

# HANDLING COURT MATTERS



# TYPES OF COURT CASES

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Service matters

Criminal matters

Labour Law matters.

Arbitration, Mediation and Conciliation

Writ Petitions

Supreme Court matters

# PAIRVY OFFICER

Attributes :

- ❖ Knowledge
- ❖ Sincerity
- ❖ Communication skills
- ❖ Resourcefulness

# FUNCTIONS

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Smart follow -up

- Grip on the Subject matter

Pre-emptive action

Seeking guidance promptly

Contact

# PARAWISE COMMENTS

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- Chronology
  - Para wise comments
  - Rebuttal where necessary
    - Clinching Evidence
  - Correctness of facts and figures
- Approval of the competent Authority

# DRAFT REPLY

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- Minute scrutiny
- Correctness of the facts.
  - Clarity
- Approval and signature of the appropriate authority.
  - Filing reply

# STATUS IN LITIGATION

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- ❖ Plaintiff /Petitioner
- ❖ Defendant/Respondent
- ❖ Appellant.
- ❖ Proforma party

# APPOINTMENT OF THE COUNSEL

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- ✓ Follow up for timely appointment.
- ✓ Standing Counsel.
- ✓ Attendance in the Court



# “MEETING THE COUNSEL”

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Briefing for relevant input.

Discussion :

➤ Taking Notes

➤ Correctness of facts.

➤ Senior level Meeting.

☐ Safe Custody of records.

# DRAFT REPLY

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- ✓ Check the Draft .
- ✓ Notify deficiency and rectify.
- ✓ Approval of the appropriate Authority.
  - ✓ Filing reply.
  - ✓ Record on file.

# REGULAR HEARING

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- Contact your counsel.
  - Punctuality
    - Keeping a diary
  - Apprising the Seniors
- Taking follow up action.

# MONITORING PROGRESS

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S. No	Title of the case	Name of the court	Date Counsel & Parokar	Follow-up action	Special mention , if any

# COMPLIANCE OF COURT ORDERS

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- Certified copy of order.
- Advice of Government Counsel.
  - Collective decision by a Committee
- Implementation Or Appeal.
- Timely, completely and effectively

# APPEAL

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- Filing
- Briefing
- Seeking instructions .
- Apprising the higher authority.

# CONTEMPT PETITION

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- Why Contempt ?
  - Responsibility.
  - Compliance.
  - Attendance .
- Exemption from attendance.
- Successful defence of Petition.

# DON'Ts

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Carelessness.

Statement without having authority.

Leaving Record files at the council's office.



# SOME INTERESTING CASES

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1. CHARLES SHOBHRAJ IN TIHAR JAIL (1986-1988)
2. D T C DRIVERS' QUALIFICATION (2008)
3. WILD LIFE SANCTUARY (1989)

# COUNSEL'S FEE

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- I. Avoid delay in payment
- II. Verification of the bill

A photograph of a sunlit forest path. The path is narrow and covered with fallen leaves and small plants. The trees are tall and dense, with sunlight filtering through the canopy, creating a warm, golden glow. The word "THANKS!" is overlaid in large, bold, white, sans-serif capital letters in the center of the image. The overall mood is peaceful and grateful.

**THANKS!**