

File the claim on Najiz if the case is in Saudi Arabia. In Saudi Arabia, the e-service “Statement of claim” is used to file in a general, criminal, civil, commercial, personal-status or labour court, on Najiz. The service does not require a visit to the court unless an SMS asks the beneficiary to attend. If an agent files, the power of attorney must be in force and include authority to plead. [1] Draft the claim here, then file it on Najiz. In the UAE, file on the portal of the competent court and check that court’s language requirements. The Abu Dhabi Judicial Department publishes court e-services, including case registration. [4] The Dubai Courts link is kept so you can open it from a network that reaches it. [5]

➤ **Statement of claim:** <https://www.moj.gov.sa/ar/eServices/Pages/928b8f02-19a7-482b-ba0e-29a151d9a900.aspx>

➤ **Najiz:** <https://najiz.sa/applications/landing>

➤ **Abu Dhabi Judicial Department:** <https://www.adjd.gov.ae/>

➤ **Dubai Courts:** <https://www.dc.gov.ae/>

Statement of claim

A draft statement of claim for a civil or commercial case, prepared before it is filed in the competent GCC court. It is not a criminal complaint and not an enforcement request. Replace every [placeholder]. Do not pre-fill article numbers.

1. Court and circuit

To the [name of court] in [city], circuit [●]. Type of claim: [civil / commercial].

2. Claimant and defendant

Claimant: [name, ID, national address, capacity: in person / agent / guardian].

Defendant: [name, ID or commercial register, address]. Defendant’s representative, if any: [●].

3. Subject of the claim

The claimant asks for [the order, the sum or the obligation] arising out of [the contract or the event] dated [●].

4. Facts

(1) [First fact, with the date].

(2) [Second fact].

(3) [What was demanded before the claim, if anything, and the result].

5. Legal grounds

The claimant relies on the provision it identifies: [cite the provision you rely on]. Do not leave this blank when you file.

6. Documents

The claimant attaches what Annex 1 lists. Supporting documents may be required, depending on the classification.

7. Requests

- (1) Order the defendant to [the principal request].
- (2) [An alternative request, if any].
- (3) Costs, if the court finds a basis for them.

8. Signature and the attorney's details

Person filing: name [●] · capacity [in person / agent] · power of attorney no. [●] · signature [●] · date [●]

Address for service: [●]

Saudi Arabia notes

What the “Statement of claim” service card states. [1]

Item	What the card states
Filing	On Najiz: all services, the judiciary package, statement of claim, a new request, the classification and its requirements, the claim and the parties, the documents, then submit. [1]
Courts	General, criminal, civil, commercial, personal status and labour. [1]
Agent	A power of attorney in force that includes authority to plead, if an agent files. [1]
Attendance	The service does not require a court visit unless an SMS asks for one. [1]
Not stated here	This page does not list claims that must go to conciliation first. Check the classification requirements inside the service.

UAE notes

A Dubai Courts filing page was not read on this pass: the site did not open from this network. [5]
[4]

Item	What to do
Language	Check the court's language requirements. This page does not state that filing is in Arabic unless you have read that on the court's own page.
Abu Dhabi	The Judicial Department publishes court e-services. Its home page labels case registration, alongside the notary. [4] The filing steps themselves were not read.
Dubai	The Dubai Courts link is kept. No filing step was read from it on this pass. [5]

Annex 1 – Documents

Describe each document well enough to identify it, and say who holds it.

No.	Description	Type	Held by
1	[describe the document]	[contract / invoice / correspondence]	[with the claimant / the defendant]
2	[●]	[●]	[●]
3	[●]	[●]	[●]

About this template

This is a template, not legal advice. It does not create a lawyer–client relationship. Court rules, regulator guidance and laws change; check the official sources linked and have the contract reviewed by qualified counsel in each relevant jurisdiction. Last reviewed: 17 October 2026. Have it reviewed by a lawyer licensed in your jurisdiction before use. Where an official form or platform is mandatory, it prevails.

How we prepared this template: we drafted it from the official legislation and government platforms listed under Sources, and checked each legal statement against the official text on the review date. Where an official form or platform exists, we link to it and you should use it. Laws change; check the sources before use and have the final text reviewed by a licensed lawyer.

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Source: <https://www.qanu.ai/en/templates/statement-of-claim> · Last reviewed: 17 October 2026
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Sources

- [1] Saudi Ministry of Justice, e-service “Statement of claim” (صحيفة دعوى) on Najiz <https://www.moj.gov.sa/ar/eServices/Pages/928b8f02-19a7-482b-ba0e-29a151d9a900.aspx>
- [2] Najiz, Ministry of Justice electronic-services portal <https://najiz.sa/applications/landing>
- [3] Saudi Ministry of Justice, e-service “Issue a power of attorney” (إصدار وكالة) on Najiz <https://www.moj.gov.sa/ar/eServices/pages/3472d517-7cb4-4cd5-a6bc-2abc9751eea3.aspx>
- [4] Abu Dhabi Judicial Department, courts and e-services <https://www.adjd.gov.ae/>
- [5] Dubai Courts <https://www.dc.gov.ae/>