Programme for paralegal training workshop – Law and legal process  
Abahlali baseMjondolo and SERI  
Saturday 11th June 2011

There will be time for questions and discussion after each session

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
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<tbody>
<tr>
<td>8:00 – 8:30</td>
<td>Registration</td>
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<tr>
<td>8:30 – 9:00</td>
<td>Welcome and outline of workshop programme</td>
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| 9:00 – 10:30 | Introduction to South African legal system:  
  - The role of paralegals and the role they play in the effective implementation of human rights law – the Bill of Rights  
  - Sources of SA law - Constitution and Legislation; Common and Customary law; International law and trends; Civil and criminal law  
  - Structure of the SA State and functions of each one of the different structures - Legislature, Executive and the Judiciary  
  - Spheres of government and the functioning of each sphere-National, provincial, local government  
  - Consolidation questions and group discussion |
| 10:30 – 11:00 | TEA                                                                 |
| 11:00 – 12:00 | Working within the legal system:  
  - People within the legal system – judges, prosecutors, magistrates, lawyers and the adversarial system  
  - When to use a lawyer and how to find and pay for one – Legal Aid and the means test, pro bono & university law clinics  
  - Make legal representations and self-representation |
| 12:00 – 13:30 | Courts and procedure:  
  - Structure of the courts and initial steps to institute a legal suit  
    - Civil procedure:  
      - Civil claims & steps, enforcing a civil judgment  
      - Interdicts and spoliations  
      - Small claims and letters of demand  
    - Criminal procedure:  
      - Police powers: question, search and seize, arrest  
      - Criminal charges (and rights under prosecution)  
      - Bail  
      - Steps in a criminal court case, sentencing  
      - Analysis of real-life case scenarios  
  Consolidation questions and group discussion |
| 13:30 – 14:30 | LUNCH                                                                 |
| 14:30 – 15:30 | Settling a dispute out of court:  
  - Using and encouraging ADR  
  - Negotiation and mediation techniques |
| 15:30 – 16:30 | Paralegal skills session – how to....  
  - Take a statement  
  - Write an affidavit  
  - Make effective use of referrals |
| 16:30 – 17:00 | Close and questions                                                      |