

ANNEX 1

Public Redacted

Version

ICC-01/21- 01/25 (public) - Instructions on the use of Trial Chamber III Communications

To OTP [REDACTED] • d36duterte [REDACTED]
V50LRV [REDACTED] •

Copy Associate Legal Office [REDACTED]
Office of the Director [REDACTED] VWS Legal [REDACTED] •
TrialChamberIII [REDACTED] •

Dear colleagues,
Dear counsel,

The Chamber informs the parties and participants that the present email address is to be used to communicate with the Trial Chamber.

The Chamber recalls that, as a matter of principle, and in line with the practice already established by the Pre-Trial Chamber, throughout the proceedings, requests are to be submitted by way of formal filings.

In line with the guidelines set out in the Chambers Practice Manual, communication with the Chamber by email, via this dedicated e-mail address, should remain limited to minor or peripheral matters (*i.e.* variation of time and page limits or leave to reply). Similarly, orders to the Registry, such as an order to reclassify documents in the record or submit reports on particular issues, may usually be issued by way of email. Unless instructed by the Chamber, no substantive litigation may take place by email. If such a situation arises, the Chamber will order the submission of formal filings.

Unless strictly necessary, the Registry, the parties and the participants should only send communications to this email address during working hours (9:00-17h30 CET, The Hague time).

In order to ensure that this form of communication adheres to a certain level of formality, and in line with the practice established by the Pre-Trial Chamber, the parties and the Registry are reminded to frame, at all times, any email submissions in the following manner:

-Include as recipients all persons identified as such by the parties, the Registry, or any relevant participant, unless excluded for confidentiality reasons;

-Use a clear title in the email subject line, which shall begin with (i) the case record number ICC-01/21- 01/25; and (ii) the level of classification of the email communication (reasons for a classification other than public may, if necessary, be indicated in the text of the email);

-Frame email submissions in a way that makes their publication possible (in exceptional circumstances, when emails cannot be made public at all, the sender shall indicate this clearly in the text of the email); and

-Omit any names and contact details of Chambers staff.

The Registry has already communicated to the Chamber the list of persons identified as recipients in the present email. Should there be any changes to this list, the parties and participants and the Registry are instructed to promptly inform the Chamber in this regard.

Kind regards,

Trial Chamber III