**HIGH COURT OF JUSTICE**

**JIGAWA STATE**

**COMMITTEE ON INSPECTION, MONITORING AND PERFORMANCE EVALUATION (COIMPEM)**

**Form 5 - MAGISTRATE COURTS INSPECTIONS REPORT TEMPLATE.**

**To: Hon Chief Judge/ Chairman JSC**

**From: Committee on Inspection, Monitoring and Performance Evaluation**

**Title**: Report of Inspection Visit to ……………………....... Magistrate Court

Date:………………………………………………………………………………

Quarter \_\_\_\_\_\_\_\_\_\_ Year \_\_\_\_\_\_\_\_\_\_\_\_

Location of Court \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Inspector \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Inspection\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of inspection\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Report**

On the ... day of ... 2014, I led the **Committee on Inspection, Monitoring and Performance Evaluation** to conduct an Inspection visit of the.………………….. Magistrate Court, located at ... ……………………… The other members of the Inspection Committee were: (*Here, include the names of the other members of the Committee who conducted the visit*).

1. ………………….
2. ………………….
3. ………………….

The following is a report of the inspection visit to the Court.

**Pre-Inspection Preparation**

Prior to the inspection visit we:

1. ………………….
2. ………………….

*(Indicate what you/inspection team did in preparation for the inspection, e.g. that you familiarized yourselves with all inspection documents; that you notified the court; that you requested from the court information on a particular thing; etc. What you did prior t may vary from inspection to inspection)*

**Inspection**

On arrival, the court *[indicate whether the court was sitting or had completed its business for the day).* We then undertook the following actions*: [here, you list the actual actions the inspection team took: this may vary from inspection to inspection and could include all or some of the following):*

* *inspecting the environment of the court,*
* *interviewing court users, or lawyers*
* *conducting a court user survey,*
* *reviewing the case files of the courts,*
* *Interviewing or holding discussions with the court staff and the presiding Magistrate,* *[by the Inspections Policy, Inspectors should at least interview the Presiding Magistrate and Registrar*], *raising specific observations or concerns with the court staff or Presiding Magistrate, etc including discussing findings; observations and possible recommendations.*
* *Observation of court’s proceedings*

The observations, findings and recommendations of the inspection visit are as follows:

1. **Access and Staffing:**

**Observations and findings:** We found the following

1. ………………….
2. ………………….

**(*In your observations and reporting on this section, the key areas will include:***

* 1. *Was there any change in the days the court was in session?\* If yes, what is the reason for the change from the previous quarter in the days the Court was in session?\**
  2. *Is there any change in the days Registrar’s office is open for business?\* If yes, give reason(s) for the change from the previous quarter in the days the Registrar’s Office is open?\*[[1]](#footnote-1)*
  3. *Was there any change in staffing from the last quarter?\* If yes, give details\**
  4. *Look to see whether there are significant differences between the total number of work days during the quarter and the Total Days Worked by each member of the Court staff. If there is a discrepancy, ask why:\**
  5. *Was the Magistrate or any of the personnel of the court absent during the inspection? What was the reason*
  6. *Observe activities within and outside the court; and how court users are being attended to and summarise your observations*
  7. *Check if recommendations in previous inspections were carried out and if not why*

**Rating and recommendation**: based on the above findings and observations, we rate the court as ………………….*(indicate excellent; very good; good; satisfactory; poor. Any rating must be justified by the findings)*. We also make the following recommendations.

1. ………………….
2. ………………….

*(For each recommendation indicate who has responsibility and when such recommendation should be implemented/acted upon, either immediately; or within a week; month; quarter year; etc)*

1. **Case Management Issues**

**Observations and findings:** We found the following

1. ………………….
2. ………………….

***(In your observations and reporting on this section, the key areas will include:***

* 1. *Is there a change in the number of cases disposed in the last quarter as against this quarter?\*What is the reason for the change (if any)*
  2. *Is the court’s case clearance rate positive? (Are the number of disposed cases equal to or higher than the number of cases filed in the quarter). What are the reasons?*
  3. *Compare the cases pending at the beginning of the quarter and those pending at the end of the quarter,-is this increasing or decreasing. What are the reasons*
  4. *What type of cases take longer to dispose of in the quarter? is there any reason?*
  5. *What is the average time for the disposal of cases (from filing to disposal in the court for the quarter): the average time to disposal as calculated as follows: sum of the number days between the date filed and date disposed for all cases disposed during the quarter, and divide by the total number of cases disposed for the quarter*
  6. *What disposal type is common among the cases disposed in the quarter (Judgment on non contested cases; or judgment on contested; or striking out; or transferred); and why?*
  7. *Does the Court appear to be adhering to the Rules regarding the number of adjournments (if any) in a case and what is the average/general interval between an adjournment and the next setting?*
  8. *Does the Court appear to be adhering to the Rules regarding time standard (if any)? If there was a significant change from the previous quarter ask what the reason for the change is? (for second and subsequent inspections)*
  9. *Randomly pick a sample of cases in form 1 and compare with what is in the courts records and see whether there is any difference/discrepancy)*

**Rating and recommendation**: based on the above findings and observations, we rate the court as …………………. (*indicate excellent; very good; good; satisfactory; poor Any rating must be justified by the findings)*. We also make the following recommendations.

1. ………………….
2. ………………….

*(For each recommendation indicate who has responsibility and when such recommendation should be implemented/acted upon, either immediately; within a week; month; quarter year; etc)*

1. **Records management**

**Observations and findings:** We found the following

1. ………………….
2. ………………….

***(In your observations and reporting on this section, the key areas will include***

* 1. *Are all cases in a case file or a record book?*
  2. *Are all the case files stored on shelving in a locked room or a locked cabinet*
  3. *If case files are not stored in any of the ways specified in 3.2, how are they stored?*
  4. *Are case files stored in a manner permitting easy retrieval? (Request a sample of case files from the Registrar (e.g., the five oldest cases listed in paragraph 2.4 above)- how long did it take the registrar to produce the files*
  5. *Did the case files reviewed above contain all relevant documents-e.g. proof of service; etc. Are they properly endorsed?; etc;*
  6. *Request for statutory forms e.g. bail forms; hearing notices; etc. Does the court have the correct forms and are they in sufficient quantity*

**Rating and recommendation**: based on the above findings and observations, we rate the court as …………………. *(indicate excellent; very good; good; satisfactory; poor Any rating must be justified by the findings)*. We also make the following recommendations.

1. ………………….
2. ………………….

*(For each recommendation indicate who has responsibility and when such recommendation should be implemented/acted upon, either immediately; or within a week; month; quarter year; etc)*

1. Physical environment/infrastructure

**Observations and findings:** We found the following

1. ………………….
2. ………………….

***(In your observations and reporting on this section, the key areas will include***

* 1. *Observe the state of infrastructure in the court and summarize your observations and recommendations*

**Rating and recommendation**: based on the above findings and observations, we rate the court as *(indicate excellent; very good; good; satisfactory; poor Any rating must be justified by the findings)*. We also make the following recommendations.

1. ………………….
2. ………………….

*(For each recommendation indicate who has responsibility and when such recommendation should be implemented/acted upon, either immediately; or within a week; month; quarter year; etc)*

1. Financial Accountability

**Observations and findings:** We found the following

1. ………………….
2. ………………….

***(In your observations and reporting on this section, the key areas will include:***

* 1. *From the data provided by the Court, does it appear that less than the amount ordered is being collected or disbursed?*
  2. *If yes, ask what is the reason for the discrepancy?*

**Rating and recommendation**: based on the above findings and observations, we rate the court as …………………. *(indicate excellent; very good; good; satisfactory; poor Any rating must be justified by the findings)*. We also make the following recommendations.

1. ………………….
2. ………………….

*(For each recommendation indicate who has responsibility and when such recommendation should be implemented/acted upon, either immediately; or within a week; month; quarter year; etc)*

5. Court-User Perceptions

**Observations and findings:** We found the following

1. ………………….
2. ………………….

*(Here the observations will be the result of the analysis of the responses from the court user survey. The inspector is expected to ask each person using the Court on the day of the inspection the questions on the Court User Survey. This should include lawyers and non-lawyers, parties, witnesses, spectators in court proceedings, and persons using the Registrar’s office. Questions should be asked in private with each individual, and each interviewee should be assured that answers will not be attributed to him/her.*

**Rating and recommendation**: based on the above findings and observations, we make the following recommendations.

1. ………………….
2. ………………….

*(For each recommendation indicate who has responsibility and when such recommendation should be implemented/acted upon, either immediately; or within a week; month; quarter year; etc)*

5. Employee Satisfaction

**Observations and findings:** We found the following

1. ………………….
2. ………………….

*(Here the observations will be the result of the analysis of the responses from the employee survey. The inspector is expected to ask employees on duty on the day of the inspection questions on the Court Employee Survey. Questions should be asked in private with each individual, and each interviewee should be assured that answers will not be attributed to him/her.*

**Rating and recommendation**: based on the above findings and observations, we make the following recommendations.

1. ………………….
2. ………………….

*(For each recommendation indicate who has responsibility and when such recommendation should be implemented/acted upon, either immediately; or within a week; month; quarter year; etc)*

6. Overall Conclusions and Recommendations

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the Inspector Date

1. [↑](#footnote-ref-1)