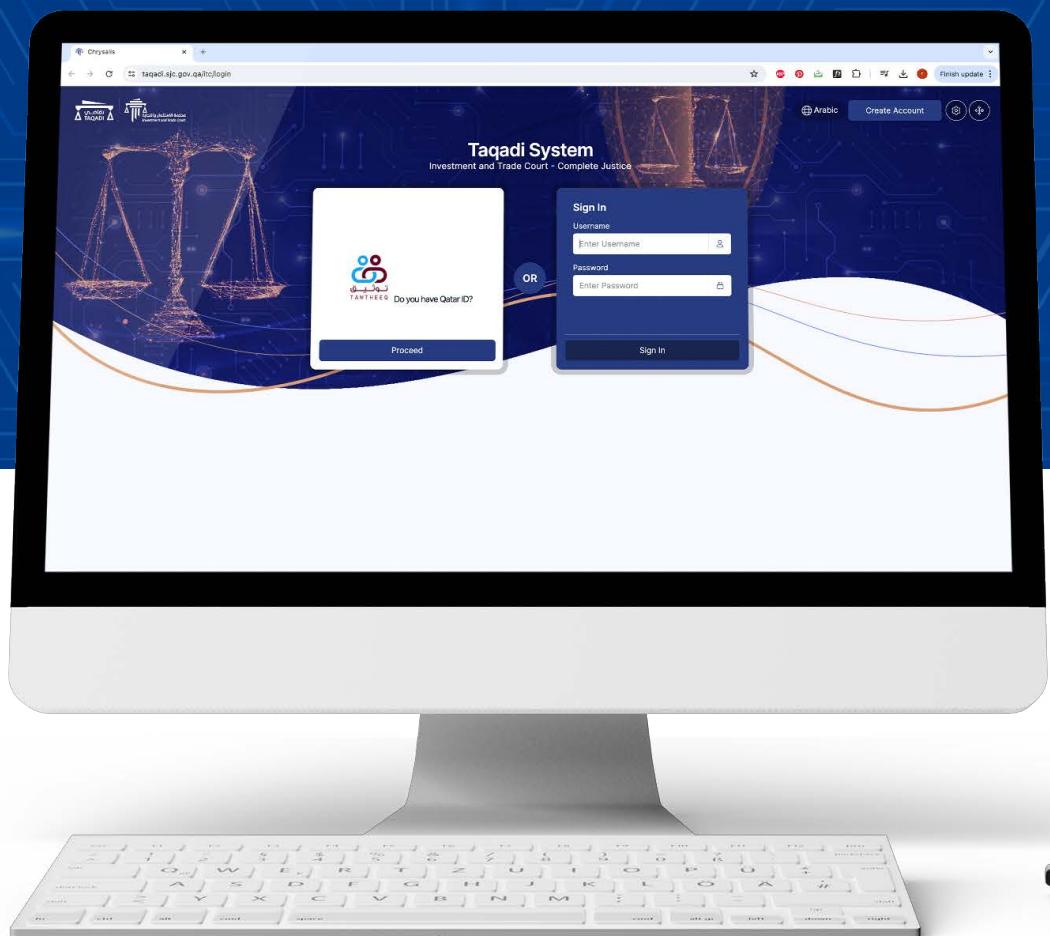




# USER MANUAL

## NON-QATARI COMPANY ACCOUNT -CASE REGISTRATION



# CONTENTS

## **Chapter 1 - Introduction**

- 1.1 Introduction to the Manual
- 1.2 Basic Requirements
- 1.3 Users
- 1.4 Purpose
- 1.5 Icons

## **Chapter 2 - Non-Qatari Companies**

- 2.1 Non-Qatari Companies

## **Chapter 3 - Getting to Know Your Account**

- 3.1 All Users
- 3.2 Icons
- 3.3 Account Details
- 3.4 User Details
- 3.5 Change your picture
- 3.6 Change Password
- 3.7 Signature
- 3.8 Color Selection
- 3.9 Font Size Change

## **CHAPTER 4 – CASE MANAGEMENT**

### **Chapter 5 – Responding to Court Inquiries**

### **Chapter 6 – Payment**

### **Chapter 7 – Memo Exchange Doc Tasks**

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

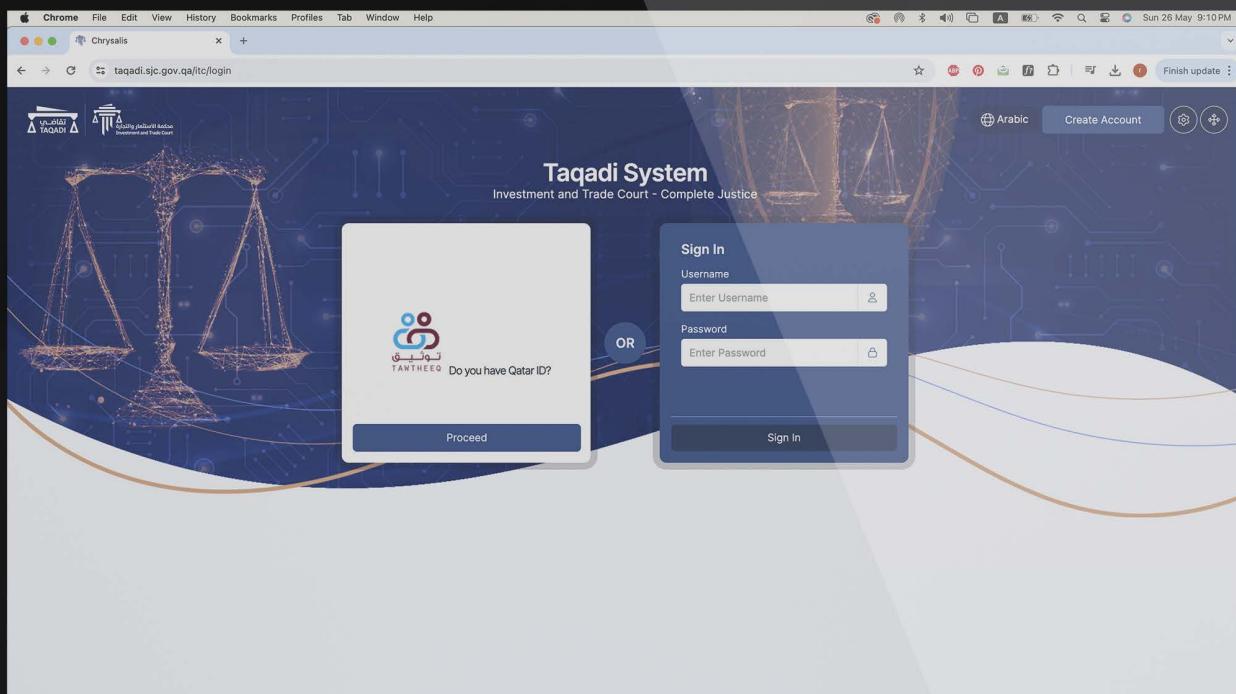
### **Chapter 9 – Additional Options**

### **Chapter 10 – Requests Not Related to Cases**

### **Chapter 11 – Enforcement Court**

# 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 BASIC 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

- Qatari Companies

## 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

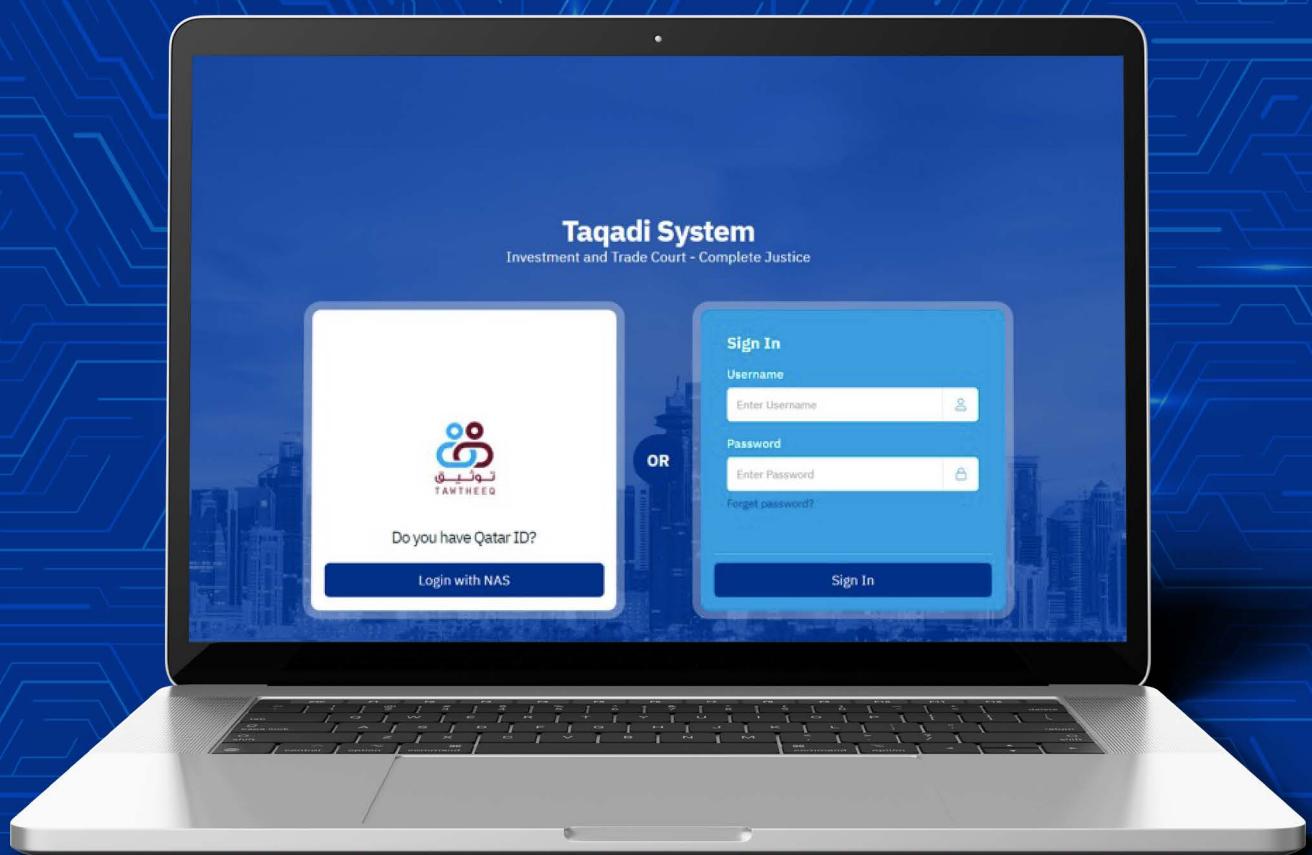


**A Warning**

Refers to information that may be critical

## CHAPTER 2

# Non-Qatari Companies (NAS account exist)

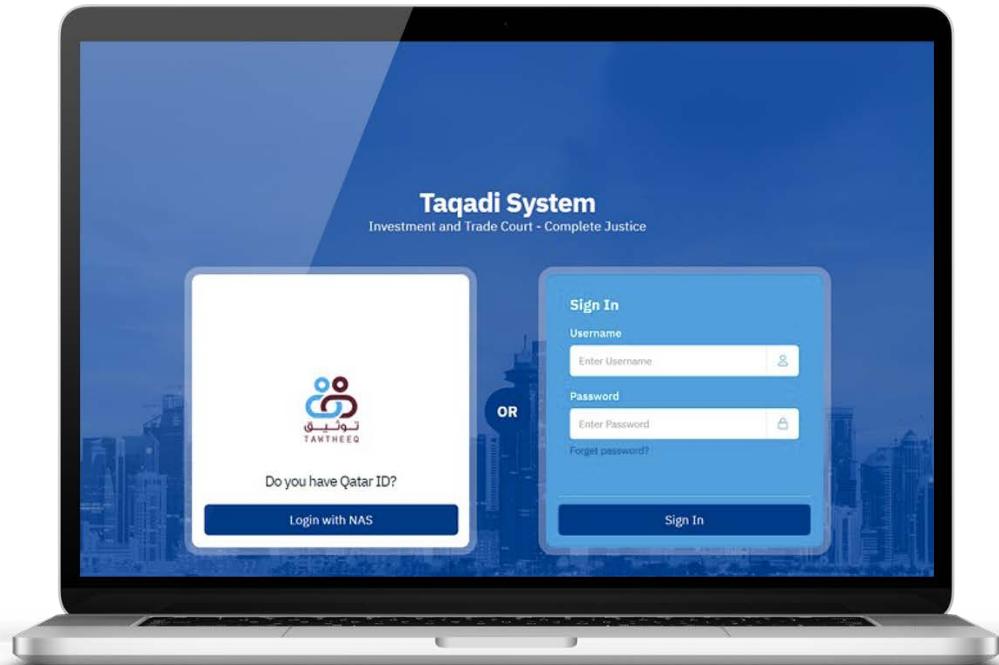


## Chapter 02: Non-Qatari Company

### 2.1 Non-Qatari Company – Create Account

Follow these steps:

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



\*Figure 1 – Log in Page

2. Click on **Create Account** , you will be directed to the account registration page in the Investment and Trade Court system, and the following page will be displayed:

0% 25% 50% 75% 100%

Account Creation Info Entity Info Contact Information Supporting Documents Confirmation

ACCOUNT CREATION INFO

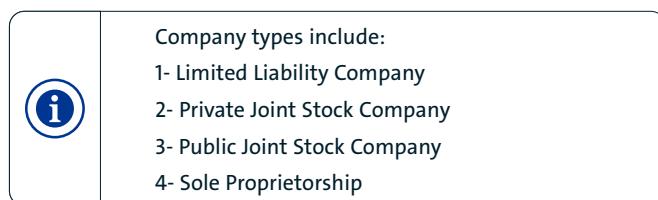
Entity Role \*

Select One

Previous Next

\*Figure 1 – Account Registration Page

**3. After selecting the type of company, click on Next.**



**4. The system will display the following page:**

**User Registration**

Progress: 0% (Account Creation Info), 25% (Entity Info), 50% (Contact Information), 75% (Supporting Documents), 100% (Confirmation)

**ENTITY INFO**

**Company Name \***  
  
Enter company name.

**ENTITY DETAILS**

**CR No. Available? \***

**CR Number**  
  
Enter CR number.

**Trade Permit No. \***

**CR Issued On \***

**Establishment ID Number**  
  
Enter establishment ID number.

**CR Issued Expires On \***

**Company Nationality \***

\*Figure 1 – Company Information Registration Page

**5. Complete the company information according to the type you have chosen.**

**AUTHORIZED SIGNATORY**

Full Name	Personal ID or Passport Num... Issue Date	Expiry Date	Nationality
-----------	---	-------------	-------------

**Add Authorized Signatory**

**6. Click on Next.**

User Registration

0% Account Creation Info 25% Entity Info 50% **Contact Information** 75% Supporting Documents 100% Confirmation

**CONTACT INFORMATION**

**Cell Phone No. \***  
5645645654  
Enter your cell phone number.

**Email \***  
test@test.com  
Enter your email.

**Phone Number**  
Enter your phone number.

**Another Phone Number**  
Enter another phone number.

**Unit No**  
Enter unit number.

**Floor No.**  
Enter floor number.

**Building No**  
Enter building name / number.

**Street**  
Enter street name.

**Area**  
Enter area.

**District**  
Enter district.

\*Figure 1 –Contact Information and Company Address Registration Page

**7. Click on Next, then the following page will be displayed to upload supporting documents for your account creation request:**

User Registration

0% Account Creation Info 25% Entity Info 50% Contact Information 75% **Supporting Documents** 100% Confirmation

**SUPPORTING DOCUMENTS**

**Documents \***

+ Add Document Clear Filter(s)

Filename	Type	Description	Action

Items per page: 20

Please upload mandatory documents.

Previous Next

\*Figure 1 – Upload Supporting Documents for Account Creation

**8. Click on Next, the system will display a summary page of your request.**

**9. The system will prompt you to enter an OTP code. After entering it correctly, the system will display a page to create a username and password**

## 2.2 Non-Qatari Company - Login

Follow these steps:

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

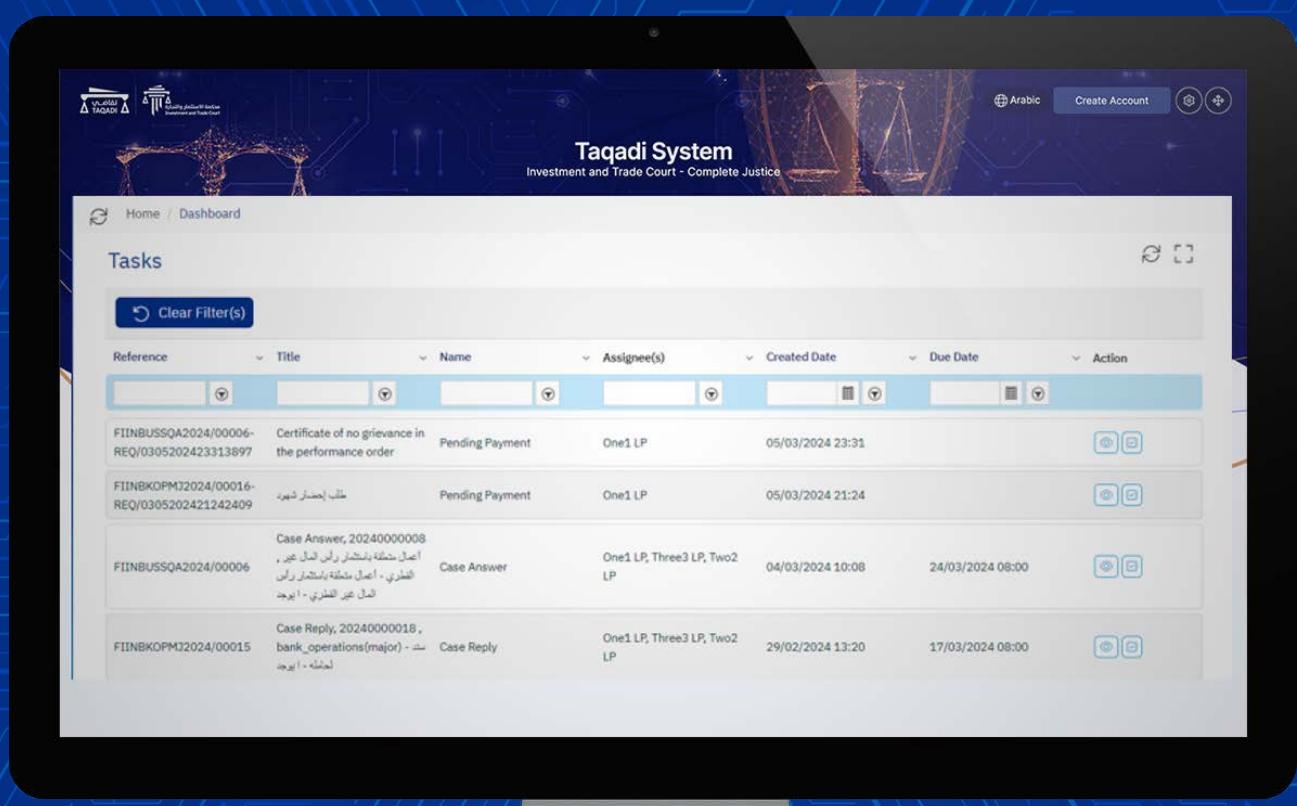


\*Figure 1 – Non-Qatari Company

2. Enter the username and password to log in to the Investment and Trade Court system

## CHAPTER 3

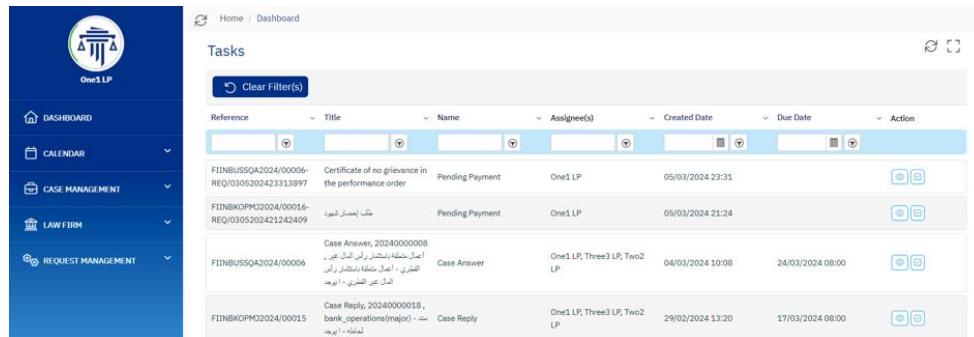
## GETTING TO KNOW YOUR ACCOUNT



## Chapter 03: GETTING TO KNOW YOUR ACCOUNT

### 3.1 ALL USERS

After logging in to your account, the following page will be displayed:



\*Figure 2 individual plaintiff Dashboard



Once you successfully log in to your account, the system will display the Task Dashboard page, which shows the tasks that require action from you.

### 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

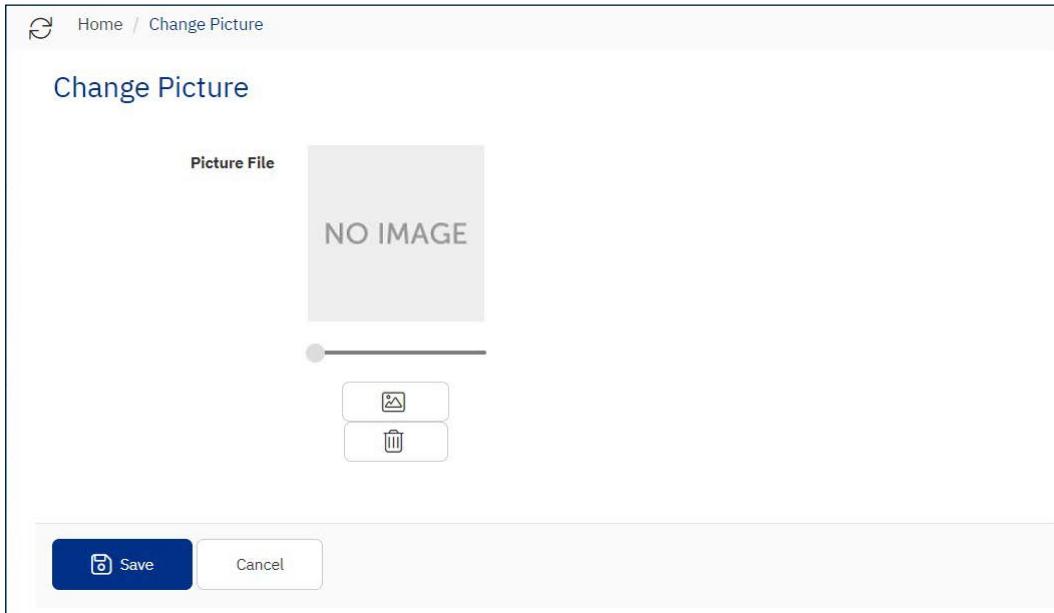
### 3.4 USER DETAILS

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.

### 3.5 Change your picture

Follow these steps:

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



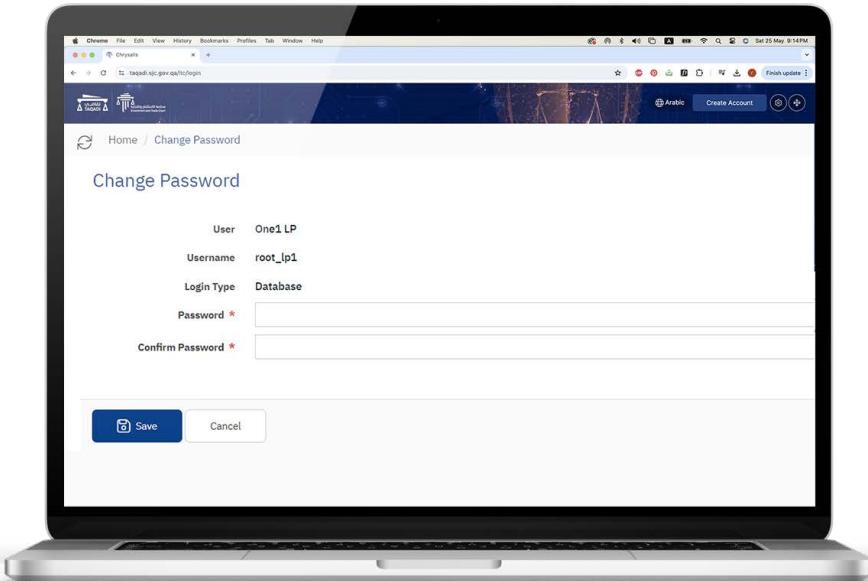
\*Figure 4 Change your picture

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

### 3.6 CHANGE PASSWORD

Follow these steps:

1- Click on "[Change Password](#)," the following page will be displayed:



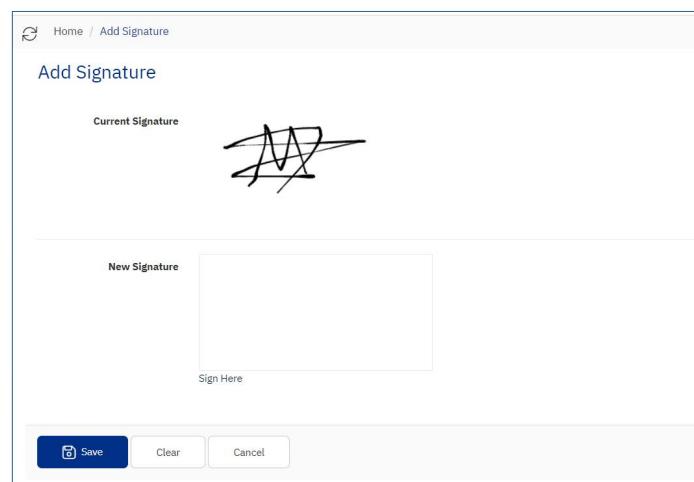
\*Figure 5 Change Password

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

### 3.7 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.

### 3.8 COLOR SELECTION

Follow these steps:

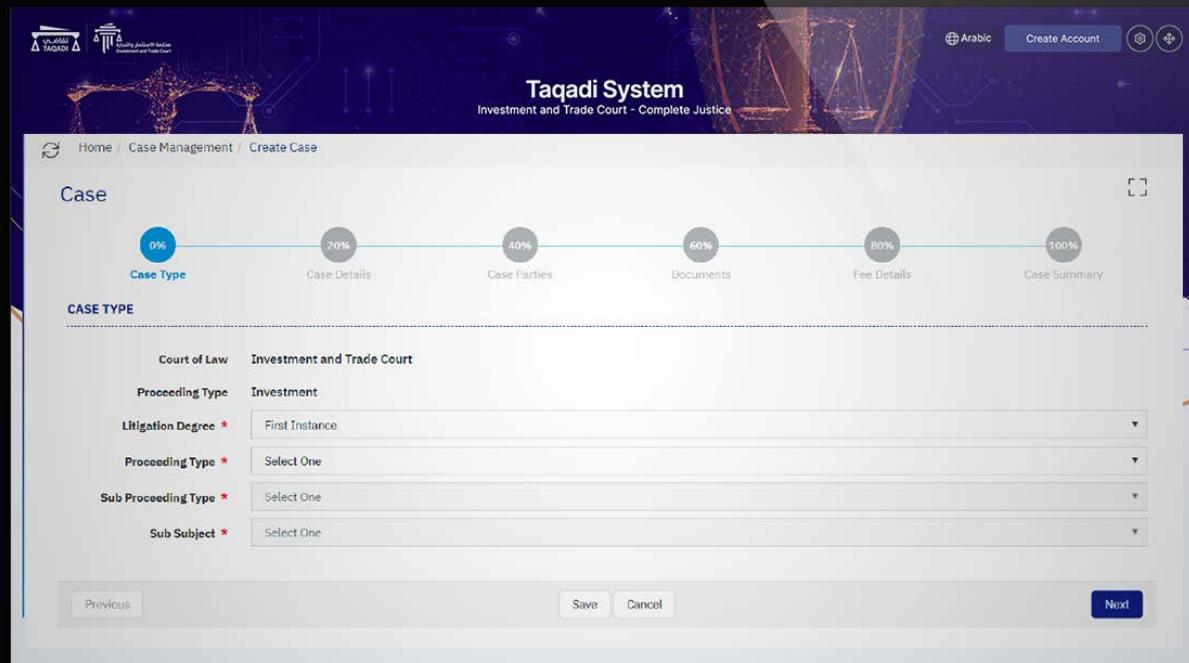
1- Click on "Color Selection" to activate the color-blind mode.

### 3.9 FONT SIZE CHANGE

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

# CHAPTER 4

# CASE MANAGEMENT



The screenshot shows the 'Case Management' section of the Taqadi System. The top navigation bar includes the 'Taqadi' logo, a search bar, and links for 'Arabic', 'Create Account', and system settings. The main title 'Taqadi System' and subtitle 'Investment and Trade Court - Complete Justice' are displayed. The current page is 'Case Management / Create Case'. The process is divided into 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 active, showing fields for Court of Law (Investment and Trade Court), Proceeding Type (Investment), Litigation Degree (First Instance), Proceeding Type (Select One), Sub Proceeding Type (Select One), and Sub Subject (Select One). Buttons for 'Previous', 'Save', 'Cancel', and 'Next' are at the bottom.

## Chapter 04: CASE MANAGEMENT

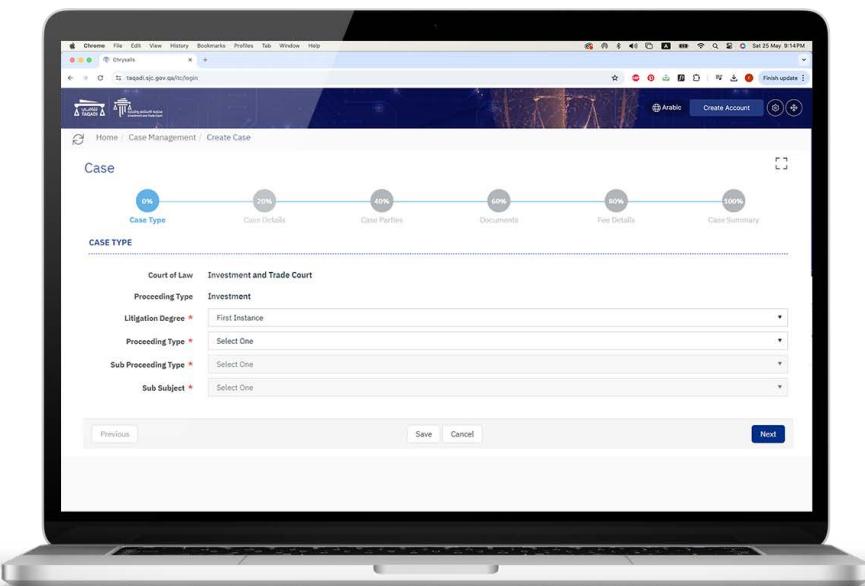
### 1. Case Creation



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

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
100%

0%

20%

40%

60%

80%

100%

Case Type
Case Details
Case Parties
Documents
Fee Details
Case Summary

**CASE PARTIES**

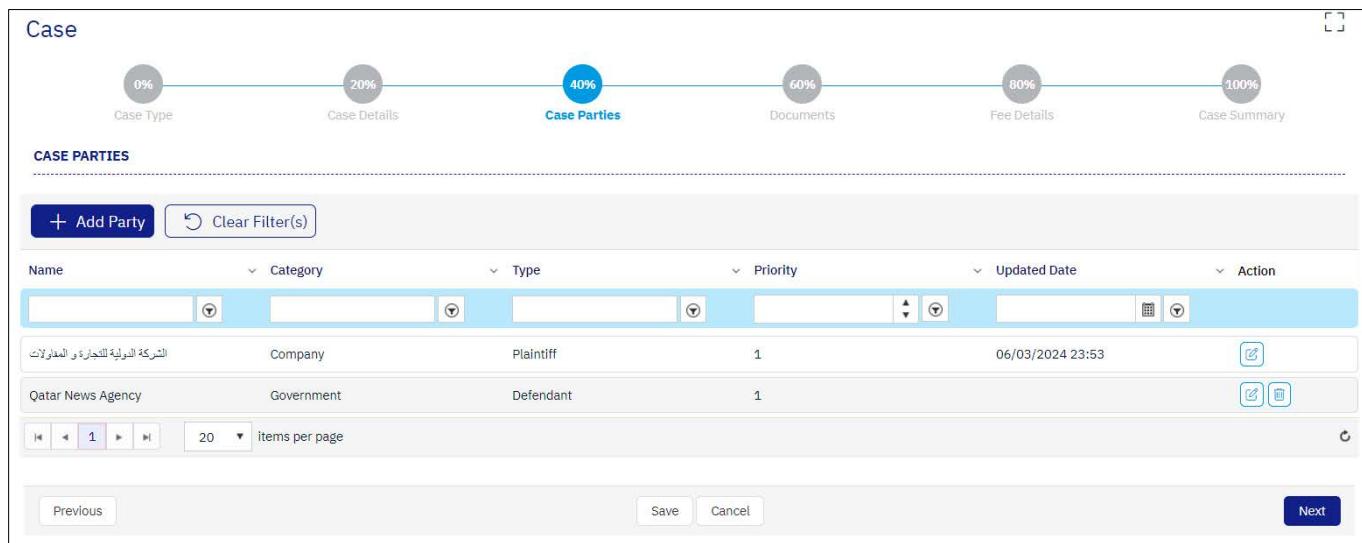
+ Add Party
Clear Filter(s)

Name	Category	Type	Priority	Updated Date	Action
الشركة الوطنية للمهارات والمقارنات	Company	Plaintiff	1	06/03/2024 23:53	

Items per page:
20
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.



The screenshot shows the 'Case' interface with a progress bar at the top. The 'Case Parties' step is highlighted in blue, indicating it is the current step. The table below lists the parties added to the case:

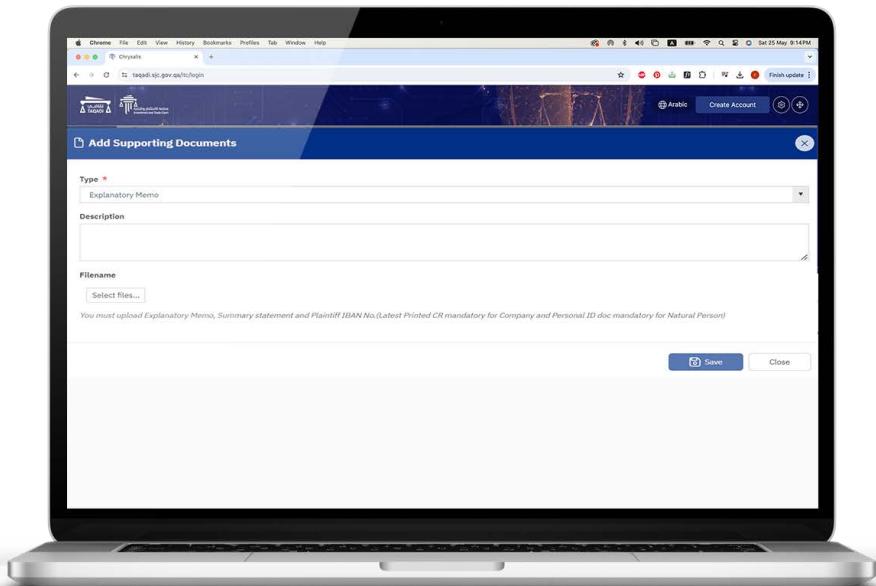
Name	Category	Type	Priority	Updated Date	Action
الشركة التجارية للمقاولات	Company	Plaintiff	1	06/03/2024 23:53	
Qatar News Agency	Government	Defendant	1		

Below the table are buttons for 'Previous', 'Save', 'Cancel', and '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.



\*Figure 10 – Upload Document

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

Case

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

**DOCUMENTS**

+ Add Document Clear Filter(s)

Filename	Type	Description	Uploaded By	Uploaded Date	Action
شرح المفصل.pdf	Explanatory Memo	الشركة التجارية للمعارض		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:

Case

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

**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 No.	Reference No.
Case Title	Case Type المحكمة الإبتدائية - مذارعات وغزير التوريد - سند لحاملاً - موجود
Status Draft	Case Submission Date
Filed By الشركة المولية للتجارة المغذية	Filed By Law Firm
Grand Total Claim and Compensation 0	Department
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.

Transaction Receipt			
Office Reference Number :	Reference No :		
Law Firm Name : root Law Firm 1	20240000031		
Name of Legal Practitioner : One1 LP	Receipt Date : 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

Case

0% Case Type 50% Case Details 100% 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

## 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 checked="" type="checkbox"/> <input type="checkbox"/>

\*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

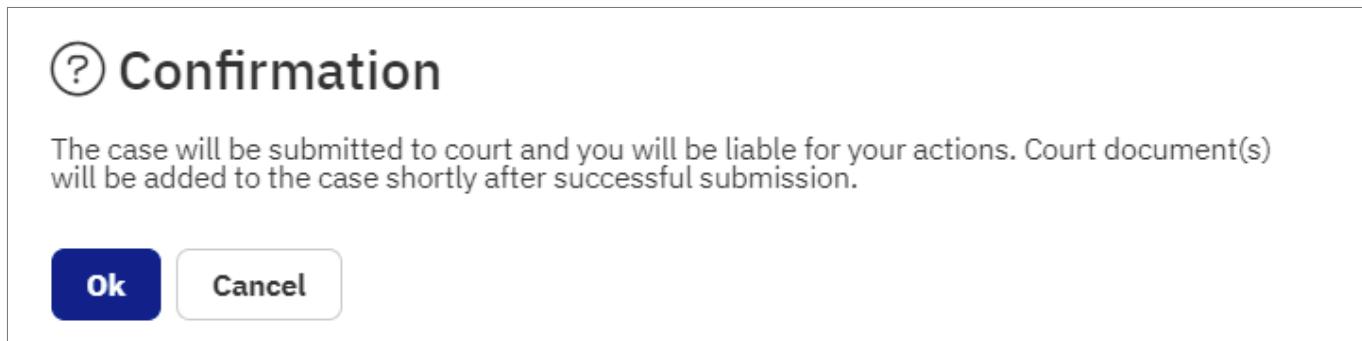
3- Click on "Next" to make the necessary updates then click on Submit.

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.

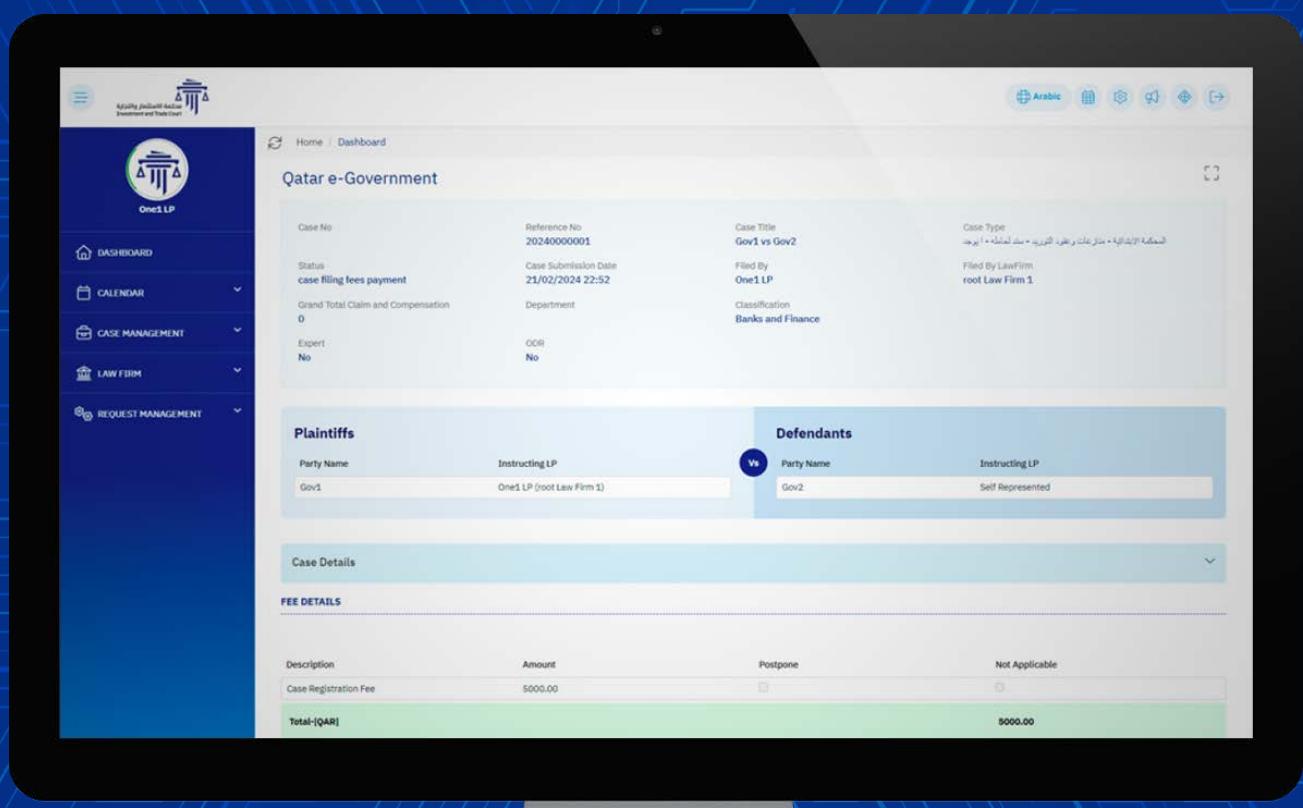


\*Figure 18 Confirmation Message

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.

\*Figure 19 payment task

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

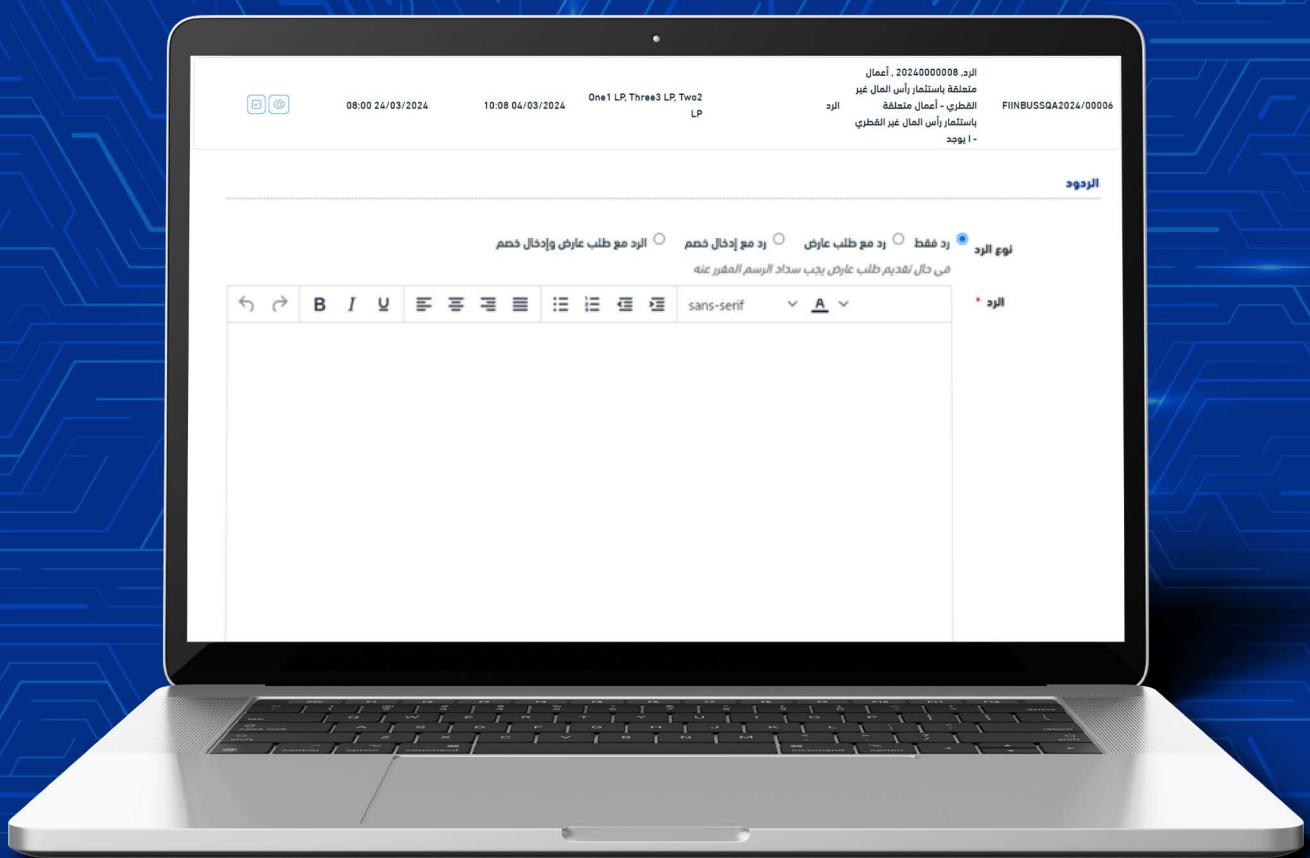
\*Figure 20 Payment Page

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  
أصل متعلقة باستئناف رئيس المال غير ،  
القطري - أصل متعلقة باستئناف رئيس  
المال غير القطري - يوجد

FIINBUSSQA2024/00006

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:

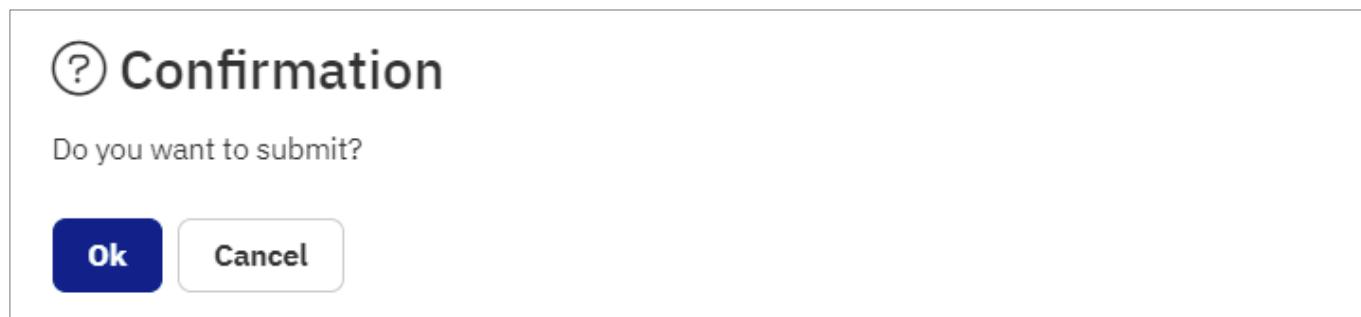
- Answer only
- Answer and Add Party
- Answer and Incident Report
- Answer with Incident Report and Add Party

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.

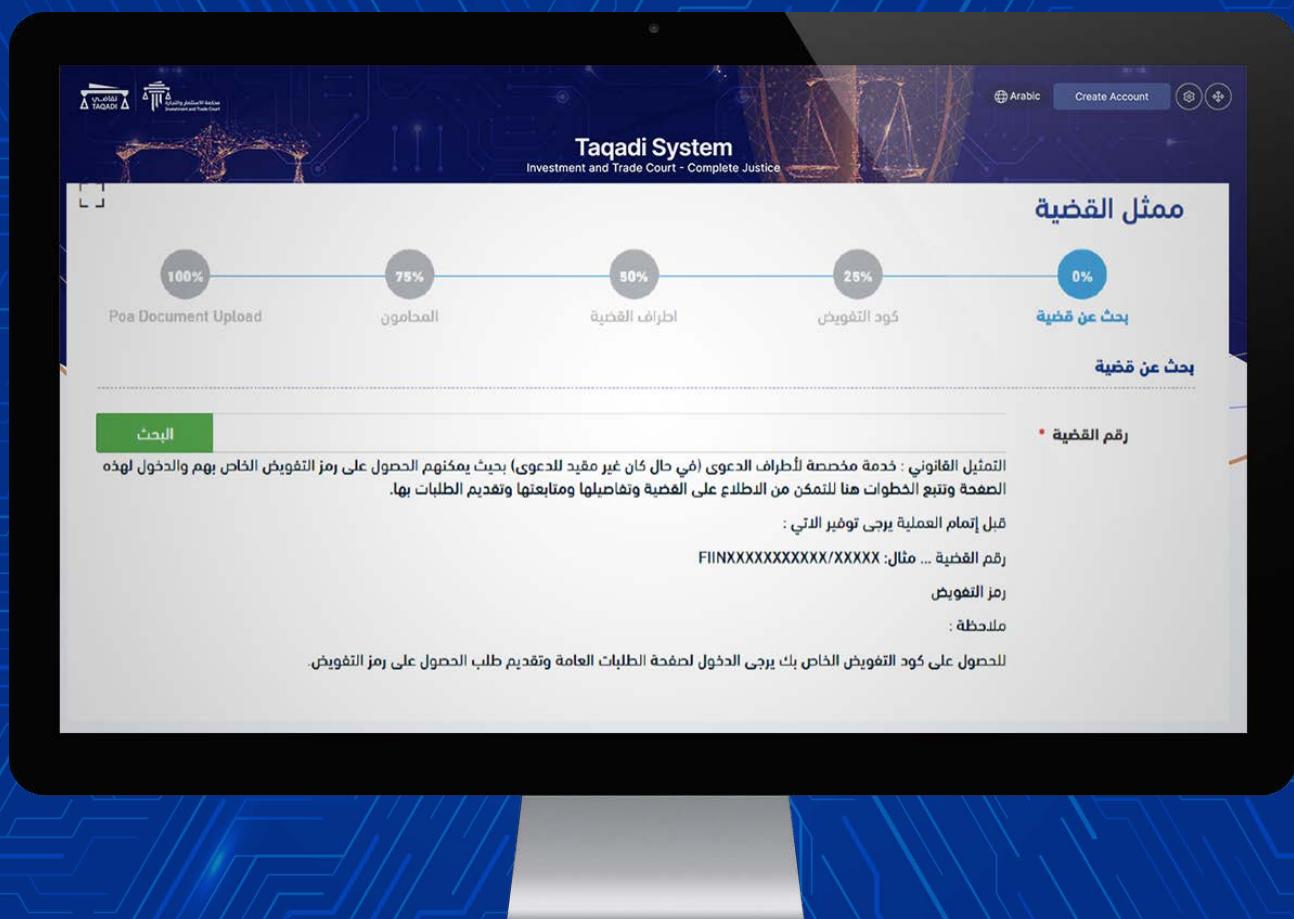


\*Figure 23 Confirmation message

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.

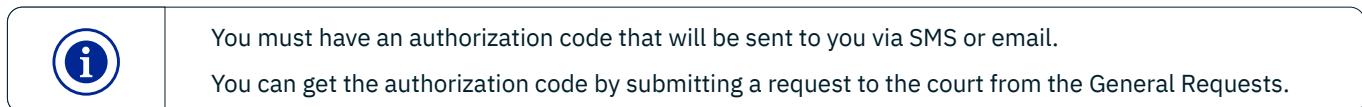
Follow these steps:

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

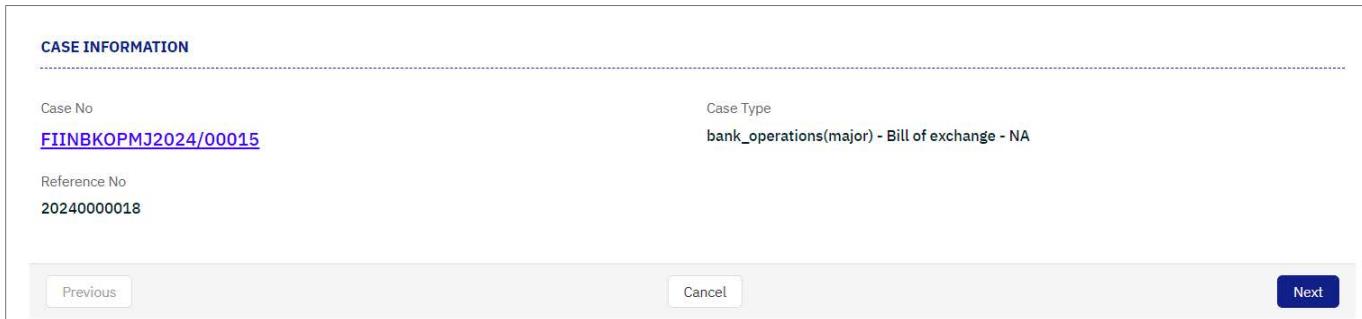


The screenshot shows the 'Case Representation' page. At the top, a horizontal progress bar is divided into five segments: 'Search Case' (0%), 'Authorize Codes' (25%), 'Case Parties' (50%), 'Case Lawyers' (75%), and 'Poa Document Upload' (100%). Below the progress bar, there is a section titled 'SEARCH CASE' with a 'Case No.' input field containing 'FIINBKOPMJ2024/00015' and a 'Search' button. The entire page is enclosed in a light gray border.

\*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', and reference number '20240000018'. At the bottom, there are 'Previous', 'Cancel', and 'Next' buttons. The entire page is enclosed in a light gray border.

\*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 steps: 'International Corp Ltd' and 'Ministry of Endowments and Islamic Affairs'. Each step has a radio button, a text input field, and a 'Validate' button. At the bottom, there are 'Previous', 'Cancel', and 'Next' buttons. The entire page is enclosed in a light gray border.

\*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 BKEZG4 Validate

Ministry of Endowments and Islamic Affairs BKEZG4 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 Itt	Company	Plaintiff	1	06/03/2024 20:35	
Ministry of Endowments and Islamic Affairs	Government	Defendant	1	06/03/2024 20:35	

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**

Add lawyer Clear Filter(s)

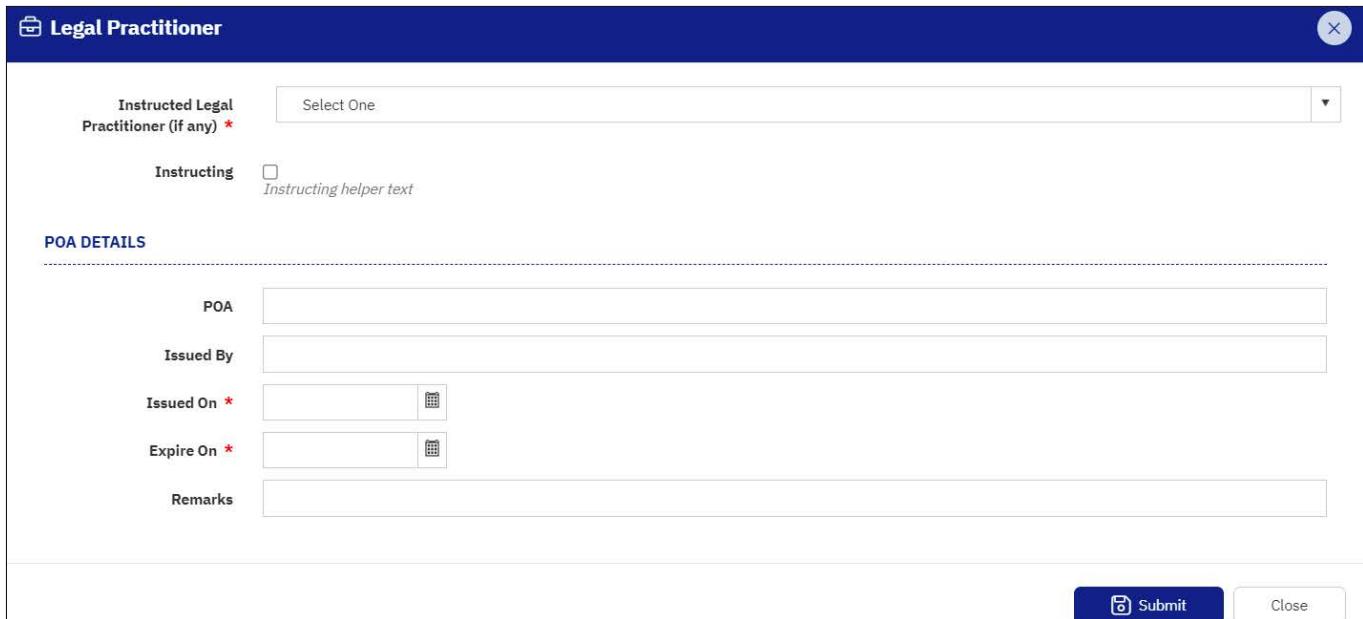
Case Party	Legal Practitioner	Instructing	Updated Date	Action

Items per page: 20

Previous Cancel Next

\*Figure 29 – Case Lawyers

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



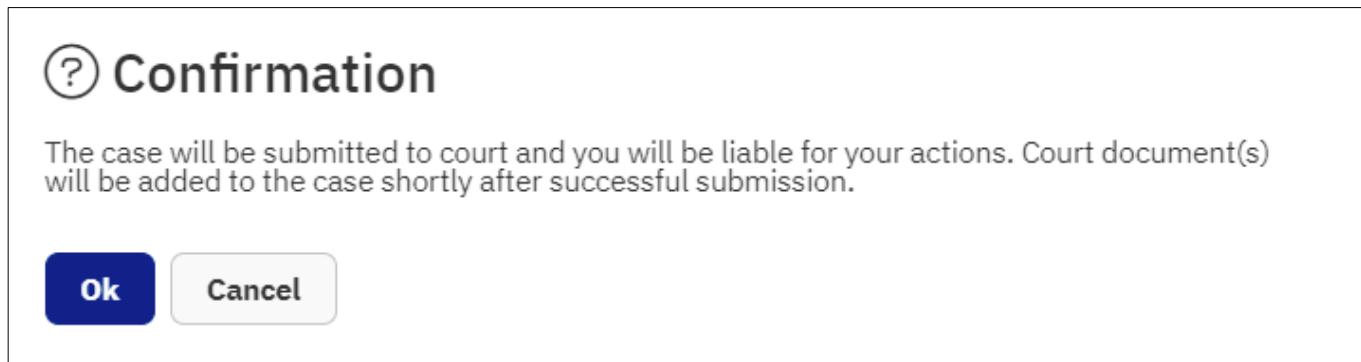
The screenshot shows a form titled 'Legal Practitioner'. At the top, there is a dropdown menu labeled 'Instructed Legal Practitioner (if any)' with the placeholder 'Select One'. Below this is a section labeled 'Instructing' with an unchecked checkbox and a note 'Instructing helper text'. The main area is titled 'POA DETAILS' and contains five fields: 'POA' (input field), 'Issued By' (input field), 'Issued On' (input field with a calendar icon), 'Expire On' (input field with a calendar icon), and 'Remarks' (input field). At the bottom right are 'Submit' and 'Close' buttons.

\*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.

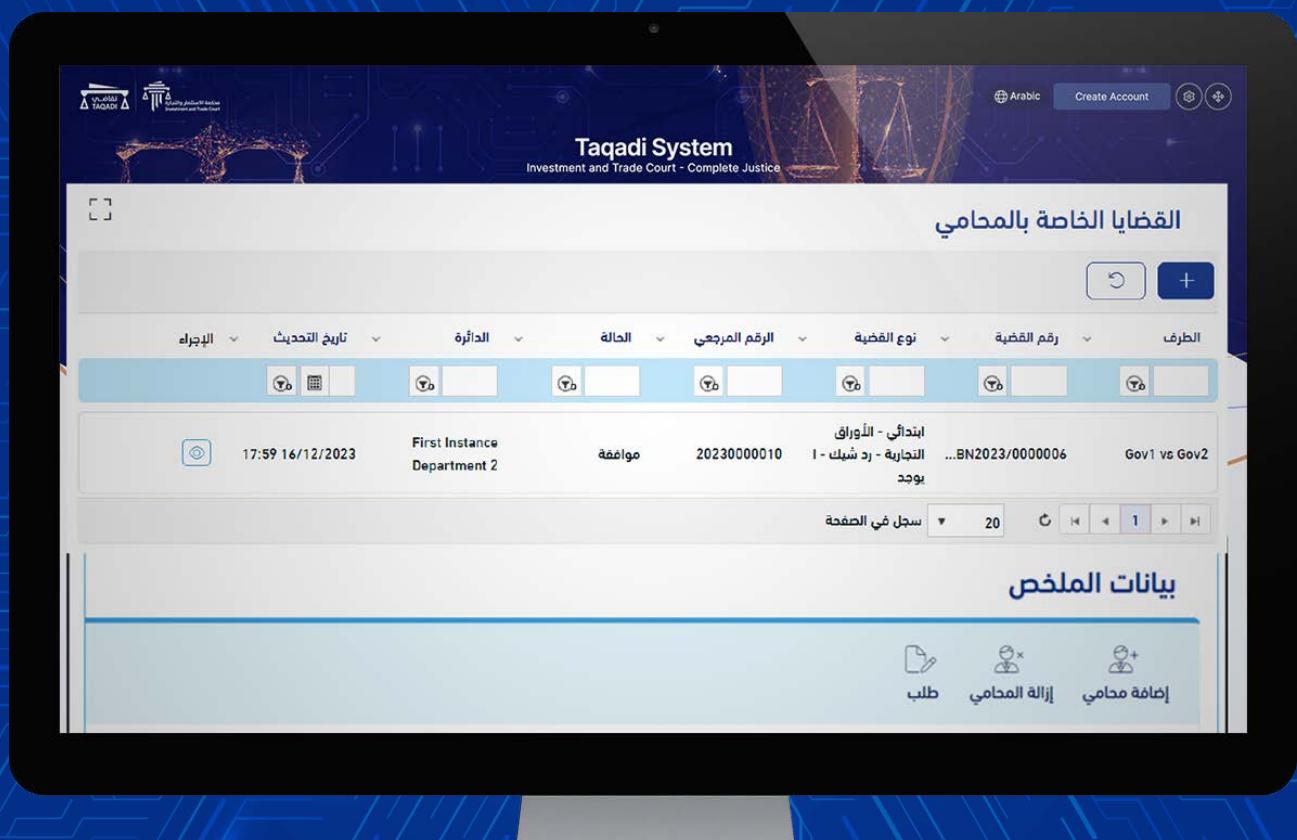


The screenshot shows a confirmation dialog box. It features a question mark icon, the title 'Confirmation', and a message: 'The case will be submitted to court and you will be liable for your actions. Court document(s) will be added to the case shortly after successful submission.' At the bottom are 'Ok' and 'Cancel' buttons.

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.

The screenshot shows a table of 'My Active Cases' with the following data:

Case Party	Case No	Case Type	Reference No	Status	Department	Updated Date	Action
Gov1 vs rer	FIINBUSSQA2024/00...	المحكمة الإبتدائية - أصل متعلقة بالمستشار رأس المال غير القطري - اصل متعلقة بالمستشار رأس المال غير القطري - يوجد	20240000008	Document Exchange	First Instance Department 2	04/03/2024 10:08	
Gov2 vs شركة تامر	FIINBKTRMN2024/0...	المحكمة الإبتدائية - عمليات البنك - قروض شخصية - سيرارات - عقارية - يوجد	20240000013	Pending Draft Judgment	First Instance Department 1	28/02/2024 12:43	
مeyer Mihyar vs Gov1		المحكمة الإبتدائية - عمليات البنك - خطاب الشخص - يوجد	20240000014	case filing fees payment		26/02/2024 18:34	
Aspire Zone vs Ministry of Education and Higher Education	FIINBKOPMJ2024/00...	المحكمة الإبتدائية - مطالعات وعقود التوريد - سند لحامله - 1 وعقود التوريد - سند لحامله - 1 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.

The screenshot shows the 'Summary Information' page for case number FIINBKOPMJ2024/00015 with the following details:

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 - مطالعات وعقود التوريد - سند لحامله - 1 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	
Classification <b>Banks and Finance</b>		Expert No	ODR No

\*Figure 32 case summary

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

Case Advocate Form

0% 100%

Search Case 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% 100%

Search Case 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 الإبتدائية - مذار عات وعقود التوريد - سند لحامله - يوجد
Status: Document Exchange	Case Submission Date: 29/02/2024 12:03
Filed By: One1 LP	Filed By Law Firm: 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

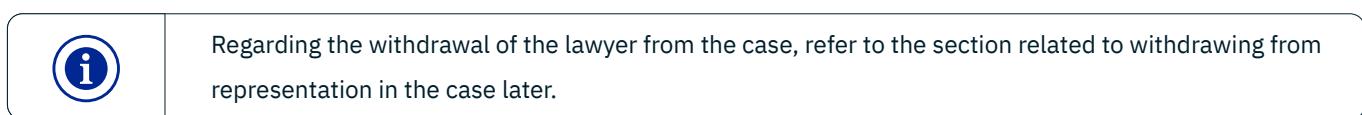
REMOVE LEGAL PRACTITIONER

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.

Case Party	Case No	Case Type	Reference No	Status	Department	Updated Date	Action
Gov1 vs rer	FIINBUSSQA2024/00...	المحكمة الانكليزية - أعمال مختلطة پالستئن راين المال غير القطرى - اعمال مختلطة پالستئن راين المال غير القطرى - 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.



\*Figure 37 Case Toolbar

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

Case Ad-hoc Task Form



**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

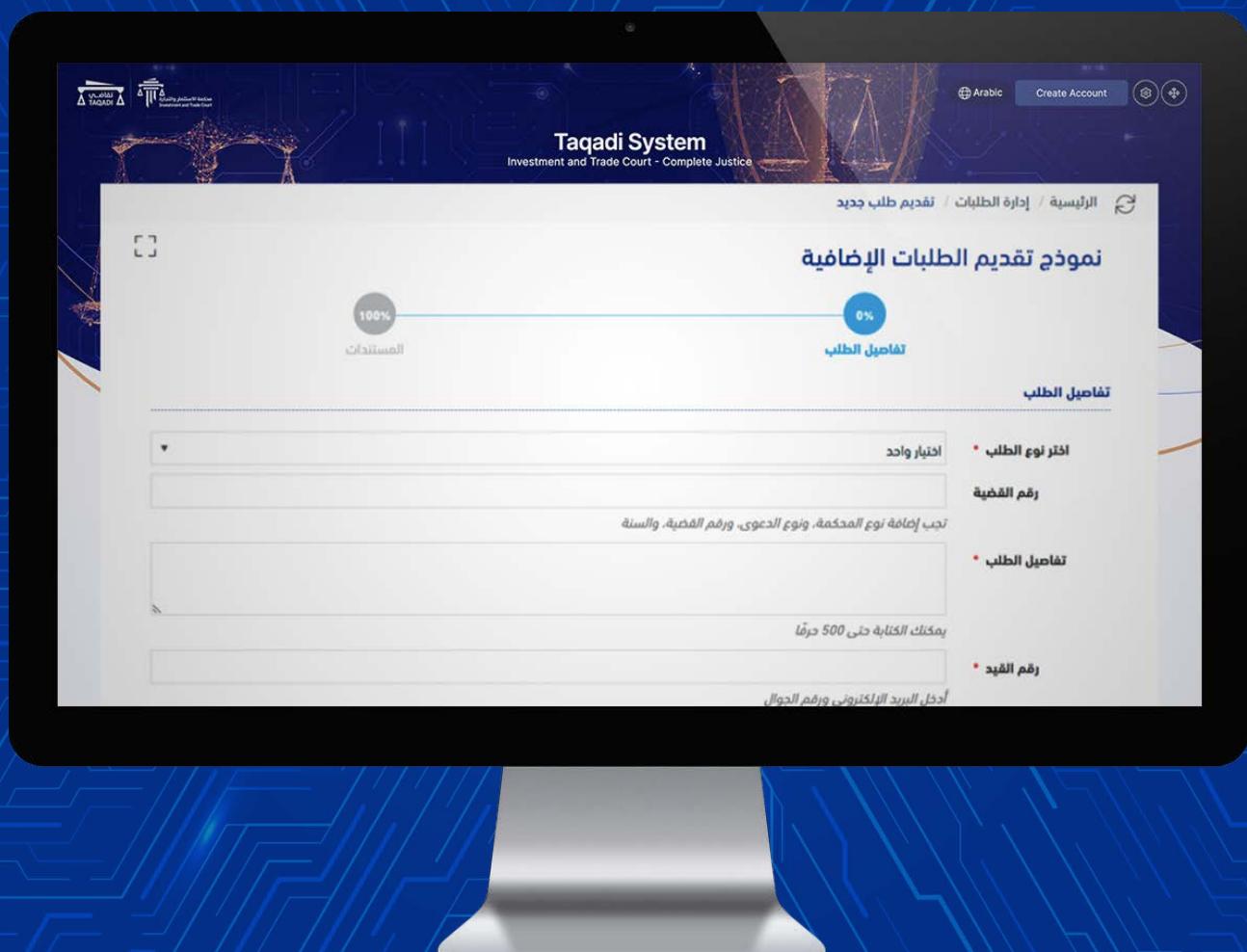
Previous      Cancel      **Next**

\*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 shows the 'Request Adhoc Submission Form' interface. At the top, there is a progress bar indicating '0%' completion. Below the progress bar, the title 'Request Adhoc Submission Form' is displayed. The form is divided into several sections: 'REQUEST SUBMISSION DETAIL', 'Requester Name', 'Requester Details', and 'Requester Contact'. Each section contains input fields with placeholder text. At the bottom of the form, there are buttons for '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.

## CHAPTER 11

## ENFORCEMENT COURT



## Chapter 11: ENFORCEMENT COURT

### Registering an Enforcement Case

Follow these steps:

1-Go to Case Management - All Cases. The following toolbar will be displayed.



\*Figure 54: Toolbar

2- Click on File Enforcement. The following page will be displayed.

The screenshot shows a 'Case' page with a progress bar at the top. The progress bar has six stages: Case Type (0%), Case Details (20%), Case Parties (40%), Documents (60%), Fee Details (80%), and Case Summary (100%). The 'Case Type' stage is currently active, indicated by a blue circle. Below the progress bar, there is a section titled 'CASE TYPE' with the following details:

Court of Law	Investment and Trade Court
Proceeding Type	Investment
Litigation Degree	Enforcement
Proceeding Type	Bank Operations(Minor)
Sub Proceeding Type	Personal loan vehicles real estate
Sub Subject *	Select One

\*Figure 54: Filing Enforcement Case

3- Click Next to complete the e-filing of the enforcement case.

## link to the Takadi system

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

## Contacts and inquiries

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

