

SINDH JUDICIAL ACADEMY

Six Months Workplan October, 2007 to March, 2008

Designed &
Developed by
Justice (R)
Muhammad
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Six month work plan
(October 2007 to March 2008)
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Civil Procedure Code Consultant

Sr.	Subject 2	Months						Out put 9
		1 st	2 nd	3 rd	4 th	5 th	6 th	
1.	Civil Procedure Code (Main Part). <u>Topics:</u> Definitions of the words and expressions used in Civil Procedure Code.	xxx						List of words and expressions with meaning used in Civil Procedure Code.
2.	Hierarchy of Courts.	xxx						Chart showing Hierarchy of the courts.
3.	Jurisdiction of the Courts, pecuniary and territorial.	xxx						Schedule showing limit of pecuniary jurisdictions. Schedule of Territorial jurisdiction of two or more districts.
4.	The nature of the jurisdiction vested in Civil Courts.	xxx						Statement showing nature of the jurisdiction vested in Civil Courts.
5.	Stay of suit and Resjudicata.	xxx						Paper with case laws.
6.	Bar to further suit.	xxx						List of Case laws
7.	Case study	xxx						Case study on Resjudicata

8.	Moot/mock trial	xxx						Video recording of moot/mock trial. Relevant material prepared in advance for participants.
9.	Test on weekend (two hours) W-1	xxx						Question paper.
10.	Place of suing.	xxx						Lecture (Paper/presentation) video recoding CD of the lecture.
11.	Procedure of instituting the suit.	xxx						Lecture (Paper/presentation, copy of plaint).
12.	Procedure on institution of suit.	xxx						Copy of plaint, prescribed registers, forms etc.
13.	Issuance of process to the parties and witnesses.	xxx						Copy of plaint, prescribed registered, forms etc.
14.	Judgment and Decree.	xxx						Lecture (paper/presentation). Video/CD of the lecture.
15.	Provisions pertaining to execution of decree, powers of executing court which passed the decree and of the transferee court.	xxx						Lecture (paper/presentation). Video/CD of the lecture.

16.	Case study	xxx					Objectives of the case study. Material used in case study.
17.	Moot trial	xxx					Material used in moot trial. Video/CD of the activity.
18.	Test on weekend (two hours) W-2						Question Paper.
19.	Details of procedure in execution.	xxx					Lecture (paper/presentation). Video/CD of the lecture.
20.	Arrest and detention in execution.	xxx					Lecture (paper/presentation). Video/CD of the lecture.
21.	Attachment in execution procedure.	xxx					Lecture (paper/presentation). Video/CD of the lecture
22.	Sale of moveable and immoveable properties by the executing court.	xxx					Lecture (paper/presentation) video/CD of the lecture
23.	Case study	xxx					Copy of execution application. Proposed court orders.
24.	Moot trial	xxx					Material used in moot trial. Video/CD of the activity.

25.	Test on weekend (two hours) W-3						Question Paper.
26.	Powers of court when resistance to execution is made.	xxx					Lecture (paper/presentation). Video/CD of the lecture.
27.	Incidental proceedings such as issuance of commission etc.	xxx					Lecture (paper/presentation). Video/CD of the lecture.
28.	Suits by or against the government or public officers in their official capacity.	xxx					Lecture (paper/presentation). Video/CD of the lecture.
29.	Suits by aliens and by or against Ambassadors and Envoys.	xxx					Lecture (paper/presentation) video/CD of the lecture.
30.	Case study.	xxx					Material used in case study. Video/CD of the activity.
31.	Moot/mock trial.	xxx					Material used in moot/mock trial. Video/CD of the activity.
32.	Test on weekend (two hours). W-4	xxx					Question paper.

33.	Interpleader suits.		xxx				Lecture (paper or presentation).
34.	Alternative Dispute Resolution.		xxx				Reading material (meaning, concept, types of ADR, advantage of mediation etc.)
35.	Suits relating to public matters such as public nuisances and public charities.		xxx				Lecture (paper or presentation).
36.	Exemption to certain women, notified officers, judicial officers, members of legislative bodies from personal appearance, arrest or detention.		xxx				Lecture (paper or presentation).
37.	Restitution of properties.		xxx				Lecture (paper or presentation).
38.	Liability of surety.		xxx				Lecture (paper or presentation).
39.	Enlargement of time, power to make up deficiency of court fee.		xxx				Lecture (paper or presentation). Video/CD of the activity. Identified case laws.
40.	Inherent power of court and power to amend judgments, decrees orders.		xxx				Lecture (paper or presentation). Video/CD of the activity. Identified case laws.

41.	Case study		xxx				Material used in case study. Result of the study.
42.	Moot trial		xxx				Material/script used in mock/moot trial on the issue of enlargement of time. Video/CD of the activity.
43.	Test on weekend (two hours). W-5						Question paper.
44.	First Schedule to C.P.C., (Second Part Containing Rules of Procedure).						
45.	Parties to suits.		xxx				Lecture (paper or presentation).
46.	Frame of suits.		xxx				Lecture (paper or presentation).
47.	Recognized agents and pleaders.		xxx				Lecture (paper or presentation).
48.	Institution of suit.		xxx				Lecture (paper or presentation).
49.	Issue and service of summons.		xxx				Lecture (paper or presentation). Identified case laws. Video/CD of the lecture/presentation.

50.	Pleading generally.	xxx				Lecture (paper or presentation).
51.	Case study	xxx				Two set of plaint and written statement for case studies purposes.
52.	Moot trial	xxx				Mock trial material on service of summons. Video/CD of the activity.
53.	Test on weekend (two hours). W-6					Question paper.
54.	Plaint.	xxx				Lecture (paper or presentation). Copy of two plaints.
55.	Written statement and set off.	xxx				Lecture (paper or presentation). Copy of two written statements.
56.	Appearance of parties and consequences of non-appearance. Power of setting aside ex-parte decree.	xxx				Lecture (paper or presentation). Copy of two perfect orders.
57.	Examination of the parties by court at the initial stage. Alternative methods of dispute resolution including mediation, conciliation and other means.	xxx				Lecture (paper or presentation). Copy of two perfect orders on the subject.
58.	Case study	xxx				Case study material on referring the mater for mediation or conciliation. List of

							notified mediators. List of notified courts.
59.	Moot trial		xxx				Mock trial script on examination of the parties by the court at the initial stage.
60.	Test on weekend (two hours). W-7		xxx				Question paper.
61.	Discovery and inspection.		xxx				Lecture (paper or presentation). Plaint and written statement. Copy of two orders on the subject.
62.	Admission and judgment on admission.		xxx				Discussion on different situations. Plaint and written statement. Copy of order on the subject.
63.	Production, impounding and return of documents.		xxx				Lecture (paper or presentation).
64.	Settlement of issues and determination of suits on issues of law.		xxx				Lecture (paper or presentation). Plaint and written statement. Copy of framed issues.
65.	Disposal of the suit at first hearing.		xxx				Lecture (paper or presentation).
66.	Summoning and attendance of witnesses.		xxx				Lecture (paper or presentation).

67.	Case study		xxx			Plaint and written statement. Issues framed by the trainees.
68.	Moot/mock trial		xxx			Mock/moot trial about judgment on admission.
69.	Test on weekend (two hours). W-8		xxx			Question paper.
70.	Adjournments.		xxx			Identified case laws. Copies of case diaries. Video/CD of the activity.
71.	Hearing of suit and examination of witnesses.		xxx			Plaint, written statement and issues.
72.	Manner of recording evidence in appealable and unappealable cases.		xxx			Plaint, written statement and issues.
73.	Affidavits.		xxx			Lecture. Format of an affidavit. Case law on the importance of an affidavit.
74.	Case study		xxx			Application of adjournment. Copies of diaries and two orders on adjournment application.
75.	Moot trial		xxx			Plaint, written statement and issues. Video/CD of the activity.
76.	Test on weekend (two hours). W-9		xxx			Question paper.

77.	Judgment and decree.	xxx	Lecture (paper or presentation). Format of judgment and decree.
78.	Execution of decrees and orders.	xxx	Lecture (paper or presentation).
79.	Death, marriage and insolvency of parties.	xxx	Lecture (paper or presentation).
80.	Withdrawal and adjustment of suit.	xxx	Lecture (paper or presentation).
81.	Payments made in the court.	xxx	Lecture (paper or presentation).
82.	Security for costs.	xxx	Lecture (paper or presentation).
83.	Commission for examination of witnesses, local investigation, examination of accounts, to make partition and the general provisions in this behalf.	xxx	Plaint, written statement, issues, application for appointment of commission for examination of witnesses. Copy of order.
84.	Case study	xxx	Application for appointment of commission for examination of witnesses. Order of appointment. Report of commission.
85.	Moot trial	xxx	Material used in the mock/moot trial.

86.	Test on weekend (two hours). W-10		xxx		Question paper.
87.	Suits by or against the government or public officers in their official capacity.		xxx		Lecture (paper or presentation).
88.	Procedure to be adopted in suits involving any substantial question as to interpretation of constitutional law.		xxx		Lecture (paper or presentation).
89.	Suits by or against military, naval-man and air-man.		xxx		Lecture (paper or presentation). Pre-requisite or requirement of law.
90.	Suits by or against corporation.		xxx		Lecture (paper or presentation). Pre-requisite or requirement of law.
91.	Suits by or against firms and persons carrying on business in the name other than their own.		xxx		Lecture (paper or presentation). Pre-requisite or requirement of law.
92.	Suits by or against trustees, executor and administrator.		xxx		Lecture (paper or presentation). Pre-requisite or requirement of law.
93.	Suits by or against minors and persons of unsound mind.		xxx		Lecture (paper or presentation).
94.	Suits by paupers.		xxx		Lecture (paper or presentation).
95.	Case study		xxx		Case study about pauper suit.
96.	Moot trial		xxx		Relevant material developed for carrying

						out the activity.
97.	Test on weekend (two hours). W-11		xxx			Question paper.
98.	Suits relating to mortgages of immov-eable property. Decrees, preliminary and final in suits for foreclosure, sale and redemption.		xxx			Lecture (paper or presentation). Specimen of preliminary and final decree.
99.	Interpleader suits.		xxx			Lecture (paper or presentation).
100.	Especial case for opinion of court.		xxx			Specimen of the plaint
101.	Summary procedure in suits on negotiable instrument.		xxx			Specimen of the plain. Document showing procedure of trial.
102.	Arrest and attachment before judgment.		xxx			Lecture (paper or presentation). Identified case laws.
103.	Temporary injunction and interlocutory orders.					Copy of application, counter affidavit and rejoinder. Copies of temporary injunction and interlocutory orders.
104.	Appointment of receiver.		xxx			Application of receiver and order passed thereof.
105.	Reference to High Court.		xxx			Copy of reference as specimen. Procedure of sending reference to High Court.
106.	Review of judgment.		xxx			Lecture (paper or presentation).
107.	Case study		xxx			Situation describing a

							prayer for appointment of receiver. Copy of application and counter affidavit of other side. Copy of order.
108.	Moot trial		xxx				Relevant material developed for conducting proceeding in respect of disposal of temporary injunction application. Video/CD of the activity.
109.	Test on weekend (two hours). W-12		xxx				Question paper.
110.	Sindh Civil Court Rules.						
111.	Sitting and vacation of court. Administrative and judicial work which can be done on holidays and vacations.		xxx				Lecture (paper or presentation).
112.	Fixation of dates of hearing and preparation of cause list.		xxx				Lecture (paper or presentation). Copy of computer generated cause list. Data entry procedure.
113.	Judicial registers. How they are kept and parts of the files.		xxx				List of registers. Format of the registers. Dummy file showing different parts of the file.
114.	Maintenance of diaries and order sheets. Duties of chief ministerial		xxx				Copy of diary and order sheets to be written on different

	officer.						stages.
115.	Duties of execution clerk.				xxx		List of duties of execution clerk.
116.	Forms of pleadings.				xxx		Lecture (paper or presentation).
117.	Rules pertaining to Vakalatnama.				xxx		Lecture (paper or presentation). Specimen of vakalatnama.
118.	Affidavit and use of affidavit in interlocutory matter and in evidence.				xxx		Lecture (paper or presentation). Copy of affidavit.
119.	Case study				xxx		Case study regarding maintenance of register. Copy of prescribed registers.
120.	Moot trial				xxx		Relevant material required to conduct mock trial for maintenance of diaries and order sheets.
121.	Test on weekend (two hours). W-13				xxx		Question paper.
122.	Interlocutory proceedings.				xxx		Lecture (paper or presentation).
123.	Security proceedings and procedure.				xxx		Lecture (paper or presentation).
124.	General conduct of parties and advocates in court.				xxx		Lecture (paper or presentation).
125.	Institution of proceedings – rules of procedure.				xxx		Lecture (paper or presentation).

126.	Preparation of processes and payment of fee.			xxx		Lecture (paper or presentation).
127.	Distribution of process.			xxx		Lecture (paper or presentation).
128.	Mode of service and return of service.			xxx		Lecture (paper or presentation).
129.	Rules pertaining to suits by or against minor and persons of unsound mind.			xxx		Lecture (paper or presentation).
130.	Case study			xxx		Case study on mode of service and return of service.
131.	Moot trial			xxx		Mock trial for general conduct of parties and advocates in court. Code of conduct of advocates. Bar policies.
132.	Test on weekend (two hours). W-14			xxx		Question paper.
133.	Written statement.			xxx		Copy of written statement.
134.	Procedure for framing of issue.			xxx		Lecture (paper or presentation). Complaint, written statement and issues.
135.	Commission for examination of witnesses through interrogatories and for viva-voce examination.			xxx		Copy of the application and order. Format of interrogatories.
136.	Examination "de bone esse".			xxx		Lecture (paper or presentation). Case laws.
137.	Rules for issuance of commission for taking accounts.			xxx		Lecture (paper or presentation). Copy of the application and order.

138.	General rules for issuance of commission.			xxx		Lecture (paper or presentation).
139.	Rules pertaining to procedure for appointment of receiver, registers to be maintained by him, his powers remuneration and duties. Consequences of negligence on the part of receiver.			xxx		Copy of the application and order. Format of the register.
140.	Rules for summoning witnesses including public officers.			xxx		Lecture (paper or presentation).
141.	Case study			xxx		Case study on procedure for framing of issues. Copy of plaint and written statement.
142.	Moot trial			xxx		Mock trial about issuance of commission.
143.	Test on weekend (two hours). W-15			xxx		Question paper.
144.	Rules in regard to production of public documents.			xxx		Lecture (paper or presentation).
145.	Adjournments, matters to be considered for granting adjournment, consequences of default by party in producing evidence and cost of adjournment.			xxx		Lecture (paper or presentation).
146.	Arrangement of court work and the order in which case may be tried. Case management.			xxx		

147.	Rules prescribing the manner of recording the deposition of witnesses, admission of documents in evidence and general rules to be observed during recording of evidence.			xxx		
148.	Rules describing the manner and mode of writing judgments.			xxx		
149.	Case study			xxx		
150.	Moot trial			xxx		
151.	Test on weekend (two hours). W-16			xxx		
152.	Preparation of decree and the rules in that behalf.			xxx		
153.	Taxation of cost and the manner of calculating the cost.			xxx		
154.	Proceedings in execution.			xxx		
155.	Transmission of decree.			xxx		
156.	Execution of decree of foreign courts.			xxx		
157.	Application for execution and contents thereof.			xxx		
158.	Execution of document under the direction of court by the Nazir of court in favour of decree holder.			xxx		

159.	Attachment of property, who can be joined in proceeding and the procedure where properties already under attachment.				xxx	
160.	Case study				xxx	
161.	Moot trial				xxx	
162.	Test on weekend (two hours). W-17				xxx	
163.	Sale of attached property. Rules in respect of moveable property, live stock and immoveable property.				xxx	
164.	<p>Contents of sale proclamation and publication thereof. Place of sale of immoveable property.</p> <p>Sale, how conducted, preparation of report pertaining to sale proceeding.</p> <p>Confirmation of sale.</p> <p>Rules pertaining to delivery of possession to decree holder or purchaser.</p> <p>Recording of evidence and order in execution proceedings.</p>				xxx	

and Wards Act 1890.

Procedure for submission of application under the Guardians and Wards Act.

Rules pertaining to interlocutory order under the Guardians and Wards Act.

Rules dealing with immoveable property of a minor.

Rules for maintaining accounts of properties of minor administered by guardian.

Discharge order/removal of guardian.

Allowance to guardians.

Rules under the Oaths Act, 1873.

Rules under the Partition Act, 1893.

Rules under the Provincial Insolvency Act, 1920.

Rules under the Destruction of Records Act, 1917.

Rules under the Arbitration Act dealing with the filing of

award in court, passing of interim orders, stay of proceedings under Section 34, appointment of Arbitrator and making award rules of court.

Rules under the Transfer of Property Act, 1882.

Rules under Trust Act, 1882.

Rules pertaining to administration and supervision by the judges.

Rules pertaining to appointment of petition writers, their duties and their supervision by the judges. Appointment of registered clerks of the advocates and their responsibilities.

Rules pertaining to inspection of court by the judges themselves, District Judges and High Court. Guidelines for preparing inspection report.

Rule requiring convening of judicial conference of the judges and advocates of the district by the district judge and submission of conference report to High Court.

	<p>Rules pertaining to submission of periodical returns and preparation of annual administration report to be sent to High Court.</p> <p>The importance of maintaining of the registers prescribed under the Civil Procedure Code and Sindh Civil Court Rules.</p>										
165.	<p>A.D.R. Detailed discussion in respect of various methods of Alternative Dispute Resolution including mediation, arbitration, conciliation, case evolution, by resort to provision contained in especial Oath Act and good offices as well as compromise. The concepts of various methods of Alternative Dispute Resolution and their efficacy with particular emphasis on the concept of mediation and the role of mediator. The procedure and rule to be observed in this behalf. The code of conduct for the mediator and mode of final settlement between the parties in cases not before the court and the cases pending in court.</p>										
166.	Limitation Act.										
167.	Family Laws.										
168.	Rent Law.										

169.	Assignments.							
170.	Case Study.							
	<ul style="list-style-type: none"> i) Framing of Issues. ii) Interlocutory Orders. iii) Judgments. 							
171.	Mock (Moot Trial).							
	<ul style="list-style-type: none"> i) Framing of Issues. ii) Recording of evidence. iii) Hearing of arguments. iv) Recording of diaries. v) Recording of order sheets. vi) Judgments. vii) General discussion about the conduct of case in Moot Trial. 							