



# PGLA Treasure Law Book Series

## Civil Lawyer's Hand Book

Edition: October, 2025

Authored by Jawaid Farooqi

A Comprehensive Guide for

Interns & Law Startups

Also useful for Practicing Lawyers

 PGLA Publications

**CIVIL LAWYER`S HANDBOOK**  
**A COMPREHENSIVE GUIDE FOR INTERNS & LAW STARTUPS**  
**ALSO USEFUL FOR PRACTICING LAWYERS**

**BY**

**JAWAID FAROOQI**  
**SENIOR ADVOCATE**  
**FORMER DEPUTY ATTORNEY GENERAL**  
**GENERAL SECRETARY 2025**  
**ASSOCIATION OF INTERNATIONAL LAWYERS (SINDH CHAPTER) GLOBAL**  
**PRESIDENT PAKISTAN GLOBAL LAW ACADEMY**

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## FOREWORD

It is with great Honor that I present the foreword to this invaluable handbook, authored by Mr. Jawaid Farooqi, an esteemed senior advocate of the Karachi and Sindh High Court Bar Association. Mr. Farooqi's career, spanning over more than three decades, has established him as a leading legal practitioner and educator in the fields of, inter-alia, property law and civil disputes. As the founder of the Pakistan Global Law Academy commonly known as PGLA, he has played a pivotal role in shaping the careers of numerous young lawyers and professionals, offering them in-depth training across various areas of law. His unwavering commitment to legal education and his contributions to the legal profession in Pakistan make this handbook a vital resource for practitioners and students alike.

As a District & Sessions Judge and currently holding the position of Member Inspection Team-1 at the Hon'ble High Court of Sindh, Karachi, I have had the privilege of witnessing firsthand the complexities of property disputes and civil litigation. The need for clear, concise, and practically oriented legal guidance is paramount for both seasoned professionals and those new to the field. This handbook serves that need exceptionally well.

### Gist of the Handbook

This comprehensive guide delves into the intricacies of property disputes, civil litigation, and resolution mechanisms. The handbook not only offers a theoretical understanding of key laws but also provides practical insights, which are essential for practitioners handling property matters. The laws discussed include the Code of Civil Procedure (CPC), Limitation Act, Succession Act, Specific Relief Act and the Transfer of Property Act, among others. Moreover, it outlines the procedures for filing suits, valuation of disputes, and provides crucial guidance on the documentary evidence required to establish claims in property matters.

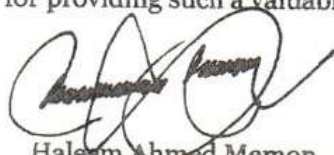
One of the standout features of this handbook is its practical application. It includes case studies, procedural steps, and legal provisions that are critical for young lawyers who are beginning their careers in civil litigation. It also discusses the significance of Alternative Dispute Resolution (ADR), which is gaining prominence in our courts as an efficient mechanism for resolving disputes. Mr. Farooqi wisely suggests substituting the Illegal Dispossession Act and other property disputes with ADR processes, recognizing that the former, being a criminal statute, does not provide civil remedies. This shift toward ADR reflects the evolving landscape of civil litigation in Pakistan and provides young lawyers with the tools to handle disputes more effectively and efficiently.

### Purpose and Usefulness for Young Lawyers and Students

The primary purpose of this handbook is to serve as a practical guide for young lawyers and law students who are navigating the complexities of civil litigation, particularly in the area of property disputes. It lays down the essential legal provisions, case law precedents, and practical advice needed to successfully manage property cases in the courts of Pakistan. By including real-life examples, Mr. Farooqi bridges the gap between academic learning and the day-to-day realities of legal practice.

This handbook will undoubtedly be an invaluable resource for law students as it breaks down complex legal principles into easily understandable language, ensuring that they can grasp the fundamental aspects of civil practice. Additionally, young lawyers will find it to be a reliable reference for filing civil suits, dealing with court procedures, and addressing client concerns effectively. The focus on ADR is particularly timely, given the growing emphasis on resolving disputes outside the courts to avoid prolonged litigation.

In conclusion, Mr. Jawaid Farooqi's handbook rightly termed as a part of PGLA Treasure Law Book Series is a must-read for anyone entering the legal profession. It offers a solid foundation in civil practice and property law, while also equipping practitioners with the knowledge and skills necessary to excel in their careers. I commend Mr. Farooqi for his dedication to advancing legal education and for providing such a valuable resource to the legal community.



Haleem Ahmed Memon  
District & Sessions Judge  
Member Inspection Team-1  
High Court of Sindh, Karachi.

## PREFACE

This handbook aimed to equip user with the knowledge and skills needed to excel in the field of civil law practice. It is delved into various types of property disputes, discussing necessary facts, and exploring the important documents required for filing a civil suit. Providing practical insights and academic references to enhance understanding of a user. Whether user of this handbook is a law startup, a practicing lawyer, a law student or simply interested to gain knowledge about property disputes, it is helpful to all.

Property disputes can be complex and multifaceted, involving a range of legal issues. This handbook has broken down these disputes into manageable modules, allowing a user to grasp the intricacies involved. A user will explore general property disputes, covering the common grounds for disagreement and the legal frameworks.

This Handbook has covered important sections of elementary statutes under which most of the civil litigation takes place, may it be a property dispute among the family members, a succession matter, or a dispute between buyer and a seller of property, a dispute between a landlord and a tenant, a dispute with a stranger or contractual dispute, etc. Including Civil Procedure Code, it covered Specific Relief Act, Transfer of Property Act, Limitation Act, Court Fees Act, Suits Valuation Act, Sindh Rented Premises Ordinance, 1979, Illegal Dispossession Act, 2005, Succession Act, 1925, Muslim Personal Laws, Contract Act, etc. Some of the Statutes relate to Province of Sindh: Sindh Rented Premises Ordinance, 1979, Sindh Letter of Administration and Succession Act, 2021 & Schedule of Court Fees.

This handbook is a need of the hour. It is basically a guide containing maximum details about property disputes, with step by step guidance from preparation, filing and conducting the civil trial. Besides concept of interlocutory applications, it also contained, case studies of sketched stories shown as real disputes.

The user can use it as a quick reference in case of preparation of brief and can study in detail by going through the main statute and case laws. This book is prepared with the aim to equip the member of legal fraternity with necessary information and knowledge that he/she must be aware of while dealing with civil litigation. From understanding property rights to analyzing the legal provision that shape these disputes, this handbook will leave no stone unturned in ensuring the user have a comprehensive understanding.

## ACKNOWLEDGEMENTS

I am thankful to my associates and PGLA Team who helped me to complete this handbook. Special thanks to Mr. Muhammad Asad Raees, who did initial work when he was an advocate. Now he is performing as a Judicial Magistrate and Civil Judge.

I am thankful to Mr. Abdur Razzaq, Advocate High Courts who helped me on critical aspect of this Handbook.

I am also thankful to Mr. Justice (Rtd) Rizwan Ali Dodani, a Former Judge of Federal Shariat Court and a former member of Federal Services Tribunal who read this book thoroughly as a proof reader and given it a status of a Treasure Book for lawyers.

My Special thanks to Mr. Haleem Ahmed Memon, District and Sessions Judge, Member Inspection Team-1 (MIT-1), High Court of Sindh, who spared his valuable time for writing a remarkable foreward.

JAWAID FAROOQI  
SENIOR ADVOCATE  
FORMER DEPUTY ATTORNEY GENERAL  
SECRETARY GENERAL 2025  
ASSOCIATION OF INTERNATIONAL LAWYERS (SINDH CHAPTER) GLOBAL  
PRESIDENT PAKISTAN GLOBAL LAW ACADEMY



## BIOGRAPHY OF THE AUTHOR

**Mr. Jawaid Farooqi**, a Senior Advocate, Former Deputy Attorney General for Pakistan, General Secretary, Association of International Lawyers (Sindh Chapter 2025) Global, President of Pakistan Global Law Academy is a son of one of the top senior lawyers and Professor of Law late Mr. Waheed Farooqi, Advocate Supreme Court of Pakistan.

Mr. Jawaid has been practicing law for the last 33 years who by continuing the legacy of his father achieved a prominence in the field of law. He learnt basics and art of legal profession from his father and acquired prominence among members of the Bar and among Judiciary in early days of his law practice. Since startup lawyer his understanding of law, way of arguments and convincing power was admired by senior lawyers, which made him a distinct lawyer. Within 16 years of his law practice of High Court, he appeared in thousands of cases out of which more than 5000 cases were decided by the Hon`ble Benches of Sindh High Court, out of which a large number of his cases involving important tax and legal issues were reported in law journals of Pakistan. By the year 2010 within 16 years of his law practice, approximately his 100 cases on separate taxation and legal issues and nearly 1500 cases on common taxation issues were reported in law journals of Pakistan.

Mr. Jawaid practiced in most of the fields of law viz; commercial, civil & taxation litigation (Income tax, sales tax & customs laws), banking and corporate laws, shipping, services, labour, arbitration, constitutional etc., He also gained experience in rent and family disputes. He has conducted civil trials in numerous cases. His continuous learning, experience and struggle in the field of law was highly acknowledged and in July 2012, he was appointed as Deputy Attorney General for Pakistan to represent the Federation of Pakistan in high profile cases. Thereafter, he was called for teaching law students of Hamdard School of Law, Dadabhoy School of Law, and Themis School of Law. He organized and conducted numerous seminars, workshops and speech competitions among the law students of Karachi. He was associated with the Federal Board of Revenue, Pakistan for 17 years. He wrote an article on Art of Advocacy which is available on PGLA website. In the year 2010 he delivered lecture in Karachi Tax bar Association. He had also been a Mock Trial Judge in training sessions for tax and corporate officers organized by Karachi Tax Bar Association. In Mock Trials senior lawyers of Karachi Tax Bar demonstrated the trial. Some of his training discussions are also available on at <https://www.youtube.com/@pakistangloballawacademy2931>. He is an international expert trainer on subjects involving international taxation. In September, 2019, he was hired by a UK based training institute to deliver training to bankers in Qatar National Bank, in Doha, Qatar, on the FATF recommendations of CRS and US tax compliances called FATCA. He also conducted training sessions for bankers of Pakistan on Bank`s Role in Tax Administration. He has introduced digital trainings on website of PGLA for trainings via LMS; on the subjects of Legal Drafting and Trial Advocacy in Civil Law, Legal Drafting & Trial Advocacy in Family Laws, Intellectual Property (IP Laws) and Anti Money Laundering. The training sessions are available at <https://www.pgla.com.pk>. It is one of its kind in Pakistan.

**A Recommendation from the Hon`ble Chief Justice, High Court of Sindh,  
Karachi.**

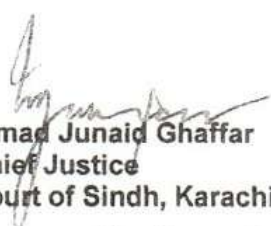
It is with great pleasure and deep professional respect that I have reviewed the Civil Lawyers' Handbook on civil property disputes in Pakistan, authored by the esteemed senior lawyer Mr. Jawaid Farooqi, General Secretary, Association of International Lawyers (Sindh Chapter) Global.

The complexities inherent in property law, particularly in a nation with a rich and layered legal history like Pakistan, often present a formidable challenge to lawyers. While the foundational principles are taught, the practical application and procedural nuances can only be mastered through years of experience. This handbook serves as an invaluable bridge between theory and practice, meticulously dissecting the intricate web of statutes, precedents, and procedural requirements governing property disputes.

It is a singular achievement, a true "milestone" as a comprehensive guide of this nature has long been absent from our legal literature. Mr. Jawaid Farooqi's lucid writing and insightful guidance make the most labyrinthine topics accessible. The work not only clarifies the law but also anticipates the challenges that arise in the courtroom, offering a practical roadmap for resolution.

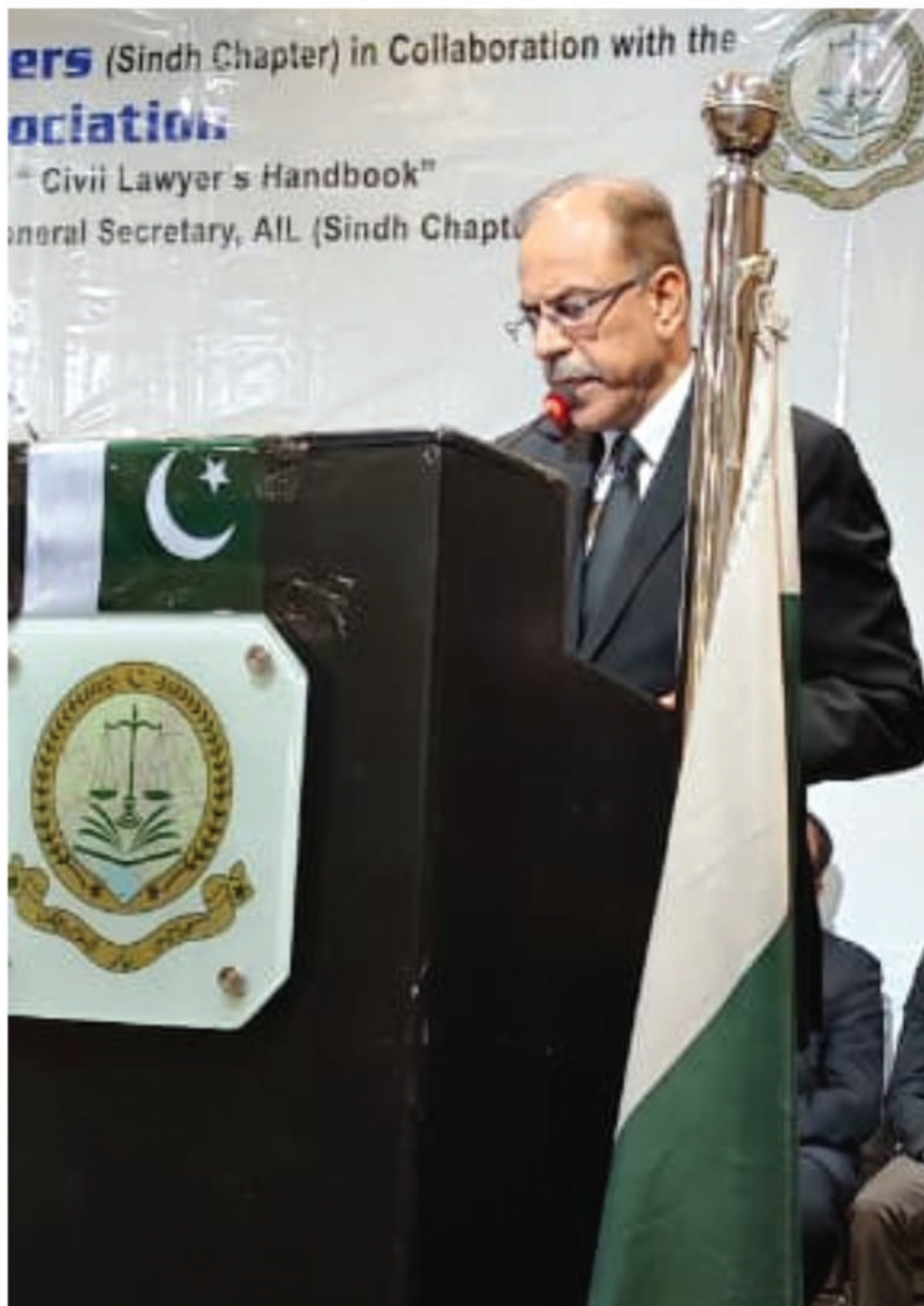
I wholeheartedly recommend this publication to all young lawyers, law students, and specially to recent law graduates who attends Bar Vocational Course regulated by the Sindh Judicial Academy. It is an indispensable resource that will not only expedite their learning but also empower them to navigate the demanding landscape of property litigation with confidence and competence. This handbook is not merely a book to be read; it is a tool to be used, a companion to be consulted, and a foundation upon which a successful legal career can be built.

It is my sincere hope that this work will find its rightful place in every chambers and law library across the nation, guiding the next generation of legal minds.

  
**Muhammad Junaid Ghaffar**  
Chief Justice  
High Court of Sindh, Karachi

3.9.2025

**Hon`ble Chief Justice  
Mr. Justice Muhammad Junaid Ghaffar  
Addressing the Members of Legal Fraternity  
At the Launching Ceremony of  
A Civil Lawyer`s Handbook  
Held on 4<sup>th</sup> September, 2025 at Jinnah Auditorium  
Karachi Bar Association**







## **Review Speech by Mr. Amir Nawaz Waraich, President Karachi Bar Association at the Launching Ceremony of 'A Civil Lawyer's Handbook'**

It is a profound privilege and an immense honor for me to stand before you today, not just as the President of the Karachi Bar Association, but as a fellow lawyer who deeply understands the complexities of our profession. We are here to celebrate a remarkable achievement, a seminal work that I have had the pleasure of reviewing: "A Civil Lawyer's Handbook" Authored by Mr Jawaid Farooqi, Senior Advocate.

In my decades of practice, I have seen many legal texts, but rarely have I encountered a book that combines profound knowledge with such an accessible, readable style. At just 39 pages, this handbook is a masterclass in conciseness and clarity. Mr. Jawaid Farooqi has managed to distill the vast, often intimidating subject of **property disputes in Pakistan** into a digestible and incredibly comprehensive guide. Every essential topic, from the initial cause of action to the final decree, has been meticulously covered.

What truly sets this handbook apart is its dual utility. For the young lawyer stepping into the courtroom for the first time, this is not just a book; it is a mentor. It is a roadmap through the procedural and substantive intricacies of civil litigation, offering practical insights that no law school can teach. It simplifies complex legal principles and gives our budding lawyers the confidence to navigate the real-world challenges of civil practice.

But its value extends beyond our fraternity. Mr. Jawaid Farooqi has crafted this book with such a captivating narrative that it becomes an engrossing read even for a layman. It develops an interest in the reader who is not ready to leave the book for a moment until he has fully read it, and that, my friends, is the mark of a truly great writer. It empowers the average citizen with a clear understanding of their rights and the legal process concerning their most valuable assets—their property. In a nation where property disputes are so common, this book serves as an invaluable tool for public awareness and legal literacy.

I congratulate Mr. Jawaid Farooqi on this exceptional contribution to our legal literature. This is not just a handbook; it is a legacy. It will undoubtedly serve as a guiding light for generations of lawyers and will assist countless citizens in their quest for justice.

Thank you.

**(Amir Nawaz Waraich)  
President  
Karachi Bar Association**





**Review Speech by Mr. Muhammad Ghulam Rehman Korai, Secretary General,  
Karachi Bar Association at the Launching Ceremony of 'A Civil Lawyer's  
Handbook'**

As the General Secretary of the Karachi Bar Association, it is a privilege to stand before you today. Our association is dedicated not only to upholding the law but also to fostering the professional growth and development of our members. It is from this perspective that I had the honor of reviewing "A Civil Lawyer's Handbook," authored by Mr. Jawaid Farooqi, Senior Advocate, a work that perfectly aligns with our mission.

For me, this handbook is more than just a legal text; it is a vital resource. Its 39 pages are a testament to the fact that profound knowledge does not require excessive verbosity. Mr. Jawaid Farooqi has delivered a concise, yet incredibly comprehensive, guide that is a boon for our legal community. I can confidently say that this handbook will become a staple for our newly enrolled lawyers, providing them with the practical knowledge and confidence to navigate the complex landscape of civil property disputes. It is a tool that will directly contribute to their success and, by extension, to the integrity of our profession.

Moreover, the handbook's remarkable accessibility makes it a powerful instrument for public service. By making complex legal information understandable to a layman, Mr. Jawaid Farooqi has contributed to legal literacy in our society. This handbook allows ordinary citizens to understand their rights and the legal avenues available to them, thereby reducing the mystique and fear often associated with the legal process. In a country where property disputes are so prevalent, this is an invaluable contribution that our association fully supports.

On behalf of the Karachi Bar Association, I extend my heartfelt congratulations to Mr. Jawaid Farooqi, for this exceptional and much-needed work. This handbook is a practical asset that will benefit both our members and the wider public for years to come.

Thank you.

**(Muhammad Ghulam Rehman Korai)**  
**General Secretary**  
**Karachi Bar Association**

**Author of A Civil Lawyer's Handbook  
Mr. Jawaid Farooqi, Senior Advocate  
General Secretary  
Association of International Lawyers (Sindh Chapter)  
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