



Administration of Justice Support Project



American Mideast Education and Training Services, Inc.
1730 M Street, NW, Suite 1100 – Washington, DC 20036-4505

Development Experience Clearing House Submissions Form – AID 590-7

USAID Contract #: **USAID/Egypt Contract # 263-C-00-04-00028-00**

Project Title: Administration of Justice Support II (AOJS)

Project #:

Strategic Objective: Objective 2: Governing Justly and Democratically; Program Area 2.1: Rule of Law & Human Rights; Program Element 2.1.3: Justice System; Program Sub-Element 2.1.3.4: Access to Justice

SO Number: 2.1.3.4

Document Title/Translated Title: Computerized Legal Research Program

Author(s): AOJS

Contractor's Name: American Mideast Education and Training Services, Inc. (AMIDEAST)

Sponsoring USAID Operating Unit: USAID/Egypt – Democracy and Governance

Language: English

Publication Date: December 2005

Abstract Proposal for a legal researcher program, which would create positions in the courts to help judges with legal research and provide relevant experience for recent graduates.

Keywords: Legal Researcher, Judicial Clerks, Case Management.

Name of Person Submitting Report: Ms. Jackie Haralson, AMIDEAST Contracts Manager; 202-776-9600 (office phone); jharalson@amideast.org

Date of Submission: January 31, 2009.



USAID
FROM THE AMERICAN PEOPLE

AMIDEAST
إمداد

ADMINISTRATION OF JUSTICE SUPPORT II PROJECT
USAID/Egypt Contract # 263-C-00-04-00028-00

December 4, 2005

Counselor Ali Shakeeb
Assistant to the Minister for NCJS Affairs
National Center for Judicial Studies
Ministry of Justice
Abbassia Square, Cairo

Dear Counselor Shakeeb,

I am a contractor for the US Agency for International Development.

As we have previously discussed, the AOJS II workplan states that the Project will develop a proposal for a Legal Researcher Program, which would create positions in the Alexandria and Mansoura Courts of First Instance to assist Judges with legal research and other administrative responsibilities. This Legal Researcher Program would be run on a pilot basis and would feature outstanding law school graduates being assigned to judicial panels in the two Courts.

The attached proposal presents technical and temporal details about the Program, and is based on a review of past activities, the Project's work on case processing, and conversations with Judges from the Alexandria and Mansoura Courts of First Instance. The proposal combines a previous Egyptian initiative to create a "case manager" position in the judiciary, the recommendations of the Project's assessments of the Alexandria and Mansoura Courts of First Instance, and the U.S. model of judicial law clerks.

Establishment of these legal researchers could yield a dramatic improvement to case processing and set a benchmark for similar projects in the region and elsewhere. I welcome your input on the proposal and look forward to discussing it with you in the future.

6 Boules Hannah Street, Dokki
Giza, Egypt 12311
Telephone: 20-2-331-0800
Fax: 20-2-762-5082

If you have any questions about the Legal Researcher Program proposal, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jim Grabowski', with a long horizontal stroke extending to the right.

Jim Grabowski
USAID Contractor
Chief of Party



USAID
FROM THE AMERICAN PEOPLE

AMIDEAST
امد إيست

ADMINISTRATION OF JUSTICE SUPPORT II PROJECT
USAID/Egypt Contract # 263-C-00-04-00028-00

المستشار/ علي شكيب
مساعد وزير العدل لشئون المركز القومي للدراسات القضائية
وزارة العدل
ميدان العباسية، القاهرة

تحية طيبة وبعد،

نحن مقاول متعاقد مع الوكالة الأمريكية للتنمية الدولية.

بالإشارة إلى المناقشة السابقة التي تمت بيننا، فإن خطة العمل لمشروع دعم إدارة العدالة – المرحلة الثانية – تنص على أن يقوم المشروع بتقديم مقترح لبرنامج الباحث القانوني والذي من شأنه استحداث وظائف جديدة بمحكمة الإسكندرية والمنصورة بهدف مساعدة السادة القضاة في البحث القانوني والمسئوليات الإدارية الأخرى. وسوف يتم تنفيذ هذا البرنامج على أساس تجريبي وسوف يتضمن تعيين خريجي كلية الحقوق المتميزين لمعاونة الدوائر القضائية بكلا المحكمتين.

يعرض المقترح المرفق التفاصيل الفنية والتوقييات الخاصة بهذا البرنامج. والبرنامج يعتمد على مراجعة للأنشطة السابقة وأيضا على أعمال المشروع في مجال إجراءات سير الدعوى واللقاءات التي تمت مع السادة القضاة بمحكمة الإسكندرية والمنصورة الابتدائيتين. كما يضم المقترح أيضا مبادرة مصرية سابقة لاستحداث وظيفة " مدير المحكمة " في النظام القضائي والتوصيات التي نتجت عن عملية التقييم التي قام بها المشروع لمحكمة الإسكندرية والمنصورة الابتدائيتين وكذلك النموذج الأمريكي للمساعد القضائي.

إن استحداث وظيفة الباحث القانوني سوف تحدث تطورا كبيرا في إجراءات سير الدعوى وسوف تمثل علامة بارزة للمشروعات المماثلة بالمنطقة وفي أي مكان آخر. ويسعدني أن أتلقي تعليقاتكم بخصوص هذا المقترح وأتطلع لمناقشة الأمر مع سيادتكم في المستقبل.

إذا كان لدى سيادتكم أي استفسارات بخصوص مقترح برنامج الباحث القانوني، برجاء الاتصال بنا على النحو الملائم لسيادتكم.

ونشكركم على حسن تعاونكم، وتفضلوا بقبول وافر الاحترام،،

جيمس جراباوسكي
مقاول متعاقد مع الوكالة الأمريكية للتنمية الدولية
مدير المشروع

تحريراً في ٤ ديسمبر ٢٠٠٥

The Pilot Legal Researcher Program

Proposed Implementation Plan

1. Overview

This document outlines the proposed main steps for establishing a Legal Researcher Program on a pilot basis through the National Center for Judicial Studies (NCJS).

The purpose of this program is to create positions in the judiciary to assist Judges with legal research that will contribute directly to more efficient administration of justice.

NCJS will administer the program from April 2006 through July 2007, in collaboration with the Alexandria Court of First Instance, the Mansoura Court of First Instance, and the Administration of Justice Support II Project. During this period, all involved parties, including the Judges and legal researchers, will monitor and evaluate the program to make required adjustments and changes, and to determine its efficacy and utility.

2. Draft Position Description for Legal Researcher

A draft position description for the legal researcher, detailing a candidate's responsibility for assisting Judges with legal research for civil and commercial cases and for producing scholarly material for the National Center for Judicial Studies (NCJS), is attached.

NCJS will work with the Chief Justices of the two Courts and AOJS II to select, through a competitive process, a minimum of five staff members from each Court, based on the qualifications presented in the position description, for participation in the pilot program. This strategy is important because the interest and motivation of the individuals selected as Legal Researchers is critical for a successful pilot program. Candidates must be full-time employees of the Ministry of Justice, and will ideally be graduates of national university Faculties of Law or have significant experience in court administration. Women will be encouraged to apply for this program.

3. Training Program

Once the individuals are selected for this program, NCJS and AOJS II will provide a comprehensive training program that will prepare the individuals for their work as Legal Researchers. The training program will be designed in such a manner so that, upon completion of the program, the Legal Researchers have all the requisite knowledge, skills, and abilities to assist Judges in the Courts of First Instance.

This program will consist of the following practical, skills-based courses:

Course Title	Duration	Focus
Pilot Program Orientation	1/2 Day	<ul style="list-style-type: none"> ▪ Overview of Legal Researcher Program, Training Courses, and Anticipated Outcomes
Legal Research	10 Days	<ul style="list-style-type: none"> ▪ How to conduct research in civil and commercial code books, including how to note references and citations. ▪ How to use the Court of Cassation and legislation databases developed by the Judicial Information Center and the NCJS/UNDP. ▪ How to conduct Internet-based research on legal issues, including international treaties and agreements.
Writing Skills	5 Days	<ul style="list-style-type: none"> ▪ How to prepare a legal brief of a Court of Cassation decision, including how to analyze a decision. ▪ How to write a memorandum, including how to organize thoughts, prepare a first draft, proofread, and prepare a final document.
Computer Skills	15 Days (as required)	<ul style="list-style-type: none"> ▪ Basic computer skills, including fundamentals of keyboarding ▪ MS Office applications, including Word and Excel ▪ MS Outlook for e-mail communication
Basic Management Skills	5 Days	<ul style="list-style-type: none"> ▪ Time Management ▪ How to prepare an organized case file
Orientation with Judicial Panel	1/2 Day	<ul style="list-style-type: none"> ▪ Introduction to Judicial Panel ▪ Review of Goals and Objectives of Legal Research Program ▪ Review of Timeframe and Methods of Evaluating Pilot Program

4. Proposed Implementation Schedule

Implementation of the Legal Researcher Program proposal could proceed according to the following schedule:

4.1	Selection of Candidates	April - May 2006
4.2	Development of Training Program	April - May 2006
4.3	Training Implementation	June - July 2006
4.4	Pilot Program Implementation	September 2006 - June 2007
4.5	Mid-Pilot Review	February 2007
4.6	Report and Recommendations	July 2007