



# Commencing a case

How to file a claim with  
ADGM Courts.

# Filing a claim

- Once your registration is approved, you can sign in and file a claim.
- **Download and complete** the relevant claim form from the ADGM website: <https://www.adgm.com/adgm-courts/forms-fees-and-guides> , then convert the form to PDF format with adobe or scan your form to PDF.
- Click on **commence a case**.

ABU DHABI GLOBAL MARKET COURTS ☰

## Home.

**TB** Hi, Tom

[UPDATE PROFILE](#)

Registered since Sep 1, 2022

[CONTACT REGISTRY](#)  
[CHANGE PASSWORD](#)  
[SIGN OUT](#)

**NOTIFICATIONS**

**UPCOMING EVENTS**

**MY NOTARY PUBLIC**

**TOTAL CASES**  
**0**  
[GO TO CASES](#)

**ACTIVE CASES**  
0

**CLOSED CASES**  
0

**ACTIONS**

[Commence a Case](#)  
0 Claim(s) / 0 Insolvency Proceeding(s) / 0 Appeal(s) in progress

[File a Document](#)  
0 Document(s) submitted

**MANAGE PEOPLE**

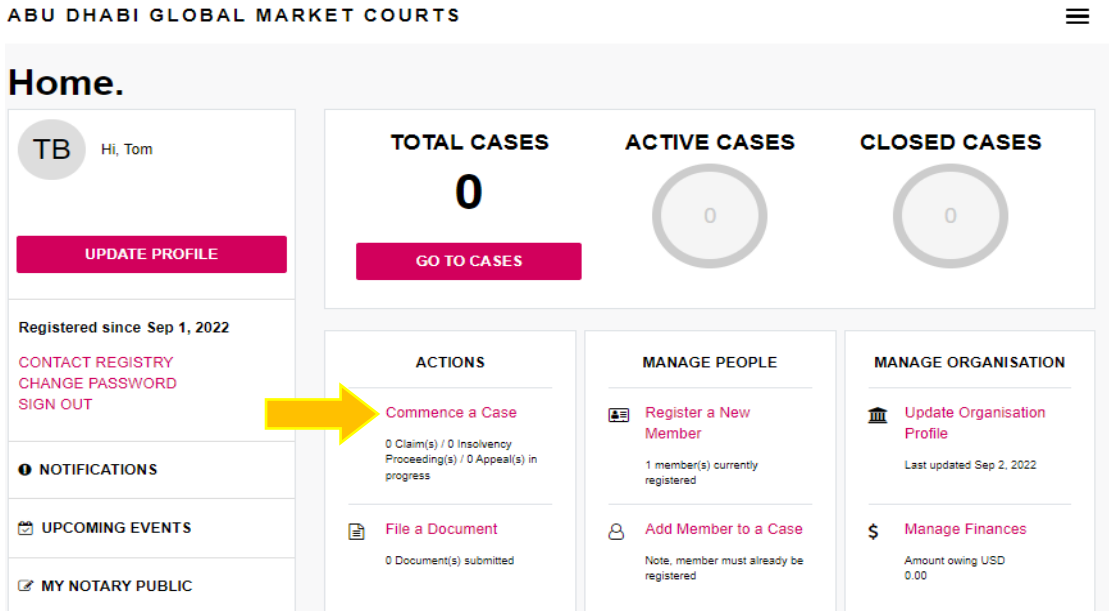
[Register a New Member](#)  
1 member(s) currently registered

[Add Member to a Case](#)  
Note: member must already be registered

**MANAGE ORGANISATION**

[Update Organisation Profile](#)  
Last updated Sep 2, 2022

[Manage Finances](#)  
Amount owing USD 0.00



- Select the **type of claim** you are filing from the options displayed.

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## ← Commence a Case.

Nature of Case

Claim     Insolvency Proceeding     Appeal

Select the type of Claim

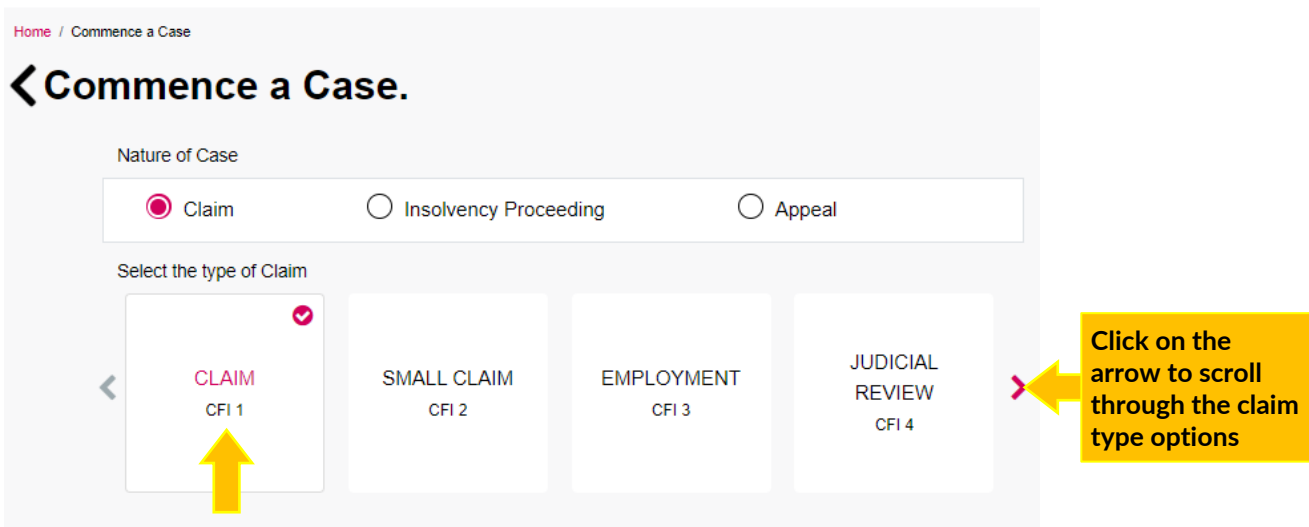
[CLAIM  
CFI 1](#)

[SMALL CLAIM  
CFI 2](#)

[EMPLOYMENT  
CFI 3](#)

[JUDICIAL REVIEW  
CFI 4](#)


Click on the arrow to scroll through the claim type options



# Filing a claim

- Click on **browse** or use the **drag and drop** feature to upload your claim form, then click next. The system will automatically transfer the information from your form into the online form fields for your review.
- You can select **Preview** to verify the correct form has been uploaded.

Please identify each document.

FILE NAME	DOCUMENT TITLE *	DOCUMENT TYPE *
 <a href="#">Preview</a> cfi_3_claim_form_(employment claims)_rev_date_1 September 2021	<input type="text" value="Claim Form"/>	<input type="text" value="Claim Form"/>

[Start Again](#) [Save as Draft](#) [Submit to Registry](#)

- Any documents referred to in your claim form **must** be attached as **supporting documents**. Click on **browse** or use the **drag and drop** feature to upload any supporting documents.
- Once all information is correct, type your name into the online verification box, which acts as your digital signature, and click **Submit to Registry**

## Guidelines

- You may find our procedural flow charts of assistance in regard to your claim, which can be found here: [Guides](#).
- The filing fee to commence a claim is set out in the [Schedule of Fees](#).
- If you are unable to pay court fees due to financial hardship, you may apply for a waiver or deferral of payment of court fees using the Application for Remission or Deferral of Court Fees [here](#). If you do complete the Application Form, please submit it to [registry@adgmcourts.com](mailto:registry@adgmcourts.com).
- You should also refer to our Guidelines for Self-Represented Litigants if you choose to represent yourself, which can be found here: [Guides](#)