

UNITED ARAB EMIRATES
MINISTRY OF JUSTICE



الإمارات العربية المتحدة
وزارة العدل

Request to cancel the registration of a lawyer representative

e-Lawyer System

User Manual

Fourth Edition

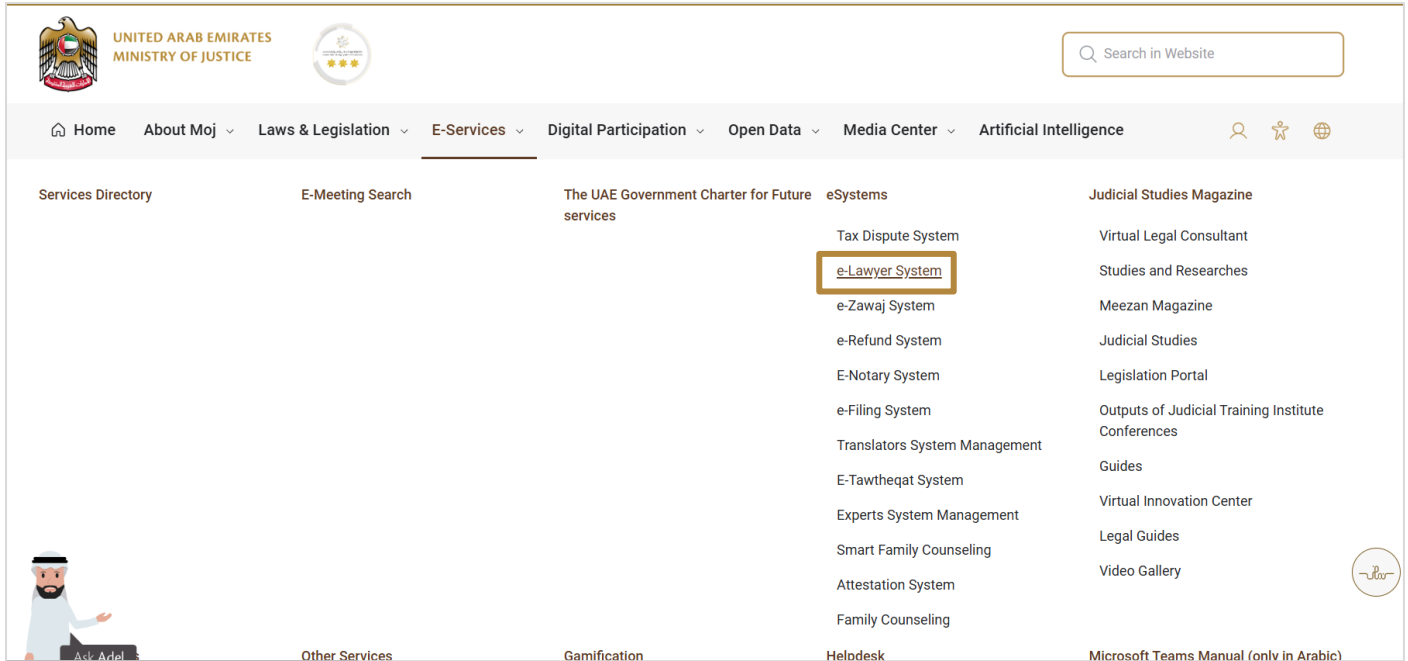
Submit a New Request

Steps for Submitting a New Request:

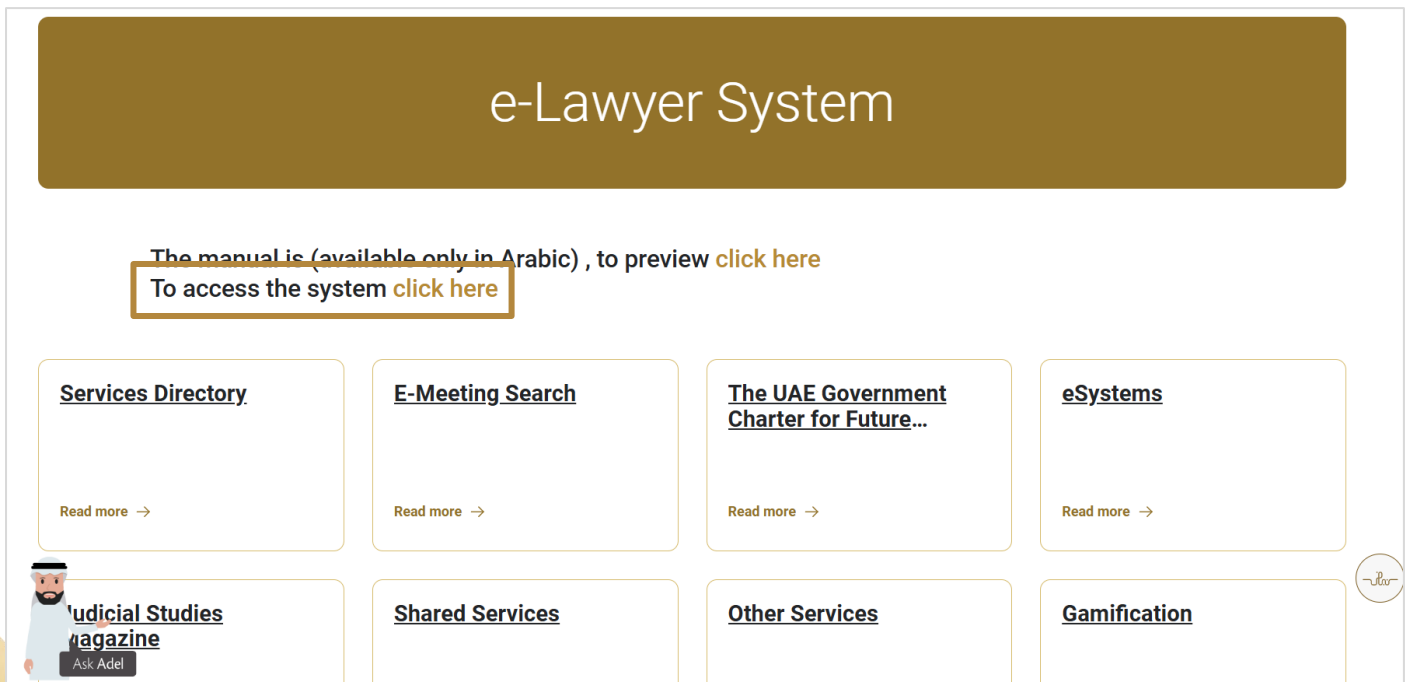
Method One

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.

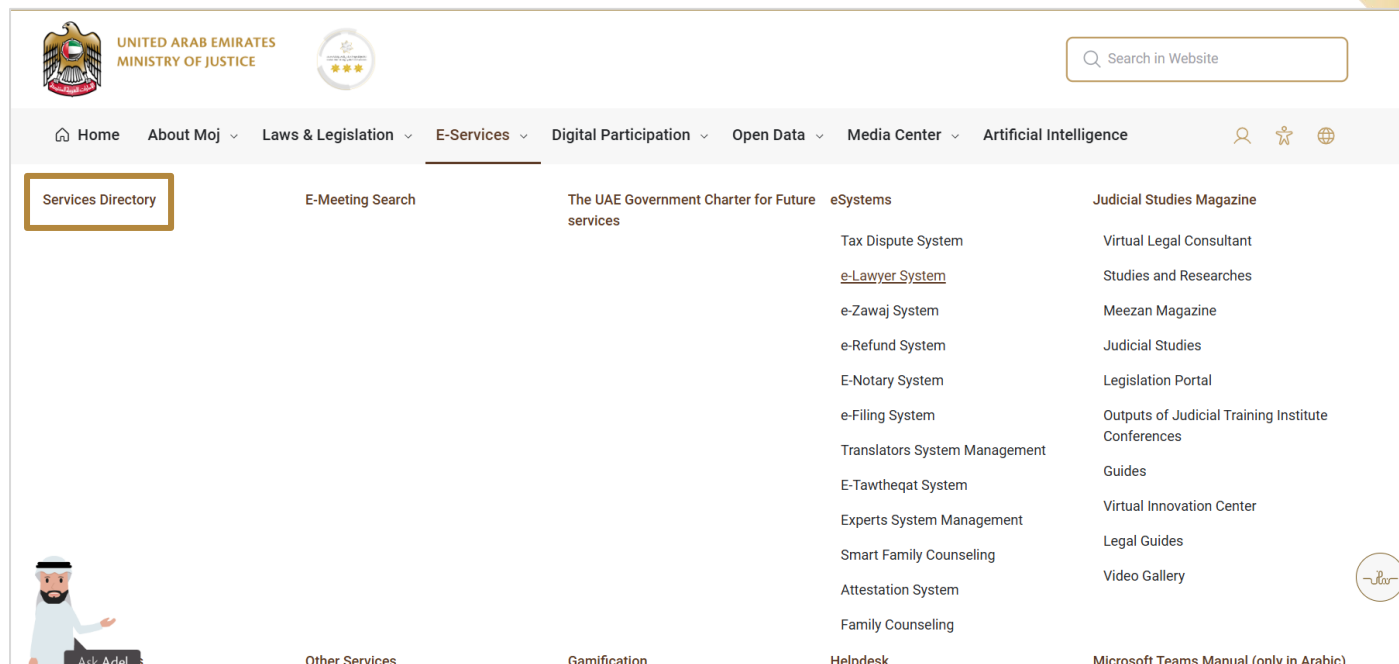
For more information please check the user
manual from [Here](#)

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

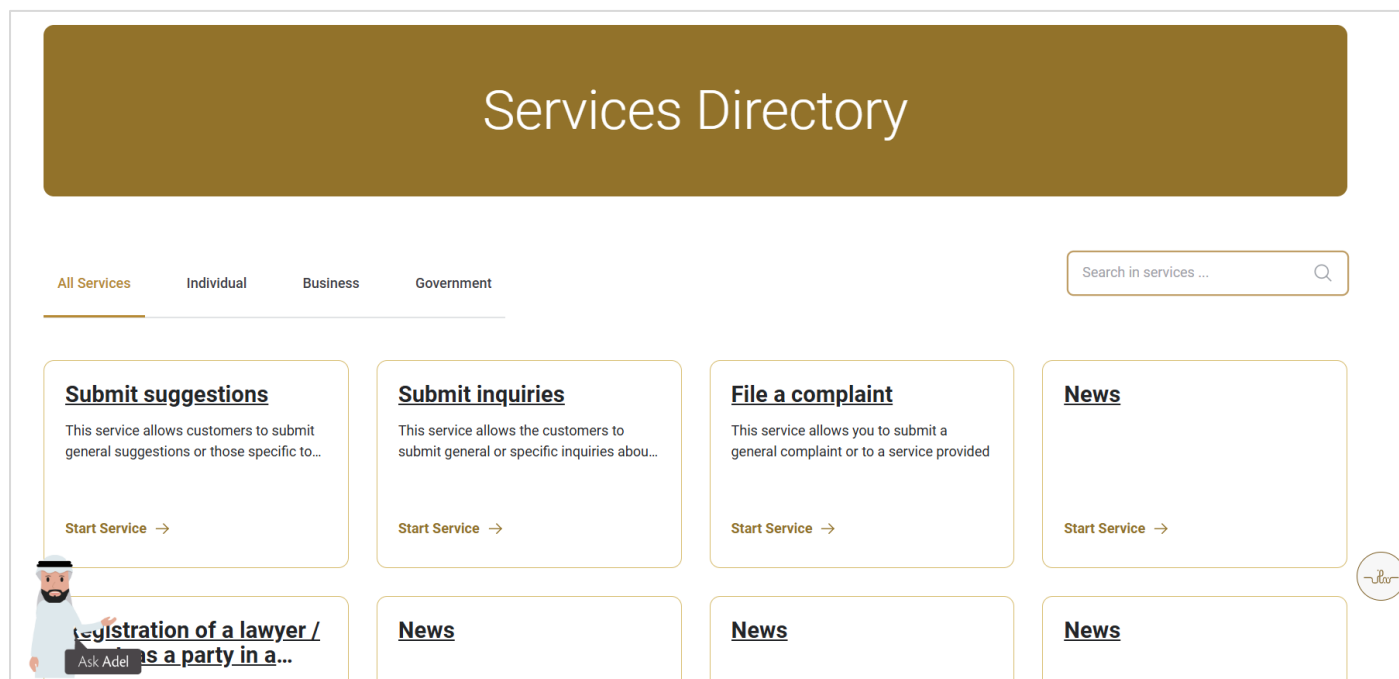
Method Two

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

cancel

Cancellation of Suspension of Expert...

Cancellation of Suspension of Expert Registration

Start Service →

Request to cancel the registration of a lawyer...

This service allows the lawyer to request the cancellation of the registration of a...

Start Service →

Cancellation of contracts and deeds

This service allows the client to request the cancellation of contracts and edits...

Start Service →

Request for cancellation of reservation of funds...

This service allows those in favor of or against whom a decision has been issue...

Start Service →



Ask Adel **ation Request of**
Travel Ban Order

Request Renewal of a
case after cancellation

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

Services Details

Request to cancel the registration of a lawyer representative



Start Service →

About the service

This service allows the lawyer to request the cancellation of the registration of a lawyer representative to the Ministry of Justice
To access the service [click here](#)

 **Service Code**

121-055-001-024

 **QR Code**



The process



Ask Adel

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



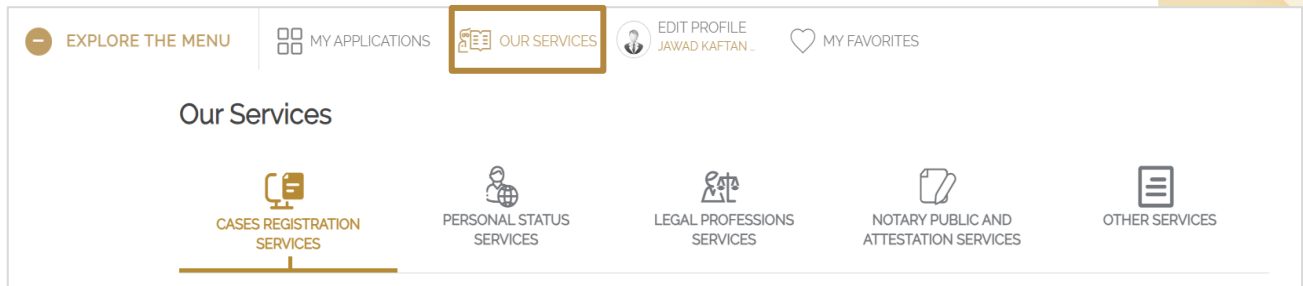
Login with UAE PASS

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

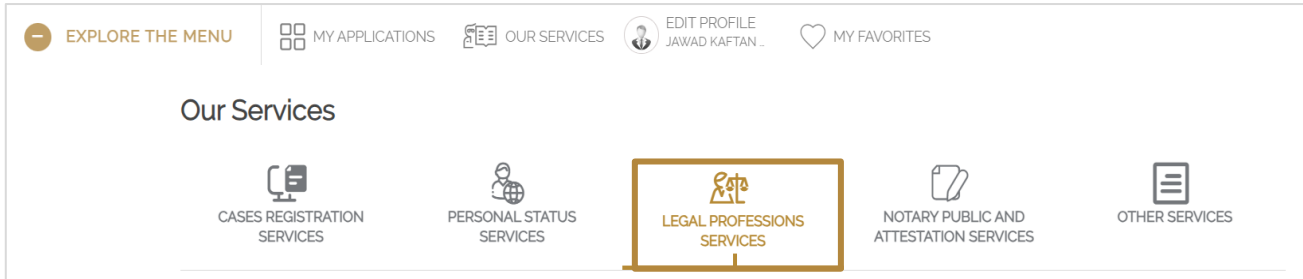
For more information please check the user
manual from [Here](#)

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

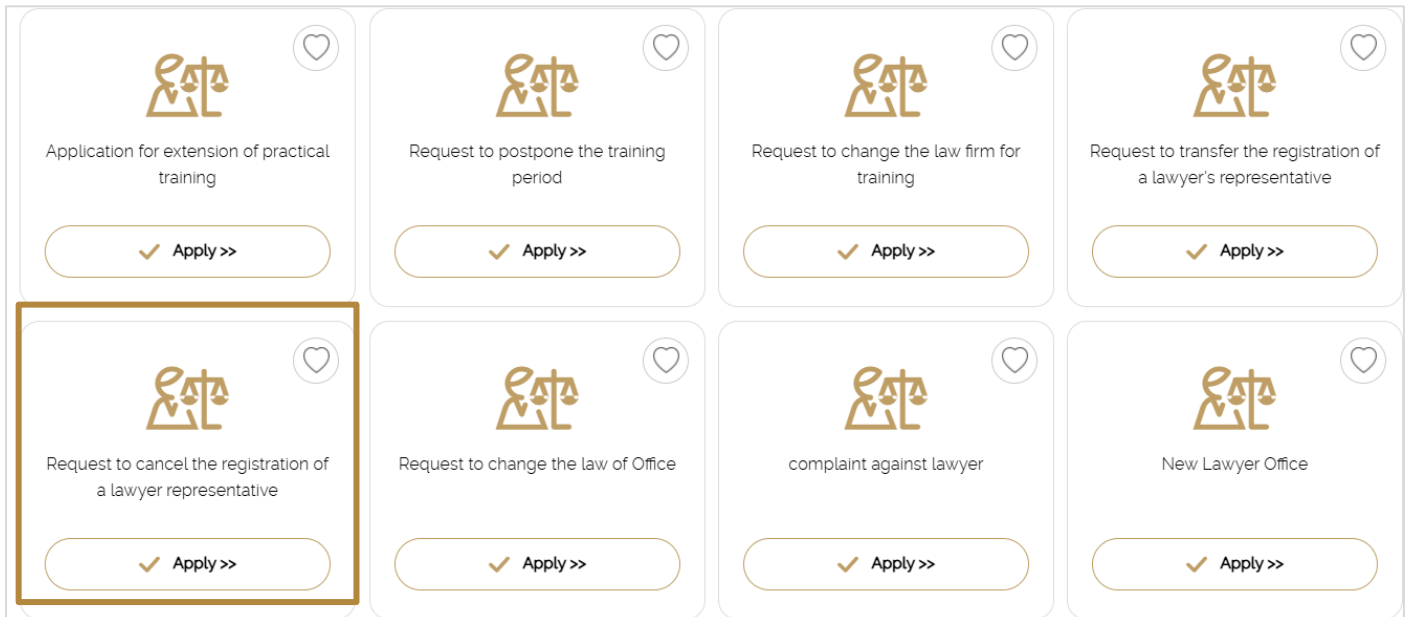
The user clicks on “Our Services”



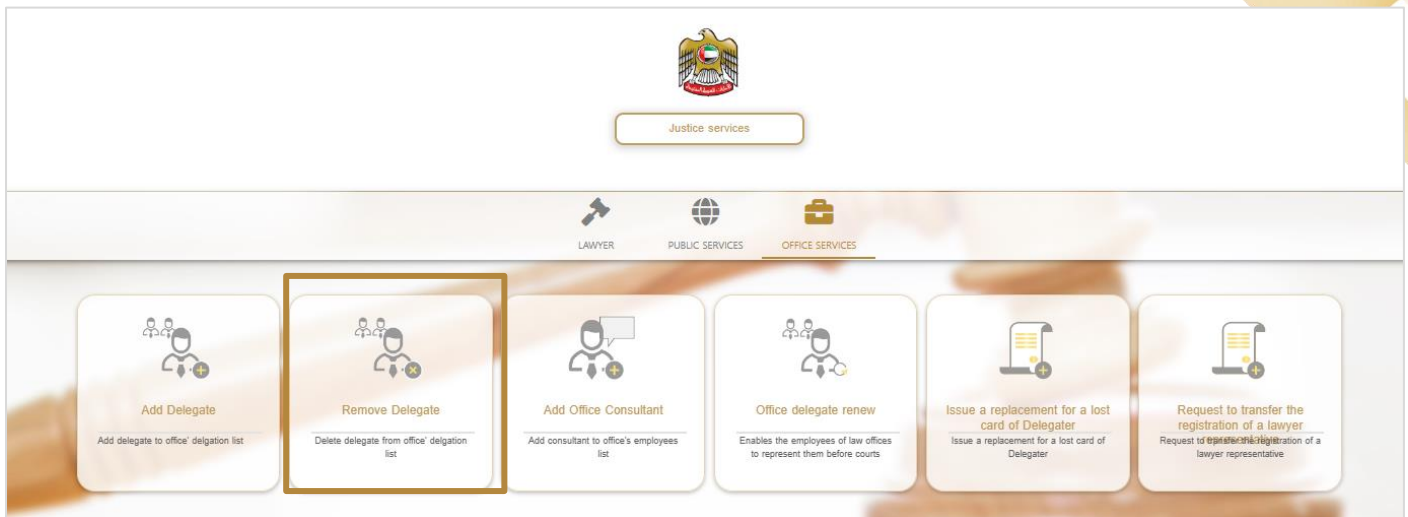
Click Apply for Legal Professions Services



From Legal Professions Services, select "Request to Cancel Registration of Lawyer Representative"

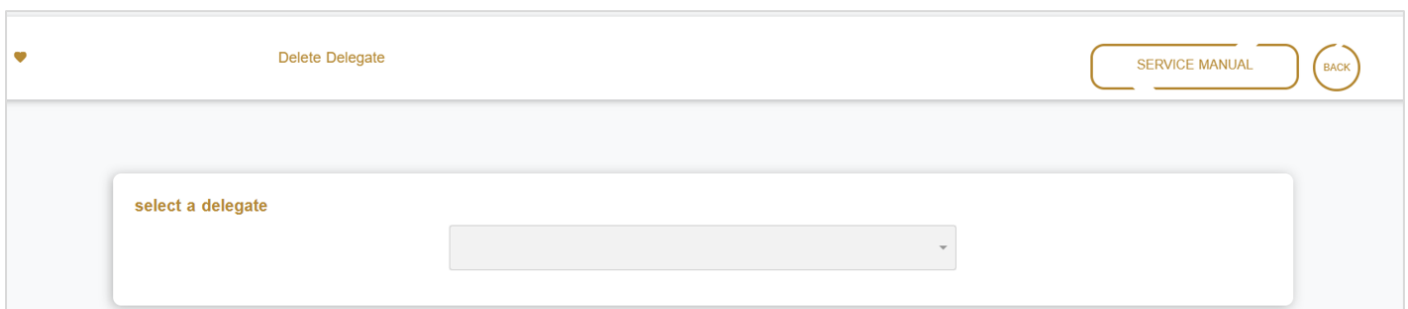


You will be taken to the control panel, and the screen will appear

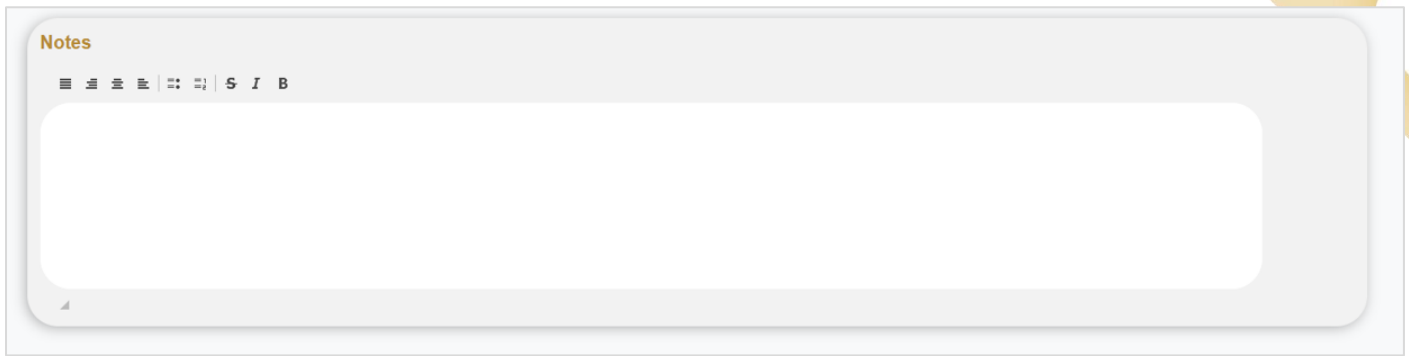


When pressing (Start Service), the request submission screen appears

Select the representative whose registration you want to renew from the list of representatives in the law firm



Add the applicant's information/request details:



A screenshot of a 'Notes' editor interface. It features a title bar with the word 'Notes' in orange. Below the title bar is a toolbar with icons for text formatting (bold, italic, underline, strikethrough, bulleted list, numbered list) and a text color picker. The main area is a large, empty white text box with rounded corners and a subtle shadow.

Accept the terms and conditions,

☐ accept terms and conditions

Then press the button

SUBMIT

The request moves to the step of adding attachments; the digital signature is added to the attachments that require a digital signature, and the other necessary attachments are uploaded:

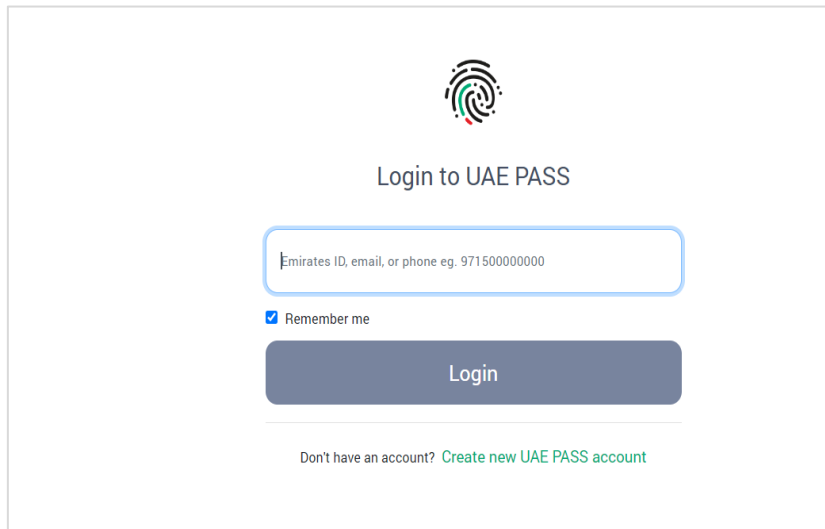
1. Press the digital signature.



A screenshot of an 'Attachments' table interface. The title 'Attachments' is in orange with a document icon. To the right is an 'ADD' button with a plus sign. 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 five columns: 'Document Name', 'Select/Upload', 'Signature Status', 'Template', and 'Actions'. The first row is highlighted with a brown border and contains the text '* no objection to deleting', a 'Send to UAEPass' button with a document icon, a red 'x' icon, and an eye icon.

Document Name	Select/Upload	Signature Status	Template	Actions
* no objection to deleting	Send to UAEPass			

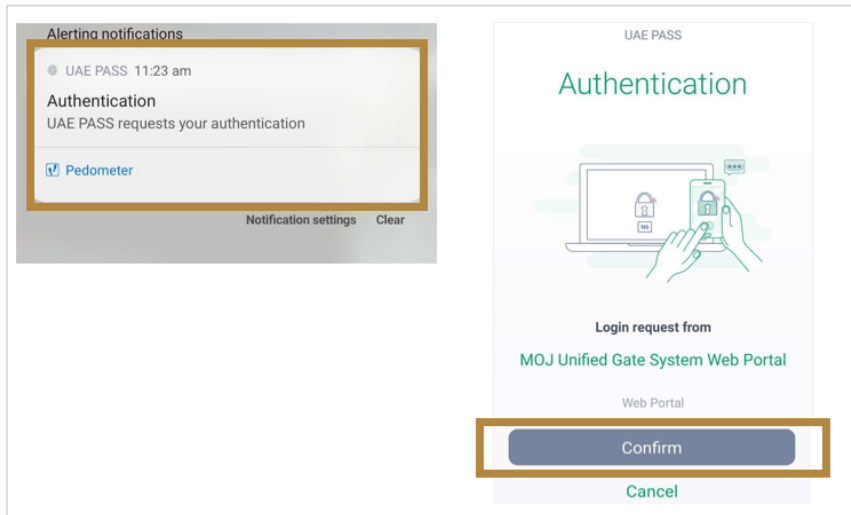
2. Log in to the digital identity.



The login screen for UAE PASS features a fingerprint icon at the top. Below it, the text "Login to UAE PASS" is centered. A text input field is labeled "Emirates ID, email, or phone eg. 971500000000". A checkbox labeled "Remember me" is checked. A large blue "Login" button is positioned below the input field. At the bottom, a link reads "Don't have an account? [Create new UAE PASS account](#)".

3. A notification is sent to the user's phone.

4. Press the Confirm button on the mobile application.



This block shows two parts of the mobile app interface. On the left, a notification titled "Alerting notifications" from "UAE PASS 11:23 am" states "Authentication: UAE PASS requests your authentication" and includes a "Pedometer" icon. On the right, the "UAE PASS Authentication" screen displays an illustration of a hand using a smartphone. Below the illustration, it says "Login request from MOJ Unified Gate System Web Portal" and "Web Portal". A blue "Confirm" button is highlighted with a brown border, and a green "Cancel" button is at the bottom.

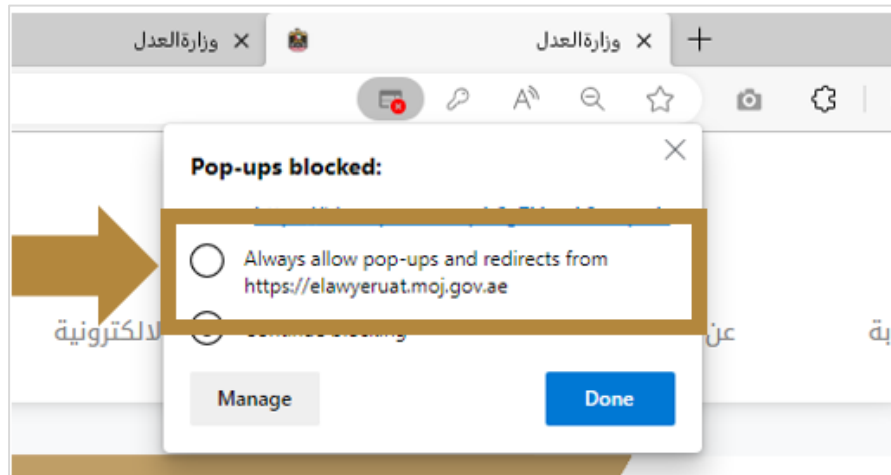
5. Enter the password for the digital signature



The digital signature screen for UAE PASS, titled "الهوية الرقمية UAE PASS", prompts the user to "Please authorize the signature operation:". It features a text input field labeled "Password" which is highlighted with a brown border. Below the input field are "Send" and "Cancel" buttons. An "Information" link with a dropdown arrow is in the top right. At the bottom, it says "Powered by UAE PASS".

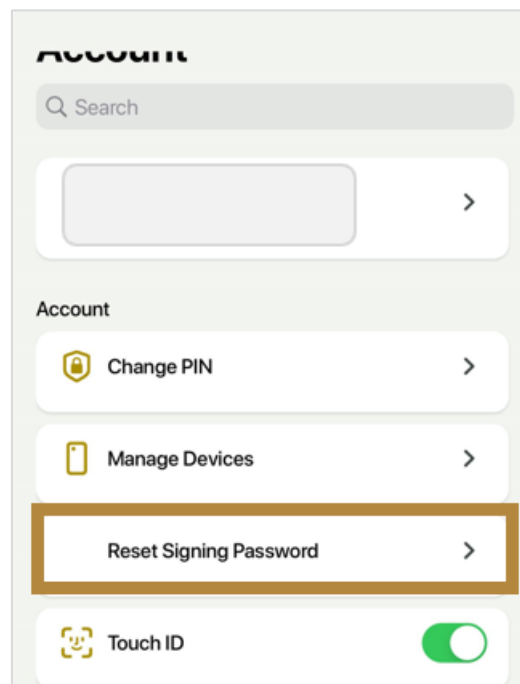
❖ Note 1:

Please make sure pop-ups and redirects are enabled in the browser



❖ Note 2:

The personal signature password can be changed in the digital identity app



6. The signature status in the attachments table changes to Successful.

The screenshot shows a table with the following columns: اسم الملف (File Name), تحميل (Download), حالة التوقيع (Signature Status), and القالب (Template). The first row shows a file named 'التوقيع الرقمي' (Digital Signature) with a green checkmark in the 'حالة التوقيع' column, indicating a successful signature. A red 'X' is visible in the 'القالب' column. A button labeled 'التوقيع الرقمي' is also present.

7. You can preview the attachment to verify the signature.

The screenshot shows the same table as in step 6. The 'التوقيع الرقمي' (Digital Signature) file is highlighted. A button labeled 'التوقيع الرقمي' is visible. A red 'X' is visible in the 'القالب' column. A button labeled 'إلغاء قيد مندوب' (Cancel Agent) is also present.

8. The digital signature appears on the attachment.

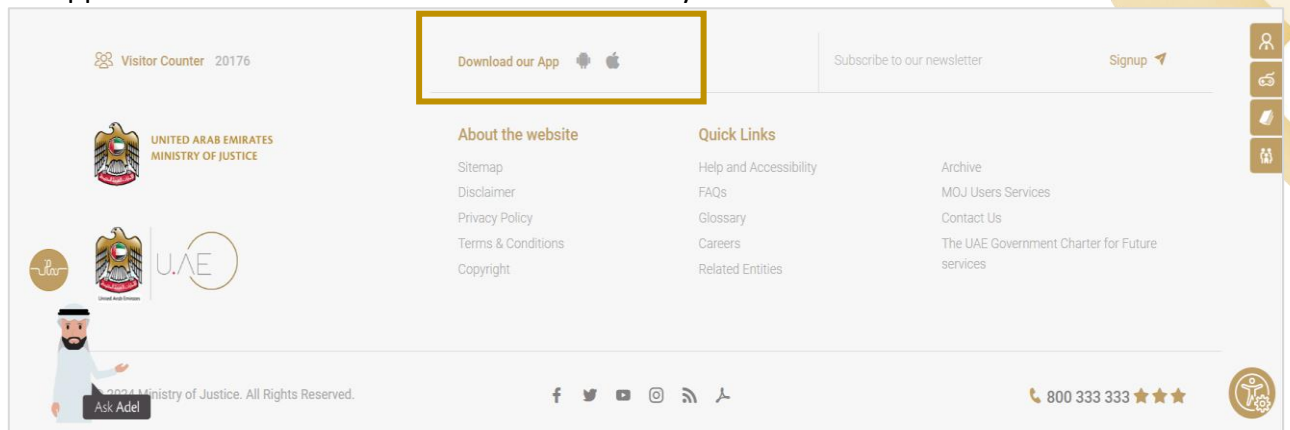
الاسم	الصفة	التوقيع
محامي ل	محامي	CN=B/ SERIA O=UAI 2023.C PASS.

9. After signing all attachments that require a signature via digital identity, press the "Submit" button

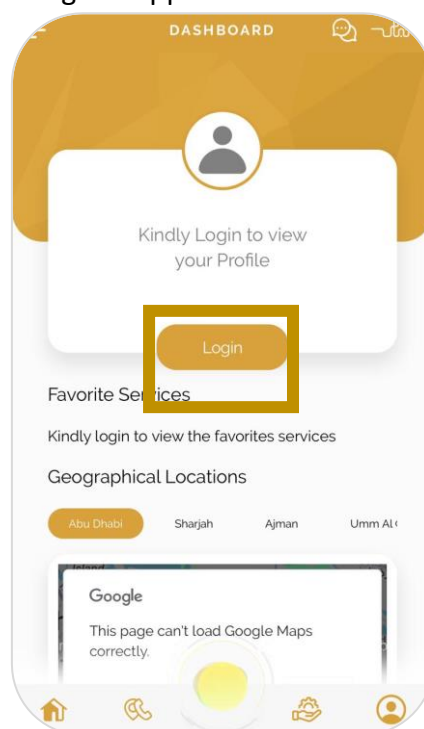
A button labeled 'إرسال' (Submit) is shown.

❖ Submitting Services through the Ministry of Justice Mobile Application

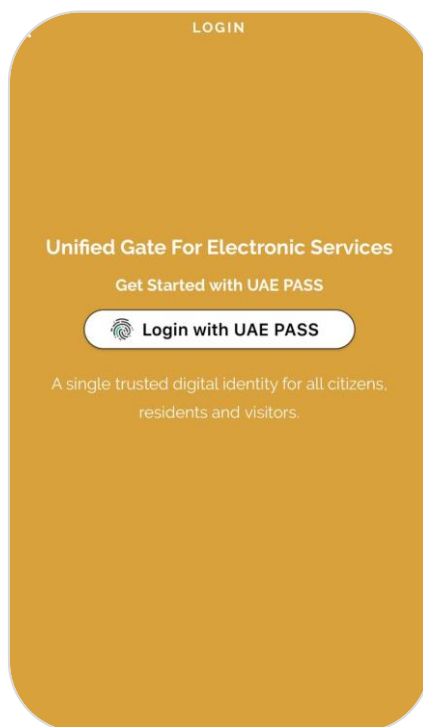
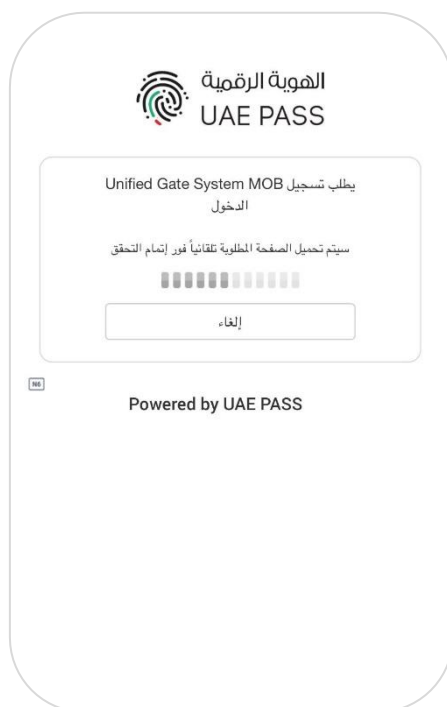
The application can be downloaded from the Ministry of Justice website



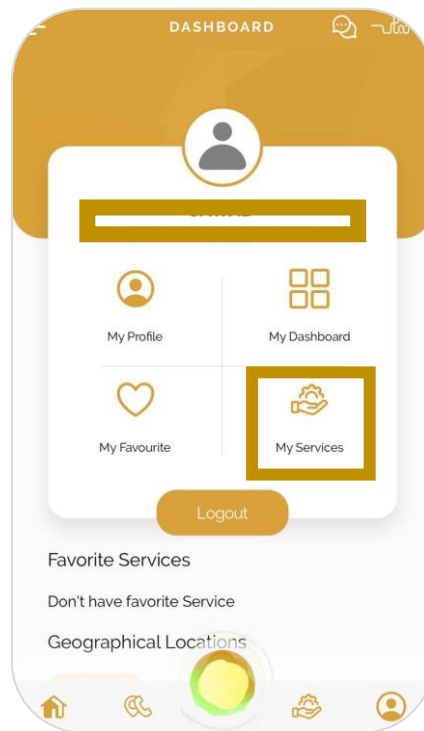
After successfully installing the application on the mobile phone, press Login



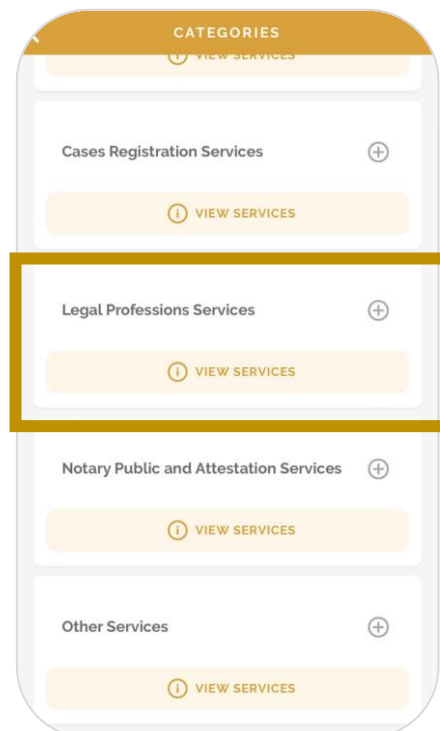
Log in using the digital identity; a notification is sent to the mobile phone in the digital identity app, and confirmation is made



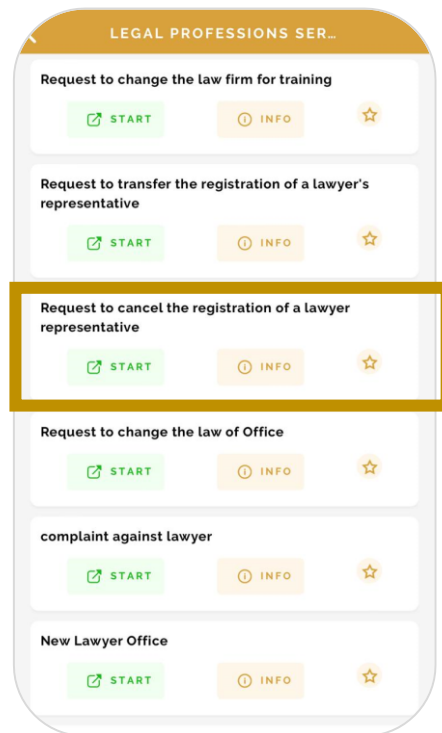
The user's control panel appears, press "My Services"



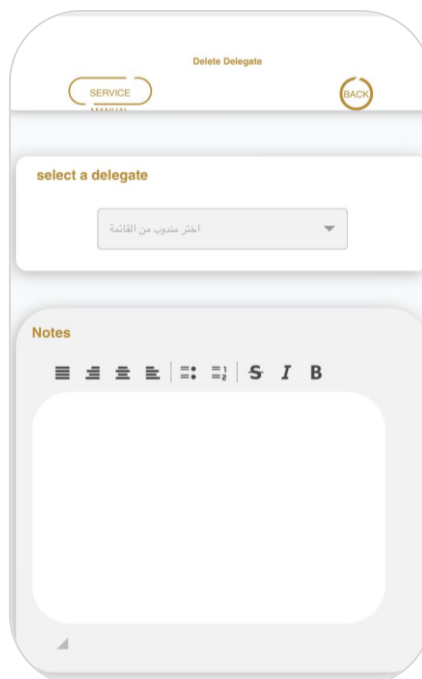
Select Legal Professions Services



Select the Request to cancel the registration of a lawyer representative Service



The delete delegate screen appears; select a delegate from the dropdown menu and add any required notes:



Accept the terms and conditions and press the Submit button to submit the request and move it to the next stage

The image shows a mobile application interface. At the top, there is a 'Notes' section with a text editor. The text editor has a toolbar with icons for bold, italic, underline, strikethrough, bulleted list, numbered list, link, and unlink. Below the text editor, there is a checkbox labeled 'accept terms and conditions'. At the bottom of the form, there is a 'SUBMIT' button. The entire form area is highlighted with a thick orange border. In the bottom right corner of the form, there is a circular icon with a person silhouette.

Notes

B I U

☐ accept terms and conditions

SUBMIT