

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: <a href="https://www.adgm.com/adgm-courts/pro-bono-scheme">https://www.adgm.com/adgm-courts/pro-bono-scheme</a>, 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 ABU DHABI GLOBAL MARKET COURTS

### Pro Bono Request.

A SCHEME TO PROVIDE LEGAL
ASSISTANCE TO PERSONS WHO
HAVE A CIVIL OR COMMERCIAL
DISPUTE WITHIN THE JURISDICTION
OF ADGM COURTS AND DO NOT
HAVE FINANCIAL MEANS TO PAY.

ADGM Courts (the "Court") have introduced a scheme that provides legal assistance to ADGM-based individuals with limited financial means on a probono basis (i.e. at no cost). The probono scheme will enable individuals to obtain legal assistance in regard to a dispute or other legal issue, no matter whether they are involved in legal proceedings before the Court.

Pro bono legal assistance is available only to persons who: need legal assistance with a civil or commercial dispute or any other legal issue that falls within the jurisdiction of the Court; and they do not have the financial means to pay for such legal assistance.

The assistance provided under the Scheme involves a volunteer lawyer giving advice to an individual in relation to their legal issue. It does not extend to the volunteer lawyer providing ongoing advice or representing an individual before the Court. Any such arrangement is to be agreed separately on terms to be agreed between the volunteer lawyer and the individual seeking assistance.

Pro bono assistance is not available to individuals who need advice in regard to criminal, family or inheritance issues, and for issues that fall outside the iurisdiction of the Court.

Prior to seeking pro bono legal assistance, applicants are requested to read the guides and information available on the Court's website here.

For information regarding ADGM employment matters, we recommend that applicants refer to the information provided by the ADGM Employment Affairs Office here. If applicants still wish to seek legal assistance, they should submit an application to the Scheme.

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

#### Eligibility for Pro Bono Legal Assistance

Pro Bono Legal Assistance under the Scheme is provided only to persons who:

- (a) need legal assistance with a civil or commercial dispute or any other legal issue that falls within the jurisdiction of the Court; and
- (b) do not have the financial means to pay for legal advice to assist them with their legal issue.

Before lodging a pro bono request, you must read the pro bono request guidelines and complete and sign an application form.



## **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: <u>Guidelines for Applicants</u> before completing your Application.
- You may also find the **Procedural Flow Chart** of assistance.