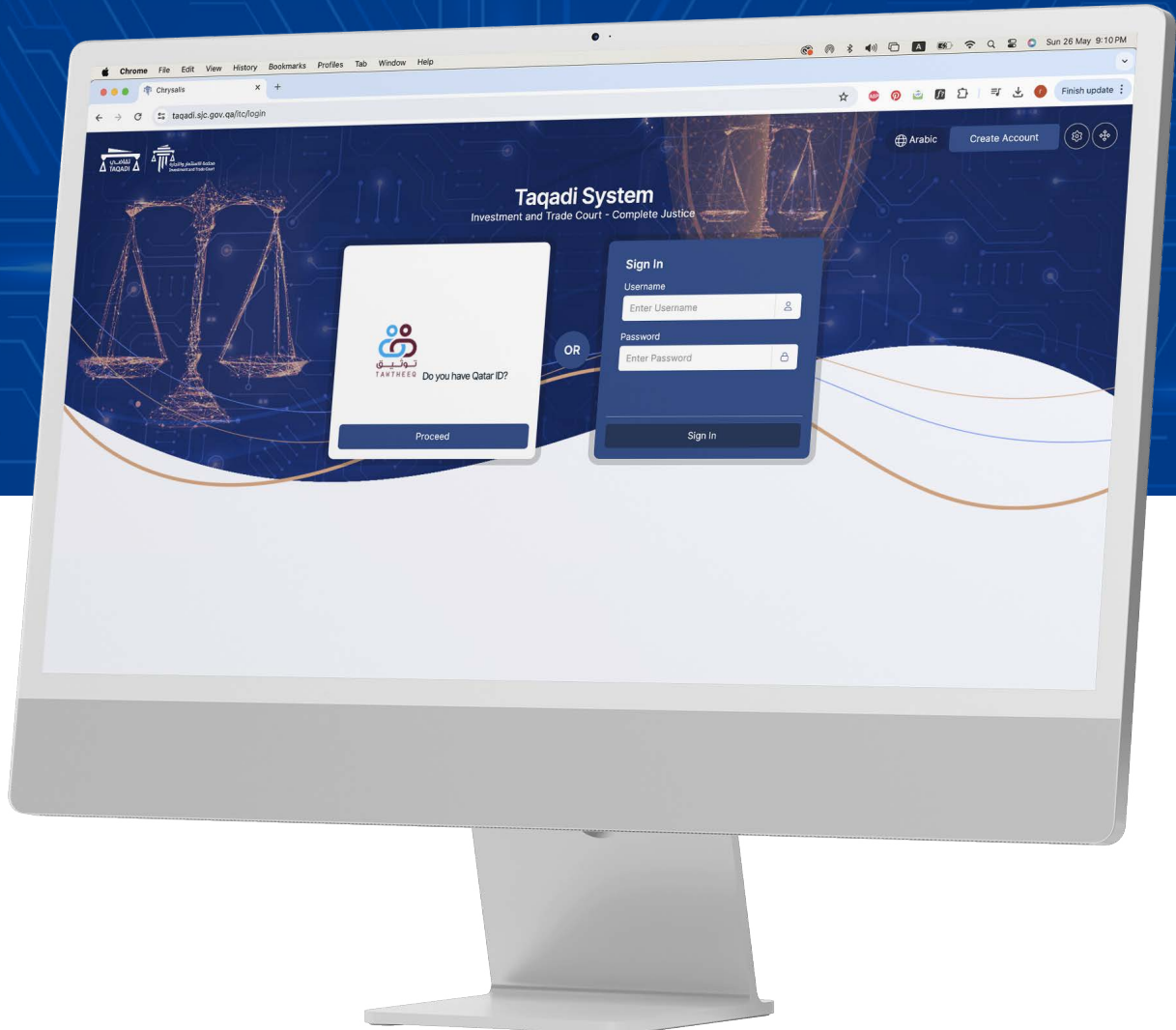




USER MANUAL

INDIVIDUAL CASE REGISTRATION



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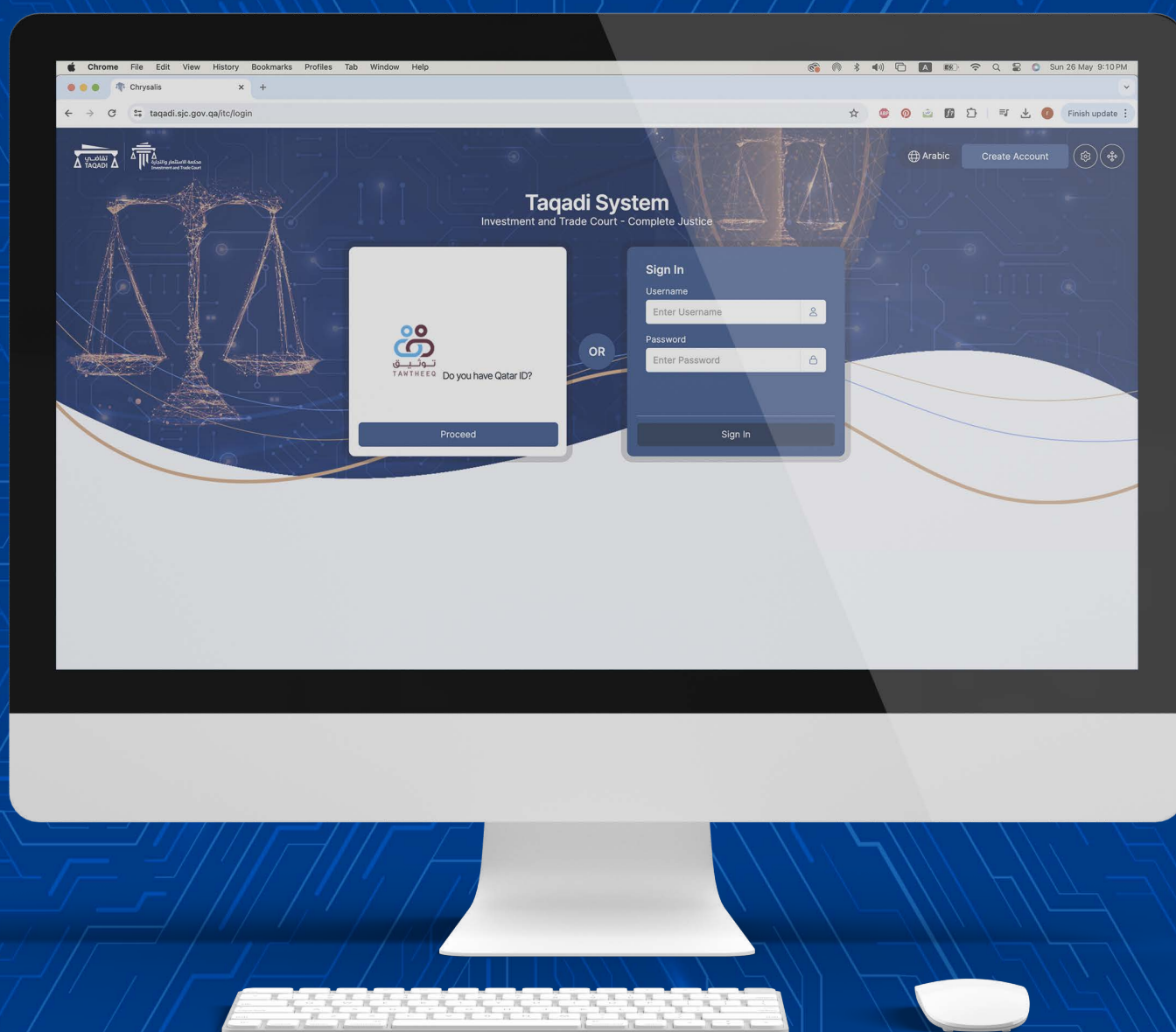
Chapter 8 – Legal Representation

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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

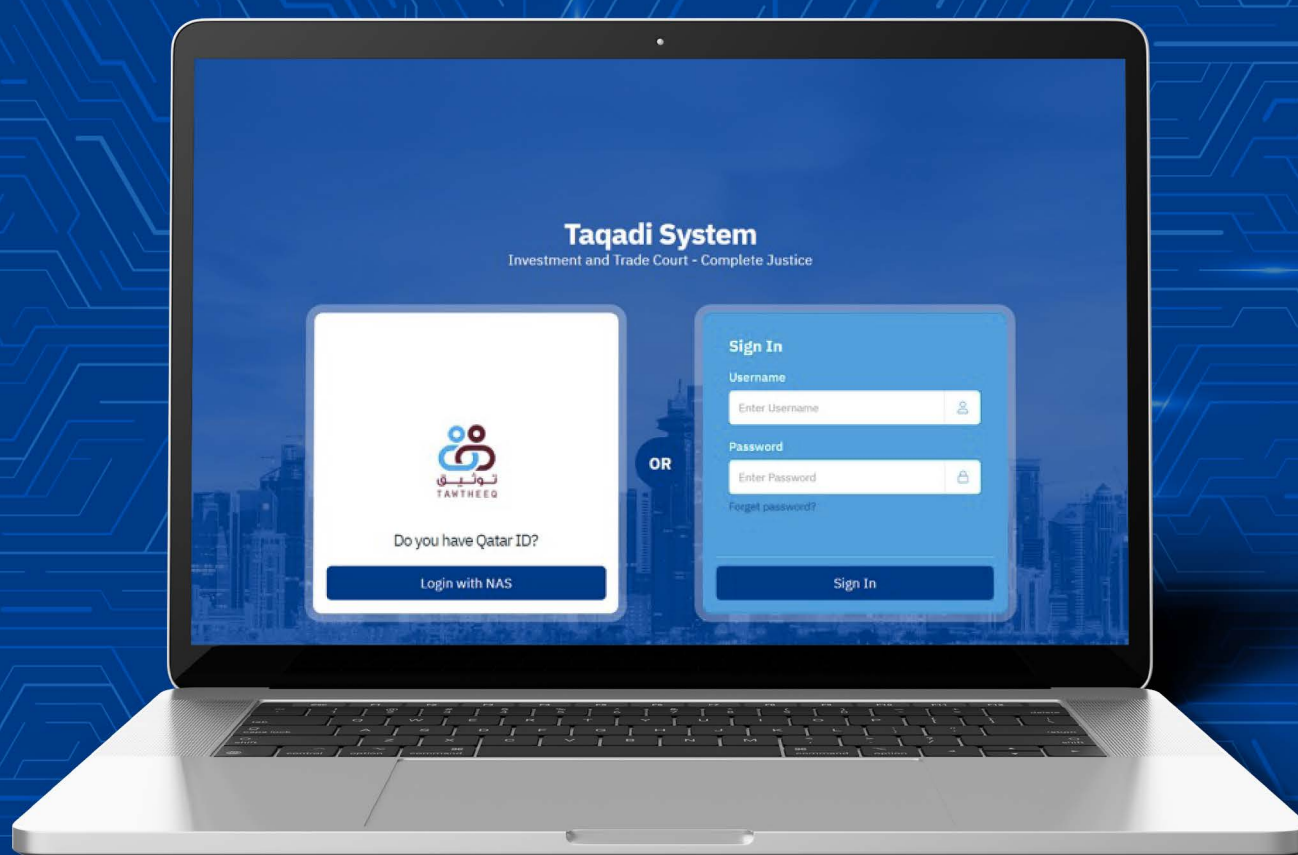


A Warning

Refers to information that may be critical

CHAPTER 2

LOGIN



Chapter 02: LOGIN

2.1 LOGIN

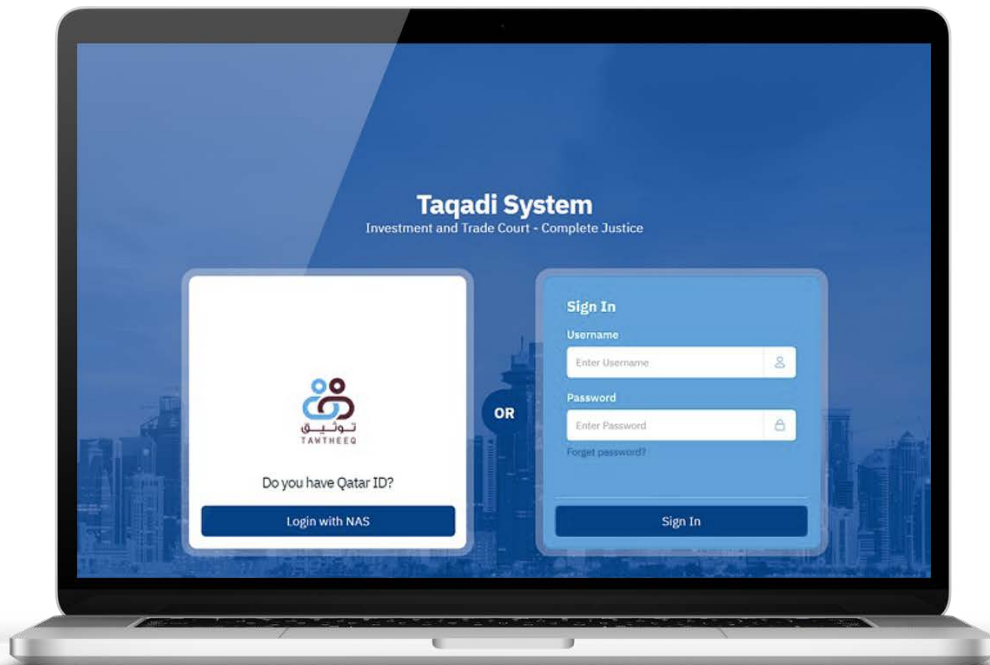
The following steps explain how to log in to your account in TAQADI system for the Investment and Trade Court.



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

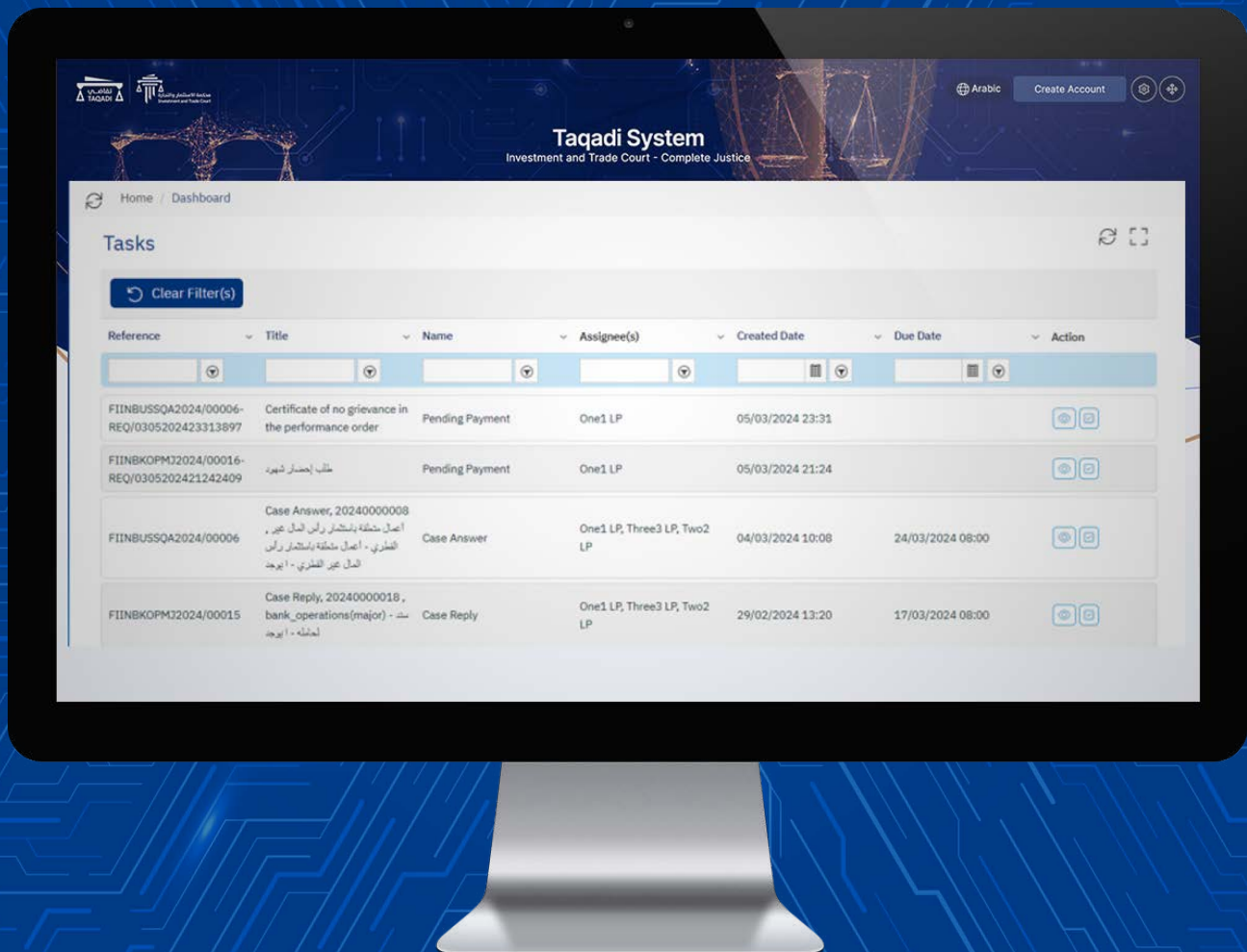
2. Click on the "Sign in with NAS Account" button and follow the steps displayed on the screen, then choose the account type (Lawyer) and complete the account creation information.



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

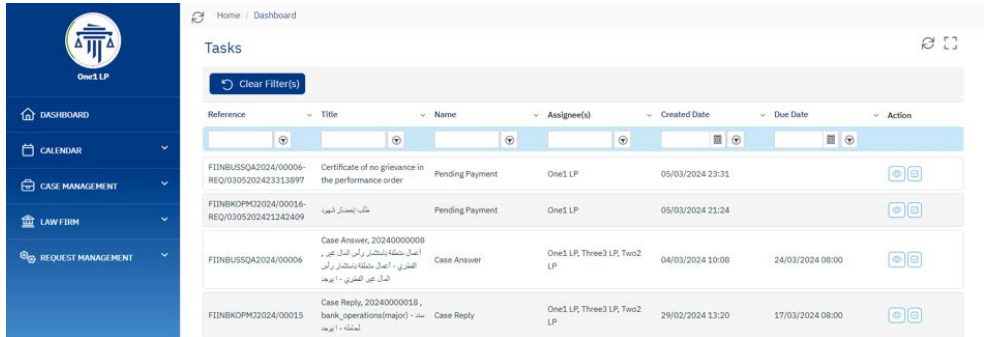
GETTING TO KNOW YOUR ACCOUNT



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)
	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

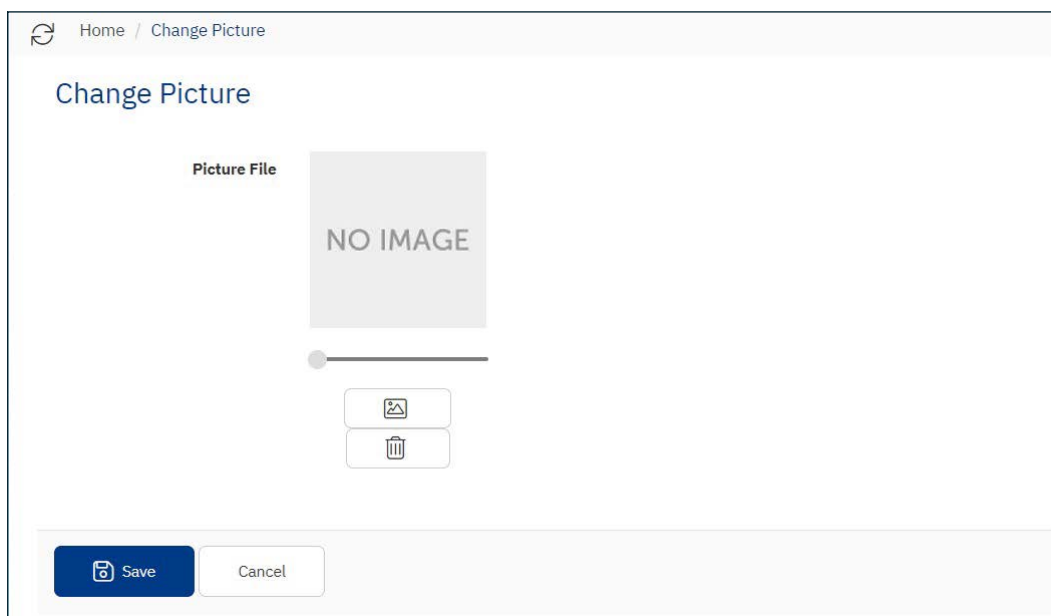
2- Click to view user data and make necessary edits, then click save or click cancel to return to the dashboard page without making any changes.

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:



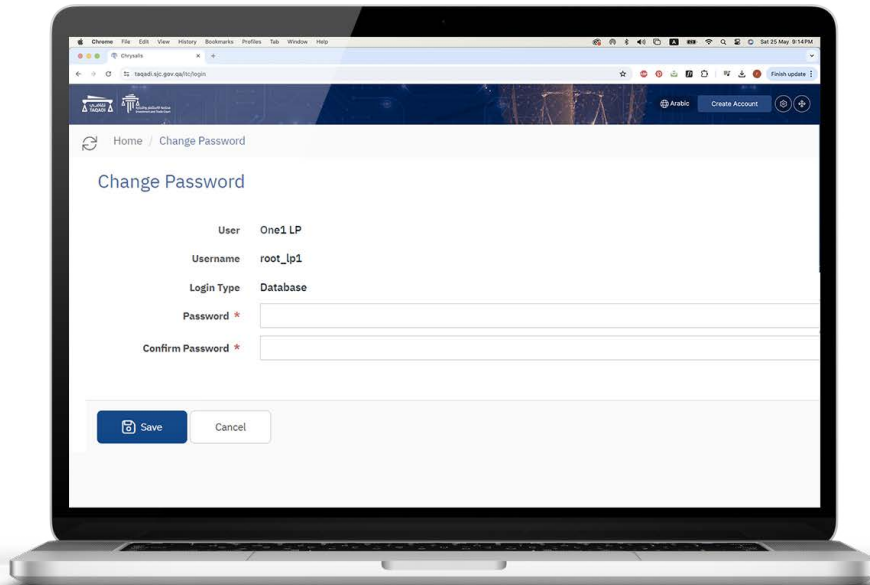
*Figure 4 Change your picture

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:



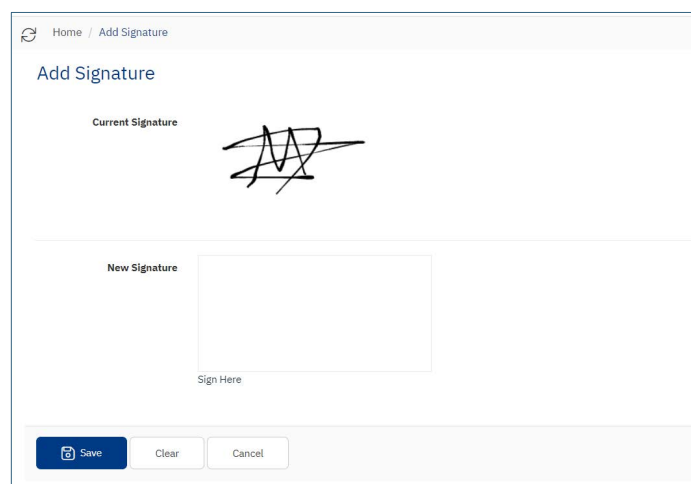
*Figure 5 Change Password

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 displays the 'Taqadi System' interface for 'Investment and Trade Court - Complete Justice'. The top navigation bar includes a logo, the system name, and a 'Create Account' button. The main content area shows a progress bar with six steps: Case Type (0%), Case Details (20%), Case Parties (40%), Documents (60%), Fee Details (80%), and Case Summary (100%). The 'Case Type' step is currently active. Below the progress bar, the 'CASE TYPE' section contains the following fields:

Field	Value
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

At the bottom of the form, there are three buttons: 'Previous', 'Save', and 'Cancel', followed by a 'Next' button.

Chapter 04: CASE MANAGEMENT

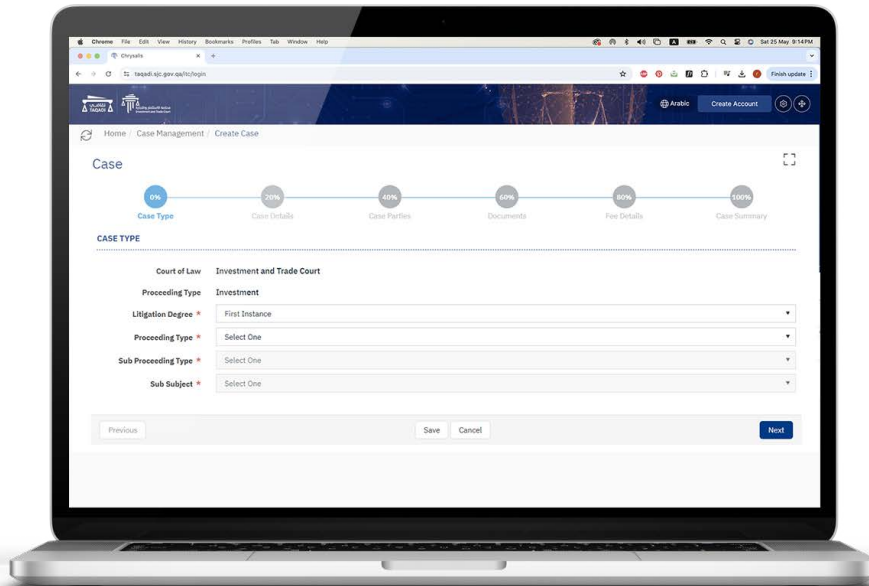
1. Case Creation



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%

20%

40%

60%

80%

100%

Case Type

Case Details

Case Parties

Documents

Fee Details

Case Summary

CASE DETAILS

File By

الشركة الدولية للتجارة والمقاولات

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

0

Decimal

0

Total Compensation(QAR)

Total Compensation In Text

Amount in word

GRAND TOTAL CLAIM AND COMPENSATION

Total Amount(QAR)

0

Total Amount In Text

Amount in word

Previous

Save

Cancel

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%

Case Type

20%

Case Details

40%

Case Parties

60%

Documents

80%

Fee Details

100%

Case Summary

CASE PARTIES

+ Add Party

Clear Filter(s)

Name

Category

Type

Priority

Updated Date

Action

الشركة الدولية للتجارة والمعاملات

Company

Plaintiff

1

06/03/2024 23:53

1

20

Items per page

Previous

Save

Cancel

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.

Case

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

CASE PARTIES

+ Add Party Clear Filter(s)

Name	Category	Type	Priority	Updated Date	Action
الشركة الدولية للتجارة والمقاولات	Company	Plaintiff	1	06/03/2024 23:53	
Qatar News Agency	Government	Defendant	1		

1 20 items per page

Previous Save Cancel Next

*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.

Add Supporting Documents

Type: Explanatory Memo

Description:

Filename: Select Files...

You must upload Explanatory Memo, Summary statement and Plaintiff IBAN No. (Latest Printed CR mandatory for Company and Personal ID doc mandatory for Natural Person)

Save Close

*Figure 10 – Upload Document

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

The screenshot shows the 'Case' registration progress bar with steps: Case Type (0%), Case Details (20%), Case Parties (40%), Documents (60%), Fee Details (80%), and Case Summary (100%). The 'Documents' step is active.

DOCUMENTS

+ Add Document Clear Filter(s)

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

20 Items per page

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:

The screenshot shows the 'Case' registration progress bar with steps: Case Type (0%), Case Details (20%), Case Parties (40%), Documents (60%), Fee Details (80%), and Case Summary (100%). The 'Fee Details' step is active.

FEE DETAILS

Description	Amount
Case Registration Fee	3000
Total Amount	3000

Previous Save Cancel Next

*Figure 12 - Upload document

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

Case

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

CASE SUMMARY

Case No Reference No

Case Title Case Type
المحكمة الابتدائية - منازعات وعقود التوريد - بند لحامله - يوجد

Status Case Submission Date
Draft

Filed By Filed By LawFirm
الشركة الدولية للتجارة والمقاولات

Grand Total Claim and Compensation Department
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.

المحكمة الاستثمار والتجارة
Investment and Trade Court

First Instance of Qatar

Transaction Receipt

Office Reference Number :

LawFirm Name : root Law Firm 1

Name of Legal Practitioner : One1 LP

Reference No :


Receipt Date :

20240000031

06/03/2024 20:36

QTY	DESCRIPTION	PRICE	SUBTOTAL
1	Case Registration Fee	3000.0	3000.0
Total-[QAR]			3000.0

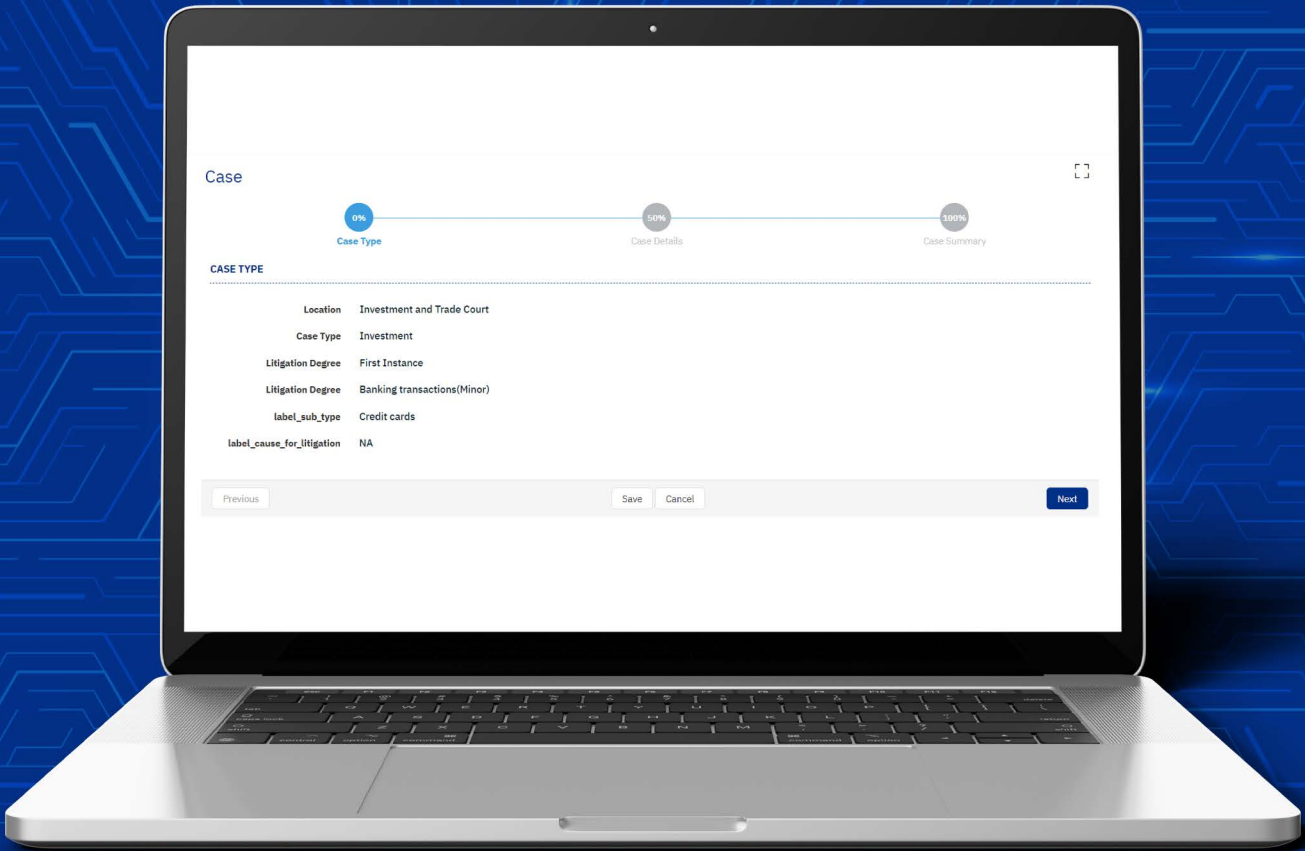
*Figure 15 – Transaction Receipt



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.

Tasks						
<div> <div>Clear Filter(s)</div> </div>						
Reference	Title	Name	Assignee(s)	Created Date	Due Date	Action
<div> <div></div> <div></div> </div>	<div> <div></div> <div></div> </div>	<div> <div></div> <div></div> </div>	<div> <div></div> <div></div> </div>	<div> <div></div> <div></div> </div>	<div> <div></div> <div></div> </div>	<div> <div></div> <div></div> </div>
Ministry of Energy Ministry of Endowments and Islamic Affairs	Update Attachments, 20240000019, Update IBAN	Update Attachments	One1 LP	06/03/2024 20:39	09/03/2024 08:00	<div> <div></div> <div></div> </div>

*Figure 16 - Dashboard

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

Case

0%

50%

100%

Case Type

Case Details

Case Summary

CASE TYPE

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

Previous

Save

Cancel

Next

*Figure 17 Case Details

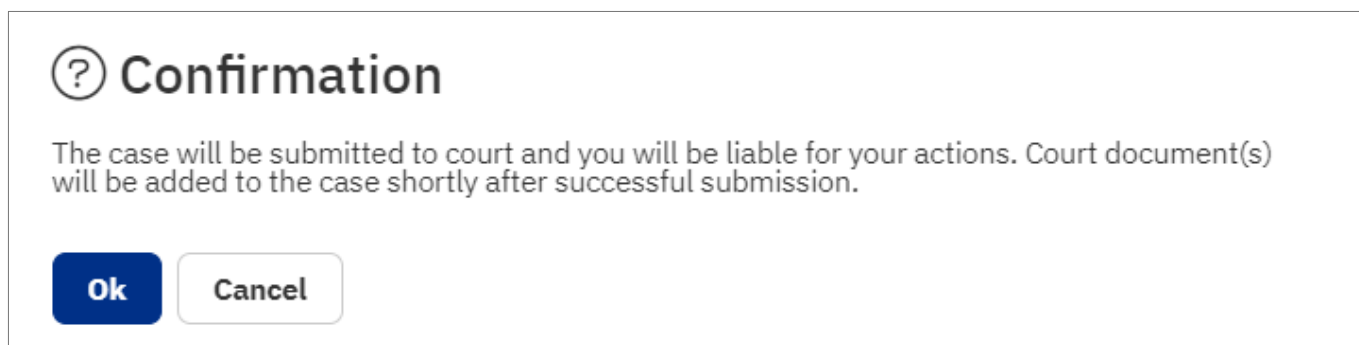
3- Click on "Next" to make the necessary updates then click on Submit.

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.

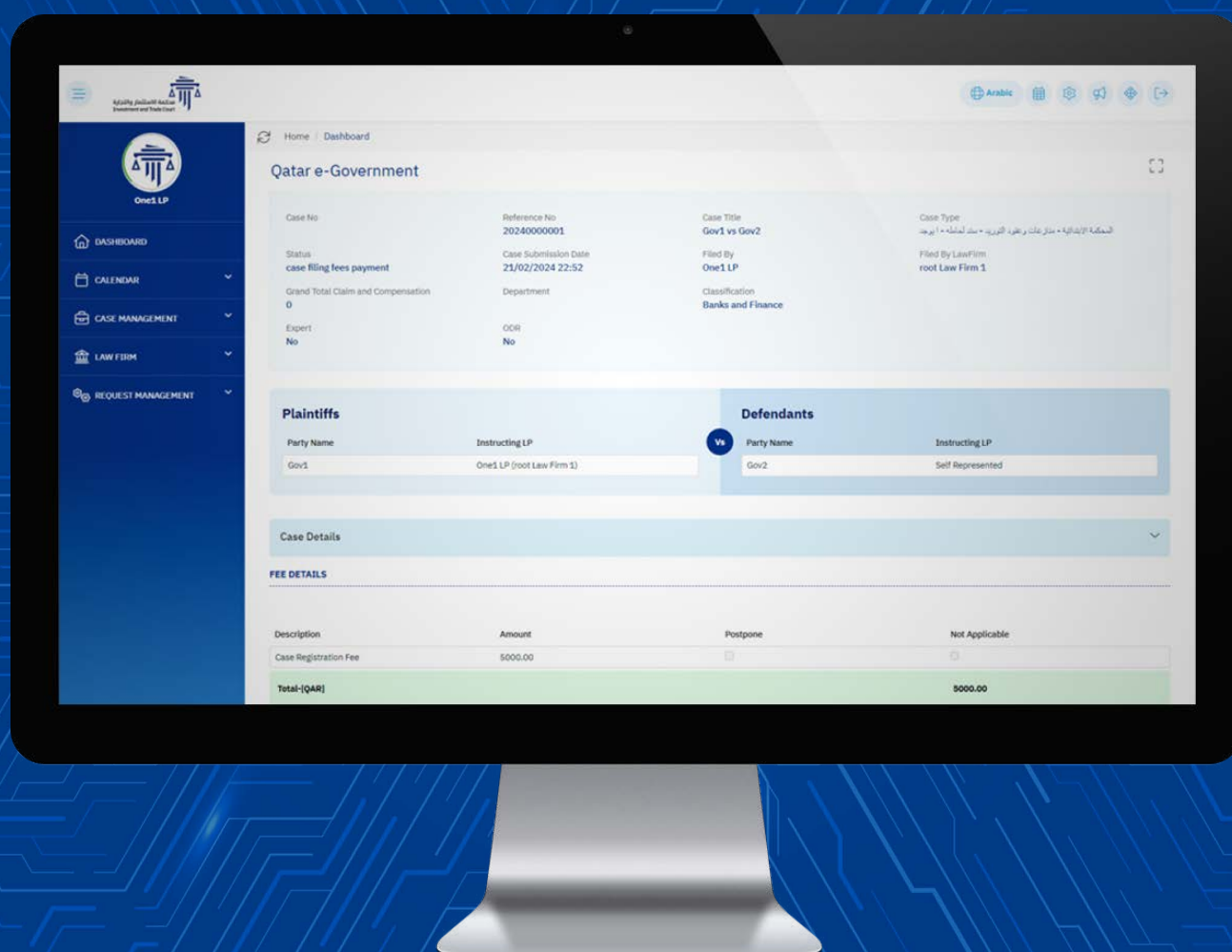


*Figure 18 Confirmation Message

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.


FIINBUSSQA2024/00006-REQ/0305202423313897	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
	20240000001	Gov1 vs Gov2	المسكدة الابتدائية - مسائل ذات طابع قانوني - بيت المحاماة - ايجد
Status	Case Submission Date	Filed By	Filed By LawFirm
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	ODR		
No	No		

Plaintiffs		Defendants	
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"/>
Total-[QAR]			5000.00

*Figure 20 Payment Page

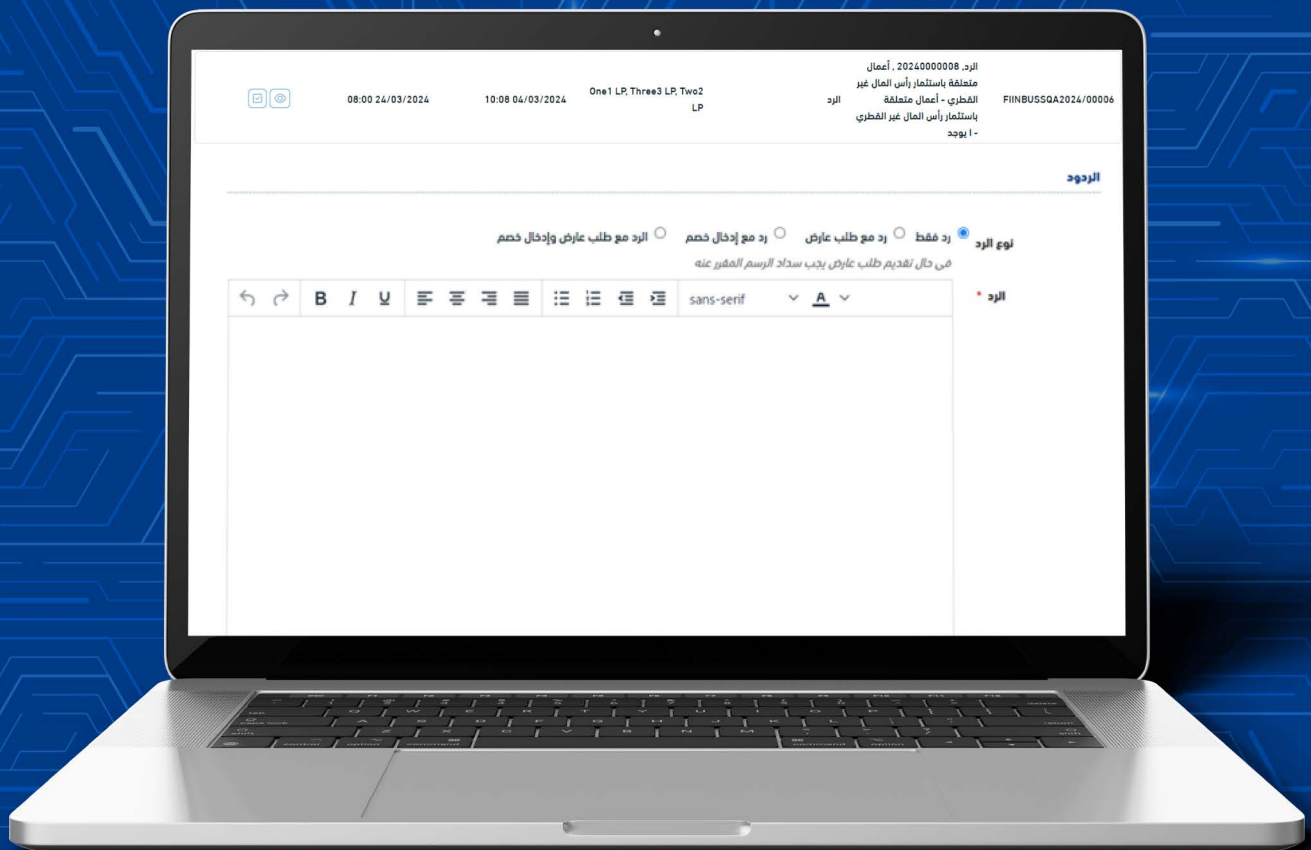
3- Click on Continue, and you will be directed to the payment page to Select the payment method and enter card details.

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:

FIINBUSSQA2024/00006	Case Answer, 20240000008 أعمال متعلقة باستثمار رأس المال غير , القطري - أعمال متعلقة باستثمار رأس 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.

*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.

A confirmation dialog box with a light gray background and a thin gray border. At the top left is a circular icon containing a question mark. To its right is the word "Confirmation" in a large, bold, dark gray font. Below this, the text "Do you want to submit?" is displayed in a smaller, regular dark gray font. At the bottom left is a dark blue button with the word "Ok" in white. To its right is a light gray button with the word "Cancel" in dark gray.

? **Confirmation**

Do you want to submit?

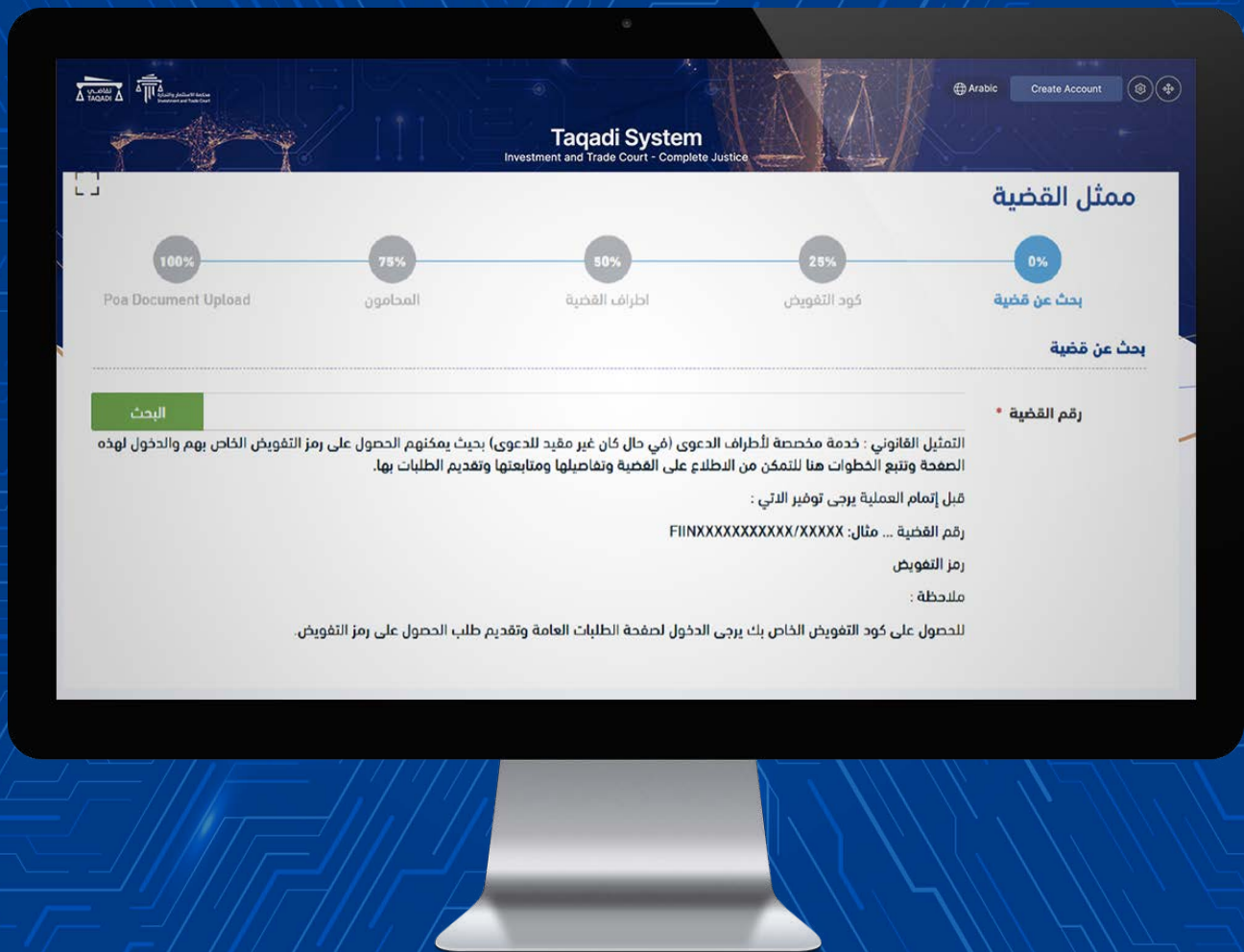
Ok **Cancel**

*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.

Case Representation

0%

25%

50%

75%

100%

Search Case

Authorize Codes

Case Parties

Case Lawyers

Poa Document Upload

SEARCH CASE

Case No *

Search

*Figure 24 – Case Representation

You must have an authorization code that will be sent to you via SMS or email.

You can get the authorization code by submitting a request to the court from the General Requests.

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

CASE INFORMATION

Case No

[FIINBKOPM32024/00015](#)

Case Type

bank_operations(major) - Bill of exchange - NA

Reference No

20240000018

Previous

Cancel

Next

*Figure 25 case detail

3- Click on 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

AUTHORIZE CODES

Validate Codes *

International Corp ltd

Validate

Ministry of Endowments and Islamic Affairs

Validate

Previous

Cancel

Next

*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 Ltd

Validate

Ministry of Endowments and Islamic Affairs

Validate

✓

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

Clear Filter(s)

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

1

20

items per page

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

+ Add lawyer

Clear Filter(s)

Case Party	Legal Practitioner	Instructing	Updated Date	Action
------------	--------------------	-------------	--------------	--------

0

20

items per page

Previous

Cancel

Next

*Figure 29 – Case Lawyers

7- Click on **+ Add lawyer** . The following window will be displayed.

*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.

9- Click OK.

CHAPTER 9

ADDITIONAL OPTIONS



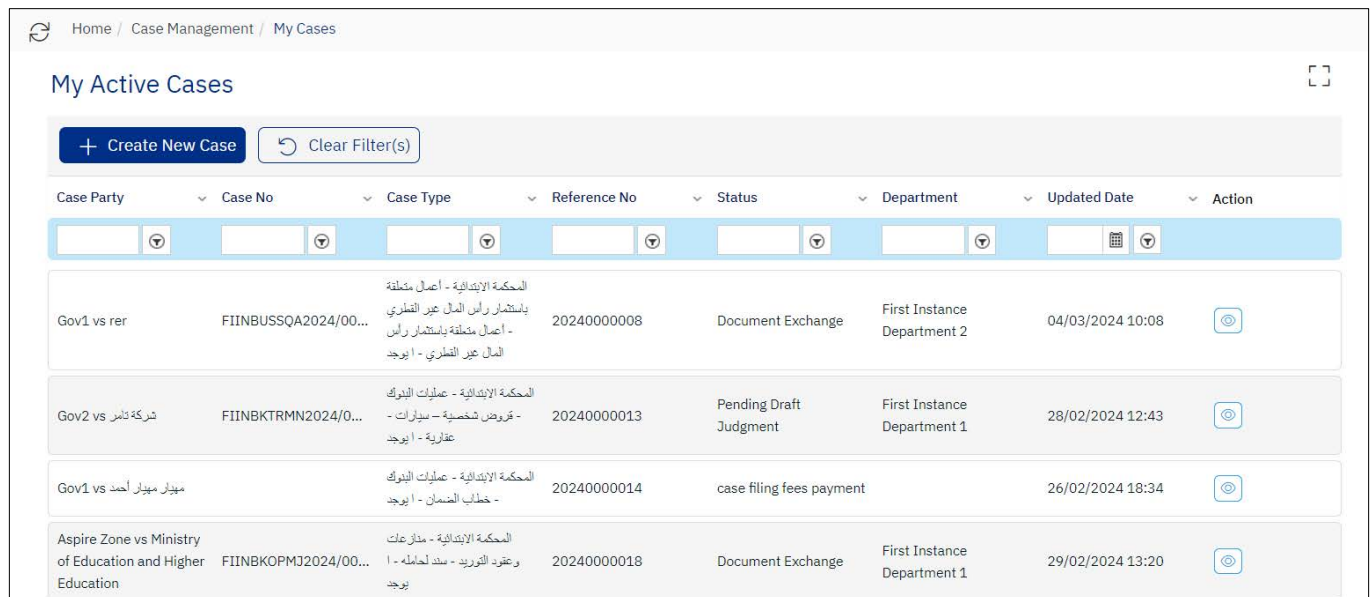
Chapter 09: ADDITIONAL OPTIONS

My Cases or All Cases

1. Add a Lawyer

Follow these steps:

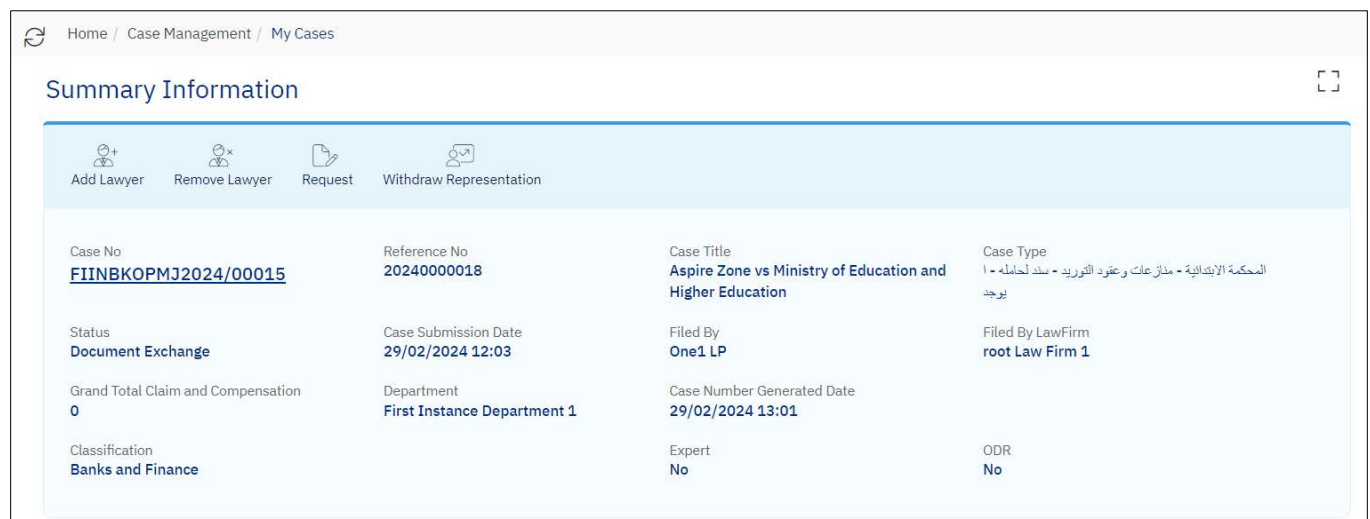
1- From the sidebar, click on "My Cases," then the following page will be displayed.



Case Party	Case No	Case Type	Reference No	Status	Department	Updated Date	Action
Gov1 vs rer	FIINBUSSQA2024/00...	المحكمة الابتدائية - أعمال متعلقة باستثمار رأس المال غير القطري - أعمال متعلقة باستثمار رأس المال غير القطري - يوجد	20240000008	Document Exchange	First Instance Department 2	04/03/2024 10:08	
Gov2 vs شركة تاسر	FIINBKTRMN2024/0...	المحكمة الابتدائية - عمليات البنوك - قروض شخصية - سيارات - عقارية - يوجد	20240000013	Pending Draft Judgment	First Instance Department 1	28/02/2024 12:43	
Gov1 vs ميجار ميجار أحمد		المحكمة الابتدائية - عمليات البنوك - خطاب الممنان - يوجد	20240000014	case filing fees payment		26/02/2024 18:34	
Aspire Zone vs Ministry of Education and Higher Education	FIINBKOPMJ2024/00...	المحكمة الابتدائية - منازعات وعقود التوريد - سند لحامله - 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			
Case No FIINBKOPMJ2024/00015	Reference No 20240000018	Case Title Aspire Zone vs Ministry of Education and Higher Education	Case Type المحكمة الابتدائية - منازعات وعقود التوريد - سند لحامله - 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	Case Number Generated Date 29/02/2024 13:01	
Classification Banks and Finance	Expert No	ODR No	

*Figure 32 case summary

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

Case Advocate Form

0% Search Case 100% Case Lawyers

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

0% Search Case 100% Remove Legal Practitioner

SEARCH CASE

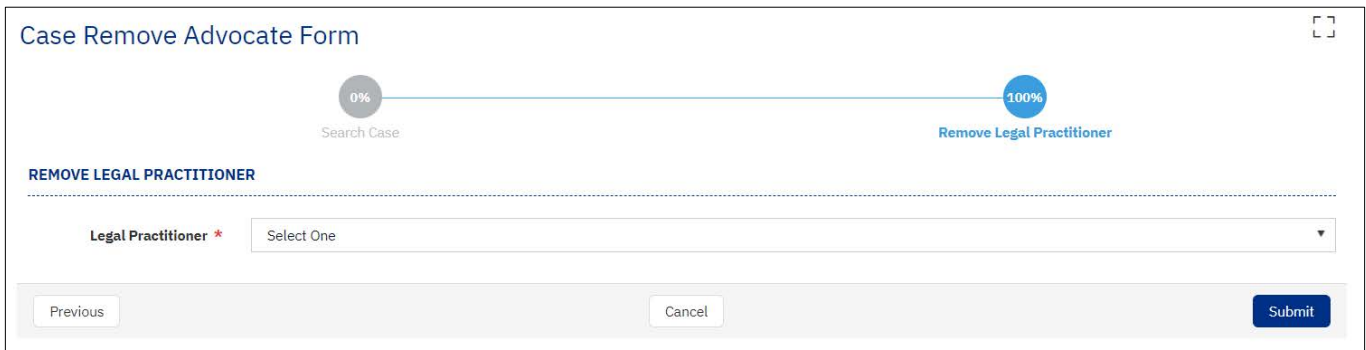
Case No * FIINBKOPMJ2024/00015

CASE INFORMATION

Case No	FIINBKOPMJ2024/00015	Reference No	20240000018
Case Title	Aspire Zone vs Ministry of Education and Higher Education	Case Type	المحكمة الابتدائية - منازعات عقود التوريد - سند لحاملة - 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.



The screenshot shows the 'Case Remove Advocate Form'. At the top, there is a progress bar with two steps: 'Search Case' (0%) and 'Remove Legal Practitioner' (100%). Below the progress bar, the section 'REMOVE LEGAL PRACTITIONER' is visible. It contains a dropdown menu labeled 'Legal Practitioner *' with the text 'Select One'. At the bottom of the form, there are three buttons: 'Previous', 'Cancel', and 'Submit'.

*Figure 35 remove lawyer

Select the lawyer from the list, then click Submit.

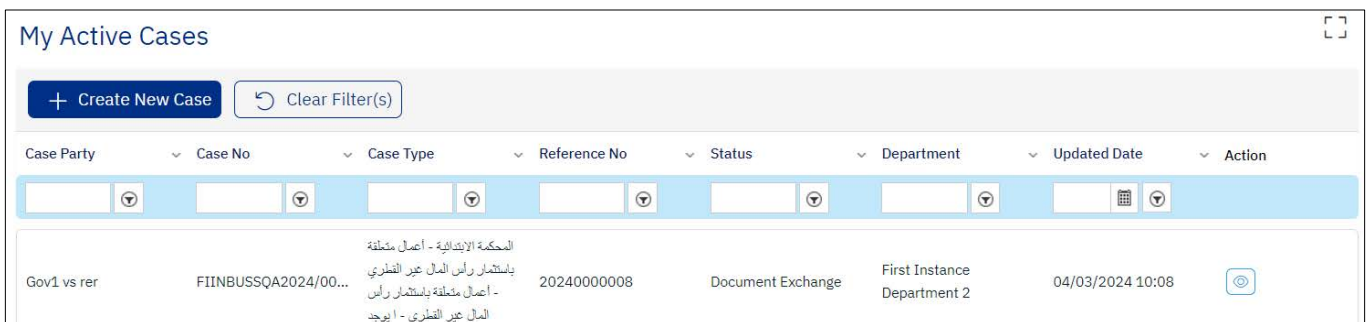


Regarding the withdrawal of the lawyer from the case, refer to the section related to withdrawing from representation in the case later.

3. Requests Related to Case

Follow these steps:

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



The screenshot shows the 'My Active Cases' page. At the top, there are two buttons: '+ Create New Case' and 'Clear Filter(s)'. Below these buttons is a table with columns: Case Party, Case No, Case Type, Reference No, Status, Department, Updated Date, and Action. The table contains one row of data:

Case Party	Case No	Case Type	Reference No	Status	Department	Updated Date	Action
Gov1 vs rer	FIINBUSSQA2024/00...	المحكمة الابتدائية - أعمال متعلقة باستئناف رأس المال غير القفري - أعمال متعلقة باستئناف رأس المال غير القفري - أ يوجد	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.



The screenshot shows the 'Case Toolbar' with four buttons: 'Add Lawyer' (with a person icon and a plus sign), 'Remove Lawyer' (with a person icon and a minus sign), 'Request' (with a document icon), and 'Withdraw Representation' (with a person icon and a checkmark).

*Figure 37 Case Toolbar

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

Case Ad-hoc Task Form

0%

50%

100%

Search Case

Main Request Details

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

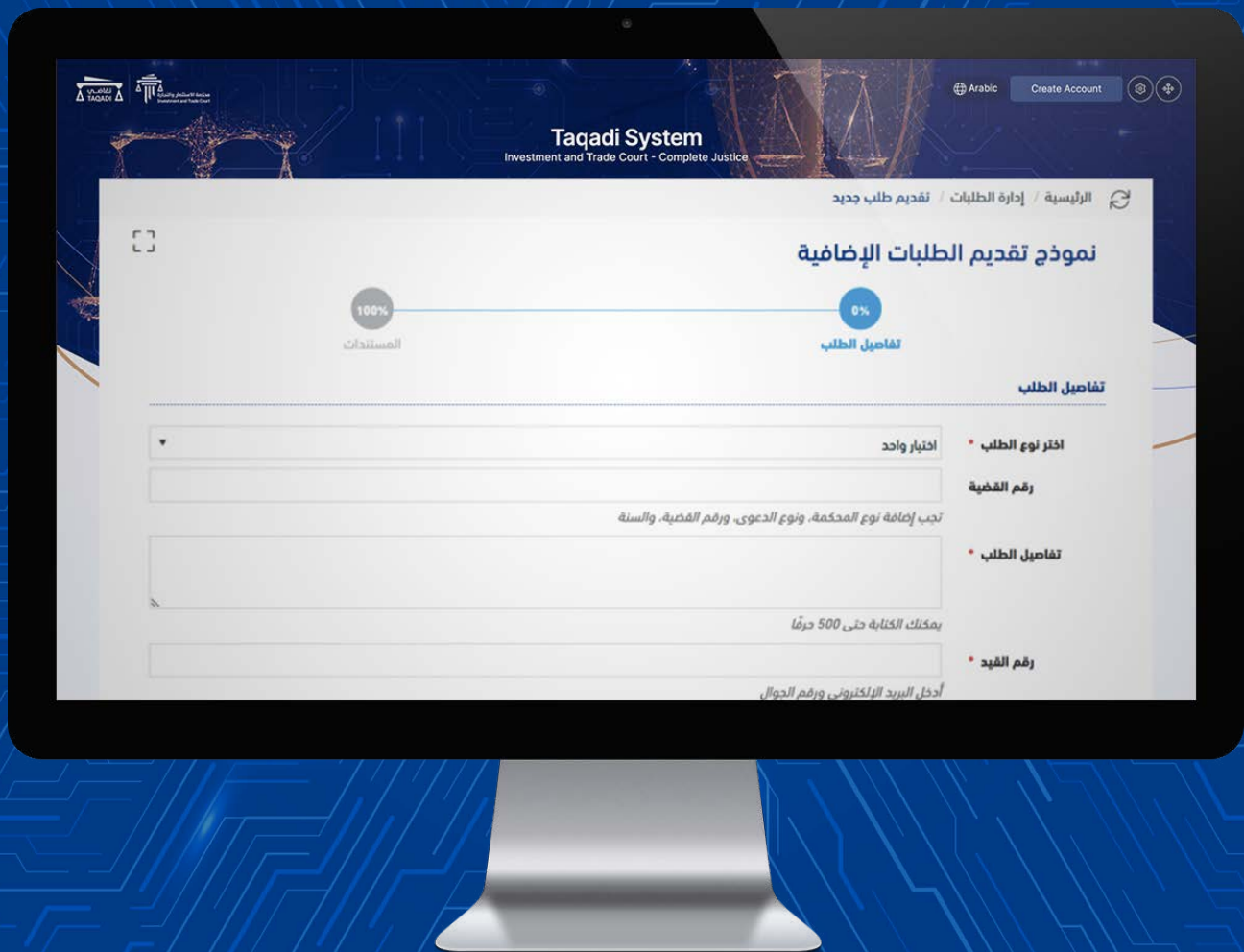
Cancel

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

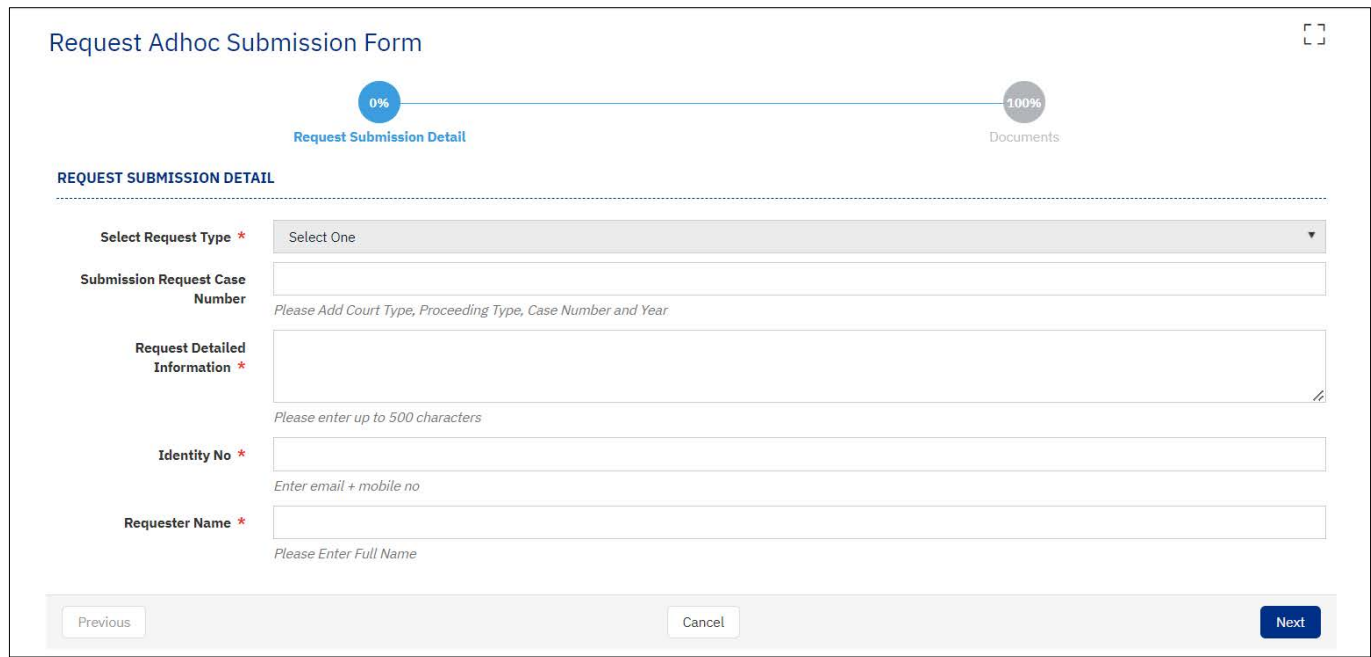
REQUESTS NOT
RELATED TO CASES

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.



The screenshot displays the 'Request Adhoc Submission Form' interface. At the top, a progress bar shows '0%' completion for 'Request Submission Detail' and '100%' for 'Documents'. The form is titled 'REQUEST SUBMISSION DETAIL' and contains several input fields: 'Select Request Type' (a dropdown menu), 'Submission Request Case Number' (a text field with a placeholder 'Please Add Court Type, Proceeding Type, Case Number and Year'), 'Request Detailed Information' (a large text area with a placeholder 'Please enter up to 500 characters'), 'Identity No' (a text field with a placeholder 'Enter email + mobile no'), and 'Requester Name' (a text field with a placeholder 'Please Enter Full Name'). At the bottom, there are three buttons: 'Previous', 'Cancel', and '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

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