



Proofreading in the Legal Environment

Glossary of Terminology

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Along with general documentation (eg letters, information sheets) you may also be required to proofread legal documents. The types of legal document you may encounter are listed below together with the terminology most commonly used in those documents.

Level 2 and Level 3

Legal Document	What is it?	Terminology used
Brief to Counsel	Asks a barrister to represent a defendant in court	<ul style="list-style-type: none">• actus reus• charge sheet• committal papers• counsel• defendant• indictment• mens rea• Regina• representation order• statement
Statement	Written statement of facts	<ul style="list-style-type: none">• belief• evidence• knowledge• liable• prosecution
Sworn Statement	Written statement of facts the Applicant knows to be true	<ul style="list-style-type: none">• affidavit• applicant• Commissioner for Oaths• court• herewith• honourable• injunction• oath• protection• respondent• solicitor
Codicil	A document which amends, or adds to, an existing Will	<ul style="list-style-type: none">• aforesaid• bequeathed• confirm• hereinbefore• hereunto• presence• revoke• Will
Will	Declaration by a testator made in writing concerning the disposition of property after death	<ul style="list-style-type: none">• bequeath• devise• dispositions• estate

Legal Document	What is it?	Terminology used
		<ul style="list-style-type: none"> • executor (male) • executrix (female) • hereby • hereinafter • hereunto • predecease • presence • residuary • residue • revoke • testament • testamentary • thereout • trustee • whatsoever • wheresoever
Particulars of Claim	If the Claimant's claim is too long or complicated to fit on the Claim Form N1	<ul style="list-style-type: none"> • claimant • defendant • issue • judgment • negligently
Defence	The Defendant's answer to the allegations of the Claimant	<ul style="list-style-type: none"> • allegation • authorised • claimant • defence • defendant • herein • indebted • negligence • solicitor
Change of name	Deed drawn up to change someone's name	<ul style="list-style-type: none"> • abandon • absolutely • aforesaid • deed • designate • hereafter • hereby • hereinafter • hereof • hereunto • lieu • pursuance • relinquish • renounce • substitution • thereof

Legal Document	What is it?	Terminology used
		<ul style="list-style-type: none"> • whatsoever • whereof • witnesseth

Level 3 only

Legal Document	What is it?	Terminology used
Deed of Gift	Deed drawn up to give someone a gift	<ul style="list-style-type: none"> • desirous • donee • donor • encumbrances • fee simple • fee simple absolute • hereby • hereinafter • hereto • hereunto • whereas • witnesseth
Articles of Association	Document setting out the aims of the company	<ul style="list-style-type: none"> • furtherance • proxy • quorum • transacted
Partnership Agreement	A contract between two or more persons carrying on a joint business venture	<ul style="list-style-type: none"> • contemporaneous • deed • hereafter • hereby • supersedes • waiver