The Civil Procedure Translation Course

The Civil Procedure Property Translation Course ('CPTC') is a new Dutch-English translation course in the field of civil procedure. It consists of an introductory session of 2 hours and 5 sessions of 3½ hours and is aimed, on the one hand, at increasing the student's insight into and knowledge of this area of law and, on the other hand, at translating texts in the field of civil procedure.

The course can also be taken in writing, i.e. by email correspondence. The correspondence course has the same programme as the regular course (except that there is no introductory session).

Learning objectives

The course focuses, first and foremost, on increasing the student's general knowledge of this area of law, as it enables the student to solve the problems he or she faces in practice far more quickly. In addition, the student becomes acquainted with a large number of documents relating to civil procedure. In this way the student learns the relevant terminology and 'standard phrases'.

It also gives an overview of the reference works and other sources of information available to the translator.

Course structure

Introductory session (only in the case of the regular course)	
Session 1	
a.	Discussion of the 'Civil Procedure Survival Kit' − Introduction to civil procedure using the Questionnaire CPTC-1 – discussion of various hand-outs
b.	Translation assignment 1 (D-E)
c.	Translation assignment 2 (D-E)
d.	Translation assignment 3 (D-E) (informal)
Session 2	
a.	Introduction to civil procedure using Questionnaire CPTC-2
b.	Translation assignment 1 (D-E)
c.	Translation assignment 2 (D-E)
d.	Translation assignment 3 (D-E) (informal)
Session 3	
a.	Introduction to civil procedure using Questionnaire CPTC-3
b.	Translation assignment 1 (D-E)
c.	Translation assignment 2 (D-E)
d.	Translation assignment 3 (D-E) (informal)

Session 4	
a.	**Introduction to the civil procedure using the Questionnaire CPTC-3**
b.	**Translation assignment 1 (D-E)**
c.	**Translation assignment 2 (D-E)**
d.	**Translation assignment 3 (informal)**
Session 5	
a.	**Introduction to civil procedure based on Questionnaire CPTC-5**
b.	**Translation assignment 1 (D-E)**
c.	**Translation assignment 2 (D-E)**
d.	**Translation assignment 3 (D-E) (informal)**

Survival Kit CPTC 2018

Black's Law Dictionary, Tenth Edition (Bryan A. Garner, editor in chief) (West Group, 2014)

End, A. van den, *Juridisch-Economisch Lexicon – The Legal and Economic Lexicon* (Zeist: Gateway, 2011) (boek-, E-book of onlineversie)

Garner, Bryan A., *The Winning Brief* (2nd ed.) (OUP, 2004)

Glannon, Joseph W., *Civil Procedure* (Seventh Edition) (Wolters Kluwer Law & Business 2013) [USA]

Grainger, Ian & Michael Fealy, Martin Spencer, *The Civil Procedure Rules Rules in Action* (2nd ed.) (Cavendish Publishing Ltd., 2000)

Hugenholtz/Heemskerk, *Hoofdlijnen van Nederlands Burgerlijk Procesrecht* (24 th ed.) (Convoy Uitgevers BV, 2015) (ISBN 9789491725548)

Ingman, Terence, *The English Legal Process* (13th ed.) (OUP, 2010)

Jolowicz, J.A., *On Civil Procedure* (Series: Cambridge Studies in International and Comparative Law, No. 13) (Cambridge University Press, 2000) [UK]

Jongbloed, A.W., *Naar een Europees executie- en beslagrecht* (Uitgeverij Paris, 2013)

Loonstra, C.J., *Hoofdlijnen Nederlands recht* (11th ed.) (Noordhoff Uitgevers, 2014)

Martin, E.A., *A Dictionary of Law* (7th ed.) (Oxford University Press, 2009) [also online!]

Modellen voor de rechtspraktijk, hoofdred. mr. Hen k Snijders (loose leaf; 7 parts) (Wolters Kluwer 1947-2018) [also online!]

Oudelaar, H., *Executierecht* (Studiereeks burgerlijk procesrecht) (Kluwer 2003)

Rose, William M., *Pleadings without Tears – A Guide to Legal Drafting under the Civil Procedure Rules* (7th ed.) (OUP, 2007)

Schaafsma-Beversluis, E.L. *Boom Basics Burgerlijk procesrecht* (Boom Juridische Uitgevers, 2014)

Sime, Stuart, *A Practical Approach to Civil Procedure* (19th Edition) (OUP Oxford, 2016) (ISBN-13: 978-0198747673)

Snijders, Henk, *Inleiding Nederlands burgerlijk procesrecht* (6th ed.) (Wolters Kluwer, 2011)

Snijders, Henk, C.J.M. Klaassen en G.J. Meijer, *Nederlands burgerlijk procesrecht* (5th ed.) (Kluwer 2011)

Stein, H.A., *Beslag- en executierecht in de (dagelijkse) praktijk* (3th ed.) (Brave New Books, 2016)

Stein, P.A. en A.S. Rueb, *Compendium van het Burgerlijk Procesrecht* (20e druk) (Wolters Kluwer, 2015) (Paperback, 577 pag.) (ISBN 9789013129083)

Timmermans, J.P.H., en N.H.P.G. Sommers, *Praktisch Burgerlijk Procesrecht* (3th ed.) (Noordhoff Uitgevers, 2014)

Where and when

The regular CPTC is currently not scheduled. As soon as it is scheduled, the dates will be listed on this website. (The regular course can also be organised on request if at least two participants enrol together. In that case, the dates may be fixed by mutual agreement.)

The vacation schedule of the North Netherlands region is observed.

The correspondence course can be started at any time (with the proviso that the vacation schedule of the region of the Northern Netherlands is observed). The starting date of the written course is the first Thursday (which is not a vacation period) after completion of the paperwork formalities (submission and receipt of the enrolment form, transfer and receipt of the enrolment fee, confirmation of enrolment and transfer/receipt of the course fee).

In the correspondence course, the student must submit the theoretical and translation assignments by email. The next week they will be returned with comments and suggestions. Any additional questions may also be submitted by email. The model translations and other teaching materials are sent to the distance learner by email. Those who wish to enrol for the correspondence version must indicate this on the enrolment form under 'name of the course'.

As far as the pace of the course is concerned: precisely because many 'distance students' have busy work elsewhere, a structure has been chosen in which the student can determine his or her own pace if he or she so wishes. This means that it is not a problem if the student does not manage to submit an assignment every week. An extension is permitted. However,

the rule is that the course programme (5 assignments) must in any case be completed within 15 weeks (excluding vacation periods). If the programme is not completed within these 15 weeks, the remainder of the course may be paid for at a proportionate additional fee.

Certificate & PE points

There is no examination attached to the course; the successful student receives a certificate and (if applicable to the relevant student) a statement for the award of PE points by the Bureau WBTV.

The regular course qualifies for 57 PE points. The correspondence course qualifies for 35 PE points.

Course fee

The regular course costs EUR 550. The correspondence course costs EUR 400 and is subject to the same enrolment and payment conditions as the regular course. Those who wish to enrol for the correspondence course must indicate this on the enrolment form with the 'name of the course'.

The course fee includes the study material to be provided during the course; textbooks will be at the student's expense.

Enrolment

If you wish, you can enrol for the regular IPTC course during the introductory session/information evening mentioned above, but you can already book a place now by returning the completed enrolment form upon transferring the enrolment fee of EUR 50; the latter may be wise because of the limited number of students that can be admitted to the regular course.

You can enrol for the correspondence course at any time (with the proviso that the vacation schedule for the region of the Northern Netherlands region is observed).

N.B.1 If you need additional information or if you would like to make an appointment for a personal introductory interview, you can contact us by telephone.

N.B.2 In addition to the regular and correspondence courses in the field of civil procedure, we can also provide customised courses or private lessons in this field!