

SoPs for Legal Cases

Government College Women University Faisalabad



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SOP's FOR MAINTAINING LEGAL CASES

1. Maintaining Legal Files

The office will maintain a full record of all litigation cases, GCWUF. The original documents will be maintained in a legal file and copies will be shared with the concerned department and legal advisor of GCWUF. Legal files are kept strictly confidential and only the concerned departments are kept in loop. Legal office maintains a soft and hard copy of complete record.

1.1 File Keeping

The legal file will be maintained containing two parts; note file and correspondence file. The note file will contain the current status of the case and will have the comments from the legal advisor and departments involved in the case. The correspondence file will maintain all the correspondence letters from the court and letters from the concerned departments. Original documents will be kept in correspondence file.

2. Coordination with Legal Advisor

The legal advisor will be kept well informed and updated of the current status of every case. Dates fixed for hiring will be kept well-coordinated with the legal advisor by keeping all concerned departments in loop. Meetings are arranged with legal advisor by the legal office, LCWU for the discussion of upcoming and current litigation cases. Meetings are kept confidential.

2.1 Legal File

Any legal file marked to legal advisor from competent authority for comments/perusal will be sent through dispatcher. Receiving from the legal advisor will be recorded. Legal file will be followed up on top priority.

2.2 Personal File

Any personal file marked to legal advisor from competent authority for comments/perusal will be sent through the legal office by the dispatcher, GCWUF. Receiving from the legal advisor will be recorded. Follow up will be done accordingly.

2.3 MOU's

Any MOU required to be vet by legal advisor will be sent to legal office. Legal office will send the MOU to legal advisor through dispatcher, GCWUF. Follow up will be done accordingly.

2.4 Letters

Any letters required to be vet by legal advisor will be sent to legal office. Legal office will send the letters to legal advisor through dispatcher, GCWUF. Follow up will be done accordingly.

2.5 Documents

Any documents required to be vet by legal advisor will be sent to legal office. Legal office will send the documents to legal advisor through dispatcher, GCWUF. Follow up will be done accordingly.

3. Legal File Movement

A file movement register will be maintained by the office to mark and maintain all movements of the legal file from different departments. This will also maintain the time a legal file is away from the legal office.

4. Meetings with Legal Advisor

Meetings with legal advisor are kept confidential and can be held only in VC office or in the presence of a member from legal office. Every meeting with legal advisor will be minted and seen by VC, GCWUF.

5. Coordination with Departments

Coordination with the department/person concerned to the legal case will be regulated under the perusal of VC, GCWUF. Follow up will done on top priority.

6. Organizing meeting for Legal Cases

Any follow up meetings for the discussion/decision of litigation cases will be arranged by the legal office. Minutes of meetings will be attached in legal file and seen by VC, GCWUF

7. Monthly Report

A monthly report from the legal office will be given to the worthy Vice Chancellor, GCWUF for her/his kind perusal. Report will include;

- o Status of all pending and disposed off cases
- o All correspondence done with concerned departments and legal advisor

8. Power of Attorney (Legal Advisor)

Power of Attorney given to legal advisor will be as per the intensity of litigation case and as per directed by the worthy Vice Chancellor, GCWUF.