

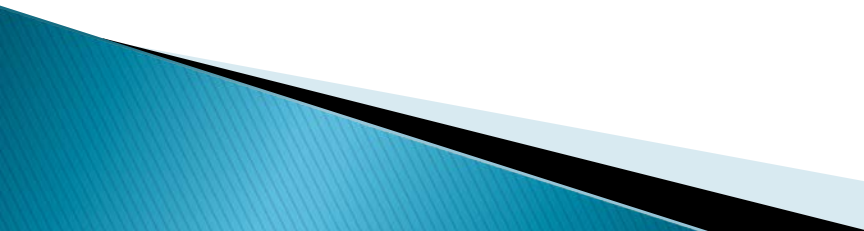
# **Responsibilities of Presiding Officer and court Staff**

**Mamrez Khan Khalil  
Additional District & Sessions Judge  
Swat**

# Duties of Presiding Officer

- ▶ Dignified and courteous to court–staff, court officials
- ▶ Impartial
- ▶ He shall not allow to convey the impression that any person of his staff going to influence him
- ▶ He shall not allow or permit court–staff to manifest bias or prejudice based upon race, sex gender, religion or status .
- ▶ To avoid political affiliations.
- ▶ Court timing
- ▶ Effective supervision.
- ▶ Prompt disposition of court work
- ▶ To work in friendly atmosphere

# Duties and obligations of court staff

- ▶ Attitude towards presiding officer
  - ▶ Public
  - ▶ The ability to perform his work within the parameter assigned
  - ▶ Respect the privacy
  - ▶ To focus on the task and its completion on time
  - ▶ Broader view or deeper understanding
  - ▶ Reliable
  - ▶ How to interact others
  - ▶ Co-operate with the presiding officer in disposition of court work
  - ▶ Do not talk about court business out side court
  - ▶ He /she must know his job characteristics
  - ▶ With a greater feeling of dignity
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# Key areas for improvement

- ▶ To build a more effective, efficient and highly motivated and boost sense of duty
- ▶ Ethics
- ▶ Court record
- ▶ Delivery of good services
- ▶ Public dealing
- ▶ Since not fully mastered hence needs additional training to meet the standard
- ▶ Structured training
- ▶ To devote adequate time to judicial/court work
- ▶ Skill assessment programme
- ▶ Increase motivation and job description
- ▶ Encourage timely promotion

**Questions?**



**Thank You!**