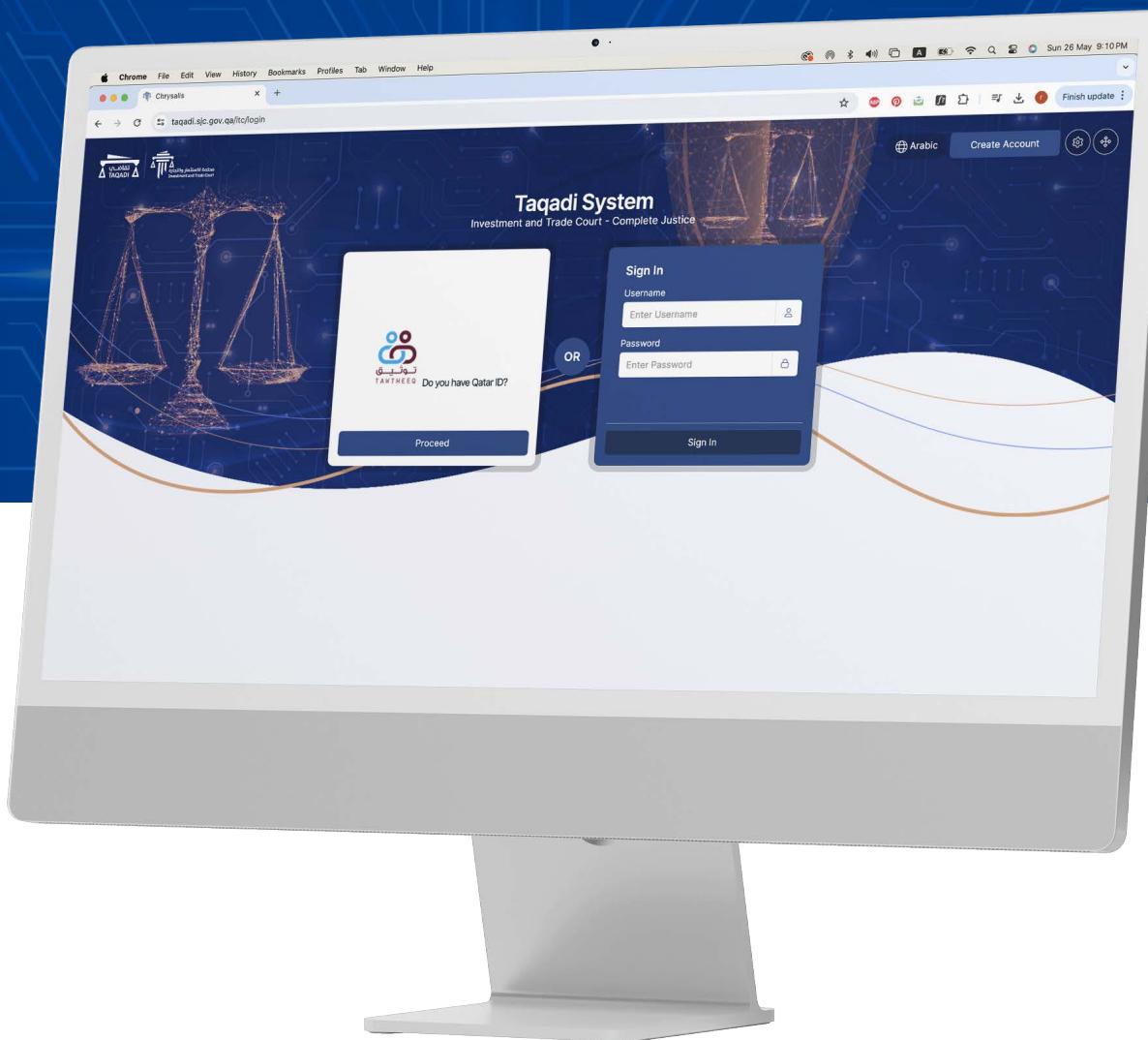




# USER MANUAL

## INDIVIDUAL CASE REGISTRATION



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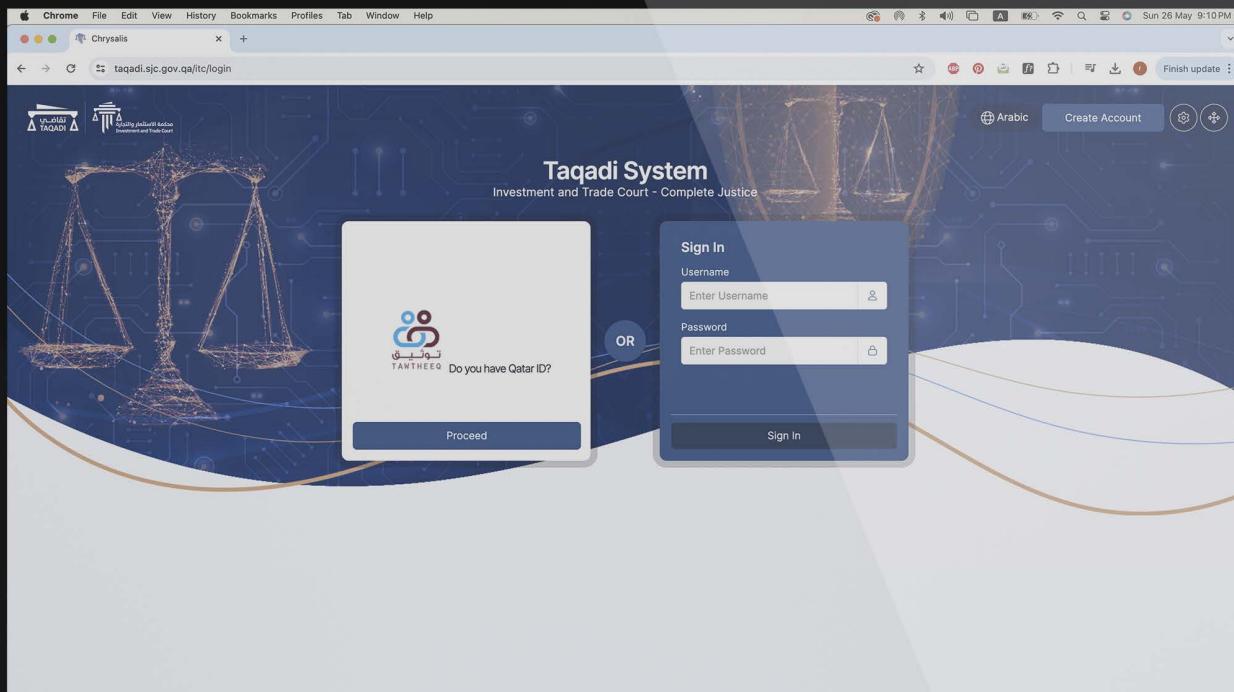
### **Chapter 8 – Legal Representation**

### **Chapter 9 – Additional Options**

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# CHAPTER 1

# INTRODUCTION



# Chapter 01: INTRODUCTION

## 1.1 Introduction to The Manual

This user manual aims to explain the steps related to the workflow in the Investment and Trade Court (Taqadi) system.

TAQADI System is an integrated electronic platform available via the internet. The system contributes to providing electronic dispute resolution services that achieve benefits for judges, lawyers, litigants, and other judicial bodies by enhancing the use of information disclosure policies and increasing the effectiveness of judicial oversight over judicial work and system employees by providing them with the opportunity for real-time monitoring of case progress through periodic, continuous, detailed reports while maintaining information security.

TAQADI also provides direct benefits to litigants in terms of the speed and accuracy of case resolution by reducing procedures and adopting the latest methods and transparency, public hearings, reducing litigation expenses such as travel expenses, and speeding up and facilitating research and inquiry into cases. It also provides other benefits to lawyers, such as simplifying legal procedures, facilitating the exchange of memos, exchange of documents, hearings, receiving copies of judgments, objecting to them before the highest court, attending via visual communication means, reducing distances, addressing conflicts of session times in different courts, and requests for adjournment, as well as providing features for judges, the most important of which include expediting the case in the shortest possible time and improving the quality of services.



## 1.2 REQUIREMENTS

Make sure to allow pop-ups in your web browser. The steps to enable pop-up windows may vary depending on your browser; refer to your browser's user manual to learn how to enable pop-up windows.

## 1.3 Users

- Individuals

## 1.4 Purpose

The guide illustrates the following for users:



Responding to court inquiries



Legal representation



Case registration



Adding a lawyer



Memo exchange



Payment



Non-related requests case



related requests case



Removing a lawyer



Document packaging



Saving a copy of the file

## 1.5 Icons



**Important**

Important information



**A Tip**

Provides good-to-know information

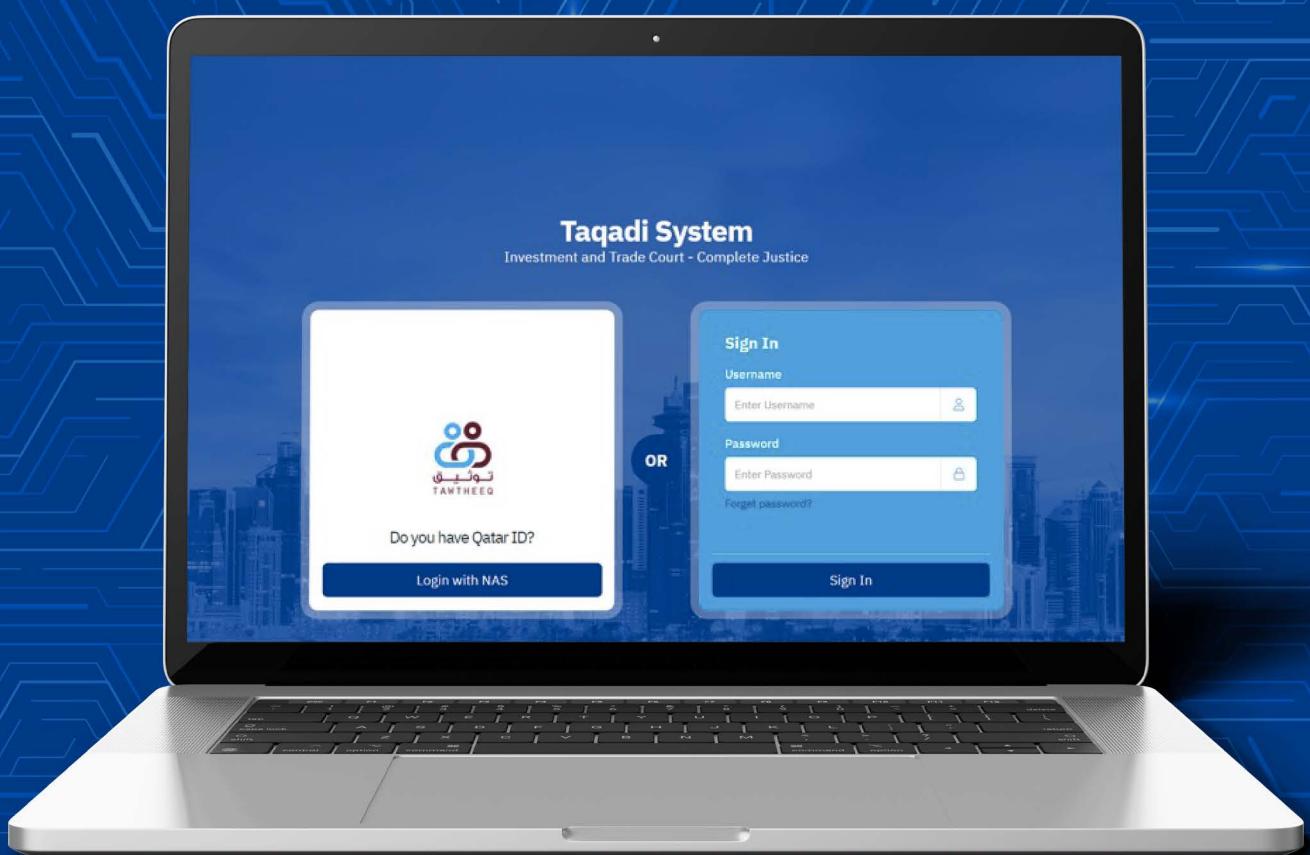


**A Warning**

Refers to information that may be critical

# CHAPTER 2

# LOGIN



## Chapter 02: LOGIN

### 2.1 LOGIN

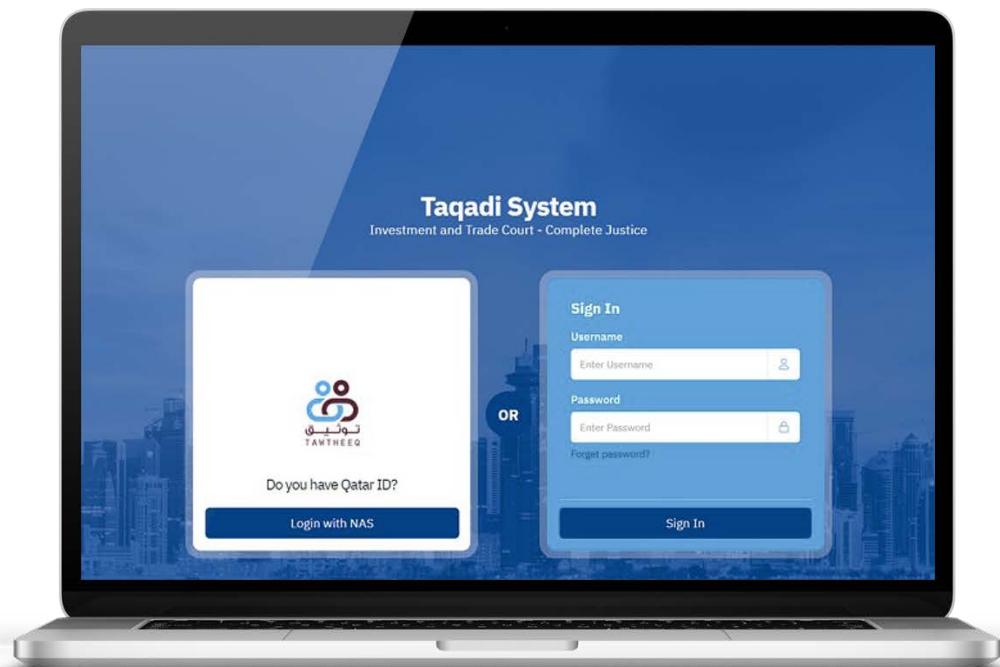
The following steps explain how to log in to your account in TAQADI system for the Investment and Trade Court.



You must have a registered and activated account in the National Authentication System (NAS) in order 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 appear: (<https://taqadi.sjc.gov.qa/itc> )**



\*Figure 1 – Log in Page

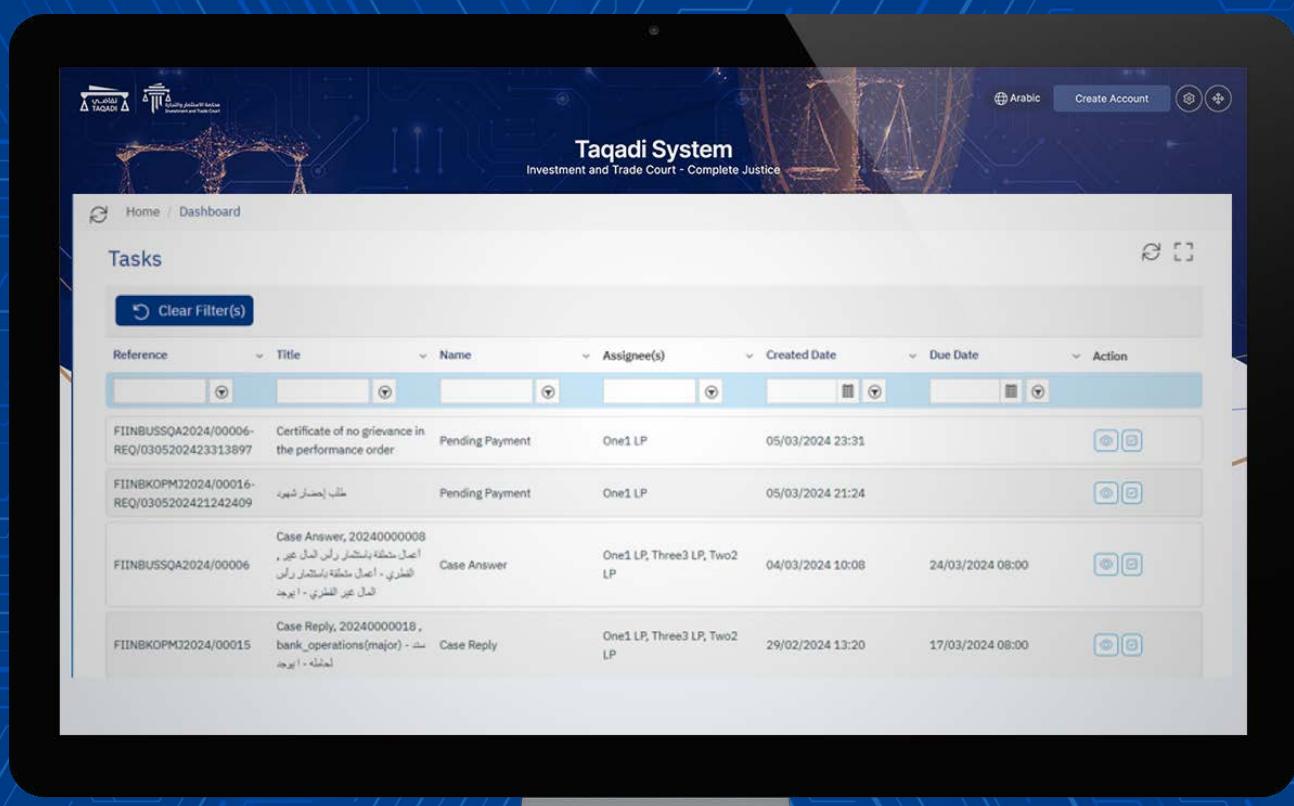
- 2. Click on the "Sign in with NAS Account" button and follow the steps displayed on the screen, then choose the account type (Lawyer) and complete the account creation information.**



You will complete your account information the first time you log in, and afterwards you will not be asked to do this step again.

## CHAPTER 3

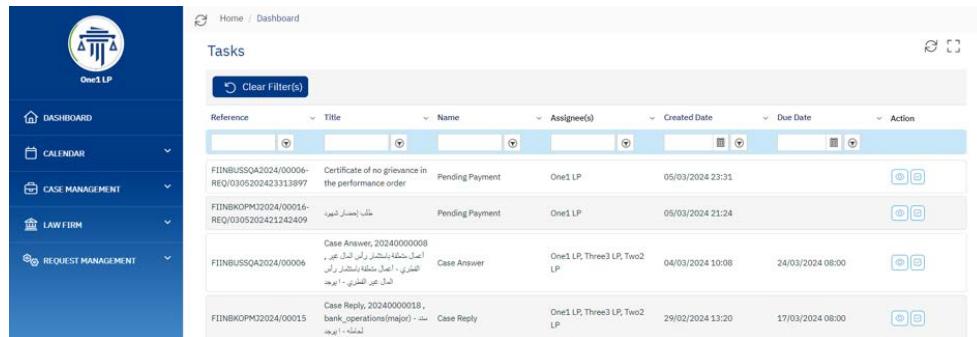
## GETTING TO KNOW YOUR ACCOUNT



## Chapter 03: GETTING TO KNOW YOUR ACCOUNT

### 3.1 ALL USERS

After logging into your account, the following page will appear:



\*Figure 2 –Dashboard



When you log into your account, the system will directly display the task dashboard page, which shows the tasks that require your action.

### 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)  Click a button to show messages here. This blank page message helps protect your privacy, or you can show the first message here automatically.
	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

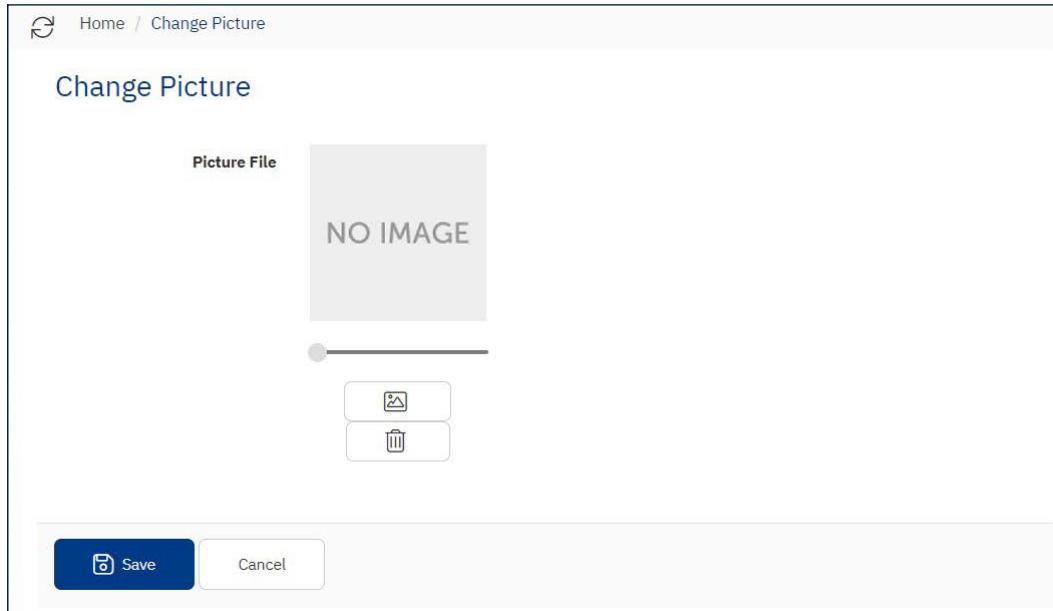
2- Click to view user data and make necessary edits, then click save or click cancel to return to the dashboard page without making any changes.

### 3.4 USER DETAILS

Click on "User Information" and make the necessary modifications, then click "Save" or click "Cancel" to return to the task dashboard page without making any changes.

**Follow these steps:**

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



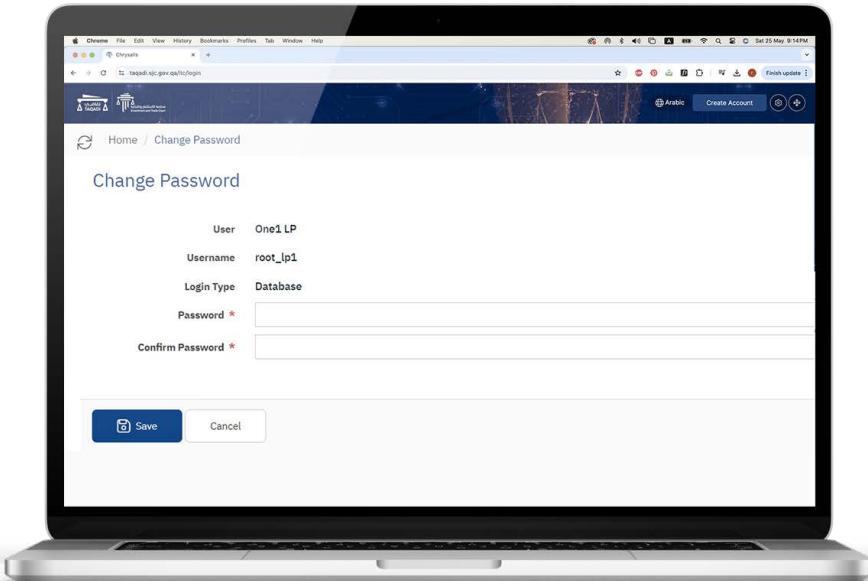
\*Figure 4 Change your picture

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:



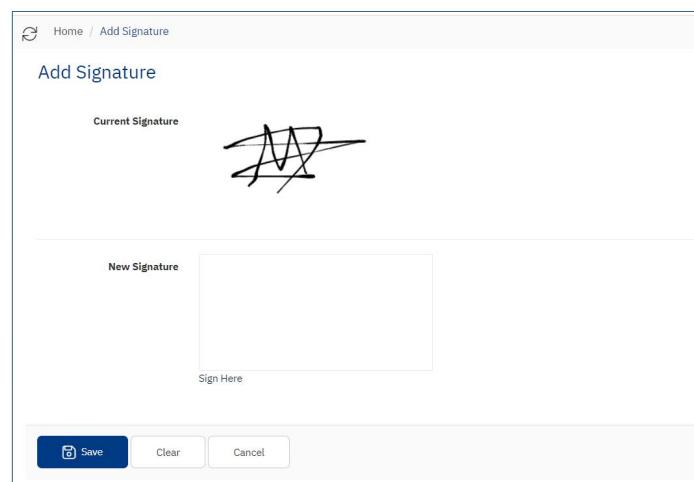
\*Figure 5 Change Password

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:

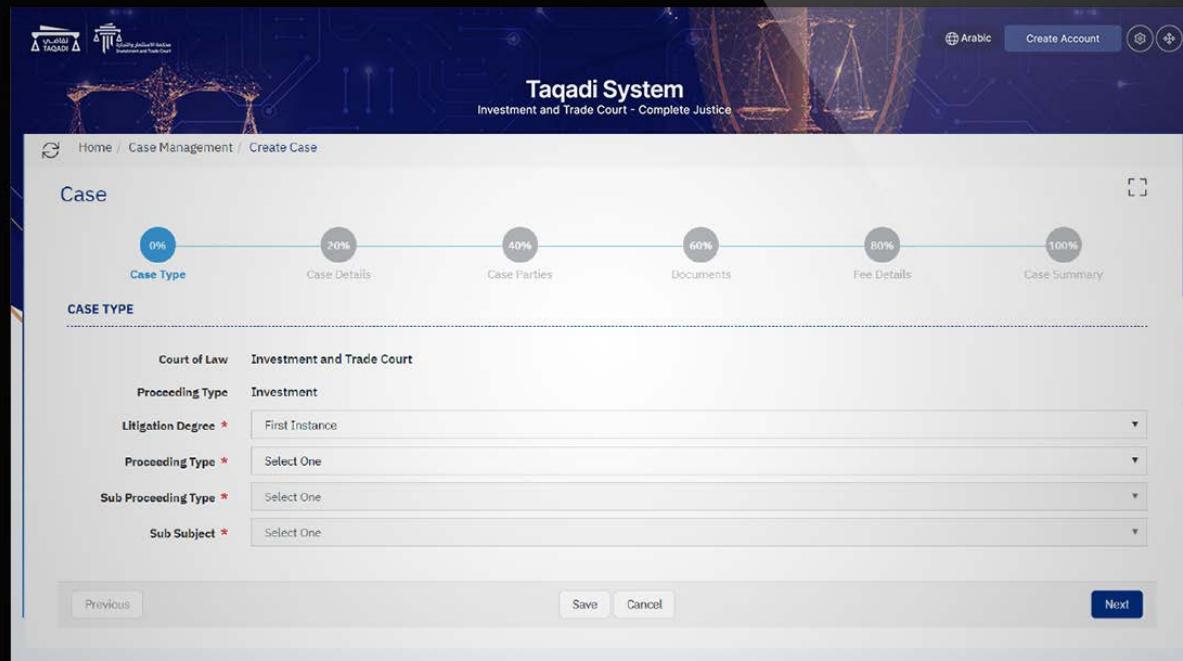
1- Click on "Color Selection" to activate the color-blind mode.

### 3.8 FONT SIZE CHANGE

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

# CHAPTER 4

# CASE MANAGEMENT



The screenshot shows the 'Case' creation process in the Taqadi System. The progress bar at the top indicates the current step is 'Case Type' (0%), followed by 'Case Details' (20%), 'Case Parties' (40%), 'Documents' (60%), 'Fee Details' (80%), and 'Case Summary' (100%).

**CASE TYPE**

Court of Law	Investment and Trade Court
Proceeding Type	Investment
Litigation Degree *	First Instance
Proceeding Type *	Select One
Sub Proceeding Type *	Select One
Sub Subject *	Select One

Buttons at the bottom: Previous, Save, Cancel, Next

## Chapter 04: CASE MANAGEMENT

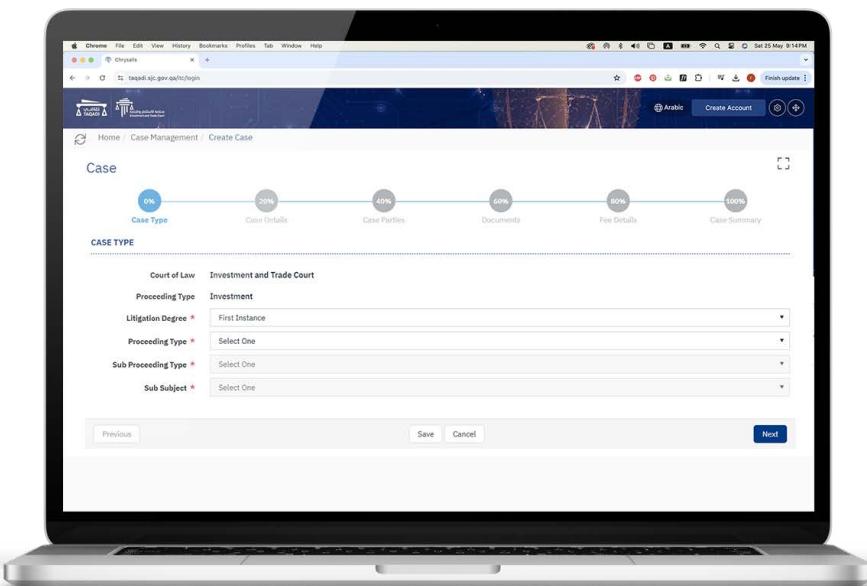
### 1. Case Creation



Company can only file a First Instance and Enforcement cases.

Follow these steps:

Go to Case Management – Create Case, the following page will be displayed.



\*Figure 8 Create Case



You can save case filing request as a draft to complete it later.  
To go to the draft request, go to Case Management – Draft Cases.

Enter the relevant details, then click on "Next", and the following page will be displayed

Case

0% Case Type 20% Case Details 40% Case Parties 60% Documents 80% Fee Details 100% Case Summary

**CASE DETAILS**

File By: الشركة التجارية للمقاولات

Litigant Reference No:

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

**CLAIM AMOUNT**

Integer \*: 0

Decimal \*: 0

Total Claim(QAR):

Total Claim In Text:   
Amount in word

**COMPENSATION AMOUNT**

**Integer**

**Decimal**

**Total Compensation(QAR)**

**Total Compensation In Text**

Amount in word

**GRAND TOTAL CLAIM AND COMPENSATION**

**Total Amount(QAR)**

**Total Amount In Text**

Amount in word

Previous


Next

Quick Links
↑

Enter the information on the above page, then click "Next", and the following page will be displayed.

Home / Case Management / Create Case
Case
0%
20%
40%
60%
80%
100%

**CASE PARTIES**

Name	Category	Type	Priority	Updated Date	Action
الشركة الوطنية للتجارة و المغارات	Company	Plaintiff	1	06/03/2024 23:53	<input type="button" value="Edit"/>

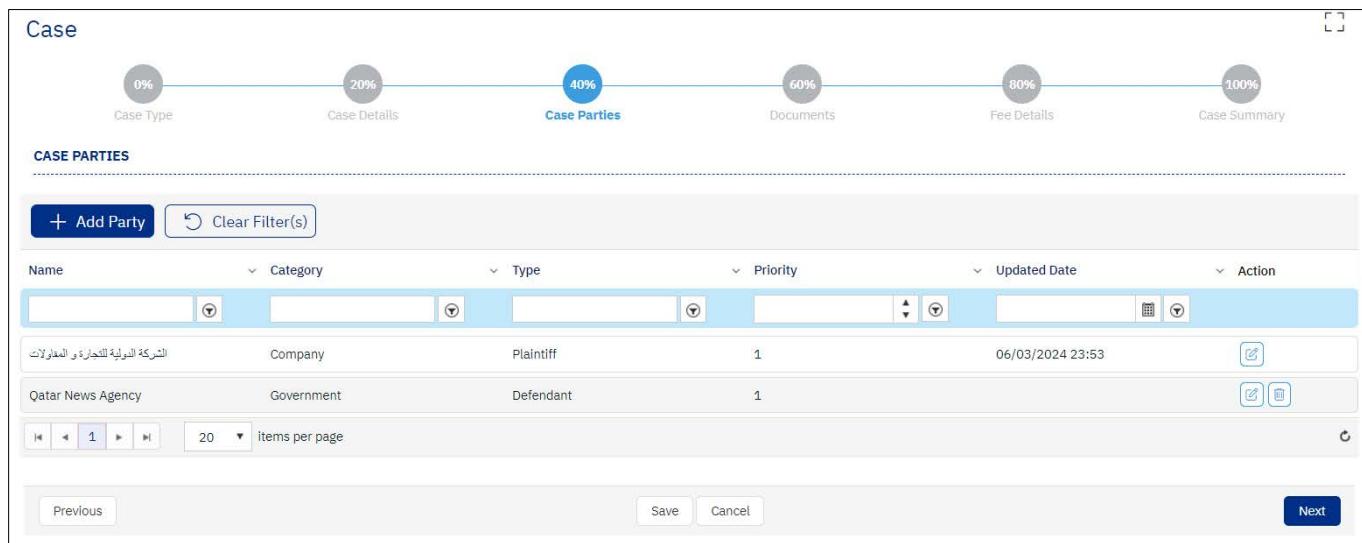
Items per page:
20

Previous


Next

\*Figure 11 Case detail – Parties

You will be added directly as a party to the case. To add another party, click on Add Party and complete the relevant information then click on Next.



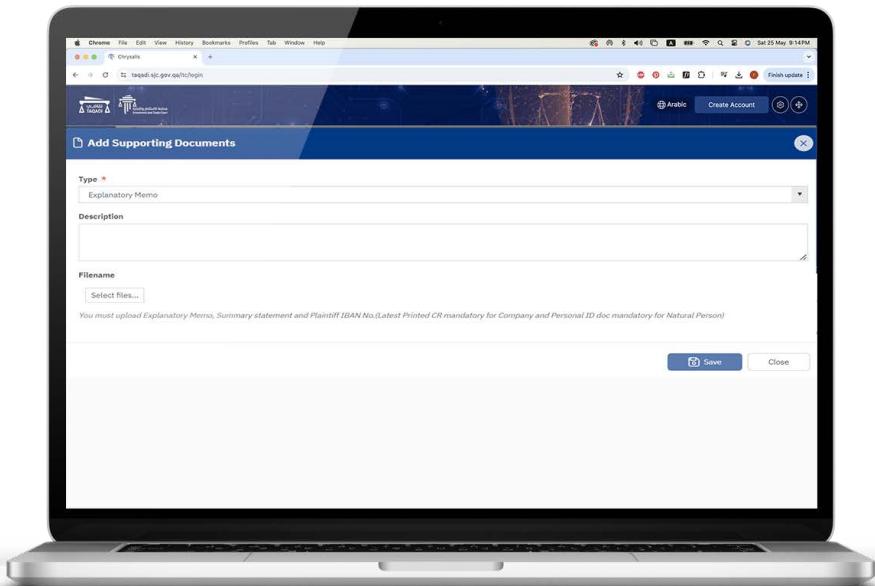
The screenshot shows the 'Case' interface with a progress bar at the top. The 'Case Parties' step is highlighted at 40% completion. Below the progress bar, there is a table titled 'CASE PARTIES' with columns for Name, Category, Type, Priority, Updated Date, and Action. The table lists two parties: 'الشركة التجارية للمقاولات' (Company) as Plaintiff and 'Qatar News Agency' (Government) as Defendant. The 'Action' column for the Plaintiff shows icons for edit and delete. The table includes a header with sorting and filtering options, and a footer with pagination (1-20) and a 'items per page' dropdown.

\*Figure 9 add case party



- You can delete party information by clicking on .
- If you want to change the order of the parties, you can click on  the icon, then rearrange the party order.

Click on  to upload the case document, the following window will be displayed.



\*Figure 10 – Upload Document

Select the document Type from the dropdown then click on Select Files.

Case

0% 20% 40% 60% 80% 100%

Case Type Case Details Case Parties Documents Fee Details Case Summary

**DOCUMENTS**

+ Add Document Clear Filter(s)

Filename	Type	Description	Uploaded By	Uploaded Date	Action
الملخص.pdf	Explanatory Memo	الشركة الدولية للتجارة والملاحة		06/03/2024 23:58	

Items per page: 20

Please upload mandatory documents.

Previous Save Cancel Next

\*Figure 11 - Upload document



All documents uploaded in the case are placed in one location under the documents section in the case.

Complete uploading the remaining documents, then click "Next", the following page will be displayed:

Case

0% 20% 40% 60% 80% 100%

Case Type Case Details Case Parties Documents Fee Details Case Summary

**FEES DETAILS**

Description	Amount
Case Registration Fee	3000
<b>Total Amount</b>	<b>3000</b>

Previous Save Cancel Next

\*Figure 12 - Upload document

Click "Next," the summary page will be displayed.



The page displays a progress bar at the top with six stages: Case Type (0%), Case Details (20%), Case Parties (40%), Documents (60%), Fee Details (80%), and Case Summary (100%). Below the progress bar is a section titled 'CASE SUMMARY' containing the following data:

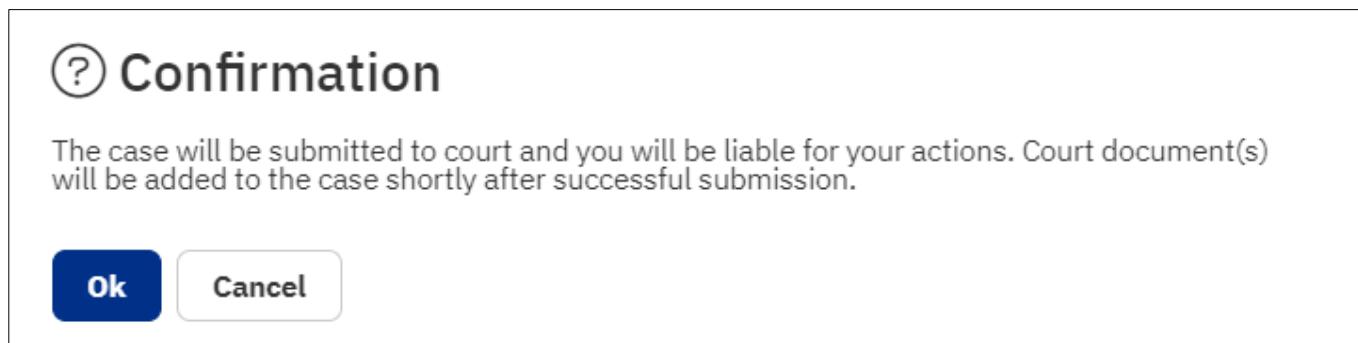
Case No	Reference No
Case Title	Case Type المحكمة الإبتدائية - مدارك عات وعند التوريد - سند لحاملا - ا يوجد
Status	Case Submission Date
Draft	Filed By Law Firm
Filed By الشركة الدولية للتجارة و المقاولات	Department
Grand Total Claim and Compensation 0	
Classification Banks and Finance	

\*Figure 13 - Case summary



You can click on  to expand/collapse all to review the details in each section

Review the details in the summary. You can go back to the relevant page to make any necessary edits, if needed, or click "Submit". A confirmation 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**

\*Figure 14 - Confirmation message

Click on Cancel if you want to make other edits or click on Ok, the following page will be displayed.

First Instance of Qatar		Transaction Receipt	
Office Reference Number :		Reference No :	20240000031
Law Firm Name :	root Law Firm 1	Receipt Date :	06/03/2024 20:36
Name of Legal Practitioner :	One1 LP		
QTY	DESCRIPTION	PRICE	SUBTOTAL
1	Case Registration Fee	3000.0	3000.0
Total-[QAR]			<b>3000.0</b>

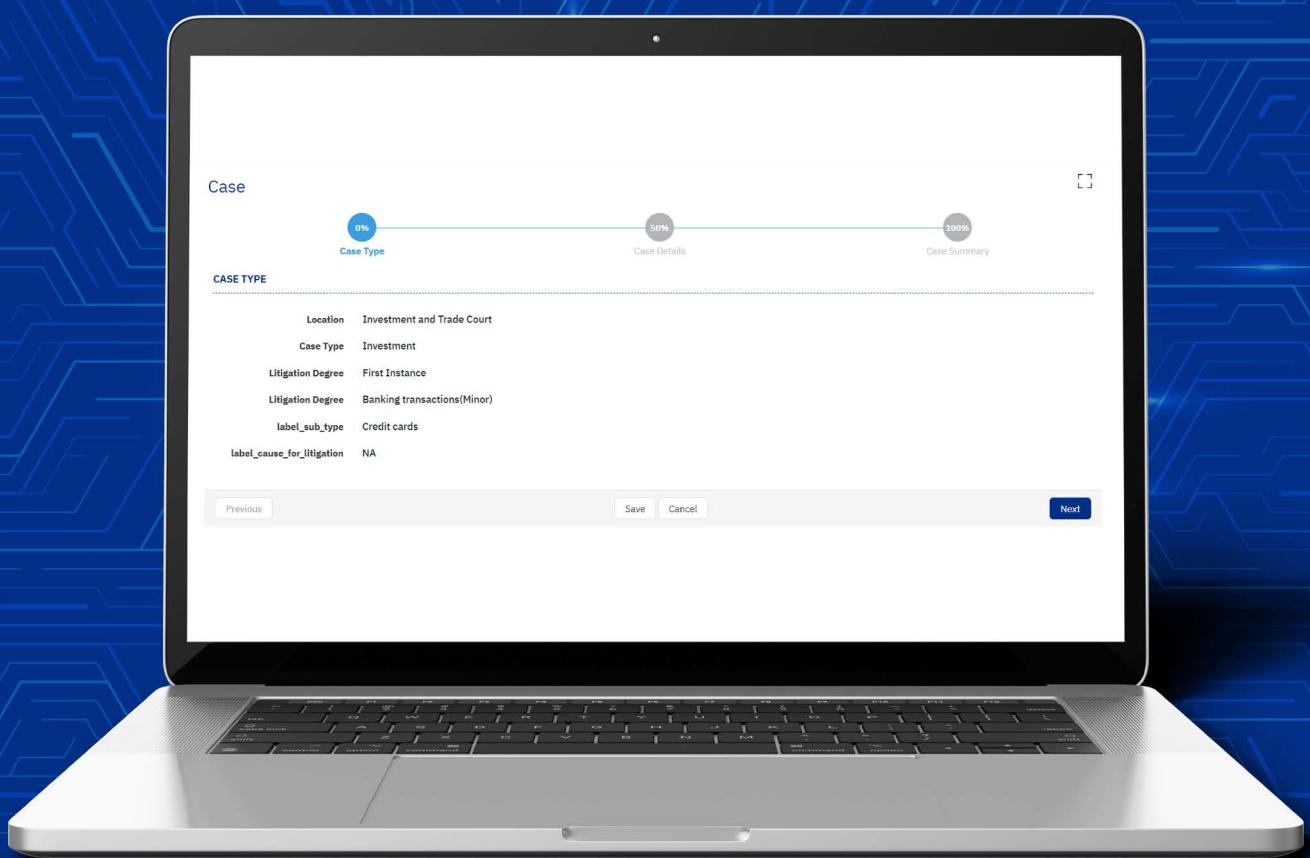
\*Figure 15 – Transaction Receipt



You can view submitted cases by going to Case Management – All Cases or My Cases.

## CHAPTER 5

# RESPONDING TO COURT INQUIRIES



## Chapter 05: RESPONDING TO COURT INQUIRIES

### 1. Dashboard

The court will review your e-file request and will communicate with you for any further details.

Follow these steps:

1- Go to Dashboard, the following page will be displayed.

Reference	Title	Name	Assignee(s)	Created Date	Due Date	Action
Ministry of Energy	Update Attachments, 20240000019, Update IBAN		One1 LP	06/03/2024 20:39	09/03/2024 08:00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

\*Figure 16 - Dashboard

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

Location	Investment and Trade Court
Case Type	Investment
Litigation Degree	First Instance
Litigation Degree	Banking transactions(Minor)
label_sub_type	Credit cards
label_cause_for_litigation	NA

\*Figure 17 Case Details

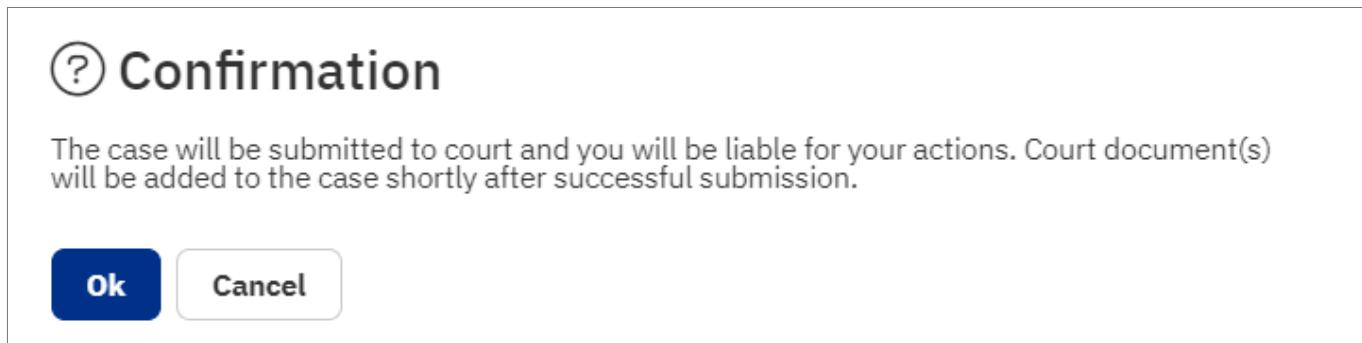
3- Click on "Next" to make the necessary updates then click on Submit.

i

The fields to be edited will be allowed based on the options selected by the court. These options are:

- More Info: You can update details and attachments.
- Update Attachments: You can only update the attachments.
- Update Data: You can only update the data.

4- The following confirmation message will be displayed.

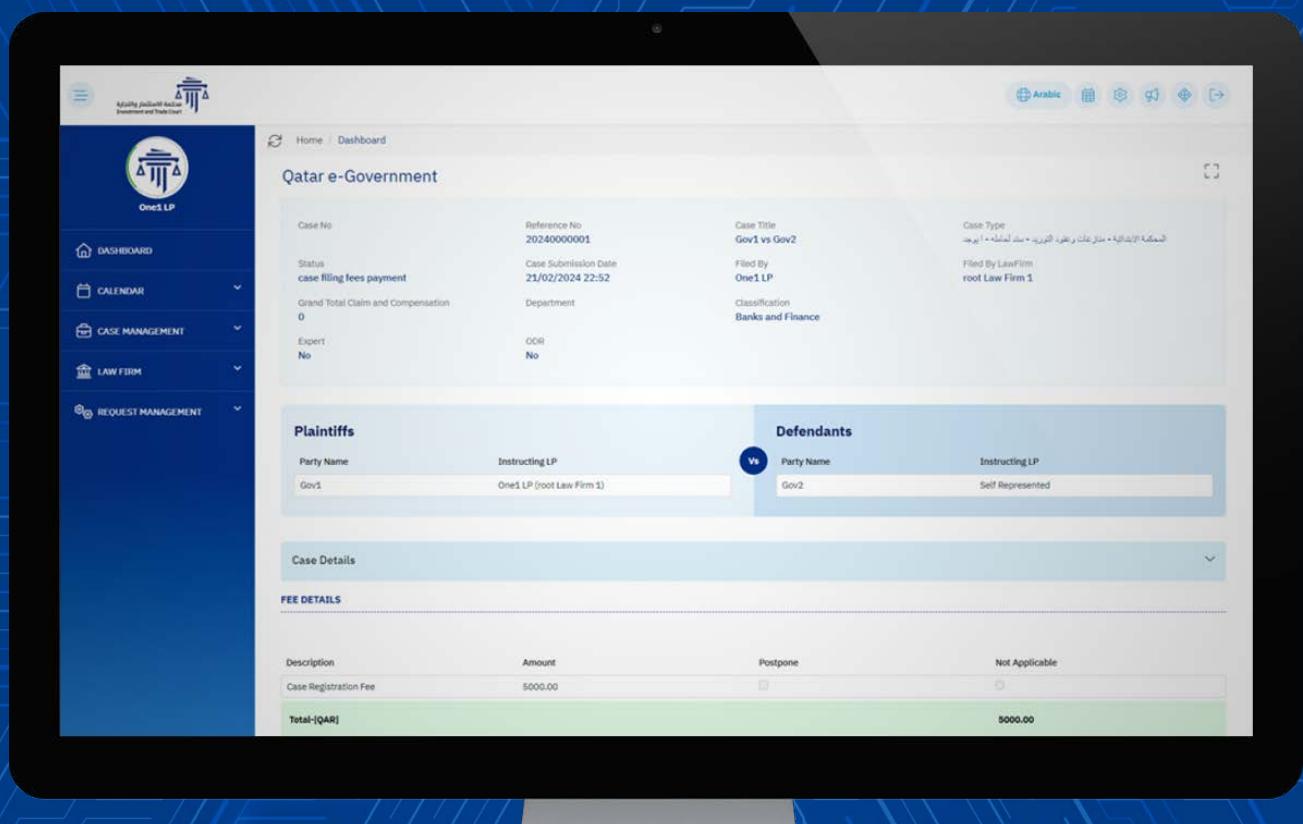


\*Figure 18 Confirmation Message

5- Click Ok. The system will do the necessary validations and if successful, your request will be submitted.

# CHAPTER 6

# PAYMENT



## Chapter 06: PAYMENT

### Payment of Case and Request Fees

- Online Payment

Follow these steps:

1- You will receive a payment task in your Dashboard.

Case No.	Certificate of no grievance in the performance order	Pending Payment	One1 LP	05/03/2024 23:31
----------	--	-----------------	---------	------------------

\*Figure 19 payment task

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

Case No.	Reference No.	Case Title	Case Type
FIINBUSSQA2024/00006-REQ/0305202423313897	2024000001	Gov1 vs Gov2	المحكمة الاقتصادية - مجلس اقتصاد وغذاء التجزئة - مجلس اقتصاد وغذاء مدن وبلديات
Status	Case Submission Date	Filed By	Filed By Law Firm
case filing fees payment	21/02/2024 22:52	One1 LP	root Law Firm 1
Grand Total Claim and Compensation	Department	Classification	
0		Banks and Finance	
Expert No.	ODR:		
No	No		

<b>Plaintiffs</b>		<b>Defendants</b>	
Party Name	Instructing LP	Party Name	Instructing LP
Gov1	One1 LP (root Law Firm 1)	Gov2	Self Represented

Case Details			
FEE DETAILS			
Description	Amount	Postpone	Not Applicable
Case Registration Fee	5000.00	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total-[QAR]</b>	<b>5000.00</b>		

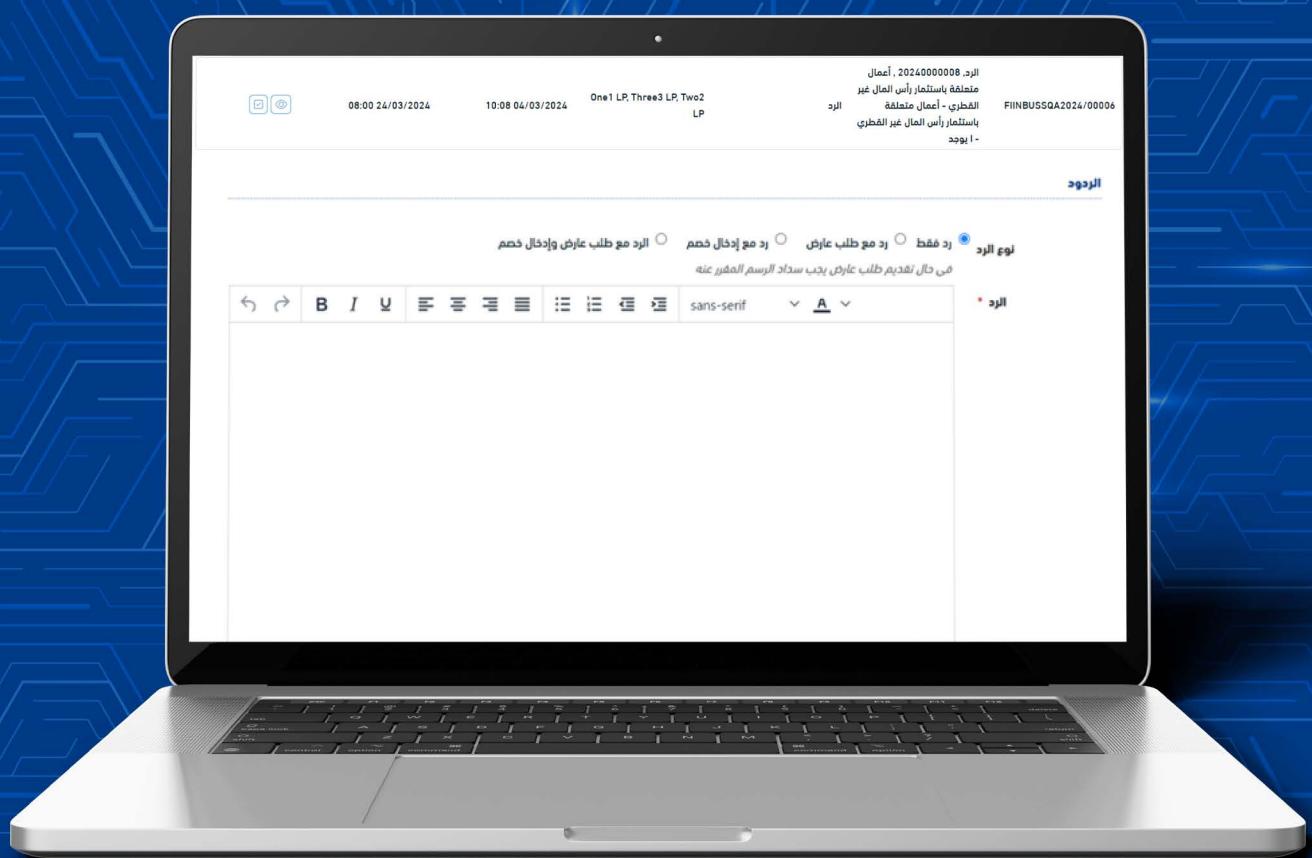
\*Figure 20 Payment Page

3- Click on Continue, and you will be directed to the payment page to Select the payment method and enter card details.

4- Follow the on-screen instructions to complete the payment.

5- Upon successful payment, you'll be redirected to the Investment and Trade Court system.

## CHAPTER 7

MEMO EXCHANGE  
DOC TASKS

## Chapter 07: MEMO EXCHANGE DOC TASKS



If you are not the plaintiff in the case, please refer to the Legal Representation section to make legal representation.

### 1- Log in to your account, and the following Dashboard will be displayed:

Case Answer, 20240000008  
 FIINBUSSQA2024/00006  
 أصل ممثلة باستئناف رئيس المال غير ،  
 القطري - أصل ممثلة باستئناف رئيس  
 المال غير القطري - يوجد

Case Answer  
 One1 LP, Three3 LP, Two2 LP  
 04/03/2024 10:08  
 24/03/2024 08:00

\*Figure 21 Dashboard

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

ANSWER

Answer Type:  Reply Only  Reply and Incidental Request  Reply and Add Party  Reply with Incidental Request and Adding Party  
 Payment required for incident ticket.

Answer Facts \*

Answer \*

+ Add Document Clear Filter(s)

Filename	Type	Description	Uploaded By	Uploaded Date	Action

Please upload mandatory documents.

Submit Cancel

\*Figure 22 Memo Exchange Doc options



The Memo Exchange doc are as follows:

1. Answer: For the Defendant or their representative.

During Your answer, you will have the following options:

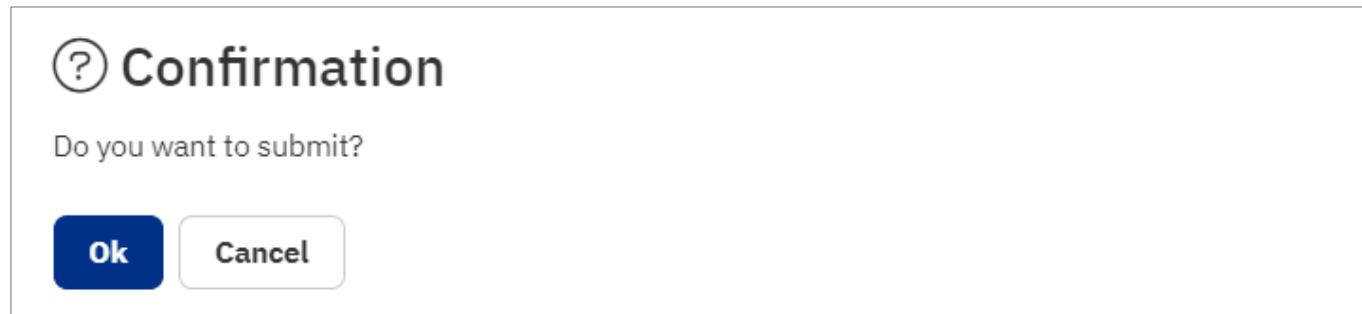
- Answer only
- Answer and Add Party
- Answer and Incident Report
- Answer with Incident Report and Add Party

2. Reply: For the Plaintiff or their representative.

3. Rebuttal: for the Defendant or their representative.

You can always upload attachments while completing the task.

3- Enter the relevant details and click on Submit.

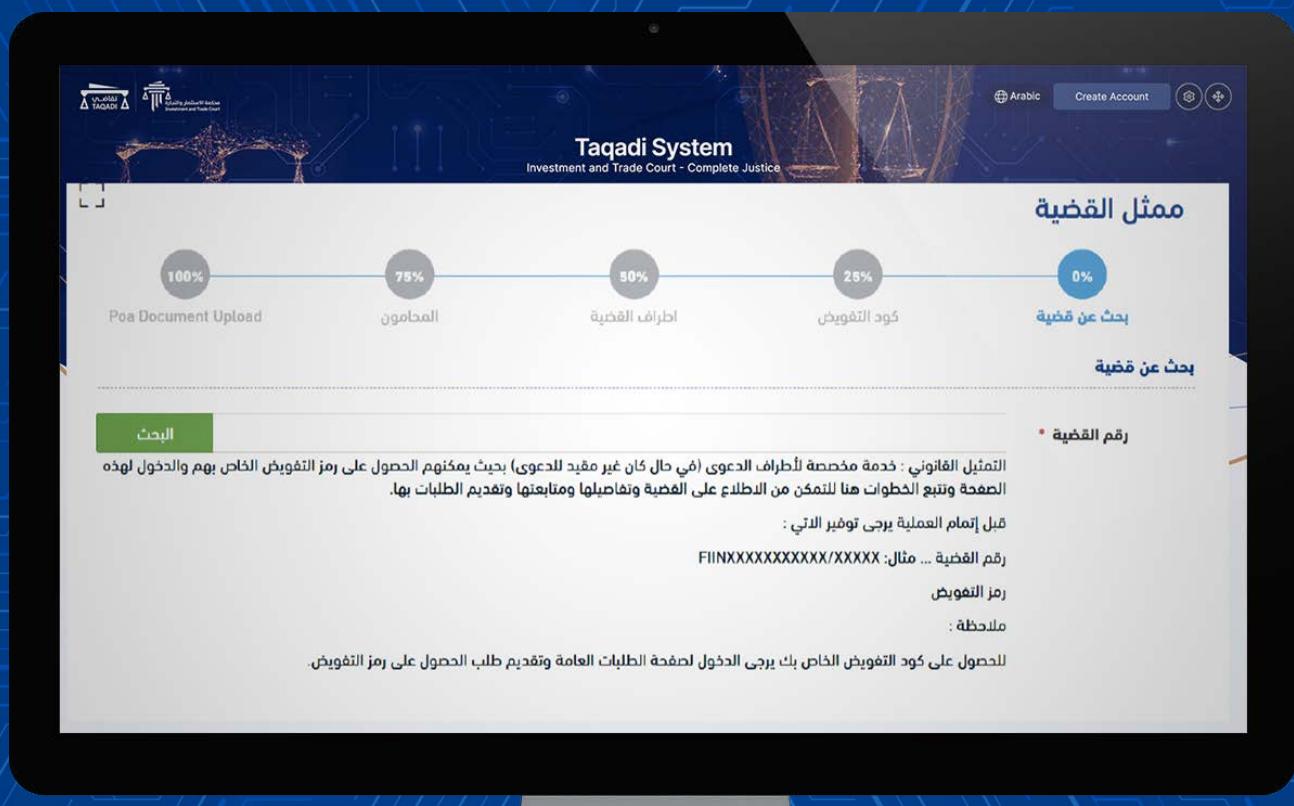


\*Figure 23 Confirmation message

4- Click on Ok.

## CHAPTER 8

## LEGAL REPRESENTATION



## Chapter 08: LEGAL REPRESENTATION

Legal representation allows the defendant to represent themselves in the case. **THE FOLLOWING STEPS ARE NOT NECESSARY IF YOU ARE THE PLAINTIFF.**

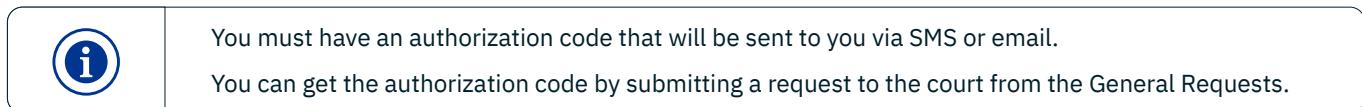
Follow these steps:

**1- From the side menu, go to Legal Representation and the following page will be displayed.**

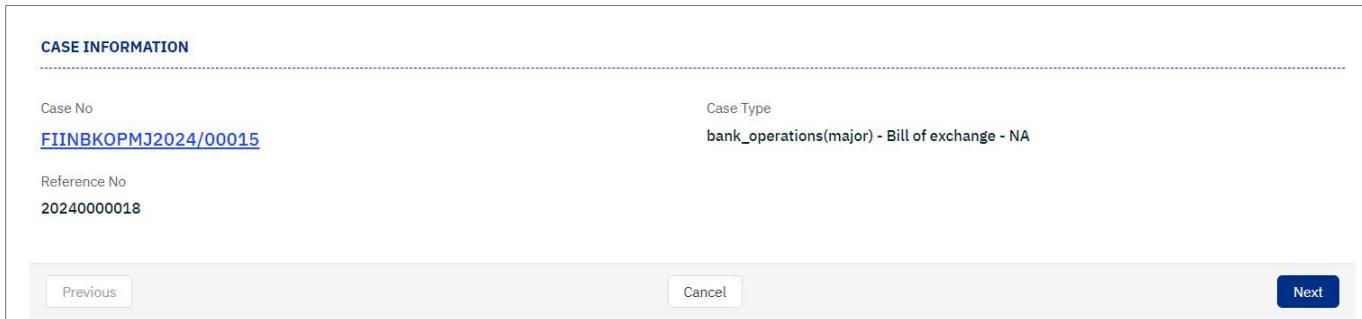


The screenshot shows the 'Case Representation' page. At the top, a horizontal progress bar is divided into five segments: 'Search Case' (0%), 'Authorize Codes' (25%), 'Case Parties' (50%), 'Case Lawyers' (75%), and 'Poa Document Upload' (100%). Below the progress bar, there is a section titled 'SEARCH CASE' with a 'Case No.' input field containing 'FIINBKOPMJ2024/00015' and a 'Search' button. A small 'i' icon with a question mark is located to the left of the search section.

\*Figure 24 – Case Representation



**2- Enter the full case number then click Search. The following page will be displayed.**



The screenshot shows the 'CASE INFORMATION' page. It displays the case number 'FIINBKOPMJ2024/00015', case type 'bank\_operations(major) - Bill of exchange - NA', reference number '20240000018', and other details. At the bottom, there are 'Previous', 'Cancel', and 'Next' buttons.

\*Figure 25 case detail

**3- Click on Next. The following page will be displayed.**



The screenshot shows the 'Case Representation' page with a progress bar. The 'Authorize Codes' step is highlighted in blue at 25%. Below the progress bar, there is a section titled 'AUTHORIZE CODES' with two validation fields. Each field has a 'Validate' button to its right. The fields are for 'International Corp Ltd' and 'Ministry of Endowments and Islamic Affairs'. At the bottom, there are 'Previous', 'Cancel', and 'Next' buttons.

\*Figure 26 Case Representation – Authorize Codes

4- Select the party you want to represent, then enter the authorization code and click on Validate.

Case Representation

0% 25% 50% 75% 100%

Search Case Authorize Codes Case Parties Case Lawyers Poa Document Upload

**AUTHORIZE CODES**

Validate Codes \* International Corp Itt

Ministry of Endowments and Islamic Affairs BKEZG4

Previous Cancel Next

\*Figure 27 – Authorize Codes - Validate

5- Click Next the following page will be displayed.

Case Representation

0% 25% 50% 75% 100%

Search Case Authorize Codes Case Parties Case Lawyers Poa Document Upload

**CASE PARTIES**

Name	Category	Type	Priority	Updated Date	Action
International Corp Itt	Company	Plaintiff	1	06/03/2024 20:35	<input type="button" value=""/>
Ministry of Endowments and Islamic Affairs	Government	Defendant	1	06/03/2024 20:35	<input type="button" value=""/>

Items per page: 20

Previous Cancel Next

\*Figure 28 – Case Parties

6- Click on Next, the following page will be displayed.

Home / Case Management / Represent Case

Case Representation

0% 25% 50% 75% 100%

Search Case Authorize Codes Case Parties Case Lawyers Poa Document Upload

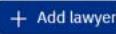
**CASE LAWYERS**

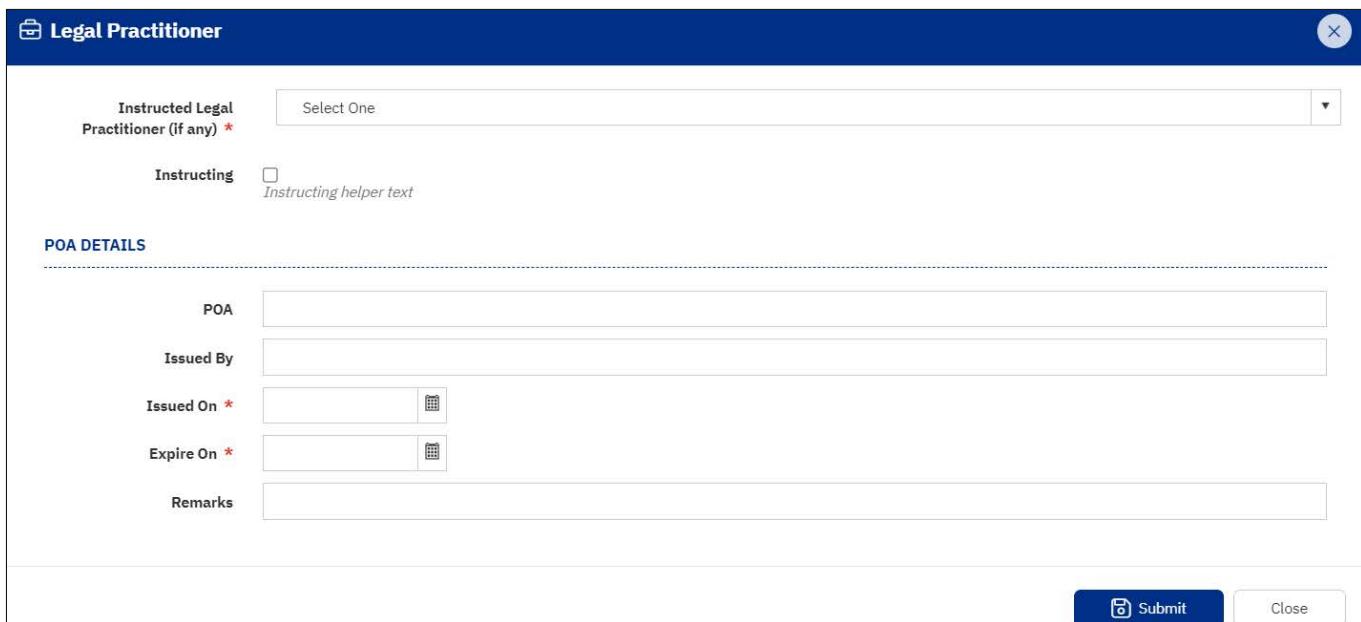
Case Party	Legal Practitioner	Instructing	Updated Date	Action
				<input type="button" value=""/>

Items per page: 20

Previous Cancel Next

\*Figure 29 – Case Lawyers

7- Click on . The following window will be displayed.



Instructed Legal Practitioner (if any) \*

Instructing  Instructing helper text

**POA DETAILS**

POA

Issued By

Issued On \*  

Expire On \*  

Remarks

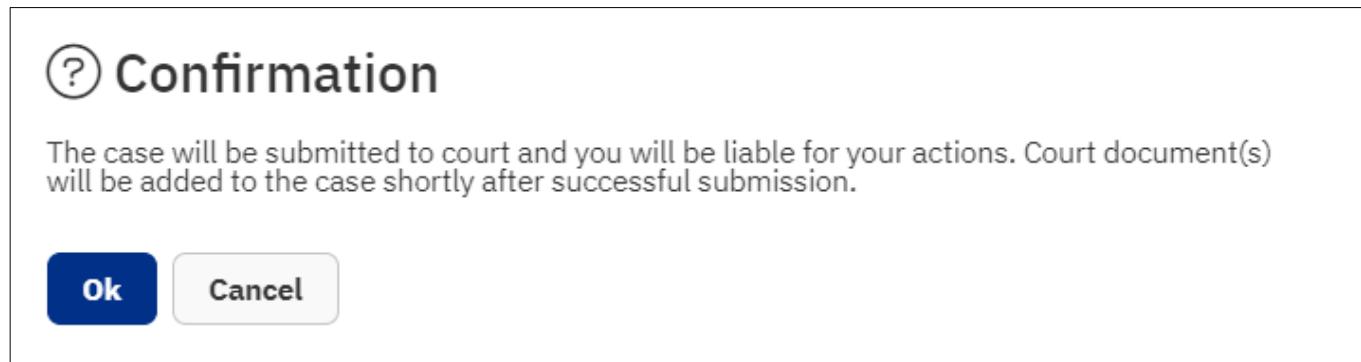
 

\*Figure 30 – Add Lawyer



Enter the Power of Attorney (POA) details the click on Submit.

8- Upload your POA document then click Represent. The following page will be displayed.



## Confirmation

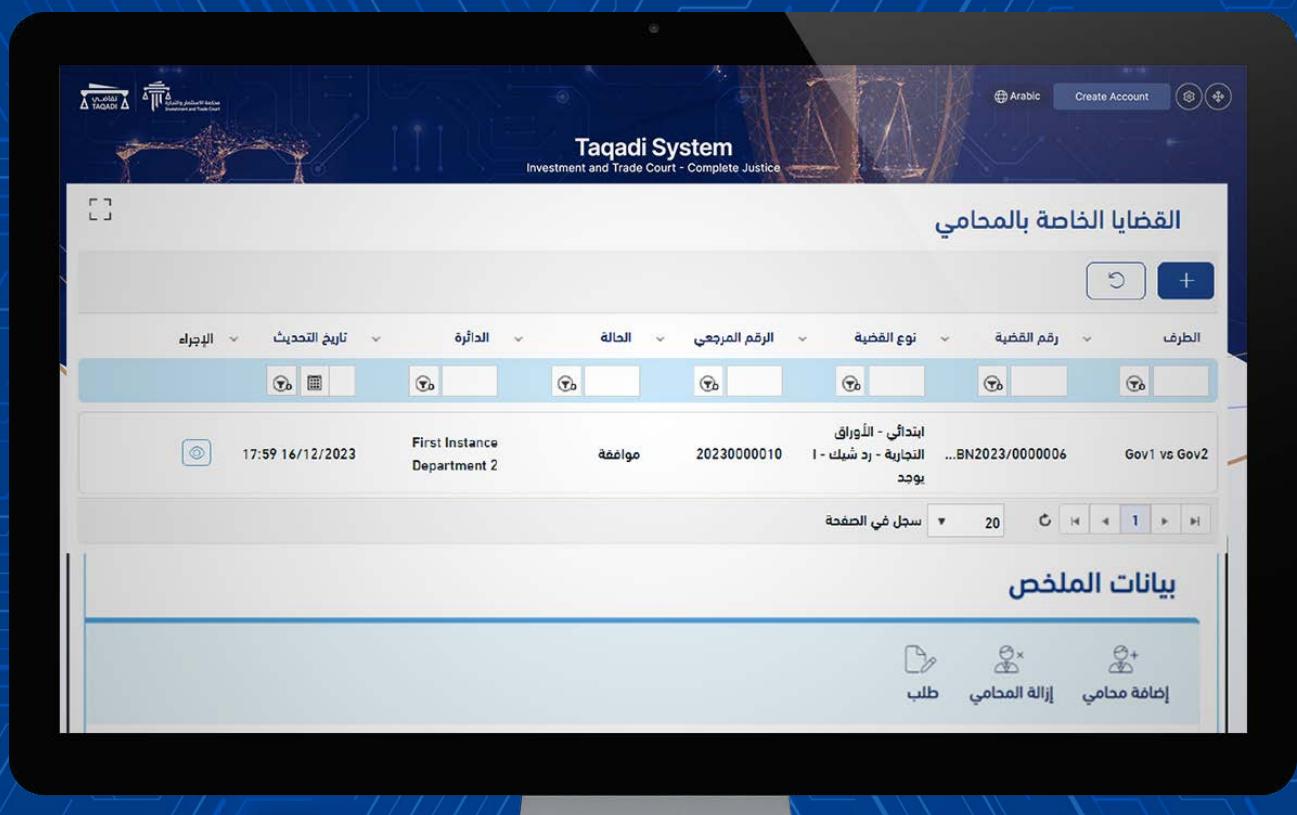
The case will be submitted to court and you will be liable for your actions. Court document(s) will be added to the case shortly after successful submission.

**Ok** **Cancel**

9- Click OK.

## CHAPTER 9

## ADDITIONAL OPTIONS



## Chapter 09: ADDITIONAL OPTIONS

### My Cases or All Cases

#### 1. Add a Lawyer

Follow these steps:

1- From the sidebar, click on "My Cases," then the following page will be displayed.

My Active Cases						
Case Party	Case No	Case Type	Reference No	Status	Department	Updated Date
Gov1 vs rer	FIINBUSSQA2024/00...	المحكمة الإبتدائية - أصل مكتبة يالستشار راس المال غير القطرى - أصل مكتبة يالستشار راس المال غير القطرى - يوجد	20240000008	Document Exchange	First Instance Department 2	04/03/2024 10:08
Gov2 vs شركة تامر	FIINBKTTRMN2024/0...	المحكمة الإبتدائية - عمليات التدوير - قروض شخصية - سيرارات - عقارية - يوجد	20240000013	Pending Draft Judgment	First Instance Department 1	28/02/2024 12:43
مختار مختار احمد	Gov1 vs rer	المحكمة الإبتدائية - عمليات التدوير - خطاب العضمن - يوجد	20240000014	case filing fees payment		26/02/2024 18:34
Aspire Zone vs Ministry of Education and Higher Education	FIINBKOPMJ2024/00...	المحكمة الإبتدائية - مذكرة وغيره التوريد - سند لحاملاه - يوجد	20240000018	Document Exchange	First Instance Department 1	29/02/2024 13:20

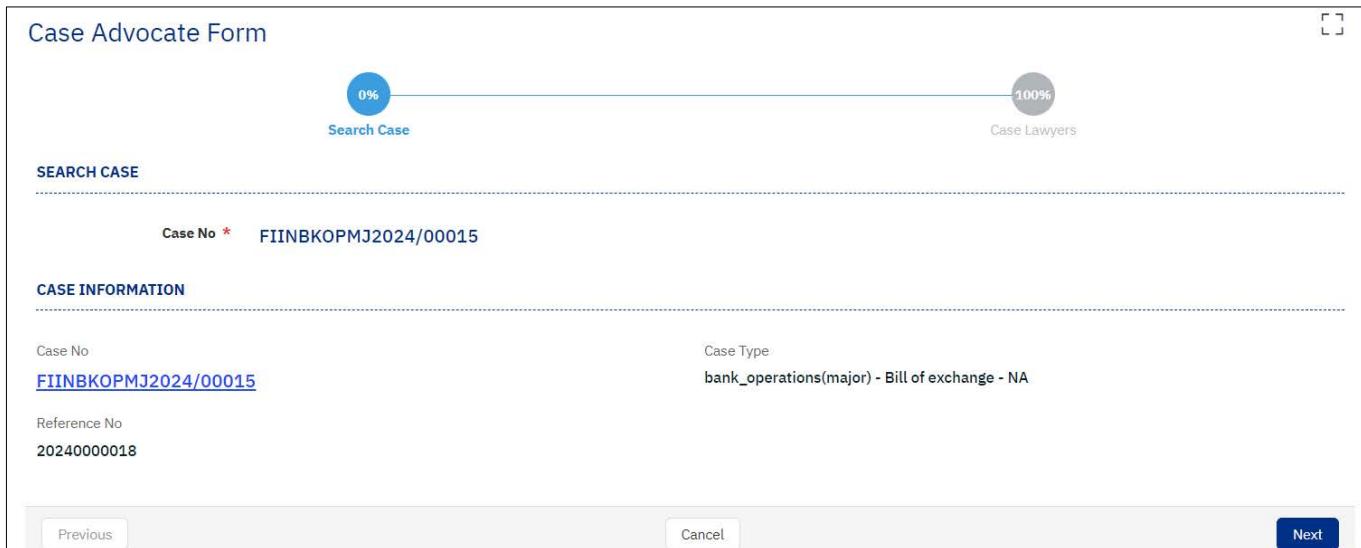
\*Figure 31 My cases

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

Summary Information			
 Add Lawyer	 Remove Lawyer	 Request	 Withdraw Representation
Case No <a href="#">FIINBKOPMJ2024/00015</a>	Reference No 20240000018	Case Title <b>Aspire Zone vs Ministry of Education and Higher Education</b>	Case Type المحكمة الإبتدائية - مذكرة و غيره التوريد - سند لحاملاه - يوجد
Status <b>Document Exchange</b>	Case Submission Date 29/02/2024 12:03	Filed By <b>One1 LP</b>	Filed By Law Firm <b>root Law Firm 1</b>
Grand Total Claim and Compensation <b>0</b>	Department <b>First Instance Department 1</b>	Case Number Generated Date 29/02/2024 13:01	ODR No
Classification <b>Banks and Finance</b>		Expert No	

\*Figure 32 case summary

3- Click on Add Lawyer. The following page will be displayed.



Case Advocate Form

SEARCH CASE

Case No \* FIINBKOPMJ2024/00015

CASE INFORMATION

Case No: FIINBKOPMJ2024/00015

Case Type: bank\_operations(major) - Bill of exchange - NA

Reference No: 20240000018

Previous Cancel Next

\*Figure 33 add lawyer

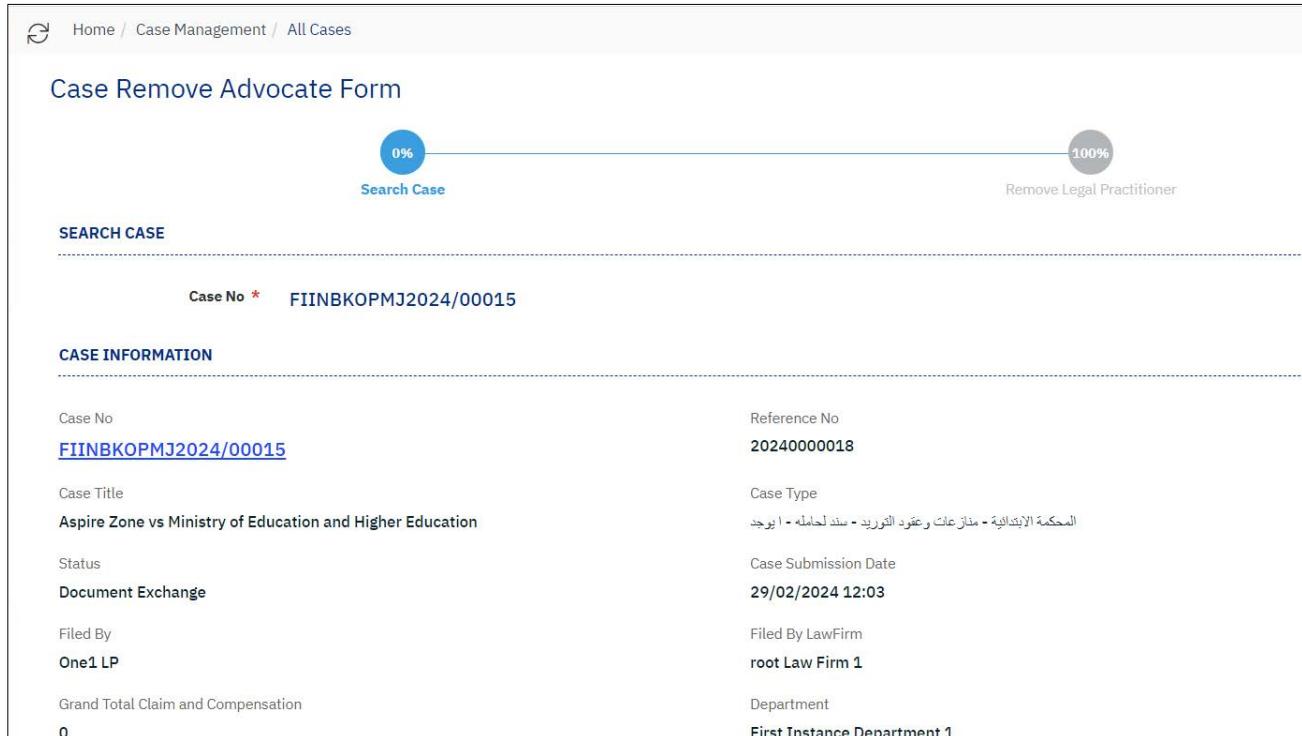
4- Click Next.

**THE SYSTEM WILL DISPLAY A LIST OF ALL REGISTERED LAWYERS. YOU NEED TO SELECT THE LAWYER, ADD AGENCY DETAILS, AND CLICK "SUBMIT."**

## 2. Remove a Lawyer

Follow these steps:

1- Go to My Cases then search for the case to open it and click on Remove Lawyer. The following page will be displayed.



Home / Case Management / All Cases

Case Remove Advocate Form

SEARCH CASE

Case No \* FIINBKOPMJ2024/00015

CASE INFORMATION

Case No: FIINBKOPMJ2024/00015	Reference No: 20240000018
Case Title: Aspire Zone vs Ministry of Education and Higher Education	Case Type: المحكمة الإبتدائية - مذار عات وعقود التوريد - سند لحامنه - يوجد
Status: Document Exchange	Case Submission Date: 29/02/2024 12:03
Filed By: One1 LP	Filed By LawFirm: root Law Firm 1
Grand Total Claim and Compensation: 0	Department: First Instance Department 1

\*Figure 34 Remove lawyer

## 2- Click Next.

Case Remove Advocate Form

0% 100%

Search Case Remove Legal Practitioner

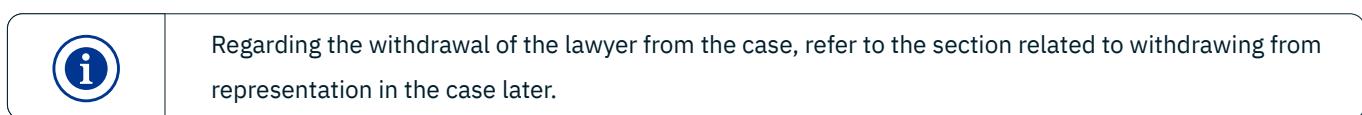
REMOVE LEGAL PRACTITIONER

Legal Practitioner \* Select One

Previous Cancel Submit

\*Figure 35 remove lawyer

Select the lawyer from the list, then click Submit.



## 3. Requests Related to Case

Follow these steps:

1- From the side menu, click on My Cases. The following page will be displayed.

My Active Cases

Create New Case Clear Filter(s)

Case Party	Case No	Case Type	Reference No	Status	Department	Updated Date	Action
Gov1 vs rer	FIINBUSSQA2024/00...	المحكمة الانكليزية - أعمال مختلطة پالستئن رائى المال غير القطرى - اعمال مختلطة پالستئن رائى المال غير القطرى - ابوجاد	20240000008	Document Exchange	First Instance Department 2	04/03/2024 10:08	

\*Figure 36 My cases

2- Click on the icon . The following toolbar will be displayed.



\*Figure 37 Case Toolbar

**3- Click on Request. The following page will be displayed.**

Case Ad-hoc Task Form

0% **Main Request Details** 100%  
Search Case Documents

**MAIN REQUEST DETAILS**

Request Name *	Select One
Request Name	
Applicant Name *	Ministry of Education and Higher Education
Applicant Name	
Applicant Type *	Select One
Applicant Type	
Entity Name *	Select One
Entity Name	
Request Details *	Request Info

Previous Cancel Next

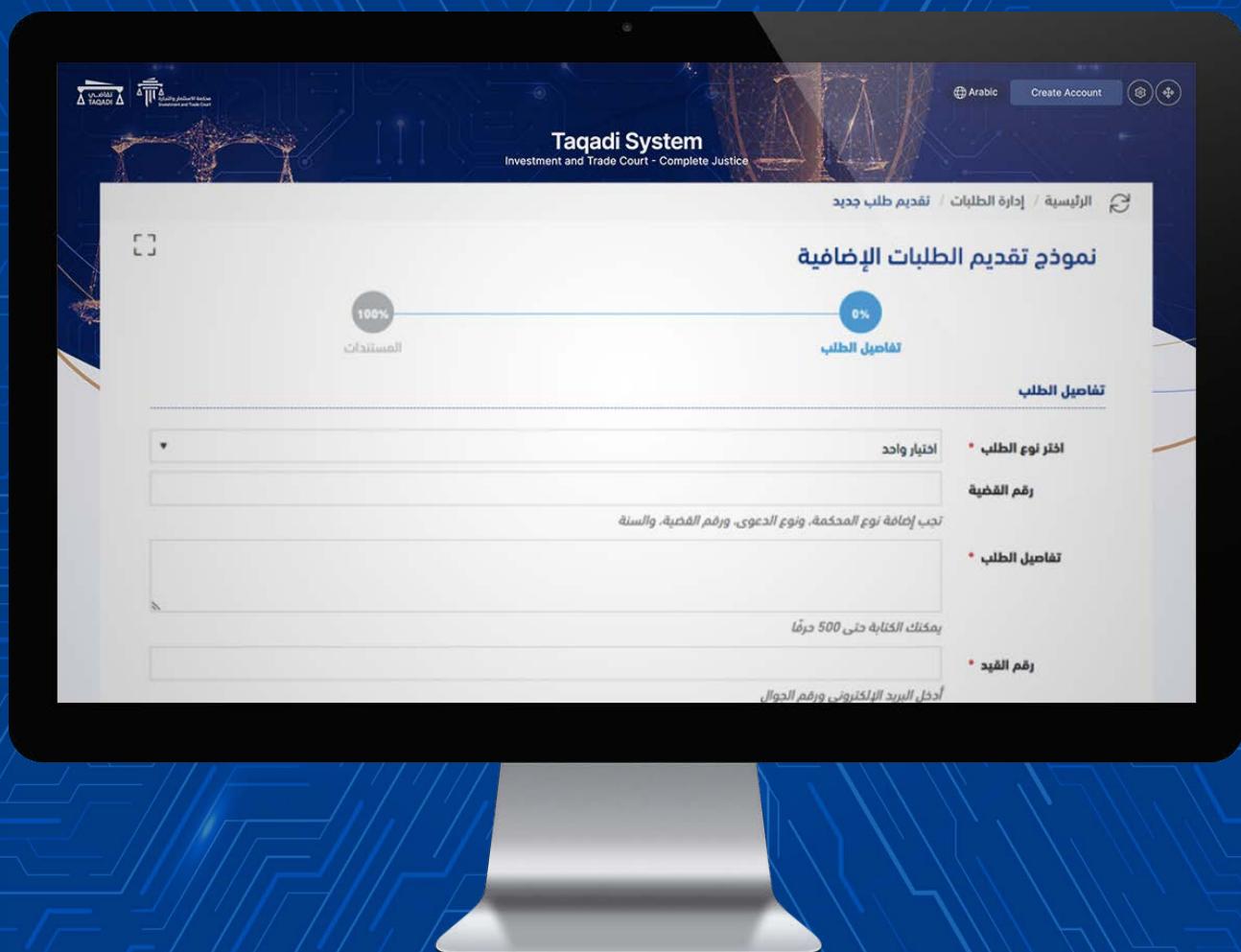


\*Figure 38 Payment details

**4- Enter the relevant details then click on Next and upload your supporting documents then click on Submit.**

## CHAPTER 10

# REQUESTS NOT RELATED TO CASES

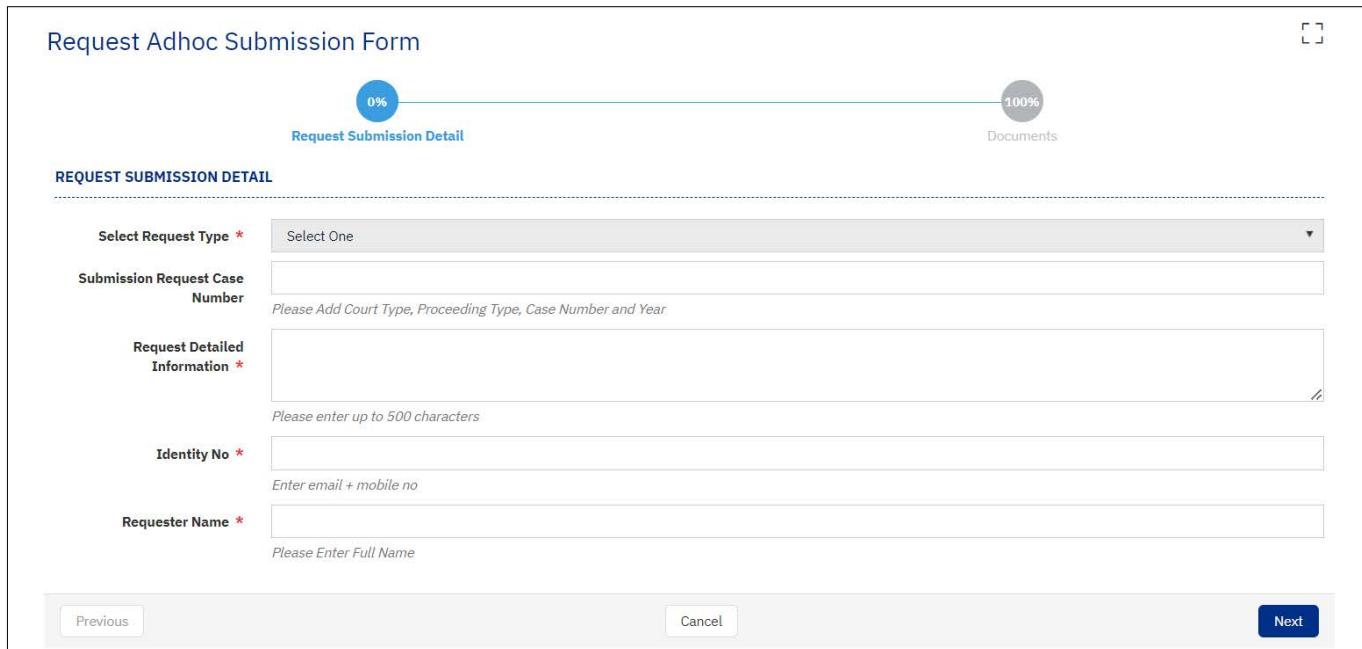


## Chapter 10: REQUESTS NOT RELATED TO CASES

### Submitting a Non-related Request

Follow these steps:

1- From the side menu, go to Request Management then select New Request. The following screen will be displayed.



Request Adhoc Submission Form

Request Submission Detail

0% 100% Documents

REQUEST SUBMISSION DETAIL

Select Request Type \* Select One

Submission Request Case Number  
Please Add Court Type, Proceeding Type, Case Number and Year

Request Detailed Information \*  
Please enter up to 500 characters

Identity No \* Enter email + mobile no

Requester Name \* Please Enter Full Name

Previous Cancel Next

\*Figure 39 Request Ad-hoc Submission Form

2- After selecting the type of request and filling in the necessary details, click Next to complete the remaining details then click on Submit.

## link to the Takadi system

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

## Contacts and inquiries

Taqadi: [taqadi@sjc.gov.qa](mailto:taqadi@sjc.gov.qa)

