



45 Days Certificate Course

Advanced Legal Drafting

PERKS :



Course Certificates



Live Classes and Recorded Lectures

CIVIL | CRIMINAL | ARBITRATION

MATRIMONIAL | CONSUMER | WRIT | PIL | RTI | 138 NI

| SEXUAL HARASSMENT | DOMESTIC VIOLENCE *

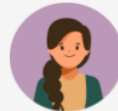
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COURSE COMMENCEMENT

23rd Sept 2024



Last Date of Registration

22 Sept, 2024

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SUBJECT TO COVER

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Class No.	Topic	Subtopics/Details
1.	Introduction Drafting	Indian court structure chart
2.	Introduction to Criminal Procedure and Drafting	- Stages of Criminal Proceedings - Hierarchy of Criminal Courts - Cognizable and Non-Cognizable Offences

		- Authorities and the role of police authorities in the investigation of a case
3.	FIRs and Police complaints	<ul style="list-style-type: none"> - Difference between Complaint and FIR - When a Complaint is filed - Drafting of a Complaint - How to lodge an FIR online? - Role of an Advocate in FIR - How to search for an already registered FIR? - How to draft a police complaint addressed to the SHO if the police refuse to lodge an FIR? - Drafting - Complaint to Magistrate
4.	Quashing of FIRs	<ul style="list-style-type: none"> - Introduction to quashing of FIR - How to draft and file a Quashing Petition? - Superdari Application
5.	Criminal Complaints and Applications	<ul style="list-style-type: none"> - Drafting of Legal Notices: <ol style="list-style-type: none"> 1. How to draft notices 2. Points to keep in mind while drafting a notice 3. Drafting of 3 Important Notices: <ul style="list-style-type: none"> - Notice to Employer for Settlement of Claims - Divorce Notice under Section 13 - Notice of Dishonour of Cheque under Section 138
6.	Introduction to Application under Section 125 of Cr.P.C	How to draft an Application under section 125 of Cr.P.C
7.	Introduction to Complaint under the Domestic Violence Act	How to draft a Complaint under Section 12 of the Domestic Violence Act?
8.	Applications under sections 256 & 317 under Cr.P.C & Pre-trial - Charge, Discharge, Protest Petition	<p>All about Parole & Furlough + How to draft an Application under Parole & Furlough?</p> <p>Pre-trial Procedure</p> <ul style="list-style-type: none"> - All about charge and charge-sheet - All about Discharge and Acquittal - How to draft a Discharge Petition? - Introduction to Protest Petition - How to draft a Protest Petition?
9.	All about Bails	<ul style="list-style-type: none"> - All about Anticipatory Bails - How to draft an Anticipatory Bail Application - How to draft an Application for Bail <ul style="list-style-type: none"> - Application for Cancellation of Bailable Warrant - Application for Cancellation of Non-Bailable Warrant
10.	Trial	<ul style="list-style-type: none"> - Procedure before Court - Stages of a trial - Framing of Charges - What is a chargesheet and how to read it? - Evidence in the trial process: Examination, Cross Examination, Burden of Proof
11.	Criminal Appeals, Revision and SLP	<p>How to draft a Criminal Appeal?</p> <p>How to draft a Criminal Revision Application?</p>
12.	Introduction to Special Leave Petition	<ul style="list-style-type: none"> - How to draft a Special Leave Petition? - Special Leave Petition (Civil) under article 136 of the constitution of India

		- Special leave petition (Criminal) U/A 136 of the constitution of India
13.	Important Terms and Concepts of Civil Litigation	<ul style="list-style-type: none"> - Hierarchy of Courts - Stages of Civil Litigation - Res Judicata and Res Subjudice - Reference, Review and Revision - Adjournment - Cause List - Caveat - Court Fees - Local Commissioner - Receiver - Summons - Vakalatnama - What is a Civil Suit? - Types of Civil Suits - Drafting of a Civil Suit <ul style="list-style-type: none"> 1. Pleading 2. Fundamental rules of pleading 3. Pleading under Order 6 of CPC: meaning, object, Importance 4. Procedure Of Filing Civil Suit In India: Step By Step Procedure
14.	How to draft a Plaintiff?	<ul style="list-style-type: none"> - Check list - Case Information Format - Essentials of Plaintiff - Drafting Exercise <ul style="list-style-type: none"> 1. What is Plaintiff? 2. When a Plaintiff it is filed? 3. Types of Plaintiffs 4. Drafting of Plaintiff 5. Misjoinder and Non-Joinder Parties 6. Drafting of a Misjoinder and Non-Joinder parties in a claim 7. Plaintiff 8. Parties in a Plaintiff 9. Type of Plaintiff
15.	How to draft a Written Statement? Application under Order 9 Rule 13, Appeal u/s 96(2) CPC, Review - Order 47 Rule 1 CPC	How to draft a Written Statement? Application under Order 9 Rule 13, Appeal u/s 96(2) CPC, Review - Order 47 Rule 1 CPC
16.	Drafting Preliminary Objections, Submissions, Paragraph Wise Reply on Merits	<ul style="list-style-type: none"> -Preliminary Objections -Submissions -Paragraph Wise Reply on Merits
17.	Condonation of Delay, Rejection of Plaintiff Order 7 Rule 11 CPC, Affidavit	<ul style="list-style-type: none"> -Application of Condonation of Delay -Rejection of Plaintiff Order 7 Rule 11 CPC & Affidavit

18.	Amendment of Pleadings	<ul style="list-style-type: none"> - Application under Order 6 Rule 17 CPC - Drafting of Application - Guidelines related to amendment of pleadings
19.	Consequence of Non-Appearance of Parties & Relevant Applications	<ul style="list-style-type: none"> - Application under Order 9 Rule 7 CPC - Application under Order 9 Rule 9 CPC - Remedies against Ex-Parte Decree
20.	Electronic Evidence u/s 65B of the Indian Evidence Act, 1872	<ul style="list-style-type: none"> - Admissibility of Electronic Records - Section 65B - Admissibility of WhatsApp chats
21.	Admission – Order 12 Rule 6 CPC, Application for Leave to Defend - Order 37 Rule 3 CPC	Admission – Order 12 Rule 6 CPC, Application for Leave to Defend - Order 37 Rule 3 CPC
22.	Application for Temporary, Permanent and Mandatory Injunctions – Order 39 Rule 1 & 2 CPC	Application for Temporary, Permanent and Mandatory Injunctions – Order 39 Rule 1 & 2 CPC
23.	Introduction to ADR and Arbitration	<ul style="list-style-type: none"> - Introduction to ADR, Important amendments made to the Arbitration and Conciliation Act, 1996 - Types of Arbitrations - Entire overview of the Arbitration and Conciliation Act, 1996
24.	How to draft an Arbitration Agreement?	<ul style="list-style-type: none"> - Power of courts to refer the matter to arbitration - Entire arbitration procedure from sending of notice to passing of award
25.	Dispute Resolution at the Grass Root Level	<ul style="list-style-type: none"> - Arbitral Procedures and Drafting (Before Passing of Award) - How to draft a Notice to initiate arbitration?
26.	Introduction to Appointment of Arbitrators under Section 11 of the Arbitration and Conciliation Act, 1996	How to draft an Application for appointment of Arbitrators under Section 11 of the Arbitration and Conciliation Act, 1996?
27.	How to draft a Statement of Claim	<ul style="list-style-type: none"> - How to draft a Statement of Defence? - How to draft an Application for Interim Relief under Section 9 of the Arbitration and Conciliation Act, 1996
28.	Introduction and Drafting of Application under Section 29A & 29B of the Arbitration and Conciliation Act, 1996	Regime of costs under Section 31A of the Arbitration and Conciliation Act, 1996
29.	Arbitral Procedures and Drafting (After Passing of Award)	<ul style="list-style-type: none"> - How to execute an Award under section 36 of the Arbitration and Conciliation Act, 1996 - Where and how can an award be challenged? - Introduction to Section 34 of the Arbitration and Conciliation Act, 1996 - Court fees required to be paid for an Application under Section 34 of the Arbitration and Conciliation Act, 1996
30.	How to draft an Application for setting aside an arbitral award under Section 34 of	How to draft an Application for setting aside an arbitral award under Section 34 of the Arbitration and Conciliation Act?

	the Arbitration and Conciliation Act?	
31.	Introduction to Appeal under Section 37 of the Arbitration and Conciliation Act, 1996	How to draft an Appeal under Section 37 of the Arbitration and Conciliation Act, 1996?
32.	Writ Petitions	- Types of Writs - Drafting writ (cover 2 writs)
33.	Drafting writ (cover 3 writs)	
34.	Process of PIL, Importance of PIL	Drafting of Public Interest Litigation (PIL): Understanding PIL and its use for social causes
35.	Importance of RTI	- Application for RTI - First Appeal - Second Appeal
36.	Petition for judicial separation under section 10 of the Hindu Marriage Act, 1955	Petition under the matrimonial pleadings- Introduction -Petition for dissolution of the marriage by a decree of divorce under Sec 13 of the Hindu Marriage Act, 1955
37.	Petition for Mutual Divorce 13B (1) & (2)	Draft affidavit for matrimonial pleadings
38.	Drafting a Consumer Complaint	Understanding consumer rights and the complaint process
39.	Miscellaneous	- Drafting of Civil Suit for Recovery of Money - Application for the custody of Minor Child under Guardian And Wards Act, 1890
40.	Miscellaneous	- Drafting: What is List of Dates and How to prepare it? - How to Prepare Synopsis - Vakalatnama - Drafting of Affidavit (Family Tree, Affidavit for No Criminal Record) - Drafting a Complaint (Sexual Harassment at Workplace Complaint, Trespass Complaint)
41.	Revision Class 1	
42.	Revision Class 2	
43.	Revision Class 3	
44.	Revision Class 4	
45.	Revision Class 5	