



Kampus
Merdeka
INDONESIA JAYA



HANDBOOK

LABORATORY

FACULTY OF LAW UPN VETERAN JAKARTA





KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,
RISET, DAN TEKNOLOGI
UNIVERSITAS PEMBANGUNAN NASIONAL VETERAN JAKARTA
FAKULTAS HUKUM

Jalan Rumah Sakit Fatmawati, Pondok Labu, Jakarta Selatan 12450
Telepon 021-7656971 , Fax 021-7656904
Laman : fh.upnvj.ac.id , e-mail: fh@upnvj.ac.id

KEPUTUSAN
DEKAN FAKULTAS HUKUM UPN VETERAN JAKARTA
NOMOR: 05.2/UN61/FH/TU/2021

TENTANG

BUKU PEDOMAN LABORATORIUM
FAKULTAS HUKUM UNIVERSITAS PEMBANGUNAN NASIONAL VETERAN JAKARTA

DEKAN FAKULTAS HUKUM
UNIVERSITAS PEMBANGUNAN NASIONAL VETERAN JAKARTA,

- Menimbang :
- a. bahwa dalam rangka memenuhi administrasi dalam pengelolaan Laboratorium yang lebih efektif, efisien, dinamis dan teratur di lingkungan Fakultas Hukum Universitas Pembangunan Nasional Veteran Jakarta, perlu dibuat Buku Pedoman;
 - b. bahwa berdasarkan pertimbangan sebagaimana dimaksud huruf a, perlu menetapkan Keputusan Dekan Fakultas Hukum tentang Buku Pedoman Laboratorium Fakultas Hukum Universitas Pembangunan Nasional Veteran Jakarta;

- Mengingat :
1. Undang-Undang Republik Indonesia Nomor 20 Tahun 2003 tentang Sistem Pendidikan Nasional (Lembaran Negara Republik Indonesia Tahun 2003 Nomor 78, Tambahan Lembaran Negara Republik Indonesia Nomor 4301);
 2. Undang-Undang Republik Indonesia Nomor 12 Tahun 2012 tentang Pendidikan Tinggi (Lembaran Negara Republik Indonesia Tahun 2012 Nomor 158, Tambahan Lembaran Negara Republik Indonesia Nomor 5336);
 3. Peraturan Pemerintah Republik Indonesia Nomor 4 Tahun 2014 tentang Penyelenggaraan Pendidikan Tinggi dan Pengelolaan Perguruan Tinggi (Lembaran Negara Republik Indonesia Tahun 2014 Nomor 16, Tambahan Lembaran Negara Republik Indonesia Nomor 5500);
 4. Peraturan Presiden Republik Indonesia Nomor 120 Tahun 2014 tentang Pendirian Universitas Pembangunan Nasional "Veteran" Jakarta (Lembaran Negara Republik Indonesia Tahun 2014 Nomor 249);
 5. Peraturan Menteri Pendidikan dan Kebudayaan Republik Indonesia Nomor 3 Tahun 2020 tentang Standar Nasional Pendidikan Tinggi (Berita Negara Republik Indonesia Tahun 2020 Nomor 47);
 6. Keputusan Rektor UPN "Veteran" Jakarta Nomor: 1102/UN61.0/HK.02/2019 tanggal 28 Agustus 2019 tentang Pengangkatan Dekan Fakultas Hukum UPN "Veteran" Jakarta Periode 2019-2023.

/ MEMUTUSKAN:

KEPUTUSAN DEKAN FAKULTAS HUKUM
UPN VETERAN JAKARTA
NOMOR : 05.2/UN61/FH/TU/2021
TANGGAL : 29 MARET 2021
TENTANG BUKU PEDOMAN LABORATORIUM
FAKULTAS HUKUM UNIVERSITAS PEMBANGUNAN
NASIONAL VETERAN JAKARTA.

MEMUTUSKAN:

- Menetapkan : KEPUTUSAN DEKAN FAKULTAS HUKUM UNIVERSITAS PEMBANGUNAN NASIONAL VETERAN JAKARTA TENTANG BUKU PEDOMAN LABORATORIUM FAKULTAS HUKUM UNIVERSITAS PEMBANGUNAN NASIONAL VETERAN JAKARTA.
- KESATU : Menetapkan Buku Pedoman Laboratorium Fakultas Hukum Universitas Pembangunan Nasional Veteran Jakarta sebagaimana tersebut dalam lampiran dan merupakan bagian yang tak terpisahkan dari Surat Keputusan Dekan ini.
- KEDUA : Hal-hal yang belum diatur dalam Surat keputusan Dekan ini akan di atur dalam ketentuan lain.
- KETIGA : Keputusan ini mulai berlaku pada tanggal ditetapkan dengan ketentuan apabila dikemudian hari terdapat kekeliruan dalam keputusan ini akan diadakan perbaikan sebagaimana mestinya.

Ditetapkan di Jakarta
pada tanggal 29 Maret 2021

Dekan,



Dr. Abdul Halim, M.Ag.
NIP 196706081994031005

FOREWORD

The world of legal practice is very developed, so law graduates cannot just graduate by studying theoretical sciences, there must be a balance for prospective graduates to be ready to compete with legal practitioners in the world of work.

The practical level of science is also in line with the development of the times, it is felt that it is very necessary to improve the abilities of students. In addition, students are also expected to be able to contribute as one of the nation's children to have a contribution to the surrounding community by applying the theoretical knowledge they have learned to legal problems that are currently happening in the community. So it is important to create this manual.

This book contains various kinds of technical rules in carrying out legal proficiency courses, so that in the future UPNVJ FH students can be facilitated in carrying out these legal skills courses. It is necessary to realize that this course is more directed at the level of practical science than theoretical science, so it is deemed necessary to direct students to be more prepared and able to study this course.

Furthermore, for students and lecturers who support legal skills courses, it is hoped that this guide will be more focused in carrying out the teaching and learning process of legal skills, especially for legal clinical courses, justice, and legal counseling.

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CHAPTER I PRELIMINARY

A. Background

Law Laboratories, which are located in every law faculty throughout Indonesia, have various functions and uses, and are managed by different divisions. When referring to the KBBI, the meaning of a laboratory is a certain place or room equipped with equipment for conducting experiments¹. Then according to the KBBI Law is a regulation or custom which is officially considered binding, confirmed by the authorities or the government; laws, regulations, and so on to regulate the social life of the community; standards (rules, provisions) regarding certain events (nature, etc.); decisions made by judges; verdict². The definition of reference used is a general term that is known, because the definition of law is very difficult to determine.

The law laboratory is considered as the heart of the law faculty in a university throughout Indonesia, it is understood that the law faculty does not only study theory but is expected to be able to apply it in practice in the field.

If it is associated with the development of society or changes in society that are so fast, then the law will adapt to changes that occur in society (Coglianese, 2001). Therefore, the presence of a legal laboratory is felt to be able to minimize the gap between *das sollen* and *das sein*.

Legal proficiency courses at UPNVJ Faculty of Law consist of Lab. Civil Justice, Lab. Criminal Justice, Civil Court, Criminal Court, Contract Design and Legislation. Apart from that, in 2020 there will be practical courses including Criminal Procedure Law, Civil Procedural Law, State Administrative Procedure Law, Religious Court Procedural Law, Legal Practice Course.

It is hoped that these courses can fulfill the ability of law faculty students to be able to apply each of the knowledge they have learned in real life in the community. As an effort to support this, a legal laboratory is needed that is able to support activities to prepare files for litigation and non-litigation processes, simulations of quasi-judicial trials, drafting contracts and drafting legislation.

This book was created as a guide for lecturers and academics who act as managers of the Law Laboratory at the Faculty of Law, Universitas Pembangunan Nasional Veterans Jakarta (hereinafter referred to as the Law Laboratory of the UPNVJ FH). Through this manual, it is hoped that it will facilitate the process of learning, teaching and community service in developing professionalization in the field of law.

¹ Ministry of National Education, Indonesian Big Dictionary, Fourth Edition, PT Gramedia Pustaka Utama, Jakarta, 2013, p 767

² *Ibid*, p 510

B. Purpose

The objectives of the preparation of the UPNVJ FH Law Laboratory manual are to:

1. Develop the interest of law faculty students in the legal profession to be pursued.
2. Provide practical legal knowledge, as an effort to improve the skills and proficiency of each law faculty student
3. Prepare the ability of law faculty students to be easier and able to compete in the world of work and can immediately apply their skills and abilities in the world of work.
4. Print professional legal practitioners according to their fields
5. Bringing the good name of the university and faculty in the future

C. Objectives, Vision and Mission of the Faculty of Law UPNVJ

The objectives to be achieved by FH UPNVJ, namely to produce graduates who are superior, professional in the field of law, especially state defense law, have faith and fear of God Almighty and have a national perspective, have leadership and entrepreneurial spirit who are able to compete at the national level in order to support defense. country (fh.upnvj.ac.id, 2020).

Vision:

Realizing a Faculty of Law that is superior, innovative, competitive, has an identity to defend the state, and has international quality in 2035.

Mission

1. Organizing the Tri Dharma of Higher Education with quality in the field of law which produces graduates with leadership spirit and national defense identity and actively participates in national development.
2. Organizing quality, transparent and accountable education management in good faculty governance.

CHAPTER II IMPLEMENTATION OF LEGAL SKILLS

A. Legal Clinic

Legal clinic is one part of the legal skills course, this course teaches students how to make observations or observe the application of law in court. Students observe the procedures or proceedings in the Court starting from the trial of reading the lawsuit, answers, replicas, duplicates, proofs, conclusions, decisions for civil cases; or starting from indictments, exceptions, interim decisions, evidence, demands, pleas, repliks, duplicates, and final decisions for criminal cases.

The observations made were not only limited to the case material being processed in the courtroom, but observations were also made on the ethical behavior of law enforcement officers in the courtroom. The judge who presides over the trial, the clerk of the court arranges the proceedings, the prosecutor in charge of prosecuting the defendant, the lawyer who defends the interests of the client becomes the object of student observation. Rules for court visitors must also be observed properly in order to maintain the course of the trial process.

This course will relate to quasi-judicial courses, whether civil or criminal (moot court), which are conducted in a room that resembles the original trial. Therefore, before conducting a quasi-trial, students must first conduct observations in court or better known as Legal Clinical.

The matters related to the implementation of Legal Clinical activities are as follows:

1. Before Clinical

- a. The implementation of the activities is determined by the time and schedule in detail and has been determined by the accompanying lecturer on the basis of a warrant from the dean or deputy dean of the academic field and is also adjusted to lecture activities.
- b. Students who will carry out legal clinical activities are active students in the final semester, or active students who repeat legal clinical activities in the current year.
- c. Legal Clinical Students are determined by the Head of the Law Laboratory in several groups, each group consisting of 9-10 people. Each person in the group will be placed in several courts for direct observation.
- d. The Law Faculty Laboratory will send a letter of notification of the implementation of the Legal Clinic to the heads of the court where the Legal Clinic is held. (Specifically,

this regulation is required long before implementation will begin, you must actively communicate in order to obtain certainty of licensing to carry out legal clinical activities accompanied by a clear letter that the court accepts students to carry out legal clinical activities).

- e. Students are required to take a briefing before doing legal clinical, which is carried out in the UPNVJ FH auditorium or other adequate place by the Laboratory for one full day so that students get observation material.
- f. Students will be given an activity report book that must be filled out when carrying out activities and using a law faculty alma mater during visits to court.
- g. Information prior to the implementation of Clinical Law activities will be conveyed through Announcement Letters posted on every bulletin board in all law faculties, through law faculty's social media, and through law faculty liaisons who are members of the student force group.

2. At clinical time

In order for the purpose of observation to be achieved properly, the dignity of students and the Faculty of Law UPNVJ is maintained, then when conducting a Legal Clinical in Court, it is obligatory to pay attention to several things as follows:

- a. Good looking, polite, neat and attractive.
- b. Wearing a Law School Alma mater Suit,
- c. On the first clinical day, clinical participating students together with accompanying lecturers should coordinate with the court so that the legal clinical activity process goes well.
- d. Follow the trial carefully and are prohibited from making things that can interfere with the trial.
- e. The trial must be followed for 8 times or 1 week 2 times for one month.
- f. Students are required to fill out a clinical report book on a resume of civil/criminal events that have been followed by the process. Each sheet of the book is signed by the accompanying lecturer.
- g. Students who do Clinical Law in Court will be accompanied and guided by a competent supervisor, so that students can easily carry out the learning process.

- h. During the legal clinical process, students are polite and maintain the ethics and good name of the almamater.
- i. Associate lecturers are authorized to give assessments to students who do legal clinical in court.

3. After Clinical

Each student makes and submits:

- a. Reports that have been filled out by students and signed by the accompanying lecturers are submitted to the assistant lecturers to be submitted to the Law Faculty Laboratory.
- b. Report books as legal clinical documentation, group photos in the courtroom and in front of the court building are collected for the accompanying lecturers. The photos are submitted to the Laboratory in the form of CD (softcopy) and printed photos.
- c. The report book and photos as documentation as well as the list of values are submitted to the Laboratory no later than 1 week after the legal clinical end.
- d. FH UPNVJ, through its legal clinical participants, handed over a certificate of appreciation that had been made based on the fakultas budget funds to the head of the court as a thank you. (optional)

Legal Clinical is conducted at South Jakarta District Court, North Jakarta District Court, West Jakarta District Court, East Jakarta District Court, Central Jakarta District Court (Commerce Court, Industrial Relations Dispute Court), South Jakarta Religious Court, North Jakarta Religious Court, Religious Court West Jakarta, East Jakarta Religious Court, Jakarta State Administrative Court, Corruption Court, and Constitutional Court. Each court is filled by one or several groups.

The output to be achieved from this activity is an increase in student competence in observing and taking positive actions by law enforcers in proceedings in a court.

B. Moot Court

Moot court is a means of learning for law faculty students in practicing procedural law applicable in Indonesia. This activity is an idealized trial, almost like the actual judicial process, the difference lies in every practice carried out in accordance with statutory regulations.

The judicial process is carried out by students taking legal skills courses in the form of criminal justice or civil justice. The practical implementation of this course is carried out in the moot court room belonging to the UPNVJ Faculty of Law at the Yos Sudarso Building, 3rd Floor and 4th Floor.

The room is designed as much as possible to resemble a courtroom in a real court. Each room is equipped with adequate facilities such as tables and chairs for law enforcement and visitors. The robes or gowns of law enforcers, judges' hammers, court protection flags, red and white flags, the Garuda Pancasila symbol, fans or air conditioners, projector screens, LCD projectors, law enforcement tables and chairs, examination chairs, clerks' tables and chairs, and holy book for swearing media.

The trial process as a whole is carried out at every meeting, while students will go through a minimum of 8 or 10 trials which are guided by assistant lecturers from the laboratory.

Prior to conducting the trial, the students will be divided into 3 to 4 groups with approximately 13 people in each group based on the absence of attendance by the lecturer, to prepare case files for trial.

These files are needed to improve student competence in making these files, so that students are able to create relevant case files in accordance with existing cases to meet aspects of the level of professionalism in resolving a case. The files to be made will be made by students in succession from lawsuits to decisions for civil cases, while for criminal cases from indictments to decisions.

The files created will also trigger the creativity level of the students to solve a problem by making observations related to rules that can relieve or burden one party, the use of doctrine in case files, evidence that will be submitted either mitigating or incriminating, and other.

As for the related matters mentioned earlier, the implementation of the activities is carried out as follows:

1. The lecturer will divide the students into 3 to 4 groups with a total of 13-14 members.
2. The list of names is taken based on the order of names contained in the attendance, and the distribution is known directly by the students from the first meeting.
3. Then after being distributed to groups, the lecturer will give a short lecture on the mechanism of civil or criminal justice in court.
4. The lecturer then invites each group to look for interesting cases to make a case file, or if the lecturer has prepared certain cases to be given to students, then students are no longer needed to look for these cases.
5. The case must be developed in groups to make a case file, as follows:
 - a. For civil cases, various case files must be prepared such as special power of attorney, lawsuit, response letter, replica, duplicate, proof (list of written evidence and material for question and answer witnesses), conclusions, and decisions.
 - b. For criminal cases, various case files must be prepared such as special power of attorney, indictment, exceptions, response to exceptions, interlocutory decisions, evidence (written evidence and material for questioning witnesses and defendants), letters of demand, pleadings, repliks, duplicates, final decisions.

For students who take this legal proficiency course, they must pay attention to the following:

1. Before Moot Court

- a. Students are required to have fulfilled the preparation of case files according to the time determined by the lecturer, to carry out quasi-trial.
- b. The entire file has been checked by the lecturer, corrected according to the lecturer's direction, and received approval for trial.
- c. The lecturer will determine the group schedule where all the files have been prepared.
- d. Students are required to wear all the attributes of complete law enforcement that have been provided by the faculty, for parties who are not provided with supporting

clothes to conduct the trial, are expected to prepare neat clothes and support the authority of the roles taken, such as experts, witnesses, clerks, oaths, and others. .

2. During the Moot Court

- a. After knowing the moot trial schedule, each group that will appear first has prepared the dossier in point number 1 letter b, in a bound form.
- b. Students will be accompanied by accompanying lecturers, and assessed according to attendance, individual abilities, group collaboration by the accompanying lecturers.
- c. Students are neatly dressed, wearing shirts, following the directions of point number 1 letter d.
- d. Students participate in and carry out the trial process seriously, wisely and with dignity, and do not do things that interfere with the trial process.
- e. Maintain the conduciveness and facilities of the court room, and have high integrity towards the UPNVJ FH Laboratory.
- f. Students are required to follow the directions, guidance, and educational opinions of the accompanying lecturers.

3. After Moot Court

- a. After students have completed the stages of the Moot Court process, they are required to make an activity report in the form of a civil/criminal case settlement document accompanied by photo documentation of the trial.
- b. submit the file made by the group (case file) to be initialed by the lecturer that has carried out quasi-judicial practice.
- c. The activity report is submitted to the Legal Laboratory in the form of softcopy.

Moot court provides additional learning for UPNVJ FH students to develop themselves, especially the concrete manifestation of procedural law courses. Although it has not been fully achieved, the learning process experienced by students can be sought to understand more about habits in the event. In this case, the laboratory will continue to make every effort to improve and add to the expansion of the field of science for both legal clinical and quasi-judicial. So that in the future students can fully absorb knowledge of all quasi-judicial practices in the field of legal science.

C. Legal Counsel

This activity is an effort to disseminate information and understanding of legal norms and applicable laws and regulations. The purpose of conducting legal counseling is to realize and develop public legal awareness, create a legal culture in the form of an orderly and obedient to legal norms and legislation in force for the sake of upholding the rule of law.

For final semester students, legal counseling is mandatory to complete one of the legal skills courses. Legal counseling is a legal skills course. Courses are conducted off campus using legal materials in several places. The place for legal counseling can be done in schools, community organizations, and/or government organizations).

Before conducting legal counseling activities, there are several things that must be prepared by the laboratory. These are as follows:

1. Determine the place and schedule for the provision of legal counseling activities, usually using an auditorium so that they can provide explanations efficiently.
2. Determine the list of names of students who will take part in legal counseling activities
3. Make an announcement on the implementation of the debriefing and post it on the laboratory notice board or in other places around the UPNVJ Faculty of Law.
4. Organize the debriefing event and prepare administrative completeness for the debriefing as well as for legal counseling activities.
5. Provide other information that develops on every bulletin board around FH UPNVJ or through postings on social media accounts belonging to FH UPNVJ.

Legal counseling activities carried out by students are an annual routine, this is the same as Legal and Judicial Clinical activities. For all final semester students and passing through the stages of legal practice through legal proficiency courses. The things that students must pay attention to in this activity are as follows:

1. Before Counseling

- a. Students are required to attend briefings organized by the law laboratory.
- b. Students search for and determine the location of counseling in the city (DKI Jakarta) or outside the city (Depok, Tangerang, Bogor Regency). Counseling must be carried out in a place that has obtained permission from the Faculty of Law and the Faculty of Law carries out licensing with the party responsible for the area.

- c. For legal counseling in the city, it is carried out by a group consisting of 3 to 5 people, accompanied by an accompanying lecturer who assesses and is in charge.
- d. Students take a letter of application for the willingness to accept the legal counseling team that has been prepared in the law laboratory.
- e. Determine and agree on a schedule for the implementation of legal counseling with the party responsible for the place where the legal counseling will be held (the head of the local RT, or the head of the RW, or the head of the school, the head of the organization, and others).
- f. Return the application letter for willingness contained in point number 1 letter d to the legal laboratory at the specified time.
- g. Take administrative equipment for counseling in the law laboratory on a predetermined schedule.
- h. Prepare extension materials/materials and communicate with accompanying lecturers no later than three days before the scheduled departure.
- i. Has the right to know or propose counseling assistant lecturers to facilitate coordination in extension activities.
- j. Students take part in the procession of releasing counseling participants conducted by the law laboratory with faculty and university leaders.

2. Implementation of Extension

- a. Bring necessary counseling equipment.
- b. Students wear neat clothes accompanied by their university alma mater and identification.
- c. Students must arrive on time to the counseling location with the accompanying lecturer and re-coordinate with the party responsible for the counseling location.
- d. Students deliver counseling materials according to themes that have been determined by the law laboratory. Sharing roles will facilitate the process of delivering counseling materials.
- e. During the counseling process at the location, students are required to be polite, uphold legal and social norms in the environment where the counseling is carried out and maintain the honor of the university, the good name of the faculty, the authority of the accompanying lecturer, and the ethics of each student.

- f. Making assistant lecturers as motivators and not as technical executor of extension.
Respect and treat supervisors as appropriate and do not give "something with a specific purpose" except things that are considered academically normal.

3. After Counseling

- a. Providing souvenirs or awards to the party responsible for the place where the counseling is held.
- b. Make a report on extension activities (certificate, minutes, activity attendance, and photos of documentation).
- c. The report is submitted to the accompanying lecturer and the law laboratory no later than one week after the implementation of the activity.
- d. The accompanying lecturer submits a list of grades for students who carry out legal counseling to the law laboratory

ATTACHMENT

1. Legal Clinical Appendix

STUDENT VISIT REPORT TO COURT

Date and time :
case:
No. case:
Session:
Session Events:

Civil Case

Chief Judge: Member Judge I : Member Judge II: Registrar :	Plaintiff: Defendant : Plaintiff's Attorney: Defendant's Attorney:
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Criminal Case

Chief Judge: Member Judge I : Member Judge II: Registrar :	Public Prosecutor: Legal advisor : Defendant :
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Session Resume

Supervisor's signature:

LAW LABORATORY
FACULTY OF LAW
UNIVERSITAS PEMBANGUNAN NASIONAL VETERAN JAKARTA

Group :

Group Leader :

List of students who observed/visited:

A. STATE COURT :

1. NIM :
2. NIM :
3. NIM :

**B. COMMERCIAL COURT OR INDUSTRIAL RELATIONS SETTLEMENT COURT
IN CENTRAL JAKARTA :**

1. NIM :
2. NIM :
3. NIM :

C. RELIGIOUS COURTS:

1. NIM :
2. NIM :
3. NIM :

D. JAKARTA STATE ADMINISTRATIVE COURT:

1. NIM :
2. NIM :
3. NIM :

E. CONSTITUTIONAL COURT:

1. NIM :
2. NIM :
3. NIM :

2. Moot Court Appendix

POST JURISDICTION REPORT COMPOSITION CIVIL MATTER

VALIDITY SHEET

FOREWORD

LIST OF CONTENTS

- Plaintiff's Special Power of Attorney
- Special Power of Attorney for the Defendant
- Lawsuit
- Reply letter
- Replica
- Duplicate
- Plaintiff's Evidence (List of Plaintiff's Evidence and Witness Question and Answer Material)
- Defendant's Evidence (List of Plaintiff's Evidence and Witness Question and Answer Material)
- Plaintiff's Conclusion
- Defendant's Conclusion
- Copy of decision

CIVIL MATTER APPROVAL SHEET

VALIDITY SHEET

Report on MoU activities at the Faculty of Law, Universitas Pembangunan Nasional Veterans Jakarta on behalf of the group consisting of :

NO.	NAME	NIM	ROLE
1			Chief Judge
2			Member Judge 1
3			Member Judge 2
4			Clerk
5			Officer
6			Legal Counsel P 1
7			Legal Counsel P 2
8			Legal Counsel T 1
9			Legal Counsel T 2
10			Witness P1
11			Witness P2
12			Witness T1
13.			Witness T2

.....,

Known:
Dean of the Faculty of Law

Validated
Head of the Law Laboratory

Dr. H. Abdul Halim, M.Ag.

Dr. Heru Sugiyono, SH., MH.

Group Leader:

.....

POST JURISDICTION REPORT COMPOSITION CRIMINAL THINGS

VALIDITY SHEET

FOREWORD

TABLE OF CONTENTS

- Special Power of Attorney for the Defendant
- Indictment
- Exception (if any)
- Response to the Public Prosecutor's Exception (if any)
- Interim Decision (if any)
- Proof of the Prosecutor (Evidence of the Prosecutor and Witnesses)
- Evidence of the Defendant (Evidence of the Defendant and Witnesses)
- Prosecutors' demands
- Defendant's Pledoi
- Replica
- Duplicate
- Verdict Copy

CRIMINAL CASE APPROVAL SHEET

VALIDITY SHEET

Report on MoU activities at the Faculty of Law, Universitas Pembangunan Nasional Veterans Jakarta on behalf of the group consisting of:

NO.	NAME	NIM	POSITION
1			Chief Judge
2			Member Judge 1
3			Member Judge 2
4			Clerk
5			Officer
6			Public Prosecutor 1
7			Public Prosecutor 2
8			Defendant's Legal
9			Counsel
10			Defendant
11			Public Prosecutor's
12			Witness
13			Public Prosecutor's
14			Witness 2

.....,

Known:
Dean of the Faculty of Law

Validated
Head of the Law Laboratory

Dr. H. Abdul Halim, M.Ag.

Dr. Heru Sugiyono, S.H., MH.

Group Leader :

.....

HOW TO NUMBER POST JURISDICTION REPORTS:

Registration Number:

Criminal Case: No. Reg. /Pid.B/KH-FH/2021/PS.UPNVJ

Civil Case: No. Reg /Pdt.G/KH-FH/2021/PS.UPNVJ

Number of Implementation of the Results of the Trial and Determination of the Appointment of the Panel of Judges:

No. /Pdt-G/KH-FH/2021/PS.UPNVJ

Note: (dots) are filled in according to the number of each group.

POST CIVIL JURISDICTION PROCEDURES

The definition of a civil case is a case concerning disputes between individual interests and individuals or the interests of a government agency with individual interests, for example disputes regarding sale and purchase agreements, leases, acts against the law, defaults and so on.

There are two types of civil cases, namely:

1. Civil dispute, where there are two parties, namely the Plaintiff and the Defendant. In a civil dispute there may be a third party participating in an examination process.
2. An application, where there is only one party, namely the Petitioner, there is no opposing party.

There are several stages in the implementation of civil cases, namely:

A. IMPLEMENTATION OF CLAIMS REGISTRATION

1. The Plaintiff/Legal Prosecutor submits a lawsuit addressed to the Chairman of the Moot Court with several completeness/conditions that must be met, namely a Letter of Application/Lawsuit and a Power of Attorney that has been legalized (if using an Advocate).

Process for making a lawsuit:

- a. The name of the city and the date from which the lawsuit was sent.
 - b. Address of the Head of the Court (State, Religion, Military, Administrative Court, Commerce, and Human Rights) who is authorized to examine civil cases.
 - c. The identity of the parties, namely the plaintiff, the defendant and their proxies (if using power of attorney).
 - d. The allegation (Posita, Fundamentum Petendi), which contains a description of the incident and a description of the law.
 - e. Claims (Petitum) both primary and subsidiary.
 - f. Plaintiff's signature or proxy.
2. The original claim and power of attorney must be approved by the chairman of the pseudo court. After obtaining approval, the Plaintiff/Proxy pays the cost of the lawsuit at the Cashier and obtains proof of receipt of the Claim Letter.
 3. After the lawsuit is registered, the Chairman of the Pseudo Court shall appoint a panel of judges who will examine the case.

4. The judge, with a letter of determination, determines the day and date of the examination of the case and orders the parties to be present on the day that has been determined.
5. The parties are present on a predetermined schedule.

B. IMPLEMENTATION OF THE TRIAL:

FIRST TRIAL (I):

After the judge opens the trial which is declared open to the public, questions are asked about the identity of the parties, the purpose of calling the parties and calling for reconciliation as well as appointing a single judge to make peace (usually given 1 month).

If the parties agree to make peace, the judge decides the case by making a deed of peace. No appeal or cassation is allowed against this decision (Article 130 Paragraph 3 H.I.R.). If peace is not reached, the trial will continue with a lawsuit.

SECOND TRIAL (II):

Submission of the Defendant's Answer (in triplicate) was submitted after the attempts at reconciliation made by the judge were unsuccessful. The defendant's answer which is not the subject of the case is called an exception or denial. Exceptions can be submitted separately before answering the main case and/or together with the main case answers but are submitted before or take precedence over the main case answers.

Exceptions consist of two kinds, namely exceptions concerning absolute power (courts are not authorized to judge) and exceptions concerning relative power (certain courts are not authorized to adjudicate certain cases).

The defendant's answer regarding the subject matter of the case should be made clear, short and contains a direct answer to the subject matter by stating the basic reasons.

The defendant may file a counterclaim (Article 132b H.I.R.) to the plaintiff as long as the examination of evidence and examination of witnesses has not commenced.

THIRD (III) TRIAL:

The Plaintiff submitted a Triple Replic (plaintiff's response to the answer submitted by the defendant).

THE FOURTH (IV) SESSION:

The Defendant submitted a duplicate (the defendant's response to the replik submitted by the plaintiff).

FIFTH COURSE (V):

Evidence from the Plaintiff. The judge asked questions and the defendant continued. Against the witnesses, the judge allowed the Plaintiff to ask questions first.

If the plaintiff fails to prove the arguments that form the basis of his lawsuit, the lawsuit will be rejected.

THE SIXTH (VI) CONTRIBUTION:

Evidence from the Defendant (as opposed to the fifth trial).

SEVENTH (VII) ASSEMBLY:

The parties submit a conclusion (conclusion).

THE EIGHTH (VIII) ASSEMBLY:

The reading of the judge's decision. There are two types of decisions, namely interim decisions and final decisions. The interlocutory verdict known in the H.I.R. is called a provisional decision (a decision handed down in connection with the demands in the main case. Meanwhile, preliminary actions are carried out for the benefit of one party or both parties.

According to its nature, there are three kinds of decisions:

1. Declaratoir decision, is a decision that only explains, confirms a legal situation only.
2. A constitutive decision is a decision that nullifies a legal situation or creates a new legal situation.
3. A condemnatoir decision is a decision that contains a sentence.

POST CRIMINAL JUDICIAL PROCEDURES

On the day of the trial that has been determined by the judge/ panel of judges, the trial of the examination of a criminal case is opened according to the provisions in Articles 152 and 153 of the Criminal Procedure Code, the procedures and sequence are as follows:

A. The judge/ panel of judges enters the courtroom:

1. The first to enter the courtroom are the substitute clerk, the public prosecutor (individual or team), the defendant's legal advisor and the court visitor, each sitting in his seat in accordance with the provisions of the law.
2. As a protocol, the trial is usually carried out by a substitute clerk, who announces that the judge/assessment of judges will enter the courtroom with the words roughly as follows: "The judge/assessment of judges will enter the courtroom, the audience is requested to stand up" (Article 2 of the Minister of Justice No. M.06.UM.01.06 of 1983).
3. All those present in the courtroom stand up to respect the judge/assessment of judges, including the public prosecutor and legal advisors.
4. The Judge/Assembly of Judges enters the courtroom through a special door starting from the one in front of the presiding judge followed by member judges I (Senior) and member judges II (Junior).
5. The Judges/Assemblies of Judges sitting in their respective seats are arranged as follows: The Chief Judge is in the middle, and Member Judge I is on the right side and Member Judge II is on the left.
6. The clerk invites the audience to sit back down.
7. The presiding judge opened the trial with more or less the following words: "The pseudo-court session which examined the criminal case number...(the case number in question)...on behalf of the defendant...on the day...date.... It is declared open and OPEN TO THE PUBLIC", followed by 3 (three) times hammer knock.

B. Summons of the Defendant to enter the courtroom:

1. The presiding judge asked the public prosecutor whether the Defendant was ready to be presented at today's trial. If the public prosecutor cannot present the Defendant at today's trial, then the judge must postpone the trial on the following day which will be determined by ordering the public prosecutor to summon and confront the defendant.

2. If the public prosecutor is ready to present the Defendant, the chairman will order the Defendant to be summoned.
3. The public prosecutor ordered the officers to bring the Defendant into the courtroom.
4. The officer brought the Defendant into the courtroom and invited the Defendant to sit on the examination chair. If the defendant is detained, usually from the court detention room to the court room he is escorted by escort officers, even though the defendant must be brought free (not handcuffed). This is one of the respects for one principle, namely Presantion of Innocence (principle of presumption of innocence).
5. After the Defendant sat on the examination chair, the presiding judge asked the following questions:
 - a. Is the Defendant in good health and ready to be examined?
 - b. Identity of the Defendant (name, age, address, etc.) as referred to in Article 155 Paragraph (1) of the Criminal Procedure Code. Furthermore, the judge reminded the defendant to pay attention to everything he heard and saw in the trial.
 - c. Will the Defendant be accompanied by legal counsel?
 - 1) If the Defendant is not accompanied by a legal advisor, then the judge affirms the Defendant's right to be accompanied by a legal advisor, finally the Defendant is given the opportunity to take a stand regarding whether to go forward alone, submit a request that the court appoint a legal advisor to accompany him for free (Prodeo) or request time to appoint their own legal advisor.
 - 2) If the Defendant is accompanied by a legal advisor, then the judge then asks the legal advisor whether it is true that he or she is acting as the Defendant's legal advisor, then asks for a special power of attorney and a license to practice advocate, after the chairman sees then the chairman shows the member judge regarding the document.

C. Reading of the Indictment, Session I:

1. The presiding judge of the trial asked the Defendant to listen carefully to the reading of the indictment and then to invite the public prosecutor to read the indictment.
2. Knowing the procedure for reading the indictment letter, there are two ways, the first way the prosecutor reads by standing and the second by sitting down, but the first method is used to respect the trial. If the indictment is long, it can be read alternately (in the case of more than one claimant).

3. After reading the indictment, the Defendant's status immediately changes to that of a defendant. The presiding judge then asked the defendant whether he understood what he had been accused of. If the defendant does not understand, the public prosecutor must read it again.

D. Submission of Exception (Objection), Session II:

1. After the defendant has stated that he understands and understands the intent of the indictment, the defendant has the right to file an exception (objection regarding the competence of the court).
2. The judge gives the defendant the opportunity to respond, then a second chance is given to his legal advisor.
3. If the defendant and his legal advisor do not file an exception, the trial will continue at the proof stage.
4. If the defendant/legal advisor is going to file an exception, then the chairman asks the defendant and his legal advisor whether they are ready with the exception?
5. If it turns out that the defendant and his legal advisor are not ready, the judge will give the opportunity to submit a request to the second trial, and the trial will be adjourned to give the defendant and his legal advisor an opportunity.
6. If the exception is ready, the judge invites the defendant/legal advisor to read the exception.
7. The submission of exceptions can be made verbally or in writing.
8. If the exception is written, after being read out, the exception is submitted to the judge and a copy is submitted to the public prosecutor.
9. In the case of reading the indictment, it applies to the defendant in reading the exception.
10. Exceptions can be filed only by legal advisors in the event that the defendant has fully submitted to his legal advisors, it is also possible for both of them to file exceptions according to their respective versions.
11. If both are going to file an exception, the first opportunity is given to their legal advisor.

E. The Public Prosecutor's Response to the Exception, Session III:

After the defendant/legal counsel reads the exception, the presiding judge gives the public prosecutor the opportunity to provide a response to the exception (Replic).

F. Response to the response of the Public Prosecutor, Session IV:

The presiding judge provides an opportunity for the defendant/legal advisor to give a response once again (Duplik).

G. Interim Decision, Session V:

Based on these exceptions and responses, the judge asked for time to consider and draw up an "interim decision".

If the panel of judges is of the opinion that the considerations for deciding the exception are easy/simple, the trial may be suspended for a period of time to determine the interim decision.

There are two kinds of court suspension procedures, namely:

a. Method 1:

The panel of judges left the courtroom to discuss/consider the interlocutory decision in the judge's room, while the public prosecutor, defendant/legal advisor and visitors remained in the courtroom.

b. Method 2:

Judges remain in the courtroom, public prosecutors, legal advisors, and visitors are asked to leave (this method is often used).

If the judge is of the opinion that the deliberations will take some time, then the presiding judge may postpone the trial to consider the interlocutory decision and it will be read out at the next trial.

Reading/pronunciation of interim decision:

1. After the judge revokes, the trial is reopened with the reading/pronunciation of the interim decision.
2. The procedure for reading the interlocutory decision is read out and pronounced by the presiding judge while sitting in his chair, in the event that the interlocutory decision is long, it is possible for the interlocutory decision to be read alternately with the member judge reading the verdict ending with a knock of the hammer 1 (one) time.
3. Interim decisions usually involve 3 possibilities which are broadly as follows:
 - a. The exception of the defendant/legal advisor is accepted, while the examination of the case cannot be continued/must be stopped.
 - b. If the defendant's/legal advisor's exception is rejected, then the trial of the case is continued.

- c. The exception of the accused/new legal counsel can be decided.
4. After the interlocutory decision has been read out, the presiding judge explains as necessary the outline of the contents of the interlocutory decision as well as conveys the rights of the public prosecutor, the defendant/legal advisor to take an attitude of accepting the interlocutory decision or to file a fight.

H. Evidence, Session VI:

Examination with the usual procedure, after the interlocutory decision is read and it turns out that the trial must be continued, then the next stage is the trial of evidence, namely the examination of the evidence.

Based on Article 184 of the Criminal Code, what are included as evidence are: witness statements, expert statements, letters, instructions and statements of the defendant. Meanwhile, the definition of evidence is an item/object that can be used as a means to support evidence, or items that are directly related to a crime, for example items that are the object of the offense, the proceeds of the offense or the tools/means to commit the offense (Al. Wisnubroto, 2002). ;15). In the whole process, the most important thing is the stage/process of proving this, because this evidence will later be used as the basis for the judge's consideration in determining the defendant is guilty or not and as the basis for sentencing.

Before the evidence begins, the judge invites the defendant to sit on the defendant's chair. The proving process and procedure are as follows:

1. Submission of incriminating witness (witness A charge) by the public prosecutor.
 - a. The presiding judge asked the public prosecutor whether he was ready to present witnesses at today's trial.
 - b. When the public prosecutor is ready, the judge immediately orders the public prosecutor to present witnesses one by one to the courtroom (Article 160 of the Criminal Code). According to article 159 of the Criminal Code, the judge previously gave orders to prevent witnesses from contacting each other before giving testimony at trial.
 - c. The first witness presented was the victim's witness, after that there were other witnesses who were related to the case. Bias witnesses from those specified in the letter of delegation and can also be additional witnesses.

2. Procedure for examining witnesses:

- a. the public prosecutor mentions the name of the witness to be examined
- b. the officer brought the witness into the courtroom and invited the witness to sit on the examination chair.
- c. The presiding judge asked the witness about:
 - 1) Witness identity (name, age, address, occupation, etc.)
 - 2) Does the witness know the defendant?
 - 3) Does the witness have a blood relationship with the defendant, does the witness have a husband/wife relationship with the defendant or in what relationship does the witness have a relationship with the victim.
 - 4) The judge asks the witness to be willing to take an oath according to his religion and belief. The procedure for carrying out the oath which is usually carried out in a pseudo court is:
 - I. Witnesses are welcome to stand up
 - II. For those who are Muslim, the witness stands and above his head is placed the holy Koran. For Christians/Catholics, the Ijil (Bible) is read to the left of the witnesses, at the time of pronouncing the oath the left hand is placed on the book and the right hand is raised by raising the index finger (for Catholicism) and a V shape for Christianity.
 - III. Regarding the pronunciation of the oath, it is guided by the chairman of the panel of judges.
 - IV. The pronunciation of the oath for the witness is as follows, "I swear (promise) that I will explain truthfully and nothing but the truth" (source from: the research team/examiner book II, Guidelines for implementing duties and court administration book II, technical development projects justice of the Supreme Court of the Republic of Indonesia, 1997; 166-167).
 - V. For witnesses who are Muslim, pronounce the oath starting with: Wallahi/by Allah", for those who are Catholic and Christian Protestants pronounce the oath (promise) at the end of saying "... may God help me", for witnesses who are Hindu, pronounce it The oath begins with the words "Om atah parama wisesa ...",

for witnesses who are Buddhist, the oath begins with the words "for the sake of Sang Hyang Adi Buddha ..." (Al Wisnu Broto, 2002: 17).

- VI. After taking the oath, the judge invited the witness to sit back down and reminded him to give true information because he was bound by the oath. And provide information based on what he experienced himself, saw for himself and heard for himself.
 - VII. Furthermore, the Judge allowed the Public Prosecutor to ask questions to the witness, and the witness answered based on what he experienced himself, felt for himself and saw for himself.
 - VIII. After the prosecutor considers that he is finished asking questions, the prosecutor returns it to the judge, then the judge invites the legal advisor to ask questions.
 - IX. However, it often happens that judges also ask questions to witnesses, even though this should not be the case because the judge's function is as a referee, not as a player. If the judge comes into play, the logic is very reasonable if the defendant/legal advisor feels cornered by the judge and the public prosecutor.
 - X. After the questions from the public prosecutor and legal advisors are deemed completed, the judge must ask the defendant, "Is the statement given by the witness true? Or any objections?" if the defendant considers it true then there is no need to ask which one is true, but if the defendant says something is not true then the defendant is asked to provide which one is considered incorrect.
 - XI. For subsequent witnesses, the examination is the same as above, the examination of these witnesses is in accordance with the number proposed by the public prosecutor, so all of them must be examined one by one.
 - XII. One important note that must be considered in asking questions is not to ask questions that are entangling, for example "when you commit theft, do you use this tool".
3. Submission of Witness that mitigates (adcharge) by the defendant/his legal advisor.
- a. The examination of mitigating witnesses is also the same in technical terms, namely regarding the identity of the witness, the judge asks the witness whether the witness has a blood relationship with the defendant and so on.

- b. This witness was also sworn in according to his religion and belief that he would give true information that was none other than the truth.
 - c. In terms of asking technical questions the same as the examination of witnesses above.
 - d. One thing that is also the most important thing for the witness to pay attention to is that he must give the truthful information. Therefore, the judge must always remind the witness who is being examined and notify the witness who must be accepted if he gives false information. However, if the witness does not heed the judge's warning and persists in his false statement, the judge shall be the chairman of the trial because of his position, or at the request of the public prosecutor and or the defendant's legal counsel to order the witness to be detained and subsequently prosecuted for false information (article 174 paragraph (2)).
 - e. Furthermore, if there is a false statement by a witness, the clerk shall make an official report signed by the judge stating the reasons for the suspicion that the witness's reason is false, and then submitted to the public prosecutor for further completion according to the applicable law.
 - f. If the defendant and the witness do not speak Indonesian, the presiding judge appoints an interpreter and is asked to promise to give a true explanation. In the event that the defendant and the witness are mute and/or deaf and cannot write, the judge appoints a person who is good at getting along with the defendant as translator.
 - g. After the examination of the witnesses is considered complete, the presiding judge asks the defendant whether what was said in the witness's statement is true, the defendant may answer incorrectly if the witness's statement is not true and answer incorrectly if his statement is wrong.
4. Examination of the Defendant:
- a. After the examination of the witnesses is deemed complete, the judge orders the defendant to sit on the examination chair for examination.
 - b. During the examination of the accused, there is a difference regarding the oath, during the examination of the witness, it is necessary to take an oath, while for the accused, it is not necessary to take an oath.

- c. After the defendant sat on the examination chair, the judge asked if the defendant was in good health and did not suffer from any illness, in order to provide true information and not to complicate the judicial process.
- d. Furthermore, the chairman of the panel of judges begins to ask questions, followed by member judges if necessary, the judge shows evidence to clarify the examination, if the panel of judges is deemed sufficient then the next opportunity is given to the public prosecutor to ask further questions by legal counsel regarding the procedure for examining the defendant the same as when examining the witnesses.
- e. In the event that there are more than one defendant, the examination is carried out one by one in turn. The judge can assess the suitability of each of the defendant's statements.
- f. If the panel of judges, public prosecutors and legal advisors have finished. Then the judge can declare that the entire series of examinations has been completed, then the judge asks the public prosecutor to prepare his demands which will be read out in the trial of charges.

I. Reading of Criminal Charges (Requisitoir), Session VII:

- a. The presiding judge opened the trial and explained that the trial on that day was the reading of criminal charges.
- b. The judge asked the public prosecutor if he was ready to read his charges? If the public prosecutor is ready, the chairman of the panel of judges reminds the defendant to listen carefully to the contents of the charge. The procedure for reading the charges is the same as reading the indictment.
- c. After reading the charges, the judge asks the defendant whether he understands the contents of the charges, if necessary, the judge explains a little about the points of the prosecutor's demands, then the original indictment/indictment is submitted to the panel of judges, and a copy is handed over to the defendant/legal counsel.
- d. The judge asked the defendant and his legal advisor whether to file a defense, if he was going to file, the judge asked the defendant and his legal advisor to prepare it, because it would be read out at the next trial.

J. Reading of the Defense (Pleidooi), Session VIII:

- a. If you are going to file a defense, then in the case of filing a defense the defendant can be verbally or in writing. If submitting it verbally, the defendant is welcome to present

his defense, but in this case the clerk must be active and make a report, besides that the judge must also record the important points of the defense. However, in the event that the defense is submitted in writing, the defendant is welcome to read the defense by standing, after the original file or memorandum of defense is submitted to the panel of judges, a copy of which is submitted to the public prosecutor.

- b. If the defendant has fully surrendered to the legal advisor, then the judge asks the legal advisor whether his defense text is ready? When it is ready, the chairman of the panel of judges invites the legal advisor to read it. Regarding how to read it the same as how to read exceptions.
- c. After the reading of the defense is complete, the original memorandum of defense is then handed over to the chairman of the panel of judges and a copy is handed over to the public prosecutor and the defendant.
- d. Next, the judge asks the public prosecutor whether to submit his response (replic), if it turns out that the public prosecutor will provide his response, the judge gives the opportunity to compile his response to be submitted in the next trial.

K. The Public Prosecutor's Response to the Pledoi (Replic), Session IX:

- a. The judge opened the trial, then asked the public prosecutor whether his response was ready? when ready, the judge invites the public prosecutor to read out his response (replic) the procedure for reading is the same as the procedure for reading the requisitoir.
- b. The next opportunity, the judge asked the legal advisor whether he would also give a response (duplicate) if he was going to submit, then the judge asked if he was ready with his response, then the judge invited the legal advisor to read out his response. The procedure is the same as when reading the defense.
- c. After the first response has been completed, if it is felt that there is still something that needs to be responded to, the judge invites to give the next response (replic and reduplik) the first opportunity is given to the public prosecutor followed by a legal advisor.
- d. When the submission of comments has been completed, the judge asks the public prosecutor and legal advisor if there is anything else that will be submitted during the examination. If not, the judge declares that the examination is considered complete

and then closes the trial and notifies that the next trial will be a hearing for reading the verdict.

L. Reading of Judge's Decision (Vondict), Session X:

- a. The judge's decision is regulated in Article 182 of the Criminal Code paragraph (3) to paragraph (7) which can briefly be explained that the judge in making decisions must be based on the indictment, exception requisitoir, pleidooi and responses. This is done by closed deliberation. In submitting analysis and legal arguments (legal reasoning), the first opportunity is given to junior judges, then the opportunity is given to senior judges and the last opportunity is to the chairman.
- b. In making decisions, always use the majority vote as the result of the decision, except in the case that the above is not achieved, the decision is taken based on considerations that are in favor of the defendant.
- c. Decisions are written in manuscript form and recorded in a special book at the pseudo court and this book is confidential in nature which is often called dissenting opinion.
- d. After the decision is deemed ready to be read out, the order in which the decision is read is as follows:
 - 1) The judge opens the next trial, the defendant is invited to sit on the examination chair, the judge reminds the defendant to listen to the verdict carefully.
 - 2) The judge begins to read the verdict which begins with the word "to judge" and so on. The procedure for reading it is the same as when reading an interim decision.
 - 3) When reading the verdict, starting with the word "judgment", the defendant is invited to stand. After reading the verdict, the judge tapped the hammer 1 time, then the defendant was asked to sit back down.
 - 4) Furthermore, the judge briefly explained the points in his decision to the defendant regarding that the defendant was legally and convincingly proven to have committed a criminal act or was not legally and convincingly proven so that the decision was "criminal or acquitted". As well as asking the attitude of the defendant and his legal advisor. Whether to appeal, think about it, or accept the decision.
 - 5) If the defendant/legal advisor says he is thinking about it, the judge will give him seven days from that day to think about it. However, if the convict declares an appeal, the judge orders the convict to sign a memorandum of appeal.

- 6) If the defendant accepts the decision, then he signs the official report of receiving the decision which has been prepared by the clerk.
- 7) If the panel of judges considers that the entire series of sessions is considered complete, then the chairman of the panel of judges closes the session by saying something like this "the trial is declared closed" with 3 hammer knocks.
- 8) Furthermore, the clerk as a protocol says "the panel of judges will leave the room, the audience is asked to stand" then the panel of judges leaves the room starting with the chairman followed by senior member judges and behind him the junior judges. However, in practice this is often not the case because after the session was closed, the audience had left separately and even the panel of judges was still sitting in their seats.

3. Legal Counseling Appendix

WILLING TO ACCEPT STUDENT TEAM
LEGAL EXPLANATION FACULTY OF LAW
UNIVERSITAS PEMBANGUNAN NASIONAL VETERAN JAKARTA

The undersigned below:

NAME :

POSITION :

SCHOOL/INSTITUTION/ :

AGENCY/GROUP/ INSTITUTION ADDRESS :

.....

NO. PHONE. OFFICE :

NO. MOBILE PHONE :

We hereby state that we are willing to accept the arrival of the Law Counseling Student Team, Faculty of Law, Universitas Pembangunan Nasional Veterans Jakarta to our place on.....date.....at.....located at

This is conveyed, to be understood and implemented.

..... date

Best regards

(.....)

Name, signature and stamp.

GROUP :

PERSONNEL :

1. ACTIVE HP NUMBER :
2. ACTIVE HP NUMBER:
3. ACTIVE HP NUMBER:
4. ACTIVE HP NUMBER:
5. ACTIVE HP NUMBER:

NEWS
IMPLEMENTATION OF LEGAL EXPLANATION ACTIVITIES
FACULTY OF LAW
UNIVERSITAS PEMBANGUNAN NASIONAL VETERAN JAKARTA

On the day.....date.....month.....year.....at.....
..... WIB Legal Counseling activities have taken place in.....
..... with the
attendance of more or lessparticipants, conducted by a group
.....consisting of:

- | | | |
|------------------|-------------------|-------------------|
| 1. Handi | 1910611229 | duty as Moderator |
| 2. Rasman | 1910611117 | duty as Presenter |
| 3. Disa | 1910611235 | duty as Presenter |
| 4. | | |
| 5. | | |

With material on :

Thus, this Minutes is actually made so that it can be used as necessary.

Is known
Head/Principal/
Institution/Agency/ Group
Agency Group (*)

Checked by Supervisor

Leader

LEGAL COUNSELING ATTENTION

DATE AND TIME :

PLACE :

NO	STUDENT NAME	SIGNATURE
1		
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Is known:

Principal/ Head of RT/ Assistant
Head of Institution/ Head of Agency/
Head of Agency

Assistant Lecturer

.....

.....

**Student Files*

LEGAL COUNSELING ATTENTION

DATE AND TIME :

PLACE :

No	Participant Name	Signature
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Is known :
Principal/ Head of RT/
Head of Institution/ Head of Agency/
Head of Agency

.....

**Lecturer Files*

LETTER HEAD OF SCHOOL / INSTITUTION / INSTITUTION
THE PLACE OF LEGAL EDUCATION

LETTER OF STATEMENT
Number:

The undersigned below:

Name:
NIP/ NPA/NIK:
Position:

Explaining that, which is below:

Name:
Work:
NIDN:

It is correct to carry out legal counseling in our Schools/Agencies/Institutions/Regions on:

Date and time:
Time:
The place:
Number of participants:

Counseling material:

“
.....”.

Thus this certificate is issued, to be used as necessary.

Jakarta,.....2021
(Position/Position)

.....
.....

**Lecturer Files*

Law Laboratories, which are located in every law faculty throughout Indonesia, have various functions and uses, and are managed by different divisions. When referring to the KBBI, the meaning of a laboratory is a certain place or room equipped with equipment for conducting experiments. Then according to the KBBI Law is a regulation or custom which is officially considered binding, confirmed by the authorities or the government; laws, regulations, and so on to regulate the social life of the community; standards (rules, provisions) regarding certain events (nature, etc.); decisions made by judges; verdict 1. The definition of reference used is a general term that is known, because the definition of law is very difficult to determine. The law laboratory is considered as the heart of the law faculty in a university throughout Indonesia, it is understood that the law faculty does not only study theory but is expected to be able to apply it in practice in the field. If it is associated with the development of society or changes in society that are so fast, then the law will adapt to changes that occur in society (Coglianese, 2001). Therefore, the presence of a legal laboratory is felt to be able to minimize the gap between *das sollen* and *das sein*. Legal proficiency courses at UPNVJ Faculty of Law consist of Lab. Civil Justice, Lab. Criminal Justice, Civil Court, Criminal Court, Contract Design and Legislation. Apart from that, in 2020 there will be practical courses including Criminal Procedure Law, Civil Procedural Law, State Administrative

Procedure Law, Religious Court Procedural Law, Legal Practice Course. It is hoped that these courses can fulfill the ability of law faculty students to be able to apply each of the knowledge they have learned in real life in the community. As an effort to support this, a legal laboratory is needed that is able to support activities to prepare files for litigation and non-litigation processes, simulations of quasi-judicial trials, drafting contracts and drafting legislation. This book was created as a guide for lecturers and academics who act as managers of the Law Laboratory at the Faculty of Law, Universitas Pembangunan Nasional Veteran Jakarta (here in after referred to as the Law Laboratory of the UPNVJ FH). Through this manual, it is hoped that it will facilitate the process of learning, teaching and community service in developing professionalization in the field of law.



Faculty of Law UPN Veteran Jakarta

Yos Soedarso Building

Jl. RS. Fatmawati Raya, Pondok Labu

Daerah Khusus Ibukota Jakarta 12450