



UNITED ARAB EMIRATES
MINISTRY OF JUSTICE

Ministry of Justice
United Arab Emirates

Request Submission

User Guide

Smart Justice System

Version 2.0
Date: Sep 19, 2021

CONTENTS

Request Submission	1
CHAPTER 1	1
About this Guide	1
User	1
Callouts	1
CHAPTER 2.....	2
Submit Case Request	2
CHAPTER 3.....	5
Submit Ad-hoc Request	5
Pay for the Request	7
View/Print the request	8

CHAPTER 1

About this Guide

This user manual explain the steps for submitting requests.

This user guide will help you as follows:

- Submit Request
- Request Ref No.
- Print the request

User

- Lawyer/Party

Callouts

There are two types of callouts:



A Tip provides good-to-know information that helps users complete a task or procedure.



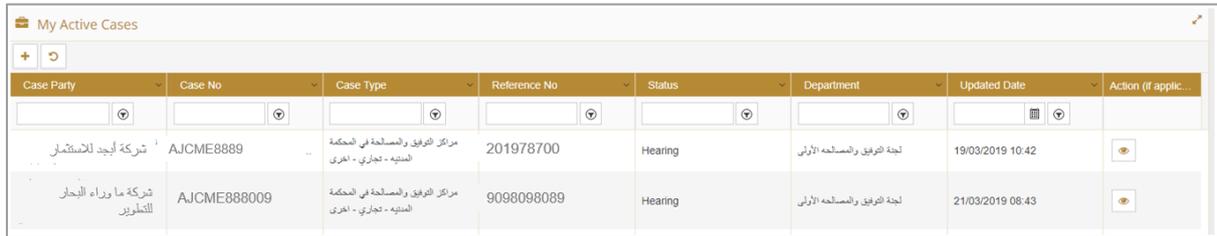
Warning means an information that has an impact on the user or the data.

CHAPTER 2

Submit Case Request

Follow these steps to submit your request.

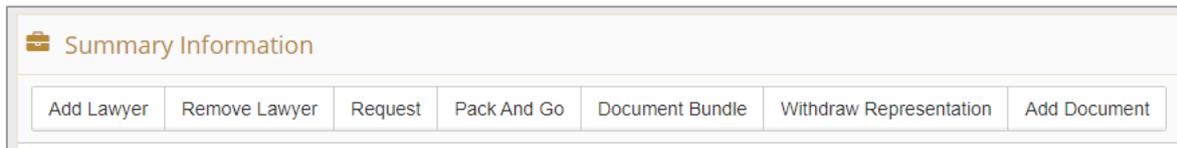
1. Click on Case Management - My Cases, the following page will be displayed.



Case Party	Case No	Case Type	Reference No	Status	Department	Updated Date	Action (if applic...)
شركة أيجد للاستثمار	AJCM8889	مركز التوفيق والمصالحة في المحكمة المدنية - تجاري - اخرى	201978700	Hearing	لجنة التوفيق والمصالحة الأولى	19/03/2019 10:42	
شركة ما وراء البحار للتطوير	AJCM888009	مركز التوفيق والمصالحة في المحكمة المدنية - تجاري - اخرى	9098098089	Hearing	لجنة التوفيق والمصالحة الأولى	21/03/2019 08:43	

My Cases

2. Click on  to view the details.



Summary Information

Add Lawyer Remove Lawyer Request Pack And Go Document Bundle Withdraw Representation Add Document

My Cases

3. Click on the Request tab. The details will be displayed.



Case Ad-hoc Task Form

0% Search Case 50% Main Request Details 100% Documents

SEARCH CASE

Previous Cancel Next

Request Details

4. Click on Next. The following page will be displayed.

REQUEST SUBMISSION

0% Search Case 50% Main Request Details 100% Documents

MAIN REQUEST DETAILS

Request Name * Select One
Request Name

Applicant Name * شركة ما وراء البحار
Applicant Name

Applicant Type * Select One
Applicant Type

Entity Name *
Single Entity Name

Request Details *
Request Info

Previous Cancel Leave Message

Request Details

5. Enter the details then click on Next.



- Select the request name from the dropdown menu or type in the box.
- The request displayed varies based on the case type.
- Some requests subject to payment.
- The request will be routed for approval once submitted and paid.
- Some requests may require approval by the court judge.

4. Enter the entity then key in the details and click on Next.

Case Ad-hoc Task Form

0% Search Case 25% Main Request Details 75% Documents 100% Task Fee Details

DOCUMENTS

+ ↻

Filename	type	Description	Uploaded By	Uploaded Date	Action (if applic...)

0 20 Items per page You do not have item or tasks available now

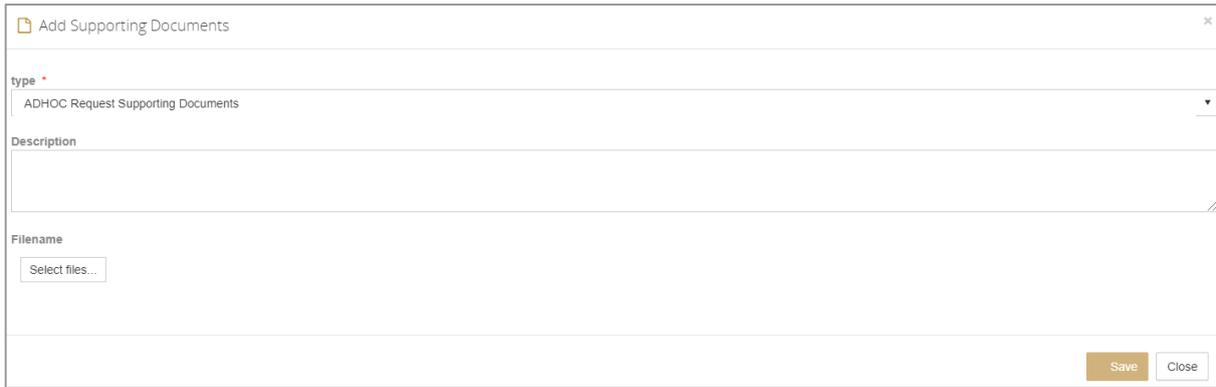
For individuals (National/resident), you must attach the Emirates ID copy. For visitors, attach your passport copy. For companies, attach articles of incorporation, establishment ID, and license. To add a new document, click on (+).

Previous Cancel Next

Upload documents

5. Click on , the following popup will be displayed.

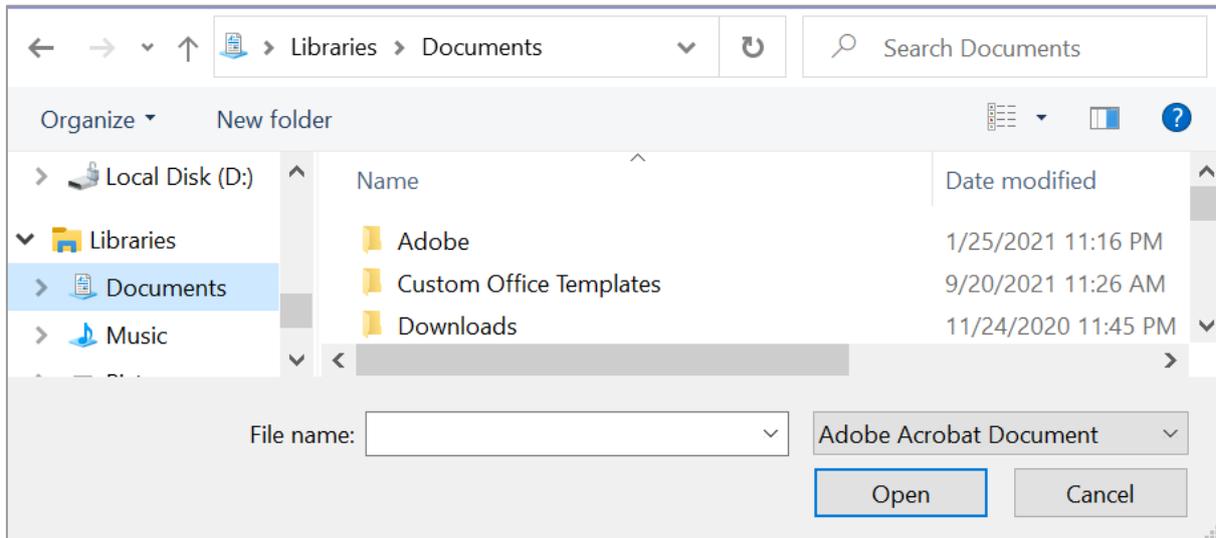
REQUEST SUBMISSION



The screenshot shows a web form titled "Add Supporting Documents". It has a "type" dropdown menu set to "ADHOC Request Supporting Documents". Below this is a "Description" text area. At the bottom, there is a "Filename" section with a "Select files..." button. "Save" and "Close" buttons are located in the bottom right corner.

Select Document Type

6. Enter the Remarks then click on  to select the file



Select File

7. Click on the file then press Open and click on Save.
8. Repeat the steps above to upload more files then click on Submit
9. Your request will be submitted successfully.

CHAPTER 3

Submit Ad-hoc Request

Follow these steps to submit your request.

1. Click on the side menu Request Management then click on Submit Request.

Request Adhoc Submission Form

0% Request Submission Detail 100% Documents

REQUEST SUBMISSION DETAIL

Submission Request Case Number *
Please Add Court Type, Proceeding Type, Case Number and Year

Select Court * Select One

Court Type * Select One

Select Request Type * Select One

Request Detailed Information *
Please enter up to 50 characters

Contact Number *
Enter email + mobile no

Previous Save Cancel Leave Message

Submit Request

2. Enter the details then click on Next.

Request Adhoc Submission Form

0% Request Submission Detail 100% Documents

DOCUMENTS

+ ↻

Filename	type	Description	Uploaded By	Uploaded Date	Action (if applic...)

20 items per page You do not have item or tasks available now

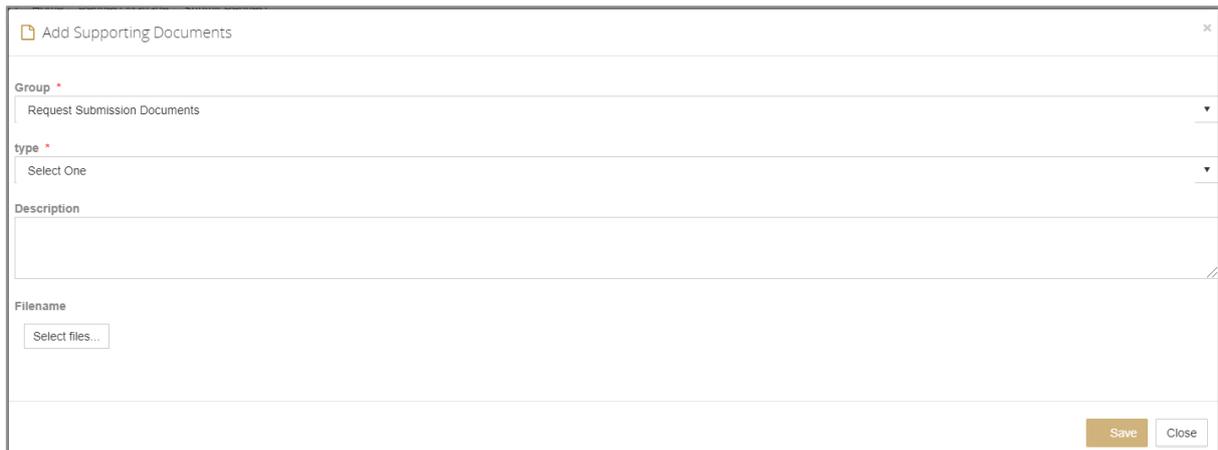
For individuals (National/resident), you must attach the Emirates ID copy. For visitors, attach your passport copy. For companies, attach articles of incorporation, establishment ID, and license. To add a new document, click on (+).

Previous Save Cancel Submit

Upload Document

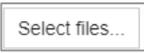
3. Click on .

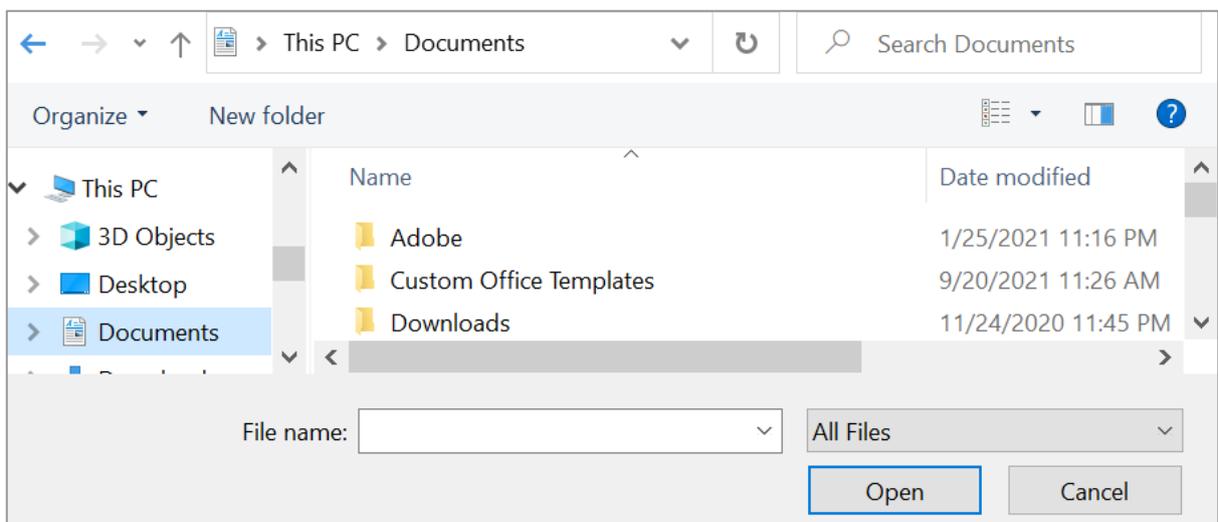
REQUEST SUBMISSION



The screenshot shows a web form titled "Add Supporting Documents". It includes a "Group" dropdown menu set to "Request Submission Documents", a "type" dropdown menu set to "Select One", a "Description" text area, and a "Filename" field with a "Select files..." button. At the bottom right, there are "Save" and "Close" buttons.

Select Document

4. Select the document and click on .



Add File

5. Click to add the file. You can repeat the steps above to add more documents then click on Submit.
6. Your request will be submitted.



- Make sure to check your dashboard regularly to know the status of your request.
- The menu Request Submission List allows you to view your submitted requests.
- The menu Draft Requests allows you to continue working/completing your unfinished requests.

REQUEST SUBMISSION

Pay for the Request

Follow these steps to search for the request ref no.

1. Click on the Dashboard then enter your ref number.



Reference	Title	Name	Assignee(s)	Created Date	Due Date	Action (if applic...)
REQ/9898989899						
REQ/9898989899	شهادة بعدم وجود اشتراك	edirhram Online	أحمد محمد	26/08/2020 11:37		

Cases

2. Click on , the following page will be opened.



Case Details

Payable Amount (AED) 10.0

Continue Cancel Leave Message

Search Results

2. Click on Continue, you will be routed to the payment page.
3. Follow the on-screen instructions to make the payment.

View/Print the request

Follow these steps to print the request.

1. Go to Case Management - My Cases then enter the search criteria.

2. Click on this icon  to open the case tabs.

3. Go to Documents Section.



Filename	type	Description	Uploaded By	Uploaded Date	Action (if applic...)
----------	------	-------------	-------------	---------------	-----------------------

Documents

4. Click on the file link to download the PDF to print it out.