



Application for bench book support 2020–2021

Applicant's details

Full name

Position

Phone number

Email address

Country

1

Please identify the court for which you want a bench book produced.

2

Is this a new bench book or a revision of an existing bench book?

New

Revision

3

How many judicial officers will use this bench book?

4

Are they lay judicial officers or legally-trained?

5

What other support in terms of training and written resources are available to these judicial officers?

6

Please explain why a bench book for this court is needed.

7

Will translation be needed and into which language/s?

8

Please identify a person to be the main administrative point of contact for the project. This person will be responsible for assisting us to be in touch with the relevant people, providing relevant legislation, cases, court processes etc, and otherwise supporting the bench book team to do its work.

Name

Position

Phone number

Email address

9

Please identify a judge to be the project partner. This person will be involved in the development of content, and 'sign off' all content.

Name

Role/Position

Phone number

Email address

By signing this application, you agree to the following conditions:

- > The Chief Justice or Head of Bench supports this application (please provide a letter of support – email confirmation is sufficient).
- > You will provide a person to be the main administrative point of contact for the project, who will assist the bench book team to access what and who it needs in order to produce the bench book. This person will be responsive to requests in a timely manner.
- > You will provide at least one local judge to be involved in the development of content, and to 'sign off' all content, in a timely way (that is, responses given within one week).
- > You will arrange translation of the bench book within two months of the content being finalised, where translation is necessary.
- > You will enable JPPF to conduct a session on use of the bench book for the judicial officers who will use it. This might be done via Zoom from New Zealand or locally with our support, and at our expense. We will make these arrangements via the administrative point of contact during the project.
- > You will appoint a person or small team to update the bench book when necessary in the future, for example, when legislation changes. We will conduct a training session on this and an easy-to-use bench book template. We will make these arrangements via the administrative point of contact during the project.

Signed