



THE ROLE OF JUDICIAL OFFICER IN THE COURT MANAGEMENT & E-COURT MAINTENANCE (SUGGESTED METHOD IN DISTRICT COURT)

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Abstract: *In this paper I studied the role of judicial officers in court Management and e-court system monitoring. I have discussed relevant responsibilities & duties of The Principle District Judge , Principle Judges and judge (for his own court). Those responsibilities are compared with the additional work for executing any plan or mission. I have also discussed that for the need of management training and succession planning in subordinate courts. As per my study, optimum use of internal stakeholders is necessary. It is a preliminary study to prepare a platform for any system or plan in court organization. Few concepts in court management and e-court management (computerized management) are discussed.*

Key words: *Case Information System, Court management, Caseload management, Case-flow management, e-court monitoring.*

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INTRODUCTION:

“The Best Preparation For Good Work Tomorrow is to do Good Work Today”

....Elbert Hubbard

Hon'ble Chief Justice of India, Hon'ble Justice Shri. S.H. Kapadia has expressed a desire to establish comprehensive Court Management Systems for the country that will enhance quality, responsiveness and timeliness of courts^[1].

The Indian Court has adopted Court Management through professional manager and e-court system. Both missions are to be effectively executed by the stakeholders. The Judge who is the leader of his court and responsible for the Judicial system has to execute both missions in addition to his current court working. The statement of the mission speaks that, Judge is responsible for implementing the policy and action plan. The court managers who possess a Master degree in Business Administration are to assist with the court only for managing it as per the mission and plan. Therefore the role of Court manager is just like a catalyst.

In a district place there is a Principle district judge, administrative judge and at Taluqa place there are principle judges for the administrative works. They also preside over their independent court. They are discharging their work to manage the court and their administrative work as per the circulars, Manuals provided by the superior courts.

Both missions speaks that, the judge must do justice to all irrespective of status. He has to reduce backlog of cases. Without undue regard to the procedural technicalities, they have to administer the justice.

focused delivery of justice. Therefore it is necessary to increase internal human resource capacity, infrastructure and resources. The e-court mission is most useful to take effective steps for expeditious delivery of justice.

For any system in management, it is necessary to create a platform for proposed changes that may facilitate to execute any plan / mission effectively.

A) Present Position of Administration and Court Management work:

(i) Principle District Judge :(Major Tasks)

The Principle district judge is the initial contact between the court and a member of the bar with regard to court services. He may delegate some tasks to other judges but the principle district judge is only the judicial officer who is responsible for the district court . Other Judges are sources of information and supporting judges to him. The bar association,



government and other agencies have concern with the court organization. So the principal district judge has to maintain relations with other agencies like government agencies, semi-government, civic body, vendors of infrastructure. The principle district judge builds relationship with all stakeholders. He has to hold periodic meeting with the other judges for different subjects/issues. He has to conduct departmental enquiries, budget, library, Buildings and Equipment, Land acquisition for court building or court building expansion, court space alterations and construction, court security, Managing court property, residential quarter allotment to judges and staff etc.

The Principal District Judge is responsible for court business like controlling to the staff, recruitment, promotion and transfer of staff. He is responsible for seeing that the court is administered effectively and efficiently and in compliance of the statutes like Speedy trial of cases, Under trial cases, Legal Services, reduce backlog, case assignments, and to prepare a policy for statutory requirement compliance, recruitment process, promotion process, writing confidential Report, inspection of courts etc. He has to determine administrative policies and actions of his district. He possesses listening skills. Principle district judge is also responsible for the functioning of courts in the district for its administrative tasks and therefore he is head /chairman/patron-in-chief of various committees.

(ii) Principle Judge at Taluqa Places & Administrative Judge at District Place:

The Principle District judge is responsible for the administrative work of the district judge courts within the district. The principle Judicial officer at Taluqa place court is responsible for administrative functions at Taluqa place.

At some district place, there is a system for administrative work by Senior Civil Judge for Civil Cases and Chief Judicial Magistrate for Criminal cases. Both the establishments are separate establishments.

In court administrative process the above all administrative judges focus on coaching, giving feedback and helping the court staff to realize potential. He has to make continuous efforts to develop the knowledge of the court staff to meet current needs.

(iii) Judge (for his own court):

Judicial and administrative functions at his own court. In court business process he has to focus on coaching, giving feedback and helping the court staff to realize potential. He has to make continuous efforts to develop the knowledge of the court staff to meet current needs.



Here the individual judge of his own court includes Principle district judges of his own court, principle judge of for his own court, administrative judges and other judges in their own courts as discussed above. They are responsible for the effective administration at their own court.

Thus the present position of the judicial officer shows that, as per settled practice and traditional ways, different circulars, rules and court manuals the judicial officers are also discharging Non-judicial work and administrative work of the court.

B) Court Management System [Expected Management in addition/advanced Tasks]

(i) Principle District Judge :

The National Court Management System has to set measurable performance standards for Indian Courts. The set of measurable performance standards includes a system for monitoring and enhancing the performance parameters on quality, responsiveness and timeliness, a system of case management to enhance user friendliness of the Judicial system. It will provide a common national platform for recording and maintaining judicial statistics from across the country. It will provide real time statistics on cases and courts that will enable systematic analysis of key factors such as quality, timeliness and efficiency of the judicial system across courts, districts/states, types of cases, stages of cases, costs of adjudication, time lines of cases, productivity and efficiency of the courts, use of budgets and financial resources. It would enhance transparency and accountability. A court Development planning System that will provide a framework for systematic five year plans for the future development of the Indian Judiciary. The planning system will include individual court development plans for all the courts^[1].

The High court has to frame standard system for the court management. As per the directions of the superior court, the principle district judge to execute the mission effectively. As per established performance standards to the courts including on timeliness, efficiency; quality of court performance; infrastructure; and human resources; access to justice; as well as for systems for court management and case management. It establishes the performance standards applicable to the court.

The Principle District Judge has to Carry out an evaluation of the compliance of the court with such standards; identify deficiencies and deviations; identify steps required to achieve compliance; maintain such an evaluation on a current basis through annual updates. He has



to Monitor the implementation of the court development plan and report to superior authorities on the progress. He has to ensure that statistics on all aspects of the functioning of the court are compiled and reported accurately and promptly in accordance with systems established by the High Court; As per Standard systems for court management developed at the High Court Level. He has to ensure that reports on statistics are duly completed and provided as required. He has to ensure that the processes and procedures of the court (Including for filing, scheduling, conduct of adjudication, access to information and documents and grievance Redressal) are fully compliant with the policies and standards established by the High Court for court management and that they safeguard the quality .He has to ensure efficiency and timeliness , and minimize costs to litigants and to the State; and enhance access to justice. He has to ensure that case management systems are fully compliant with the policies and standards established by the High Court for case management and that they address the legitimate needs of each individual litigant in terms of quality, efficiency and timeliness, costs to litigants and to the State. He has to ensure that the court meets standards established by the High Court on access to justice, legal aid and user friendliness. He has to ensure that the court meets quality of adjudication standards established by the High Court. He has to ensure that Human Resource Management of ministerial staff in the court complies with the Human Resource Management standards established by the High Court. He has to ensure that the core systems of the court are established and function effectively (documentation management; utilities management; infrastructure and facilities management; financial systems management (audit; accounts; payments)[2].

The Principal District Judges bear the responsibility of effective management of the courts in order to ensure optimal levels of performance. It is the Principal District Judges who have the responsibility to distribute workload amongst different courts and also to ensure that judges are able to deliver qualitative and timely justice. Given the ever increasing pendency and arrears in all the courts and also considering the increasing number of cases being filed, there has arisen a strong need for effective management techniques [3].

From the above statements it clearly shows that, the National Court Management System has to set measurable performance standards for Indian Courts. The High court has to frame standard system for the court management and as per the directions of the superior



court, the principle district judge to execute the mission effectively. The Principal District Judges bear the responsibility of effective management of the courts in order to ensure optimal levels of performance.

Thus the Role of Principle District Judge would be as :-

- 1) He has to Monitor Court development plan, case load, reduce backlog, identify the causes for delay in trials.
- 2) He has to monitor caseloads and identify the problems in case load for each individual court. Monitoring court means monitoring performance and providing feedback to judges and court staff and court manager.

For any system or Plan the Principle District Judge may require to do some material tasks:-

- 1) To review judgment of the judge as per percentage and interval as directed.
- 2) To ascertain the information of the court available to public at the website of the District Court. Including effective working with Judicial Service Center.
- 3) Take effective steps to develop the court business process.
- 4) Assess the pendency of cases and frequency of filing new cases as directed.
- 5) Responsiveness in legal aid as expected from the plan or system. He may require to review the decided cases where legal aid was provided to ascertain the quality of provided legal aid.
- 6) Granting adjournments and its reasons and to find out to minimize the ratio of adjournments.
- 7) He has to examine the quality of judgment delivered by the judge.
- 8) More effective grievance resolution method for complaints received about working with internal stakeholders.
- 9) Monitor the rate of disposal and efficiency of the judge.
- 10) Control over the working of the Court Manager.

(ii) Principle Judge at Taluqa Places/ Administrative Judge at District Place:

- 1) He has to execute the plan/mission as directed .
- 2) He has to monitor case load, reduce backlog, identify the causes for delay in trials.
- 3) He has to Control over the working of court manager.
- 4) He has to review the court business , the distribution of work and cases (with the permission from the Principal district Judge) and to find out available resources to reduce backlog, proper local arrangements for lawyers and litigants.



- 5) He has to identify the needs of training to the stakeholders.
- 6) He has to continuously review with management of court business, maintaining a technological system. He must make sure that the information technology is effectively in use of the court working.
- 7) He has to resolve the local issues for court business.
- 8) He has to submit the reports to the Principal District Judge for execution of the management system and e-court system.
- 9) He has to find out need of resources (including Human resources) to execute the plan/system.
- 10) He has to find out the need of a midterm court development plan and send the proposal to the principle district judge.
- 11) He has to hold meetings of the joint judges of the other courts from the judicial station.
- 12) Principle judge should be in continuous in touch with the court manager for professional advice.

Caseload Management:

Caseload process is to support to manage the cases and its activities effectively at individual court. The 'Caseload Management System' from CIS is very important tool to assist the Judge and Manager in taking its benefits for achieving the goals of the plan or mission.

Caseload does not mean number of physically pending / instituted cases only. It includes the actual load in that case. Load means complex nature, seriousness, urgency and method for its trial. Caseload is also called as workload. Key elements are allocation of judicial resources and cases.

Example: At some Taluqa places, if there are two courts. Ordinarily, the system for the allotment of case is to follow Odd and Even number. It means Odd number case is to be allotted to court No.1 and Even number of cases is to be allotted to Court No.2.

Caseload does not mean to allot cases equally. The caseload is nothing but to check the quality of each and every case. If the nature of cases of both courts is verified by qualitative method then the actual load of cases can be ascertain. It may show the real position of workload.

Example: It may be possible that, in court No.1 there would be more criminal cases under



section 66(1)(b) of The Bombay Prohibition Act. It is summary trial case. If the cases pending in court No. 2 are less in number but are regular criminal cases under Indian Penal code. For Regular criminal cases the procedure is warrant trial. It means the workload of Court No.2 is more.

Example: In a suit for declaration where the Will-deed is under challenge. Then the administrative judge has to decide for the allotment of such suit. It is expected that, complex suit to be allotted to the senior judges from that cadre.

Example: For civil suits also, it is necessary to check actual workload of that court. If most of civil suits at court no.2 are for the recovery of money. The civil suits pending in court no.1 are under The Specific Relief Act, The Partition Act. It means caseload at court No.1 is more than the caseload at Court No.2

Judge possess the skill to identify the nature of the case. Not merely due to legal knowledge or pleading but as per his experience, he can easily identify the complex nature of the case. Therefore the Administrative Judge who has to allot cases, he can easily ascertain the workload of cases. For that purpose, the data from the joint courts should be available. The Judge of the court has to send workload data periodically to the administrative judge. The above discussion shows that, the workload of court can be drawn by judge only. The manager may assist to collect statistical data. But actual mind has to be applied by the Judge only.

Following are some material points for caseload management :-

- 1) To verify physically the number of Pending cases in the court.
- 2) To verify the quality of the case, its type, nature and required method for trial.
- 3) To find out required staff to handle the cases.
- 4) Find out way to allocate cases properly to other courts.
- 5) To make a balance between the categories of cases.
- 6) It can ascertain the actual stage of the case and reason for pendency.

(iii) Judge (for his own court):

The National Court Management System speaks that, the planning system will include individual court development plans for all the courts^[1].

Following are material tasks to be carried out by Judge for his own court :

- 1) He has to execute the plan or mission as directed.



- 2) He has to reduce backlog, identify the causes for delay in trials.
- 3) He has to co-ordinate with the working of court manager.
- 4) He has to regularly collect data for pending cases, its stages for pending. He has to prepare his own schedule for listing the cases in the future so that he could fix a target to reduce backlog and may give speedy justice.
- 5) Control to grant adjournments and to reschedule his own cause list.
- 6) Maximum use of Videoconferencing for the under trial cases and for that purpose to prepare schedules for such trial.
- 7) Concentrate towards ADR mechanism to motivate the parties to resolve their dispute.
- 8) For accomplishing the goals of any system or plan, he must make efforts to find out the necessary tools as provided in the plan or mission.
- 9) He has to control and monitor the cases throughout the life cycle of the case.
- 10) To monitor the unnecessary delay in court business .
- 11) He has to find out need of resources (including Human resources) to execute the plan/system.
- 12) He has to find out need of a short-term court development plan and send the proposal to the principle district judge through principle/administrative Judge.

Use of CIS in Court Business: CIS is useful for court's all business process as it has covered life cycle, court circulars, rules and Court Manuals.

Following are example for an illustration of its use:

Example: When the user of CIS is open . It shows the undated cases pending in the court. There were 40 cases undated. On physical verification of cases and daily cause list , only 20 cases were dated (means data for next date was feed). Rest of 20 cases were not in the physical balance Sheet of the court. Those cases were checked at the master balance sheet of District Court/Taluqa place. Out of them, 10 cases were pending in other courts. Said data was corrected. But the rest of 10 cases were not traceable. Then the list for disposal off cases and record of disposal of cases were checked. Five cases were disposed off long before. It means data was not updated in CIS. For rest of five cases, the record from record room was checked. Cases were disposed off and were deposited in the record room. Thus the undated alert was complied.



Example: - Application for certified copies was pending wherein the name of the party (plaintiff) was different. The defendant was company. There were many cases pending against the said company. The applicant was illiterate. He failed to mention the correct number of the case. When the record was physically verified, it revealed that, during the pendency of the case the original plaintiff was died. His legal heirs were brought on record. The amendment was carried out. It means the data in CIS was not corrected.

Judicial Magistrate court have jurisdiction for attached police station area. In some of the police stations the workload observed is much more as compare to the other police station. Therefore the filing of criminal cases at court by the police station depends upon crime rate, rate of filing charge sheets, nature of crimes in that area, bail applications, Remand work, property disposal and other factors.

For civil judge, though pecuniary and territorial area is given but it also depends upon the type of litigations in that area. Speed to dispose off case depends upon the number of advocates in the Bar and their frequency to appear. Waiting period for litigants, witnesses etc.

Thus the CIS is a very useful tool to ascertain the workload of the court. The Judge has to supply information for the workload of his court to the administrative judge.

Case-flow Management: Previously there was system for physical verification of cases by quantitative method only at the interval of four months. The number of (physically) pending cases has to be counted. Then it has to verify from the physical balance sheet of the court.

Case-flow does not mean the flow of cases from institution to till disposal of cases only. Flow means continuous progression. It includes the flow of case trial for each case (independently).

Therefore, Case flow management is the supervision or management of the time and events necessary to move a case from initiation to disposition or adjudication. It includes management of the time and events necessary to move a case from the point of initiation (filing, date of the contest, or arrest) through disposition, regardless of the type of disposition. Case flow management is dependent upon time guidelines to provide the goals for reducing delay in case processing. Without such guidelines, the courts have no uniform goals for case processing and litigants and their advocates have no predictable, uniform time frames from one court to the next within which to expect their cases to be processed.



Therefore it is necessary to frame a case flow management plan that will be actively overseeing the progress of all cases filed in the courts.

The primary purpose of case flow management is to prevent delay in case processing and it is used to implement and maintain case flow management. It is necessary to find out the obstruction in that flow and way to dissolve such obstructions. It requires trial court performance standard plan.

Example: Group of complaints with prayer to reinstate in service were filed in the year 2009. There are 17 cases. The age of complaints was about 25 to 27 years old. In the year 2012 issues were framed. Since then the cases were pending for evidence because of adjournments.

Another group of 84 cases under the Payment of Gratuity Act was pending. Those were pending since year 2012. Since 2007, the applicants have been retired person.

At the point of priority, it was discussed with counsel for both sides. There is a circular from superior court that, priority shall be given to the cases pending by/against senior citizens. Here the applicants in the group of cases for Payment of Gratuity Act were retired long before. There was a serious question about the future of the young complainants for their reinstatement in the service.

Both groups were kept for expeditious trial. But first priority was given to the cases young complainants. Both trials were fixed for the day to day hearing.

Thus it clearly shows that the case flow management is advanced and systematic method so that the trial schedule can be managed effectively. But such process requires commitment, continuous monitoring progress of cases to achieve the goals of the plan. It requires to fix schedule for the trial. There should be complete control over the entire pending cases. It requires good relations with the bar. While doing this it is necessary to keep in mind the difference between administrative independence and judicial independence.

Following are material points:

1. Check the balance sheet and take physical verification of cases by qualitatively and quantitatively.
2. Find out the reason for pending of the case. Reason for adjournments. It is nothing but to identify to ascertain, Who is causing delay ?.
3. Find out nature of case whether it is simple /complex cases.



4. Go through disposed off cases to ascertain for the reason for the delay in disposal of cases. It may be useful for framing baseline for trial of pending cases .
5. Verify the record for more disposal of certain types of cases. Eg. Plead guilty cases for petty offences.
6. Compare the reason for its delay in disposing within the prescribed time or as per plan.
7. Review the summons service practice, time for evidence recording and court business process.

Thus the judge has to monitor and control over the movements of all cases from its institution to till disposal. He has to prepare the schedule for time to decide the case as the effective case flow management is helpful to enhance due process and timeliness while reducing delays. Adjournments should be under control. He has to monitor such case flow through the CIS. Software developed by NIC known as CIS that displays the number of cases, its type etc.

The manager may help to submit statistical data but the judge is only person who possess judicial knowledge for the actual flow of cases and its seriousness. He can decide to give priority for deciding the case as per its seriousness without committing a breach of any circular issued by the superior court. For the reduction of trial time or early resolution of disputes, the judge has to take more efforts for effective use of judicial resources.

Time Management: For time management, it is necessary to calculate Judge Calender, Judge Year etc.

Following are material points :

- 1) From time management to decide number of cases on the daily board (cause list).
- 2) Time for recording evidence.
- 3) Time for granting adjournments.
- 4) Time hearing of the case.
- 5) He has to identify the complexity of case for effective management.
- 6) Time for case management.
- 7) Time for core functions and ADR. Time for the administrative work.

In time management, the time has to be managed for the case flow. It means time has to be scheduled so that, the trial of a case should flow smoothly. The manager may help in



collecting data and approximate calculation for them. But in fact, the judge has to manage his own time with the help of such approximate calculated time.

Access to Justice : It is necessary to ensure by the Judge that, the legal representative is available to plead or defend by the litigants. He should be continuously connected to Legal Services Cell and Court manager. The Secretary for Legal Services Cell may be busy in his planning for Lok Adalat, Seminars etc. Now the court manager is one of the best channel to remain in continuous touch/contact with the legal aid cell. Detailed information is available [4].

Example: If the accused made complaint of ill-treatment by the police. The police moved an application for police custody remand. Then it is necessary to see , whether the accused is represented through counsel or he desires to legal aid.

Access to justice is a main object of any system. For access to justice it is necessary to focus on the technology and strong leadership. It is necessary to encourage to improve and develop e-courts, e-filing and use of modern technology from all fields . Judges and court staff should actively work together to find ways of improving communication to deal with specific problem areas or issues that are in need of reform. Therefore Judge has to regularly review the execution of plans for his own court , so that he could identify the needs of resources, gaps in the service delivery system, problems of stakeholders.

Leadership by Judge: Judge is a leader of his own court. So he should possess the ability to influence a group toward the achievement of goals. He may use his power for the success of the missions. Now due to coordination with court manager, the judge may use more advanced methods for playing role as leader. There are various theories of leadership , like Great Man Theory, Trait Theory, Behavioral Theories, Participative leadership, Situational Leadership, Contingency Theory, Transactional Leadership, Transformational Leadership. There are assumptions, description and implication for each theory.

There are lady Judicial officers also. Both are effective leaders and are committed to the judicial system. So on this aspect more study is necessary.

Few examples for court management are also discussed in the pilot project [24].

C) E-Court System Monitoring :

(i) Principle District Judge :

As per the e-court plan , the following are the responsibilities of the Principle District Judge:-



- 1) The district court e-court committee to perform overall monitoring of the project under supervision of the Principal District Judge.
- 2) The court staff, technicians, vendors and other agencies to act as per the direction of the Judge. The other agencies would work as per the directions and supervision of the e-committee[5].
- 3) He has to monitor the compliance of IT systems of the court with standards established by the High Court and its full function.
- 4) He has to Send the proposed National Arrears Grid to be set up to monitor the disposal of cases in all the courts , as and when it is set up.
- 5) He has to monitor the maintenance of computer system and other electronic instruments properly.
- 6) He has to monitor the actual working of Judicial service center.

(ii) Principle Judge at Taluqa Places/ Administrative Judge at District Place:

The Taluqa court team to perform the various tasks of monitoring the project implementation at the Taluqa Level as per plan [5]. He has to monitor the maintenance of computer system and other electronic instruments properly. He has to monitor the actual working of Judicial service center.

(iii) Judge (for his own court):

- 1) He has to monitor the maintenance of computer system and other electronic instruments properly from his own court.
- 2) He has to monitor the actual data supplied for working on the Judicial service center.
- 3) He has to identify the court staff who possesses technical knowledge useful for the e-court system.
- 4) He has to identify the court staff that possesses the skill and capabilities to execute the e-court system more effectively.

D) How to Monitor the e-court System: System maintenance is a very important responsibility over the judge. Unless the system runs properly, it can not be monitored properly. Daily monitoring may require maximum ten minutes time.

Material Points for System Monitoring:

- 1) To read e-court mission plan, court mission plan and read CIS Manual.
- 2) Judge has to read the User Manuals for Hardware and software for relevant



electronic instruments.

- 3) To check the user for the court and its Internet connectivity. Regular monitoring of the system working with network connectivity.
- 4) Check desktop that specifies data feeding, data for undated cases, old cases etc. with alert flag(the CIS software has provided automatic system monitoring for court business and process like Regular data feeding and updating ,Regular monitoring for the backlog and the reason for pendency) .
- 5) Check whether judgments are uploaded .
- 6) Check data feeding for amended pleading/address of the parties.

The actual reason for non feeding of data is known to the court staff and Judge has direct control over the working of court staff. The court manager has also responsibility to monitor the task. But he can collect statistical data only. Therefore , there is need of documentation showing that the implementation of the guidelines is being monitored with a checklist. The documents should show the achieved output. Manager to take effective steps to improve regular scheduling and monitoring[6]. Detailed information for the project monitoring is already provided by NIC at webstie[7] [5]. The current position of district court information is available at <http://lobis.nic.in/> .

E) Assistance from the Court Manager:

The duties and responsibilities for the court manager [2] shows that the court manager is a professional person so there should be co-ordination and good relations between the judges,court staff and other stakeholders. The responsibility of the manager speaks that, he has to play a role in both plans and to co-ordinate with court staff and other stakeholders. His work is just like a catalyst to give speed to the entire system by providing his professional knowledge in management.

The responsibilities of court manager also speaks that :-

(XII) Without prejudice to the generality of the foregoing sub-rules,-

- (1) The High Court and Principal District Judge, with the prior approval of the High Court, may prescribe the duties of the Court Manager , by general or special order, from time to time and likewise , may provide for the subordination of , and internal relatively amongst, the staff of the district Court viz-a-viz Court Manager.
- (2) The High Court and Principal District Judge may further specify, modify, add to or



delete from, the duties of the Court Manager, from time to time[2].

the court manager for the effective management of both missions. It is necessary to give duties to the court manager so that it creates a healthy environment to maintain his relations with stakeholders[8].

(F) Trial Monitoring: For trial monitoring , it is necessary to set trial monitoring program because , it may contribute to enhancing the knowledge of judges, prosecutors, counsel and other stakeholders . It should contain, Purpose, objectives, methodology, time to implement it. There are a number of methods for trial monitoring. It gives opportunity to the manager to make team of court staff for workload management . On this aspect more detailed study is necessary.

The centralized registration for newly instituted cases at Judicial Service Center will be helpful for caseload management.

SUGGESTIONS:

Monitoring court by Principle District Judge: For monitoring the court working with judges , it is better to fix CCTV. The principle district judge may monitor the dais timing of the judges. Such recorded Compact Disc would be available so that the principle district judge may watch it at any time.

Evidence Recording: - Audio Voice Recording is necessary to save the time for recording evidence.

Trial on Video conferencing: It is necessary to keep records of trials conducted through videoconferencing.

For Human Resources and Succession :Succession planning and management is necessary to achieve the goals of both missions.

Training: Training for Information Technology relating to maintenance of e-court, court administration, court-room management is necessary to Judges.

At present there is no provision of training to the court staff in the court business. According to me, only judges or senior court staff member can play a good role of trainer to the court staff. Therefore it is necessary to give training to court staff at district level.

Additional Suggestion in Administration:

- 1) Uniform policy for Promotion & Transfer of court staff applicable to all districts .
- 2) If the website of the High Court is regularly checked. It shows that, there is a good



administrative system at High Court. It has responsible judicial officers with sections like Inspection, Vigilance, Judicial, Personnel, Legal & Research, Finance & Budget. The judicial officers are responsible for the working of those sections. There is system to maintain accurate and accessible records. They take every caution for entering data in the system. There is regular monitoring, review for all alerts. There may be a good system for effective communication to supply material information. They always ensure that problems are not overlooked. It is good a example for strong administrative control.

The above good administrative system is already available. If it is possible to apply to district court then the judicial officer will be responsible for each section. However more study is necessary for adopting the above administrative system wherein it is also possible to construct the court staff portal.

CONCLUSION:

The active participation in court management may facilitate the development of the management system and methods to monitor the execution of the mission / plan. Computerization and court manager is not substitute to the mind of the judge. But with the help of the computer and court manager , it becomes easy for analyses data, monitor the progress and improve in court management.

Thus both plans shows that, it is expected that , courts should be seen as a an organization. Any system should run and developed with the help of Judges, court staff, professional managers and all stakeholders. The principle district judge has to play pivotal role in court management with the adequate support from all stakeholders.

Each judge must be competent in using the CIS . The use of CIS is the key element in the positive improvement of in the administration of justice. Most of the court management works have to be carried out by the judge, as it requires a judicial mind. The judge has to apply his judicial mind in cases from his court.

A judge may possess less managerial training like a professional manager but he is controlling authority for his own court. The court manager is not for the comfort of the judge. Manager has to assist to the Judge by applying his professional knowledge to make the business process fast and as desired by court management mission/plan or system. Therefore choosing the right people to be court managers is very important factor .



ABBREVIATION:

CIS : Case Information System

CDP : Court Development Plan

CCTV : Closed-circuit television

REFERENCE:

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