



PROFILE • ABOUT ME

- An Accomplished criminal lawyer, a Seasoned criminal lawyer offering insight and experience on a wide array of court cases; dependable prompt, and skilled at record keeping and case processing
- Extensive experience of XX years in preparing, reviewing, and processing legal documents, correspondence, motions, and orders
- Skilled in completing court-related forms such as petitions and warrants; collecting fines, fees, and bond payments; preparing the dockets of scheduled cases
- Adept in recording documentation of name changes, marriage licenses, business licenses, and adoption records; balancing and reconciling daily cash receipts; administering oaths to witnesses in court
- Strong understanding of legal research with proven ability to handle multiple tasks simultaneously and rapidly resolve complex legal issues
- Able to do research, analyze complex information and think logically; computer literate with complete knowledge of the judicial system; excellent time-management and documentation skills

EDUCATION

Law and Finance, Bachelor of Laws

Banaras Hindu University
Varanasi , Uttar Pradesh

Completed, August 1964

WORK EXPERIENCE

Criminal Lawyer

Bombay High Court

Mar 2014 - Current
Delhi, Delhi

- Perform a variety of administrative tasks for the courts; prepare dockets of cases to be called
- Secure information about court cases for judges; contact witnesses, lawyers, and attorneys
- Process legal documents; manage court records; schedule court cases
- Audit files to ensure accuracy and completeness
- Prepare, file, and forward documents; assemble all documents needed for a trial
- Identify and request missing material; review documents to ensure procedures are accurate
- Record minutes of court proceedings; transcribe minutes
- Administer oaths taken by jurors and witnesses
- Prepare and maintain a docket of scheduled cases; record witness testimonies
- Document court orders and fines; notify participants about trial details
- Arrange and record payments for fees and court costs
- Process passports; swear in new citizens

- Manage official documents related to mortgages, marriage licenses, and deeds
- Uphold all court files and records to ensure they stay up-to-date and accessible

Criminal Lawyer

Owens Career Center

Nov 2002 - Oct 2013

Thane, Maharashtra

- Answered the phone to take messages and transfer calls to the applicable colleague
- Recorded the minutes of meetings and court proceedings
- Assisted in all office management and administrative processes
- Created calendars of cases to be called
- Prepared and distribute court orders including probation orders, sentencing information, and court summonses; collect court fines and maintain records of amounts collected
- Ensured that all legal documents submitted adhered to the law and court procedures
- Performed basic bookkeeping tasks; administer oaths and affirmations

TRAINING & CERTIFICATIONS

- Certified Municipal Lawyer, 2017

SKILLS

- Legal Research
- Litigation
- Government
- Criminal Law
- Legal Writing
- Court Proceedings
- Criminal Justice
- Public Policy
- Compliance

COMPUTER PROFICIENCY

- Window ●●●●
- Internet Applications ●●●●
- MS Office – Word, Excel and PowerPoint

LANGUAGES

- English ●●●●
- Hindi ●●●●

PERSONAL INTERESTS

- Yoga
- Music
- Reading

PERSONAL INFORMATION

Marital Status: Married
Nationality: Indian

Birthday: 01/10/1981
Gender: Male

Address:
G-231
Sector-4
Delhi -
Delhi