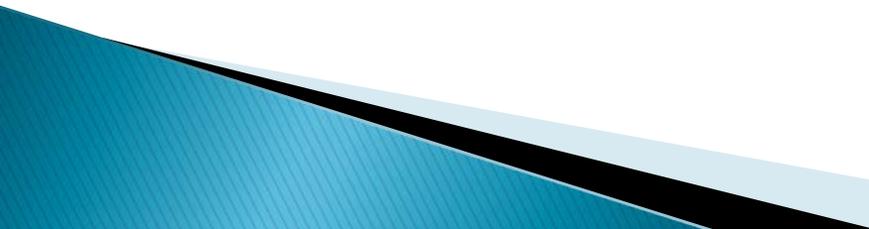


**COURT STAFF MANAGEMENT
PRESENTED BY MR. GOHAR
REHMAN, ADDITIONAL
DISTRICT & SESSIONS JUDGE.**

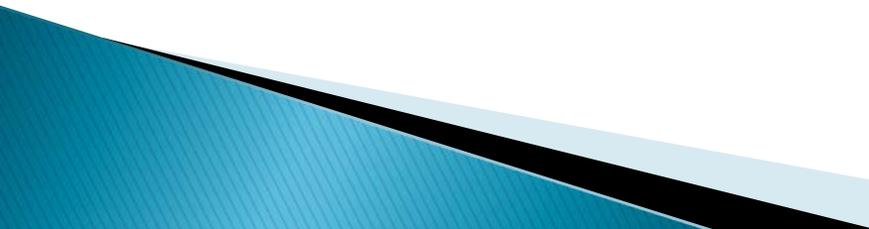
INTRODUCTION

- ▶ Court Staff Management has a very vast sphere.
- ▶ It involves the control of Presiding Officer over his staff.
- ▶ Court staff is much important for the administration of justice as the presiding himself is.
- ▶ Normally a common litigant interacts with the staff of the court and he does not get a chance to share his views with the Presiding Officer.
- ▶ In this backdrop the role of court staff is very important for the smooth running of business of court.
- ▶ It is the need of time and the expectations of the public that measures should be adopted to improve the performance of the court staff.
- ▶ Trained and efficient court staff can benefit the institution in many ways i.e great public satisfaction, cost saving and to help reduce the delay in disposal of cases etc.

OBJECTIVES

- ▶ Strictly follow the rules.
 - ▶ To sensitize the staff to their relevant job description.
 - ▶ To enhance their skill in their relevant fields.
 - ▶ Don't make an impression that any of the party is getting favour and to make the staff litigant friendly.
 - ▶ Treat every litigant equally and avoid irrelevant talks with them.
 - ▶ An efficient staff can help the Presiding Officer in a better way to achieve the targets set by the High Courts.
 - ▶ To reduce the delay in disposal of cases.
 - ▶ To enhance the public interest in the institution.
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CATAGORIES OF THE STAFF

- ▶ Superintendent to the District & Sessions Judge.
 - ▶ Clerks in including English Clerk and Clerk of the Court to the SCJ.
 - ▶ Stenographers and Computer Operators.
 - ▶ Accountant/Nazir and Civil Nazir.
 - ▶ Copying Supervisor, Examiner, Clerk, Agent and Copyist.
 - ▶ Moharrir.
 - ▶ Bailiffs and Process Servers.
 - ▶ Naib Qasids.
 - ▶ Chowkidars, Drivers, Sweepers etc.
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EXPECTATIONS

- ▶ Judiciary is the third pillar of the State and in this scenario the role of the court's staff cannot be underestimated in dispensation of justice.
 - ▶ To raise the confidence of public and litigants in the courts.
 - ▶ A competent and efficient staff is an important asset for the Presiding Officer.
 - ▶ To sensitize the Court Staff about the ethics and integrity.
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