

INTRODUCTION TO LEGAL MATERIALS

A Manual for Non-Law Librarians in
Wisconsin



Law Librarians Association of Wisconsin

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Introduction to Legal Materials

A Manual for Non-Law Librarians in Wisconsin

**Law Librarians Association of Wisconsin, Inc.
A Chapter of the American Association of Law Libraries**

**Additional copies of this manual
may be purchased from:**

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PREFACE

The Law Librarians Association of Wisconsin is a chapter of the American Association of Law Libraries and represents all segments of the law library community, including private, corporate, county, state, federal and academic law libraries. The objectives of LLAW are to promote law librarianship, to enhance the usefulness of law libraries, and to foster a spirit of cooperation among members.

In 1989, the Public Access to Legal Information Committee (PALI) of the Law Librarians Association of Wisconsin produced the first edition of this manual as a guide for non-law librarians who are occasionally called upon to answer questions involving legal materials. As with the original edition, this revised edition is intended to be a starting point, and covers only the most basic materials used in federal and Wisconsin legal research.

Lists of major sources follow each subsection of the Judicial, Legislative, and Administrative sections. Within each list of sources, titles are generally arranged in order of significance. Consult the glossary in Appendix A for unfamiliar terms.

Many Wisconsin libraries will maintain a current set of the *Wisconsin Statutes* but few other primary legal resources. Consult Appendix B for a listing of the libraries that provide the most comprehensive legal collections in the state. Contact one of these libraries for additional information about the titles discussed in this manual or with questions involving legal bibliography. Trained law librarians are available to assist with inquiries and to provide instruction in legal research procedures. For further reading on the subject of legal research, consult section V. G., “Legal Research Texts and Manuals.”

The current edition takes into account the growing availability of legal information available online. The guide identifies selected electronic resources that are either freely available over the Internet or otherwise available in electronic format to any user at certain libraries.¹ Again, the emphasis is on federal and Wisconsin legal research. Throughout the guide, sources that are available electronically are identified with the following symbol: ☞. The same symbol is also used to refer the reader to the “Electronic Access” segments that come at the end of many of the sections. For a list of gateways to electronic resources, consult section V. H., “Gateways to Online Resources.”

Finally, some words of appreciation. Thanks to Northwestern Mutual Life Insurance Company for providing the printing facilities for this publication, and to Pat Ellingson (law librarian) for arranging this. Thanks to Bill Ebbott at the UW-Madison Law Library and Connie Von Der Heide at the Wisconsin State Law Library for

¹ See section VI. of this guide for discussion of fee-based electronic resources such as *LexisNexis* and *Westlaw*.

proofreading the draft and for their valuable suggestions. Thanks also to Bonnie Shucha at the UW-Madison Law Library. Many of the electronic resources included in this guide are licensed for use at particular institutions, but are nevertheless free to users visiting those institutions. Bonnie's *Sources of Legal Information for the Wisconsin Attorney*, UW-Madison Library, <http://library.law.wisc.edu/guides/bibliographies/legalinfo.htm>, was helpful in compiling this information. And thanks especially to the members of the 1988-1989 PALI committee who authored the first version, and provided an outstanding framework upon which to build. See Appendix G for a list of the 1988-1989 PALI members.

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Introduction to Legal Materials

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I. THE JUDICIAL SYSTEM

A. Courts

Federal and state courts in the U.S. are primarily involved in settling disputes between private parties and determining the guilt or innocence of persons accused of committing federal or state crimes. Federal and most state court systems are comprised of three levels - a trial level, an intermediate appellate level, and a final appellate level. Most states have a number of municipal level courts, such as traffic courts, that are limited in their authority by type of dispute or amount of money involved in the litigation.

A higher court's opinion on a particular issue is binding on a lower court in the same jurisdiction. The policy of courts to stand by precedent and refrain from disturbing settled points is based on a legal doctrine known as "stare decisis." Courts are limited to ruling on matters within their jurisdictions, which may be defined geographically or by the type of case that a court may consider.

Federal Courts

U.S. Supreme Court

This is the highest court in the United States. It is comprised of the Chief Justice and eight associate justices. The power to nominate justices is vested in the President and appointments are made with the advice and consent of the Senate. Justices are appointed for a lifetime tenure. The Supreme Court meets in Washington, D.C. for an annual term which begins on the first Monday in October and usually ends during the first week in July. The Court's primary function is to hear cases that question the constitutionality of federal or state statutes. It also hears cases on appeal from the states' highest courts, the federal Courts of Appeals, and the federal District Courts. U.S. Supreme Court opinions are binding on all lower federal and state courts. The Supreme Court has the discretion to grant or deny a hearing for most cases brought before it. Furthermore, cases brought to the court may result in a summary action, whereby the lower court's opinion is simply affirmed or vacated and no explanation is provided by the Supreme Court itself.

U.S. Court Of Appeals

The U.S. Courts of Appeals occupy the second tier in the hierarchy of federal courts. There are thirteen U.S. Courts of Appeals including eleven numbered circuits which have regional jurisdiction, a District of Columbia Circuit, and the Court of Appeals for the Federal Circuit located in Washington, D.C. which has nationwide jurisdiction to hear specific types of cases. These courts hear appeals from the U.S. District Courts. The U.S. Court of Appeals for the Seventh Circuit sits in Chicago and hears appeals from the federal District Courts in Illinois, Indiana, and Wisconsin. Usually cases are heard by a panel of three judges, although a majority of judges of a particular circuit may order a hearing or a rehearing before all the judges. Federal appeals court opinions are binding on U.S. District Courts within the circuit and may be appealed to the U.S. Supreme Court. Rules, opinions and other information regarding the Seventh Circuit may be found on the Court's official Web site: <http://www.ca7.uscourts.gov>.

U.S. District Court


The trial court and court of original jurisdiction in the federal system is the United States District Court. District Courts hear civil and criminal cases arising under federal law and cases where citizens of two or more states (or a citizen and an alien) are in conflict. At least one district, usually more, exists in each state. The number of District Courts within a state is determined by population and geographic area of the state. District Courts usually do not extend across state lines. Wisconsin is divided into two districts; the court for the Eastern District of Wisconsin sits in Milwaukee and the court for the Western District is in Madison. Usually one District Court judge hears a case, although there may be one or many judges assigned to each district. Many District Court opinions are unpublished and may only be available through the clerk of court or an electronic legal database. Additional information about the U.S. District Courts may be found online at: <http://www.uscourts.gov/districtcourts.html>.

U.S. Specialized Courts


Many specialized courts have been formed to handle cases in a particular area of the law or to relieve overcrowding on the calendar of a court already in existence. The Bankruptcy Court, Tax Court and Claims Court are examples of such courts. Online information about special federal courts may be found at: <http://www.uscourts.gov/allinks.html>.

Wisconsin State Courts

Wisconsin Supreme Court

The Wisconsin Supreme Court is the highest court in Wisconsin. There are no appeals to the Supreme Court as a matter of right; the Supreme Court determines at its discretion which matters it will hear. For a limited number of cases of statewide concern, the Supreme Court may take original jurisdiction. The seven justices are elected statewide and serve for ten - year terms. The justice with the greatest seniority on the court serves as Chief Justice. Since the Supreme Court also has supervisory and administrative authority over all courts in the state, the Chief Justice is the administrative head of the state judicial system. The Supreme Court, located in the State Capitol Building in Madison, is in session for oral arguments from September through June. Additional information may be found  online at: <http://www.courts.state.wi.us/supreme>.


Wisconsin Court Of Appeals

The Wisconsin Court of Appeals was established as the state's intermediate appellate court on August 1, 1978 as a result of court reorganization. The state is divided into four Court of Appeals districts with primary offices in Milwaukee, Waukesha, Wausau and Madison. Each district handles appeals from the lower courts in that district. Sixteen judges are elected for six-year terms in district wide non-partisan April elections. State circuit court opinions may be appealed as a matter of right to the Court of Appeals. Opinions of the Court of Appeals may be appealed to the Wisconsin Supreme Court. Many Wisconsin Court of Appeals opinions are unpublished and may only be accessible from the court clerk, larger libraries, or online legal databases. Generally, unpublished opinions are not to be cited or used as legal precedent. Additional information may be found  online at: <http://www.courts.state.wi.us/appeals>.


Wisconsin Circuit Court

The Wisconsin Circuit Courts are the state's trial court. Each county is a circuit branch with the exception of the following three combined county districts: Buffalo-Pepin, Shawano-Menominee, and Forest-Florence. There are 69 judicial circuits and

241 state circuit court judges who are elected to six-year terms in countywide non-partisan elections. In areas where there is a greater volume of judicial business, a single circuit may have several branches of court with a judge presiding in each branch.

The Circuit Courts have original jurisdiction in all civil and criminal matters within the state. Administrative reviews of state administrative agency opinions and orders are heard in the Circuit Court. Appeals from municipal courts go to the Circuit Court and appeals from the Circuit Court go to the Court of Appeals. Circuit Court opinions are not published. Copies may be obtained for a fee from the clerk of court. Additional information may be found online at: <http://www.courts.state.wi.us/circuit>.

Wisconsin Municipal Courts


Municipal courts serve cities, villages and towns. Municipal court jurisdiction is limited to offenses against ordinances of the city, town, or village where legal relief is sought. Opinions of municipal courts are not published. The municipal judge is elected for a two-year to four-year term, as determined by the municipality, with terms beginning on May 1. As of May 2002 there were 224 municipal courts and 226 municipal judges in Wisconsin. Online access to information about municipal courts in Wisconsin, including a Directory of courts, judges, and clerks, may be found at:  <http://www.courts.state.wi.us/municipal>.

B. Court Opinions

Opinions to be published are first issued as individual slip opinions. Slip opinions are printed by the court and are available from the clerk of court of the particular jurisdiction or the court library. The slip opinions are then re-issued as advance sheets, which in turn are ultimately replaced by bound volumes. Opinions are also available in various specialized reporters and looseleaf services, often several months prior to publication in advance sheets or bound volumes.

Sets of books known as court reports or reporters exist for the U.S. Supreme Court, all federal courts, individual states, regional groups of states, the entire United States, special courts, and particular topics. West Group's National Reporter System

divides the United States into the following regions, each with its own reporter: Atlantic, North Eastern, North Western, Pacific, South Eastern, South Western, and Southern. These regional reporters publish opinions from the state supreme courts and most intermediate appellate courts in each region.

The full text of published opinions of federal and state courts are now available electronically, as identified below in the sections labeled  Electronic Access. These sources provide alternatives to fee-based databases such as *LexisNexis* and *Westlaw*². U.S. Supreme Court opinions are online within hours of issuance. Unpublished opinions may be available online as well.

The contents of printed court reporters are similar regardless of publisher. Although the order of the elements in the case may vary according to a particular judge's writing style or the publisher's practices, the following elements are usually included:

1. Names of the parties
2. Citation (legal reference to location of opinion)
3. Court docket number
4. Date the case was decided
5. Court in which the case was decided
6. Synopsis (facts and circumstances of the case)
7. Headnotes (legal issues raised by the facts)
8. Syllabus (case history and explanation of how the case came before the court)
9. Opinion of the court
10. Opinion(s) of the judge(s)

Opinions may be difficult to read for a number of reasons, including writing style, the legal language and terminology, and the fact that many cases deal with a number of complex legal issues.

² See section VI. for more discussion on *LexisNexis*, *Westlaw* and other fee based legal resources.

Sources - Federal Court Opinions

U.S. Supreme Court

United States Reports (U.S.). Government Printing Office.

The official reporter for cases heard by the Supreme Court. Although it is always preferable to cite to this official version, one major problem is the long time lapse between date of opinion and date of publication.

Supreme Court Reporter (S.Ct.). West Group.

An unofficial edition of Supreme Court opinions. Its assets include speed of publication (usually within two to three weeks of opinion date in the advance sheet format), editorial headnotes, and the key number system which allows a researcher to find other federal and state court cases on the same subject matter in other units of West Group's National Reporter System. After the close of each term, bound volumes are printed containing the material found in the earlier advance sheets. Parallel citations to the U.S. Reports are included when they become available. Advance sheets contain the same pagination as the bound volumes; thus, it is permissible to cite to advance sheets.

United States Supreme Court Reports, Lawyers' Edition (L.Ed.). LexisNexis.

The Lawyers' Edition, first and second series, is an unofficial edition of Supreme Court cases published in advance sheet and bound volume form. It is valuable for rapidity of publication, added headnotes, summaries of cases, annotations, and is the only source for summaries of attorneys' briefs. It is also the only source which provides pocket part supplementation containing corrections and updates to the information contained in the main volume. Parallel citations to the U.S. Reports and Supreme Court Reporter are included.

United States Law Week (U.S.L.W.). Bureau of National Affairs.

Because Supreme Court opinions set precedent for all other courts, both state and federal, it is often necessary to have access to Supreme Court cases before they appear in the official and unofficial reporters mentioned above. Opinions appear in their entirety in U.S.L.W. usually within a week of opinion date. The Supreme Court sections are in looseleaf format and provide further assistance in determining the

status and history of a case prior to opinions by the Supreme Court. They contain summaries of orders, a journal of proceedings, a list of cases docketed, summaries of cases and arguments before the court, and indexes. The general law sections contain information concerning lower court opinions, but not their full text.

United States Supreme Court Bulletin (S.Ct.Bull.). Commerce Clearing House.

Opinions of the Supreme Court are published in full in this looseleaf service within 48 hours after the opinion is handed down. This is a valuable resource for anyone needing more current access to the full text. It also has an excellent status table.

Electronic Access

LexisOne

<http://www.lexisone.com>

Search for U.S. Supreme Court opinions, 1790 to present by citation, keyword, party name, judge, counsel and date. Registration is required, but the content is free.

Loislaw

<http://www.loislaw.com>

Search for U.S. Supreme Court opinions dating back to 1754 via multiple access points. This is a licensed resource. Access is available at no cost to users at Wisconsin State Law Library workstations.

Lois Professional Library, Supreme Court Reports

Search opinions dating back to 1900 via a number of fields, including citation, name, docket number, court, date, attorney, judge, or keyword. This CD ROM database is available to users at no cost at the University of Wisconsin Law Library and the Marquette University Campus.

U.S. Supreme Court

<http://www.supremecourtus.gov/opinions/opinions.html>

Access to page images of opinions published in the *United States Reports* since 1991, and recent slip opinions.

Court Of Appeals and District Court Opinions

Federal Reporter (F.). 1st, 2nd, and 3rd series. West Group.

Published opinions of the U.S. Courts of Appeals are published in the Federal Reporter. This set began publication in 1880 and until 1932 included opinions from the District Courts as well. The first series of the reporter stopped with v. 300; the second series began with volume one and stopped with v. 999; the current third series began with volume one. Prior to 1880, opinions of the Federal District and Appeals Courts are found in *Federal Cases*. The Federal Reporter is linked through the key number system to other units of the West Group National Reporter System.

Federal Supplement (Supp.). 1st and 2nd series. West Group.

District Court opinions sent to West Group by the clerks of the District Courts are published in the Federal Supplement, first in the advance sheets and then in bound volumes. The first series ended with v. 999 in 1998; the 2nd series began again with volume one.

Electronic Access

LexisOne

<http://www.lexisone.com>

Search Federal Court of Appeals and District Court opinions dating back five years by citation, keyword, party name, judge, counsel and date. Registration is required, but the content is free.

LOIS Professional Library, United States Court of Appeals - 7th Circuit

Search opinions dating back to 1971 via a number of fields, including citation, name, docket number, court, date, attorney, judge, or keyword. This CD ROM database is available to users at no cost at the University of Wisconsin Law Library and the Marquette University Campus.

Loislaw

<http://www.loislaw.com>

Search Federal Court of Appeals opinions dating back to the 1950's via multiple access points. This is a licensed resource available to users at Wisconsin State Law Library workstations.

U.S. Seventh Circuit Court of Appeals Opinions

<http://www.ca7.uscourts.gov/op3.fwx>

Search for opinions dating back to 1987 by case number or party name.

U.S. Court – Western District of Wisconsin Opinions

http://www.wiwd.uscourts.gov/opinion_search.html

Access recent opinions by key word.

Specialized Courts

Opinions may be reported in special topical reporters or looseleaf services. For example, *Reports of the United States Tax Court* (Government Printing Office), and *Standard Federal Tax Reporter* (Commerce Clearing House) contain published opinions of the U.S. Tax Court. Bankruptcy Court opinions are published in *Bankruptcy Law Reporter* (Commerce Clearing House) and *Bankruptcy Reporter* (West Group).

Electronic Access

Loislaw

<http://www.loislaw.com>

Search U.S. Tax Court opinions via multiple access points dating back to 1941. This is a licensed resource available to users at Wisconsin State Law Library workstations.

U.S. Bankruptcy Court for the Western District of Wisconsin Opinions

http://www.wiw.uscourts.gov/bankruptcy/opinion_home.htm

Search opinions by keyword and relevant statute/rule references. Coverage begins in 1990 for Judge Martin and in 1986 for Judge Utschig.

U.S. Court of Federal Claims Opinions

<http://www.uscfc.uscourts.gov/opinions.htm>

Opinions are available from 1997 to the present and are accessible by year.

U.S. Tax Court Opinions

<http://www.ustaxcourt.gov/ustcweb.htm>

Search opinions by release date, case name/keyword, and judge. Coverage for Tax Court Opinions and Memorandum Opinions begin 01/01/99; Summary Opinions begin 01/01/01.

Sources - Wisconsin Court Opinions

Wisconsin Reports (Wis.) 1st and 2nd Series. Callaghan.

This official reporter of Wisconsin Supreme Court and Court of Appeals opinions began publication in 1853. Each volume includes a list of cases reported, a list of statutes cited, and an index of topics. The 1st series ended with v. 275 in 1958; the 2nd series began with volume one in 1959.

North Western Reporter (N.W.). 1st and 2nd Series. West Group.

This regional reporter, as part of West Group's National Reporter System, includes state supreme court and selected appeals court opinions from 1879 to the present for Wisconsin, Iowa, Michigan, Minnesota, Nebraska, North Dakota, and South Dakota. Each volume includes a table of cases arranged by state and a list of statutes affected. Advance sheets include summaries of opinions, cross-reference tables, and recent state Supreme Court rules and orders. The 1st series ended with v. 300 in 1941; the 2nd series began with volume one in 1942.

Wisconsin Law Journal. Daily Reporter Pub. Co.

This weekly journal publishes opinions of the Wisconsin Supreme Court, the Wisconsin Court of Appeals, the U.S. District Court, the U.S. Seventh Circuit, Wisconsin trial courts, and news of interest to lawyers and judges in Wisconsin. This title began in 2001 and continues *Wisconsin Opinions* (1995-2001) and *Wisconsin Appellate Opinions* (1987-1995).

Pinney's Wisconsin Reports (Pin.). 3 v.

Reported and unreported cases for the period 1839-1852. Table of cases and index of topics are included.

Burnett's Reports (Bur.) 1 v.

Opinions issued by the territorial Supreme court in 1842 and 1843.

Chandler's Reports (Chand.) 4 v.
Opinions from 1849-1852.

Electronic Access

LexisOne

<http://www.lexisone.com>

Search Wisconsin Supreme Court and Court of Appeals opinions from the previous five years by citation, keyword, party name, judge, counsel and date. Registration is required, but the content is free.

Lois Professional Library, Wisconsin Series.

Search Wisconsin Supreme Court opinions from 1939-present and Court of Appeals cases from 1978-present. Cases may be searched by a number of fields, including citation, name, docket number, judge, attorney, or text. This CD ROM database is available to users at no cost at the University of Wisconsin Law Library and the Marquette University Campus.

Loislaw

<http://www.loislaw.com>

Search Wisconsin Supreme Court and Court of Appeals opinions via multiple access points dating back to the 1950's. This is a licensed resource. Access is available at no cost to users at Wisconsin State Law Library workstations.

Wisconsin Supreme Court

<http://www.courts.state.wi.us/supreme/submenu/opinions.htm>

Search opinions released since 1995 by docket number, release date, disposition, party names, or by key words (conceptual search). New opinions may also be accessed on the day of their release.

C. Case Digests

Case digests, usually multi-volume sets, serve as indexes to case law and provide subject access to court opinions. They are compilations of headnotes extracted from reporters and arranged by subject.

There are several ways in which digests may be used. The headnotes from a case may be used to lead the researcher to other cases indexed under those same headnotes. If there is no case to use as a starting point, detailed subject index volumes, called “descriptive word indexes,” may refer to a relevant topic. In addition, each broad subject area in a digest begins with an outline of its contents that may prove useful if a subject index search fails. Finally, digests include case name index volumes that provide citations to cases where the names of the parties are known.

Digests are published for the U.S. Supreme Court, other federal courts, regional groups of states, and individual states. The American Digest, published by West Group, is the only digest that attempts to provide comprehensive access to both federal and state case law. It consists of the Century Digest (1658-1896), a series of Decennial Digests, and the annual General Digests, which are replaced by Decennial Digest cumulations. Decennial Digests traditionally covered ten-year periods, but recently this has been reduced to five-year periods because of the ever-increasing number of cases.

Sources - Federal Digests

American Law Reports. Lawyers Cooperative/Bancroft Whitney Publishing Co.

This set consists of collections of essays on state and federal issues, with case annotations and select reports of state and federal appellate court opinions. *ALR Federal* covers exclusively federal topics. ALR comes in 5 editions, covering 1919 - present. Coverage for ALR Federal is from 1969 - present.

United States Supreme Court Digest. West Group.

This set digests only Supreme Court cases using the West Key Number System. It covers the years 1754 to date and is updated with pocket parts annually.

United States Supreme Court Digest, Lawyers' Edition. LexisNexis.

This digest provides subject access to the opinions of the U.S. Supreme Court only. It is supplemented annually, and also provides a table of cases and a word index.

West's Federal Practice Digest. West Group.

Federal Practice Digest 4th digests federal cases reported in the *Federal Reporter* and *Federal Supplement* from November 1989 to the present. Indexing is based on the West Key Number System, and the set is updated with annual pocket parts and quarterly supplements. Earlier federal cases may be found in the *Federal Digest* (prior to 1939), *Modern Federal Practice Digest* (1939-1961), *Federal Practice Digest 2d* (1961-1975), and *Federal Practice Digest 3d* (1975-1989).

Sources - Wisconsin Digests

Callaghan's Wisconsin Digest. Callaghan.

This set provides access to citations and opinions in *Wisconsin Reports* and the *Northwest Reporter*. The set includes a table of cases and a subject index. Pamphlets and pocket parts update the set.

West's Wisconsin Key Number Digest. West Group.

This digest provides access to opinions in *Wisconsin Reports* and *North Western Reporter*. Subjects are arranged according to West's Key Number System. Separate volumes contain a Descriptive Word Index, Table of Cases, and Defendant-Plaintiff Table. This digest is updated with pocket parts and pamphlets.

North Western Digest. 1st and 2nd Series. West Group.

Cases reported in *Wisconsin Reports* and *North Western Reporter* since 1839 are included. Arrangement is by topic based on West's Key Number System. Access to the set is provided by a multi-volume Descriptive Word Index, as well as Tables of Cases. The Digest also indexes cases from Michigan, Iowa, Minnesota, North Dakota, South Dakota and Nebraska. Annual pocket parts and supplements update the volumes.

D. Court Rules

Court rules determine the procedure that must be followed when dealing with courts. Federal rules of civil, criminal, and appellate procedure and rules of evidence are published with both the annotated and unannotated federal codes. Several commercially published sources also contain the texts of federal court rules.

Wisconsin rules of court are codified in the *Wisconsin Statutes* and are also collected in *Wisconsin Court Rules and Procedure: Federal* (West Group), *Wisconsin Court Rules and Procedure: State* (West Group), and *Wisconsin Supreme Court Rules and Internal Operating Procedures, Wisconsin Supreme Court, Wisconsin Court of Appeals* (West Group).

Electronic Access

Lois Professional Library, Wisconsin Series

Access the full text of Wisconsin county court rules, as well as the federal court rules from the Western District Court and the Eastern District Court of Wisconsin. Search by keyword, or browse by rule number. This CD ROM database is available to users at no cost at the University of Wisconsin Law Library, and the Marquette University Campus.

U.S. District Court – Eastern District of Wisconsin

http://www.wied.uscourts.gov/Local_Rules_New.htm

Local Rules: General, Civil, and Criminal are available in full text.

U.S. District Court – Western District of Wisconsin

http://www.wiwd.uscourts.gov/local_rules.html

Local Rules are available in full text.

U.S. Seventh Circuit Court of Appeals

<http://www.ca7.uscourts.gov>

Seventh Circuit rule changes, Current Federal Rules of Appellate Procedure – Circuit Rules of the U.S. Court of Appeals for the Seventh Circuit may be accessed in full text.

U.S. Supreme Court

<http://www.supremecourtus.gov/ctrules/ctrules.html>

The full text of the Rules of the Supreme Court are available in .PDF.

Wisconsin Supreme Court

http://www.courts.state.wi.us/supreme/submenu/Supreme_court_rules.htm

Wisconsin Supreme Court Rules are available in full text by SCR Chapter or by keyword search.

E. Jury Instructions

Before a jury begins deliberations, the judge must instruct jury members on the applicable law. As an aid to practicing trial lawyers as well as judges, and to help reduce errors, standardized instructions have been developed to be used in common situations; these are known as model, pattern or approved jury instructions.

There is no general set of standardized instructions for the federal courts. However, two sets of commercially published, unofficial instructions are available that cover both civil and criminal cases: *Federal Jury Practice and Instructions* by Kevin F. O'Malley, Jay E. Grenig, & William C. Lee (West Group) and *Modern Federal Jury Instructions*, by L.B. Sand et al. (Matthew Bender).

In Wisconsin, civil and criminal jury instructions are published and updated by Continuing Legal Education for Wisconsin, a program at the University of Wisconsin Law School, under the following titles: *Wisconsin Jury Instructions, Civil*, *Wisconsin Jury Instructions, Criminal* and *Wisconsin Jury Instructions, Children*.

Electronic Access

Lois Professional Library, Wisconsin Series.

Search the current Wisconsin civil and criminal jury instructions by keyword or instruction number. This CD ROM database is available to users at no cost at the University of Wisconsin Law Library, the Marquette University Campus and Wisconsin State Law Library workstations.

U.S. Seventh Circuit Court of Appeals

<http://www.ca7.uscourts.gov/Rules/pjury.pdf>

Pattern Criminal Federal Jury Instructions for the Seventh Circuit are available in full text.

II. THE LEGISLATIVE SYSTEM

A. Laws

Statutory publications are similar for both federal and state laws. At both levels there are slip laws, session laws, codes and annotated codes. The chart below summarizes federal and Wisconsin publications.

<u>General Term</u>	<u>Federal</u>	<u>Wisconsin</u>
Slip law	Slip law (Public law)	Slip law (Act)
Session law	<i>Statutes at Large</i> (chronological order)	<i>Laws of Wisconsin</i> (chronological order)
Code	<i>United States Code</i> (official version)	<i>Wisconsin Statutes</i> (official version)
Annotated Code	<i>U.S. Code Annotated</i> <i>U.S. Code Service</i> (unofficial versions)	<i>West's Wisconsin Statutes</i> <i>Annotated</i> (unofficial version)

When a bill is passed by both houses of Congress or the state legislature and is signed by the chief executive, it becomes a law, or act. A slip law is the text of a single act issued officially in a pamphlet or single sheet. It is generally the first official text of the law to be published and is identified with a chapter or law number.

At the close of each legislative session, slip laws are bound in permanent volumes in chronological order. These volumes are known as session laws. Wisconsin session laws are published as the *Laws of Wisconsin* and United States session laws are published as the *Statutes at Large*.

Codes are consolidated subject arrangements, or codifications, of laws currently in effect at the time of publication. Wisconsin laws are published in a code called the *Wisconsin Statutes*. The federal codification is the *United States Code*. Both publications are arranged by subject with broad categories called “titles” or “parts.” With each new edition amendments are incorporated and repealed language is deleted.

The most effective research sources for statutory material are the annotated codes, even though they are unofficial versions of the law produced by commercial

publishers. Annotated codes reproduce the official codes' subject arrangements and text; add new laws, revisions and amendments; and delete repealed laws. Each statutory section in an annotated code is followed by annotations of court decisions and other related information. Each annotation of a court decision consists of 1) an abstract of a point of law decided by the case and 2) the name of the case and its citation. Frequently, these annotations are headnotes selected from reporters on the basis of their applicability to a particular section of the code. Annotated codes are updated with pocket parts and are much more current than the official unannotated versions of codes.

Local Ordinances

Local laws are called ordinances. They are enacted by the local legislative body and are compiled and distributed by the county, city, village, or town clerk, unless this function has been contracted out to a private firm. The availability and cost of obtaining and maintaining current sets of local laws vary considerably.

Many cities and counties now have their codes and ordinances available online. The Wisconsin State Law Library links to those Wisconsin city and county codes and ordinances that are accessible over the web (<http://wsll.state.wi.us/ordinances.html>).

Much of what seems like local law is actually local government agency policy or procedure. Most agencies have written policy/procedure manuals. The agency's administrative office will have the official copy. These are public records and should be made available for reading and copying upon request. Availability of copies for sale or distribution will vary. Important policies/procedures may also be found in:

- Proceedings of the local legislative body, e.g. City Council, Town Board, County Board, etc.
- Minutes of board, commission or committee meetings
- Budgets (often contain policy decisions)
- Annual reports and newsletters of the various agencies
- Special reports on particular issues

Many of these documents may now be available over the Internet, and may be located through a general search engine.

Sources - Federal Laws

United States Statutes at Large (Stat.). Government Printing Office.

All public and private laws enacted each session by the United States Congress are published in chronological order by date of passage in this official version of U.S. law. Concurrent resolutions and Presidential proclamations are also included. Public law numbers, *United States Code* title and section numbers, and legislative histories are provided for each law. A subject index and other research aids are included.

United States Code (U.S.C.). Government Printing Office.

The public, general and permanent laws of the United States are compiled by subject into fifty titles in this official edition. The U.S.C. is issued every six years, and cumulative annual supplements are issued between editions. Publication, however, is far from current. A subject index and other research aids are provided, including a popular name table that provides access to laws by the names by which they are known.

United States Code Annotated (U.S.C.A.). West Group.

This commercially published edition of the *United States Code* follows the same titles and numbering system as the official edition but is annotated with court decisions and has other editorial features that enhance its use. Annotations to the Constitution alone comprise several volumes. *U.S.C.A.* provides cross-references to other legal resources published by West Group and is kept up-to-date with annual pocket parts and interim pamphlets.

United States Code Service (U.S.C.S.). Lawyers Co-operative/Bancroft-Whitney Publishing Co./LexisNexis

U.S.C.S. is also a commercially published annotated edition of the *United States Code*. It is more selective in its annotations than *U.S.C.A.* but often provides longer abstracts of cases and explanatory material. *U.S.C.S.* provides cross references to the publisher's other legal resources known as the Total Client-Service Library, including *American Jurisprudence*, *American Law Reports*, *U.S. Supreme Court Reports*, *Lanyners' Edition*, *U.S. Supreme Court Digest*, *Lanyners' Edition*, and various practice and specialty materials. It is kept up to date with annual pocket parts and interim pamphlets.

United States Code Congressional and Administrative News (U.S.C.C.A.N.). West Publishing Co.

This serial provides the full text of all public laws, many House and Senate reports, presidential proclamations and executive orders and a selection of administrative rules and regulations. Published in monthly pamphlets with cumulative subject indexes and tables, *USCCAN* provides timely access to new federal laws created since the latest pocket part of *U.S.C.A.* and is a convenient first source for legislative histories. The pamphlets are reissued in bound volumes at the end of each session of Congress.

Electronic Access

The *United States Code* is accessible at the following web sites:

Cornell University's U.S. Code

<http://www4.law.cornell.edu/uscode/>

Browse the full text of the current *U.S. Code* by title and section, retrieve by citation, or keyword search individual titles or the entire code. Also browse the Popular Name table to find common names of legislative acts with links to the corresponding code sections.


GPO Access U.S. Code

<http://www.gpoaccess.gov/uscode/index.html>

Browse or keyword search the full-text of the *U.S. Code*, and keyword search the *U.S. Code* dating back to 1994.

LexisNexis Congressional

<http://web.lexis-nexis.com/congcomp>

This is a licensed resource that is available for use at no cost at Marquette University Law Library and the University of Wisconsin Law Library. The database contains the full text of the current *U.S. Code*, and is searchable by keyword, title or citation. For more information on this resource, see the  Electronic Access segment at the end of section II. C., [infra](#).

Loislaw

<http://www.loislaw.com>

Search the current *U.S. Code* by statute number/heading or keyword. This is a licensed resource, available at no cost to users at Wisconsin State Law Library workstations.

United States House of Representatives' U.S. Code

<http://uscode.house.gov/usc.htm>

Search the full text of the current *U.S. Code* by keyword. You can limit your search by any or all of the following fields: title, section, subtitle, chapter, subchapter, part, subpart, division, rule, form, and appendix.

The full text of the *United States Statutes at Large* is available online via *LexisNexis Congressional*, supra. Titles and citations are searchable dating back to 1789 by citation or keyword.

Sources - Wisconsin Laws

Laws of Wisconsin. State of Wisconsin.

Laws enacted in the Wisconsin Legislature during each biennial session are referred to as “acts” and are numbered chronologically as they are enacted. At the end of each session, they are published in a hard bound set entitled *Laws of Wisconsin* and are known as the Wisconsin session laws.

Wisconsin Statutes (Wis.Stat.). Revisor of Statutes Bureau.

The *Wisconsin Statutes* is the official codification of all the laws that are in effect at the end of each legislative session. It is printed at the end of each biennial session of the legislature, and is available in both hard cover and paperback. The statutes are arranged by subject and numbered decimally. The subject index is at the end of the last volume of the set.

West's Wisconsin Statutes Annotated (WSA). West Publishing Co.

This set has the same numbering scheme as the official *Wisconsin Statutes*, but includes copious case law annotations and references to attorney general opinions and law review articles. The subject index is at the end of the set.

West's Wisconsin Legislative Service (Wis. Legis. Serv.). West Publishing Co.

This paperback serial updates information in *WSA*. It consists of: current Wisconsin acts; a list of officials of the State of Wisconsin; proposed amendments to the Wisconsin Constitution; court rule amendments; tables of sections amended, repealed or otherwise affected; bills and joint resolutions approved; session laws amended, repealed, etc.; and Supreme Court rules. Several indexes provide access.

Wisconsin Statutes Looseleaf Updating Service. Midwest Legal Publishers.

This monthly service keeps the *Wisconsin Statutes* up-to-date by arranging new laws according to their statute section numbers.

Electronic Access

Loislaw

<http://www.loislaw.com>

Search the *Wisconsin Statutes* and *Wisconsin Acts* by heading, statute or act number or keyword. This is a licensed resource, available at no cost to users at Wisconsin State Law Library workstations.

Lois Professional Library, Wisconsin Series.

Search the full text of the *Wisconsin Statutes* and *Wisconsin Acts* by heading, statute history, act number, or keyword, or browse by table of contents. This CD ROM database is available to users at no cost at the University of Wisconsin Law Library, and the Marquette University Campus.

Revisor of Statutes Bureau

<http://www.legis.state.wi.us/rsb>

Browse the table of contents and index, or search by keyword or citation the full text of two most recent versions of the *Wisconsin Statutes* and the *Wisconsin Acts* dating back to 1995.

B. Constitutions

The U.S. Constitution, drafted in 1787, currently includes twenty six amendments. The first ten amendments are known as the Bill of Rights. The Constitution provides authority for all federal legislation and for certain state legislation.

The text of the U.S. Constitution may be found in pamphlets, in standard reference works, in state and federal statutory compilations, and electronically at various web sites. Generally, research is conducted through supplementary aids in addition to the text of the Constitution itself because there is a need to obtain interpretations from judicial decisions and scholarly commentary. These supplementary aids include annotated editions of the Constitution, digests, indexes, citators, and secondary sources such as treatises, textbooks, and journal articles.

Wisconsin has its own constitution with amendments. All Wisconsin law stems from the Wisconsin Constitution, which gives the legislative branch of state government the power to make additional laws.

State as well as federal courts often apply and interpret constitutions. Abstracts of such court decisions appear in the constitution sections of annotated federal and state codes and in Shepard's statutory citators.

Sources - Federal Constitution

The Constitution of the United States of America: Analysis and Interpretation. Government Printing Office.

This is a one-volume work that is revised every ten years. It includes the text of the Constitution, extensive commentary, historical background, legal analysis, and summaries of judicial interpretation of each clause of the Constitution. Major constitutional decisions are discussed in detail. Tables of cases, amendments not ratified, and state and federal acts held unconstitutional are included. An index is also provided.

Shepard's Federal Statute Citations. Shepard's/McGraw Hill.

The statutes volume of *Shepard's* provides citations to federal legislation, treaties, and court decisions that have cited the various provisions of the Constitution.

United States Code Annotated. West Publishing Co.; and *United States Code Service.* Lawyers

Co-operative/Bancroft-Whitney Publishing Co./LexisNexis.

The U.S.C.A. and the U.S.C.S. provide annotations for court decisions, periodical articles, attorney general opinions, and other publications for each article or amendment of the U.S. Constitution.

United States Government Manual. Office of the Federal Register.

Includes the text of the U.S. Constitution. For a more extensive description of this annual publication, see section IV. B., *infra*.

Electronic Access

The Avalon Project at the Yale Law School

<http://www.yale.edu/lawweb/avalon/major.htm>

Includes the U.S. and state constitutions and more.

Cornell University's The Constitution of the United States of America

<http://www.law.cornell.edu/constitution/constitution.overview.html>

Contains the text of and amendments to the U.S. Constitution.

Findlaw's U.S. Constitution

<http://www.findlaw.com/casecode/constitution>

Includes the text of the U.S. Constitution and Amendments, as well as annotations that contain scholarly commentary.

Revisor of Statutes Bureau

<http://www.legis.state.wi.us/rsb/2wiscon.html>

Includes the text and an index to the Wisconsin Constitution, the U.S. Constitution, and the Declaration of Independence.

Sources - Wisconsin Constitution

Shepard's Wisconsin Citations. Shepard's/McGraw Hill

Lists citations to court cases and law review articles citing the Wisconsin Constitution. For a more thorough explanation of Shepard's citators, see section IV. D., *infra*.

West's Wisconsin Statutes Annotated. West Group.

The Wisconsin Constitution is printed in the first volume, along with an index. It is also covered in the general index under "Constitution of Wisconsin."

State of Wisconsin Blue Book. Legislative Reference Bureau, State of Wisconsin.

Includes the text of the Wisconsin Constitution. For more information about the *Blue Book*, see section IV. B., *infra*. The three most current editions of the *Blue Book* are also available online at <http://www.legis.state.wi.us/lrb/bb>.

Wisconsin Statutes. Revisor of Statutes Bureau.

The Wisconsin Constitution is reprinted in the *Wisconsin Statutes*. It is indexed in the general index to the Wisconsin Statutes under the entry "Constitution." For online access to the Wisconsin Constitution, see the Revisor of Statute Bureau's web page at <http://www.legis.state.wi.us/rsb/2wiscon.html>.

C. Bills and Legislative History

A bill, from its introduction to its defeat or passage into law, may go through many steps in Congress or the state legislature. These steps, which may involve committees, government agencies, private citizens, special interest groups, and/or profit or nonprofit organizations, are governed by a variety of processes and procedures. The documents that result from the bill's journey through each of these steps may become part of the legislative history of the bill. Knowing the legislative history of a bill can be a valuable aid in understanding or interpreting legislative intent.

The documents that comprise a legislative history may include:

At the federal level:


1. Bills and amendments
2. Records of legislative hearings
3. Reports of committees
4. Records of legislative debates
5. Other miscellaneous legislative documents


At the state level:


1. Bills and amendments

2. Notes made in the drafting process
3. Other miscellaneous legislative documents

Federal legislative history materials are generally found in depository libraries. Congress established the Government Printing Office (GPO) Depository Library Program to provide the public with free access to federal government publications. Currently, there are 53 regional depository libraries throughout the United States that hold government documents available through the GPO depository program. There are also nearly 1300 other depository libraries that select government publications according to their needs.

In Madison, the regional depository library is the UW Madison Memorial Library, which shares depository responsibilities with various libraries on the University of Wisconsin-Madison campus, including the law library. In Milwaukee, the regional depository is the Milwaukee Public Library. Librarians are available to assist users in finding government materials at all depository libraries. Partial U.S. legislative history documents are collected and reprinted in the *United States Code Congressional and Administrative News*. Many federal bills and legislative history materials can also be found  online.

Wisconsin legislative history materials may be found at the Wisconsin State Historical Society Library, the University of Wisconsin Law Library, the Wisconsin State Law Library, the Wisconsin Legislative Reference Bureau Library, and the Milwaukee Public Library. There are many other government document depositories throughout the state that may hold legislative materials (see Appendix C). Consult the individual libraries to ascertain their holdings relevant to legislative history research. The full text of Wisconsin Acts, Bills and Resolutions from 1995 to date can be found  online via the State of Wisconsin Legislature's web site at: <http://www.legis.state.wi.us/billtext.html>.

Drafting records for Wisconsin bills, which contain written materials, letters, and memoranda given to or created by the legislative drafting attorney in the process of drafting legislation, are maintained at the Wisconsin Legislative Reference Bureau, on microfiche at some law libraries, and are freely available  online from 1999 to date at: <http://library.law.wisc.edu/%7Edraftingrecords>.

Electronic Access

Federal bills and legislative history materials can be found at the following sources:

Thomas

<http://thomas.loc.gov>

Official site of the US Congress that includes various congressional information, including calendars, committee reports, full text and history of bills and acts. Keyword or number search or browse by topic of major legislation.

Congressional Bills from GPO Access

<http://www.gpoaccess.gov/bills/index.html>

Keyword search all published versions of bills from the 106th (1999-2000), 105th (1997-1998), 104th (1995-1996) and 103rd (1993-1994). View bills in HTML or PDF.

LexisNexis Congressional

<http://web.lexis-nexis.com/congcomp>

This is a licensed resource that is available for use at no cost at Marquette University Law Library and the University of Wisconsin Law Library. It provides access to CIS indexing and abstracting of congressional publications and the CIS Legislative Histories (1970-presentt). Search the full text of bills, testimony from congressional hearings, committee reports, committee prints, House and Senate documents, the Congressional Record and more.

For a guide to using this database, see *LexisNexis Congressional, A Database of Legislative Information*, UW-Madison Law Library, at:


<http://www.law.wisc.edu/newsletter/newsletter.asp?function=article&ID=688>

III. ADMINISTRATIVE LAW

A. Administrative Regulations and Decisions

Laws often require administrative agencies in the executive branch of government at both the state and federal level to issue detailed regulations on how the laws are to be carried out and enforced. These regulations are often referred to as delegated legislation. The regulations promulgated by the agencies and the decisions made by the agencies have the force and effect of law. Regulations of federal agencies are first published chronologically in the *Federal Register* and later codified in the *Code of Federal Regulations*. The *Federal Register* also contains other useful information concerning the operation of federal agencies.

Adopted versions of Wisconsin state regulations are compiled in the looseleaf *Wisconsin Administrative Code*. Updated pages for the *Wisconsin Administrative Code* and proposed emergency rules are published in the *Wisconsin Administrative Register*.

Finding administrative decisions can be a complex process. There is no one publication where all agency decisions are located, nor is there any standardized system of publication. Agency decisions are sometimes printed in topical looseleaf services and in sets published by the agencies themselves or by the U.S. Government Printing Office. Many decisions can also be found  online.

Sources - Federal Administrative Law

Code of Federal Regulations (C.F.R.). Government Printing Office.

The *CFR* codifies the general and permanent rules published in the *Federal Register*. It is arranged by subject under fifty titles similar to those of the *United States Code*. The information under each title is revised once a year, on a rotating schedule. Changes in the *CFR* may be traced through the use of “Lists of Sections Affected” (LSA), monthly pamphlets that give references by titles and section numbers to changes published in the *Federal Register*. The monthly LSA is updated by consulting the list of *CFR Parts Affected* at the beginning of each succeeding daily edition of the *Federal Register*.

Federal Register (F.R.). Government Printing Office.

Published each weekday, the *Federal Register* prints the text of the U.S. administrative agency regulations and rules, proposed rules, orders and notices, and

Presidential proclamations having general applicability. The *Federal Register* has a monthly index that cumulates annually and provides access by subject and agency name.

🖥️ Electronic Access

Federal Administrative Decisions and Other Actions

The University of Virginia school of law has compiled a set of links to administrative decisions outside the scope of the *Federal Register* and the *CFR*. The URL for this site is rather unwieldy. You can access this site via UW-Law Library web site. Go to

<http://library.law.wisc.edu/electresources/internet/federallaw.htm#Administrative>, and then click on “Other Federal Administrative Decisions.”

GPO Access Code of Federal Regulations

<http://www.gpoaccess.gov/cfr/index.html>

Search the CFR dating back to 1997 by keyword or citation, or browse by title.

GPO Access Federal Register

<http://www.gpoaccess.gov/fr/index.html>

Search the full text from 1994-present by keyword, date, and section.

LexisNexis Congressional

This is a licensed resource that is available for use at no cost at Marquette University Law Library and the University of Wisconsin Law Library. The database contains the full text of federal regulations from the *Federal Register* (1980 - present) and the *Code of Federal Regulations* (current). Search by keyword, date and agency. For more information on this database, see section II.C., supra.

Loislaw

<http://www.loislaw.com>

Search the current *CFR* and the *Federal Register* dating back to 1999 by section number/heading, section history, or keyword. This is a licensed resource, available at no cost to users at Wisconsin State Law Library workstations.

Sources - Wisconsin Administrative Regulations

Wisconsin Administrative Code. Wisconsin Document Sales, Dept. of Administration.

The *Wisconsin Administrative Code* is a multi-volume looseleaf compilation of State of Wisconsin administrative agency regulations. There is a composite table of contents in the first volume and an index in the last volume. The set is arranged alphabetically by the name of the state agency issuing the regulations.

Wisconsin Administrative Register. Wisconsin Document Sales, Dept. of Administration.

The *Wisconsin Administrative Register* is sent semi-monthly to subscribers to the *Wisconsin Administrative Code*. The end-of-month issue of the *Register* consists of: pages to be filed, filing instructions, notices of proposed rules, notices of hearings to be held on proposed rules, and summaries of proposed and emergency rules.

Replaced pages of the Wisconsin Administrative Code can be located at the Wisconsin State Law Library, UW-Madison Law Library and the Revisor of Statutes Bureau.

Electronic Access

Loislaw

<http://www.loislaw.com>

Search the *Wisconsin Administrative Code* by heading, section history, or keyword. This is a licensed resource, available at no cost to users at Wisconsin State Law Library workstations.

Lois Professional Library, Wisconsin Series.

Search the full text of the *Wisconsin Administrative Code* by heading, section history, or keyword, or browse by table of contents. This CD ROM database is available to users at no cost at the University of Wisconsin Law Library, and the Marquette University

Revisor of Statutes Bureau, Wisconsin Administrative Code and Register

<http://www.legis.state.wi.us/rsb/code>

Browse the table of contents and index, or search by keyword or citation the full text of the current *Wisconsin Administrative Code*. The *Register* is also available from

1996 to the present and is searchable by keyword.

B. Attorney General Opinions

Attorney general opinions have a significant value on both the federal and state levels. They are often written in response to inquiries from government officials to interpret case law, to provide explanations of statutes, and to give legal counsel. Although not legally binding, these opinions have persuasive authority.

At the federal level, the official series for these documents is called *Official Opinions of the Attorney General of the United States*.

In Wisconsin, A.G. opinions are bound in *Opinions of the Attorney General of the State of Wisconsin*. Since 1975, only those opinions with wide interest have been included in the bound annual volumes. Wisconsin A.G. opinions are cited and digested in *West's Wisconsin Statutes Annotated*.

Official Opinions of the Attorneys General of the United States. Government Printing Office.

Each volume in this series may cover a span of several years, and publication is many years behind. Slip opinions provide somewhat more up-to-date coverage. Each volume includes an index-digest to its contents.

Opinions of the Attorney General of the State of Wisconsin. Wisconsin Dept. of Justice, Office of the Attorney General.

These annual bound volumes include tables and indexes. Only published opinions, defined as those with wide application or interest, are included. The bound volumes are preceded by slip opinions.

Unpublished Opinions of the Attorney General of Wisconsin. Wisconsin Dept. of Justice, Office of the Attorney General.

These bound volumes contain unpublished opinions, defined as those with limited application or interest, from 1974-1986. However, coverage is not complete. After 1986, unpublished opinions are issued only as slip opinions. Requests for copies of opinions may be made to the Wisconsin Dept. of Justice via email at wisag@doj.state.wi.us. Requests should include the opinion number, or, that lacking, the date.

The *Opinions of the Attorney General of the State of Wisconsin* are available electronically at:

Lois Professional Library, Wisconsin Series

Search the full text of the *Wisconsin Attorney General Opinions* from volume 60 (1971) to date by keyword, or browse by OAG number. This CD ROM database is available to users at no cost at the University of Wisconsin Law Library, the Wisconsin State Law Library, and the Marquette University Campus.

Revisor of Statutes Bureau, Opinions of the Attorney General

<http://www.legis.state.wi.us/rsb>

Click on “Opinions of the Attorney General.” Search the full text by keyword or browse by citation. Covers volumes 71 (1982) to 81 (1994) and slip opinions from 1995 to date.

IV. FOREIGN, INTERNATIONAL AND COMPARATIVE LAW

The development of a world economy and the broad influences of globalization on everyday life have lead private citizens, local businesses and government agencies to increasingly require access to information on foreign, international and comparative law. These are three distinct areas of the law and research in these fields is complicated. Researchers not familiar with this type of research are advised to seek assistance from professionals in the field. Librarians at the University of Wisconsin Law Library, Marquette University Law Library, the University of Wisconsin-Madison Memorial Library, or the State Historical Society Library may be able to provide assistance. For an introduction into these fields, consult the following items:

Martindale-Hubbell Law Digest. Summit, N.J. : Martindale-Hubbell, 1990-

This is an annual publication issued in several volumes. Volume 3, entitled International Law Digest, is an introduction to foreign legal systems. It contains an English language description of the laws of roughly eighty legal systems (countries) and is a useful introductory tool.

Janis, Mark. W. *An Introduction to International Law*. (Panel Publishers, 1999)

A clear, concise text that lays the groundwork for the basics of international law.

Reynolds, Thomas H., "Introduction to Foreign and Comparative Law." *Accidental Tourist on the New Frontier: An Introductory Guide to Global Legal Research* Eds. Jeane Rehberg and Radu D. Popa. Littleton, Colo. : F.B. Rothman, 1998.

An introduction to legal research in civil law and commonwealth countries.

Electronic Access

The following is a selective list of legal research guides in the areas of foreign and international law available on the Internet.

Comparative and Foreign Law Guides.

http://www.llrx.com/comparative_and_foreign_law.html

Research guides from LLRX for more than twenty jurisdictions.

International Law Guides

[http://www.llrx.com/international law.html](http://www.llrx.com/international%20law.html)

Topical guides from LLRX on numerous subjects such as international criminal law, international commercial arbitration and refugees.

Legal Research on International Law Issues Using the Internet

<http://www.lib.uchicago.edu/~llou/forintl.html>

A directory of links to international law sites from the University of Chicago. Most entries include annotations.

ASIL Guide to Electronic Resources on International Law

<http://www.asil.org/resource/home.htm>

Site from the American Society of International Law covers various aspects of legal research in international law, including human rights, environmental law, criminal law, and others. Most links include annotations.

World Legal Systems

<http://www.uottawa.ca/world-legal-systems/eng-monde.htm>

Site from the University of Ottawa explains the major legal systems of the world and provides a graphical display of the nations that apply those systems.

V. OTHER RESEARCH TOOLS

A. Legal Dictionaries

Black's Law Dictionary. West Group.

Black's Law Dictionary contains over 24,000 definitions for legal terms. Also includes legal maxims, the U.S. Constitution, the Universal Declaration of Human Rights, a time chart of the U.S. Supreme Court, and other features.


Words and Phrases. West Group.

Words and Phrases is a multi-volume set which organizes legal terms of art as embodied in single terms and phrases in an alphabetical sequence with cross references. The origins of the terms are explained by the publication of holdings statements for cases and the discussion of relevant statutes and regulations. State and Federal sources are cited.

 *Everybody's Legal Dictionary*. Nolo Press.

<http://www.nolo.com/lawcenter/dictionary/wordindex.cfm>.

Plain-English definitions for over a thousand legal terms. Entries can be searched or browsed alphabetically.

 *Merriam-Webster's Dictionary of Law*


<http://dictionary.lp.findlaw.com>

Keyword search for legal definitions.

B. Legal Directories

BNA's Directory of State and Federal Courts, Judges, and Clerks. Washington, D.C. : BNA Books, 1986 -

This biennial publication provides access to vital details about federal and state courts, including addresses, phone numbers, internet sites, etc. In the 2002 edition, 2,139 state courts, 220 federal courts, 14,087 judges and 5,120 clerks were listed for U.S. states and territories.

 *The Federal Judiciary*, Administrative Office of U.S. Courts

<http://www.uscourts.gov>

Provides access to the web sites of United States courts.

Federal Regulatory Directory. Washington, D.C. : Congressional Quarterly Inc., 1979/1980 -

Issued every two years, this publication contains detailed information about more than 100 federal regulatory agencies with contact information, descriptions of functions and regulatory powers. The book opens with an introduction to federal regulation. The functions of twelve of the largest agencies are covered in depth.

 *Lawyer Locator*

<http://www.martindale.com/xp/Martindale/home.xml>

A free online search engine from Martindale-Hubbell that provides basic profiles for attorneys across the United States.

Martindale-Hubbell Law Directory. Summit, N.J. [etc.] Martindale-Hubbell, Inc. 1932.


This multi-volume set contains a mass of data on lawyers in the U.S. and 159 other countries. Basic profiles are available for the large majority of attorneys in the U.S., and detailed professional biographies can be found for many leading lawyers and law firms. Also, over 4,000 legal services and legal suppliers such as court reporters, private investigators, etc. are listed, and summaries of laws in various jurisdictions are provided.

United States Court Directory. Washington D.C., The Administrative Office of the United States Courts [Government Printing Office, distributor]. 1979 -

This annual publication lists addresses, telephone and fax numbers, online access information and names of judges for the federal courts.

United States Government Manual. Office of the Federal Register.

This annual publication provides comprehensive information on the agencies of the legislative, judicial and executive branches. A typical entry includes a list of principal officials, a summary statement of the agency's purpose and role in the Federal Government, a brief history of the agency and a description of its programs and activities. A copy of the US. Constitution is included in the beginning of each edition.


Also available at no cost  online at <http://www.access.gpo.gov/nara/browse-gm-01.html>.

Want's Federal-State Court Directory. Want Publishing Co.

Another annual directory of federal and state courts and court officials with addresses, phone numbers and web sites.

State of Wisconsin Blue Book. Legislative Reference Bureau, State of Wisconsin.

Annual publication that contains the biographies and photos of Wisconsin's elected public officials, the text of the Wisconsin Constitution, a detailed description of the organization and functions of the state government, and statistical information about Wisconsin.

 The three most recent editions of the *Wisconsin Blue Book* can also be found online at <http://www.legis.state.wi.us/lrb/bb>.

Wisconsin Lawyer Directory. State Bar of Wisconsin.

This annual publication contains contact information for more than 20,000 Wisconsin-licensed lawyers. Includes contact information, an alphabetical roster of Wisconsin law firms, listings of attorneys by county and city, a listing of federal, state and Native American tribal courts within Wisconsin, and selective information on state executive officers.

Wisconsin Legal Directory. Legal Directories Publishing Co.

An annual directory that lists county, state and federal officials in Wisconsin; court offices and officials and their contact information; and Wisconsin attorneys alphabetically and by county. Also contains professional data about selected Wisconsin law firms.

 *Attorney and Firm Directory Search*
<http://www.legaldirectories.com/search.asp>

A free online service from Legal Directories Publishing Company, Inc that allows users to retrieve basic contact information for attorneys and law firms in numerous states, including Wisconsin.

C. Legal Encyclopedias

Legal encyclopedias summarize broad principles of American law, covering a wide range of legal topics. They provide a gateway to background information on legal topics, and present convenient starting points for researchers who begin with a basic understanding of an area of law. Encyclopedias are arranged alphabetically by topic.

American Jurisprudence Second (also referred to as Am Jur 2d). Lawyers' Co-operative; *Corpus Juris Secundum* (also referred to as CJS). West Group.

These two multi-volume encyclopedias cover all legal topics in alphabetical order and cite to important cases related to the topics. Both sets included detailed indexes and are updated with pocket parts. *CJS* is perhaps more technical and legalistic than Am Jur 2d., and therefore less helpful to the non-lawyer.

The Guide to American Law: Everyone's Legal Encyclopedia. West Publishing Co.

A multi-volume encyclopedia written for the non-lawyer. Contains articles on legal concepts, legal organizations, government agencies, and prominent people in the law.

 *Legal Encyclopedia*. Nolo Press.

<http://www.nolo.com/lawcenter/ency/index.cfm>

A web-based encyclopedia with plain-English entries on legal topics ranging from bankruptcy to wills.

D. Legal Citators

A citator is a legal research tool that allows you to find out what happened to a case, statute or regulation after publication. Earlier case decisions, for example, may have been overruled, reversed, criticized, questioned or distinguished. Statutes may have been repealed, amended, superseded or interpreted.

Shepard's Citators is the major print-citator and provides citation verification for cases, statutes, and some regulations. Because of the advantages electronic citators offer in terms of currency of the material and ease of use, print citators have been marginalized—most citation research is now executed online.

Shepard's (via LexisNexis) is available at no cost via workstations at the Wisconsin State Law Library, the Dane County Law Library and the Milwaukee Legal Resource Center. *KeyCite* (via Westlaw) is the other major online citator. Individuals can purchase citation searches for both *Shepard's* and *Keycite* for a nominal cost:

- 🖨️ *Shepard's by Credit Card*, <http://helpcite.shepards.com/helpfrm.htm>;
- 🖨️ *KeyCite by Credit Card*, <http://creditcard.westlaw.com>.

E. Legal Forms

General

The following is a selective listing of books that offer sample and model forms.

American Jurisprudence Legal Forms, 2nd ed. Lawyers Co-operative/Bancroft-Whitney Publishing Co.

Practice-oriented forms for legal and business transactions. Annotated and keyed to the substantive law, integrating legal and form-drafting principles with statutes, tax notes, tables, checklists, and checkpoints. Updated by pocket parts and revised volumes.

Current Legal Forms, With Tax Analysis. Matthew Bender Publishing Co.

Forms in areas as such as partnerships, patents, copyrights and trademarks, business franchises, computer agreements, commercial transactions, estate plans and trusts, employment and compensation, corporations, and real estate.

Nichols Cyclopedia of Legal Forms Annotated. West Group

Legal forms for over two hundred and fifty types of personal and business transactions from mortgages and wills to trademark protection. Drafting checklists, tax checklists, and tax notes are provided for each form.

West's Legal Forms, 3rd ed. West Publishing Co.

This multi-volume set contains model forms that can be copied or adapted for local use.

The Guide to American Law: Everyone's Legal Encyclopedia, West Publishing Co.

The appendix includes sample legal forms. For more information on this publication, see section V. C., "Legal Encyclopedias," *supra*.

Wisconsin

A Guide to Wisconsin's Statutory Forms. University of Wisconsin Law School, Continuing Education and Outreach

Covers basic wills, power of attorney for financial decisions, marital property agreements, health care declaration to physicians, and power of attorney for health care decisions.

Civil Procedure Forms. West Group. (v. 4-6 of *Wisconsin Practice*);

Wisconsin Civil Practice Forms. Callaghan; *Wisconsin Pleading and Practice, with Forms*. Callaghan

These sets contain an extensive collection of forms for pleadings, motions and other papers based on the rules set forth in the *Wisconsin Rules of Civil Procedure*.

State Bar of Wisconsin CLE (Continuing Legal Education) Series. State Bar of Wisconsin.

Sample or model forms are frequently included in this series of practical looseleaf volumes on various aspects of Wisconsin law.

Wisconsin Legal Blank Co., 749 North 37th Street, Milwaukee, WI 53208; phone (414) 344-5155; (800) 890-6890; online at <http://www.wilegalblank.com/>.


This company sells individual forms and "form packets." Individual forms in the areas of property management, real estate, construction liens, affidavits, leases and divorces. Form packets are collections of related forms and are offered on the topics of Wisconsin Basic Will, Wisconsin Basic Will with Trust, Power of Attorney for Health Care Name Change, Divorce No Children, Divorce with Children, and Informal Probate. Some office supply and stationery stores also carry these forms.

 Wisconsin Court System Circuit Court Forms.


http://www.courts.state.wi.us/circuit/search_forms.html

The Wisconsin circuit courts are the state's trial courts. This is a searchable database that covers circuit court forms for criminal, civil, family, general, juvenile, guardianship, mental competency, probate, and small claims matters. Standard court forms are also available in paper copy from any county Clerk of Circuit Court office.


Wisconsin State Law Library.

The Wisconsin State Law Library maintains a collection of forms sources, including internet links, on their  web site at <http://www.wsll.state.wi.us/wiforms.html>. The resources include forms that are available at no cost and forms that are available for a fee.


F. Legal Periodical Indexes³

 *LegalTrac*. Galegroup.

LegalTrac provides citations to articles published in 875 legal periodicals since 1980, including major law reviews, legal newspapers, bar association journals and international legal journals. *LegalTrac* is available to in-library users at the Wisconsin State Law Library and is accessible remotely to Wisconsin State Law library card holders. It is also accessible on Marquette Law School work stations. The print version of *LegalTrac* is *Current Law Index*.

 *Index to Legal Periodicals and Books*. H.W. Wilson.

Indexes 819 leading journals, yearbooks, law reviews etc. from 1981 to date. In addition, about 1,000 monographs are indexed per year dating back to 1993. *Index to Legal Periodicals and Books* is available on UW-Madison workstations. The index is also available in print under the title *Index to Legal Periodicals* from 1908-1993, and from 1994 to the present, under the title *Index to Legal Periodicals and Books*.

 *Index to Foreign Legal Periodicals*. American Association of Law Libraries.

Indexes over 500 legal periodicals that cover international law, comparative and foreign law of all jurisdictions other than the United States, the UK, Canada and Australia. Covers the period from 1985 to date. *Index to Foreign Legal Periodicals* is

³ Many full text law review and legal journal articles are available online. For information on how to access these, see *Sources of Information for the Wisconsin Attorney*, UW-Madison Law Library, <http://library.law.wisc.edu/guides/bibliographies/legalinfo.htm>.

available on UW-Madison workstations.

G. Legal Research Texts and Manuals

What follows is a selective list of recently published legal research texts. These titles identify, describe and explain how to use resources for legal research.

General Legal Research

Berring, Robert C. and Elizabeth A. Edinger. *Finding the Law : An Abridged Edition of How to Find the Law*. 11th Ed. St. Paul, Minn. : West Group, 1999.

The authors concentrate on the basic elements of legal research.

Cohen, Morris L. and Kent Olson. *Legal Research in a Nutshell*. 7th Ed. St. Paul, Minn.: West Group, 2000.

A new edition of this concise, paperback research guide to legal research is published every few years.

Doyle, Francis R., et al. *Searching the Law*. 4th Ed. Ardsley, N.Y. : Transnational Publishers, 2003.

A thorough legal research guide that simplifies and streamlines the search for legal materials. Useful for both laypersons and professionals.

Elias, Stephen R. and Susan Levinkind. *Legal Research: How to Find & Understand the Law*. 7th Ed. Nolo.com, c1999.

A plain-English explanation of the legal research process. Easy to use and valuable for both novice and experienced legal researchers.

Jacobstein, J. Myron, Roy M. Mersky and Donald J. Dunn. *Fundamentals of Legal Research* 7th Ed. J. Myron Jacobstein, Roy M. Mersky, Donald J. Dunn. New York, N.Y.: Foundation Press, 1998.

A comprehensive legal research tome. New editions are published every four to five years.

Kunz, Christina L., et al. *The Process of Legal Research*. 5th Ed. Gaithersburg, MD : Aspen Law & Business, c2000.

Focuses on the integration of both print and electronic resources in conducting

effective legal research.

Sloan, Amy E. *Basic Legal Research: Tools and Strategies*. Gaithersburg, Md. : Aspen Law and Business, 2000.

A concise & accessible book that concentrates on essential legal research skills.

Statsky, William P. *Legal Research and Writing: Some Starting Points* 5th Ed. Albany: West Legal Studies, 1999.

Statsky offers a basic introduction to legal research and writing.

Wisconsin Legal Research

Danner, Richard A. *Legal Research in Wisconsin*. University of Wisconsin Extension Law Dept., 1980.

Danner examines sources of both Wisconsin and federal law. It is directed at a wide audience with varying levels of legal research experience.

Platt, Ellen J. and Mary J. Koshollek. *Wisconsin Practice Materials: A Selective, Annotated Bibliography*. Buffalo, NY : William S. Hein, 1999.

A selective bibliography of primary, secondary and reference materials useful in the practice of law in Wisconsin.

H. Gateways to Online Legal Resources

Major Wisconsin Law Libraries

Marquette University Law Library

<http://www.marquette.edu/law/library/default.html>

Search Marquette's library catalog and browse links to state, federal, and other legal resources on the Internet.

University of Wisconsin Law Library

<http://library.law.wisc.edu/libnet>

Search UW's library catalog, and browse links to state, federal and other legal resources on the Internet. See also the law library's "Bibliographies and Guides by

Subject,” which can be accessed by clicking on “Resource Guides” from the home page.

Wisconsin State Law Library

<http://wsl.state.wi.us>

Search the catalogs of the State Law Library, the Dane County Law Library, and the Milwaukee Legal Resource Center. Browse links to state, federal, and other legal resources on the Internet.

Other Gateways

LawMoose

<http://www.lawmoose.com>

LawMoose is published by Pritchard Law Webs, Minneapolis, Minnesota. It is a gateway to legal information that has three main portals: Minnesota Legal Web, Wisconsin Legal Web, and the World Legal Resource Center.

Legal Links.

<http://www.aallnet.org/chapter/law/legallinks>

From the Law Librarians Association of Wisconsin. Links to resources for the non-lawyer. Includes organizations, self help guides, and resources for primary law.

Wisconsin Bar Legal Resources

<http://www.wisbar.org/legalres/>

From the State Bar of Wisconsin. Access free Wisconsin case law, Administrative Decisions, Wisconsin Statutes, Wisconsin Acts, Wisconsin Administrative Code, Wisconsin Attorney General Opinions, the Wisconsin Constitution and more.

Wisconsin Legal Resources (American Law Sources Online).

<http://www.lawsources.com/also/usa.cgi?wi>

From American Law Sources Online. Links to resources for primary law in Wisconsin.

VI. LEXISNEXIS, WESTLAW AND OTHER FEE-BASED ELECTRONIC

☞ *LexisNexis*, <http://www.lexis.com/>, and ☞ Westlaw, <http://www.westlaw.com>, are the two major commercial electronic legal research services. Both systems provide extensive coverage of U.S. primary and secondary legal materials. These databases can be powerful tools for quickly and conveniently searching large masses of data; but they can also prove prohibitively expensive if used in certain research scenarios or without experience. Both major services now allow limited access by credit card. Users can employ this access to retrieve documents online. In addition, LexisNexis has begun to offer its ☞ *LexisOne* service, <http://www.lexisone.com>, for free. LexisOne allows free retrieval and basic searches for federal and state cases decided after January 1st, 1997.

In this guide, we have attempted to include the most prominent electronic sources that can be accessed freely over the web, or that are available to patrons at no cost at one of the major Wisconsin law libraries.

For access to information on a number of other fee-based resources, please see ☞ *Sources of Legal Information for the Wisconsin Attorney*, The University of Wisconsin Law Library, at <http://library.law.wisc.edu/guides/bibliographies/legalinfo.htm>.

VII. HOW TO READ LEGAL CITATIONS

When legal writers make assertions about the law, or quote or paraphrase published sources, they must support each statement with a reference to the original material. This legal *citation* or *cite* may be to a particular court opinion, a statute, an administrative opinion, a regulation, or a secondary authority such as a treatise or a law review article. The purpose of a legal citation is the same as the purpose of a footnote in other types of writing.

As a general rule, each citation will answer an established set of questions: What? Where? When? And Who? The citation will reveal what is cited, where the reader can go to find that information, when that information came into existence, and perhaps who wrote or who was responsible for the information.

Citations to court decisions generally begin with the name of the case, which is usually in the form of PLAINTIFF V. DEFENDANT, for example SMITH V. JONES. The first number to appear will be a reference to a volume number. Following the first number is an abbreviation for a court reporter. Lists of these abbreviations and the titles for which they stand are included as appendices in many legal research texts. A good reference for abbreviations is *Bieber's Dictionary of Legal Abbreviations* (see the list of print sources below). Following the reporter abbreviation a series number may appear, such as *2d*. Many reporters are numbered up to a certain point, then begin again with volume one of a second series. Following the series number, if there is one, will be a number indicating the page on which the decision begins. A second page number may indicate a specific page reference within a particular case. Many citations will also include a parallel cite, which leads to the same case in a different set of reporters. Finally, the citation may end with the date of the decision enclosed in parentheses.

The Wisconsin Supreme Court adopted a new, slightly different citation format for Wisconsin decisions in 2000. In Wisconsin, cases are now also identified by a public domain citation that includes a sequential number assigned by the clerk of court, and a paragraph number that indicates where in the decision the cited information is located. An illustration of various case citations is given below.

For

State v. Head, 2002 WI 99, 648 N.W.2d 413, 255 Wis.2d 194 (2002)			
<u>case name</u>	<u>public domain cite</u>	<u>parallel cites to official reporters</u>	<u>year</u>
2002 WI 99, ¶ 4	Year 2002, Wisconsin Supreme Court, case 99, paragraph 4		
648 N.W.2d 413	volume 648, North Western Reporter Second, page 413		
255 Wis.2d 194	volume 255, Wisconsin Reports Second, page 194		

☞ *AALL Universal Citation Guide*, American Association of Law Libraries,
<http://www.aallnet.org/committee/citation/ucg/index.html>.

For a thorough citation primer, see also ☞ *Introduction to Basic Legal Citation (2000-2001 ed.)*, Peter W. Martin, <http://www.law.cornell.edu/citation/citation.table.html>.

Consult the following print sources for answers to legal citation questions:

Bieber's Dictionary of Legal Abbreviations: a Reference Guide for Attorneys, Legal Secretaries, Paralegals, and Law Students (5th Ed). Buffalo, N.Y.: W.S. Hein, 2000.

Sample entry: **Wis. L. Rev.** Wisconsin Law Review

Bieber's Dictionary of Legal Abbreviations Reversed: A Dictionary of Terms and Titles with Their Abbreviations. Buffalo, N.Y. : W.S. Hein, 1994.

Sample entry: **Wisconsin Law Review** (1920 -)

Wi. L.R., Wisconsin L. Rev., Wis. L. Rev., W.L.R.

Prince's Bieber Dictionary of Legal Citations. 6th ed. Buffalo, N.Y. : W.S. Hein, 2001.

Sample entry: **Wisconsin Law Review**

Ab: Wis. L. Rev.

Ex.: Ann Althouse, *Saying What Rights Are - In and Out of Context*, 1991 Wis. L. Rev. 929.- Article Citation.

The Bluebook: A Uniform System of Citation. 17th Ed. Cambridge : Harvard Law Review Association, 1991 –

This definitive guide to American citation of legal authorities includes several useful features that make it easier to use. The detailed index at the back of the book contains a thorough listing of topics and sources that refer the user to specific pages. The tables near the back of the book list the sources for the cases, statutes, and administrative law of every state in the United States and of the federal government. Basic principles of legal citation are explained in an introductory section, and there is a practitioner's section on general standards of citation and style to be used in legal composition.

Wisconsin Guide to Citation. 5th ed. Madison, Wis. : State Bar of Wisconsin CLE Books,

2001.

This guide is a complement to *The BlueBook*; it provides detailed instructions for citing to all Wisconsin authorities. The guide also includes examples of the public domain citations used when citing Wisconsin appellate court opinions.

The ALWD Citation Manual: A Professional System of Citation. Association of Legal Writing Directors. Gaithersburg [Md.] : Aspen Law and Business, c2000.

A guide to legal citation created by the Association of Legal Writing Directors in response to charges that *The Bluebook* (see above) is too difficult to understand and follow. The ALWD manual offers a simple, logical approach to legal citation.

VIII. COLLECTION DEVELOPMENT

Because the law is ever changing there is a need for constant revision of legal materials. Attorneys and judges need the latest information on a given subject, the latest court decisions, or the most up-to-date legislation as well as older materials. The various publishers of legal resources have devised several ways of maintaining their publications.

Loose-leaf materials are issued most frequently, sometimes weekly or biweekly, or sometimes quarterly or as the publisher sees fit. Pocket parts are generally issued annually and are slipped into a pocket in the back of the volume. Paperbound pamphlets are also sometimes issued for supplementation.

Loose-leaves, pocket parts and other kinds of supplements help to make the initial publication as current as possible. All of these materials must be filed in a timely manner or the publisher's efforts will be wasted. Updates are generally numbered and include filing instructions. Filing order and instructions must be followed carefully to avoid problems with future filings. If there is a problem, call the publisher to obtain instructions on how to properly update the materials or acquire replacement materials. Libraries considering a subscription should bear in mind that the supplementation of a publication will often cost as much or more than the original work.

With the advent of electronic publishing, many libraries now have the option to subscribe to services in electronic format and forego their print subscriptions. Electronic services are automatically updated by the publisher and do not require intervention by library staff. They also offer benefits in terms of speed, currency and, in many cases, cost. The question of which format (e.g., print, online, CD-ROM, microform, etc.) to purchase involves the consideration of space limitations, ease of access, cost and other factors.

Public libraries that are building and or maintaining a legal collection may wish to consult the following sources:

Svengalis, Kendall. *The Legal Information Buyers Guide and Reference Manual*. Barrington, R.I. : Rhode Island LawPress, c1996-.

Contains more information than will be needed by most public libraries, but still an excellent for description and analysis of legal information sources.

 *Public Library Collection Guidelines For A Legal Research Collection* (American Association of Law Libraries) at <http://www.aallnet.org/sis/lisp/collect.htm>.

IX. LEGAL REFERENCE AND LEGAL ADVICE

Legal research can be difficult and time-consuming. In addition, librarians must be aware of the gray area that divides reference assistance from the unauthorized practice of law. When helping library users with legal research questions, librarians may need to inform the patron that the librarian cannot make judgments on the relevance of facts, nor provide explanation, interpretation or analysis of the legal research results. To do so would be to engage in the unauthorized practice of law, which is illegal.

This does not mean, however, that a librarian cannot provide the usual level of assistance to a patron simply because the patron's question is of a legal nature. Here are some suggestions for working with the "pro se" library user:

- Demonstrate how to use the legal tools with general topically-relevant examples, rather than asking for the specific facts of the patron's personal situation to conduct the search.
- Include self-help books on legal topics in your library collection.
- Draw up a written policy statement on the provision of legal reference services.
- Always feel free to contact a law librarian for assistance with your legal research questions.
- When appropriate, encourage users to seek professional advice from an attorney.
- Keep a file of local legal services organizations for those who cannot afford the expense of retaining a lawyer.

For Legal Information Assistance/Sources in Wisconsin, see Appendix E.

X. DOCUMENT DELIVERY

Legal resources can be ordered for delivery from the major law libraries in Wisconsin:

Marquette University Law Library (1-414-288-7092)

UW-Madison Law Library (1-608-262-3394)

Wisconsin Legislative Reference Bureau Library (1-608-266-7040)

Wisconsin State Law Library (1-800-322-9755)

For more detailed information about each library, the kinds of publications that can be ordered, and the cost of delivery, see *Sources of Legal Information for the Wisconsin Attorney*, UW-Madison Law Library, <http://library.law.wisc.edu/guides/bibliographies/legalinfo.htm>.

APPENDIX A: GLOSSARY

Act - An enacted (passed) piece of legislation; may also be referred to as a law or slip law.

Advance Sheet - Paperback volume of a case reporter that preceded publication of the bound volume and has the same volume and page numbers as the bound volume will have. Usually contains a list of cases reported, index of topics, table of unpublished opinions, and table of citations to laws, acts, and statutes.

Annotated Code - Subject arrangement of a jurisdiction's public, general laws currently in force, including for each section of each law abstracts of cases interpreting the language of the sections, legislative history, cross references to other code sections, references to law review articles, and cross references to pertinent material in other legal resources.

Annotation- 1) Additional explanation or abstract of a statute. May include legislative history, relevant decisions, and journal references. 2) Essay on a legal topic, generally footnoted with references to cases.

Appellant- Party who initiates an appeal from one court to another.

Bill - Proposed piece of legislation.

Brief - Written argument presented to the court by different parties.

Case - Action or suit contested in court.

Citation or Cite - Written legal reference identifying a particular document (decision, statute, etc.).

Citator - A publication that compiles cases, statutes and other sources of law, showing citations to later sources of law that may affect the authority, validity or meaning of a previous case or statute.

Cite - See Citation.

Code - Subject compilation of a jurisdiction's public, general laws or administrative rules currently in force.

APPENDIX A: GLOSSARY

Codify - To collect and systematically arrange systematically laws, rules or regulations.

Court of last resort - A court from which there is no appeal.

Court of record - A court whose acts and judicial proceedings are reported and which has the power to fine or imprison for contempt.

Court Reporter - 1) Publication containing published court decisions; 2) Individual who records court proceedings.

Decision - Used as a synonym for opinion. Technically, the decision of a court is its judgment while the opinion is the reason given for that judgment, or the expression of the views of the judge

Defendant - Party against which action is brought in court.

Delegated legislation - Administrative rules and regulations.

Digest - Volume or volumes that provide topical access to reporters.

Docket - Court calendar.

Headnote - Summary of a point of law in a court decision.

Key Number - Number assigned to a headnote in the West National Reporter System.

Law Review - Journal edited by law students and published by a law school.

LexisNexis - Online legal database supported by LexisNexis Group that contains the full text of primary and secondary legal resources. LexisNexis Group is the global legal publishing arm of Reed Elsevier, an Anglo-Dutch company.

Looseleaf service - Commercially produced topical publication that provides current information through the use of loose pages that are issued frequently and interfiled in a binder. Outdated pages are discarded, according to the publisher's instructions.

National Reporter System - West Publishing Company's system of federal,

APPENDIX A: GLOSSARY

regional and state reporters.

Nutshell - West Group's series of concise treatises on a wide range of legal topics. There are more than 115 titles in the Nutshell Series.

Official Reporter - Reporter selected by a particular jurisdiction to publish its court opinions.

Opinion - Used as a synonym for decision. Technically, a decision of the court is its judgment; the opinion is the reasons given for that judgment, or the expression of the views of the judge.

Ordinances - Local laws.

Original Jurisdiction – Jurisdiction of a court to assert authority over a case at the outset, to try it, and to decide the issues.

Parallel cites or Parallel citations - Citations to the same opinion in two or more different reporters.

Plaintiff - Party in a court case bringing the action to court.

Pocket Part - Supplement that slips into a pocket in the back of a published volume to update information in that volume.

Precedent - A court decision that provides an example or authority for a similar case that later confronts a similar question of law.

Primary legal sources - Texts of laws, constitutions, court decisions, administrative agency regulations and rulings, executive orders, treaties, and other first-hand accounts of the law.

Pro se - Representing oneself in court without an appearance by a lawyer.

Published decision/opinion - Court decision that is published in a reporter.

Respondent - Party who responds to an appeal brought by another party.

Secondary legal resources - Treatises, legal encyclopedias, law review articles, reports of commissions and associations, etc. Sources that describe, explain, analyze, criticize, or suggest changes in the law.

APPENDIX A: GLOSSARY

Session laws - Slip laws arranged in chronological order and published in permanent bound volumes.

Shepard's - A major legal citator. See also citator.

Shepardize - Using Shepard's Citations as a citator to determine the current status of a particular law. See also citator.

Slip law - Text of a single act issued officially in a pamphlet or single sheet.

Slip opinion - Text of a single court decision officially issued in a pamphlet prior to publication in a permanent volume.

Stare decisis - Legal doctrine that requires courts to stand by precedent.

Syllabus - A note prefixed to a court opinion, containing a brief statement of the rulings of the court upon the point or points decided in the case.

Synopsis - Brief summary of the facts of a case.

Statute - Law passed by a state legislature or Congress.

Treatise - A secondary source in the form of a narrative text that provides an in-depth analysis of a legal subject.

Unpublished decision/opinion - Court decision not published in a standard reporter. Many of these are available on LexisNexis and Westlaw.

Westlaw - Online legal database developed by West Group that contains primary and secondary legal resources, as well as editorial enhancements found in the National Reporter System.

APPENDIX B: MAJOR WISCONSIN LAW LIBRARIES

Madison

Dane County Law Library
210 Martin Luther King Jr. Blvd.,
Room 315
Madison, WI 53703
(608) 266-6316
(608) 266-5988 FAX
<http://wsll.state.wi.us/dcll.html>

University of Wisconsin Law Library
975 Bascom Mall
Madison, WI 53706
(608) 262-1128 (Information)
(608) 262-3394 (Reference)
(608) 262-2775 FAX
<http://library.law.wisc.edu/>

Wisconsin State Law Library
P.O. Box 7881
120 Martin Luther King Jr. Blvd.
Madison, WI 53703
800-322-9755
(608) 266-1600 (Information)
(608) 267-9696 (Reference)
(608) 267-2319 FAX
wsll.ref@courts.state.wi.us
<http://wsll.state.wi.us/>

Wisconsin Legislative Reference
Bureau, Legislative Library
100 North Hamilton Street
Madison, WI 53703-2307
(608) 266-7040
(608) 266-5648 FAX
<http://www.legis.state.wi.us/lrb/Library/index.htm>

Milwaukee

Marquette University Law Library
1103 W. Wisconsin Avenue
Milwaukee, WI 53233
(414) 288-7092
(414) 288-5914 FAX
<http://www.marquette.edu/law/library/default.html>

Milwaukee Legal Resource Center
Courthouse, Room 307A
901 North 9th Street
Milwaukee, WI 53233-1425
(414) 278-4900
(414) 223-1818 FAX
<http://wsll.state.wi.us/mlrc.html>

APPENDIX C: GOVERNMENT DOCUMENT COLLECTIONS IN WISCONSIN

United States Depository Libraries

Appleton

Lawrence University
Seeley G. Mudd Library
113 South Lawe Street
Appleton, WI 54911-5683
(920) 832-6758
(920) 832-6967 FAX
<http://www.lawrence.edu/library/govdocs>

Beloit

Beloit College
Col. Robert H. Morse Library
731 College Street
Beloit, WI 53511-5509
(608) 363-2544
(608) 363-2487 FAX
<http://www.beloit.edu/~libhome>

Eau Claire

University of Wisconsin-Eau Claire
William D. McIntyre Library
105 Garfield Avenue
Eau Claire, WI 54702-4004
(715) 836-3859
(715) 836-2906 FAX
<http://www.uwec.edu/library>

Fond du Lac

Fond du Lac Public Library
32 Sheboygan Street
Fond du Lac, WI 54935-4251
(920) 929-7080
(920) 929-7091 FAX
<http://www.fond-du-lac.lib.wi.us>

Green Bay

University of Wisconsin-Green Bay
Cofrin Library
2420 Nicolet Drive
Green Bay, WI 54311-7011
(920) 465-2303
(920) 465-2388 FAX
<http://www.uwgb.edu/library/government>

La Crosse

La Crosse Public Library
800 Main Street
La Crosse, WI 54601-1422
(608) 789-7122
(608) 789-7161 FAX
<http://lplcat.lacrosse.lib.wi.us/govinfo.html>

University of Wisconsin-La Crosse
Murphy Library Resource Center
1625 Pine Street
La Crosse, WI 54601-3792
(608) 785-3792
(608) 785-8639 FAX
<http://www.uwlax.edu/murphylibrary/Departments/docdept.html>

Madison

Madison Public Library
201 West Mifflin Street
Madison, WI 53703
(608) 266-6350
(608) 266-4230 FAX
<http://www.scls.lib.wi.us/madison>

University of Wisconsin-Madison
Law Library
975 Bascom Mall
Madison, WI 53706-1399
(608) 262-3394
(608) 262-2775 FAX
<http://library.law.wisc.edu>

University of Wisconsin-Madison
Memorial Library
728 State Street
Madison, WI 53706-1494
(608) 262-3242
(608) 262-8569 FAX
www.library.wisc.edu/guides/govdocs/index.htm

Wisconsin Historical Society Library
816 State Street
Madison, WI 53706-1488
(608) 264-6535
(608) 264-6520 FAX
<http://www.wisconsinhistory.org/library/govpub/index.html>

Wisconsin State Law Library
120 Martin Luther King Jr. Blvd.
Madison, WI 53703
(608) 266-1600
(608) 267-2319 FAX
<http://wsll.state.wi.us>

Milwaukee

Marquette University Law Library
1103 West Wisconsin Avenue
Milwaukee, WI 53233
(414) 288-7092
(414) 288-5914 FAX
<http://www.marquette.edu/law/library/government.html>

Medical College of Wisconsin
Todd Wehr Library
8701 Watertown Plank Road
Milwaukee, WI 53226-0509
(414) 456-8302
(414) 456-6532 FAX
http://www.lib.mcw.edu/html/federal_depository.html

Milwaukee Public Library
814 West Wisconsin Avenue
Milwaukee, WI 53233-2385
(414) 286-2385
(414) 286-2798 FAX
<http://www.mpl.org/FILES/New/Gov%20Docs.htm>

University of Wisconsin-Milwaukee
Golda Meir Library
2311 East Hartford Avenue
Milwaukee, WI 53211
(414) 229-4659
(414) 229-6791 FAX
<http://www.uwm.edu/Library/Docs/index.html>

Oshkosh

University of Wisconsin-Oshkosh
Forrest R. Polk Library
800 Algoma Boulevard
Oshkosh, WI 54901-8611
(920) 424-3347
(920) 424-2175 FAX
<http://www.uwosh.edu/departments/library/depts/docs/gov.html>

Platteville

University of Wisconsin-Platteville
Karrmann Library
One University Plaza
Platteville, WI 53818-3099
(608) 342-1758
(608) 342-1645 FAX
<http://www.uwplatt.edu/~govpub>

Racine

Racine Public Library
75 7th Street
Racine, WI 53403-1201
(262) 636-9217
(262) 636-9260 FAX
<http://www.racinelib.lib.wi.us>

Ripon

Ripon College
Lane Library
300 Seward Street
Ripon, WI 54971-8751
(920) 748-8751
(920) 748-6243 FAX
<http://www.ripon.edu/Library>

River Falls

University of Wisconsin-River Falls
Chalmer Davee Library
410 South 3rd Street
River Falls, WI 54022-5001
(715) 425-3874
(715) 425-0609 FAX
<http://www.uwrf.edu/library/govdocs>

Stevens Point

University of Wisconsin-Stevens Point
University Library
900 Reserve Street
Stevens Point, WI 54481-1985
(715) 346-3726
(715) 346-2367 FAX
<http://library.uwsp.edu/depts/govpubs/govpubs.htm>

Superior

University of Wisconsin-Superior
Jim Dan Hill Library
Belknap & Catlin Streets
Superior, WI 54880-4500
(715) 394-8343
(715) 394-8462
<http://www.uwsuper.edu/library/guides/govdocs.html>

Waukesha

Waukesha Public Library
321 Wisconsin Avenue
Waukesha, WI 53186-4786
(262) 524-3682
(262) 524-3677 FAX
<http://www.waukesha.lib.wi.us>

Wausau

Marathon County Public Library
300 North First Street
Wausau, WI 54403-5405
(715) 261-7270
(715) 261-7278 FAX
<http://www.mcpl.lib.wi.us>

Whitewater

University of Wisconsin-Whitewater
Harold G. Andersen Library
800 West Main Street
Whitewater, WI 53190-0900
(262) 472-1032
(262) 472-5727
<http://library.uww.edu/COLLECTN/govcol.htm>

Wisconsin State Depository Libraries

Appleton

Appleton Public Library
225 North Oneida Street
Appleton, WI 54911-4780
(920) 832-6170
(920) 832-6182 FAX
<http://www.apl.org/index.html>

Lawrence University
Seeley G. Mudd Library
113 South Lawe Street
Appleton, WI 54911-5683
(920) 832-6758
(920) 832-6967 FAX
<http://www.lawrence.edu/library/govdocs>

Baraboo

University of Wisconsin –
Baraboo/Sauk County
T.N. Savides Library
1006 Connie Road
Baraboo, WI 53913-1098
(608) 356-8351
(608) 356-4074 FAX
<http://baraboo-sauk.uwc.edu/library>

Beaver Dam

Beaver Dam Community Library
311 North Spring Street
Beaver Dam, WI 53916-2043
(920) 887-4631
(920) 887-4633 FAX
<http://www.beaverdam.lib.wi.us>

Beloit

Beloit College
Col. Robert H. Morse Library
731 College Street
Beloit, WI 53511-5509
(608) 363-2544
(608) 363-2487 FAX
<http://www.beloit.edu/~libhome>

Eau Claire

L.E. Phillips Memorial Public Library
400 Eau Claire Street
Eau Claire, WI 54701-3799
(715) 839-5004
(715) 839-3822 FAX
<http://www.eauclaire.lib.wi.us/default.htm>

Fond du Lac

Fond du Lac Public Library
32 Sheboygan Street
Fond du Lac, WI 54935-4251
(920) 929-7080
(920) 929-7091 FAX
<http://www.fond-du-lac.lib.wi.us>

Green Bay

Brown County Library
515 Pine Street
Green Bay, WI 54301-5194
(920) 448-4400
(920) 448-4364 FAX
<http://www.co.brown.wi.us/Library>

University of Wisconsin-Green Bay
Cofrin Library
2420 Nicolet Drive
Green Bay, WI 54311-7011
(920) 465-2303
(920) 465-2388 FAX
<http://www.uwgb.edu/library/government>

Hayward

Lac Courte Oreilles Ojibwa
College Community Library
13466 West Trepania Road
Hayward, WI 54843-2181
<http://library.lco-college.edu>

Janesville

Hedberg Public Library
316 South Main Street
Janesville, WI 53545-3971
(608) 758-6588
(608) 758-6615 FAX
<http://als.lib.wi.us/HPL>

University of Wisconsin-Rock County
Gary J. Lenox library
2909 Kellogg Avenue
Janesville, WI 53546-5699
(608) 758-6531
(608) 758-6560 FAX
<http://rock.uwc.edu/library/library.htm>

Kenosha

University of Wisconsin-Parkside
Library
900 Wood Road
Kenosha, WI 53141-2000
(262) 595-2360
(262) 595-2545 FAX
<http://www.uwp.edu/information.services/library/>

La Crosse

La Crosse Public Library
800 Main Street
La Crosse, WI 54601-1422
(608) 789-7122
(608) 789-7161 FAX
<http://lplcat.lacrosse.lib.wi.us/govinfo.html>

University of Wisconsin-La Crosse
Murphy Library Resource Center
1625 Pine Street
La Crosse, WI 54601-3792
(608) 785-3792
(608) 785-8639 FAX
<http://www.uwlax.edu/murphylibrary/Departments/docdept.html>

Madison

Madison Public Library
201 West Mifflin Street
Madison, WI 53703
(608) 266-6350
(608) 266-4230 FAX
<http://www.scls.lib.wi.us/madison>

Wisconsin Historical Society Library
816 State Street
Madison, WI 53706-1488
(608) 264-6535
(608) 264-6520 FAX
<http://www.wisconsinhistory.org/library/govpub/index.html>

Wisconsin Legislative Reference
Bureau
Dr. H. Rupert Theobald Legislative
Library
100 North Hamilton Street
Madison, WI 53701-2037
(608) 266-7040
(608) 266-5648 FAX
<http://www.legis.state.wi.us/lrb/Library/index.htm>

Wisconsin Reference and Loan Library
2109 South Stoughton Road
Madison, WI 53716-2899
(608) 266-3390
(608) 224-6178 FAX
<http://www.dpi.state.wi.us/dltcl/rll/indgov.html>

Manitowoc

Manitowoc Public library
707 Quay Street
Manitowoc, WI 54220
(920) 683-4863
(920) 683-4873 FAX
<http://www.manitowoc.lib.wi.us>

Marshfield

University of Wisconsin –
Marshfield/Wood County
Learning Resource Center
2000 West 5th Street
Marshfield, WI 54449-0150
(715) 389-6531
(715) 389-6539 FAX
<http://www.marshfield.uwc.edu/lrc/default.asp>

Menomonie

University of Wisconsin-Stout
Library Learning Center
315 Tenth Avenue
Menomonie, WI 54751-0790
(715) 232-1215
(715) 232-1783 FAX
<http://www.uwstout.edu/lib>

Milwaukee

Alverno College
3401 South 39th Street
Milwaukee, WI 53234-3922
(414) 382-6060
(414) 382-6354 FAX
<http://depts.alverno.edu/library>

Marquette University Libraries
1415 West Wisconsin Avenue
Milwaukee, WI 53201-3141
(414) 288-1530
<http://www.marquette.edu/library>

Milwaukee Public Library
814 West Wisconsin Avenue
Milwaukee, WI 53233-2385
(414) 286-2385
(414) 286-2798 FAX
<http://www.mpl.org>

University of Wisconsin-Milwaukee
Golda Meir Library
2311 East Hartford Avenue
Milwaukee, WI 53211
(414) 229-4659
(414) 229-6791 FAX
<http://www.uwm.edu/Library/Docs/index.html>

Oshkosh

Oshkosh Public Library
106 Washington Avenue
Oshkosh, WI 54901-4985
(920) 326-5205
(920) 326-5227 FAX
<http://www.oshkoshpubliclibrary.org/Welcome.html>

University of Wisconsin-Oshkosh
Forrest R. Polk Library
800 Algoma Boulevard
Oshkosh, WI 54901-8611
(920) 424-3347
(920) 424-2175 FAX
<http://www.uwosh.edu/departments/library/depts/docs/gov.html>

Platteville

University of Wisconsin-Platteville
Karrmann Library
One University Plaza
Platteville, WI 53818-3099
(608) 342-1758
(608) 342-1645 FAX
<http://www.uwplatt.edu/~govpub>

Portage

Portage Public Library
253 West Edgewater Street
Portage, WI 53901-2117
(608) 742-4959
(608) 742-3819 FAX
<http://www.scls.lib.wi.us/portage>

Racine

Racine Public Library
75 7th Street
Racine, WI 53403-1201
(262) 636-9217
(262) 636-9260 FAX
<http://www.racinelib.lib.wi.us>

Rhineland

Richard J. Brown Library
Nicolet Area Technical College
Lake Julia Campus
P.O. Box 518
Rhineland, WI 54501-0518
(715) 365-4479
(715) 265-4404 FAX
<http://www.nicolet.tec.wi.us/libry/index.html>

Rice Lake

University of Wisconsin – Barron
County
Library
1800 College Drive
Rice Lake, WI 54868-2497
(715) 234-8369
(715) 234-1975 FAX
<http://www.barron.uwc.edu/library/homepg.htm>

River Falls

University of Wisconsin-River Falls
Chalmer Davee library
410 South 3rd Street
River Falls, WI 54022-5001
(715) 425-3874
(715) 425-0609 FAX
<http://www.uwrf.edu/library/govdocs>

Shawano

Shawano City-County Library
128 South Sawyer Street
Shawano, WI 54166-2496
(715) 526-3829
(715) 526-6772 FAX
<http://www.nfls.lib.wi.us/sha>

Sheboygan

Mead Public Library
710 North 8th Street
Sheboygan, WI 53081-4563
(920) 459-3400
(920) 459-4336 FAX
<http://www.sheboygan.lib.wi.us/index.html>

Stevens Point

University of Wisconsin-Stevens Point
University Library
900 Reserve Street
Stevens Point, WI 54481-1985
(715) 346-3726
(715) 346-2367 FAX
<http://library.uwsp.edu>

Superior

Superior Public Library
1530 Tower Avenue
Superior, WI 54880-2532
(715) 394-8860
(715) 294-8870 FAX
<http://www.ci.superior.wi.us/library/index.htm>

University of Wisconsin-Superior
Jim Dan Hill Library
Belknap & Catlin Streets
Superior, WI 54880-4500
(715) 394-8343
(715) 394-8462 FAX
<http://www.uwsuper.edu/library/guides/govdocs.html>

Two Rivers

Lester Public Library
1001 Adams Street
Two Rivers, WI 54241-3544
(920) 793-8808
(920) 793-7150 FAX
<http://www.tworivers.lib.wi.us>

Waukesha

Waukesha Public Library
321 Wisconsin Avenue
Waukesha, WI 53186-4786
(262) 524-3682
(262) 524-3677 FAX
<http://www.waukesha.lib.wi.us>

University of Wisconsin-Waukesha
Library and Media Services
1500 North University Drive
Waukesha, WI 53188-2799
(262) 521-5473
(262) 521-5471 FAX
<http://waukesha.uwc.edu/lib>

Wausau

Marathon County Public Library
300 North First Street
Wausau, WI 54403-5405
(715) 261-7270
(715) 261-7278 FAX
<http://www.mcpl.lib.wi.us>

Wauwatosa

Wauwatosa Public Library
7635 West North Avenue
Wauwatosa, WI 53213-1778
(414) 471-8484
(414) 479-8984 FAX
<http://tpublib.fp.execpc.com>

Whitewater

University of Wisconsin-Whitewater
Harold G. Andersen Library
800 West Main Street
Whitewater, WI 53190-0900
(262) 472-1032
(262) 472-5727 FAX
<http://library.uww.edu/COLLECTN/govcol.htm>

Wisconsin Rapids

McMillan Library
490 East Grand Avenue
Wisconsin Rapids, WI 54494-4898
(715) 423-1040
(715) 423-2665 FAX
<http://www.scls.lib.wi.us/mcm>

APPENDIX D: SELECTED LEGAL PUBLISHERS

American Association of Law Libraries
53 W. Jackson Blvd., Suite 940
Chicago, IL 60604
(312) 939-4764
<http://www.aallnet.org/products>

American Bar Association
750 N. Lake Shore Drive
Chicago, IL 60611
(800) 285-2221
<http://www.abanet.org/abapubs/home.html>

American Law Institute
4025 Chestnut Street
Philadelphia, PA 19104-3099
(800) 253-6397
<http://www.ali.org>

Aspen Publishers, Inc.
7201 McKinney Circle
Frederick, MD 21704
(800) 234-1660
<http://www.aspenpublishers.com>

Bureau of National Affairs
1231 25th Street N.W.
Washington, D.C. 20037
(800) 372-1033
<http://www.bna.com>

CCH Incorporated
4025 W. Peterson Ave.
Chicago, IL 60646-6085
(800) 835-5224
<http://www.cch.com>

Glasser LegalWorks
150 Clove Road
Little Falls, NJ 07424
(973) 890-0008
<http://www.legalwks.com>

Harvard Law Review Association
Gannett House
1511 Massachusetts Avenue
Cambridge, MA 02138
(617) 495-4650
<http://www.harvardlawreview.org>

Hein (William S.) & Co.
1285 Main Street
Buffalo, NY 14209-1987
(800) 828-7571
<http://www.wshein.com>

Law Journal Press
345 Park Avenue South
New York, NY 10010
(800) 888-8300
<http://www.lawcatalog.com>

Legal Directories Publishing Co.
9111 Garland Road
P.O. Box 189000
Dallas, TX 75218-9000
(214) 321-3238
<http://www.legaldirectories.com>

LexisNexis Matthew Bender
1275 Broadway
Albany, NY 12204
(800) 833-9844
<http://bookstore.lexis.com/bookstore>

Martindale-Hubbell
121 Chanlon Road
New Providence, NJ 07974
(800) 526-4902
<http://www.martindale.com>

National Institute for Trial Advocacy
Notre Dame Law School
P.O. Box 6500
Notre Dame, IN 46556-6500
(800) 225-6482
<http://www.nita.org>

Nolo Press
950 Parker Street
Berkeley CA 94710-2524
800-728-3555
<http://www.nolo.com>

Oceana Publications
75 Main Street
Dobbs Ferry, NY 10522
(914) 693-8100
<http://www.nita.org>

Practising Law Institute
810 Seventh Avenue
New York, NY 10019-5818
(800) 260-4754
<http://www.pli.edu>

Research Institute of America
90 Fifth Avenue
New York, NY 10011
(800) 431-9025
<http://www.riag.com>

Sphinx Legal (a division of
sourcebooks)
Sourcebooks, Inc.
Sphinx Sales
1935 Brookdale Rd.
Naperville, IL 60563
<http://www.sphinxlegal.com/sphinx>

State Bar of Wisconsin
5302 Eastpark Blvd.
Madison, WI 53718-2101
(608) 257-3838
<http://www.wisbar.org>

Tax Analysts
6830 North Fairfax Drive
Arlington, VA 22213-1001
(800) 955-2444
<http://www.tax.org>

Thompson Publishing Group
1725 K Street NW, Suite 700
Washington, DC 20006
(800) 444-8741
<http://www.thompson.com>

Thomson-West
610 Opperman Drive
Eagan, MN 55123
(800) 328-4880
<http://www.westgroup.com>

United States Government Printing
Office
Superintendent of Documents
732 North Capitol Street N.W.
Mail Stop: SDE
Washington, DC 20402
(888) 293-6498
<http://bookstore.gpo.gov/index.html>

University of Wisconsin Law School
Continuing Legal Education for
Wisconsin
975 Bascom Mall, Room 2348
Madison, WI 53706-1399
(800) 355-5573
<http://www.law.wisc.edu/clew>

Wisconsin Document Sales
202 S. Thornton Avenue
P.O. Box 7840
Madison, WI 53707-7840
(608) 266-3358
<http://www.doa.state.wi.us/dsas/docserv/docsales/index.asp>

Wisconsin Jury Verdict, Inc.
723 S. Main Street
Racine, WI 53403
(262) 635-0400

APPENDIX E: LEGAL INFORMATION/ASSISTANCE SOURCES IN WISCONSIN

Wisconsin Consumer Protection Hotline
(800) 422-7128

State Bar of Wisconsin Lawyer Referral and Information Service (LRIS)
<http://www.wisbar.org/bar/lris>
(800) 362-9082 (Wisconsin, outside Madison)
(608) 257-4666 (Madison or outside Wisconsin)

The LRIS service provides assistance through three services:

- Lawyer Hotline – if you are looking for general legal information or an answer to a simple legal question the Lawyer Hotline can help you. LRIS will make an appointment for a lawyer to call you back, free of charge, within a few days to briefly discuss your question.
- Lawyer Referral – it may be determined that you need to speak to a lawyer. If so, you will be referred to an attorney in your area who has indicated an interest in dealing with your type of legal situation. When you tell the attorney that you were referred by LRIS it will cost you no more than \$20 for the first half-hour consultation.
- Community Referral – maybe you don't need a lawyer. LRIS can refer you to other resources that may be able to help you with legal concerns.

Wisconsin Legislative Hotline
<http://www.legis.state.wi.us/agencies/Hotline.html>
(800) 362-9472 (Outside Madison)
(608) 266-9960 (Madison)

For a listing of legal resources in Dane County that are either free or low cost, see  *Guide to Low Cost Resources in Dane County*, University of Wisconsin Library, <http://library.law.wisc.edu/guides/bibliographies/lowcost.htm>

There are many web sites containing helpful information for the non-lawyer. For more information on these, see section V. H., “Gateways to Online Resources.”

APPENDIX F: BIBLIOGRAPHY ON PUBLIC ACCESS TO LEGAL INFORMATION

Baish, Mary Alice and Kirk, Darcy, "Barriers to Broad Public Access of Court Opinions and Creative Consortial Projects of Law Librarians to Democratize Access through the Internet." *23 Collection Management* 105-88 (1998)

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Gauthier, Ashley, "Proposed Policy on Court Records Threatens Public Access Rights." *26 News Media & the Law* 8 (2002)

Hane, Paula J. "Wider Access to U.S. Court Records Database Stirs Up Controversy." *18 Information Today* 13 (2001)

Leibowitz, Wendy, "Web Access to Courts." *21 National Law Journal* A20 (Oct. 5 1998)

Leibowitz, Wendy, "Who Owns the Law? And Why Won't they Publish it on the Internet? Let's Have Free and Public Access." *27 Law Practice Management* 10 (2001)

Luo, Wei, et al, "Government Documents Around the World: Access Policies and Strategies of Disclosure." *7 AALL Spectrum* 14 (2002)

McCanless, Alice M., "Public Access to Legal Resources on the Internet." *49 Southeastern Librarian* 11-14 (2001)

MacDonald, D. "The Electronic Freedom of Information Act Amendments: A Minor Upgrade to Public Access Law." *23 Rutgers Computer & Technology Law Journal* 357-89 (1997)

Southern California Association of Law Libraries. Committee on Public Access to Legal Information. *Locating the Law: a Handbook for Non-law Librarians*. 4th ed. Los Angeles, Cal.: The Committee, 2001.

Westwood, Karen, “ ‘Meaningful Access to the Courts and Law Libraries’: Where are we Now?” 90 *Law Library Journal* 193-207 (1998)

APPENDIX G: COMMITTEE ON PUBLIC ACCESS TO LEGAL INFORMATION

1988-1989 PALI Committee

Kathryn Barbasiewicz
Milwaukee County Law Library

Mary Jones
Library - U.S. Courts, Milwaukee

Elizabeth Bender
Milwaukee Public Library

Marcia Koslov
Wisconsin State Law Library

Sue Center
UW-Madison Law Library

Cynthia May (Chair)
UW-Madison Law Library

Gloria Holz
UW-Madison Law Library

Ann Waidelich
Dane County Law Library