HIGH COURT OF JAMMU & KASHMIR AND LADAKH

(Office of the Registrar General at Srinagar)

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Subject:- Adoption of guidelines for the field training component of the induction training of Civil Judge (Junior Division).

ORDER

No: 1707 **of 2026/RG** **Dated:** 29 **.10.2026**

Sanction is hereby accorded to the:

a) Adoption of guidelines governing the field training component of the induction training of Civil Judges (Junior Division), as per **Annexure-"A"** to this order; and

b) Imparting of institutional training component of the induction training of Civil Judges (Junior Division), in accordance with the module prescribed by the Jammu and Kashmir Judicial Academy.

By Order.

29/10/26

(M.K. Sharma)
Registrar General

No.: 31385-429 **/RG/GS** **Dated:** 29 **.10.2026**

Copy to the:

1. Principal Secretary to Hon'ble the Chief Justice, High Court of J&K and Ladakh;
2. Secretary to Hon'ble Mr./Mrs. Justice _____;
   ..... *for information of their Lordships.*
3. Commissioner/Secretary to Government, Department of Law, Justice and Parliamentary Affairs, Civil Secretariat, Srinagar;
4. Registrar Vigilance, High Court of J&K and Ladakh, Srinagar;
5. Director, J&K Judicial Academy, Srinagar;
6. Registrar Rules, High Court of J&K and Ladakh, Srinagar;
7. Registrar (I.T) Computers, High Court of J&K and Ladakh, Srinagar;
8. Registrar Judicial, High Court of J&K and Ladakh, Jammu/Srinagar;
9. All Principal District and Sessions Judges, UTs of J&K and Ladakh;
10. CPC, e-Courts, High Court of J&K and Ladakh, Srinagar;
    ..... *for information and necessary action.*
11. Incharge NIC, High Court of J&K and Ladakh for information and with the request to get the same uploaded on the official website of the Hon'ble High Court.
12. Incharge Library, High Court Wing Srinagar/Jammu for information and for keeping the record of the same.
13. Order File.

29/10/26

Registrar General

Annexure-"A"

GUIDELINES FOR THE FIELD TRAINING COMPONENT OF THE INDUCTION TRAINING OF CIVIL JUDGE (JUNIOR DIVISION)

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The following guidelines shall govern the field training component of the induction training of Civil Judge (Junior Division) positioned in various courts for the purpose of acquiring practical experience in judicial functioning under the supervision and guidance of designated Mentor Judges.

1. Reporting and Assumption of Field Training

1.1. Upon being positioned at the designated station, each Trainee Civil Judge (Junior Division) shall report to the Judicial Officer who has been assigned the additional charge of the court in which the trainee has been positioned.

1.2. The trainee shall report at the station of positioning and shall promptly communicate the fact of such reporting to the Judicial Officer holding the additional charge of the concerned court. The report of joining at the station shall be transmitted to the said Judicial Officer for information and record.

1.3. The Judicial Officer holding the additional charge of the concerned court shall function as the **Mentor Judge** for the trainee positioned in that court and shall be responsible for supervising, guiding and assessing the trainee's practical training.

2. Mandatory Presence at the Station of Positioning

The Trainee Civil Judge (Junior Division) shall remain stationed at the place of positioning throughout the period of field training and shall not leave the station without prior permission of the competent authority.

3. Exercise of Judicial Powers

3.1. The Trainee Civil Judge (Junior Division) shall exercise the powers of a Judicial Magistrate First Class only to the extent specifically conferred by the High Court from time to time and in accordance with the terms, conditions and limitations of such conferment.

3.2. The trainee shall exercise the aforesaid powers on all days, as and when required, subject to the applicable directions of the High Court and the lawful allocation of duties.

3.3. The exercise of such powers shall be confined strictly to the functions authorised by the High Court. Nothing contained in these guidelines shall be construed as conferring any additional judicial or administrative power upon the trainee.

4. Continuance of Regular Judicial and Administrative Functions

4.1. All regular judicial work of the court in which the trainee has been positioned shall continue to be discharged by the Judicial Officer holding the additional charge of that court.

4.2. All administrative functions attached to the court, including supervision of the court establishment, maintenance of records and other administrative responsibilities, shall continue to be discharged by the Judicial Officer holding the additional charge.

4.3. The responsibilities relating to the preparation, processing and drawal of salary bills of the court staff and the Trainee Civil Judge (Junior Division), as applicable, shall also remain with the Judicial Officer holding the additional charge.

4.4. The positioning of a trainee in a court shall not, by itself, be construed as a transfer of the regular judicial or administrative responsibilities of that court to the trainee.

5. Training During Regular Court Sittings

5.1. On the days fixed by the respective Principal District and Sessions Judges for the Judicial Officers holding additional charge to preside over the concerned courts, the trainee shall sit in court and participate in the training proceedings under the direct supervision of the Mentor Judge.

5.2. During such sittings, the trainee shall, as directed by the Mentor Judge:

a. Observe the conduct of proceedings and the manner in which judicial discretion is exercised at different stages of a case;
b. Record or prepare statements of witnesses, wherever appropriate and as instructed;
c. Prepare draft orders in matters taken up by the court;
d. Undertake exercises in recording proceedings, framing appropriate questions, analysing evidence and appreciating submissions of counsel;
e. Study the manner of dealing with interlocutory applications, procedural objections and other matters arising during the hearing of cases; and
f. Undertake such other practical exercises as may be assigned by the Mentor Judge for developing judicial skills and procedural competence.

5.3. The Mentor Judge shall ensure that the trainee receives meaningful exposure to actual court proceedings and is provided appropriate guidance on the legal and procedural aspects arising during the course of such proceedings.

6. Case Preparation and Drafting Exercises on Non-Sitting Days

6.1. On days when the Judicial Officer holding the additional charge of the concerned court is not scheduled to preside over that court, the trainee shall utilise the available time for systematic preparation of cases listed for the next sitting of the court and for undertaking judicial drafting exercises under the guidance of the Mentor Judge.

6.2. For this purpose, the trainee shall peruse the case files listed for the next sitting of the court and undertake the following exercises, according to the procedural stage at which each case is next listed:

a. **Civil cases:** Examine the pleadings, documents and other relevant material and prepare draft issues wherever the stage of the proceedings so requires.

b. **Criminal cases:** Examine the police report, complaint, statements, documents and other relevant material, as applicable, and prepare draft charges wherever the stage of the proceedings so requires.

c. **Draft judicial orders:** Prepare draft orders in civil and criminal matters, including interlocutory applications and procedural matters that are likely to be taken up at the next sitting.

d. **Final judgments in civil cases:** Identify cases ripe for final adjudication and prepare draft judgments after examining the pleadings, issues, evidence, submissions and applicable law.

e. **Final judgments in criminal cases:** Identify cases ripe for final adjudication and prepare draft judgments after examining the charge, evidence, statements of the accused, submissions and applicable law.

f. **Final orders in civil applications:** Prepare draft final orders in civil applications, having regard to the nature of the application, the applicable legal provisions and the material available on the record.

g. **Examination of accused:** In appropriate criminal cases, prepare draft questions to be put to the accused under Section 313 of the Code of Criminal Procedure, 1973, or the corresponding provision under Section351 of the Bharatiya Nagarik Suraksha Sanhita, 2023, as applicable to the proceedings.

h. **Other judicial exercises:** Undertake such further exercises in appreciation of evidence, determination of issues, application of statutory provisions, assessment of pleadings and preparation of reasoned judicial orders as may be directed by the Mentor Judge.

6.3. The drafting exercise in each case shall correspond to the actual procedural stage at which the matter is next coming up for hearing. The trainee shall, therefore, not undertake drafting as an isolated academic exercise but shall examine each file with a view to understanding the precise judicial action required at the next stage of the proceedings.

6.4. The trainee shall study the complete case file to the extent necessary for understanding the facts, issues involved, procedural history, evidence on record, applicable statutory provisions and the questions requiring determination. The object shall be to ensure that the trainee has comprehensively understood the case and is prepared to deal with the stage for which it is listed.

6.5. The draft orders, issues, charges, questions and judgments prepared by the trainee shall be submitted to the Mentor Judge for examination and guidance. The Mentor Judge may discuss the draft with the trainee, identify deficiencies and require revisions wherever necessary.

6.6. The draft prepared by the trainee shall remain a training exercise. It shall not be treated as an order or judgment of the court, nor shall it be pronounced, issued or incorporated into the judicial record as a judicial determination merely by reason of its preparation during training.

7. Assessment of Case Preparation by the Mentor Judge

7.1. The Mentor Judge shall continuously assess the trainee's preparation of cases listed for regular hearing and the quality of the draft orders, issues, charges and other exercises undertaken under Guideline 6.

7.2. The assessment shall, inter alia, take into consideration:

a. Understanding of the facts and procedural history of the case;
b. Identification of the questions requiring determination at the relevant stage;
c. Knowledge and application of the applicable statutory provisions and precedents;
d. Appreciation of pleadings, documentary evidence and oral evidence, wherever applicable;
e. Correctness of the proposed procedural course and the relief or order contemplated;
f. Clarity, coherence, structure and legal reasoning in the drafts prepared; and
g. Diligence, punctuality, consistency and willingness to incorporate guidance and correct identified deficiencies.

7.3. The Mentor Judge shall maintain a discreet record of observations regarding the trainee's performance, progress, strengths and areas requiring improvement. Such observations shall be kept ready for transmission to the Judicial Academy whenever called for or required under the directions issued by the High Court or the Judicial Academy.

8. Assignment and Evaluation of Draft Final Judgments

8.1. The Mentor Judge shall assign to each trainee a sufficient number of cases for the preparation of draft final judgments in both civil and criminal matters. The cases selected shall, as far as practicable, provide exposure to different categories of disputes, procedural stages and questions of law.

8.2. The assignments shall be made regularly throughout the field training period, having regard to the nature and complexity of the cases available, the trainee's progress and the training objectives prescribed.

8.3. Each draft judgment shall be prepared independently by the trainee after examining the relevant case record and identifying the facts, issues or points for determination, applicable law, evidence, submissions and reasons necessary for arriving at a conclusion.

8.4. The Mentor Judge shall evaluate each draft judgment with particular reference to:

a. Appreciation and analysis of the evidence on record;
b. Formulation and determination of the points requiring adjudication;
c. Correct application of substantive and procedural law;
d. Consideration of the relevant statutory provisions and binding precedents;
e. Logical reasoning and consistency between findings and conclusions;
f. Clarity, structure, language and completeness of the judgment; and
g. Compliance with the applicable legal requirements governing the form and contents of a judgment.

8.5. The Mentor Judge shall discuss the deficiencies, if any, with the trainee and may require the draft to be revised or rewritten so that the trainee derives maximum benefit from the exercise.

8.6. The evaluated draft judgments, along with the observations of the Mentor Judge, shall be kept ready for submission to the Judicial Academy as and when called for. The number, nature and schedule of such assignments may be further regulated by the Judicial Academy through supplementary instructions issued from time to time.

9. General Supervision and Compliance

9.1. The trainee shall comply with the directions of the Mentor Judge concerning the conduct and scheduling of training activities, the preparation of assigned cases and the submission of draft judicial work.

9.2. The Mentor Judge shall ensure that the training is conducted in a structured manner and that the trainee is progressively exposed to the practical requirements of judicial work, without disruption of the regular functioning of the court.

9.3. The respective Principal District and Sessions Judges shall facilitate the implementation of these guidelines in their districts and ensure that the prescribed arrangements for court sittings, supervision and training are followed.

9.4. All trainees shall maintain the confidentiality of judicial records and proceedings and shall observe the standards of conduct, discipline and professional responsibility applicable to judicial officers.

9.5. The Judicial Academy may seek reports, assessments, draft judgments and other training material from the Mentor Judges through the concerned Principal District and Sessions Judges at any stage of the field training component.

9.6. Any difficulty arising in the implementation of these guidelines shall be brought to the notice of the competent authority for appropriate directions.

10. Objective of Field Training

The field training component shall be directed towards ensuring that each Trainee Civil Judge (Junior Division) develops the practical competence, analytical ability, procedural understanding and judicial writing skills required for the independent discharge of judicial responsibilities. The Mentor Judges shall accordingly endeavour to make the training substantive, continuous and outcome-oriented, so that the trainee acquires familiarity with the complete process of judicial decision-making in civil and criminal matters.

These guidelines shall be read subject to the applicable orders and directions of the High Court and the instructions issued by the Judicial Academy from time to time.

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