



SPECIAL COURT FOR SIERRA LEONE

Practice Direction on dealing with Documents in The Hague - Sub-Office

Adopted on 16 January 2008
Amended 25 April 2008

RECEIVED
SPECIAL COURT FOR SIERRA LEONE
25 APR 2008
BY: MARGARET EDMONDS
SIGN: Medmonds
TIME: 13:00

- (F) Documents shall be submitted on A4 or 8¹/₂ x 11 inch size paper. Margins shall be at least 2.5 centimetres on all four sides. All documents shall be paginated, excluding the cover sheet.
- (G) The typeface shall be 12 point, "Times New Roman" font, with 1.5 line spacing. An average page shall contain a maximum of 200 words.
- (H) Documents shall not be bound or stapled and shall not contain dividers, post-it indexes or flags.
- (I) Only the original document shall be submitted to Court Management Section. No supplementary copies shall be accepted. Copies of photographs, audio tapes and video tapes which are submitted as part of the filing shall be provided **in sufficient number for service** on the Judge or Chamber before which the document is filed, the parties and/or any State, organization or person that shall be served with the document.
- (J) The document shall be signed with a clear indication of the name of the person who signed it.

Article 5 - Contents of Documents

Documents filed before a Judge or Chamber shall contain the following:

- (i) a brief of the argument;
- (ii) affidavit(s) or solemn declaration(s) affirming contentious facts, if the Party, State, organization or person filing the document requires the Judge or Chamber to make a determination on a question of fact; and
- (iii) a list of authorities referred to in the document and copies of those authorities, as provided in Article 7 (A) of this Practice Direction.
- (iv) Any reference to a previously filed document shall include the court record document number in addition to the title and date of that document

Article 6 - Length of Documents

- (A) Pre-trial briefs shall not exceed 50 pages or 15,000 words, whichever is greater.
- (B) Final trial submissions shall not exceed 200 pages or 60,000 words, whichever is greater.
- (C) Preliminary motions, motions, responses to such motions and replies to such shall not exceed 10 pages or 3,000 words, whichever is greater.
- (D) Interlocutory appeals against decisions on motions shall be subject to the following:
 - (i) For leave to appeal:
 - (a) the motion of a Party seeking leave to pursue an interlocutory appeal shall not exceed 15 pages or 4,500 words, whichever is greater;
 - (b) the response to such a motion shall not exceed 15 pages or 4,500 words, whichever is greater; and

- (c) the reply to such a response shall not exceed 7 pages or 2,100 words, whichever is greater.
- (ii) For merits of interlocutory appeals:
 - (a) the brief of an Appellant in an interlocutory appeal shall not exceed 30 pages or 9,000 words, whichever is greater; and
 - (b) the response brief of a Respondent in an interlocutory appeal shall not exceed 30 pages or 9,000 words, whichever is greater; and
 - (c) the reply brief of an Appellant in an interlocutory appeal shall not exceed 10 pages or 3,000 words, whichever is greater.
- (E) Appeals against judgments and sentences shall be subject to the following:
 - (i) The brief of an Appellant against a judgment or a sentence shall not exceed 100 pages or 30,000 words, whichever is greater. Where the Prosecutor, as Appellant, files a consolidated brief against additional Respondents, a further 35 pages or 10,000 words, whichever is greater, may be filed in respect of each additional Respondent;
 - (ii) The response brief of a Respondent on an appeal against a judgment or a sentence shall not exceed 100 pages or 30,000 words, whichever is greater. Paragraph (D) (I) applies mutatis mutandis to any response brief filed by the Prosecutor; and
 - (iii) The reply brief of an Appellant on an appeal against a judgment or a sentence shall not exceed 30 pages or 9,000 words, whichever is greater. Where the Prosecutor, as appellant, files a consolidated reply brief against additional Respondents, a further 10 pages or 3,000 words, whichever is greater, may be filed in respect of each additional Respondent.
- (F) Headings, footnotes and quotations count towards the word and page limits set out in the present article. Any appendices or authorities do not count towards the page limit.
- (G) Party, State, organisation or person seeking to file a document which exceeds the page limits set out in this article shall obtain authorisation in advance from a Judge or a Chamber and shall provide an explanation of the exceptional circumstances that necessitate the oversized filing.
- (H) The present article shall not apply to additional written submissions in connection with motions referred to the Appeals Chamber under Rule 72(E) and (F) of the Rules insofar as it is inconsistent with the *Practice Direction on Filing Documents under Rule 72 of Procedure and Evidence before the Appeals Chamber of the Special Court for Sierra Leone* issued on 22 September 2003.