**COURT OFFICE SERVICES PROGRAM**

**WORDLIST**

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| **No.** | **Word** | **Part of Speech** | **Definition** | **Example Sentence** |
| 1 | Court | Noun | The place where legal cases are heard and decided | The **court** handles many cases every day. |
| 2 | Judge | Noun | A person who has the authority to make legal decisions. | The **judge** listens to all the lawyers in the courtroom. |
| 3 | Lawyer | Noun | A person who represents clients in legal matters. | A **lawyer** helps people with legal problems. |
| 4 | Defendant | Noun | A person accused in a legal case. | The **defendant** stands in front of the judge. |
| 5 | Plaintiff | Noun | A person who brings a case against another in a court of law. | The **plaintiff** files a complaint against the company. |
| 6 | Case File | Noun | A collection of documents related to a legal case. | The court clerk keeps all **case files** in the office. |
| 7 | Legal Document | Noun | An official paper related to legal matters. | A lawyer prepares **legal documents** for a trial. |
| 8 | Subpoena | Noun | A legal order requiring someone to appear in court. | The court sends a **subpoena** to the witness. |
| 9 | Witness | Noun | A person who gives testimony in court. | A **witness** answers questions in court. |
| 10 | Verdict | Noun | The final decision in a trial. | The judge gives the **verdict** after the trial. |
| 11 | Hearing | Noun | A legal meeting in court before a final decision. | The court holds a **hearing** before the final decision. |
| 12 | Fine | Noun | A monetary penalty ordered by a court. | The driver pays a **fine** for breaking the law. |
| 13 | Sentence | Noun | The punishment given to a guilty person. | The judge gives a **sentence** to the criminal. |
| 14 | Court Clerk | Noun | A person responsible for organizing court documents. | The **court clerk** files all the legal documents. |
| 15 | Evidence | Noun | Information or objects used to prove something in a case. | The police collect **evidence** for the trial. |
| 16 | Oath | Noun | A formal promise to tell the truth in court. | A witness takes an **oath** before speaking. |
| 17 | Appeal | Noun / Verb | A request for a higher court to review a decision. | A lawyer **appeals** when the client is unhappy with the verdict. |
| 18 | Defendant’s Rights | Noun | The legal protections given to an accused person. | The court protects the **defendant’s rights** during the trial. |
| 19 | Bail | Noun | Money paid for the temporary release of an accused person. | The defendant pays **bail** to stay out of jail before the trial. |
| 20 | Notary | Noun | A legal official who certifies documents. | A **notary** checks and signs important legal papers. |