

10 - C



Electronic Applications User's Manual

2014

الريادة في عمل المحاكم
PIONEERING IN COURT WORK

www.dc.gov.ae

Dear Client,

With a belief in an approach towards constant development, seeking high standards of quality for services and keenness to commit to the vision of HH Sheikh Mohammed Bin Rashid Al Maktoum, Vice President of the UAE, Prime Minister and Ruler of Dubai (May Allah Protect him). In addition to keeping up with the precision and excellence frameworks of the Judicial System in the country, Dubai Courts presents quality Electronic Services for its clients. These services provide the public with the opportunity to register their legal applications electronically through Dubai Courts' electronic portal. They can then print the application and use it to complete their procedures at the Courts which will help them to save time and effort.

Submitting an E-Application

These services are provided exclusively after case registration by following these steps:

After entering Dubai Courts website address: www.dc.gov.ae

The screen in figure (1) will appear:



Figure (1)

The screen will display Dubai Courts’ main webpage, through which you can access the general e-services at the Courts. You can choose the suitable display language English عربي

Method for submitting E-Application

Press (Public E-Services)

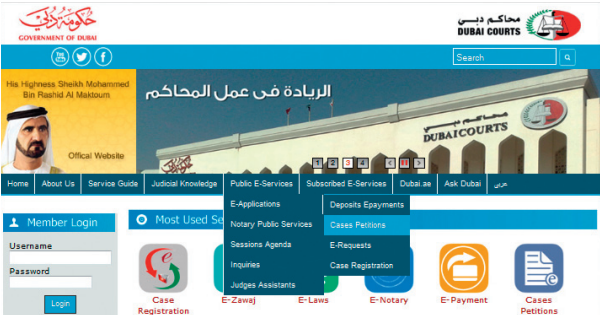


Figure (2)

A drop down menu will appear with Dubai Courts’ electronic services, including (Case Petitions) according to figure (2).



Figure (3)

When you click on Case Petitions all the application will appear categorically according to their main sections. (Summons – Deliberations – Inquiries – Precautionary Procedures – Litigants' Affairs – Expertise and Arbitrations – Sales – Detention – Guarantees – Execution – Payment – Minors' Affairs – Estates – General – Certificates). According to figure (3)

Through this screen you can choose the type of service you require. For more clarification, here is an example of one of the option in the Summons category

For the sake of our example, we choose (Request for Summons)

GOVERNMENT OF DUBAI
محاكم دبي
DUBAI COURTS

Pioneering in Courts work
روح الاتحاد
SPIRIT OF THE UNION
national day
الاحتفال باليوم الوطني

Home | About Us | Service Guide | Judicial Knowledge | Public E-Services | Subscribed E-Services | Dubai.ae | Ask Dubai | عربي

Public e-Services > E-Applications > Cases Petitions

Help

• Litigation
• Settlements • First Instance • Appeal • Cassation • Judicial Committees *All texts must be entered in Arabic

• Main type
• Sharia • Labour • Civil • Commercial • Real Estate

• Case type
select a case subtype

• Year serial
2014

• Application date
14-04-2014

• Application type
Application For Notification

• Applicant name

• Email

• Address

• Petition subject
Application For Notification

• Petition details
يلتزم مقدم الطلب من المحكمة المواقفة على اعلان المدعى /
في الدعوى اعلاه وذلك لـ

Proceed Reset

Home | Contact us | Guestbook | Sitemap | Terms of service | Privacy Policy | عربي

This site is managed by Dubai Courts Page last updated on 10-10-2013 © 2013 Dubai Courts, All rights Reserved

Figure (4)

By clicking on Request for Summons, the application will appear as shown in figure (4)

Litigation Level:

- 1- First Instance
- 2- Appeal
- 3- Supreme

Main Type:

You must choose from the main type of cases available according to figure (4)

- Personal Status
- Labour
- Civil
- Commercial
- Real Estate

The screenshot shows the Dubai Courts E-Applications portal. The breadcrumb trail is: Public e-Services > E-Applications > Cases Petitions. The 'Case type' dropdown menu is open, showing a list of case subtypes. The 'Year serial' is set to 2014, and the 'Application type' is 'Application For Notification'. The 'Description' and 'Mobile' fields are empty. The 'Petition details' section is also visible, showing a list of case subtypes.

Case sub-type:

You can find details of each case type which differ for every application type. According to figure (5)

Year:

You can enter the year for filing the case using the drop down menu or by keying in the year. According to figure (5)

The year and case serial number are entered according to figure (5).



Application date:

The application date appears automatically and in case of any change in the date, click on the icon next to the field and a screen will appear. The date can be changed by from the calendar by clicking on

Year

2- Month

3- Day

According to figure (6)

Type of application:

The application type appears automatically based on your initial choice of application type.

According to figure (6)

The screenshot shows the Dubai Courts Public e-Service portal. A pop-up window titled 'Parties' is open, displaying a list of parties with 'Plaintiff' selected. The main form contains the following fields:

- Litigation:** Main type (Civil, summary)
- Case type:** Civil, summary
- Application date:** 15-04-2014
- Applicant name:** (Field with a document icon)
- Email:** (Field)
- Address:** (Field)
- Petition subject:** Application For Notification
- Petition details:** (Text area with Arabic text: 'يطلب من المحكمة الموافقة على اطلاق المدعى / في الدعوى اعلاه وذلك لـ')
- Year serial:** 2014 / 22
- Application type:** Application For Notification
- Description:** (Field)
- Mobile:** (Field)

Buttons: Proceed, Reset

Figure (7)

Applicant name:

Click on the icon next to the field and a screen with the names of the litigants will appear according to figure (7).

The screenshot shows the Dubai Courts Public e-Service portal. The 'Applicant name' field is highlighted with a document icon. The main form contains the following fields:

- Litigation:** Settlements, First Instance, Appeal, Cassation, Judicial Committees
- Main type:** Sharia, Labour, Civil, Commercial, Real Estate
- Case type:** Civil, summary
- Application date:** 15-04-2014
- Applicant name:** (Field with a document icon)
- Email:** (Field)
- Address:** (Field)
- Petition subject:** Application For Notification
- Petition details:** (Text area with Arabic text: 'يطلب من المحكمة الموافقة على اطلاق المدعى / في الدعوى اعلاه وذلك لـ')
- Year serial:** 2014 / 22
- Application type:** Application For Notification
- Description:** Plaintiff
- Mobile:** (Field)

Buttons: Proceed, Reset

Figure (8)

Description:

The description of the applicant appears automatically based on the choice in the previous field (Applicant name) either plaintiff or defendant or according to case type. According to figure (8)

Petition Subject:

Appears automatically. According to figure (8)

Petition details:

The applicant will be provided with a form to fill in the spaces in the text as in figure (8).

To guarantee good communication via email and text messages, it is preferable to enter the email and mobile number. After completion of the fields, two options appear at the end of the application:

1 – Reset information:

Clicking on it results in deleting all information entered at once.

2- Proceed:

After verifying all entered information, clicking this button allows to move to the next screen.

As in figure (8)

Clicking on the Proceed button will show a table with all the information for final verification as shown in figure (9).

The screenshot shows the Dubai Courts website interface. At the top, there are logos for the Government of Dubai and Dubai Courts, along with social media icons and a search bar. The main header features the slogan "Pioneering in Courts work" and the "SPIRIT OF THE UNION" logo. Below the header is a navigation menu with links: Home, About Us, Service Guide, Judicial Knowledge, Public E-Services, Subscribed E-Services, Dubai.ae, Ask Dubai, and عربي. The breadcrumb trail indicates the user is in "Public e-Services > E-Applications > Cases Petitions".

Data	
Litigation	First Instance
main type	Civil
Case number	2014/22 Civil, summary
Application date type	15-04-2014 - Application For Notification
Applicant name	(شركة الإمارات للتعميلات السكنية) - (ش.م.ع) - Plaintiff
Email Mobile tel	1@1.com - 000000000
Address	بروكسة المحاكم / مجمع جناح عرب أبرج
Petition subject	Application For Notification

Petition details

يطلب مقدم الطلب من المحكمة الموافقة على إعلان المدعى / المدعى في الدعوى إعلاناً وبذلك د.

Buttons: Save, Modify, Cancel / New petition

Note: Petition type and case number mismatched

Footer: Home | Contact us | Guestbook | Sitemap | Terms of service | Privacy Policy | عربي
This site is managed by Dubai Courts Page last updated on 10-10-2013 © 2013 Dubai Courts, All rights Reserved

Figure (9)

It also includes three other options:

Save/ send application:

The application that appears here is ready for submission and clicking on it sends the application to Dubai Courts as in figure (9).

This screenshot is a zoomed-in view of the bottom portion of the form shown in Figure 9. It highlights the "Petition subject" field with the value "Application For Notification" and the "Petition details" section. The "Save" button is clearly visible, along with the "Modify" and "Cancel / New petition" buttons. The same error message "Note: Petition type and case number mismatched" is displayed at the bottom of the form area.

Footer: Home | Contact us | Guestbook | Sitemap | Terms of service | Privacy Policy | عربي
This site is managed by Dubai Courts Page last updated on 10-10-2013 © 2013 Dubai Courts, All rights Reserved

Figure (10)

Dubai Court receives the application with the application number and year for follow-up and a possibility of getting a printed copy by clicking the (Print this page) button.

**** Please note that the application will be automatically canceled in case of not following up within 7 days. According to figure (10)**

Editing the application:

For going back to the previous form to make changes, as in figure (9) .





Canceling/ New application:

Deleting all entered information and displaying a new application form, as in figure (9)





The electronic services on Dubai Courts website can also be useful.
For more information call: +971 4 3030800 / +971 4 3347777