Practice Direction

Electronic filing by applicants and third parties under Article 36 § 2 of the Convention or under Article 3, second sentence, of Protocol No. 16[1]

I. Scope of application

1. After the communication of a case, applicants and third parties under Article 36 § 2 of the Convention or under Article 3, second sentence, of Protocol No. 16 which have opted to file pleadings electronically shall send all written communications with the Court by using the Court's Electronic Communications Service (eComms) and shall accept written communications sent to them by the Registry of the Court by means of eComms, with the following exceptions:

(a) attachments, such as plans, manuals, etc., that may not be comprehensively viewed in an electronic format may be filed by post;

(b) the Court's Registry may request that a paper document or attachment be submitted by post.

2. If an applicant or third party has filed a document by post or fax, they, as soon as possible, file electronically a notice of filing by post or fax, describing the document sent, stating the date of dispatch and setting forth the reasons why electronic filing was not possible.

II. Technical requirements

3. Applicants and third parties shall possess the necessary technical equipment and follow the user manual available on the eComms site.

III. Format and naming convention

4. A document filed electronically shall be in PDF format. The PDF documents must be of the type 'text searchable PDF' rather than 'image-based' PDF.

5. Unsigned letters and written pleadings shall not be accepted. Signed documents to be filed electronically shall be generated by scanning the original paper copy. Applicants and third parties shall keep the original paper copy in their files.

6. The name of a document filed electronically shall be prefixed by the application number, followed by the name of the applicant or third parties as spelled in Latin script by the Registry of the Court, and contain an indication of the contents of the document[2].

IV. Relevant date with regard to time limits

7. The date on which an applicant or third parties has successfully filed the document electronically with the Court shall be considered as the date, based on Strasbourg time, of dispatch within the meaning of Rule 38 § 2 or the date of filing for the purposes of Rule 73 § 1.

8. To facilitate keeping track of the correspondence exchanged and to ensure compliance with the time limits set by the Court, the applicant or third parties should regularly check their email and eComms account.

1. Issued by the President of the Court in accordance with Rule 32 of the Rules of Court on 29 September 2014. This practice direction becomes operational on 6 September 2018 and amended on 1st October 2026.
2. The following is an example: 65051/01 Karagyozov Observ Adm Merits.

V. Different versions of one and the same document

9. eComms shall not permit the modification, replacement or deletion of a filed document. If the need arises for the applicant or third party to modify a document they have filed, they shall create a new document named differently (for example, by adding the word “modified” in the document name). This opportunity should only be used where genuinely necessary and should not be used to correct minor errors.

10. Where an applicant or third party has filed more than one version of the same document, only the document filed in time shall be taken into consideration. Where more than one version has been filed in time, the latest version shall be taken into consideration, unless the President of the Chamber decides otherwise.