

## Representing the government agencies before the executive departments

Service Code : 10

Service Classification : G2G

Service Type : Transactional

SubService Type : Variation Service

Pariorty Service : No

### Service Duration

Time required to provide the service: 15 Minutes

The time taken by the customer to obtain the service: 20 Minutes

### Service Fees

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### Service Description

Representation of government agencies before the courts of first instance in order to preserve the rights and property of the state

### Service steps and procedures

Receipt of an official letter of application for representation before the judicial authorities supported by documents or notification of attendance before the court of first instance  
Entering data in the state affairs management program including the date of the roses and the parties to the dispute and the administrative number of the case.  
Preparing a file with the documents and presenting it to the director of the department. To the head of the concerned department  
To view the file and to indicate the referral to the direct member (lawyer or consultant) entrusted with the file of the suit  
Prepare the lawsuit and began the procedures and provide the secretariat with the data  
Prepare a book including the case number and the date of the first hearing  
Send the book to Requesting a report of the latest procedures of the case and then presenting it to the director of the administration for approval  
Giving the report a issued number and sending it to the party  
Informing the authority of the court and participating in the judgment  
Attendance of the deliberation sessions of the case periodically  
Review the report and then transfer it to the saccharitra

On the issue

## Requirements and Documents

In case the government authority is a plaintiff  
Request for initial action  
Relevant documents (addresses, documents) in case the government agency is a defendant  
Notification of attendance before the court of first instance

