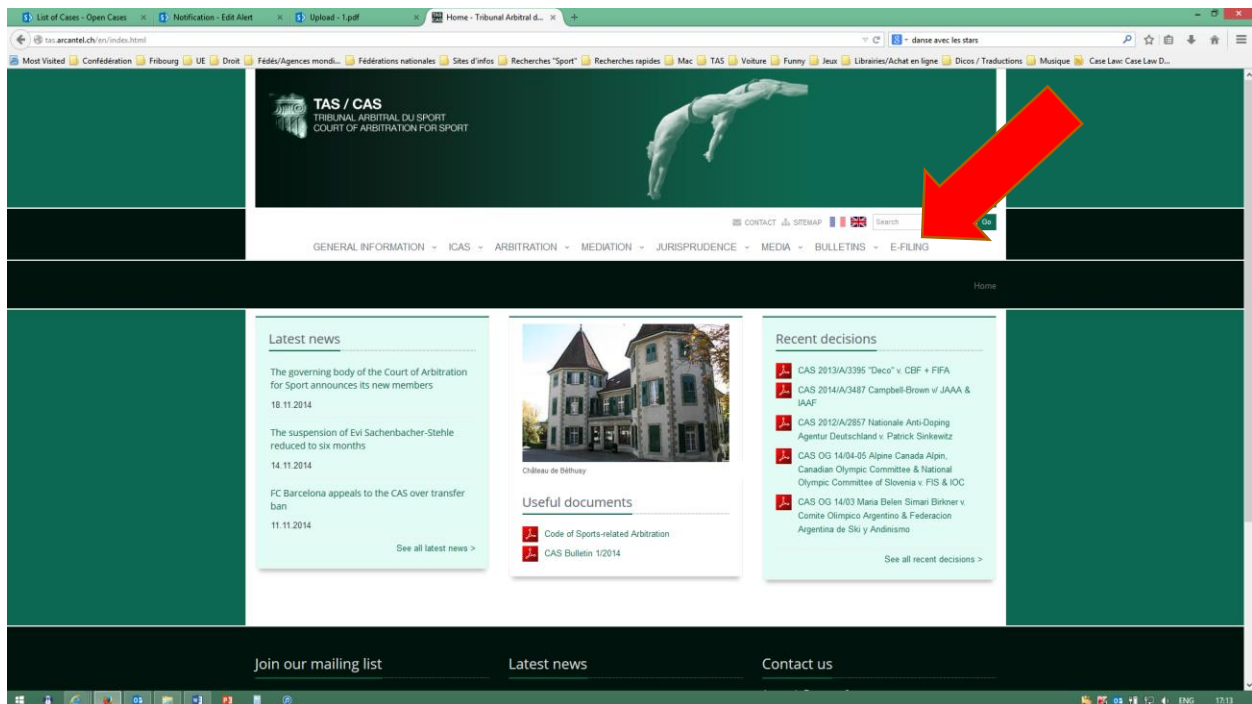


Users' Guide for the e-filing of procedural documents

1 INTRODUCTION

The e-filing service is available on the CAS internet site (<http://www.tas-cas.org/en/index.html>).



The e-filing service can only be activated after the opening of arbitration proceedings by the CAS Court Office. This implies the prior filing of a Request for Arbitration (Art. R38 of the CAS Code) or a Statement of Appeal (Art. R48) by email, facsimile or courier, within the deadline set out in Art. R49 of the CAS Code, as well as the allocation of a case number for the arbitration proceedings in question.

Each case is identified by the number allocated to it in the CAS Roll.

2 REGISTRATION FOR A CASE

In order to benefit from the e-filing service for the case in question, a party must file a written request with the CAS Court Office by way of the «Case Registration Form» available from the abovementioned internet site.

If known, the reference of the case for which the e-filing service is sought for as well as the users willing to act in the case must be mentioned in the registration form. As a rule, each party can register a maximum of two users per case.

Each user must provide the information requested on the form. Where appropriate, the users may give the sporting organisation of which they are members of an in-house legal service. The users must also give a valid e-mail address, as the alerts reporting an activity on the site of the case can be transmitted through this means.

The location (town, country) where the procedural documents will be uploaded, downloaded or opened must also be reported on the form. It is considered to be the same for both users.

Under the designation «Person Responsible/Leading Counsel»), the «User 1» is considered as the person who validly represents the party for the ongoing arbitration proceedings. The registration form must be signed by this person.

3 LOGIN TO THE USER'S PERSONAL PORTAL

Each user receives a login and a password generated by the CAS. A user which is already registered for other cases can use the same login and password as for the other cases.

NB: If the user already has a login but does not disclose it when registering for a new case, he/she will get a different login and will therefore not be able to see all his/her cases on the same portal.

From the CAS e-filing internet page, the user has access to the CAS e-filing portal.



TAS / CAS
TRIBUNAL ARBITRAL DU SPORT
COURT OF ARBITRATION FOR SPORT

Welcome to the CAS e-filing portal
Bienvenue sur le portail de dépôt en ligne du TAS

Username / Utilisateur
Password / Mot de passe
☐ Sign me in automatically / Connexion automatique

[Return to CAS website / Retourner au site du TAS](#)

Caution: The password attributed by the CAS must be changed at first use and must be complex (6 characters min., with at least one capital, one number and one special character)!

To change the password, the user must first login with the password attributed by the CAS. After the connection has been established, the user gets access to the welcome page of his/her personal portal which contains instructions for use. The user can then click on the small arrow located by the side of his/her name at the top right of the screen, and then click on «Change Password» in order to set his/her own password (**Reminder: the password must be complex: 6 characters min., with at least one capital, one number and one special character**).

The screenshot displays the 'Welcome to the CAS e-filing site' page. At the top right, a user menu is visible with options: 'About Me', 'Sign Out', 'Change Password', and 'Change Password' (repeated). A large red arrow points to the 'Change Password' option. The main content area is titled 'Welcome to the CAS e-filing site - Bienvenue sur le site d'e-filing du TAS' and contains instructions for users, including sections on 'List of Cases', 'Upload', and 'Notified Documents'.

Pages - Welcome to the CAS e-filing site

Arbitration TAS-CAS List of Cases

Welcome to the CAS e-filing site - Bienvenue sur le site d'e-filing du TAS

List Of Cases

The «List of Cases» menu located on the left hand side of the page gives access to the ongoing case(s) in which the user acts as a party or party representative.

By then clicking on the corresponding case number:

An «Upload» button allows the user to file submissions in the ongoing procedure.

- To file a document, click on «new document».
- In the «Add a document» dialog box that pops up, use the «Browse» button to choose the document that you want to submit, then click on «OK».
- Repeat this operation for each document to be submitted.

You can also «drag and drop» the document from the Explorer (Windows) or the Finder (Mac).

The «Upload» library only contains documents which have been submitted online on behalf of a party to the proceedings by the users registered in the «Case registration form».

A «Notified Documents» button gives information about the documents available in the ongoing procedure

The following documents are available in the «Notified Documents» library:

1. The submissions of the parties and their exhibits;
2. The decisions of the CAS.

Any document not admitted to the ongoing procedure is deleted from the «Notified Documents» library.

Le menu «List of Cases» situé sur la gauche de la page permet d'accéder à l'affaire/aux affaires en cours dans lesquelles l'utilisateur intervient tant que partie ou représentant de partie.

En cliquant ensuite sur le numéro d'affaire correspondant:

Un bouton «Upload» vous permet de déposer des actes de procédure en ligne.

- Pour déposer un acte de procédure en ligne, cliquez sur «new document».
- Dans la boîte de dialogue «Add a document» qui apparaît, choisissez ensuite le document que vous voulez soumettre au moyen du bouton «Browse», puis cliquez sur «OK».
- Répétez l'opération pour chaque document à soumettre.

Vous pouvez également procéder par simple «cliquer/déposer» depuis l'explorateur (Windows) ou le finder (Mac).

Dans la bibliothèque «Upload» ne figurent que les documents qui ont été déposés en ligne pour une partie à la procédure d'arbitrage par ses utilisateurs enregistrés sur le «formulaire d'inscription à une affaire».

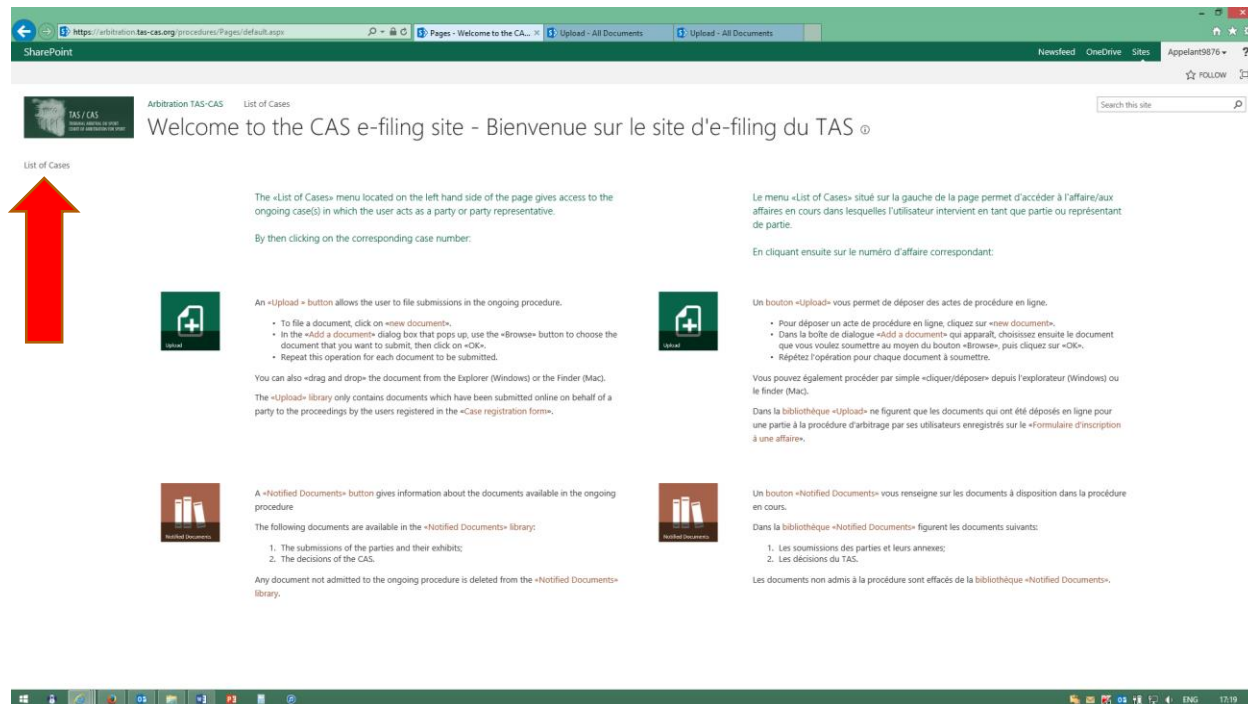
Un bouton «Notified Documents» vous renseigne sur les documents à disposition dans la procédure en cours.

Dans la bibliothèque «Notified Documents» figurent les documents suivants:

1. Les soumissions des parties et leurs annexes;
2. Les décisions du TAS.

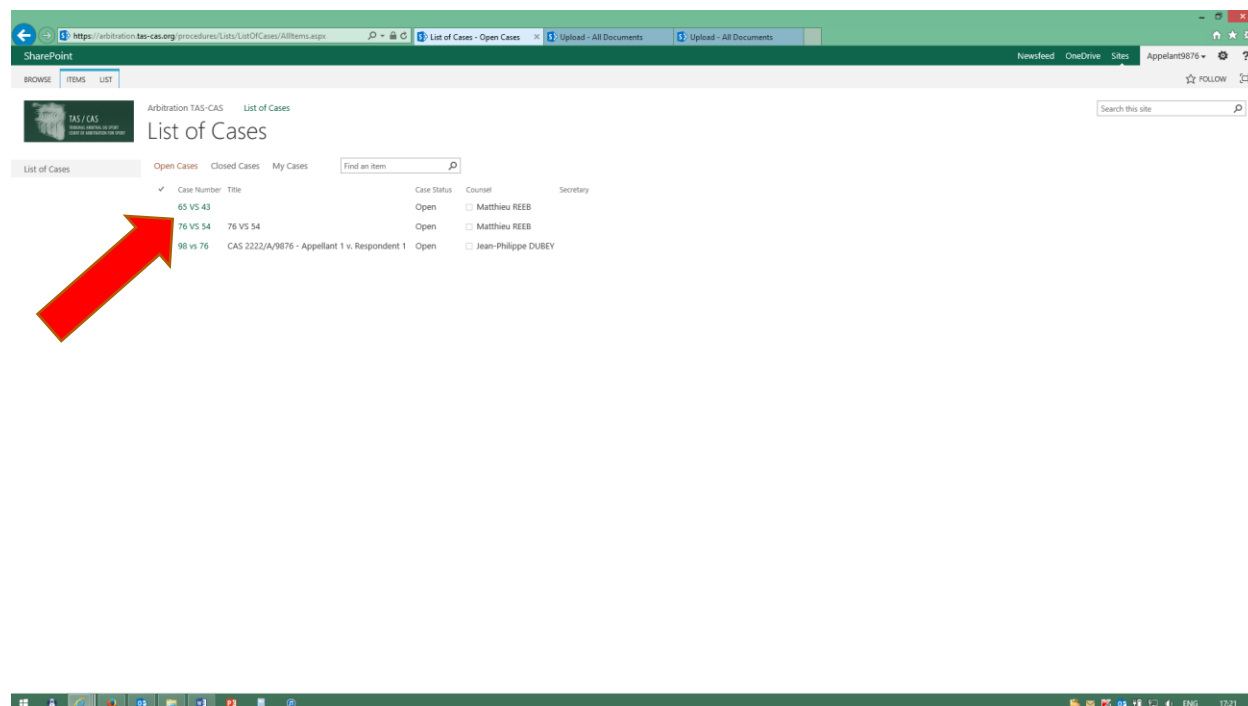
Les documents non admis à la procédure sont effacés de la bibliothèque «Notified Documents».

After the connection has been established, the user gets access to the welcome page of his/her personal portal which contains instructions for use. By clicking on the «**List of Cases**» link on the left hand side of the page, the user gets access to the ongoing case(s) in which he/she acts as a party or party representative.



The screenshot shows the 'Welcome to the CAS e-filing site - Bienvenue sur le site d'e-filing du TAS' page. On the left sidebar, there is a link labeled 'List of Cases' with a red arrow pointing to it. The main content area contains instructions in both English and French regarding how to use the 'List of Cases' menu, the 'Upload' button, and the 'Notified Documents' library.

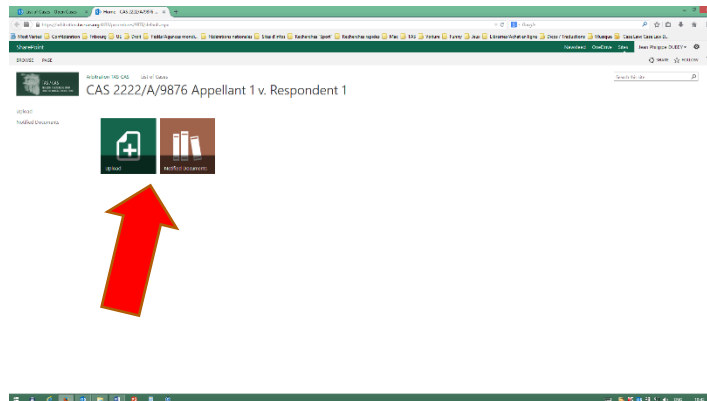
Each case is identified by its reference number; by clicking on the number in the «**Case Number**» column, the user get access to the site of the case in question.



The screenshot shows the 'List of Cases' page. A red arrow points to the 'Case Number' column, specifically highlighting the case number '76 VS 54'. The page displays a table of cases with columns for Case Number, Title, Case Status, Counsel, and Secretary.

Case Number	Title	Case Status	Counsel	Secretary
65 VS 43		Open	<input type="checkbox"/> Matthieu REEB	
76 VS 54		Open	<input type="checkbox"/> Matthieu REEB	
98 vs 76	CAS 2222/A/9876 - Appellant 1 v. Respondent 1	Open	<input type="checkbox"/> Jean-Philippe DUBÉY	

4 SITE OF A CASE



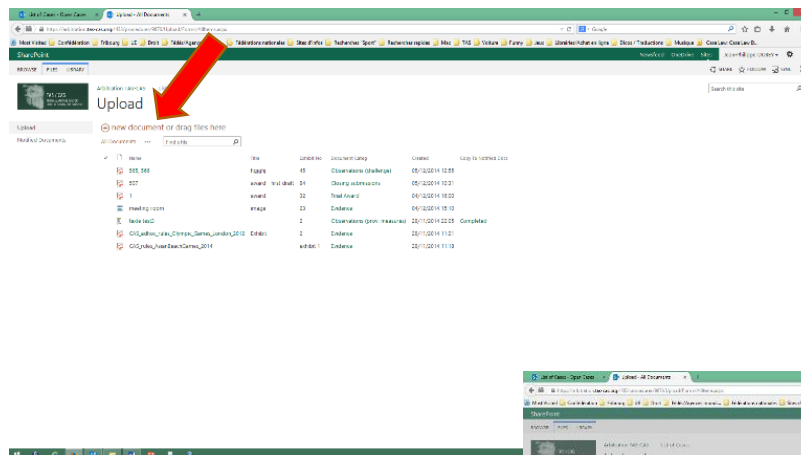
The site of a case is composed of two libraries:

- an «Upload» library; and
- a «Notified Documents» library.

4.1 THE «UPLOAD» LIBRARY

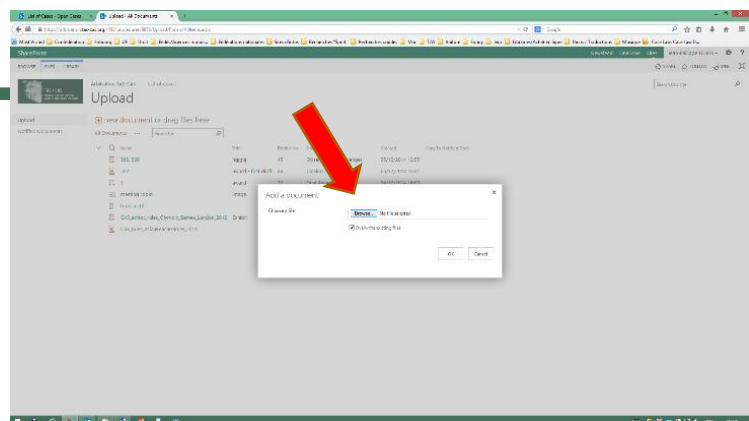
By clicking on the «**Upload**» button, access is granted to a library that allows the user to file submissions in the ongoing procedure.

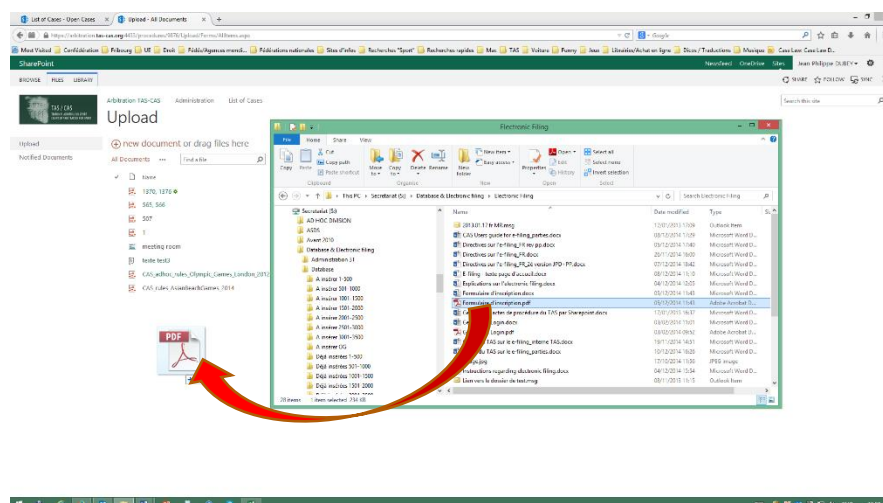
To file a document, the user can:



- Either click on «**new document**»

and, in the «Add a document» dialog box that pops up, use the «Browse» button to choose the document that he/she wants to submit, then click on «OK».





- Or directly «drag and drop» the document from the Explorer (Windows) or the Finder (Mac)

Each submission and each exhibit must be submitted separately. All the identification headings of the document (Title, Document Categ, Exhibit No) must be filled in so as to allow an immediate and non-equivocal identification. The maximum size of a document is 100 MB.

NB: 2 documents cannot have the same name in the general «Upload» library (all the parties). The name of each document must therefore be sufficiently specific and individualised, failing which it will not be possible to upload the document (example: if a party has already uploaded a document called «Exhibit 1», any other party to the case will not be able to upload a document also called «Exhibit 1»).

Reminder: The time limit to submit procedural documents on the CAS platform is respected if the uploading of the written submissions (without the exhibits) is complete before midnight on the last day in which such time limit expires, time of the processing location. Allowing for duly justified exceptions, it is the location mentioned in the «Case Registration Form» where the uploading, downloading or opening of the documents will take place that is taken into consideration for the calculation of time limits.

The heading «Created» shows the date and time of uploading of the document. This information is automatically generated by the system and corresponds to the CET date and time of reception of the document on the CAS server. If need be, the processing location mentioned in the «Case Registration Form» is taken into consideration to decide about the admissibility of the document to the proceedings.

4.2 THE «NOTIFIED DOCUMENTS» LIBRARY

By clicking on the «**Notified Documents**» button, the user gets access to a library that lists the documents available in the ongoing proceedings.

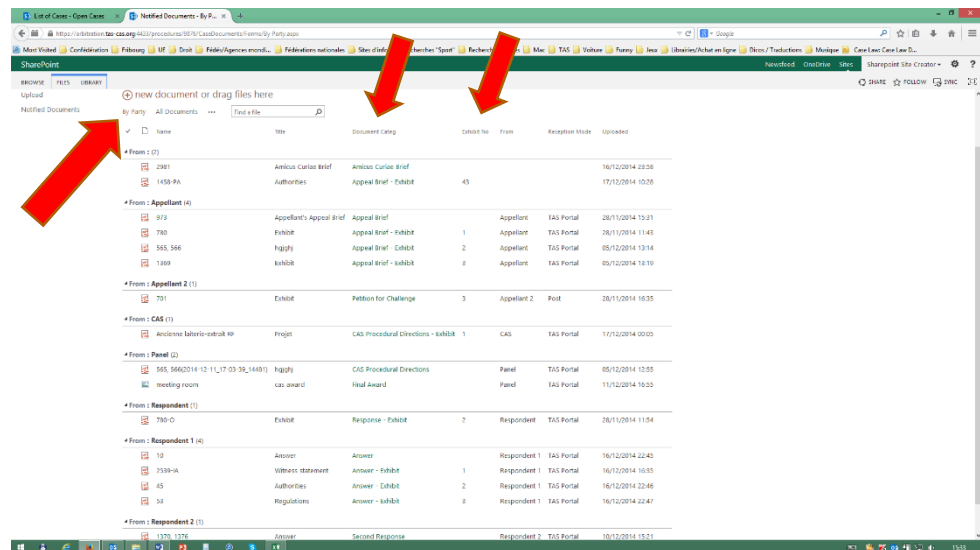
The following documents are available in the «Notified Documents» library:

- 1) The submissions of the parties and their exhibits;
- 2) The decisions of the CAS.

The available documents can be organised in two different views:

1) The view «By Party»:

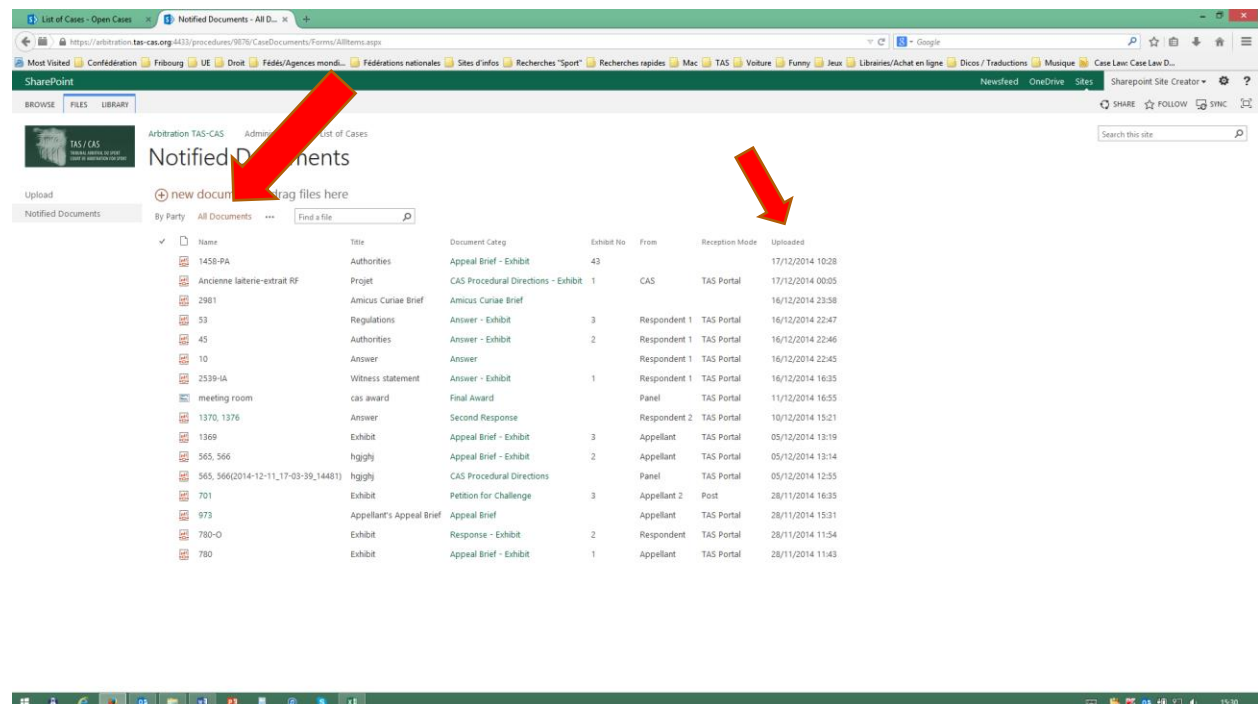
the documents are first grouped by party (heading «From»).



By Party	Name	Title	Document Categ.	Exhibit No	From	Reception Mode	Uploaded
From : (7)	2981	Amicus Curiae Brief	Amicus Curiae Brief				16/12/2014 23:38
	1458-PA	Authorities	Appeal Brief - Exhibit	43			17/12/2014 10:28
From : Appellant (4)	973	Appellant's Appeal Brief	Appeal Brief		Appellant	TAS Portal	28/11/2014 15:31
	780	Exhibit	Appeal Brief - Exhibit	1	Appellant	TAS Portal	28/11/2014 11:43
	565, 566	hgihly	Appeal Brief - Exhibit	2	Appellant	TAS Portal	05/12/2014 13:14
	1369	Exhibit	Appeal Brief - Exhibit	3	Appellant	TAS Portal	05/12/2014 13:19
From : Appellant 2 (1)	701	Exhibit	Petition for Challenge	3	Appellant 2	Post	28/11/2014 16:35
From : CAS (1)	Ancienne lallerie-extrait RF	Projet	CAS Procedural Directions - Exhibit	1	CAS	TAS Portal	17/12/2014 00:05
From : Panel (2)	565, 566(2014-12-11_17-03-39_14481)	hgihly	CAS Procedural Directions		Panel	TAS Portal	05/12/2014 12:55
	meeting room	cas award	Final Award		Panel	TAS Portal	11/12/2014 16:55
From : Respondent (1)	780-O	Exhibit	Response - Exhibit	2	Respondent	TAS Portal	28/11/2014 11:54
From : Respondent 1 (4)	10	Answer	Answer		Respondent 1	TAS Portal	16/12/2014 22:42
	2539-IA	Witness statement	Answer - Exhibit	1	Respondent 1	TAS Portal	16/12/2014 16:35
	45	Authorities	Answer - Exhibit	2	Respondent 1	TAS Portal	16/12/2014 22:46
	34	Regulations	Answer - Exhibit	3	Respondent 1	TAS Portal	16/12/2014 22:47
From : Respondent 2 (1)	1370, 1376	Answer	Second Response		Respondent 2	TAS Portal	10/12/2014 15:21

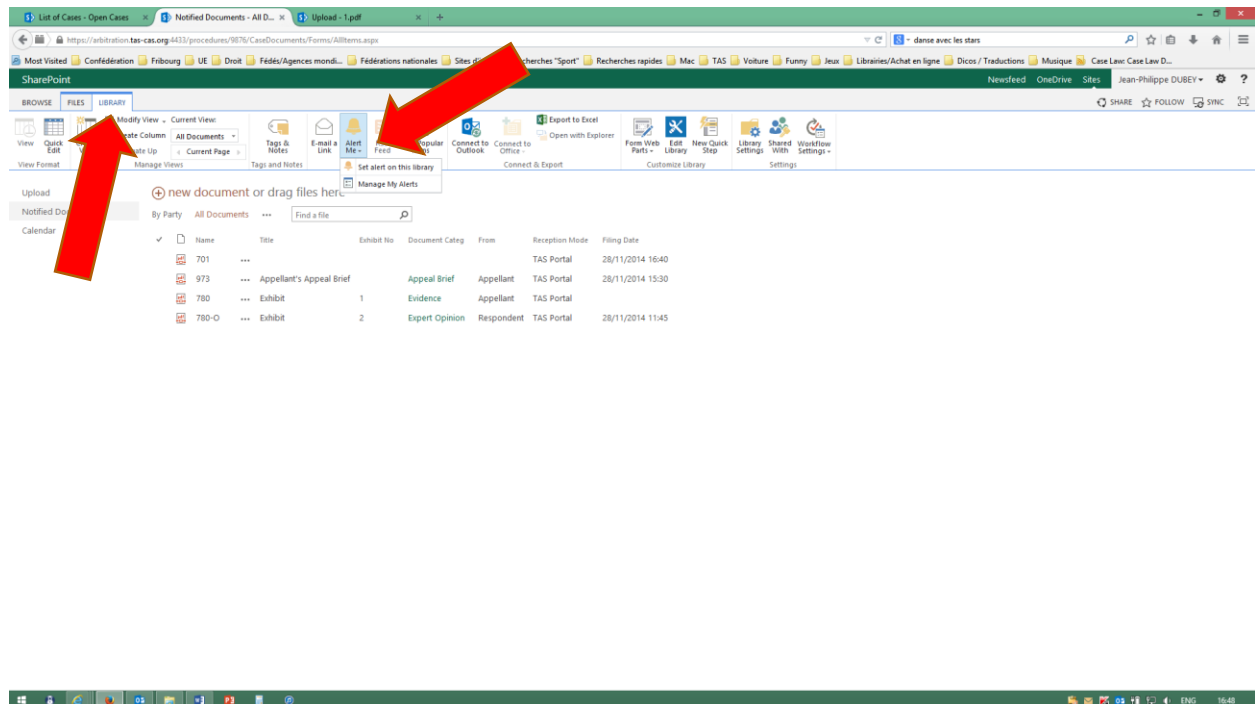
Within each section thus created, the documents are then classified by **category of document** (heading «Document Categ.»); then, within the same category of document, by the **number of the exhibit** (heading «Exhibit No»).

2) The view «All Documents»: all the documents are classified according to their **filing date** (heading «Uploaded», the most recent first).

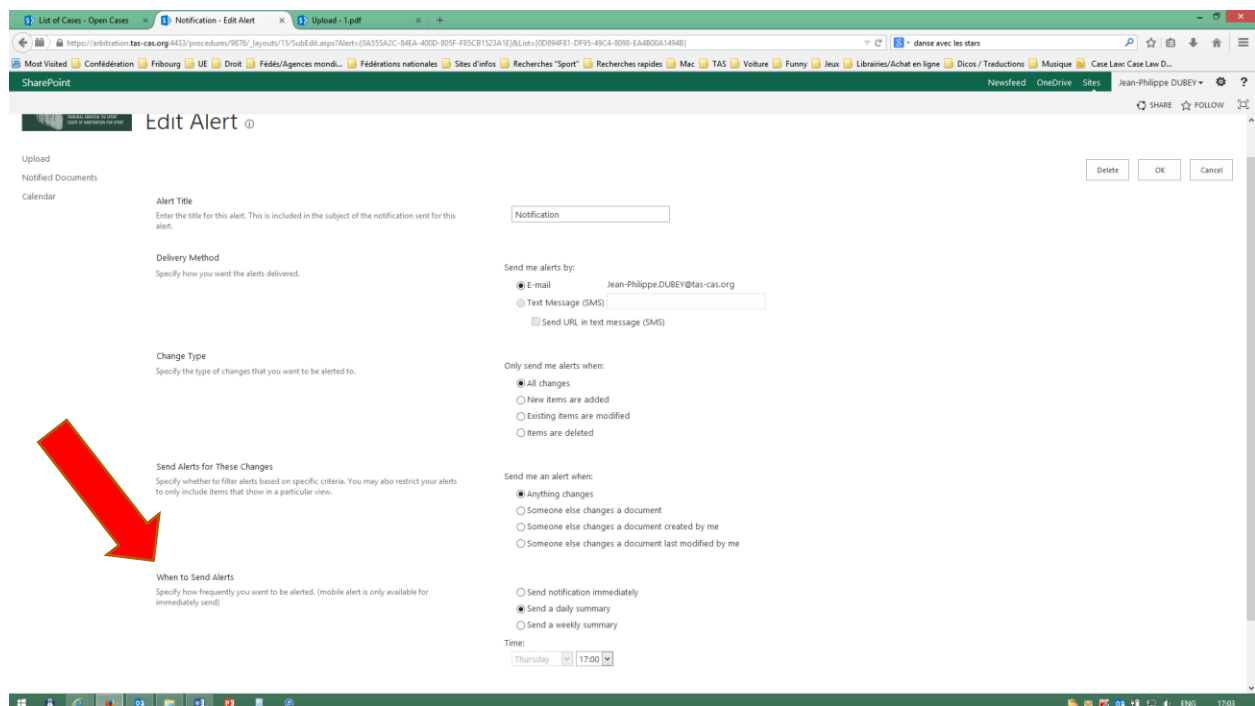


By Party	Name	Title	Document Categ.	Exhibit No	From	Reception Mode	Uploaded
	1458-PA	Authorities	Appeal Brief - Exhibit	43			17/12/2014 10:28
	Ancienne lallerie-extrait RF	Projet	CAS Procedural Directions - Exhibit	1	CAS	TAS Portal	17/12/2014 00:05
	2981	Amicus Curiae Brief	Amicus Curiae Brief				16/12/2014 23:38
	53	Regulations	Answer - Exhibit	3	Respondent 1	TAS Portal	16/12/2014 22:47
	45	Authorities	Answer - Exhibit	2	Respondent 1	TAS Portal	16/12/2014 22:46
	10	Answer	Answer		Respondent 1	TAS Portal	16/12/2014 22:45
	2539-IA	Witness statement	Answer - Exhibit	1	Respondent 1	TAS Portal	16/12/2014 16:35
	meeting room	cas award	Final Award		Panel	TAS Portal	11/12/2014 16:55
	1370, 1376	Answer	Second Response		Respondent 2	TAS Portal	10/12/2014 15:21
	1369	Exhibit	Appeal Brief - Exhibit	3	Appellant	TAS Portal	05/12/2014 13:19
	565, 566	hgihly	Appeal Brief - Exhibit	2	Appellant	TAS Portal	05/12/2014 13:14
	565, 566(2014-12-11_17-03-39_14481)	hgihly	CAS Procedural Directions		Panel	TAS Portal	05/12/2014 12:55
	701	Exhibit	Petition for Challenge	3	Appellant 2	Post	28/11/2014 16:35
	973	Appellant's Appeal Brief	Appeal Brief		Appellant	TAS Portal	28/11/2014 15:31
	780-O	Exhibit	Response - Exhibit	2	Respondent	TAS Portal	28/11/2014 11:54
	780	Exhibit	Appeal Brief - Exhibit	1	Appellant	TAS Portal	28/11/2014 11:43

When a document is added or is deleted from the list of documents contained in the «Notified Documents» library, an **alert** is sent by email to each user registered for the case in question. The rate of the alerts can be modified by clicking on «Alert Me/Manage My Alerts» under the heading «Library»,

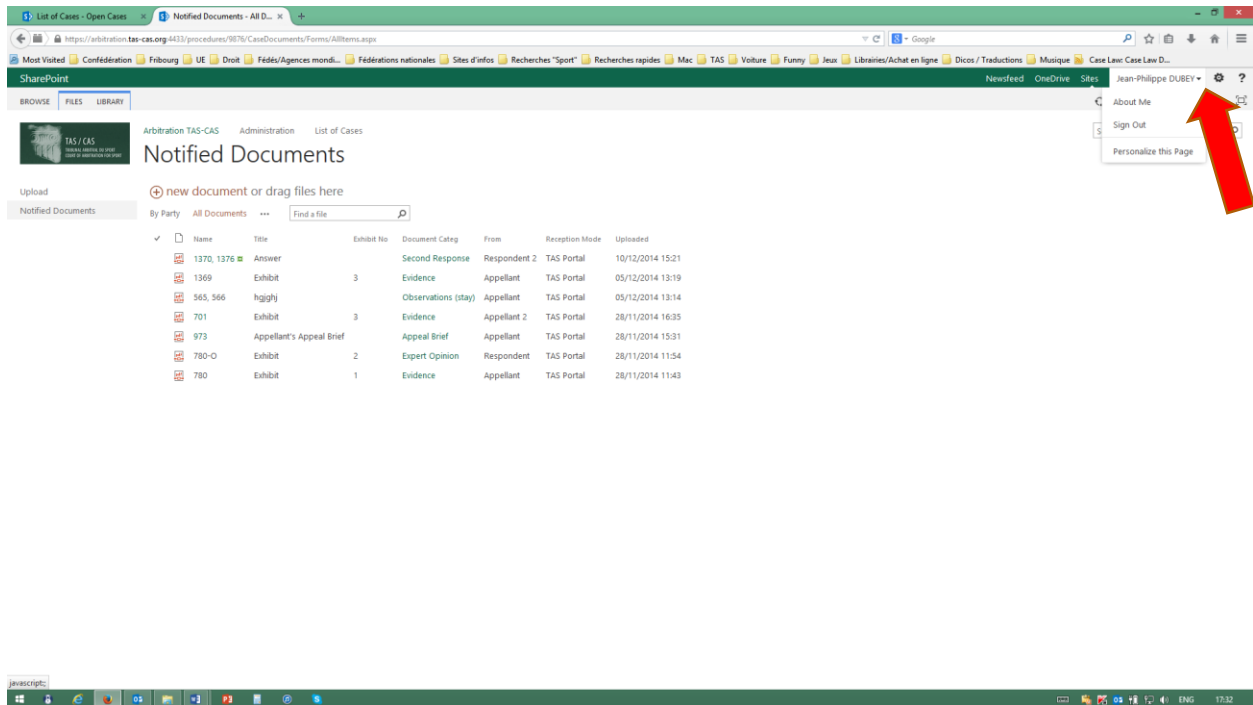


and by then clicking on the alert concerned in «My Alerts on this Site» and by modifying the rate under «When to Send Alerts».



5 LOGOUT

At the end of the session, the user must logout by clicking on the small arrow located by the side of his/her name at the top right of the screen, and then by clicking on «Sign Out».



Last modified: 17.03.2020