



**អង្គជំនុំជម្រះវិសាមញ្ញក្នុងតុលាការកម្ពុជា**  
 Extraordinary Chambers in the Courts of Cambodia  
 Chambres extraordinaires au sein des tribunaux cambodgiens

**ព្រះរាជាណាចក្រកម្ពុជា**  
**ជាតិ សាសនា ព្រះមហាក្សត្រ**

Kingdom of Cambodia  
 Nation Religion King  
 Royaume du Cambodge  
 Nation Religion Roi

**VICTIMS UNIT**

**KEY MESSAGE FOR CIVIL PARTY APPLICANTS IN CASE FILE 002**

1. On 11 September 2009, the Plenary Committee of the ECCC decided to modify the deadline for the submission of Civil Party applications for the current case under investigation by the ECCC (Case 002). The new deadline will be 15 days after notification of the conclusion of the judicial investigation. **The Plenary Committee currently expects that the judicial investigation in Case 002 will conclude at the end of 2009.**
2. Any Civil Party application that is submitted after the deadline will not be considered by the Co-Investigating judges.
3. This means that any person who wishes to become a Civil Party in Case 002 should submit to the Victims Unit their Civil Party application **as soon as possible**, preferably before mid November 2009. This maximizes the attention that can be provided to, and the use that can be made of, the submissions by the Victims Unit and the Office of the Co-Investigating Judges. It also provides more time for additional detail to be sought from and provided by the applicant should that be necessary.
4. The case in which Civil Parties can now be joined (Case 002) currently relates to charges against Nuon Chea, Ieng Sary, Ieng Thirith and Khieu Samphan. These were all senior leaders of the Khmer Rouge regime. Each has been charged with serious international and national crimes as a result of their alleged responsibility for the policies and actions of the Khmer Rouge regime.
5. Only Civil Party applications that are complete and can be linked to a current judicial investigation will be admitted by the Co-Investigating Judges. The following information must be included:
  - Names of the victim or victims and civil party applicant;
  - Contact address of the applicant in Cambodia;
  - Signature or thumbprint of the applicant;
  - All available information related to the crime or crimes alleged by the applicant (the Court needs to be able to identify how what happened to the applicant is related to the crimes being investigated by the Court). The description of the crime should clearly and consistently state the location (including the name of the place where the crime was committed and at least the district and province of that place) and the year of the crime.
  - **Proof of identity** of the person applying to become a Civil Party. This can be a copy of an identity card or Family Book or a letter issued by Commune/Sangkat authorities or higher level authorities. Preferably that letter should be stamped.
  - If available, any documents that support the information the applicant provides. For example: a photograph of the victim.
  - For detailed guidelines on how to complete the Victim Information Form, please contact the Victims Unit (see below).
6. Those not wishing to participate as a Civil Party may still submit a complaint containing useful information and/or evidence regarding the crimes committed by the Khmer Rouge. This material will be considered by the Co-Prosecutors and, where appropriate, they shall decide, at their discretion, whether to reject the complaint, include the complaint in an ongoing investigation, conduct a new investigation or forward the complaint directly to the Co-Investigating Judges to be used in ongoing judicial investigation(s). A

Complainant can also be called as a witness by the Prosecution. There is no deadline to submit a complaint. However, such information should be provided as soon as possible so as to increase the possibility that the Office of the Co-Prosecutors may consider it.

7. Those who are interested in becoming a Civil Party or submitting a complaint should complete the Victim Information Form. The Forms are available at the Victims Unit and also on the website of the ECCC in Khmer, English and French. There are also guidelines available to explain the content of the Form in greater detail. The Form and guidelines are both free of charge and there is no cost to apply to become a Civil Party and/or a complainant.
8. Once completed, the Form should be submitted to the Victims Unit. To obtain the Form and guidelines, as well as further advice on how to complete it, please contact the Victims Unit as follows:

- Phone our helpline on 012 842861 OR 097 7424218
- Or come to the Information Center at the following address:

Victims Unit  
House No. 6A,  
Street 21, Sangkat Tonle Basac I, Khan Chamcarmon  
Phnom Penh, Cambodia.

The Victims Unit is ready to assist those who wish to complete Victim Information Forms. The office is open from 8:00 AM to 5:00 PM from Monday to Friday except on public holidays.

***There is no cost to apply to become a Civil Party or to file a complaint.***