

Efficient Court Management



A Presentation by Hon'ble Mr. Justice
Deepak Gupta
Judge, Supreme Court of India



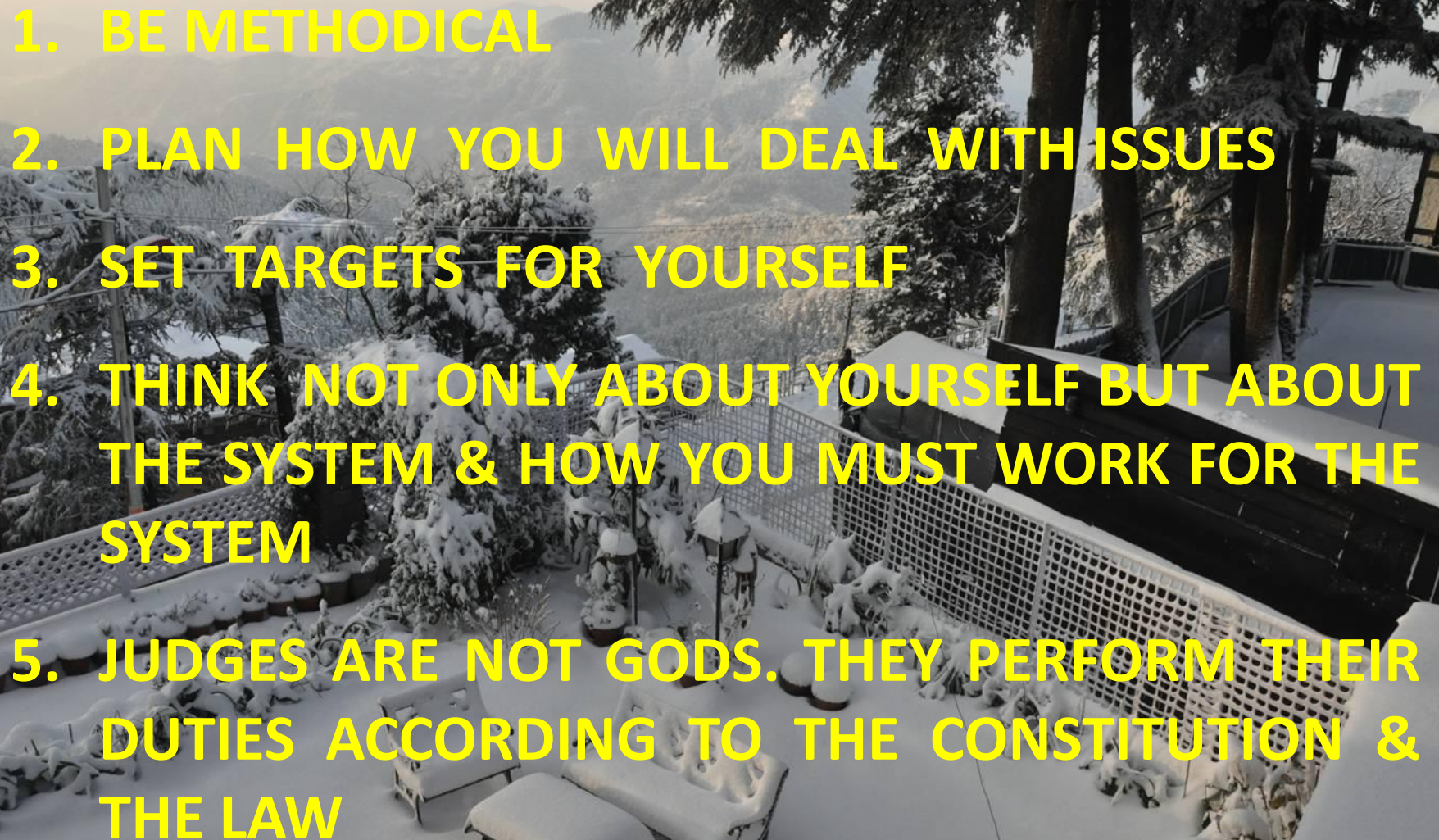
Imagination is more important
than knowledge

Objectives of Good Management

- Optimum use of Human and Material resources
- Speedy Production
- Production at Minimum Cost
- Fine End Product



**BEFORE YOU LEARN
HOW TO MANAGE OTHERS,
LEARN HOW TO MANAGE
YOURSELF**

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- 1. BE METHODOICAL**
 - 2. PLAN HOW YOU WILL DEAL WITH ISSUES**
 - 3. SET TARGETS FOR YOURSELF**
 - 4. THINK NOT ONLY ABOUT YOURSELF BUT ABOUT THE SYSTEM & HOW YOU MUST WORK FOR THE SYSTEM**
 - 5. JUDGES ARE NOT GODS. THEY PERFORM THEIR DUTIES ACCORDING TO THE CONSTITUTION & THE LAW**

Management is nothing more than
motivating other people



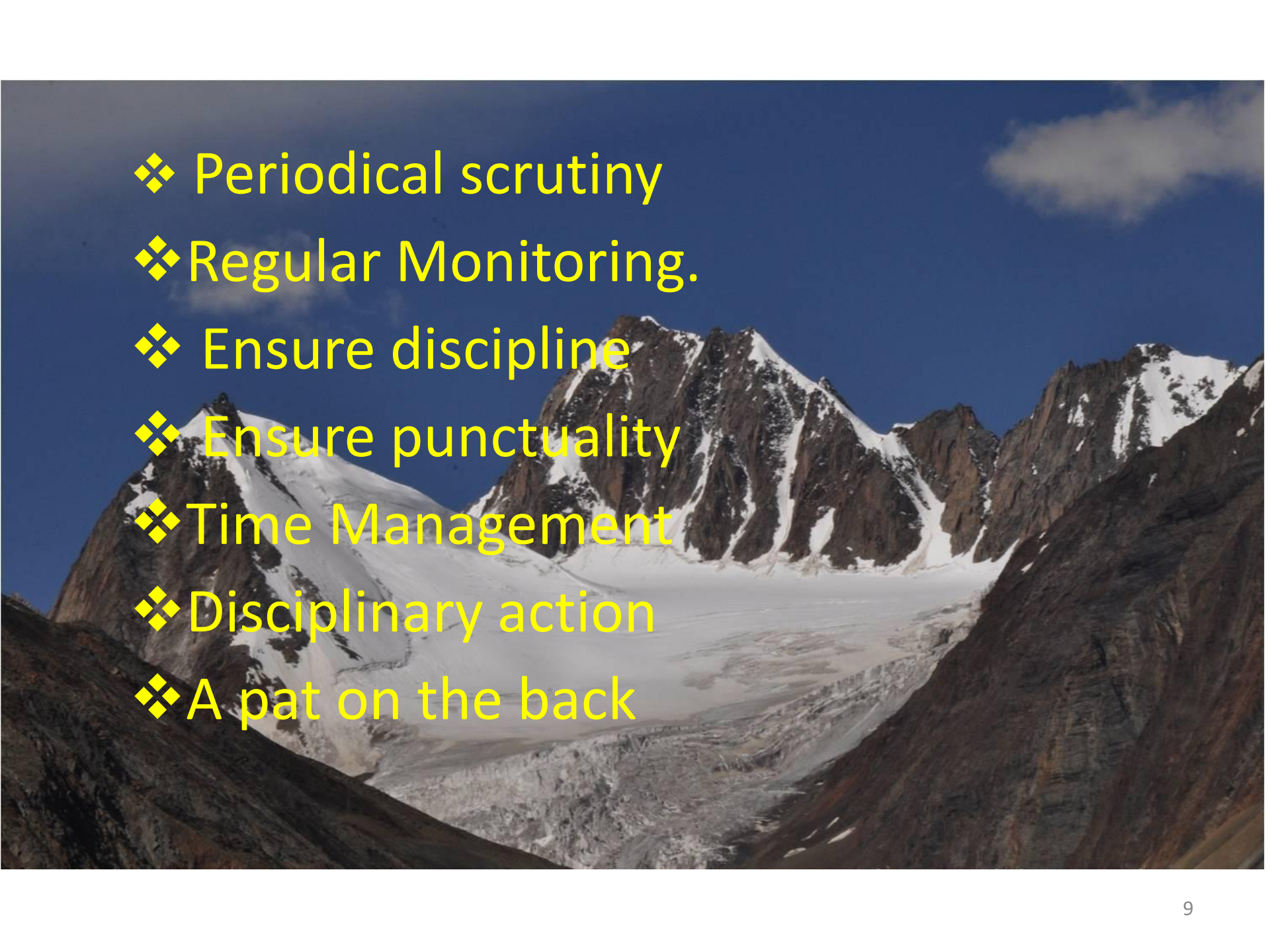
Court Management

• Stake holders in litigation

- ❖ Litigants/witnesses
- ❖ Bar Members
- ❖ Judges
- ❖ Court staff
- ❖ Be Cordial to all

Court Staff

- ❖ Training of staff
- ❖ Right man on the right job
- ❖ Ensure each person does the work allocated to him
- ❖ Incentives
- ❖ Encouragement

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- ❖ Periodical scrutiny
 - ❖ Regular Monitoring.
 - ❖ Ensure discipline
 - ❖ Ensure punctuality
 - ❖ Time Management
 - ❖ Disciplinary action
 - ❖ A pat on the back

A tropical beach scene with turquoise water, a dark tree stump in the foreground, and a forested island in the background. The text "Don't be afraid to make mistakes" is overlaid in the center.

Don't be afraid to make mistakes

Case Management

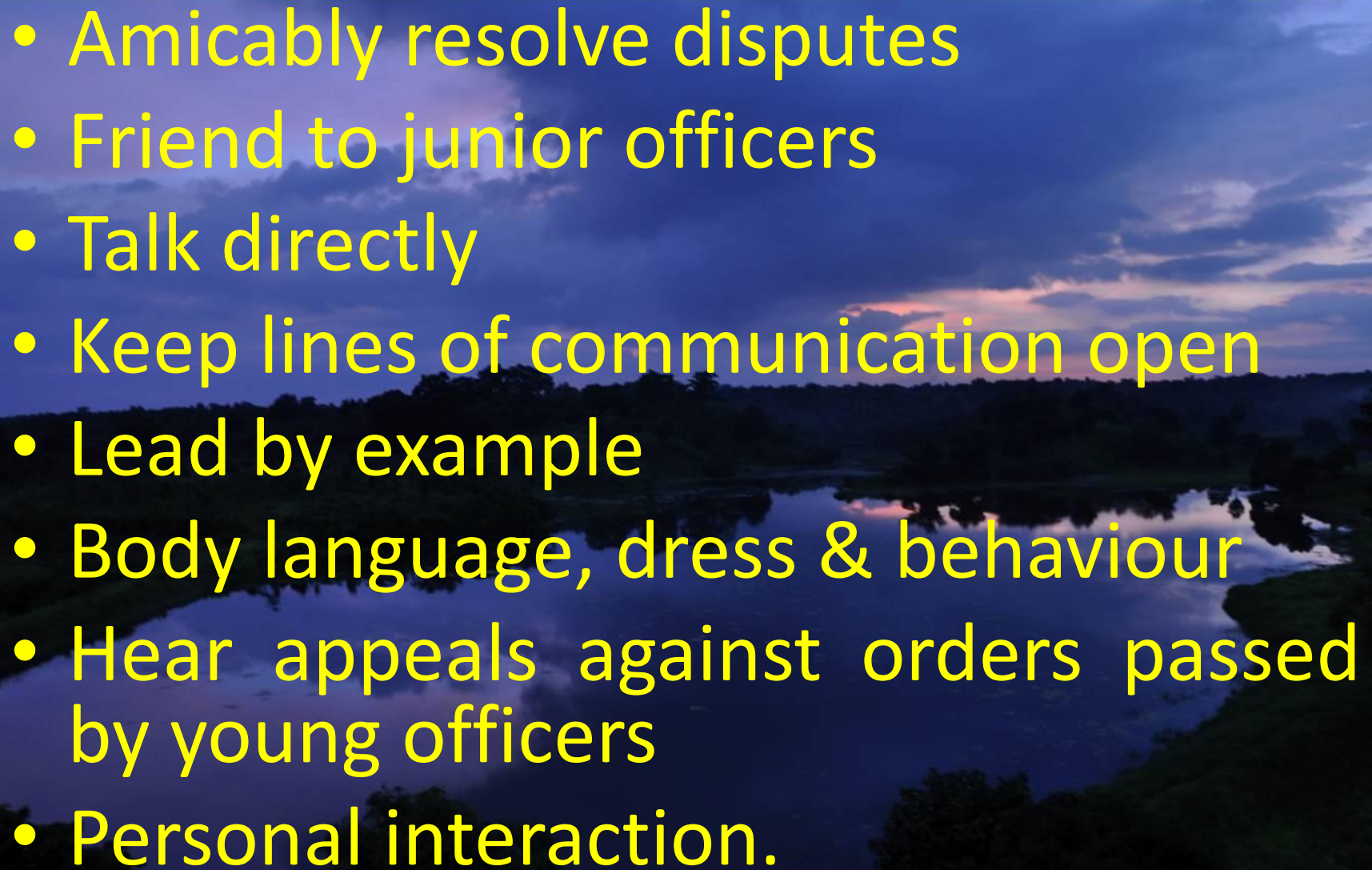
- Fix similar cases together
- Maintain proper dockets
- Follow case flow rules
- Monitor pendency and disposal
- Give priority to
 - Women & Children
 - Undertrials
 - Senior Citizens



Management is doing things right;
leadership is doing the right things

Leadership Qualities

- Guide and Mentor
- Balanced Distribution of work
- Regular Meetings
- Fortnightly & Quarterly
- Sort problems of subordinates
- Suggest practical and easy solutions.
- Encourage fresh officers

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- Amicably resolve disputes
 - Friend to junior officers
 - Talk directly
 - Keep lines of communication open
 - Lead by example
 - Body language, dress & behaviour
 - Hear appeals against orders passed by young officers
 - Personal interaction.



Be Passionate

Photographs by Deepak Gupta

A serene sunset scene over a body of water. The sun is low on the horizon, creating a bright orange and yellow glow that reflects on the water's surface. Two small boats are silhouetted against the water in the foreground. The sky is filled with soft, wispy clouds, and the overall atmosphere is peaceful and contemplative.

Thank you