

*Become a legal eagle  
that soars high through*

**Co-Draft**



*We provide the wind  
beneath your wings.*

# CERTIFICATION COURSE ON LEGAL DRAFTING



## ABOUT CO-DRAFT AND THE COURSE



- Today's law graduates are required to find their own ways to bridge this gap between theoretical and academic knowledge, and its implementation in real-world scenarios.
- Many students join the office of a senior lawyer or a law firm, in the hope that on-the-job training will make up for the gap in their knowledge and experience. This may not be the most efficient way to acquire the requisite skills and knowledge, since it is time consuming, the senior lawyers and law firms may not always have the time to train newcomers.
- Moreover, most law offices attempt to specialize in one particular branch of law, leading to a few or constriction of options for young law graduates to explore. On the other side of the coin, senior lawyers and law firms too, face problems in finding trained junior associates who can be entrusted with important tasks like responsible drafting.
- It is to address precisely this void between learning and practice that Co-draft came into existence.

## OUR MENTOR

- The Founder of this Academy, Mrs. Maheshwary Mohan, a lawyer, practising for over three decades and a part-time lecturer in law schools has carefully designed this course, keeping in mind the competition in the profession, the curriculum in law schools and the competency of students.
- She is a post-graduate in Psychology and in Law (Specialization in Intellectual Property Rights and Cyber Law). Started career as a lawyer from 1993 in Chennai; have partnered with law firms like King & Partridge, Chennai, specialising in Civil laws, Corporate Laws, IPR, Real properties and have assisted renowned lawyers in India constituted M & M Associates, Advocates, a Law firm in Chennai, would be the guiding force to the students of this Academy.
- By pooling her three decades of experience as a lawyer and channelling it towards mentoring young law graduates, she helps them hone their skills in drafting and client counselling.



- ▣ **Introduction to**

- Legal writing

- Legal Notices

- ▣ **Importance of**

- ▣ Legal drafting

- ▣ Legal notices

**Drafting of Legal Notices for:**

Vacating of a Leased Premises, Breach of Contract, Consumer Dispute, Specific Performance of Contract, Family Dispute, Section 138 of Negotiable Instruments Act, Sale of Goods and Sec.80

**Drafting of legal notices**

**Structuring a legal notice**

**Drafting of Reply Notices for:**

Property Dispute, Family Dispute and Consumer Dispute

*(Part 1 will be completely based on practical approach. The problems from real-time scenarios will be provided in class, law relating to the problem will be discussed and the structure to draft the legal notice will be provided. The participants are expected to prepare the document using the guidelines and mail it to the Academy. The corrected version will be sent back to the participant with the comments of the mentor. This exercise will enable the participants not only to draft the document independently but also to handle such cases in future.)*

- ▣ Introduction to Pleadings
- ▣ Object of pleadings
- ▣ Important rules under Order VI, VII and VIII of CPC
- ▣ Parts of a plaint
- ▣ Conversion of Notice into Plaint - structuring a plaint
- ▣ Structuring a written statement
- ▣ Drafting of a plaint and written: Money Suit
  
- ▣ *(Part TWO will emphasize on drafting a plaint and written statement with take - home assignments)*



## Law relating to Family Disputes and Drafting of Petition for :

- Divorce Under Mutual Consent and Grounds of Cruelty
- Child custody
- Maintenance under Sec.125 Cr.PC
- Annulment of marriage
- Restitution of conjugal rights



- Introduction to Consumer Laws
- Drafting of Consumer Complaint and Written Version.





# CRIMINAL COMPLAINT

- Introduction to Section 138 of Negotiable Instruments Act.
- Drafting of criminal complaint



## 05 PART FIVE – CONVEYANCING

### Introduction to Conveyancing

- Title due diligence
- Drafting of title opinions

### Drafting of :

- a) Agreement to sell
- b) Sale Deed
- c) Lease Deed
- d) Settlement deed
- e) Gift deed
- f) Power of Attorney
- g) Calculation of stamp fee



# WILL AND CODICIL

- Law relating to Will and Probation of Will
- Drafting of a Will and Codicil
- Petition for Probating a Will

The infographic is split into two vertical panels. The left panel features the Hindi word 'कोडपत्र' (Codicil) in large black font, with a small icon of three horizontal lines to its left. Below it, the English text reads 'CODICIL TO WILL' in bold, followed by a definition: 'It is written to amend a previously written will instead of writing a new one.' At the bottom of this panel is a colorful graphic with the text 'FOLLOW US'. The right panel shows a simple line drawing of a rolled-up scroll with the word 'Codicil' written on it. Below the scroll, a small video inset shows a man in a white shirt speaking.

- Introduction to contract writing
- Structuring of a contract
- Parts of a contract:
  - Preamble
  - Definitions and Interpretations
  - Recitals
  - Covenants
  - Representations and Warranties
- *(Part SIX will deal with Employment agreements, Joint Venture Agreements and Construction agreements).*



## COURSE FEE

*Co-Draft*  
ACADEMY OF LAW



**COURSE FEE: RS. 20,000/- Only**



**BANK DETAILS:** Please make the payment either by bank transfer to

- **Name of account :** Co-Draft Academy of Law
- **Current account number :** 300411100001352
- **IFSC :** UBIN0830046
- **Bank :** UNION BANK OF INDIA
- **Or Google pay to** 9840777642.
  
- Thereafter send the payment slip to this number.

**JOIN TODAY!**

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**DON'T MISS THE  
OPPORTUNITY!**



**LEGAL DRAFTING IS  
A CRUCIAL SKILL TO  
ACQUIRE.**

## CLASS DETAILS

*Codraft*  
ACADEMY OF LAW



### LOCATION:

Online – Zoom



**PROGRAM DURATION:** 6 MONTHS: First Week of  
March , 2023



**DAY:** SUNDAYS

**TIMINGS:** 10 TO 11.30 AM



**CONTACT DETAILS:**

**CALL :** 8122940196 / 9840777642

**VISIT :** [www.codraftild.com](http://www.codraftild.com)

**LINK:** <https://www.youtube.com/watch?v=Ygf5Q0ZuGNQ>

**LINK TO**

**REGISTER:** [https://docs.google.com/forms/d/1aVt6t3EehDM2Vp1aMX7KT80QUFyPvz-X6fCL\\_uWjQmg/edit](https://docs.google.com/forms/d/1aVt6t3EehDM2Vp1aMX7KT80QUFyPvz-X6fCL_uWjQmg/edit)