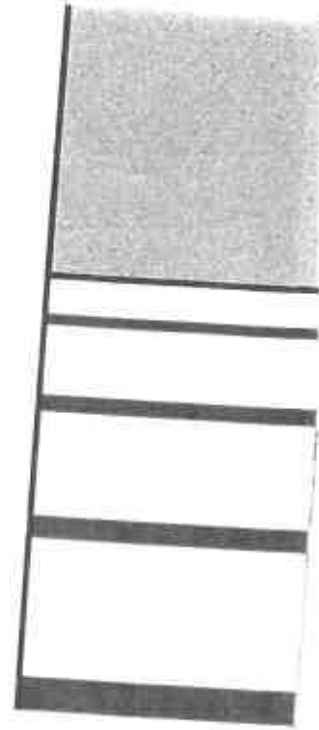


# Glossary



- A.L.R.:** See *American Law Reports*.
- ALWD:** Citation manual issued by the Association of Legal Writing Directors, now in its 4th edition.
- ALWD citation system:** A system introduced in 2000 by the Association of Legal Writing Directors ("ALWD") to provide an easier, more readily understood citation format.
- Act:** A series of statutes related to one topic.
- Adjudication:** An administrative proceeding before an administrative law judge.
- Administrative agencies:** A governmental body that enacts rules and regulations on a specific topic and settles disputes relating thereto, for example, the FCC, FDA, or NLRB.
- Administrative law:** The law relating to administrative agencies.
- Administrative law judge:** An individual who presides over an administrative adjudication.
- Advance sheets:** Temporary softcover books that include cases prior to their publication in hard-bound volumes.
- Alerts:** Electronic clipping services offered by Lexis and Westlaw that automatically update research results.
- Am. Jur. 2d:** A general or national encyclopedia published by West covering all United States law.
- American Digest System:** West's comprehensive set of digests designed to help researchers find cases.
- American Law Reports:** Sets of books publishing appellate court decisions together with comprehensive essays or annotations relating to the legal issues raised by those cases.
- Annotated:** Literally, "with notes"; generally, a reference to one-sentence descriptions of cases that follow statutes in codes such as U.S.C.A. or a state code.
- Annotated code:** A set of statutes organized by subject matter that contains material accompanying the statutes, chiefly references to cases.
- Annotated law reports:** See *American Law Reports*.
- Annotation:** A one-sentence description of a case; an article or

monograph about a legal topic published in A.L.R.

**Appeal:** Review by one court of a lower court's decision.

**Appellant:** A party who initiates an appeal; sometimes called a petitioner.

**Appellate brief:** A document presented to a reviewing court to obtain affirmance, reversal, or some alteration of a lower court's ruling.

**Appellee:** A party who responds to an appeal; sometimes called a respondent.

**Apps:** Law-related databases accessible on iPhones and other similar devices, allowing legal professionals access to federal laws and other materials.

**Attorneys general opinions:** Opinions by executive officials on various legal topics; opinions by the U.S. Attorney General or individual state attorneys general.

**BCite:** Bloomberg Law's citation validation service, used to ensure cases are still good law.

**Bicameral:** A two-chamber legislature.

**Bill:** A proposed law.

**Binding authority:** Legal authority that must be followed by a court.

**Blawg:** An online journal related to legal topics.

**Block form:** Style of letter writing in which all the elements, including the date and the closing, begin at the left-hand margin.

**Block quotation:** A quotation from another source of 50 words or more, indented (typically ten spaces) left and right, that appears without opening and closing quotation marks.

**Blog:** An online journal or diary (short for "weblog").

**Bloomberg Law:** The computerized legal research system offered by Bloomberg, L.P.

**Blue and White books:** Books published by West for individual

states that include conversion tables for locating parallel cites.

**Bluebook:** The best known and used guide for citation form; subtitled *A Uniform System of Citation*, now in its 19th edition.

**Bluepages:** Section of *The Bluebook* printed on light blue paper, providing rules and examples for practitioners (rather than the citation form used for academic or law review articles).

**Boolean searching:** A method of conducting research online using symbols and characters rather than plain English.

**Brief:** A summary of a case; or a written argument presented to a court.

**BriefCheck:** Lexis's software program that extracts citations from a document, checks their validity, and produces a printed report with results.

**Brief Suite:** Lexis's citation resource that complements its *Shepard's* citation service and conducts automatic citation validation.

**CALR:** See computer-assisted legal research.

**CCH Congressional Index:** Sets of books used to compile legislative histories.

**CD-ROM:** Literally, "compact disk, read-only memory"; a hard disk containing thousands of pages of information.

**C.J.S.:** West's general or national encyclopedia covering all United States law.

**CRAC:** An acronym for Conclusion, Rule, Application or Analysis, and Conclusion; a method used to analyze legal authorities and issues in an exam, memo, or other document.

**Cable modem:** A cable line used to connect to the Internet, allowing faster connection than a telephone line.

**Case of first impression:** An issue not yet decided by a jurisdiction.

- "Case on point" approach:** System used by a researcher following West's headnotes and Key Numbers to locate other similar cases by inserting a topic name and Key Number into the various units of the Decennial Digest System.
- Certificate of Compliance:** A verification that a document or pleading complies with court rules as to word count, page count, or other rules.
- Certificate of Service:** A verification that a document or pleading has been "served on" or presented to a party.
- Certification:** The process by which a court of appeals refers a question to the United States Supreme Court and asks for instructions and direction.
- Certiorari:** Writ of certiorari; the most widely used means to gain review of a case by the United States Supreme Court; issuance of the writ (meaning a decision to review a case) is discretionary with the Court.
- Cert pool:** The group of U.S. Supreme Court law clerks who takes turns evaluating petitions for certiorari and writing memos.
- Cert worthy:** A case for which certiorari has been granted.
- Chamber opinion:** An opinion written by a United States Supreme Court Justice in his or her capacity as the Justice assigned to a particular circuit rather than in the capacity of writing for the majority of the Court; also called "in-chambers opinion."
- Charter:** The governing document for a municipality.
- Chief Justice:** The presiding Justice of the United States Supreme Court.
- Circuit:** A geographical area in which courts are located; the United States is divided into 11 numbered circuits and two unnumbered circuits, each with its own court of appeals.
- Citators:** Online or print sources that direct one to other materials discussing or treating legal authorities.
- CiteAdvisor:** West's product that creates a table of authorities and suggests correct citation form.
- Cite-checking:** The process of verifying that citations in a document are accurate and in compliance with rules for citation form and then verifying that the authorities are still "good law."
- Civil law:** A body of law depending more on legislative enactments than case law, often seen in non-English-speaking countries.
- Code:** A compilation of statutes or regulations arranged by subject or topic.
- Code of Federal Regulations:** The codification of administrative rules and regulations, by subject, into 50 titles.
- Codification:** The process of organizing laws or regulations by subject matter rather than chronologically.
- Comment:** Shorter piece in a law review authored by a student; also called "Note."
- Committee print:** A report or study prepared for a congressional committee.
- Committee report:** Document reflecting decisions reached by legislative committees considering proposed legislation.
- Committee transcript:** Report of proceedings before committees considering proposed legislation.
- Common law:** The body of law that develops and derives through judicial decisions rather than from legislative enactments, usually seen in English-speaking countries.
- Compiled legislative history:** "Prepackaged" legislative history, usually compiled for significant legislation.
- Complimentary close:** The ending of a letter, such as "Sincerely."

**Computer-assisted legal research:** The process of conducting legal research through computer rather than conventional print sources.

**Concurrent jurisdiction:** The sharing of jurisdiction over a case by federal and state court so that a litigant can select which forum in which to bring the action.

**Concurring opinion:** Opinion written by a member of the majority who agrees with the result reached in a case but disagrees with the reasoning of the majority.

**Congress:** The lawmaking body of the federal government, composed of the Senate and the House of Representatives.

**Congress.gov:** Website for legislative information provided by the federal government, in its test or beta stage, that offers text of proposed and enacted legislation since 1993; successor to THOMAS.

**Congressional Information Service:** Sets of books used to compile legislative histories.

**Congressional Record:** A publication that publishes the remarks of the speakers debating a bill prepared for each day Congress is in session as well as other remarks and speeches made on the floor of the House or Senate.

**Constitution:** The document that sets forth the fundamental law for a nation or state.

**Constitutional courts:** Courts such as the United States Supreme Court that exist under the United States Constitution and whose judges are protected as to tenure and salary reductions.

**Convention:** A type of treaty, usually relating to a single topic.

**Court reports:** Sets of books that publish cases.

**Courts of Appeal:** Intermediate appellate courts; in the federal system, these are sometimes called circuit courts.

**Courts of first resort:** Trial courts.

**Current Law Index:** Separately published index designed to direct researchers to periodicals, such as articles in law reviews.

**Cyberspace:** The electronic or computer world in which vast amounts of information are available; sometimes used as a synonym for the Internet.

**Daily Compilation of Presidential Documents:** Publication including materials relating to the executive branch; formerly *Weekly Compilation of Presidential Documents*.

**Database:** Westlaw's groupings of materials offered in its computer-assisted legal research system.

**Database Wizard:** A service offered by Westlaw designed to help researchers select the right computer database; Database Wizard assists in selecting a database and narrowing research options.

**Decennials:** Digest books published by West that arrange cases in ten-year (or more frequent) groups; see *American Digest System*.

**Decision:** Technically, the final action taken by a court in a court case; generally, the term "decision" is used synonymously with "opinion," "judgment," or "case."

**Demand letter:** A letter setting forth a client's demands or requirements.

**Depository library:** A library designated by the United States government to receive selected government materials and publications.

**Descriptive word approach:** A method of locating legal materials by inserting words describing a problem or issue into an index or search engine that then directs the reader to relevant information; sometimes called the "index method."

**Dictionary (legal):** An alphabetical arrangement of words and phrases providing the meaning or definition of those words and phrases.

**Dictum:** Technically, "obiter dictum"; a remark in a case said for purposes of illustration or analogy; dictum is persuasive only.

**Digests:** Books or indexes that arrange one-sentence summaries or "digests" of cases by subject.

**Directory:** A list of lawyers.

**Dissenting opinion:** An opinion written by a judge in the minority who disagrees with the result reached by the majority of a court.

**District courts:** The trial courts in our federal system.

**Diversity jurisdiction:** A basis upon which federal courts take cases, due to the different or diverse citizenship of the parties in the case.

**Docket number:** A number assigned to a case by a court to track its progress through the court system.

**eBook:** Book available in electronic form.

**E-mail:** Electronic mail or messages sent through the computer rather than in physical form

**Ellipsis:** Three periods separated by spaces and set off by a space before the first and after the last period, used to indicate omission of a word or words.

**Enabling statute:** A statute that creates an administrative agency such as the FDA or FCC.

**En banc opinion:** Literally, "in the bench"; an opinion in which all judges in an appellate court participate.

**Encyclopedias:** Sets of books that alphabetically arrange topics related to legal issues; treatment of legal issues is somewhat elementary; the best known general

sets are C.J.S. and Am. Jur. 2d; some state-specific sets exist.

**Exclusive jurisdiction:** The basis upon which a court's ability to hear a case is exclusive to the federal court, such as a bankruptcy case, and which cannot be heard by another court.

**Executive agreement:** An agreement entered into with a foreign nation by a president acting without Senate approval.

**Executive branch:** The branch of the United States government that enforces laws.

**Executive order:** Regulations issued by a president to direct government agencies.

**Ex rel.:** Latin for "upon relation of"; a designation in a title of a case filed on behalf of the government but at the instigation of a private party.

**FDsys:** Federal Digital System; an advanced digital system that enables the Government Printing Office to provide free and authenticated government documents to the public over the Internet, including federal laws and regulations; formerly GPO Access.

**Federal Appendix:** West's set of books that prints unpublished federal courts of appeal cases.

**Federalism:** Sharing of powers by the federal and state governments.

**Federal question jurisdiction:** The power of a federal court to hear a case based upon the fact the case arises under the United States Constitution or a United States law or treaty.

**Federal Register:** A pamphlet published every weekday relating to administrative law and publishing proposed and final agency rules and regulations.

**Federal Reporter:** West's unofficial publication containing cases from the federal courts of appeal.

**Federal Supplement:** West's unofficial publication containing cases from the federal district courts.

**FindLaw:** Internet site providing free access to many legal authorities.

**Form books:** Sets of books including forms for use in the legal profession; may be general or related solely to one area of law.

**FULL:** A feature of "Shepard's for Research," a software program provided by Lexis that lists every authority that mentions a case.

**General encyclopedia:** See Encyclopedia.

**GlobalCite:** LoislawConnect's citation validation service, used to ensure cases are still good law.

**Google Scholar:** A free search service offered by Google allowing one to access federal and state court cases by case name or topic.

**GPO Access:** See FDsys.

**Header:** Information found on the second and any following pages of letters in the upper left-hand corner listing the addressee, page, and date.

**Headnotes:** Short paragraphs prepared by editors, given before a case begins to serve as an index to the points of law discussed in a case.

**History references:** References provided by Shepard's relating to the subsequent history of a primary authority.

**Hyperlink:** A method of instantaneous transport to another destination; hyperlinks are often underscored or appear in different color on the computer screen; by clicking the colored line, you will be immediately transferred to that particular site or page.

**IRAC:** An acronym for Issue, Rule, Application or Analysis, and Conclusion; a method used to analyze authorities and legal issues in a memo or brief.

**Id.:** A citation short form used in citation form to direct a reader to an immediately preceding citation.

**Indefinite pronoun:** A pronoun that does not refer to a specific person, such as "anyone."

**Index:** An alphabetical arrangement of words and terms designed to direct researchers to relevant cases, statutes, or legal information; usually contained in the last volume of a set of books or in separate volumes after the last volume.

**Index method:** See Descriptive word approach.

**Index to Legal Periodicals & Books:** Separately published index (both in print and online) designed to direct researchers to periodicals such as articles in law reviews.

**Infra:** A citation short form used in books or citation form meaning "below" directing a reader to a later citation.

**International Court of Justice:** A court under the responsibility of the United Nations, created to hear and decide disputes between and among nations; also called the World Court.

**International law:** The law relating to relations among nations.

**Internet:** A collection of worldwide inter-connected computer networks originally developed for defense purposes and which are linked together to exchange information; the Internet is not owned by any one person or company.

**Internet Service Provider (ISP):** A company that provides Internet access, such as Verizon, for a monthly fee.

**Judge:** Individual who sits on a lower court.

**Judiciary:** The branch of the government that interprets laws.

**Jump cite:** See Pinpoint cite.

**Jurisdiction:** The power of a court to act.

**Jurisdictional statement:** A statement in a brief explaining the grounds upon which the court's jurisdiction to hear the case rests.

**Jury instructions:** Sets of books containing proposed instructions to be used to charge a jury in a civil or criminal case.

**Justia:** Free Internet site providing access to numerous legal authorities.

**Justice:** Individual who sits on an appellate court, especially the United States Supreme Court or the highest court in a state.

**KWIC:** A computer program offered by Lexis that provides subsequent appellate history of a case; used primarily to confirm that authority in question is still good law by showing negative history only. Also a method of displaying a band or window of words around a requested search term or phrase.

**KeyCite:** A citation service offered through Westlaw providing valuable and automatic information relating to the validity of primary authorities cited in a document.

**KeyCite Alert:** A software clipping service that automatically notifies a researcher of changes in treatment of a legal authority.

**Key Number:** West's assignment of a number to a particular topic of law, allowing researchers to retrieve numerous cases dealing with the same point of law.

**Law:** See Statute.

**Law review:** The periodic publication by a law school providing scholarly treatment of a legal topic; sometimes called "law journal."

**Legalese:** The overuse of legal terms and foreign words and phrases in legal writing.

**LegalTrac:** An online index to articles published in *Current Law Index*.

**Legislative courts:** Specialized courts, such as the United States Tax Court, which do not exist under the Constitution and whose judges are appointed for specific terms.

**Legislative history:** The documents reflecting the intent and activity of a legislature at the time it enacts a law.

**Legislature:** The branch of the government that makes law.

**Letterhead:** Information printed on stationery identifying the correspondent.

**Lexis:** The computerized legal research system offered by Reed Elsevier.

**Lexis Advance:** Lexis's new research system allowing easy searching across all of Lexis's content without requiring researchers to select a database.

**Lexis Communities:** Lexis's free service offering podcasts, videocasts, and other resources for certain practice areas.

**"Library References":** A feature of U.S.C.S. comparable to that of U.S.C.A. in that it provides cross-references as well as directing the researcher to books, encyclopedias, annotations, and a wide variety of law review articles.

**Link:** See Hyperlink.

**Listserv:** A system that allows groups of people to e-mail each other and participate in group discussions, usually about a topic of common concern; for example, there may be a listserv comprising law students, and when one message is sent by a user, it is automatically sent to all others in the group; sometimes called "newsgroup."

**LoislawConnect:** The computerized legal research system offered by Wolters Kluwer.

**Looseleaf (or looseleaf service):** A set of materials collected in ringed binders due to the need for frequent updating and related to a specific area of law such as

labor law or tax; includes both primary and secondary authorities.

**Majority opinion:** Any judicial opinion written by a member of the majority after a court reaches a decision.

**Maroonbook:** A citation manual published by the University of Chicago and used in the Chicago area.

**Martindale-Hubbell Law Directory:** A comprehensive directory of lawyers in the United States and in foreign countries.

**Memorandum (legal):** A document explaining legal issues involved in a case in a neutral and objective manner.

**Memorandum of Law:** Document presented to a court to persuade the court to rule in a party's favor; occasionally called Memorandum of Points and Authorities.

**Memorandum of Points and Authorities:** See Memorandum of Law.

**Memorandum opinion:** An opinion that provides a result but offers little or no reasoning to support that result.

**Microfiche:** Celluloid strips of film used in cataloging or archiving documents.

**Microfilm:** Film containing images displayed on screens and often used for efficient storage of voluminous records.

**Microform:** A type of technology embracing microfilm, microfiche, and ultrafiche, based on photography and that stores material more efficiently than print sources.

**Model act:** Proposed law intended to be used as a guideline for actual legislation.

**Modifier:** A word that limits, describes, or qualifies another word.

**Moot:** Resolved; cases that have been resolved or settled in some manner are said to be moot.

**National Reporter System:** A set of unofficial court reporters published by West and including federal and state cases; often called "regional reporters."

**Natural language:** A "plain English" computer method of conducting legal research, in contrast to using Boolean connectors.

**Neutral citation:** A citation that does not refer to a particular vendor or to a particular type of source; also called *public domain citation* or *universal citation*.

**Newsgroup:** Electronic communications method allowing its participants to view, post, and reply to messages on the Internet.

**Nominalization:** The conversion of an adjective, verb, or adverb into a noun, for example, the conversion of the verb "decide" into "render a decision."

**Noncritical:** Treatment of a legal topic in explanatory rather than analytical or critical manner.

**Notes:** See Comment.

**Obiter dictum:** See Dictum.

**Official:** Publication of cases, statutes, or other legal materials as directed by a statute.

**On all fours:** See On point.

**Online:** The process of being connected to the Internet through electronic communication.

**Online catalog:** An electronic database used by libraries in place of a conventional card catalog to catalog materials owned by the library.

**Online journal:** A journal that is published exclusively online, not in print form.

**On point:** A case that is factually similar and legally relevant and that controls another case; sometimes called a case "on all fours."

**Opinion:** A court's explanation of the law in a particular case; also called "case" or "decision."



**Opinion letter:** A letter setting forth advice to a client.

**Ordinance:** A local law.

**Original jurisdiction:** The ability of a court to act as a trial court.

**Overrule:** The overturning of a case by a higher court considering a different case on appeal.

**PACER:** Service of U.S. Judiciary, allowing access to documents filed in federal courts.

**Parallel citation:** Two or more citations to the same case allowing researchers to read a case in two or more sets of reports.

**Parallel structure:** The requirement that the grammatical structure of all items in a list be identical or parallel.

**Password:** The secret code used to gain access to a computer system.

**Per curiam:** An opinion by the court in which no justice is identified as the author.

**Periodical:** A publication issued on a periodic, such as monthly or quarterly, basis; for example, the *Computer Law Journal*.

**Permanent law:** A law that remains in effect until it is expressly repealed.

**Personal digital assistant (PDA):** A handheld computer device such as the BlackBerry, which provides wireless access for updating and validating through both Shepard's and KeyCite.

**Persuasive authority:** Legal authorities that a court is not required to follow but might be persuaded to do so; secondary authorities are persuasive.

**Pinpoint cite:** A reference to the exact page in a source to which a reader is directed; also called a "pincite," "jump cite," or "spot cite."

**Plain English movement:** A modern approach to legal writing calling for the use of plain English and an end to stuffy, archaic, and jargon-filled writing.

**Plain English searching:** See Natural Language.

**Plurality opinion:** The result reached when separate opinions are written by members of a majority.

**Pocket part:** A booklet or pamphlet inserted into the back of a hardbound volume to provide more current information than that found in the volume.

**Popular name:** The practice of calling certain statutes or cases by a popular name.

**Popular name approach:** A method of locating cases or statutes by looking up their "popular names"; generally, the names of the sponsoring legislators, the parties to the case, or a name assigned by the media.

**Posting:** The entering of information or messages into a network, for example, cases are "posted" to the website of the United States Supreme Court and legal professionals "post" messages on a listserv.

**Primary authority:** Official pronouncements of the law, chiefly cases, constitutions, statutes, administrative regulations, and treaties, all of which are binding authorities.

**Private international law:** The law relating to which country's law will govern a private contractual transaction or arrangement.

**Private law:** A law affecting only one person or a small group of persons, giving them some special benefit not afforded to the public at large.

**Procedural history:** The path a case takes, for example, from trial to appellate court.

**Proclamation:** A statement issued by a president, which often has no legal effect.

**Proofreading:** The process of reviewing a writing to correct errors, especially technical errors.

**Public domain system:** With regard to format- or vendor-neutral citation systems, the citation appears the same whether the reader has accessed the case by conventional print format or by electronic methods, such as CD-ROM, Lexis, Westlaw, or the Internet.

**Public international law:** The law relating to the conduct of nations.

**Public law:** A law affecting the public generally.

**Query:** A search request used to access a computer-assisted legal research system.

**Quick Index:** An easy-to-use one-volume index published by West that directs the researcher to annotations in A.L.R.3d, A.L.R.4th, A.L.R. 5th, and A.L.R.6th. Note that there is also an A.L.R. Federal Quick Index.

**Ratio decidendi:** The "reason of the decision"; the holding of a case.

**Reference notation ("Re"):** An indication of the subject matter of a document.

**Regional reporters:** See National Reporter System.

**Regulation:** A pronouncement by an administrative agency; sometimes called a rule.

**Regulatory body:** An administrative agency.

**Remand:** An order by a higher court that returns a case to a lower court, with directions.

**Removal:** Sending of a case from one court to another.

**Report:** Set of books publishing cases, generally official sets.

**Reporter:** Set of books publishing cases, generally unofficial sets.

**Resolution:** A proposed local ordinance.

**Restatements:** Publications of the American Law Institute designed to restate in a clear and simple manner legal doctrine in

specific areas, such as contracts, torts, or trusts.

**Reverse:** The overturning of a lower court decision by a higher court considering that same case on appeal.

**Rule:** See Regulation.

**Rules of court:** Procedural requirements issued by courts and that must be followed by litigants.

**Rules of procedure:** Rules governing practice before a court, such as the FRCP, which govern significant matters.

**Running head:** The printed line across the top of published cases that identifies the parties' names and case citation.

**Salutation:** The greeting in a letter, such as "Dear Ms. Howard."

**Sans serif style:** Print style without embellishments of extra lines forming letters, such as the Arial font.

**Scope note:** A brief paragraph outlining the matters treated in a legal discussion and those to be treated elsewhere.

**Search box:** A blank box on a computer screen, in which you type or key in the word or terms you are interested in researching.

**Search engine:** A particular service that helps one locate useful information on the Internet, usually through the use of key words; common search engines are "Bing" and "Google." A search engine is a website that looks for and retrieves other websites. Search engines look for words in the millions of web pages on the Internet and direct you to pages that include the search words or key words you enter in a search box.

**Secondary authorities:** Legal authorities that are not primary law and which explain, discuss, and help locate primary authorities; persuasive authority; includes encyclopedias, A.L.R.

annotations, law reviews, texts, and treatises.

**Selective publication:** The process whereby not all cases are published but rather only those that advance legal theory are published.

**Series:** Newer or more recent editions of cases or other legal materials.

**Serif style:** A style of print that adds small decorative strokes to the edges of letters, generally viewed as enhancing readability, such as Garamond and Times New Roman fonts.

**Session laws:** The chronological arrangement of laws prior to their arrangement in a code.

**Shepard's:** Sets of books or Lexis's online service that allows researchers to verify that primary authorities are still "good law."

**Shepardize:** The process of ensuring that authorities are still "good law."

**Short form citation:** An abbreviated form of a citation used after a citation has been given in full.

**Signal indicator:** A symbol showing on the computer screen that informs the user of the precedential status of a case or other authority by indicating through colors or letters the history and treatment of the case or other authority.

**Signals:** In citation form, words indicating how a citation supports or contradicts an assertion; references to preceding or later-given citations in a legal writing.

**Slip law:** A piece (or pieces) of looseleaf paper containing language of a law; the manner in which laws are first published.

**Slip opinion:** A court decision available on looseleaf sheets of paper; one not yet available in a published reporter.

**Sources:** Lexis's databases of materials; also called "Libraries."

**Stack:** Shelf in a library.

**Standing:** Personal injury or damage sustained by a plaintiff enabling the plaintiff to bring suit.

**Stare decisis:** The concept whereby courts follow and adhere to previous cases.

**Star paging:** A technique to convert page numbers in cases published in unofficial sets to page numbers in cases published in official sets.

**Statute:** An act of a legislature declaring, commanding, or prohibiting something.

**String citing:** The somewhat disfavored practice of citing more than one authority in support of a proposition.

**Style sheet:** A guide to presentation of terms and words used by copyeditors to ensure consistent presentation.

**Subject matter jurisdiction:** See Federal question jurisdiction.

**Supplement:** A softcover pamphlet that updates material found in a hardbound volume.

**Supra:** A citation short form used in books or citation form meaning "above," directing a reader to a preceding (though not immediately preceding) reference or citation.

**Syllabus:** A comprehensive but unofficial summary preceding an opinion of a court, prepared by the court's reporter of decisions or the publisher.

**Synopsis:** A brief summary of a case prepared by editors to provide a quick overview of the case and given before the case begins.

**Table of authorities:** List of authorities cited in a brief or document and that must be arranged in a certain order.

**Tabulation:** To arrange in a table or list.

**Temporary law:** A law that has specific language limiting its duration.

- Terms and connectors:** A method of searching on a computer, using words, symbols, and characters rather than plain English; often called "Boolean searching."
- Text messaging:** A style of communication using wireless devices and using abbreviated words and symbols.
- Thesaurus:** A book providing synonyms and antonyms for words and terms.
- Thesis statement:** An initial sentence or two at the beginning of a project or issue that encapsulates the central argument to follow; also called *umbrella statement*.
- THOMAS:** Website for legislative information provided by the federal government that offers text of proposed and enacted legislation, committee information, calendars for hearings scheduled, and House and Senate Directories; THOMAS is being replaced by Congress.gov.
- Thomson Reuters:** A law book publisher; formerly West Publishing Co.; usually referred to as "West" by legal professionals.
- Titles:** Categories of statutes or regulations.
- Topic approach:** A method of locating legal materials by bypassing the general index and going directly to the appropriate title or topic in a source.
- Total Client-Service Library:** Collectively, the sets of books published by the former Lawyers Co-op and including U.S.C.S., Am. Jur. 2d, A.L.R., Proof of Facts, Am. Jur. Trials, and various form books.
- Treatise:** A scholarly book (or set of books) devoted to the treatment of a particular legal topic, such as *Treatise on the Law of Contracts*.
- Treatment references:** References provided by Shepard's relating to the later treatment and discussion of primary authorities by other cases, attorneys general opinions, law review articles, and so forth.
- Treaty:** An agreement between two or more nations.
- Ultrafiche:** An enhanced microfiche holding a great many images.
- Uniform law:** Model legislation prepared by the National Conference of Commissioners on Uniform State Laws on various legal topics, such as the Uniform Commercial Code, and designed to be adopted by the 50 states.
- United States Code:** The official publication of all federal laws, arranged by topic.
- United States Code Annotated:** West's annotated version of the United States Code, including all federal statutes arranged by subject.
- United States Code Congressional and Administrative News:** A monthly publication including public laws, legislative history of selected bills, summaries of pending legislation, presidential proclamations and executive orders, various federal regulations, and court rules.
- United States Code Service:** Annotated set of federal statutes arranged by subject and published by Lexis.
- United States Government Manual:** A manual or handbook providing information about the United States government, particularly the administrative agencies.
- United States Law Week:** A weekly publication that prints U.S. Supreme Court cases and information about the Court.
- United States Reports:** The official publication containing cases from the United States Supreme Court.
- United States Statutes at Large:** The set of books containing all federal laws, arranged in chronological order.

**Universal symbols:** Symbols and characters used in constructing a search on Lexis or Westlaw; sometimes called root expanders.

**Unofficial:** Publication of cases or statutes not directed by statute.

**Unreported case:** A case marked "not for publication" by a court; persuasive authority although it may be available from Lexis, Westlaw, or on the Internet.

**Versus Law:** A commercial legal research system offering cases via the Internet for a moderate fee.

**WWW:** World Wide Web, commonly used to refer to the entire collection of resources that can be accessed in cyberspace, through the Internet.

**Web:** See WWW.

**Website:** A collection of web pages; for example, IBM's website (www.ibm.com) will consist of numerous web pages, each of which is devoted to a specific topic. A website always begins with a "home page," which is the first screen viewed when the website is accessed.

**West:** The common name of the largest law book publisher in the United States; formerly West

Publishing Co. and now owned by Thomson Reuters.

**WestCheck:** A West software program providing automatic validation of all cases cited in a document.

**Westlaw:** The computerized legal research system offered by West.

**WestlawNext:** A new user-friendly research platform that allows easy "Google"-type searching of Westlaw, with results ranked in order of importance.

**Widows and orphans:** A heading or isolated word or line occurring at the bottom or top of a page.

**Words and Phrases:** A multivolume set of books directing researchers to cases that have construed certain terms.

**World Court:** The United Nations court, officially named the International Court of Justice, which provides final decisions regarding international disputes.

**World Wide Web:** See WWW.

**Writ of certiorari:** See Certiorari.

**Zotero:** A free tool that allows the saving, storing, and management of bibliographic references and assists in citing the materials.

## California Glossary

California Constitution – establishes three Branches of Government

**A. Legislative- bicameral – enact statutes for health, safety, welfare, morality (police power)**

Assembly (similar to House of Representatives)

Senate (similar to US Senate)

California Codes – contains laws passed by Legislature, signed by Governor.

Deering's Annotated Codes – statutes and references to cases interpreting code

West's Annotated Codes - same as above, perhaps different references.

Code Supplements (Pocket Parts) – contain latest amendments, new statutes, cases

**B. Judicial – trial courts, appellate courts.**

California Supreme Court – highest court.

Cases published "officially" in California Reports (since 1850 to present) (Cal. )

Cases unofficially published in West's Pacific Reporter. (P.)

Cases unofficially published in West's California Reporter (since 1959) (Cal. Rptr. )

California Court of Appeal – intermediate appellate court (6 districts)

Cal. App. Reports - official reporter

Cal. Rptr. – unofficial reporter

Unpublished opinions – not published in either reporter, not citable to courts

Depublished – an opinion previously published by Court of Appeal (ordered depublished)

Disapproved – term used by high court to "overrule" a past decision.

**Superior Court –**

**Trial courts of general jurisdiction, including separate divisions for Juvenile Court, Family Court, Probate Court.**

**C. Executive Branch**

**Administrative Agencies (e.g., DMV, Cal Dept. of Fair Employment & Housing, UC, CSU) Cal. Administrative Code (Titles)**