



دائرة القضاء
JUDICIAL DEPARTMENT



User Guide

Family Case File Registration Service

Through the Website

For more details [➤](#)



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General Guidelines Before You Begin

1. We recommend accessing the service using a desktop browser, such as Google Chrome or Microsoft Edge.
2. You must sign in using the verified UAE Digital ID account belonging personally to the applicant.
3. The other party's Emirates ID number or Unified Number must be available.

You can also register a family case file through:

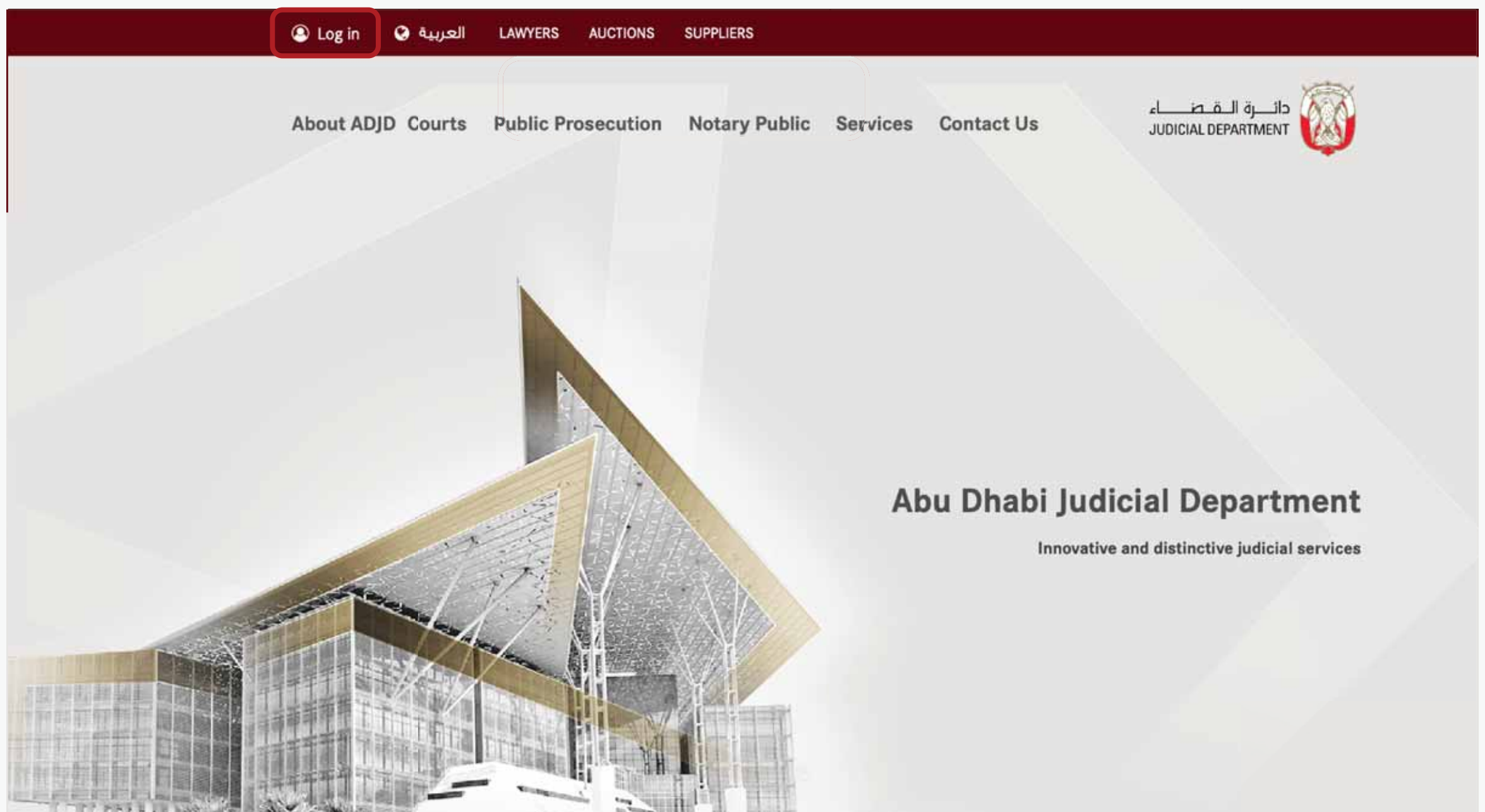
- Typing offices.
- Law firms.



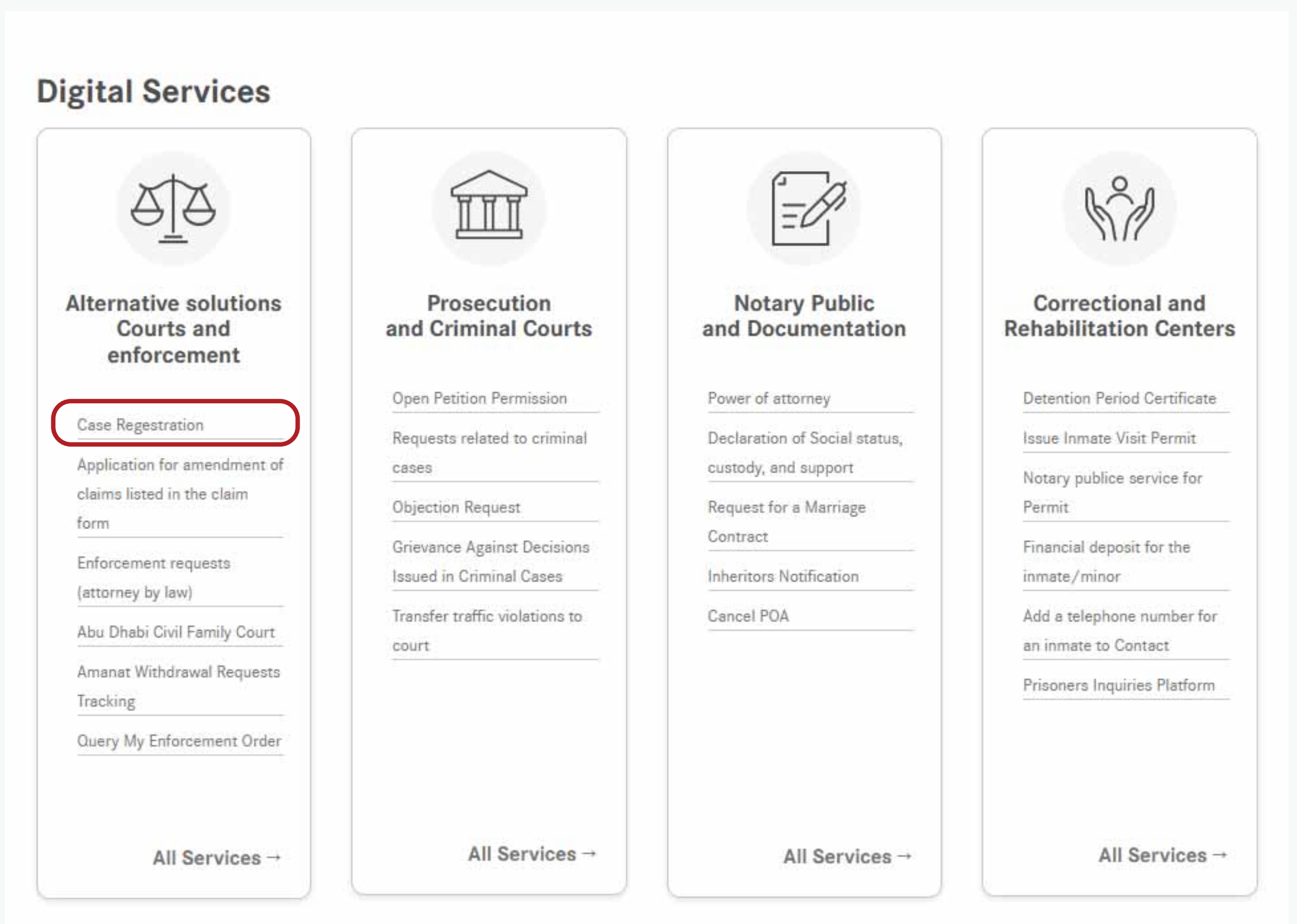
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Application Steps

1. Sign in using the applicant's UAE Digital ID account



2. Select Case Registration





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Application Steps

3. Select Register a new case

The purpose of this service is to help you register your case with ease. Please follow the steps and select the relevant options to enable your case to be registered correctly

Please select one of the following options

What would you like to do?

Hints
Hints will appear
throughout to help
you with the process.



Register new case

Apply and register new cases with ADR or First
Instant Courts



Request to register FIC on ADR Case

Apply for FIC case when resolution is not
agreed at ADR



Notes

- If you have a referral from Family Guidance to the court because an amicable settlement could not be reached,
select “Request to Register a First Instance Case Following Referral from Alternative Dispute Resolution”.
- If you have a Family Guidance file bearing the executory formula and wish to register an execution file, go to:
Digital Services > Alternative Dispute Resolution, Courts and Execution > All Services > Register an Execution File (Individuals



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Application Steps

4. Select “Family”.

1 Subject Matter2 Filings3 Case Participants4 Registration5 Submission

Who you are?

Civil Family Court Registration Requests Includes (Marriage, inheritance, and wills) > Abu Dhabi Civil Family Court

Any commercial disputes between business owners, commercial companies, banks or businesses > Commercial

These are claims concerned with the inventory of inheritance and the liquidation and distribution of estates according to the laws > Inheritance

Claims of rights in relation to rental disputes between landlords, lessors and tenants regarding an attested tenancy contract issued in the Emirate of Abu Dhabi > Rental

Claims related to disputes between family members regarding divorce, alimony, custody, visitation, guardianship, or any other claim of family rights > Family

Any administrative disputes involving public, governmental or semi-governmental entities > Admin

Cases brought by workers or employers under an employment contract issued from the competent ministry > Labor

Hints

You party role identify the case type you want to register

5. Choose the applicant role to display the related registration types

Please choose the applicant role to display the related registration types

Male

Guardian

Son

Brother

custodian

Father

Husband

The divorced man

Legal Guardian

Fiancee

Female

Applicant for marriage

Daughter

Mother

BreastFeeder

Divorced

Wife

Other

The custodian

Fiancee



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Application Steps

6. Select the main request category, then choose substantive

You can choose substantive claims, urgent requests, performance orders, and more

Search...

Personal Affairs

Divorce and Family Rights

Family Rights

FG

Divorce and Family Rights

FG

☐ Proof of marriage reinstatement

☐ Proof of divorce

☐ Separation for defects

☐ Separation at fault

☐ Proof of Mukhala'a

☐ Divorce for discord

Alert

You can't register subject case and expedited in one case registration process

If Expedites case type is selected, all other Subject cases will be removed

A list of what was chosen

Previous

Next

The required subject is not available



Notes

- Make sure you select the correct request type. If the required request is not available in the list, it cannot be registered through the website.
- A family case file and a petition order cannot be registered at the same time. Each request must be submitted separately.



Application Steps

7. The basic information will be retrieved automatically. Please complete the remaining required information.

In which branch would you like the lawsuit to be filed?

Region

Select

Branch

What are your requests from the court?

Marriage Date

Marriage Contract Number

Social relation

Select

Kinship

Select

Relationship between parties

Select

Reason of divorce

Proof of divorce

☐ Proof of Divorce

Additional facts of the dispute

Mention any additional facts of the conflict briefly and succinctly ...

Previous

Next

Hints

The account holder represents one of the parties to the transaction and his data is automatically filled in from the account data

At least one other party must be added

Other parties may be added with different characteristics depending on the nature of the transaction



Notes

- If the information is inaccurate, do not continue with the transaction. Return to the website homepage, then navigate to:
Alternative Dispute Resolution, Courts and Execution > Update Data in the Case Management System.



8. Enter the other party's Emirates ID number or Unified Number and their first name, then select "Verify Identity Details".

Complete the required information for the other party.



Notes

- If the other party's Emirates ID number or Unified Number and first name are not available, you cannot continue submitting the request through the website.



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Application Steps

9. Upload the required attachments.

✓ Subject Matter

✓ Pleadings

✓ Case Participants

4 Registration

5 Submission

Attachments

Proof of divorce

Please attach the following documents:

Marriage contract

↓

DRAG AND DROP

Or click here to choose an attachment

Previous divorce certificate, if any, or divorce rulings

↓

DRAG AND DROP

Or click here to choose an attachment

Hints



Notes

- Ensure that the documents are clear and uploaded in PDF format. Each attachment must not exceed 2 MB.



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Application Steps

- For digital signing, enter the one-time password (OTP) sent to your mobile phone number and email address, then select “Verify OTP”.

✓ Subject Matter

✓ Pleadings

✓ Case Participants

4 Registration

5 Submission

Applicant Signature

Sign & Review

Please Review the details mentioned in the Complaint form before signing it, if you need to modify please make the needed changes before adding your signature

Previous

Review Document

Claim form will be signed using the OTP verification code sent to the applicant's mobile number, to proceed press the Sign and Continue button

Sign and Continue

Please enter the OTP(One Time Password) sent to your registered mobile #:971xxxx662

.This OTP will expire in 5 minutes

كلمة المرور لمرة واحدة

Validate OTP

If you have not receive your OTP then click here

Hints

11:44

Abu Dhabi Judicial Department-ICR OTP

ADJD-noreply 10:06 AM
Dear Customer, your OTP verification code...

ADJD-noreply 11:41 AM
to me

Translate to English

Dear Customer, your OTP verification code for ICR registration is 190821 to sign the claim form. This OTP will expire in next 5 minutes. ADJD

Reply

Forward

- Select “Download Electronic Statement of Claim” to review the statement, then select “Submit Request” after verifying that all information is correct.

✓ Subject Matter

✓ Pleadings

✓ Case Participants

✓ Registration

5 Submission

All data related to your request has been successfully filled out

Previous

Preview Template

Apply

Hints

It is recommended to review the complete data before submitting the application by clicking Click on the Preview Request button.



Notes

- Do not complete the request if any information in the statement of claim is incorrect.



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Application Steps

12. Confirm submission of the request and obtain the reference number for tracking.

Subject Matter

Pleadings

Case Participants

Registration

Submission

Case Registered Successfully

Request Number : 1-14319438457

Registered In

Abu Dhabi ADR-Family Guidance Department

10:11

Instagram

صايرين عوض عبدالله عبيد
أبوظبي

Thank you for using the Case Management System. You have successfully filed a complaint service request and is now pending for review.
Please use the following service request details when communicating with any of ADJD staff for any inquiries.

نشكركم لاستخدام نظام إدارة القضايا (CMS). لقد تم تقديم طلب قيد دعوى بنجاح، والطلب حالياً قيد المراجعة من قبل الجهة المختصة.
يمكنكم استخدام التفاصيل التالية كمرجع لطلب الخدمة عند التواصل مع أي من المختصين بدائرة القضاء - أبوظبي.

Service Request #	1-14318258967	رقم طلب الخدمة
Case Type	Family Rights / حقوق أسرية	نوع الدعوى
Date	10/14/2026 10:11:06	التاريخ

With due respect,
Abu Dhabi Judicial Department

وتفضلوا بقبول فائق الاحترام،
دائرة القضاء - أبوظبي

Reply

Forward



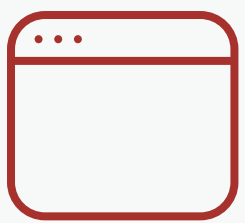
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What to Expect After Submitting the Request

- **Request accepted:** You must follow up and pay the fee.
- **Request returned for more information or rejected:** You can check the reason by following the steps below.

You can track the request status through:

My Requests page on the website.



Welcome! MARIAM ABDULRAHEEM ALALI

العربية

LAWYERS

AUCTIONS

SUPPLIERS

Exit

My Electronic Services

SMS and email notifications.



Contact Centre: 600 599 799.





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Paying the Fee After Approval or Checking the Reason for Return

1. Sign in using the applicant’s UAE Digital ID account.



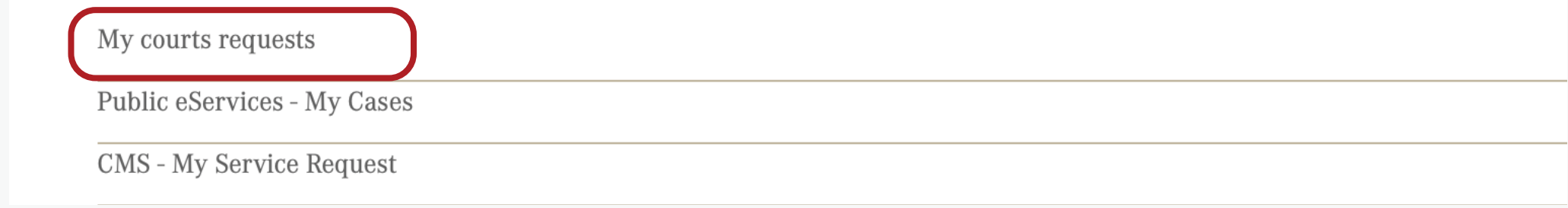
2. Select “My Requests”.



3. Select “Courts”.



4. Select “My Interactive Case Registration Requests”.



5. Complete the fee payment or view the reason the transaction was not accepted.

Case Number	Request Number	Date Created	Status	Type	SubType	Court Decision	Request output
*****	*****	26/12/2024	Accepted	Accounting Services	Judge Decision	تم الإجراء	