

## Relevant information regarding petitions under study before The Inter-American Commission on Human Rights

In order to optimize the processing of petitions presented to the Inter-American Commission on Human Rights (IACHR), the Executive Secretariat wishes to inform you of the following measures relating to the processing of petitions that are either under study or at initial review before the Commission. All users are invited to collaborate in the successful implementation of these measures, with the aim of achieving a more efficient use of the Commission's resources. With this in mind, we advise you as follows:

- 1) **Once a complaint has been presented, its reception will be confirmed by means of a letter acknowledging receipt of the petition.** From that moment, the petition will be under study or initial review, according to article 26 of the Commission's Rules of Procedure.
- 2) **This letter will make reference to the number assigned to the petition by the Executive Secretariat of the IACHR.** In the case of a consultation, you should make reference to this number.
- 3) **The initial review of a matter is generally done according to the chronological order in which it is received by the IACHR,** as established in article 29.2 of the Commission's Rules of Procedure. For this reason, and due to the number of petitions received annually, **the initial review period may take some time.**
- 4) When carrying out an initial analysis of a petition, the Executive Secretariat will determine whether additional information or documentation is required; if so, this will be requested through direct communication with the petitioner. **The Executive Secretariat will only acknowledge receipt of the information requested,** and the other information and/or documents provided will be archived in the corresponding file.
- 5) Should it be necessary to send written documents and/or annexes, **they should be sent preferably in digital format via e-mail, if possible.** When sending these documents, reference should be made to the petition number originally assigned by the Executive Secretariat. It should be taken into account that the Commission does not return documents that have been sent in relation to a petition. For this reason, original documents should not be sent under any circumstance. When sending documents, it is not necessary for them to be certified, verified, legalized or legally authenticated; it is sufficient that the document be complete and legible.
- 6) **The written documents and/or annexes provided must be in the official language of the State that is being denounced.** Should this be an inconvenience, provide the reasons for noncompliance.
- 7) The Commission's Executive Secretariat **sincerely requests that complaints and other documents be sent only once,** and through one of the following channels: e-mail, post, facsimile, or others. Duplication in the sending of documents is to be avoided.
- 8) It is of vital importance that **the petitioner's contact information remains up to date, as well as information regarding any change of circumstance of the petitioner.** This is important since, in order to safeguard the confidentiality of information provided to the Commission, we are prevented from sharing information about the status of petitions to those who are not accredited within our systems.
- 9) **The Executive Secretariat of the Commission does not recommend that the petitioner or the alleged victims use their financial resources to travel to the headquarters while their petition is in the initial review phase.** In this sense, it is unnecessary to visit the Commission's headquarters to follow up on the status of a complaint.
- 10) To access the Commission, there is no need to pay tariffs, taxes or any other charges; **our services are free.**

Should you require more information, you may consult the brochure on the Individual Petition System at the following internet link: [http://www.oas.org/es/cidh/docs/folleto/CIDHFolleto\\_eng.pdf](http://www.oas.org/es/cidh/docs/folleto/CIDHFolleto_eng.pdf)