



Judicial Studies Institute (Uganda) Educational Prospectus 2006-2007



Approach: Cultural Contextual Education aimed at bridging the gap between Law and Justice.

TRAINING MODULES OFFERED FOR THE JUDICIARY:

- Judicial Officers' Induction Module
- Judicial Officers' Continuous Education Modules
- Specially Tailored Training Module for Trial Judges
- Specially Tailored Training Module for Appellant Judges
- Specially Tailored Induction Modules for Newly Appointed Non- Judicial Staff to the Judiciary
- Court Registry Staff Induction Module.
- Registry Staff Special Skills Module.
- Registry Staff Continuous Education Training Module.
- Effective Judicial Secretaries Course.
- Court Interpreter's Special Skills Module.
- Specially Tailored Continuous Education Training Module for the Judiciary Administrative, Non-core and Support Staff
- Administration of Justice Skills' Training Module for Land Tribunal Members and Support Staff.

JUDICIAL OFFICERS' INDUCTION MODULE

- Structures and the role of the judiciary in a modern democracy.
- Administrative functions of the judiciary.
- Judicial Independence and the rule of law.
- The Role of the Judicial Service Commission, issues of appointment, discipline and ethics.
- Judicial Technical services; Policies and procedures.
- The supervisory role of superior courts.
- Court Case Administration.
- Conduct of a criminal trial.
- How to handle criminal applications.
- Conduct of a civil trial.
- How to handle civil applications.
- Evaluation of evidence.
- Applying the law to the facts.
- Judgment writing techniques.
- Sentencing principals and practice.

- Community service as an alternative to imprisonment.
- Principles and practice of awarding damages and costs.
- Principles and practice of taxation of costs.
- Execution of orders and objection proceedings.
- Case flow management and scheduling judicial work.
- Introduction to ADR techniques and scheduling conferencing.
- The chain-linked initiative and public participation in the criminal justice system.
- Judicial ethics and judicial Decorum.
- Uganda Judicial Officers Association (UJOA)-Aims and Goals.
- National Association of Women Judges (NAWJ).
- Jurisprudence of equality.
- Justice, Law and Order Sector (JLOS).
- Managing the social transition from a non-judicial officer to a judicial officer.
- Time and stress management.

JUDICIAL OFFICERS' CONTINUOUS EDUCATION MODULE

- Judicial Impartiality, Independence and Accountability Course
- Judicial Efficiency Course
- Judicial Effectiveness Course
- Management Course
- Life Skills Course
- Criminal Justice and Sentencing Course
- Commercial Justice Course
- Civil Justice Course
- Course on Key Aspects of the Evidence Law

JUDICIAL IMPARTIALITY, INDEPENDENCE AND ACCOUNTABILITY COURSE

- The law and the legal System.
- The Concept of Justice/Access to Justice.
- Structure, Function and role of the Judiciary.
- Powers of Jurisdiction/ Doctrine of Separation of Powers.
- Judicial Ethics and Leadership.
- Judicial Bias/Discretion/ Courage.
- Media/Bench/Bar/Public Relationship.
- Customer Care/Courtesy.
- Judicial Code of Conduct and Peer Review Committees.
- The Judiciary against Corruption.

JUDICIAL EFFICIENCY COURSE

- Specially designed Information Communication Technology and Computer Training for judicial officers.
- Alternative Dispute Resolutions Mechanisms.
- Case Flow Management Systems
- Court and Registry Management Skills.
- Judicial leadership and Commitment.
- Time /Stress Management.
- Management of HIV related Cases.
- Making effective use of Court Clerks/Interpreters/other Support Staff.
- Scheduling and Conferencing cases.
- Speedy Justice Delivery Mechanisms.
- Harmonizing Judicial Roles.

JUDICIAL EFFECTIVENESS COURSE

- Judicial skills in conducting trials, Judicial Wellness and Fitness.
- Exercise of Judicial Discretion and Inherent powers.
- Communication skills.
- The law of Contempt of Court.
- Legal research, data analysis and reporting.
- Gender sensitivity and access to Gender Justice.
- Legislative interpretation and judicial writing.
- Managing change. Social position and status of judicial officers.
- Judicial decision making - judicial activism and jurisprudence.
- Judicial review and creativity.
- Cultural diversity communication.
- The judicial role in democratic, economic, political, social and cultural development of Uganda.
- Contextual law-bridging the gap between law and justice.
- Relationship with key stakeholders in the judicial system.
- Domestic application and enforcement of International Instruments and Laws.
- Global trends in the Rule of Law.

MANAGEMENT COURSE

- E-Governance.
- Strategic Management Planning.
- Developing the Annual Work Plans.
- Specially tailored Management Modules and Audit Systems.
- Performance Management.
- Managing quality of Judicial Services.
- Total quality management.
- Human resource policy and development.

- Managing HIV/AIDS.
- Integrated Financial Management Systems (IFMS) and handling judicial funds.
- Courts' Estate Planning and Maintenance.
- Management of Information Systems and Court Case Administration process.
- Decision making for managers.
- Discipline, grievous handling skills and understanding difficult people.
- Leadership and Team building skills.
- Management Succession development.
- Motivating all staff.
- Mentoring and counseling skills.
- One minute manager and delegating skills.
- Activity Analysis.

LIFE SKILLS COURSE

- Personal financial planning.
- Business ownership and investments.
- Managing Debt, Providence and other Personal insurance opportunities.
- Estate and Education Planning.
- Value time and money.
- Disaster management/ Retirement preparations.
- Parenting and relationship tips.
- Personal Career development/ action plans.
- Decorum and etiquette.
- Self defense, Physical fitness/Health techniques and Defensive driving skills.
- How to Handle Sexual Harassment Advances.
- How to develop your hobbies and talents.

ACCESS TO CRIMINAL JUSTICE AND SENTENCING COURSE

- Structures of the criminal justice system.
- Current developments in criminal law and procedure
- Permanent and Adhoc criminal institutions in the world
- Chain-link program in Uganda
- Principles and practices of bail and other criminal applications
- How to handle criminal appeals
- How to handle commercial and other white collar crimes
- How to handle political and national security offences
- How to handle family criminal cases
- Use of ADR in criminal cases
- Plea bargaining as a mechanism of reducing case backlog.
- Recording, admissibility and evaluation of evidence in a criminal case.
- How to handle exhibits and expert witnesses.
- Forensic science and other modern developments in the investigation of crimes.
- Juvenile justice, children and other vulnerable groups.

- Principles and practices of Sentencing.
- Sentencing options available in Uganda.
- Uniform Sentencing mechanisms.
- Community service in Uganda.
- Sentencing and Human Rights.
- The Death Penalty.
- Sentencing and judicial independence.
- Judicial discretion in sentencing.
- Victim's rights in sentencing.
- Handling Appeals against Sentence.
- Trends in Sentencing.

ACCESS TO COMMERCIAL JUSTICE COURSE

- E-Commerce.
- Principles and Practices of Commercial Justice.
- Intellectual Property Law.
- Principles and Practices of Bankruptcy.
- Banking and Financial Institutions laws and Practices
- Modern Corporate Law and Practices.
- Foreign Exchange Laws and the International Money Market.
- International and Domestic Arbitration Laws and Practices.
- International Trade Law, Policies, Procedures and Framework.
- Regional Integration and the Role of Courts.
- Globalisation and Foreign Direct Investment.
- Capital Markets in Uganda.
- Anti-Trust and Monopolies.
- Franchise and Licensing.
- Labour laws.
- Taxation and role of tax tribunals.
- Cyber space and internet law.
- Sale of Goods.
- Contract law.
- Negotiable Instruments.
- International Business Transactions.
- International Economic Relations.
- Legal issues in Privatization.
- Consumer protection and credit.
- Conflict of laws in commercial disputes.
- Commercial ADR Mechanisms.
- Commercial - E - evidence.
- Handling Commercial Appeals.

ACCESS TO CIVIL JUSTICE

- Basic Principals in the Civil Justice systems.
- Land law and procedures.
- Access to Environmental Law, Policy, Procedure and Practices.
- Law of Torts and procedure.
- Succession law in Uganda.
- Health, Life, Science, law and the Courts.
- Property laws and procedures.
- Family laws and procedures.
- Constitutional laws, procedure and practices.
- Human rights laws, Minority rights and enforcement of Anti-discriminatory laws.
- Administrative laws and procedure.
- Refugee Law and Conflict Resolution
- Quasi-judicial institutions and their role in Administration of Justice.
- Handling election applications and petitions
- Assessment of Damages
- Handling Interim orders, injunctions and interlocutory applications
- Execution of court orders and execution proceedings
- Taxation of costs
- Developments in civil procedure
- Public Interest Litigation
- Handling cases of human rights violations by government agents
- Handling Civil Appeals

SPECIAL ASPECTS OF THE LAW OF EVIDENCE COURSE

- Special means of establishing facts and truth finding.
- Use of judicial notice.
- Recording and evaluation of evidence.
- Managing expert witnesses and evidence.
- Managing special witnesses.
- Modern developments in the law of evidence.
- Modern methods of recording evidence.
- Nature of Judicial evidence.
- Evidence and procedure.
- Admissibility of facts.
- Applying facts to the laws applicable.
- Burden of proof.
- Cogency and findings on facts.
- Common trouble spots.

SPECIALLY TAILORED TRAINING MODULE FOR TRIAL JUDGES

- Current state of affairs in the High Court
- Evaluating judicial performance.
- Judicial Ethics and Leadership.
- Judicial Bias/Discretion/Courage.
- Media/Bench/Bar/Public/Relationship.
- Customer care and courtesy.
- Case flow management systems.
- Speedy justice delivery mechanisms.
- Judicial skills in conducting trials and judicial wellness and fitness.
- Exercise of Judicial Discretion and Inherent powers.
- Legal research, data analysis and reporting.
- Legislative interpretation and judicial writing.
- Judicial decision making – judicial activism and jurisprudence.
- Judicial review and creativity.
- Cultural diversity communication.
- Domestic application and enforcement of international instruments and laws.
- Global trends in the rule of law.
- E-Governance.
- Leadership and team building skills.
- One minute manager.
- Sentencing guide lines.
- ADR Skills.

SPECIALLY TAILORED TRAINING MODULE FOR APPELLANT JUDGES

- Impact of Domestic violence and Protection of victims.
- Risk assessments in courts.
- Application of sentencing principals on Appeal.
- Legal significance of genetic evidence and DND.
- Forensic evidence and modern developments in the Evidence collection.
- Judges as Leaders.
- Handling constitutional petitions.
- Handling election petition Appeals.
- Scheduling conferencing skills.
- Justice and the Media.
- Judicial ethics and peer committees.
- Oral Judgments.
- Statutory interpretation.
- Evidence Update.
- Plea bargaining.

- Tort/damage update.
- Family law update.
- Appeal procedures and practices.
- ADR skills for appellant judges.

GENDER AND HUMAN RIGHTS COURSE

- Gender and related concepts.
- The concept of human rights.
- Relevance of gender to human rights.
- Violence against women.
- Violence against women in armed conflict.
- Application of international law to domestic cases.
- Gender and access to justice
- The role of culture and religion in access to gender justice
- How to handle women and children court users

JUVENILE JUSTICE COURSE

- International law and policy issues regarding children.
- Domestic law and policy dealing with children.
- Children in conflict with the law.
- Enforcement of civil and political rights for children.
- Family and children's court systems.
- Child labour issues.
- Children in armed conflict.
- Child refugee's cases.
- How to handle child court users

COURT REGISTRY STAFF INDUCTION COURSE

- E-Governance.
- Structure, Functions and role of the Judiciary.
- Role and duties of various registry staff in the administration of justice.
- Court, Registry, Records and Information Management skills.
- Time/Stress Management.
- Communication Skills/ Customer Care/Courtesy.
- Managing HIV/AIDS.
- Gender/Age Sensitivity Management.
- Judicial Code of Conduct and Peer Review Committees.
- The Judiciary against Corruption
- Duty of secrecy as a custodian of court information.
- Managing change.
- Media/Bench/Bar/Public relationship.
- Social position and status of registry staff in the community.

Judicial Studies Institute

- Intercultural communication and cultural diversity issues.
- Relationship with key stakeholders in the judicial system.
- Defining the users of judicial records at various stages.
- Designing systems for use and control of files movements.
- Handling the needs of superior (&other) court registries (i.e. on appeal or case transfer).
- Archiving judicial records.

REGISTRY STAFF SPECIAL SKILLS MODULE

- Information, Communication, Technology.
- Computer Training.
- Integrated Financial Management System (IFMS).
- Management Information Systems (MIS).
- Court Case Administration System (CCAS).
- Basic statistical analysis/data processing/ display skills.
- Inventory management and control.
- Classification, storage, archiving and retrieval of records.
- Role of a court clerk in providing support services
- Court Interpretation Skills
- Case registration and court procedures
- Preparing court documents
- Fundamentals of service of process and return of process
- Handling court users
- Management of court exhibits

REGISTRY STAFF CONTINUOUS EDUCATION TRAINING MODULES

IN-CHARGE REGISTRY COURSE

- Building and working as a team
- Understanding groups and individuals.
- Team building and maintenance.
- Creative problem solving.
- Office etiquette
- Judicial ethics
- Office management
- Legal document preparation
- Legal research
- Legal technology
- Advanced word processing
- Internet basics
- Supervision skills.
- Delegating skills.
- Leadership skills.

COURT INTERPRETERS SPECIAL SKILLS COURSE

- Principles and practise of communication
- Introduction to interpretation.
- Interpretation techniques
- Commonly used legal terms and their interpretation into local languages.
- Pronunciation.
- Local language.
- Appreciating special sections of the public (e.g. women, the aged, rural, hard of hearing etc.)
- Introduction and explanation of legal terms and their common usage with special reference to the duties of support staff.
- Understanding groups and individuals.
- Team building and maintenance.
- Creative problem solving.
- The heterogeneous nature of the public and it's implications for staff of the judiciary.
- Gender perspective in understanding the needs of women, men, boys and girls in the public which uses the court system in Uganda.
- Skills in addressing gender issues.
- Understanding and responding to the special needs of children, the aged and people with difficulties in reading and writing, hearing and speaking.

SPECIALLY TAILORED JUDICIARY ADMINISTRATIVE, NON- CORE AND SUPPORT STAFF COURSE

- The hierarchy of the courts.
- Outline of their respective jurisdictions, original and appellate.
- The local council courts and their judicial powers.
- Explanation of relevance to support
- Introduction to a court station.
- Introduction to office practice.
- Gender issues and perspectives in the workplace in the judiciary.
- Office etiquette.
- Interpersonal relations (horizontal and vertical)
- Basic filing and records management.
- Ethics in the performance of duties.
- Understanding groups and individuals.
- Team building and maintenance.
- Creative problem solving.
- Introduction to civil service and departmental standing orders, regulations & written standing orders.
- Staff rights, obligations, procedures e.g. disciplinary procedures, performance appraisal etc.

**SPECIALLY TAILORED TRAINING MODULE FOR ALL ACCOUNTING OFFICERS AND PERSONNEL
MANAGING JUDICIAL RESOURCES**

- The Judicial system in Uganda.
- Introduction to a court station.
- Introduction to office practice.
- Gender issues and perspectives in the workplace in the judiciary.
- Office etiquette.
- Interpersonal relations (horizontal and vertical)
- Basic filing and records management.
- Ethics in the performance of duties.
- Communication skills and individual responsibility.
- Gender issues and perspectives in the work place.
- Introduction to civil service and departmental standing orders, regulations & written standing orders.
- Staff rights, obligations, procedures e.g. disciplinary procedures, performance appraisal etc.

PROFESSIONAL JUDICIAL SECRETARIES TRAINING UNIT MODULE

- Office etiquette.
- Judicial ethics.
- Office management.
- Legal document preparation.
- Legal research.
- Legal technology.
- Computer course in word processing.
- Internet basics.
- Refresher course in typing and shorthand (not for in charge typing).
- Secretarial Duties refresher course.
 - ✎ Telecommunications.
 - ✎ Management of files.
 - ✎ Scheduling and prioritization of workload.
 - ✎ Office equipment (typewriter, photocopying machine)
 - ✎ Sources of information.
 - ✎ Correspondence.
 - ✎ Maintenance of office supplies.
 - ✎ Public relations.
- English language Grammar test.

SPECIALLY INDIVIDUALLY TAILORED TRAINING UNIT MODULES FOR JUDICIAL ITC PERSONNEL

- C#, Winforms and VB.net.
- Microsoft Certified Solutions Engineer. (MCSE)
- Oracle software introduction.

ADMINISTRATION OF JUSTICE SKILLS' TRAINING MODULE FOR LAND TRIBUNAL MEMBERS.

- Induction in judicial hierarchy.
- Structures and role of the judiciary.
- How to handle a land trial.
- Judgment writing.
- Time/Stress management.
- Recording of proceedings during trial.
- ADR mechanisms, conferencing.
- Judicial integrity and Code of conduct.
- Conflict management.
- Communication skills.
- Intercultural communications.
- Independence of the judiciary and rules of Nature Justice.
- Public relations and customer care.
- Law & regulations governing land tribunals.
- Land tenure system and law, policy enforcement.
- Landlord and tenant relationship.
- Public land hold.
- Customary land tenure.
- Lease hold tenure.
- Land and women rights.
- Contempt of court.
- Team work and building.
- Civil Procedure Act and Rules.
- Financial management.
- Evaluation of evidence.
- Customer care and courtesy.
- Work planning and scheduling.
- Case management.
- Human Rights and land law.
- Land succession and Trusts.