Khyber Pakhtunkhwa Judicial Academy



TRAINING MANUAL

PRE-PROMOTION STATUTORY GRADED TRAINING

FOR

SENIOR CIVIL JUDGES/A'ALA ILAQA QAZIS

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DIRECTOR GENERAL'S MESSAGE

In light of recent amendments to Rule 5 of the Khyber Pakhtunkhwa Judicial Service Rules, 2001, as guided by the august Peshawar High Court, the Academy has transitioned from a post-promotion to a pre-promotion training regime.

This training manual has been developed to align the training programs with the paradigm shift. The manual is a comprehensive guide for both trainers and trainees. It contains the objectives, structure, methodology, and content of the training program. The modules address various dimensions of the roles and duties of the additional district and session's judge, including the effective exercise of appellate and revision jurisdiction under criminal and civil procedure, different aspects of the session's court powers and their proper exercise, and the effective exercise of powers under various special laws. They blend theoretical knowledge with practical insights. I sincerely commend the Academy's team for their efforts in compiling this manual. May this endeavor renew our commitment to justice, fairness, and the Rule of Law.

Jehanzeb Shinwari
Director General

DEAN'S NOTE

This manual sets out Pre-Promotion Training Program for the post of Additional District & Sessions Judge/Izafi Zilla Qazi.

In preparing this manual, we have reviewed both primary and secondary sources. The curriculum content draws upon:

- **Khyber Pakhtunkhwa Judicial Academy — *Manual for Pre-Service Probationers' Training of Additional District & Sessions Judges (2016)*;**
- **Punjab Judicial Academy — *A Handbook of Pre-Service Training Program 2018–19 for Newly Inducted Additional District & Sessions Judges*;**
- **Sindh Judicial Academy — *Pre-Service Training Program 2020: Training Guidelines & Instructions for Additional District & Sessions Judges*;**
- **Centre for Research and Planning, Supreme Court of India, New Delhi — *Rethinking Judicial Education: A Detailed Study of Curriculum and Learning Methodologies in Judicial Academies*; and**
- **Training Needs Assessment Report (2025): *Research Wing, Khyber Pakhtunkhwa Judicial Academy*.**

The manual's design is based on the premise that officers undergoing training must demonstrate enhanced competencies necessary to discharge the responsibilities of an additional district and session's judge. The program aims to ensure that participants:

- Acquire a comprehensive command of session's trial and its dynamics
- Display advanced judgment-writing skills
- Exhibit a refined understanding of the principles of the law of evidence
- Gain competence in information technology skills
- Gain a broader vision of constitutional values for upholding Rule of Law

I hope that this manual will contribute to a paradigm shift in judicial education—aligning with global best practices and reinforcing the principle of merit in judicial career progression.

Ahmed Iftikhar
Dean Faculty

COURSE DURATION

Pre-Promotion Training Program for AD&SJs

Total Duration: 7 Weeks

Phase 1	**Academics (Part 1) 1 Month**
Phase 2	**Country Study Tour/ Visit to other Judicial Academies: 10 Days (Inclusive of Holidays)**
Phase 3	**Academics (Part 2) 2 Weeks**

Structure of the day in the program

08:30 – 09:00	**Faculty Hour/ Quranic Message/Presentations/Feedback Session**
09:00 – 10:15	**Session I**
10:15 – 10:45	**Tea Break**
10:45 – 12:00	**Session II**
12:00 – 01:15	**Session III**
01:15 – 02:00	***Salat-ul-Zuhr & Lunch***
02:00 – 03:15	**Session IV**
Trainers Evaluation (15 Minutes)	

Total Sessions = 114

ASSESSMENT SYSTEM

Component	Sub-Component	Marks Allocated	Key Details
Assessment Test & Knowledge	Post-Training Knowledge Test	70	MCQs, Short Answers, Problem-Solving; all topics taught during training.
	Field Visit Report	10	Evaluation of observations, analysis. Adherence to relevant Synopsis requirements
	IT Skills	10	Assessment of participants' ability to use legal research databases, drafting, word processing, and IT tools.
Professional Conduct& Participation	Punctuality	10	Full attendance, adherence to schedule; deductions for delays/absences.
	Conduct Inside & Outside Classroom	10	Respectful behavior, adherence to rules, Professional decorum.
	Participation in Training	20	Active engagement, quality contributions in discussions/Q&A Sessions (10) Presentation skills (10)
Assignments	Book Reviews/ Research Article	20	Book Reviews: 05; Research Article: 15
Total		150	

Grading Scale & Percentage Equivalents

Score Range (Marks)	Percentage	Grade	Remarks
135–150	90–100%	Excellent (A)	Significantly exceeds threshold standard for a pass
120–134	80–89%	Very Good (B)	Very much exceeds threshold standard for a pass
105–119	70–79%	Good (C)	Above threshold standard for a pass
90–104	60–69%	Satisfactory (D)	Meets threshold standard for a pass
Below 90	<60%	Unsatisfactory (F)	Does not meet threshold standard for a pass

Sample Registration & Pre-Training Evaluation

Please give following information about yourself. The data provided by you will be kept confidential.

Profile

1. Name
2. Place of Posting
3. Designation
4. CNIC Number
5. Cell Phone Number (WhatsApp)
6. Email Address
7. Postal Address
8. Emergency Contact (Person & Phone Number)
9. Blood Group
10. Medical History/Any Medical Issue?

Academic Qualification

11. Academic Qualification- highest degree obtained

Check all that apply.

☐ PhD

☐ LLB

☐ LLM

☐ MA

☐ BA

☐ Other

12. Other (s), please specify and also mention area of your academic specialization, if any

13. Professional Experience (specify number of years)

Co and Extra Curricular Activities

14. Sports

15. Any literary activities (reading, writing, poetry, etc)

16. Hobbies and leisure activities

Pre-Evaluation

17. Your overall level of proficiency in the topics mentioned in the schedule of Training (Before Training)

Mark only one option.

( ) 25%

( ) 50%

( ) 75%

( ) 100%

18. Your expectations from the training

19. I have read the Code of Conduct and Guidelines for Trainees/Participants and I agree to the same

Mark only one option.

( ) Yes

( ) No

Sample Resource Person Evaluation

Grading Key

Grade	Percentage
Excellent	Above 90 %
Very Good	80% --- 90%
Good	70% --- 79%
Average	55% --- 69%
Below Average	Below 55%

Please mark only one option per row.

1. To what extent was the Content relevant to the topic? ( ) Excellent | ( ) Very Good | ( ) Good | ( ) Average | ( ) Below Averag.
2. To what extent did the Resource Person have command over the Subject? ( ) Excellent | () Very Good | ( ) Good | ( ) Average | ( ) Below Average.
3. Communication Skills of the Resource Person ( ) Excellent | ( ) Very Good | ( ) Good | ( ) Average | ( ) Below Average.
4. To what extent was the Lecture Participatory? ( ) Excellent | ( ) Very Good | ( ) Good | ( ) Average | ( ) Below Average.
5. Will you be able to apply the knowledge acquired or skills learnt, if so to what extent? ( ) Big Yes | ( ) Yes | ( ) To good extent | ( ) To some extent | ( ) No
6. Did the resource person deliver the lecture/discourse within the allotted time? ( ) Big Yes | ( ) Yes | ( ) To good extent | ( ) To some extent | ( ) No 7.

Suggestions / Comments (mandatory):

- All evaluation factors (except Question 6) shall be averaged to generate the overall score/grading for the resource person.
- Time management shall not count towards the overall grade, but would be reflected separately in graphical form.
- The evaluation shall be anonymous. Trainee name or identifying information shall not show in the generated result.

- Trainees shall be bound to record the evaluation for all resource persons and shall also record his/her comments in the comments section.

Sample Post-Training Evaluation

1. Name (optional)

2. Email

3. Overall quality of the training program

Mark only one option.

( ) Excellent

( ) Very Good

( ) Good

( ) Average

( ) Poor

( ) Very Poor

4. Suggestions for improvement of training program/ changing course modules

5. Your overall level of proficiency in the topics mentioned in the schedule of Training (After Training)

Mark only one option.

( ) 25%

( ) 50%

( ) 75%

( ) 100%

6. Overall quality of arrangements for academics at classroom and auditorium (e.g., sound system, multimedia, training material etc.)

Mark only one option.

( ) 25%

( ) 50%

( ) 75%

( ) 100%

7. Suggestions for improvement

8. Overall logistic arrangements at library, research wing, and amenities at masjid, lavatories etc. **Mark only one option.*

( ) 25%

( ) 50%

( ) 75%

( ) 100%

9. Suggestions for improvement

MODULE 1 – JUDICIAL ETIQUETTES, CODE OF CONDUCT

Total Duration:10 hours

Introduction

The conduct of a judge/qazi must be above reproach as this constitutes the bedrock of the Rule of Law. The High Court, in its recent instructions, has, in particular, emphasized judicial assertiveness as an essential attribute for judicial independence. This module aims to reawaken reflection among mid-career judges on the need for observance of upright character befitting a judicial position. The module builds upon various facets, including ethical dimensions of Islamic Judicial Ethics, the global standards set out in Bangalore Principles, relevant instructions issued by the High Court, and best practices based on peer learning.

Objectives

The module aims to equip trainees with an understanding of:

1. Code of Conduct of Civil Servants prescribed by the government and Code of Conduct for Judges issued by the High Court
2. Ethical standards and behavioral expectations from judges.
3. Islamic Judicial Ethics
4. The relevance and importance of Bangalore Principles of Judicial Conduct.
5. The need and importance of judicial assertiveness as an essential trait of judicial independence

Learning Outcomes

Participants will be able to:

- Displays conduct befitting judicial position.
- Demonstrate judicial assertiveness.
- Observe instructions on Code of Conduct issued by the Government and the High Court.

Course Contents — Schedule-Aligned Breakdown

S/No.	Session / Sub-Topic	Focus / Description	Duration
1	**Judicial Ethics and Code of Conduct**	Code of Conduct for Judicial Officers, Code of Conduct of Civil Servants	1 h-15 min
2	**Bangalore Principles – I**	Judicial Conduct: Independence, impartiality, propriety, and integrity — group work and case studies.	1 h-15 min
3	**Bangalore Principles – II**	Judicial Conduct: Equality, competence, and diligence — applied through case scenarios.	1 h-15 min
4	**Professional Networking**	ADJs/IZQs as extensions of DSJs'/ZQ vision; liaison with colleagues, bar, and other stakeholders.	1 h-15 min
5	**Core Judicial Values:**	Integrity, independence, and assertiveness.	1 h-15 min
6	**Judicial Estacode: Study Circle**	Relevant Instructions in Judicial Estacode on the Code of Conduct	1 h-15 min
7	**Islamic Perspective of Judicial Conduct**	Islamic Model of Administration of Justice Judicial Ethics Qualifications for Judicial Position Primary Judicial Etiquettes Islamic Model of Judicial Independence, Equality, Impartiality	1 h-15 min
8	**Judicial Assertiveness with focus on Power of Contempt of Court: Practice and Procedure**	An assertive judiciary for the dispensation of inexpensive and expeditious justice	1 h-15 min

Structured Learning Components

A. Judicial Ethics and Institutional Discipline

- The Code of Conduct for District Judiciary issued by the High Court
- The Code of Conduct for Civil Servants

B. Internationally recognized ethical standards for judges

- Bangalore Principles 2002

D. Professional Networking and Institutional Role

- ADJs/IZQ as extensions of DSJs' administrative vision.
- Constructive engagement with colleagues, seniors, and bar members
- Peer Learning

E. Judicial Assertiveness

- High Court's vision and instructions for Judicial Assertiveness.
- Reviving confidence and leadership in the District Judiciary.
- Powers of Contempt of Court

Activities and Practical Exercises

- Lecture Discussion
- Group Discussion
- Peer Learning

Reference / Recommended Reading

- Judicial Estacode
- High Court Rules and Orders
- Bangalore Principles of Judicial Conduct
- Dr. Mehmood Ahmad Ghazi, *Adab-ul-Qazi* (Islamic Research Institute, Islamabad, 1998).
- Islamic Judicial Ethics: Shaukat Hayat
- Khyber Pakhtunkhwa Government Servants (Conduct) Rules, 1987

MODULE 2 – INFORMATION TECHNOLOGY SKILLS

Total Duration: 12 hours 30 minutes

Introduction

IT has a profound impact on every field, and the justice sector is no exception. There are many areas where IT has revolutionized the justice sector, including digital case management, e-filing, virtual hearings, and the use of AI for research, analytics, and writing. This requires that judges be adept at using information technology. This training module enhances participants' digital competence by focusing on the practical application of MS Office and the use of Generative AI.

Objectives

The module aims to equip trainees with an understanding of:

- MS Office
- Generative AI for legal writings
- Cloud-based platforms and their uses for improving court processes.
- Ethical and Security considerations in use of AI

Learning Outcomes

Participants will be able to:

- Efficiently use computer systems for daily tasks
- Efficiently use MS Office for court use.
- Use AI for improving court processes
- Ensure ethical compliance in the use of digital resources.

Course Contents — Schedule-Aligned Breakdown

S/No.	Session / Sub-Topic	Focus / Description	Duration
1	**ICT Tools – Computers**	Understanding Computer and Typing basics, File Management, Data	1 hour 15 minutes

		Handling and Storage PDF, OCR, Data Extraction	
2	**ICT Tools – Word Processing I**	Creating and Formatting Documents List, Tables, and Page Layout	1 hour 15 minutes
3	**ICT Tools – Word Processing II**	Practical Drafting	1 hour 15 minutes
4	**E-Learning & Self-paced Professional Development**	Use of e-learning platforms, self-study modules, and continuous ICT skills development.	1 hour 15 minutes
5	**Generative AI in Courts I**	AI types, history, applications; Legal research use-cases.	1 hour 15 minutes
6	**Generative AI in Courts II**	Google Workspace integration Use of LLMs	1 hour 15 minutes
7	**Generative AI in Courts III**	Notebook LM and practical AI-assisted document creation. Agentic AI	1 hour 15 minutes
8	**Generative AI in Courts IV** **AI and Legal Writing**	Large Language Models Ethical Use of AI	1 hour 15 minutes `
9	**ICT Tools: MS Excel**	Basics of Excel (Workbook, Worksheets, Cells and references, Data Entry, Formatting, Formula, Functions, Sorting, Filters and Charts)	1 hour 15 minutes
10	**ICT Tools- Power point**	Creating Smart Presentations	1 hour 15 minutes

Structured Learning Components

A. Computer and Digital Literacy

- Nature and functions of Computer System (Hardware and Software)

B. Word Processing

- Basic MS Word Functions

C. Presentation and Visualization Tools

- Basic Functions of PowerPoint

D. Generative AI for Judicial Work

- Introduction to AI: Types and History
- Using Google Workspace, Notebook LM
- Generative AI for legal writings, research and other use cases.
- Ethical concerns, data privacy.

Activities and Practical Exercises

- Working in MS Office, Cloud Environment and AI

Reference / Recommended Reading

1. Microsoft Office 365 for Lawyers: A Practical Guide – Ben Schorr.
2. Artificial Intelligence and Judicial Modernization – Yadong Cui (Springer).
3. Artificial Intelligence for Legal System: Jurisprudence in the Digital Age– Gupta et al. (Routledge).

MODULE 3 – COURT AND CASE MANAGEMENT

Duration: 16 hours 15 minutes

Introduction

Article 37(d) of the Constitution of Pakistan states that the state shall ensure inexpensive and expeditious justice. However, the courts are overburdened with massive backlog of cases on the one hand and a shortage of human resources on the other, resultantly, the pace of disposal slows-down and delay is caused. The solution lies in effective case and court management. The training module is designed to enhance the case and court management capabilities of judges with the ultimate aim of improving the justice sector's efficiency.

Objectives

The module aims to equip trainees with an understanding of:

1. Time management and its relevance to the judicial business.
2. Official correspondence in line with Secretariat Instructions.
3. Docket management strategies.
4. ADR mechanisms for effective resolution of cases.

Learning Outcomes

Participants will be able to:

- Maintain judicial and administrative records properly.
- Integrate ADR into court practice for reducing backlog and effective resolution of cases.
- Apply High Court Rules & Orders for effective case and court management.
- Understand and apply non-verbal communication for effective court management
- Enhance productivity and reduce delays through efficient time management

Course Contents — Schedule-Aligned Breakdown

No.	Session / Sub-Topic	Focus / Description	Duration
1	**Court Management**	Proper maintenance of registers for accurate case record Quarterly Inspections and reporting to the High Court	1 hour 15 minutes
2	**High Court Rules & Orders – Civil**	Study Circle: Relevant provisions.	1 hour 15 minutes
3	**High Court Rules & Orders – Criminal**	Study Circle: Relevant provisions.	1 hour 15 minutes
4	**Official Correspondence**	Secretariat Instructions, administrative record keeping, tone and structure of communication.	1 hour 15 minutes
5	**Maintenance of Record**	Classification, consignment, reconstruction of lost/damaged judicial records.	1 hour 15 minutes
6	**Docket Management**	Techniques for expeditious disposal of cases.	1 hour 15 minutes
7	**Valuing Time & Energy**	Time and workload management for judicial efficiency	1 hour 15 minutes
8	**Promoting ADR in Formal Justice System — I**	Mediation and Best Practices Role Play and Exercises	1 hour 15 minutes
9	**Promoting ADR in Formal Justice System — II**	Arbitration Act and Its enforcement	1 hour 15 minutes
10	**CFMIS**	Use of CFMIS for Case/Court Management	1 hour 15 minutes
11	**Supervision of staff: Performance Evaluation Reports (PERs).**	Guiding Principles and Common Mistakes	1 hour 15 minutes
12	**Communication and Presentation Skills-I**	Importance of effective communication Verbal and Non-Verbal	1 hour 15 minutes

13	**Communication and Presentation Skills-II**	How to communicate clearly and effectively	1 hour 15 minutes
14	**ADR & Islamic Law**	The concept of ADR under Islamic law and its Jurisprudence; focus on family cases	1 hour 15 minutes

Structured Learning Components

A. High Court Rules & Orders (Civil and Criminal)

- Study circle on relevant rules relating to Court and case management

B. Official Correspondence and Record Maintenance

- Secretariat Instructions on official correspondence
- Record classification, consignment, and reconstruction (High Court Rules and Orders and District Office Manual)

C. Docket Management

- Daily cause lists and progress monitoring.
- Handling adjournments and avoiding backlogs.
- Setting and evaluating performance benchmarks

D. Alternate Dispute Resolution (ADR)

- ADR Act and Rules-Process of Referral, Role of Saliseen
- Arbitration Act and its Enforcement

E. Staff Supervision and Leadership

- Supervision of staff: Performance Evaluation Reports (PERs).

Activities and Practical Exercises

- Lecture Discussion
- Group Discussion: High Court Rules and Orders

Reference / Recommended Reading

- *High Court Rules and Orders*
- *Secretariat Instructions Manual*
- UNDP, *Judicial Efficiency Toolkit* (2022).
- A Guide to Performance Evaluation: Establishment Division Government of Pakistan
- Manual of ACRs Instructions of Government of Khyber Pakhtunkhwa
- Khyber Pakhtunkhwa ADR Act, Rules and relevant notifications
- Arbitration Act

MODULE 4 – EXERCISING CRIMINAL JURISDICTION

Total Duration: 32.5 Hours

Introduction

The Additional District & Sessions Judge adjudicates serious offences such as murder. It requires him to have an adequate grasp of the session's trial procedure, including framing of charge, the recording of evidence, and examination of the accused. He must ensure that he follows such a procedure that meets the constitutional mandate of a fair trial. The Additional Sessions Judge also performs an important function of re-examining the orders of lower courts for their correctness.

This training module is designed to equip judges with the necessary competence to perform the new role.

Objectives

The module aims to equip trainees with an understanding of:

1. Proper exercise of powers as Justice of Peace
2. Proper exercise of habeas corpus, Bail, Superdari jurisdictions
3. Proper exercise of Powers of Appeal and Revision
4. Observance of procedural safeguards in framing charge, examination of accused, recording evidence
5. Sentencing discretion under the new KP Sentencing regime
6. Foundations of Islamic Criminal Law
7. Procedure of Complaint and FIR Cases
8. All relevant provision for the proper exercise of sessions powers

III. Learning Outcomes

Participants will be able to:

- Exercise sessions jurisdiction effectively with sufficient comprehension of the powers under Criminal Procedure Code including powers of bail, habeas corpus, Bail, Superdari, Appeal, Revision etc.

- Manage sessions trial effectively
- Observe procedural safeguards in framing charge, examination of accused, recording evidence etc
- Properly apply sentencing discretion under the new KP Sentencing regime
- Gain adequate understanding of Islamic criminal law and apply its relevant principles

IV. Course Contents — Schedule-Aligned Breakdown

No.	Session / Sub-Topic	Focus / Description	Duration
1	**Justice of Peace: Jurisdiction, Limitations & Challenges**	Statutory provisions, case law, types of orders, writing exercises, and peer review.	1 hour 15 minutes
2	**Habeas Corpus Petitions**	Procedure, scope, statutory powers; case law; writing orders and peer review.	1 hour 15 minutes
3	**Bail Petitions & Superdari**	Pre-arrest, post-arrest, protective bail, cancellation; drafting and review exercises.	1 hour 15 minutes
4	**Criminal Appeals and Revisions**	Locus standi, limitation, suspension of sentence, appellate powers, abatement, and judgments. Scope and discretion of revision jurisdiction; parameters of interference.	1 hour 15 minutes
5	**Sentencing, Probation & Parole Laws**	Sentencing framework, probation, parole principles, and judicial discretion.	1 hour 15 minutes
6	**Management of Sessions Trials**	Case Scheduling-Sessions Trial Management of Session Trial based on Judgments of Superior Courts	1 hour 15 minutes
7	**Sessions Trial – Framing of Charge**	Concept, statutory importance, drafting of charges.	1 hour 15 minutes
8	**Sessions Trial Framing of Charge (Exercise & Peer Review)**	Peer evaluation, and discussion of common errors	1 hour 15 minutes
9	**Sessions Trial – Recording Statement of Accused - Conceptual Framework**	Recording statement under Section 342 CrPC	1 hour 15 minutes

10	**Sessions Trial Examination of Accused (Exercise, Peer Review and Feedback)**	Exercise, and peer feedback.	1 hour 15 minutes
11	**Recording of Evidence (Special Witnesses)**	Handling expert, child, and vulnerable witnesses; practical demonstration.	1 hour 15 minutes
12	**Trial of Counter Cases**	Developments after Sughra Bibi Case Complaint and FIR Case(Challan) Right of Private Defence Judgement and Sentence Relevant Procedure Case Studies: NoorEllahi Case Sughra Bibi Case	1 hour 15 minutes
15	**Sessions Trial:** **Murder Reference** **Compounding of Offences**	Sentencing Paradigm in Murder Trials (302(a)(b) and (c) Death Sentence and Requisite formalities Statutory framework under CrPC, scope of compromise, and judicial discretion.	1 hour 15 minutes
16	**Mock Trials (Criminal I)**	Simulation exercises: recording evidence of formal witness	1 hour 15 minutes
17	**Mock Trials (Criminal II)**	Simulation exercises: recording evidence of star witnesses	1 hour 15 minutes
18	**Mock Trials (Criminal III)**	Simulation exercises: recording evidence of I.O	1 hour 15 minutes
19	**Mock Trials (Criminal IV)**	Simulation exercises: recording evidence of recovery witnesses	1 hour 15 minutes
20	**Mock Trials (Criminal V)**	Simulation exercises: recording evidence of doctors	1 hour 15 minutes
21	**Foundations of Islamic Criminal Law I**	Introduction to Islamic Criminal Law, its sources Theories of Criminal responsibilities Types of Crimes	1 hour 15 minutes
22	**Foundations of Islamic Criminal Law II**	Hudud (Zina,Qazf,Sariqah,Hirabah, Shurb,Apostasy)	1 hour 15 minutes

23	**Foundations of Islamic Criminal Law III**	Qisas ,Diyat and Tazir Jinayat	1 hour 15 minutes
24	**Criminal Trial with Focus on Mental Illness including forensic health assessment**	Understanding effect of mental illness on trial procedures	1 hour 15 minutes
25	**Jail Visits: Role of Additional District and Sessions Judge**	Disposal of petty nature cases, report of prison conditions	1 hour 15 minutes
26	**Sessions Trial-Firearm and Ballistics**	Firearm, Ballistics, nature, Kinds and appreciation in criminal trials	1 hour 15 minutes

V. Structured Learning Components

A. Powers and Procedure: Justice of Peace & habeas corpus

- Sections 22-A & 22-B CrPC – scope and limitations.
- Habeas corpus petitions and unlawful detention.
- Powers of Bail and Superdari
- Writing concise and reasoned orders.

B. Sessions Trial: Procedure and Practice

- Steps from cognizance to judgment.
- Framing charges
- Recording evidence – direct, expert, and vulnerable witnesses.
- Examination of accused.
- Trial of complaint vs. challan cases, counter cases

C. Powers and Procedure: Appeals and Revisions

- Ground of Appeals and Powers of Appellate Courts.
- Revision jurisdiction and its contours

D. Sentencing, Probation & Parole

- KP Sentencing Act: Scope of sentencing jurisdiction and powers
- Probation of Offenders Ordinance 1960.

- Good Conduct Prisoners Probationer Release Act and Rules.

E. Scientific Investigation

- Firearm and Ballistics

F. Islamic Criminal Law (Comparative Perspective)

- Foundational principles and objectives of Islamic Criminal Law.

VI. Activities and Practical Exercises

- Lecture Discussion
- Mock trial exercises
- Peer evaluation on charge framing and examination of accused.

VII. Reference / Recommended Reading

- *High Court Rules and Orders (Criminal)*
- Abdul Qadir Oudah, *Criminal Law of Islam*, Volumes I–III
- Code of Criminal Procedure, 1890, *Shaukat Mehmood*
- Khyber Sentencing Act 2021
- Code of Criminal Procedure, 1890, *Sheikh Abdul Haleem*
- Criminal Practice, *Sheikh Abdul Haleem*

MODULE 5 – EXERCISING CIVIL JURISDICTION

Duration: 12.5 Hours

Introduction

The additional district judges exercise powers of the first appellate forum, and their findings of fact are, as a rule, final. The High Court Rules and Orders, referring to this aspect, say that the first appellate forums should realize this responsibility and" should take care to see that the findings of fact on which their decision is based are clear and precise and to indicate that all relevant evidence, oral as well as documentary, has been duly considered".

Besides, the Civil case management Rules, 2018, have introduced a paradigm shift in the adjudication of civil cases. The Rules emphasize pre-trial inquisitorial procedures for resolving cases through summary judgment, and trial scheduling for the timely conclusion of cases. The additional district judges must be fully conversant with the legal niceties of the case management regime, so that they follow such procedures as trial courts and similarly ensure observance of these procedures by the lower courts. Importantly, additional district judges also exercise specialized jurisdiction under Order 37 Case, which requires them to have a sound knowledge of the procedural shift contained therein.

This module aims to strengthen the competence of trainees in exercising civil appellate jurisdiction and to provide a thorough understanding of the foundational elements of the trial court's jurisdiction, pre-trial inquisitorial procedures, summary judgments, costs, decree sheets, case management, and summary judgment powers under Order 37 CPC.

Objectives

The module aims to equip trainees with an understanding of:

1. Pre-trial inquisitorial procedures
2. Trial Scheduling procedures
3. Proper allocation of burden of proof
4. Imposition of costs as per the legal mandate

5. Proper drawing of decree sheets

6. Trial Procedure under Order 37 CPC
7. Civil appellate and revision powers correctly as per the legal mandate.

Learning Outcomes

Participants will be able to:

- Correctly apply pre-trial inquisitorial procedures
- Render summary judgments as per the legal mandate
- Frame proper issues and properly allocate burden of proof correctly apply revision and appeal procedures
- Determine and impose costs based on correct application of law and procedures
- Conduct trials of cases under Order 37 CPC as per the legal mandate

Course Contents — Schedule-Aligned Breakdown

S. No	Session / Sub-Topic	Focus / Description	Duration
1	**Civil case management Rules, 2018**	Conceptual background, purpose, and scope of case management Rules.	1 hour 15 minutes
2	**Civil case management Techniques (Pre-trial) (Trial)**	Orders X–XIII CPC; trial scheduling and pre-trial directions. Techniques for effective trial scheduling	1 hour 15 minutes
3	**Civil case management**	(Practical exercises).	1 hour 15 minutes
4	**Framing of Issues**	Framing of issues as per legal requirements and proper allocation of burden	1 hour 15 minutes
5	**Summary Judgment**	Concept, theory, and practice of summary disposal under CPC.	1 hour 15 minutes
6	**Civil Appeals -Appeals from Decrees and Orders**	Filing, locus standi, limitation, issuance of notices. Cross appeals, objections, remand powers, and appellate judgment writing. Appeal from Orders: Practice and Procedure	1 hour 15 minutes
7	**Drawing of Decree Sheet**	Grant of relief, formulation of decree, and imposition of costs.	1 hour 15 minutes

8	**Costs and compulsory costs**	Legal framework, judicial discretion, and practical implications	1 hour 15 minutes
9	**Revision Jurisdiction**	Ingredients for exercising revision powers in civil cases.	1 hour 15 minutes
10	**Summary Trial: Suits Under Order 37 CPC**	Nature of negotiable instruments Leave to defend Summary judgment Trial procedure	I h 15 m

Structured Learning Components

A. case management Framework

- Purpose and scope of the Civil case management Rules, 2018

B. Pre-Trial Stage

- Orders X–XIII CPC: examination of parties, discovery and interrogatories; production of documents.

C. Framing of Issues and Summary Judgment

- Principles of framing issues: Material on which to frame issues
- Burden of proof.
- Summary judgment provisions—scope, limitations, and ingredients.

D. **Trial Powers**

Scheduling Trials

Drawing Decree Sheets

Imposing Costs

D. Appeals and Revisions

- Grounds of appeal: Maintainability, Powers of Appellate Courts
- Cross objections, additional evidence, and powers of remand.
- Ingredients for revision jurisdiction—errors of law, jurisdictional excess, or

material irregularity.

E. Procedure for Trials under Order 37 CPC

Activities and Practical Exercises

- Lecture Discussion
- Practical exercises: Order X to Order XIV
- Peer review.

Reference / Recommended Reading

- Civil Procedure Code, *Amer Raza*
- High Court Rules and Orders
- Law of Pleadings, *Mogha*
- Pleadings Without Tears: A Guide to Legal Drafting under the Civil Procedure Rules, *William Rose,*
- Pleadings and Practice, *NS Bindra*
- Civil Procedure Code, *M. Mehmmood*
- Civil Procedure Code, *Justice Thakker*
- Pleadings in Indian Courts, *Pundit Sheo Narain*

MODULE 6 – UNDERSTANDING REVENUE LAWS AND LAND RECORDS

Duration: ≈ 6 hours and 15 m

Introduction

Judicial Officers, in particular judges of the appellate courts, must have an adequate grasp of the land revenue laws. A fairly large, if not all, civil disputes concern land ownership and possession matters. Similarly, the field of land revenue is full of technical jargons that have, over the years, acquired special meaning as interpreted by the Superior Courts.

This module aims to equip participants with practical and conceptual knowledge of the land records and their evidentiary value.

Objectives

The module aims to equip trainees with an understanding of:

1. The Land Revenue Laws, the hierarchy of revenue administration and their powers
2. Tenancy Act
3. Land Records and their evidentiary value

Learning Outcomes

Participants will be able to have a thorough grasp of:

- Land revenue hierarchy, their powers and functions
- Various proceedings carried out under the Land Revenue Act and its legal consequences
- Land record entries and their evidentiary value

Course Contents — Schedule-Aligned Breakdown

S. No	Session / Sub-Topic	Focus / Description	Duration
1	**Land Revenue Laws**	Introduction to revenue documents	1 hour 15

			minutes
	I	Settlement Procedures	
2	**Land Revenue Laws II**	Types of records: Jamabandi, Girdawari, Mutation Register, Maps	1 hour 15 minutes
3	**Land Revenue Laws III**	Shamilat property, demarcation proceedings, partition proceedings	1 hour 15 minutes
4	**Key Land Laws**	Overview of West Pakistan Land Revenue Act, 1967 and KP Tenancy Act, 1950	1 hour 15 minutes
5	**Evidentiary Value of Revenue Documents**	Legal presumptions, authenticity,, and judicial evaluation of revenue entries; discussion of illustrative cases	1 hour 15 minutes

Structured Learning Components

A. Orientation to Revenue Administration

- Land revenue system and its evolution.
- Hierarchy of revenue officers and their jurisdictions.
- Powers and functions of revenue officers.

B. Understanding Land Records

- Preparation, attestation, and verification of revenue documents.

C. Partition, Demarcation, Shamilat property

- Shamilat (common property).
- Partition proceedings under relevant laws.

D. Revenue and Tenancy Legislation

- Key provisions of the West Pakistan Land Revenue Act, 1967.
- Provisions of the KP Tenancy Act, 1950.
- Appeals, revisions, and reviews under revenue laws.

E. Probative Value of Land Records

- Presumption of truth of entries under Section 52, Land Revenue Act.

- Limitations and exceptions to presumptions.
- Relevant Case law.

Reference / Recommended Reading

- West Pakistan Land Revenue Act, 1967
- Khyber Pakhtunkhwa Tenancy Act, 1950
- Land Record Manual
- Settlement Manual
- Commentary on Land Revenue Act by M. Mehmood

MODULE 7 – LAW OF EVIDENCE: FUNDAMENTALS AND PRINCIPLES OF APPRECIATION OF EVIDENCE/SHAHADAT

Duration: 10 hours

Introduction

The law of Evidence provides the standards for proving facts, and hence plays a key role in judicial decision-making. Judges must therefore have a sound knowledge of the principles of relevancy, admissibility, presumptions, burden of proof, and all the fundamental concepts necessary for the correct appreciation of evidence.

This module aims to equip trainees with a comprehensive understanding of the Law of Evidence, and it also provides an overview of contemporary challenges, such as medical and digital forensics.

Objectives

The module aims to equip trainees with an understanding of the principles of:

1. Relevancy and Admissibility
2. Presumptions and Burden of Proof
3. Appreciation of Evidence in Civil Cases
4. Appreciation of Evidence in Criminal Cases.
5. Modern forms of evidence (Digital and Medical Forensics

Learning Outcomes

By the end of the training, participants will be able to:

- Have a comprehensive understanding of the principles of relevancy, admissibility, presumption, burden of proof
- Properly appreciate evidence in civil and criminal cases
- Good grasp of the fundamentals of modern evidence

Course Contents — Schedule-Aligned Breakdown

S. No	Session / Sub-Topic	Focus / Description	Duration
1	**Fundamentals of Law of**	Relevancy, admissibility	1 hour 15 minutes

	Evidence (I)		
2	**Fundamentals of Law of Evidence (II)**	Examination of witnesses, impeachment, burden of proof, and presumptions	1 hour 15 minutes
3	**Appreciation of Evidence (Civil)**	Application of probative principles in civil adjudication; practical case examples	1 hour 15 minutes
4	**Appreciation of Evidence (Criminal I)**	Testimonial evaluation: child, injured, chance, interested, hostile, and accomplice witnesses; with Illustrations and case law	1 hour 15 minutes
5	**Appreciation of Evidence (Criminal II)**	Circumstantial Evidence (Site plan. recoveries, last seen evidence, plea of alibi, medical evidence, confessional statements, etc with case law and illustrations)	1 hour 15 minutes
6	**Medico-Legal Reports Evidentiary Value**	Post –Mortem Reports. Injury Sheets Etc -Evidentiary Value	1 hour 15 minutes
7	**Evidence through Modern Devices (Electronic Evidence)**	Digital evidence: principles of admissibility, authentication, and appreciation challenges	1 hour 15 minutes
8	**DNA Reports and Scientific Evidence**	Evidentiary of DNA reports	1 hour 15 minutes

Structured Learning Components

A. Fundamentals of Evidence

- Structure and scope of the Qanun-e-Shahadat Order, 1984
- Relevancy and admissibility-Difference
- Hearsay rule and exceptions
- Direct, circumstantial, and documentary evidence
- Presumptions and burden of proof

B. Examination and Evaluation of Witnesses

- Examination-in-chief, cross-examination, and re-examination
- Impeachment of witness
- Kinds of Witnesses

Appreciation of Evidence

- **Principles of Evidence appreciation in civil cases**
- Principles of Evidence appreciation in criminal cases

C. Forensic and Scientific Evidence

- Electronic Evidence
- Medical Evidence

Activities and Practical Exercises

- Lecture Discussion
- Relevant Case Law Discussion

Reference / Recommended Reading

- Law of Evidence, *Justice Muneer*
- Qanoon-e-Shahdat Order, *Shaukat Mehmmood*
- High Court Rules and Orders
- Law of Evidence, *Cross and Tapper*
- Law of Evidence, Field
- *Islami-Qanoon-e-Shahdat*, *Justice Tanzeel-ur-Rehman*

MODULE 8 – JUDGEMENT WRITING SKILLS

Duration: 7 hours 30 minutes

Introduction

A well-crafted judgment requires strong communication skills, in addition to having a good command of procedural and substantive laws. Mid-career judges must hone these skills, as poorly drafted judgments can severely affect litigants' rights, leading to increased appeals, difficulties of enforcement, and, importantly, the litigants' rights to know the reasons for the decision.

This module aims to enhance the written communication skills of judges with the ultimate goal of improving judgment-writing skills. It includes separate discourses on essential ingredients of civil and criminal judgment-writing.

Objectives

By the end of this module, participants will be able to:

1. Understand the significance of effective communication skills
2. Understand the fundamentals of good judgment-writing on civil and criminal side
3. Appreciate stylistic differences in writing
4. Understand and avoid pitfalls in communication

Learning Outcomes

Participants will be able to:

- Write well-reasoned and legally sound judgments.
- Avoid common pitfalls in communications

Course Contents — Schedule-Aligned Breakdown

S. No	Session / Sub-Topic	Focus / Description	Duration
1	**Communication Skills (Written) – I**	Macro-level writing: structure and logical flow of judgments; clarity of issue framing.	1 hour 15 minutes
2	**Communication Skills (Written) – II**	Mid-level writing: paragraph coherence, grammar, precision, and transitions.	1 hour 15 minutes

3	**Communication Skills (Written) – III**	Micro-level writing: sentence craft, tone, style, and use of transitional language.	1 hour 15 minutes
4	**Judgment-writing Skills – I (Criminal)**	Structure, reasoning, and articulation of criminal judgments; statutory requirements and sentencing orders.	1 hour 15 minutes
5	**Judgment-writing Skills – II (Civil)**	Structure of civil judgments: facts, issues, findings, decree, and relief. Integration of procedural and substantive reasoning.	1 hour 15 minutes
6	**Research Skills**	Methods Types	1 hour 15 minutes

Structured Learning Components

A. Fundamentals of Effective Communication

- Macro to micro level writing structures

B. judgment-writing – Criminal Cases

- Articulating facts
- Assessing credibility and appreciation of evidence.
- Legal reasoning in acquittals and convictions
- Sentencing discretion

C. Judgment-writing – Civil Cases

- Articulating facts
- Issue-vise findings
- Decree sheets
- Relief

Activities and Practical Exercises

- Lecture Discussion
- Practical Exercises in writings

Reference / Recommended Reading

- Handbook of Technical and Scientific Writing, *Mayfield*
- Legal Writing, *Chief Justice Beverly McLachlin*
- On the Writing of judgment-writing, Justice Michael Kirby
- judgment-writing, Justice Roslyn Atkinson
- The Form and Language of Judicial Opinion, *Lord Roger of Earlferry*
- Judges Writing Style, *Richard A. Posner*
- *Primer and also book review guidelines by Research Wing*

MODULE 9 – SPECIAL LAWS

Duration: 15 hours

Introduction

The powers and responsibilities of an additional district and session's judge extend to several civil and criminal matters, which include not just general laws but also Local and Specific Laws. Many special statutes, such as the KP Public Property (Removal of Encroachment) Act 1977, the Land Acquisition Act 1894, and the Juvenile Justice System Act 2018, also confer exclusive jurisdiction on the court of the additional district judge and necessitate an understanding of specialized procedure.

This module aims to enhance the competence of judges in local and special laws.

Objectives

By the end of this module, participants will be able to:

1. Understand the procedural paradigm in different local and special laws.
2. Understand the legal landscape of certain emerging new laws
3. Reinforce important provision and concepts in Police and Prosecution laws

Learning Outcomes

Participants will be able to:

- Apply special laws as per their legal mandate
- Reinforce understanding of police and prosecutorial functions and their relevance to criminal justice regime

Course Contents — Schedule-Aligned Breakdown

S. No	Session / Sub-Topic	Focus / Description	Duration
1	**Court Fee & Suit Valuation 1887**	Includes discussion of: Ad-valorem Subject matter Jurisdictional value Consequential relief Relevant Case law	1 hour 15 minutes
2	**KP Public Property (Removal of Encroachment) Act, 1977**	Includes discussion of: Definition of Public Property Definition of Encroachment Removal Mechanism Procedure of Court, Penalties and Punishment Relevant Case Law study	1 hour 15 minutes
3	**Land Acquisition Act 1894**	Compensation parameters Execution of Decrees. Relevant Case law	1 hour 15 minutes
4	**Trial of Narcotics Cases**	Appreciation of Evidence Practice and Procedure	1 hour 15 minutes
5	**Trial of Rape Cases**	Procedural requirements Appreciation of Evidence Case Law	1 hour 15 minutes
6	**Family Laws**	Exercise of Appellate jurisdiction Practice and Procedure Case Law	1 hour 15 minutes
7	**Rent Laws**	Exercise of Appellate jurisdiction Practice and Procedure Case Law.	1 hour 15 minutes
8	**Illegal Dispossession Act 2005**	Legal framework Evidentiary challenges Practice and Procedure Case Law	1 hour 15 minutes
9	**Juvenile Justice System Act**	Trial Procedure	1 hour 15 minutes
10	**Gender-Based Violence (GBV) Laws**	Legal framework Practice and Procedure Case Law	1 hour 15 minutes
11	**KP Police Act 2017 Police Rules**	Relevant Provisions	1 hour 15 minutes

12	**KP Prosecution Act 2005**	Establishment Structure Functions Powers Independence	1 hour 15 minutes

Structured Learning Components

A. Substantive and Procedural Landscape of Different Local and Special Laws

- Court fee and Suit valuation 1887
- KP Public Property (Removal of Encroachment) Act 1977: Original jurisdiction and procedural handling.
- Land Acquisition Act 1894: Notification, compensation, appeals, and enforcement.
- Narcotics Law: Procedural safeguards, evidence appreciation
- Rape Trials: Procedural safeguards, victim protection, and evidentiary standards.
- Illegal Dispossession Act 2005: Statutory objectives, procedural safeguards, evidence appreciation and orders
- Family Laws: Appellate Court Powers focus on Nikah, Talaq, and Inheritance, Wards & Guardian, Custody of Children under Shariah.
- Rent Laws: Appellate Court Powers
- Trials under Juvenile Justice System Act
- Gender-Based Violence (GBV) Laws: Procedural compliance.

B.Justice Sector Stakeholders: Coordination and Oversight

- Police Act & Rules: Study of Relevant Provisions

Activities

Lecture Discussion

Reference / Recommended Reading

- Land Acquisition Act, 1894.
- Muslim Family Laws Ordinance, 1961; Family Courts Act, 1964.
- KP Rent Restriction Act

- Illegal Dispossession Act, 2005.
- Control of Narcotic Substances Act, 1997.
- Prevention of Electronic Crimes Act, 2016.
- KP Environmental Protection Act, 2014.
- Juvenile Justice System Act, 2018.
- Major Acts(Criminal), Commentary By M.Mehmood
- Major Acts(Civil) Commentary By M.Mehmood
- Muslim Family Laws Ordinance, Commentary By M. Mehmood
- Muslim Family Laws By Dr. Tanzeelurehman

MODULE 10 –PERSONALITY DEVELOPMENT, SOCIAL ETIQUETTES AND WELLBEING

Duration:7 hour and 30 m

Introduction

A judge's personality must be dignified and graceful, and his conduct befitting his status. These are not problems of personal temperaments, but a manifestation of institutional integrity and public trust in the justice system. This module emphasizes to trainees the importance of dignified behavior.

The training module also covers aspects of judicial well-being and contains discourse on stress management and mindfulness.

Objectives

By the end of this module, participants will be able to understand:

1. The importance of proper decorum and dignified conduct
2. The importance of stress management strategies.
3. Importance of mindfulness to improve work performance
4. Importance of healthy diet
5. Significance of spiritual well-being

Learning Outcomes

Participants will be able to:

- Observe dignified conduct befitting judicial position
- Maintain healthier lifestyle habits.
- Recognize and mitigate sources of stress in the judicial environment.
- Incorporate mindfulness techniques to improve work performance

Course Contents — Schedule-Aligned Breakdown

S. No	Session / Sub-	Focus / Description	Duration

	Topic		
1	**Personality Development**	Table Manners and Mess Rules	1 hour 15 minutes
2	**Social Etiquettes and Dress Code**	Principles of professional dressing and grooming; posture and body language; respect and courtesy in social interaction; handling public and professional gatherings.,	1 hour 15 minutes
3	**Physical Health and Wellbeing**	Nutrition, exercise, and lifestyle modification for healthy living.	1 hour 15 minutes
4	**Stress Management & Wellbeing**	Techniques to manage workplace and personal stress, resilience building.	1 hour 15 minutes
5	**Mindfulness: Living in the Moment**	Fundamental Concepts Core Attitudes Methods and Practices	1 hour 15 minutes
6	**Spiritual Wellbeing**	Reflection, values, and practices to sustain ethical and emotional balance.	1 hour 15 minutes

Structured Learning Components

A. Physical Wellbeing

- Nutrition and diet planning
- Sleep Patterns
- Islamic Instructions

B. Stress Management & Resilience

- Sources of stress.
- Relaxation techniques, breathing exercises

C. Mindfulness Practices

- Techniques for focused attention and their effect

D. Spiritual Wellbeing

- Reflection on values, ethics, and personal mission as a judge.

Activities and Practical Exercises

- Lecture Discussion

Reference / Recommended Reading

- Kabat-Zinn, Jon. *Wherever You Go, There You Are: Mindfulness Meditation in Everyday Life.*
- Mindfulness and Judging: Resources for Judges(Federal Judicial Center)

MODULE 11 – CONSTITUTIONAL VISION OF JUSTICE AND RULE OF LAW DIMENSIONS

Duration: 7.5 Hours

Introduction

Additional district and session's judges deal with heinous offences and exercise jurisdiction in matters, such as Habeas corpus, that directly involve the fundamental rights and liberty of citizens. It is therefore essential that they understand the essence of fundamental rights and constitutional values that underpin the Rule of Law.

This training module aims to improve the competence of judges in comprehending the constitutional role of the district judiciary.

Objectives

The module aims to equip trainees with understanding of:

1. Judicious Exercise of Discretion
2. Use of Precedents
3. Fundamentals of Service Laws
4. Reforming Criminal Justice System

Learning Outcomes

Participants will be able to:

- Properly Exercise Judicial Discretion
- Apply laws consistent with constitutional values and principles
- Apply ratio decidendi correctly.
- Understand and apply their obligations towards reforming criminal justice sytem

- Show awareness of the judiciary's proactive role as per the constitutional mandate

Course Contents — Schedule-Aligned Breakdown

S. No	Session / Sub-Topic	Focus / Description	Duration
1	**Judicious Exercise of Discretion**	Standards and limits of discretion in judicial decision-making; avoiding arbitrariness.	1 hour 15 minutes
2	**Use of Precedents**	Identifying and applying ratio decidendi and obiter dicta; consistency and discipline in application of case law.	1 hour 15 minutes
5	**Reforming the Criminal Justice System Discourse on Asifullah V Govt of KP WP 5504/2025**	Guidance for Justice Sector Stakeholders, their Roles and Obligations	1 hour 15 minutes
6	**Orientation on Service Laws**	Overview of Service Laws	1 hour 15 minutes

Structured Learning Components

A. Judicious Exercise of Discretion

- Difference between discretion and arbitrariness.
- Structured reasoning and record-based decision-making.

B. Use of Precedents

- Finding and applying ratio decidendi.
- Consistency and predictability in rulings.

B. Orientation on Service Laws

- Understanding statutory rights and obligations of civil servants.

C. Reforming Criminal Justice System

Activities and Practical Exercises

- Case Analysis
- Lecture Discussion

Reference / Recommended Reading

1. The Constitution of the Islamic Republic of Pakistan, 1973 Justice Muneer
2. Fundamental Law of Pakistan, AK Brohi
3. Judicial Review of Administrative Action Fazal Karim
4. Law in the Making, *Austin*
5. Legal Philosophies, *Harris*
6. Introduction to Jurisprudence, *Lloyd*
7. The Concept of Law, *H.L.A Hart*
8. Taking Rights Seriously, *Ronal Dworkin*
9. The Morality of Law, *Lon. F. Fuller*
10. The Concept of a Legal System, *Joseph Raz*
11. Specific Relief Act, *Justice A.K Nandi*