How to submit a procedural document to the Board of Appeal using the webform?

The Registry of the Board of Appeal has introduced a webform which the parties in appeal cases can use when submitting documents in appeal proceedings before the Board of Appeal.

The aim of the webform is to facilitate this submission. The webform will gradually replace currently used email submissions of the procedural documents.

This document contains instructions for the use of the webform. For advice on the preparation of the procedural documents the parties of the appeal cases are requested to refer to the consolidated version of the Rules of Procedure and the Practice Directions available https://echa.europa.eu/about-us/who-we-are/board-of-appeal/the-board-of-appeal/roles-responsibilities.

The Board of Appeal has also published special forms and a supporting check list which are available https://echa.europa.eu/about-us/who-we-are/board-of-appeal/appeal-procedure/forms-to-prepare-documentation-for-appeals. These forms can be used also for preparing procedural documents that are submitted using the webform. The use of the forms is not obligatory, but strongly recommended.

For submitting a procedural document to the Board of Appeal using the webform please access the webform http://comments.echa.europa.eu/comments_cms/RBoA.aspx, fill in the required information and upload the procedural document(s) as follows.

First, you must identify the document you are submitting using the following dropdown menus:

Submission of documents to the Registry of the Board of Appeal

**Procedural document**

Submission related to: *
---Please select

Type of submission: *
---Please select

If you are submitting a new notice of appeal, you will be asked to provide further information on the appeal fee and the number of the Contested Decision:
If your submission is related to an existing appeal you will be asked to identify the type of submission and provide the number of the appeal case:

You will then be asked to provide certain information on person filling the document and on the (external) representative(s):
Next, you will be asked to inform if you request confidential treatment for some of the information contained in the submitted procedural document(s). If the answer is affirmative, you will have to upload the confidentiality request as a separate attachment:

Then, you will need to upload the procedural document(s) you are submitting and the supporting documents, if any. These documents must be submitted as one single attachment containing both the procedural document and all the annexes.
If your procedural document contains annexes, you will have to upload a Table of Annexes as a separate attachment:

Lastly, you will fill in the place of submission and the total number of pages submitted:

To conclude submitting the procedural documents, you just have to confirm you are a person by clicking the “I am not a robot” button and then select submit button.