

CASE PROCESSING & MANAGEMENT

Presented by

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(Additional District & Sessions Judge)

MANAGEMENT

- ✘ The process of getting activities efficiently and effectively. It involves the application of knowledge, skills, tools and techniques to visualize, define, measure, control, report and improve performance and thereby achieve the goal (trainers manual)

CASE MANAGEMENT

- ❖ Equalization of work
- ❖ Prioritization of Cases
- ❖ Maintenance of Manageable diary
- ❖ Preparation of Manageable Cause list
- ❖ Processing of Case

EQUALIZATION OF WORK

- ❖ The equal distribution of work amongst the courts through transfer by the District Judge.
- ❖ Equal assignment of fresh work by the District and Sessions Judge/Senior Civil Judge.
- ❖ List of cases to be exhibited at the end of the day .
- ❖ Entrustment of Police Station/Criminal Jurisdiction of areas with equal work load.

PRIORITIZATION OF CASES

- ❖ Target Cases
- ❖ Juvenile Cases
- ❖ Cases involving female prisoners/litigants
- ❖ Cases of under trial prisoners
- ❖ Family/Rent Cases
- ❖ Other Cases as per their Age

MAINTENANCE OF MANAGEABLE DIARY & CAUSE LIST

- ❖ A manageable Court diary and Daily Cause List should be maintained on the basis of prioritization of cases.
- ❖ Cases of different stages should be fixed in a manageable manner.
- ❖ Cases should be so arranged that the litigant may not have to wait long for simple cases and petty work

PROCESSING OF CASE

- ❖ Petition Box
- ❖ Plaint
- ❖ *Parch Yadasht*
- ❖ Summons
- ❖ Written Statement
- ❖ Issues
- ❖ List of witnesses
- ❖ Evidence
- ❖ Arguments
- ❖ Order/Judgment

PETITION BOX

- ✘ Placement in the verandah of the court house one hour before the court sits.
- ✘ To be opened fifteen minutes after the court opens, fifteen minutes before the court rises for luncheon and fifteen minutes before the time fixed for the rising of the court.
- ✘ Reception of plaint/petitions by ministerial staff is strictly prohibited.

PLAINT & WRITTEN STATEMENT

- ✘ Documents in possession of the party must be annexed with the plaint and written statement.
- ✘ The documents not in possession of the party must be entered in a list annexed to the plaint and written statement.
- ✘ Submission of W/S within 30 day (Or. VIII R.1 CPC)

SUMMONS

- ✘ Three attempts for service of process
- ✘ Attestation by two witnesses
- ✘ Report on oath

ISSUES

- ✘ Admission and denials U/Or. X R.1 CPC
- ✘ Examination of Parties U/Or. X R.2 CPC
- ✘ Admission of facts or documents made U/Or. XII CPC

LIST OF WITNESSES

- ✘ Submission not later than seven days after settlement of issues.
- ✘ Must include the list of all documents to be produced
- ✘

EVIDENCE

- ✘ Responsibility of the parties to produce private witnesses
- ✘ Coercive measure against official witnesses.

JUDGMENT

- ✘ Preferably be announced on the same day after hearing the parties or within seven days of hearing .