



2010

AGS Legal training program

ADMINISTRATIVE LAW INTRODUCTORY MODULE

Introduction to Civil Litigation Process

Target group

This introductory course has been designed for new legal staff and/or officers who are or may be involved in civil litigation proceedings from time to time.

Course outline

This half-day course provides an overview of the civil litigation process. We will be discussing:

- the different types of legal proceedings
- pleadings and particulars
- discovery and interrogatories and implied undertakings
- case management principles (e.g. docket judges, directions hearings, callovers, return of subpoenas, adjournments and vacation of hearing dates)
- strike-out applications and hearing of separate questions of fact or law
- evidence (including the ways evidence is adduced, and some basic principles of evidence law)
- public interest immunity (and other means of protecting sensitive information) and legal professional privilege
- appeals
- contempt of court
- legal costs.

Objectives

Participants will achieve an understanding of the process of civil litigation in Australia and how it affects the work they do.

Presenters

Our presenters are AGS lawyers who have a great depth of knowledge of the government environment, and who practise extensively in the area of law covered by a particular session. They illuminate important principles with real-world examples, encourage active discussion of the issues and lead participants through practical problem-solving exercises.

Duration

This is a half-day course, either 9 am to 12.30 pm or 1.30 pm to 5 pm. The calendar indicates when sessions are being offered by either 'am' or 'pm'. Morning/afternoon tea will be provided.

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Cost

Standard fee – \$560.00 (inclusive of GST) per person.

If three or more people from one agency attend the same course on the same day, **or** if one person attends three or more courses in the same week of training – \$504.00 (inclusive of GST) per person.

No more than 20 people will be accepted on each course, and courses will only be conducted if we receive sufficient nominations.

For further information on our calendar training, in-house or customised courses, please contact **Di Harvey on T 02 6253 7126** or **Kirstin Hewitt on T 02 6253 7436**, or email cbtraining@ags.gov.au.

Website

For a full review of AGS services,
visit www.ags.gov.au