

E-services User Guide
Court Deposits E-Payment
Ras Al Khaimah Court Department
Translation of Version (1.2)

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Updates

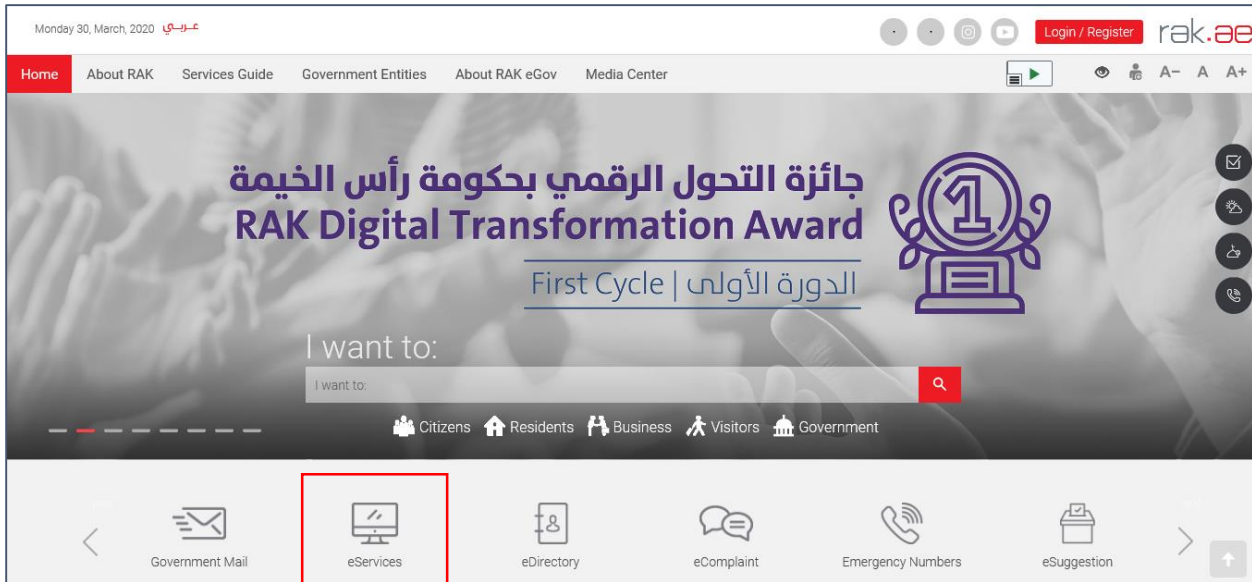
Version Number	Name	Date	Comments
1.0	Randa Issa	30\03\2020	Create the translation of the Arabic version (1.2)

Reviews

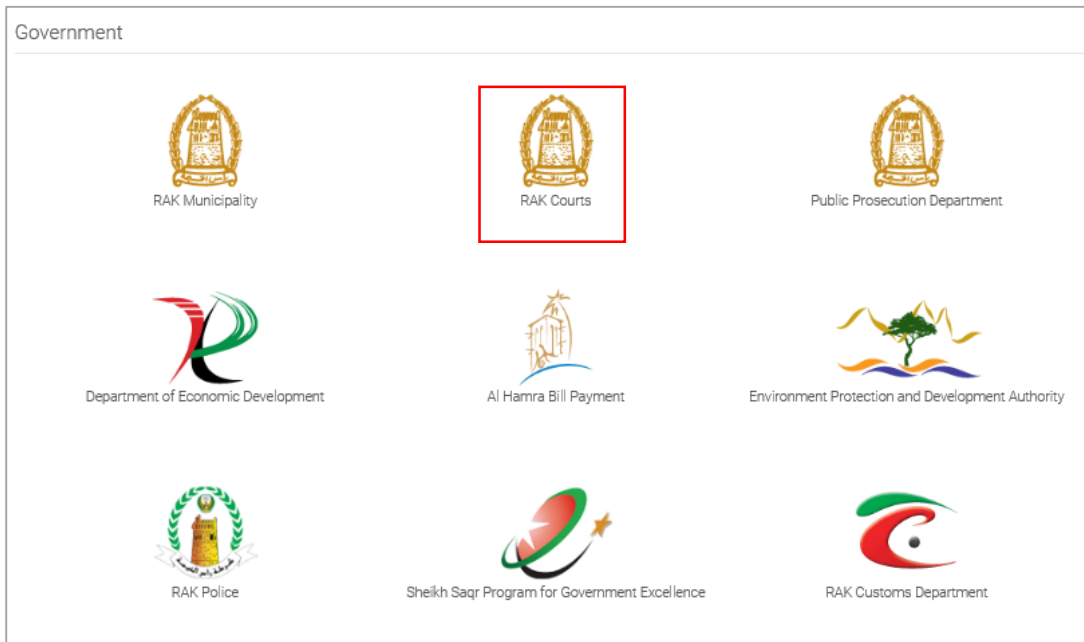
Version Number	Name	Date	Comments

1. Login to the deposits e-payment service

1. Access the official portal of Ras Al Khaimah Government (<https://www.rak.ae/wps/portal>)
2. Click on “eServices” icon from the services bar.



The list of the government entities of Ras Al Khaimah will show up:



3. Click on the “**RAK Court**” icon to view the types of the court services that are available online:

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Case Inquiry - Civil Courts
Power of attorney inquiry service
Published Judgements
Attestation Services
No Case Record
Parties services
Banks, Institutions and Companies services
Lawyer Services
Typing offices Services
Governmental Authorities Services
Judges Services
Remote Security Deposits
My Cases-Issuing Courts Requests
Quick Pay

4. Click on the required service as “**Remote Security Deposits**”, then the service description will show up as below:

Remote Security Deposits

The aim of this E-Service is to facilitate the procedures of RAK courts clients & reduce the time and the efforts through safe and consistent E-Services which are available on the website of Ras Al Khaimah Courts and Ras Al Khaimah portal. Clients now can pay in Court Deposits, Expert Deposits, Execution Deposits & Auction Deposits in courts' cases, & Inheritance Deposits in Inheritance files, where the client can choose the amount he is willing-to-pay* then submit the payment through the e-service.

General Conditions

The user shall be registered and authenticated by RAK government Portal
All fields with labeled with asterisk * is mandatory
Payments that is not paid directly will be cancelled automatically (for amount-choosing feature)

[Start Service](#)

5. Click the “**Start Service**” button to move to the login page:

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6. Click on “login with UAE PASS” button

Please Log in

Login With UAE PASS

A single trusted digital identity for all citizens, residents and visitors.

Note: If you are already registered with RAK Government Portal, you can use the same login credentials to login to UAE Pass.

OR

Not yet a member? [Register With UAE Pass](#)

OR

Log in with SmartPass

Log in to RAK.ae

Username

Password

Log in

Cancel

The UAE PASS Login page will show up:

Login to UAE PASS

97155559 555

Login

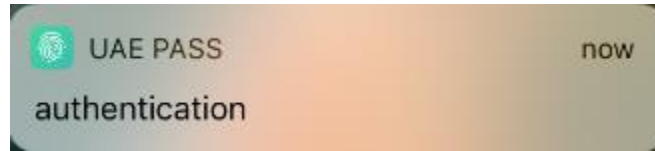
Remember me

Don't have an account? [Create new UAE PASS account](#)

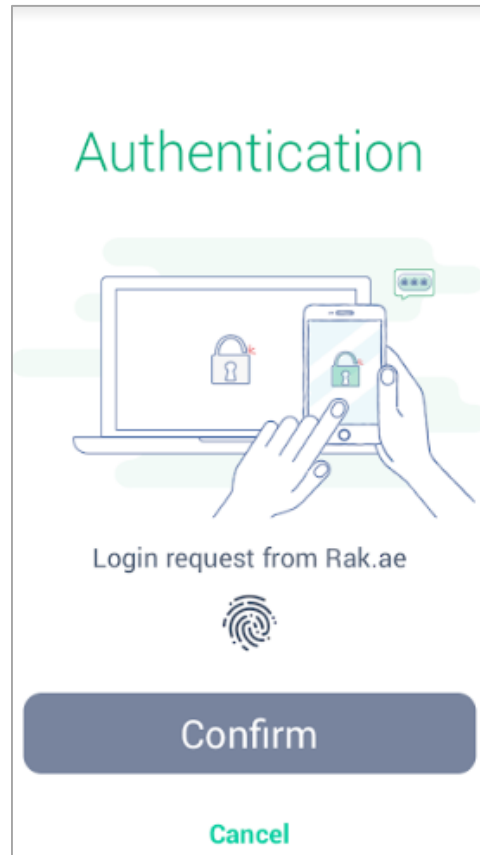
[Recover your account](#)

7. If your phone number is correct, click on the “Login” button to get the authentication on your phone:

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8. Access the UAE PASS application on your phone and click on the “Confirm” button, then enter your four digits predefine password.



9. Upon your confirmation the Deposit Payment Service page will show up online:

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eService - Deposit Payments

Selection Option

Case Based Search Inheritance Base Search

Enter case Details

* Case Type:

* Case No.:

* Case Year:

Deposits

Deposit ID	Deposit Type	Deposits	Deposited	Due Amount	Action
The table does not contain any data					

The page enables you to pay the deposits of cases or inheritance through entering the case information and proceed with the e-payment procedure.

2. Case deposit e-payment

To pay the deposit of case online, follow the steps below:

1. Select the “**Case Based Search**” option from the Selection Options part.
2. In the Enter Case Details part, enter information of the case to which you want to pay the deposit:
 - a. Select the type of the required case from the dropdown list (mandatory field)
 - b. Enter the number of the required case (mandatory field)
 - c. Enter the year of the required case (mandatory field)
3. Click on the “**Search**” button to have the case record displayed in the Deposits part:

Selection Option

Case Based Search Inheritance Base Search

Enter case Details

Case Type:

Case No.:

Case Year:

Deposits

Deposit ID	Deposit Type	Deposits	Deposited	Due Amount	Action
9000018884	Experts Deposits	250,000.00	190,000.00	60,000.00	<input type="button" value="Pay"/>

4. The deposit record will be displayed in the Deposits part to show the deposit ID, type, total amount, the already deposited amount, and the due amount.

Note: when the payment document of the case deposit is not generated by the court employee, the "Pay" link will not be activated

5. Click the [Pay](#) link in the Action column to have the “**Pay Deposit**” form displayed:

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Pay Deposits

Deposit Type	Amount of Deposit	Amount to be Paid	Amount to be Paid	*Party
Experts Deposits	250,000.00	60,000.00	0.00	▼

Note: When you wish to pay the execution, inheritance, or experts deposits and the payment document is not previously created by the court employee, you can pay part of the remaining amount of the deposit by simply clicking on the "Pay" link, and in the "Pay Deposit" form then you can enter the desired amount to pay and then proceed with the payment procedure.

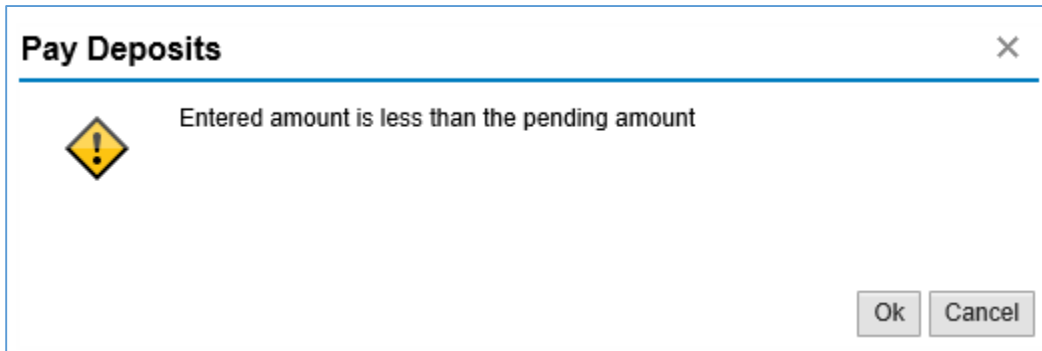
6. Enter the amount that you wish to pay in the "Amount to be paid" field.
7. Select the party name for whom you want to pay the deposit from the "Party" dropdown list.
8. Make sure that the Email of the selected party is inserted and correct, otherwise, enter the correct Email of the selected party, and then click the "Continue" button.

Pay Deposits

Deposit Type	Amount of Deposit	Amount to be Paid	Amount to be Paid	*Party
Experts Deposits	250,000.00	60,000.00	30,000.00	طارق ماجد خليفة ▼

* Email ID for The Party:

A confirmation message will pop up starting that the entered amount is less that the due amount:



9. Click "OK" to proceed to "My Payment" page:

My Payments [Help](#)

Payment list

Print Version Export

Status	Case/Request ID	Payment Request Number	To Be Paid	Paid	Due To Pay	Currency	Print payment order	Payment Receipt
	9000018884	8000028054	100,000.00	100,000.00	0.00	AED		
	9000018884	8000028081	50,000.00	50,000.00	0.00	AED		
	9000018884	8000028082	25,000.00	25,000.00	0.00	AED		
	9000018884	8000028091	7,500.00	7,500.00	0.00	AED		
	9000018884	8000028092	2,500.00	2,500.00	0.00	AED		
	9000018884	8000028104	5,000.00	5,000.00	0.00	AED		

Pay Selected Item Back Refresh BACK

Note : "My Payment" page allows you to view, save, or print the payment order and the payment receipt through first clicking on the "Download" icon under the respective column. Then, you can save the document by clicking on the "Save" icon , or print the document by clicking on the "Print" icon .

حكومة رأس الخيمة
Government of Ras Al Khaimah

أمر قبض
Payment Request

رقم أمر القبض : 8000028386
تاريخ أمر القبض : 2019/07/04

Please receive from Mr./Ms. :
الجزيرة الحرة (الزعمان) - رأس الخيمة

البيان Statement	المبلغ درهم Amount Dirham	نوع الرسم Fee Type
أرصماتة درهم فقط لا غير	400.00	
أرصماتة درهم فقط لا غير	400.00	Total

المجموع / Grand Total : 400.00

الموظف المختتم :
تاريخ الطباعة : 2020/02/12
رقم العميل : 1000007188

رقم أمر ايداع :

10. Select the required item to pay, and then click on the “Pay Selected Item” button:

Payment list

Print Version Export

Status	Case/Request ID	Payment Request Number	To Be Paid	Paid	Due To Pay	Currency	Print payment order	Payment Receipt
	9000018884	8000028081	50,000.00	50,000.00	0.00	AED		
	9000018884	8000028082	25,000.00	25,000.00	0.00	AED		
	9000018884	8000028091	7,500.00	7,500.00	0.00	AED		
	9000018884	8000028092	2,500.00	2,500.00	0.00	AED		
	9000018884	8000028104	5,000.00	5,000.00	0.00	AED		
	9000018884	8000028388	30,000.00	0.00	30,000.00	AED		


Back Refresh BACK



The payment channel selection page will be displayed, showing the payment amount, as well as the payment channels through which you can pay online; which are the Electronic Dirham or the Bank cards of both types "VISA" or "MASTERCARD":

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Payment Amount: 30,000.00
Amount Already Payed: 0.00

* Transaction Amount 30,000.00 AED


E-Dirham 

Banks Cards  

By clicking "Pay" a new transaction will be created and you will be redirected to Etisalat/e-Dirham payment page, where you can finish the transaction.



11. Select the desired payment channel then click on the “Pay” button:


 **Payment beneficiary**

Name	RAK eGovernment
Amount	Dhs. 30,000,00
Fee	Dhs. 70.50
Total value	Dhs.30,070.50
Order description	RAK portal etisalat payment

Payment information

Payment instrument	Payment Card
Card brand	Visa
Card number	e.g 4111111111111111
Expiry	January 2020
Verification code	CVV2/CVC2/CID

Verified by **VISA**
MasterCard SecureCode.

12. Enter the card number, expiry date, and verification code, then click on the “Pay” button to complete the payment procedure.
13. When the payment is done successfully, the payment report will be displayed showing the payment transaction number and date and the payment amount. Click on the “Print”  icon to have the report printed.

Transaction Data

Transaction info

Payment user id

Transaction Id

000000000004556

Transaction date

12.02.2020 11:00:12

Etisalat transaction id

0000243665542140

Amount

30.000.00 AED

Additional Fees

70.50 AED

Total Amount

30.070.30 AED



Payment processed successfully.

Approval code for transaction is: 084478



Note: Upon completing the payment to a deposit, all of the case parties will be notified of the payment, and the payment receipt will be sent to the party to whom you paid the deposit on the email address that has been confirmed or entered by you.

3. Inheritance deposit e-payment

To pay the deposit of an inheritance case online, follow the steps below:

1. Select the “**Inheritance Based Search**” option from the Selection Options part.
2. In the Inheritance part, enter the information of the inheritance case to which you want to pay the deposit:
 - a. Enter the number of the required inheritance case (mandatory field)
 - b. Enter the year of the required inheritance case (mandatory field)
3. Click on the “**Search**” button to have the inheritance case record displayed in the Deposits part:

Selection Option 1

Case Based Search
 Inheritance Base Search

Inheritance

Service No.: 33 2

Service Year: 2019

3 Search
Clear

Deposits

[Reset to Initial](#)

Deposit ID	Deposit Type	Deposits	Deposited	Due Amount	Action
9000016735	Inheritance Deposits	1,000.00		1,000.00	Pay
9000016863	Inheritance Deposits	600.00	500.00	100.00	Pay
9000016581	Inheritance Deposits	100.00	100.00		Pay
9000016583	Inheritance Deposits	150.00	150.00		Pay
9000016584	Inheritance Deposits	1,000.00	100.00	900.00	Pay
9000016585	Inheritance Deposits	1,000.00		1,000.00	Pay
9000016602	Inheritance Deposits	1,750.00	1,000.00	750.00	Pay
9000016613	Inheritance Deposits	500.00		500.00	Pay

4. Follow the same steps that you have previously did to pay a case deposit after [step#4](#) till the end.

Thank you for using the court electronic services

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