

ADGM Court of First Instance – Employment Division* Procedural Flow Chart - Claim contested on merits by Defendant**

COMMENCEMENT OF PROCEEDINGS

Claimant must file a claim form in the Employment Division

(CPR 315, PD 4.1-4.4, Form CFI 3)

SERVICE OF CLAIM FORM

The Registry will serve the claim form on all other parties to the case

(CPR 316 and PD 4.5)

DEFENCE AND ANY COUNTERCLAIM

Defendant must file a defence, together with any counterclaim, within **14 days** after being served with the claim.

The parties may extend that time limit by up to 14 days.

(CPR 317, PD 4.14-4.18, Form CFI 8 and 9)

REPLY TO A DEFENCE, DEFENCE TO ANY COUNTERCLAIM, AND SUBSEQUENT REPLY

- If invited by the Court to do so, the claimant may file a reply to a defence (CPR 45, PD 4.19-4.21, Form CFI 10)
- A party who wishes to defend all or part of any counterclaim must file a defence within 14 days after service of the counterclaim (CPR 317, PD 4.22-4.24, Form CFI 8)
- If invited by the Court to do so, a party may file a reply to a defence to a counterclaim (CPR 45, PD 4.25, Form CFI 10)

COURT-ORDERED MEDIATION

The Court may refer the dispute or any part of the dispute to court-annexed mediation

(CPR 306, PD 4.41 and PD 13)

CASE MANAGEMENT CONFERENCE (CMC)

The Court will convene an initial CMC within 14 days of the close of pleadings (normally after the filing of a defence)

(CPR 8 and 79(1), PD 4.37-4.40)

TIMETABLE FOR THE PROCEEDINGS

The parties must comply with any timetable set by the Court for the taking of any procedural steps in a case.

Any adjustment to the timetable needs to be in accordance with the procedure set out in PD 4.

(PD 4.30-4.33, Forms CFI 12C, 22 and 36)

NO HEARING

The Court may deal with the claim without a hearing

(PD 4.44)

HEARING

(CPR 8, 173-175, PD 4.43-4.49)

JUDGMENT

(CPR 176-185)