

# *JUDGES' ORIENTATION TOOLKIT - ADDITIONAL DOCUMENTATION*

Available at: <http://www.fedcourt.gov.au/pjdp/pjdp-toolkits>

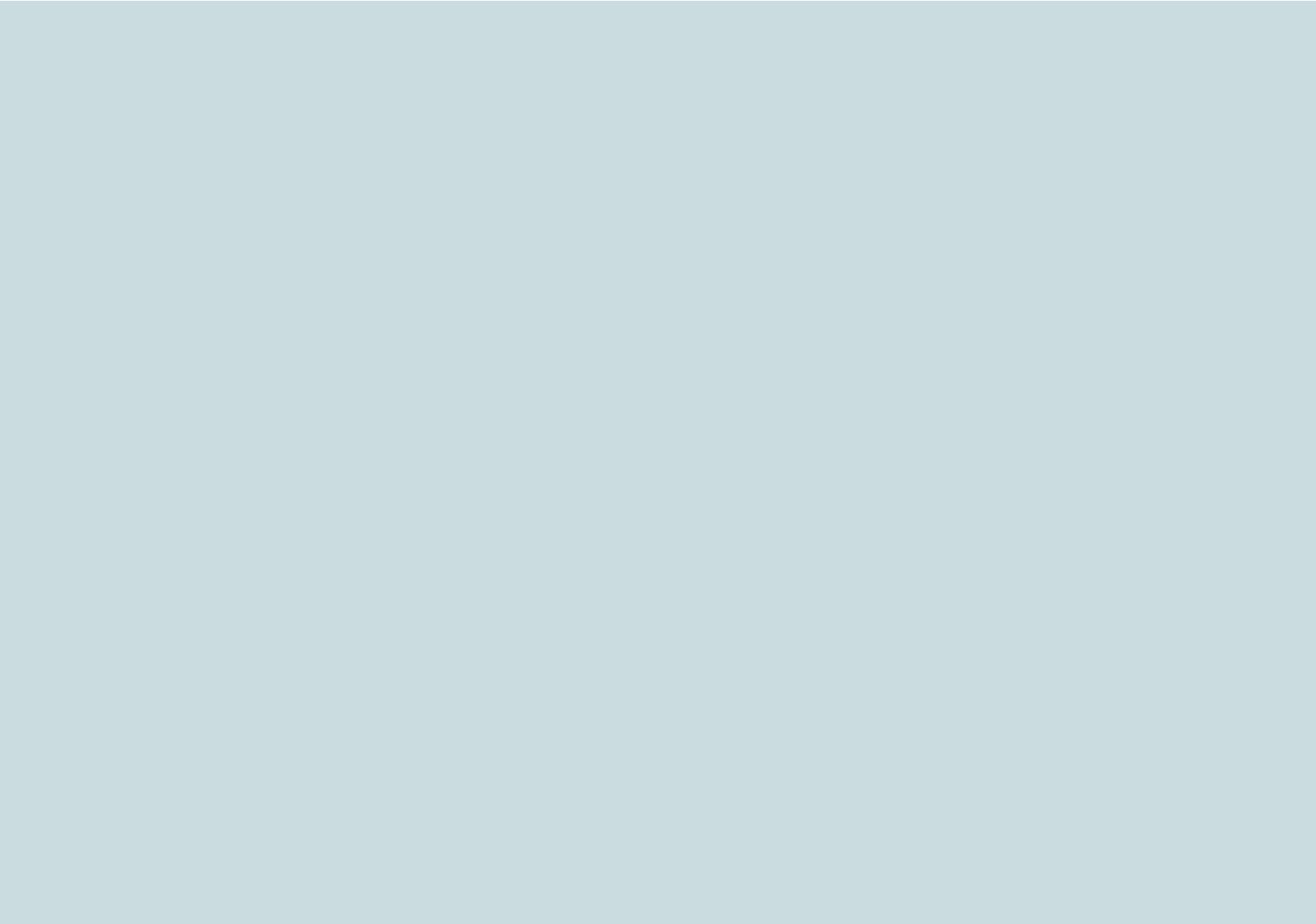






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## ANNEX 1: TOT 'REFRESHER' AGENDA (SAMPLE)

# JUDICIAL ORIENTATION COURSE Train-the-Trainer (ToT) Workshop

Pohnpei: Wed 4– Fri 6 June 2014

### *Agenda*

#### DAY 1

#### WEDNESDAY 4 JUNE: REFRESHER

08:45–09:00		Welcome
09:00–10:00	Session 1	Introduction – Orientation faculty and course
10:00–11:00	Session 2	Local orientation toolkit – draft for piloting
11:00–11:15		<i>Refreshments</i>
11:15–12:15	Session 3	Trainers' toolkit – refresher
12:15–13:15		<i>Lunch</i>
13:15–14:15	Session 4	Facilitation skills – refresher
14:15–15:15	Session 5	Papers and materials
15:15–15:30		<i>Refreshments</i>
15:30–16:30	Session 6	Power-points
16:30–17:00		Review of day.

#### DAY 2

#### THURSDAY 5 JUNE: PLANNING & PREPARATION

08:45–09:00		Review of day 1
09:00–10:00	Session 7	Planning your session(s)
10:00–11:00	Session 8	Session planning: preparation solo/groups
11:00–11:15		<i>Refreshments</i>
11:15–12:15	Session 9	Your session(s): objectives, structure, content, technique
12:15–13:15		<i>Lunch</i>
13:15–14:15	Session 10	Your session(s): papers and materials
14:15–15:15	Session 11	Your session(s): cont'd
15:15–15:30		<i>Refreshments</i>
15:30–16:30	Session 12	Your session(s): power-points
16:30–17:00		Review of day.

#### DAY 3

#### FRIDAY 6 JUNE: PRACTICE

08:45–09:00		Review of day 2
09:00–10:00	Session 13	Practice sessions and feedback
10:00–11:00	Session 14	Practice sessions and feedback: cont'd
11:00–11:15		<i>Refreshments</i>
11:15–12:15	Session 15	Practice sessions and feedback: cont'd
12:15–13:15		<i>Lunch</i>
13:15–14:15	Session 16	Review of Local orientation toolkit – feedback Review of workshop.

## ANNEX 2: SESSION PLANNING TOOL

Session Plan:				
Training Program	JUDICIAL ORIENTATION PROGRAM			
Topic				
Objective(s)	The purpose of this session is to: [Q: Specify which: <i>Knowledge, skills, attitudes?</i> ]			
	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>			
Outcomes	As a result of attending, will be reasonably able to: [Q: <i>Do what and how well?</i> ]			
	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>			
Trainer				
Time – 60 mins	Content:			
Start  >5 mins	<b>INTRODUCTION</b> Get attention: Introduce yourself. Tell an interesting story. Use an ice-breaker. Joke? Link to learner's previous interest/experience: Outcomes (learning outcomes): Discuss the learning outcomes listed above Structure of the session: Session will be divided into four sessions (see sub-topics below)			
Body  20 mins	Sub-topics	Methodology	Summary /Assessment	Resources
		Presentation	Questions	PowerPoint
15 mins	Sub-topics	Methodology	Summary /Assessment	Resources
		Case Study	Questions	Handouts
15 mins	Sub-topics	Methodology	Summary /Assessment	Resources
		Brainstorm	Game	Whiteboard and pen
End  >5 mins	Conclusion: Rreview your learning outcomes Summarise key points Check participants' grasp by asking them to summarise. ...			



### CHECKLIST ( x10)

- 1. Needs
- 2. Topic
- 3. Objectives
- 4. Outcomes
- 5. Content
- 6. Structure
- 7. Timing
- 8. Techniques
- 9. Papers / materials
- 10. Aids

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### PRESENTATION FEEDBACK

*Criteria*

- 1. Relevant (to need)
- 2. Clear
- 3. Orderly
- 4. Concise
- 5. Complete
- 6. Compelling
- 7. Useful
- 8. Strengths: ...
- 9. Weaknesses: ...
- 10. Suggested improvement(s): ...

## ANNEX 3: ORIENTATION COURSE (SAMPLE)

### LOCAL ORIENTATION WORKSHOP for FSM MUNICIPAL AND ISLAND COURT JUDGES

June 9–13 2014  
Governors Conference Room

#### OBJECTIVES

The purpose of this orientation course is to promote 'judicial competence' by assisting newly-appointed *lay* (that is, non-law trained) judicial and court officers to perform their duties, and to promote excellence in the delivery of justice across the Pacific region.

The emphasis of this course is on the development of judicial knowledge, skills and ethical attitudes, rather than jurisdiction-specific law and procedure, because this is a regional orientation courses. In particular, this orientation course will:-

- i. Gather newly appointed lay judicial and court officers across the Pacific region to share, exchange and develop professional experience.
- ii. Develop judicial knowledge, skills and attitudes, and promote understanding of the judicial role and conduct on/off the bench.
- iii. Develop effective techniques of courtroom and registry control.
- iv. Familiarise the basic principles and practice of procedural fairness in criminal and civil proceedings.
- v. Explain the special interests of parties coming to court including juveniles, victims of crimes including sexual and gender-based violence, people with disabilities and those with language barriers.
- vi. Strengthen judicial identity and develop a national professional resource network, including building the capacity and experience of local judicial and court trainers.

#### FACULTY

- |           |  |
|-----------|--|
| 1) CJBR   | Hon. Benjamin Rodriguez, Chief Justice Pohnpei Supreme Court       |
| 2) AJNJ   | Hon. Nickontro W. Johnny, Associate Justice, Pohnpei Supreme Court |
| 3) DR. LA | Dr. Livingston Armytage, PJDP Team Leader                          |
| 4) SA DR  | Mr. Daniel Rescue Jr.– FSMSC Staff Attorney/Acting General Counsel |
| 5) CC KK  | Mr. Kohsak M. Keller, FSMSC Chief Clerk of Courts                  |
| 6) SB     | Mr. Samuel Bailey, Former Court General Counsel, FSMSC             |
| 7) MW     | Marciano Wakuk, Kosrae State Mediator, State Court Administrator   |
| 8) KC     | Mr. Kapilly Capelle, NC and FSMSC Director                         |
| 9) CJABA  | Hon Aliksa B. Aliksa, Chief Justice Kosrae State Court             |

#### PARTICIPANTS

We expect around 25 lay judges of municipal, island and land courts across FSM as participants.

### LOCAL ORIENTATION WORKSHOP AGENDA (SAMPLE)

Time	Day 1	Day 2	Day 3	Day 4	Day 5
8:45–9:00	Opening Introduction	Announcements House Keeping	Announcements House Keeping	Announcements House Keeping	Announcements House Keeping
9:00–10:00	1. Fundamentals of Judicial Life– Role of judicial officials—Panel (CJBFR, AJNJ, LA, CJ Santos, SB)	7. Due Process Principles, equality and fair trial– (DR)	12. Evidence– (DR)	16. Family Court and Juvenile Justice– (AJNJ and CJABA )	22. ADR (MW and LA)
10:00–11:00	2. Transition to judgeship, qualities important to the office –Panel:(CJBFR, AJNJ, LA, CJ Santos, SB)	8. Elements of Offence– (DR)	13. Civil Matters– (DR)	17. Pro se/self–represented Litigants: Issues and Services (AJNJ and LA)	22. ADR Exercise (MW)
11:00–11:15	Break				
11:15–12:15	3. Judicial conduct and ethics in and out of court– (LA and KC)	9. First Appearance– (AJNJ)	14. Civil Decisions– (AJNJ and SB)	18. Trial management– (KK and SB)	23. Wrap–up, Open forum (KC, LA, NJAJ)
12:15–1:15	Lunch				
1:15–2:15	4. Your Jurisdiction– (CJ BR and AJNJ)	10. Verdicts and Judgments– (SB)	15. Courtroom Management– (KK and SB)	19. Case Management– (KK and DR)	Evaluation (KK, SB)
2:15–2:30	Break				
2:30–3:30	5. Court Management– (KC and SB)	11. Sentencing Principles and practices– (AJNJ and KK)	15. Exercise– Decision –Making– (SB and DR)	20. Time Standard– (KC, KK, DR, SB)	Closing (CJBR & LA)
3:30–4:30	6. Leadership Principles– (LA)	11. Exercise– Judgments and Verdicts	15. Exercise– Decision –Making cont.	21. Effective Communication (LA)	
4:30–5:00	Wrap–up/Review	Wrap–up/Review	Wrap–up/Review	Wrap–up/Review	

## ORIENTATION COURSE: FACILITATORS

- |            |   |
|------------|---|
| 10) CJBR   | Hon. Benjamin Rodriguez, Chief Justice Pohnpei Supreme Court        |
| 11) AJNJ   | Hon. Nickontro W. Johnny, Associate Justice, Pohnpei Supreme Court  |
| 12) DR. LA | Dr. Livingston Armytage, PJDP Team Leader                           |
| 13) SA DR  | Mr. Daniel Rescue Jr. – FSMSC Staff Attorney/Acting General Counsel |
| 14) CC KK  | Mr. Kohsak M. Keller, FSMSC Chief Clerk of Courts                   |
| 15) SB     | Mr. Samuel Bailey, Former Court General Counsel, FSMSC              |
| 16) MW     | Marciano Wakuk, Kosrae State Mediator, State Court Administrator    |
| 17) KC     | Mr. Kapilly Capelle, NC and FSMSC Director                          |
| 18) CJABA  | Hon Aliksa B. Aliksa, Chief Justice Kosrae State Court              |

## ANNEX 4: CHECKLISTS

### ANNEX 4.1: CHECKLIST: SEMINAR / WORKSHOP EQUIPMENT, MATERIALS AND CATERING PLANNING

#### SEMINAR / WORKSHOP PLANNING CHECKLIST

[NAME OF SEMINAR]

[DATE]

#### EDUCATIONAL

Session	Name of session & presenter	Equipment needed	Materials to be provided
1		<input type="checkbox"/> Microphone/s <input type="checkbox"/> Powerpoint projector <input type="checkbox"/> Videoplayer & TV <input type="checkbox"/> Whiteboard <input type="checkbox"/> Flipchart	<input type="checkbox"/> Paper <input type="checkbox"/> Talk outline <input type="checkbox"/> Powerpoints <input type="checkbox"/> Case study <input type="checkbox"/> Practical exercise <input type="checkbox"/> Article/s <input type="checkbox"/> Legislation
2		<input type="checkbox"/> Microphone/s <input type="checkbox"/> Powerpoint projector <input type="checkbox"/> Videoplayer & TV <input type="checkbox"/> Whiteboard <input type="checkbox"/> Flipchart	<input type="checkbox"/> Paper <input type="checkbox"/> Talk outline <input type="checkbox"/> Powerpoints <input type="checkbox"/> Case study <input type="checkbox"/> Practical exercise <input type="checkbox"/> Article/s <input type="checkbox"/> Legislation
3		<input type="checkbox"/> Microphone/s <input type="checkbox"/> Powerpoint projector <input type="checkbox"/> Videoplayer & TV <input type="checkbox"/> Whiteboard <input type="checkbox"/> Flipchart	<input type="checkbox"/> Paper <input type="checkbox"/> Talk outline <input type="checkbox"/> Powerpoints <input type="checkbox"/> Case study <input type="checkbox"/> Practical exercise <input type="checkbox"/> Article/s <input type="checkbox"/> Legislation
4		<input type="checkbox"/> Microphone/s <input type="checkbox"/> Powerpoint projector <input type="checkbox"/> Videoplayer & TV <input type="checkbox"/> Whiteboard <input type="checkbox"/> Flipchart	<input type="checkbox"/> Paper <input type="checkbox"/> Talk outline <input type="checkbox"/> Powerpoints <input type="checkbox"/> Case study <input type="checkbox"/> Practical exercise <input type="checkbox"/> Article/s <input type="checkbox"/> Legislation

#### CATERING

Tick when arranged

	Name of caterer	Contact details	Cost
			\$

## ANNEX 4.2: CHECKLIST OF THINGS TO PREPARE OR ASSEMBLE ON THE DAY BEFORE THE SEMINAR OR WORKSHOP

### [NAME OF SEMINAR] CHECKLIST FOR THE DAY BEFORE

- Extension cord
- Double adapter
- Any signs you will need to put up
- List of participants
- Name tags (if needed)
- Presenters' materials – paper, outline, powerpoint, etc
- Laptop or iPad for powerpoints (if needed)
- Felt pens (if needed)
- Evaluation forms
- Box for participants in which to place their completed evaluations
- Presentations/gifts (if needed) for presenters

## ANNEX 4.3: CHECKLIST OF THINGS TO CHECK AND DO ON ARRIVAL AT THE VENUE

[NAME OF SEMINAR]

### CHECKLIST OF THINGS TO CHECK AND DO AT THE VENUE

#### Things to check

- Find out who is the contact person at the venue, in case you need to contact them during the seminar or workshop
- Check that the room is clean, including the tops of tables.
- Check that the room is set up as arranged.
- Check where the light switches are, and that there is sufficient lighting.
- Check that there is the right number of chairs (and tables) – not too few and not too many.
- Check that the chairs, and tables if necessary, for presenters are in the right place and are adequate.
- Check that the microphones, if being used, work properly.
- Check that any audio visual equipment is in place and works properly.
- Check that powerpoints, if being used, are loaded onto the laptop or iPad.
- Check that the airconditioning is working properly.
- Check where the toilets are, and there is signposting to them.
- Check that the toilets are clean.
- Check that the area for food and drink is ready, and is in a place where participants won't be disturbed.
- Check that the catering is ready, unless it is being delivered later.
- Check that there is a table for registrations.

ANNEX 5: TRAINEES' CERTIFICATE (SAMPLE)



**PACIFIC JUDICIAL DEVELOPMENT PROGRAMME**

***Certificate of Successful Completion***

*is hereby awarded to:*

*(name and title)*

*for completing the*

***Municipal and Island Court Judges Orientation Course***

***9 – 13 June 2014: Pohnpei, Federated States of Micronesia***

***Hon. Chief Justice Benjamin Rodriguez***  
Chief Justice, Pohnpei Supreme Court

***Dr. Livingston Armytage***  
Orientation Lead Facilitator

*PJDP is implemented by the Federal Court of Australia with funding support from NZ MFAT*

ANNEX 6: COURSE EVALUATION FORMS: PRE & POST (x2)

PACIFIC JUDICIAL DEVELOPMENT PROGRAMME  
LOCAL ORIENTATION DELIVERY TOOLKIT IMPLEMENTATION  
POHNPEI, FEDERATED STATES OF MICRONESIA: 8– 13 JUNE, 2014

Pre-training Questionnaire

Please answer the following questions. This questionnaire will help the faculty to understand your particular training needs and focus training during this orientation course. It will also help us to assess what you have learned from the training at the end of the course.

**Question 1:** What are some common barriers to accessing justice?

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**Question 2:** What are the basic principles of 'natural justice' and why are they important?

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**Question 3:** List some of the fundamental principles of case / trial management:

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**Question 4:** What are the differences between the onus/burden of proof and the standard of proof in criminal and civil cases:

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**Question 5:** List the key steps in judicial decision-making?

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**Question 6:** List types of vulnerable people; and list what international treaties/conventions are applicable:

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Please rate your level of knowledge and skills before the Orientation Course regarding the following matters by ticking / checking ONE square per question only:

**Question 7:** Applying the principles of judicial ethics in your day-to-day role

No Understanding

Good Understanding

Strong Understanding

Excellent Understanding

**Question 8:** Applying the principles of case management in your day-to-day role

No Understanding

Good Understanding

Strong Understanding

Excellent Understanding

**Question 9:** Structuring your judicial decision-making

No Understanding

Good Understanding

Strong Understanding

Excellent Understanding

**Question 10:** Understanding the practical differences between criminal and civil procedure.

No Understanding

Good Understanding

Strong Understanding

Excellent Understanding

**Question 11:** Addressing the needs of victims of crime

No Understanding

Good Understanding

Strong Understanding

Excellent Understanding

*Thank you for your time and assistance with completing this form!*

PACIFIC JUDICIAL DEVELOPMENT PROGRAMME  
LOCAL ORIENTATION DELIVERY TOOLKIT IMPLEMENTATION  
POHNPEI, FEDERATED STATES OF MICRONESIA: 8– 13 JUNE, 2014

Post-training Questionnaire

Please rate your satisfaction regarding the quality and value to you of the Orientation Course by ticking / checking ONE square per question only:

**Question 1:** How having completed the course, how confident do you feel in your role?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Less Confident</i>	<i>Same Confidence</i>	<i>More Confident</i>	<i>Much More Confident</i>

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**Question 2:** Were the aims of the orientation course clear, and were they achieved?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Not Achieved</i>	<i>Reasonably Achieved</i>	<i>Substantially Achieved</i>	<i>Fully Achieved</i>

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**Question 3:** Was the information presented practical and useful to you as a judicial/court officer?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Not Useful</i>	<i>Limited Usefulness</i>	<i>Quite Useful</i>	<i>Extremely Useful</i>

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**Question 4:** Were the materials provided by the trainers relevant to the training and useful?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Not Relevant</i>	<i>Limited Relevance</i>	<i>Quite Relevant</i>	<i>Extremely Relevant</i>

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**Question 5:** Did you find that the trainers and the presentation were effective and allowed for adequate participation, discussion, practical presentations, and interaction?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Not Effective</i>	<i>Limited Effectiveness</i>	<i>Quite Effective</i>	<i>Extremely Effective</i>

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**Question 6:** Overall, were you satisfied with the orientation course?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Not Satisfied</i>	<i>Reasonably Satisfied</i>	<i>Quite Satisfied</i>	<i>Extremely Satisfied</i>

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Please rate your level of knowledge and skills after the orientation course regarding the following matters by ticking / checking ONE square per question only:

**Question 7:** Applying the principles of judicial ethics in your day-to-day role

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No Understanding	Good Understanding	Strong Understanding	Excellent Understanding

**Question 8:** Applying the principles of case management in your day-to-day role

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No Understanding	Good Understanding	Strong Understanding	Excellent Understanding

**Question 9:** Structuring your judicial decision-making

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No Understanding	Good Understanding	Strong Understanding	Excellent Understanding

**Question 10:** Understanding the practical differences between criminal and civil procedure

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No Understanding	Good Understanding	Strong Understanding	Excellent Understanding

**Question 11:** Addressing the needs of victims of crime

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No Understanding	Good Understanding	Strong Understanding	Excellent Understanding

**Question 12:** Briefly describe the *most* useful experience(s) of the Workshop.

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**Question 13:** Briefly describe the *least* useful experience(s) of the Workshop.

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**Question 14:** Do you wish to offer any other comments or suggestions for improvements for this Workshop?

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Finally, please re-answer the substantive questions asked at the start of this course. This will help us to assess your acquisition of knowledge during the course, and enable us to refine our ongoing training approach.

**Question 15:** What are some common barriers to accessing justice?

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**Question 16:** What are the basic principles of 'natural justice' and why are they important?

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**Question 17:** List some of the fundamental principles of case / trial management:

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**Question 18:** What are the differences between the onus/burden of proof and the standard of proof in criminal and civil cases:

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**Question 19:** List the key steps in judicial decision-making?

---

---

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**Question 20:** List types of vulnerable people; and list what international treaties/conventions are applicable:

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*Thank you for your time and assistance with completing this form!*

## ANNEX 7: BUDGET TEMPLATE

This section extracts from PJDP's Trainer's Toolkit: <http://www.fedcourt.gov.au/pjdp/pjdp-toolkits>

### Expenses

Items	<i>Insert estimated cost, if applicable</i>	Notes
Venue hire	\$	
Presenters' fees/honorarium	\$	
Presenters' accommodation costs	\$	
Presenter/s' travel costs	\$	
Participants' travel costs	\$	
Participants' per diem	\$	
Participants' accommodation costs	\$	
Catering costs	\$	
Equipment hire	\$	
Other costs eg. printing or couriering of materials	\$	
<b>TOTAL OF COSTS</b>	\$	

### Sources of revenue to meet these costs

Court budget	\$	
Other source/s	\$	
<b>TOTAL OF REVENUE</b>	\$	
<b>NET SITUATION</b>	Expenses met: Shortfall:	







# Pacific Judicial Development Programme

## *JUDGES' ORIENTATION TOOLKIT*

PJDP toolkits are available on: <http://www.fedcourt.gov.au/pjdp/pjdp-toolkits>

