



USER MANUAL

GOVERNMENT LAW FIRM



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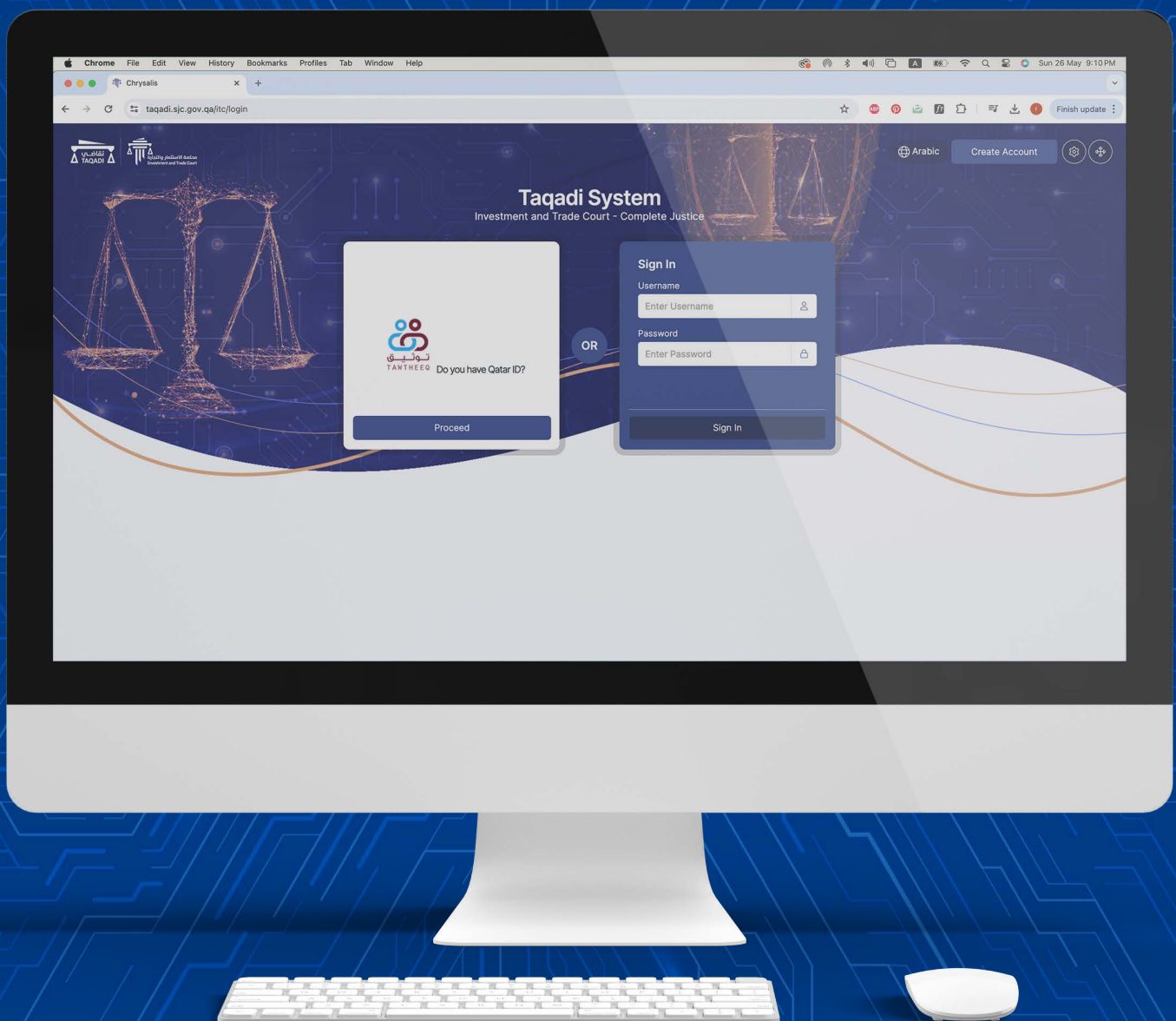
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CHAPTER 1

INTRODUCTION



1.1 Introduction to The Manual

The TAQADI system is an integrated electronic platform accessible via the internet through the TAQADI website. It aims to offer electronic dispute resolution services, benefiting judges, lawyers, litigants, and other judicial bodies. This is achieved by improving the implementation of information disclosure policies and enhancing the effectiveness of judicial oversight over judicial work and system employees. Real-time monitoring of case progress is made possible through periodic, continuous, and detailed reports while ensuring the security of information.

The TAQADI system provides direct benefits to litigants by expediting and ensuring the accuracy of case resolution, reducing procedures, adopting the latest methods, ensuring transparency, conducting public hearings, reducing litigation expenses such as travel costs, and facilitating research and inquiry into cases. Additionally, it offers advantages to lawyers by simplifying legal procedures, facilitating memo and document exchange, conducting hearings, receiving judgments, objecting to judgments before the highest court, attending via visual communication means, reducing distances, addressing scheduling conflicts across different courts, and managing adjournment requests. Moreover, the system incorporates features tailored for judges, focusing on expediting case resolution, and enhancing service quality.



1.2 BASIC REQUIREMENTS

To utilize certain features of the TAQADI system, it is essential to enable pop-up windows in your web browser. The steps for enabling pop-up windows can vary based on the browser you are using. Please refer to your browser's user manual for specific instructions on how to enable pop-up windows.

1.3 Users



Government Lawyers

1.4 Purpose

The guide illustrates the following for users:



Changing a government lawyer



Assigning a government lawyer



Confirm Government Case Relevancy

1.5 Icons



Important
Important information



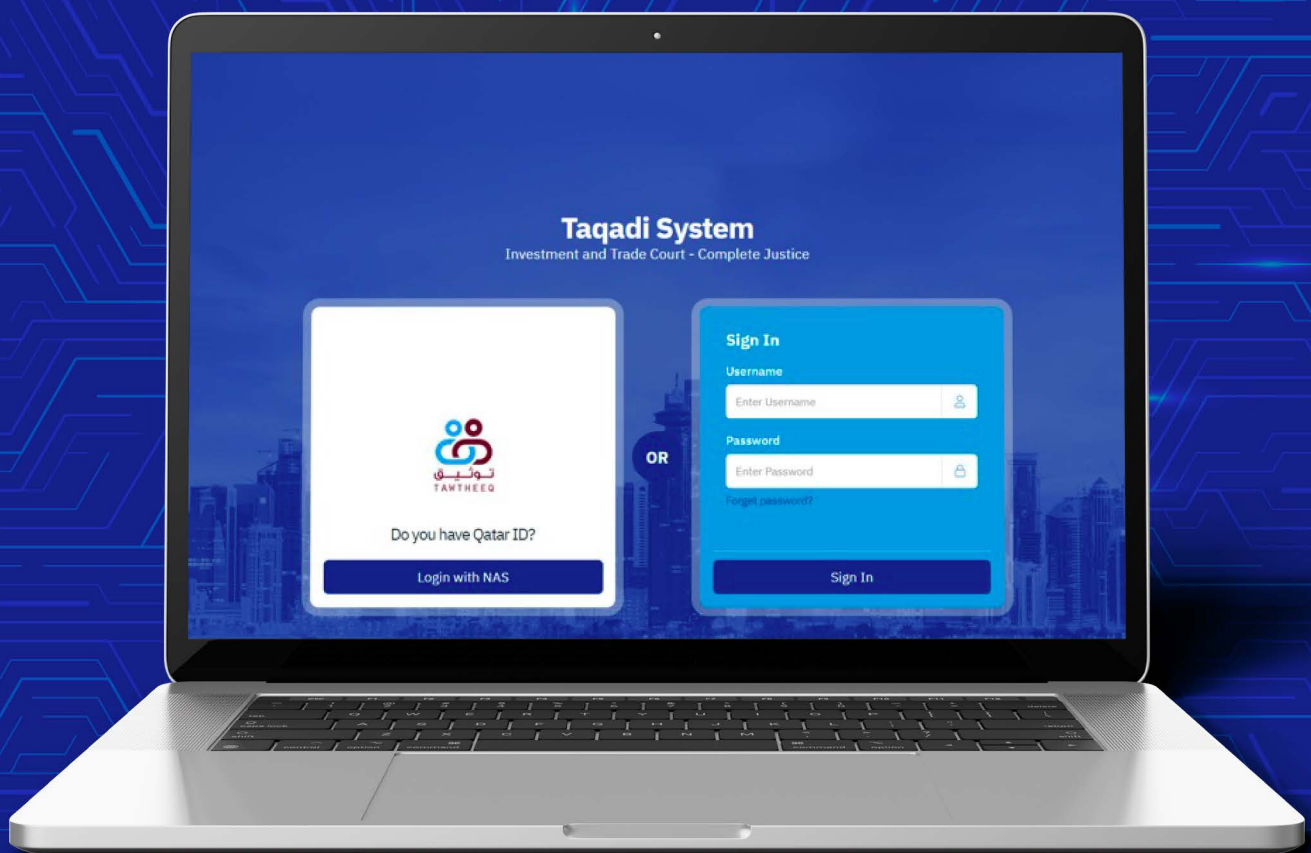
A Tip
Provides good-to-know information



A Warning
Refers to information that may be critical

CHAPTER 2

LOGIN



Chapter 02: LOGIN

2.1 LOGIN

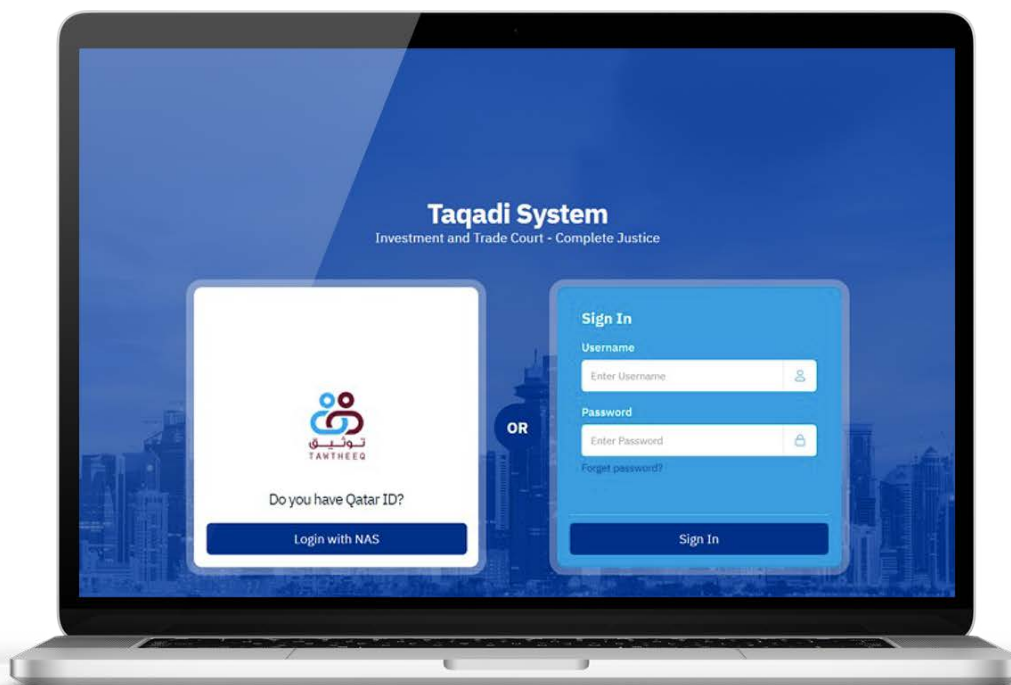
The following steps explain how to log in to your account in TAQADI system for the Investment and Trade Court.



You must have a registered and activated account in the National Authentication System (NAS) to log in to the Judicial System of the Investment and Commerce Court.

Follow these steps:

1. Go to the website of the Investment and Commerce Court, then the following page will be displayed: (<https://taqadi.sjc.gov.qa/itc>)



*Figure 1 – Log in Page

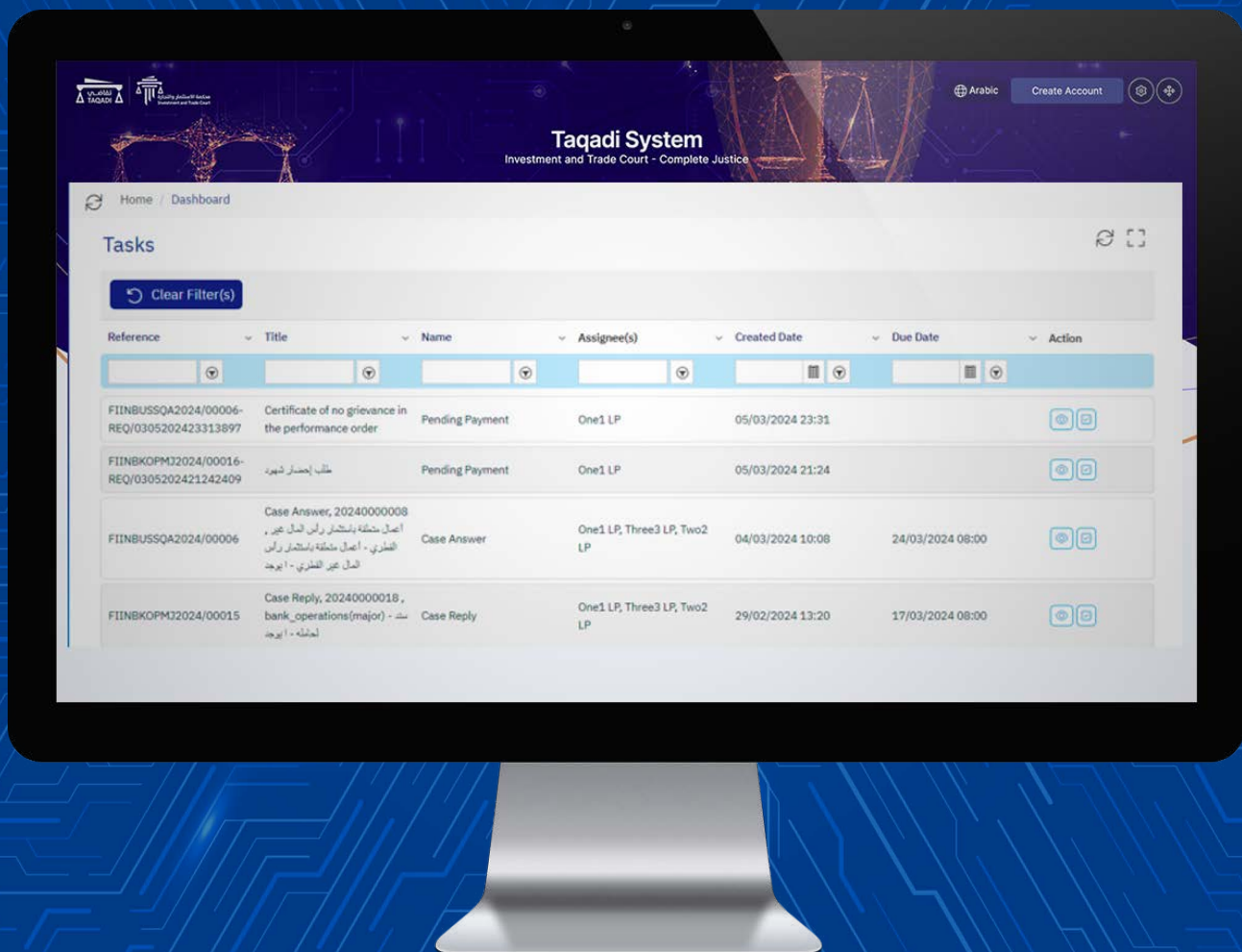
2. Click on the "Sign in with NAS Account" button and follow the steps displayed on the screen, then choose the account type (Lawyer) and complete the account creation information.



It is necessary to add your signature after logging in for the first time. Please consult this manual for the signature values.

CHAPTER 3

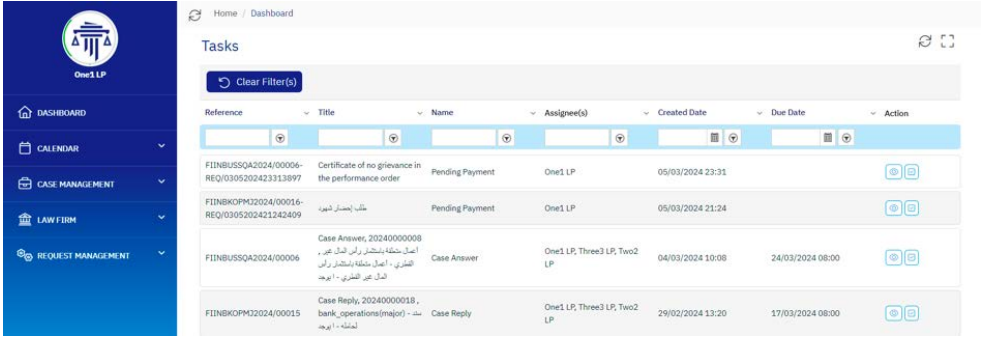
GETTING TO KNOW YOUR ACCOUNT



Chapter 03: GETTING TO KNOW YOUR ACCOUNT

3.1 ALL USERS

After logging into your account, the following page will be displayed.



*Figure 2 –Dashboard

Upon logging into your account, the system will immediately display the task dashboard page, where you can view tasks that require your attention.


3.2 ICONS

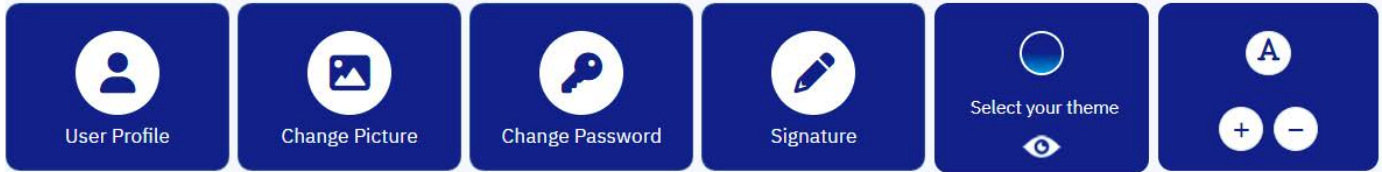
The following table explains the icons that will be displayed to you after logging in to your account:

ICON	DESCRIPTION
	Change language
	Settings displays these options
	Notification (messages/Tasks)
	Resize page
	Sign out
	Hide menu
	Full screen
	Refresh page
	Clear filter from page

*Table 1 - Icons

3.3 ACCOUNT DETAILS

1- Click on  or your picture, the system will be displayed. the following options:



*Figure 3 Account option

2- To view user data and make any necessary edits, click on the designated button. After making the edits, you can save the changes by clicking the "Save" button. Alternatively, if you decide not to make any changes, you can click "Cancel" to return to the dashboard page without saving.

3.4 USER DETAILS

Select "User Information" to access and make any required modifications. Once you have made the necessary changes, click "Save" to apply them. If you opt not to proceed with any modifications, simply click "Cancel" to return to the task dashboard page without saving any changes.

Follow these steps:

1- Click on **"Change Image,"** the following page will be displayed:



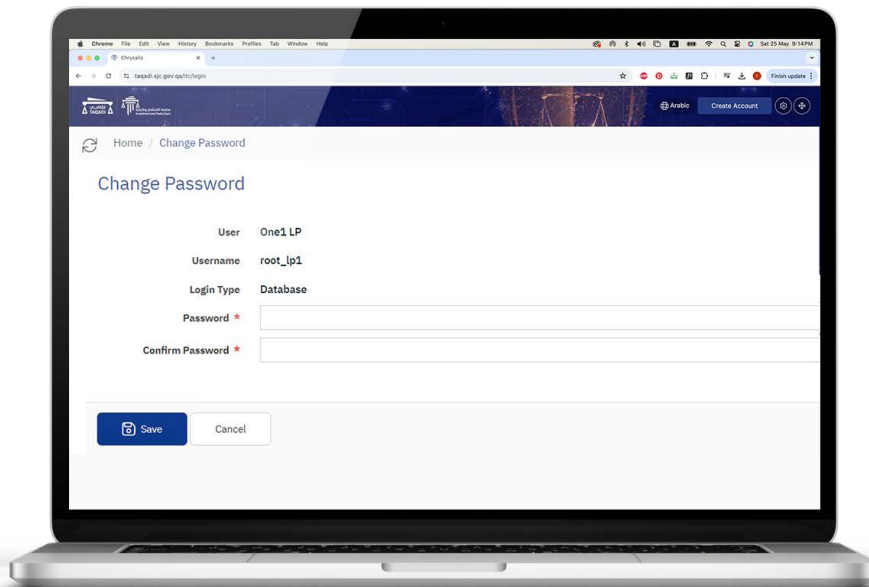
*Figure 4 Change your picture

2- click on  then select your picture and click on Save.

3.5 CHANGE PASSWORD

Follow these steps:

1- Click on **"Change Password,"** the following page will be displayed:



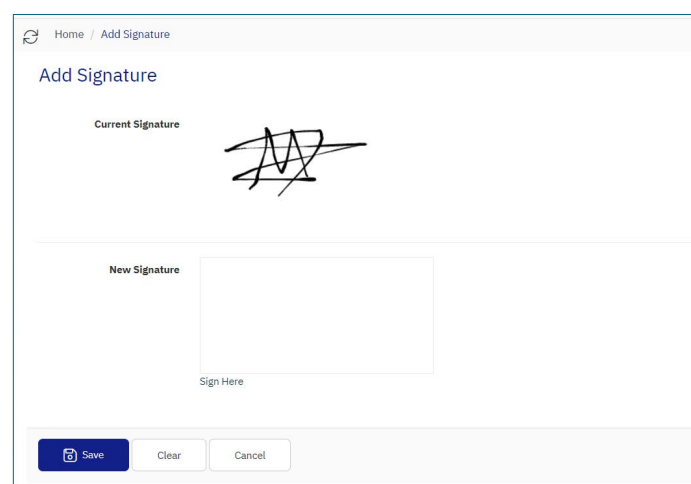
*Figure 5 Change Password

2- Enter the new password, then click "Save" to save the new password.

3.6 SIGNATURE

Follow these steps:

1- Click on **"Signature,"** and the following page will be displayed:



*Figure 6 Change Signature

2- Use your mouse or electronic pen if you have a tablet device or touch screen, then click Save.





You can change the signature by following the same steps above.

3.7 COLOR SELECTION

Follow these steps:

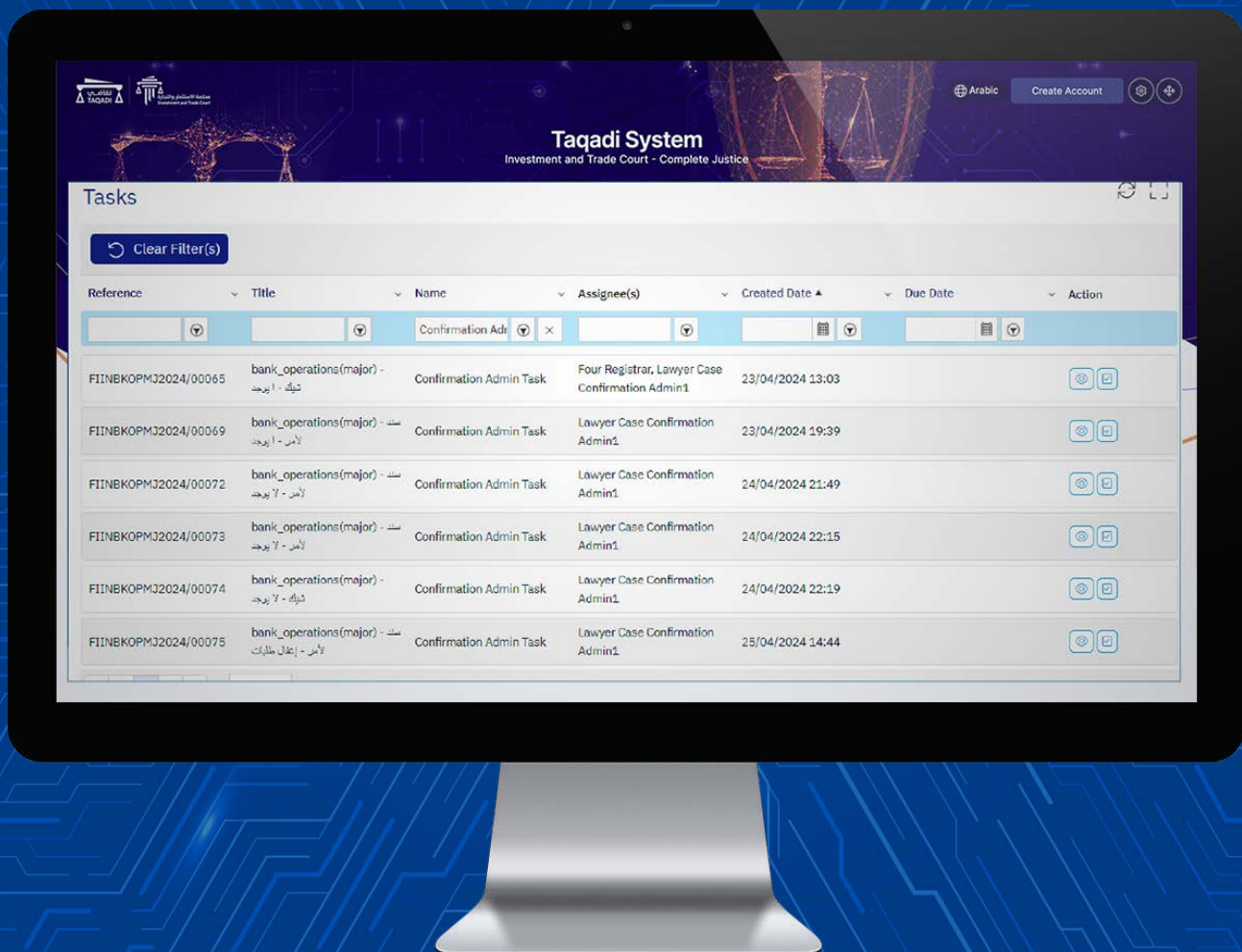
1- Click on "Color Selection" to activate the color-blind mode.

3.8 FONT SIZE CHANGE

Click on icon  ,  to maximize and minimize the text Follow these steps.

CHAPTER 4

GOVERNMENT CASE RELEVANCE















Chapter 04: GOVERNMENT CASE RELEVANCE

Follow these steps:

1- After login to the system the Dashboard will be displayed.

Tasks

Clear Filter(s)

Reference	Title	Name	Assignee(s)	Created Date	Due Date	Action
		Confirmation Adm				
FIINBKOPMJ2024/00065	bank_operations(major) - شيك - ا يوجد	Confirmation Admin Task	Four Registrar, Lawyer Case Confirmation Admin1	23/04/2024 13:03		 
FIINBKOPMJ2024/00069	bank_operations(major) - لأمر - ا يوجد	Confirmation Admin Task	Lawyer Case Confirmation Admin1	23/04/2024 19:39		 
FIINBKOPMJ2024/00072	bank_operations(major) - لأمر - لا يوجد	Confirmation Admin Task	Lawyer Case Confirmation Admin1	24/04/2024 21:49		 
FIINBKOPMJ2024/00073	bank_operations(major) - لأمر - لا يوجد	Confirmation Admin Task	Lawyer Case Confirmation Admin1	24/04/2024 22:15		 
FIINBKOPMJ2024/00074	bank_operations(major) - شيك	Confirmation Admin Task	Lawyer Case Confirmation Admin1	24/04/2024 22:19		 
FIINBKOPMJ2024/00075	bank_operations(major) - لأمر - إغفال طلبات	Confirmation Admin Task	Lawyer Case Confirmation Admin1	25/04/2024 14:44		 

*Figure 8 Dashboard

2- Click on  the below screen will be displayed.

Confirmation Admin Approval Form

Quick Links

CASE SUMMARY

Case No

FIINBKOPMJ2024/00080

Case Title

Ministry of Interior vs Ministry of Energy

Status

Approved

Filed By

Govt Lawyer1

Grand Total Claim and Compensation

500,000,000

Case Number Generated Date

30/04/2024 01:29

Classification

Banks and Finance

Expert

No

Reference No

20240000150

Case Type

المحكمة الابتدائية - منازعات عقود التوريد - شيك - ا يوجد

Case Submission Date

29/04/2024 13:52

Filed By LawFirm

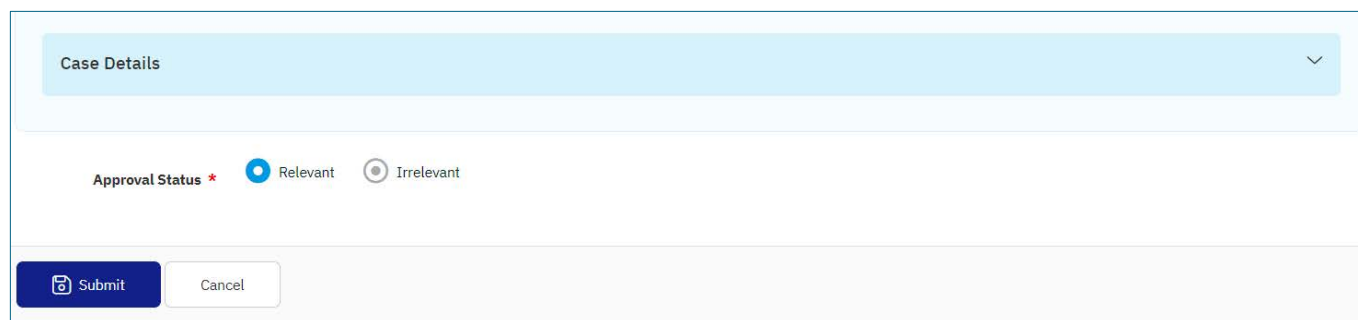
ادارة قضايا الدولة

Department

First Instance Department 1

*Figure 9 Confirmation Admin Approval Form

3- After confirming the case details, scroll down the page.



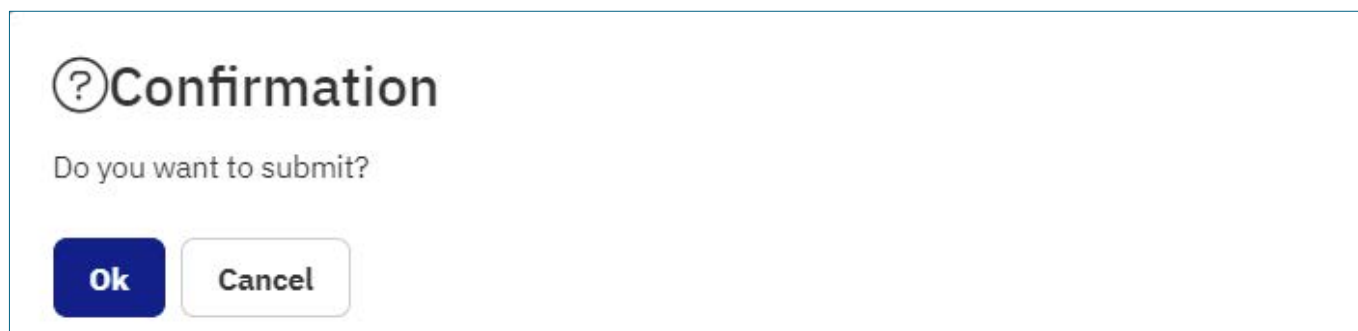
The screenshot shows a form titled "Case Details" with a dropdown arrow on the right. Below the title, there is a section for "Approval Status" with a red asterisk. It contains two radio buttons: "Relevant" (which is selected) and "Irrelevant". At the bottom of the form, there are two buttons: "Submit" (in a dark blue box) and "Cancel" (in a light gray box).

*Figure 10 Case details

4- Choose "Relevant" if the case is associated with government cases. Otherwise, select "Irrelevant."

5- Click on "Submit."

6- The following confirmation message will be displayed.

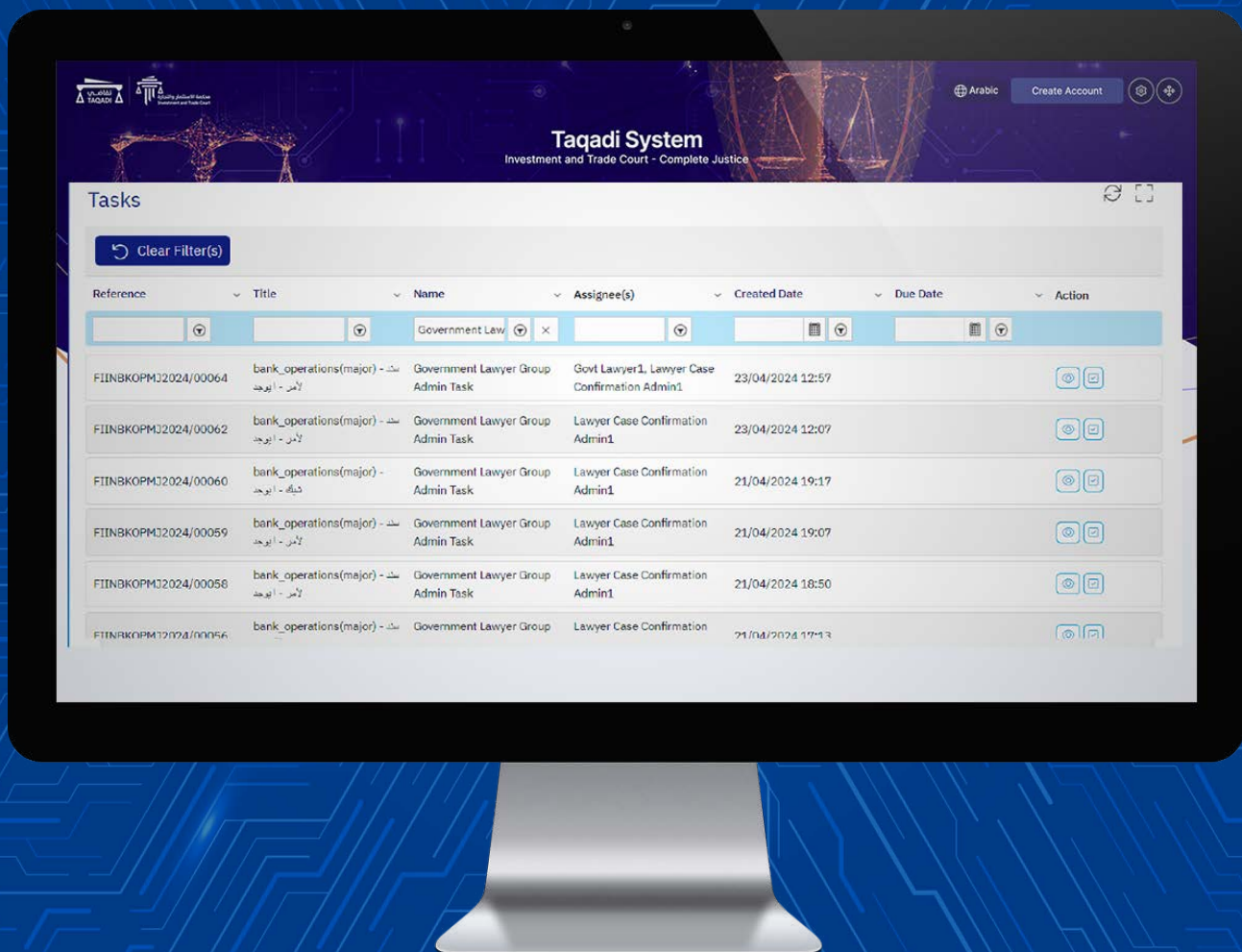


The screenshot shows a confirmation dialog box. It has a title "Confirmation" with a question mark icon. Below the title, it asks "Do you want to submit?". At the bottom, there are two buttons: "Ok" (in a dark blue box) and "Cancel" (in a light gray box).

*Figure 11 confirmation message

CHAPTER 5













ASSIGNING A GOVERNMENT LAWYER



Chapter 05: ASSIGNING A GOVERNMENT LAWYER

Follow these steps:

1- After logging into your account, the following page will be displayed.

Tasks						
Clear Filter(s)						
Reference	Title	Name	Assignee(s)	Created Date	Due Date	Action
FIINBKOPM32024/00064	bank_operations(major) - بند - الامر - ا يوجد	Government Lawyer Group Admin Task	Govt Lawyer1, Lawyer Case Confirmation Admin1	23/04/2024 12:57		 
FIINBKOPM32024/00062	bank_operations(major) - بند - الامر - ا يوجد	Government Lawyer Group Admin Task	Lawyer Case Confirmation Admin1	23/04/2024 12:07		 
FIINBKOPM32024/00060	bank_operations(major) - بند - شيك - ا يوجد	Government Lawyer Group Admin Task	Lawyer Case Confirmation Admin1	21/04/2024 19:17		 
FIINBKOPM32024/00059	bank_operations(major) - بند - الامر - ا يوجد	Government Lawyer Group Admin Task	Lawyer Case Confirmation Admin1	21/04/2024 19:07		 
FIINBKOPM32024/00058	bank_operations(major) - بند - الامر - ا يوجد	Government Lawyer Group Admin Task	Lawyer Case Confirmation Admin1	21/04/2024 18:50		 
FIINBKOPM32024/00056	bank_operations(major) - بند - الامر - ا يوجد	Government Lawyer Group	Lawyer Case Confirmation	21/04/2024 17:13		 

*Figure 12 Dashboard Page

2- Click on , then the following page will be displayed.


Government Lawyer Assignment Form			
Case No FIINBKTRMN2024/00063	ReferenceNo 20240000125	CaseTitle Tamer Abdel Hamid vs Ministry of Labor	Case Type Court of First Instance - Banking Operations - Credit by Acceptance - None
Status Document Exchange	Case Submission Date 04/23/2024 12:21	Filed By One1 LP	Filed By LawFirm root law firm 1
Grand Total Claim and Compensation 0	Department First Instance Department 2	Case Number Generated Date 04/23/2024 12:41	
Classification Banks and Finance	Expert No		
Description	Amount	Postpone	Not Applicable
Case Details			
Government Lawyer * Select One			

*Figure 13 Dashboard page -task detail

3- Upon reviewing the case details, navigate to the dropdown menu located at the bottom of the page. From there, select the lawyer to be assigned to the case.

4- Click on "Submit."

5- The following confirmation message will be displayed.



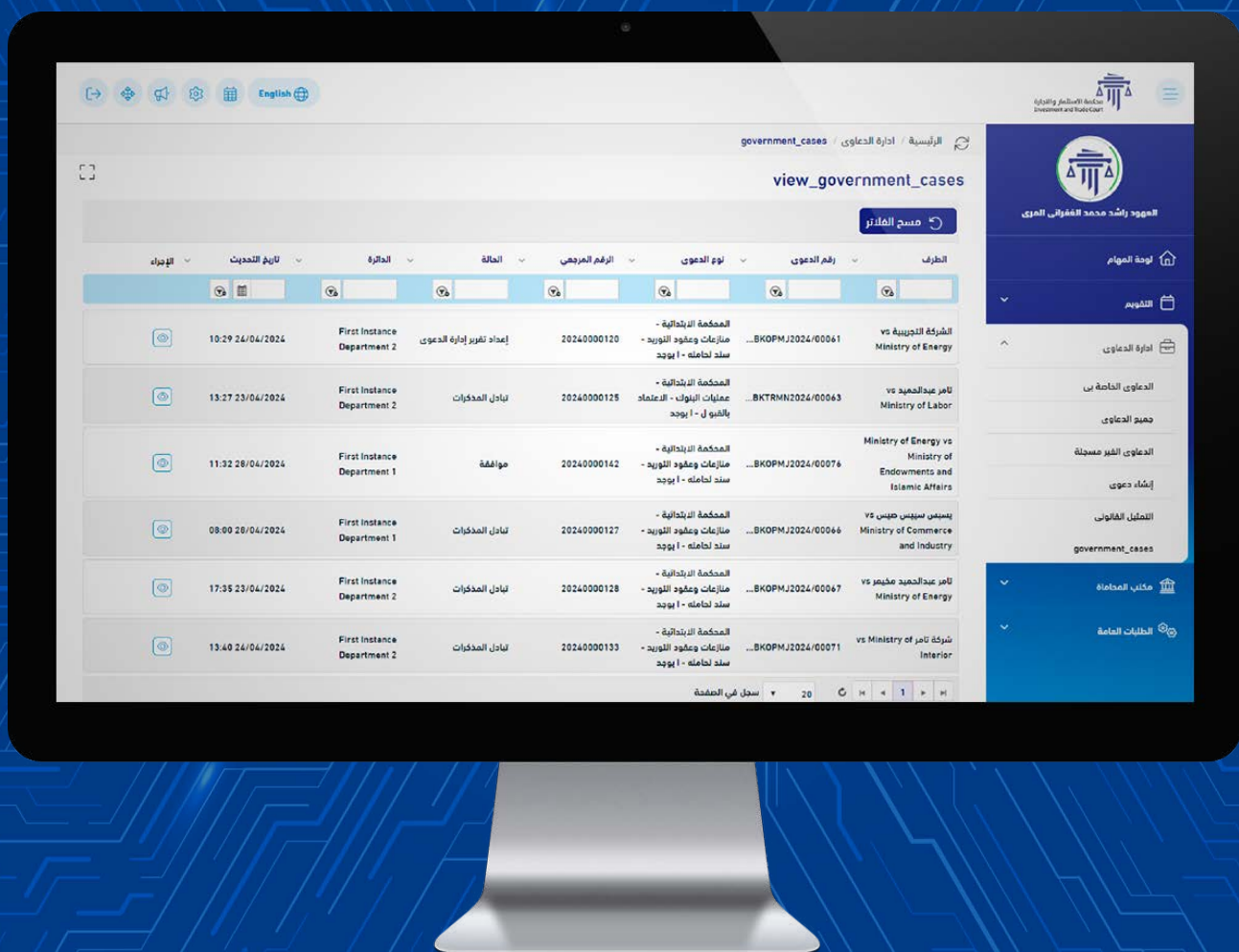
Confirmation

Do you want to submit?

Ok
Cancel

*Figure 14 confirmation message

CHAPTER 6

CHANGING THE ASSIGNED
GOVERNMENT LAWYER

Chapter 06: CHANGING THE ASSIGNED GOVERNMENT LAWYER

Follow these steps:

- 1- After logging into the system, go to the sidebar menu, and click on "Government Cases"
The following page will be displayed.

view_government_cases

Clear Filter(s)

Case Party	Case No	Case Type	ReferenceNo	Status	Department	Updated Date	Action
Pilot Company vs Ministry of Energy	FIINBKOPMJ2024/00...	Court of First Instance - Disputes and Supply Contracts - Bearer Bond - None	20240000120	Prepare case summary	First Instance Department 2	04/24/2024 10:29	
Tamer Abdel Hamid vs Ministry of Labor	FIINBKTRMN2024/0...	Court of First Instance - Banking Operations - Credit by Acceptance - None	20240000125	Document Exchange	First Instance Department 2	04/23/2024 13:27	
Ministry of Energy vs Ministry of Endowments and Islamic Affairs	FIINBKOPMJ2024/00...	Court of First Instance - Disputes and Supply Contracts - Bearer Bond - None	20240000142	Approved	First Instance Department 1	04/28/2024 11:32	
Yessssssss vs Ministry of Commerce and Industry	FIINBKOPMJ2024/00...	Court of First Instance - Disputes and Supply Contracts - Bearer Bond - None	20240000127	Document Exchange	First Instance Department 1	04/28/2024 08:00	

*Figure 15 government cases

- 2- Click on to open the case as follows:

Change Government Lawyer

Case No

FIINBKTRMN2024/00063

ReferenceNo

20240000125

CaseTitle

Tamer Abdel Hamid vs Ministry of Labor

Case Type

Court of First Instance - Banking Operations - Credit by Acceptance - None

Status

Document Exchange

Case Submission Date

04/23/2024 12:21

Filed By

One1 LP

Filed By LawFirm

root law firm 1

Grand Total Claim and Compensation

0

Department

First Instance Department 2

Case Number Generated Date

04/23/2024 12:41

Classification

Banks and Finance

Expert

No

Plaintiffs

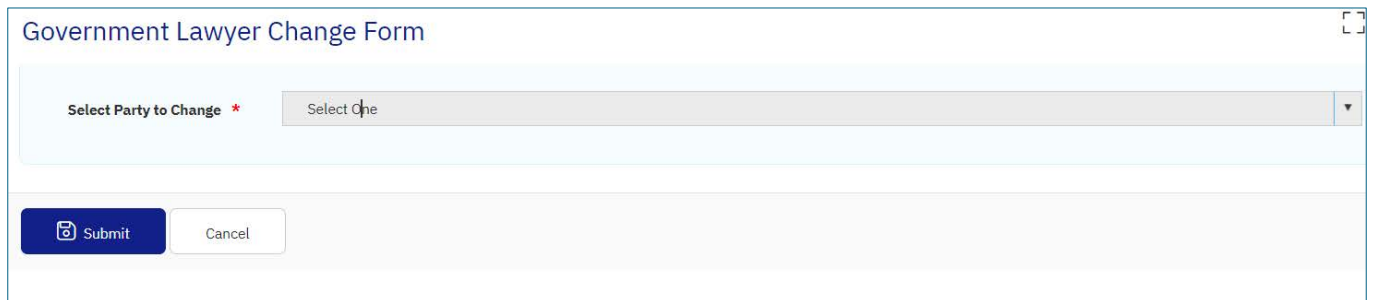
Party Name	Instructing LP
Tamer Abdel Hamid	One1 LP (root Law Firm 1)

Defendants

Party Name	Instructing LP
Ministry of Labor	Four4 LP (root Law Firm 2) Noura Abdel Rahman Ahmed Al-Darwish (State Cases Department)
Ministry of Energy	Govt Lawyer1 (State Cases Department)

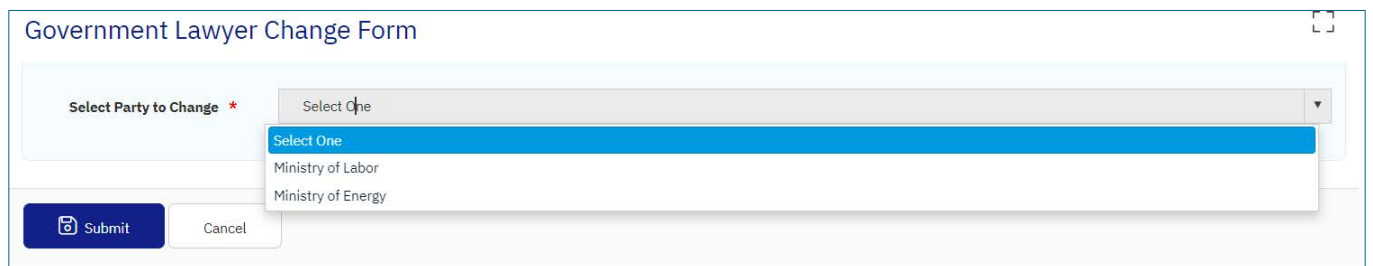
*Figure 16 Case summary information

3- Click on change the lawyer. The following page will be displayed.



*Figure 17 Lawyer section page

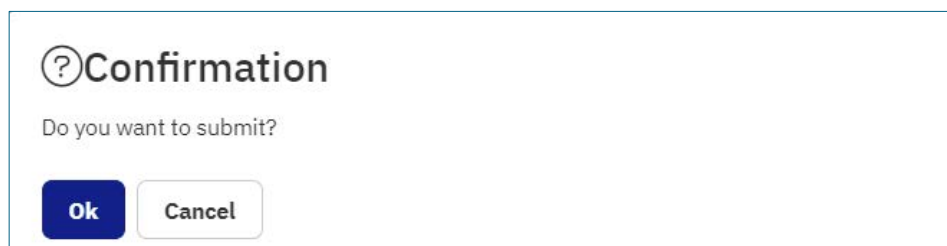
4- From the dropdown menu, choose the lawyer who will be assigned to the Case.



*Figure 18 Lawyer section page

5- Click "Submit."

6- The following confirmation message will be displayed.



*Figure 19 confirmation message



link to the Takadi system

<https://taqadi.sjc.gov.qa/itc>

Contacts and inquiries

Taqadi: taqadi@sjc.gov.qa

