

Name: _____ Date: _____



Inside the Courtroom: Rules and Words

Courts have special rules to make sure that every case is fair. These rules explain how the court process works — for example, how much time people have to send papers, what documents they must prepare, and how they can ask the court to review a decision. Record Keeping and Document Management are very important because all information must be written, stored, and checked carefully. In court, there are many legal words that students need to know. A case is a legal problem that people bring to court. The first document in a case is called a complaint, which tells the court what happened. The person who starts the case is the plaintiff, and the person who must answer the complaint is the defendant. The defendant writes an answer and may receive a summons, which tells them to come to court. During a trial, lawyers ask questions and show information to the court. Examination means asking questions to your own witness, and cross-examination means asking questions to the other side's witness. The jury listens and decides who is telling the truth. Evidence can be documents, records, or other objects called exhibits that help explain what really happened. When dealing with sensitive papers, confidentiality must always be protected. If a person cannot come to court, they can give a deposition. This means they answer questions before the trial, and their answers are written in a transcript. At the end of the trial, the lawyers give a closing argument, where they explain what they think the evidence shows. The prosecutor and judge make sure that the trial follows the law. After hearing everything, the jury has a meeting called deliberations to decide the result. The judge gives jury instructions, which are rules about the law. If the jury decides that the defendant did not commit the crime, this is called an acquittal. If someone is not satisfied with the judgment, they can appeal to a higher court to check if there was a mistake. This process needs a registry of court information, contracts, and forms with a signature. In some cases, like bankruptcy, the debtor (who owes money) and the creditor (who is owed money) go to court. The court may order seizure or attachment of property to pay debts. These examples show that legal procedures, paperwork, and record management are all very important in the justice system.

Summary

- How courts work and the main rules that ensure fairness in legal cases.

- It introduces important legal terms such as plaintiff, defendant, complaint, evidence, and appeal.
- It also highlights the importance of record keeping, document management, and confidentiality in the justice system.

Name: _____ Date: _____



Multiple Choice Questions

Answer the following multiple choice questions about the reading.

Comprehension

1. What do you call the paper that starts a case?

- A. Deposition
- B. Summons
- C. Answer
- D. Complaint

Comprehension

2. What is it called when lawyers ask questions to the other side's witness?

- A. Deliberations
- B. Cross-examination
- C. Examination
- D. Closing argument

Comprehension

3. What happens if the jury thinks the person did not do the crime?

- A. Seizure
- B. Acquittal
- C. Attachment
- D. Appeal

Comprehension

4. According to the text, what is the purpose of jury instructions?

- A. Arguments given by lawyers at the end of the trial.
- B. Rules about the law given by the judge.
- C. A written record of questions and answers before the trial.
- D. A meeting where the jury decides the result.

Comprehension

5. According to the text, what is the role of the 'defendant' in a court case?

- A. The person who must answer the complaint.
- B. The person who owes money in a bankruptcy case.
- C. The person who is owed money in a bankruptcy case.
- D. The person who starts the case.

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Vocabulary Matching

Instructions: For each term, draw a line connecting it to its definition.

Term	Line Connecting Term to Definition	Definition
Court Decision		The person who must answer a complaint in court.
Registry		A written agreement between people.
Deliberations		Asking a higher court to review a decision.
Creditor		A paper with spaces to fill in information.
Record Keeping		Keeping track of important information by writing it down or saving it on a computer.
Plaintiff		An order to appear in court.
Bankruptcy		A written copy of something that was said.
Document Management		A legal problem brought to court.
Appeal		A legal process for people or companies who cannot pay their debts.
Summons		Organizing and controlling documents to make sure they are easy to find and use.
Judgment		An official decision made by a court.
Defendant		A person or company that owes money to someone else.
Debtor		A person or company that is owed money by someone else.
Transcript		Documents or objects used to prove a case.
Form		An official list or record of things.
Evidence		The person who starts a case in court.
Contract		The jury's meeting to decide the result of a trial.

Case	The final ruling or judgment made by a judge or court.
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