

Arkansas CASA: Glossary

A	Accused	The person against whom an accusation is made; one who is charged with a crime or traffic infraction.
	Action	Proceeding in a court when a case is filed.
	Acute Placement/Hospitalization	Acute care is a branch of secondary health care where a patient receives active but short-term treatment for a severe injury or episode of illness, an urgent medical condition, or during recovery from surgery.
	Adjudication	(ADJ) the “trial” in a DN case
	Adjudication Hearing	A hearing to determine whether the allegations in a petition are substantiated by the proof.
	Administrative Authority	The oversight authority for a publicly administered program.
	Admissible	Pertinent and proper to be considered as evidence in reaching a decision. Refers to the evidence considered in determining the issues to be decided in any judicial proceeding.
	Adult Sentence	Punishment authorized by the Arkansas Criminal Code, §5-1-101 et seq., subject to the limitations in §9-27-507, for the act or acts for which the juvenile was adjudicated delinquent as an extended juvenile jurisdiction offender.
	Adversary proceeding	A case having opposing parties.
	Adverse Childhood Experience	(ACE’s) Adverse childhood experiences, or ACEs, are potentially traumatic events that occur in childhood (0-17 years). For example: experiencing violence, abuse, or neglect. witnessing violence in the home or community.
	Administrative Office of the Courts	(AOC) The Administrative Office of the Courts, the staff agency to the Judicial Council of Arkansas.
	Advocate	a person who publicly supports or recommends a particular cause or policy.
	Advocate Supervisor	The Advocate Supervisor will motivate, empower, guide and supervise CASA volunteers as they advocate in the best interest of abused and neglected children in Conservatorship of the Department of Family and Protective Services (DFPS).
	Affiant	The person who makes and signs an affidavit.
	Affidavit	A written, printed, or videotaped declaration or statement of facts, made voluntarily, and confirmed by the oath or affirmation of the party making it, taken before an officer having authority to administer such oath, such as a notary public.
	Affinity Group	An affinity group is a group formed around a shared interest or common goal, to which individuals formally or informally belong. Affinity groups are generally precluded from being under the aegis of any governmental agency, and their purposes must be primarily non-commercial.
	Affirm	To ratify, make firm, confirm, establish, reassert. Alternate procedure to swearing under an oath.
	After Care	the care, treatment, help, or supervision given to persons discharged from an institution.

Aggravated circumstances	(A) A child has been abandoned, chronically abused, subjected to extreme or repeated cruelty, sexually abused, sexually exploited, or a determination has been or is made by a judge that there is little likelihood that services to the family will result in successful reunification; (B) A child has been removed from the custody of the parent or guardian and placed in foster care or in the custody of another person three(3) or more times in the last fifteen(15) months; or (C) A child or sibling has been neglected or abused such that the abuse or neglect could endanger the life of the child.
Aggravating Factor	A factor or circumstance associated with a criminal act that makes it more serious or injurious.
Aggrieved party	One whose legal right has been violated or alleged to have been violated.
Agreed Order	an order issued by the department under this chapter with which the potentially liable person or prospective purchaser receiving the order agrees to comply.
Alias	"Otherwise called," indicating one was called by one or the other two names.
Alleged	Claimed; asserted; charged.
Amend	To change.
Another Planned Permanent Living Arrangement	An Alternative Planned Permanent Living Arrangement (APPLA) is a last-resort permanency option once reunification, adoption by kin, permanent guardianship by kin, or non-kin adoption resources have been exhausted and/or have been determined not to be in the best interests of the child.
Answer	A pleading by which defendant may deny the claims of the plaintiff or agree to them.
Appeal	Taking a case which has been decided in a court of inferior jurisdiction to one of superior jurisdiction, for the purpose of obtaining a review.
Appellant	The party who takes an appeal from one court to another.
Appellee	The party who must respond to the appellant in an appellate case.
Area Director	
Arkansas CASA	The state level organization representing all 23 local CASA programs within Arkansas. The Arkansas CASA staff includes the State Director and the CASA Development Specialist, who are Arkansas State employees employed by the Administrative Office of the Courts within the Juvenile Division.
Arkansas CASA Standards	National CASA/GAL Association Standards with the inclusion of Arkansas-specific statutes and policies.
Arkansas Department of Corrections	(ADC) The mission of the Department of Corrections is to be a public safety resource for Arkansas families by providing professional management solutions and evidence-based rehabilitative initiatives for offenders.

	Arrest	To deprive a person of his liberty by legal authority; to take into police custody.
	Arrest Warrant	A written order issued and signed by a judge directed to a law enforcement officer or some other person specially named and commanding him to arrest the body of a person named in it who is accused of an offense.
	Audit	When a certified public accountant (CPA) examines a CASA program's financial records in order to formulate an opinion on the financial statements. Generally Accepted Accounting Principles (GAAP) apply to independent audits and reviews. Therefore, management's financial statements must be prepared in accordance with the GAAP and the auditor must follow generally accepted auditing standards. Internal controls are evaluated, and transactions are tested for legitimacy and separation of duties. These tests provide a basis for an audit opinion which will state the accuracy of the financial statements.
	Attorney <i>ad Litem</i>	(AAL) Attorney ad litem is a court-appointed lawyer who represents a child during a legal action, such as a divorce, termination, or child-abuse case. The attorney owes to the child the duties of loyalty, confidentiality, and competent representation.
B	Bail	The release of a person from legal custody by a written agreement that he shall appear at the time and place designated and submit himself to the jurisdiction of the court and observe the requirements set forth in the recognizance.
	Bail forfeiture	Order by the court that the surety pay to the court the amount of security pledged for failure of an accused to comply with the requirements of the bond. The court in turn pays the funds to the jurisdiction whose laws were violated.
	Best Interest	"Best Interest" is always the primary consideration of the court in determining the issues of conservatorship, possession, well-being, permanency, and access to the child. <i>Section 263.301 of the Texas Family Code provides factors that can be considered when determining the best interest of the child.</i>
	Bond	A certificate or evidence of a debt with a sum fixed as a penalty, which contains a written agreement binding the parties to pay the debt, conditioned, however, that the payment of the penalty may be avoided by the performance of certain acts by one or more of the parties.
	Breach	The breaking or violating of a law, right, or duty, either by commission or omission.
C	Case	<i>A Suit Affecting the Parent Child Relationship (SAPCR) before the court for abuse or neglect involving one child or a sibling group.</i>
	Caretaker	A parent, guardian, custodian, foster parent, significant other of the child's parent, or any person fourteen (14) years of age or older who is entrusted with a child's case by a parent, guardian, custodian, or foster parent, including, but not limited to, an agent

		or employee of a public or private residential home, childcare facility, public or private school, or any person responsible for a child's welfare.
	Case plan	A document setting forth the plan for a juvenile and his or her family, as described in § 9-27-402
	Child and Adolescent Needs and Strengths Assessment	(CANS) The Child and Adolescent Needs and Strengths is a multiple purpose information integration tool that is designed to be the output of an assessment process. The purpose of the CANS is to accurately represent the shared vision of the child/youth serving system—children, youth, and families.
	Crimes Against Children Division	(CACD) The division of the Arkansas State Police tasked with investigating crimes against children.
	Child Advocacy Center	(CAC) A Child Advocacy Center, CAC, is a community-based facility which uses a multidisciplinary approach to reduce trauma to child victims of physical abuse, sexual abuse, or neglect. Collaboration exists between medical, mental health, prosecutorial, child protective service, and law enforcement in an effort to serve the best interests of young victims.
	Child In Need of Service	(CHINS)
	Children's Reporting Information System	(CHRIS)The official record of child welfare information for DCFS is maintained through the Children's Information Report System. is a fully automated, worker-based child-welfare information system.
	Children Protective Services	(CPS)
	Circuit clerk	
	Commitment	An order of the court that places a juvenile in the physical custody of the Division of Youth Services for a placement in youth services facility.
	Confidentiality	Confidentiality means preserving authorized restrictions on access and disclosure, including means for protecting personal privacy and proprietary information
	Contempt of court	Any act which obstructs the court in the administration of justice, usually a violation of the court order.
	Continuance	A postponement of further proceedings in a hearing, trial, or other judicial proceeding until a later date.
	Contract	A legally enforceable agreement between two or more parties made orally or in writing.
	Convict	To find a person guilty of a criminal charge.
	Cost Allocation	Cost allocation is the process of identifying and assigning costs to activities, people, projects or any other cost objects.
	Core Model	The National CASA/GAL Association Core Model identifies the foundational elements of CASA/GAL best-interest advocacy. This includes guiding principles, types of cases served, primary activities performed by the CASA volunteers, parameters for staff

		serving cases, and the screening, training and supervision requirements.
	County Clerk	
	Court Appointed Special Advocate	(CASA) Court appointed special advocates are appointed by judges to ensure that the needs and best interests of children or youth in juvenile or family court are fully represented. CASAs are trained volunteers.
	Court Improvement Program	(CIP)
	Court Order	A command or mandatory direction of a judge which is made during a case. Also includes a command of the judge which establishes courtroom or administrative procedures.
	Court Report	
	Crime	A positive or negative act in violation of penal law; an offense against the state classified either as a felony or misdemeanor.
	Cross-examination	The examination of a witness upon a trial or hearing, or upon taking a deposition, by the party opposed to the one who put him on the witness stand to testify.
	Custodian	(A) A person other than a parent or legal guardian who stands in loco parentis to the juvenile or a person, agency, or institution to whom a court of competent jurisdiction has given custody of a juvenile by court order. (B) For the purposes of who has a right to counsel under § 9-27-316(h), "custodian" includes a person to whom a court of competent jurisdiction has given custody, including a legal guardian.
	Custody case	In juvenile and domestic relation, circuit court, the type of proceedings in which the court determines which parent, other adult or agency shall have physical control over a child.
D	Damages	Money awarded by the court to a person harmed by the unlawful or negligent act of another.
	Defendant	The party against whom a case is filed; also used to designate the accused in criminal or traffic cases.
	Delinquent Juvenile	(A) A juvenile the(10) years old or older who: (i) has committed and act other than a traffic offense or game and fish violation that, if the act had been committed by an adult, would subject the adult to prosecution for a felony, misdemeanor, or violation under the applicable criminal laws of this state; (ii) has violated §5-73-119; or (iii) Has violated §5-71-217(d)(2), cyberbullying of a school employee; or (B) Any juvenile charged with capital murder, §5-10-101, or murder in the first degree, §5-10-102, subject to extended juvenile jurisdiction.
	Department of Finance and Administration	(DFA)
	Department of Child and Family Services	(DCFS)
	Department of Human Services	(DHS)

Department of Youth Services	(DYS)
Dependency-Neglect Court	(DN)
Dependent juvenile	A child whose parent or guardian is incarcerated, incapacitated, or deceased and the parent or guardian has no appropriate relative or friend willing or able to provide care for the child.
Dependent-Neglected Juvenile	Any juvenile who is at substantial risk of serious harm as a result of the following acts or omissions to the juvenile, a sibling, or another juvenile; (i) Abandonment; (ii) Abuse; (iii) Sexual abuse; (iv) Sexual exploitation; (v) Neglect; (vi) Parental unfitness; or (vii) being present in a dwelling or structure during the manufacturing of methamphetamine with the knowledge of his or her parent, guardian, or custodian.
Deposition	The testimony of a witness taken upon oral examination, after notice to the adverse party, not in open court, but in pursuance of a notice to take testimony issued by the party wanting the deposition. The adverse party has the right to attend and cross-examine. Testimony is reduced to writing and duly authenticated and intended to be used in connection with the trial of an action in court. These are used in circuit court.
Deputy Clerk	A subordinate employee to the clerk who is empowered to act in the place of the clerk in the official business of the court.
Detention	The temporary care of a juvenile in a physically restricting facility other than a jail or lock-up used for the detention of adults prior to an adjudication hearing for delinquency or pending commitment pursuant to an adjudication of delinquency.
Detention hearing	A hearing to determine whether a juvenile accused or adjudicated of committing a delinquent act or acts should be released or held prior to adjudication or disposition.
Differential Response	
Direct Examination	The initial questioning of a witness by the party who called the witness.
Disclosure	
Discovery	Procedures by which one party to a lawsuit may obtain information relevant to the case which is held or known by the other party.
Dismissal	An order disposing of an action, suit, etc., without trial.
Disposition hearing	A hearing held following an adjudication hearing to determine what action will be taken in delinquency, family in need of services or dependency-neglect cases.
Disproportionality	The over- or under-representation of populations of certain groups compared to their representation in the general population.
Diversity, Equity, and Inclusion	(DEI) Affirming the whole person through the inclusion of and acceptance of different identities in a way that allows for equal opportunities for success and belonging.

	Division of Children and Family Services	(DCFS)
	Divorce	Legal dissolution of a marriage by the court. Divorce cases are handled by circuit courts.
	DNET	DNet is not the official court record. It is designed to make information accessible and easy to use for parties. Information viewable in DNet from the CHRIS system is not the official DHS record.
	Docket	A record of all cases and actions scheduled to be heard in a court.
	Docket sheet	A form containing the docket. More than one docket sheet may be needed to contain one day's docket.
	Domestic Relations Court	(DR)
	Domestic Violence	(DV)
	Drug and Alcohol Assessment	(DAA)
	Dual Status Youth	
E	E File	
	Educational Advocate	
	Elements	Facts of circumstances that define a crime, each of which must be proven by a preponderance of the evidence in order to adjudicate a child dependent neglected.
	Emergency Placement	
	Enjoin	To order a person to cease performing a certain act. Circuit courts may enjoin a person from acting in certain cases.
	Eviction	The legal process by which one recovers land or a dwelling from another.
	Evidence	All the means by which a matter of fact, the truth of which is submitted for investigation, is established or disproved.
	Executive Director	This title is used throughout the standards to refer to the person who manages the day-to-day operations of the local nonprofit CASA program and is accountable to a nonprofit governing board. Other titles may be utilized by local programs of this role, such as Program Director or Chief Executive Officer.
	Extended Care	
	Extended Juvenile Jurisdiction (in Delinquency Cases)	(EJJ)
	Extended Juvenile Jurisdiction offender	A juvenile designated to be subject to juvenile disposition and an adult sentence imposed by the court.
	Ex Parte	A judicial proceeding, order, injunction, etc., is said to be ex parte when it is taken or granted at the instance and for the benefit of one party only, and without notice to, any person adversely interested.
	Expungement	A process by which a record, or a portion thereof, is officially erased or removed after the defendant is not convicted. Criminal record expungement requests are heard by circuit courts, and, under certain conditions, by the district court.

	Extradition	The surrender by one state to another of an individual accused or convicted of an offense outside its own territory and within the territorial jurisdiction of the other, which being competent to try and punish him, demands the surrender.
	Execution of judgment	The process of putting into effect the judgment of the court in civil cases; usually by garnishment or levy, through post-trial, statutory enforcement procedures requiring the forcible removal and disposal of the property of the losing party.
F	Facilitator	
	Family Advocacy and Support Tool	(FAST)
	Family First Prevention Services Act	(FFPSA)
	Family In Need of Services	(FINS) Means any family whose juvenile evidence behavior that includes, but is not limited to, the following: (A) being habitually and without justification absent from school while subject to compulsory school attendance; (B) Being habitually disobedient to the reasonable and lawful commands of his or her parent, guardian, or custodian, or; (C) Having absented himself or herself from the juvenile's home without sufficient cause, permission, or justification.
	Family Services	Relevant services provided to a juvenile or his or her family, including, but not limited to: childcare; homemaker services; crisis counseling; cash assistance; transportation; family therapy; physical, psychiatric, or psychological evaluation; counseling; treatment; or post-adoptive services.
	Family Service Worker	(FSW)
	Family Team Meeting	(FTM)
	Family Time	Formerly called "Visitation," time spent between family members, may be supervised by DCFS staff or unsupervised depending on the court order and/or case plan
	Fast track	That reunification services will not be provided or will be terminated before twelve (12) months of services.
	Felony	A crime punishable by death or imprisonment for longer than one (1) year. § 5-1-101 et. seq for classification of felonies and the punishment for each classification.
	Fetal Alcohol Spectrum Disorder	(FASD)
	Fictive Kin	A person who: (i) is not related to a child by blood or marriage; and (ii) has a strong, positive, and emotional tie or role in the: child's life or child's parent's life if the child is an infant.
	Fiduciary	A person who has a legal and ethical duty to act in the best interests of another person. Examples include an executor or a guardian.
	Finding	The result of the deliberations of a court.
	Flex Model	
	Forensic Evaluation	

	Forensic Interview	
	Forfeiture	A deprivation or destruction of a property right in consequence of the nonperformance of some obligation or condition.
	Foster Care	
	Foster Parent	
G	Garnishee	One garnished; a person against whom process of garnishment is issued; one who has money or property in his possession belonging to a judgment debtor, or who owes the judgement debtor a debt, which money, property, or debt is attached in his hands, with notice to him not to deliver or pay over to the judgment debtor the amount claimed in the garnishment summons until the judgment in the suit is entered.
	Garnishment	A statutory post-judgment proceeding in which a third party who holds property, money or credits belonging to the judgment debtor is required to surrender such property, money, or credits (to the extent of the judgment) to the court or sheriff for application against the judgment awarded against the judgment debtor.
	Grand Jury	A special type of jury assembled to investigate whether criminal charges should be brought. Grand jury proceedings are supervised by circuit courts.
	Guardian	Any person, agency, or institution, as defined by § 28-65-101 et seq., whom a court of competent jurisdiction has so appointed.
	Guardian ad litem	(GAL) Guardian appointed by the court in some states to represent the interest of a child or incompetent individual. The National CASA/GAL Association includes state and local programs that utilize the GAL model, but Arkansas is not included as one.
	Guided Model	One of 3 Volunteer PreService Curriculums available through National CASA/GAL Association. The Guided Learning is an individualized training that is guided by a content knowledgeable “facilitator.”
	Guilty	Responsible for committing a criminal offense or a traffic infraction. The word used by an accused in pleading to the charges when he confesses to committing a criminal offense or a traffic infraction.
H	Habeas corpus	A writ commanding the person holding a prisoner in custody to bring the prisoner before the court for a determination of whether the prisoner is retrained of his liberty by due process. It is not used to determine the guilt or innocence of the prisoner.
	Health Service Worker	(HSW)
I	ICWA	Means the Indiana Child Welfare Act, a federal law at 25 U.S.G.§ 1901 et seq. That governs removal of American Indian children form their families, either temporarily or permanently.
	Incarceration	Imprisonment; confinement in a county jail or state prison.
	Indemnify	To shift responsibility for a loss from the person held legally responsible to another party.

	Independent Living Program	(ILP)
	Indian child	Means a child who is either a member of a federally recognized Indian tribe or is eligible for membership in a federally recognized Indian tribe due to the membership of his or her biological parent.
	Indictment	A formal accusation by a grand jury that charges a person with a crime. Indictments are used to bring more serious charges and are used in circuit court only.
	Indigent	In a general sense, one who is needy and poor, or one who has insufficient property to furnish him a living nor anyone able to support him or to whom he is entitled to look for support.
	Individualized Education Plan	(IEP)
	Indian Child Welfare Act	(ICWA)
	Information	A formal accusation by a prosecutor setting forth criminal charges against a person. An information is used in circuit court.
	Insanity Plea	A claim by a defendant that he or she lacked the mental capacity at the time of the crime and should not be held responsible for it.
	Interrogatories	A set of written questions drawn up for the purpose of being asked of a party, a garnishee, or a witness or other party to be answered under oath.
	Interstate Compact on the Placement of Children	(ICPC)
	IRS Form 990	An Internal Revenue Service form required to be completed and filed annually by nonprofits.
	In-Service	
J	Jail	A place of confinement for persons awaiting trial and for persons sentenced to shorter terms of confinement for misdemeanors.
	Judgment	A final decision and order of the court.
	Judgement creditor	The person who wins an award against some other person in a civil suit.
	Judgement debtor	The person against whom an award some other person in a civil suit.
	Jurisdiction	The authority of a court or other governmental agency to adjudicate controversies brought before it.
	Jury	A body of persons selected from the community to hear evidence and decide a criminal or civil case. Juries are used only in circuit court.
	Juvenile	A person under the age of 18.
	Juvenile Division	
L	Lack of jurisdiction	The phrase may mean lack of power to act in a particular manner or to give certain kinds of relief. It may consist of a court's total lack of power to act at all, or lack of power to act in particular cases because the parties have not complied with conditions essential to the exercise of jurisdiction.
	Leadership Council	

	Legal Aid	Legal services are available in some areas to persons unable to afford an attorney. Legal aid offices handle only civil matters.
	Levy	A seizure: the setting aside of specific property from the general property of the debtor and placing it under the control of the sheriff until it can be sold and applied to the payment of the execution.
	Lien	A change or security or encumbrance upon property.
	Litigant	A party to a lawsuit; one engaged in litigation.
	Local CASA Program	Stand-alone, independent CASA member programs that recruit volunteers to provide best-interest advocacy for children and service to families. Local programs may cover a single county/jurisdiction or multiple counties/jurisdictions.
	Local CASA Standards	
	Logic Model	A strategy encompassing the intended outcomes and impact of CASA advocacy that identifies the inputs, activities, and outputs required to reach stated goals.
M	Mediation	A form of dispute resolution that takes place outside of court where a neutral third party helps the parties reach a settlement.
	Member Portal	
	Memorandum of Understanding	(MOU) A written agreement between the local CASA program and another entity that defines the working relationship. Arkansas CASA maintains an MOU with DCFS.
	Minor	An infant or person who is under the age of legal competence. One under 18.
	Misdemeanor	Offenses punishable by fine not exceeding \$2,500.00 or being jailed for a term not exceeding 12 months or a combination of fine and jail within these limits.
	Mistrial	A trial that is cut short and does not result in a verdict due to a procedural error or other problem. The trial must then start over from the beginning.
	Mitigating Factor	A fact or circumstance associated with a criminal act that, while not an excuse or justification, may reduce its severity and result in a lesser sentence.
	Modification	A change, addition, or deletion that alters but does not change the basic subject matter.
	Motion	A request made to the judge by a litigant or other person connected with the case for a ruling or order.
	Multi-Disciplinary Team	(MDT) A child abuse response team comprised of a multidisciplinary group of professionals from diverse organizations who are trained and equipped to work together as part of a coordinated response to child abuse.
N	National CASA/GAL Association	
	National CASA/GAL Pre-Service Training	A required training using National CASA/GAL's proprietary or National CASA/GAL-approved 30-hour curriculum that is completed by volunteers in preparation to serve a child or group of siblings.

	Negligence	Failure to exercise that degree of care which a reasonable person would have exercised given the same circumstances.
	Next Friend	A person who brings an action or handles matters for the benefit of a minor or a person who is legally incompetent, without formal appointment by the court.
	No Reasonable Efforts	(NRE)
	No Reunification Services	(NRS)
	Nolle prosequi	A formal motion by the prosecuting officer in a criminal action, which states that he "will no further prosecute" the case. The court would grant the motion in order to dispose of the case.
	Nolo contendere	"I will not contest it." The name of a plea in a criminal proceeding, having the same legal effect as a plea of guilty, so far as regards all proceedings in the case, and on which the defendant may be sentenced.
	Notary	A public officer whose function it is to administer oaths; to attest and certify, certain classes of documents; to take acknowledgments, and certify the same.
	Not Guilty	A finding or verdict in a criminal case wherein the judge or jury determines that the state has not proven that the defendant is guilty of a charge. Also, the plea that may be made by a defendant to assert that he or she is not guilty and to demand that the state prove its case.
	Not Guilty by Reason of Insanity	A finding or verdict in a criminal case wherein the judge or jury determines that a defendant is not responsible for the act(s) due to mental incapacity at the time of the offense.
	Notice	Formal notification of a legal proceeding or determination.
	Nuc pro tunc ("Now for then")	And order which is retroactively effective.
O	Objection	A protest or exception made by a party against an action by the opposing party.
	Office of Chief Counsel	(OCC) an attorney who represents the Department of Children and Family Services
	Ombudsmen	
	Operational Procedures	Organizational protocols and procedures that establish controls over any internal and/or financial processes. Written operational procedures for accounting may also be known as internal financial controls.
	Optima	
	Ordinance	The enactments of the legislative body of a local government.
P	Parent	(A) a biological mother; (B) an adoptive parent; or (C) a man: (i) to who the biological mother was married at the time of conception or birth; (ii) who has signed an acknowledgment of paternity pursuant to § 9-10-120; (iii) who has been found by a court of competent jurisdiction to be the biological father of the juvenile or to have otherwise established paternity; or (iv) who is listed as the parent on the birth certificate of the child.

Parole	In criminal law, a conditional release. If prisoner makes good, he will receive an absolute discharge from balance of sentence, but, if he does not, he will be returned to serve unexpired time.
PASSE	
Parent Counsel	(PC) a parent's attorney
Partial payment	Payment of a sum less than the whole amount originally due.
Party	An individual person or a legal organization such as a partnership or corporation.
Peer Coordinator Model	The policies and practices of implementing and managing Peer Coordinator volunteers who coordinate and support other volunteers within the guidelines of the Standards for Local CASA/GAL Programs. Not used in Arkansas.
Perjury	A criminal offense committed by giving a false statement given under oath.
Permanency	
Permanency Planning Hearing	(PPH)
Personal recognizance	Release of a defendant from jail or arrest by a judicial officer, upon the promise to appear in court without the necessity of posting bond but with some conditions imposed.
Petition	A formal request to a court to take a certain action on a matter.
Petition to Terminate Parental Rights	
Plaintiff	A person who brings an action; the party who complains or sues in a personal action and is so named on the record.
Plea	Statement made by the defendant either as to his guilt or innocence to the charge made against him.
Pleadings	The formal allegations by the parties of their respective claims and defenses, for the judgment of the court.
Power of Attorney	Authorization given by one person allowing another to take action on their behalf.
Preliminary hearing	The hearing given to an accused which is held by a judge, to ascertain whether there is evidence to warrant the binding over of the accused on the felony charge to the circuit court for further proceedings.
Preponderance	Greater weight of evidence, or evidence which is more credible and convincing to the mind.
Prima facie	Evidence good and sufficient on its face.
Privacy	
Probable Cause	(PC) usually the first hearing in DN cases. A reasonable ground for belief in the existence of facts warranting the proceedings complained of (e.g., probable cause to believe that a crime has been committed and that the person accused may have committed it.)
Probation	In modern criminal administration, allowing a person convicted of some offense to remain free under a suspension of a jail sentence during good behavior and generally under the

		supervision of probation officer together with other restrictions as the court may impose.
	Program Assistant	(PC)
	Program Auxiliary	A nonprofit organization, independent from the CASA program, whose purpose is to promote the CASA program primarily by raising funds and heightening community awareness of the program.
	Program Director	This title is used to refer to the person who manages the direct-service side of program operations, such as supervision of volunteer supervisors, volunteer training, and the management of case and volunteer data.
	Program Assistant	(PA)
	Project for Adolescent and Child Evaluations	(PACE)
	Prosecuting Attorney	An attorney who is elected as district prosecuting attorney, the duly appointed deputy prosecuting attorney, or any city prosecuting attorney.
	Protection Plan	
	Provisional Foster Home	
	Public Defender	
	Putative father	The alleged or reputed father of an illegitimate child. Any man not deemed or adjudicated under the laws of the jurisdiction of the United States to be the biological father of a juvenile who claims to be or is alleged to be the biological father of the juvenile.
	Psychological Evaluation	
	Psychologist	
	Psychiatrist	
Q	Qualified Residential Treatment Program	(QRTP)
	Quash	The action of a court to deny, vacate, or make void a request on legal process, such as a subpoena.
R	Reasonable Doubt	The degree of certainty beyond which the state must prove its accusations in order to obtain a criminal conviction.
	Reasonable Efforts	(RE) Efforts to preserve the family before the placement of a child in foster care to prevent the need for removing the child from his or her home and efforts to reunify a family and possible for the child to safely return home. Reasonable efforts to reunite a child with parents is not required in all cases. Specifically, if a court has determined by clear and convincing evidence that the parent has: subjected the child to aggravated circumstances; committed murder or manslaughter of any child; committed a felony battery that results in a serious bodily injury to any child; had the parental rights involuntarily terminated as to a sibling of a child; or is a registered with a sex offender registry.
	Recognizance	An obligation entered into by an accused before a court, with condition to do some particular acts, including to appear in

		criminal court as required, to keep the peace, to be of good behavior, and not to depart from the state.
	Reinstatement	
	Remand	Sending a case back to the same court out of which it came for purpose of having some action on it there.
	Resource Home	
	Resource Parent	
	Respite Foster Home	
	Restitution	The act of making good or giving equivalent for any loss, damage or injury.
	Return	The act of a sheriff, constable, or other ministerial officer, in delivering back to the court a writ, notice, or other paper, which he was required to serve or execute with a brief account of his doings under the mandate, the time and mode of service or execution, or his failure to accomplish it, as the case may be. Also, the endorsement made by the officer upon the writ or other paper, stating what he has done under it, the time and mode of service, etc.
	Reunification	
	Revocation	The recall of some power, authority, or thing granted, or a destroying of making void of some deed that existed until the act of revocation made it void. Also used when the state seeks to impose any suspended sentence against a criminal defendant who did not comply with the terms of his probation or parole.
	Risk Management	The overall systematic approach to analyzing risk and implementing controls to minimize risk.
S	SANE	
	Screening	The process of vetting potential volunteers, staff, and nonprofit governing board members which includes, but is not limited to, an application, reference checks, background checks, personal interviews and pre-service training (for volunteers, staff supervising volunteers and training facilitators).
	Sealed	A file that is physically closed from review. Also, a document containing a seal or the word "seal" next to the signer's signature.
	Search warrant	An order in writing, issued by a judicial officer, in the name of the state, directed to a sheriff, or other officer commanding him to conduct a search to aid an official investigation.
	Seizure	To take into possession forcibly.
	Sentence	The judgment formally pronounced by the judge upon the defendant after his conviction in a criminal prosecuting, setting the punishment for the offense.
	Service of process-personal	Service of a summons or other process made by delivering it in person to the person named, in the process.
	Service of process-publication	Service of a summons or other process upon an absent or non-resident defendant, by posting a notice on the courthouse door and, unless dispensed with by the judge, by publishing the same

		as an advertisement in a designated newspaper, with such other effort to give him actual notice as the particular statute may prescribe.
	Service of process-substitute	Service of a summons or other process by any means authorized by statute other than by personal service. These include service by publication, posted services, service on alternative individual as authorized by statute.
	Shelter care	The temporary care of a juvenile in physically unrestricting facilities under an order for placement pending or under an adjudication of dependency-neglect or family in need of services.
	Show cause order	A court ruling directing the recipient to appear and present to the court any reason why the recipient should not be punished for violating a court order or legal process or for contempt of court.
	Specialized Disability	
	Special Immigrant Juvenile Status	(SIJS)
	Staffing	
	Subpoena	A process to cause a witness to appear and give testimony, commanding him to appear before a court herein named at a time therein mentioned to testify for the party named under a penalty therein mentioned.
	Subpoena duces tecum	A process by which the court, at the request of a party to an action, commands a witness who has in his possession or control some document or paper that is relevant to the pending controversy, to produce it at or before the trial. Mostly typically used for medical records in a dependency-neglect case.
	Summons	A document notifying a defendant that an action has been instituted against him and that he is required to answer to it at a specific time and place.
	Surety	One who undertakes to pay money or to do any other act in the event that another, called his principal, fails to perform as promised. In criminal cases, the accused is the principal.
	Suspended Sentence	Postponing the execution of the sentence after it has been pronounced upon certain conditions.
T	Team Decision Making	
	Temporary Custody	Custody that is transferred to a person during the pendency of the juvenile court case when services are being provided to achieve the goal of the case plan.
	Termination of Parental Rights	(TPR)
	Therapeutic Foster Home	(TFH) (sometimes called Therapeutic Foster Care, TFC)
	Training and Qualified Community Volunteers	The CASA mission supports court appointment of individuals who serve as volunteers to advocate for children who have experienced abuse or neglect. Standard 8 sets forth required training and supervision for individuals who serve as trained community volunteers. Volunteers must meet the screening and training and be under the supervision and guidance of a CASA

		program. The National CASA/GAL Association acknowledges that there may be exceptional time when it would be necessary and appropriate to appoint local program staff members to fulfill all or a part of the CASA volunteer role and responsibilities as set forth in Standard 8 for a limited and time-specific basis. In the event local program staff members are assigned, the staff member appointed by the court must be trained and supervised in the same manner as required for volunteers in Standard 8.
	Transcript	A written, verbatim record of a legal proceeding. Generally, transcripts are created only in circuit court and in some administrative hearings.
	Treatment Plan Review	(TPR)
	Trial de novo	A new trial or retrial had in a circuit court in which the whole case is re-tried as if no trial whatever had been had in district court.
	Trial Home Placement	(THP) (sometimes called Trial Home Visit, THV) That custody of the juvenile remains with he department, but the juvenile is returned to the home of a parent or the person from whom custody was removed for a period not to exceed sixty (60) days.
	Tribal Council	
U	UCCJEA	The Uniform Child-Custody Jurisdiction and Enforcement Act, § 9-19-101 et seq.
	UIFSA	The Uniform Interstate Family Support Act, § 9-17-101 et seq.
	Unlawful detainer	The unjustified retention of the possession of lands by one whose original entry was lawful and of right, but whose right to possession has terminated and who refuses to vacate the premises. This type of action applies to renters.
	Teen Specialist	
V	Venue	“Venue” designates the particular county or city within which a court with jurisdiction may hear and determine a case.
	Verdict	The formal decision or finding of guilt or innocence made by a judge in a criminal case.
	Victim Witness Coordinator	
	Visitation	Now legally referred to as “Family Time,” time spent between family members, may be supervised by DCFS staff or unsupervised depending on the court order and/or case plan.
	Volunteer	
	Volunteer Job Description	A document that describes the role and responsibilities of the volunteer advocate.
	Voucher	
W	Waive	To abandon, renounce, repudiate or surrender a claim, a privilege, a right or the opportunity to take advantage of some defect, irregularity or wrong.
	Will	A written document in which a person declares how his or her property should be distributed upon death. Wills are handled by circuit courts.

	Witness	One who testifies to what he has seen, heard or otherwise observed and who is not a party to the action.
	Writ	An order in writing in the name of the state, issuing from a court, addressed to a sheriff or other officer of the law, or directly to the person whose action the court desires to command, either as the commencement of a suit or other proceeding or as incidental to its progress, and requiring the performance of a specified act, or giving authority and commission to have it done.
	Writ of Possession	This is the writ of execution employed to enforce a judgment to recover the possession of land in an unlawful detainer action or personal property in a detinue action. It commands the sheriff to enter the land or seize the personal property and give possession of it to the person entitled under the judgment.
#	100 Families	
	504 Plan	