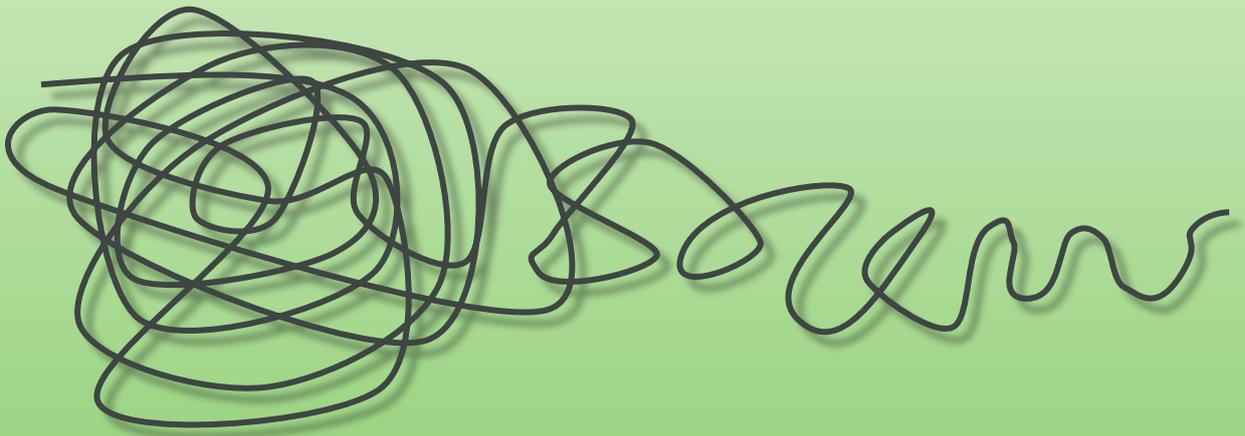


write

Unravelling Legal Jargon



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Published by

Write Limited, PO Box 5938,

Wellington 6140

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Unravel legal jargon

Unravelling Legal Jargon is intended mainly for people who write legal documents for the public. But you'll also find it useful if you're a member of the public who needs to understand legal terms.

Use this list to communicate more plainly

If you're reading this, you obviously want to make legal text accessible to readers. You know it's best not to assume everyone understands legal documents. That's brilliant.

But if you're used to legalese, you might not realise which terms could be tricky for the average person. Or you might realise a word is jargon but a more everyday alternative might not occur to you.

That's why we've created this list of plain alternatives for words and phrases that often appear in legal documents. Refer to it in whatever way works for you.

If the word or phrase you want isn't here, or if you have one to contribute, get in touch.

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Glossary

Legal term

Plain language alternative

A

ab initio	from the start
accordingly	in line with, so
accumulate	build up over time, gather, get, increase little by little
act for	represent someone, work for
adjourn	put off, postpone
administer	manage, organise
admonish	formally warn
adopt a course of action	act in a way, follow a plan
advise	tell, recommend
affidavit	written statement made under oath (a solemn promise that the statement is true)
affirm	confirm under oath that something is true
mentioned	the (repeat the word)
an act of God	natural disaster, accident, or natural event that cannot be prevented
anticipate	expect
application for interim relief	application for a court to grant short-term help before making a decision
application for urgent relief	application for immediate court action
as a consequence of	because
as a means of	to
ascertain	find out, make certain
assistance	help
at that point in time	then
at their (her, his) discretion	how they (she, he) may choose
attempt	try
authorise	allow, let

B

breach	break, fail to follow
by means of	by
by reason of	because, because of
by virtue of	by, under, because of

C

case at hand	this case
cease	stop, end
clauses that survive this contract	clauses that still apply after this contract ends
cognisant of	aware of, know
commence	begin, start
communicate	talk, write, tell (be specific)
compensation	payment (for loss)
complete (verb)	fill in, finish
comply with	follow, meet, obey
concur	agree
consequence	result
contest (verb)	dispute
contrary to	against, despite
correspond to	match
correspond	write
currently	now (or delete this word)
customary	usual

D

deem	treat as, consider
defer	put off, delay
demise	death
deponent	someone who makes an affidavit and confirms it under oath
designate	appoint, show

desist	stop
detain	confine, hold
determine	work out, decide
disburse	pay, pay out
disbursement	cost, payment
discharge (verb)	carry out, release, end (be specific), reverse (a previous court order)
disclose	show, tell, share, reveal
discontinue	stop
domiciled in	living in
due to the fact of	because, as
during such time as	while
during the course of	during
during the period from	from

E

enquire	ask
ensure	make sure
entitlement	right
erroneous	wrong
ex officio	because of their (his, her) position
expedite	hurry, speed up
expenditure	payment, expense, cost
expressly advise us	let us know, tell us (usually in writing)

F

file (verb)	lodge
for the duration of	during, while, as long as
for the period of	for
for the purpose of	to, for
forfeit	take away, lose (as a penalty)

forthwith	now, at once
forward	send
frequently	often
furnish	give
further to	after, following
furthermore	then, also, and

G

garnish (verb)	seize
gift (verb)	transfer
give leave	permit
grievance	claim
gross negligence	reckless disregard

H

have regard to	take into account, consider
hence	so
henceforth	from now on
hereby	now
herein	here, in here
hereinafter	after this
heretofore	until now, previously
hereunder	below
herewith	with this

I

in a number of cases	in some cases (or, even better, say how many)
in a timely way	promptly
in abeyance	waiting for, in reserve, postponed
in accordance with	in line with, according to, under
in advance	before

in case of	if
in conjunction with	and, with
in connection with	about, concerning
in good faith	in an honest, real, and trustworthy way
in lieu of	instead of, rather than
in order that	so that
in receipt of	have
in relation to	about
in respect of	about, for
in terms of	in, for, about
in the absence of	without
in the amount of	for
in the course of	while, during
in the event of	if
in the near future	soon
in view of the fact that	as, because
incurred	liable for, subject to, owing (be specific)
inter alia	among others
it is mandatory	you must

J

jurisdiction	authority, area
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L

last will and testament	last will
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M

maintain	have, keep
matter	dispute, fact, issue, job, work (be specific)

N

necessitate	need, require
nevertheless	but, however, even so
notwithstanding	despite, although
null and void	invalid, void

O

oath	a solemn promise
obtain	get, receive
occasioned by	caused by
on behalf of	for
on receipt of	when you (or we) get
on request	if you ask
on the agreed basis	as agreed
on the grounds that	because
order and direct	order
outstanding (about money)	unpaid
overriding	most important

P

particulars	details
per annum	a year
persons	people
peruse	read
possess	have, own
possessions	belongings
prescribed	set, required
prior	earlier
prior to	before
proceed	go ahead
proceeding	case before the court

prohibit	ban, stop
promulgate	announce, pass, reveal
purchase (verb)	buy
pursuant to	under

Q

quantum	amount, extent
quash	set aside

R

regarding	about
remand (verb)	send back
remedy	fix
reside	live

S

said	the, that, those (when referring to a name of an item)
same	it, them
servants	workers, employees
serve a document	deliver a document
settle	resolve
shall	must, will
shall not	must not, will not
subject to	depending on, under
submit	give, send
subsequent to	after

T

terminate	stop, end
that being the case	as a result, because of this, if so, then
the question as to whether	whether

thereafter	then
thereby	because of that
therein	there, in that
thus	so
to date	so far
to the extent that	as far as

U

under the provisions of	under
undersigned	I, we
undertake	agree, do
until such time as	until
utilise	use

V

variation	change
void	not legally binding

W

waive (your right)	set aside, give up (your right)
whatsoever	whatever, any
whensoever	when
whereas	but, considering that, on the contrary
whether or not	whether
with a view to	to, so that
with effect from	from
with reference to	about, concerning
with regard to	about, for

Y

you are entitled to

you may

you are requested to

please