


The Catholic University of Eastern Africa

TITLE	AUTHOR
PROCEDURE FOR JUDICIAL ATTACHMENT FOR LAW STUDENTS (CUEA/DVC ACD/LAW/01)	DEAN, FACULTY OF LAW
	NO. OF APPENDICES:
	3 (THREE) (A-C)
AUTHORIZATION This Standard Operating Procedure is issued under the authority of:	
TITLE	DVC ACADEMIC
SIGNATURE	<i>JMb</i>
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NOTE: <ol style="list-style-type: none"> Write amendments on the page provided (Clause 0.2) Controlled copies of this document will be in the DVC Academic and Dean, Faculty of Law's office. 	

0. CONTENTS AND RECORD OF CHANGES

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0.2 RECORD OF CHANGES

No.	Date	Details of Changes		Authorization
	<i>(dd-mm-yy)</i>	<i>Page</i>	<i>Clause/subclause</i>	<i>Title</i>
1	19 May 2011	5,7 & 8	7.0 Appendices A,B and C (numbering of forms)	Dean, Faculty of Law

0.3 Distribution / Circulation

This quality management procedure is available on CUEA servers for authorized users

1.0 PURPOSE

To ensure efficiency in planning, preparation and supervision of the process of judicial attachment in the Faculty of Law.


2.0 SCOPE

This procedure applies to all CUEA undergraduate Law students.

3.0 TERMS AND DEFINITIONS

3.1 Judicial attachment refers to the 8 week period of time that the law students will spend in court under the supervision of a judicial officer.

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3.2 Attachment diaries – refers to the daily activity record that the students have to keep for the duration of the judicial attachment

3.3 **HOD** – Head of Department

3.4 **DEAN FoL** – Dean Faculty of Law

3.5 **DVC ACAD** – Deputy Vice Chancellor Academics

3.6 **JAC** – Judicial Attachment Coordinator

3.7 **DEB** – Departmental Academic Board

4.0 REFERENCE

4.1 ISO 9001:2008 Standard

4.2 Judicial Attachment Manual

4.3 CUEA Quality Management Manual

5.0 PRINCIPAL RESPONSIBILITY

The Dean Faculty of Law has the overall responsibility to ensure that the procedure is followed.

6.0 METHOD

6.1 The Judicial Attachment Coordinator shall call a meeting in November and March of each year with HOD's and Dean FOL to set the dates for the judicial attachment.

6.2 The JAC shall call for a meeting with the students to brief them on the dates and the rules of the judicial attachment and shall ask them to register to the various stations that they wish to go to.

6.3 The students shall register for the judicial attachment within two weeks after the meeting with the JAC.


6.4 The JAC shall send the list of the students together with a covering letter to the Registrar of the High Court.

6.5 The JAC shall call for a meeting with lecturers to allocate supervision duties.

6.6 The JAC shall prepare a budget for the judicial attachment supervision and hand it in to the Dean for authorization.

6.7 The Dean shall receive the budget and after authorization shall send a copy of the same to the DVC Academic for approval.

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6.8.1 If the DVC Academic approves then he/she shall forward the budget to the Financial Administrator within the first two weeks of January or April respectively.

6.8.2 If DVC Academic does not approve it, he/she shall return it to the Dean who shall send it back to the JAC for amendment(s).

6.9 The Financial Administrator shall receive the approved budget and shall release the first instalment of the judicial attachment payment to the lecturers by the end of January and April respectively.

6.10 Upon receipt of the first instalment, the lecturers shall arrange to visit the students in their respective stations three times according to the Judicial Attachment Manual.

6.11 The lecturers shall supervise the students according to the guidelines contained in the evaluation form and shall ensure that the students are doing their assignments and keeping their activity diaries. They shall also sign an attendance register every time the lecturer visits.

6.12 Within the first week of the following trimester, the students shall hand in to their respective supervisors the final report, diaries and assignments.

6.13 The supervisor shall receive the final report, diaries and completed assignments from the students and shall grade them.

6.14 The supervisor shall hand in the grades and the attendance registers to the HOD.

6.15 The HOD shall call for a DEB to moderate and approve the judicial attachment marks.

6.16 The HOD shall hand in the attendance registers to the Financial Administrator and shall enter the moderated marks into the AMIS.

6.17 The Financial Administrator shall receive the attendance registers and after verification shall pay the final instalment of the judicial attachment payment to the lecturers.


7.0 APPENDICES

7.1 Appendix A: Format of Letter to Registrar

7.2 Appendix B: Budget format for Supervisors

7.3 Appendix C: Evaluation Form

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**APPENDIX A:
FORMAT OF LETTER TO REGISTRAR**



THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

A. M. E. C. E. A

Faculty of Law

**P.O. Box 62157, 00200
Nairobi - KENYA
Telephone: 254-20-891601-6
Fax: 254-20-891084**

Date

**THE REGISTRAR
HIGH COURT
NAIROBI**

Dear Sir/ Madam,

RE: JUDICIAL ATTACHMENT – CATHOLIC UNIVERSITY OF EASTERN AFRICA FACULTY OF LAW

The Faculty of Law of the Catholic University of Eastern Africa wishes to submit a list of students who will be doing their judicial attachment for a period of eight (8) weeks from to


We are thus requesting that you place them in the various courts of their choice as indicated in the attached list.

We also request that the students attached in Nairobi be rotated to other courts after a four (4) week period so as to expand their experience of both criminal and civil matters, for example, those who are first attached at Milimani Commercial Courts can be rotated to Kibera and/or Makadara and/Children’s Court, etc and vice versa.

We do appreciate the continuing support that your office has continued to give to the Faculty of Law of the Catholic University of Eastern Africa and look forward a continuing working relationship.

Yours faithfully,


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Judicial Attachment Coordinator

DVC ACD/LAW/01/fm1

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APPENDIX B: SAMPLE BUDGET FORMAT FOR SUPERVISORS

Names of Supervisors	Station	Allowances			Total Allowance per supervisor
		Mileage	Subsistence	Supervision	
GRAND TOTAL					

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APPENDIX C:

EVALUATION FORM

**The Catholic University of Eastern Africa
Faculty of Law
Judicial Attachment (Clinical) Programme
Student Evaluation Form**

Registration Number..... Student Name.....
Court..... Town/City.....
Date.....


	Assignment	1	2	3	4	5	6	7	8	9	10
a.	Court Attendance										
b.	Adherence to Professional dressing code										
c.	Etiquette and Professional Mannerisms										
d.	Commencement Re: Judicial Attachment Manual p 12										
e.	Midterm Evaluation: Re: Judicial Attachment Manual page 14										
f.	Activity Diary: Re: Judicial Clinic Manual page 15										
g.	Final Essay: Re: Judicial Attachment Manual pages 16 – 17										
h.	Clinical Placement Evaluation: Judicial Clinic Manual pages 18 – 24										
i.	Knowledge and Understanding of court Procedure and Legalese										
j.	Judicial Officer’s Evaluation										

Comments and

Advice.....

Legend

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7-10: Excellent

6: Good

5: Satisfactory

4: Below Average

3 and below: Poor

Internal Supervisor:.....
(Name and Signature)

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