



**JUDICIAL ACADEMY JHARKHAND**  
**RANCHI**

**INDUCTION TRAINING COURSE  
FOR  
CIVIL JUDGE (JR. DIVISION)**

**FORMAT**

**(Civil Cases)**

- Nature of the suit with Number :
- Date of presentation of the plaint :
- In brief, the relief and its ground :
  
- Date of Admission of the suit :
- Date of Issuance of summons to the defendants :
- Date and mode of service of summons on the defendants :
- Whether the written statement was filed, if not, whether the suit proceeded exparte, if proceeded exparte then the evidence of the plaintiff and result of the suit :
- Whether hearing under Order 10 and 11 of C.P.C was made or not, if yes, Date of hearing and the result thereof :
- Whether attempt/s was/were made to resolve the matter through A.D.R. :
- Date of framing of issue :
- Briefly discuss the Evidence of the Plaintiff, both oral & documentary :
- Briefly discuss the Evidence of the Defendant both oral & documentary :

- Any interim relief granted during trial :
  
- Whether Interim Application or miscellaneous Petitions were filed during the course of trial, discuss the nature of Interim Application / Miscellaneous Petitions and its result :
  
- Result of the suit :

### **FORMAT**

#### **(Criminal Cases)**

- Date of F.I.R. or Complaint with sections of law under which it was made :
  
- In case of F.I.R., Date of Charge-Sheet :
  
- In case of complaint result of the inquiry with date :
  
- Date of cognizance with section of law :
  
- Bail petition-ground with result :
  
- When and under what section charge was framed :
  
- Briefly discuss evidence of the prosecution :
  
- Briefly discuss Evidence of the Defence :
  
- Miscellaneous petition, if any, filed during trial – Provision and Result :
  
- Result of the case (Judgment) and in short the basis of judgment :