



UCR

Unified Court Records Database User Guide



UCR | Unified Court Records Database

User Guide

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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 (IRMCT or “Mechanism”). Records obtained from the UCR are for public information only.¹

Public court records include:

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

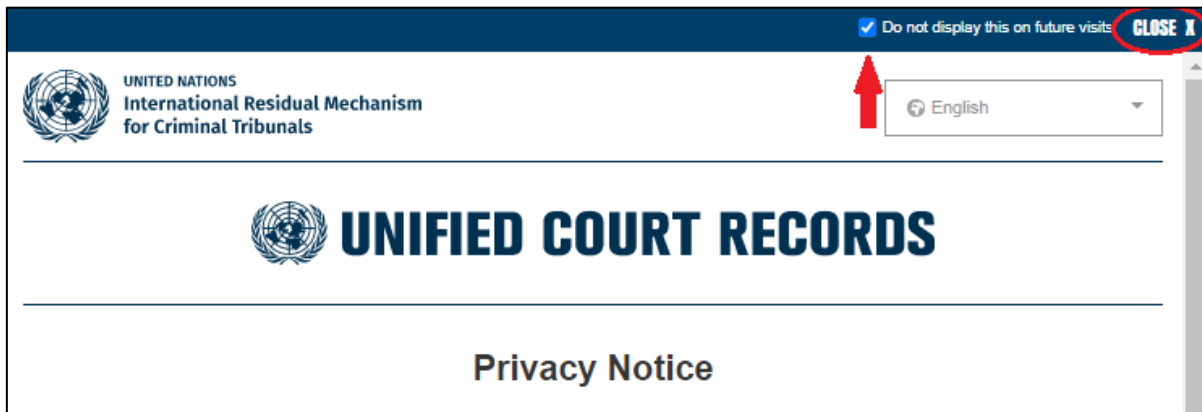
¹ National authorities seeking certified or confidential ICTR, ICTY, or Mechanism court documents should refer to the [Assistance to National Jurisdictions](#) page on the Mechanism website for more information.



Accessing the UCR

You can access the UCR at <http://ucr.irmct.org/>.

A privacy notice will appear before each session. Click **CLOSE** in the upper right corner of the notice to confirm that you have read and agree to the privacy notice. If you do not want to see the notice again on your next visit, tick **Do not display this on future visits** before clicking **CLOSE**.

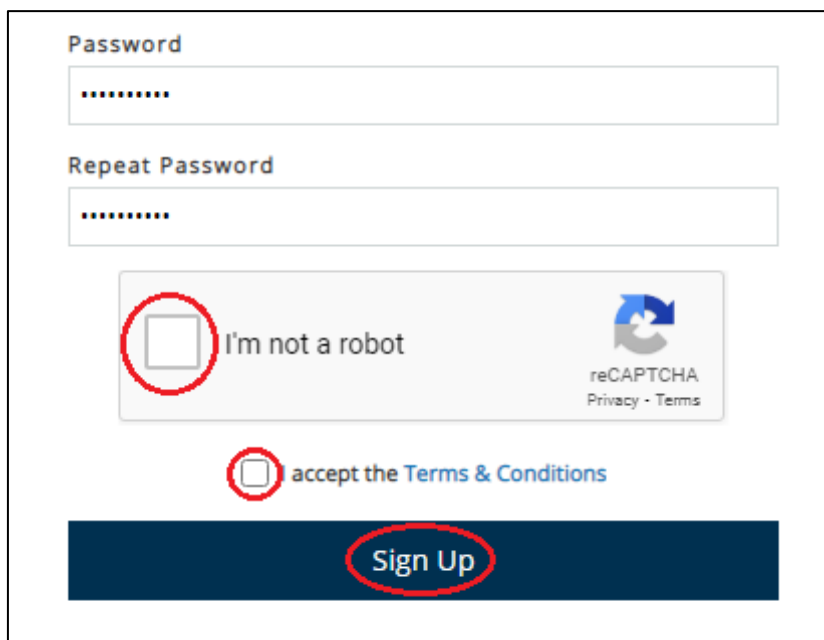


Once you close the **Privacy Notice**, the homepage with registration and sign in options will appear.

If you are a first-time user, you must register to use the database. To do this, select the **REGISTER** tab on the UCR homepage.



Complete the required information. When finished, tick **I'm not a robot** and complete the reCAPTCHA activity. After reviewing the terms and conditions, tick **I accept the Terms & Conditions**. Click **Sign Up** to complete the process.

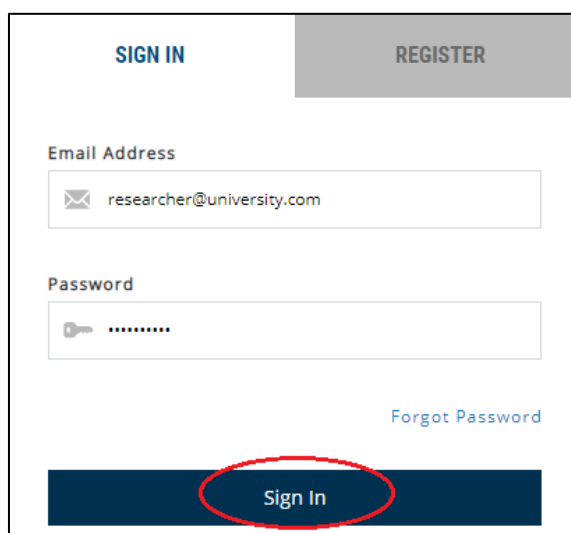


The image shows a registration form with the following elements:

- Password** field: A text input field with a masked password of seven dots.
- Repeat Password** field: A text input field with a masked password of seven dots.
- I'm not a robot** checkbox: A square checkbox with a red circle around it.
- reCAPTCHA** widget: A blue circular arrow icon with the text "reCAPTCHA Privacy - Terms" below it.
- I accept the Terms & Conditions** checkbox: A square checkbox with a red circle around it.
- Sign Up** button: A dark blue button with the text "Sign Up" in white, circled in red.

You will receive an email from UCRSupport@irmct.org at the email address you provided. Click on the link in the email to confirm registration. If the email does not appear immediately in your inbox, check the junk mail folder.

Once registered, click on the **SIGN IN** tab. Fill in your email address and password, and then click the **Sign In** button at the bottom of the tab to access the database.

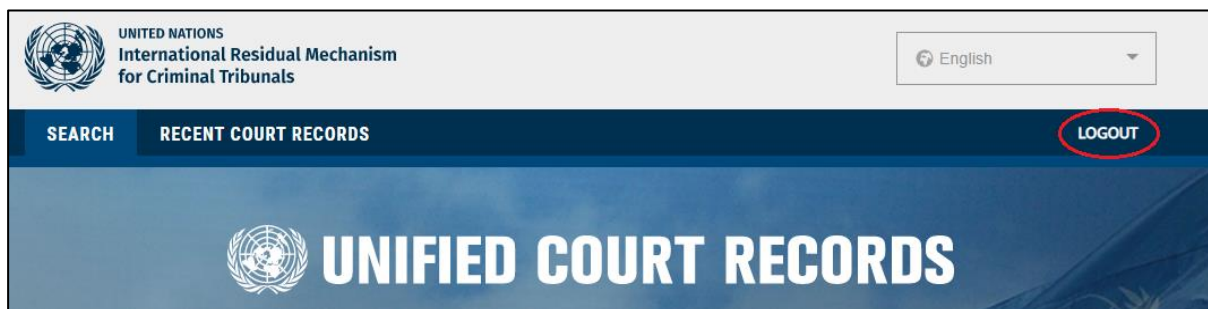


The image shows a sign-in form with the following elements:

- SIGN IN** and **REGISTER** tabs: Two tabs at the top, with "SIGN IN" selected and "REGISTER" in a greyed-out state.
- Email Address** field: A text input field with a mail icon and the placeholder text "researcher@university.com".
- Password** field: A text input field with a key icon and a masked password of seven dots.
- Forgot Password** link: A blue text link located below the password field.
- Sign In** button: A dark blue button with the text "Sign In" in white, circled in red.



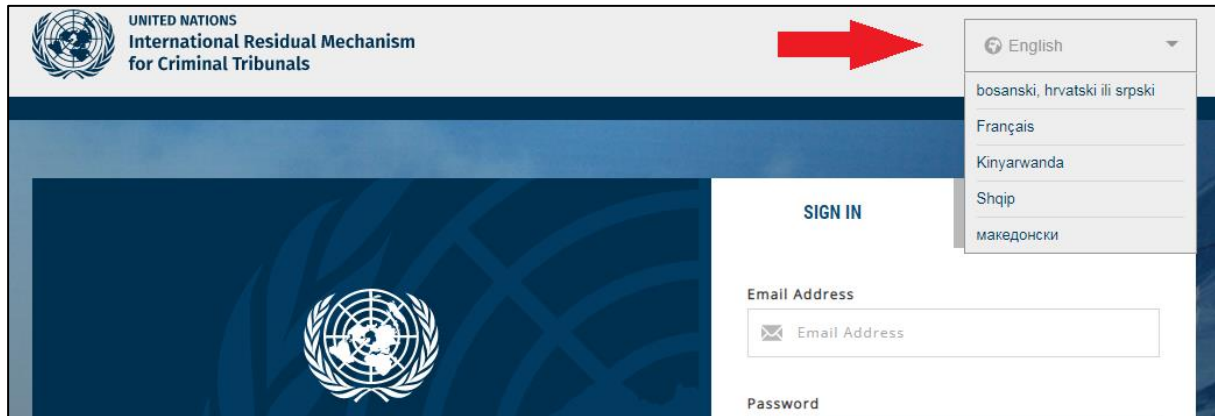
To log out of the UCR, select **LOGOUT** in the upper right corner of the screen.





Choosing the Database Language

The database language refers to the language shown on the interface, not to the language of the records. The default display language is English, but you can change the language before signing in or at any point once you have logged into the system. Five other languages are available using the drop-down menu at the top right of any page:





Viewing Recently Added Records

You can view the last 50 court records added to the database by selecting the **RECENT COURT RECORDS** tab at the top of the screen.



Records are usually in the database within 24 hours of filing. Transcripts are usually added 10 days after a hearing. Public exhibits for ongoing Mechanism cases may not be available through the public judicial records database until the case is complete.

To learn more about viewing individual records, see [Viewing Search Results](#).



Searching for Records

The **SEARCH** page allows you to conduct a search based on your specific requirements. You can choose to do a general search of records in the database or you can narrow your search.

You can use either the **TITLE SEARCH** tab or the **FULL TEXT SEARCH** tab to do a [keyword](#) and/or [metadata](#) search.

You do not need to choose an option for every field. The UCR automatically searches for all options when none are chosen. For a full text search, you must use the **FULL TEXT SEARCH** tab and select a **Document Type** and at least one language from **Language Collection**.

The screenshot displays the 'UNIFIED COURT RECORDS' search interface. At the top, there is a navigation bar with 'SEARCH' and 'RECENT COURT RECORDS' tabs, and a language dropdown set to 'English'. Below this is a large blue header with the 'UNIFIED COURT RECORDS' logo and name. The main content area has two tabs: 'TITLE SEARCH' (selected) and 'FULL TEXT SEARCH'. Under the 'TITLE SEARCH' tab, there is instructional text: 'The Title Search tab can be used to search for a word or phrase in the title of a record and/or other metadata attached to a record, such as accused name, case number or exhibit number using the specific fields below. To search for keywords in the content of a record, use Full Text Search. For further guidance, please refer to the UCR User Guide.' Below the text is a 'Title Search' section with a text input field containing the word 'Search' and a 'Search' button. The main search area contains several filter fields: 'Accused' (Select name(s) of Accused), 'Language Collection' (Select language), 'Document Type' (Select documents/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), 'Organization' (Select organization(s)), and 'Sort By' (Select sort option(s)). At the bottom of the form are two buttons: 'Search' and 'Clear'.

If the search does not return your desired results, you can amend the search by:

- using [FILTER OPTIONS](#) on the results page to narrow your search; or
- selecting the **SEARCH** tab at the top left of the page to return to the screen with your original search criteria.

The screenshot shows the UNIFIED COURT RECORDS interface. At the top, there is a navigation bar with 'SEARCH', 'SEARCH RESULTS', 'RECENT COURT RECORDS', and 'LOGOUT'. The 'SEARCH' tab is circled in red. Below the navigation bar, the page title 'UNIFIED COURT RECORDS' is displayed. On the left side, there is a 'FILTER OPTIONS' section, also circled in red, which includes a search box for 'Accused' and a dropdown for 'Language Collection'. The main content area shows search results for 'Order for release of audio-visual record and permitting photography' (English, 2 Pages). The results are displayed in a table with columns for 'Organization', 'Language', 'File Type', 'Pages', 'Date', and 'Order'. The first result is for 'IT-04-84-R77.1 Kabashi (Contempt)' and the second is for 'IT-04-75 Hadzic'.

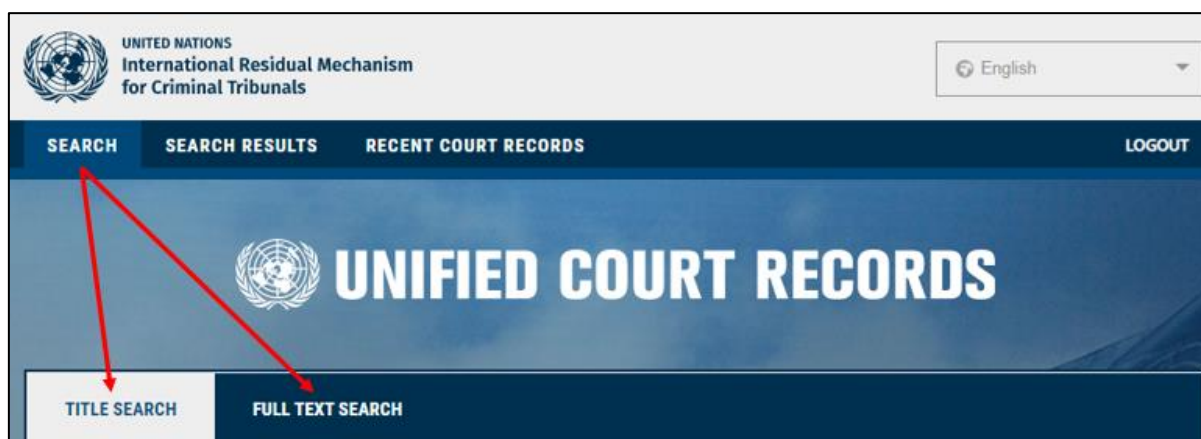
To search for other records, click **New Search** at the bottom of the **FILTER OPTIONS** area.

This image shows a close-up of the 'FILTER OPTIONS' section. It features two search filters: 'Organization' with a dropdown menu labeled 'Select organization(s)' and 'File Type' with a dropdown menu labeled 'Choose a File Type Extension'. Below these filters are two buttons: 'Clear Filter' and 'New Search'. The 'New Search' button is circled in red.

Search by Keyword

A keyword search will help you find records that contain specific words or phrases in the title or the body of a record.

To search for keywords in the title of a record, select the [TITLE SEARCH](#) tab. To search for keywords in the body of a record, select the [FULL TEXT SEARCH](#) tab.



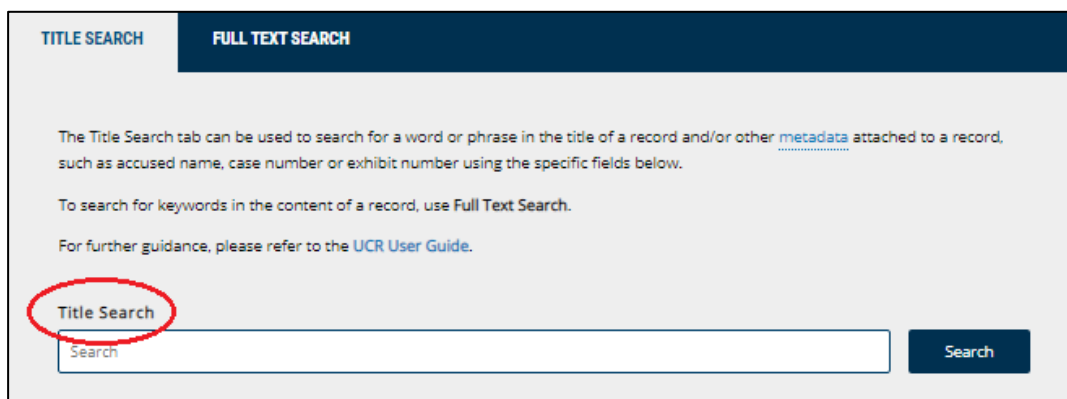
You do not need to include keywords in the **TITLE SEARCH** or **FULL TEXT SEARCH**. Both types of searches allow you to find records using other criteria such as date filed or admitted, accused name, document type, case name, and case number. See [Search by Metadata](#) for more information on searching with other criteria.

Search Tip: Use the **TITLE SEARCH** tab if you do not need to search for specific keywords. While both search tabs contain the same metadata, the **FULL TEXT SEARCH** tab requires you to choose a **Language Collection** and **Document Type**.

Title Search

This searching option will look 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. Click **Search** to see your results.



Important things to remember about TITLE SEARCH:

- It is not case sensitive.
- It does not have advanced search capabilities (i.e., it does not accept wildcards, Boolean operators, or positional operators). Advanced searches can only be done from the **FULL TEXT SEARCH** tab.
- Phrases in the **Title Search** field must be exactly as they appear in the record title's metadata. If a phrase in this field is not exactly as it appears in the record title, the system will not return results (with the exception of truncated words). For instance:

Search phrase	Search result
withdrawal motion	Searches only for records where "motion" directly follows "withdrawal" in the title. It will not return results for "withdrawal of motion".
death certificate	Searches only for records where "certificate" directly follows "death" in the title. It will not return results for "certificate of death".
certificate of death	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 Title Search field. It will not return results for "death certificate".

- Spelling matters. The system does not offer suggested results for searches that contain misspelled words.
- It assumes the truncation of words. It is 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 shown below:

Title field keyword	Search results
photographs	photographs
photograph	photograph and photographs
photos	photos
photo	photo, photos, photograph, and photographs

- Entries in this field are generally not sensitive to diacritics. Diacritics may be used but they do not need to be used in order to receive the same results. However, use of Đ or đ is not allowed. Instead, the letter is represented by "d" or "dj" in the database. The use of *d* or *dj* instead of Đ or đ in titles and in the text of the records is inconsistent (i.e., the same word may appear in either form). For example:

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



- When searching for a phrase, do not use quotation marks. For example, type Drina Corps instead of “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

- Titles of records may include record formats. For example, “Map of Srebrenica” or “Photographs of civilians sitting on a bus” indicate that the record contains a map or photographs. Examples of common keywords used to find specific record formats include:

Map	Model	Photo	Video	Sketch
Audio	Intercept	Recording	Intercept	Report

- Searches in the [Document Format](#) field also find specific record formats.

Full Text Search

This search option looks for keywords – words or phrases – within the text of a record. You can do a keyword search by selecting the **FULL TEXT SEARCH** tab and typing the keywords into the **FULL TEXT SEARCH** field. You must select a **Document Type** and a **Language Collection** when using **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.

A Document Type and Language Collection must be selected for Full Text Search. Only one Language Collection can be selected 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

Fuzziness 0 ▾

Important things to remember about **FULL TEXT SEARCH**:

- It is not case sensitive.
- It automatically recognises two or more words as a phrase. Type the words in a phrase in the order in which those words should appear in the document.

- It does not recognize punctuation or quotation marks.
- It is sensitive to diacritics. Use [wildcards](#) instead to search for words that contain diacritics, such as Č, č, Ć, ć, Dž, dž, Đ, đ, Š, š, Ž, and ž.

Basic Search

The basic full text search is based on degrees of “Fuzziness”. This word describes the degree to which the results match the words or phrases included in the **Full Text Search** field. Use degree “0” to search for an exact match to a word or phrase, or 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”. Increase the level if the search returns fewer records than expected.

The screenshot shows a search interface with the following elements:

- Full Text Search:** A large text input field.
- Fuzziness:** A dropdown menu currently set to "Fuzziness 0", which is circled in red. The menu options are: Fuzziness 0, Fuzziness 1, Fuzziness 2, Fuzziness 3, and Fuzziness 4.
- Accused:** A text input field with the placeholder "Select name(s) of Accused".
- Language Collection:** A dropdown menu with the placeholder "Select language".

Advanced Search

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

Boolean Operators

Use Boolean operators to search for all or any of the specified terms or to exclude terms.

Search method	Action	Example
AND	Use AND to search for all 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” and “Milosevic”.
OR	Use OR to search for any 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” or “Milosevic”.



Search method	Action	Example
AND NOT	Use AND NOT to search for documents that do not contain the specified search term.	Butare AND NOT Nyiramasuhuko = documents containing the term “Butare” and not “Nyiramasuhuko”.

Wildcards

Use wildcards in the Search field to look for prefix, suffix, root word, and spelling variations (including language-specific gender, person, number, and case variations). Note that no more than three question marks (?) and 1 asterisk (*) can be used together in a single full-text search.

Search method	Action	Example
Asterisk (*)	Use an asterisk (*) in place of any string of letters/characters if unsure about the spelling or variation of a word.	Bourg* = results containing words such as Bourgon, bourgmestre, bourgmestre’s, bourgmestres.
Question mark (?)	Use a question mark (?) in place of up to 3 letters/characters in a word. This helps find foreign words with anglicized accented letter or symbols.	Babi? = results containing Babić, Babic, Babića, Babić’s. Bla?ki? = results containing Blaskic, Blaškić, Blaškić’s.

Positional Operators

Use positional operators in the **Search** field to look for words within a certain proximity to each other or that 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”.



Search method	Action	Example
P/n	Use P/n to search for documents 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 in the UCR 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.

You can do a search using one or more metadata fields. You can also do a search using a combination of metadata fields and keywords in the [Title Search](#) or [Full Text Search](#) fields. Metadata fields include the following:

[Accused](#)

[Document Type](#)

[Document Format](#)

[Organization](#)

[From Date/To Date](#)

[Language Collection](#)

[Document Source](#)

[Case Number/Case Name](#)

[Exhibit Number](#)

[Sort By](#)

The metadata fields on the **TITLE SEARCH** and **FULL TEXT SEARCH** tabs are the same. The only difference is that the **Document Type** and **Language Collection** fields are mandatory on the **FULL TEXT SEARCH** tab.

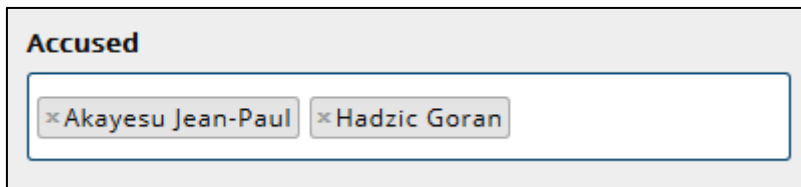
Accused

You can search for records pertaining to the case(s) of specific people accused of crimes using the **Accused** field. The names of the accused are listed alphabetically by surname in the drop-down list.

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

The screenshot shows a dropdown menu titled "Accused". At the top of the menu is the text "Select name(s) of Accused". Below this text is a list of names: "Select All", "Ademi Rahim", "Akayesu Jean-Paul", "Alagic Mehmed", "Aleksovski Zlatko", and "Alilovic Stipo". The "Select All" option is highlighted in blue. A vertical scrollbar is visible on the right side of the list.

You can choose **Select All** to search all cases, or select a single name or multiple names to narrow your search. Select a name by clicking on it in the **Accused** field. To search for multiple accused people, click in the **Accused** field again and choose another name from the drop-down list. This step can be repeated for as many people as needed.



The screenshot shows a search interface with a header labeled "Accused". Below the header is a search box containing two selected names: "Akayesu Jean-Paul" and "Hadzic Goran". Each name is preceded by a small "x" icon, indicating it has been selected.

Searching for a specific accused person will return records from any multiple-accused case in which they appeared. Results will include records relating to other people accused in the case. For example, a search for “Josipović Drago” will also return results relating to each person accused in the Kupreškić *et al.* case.

Searches in the [Case Number/Case Name](#) field also help locate records from one or more specific cases.

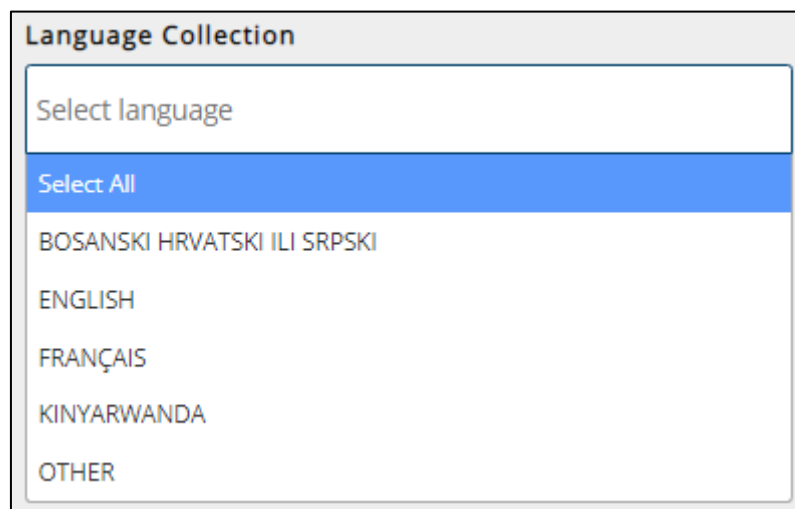
For more information on cases and individual accused persons, see the Cases pages on the [ICTR](#), [ICTY](#), and [IRMCT](#) websites.

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 *ad hoc* Tribunals and the Mechanism — have English or French translations.

You can select one language, all languages, or any combination of languages to find records. Note that the **FULL TEXT SEARCH** tab only allows for selection of one language at a time.



The screenshot shows a dropdown menu titled "Language Collection". The menu is open, displaying a list of language options. The first option is "Select language", which is currently selected. Below it are "Select All", "BOSANSKI HRVATSKI ILI SRPSKI", "ENGLISH", "FRANÇAIS", "KINYARWANDA", and "OTHER".

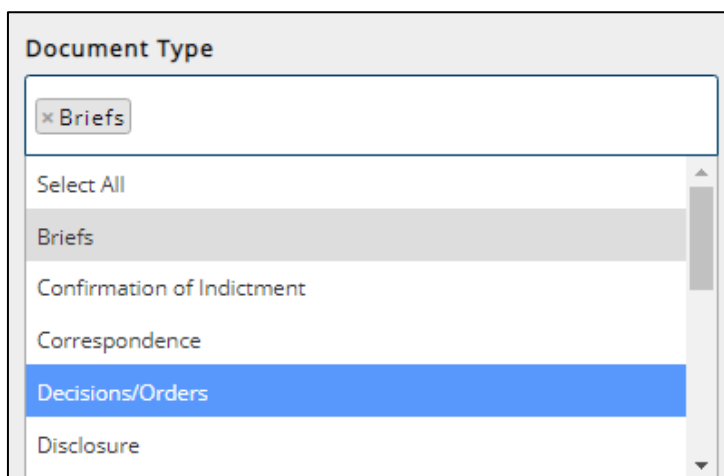
When searching for exhibits in specific languages, it is best to select all languages to ensure all results are returned. If you chose to select a language, it is useful to remember:

- Exhibits containing no text (i.e., most photographs) are given language designations or identified as *Other*.
- Exhibits appear in their original language.
- Exhibits that are not in one of the official languages of the *ad hoc* Tribunals and the Mechanism are translated from their original language into English or French.

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](#).

You can choose **Select All** to search all document types, or you can select one or more document types to search for specific types of documents.



The categories **Transcripts/Court Recordings** and **Exhibits** contain audiovisual material. 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 allows you to search for records submitted by a specific source. 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 those sources. For example, a search for “Appeals Chamber” in the **Document Source** field returns results for records that submitted by the Appeals Chamber.



The screenshot shows a dropdown menu titled "Document Source". The menu is open, displaying a list of options. The first option, "Select All", is highlighted in blue. Below it are "-None", "Accused", "Amicus Curiae", "Amicus Curiae Investigator", and "Amicus Curiae Prosecutor". At the bottom of the menu is a text input field labeled "Exhibit Number".

Document Format

The **Document Format** field allows you to search by specific formats, including audiovisual, text, image, and multimedia formats.

The screenshot shows a dropdown menu titled "Document Format". The menu is open, displaying a list of file type extensions. The first option is "Choose a File Type Extension(s)". Below it are "PPT", "RTF", "TIF", "TIFF", "VOB", and "W". The "TIFF" option is highlighted in blue and circled in red.

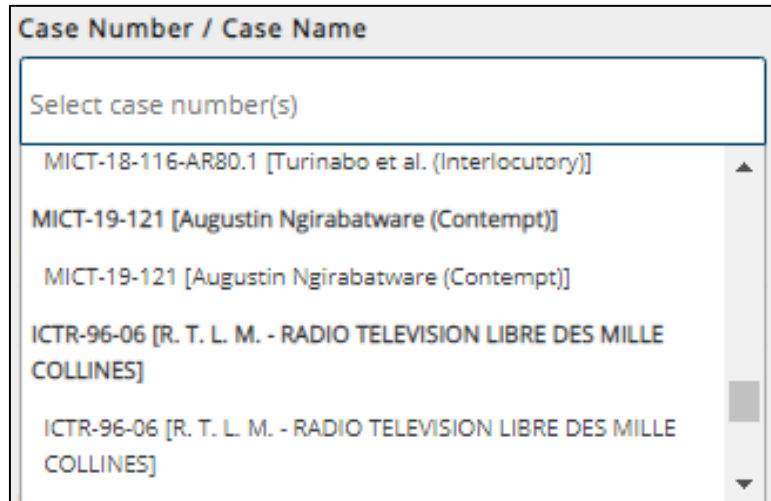
Search Tip: Audiovisual records may be any of the following formats: ASF, AVI, CDA, MOV, MP3, MP4, VOB, WAV, WMA, WMV, WMX, and WVX.

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 you to search for records within specific cases.

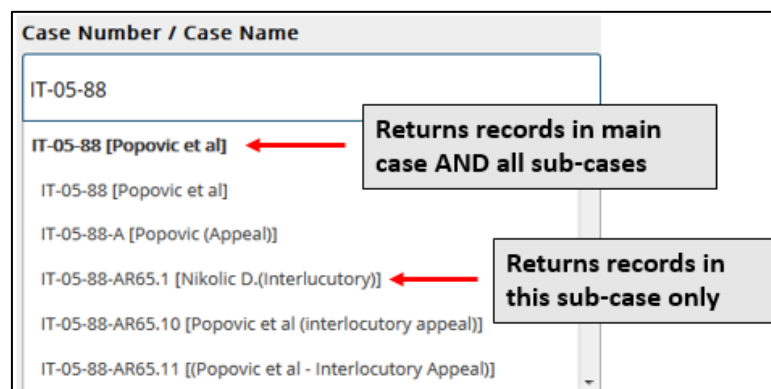
Cases are listed in numerical order and grouped by organization in the following order: ICTY cases, IRMCT cases, then ICTR cases. Note that IRMCT cases contain the prefix “MICT”.



One accused person might be associated with multiple cases. Therefore, records pertaining to an individual may be found under more than one selection in this field. If you are unsure of which cases a specific accused person has appeared in, you may wish to search by [Accused](#) instead.

For ICTY and Mechanism records only:

- The **Case Number / Case Name** field does not usually list all names, therefore, searches by an accused person’s name may not yield the desired results. For many cases with multi-accused persons, this field lists only the surname of one of the accused followed by “*et al.*”.
- Choosing the **Case Number / Case Name** listed in bold searches for the main case and all sub-cases associated with the main case (e.g., Appeal, Rule 75H, Contempt, Interlocutory). Choosing one or more sub-cases identified by specific case types searches 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 or case name returns records for main cases as well as sub-cases.

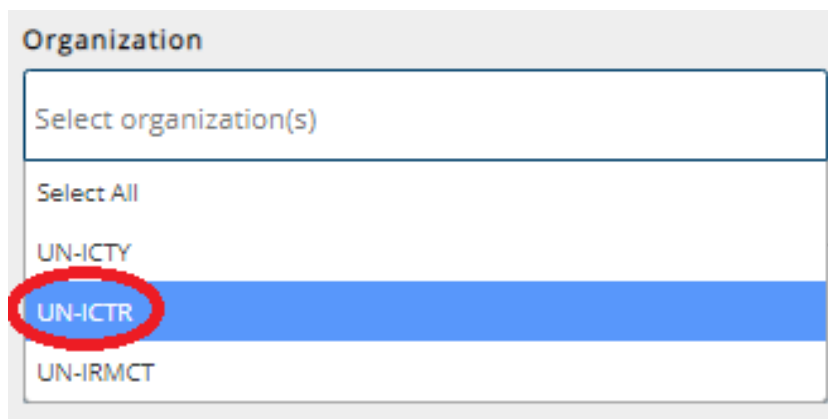


Organization

The **Organization** field allows you to narrow your search to records within a specific *ad-hoc* Tribunal or the Mechanism. The organizations 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)

You can select one or more organizations at a time. You can search all of the organizations by choosing **Select All** or leave the field blank.



The screenshot shows a dropdown menu for selecting an organization. The menu is titled "Organization" and contains the text "Select organization(s)". Below this, there are four options: "Select All", "UN-ICTY", "UN-ICTR", and "UN-IRMCT". The "UN-ICTR" option is highlighted with a blue background and a red circle around it.

Exhibit Number

The exhibit number is the number assigned to evidence admitted in court. Exhibit numbers are determined during hearings or filed in internal memorandums by the Registry. Exhibit numbers can be found in the transcripts or sometimes in judgements.

An exhibit number may be assigned to an item before it has been admitted. If the court later rules an item inadmissible, it does not become part of the judicial record. This means it will not be available through the UCR because it is not held by the Mechanism.

An exhibit number has a prefix identifying the source of the exhibit followed by a string of numbers. It can also include additional letters to identify parts of a single exhibit, which are 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 if they are introduced in court, such as "C" (Chambers) or "IC" ("In court"). For cases with multiple accused persons, a number may precede the "D" prefix to identify which Defence team tendered the exhibit (for example: 1D, 2D).

You do not need to include the prefixes in the **Exhibit Number** field when conducting a search.



Searches in the **Exhibit Number** field will look 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	Examples of possible results
15	P00015, P15, D15, C15, P115, P150, P151, P152, P153, D215, D315, P415
00015	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' dropdown menu is open, and 'Exhibits' is selected and circled in red. The 'Exhibit Number' field at the bottom right contains the number '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).

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.

The date range refers to court-related dates only. It does not refer to 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 Date** and **To Date** fields.

The screenshot shows two date input fields side-by-side. The 'From Date' field on the left and the 'To Date' field on the right both contain the date '01/07/1995'.

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

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

The date provided in the UCR differs depending on the document type. The table below shows what the date refers to for each **Document Type**.

Document Type	Date fields refer to
Filing	date signed (often the same as the date the record is filed with the court)
Exhibit	date tendered (often the same as the date exhibit was admitted in court)
Transcript	date of hearing
Recording of hearing	date of hearing

Sort By

Using the **Sort By** field, you can sort your 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.

TITLE SEARCH **FULL TEXT SEARCH**

The Title Search tab can be used to search for a word or phrase in the title of a record and/or other [metadata](#) attached to a record, such as accused name, case number or exhibit number using the specific fields below.

To search for keywords in the content of a record, use **Full Text Search**.

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

Title Search

Accused

Language Collection

Document Type

Document Source

Document Format

Case Number / Case Name

From Date **To Date**

Exhibit Number

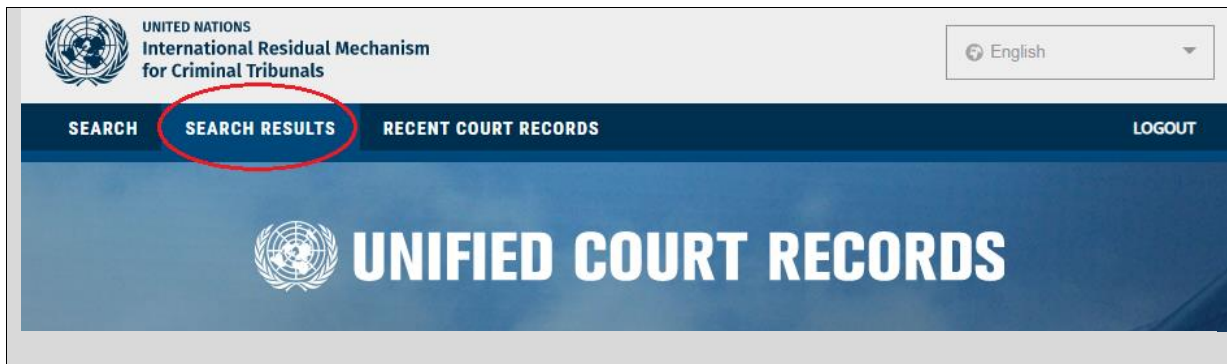
Organization

Sort By

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



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.



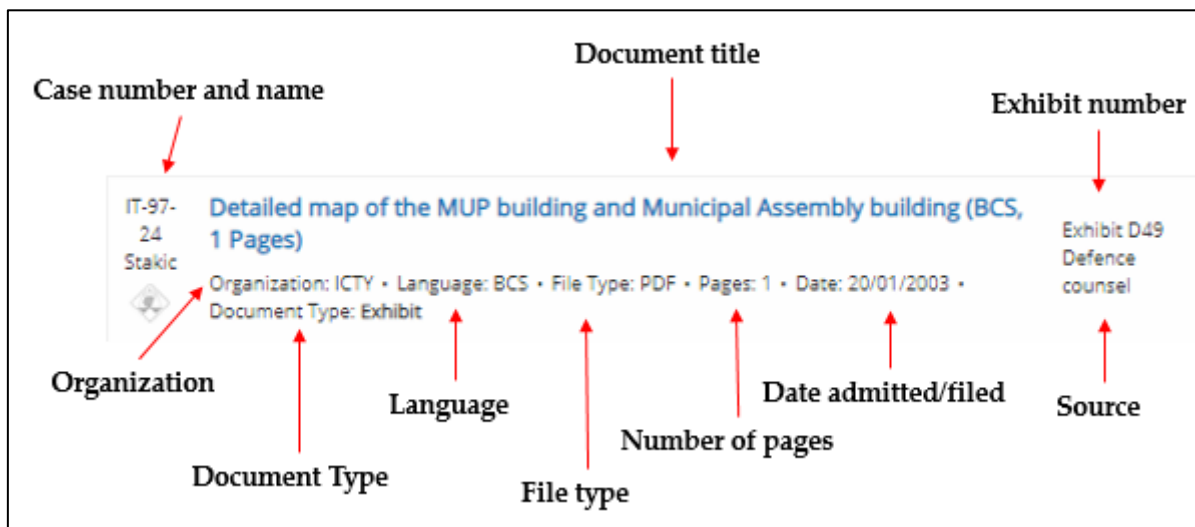
Review Results

After a few moments, the **SEARCH RESULTS** page will appear with a list of documents matching 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:


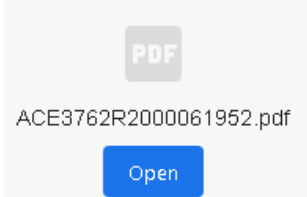
Accused: Stakic Milomir

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. If the document does not automatically download:

Click Download in the top left corner of the viewer.	<i>OR</i>	Click Open in the middle of the viewer screen.
		

Note: You can send a document link to others by clicking on the title of the record, right-clicking on the **Download** button, and selecting **Copy Link Address**. The link can then be copied into an email or instant message, and the recipient can click on and access the record directly.



To view the document directly in the UCR reader, click on **View Scanned Document**. Note that not all documents have this option.

IT-97- 24 Stakic	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	Transcript Trial Chamber II
	Related Documents • View Scanned Document	

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

Navigation arrows	Page links
Document 1 of 1	
Page (1 of 90) : 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10 - 11 - 12 - 13 - 14 - 15 - 16 - 17 - 18 - 19 - 20 - next	
Scrollable screen (view document on one 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.

Download	Document properties
	Print to PDF

View Related Documents

To view related documents, click **Related Documents**. However, note that not all records have related records.

IT-97- 24 Stakic	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	Transcript Trial Chamber II
	Related Documents • View Scanned Document	



The **Related Documents** link returns results related to the document you are currently viewing. The table below shows examples of document types and the types of related documents they return.

Document type	General relation type
Transcript	English and French language versions of a hearing
Judgement	Volumes of the judgement
Filing	Related decisions, replies, responses, motions, etc.
Exhibit	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)

View Translations

To view translations, click **Translations**.

IT-95-14/2 Kordic and Cerkez **Blaskic Order concerning vandalism at Kiseljak police station, dated 4 September 1992, signed by Blaskic. (BCS, 1 Pages)** Exhibit 205 Prosecution

Organization: UN-ICTY • Language: BCS • File Type: TIF • Pages: 1 • Date: • Document Type: **Exhibit**

[Translations](#) • [View Scanned Document](#)

All documents have at least an English or French translation if they are not originally in one of these languages. This link only appears if an item has translations available.

IT-95-14/2 Kordic and Cerkez **Blaskic Order concerning vandalism at Kiseljak police station, dated 4 September 1992, signed by Blaskic. (BCS, 1 Pages)** Exhibit 205 Prosecution

Organization: UN-ICTY • Language: **BCS** • File Type: TIF • Pages: 1 • Date: • Document Type: **Exhibit**

[Translations](#) • [View Scanned Document](#) Original language

Blaskic Order concerning vandalism at Kiseljak police station, dated 4 September 1992, signed by Blaskic. (English, 1 Pages)

Organization: UN-ICTY • Language: **English** • File Type: TIF • Pages: 1 • Date: • Document Type: **Dokazni predmet 205a**

Blaskic Order concerning vandalism at Kiseljak police station, dated 4 September 1992, signed by Blaskic. (French, 1 Pages)

Organization: UN-ICTY • Language: **French** • File Type: TIF • Pages: 1 • Date: • Document Type: **Dokazni predmet 205b**

[View Scanned Document](#)

Filter Results

Filter completed searches on the **SEARCH RESULTS** page to return more relevant records. To filter a search, add additional criteria to any of the fields under **FILTER OPTIONS**.

The **Document Source** field under **FILTER OPTIONS** contains sub-items that do not appear on the initial search screen. Use **FILTER OPTIONS** to narrow results to these sub-items.

The screenshot shows the 'UNIFIED COURT RECORDS' interface. The 'FILTER OPTIONS' sidebar is highlighted with a red circle. It includes sections for 'Accused' (with a search box containing 'Milosevic Slobodan'), 'Language Collection' (with a 'Select language' dropdown), and 'Document Type' (with a 'Select document/media type' dropdown). The main results area shows a list of search results, with the first three entries visible:

ID	Title	Exhibit
IT-02-54 Milosevic	Map of the Racak area. The map was marked by the witness (English, 1 Pages)	Exhibit D330 Defence counsel
IT-02-54 Milosevic	Map of def.243 mbr (English, 1 Pages)	Exhibit D329.1 Defence counsel
IT-02-54	Map of Meja Region Marked by Witness Odak (English, 1 Pages)	Exhibit D328

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

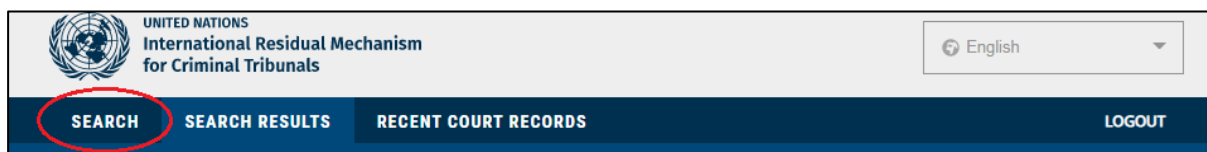
For example, if an initial search only has “Indictments” as the search criteria, the filter will not allow broadening of the search under **FILTER OPTIONS** to include “Exhibits”. It will only allow filtering of sub-items within the “Indictments” **Document Type**.

The screenshot shows the 'Document Type' dropdown menu. The options listed are:

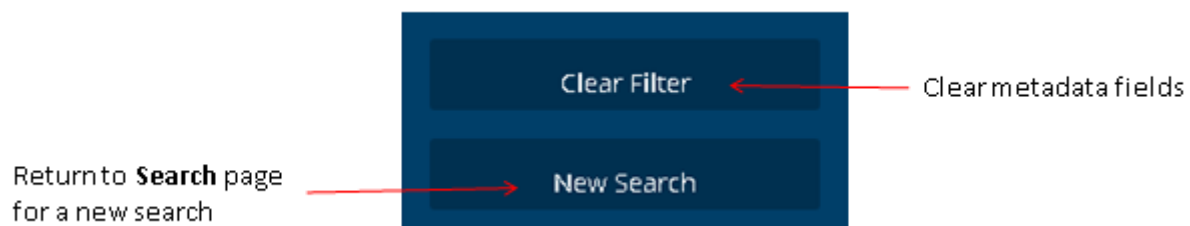
- Indictments (highlighted with a red arrow)
- Advertisement of indictment
- Indictment
- Supporting material
- Decisions
- Certificate



To broaden the search results or change 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 at UCRSupport@irmct.org.

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

If you are unable to complete the online form, you can 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 is filed on the record or included in the record, and 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, a Judge, the President, or if applicable, the Registrar 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, electronic or documentary evidence tendered by a party and admitted by the Chamber. NOTE: Material that is held by the Mechanism Prosecutors, but has not been tendered or 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



Document Type	Definition and Usage
	<p>and the Mechanism.</p> <p>Audiovisual recordings of ICTR, ICTY and Mechanism hearings are available in English and French.</p> <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 or the Mechanism.</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>NOTE: Witness-related material may also be found in other document types.</p>

Annex B – Court Recordings

To search for court recordings:

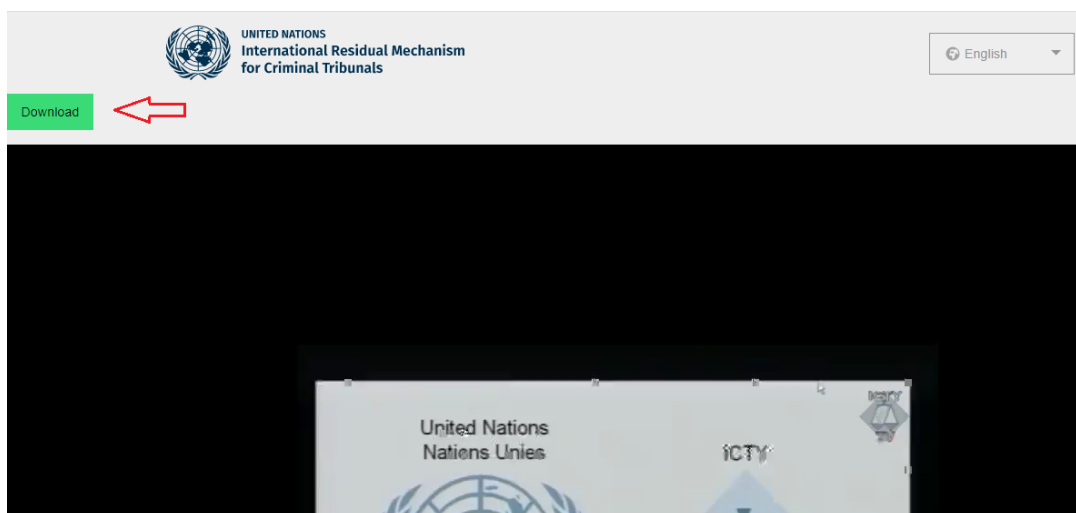
- Select the **TITLE SEARCH** tab.
- Choose the **Document Type**: “Transcripts/Court Recordings”
- Type the word “video” in the **Title Search** field.
- Enter the hearing date(s), if known, in the **From Date/To Date** fields.
- Click on the title of the desired recording on the **SEARCH RESULTS**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

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

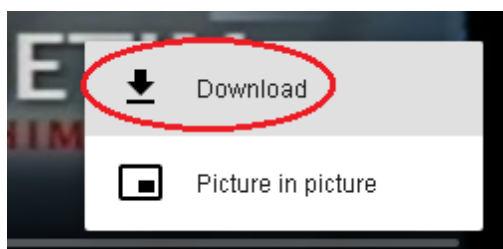


The default audio on the recordings is “floor”, which is the language or languages spoken in court without translation. However, each video has four audio channels: “floor”, English, French, and B/C/S or Kinyarwanda (or, occasionally, the language of the witness if other than any of these). To listen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

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



Alternatively, you can 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 time, the playback window may be dark or a logo from one of the Tribunals or the Mechanism may be visible.

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

