# ****Example Judicial Orientation Course Agenda****

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| ***Time*** | ***Sun – 19th INTRODUCTION*** | ***Mon – 20th Judicial life*** | ***Tues – 21st SENTENCING*** | ***Wed – 22nd Criminal Trials*** | ***Thurs – 23rd***  ***CIVIL DISPUTES*** | ***Friday – 24th EVIDENCE & Managing cases*** |
| 8.45am |  | *Announcements* | *Announcements* | *Announcements* | *Announcements* | *Announcements* |
| 9.00-10.00 | Faculty Briefing | 1. Role of courts, judicial & court officers  * Fundamentals of judicial life | 7. First appearances  * Preparation * Ensuring people understand * Litigants in Person * Taking pleas * Remands and bail | 13. Elements of offence  * What constitutes a criminal offence * Onus / burden of proof. * Trial process * Practical examples | 19. Civil cases (inc. land)  * Differences between civil and public law * Onus / burdens of proof * Claims, counterclaims and how to hear them * Land cases | 25. Evidence  * Principles of evidence * Admissibility * Vulnerable parties * Expert evidence * Documentary evidence * Problems of evidence |
| 10.00-11.00 | Faculty Briefing | 2. Transition to the bench  * Qualities important for the office * Stress and health | 8. Sentencing remarks | 14. Verdicts and judgments  * Assessing credibility * Evidence, and weight * Structuring a decision. * Oral decisions * Written decisions. | 20. Civil decisions  * Common causes * Claims and counterclaims * Decision-making * Remedies and damages | 26. Trial management  * Records of evidence * Difficult lawyers * Judicial intervention. |
| 11.00-11.15 | *Morning Tea* | *Morning Tea* | *Morning Tea* | *Morning Tea* | *Morning Tea* | *Morning Tea* |
| 11.15-12.45 | Faculty Briefing | 3. Judicial conduct and ethics  * Practical problems * Conflicts of interest * When to disqualify * Demeanour | 9. Sentencing principles   and practice  * Considering the options * Delivering sentence. | 15. Family and sexual violence  * Sexual assault * Consent * Evidence from children * Special considerations * Closing the court. | 21.Workshop exercises: ***Decision-making*** | 27. Registry and case management  * Time standards * Court diary, files * Listing, adjournments. * Records and reports |
| 12:45-1:45 | *Lunch* | *Lunch* | *Lunch* | *Lunch* | *Lunch* | *Lunch* |
| 1.45-2.45 | Reception & registration | 4. Due process and fair trial  * Independence, opportunity to be heard, timely disposal * Constitutional rights * Natural justice * Unconscious bias, prejudice | 10. Workshop exercises ***Sentencing*** | 16.Workshop *exercises* | *22.* Workshop exercises ***Decision-making (cont’d)*** | 28. Customer service |
| 2.45-3.00 | *Afternoon Tea* | *Afternoon Tea* | *Afternoon Tea* | *Afternoon Tea* | *Afternoon Tea* | *Afternoon Tea* |
| 3.00-4.00 | Opening session  * Welcome, objectives, * House-keeping | 5. Fundamentals of justice  * Seven themes | 11. Workshop exercises ***Sentencing (cont’d)*** | 17.Workshop *exercises* *(cont’d)* | 23. Communicating effectively | 29. Open forum Opportunity to discuss issues that have arisen during the week |
| 4.00-4.45 | Participants introductions | 6. Your jurisdiction  * Sources of law * When to act, and not * Finding answers * Judges’ bench books | 12.Workshop exercises: ***Judgments and verdicts*** | 18. Court Visit | 24.Workshop exercises: ***Communication*** | Closing session Certificates Ceremony. |
| 4.45-5.00 |  | Wrap-up and review | Wrap-up and review | Wrap-up and review | Wrap-up and review |  |

**Extract from the *PJSI Judicial Orientation Session Planning Toolkit*, 2020**.

The full Toolkit is available here: <https://www.fedcourt.gov.au/pjsi/resources/toolkits>