

UNITED ARAB EMIRATES
MINISTRY OF JUSTICE



الإمارات العربية المتحدة
وزارة العدل

Request for "To Whom It May Concern" certificate for legal services

e-Lawyer System

User Manual

Second Edition

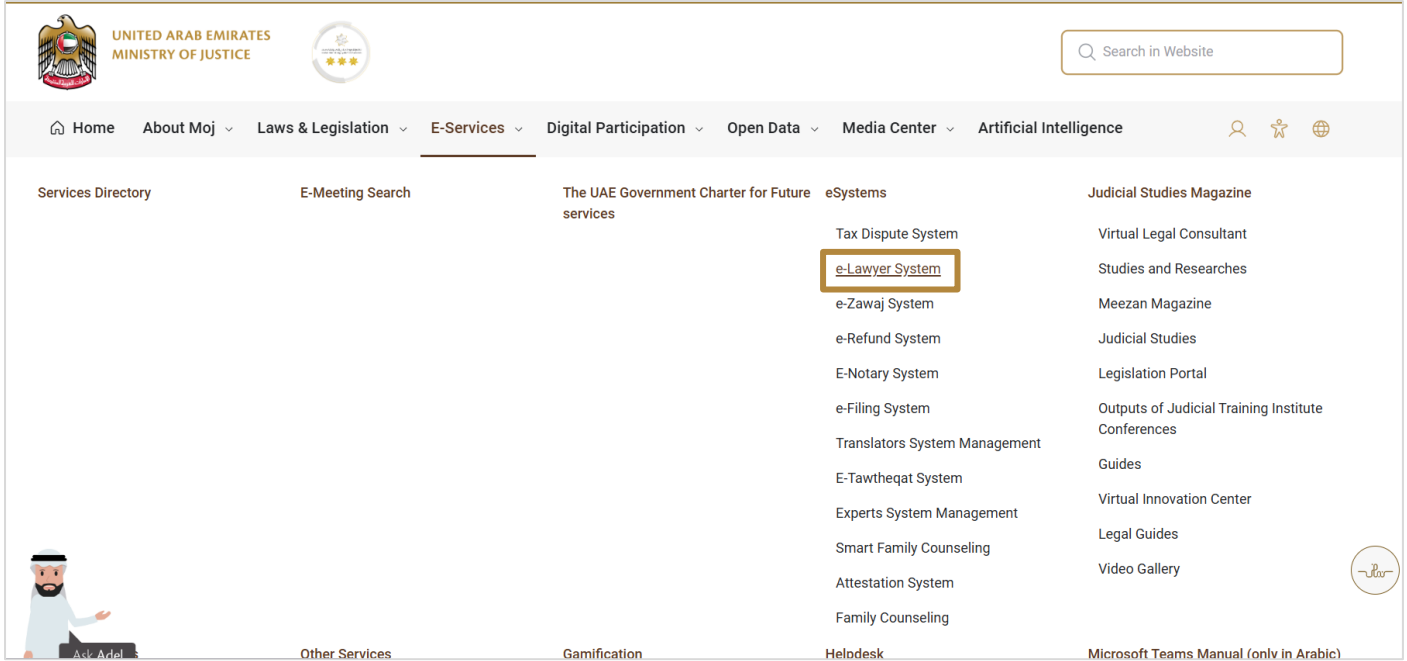
Submit a New Request

Steps for Submitting a New Request:

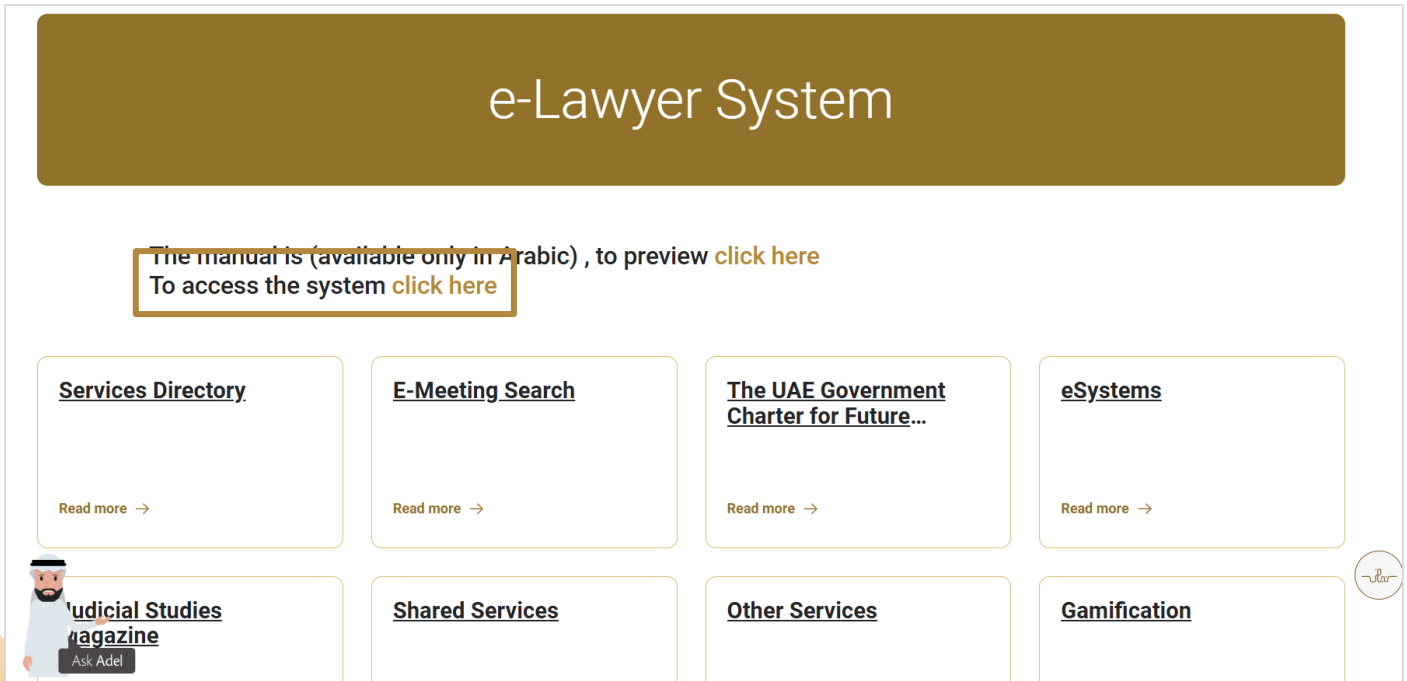
Method One

The Ministry of Justice page is available through the following link: [Click here](#)

We select E-Services → eSystems → E-Lawyer System




The following page appears:



If you wish to apply for E-Lawyer System services, click the "[click here](#)" button, which will take you to the unified gate for login using the digital identity.

Unified Gate For Electronic Services

Get Started with UAE PASS

 **Login with UAE PASS**

A single trusted digital identity for all citizens, residents and visitors.

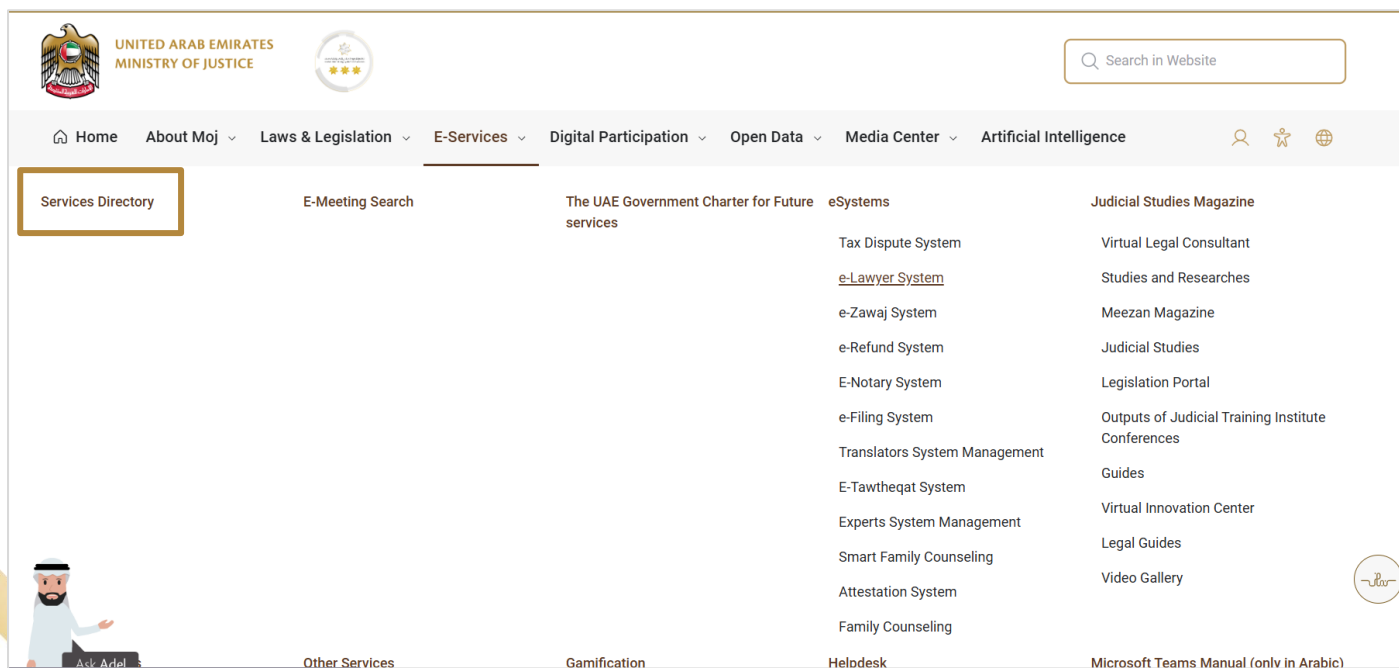
For more information please check the user manual from [Here](#)

I can't sign in with UAE Pass ; I would like to submit a request for a temporary exception to sign in using my registered account

Method Two

From the Ministry of Justice page available through the following link: [Click here](#)

We select E-Services → Service Directory



The screenshot shows the website header with the United Arab Emirates Ministry of Justice logo and a search bar. The navigation menu includes Home, About Moj, Laws & Legislation, E-Services, Digital Participation, Open Data, Media Center, and Artificial Intelligence. The E-Services dropdown menu is open, highlighting the Services Directory option. The Services Directory page lists various services such as E-Meeting Search, The UAE Government Charter for Future services, eSystems (including Tax Dispute System, e-Lawyer System, e-Zawaj System, e-Refund System, E-Notary System, e-Filing System, Translators System Management, E-Tawtheqat System, Experts System Management, Smart Family Counseling, Attestation System, and Family Counseling), Helodesk, Other Services, Gamification, Judicial Studies Magazine, Virtual Legal Consultant, Studies and Researches, Meezan Magazine, Judicial Studies, Legislation Portal, Outputs of Judicial Training Institute Conferences, Guides, Virtual Innovation Center, Legal Guides, and Video Gallery. A small cartoon character is visible in the bottom left corner.

The following page will appear:

Services Directory

All Services Individual Business Government

Search in services ...

Submit suggestions
This service allows customers to submit general suggestions or those specific to...

Start Service →

Submit inquiries
This service allows the customers to submit general or specific inquiries about...

Start Service →

File a complaint
This service allows you to submit a general complaint or to a service provided.

Start Service →

News

Start Service →

Registration of a lawyer / is a party in a...

Ask Adel

News

News

News

Write in the search bar the service name:

The following page appear, then we click on “Start Service”

Click Start Service, which moves to the unified gate for login via digital identity.

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Get Started with UAE PASS

Login with UAE PASS

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For more information please check the user manual from [Here](#)

[I can't sign in with UAE Pass ; I would like to submit a request for a temporary exception to sign in using my registered account](#)

Method Three

The Ministry of Justice page is available through the following link: [Click here](#)

We select Login - Unified Ministry Services Portal



The screenshot shows the top navigation bar of the Ministry of Justice website. The logo of the United Arab Emirates Ministry of Justice is on the left. A search bar is on the right. The navigation menu includes: Home, About Moj, Laws & Legislation, E-Services, Digital Participation, Open Data, Media Center, and Artificial Intelligence. A box highlights the 'Login' icon in the navigation menu. Below the navigation bar, there is a banner for the 'Judicial Training Institute Graduation Ceremony 2024' featuring a group of men in traditional attire. A 'Ask Adel' chat button is visible in the bottom left corner of the banner.

Unified Gate For Electronic Services

Get Started with UAE PASS



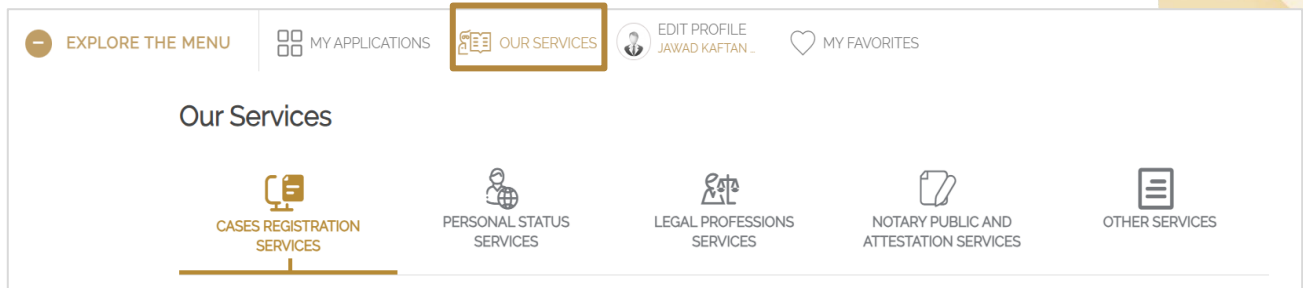
Login with UAE PASS

A single trusted digital identity for all citizens, residents and visitors.

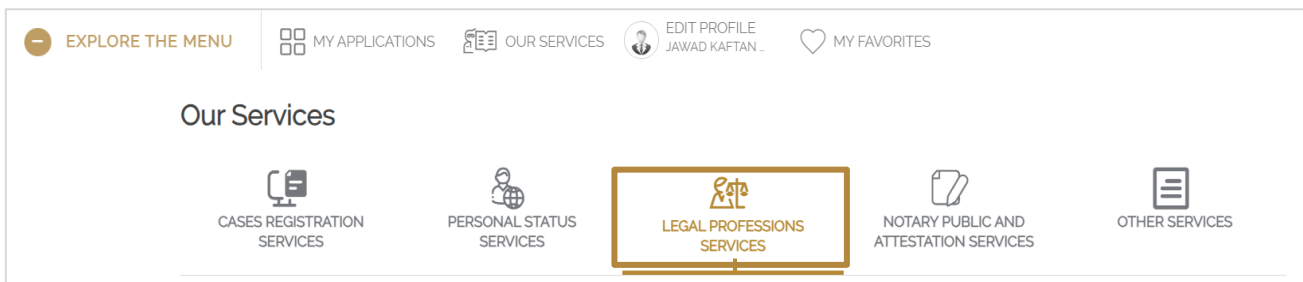
For more information please check the user manual from [Here](#)

I can't sign in with UAE Pass ; I would like to submit a request for a temporary exception to sign in using my registered account

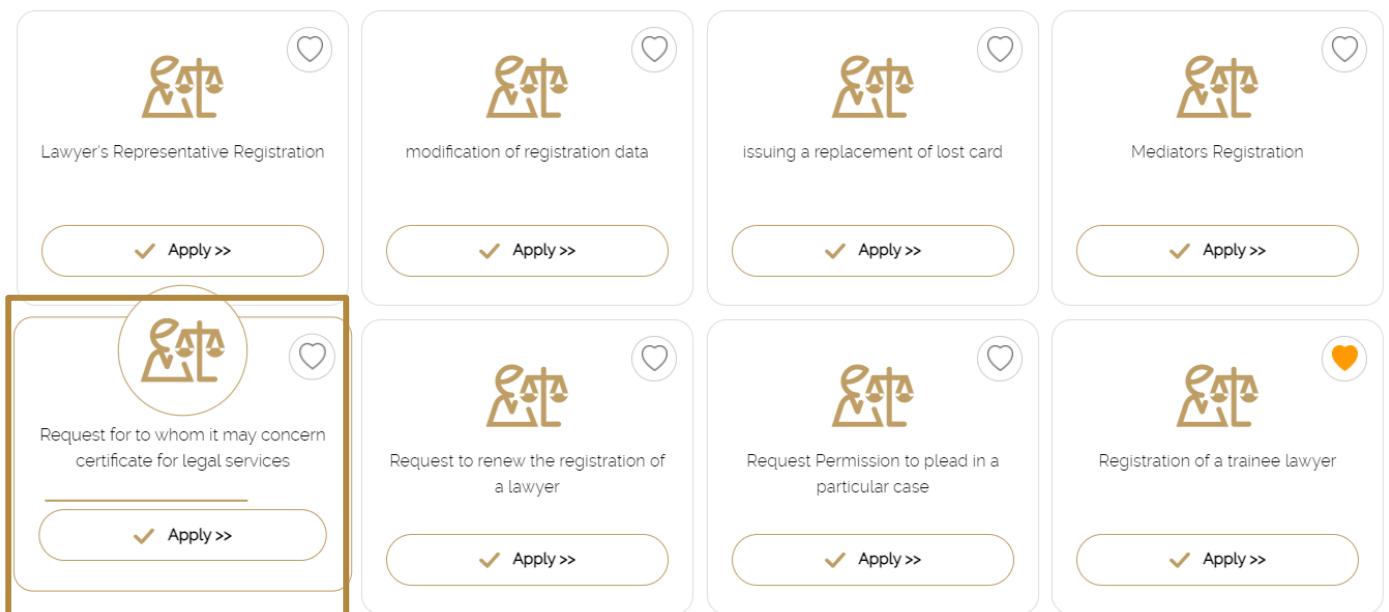
The user clicks on "Our Services"



Click Apply for Legal Professions Services



From Legal Professions Services, select "Request for to whom it may concern certificate for legal services"



The application screen will appear:

Select target (General/Dubai Courts), and add the Request Description

The screenshot shows a web form titled "whom it may concern Application". In the top right corner, there is a button labeled "SERVICE MANUAL". Below the title, there is a "Select Target" section with two radio buttons: "General" (which is selected) and "Dubai courts". Below these radio buttons is a text input field containing the text "Concern certificate". Underneath this is a "Request Description" section with the subtitle "Optional notes you want to send". This section includes a rich text editor toolbar with icons for list, link, unlink, bold, italic, and text color, followed by a large empty text area for entering the description.

Add required attachments:

The screenshot shows an "Attachments" section with a table. At the top right of the section is an "ADD +" button. Below the title, there are two red error messages: "(file size: not more than 5MB, file type: PDF, PNG, JPG)" and "* : the field is required". The table has four columns: "Document Name", "Select/Upload", "Template", and "Actions". There are three rows of attachments, each with a "Choose File" button and a small upload icon.

Document Name	Select/Upload	Template	Actions
* Request a letter from the office indicating the destination to which the certificate is to be sent	Choose File		
* A copy of the lawyer's card	Choose File		
* A copy of the identity card	Choose File		

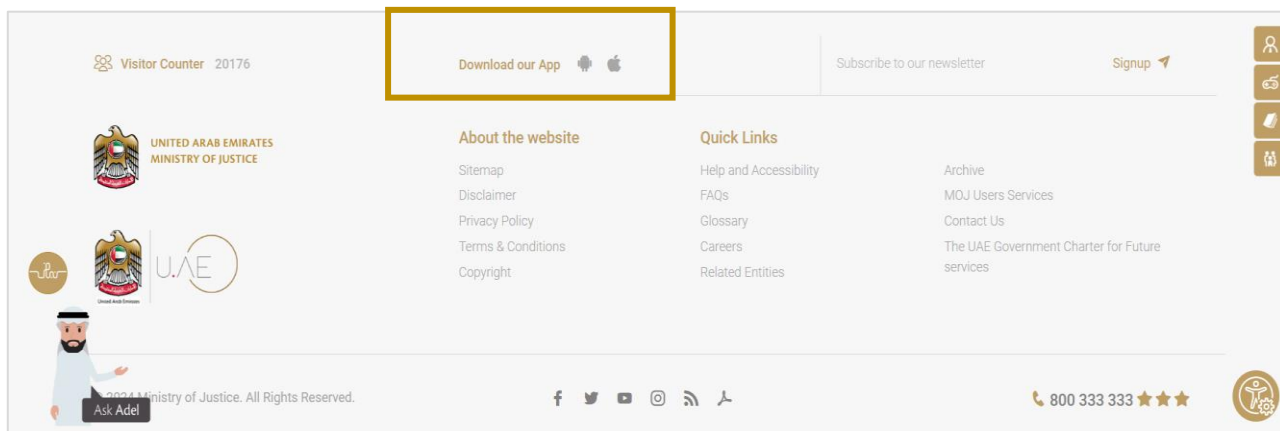
Accept terms and conditions and click "Submit" when finished:

The screenshot shows the bottom part of the form. On the left, there is a checkbox followed by the text "accept terms and conditions". On the right, there is a prominent "SUBMIT" button.

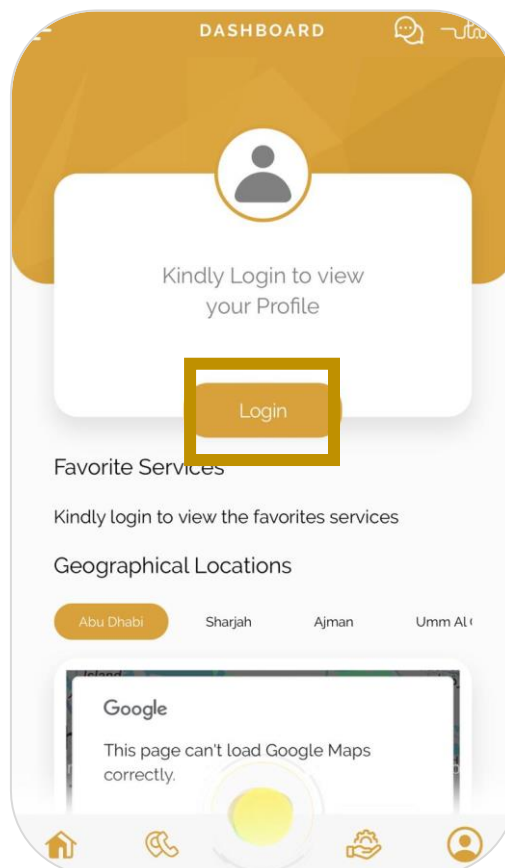
Note: Procedures and steps apply to different service delivery channels.

❖ Submitting Services through the Ministry of Justice Mobile Application

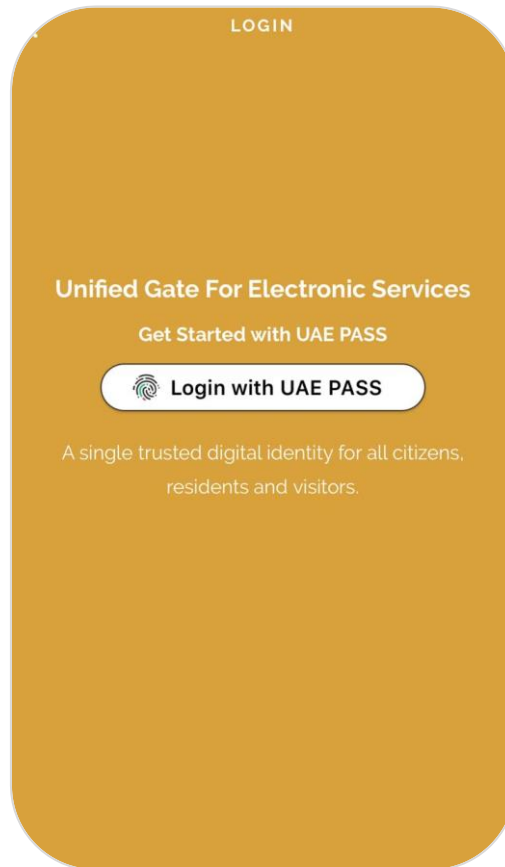
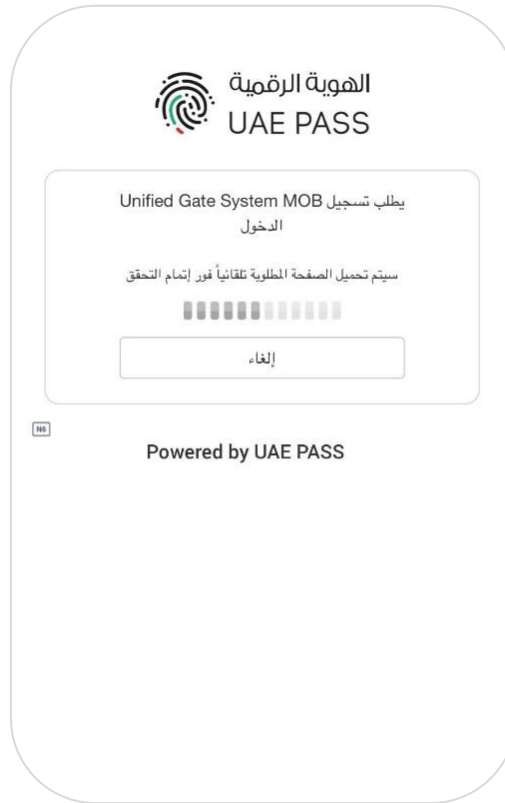
The application can be downloaded from the Ministry of Justice website



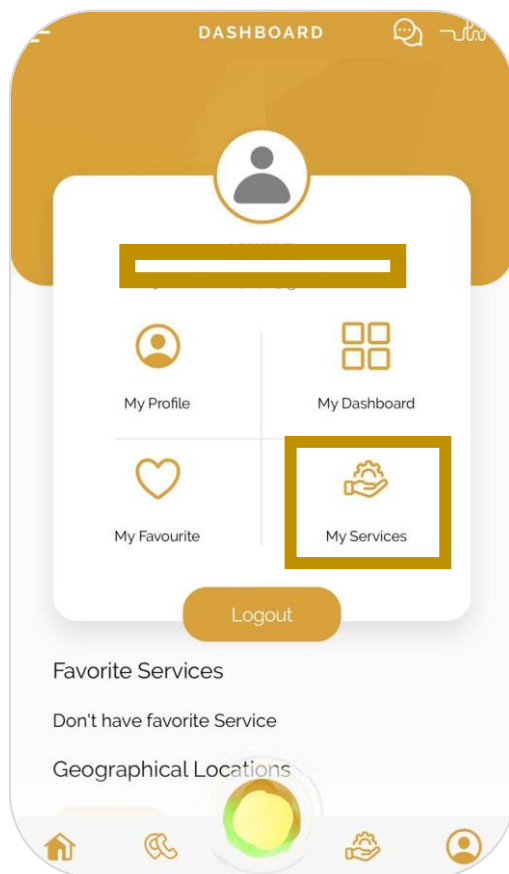
After successfully installing the application on the mobile phone, press Login



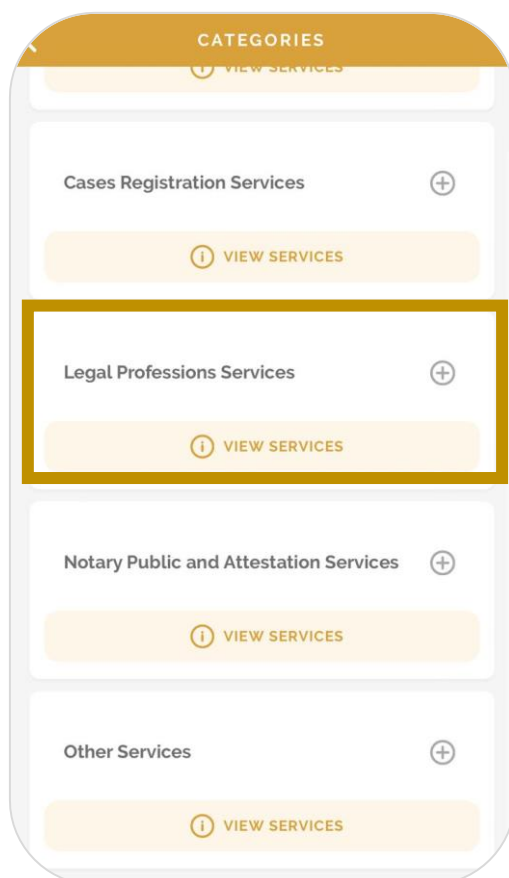
Log in using the digital identity; a notification is sent to the mobile phone in the digital identity app, and confirmation is made



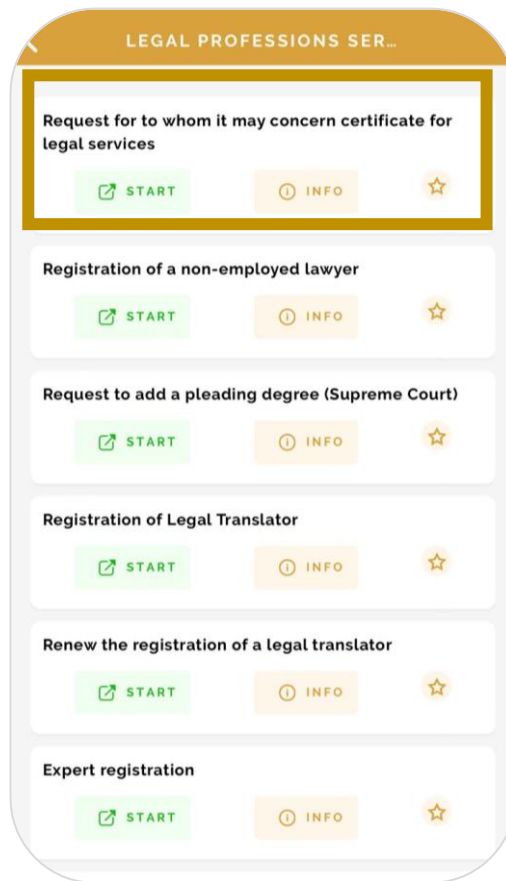
The user's control panel appears, press "My Services"



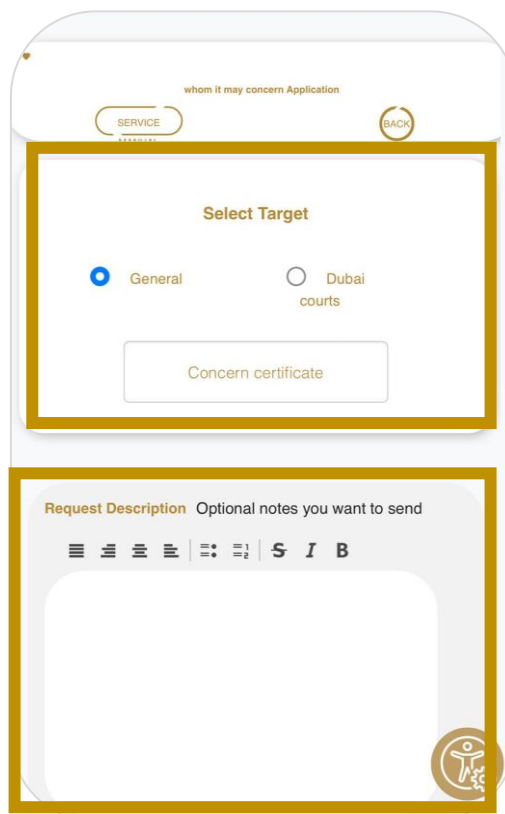
Select Legal Professions Services



The "Request for To Whom It May Concern Certificate for Legal Services" service is selected.



The request submission screen appears, select target and add request description:






Add required attachments, accept terms and conditions, and then click the "Submit" button:

Attachments

ADD

(file size: not more than 5MB. file type: PDF, PNG, JPG)

* : the field is required

Document Name	Select/Upload	Template	Actions
* Request a letter from the office indicating the destination to which the certificate is to be sent	Choose File 		
* A copy of the lawyer's card	Choose File 		
* A copy of the identity card	Choose File 		

accept terms and conditions

SUBMIT 