

### Glossary of commonly used words in family proceedings

Adjourn / Adjournment	Where the case, or a hearing, is directed to take place or continue at a later time (which might be on the same day or another day)
Allegation	A claim that someone has done something wrong
Applicant	The name given to someone who is asking the court for a court order
Application	How a person asks the court to do something
Bundle	A bundle of court documents, contained in a file, which contains the following: Section A: Applications, Section B: Orders, Section C: Statements, Section D: Cafcass safeguarding letter, analyses and any expert reports, and Section E: Police, medical, other documents
Cafcass	Cafcass stands for the 'Children and Family Court Advisory and Support Service'. Cafcass is independent of the courts, social services, education and health authorities and all similar agencies. CAF/CASS workers (sometimes called 'Family Court Advisors' or 'officers') are specialist social workers who help the court by making safeguarding checks, helping parties at FHDRA to consider solutions and if necessary writing reports for the Court.
Child Arrangements Order	This is an order which will set out arrangements relating to (a) with whom a child is to live, spend time or otherwise have contact, and (b) when a child is to live, spend time or otherwise have contact with any other person.
Expert evidence	Evidence and opinions provided by someone with special skills and knowledge (but, for these purposes, does not refer to a social worker employed by, and giving evidence on behalf of, a local authority who is a party to the case). For example, hair strand testing for substances is considered expert evidence.
Fact finding hearing	A court hearing set up for the court to decide on issues of fact or allegations which are in dispute.
File	This means to send / deliver to the court office
FPR	Family Procedure Rules 2010; the rules of court which govern family cases.

Hearing	The name given to a meeting or court appointment with a judge or magistrate
Indirect contact	Any contact which is not face-to-face (for example, letters, birthday cards, phone calls).
Interim contact	Contact that takes place between the first court hearing and the final hearing
Judge	Where the term 'Judge' is used, this refers to any judge of the Family Court including lay justices (magistrates) and judges of the High Court
Judgment	The decision of the Judge, and the reasons why the decision has been made
Litigant in Person or 'LIP'	This is the name given to a person in court proceedings who does not have a lawyer
McKenzie Friend	A friend or other person who can help you prepare your case and go to court with you to give you support and take notes
Part-heard	Means a hearing which has started but which has not been finished within the day, and then continues on another day
Party	Someone involved in the court proceedings - either the person who has made the application, or the person(s) against whom the application has been made.
Practice Direction	This is a document which sets out good practice in supporting the FPR (Family Procedure Rules) or other Rules (see above) and /or may contain provisions which could otherwise be contained in rules of court and have same effect as rules
Private family law/ private law	Family disputes between individuals about arrangements for children
Respondent(s)	This is the name given to the person or people who receive the court application
Review	To look at something again
Rule 16.4 children's Guardian	A person (usually a specialist social worker) appointed by the court to look after the interests of a child in the case
Safeguarding	Making sure that people are safe
Section 7 report	A welfare report, prepared under section 7 of the Children Act 1989; the report will be on such matters relating to the welfare of that child as are required to be dealt with in the report; the report may be in writing or oral.
Serve	Delivery of court documents
Statement or Witness statement	A document setting out what you want to say to the Judge about the case. You should sign it and date it. What you say in the statement must be true.

Undertaking	A solemn promise to the court to do, or not do, something
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