

**UNDERGRADUATE CERTIFICATE COURSE IN
LEGAL DRAFTING AND ADVOCACY SKILLS
(CLDA)**

(SESSION 2025-26 ONWARDS)

**General Rules, Examination, Regulation and
Course**



**Chotanagpur Law College, Ranchi,
Jharkhand**

UG Certificate Course in Legal Drafting and Advocacy Skills

About the Programme:

In the evolving legal landscape, the ability to draft precise legal documents and present effective arguments is an indispensable skill for every aspiring lawyer. Legal drafting and advocacy form the foundation of litigation, client representation, and judicial communication. As courts increasingly emphasize well-reasoned pleadings and professional conduct, the demand for law graduates with strong drafting and courtroom skills has never been greater.

The UG Certificate Course in Legal Drafting and Advocacy Skills, offered by Chotanagpur Law College, Ranchi, is a dynamic, practice-oriented programme designed to build essential legal competencies in undergraduate students. Drawing from decades of legal education excellence and the region's rich tradition of justice and advocacy, the course bridges academic learning with the functional skills required in legal practice.

This six-month certificate programme introduces students to the principles of legal writing, statutory interpretation, and the formats of various legal documents including complaints, written statements, affidavits, notices, contracts, bail applications, and petitions. Simultaneously, it trains them in advocacy techniques such as framing arguments, case presentation, examination of witnesses, and client interviewing—both inside and outside the courtroom. With an emphasis on experiential learning, students will engage in drafting workshops, moot courts, mock trials, and legal research assignments under the guidance of experienced faculty and legal professionals. The curriculum also encourages participation in debates, seminars, and trial advocacy simulations to boost confidence and public speaking.

This certificate course is ideal for undergraduate students preparing for a future in litigation, judicial services, public policy, or higher legal studies. It also aligns with the objectives of the National Education Policy by fostering skill-based, interdisciplinary learning at the UG level.

Duration: 6 Months (Two Terms)

Mode: Online / Offline / Hybrid

Eligibility: Undergraduate Students of Law / Postgraduate Students of Law or Equivalent

Objectives:

1. To provide fundamental and applied knowledge in legal drafting and courtroom advocacy.
2. To train students in drafting of civil and criminal pleadings, notices, affidavits, and contracts.
3. To develop practical skills in oral argumentation, case analysis, and trial techniques.
4. To foster legal research, ethical reasoning, and effective communication for legal practice.

Assessment of Students' Performance and Scheme of Examination Pass Percentage & Promotional Criteria

1. Assessment of student performance shall consist of 70 marks for the End-Term Written Examination and 30 marks for Internal Assessment for each paper.

2. The duration of the End-Term Written Examination shall be three hours and shall cover all units of the respective subject.
3. The internal assessment of each paper shall be conducted by a panel of three faculty members, constituted by the Principal in consultation with the Head of Department (HoD).
4. There shall be no requirement for dissertation, project, or internship in this certificate course.
5. In each paper, 30 marks shall be reserved for continuous internal evaluation within the classroom environment. The HoD will issue prior notification (at least one week in advance) regarding the internal evaluation schedule, in consultation with the concerned faculty. All awarded marks will be verified by the HoD before being forwarded to the Controller of Examinations.
6. Break-up of Internal Assessment (30 Marks): Internal Test – 10 marks, Assignment with Presentation – 10 marks & Classroom Seminar / Participation – 10 marks

Attendance

A student must maintain at least 75% attendance in each paper to be eligible to appear in the End-Term Examination. The Principal may grant relaxation up to 25% in genuine and documented cases including:

- Participation in NCC/NSS camps duly supported by a certificate from competent authority.
- Participation in College Team (S) Games or Inter State Tournament (S) duly supported with a certificate from competent authority.
- Participation in any of the co-curricular activity organized by the college duly certified by competent authority.
- Prolonged illness duly certified by the superintendent/CMO of government hospital or registered medical practitioners/hospitals.

Note: The Principal reserves the right to condone attendance deficiencies on valid and cogent grounds.

End-Term Examination

- The End-Term Examination shall be conducted at the end of each of the two terms (3 months each).
- Examinations shall be scheduled as per the academic calendar of Chotanagpur Law College (generally in December and June). Students are required to fill the examination form and submit it with the prescribed fee through the HoD to the Registrar of the College.
- Students will appear in three theory papers in each term, amounting to a total of six written examinations for the full course.

Grad Point and SGPA, CGPA Calculations:

Assessment as per college policy relating to implementation of choice-based credit system (CBCS) to all the programs offered at Chotanagpur Law College.

Rules of Promotion:

A student shall not be promoted to the second term if he/she fails in more than two papers in the first term. The paper(s) in which a student fails shall be treated as back paper(s). In no case shall a student having backlogs in more than two papers be permitted to continue to the next term, and he/she will be considered to have a term back.

In case of a term back, the student must seek readmission in the same academic year after approval from the Principal/Head of Department and pay the prescribed readmission fee.

Upon readmission, the student shall have the following options:

1. He/She can choose to reappear in all the papers of the academic year.
2. He/She may opt to appear only in the papers in which he/she has failed.
3. The student must submit their choice in writing at the time of readmission.
4. No repeat attempt is allowed for internal assessment components only.
5. The student shall be required to repeat the complete course, including both theory and internal assessment in the selected papers.

Note: A student must secure a minimum of 50% marks in each paper (combined internal + end-term) to be considered as having passed that paper.

Course Modules:

The course is structured into two terms (Term I and Term II), covering both foundational concepts and practical skills in legal drafting and advocacy.

Programme Learning Outcomes (PLOs):

Upon completion of the Certificate Course in Legal Drafting and Advocacy Skills, learners will be able to:

1. Demonstrate foundational knowledge of legal drafting formats and procedural documents.
2. Draft a wide range of legal documents including pleadings, notices, and contracts.
3. Apply advocacy skills in mock courtroom scenarios and oral arguments.
4. Understand the role of legal ethics, courtroom etiquette, and professional responsibility.
5. Develop preliminary skills for legal research, referencing, and written argumentation.

Course Learning Outcomes (CLOs):**Term I:**

- Understand the key elements and formats of legal writing and documentation.

- Learn the principles of precision, structure, and clarity in legal drafting.
- Draft basic civil and criminal pleadings, notices, affidavits, and contracts.
- Analyze legal provisions related to contracts, CPC, and BNSS through practical exercises.

Term II:

- Acquire advocacy and courtroom communication skills.
- Practice framing arguments, examination-in-chief, and cross-examination techniques.
- Prepare memorials and legal research notes in a moot trial setting.
- Understand court decorum, ethics, and etiquette for legal professionals.

Term I: Fundamentals of Legal Drafting

S.No.	Course Code	Course Name	L-IA-P	Total Credit
1.	CLDA 101	Introduction to Legal Drafting: Theory and Structure	3-2-0	5
2.	CLDA 102	Drafting of Civil and Criminal Pleadings	3-2-0	5
3.	CLDA 103	Drafting of Contracts, Notices, Affidavits and Legal Forms	3-2-0	5
Total Credit in Term I:				15

Term II: Advocacy and Applied Legal Skills

S.No.	Course Code	Course Name	L-IA-P	Total Credit
1.	CLDA 201	Advocacy Skills and Courtroom Practice	3-2-0	5
2.	CLDA 202	Moot Court and Trial Advocacy Techniques	3-2-0	5
3.	CLDA 203	Court Procedures and Client Counselling Techniques	3-2-0	5
Total Credit in Term II				15

- The Certificate Course comprises a total of six papers, three papers per term.
- Each paper carries 5 credits, making the total credit requirement = 30 credits.
- All papers are designed to ensure a balanced integration of theory and practical training in legal drafting and advocacy.

Term I**Paper I – CLDA 101****INTRODUCTION TO LEGAL DRAFTING: THEORY AND STRUCTURE****Duration:** 36 hours (including lectures, seminars, and assessments)**Credits:**5**Introduction:**

Legal drafting is the cornerstone of legal practice. Whether preparing pleadings, contracts, or statutory instruments, precise and coherent drafting ensures effective communication of legal rights, duties, and procedures. This paper introduces students to the theoretical foundations, techniques, and language of legal drafting. Emphasis is laid on clarity, brevity, structure, and the avoidance of ambiguity in written legal communication. Through exposure to various types of legal documents, students will begin to develop the skill set required for drafting formal legal instruments across different legal contexts.

Course Outcomes (C.O.):

1. To understand the concept, purpose, and importance of legal drafting in the legal system.
2. To analyze key elements and structure of different categories of legal documents.
3. To develop the ability to draft simple pleadings, notices, and legal communications.
4. To apply rules of grammar, formatting, and legal language in a precise and persuasive manner.

Program Outcomes:

1. To provide foundational understanding of legal writing and communication.
2. To introduce drafting techniques applicable in civil, criminal, and commercial practice.
3. To develop skills for creating structured, logical, and effective legal documents.
4. To prepare students for further practical training in court-based drafting and litigation.

Syllabus:**Unit I: Foundations of Legal Drafting**

- Definition, Nature, and Objectives of Legal Drafting
- Types of Legal Drafting: Legislative, Judicial, and Conventional
- Characteristics of a Good Draft
- Difference between Legal Writing and Legal Drafting
- Importance of Structure, Style, and Tone in Legal Documents
- Legal Maxims, Punctuation, and Terminology

Unit II: Language and Principles of Drafting

- Use of Plain Language vs. Legalese
- Golden Rules of Drafting (Clarity, Coherence, Precision, Relevance)
- Negative and Positive Wording in Legal Texts
- Avoidance of Ambiguity and Redundancy
- Drafting Definitional Clauses and Recitals
- Use of Passive Voice and Modal Verbs in Law

Unit III: Drafting Format and Structure

- Heading, Title, Parties, Jurisdiction Clause, and Cause Title
- Opening Statements, Material Facts, Issues, and Prayers
- Signatures, Affidavits, and Verifications
- Drafting Clauses: Operative, Boilerplate, Indemnity, Termination
- Sample Formats: Legal Notice, Show-Cause Notice, Legal Opinion
- Style Sheets, Numbering, and Referencing in Legal Documents

Suggested Readings:**Books:**

- R.N. Chaturvedi – *Legal Drafting and Conveyancing*, Central Law Publications, 2022 (Latest Edition)
- M.C. Kuchhal – *Business Law*, Vikas Publishing House, 2021 (Latest Edition)
- N.S. Bindra – *Interpretation of Statutes*, LexisNexis, 13th Edition, 2022
- S.K. Mishra – *Legal Language, Legal Writing & General English*, Allahabad Law Agency, 2020

Articles / Reports:

- G.C.V. Subba Rao, “Plain Language Drafting in Indian Legal System”, Indian Bar Review, Vol. 38 (2011)
- Law Commission of India, Report No. 200 (2006) – *Proposal to Encode Plain Language in Government Drafting*
- Bar Council of India Journal (Latest Volume) – Selected Articles on Drafting and Court Practice

Case Law References (for Illustrative Purposes):

- *Bachhitar Singh v. State of Punjab*, AIR 1963 SC 395 – Importance of clarity in legal communication
- *K.K. Kochuni v. States of Madras & Kerala*, AIR 1960 SC 1080 – Significance of language in property documents
- *State of Bihar v. Kripalu Shankar*, AIR 1987 SC 1554 – Interpretation of clauses in legal instruments

Evaluation Scheme:**Internal Assessment (30 Marks):**

- Two written assignments – 10 marks
- One classroom presentation – 10 marks
- Participation/Seminar/Viva – 10 marks

End Semester Examination (70 Marks):

- **Section A:** Short answer questions (30 marks)
- **Section B:** Analytical/Essay-type questions (40 marks)

Paper II – CLDA 102**DRAFTING OF CIVIL AND CRIMINAL PLEADINGS****Duration:** 36 hours (including lectures, seminars, and assessments)**Credits:** 5**Introduction:**

Pleadings are essential to framing issues in both civil and criminal proceedings. This paper provides a practical introduction to drafting basic pleadings used in courts of law under the Code of Civil Procedure, 1908 and the Bharatiya Nagarik Suraksha Sanhita, 2023. It enables students to understand the procedural and substantive requirements of pleadings, and to develop the ability to draft plaints, written statements, complaints, FIRs, bail applications, and related documents. The course emphasizes logical reasoning, statutory compliance, and clarity of expression in legal writing.

Course Outcomes (C.O.):

1. To understand the structure and purpose of pleadings in civil and criminal proceedings.
2. To apply statutory formats and procedural requirements to drafting legal documents.
3. To develop skills in drafting core pleadings such as plaints, written statements, and complaints.
4. To analyze the role of pleadings in litigation strategy and judicial outcomes.

Program Outcomes:

1. To provide practical exposure to courtroom documentation under CPC and BNSS.
2. To improve legal reasoning and articulation through structured drafting exercises.
3. To build confidence in preparing legally valid pleadings for client representation.
4. To prepare learners for practical litigation, internships, and mooted experiences.

Syllabus:**Unit I: Civil Pleadings under CPC, 1908**

- Meaning and essentials of pleadings under Order VI Rule 1 of CPC
- Drafting of a Plaint: cause of action, relief, jurisdiction
- Drafting of Written Statement: admission, denial, set-off, counterclaim
- Interlocutory Applications (IA): injunction, commission, stay, limitation
- Execution and Appeal: Drafting appeals and review applications
- Practical Exercises on plaint and written statement

Unit II: Criminal Pleadings under BNSS, 2023

- FIR and Police Complaint: format and drafting techniques
- Criminal Complaint
- Charge-sheet and Discharge Applications
- Bail Application (Regular and Anticipatory)
- Drafting of Protest Petition, Application for Compounding
- Sample format of Criminal Revision Petition and Appeal

Unit III: Legal Requirements and Court Formalities

- Essential parts of any pleading: cause title, memo of parties, verification, affidavit
- Jurisdiction clauses and limitation periods
- Drafting based on precedents and templates
- Use of precise language and framing of legal issues
- Common mistakes in pleadings and how to avoid them
- Drafting Exercises: Short problem-based pleadings

Suggested Readings:**Books:**

- R.N. Chaturvedi – *Pleadings, Drafting and Conveyancing*, Central Law Publications, 2023 Edition
- C.K. Takwani – *Civil Procedure with Limitation Act*, Eastern Book Company, 2023 Edition
- K.D. Gaur – *Textbook on the Indian Penal Code* (Adapted for Bharatiya Nyaya Sanhita, 2023), Universal Law Publishing, 2024 Edition
- Ratanlal & Dhirajlal – *The Bharatiya Nagarik Suraksha Sanhita, 2023 (BNSS)* (formerly The Criminal Procedure Code), LexisNexis, 2024 Edition

Articles / Reports:

- Indian Bar Review – “Essentials of Drafting Effective Pleadings”, 2021 Edition
- All India Reporter – “Practical Aspects of Drafting in Civil and Criminal Law”

Case References (for Illustrative Context):

- *Virendra Kashinath Ravat v. Vinayak N. Joshi*, (1999) 1 SCC 47 – Deficiency in pleadings
- *State of Haryana v. Bhajan Lal*, 1992 Supp (1) SCC 335 – Guidelines on FIR
- *M/s Sopan Sukhdeo Sable v. Assistant Charity Commissioner*, (2004) 3 SCC 137 – Proper pleading requirements

Evaluation Scheme:**Internal Assessment (30 Marks):**

- 1 Written Assignment (Problem-based Draft) – 10 marks
- 1 Presentation/Drafting Exercise – 10 marks
- Class Participation / Seminar – 10 marks

End Semester Examination (70 Marks):

- **Section A:** Short answer questions – 30 marks
- **Section B:** Essay/Problem-based drafting – 40 marks

Paper III – CLDA 103**DRAFTING OF CONTRACTS, NOTICES, AFFIDAVITS AND LEGAL FORMS****Duration:** 36 hours (including lectures, seminars, and assessments)**Credits:** 5**Introduction:**

Contracts, legal notices, and affidavits form the backbone of transactional and regulatory law. This course equips students with the practical skills needed to draft essential legal instruments used in civil, commercial, and personal legal matters. Through case-based exercises, students will learn the standard structure, legal language, and enforceability requirements for contracts and formal documents. Emphasis is laid on applying statutory requirements, customizing clauses, and avoiding drafting errors.

Course Outcomes (C.O.):

1. To understand the basic elements and enforceability of contracts and legal forms.
2. To acquire skills in drafting simple and standard form contracts, legal notices, and affidavits.
3. To analyze various clauses in contracts and understand their legal consequences.
4. To apply appropriate formatting, structure, and language in creating legal documents.

Program Outcomes:

1. To familiarize students with commonly used contractual and regulatory documents.
2. To prepare students for drafting professional legal instruments in practice.
3. To develop competence in commercial drafting and client communication.
4. To provide practical insights into statutory compliance through drafting work.

Syllabus:**Unit I: Drafting of Contracts**

- Nature and types of contracts: express, implied, void, contingent
- Essentials of a valid contract under the Indian Contract Act, 1872
- Structure of a contract: recitals, definitions, operative clauses, termination, dispute resolution
- Drafting of standard commercial agreements: Sale Agreement, Lease Agreement, Employment Contract
- Customization of clauses: indemnity, force majeure, arbitration, confidentiality
- Drafting of MOU (Memorandum of Understanding)

Unit II: Drafting of Notices and Affidavits

- Legal Notices: Purpose, structure, tone, and language
- Drafting of Notice under Section 80 CPC, 138 NI Act, and for breach of contract
- Types of Affidavits: general affidavit, income affidavit, address affidavit, proof of service
- Drafting and formatting of affidavit and verification clauses
- Requirements for attestation and notarization
- Common errors in affidavits and notices

Unit III: Drafting of Common Legal Forms and Applications

- Drafting of Power of Attorney – general and special
- Drafting of Undertakings, Consent Letters, and No Objection Certificates (NOCs)
- Applications to court: delay condonation, adjournment, exemption, inspection of records
- Petition formats under various statutes (Marriage Act, Succession Act, Rent Control, etc.)
- Basic principles of drafting in bilingual jurisdictions (English and Hindi legal formats)
- Sample exercises on commonly used forms

Suggested Readings:**Books:**

- R.N. Chaturvedi – *Legal Drafting and Conveyancing*, 7th Edition, Central Law Agency, 2023
- Avtar Singh – *Law of Contract and Specific Relief*, 13th Edition, Eastern Book Company, 2023
- P.S. Narayan – *Law of Affidavits and Powers of Attorney*, 5th Edition, Universal Law Publishing, 2021
- M.C. Kuchhal – *Business Law*, 6th Edition, Vikas Publishing House, 2021

Articles / Guidelines:

- Department of Legal Affairs, *Manual for Drafting Commercial Contracts*, Ministry of Law & Justice
- “Best Practices in Legal Notices and Contracts,” Indian Bar Review, 2022
- BCI Guidelines for Legal Drafting Standards in Affidavits

Evaluation Scheme:**Internal Assessment (30 Marks):**

- 1 Drafting Assignment (Contract / Notice / Affidavit) – 10 marks
- 1 Presentation/Clause Analysis – 10 marks
- Class Participation / Viva – 10 marks

End Semester Examination (70 Marks):

- **Section A:** Short answer questions – 30 marks
- **Section B:** Essay-type and document-based drafting problems – 40 marks

Term II**Paper I – CLDA 201****ADVOCACY SKILLS AND COURTROOM PRACTICE****Duration:** 36 hours (including lectures, seminars, and assessments)**Credits:** 5**Introduction:**

Advocacy is a vital component of legal practice that combines knowledge of substantive and procedural law with oratory, persuasion, and strategic thinking. This paper aims to build students' confidence and ability in courtroom presentation, examination of witnesses, framing of arguments, and professional court conduct. Through mock exercises and demonstrations, students will experience the real-world dynamics of client advocacy, ethical challenges, and trial decorum.

Course Outcomes (C.O.):

1. To understand the meaning, scope, and ethics of advocacy in the legal profession.
2. To develop courtroom skills such as framing issues, addressing the judge, and examining witnesses.
3. To prepare and deliver oral arguments with confidence and legal reasoning.
4. To apply courtroom decorum and procedures for effective legal representation.

Program Outcomes:

1. To strengthen professional presentation and speaking skills for litigation practice.
2. To inculcate knowledge of formal courtroom language, body language, and protocol.
3. To bridge the gap between theory and practice through simulated hearings and exercises.
4. To prepare students for moot courts, internships, and early-stage litigation roles.

Syllabus:**Unit I: Fundamentals of Advocacy**

- Meaning, nature, and history of advocacy
- Difference between advocacy, negotiation, and legal counselling
- Qualities of a good advocate
- Ethical conduct, client confidentiality, and bar-bench relations
- Preparation before appearance: facts, law, documents, and strategy
- Addressing the court: language, tone, and presentation

Unit II: Courtroom Techniques and Skills

- Art of framing issues and identifying material facts
- Opening and closing statements
- Direct and cross-examination of witnesses
- Handling objections and legal interruptions
- Impeaching witness credibility
- Time management during oral arguments
- Practical Exercises: role-play and mock courtroom practice

Unit III: Courtroom Etiquette and Procedural Aspects

- Dress code and physical appearance in court
- Behavior with court staff, opposing counsel, and clients
- Conduct in Trial vs. Appellate Courts
- Understanding the hierarchy of courts and jurisdictions
- Handling high-pressure situations in adversarial settings
- Common mistakes in court and how to avoid them

Suggested Readings:**Books:**

- Abhinandan Malik – *Art of a Lawyer: Advocacy Skills and Courtroom Craft*, 1st Edition, Eastern Book Company (EBC), 2021
- R.D. Srivastava – *Advocacy and Professional Ethics*, 7th Edition, Central Law Publications, 2023
- George R. Johns – *Professional Ethics and Courtroom Etiquette*, 3rd Edition, Oxford University Press, 2020
- Dr. Kailash Rai – *Moot Court, Pre-Trial Preparations & Participation in Trial Proceedings*, 7th Edition, Central Law Publications (CLP), 2022

Articles / Reports:

- BCI Rules on Advocacy Conduct and Duties of Advocates
- Supreme Court Bar Association, Guidelines on Courtroom Practice (2023 Edition)
- Harvard Law Review: “Trial Advocacy: Ethics, Rhetoric, and Performance”

Evaluation Scheme:**Internal Assessment (30 Marks):**

- 1 Simulation-based oral argument or cross-examination – 10 marks
- 1 Viva/Presentation on Court Etiquette – 10 marks
- Class Participation / Attendance – 10 marks

End Semester Examination (70 Marks):

- **Section A:** Short answer and situational questions – 30 marks
- **Section B:** Analytical/legal scenario-based questions – 40 marks

Paper II – CLDA 202**MOOT COURT AND TRIAL ADVOCACY TECHNIQUES****Duration:** 36 hours (including lectures, seminars, and assessments)**Credits:** 5**Introduction:**

Moot court and trial advocacy are indispensable tools for experiential learning in legal education. This paper introduces students to the art of legal argumentation, case theory building, court submissions, and trial-stage advocacy. The course encourages practical skill development through simulated court exercises, moot memorial drafting, and performance-based assessments. Students will learn the structure of moot problems, citation methods, oral advocacy formats, and effective case presentation under time constraints.

Course Outcomes (C.O.):

1. To develop the skill of interpreting moot problems and identifying legal issues.
2. To learn the technique of framing arguments and anticipating counter-arguments.
3. To acquire hands-on experience in oral and written courtroom submissions.
4. To improve confidence and clarity in trial simulation and moot competitions.

Program Outcomes:

1. To prepare students for professional-level moot courts, debates, and mock trials.
2. To enhance understanding of procedural law through live simulations.
3. To inculcate research, citation, and legal writing skills aligned with courtroom advocacy.
4. To strengthen articulation, composure, and persuasion in high-pressure settings.

Syllabus:**Unit I: Moot Court Orientation and Process**

- Meaning and significance of moot courts
- Structure of a moot court competition
- Understanding moot problems: facts, issues, and applicable law
- Roles of petitioner/appellant and respondent
- Written submission vs. oral argument – coordination and consistency
- Format of memorials: content, indexing, and annexures

Unit II: Oral Advocacy Techniques in Moots and Trials

- Preparing for oral submissions
- Structuring content and maintaining clarity under time limits
- Responding to judicial interventions and questions
- Team strategy in moots: speaker roles, rebuttals, and sur-rebuttals
- Voice modulation, courtroom posture, and handling pressure
- Demonstration of sample moot sessions and feedback

Unit III: Trial Advocacy and Simulation Exercises

- Distinction between moot court and trial advocacy
- Stages of trial: opening, examination-in-chief, cross-examination, closing

- Role-play: judges, lawyers, witnesses, clerks
- Drafting trial scripts and structuring the proceedings
- Courtroom management during trial simulations
- Reflection and peer feedback on mock performance

Suggested Readings:**Books:**

- Dr. Kailash Rai – *Moot Court, Pre-Trial Preparations & Participation in Trial Proceedings*, 7th Edition, Central Law Publications (CLP), 2022
- Rattan Singh – *Moot Courts and Advocacy Skills*, 2nd Edition, LexisNexis, 2021
- David Pope & Dan Hill – *Mooting and Advocacy Skills*, 2nd Edition, Sweet & Maxwell, 2020
- Shambhu Prasad Choudhary – *Trial Techniques and Courtroom Practice*, 1st Edition, Central Law Agency, 2021

Articles / Reports:

- Bar Council of India: Guidelines for Moot Court Exercise in Legal Education
- National Law University Moot Court Manual, 2023 Edition
- “Trial Advocacy Tips for Law Students” – Journal of Legal Pedagogy, 2022

Evaluation Scheme:**Internal Assessment (30 Marks):**

- 1 Moot Memorial Writing Exercise – 10 marks
- 1 Oral Submission or Trial Simulation – 10 marks
- Class Participation / Peer Review / Feedback Sessions – 10 marks

End Semester Examination (70 Marks):

- **Section A:** Conceptual and Short Answer Questions – 30 marks
- **Section B:** Problem-based and performance-reflective essays – 40 marks

Paper III – CLDA 203**COURT PROCEDURES AND CLIENT COUNSELLING TECHNIQUES****Duration:** 36 hours (including lectures, seminars, and assessments)**Credits:** 5**Introduction:**

This paper introduces students to the practical functioning of courts, filing procedures, case progress tracking, and the professional art of client counselling. It focuses on developing procedural knowledge of civil and criminal litigation and the interpersonal skills necessary to guide and support clients. Emphasis is laid on pre-filing consultation, client interviews, documentation, filing of cases, follow-up, and post-trial advice. Students also learn the ethical dimensions of client relationships, confidentiality, and lawyer-client privilege.

Course Outcomes (C.O.):

1. To understand and follow the basic court procedures and filing protocols.
2. To develop skills in interviewing and counselling clients in a professional and empathetic manner.
3. To gain familiarity with procedural steps in different types of legal matters.
4. To apply ethical principles in client interactions and case management.

Program Outcomes:

1. To prepare students for direct legal interaction with clients and case coordination.
2. To build practical awareness of courtroom structure, hierarchy, and documentation.
3. To cultivate confidence in handling real-world procedural and advisory aspects of practice.
4. To promote ethical lawyering and effective communication in litigation settings.

Syllabus:**Unit I: Court Procedures and Case Filing**

- Hierarchy and jurisdiction of courts in India
- Structure and administration of civil and criminal courts
- Filing of plaint, written statement, bail application, complaint, etc.
- Use of e-court and filing portals (e-filing system basics)
- Limitation, court fees, registry process, and cause list
- Role of advocates, clerks, process servers, and court staff
- Monitoring case progress through online portals (ecourts.gov.in)

Unit II: Client Counselling – Concept and Process

- Definition and goals of client counselling
- Stages of a client interview: opening, information gathering, advice, and closing
- Active listening and effective questioning techniques
- Explaining legal rights, remedies, and possible outcomes
- Handling emotional or aggrieved clients
- Drafting consultation notes and advisory letters
- Practice exercises on counselling simulations

Unit III: Ethics and Professional Responsibility in Counselling and Procedure

- Lawyer-client privilege and confidentiality
- Ethical dilemmas in advice and decision-making
- Informed consent and client autonomy
- Managing expectations and avoiding malpractice
- Importance of proper documentation and record-keeping
- Relevant provisions from BCI Rules and Advocates Act, 1961
- Feedback and reflection from simulated client counselling sessions

Suggested Readings:**Books:**

- David Binder & Paul Bergman – *Lawyers as Counselors: A Client-Centered Approach*, 4th Edition, West Academic Publishing, 2020
- Dr. Kailash Rai – *Moot Court, Pre-Trial Preparations & Participation in Trial Proceedings*, 7th Edition, Central Law Publications (CLP), 2022
- Avtar Singh – *Law of Civil Procedure*, 6th Edition, Eastern Book Company, 2022
- P.K. Majumdar – *Judicial Remedies*, 2nd Edition, LexisNexis, 2021

Articles / Reports:

- Bar Council of India – Rules of Professional Conduct and Etiquette
- Ministry of Law & Justice – *Citizen's Guide to Indian Courts*
- Harvard Law Review – “Client Counselling as a Legal Skill” (2022)

Evaluation Scheme:**Internal Assessment (30 Marks):**

- 1 Assignment (Procedure or Counselling Simulation Report) – 10 marks
- 1 Role-play/Mock Interview – 10 marks
- Class Participation / Feedback Session – 10 marks

End Semester Examination (70 Marks):

- **Section A:** Procedural and Ethics-based short answer – 30 marks
- **Section B:** Counselling scenario-based problems/reflective essays – 40 marks