

UNITED ARAB EMIRATES
MINISTRY OF JUSTICE



الإمارات العربية المتحدة
وزارة العدل

Application for extension of practical training

e-Lawyer System

User Manual

Fourth Edition

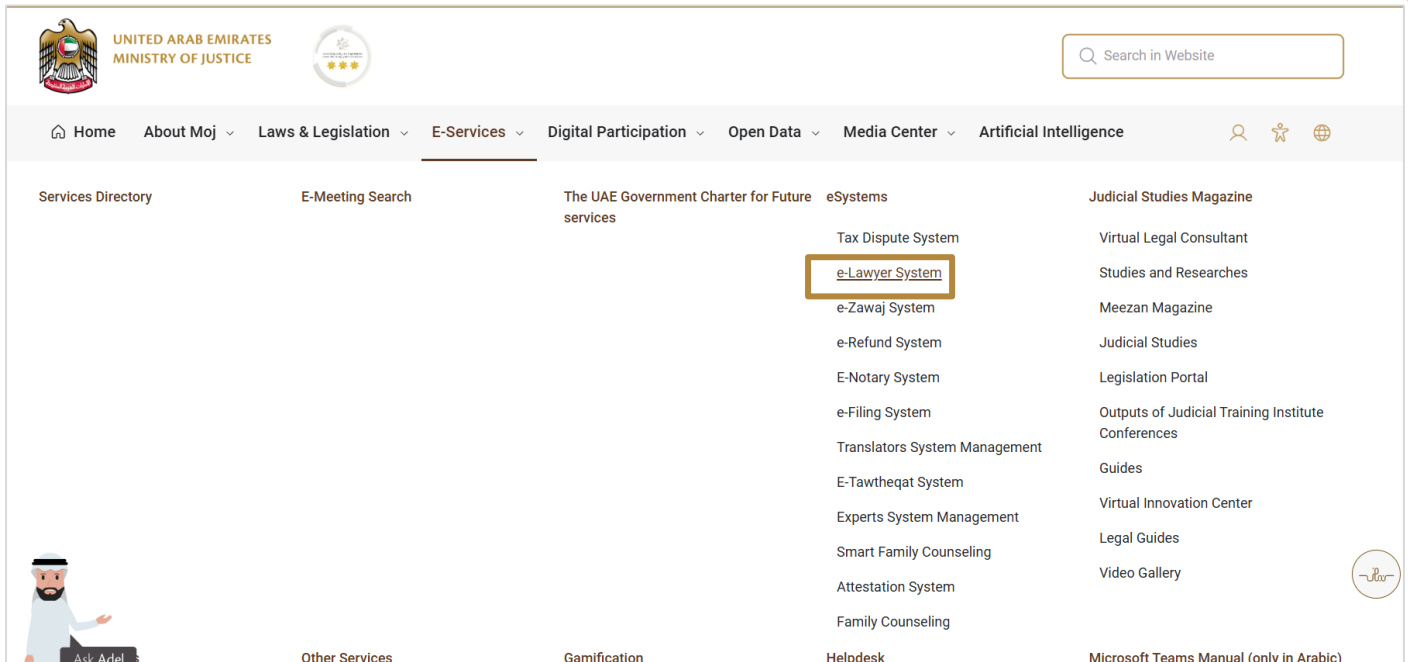
Submit a New Request

Steps for Submitting a New Request:

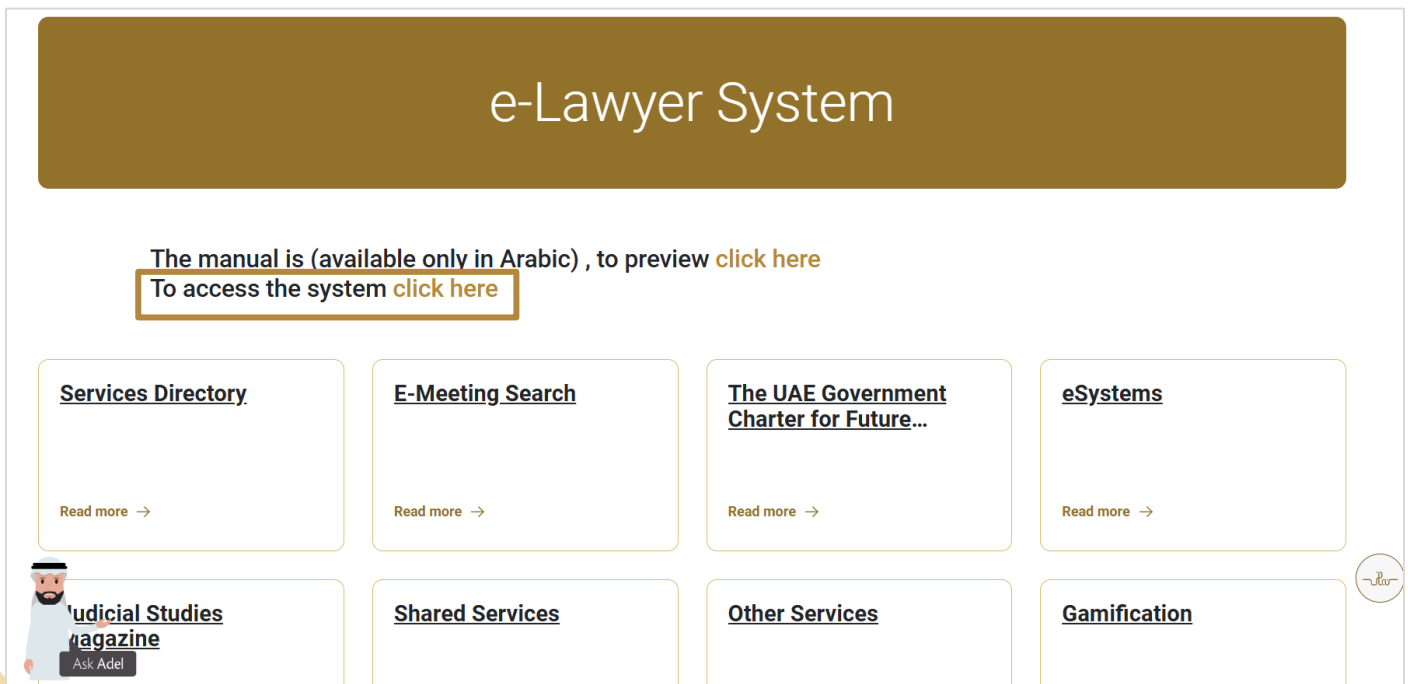
Method One

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.

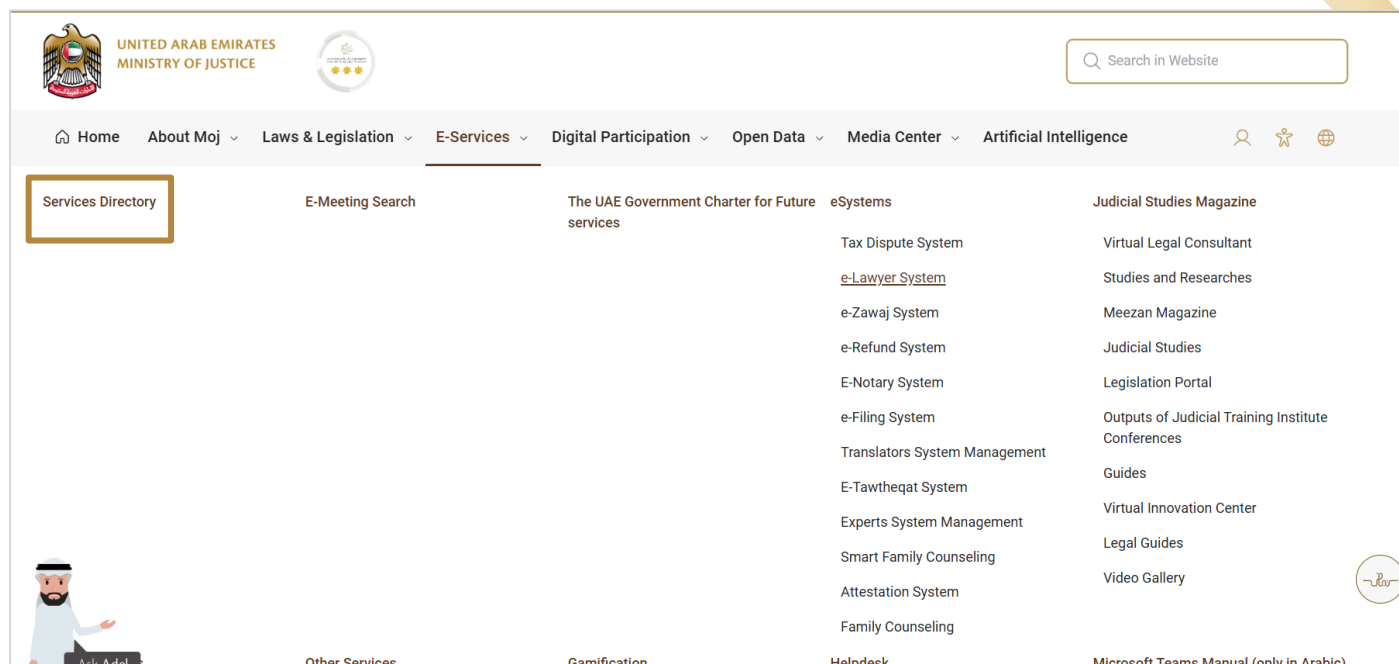
For more information please check the user
manual from [Here](#)

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

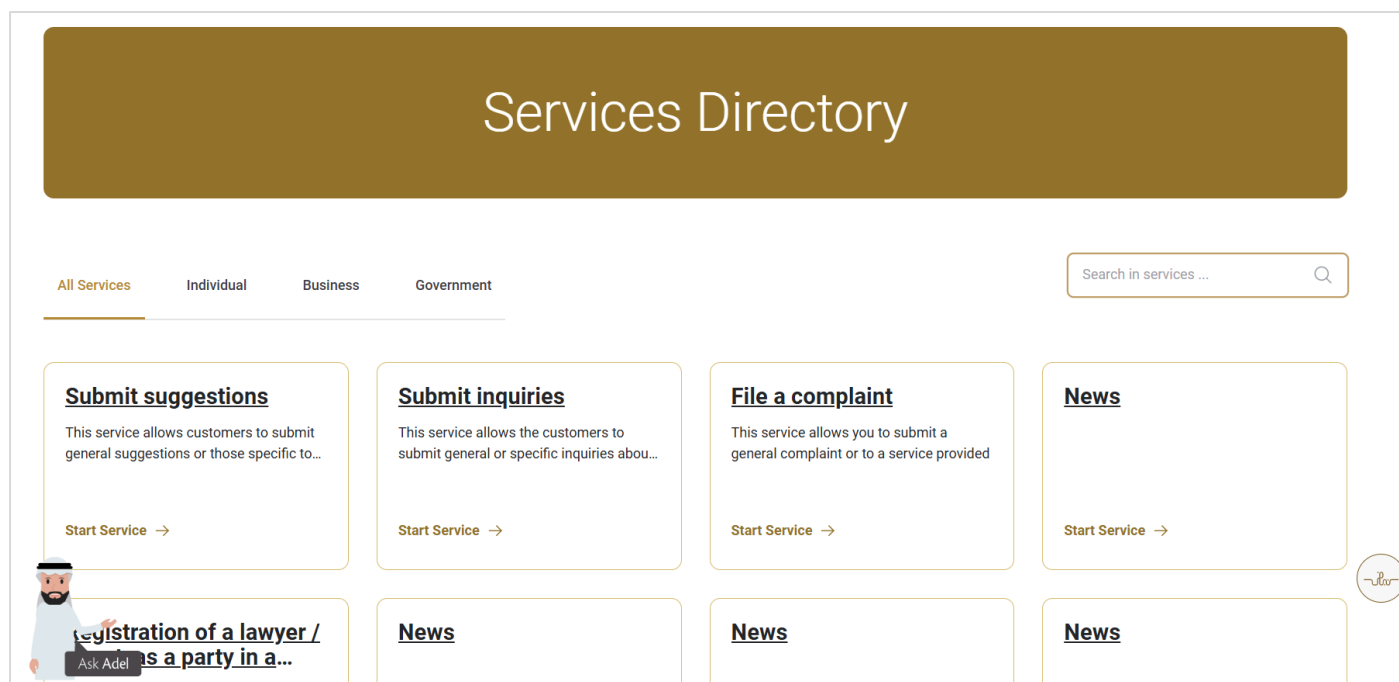
Method Two

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

We select E-Services → Service Directory



The following page will appear:



Write in the search bar the service name:

Services Directory

All Services Individual Business Government

application for ext



Application for extension of practical training

This service allows to Extension of the internship period

Start Service →



< Previous 1 Next >

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

Services Details

Application for extension of practical training



Start Service →

About the service

This service allows to Extension of the internship period
To access the service [click here](#)



Service Code

121-055-011-000

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

Unified Gate For Electronic Services

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Method Three

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

We select Login - Unified Ministry Services Portal



Unified Gate For Electronic Services

Get Started with UAE PASS



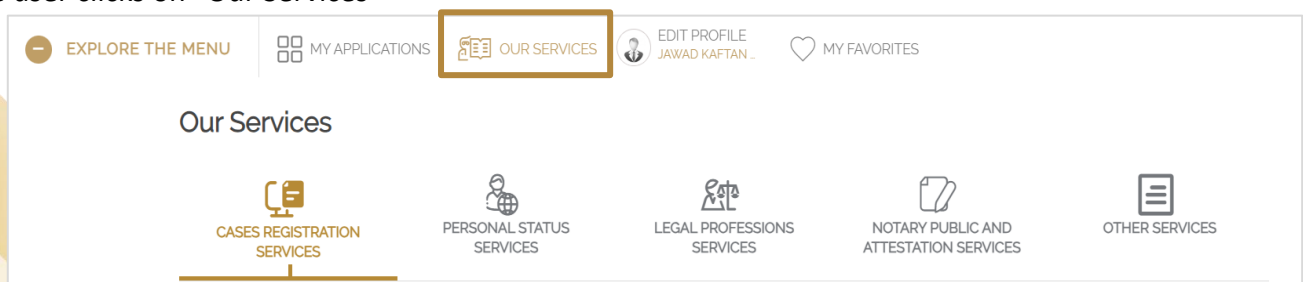
Login with UAE PASS

A single trusted digital identity for all citizens,
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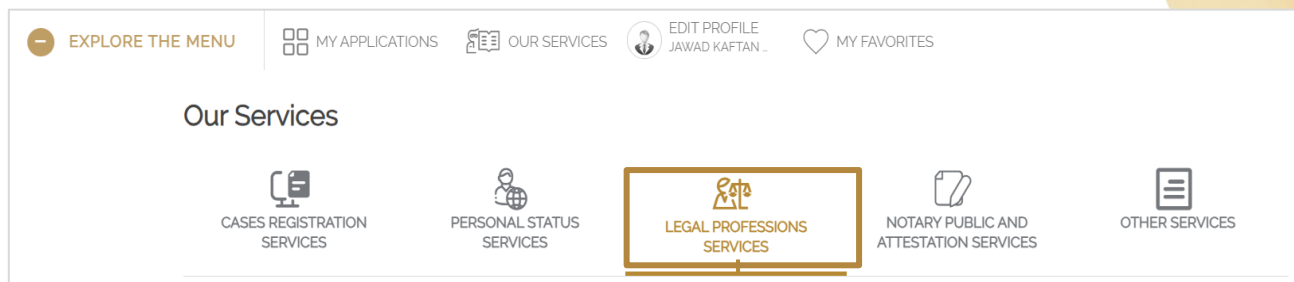
For more information please check the user
manual from [Here](#)

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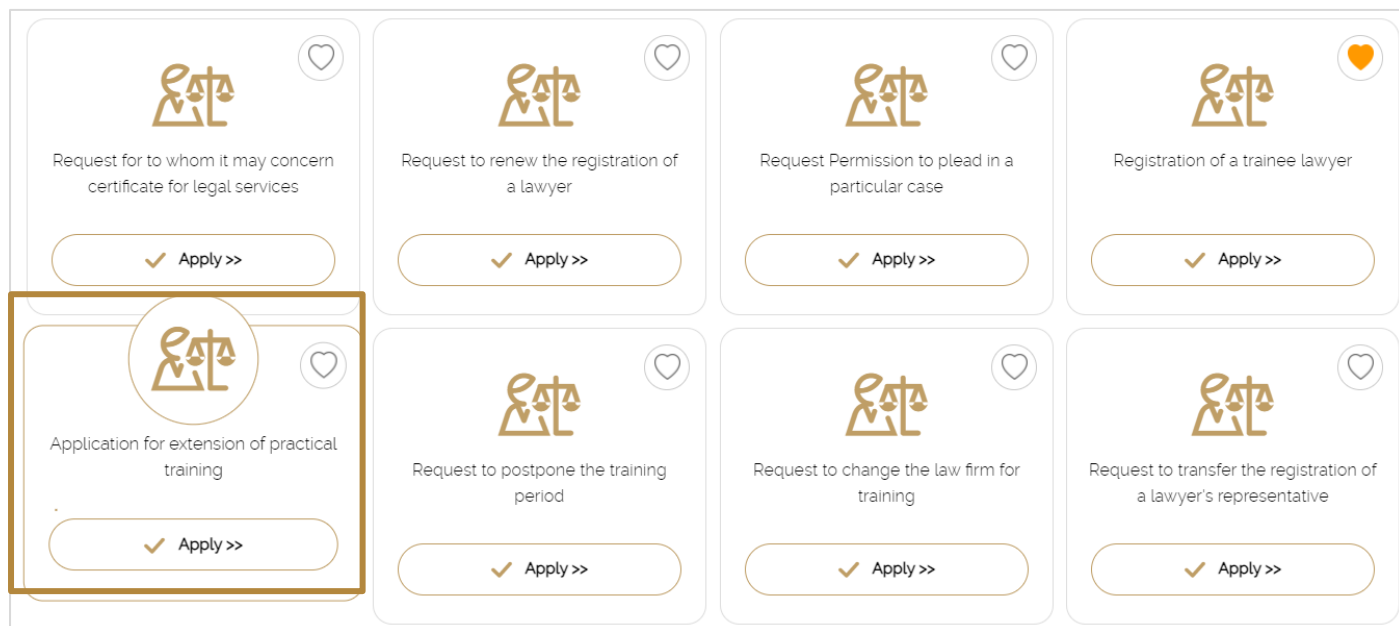
The user clicks on “Our Services”



Click Apply for Legal Professions Services



From Legal Professions Services, select " Application for extension of practical training"



Application screen will appear

Choose the extending start date and end date:

The screenshot shows a form titled 'Extending Training Period'. It has a 'SERVICE MANUAL' button with a left arrow. Below this are two date selection fields: '*Extending Start Date' with the value '05/11/2024' and '*Extending End Date' with the value '05/11/2024'.

Add Request Description (Optional notes you want to send)

The screenshot shows a form titled 'Request Description' with the subtitle 'Optional notes you want to send'. It features a rich text editor with various icons for formatting and a large text area for input.

Upload any required attachments:

Attachments

ADD +

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

* : the field is required

Document Name	Select/Upload	Template	Actions
* No objection from the supervisor of the extension training	Choose File		
* Request from the trainee lawyer to extend the training with a statement of reasons	Choose File		
* A copy of the trainee's ID	Choose File		
* Training card (original and photocopy).	Choose File		
* Disclosure of the number of sessions that have been completed so far	Choose File		

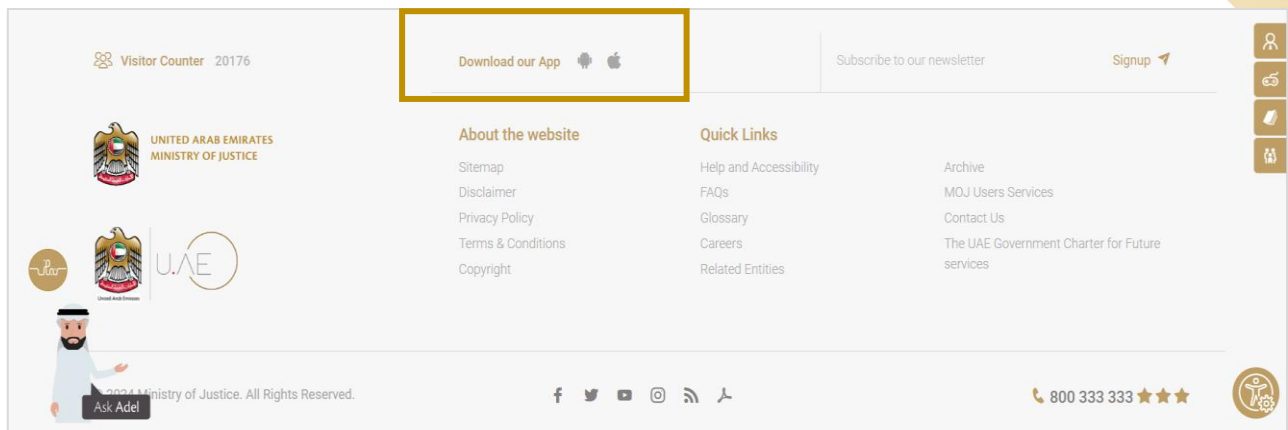
Accept terms and conditions and click the “Submit” button:

☐ accept terms and conditions

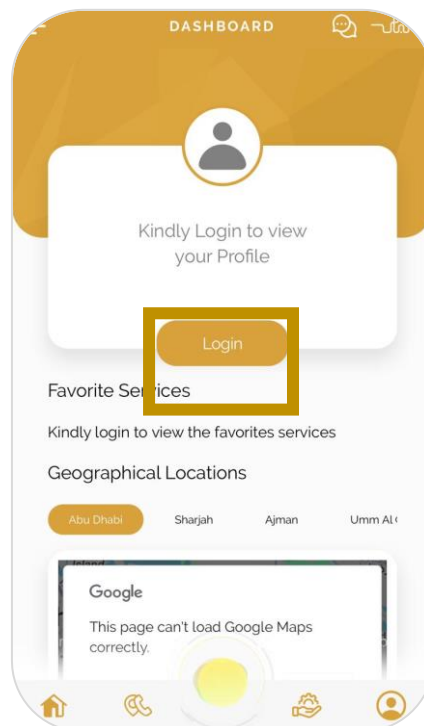
SUBMIT

❖ Submitting Services through the Ministry of Justice Mobile Application

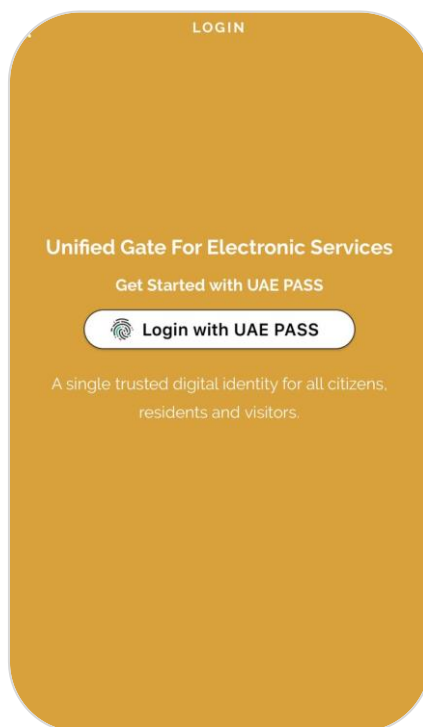
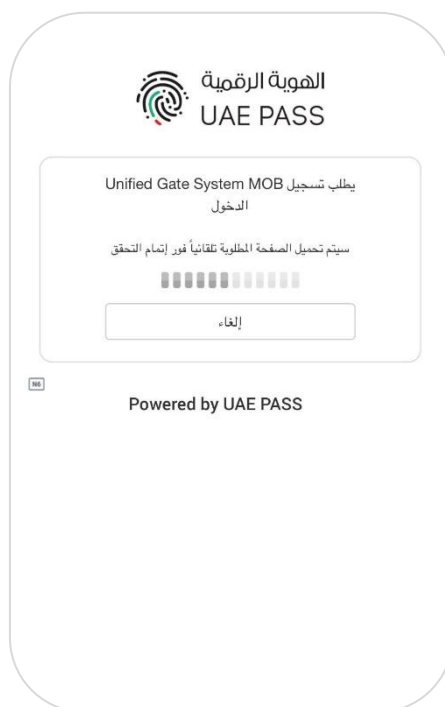
The application can be downloaded from the Ministry of Justice website



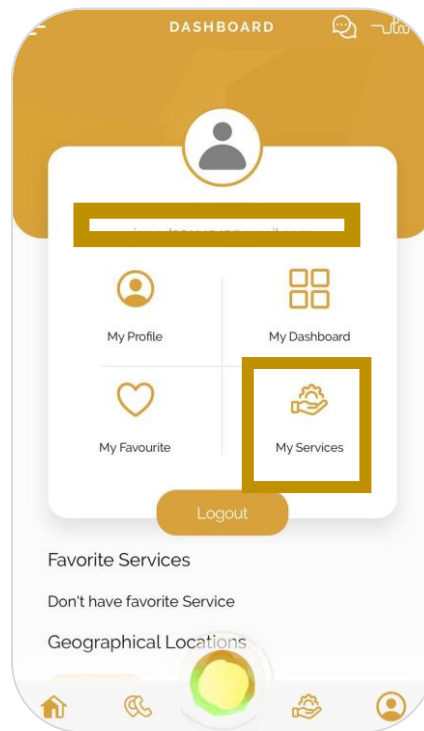
After successfully installing the application on the mobile phone, press Login



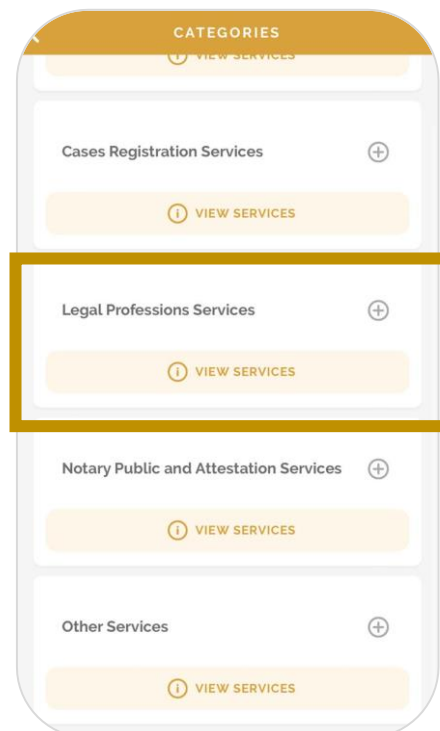
Log in using the digital identity; a notification is sent to the mobile phone in the digital identity app, and confirmation is made



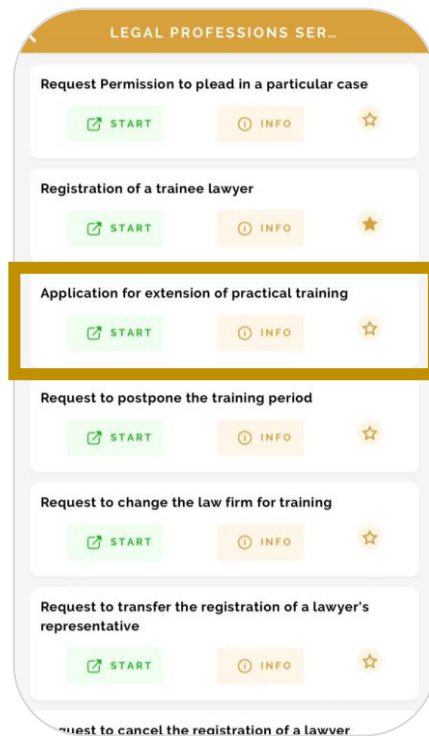
The user's control panel appears, press "My Services"



Select Legal Professions Services



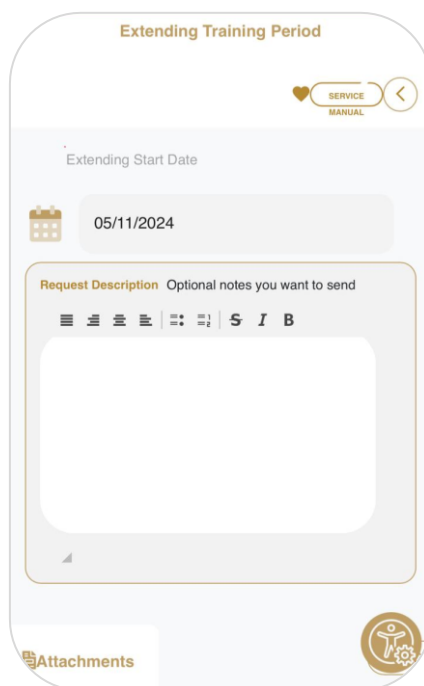
Select the “Application for extension of practical training” service:



Application screen will appear

Choose to postpone start date and end date:

Add Request Description (Optional notes you want to send)



Upload any required attachments:

Accept terms and conditions and 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	Action
* No objection from the supervisor of the extension training	Choose File		
* Request from the trainee lawyer to extend the training with a statement of reasons	Choose File		
* A copy of the trainee's ID	Choose File		
* Training card (original and photocopy).	Choose File		
* Disclosure of the number of sessions that have been completed so far	Choose File		

☐ accept terms and conditions

SUBMIT