

**Division: Law**

**Specialization: private Law**

**( Second Year)**

## **Key Civil and Administrative Procedure Terminologies with Definitions**

1. **Civil Procedure**  
*The set of rules governing the process for civil lawsuits in courts.*
2. **Administrative Procedure**  
*Legal rules and processes that govern the activities of administrative agencies.*
3. **Jurisdiction**  
*The legal authority of a court to hear and decide a case.*
4. **Competent Court**  
*A court that has the legal authority to hear a specific type of case.*
5. **Plaintiff**  
*The party who initiates a lawsuit before a court.*
6. **Defendant**  
*The party against whom a lawsuit is filed.*
7. **Statement of Claim / Complaint**  
*The formal written document submitted by the plaintiff to start legal proceedings.*
8. **Summons**  
*A legal document notifying the defendant that a case has been filed and requiring them to appear in court.*
9. **Service of Process**  
*The official delivery of legal documents to a party in a case.*
10. **Preliminary Hearing**  
*A hearing before the trial to clarify issues and possibly resolve the case early.*
11. **Evidence**  
*Information presented in court to prove or disprove facts at issue.*
12. **Burden of Proof**  
*The obligation to prove one's assertion in a legal case.*
13. **Judgment**  
*The final decision of a court regarding the rights and claims of the parties.*
14. **Appeal**  
*A request made to a higher court to review and change the decision of a lower court.*
15. **Final Judgment**  
*A court's decision that fully resolves the case and is binding unless appealed.*

**16. Enforcement of Judgment**

*Legal actions taken to ensure compliance with a court decision.*

**17. Injunction**

*A court order requiring a party to do or to refrain from doing a specific act.*

**18. Default Judgment**

*A judgment entered against a party who fails to appear or respond to a legal action.*

**19. Court Clerk**

*An officer of the court responsible for maintaining court records and assisting with administrative duties.*

**20. Amicable Settlement**

*A resolution of a dispute agreed upon by both parties without a trial.*

**21. Cassation Appeal**

*A legal challenge to a judgment before the Supreme Court based on legal errors.*

**22. Public Administration**

*Government agencies subject to administrative procedures and judicial review.*

**23. Judicial Review**

*The process by which courts examine the actions of public authorities to ensure legality.*

**24. Interlocutory Decision**

*A temporary or intermediate ruling made by a court during the course of a trial.*

**25. Procedural Nullity**

*The invalidity of a legal act due to failure to follow procedural rules.*