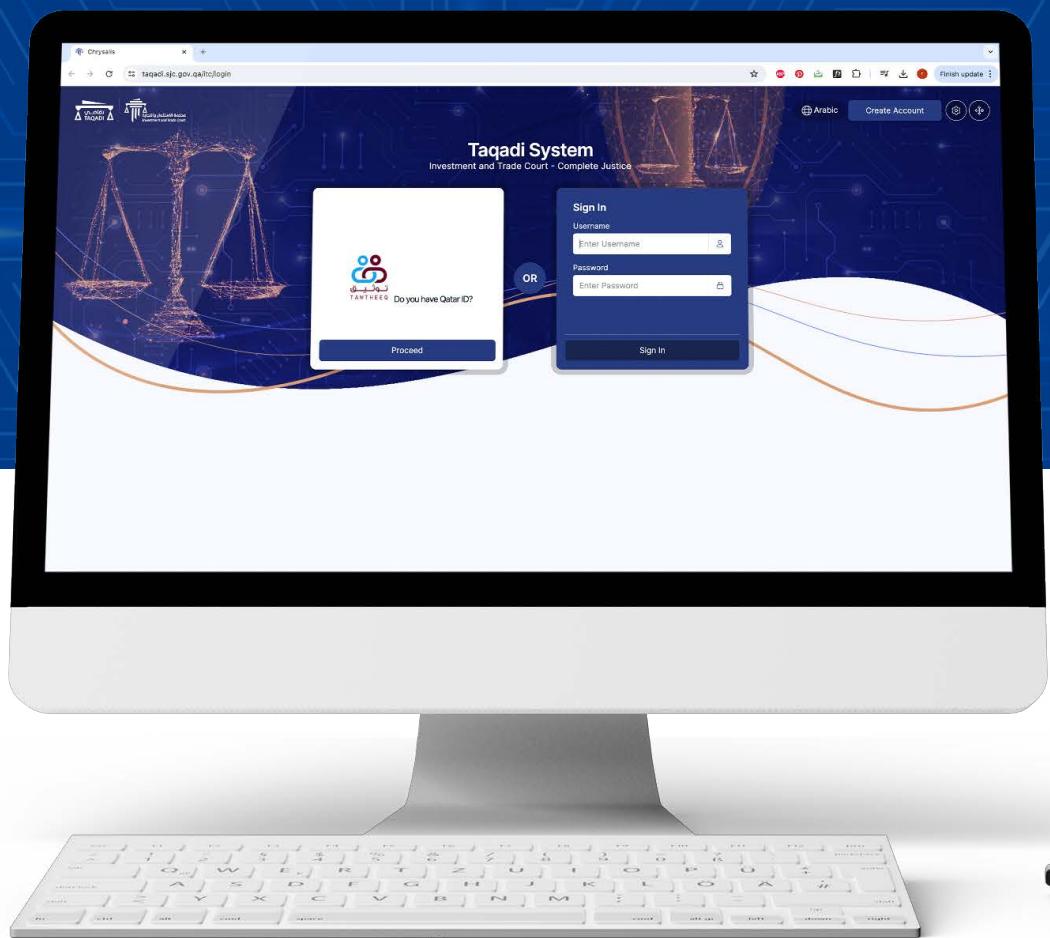




USER MANUAL

QATARI COMPANY ACCOUNT - CASE REGISTRATION



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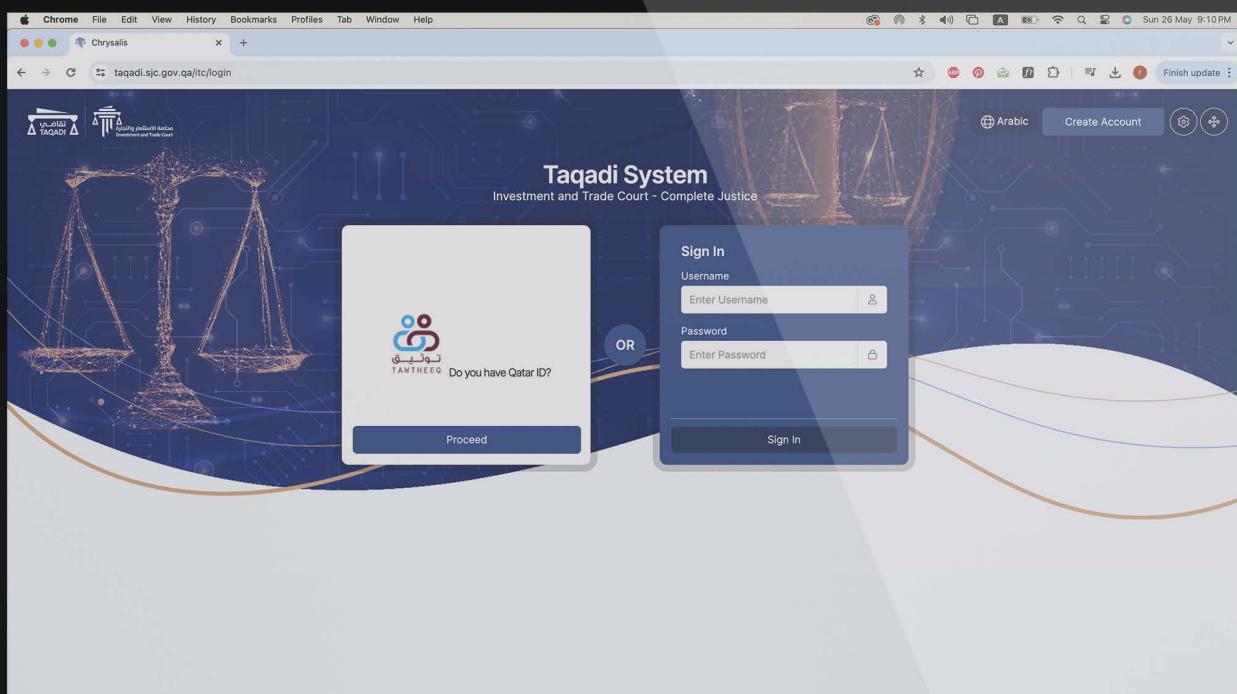
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CHAPTER 1

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 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

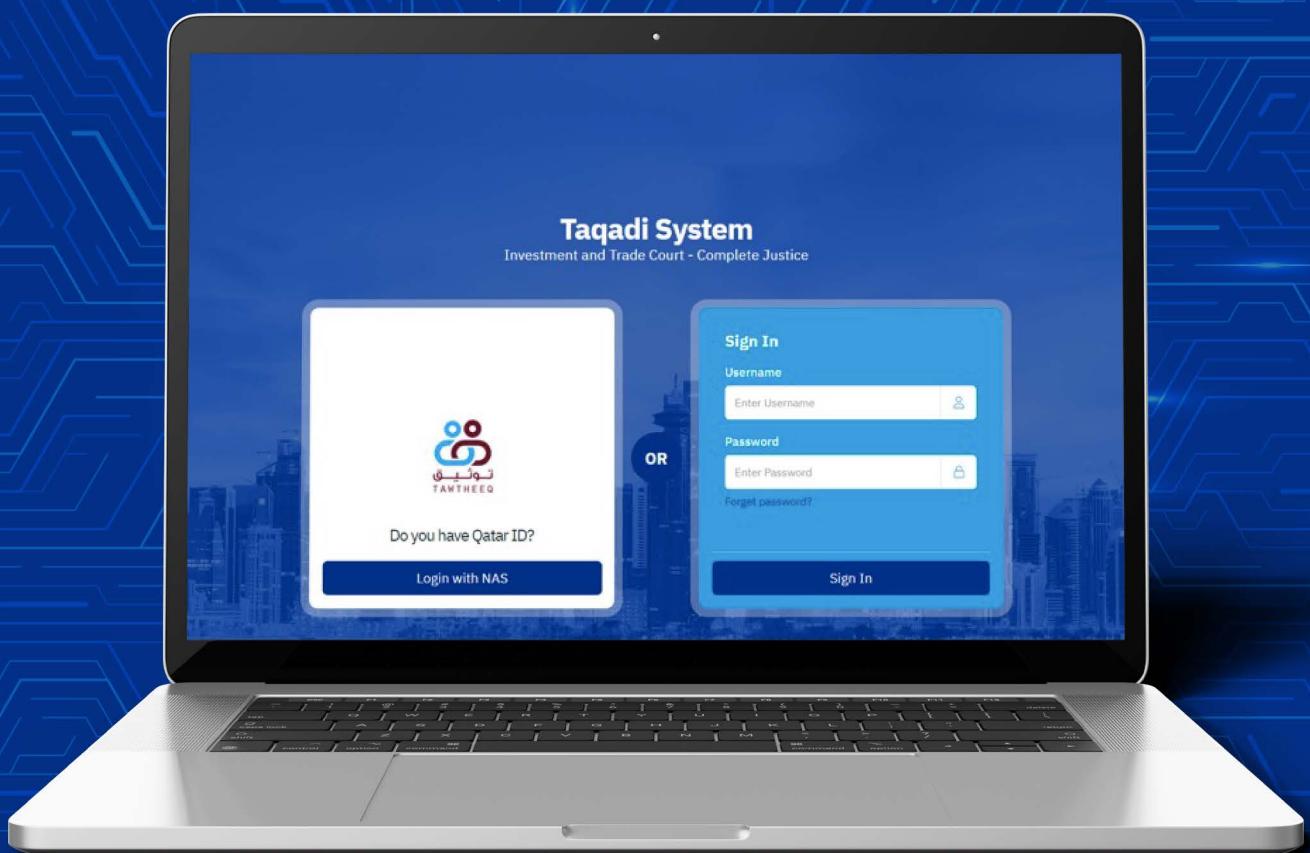


A Warning

Refers to information that may be critical

CHAPTER 2

Qatari Companies (NAS account exist)



Chapter 02: LOGIN

2.1 Qatari Companies (NAS account exist)

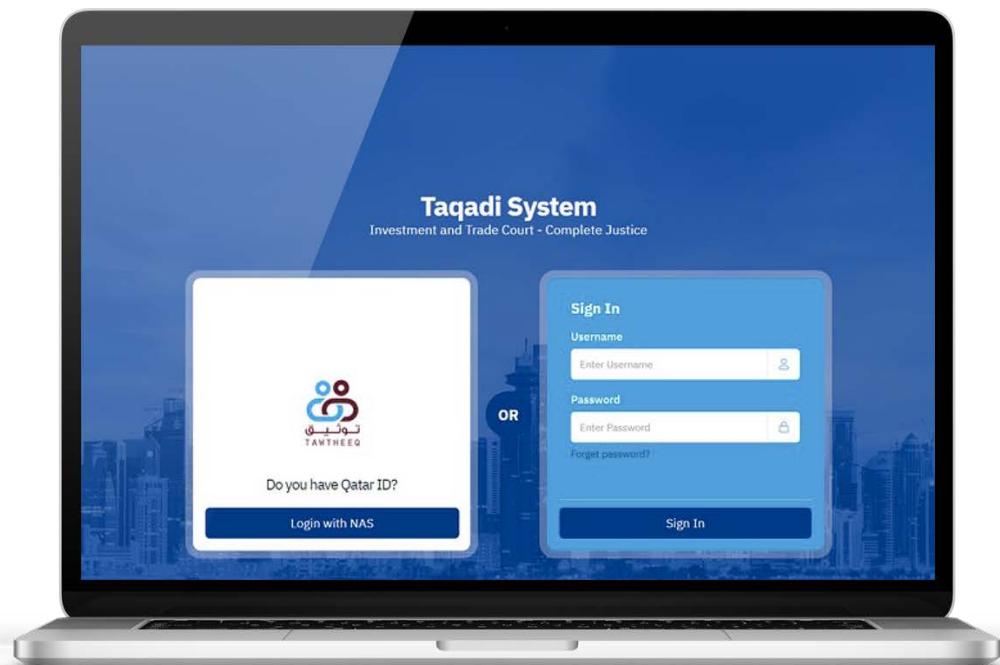
The following steps explain how to log in to your account in TAQADI system for the Investment and Trade Court.



You must have an account in the National Authentication System (NAS).

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 the "Sign in with NAS Account" button and follow the steps displayed on the screen.

Authenticate

Username & Password Authentication Smart Card authentication

Username **Smartcard**

Password [Smartcard FAQs](#)

Captcha* I'm not a robot  [reCAPTCHA](#) [Privacy - Terms](#)

[Forgot your password?](#) [Create new account](#)

*Figure 1 Log in Through NAS

3. Click "Login with Smart Card."

Authenticate with e-ID card



Smart card was not recognized. Click Continue to return to your Service provider.

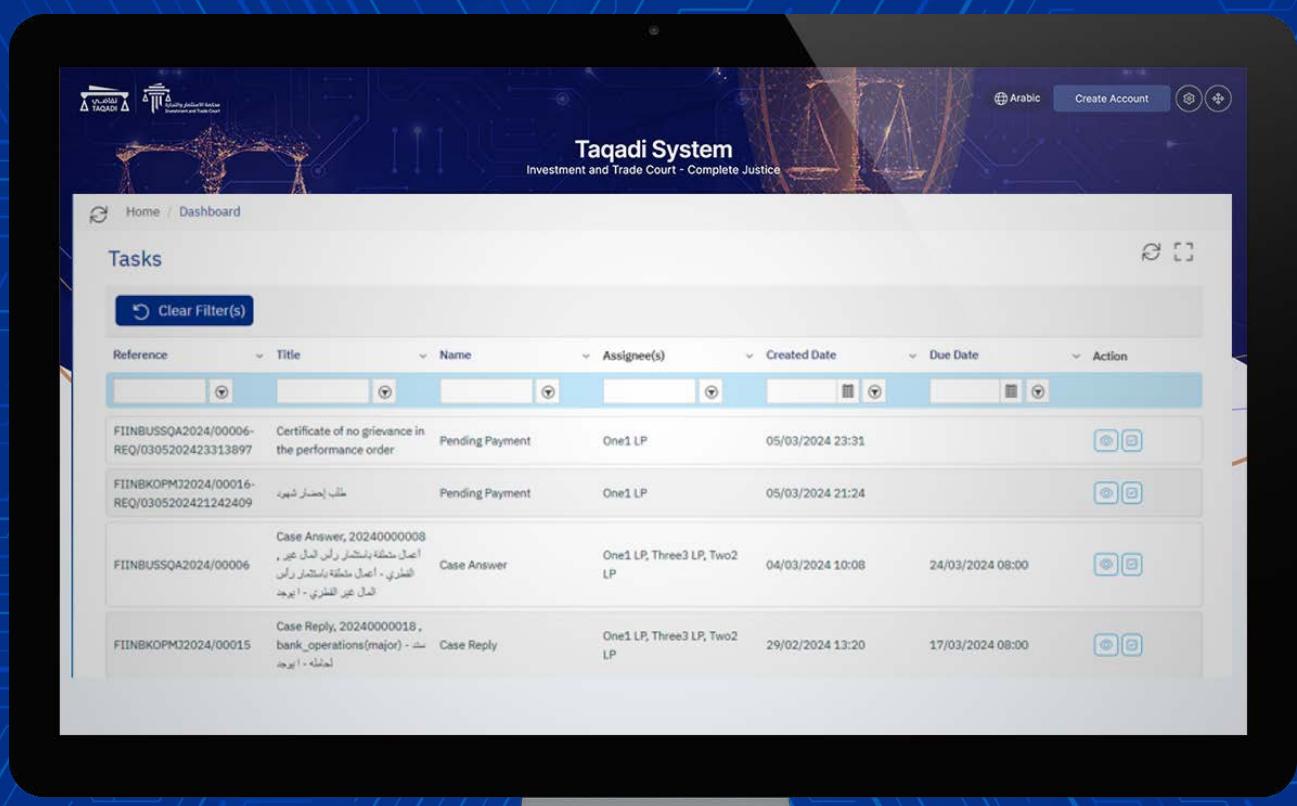
* Figure 1 Log in Through smart card

4. Insert the smart card and then press "Continue." You will complete your account information the first time you log in, and after that, you will not be asked for this step again.

 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 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

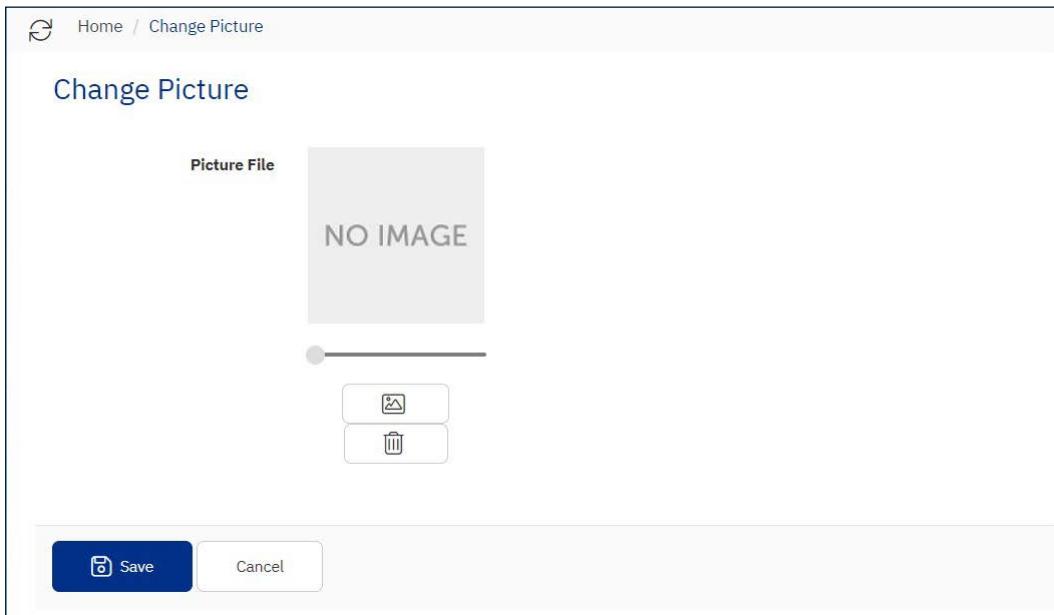
3.4 USER DETAILS

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:



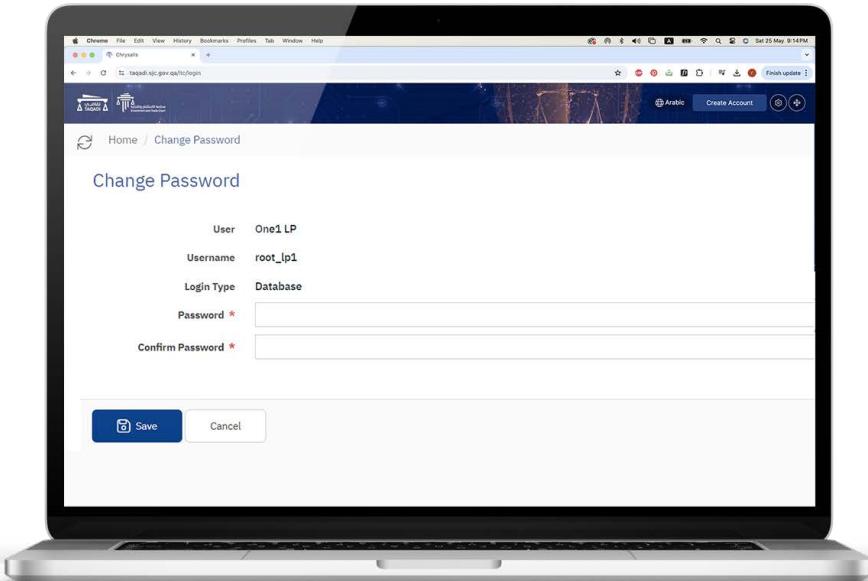
*Figure 4 Change your picture

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:



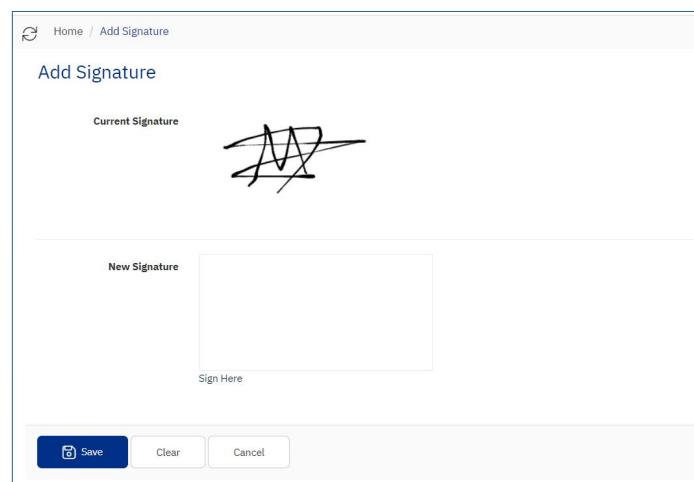
*Figure 5 Change Password

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:

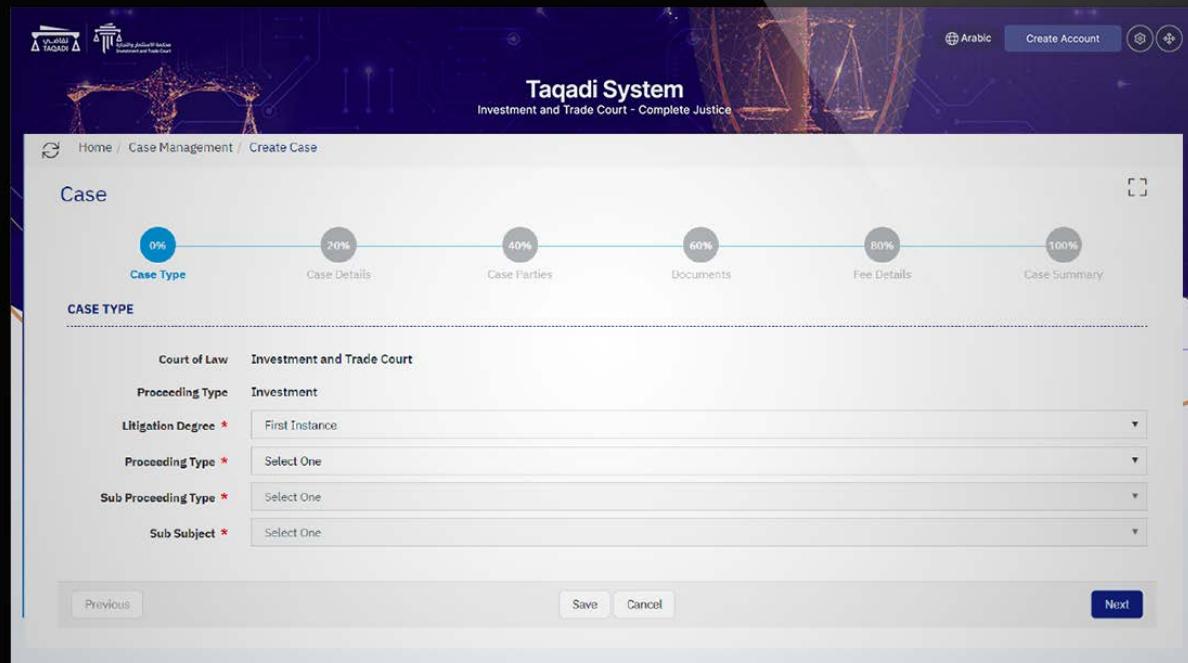
1- Click on "Color Selection" to activate the color-blind mode.

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, Arabic language option, and 'Create Account' button. The main title 'Taqadi System' and subtitle 'Investment and Trade Court - Complete Justice' are displayed. Below the title, a progress bar shows the current step is 'Case Type' (0%) and the total process is divided into six steps: Case Type, Case Details, Case Parties, Documents, Fee Details, and Case Summary.

CASE TYPE

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

Buttons at the bottom include 'Previous', 'Save' (disabled), 'Cancel', and 'Next'.

Chapter 04: CASE MANAGEMENT

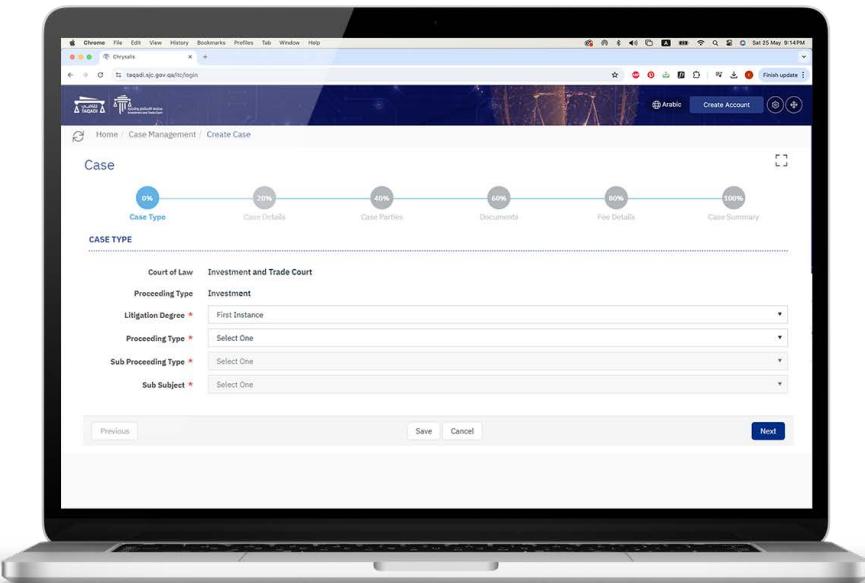
1. Case Creation



Company can only file a First Instance and Enforcement cases.

Follow these steps:

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



*Figure 8 Create Case



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

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

Case

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

CASE DETAILS

File By: الشركة التجارية للمقاولات

Litigant Reference No:

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

CLAIM AMOUNT

Integer *: 0

Decimal *: 0

Total Claim(QAR):

Total Claim In Text:
Amount in word

COMPENSATION AMOUNT

Integer

Decimal

Total Compensation(QAR)

Total Compensation In Text

Amount in word

GRAND TOTAL CLAIM AND COMPENSATION

Total Amount(QAR)

Total Amount In Text

Amount in word

Previous

Next

Quick Links
↑

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

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

Case Type
Case Details
Case Parties
Documents
Fee Details
Case Summary

Name
Category
Type
Priority
Updated Date
Action

الشركة الوطنية للمهارات والمقارنات
Company
Plaintiff
1
06/03/2024 23:53

1
20
Items per page

Previous

Next

*Figure 11 Case detail – Parties

Release 1.0

14

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

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

CASE PARTIES

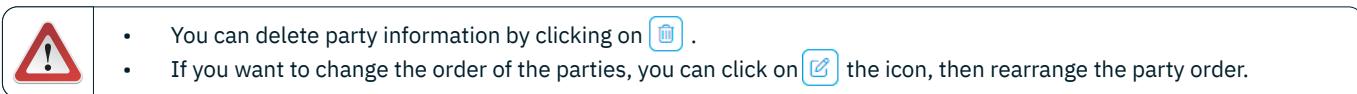
+ Add Party Clear Filter(s)

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

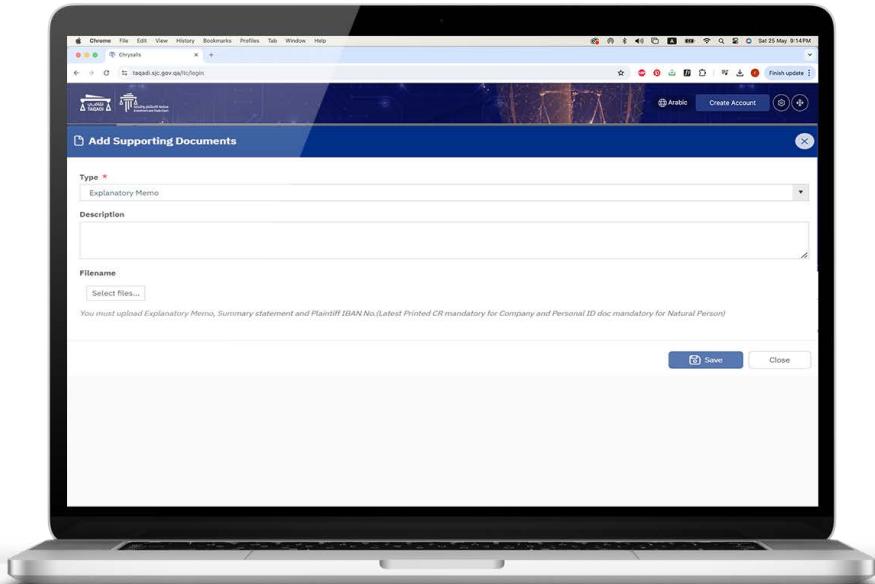
1 items per page

Previous Save Cancel Next

*Figure 9 add case party



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
البيان التوضيحي.pdf	Explanatory Memo	الشركة التجارية للمعارض		06/03/2024 23:58	

1 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

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

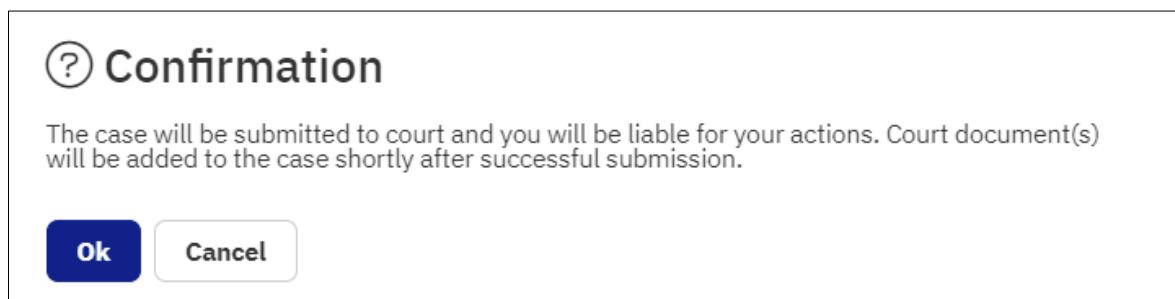
Case No.	Reference No
Case Title	Case Type المحكمة الإبتدائية - مذارعات وعقود التوريد - سند لحامله - موجود
Status	Case Submission Date
Draft	
Filed By الشركة المولية للتجارة المغذية	Filed By Law Firm
Grand Total Claim and Compensation 0	Department
Classification Banks and Finance	

*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.



The confirmation message dialog box 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.

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.



The Transaction Receipt page for 'First Instance of Qatar' shows the following details:

First Instance of Qatar

Transaction Receipt

Office Reference Number : 20240000031
Law Firm Name : root Law Firm 1
Name of Legal Practitioner : One1 LP

Reference No : 20240000031
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

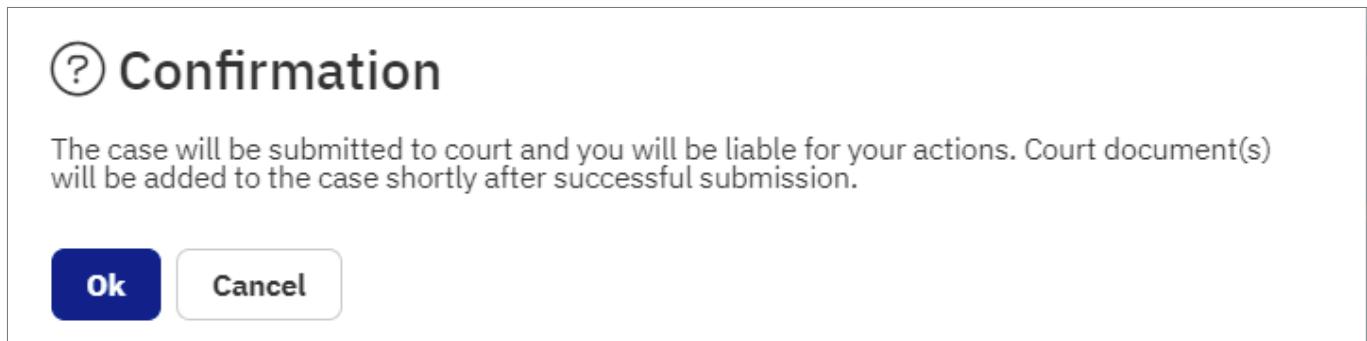
3- Click on "Next" to make the necessary updates then click on Submit.

(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.

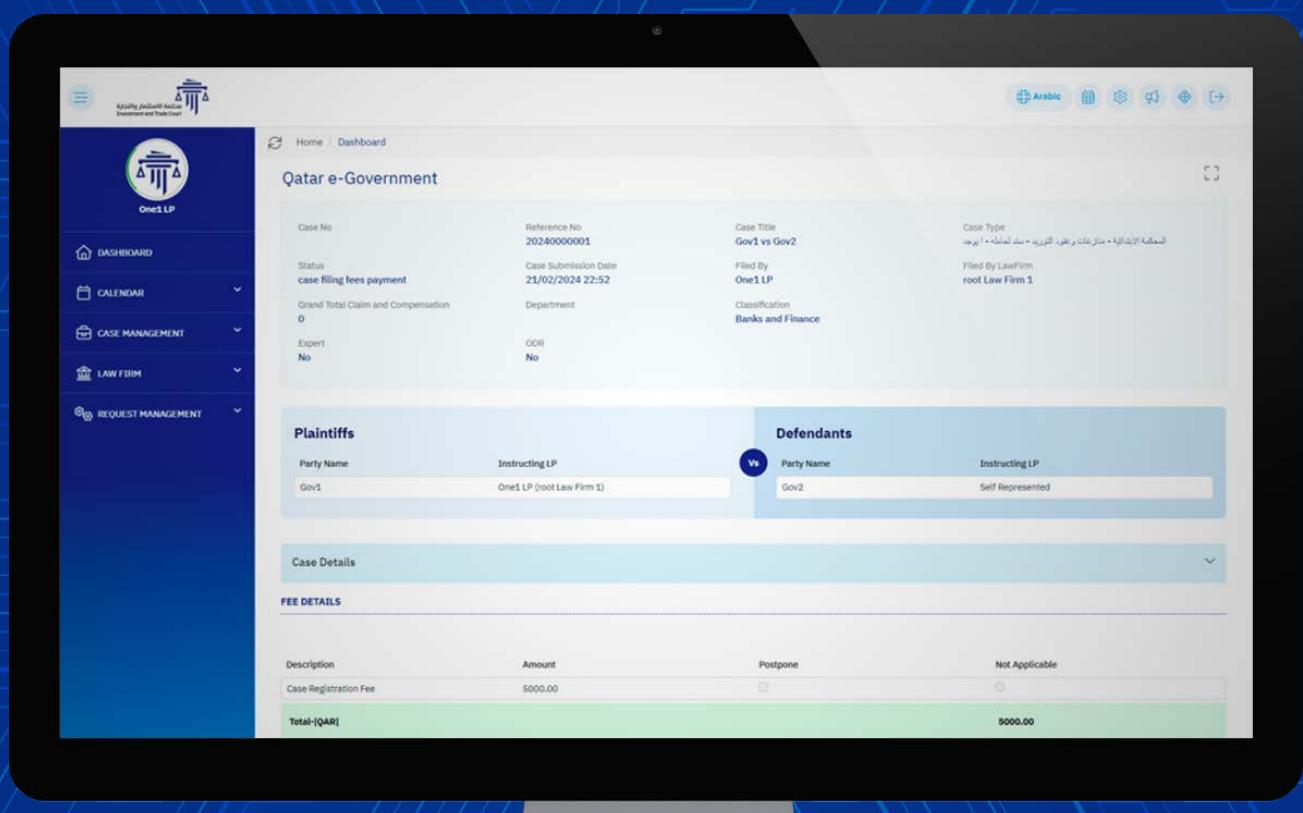


*Figure 18 Confirmation Message

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.

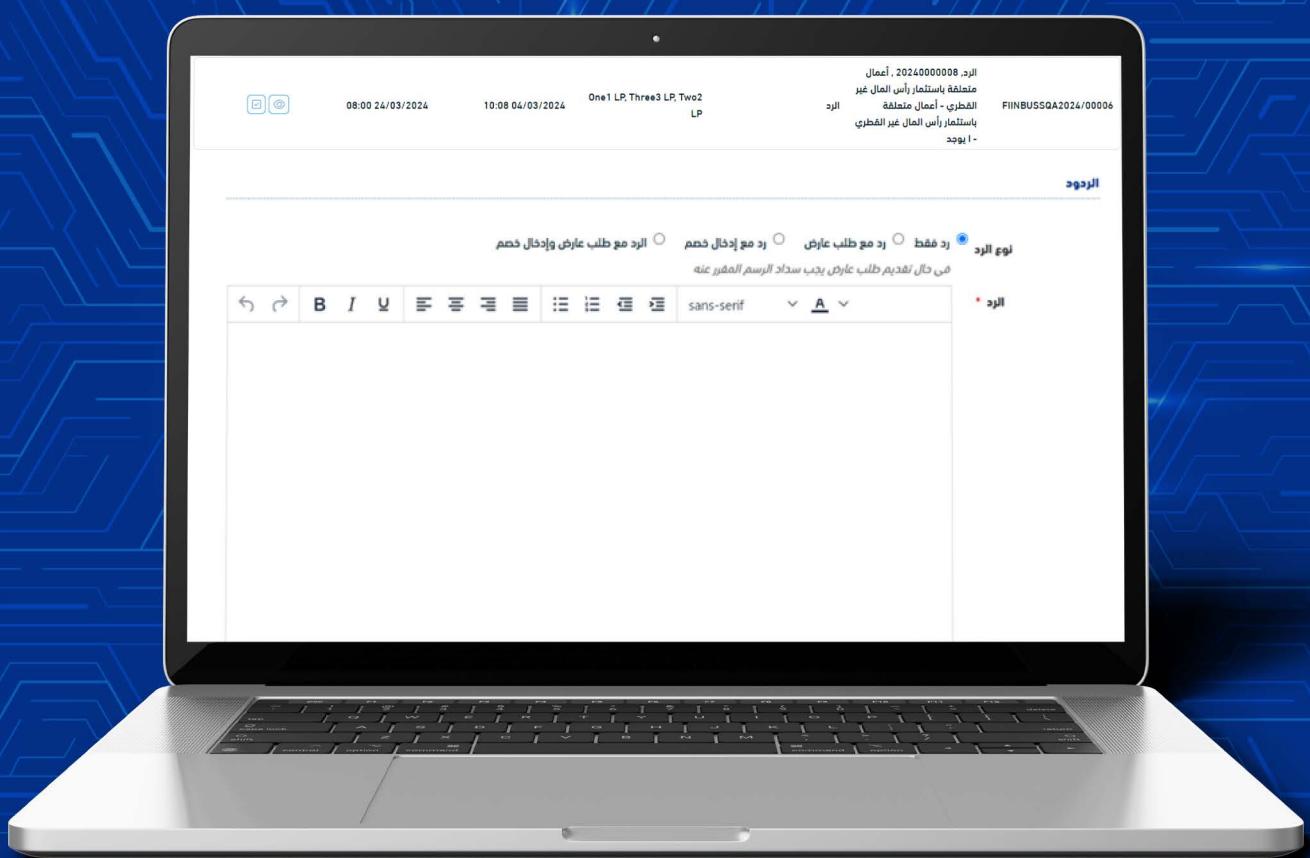
*Figure 20 Payment Page

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 ممثلة بالشئير رأس المال غير ،
القطري - أصل ممثلة بالشئير رأس
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:

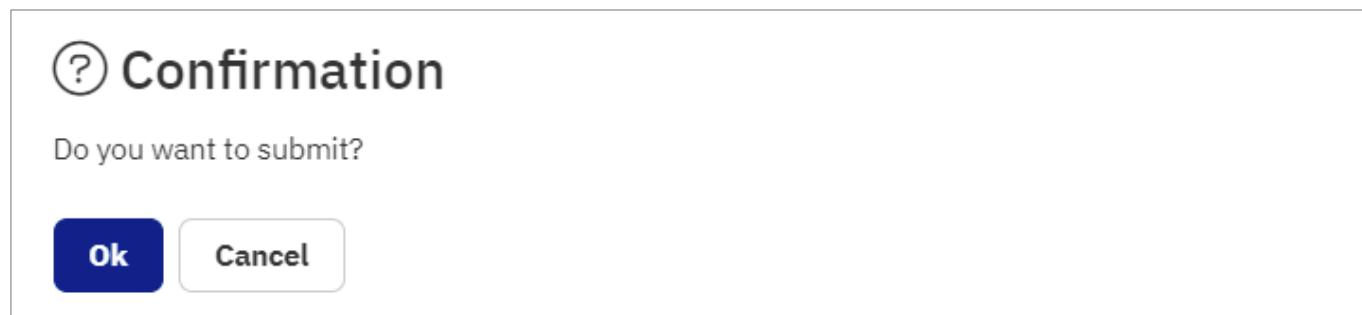
- Answer only
- Answer and Add Party
- Answer and Incident Report
- Answer with Incident Report and Add Party

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.

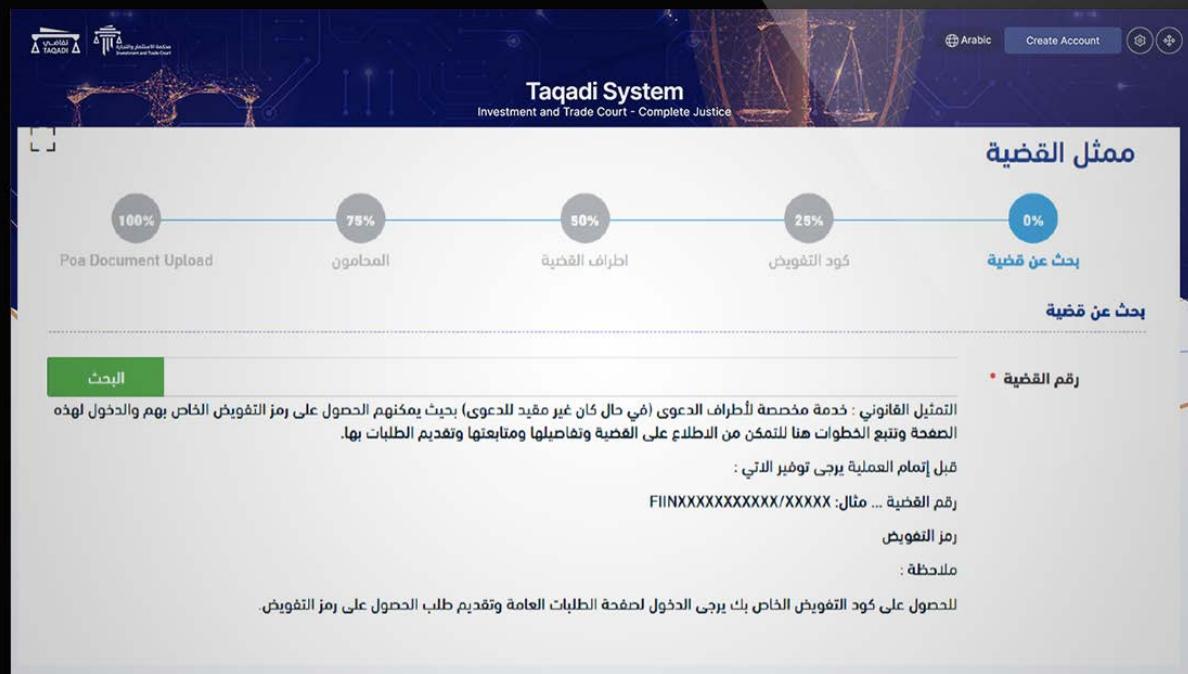


*Figure 23 Confirmation message

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.

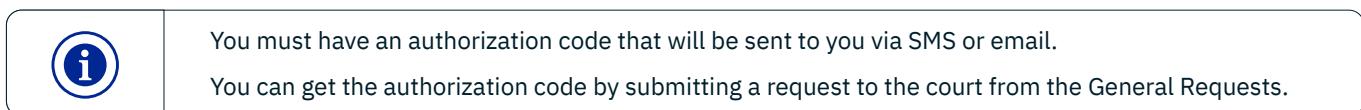
Follow these steps:

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

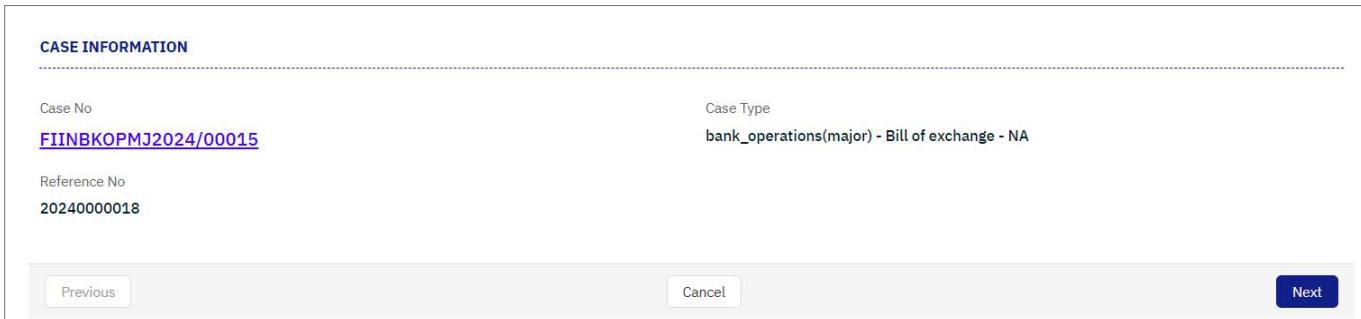


The screenshot shows the 'Case Representation' page. At the top, a horizontal progress bar is divided into five segments: 'Search Case' (0%), 'Authorize Codes' (25%), 'Case Parties' (50%), 'Case Lawyers' (75%), and 'Poa Document Upload' (100%). Below the progress bar, there is a section titled 'SEARCH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

*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.

*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 (25%). Below the progress bar, there is a section titled 'AUTHORIZE CODES' with two validation fields. The first field is for 'International Corp Ltd' with a radio button and a 'Validate' button. The second field is for 'Ministry of Endowments and Islamic Affairs' with a radio button and a 'Validate' button. At the bottom, there are 'Previous', 'Cancel', and 'Next' buttons.

*Figure 26 Case Representation – Authorize Codes

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

Case Representation

0% 25% 50% 75% 100%

Search Case Authorize Codes Case Parties Case Lawyers Poa Document Upload

AUTHORIZE CODES

Validate Codes *	International Corp Itt	<input type="text" value="BKEZG4"/>	Validate
	Ministry of Endowments and Islamic Affairs	<input type="text" value="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

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

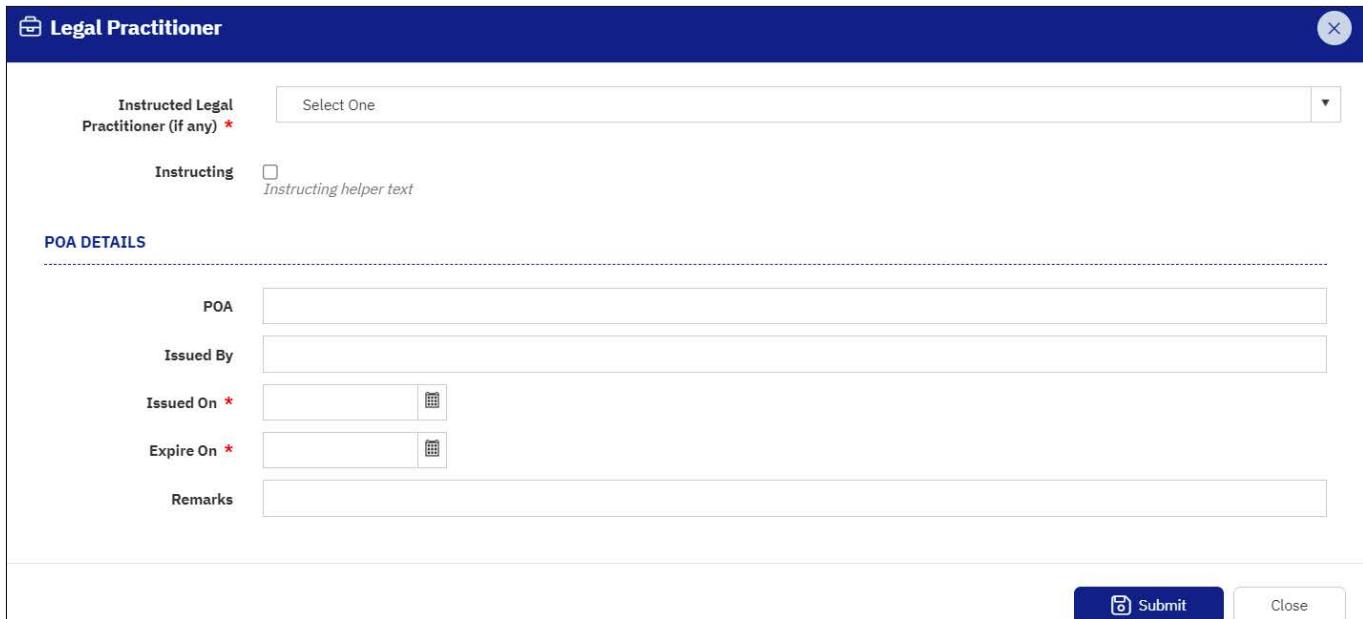
Case Party	Legal Practitioner	Instructing	Updated Date	Action

Items per page: 20

Previous Cancel Next

*Figure 29 – Case Lawyers

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



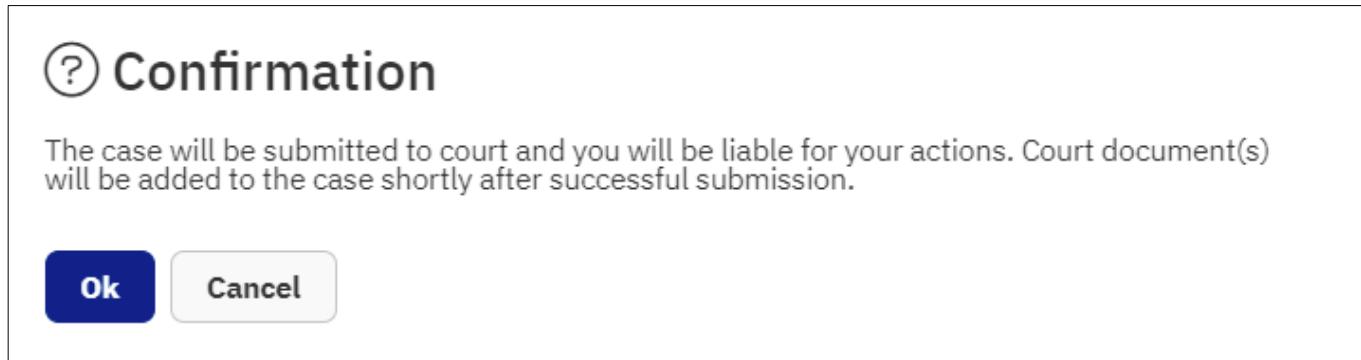
The screenshot shows a form titled 'Legal Practitioner'. At the top, there is a dropdown menu labeled 'Instructed Legal Practitioner (if any)' with the placeholder 'Select One'. Below this is a section labeled 'Instructing' with an unchecked checkbox and a note 'Instructing helper text'. The main area 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.

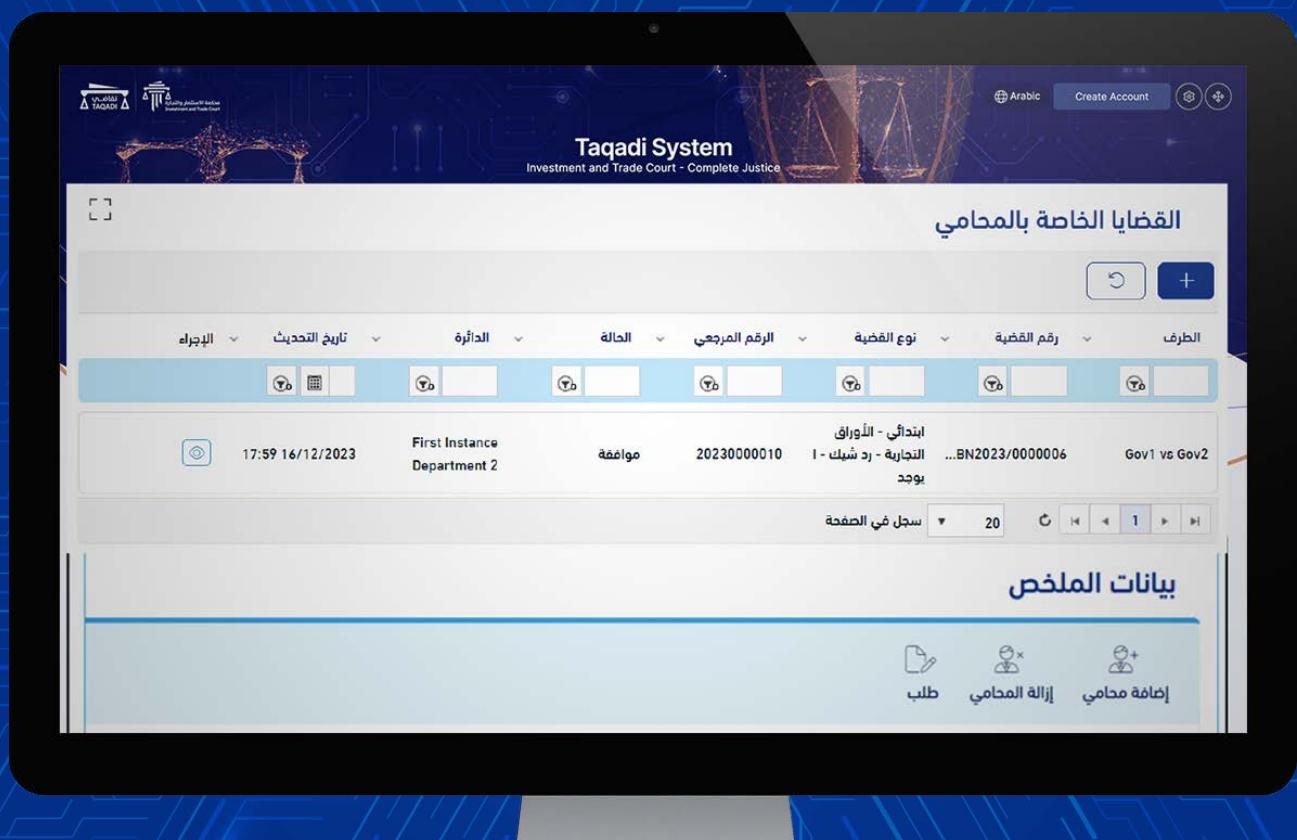


The screenshot shows a confirmation dialog box. It has a question mark icon, the title 'Confirmation', and a message: 'The case will be submitted to court and you will be liable for your actions. Court document(s) will be added to the case shortly after successful submission.' At the bottom are 'Ok'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

My Active Cases						
Case Party	Case No	Case Type	Reference No	Status	Department	Updated Date
Gov1 vs rer	FIINBUSSQA2024/00...	المحكمة الإبتدائية - أصل متعلقة بالمستشار رأس المال غير القطري - أصل 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 التدوير - قروض شخصية - سيرارات - عقارية - يوجد	20240000013	Pending Draft Judgment	First Instance Department 1	28/02/2024 12:43
مeyer Mihyar Ahmed	Gov1 vs	المحكمة الإبتدائية - عمليات التدوير - خطاب العضمن - يوجد	20240000014	case filing fees payment		26/02/2024 18:34
Aspire Zone vs Ministry of Education and Higher Education	FIINBKOPMJ2024/00...	المحكمة الإبتدائية - مطالعات وغيره التوريد - سند لحامنه - 1 يوجد	20240000018	Document Exchange	First Instance Department 1	29/02/2024 13:20

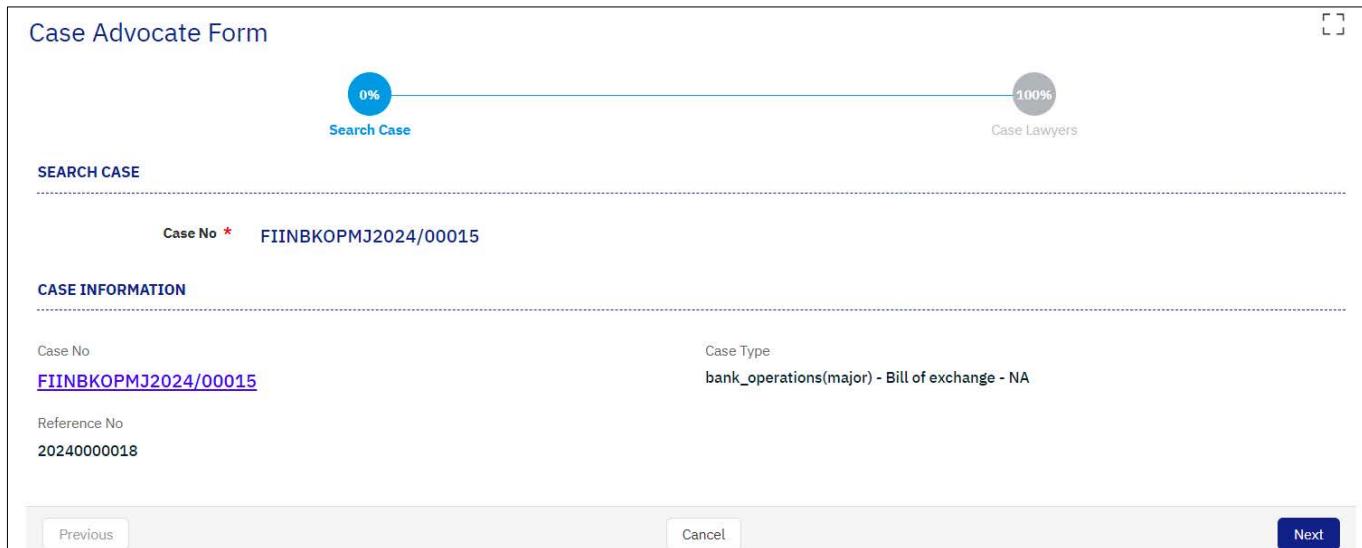
*Figure 31 My cases

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

Summary Information			
 Add Lawyer	 Remove Lawyer	 Request	 Withdraw Representation
Case No FIINBKOPMJ2024/00015	Reference No 20240000018	Case Title Aspire Zone vs Ministry of Education and Higher Education	Case Type المحكمة الإبتدائية - مطالعات و غيره التوريد - سند لحامنه - 1 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	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

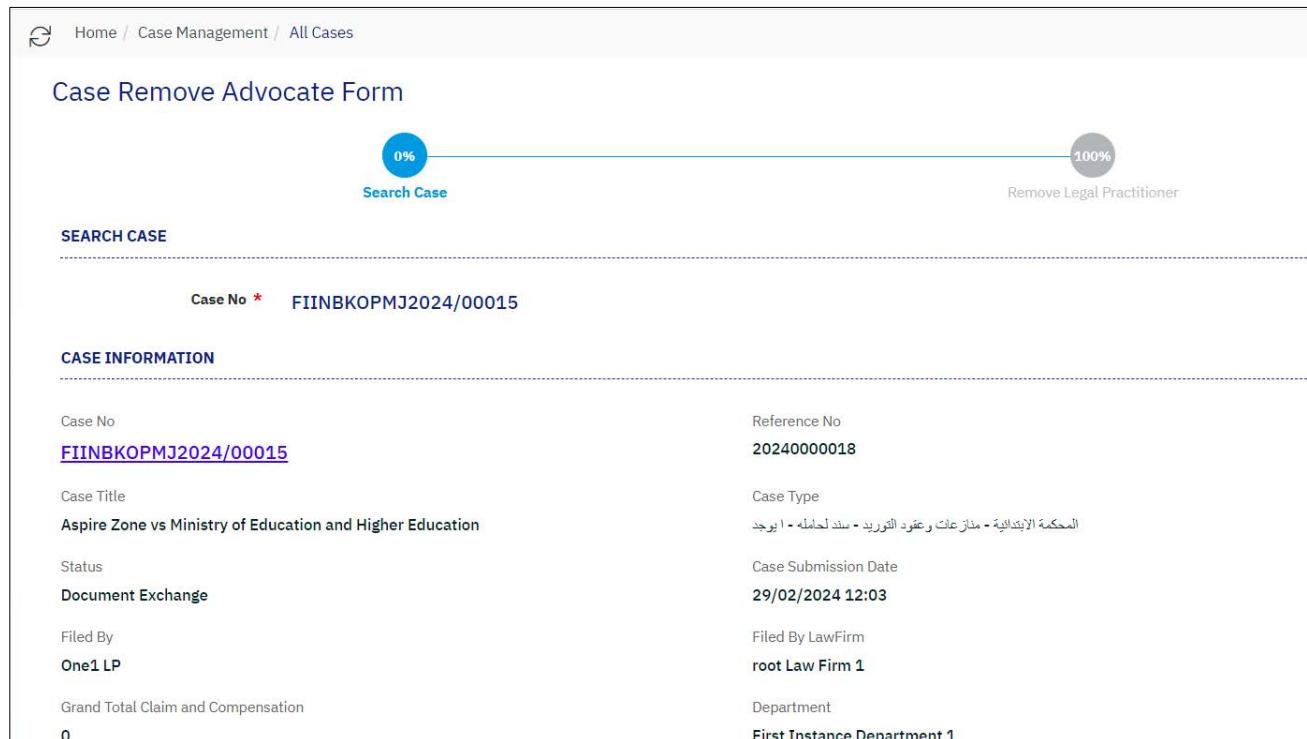
4- Click Next.

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 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 LawFirm: root Law Firm 1
Grand Total Claim and Compensation: 0	Department: First Instance Department 1

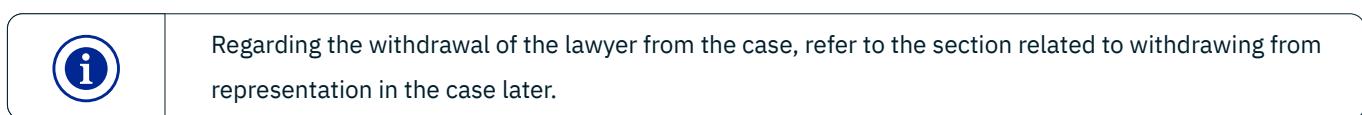
*Figure 34 Remove lawyer

2- Click Next.



*Figure 35 remove lawyer

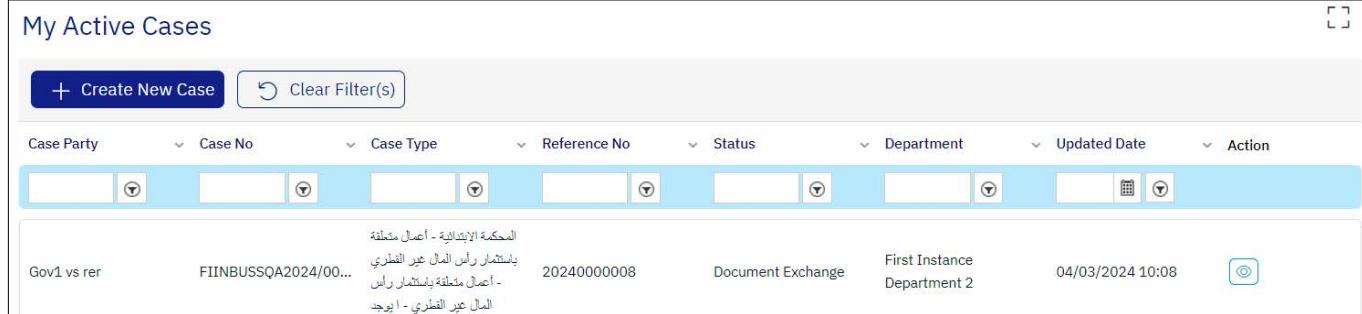
Select the lawyer from the list, then click Submit.



3. Requests Related to Case

Follow these steps:

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



*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

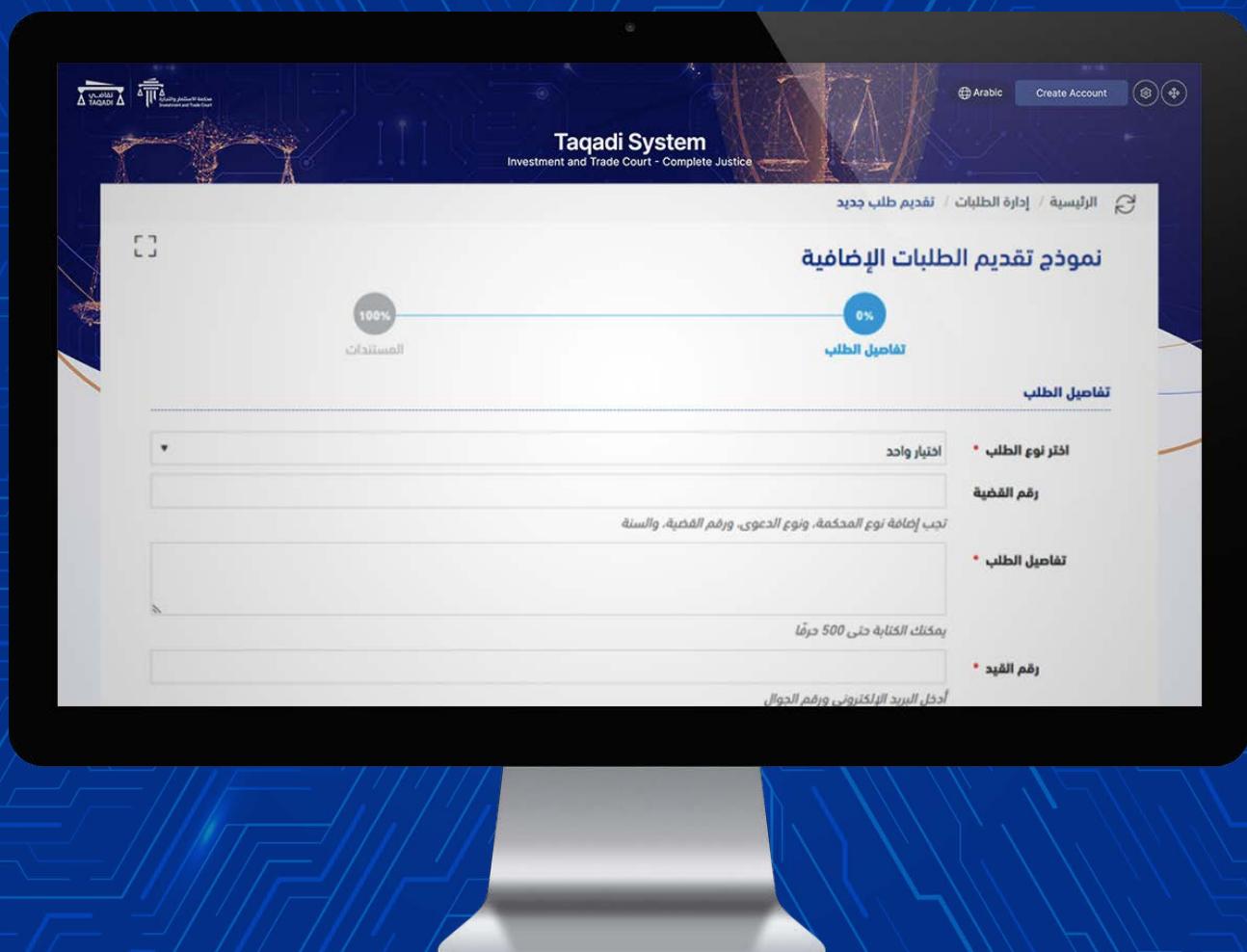
Previous Cancel **Next**

*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.

Request Adhoc Submission Form

Request Submission Detail

0% 100% Documents

REQUEST SUBMISSION DETAIL

Select Request Type * Select One

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

Request Detailed Information *
Please enter up to 500 characters

Identity No * Enter email + mobile no

Requester Name * Please Enter Full Name

Previous Cancel Next

*Figure 39 Request Ad-hoc Submission Form

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

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 is divided into six segments: Case Type (0%), Case Details (20%), Case Parties (40%), Documents (60%), Fee Details (80%), and Case Summary (100%). The 'Case Type' segment is highlighted in blue. 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

