



ADGM Court of First Instance – Employment Division* Procedural Flow Chart – Default Judgment**

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)



RESPONDING TO AN EMPLOYMENT CLAIM

Within **14 days** after a defendant is served with the claim, a defendant must file:

an admission/
request for
time to pay

OR

admission/ request to
pay and a defence,
together with any
counterclaim, if the
defendant admits only
part of the claim

OR

a defence, with any
counterclaim, if the
defendant disputes
the whole of the
claim

OR

an application
disputing the
Court's
jurisdiction

(CPR 317 and PD 4.7)



DEFAULT JUDGMENT

Claimant may apply for default judgment where a defendant has failed to file a defence, an admission and request for time to pay or an application disputing the Court's jurisdiction within 14 days after service of the claim

(CPR 40, 40A, 41 and 318, PD 4.26-4.29, Form CFI 12B)