



CASE MANAGEMENT OFFICE



Establishment of Case Management Office

The idea of case management is not the product of mere improvisation; rather, it is the result of extensive and painstaking efforts undertaken by international legal systems and deemed necessary for every society. The State of Qatar has always kept abreast of these developments and shown keen interest in developing its legislations. To this effect, Law No 21 of 2021 was issued to establish the Investment and Trade Court, and Article 16 thereof stipulates that “an office called the ‘Case Management Office’ shall be established at the court, consisting of a president designated from among its judges, and a sufficient number of member judges, assistant judges, legal experts and administrators designated by the President of the Court.” The last paragraph of the aforementioned article stipulates that “a decision of the Council shall specify the procedures and mechanisms of work in the Case Management Office.” The Council issued its decision in this regard and included many procedures and matters aimed at expediting the settlement of litigations brought before the judiciary.

Definition of Case Management

Case management is the pre-emptive control of the judicial case by placing it under the supervision of a judge, assistant judge or legal researcher who monitors all the procedures, beginning with case registration, ensuring the completion of data or documents of the parties and settlement of the prescribed fee, verifying the completeness of the declarations and enabling the parties to exchange memoranda, monitor their term, write the relevant report and then forward the case to the competent court.

The idea is based on the distinction between procedural and judicial functions during case proceedings, where the Case Management Office supervises the procedural tasks relating to the case file.

Purpose of Case Management

First: Preparing the case file and verifying its contents to make the case ready for trial before the relevant court. This is done by ensuring that the data of the parties are complete and the parties are well represented, collecting evidence and documents and exchanging memoranda, which facilitates the task of the trial judge in disposing of the case as soon as possible.

Second: Offering the parties alternative means to resolve their litigation, which consist of settling the dispute through mediation in accordance with Law No 20 of 2021 regarding mediation in the settlement of civil and trade disputes, thus leading to a reduction in the number of cases filed before the trial judge.

Third: Establishing a schedule for the successive proceedings, designating for each procedure a specific timeline for the termination of its proceedings, which gives the parties to the proceedings a sense of reassurance that their proceedings will be completed within a time frame that helps them organize their personal affairs.

Fourth: Creating an enabling environment that reassures investors about their capital investment, considering that the litigation system and its procedures are always taken into account when deciding on investment in a new region.

Fifth: Enhancing confidence in the judiciary, as case management helps speed up litigation procedures, and thereby enables people to achieve their purpose in a way that involves the reduction of time, effort and expenses.

Case Management Procedures:

They include the following actions:

First: Petition Filing Phase



This phase begins with the registration of the legal case filed before the judiciary, the submission of the statement of the claim using the designated form and providing the following data:

- 1- Name and ID of the petitioner, or establishment number of the legal person, details of their commercial register, local address and e-mail, or name of their representative, occupation or designation, ID, local address and e-mail.
- 2- Name and ID of the defendant, or the establishment number of the legal person, their commercial register, local address and e-mail.
- 3- If the plaintiff or defendant is outside the State, his or her statements must include their mailing address in the country of residence.
- 4- Explanation of the merits, reasons, grounds and claims of the plaintiff.
- 5- Portfolio of supporting documents, with a glossary of the contents, and if the documents or some of them are written in a foreign language, an Arabic translation must also be provided.

Case Management Procedures:

They include the following actions:

Second: Validation and Completion Phase of Data and Documents



- 1- The Case Management Office, through one of its members, confirms within three days from the date of submission of the petition that the statements of the parties, their addresses and all documents necessary for case adjudication are complete.
- 2- In case the above details are incomplete, the petitioner shall be notified thereof and given a deadline of ten (10) days from the date of notification to complete them, provided that the missing documents are submitted in one go and within the specified deadline.
- 3- If the petitioner fails to meet all the requirements within the time limit of ten (10) days, the petition shall be closed electronically, and accordingly the petitioner can only file for a new one.

Case Management Procedures:

They include the following actions:



Third: Classification and Process Determination Phase

If all required data and documents of the petition are complete:

- 1- If the petition is one for which a payment order may be issued, the matter shall be submitted to the head of the Office for their decision to register the petition, assign it a corresponding payment order and forward it to the competent authority to issue such order, after payment of the prescribed fee.
- 2- If the subject matter of the petition is a claim, the member of the Office shall prepare a timeline for the exchange of memoranda and documents and authorize the petitioner to pay the fee electronically. Once the fee is paid, the petition is automatically registered and assigned a case number. The electronic system shall determine the competent adjudicating circuit and the plaintiff is publicly announced in the docket and the defendant is announced in both the petition and the docket.
- 3- If the prescribed period for payment of the fee expires, the electronic system closes the petition, and accordingly the petitioner needs to file a new one.

Petition Filing

Registration

Court Registration Counter

Portal

Reception of the petition and issuance of a reference number to the petitioner

The petition shall be transmitted to the member of the Case Management Office to verify the authenticity of the data and documents required for case adjudication within three (3) working days.

In case of incomplete data and documents, the petitioner is notified electronically or by SMS to complete such data and documents.

If the supporting data and documents required for case adjudication are complete, the member of the Office shall prepare a timeline for the exchange of memoranda and documents within the prescribed time limits, and the petitioner is authorized to pay the fee.

If the supporting documents are not completed within ten (10) working days of the date of electronic notification of the petitioner, the petition shall be closed automatically.

If the petition is one for which a payment order may be issued, the order shall be submitted to the head of the Office for their decision to forward it to the competent department that issues such payment orders, register it and assign it a corresponding payment order.

If payment is made, the petition is registered and assigned a case number. The competent jurisdiction shall be designated, while the petition remains with the same member to complete the case management by setting a timetable for the exchange of memoranda and documents. The parties to the lawsuit are announced, provided that this is done within the time limits specified by the law.

If payment is not made after issuance of such payment order within five (5) working days, the petition is closed.

In all cases, a member of the Case Management Office may amend the deadlines in the docket or the date of the scheduled meeting after obtaining the approval of the head of the Office.



محكمة الاستثمار والتجارة
Investment and Trade Court

