

Legal expert in drafting regulations and writing memos

Targeted:

To the officials of legal affairs, financial and administrative affairs in public and private institutions, and the governmental and private sectors

Target:

Providing theoretical and practical briefing on the principles of preparing notes and reports and the controls for their preparation in order to achieve their objective in each of the following areas:

The field of litigation and filing civil and commercial cases before the various courts

The field of defense in criminal, administrative, disciplinary and other cases

The field of defense before investigation and disciplinary boards, bodies with judicial jurisdiction, and the like

The field of daily performance in the legal and judicial field in general

The field of daily performance of administrative and security work in the governmental, public, oil and private sectors

The main axes:

The first axis: necessary preliminary inputs

The concept of memorandum or report, types of memos and reports

The necessity of blogging and editing

Content of the note or report

The elements and general form of the memorandum or report

The concept of litigation and litigation

Requests, their types and legal provisions

Judgment appeal reports and grievance notes

Sudden and periodic inspection reports on administrative and technical work

Reports of achievements in administrative and other transactions

The second axis: general provisions

Methods for editing notes and reports

Features of editing notes and reports

Drafting the memorandum or report and its basic elements

The importance of brevity and clarity and the means of achieving each of them

The due clarity in the drafting style, the elements of the memorandum, its approach and the final opinion

Supporting the memorandum with appendices and documents (recording documents and keeping them in portfolios)

Presenting precedents that encourage the adoption of the memorandum (examples and examples of application)

The third axis:

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Notes and reports in the field of legal affairs. Memoranda in lawsuits and court pleadings

On the following topics:

Presenting the results of an administrative investigation

Suggest a disciplinary sanction

Suggesting a referral to the Public Prosecution Office or to another authority, or the fulfillment of what is required

Suggesting filing a complaint or investigation. Interpretation of a decision or regulation

Proposal to file a lawsuit

Memoranda explaining the claim or requests

Memorandums of response to opponents' requests and defenses

Note to introduce new opponents

A memorandum entered into an existing lawsuit

A memorandum of objection to or support for an expert's report

A memorandum of grievance against a judicial decision or decisions of the investigative authority

Judicial appeal memorandum

Types of appeal notes and the due form of each

The necessity of specifying the reasons for the appeal and not ignoring them

When may the appeal memorandum include new grounds?

The effect of not observing the order of procedures or the failure of the legal form required in the memorandum

Other legal and judicial memoranda and reports

Fourth axis: notes and reports in the field of legal,

administrative and financial work

Case Proof Note - A note on the result of a sudden or periodic administrative or financial inspection.

A memorandum of the results of a periodic or sudden technical inspection

A note on the presentation of management's achievements

A memorandum regarding presenting an administrative, financial or security problem and proposing urgent solutions to it

Action Plan Note

Note on an informational report on the activity of the Department

Report in response to allegations published in newspapers

Report with custody of treasury, movables or papers

Other reports and notes

Fifth axis:

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Practical models and exercises