



A. Basic Information

Date of Submission:

Referred by (individual/organisation):

Country concerned:

Preferred language of communication:

B. Applicant / victim information

Full Name(s):

Date(s) of Birth / Age(s):

Gender:

Nationality (if any):

Current Legal Status (citizen, refugee, stateless, etc.):

Residential Address:

Telephone / WhatsApp:

Email:

Preferred mode of communication:

Are you represented by a lawyer or organisation? If yes, provide details:

C. Description of the case

Provide a detailed description of the facts (what happened, when, where, by whom):

Which rights do you believe were violated?

Who is responsible for the violation (State authority, private actor, etc.)?

Is the violation ongoing?



D. Victims and affected groups

Number of victims:

Are victims part of a marginalised or vulnerable group? If yes, specify:

Community or group impacted (if applicable):

E. Domestic remedies

Have you taken steps to seek justice at the national level?

Courts, tribunals or authorities approached:

Dates and outcomes of proceedings:

If not pursued, explain why (fear, unavailable remedies, undue delay, etc.):

F. Other remedial measures

Has the case/violation has been submitted to any other international or regional organisation for resolution through a formal complaint? If so indicate which organisation and when.

G. Evidence available

Documents available (judgments, letters, medical reports, IDs, etc.):

Witnesses willing to testify (names and contacts):

Other supporting materials:

H. Safety, confidentiality and risks

Are there security risks to you or others if this case is pursued?

Do you request confidentiality or anonymity?

Any immediate protection needs?



I. Strategic and impact considerations

Does the case involve a law, policy or widespread practice?

Could this case affect others beyond the applicant(s)?

Any related advocacy, media or community action underway?

J. Partnerships and consent

Local organisations involved or recommended:

Do you consent to IHRDA working with partners on this case? (Yes/No)

K. Declaration and consent

I confirm that the information provided is true to the best of my knowledge.

Signature / Thumbprint: _____

Date: _____