



UNITED ARAB EMIRATES
MINISTRY OF JUSTICE

MINISTRY OF JUSTICE UNITED ARAB EMIRATES

LIP & LP

User Manual

V2.0

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ABOUT THIS GUIDE

- This user guide helps the legal practitioners (LP) and LITIGANT IN PERSON (lip) THE TO use the E-digital MINUTES.

AUDIENCE

- Authorized Litigant in Person (LIP) in MOJ.
- Legal Practitioners (LP)

TOOL TIP

- There are two tool tips:



Tip :useful information.



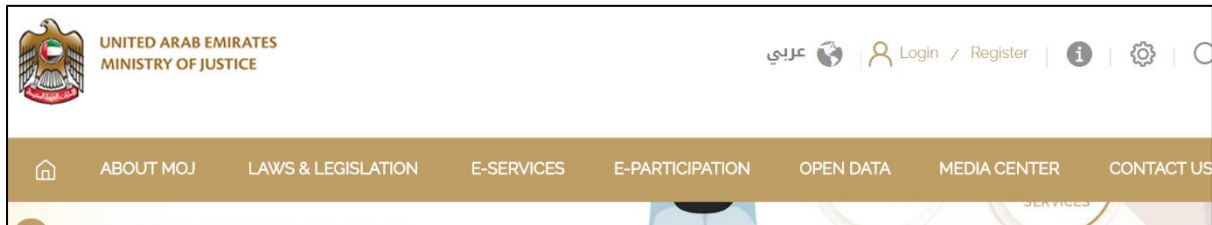
Alert: Information that might affect the user.

Chapter 1

Login to the Smart Justice

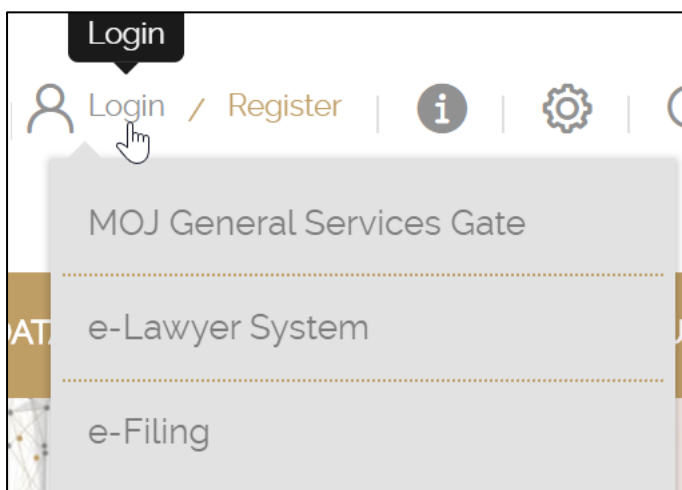
Follow the following steps to log in to your account in the Smart Justice:

1. Go to the Ministry of Justice website, the following page will be displayed.



Login page

1. Click on Login, the following options will be displayed.



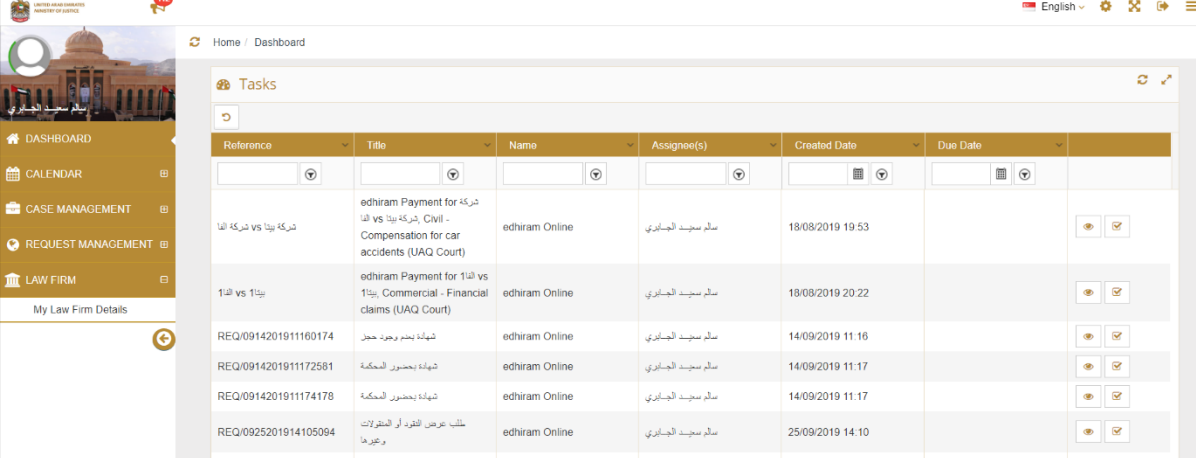
Login options

2. Click on **e-Filing**, the following log in page will be displayed.

The screenshot displays the login page for the e-Filing system. It features a 'Sign In' heading. Below it are input fields for 'Username' (placeholder: 'Enter Username') and 'Password' (placeholder: 'Enter Password'). A 'Forget password?' link is positioned below the password field. A 'Security' section includes radio buttons for 'Public Users' (selected) and 'Intranet Users'. At the bottom, there are three buttons: 'Sign In', 'New User', and 'Create E-lawyer'.

Sign in Page




- Enter your **username** and **Password** then click on **Sign in**, you will be signed in and the dashboard grid will be displayed by default.

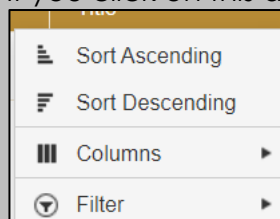


The screenshot shows the 'Home / Dashboard' page. On the left is a sidebar with a logo and navigation links: DASHBOARD, CALENDAR, CASE MANAGEMENT, REQUEST MANAGEMENT, and LAW FIRM. Below these is a 'My Law Firm Details' section. The main area is titled 'Tasks' and contains a table with the following columns: Reference, Title, Name, Assignee(s), Created Date, Due Date, and two action icons (an eye and a checkmark). The table lists several tasks related to 'edhiram Payment' for various cases, including 'Civil - Compensation for car accidents (UAQ Court)' and 'Commercial - Financial claims (UAQ Court)'. The assignee for all tasks is 'سالم سعيد الجابري' (Salim Sa'id al-Jabari).

Reference	Title	Name	Assignee(s)	Created Date	Due Date	Action 1	Action 2
	edhiram Payment for شركة بيتا vs شركة الفا	edhiram Online	سالم سعيد الجابري	18/08/2019 19:53			
	edhiram Payment for 1:1 vs 1:1 Commercial - Financial claims (UAQ Court)	edhiram Online	سالم سعيد الجابري	18/08/2019 20:22			
REQ/0914201911160174	شهادة بعدم وجود حجز	edhiram Online	سالم سعيد الجابري	14/09/2019 11:16			
REQ/0914201911172581	شهادة بعدم وجود المحكمة	edhiram Online	سالم سعيد الجابري	14/09/2019 11:17			
REQ/0914201911174178	شهادة بعدم وجود المحكمة	edhiram Online	سالم سعيد الجابري	14/09/2019 11:17			
REQ/0925201914105094	مطلب تعرض لقتل أو الممتلكات وتحويلها	edhiram Online	سالم سعيد الجابري	25/09/2019 14:10			
	edhiram Payment for تاجر						

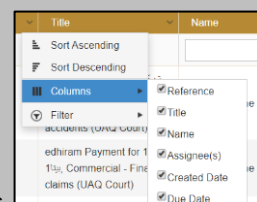
Dashboard Page

- Dashboard is a grid allows you to view the details and take action.
- The icon  allows you to view more details.
- The icon  allows you to take action. The actions can be responding to more info requested by the Court Staff or make payment.
- For more details about payment, refer to the e-dirham user manual.
- If you click on this arrow , you will get more filtering options



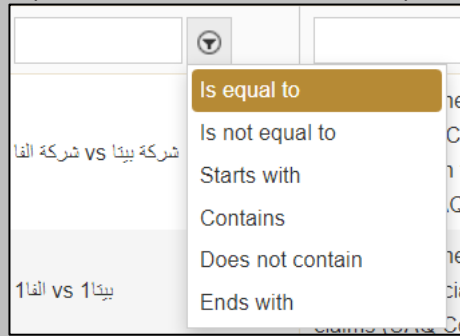
. You can sort the search results ascending or descending.

- You can filter the display of the columns unticking/ticking the related boxes.



by

- If you click on this icon  you will get more options



to have more controls over your search results.

- **Is equal to:** The search results will be exactly equal to your search word.
- **Starts with:** The search results begin with your search word.
- **Contains:** The search results will contain your search results regardless of the order of your search word(s).
- **Does not contain:** Excluding the search word(s) from your search results.
- **Ends with:** The search results will end in your search word(s).


CHAPTER 2

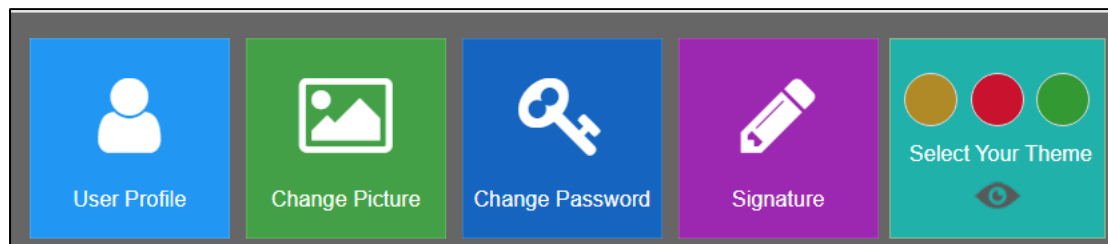
Dashboard

The dashboard has a group of useful icons that allows to perform the following:

1. User Profile

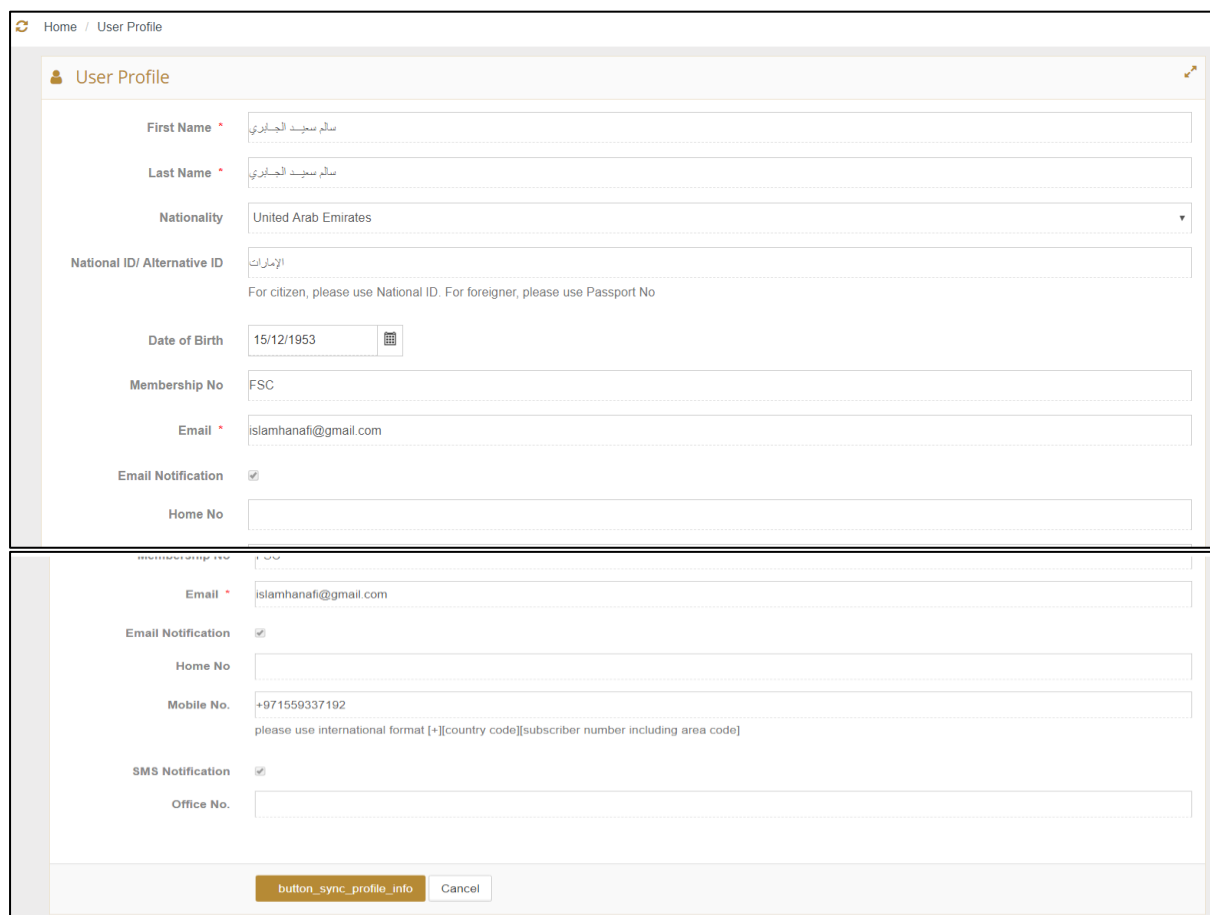
Follow these steps:

1. From the Dashboard page, click on the **gear** icon  the following options will be displayed.



Dashboard Options

2. Click on the **User Profile**, the following page will be displayed.



Home / User Profile


User Profile

First Name *

Last Name *

Nationality

National ID/ Alternative ID
For citizen, please use National ID. For foreigner, please use Passport No

Date of Birth 

Membership No

Email *

Email Notification ☒

Home No

Mobile No.
please use international format [*][country code][subscriber number including area code]

SMS Notification ☒


Office No.

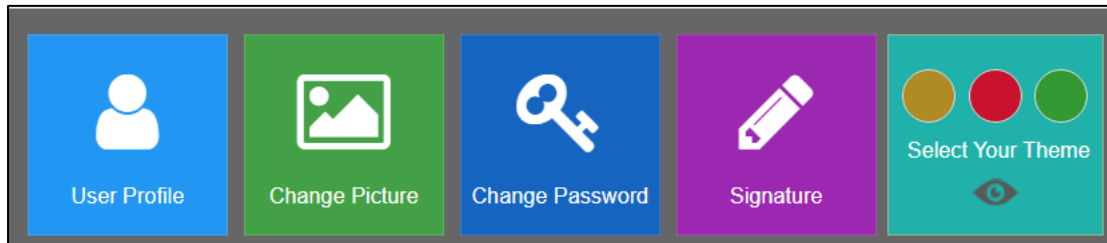
User Profile Details

3. Click on **Cancel** to go back to the Dashboard main page.

2. Change Picture

Follow these steps to change your profile picture:

1. From the Dashboard page, click on the **gear** icon  the following options will be displayed.



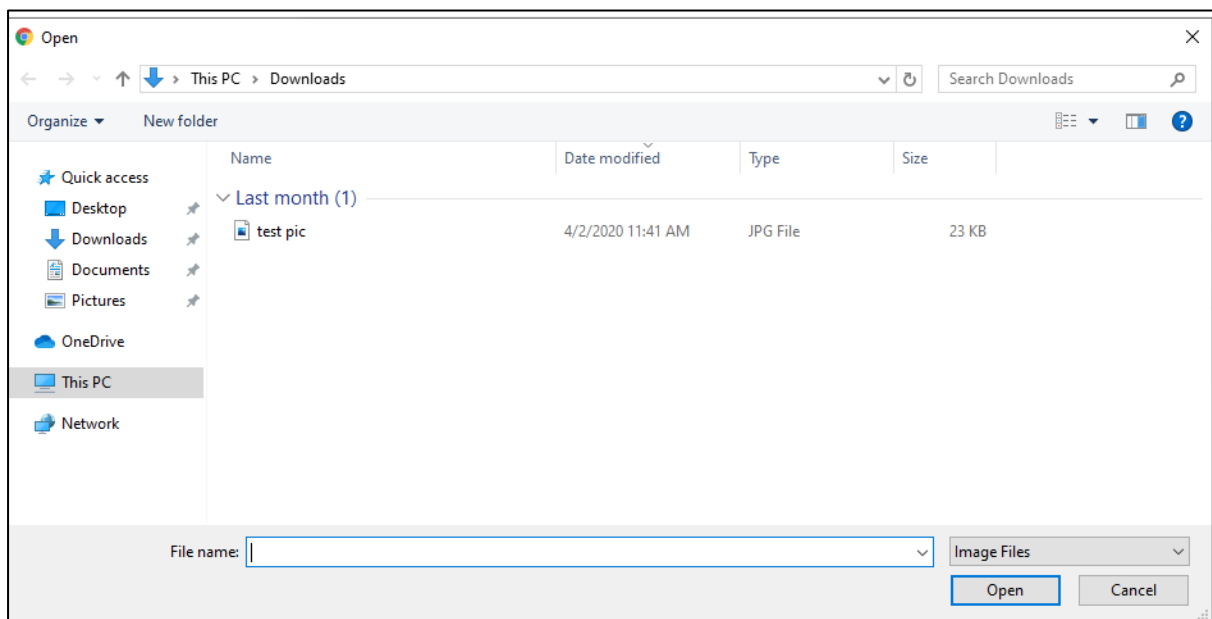
Dashboard Options

2. Click on the **Change Picture**, the following page will be displayed.



Change Picture

3. Click on this icon  to open the dialog box.



Dialog box

4. Select your picture then click on **Open**, the picture will be added.



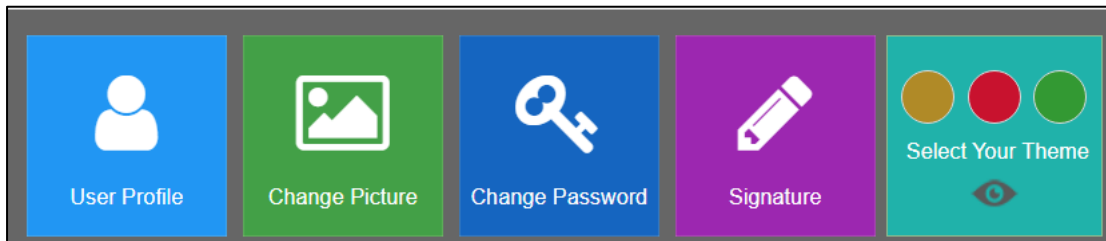
Change Picture



5. Click on **Save** to save your picture.

3. Change Password

1. From the Dashboard page, click on the **gear** icon  the following options will be displayed.



Dashboard Options

2. Click on the **Change Password**, the following page will be displayed.

Home / Change Password

User سالم سعيد الجازري

Username Lawyer082

Login Type Database

Password

Confirm Password

Recall Question

Current Recall Question: الرجاء ادخال تاريخ ميلادك بصيغة (DDMMYYYY)

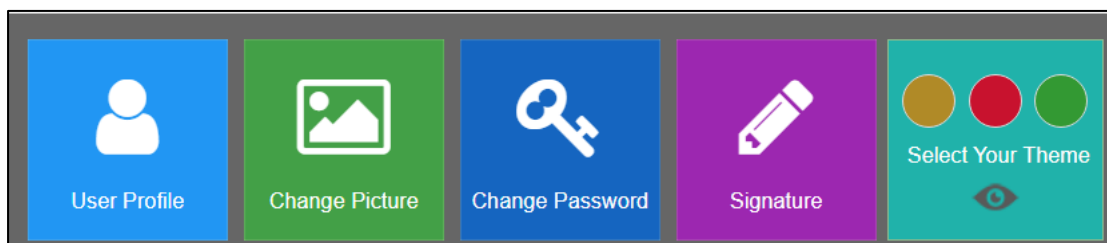
Recall Answer

Change Password

3. Enter your **Password** and **Confirm Password** then the **Recall Question** that remembering you with your password and **Recall Answer**. Click on **Save**, the password will be saved.

4. Signature

1. From the Dashboard page, click on the **gear** icon  the following options will be displayed.



Dashboard Options

2. Click on the **Signature**, the following page will be displayed.

New Signature

Sign Here

Signature Page

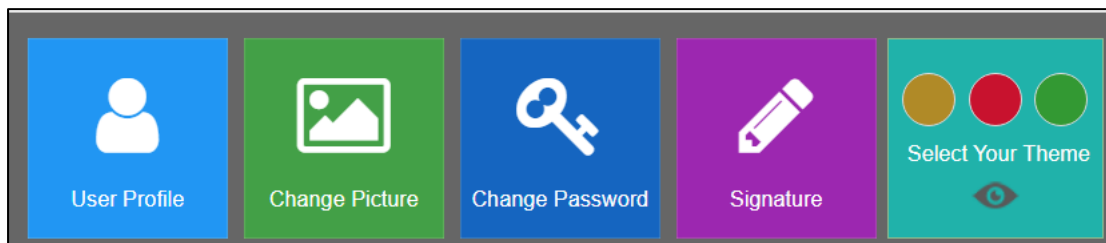
3. Sign by using your mouse or any other smart device then click on **Save**. Your signature will be saved.



- It is advisable to provide your signature after first time you successfully log in.
- You can click on Clear button to remove your signature and provide another one.
- Click on Cancel if you want to go back to the previous page without providing your signature.

5. Select Your Theme

1. From the Dashboard page, click on the **gear** icon  the following options will be displayed.

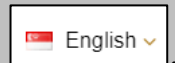


Dashboard Options

2. From the **Select Your Theme**, click on the color you like for your theme. The page color will be changed.

6. More useful icons

- You switch the display language by clicking on this icon



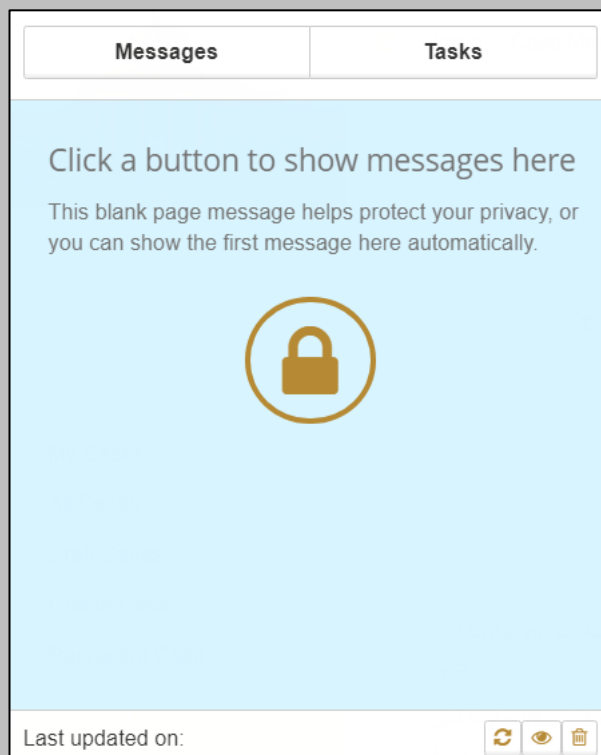
- Click on this icon  to display the page in full screen.

- Click on this icon  to log out.

- Click on this icon  to hide the side menus.

- Click on this icon  to scroll up to the top of the page.

- Click on this icon  to the following window that shows you a list Messages or Tasks.



- Click on the message to view their details:



Messages	Tasks
	الموافقة على قيد دعوى ... طلب قيد قضيتكم تنفيذ ضد اسلام حنفيتم تمت الموافقة 16/05/2020 23:06
	الموافقة على قيد دعوى ... طلب قيد قضيتكم محكمة عليا ضد اسلام حنفيتم تمت ال 16/05/2020 22:40
	Notification: Hearing S ... Case title: ... تاسيتيااa

- Click on the Tasks to view their details.

Messages	Tasks
	شركة vs شركة الفا edhram Payment for شركة الفا vs شركة بيتا بيتا Civil - Compensation for car accidents (UAQ Court) edhram Online Last updated on:18/08/2019 19:53 Due Date:

Chapter 3

Case Management

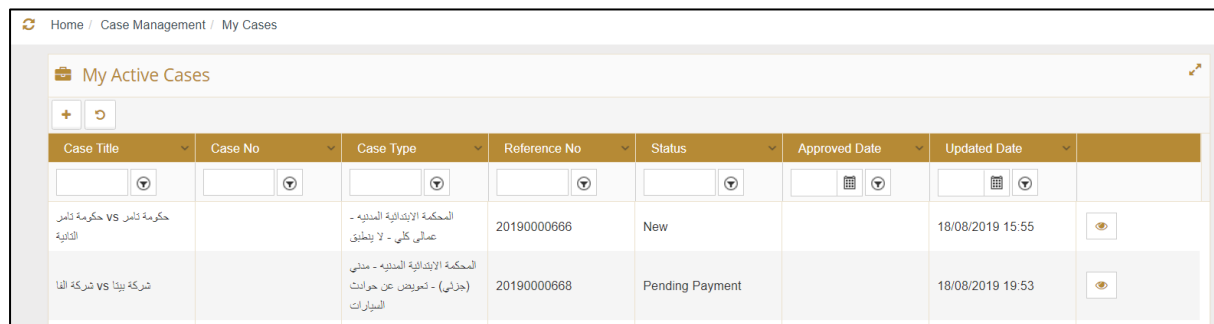
The Case Management menu allows you view your cases, create and submit draft cases, and represent case.



1. My Cases

This menu allows you to view the cases you submitted.


Follow these steps:

1. Go to **Case Management – My Cases**. The following page will be displayed.



Case Title	Case No	Case Type	Reference No	Status	Approved Date	Updated Date	
حكومة تانمر VS حكومة تانمر الثانية		المحكمة الابتدائية المدنية - مدالي كاي - لا يطبق	20190000666	New		18/08/2019 15:55	
شركة بيتا VS شركة الفا		المحكمة الابتدائية المدنية - مدني (جزائي) - تعويض عن حوادث السيارات	20190000668	Pending Payment		18/08/2019 19:53	

Signature Page

2. Click on this icon  to view the case details.

Summary Information

File Documents

Case No

Case Title

Status

Filed By

Total Claim(AED)

Case Type

Current Department

Filed By LawFirm

Reference No

حكومة ثمر VS الثانية حكومة ثمر

الجائري للمحاماة والإستشارات القانونية/الوطني

20190000666

Applicants

Party Name

Instructing LP

Respondents

Party Name

Instructing LP

CASE FILING FEE SUMMARY

Description	Amount(AED)	Postpone	Not Applicable
Case Registration Fee	30000.00	<input type="checkbox"/>	<input type="checkbox"/>
eService Fee	350.00	<input type="checkbox"/>	<input type="checkbox"/>
Total-[AED]			30350.00

Expand All | Collapse All

Case Details

Case Parties

Case Lawyers

Case Meetings

Department Histories

Documents

Payment Histories

correction_requests

Secondment History

Expand All | Collapse All

Cancel

Summary Information



- Click on this icon to display collapsible menu.
- The options available under Case Summary information depends on status of your case:

- New Case:** You can click on this button to file documents.
- After payment, the following options will be displayed.
 - Add Lawyer:** To add lawyer with you in the case.

- **Remove Lawyer:** To remove a lawyer from the case.
- **File Documents:** To submit more documents.
- **Request:** To submit requests.
- **Pack and Go:** To download a package of the documents.
- **Document Bundle:** To upload a bundle of documents.
- **Withdraw Representation:** To withdraw from the case representation.

2. All Cases

This menu displays the migrated cases from previous years.

Follow these steps:

1. Go to **Case Management – All Cases**. The following page will be displayed.

Home / Case Management / All Cases								
Cases								
Case Title	Case No	Case Type	Reference No	Status	Approved Date	Updated Date		
	UAQCAPCICOM201...	محكمة الاستئناف المدنية - تجاري (كلي) - لا يطبق	076423/20140521	Finalized		26/08/2019 11:26		
	ADCAPCIADM2015/...	محكمة الاستئناف المدنية - إداري - أخرى	093942/20150317	Finalized		14/03/2020 14:22		
	ADCAPCIADM2015/...	محكمة الاستئناف المدنية - إداري - أخرى	093948/20150317	Finalized		14/09/2019 11:16		

All Cases

2. Click on this icon  to view the details.

Summary Information			
File Documents	Request		
Case No	UAQCAPCICOM2014/M0000034		
Case Title	Case Type	Civil Appeal Court - Commercial (Major) - Not Applicable	
Status	Finalized	Current Department	Civil Appeal - Civil & Commercial and Labor Dept. 1
Filed By	احمد خميس بن شقوي	Filed By LawFirm	
Total Claim(AED)	6,190,861	Reference No	076423/20140521
Party Name	Instructing LP		
شركة بائور سيندا لتيبي وحي ام بي اتيان			

Department Histories

Documents

Case Plan

Payment Histories

correction_requests

Secondment History

Expand All | Collapse All

Cancel

Summary Information



- Click on

File Documents

 to submit documents.
- Click on

Request







 to submit request.

3. Click on **Cancel** to go back to the search page.

3. Draft Cases

This menu allows you search your draft cases. A draft case is case saved in the system but not yet submitted.

1. Go to **Case Management – Draft Cases**. The following page will be displayed.

Draft Cases					
Office Reference Number	Case Type	Status	Filed By	Updated Date	
	Civil Appeal Court - Request for Judgment Interpretation - Not Applicable	Draft	سالم سعيد الجابري	09/03/2020 13:02	 
	Civil First Instance Court - Civil (Minor) - Urgency of possession claim	Draft	سالم سعيد الجابري	09/03/2020 13:35	 
	Civil Appeal Court - Injunction - Not Applicable	Draft	سالم سعيد الجابري	09/03/2020 12:29	 

1

20

items per page

1 - 3 of 3 items

Draft Cases

2. Click on this icon  to update your draft case.

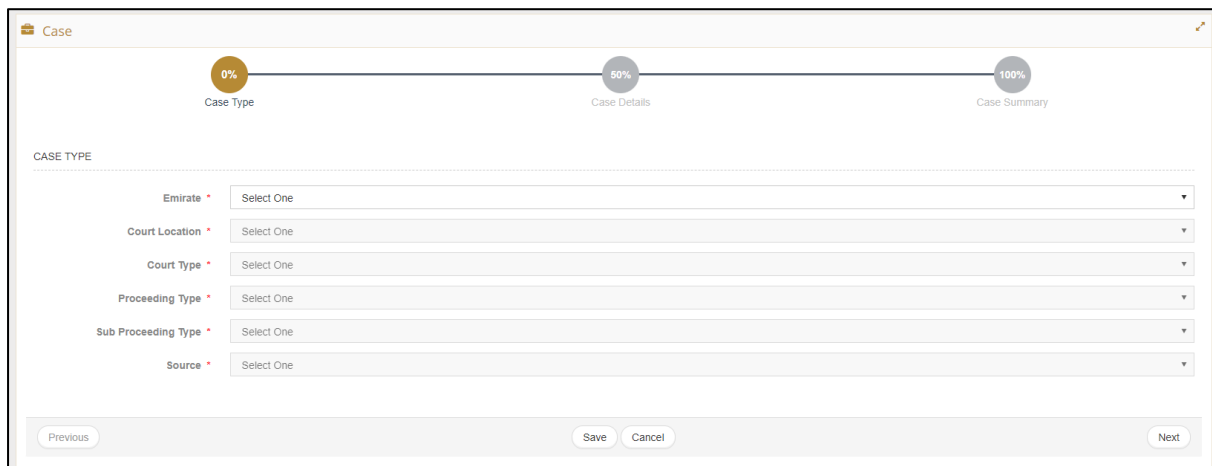


- Click on this icon  to delete your draft case.

4. Create Case


This menu allows you to create and submit case or save as a draft to submit it later. Follow these steps:

1. Go to **Case Management – Create Case**. The following page will be displayed.



Create Case



- The red asterisk (*) refers to mandatory details you must enter.
- Click this icon  to view the field option and select the applicable option.
- Source means the source of previous case.
- You can click on Save to save the draft and update it later.

2. Enter the related details then click on **Next**. The following page will be displayed.

Case

0%

Case Type

50%

Case Details

100%

Case Summary

CASE DETAILS

File By *

دخاد محمد علي الحادي

File By Law Firm

الدكتور خالد الحادي للمحاماة والاستشارات القانونية

Office Reference No

Size of Office Reference Number must be between 0 and 50.

stop_execution

☐

Sub Proceeding *

يجب ان يكون الحجم 0 و 50

CLAIM DETAILS

Claim *

Leave Message

CLAIM DETAILS

Claim *

Claim text

Not Estimated

☐

ht_not_estimated

Claim Amount(AED) *

0

Claim Amount

Claim amount in text *

HT Claim Amount In Text

Originating case no *

Case Number

Please fill in above to check your Case Number. If the Case has been filed in the old system, please [Click Here](#) to get the new Case Number.

CASE PARTIES

+

Leave Message

CASE PARTIES

+

Name	Category	type	Serial Number	Updated Date	Action (if applic...

0

20

Items per page

You do not have item or tasks available now

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

Save

Cancel

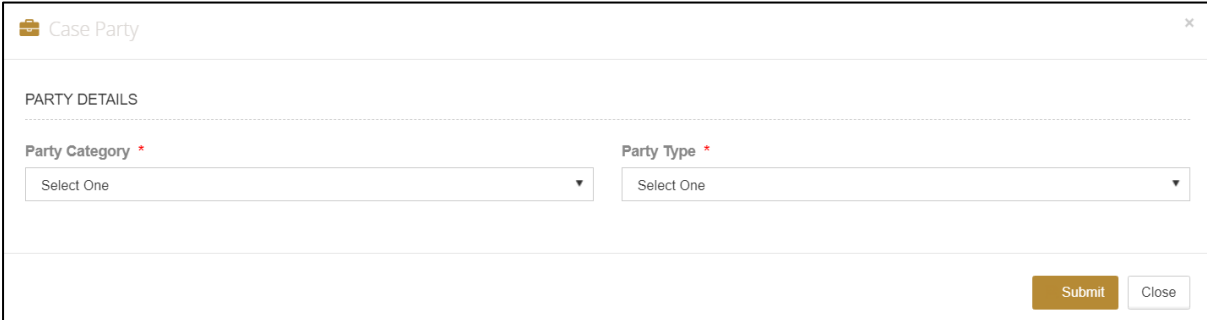
Next

Create Case


o Originating Case No. means the previous case you submitted.

3. Enter the details then click on **Next**.

4. Click on this icon to add the parties . The following page will be displayed.



Case Party



- **The following categories are available:**

Natural Person

Government

Company
- **The Party Type are available:**

Additional Striking Party

Additional Defendant

Plaintiff

Defendant

4. Click on this icon  to select the **Party Category**. Then select the **Party Type**. The following page will be displayed.

Case Party

PARTY DETAILS

Party Category *

Government

Party Type *

Plaintiff

Entity Name *

Email *

Someone@domain.com

ADDRESS

Address Type *

Select One

+

-

Please provide any known address.

Address Details *

Emirate *

Select One

Country / Region

Zip Code/Postal Code/PO Box

Submit

Close

Case Party

5. Enter the details then click on **Submit**. The details will be saved.

CASE PARTIES

+

↺

Name	Category	Type	Updated Date	
Tamer Mekhimar	Government	Plaintiff		<div>✎</div> <div>🗑</div>

⏪

⏩

1

20 items per page

1 - 1 of 1 items

Previous

Save

Cancel

Next

Case Party added


6. Repeat the steps above to add other party/parties then click on **Next**.

- Click on to add another lawyer with you to the case.

- If you are the only lawyer, you did not need to add yourself here.

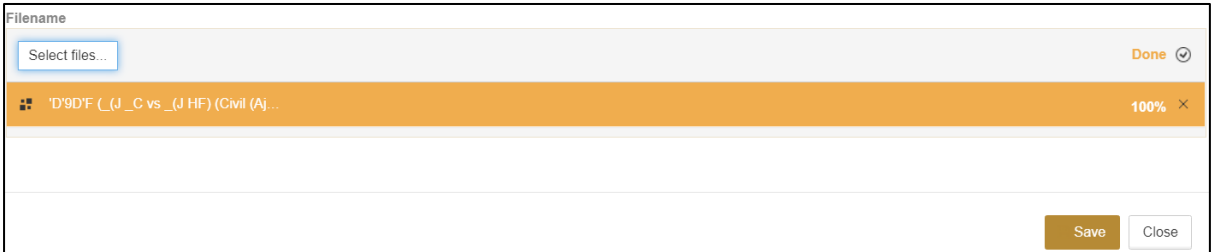
7. Click on **Next**. The following page will be displayed.

8. Click on this icon  to upload documents.



Add Supporting Documents

9. Select the Group from the dropdown list then select the Type from the dropdown list and add the description then click on **Select Files**. The following page will be displayed.



File Uploaded

10. Click on **Save**. The file will be saved.

11. Click on **Next**. The following page will be displayed.

CASE SUMMARY

Case No

Case Title

Status

Filed By

Total Claim(AED)

Case Type

Current Department

Filed By LawFirm

Reference No

Civil First Instance Court - Civil (Minor) - Others

Draft

سالم سعيد الجابري

100,000

الجابري للمحاماة والاستشارات القانونية/البرطاني

CASE FILING FEE SUMMARY

Description	Amount(AED)
Case Registration Fee	4000.00
eService Fee	350.00
Total-[AED]	4350.00

Expand All | Collapse All

Case Details

Case Parties

Case Lawyers

Case Meetings

Department Histories

Department Histories

Documents

Payment Histories

correction_requests

Secondment History

Expand All | Collapse All

Previous

Save

Cancel

Submit

Case Summary

12. Click on **Submit**. The following message will be displayed.

?

Confirmation

The case will be submitted to court and you will be liable for your actions. Court document(s) will be added to the case shortly after successful submission.

Ok

Cancel

Confirmation Message

13. Click on **Ok**. The case will be submitted.

LawFirm Name : الجابري للمحاماة والاستشارات القانونية/الوطني Name of Legal Practitioner : سالم سميجت الجابري		Receipt Date : 18/05/2020 23:48	
QTY	DESCRIPTION	PRICE	SUBTOTAL
1	Case Registration Fee	4000.0	4000.0
2	eService Fee	350.0	350.0
Total-[AED]			4350.0

Print View Case File new Case

Case Submitted Details

14. Click Print to print the details of your submitted case.

5. Represent Case

Follow these steps to represent case.

- Go to **Case Management – Represent Case**. The following page will be displayed.

Case Representation

0%

25%

75%

100%

Search Case

Authorize Codes

Case Parties

Case Lawyers

SEARCH CASE

Case No *

Search

الممثل القانوني : خدمة مخصصة لأطراف الدعوى (في حال كان غير مفيد للدعوى) بحيث يمكنهم الحصول على رمز التفويض الخاص بهم والدخول لهذه الصفحة ورفع المطرات هذا التمكن من الإطلاع على القضية وإدخالها وتقديم المطالبات بها

هل إتمام العملية يرجى توفير الآتي :

رمز القضية ... مثال : AJCMESHJAF2020/XXXXXXX

رمز التفويض

ملاحظة :

الحصول على كود التفويض الخاص به يرجى الدخول لصفحة المطالبات العامة وتقديم طلب الحصول على رمز التفويض

Previous

Cancel

Next

Case Representation

- Enter the Case No. then click on **Search**. If the search criteria is correct, the system will display the case details.

SEARCH CASE

Case No *

AJCFICICV2019/0000752

Search

CASE INFORMATION

Case No

AJCFICICV2019/0000752

Case Type

Civil First Instance Court - Civil (Major) - Not Applicable

Reference No

20190000877

Previous

Cancel

Next

Case Representation

3. Click on **Next**.

Case Representation

1 Search Case 2 Authorize Codes 3 Case Parties 4 Case Lawyers 5 Intention to Oppose/Defend

AUTHORIZE CODES

Validate Codes * ☐ تتبعى وان

Case Representation – Authorize Codes

4. Tick in this box  to be able to enter the **Validate Codes** then click on **Validate** button.

AUTHORIZE CODES

Validate Codes * ☒ تتبعى وان ☒

Case Representation – Authorize Codes

5. Click on **Next** the following page will be displayed.

CASE PARTIES

Name	Category	Type	Updated Date	
تتبعى وان	Company	Plaintiff	19/09/2019 20:38	
تتبعى وان	Company	Defendant	19/09/2019 20:38	

20 items per page 1 - 2 of 2 items

Case Representation – Case Details

6. Click on **Next**.

CASE LAWYERS


Case Party	Legal Practitioner	Instructing	Updated Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

20 items per page

No items to display

Previous Cancel Next

Case Representation – Add Lawyers

- You can add lawyers with you in the case by clicking on this icon , the following page will be displayed

Legal Practitioner

Instructed Legal Practitioner (if any) *

Select One

Submit Close


- From the dropdown list click the lawyer or you can simply type in the lawyer's name in the box then click on Submit. The lawyer will be added:

CASE LAWYERS

Case Party	Legal Practitioner	Instructing	Updated Date
	UAT Lawyer (test uat lawfirm)	false	

20 items per page

1 - 1 of 1 items

- You can delete the added lawyer by clicking on this icon 

7. Click on **Next**, the following page will be displayed.

INTENTION TO OPPOSE/DEFEND

Are you going to oppose/defend on this matter? *

☒ Yes ☐ No


Previous Cancel Represent

Case Representation – Intention to Oppose/Defend

8. Tick in the check box Yes/No next to **Are you going to Oppose/defend on this matter?** Then click the **Represent** button. A confirmation message will be displayed.

END

Yes No

 **Confirmation**

The case will be submitted to court and you will be liable for your actions. Court document(s) will be added to the case shortly after successful submission.

Ok

Cancel

Confirmation Message

9. Click on **Ok**. The representation will be submitted.

Chapter 4

Request Management

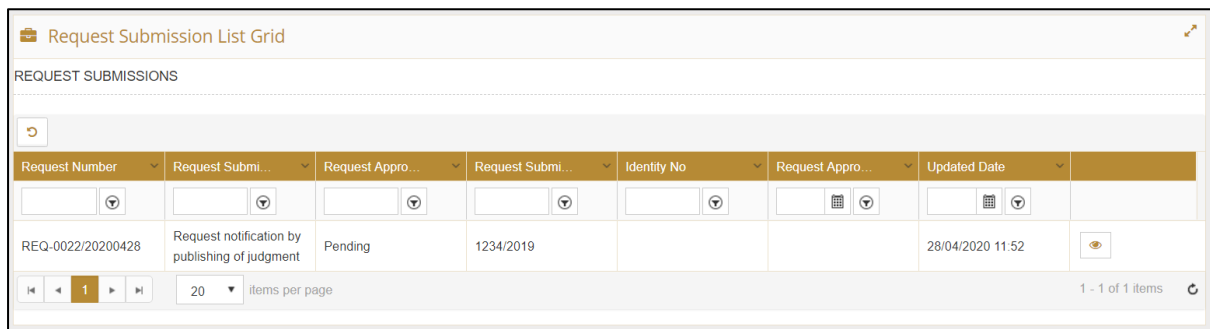
The Request Management menu helps you view Request Submission List and Submit Request. Use the following menus for cases submitted before 2019. You will need to submit supporting documents.

1. Request Submission List

This menu allows you to view the status of your submitted requests.

Follow these steps:

1. Go to **Request Management – Request Submission List**. The following page will be displayed.

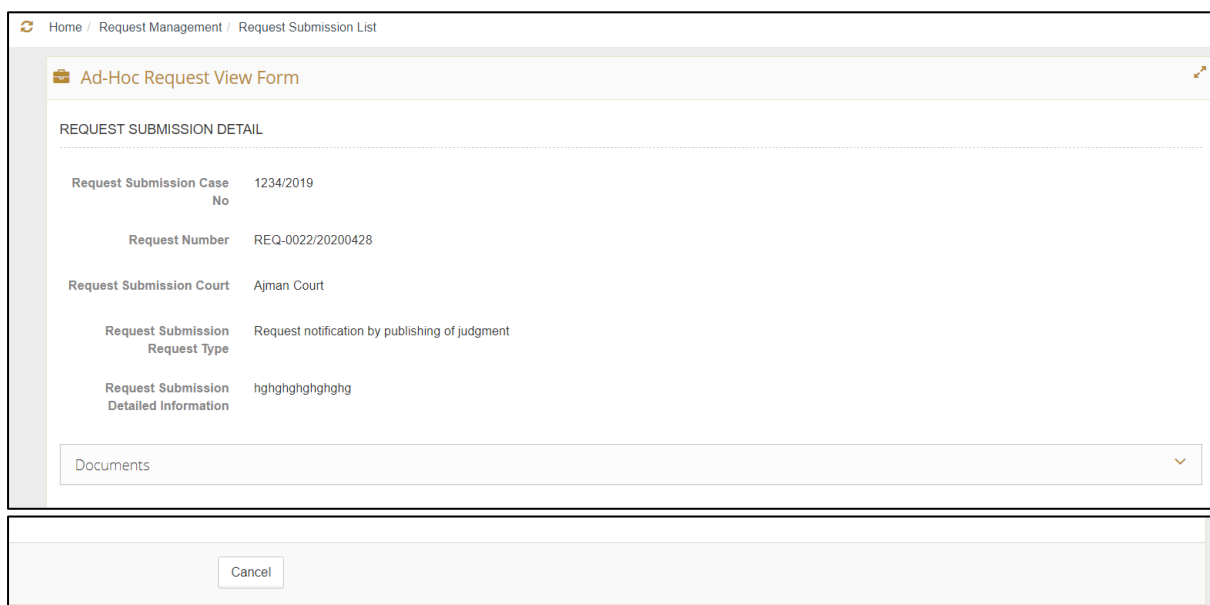


The screenshot shows the 'Request Submission List Grid' interface. It features a table with columns: Request Number, Request Submission, Request Approval, Request Submission, Identity No, Request Approval, Updated Date, and an eye icon column. The first row of data shows a request with ID 'REQ-0022/20200428', submission 'Request notification by publishing of judgment', status 'Pending', and identity '1234/2019'. The updated date is '28/04/2020 11:52'. Below the table is a pagination bar showing '20 items per page' and '1 - 1 of 1 items'.

Request Number	Request Submission	Request Approval	Request Submission	Identity No	Request Approval	Updated Date	
REQ-0022/20200428	Request notification by publishing of judgment	Pending	1234/2019			28/04/2020 11:52	

Request Submission List Grid

2. Click on this icon  to display the details of your request.



The screenshot shows the 'Ad-Hoc Request View Form' interface. It displays the 'REQUEST SUBMISSION DETAIL' for the request identified in the previous screenshot. The details include: Request Submission Case No (1234/2019), Request Number (REQ-0022/20200428), Request Submission Court (Ajman Court), Request Submission Request Type (Request notification by publishing of judgment), and Request Submission Detailed Information (hghghghghghghg). Below the details is a 'Documents' section with a dropdown arrow. At the bottom of the form is a 'Cancel' button.

Request Submission Case No	1234/2019
Request Number	REQ-0022/20200428
Request Submission Court	Ajman Court
Request Submission Request Type	Request notification by publishing of judgment
Request Submission Detailed Information	hghghghghghghg

Documents

Cancel

Ad-hoc Request View Form

3. Click on **Cancel** to go back to the search page.

2. Submit Request

This menu allows you to submit request.

Follow these steps:

1. Go to **Request Management – Submit Request**. The following page will be displayed.

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

Court Type

Select Request Type

Request Detailed Information
Please enter up to 50 characters

Contact Number
Enter email + mobile no

Previous Save Cancel Leave Message

Request ad-hoc Submission Form

2. Enter the related details then click on **Next**. The following page will be displayed.

DOCUMENTS

+ ↺

Filename	Type	Description	Uploaded By	Uploaded Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

◀ 0 ▶ 20 items per page No items to display

Previous Cancel Submit

Documents Tab

3. Click on this icon . The following dialog box will be opened.

Add Supporting Documents

Group *
Request Submission Documents

type *
Select One

Description

Filename
Select files...

Save Close

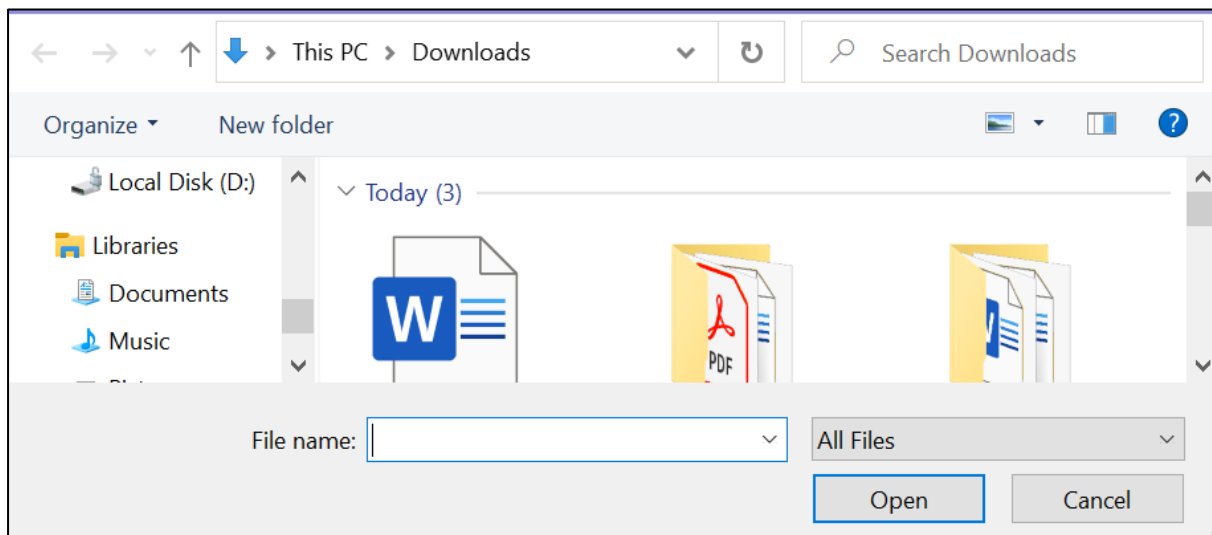
Add Supporting Documents

★

The following document types are mandatory:

- **Request Submission Supporting Documents:** You will need to upload to submitting documents indicate that you are involved in the case.
- **Request Submission Identity documents:** You will need to upload copy of your identity documents like Passport, etc.

4. Select the Group from the dropdown list, then the Type and enter the description then click on Select files... the following page will be displayed.



Select document to upload

5. Select the document then click on **Open**. The document will be uploaded.

Filename

Select files...

Done

'D'9D'F ((J _C vs _J HF) (Civil (Aj...

100% X

Save

Close

Added File

- Click on **Save**. The uploaded document will be saved.

DOCUMENTS

+

↺

Filename	Type	Description	Uploaded By	Uploaded Date	
<div></div> <div>'D'9D'F ((J _C vs _J HF) (Civil (Ajman Court)) (1).pdf</div>	Curator's Report		سالم سعيد الجابري	19/05/2020 04:04	<div></div> <div></div>

1

20

items per page

1 - 1 of 1 items

Previous

Cancel

Submit

Saved Document

- Click on **Submit**. The following message will be displayed.

?

Confirmation

Do you want to submit this request?

Ok

Cancel

Confirmation Message

- Click on OK.

Request Submission Details

Submission Request Case Number

Request Number

REQ-0053/20200519

Request Type

Deposit payment Request (Expert - two arbitrators - Alimony)

Request Detailed Information

request

Submit Request

Home

Request Submission Details

- Click on **Submit Request** to submit another request or click on **Home** to go back to the **Dashboard**.

Law Firm

The law firm menu allows you to view the details of your law firm and submit disassociation request.

1. My Law Firm Details

Follow these steps to view your law firm details or submit disassociation request.

1. Click on **Law Firm – My Law Firm Details**, the following page will be displayed.

The screenshot shows the 'View Law Firm' page with the following details:

- LAW FIRM NAME**
 - Name: الجابري للمحاماة والاستشارات القانونية/الوطني
- LAW FIRM INFO**

Parent Law Firm	Active Account
Town: #City_Name#	Status: New
Registration No.: LF000030	Registration Date
Approved/Rejected By	Approved/Rejected Date
- MAILING ADDRESS**

Address	Code/PO Box
District/City/Town	State/Province
Country / Region: United Arab Emirates	Zip Code/Postal Code/PO Box

At the bottom, there are two buttons: **Dissociation Request** and **Cancel**.

View Law Firm

2. Click on **Disassociation Request** button to submit your request. The following confirmation message will be displayed.

The screenshot shows a 'Dissociation' confirmation dialog with the following details:

- Dissociate From**: الجابري للمحاماة والاستشارات القانونية/الوطني
- Buttons: **Dissociation Request** and **Close**

Disassociation Confirmation Page

3. Click on the button to submit your request or click on **Close** if you do not want to submit your request.