



محكمة قطر الدولية  
ومركز تسوية المنازعات

QATAR INTERNATIONAL COURT  
AND DISPUTE RESOLUTION CENTRE

# USER GUIDE

to the Qatar Financial Centre  
Civil and Commercial Court

Version 1 - December 2023

THE MAROON BOOK



# QATAR INTERNATIONAL COURT AND DISPUTE RESOLUTION CENTRE

World-class civil and commercial  
court in Qatar



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# Foreword

I am delighted to welcome the User Guide to the Qatar Financial Centre Civil and Commercial Court. As the work of the Court grows year-on-year – and as at the time of writing in November 2023, we have seen a 114% increase in the number of cases compared to the whole of 2022 – more and more parties and lawyers come into contact with the Court. It is essential that those individuals are able to consult official guidance to ensure that the cases that come before the Court are conducted in the same fashion, whatever jurisdiction the lawyer or party in question comes from.

The Maroon Book has been drafted in plain language to ensure that it is as user-friendly as possible and highlights the



**Lord Thomas of  
Cwmgiedd**  
**President of the Qatar  
International Court**



most important parts of the Court's Regulations and Procedural Rules at different stages of proceedings before the Court. If parties still have queries following consultation with the Maroon Book (and if appropriate the Regulations and Procedural Rules, and Practice Directions), the excellent team at the Registry are always happy to assist parties. However, I hope that given this clearly written book, parties will be able to find the answers to most of their questions in the same place.

I must also take this opportunity to thank the Registrar, Umar Azmeh, for his monumental efforts in putting this guide together at speed. It will, I am confident, significantly contribute to the smooth administration of justice in the Court.

**December 2023**

# Message from the CEO

I am very proud to introduce to you the guide to proceedings before the Qatar Financial Centre Civil and Commercial Court, otherwise known as the Maroon Book. This is the first comprehensive review of proceedings before a court within this jurisdiction. The Maroon Book covers, among other things, the jurisdiction of the Court, the advanced electronic case management system deployed by the Court through which cases are processed, and all stages of the litigation process, from filing a claim through to appeals and enforcement.

The jurisdiction of our Court is a unique one – we are a Court that follows common law traditions and principles, but those are rooted in a local, civil law, Qatari



**Faisal Al Sahouti**  
**Chief Executive Officer**

context – and therefore it is even more important that we publish documents such as this which explain our laws, rules and procedures. It is this diversity that is an enormous strength of ours, as a Qatari Court with a special jurisdiction, we deploy the strengths of both of these ancient systems of law to achieve the highest standard of justice for anyone who comes before the Court. We hope that the Maroon Book will be of assistance to local, regional and international lawyers and any interested observers who are keen to understand our system.

The Maroon Book is a comprehensive review of the Court's processes and procedures and uses plain language to ensure that it is of maximum use to any reader. It also includes explanations of some of the important alternative dispute resolution ('ADR') procedures that are deployed at Court – specifically within mediation and arbitration proceedings – areas the Court hopes further to further develop to contribute to the strength of ADR in Qatar. I am sure that the publication of this Guide will facilitate the smooth administration of justice at the Court, and I encourage all who are interested to read it.

**December 2023**

# Introduction

1. Article 8 of Law No. 7 of 2005 (the '**QFC Law**') created the Civil and Commercial Court (article 8(3)) at the time the Qatar Financial Centre was established. Its jurisdiction has been extended to the Qatar Free Zones and to arbitration and mediation.
2. The Qatar International Court and Dispute Resolution Centre ('**QICDRC**') is the umbrella term for the QFC Regulatory Tribunal, the Civil and Commercial Court (the '**Court**'), and the other arms of the organisation including the mediation and arbitration services.
3. Since its establishment, the Court has seen a steady increase in its workload, which can now be described as "heavy". The cases that are brought before the Court are from all corners of the civil and commercial law world, and recent cases have included the following categories: financial services, tax, immigration, labour law, shareholder disputes, company law, corporate law, money-laundering, arbitration, mediation, anti-discrimination, insurance, project financing, and contempt. In addition to the increasing variety of cases before the Court, there has been a significant increase in the sophistication of the ad hoc applications that are being made to the Court. These are contributing to the rapid development of the jurisprudence of the Court.
4. The Court has the enormous benefit of a truly superb panel of Judges, led by the President of the Court, Lord Thomas of Cwmgiedd, former Lord Chief Justice of England and Wales. Our Judges come from 10 different jurisdictions and include those with both common law and civil law backgrounds.
5. Cases before the Court are also litigated by parties and lawyers from all over the world. In 2023, lawyers and parties came from countries that included the following: Qatar, England and Wales, South Africa,

Australia, India, the United Arab Emirates, Pakistan, Latvia, Canada, Bangladesh, Lebanon, Egypt, Jordan, the Netherlands, Spain, Portugal, Scotland and Poland.

6. As the Court becomes more and more busy, and with the significant increase in international parties and lawyers using the Court, it becomes necessary to ensure that our processes and procedures are streamlined to ensure – as far as possible – the smooth progression of cases through the Court. The most logical way of achieving this is through this User Guide. It is hoped that any prospective parties or their lawyers, or simply any interested observers, can use this document as an aide-memoire which will allow them quickly to understand the passage of litigation through the Court, simplifying and explaining rules where necessary.
7. This User Guide is divided into a number of different sections, each one focusing upon a different part of the litigation process. Relevant court rules will be highlighted so that readers can quickly be directed to the source material – namely the Regulations and Procedural Rules of the Court (the '**Rules**') – which is the first port of call when it comes to Court procedure.
8. The User Guide will be updated periodically. The date of these updates will appear on the front cover of the User Guide.



**Umar Azmeh**

**Registrar**

**December 2023**

**PRELIMINARY**

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# CHAPTER 1

## Procedural Framework and Jurisdiction

### Introduction

1. All proceedings before the Court are governed by the QFC Law, the Rules, and Practice Directions issued by the President of the Court under article 37.2 of the Rules, along with Practice Guidance.
2. The Court is a court of the State of Qatar. Parties are entitled to conduct proceedings in English or Arabic.

### Jurisdiction

3. The Court's initial jurisdiction is set out in article 8(3) of the QFC Law, which is replicated in article 9.1 of the Rules as follows:
  - i. *Civil and commercial disputes arising from transactions, contracts, arrangements or incidences taking place in or from the QFC between entities established therein.*
  - ii. *Civil and commercial disputes arising between QFC institutions and other entities established therein.*
  - iii. *Civil and commercial disputes arising between entities established in the QFC and contractors therein and employees thereof, unless the parties agree otherwise.*
  - iv. *Civil and commercial disputes arising from transactions, or arrangements taking place between entities established within the QFC and residents of the State, or entities*

*established in the State but outside the QFC, unless the parties agree otherwise.*

4. Article 44 of Law No. 34 of 2005 on Free Zones (as amended by Decree No. 21 of 2017 and Law No. 15 of 2021) extended the jurisdiction of the Court over the Qatar Free Zones:

*The Civil and Commercial Court established in the Qatar Financial Centre pursuant to the Law of the Qatar Financial Centre, as referred to herein, shall have jurisdiction to adjudicate all disputes and civil and commercial suits between Registered Companies in the Free Zones, and between the Authority and individuals and Registered Companies in the Free Zones, or between Registered Companies in the Free Zones as one party and between individuals residing in the State or companies or entities established outside the Free Zones as the other party, whatever the nature of the legal relationship which is the subject matter of the dispute, unless the parties agree to settle the dispute by alternative means.*

5. Law No. 2 of 2017 (Promulgating the Civil and Commercial Arbitration Law) confers wide jurisdiction over arbitrations where the Court has been chosen as the competent court.
6. Provision is made in the Rules where a party wishes to contest the jurisdiction of the Court to hear a dispute (article 19 of the Rules; see Chapter 7 – Responding to a Claim Form).



## Structure and composition of the Court

7. The structure of the Court is provided for in Schedule 6 to the QFC Law along with the Rules.
8. The Court consists of a First Instance Circuit and an Appellate Division (see articles 10-12 of Schedule 6 to the QFC Law, and articles 12.1, 12.2, and 35.1 of the Rules). The constitution of the Court shall be three Judges both at First Instance and within the Appellate Division (article 12.2 of the Rules).
9. Judges are appointed by the Council of Ministers for renewable terms of five years, must be of good character, must not be less than thirty years of age at the time of their appointment, and shall have legal knowledge and experience (articles 2 and 4 of Schedule 6 to the QFC Law).
10. The President of the Court has also appointed an Enforcement Judge who has the power and responsibility of ensuring that the judgments of the Court are enforced (article 17 of Schedule 6 to the QFC Law and article 6.3 of the Rules). The Enforcement Judge – who also acts as the Enforcement Judge for the Regulatory Tribunal – is Justice Dr Muna Al-Marzouqi.

## Applicable law

11. The law applied by the Court is set out in articles 8 and 9 of Schedule 6 to the QFC Law, along with article 11 of the Rules. The Court will apply the QFC Law and QFC regulations insofar as they are applicable to the dispute before the Court (article 11.1.1 of the Rules).

12. The parties are free to agree the law that applies to their dispute. The Court will usually determine that dispute in accordance with that agreement (which may for example be the governing law clause of an agreement between the parties) unless it is inconsistent with public order or public policy of the State of Qatar (article 11.1.2(a) of the Rules). In any event, where article 11.1.2(a) applies, the Court will apply any consumer protection provisions of the QFC Law and QFC regulations (article 11.1.2(b) of the Rules).
  
13. The Civil and Commercial Procedures Law (Law No. 13 of 1990), part of the national law of the State of Qatar, applies to claims submitted before the Court where the QFC Law and the Rules are silent on a particular matter (article 16 of Schedule 6 to the QFC Law). This is by way of additional support to the Rules, and in practice has rarely been applied.

## The Rules

14. The Rules govern all aspects of the procedure before the Court. They came into force on the date that they were approved by the Council of Ministers, and apply to all proceedings before the First Instance Circuit and Appellate Division (article 2 of the Rules). They may be updated from time-to-time and updates are brought into force following approval by the Council of Ministers. All updates are incorporated into the Rules as published on the [QICDRC website](#).
  
15. Where there is a conflict or potential conflict between the provisions of the Rules and the QFC Law, the provisions of the QFC Law must prevail.

## Other sources of rules/procedure

16. Article 37.2 of the Rules notes that the Court may, through the President, issue Practice Directions and Practice Guidance in relation to any aspect of the procedures to be followed by the Court.
17. The following Practice Directions have been issued thus far (all available on the [QICDRC website](#)):
  - i. Attendance by Witnesses (No. 1 of 2019) (Appendix 4).
  - ii. Summary Judgment (No. 2 of 2019) (Appendix 5).
  - iii. Permission to Appeal Applications (No. 1 of 2021) (Appendix 6).
  - iv. Matters Relating to the Electronic Filing and Service of Documents (No. 2 of 2021) (Appendix 7).
  - v. Award of Post-judgment Interest by the Court (No. 3 of 2021) (Appendix 8).
  - vi. Small Claims (No. 1 of 2022) (Appendix 9).
  - vii. Access to Documents and Confidentiality (No. 1 of 2023) (Appendix 10).
18. The QFC Law, the Rules, Practice Directions and Practice Guidance, as interpreted in judgments of the Court, all comprise the law of the Court, and must be followed.

# CHAPTER 2

## The Registry

### Introduction

1. The Registry was established by the President under article 7.1 of the Rules on the inauguration of the Court, and acts jointly in order to enable the Court and the Regulatory Tribunal to carry out their functions.
2. The Registry is headed by the Registrar, and also includes a Deputy Registrar and case managers. The Deputy Registrar may act under the delegated authority of the Registrar in the discharge of their functions.

### Functions

3. The core functions of the Registry are to ensure the smooth and efficient passage of cases through the Court, and to ensure that the Judges have all the information they require in order to discharge their duties.
4. The Registry is the first port of call for cases that come to the Court and also in respect of enquiries from parties and lawyers.
5. All cases are run through the Registry; that is to say, all case-related documentation is to be filed with the Registry, and the Registry is the conduit between the parties and the judiciary.
6. Similarly, this role extends to the enforcement process after a judgment has been issued, if that judgment has not been satisfied (Chapter 23 - Enforcement).

7. The Registry takes a pro-active approach to the management of cases, and seeks to ensure that deadlines are strictly kept by parties to litigation.

## **Powers**

8. The Registry, through the Registrar, has wide powers that include:
  - i. Issuing (accepting) cases that are filed at Court.
  - ii. Rejecting cases that are filed at Court, for example due to an obvious lack of jurisdiction.
  - iii. Allocating cases to the Small Claims Track (see Chapter 5 – Issuing Proceedings).
  - iv. Requiring further information from parties, including that contained within pleadings.
  - v. Issuing directions.
9. Parties must comply with directions and orders received from the Registry. The Court has wide powers to deal with non-compliance with directions contained within article 10.4 of the Rules, which include ordering parties to pay costs.

# CHAPTER 3

## Powers of the Court and Urgent Applications

1. As noted in Chapter 11 (Principles of Case Management), the overriding objective of the Court is to deal with all cases justly (article 4.1 of the Rules), and the Court seeks to give effect to the overriding objective when it exercises its functions (article 4.2 of the Rules).
2. The Court has wide powers under the Rules, and specifically may take all steps that are necessary or expedient for the proper determination of cases, for example by making any such orders as it considers appropriate in relation to the management of a case (articles 10.1 and 10.2 of the Rules).
3. The Court may grant all such relief and make all such orders as may be appropriate and just, in accordance with the overriding objective (article 10.3 of the Rules).
4. Specific orders that the Court may make include the following (article 10.4 of the Rules):
  - i. Ordering that a party pays a sum of money.
  - ii. Ordering that damages are paid, including ordering damages instead of granting an injunction.
  - iii. Injunctions prohibiting a party from doing something or directing that a party does something.

- iv. Directing a party to comply with its obligations under a contract.
  - v. Ordering that money is paid on account or that money is paid into Court by way of security.
  - vi. An order that one party must pay the costs of another party.
5. As noted in Chapter 12 on Directions, the Court may sanction a party for non-compliance with directions by using its powers under articles 4 and 10 of the Rules, for example by making a costs order against a party.
6. Any qualified lawyer who is entitled to appear before the superior Courts of any jurisdiction is entitled to appear before the Court. The President of the Court or the Presiding Judge also has the power to grant rights of audience to individuals to present a case before the Court where they do not meet that condition (article 29.1 of the Rules).
7. The Court – through the Registry – has the power to grant pro bono assistance to parties who are unable to afford representation. Details of this scheme can be found on the [QICDRC website](#).

# CHAPTER 4

## eCourt: Electronic Issuing, Filing and Case Management

1. The Court operates a system called eCourt through which all cases are issued, subsequent documents filed, and cases managed. All cases that come before the Court must be logged on the system by the parties, unless a Judge or the Registrar permits a case to be issued without making an electronic filing. eCourt is designed to assist the parties and the Court in the litigation process by ensuring that all documentation is in the same place, can be viewed by all parties, and by facilitating open communication between the parties and the Court.
2. Parties to a case – Claimant, Defendant or interested parties – can access eCourt using a unique login and password once they have registered an account. The process of registering an account is simple and only requires standard details along with a form of ID. The Registry is able to provide technical support should parties have difficulty in creating an account, but the responsibility for establishing and maintaining an account is that of the individual user.
3. Once accounts are created, eCourt capabilities include the following:
  - i. Each case is given a unique case reference number.
  - ii. Case papers can be filed by any party.
  - iii. The Court can file papers that can be accessed by the parties.



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- iv. When papers are filed by any party, each other party and the Court receives a notification that a particular document has been filed.
  - v. Contact details for parties that are relevant to the litigation are logged.
  - vi. Case deadlines are logged so that parties are able quickly to ascertain filing deadlines and other important dates during the progress of a case.
  - vii. Judicial allocation is displayed so that parties know in advance which Judges are dealing with their case.
  - viii. Parties are able to see the status of their case.
4. Parties should deal with all aspects of their cases through eCourt, which includes filing claims, filing and serving Defences, Replies, and any other documentation relevant to the litigation including annexes, exhibits and E-Bundles where appropriate. Any documentation should have been correctly labelled and appropriate file names provided on eCourt so that all parties and the Court can instantly ascertain what a particular document is, for example: *“Claim – supporting document outlining legal basis for claim”* or *“Defence – Exhibit 1 – Contract between the parties”*.
  5. Parties should take care that correct documentation is uploaded onto eCourt as, once uploaded, documentation cannot be deleted.

6. The uploading of documents onto eCourt is the responsibility of the party in question. It is not the responsibility of the Registry to assist parties in uploading documentation to eCourt, and parties should not request this of Registry officials (although Registry officials will usually explain to parties how to upload relevant documentation).
7. Practice Direction No. 2 of 2021 (Matters Relating to the Electronic Filing and Service of Documents; Appendix 7) makes it mandatory to file all documents with the Registry.
8. The Court expects a high degree of cooperation both between parties to a case, and between parties and the Court, during the course of litigation.

# CLAIMS

# CHAPTER 5

## Issuing Proceedings

### Standard cases

1. When a person wishes to commence proceedings (see Chapter 9 for Arbitration Claims), that person must first draft a Claim Form. The Claim Form is then filed with the Registry which in turn then initiates the proceedings as is explained in this Chapter.
2. Proceedings before the Court are commenced by the Registry issuing a Claim Form (see Appendix 1; available on the [QICDRC website](#)) via a Letter of Issue following the filing of a Claim Form by a Claimant through eCourt (article 17.1 of the Rules).
3. The purpose of the Claim Form is to set out the basis for the Claimant's claim, attaching appropriate evidence, so that both the Court and the prospective Defendant can understand precisely what the Claimant alleges and seeks as a remedy.
4. The Claim Form must contain the following (article 17.3 of the Rules):
  - i. The names of the parties to the dispute, including contact details.
  - ii. The nature of the dispute, setting out as briefly as possible any facts relied upon, and attaching relevant documents.
  - iii. The basis on which the Court is said to have jurisdiction.

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- iv. The legal basis for the claim (identifying, in particular, provisions of QFC law or regulations which are relied upon by the Claimant).
    - v. The remedy the Claimant seeks e.g. damages, and the legal basis for the remedy.
  5. Once filed, the Registry will examine the Claim Form and its supporting documentation and, unless there are obvious defects in the claim (such as it being clear that this Court does not have jurisdiction to hear the claim), the Registry will issue the Claim Form. This issuing of a claim will generate a case number and a Letter of Issue.
  6. Once a Claim Form is issued, it is valid for service for a period of 4 months from the date of its issue (article 17.5 of the Rules). The Letter of Issue, Claim Form, and any attachments/exhibits to the Claim Form, must be served by the Claimant on the Defendant(s) in accordance with article 18.3 of the Rules (see Chapter 5 – Service).
  7. As noted in the Chapter on Service, once a claim has been served on a Defendant, the Claimant must notify the Registry of this and also provide proof of service (article 18.5 of the Rules) which is to be uploaded to eCourt.

## **Specific processes for Small Claims Track cases**

8. Practice Direction No. 1 of 2022 on Small Claims governs cases within this category. Any case with a monetary value of up to and including QAR 100,000 will be considered a small claim; in claims with no monetary value, the Registrar will consider whether that claim ought properly be considered a small claim; and where the value of the case exceeds QAR 100,000, the Registrar may still designate it a

small claim with the consent of the parties (paragraph 4 of Practice Direction No. 1 of 2022).

9. The Registrar is not obliged to designate any case a small claim if it is considered undesirable to do so (paragraph 4 of Practice Direction No. 1 of 2022).
10. Where a case is considered to be a small claim, it will be allocated to the Small Claims Track of the First Instance Circuit (paragraph 5 of Practice Direction No. 1 of 2022).
11. Claim Forms in respect of cases allocated to the Small Claims Track are valid for service for 7 days from the date of their issue (paragraph 8(a) of Practice Direction No. 1 of 2022).

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# CHAPTER 6

## Service

1. Certain documents are required to be “served” in accordance with the Rules i.e. formally provided by one party to the other party or parties. These include the Claim Form, the Defence, any Reply, applications, and any other documentation that the Court requires to be served. All documentation served on another party must also be provided to the Court through the Registry.
2. Service of relevant documentation must be completed in accordance with article 18 of the Rules. It is the responsibility of the party in question to serve relevant documentation, not the Court. Article 18.3 provides for service by the following methods:
  - i. personal service;
  - ii. delivery to the party’s home address or, in the case of a business, its registered or principal office address;
  - iii. recorded or registered post to the address noted in (ii) above;
  - iv. fax; or
  - v. any method that has been agreed by the parties or directed by the Court.

3. The Claimant must notify the Registry as to the date and method of service of the Claim Form (article 18.5), and proof of this should be provided to the Registry (for example, a Qatar Post slip demonstrating that the documents have been sent).
  
4. Electronic service is covered in Practice Direction No. 2 of 2021 on Matters Relating to the Electronic Filing and Service of Documents. It provides that if a party wishes to serve a Claim Form electronically, it can only do so with the permission of the Registrar or a Judge.



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# CHAPTER 7

## Responding to a Claim Form

### Standard cases

1. Once served with a Claim Form in accordance with article 18 of the Rules, a Defendant must respond to the claim. This should be done using the Defence and Counterclaim form (Appendix 1; available on the [QICDRC website](#)).
2. Unless the Court orders otherwise, a Defendant must file and serve his Defence (which may include a counterclaim) to a Claim Form (or admit the claim or any part of it), within 28 days of the date of service or date of deemed service of the Claim Form (article 20.1 of the Rules).
3. If a Defendant wishes to contest the jurisdiction of the Court, they must notify the Registry of this within 14 days of service of the Claim Form or the date of deemed service of the Claim Form. A Defendant who wishes to contest the jurisdiction of the Court must file an application with the Registry and serve it on the other parties within 14 days of notifying the Registry of their intention to contest the Court's jurisdiction (articles 19.1 and 19.2 of the Rules).
4. A Defendant who wishes to contest the jurisdiction of the Court need not file and serve a Defence within 28 days as required by paragraph 2, above, until the Court orders them to do so.

## Specific processes for Small Claims Track cases

5. Practice Direction No. 1 of 2022 sets out the procedure for responding to a Claim Form that is within the Small Claims Track. For these cases, a Defendant must file and serve their Defence (which may include a counterclaim) within 14 days of the date of service or date of deemed service of the Claim Form (paragraph 8(b) of Practice Direction No. 1 of 2022).

## Defence

6. The Defence is a Defendant's opportunity to respond to a Claim Form. A Defence must thus contain a response to each of the allegations made in the Claim Form.
7. Where Defendants wish to deny matters raised in a Claim Form, they must not simply make bare denials but should explain the reasons for their denials, briefly setting out the facts and any legal provisions on which they rely. The contents of a Defence (or counterclaim – paragraph 8 below) must be as specific as possible and relevant documentation should be attached.
8. A Defence may also contain a counterclaim made against the Claimant. This is effectively a claim against the Claimant that concerns the subject matter of the original claim (for example, if a Claimant asserts that the Defendant owes the Claimant the return of a sum of money paid under a contract, but in fact the Claimant owes the Defendant further money under the same contract, this is an example of a potential counterclaim against the Claimant).

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# CHAPTER 8

## Replies by a Claimant and subsequent submissions

1. After receiving a Defence or counterclaim, the Claimant may file and serve a Reply to that Defence/counterclaim (article 21.1 of the Rules). If done, the Reply to Defence and Counterclaim form should be used (Appendix 1; available on the [QICDRC website](#)).
2. The deadline to file and serve this Reply and any other relevant documentation is usually 28 days after the date of service or deemed service of the Defence/counterclaim.
3. In Small Claims Track cases, the Reply and any other relevant documentation is required 14 days after the date of service or deemed service of the Defence/counterclaim (paragraph 8(c) of Practice Direction No. 1 of 2022).
4. A Reply should be confined to matters arising out of the Defence/counterclaim, and should not raise new points or legal claims.
5. In standard claims, after a Reply has been filed and served, pleadings are closed, and no more submissions should be made without the permission of the Court.
6. In Small Claims Track cases the parties will, after any Reply has been filed and served, have 7 further days in which to file and serve any further documents (paragraph 8(d) of Practice Direction No. 1 of 2022).

7. Thereafter, in both standard claims and Small Claims Track cases, the matter will revert to a constitution of the Court. In standard claims, the Court will issue directions for the further conduct of the case. In Small Claims Track cases, the Court may proceed straight to judgment.

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# CHAPTER 9

## Arbitration Claims

1. Law No. 2 of 2017 (Promulgating the Civil and Commercial Arbitration Law) was passed on 16 February 2017 and is the core law relating to arbitrations in the State of Qatar.
2. In article 1 of the law, “Competent Court” is defined as:

*The Civil and Commercial Arbitral Disputes Circuit in the Court of Appeals, or the First Instance Circuit of the Civil and Commercial Court of the Qatar Financial Centre pursuant to the agreement of the parties.*

3. This means that, where the parties specifically agree that the competent court in relation to an arbitration is this Court, then the Court will accept jurisdiction over the arbitration.
4. Where the Court has jurisdiction over an arbitration, the Court follows international best practice of very limited court intervention, but by way of exception in certain cases, parties may be able to apply to the Court, including in relation to:
  - i. the appointment and removal of arbitrators;
  - ii. determining challenges to jurisdiction;
  - iii. assisting with the taking of evidence;

- iv. determining challenges in relation to enforcement decisions;
  - v. enforcement of provisional and interim measures, and
  - vi. enforcement of awards.
5. Where a party wishes to make an application in relation to an arbitration matter, it should do so using the Application Notice form available on the [QICDRC website](#) (Appendix 1). The Court will deal with applications that relate to arbitrations with speed and efficiency, and will expect the parties to cooperate in this endeavour.
6. Whilst full details and names of parties must be used in the Application Notice and any Respondent's Notice filed and served, the judgment of the Court will generally be anonymised so that parties are not identified.
7. The QICDRC is not an arbitration body, and therefore does not administer arbitrations. The Court may only act as a Competent Court.

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# CHAPTER 10

## Mediation

1. The Court encourages mediation and the QICDRC has a Mediation Office through which mediations can be administered either at the initiative of the Court, the Regulatory Tribunal, or by agreement of the parties. The rules governing mediations at the [QICDRC are available on the website](#).
2. Where a mediation is initiated by the Court – with the agreement of the parties – the case will be stayed to allow for the mediation to take place. Where the mediation is initiated by the parties, they may make an application to the Court to stay proceedings pending the mediation.
3. In cases in which any party wishes to commence a mediation at the QICDRC, they must submit a written request for mediation, a copy of which must be sent to all other parties to the mediation. Requests can be made through the [QICDRC website](#) using the link above.
4. Where the mediation arises by virtue of a referral by the Court, the mediator will be nominated by the Court. In all other cases, the Registrar can suggest a list of possible mediators from the QICDRC Panel from which the parties can, but are not bound, to make a selection. Where the parties are unable to agree on the appointment of a particular mediator, the appointment will be made by the Court. Any valid objections to a mediator nominated by the Court must be made in writing as soon as possible.

5. It is the obligation of the parties to pay any applicable administration fees/associated charges in relation to the mediation, and that includes the fees of the mediator. In cases in which mediation arises as a result of a referral by the Court, the fees of the mediator will be borne by the Court.
6. The mediator will conduct the mediation in such manner as he or she deems most appropriate and most likely to be successful having regard to the nature and circumstances of the case.
7. Subject to any agreement between the parties and any applicable law to the contrary, the mediation shall be private and confidential, and any settlement agreement shall not be disclosed, save where it is necessary for the purposes of its implementation or enforcement. Discussions, negotiations and documents prepared for or introduced into the mediation process at any stage shall be “without prejudice”.
8. Any settlement agreement reached in the course of the mediation shall be in writing and signed by or on behalf of the parties. The mediator will provide the Registrar with a copy of the agreement. This may not be disclosed to any person except by order of the Court.



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# CHAPTER 11

## Principles of Case Management

1. The Court manages cases in accordance with the overriding objective contained within the Rules (article 15.1 of the Rules).
2. The overriding objective of the Court is to deal with all cases justly. The Court must seek to give effect to the overriding objective in the discharge of its functions (articles 4.1 and 4.2 of the Rules). It is also the duty of parties before the Court to assist the Court in determining that case in accordance with the overriding objective.
3. Dealing with all cases justly, so far as practicable, entails (article 4.3 of the Rules):
  - i. ensuring that litigation before the Court takes place expeditiously and effectively, using appropriately no more resources of the Court and the parties than is necessary;
  - ii. ensuring that the parties are on an equal footing;
  - iii. dealing with the case in ways which are proportionate to the amount of money involved, to the importance of the case, to the complexity of the issues, facts and arguments, and to the financial position of each party; and
  - iv. making appropriate use of technology.

4. The Court has the power to make any such directions that it considers appropriate at any time. In giving directions the Court will have regard to the interests of the parties and international best practice (articles 10.3 and 15.2 of the Rules). These directions may be given on the application of any party or of the Court's own motion (article 15.3 of the Rules).
5. The Court follows a policy of proactive case management to ensure the swift, economical, and just passage of cases, but account is taken of the wishes of the parties.



# **PRE-TRIAL MATTERS**

# CHAPTER 12

## Directions

1. Directions are instructions from the Court to the parties. Directions must be followed in all circumstances. If a party cannot comply with a direction – for example a deadline to file and serve a document – they must contact the Registry to ask for an extension of time before that deadline passes. The Court may make any directions it considers appropriate in a particular case.
2. Should parties fail to comply with directions, the Court may take any step that is necessary or expedient for the proper determination of a case, and may make any order as may be appropriate and just, in accordance with the overriding objective (article 10 of the Rules). The Court may impose sanctions for non-compliance with orders, which may include making a costs order against a party.
3. In every standard claim case, the Court will give directions as to the future management of the case (article 22.1 of the Rules).
4. The Court may wish to fix a directions hearing, which will usually be a remote hearing, prior to making final directions for the future management of the case (article 22.2 of the Rules). The Court will usually ask the parties to agree proposed directions for the Court to consider prior to the directions hearing (article 22.3 of the Rules).

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5. In standard claims, the Court will normally issue standard directions which cover the following (Model Standard Directions can be found at Appendix 2):
    - i. Date and length of trial.
    - ii. Mode of trial (e.g. whether in person, remote, or hybrid).
    - iii. Disclosure.
    - iv. Witness statements.
    - v. Arrangements for trial, including timetables.
    - vi. E-Bundles of essential documents for trials.
    - vii. Chronologies.
    - viii. A list of the people who are involved in the background to the case including their roles/job titles (dramatis personae).
    - ix. Final written submissions/skeleton arguments.
  
  6. Typically, at the point at which directions are issued in a standard claim, a trial will likely be listed around 3 months thereafter (subject to judicial availability).

# CHAPTER 13

## Disclosure

1. The disclosure of documents – i.e. a party revealing to the other party documents in its possession or under its control – is an important part of the litigation process before the Court (article 26 of the Rules).
2. In most cases, a party is required to disclose to the other party all documents or types of documents upon which it relies during the litigation (this is often done as a matter of course, for example by parties sending documents to the other side with a Claim Form, such as contracts or correspondence; article 26.2.1 of the Rules).
3. Additionally, in most cases, a party will be entitled to request from the other party disclosure of specific documents relevant to the case (documents that have not already been disclosed by the other party; article 26.2.2 of the Rules).
4. Where there is a dispute – i.e. where one party requests a certain document which the other party does not have or does not wish to provide – the Court will decide whether to order the party to disclose that disputed document (article 26.1 of the Rules).
5. Parties are not required to disclose documents that are covered by legal professional privilege (article 26.4 of the Rules).

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# CHAPTER 14

## Witness Evidence

### General

1. Witness evidence is one of the ways in which parties can present evidence before the Court. Usually, witnesses will either be witnesses of fact (i.e. who can give an account of what happened), or expert witnesses (see below at paragraphs 8-13 for further detail on expert witnesses).
2. If a party wishes to call any witness of fact or an expert witness, the party must inform the Court prior to the Court issuing directions. It is for each party, and not the Court, to decide which witness it wishes to call. If a party subsequently considers that it wishes to call a witness not notified to the Court prior to the making of the directions, it must inform the Court at once and apply for further directions. If the application for further directions is made without sufficient time for the other party properly to consider and deal with the new witness, the Court will usually refuse to allow the witness to be called. It is therefore essential for the parties to consider, at the time the Court is determining the directions to be made, what witnesses - if any - it will seek to call.
3. Article 27 of the Rules provides that the Court may give various directions relating to witness evidence, and that any witness statements made by witnesses of fact must be verified by a statement of truth ("*I believe that the facts stated in this witness statement are true.*").
4. When giving evidence in Court, all witnesses will be expected to give evidence either on oath or affirmation (article 27.6 of the Rules).

5. A party wishing to put before the Court either witnesses of fact or expert witnesses must do so at the trial before the First Instance Circuit. It is only in exceptional circumstances that a party will be permitted to call witnesses on an appeal.

## **Witnesses of fact**

6. Witness statements in respect of witnesses of fact must:
  - i. Give the full name and address of the witness.
  - ii. Be in the witness's own words, if practicable, and drafted in the witness's own language and in the first person (an English translation must be provided if this language is not English).
  - iii. Explain the relationship – if any – of the witness to the Claimant or Defendant.
  - iv. Set out the witness's direct knowledge of matters relevant to the issues in the case.
  - v. Refer to all relevant documents, although the text of the relevant document should not be included unless this is appropriate.
  - vi. Include the following statement of truth: *"I believe that the facts stated in this witness statement are true."*
  - vii. Be dated with the date upon which the witness signed the statement.



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7. Parties wishing for witnesses to give evidence in Court must provide a witness statement beforehand in respect of that witness by the date and time required by the Court's directions.

## Expert evidence

8. The Court does not routinely receive expert evidence: expert evidence is restricted to that which is reasonably required to resolve the issues in the case. In other words, unless particular expertise is required that is outside the experience and expertise of the Court, expert evidence will not be required. The Court's general approach is to determine questions of fact without the assistance of an expert.
9. However, where a party wishes to adduce expert evidence, an application must be made. The application must identify the field of expertise in which the evidence is required, and details of the proposed expert witness. The Court may order a summary of the expert's evidence.
10. The normal practice before the Court will be for the party seeking to rely on particular expert opinion to instruct a relevant expert themselves. However, the Court has the power to appoint an expert of its own motion.
11. An expert who provides a report or gives evidence before the Court must understand that (article 27.4 of the Rules):
  - i. Their duty is to assist the Court on matters within their own expertise.
  - ii. That duty is paramount and overrides any obligation to the person from whom they receive instructions or by whom they are paid.

- iii. Any expert evidence must be their independent opinion, uninfluenced by the litigation or any other factors.
12. Parties wishing for an expert witness to give evidence in Court must provide an expert report beforehand in respect of that expert witness by the date and time required by the Court's directions.
13. Any report prepared by an expert must be verified by the following statement of truth (article 27.5 of the Rules):

*I confirm that the facts stated in my report are within my own knowledge and I believe them to be true, and that the opinions I have expressed represent my true and complete professional opinion.*

## **Witness evidence from government officials**

14. In certain circumstances, the Court may – either of its own motion, or upon receipt of an application from a party – issue a witness summons in respect of an official from a government department in order to receive pertinent evidence in any particular case. Prior to making such an application, a party must demonstrate that it has attempted to secure the voluntary attendance of such a witness.
15. Such an application must either refer to a specific official, or a class of official, whom the party in question wishes to attend Court to give evidence, the specific evidence that the party in question wishes to adduce, and explain why that evidence cannot be provided from another source.

# HEARINGS

# CHAPTER 15

## Trials

### General

1. Trials are generally the final hearings before the First Instance Circuit, and will usually take place in-person at the QICDRC premises in Doha unless the Court is of the view that other arrangements ought to be made (e.g. hybrid trials where some participants are physically present and others appear via videolink, or remote trials where all participants appear via videolink).
2. Trials take place before a constitution of three Judges, and will typically start at 10.00 Doha time, unless the Court orders otherwise.
3. Parties will be informed as to the date of trial, start time, estimated length, and mode of trial in good time, usually when directions are issued by the Court following the submission of all pleadings and/or a directions hearing (articles 28.1 and 28.2 of the Rules).
4. Trials (and indeed, all hearings) are held in public, and are livestreamed online via the [QICDRC website](#), unless there is a good reason not to do so (article 28.3 of the Rules). Trials and all other hearings are also recorded by the Court.
5. If a party, having been given proper notice of a trial (or any hearing) fails to attend, the Court may adjourn or proceed in the absence of that party (article 28.5 of the Rules).

6. Parties are entitled to conduct proceedings (which includes written submissions) either in English or in Arabic. If interpretation is required, between these languages, the Court will provide this service free of charge.

## **Mechanics of a trial**

7. The Claimant should be seated on the side of the courtroom that is closest to the reception area, and the Defendant on the opposite side of the courtroom.
8. Judges should be addressed as “My Lord” or “My Lady”, or “Your Lordship” or “Your Ladyship”.
9. Parties should stand when the Judges enter and leave the courtroom, and should also stand when addressing the Judges. Should parties wish to address the Court sitting down, they should seek permission first.
10. The parties may have been asked to agree a timetable for trial, or this may have been ordered by the Court. This is to enable the hearing to proceed smoothly so that the parties know how long is allowed for each stage of the trial. A trial will usually begin with opening statements. The Claimant will speak first, followed by the Defendant(s). Opening statements should be an outline of the party’s case, with reference to the evidence that has been filed and served. If parties wish to refer to documents, these can be shown on screen by prior arrangement with the Registry. Parties should bear in mind that the Judges will have already read the pleadings (Claim Form, Defence/counterclaim/Reply etc), and reviewed the evidence filed and served, including witness statements and any expert reports.

11. Once the opening statements are complete, the Claimant's case will commence. The Claimant will be expected to call its evidence first, usually witnesses of fact. Once the Claimant's witnesses have finished giving their evidence, the Defence case will start, and their witnesses will be called to give evidence.
12. Each witness will be sworn by the Registrar and may take an oath on a Holy book or make an affirmation in English or Arabic (below is the English version of each):

*I swear by Almighty God that the evidence I shall give shall be the truth, the whole truth, and nothing but the truth [oath].*

*I do solemnly, sincerely and truly declare and affirm that the evidence I shall give shall be the truth, the whole truth, and nothing but the truth [affirmation].*

13. Witness statements will stand as the evidence-in-chief of a witness, and therefore, other than any questions from the lawyer representing the party who is tendering the witness to amplify matters if necessary, the witness will be cross-examined by the other party immediately. The party who has tendered that witness will get the opportunity to re-examine the witness on matters that arise out of cross-examination. Once the parties have finished questioning a particular witness, the Judges may have questions for that witness (although the Judges may interject at any time during the witness's evidence to ask a question).
14. Other than the Claimant or Defendant themselves, if they are giving evidence (or their representative in the case of a corporate entity), witnesses will not be permitted to be present

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in Court prior to giving evidence (the same rule applies to remote hearings – see below – where witnesses will not be admitted to the remote trial until they give their own evidence).

15. The Court may give directions as to (i) the order in which experts may give evidence, and (ii) the presence in Court by expert witnesses during the hearing so that they can hear relevant factual evidence.
16. After the evidence of both sides has been received by the Court, there will usually be brief oral closing submissions from each party, with the Claimant speaking first, the Defendant responding, and with the Claimant given the final word by way of a brief reply.
17. At the conclusion of a trial, the Court may ask for further written submissions if deemed necessary, but will usually proceed to judgment which will be handed down at a later date.

## Remote trials

18. Remote trials are trials which take place fully online via videolink (article 28.7 of the Rules). The facility used by the Court for virtual hearings is Webex.
19. After witness statements are exchanged, the parties must contact the Registry to provide details of the participants in the trial (i.e. names, email addresses and telephone numbers) so that a test can be run to ensure that they are able to connect to the Webex facility.
20. Participants will be required to join the trial via Webex up to 15 minutes prior to the scheduled start of the trial; they will be admitted into a lobby and once the Judges are ready to commence proceedings, participants will be admitted to the hearing.

21. Witnesses in remote trials, in addition to being sworn in prior to giving evidence, will be expected to make certain declarations so that the Court can be sure that they are giving evidence in a proper fashion (e.g. that they are alone in the room, that they have access only to unmarked copies of their witness statement and the hearing E-Bundle etc; see Appendix 3 – Remote Witness Protocol).

## Judgments

22. Judgments will usually be reserved and handed down as soon as possible. All judgments will be produced in both English and Arabic, and will be uploaded to the [QICDRC website](#) shortly thereafter.
23. In the event that the Judges are unable to reach an unanimous decision, which in practice is not common, the decision of the majority will be that of the Court, and any Judge may give a dissenting judgment (articles 32.2 and 32.3 of the Rules).
24. The Court has the power to correct any accidental slip or omission in any decision or judgment, either on the application of a party or of its own motion, usually within 14 days of the handing down of the judgment (article 32.5 of the Rules).



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# CHAPTER 16

## E-Bundles

### General

1. The Court may order E-Bundles for any hearing, and will order a E-Bundle for each trial. E-Bundles are designed to ensure that the Court – and all parties – both have the relevant documentation before them during a hearing.
2. E-Bundles should contain all documentation that is relevant to the case, for example pleadings, witness statements, other evidence upon which parties wish to rely (such as correspondence, contracts etc), and any legal authorities upon which parties wish to rely (such as relevant legislation or case law).
3. The key to a useful E-Bundle is clear organisation and signposting so that documents are labelled clearly and can be accessed with ease. E-Bundles must be agreed by both parties.
4. The guidelines on the following page should be followed.

## Guidelines

5. E-Bundles must be provided in PDF format.
6. Consideration should be made as to the number of E-Bundles required; usually only 2 E-Bundles will be appropriate:
  - i. A hearing E-Bundle.
  - ii. A legal authorities E-Bundle.
7. The Court may direct that additional E-Bundles be provided where appropriate, and a core E-Bundle may also be ordered if there are a large number of documents. The core E-Bundle will consist of the key documents in a case that are likely to be referred to most frequently.
8. E-Bundles for hearings should contain all documents which are relevant to the hearing; documents which are not relevant to the hearing should not be included. The arrangement of the E-Bundles should be discussed with the Registrar; and it will usually be appropriate to arrange the contemporaneous documentation in chronological order.
9. The legal authorities E-Bundle must contain all of the legislation and caselaw referred to by the parties.
10. All E-Bundles, must, where the character of the document permits, be the subject of OCR (optical character recognition). This is the process which turns the document from a mere picture to one in which the text can be read as text so that the document becomes word-searchable, and words can be highlighted in the process of marking them up.

11. All documents should appear in portrait form. If an original document is in landscape form, it should be inserted so that it can be read with a 90-degree rotation clockwise. No document should appear upside down.
12. The default view for all pages should be 100%.
13. All pages in an E-Bundle must be numbered, and if possible, by computer-generated numbering, or at least in typed form (if added by a scanner). E-Bundles should not be numbered by hand. If computer-generated or typed, the number becomes machine-readable and can be located via a search. Again, if possible, the number should be preceded by a letter, whether the letter of the E-Bundle or not.
14. Pagination should not mask relevant detail on the original document.
15. Any scans of documents should not be greater than 300 dpi in order to avoid slow scrolling or rendering.
16. No more than one copy of a document should be included in an E-Bundle unless there is a good reason for doing so.
17. All significant documents and all sections in E-Bundles must be bookmarked, with an appropriate description as the bookmark. The bookmark should contain the page number of the relevant document.
18. An index or table of contents of the documents in the E-Bundle must be prepared and – if possible – should be hyperlinked to the pages or documents to which they refer.

19. When parties are transferring large files/E-Bundles to the Court, or where the Court is transmitting the same to parties, parties must follow the directions of the Registry as to the manner in which these files are to be transmitted.
20. It is the ultimate responsibility of the parties to ensure that E-Bundles ordered by the Court confirm to these requirements, and any specific requirements that the Court has ordered in a particular case. All E-Bundles should therefore be checked by both parties prior to final submission to ensure that there are no errors. The table of contents, in particular, must be checked to ensure that it matches the pagination.
21. If there is any dispute between the parties as to the form or content of an E-Bundle, the decision of the Registrar is final.

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# CHAPTER 17

## Skeleton Arguments

1. Skeleton arguments provided to the Court before hearings – particularly trial – are an integral part of the process. They will allow the Court – who have already received pleadings and any E-Bundles ordered (which will have included witness statements, disclosure etc) – to have in advance the main points a party wishes to raise at trial in a single document.
2. A skeleton argument is intended to identify both for the parties and the Court those points which are, and are not, in issue, and the nature of the argument in relation to the points in issue.
3. A skeleton argument is not a script and lawyers should be prepared fully to argue each proposition.
4. It must:
  - i. Make it clear what is sought.
  - ii. Identify concisely:
    - a. the case of the party in question, and must only cite background facts where they are relevant to the issues before the Court (and cross-referenced to any E-Bundles);

- b. the legal points that the party wishes to raise with reference to the legislation and caselaw (and cross-referenced to any legal authorities E-Bundle); and
  - c. the propositions of fact that the party intends to be made with references to the evidence (and cross-referenced to any E-Bundles).
- 5. It must not contain:
  - i. protracted recitation of the case for the particular party;
  - ii. protracted quotation from or other reproduction of the evidence; or
  - iii. protracted citation from legislation or the legal authorities. Any citations from legislation or the legal authorities must be as brief as possible and should be restricted to the relevant sections to which it is intended to draw the Court's attention at an oral hearing.
- 6. The following formatting standards must be followed for a skeleton argument:
  - i. the document must be in numbered paragraphs and state the name of the lawyer who prepared it, along with the date of its completion at the end. In accordance with best practice, it should normally be signed by the advocate who will present the case at trial;

- ii. the document must be prepared in Times New Roman font size 12, with 1.5 sized-spaces between each line;
  - iii. it must comply with the limits on length as directed by the Court; and
  - iv. the document must be provided to the Court both in MS Word and in PDF form.
7. The guidance above is subject to any order that the Court may make in a particular case.

# CHAPTER 18

## Chronologies and Dramatis Personae

1. A chronology and a dramatis personae will likely be requested by the Court in each case that comes before it for trial (save for Small Claims).
2. Chronologies are there to ensure that the Court (and indeed all parties) has an easy reference point to the key events that took place – in a chronological table – so that it can be used as an aide-memoire during a hearing, but also to ensure that the events and issues are clear.
3. Dramatis personae are there to ensure that the Court is easily able to identify the individuals/organisations that have been involved in the factual matrix of the case before the Court.
4. As far as possible, chronologies and dramatis personae should not be prepared in a lengthy form and should be agreed.
5. The idea is that the Court and the parties should have a single point of reference that all find useful and are happy to work with.
6. The chronology should make it clear which events are in dispute between the parties and which are not i.e. what is and what is not “common ground”, so that the Court is clear what is agreed between the parties.



7. Where there is disagreement about a particular event or description, it is useful if that fact is indicated in neutral terms and the competing versions shortly stated.
8. Chronologies and dramatis personae, once prepared, can be easily updated and are of continuing usefulness throughout the life of a case.
9. Chronologies ought to be prepared in the form of a table with at least 4 columns (from left to right):
  - i. Date.
  - ii. Facts/Event.
  - iii. Disputes (if any).
  - iv. E-Bundle reference.
10. Dramatis personae can also be produced in the form of a table but with two columns: Name and Description.
11. Chronologies and dramatis personae should be no longer than is necessary, and should be cross-referenced to the E-Bundles.

# CHAPTER 19

## Remote Hearings

1. The Court may order that any hearing is conducted remotely, if it is appropriate to do so. Typically, however, directions hearings and case management conferences will be held remotely in the interests of expediency and efficiency.
2. Where a fully remote (or hybrid) hearing is listed, the parties will be expected to provide the names, email addresses and telephone numbers of the participants so that the QICDRC IT Department can contact those individuals ahead of time to conduct a test run on Webex, the QICDRC online hearing facility. These should be provided in good time prior to any hearing. If details are not provided in a timely manner, the Court cannot guarantee that the individual(s) in question will be permitted to join the remote hearing.
3. On the day of the hearing, parties will be asked to join the remote hearing up to 15 minutes before the official start time. Once they join the hearing, they will be placed in a virtual hearing lobby and admitted when the Judges are ready to start.
4. Parties should ensure that they are in a room with good internet access and as little background noise as possible so that the virtual hearing is not disrupted. Parties should also ensure that there are no other persons in the room other than those notified to the Court as being participants in the virtual hearing.

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5. Parties should understand that virtual hearings are formal Court proceedings and so should behave and dress as if they were physically in the courtroom.
  6. If parties are disconnected from the hearing, they should rejoin the hearing using the same Webex link and they will be admitted.
  7. Where an interpreter is required, the interpreter will also appear over the Webex facility. Parties must inform the Court in good time that an interpreter is required. It is not the responsibility of the Court to make enquiries as to whether an interpreter is required. If, not having informed the Court, parties request an interpreter on the day of the hearing (or just before the hearing) and the hearing has to be vacated (i.e. postponed) due to the Court being unable to find an interpreter at short notice, the party at fault will likely be ordered to pay any wasted costs incurred.
  8. Parties and lawyers should ensure that they are familiar with the Remote Witness Protocol (Appendix 3) that applies to witnesses appearing virtually, as explained in Chapter 15 on Trials.

# CHAPTER 20

## Applications

1. Applications made to the Court may be standalone (for example an application for a freezing order that is not part of an existing case before the Court), or may be made as part of a case (e.g. an application for the other party to disclose a particular document within the context of ongoing proceedings, or an application for summary judgment).
2. The Court will usually – unless by virtue of the nature of the application it must be made and decided without notice – ask for a response from the Respondent, usually giving them 28 days from the date of service or deemed date of service of the application. Thereafter, the Court will usually give the Claimant 14 days within which to Reply to the Respondent's Response. These timescales may be abridged by the Court using its powers under article 10 of the Rules.
3. Certain applications may have specific procedural requirements contained in Practice Directions, for example the requirement for a witness statement concerning service in the context of an application for Summary Judgment (pursuant to Practice Direction No. 2 of 2019 on Summary Judgment; Appendix 5).
4. The Court may require a hearing prior to determining an application. This may be in-person or remote, at the Court's discretion. Should the Court require a hearing of an application, it will issue directions prior to the hearing relating to arrangements for the hearing.

5. The Court may or may not hand down a judgment explaining the reasons for a decision in relation to an application, dependent on the circumstances.
6. Applications should be made using the Application Notice form (see Appendix 1; available on the [QICDRC website](#)), and any response to an application should be made using the Respondent's Notice form (see Appendix 1; available on the [QICDRC website](#)).
7. If a party wishes to obtain the recording of a hearing that took place before the Court, it must make an application for the same. Recordings are not disclosed to parties routinely. A party must provide a "good reason" for wanting the recording of a hearing before the Court will order its release. If a recording is made available, it will only be made available on strict terms which might include that it is only to be used for the stated purpose, it is not to be released from the custody of the party in question, and that neither the recording nor information derived from the recording may be disclosed to any third party without the express consent of the Court (legal representatives will, therefore, require the Court's express permission to share the recording or information derived from the recording with their client). Violations of these terms will be a contempt of the Court and will be dealt with accordingly.



**POST-TRIAL**

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# CHAPTER 21

## Appeals

1. A decision of the First Instance Circuit of the Court will usually be final. However, if there are substantial grounds for considering that a judgment or decision has been made in error, and there is a significant risk that it will result in serious injustice, the Appellate Division can give permission to appeal (article 35 of the Rules).
2. An application for permission to appeal – which is to include the Appeal Notice (see Appendix 1; available on the [QICDRC website](#)) – must be filed with the Registry within 60 days of the date of the judgment, decision or determination in relation to which the party wishes to appeal. The Appeal Notice must set out – in full – the grounds of appeal (article 35.3 of the Rules).
3. Upon receipt of an Appeal Notice, the Appellate Division may be of the view that the Court will be assisted by a response from the Respondent and therefore direct that a response be provided. If the Court does not direct a response, it will determine the application on the materials before it.
4. If the Court directs a response from the Respondent, on receipt of the Respondent's response, the Court will consider whether:
  - i. to determine the permission application on the basis of the written materials before it without a hearing. The Court will either grant or refuse permission to appeal;

- ii. to order a hearing to determine the permission application at which the Court will decide whether to grant or refuse permission to appeal; or
  - iii. to order a hearing to determine the permission application and, if permission to appeal is granted, to determine the appeal at the same hearing.
- 5. Ordinarily, if the Court determines that an oral hearing is necessary to determine the permission application, it will order that, if permission is granted, it will determine the appeal at the same hearing. In such a case, the Appellant should be prepared to argue its grounds of appeal in full, and the Respondent should be prepared fully to resist those grounds of appeal.
- 6. There are strict rules governing (i) the admission of evidence on appeal which was not called before the First Instance Circuit, and (ii) the making of arguments that were not made before the First Instance Circuit: the Appellate Division will not routinely give permission for (i) and (ii), above.
- 7. The Appellate Division is able to make any decision or order that could have been made by the First Instance Circuit of the Court (article 35.7 of the Rules).
- 8. All decisions of the Appellate Division are final. There is no further appeal.



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# CHAPTER 22

## Costs

1. Once proceedings are concluded, the Court will usually make an order as to costs. The usual rule is that the unsuccessful party pays the costs of the successful party (article 33.2 of the Rules), and the Court will normally order that those costs are to be assessed by the Registrar if not agreed by the parties (article 33.5 of the Rules).
2. This general rule does not abridge the Court's power to make any other order as to costs as it sees fit (articles 10.3 and 33.2 of the Rules).
3. A successful party may only claim its reasonable costs of the proceedings. Reasonable costs in this context mean costs which are reasonably incurred and reasonable in amount. No party is entitled to claim sums in excess of what it has actually paid to its lawyers.
4. During the costs assessment process, parties will be given the chance to make submissions as to the reasonableness of the costs claimed by the successful party.
5. Where a costs assessment is to be undertaken by the Registrar, invoices showing a breakdown of the work done (sometimes known as the 'ledger' or the 'narrative') must be provided so that the Registrar can assess whether or not the costs claimed are reasonable.
6. Parties who wish to rely on settlement offers in the costs assessment process must provide full details of the offer(s) upon which they intend to rely in order for the Registrar to make a meaningful judgment on the impact of the offer(s) in question on the costs assessment.

7. In making an assessment of what comprises reasonable costs in a particular case, the Court will look to the following factors (non-exclusive list):
  - i. proportionality;
  - ii. the conduct of the parties (both before and during the proceedings);
  - iii. efforts made to try and resolve the dispute without resource to litigation;
  - iv. whether any reasonable settlement offers were made and rejected; and
  - v. the extent to which the party seeking to recover costs has been successful.

- 
8. In making the assessment in relation to proportionality (7(i) above), the Court will consider the following (non-exclusive list):
- i. in monetary claims, the amount or value involved;
  - ii. the importance of the matter(s) raised to the parties;
  - iii. the complexity of the matter(s);
  - iv. the difficulty or novelty of any particular point(s) raised;
  - v. the time spent on the case;
  - vi. the manner in which the work was undertaken; and
  - vii. the appropriate use of resources by the parties including, where appropriate, the use of available information and communications technology.

# CHAPTER 23

## Enforcement

1. When a judgment is rendered, the Court will usually specify a timeframe within which the judgment should be satisfied (e.g. forthwith, 14 days, or 28 days etc).
2. Once that timeframe elapses, the losing party is in contravention of the judgment and the successful party may apply to the Enforcement Judge to have the judgment enforced.
3. Judgments and orders of the Court are regarded in the same way as a judgment of any other court of the State of Qatar and all relevant authorities are obliged to give effect to the judgment or order in question (article 34.1 of the Rules). The Court has wide powers to deal with contraventions of its judgments or orders contained within articles 34.2 and 34.3 of the Rules.
4. Applications should be made using the Application Notice form (Appendix 1; available on the [QICDRC website](#)) and should be served on the other party in accordance with article 18.3 of the Rules. A copy of the judgment in both English and Arabic should also be sent to the losing party along with the Application Notice form.

- 
5. The successful party may ask for the following in their application to the Enforcement Judge:
    - i. bank account search;
    - ii. vehicle search;
    - iii. property search; and
    - iv. travel ban against an individual or a director if the losing party is a body corporate.
  6. The Court will conduct a search for assets via the Qatar Central Bank along with the relevant ministries. If assets are located, the Court has the power to seize those assets in order to satisfy the debt owed to the successful party.
  7. In the case of money judgments, the Court may also – either on the application of the successful party or of its own motion – list a hearing to ascertain the state of the judgment debtor’s finances to understand whether the individual has sufficient funds to satisfy the judgment but is simply choosing not to do so. The judgment debtor will be compelled to attend Court (i) to bring any documents ordered by the Court (e.g. bank statements etc) and (ii) to answer questions under oath or affirmation from the Court and – if they so wish – the Claimant, as to their finances.
  8. If the judgment debtor fails to satisfy a final judgment entered against him, the judgment creditor can apply to the Court for his imprisonment in accordance with Law No. 13 of 1990 (on the Promulgation of the Civil and Commercial Procedures Law).

# APPENDICES

# Appendix 1(i)

## Claim Form

CLAIM FORM			
<b>FOR COURT USE ONLY</b>			
Case No.	Click here to enter text.		
Date Filed	Click here to enter text.		
*Notes for guidance are available which will help you complete this form. Please read them carefully before you complete each section.			
SECTION 1 - DETAILS OF THE PARTIES			
<ul style="list-style-type: none"> <li>Details of the party making the claim ('The Claimant')</li> </ul>			
Full Name	Click here to enter text.	Case No. (if known)	Click here to enter text.
		Nationality	Click here to enter text.
Address	Click here to enter text.	ID No.	Click here to enter text.
		ID Type	Click here to enter text.
		Telephone	Click here to enter text.
		Fax	Click here to enter text.
		Email	Click here to enter text.
<ul style="list-style-type: none"> <li>Details of any other party to whom the claim is made against ('The Defendant')</li> </ul>			
Full Name	Click here to enter text.	Nationality	Click here to enter text.
		ID No.	Click here to enter text.
Address	Click here to enter text.	ID Type	Click here to enter text.
		Telephone	Click here to enter text.
		Fax	Click here to enter text.
		Email	Click here to enter text.
SECTION 2 - BRIEF DETAILS OF THE CLAIM			
Please identify below the nature of the claim you are making, setting out, as briefly as possible, any facts relied upon and attach to this Claim Form any documents that are of particular importance. Please also identify the legal basis for your claim identifying, in particular, any provision of the QFC Law or QFC Regulations upon which you rely.			
Click here to enter text.			
SECTION 3 - THE REMEDY SOUGHT			
If it is not clear from the information you have provided in section 2, please explain below what remedy you wish the Court to grant.			
Click here to enter text.			
SECTION 4 - SUPPORTING DOCUMENTATION			
Are you submitting any additional documentation along with this Claim Form? If so, please list the documents below and, if you have not already done so in Section 2, briefly explain why you are relying upon them.			
Click here to enter text.			

## SECTION 5 - LEGAL REPRESENTATION

<b>Are you legally represented?</b>	<input type="radio"/> Yes	<input type="radio"/> No
<ul style="list-style-type: none"> <li>Please provide the following further information (if applicable):</li> </ul>		
<b>Solicitor's Name</b>	Click here to enter text.	
<b>Solicitor's Address</b>	<b>Telephone</b>	Click here to enter text.
	<b>Fax</b>	Click here to enter text.
	<b>Email</b>	Click here to enter text.
	<b>Reference No. (if applicable)</b>	Click here to enter text.
<b>Counsel/Advocate's name (if known and if different from the above)</b>	Click here to enter text.	
<b>Counsel/ Advocate's Address</b>	<b>Telephone</b>	Click here to enter text.
	<b>Fax</b>	Click here to enter text.
	<b>Email</b>	Click here to enter text.
	<b>Reference No. (if applicable)</b>	Click here to enter text.

## SECTION 6 - LANGUAGE

Proceedings before the Court will usually be conducted in English; however parties before the Court shall be entitled to conduct proceedings in Arabic if they wish to do so. Please state below whether you wish to have your case conducted in English or in Arabic (tick appropriate box).

<input type="radio"/> English	<input type="radio"/> Arabic
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## SECTION 7 - ACKNOWLEDGEMENTS AND STATEMENT OF TRUTH

I acknowledge that:

- If a completed Claim Form fails to meet the requirements of Article 17.3 of the Court's Regulations and Procedural Rules, it will not be issued by the Registry but will instead be returned to the party submitting it;
- A Claim Form is valid for service for 4 months from the date of its issue by the Registry;
- Once issued, it is not the responsibility of the Court to serve a Claim Form on any other party. That responsibility lies with the Claimant;
- To constitute valid service, a Claim Form (and any documents relied upon as part of the claim), must be served in accordance with Article 18.3 of the Court's Regulations and Procedural Rules; and
- Upon the determination of any claim, the Court has the power to make such orders as it thinks fit in relation to the issue of costs but that the general rule shall be that the unsuccessful party pays the costs of the successful party.
- I have read and understood the corresponding Notes for Guidance prior to completing this form.

<b>STATEMENT OF TRUTH</b>	
<input type="checkbox"/>	I believe that the facts stated in this Claim Form are true and I acknowledge and understand the points listed above.
<input type="checkbox"/>	The Claimant believes that the facts stated in this Claim Form are true and the Claimant acknowledges and understands the points listed above. I am duly authorised on behalf of the Claimant to sign this form.
<b>Full Name</b>	Click here to enter text.
<b>Name Of Claimant's Solicitor's Firm (If Applicable)</b>	Click here to enter text.

<b>Signed</b>	<b>Position or Office Held</b>
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# Appendix 1(ii)

## Defence / Counterclaim Form

DEFENCE / COUNTERCLAIM FORM			
<b>FOR COURT USE ONLY</b>			
Case No.	Click here to enter text.		
Date Filed	Click here to enter text.		
*Notes for guidance are available which will help you complete this form. Please read them carefully before you complete each section.			
SECTION 1 - DETAILS OF THE PARTIES			
<ul style="list-style-type: none"> <li>Please provide your details below.</li> </ul>			
Full Name	Click here to enter text.	Case No. (if known)	Click here to enter text.
		Nationality	Click here to enter text.
Address	Click here to enter text.	ID No.	Click here to enter text.
		ID Type	Click here to enter text.
		Telephone	Click here to enter text.
		Fax	Click here to enter text.
		Email	Click here to enter text.
<ul style="list-style-type: none"> <li>Details of the party to who is making the claim against you ('The Claimant')</li> </ul>			
Full Name	Click here to enter text.	Nationality	Click here to enter text.
		ID No.	Click here to enter text.
Address	Click here to enter text.	ID Type	Click here to enter text.
		Telephone	Click here to enter text.
		Fax	Click here to enter text.
		Email	Click here to enter text.
		<b>SECTION 2 – CONTESTING THE JURISDICTION OF THE COURT</b>	
Are you contesting the jurisdiction of the court?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
If you are contesting the jurisdiction of the Court, please provide details below as to why you say the Court does not have jurisdiction to hear the case against you. You do not need to complete sections 3-6 but do need to ensure that you include any supporting evidence when filing this response with the Registry and serving it on the Claimant.			
Click here to enter text.			
<b>SECTION 3 – ADMITTING THE CLAIM</b>			
Do you admit the claim, or any part of it, against you?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
If you have indicated 'yes', please explain below whether you admit the full claim or only part of it. If only part of it, please indicate which part(s) you admit.			
Click here to enter text.			
<b>SECTION 4 – DISPUTING THE CLAIM</b>			
If you dispute the claim against you, or any part of it, please provide details below. Please set out, as briefly as possible, any facts relied upon and attach to this Defence any documents that are of particular importance. Please also identify any law (such as QFC Law or Regulations) which you consider relevant to your case.			
Click here to enter text.			

### SECTION 5 - COUNTERCLAIMS

If you wish to make a claim against the Claimant (a 'counterclaim') then please identify your reasons for doing so and briefly include any facts relied upon and attach any documents which are of particular importance. Please also identify any law (such as QFC Law or Regulations) which you consider relevant to your case.

If you do not wish to make a counterclaim, please leave this section blank.

[Click here to enter text.](#)

### SECTION 6 – SUPPORTING DOCUMENTATION

Are you submitting any additional documentation along with this Defence and Counterclaim Form? If so, please list the documents below and, if you have not already done so in the preceding sections, briefly explain why you are relying upon them.

[Click here to enter text.](#)

### SECTION 7 – EXTENSIONS OF TIME

If you wish to contest the jurisdiction of the Court, you must notify the Registry and the Claimant (using this form) within 14 days of service on you of the Claim Form. If you are admitting or disputing the claim, or any part of it, you must file and serve a copy of this Defence on the Registry and the Claimant within 28 days of service (or deemed service) of the Claim Form. If you are responding out of time, you must explain why your response is late and why it would be in the interests of justice for the Court to consider it.

[Click here to enter text.](#)

### SECTION 8 - LEGAL REPRESENTATION

Are you legally represented?	<input type="radio"/> Yes	<input type="radio"/> No
<ul style="list-style-type: none"> <li>Please provide the following further information (if applicable):</li> </ul>		
Solicitor's Name	<a href="#">Click here to enter text.</a>	
Solicitor's Address	<a href="#">Click here to enter text.</a>	Telephone <a href="#">Click here to enter text.</a>
		Fax <a href="#">Click here to enter text.</a>
		Email <a href="#">Click here to enter text.</a>
		Reference No. (if applicable) <a href="#">Click here to enter text.</a>
Counsel/Advocate's name (if known and if different from the above)	<a href="#">Click here to enter text.</a>	
Counsel/ Advocate's Address	<a href="#">Click here to enter text.</a>	Telephone <a href="#">Click here to enter text.</a>
		Fax <a href="#">Click here to enter text.</a>
		Email <a href="#">Click here to enter text.</a>
		Reference No. (if applicable) <a href="#">Click here to enter text.</a>

### SECTION 9 - LANGUAGE

Proceedings before the Court will usually be conducted in English; however parties before the Court shall be entitled to conduct proceedings in Arabic if they wish to do so. Please state below whether you wish to have your case conducted in English or in Arabic (tick appropriate box).

<input type="radio"/> English	<input type="radio"/> Arabic
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## SECTION 10 - ACKNOWLEDGEMENTS AND STATEMENT OF TRUTH

I acknowledge that:

1. If a completed Defence Form fails to meet the requirements of Article 20 of the Court's Regulations and Procedural Rules, it will not be accepted by the Registry but will instead be returned to the party submitting it;
2. If you are contesting the jurisdiction of the Court, you must ensure that you notify the Registry and the Claimant (using this form) within 14 days of service on you of the Claim Form;
3. If you are admitting the claim (or any part of it) or are defending the claim, you must file and serve your Defence on the Registry and the Claimant within 28 days of the date of service, or deemed service, of the Claim Form;
4. To constitute valid service, a Defence Form (and any documents relied upon as part of the defence), must be served in accordance with Article 18.3 of the Court's Regulations and Procedural Rules; and
5. Upon the determination of any claim, including any counterclaim, the Court has the power to make such orders as it thinks fit in relation to the issue of costs but that the general rule shall be that the unsuccessful party pays the costs of the successful party.
6. I have read and understood the corresponding Notes for Guidance prior to completing this form.

### STATEMENT OF TRUTH

<input type="checkbox"/>	I believe that the facts stated in this Defence/Counterclaim are true and I acknowledge and understand the points listed above.
<input type="checkbox"/>	The Defendant believes that the facts stated in this Defence/Counterclaim are true and the Defendant acknowledges and understands the points listed above. I am duly authorised on behalf of the Defendant to sign this form.
<b>Full Name</b>	Click here to enter text.
<b>Name Of Defendant's Solicitor's Firm (If Applicable)</b>	Click here to enter text.
<b>Signed</b>	<b>Position or Office Held</b>
	Click here to enter text.
*(Defendant/Defendant's Solicitor)	*(if signing on behalf of a firm or company)
<b>Date:</b> Click here to enter a date.	

# Appendix 1(iii)

## Reply to Defence / Counterclaim Form

REPLY TO DEFENCE/COUNTERCLAIM			
<b>FOR COURT USE ONLY</b>			
Case No.	Click here to enter text.		
Date Filed	Click here to enter text.		
*Notes for guidance are available which will help you complete this form. Please read them carefully before you complete each section.			
SECTION 1 - DETAILS OF THE PARTIES			
<ul style="list-style-type: none"> <li>Please provide your details below</li> </ul>			
<b>Full Name</b>	Click here to enter text.	<b>Case No. (if known)</b>	Click here to enter text.
		<b>Nationality</b>	Click here to enter text.
<b>Address</b>	Click here to enter text.	<b>ID No.</b>	Click here to enter text.
		<b>ID Type</b>	Click here to enter text.
		<b>Telephone</b>	Click here to enter text.
		<b>Fax</b>	Click here to enter text.
		<b>Email</b>	Click here to enter text.
<ul style="list-style-type: none"> <li>Details of the party to whom the claim is made against ('The Defendant')</li> </ul>			
<b>Full Name</b>	Click here to enter text.	<b>Nationality</b>	Click here to enter text.
		<b>ID No.</b>	Click here to enter text.
<b>Address</b>	Click here to enter text.	<b>ID Type</b>	Click here to enter text.
		<b>Telephone</b>	Click here to enter text.
		<b>Fax</b>	Click here to enter text.
		<b>Email</b>	Click here to enter text.
SECTION 2 – REPLY TO DEFENCE			
<p>If you wish, you may serve a brief statement of reply to the Defence in the box below. This must not be a repetition of matters already pleaded in your Claim Form but should be a response to any matters raised in the Defence which you have not already covered.</p>			
Click here to enter text.			
SECTION 3 – REPLY TO COUNTERCLAIM			
<p>If a counterclaim has been made against you, please state below whether you admit the claim, or any part of it, or whether you dispute it. If you dispute it, please set out, as briefly as possible, any facts relied upon and attach to this Reply any documents that are of particular importance. Please also identify any law (such as QFC Law or Regulations) which you consider relevant to your case but which you have not already provided as part of your claim.</p>			
Click here to enter text.			
SECTION 4 - SUPPORTING DOCUMENTATION			
<p>Are you submitting any additional documentation along with this Reply? If so, please list the documents below and, if you have not already done so in Sections 2 and/or 3, briefly explain why you are relying upon them.</p>			
Click here to enter text.			

## SECTION 5 - ACKNOWLEDGEMENTS AND STATEMENT OF TRUTH

I acknowledge that:

1. If I wish to respond to any Defence and/or Counterclaim, I must ensure that this form (and any supporting documentation) is filed with the Registry and served on the other party;
2. To constitute valid service, this Reply (and any documents submitted with it), must be served in accordance with Article 18.3 of the Court's Regulations and Procedural Rules; and
3. Upon the determination of any claim, including any counterclaim, the Court has the power to make such orders as it thinks fit in relation to the issue of costs but that the general rule shall be that the unsuccessful party pays the costs of the successful party.
4. I have read and understood the corresponding Notes for Guidance prior to completing this form.

### STATEMENT OF TRUTH

<input type="checkbox"/>	I believe that the facts stated in this Reply are true and I acknowledge and understand the points listed above.
<input type="checkbox"/>	The Claimant believes that the facts stated in this Reply are true and the Claimant acknowledges and understands the points listed above. I am duly authorised on behalf of the Claimant to sign this form.
<b>Full Name</b>	Click here to enter text.
<b>Name Of Claimant's Solicitor's Firm (If Applicable)</b>	Click here to enter text.
<b>Signed</b>	<b>Position or Office Held</b>
	Click here to enter text.
*(Claimant/Claimant's Solicitor)	*(if signing on behalf of a firm or company)
<b>Date:</b> Click here to enter a date.	

# Appendix 1(iv)

## Permission to Appeal / Appeal Notice Form

PERMISSION TO APPEAL / APPEAL NOTICE			
<b>FOR COURT USE ONLY</b>			
Appeal Court Ref.	Click here to enter text.		
Date Filed	Click here to enter text.		
*Notes for guidance are available which will help you complete this form. Please read them carefully before you complete each section.			
<b>SECTION 1 - DETAILS OF THE PARTIES</b>			
<ul style="list-style-type: none"> <li>Details of the party making the application ('The Applicant')</li> </ul>			
Full Name	Click here to enter text.		
Address	Click here to enter text.	Nationality	Click here to enter text.
		ID No.	Click here to enter text.
		ID Type	Click here to enter text.
		Telephone	Click here to enter text.
		Fax	Click here to enter text.
		Email	Click here to enter text.
<ul style="list-style-type: none"> <li>Details of the Respondent to the appeal (if permission is granted)</li> </ul>			
Full Name	Click here to enter text.		
Address	Click here to enter text.	Nationality	Click here to enter text.
		ID No.	Click here to enter text.
		ID Type	Click here to enter text.
		Telephone	Click here to enter text.
		Fax	Click here to enter text.
		Email	Click here to enter text.
<b>SECTION 2 – DETAILS OF THE CASE YOU ARE SEEKING PERMISSION TO APPEAL AGAINST</b>			
Case No.	Click here to enter text.		
<b>Who made the decision you are seeking permission to appeal against? (tick appropriate box)</b>			
<input type="checkbox"/> The Civil and Commercial Court (Court of First Instance)			
<input type="checkbox"/> The Regulatory Tribunal			
What is the date of the decision you wish to appeal?	Click here to enter a date.		
<b>Will your application seeking permission to appeal be filed within the time limit prescribed by Article 35.3 of the Court's Regulations and Procedural Rules?</b>			
<input type="checkbox"/> Yes			
<input type="checkbox"/> No; please explain why your application is late and why it is in the interests of justice for the Court to consider the application out of time:			
Click here to enter text.			
<b>Have you made a previous application seeking permission to appeal this decision?</b>			
<input type="checkbox"/> No			
<input type="checkbox"/> Yes; please provide details. Please note that any decision to refuse permission to appeal is final.			
Click here to enter text.			

SECTION 5 - LEGAL REPRESENTATION			
Are you legally represented?	<input type="radio"/> Yes	<input type="radio"/> No	
<ul style="list-style-type: none"> <li>Please provide the following further information (if applicable):</li> </ul>			
Solicitor's Name	Click here to enter text.		
Solicitor's Address	Click here to enter text.	Telephone	Click here to enter text.
		Fax	Click here to enter text.
		Email	Click here to enter text.
		Reference No. (if applicable)	Click here to enter text.
Counsel/Advocate's name (if known and if different from the above)	Click here to enter text.		
Counsel/ Advocate's Address	Click here to enter text.	Telephone	Click here to enter text.
		Fax	Click here to enter text.
		Email	Click here to enter text.
		Reference No. (if applicable)	Click here to enter text.
SECTION 4 – GROUNDS FOR SEEKING PERMISSION TO APPEAL/GROUNDS OF APPEAL			
<p>Please state below, in numbered paragraphs, why you are saying that there are substantial grounds for considering that a Judgment or decision of the Court or Regulatory Tribunal is erroneous and that there is a significant risk that it will result in serious injustice. If you are arguing that the Regulatory Tribunal has made a determination in relation to its jurisdiction and that there is a dispute in relation to that determination, please explain why you say that is so. You may, if you wish, provide your reasons on a separate piece of paper. If you do so, please ensure that your document is entitled 'Notice of Appeal' and that your paragraphs are numbered. Please also ensure that any separate documents also include your full name and case number.</p>			
Click here to enter text.			
SECTION 5 – OTHER APPLICATIONS			
<p>Applications seeking permission to appeal will generally be dealt with on the papers unless the Court directs otherwise. If you are applying for permission to appeal and believe that your application requires an oral hearing, please explain why you believe this to be the case.</p>			
Click here to enter text.			
<p>If you are granted permission to appeal, or if you have already been granted permission to appeal, are you content for the appeal to be considered on paper?</p>			
<input type="radio"/> Yes			
<input type="radio"/> No;			
<p>Please be advised that an appeal shall be by way of review of the Court of First Instance/Regulatory Tribunal's decision and shall not be by way of re-hearing. As such, and as a general rule, no new evidence will be considered at the appeal and thus should not be submitted. Further evidence will only be considered in exceptional circumstances and only with the permission of the Court. If you do wish to rely upon further evidence, please indicate the nature of that evidence below and explain why it was not made available before the Court of First Instance or Regulatory Tribunal.</p>			
Click here to enter text.			

## SECTION 6 - ACKNOWLEDGEMENTS AND STATEMENT OF TRUTH

I acknowledge that:

1. Any decision to refuse permission to appeal is final;
2. If I have submitted any additional sheets of paper along with this Notice, such paper must include my full name and case number;
3. An appeal, whether from a judgment of the Court of First Instance or from a decision or determination of the Regulatory Tribunal, shall be by way of review and shall not be a rehearing;
4. The Appellate Division of the Court shall be able to make any decision or order that could have been made by the Court of First Instance or Regulatory Tribunal;
5. The Court has the power to make such order as it thinks fit in relation to the issue of costs but that the general rule shall be that the unsuccessful party pays the costs of the successful party; and
6. That the decisions of the Appellate Division of the Court are final and may not in any way be appealed further.
7. I have read and understood the corresponding Notes for Guidance prior to completing this form.

### STATEMENT OF TRUTH

<input type="checkbox"/>	I believe that the facts stated in this Permission to Appeal / Appeal Notice are true and I acknowledge and understand the points listed above.
<input type="checkbox"/>	The Applicant believes that the facts stated in this Permission to Appeal/ Appeal Notice are true and the Applicant acknowledges and understands the points listed above. I am duly authorised on behalf of the Applicant to sign this form.
<b>Full Name</b>	Click here to enter text.
<b>Name Of Applicant's Solicitor's Firm (If Applicable)</b>	Click here to enter text.
<b>Signed</b>	<b>Position or Office Held</b>
	Click here to enter text.
*(Applicant/Applicant's Solicitor)	*(if signing on behalf of a firm or company)
<b>Date:</b> Click here to enter a date.	



# Appendix 1(v)

## Application Notice Form

APPLICATION NOTICE			
<b>FOR COURT USE ONLY</b>			
Case No.	Click here to enter text.		
Date Filed	Click here to enter text.		
*Notes for guidance are available which will help you complete this form. Please read them carefully before you complete each section.			
SECTION 1 - DETAILS OF THE PARTIES			
<ul style="list-style-type: none"> <li>Details of the party making the application ('The Applicant')</li> </ul>			
Full Name	Click here to enter text.	Case No. (if known)	Click here to enter text.
		Nationality	Click here to enter text.
Address	Click here to enter text.	ID No.	Click here to enter text.
		ID Type	Click here to enter text.
		Telephone	Click here to enter text.
		Fax	Click here to enter text.
		Email	Click here to enter text.
<ul style="list-style-type: none"> <li>Details of any other party to whom the application relates ('The Respondent')</li> </ul>			
Full Name	Click here to enter text.	Nationality	Click here to enter text.
		ID No.	Click here to enter text.
Address	Click here to enter text.	ID Type	Click here to enter text.
		Telephone	Click here to enter text.
		Fax	Click here to enter text.
		Email	Click here to enter text.
SECTION 2 - BRIEF DETAILS OF THE APPLICATION			
Please identify below the nature of the application you are making, setting out, as briefly as possible, any facts relied upon and attach to this Application Notice any documents that are of particular importance. Please also identify the legal basis for your application identifying, in particular, any provision of the QFC Law or QFC Regulations upon which you rely.			
SECTION 3 - STAGE OF PROCEEDINGS			
At what stage have the proceedings in the case reached?			
<input type="radio"/>	Proceedings have not yet commenced		
<input type="radio"/>	A Claim Form has been issued but not served		
<input type="radio"/>	A Claim Form has been issued and served		
<input type="radio"/>	A Defence and/or Counterclaim has been served		
<input type="radio"/>	A hearing date has been fixed		
<input checked="" type="radio"/>	Others (please specify)      Click here to enter text.		
If proceedings have not yet commenced, please explain why you are making an application to the Court. If proceedings have commenced and a hearing date has been fixed, please provide the date and nature of the hearing.			
Click here to enter text.			
SECTION 4 - SUPPORTING DOCUMENTATION			
Are you submitting any additional documentation along with this Application Notice? If so, please list the documents below and, if you have not already done so in Section 2, briefly explain why you are relying upon them.			
Click here to enter text.			

SECTION 5 - LEGAL REPRESENTATION			
Are you legally represented?	<input type="radio"/> Yes	<input type="radio"/> No	
<ul style="list-style-type: none"> <li>Please provide the following further information (if applicable):</li> </ul>			
Solicitor's Name	Click here to enter text.		
Solicitor's Address	Click here to enter text.	Telephone	Click here to enter text.
		Fax	Click here to enter text.
		Email	Click here to enter text.
		Reference No. (if applicable)	Click here to enter text.
Counsel/Advocate's name (if known and if different from the above)	Click here to enter text.		
Counsel/ Advocate's Address	Click here to enter text.	Telephone	Click here to enter text.
		Fax	Click here to enter text.
		Email	Click here to enter text.
		Reference No. (if applicable)	Click here to enter text.
SECTION 6 - LANGUAGE			
<p>Proceedings before the Court will usually be conducted in English; however parties before the Court shall be entitled to conduct proceedings in Arabic if they wish to do so. Please state below whether you wish to have your case conducted in English or in Arabic (tick appropriate box).</p>			
<input type="radio"/> English	<input type="radio"/> Arabic		
SECTION 7 - SERVICE OF APPLICATION NOTICE			
Have you served a copy of this application notice on the other party? (tick appropriate box)			
<input type="radio"/> Yes	<input type="radio"/> No		
If <b>Yes</b> ; please provide details of who you served it on, when you served it and by what method.			
If <b>No</b> ; please explain why you have not served this application on the other party and state when you plan to do so.			
Click here to enter text.			

## SECTION 8 - ACKNOWLEDGEMENTS AND STATEMENT OF TRUTH

I acknowledge that:

1. It is not the responsibility of the Court to serve an Application Notice on any other party. That responsibility lies with the Applicant;
2. To constitute valid service, an Application Notice (and any documents relied upon as part of the application), must be served in accordance with Article 18.3 of the Court's Regulations and Procedural Rules; and
3. Upon the determination of any application and/or claim, the Court has the power to make such orders as it thinks fit in relation to the issue of costs but that the general rule shall be that the unsuccessful party pays the costs of the successful party.
4. I have read and understood the corresponding Notes for Guidance prior to completing this form.

### STATEMENT OF TRUTH

	<input type="checkbox"/>	I believe that the facts stated in this Application Notice are true and I acknowledge and understand the points listed above.
	<input type="checkbox"/>	The Applicant believes that the facts stated in this Application Notice are true and the Applicant acknowledges and understands the points listed above. I am duly authorised on behalf of the Applicant to sign this form.
<b>Full Name</b>	Click here to enter text.	
<b>Name Of Applicant's Solicitor's Firm (If Applicable)</b>	Click here to enter text.	
<b>Signed</b>	<b>Position or Office Held</b>	
	Click here to enter text.	
*(Applicant/Applicant's Solicitor)		*(if signing on behalf of a firm or company)
<b>Date:</b>	Click here to enter a date.	

# Appendix 1(vi)

## Respondent's Notice Form

RESPONDENT'S NOTICE			
<b>FOR COURT USE ONLY</b>			
Case No.	Click here to enter text.		
Date Filed	Click here to enter text.		
*Notes for guidance are available which will help you complete this form. Please read them carefully before you complete each section.			
SECTION 1 - DETAILS OF THE PARTIES			
<ul style="list-style-type: none"> <li>Please provide details below.</li> </ul>			
Full Name	Click here to enter text.		
Address	Click here to enter text.	Nationality	Click here to enter text.
		ID No.	Click here to enter text.
		ID Type	Click here to enter text.
		Telephone	Click here to enter text.
		Fax	Click here to enter text.
		Email	Click here to enter text.
<ul style="list-style-type: none"> <li>Details of the party who is making the application ('The Applicant')</li> </ul>			
Full Name	Click here to enter text.	Nationality	Click here to enter text.
Address	Click here to enter text.	ID No.	Click here to enter text.
		ID Type	Click here to enter text.
		Telephone	Click here to enter text.
		Fax	Click here to enter text.
		Email	Click here to enter text.
		<b>SECTION 2 – CONTESTING THE JURISDICTION OF THE COURT</b>	
Are you contesting the jurisdiction of the court? (tick appropriate box)			
<input type="checkbox"/> No (continue to section 3)			
<input type="checkbox"/> Yes (provide details below and then move on to section 4)			
If you are contesting the jurisdiction of the Court, please provide details below as to why you say the Court does not have jurisdiction to hear the case against you. You do not need to complete sections 3-6 but do need to ensure that you include any supporting evidence when filing this response with the Registry and serving it on the Claimant.			
Click here to enter text.			

### SECTION 3 – RESPONDING TO THE APPLICATION

Are you content for the Court to grant the Applicant’s application in the manner sought? (tick appropriate box)

- Yes  
 No

If you have indicated ‘no’, please explain below why you do not wish the Court to grant the application. Please set out briefly any facts relied upon and attach to this Respondent’s Notice any documents that are of particular importance. Please also identify any law (such as QFC Law or Regulations) which you consider relevant to your case.

[Click here to enter text.](#)

### SECTION 4 – SUPPORTING DOCUMENTATION

If you are submitting any additional documentation along with this Respondent’s Notice, please list the documents below and, if you have not already done so in Section 3, briefly explain why you are relying upon them.

[Click here to enter text.](#)

### SECTION 5 – EXTENSIONS OF TIME

If you wish to contest the jurisdiction of the Court, you must notify the Registry and the Applicant (using this form) within 14 days of service on you of the Application Notice. Otherwise, you must file and serve a copy of this Notice on the Registry and the Claimant within 28 days of service (or deemed service) of the Application Notice. If you are responding out of time, you must explain why your response is late and why it would be in the interests of justice for the Court to consider it.

[Click here to enter text.](#)

### SECTION 6 - LEGAL REPRESENTATION

Are you legally represented?  Yes  No

- Please provide the following further information (if applicable):

<b>Solicitor’s Name</b>	<a href="#">Click here to enter text.</a>		
<b>Solicitor’s Address</b>	<b>Telephone</b>	<a href="#">Click here to enter text.</a>	
	<b>Fax</b>	<a href="#">Click here to enter text.</a>	
	<b>Email</b>	<a href="#">Click here to enter text.</a>	
	<b>Reference No. (if applicable)</b>	<a href="#">Click here to enter text.</a>	
<b>Counsel/Advocate’s name (if known and if different from the above)</b>	<a href="#">Click here to enter text.</a>		
<b>Counsel/ Advocate’s Address</b>	<b>Telephone</b>	<a href="#">Click here to enter text.</a>	
	<b>Fax</b>	<a href="#">Click here to enter text.</a>	
	<b>Email</b>	<a href="#">Click here to enter text.</a>	
	<b>Reference No. (if applicable)</b>	<a href="#">Click here to enter text.</a>	

### SECTION 7 - LANGUAGE

Proceedings before the Court will usually be conducted in English; however parties before the Court shall be entitled to conduct proceedings in Arabic if they wish to do so. Please state below whether you wish to have your case conducted in English or in Arabic (tick appropriate box).

- English  Arabic

### SECTION 8 – SERVICE OF RESPONDENT’S NOTICE

Have you served a copy of this application notice on the other party? (tick appropriate box)

- Yes - If **Yes**; please provide details of who you served it on, when you served it and by what method.  
 No - If **No**; please explain why you have not served this application on the other party and state when you plan to do so.

## SECTION 9 - ACKNOWLEDGEMENTS AND STATEMENT OF TRUTH

I acknowledge that:

1. It is not the responsibility of the Court to serve a Respondent's Notice on any other party. That responsibility lies with the Respondent;
2. To constitute valid service, a Respondent's Notice (and any documents relied upon as part of the response), must be served in accordance with Article 18.3 of the Court's Regulations and Procedural Rules;
3. Any person who is served with an Application Notice should respond to that application (using this form) within 28 days (unless the jurisdiction of the Court is being challenged in which case the period for responding will be 14 days) of its service or within such other period as the Registrar or Judge directs; and
4. Upon the determination of any application and/or claim, the Court has the power to make such orders as it thinks fit in relation to the issue of costs but that the general rule shall be that the unsuccessful party pays the costs of the successful party.
5. I have read and understood the corresponding Notes for Guidance prior to completing this form.

### STATEMENT OF TRUTH

<input type="checkbox"/>	I believe that the facts stated in this Respondent's Notice are true and I acknowledge and understand the points listed above.
<input type="checkbox"/>	The Respondent believes that the facts stated in this Respondent's Notice are true and the Respondent acknowledges and understands the points listed above. I am duly authorised on behalf of the Respondent to sign this form.
<b>Full Name</b>	Click here to enter text.
<b>Name Of Respondent's Solicitor's Firm (If Applicable)</b>	Click here to enter text.
<b>Signed</b>	<b>Position or Office Held</b>
	Click here to enter text.
*(Respondent/Respondent's Solicitor)	*(if signing on behalf of a firm or company)
<b>Date:</b> Click here to enter a date.	

# Appendix 2

## Standard Directions

In every case, usually after pleadings have been exchanged, the Court will issue directions for the future procedure and progress of a case. In cases other than those on the Small Claims track, those directions will address a number of issues, including trial dates and time estimates, logistical arrangements for the hearing, E-Bundles, disclosure, witness statements, and skeleton arguments. These directions may be given following a directions hearing/case management conference, although these hearings will not be held in every case. The Court endeavours to ensure that its procedures are as consistent as possible so as to provide predictability for parties. In light of the above, therefore, the Court will generally issue standard directions in every case – unless the Court is of the view that the circumstances require it not to do so – and those directions will likely take the form of the directions noted below.

---

IT IS ORDERED THAT:

### 1. Fixing the date for the hearing

By no later than **[\*\*\*]**, each party is to provide the Court with its proposed timetable/schedule for the conduct of the hearing (e.g. opening submissions, closing submissions, order of witnesses etc.). The parties should endeavour to agree the timetable for approval by the Court and to enable the court to fix the date for the hearing.

### 2. Disclosure

- a. If either party wishes to make disclosure requests pursuant to article 26.2.2 of the Regulations and Procedural Rules of the Court (the “**Rules**”), these must be done no later than **[\*\*\*]**.
- b. If either party wishes to object to a request made pursuant to article 26.2.2 of the Rules, such objection must be communicated to the other party no later than **[\*\*\*]**.
- c. To the extent to which the parties cannot agree on disclosure under article 26.2.2 of the Rules in light of such objections, the Court must be provided with a list of outstanding objections no later than **[\*\*\*]**. The Court will rule on the objections as soon as possible.

### 3. Witness statements

Witness statements must be filed and served no later than **[\*\*\*]**. Unless ordered otherwise, witness statements shall stand as the evidence-in-chief of the witness at trial. Each witness statement must:

- a. Give the full name and address of the witness.
- b. Be in the witness's own words, if practicable, and drafted in the witness's own language and in the first person (an English translation must be provided if this language is not English).
- c. Explain the relationship – if any – of the witness to the Claimant or Defendant.
- d. Set out the witness's direct knowledge of matters relevant to the issues in the case.
- e. Refer to all relevant documents, although the text of the relevant document should not be included unless this is appropriate.
- f. Include the following statement of truth: *“I confirm that the contents of this statement are true.”*
- g. Be dated with the date upon which the witness signed the statement.

### 4. Arrangements for the hearing

- a. Each party, no later than **[\*\*\*]**, must inform the Court whether any witness (i) wishes to attend remotely and, if so, why, (ii) requires the assistance of an interpreter, and (iii) whether there is any local law impediment to that witness giving evidence remotely from the jurisdiction in which the witness is located (by providing satisfactory evidence).
- b. By no later than **[\*\*\*]**, the parties are to provide the Court with an agreed chronology and dramatis personae.
- c. Both parties are to liaise with one another – with the assistance of the Registrar – to produce finalised E-Bundles, no later than **[\*\*\*]**.



## 5. Written submissions

The parties are to file and serve skeleton arguments – limited to 30 pages (A4, Times New Roman, font size 12, with 1.5 sized-spaces between each line) – no later than **[\*\*\*]**. The skeleton arguments must:

- a. Make it clear what is sought.
- b. Identify concisely:
  - i. The nature of the case generally and the background facts only insofar as they are relevant to the particular matter before the Court.
  - ii. The propositions of law relied upon with references only to the necessary and relevant authorities.
  - iii. The submissions of fact to be made with references to the evidence.

## 6. Further directions

Either party may apply to the Court at any time for an order which it considers necessary for the fair determination of the issues. The Court will normally deal with such applications by reference to the documents provided and without a hearing.

---

Parties must be aware that any directions issued by the Court and/or the Registrar, including the standard directions noted above, are mandatory. In other words, compliance with these directions is compulsory, not optional. Should parties find themselves in circumstances in which they are unable to comply with any directions of the Court and/or the Registrar, they must make an application for an extension of time or for a variation of the directions that have already been issued.

The Court takes a dim view of non-compliance with its directions. Parties are reminded of the Court's powers within article 10 of its Regulations and Procedural Rules which gives the Court the power to make any order that may be appropriate and just, in accordance with the overriding objective which includes costs orders against Parties ([Regulations of the Court | QICDRC](#)).

**Qatar International Court**

**April 2023**

# Appendix 3

## Remote Witness Protocol

1. Where a witness has been given leave to appear at a hearing remotely, in addition to being sworn by oath or affirmation, the witness will also be required to make a number of declarations by confirmation to the Registrar.
2. These declarations are important so that the Court can be satisfied that the witness is giving evidence in accordance with best practice, even though they are not physically present in the Court room.
3. The declarations are as follows:
  - i. *I am the only person in the room.*
  - ii. *I shall not confer with anyone during my evidence or any breaks.*
  - iii. *The only documents to which I have access are the following, and they are unmarked:*
    - a. *My witness statement.*
    - b. *The hearing bundle.*
  - iv. *I have no access to any other documents.*
  - v. *I shall immediately inform the Court if anyone enters the room while I am giving my evidence or if anyone attempts to speak to me about the case or show me any documents.*
4. The witness will then be asked to confirm their witness statements(s).

# Appendix 4

## PRACTICE DIRECTION 1/2019- ATTENDANCE BY WITNESSES

### Power to Issue Practice Directions

1. This Practice Direction is issued pursuant to Article 37.2 of the Regulations and Procedural Rules of the Court ('the Rules').

### Witness Evidence

2. Matters relating to the filing of witness statements and the attendance of witnesses before the Court are governed by Article 27 of the Rules.
3. Witness statements (excluding those relating to experts which have different requirements) must contain a statement of truth in the following terms: "I believe that the facts stated in this witness statement are true". The witness statement must then be signed and dated by the maker.
4. Where a party has filed a witness statement which complies with the Rules, the other party (or parties) must indicate whether it challenges the factual content of that witness statement.
5. If a party fails to indicate that it challenges the factual content of any witness statement (including that of an expert) that has been filed in accordance with the Rules, the Court will usually direct that the maker of the witness statement is not required to attend Court to verify the witness statement and will usually accept the factual evidence contained in the witness statement as true.
6. Paragraphs 4 and 5 do not apply to hearings at which it is not anticipated that evidence will be by way of oral evidence

**Lord Thomas of Cwmgiedd**

**4 July 2019**

# Appendix 5

## PRACTICE DIRECTION 2 /2019- SUMMARY JUDGMENT

### Power to Issue Practice Directions

1. This Practice Direction is issued pursuant to Article 37.2 of the Regulations and Procedural Rules of the Court ('the Rules').

### Summary Judgment

2. In accordance with Article 22.6 of the Rules, the Court may, if it considers that justice so requires, give summary judgment on a claim or defence or on any issue.
3. The Court may give summary judgment against a defendant or a claimant on the whole or part of a claim or counterclaim or a particular issue if –
  - (a) it considers that –
    - (i) the defendant to the claim or counterclaim has no prospect of successfully defending the claim or issue; or
    - (ii) the claimant to the claim or counterclaim has no prospect of succeeding on the claim or issue; or
  - (b) there is no other compelling reason why the case or issue should be disposed of at a trial.
4. A claimant to the claim or counterclaim may file an application for summary judgment (whether on the whole claim or counterclaim or part of it) on the ground(s) set out in paragraph 3 above. Such an application must be accompanied by a witness statement which (1) shows that the claim or counterclaim and the application have been served and (2) sets out the grounds for the application and is verified by a statement of truth in accordance with Article 27 of the Rules.

5. A defendant to the claim or counterclaim may file an application for summary judgment (whether on the whole claim or counterclaim or part of it) on the ground(s) set out in paragraph 3 above. Such an application must be accompanied by a witness statement which (1) shows that the application has been served and (2) sets out the grounds for the application and is verified by a statement of truth in accordance with Article 27 of the Rules.
6. Once an application for summary judgment has been filed, the Court will either of its own motion or on the application of the parties give directions as to how the application is to be determined.

**Lord Thomas of Cwmgiedd**

**4 July 2019**

# Appendix 6

## **QICDRC PRACTICE DIRECTION No. 1/2021:**

### **PERMISSION TO APPEAL APPLICATIONS (REFERENCES TO BUNDLES)**

#### Introduction

1. This Practice Direction is issued pursuant to Article 37.2 of the Regulations and Procedural Rules of the Court ('the Rules').
2. The purpose of this Practice Direction is to help ensure that parties make appropriate references to Bundles / eBundles within their notices of appeal.

#### Permission to Appeal Applications

3. In accordance with Article 35.3 of the Rules, in cases where a party is seeking permission to appeal a decision of the First Instance Circuit of the Court or Regulatory Tribunal, an application for permission to appeal, together with a notice of appeal, must be filed with the Registry of the Court within 60 days of the date of the decision sought to be appealed.

#### References within Notices of Appeal to Bundles

4. It is expected that an agreed Bundle will have been provided to the First Instance Circuit of the Court or Regulatory Tribunal which made the decision sought to be appealed. This will, in most cases, have been an eBundle, filed with the First Instance Circuit of the Court or Regulatory Tribunal in accordance with their standard case management directions.

5. Where such a Bundle, or eBundle, was filed, it is important that references within the notice of appeal to pleadings, witness statements, and/or other documents, are appropriately cross-referenced with the paginated Bundle, or eBundle, that was before the First Instance Circuit of the Court or Regulatory Tribunal. This is to ensure that the Appellate Division of the Court can easily locate documentary material that is being referred to within the notice of appeal.
  
6. In circumstances, which will be unusual, where no Bundle or eBundle was provided to the First Instance Circuit of the Court or Regulatory Tribunal, a party filing a notice of appeal must ensure that any relevant documents that were before the First Instance Circuit of the Court or Regulatory Tribunal, and which are relied upon as part of the application seeking permission to appeal, are filed alongside the notice of appeal.

#### Failure to Comply

7. The Registry of the Court may refuse to accept a notice of appeal if it does not comply with the above.

**Lord Thomas of Cwmgiedd**  
**6 January 2021**

# Appendix 7

## **QICDRC PRACTICE DIRECTION No. 2/2021: MATTERS RELATING TO THE ELECTRONIC FILING AND SERVICE OF DOCUMENTS**

### Introduction

1. This Practice Direction is issued pursuant to Article 37.2 of the Regulations and Procedural Rules of the Court ('the Rules').
2. In accordance with Articles 8.3 and 18.4 of the Rules, the President of the Court may issue Practice Directions to alter the permissible methods for the filing and service of claim forms, notices, and other documents.
3. The purpose of this Practice Direction is to provide directions in relation to the electronic filing and service of documents.

### Electronic Filing of Documents with the Registry

4. Unless the Registrar or a Judge directs otherwise, a party must file any document, as required by the Rules or by an Order of the Court, with the Registry electronically, either by email or through the Court's 'eCourt' system, unless there is a good and proper reason why the document cannot be filed electronically.

### Electronic Issuance of Claim Forms

5. When issuing a Claim Form under Article 17 of the Rules, the Registry will do so electronically, either by email or through the Court's 'eCourt' system, unless there is a good and proper reason why the Claim Form should not be issued electronically.



## Electronic Service of Claim Forms

6. If a party wishes to serve a Claim Form electronically, it may only do so with the permission of the Registrar or a Judge. Permission will likely only be granted where the Registrar or a Judge is satisfied that electronic service of a Claim Form is likely to be received by the other party and is reasonable in all the circumstances.

**Lord Thomas of Cwmgiedd**  
**6 January 2021**

# Appendix 8

## **QICDRC PRACTICE DIRECTION No. 3/2021: AWARD OF POST-JUDGMENT INTEREST BY THE COURT**

### *The Power of the QICDRC to issue Practice Directions*

1. This Practice Direction is issued pursuant to Article 37.2 of the Regulations and Procedural Rules of the Court and takes effect from 16 August 2021.
2. The purpose of this Practice Direction is to provide assistance to the Court in determining matters relating to awards of post-judgment interest. This Practice Direction supplements the judgment of the Appellate Division of the Court in *Qatar Financial Centre Regulatory Authority v Horizon Crescent Wealth LLC* [2021] QIC (A) 5.
3. When the Court is considering its order as to payment of a sum found due to a party on a judgment, including any interest due up to the date of judgment on a compensatory basis, the Court should consider imposing a sanction, in the event of non-compliance with its judgment, by way of an award of interest at an enhanced rate that is more than purely compensatory to encourage compliance with its judgment, as reflecting the public interest. After the judgment has been issued, there can be no dispute, subject to any appeal, that the judgment sum is due, and the Court has ordered payment.
4. When making an order for the payment of a sum found due on a judgment (including interest up to the date of judgment where payable), the Court should therefore specify an appropriate time within which payment should be made of the sum found due. The Court should then consider whether the interests of justice require that, in the event of a failure to comply with its judgment, an order should be made for the payment of an enhanced rate of interest and, if so, whether it should commence from the time at which there has been a failure to comply with the order or at some other time. If the Court exercises its discretion to order an enhanced rate, the Court should then order interest

at the enhanced rate of interest from a specified date, if the judgment sum has not been paid by that date.

5. Relevant considerations when deciding whether to impose an enhanced rate of post-judgment interest include:
  - (a) The characteristics of the parties
  - (b) The nature and circumstances of the case
  - (c) In monetary or property claims, the amount or value involved
  - (d) The contractual terms as to interest if any
  - (e) The conduct of the parties
  - (f) Any failure to comply with other orders of the Court.
6. At present the compensatory rate of interest for judgments denominated in Qatari Riyals is ordinarily about 5%. The enhanced rate of post-judgment interest awarded to encourage compliance with the Order of the Court should, unless there are exceptional circumstances, be set at 2 percentage points above the compensatory rate of interest. If the compensatory rate of interest changes significantly, a further practice direction in respect of the enhanced rate may be issued.
7. If the judgment sum is denominated in a currency other than Qatari Riyals, the compensatory rate of interest should be set by reference to that other currency and any enhanced rate of post-judgment interest should be set by applying the guidance given in paragraph 6.
8. In the event of the Court not making an order in respect of interest, (1) a compensatory rate of interest of 5% will apply to all judgments from the time the Court found the sum due should have been paid and (2) if the judgment sum is not paid within 30 days, an enhanced interest at the rate of 7% to encourage compliance with the Order of the Court will be due on the judgment sum from the date at which the judgment sum should have been paid.

**Lord Thomas of Cwmgiedd**

**16 August 2021**<sup>107</sup>

# Appendix 9

## QICDRC PRACTICE DIRECTION No. 1/2022:

### SMALL CLAIMS

#### *The Power of the QICDRC to issue Practice Directions*

1. This Practice Directions is issued pursuant to Article 37.2 of the Regulations and Procedural Rules of the Court and takes effect from 1 February 2022.
2. The purpose of this Practice Direction is to establish a standard procedure for dealing with small claims. Nothing in this Practice Direction limits the power of the Registrar or the Court to issue case management directions as considered appropriate in individual cases or to try and facilitate resolution of the dispute.
3. This Practice Direction must be considered alongside the Regulations and Procedural Rules of the Court ('the Rules') which continue to apply to small claims save where specific provision is made in this Practice Direction. Where there may be an apparent conflict between the Rules and this Practice Direction, this Practice Direction provides guidance as to the way the Rules are to be interpreted and applied.

#### *Small Claims*

4. The question whether a claim is a small claim will be determined as follows:
  - a. Any case (whether brought by or against an individual or corporation or other entity) with a monetary value of up to and including QAR 100,000.00 will be considered a small claim. For the purposes of determining the monetary value

of a claim, the amount of any counterclaim will also be taken into account by the Registrar.

- b. For cases with no monetary value, the Registrar will consider whether, upon issue of the claim, the claim ought properly to be considered as a small claim.
  - c. In appropriate cases and with the consent of the parties, a case may be allocated by the Registrar to the small claims track even where the monetary value of the claim exceeds QAR 100,000.00.
  - d. If a case has particular features which makes it undesirable to be allocated to the small claims track then, notwithstanding its monetary value, the Registrar may decide not to allocate the case to the small claims track
  - e. The decision of the Registrar is final, subject to any request for reconsideration made to the President or a Judge nominated by him.
5. Where a case is considered to be a small claim, it will be allocated to a specialist small claims track within the First Instance Circuit of the Court.
6. Once a case has been allocated to the small claims track, it may be removed from that track if the Registrar or the Court considers it desirable.

#### *Standard Procedure on the Small Claims Track*

7. Upon the issue of a claim by the Registry of the Court, the Registrar will indicate where a case has been allocated to the small claims track.
8. Once a case has been allocated to the small claims track and issued by the Registry, the following standard directions will apply:

- a. the Claimant will have 7 days in which to serve the Claim Form and any supporting documentation on the Defendant and, within that same period, notify the Registry of the date and manner of service, providing any evidence in support.
- b. The Defendant will have 14 days from the date of deemed service of the Claim Form to file and serve either (a) an admission to the claim, or (b) a Defence (which may include a Counterclaim). Where the Defendant wishes to challenge the jurisdiction of the Court, this should be filed and served along with the Defence.
- c. The Claimant will have 14 days from the date of deemed service of the Defence (and Counterclaim) to file and serve a Reply.
- d. Thereafter, the parties will have a further 7 days to file and serve any other relevant material in support of their respective cases.
- e. Once all the pleadings have been filed, the Registrar will determine whether or not to conduct a directions hearing before the matter progresses.

### *Hearings*

9. Ordinarily, cases allocated to the small claims track will be determined on the written materials filed and served by the parties (i.e., without an oral hearing) unless either (a) one or more parties to the case requests an oral hearing, or (b) the Court considers it desirable to hold an oral hearing.
10. In cases where an oral hearing is to be held, the hearing will take place virtually (on line by video link) unless the Court considers that there are features of the case which make it necessary for an in-person hearing to take place.

### *Representation*

11. Parties may represent themselves in cases allocated to the small claims track or may be legally represented.

### *Costs of Legal Representation*

12. The ordinary rule that the unsuccessful party to litigation will bear the reasonable costs of the successful party continues to apply. Where costs are being assessed, however, the fact that the case was allocated to the small claims track will be a relevant consideration in determining whether the amount of costs incurred was reasonable.
13. Nothing in the above provision restricts the power of the Court to make any order it sees fit in relation to the issue of costs.

### *Permission to Appeal / Appeals*

14. Judgments issued on the small claims track are judgments of the First Instance Circuit of the Court and the provisions relating to appeals in Article 35 of the Rules applies. In determining the procedure to be followed on any application for permission to appeal and any appeal, the Appellate Division of the Court will apply the provisions of paragraphs 9-13 of this Practice Direction.

### *Enforcement*

15. The provisions relating to enforcement of judgments and orders of the Court in Article 34 of the Rules apply in respect of judgments and orders issued on the small claims track.

**Lord Thomas of Cwmgiedd**  
**Effective Date: 1 March 2022**

# Appendix 10

## **PRACTICE DIRECTION ON ACCESS TO DOCUMENTS AND CONFIDENTIALITY**

**(No. 1 of 2023)**

### **Power to Issue Practice Directions**

1. This Practice Direction is issued pursuant to article 37.2 of the Regulations and Procedural Rules of the Court and article 26.2 of the Regulations and Procedural Rules of the Regulatory Tribunal.

### **Access to Documents and Confidentiality**

2. The Registrar may, unless the parties to the case make an application to the Court to the contrary at any time up to 14 days after the expiry of the time for filing a defence, answer any request by a person other than the parties for the provision of the names of the parties to the proceedings.
3. Until the commencement of the trial, the pleadings and other documents filed with the Court or exchanged between the parties remain confidential, subject to exceptional circumstances when an application may be made to the Court. The documents in relation to proceedings in the Tribunal will at all times remain confidential.
4. At the hearing of the trial, the documents before the Court will remain confidential, subject to the power of the Court, of its own motion or at the request of the parties or any other person, to provide to any person other than the parties such documents as it considers may be necessary to understand the proceedings before the Court. The documents before the Tribunal will remain confidential save as to what is said during the hearing or in the published decision.
5. At any time whether prior to the commencement of the hearing of the trial or after the conclusion of the trial, the Court or Tribunal may on the application of a party or of its own



motion seal the relevant court file for such period of time and on such terms as the Court or Tribunal considers appropriate.

6. Within 6 months after the publication of the judgment in any case before the Court or Tribunal, the Court or Tribunal may, on the application of any party or any person, make available such documents as the Court or Tribunal considers, in the interests of justice, it is appropriate to provide.
7. Notwithstanding the provisions of any rule or practice direction, the Qatar Financial Centre Authority ('QFCA') and the Qatar Financial Centre Regulatory Authority ('QFCRA') may apply to the Court or Tribunal for the provision to the QFCA or the QFCRA for the purpose of the discharge of their regulatory duties of:
  - i. further details in respect of the parties to any case;
  - ii. information about the timeline of the proceedings; and
  - iii. the pleadings filed with the Court/Tribunal.

**Lord Thomas of Cwmgiedd**  
**President of the Qatar International Court**

**Sir William Blair**  
**Chairman of the Qatar Financial Centre Regulatory Tribunal**

**1 July 2023**

# Glossary

## A

- Aide-memoire** A note or memorandum summarising particular matters.
- Appellant** A party given permission to appeal.
- Applicant** A party making an application.
- Application Notice** A formal request to the court for an order (see Appendix 1).
- Appellate Division** The division of the Court responsible for hearing appeals.
- Appeal Notice** A formal document announcing the intention to challenge a decision or judgment in the Appellate Division (see Appendix 1).

## B

- Bank account search** A legal process of locating a debtor's bank accounts.

## C

<b>Case Managers</b>	Court officials who liaise between the parties and the Court, ensuring that processes and procedures are followed, and timelines are met.
<b>Chronologies</b>	Sequential records detailing events or facts relevant to a case.
<b>Claimant</b>	The individual or entity (a party) that brings a case to Court.
<b>Claim Form</b>	A formal document through which proceedings are commenced, setting out the Claimant's case and the relief sought (see Appendix 1).
<b>Constitution of the Court</b>	The Judges hearing a case.
<b>Contempt of court</b>	A violation of a particular court order, punishable by a fine, and/or seizure of assets, and/or imprisonment.
<b>Costs order</b>	An order issued by the Court determining which party should bear the legal costs involved in a case, and to what extent.
<b>Costs</b>	The legal expenses incurred during litigation, including lawyers' fees and other associated expenses.
<b>Council of Ministers</b>	The executive authority responsible for approving and implementing laws and regulations in the State of Qatar.

**Counterclaim** A claim presented in opposition by the Defendant against the Claimant (see Appendix 1).

**Cross-examination** The questioning of a witness by the opposing party.

## D

**Deemed service** The presumed delivery of a document on a certain date, even if no evidence of its actual delivery on that day exists.

**Defendant** The party who is the recipient of legal proceedings.

**Defence** The official response by the Defendant to the Claimant's case/Claim Form (see Appendix 2).

**Deputy Registrar** An assistant Registrar responsible for supporting the Registrar in their duties, often through delegated powers.

**Directions hearing** A hearing where the Judges decide how the case will progress.

**Directions** Instructions or mandates issued by the Court that dictate the specific procedures, timelines, or actions that parties must follow during the litigation process.

**Dramatis personae** A descriptive list of all the main characters or participants involved in a particular event or situation.

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**Disclosure** The presentation of evidence relied upon from one party to another.

## **E**

**E-Bundles** Digital packages of documents created for court hearings or trials in PDF form.

**eCourt** An electronic court system enabling the digital submission, tracking, and management of court documents and proceedings.

**Enforcement Judge** An appointed judicial official with the mandate to ensure court orders and judgments are complied with, including seizing assets, levying fines, or ordering specific actions.

**Evidence-in-chief** Evidence led by a party from its own witness.

**Expert report** A formal document created by an expert witness outlining their findings and opinions.

**Expert witnesses** Professionals who give evidence/opinions based on their expertise in a particular field.

## **F**

**First Instance Circuit** The trial division of the Court in which all new cases start.

**Freezing order** A court order that prevents a party from disposing of or dealing with their assets.

## H

**Hybrid hearing** A hearing conducted both in-person and remotely.

## I

**Injunction** A binding order requiring a party to perform or refrain from a specific action.

**Interpreter** A person who translates spoken language orally.

## J

**Jurisdiction** The power of a court to hear and decide a case.

## L

**Ledger/Narrative** An itemised breakdown of the work done by a legal representative, outlining the time spent and associated costs.

**Legal professional privilege** A legal rule that protects certain communications between a lawyer and their client from being disclosed.

**Letter of Issue** A formal letter from the Court indicating that proceedings have been commenced.

## M

**Money Claims** Legal claims that demand a specific sum of money.

## O

**OCR (Optical Character Recognition)** Technology that converts different types of documents, such as scanned paper documents, PDFs, or images taken by a digital camera, into editable and searchable data.

**Oath or affirmation** A formal promise made by a witness to tell the truth when giving evidence in court.

**Overriding Objective** To deal with all cases justly.

## P

**Pleadings** Formal written statements filed with the Court by each party, including Claim Forms, Defences, Counterclaims, and Replies.

**Personal service** Delivering legal documents directly to the person to whom they are addressed.

**Post-judgment interest** Interest that accrues on a judgment amount after it has been awarded by the Court.

**Practice Directions** Documents are issued by the President of the Court to provide guidance on how the Rules must be applied.

**President** The President of the Court who holds a leadership role in the judicial system, presently Lord Thomas of Cwmgiedd, former Lord Chief Justice of England and Wales.

**Proceedings** The process of appearing before a court to get a legal remedy.

**Property search** A legal process to locate real property owned by the debtor.

**Proportionality** A principle referring to the reasonableness of the relationship between the amount of money involved in a claim and the costs incurred.

## Q

**Qatar Free Zones** Designated economic areas in Qatar having distinct laws and regulations.

**QFC Law (Law No. 7 of 2005)** The legal framework that governs the operations, powers, and limitations of the Qatar Financial Centre. It defines the Court's authority, including its jurisdiction, procedures, and interplay with other legal entities.

## R

**Re-examination** Questioning of a witness by the party that initially presented the witness, following cross-examination, limited to matters arising out of cross-examination.  
Regulations and Procedural

**Regulations and Procedural Rules (the 'Rules')** The procedural rules governing litigation in the QFC Civil and Commercial Court.



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<b>Regulatory Tribunal</b>	The judicial body that hears challenges to decisions of QFC or QFZ bodies.
<b>Registrar</b>	The chief official responsible for managing the Registry, presently Umar Azmeh.
<b>Relief</b>	A broad term for the remedies sought by a party or granted by the Court. This can range from monetary compensation to specific actions such as an injunction.
<b>Remedy</b>	The solution sought by the Claimant, such as damages.
<b>Remote hearing</b>	A court hearing that takes place online or through video conferencing rather than in a physical courtroom.
<b>Reply</b>	The Claimant's response to a Defence or Counterclaim (see Appendix 1)
<b>Respondent's Notice</b>	A formal response to an application (see Appendix 1).
<b>Respondent</b>	The party against whom an application is filed.
<b>S</b>	
<b>Sanctions</b>	Penalties imposed by the Court for non-compliance with its orders.
<b>Service</b>	The official delivery of documents to the other party.

**Summary Judgment**

A decision made by the Court without a full trial based on the available evidence.

**Small Claims**

Legal disputes whose value is up to QAR 100,000 that are heard in a simplified and expedited manner.

**Skeleton arguments**

Concise written submissions that highlight the main arguments and points of law to be raised during a hearing.

**Statement of truth**

A formal declaration that verifies the accuracy of the information provided in a document.

**T**

**Travel ban**

A legal restriction preventing an individual from travelling into and out of the State of Qatar.

**V**

**Vehicle search**

A legal process to find vehicles owned by the debtor.

## W

<b>Witness</b>	A person who provides evidence in legal proceedings.
<b>Witness statements</b>	Written accounts from witnesses detailing their knowledge related to the case.
<b>Witnesses of fact</b>	Individuals who provide evidence based on their first-hand knowledge or observations.
<b>Witness summons</b>	A legal document requiring a person to attend court as a witness to give evidence.

# LIST OF Judges/ OFFICIALS

Lord Thomas of Cwmgiedd, President	England and Wales
George Arestis	Cyprus
Professor Georges Affaki	France
Professor Rashid Al-Anezi	Kuwait
Dr Muna Al-Marqouzi	Qatar
Professor Hassan Al-Sayed	Qatar
Sir William Blair	England and Wales
Fritz Brand	South Africa
Lord Arthur Hamilton	Scotland
Her Honour Frances Kirkham CBE	England and Wales
Ali Malek KC	England and Wales
Helen Mountfield KC	England and Wales
Chelva Rajah SC	Singapore
Sir Bruce Robertson	New Zealand
Yongjian Zhang	China
Umar Azmeh, Registrar	England and Wales



