

SPEED CITE

FOR ALWD CITATION MANUAL, THIRD EDITION ASSOCIATION OF LEGAL WRITING DIRECTORS AND DARBY DICKERSON

USING THE ALWD CITATION MANUAL

Speed Cite is a quick reference tool to be used as a companion to the Third Edition of the ALWD Citation Manual. For more detailed information, use the Index, Table of Contents, or Fast Formats Locator to find material. For local court citation rules, consult Appendix 2. Consult the Manual's Web site, <http://www.alwd.org>, for updates.

CITING CASES (RULE 12)

Include the case name, volume, reporter, initial page, pinpoint page(s), court, date, and any subsequent history: *Benson Mfg. Inc. Co. v. Chaslewood Ind. Group*, 290 F. Supp. 2d 243, 244–245 (D.R.I. 2003), *rev'd*, 376 F.3d 8 (1st Cir. 2004).

Case Names

- Cite only the first-listed party on each side. Do not use “*et al.*” to indicate an omission. (12.20(c))
- For individual parties, generally include only the last name: Jose G. Juarez becomes *Juarez*. (12.21(d))
- For business and governmental entities, abbreviate words in the party's name per Appendix 3: National Chemical Company becomes *Natl. Chem. Co.* (12.20(e), (f))
- When a name includes two business designations, delete the second: Company, Incorporated becomes *Co.* (12.20(e)(7))
- Cite United States as *U.S.* (12.20(g))

Courts and Reporters

- **U.S. Supreme Court cases:** Cite *U.S.* when possible. Do not include a court abbreviation in the date parenthetical: *Reem v. Law*, 541 U.S. 509 (2004). (12.40(c))
- **United States Courts of Appeals:** Cite *F.*, *F.2d*, *F.3d*, or *Fed. App.*. Include the court abbreviation in the date parenthetical: *Kneeggs, Inc. v. Ingotlir Corrosion, Co.*, 193 F.3d 656 (8th Cir. 2004). (12.6 & App. 4)
- **United States District Courts:** Cite *F. Supp.* or *F. Supp. 2d*. Include the court abbreviation in the date parenthetical: *Sonstien v. Menck*, 71 F. Supp. 2d 475 (E.D. Pa. 1999). (12.6 & App. 4)
- **State courts:** Unless otherwise required by local court rule (App. 2), cite the West regional reporter: *Fletcher H&E, Inc. v. Grouble*, 872 A.2d 292 (Vt. 2005); *Dauster v. Moss, Dept. Marine Resources*, 892 So. 2d 837 (Miss. App. 2005). (Rule 12.6 & Chart 12.7 (Web))
- **Parallel citations:** Cite both the official reporter and West regional reporter if local rules require parallel citations in briefs to their courts. Omit the court abbreviation from the date parenthetical: *Jackson v. Gregory*, 160 Ohio App. 3d 258, 826 N.E.2d 900 (2d Dist. 2005). (12.40(d) & App. 2)

Special Citation Forms

- **Dissents and concurrences:** *Lopez v. Monterey Co.*, 525 U.S. 286, 296 (1999) (Thomas, J., dissenting). (12.41(a))
- **LexisNexis and Westlaw:** Add the database identifier, pinpoint reference to star page, and exact date: *Jackson v. Mich. St. U.*, 2005 WL 1652259 at *3 (Mich. App. July 14, 2005); *Boesinger v. Larnot*, 2004 Va. App. LE005 296 at **1–2 (Dec. 7, 2004). (12.42)

Short Citation Formats (11.3 & 12.21)

- Use *id.* to refer to the immediately preceding authority.
- When all or part of the case name appears in the preceding sentence, use: 444 S.W.2d at 19. When the case name does not appear in the preceding sentence, use: *Namor*, 719 N.E.2d at 433–434.

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Include the name of the constitution and the pinpoint reference. Do not include the date for a constitution currently in force: *U.S. Const. amend. XIV, § 2*.

CITING STATUTES (RULE 14)

- **Federal statutes:** Cite *U.S.C.* when possible. Otherwise, cite *U.S.C.A.* or *U.S.C.S.*: 28 U.S.C. § 1679 (2000); 28 U.S.C.A. § 1679 (West 2004); 28 U.S.C.S. § 1679 (Lexis 2004). (14.1)
- **State statutes:** Cite the official code when possible. Consult Appendix 1 for each state's specific format. (14.4)
- **Electronic format:** Include the database provider and “current through” date: *Del. Code Ann. tit. 13, § 101(a), (d)* (Westlaw, current through 2005 1st Reg. Sess.). (14.5)
- **Short citations:** Use *id.* when citing the immediately preceding authority. Otherwise, use 28 U.S.C. § 1679, or § 1679. (14.6)

CITING RULES (RULE 17)

For rules of court, procedure, evidence, and ethics, include the code abbreviation and rule number: *Fed. R. Civ. P. 30*; *Fla. R. Crim. Evid. 403*.

CITING BOOKS AND TREATISES (RULE 22)

Include the author(s), title, pinpoint reference, editor(s) (if any), edition (after the first), publisher, and year: Lynn M. LoPucki & Elizabeth Watson, *Second Credit: A Systems Approach* 700 (4th ed., Aspen Publishers 2002).

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