

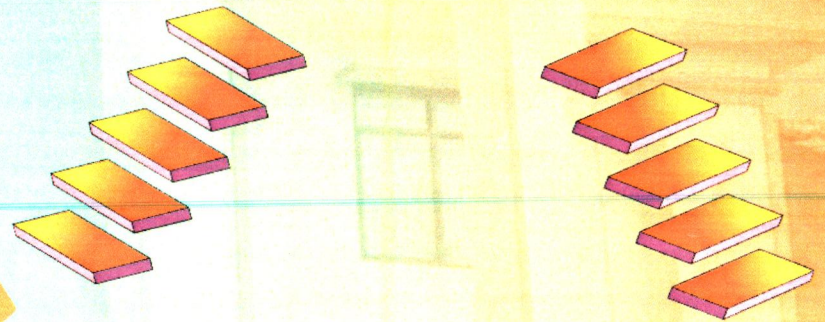


2024

# PROGRAM KERJA



PTA Bandar Lampung



**BerAKHLAK** # bangga melayani bangsa  
Berorientasi Pelayanan Akuntabel Kompeten Harmonis Loyal Adaptif Kolaboratif



[pta-bandarlampung.go.id](http://pta-bandarlampung.go.id)



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Pengadilan Tinggi Agama Balam



Pengadilan Tinggi Agama Bandar Lampung

**PROGRAM KERJA**  
**PENGADILAN TINGGI AGAMA BANDAR LAMPUNG TAHUN 2024**

NO	SASARAN	KEBIJAKAN	PROGRAM	KEGIATAN	JADWAL WAKTU												PNG JAWAB	PENDANAAN		
					1	2	3	4	5	6	7	8	9	10	11	12				
A.	<b>BIDANG MANAJEMEN PERADILAN DAN KEBIJAKAN PIMPINAN</b>  1. Terwujudnya Proses Peradilan yang Pasti, Transparan dan Akuntabel.	- Menyelenggarakan peradilan secara sederhana, cepat, biaya ringan, efektif, efisien dan transparan.	1. Menyelesaikan perkara yang diterima dengan target 100 %	1. Menerima, memeriksa, memutus, dan menyelesaikan perkara.	X	X				X	X	X	X	X			X	Ketua/Hkm	Biaya proses	
				2. Meningkatkan frekuensi dan efektifitas persidangan.	X	X				X	X	X	X	X	X			X	Ketua/Hkm	Biaya proses
				3. Minutasi berkas perkara tepat waktu dan dokumentasi elektronik.	X	X				X	X	X	X	X	X			X	Ketua/Hkm	Biaya proses
				4. Mengirim Salinan Putusan dan Dokumen Elektronik serta bundel A kepada PA Pengaju.	X	X				X	X	X	X	X	X			X	Panitera	Biaya proses
			2. Memberikan informasi proses peradilan, secara terbuka.	1. Memberdayakan Tim Pengelola Website.	X	X				X	X	X	X	X			X	Ketua		
				2. Menyediakan data perkara dan proses penyelesaian perkara di Meja Informasi.	X	X				X	X	X	X	X			X	Panitera		
				3. Memberikan informasi peradilan kepada instansi vertikal dan instansi lain, serta masyarakat oleh Petugas Meja Informasi.	X	X				X	X	X	X	X			X	Humas		
				4. Mengumumkan putusan yang telah dianonimisasi untuk dimuat di website PTA, Bandar Lampung, SIPP dan Direktori Putusan Mahkamah Agung.	X	X				X	X	X	X	X			X	Panitera		
				5. Menyiapkan database perkara secara online.	X	X				X	X	X	X	X			X	Panitera		
				6. Memberikan informasi proses penyelesaian perkara melalui TV Media Center.	X	X				X	X	X	X	X			X	Panitera		
			3. Memberikan pertimbangan hukum kepada instansi pemerintah.	- Melayani permintaan pertimbangan hukum Islam dari instansi pemerintah yang memerlukan.	X	X				X	X	X	X	X			X	Ketua		
				4. Index responden Pengadilan Tingkat Pertama yang puas terhadap layanan Pengadilan Tingkat Banding	X	X				X	X	X	X	X			X	Ketua		
B.	<b>BIDANG KEPANITERAAN</b>  Peningkatan efektifitas pengelolaan penyelesaian perkara	- Menyelenggarakan pengelolaan administrasi perkara secara benar, tertib, efektif dan efisien sesuai dengan pola bindalmin.	1. Menyelenggarakan pendaftaran perkara secara tertib dan efisien sesuai dengan pola Bindalmin.	1. Menunjuk Petugas Meja I, Kasir, Meja II (Resinet) dan Meja III ( Arsip).	X	X				X	X	X	X	X			X	Panitera		
				2. Melakukan pendaftaran perkara dan pengisian buku register perkara secara benar, tertib, cermat dan rapih.	X	X				X	X	X	X	X			X	Panitera		
				3. Memproses administrasi perkara sejak diterima sampai dengan diputus.	X	X				X	X	X	X	X			X	Panitera		
				1. Mengadakan map berkas perkara.	X	X				X	X	X	X	X			X	Panitera		
2. Mengupayakan tersedianya kelengkapan sarana administrasi peradilan secara elektronik	2. Mengadakan buku agenda sidang	X	X				X	X	X	X	X			X	Panitera					
	3. Menyiapkan Instrumen Amar Putusan.	X	X				X	X	X	X	X			X	Panitera					
	4. Melengkapi sarana dan prasarana penyajian data statistik perkara serta sarana kepaniteraan lainnya.	X	X				X	X	X	X	X			X	Panitera					
3. Menyelenggarakan pengelolaan keuangan perkara secara benar, transparan, dan akuntabel.	1. Melakukan pembukuan penerimaan dan pengeluaran biaya perkara secara benar dan tertib.	X	X				X	X	X	X	X			X	Panitera					
	2. Mempertanggungjawabkan keuangan perkara.	X	X				X	X	X	X	X			X	Panitera					

			<p>4. Menyelenggarakan pelaporan perkara.</p>	<p>1. Melakukan monitoring dan validasi Laporan Perkara Bulanan PA melalui Kinsatker Badilag yaitu  a. RK 1, RK 2, RK 3, RK 4, RK 5, RK 6, RK 7, RK 8, RK 9, RK 10, RK 11 dan RK 12  b. Layanan Informasi  c. Layanan Pengaduan  d. Realisasi:  - Sidang di luar gedung  - Prodeo  - Posbakum  - Sidang Terpadu  e. Pagu DIPA 04</p> <p>2. Melakukan monitoring laporan triwulan melalui Kinsatker Badilag  a. Laporan Tingkat Pertama  b. PTSP Tingkat Pertama  c. Penghargaan  d. Dekorasi Ruang Sidang  e. Zona Integritas</p> <p>3. Melakukan monitoring laporan tahunan melalui Kinsatker Badilag  a. Rekapitulasi Perkara Tingkat Pertama  b. Rekapitulasi Perkara Tingkat Banding  c. Rekapitulasi Data Eksekusi  d. Rekapitulasi Data Perkara E-Court  e. Rekapitulasi Data Mediasi  f. Rekapitulasi Data Penyebab Cerai Tahun 2023</p>	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
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