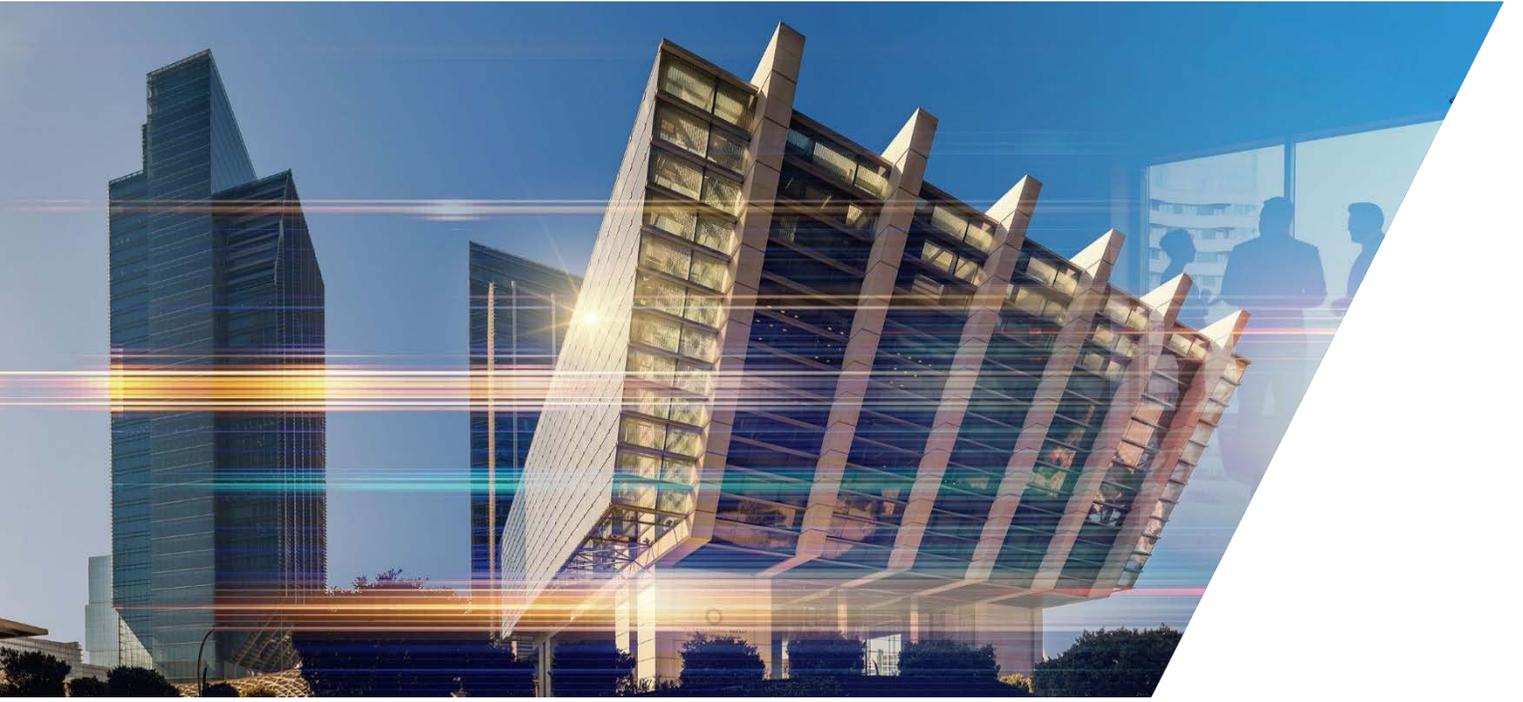




ADGM COURTS  
محاكم سوق أبوظبي العالمي



## ADGM COURTS

## GUIDELINES FOR SELF-REPRESENTED LITIGANTS

**ADGM COURTS**  
**GUIDELINES FOR SELF-REPRESENTED LITIGANTS**

**TABLE OF CONTENTS**

<b>INTRODUCTION</b> .....	<b>1</b>
<b>ADGM COURTS</b> .....	<b>1</b>
<b>LEGAL ASSISTANCE</b> .....	<b>3</b>
<b>PRO BONO LEGAL ASSISTANCE</b> .....	<b>3</b>
<b>LANGUAGE</b> .....	<b>4</b>
<b>YOUR DUTIES</b> .....	<b>4</b>
ASSISTING THE COURT.....	4
BE POLITE .....	4
NO CONTACT WITH THE JUDGE .....	5
<b>THE REGISTRY</b> .....	<b>5</b>
WHAT IS THE REGISTRY?.....	5
REGISTRAR.....	5
<b>COURT PROCEDURES</b> .....	<b>6</b>
COURT RULES.....	6
PRACTICE DIRECTIONS .....	6
FORMS AND ELECTRONIC FILING.....	6
<b>COURT FEES</b> .....	<b>7</b>
FILING FEES.....	7
TRIAL FEES .....	7
<b>CONDUCTING A CASE</b> .....	<b>7</b>
STARTING A CASE .....	7
SERVICE OF DOCUMENTS .....	8
DEFENDING A CLAIM.....	8
SETTLING YOUR CASE .....	8
Court-Annexed Mediation.....	8
CASE MANAGEMENT CONFERENCE.....	9
APPLICATION NOTICES .....	9
WITNESS SUMMONS .....	10
DISCLOSURE .....	10
AFFIDAVITS .....	10
ADJOURNMENT.....	11

THE TRIAL.....	11
APPEARING IN COURT.....	11
JUDGMENT .....	11
COSTS .....	12
APPEALS .....	12
<b>PRACTICAL INFORMATION .....</b>	<b>12</b>
WHERE? .....	12
WHEN?.....	13
PHONE .....	13
EMAIL .....	13
ADGM COURTS WEBSITE .....	14
ADGM eCourts Platform .....	14
SPECIAL REQUIREMENTS .....	14
SECURITY AND PHOTOGRAPHY .....	14
FEEDBACK.....	14

## ADGM COURTS

### GUIDELINES FOR SELF-REPRESENTED LITIGANTS

Date of issue: 9 July 2020

#### INTRODUCTION

These Guidelines have been prepared to assist people who are considering commencing proceedings at, or who are currently involved in a case before, Abu Dhabi Global Market Courts (“ADGM Courts” or “Court”) and are not represented by a lawyer (“self-represented litigants”).

These Guidelines refer to some of ADGM Courts’ rules and procedures that must be followed by everyone, whether or not they are represented by a lawyer. They also refer to other helpful resources.

**It is important to note that these Guidelines do not give legal advice and they are not a substitute for legal advice. They are intended for informational purposes only. ADGM Courts are not providing legal advice by or through the availability of the information contained in these Guidelines.**

#### ADGM COURTS

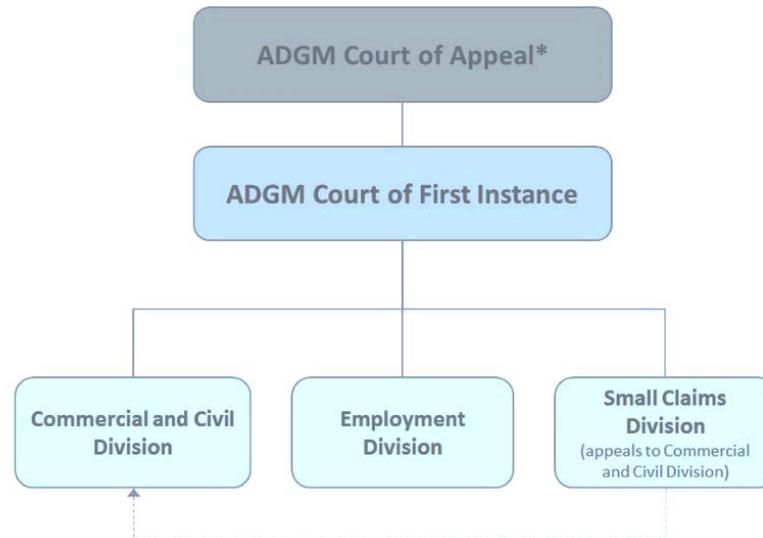
ADGM Courts deal with civil or commercial claims or disputes that have a connection to ADGM, including claims or disputes:

- involving ADGM, any ADGM Authorities or ADGM Establishments
- arising out of or relating to contracts or transactions entered into or performed, in whole or in part, in ADGM, and
- arising from incidents which occurred, in whole or in part, in ADGM.

ADGM Courts also deal with claims and disputes that have no connection to ADGM where the parties have agreed in writing to opt into the jurisdiction of ADGM Courts.

ADGM Courts do not hear or determine criminal cases, family cases or disputes involving estates or inheritance.

ADGM Courts is comprised of the Court of First Instance and the Court of Appeal.



*\*Abu Dhabi Law No. 4 of 2013, as amended, Article 13(11):  
"Judgments of the Court of Appeal are final and may not be challenged by any method of appeal"*

## Court of First Instance

The Court of First Instance has three Divisions:

- the Small Claims Division
- the Commercial and Civil Division, and
- the Employment Division.

You should start your case in the **Small Claims Division** of the Court of First Instance if the value of your claim is USD 100,000 or less and it does not relate to an employment matter. Before commencing your case, you should refer to **Practice Direction 3** which deals with claims in the Small Claims Division.

You should start your case in the **Commercial and Civil Division** if the value of your claim exceeds USD 100,000 and it does not relate to an employment matter. Before commencing your case, you should refer to **Practice Direction 2** which deals with claims in the Commercial and Civil Division. The Commercial and Civil Division also hears appeals in relation to judgments of the Small Claims Division, as well as the judicial review of any decisions made by ADGM Authorities.

You should start your case in the **Employment Division** if it relates to a claim pursuant to or in connection with the ADGM Employment Regulations 2019 or if it relates to any other employment matter that falls within the jurisdiction of the Court. Before commencing your case, you should refer to **Practice Direction 4** which deals with claims in the Employment Division.

The Practice Directions can be found [here](#).

## Court of Appeal

The Court of Appeal hears appeals from judgments or orders made by the Commercial and Civil Division or the Employment Division of the Court of First Instance. **Practice Direction 11** deals with appeals to the Court of Appeal.

### LEGAL ASSISTANCE

Court procedure can be complex. Although it is not necessary for you to be represented by a lawyer, if you are commencing or otherwise involved in a case before ADGM Courts it is recommended that you seek legal advice.

You can, at any time, change your mind and appoint a lawyer to represent you. If you do, you or your lawyer must file a notice of that appointment with ADGM Courts and serve the notice of the appointment on every other party in the case. The notice should include the name of your newly appointed lawyer, their contact details, including an email address and contact mobile telephone number which will stand as the address for service of documents filed in the case.

### PRO BONO LEGAL ASSISTANCE

If you are unable to obtain professional legal advice in relation to your legal issue due to financial hardship, you may be eligible to receive pro bono legal assistance from the ADGM Courts Pro Bono Scheme (“Scheme”).

The Scheme provides legal assistance to individuals with limited financial means at no cost to help them understand their rights and obligations in regard to a civil or commercial claim or dispute or any other legal issue that falls within the jurisdiction of ADGM Courts. Pro bono legal assistance is provided by lawyers who volunteer their time and expertise to assist such individuals.

ADGM Courts have issued the Pro Bono Scheme Guidelines that provide information on an individual’s eligibility to receive, and how to apply for, pro bono legal assistance. Before seeking pro bono legal assistance, you should read those Guidelines carefully. The Guidelines can be found [here](#).

If after reading the Guidelines you wish to apply for pro bono legal assistance, you are required to complete and sign the Application for Pro Bono Legal Assistance [here](#) and submit it via the ADGM eCourts Platform at [www.adgmcourts.com](http://www.adgmcourts.com).

Assistance under the Scheme will be provided to you either through the Pro Bono Office or the Legal Assistance Helpline. If your application is approved and your legal matter is not urgent, an appointment will be made for you with a volunteer lawyer at the next available session of the Pro Bono Office. If your legal matter is urgent, assistance will be provided by arranging a consultation with a volunteer lawyer through the Legal Assistance Helpline.

If your legal issue relates to an employment matter pursuant to or in connection with the ADGM Employment Regulations, it is recommended that you refer to the information provided by the ADGM Employment Affairs Office [here](#) and to the ADGM Employment Regulations FAQs prepared by the Scheme [here](#), before seeking pro bono legal assistance.

If you have any enquiries on pro bono legal assistance, you may contact the Scheme by sending an email to [probono@adgmcourts.com](mailto:probono@adgmcourts.com).

## LANGUAGE

**All proceedings before ADGM Courts are conducted in English.**

If you require an interpreter, it is your responsibility to request and arrange for an interpreter to attend and translate the proceedings for you. It is also your duty to ensure that the interpreter is present on all occasions you are appearing in Court.

You should notify the opposing party of your intention to use an interpreter. The opposing party can object to your use of an interpreter. Ultimately, the Court will decide any issues regarding the proposed services of an interpreter.

## YOUR DUTIES

### ASSISTING THE COURT

The overriding objective of the ADGM Court Procedure Rules 2016 is to make sure that the system of civil justice in ADGM Courts is accessible, fair and efficient.

As a litigant, you are expected to assist ADGM Courts in achieving this overriding objective by complying with your duties to ADGM Courts, including observing the rules relevant to your case. In particular:

- you must deal with ADGM Courts and their staff honestly, co-operatively and with civility
- you must not attempt to deceive or knowingly or recklessly mislead the Court by making incorrect or misleading statements of fact or law to the Court and you shall take all necessary steps to correct any incorrect or misleading statement of fact or law at the earliest opportunity, and
- you must not seek to prolong the case or the proceedings unnecessarily.

## BE POLITE

You should be polite to everyone that you encounter at all times while the case is before ADGM Courts. This includes the Judge, ADGM Courts' staff, the opposing party and their lawyers, and people that may come to give evidence in the case.

ADGM Courts Rules of Conduct 2016 is a guide for lawyers representing clients during legal proceedings. Although you may not be represented during the proceedings, you should consult these Rules for guidance on how to address the Court, the Court staff and other parties to the proceedings. You can find those Rules [here](#).

## NO CONTACT WITH THE JUDGE

You should never attempt to contact a Judge directly. You should consult ADGM Courts Rules of Conduct 2016, specifically Section 5 of those Rules, for guidance on communication with ADGM Courts.

## THE REGISTRY

### WHAT IS THE REGISTRY?

The ADGM Courts Registry is the administrative office of the Courts. The staff of the Registry can provide you with information about your case and answer any questions of an administrative or procedural nature.

The Registry staff cannot provide any legal advice about your case, assist you in printing or completing forms or tell you what to say in Court. You cannot rely in Court on any information given to you by the Registry staff.

If you have any enquiries, you may contact the Registry by sending an email to [enquiry@adgmcourts.com](mailto:enquiry@adgmcourts.com).

## REGISTRAR

The Registrar is an officer of ADGM Courts who can:

- give permission to file documents in person instead of electronically, but only in exceptional circumstances
- refuse to accept any document that does not comply with any provision in the ADGM Court Procedure Rules 2016, relevant Practice Direction or a Court Order and may give directions as appropriate
- refuse to allow a party to take any step in a case unless the relevant court fee is paid
- take affidavits
- decide on waiving or deferring payment of court fees
- sign all orders, judgments and process issued by ADGM Courts
- conduct and certify detailed assessments of the costs
- refer urgent matters to a Judge, and
- deliver any judgment of the Court to the parties.

## COURT PROCEDURES

### COURT RULES

The rules that you must follow when starting your claim, filing documents, preparing your evidence, appearing in Court and taking any other step in a case before ADGM Courts are contained in the ADGM Court Procedure Rules 2016 (“Rules”). The Rules can be found [here](#).

You may find it of assistance to consult the ADGM Courts’ procedural flow charts for guidance on the procedural steps normally taken in a case before ADGM Courts. The Courts’ procedural flow charts can be found [here](#). Please note that the information provided in the flow charts is not a substitute for reading the Rules and the Practice Directions (see Section on Practice Directions below). You must always refer to and comply with the Rules and the Practice Directions.

### PRACTICE DIRECTIONS

The ADGM Courts Practice Directions compliment the Rules by providing more detailed information about procedural requirements that might be relevant to your case. You should read the Practice Directions with the Rules. The Practice Directions can be found [here](#).

### FORMS AND ELECTRONIC FILING

ADGM Courts are fully digital. All forms are to be filed via the ADGM eCourts Platform. To gain access to ADGM eCourts Platform you must register by visiting [www.adgmcourts.com](http://www.adgmcourts.com). A higher filing fee is charged for documents that are not filed via the ADGM eCourts Platform.

You must use the prescribed forms when filing any document with ADGM Courts. These forms can be found [here](#). You should comply with the requirements of the relevant prescribed form, including font size, margins and pagination. ADGM Courts may reject your document if it does not comply with such requirements.

All documents must be filed by their due date. If you are unsure what this date is, you should check the Rules and relevant Practice Direction, or orders made by the Judge.

You should also note that filing documents does not mean that they will become evidence in your case. The evidence in the case will be determined by the Judge at the trial.

Please note that you may be required to produce to the Court the original of any document filed via the ADGM eCourts Platform.

You should refer to **Practice Direction 1** which contains provisions relating to the ADGM eCourts Platform and the electronic filing of documents.

## COURT FEES

### FILING FEES

When you file documents, you may be required to pay a filing fee. The documents that require a fee to be paid include any documents commencing proceedings as well as application notices. The current Schedule of Fees, which includes details about making the required payment, and the Fees Reference Table, which lists the forms and corresponding filing fees, can be found [here](#).

If you cannot afford to pay the filing fees, you can apply for a waiver or deferral of payment. You will need to include a statement of the grounds on which you request to waive or defer payment of the filing fees in your application and include any supporting documents. The Registry will decide whether to waive or defer payment of the fees. The Courts have prepared Guidelines on Remission and Deferral of Court Fees to assist litigants with their application for waiver or deferral of payment of court fees and for the purpose of determining whether the litigant is entitled to such financial accommodation. The Guidelines on Remission and Deferral of Court Fees and application can be found [here](#). You should refer to **Practice Direction 1** which contains provisions relating to the remission or referral of fees.

### TRIAL FEES

When a trial date is set, you will be charged a setting down fee. If the case settles at least one month before the trial date, you will be reimbursed the entire setting down fee. The setting down fees, and the terms of their reimbursement, can be found [here](#). If you are unable to pay the fees immediately you may make an application to have the fees deferred until the case is finished. Even if your filing fees were previously deferred you will still need to make a new application to defer payment of the setting down fees.

## CONDUCTING A CASE

### STARTING A CASE

You start your case by filing a claim form. The Rules and relevant Practice Directions deal with the information you must include about your claim. It is important to use the correct claim form. If you use the incorrect claim form you will have to amend it and that may mean you have to pay an additional filing fee. All of the forms referenced below can be found [here](#). The case will officially start on the date entered on the claim form issued by the Court back to you. Unless the claim relates to a particular type of proceeding (such as insolvency or arbitration-related proceedings), a claim form which commences a case in:

- the Commercial and Civil Division shall be in accordance with **Form CFI 1**
- the Small Claims Division shall be in accordance with **Form CFI 2**, and
- the Employment Division shall be in accordance with **Form CFI 3**.

If you are unsure which claim form to use, you may contact the Registry by sending an email to [enquiry@adgmcourts.com](mailto:enquiry@adgmcourts.com).

## SERVICE OF DOCUMENTS

Service is the formal process of delivering a document to another party in a case. Most of the relevant provisions regarding service are in **Part 4 of the Rules** and **Practice Direction 6**.

If you commence proceedings, you will be required to serve a copy of the claim form and all other documents that you file in the proceedings on all defendants. There are specific provisions in the Part 4 of the Rules and Practice Direction 6 about how to serve individuals, companies, partnerships and ADGM Authorities.

Any other documents that you file will also need to be served. Where a person to be served has access to the ADGM eCourts Platform (including through that party's legal representative), all documents must be served on that party through the ADGM eCourts platform. Where a person to be served does not have access to the ADGM eCourts Platform (through that party's legal representative), a document other than a claim form may be served on that person in accordance with Part 4 of the Rules and Practice Direction 6.

## DEFENDING A CLAIM

If you are served with a claim form, the Rules require you to file and serve a copy of a completed acknowledgement of service on the other parties within 14 days after service of the claim form. **Form CFI 7** must be used for an acknowledgment of service. It is important that you provide your contact details on this document, including your phone number and email address. Please keep this information up to date so that the Court and other parties can communicate with you.

Once you have filed and served an acknowledgement of service, you must let the Court and other parties know if you wish to defend the claim. You can do this by filing and serving a defence within 28 days after service of the claim form. The Rules and relevant Practice Directions deal with the information you must include in your defence. **Form CFI 8** must be used for a defence.

If you do not file an acknowledgement of service or a defence, the Court may give default judgment without a trial or hearing, which will be binding against you. If you do file a defence but do not appear at trial, the Court may proceed with the trial in your absence and strike out your defence, which means that judgment may be given against you.

## SETTLING YOUR CASE

ADGM Courts encourage parties to try to settle their dispute. The parties can request the Court to stay (put on hold) the proceedings for a period of one month before the case management conference (see Section on Case Management Conference below) takes place to allow for settlement of the case.

### Court-Annexed Mediation

If you wish to try and settle your dispute, ADGM Courts offer court-annexed mediation services. Court-annexed mediation is a flexible, cost-efficient and confidential process in which the mediator, an independent third party, actively assists the parties towards a negotiated resolution of the dispute. In mediation, the parties are always in ultimate control of the decision to settle the dispute and the terms of settlement. Information about the court-annexed mediation services of ADGM Courts can be found [here](#).

Your dispute may be referred to court-annexed mediation, either:

- voluntarily with the consent of all of the parties to the dispute (either before or after court proceedings have commenced), or
- by order of ADGM Courts.

Parties can voluntarily refer their dispute to court-annexed mediation before the commencement of court proceedings if ADGM Courts would ordinarily have jurisdiction over the dispute if court proceedings were initiated. The parties must jointly submit a Request for Court-Annexed Mediation with the Registry, found [here](#). If the request is accepted, a mediator will be appointed and the mediation will commence.

Parties can also voluntarily refer their dispute to court-annexed mediation after the commencement of court proceedings by jointly filing a Request for Appointment of Mediator with the Registry, found [here](#) – following which a mediator will be appointed and the mediation will commence.

The Court may, at any stage of the proceedings, either on its own initiative or upon the application of one of the parties, order the referral of the dispute to court-annexed mediation if in the opinion of the Court mediation appears appropriate. The parties' consent is not required for the Court to refer the dispute to court-annexed mediation.

If you have any enquiries on court-annexed mediation, you may contact the Registry by sending an email to [mediation@adgmcourts.com](mailto:mediation@adgmcourts.com).

## CASE MANAGEMENT CONFERENCE

If your case is in the Commercial and Civil or Employment Divisions of the Court of First Instance, the Court will schedule a Case Management Conference within 14 days of the close of pleadings (i.e. after the defence or reply to defence has been filed), which will usually be conducted by video or telephone conference. The Case Management Conference occurs before a Judge, who will make orders called directions. These are designed to establish a procedural timetable and to ensure that the case is ready to be heard on the trial date. A Case Management Conference is a very important part of the Court's procedures and it is important you participate in this conference. If you do not participate in the conference, orders can be made in your absence in relation to your case.

## APPLICATION NOTICES

An application notice is a written request to the Court usually made after a case has started asking the Court to make an order about a particular issue. An application notice can be used for a number of reasons, including seeking directions or clarification on matters in dispute. A Judge will hear and determine all applications and will make any case management directions that the Judge considers appropriate for the efficient determination of the application.

Most of the relevant provisions regarding the procedure for and contents of applications are in **Part 8** of the **Rules** and **Practice Direction 7**. A party wishing to make an application to the Court after a case has started must file an application notice in accordance with **Form CFI 12**, together with any witness statement evidence in accordance with **Form CFI 15**. If the application is made with notice to the other parties (which is the most common way to make an application), it must also be served on the other parties to the proceeding.

If you are attending the hearing of an application notice, make particular note of the time the hearing of the application is listed to start. If you do not attend, or you are late, the Court may hear the application and make orders, including orders for costs in your absence.

## WITNESS SUMMONS

A witness summons is a document issued by the Court requiring a person to bring certain documents to Court or to appear in Court to give evidence. The relevant rules regarding witness summons are in **Part 15** of the **Rules** and **Practice Direction 8**. An application for a witness summons must be made in accordance with **Form CFI 16**.

You will need the Court's permission to have a witness summons issued in the following situations:

- less than 7 days before the trial date for a witness located in the UAE
- less than 21 days before the trial date for a witness located outside the UAE, or
- for a witness to attend Court to give evidence or to produce documents at any hearing or on any date except the date fixed for the trial.

In all cases, a witness summons must be served personally on the addressee by the party on whose behalf it is issued and the issuing party must serve a copy of the witness summons on each other party to the proceedings as soon as practicable after the summons has been served on the addressee.

## DISCLOSURE

Disclosure is the process by which parties gain access to documents held by the other party that are relevant to the case.

If your case is filed in the Small Claims Division or the Employment Division and you believe that documents are held by the opposing party that would likely support your case or negatively affect the opposing party's case, you may request an order from the Court for the specific disclosure of such documents by filing an application.

If your case is in the Commercial and Civil Division, the Court will order standard disclosure, which means that each party is required to disclose all documents on which they will rely at trial, except for documents that have already been submitted by a party to the proceedings. In the Commercial and Civil Division, you can also make an application for specific disclosure.

The relevant rules regarding disclosure and when disclosure is made are found in **Part 13** of the **Rules** and **Practice Directions 2, 3 and 4**.

## AFFIDAVITS

An affidavit is a sworn statement in writing made under oath or on affirmation before a public notary, a lawyer, a Judge, the Registrar or a Court officer appointed by the Registrar for that purpose. The person making an affidavit is called the "deponent".

Most of the relevant provisions regarding affidavits are in **Part 14** of the **Rules** and **Practice Direction 8**.

## ADJOURNMENT

When the Court fixes the date for the hearing of an application or a trial, it expects you to be ready to proceed on that day and at the appointed time. If, however, you need to change (adjourn) the date for the hearing or trial due to unforeseen circumstances, you should first seek the consent of the other parties to the adjournment before contacting the Court.

If the other parties do not consent to the adjournment, you will need to file an application notice together with written evidence supporting your request for an adjournment.

The Court may make orders that you pay the costs of the other parties due to that adjournment.

## THE TRIAL

Your case will be assigned to a Judge for trial. The Judge is required to remain impartial and to determine the proceedings based on the evidence and the relevant law. In certain cases the Court may, if all parties agree, deal with the case without a trial.

## APPEARING IN COURT

If you are representing yourself in Court take particular note of the following:

- check the Hearings Calendar to confirm the date, time and location of the hearing or trial. If you are not on time, the Court may strike out your case in your absence
- be prepared. Be clear about what you want to say and speak clearly. Wait for your turn to speak and do not interrupt the Judge or the other party
- if you do not understand what has been said by the Judge or another party, it is acceptable to politely request for what has been said to be repeated
- you must always conduct yourself courteously in Court. Bow to the Judge or Registrar as you enter and leave the court room, turn off mobile phones and do not eat or drink in court
- address the Judge as “Your Honour” or the Registrar as “Registrar”. Stand to speak and sit while the other party speaks. Do not interrupt or talk over the Judge, Registrar or other parties, and
- bring your own paper and stationery to take any notes.

## JUDGMENT

A judgment is the Court’s decision on an application notice, or on the final result of the case usually following a trial. Judgment may be given immediately or, in more complex cases, at a later date (also called “reserving judgment”).

If judgment is reserved, you will be notified by email or text message when the judgment has been delivered, You will be able to access a copy of the judgment through the ADGM eCourts Platform. A copy of the judgment will also be published on the Court’s website, unless the Court decides that it is to be kept confidential.

If you are dissatisfied with the Judge’s decision, you may be able to appeal the decision (see Section on Appeals below).

## COSTS

If you are unsuccessful in the case, the Court may order you to pay the other party's costs. If they are legally represented, it may mean that you have to pay for their lawyers' fees as well as court fees.

If you are successful, you may be awarded costs which may enable you to recover some of the fees that you have paid or owe, such as your hearing fee, from the other party. Successful self-represented litigants may also be able to recover certain costs for the time that they have spent on the case. However, even if you are successful, it is unlikely that you will recover all of your costs involved in the case. Most of the relevant provisions regarding costs are in **Part 24** of the **Rules** and **Practice Direction 9**.

## APPEALS

If you are dissatisfied with the decision of a Judge, you may be able to appeal that decision.

If your case was in the Small Claims Division, you can appeal the judgment **but only on a question of law**. If you are uncertain as to your rights of appeal from a judgment of the Small Claims Division, you should seek legal advice. An appeal is commenced by filing a notice of appeal in the Commercial and Civil Division of the Court of First Instance. This notice must be served on the other parties.

If your case was in the Commercial and Civil or Employment Division of the Court of First Instance, there is no automatic right to appeal. You will need to apply for permission to appeal the judgment either to the Court of First Instance or to the Court of Appeal. The permission application will need to be served on every respondent.

Most of the relevant provisions regarding how to appeal or apply for permission to appeal can be found in **Part 25** of the **Rules** and **Practice Directions 3 and 11**.

## PRACTICAL INFORMATION

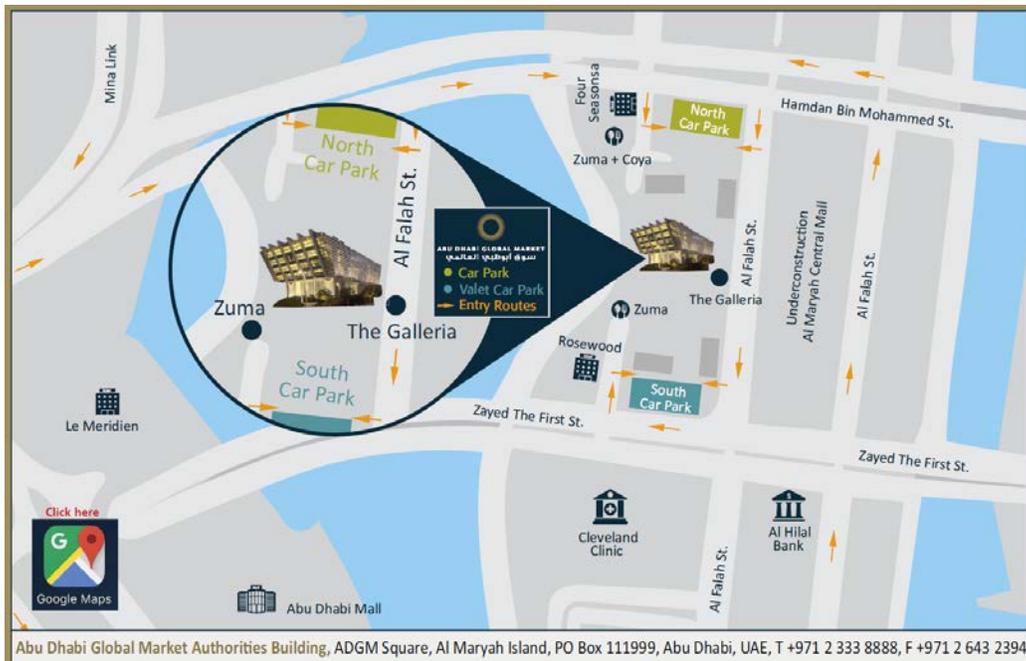
### WHERE?

The address and contact information for ADGM Courts is:

**Location:** Abu Dhabi Global Market Courts  
ADGM Authorities Building  
Al Maryah Island  
Abu Dhabi  
United Arab Emirates

The ADGM Building is located on Al Maryah Island in Abu Dhabi.

Please find our location map below:



## WHEN?

**The Court Registry** is open from 8:30 am to 4:30 pm Sunday to Thursday.

**Court sitting hours** are usually from 10:00 am to 4:00 pm Sunday to Thursday, although hearing times will vary depending upon whether a hearing may be conducted via video conference or conference call.

**When does your case start and where is it being heard?** You can find out the exact location and starting time for your case by referring to the Hearings Calendar on the ADGM Courts' website here: <https://www.adgm.com/adgm-courts/hearings-calendar>.

## PHONE

For general enquiries, please call +971 2 333 8976.

## EMAIL

For general enquiries, please email [enquiry@adgmcourts.com](mailto:enquiry@adgmcourts.com).

For case related enquiries, please email [registry@adgmcourts.com](mailto:registry@adgmcourts.com).

For pro bono related enquiries, please email [probono@adgmcourts.com](mailto:probono@adgmcourts.com).

For court-annexed mediation related enquiries, please email [mediation@adgmcourts.com](mailto:mediation@adgmcourts.com).

## ADGM COURTS WEBSITE

The web address of ADGM Courts is <https://www.adgm.com/adgm-courts>.

## ADGM eCourts Platform

The web address of the ADGM eCourts Platform is <https://www.adgmcourts.com>

## SPECIAL REQUIREMENTS

The ADGM Building has disabled access and facilities. If you have any concerns, please contact the Court on +971 2 333 8876 or email [enquiry@adgmcourts.com](mailto:enquiry@adgmcourts.com) well ahead of time.

## SECURITY AND PHOTOGRAPHY

The ADGM Building is a secure building and you will need to pass through a security check that security staff consider appropriate. Any weapons (including firearms or knives), flammable liquids, explosive materials, or disabling chemicals are strictly prohibited. Photography is prohibited inside the ADGM Building.

## FEEDBACK

ADGM Courts welcomes feedback about its services, including this document.

Please send your comments and/or suggestions via email to [enquiry@adgmcourts.com](mailto:enquiry@adgmcourts.com).