

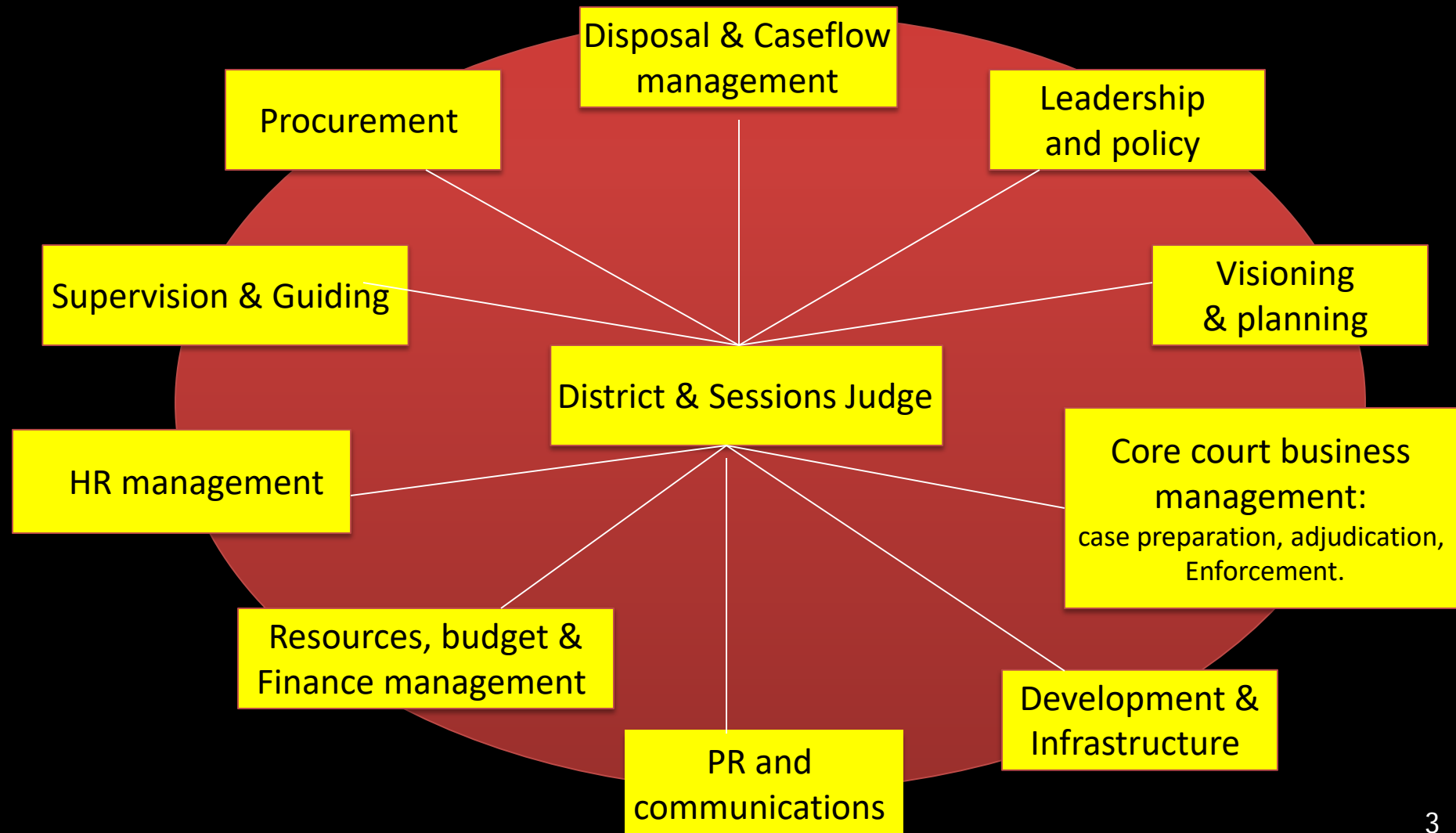
The Role of District & Sessions Judge as Head of the District

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Question????

What is meant by Head of the District?

At a Glance



Before Joining

- Get information about the exact location of your District.
- Have a knowledge about the pendency of your District through CFMS.
- Get information about your Staff.
- Get information about the judges posted in your district.
- If possible, have a telephonic discussion with your predecessor.

Information from Predecessor

- General Information about judges
- If any case of political or social importance pending in the District.
- Resources available in the District.
- Names of the staff members with their designations, nature, descriptions (if possible), qualification and the performance about them.
- General information about Bar and particular of any problematic advocate.

The Major Functions of DSJ

- Judge of his Court
- Leader and Chieftain
- Administrator or Manager
- Keen Observer
- Guide and Teacher
- Counsellor and Advisor
- Reliable Support or Friend
- Inspection and Monitoring

What we expect from you!

You should be a Role Model

Gray Areas for a DSJ

- Fear of Failure
- Passivity
- Improper Distribution of Work and Budget
- Strained Relations with Bar
- Conflict with District Administration
- Communication Barriers
- Lack of Proper and Timely Information
- Lack of Team Work
- Unnecessary Dependence on Staff

Key to Success

- Positivity
- Alertness
- Effective Use of Resources
- Teamwork
- Efficacious Decision Making
- Proper Monitoring
- Improve Disposal
- Reporting

Major Administrative Issues

- Supervision
- Appointment
- Budgeting and Accounts
- Allocation of jurisdiction
- Staff Management
- Procurement
- Repair and Maintenance
- Development
- Criminal Justice System of District

As a Judge

- Be Punctual
- Your writing should be flawless
- Do not assign the difficult and political cases
- You should be in top three highest disposal
- Show your disposal in meeting too but never praise yourself if you are top in disposal.
- Try to examine at least one witness per day
- Keep those cases also which may improved your disposal.
- **Always read before signing**
- Don't hesitate to accept your short-coming

Some Terms

- **Calendaring** - a generic term used to describe the recording of appointments for any type of business.
- **Docket control** - a court-office-specific term that refers to entering, organizing, and controlling all the appointments, deadlines, and due dates of proceedings of all cases.
- **Case management** - a court-office-specific term, that always includes more than just tracking dates; it should also include things to do, contacts, case notes, document filing, document management, and more.

Manual Docket Control

- Calendars
 - Page-a-Day diary
 - Wall Calendars
- Card Systems

Docket Control System

Thursday		25-03-2015
Criminal Cases	1111 , 1111	10
Civil Cases	1111 , 111	08
Family Cases/SMA	1111 , 1111 , 111	14
Orders	111	03
Judgments	1	01

Another way of Docket Control

The screenshot displays a Microsoft Word document titled "Cause List Control (for YEAR) [Compatibility Mode] - Microsoft Word (Product Activation Failed)". The document contains two side-by-side spreadsheets for "JANUARY" and "FEBRUARY". Each spreadsheet is a grid with columns for dates and rows for "Sessions", "Cr. Bail", "Cr. Misc", "Civil", and "Total". The January spreadsheet covers dates 1 through 30, and the February spreadsheet covers dates 1 through 30. The status bar at the bottom indicates "Page: 2 of 12" and "Words: 3,732".

JANUARY				
1 J.	2 J.	3 J.	4 J.	5 J.
Sessions	Sessions	Sessions	Sessions	Sessions
Cr. Bail	Cr. Bail	Cr. Bail	Cr. Bail	Cr. Bail
Cr. Misc.	Cr. Misc.	Cr. Misc.	Cr. Misc.	Cr. Misc.
Civil	Civil	Civil	Civil	Civil
Total	Total	Total	Total	Total
6 J.	7 J.	8 J.	9 J.	10 J.
Sessions	Sessions	Sessions	Sessions	Sessions
Cr. Bail	Cr. Bail	Cr. Bail	Cr. Bail	Cr. Bail
Cr. Misc.	Cr. Misc.	Cr. Misc.	Cr. Misc.	Cr. Misc.
Civil	Civil	Civil	Civil	Civil
Total	Total	Total	Total	Total
11 J.	12 J.	13 J.	14 J.	15 J.
Sessions	Sessions	Sessions	Sessions	Sessions
Cr. Bail	Cr. Bail	Cr. Bail	Cr. Bail	Cr. Bail
Cr. Misc.	Cr. Misc.	Cr. Misc.	Cr. Misc.	Cr. Misc.
Civil	Civil	Civil	Civil	Civil
Total	Total	Total	Total	Total
16 J.	17 J.	18 J.	19 J.	20 J.
Sessions	Sessions	Sessions	Sessions	Sessions
Cr. Bail	Cr. Bail	Cr. Bail	Cr. Bail	Cr. Bail
Cr. Misc.	Cr. Misc.	Cr. Misc.	Cr. Misc.	Cr. Misc.
Civil	Civil	Civil	Civil	Civil
Total	Total	Total	Total	Total
21 J.	22 J.	23 J.	24 J.	25 J.
Sessions	Sessions	Sessions	Sessions	Sessions
Cr. Bail	Cr. Bail	Cr. Bail	Cr. Bail	Cr. Bail
Cr. Misc.	Cr. Misc.	Cr. Misc.	Cr. Misc.	Cr. Misc.
Civil	Civil	Civil	Civil	Civil
Total	Total	Total	Total	Total
26 J.	27 J.	28 J.	29 J.	30 J.
Sessions	Sessions	Sessions	Sessions	Sessions
Cr. Bail	Cr. Bail	Cr. Bail	Cr. Bail	Cr. Bail
Cr. Misc.	Cr. Misc.	Cr. Misc.	Cr. Misc.	Cr. Misc.
Civil	Civil	Civil	Civil	Civil
Total	Total	Total	Total	Total

FEBRUARY				
1 J.	2 J.	3 J.	4 J.	5 J.
Sessions	Sessions	Sessions	Sessions	Sessions
Cr. Bail	Cr. Bail	Cr. Bail	Cr. Bail	Cr. Bail
Cr. Misc.	Cr. Misc.	Cr. Misc.	Cr. Misc.	Cr. Misc.
Civil	Civil	Civil	Civil	Civil
Total	Total	Total	Total	Total
6 J.	7 J.	8 J.	9 J.	10 J.
Sessions	Sessions	Sessions	Sessions	Sessions
Cr. Bail	Cr. Bail	Cr. Bail	Cr. Bail	Cr. Bail
Cr. Misc.	Cr. Misc.	Cr. Misc.	Cr. Misc.	Cr. Misc.
Civil	Civil	Civil	Civil	Civil
Total	Total	Total	Total	Total
11 J.	12 J.	13 J.	14 J.	15 J.
Sessions	Sessions	Sessions	Sessions	Sessions
Cr. Bail	Cr. Bail	Cr. Bail	Cr. Bail	Cr. Bail
Cr. Misc.	Cr. Misc.	Cr. Misc.	Cr. Misc.	Cr. Misc.
Civil	Civil	Civil	Civil	Civil
Total	Total	Total	Total	Total
16 J.	17 J.	18 J.	19 J.	20 J.
Sessions	Sessions	Sessions	Sessions	Sessions
Cr. Bail	Cr. Bail	Cr. Bail	Cr. Bail	Cr. Bail
Cr. Misc.	Cr. Misc.	Cr. Misc.	Cr. Misc.	Cr. Misc.
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Total	Total	Total	Total	Total
21 J.	22 J.	23 J.	24 J.	25 J.
Sessions	Sessions	Sessions	Sessions	Sessions
Cr. Bail	Cr. Bail	Cr. Bail	Cr. Bail	Cr. Bail
Cr. Misc.	Cr. Misc.	Cr. Misc.	Cr. Misc.	Cr. Misc.
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Sessions	Sessions	Sessions	Sessions	Sessions
Cr. Bail	Cr. Bail	Cr. Bail	Cr. Bail	Cr. Bail
Cr. Misc.	Cr. Misc.	Cr. Misc.	Cr. Misc.	Cr. Misc.
Civil	Civil	Civil	Civil	Civil
Total	Total	Total	Total	Total

As a Leader and Manager

What is the difference between
Manager and Leader?

Manager v/s Leader

- Manager have authority and tries to organize resources and coordinate the execution of tasks necessary to reach a goal in a timely and cost effective manner
- Leader have the ability to influence others, with or without authority.

Manager v/s Leader

- Manager depends on authority
- Leader depends on confidence and teamwork
- Acquiring skills of management is difficult
- Acquiring skills of leadership is easy

Keen Observation

Sources of Observation

1) Watching

2) Listening

3) Smelling

4) Touching

5) Tasting

Keen Observation

We were given two ears and two eyes but only one mouth, because listening and watching is twice as hard as talking.

Guide and Teacher,

- Be a fatherly figure
- You must be a learner.
- Listen intently
- Let your associate evaluate himself
- Guide him in a way that he considers that he himself reach to a conclusion
- Change the monthly meeting in an academic discussion group

Counsellor and Advisor

- The aim of counselling or advising is improvement not admonishing
- Call a person for counselling when really needed
- Don't try to do counselling with an aim to fulfill the requirement of PER.
- Put the problem before him in a very polite way
- It is not necessary that counselling is done in your chamber
- You may show your displeasure during counselling
- Don't do it in front of others
- Write the date and time of counselling in your diary
- Use written counselling if needed

Inspection and Monitoring

- Inspection of all courts as soon as possible
- Annual Inspection
- Monthly Inspection
- Daily checking of CFMS
- Round of Court without any routine
- Maintaining a register

Inspection

- First Inspection (Detailed)
- Monthly Inspection (Cursory)
- Annual Inspection (Detailed)

- Accommodation for courts and offices Furniture
- Notice Boards
- Pending file
- Diaries
- Maintenance of registers by the office
- Cause list for at least one week (a copy of one week Cause list may be obtained to annexed with report)

Handling of Cases with Reference to Criminal Cases

- Granting remands
- Cases of under-trials in jail, if taken up expeditiously, Bail orders, if properly passed,
- Securities, if properly accepted,
- Charges, if framed properly,
- Summoning of witnesses and service on them,
- Adjournments, if properly granted,
- Charge, if properly framed,

Handling of Cases with Reference to Criminal Cases

- Whether the preliminary proceedings were properly done by magistrate before sending to the Sessions Case to Sessions Court (Reference: *Muhammad Ramzan v/s Rahim P L D 2010 SC 585*)
- Whether Order u/s 249-A or 265-k are properly passed,
- Whether in compromise of murder and injury cases, the proforma prescribed by Supreme Court is prepared and available in record,
- Whether rights of minors have been properly safeguarded in compromise of murder cases,
- Whether all the witnesses of facts and medical officer were examined in a ripe case for final arguments or judgment,
- Whether the court has prepared a calendar of witnesses in respect of those witnesses which prosecution intended to examine so that unnecessary witnesses mentioned in Final Report may not be called.
- Whether proper control of exercised over the proceedings and recording of evidence,

Handling of Cases with Reference to Civil Cases

- Complaint, if properly scrutinized at the time of presentation,
- Checklist, if available in the officer for scrutiny of complaint,
- Summons and notices, if properly served,
- Issues, if properly framed,
- Adjournments, if properly granted,
- Whether issues are framed within the stipulated time,

Handling of Cases with Reference to Civil Cases

- Whether interlocutory applications are heard and disposed of according to their order of presentation?
- Whether interlocutory applications are decided within one month or beyond?
- Whether execution applications are pending for a longer period without due reason?
- Whether witnesses appeared several time and returned un-examined?
- Whether delay in examination of witnesses is properly explained in diary?
- Whether depositions of witnesses are properly recorded?
- Whether irrelevant material is available in the examination of witnesses?
- Whether cases of elderly persons, widows and orphans are tried with priority and on fast track?

Judgment and Order

- Whether it is in accordance to sections 367 and 368 of CrPC in criminal cases and according to Section 33 and Order 20 Rule of CPC.
- Whether it has a narrative of facts of the affairs?
- Whether it has proper points for determination in criminal judgment and appellate judgment of civil cases?
- Whether language is plain, simple, coherent, consistent and unswerving?
- Whether grammatical structure of sentences is proper?
- Whether long and twisted sentences avoided in judgments?
- Whether preciseness and brevity exist in judgments and orders?
- Whether language of two or more judgments is comparable and analogues to establish that they are product of one and the same person

Form of Inspection

Form of Inspection

A. General Information

1. Information about Presiding Officer

Name of the Presiding Officer	
Designation	
Date of Posting in the Court	
Period of Service	
Date of Retirement	

2. Building Condition (Just use tick marks)

Whether owned by Judicial Department?	Yes	No	
Whether built under AJP?	Yes	No	
Whether the Court building, Chamber, Court Rooms and offices are neat, clean and in tidy condition?	Yes	No	
What is the present status of building?	Excellent	Good	Satisfactory
	Unsatisfactory	Depilated	Dangerous
When repair work was lastly carried out?			
What sorts of repair and maintenance urgently needed?	No Repair	Whitewash	Minor Repair
	Major Repair	Restoration	Rebuilt

3. Establishment

S.#	Name	Designation	Qualification	Date of Posting

4. Staff of Police Department

S.#	Name	Designation	Rank in Police	Date of Posting
		Court Orderly		
		Gunman of P.O.		

5. Non-establishment

Numbers of Pleaders Practicing in the Court	
Numbers of Petitioner Writers (if any)	
Numbers of Oath Commissioners (if any)	
Numbers of Copyists (if any)	

6. Pendency of the Court

1	Total No. of Cases pending on file of the Court on the last day of the previous Month	
2	Total No. of Cases pending on file of the Court on the corresponding date of previous Year	
3	No. of Old Cases on the last day of the previous Month (As per NJPMC)	
4	No. of Older Cases on the last day of the previous Month (As per NJPMC)	
5	No. of Oldest Cases on the last day of the previous Month (As per NJPMC)	
6	No. of Cases more than One Year Old but less than Older Cases on the last day of the previous Month	
7	No. of Cases more than 6 Months and less than one Year Old on the last day of the previous Month	
8	No of Cases under stay by the Superior Courts	
9	No. of Cases on Dormant File	
10	No. of Cases adjourned Sine die	

7. Directions of Previous Inspection

1	No. of Cases in which directions issued during previous inspection	
2	No. of Cases in which compliance of directions of previous inspection is made	
3.	No. of Cases in which compliance of previous directions could not be made	

8. Reasons for non-Compliance of Directions

S. #	Cases Description	Reasons for non-Compliance	Remarks on Reasons	
			Satisfactory	Not Satisfactory
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Some Important Tips

- Surprise visit of office likely on Saturday.
- Never leave office/court before closing hours on a day preceding vacations/holidays.
- Civil work on holidays and vacations only in real urgency.
- Master the working of office.

Some Important Tips

- Always read before you sign.
- Avoid public places and do not accept obligations.
- No development fund for the Court from outsiders.
- Write few diaries in file in your own hand.

Question and Answer

**Judge a man by his
questions rather than
his answers.**

Voltaire

