

Courts Directorate

• How can I file a Sharia lawsuit?

Judicial claims are filed through the Judicial Claims Services available on the National Portal of the Kingdom of Bahrain at www.bahrain.bh. You may refer to the Guidance Manual for Filing Sharia Lawsuits via the following link:

https://www.moj.gov.bh/images/E-services/upload_dawah_version_one_compressed.pdf

• How can I file a civil lawsuit?

Lawsuits are filed through the “File a Judicial Claim” service available on the National Portal for eGovernment of the Kingdom of Bahrain at www.bahrain.bh. You may refer to the Guidance Manual for the Civil Lawsuit Filing Service via the following link: https://www.moj.gov.bh/images/E-services/upload_dawah_version_two_compressed_1.pdf

You may also refer to the explanatory video on the Judicial Lawsuit Filing Service:

https://www.instagram.com/tv/CDs6qamgFGf/?utm_medium=copy_link

• How can I file an appeal against a judgment?

You may file an appeal against a judgment through the National Portal of the Kingdom of Bahrain at www.bahrain.bh. Through the official website of the Ministry of Justice, Islamic Affairs and Waqf, under the “Guidance Manuals” section, you may refer to the Guide to Filing Sharia Lawsuits, which includes instructions on how to file an appeal.

• What are the procedures for obtaining financial compensation?

As this matter falls within the jurisdiction of the courts, you may file a civil lawsuit seeking compensation through the National Portal for eGovernment of the Kingdom of Bahrain at www.bahrain.bh. You may also refer to the Guidance Manual for the Civil Lawsuit Filing Service via the following link: https://www.moj.gov.bh/images/E-services/upload_dawah_version_two_compressed_1.pdf

• How can I obtain a list of my cases?

You may submit a request to obtain a list of your cases by sending an email to the following address: case-list@moj.gov.bh. The request must include a copy of the applicant’s Smart Card, together with a contact telephone number.

If you wish to obtain a list of cases that have been closed by the Public Prosecution or cases that are still under investigation, you may contact the Public Prosecution at the following email address: High-pros@ppb.gov.bh.

• What are the procedures for amending or adding information to a passport, birth certificate, Smart Card, or title deed?

Judicial claims are filed through the Judicial Claims Services available via the National Portal of the Kingdom of Bahrain at www.bahrain.bh. You may refer to the Guidance Manual for the Civil Lawsuit Filing Service –

“Amendment/Change/Addition of Information in a Passport, Birth Certificate, Smart Card, or Title Deed” via the following link: https://www.moj.gov.bh/images/pdf/guide/passport_smart_card_real_estate.pdf

• What are the procedures for obtaining a refund of enforcement formula fees?

You may submit a request for a refund of the amount paid, addressed to the Director of the Courts Administration, accompanied by the relevant supporting documents evidencing the payment, your bank account details (IBAN), and a copy of your Smart Card, via the following email address: court.director@moj.gov.bh.



• What are the steps for submitting a request to obtain the Enforcement Formula through the eGovernment Portal?

After the judgment has been issued and the statutory period for filing an appeal has expired, the request to obtain the Enforcement Formula shall be submitted as follows:

- Access the website of the Ministry of Justice, Islamic Affairs and Waqf at www.moj.gov.bh.
- Access the “Court and Case Services” section.
- Select “Judicial Claims Services.”
- Select “Submit Judicial Requests.”
- Select the “Request to Obtain the Enforcement Formula.”
- Pay the applicable fee for this service in the amount of BHD 10.
- Once the request is approved by the competent authority, the applicant will receive a text message containing an electronic link to the Enforcement Formula of the judgment.
- The applicant shall then proceed with the procedures for opening an enforcement file.
- What are the procedures for filing a lawsuit for the continuation of custody?
- To obtain a custody judgment, you are required to file a Sharia lawsuit through the eGovernment Portal at www.bahrain.bh. You may refer to the Guidance Manual for Filing Lawsuits at the following link: <https://www.moj.gov.bh/images/pdf/guide/nursery.pdf>.
- Accordingly, the case will be considered by the competent court, which will issue a Sharia judgment. Thereafter, you may have the judgment authenticated by the Court Registry.
- If there is already a judgment concerning custody, an enforcement file shall be opened, and a request entitled “Certificate Based on an Existing Enforcement Application” shall be submitted to the competent Enforcement Court, with “Continuation of Custody” stated in the remarks section.
- The request may be submitted through the “Submit Requests” service available under the Enforcement Services section via the eGovernment Portal at www.bahrain.bh.
- If the competent Enforcement Court approves the request, you will receive a text message with the certificate attached, without the need to appear in person at the Sharia Judiciary Building in Al-Hunainiya.
- You may check the status of submitted requests through the “Judicial Claims Inquiry” service available under the Judicial Claims Services provided through the National eGovernment Portal at www.bahrain.bh.

• How can I submit memoranda or pleadings in a judicial case?

You may submit memoranda by logging in through the National Portal at bahrain.bh, then selecting “Court Services” and clicking on “Submit Judicial Requests” or “Submit Judicial Case Memoranda” to electronically upload memoranda relating to civil or Sharia cases. Any applicable fees may be paid electronically, if required. Legal consultations are provided by licensed lawyers.

Shareya Prosedures

• What are the procedures for amending a marriage contract?

To amend a marriage contract, an application must be submitted to the competent judge of the Sharia Court. The applicant must prepare a written request addressed to the judge and submit the application as a single PDF file to the email address of the Sharia Procedures Section: shareya.prosedures@MOJ.GOV.BH, together with a Bahraini telephone number for contact purposes. You may also submit inquiries regarding any matter related to marriage through the Section’s email address.



• What are the procedures for marriage in the Kingdom of Bahrain for non-Bahraini nationals?

Marriage may be solemnized in the Kingdom of Bahrain. To submit an application, you must complete the “Marriage Authorization in the Kingdom of Bahrain (for Non-Bahrainis)” form and attach the required documents specified therein. The form is available on the Ministry of Justice website under the “Forms” section, under “Marriage Authorization in the Kingdom of Bahrain (for Non-Bahrainis).”

The application must be submitted as a single PDF file to the email address of the Sharia Procedures Section:

shareya.prosedures@MOJ.GOV.BH, together with a Bahraini telephone number for contact purposes.

Please note that, for the marriage contract to be solemnized in the Kingdom of Bahrain, the foreign party must be physically present in the Kingdom of Bahrain to undergo the required medical examination at one of the accredited medical centers within the Kingdom, in accordance with the applicable law governing premarital medical examinations.

Marriage contracts involving a foreign party are solemnized at the Sharia Procedures Court.

With regard to reserving a specific date for the marriage, the application must first be submitted for review and approval in accordance with the applicable procedures.

• What are the procedures for obtaining a Marriage Confirmation Certificate?

To obtain a Marriage Confirmation Certificate, you must complete the “Marriage Confirmation” form and attach the required documents specified therein. The form is available on the website of the Ministry of Justice, Islamic Affairs and Waqf under the “Forms” section. The application must be submitted as a single PDF file to the email address of the Sharia Procedures Section: shareya.prosedures@moj.gov.bh, together with a telephone number for contact purposes.

You may also submit inquiries regarding any matter related to marriage or divorce through the aforementioned email address.

• What are the procedures for obtaining a Certificate of Marital Status?

To obtain a Certificate of Marital Status, you may submit a request to the competent judge through the Sharia Procedures Section’s email address: shareya.prosedures@moj.gov.bh, together with a Bahraini telephone number for contact purposes. You may also submit inquiries through the aforementioned email address.

• What are the procedures for the following services?

Authentication of marriage contracts concluded outside the court through a licensed Sharia marriage official (Ma’zoon).

Attestation of marriage contracts issued abroad.

Issuance of a Certificate of Widowhood and Death of the Wife.

Issuance of a Marriage Confirmation Certificate.

Issuance of a Divorce Confirmation Certificate.

Recognition of a Marriage Contract concluded abroad.

Recognition of a Divorce issued abroad.

Issuance of certified true copies of marriage and divorce documents issued in the Kingdom of Bahrain.

Issuance of a replacement marriage document in the event of loss.

Issuance of a replacement divorce document in the event of loss.

Issuance of a divorce document by mutual agreement.

Issuance of a divorce and reconciliation document by mutual agreement.

Issuance of a reconciliation document by mutual agreement.

Issuance of a divorce document based on a judgment.

Issuance of a divorce and reconciliation document based on a judgment.



Issuance of a reconciliation document based on a judgment.

Issuance of authorization for a woman to marry abroad.

Issuance of authorization for a man to marry abroad.

Marriage procedures in the Kingdom of Bahrain (for non-Bahrainis).

You may refer to the required documents for the issuance of the requested certificate through the approved form available on the website of the Ministry of Justice, Islamic Affairs and Waqf. Please ensure that all requirements specified in the form are fulfilled and submit all required documents together in a single PDF file to the email address of the Sharia Procedures Section: shareya.procedures@moj.gov.bh. If you have any inquiries, you may submit them to the aforementioned email address of the Section. Once all required documents have been duly submitted and all requirements have been fulfilled within the specified period, an appointment will be scheduled, and you will be notified of the appointment by text message.

Shareya Research

- What are the procedures for the following services?

Issuance of a Sharia Inheritance Certificate (Fariḍah).

Issuance of a Sharia Inheritance Succession Certificate (Munasakha).

Execution of a Sharia waiver in relation to an inheritance.

Execution of a Sharia gift (Hibah).

Execution of a Sharia life interest (Umra).

Execution of a Sharia will (Wasiyyah).

Submission of a request for a Sharia endowment (Waqf).

Submission of an application for a certified true copy to replace a lost document (Inheritance Certificate, Gift, Waiver, Will, Life Interest, or Endowment).

You may refer to the documents required for the issuance of the requested certificate through the approved form available on the website of the Ministry of Justice, Islamic Affairs and Waqf at the following link:

https://www.moj.gov.bh/images/pdf/form/202107_Application_form_gift_assignment.pdf

Please ensure that all requirements specified in the form are fulfilled and submit all required documents together in a single PDF file to the email address of the Sharia Research Section: sr@moj.gov.bh. If you have any inquiries, you may submit them to the aforementioned email address of the Section. Once all required documents have been duly submitted and all requirements have been fulfilled within the specified period, an appointment will be scheduled, and you will be notified of the appointment by text message.

General Registrar

- How can I file a complaint against a lawyer or a law firm?

You may file a complaint against a lawyer or law firm by attaching the relevant supporting documents and submitting the complaint to the Office of the General Registrar via email at general_registrar@moj.gov.bh.



• What are the procedures for applying for legal aid or exemption from fees?

You may submit an application for legal aid to the Office of the General Registrar for referral to the Legal Aid Committee, which is responsible for providing legal aid by appointing a lawyer to appear and plead on behalf of a party in cases where a party to the proceedings is financially unable to pay legal fees. Applications may be submitted via email to:

general_registrar@moj.gov.bh.

Judicial claims accompanied by a request for deferment or exemption from court fees may be submitted via email to defer@moj.gov.bh, provided that they are accompanied by supporting evidence demonstrating the claimant's financial inability to pay, including the following documents:

For all types of claims: Bank statement, salary certificate, and any other documents evidencing financial inability to pay.

For claims seeking compensation for motor vehicle accidents: Bank statement, salary certificate, medical report, and traffic accident report.

For claims seeking compensation for death resulting from motor vehicle accidents: Bank statement, salary certificate, death certificate, and traffic accident report . certificate, and traffic accident report.

Notary & Enforcement Directorate

• What are the steps for opening an enforcement file?

To open an enforcement file, the judgment debtor must first be notified of the judgment, either by registered mail, through social media, or via the notification system available on the eGovernment Portal.

Thereafter, you may access the Enforcement Services through the eGovernment Portal and select "Open a New Enforcement Application." Then, select the type of enforceable instrument (Case Number) and complete the required information. A copy of the judgment and proof of notification must be attached to the application.

• What is the procedure for submitting a notification?

The notification may be submitted through the notification system available on the eGovernment Portal or by any of the following methods: WhatsApp, email, or registered mail.

First, the Notification Form available on the website of the Ministry of Justice, Islamic Affairs and Waqf must be printed and served on the defendant, together with a copy of the judgment.

• What is the procedure for submitting enforcement applications through the eGovernment Portal?

1. Open Google and search for "Enforcement Services."
2. Log in using eKey.
3. Enter the Enforcement File Number, then click "Submit."
4. Select the "Request Type," then click "Add."
5. Select the party against whom the action is to be taken or the party in whose favor the action is to be lifted, then click "Add."
6. Select or attach the relevant documents, if any, or enter any remarks.
7. Enter the telephone number and email address, then click "Continue."
8. Click "Submit."

• How can I inquire about my enforcement files?

You may inquire about your enforcement files, including the actions taken and the financial summary, and check the status of your file through the “Judicial Claims Inquiry” service available under the Judicial Claims Services on the National eGovernment Portal at www.bahrain.bh.

If you have any inquiries, you may contact the Enforcement Services Centre through the following hotline numbers: 17513548 – 17513038.

• How can I settle the outstanding amounts in an enforcement file? Alternatively, what is the procedure for making a payment through the National Portal of the Kingdom of Bahrain (Unified Payment Service)?

- Access the National Portal of the Kingdom of Bahrain.
- Enter “Unified Payment Service” in the search field.
- Enter the Enforcement File Number.
- Enter the ID Number (Personal Number).
- Select “Enforcement Deposits” and repeat the process as required.
- Select the first transaction type, mark it with a (✓), and enter the amount to be paid.
- Enter the telephone number.
- Enter the email address and re-enter it for confirmation.

• What are the procedures for obtaining a Certificate of Continuation of Custody?

The Certificate of Continuation of Custody must be issued exclusively through the Enforcement Court. This may be done after the custodian obtains proof of custody of the minor, whether by virtue of a court judgment, an agreement recorded in the divorce document, or an agreement concluded through the Family Reconciliation Office.

If there is a custody judgment or agreement, an enforcement file must be opened in order to obtain a certificate confirming the continuation of custody. This can be done by accessing the eGovernment Portal → Enforcement Services → Submit Requests, entering the enforcement file number associated with your case, and then selecting the “Certificate of Continuation of Custody” request.

Once the request has been submitted, the competent department will issue the certificate and send the signed certificate to you via text message during official working hours.

• What are the procedures for suspending or modifying a salary deduction?

To request the modification or suspension of a salary deduction, you may submit an application through the eGovernment Portal – Enforcement Services. The application must include an explanatory letter and the relevant supporting documents, for consideration and determination by the judge of the competent court.

• What are the procedures for submitting a disclosure request / obtaining a Disclosure Certificate?

To submit a Disclosure Form, the judgment debtor must first download the Individual Disclosure Form from the website of the Ministry of Justice, Islamic Affairs and Waqf. After completing all the required information, the applicant should access the eGovernment Portal – Enforcement Services, select “Submit Disclosure Form,” complete the application, and attach the completed form.

With regard to the Disclosure Certificate, the judgment creditor may submit a request to confirm whether the judgment debtor has submitted the required disclosure.



• What are the procedures for lifting attachments in an enforcement file?

To request the lifting of attachments, you must access the eGovernment Portal → Enforcement Services → Submit Requests and select either “Complete Rejected Applications” or “Limit Enforcement to Specific Assets of the Judgment Debtor.”

The attachments requested to be lifted must be specified in the remarks section, after which the application will be reviewed and determined by the judge of the competent court.

• How can I inquire about a travel ban?

The “Travel Ban Inquiry” service available through the National eGovernment Portal at www.bahrain.bh enables citizens and residents to inquire about any travel ban orders issued by the Enforcement Courts and to pay any outstanding amounts arising therefrom.

• How can I lift a travel ban after settling the outstanding amounts?

To request the lifting of a travel ban, access the eGovernment Portal → Enforcement Services → Submit Requests and select “Grievance Against a Travel Ban Decision.” In the remarks section, indicate that the full outstanding amount has been paid. The application will then be reviewed and determined by the judge.

• What is the procedure for filing a complaint against a private enforcement agent?

If you have a complaint concerning a private enforcement agent, you may submit the complaint in PDF format to the following email address: bailiffs@moj.gov.bh, addressed to the Private Enforcement Agent Monitoring Committee. The Committee will review the complaint and communicate with the private enforcement agent to obtain a response.

If you have any complaints or inquiries concerning Mazad Company, you may follow up directly with the company by telephone at 33032402 or visit the company’s premises in person, as such matters do not fall within the jurisdiction of the Documentation and Enforcement Directorate.

Family Reconciliation & Alimony

• What documents and procedures are required before submitting a request to open a case file with the Nafaqah Fund?

First: Submitting Applications and Awaiting Responses

1. Submit a request to contact the relevant authority (the Social Insurance Organization) to verify the employer of the judgment debtor. The response received from the Social Insurance Organization must be verified.
2. Submit an Asset Inquiry Request (circulation to the judgment debtor’s bank accounts). The result of the circulation must be verified.
3. Submit an Asset Inquiry Request (attachment of the judgment debtor’s vehicles and license plates). The result of the attachment must be verified.
4. Submit a request to contact the relevant authority to obtain the Disclosure Form for the Judgment Debtor’s Assets. The result of the disclosure must be attached.

Second: Obtaining a Certificate Confirming the Possibility of Enforcing the Judgment

For inquiries and follow-up, please contact the following telephone numbers: 17513771 – 17513770.



Request Zakat and Charity Assistance

- How can I submit an application to receive Zakat and charitable donations?

You may submit an application for Zakat and charitable assistance through the National Portal (eGovernment) via the following link: <https://services.bahrain.bh/wps/portal/ar/BSP/GSX-UI-EServiceDetails?esID=2358>.

- Please attach the following:
- A file containing the required official documents.
- The Service Centre Application Form.