



دائرة القضاء
JUDICIAL DEPARTMENT



Learn about our services

Request to Add a Lawyer to a Criminal Case File

Let's discover this service 

Service Description

Through this service, you can apply to the Public Prosecution to add the name of a lawyer as a representative of one of the parties to a criminal case, so that he/she can examine the case file and submit requests in its respect.

Required Documents

1. Emirates ID Card
2. Lawyer's Registration Card
3. Power of Attorney given to Lawyer

Service Channels

- Website www.adjd.gov.ae
- Typing Centres
- Smart App

Fees

No Fee

Process Cycle

1 Submit the application and the required documents through the available channels

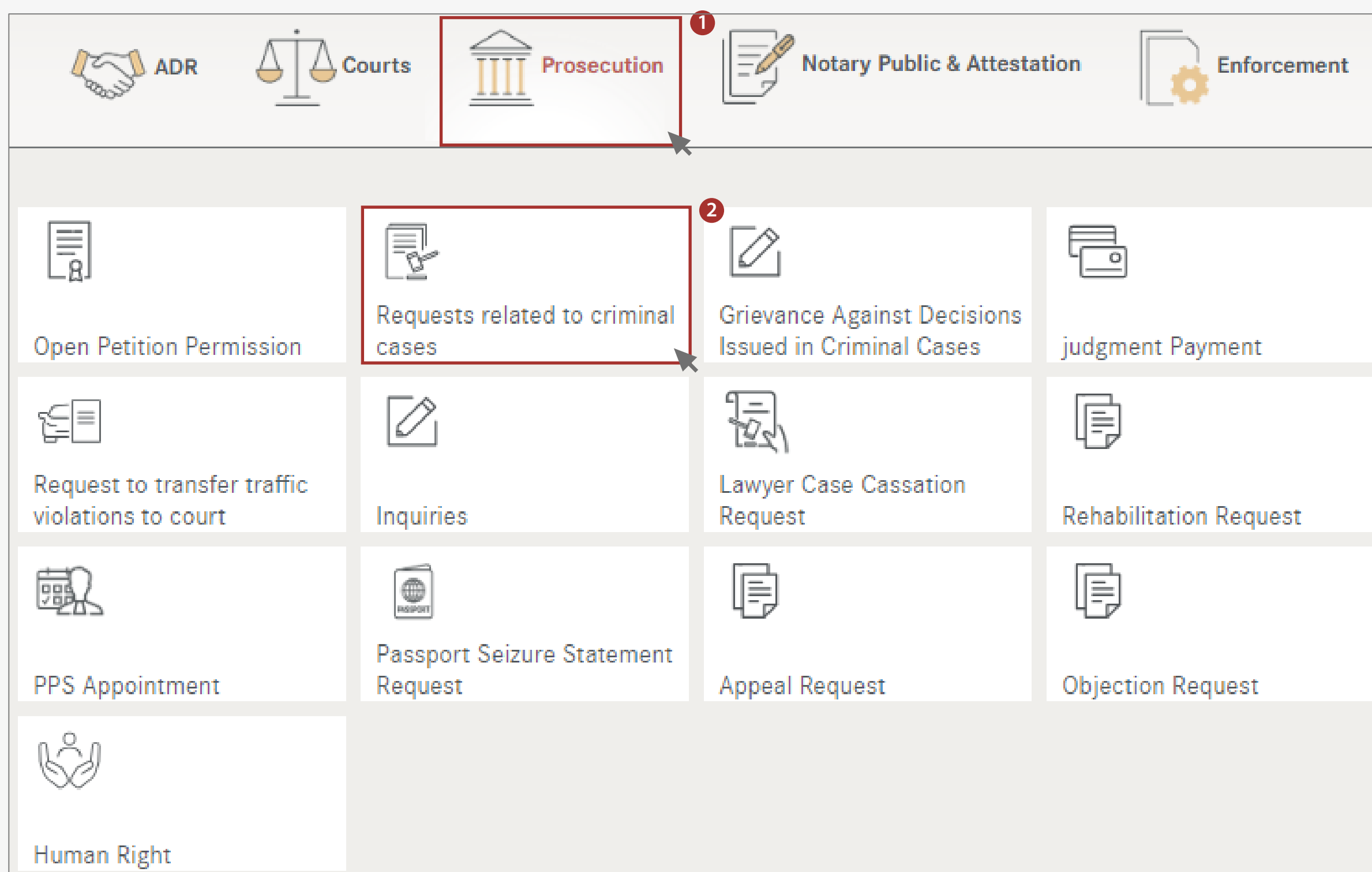
Terms and Conditions:

- The lawyer must be registered in the Emirate of Abu Dhabi and his registration must be valid and not be subject to suspension for any reason whatsoever.
- The case will be linked to the UAE Pass account (digital identity) of the authorised lawyer making the application and, if another lawyer is to be added, a separate application must be submitted for him/her.
- The application must be made through the UAE Pass account of the lawyer or of the party interested in the case.

2 Adding the name of the lawyer as representative of one of the parties to the criminal case in the system of the Public Prosecution in case of approval

Steps to Request the Addition of a Lawyer in a Criminal Case File Through the Website

- Prosecutions
- Requests related to criminal cases



⚠ Before starting, it is necessary to log in using the UAE Pass account of the lawyer or the party to the case appointing him or a duly appointed representative.

Steps to Request the Addition of a Lawyer in a Criminal Case File Through the Website

- Requests related to criminal cases
- Service Delivery
- Next

Requests related to criminal cases

Requests related to criminal cases

Submit the request.

Pay the fees.

Communicate with the prosecution or the competent court using the available means, if required and follow-up on the status of the transaction or the required amendments, if any, according to the instructions of the concerned employee.

Get the final output of the service according to its type.

Required documents

According to each service.

Terms and Conditions

According to the terms and conditions stated in each service.

Fees

According to the service type

Apply

Description

في طلب المراجع لأي من خدمات مجلة من القابلة حسب الإجراءات القانونية

Requirements

مستور مقدم الطلب شخصيا أو من يترتب تقديم قانونا بموجب مستند مصطلح حسب الأصول يجوز لهم إتمام الإجراء المطلوب في حال كان ذلك مطبقا لإتمام الإجراءات.

Documents

إثبات شخصية الأطراف بتقديم الأصل من بطاقة الهوية للمواطنين والمقيمين قانونا في الدولة، وجواز السفر أو أي بطاقة رسمية صادرة من دولة الإمارات العربية المتحدة، وبذلك بالتسليم لغير المواطنين والمقيمين.

Next

Before starting, it is necessary to log in using the UAE Pass account of the lawyer or the party to the case appointing him or a duly appointed representative.

@adjd_official

600 599 799

600 599 799

info@adjd.gov.ae

www.adjd.gov.ae

Steps to Request the Addition of a Lawyer in a Criminal Case File Through the Website

Enter the details of the case for which the lawyer is required to be included, then click on (Search)

Customer Handling Request

Case Inquiry

Serial Number •

Year •

Case Mode •
Select

Type •
Select

Organization •
Select

Search

Clear

! Each request to add a case must be submitted separately. It is not possible to add more than one case in the same request.

Steps to Request the Addition of a Lawyer in a Criminal Case File Through the Website

Select the party to be represented by the lawyer

Party Information

Party Information

You need to select one case party from below table:

Type	Party Type	First Name	Last Name	Nationality	
☒	متهم	فردى	محمد	ص	باكستان
☐	شاكى	فردى	محمود	ا	مصر
☐	شاكى	مؤسسة			

❗ If the lawyer represents more than one party, a separate application must be made to add each party.

Steps to Request the Addition of a Lawyer in a Criminal Case File Through the Website

1. Select (Types of Services).
2. Type a description of the request.
3. Select (Other Requests).
4. Select (Request to Add a Lawyer).

The screenshot shows a web form for requesting services. At the top, there is a 'Service Types' header with an upward arrow. Below it, the 'Service Types' section is displayed. A date field shows '28/11/2023'. A description field contains the text 'Test'. Below the description field, there is a 'Service Types List' section. It contains three categories: 'Certificates (0)', 'Deposit and Receive Money (0)', and 'Others (1)'. The 'Others (1)' category is expanded, showing a list of options. The option 'Add Lawyer to the case' is checked. Other options include 'Request to appeal a judgment through the Attorney General', 'Request to stop proceeding in a criminal case', 'A request to attach a document to a criminal case file', and 'Appeal cassation request through the Attorney General'. Red numbers 1 through 4 are placed on the interface to indicate the steps: 1 points to the 'Service Types' header, 2 points to the description field, 3 points to the 'Others (1)' category, and 4 points to the 'Add Lawyer to the case' option.

⚠ If the lawyer represents more than one party, a separate application must be made to add each party.

Steps to Request the Addition of a Lawyer in a Criminal Case File Through the Website

- 1. Select (Personal Details).
- 2. Select (kinship).

Personal Information

Applicant Personal Information

Relationship •
Select

Nationality •
Select

First Name •

Second Name

Third Name

Fourth Name

Fifth Name

Family Name •

Gender •
Male

DOB •

Contact Information

Mobile Number •

Email •

! If the lawyer represents more than one party, a separate application must be made to add each party.

Steps to Request the Addition of a Lawyer in a Criminal Case File Through the Website

1. Select (Attachment Details)
2. Drag & Drop or Click here to add attachments.

Attachment Information ^

Allowed file types to upload: JPG, JPEG, BMP, GIF, PNG, PDF, DOC and DOCX. Maximum file size per file 2MB.

Emirates ID

Passport

DRAG & DROP

or select file to upload

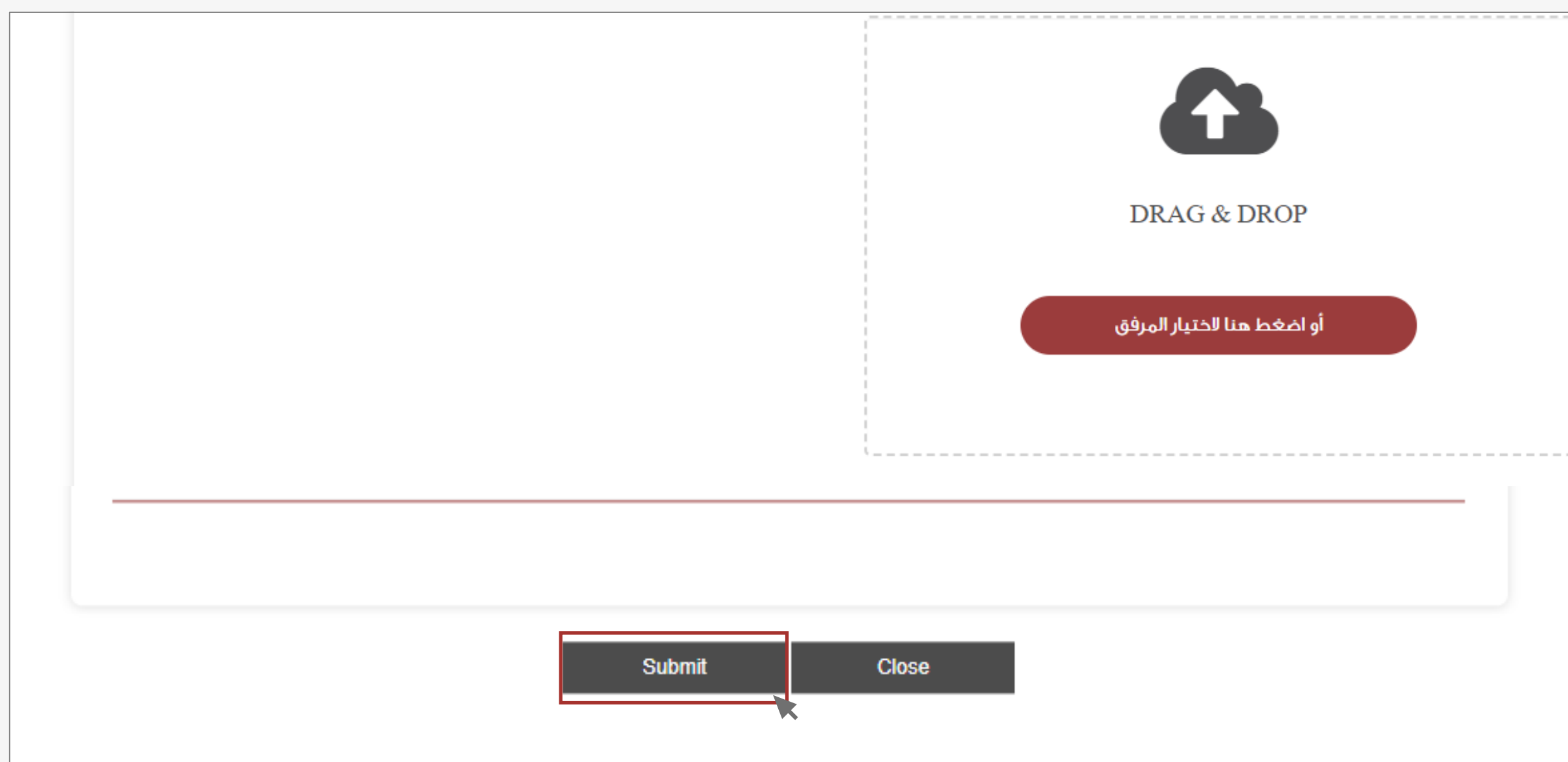
DRAG & DROP

or select file to upload

! Attachments such as: ID cards of the parties, lawyer's card, power of attorney ... Read the Service Card to know more about the attachments

Steps to Request the Addition of a Lawyer in a Criminal Case File Through the Website

1. Click on (Submit) after finishing to submit the request



DRAG & DROP

أو اضغط هنا للاختيار المرفق

Submit Close

⚠ Attachments such as: ID cards of the parties, lawyer's card, power of attorney ... Read the Service Card to know more about the attachments

Steps to Request the Addition of a Lawyer in a Criminal Case File Through the Website

Once you have submitted your request, you can follow it through :



“My Requests” page on the website



You receive an SMS notification



You receive a notification by Email

F.A.Qs

Is it possible to add more than one lawyer to the same case?

Yes

Is it possible to add more than one lawyer to the same case?

Yes

If the case is added at the first instance stage, is another application necessary to add the case at the appeal or cassation stages?

Yes