

Efficient Court Management



A Presentation by Hon'ble Mr. Justice
Deepak Gupta
Judge, Supreme Court of India

A close-up photograph of a butterfly with black wings and yellow markings, perched on a cluster of small, vibrant orange and yellow flowers. The background is a soft, out-of-focus green. The text "Imagination is more important than Knowledge" is overlaid in white, sans-serif font across the lower half of the image.

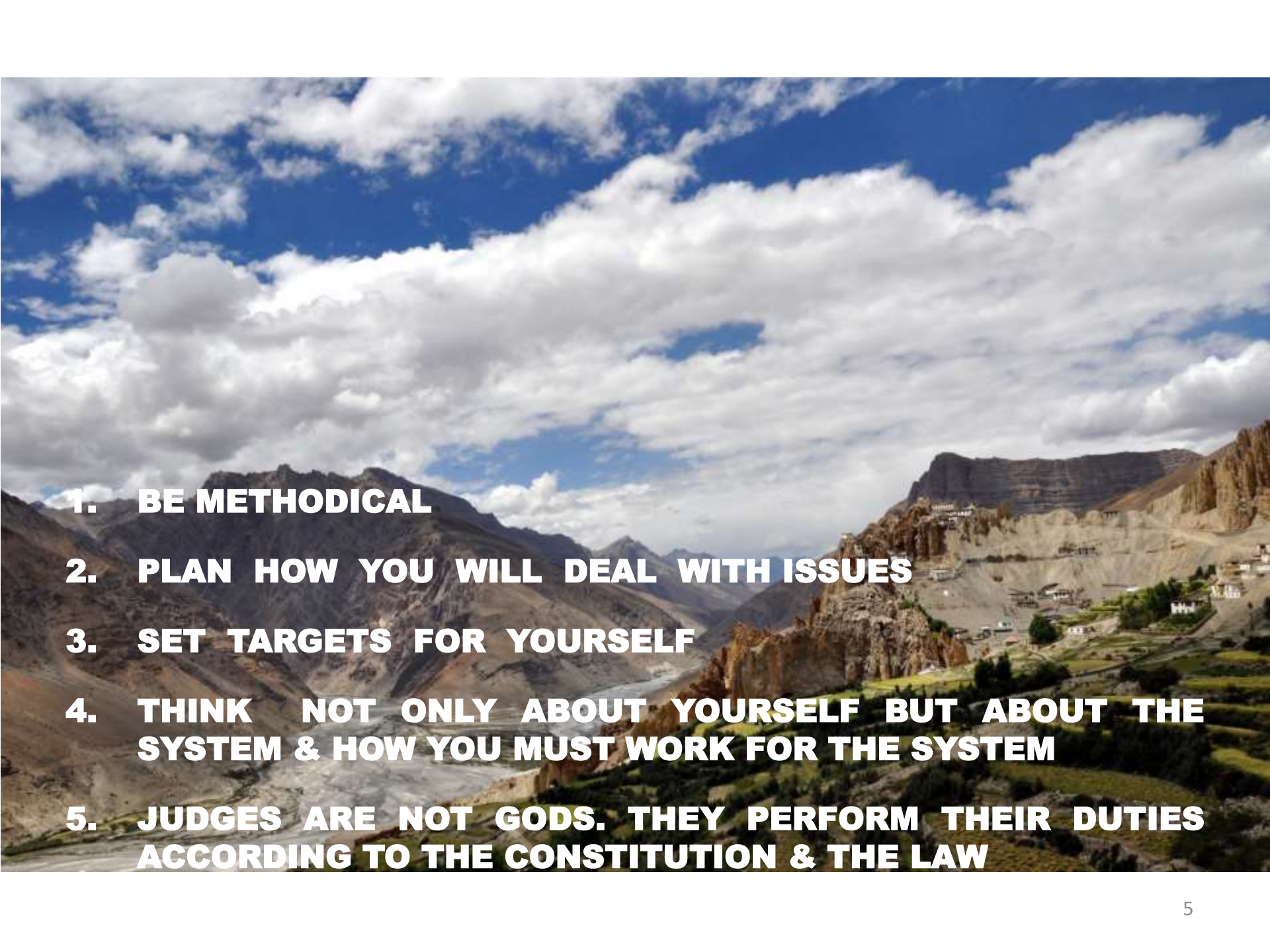
Imagination is more important
than Knowledge

Objectives of Good Management

- **Optimum use of Human and Material resources**
- **Speedy Production**
- **Production at Minimum Cost**
- **Fine End Product**



**BEFORE YOU LEARN
HOW TO MANAGE OTHERS,
LEARN HOW TO MANAGE
YOURSELF**

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- 1. BE METHODICAL**
 - 2. PLAN HOW YOU WILL DEAL WITH ISSUES**
 - 3. SET TARGETS FOR YOURSELF**
 - 4. THINK NOT ONLY ABOUT YOURSELF BUT ABOUT THE SYSTEM & HOW YOU MUST WORK FOR THE SYSTEM**
 - 5. JUDGES ARE NOT GODS. THEY PERFORM THEIR DUTIES ACCORDING TO THE CONSTITUTION & THE LAW**

**Management is nothing more
than motivating other people**



Court Management

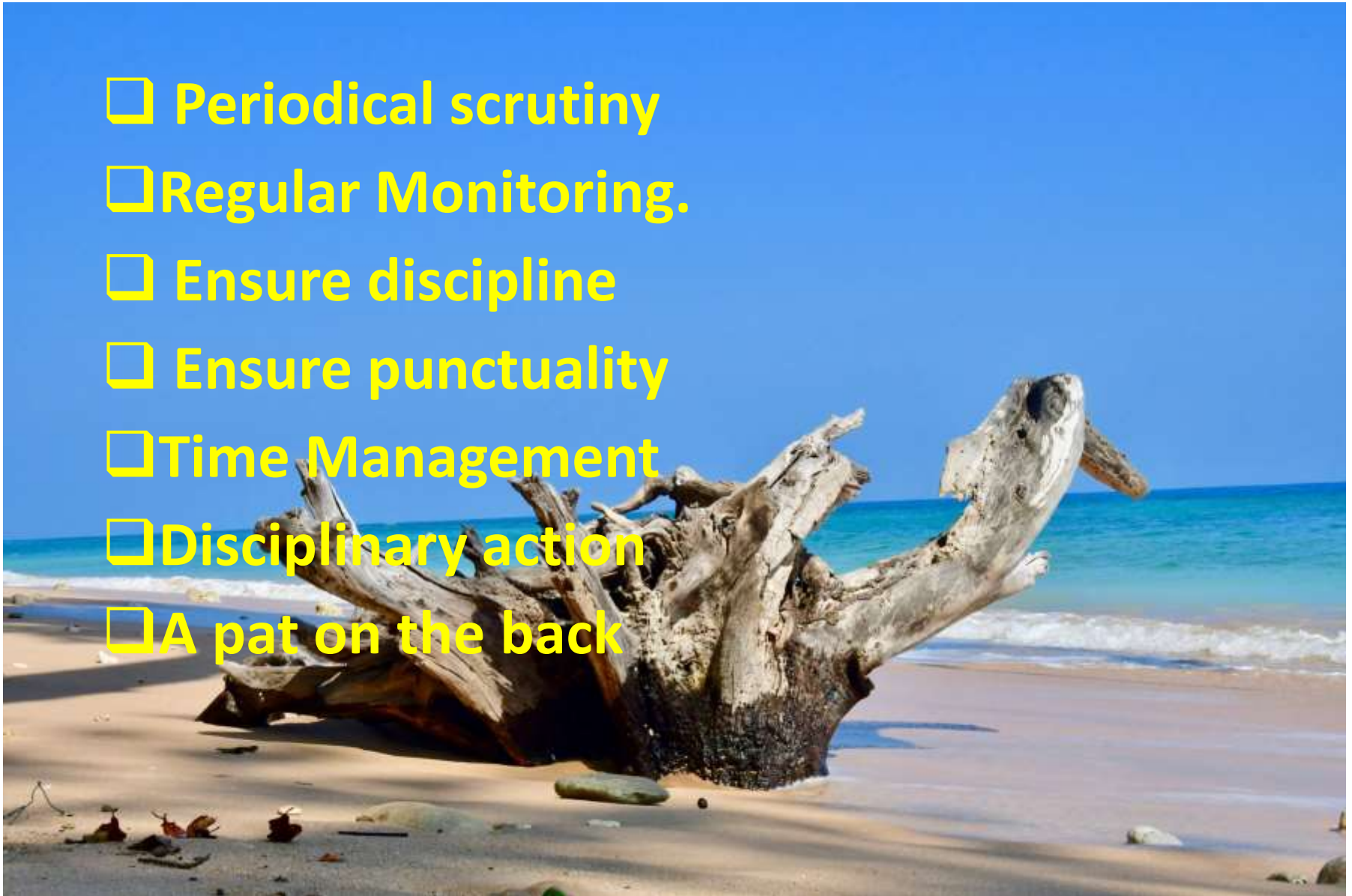
➤ Stake holders in litigation

- ☐ Litigants/witnesses
- ☐ Bar Members
- ☐ Judges
- ☐ Court staff

Court Staff

- ☐ Training of staff
- ☐ Right man on the right job
- ☐ Ensure each person does the work allocated to him
- ☐ Incentives
- ☐ Encouragement

- ☐ Periodical scrutiny
- ☐ Regular Monitoring.
- ☐ Ensure discipline
- ☐ Ensure punctuality
- ☐ Time Management
- ☐ Disciplinary action
- ☐ A pat on the back



**Don't be afraid to make
mistakes**



CASE MANAGEMENT

- **Fix similar cases together**
- **Maintain proper dockets**
- **Follow case flow rules**
- **Monitor pendency and disposal**
- **Give priority to**
 - ☐ **Women & Children**
 - ☐ **Undertrials**
 - ☐ **Senior Citizens**

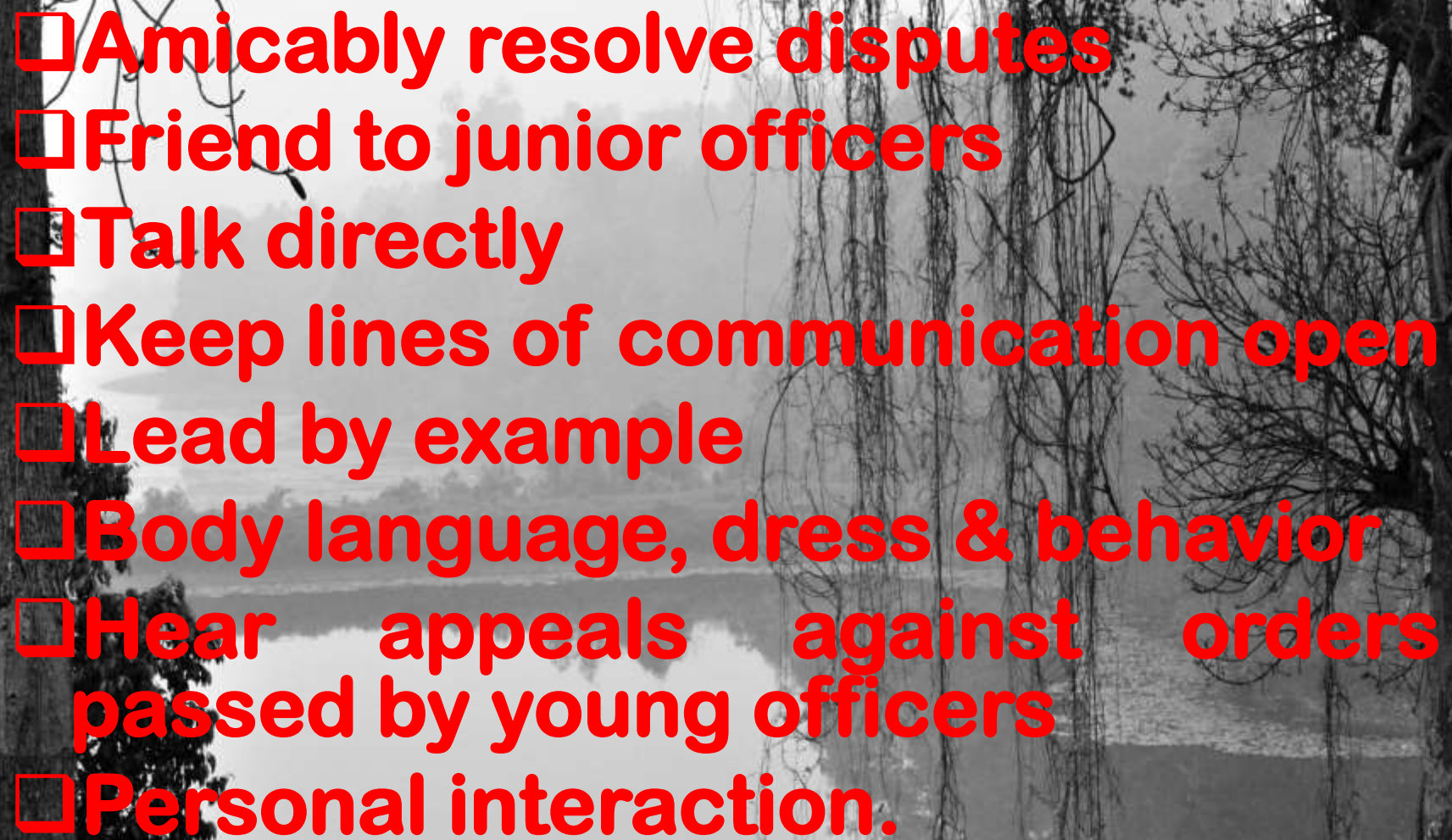


**Management is doing things right;
leadership is doing the right things**



Leadership Qualities

- ☐ Guide and Mentor
- ☐ Balanced Distribution of work
- ☐ Regular Meetings
- ☐ Fortnightly & Quarterly
- ☐ Sort problems of subordinates
- ☐ Suggest practical and easy solutions.
- ☐ Encourage fresh officers

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- ☐ Amicably resolve disputes
 - ☐ Friend to junior officers
 - ☐ Talk directly
 - ☐ Keep lines of communication open
 - ☐ Lead by example
 - ☐ Body language, dress & behavior
 - ☐ Hear appeals against orders passed by young officers
 - ☐ Personal interaction.

A scenic view of a beach with waves, a large tree, and a clear blue sky. The text "IT" is overlaid in large white letters.

IT

**A WONDERFUL TOOL OF
MANAGEMENT**

The background of the slide is a scenic photograph of a calm lake. In the foreground, a string of colorful Tibetan prayer flags (green, yellow, blue, red, and white) hangs across the frame. The lake's surface reflects the sky and the surrounding steep, rocky mountains. The sky is blue with scattered white clouds.

A VERY HELPFUL TOOL FOR EFFICIENT COURT MANAGEMENT

NJDG

- ☐ Chief Justices
- ☐ Administration Judges
- ☐ Principal District Judges
- ☐ Chief Judicial Magistrates/
Senior Sub Judges
- ☐ All Judges



Be Passionate

Photographs by Deepak Gupta



Thank you

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