

UNITED ARAB EMIRATES
MINISTRY OF JUSTICE



الإمارات العربية المتحدة
وزارة العدل

Request to postpone the training period

e-Lawyer System

User Manual

Second Edition

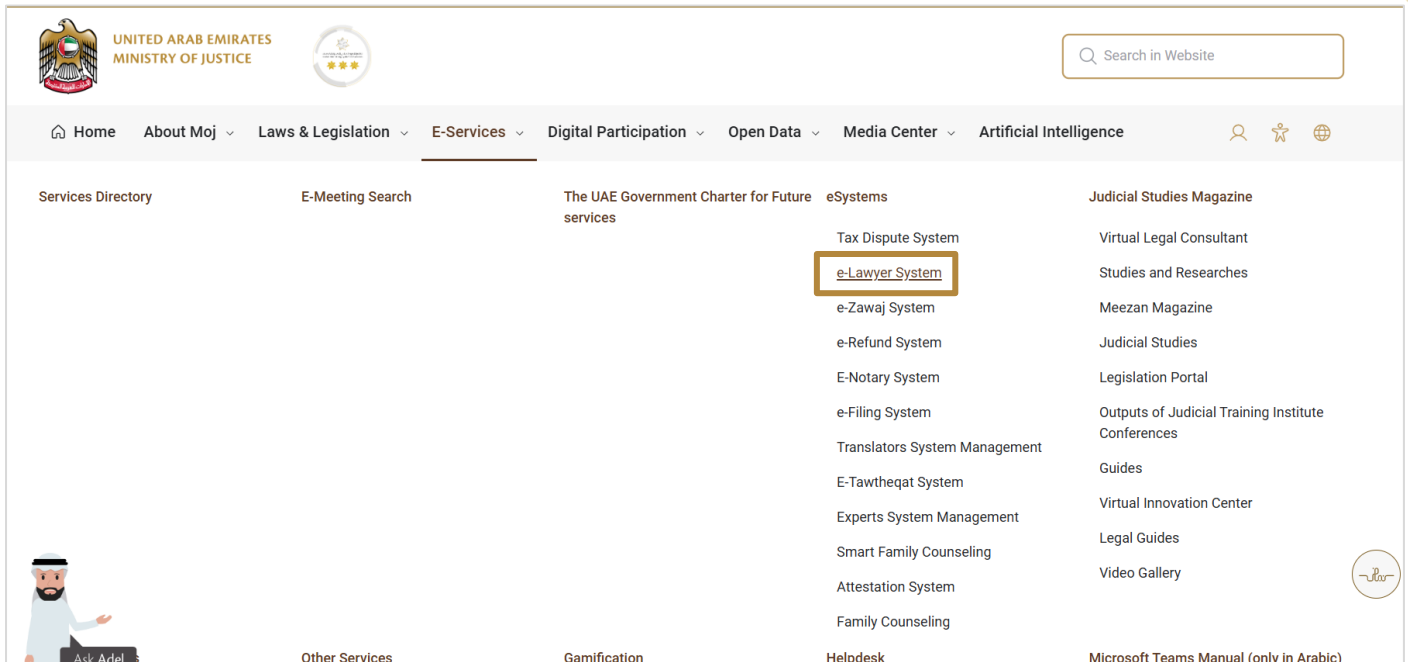
Submit a New Request

Steps for Submitting a New Request:

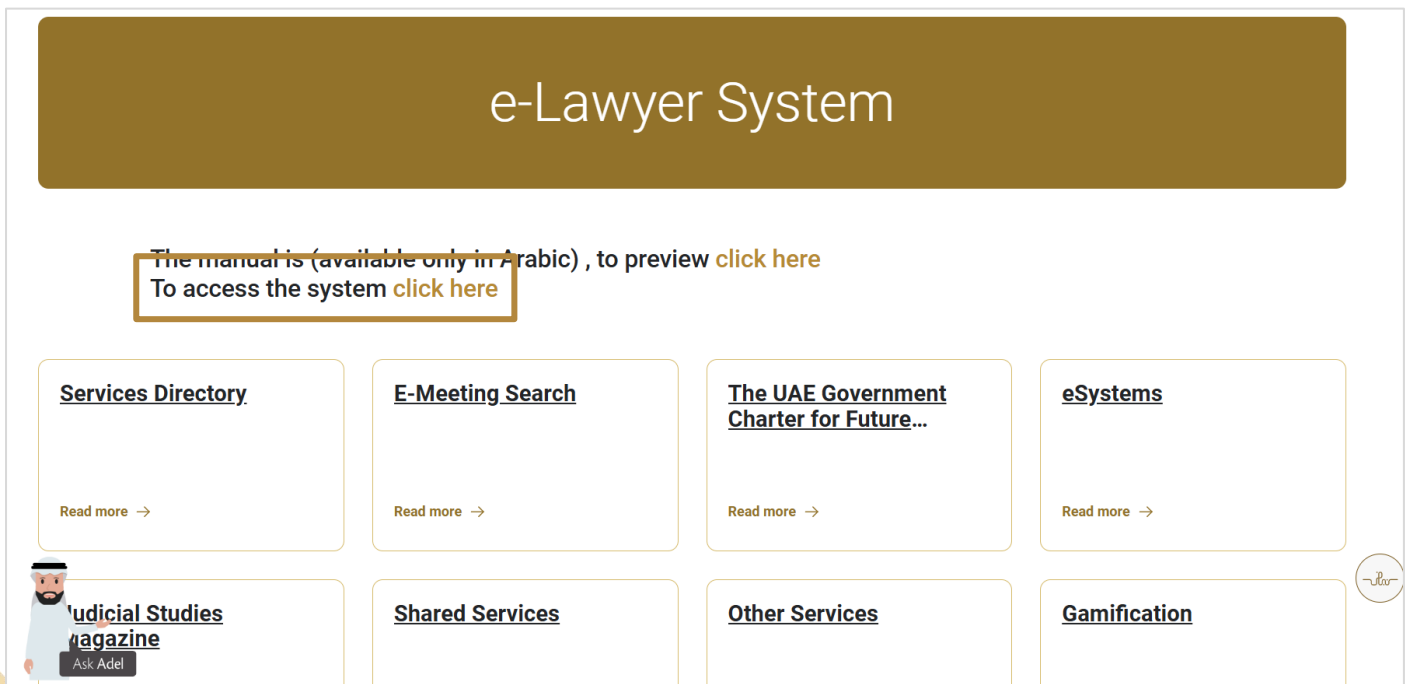
Method One

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.

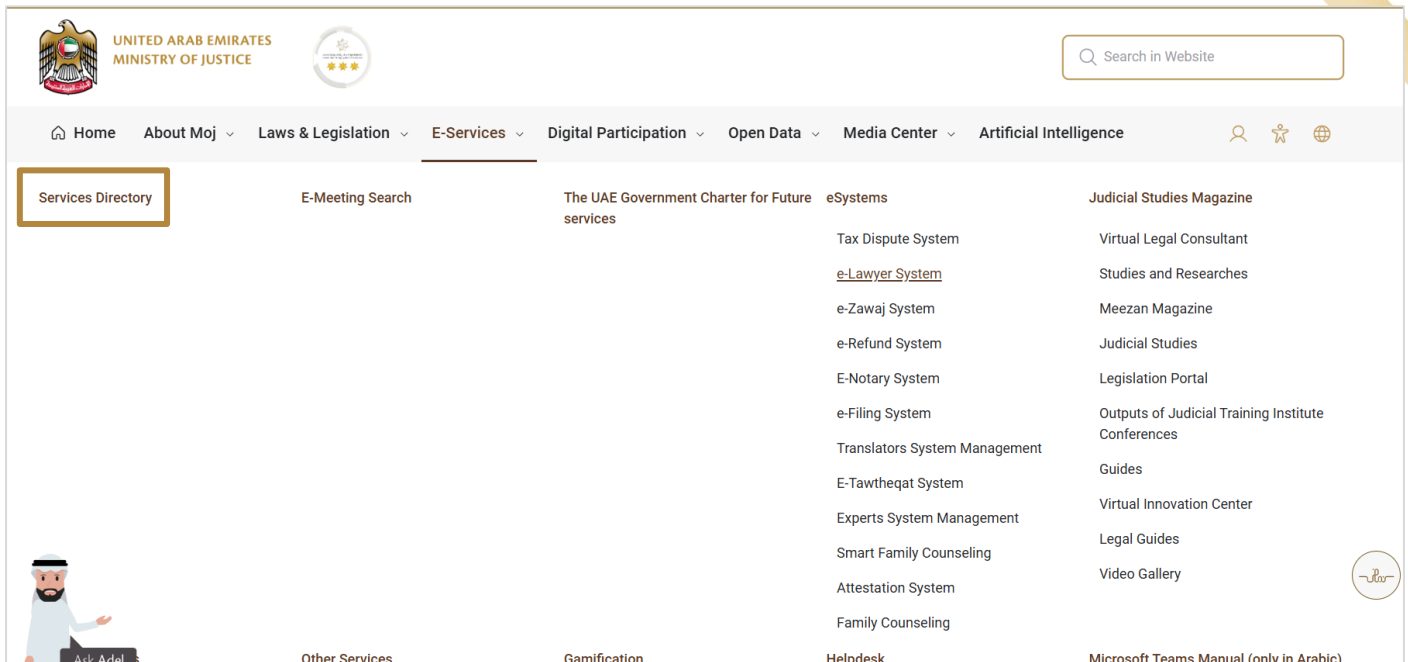
For more information please check the user
manual from [Here](#)

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

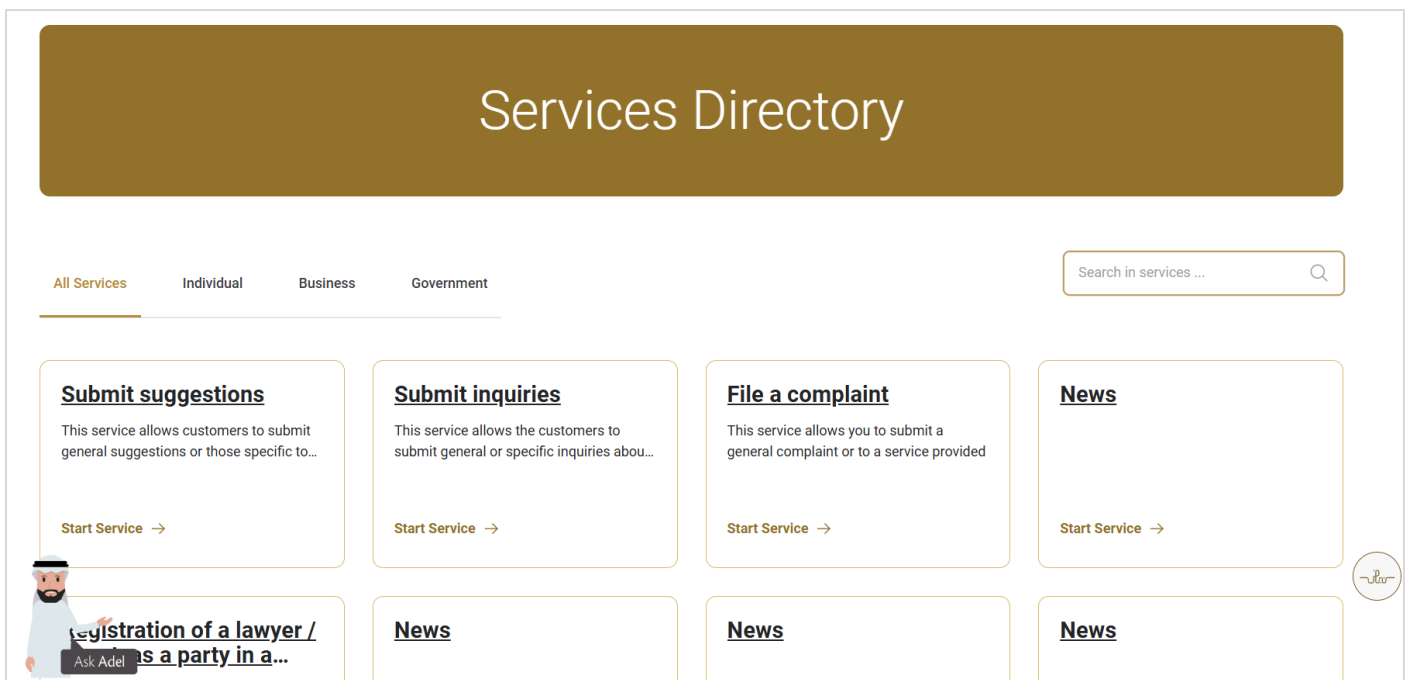
Method Two

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

We select E-Services → Service Directory



The following page will appear:



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.

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



Unified Gate For Electronic Services

Get Started with UAE PASS



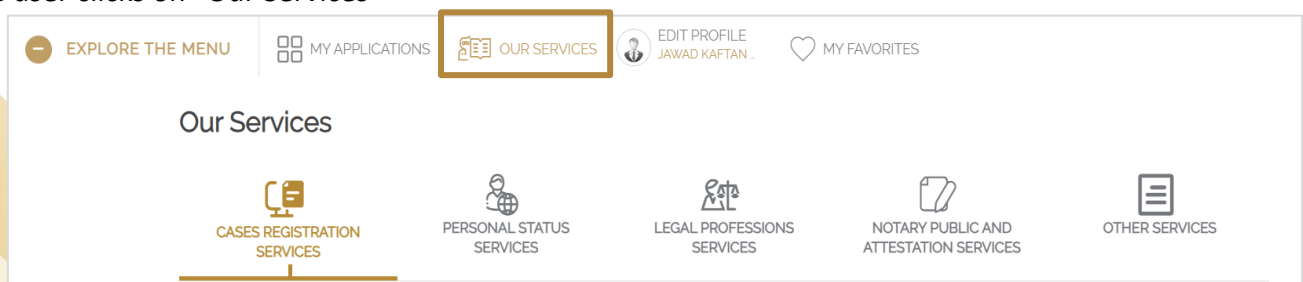
Login with UAE PASS

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

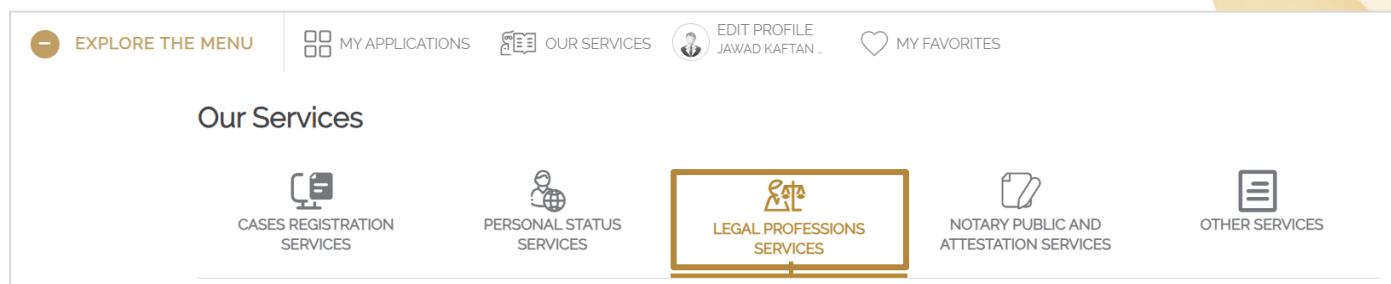
For more information please check the user
manual from [Here](#)

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

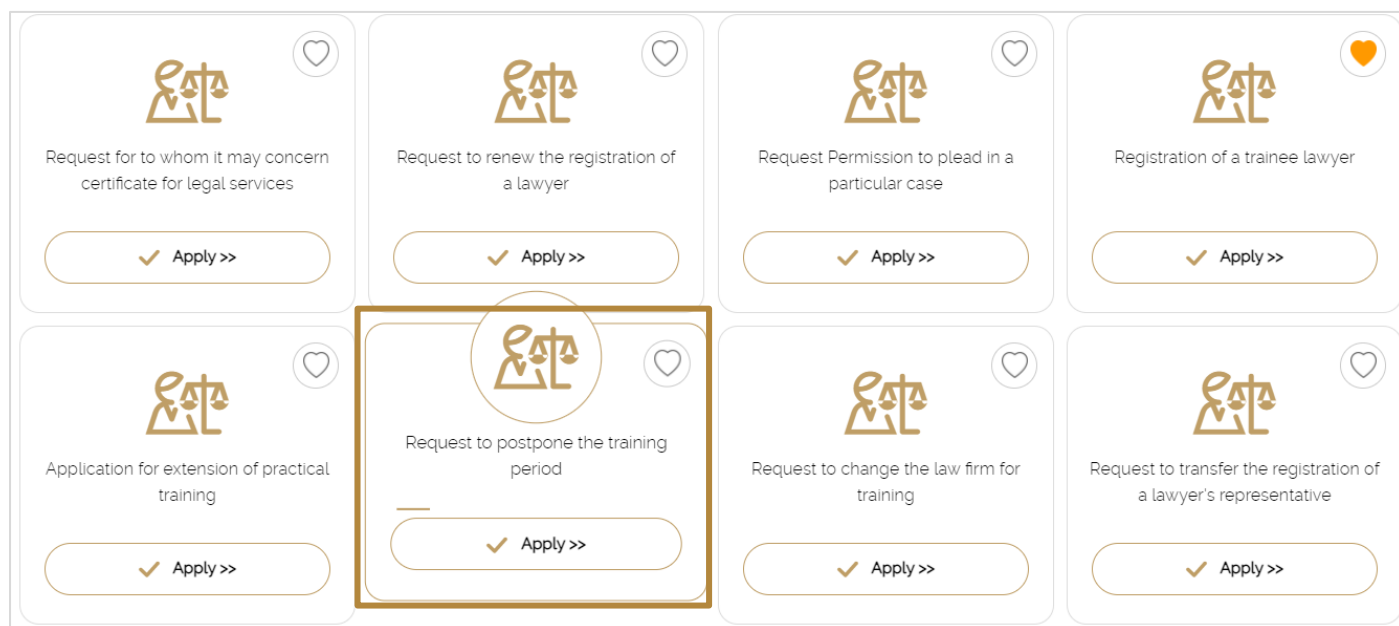
The user clicks on “Our Services”



Click Apply for Legal Professions Services



From Legal Professions Services, select " Request to postpone the training period"



Application screen will appear

Choose to postpone start date and end date:

The screenshot shows the 'Postpone training period' application screen. It features a 'SERVICE MANUAL' button with a heart icon and a left arrow. Below this are two date pickers: 'Postpone Start Date' set to 05/11/2024 and 'Postpone End Date' set to 05/11/2024.

Add Request Description (Optional notes you want to send)

The screenshot shows the 'Request Description' section. It has a title 'Request Description' and a subtitle 'Optional notes you want to send'. Below this is a large text input field with a rich text editor toolbar containing icons for bold, italic, underline, link, unlink, list, and image.

Upload any required attachments:

Attachments

ADD

+

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

Document Name

Select/Upload

Template

Actions

* Request to postpone the training period

Choose File

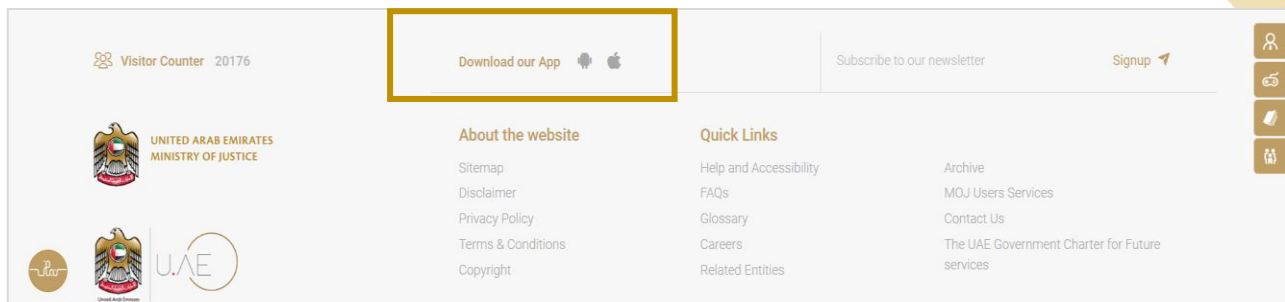
Accept terms and conditions and click the “Submit” button:

☐ accept terms and conditions

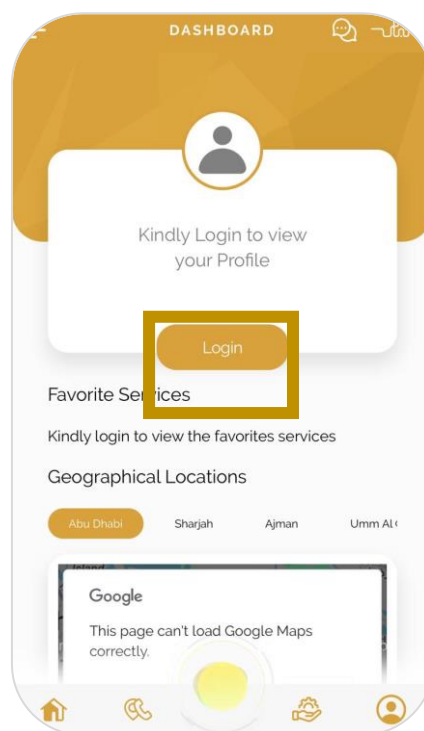
SUBMIT

❖ Submitting Services through the Ministry of Justice Mobile Application

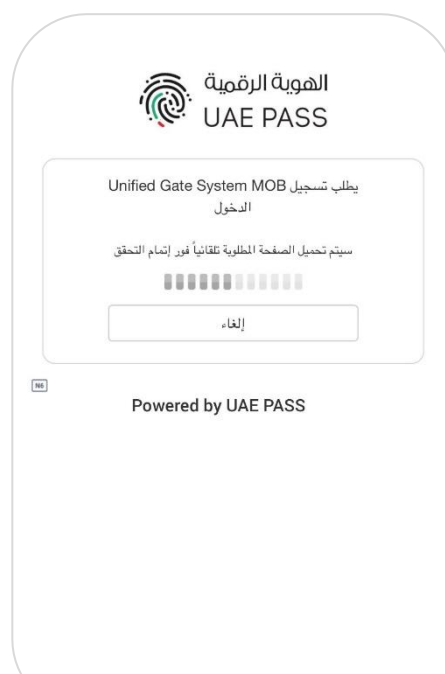
The application can be downloaded from the Ministry of Justice website

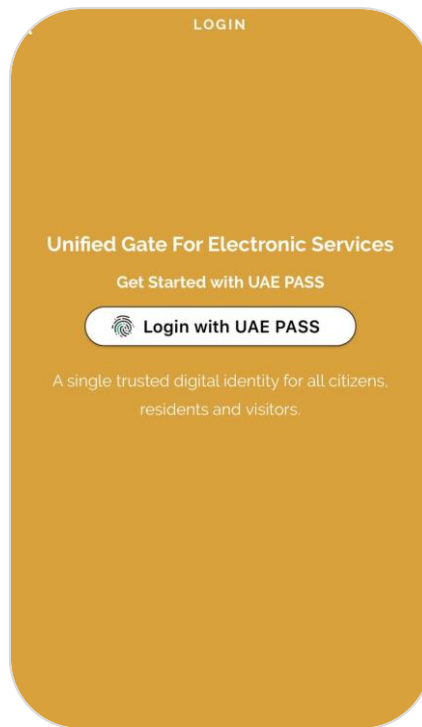


After successfully installing the application on the mobile phone, press Login

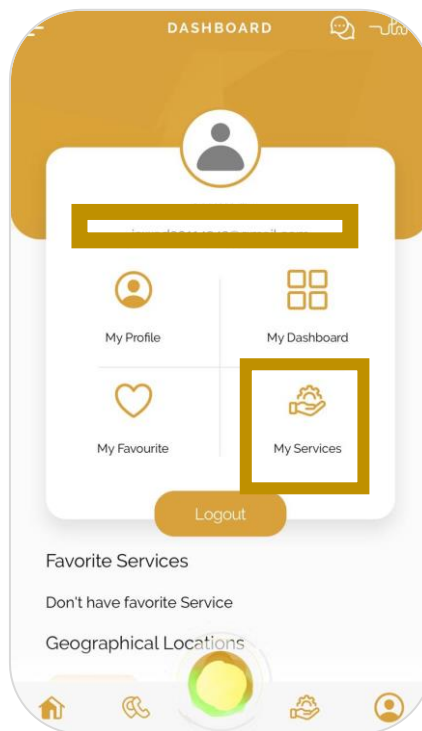


Log in using the digital identity;
a notification is sent
to the mobile phone in the
digital identity app, and
confirmation is made

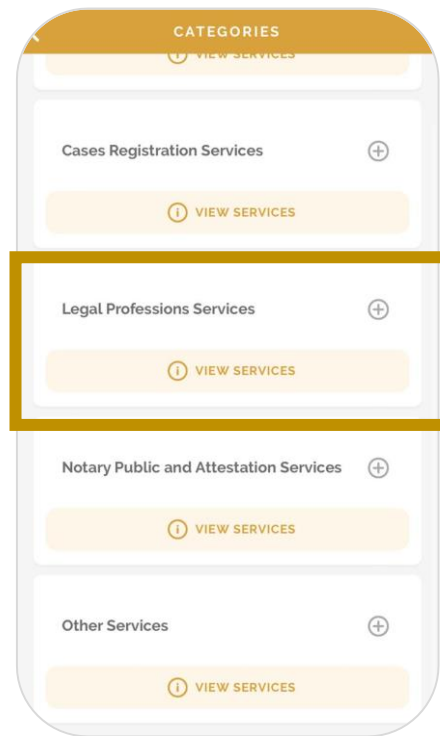




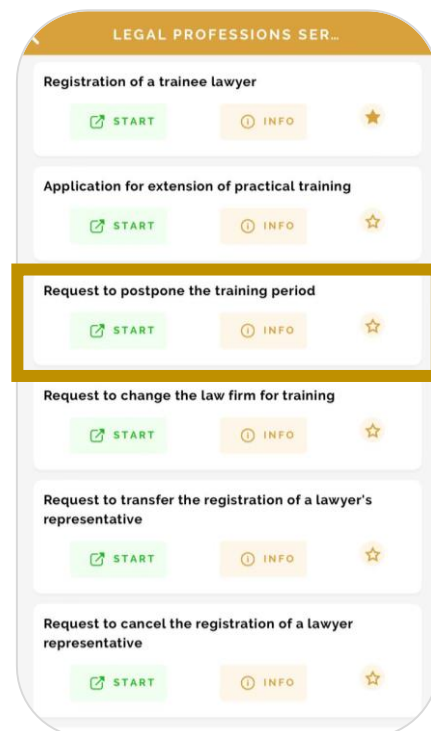
The user's control panel appears, press "My Services"



Select Legal Professions Services



Select the “Request to postpone the training period” service:



Application screen will appear

Choose to postpone start date and end date:

Add Request Description (Optional notes you want to send)

The screenshot shows a mobile application interface for postponing a training period. At the top, the title is "Postpone training period". Below the title, there is a navigation bar with a heart icon, a "SERVICE" button, and a "MANUAL" button. The main content area has two date selection fields, both labeled "Postpone Start Date" and "Postpone End Date", with the date "05/11/2024" entered in each. Below the date fields is a text area for "Request Description" with the subtitle "Optional notes you want to send". The text area has a rich text editor toolbar with icons for bold, italic, underline, strikethrough, bulleted list, numbered list, link, and unlink. A circular icon with a person and a gear is located at the bottom right of the text area.

Upload any required attachments:

Accept terms and conditions and click the "Submit" button:

The screenshot shows the "Attachments" section of the application. At the top, there is a "Attachments" header with a document icon and an "ADD" button. Below the header, there is a red text warning: "(file size: not more than 5MB. file type: PDF, PNG, JPG)". Below the warning, there is a red text note: "* : the field is required". Below the note, there is a table with the following columns: "Document Name", "Select/Upload", "Template", and "Action". The table has one row with the document name "Request to postpone the training period" and a "Choose File" button with a download icon. Below the table, there is a checkbox labeled "accept terms and conditions". At the bottom, there is a "SUBMIT" button. A circular icon with a person and a gear is located at the bottom right of the screen.