**Practice Note 1:**

**Applications**

**Introduction**

In any matter before the ITNJ, the ITNJ has the discretion to vary the operation of a Practice Note by direction or order.

This Practice Note should be read in conjunction with the Policies and Procedures and all other Practice Notes issued by the ITNJ.

**Applications**

All Applicants to the International Tribunal for Natural Justice (ITNJ) must complete and submit an application form (**Form 1, see Annexure A to this Practice Note**) in accordance with part 3 of the International Tribunal for Natural Justice Policies and Procedures. If an application is not submitted in accordance with the Policies and Procedures and this Practice Note, the ITNJ reserves the right to regard this Application as incomplete and has the discretion to not consider the Application.

Due to the number of Applications the ITNJ anticipates it will receive, **ONLY** successful applications will be contacted by the ITNJ.

For the purpose of filing applications, the ITNJ’s details are as follows:-

Post??

Fax??

Email: Registrar@itnj.org

**The Grounds of the Application:**

The grounds of an Application must be succinct. Applications with excess documents and/or numerous pages outlining the grounds of an application may not be considered by the ITNJ.

The ground(s) for the Application is required to inform the ITNJ and the Respondent about the nature of the dispute.

If the Applicant believes that supporting document(s) are relevant to the grounds of the application, these documents should be annexed to the Application form.

**Service of Application:**

Service of Applications must be made in accordance with part 3, paragraph 3.02 of the Policies and Procedures.

An Affidavit of Service (**Form 2, see Annexure B to this Practice Note**) should be filed within 5 business days of serving the Application. The Affidavit should outline the details of service. The details of service include, inter alia, the time, date, address, addressee, where and how the service was given, who served the documents etc.