



## ADGM COURT OF FIRST INSTANCE – SMALL CLAIMS DIVISION\* PROCEDURAL FLOW CHART – DEFAULT JUDGMENT\*\*

### COMMENCEMENT OF PROCEEDINGS

Claimant must file a claim form in the Small Claims Division

**(CPR 309, PD 3.1-3.5, Form CFI 2)**



### SERVICE OF CLAIM FORM

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

**(CPR 310, PD 3.6)**



### RESPONDING TO A SMALL CLAIM

Within **7 days** after a defendant is served with the claim, a defendant must file:

an admission/  
request for  
time to pay

**OR**

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

**OR**

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

**OR**

an application  
disputing the  
Court's  
jurisdiction

**(CPR 311, PD 3.8)**



### 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 jurisdiction within 7 days after service of the claim

**(CPR 40, 40A, 41 and 312, PD 3.28-3.31, Form CFI 12B)**

\*A "small claim" is a claim or dispute for US\$100,000 or less except for employment claims, all of which must be commenced in the Employment Division.

\*\*The content of this Guide is for informational purposes only. ADGM Courts are not providing legal advice by this information. Parties must always refer to the relevant Rule or Practice Direction.