

## **ANNEX 10**

**PUBLIC**

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**From:** Pre-Trial Chamber I Communications  
**Sent:** Thursday, March 20, 2025 4:52 PM  
**To:** [REDACTED]; [REDACTED]; Office of the Director DJSS  
**Cc:** [REDACTED]; Court Management-Court Records; Associate Legal Officer-Court Officer; Pre-Trial Chamber I Communications  
**Subject:** [ICC-01/21-01/25 – Confidential] Order on communication by email with the Chamber

Dear Counsel,

Recalling its previous order notified by email to the Prosecution on 11 March 2025 at 18:40, the Chamber emphasises that, as a matter of principle, throughout the proceedings requests and submissions are to be submitted by way of formal filings.

In line with the guidelines set out in the Chambers Practice Manual, communication with the Chamber by email, via the dedicated e-mail address ([REDACTED]), should remain limited to minor or peripheral matters. By way of example, variation of time and page limits or leave to reply could be requested and decided in this way. Similarly, orders to the Registry, such as an order to reclassify documents in the record or submit reports on particular issues, may usually be issued by way of email. However, no substantive litigation may take place by email. If such a situation arises, the Chamber will order the submission of formal filings.

In order to ensure that this form of communication adheres to a certain level of formality, the parties and the Registry are hereby instructed to frame, at all times, any email submissions in the following manner:

- a. Include as recipients all persons identified as such by the parties, the Registry, or any relevant participant, unless excluded for confidentiality reasons;
- b. Use a clear title in the email subject line, which shall begin with (i) the case record number ICC-01/21-01/25; and (ii) the level of classification of the email communication (reasons for a classification other than public may, if necessary, be indicated in the text of the email);
- c. Frame email submissions in a way that makes their publication possible. In exceptional circumstances, when emails cannot be made public at all, the sender shall indicate this clearly in the text of the email.
- d. Omit any names and contact details of Chambers staff.

The Chamber further instructs the parties and the Registry to communicate, as soon as possible, by way of email, the list of persons identified as recipients for the purpose of the present case with their respective email addresses, and promptly inform the Chamber of any change in this regard.

Thank you and kind regards,  
On behalf of Pre-Trial Chamber I