

# Glossary

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Here are a few special words that are useful for you to understand. They may also be used by other professionals or in the court.

<b><i>Accused</i></b>	The person or people who are thought to have committed a crime, but it has not yet been proven in a court of law.
<b><i>Acquittal</i></b>	When the court process is called off and the accused is free to go.
<b><i>Appeal</i></b>	Apply to a higher court for a reversal of the decision of a lower court.
<b><i>Bail</i></b>	The temporary release of an accused person awaiting trial, sometimes on condition that a sum of money is lodged to guarantee their appearance in court.
<b><i>Beneficiaries</i></b>	A person who derives advantage from something, especially a trust, will, or life insurance policy.
<b><i>Bereavement</i></b>	Having lost a person that you were close to.
<b><i>Birth certificate</i></b>	An official document issued to record a person's birth and identify them by name, place, date of birth, and parentage.

<b>Civil Action</b>	If you are dissatisfied with an acquittal verdict you can raise a civil action against the acquitted person.
<b>Code of Conduct</b>	A set of rules or promises that a group of people agree to uphold.
<b>Cohabiting</b>	Living together.
<b>Commemoration</b>	A ceremony or celebration in which a person or event is remembered.
<b>Compensation</b>	Something, typically money, awarded to someone in recognition of loss, suffering, or injury.
<b>Conjecture</b>	An opinion or conclusion formed on the basis of incomplete information.
<b>Consent</b>	Permission for something to happen or agreement to do something.
<b>Contribute</b>	Give (something, especially money) in order to help achieve or provide something.
<b>Convicted</b>	Having been declared guilty of a criminal offence by the verdict of a jury or the decision of a judge.
<b>Council tax</b>	Money paid to the council to upkeep public services.

**Counselling** The provision of professional assistance and guidance in resolving personal or psychological problems.

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**Court** A body of people presided over by a judge, judges, or magistrate, and acting as a tribunal in civil and criminal cases.

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**Court proceedings** The events that happen when the court is called in session.

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**Credit cards** A bank account and card that allows a person to buy things without spending their own money. This is then paid off in regular bills to the lender, often monthly.

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**Cremation** The disposal of a dead person's body by burning it to ashes, typically after a funeral ceremony.

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**Criminal Injuries Compensation Authority (CICA)** The authority that is able to grant money to people who have been affected by crime.

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**Crown Counsel** A lawyer who acts for the Crown, especially a prosecutor in a criminal court.

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**Crown Office and Procurator Fiscal Service (COPFS)** The government body that investigates all suspicious deaths.

<b><i>Culpable homicide</i></b>	An act which has resulted in a person's death but is held not to amount to murder.
<b><i>Custody</i></b>	To be held in prison.
<b><i>Deactivate</i></b>	Make (something) inactive by disconnecting it.
<b><i>Death certificate</i></b>	An official statement, signed by a doctor, of the cause, date, and place of a person's death.
<b><i>Death Notification Service</i></b>	A service that will help to close accounts with multiple banks when you provide a single notification for the death.
<b><i>Debt</i></b>	A sum of money that is owed or due.
<b><i>Deceased</i></b>	Recently dead.
<b><i>Defence</i></b>	The attorney representing the defendant in a criminal persecution.
<b><i>Defendant</i></b>	An individual, company, or institution sued or accused in a court of law.
<b><i>Delete</i></b>	Permanently remove.
<b><i>Department of Work and Pensions (DWP)</i></b>	The government body that deals with employment and state pensions.
<b><i>Disbelief</i></b>	Inability or refusal to accept that something is true or real.

<b><i>Distorted</i></b>	Pulled or twisted out of shape; contorted.
<b><i>DNA</i></b>	Genetic information that is unique to every human being, found in human cells e.g. skin, hair, saliva. This can be used to identify individuals and is useful evidence in a trial.
<b><i>Doorstepping</i></b>	(of a journalist) wait uninvited outside the home of (someone) in order to obtain an interview or photograph.
<b><i>Double jeopardy</i></b>	The prosecution or punishment of a person twice for the same offence. This is not possible in the UK.
<b><i>Eligible</i></b>	Having the right to do or obtain something; satisfying the appropriate conditions.
<b><i>Estate</i></b>	All the money and property owned by a particular person, especially at death.
<b><i>Evidence</i></b>	The available body of facts or information indicating whether a belief or proposition is true or valid.
<b><i>Executor</i></b>	A person or institution appointed by a testator to carry out the terms of their will.
<b><i>Exploit</i></b>	Make use of (a situation) in a way considered unfair or underhand.

**Facebook**

A social media platform that allows people to keep in touch.

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**Family Liaison Officer (FLO)**

A Police officer that is sent to investigate the crime and to keep the family informed and supported.

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**Flashbacks**

Disturbing sudden vivid memory of an event in the past, typically as the result of psychological trauma.

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**Forensic evidence**

Evidence usable in a court, specially the one obtained by scientific methods such as ballistics, blood test, and DNA test.

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**Full committal**

The second appearance in court for an accused who was remanded in custody at a committal for further examination.

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**Fund**

A sum of money made available for a specific purpose or in a specific circumstance.

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**Funeral**

A ceremony or service held shortly after a person's death, usually including the person's burial or cremation.

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**Funeral director**

A person or company who help to arrange the funeral.

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**Gallery (of the court room)**

Where the public and family sit in the court room.

<b>Google</b>	A popular web browser used for navigating the internet.
<b>Grants</b>	A sum of money given by a government or other organization for a particular purpose.
<b>Grief</b>	Intense sorrow, especially caused by someone's death.
<b>Guarantor</b>	A person or thing that gives or acts as a guarantee. In the case of debts, the guarantor is responsible for the debt of another. The guarantor will need to sign a contract to be bound to the debt.
<b>Guilty</b>	Responsible for a specified wrongdoing.
<b>Harassment</b>	Aggressive pressure or intimidation.
<b>High court</b>	The supreme criminal court.
<b>High Court Homicide Team</b>	The High Court Homicide Team is responsible for instructing the Police to investigate and to liaise with families during investigations.
<b>Home Detention Curfew (HDC)</b>	Prisoners can be released on Home Detention Curfew to finish 6 months of their sentence at home before their official release date.
<b>Imprisonment</b>	Held in prison.

**Independent Press Standards Organisation (IPSO)**

The authority for most of the UK's newspapers and magazines.

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**Indictment**

The formal written accusation or charge.

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**Inform (informed / informing)**

To let someone know.

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**Inheritance**

Things (often money, property or possessions) that are handed down to family and friends after a person has died.

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**Innocent**

Not guilty of a crime or offence.

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**Instagram**

A social media platform that allows people to share images.

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**Insurance**

An arrangement by which a company or the state undertakes to provide a guarantee of compensation for specified loss, damage, illness, or death in return for payment of a specified premium.

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**Internet browser**

An internet page that allows you search for other internet pages (e.g. Google, Safari, Firefox, Yahoo, Bing).

***Intimidation*** The action of intimidating someone, or the state of being intimidated.

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***Intrusive thoughts*** Thoughts that appear from nowhere and distract you from everyday life.

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***Investigation*** A formal inquiry or systematic study.

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***Isolated*** Having minimal contact or little in common with others.

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***Journalist*** A person who writes for newspapers, magazines, or news websites or prepares news to be broadcast.

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***Judge*** A public officer appointed to decide cases in a law court.

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***Jury*** A body of people (typically twelve in number) sworn to give a verdict in a legal case on the basis of evidence submitted to them in court.

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***Key Worker*** Your key contact with Victim Support Scotland who will oversee the support for you and your family.

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***Landlord*** A person who rents out land, a building, or accommodation.

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***Legacy contact*** On Facebook, a legacy contact is a person you have identified to take control of your account in the event of your death.

**LinkedIn** A social media platform specifically for professional connections.

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**Loan** A thing that is borrowed, especially a sum of money that is expected to be paid back with interest.

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**Media** The main means of mass communication (broadcasting, publishing, and the Internet) regarded collectively.

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**Media regulator** An organisation who oversees the actions of media outlets.

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**Memorial card** A card that is used to remember someone who has died.

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**Memorial service** A service that brings people together to remember someone who has died.

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**Memorialise** Preserve the memory of; commemorate.

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**Minimum Standard of Service** The basic service you might expect.

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**Misleading** Giving the wrong idea or impression.

**Mortgage** A legal agreement by which a bank, building society, etc. lends money at interest in exchange for taking title of the debtor's property, with the condition that the conveyance of title becomes void upon the payment of the debt.

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**Mortuary** A room or building in which dead bodies are kept, for hygienic storage or for examination, until burial or cremation.

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**Murder** The unlawful premeditated killing of one human being by another.

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**Newsworthiness** The level of interest the media may have in a story.

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**Next of Kin (NOK)** The new closest relative.

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**Not-proven** A verdict given in court stating that there is not enough evidence to say if the person is guilty or innocent. In this case the accused is free to go and cannot be prosecuted for this crime again unless significant new evidence is found.

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**Obituary** A notice of a death, especially in a newspaper, typically including a brief biography of the deceased person.

**Offender** A person who commits an illegal act.

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**On licence / on parole** Released from prison under certain circumstances.

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**Palpitations** A noticeably rapid, strong, or irregular heartbeat due to agitation, exertion, or illness.

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**Parole** The temporary or permanent release of a prisoner before the expiry of a sentence, on the promise of good behaviour.

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**Parole Board for Scotland** The board of people who are responsible for deciding whether a person is granted parole or not.

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**Participate** To take part in.

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**Pathologist** A scientist who studies the causes and effects of diseases, especially one who examines laboratory samples of body tissue for diagnostic or forensic purposes.

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**Pension** A regular payment made by the state to people of or above the official retirement age and to some widows and disabled people.

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**Permanently** In a way that lasts or remains unchanged indefinitely; for all time.

<b><i>Permission</i></b>	The action of officially allowing someone to do a particular thing; consent or authorization.
<b><i>Personal data</i></b>	Information that be used to identify you e.g. your name, date of birth, your address.
<b><i>Petition</i></b>	Details the initial charge they face
<b><i>Pintrest</i></b>	A social media platform that allows people to search the internet by pictures.
<b><i>Plea</i></b>	A formal statement by or on behalf of a defendant or prisoner, stating guilt or innocence in response to a charge, offering an allegation of fact, or claiming that a point of law should apply.
<b><i>Plea in mitigation</i></b>	Before sentence is passed, the Defence Counsel will inform the Judge of any factors which might reduce the sentence.
<b><i>Policies</i></b>	A course or principle of action adopted or proposed by an organization or individual.
<b><i>Post-mortem</i></b>	An examination of a dead body to determine the cause of death.
<b><i>Power of Attorney</i></b>	The legal right to make decisions on the behalf of another.

<b><i>Precognition investigation</i></b>	The investigation that pulls together all available evidence and testimonies before beginning and trial.
<b><i>Prejudice the case</i></b>	An act that might interfere with a court case coming to reasonable and fair outcome.
<b><i>Preliminary charges</i></b>	The charges that are held against the accused.
<b><i>Preliminary hearing</i></b>	A court session where the judge, prosecution and defence, eventually come to agree that they are ready to hold a full trial.
<b><i>Priority</i></b>	Something that is regarded as more important than others.
<b><i>Private advisory notice</i></b>	A notice that can be issued by the Independent Press Standards Organisation to all press agencies, letting them know that you do not wish to be contacted.
<b><i>Procurator Fiscal (PF)</i></b>	A public prosecutor in Scotland. They investigate all sudden and suspicious deaths.
<b><i>Prosecution</i></b>	The institution and conducting of legal proceedings against someone in respect of a criminal charge.

<b>Publication</b>	The preparation and issuing of a book, journal, or piece of music for public sale.
<b>Punishment part</b>	The length of a sentence issued against the accused when found guilty.
<b>Regulator</b>	A person or body that supervises a particular industry or business activity.
<b>Rent</b>	A tenant's regular payment to a landlord for the use of property or land.
<b>Reporter</b>	A person who reports, especially one employed to report news or conduct interviews for the press or broadcasting media.
<b>Responsibility</b>	The opportunity or ability to act independently and take decisions without authorisation.
<b>Routinely</b>	As part of a regular procedure rather than for a special reason.
<b>Scottish Fatalities Investigation Unit (SFIU)</b>	This is a specialist unit within the Crown Office and Procurator Fiscal Service that investigates all sudden, suspicious, unexplained deaths and accidental deaths.
<b>Scottish Prison Service (SPS)</b>	The public body that runs prisons and young offenders institutions.

<b><i>Sentence discount</i></b>	If an accused pleads guilty to an offence, the Judge is required by law to consider passing a lesser sentence than might otherwise have been the case, often referred to as a sentence discount.
<b><i>Sentencing</i></b>	Declare the punishment decided for (an offender).
<b><i>Social Media</i></b>	Online applications that allow people to share media and connect to one another.
<b><i>Social Media Platform</i></b>	A particular social media company and application (e.g. Facebook, Instagram, Pinterest).
<b><i>Solicitor</i></b>	A member of the legal profession qualified to deal with conveyancing, the drawing up of wills, and other legal matters. A solicitor may also instruct barristers and represent clients in some courts.
<b><i>Spouse</i></b>	Husband, wife or partner.
<b><i>State benefits</i></b>	Money that is paid to a person or family by the government e.g. housing benefit, child benefit, disability benefit.

<b>Symptoms</b>	A physical or mental feature which is regarded as indicating a condition of disease, particularly such a feature that is apparent to the patient.
<b>Tainted</b>	Affect with a bad or undesirable quality.
<b>Testimony</b>	A formal written or spoken statement, especially one given in a court of law.
<b>Therapy</b>	Treatment intended to relieve or heal a disorder.
<b>Trauma</b>	A deeply distressing or disturbing experience.
<b>Trial</b>	A formal examination of evidence by a judge, typically before a jury, in order to decide guilt in a case of criminal or civil proceedings.
<b>Twitter</b>	A social media platform where people can share short statements called "Tweets".
<b>Unsolicited</b>	Not asked for; given or done voluntarily.
<b>Utility bills</b>	Bills for the home e.g. electricity, gas.
<b>Verdict</b>	A decision on an issue of fact in a civil or criminal case or an inquest.

<b><i>Victim impact statement</i></b>	This is a statement that you can submit to the court prior to a sentence. If the accused is found guilty, the judge will read the victim impact statements to help decide an appropriate sentence.
<b><i>Victim Information and Advice (VIA)</i></b>	The department within COPFS that keep you informed with up-to-date information about the court case.
<b><i>Victim Notification Scheme</i></b>	This is a service run by the Scottish Prison Service that will inform you if the person in prison is moved, released or escapes. They can also inform you if they come up for parole and allow you to tell the Parole Board how their release might affect you and your family.
<b><i>Voluntary</i></b>	Done, given, or acting of one's own free will.
<b><i>Will</i></b>	A legal document containing instructions as to what should be done with one's money and property after one's death.
<b><i>Withdraw</i></b>	Leave or cause to leave a place or situation.
<b><i>Witness</i></b>	A person who sees an event, typically a crime or accident, take place.
<b><i>Young Offenders Institution (YOI)</i></b>	A prison run specifically for to hold young people who have been found guilty of a serious crime.

