



USER MANUAL GOVERNMENT LAW FIRM



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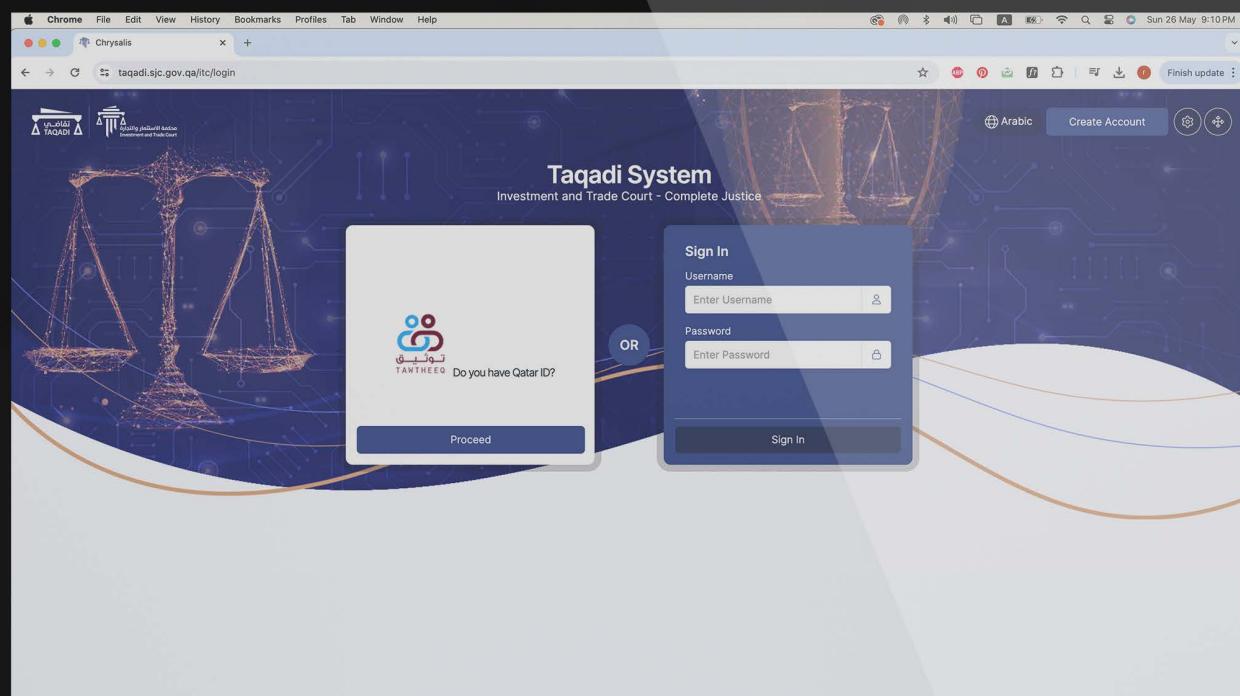
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CHAPTER 1

INTRODUCTION



Chapter 01: INTRODUCTION

1.1 Introduction to The Manual

This manual is designed to provide guidance on the procedures and steps involved in using the TAQADI Investment and Trade Court system.

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



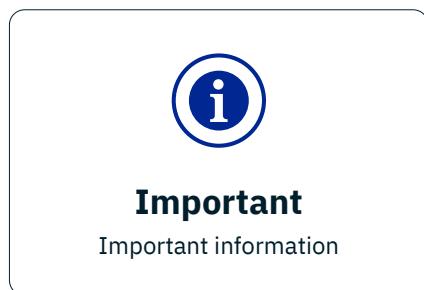
Government Lawyers

1.4 Purpose

The guide illustrates the following for users:

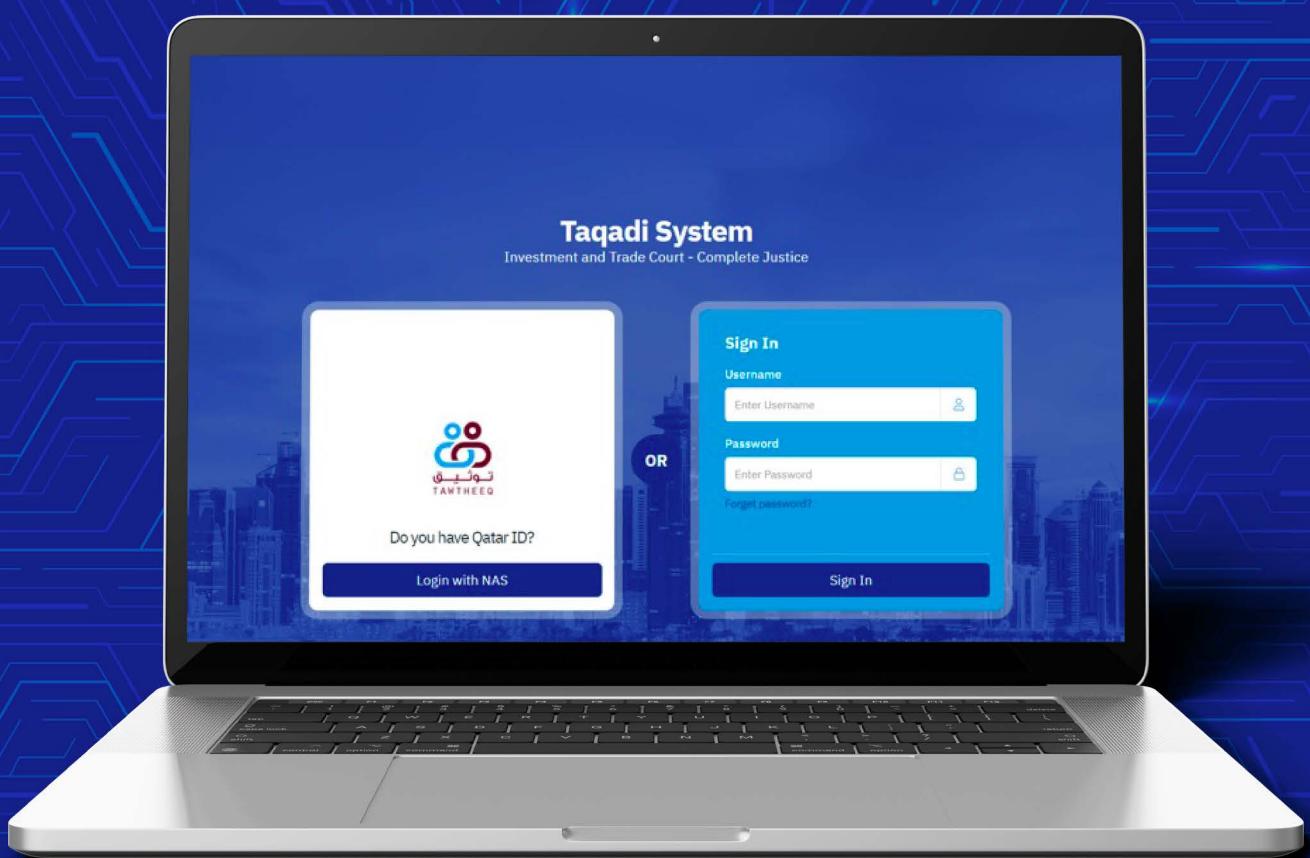


1.5 Icons



CHAPTER 2

LOGIN



Chapter 02: LOGIN

2.1 LOGIN

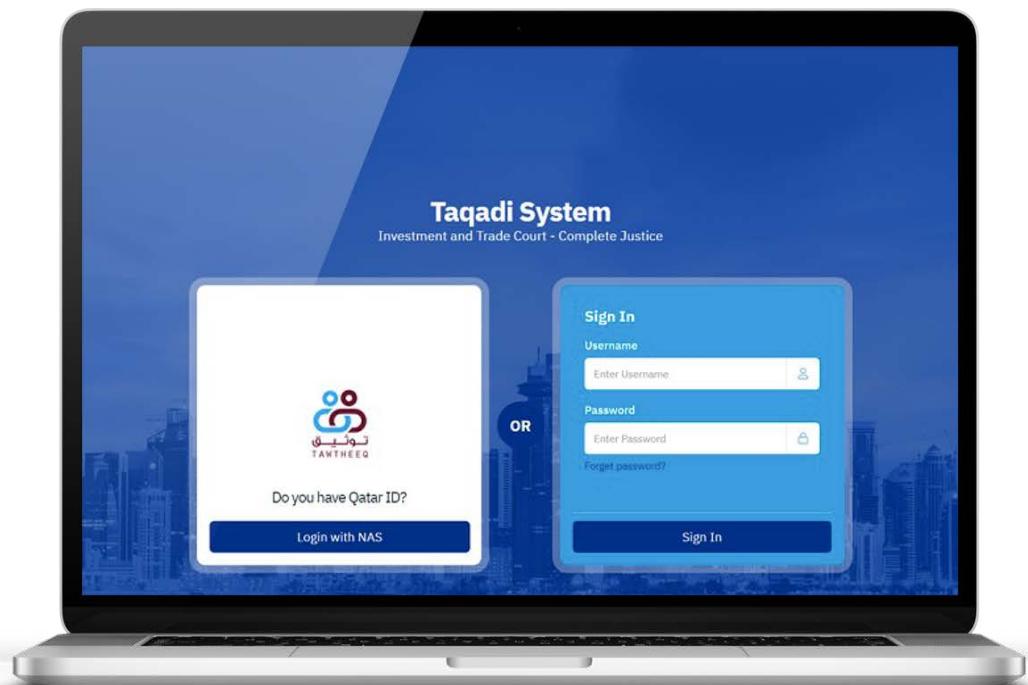
The following steps explain how to log in to your account in TAQADI system for the Investment and Trade Court.



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

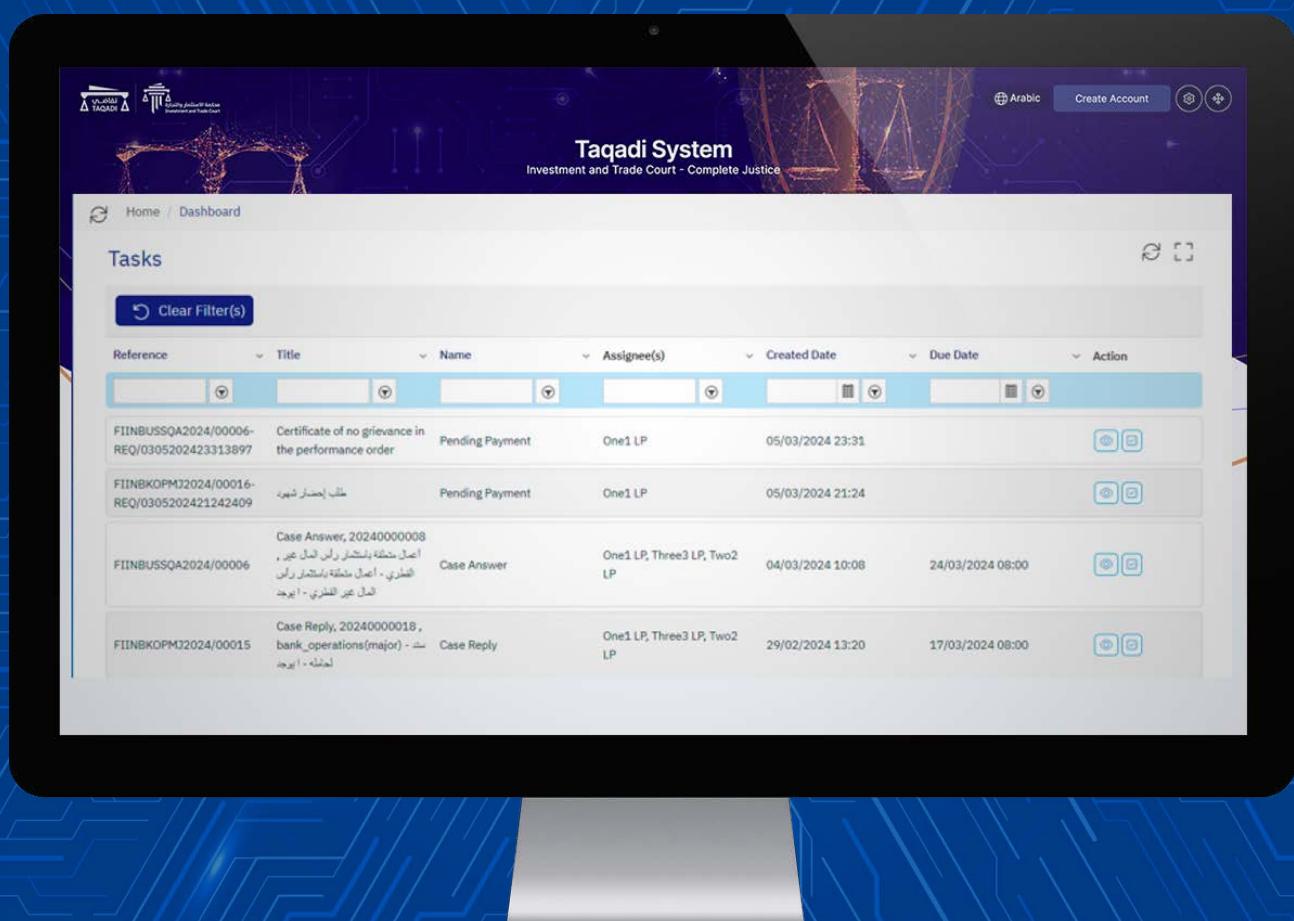
2. **Click on the "Sign in with NAS Account" button and follow the steps displayed on the screen, then choose the account type (Lawyer) and complete the account creation information.**



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

CHAPTER 3

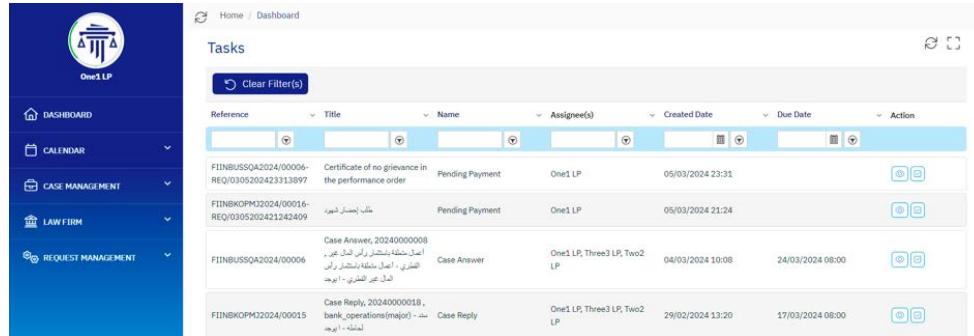
GETTING TO KNOW YOUR ACCOUNT



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

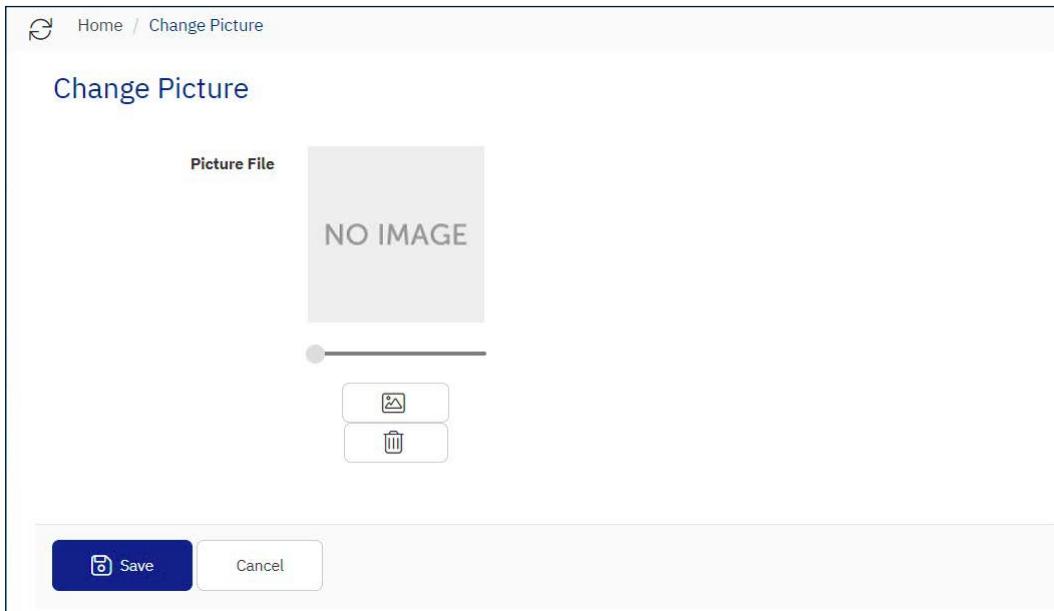
2- To view user data and make any necessary edits, click on the designated button. After making the edits, you can save the changes by clicking the "Save" button. Alternatively, if you decide not to make any changes, you can click "Cancel" to return to the dashboard page without saving.

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:



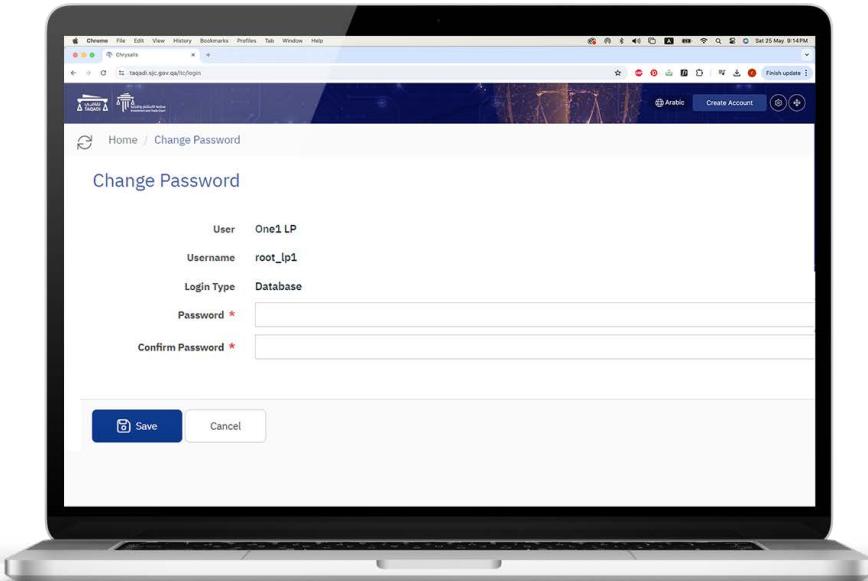
*Figure 4 Change your picture

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:



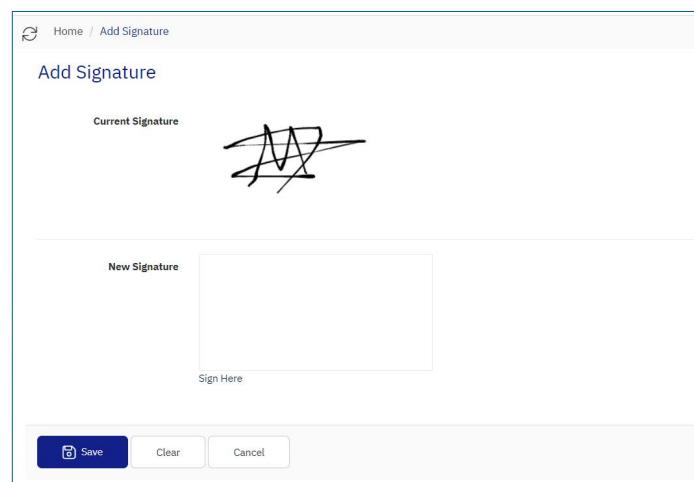
*Figure 5 Change Password

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

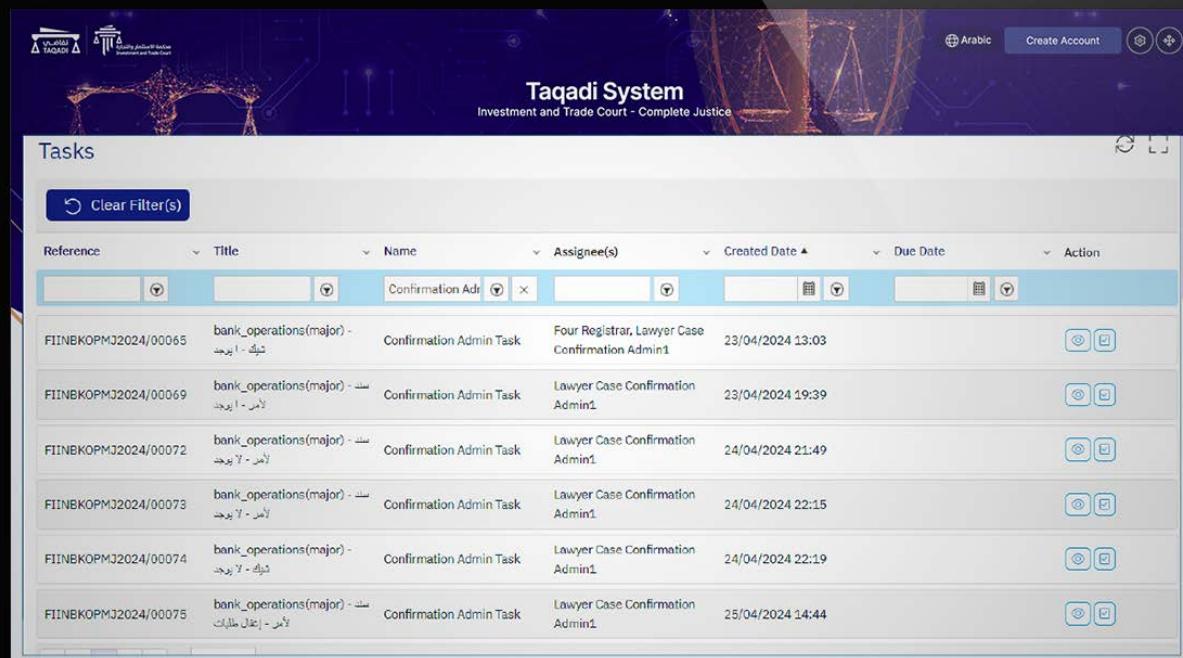
Follow these steps:

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

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

Chapter 04: GOVERNMENT CASE RELEVANCE

Follow these steps:

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

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

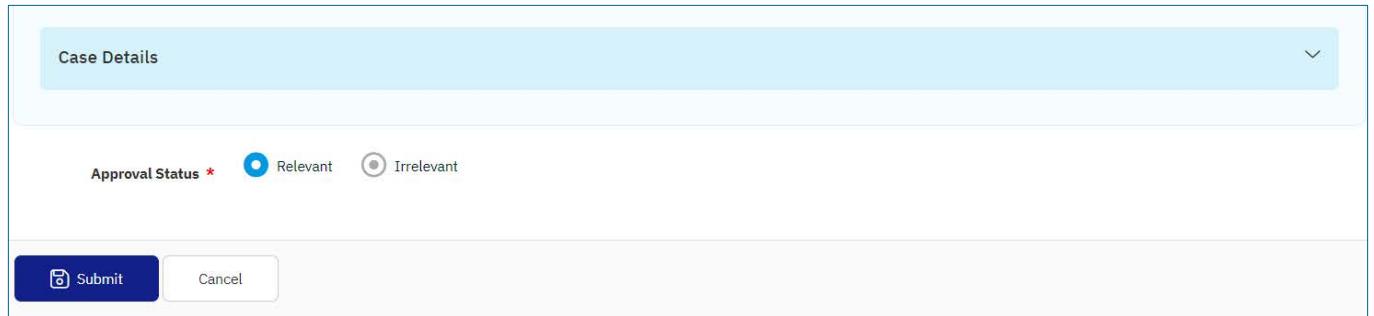
CASE SUMMARY

Case No	Reference No
FIINBKOPMJ2024/00080	20240000150
Case Title	Case Type
Ministry of Interior vs Ministry of Energy	المحكمة الإبتدائية - مطالبات وتعويضات - شيك - لا يوجد
Status	Case Submission Date
Approved	29/04/2024 13:52
Filed By	Filed By LawFirm
Govt Lawyer1	ادارة فحصها الدولة
Grand Total Claim and Compensation	Department
500,000,000	First Instance Department 1
Case Number Generated Date	
30/04/2024 01:29	
Classification	
Banks and Finance	
Expert	
No	

Quick Links

*Figure 9 Confirmation Admin Approval Form

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



Case Details

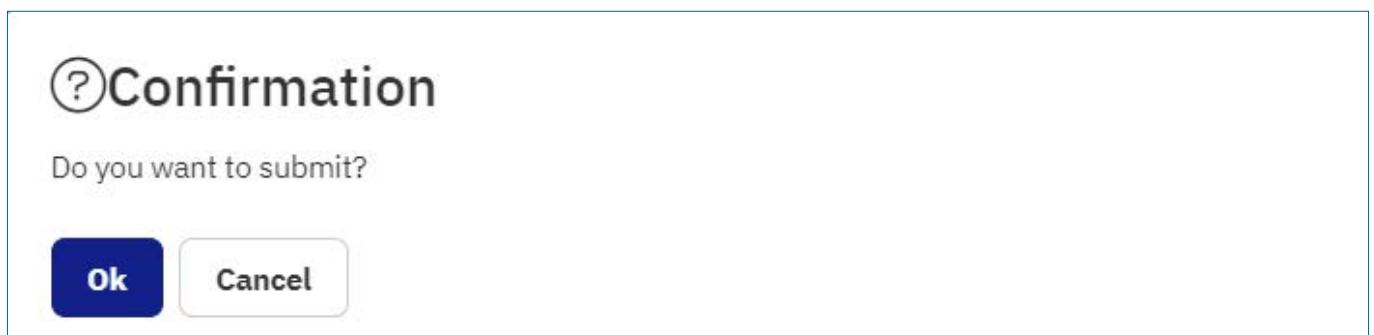
Approval Status * Relevant Irrelevant

*Figure 10 Case details

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

5- Click on "Submit."

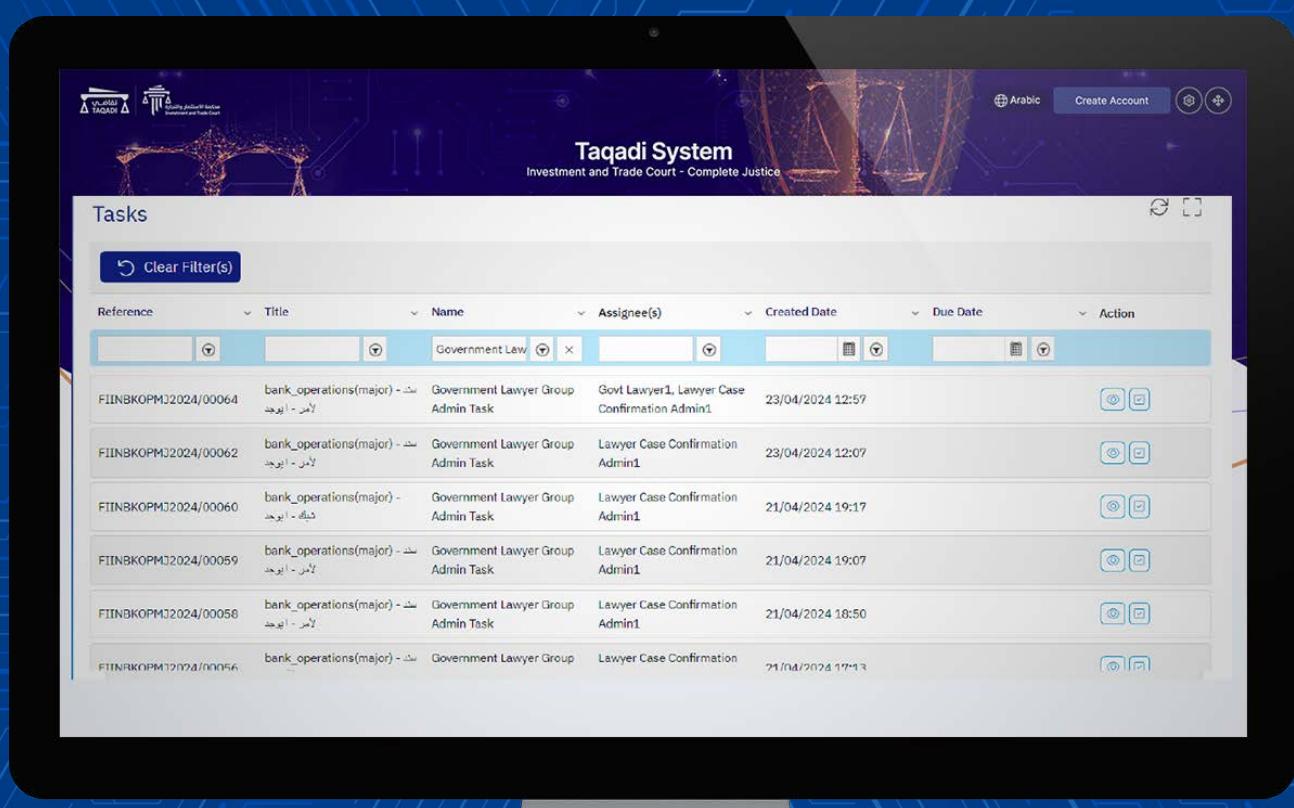
6- The following confirmation message will be displayed.



*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						
Reference	Title	Name	Assignee(s)	Created Date	Due Date	Action
FIINBKOPMJ2024/00064	bank_operations(major) - شئ لآخر - آخر	Government Lawyer Group Admin Task	Govt Lawyer1, Lawyer Case Confirmation Admin1	23/04/2024 12:57		 
FIINBKOPMJ2024/00062	bank_operations(major) - شئ لآخر - آخر	Government Lawyer Group Admin Task	Lawyer Case Confirmation Admin1	23/04/2024 12:07		 
FIINBKOPMJ2024/00060	bank_operations(major) - شئ آخر - آخر	Government Lawyer Group Admin Task	Lawyer Case Confirmation Admin2	21/04/2024 19:17		 
FIINBKOPMJ2024/00059	bank_operations(major) - شئ لآخر - آخر	Government Lawyer Group Admin Task	Lawyer Case Confirmation Admin2	21/04/2024 19:07		 
FIINBKOPMJ2024/00058	bank_operations(major) - شئ لآخر - آخر	Government Lawyer Group Admin Task	Lawyer Case Confirmation Admin2	21/04/2024 18:50		 
FIINBKOPMJ2024/00056	bank_operations(major) - شئ لآخر - آخر	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

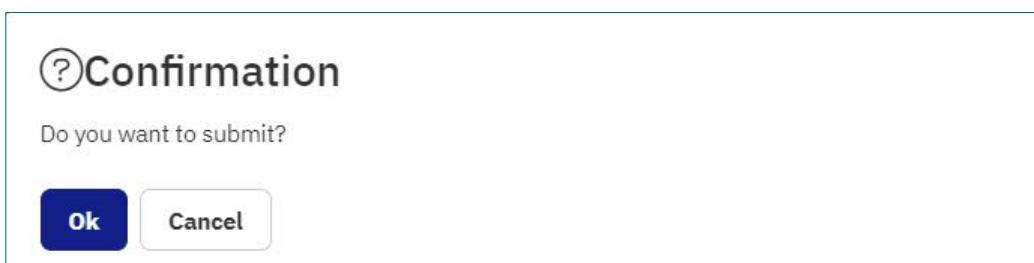
Case No <u>FIINBKTRMN2024/00063</u>	ReferenceNo 20240000125	CaseTitle Tamer Abdel Hamid vs Ministry of Labor	Case Type Court of First Instance - Banking Operations - Credit by Acceptance - None
Status Document Exchange	Case Submission Date 04/23/2024 12:21	Filed By One1 LP	Filed By LawFirm root law firm 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
<p>Case Details</p> <p>Government Lawyer * <input type="button" value="Select One"/></p>			

*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.



*Figure 14 confirmation message

CHAPTER 6

CHANGING THE ASSIGNED GOVERNMENT LAWYER

مسح الملف

المحاجة	تاريخ التحديث	الدائرة	الحالة	الرقم المرجعي	نوع الدعوى	رقم الدعوى	الطرف
10:29 24/04/2024	First Instance Department 2	إبعاد تقرير إدارة الدعوى	20240000120	المحكمة البينية - النيلات ونيلات النيل - سد نيلان - بوجد	BKOPMJ2024/00061	vs الشركة الجوية Ministry of Energy	
13:27 23/04/2024	First Instance Department 2	تبادل المذكرات	20240000125	المحكمة البينية - النيلات ونيلات النيل - العماد - بالنيل - بوجد	BKTRMN2024/00063	لائز عدالجديد Ministry of Labor	
11:32 26/04/2024	First Instance Department 1	موافقة	20240000142	المحكمة البينية - النيلات ونيلات النيل - سد نيلان - بوجد	BKOPMJ2024/00076	Ministry of Energy vs Ministry of Endowments and Islamic Affairs	
09:00 20/04/2024	First Instance Department 1	تبادل المذكرات	20240000127	المحكمة البينية - النيلات ونيلات النيل - سد نيلان - بوجد	BKOPMJ2024/00066	بنك مصر Ministry of Commerce and Industry	
17:35 23/04/2024	First Instance Department 2	تبادل المذكرات	20240000128	المحكمة البينية - النيلات ونيلات النيل - سد نيلان - بوجد	BKOPMJ2024/00067	لائز عدالجديد Ministry of Energy	
13:40 24/04/2024	First Instance Department 2	تبادل المذكرات	20240000133	المحكمة البينية - النيلات ونيلات النيل - سد نيلان - بوجد	BKOPMJ2024/00071	شركة تامر Interior	

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						
<input type="button" value="Clear Filter(s)"/>						
Case Party	Case No	Case Type	ReferenceNo	Status	Department	Updated Date
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
Yessssssssss 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

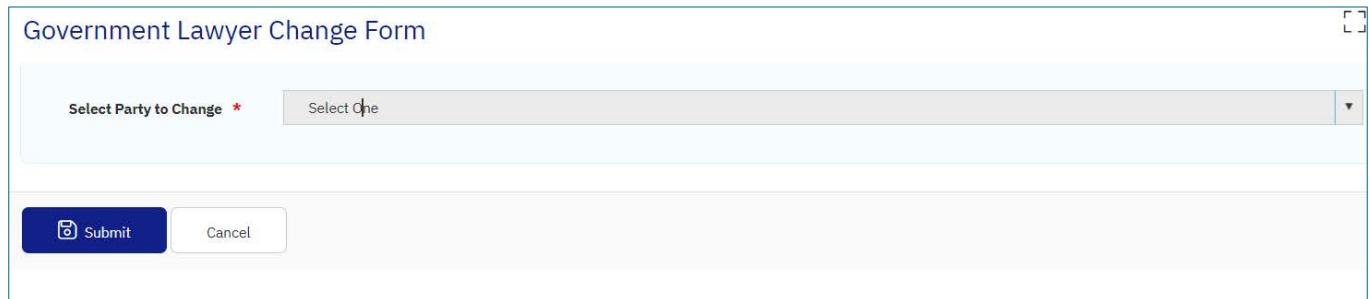
2- Click on  to open the case as follows:

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 <table border="1"> <tr> <td>Party Name Tamer Abdel Hamid</td> <td>Instructing LP One1 LP (root Law Firm 1)</td> </tr> </table>		Party Name Tamer Abdel Hamid	Instructing LP One1 LP (root Law Firm 1)	Defendants <table border="1"> <tr> <td>Party Name Ministry of Labor</td> <td>Instructing LP Four4 LP (root Law Firm 2) Noura Abdel Rahman Ahmed Al-Darwish (State Cases Department)</td> </tr> <tr> <td>Ministry of Energy</td> <td>Govt Lawyer1 (State Cases Department)</td> </tr> </table>		Party Name Ministry of Labor	Instructing LP Four4 LP (root Law Firm 2) Noura Abdel Rahman Ahmed Al-Darwish (State Cases Department)	Ministry of Energy	Govt Lawyer1 (State Cases Department)
Party Name Tamer Abdel Hamid	Instructing LP One1 LP (root Law Firm 1)								
Party Name Ministry of Labor	Instructing LP 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.



Government Lawyer Change Form

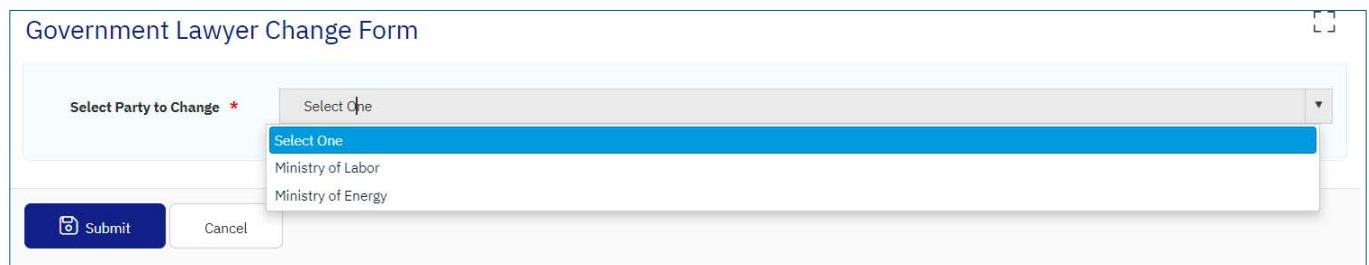
Select Party to Change *

Select One

Submit Cancel

*Figure 17 Lawyer section page

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



Government Lawyer Change Form

Select Party to Change *

Select One

Select One

Ministry of Labor

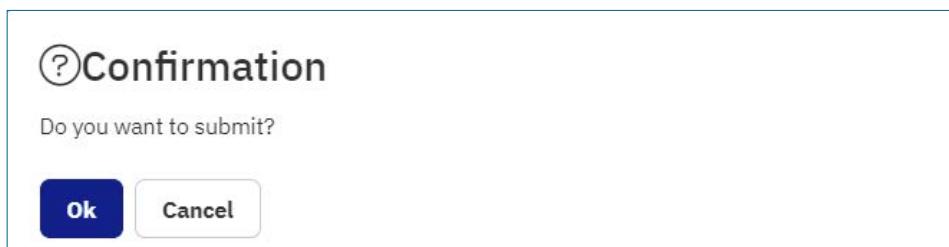
Ministry of Energy

Submit Cancel

*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

