### submission form OF INDIVIDUAL COMMUNICATIONS TO TREATY BODIES

Please provide answers to all areas of the form. Incomplete submissions or submissions in languages other than English, French, Russian or Spanish will not be processed.

#### Name of Committee to which the communication is submitted:

#### State party or States parties concerned:

#### First and family name of complainant:

#### Date of birth and nationality of complainant:

#### Contact details of complainant (email, phone number and address):

#### First and family name of victim (if different from complainant):

#### Date of birth and nationality of and victim (if different from complainant):

1. First and family name of counsel or other representative (if the complainant is represented):

#### Contact details of representative (email, phone number and address):

#### Would you like for the complainant / victim’s name to be anonymized in an eventual decision by the Committee? Yes No

#### Have you submitted the same matter under another procedure of regional / international investigation or settlement? Yes No If so, please indicate the procedure or body, the date of submission, the authors and the claims invoked, and the decision adopted:

#### Are you requesting interim measures (to avoid irreparable harm to the complainant/victim) or measures of protection (to avoid harm or reprisals against the complainant/victim and/or family members or representatives)? Yes No If yes, indicate what kind of specific measures and justify the request.

Simple text box – [word limit 400]

#### Facts. Please provide a summary of the main facts of the case, in chronological order, including the dates, and information on administrative/judicial remedies. Please focus on the facts of the individual case. Information referring to a general context should be included only if relevant, and as brief as possible. Do not include allegations of violations (these should be included in para. 14 below)

 Simple text box [word limit 1,500]

Facts

1.

2.

Domestic remedies: Please describe, in chronological order, each step taken by the victim(s) to raise their claims before courts and/or administrative authorities. Please describe the date and content of each submission, the authority to which it was submitted, the date of the decision, and the reason(s) for the decision. If domestic remedies have not been exhausted, please state why:

1.

2.

#### Claim. Please explain how and why you consider that the facts and circumstances described violate your rights/ the victim(s)’ rights. Please specify which rights you consider to have been violated (if possible, identify the articles under the relevant treaty):

Simple text box – [word limit 600]

1. Article XXX - explanation

2.

3.

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#### Date, place and signature

Date and place:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the complainant(s) and victim(s) (if different and able to sign) :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the Counsel (if the complainant is represented): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note: You will need to send two files:**

* **The word document file (does not need signature) AND**
* **The signed document scanned or photographed**

#### List of documents

Please make sure all documents are ordered by date, are numbered consecutively, and are clearly labeled (Example: Annex 1 (Complaint to District Court-4 Jun 2020); Annex 2 – (Decision of District Court-8 Jul 2020)).

* Decisions of domestic courts (and administrative authorities) on your claim as well as executive summaries of such decisions if they are not in one of the four working languages indicated above
* Complaints to and decisions by any other procedure of international investigation or settlement
* Any documentation or other corroborating evidence you possess that substantiates your communication, including medical or psychological reports, if relevant.
* Relevant national legislation, if applicable.
* For lengthy or complex cases, please include as an Annex any additional, chronologically-ordered factual information not included under section 12 above. Maximum word limit: 10,000)

#### How to submit individual communications

Please send the completed application form and attached documentation by email to: **petitions@ohchr.org**

If it is impossible to submit the case electronically, please explain why and send in paper (not exceeding 20 single-sided pages) to:

Petitions and Urgent Actions Section

OHCHR

Palais des Nations

Avenue de la Paix 8-14

1211 Geneva

Switzerland.

**No paper complaints will be processed unless a justification is provided. Please do not include originals, but only copies. No documents will be returned.**