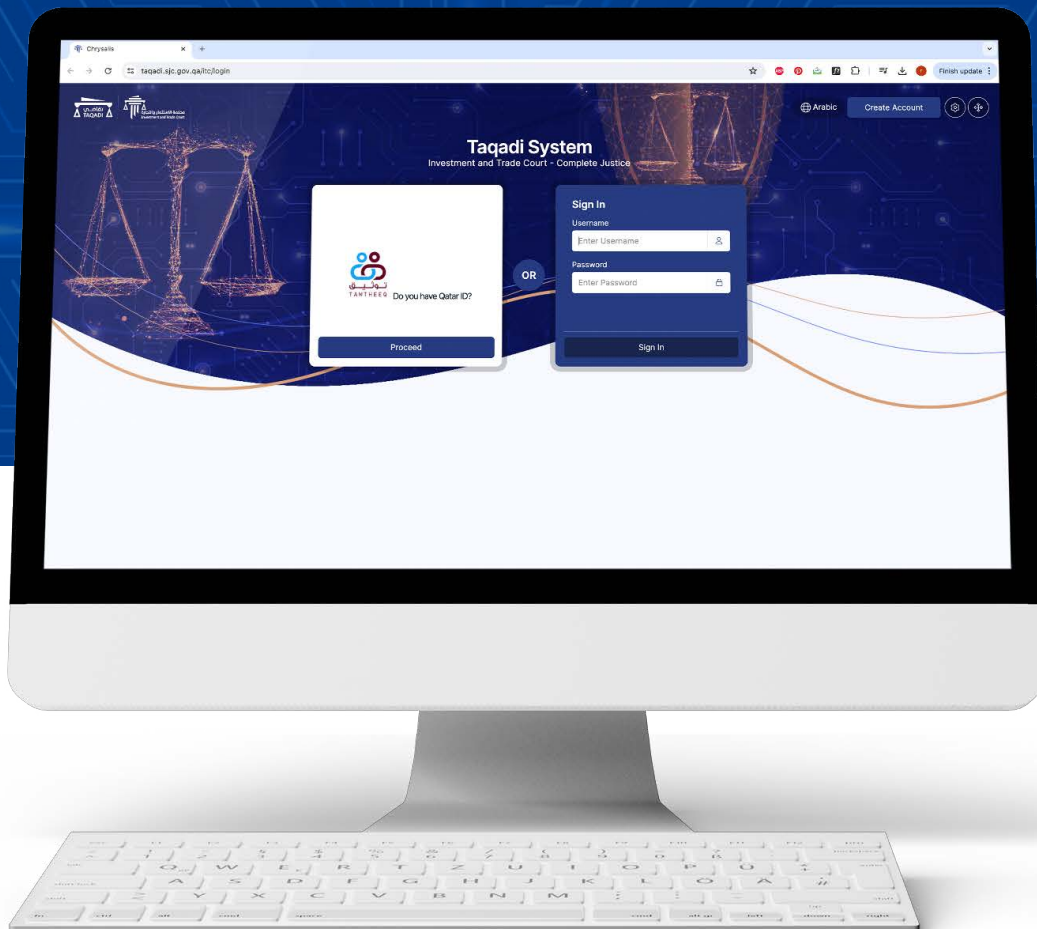




USER MANUAL

NON-QATARI COMPANY ACCOUNT -CASE REGISTRATION



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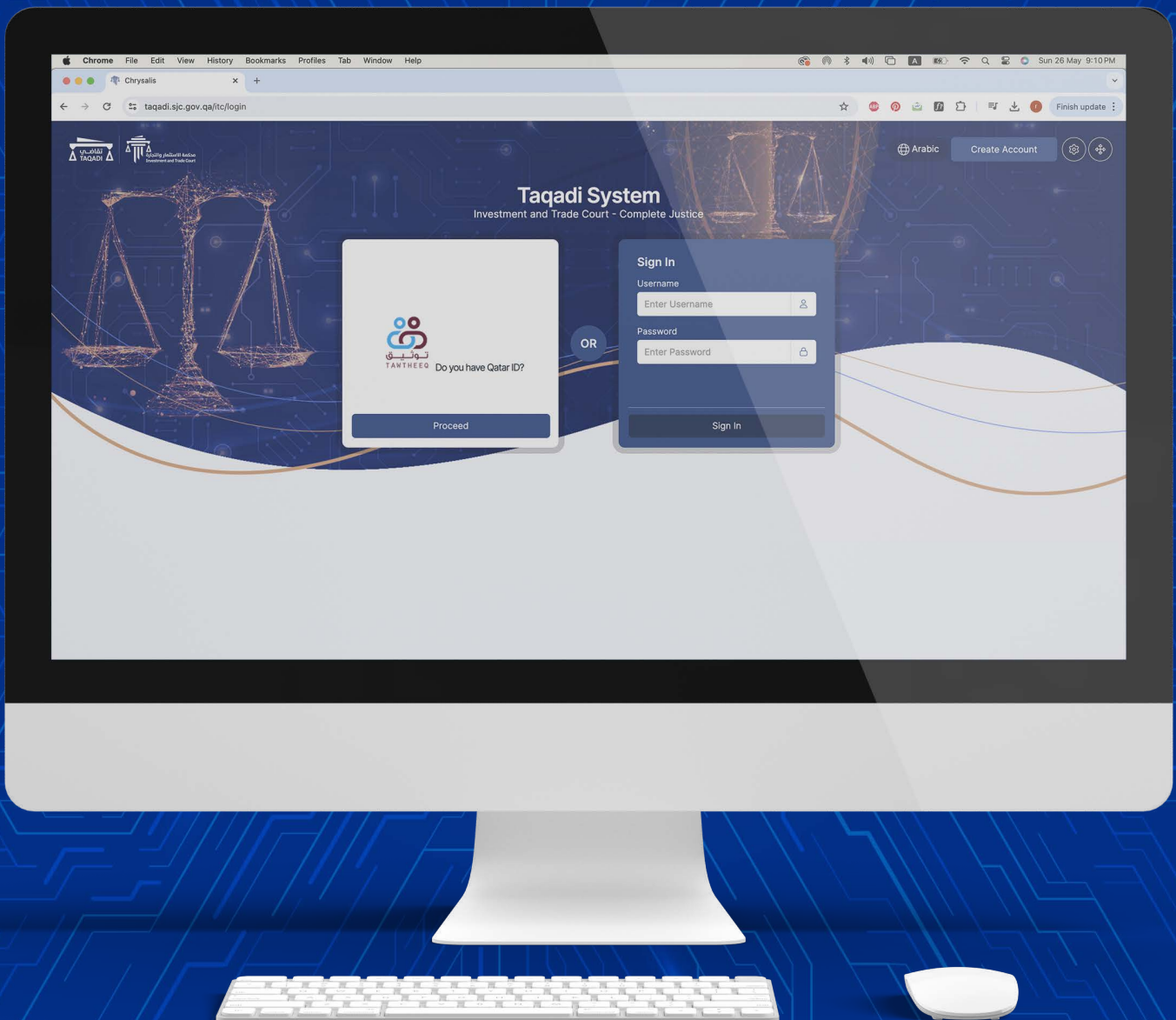
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CHAPTER 1

INTRODUCTION



1.1 Introduction to The Manual

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.



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.

- **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

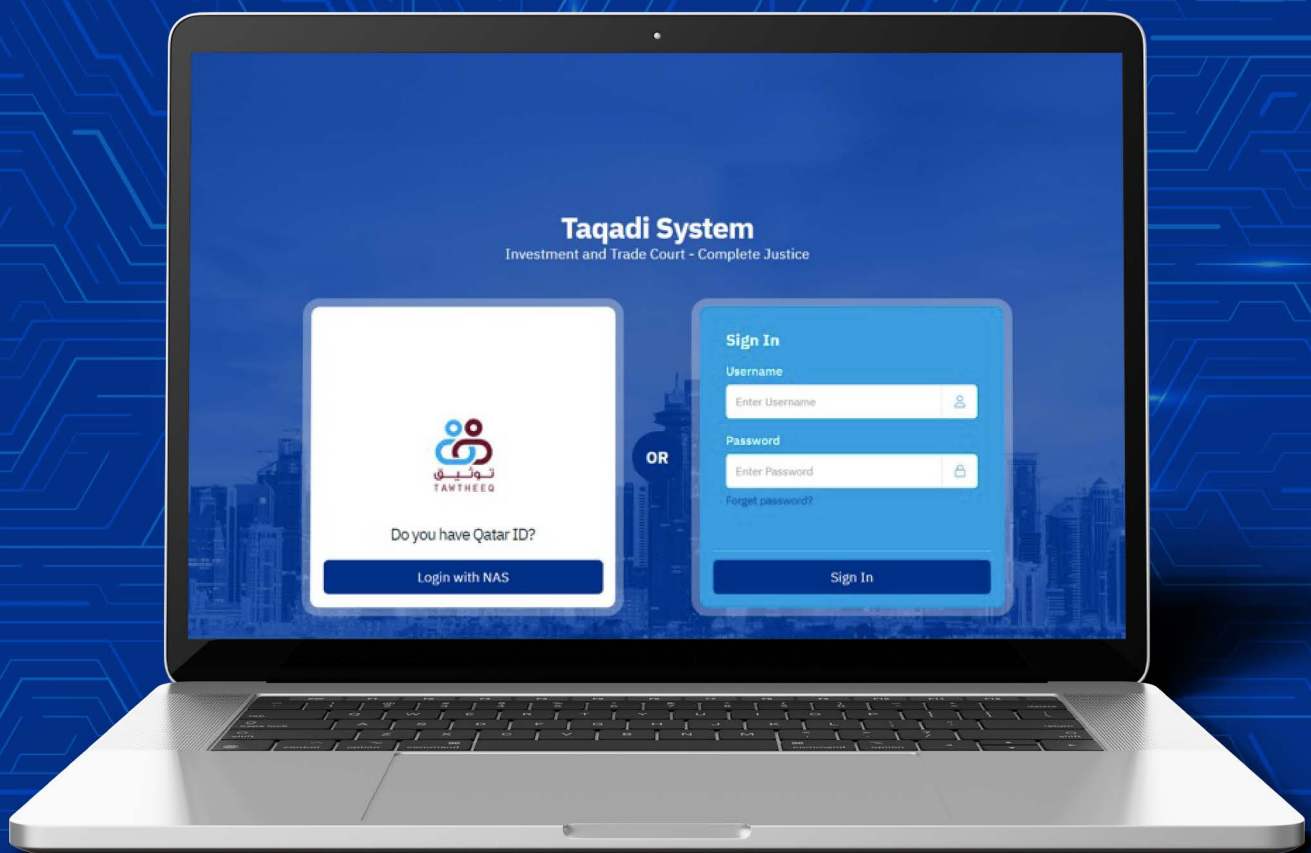


A Warning

Refers to information that may be critical

CHAPTER 2

Non-Qatari Companies (NAS account exist)

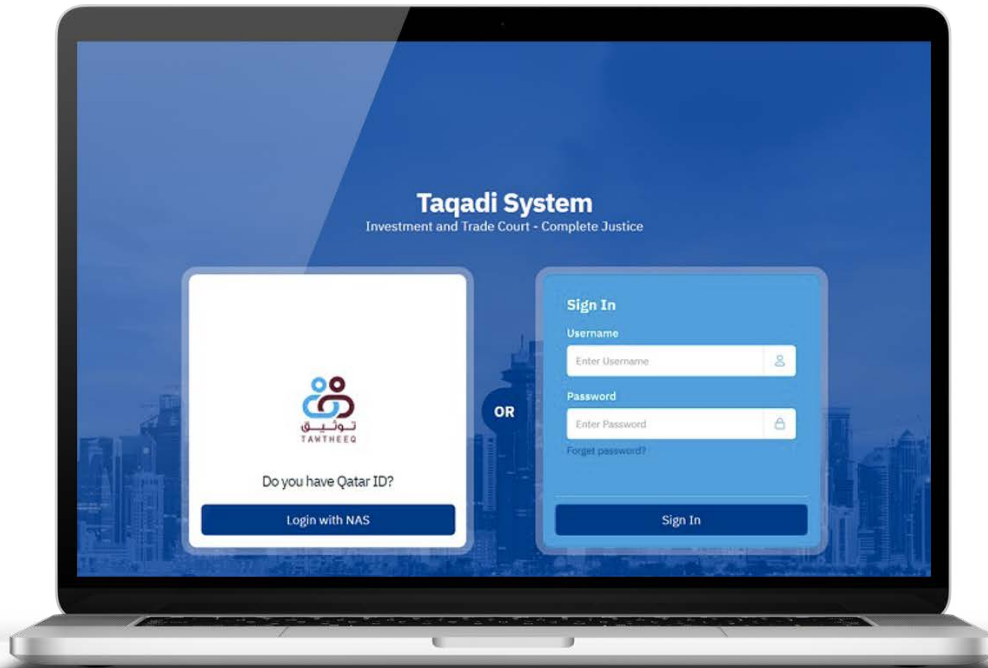


Chapter 02: Non-Qatari Company

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:

*Figure 1 – Account Registration Page

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

i

Company types include:

- 1- Limited Liability Company
- 2- Private Joint Stock Company
- 3- Public Joint Stock Company
- 4- Sole Proprietorship

4. The system will display the following page:

User Registration

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? *

Select One ▼

CR Number

Enter CR number.

CR Issued On *

📅

CR Issued Expires On *

📅

Establishment ID Number

Enter establishment ID number.

Trade Permit No. *

Enter Trade Permit Number.

Company Nationality *

Select One ▼

*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 Numb...	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. *

 Enter your cell phone number.

Email *

 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 *

Filename	Type	Description	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

20 items per page

Please upload mandatory documents.

*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>)

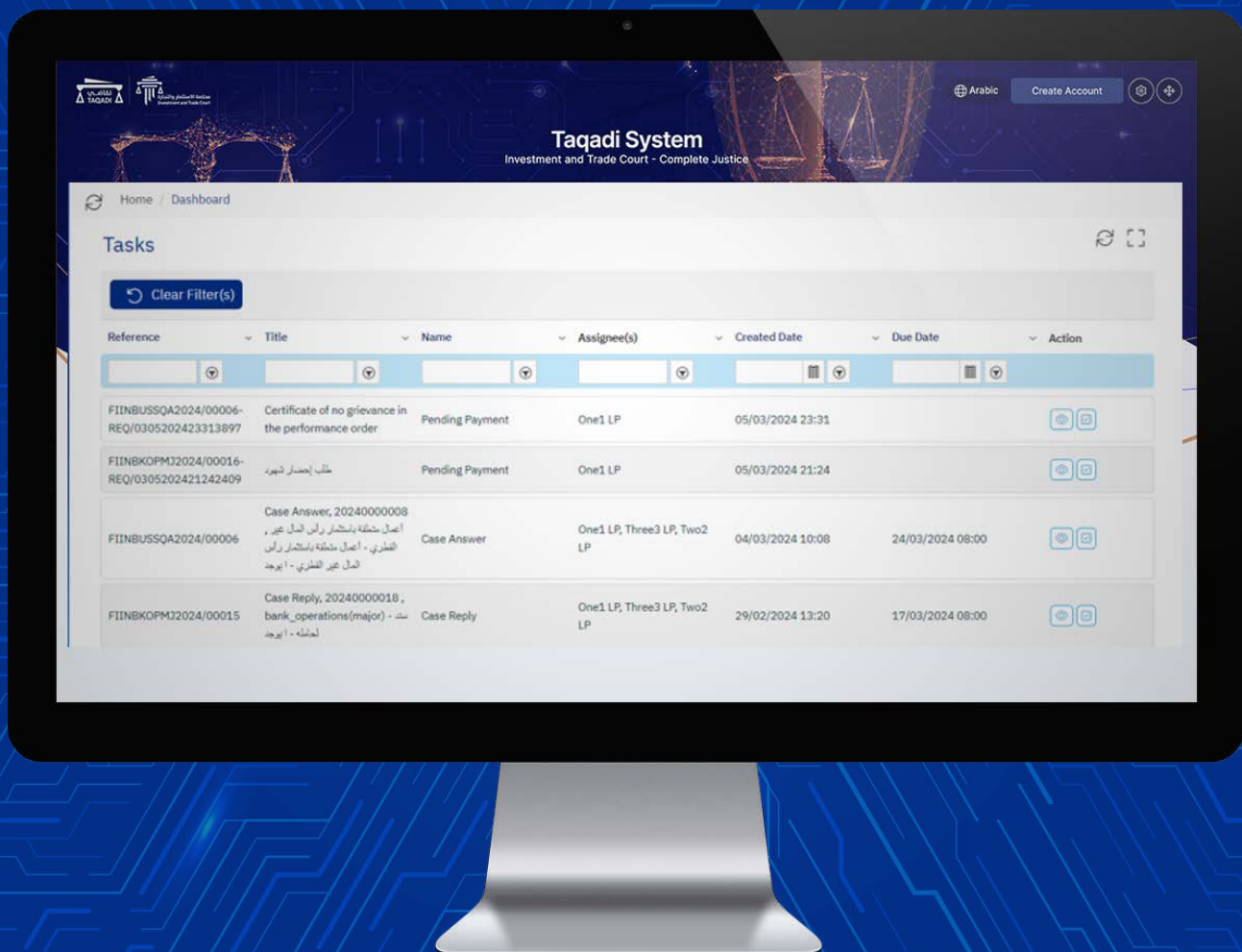


*Figure 1 – Non-Qatari Company

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

CHAPTER 3

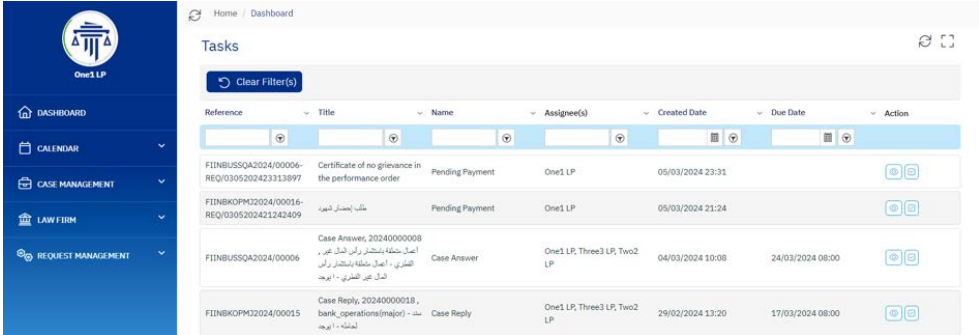
GETTING TO KNOW YOUR ACCOUNT



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

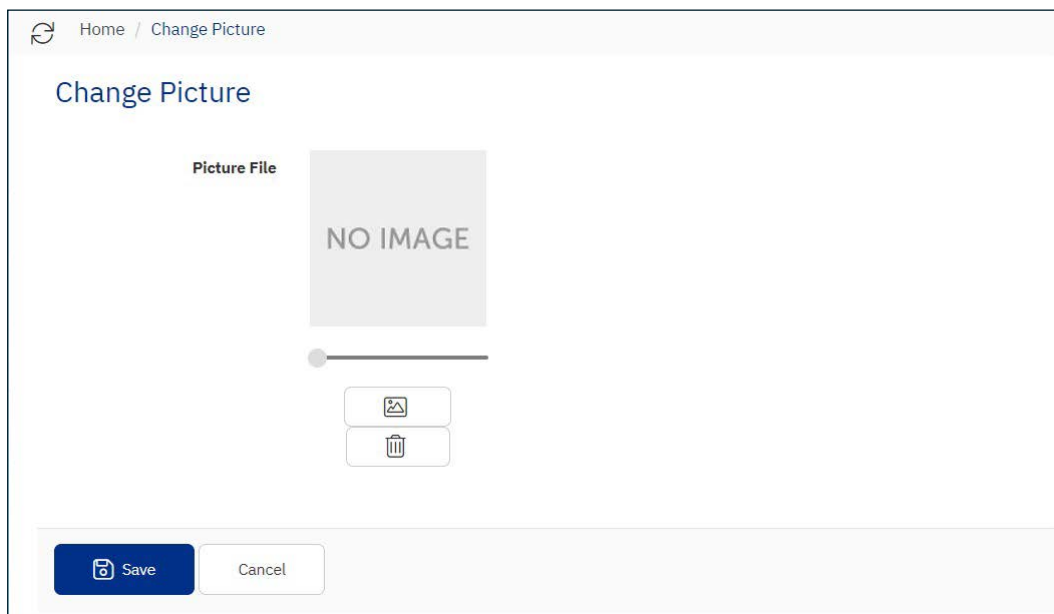
3.4 USER DETAILS

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:



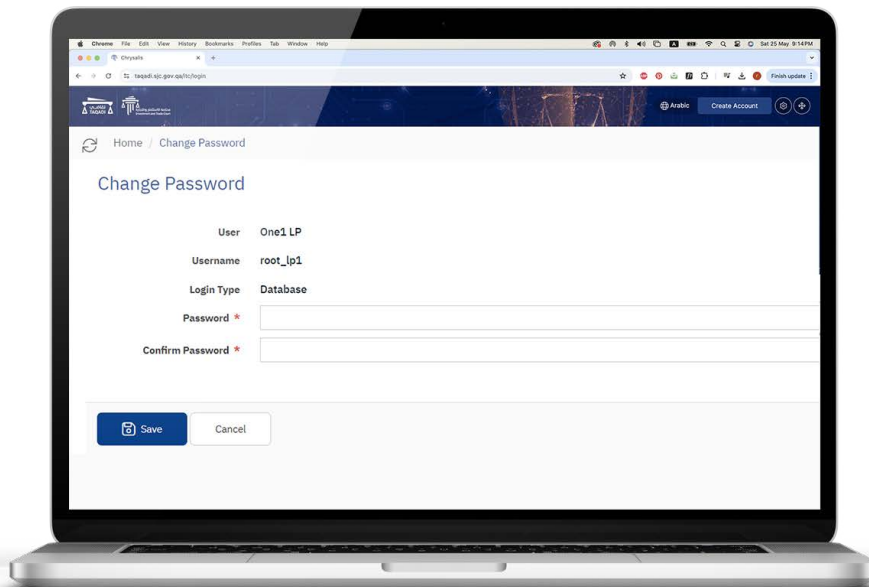
*Figure 4 Change your picture

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:



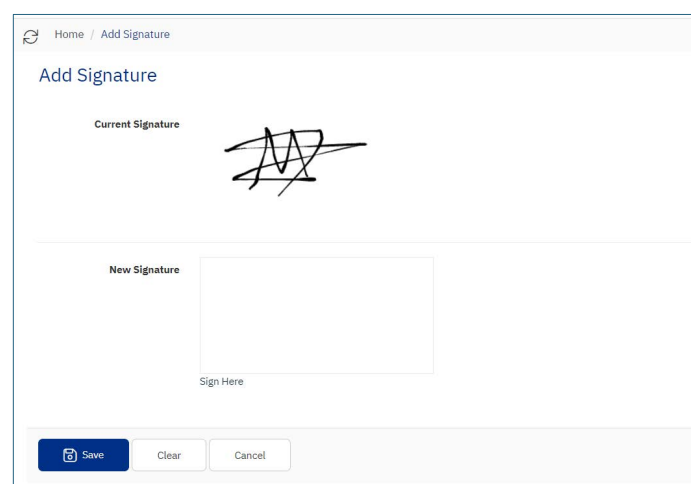
*Figure 5 Change Password

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:

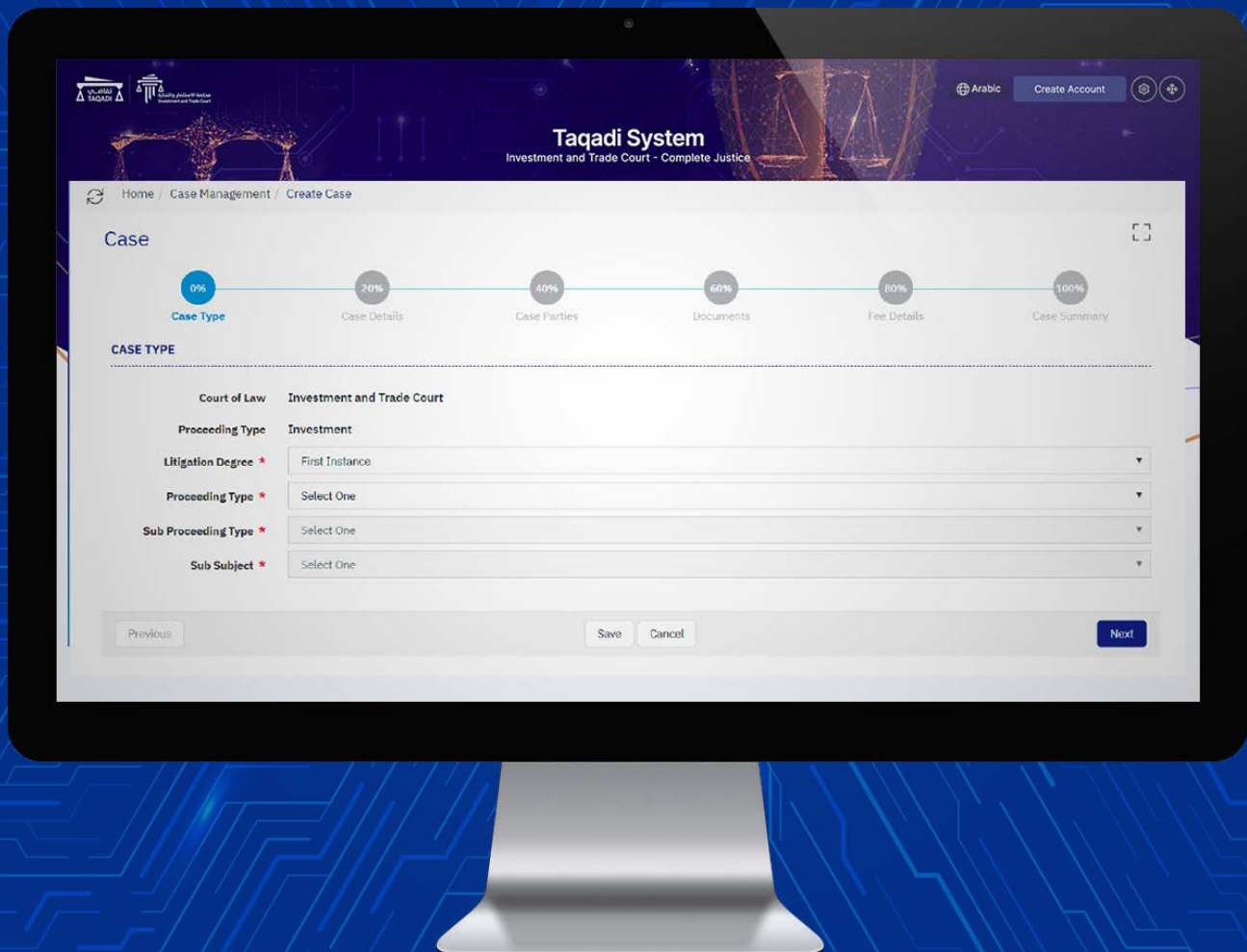
1- Click on "Color Selection" to activate the color-blind mode.

3.9 FONT SIZE CHANGE

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

CHAPTER 4

CASE MANAGEMENT



The screenshot displays the 'Taqadi System' interface for 'Investment and Trade Court - Complete Justice'. The top navigation bar includes the system logo, a language selector set to 'Arabic', and a 'Create Account' button. The main content area is titled 'Case' and features 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:

- 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

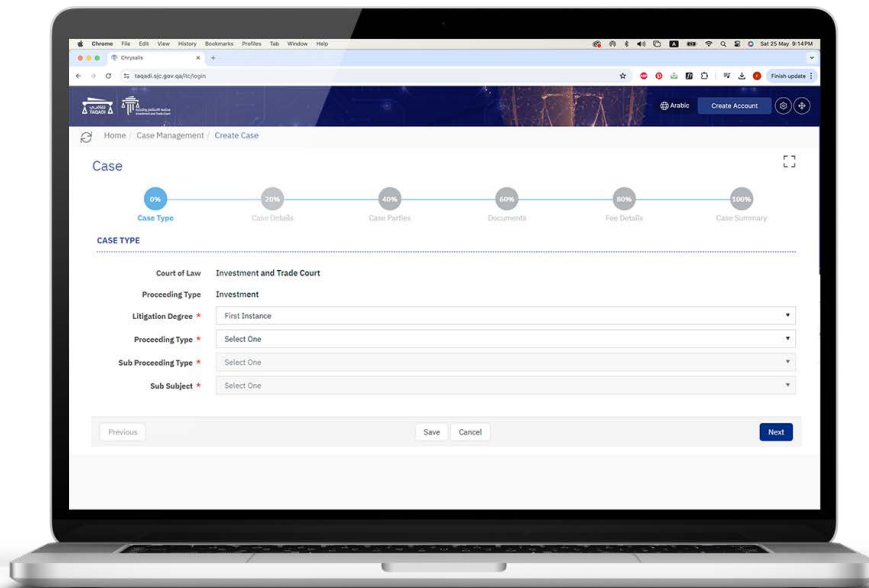
1. Case Creation



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 والمقاولات

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 والمعاملات	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.

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
الملحوظة.pdf	Explanatory Memo	الشركة الدولية للتجارة و الخدمات		06/03/2024 23:58	 

1 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% Documents 80% Fee Details 100% Case Summary

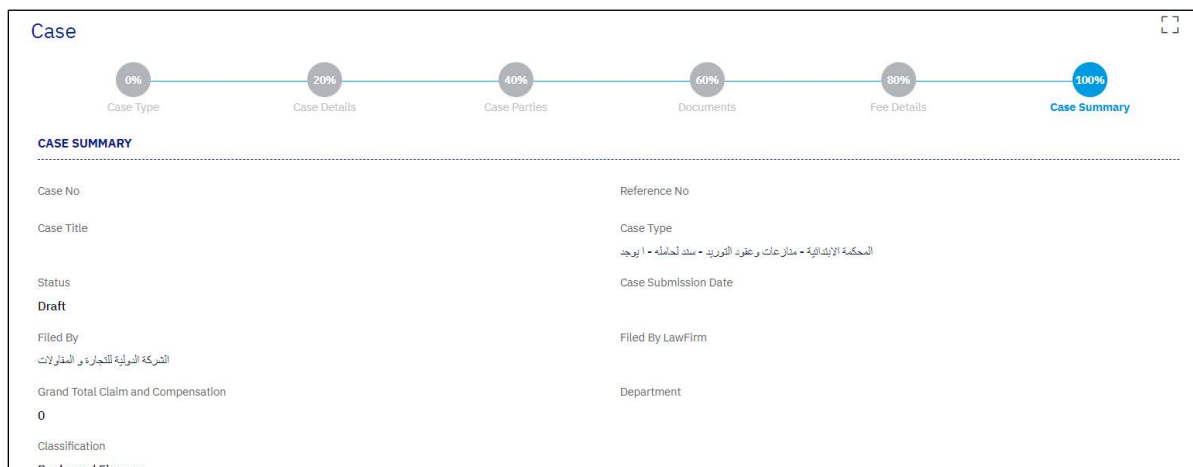
FEE DETAILS

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.




The screenshot shows the 'Case Summary' page. At the top, a progress bar indicates the completion status of various sections: Case Type (0%), Case Details (20%), Case Parties (40%), Documents (60%), Fee Details (80%), and Case Summary (100%). Below the progress bar, the 'CASE SUMMARY' section is displayed. It contains the following information:

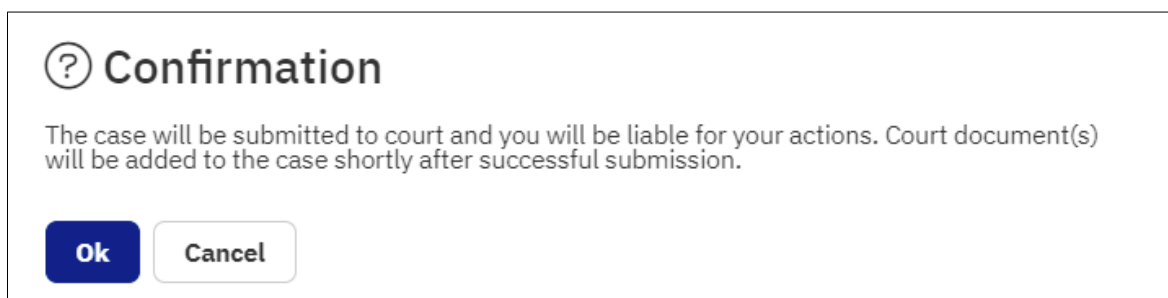
Case No	Reference No
Case Title	Case Type
Status	المحكمة الابتدائية - منازعات وعقود التوريد - بند لحامله - ا يوجد
Draft	Case Submission Date
Filed By	Filed By LawFirm
الشركة الدولية للتجارة و المرافق	Department
Grand Total Claim and Compensation	
0	
Classification	
Banks and Finance	

*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.



The screenshot shows a 'Confirmation' dialog box. It contains the following text:

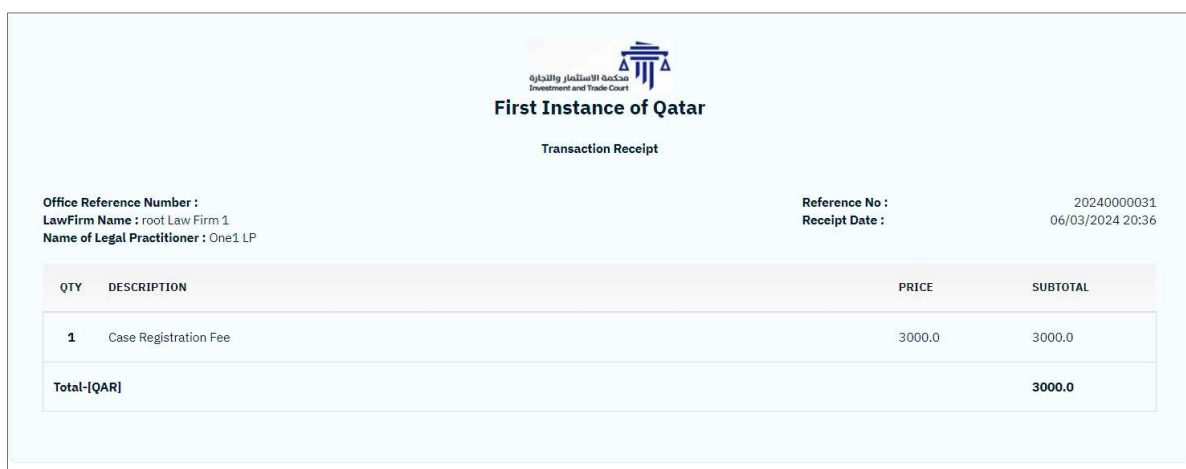
Confirmation

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.

At the bottom, there are two buttons: 'Ok' and '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.



The screenshot shows the 'Transaction Receipt' page. At the top, it displays the logo of the 'First Instance of Qatar' (محكمة الاستئناف والتجارة). Below the logo, the following information is provided:

Office Reference Number :
LawFirm Name : root Law Firm 1
Name of Legal Practitioner : One1 LP

Reference No : 20240000031
Receipt Date : 06/03/2024 20:36

The receipt table is as follows:

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

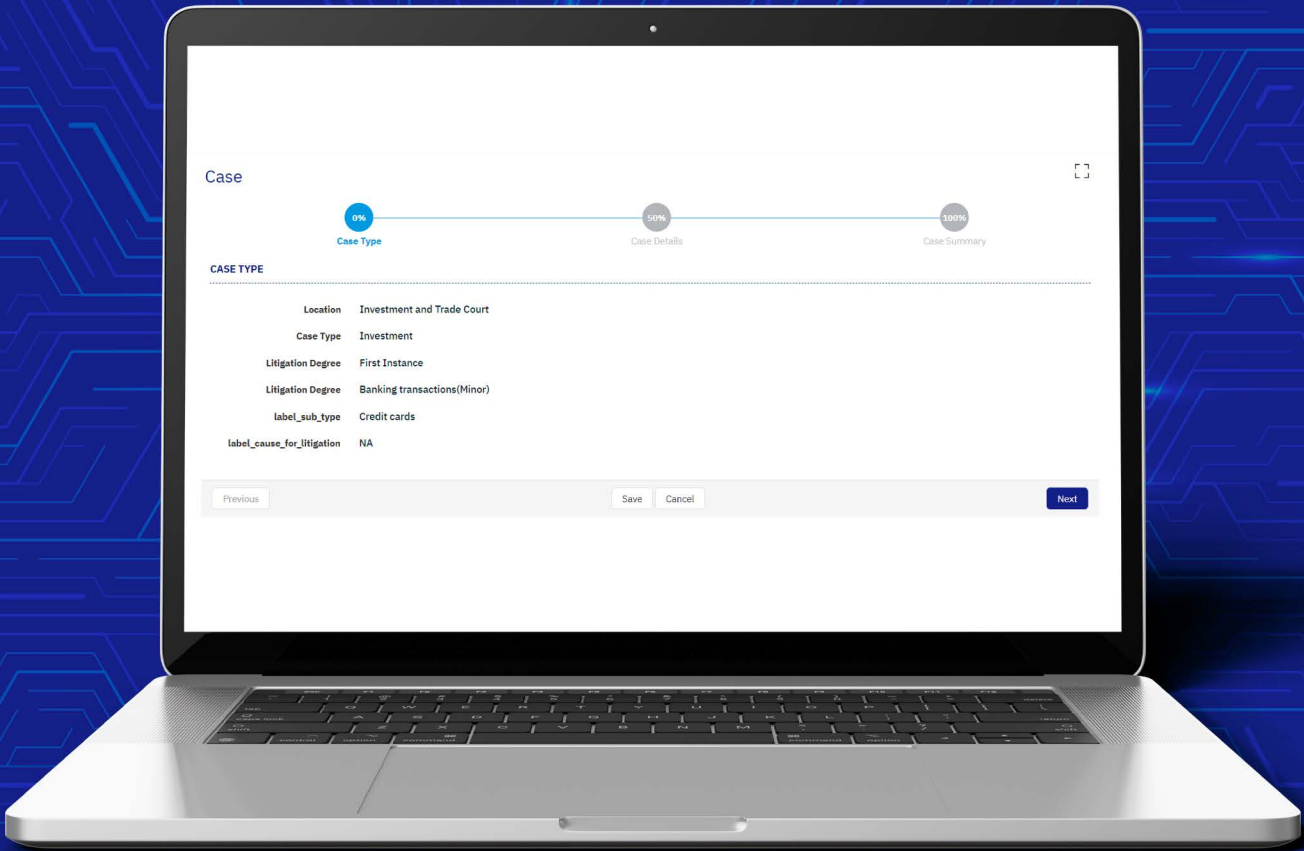
*Figure 15 – Transaction Receipt



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

Clear Filter(s)

Reference	Title	Name	Assignee(s)	Created Date	Due Date	Action
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	 

*Figure 16 - Dashboard

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

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

*Figure 17 Case Details

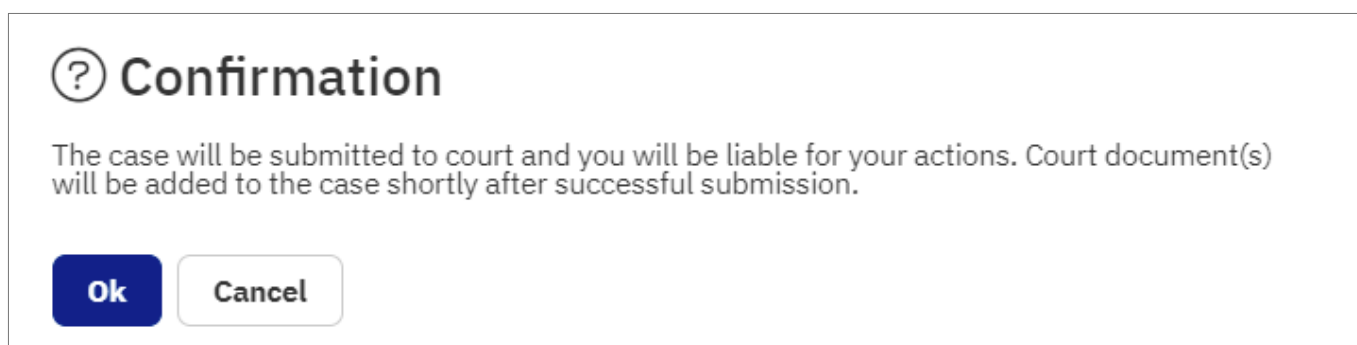
3- Click on "Next" to make the necessary updates then click on Submit.



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.

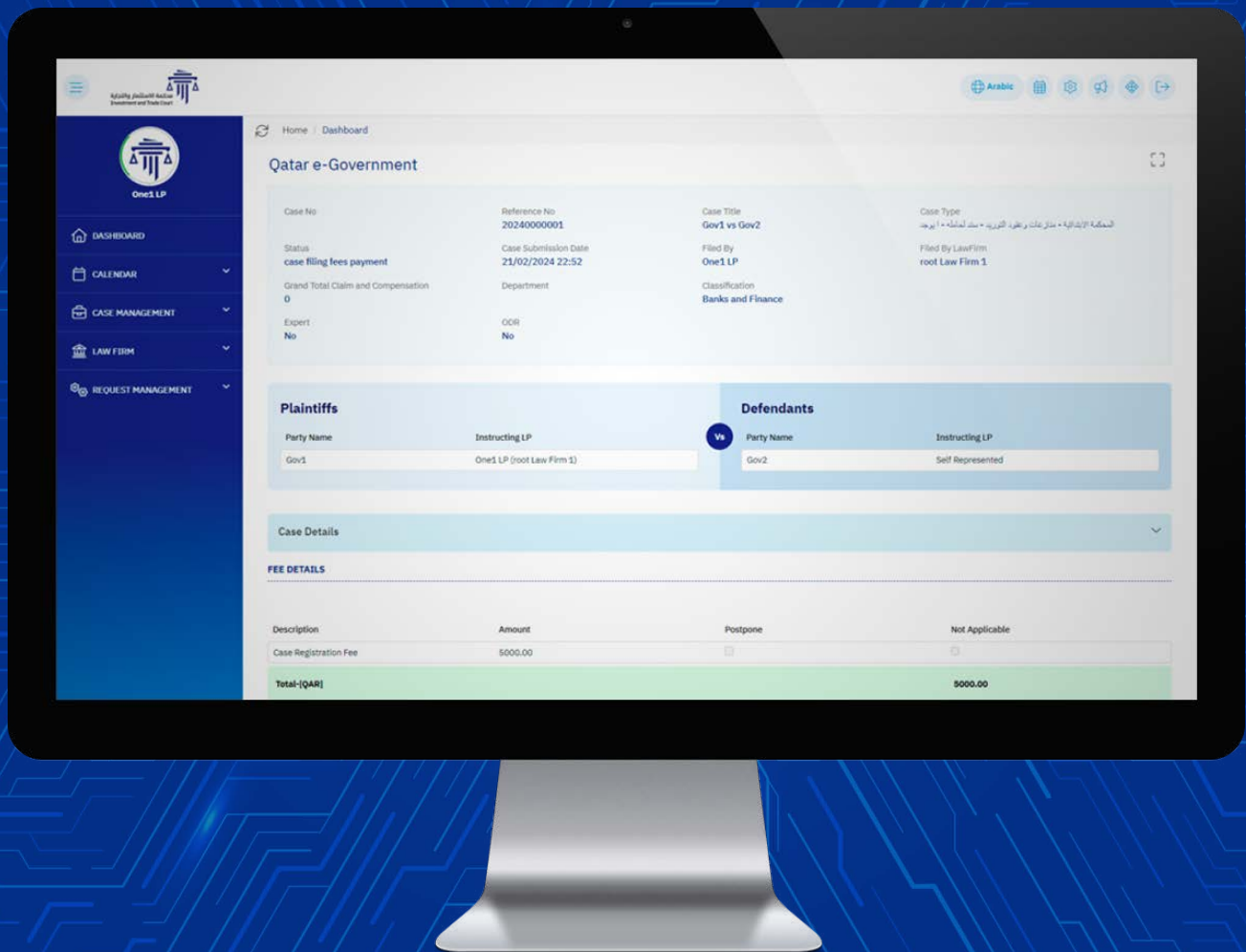


*Figure 18 Confirmation Message

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 الطغور القويذ - بيت الحاشية - ايرج
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

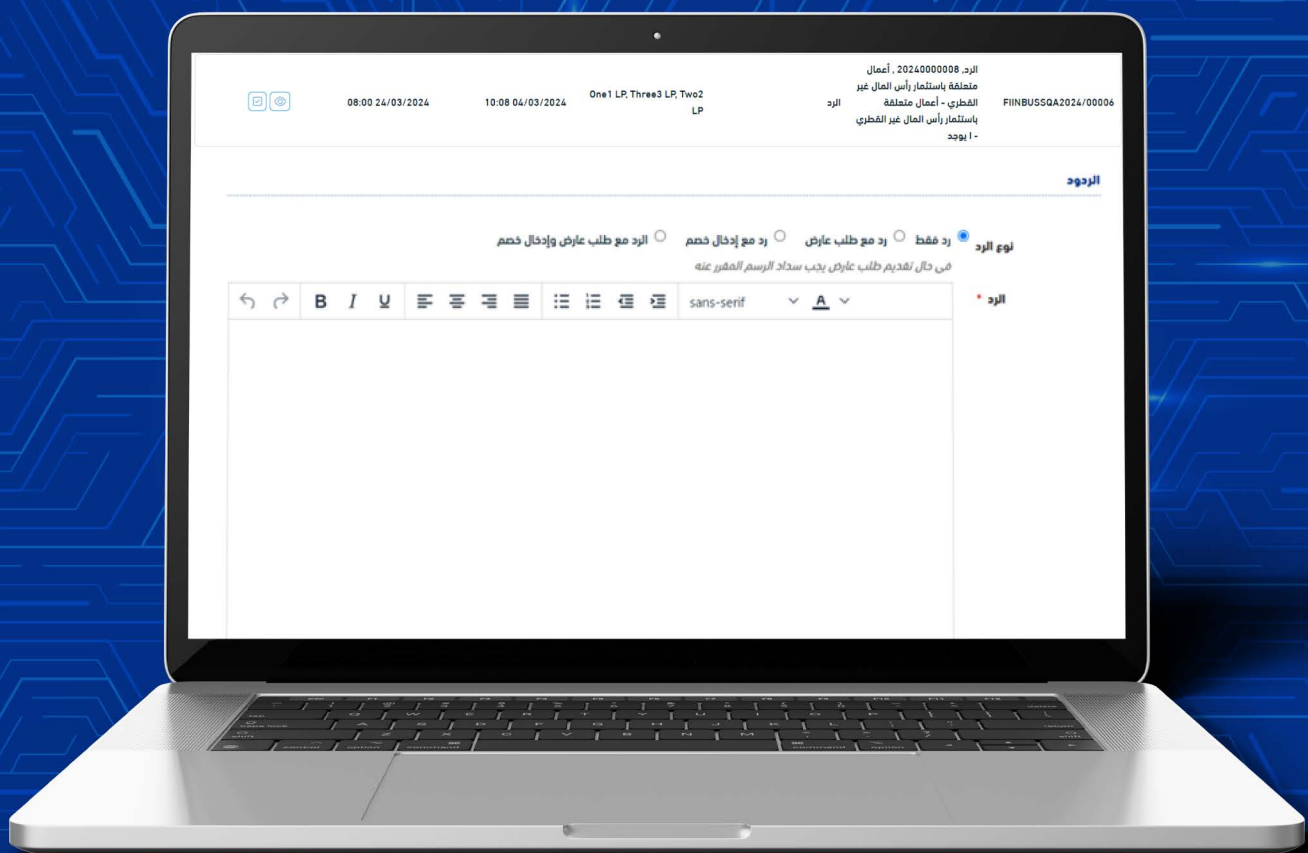
3- Click on Continue, and you will be directed to the payment page to Select the payment method and enter card details.

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 التمثلي - أعمال متعلقة باستثمار رأس المال غير التمثلي - 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

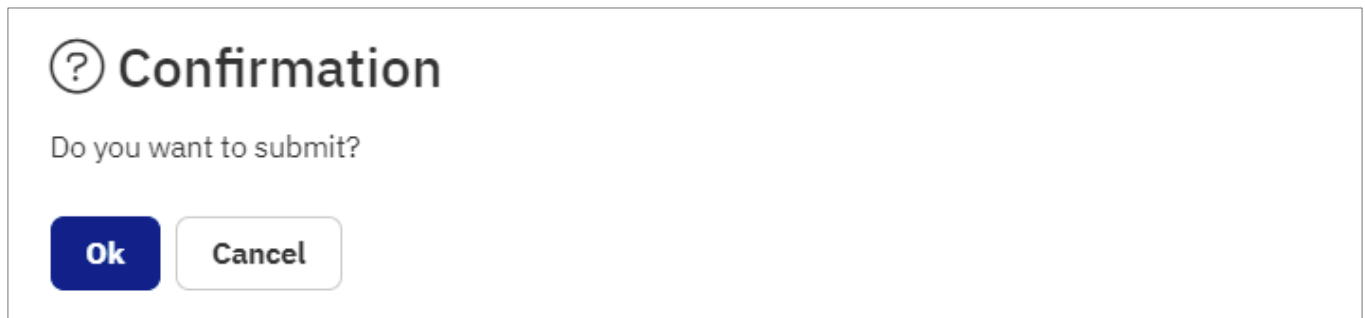


The Memo Exchange doc are as follows:

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.

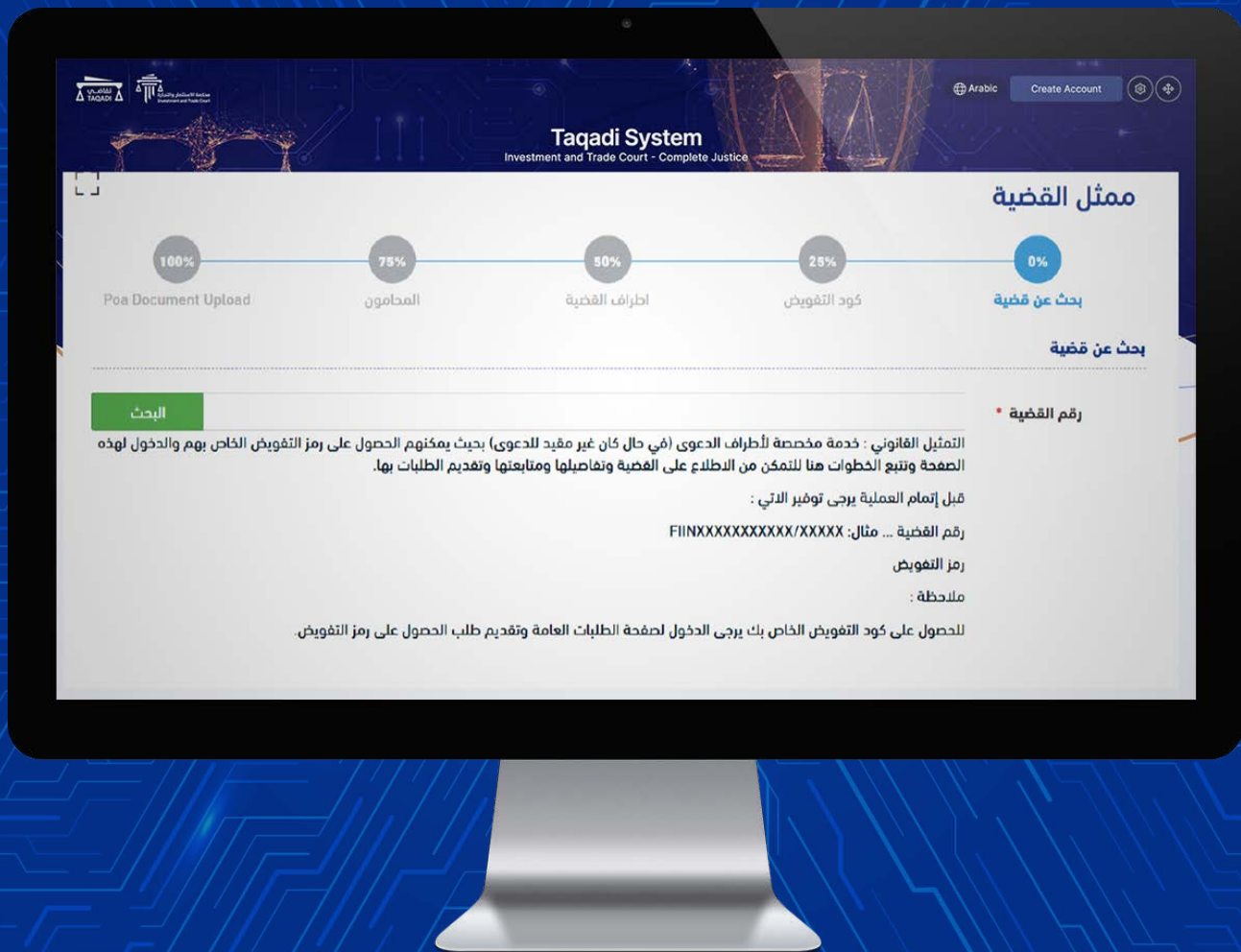


*Figure 23 Confirmation message

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% Search Case 25% Authorize Codes 50% Case Parties 75% Case Lawyers 100% 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% Search Case 25% Authorize Codes 50% Case Parties 75% Case Lawyers 100% 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	
Ministry of Endowments and Islamic Affairs	Government	Defendant	1	06/03/2024 20:35	

1 20 items per page

Previous Cancel Next

*Figure 28 – Case Parties

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

Case Representation

0% Search Case 25% Authorize Codes 50% Case Parties 75% Case Lawyers 100% 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



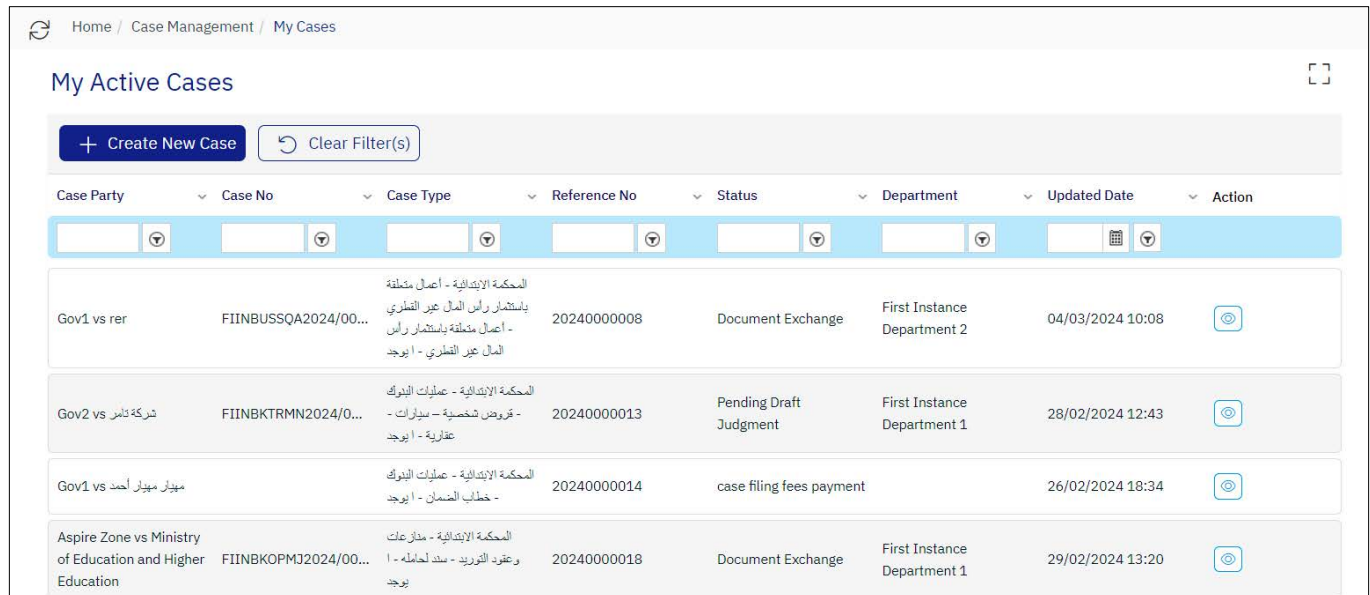
Chapter 09: ADDITIONAL OPTIONS

My Cases or All Cases

1. Add a Lawyer

Follow these steps:

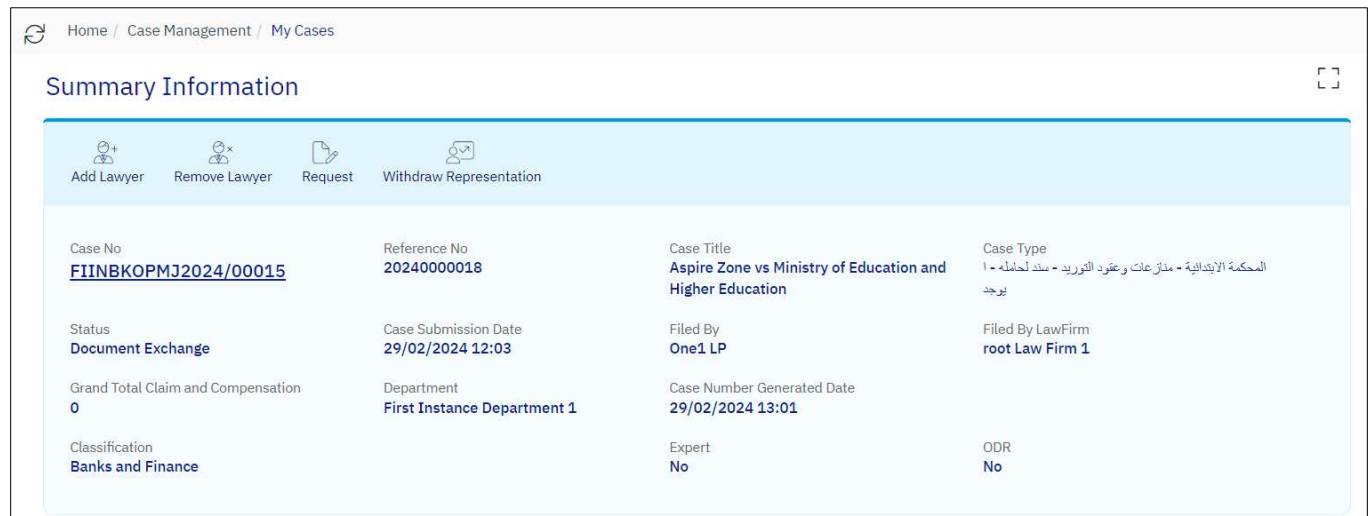
1- From the sidebar, click on "My Cases," then the following page will be displayed.



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 محمد أحمد	FIINBKOPMJ2024/00...	المحكمة الابتدائية - عمليات البنوك - خطاب الممنان - يوجد	20240000014	case filing fees payment	First Instance Department 1	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 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

*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.

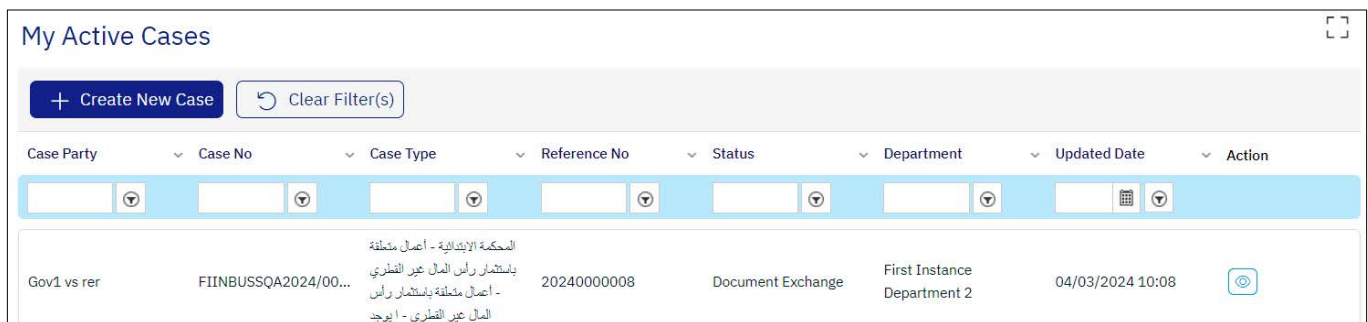


Regarding the withdrawal of the lawyer from the case, refer to the section related to withdrawing from representation in the case later.

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 الفطري - أعمال متعلقة باستئناف رأس المال غير الفطري - 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 a toolbar with four icons and their corresponding labels: 'Add Lawyer' (person with plus icon), 'Remove Lawyer' (person with minus icon), 'Request' (document with pencil icon), and 'Withdraw Representation' (person with checkmark icon).

*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

The screenshot displays the 'Taqadi System' interface for submitting additional requests. The page is titled 'نموذج تقديم الطلبات الإضافية' (Additional Request Form). It features a progress bar at the top with two sections: 'المستندات' (Documents) at 100% and 'تفاصيل الطلب' (Request Details) at 0%. The form includes several input fields and a sidebar with labels: 'اختيار واحد' (Single Selection), 'أكثر نوع الطلب' (Request Type), 'رقم القضية' (Case Number), 'تفاصيل الطلب' (Request Details), and 'رقم الملف' (File Number). The header of the system shows 'Taqadi System' and 'Investment and Trade Court - Complete Justice'.

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

0% 100%
Request Submission Detail Documents

REQUEST SUBMISSION DETAIL

Select Request Type *

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

*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.

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.

Case

0%

20%

40%

60%

80%

100%

Case Type

Case Details

Case Parties

Documents

Fee Details

Case Summary

CASE TYPE

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

