

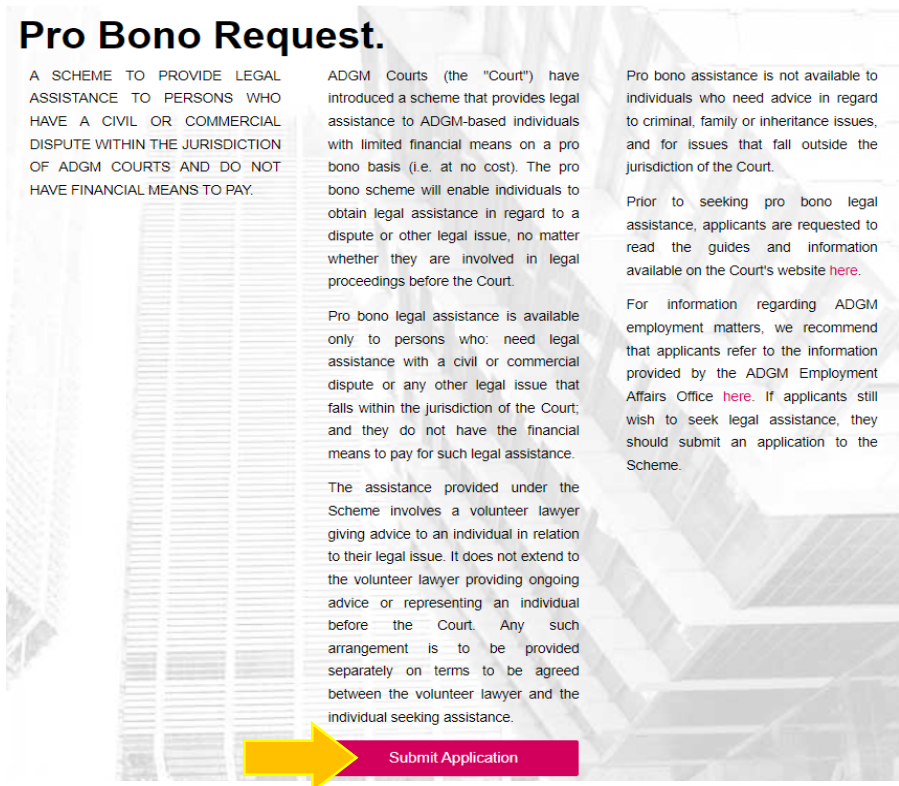


# Pro Bono Requests

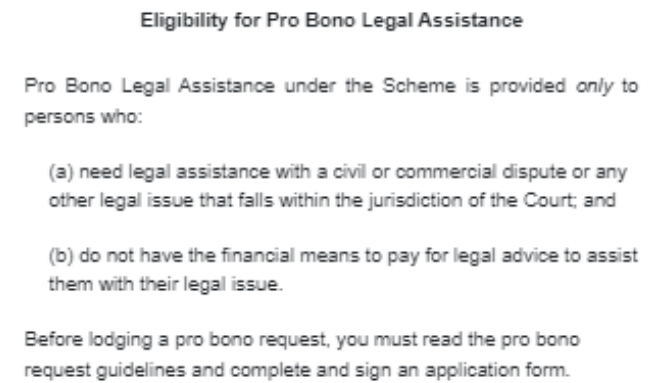
How to submit a  
Pro Bono Request with ADGM  
Courts Pro Bono Scheme

# Submitting a Pro Bono Request

- Download and complete the Application for Pro Bono Legal Assistance from the ADGM website here: <https://www.adgm.com/adgm-courts/pro-bono-scheme>, then convert the form to PDF format with adobe or scan your form to PDF.
- Navigate to the ADGM eCourts Pro Bono Platform here: <https://adgmcourts.com/#/pro-bono-request>
- Click on **Submit Application**



- An eligibility **pop up box** will appear to confirm you have read the guidelines and are eligible for the service. If you believe you are eligible, click **Confirm**



# Submitting a Pro Bono Request

- **Complete** all mandatory fields of the online application form
- **Upload** your **completed Application** in PDF along with all required supporting documents as set out below:

## Employment

- ✓ employment offer letter
- ✓ employment contract, including any amendments
- ✓ UAE residence visa
- ✓ ADGM work permit
- ✓ any communications with your employer/ former employer
- ✓ if possible, pay slips and leave records

## Tenancy

- ✓ tenancy offer letter
- ✓ tenancy agreement, including any amendments
- ✓ any communications with your landlord/ former landlord

## Court proceedings

- ✓ all court documents filed in those proceedings

## Other

- ✓ any relevant supporting documents

- Upon receipt of your Application, the Scheme will **assess your eligibility** to receive pro bono legal assistance. You will receive an email notifying you that your application has been accepted or rejected.
- **If your application is accepted**, a legal volunteer will be appointed to assist you via legal consultation.
- Consultation with the legal volunteer is limited to **60 minutes**. Any legal assistance exceeding this is at the sole discretion of the legal volunteer.

## Guidelines

- Please refer to the Guidelines for Applicants here: [Guidelines for Applicants](#) before completing your Application.
- You may also find the [Procedural Flow Chart](#) of assistance.