CONCEPT NOTE

Activity	Training on Foundational IT Skills and AI Core Competencies for Judicial Officers (Additional District & Sessions Judges and Civil Judges)
Duration	**05 Days**
Venue	**Khyber Pakhtunkhwa Judicial Academy, Peshawar**
Number of Participants	**25 Additional District & Sessions Judges / Civil Judges per batch across Khyber Pakhtunkhwa**
Methodology	**Hands-on Lab Practice, Live Demonstrations, Interactive Discussions, Reinforcement Activities**
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Finalized by	**Ahmed Iftikhar, Dean Faculty**

1. INTRODUCTION

The effective integration of information technology into judicial institutions requires more than the adoption of digital tools; it requires judicial officers to possess the competence to use them responsibly, critically, and effectively. Modernizing institutional workflows requires a deliberate convergence of established legal practices and technical competence. As artificial intelligence (AI) increasingly offers opportunities to support judicial research, case management, transcription, and administrative processes, the challenge is to translate technological potential into practical institutional gains without compromising judicial judgment or accountability. The National Guidelines for Use of Artificial Intelligence in Judicial Institutions of Pakistan, approved by the National Judicial (Policy Making) Committee, provide a framework for the ethical and responsible use of Artificial Intelligence (AI) in courts, on the premise that AI is intended to augment, not supplant, humanly reasoned decision-making.[1] These Guidelines permit the use of AI for case management, transcription, research and analytics, provided the judge remains in control of every

[1]Law and Justice Commission of Pakistan, National Guidelines for Use of Artificial Intelligence in Judicial Institutions of Pakistan (approved by the National Judicial (Policy Making) Committee, 57th Meeting, February 2026), Preamble, p. 6.

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decision.[2] The Supreme Court of Pakistan has also acknowledged AI's potential to alleviate chronic case backlogs and improve judicial efficiency.[3]These developments require the growing importance of technical literacy and data proficiency as essential competencies for judicial officers.

In this context, the Khyber Pakhtunkhwa Judicial Academy (KPJA) seeks to strengthen the digital capacities of judicial officers through structured trainings in Information Technology and AI. The program intends to translate national policy objectives into practical competencies relevant to judicial and administrative functions. By equipping judicial officers to use digital tools effectively, assess AI generated outputs critically, and exercise appropriate human oversight, the initiative aims to promote more efficient workflows while, preserving the integrity, accountability, and independence of judicial decision making.

2. BACKGROUND

Judicial officers increasingly encounter AI-assisted material and AI tools in their administrative and judicial work, yet most have no structured training in how these tools work, where they fail, or how to use them safely. The following gaps are commonly observed:

- **Limited Conceptual Understanding:** AI tools are often treated as search engines, with little appreciation of how generative, agentic and predictive AI differs, or why an LLM can produce fluent but incorrect output.
- **Uneven Word-Processing Skills:** Proficiency in MS Word varies widely. Officers who are unfamiliar with styles, tables, headers, sections and track changes find it difficult to export LLM-generated text into a properly formatted order, judgment or administrative document.
- **Privacy and Confidentiality Risks:** Unfamiliarity with model-improvement, memory and temporary-chat settings creates a risk of exposing confidential

[2]Law and Justice Commission of Pakistan, National Guidelines for Use of Artificial Intelligence in Judicial Institutions of Pakistan (approved by the National Judicial (Policy Making) Committee, 57th Meeting, February 2026), Preamble, p. 6, and Guideline 5 (Permissible Use of AI Systems), p. 7.
[3]Ishfaq Ahmed v. Mushtaq Ahmed, Civil Petition for Leave to Appeal No. 1010-L of 2022, Supreme Court of Pakistan (2025); see also National Guidelines for Use of Artificial Intelligence in Judicial Institutions of Pakistan (NJPMC, February 2026), Introduction, Background, p. 2.

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legal information and personal data of litigants and witnesses, which the Guidelines require to be secured.[4]

- **Unverified Reliance on Output:** Without a habit of checking citations, quotations, figures and transcriptions, fabricated case law or misstatements can enter the record. The Guidelines require users to identify, with references, the portions of a document generated by AI and to explain how they were verified.[5]
- **No Exposure to Offline Models:** Few officers are aware that LLMs can be installed and run locally, without data leaving the device, which is an important option for sensitive material.

Policy Alignment

The Supreme Court of Pakistan has acknowledged the potential of AI to relieve chronic case backlogs and improve judicial efficiency.[6] The Guidelines translate this into practice: they allow AI for administrative functions, legal research, predictive analytics on case durations and patterns, and initial summaries of case documents;[7] they require that judges be trained to understand the capability and limitations of AI tools;[8] and they assign that training to the Federal and Provincial Judicial Academies.[9] KPJA has accordingly included these trainings in its approved annual calendar for 2026, to be delivered in batches across Khyber Pakhtunkhwa.

Design of the Training

To design training that responds to these gaps, the Academic Wing and Director IT of Khyber Pakhtunkhwa Judicial Academy (KPJA) held consultative sessions with, and visited, three institutions in Peshawar: IM Sciences, the City University of Science and Information Technology (CUSIT) and FAST-NUCES National University of Computer & Emerging Sciences. The agenda covered hands-on, user-end module design; the LLMs Claude Pro, ChatGPT and Gemini; offline models such as Ollama;

[4]National Guidelines for Use of Artificial Intelligence in Judicial Institutions of Pakistan (NJPMC, February 2026), Guideline 4.3 (Privacy and Data Security), p. 7.
[5]National Guidelines for Use of Artificial Intelligence in Judicial Institutions of Pakistan (NJPMC, February 2026), Guideline 4.2 (Ethical Integrity and Transparency), p. 7.
[6]Ishfaq Ahmed v. Mushtaq Ahmed, Civil Petition for Leave to Appeal No. 1010-L of 2022, Supreme Court of Pakistan (2025); see also National Guidelines for Use of Artificial Intelligence in Judicial Institutions of Pakistan (NJPMC, February 2026), Introduction, Background, p. 2.
[7]National Guidelines for Use of Artificial Intelligence in Judicial Institutions of Pakistan (NJPMC, February 2026), Guideline 5 (Permissible Use of AI Systems), clauses 5.1–5.4, p. 7.
[8]National Guidelines for Use of Artificial Intelligence in Judicial Institutions of Pakistan (NJPMC, February 2026), Guideline 4.4 (Accountability and Oversight), p. 7.
[9]National Guidelines for Use of Artificial Intelligence in Judicial Institutions of Pakistan (NJPMC, February 2026), Guideline 6 (Capacity Building), p. 7.

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and the laboratory facilities needed to deliver the training. The delegation inspected the computer science laboratories of all three institutions, and the institutions agreed to collaborate in designing modules for the Academy.

During these discussions it was felt that judges should first be trained as users of LLMs, so that they develop a sound understanding of how these models work, followed by work in offline mode and the integration of AI with MS Word. It was also felt that some judges need training in MS Word itself, so that when they use LLMs they are able to export and format the output in Word. The modules received from the institutions have been consolidated into a five-day Schedule of Activities. The training starts with conceptual clarity and MS Word skills, proceeds tool by tool from basic to advanced, and concludes with ethical use, judicial use cases and assessment. Only one tool is taught each day, so that participants with limited ICT experience never have to switch interfaces mid-activity.

3. LEARNING OBJECTIVES

By the end of the training, each participant will be able to:

- **AI Fundamentals:** Distinguish generative, agentic and predictive AI, and explain how an LLM differs from a search engine.
- **MS Word:** Format an order or administrative document using styles, tables, headers, sections and track changes, and export AI-generated text into it.
- **Prompting:** Write a structured prompt (role, context, task, format) and refine an unsatisfactory output.
- **Privacy Settings:** Configure model-improvement, memory and temporary-chat settings in ChatGPT, Gemini and Claude.
- **Document Analysis:** Summarize a document with page references and verify each key claim against the source.
- **Transcription:** Convert a dictated recording into an edited Word document.
- **Offline Mode:** Identify and use available offline features of essential IT Tools, and manage documents and work products when internet connectivity is unavailable.
- **Ethical Use:** Apply the human-oversight, transparency and privacy requirements of the National Guidelines to an AI-assisted task.[10]

[10] National Guidelines for Use of Artificial Intelligence in Judicial Institutions of Pakistan (NJPMC, February 2026), Guidelines 4.1–4.3 (Human Oversight; Ethical Integrity and Transparency; Privacy and Data Security), pp. 6–7.

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Expected Outcomes

Outputs (by the end of the training): each participant completes a ChatGPT portfolio, a Claude portfolio, one AI-agent exercise and hands-on learning though few tested prompts.

Outcomes (within three months): participants use AI, with verification, for at least one routine task in their courts, such as transcription, summarizing documents or preparing periodical statements, and handle confidential material in line with the Guidelines.

Contribution (longer term): time saved on routine work is returned to adjudication, supporting courts in meeting category-wise timelines and the 110 percent disposal target. Participant feedback will also guide the Academy's IT lab upgrade and the design of advanced batches.

4. TRAINING CONTENTS & MODULES

The training will be delivered across a structured 5-day timeline, broken down into thematic modules:

Module I (Day 1): Foundations of AI and Word Processing

- **Registration and Course Briefing:** Registration on the Learning Management System (LMS); overview of course contents, learning expectations and grading.
- **Introduction to AI:** What AI tools are and how they differ from search engines; generative AI, agentic AI and predictive AI.
- **MS Word Basic:** Document layout, fonts, paragraphs and styles; lists, tables and page setup; saving, exporting and printing.
- **MS Word Advanced:** Headers, footers, page numbers and sections; table of contents, track changes and comments.

Module II (Day 2): Working with ChatGPT

- **Getting Started:** Login and plan check; interface and model families, comparing the same question on a fast and a reasoning model.
- **Privacy, Memory and Personalisation:** Model-improvement setting, Temporary Chat, viewing and deleting a memory, and custom instructions.
- **Prompting:** Role, context, task and format; editing a prompt; repairing a failed output.

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- **Search and Source-Grounded Analysis:** Current-information search with inspection of source links; summaries and facts with page numbers and exact quotes; tracing claims back to the PDF.
- **Canvas, Data Analysis and Projects:** Refining a longer draft section by section; converting a spreadsheet into a table and chart; setting up a reusable workflow, with a Custom GPT shown by the trainer.
- **Images and Voice:** Reading a receipt; dictating a short note and proofreading it with read-aloud; a short image-generation demonstration.
- **Reinforcement Activity:** Workflow map (copy-paste, downloaded file, in-Office integration); integration of MS Office with ChatGPT; completion of a ChatGPT portfolio, each item with a verification checklist.

Module III (Day 3): Gemini, Offline Models and AI Agents

- **Gemini and the LLM Ecosystem:** Login and plan check; LLMs and their ecosystem; Microsoft Word integration; prompting and repairing output.
- **Transcription:** Audio dictation tools for transcription using OpenAI Whisper / Omnilingual ASR.
- **Offline Mode:** Installing and running local LLMs using LM Studio / Ollama.
- **Google Workflow Environment:** Moving work between Gemini and Google Drive, Docs, Sheets, Slides and Gmail; search with source links; source-grounded analysis with explicit “not found” statements.
- **Gems, Data and Media:** Reusable instructions (Gems); spreadsheet to table and chart; images, voice and read-aloud.
- **Reinforcement Activity – AI Agents:** Building scenarios with AI agents:
    - Document Redaction Pipeline
    - Full Trial Record Chronology Extractor
    - Memo Generator with Prompt Caching
    - Case Law Citation Auditor
    - Low-code RAG and Agents using Dify.ai / AnythingLLM

Module IV (Day 4): Claude and MS Office Integration

- **Getting Started:** Login and interface; model selection and effort/thinking controls; privacy settings, incognito chat, profile preferences and styles.
- **Search and Multi-File Analysis:** Web search with sources; comparing two versions of a report and confirming each changed date, figure and wording against the originals.

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- **Projects, Artifacts and File Creation:** Project knowledge and persistent instructions; creating a simple Artifact; producing a Word or Excel file, then downloading, reopening and inspecting it.
- **Verification:** Interpreting images and charts; marking each claim in an AI output as verified, corrected or unsupported; scoring the same task in ChatGPT and Claude on a short rubric.
- **Office Integration:** Integration of MS Office and other applications with Claude (plugins); awareness of connectors, sharing and publication controls.
- **Reinforcement Activity:** Completion of a Claude portfolio; research with citation checking (if available); extended multi-file analysis and file-creation practice.

Module V (Day 5): Ethical Use of AI, Judicial Use Cases and Assessment

- Responsible and ethical use of AI in judicial work; its limitations, practical use cases.

5. Assessment and Conclusion: Post-assessment test will be conducted as per approved assessment criteria.

6. METHODOLOGY

The training will employ a hands-on, learn-by-doing methodology:

- **Hands-on Lab Practice:** Each participant operates the tools on an individual workstation. Every demonstration is brief and immediately followed by practice, and skills build progressively from basic to advanced.
- **Reinforcement Activities and Portfolios:** The last session of each tool day consolidates learning through a practical assignment, producing portfolios, verification checklists and a personal prompt library.
- **Practice Material:** Everyday administrative material is used. No real case files or personal data are entered into any AI tool.
- **Post-Assessment Test:** A post-assessment test on Day 5 measures attainment of the learning objectives.

7. GRADING

In line with the policy of Hon'ble Peshawar High Court, this training shall be graded as per the general grading policy as follows:

Assessment Test &	Post-Training Knowledge & Skills	70	MCQs, short answers and practical lab tasks (prompting, source

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Knowledge	Test		verification, MS Word formatting); all topics taught during training.
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, and responsible use of lab equipment and accounts.
	Participation in Training	10	Active engagement in hands-on exercises; completion of daily re-enforcement activities and portfolios.
TOTAL MARKS		**100**	

Grading Scale & Percentage Equivalents

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

7. REFERENCES

1. Law and Justice Commission of Pakistan, *National Guidelines for Use of Artificial Intelligence in Judicial Institutions of Pakistan*, approved by the National Judicial (Policy Making) Committee in its 57th Meeting, February 2026. Islamabad: LJCP.

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2. Supreme Court of Pakistan, *Ishfaq Ahmed v. Mushtaq Ahmed*, Civil Petition for Leave to Appeal No. 1010-L of 2022, delivered in 2025.

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