

Run By Shorthand Dictation Legal Matters

Since 2005

(Sir Isaac Pitman's Shorthand)

Krishna Shorthand Institute

कृष्णा आशुलिपिक संस्थान

(English Only) By. A.V. Kushwaha

(For Govt. Jobs, SSC (Group D & C), Supreme Court, High Court, District Courts, ASRB, CRPF, Railway, CBSC & all other departments requiring "English Stenographer/Personal Assistant/Private Secretary"

(87, Sulem Sarai, Prayagraj, Uttar Pradesh)

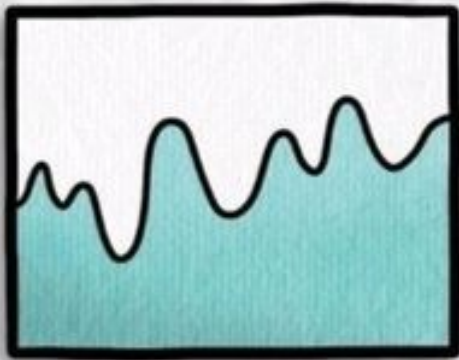
(Contact No. 7355504435)

*If you are not
upgrading, you are
downgrading.*

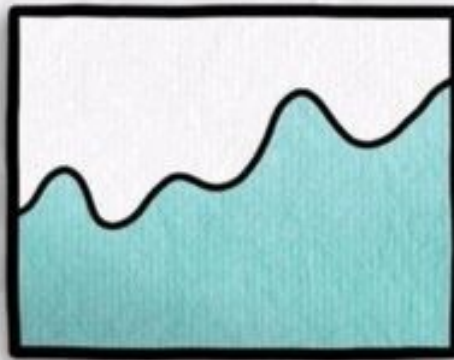
Note: We have provided the text, followed by the outlines of all highlighted words/phrases, vocabulary, accuracy tips, and finally, an analysis of capital letters/ words occurred in the passage.

Success Mantra!

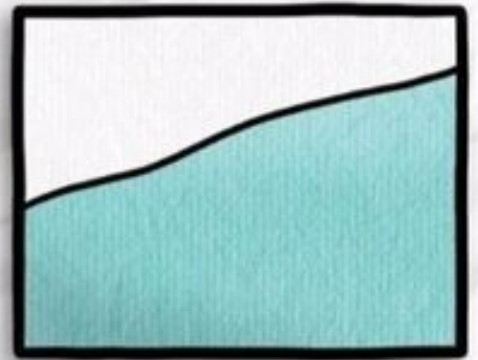
YOUR JOURNEY



DAYS



MONTHS



YEARS

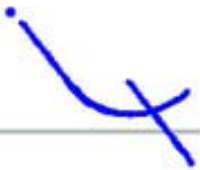
Regular practice of English Shorthand is key to continuous improvement. Each day, as you practice, your skills will enhance, leading you towards greater accuracy.

This dedication will prepare you to adeptly manage varying dictation speeds and ultimately achieve your goals (Govt. Job) with satisfaction.

AV Kushwaha, Krishna Shorthand Institute, Online English Shorthand Class at 7355504435 via Telegram.

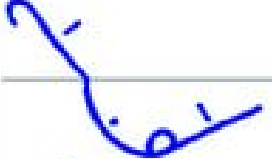
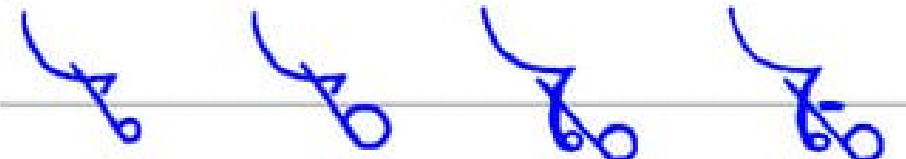
Speed Building Mantra:

The method of writing one stroke through another is used for building speed. It is called intersection. It is used for frequently occurring words, phrase etc. Either we write it through the stroke or after or before the stroke as per convenience of speed writing. Following is given few frequently used intersection. Practice all words at least three lines each.

STROKE	FULL OUTLINE	INTERSECTION
P		
	party*	
		political party, birthday party, Christmas party, office party
	policy	
	Proximity only:	
		
	per cent	
		council policy, government policy, insurance policy, company policy
	per annum	
		
		
		5%, 10% per annum, five per cent
		Use the intersection only after a numeral, but in full after an outline, as in longhand

Speed Building Mantra:

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Pr			professor Professor Smith, professor <u>of</u> music, music professor
Pl			application to make application, many applications, enclosed application
Pn			punishment corporal punishment, school punishment, necessary punishment
Ps			apparatus heating apparatus, electrical apparatus, scientific apparatus
P _s			purpose for the purpose*, for the purposes*, for these purposes, for those purposes *These two are sometimes shown as F+Ps, not intersected, thus omitting "the", but the plural of that version could be ambiguous, making equal sense with or without "the"  any other <u>purpose</u> , primary purpose, for many purposes If you felt this might clash with another use of Ps, could use PP _s instead

NOTE: Very important latest created passage for Supreme Court/High Court/District Court/Tribunal etc. related skill tests apart from speed building.

Topic: Listing of Cases Selectively in Courts

Volume 1, Dictation No. 23

Note: Outlines of all highlighted words/phrases are given at the end of the passage. Adopt all better outlines than yours.

The petitioner, who is an Advocate practicing in this Court, has filed the writ petition under Article 32 of the Constitution of India against various officers of the Registry of this Court and the Union of India. Prayer has been made to issue an appropriate Writ, Order or Direction in the nature of Mandamus directing the respondents not to give preference to the cases filed by influential lawyers/petitioners, law firms, etc. Prayer has been made to direct the respondents to give equal treatment to the cases filed by ordinary lawyers/petitioners and not to point out unnecessary defects, refund the excess court fee and other charges, and not to tag the cases without order or direction of the Court with other cases. A prayer

SSC/Court Skill Test Based Dictations: It covers all skill tests conducted by SSC etc including any Court (Supreme Court, High Court, District Courts, Tribunals, Law Firms).

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has also been made to direct the Secretary General of this Court to take action against the erring officers for their involvement in the listing, clearing, and bench hunting. In the aforsaid circumstances, considering the ongoing pandemic caused by COVID-19, the Registry of this Court is working with less strength, and because of the facts described above and circumstances, we find that there was no justification for the petitioner to allege discrimination vis-à-vis to him and to favour any particular individual. The defects were there in all the three cases filed by the petitioner. The petitioner has filed this writ application in a hurry. When it was listed, he circulated a letter to the effect that, as per procedure, he expected that he would be called for interaction by Registrar of this Court to find out his fitness whether he could argue a case in person. The petitioner ought to know that he is an Advocate of this Court and argues the matter in this Court. As such, it was not necessary to summon him for adjudging his capability as to whether he could argue the case.

Be that as it may, circulating such a letter was not appropriate at his stance and why he doubted his ability to argue. There was no justification to entertain this kind of apprehension in mind. He ought to have been careful in circulating such a letter seeking a wholly unjustified adjournment. In the letter circulated by him, it was further stated that he wanted to collect the evidence and to file

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it, and for that purpose, he prayed for six weeks' time. The conduct indicates that the petitioner was careless and not serious while he made the allegations. He filed writ application without due enquiries, and without collecting the requisite material. Such conduct was least expected of an officer of this Court. The petitioner ought to have been careful before casting unnecessary aspersions on the Registry and staff of this Court. The petition as filed could not be said to be maintainable. The petitioner has impleaded the Secretary General, various Registrars, and officers of the Registry, SCBA, and Union of India in his writ application. In contrast, Writ is filed against this Court itself. He ought to have impleaded the Supreme Court of India in the Writ application through Secretary-General. The omission indicates careless conduct on the part of the petitioner. The petition was filed in undue haste. We take judicial notice of the fact that a large number of petitions are filed which are defective; still, the insistence is made to list them and mention is made that they should be listed urgently. It happens in a large number of matters, and unnecessary pressure is put upon the Assistants dealing with the cases. We find due to mistakes/carelessness when petitions with defects are filed, it should not be expected that they should be listed instantly.

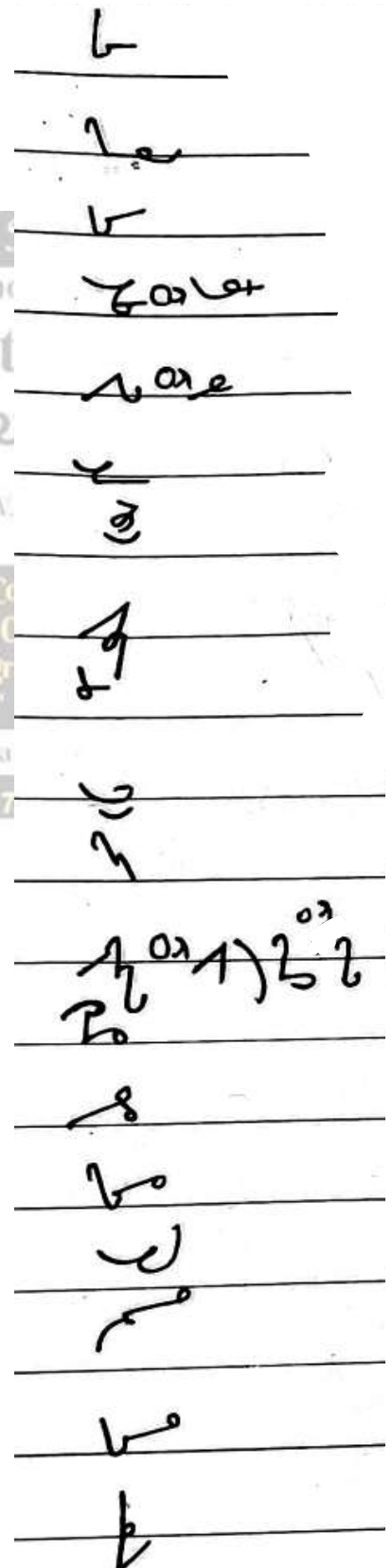
Total Words: 607

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Outlines of all highlighted words and phrases. Note: Adopt only those outlines which are better than yours.

Advocate
practicing
petitioner
in this Court
writ petition
under Article
of the Constitution of India
Registry
of this Court
Union of India
appropriate
Writ, Order or Direction
Mandamus
respondents
preference
influential
lawyers
petitioners
etc.



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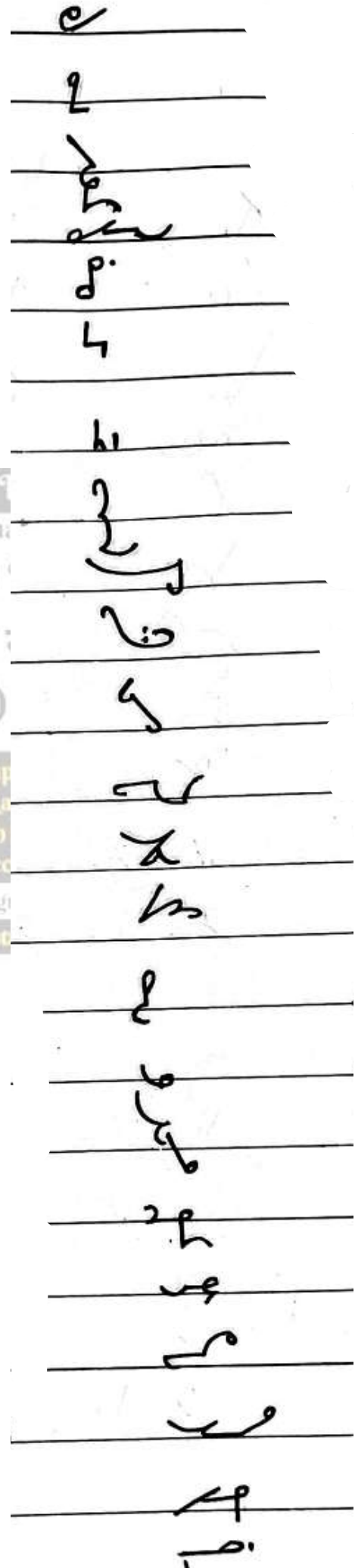
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haste



(Increase your vocabulary:

Learn New and Important Words of the Matter)

Keep revising all new words learned.

Legal/General Matter (Legal Vocabulary Building)

1. **Petitioner:** (noun) a person who makes a formal application to a court याचिकाकर्ता
2. **Registry:** (noun) an administrative office of a court that handles filing and processing of cases रजिस्ट्री, पंजीयन कार्यालय
3. **Writ, Order or Direction:** (noun) formal written commands issued by a court रिट, आदेश या निर्देश
4. **Mandamus:** (noun) a judicial order compelling a public authority to perform a duty परमादेश
5. **Respondents:** (noun) parties against whom a petition or appeal is filed प्रत्यर्थी, उत्तरदाता
6. **Preference:** (noun) special treatment or priority given to someone or something वरीयता, पक्षपात
7. **Etc.:** (abbreviation) et cetera; and other similar things इत्यादि

8. **Equal**: (adjective) the same in amount, degree, or status समान, बराबर

9. **Accuracy Mantra: Excess vs. Access:**

- **Excess**: (noun) an amount that is more than necessary or permitted अधिकता, अतिरिक्त

- **Example**: "Refund the excess court fee" (extra fee paid beyond required amount)

- **Accuracy tip**: Use "excess" for surplus/extra quantities

- **Access**: (noun) the means or right to approach or enter प्रवेश, पहुँच

- **Example**: "Lawyers need access to court records" (ability to reach/obtain)

- **Accuracy tip**: Use "access" for permission, entry, or ability to reach something

10. **Tag**: (verb) to attach or associate one case with another जोड़ना, संलग्न करना

11. **Erring**: (adjective) making mistakes or doing wrong गलती करने वाला, त्रुटिपूर्ण

12. **Bench hunting**: (noun phrase) the practice of seeking a favorable judge or court for one's case अनुकूल न्यायाधीश की तलाश

13. **Ongoing:** (adjective) continuing; currently in progress चल रहा, जारी
14. **Pandemic:** (noun) a disease prevalent over a whole country or the world महामारी
15. **COVID-19:** (noun) Coronavirus Disease 2019; a specific infectious disease कोविड-19
16. **Justification:** (noun) a good reason or explanation for something औचित्य, न्यायोचित कारण
17. **Discrimination:** (noun) unfair treatment of different categories of people भेदभाव, पक्षपात
18. **Vis-à-vis:** (preposition) in relation to; with regard to; compared with के संबंध में, की तुलना में
- Accuracy Mantra:** When this word is dictated, always use a dash (-) as shown.
19. **Circulating:** (verb) (present participle) distributing or spreading something परिचालित करना, वितरित करना
20. **Stance:** (noun) a person's attitude or position on an issue रुख, स्थिति
21. **Apprehension:** (noun) anxiety or fear about something; understanding आशंका, भय

22. **Ought to have been:** (modal verb phrase) should have been; expressing duty or expectation होना चाहिए था

23. **Adjournment:** (noun) postponement of a hearing to another time स्थगन

24. **Accuracy Mantra: Inquiries vs. Enquiry:**

- **Inquiries:** (noun, plural) formal investigations or systematic examinations जाँच-पड़ताल, अन्वेषण
 - **Example:** "He filed the petition without due inquiries" (formal investigation)
 - **Accuracy tip:** Use "inquiries" (with 'i') for formal investigations, especially in legal/official contexts
- **Enquiry:** (noun) a request for information or general question पूछताछ, जानकारी मांगना
 - **Example:** "I made an enquiry about the court timings" (asking for information)
 - **Accuracy tip:** Use "enquiry" (with 'e') for informal questions or requests for information. Note: In American English, "inquiry" is used for both meanings.

27. **Requisite:** (adjective) required by the nature of things or circumstances; necessary आवश्यक, अपेक्षित
28. **Casting:** (verb) (present participle) throwing or directing something (here, blame or doubt) डालना, लगाना
29. **Aspersions:** (noun, plural) damaging or derogatory remarks or criticisms आक्षेप, लांछन
30. **Maintainable:** (adjective) capable of being upheld or supported in law स्वीकार्य, वैध
31. **Impleaded:** (verb) (past tense) made a party to a legal action पक्षकार बनाया
32. **In contrast:** (phrase) showing the difference when compared विपरीत, इसके विपरीत
33. **Undue:** (adjective) excessive; beyond what is appropriate or necessary अनुचित, अत्यधिक
34. **Listed:** (verb) (past tense) officially scheduled for hearing in court सूचीबद्ध किया
35. **Defective:** (adjective) having faults or deficiencies दोषपूर्ण, त्रुटिपूर्ण

36. **Insistence**: (noun) firm demand or persistent assertion आग्रह, जिद
37. **Carelessness**: (noun) lack of attention or consideration; negligence लापरवाही, असावधानी
38. **Instantly**: (adverb) immediately; at once तुरंत, तत्काल
39. **Haste**: (noun) excessive speed or urgency जल्दबाजी, शीघ्रता

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via online Telegram Class through

7355504435

Capitalization and Rules Applied for it

Accuracy Building Analysis of
Capitalization:

Proper Nouns - Names of Specific Entities

1. **Article 32** - Specific article in the Constitution
(proper noun)
2. **Constitution of India** - Official name of the
constitution (proper noun)
3. **India** - Country name (proper noun)

- 4.Registry** - Supreme Court Registry office (proper noun)
- 5.Court** - Supreme Court specifically (proper noun)
- 6.Union of India** - Official government name (proper noun)
- 7.COVID-19** - Disease name (proper noun/acronym)
- 8.Secretary General** - Official title (proper noun)
- 9.Registrar** - Official position (proper noun)
- 10.Supreme Court of India** - Official institution name (proper noun)
- 11.SCBA** - Supreme Court Bar Association (acronym)
- 12.High Courts** - Specific judicial institutions (proper noun)
- 13.R. Muthukrishnan** - Person's name (proper noun)
- 14.Registrar General** - Official title (proper noun)
- 15.High Court of Judicature at Madras** - Official court name (proper noun)
- 16.Madras** - City name (proper noun)
- 17.Writ Petition (C) No.612 of 2016** - Specific case number (proper noun)

Legal Terms

- 18. **Writ** - Specific type of legal order (legal convention)
- 19. **Order** - Formal court command (legal convention)
- 20. **Direction** - Formal court instruction (legal convention)
- 21. **Mandamus** - Specific legal remedy (legal convention)

Titles and Professional Designations

- 22. **Assistants** - Job title in Court (proper noun)
- 23. **Dealing Assistants** - Specific job position (proper noun)
- 24. **Dealing Staff** - Specific staff category (proper noun)
- 25. **I** - First person singular pronoun (grammatical rule - always capital)
- 26. **Covid-19** - Alternate spelling of COVID-19 (disease name)
- 27. **No.** - Abbreviation for Number (standard abbreviation capitalization)
- 28. **(C)** - Case type designation letter (standard legal citation format)

Summary of Capitalization Rules

1. **Proper nouns** - Names of people, places, institutions, titles
2. **Legal documents/remedies** - Writ, Order, Direction, Mandamus
3. **Professional titles** - Advocate, Registrar, Secretary General, Officers
4. **Acronyms** - All letters (SCBA, COVID-19)
5. **First person pronouns** - "I" and "We" (always capital)
6. **Official positions** - Secretary General, Registrar, Dealing Assistants
7. **Case citations** - Proper formatting rules (No., letters)
8. **Important legal classes** - Lawyers, Advocates, Litigants (for respect/emphasis)
9. **Specific institutions** - Court, Registry (when referring to Supreme Court specifically)
10. **Countries** - India

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