# ****Example Judicial Orientation Course Agenda****

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Time*** | ***Sun – 19thINTRODUCTION*** | ***Mon – 20thJudicial life*** | ***Tues – 21stSENTENCING*** | ***Wed – 22ndCriminal Trials*** | ***Thurs – 23rd******CIVIL DISPUTES*** | ***Friday – 24thEVIDENCE & Managing cases*** |
| 8.45am |  | *Announcements* | *Announcements* | *Announcements* | *Announcements* | *Announcements* |
| 9.00-10.00 | Faculty Briefing | 1. Role of courts, judicial & court officers* Fundamentals of judicial life
 | 7. First appearances* Preparation
* Ensuring people understand
* Litigants in Person
* Taking pleas
* Remands and bail
 | 13. Elements of offence* What constitutes a criminal offence
* Onus / burden of proof.
* Trial process
* Practical examples
 | 19. Civil cases (inc. land)* Differences between civil and public law
* Onus / burdens of proof
* Claims, counterclaims and how to hear them
* Land cases
 | 25. Evidence* Principles of evidence
* Admissibility
* Vulnerable parties
* Expert evidence
* Documentary evidence
* Problems of evidence
 |
| 10.00-11.00 | Faculty Briefing | 2. Transition to the bench* Qualities important for the office
* Stress and health
 | 8. Sentencing remarks | 14. Verdicts and judgments * Assessing credibility
* Evidence, and weight
* Structuring a decision.
* Oral decisions
* Written decisions.
 | 20. Civil decisions* Common causes
* Claims and counterclaims
* Decision-making
* Remedies and damages
 | 26. Trial management * Records of evidence
* Difficult lawyers
* Judicial intervention.
 |
| 11.00-11.15 | *Morning Tea* | *Morning Tea* | *Morning Tea* | *Morning Tea* | *Morning Tea* | *Morning Tea* |
| 11.15-12.45 | Faculty Briefing | 3. Judicial conduct and ethics * Practical problems
* Conflicts of interest
* When to disqualify
* Demeanour
 | 9. Sentencing principles  and practice* Considering the options
* Delivering sentence.
 | 15. Family and sexual violence* Sexual assault
* Consent
* Evidence from children
* Special considerations
* Closing the court.
 | 21.Workshop exercises:***Decision-making*** | 27. Registry and case management * Time standards
* Court diary, files
* Listing, adjournments.
* Records and reports
 |
| 12:45-1:45 | *Lunch* | *Lunch* | *Lunch* | *Lunch* | *Lunch* | *Lunch* |
| 1.45-2.45 | Reception & registration | 4. Due process and fair trial * Independence, opportunity to be heard, timely disposal
* Constitutional rights
* Natural justice
* Unconscious bias, prejudice
 | 10. Workshop exercises***Sentencing*** | 16.Workshop *exercises* | *22.* Workshop exercises***Decision-making (cont’d)*** | 28. Customer service |
| 2.45-3.00 | *Afternoon Tea*  | *Afternoon Tea* | *Afternoon Tea* | *Afternoon Tea* | *Afternoon Tea* | *Afternoon Tea* |
| 3.00-4.00 | Opening session* Welcome, objectives,
* House-keeping
 | 5. Fundamentals of justice* Seven themes
 | 11. Workshop exercises***Sentencing (cont’d)*** | 17.Workshop *exercises**(cont’d)* | 23. Communicating effectively | 29. Open forumOpportunity to discuss issues that have arisen during the week |
| 4.00-4.45 | Participants introductions  | 6. Your jurisdiction* Sources of law
* When to act, and not
* Finding answers
* Judges’ bench books
 | 12.Workshop exercises:***Judgments and verdicts*** | 18. Court Visit  | 24.Workshop exercises:***Communication*** | Closing sessionCertificates Ceremony. |
| 4.45-5.00 |  | Wrap-up and review | Wrap-up and review | Wrap-up and review | Wrap-up and review |  |

**Extract from the *PJSI Judicial Orientation Session Planning Toolkit*, 2020**.

The full Toolkit is available here: <https://www.fedcourt.gov.au/pjsi/resources/toolkits>