



General Training Program 2018

**Managing Hearings-
Control, Conduct & Decide!**

Handbook

for

Civil Judges

&

Additional District & Sessions Judges

Punjab Judicial Academy
15-Fane Road, Lahore

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1. Director General's Message:

The Punjab Judicial Academy is mandated, under its governing law, to impart training to judicial officers and court staff with a view to enhance their professional competence and ethical standards. The first General Training Programme (GTP) for Judicial Officers was launched in the year 2015 with the slogan 'every judge, every year'. Its aim is to impart training to judges on different aspects of judicial work. The Academy revised the curricula and training methodology of GTP in 2016, in accordance with the vision of Hon'ble Chief Justice Lahore High Court and Al-Hamdu-lillah! it has been completed in October 2017, that is, every judicial officer, from the junior most civil judge to the senior most district and sessions judge, has undergone training at PJA !

Now the Academy has to restart the next program, keeping in view the need assessment and feedback from the trainees, appellate court judges and other stakeholders.

In continuation of the Academy's vision to mainstream judicial education in Punjab, this new GTP-2018 has been prepared in a thematic way. The Academy has endeavored to make all the new training sessions interactive and experiential. The objectives of this programme have been redefined keeping in view the knowledge, skills and attitude (KSA) required to be inculcated in the judicial officers. The performance of the program as well as of the trainers and trainees will be evaluated to make the whole activity meaningful and result oriented. The trainees' evaluation will be shared with the Lahore High Court, the administrative department of all the judicial officers in Punjab.

We have to note that the multi-dimensional approach of judicial education helps in bringing new perspectives to administration of justice and thereby adds efficiency, vibrancy, relevance and social context to the judicial decision making process. A judge then becomes an agent of change, brings improvement in dispensation of justice and serves the public and litigants in the best possible way.

It is the vision of Hon'ble Chief Justice that the judiciary must consist of judicial officers having reasonable competence, efficiency, effectiveness and integrity which is beyond doubt. We are confident that GTP is a step to take the judiciary to a new level of these competencies, skills and attitudes.

(Judge Mahrukh Aziz)
Director-General
January, 2018

2. Introduction:

The Punjab Judicial Academy Act, 2007 provides that the Academy shall use all modern techniques for imparting judicial training while teaching methods and evaluation system shall be at par with international standards. The Academy is striving hard to explore, understand and apply the modern teaching techniques and at the same time it is working on establishing an authentic regime of evaluations of the trainers, the trainees, the programmes and the Academy itself.

The new GTP for 2018 has two components:

1. 6-day face to face Training Program at PJA
2. Two-Distance learning Programs:
 - a. Two webinars at District-level
 - b. Two Modules of Online courses

Both the above programs are mandatory.

3. GTP-2018 theme: Managing Hearings

The new GTP has a special focus on imparting training for controlling the courtroom environment meaning thereby that the judges will be provided behavioral techniques to exercise confidence and authority in the courts. The second aspect of the new thematic program is to develop and enhance skills to conduct trial, particularly recording evidence in different categories of cases in order to ensure fair and expeditious trial. The third focus is to improve decision making process and better judgement writing. In short, the theme is three action words that encompass a judge's entire court work: control, conduct and decide.

- Control
- Conduct
- Decide

It is hoped that the new GTP 2018 for the Additional District & Sessions Judges and Civil Judges will provide them a valuable insight into their day to day working as trial court and first appellate court judges.

4. Training Strategy and Techniques:

The training methodology and techniques include mini lectures, role play, judgment writing exercises, panel discussions, case studies, workshops, class presentations, practice sessions etc.

1. **Workshop** 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 Instructors 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.
2. **Extension Lectures** will be delivered on selected topics by experienced judges, advocates, technical experts, members of the academia and distinguished speakers who have achieved eminence in their respective fields of specialization.
3. **Case Studies:** The Instructors at the Academy as also visiting faculty will 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.
4. **Class Presentation** is important to develop effective communication skills and to impart whatever one has learnt during group discussions etc. This will be a regular activity of every training program in the Academy.
5. **Research:** To ensure that individual trainees contribute towards the aims and objectives of the training programme, they will be required to use library to search important case laws. Their work will be evaluated.

5. Training Strategy for Distance Learning

The Academy has introduced both synchronous and asynchronous e-learning programs which are essential components of the GTP-2018. One of the outstanding initiatives of PJA is launching of this distance learning and on-line Training Programs for all the judges in Punjab. It is expected that this program will revolutionize the training methodology as it will be time saving and cost effective.

(A) Webinar

Live lectures, video conference and webinars etc. constitute synchronous learning. The Academy will use zoom video conferencing service for conducting live lectures in 2-3 districts at a time.

Two webinars of 40 minutes each, including interactive sessions with the participants at district level, would be conducted separately for Civil Judges and AD&SJs. The Webinars would be attended by 50-100 participants through internet at their own districts. The time schedule and calendar will be notified separately. The attendance will be mandatory and participants will be evaluated on the basis of a written test after the Webinar.

(B) Online Short Courses

To further supplement the e learning, the Academy with the support of British High Commission (CAPRI) has prepared recorded lectures and exercises on selected topics.

The participants would be required to complete two modules of online short courses which will be conducted through website of the Academy. Initially a group of 40 participants will undertake one module, to be completed in 4-days and then after 6 months, the same participants will complete the second module. Separate courses for Civil Judges and AD&SJs will be conducted. Completion of these two-online courses is also mandatory and will be counted towards assessment.

6. Official Website of the Academy

The Academy has developed an official website which can be accessed at <http://www.pja.gov.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.

7. Lunch/Dinner with Guest

During training programmes, 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 programmes is compulsory.

8. Reading Materials

The reading materials for the GTP-2018 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 programme. 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.

9. Assessment Policy:

The Punjab Judicial Academy has been running the General Training Programme for Civil Judges and AD&SJs since October 2016. One of the important features of the GTP is its structured Monitoring and Evaluation Policy. The participants will be assessed through a written exam to ensure that they take the activity seriously and the results of the assessment will be shared with the Lahore High Court. Assessment criteria will be as under:-

Assessment Criteria for 6-Days GTP-2018 at PJA	Marks
MCQs	25
Communication skills	15
Attendance	05
Code of Conduct/ Attitude during training	10
Judgment Writing Skills	25
Trainer's/Observer's Report	10
IT Skills	10
Total	100

After conclusion of 6-day training of Civil Judges / AD&SJs of each batch and completion of webinars and on-line courses, a comprehensive evaluation report will be prepared by the Monitoring and Evaluation Wing.

a) Judgment Writing Skill Assessment:

Judgment Writing Skill Assessment is as under:

1. The GTP-2016-17 had its significance due to a structured M&E system. The M&E system included the assessment of the participants in various areas. One of them was assessment of judgement writing skills. The pre-training judgement written by a trainee in the field and the one written after the training were assessed.

2. Keeping in view the lessons learnt from the previous methods of judgment writing skills assessment, the Academy has now attempted to devise a new methodology for assessment of conducting the trials and judgement writing skills.
 - a) In order to minimize the issues of bias, it has been principally decided that a panel of at least 2 persons will assess the judgment writing skills and mark the trainees in this area.
 - b) To ensure fairness, there will be expanded criteria for every trainee, with similar standard for each batch. The panel will assess the trainees on the said standard. Uniformity in evaluation criteria as far as possible will be ensured.
 - c) The trainees will submit their judgments after the conclusion of mock trial or at the end of classroom session.
 - d) The participants may be required either to give it in hand written form or type themselves using their own laptops or desktops provided in the computer-lab, if necessary.
 - e) The participants may be required to present their findings and conclusions before the class.

After the conclusion of mock trials, the trainees will briefly record their decision and findings, giving reasons, which will be assessed on the basis of:

- a) Appreciation and appraisal of evidence, including reasons for findings.
- b) Conclusion based on such reasons.

The trainers will later provide their feedback in as much detail as possible. It will be communicated to all the trainees confidentially.

The activities and exercises given by the trainees in writing (such as framing of issues/charge and communication/language skills), done during the class may also be assessed and counted in judgment writing skills.

The collective assessment will be counted for total marking i.e. 25 marks for judgment writing.

b) **Assessment Policy for Distance Learning Program:**

Participation in the live webinars as well as completion of online short courses will be assessed separately and result will be included in the overall GTP evaluation of the trainees.

c) **Grading:**

“A+”	80% and above
“A”	70% to 79%
“B”	60% to 69%
“C”	50% to 59%
“D”	Below 50%

Apart from the above, there may be pre & post training test of the participants to determine the KSA gap and how much it is covered in the training programme. The participants may be required to sit into these exams and tests at given time. Participants are also required to answer / fill in any surveys, feedback forms, assessment forms etc. with due diligence and professional vigor.

As writing exercises are a crucial part of this training, it is mandatory for the participants to **bring their laptops for writing judgment and essays etc.** These are compulsory exercises and have a bearing on career progression as the results will be shared with the Lahore High Court.

10. **Awards**

The Academy intends to distribute Award of Best Performer in GTP-2018.

11. **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 instructions are liable to be dealt with in accordance with the prescribed procedure.

12. **Attendance & Punctuality**

The trainees are required to be present in all academic, social and sports activities during the GTP. Absence from these activities without permission will be reflected in their assessment report under Assessment Policy.

Leave is allowed in extreme emergency and in accordance with leave granting rules applicable to the trainees.

The trainees are not allowed to leave the campus during academic and training activity without showing authorization signed by the competent authority.

The trainees are required to be present and punctual in all appointments, engagements and programs. The attendance and punctuality of the trainees is marked through bio-metric devices.

13. Discipline & Conduct

1. 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.
2. Smoking is not permitted in class rooms, library, auditorium, mess, lounges and official public transport.
3. Trainees are required to abide by the seating plan as notified from time to time. Violation results in negative assessment by the faculty.
4. Trainees are not allowed to receive visitors, messages or to receive or make telephone calls during working hours.
5. No training session may be missed except in an emergency, and that too, after due authorization.
6. Mobile phones are not allowed in the class.
7. Trainees are issued name tags during registration with the PJA. 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) PJA.
8. The Academy has zero tolerance for incidents of moral turpitude, including cheating in examinations. Such cases are liable to attract disciplinary proceedings.

14. 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.

15. Car /Parking

1. The Academy allows trainee officers to park their cars on the campus. However, for security purposes, trainees are required to obtain stickers from the Academy's administration. Entry of only those cars will be allowed which display the sticker issued by the Academy.
2. There are designated car parking areas for faculty, trainees and visitors. The trainees are required to park their vehicles in the designated area only. Violation of specified parking is likely to result in withdrawal of the car parking facility.

16. Objectives of the GTP-2018

Over all objectives of the General Training Program-2018 are:-

1. To equip the judges with skills and attitudes to control courtroom environment.
2. To enhance skills of conducting trials.
3. To sharpen the judgment writing skills.
4. To develop IT skills for legal and judicial research
5. To inculcate healthy life style in judges

17. Syllabus / Course Contents

17.1 Detail of the Program:

1.	Total duration:	6-days at PJA
2.	Total hours at PJA:	27 hours: 30 Mins
3.	Total Participants per Batch:	25
4.	Workshop Stream	2 for Civil Judges 1 for AD&SJs
5.	Knowledge (K)	20%
6.	Skills (S)	40%
7.	Attitude (A)	40%

17.2 GTP-2018 Core Topics of Civil Judges/AD&SJs:

Sr. No.	Topics	Total Sessions	Duration (Hours)
1.	Controlling the Court	03	03-H : 45-M
2.	Conducting the Trials	12	15-Hours
3.	Judgment Writing Skills	04	05-Hours
4.	Personal Management and IT Skills	03	03-H : 45-M
Total		22	27-H : 30-M

17.3 GTP-2018 Core Topics of AD&SJs:

Sr. No.	Topics	Total Sessions	Duration (Hours)
1.	Controlling the Court	03	03-H : 45-M
2.	Conducting the Trials	03	03-H : 45-M
3.	Judgment Writing & Decision Making	04	10-Hours
	Judgment Writing Skills	04	
4.	Personal Management and IT Skills	08	10-Hours
Total		22	27-H : 30-M

18. Detail of Course for Civil Judges:

Topic: **Controlling the Court**

Sr. No.	Contents	Methodology	Reading Material
1)	Bench Bar Interaction: Problems and Solutions	<ul style="list-style-type: none"> Video clips demonstration 	<ul style="list-style-type: none"> Code of Conduct for District Judiciary
2)	Relevant aspects of Judicial Code of Conduct and Lawyers' Code of Conduct	<ul style="list-style-type: none"> Court Room Scenario role play 	<ul style="list-style-type: none"> Extracts from Legal Practitioners and Bar Councils Act, 1973 and Rules, 1976
3)	Creating safe and gender sensitive environment	<ul style="list-style-type: none"> Group discussion and feedback 	<ul style="list-style-type: none"> Relevant provisions of PPC and Cr.PC

Topic: **Conducting the Trial: Recording of Evidence**

1)	Issues in recording evidence in: <ol style="list-style-type: none"> Magisterial trial Family cases Rent cases Civil cases 	<ul style="list-style-type: none"> At least five cases for the following per batch: <ol style="list-style-type: none"> Magisterial trial Family cases Rent cases Civil cases 	Important precedents with guidelines: <ol style="list-style-type: none"> Magisterial trial Family cases Rent cases Civil cases
2)	Relevancy and admissibility of evidence (revenue documents) Dealing with objections in recording of evidence – when & how to close the evidence	<ul style="list-style-type: none"> Mock trial Group study and presentations by the participants Focusing recording of evidence 	
3)	Procedure and court room environment in special cases		

Topic: **Judgment Writing**

1)	Statutory requirements for judgment writing	<ul style="list-style-type: none"> Presentation by the participants, review and feedback in judgment writing exercises 	<ul style="list-style-type: none"> Lahore High Court Rules and Orders
2)	Appreciation of evidence and appraisal of record especially family laws/inheritance cases	<ul style="list-style-type: none"> Mentoring and assessment by panel of Instructors 	<ul style="list-style-type: none"> CPC and Cr.PC Articles and essays
3)	Language and grammar		

Topic: **Personal Management and ICT Skills**

1)	<ul style="list-style-type: none"> Effective communication skills Personal Development Self discipline 	<ul style="list-style-type: none"> Group discussion Exercises 	
2)	Health and Nutrition		
3)	ICT Skills		

19. Detail of Course for AD&SJs:

Topic: **Controlling the Court**

Sr. No.	Contents	Methodology	Reading Material
1)	Bench Bar Interaction: Problems and solutions	<ul style="list-style-type: none"> • Video clips demonstration 	<ul style="list-style-type: none"> • Code of Conduct for District Judiciary
2)	Relevant aspects of Judicial Code of Conduct and Lawyers' Code of Conduct	<ul style="list-style-type: none"> • Court Room Scenario role play 	<ul style="list-style-type: none"> • Extracts from Legal Practitioners and Bar Councils Act, 1973 and Rules, 1976
3)	Creating safe and gender sensitive courtroom environment	<ul style="list-style-type: none"> • Group discussion and feedback 	<ul style="list-style-type: none"> • Relevant provisions of PPC and Cr.PC

Topic: **Conducting the Trial: Recording and Appraisal of Evidence**

1)	Issues in recording evidence in: <ol style="list-style-type: none"> a) Rape cases b) Illegal Dispossession Act c) Narcotics cases 	<ul style="list-style-type: none"> • At least five cases for the following per batch: <ol style="list-style-type: none"> a) Rape cases b) Illegal Dispossession Act c) Narcotics cases 	Important precedents with guidelines: <ol style="list-style-type: none"> a) Rape cases b) Illegal Dispossession Act c) Narcotics cases
2)	Relevancy and admissibility of documentary evidence in civil cases (revenue documents)	<ul style="list-style-type: none"> • Mock trial 	
3)	Appraisal of Evidence and Record in Civil Cases	<ul style="list-style-type: none"> • Group study and presentations by the participants 	
4)	Appraisal of Evidence and Record in Criminal Cases	<ul style="list-style-type: none"> • Focusing recording of evidence 	
5)	Procedure and court room environment in special cases		

Topic: **Judgment Writing**

1)	Statutory requirements for judgment writing	<ul style="list-style-type: none"> • Presentation by the participants, review and feedback in judgment writing exercises 	<ul style="list-style-type: none"> • Lahore High Court Rules and Orders
2)	Appreciation of evidence and appraisal of record in Appeals	<ul style="list-style-type: none"> • Mentoring and assessment by panel of Instructors 	<ul style="list-style-type: none"> • CPC and Cr.PC
3)	English Language Communication Skills in Judgment Writing		<ul style="list-style-type: none"> • Articles and essays

Topic: **Personal Management and IT Skills**

1)	<ul style="list-style-type: none"> • Effective communication skills • Personal Development • Self discipline 	<ul style="list-style-type: none"> • Group discussion • Exercises 	
2)	Health and Nutrition		
3)	ICT Skills		

Course Contents

for

Civil Judges / Magistrates

20. Course contents for Civil Judges

20.1 Controlling the Court Workshop

Topic	Controlling the Court Workshop
Trainer	Retired D&SJ / PJA Faculty / Adjunct Faculty
Objectives	<ul style="list-style-type: none"> • To equip judges to manage situations arising in court room to exercise confidence and authority • To ensure efficiency and effectiveness of hearings • To maintain a calm, harmonious and dignified atmosphere in court
Time	3-hours : 45 minutes (3-Sessions)
Contents	<ol style="list-style-type: none"> 1. Bench Bar interaction: Problems and solutions. 2. Relevant aspects of Judicial Code of Conduct and Lawyers' Code of Conduct. 3. Creating safe and gender sensitive environment.
Methodology	<ul style="list-style-type: none"> • Presentation on experiences • Court Room Scenario role play • Group discussion • Videos and clippings
Reading Material	<ul style="list-style-type: none"> • Code of Conduct for District Judiciary • Extracts from Legal Practitioners and Bar Councils Act, 1973 and Rules, 1976 • Relevant provisions of PPC and Cr. PC

Course Contents for Civil Judges

20.2 Challenges and Issues in recording of Evidence relating to Revenue Record and Understanding Land Record

Topic	<ul style="list-style-type: none"> • Challenges and Issues in Recording of Evidence relating to Revenue Record • Understanding Land Records
Trainers	Retired D&SJ and PJA Faculty
Objectives	<ul style="list-style-type: none"> • To develop understanding of land record for appraisal in judgment writing. • To equip the judges with case law and important procedures relating to preparation of land record.
Time	2-hours : 30 minutes (2-Sessions)
Contents	<ol style="list-style-type: none"> 1. Evidentiary value of Revenue Record and documents. 2. Understanding documentary evidence and procedure under various enactments, for relevance and admissibility in evidence.
Methodology	<ul style="list-style-type: none"> • Case study • Group discussion
Reading Material	<p>*Punjab Partition Act, 2015 relevant provisions of Punjab Land Revenue Act, Canal and Drainage Act</p> <p>*Case laws</p>

Course Contents for Civil Judges

20.3 Conducting Trial by Judge Family Court

Topic	Conducting Trial by Judge Family Court
Trainers	PJA /Adjunct faculty
Objectives	<ul style="list-style-type: none"> • To sensitize the judges with the new procedures in family laws and techniques to curtail delay • To share best practices in deciding custody procedure and preparation of visitation schedule.
Time	1-hour : 15 minute (1-Session)
Contents	<ol style="list-style-type: none"> 1. Issues and challenges in new laws 2. Role of family judge in domestic abuse cases 3. Visitation schedule preparation – matters to be considered 4. Differentiating between recording of evidence in civil cases and family cases.
Methodology	<ul style="list-style-type: none"> • Case study • Group discussion
Reading Material	<ul style="list-style-type: none"> • Amendments in Family Court Act • UK Pakistan Judicial Protocol • Hague Convention on child abduction

Course Contents for Civil Judges

20.4 Conducting the Trial

Workshop on Conducting a Criminal Trial

Topic	<ol style="list-style-type: none"> 1. Framing of Charge 2. Recording of Evidence 3. Appraisal of Evidence 4. Conclusion and Sentencing
Trainers	PJA /Adjunct Faculty
Objectives	<ul style="list-style-type: none"> ▪ To enable the Civil Judges to resolve the issues in conducting a criminal trial, with fairness and due process. ▪ To equip the Civil Judges with the techniques to expedite the trial
Time	5-hours (4-Sessions)
Contents	<ol style="list-style-type: none"> 1. How to frame charge <ul style="list-style-type: none"> ❖ Separate and joint charge ❖ Irregularities in the charge ❖ Plea as to jurisdiction and double jeopardy 2. Recording of evidence <ul style="list-style-type: none"> ❖ Dealing with objections ❖ Circumstantial evidence – modes of proof ❖ Recording statements of accused and defence evidence – ensuring due process and fairness in procedure 3. Appraisal of evidence in criminal cases <ul style="list-style-type: none"> ❖ Giving reasons and findings 4. Sentencing guidelines <ul style="list-style-type: none"> ❖ Factors to be considered for sentencing ❖ Mitigating and Aggravating sentencing ❖ Concurrent and consecutive sentencing
Methodology	<u>MOCK TRIAL -Role Play</u>
Reading Material	<ul style="list-style-type: none"> • Code of Criminal Procedure and Qanoon-e-Shahadat Order • LHC Rules and Orders

Course Contents for Civil Judges

20.5 Conducting the Civil Trial

Topic	Conducting the Civil Trial - Recording of Evidence Workshop
Trainers	PJA / Adjunct Faculty
Objectives	<ul style="list-style-type: none"> ▪ To enable the Civil Judges to resolve the issues in conducting civil trials. ▪ To equip the Civil Judges with the techniques to expedite the trial and curtail delays
Time	3-hours : 45 minutes (3-Sessions)
Contents	<ol style="list-style-type: none"> 1. Framing of Issues 2. Recording of evidence 3. Appreciation of evidence 4. Recording findings & reasons
Methodology	<u>MOCK TRIAL Role Play</u>
Reading Material	Civil Procedure Code Qanun-e-Shahadat Order

20.6 Judgment Writing

Topic	Judgment Writing – Appraisal of Evidence
Trainers	PJA / Adjunct Faculty
Time	2-hours : 30 minutes (2-Sessions)
Contents	<ol style="list-style-type: none"> 1. Appraisal of evidence in criminal cases 2. Appraisal of evidence in civil cases
Methodology	<ul style="list-style-type: none"> • Classroom discussion. • Case studies and exercising.
Reading Material	<ol style="list-style-type: none"> 1) High Court Rules and Orders Volume 3Chapter19. http://www.lhc.gov.pk/system/files/volume3.pdf 2) Seven Steps To Clearer Judgment Writing http://mja.gov.in/Site/Upload/GR/7Steps_2ClearerJudgmentWriting.pdf

Course Contents for Civil Judges

20.7 Judgment Writing – Communication Skills

Topic	Judgment Writing – Analysis of Facts and Giving Reasons
Trainers	Faculty of STEPS / Saima Riaz
Time	5-hours (4-Sessions)
Contents	<ol style="list-style-type: none"> 1. Differentiating between allegation, fact and finding. 2. Understanding inference and deduction in judicial writing. 3. Collecting evidence and appraising it. 4. Writing the judicial opinion: structure, organization and style. 5. Editing and proofreading for: wordiness, lack of precision and clarity, poor organization, cryptic, analysis, pomposity. 6. In class Assessment upon conclusion.
Methodology	<ul style="list-style-type: none"> • Classroom discussion. • Deconstruction of existing judgments and legal texts. • Reading comprehension, grammar and vocabulary exercises. • Case studies and role play.
Reading Material	<p>HC Rules and Orders. Writing Reasoned Decisions and Opinions: A Guide for Novice, Experienced, and Foreign Judges https://scholarship.law.missouri.edu/jdr/vol2015/iss1/</p>

Course Contents for Civil Judges

20.8 Personal Development and IT Skills

Topic	Personal Development & IT Skills
Trainers	Experts / Professional Trainers
Objectives	<ul style="list-style-type: none"> • To inculcate healthy lifestyle in judges • To develop/enhance the IT skills • To establish IT base of judges
Time	3-hours : 45 minutes (3-Sessions)
Contents	<ol style="list-style-type: none"> 1. I.T, Legal Research, Distance learning, Web-based Courses 2. Health Nutrition Fitness 3. Leadership / Motivation
Methodology	Group discussion
Reading Material	Optional: 7 Habits of Highly Effective People By Stephen Covey

Course Contents

for

Additional Districts & Sessions Judges

21. Course Contents for AD&SJs

Topic	Controlling the Court Workshop
Trainer	Retired D&SJ and PJA Faculty
Objectives	<ul style="list-style-type: none"> • To equip judges to manage situations arising in court room to exercise confidence and authority • To ensure efficiency and effectiveness of hearings • To maintain a calm, harmonious and dignified atmosphere in court
Time	3-hours : 45-minutes (3-Sessions)
Contents	<ol style="list-style-type: none"> 1. Bench Bar interaction: Problems and solutions. 2. Relevant aspects of Judicial Code of Conduct and Lawyers' Code of Conduct. 3. Creating safe and gender sensitive environment.
Methodology	<ul style="list-style-type: none"> • Presentation on experiences • Court Room Scenario role play • Group discussion
Reading Material	<ul style="list-style-type: none"> • Code of Conduct for District Judiciary • Extracts from Legal Practitioners and Bar Councils Act, 1973 and Rules, 1976 • Relevant provisions of PPC and Cr. PC

Course Contents for AD&SJs

21.1 Conducting the Trial

Topic	Conducting the Trial in Rape Cases
Trainers	Adjunct Faculty
Objectives	<ul style="list-style-type: none"> • To sensitize the judges with special procedure in cases of sexual assault. • To enable the judges to conduct fair trial
Time	1-hour : 15-minutes (1-Session)
Contents	<ol style="list-style-type: none"> 1. Preparing the Courtroom environment 2. Use of language in the courtroom 3. Issues and challenges in session trial of rape cases
Methodology	<ul style="list-style-type: none"> • Case study • Group discussion
Reading Material	<ul style="list-style-type: none"> • PPC • Cr.PC • Important precedents

Course Contents for AD&SJs

21.2 Conducting the trial

Topic	Conducting the Trial – Narcotics Cases
Trainers	Retired D&SJ and PJA Faculty
Objectives	<ul style="list-style-type: none"> • To refresh the procedure for conducting trial in Narcotics cases. • To develop skills for conducting trial in Narcotics cases
Time	1-hour : 15-minutes (1-Session)
Contents	<ol style="list-style-type: none"> 1. Issues and challenges in conducting trial in Narcotics cases 2. Appraisal of Evidence 3. Sentencing in Narcotics cases
Methodology	<ul style="list-style-type: none"> • Case study • Group discussion
Reading Material	<ul style="list-style-type: none"> • Control of Narcotics Substances Act, 1997

Course Contents for AD&SJs

21.3 Conducting the Trial

Topic	Conducting Trial in cases of Illegal Dispossession
Trainers	PJA/Adjunct Faculty
Objectives	<ul style="list-style-type: none"> • To provide the judges effective techniques to conduct trial under the Illegal Dispossession Act and to resolve the issues in such cases
Time	1-hour : 15-minutes (1-Session)
Contents	<ol style="list-style-type: none"> 1. Issues and challenges in conducting trial under the Illegal Dispossession Act 2. Decision making in the cases of Illegal Dispossession 3. Challenges in execution and implementation of orders and sentencing
Methodology	<ul style="list-style-type: none"> • Case study • Group discussion
Reading Material	<ul style="list-style-type: none"> • Illegal Dispossession Act • Case Laws

Course Contents for AD&SJs

21.4 Judgment Writing

Topic	Judgment Writing – Communication Skills
Trainers	Faculty of STEPS / Saima Riaz
Time	5-hours (4-Sessions)
Contents	<ol style="list-style-type: none"> 1. Differentiating between allegation, fact and finding. 2. Understanding inference and deduction in judicial writing. 3. Collecting evidence and appraising it. 4. Writing the judicial opinion: structure, organization and style. 5. Editing and proofreading for: wordiness, lack of precision and clarity, poor organization, cryptic, analysis, pomposity. 6. In class Assessment upon conclusion.
Methodology	<ul style="list-style-type: none"> • Classroom discussion. • Deconstruction of existing judgments and legal texts. • Reading comprehension, grammar and vocabulary exercises. • Case studies and role play.
Reading Material	<p>Writing Reasoned Decisions and Opinions: A Guide for Novice, Experienced, and Foreign Judges https://scholarship.law.missouri.edu/jdr/vol2015/iss1/</p>

Course Contents for AD&SJs

21.5 Judgment Writing

Topic	Judgment Writing – Appraisal of Evidence and Writing Conclusion (Civil)
Trainers	PJA Faculty
Time	2-hours : 30-minutes (2-Session)
Contents	<ol style="list-style-type: none"> 1. Appreciation of evidence in a civil case <ul style="list-style-type: none"> - Understanding documentary evidence / revenue record 2. Giving reasons and findings in Civil Appeals – Re-Appraisal of record
Methodology	<ul style="list-style-type: none"> • Case study • Group discussion
Reading Material	Writing Reasoned Decisions and Opinions: A Guide for Novice, Experienced, and Foreign Judges https://scholarship.law.missouri.edu/jdr/vol2015/iss1/

Course Contents for AD&SJs

21.6 Judgment Writing

Topic	Judgment Writing – Appraisal of Evidence and Writing Conclusion (Criminal)
Trainers	PJA/Adjunct Faculty
Time	2-hours : 30-minutes (2-Session)
Contents	<ol style="list-style-type: none"> 1. Appreciation of evidence in a criminal case - Giving reasons and findings in criminal cases 2. Sentencing
Methodology	<ul style="list-style-type: none"> • Case study • Group discussion
Reading Material	Writing Reasoned Decisions and Opinions: A Guide for Novice, Experienced, and Foreign Judges https://scholarship.law.missouri.edu/jdr/vol2015/iss1/

Course Contents for AD&SJs

21.7 Personal Development and IT Skills

Topic	Effective Communication Skills + Motivation
Trainers	Experts / Professional Trainers
Objectives	<ul style="list-style-type: none"> • To inculcate healthy lifestyle in judges • To develop/enhance the IT skills • To establish IT base of judges
Time	3-hours : 45-minutes (3-Session)
Contents	<ol style="list-style-type: none"> 1. Presentation Skills 2. Using tools for effective communications 3. Motivation/Leadership Development
Methodology	Group discussion
Reading Material	Optional: 7 Habits of Highly Effective People by Stephen Covey Why Nations Fail by Daron Acemoglu & James A Robinson

Course Contents for AD&SJs

21.8 Personal Development and IT Skills

Topic	Health and Nutrition + Fitness
Trainers	Experts / Professional Trainers
Objectives	To inculcate healthy lifestyle in judges
Time	1-hour : 45-minutes (1-Session)
Contents	<ol style="list-style-type: none"> 1. How to maintain a healthy lifestyle 2. Exercise and meditation
Methodology	Group discussion
Reading Material	

Course Contents for AD&SJs

21.9 Personal Development and IT Skills

Topic	IT Skills
Trainers	PJA/Adjunct Faculty
Objectives	<ul style="list-style-type: none"> • To develop/enhance the IT skills • To establish IT base of judges
Time	5-hours (4-Sessions)
Contents	1. Use of M.S Word (2-sessions) 2. Distance Learning (1-session) 3. Legal Research Methodology (1-session)
Methodology	Practice in Computer Lab
Reading Material	Optional: Handbook on IT skills
