

<p style="text-align: center;"><b>IMPORTANT</b></p> <p>Give the required information in the relevant boxes. If a section is not applicable, say so (or put <i>N/A</i>).</p> <p>The submissions will consist of (1) the complaint form, (2) the brief and (3) any supporting documents, in that order.</p>	<p style="text-align: center;"><b>TO BE ENTERED BY THE REGISTRY OF THE TRIBUNAL</b></p> <p><b>Date of filing:</b></p>
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**1 THE COMPLAINANT**

Family name		First name(s) ( <i>in full</i> )		Mr/Mrs/Ms/Miss	
Date of birth			Place of birth		
Day	Month	Year	City	Country	Nationality(ies)
Postal address				Phone number	E-mail address
Status	1	<input type="checkbox"/> Serving official. Enter the complainant's present grade here:			
<i>Tick the corresponding box</i>	2	<input type="checkbox"/> Former official. Enter the complainant's final grade here:			
	3	<input type="checkbox"/> Other. Enter the name of the deceased official whose rights the complainant is relying on:			
	Family name		First name(s)	Mr/Mrs/Ms/Miss	
Complainant's relationship to that official:					

*Do not put mere initials.*

*Please inform the Registry of any change.*

*See Article II(6) of the Tribunal's Statute.*

The complainant's representative\*, if any, under Article 5(1) of the Rules:

Family name	First name(s)	Qualification
Postal address	Phone number	E-mail address

\* Representatives **must** supply the original or a duly certified copy of the power of attorney required by Article 5(2) of the Rules **and** identify the bar they belong to or the international organization they have served in (Article 5(1) of the Rules).

**2 THE DEFENDANT ORGANIZATION**

**3 THE IMPUGNED DECISION**

(a) If the organization has taken an express final decision within the meaning of Article VII(1) of the Tribunal's Statute			
(i) Date borne by the text of that decision	Day	Month	Year
(ii) Date at which the complainant received the text of the decision (or date of publication of the decision if it affects a class of officials)	Day	Month	Year
(b) If no express decision has been taken upon a claim within the time limit in Article VII(3) of the Statute, date at which the complainant notified such claim to the organization	Day	Month	Year

*Fill in either (a) or (b).*

*Fill in both (i) and (ii) even if the date is the same.*

**4 THE PLEADINGS**

**Brief**

In a brief, to be placed after this form, set out:

- (1) the facts of the case
- (2) the complainant's arguments.

**Relief claimed**

*The claims may include, for example, the quashing of the challenged decision, reinstatement, material damages, moral damages, costs.*

*List the claims in the box: do not put entries such as "see document appended".*

*The list should not contain arguments, explanations or allegations.*

**Supporting documents**

Number each of the supporting documents you append to your brief and list them at the end of this form.

**5 SPECIAL APPLICATIONS**

**ORAL PROCEEDINGS**

Does the complainant want oral proceedings (hearings) under Article 12(1) of the Rules?

YES

NO

*State the grounds for such application in the brief.*

Witness(es), if any, that the complainant wants the Tribunal to hear:

Name/First name(s)	Position or title	Issues to be addressed

**FAST-TRACK PROCEDURE**

If the complainant wishes to apply for a fast-track procedure under Article 7bis of the Rules, please indicate the questions of law which the complainant proposes to submit to the Tribunal for a decision under this procedure:

**SIGNATURE**

In signing below the complainant or her/his representative certifies:

- (a) that the five copies of this form and of the appended texts are true (Article 6(1)(d) of the Rules);
- (b) that all appended texts that are not originals (transcripts, photocopies, etc.) are true copies (Article (6)(1)(b));
- (c) that the required translations into English or French of any appended texts written in neither of those languages are true to the originals (Article 6(1)(c)).

Date

Signature

*Sign the original and each of the five copies of this form; a mere photocopy of the signature will not be accepted.*

**SUPPORTING DOCUMENTS**  
(in chronological order so far as possible)

**EXAMPLES**

NUMBER	DATE			NATURE	AUTHOR (so far as possible)	ADDRESSEE (so far as possible)
	DD	MM	YYYY			
1	04	04	1997	Letter	Director of Personnel	Complainant
2	12	05	1997	Performance appraisal report	–	–
3	20	05	1997	Memorandum	Complainant's supervisor	Chief, Publications Branch
4	12	06	1997	Report	Joint Appeals Board	–
5	09	07	1997	Letter (impugned decision)	Director-General	Complainant

*Number each document separately.*

**LIST OF DOCUMENTS SUPPORTING THE COMPLAINT**

NUMBER	DATE			DESCRIPTION (letter, report, etc.)	AUTHOR (so far as possible)	ADDRESSEE (so far as possible)
	DD	MM	YYYY			

*The list should ordinarily include the texts of the decision impugned under Article VII(1) and of the report of the internal appeals body, if any.*

