



Pre-Service Training Program - 2020

Training Guidelines & Instructions

for
Civil Judges & Judicial Magistrates



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SINDH JUDICIAL ACADEMY

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DIRECTOR GENERAL'S MESSAGE:

Judiciary as one of the three vital organs of the State; is duty bound to administer justice in the society through establishing and enhancing an effective justice delivery system that is equally affordable and accessible to all. A civilized nation is ultimately measured from the standard of justice delivery for protecting fundamental rights of citizens. According to the mandate of the Constitution of Pakistan, 1973 State is to ensure the freedom of judiciary in order to uphold and strengthen its independence and efficacy of the judiciary for which, Pre-service training play and important role Sindh Judicial Academy makes an attempt to transform newly inducted officer from one mind set to another.

The multi-dimensional approach of justice sector stakeholders helps in bringing new perspectives in administration of justice and thereby adds efficiency, vibrancy and relevance to the judicial decision-making process, which ultimately causes satisfaction of a common man.

This Handbook, designed by Sindh Judicial Academy, aims to facilitate trainers and trainees viz newly appointed Civil Judges & Judicial Magistrates. It focusses on fundamental elements of efficiency, discipline and developing the art of awareness of trial process, including recording evidence and judgment writing. The theoretical knowledge and practical techniques imparted to them would contribute substantially to their practical knowledge once they are in the field.

It is now for the trainee judges to look into the contents of the training material, to get the maximum of it and understand to conduct trials in the most effective manner.

This Handbook explains and responds to all possible questions that may arise in the mind of a trainee judge. It contains many information relating to academic & administrative issues they may face in the Academy during their stay. Effort of the Sr. Faculty Member and associated officers as well as assisting staff are appreciated, and it is expected that similar exercises for other cadre of judges will be completed in near future.

Justice Muhammad Ali Mazhar
Judge High Court of Sindh
Acting Director General, Sindh Judicial Academy

INTRODUCTION

Sindh Judicial Academy is a statutory body established by the Sindh Judicial Academy Act 1993, for imparting training to judicial officers, members of the Bar and court personnel. The aims and objectives of Sindh Judicial Academy are to spread quality legal and judicial education in the country specially in the province of Sindh. The Academy e-courses specially designed for judicial officers, government leaders and members of bar aiming to develop and enhance their professional competence. Is another to serve stakeholder more conveniently and without much financial burden.

The functions of the academy are to:

- impart pre-service and in-service training to the judicial officers and to personnel;
- develop the skills and techniques for court management, case management, delay reduction, alternate dispute resolution and judgment writing;
- develop training courses relating to administration of justice including use of information technology;
- hold conferences, seminars, lectures, workshops and symposiums relating to court management, administration of justice and development of legislative drafting
- publish books, journals, research papers and reports on important topics relating to administration of justice;
- promote research on case management, trial skills and judicial learning;
- encourage legal and constitutional research;
- promote ethical values and standards in judicial officers and court personnel;
- co-ordinate with other educational and training institutions including the federal judicial academy; and
- perform the other functions as it may be assigned to it by the board;

The Judicial Academy is an autonomous body with its own Board of Governors, headed by the Hon'ble Chief Justice, High Court of Sindh. The administration of academy is under the control of the Director General who administer & Supervise for all the affairs of the academy.

OBJECTIVES AND OUTCOMES OF THE PROGRAM

Objectives

The objectives of this pre-service program are to:

- explain the fundamental concepts of law and procedure;
- develop the skills of conducting trials and decision making; and
- inculcate the values of being a good judge and to make them efficient in writing well explained judgment, understandable to parties to the proceedings;

Outcomes

As a result of attending this program, trainees will be able to:

- understand their role as civil, family & criminal trial/appellate court;
- conduct civil, family and criminal trials, fairly and expeditiously; and
- develop appropriate conduct as a judge resulting in presenting soft image of judiciary;

TOTAL DURATION

Training Phase:

Phase I - Academics (at SJA)	22 Weeks
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Phase II - Court Attachments	2 Week
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Phase III - Reinforcement and Assessment	1 week
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Total	25 Weeks
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Total Sessions in a day	05
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Total Sessions in a week (6 days x 5 sessions)	30
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Total Sessions in Seven weeks (22 weeks x 30 sessions)	660
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STRUCTURE OF THE DAY IN THE PROGRAM

Objectives of proposing a standard structure day are to-

- develop habit of effective use of time by observing day planning
- inculcate a lifestyle which help to balance personal wellbeing with optimal work in the court
- prepare the judges for hard tasks and meet deadlines timely

SESSION	DURATION	TIMING
Session – I	90 minutes	08:30 – 10:00
Session – II	90 minutes	10:10 – 11:30
Tea Break	30 minutes	11:30 – 11:45
Session – III	90 minutes	11:45 – 13:15
Lunch / Prayer	45 minutes	13:15 – 14:00
Session – IV	90 minutes	14:00 – 15:30
Session – V	90 minutes	15:30 – 17:00
Total working hours per day	08 hours, 30 mins	

Note:

- Subject to adjustment with court timing, this working scheme of the day will continue during attachment period. Hours reserved for sessions will be consumed for court attachment.
- In case of any cultural activity/special session in the evening, task hour will be merged in such activities.

DIVISION OF KNOWLEDGE, SKILLS AND ATTITUDE IN INSTRUCTIONAL TRAINING

That for pre-service training program of Civil Judges & Judicial Magistrates, having a few years of practicing law at Bar, more emphasis is given on developing skills, promoting attitude and values. It is also considered that knowledge part will be clubbed with skills and attitude to make the training more practical. Tentatively, division of knowledge, skills and attitude in this program will be as under:

***Knowledge:* 20%**

***Skill:* 40%**

***Attitude:* 40%**

This training hand book is designed under the guidance of Mr. Justice Muhammad Ali Mazhar Judge, High court of Sindh and Acting Director General of Sindh Judicial Academy and after developing consensus within faculty members.

GENERAL GUIDELINES FOR ACADEMICS TRAINING

- To ensure effective training during academic sessions, a class will not be of more than 25 participants.
- Instructional training at SJA in this part will be conducted for 22 Weeks.
- Training will be based on practically understanding different judicial transactions such as conducting murder trial, trial of rape cases, hearing appeal and revisions.
- Approach will be to enhance Knowledge and develop Skills through practicing different stages in the judicial process by conducting group exercises and Mock Trial.
- Active instructional training will be for 6 hours daily excluding breaks.
- There will be four sessions of instructional training daily of 90 minutes each. However additional lectures may be arranged where needed. Different Sessions in a day will be merged together for workshops.
- Instructional training will be divided into core and non-core topics.
- **Task hour:** Trainees will be required to complete their reading and research assignments after instructional training hours. For this purpose, there will be daily one-session task-hour in the after-noon. This session will also be used for different group discussion sessions. Work during this hour will also be assessed along with instructional training in the sessions.
- **Conduct during lunch, dinner and other activities:** For personality building of the participant judges, attitude building is focus of the program. During lunch and dinner intervals, participants will be guided and supervised regarding dining, conversation etiquettes and other social norms. On weekly basis, different personalities will be invited at dinners to interact with the participants and share their views on different social, moral, ethical and other current issues.

DIVISION OF ACADEMIC SESSIONS IN CORE AND NON-CORE TOPICS

Core Topics

i.	Orientation and building judicial personality
ii.	Exercising criminal jurisdiction (Original)
iii.	Exercising civil jurisdiction (Original)
iv.	Exercising family jurisdiction (Original)

Non-Core Topics

i.	Language skills and legal English
ii.	I.T. skills, I.T. based legal research and use of Case Flow Management System (CFMS)
iii.	Forensic and medico legal jurisprudence
iv.	Field trips and special sessions
v.	Understanding the revenue laws and documents
vi.	Court and case management
vii.	Environment, environmental law and climate justice
viii.	Constitutional law and administration of justice
x.	Alternate Dispute Resolution [(ADR) Arbitration, Mediation & Conciliation]
xi.	Service Laws
xii.	Gender Sensitization and Rights of Vulnerable Groups
xiii.	Protection of Women and Children Rights
xiv.	Probation and Prison Laws

INSTRUCTIONAL TRAINING

1. Training Strategy and Techniques

The training methodology and techniques include lectures, mock trials role play, exercises, panel discussions, focus group discussion, case studies, workshops, class presentations, practice sessions etc.

1.1 Lectures Lecture are the conventional mode of imparting instructions. These are, in fact discussions, encouraging greater participation by the trainees. The trainee officers will be assigned topics by the instructors; the presentations by them will be an important part of classroom session. Presentations by probationers on topics assigned by Instructors form an integral part of classroom sessions.

1.2 Case Studies The Instructors at the Academy as well as visiting faculty will effectively use this important method of teaching. The trainees will be given important cases decided by the Superior Courts and then discussions will be opened for critical thinking and developing logic and reason about the conclusion so that same are applied in like situations which the trainees /participants may face in a real court room environment. The trainees will be asked to submit their report in writing also.

1.3 Mock Trial The trainee judges will be given a real case file and asked to commence the trial. They are divided into groups and each group member is assigned a particular role. They will be assisted and guided during mock trial activity and after completion feedback is given so that they may have better understanding of trial and its issues.

1.4 Focus Group Discussion The trainee Judges will be divided into groups and each group will be given specific assignment. Group members will initially discuss within group and thereafter will present group point of view to whole class. Rest of the participants will be given opportunity to put questions. This activity will enhance trainees' analytical ability.

1.5 Seminars & Panel Discussion Trainees will be given opportunity to have seminar and panel discussion set up so that they may have opportunity to share their views on legal points and suggest reformative proposals to improve the system.

1.6 Presentation by Trainees Trainees will be given a specific topic for study and preparation of presentation on the subject/topic assigned to them. This exercise will develop their habit of self-study and building confidence to speak before the audience

1.7 Workshops This method is one of the methods of learning skills by interactive discussions, encouraging greater participation by establishing an effective two-way communication between the resource person and the trainees. The focus will be learning by doing in the exercises drafted by the Academy. Presentations by trainees on topics assigned by the faculty members will also form an integral part of class room sessions. The trainees will be evaluated in communication/presentation skills as well as their active participation during the sessions.

1.8 Research To ensure that trainees contribute towards the aims and objectives of the training program, they will be required to prepare research articles either individually or in groups. Their work will be evaluated.

1.9 Attachment All trainees undergo an attachment with the Courts during which they are exposed to the working and functioning of the Courts as well as present their own knowledge and perspective with other judges.

1.10 Study Tour The study tour is an important feature of the Pre-Service Training Program. This study tour is aimed at providing trainees with an opportunity to familiarize them with working of different Government Departments such as Police, Revenue and on their return, each group is required to give a synopsis report and presentation based on their observations and experiences.

2. Official Website of the Academy

The Academy has developed an official website which can be accessed at <http://www.sja.gos.pk>. Many sources, reading materials and other information are available at the website. Participants are required to visit it regularly to keep their information updated.

3. Lunch/Dinner with Hon'ble Guest(s)/other Dignitaries

During training program, Hon'ble Judges of the Superior Courts may be invited to join the trainees either at lunch or at dinner, as the case may be, for informal discussions and developing interaction between the Superior Courts and District Courts. Participation in these programs is compulsory.

4. Reading Materials

The reading materials for the Pre-Service Training Program (2020) are part of the compulsory readings prescribed by the Academy in this syllabus and the participants have to go through them before start of the training sessions. This will help the trainers and the trainees to use the classroom time effectively. It will also provide time for practical skills training and role play sessions during class activity. This material may be substantiated by handouts, PowerPoint presentations and other notes to be shared by the resource persons. The assessments, tests, MCQs etc. will be prepared from this reading material. The optional materials mentioned in this syllabus may be read by the participants to further enhance their knowledge on any given topic.

5. Physical Training & Sports

To cater to the physical well-being of trainees the Academy shall make all possible arrangements to provide sufficient facilities for sports and physical training. In this regard, the main objective is to provide an environment for maintaining good health, inculcating team spirit and character building.

Evening Games are Mandatory. The Academy will arrange facilities for the evening games for male and female trainees.

6. Club Activities

6.1 **Co-Curricular Activities** play a very important role in personality development. The Academy will ensure that the trainees participate in them. To carry out these activities in a systematic the Academy will introduce various clubs. In order to ensure that these activities are carried out in a systematic manner, various clubs will be constituted. These will be managed by a President, a Secretary and club members. The President and the Secretary will be selected/elected through mutual consensus from probationary officers.

6.2 **I.T Club.-** The club is responsible of maintenance of SJA website and collection of updated information of the members. The club will organize literacy events

and will also responsible for bringing out the SJA magazine, comprising research articles, poems etc. of trainees.

6.3 **Environmental Club.-** The club is responsible for creating awareness about environment, cleanliness, preservation and plantation of trees in the Academy as well as amongst the judicial officers regarding their role in cases relating to environmental laws.

6.4 **Other Social Functions** held by the Academy include: -

6.4.1 **Guest Night:** People of eminence and guests from different walks of life are invited for interaction with trainees.

6.4.2 **Cultural Nights:** These are arranged by trainees in which food, dress and cultural heritage of various regions of Sindh is presented. It is desired that the cultural aspects of different regions should be highlighted by trainee officers themselves and hence no paid artist(s)/performers are allowed to be engaged for these functions. These cultural nights are primarily funded by trainee officers.

7. Official Website of the Academy

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8. Lunch/Dinner with Guest

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9. Reading Materials

The reading materials for the Pre-Service Training Program are part of the compulsory readings prescribed by the Academy in this syllabus and the participants have to go through them during the training program. This will help the trainers and the trainees to use the classroom time effectively. It will also provide time for practical skills training and role play sessions during class activity. This material may be substantiated by handouts, PowerPoint presentations and other notes to be shared by the resource persons. The assessments, tests, MCQs etc. will be prepared from this reading materials.

10. Assessment Policy

10.1 The overall activities in a six-month Pre-Service Training Program carry **500 marks** in total. Of these, 220 marks are for academic subjects which are assessed through formal examinations. The remaining 280 marks are adjudged by the faculty.

10.2 Academic Assessment:

The examinees are required to obtain at least 50% marks for passing each subject and must also obtain an overall aggregate of 60% of the total marks.

10.3 Trainers' Assessment

Trainees are assessed by the trainees. There are two ways for the trainees to assess trainers; firstly, to respond on hard copy of questionnaire/assessment proforma containing 10 questions and secondly to submit online by marking on different options from poor to excellent. Trainees' assessment is given due weightage and the trainers who are assessed and ranked at some high level are considered for more sessions. Following are the questions for trainer assessment:

TRAINERS' ASSESSMENT FORM

Name of Training _____

Name of Trainer _____

Note: Trainee is not required to write his name.

SR. NO	QUESTIONS	POOR	FAIR	GOOD	EXCELLENT
1	Did your trainer have a thorough command on the subject? کیا آپکا ٹرینر اپنے مضمون پر مکمل عبور رکھتا ہے؟	☐	☐	☐	☐
2	Did your trainer actively invite questions? کیا آپکا ٹرینر نے متحرک طریقے سے سوالات کے لیے مدعو کیا؟	☐	☐	☐	☐
3	Did the trainer answer the questions properly? کیا آپکا ٹرینر نے سوالات کے جواب صحیح طریقے سے دیے؟	☐	☐	☐	☐
4	Did your trainer provide exercise? کیا آپکا ٹرینر نے کوئی مشق دی؟	☐	☐	☐	☐
5	Was your trainer prepared for class? کیا آپکا ٹرینر کلاس کے لیے تیار تھا؟	☐	☐	☐	☐
6	Did the trainer provide relevant material? کیا ٹرینر نے آپکو متعلقہ مواد فراہم کیا؟	☐	☐	☐	☐
7	Whether the material provided was useful? کیا فراہم کردہ مواد مفید تھا؟	☐	☐	☐	☐
8	Did your trainer have a professional demeanor?	☐	☐	☐	☐

	کیا آپ کے ٹرینر میں پیشہ ورانہ برتاؤ ہے؟				
9	Did the trainer provide time for follow-ups? کیا آپ کے ٹرینر نے لیکچر دہرانے کا وقت دیا؟	☐	☐	☐	☐
10	How would you rate the overall skills of the trainer? آپ ٹرینر کی مجموعی مہارت کا جائزہ کیسے کریں گے؟	☐	☐	☐	☐

Outcome of the assessment is consolidated and shown through graphic representation.

Examinations are conducted in the following categories:

Phase I – Foundation (150 Marks)	Marks
a. Punctuality	10
b. Observation field trip Report	10
c. Book Review/Essays /Research Articles	20
d. Communication Skills (Written/Verbal)	20
e. I.T Skills	10
f. Trainer's Observer Report	10
g. Academic Assessment	60
Total	150

Phase II – Civil (150 Marks)	Marks
a. Punctuality	10
b. Observation field trip/Court Attachment	20
c. Communication Skills (Written/Verbal)	10
d. I.T Skills	10
e. Trainer's Observer Report	10
f. Academic Assessment (Civil, & Family Laws)	30
g. Book Review/Essays /Research Articles	10
h. Judgment writing skills	30
i. Order writing skills	20
Total	150

Phase III – Criminal (200 Marks)	Marks
a. Punctuality	10
b. Observation field trip/Court Attachment	20
c. Communication Skills (Written/Verbal)	20
d. I.T Skills	10
e. Trainer's Observer Report	10
f. Academic Assessment (Civil, Criminal, & Family laws)	30
g. Book Review/Essays /Research Articles	20
h. Judgment writing skills	30
i. Order writing skills	30
j. Sports/Study Tour	20
Total	200

10.3: Assessment by Faculty:

10.3.1 All aspects of training i.e. attendance, punctuality, conduct, discipline and grooming of each trainee will be personally supervised by training coordinators and faculty.

10.3.2 At the end of each term, the performance of every trainee officer will be assessed on the basis of following:

- a. General conduct, behavior and discipline as specified in the Code of Conduct including attendance, punctuality, adherence to notified seating plan, dress code, and adherence to policy instructions and norms of professional & social etiquette.
- b. Quality of participation during discussions in lecture sessions, presentations, syndicate research assignment, group activities, attachments, visits and tours.
- c. Performance in Academy examinations, assignments and tests.
- d. Judicial qualities including impartiality, fairness, equality, propriety, sense of responsibility, initiative and drive, analytical ability and decision-making capability.

10.3.3 Assessments made by the SJA Faculty will be reviewed by the Senior Faculty Member, SJA, and the Director General, SJA during terms at regular intervals.

10.3.1 The Final Evaluation Report of the trainee officer(s) whose conduct/performance is not up to the desired standards shall be sent to the Sindh High Court for appropriate action.

11. Awards

11.1 At the end of Pre-Service Training Program, the following awards may be given:

- (i) Chairperson's appreciation certificate for all round performance;
- (ii) Director General's Shield for the best performance in academics;
- (iii) Top position in judgment writing skill; and
- (v) Award for the best Syndicate Research Report/paper.

11.2 The trainee officers who will be issued warning(s) by the Director General or Senior Faculty Member shall not be considered for any of the above awards.

11.3 Names of trainee officers to be granted these Awards shall be finalized by a Committee, headed by the Director General, SJA on the basis of their grades/results in all training activities in the Pre-Service Training. The Best All Round Trainee Officer's Award will be determined on the basis of criteria which shall be notified separately.

12. Code of Conduct

Trainees are required to abide by the Code of Conduct as laid down by the Academy. Deviations from and non-adherence to the Code of Conduct and prescribed. Policies procedures and instructions are liable to be dealt with in accordance with the prescribed procedure.

13. Attendance & Punctually

- a. The Academy has zero tolerance for absence from training sessions. The trainees are required to be present and attentive in all academic, social and sports activities during the Pre-Service Training Program. Absence from these activities without due permission will be reflected in their assessment report under Assessment Policy.
- b. Leave is allowed in specific cases and in accordance with leave granting rules applicable to the trainees.
- c. The trainees are not allowed to leave the campus during academic and training activity without showing authorization signed by the competent authority.
- d. The trainees are required to be present and punctual in all appointments, engagements and programs. The attendance and punctuality of trainees is marked through bio-metric devices. Trainee officers must mark their bio- metric attendance in time. **Forgetting to mark** will be treated as **absent** and no representation shall be entertained, except in case a trainee officer has marked bio-metric attendance and has still been treated as “Absent” as per his/her report due to some technical issue, then, upon timely representation by such a trainee and after confirming his/her presence from CCTV footage, attendance will be considered.

14. Discipline & Conduct

- a. Courteous behavior is expected during all training activities both inside and outside classes. Trainees are expected to show due courtesy to the permanent and visiting faculty, their colleagues and the staff working at the Academy.
- b. Smoking is not permitted in class rooms, library, auditorium, mess, lounges and official public transport.
- c. Trainees are required to abide by the seating plan as notified from time to time. Violation results in negative assessment by the faculty.
- d. Trainees are not allowed to receive visitors, messages or to receive or make telephone calls during working hours.
- e. No training session may be missed except in an emergency, and that too, after due authorization.

- f. Mobile phones are not allowed in the class.
- g. Trainees are issued name tags during registration with the SJA. The name tags are to be worn at all times during classes. In case of loss of name tag, a new one can be procured on payment with the approval of Director (Admin) SJA.
- h. The Academy has zero tolerance for incidents of moral turpitude, including cheating in examinations. Such cases are liable to attract disciplinary proceedings.

15. Dress Requirements

Trainees are expected to be properly dressed on all occasions as prescribed by the Hon'ble High Court. Dress code for specific occasions like mess night etc. will be notified by the Academy separately.

16. Objectives of The Pre-Service Training Program (2020)

Objectives of the Pre-Service Training Program-2020 are to:

- i. explain and refresh the fundamental substantive and procedural laws to the new entrants in judicial service.
- ii. impart judicial skills for conducting trials and court work.
- iii. inculcate judicial attitude, values and complete their transformation from Bar to Bench.

17. Program Structure

Total Duration of the course: 22 weeks Instructional sessions at SJA:

22 weeks Attachment with courts and visits: 2 weeks assessment weeks.

PHASE – I: FOUNDATION COURSE	
Duration: 4 weeks Sessions at SJA: 96 24x4=96	Contents
	Judicial Conduct
	Professional Ethics, I.T. Skills, Social Etiquettes, Communication skills

PHASE – II: CONDUCTING THE CIVIL TRIAL	
Duration: 1 week	Contents
	All Civil Laws and procedures

Sessions at SJA: 216 Regular Sessions: 116 Mock Trial: 100 Attachment with Civil Courts: 1 week	All Family Laws and procedures
	All Special Laws and procedures
	Interim orders and judgment writing

PHASE – III: CONDUCTING THE CRIMINAL TRIAL	
Duration: 11 weeks Sessions at SJA: 240 Regular Sessions: 140 Mock Trial: 100 Attachment with Criminal Courts & visits: 1 week 1 week Assessment	Contents
	Pre-trial proceedings: Remand, Bail, Identification Parade etc.
	Trial Proceedings
	Interim orders and Judgment writing.

PHASE – IV: REINFORCEMENT AND EVALUATION	
Duration: One Month Sessions at SJA: 96	Contents
	Practice in civil and criminal trials and judgment writing
	Assessment

18. Curriculum

Knowledge (K) = 30 %, Skills (S) = 35%, Attitude (A) = 35%

KNOWLEDGE

Civil Laws	Criminal Laws
a. Code of Civil Procedure b. Specific Relief Act c. Limitation Act d. Transfer of Property Act e. Court-fee & Suits Valuation Act g. Law of Inheritance h. Registration Act i. Qanun-Shahadat, 1984	a. Code of Criminal Procedure b. Pakistan Penal Code c. Juvenile Justice System Act, 2018 d. Control of Narcotic Substances Act e. Small Claims & Minor Offences Courts Ordinance f. Police Rules g. Prison Order

Family Laws	Special Laws
a. West Pakistan Muslim Family Laws Ordinance b. Family Courts Act (and Rules) c. Guardians & Wards Act	e. Prevention of Electronic Crimes Act

SKILLS

Decision-making & Judgment writing	How to conduct trials (Civil & Criminal)
a. Decision Making b. Structure and Sequence c. Appraisal of Evidence d. How to Write Interim Orders e. International Best Practices f. Sentencing Skills	a. Conducting Civil Trials b. Conducting Criminal Trials c. Controlling the Courtroom d. Admissibility & Relevance of evidence e. Dealing with objections while recording evidence
Court & Case Management	IT Skills
a. Court Management b. Inspection of Court c. Case Flow Management d. How to apply HC Rules & Orders e. Delay Reduction	a. Judicial Research b. Legal Research c. New Laws Update d. Introduction to MS Office e. Use of I.T for recording of Evidence
Language & Communication Skills	ADR-Mediation Skills
a. Correspondence with High Court & other Departments b. Use of Language in Writing Judgments c. Writing Interim Orders in Urdu & English d. Writing Orders in Misc. Applications e. Effecting Courtroom Communication	a. Use of ADR Techniques b. Compounding of Offences in Criminal Cases c. Conflict Management d. Bench & Bar Relationships e. Understanding Mediation

ATTITUDE & VALUES

Judicial conduct	Efficiency & Discipline
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a. Integrity and Character Building b. Independence and Impartiality c. Code of Conduct for District Judiciary d. International Best Practices on Judicial Ethics e. Use of Social Media and Ethics	a. Time Management b. Service Rules c. Judges as Tax Payers d. Courtroom Control
Personal Management	Character Building
a. Personal Grooming & Wellbeing b. Stress Management c. Manners & Etiquettes d. Dressing & Appearance e. Dining Etiquettes	a. Islamic Concept of Judging b. Gender Sensitization c. Exercising Empathy d. Protection of Vulnerable Court Users

