

Sr. No.	TABLE OF CONTENTS	Page No.
VOLUME I		
Skills Required for RG as a spokesperson of the High Court		
1.	<i>The Duties and Responsibilities of the Registrars in a Modern Legal System</i> By The Hon. Justice Mankhambira Charles Ching'anyi Mkandawire. • <i>Appreciating the diversity of legal systems</i> • <i>The aims for Court Organization</i> • <i>The Duties and Responsibilities of Registrars</i> • <i>Judicial Duties</i> • <i>Administrative/Financial Duties & Responsibilities</i> • <i>The live issues in Modern Judicial/legal systems</i> • <i>Administrative Duties</i> • <i>New Management Philosophy</i> • <i>Involvement of the Para-legal staff in change.</i> • <i>A system of court statistics should be developed that is dynamic</i> • <i>Court Computerization and Use of Information Technology</i> • <i>Improving Physical Access</i> • <i>Procedural improvements</i> • <i>Annual Press Conferences</i> • <i>Publication of Reports</i> • <i>Promote Open Justice</i> • <i>Case Management Systems</i>	1
2.	<i>Problem and expectations of judges from Media in Judicial Decision Making</i> • <i>Judiciary and media</i> • <i>Impact of media on judiciary</i>	11
3.	<i>Courts and the Making of Public Policy: Do Media Influence the Judiciary?</i> • <i>Media criticism and Judicial Impartiality</i> • <i>Other external influences on judicial decision-making</i>	19
4.	<i>Court Public Information Officers Core Competencies Prepared by the Conference of Court Public Information Officers</i> • <i>Media Relations: As media expert</i> • <i>As court spokesperson</i> • <i>Fostering positive court-press relations</i> • <i>Combating negative press</i> • <i>Coordinating press events</i>	28
Importance of Leadership		
1.	<i>The Changing Nature of Judicial Leadership-</i> Randall T. Shepard • <i>Putting the Institution on the Line</i> • <i>Building the Institution</i> • <i>Spending Capital on The Big Project</i> • <i>Trial Court Leadership</i>	33
2.	<i>Creative Leadership: Essence of Good Governance</i> by APJ Abdul Kalam • <i>Traveling In Unexplored Path</i> • <i>Purpose of Life</i> • <i>Managing Success and Failure</i>	39

	• <i>Leader Has the Courage to Take Decisions</i> • <i>Nobility in Management</i> • <i>Work with Integrity and Succeed with Integrity</i>	
3.	Managing Judicial Leadership- Lord Justice Leveson • <i>The Changing Role of the Judge</i> • <i>Responsibilities</i> • <i>Delivering a service</i> • <i>Management challenges in the judicial role</i> • <i>How can Management Training help?</i> • <i>Understanding the people involved</i> • <i>Influencing</i> • <i>Fundamental questions for the judge as manager?</i>	45
Team Building Skills		
1.	Group Dynamics And Team Building- Ann-Marie Nazzaro (National Hemophilia Foundation (USA) and Joyce Strazzabosco Consultant and Trainer (USA) • <i>Understanding Group Dynamics</i> • <i>Clarifying Expectations</i> • <i>Group Problem Solving</i> • <i>Team Building</i> • <i>Team Development</i> • <i>Achieving Group Consensus</i>	79
2.	Groups and Teamwork • <i>Fundamentals of Group behavior</i> • <i>The Group Development Process</i> • <i>Teams, Trust, and Teamwork</i> • <i>Self-Managed Teams</i> • <i>Virtual Teams</i> • <i>Team Building</i>	91
Time Management Skills		
1.	The Management of Judicial Time: Dr. Pim Albers Special advisor of the CEPEJ (The European Commission for the Efficiency of Justice) Council of Europe • <i>Setting realistic and measurable timeframes</i> • <i>Enforcing the timeframe</i> • <i>Monitoring and dissemination of data</i> • <i>Procedural case management policies</i> • <i>Caseload and workload policies</i> • <i>Time management checklist</i> • <i>The role of ICT (Information and Communication Technology) in the management of Judicial Time and workload models</i>	109
2.	Considerations about Time Management in Judicial Organizations. Role of the President of Court in ensuring the balance between Resources, Time , Optimal workload • <i>Principle of celerity and reasonableness of court proceedings</i> • <i>Ensuring a balance between requirements, resources and an optimal work load</i> • <i>Particular aspects on Time Management</i>	126
3.	Eight Rules of Judicial Time Management By Steven Wallace • <i>Hire the best Judicial Assistant</i> • <i>Start on Time</i> • <i>Set Priorities for completion</i> • <i>Work a full day</i> • <i>Don't talk too Much</i>	131

	• <i>Don't let the lawyers or litigants run the show</i> • <i>Minimize continuances</i> • <i>Make Decisions</i>	
4.	<i>Stephen Covey's Time Management Matrix</i>	136
Capacity for Occupational Stress Management		
1.	<i>Judicial Stress And Judicial Bullying</i> by The Hon Michael Kirby AC CMG • <i>Judges subject to Stress</i> • <i>Judges Occasioning Stress</i> • <i>Responses to Judicial Bullying</i>	137
2.	<i>Judicial Stress</i> by The Hon Justice Michael D Kirby AC CMG • <i>Causes of judicial stress : Nature of the work, Lack of appreciation, Personal factors, Future stress</i> • <i>Special categories of judicial stress: Rural, Urban, Appellate, Chief judges</i> • <i>Characteristics of judicial stress</i> • <i>Coping with judicial stress</i>	151
Augmentation of Human Resource Skills		
1.	<i>Human Resources Management</i> by National Association for Court Management Court Human Resources Management- <i>What Court Leaders Need To Know and Be Able To Do</i> • <i>Vision and Purpose</i> • <i>HR Fundamentals</i> • <i>Context and Fairness</i> • <i>Management and Supervision</i>	167
2.	<i>NCMS Baseline Report on Human Resource Development Strategy; Report of the Sub-Committee</i> Headed by Justice Dipankar Datta • <i>Need For Human Resource Development</i> • <i>Selection of Judges</i> • <i>Training of Judicial officers</i> • <i>Investigation and Enquiries</i> • <i>Training programme for public prosecutors/Government Pleaders</i> • <i>Manpower requirement in subordinate Courts</i> • <i>Need for Introspection</i>	176
Budget Preparation for High Courts		
1.	<i>Principles for Judicial Administration: Governance, Case Administration, Essential Functions and Funding</i> : National Center for State Courts • <i>The Foundation: Governance, Case Administration, and Essential Functions</i> • <i>Court Funding Principles</i> • <i>Developing and Managing the Judicial Budget</i> • <i>Providing Adequate Funding</i>	213
2.	<i>Management of Financial Resources: Resources, Budget and Finance</i> by National Association for Court Management • <i>Effective budget planning and financial management</i> • <i>Problem Diagnosis and Change</i> • <i>Technology</i> • <i>Budget Controls and Performance Monitoring</i>	226
3.	<i>Planning And Budgeting For Courts</i> : Report by Justice M. Jagannadha Rao, Chairman of the Task Force on Judicial Impact Assessment • <i>Planning for Courts</i> • <i>Budgeting for Courts</i>	233

	• <i>Judicial Independence and Doctrine of Separation of Powers</i> • <i>Mounting Arrears of Cases and Meagre Financial Support</i> • <i>Plans for Budget of the Subordinate Judiciary</i> • <i>Second Report of the Parliamentary Standing Committee (2004)</i>	
VOLUME II		
Court Process and Procedure		
1.	Mr. Yeshvant Goswami; Deputy Registrar (Bombay High Court) <i>Suggested Perspectives to undertake the process reengineering exercise Case Type uniformity and other Important Aspects in Subordinate Courts</i> • <i>Why do we need to re-visit the Case Types in CIS</i> • <i>Fundamental Case Types Which Can Be Used For National Code</i> • <i>Report of Process of Re-engineering on existing Case Types in CIS Civil and Criminal for District and Taluka courts</i> • <i>Chapter 19 Civil Manual:- Miscellaneous Proceedings requiring Judicial Inquiry</i> • <i>Chapter 20 Civil Manual:- Miscellaneous Applications not requiring Judicial Inquiry</i> • <i>Chapter 28 Civil Manual:- Records:- Classification of Records</i> • <i>Criminal Manual: Chapter 30: Registers</i> • <i>City Civil Courts</i> • <i>City Civil Court -Criminal Case Types</i> • <i>Small Causes Court</i> • <i>Case Types of Small Causes Appellate Court</i> • <i>Case Types Small Causes Trial Court</i> • <i>Case Types defined earlier by the order of then Chief Judge</i> • <i>Suit, Appeal And Application Registers Maintained Manually At Small Causes Court</i> • <i>Nature Of Case Type: Nature of different registered Civil Suits</i> • <i>Different nature of Marriage Petitions</i> • <i>Different Nature of Execution Petitions</i> • <i>Nature of different Misc. Civil Appeals filed before District Courts</i> • <i>Different Nature of Civil Revisions</i> • <i>Civil Misc. Application - Different types</i> • <i>Different Types of Misc. Applications requiring judicial Enquiry</i> • <i>Different Types of Misc. Applications not requiring judicial Enquiry</i> • <i>Different Types of Warrant Cases i.e. Regular criminal Cases</i> • <i>Different Types of summons cases under IPC and other Acts and Pvt. Complaints</i> • <i>Different Types of sessions cases shown in nature field</i> • <i>Diff. Types of special cases shown under nature field</i> • <i>Division of Criminal Appeals Made on the Basis of Offences</i> • <i>Different Types of Criminal Misc. Applications</i> • <i>Division of Bail Applications on Strength of Punishments</i> • <i>Re-visit Purpose master</i> • <i>Purpose Master To Be Included In New CIS Version</i> • <i>Disposal Type Master- Improved version</i> • <i>Adjournment Type Master- Improved version</i> • <i>Why do we need Forms?</i> • <i>Suit Register Form</i>	1

2.	<i>Reforms in Court Procedures and Processes</i> -Joint Conference of Chief Ministers of the States/UTs and Chief Justices of the High Courts, April 24, 2016	238
3.	Salem Advocate Bar Association, Tamil Nadu Vs. Union of India (2005)6SCC 344	255
4.	Justice Sunil Ambwani, <i>Justice Administration: Case And Court Management; Advance course on Civil Process Including Recent Trends in Judgment.</i>	292
Resolutions And Consultation Paper By Law Commission of India		
1.	Resolutions Adopted In The Chief Justices' Conference, 2015	302
2.	Resolutions Adopted In The Chief Justices' Conference, 2016	307
3.	<i>Consultation Paper on Case Management</i> By Law Commission of India • <i>Concept of Case Management</i> • <i>Draft Case Flow Management Rules for Subordinate courts</i> • <i>Draft Case Flow Management Rules for High Courts</i>	320