



UCR

Unified Court Records Database User Guide



UCR | Unified Court Records Database

User Guide

CONTENTS

Introduction	3
Accessing the UCR	4
Choosing the database language	6
Viewing recently added records	7
Searching for records	8
Search by Keyword	10
Title Search	10
Full Text Search	12
Search by Metadata	15
Accused	15
Language Collection	16
Document Type	17
Document Source	17
Document Format	18
Case Number / Case Name	19
Organisation	20
Exhibit Number	20
From Date / To Date	21
Sort By	22
Viewing search results	23
Review results	23
View documents	24
View related documents	25
View translations	26
Filter Results	27
Further assistance	29
Annex A – Document Types	30
Annex B – Court Recordings	32

Introduction

This document provides guidance on using the Unified Court Records database (“UCR”).

The UCR provides online access to public court records of the International Criminal Tribunal for Rwanda (ICTR), the International Criminal Tribunal for the former Yugoslavia (ICTY) and the International Residual Mechanism for Criminal Tribunals (“Mechanism”).

Public court records include:

- legal documents relating to the case that are filed with the court, such as indictments, motions, orders, decisions and judgements;
- evidence admitted in court; and
- transcripts and audiovisual recordings of hearings.

Note: Records obtained from the UCR are intended for public information only.¹

¹ National authorities seeking certified or confidential ICTR, ICTY or Mechanism court documents should refer to the [Assistance to National Jurisdictions](#) page on the Mechanism website for more information.



Accessing the UCR

The UCR can be accessed at <http://ucr.irmct.org/>.

A privacy notice will appear before each session. Tick “Do not display this on future visits” and click **CLOSE** in the upper right corner of the notice to indicate that it has been read.

Do not display this on future visits **CLOSE X**

UNITED NATIONS
International Residual Mechanism
for Criminal Tribunals

UNIFIED COURT RECORDS

Privacy Notice

The Unified Court Records Database (UCR) collects certain information about users as they access the database.

- E-mail addresses will be collected as part of the registration process. This information will be stored on United Nations servers. E-mail addresses are collected and used for the express purpose of contacting registered users in case the material they have previously accessed has subsequently been removed from the UCR database by the Mechanism for security reasons.

Once the **Privacy Notice** has been acknowledged, the registration/sign-in page will appear.

First-time users must register to use the database. To register, select the **Register** tab on the UCR homepage:

UNITED NATIONS
International Residual Mechanism
for Criminal Tribunals

English

Unified Court Records

SIGN IN **REGISTER**

FIRST NAME
FIRST NAME

LAST NAME
LAST NAME

EMAIL ADDRESS
EMAIL ADDRESS

PASSWORD
PASSWORD

REPEAT PASSWORD
CONFIRM PASSWORD

I accept the [Terms & Conditions](#)


Sign Up



Complete the required information. Check **I'm not a robot** and complete the image verification and then check **I accept the Terms & Conditions** once the terms and conditions have been reviewed. Click **Sign Up**.

Password

Repeat Password

I'm not a robot  reCAPTCHA
Privacy - Terms

I accept the Terms & Conditions

Sign Up

An email from ucrdwebmaster@irmct.org will be sent to the address provided. Click on the link in the email to confirm registration.

Note: Check the junk mail folder if the email does not appear immediately in the inbox of the email address provided.

Once registered, users must use the **Sign In** tab to access the database.

SIGN IN **REGISTER**

Email Address

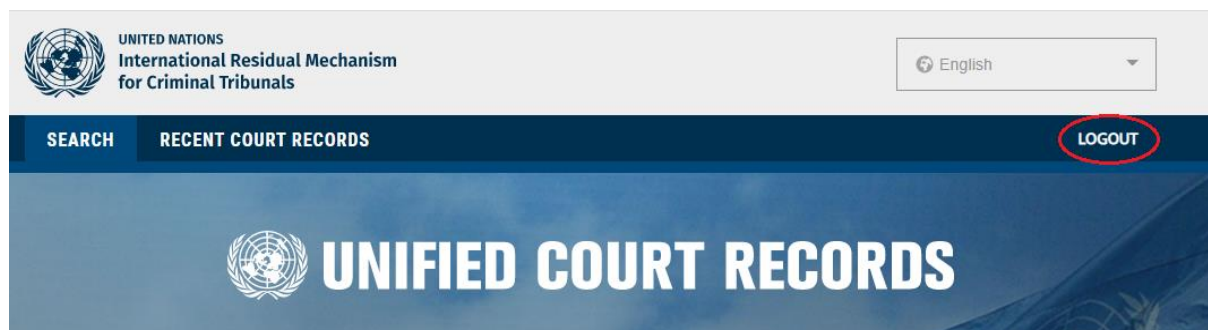
Password

[Forgot Password](#)

Sign In



To log out of the UCR, select **Logout** in the upper right corner of the screen.

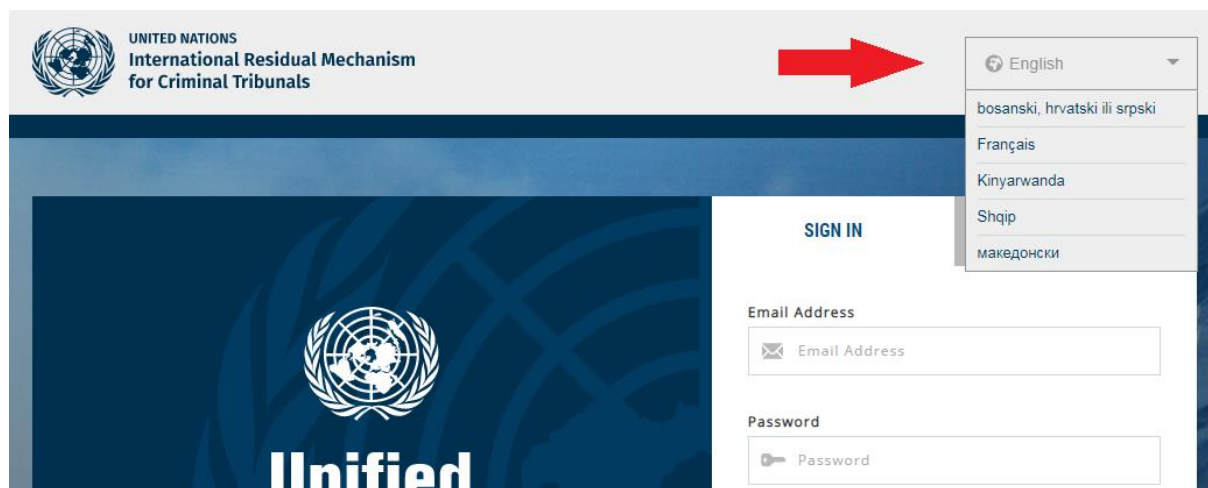


Choosing the database language

The database language is the language used to search for records. It is the language that is displayed on the interface, not the language of the records. The default database language is English, but the interface can also be displayed in five other languages.

Users can change the language of the database by choosing one of the other language options from the drop-down menu at the top right of the page:

- bosanski, hrvatski ili srpski (Bosnian/Croatian/Serbian)
- Français (French)
- Kinyarwanda
- Shqip (Albanian)
- македонски (Macedonian)



The language can be changed before signing in or at any point once logged into the system.

To learn about searching for records in a specific language, see the [Language Collection](#) section of this Guide.

Viewing recently added records

The **Recent Court Records** function allows users to view the latest 50 court records that have been added to the database.

Once signed in, users can view the latest records from the **Recent Court Records** tab at the top of the screen.



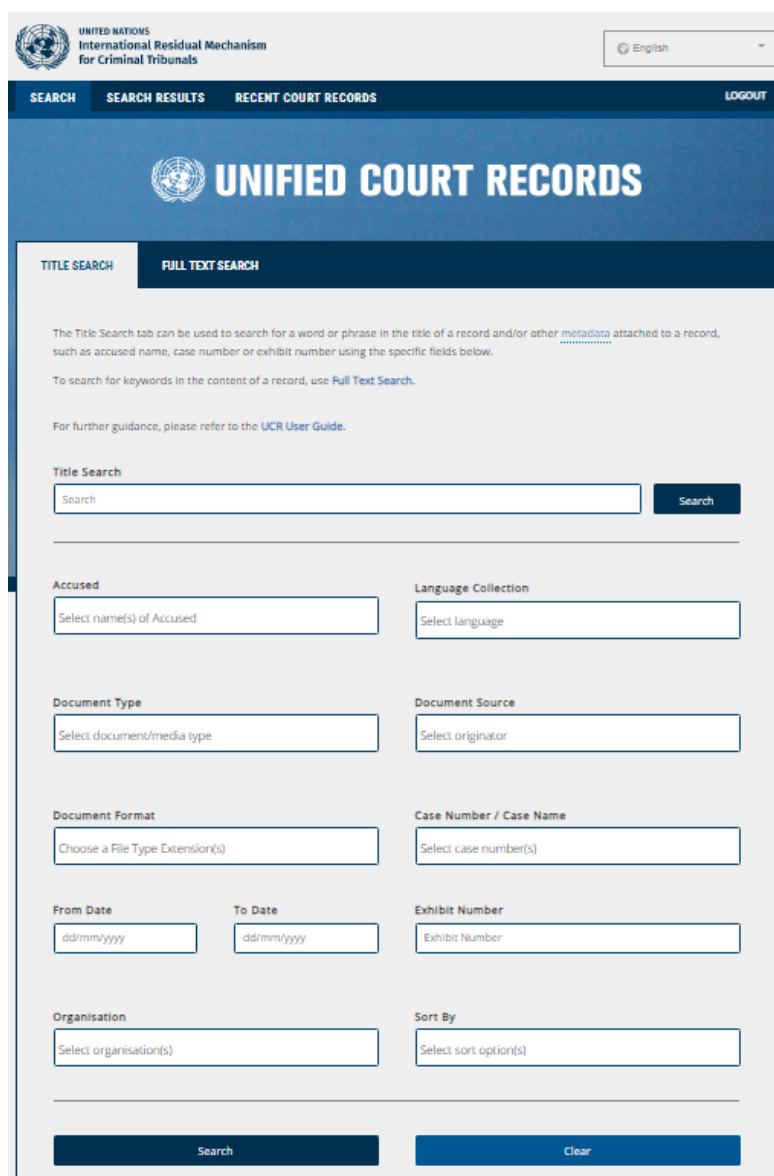
Records are placed in the database within 24 hours of being filed.

Note: Transcripts are usually added 10 days after a hearing. Public exhibits for some ongoing Mechanism cases may not be available through the public judicial records database until the case is completed.

To learn more about viewing individual records, see the [Viewing Search Results](#) section of this guide.

Searching for records

The **Search** page allows users to conduct searches based on their specific requirements. Users can choose to do a general search of records in the database, or they can narrow their search by selecting specific search criteria.



The screenshot displays the 'UNIFIED COURT RECORDS' search interface. At the top, there is a navigation bar with 'SEARCH', 'SEARCH RESULTS', 'RECENT COURT RECORDS', and 'LOGOUT'. Below this is a header with the UN logo and the text 'UNIFIED COURT RECORDS'. The main content area has two tabs: 'TITLE SEARCH' and 'FULL TEXT SEARCH'. The 'FULL TEXT SEARCH' tab is active. Below the tabs, there is a paragraph explaining the search options and a link to the 'UCR User Guide'. A 'Title Search' field with a 'Search' button is present. Below this are several filter fields: 'Accused' (Select name(s) of Accused), 'Language Collection' (Select language), 'Document Type' (Select document/media type), 'Document Source' (Select originator), 'Document Format' (Choose a File Type Extension(s)), 'Case Number / Case Name' (Select case number(s)), 'From Date' (dd/mm/yyyy), 'To Date' (dd/mm/yyyy), 'Exhibit Number' (Exhibit Number), 'Organisation' (Select organisation(s)), and 'Sort By' (Select sort option(s)). At the bottom, there are 'Search' and 'Clear' buttons.

Search tip: Users do not need to choose criteria for all fields. The UCR automatically searches all criteria when none are chosen. However, it is advisable to narrow the search as much as possible to ensure relevant and fast results.

Note: for a **Full Text Search**, a **Document Type** and at least one language from **Language Collection** must be selected.



If the search does not return the desired results, there are two ways to amend the search:

- 1) use the [Filter Results](#) option on the results page to narrow the search; or
- 2) select the **Search** tab at the top left of the page to return to the page with the original search criteria.

UNITED NATIONS
International Residual Mechanism
for Criminal Tribunals

English

SEARCH SEARCH RESULTS RECENT COURT RECORDS LOGOUT

UNIFIED COURT RECORDS

Showing 1 to 10 of 5,395 entries

MICT-19-121
Augustin
Ngirabatware
(Contempt)

Order for Release of Audio-Visual Record and Permitting Photography (English, 2 Pages)

Organisation: MICT • Language: English • File Type: PDF • Pages: 2 • Date: 14/10/2019 • Document Type: Order

Related Documents • Translations • View Scanned Document

Order
Judge

MICT-19-121
Augustin
Ngirabatware

FRENCH TRANSLATION - Ordonnance autorisant la diffusion d'enregistrements audiovisuels et la prise de photographies (French, 3 Pages)

Order

FILTER OPTIONS

Accused

Select name(s) of Accused

Language Collection

Select language

To start a new search, click **New Search** at the bottom of the **Filter Results** area.

Organisation

Select organisation(s)

File Type

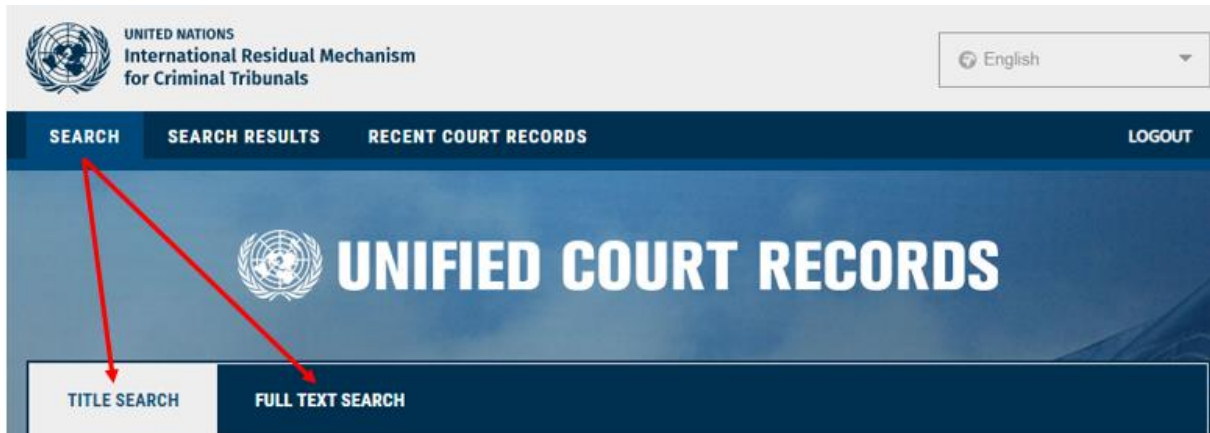
Choose a File Type Extension(s)

Clear Filter

New Search

Search by Keyword

There are two types of keyword searches: **Title Search** and **Full Text Search**. Each of these options can be used with other search criteria found on the search tabs.

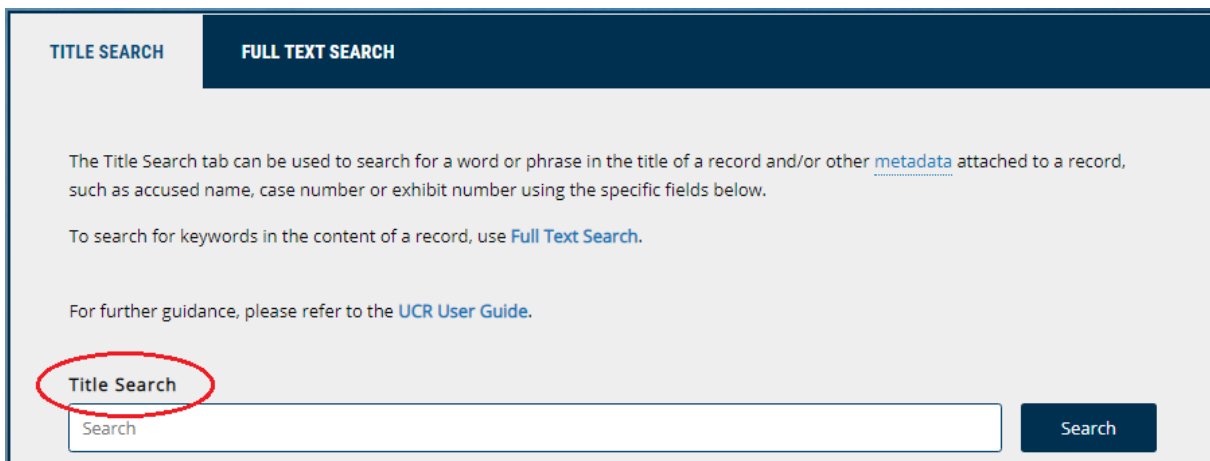


See [Search by Metadata](#) for more information on searching using other criteria.

Title Search

Title Search will search for a keyword—a specific word or phrase—in the title of a record.

To search for keywords in a title, select the **Title Search** tab and then type the word or phrase into the **Title Search** box.



Keywords may include personal names, place names, event names or event dates.

Important things to remember about the **Title Search**:

- The **Title Search** is not case sensitive.
- The **Title Search** does not accept wildcards (“*” or “?”). However, the system assumes truncation of words. It is therefore best to search using a root word to account for variations in data entry. For instance, there are various ways in which a photograph may have been referred to in a title. A search for the root word “photo” will return the greatest number of results, as illustrated below:

<i>Title field keyword</i>		<i>Search results</i>
“photographs” will find	→	photographs
“photograph” will find	→	photograph and photographs
“photos” will find	→	photos
“photo” will find	→	photo, photos, photograph and photographs

- Spelling matters. If a word typed in the **Search** field using **Title Search** does not appear exactly as typed in any record titles, the system will not return results (with the exception of truncated words). The system does not offer suggested results for searches that contain misspelled words.
- Phrases in **Title Search** must be exactly as they appear in the document title metadata. For instance:

A search for: <i>withdrawal motion</i>	→	Searches only for records where “motion” <u>directly</u> follows “withdrawal” in the title. It will not return results for “withdrawal <u>of</u> motion”.
A search for: <i>death certificate</i>	→	Searches only for records where “certificate” <u>directly</u> follows “death” in the title. It will not return results for “certificate of death”.
A search for: <i>certificate of death</i>	→	Searches only for records where the three words “certificate” “of” and “death” appear in the title in the exact order they were typed into the Search field. It will not return results for “death certificate”.

- The **Title Search** is generally not sensitive to diacritics i.e. they may be used but they do not need to be used in order to receive the same results. However, use of a crossed Đ (lowercase đ) is not allowed. Instead, the letter is represented by “d” or “dj” in the database. For example:

<i>Word using Đ or đ</i>	<i>Transcription</i>
Đorđević	Dordevic OR Djordevic
Međunarodni	Medjunarodni OR Medunarodni
Đorđe Đukić	Djordje Djukic OR Dorde Dukic
Tuđman	Tudjman OR Tudman
Između	Izmedu OR Izmedju

*Note: The use of *d* or *dj* instead of *Đ* (*đ*) in titles and in the text of the records is inconsistent, i.e. the same word may appear in either form.



- When searching for a phrase, do not use quotation marks. For example, use Drina Corps **NOT** “Drina Corps”.
- When searching for a specific date in the title, try different date variations. For example, when searching for records related to an event occurring on 10 March 1994, any of the following may return results:

10 March 1994	March 10 1994	10 Mar 1994	Mar 10 1994
10/03/1994	10-03-1994	03-10-1994	03/10/1994

Search tip: Record formats may be noted in the title of the records.

Examples of common keywords used to find specific record formats include:

Map	Model	Photo	Video	Sketch
Audio	Intercept	Recording	Intercept	Report

Note: A search by specific formats can be done using the [Document Format](#) field.

Full Text Search

Full Text Search searches for keywords—words or phrases—within the content of a record. To search for keywords in the content of a record, select the **Full Text Search** tab, type the keywords into the **Full Text Search** field and then choose the desired [Fuzziness](#) level.

Note: a **Document Type** and a **Language Collection** must be selected for **Full Text Search**.

TITLE SEARCH
FULL TEXT SEARCH

The Full Text Search tab can be used to search for word(s) or phrase(s) contained within the text of a record and/or metadata (information) attached to a record, such as accused name, case number or exhibit number using the specific fields below.

To search for results that contain the exact words or phrases included in the Full Text Search field, use "Fuzziness 0". For results that contain variations of these words or phrases, use higher Fuzziness levels.

Full Text Search is limited to searching one Language Collection at a time. To search for keywords in the title of a record, use [Title Search](#).

For further guidance, please refer to the [UCR User Guide](#).

Full Text Search

Important things to remember when doing a **Full Text Search**:

- Type the words in a phrase in the order in which those words should appear in the document.

- Do not use punctuation or quotation marks. The database automatically recognises two or more words as a phrase.
- Do not use diacritics. Unlike a **Title Search**, a **Full Text Search** is sensitive to diacritics. Use wildcards (see below) to search for words that contain diacritics, such as Č č, Ć ć, Dž dž đ, Š š and Ž ž.
- **Full Text Search** is not case sensitive.

Fuzziness (Basic Search)

The basic **Full Text Search** is based on degrees of “Fuzziness” i.e. the degree to which the results match the words or phrases included in the **Full Text Search** field. While a degree of “0” can be used to search for an exact match to a word or phrase, users may choose a higher degree of fuzziness to account for spelling mistakes, word variations, and joined or broken words caused by Optical Character Recognition (OCR) errors.

Fuzziness can be adjusted on a scale from 0-4, where 0 = a search for words or phrases that match the keywords and 4 = a search for words or phrases that are somewhat similar to the keywords.

The default setting of **Fuzziness** is “0”.

Search Tip: Increase the level of **Fuzziness** if the search returns fewer records than anticipated.

Boolean operators, wildcards and positional operators (Advanced Search)

An advanced search can be done using Boolean operators, wildcards and positional operators. The tables below describe each search method.

Boolean operators		
Boolean operators are used to search for all or any of the specified terms or to exclude terms.		
Search method	Action	Example
AND	Use AND to search for <u>all</u> of the specified search terms. This search will return documents containing all of the words, regardless of their proximity to each other.	Dragomir AND Milosevic = documents containing the terms “Dragomir” <u>and</u> “Milosevic”
OR	Use OR to search for <u>any</u> of the specific search terms. This search will return documents containing any of the words, regardless of their proximity to each other.	Dragomir OR Milosevic = documents containing the terms “Dragomir” <u>or</u> “Milosevic”
AND NOT	Use AND NOT to search for documents that <u>do not</u> contain the specified search term.	Butare AND NOT Nyiramasuhuko = documents containing the term “Butare” <u>and not</u> “Nyiramasuhuko”

Wildcards		
Wildcards are used to search for prefix, suffix, root word and spelling variations (including language-specific gender, person, number and case variations).		
Search method	Action	Example
Asterisk “*”	Asterisk “*” takes the place of any <u>string</u> of letters/characters if user is unsure of which variation of a word has been used, or where spelling is uncertain.	<i>Bourg*</i> in the Search field = results containing words such as Bourgon, bourgmestre, bourgmestre’s, bourgmestres
Question mark “?”	Question mark “?” can be used in place of up to <u>three</u> letters/characters in a word. This is useful for finding foreign words whose accented letter or symbols may have been anglicized.	Babi? in the Search field = results containing Babić, Babic, Babića, Babić’s Bla?ki? in the Search field = results containing Blaskic, Blaškić, Blaškić’s
<i>Note:</i> wildcards can be combined, but no more than 3 question marks (?) and 1 asterisk (*) can be used in a single full-text search.		

Positional operators		
Positional operators are used to search for words that are within a certain proximity from each other or appear in a certain order.		
Search method	Action	Example
W/n	Use W/n to search for documents in which two terms appear within a specified number of words from each other.	Order w/5 prison = documents containing the term “Order” within 5 words of the term “prison”
W/n/EOS (sentence)	Use W/n/EOS to search for documents in which two words appear within a specific number of sentences from one another.	Gitarama W/5/EOS (training centre) = documents containing the term “Gitarama” within 5 sentences of the phrase “training centre”
W/n/EOP (paragraph)	Use W/n/EOP to search for documents in which two words appear within a specific number of paragraphs from one another.	value W/2/EOP (currency) = documents containing the term “value” within 2 paragraphs of the term “currency”
W/n/EOG (page)	Use W/n/EOG to search for documents in which two words appear within a specific number of pages from one another.	Shelling W/3/EOG (Markale Market) = documents containing the term Shelling within 3 pages of the phrase “Markale Market”
P/n	Use P/n to search for document in which two words appear within a specific number of words from one another AND in a specific order.	Appeal P/10 Rule = documents where the term “Appeal” precedes the term “Rule” and appears within 10 words of it.

Search by Metadata

Metadata is information *about* a record in the context of court activities. This information includes: who filed or tendered the record; when it was filed, admitted or recorded (in the case of courtroom recordings); which case it pertains to; what type of document it is; which court it was filed or admitted in; and, in the case of exhibits, what exhibit number it was given.

Metadata fields can be used alone, combined with one or more other metadata fields and/or combined with keywords in the [Title Search](#) or [Full Text Search](#) fields.

[Accused](#)

[Document Type](#)

[Document Format](#)

[Organisation](#)

[From Date/To Date](#)

[Language Collection](#)

[Document Source](#)

[Case Number/Case Name](#)

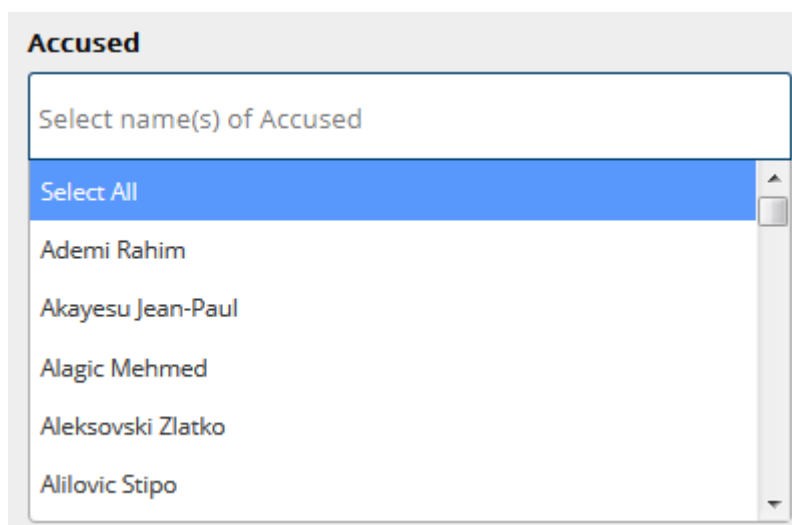
[Exhibit Number](#)

[Sort By](#)

Accused

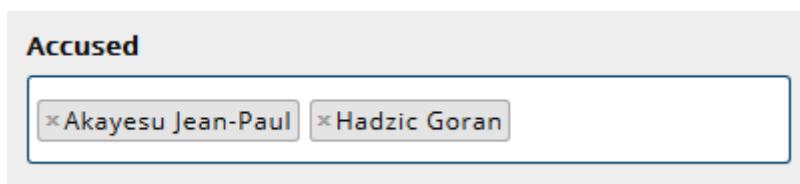
The **Accused** field allows users to search for records pertaining to the case(s) of specific individuals who were identified as the accused in ICTR, ICTY and IRMCT cases. The names of the accused are listed alphabetically by surname in the **Accused** drop-down list.

Choose **Select All** to search for records in all cases.



The screenshot shows a dropdown menu titled "Accused". The menu is open, displaying a list of names. The first option is "Select All", which is highlighted in blue. Below it are the names: "Ademi Rahim", "Akayesu Jean-Paul", "Alagic Mehmed", "Aleksovski Zlatko", and "Alilovic Stipo". The menu has a scroll bar on the right side.

Select all, one or multiple names to search for records from all cases against the selected accused.



The screenshot shows the "Accused" field with two selected names: "Akayesu Jean-Paul" and "Hadzic Goran". Each name is enclosed in a small box with an 'x' icon on the left, indicating it can be removed. The field is titled "Accused" and has a light gray background.



Note: a search for a specific accused will return records from any multiple-accused case in which s/he appeared. These will include records relating to other accused in the case. For example, a search for Josipović Drago will also return results relating to each of the other accused in the Kupreškić *et al.* case.

Users can also use the [Case Number / Case Name](#) field to search for records from one or more specific cases.

For more information on cases and individual accused, see the Cases pages on the [ICTR](#), [ICTY](#) and [IRMCT](#) websites.

Language Collection

The languages listed in the **Language Collection** field refer to the original language of the records and their translations.

There are more than 10 languages represented in the records of the UCR. Records in languages other than English or French—the official languages of the Tribunals—have English or French translations.

Select one language, all languages or any combination of languages to receive records in the requested language(s).

Language Collection

Select language

Select All

BOSANSKI HRVATSKI ILI SRPSKI

ENGLISH

FRANÇAIS

KINYARWANDA

OTHER

Note: When using the **Full Text Search** option, only one language at a time can be selected.

Search tip: When searching for exhibits in specific languages, it may be useful to remember:

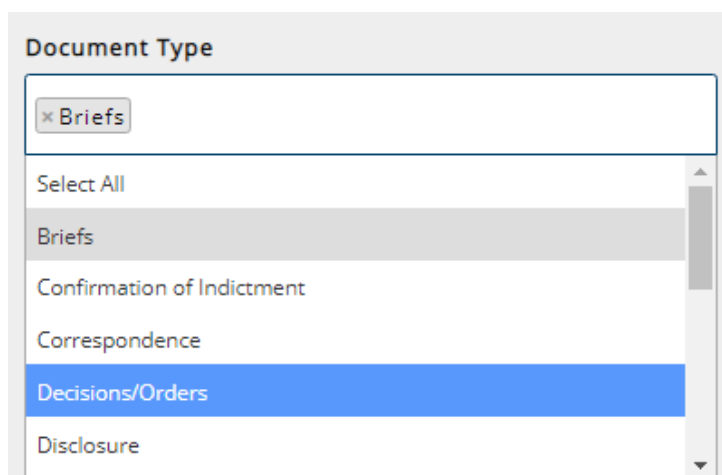
- Exhibits containing no text (i.e. most photographs) are given language designations (or identified as *Other*)
- Exhibits appear in their original language and also have translations (if in a language other than English or French)

For both of these scenarios, it is best to select all languages to ensure all results are returned.

Document Type

The types of documents listed in the **Document Type** field provide an indication of the legal nature of the records within each category. For more information on the specific types of documents created in the judicial process see [Annex A – Document Types](#).

Choose **Select All** to search all document types or select one or more document types to search for specific types of documents.



Note: Audiovisual material can be found in two categories: **Transcripts/Court Recordings** and **Exhibits**.

To search for audiovisual evidence admitted in court, select **Exhibits**.

To search for court recordings, select **Transcripts/Court Recordings**. See [Annex B – Court Recordings](#) for guidelines on searching for and viewing court recordings.

Document Source

Document Source identifies entities that have submitted records in cases before the Tribunals. Examples of document sources include:

Accused	Amicus Curiae	Appeals Chamber	Defence Counsel
Investigators	President	Prosecution	Registry
State Representatives	Trial Chamber I	Witnesses	Miscellaneous Parties

Select one or more sources to view records submitted by specific entities. For example, a search for “Appeals Chamber” in the **Document Source** field will return results for records that have been submitted by the Appeals Chamber.

Document Source

Select originator

Select All

-None

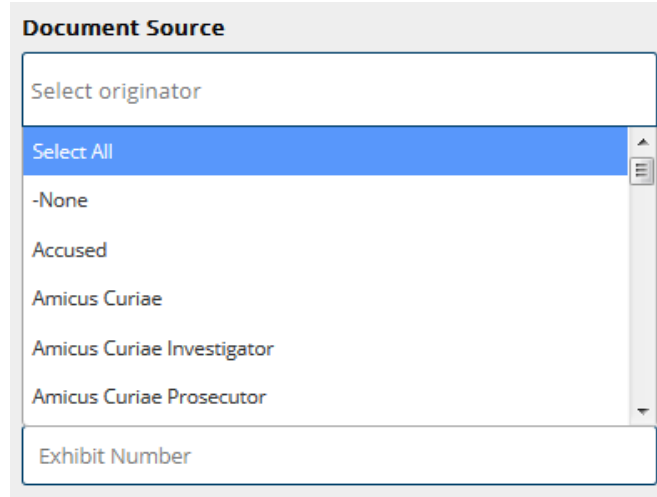
Accused

Amicus Curiae

Amicus Curiae Investigator

Amicus Curiae Prosecutor

Exhibit Number



Document Format

The **Document Format** field allows users to search by specific audiovisual, text, image, multimedia or other formats.

Document Format

Choose a File Type Extension(s)

PPT

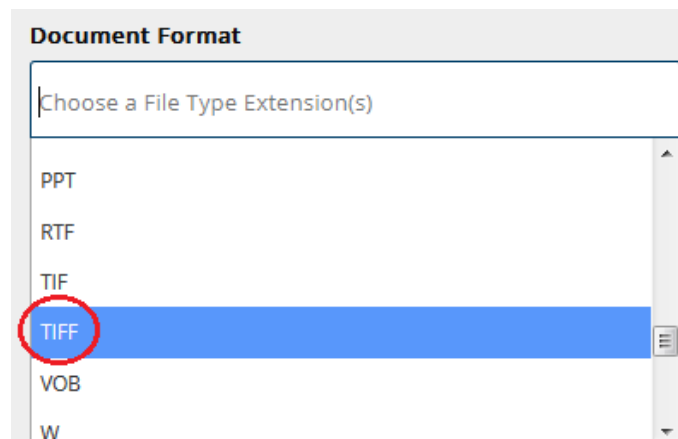
RTF

TIF

TIFF

VOB

W



Search tip: Audiovisual records may be any of the following formats: ASF, AVI, CDA, MOV, MP3, MP4, VOB, WAV, WMA, WMV, WMX and WVX.

When searching for audiovisual records, select all of these options to narrow the search to audiovisual records only.

Case Number / Case Name

The **Case Number / Case Name** field allows users to search for records in specific cases.

The cases are listed in numerical order and organized by Tribunal, starting with ICTY cases.

Case Number / Case Name

Select case number(s)

- ICTR-97-27 [NGEZE, HASSAN]
- ICTR-97-27 [NGEZE, HASSAN]
- ICTR-97-28 [NGIRUMPATSE, MATHIEU]**
- ICTR-97-28B [INSABIMANA, SYLVAIN - NTEZIRYAYO, ALPHONSE]
- ICTR-97-29B [NSABIMANA, SYLVAIN - NTEZIRYAYO, ALPHONSE]

Note: one accused may be associated with multiple cases. Records pertaining to an individual accused, therefore, may be found under more than one selection in the **Case Number/Case Name** field. To search for all cases where a specific accused has been a defendant, search by [Accused](#).

For ICTY and Mechanism records only:

- While a search can be done by accused name, the **Case Number / Case Name** field does not list all accused; only the surname of one of the accused, followed by *et al.*, is listed for many multi-accused cases.
- Choosing the **Case Number/Case Name** in **bold** will search for the main case and all sub-cases associated with the main case (Appeal, Rule 75H, Contempt, Interlocutory, etc.). Choosing one or more sub-cases identified by specific case types will search only for records within those sub-cases. Only the ICTY and the Mechanism distinguish between main cases and sub-cases. A search by any ICTR case number/case name will return records for main cases as well as sub-cases.

Case Number / Case Name

IT-05-88

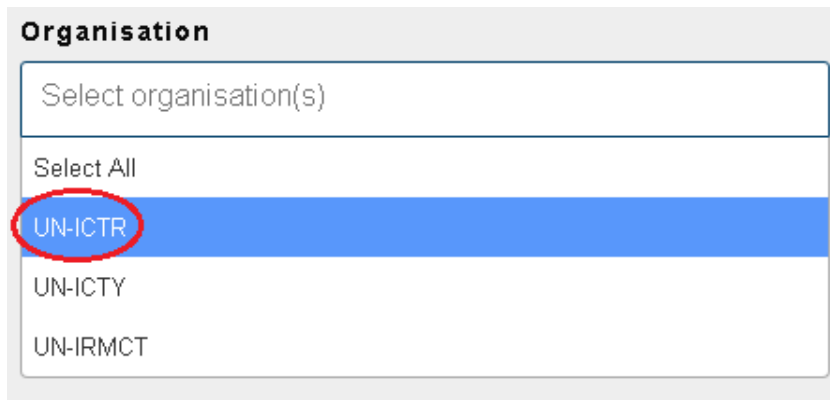
- IT-05-88 [Popovic et al]**
- IT-05-88 [Popovic et al]
- IT-05-88-A [Popovic (Appeal)]
- IT-05-88-AR65.1 [Nikolic D.(Interlocutory)]**
- IT-05-88-AR65.10 [Popovic et al (interlocutory appeal)]
- IT-05-88-AR65.11 [(Popovic et al - Interlocutory Appeal)]

Organisation

The **Organisation** field allows users to narrow a search to records within a specific Tribunal. The organisations include:

- UN-ICTR (International Criminal Tribunal for Rwanda)
- UN-ICTY (International Criminal Tribunal for the former Yugoslavia)
- UN-IRMCT (International Residual Mechanism for Criminal Tribunals)

One or more organisations may be selected at a time, or leave it blank to search all.



The screenshot shows a dropdown menu titled "Organisation". The menu is open, displaying a search box with the placeholder text "Select organisation(s)". Below the search box, there are four options: "Select All", "UN-ICTR", "UN-ICTY", and "UN-IRMCT". The "UN-ICTR" option is highlighted in blue and circled in red.

Exhibit Number

The exhibit number is the number that is assigned to evidence that is admitted in court.

An exhibit number has a prefix identifying the source of the exhibit, followed by a string of numbers (and sometimes additional letters to identify parts of a single exhibit, generally translations). For example, P321, D51, C12, P00015, P25a and D340c.

Most prefixes are "P" (Prosecution) or "D" (Defence), but some exhibits have other prefixes, such as "C" (Chambers) or "IC" ("In court"), for exhibits introduced in court (and not tendered before court is in session). For cases with multiple accused, a number may precede the "D" prefix to identify which Defence team tendered the exhibit (for example: 1D, 2D).

Note: It is not necessary to include the prefixes in the **Exhibit Number** field when conducting a search.

The **Exhibit Number** field will search for all exhibits containing the exact string of numbers identified, regardless of whether the string precedes or follows other numbers. For instance:

Text in Exhibit Number field

15

00015

Examples of possible results

P00015, P15, D15, C15, P115, P150, P151, P152, P153, D215, D315, P415

P00015, P00015a, P00015b, D00015, C00015

When using the **Exhibit Number** field, ensure that **Exhibits** is selected in the **Document Type** area.

The screenshot shows a search form with several fields. The 'Document Type' field is set to 'Exhibits' and is circled in red. The 'Exhibit Number' field is set to '134' and is also circled in red. Other fields include 'Document Source' (Select originator), 'Document Format' (Choose a File Type Extension(s)), 'Case Number / Case Name' (Select case number(s)), 'From Date' (dd/mm/yyyy), and 'To Date' (dd/mm/yyyy).

Search tip: Exhibit numbers are determined during hearings or filed in internal memorandums by the Registry. Exhibit numbers can be found in the transcripts or in some judgements.

Note: An exhibit number is sometimes assigned to an item before it has been admitted. If the item is later ruled inadmissible, it will not become part of the judicial record (i.e. it will not be available through the UCR as it is not held by the Mechanism).

From Date / To Date

The **From Date / To Date** area is used to search for records using the date in which:

- the document was signed, filed or tendered with the court;
- the exhibit was admitted into evidence; or
- the hearing was recorded.

Note: The date range refers to court-related dates only. It does not refer to the dates of events that may be described in the records. To search for events using specific dates, use the [Title Search](#) or [Full Text Search](#) options.

To search for a specific date, type the date in dd/mm/yyyy format in both the **From** and **To** fields.

The screenshot shows two date input fields. The 'From Date' field contains '01/07/1995' and the 'To Date' field also contains '01/07/1995'.



To search for a date range, use the dd/mm/yyyy format to type the begin date in the **From** field and the end date in the **To** field.

From Date	To Date
01/07/1995	31/07/1995

To search for a specific date up to the most recent signature date, type the begin date in the **From** field and leave the **To** field empty.

From Date	To Date
01/07/1995	dd/mm/yyyy

Search tip: The date provided in the UCR will differ depending on the document type.

Filing	<i>date refers to</i>	date signed (often the same as the date the record is filed with the court)
Exhibit	<i>date refers to</i>	date tendered (often the same as the date exhibit was admitted in court)
Transcript	<i>date refers to</i>	date of hearing
Recording of hearing	<i>date refers to</i>	date of hearing

Sort By

Using the **Sort By** field, users can sort their results in various ways. The default order is by date. Results can be sorted by:

Case Description - accused name and trial type

Date – date record signed, filed, admitted or recorded (for AV recordings of hearings)

Document Source - source that submitted the record

Document Type – category describing the legal nature of the record

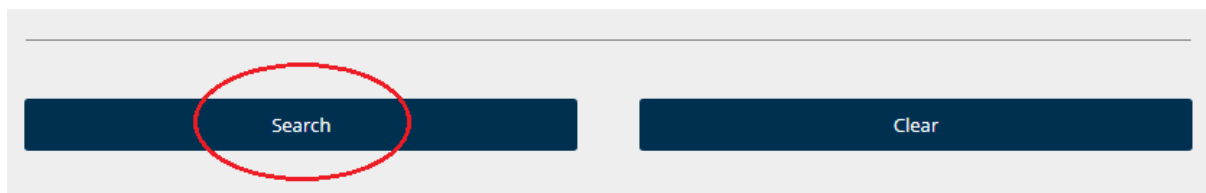
Language – language of record

Number of pages – number of pages in a document



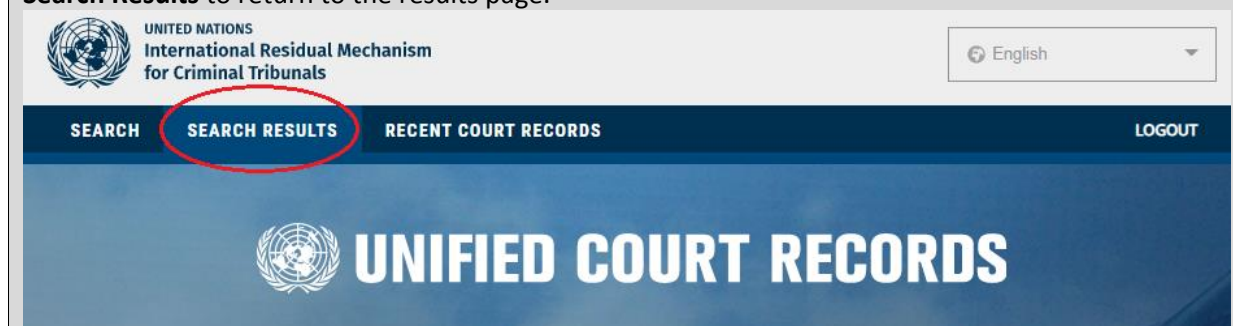
Viewing search results

Once the search criteria are entered, click **Search** at the bottom of the page to view the results.



Note: choose **Clear** to remove the selected criteria from all of the metadata fields and begin a new search.

Search Tip: To review the original search criteria click the **Search** tab at the top of the page. Click **Search Results** to return to the results page.



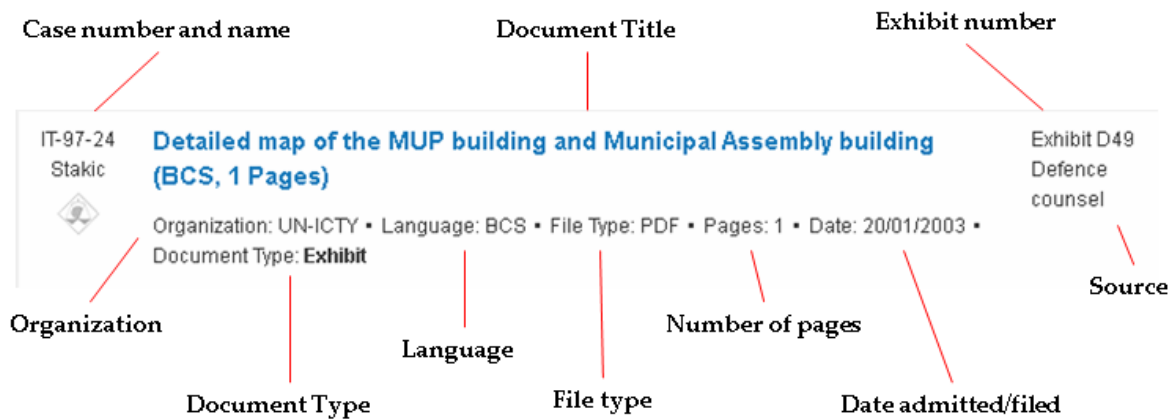
Review results

After a few moments, the **Search Results** page will appear with a list of documents that contain the criteria requested on the previous **Search** page.



The UCR returns 10 results at a time, in descending date order (default) or by the order chosen using the **Sort By** function.

Each document contains associated metadata that provides information about the document. The diagram below identifies each of these elements:



Search tip: Use the associated metadata to build further searches or revise the current search. For example, using the **Date** metadata associated with the exhibit above, a search can be conducted for the transcript from the day in which the item was admitted (20/01/2003). The parameters for this search would be:

Accused: Stakic Milomir

Document Type: Transcripts/Court Recordings

From Date/To Date: From 20/01/2003 To 20/01/2003

View documents

To view the document with the possibility to download and save it, click on the document title.

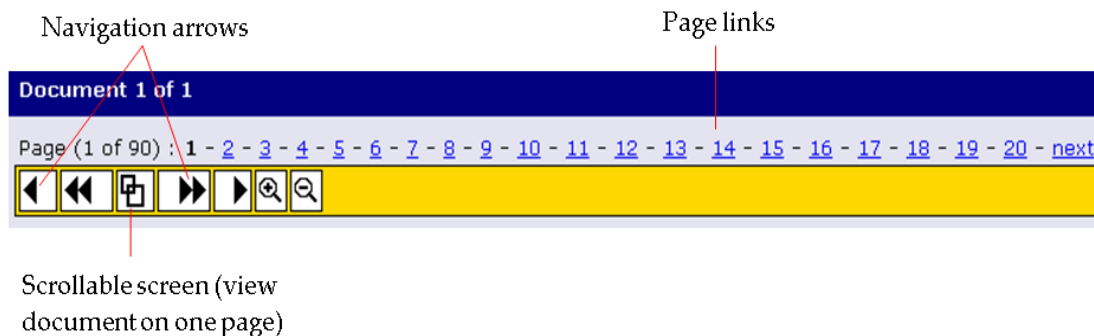
To view the document directly in the UCR reader, click on **View Scanned Document**.

Note: Not all documents have the **View Scanned Document** option.

The screenshot shows a document card with the following details:

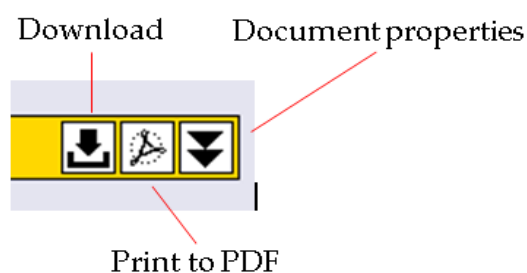
- Case number and name: IT-97-24 Stakic
- Document Title: **Public Transcript of Hearing 20 January 2003 (English, 124 Pages)**
- Organization: UN-ICTY
- Language: English
- File Type: DOC
- Pages: 124
- Date: 20/01/2003
- Document Type: Transcript
- Source: Transcript Trial Chamber II
- Links: [Related Documents](#) and [View Scanned Document](#) (circled in red)

To navigate through the document in the UCR reader, use either the individual page links or the navigation arrows. The single arrows will move you forward or back one page, the double arrows will bring you to the first or last page of the document. Alternatively, the document can be viewed on one scrollable page.



Magnification of the text can be increased or decreased using the magnifying glass icons on the toolbar.

To download the document, print to PDF or view the document properties, select the appropriate icon on the top right of the screen.



View related documents

To view related documents, click **Related Documents**.

IT-97-24 Stakic
 Organization: UN-ICTY • Language: English • File Type: DOC • Pages: 124 • Date: 20/01/2003 • Document Type: **Transcript**
[Related Documents](#) • [View Scanned Document](#)

Transcript
 Trial
 Chamber II

The **Related Documents** link returns results that are related to the document being viewed. The table below shows examples of document types and the types of related documents they return.

Document type	General relation type
Transcripts	English and French language versions of a hearing
Judgement	Volumes of the judgement
Filings	Related decisions, replies, responses, motions, etc.
Exhibits	Parts of a single exhibit (for example, a translation of a video and various excerpts from the video)
Recording of hearing	All other recordings of the same hearing (an average hearing day yields 3-5 tapes, depending on the length of the hearing)

Note: not all records will have related records.



View translations

To view translations, click **Translations**.

IT-95-14/2 Kordic and Cerkez	<p>Blaskic Order concerning vandalism at Kiseljak police station, dated 4 September 1992, signed by Blaskic. (BCS, 1 Pages)</p> <p>Organization: UN-ICTY • Language: BCS • File Type: TIF • Pages: 1 • Date: • Document Type: Exhibit</p> <p>Translations • View Scanned Document</p>	Exhibit 205 Prosecution
---------------------------------------	---	----------------------------

The **Translations** link returns translations of the document. All documents in languages other than English and French will have an English or French translation. The link will only appear if there are translations available for the item.

IT-95-14/2 Kordic and Cerkez	<p>Blaskic Order concerning vandalism at Kiseljak police station, dated 4 September 1992, signed by Blaskic. (BCS, 1 Pages)</p> <p>Organization: UN-ICTY • Language: BCS • File Type: TIF • Pages: 1 • Date: • Document Type: Exhibit</p> <p>Translations • View Scanned Document</p>	Exhibit 205 Prosecution
Translations	<p>Blaskic Order concerning vandalism at Kiseljak police station, dated 4 September 1992, signed by Blaskic. (English, 1 Pages)</p> <p>Organization: UN-ICTY • Language: English • File Type: TIF • Pages: 1 • Date: • Document Type: Dokazni predmet 205a</p> <p>Blaskic Order concerning vandalism at Kiseljak police station, dated 4 September 1992, signed by Blaskic. (French, 1 Pages)</p> <p>Organization: UN-ICTY • Language: French • File Type: TIF • Pages: 1 • Date: • Document Type: Dokazni predmet 205b</p> <p>View Scanned Document</p>	Original language

Filter Results

Once an initial search has been done, the results can be filtered from the Search Results page to return more relevant records. To filter a search, add additional criteria to any of the fields under **Filter Results**.

Note: the **Document Source** field under **Filter Results** contains sub-items that do not appear on the initial search screen. Use the **Filter Results** option to narrow results to these sub-items.

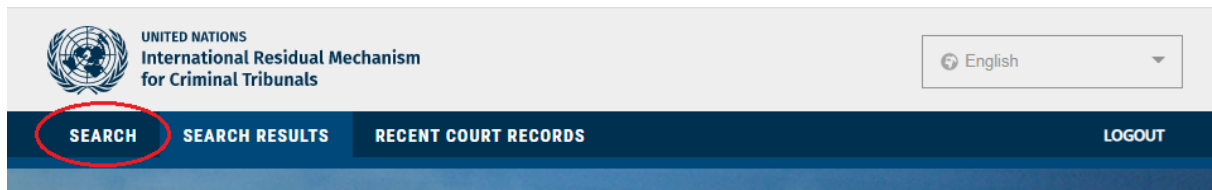
The screenshot shows the UNIFIED COURT RECORDS interface. At the top, there are navigation tabs: SEARCH, SEARCH RESULTS, RECENT COURT RECORDS, and LOGOUT. The main header features the UN logo and the text 'UNIFIED COURT RECORDS'. On the left, a 'FILTER OPTIONS' sidebar is visible, with the title circled in red. It includes fields for 'Accused' (with 'Milosevic Slobodan' entered), 'Language Collection' (with 'Select language' selected), and 'Document Type' (with 'Select document/media type' selected). The main content area displays search results, starting with 'Showing 1 to 10 of 320 entries (filtered from 4,449 total entries)'. Three results are shown, each with a document ID (IT-02-54 Milosevic), a title, and metadata including Organisation (ICTY), Language (English), File Type (TIF), Pages (1), Date (01/12/2005), and Document Type (Exhibit). The titles are: 'Map of the Racak area. The map was marked by the witness (English, 1 Pages)', 'Map of def.243 mbr (English, 1 Pages)', and 'Map of Meja Region Marked by Witness Odak (English, 1 Pages)'. Each result also lists an exhibit number and 'Defence counsel'.

The **Filter Results** function can only narrow a search from within the original search selections; it is unable to broaden a search.

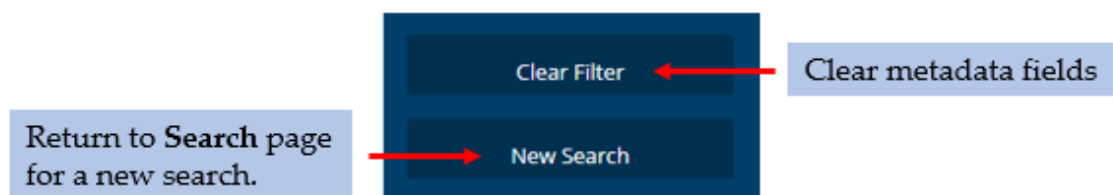
For example, if an initial search is done using only “Indictments” as the search criteria, the filter will not allow the search to be broadened under **Filter Results** to include “Exhibits”. It will only allow sub-items within the “Indictments” **Document Type** to be filtered.

The screenshot shows a 'Document Type' dropdown menu. The text 'Select document/media type' is at the top. Below it, a list of options is shown: 'Indictments', 'Advertisement of indictment', 'Indictment', 'Supporting material', 'Decisions', and 'Certificate'. Red arrows point to the 'Indictments', 'Advertisement of indictment', 'Indictment', and 'Supporting material' options, indicating they are the only ones available for filtering.

To broaden the search results, or to amend some of the search criteria used in the original search, select the **Search** tab at the top of the page.



If the results returned are not useful, choose **Clear Filter** to remove the criteria from the metadata fields or **New Search** to begin the search again. Both options can be found in the **Filter Results** bar on the left side of the screen.





Further assistance

For technical assistance with the database including issues registering or signing in, contact UCR support: ucrdwebmaster@irmct.org

For further assistance in searching for records in the UCR, complete the Records and Archives Enquiry Form: <https://www.irmct.org/en/records-enquiry>

If unable to complete the online form, contact the Registry Access Focal Points:

ICTR and Mechanism Arusha branch records:

Email: marsarusha@un.org
Tel.: +255 27 256 5612
via New York: +1 212 963 2848
Haki Road, Plot No. 486 Block A,
Lakilaki Area, Arumeru District
P.O. Box 6016, Arusha, Tanzania

ICTY and Mechanism Hague branch records:

Email: marshague@un.org
Tel: +31(0) 70 512 5511
Churchillplein 1
2517 JW The Hague
The Netherlands

Annex A – Document Types

Document Type	Definition and Usage
Briefs	A brief is a written submission setting forth the summary of facts, evidence, and legal arguments the party intends to present on particular matters (e.g. on the charges of the alleged crime).
Confirmation of indictments	A confirmation of indictment is a determination by an ICTR, ICTY or Mechanism Judge that, based on the material provided by the Prosecutor, there is a <i>prima facie</i> case for each of the counts set out in an indictment. The indictment can only be issued after this confirmation has been made.
Correspondence	Correspondence includes memoranda and letters sent or received by the ICTR, the ICTY or the Mechanism regarding specific cases and accused. Examples include letters to and from State authorities regarding arrest warrants; internal memoranda regarding the scheduling of hearings; letters to and from Defence regarding the provisional release of accused; and correspondence regarding the health of accused in detention.
Decisions or Orders	A decision or Order is a ruling by the Chamber on matters raised in the course of the proceedings.
Disclosure	A disclosure is a copy of evidence, a witness statement, a transcript or other material held by the Prosecution or Defence and provided to the other party in accordance with the Rules of Procedure and Evidence.
Exhibits	An exhibit is a piece of physical or documentary evidence tendered by a party and admitted by the Chamber <i>Note:</i> Material that was/is held by the respective Tribunals' Prosecutors, but was/is not tendered or not admitted as evidence, is not part of the judicial records.
Indictments	An indictment presents specific charges against an accused. It also pleads all the material facts underpinning the charges, such as information about the accused and their particular role during the period of time referenced in the indictment.
Judgements	A judgement sets out the final verdict on a case. It contains a detailed summary of the parties' arguments and the Chamber's findings in relation to those arguments. Many judgements contain a procedural history of the case, which provides an overview of the procedural issues that were raised, including oral and written decisions.
Motions	A motion is a challenge, request or proposal filed by a party to the Chamber for decision on a matter.
Notices	A notice is a document that notifies a party or the Chamber that a certain action has been taken (e.g. that a party has complied with a directive or filed a document).
Responses	A response or reply is a written submission filed by a party that formally address arguments made by the other party.
Transcripts/Court Recordings	A transcript is a verbatim account of court proceedings. Transcripts are available in English and French, the official languages of the Tribunals. Audiovisual recordings of ICTR, ICTY and Mechanism hearings are available in English and French.

Document Type	Definition and Usage
	<p>In addition:</p> <ul style="list-style-type: none">• some recordings of ICTR hearings are available in Kinyarwanda;• recordings of ICTY hearing are available in B/C/S; and,• recordings of Mechanism hearings are available in:<ul style="list-style-type: none">• Kinyarwanda (Arusha branch only)• B/C/S (Hague branch only). <p>Recordings of hearings as they happened in the courtroom, containing the languages that were actually spoken by those present, are also available for all three institutions. These recordings are called “Floor” recordings.</p>
Warrants & Subpoenas	<p>A warrant is a request by the ICTR, the ICTY or the Mechanism to authorities and all officers and agents of all United Nations Member States to secure the arrest, detention and transfer of an accused to the Tribunals.</p> <p>A subpoena is a specific type of Order by the Chamber served to an individual or organization to compel the attendance of witnesses or the production of evidence.</p>
Witness-related material	<p>Witness-related material includes witness lists, lists of exhibits tendered through specific witnesses, witness affidavits and witness testimony.</p> <p><i>Note:</i> witness-related material may also be found in other document types.</p>

Annex B – Court Recordings

To search for court recordings:

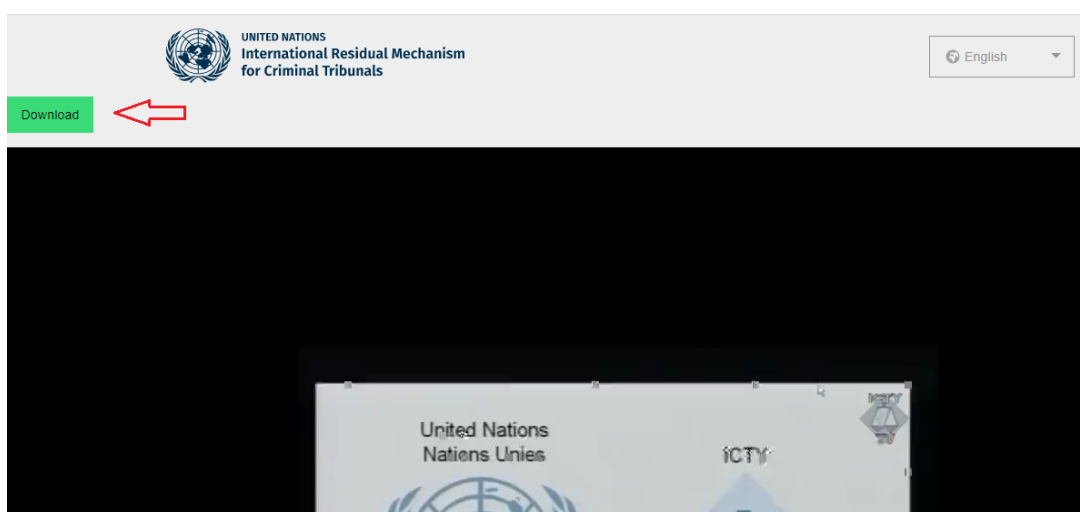
- Select the **Title Search** tab.
- Choose the **Document Type**: “Transcripts/Court Recordings”
- Type the word “video” in the **Title Search** field.
- Enter the hearing date(s), if known, in the **From Date/To Date** fields.
- Click on the title of the desired recording on the **Search Results** page to open the video.

Note: Users can stream directly from their browser by clicking on the “Play” button in the bottom left corner of the playback window.

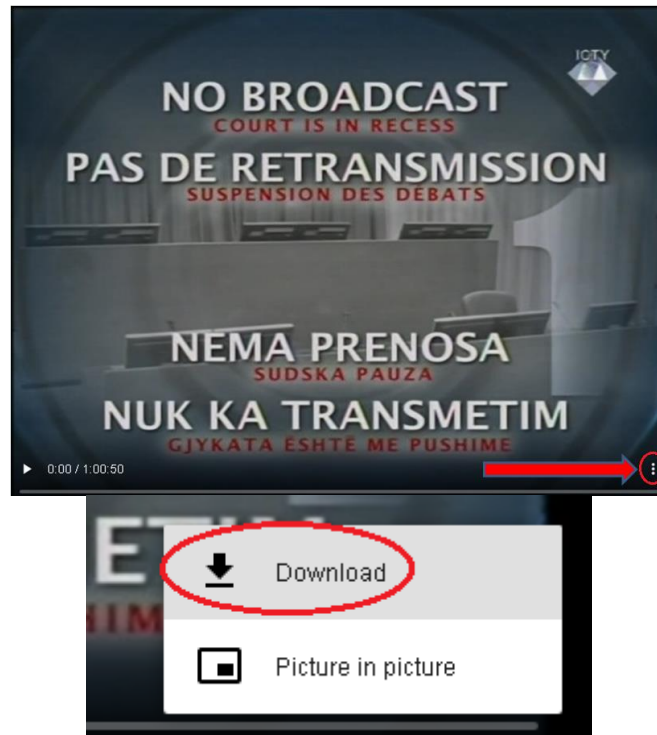


The default audio on the recordings is *floor*, which is the language or languages spoken in court without translation. However, each video has four audio channels: floor, English, French and B/C/S or Kinyarwanda (or, occasionally, the language of the witness if other than any of these). To listen to the recording in a language other than English the video must be downloaded.

To download the video, click the **Download** button directly above the playback window.



Alternatively, click on the three dots on the lower right side of the player and select *Download*:



Videos are large files and may take a few minutes to download. Videos may start playing a few minutes before the actual hearing footage begins. In this lag time, the playback window may be dark or a logo from one of the Tribunals may be visible.

The video can also be viewed in “Picture in picture” mode, which allows it to be watched via a small floating window that remains visible while continuing to browse other pages. To view the video in picture-in-picture, click on the three dots in the right corner of the player and select *Picture in picture*.

