

UNITED ARAB EMIRATES
MINISTRY OF JUSTICE



الإمارات العربية المتحدة
وزارة العدل

Edit Lawyer's information

e-Lawyer System

User Manual

Fourth Edition

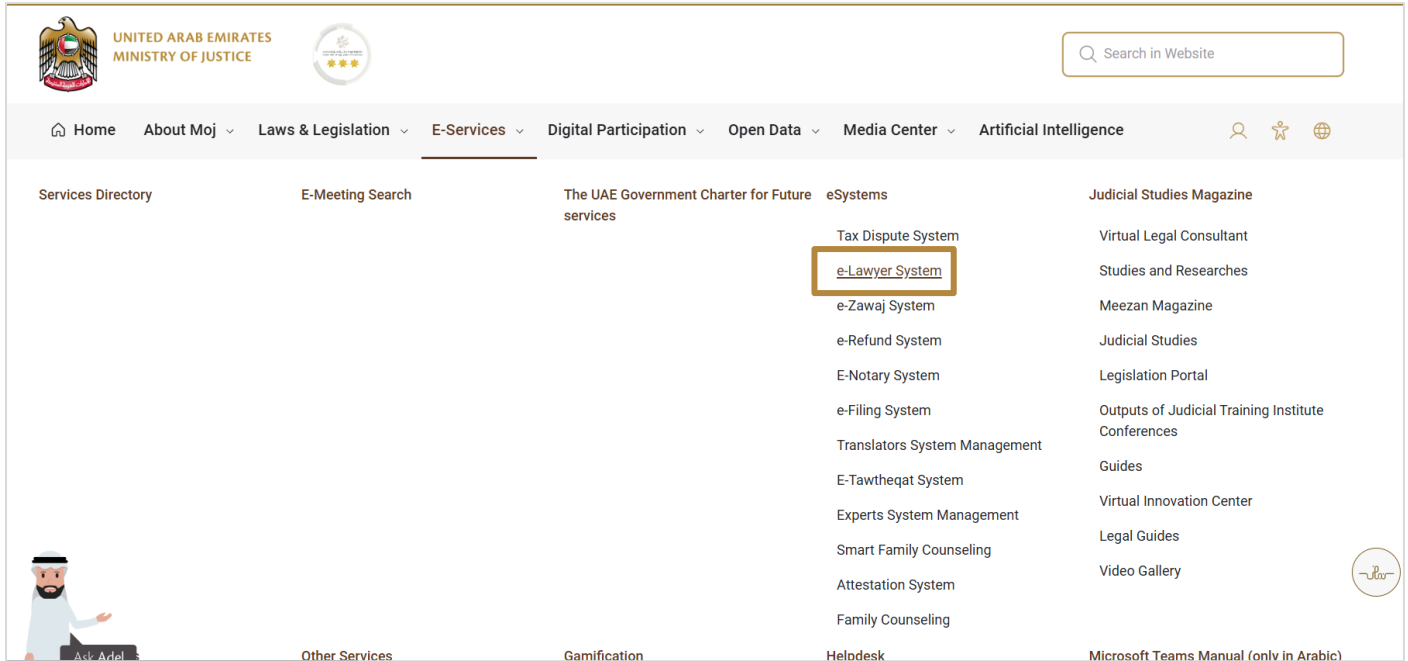
Submit a New Request

Steps for Submitting a New Request:

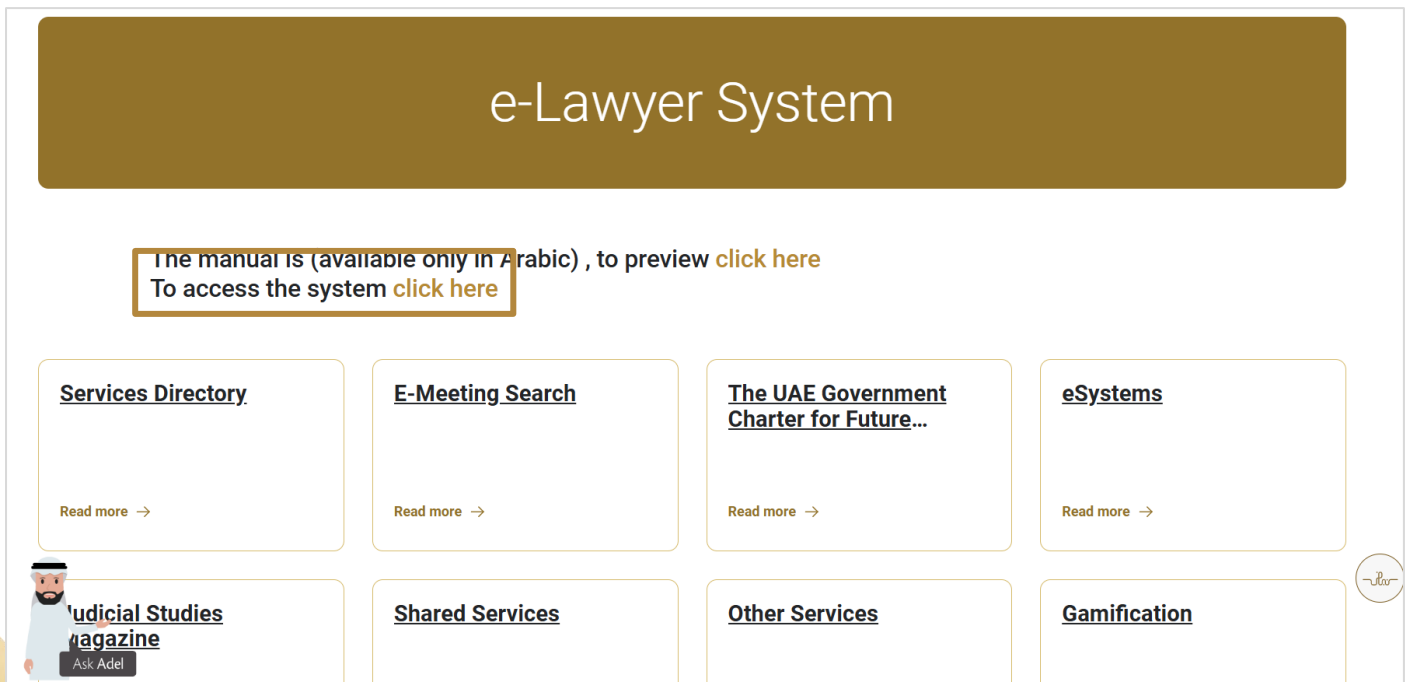
Method One

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.

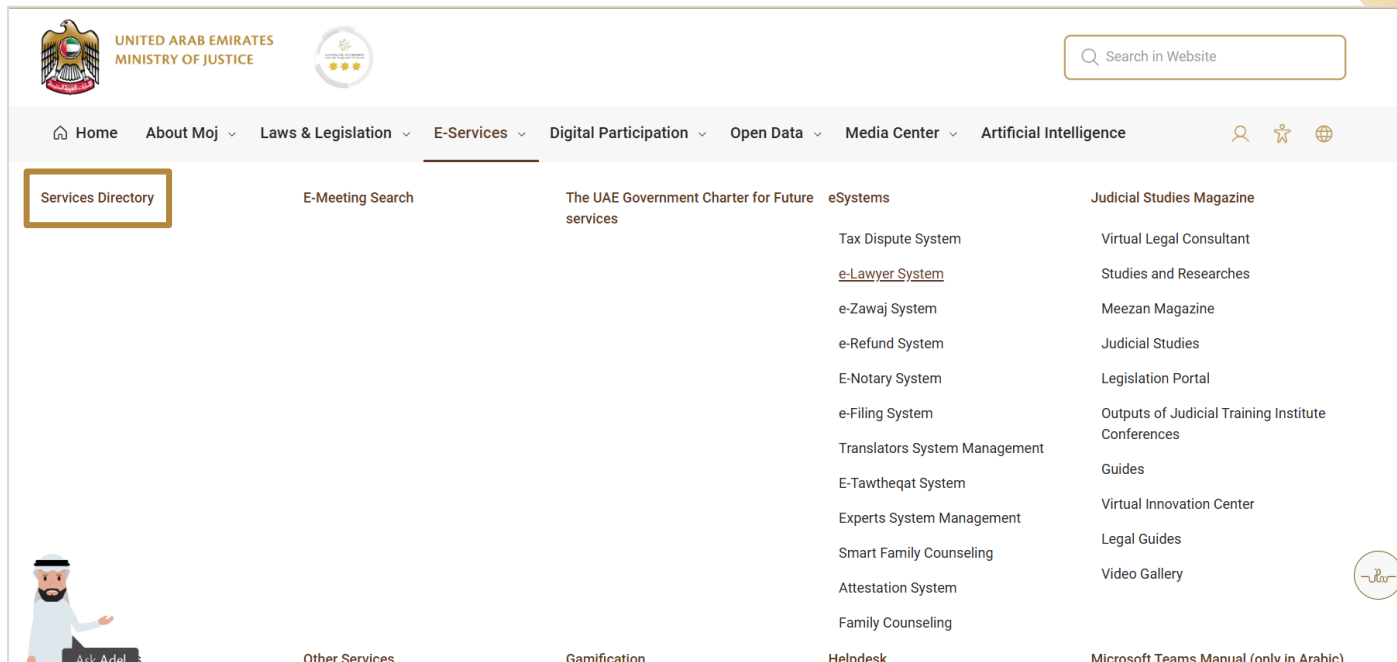
For more information please check the user
manual from [Here](#)

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

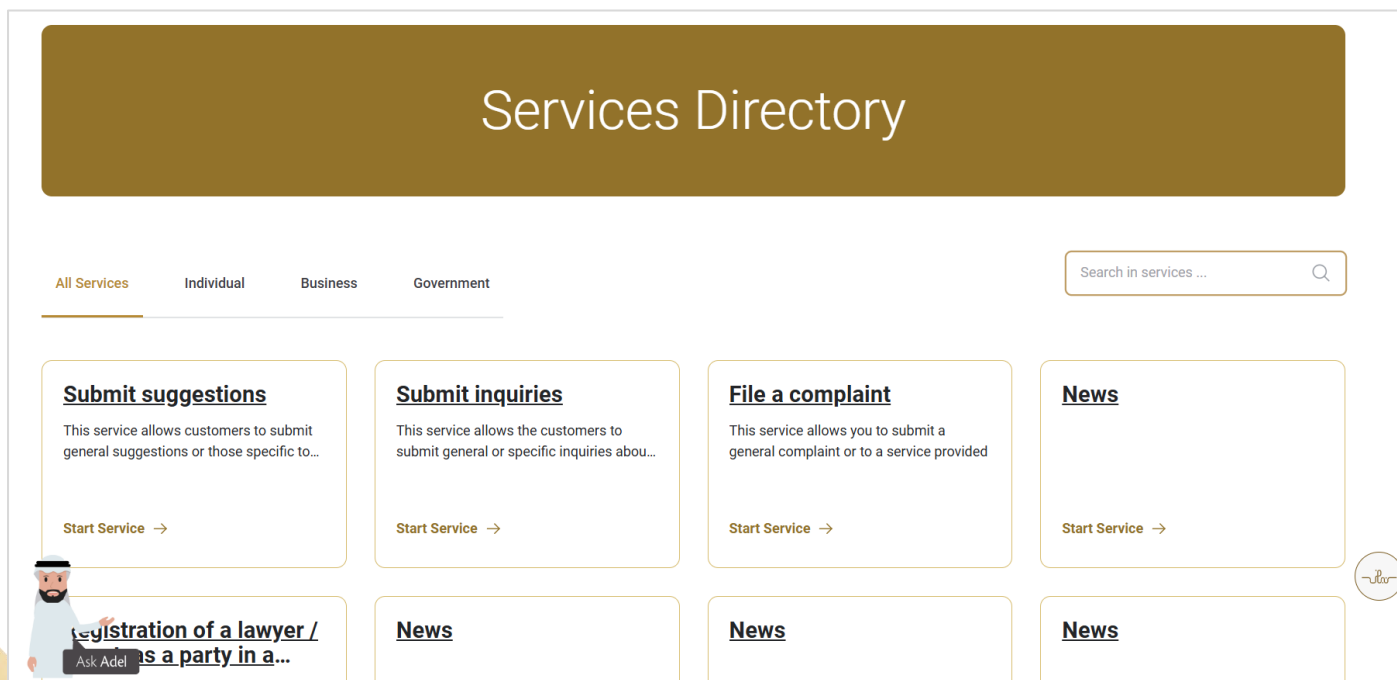
Method Two

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 Details

Edit Lawyer's information



Start Service →

About the service

This service allows you to modify the data of the practicing lawyer - the trainee lawyer - the lawyer's representative - the lawyer's office in case any data changes

To access the service [click here](#)



Service Code

121-059-003-000

The process



QR Code



Then we click on “Start Service”

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

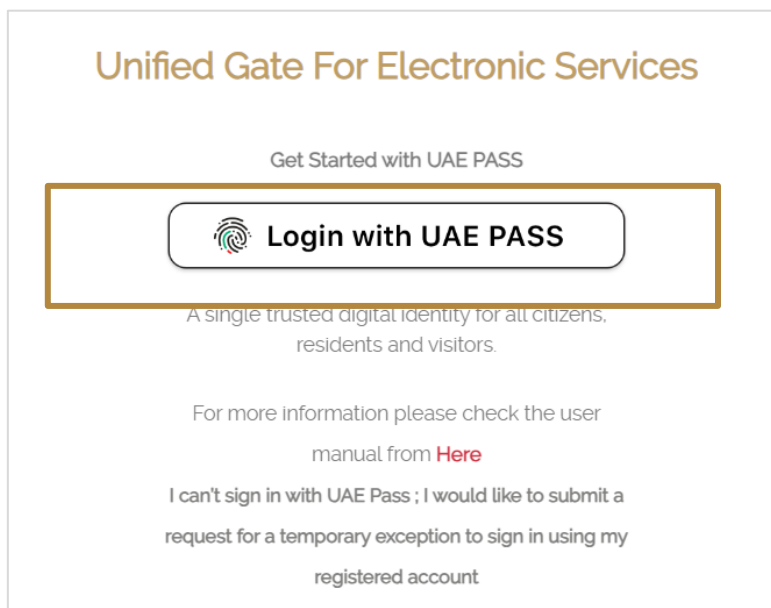
For more information please check the user manual from [Here](#)

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

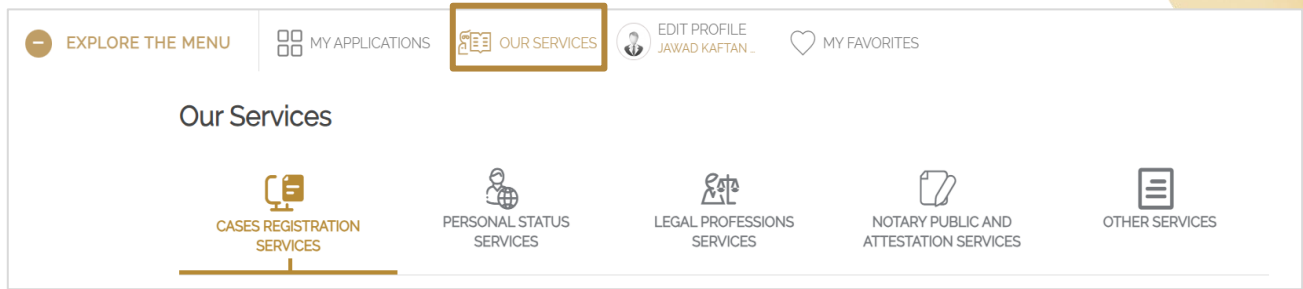
Method Three

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

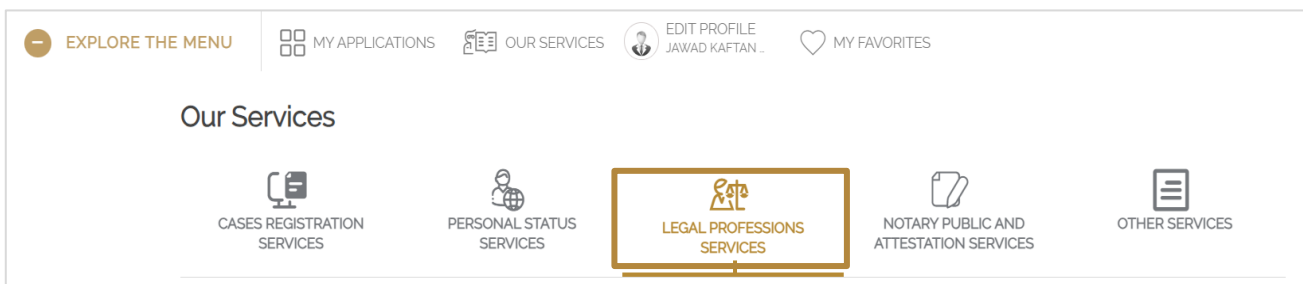
We select Login - Unified Ministry Services Portal



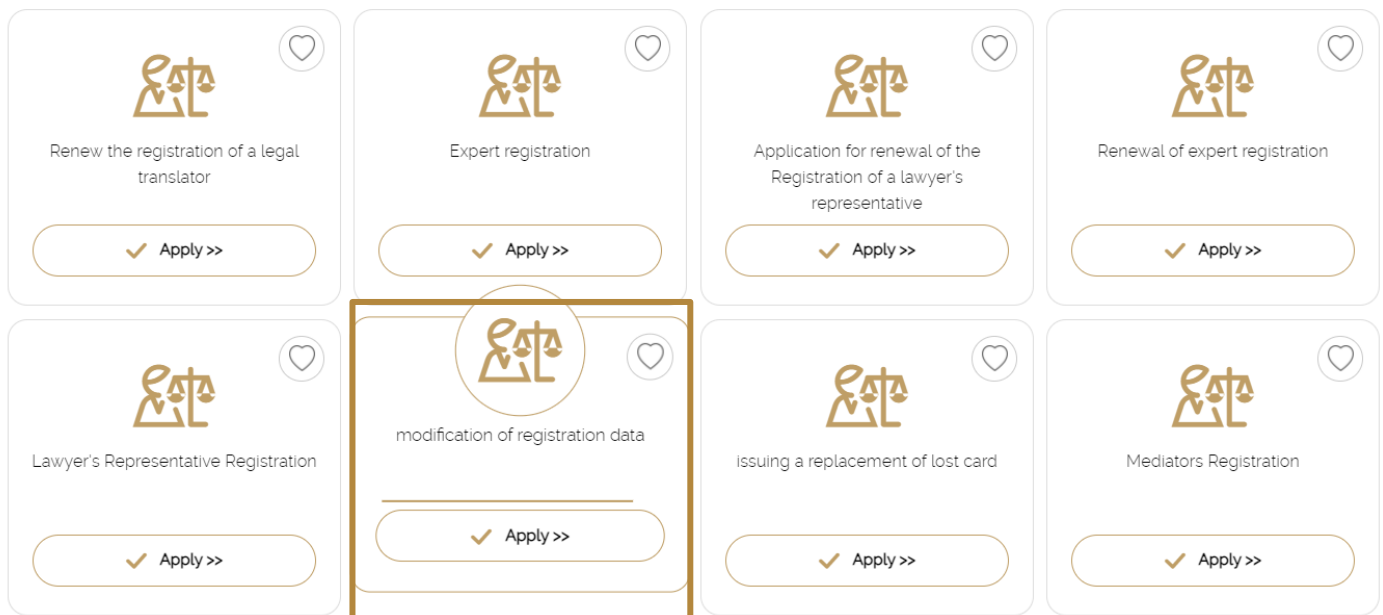
The user clicks on “Our Services”



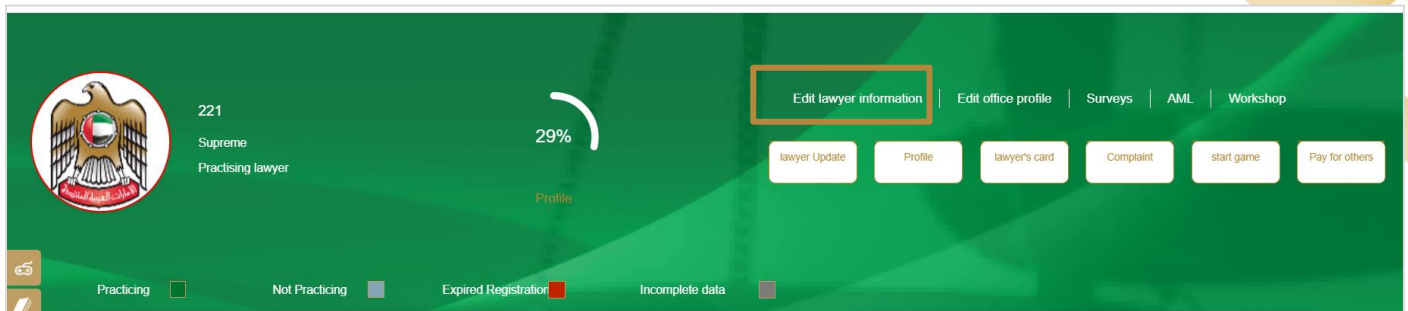
Click Apply for Legal Professions Services



From Legal Professions Services, select "modification of registration data"



You will be taken to the control panel, and the screen will appear, click “Edit Lawyer Information”



The following screen will appear, enter all personal information:

Personal Information

Arabic Name	English Name
كجرب 2	221
Gender	Date Of Birth
female	07/07/1996
Emirates ID (XXX-XXXX-XXXXXXXX-X)	E.ID Expiry date
784-2001-2628292-8	01/04/2027
unified.number	Passport Expiry Date
123456	01/03/2028
Nationality	Mobile
Afghanistan	0555980894
Email Address	Supplier Number (the field is unrequired)
jawadazzam07@gmail.com	12345
IBAN (AEXXXXXXXXXXXXXXXXXXX)	Bank
AE123456789012345678902	مصرف الشارقة الاسلامي

User will be also to add his academic information:

Academic Information

Academic Qualifications	Graduation Date	College / University Name
 Bachelor Master Ph.D	04/11/2024	

User can upload all required attachments:

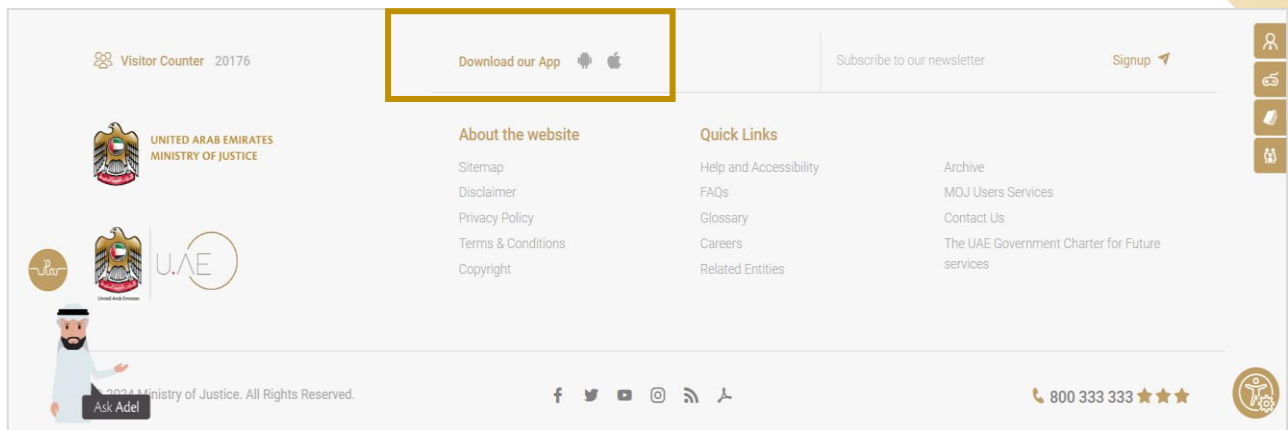
Attachment Detail				
Document Name	Template	Old Attachments	Select/Upload	Actions
* Filling out the Self-Introduction Document			Choose File	
* under take for registration as practicing lawyer			Choose File	
* Passport			Choose File	
* no work under take			Choose File	
* Emirates ID			Choose File	
* Resume			Choose File	
* شهادة بفيد بعدم وجود رخص تجارية(فقط للمحامين المشتغلين)			Choose File	
* Undertaking commitment to the course			Choose File	
* Criminal status			Choose File	
* Academic Certificate, duly certified			Choose File	

After modifying all information click update button

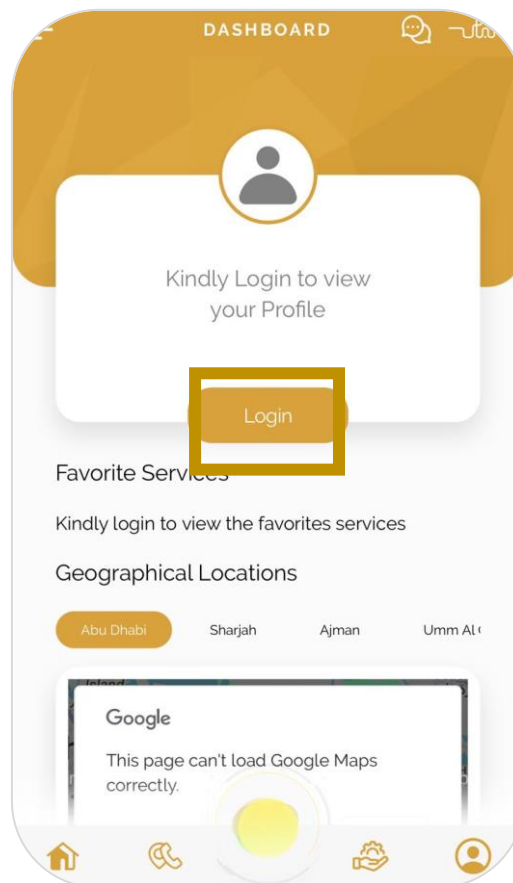
Update

❖ Submitting Services through the Ministry of Justice Mobile Application

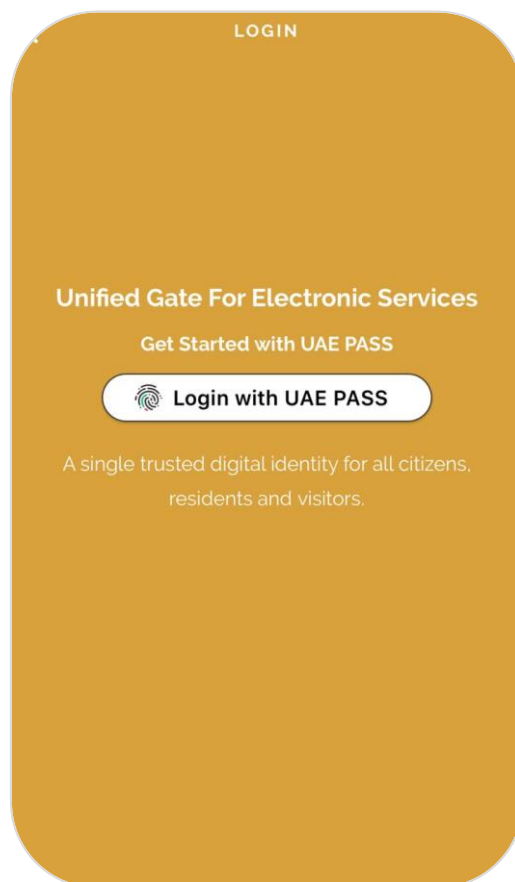
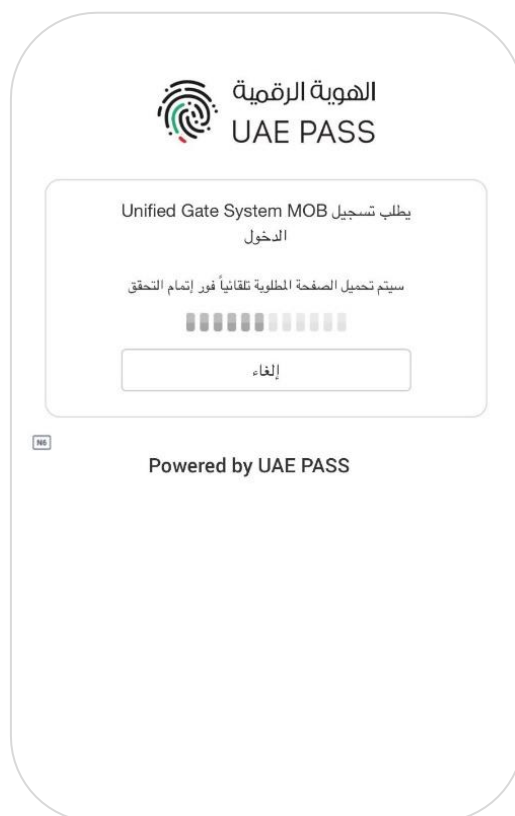
The application can be downloaded from the Ministry of Justice website



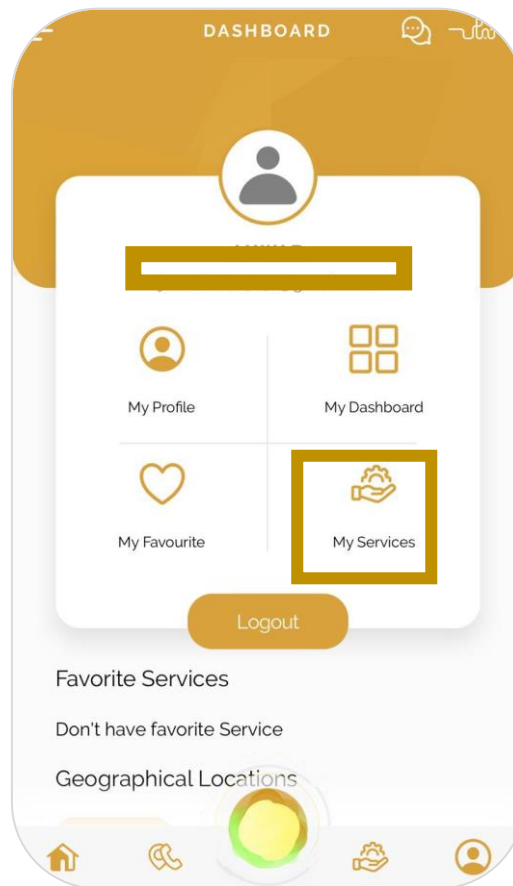
After successfully installing the application on the mobile phone, press Login



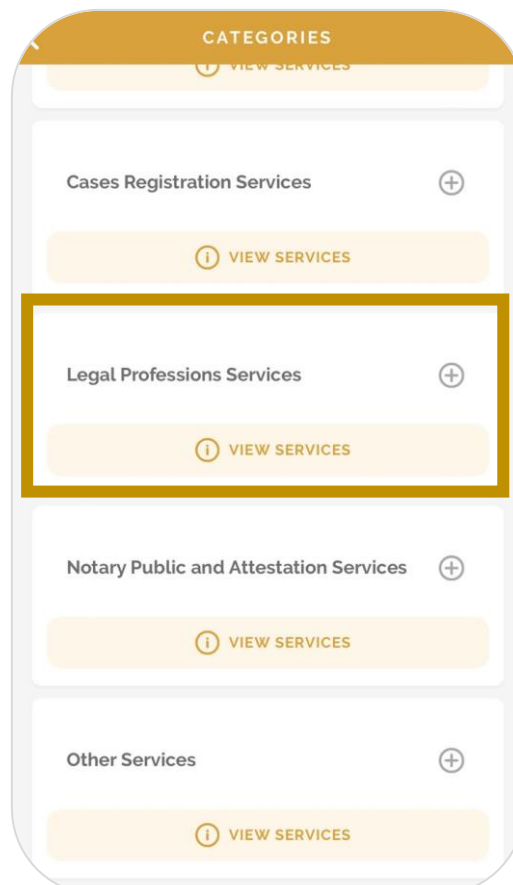
Log in using the digital identity; a notification is sent to the mobile phone in the digital identity app, and confirmation is made



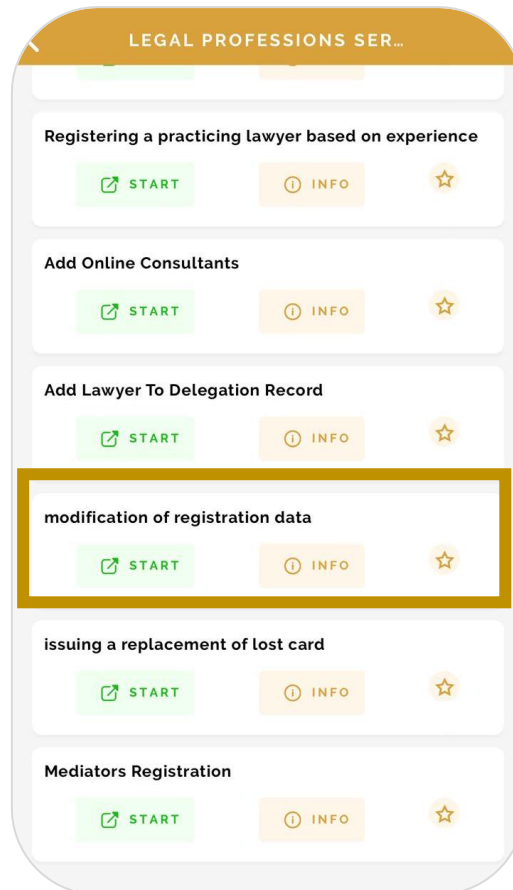
The user's control panel appears, press "My Services"



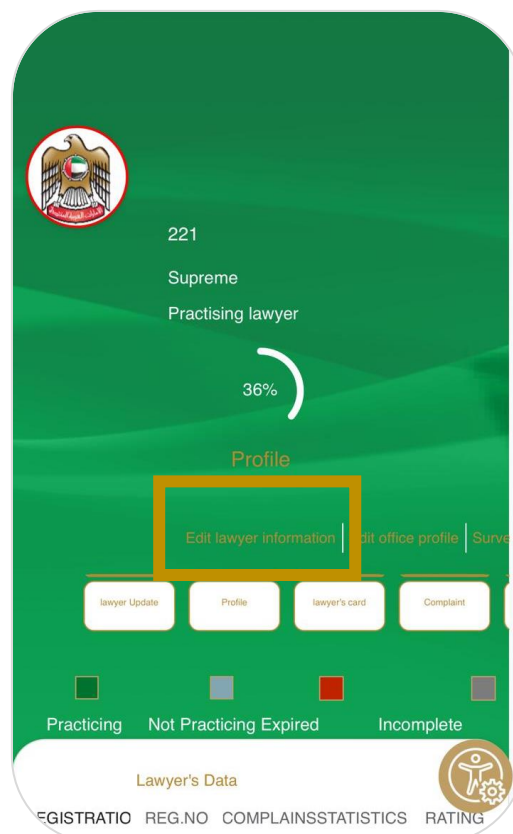
Select Legal Professions Services



The "modification of registration data" service is selected.



User will be taken to the lawyer's page and then select "Edit Lawyers Information"



Edit Lawyers Information Page will appear along with the personal information fields:

221

Practising lawyer

Registration Number

22222

Registration date

02/05/2017

Issue Date

02/05/2005

Expiry date

01/03/2023

Supreme





Abu Dhabi Judicial Department

Issue Date

Expiry date



The Government of Dubai Legal Affairs Department

Issue Date

Expiry date

Ras Al Khaimah Courts Department

Issue Date

Expiry date

International Registration

Issue Date

Expiry date



Public Rating

★★★★★ 5 (5)

Judge Rating

★★★★★ 5 (5)

Number of Delegation Requests

0

Approved Cases

0

Apologies Cases

0

Number of Complains

0

Number of Suspension

0

Number of Warnin

0



Personal Information

Arabic Name

تجريب 2

English Name

221

Gender

female



Date Of Birth

07/07/1996

Emirates ID (XXXX-XXXX-XXXX-XX)

E.ID Expiry date

01/04/2027

unified number

123456

Passport Expiry Date



Upload required attachments and then click “Update” button when finished to update the lawyers information>

Academic Information

Add A Certif

Attachment Detail

Document Name	Template	Old Attai
* Filling out the Self-Introduction Document		
* under take for registration as practicing lawyer		
* Passport		
* no work under take		

* Criminal status

* Academic Certificate, duly certified

* no objection

* IELTS certificate not less 5 (if available)

* Photo

* تعهد بالاستقالة

Add An Atta

Update