Abu Dhabi construction dispute file checklist

For an initial assessment with Dr Saeed Al Mazrouei Advocates and Legal Consultants. Prepare complete records and share requested files through the agreed channel.

1. Matter and parties

Project name and location; parties and roles; contract details; current stage. Define the goal: claim, defence, rectification, settlement or enforcement.

2. Contracts and records

Signed contract and annexes; general and particular conditions; specifications; bill of quantities; drawings; programme and updates.

3. Amounts and payments

Payment applications and approvals; invoices; payment evidence; retention; deductions; final account. Show how each item is calculated without double counting.

4. Matter-specific evidence

Variation instructions; site records; meeting minutes; test results; defect reports; dated photographs; handover records; progress records.

5. Correspondence and proceedings

Complete notices and correspondence; dispute clause; guarantees and demands; court or arbitration papers; expert reports and judgments, if any.

6. File organisation and desired outcome

Numbered index; chronology; clear filenames; missing records. Identify the next hearing, response deadline or guarantee expiry and the service required.

Quick summary

Party role | Dispute | Claim value | Contract | Evidence | Stage | Next date | Desired outcome.

Important note: If the site will change or safety is at risk, discuss preservation of evidence and urgent technical action. Legal notice: general preparation guidance, not legal advice or a deadline assessment. Copyright and use: CapitalLawFirm.ae; personal file preparation with attribution.

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