



Building Block: New York Style Manual (The Tanbook)

(Abbreviated for Legal Research Class)

Changes to this Manual will be posted to the Bureau's Internet site at http://www.nycourts.gov/reporter/styman_menu.htm.

Use of the Internet version is strongly recommended not only for updates, but also to gain the advantages of word searching, hypertext linking and coordinating use of the Manual with the Official Case Name and Citation Locator.

IMPORTANT LINKS		
CITE	ADDRESS	PURPOSE
Westlaw	westlaw.com	legal research
NY Style Manual (Tanbook)	nycourts.gov/reporter/styman_menu.htm	Formation of cites and cite checking
NY Citation Services	nycourts.gov/reporter/citations/first_gen_citator/Default2.aspx	To find case's official name
US Supreme Court Case Citation Finder	supremecourt.gov/opinions/casefinder.aspx	To find case's official name

RULES REQUIRING CITATION TO OFFICIAL REPORTS

“New York decisions shall be cited from the official reports, if any.” (CPLR 5529 [e].)

“Where New York authorities are cited in any submissions, New York Official Law Report citations shall be included, if available.” (Rules of Ct of Appeals [22 NYCRR] § 500.1 [g].)

“Where New York authorities are cited in any paper, New York Official Law Report citations must be included.” (Rules of Ct of Appeals [22 NYCRR] § 510.1 [a].)

“New York decisions shall be cited from the official reports, if any.” (Rules of App Div, 1st Dept [22 NYCRR] § 600.10 [a] [11].)

“New York decisions shall be cited from the official reports, if any.” (Rules of App Div, 4th Dept [22 NYCRR] § 1000.4 [f] [7].)

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PART I: CITATION STYLE

1.0 CITATION STYLE IN GENERAL

1.1 ELEMENTS OF A CITATION

1.1 (a) Case Citation Elements

Include the court, omitting any information made redundant by the citation itself, pertinent jurisdictional information and year of decision for all full case references, including references to appellate history.

1.1 (b) Statutory Citation Elements

1.2 PLACEMENT OF CITATIONS

1.2 (a) Where to Place

Citations in the traditional format of the Official Reports are embedded in the text of the opinion using citations in running text (§ 1.2 [b]) or within parentheses (§ 1.2 [c]). In this format, citations in footnotes, if any, are styled as provided in section 1.2 (d). ...

Unless otherwise indicated, the examples in this Manual are shown as citations within parentheses.

1.2 (b) Citations in Running Text

The term “citation in running text” indicates an authority referred to in the text of a sentence, as in the examples below:

The situation in *Rogers v Rogers* (63 NY2d 582 [1984], *revg* 98 AD2d 999 [2d Dept 1983]) mirrors the situation in this decision.

The clear and convincing evidence standard discussed in *Solomon v State of New York* (146 AD2d 439, 440 [1st Dept 1989], quoting *Addington v Texas*, 441 US 418, 427 [1979]) was not met here.

Plaintiff did not sustain a serious injury within the meaning of Insurance Law § 5102 (d).

1.2 (c) Citations within Parentheses

The term “citation within parentheses” refers to any citation that appears entirely within parentheses.

(1) How to Reference

Citations within parentheses may be referenced as in the examples below:

The clear and convincing evidence standard was not met here (*see Solomon v State of New York*, 146 AD2d 439, 440 [1st Dept 1989], quoting *Addington v Texas*, 441 US 418, 427 [1979]).

The facts in this decision are not unusual (*see George C. Miller Brick Co., Inc. v Stark Ceramics, Inc.*, 9 Misc 3d 151 [Sup Ct, Monroe County 2005, Fisher, J.]).

Plaintiff did not sustain a serious injury (Insurance Law § 5102 [d]).

(2) Punctuation

Place the final period in a sentence ending with a parenthetical as follows:

Such is the law (*People v Moran*, 2 AD3d 216 [1st Dept 2003]).

Place the parenthetical within the sentence (as in first example above) if it relates to the sentence alone. Place it outside the sentence (as in second example above) if it relates to more than one preceding sentence.

* * * *

1.3 REFERENCE TO PREVIOUSLY CITED AUTHORITY

1.3 (a) Options for Referencing Previously Cited Authority

To reference previously cited authority use a short-form reference or “*id.*” where appropriate. A full citation may be repeated if a short form or *id.* is unsuitable. The subsequent citation should omit any reference to optional information (§ 2.2 [a] [7]) and history. A short-form reference should provide sufficient information to avoid confusion with distinct previous citations.

1.3 (b) Short-Form References

(1) Shortened Case Names and Popular Names

Subsequent references to a case in running text or within parentheses may use a shortened case name. The shortened form of the case name is usually the name of the first nongovernmental party

EXAMPLES	
FULL NAME	SHORTENED
<i>People v Krom</i>	<i>Krom</i>
<i>Albouyeh v County of Suffolk</i>	<i>Albouyeh</i>

(2) Shortened Citations

Subsequent references to cases and statutes may be shortened as follows:

FULL NAME (FIRST TIME)	OPTIONS FOR SHORTENED CITES
<i>Matter of Murphy</i> , 6 NY3d 36 [2005]	(<i>Matter of Murphy</i> , 6 NY3d at 43)
	(<i>Murphy</i> , 6 NY3d 36)
	(<i>Murphy</i> , 6 NY3d at 43)
	(<i>Murphy</i> at 43)
	(6 NY3d at 43)

* * * *

1.3 (c) Subsequent Reference to Immediately Preceding Authority

When a subsequent reference is made to an immediately preceding authority, “*id.*” may be used:

(*id.*) [Note: identical reference to an immediately preceding authority]

(*id.* at 495) [Note: reference to an immediately preceding authority at a different page]

(*id.* § 468-a) [Note: reference to an immediately preceding authority at a different section]

Capitalize “*id.*” when it is the first term in a separate citational sentence (§ 1.2 [c] [2]).

* * * *

1.4 INTRODUCTORY SIGNALS

1.4 (a) Citations Introduced by Signals

Citations may be introduced by signals that indicate the purpose for which the citations are made and their degree of support or contradiction concerning a proposition. Do not place a comma between the signal and citation. Consult standard citation authorities for information regarding the use of signals, their order when using two or more and the order of authorities after each signal.

The following examples illustrate the use of introductory signals:

(e.g. Dalton v Pataki, 5 NY3d 243 [2005])

(see Dalton v Pataki, 5 NY3d 243 [2005])

(but see Dalton v Pataki, 5 NY3d 243 [2005])

(cf. Matter of Oglesby v McKinney, 28 AD3d 153 [4th Dept 2006])

(see also Penal Law § 20.00)

(compare Penal Law § 210.40 with CPL 320.10)

(see e.g. CPL 40.50)

(see generally People v McConnell, 11 Misc 3d 57 [App Term, 2d Dept 2006])

(compare Klein v Eubank, 87 NY2d 459 [1996], with Shapiro v McNeill, 92 NY2d 91 [1998])

1.4 (b) Signal Word Serving as a Verb

Do not italicize a signal word that serves as a verb of a sentence:

For a discussion of Executive Law § 63 (2), see *Matter of Johnson v Pataki* (91 NY2d 214 [1997]).

* * * *

2.0 CASES

2.1 CASE NAMES

2.1 (a) New York Cases

(1) Cases Officially Reported

First, Second and Third Series Cases

Case names for New York decisions reported in the first, second and third series of the New York Official Reports can be found in the Official Case Name and Citation Locator at http://www.nycourts.gov/reporter/Citator_Menu.htm. The case name for a decision is also provided in the “Cite Title As” field in the online Official Reports. Case names found in the Table of Cases in the printed Official Reports should not be used when they differ from the electronic version. To cite a companion case whose title is different than the official case name, formulate a case name as described in section 2.1 (a) (2).

(2) Cases Not Officially Reported

If a case has not been officially reported, formulate a case name using the citation naming conventions found in standard citation manuals and apply the abbreviations listed in Appendix 1. Also see examples of case names in Appendix 6.

2.1 (b) Supreme Court of the United States Cases

Case names for the Supreme Court of the United States cases are found on the Supreme Court website at <http://www.supremecourt.gov/opinions/casefinder.aspx>. Retain the abbreviations provided. If the case does not appear in the Supreme Court’s listing, formulate a case name using the citation naming conventions found in standard citation manuals and apply the abbreviations listed in Appendix 1.

2.1 (c) Other Cases

For any other case, use the case name found in standard citation services or formulate a name by applying citation naming conventions found in standard citation manuals. In either event, use the abbreviations listed in Appendix 1.

2.2 NEW YORK COURT DECISIONS

2.2 (a) Decisions Officially Reported

(1) Basic Citation Style

Cite to the Official Reports as follows:

(O'Connell v Corcoran, 1 NY3d 179 [2003])

(Matter of Cornell Univ. v Beer, 16 AD3d 890 [3d Dept 2005])

(Matter of Gernold, 9 Misc 3d 427 [Sur Ct, Erie County 2005])

(2) Pinpoint Page Citation

To refer to a pinpoint page in a decision:

(People v Ramos, 90 NY2d 490, 495 [1997])

(Matter of Cornell Univ. v Beer, 16 AD3d 890, 894 [3d Dept 2005])

Where the decision comprises one page, repeat the page:

(Matter of Allen v Black, 275 AD2d 207, 207 [1st Dept 2000])

* * * *

(4) Citation Referencing Multiple Page Quotation

In citing a single quotation that runs over two or more pages, give the pages at which it begins and ends, separated by a hyphen, rather than a comma:

(Matter of Sayeh R., 91 NY2d 306, 316-317 [1997])

(5) Citation Including Appellate History

Show appellate history as follows:

(Flores v Lower E. Side Serv. Ctr., 3 AD3d 459 [1st Dept 2004], revd 4 NY3d 363 [2005])

(D'Angelo v Cole, 108 AD2d 541 [4th Dept 1985], mod 67 NY2d 65 [1986])

(National City Bank v Gelfert, 257 App Div 465 [2d Dept 1939], revd 284 NY 13 [1940], revd 313 US 221 [1941])

(Garden Homes Woodlands Co. v Town of Dover, 95 NY2d 516 [2000], revg 266 AD2d 187 [2d Dept 1999])

(*Matter of Rosenblum v New York State Workers' Compensation Bd.*, 309 AD2d 120 [1st Dept 2003], *affg* 190 Misc 2d 588 [Sup Ct, NY County 2002])

(*Gross v Sandow*, 5 AD3d 901 [3d Dept 2004], *lv dismissed and denied* 3 NY3d 735 [2004])

(*People v Ferber*, 96 Misc 2d 669 [Sup Ct, NY County 1978], *affd* 74 AD2d 558 [1st Dept 1980], *revd* 52 NY2d 674 [1981], *revd* 458 US 747 [1982])

* * * *

For a listing of appellate history abbreviations, see Appendix 3

* * * *

Court Abbreviations

References to courts within citations should be abbreviated as follows:

COURT ABBREVIATIONS	
COURT	ABBREVIATION
Appellate Division	App Div
City Court	[city name] City Ct
Civil Court of the City of New York	Civ Ct, [county name] County
County Court	[county name] County Ct
Court of Appeals (Federal)	[circuit No.] Cir
Court of Appeals (State)	Ct App
Court of Claims	Ct Cl
Criminal Court of the City of New York	Crim Ct, [county name] County
District Court (Federal)	D [forum]
District Court (State)	[Nassau or Suffolk] Dist Ct
Family Court	Fam Ct
Housing Part	Hous Part
Judicial District	Jud Dist
Justice Court	[town/village name] Just Ct
Superior Court	Super Ct
Supreme Court (Federal)	US

COURT	ABBREVIATION
Supreme Court (State)	Sup Ct
Supreme Court, Appellate Term	App Term
Surrogate's Court	Sur Ct

(8) Citation to Slip Opinions

Opinions scheduled for publication in the Official Reports are cited as follows:

(People v Daly, — Misc 3d —, 2011 NY Slip Op 21371 [Crim Ct, NY County 2011])

(Franklin Corp. v Praher, — AD3d —, 2011 NY Slip Op 07947 [4th Dept 2011])

(Tkeshelashvili v State of New York, — NY3d —, 2011 NY Slip Op 08451 [2011])

2.2 (b) Unofficially Reported or Unreported Decisions

(1) New York Parallel Unofficial Citations

Parallel unofficial citations are not used for officially reported New York State cases.

(2) Citation to Unreported Cases

Unreported New York Slip Opinions with Published Abstracts

A number of opinions not selected for full publication in the Miscellaneous Reports are published in abstract form in the printed Miscellaneous 3d Reports and in full text in the Slip Opinion Service and online Official Reports. Each opinion is assigned a Miscellaneous 3d citation as well as a unique Slip Opinion citation that is paginated to permit pinpoint page references.

Cite as follows:

(Matter of Lee v Chin, 1 Misc 3d 901[A], 2003 NY Slip Op 51455[U] [Sup Ct, NY County 2003])

Pinpoint page reference:

*(Matter of Lee v Chin, 1 Misc 3d 901[A], 2003 NY Slip Op 51455[U], *9 [Sup Ct, NY County 2003])*

* * * *

2.3 FEDERAL AND OUT-OF-STATE DECISIONS

2.3 (a) Supreme Court of the United States

(1) Citation to Official Reports

Supreme Court of the United States cases are cited from the United States Reports where available:

(Ohrlick v Ohio State Bar Assn., 436 US 447 [1978])

* * * *

(2) Citation to Unofficial Reports

When the citation to the United States Reports is unavailable, supply a blank citation to the United States Reports with a parallel citation to an unofficial report as follows:

(Greene v Fisher, 565 US —, —, 132 S Ct 38, 42-43 [2011])

or

(*Greene v Fisher*, 565 US —, —, 181 L Ed 2d 336, 339-340 [2011])

2.3 (b) Other Federal Courts

(1) Reported Federal Cases

Cite other federal court decisions as follows:

(*United States v Seltzer*, 227 F3d 36 [2d Cir 2000])

(*Dennis v Warren*, 779 F2d 245 [5th Cir 1985]; *Schultz v Frisby*, 619 F Supp 792 [ED Wis 1985])

(*Mavrovich v Vanderpool*, 427 F Supp 2d 1084 [D Kan 2006])

(*United States v Gridley*, 725 F Supp 398 [ND Ind 1989])

* * * *

2.3 (c) Out-of-State and Unofficial Case Citations

(1) Where Official Reports Available

Out-of-state cases are cited to the state official reports where available, followed by the parallel National Reporter System citation:

(*Newbold v Arvidson*, 105 Idaho 663, 672 P2d 231 [1983])

* * * *

3.0 STATUTES AND LEGISLATIVE MATERIALS

3.3 OUT-OF-STATE STATUTES

3.1 NEW YORK STATUTES AND LEGISLATIVE MATERIALS

3.1 (a) Statutory Abbreviation Style in General

The statute name abbreviations listed in Appendix 4 should be used for statutory citations within parentheses. Either the full name or the abbreviated name may be used in running text.

3.1 (b) Statutory Citation Style

Use the basic citation form below for the initial citation to a statute.

(1) Basic Citation Form

(a) Citations within Parentheses

Citations should appear within parentheses as follows:

(Penal Law art 80)

(Penal Law, art 80, § 80.05)

(Town Law § 199 [1] [a])

(ECL 11-0703 [4] [b])

(General Municipal Law § 50-e [3] [d])

(CPLR 5602 [b] [2] [iii])

(Domestic Relations Law § 236 [B] [6] [a] [3])

(b) Citations in Running Text

Use the statute's terminology when specifying its divisions. For example, if the statute refers to its "subdivisions," "subsections," "paragraphs," "subparagraphs," etc., use that terminology. If the statute does not use any such terminology, use "subdivision," "paragraph," "subparagraph," "clause" in descending order.

Some suggested forms of statutory citations in running text are as follows:

Town Law § 199 provides . . .

Section 199 of the Town Law provides . . .

Penal Law article 80 provides . . .

Article 80 of the Penal Law provides . . .

Penal Law, article 80, § 80.05 provides . . .

Town Law § 199 (1) (a) provides . . .

Subdivision (1) of Town Law § 199 provides . . .

Paragraph (a) of Town Law § 199 (1) provides . . .

Subdivision (1) (a) of Town Law § 199 provides . . .

Subparagraph (iii) of CPLR 5602 (b) (2) provides . . .

Civil Practice Law and Rules § 5602 (b) (2) (iii) provides . . .

CPLR 5602 (b) (2) (iii) provides . . .

Title 1 of article 3 of the RPTL provides . . .

(c) Short-Form References

A short-form reference may be used for subsequent citations to the same statute. See section 1.3.

(§ 205.05)

(id. § 468-a)

Defendant moved pursuant to CPL 440.10 to vacate the judgment of conviction. A 440.10 motion may be denied without a hearing when . . .

(2) Citation Strings and Multiple Statutory Citations

(a) Parallel Hierarchy

Citations within Parentheses

References to parts, subdivisions, paragraphs, subparagraphs, clauses, etc., of sections of statutes cited in parallel hierarchy (divisions of sections of the same rank or hierarchy) should appear within parentheses as follows:

(Town Law § 199 [1], [3])

(CPLR 5602 [a], [b])

(Mental Hygiene Law § 9.27 [b] [1]-[10])

(Penal Law § 125.25 [1] [a], [b])

The comma is inserted between divisions of the same rank.

Citations in Running Text

Some suggested forms of citation of parallel hierarchy in running text are as follows:

Town Law § 199 (1), (3) provide . . .

Subdivisions (1) and (3) of Town Law § 199 provide . . .

Penal Law § 125.25 (1) (a) and (b) provide . . .

Recovery under Labor Law § 200 or § 240 is conditioned upon . . .

Recovery under Labor Law §§ 200 and 240 is conditioned upon . . .

(b) Ascending Hierarchy

Citations within Parentheses

References to divisions of sections of statutes cited in ascending hierarchy (divisions followed by more inclusive divisions of the section) should appear within parentheses as follows:

(Town Law § 199 [1] [a]; [3])

(CPLR 5602 [a] [1] [iii]; [b] [2])

The semicolon is inserted at the point where a following division is of a more inclusive character than the preceding one.

Citations in Running Text

Some suggested forms of ascending hierarchy citations in running text are as follows:

Town Law § 199 (1) (a) and (3) provide . . .

Subdivisions (1) (a) and (3) of Town Law § 199 provide . . .

(c) Multiple Sections of Statute with Section Symbol

Citations within Parentheses

In citations of multiple sections of a statute, place two section symbols before the first section cited. The form is:

(Town Law §§ 199 [1]; 200)

(Town Law §§ 198, 199 [1] [a], [b]; [3]; 200)

(Labor Law §§ 200 [1], [4]; 220-a [2]; see also 220-c, 220-d)

Citations in Running Text

In citing multiple sections of a statute in running text, the form is:

Town Law §§ 198, 199 (1) (a), (b) and (3) and 200 provide . . .

Tax Law §§ 1132 (e) and 1139 (a) and 20 NYCRR 534.7 provide . . .

(d) Multiple Sections of Statute without Section Symbol

Citations within Parentheses

Where the form of statutory citation omits the section symbol (e.g. CPL, CPLR, ECL, EPTL, PRHPL, RPAPL, SCPA), citations of multiple sections of the statute appear as follows when cited within parentheses:

(CPL 30.20 [2]; 100.05)

(CPLR 5601 [a], [b] [2]; 5602 [a] [1] [ii])

(CPLR 3211 [a] [7]; 3212; see also 1003)

Citations in Running Text

When citations omitting the section symbol appear in running text, the form is:

CPLR 5601 (a), (b) (2) and 5602 (a) (1) (ii) provide . . .

* * * *

3.1 (c) Nonstatutory Material in Statutory Compilations

(1) In General

Commercial statutory compilations often provide commentaries, statutory histories, reviser's notes, etc., following a statute or in an appendix. They are cited as follows:

(2) Citations within Parentheses

Cite as follows:

(McKinney's Cons Laws of NY, Book 1, Statutes § 51)

(McKinney's Cons Laws of NY, Book 62½, UCC 2-716, NY Annotations at 258)

(McKinney's Cons Laws of NY, Book 2, Constitution, Constitutional Interpretation § 43 [1969 ed])

(David D. Siegel, Practice Commentaries, McKinney's Cons Laws of NY, Book 7B, CPLR C3219:1)

(Peter Preiser, 1985 Supp Practice Commentary, McKinney's Cons Laws of NY, Book 11A, CPL 240.50, 1991 Supp Pamph at 203)

(Richard A. Givens, Supp Practice Commentaries, McKinney's Cons Laws of NY, Book 23A, General Obligations Law § 5-701, 1991 Pocket Part at 8-9)

* * * *

(3) Citations in Running Text

Cite as follows:

McKinney's Consolidated Laws of NY, Book 1, Statutes § 51 provides . . .

According to Constitutional Interpretation § 43 (McKinney's Cons Laws of NY, Book 2, Constitution [1969 ed]) . . .

David D. Siegel, Practice Commentaries (McKinney's Cons Laws of NY, Book 7B, CPLR C3219:1) explains . . .

Peter Preiser, 1985 Supplementary Practice Commentary (McKinney's Cons Laws of NY, Book 11A, CPL 240.50, 1991 Supp Pamph at 203) discusses . . .

As explained in Richard A. Givens, Supplementary Practice Commentaries (McKinney's Cons Laws of NY, Book 23A, General Obligations Law § 5-701, 1991 Pocket Part at 8-9) . . .

* * * *

4.0 REGULATIONS, COURT RULES AND JURY INSTRUCTIONS

4.1 NEW YORK RULES, REGULATIONS AND INSTRUCTIONS

4.1 (a) Basic Citation Form

(1) Citations within Parentheses

The Official Compilation of Codes, Rules and Regulations of the State of New York is cited within parentheses as follows:

UNIT CITED	EXAMPLE
Title	(12 NYCRR [Department of Labor])
Subtitle	(9 NYCRR subtit A)
Chapter	(12 NYCRR ch IV)
Part	(12 NYCRR part 39)
Subpart	(12 NYCRR subpart 23-1)
Section	(12 NYCRR 39.8) (12 NYCRR 23-1.7)
Subdivision and paragraph	(12 NYCRR 39.8 [c] [1]) (12 NYCRR 23-1.7 [b] [1])
Appendix material	(12 NYCRR Appendix A-10, table 2)
Multiple citations	(12 NYCRR 39.4 [d]; 39.5, 39.8 [c] [1]) (12 NYCRR 23-1.7 [b] [1]; 23-1.8, 23-1.0) (12 NYCRR parts 23, 27, 32) (12 NYCRR parts 23-27)
Range of sections	(6 NYCRR 248-1.1–248-11.1)

(2) Citations in Running Text

When cited in running text, interior brackets are changed to parentheses as follows:

12 NYCRR 23-1.7 (b) (1)

* * * *

4.2 FEDERAL RULES AND REGULATIONS

4.2 (a) Basic Citation Form

(1) Citations within Parentheses

The Code of Federal Regulations is cited within parentheses as follows:

UNIT CITED	EXAMPLE
Title	(7 CFR [Agriculture])
Subtitle	(7 CFR subtit A)
Part	(7 CFR part 8)
Chapter	(42 CFR ch IV)
Section	(7 CFR 8.6)
Paragraph and subparagraph	(7 CFR 8.6 [a] [1])
Multiple citations	(7 CFR 8.6, 8.7-8.9)

5.0 CONSTITUTIONS

5.1 GENERAL RULE

Cite English language constitutions by country or state.

5.2 EXAMPLES

5.2 (a) Citations within Parentheses

When cited within parentheses, both the name of the country or state and the word “Constitution” should be abbreviated, as in the following examples:

(NY Const art VI)

(NY Const, art VI, § 35)

(US Const, art III, § 3)

(US Const, art VI, cl 2)

(US Const, art I, § 8 [3])

(US Const, 14th Amend, § 1)

(US Const 14th, 15th Amends)

or

(US Const Fourteenth Amend)

or

(US Const Amend XIV)

(1821 NY Const, art I, § 1)

5.2 (b) Citations in Running Text

When constitutional citations appear in running text, either abbreviations or full names may be used. Some suggested forms are as follows:

NY Constitution article VI

New York Constitution article VI

NY Constitution, article VI, § 35

US Constitution, article III, § 3

United States Constitution, article III, § 3

US Constitution, article VI, clause 2

article VI (cl 2) of the US Constitution

US Constitution, 14th Amendment, § 1

article I (§ 8 [3]) of the US Constitution

article I, § 8 (3) of the US Constitution

US Constitution 14th Amendment

or

US Constitution Fourteenth Amendment

or

US Constitution Amendment XIV

or

Fourteenth Amendment of the United States Constitution

or

Fourteenth Amendment to the United States Constitution

1821 New York Constitution, article VII, § 6

* * * *

10.0 CAPITALIZATION, NUMERALS AND NUMBERS, DATES AND TIME, AND NAMES

10.1 CAPITALIZATION

10.1 (a) Generally

Capitalize in accordance with standard authorities, except as noted below.

10.1 (b) Government Bodies and Officials

(1) Specific References

Full names of specific government bodies and officials are capitalized. Short-form references also are capitalized:

CAPITALIZED	ALTERNATIVE
the Ways and Means Committee	the Committee
the Social Security Administrator	the Administrator
the Zoning Board of Appeals of the Town of Saugerties	the Board
the New York City Water Board Treasurer	the Treasurer
the Chair of the Public Service Commission	the Chair
the New York County Coroner	the Coroner
Assistant District Attorney Smith	the Assistant District Attorney, or the Assistant
District Attorney Murphy	the District Attorney
Attorney for the Child Felber	the Attorney for the Child
Mayor Lewis	the Mayor
the New York State Police	the State Police

(2) General References

General references to government bodies and officials should not be capitalized:

a district rent administrator

a zoning board of appeals

treasurers

a mayor

10.1 (c) States and Political Subdivisions

The full names of states and their political subdivisions should be capitalized:

State of New York

The word “state” standing alone should be capitalized only when the word it modifies is capitalized, when referring to a state as a party or when referring to a state acting in its governmental capacity. In addition, the words “county,” “city,” “town,” “village” and the like standing alone should be capitalized only when the word they modify is capitalized, when referring to a political subdivision as a party or when referring to a political subdivision acting in its governmental capacity.

Capitalize “district” when naming a district in full, such as First Assembly District, Second Congressional District, but lowercase “district” when used as a general term, such as “one of the congressional districts.”

10.1 (d) Branches of Government

the legislature

the legislative branch, but

New York State Legislature, Monroe County Legislature

the executive

the executive branch

the judiciary

the judicial branch

10.1 (e) Government

The following terms are always lowercased:

federal government

state government

10.1 (f) “Federal”

Federal is capitalized only when modifying a capitalized word:

the Federal District Court

the Federal Constitution, but

federal budget

10.1 (g) “Capital” and “Capitol”

Lowercase “capital”; capitalize “Capitol.”

10.1 (h) Courts

The full names of courts (“City Court of Albany”) or their parts (“Housing Part”) should be capitalized.

Capitalize the word “court” when standing alone only when referring to the Supreme Court of the United States, the New York Court of Appeals or the Appellate Division of the Supreme Court.

General references to courts or their parts are not capitalized. For example:

a county court

a justice court

appellate courts

Do not capitalize:

court below

hearing court

IAS court

lower court

motion court

suppression court

sentencing court

trial court

10.1 (i) Judicial Officers

(1) Judge or Justice

Capitalize “Judge” or “Justice” when part of a personal name (Judge White).

Short-form references to a specific judge or justice are also capitalized. For example:

The decision was written by Justice Jones of the New York Supreme Court.
The Justice reasoned . . .

General references to “judge” or “justice” are not capitalized, except when referring to a judge or justice of a named court. For example:

Many judges have written . . .

but

Many Judges of the New York Court of Appeals have written . . .

(2) Other Judicial Officers

Capitalize the following when part of a personal name or when used as a short-form reference to a specific individual:

Administrative Law Judge

Referee

Special Referee

Surrogate

Workers' Compensation Law Judge

Judicial Hearing Officer

Hearing Examiner

Magistrate

Support Magistrate

General references to these judicial officers are not capitalized:

an administrative law judge

the referees

the judicial hearing officers

Do not capitalize:

trial judge

trial justice

10.1 (j) Acts, Bills, Codes, Constitutions, etc.

(1) Titles of Acts, Ordinances, Regulations, etc.

Capitalize the titles of acts, ordinances, regulations, etc.: Urban Development Corporation Act, Emergency Tenant Protection Regulations, Zoning Ordinance of the Town of Bedford.

But lowercase the words "act," "statute," "ordinance," "regulation," etc., when standing alone.

Lowercase general references to federal, state and municipal codes, such as housing regulations, steel code, oil code and building code.

Lowercase statute of limitations, statute of frauds and rule against perpetuities.

(2) Popular Names of Acts and Constitutional Clauses

Capitalize the popular names of federal and state acts and constitutional clauses, for example: Dead Man's Statute, No-Fault Law, Federal Clean Water Act, Due Process Clause, Equal Protection Clause, Gift or Loan Clause, Speech or Debate Clause.

(3) Constitutions

Capitalize constitution when referring to the specific constitution of any nation or state, but lowercase it as a general term.

New York State Constitution

Federal Constitution

Capitalize amendments to the constitution when referred to by number, such as the Fifteenth Amendment. When referred to by name, capitalize if full title is given, such as the Child Labor Amendment; but lowercase "amendment" as a general term—"a constitutional amendment."

10.1 (k) Crimes

Lowercase names of crimes:

class D felony

petit larceny

10.1 (l) Parties

Lowercase "plaintiff," "defendant," "appellant," "respondent," etc.

10.1 (m) Legal Documents

Lowercase complaint, answer, bill of particulars, interrogatories, separation agreement, opinion, qualified domestic relations order, temporary restraining order and similar terms.

10.1 (n) Regional Names

Capitalize commonly used regional names:

Lower Manhattan

South Bronx

Historic District

Capital District

10.1 (o) Animal Breeds

Capitalize only proper nouns and adjectives:

English setter

King Charles spaniel

golden retriever

10.1 (p) Numbered Items

Lowercase references to numbered items, such as indictments, interrogatories, apartments, indexes, etc.:

indictment No. 3587-83

apartment 6B

license No. 137 ACH

damage parcel No. 6

exhibit B

10.2 NUMERALS, NUMBERS AND SYMBOLS

10.2 (a) Numerals and Numbers

(1) Spelling Out

In general, numbers up to and including nine should be spelled out and numbers above nine should be denoted by figures. However, the style of the larger numbers controls the style of the smaller ones, when used in the same context (e.g. “The victim was uncertain whether the gunman used an 8-, 10-, or 20-shot handgun”). Ordinarily, spell out numbers that begin a sentence (e.g. “Forty-five men were injured in the battle”).

(2) Dollar Amounts

Figures may be used for dollar amounts of any size: \$1, \$50, \$1 million.

(3) Fractions

Fractions standing alone should be spelled out as follows:

two-thirds share

one-third-inch pipe

one half the farm

Fractions accompanied by whole numbers should appear in numerical form as follows:

3¾ shares

10½ barrels

(4) Roman Numerals

Retain roman numerals that are used in articles of federal and state constitutions and statutes, proper names, names of events and otherwise in accordance with standard authorities. Roman numerals may be used alone or with text as a heading to delineate paragraphs or sections of an opinion.

(5) Criminal Sentences

(a) Determinate Term Sentences

For determinate term sentences, apply the rule in section 10.2 (a) (1) (numbers up to and including nine should be spelled out and numbers above nine should be denoted by figures) as follows:

Defendant's term of probation was reduced to four years.

Defendant was sentenced to a prison term of 15 years.

or

Defendant was sentenced to 15 years' imprisonment.

and, in accordance with section 10.2 (a) (3):

Defendant was sentenced to a determinate prison term of 3¾ years.

(b) Indeterminate Term Sentences

For indeterminate term sentences, numerical figures are used as follows:

Defendant's sentence was reduced to a prison term of 3 to 6 years.

(6) Firearms

Reference to specific types of firearms should appear in the form that follows:

9 millimeter

.38 caliber

12 gauge

* * * *

(8) Ages

four year old, but

four-year-old child

(9) Numbered Lists

When using numbers to identify items in a list that is interwoven in a sentence, place the numbers within parentheses. If the list is in columnar format, omit the parentheses and add a period after each number. For example:

Two principal issues were addressed: (1) whether section 6-2 was inconsistent with state law; and (2) whether parts of the subject code were inconsistent.

Three officers comprised the board:

president

vice-president

secretary-treasurer

10.2 (b) Symbols

(1) General Rule

Use symbols with figures (5¢, \$3, 10%) and words with words (nine dollars, five percent).

(2) Distances and Measurements

Distances and measurements should be treated as follows:

100 feet by 100 feet, not 100' x 100'

10 inches, not 10"

90 degrees, not 90°

(3) Percentage

.21% blood alcohol content

or

.21 of one percent blood alcohol content

10.3 DATES AND TIME

10.3 (a) Month, Day and Year

The parties were married on June 11, 1993 in Schenectady.

10.3 (b) Month and Year

The transactions took place in October 1989 at the Chicago Board of Trade.

10.3 (c) Day and Year

The parties were married on Thanksgiving Day 1993.

10.3 (d) Year Only

The document was signed in 2000.

10.3 (e) Decades

1920s

10.3 (f) Centuries

twentieth century

twenty-first century

10.3 (g) Abbreviation of Months

All the months of the year, with the exception of May, June and July, should be abbreviated when used in parentheses or footnotes: (Sept. 1)

10.3 (h) Time

Use figures to denote time as follows:

8:00 p.m.

12:15 a.m.

4 o'clock

10.3 (i) Seasons

spring

summer

fall

winter

* * * *

10.4 Names

10.4 (b) Personal Names

Use the style of personal names as given in the record or briefs. In the event of conflicting styles, follow the personal name style used in papers submitted by or on behalf of that individual.

10.4 (c) Corporate Names

Unless it is the first word of a sentence, do not capitalize the word “the,” even if it is part of the name of an entity:

the New York Times

the Salvation Army

the Gap

the Children’s Foundation

11.0 QUOTATIONS AND QUOTATION MARKS

11.1 QUOTATIONS

11.1 (a) General Rule

Quotations should be verbatim as to word style, citation style and punctuation. All quotations, including blocked quotations, must be enclosed within quotation marks.

Quotations of 50 words or more in opinions must be blocked. For counting purposes, words include articles, symbols and numbers. ...

11.1 (b) Punctuation of Quotations

Commas and periods are placed within the ending quotation mark; colons and semicolons are placed outside. Other punctuation, such as question marks and exclamation marks, is placed within the ending quotation mark only if part of the quoted material.

11.1 (c) Ellipsis; Omitted Material

(1) Generally

An ellipsis is three points, with spaces before each and after the third (. . .).

Do not use an ellipsis at the beginning of a quotation.

The omission of punctuation or one or more words from the middle of a quotation is indicated by an ellipsis.

The omission of internal quotation marks or case citations from a quotation is indicated by a parenthetical, such as (internal quotation marks and citation omitted), in which case ellipses are not necessary.

(2) Using Ellipsis with a Period

Use an ellipsis followed by a period to indicate one or more words omitted at the end of a quoted sentence if the quoted portion that remains is an independent clause (last quoted word . . .). Otherwise, use only a period.

Indicate an omission between quoted sentences as follows if retention of the period is desired:

If the end of the preceding sentence is omitted, insert an ellipsis followed by a period (last quoted word of preceding sentence . . . First word of next sentence).

If the beginning of the succeeding sentence is omitted, insert an ellipsis after the period that concludes the preceding sentence (last word of preceding sentence. . . [F]irst quoted word of next sentence).

(3) Using Ellipsis with Other Punctuation

Include other punctuation (comma, semicolon, etc.) from the source if required for the sense or grammar of the quoted sentence. Place the ellipsis before the punctuation if the omitted material precedes the punctuation (word . . . , next word). Place the ellipsis after the punctuation if the omitted material follows the punctuation (word, . . . next word).

11.1 (d) Brackets

Use brackets to indicate that language has been added or modified, including the omission or alteration of one or more characters of a word. If bracketed language replaces language omitted, do not indicate the omission with an ellipsis. If the end of a word is omitted or altered and the immediately succeeding language is omitted, use brackets and an ellipsis to indicate those changes.

11.1 (e) Using “[sic]”

When the quoted material contains mistakes that the author does not wish to correct by substituting bracketed language, the author may indicate that the mistake appeared in the original by inserting “[sic]” after the mistaken language.

11.1 (f) Material Emphasized

Do not use: (emphasis in original).

To add emphasis to a quotation, use italics and add a parenthetical: (emphasis added). However, when the source document in which a quotation is found uses a different style of emphasis (e.g. underscoring, boldface), retain that style. When emphasis in the source document is retained in a quotation and the author wishes to add further emphasis, use italics and add a parenthetical, such as: (additional emphasis added). When emphasis in a source document is omitted from a quotation, add a parenthetical: (emphasis omitted).

* * * *

11.2 QUOTATION MARKS

11.2 (a) Single-Paragraph Quotations

Single-paragraph quotations have quotation marks at the beginning and the end of the quoted language.

11.2 (b) Multiple-Paragraph Quotations

Multiple-paragraph quotations have quotation marks only at the beginning of each paragraph and at the end of the last paragraph.

11.2 (c) Multiple Quotation Marks

If the quotation contains language that is already quoted (a quotation within a quotation), the previously quoted language may be enclosed within single quotation marks ('). Likewise, a quotation within a quotation within a quotation may be enclosed within double quotation marks ("). For example: The court reviews "whether counsel's performance 'viewed in totality' amounts to 'meaningful representation'" (*People v Grey*, 34 AD3d 832, 833 [2d Dept 2006]).

Alternatively, a quotation from language already containing quotations may be quoted in the following manner: The court reviews "whether counsel's performance viewed in totality amounts to meaningful representation" (*People v Grey*, 34 AD3d 832, 833 [2d Dept 2006] [internal quotation marks omitted]).

11.2 (d) Using Quotation Marks for Short-Form References

To shorten a name, do not use quotation marks within parentheses, e.g. American Red Cross of Greater New York (Red Cross), not American Red Cross of Greater New York ("Red Cross").

12.0 WORD STYLE IN GENERAL

12.1 GENDER NEUTRAL WRITING

12.1 (a) Using Inclusive Terms

Use inclusive terms, rather than masculine or feminine forms.

USE	AVOID
administrator	administratrix
a one-person operation	a one-man operation
artificial	man-made
Assembly Member; Member of the Assembly	Assemblyman
battered syndrome or battered person syndrome	battered woman syndrome
businessperson; executive	businessman
chair; chairperson	chairman
colleagues	brethren
diplomacy	statesmanship
drafter	draftsman
executor	executrix
firefighter	fireman
presiding juror; foreperson	foreman
supervisor [employment context]	foreman
high ranking officials	men in high places
homemaker	housewife
journalists	gentlemen of the press
Member of Congress; Representative	Congressman
members of the jury	gentlemen of the jury
nurse	male nurse
police officer	policeman
reasonable person	reasonable man
representative	spokesman
staff	manpower
worker	workman

12.1 (b) Using “He” or “She” as Generic Pronoun

Avoid using “he” or “she” as a generic pronoun. “He” or “she” should not be used to refer to a group of people that may include men and women or an individual whose gender is not known. Instead you might:

RULE	BAD	SUGGESTED
Eliminate the pronoun altogether	A court clerk can give you her advice on that form	A court clerk can give you advice on that form.
Find a neutral article or pronoun, such as “a,” “the,” or “this.”	A judge can always make his ruling orally	A judge can always make the ruling orally.
Rearrange the sentence to use “who” as the pronoun.	If someone wants an adjournment, he should ask for it during the calendar call	A person who wants an adjournment should ask for it during the calendar call.
Replace the pronoun with a synonym.	You should find a court officer. He is the one who can help you.	You should find a court officer. That is the officer who can help you.
Use a plural pronoun	A juror must make his own assessment of the credibility of each witness	Jurors must make their own assessments of the credibility of each witness.

12.1 (c) Additional Background

This section is based upon New York State Judicial Committee on Women in the Courts, Fair Speech: Gender-Neutral Language in the Courts (NY St Unified Ct Sys [2d ed 1997]), which may be consulted for additional background.

12.2 HYPHENATED WORDS AND PHRASES

12.2 (a) Compound Words

Compound words may be open (separate words, no hyphen), closed (spelled as one word) or hyphenated.

See the word list at Appendix 5. For words not on the list, consult Webster’s Third New International Dictionary (2002).

12.2 (b) Hyphenated Adjectival Phrase

Hyphenate an adjectival phrase formed of two or more words preceding the noun modified only where ambiguity might otherwise result.

12.2 (c) Hyphenated Prefix

Follow the word style in Webster's Third New International Dictionary (2002), except as modified by Appendix 5. Otherwise, hyphenate a prefix to a root word only where ambiguity might otherwise result (e.g. re-present, not represent; re-serve, not reserve).

12.3 AVOIDANCE OF LATINISMS AND LEGALISMS

12.3 (a) Using English Language Words and Phrases

The use of Latin and other foreign language words and phrases generally is discouraged where an English language equivalent is available. Legalisms are also discouraged. For example, consider these substitutes:

INSTEAD OF	CONSIDER USING
ab initio	from the beginning; from the inception
ad infinitum	forever; without end
a fortiori	for an even stronger reason
arguendo	for the sake of argument; hypothetically; assuming
cestui que trust	beneficiary
circa	about
dehors	out of; beyond; outside
ex contractu	from a contract; contractual; in contract
indices	indexes
in loco delicti	in the place of the offense
in praesenti	in the present; at the present time
in statu quo	in the present condition
inter alia	among others; among other things
inter se	among themselves; between themselves
in toto	completely; in all; totally; on the whole
make a motion	move
nisi prius	trial court
opinion per	opinion by
or, in the alternative	or
pro rata	proportional; proportionate
pro tanto	partial; as far as it goes

INSTEAD OF	CONSIDER USING
qua	in the capacity of; as
quantum	amount
quondam	former
said	the
same	it; them
sans	without
sub silentio	silently; under silence
such	the; this or that
to wit	namely
viz.	namely

12.3 (b) Exceptions to General Rule

The use of Latin and other foreign words and phrases is appropriate where the word or phrase has become part of standard English or is a legal term of art.

12.3 (c) Typography

Commonly used foreign words and phrases are not italicized. See section 13.7.

* * * *

12.5 DESCRIBING PERSONS WITH DISABILITIES

Avoid language that implies that a person as a whole is disabled (e.g. the mentally ill or the learning disabled); equates persons with their condition (e.g. epileptics, autistics or quadriplegics); has negative overtones (e.g. afflicted with cerebral palsy, suffering from multiple sclerosis, confined to a wheelchair or wheelchair bound); or is regarded as derogatory or demeaning (e.g. handicapped or mentally deficient).

Use terminology that places the person before the disability (e.g. individuals with disabilities, individuals with developmental disabilities, individuals with mental illness, individuals with autism or individuals with mental retardation).

12.6 USING SUPRA AND INFRA

If desired, supra and infra may be used to cross-reference text or a footnote in an earlier or later portion of an opinion. Include the specific page or footnote number that is being cross-referenced.

For example:

(See n 12, *infra*)

(Discussion of burden of proof, *supra* at 3-4)

(See Summary Judgment Standard, *supra* at 5)

PART III: TYPOGRAPHY AND SPACING

14.0 SPACING

14.1 ABBREVIATION SPACING

There is no space between adjacent single-letter abbreviations used in either case names or titles of actions and proceedings. For example:

Erie R.R. v St. Mark's R.C. Church

14.2 STATUTORY SPACING

Spaces are inserted between the section number and each subsequent subdivision cited as follows:

▲ = space

(Town▲Law▲§▲199▲[1]▲[a];▲[4])

(Domestic▲Relations▲Law▲§▲236▲[B]▲[6]▲[a]▲[3])

PART IV: APPENDIXES

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APPENDIX 1

COMMON CASE NAME ABBREVIATIONS

(Add "s" inside the period for plural use, unless otherwise indicated. Do not abbreviate terms used as a possessive [Employers' not Empls.])

WORD IN CASE NAME	PROPER ABBREVIATION
Accident	Acc.
Adjustment	Adj.
Advertise, Advertising	Adv.
Administrat[ion, ive]	Admin.
Administrat[or, rix]	Adm'[r, x]
Agricult[ural, ure]	Agric.
Air Conditioning	A.C.
America[n]	Am.
And	&
Apartment	Apt.
Article	Art.
Associate[s]	Assoc.
Association	Assn.
Assurance	Assur
Atlantic	Atl.
Authority	Auth.
Automobile, Automotive	Auto.
Avenue	Ave.
Board	Bd.
Boulevard	Blvd.
British	Br.
Brotherhood	Bhd.
Brothers	Bros.
Builder	Bldr.
Building	Bldg.
Bureau	Bur.

WORD IN CASE NAME	PROPER ABBREVIATION
Business	Bus.
Canada, Canadian	Can.
Casualty	Cas.
Center, Centre	Ctr.
Central	Cent.
Chapter	Ch.
Chemical	Chem.
Civil	Civ.
College, Collegiate	Coll.
Commission	Commn.
Commissioner	Commr.
Committee	Comm.
Compagnie	Cie.
Compania	Cia.
Company	Co.
Congregational	Cong.
Consolidated	Consol.
Construction	Constr.
Continental	Cont.
Contract[ing, ual, or]	Contr.
Cooperative	Coop.
Co-operative	Co-op.
Corporation	Corp.
Correction[s, al]	Corr.
County	Do not abbreviate
Court	Ct.
Creek	Cr.
Debenture	Deb.
Department[al]	Dept.
Development[al], Developer	Dev.
Distribut[ing, ion, or]	Distrib.
District	Dist.

WORD IN CASE NAME	PROPER ABBREVIATION
Division	Div.
Domestic	Dom.
Drive	Dr.
East[ern]	E.
Education[al]	Educ.
Electric[al, ity], Electronic	Elec.
Elevat[ed, or]	El.
Employ[ee, er, ment]	Empl.
Engineer	Engr.
Engineering	Eng'g
Enterprise	Enter.
Environment	Envt.
Environmental	Envtl.
Equipment	Equip.
Equitable	Equit.
European	Eur.
Exchange	Exch.
Executive	Exec.
Execut[or, rix]	Ex'[r, x]
Federal	Fed.
Federation	Fedn.
Fidelity	Fid.
Financ[e, ial, ing]	Fin.
Foundation	Found.
Freight	Frgt.
General	Gen.
Government	Govt.
Guarantee, Guaranty	Guar.
Heights	Hgts.
Highway	Hwy.
Honorable	Do not abbreviate
Horticult[ural, ure]	Hort.

WORD IN CASE NAME	PROPER ABBREVIATION
Hospital	Hosp.
Housing	Hous.
Incorporated	Inc.
Indemni[ty, fication]	Indem.
Independent	Ind.
Industr[y, ies, ial, ials]	Indus.
Information	Info.
Institut[e, ion, ional]	Inst.
Insurance	Ins.
International	Intl.
Invest[or, ment, ing]	Inv.
Island[s]	Is.
Judicial	Jud.
Junction	Junc.
Junior	Jr.
Laboratory	Lab.
Liability	Liab.
Library	Lib.
Lighting	Light.
Limited	Ltd.
Limited Liability Company	L.L.C. or LLC [as used by party]
Limited Liability Partnership	L.L.P. or LLP [as used by party]
Limited Partnership	L.P. or LP [as used by party]
Liquor	Liq.
Litigation	Litig.
Lumber	Lbr.
Machine[ry]	Mach.
Magazine	Mag.
Management	Mgt.
Manager	Mgr.
Manufacturer	Mfr.
Manufacturing	Mfg.

WORD IN CASE NAME	PROPER ABBREVIATION
Marine, Maritime, Marina	Mar.
Market	Mkt.
Marketing	Mktg.
Mechanic, Mechanical	Mech.
Medical	Med.
Meeting	Mtg.
Memorial	Mem.
Merchandise	Mdse.
Methodist Episcopal	M.E.
Methodist Reformed	M.R.
Metropolitan	Metro.
Mineral, Mining	Min.
Mortgage	Mtge.
Mountain	Mtn.
Municipal	Mun.
Mutual	Mut.
National	Natl.
National Association	N.A.
Naval, Navigation	Nav.
North[ern]	N.
Number	No.
Office	Off.
Optical, Optician	Opt.
Orchestra	Orch.
Organi[z,s]ation, Organi[z,s]ing	Org.
Pacific	Pac.
Pharmaceutical, Pharmacy	Pharm.
Philadelphia	Phila.
Presbyterian	Presbyt.
Preservation	Preserv.
Printing	Print.
Product[ion]	Prod.

WORD IN CASE NAME	PROPER ABBREVIATION
Professional Corporation	P.C.
Property	Prop.
Protestant	Prot.
Public	Pub.
Public Limited Company	plc
Publication, Publishing, Publisher, Published	Publ.
Purchasing	Purch.
Railroad	R.R.
Railway	Ry.
Rapid Transit	R.T.
Recording	Rec.
Refining	Ref.
Reformed	Refm.
Refrigerat[ing, ion]	Refrig.
Reinsurance	Reins.
Restaurant	Rest.
River	Riv.
Road	Rd.
Roman Catholic	R.C.
Route	Rte.
Saint	St.
Savings	Sav.
Reinsurance	Reins.
Restaurant	Rest.
River	Riv.
Road	Rd.
Roman Catholic	R.C.
Route	Rte.
Saint	St.
Savings	Sav.
School	Sch.
Securit[y, ies]	Sec.

WORD IN CASE NAME	PROPER ABBREVIATION
Service	Serv.
Society	Socy.
South[ern]	S.
Square	Sq.
Standard	Std.
Station	Sta.
Steamship[s]	S.S.
Storage	Stor.
Street	St.
Superintendent	Supt.
Surety	Sur.
System[s]	Sys.
Techn[ical, ology, ologies]	Tech.
Tele[gram, graph, phone, vision]	Tel.
Telecommunication[s]	Telecom.
Terminal	Term.
Theatrical	Theat.
Theological	Theol.
Title	Tit.
Township	Twp.
Transit	Tr.
Transport[ation]	Transp.
Treasurer	Treas.
Tribunal	Trib.
Unitarian	Unit.
University	Univ.
Utilit[y, ies]	Util.
Valley	Val.
Vehicle	Veh.
Vicinity	Vic.
Village	Vil.
West[ern]	W.

APPENDIX 2

ABBREVIATION OF CASE LAW REPORTS

A. NEW YORK	
New York Reports	NY
New York Reports 2d Series	NY2d
New York Reports 3d Series	NY3d
Appellate Division Reports 1st Series	App Div
Appellate Division Reports 2d Series	AD2d
Appellate Division Reports 3d Series	AD3d
Miscellaneous Reports	Misc
Miscellaneous Reports 2d Series	Misc 2d
Miscellaneous Reports 3d Series	Misc 3d
B. FEDERAL	
US Reports (beginning with 91 US)	US
US Supreme Court Reporter	S Ct
US Supreme Court Reports, Lawyers' Edition	L Ed
US Supreme Court Reports, Lawyers' Edition 2d Series	L Ed 2d
Federal Reporter	F
Federal Reporter 2d Series	F2d
Federal Reporter 3d Series	F3d
Federal Supplement Series	F Supp
Federal Supplement Series 2d Series	F Supp 2d

APPENDIX 3

APPELLATE HISTORY AND OTHER ABBREVIATIONS USED IN CITATIONS	
APPELLATE HISTORY TERM	ABBREVIATIONS USED IN CITATIONS
affidavit	aff
affirmed	affd
affirmed on other grounds	affd on other grounds
affirming	affg
amended	Do not abbreviate
amending	amdg
amendment(s)	amend(s)
Annotated/Annual	Ann
appeal(s)	Do not abbreviate
article	art
certiorari	cert
certiorari denied	cert denied
certiorari dismissed	cert dismissed
certiorari granted	cert granted
Circuit	Cir
clause	cl
Conference	Conf
Criminal	Crim
cum testamento annexo	c.t.a.
edition	ed
effective	eff
et alii (and other variations)	et al.
et sequens (and other variations)	et seq.
exempli gratia	e.g.
footnote, footnotes	n, nn
ibidem	ibid.
idem	id.
id est	i.e.
leave	lv

APPELLATE HISTORY TERM	ABBREVIATIONS USED IN CITATIONS
Legislative	Legis
memorandum	mem
modified	mod
modifying	modfg
motion	mot
motion for leave to appeal denied	lv denied
motion for leave to appeal dismissed	lv dismissed
motion for leave to appeal granted	lv granted
motion for reargument denied	rearg denied
motion for reargument dismissed	rearg dismissed
motion for reargument granted	rearg granted
New York	NY
opere citato	op. cit.
opinion	op
paragraph	para; ¶
Practice	Prac
reargument	rearg
Record	Rec
Register	Reg
rehearing	reh
renumbered	renum
Report	Rep
reversed	revd
reversing	revg
revised	rev
subdivision	subd
subsection	subsec
sub nomine	sub nom.
Supplementary Pamphlet	Supp Pamph
transcript	tr
videlicet	viz.
volume	vol

APPENDIX 4

STYLE AND ABBREVIATION OF PARTICULAR STATUTES

Use abbreviated form within parentheses. Either full or abbreviated form may be used in running text.

The following statutes can be abbreviated (all others cannot):

NEW YORK STATUTES THAT CAN BE ABBREVIATED	
PROPER STATUTE CITE	ALTERNATIVE ALLOWED
Civil Practice Law and Rules § ____	CPLR ____
CLS Unconsolidated Laws of NY § __	CLS Uncons Laws of NY § __
Criminal Procedure Law § __	CPL ____
Eminent Domain Procedure Law § __	EDPL __
Environmental Conservation Law § __	ECL __
Estates, Powers and Trusts Law § __	EPTL __
Family Court Act § __	Family Ct Act § __
New York City Civil Court Act § __	NY City Civ Ct Act § 1609 __ CCA __
New York City Criminal Court Act § __	NY City Crim Ct Act § __
New York City Health Code (24 RCNY) § __	NY City Health Code (24 RCNY) § __
Not-For-Profit Corporation Law § __	N-PCL __
Parks, Recreation and Historic Preservation Law § __	PRHPL __
Real Property Actions and Proceedings Law § __	RPAPL __
Real Property Tax Law § __	RPTL __
Surrogate's Court Procedure Act § __	SCPA
Uniform Commercial Code §	UCC
Workers' Compensation Law § __	

NEW YORK STATUTES	
PROPER STATUTE CITE	ABBREVIATION ALLOWED
Abandoned Property Law § __	
Administrative Code of the City of New York § __, or Administrative Code of City of NY § __ (when repeated may be shortened to Administrative Code § __)	
Agriculture and Markets Law § __	
Alcoholic Beverage Control Law § __	
Alternative County Government Law § __	
Arts and Cultural Affairs Law § __	
Banking Law § __	
Benevolent Orders Law § __	
Business Corporation Law § __	
Canal Law § __	
Civil Practice Law and Rules § _____	CPLR _____
Civil Rights Law § __	
Civil Service Law § __	
CLS Unconsolidated Laws of NY § __	CLS Uncons Laws of NY § __
Cooperative Corporations Law § __	
Correction Law § __	
County Law § __	
Court of Claims Act § __	
Criminal Procedure Law § __	CPL _____
Debtor and Creditor Law § __	
Domestic Relations Law § __	
Economic Development Law § __	
Education Law § __	
Elder Law § __	
Election Law § __	
Eminent Domain Procedure Law § __	EDPL __
Employers' Liability Law § __	
Energy Law § __	
Environmental Conservation Law § __	ECL __
Estates, Powers and Trusts Law § __	EPTL __

PROPER STATUTE CITE	ABBREVIATION ALLOWED
Executive Law § __	
Family Court Act § __	Family Ct Act § __
Financial Services Law § __	
General Associations Law § __	
General Business Law § __	
General City Law § __	
General Construction Law § __	
General Municipal Law § __	
General Obligations Law § __	
Highway Law § __	
Indian Law § __	
Insurance Law § __	
Judiciary Law § __	
Labor Law § __	
Legislative Law § __	
Lien Law § __	
Limited Liability Company Law § __	
Local Finance Law § __	
Mental Hygiene Law § __	
Military Law § __	
Multiple Dwelling Law § __	
Multiple Residence Law § __	
Municipal Home Rule Law § __	
Navigation Law § __	
New York City Civil Court Act § __	NY City Civ Ct Act § 1609 __ CCA __
New York City Criminal Court Act § __	NY City Crim Ct Act § __
New York City Health Code (24 RCNY) § __	NY City Health Code (24 RCNY) § __
Not-For-Profit Corporation Law § __	N-PCL __
Parks, Recreation and Historic Preservation Law § __	PRHPL __
Partnership Law § __	
Penal Law § __	

PROPER STATUTE CITE	ABBREVIATION ALLOWED
Personal Property Law § __	
Private Housing Finance Law § __	
Public Authorities Law § __	
Public Buildings Law § __	
Public Health Law § __	
Public Housing Law § __	
Public Lands Law § __	
Public Officers Law § __	
Public Service Law § __	
Racing, Pari-Mutuel Wagering and Breeding Law § __	
Railroad Law § __	
Rapid Transit Law § __	
Real Property Actions and Proceedings Law § __	RPAPL __
Real Property Law § __	
Real Property Tax Law § __	RPTL __
Religious Corporations Law § __	
Retirement and Social Security Law § __	
Rural Electric Cooperative Law § __	
Second Class Cities Law § __	
Social Services Law § __	
Soil and Water Conservation Districts Law § __	
State Administrative Procedure Act § __	
State Finance Law § __	
State Law § __	
State Printing and Public Documents Law § __	
State Technology Law § __	
Statute of Local Governments § __	
Surrogate's Court Procedure Act § __	SCPA
Tax Law § __	
Town Law § __	
Transportation Corporations Law § __	
Transportation Law § __	

PROPER STATUTE CITE	ABBREVIATION ALLOWED
Uniform Commercial Code §	UCC
Vehicle and Traffic Law § ___	
Village Law § ___	
Volunteer Ambulance Workers' Benefit Law § ___	
Volunteer Firefighters' Benefit Law § ___	
Workers' Compensation Law § ___	

APPENDIX 5

STYLE OF PARTICULAR WORDS			
A	ab initio	above-cited	ad damnum
ad hoc	ad infinitum	ad valorem	a fortiori
AIDS	Alco-Sensor	also known as	amici curiae
amicus curiae	a posteriori	a priori	arguendo
arm's length	Associate's degree	attorney-at-law	Attorney General
attorney-in-fact	at-will employee	audiotape	autopen
B	baby-sitter, ting	backlog	backup (adj.)
backseat	bar	bench	
biannual (twice a year)		biennial (every two years)	
biweekly	blue sky law	bona fide	bona fides
breathalyzer	bright-line (adj.)	buyout	bylaw
by-product		C	case-in-chief
case law	case load	caseworker	causa mortis
caveat emptor	cesarean section	circa	city marshal
claimant-appellant	class A-I felony	cocounsel	codefendant
commingle	common law (n.)	common-law (adj.)	commonsense (adj.)
cooperative	co-owner	coram nobis	corpus
corpus delicti	correction officer	cotortfeasor	counsel (s. and pl.)
counselor-at-law	counterclaim	countermotion	courthouse
courtroom	coworker	cross appeal (n.)	cross-appeal (v.)
cross claim (n.)	cross-claim (v.)	cross complaint	cross-examine
cross-examination	cross motion	cross-move	D
damage (n.) (injury to person or property)		damages (n.) (compensation for injury)	
database	de facto	defendant-appellant	defendant Smith
defendant trustee	dehors	de jure	de minimis
de novo	dicta	dictum	doing business as
Dow Jones Average	down payment	Down syndrome	DVD
E	election day	email	en banc
evidence-in-chief	ex-husband	ex officio	ex parte

ex post facto	ex-wife	eyewitness	F
factfinder	fact-finding	farfetched	far-reaching
father-in-law	fellow-servant rule	firefighter	fire marshal
firsthand (adj.)	forego (to go before)	forgo (to waive)	Form U4
forum non conveniens		four year old	four-year-old child
four-year period	four-year period		G
good faith (adj. and n.)		goodwill	grand jury
guardian ad litem	H	habeas corpus	half brother
Hawaii; Hawai'i	health care	High Court (Supreme Court of the United States or New York Court of Appeals)	
HIV-positive (adj.)	I	impleaded defendant-respondent	
in absentia	inasmuch	in camera	indicia
in forma pauperis	in futuro	injury-in-fact	in limine
in loco delicti	in loco parentis	in pais	in pari delicto
in pari materia	inpatient	in personam	in praesenti
in rem	insofar	in statu quo	inter alia
inter vivos	Internet	in terrorem	inter se
interstate	intervenor-defendant-respondent		in toto
ipse dixit	ipso facto	J	job site
K	kidnap	kidnapped	kidnapping
L	lawsuit	layperson	Lexis
lienholder	lineup	lis pendens	long-arm (adj.)
long-standing (adj.)	lump-sum settlement	M	mandamus
marihuana; marijuana	Master's degree	mechanic's lien	Medicaid
Medicare	memoranda or memorandums (pl.)		mens rea
MetroCard	Mirandized (not ital.)	mother-in-law	multifamily
multistory	multivehicle	N	nationwide
next of kin	nexus	90/180-day	nisi prius
no-fault	noncompliance	non compos mentis	nonhearsay
nonparty	nonpermanent	non sequitur	non sui juris
nonworking	non-work-related	nunc pro tunc	O
obiter dictum	offset (n. and v.)	ongoing	online

on-site (adj.)	on site (n.)	overall	overruled
P	party in interest	pat down (n.)	pat-down search (adj.)
pendente lite	per capita	percent	per curiam
per diem	per se	per stirpes	petitioner-respondent
Ph.D.	plaintiff and judgment creditor		plaintiff-appellant
plaintiff husband	plaintiff-respondent	plead (present tense)	pleaded (past tense)
plexiglas	policyholder	policy-making (adj.)	policymaking (n.)
postjudgment	post-note of issue	postplea	postrelease supervision
posttermination	posttrial	pre-answer	prearraignment delay
preexisting	prejudgment	premises (always takes plural verb)	
preplea	presentence report	pretrial	prima facie
primary day	pro bono	pro forma	pro hac vice
pro rata	pro se	pro tanto	pro tem
pro tempore	proved	proven (adj.)	purchase-money mortgage
Q	qua	quantum	quantum meruit
quasi	quasi contract	quasi-judicial	quitclaim
quondam	quo warranto	R	reargument
record keeping (n.)	re-cross-examination	Regulation 68	rent-controlled (adj.)
rent-stabilized (adj.)	re-present (present again)		res
rescission	re-serve (serve again)	res gestae	res ipsa loquitur
res judicata (not res adjudicata)		respondeat superior	right-of-way
rule-making (adj.)	rulemaking (n.)	S	safe deposit box
same-sex (adj.)	sans	scienter	secondhand (adj.)
self-defense	self-evident	self-incrimination	self-interest
so-called	Social Security	stare decisis	statewide
station house	status quo	statute of frauds	statute of limitations
statutes of limitations	stepdaughter	stepfather	sua sponte
sub judice	subpoena	subpoena duces tecum (do not join oe)	
sub silentio	successor in interest	surreply	T
third-party action	third-party defendant	time-barred	tortfeasor
Totten trust	twofold	two-family	U

ultra vires	Unified Court System	upstate	V
vacatur	verbatim	vice versa	vice-president
vide	videotape	vis-à-vis	voir dire
W	website	well-being	whistleblower
workfare	work force	workload	workplace
work site	World War II	World Wide Web	X, Y, Z
X ray (n.)	X-ray (v.)		

APPENDIX 6

TITLES IN VARIOUS ACTIONS AND PROCEEDINGS, WITH CASE NAMES

The following model titles are merely illustrative. Variations may be required in certain titles.

TYPE OF CASE	TITLE	CASE NAME
ABUSED CHILDREN	In the Matter of Tina Marie H., a Child Alleged to be Abused. Commissioner of the New York City Department of Social Services, Respondent; Cindy L., Appellant.	<i>Matter of Tina Marie H. (Cindy L.)</i>
ACCOUNTING	In the Matter of the Accounting of James W. Osborne, as Executor and Trustee under the Will of Eugene La Grove, Deceased, Appellant. Ivy L. La Grove, Respondent.	<i>Matter of Osborne (La Grove)</i>
ADMINISTRATORS	Helen Immediate, as Administrator of the Estate of Louis J. Immediate, Deceased, Appellant, v St. John's Queens Hospital, Defendant, and Joseph S. Spindler, Respondent.	<i>Immediate v St. John's Queens Hosp.</i>
	Ethel Kornblut, Individually and as Administrator of the Estate of Fred Kornblut, Deceased, Appellant, v Chevron Oil Company et al., Respondents, et al., Defendants.	<i>Kornblut v Chevron Oil Co.</i>
ADOPTION AND TERMINATION OF PARENTAL RIGHTS	In the Matter of the Adoption of Jessica Marie R., an Infant.	<i>Matter of Jessica Marie R.</i>
	In the Matter of Jessica M., an Infant. Karen M., Petitioner; Daniel F. et al., Respondents.	<i>Matter of Jessica M. (Karen M.—Daniel F.)</i>
	In the Matter of the Custody of Judy G. and Another, Infants. Jewish Child Care Association, Petitioner; Benjamin G. et al., Respondents.	<i>Matter of Judy G. (Benjamin G.)</i>

TYPE OF CASE	TITLE	CASE NAME
ARBITRATION	In the Matter of the Arbitration between Acting Superintendent of Schools of Liverpool Central School District, Appellant, and United Liverpool Faculty Association et al., Respondents. <i>[Note: This is the preferred form for arbitration titles.]</i>	<i>Matter of Acting Supt. of Schs. of Liverpool Cent. Sch. Dist. (United Liverpool Faculty Assn.)</i>
	In the Matter of Wyandanch Union Free School District, Respondent-Appellant, v Wyandanch Teachers Association, by Wanda Williams, as President, Appellant-Respondent. <i>[Note: This is an acceptable form for arbitration titles.]</i>	<i>Matter of Wyandanch Union Free Sch. Dist. v Wyandanch Teachers Assn.</i>
ARTICLE 78 PROCEEDINGS	In the Matter of Aaron Chervin, Petitioner, v Thomas A. Duffy et al., Constituting the State Liquor Authority, Respondents.	<i>Matter of Chervin v Duffy</i>
	In the Matter of Roberts Real Estate, Inc., et al., Petitioners, v New York State Department of State, Division of Licensing Services, Respondent.	<i>Matter of Roberts Real Estate, Inc. v New York State Dept. of State, Div. of Licensing Servs.</i>
BOARDS, COMMISSIONS, ETC.	In the Matter of David K. Wong, Respondent, v Edward J. Mahoney et al., Constituting the Board of Elections of Erie County, Respondents, and William L. Marcy, Jr., Appellant.	<i>Matter of Wong v Mahoney</i>
CLASS ACTIONS	Anthony S. Votta, on Behalf of Himself and All Others Similarly Situated, Respondent, v Janet Selleck, Appellant	<i>Votta v Selleck</i>
	Angelo Chiarella et al., Individually and on Behalf of All Payers of Real Property Taxes to the City of Rochester for the Fiscal Years 1974-1975 through 1977-1978, Respondents, v City of Rochester, Appellant.	<i>Chiarella v City of Rochester</i>

TYPE OF CASE	TITLE	CASE NAME
CONDEMNATION	In the Matter of City of New York, Appellant, Relative to Acquiring Title in Fee Simple for the Mill Creek Phase 1, Staten Island Bluebelt System.	<i>Matter of City of New York (Mill Cr. Phase 1, Staten Is. Bluebelt Sys.)</i>
	In the Matter of Village of Newark Urban Renewal Agency, Appellant, Relative to Acquiring Title to Real Property for an Urban Renewal Project Known as Newark Midtown Project in the Village of Newark. Newark Grange No. 366 et al., Respondents.	<i>Matter of Village of Newark Urban Renewal Agency (Newark Grange No. 366)</i>
	In the Matter of the Acquisition of Real Property by the County of Broome, Appellant. Miller Facilities Corporation et al., Respondents.	<i>Matter of County of Broome (Miller Facilities Corp.)</i>
CONSERVATORSHIP	In the Matter of the Conservatorship of Susan E. Wargold, Also Known as Susan Serlin.	<i>Matter of Wargold</i>
CORPORATE DISSOLUTION (REHABILITATION OR LIQUIDATION)	In the Matter of the Dissolution of St. Paul Fire and Marine Insurance Company. Roger Heasley, Appellant; Hewlett Gibson et al., Respondents.	<i>Matter of St. Paul Fire & Mar. Ins. Co.</i>
	In the Matter of the Dissolution of Jones Company, Appellant. Rupert White, Respondent.	<i>Matter of Jones Co. (White)</i>
	In the Matter of the Rehabilitation of Frontier Insurance Company. Callon Petroleum, Appellant, v New York State Department of Insurance, as Rehabilitator of Frontier Insurance Company, Respondent.	<i>Matter of Frontier Ins. Co.</i>
	In the Matter of Shiv Shankar Gupta, for the Dissolution of Radiant Gems and Minerals, Inc. Radiant Gems and Minerals, Inc., Respondent, v Tech Gem Corporation et al., Appellants	<i>Matter of Gupta</i>
COURT OF CLAIMS ACTIONS	William J. Wilson, III, Claimant, v State of New York, Defendant. (Claim No. 63044.)	<i>Wilson v State of New York</i>

TYPE OF CASE	TITLE	CASE NAME
CRIMINAL ACTIONS	The People of the State of New York, Respondent, v Harry E. Wenzel, Also Known as Harry Edward Wenzel, Jr., Appellant.	<i>People v Wenzel</i>
	The People of the State of New York, Plaintiff, v George Ioannidis, Daniel H. Nassif, Christopher Somalis and John Rodriguez, Defendants.	<i>People v Ioannidis</i>
DISCIPLINARY PROCEEDINGS	In the Matter of Lawrence M. Rosenberg (Admitted as Lawrence Matthew Rosenberg), a Suspended Attorney, Respondent. Departmental Disciplinary Committee for the First Judicial Department, Petitioner.	<i>Matter of Rosenberg</i>
	In the Matter of Attorneys in Violation of Judiciary Law § 468-a. Committee on Professional Standards, Petitioner; Alice A. Jones, Respondent	<i>Matter of Attorneys in Violation of Judiciary Law § 468-a (Jones)</i>
DOING BUSINESS AS	Central Trust Company, Respondent, v Arnold J. Goldman et al., Individually and Doing Business as Goldman & Goldman, Appellants	<i>Central Trust Co. v Goldman</i>
ESTATES AND PROBATE PROCEEDINGS	In the Matter of the Estate of Kathleen Frazier, Deceased. Robert G. Lamb, Jr., Appellant; William J. Frazier, as Executor of Kathleen Frazier, Deceased, Respondent.	<i>Matter of Frazier</i>
FORECLOSURE	In the Matter of the Foreclosure of Tax Liens by the County of Rensselaer, Respondent. Riverside Avenue Corporation, Appellant.	<i>Matter of County of Rensselaer (Riverside Ave. Corp.)</i>
	In Rem Tax Foreclosure Action No. 47. City of New York, Appellant; Max Melamed et al., Respondents.	<i>In Rem Tax Foreclosure Action No. 47</i>
	In the Matter of Tax Foreclosure of 2000 and Prior Liens by Proceeding in Rem Pursuant to Article 11 of the Real Property Tax Law. Town of Greenburgh, Respondent; Route 9A Realty Corporation, Appellant.	<i>Matter of Tax Foreclosure of 2000 & Prior Liens</i>

TYPE OF CASE	TITLE	CASE NAME
GRAND JURY REPORTS	In the Matter of the Second Report of the September 1975 Grand Jury of the County of Erie. Two Public Officials Named in the Above-Entitled Report, Appellants; William H. Power, as District Attorney of the County of Erie, Respondent.	<i>Matter of Second Report of Sept. 1975 Grand Jury of County of Erie</i>
GROUP LITIGATION (STOCK, ASBESTOS, LEAD PAINT, ETC.)	In the Matter of Omnicon Group Inc. Shareholder Derivative Litigation. Gary Otterbach et al., Respondents, v Bruce Crawford et al., Appellants, and Omnicon Group Inc., Respondent.	<i>Matter of Omnicon Group Inc. Shareholder Derivative Litig.</i>
GUARDIANSHIP	In the Matter of the Guardianship of Daniel Aaron D., an Infant. Louise Wise Services, as Guardian and Custodian of Daniel Aaron D., Respondent; Phoebe D., Appellant.	<i>Matter of Daniel Aaron D. (Phoebe D.)</i>
	In the Matter of Ester Chachkers, as Director of Social Services of New York University Medical Center, Petitioner, for the Appointment of a Guardian of the Person and Property of Shirley W.	<i>Matter of Chachkers (Shirley W.)</i>
HABEAS CORPUS	The People of the State of New York ex rel. Nasar Abdul Aziz, Also Known as Raymond Gilliard, Petitioner, v Eugene LeFevre, as Superintendent of Clinton Correctional Facility, Respondent.	<i>People ex rel. Aziz v LeFevre</i>
	The People of the State of New York ex rel. Eric Travis, on Behalf of Jack Jones, Appellant, v Samuel Tweed, as Commissioner of the Fishkill Correctional Facility, Respondent.	<i>People ex rel. Travis v Tweed</i>
	In the Matter of Mental Hygiene Legal Service, on Behalf of Camille H., Appellant, v Dennis Dubey, Respondent.	<i>Matter of Mental Hygiene Legal Serv. v Dubey</i>

TYPE OF CASE	TITLE	CASE NAME
INCAPACITATED PERSONS	In the Matter of Arnold O., a Person Alleged to be Incapacitated. James T. Towne, Jr., as Guardian of Arnold O., Appellant; John T. Biscone, Respondent.	<i>Matter of Arnold O. (Biscone)</i>
	In the Matter of Michael V. Jones, Petitioner, for the Appointment of a Guardian of the Property of John B. DeSantis, Sr., an Alleged Incapacitated Person.	<i>Matter of Jones (DeSantis)</i>
	In the Matter of Stephen G., Appellant. Commissioner of New York State Office of Mental Health, Respondent.	<i>Matter of Stephen G. (Commissioner of N.Y. State Off. of Mental Health)</i>
INFANTS	Norman B., as Parent and Natural Guardian of Philip B., an Infant, Appellant, v Sara Levitt, Respondent.	Norman B. v Levitt
	Lawrence R., an Infant, by Frederick H.R., Jr., His Father and Natural Guardian, et al., Respondents, v Louise Snyder et al., Appellants.	<i>Lawrence R. v Snyder</i>
	Julie A.J., an Infant, by Her Parent, Robert G.J., et al., Appellants, v Donna King, Respondent.	<i>Julie A.J. v King</i>
	In the Matter of Commissioner of Social Services, on Behalf of Krista A.S., Appellant, v John M. Jones, Respondent.	<i>Matter of Commissioner of Social Servs. v Jones</i>
INTERVENORS	In the Matter of Rochester Gas Corporation, Appellant, v Public Service Commission of the State of New York, Respondent, and Empire State Petroleum Association, Inc., et al., Intervenors-Respondents.	<i>Matter of Rochester Gas Corp. v Public Serv. Commn. of the State of N.Y.</i>
INVOLUNTARY TREATMENT	In the Matter of Scott H. Perra, Petitioner, for an Order Authorizing the Involuntary Treatment of Theresa Doe, a Patient in the Psychiatric Unit at Albany Medical Center, Respondent.	Matter of Perra (Doe)
JOINT VENTURES	Thomas Crimmins Contracting Co., Inc., and Cayuga Construction Co., a Joint Venture, Respondent, v City of New York et al., Appellants.	<i>Thomas Crimmins Contr. Co., Inc. v City of New York</i>
JUDGES AND JUSTICES	In the Matter of Gilbery Wiley, Petitioner, v Herbert Altman, as Justice of the Supreme Court of the State of New York, Respondent.	<i>Matter of Wiley v Altman</i>

TYPE OF CASE	TITLE	CASE NAME
	In the Matter of Francis W. Benjamin, a Justice of the Jewett Town Court, Petitioner. State Commission on Judicial Conduct, Respondent.	<i>Matter of Benjamin (State Commn. on Jud. Conduct)</i>
JUVENILE DELINQUENTS	In the Matter of Cleve C., a Person Alleged to be a Juvenile Delinquent, Appellant. Warren County Attorney, Respondent.	<i>Matter of Cleve C.</i>
LIEN DISCHARGE	In the Matter of Benson Park Associates LLC, Petitioner, for an Order Surrendering Money Paid into Court to Discharge the Notice of Mechanic's Lien Filed by Mega Construction Corp., Respondent.	<i>Matter of Benson Park Assoc. LLC (Mega Constr. Corp.)</i>
NEGLECTED CHILDREN	In the Matter of Michael A., a Child Alleged to be Permanently Neglected. Suffolk County Department of Social Services, Appellant; Azilda A. et al., Respondents.	<i>Matter of Michael A. (Azilda A.)</i>
	In the Matter of Department of Social Services, on Behalf of Jennifer M. and Another, Children Alleged to be Abused and/or Neglected, Appellant. Sandy G., Respondent.	<i>Matter of Department of Social Servs. (Sandy G.)</i>
PERSONAL REPRESENTATIVES	Ronald Rorie et al., as Personal Representatives of the Estate of Leonard Segal, Deceased, Appellants, v Joseph Ross, Respondent, et al., Defendants.	<i>Rorie v Ross</i>
PERSON IN NEED OF SUPERVISION	In the Matter of Kristian CC., Alleged to be a Person in Need of Supervision, Appellant. John Simons, as Director of Pupil Personnel Services at Salmon River Central School, Respondent.	<i>Matter of Kristian CC.</i>
PROFESSIONAL CORPORATIONS	Connecticut Indemnity Co. et al., Respondents, v David L. Hoexter, D.M.D., P.C., et al., Defendants, and Herbert S. Rubin, D.M.D., Appellant.	<i>Connecticut Indem. Co. v David L. Hoexter, D.M.D., P.C.</i>
RECEIVERSHIP	In the Matter of the Ancillary Receivership of Reliance Insurance Company. Enviro Express, Inc., Appellant; Gregory V. Serio, as Superintendent of the New York State Insurance Department, and as Ancillary Receiver of Reliance Insurance Company, Respondent.	<i>Matter of Reliance Ins. Co.</i>

TYPE OF CASE	TITLE	CASE NAME
SETTLEMENTS	In the Matter of the Judicial Settlement of the Final Account of Proceedings of The Chase Manhattan Bank, as Trustee of the Intermediate Term Taxable Bond Fund of Chemical Bank.	<i>Matter of Chase Manhattan Bank</i>
	In the Matter of the Petition of Settlement Funding of New York, LLC, for Approval of Transfer of Structured Settlement Payment Rights of Mark Asproules in Accordance with General Obligations Law § 5-1701.	<i>Matter of Settlement Funding of N.Y., LLC</i>
	In the Matter of 321 Henderson Receivables Limited Partnership, Petitioner, for Approval of a Transfer of Structured Settlement Proceed Rights of Jason DeMillie.	<i>Matter of 321 Henderson Receivables Ltd. Partnership</i>
	In the Matter of the Judicial Settlement of the First Intermediate Accounts of Proceedings of Central Hanover Bank and Trust Company, as Trustee under Those Six Agreements of Trust dated September 16, 1927 and under That Certain Agreement of Trust dated October 5, 1927 made by Elizabeth L. De Sanchez.	<i>Matter of Central Hanover Bank & Trust Co. (De Sanchez)</i>
	In the Matter of the Petition of Settlement Funding of New York, LLC, for Judicial Approval of Absolute Assignment and UCC Article 9 Security Agreement with Calloway Johnson pursuant to Article 5, Title 17 of the New York General Obligations Law, Petitioner, v Sun Life Assurance Company of Canada et al., Respondents.	<i>Matter of Settlement Funding of N.Y., LLC v Sun Life Assur. Co. of Can.</i>
	In the Matter of the Judicial Settlement of the Account of Salem Tamer et al., as Trustees of the O. Winston Link Revocable Trust Dated January 18, 2001.	<i>Matter of O. Winston Link Revocable Trust</i>
STATE DIVISION OF HUMAN RIGHTS ACTIONS	State Division of Human Rights, on Complaint of Charles W. Ghee, Appellant, v County of Monroe et al., Respondents.	<i>State Div. of Human Rights v County of Monroe</i>

TYPE OF CASE	TITLE	CASE NAME
STOCKHOLDERS' DERIVATIVE AND REPRESENTATIVE ACTIONS	Herman Gross, as a Stockholder and on Behalf of Continued Care Facilities, Inc., Appellant-Respondent, v Carl H. Neuman et al., Respondents-Appellants, and Continued Care Facilities, Inc., Respondent.	<i>Gross v Neuman</i>
	Henry Miller, on Behalf of Himself and All Other Stockholders of Central Tobacco Company, Inc., Respondent, v Arnold Kastner et al., Appellants.	<i>Miller v Kastner</i>
SUBPOENA	In the Matter of Nassau County Grand Jury Subpoena Duces Tecum Dated June 24, 2003. "Doe Law Firm" et al., Appellants; Eliot Spitzer, as Attorney General of the State of New York, Respondent.	<i>Matter of Nassau County Grand Jury Subpoena Duces Tecum Dated June 24, 2003</i>
	In the Matter of Subpoena Issued by the State Tax Commission to Samuel J. Weiss, as President of the Welco Dress Co., Inc.	<i>Matter of State Tax Commn. (Weiss)</i>
	In the Matter of the Application of Anthony Massar, as Chairman of the Municipal and Public Affairs Committee of Binghamton City Council, Petitioner, to Compel Compliance with Subpoenas Duly Served on Family and Children's Society of Broome County et al., Respondents.	<i>Matter of Massar (Family & Children's Socy. of Broome County)</i>
SUCCESSORS IN INTEREST	Hearst Corporation, as Successor in Interest to Hearst Consolidated Publications, Inc., Respondent, v Hertz Corporation, Appellant, and Hartford Accident and Indemnity Company et al., Respondents. (And Another Action.)	<i>Hearst Corp. v Hertz Corp.</i>

TYPE OF CASE	TITLE	CASE NAME
TAX LAW PROCEEDINGS	In the Matter of Hooper Holmes, Inc., Petitioner, v James W. Wetzler, as Commissioner of Taxation and Finance of the State of New York, et al., Respondents.	<i>Matter of Hooper Holmes, Inc. v Wetzler</i>
	In the Matter of Equifax Services, Inc., Petitioner, v Tax Appeals Tribunal of the State of New York et al., Respondents.	<i>Matter of Equifax Servs., Inc. v Tax Appeals Trib. of the State of N.Y.</i>
THIRD-PARTY ACTIONS	Designcraft Jewel Industries, Inc., et al., Plaintiffs, v Rampart Brokerage Corp., Defendant and Third-Party Plaintiff-Appellant. Frank Feit & Co., Inc., et al., Third-Party Defendants-Respondents, et al., Third-Party Defendant. [Note: This is the suggested style when the defendant(s) and third-party plaintiff(s) are identical.]	<i>Designcraft Jewel Indus., Inc. v Rampart Brokerage Corp.</i>
	Francine Heller et al., Respondents, v Encore of Hicksville, Inc., et al., Appellants, et al., Defendant. Encore of Hicksville, Inc., Third-Party Plaintiff-Respondent, v K. Kadin, Inc., et al., Third-Party Defendants-Appellants. (And Another Action.)	<i>Heller v Encore of Hicksville, Inc.</i>
	Chemical Bank, Plaintiff, v National Union Fire Insurance Company, Defendant and Third-Party Plaintiff-Respondent. Joseph J. Blake and Associates, Inc., Third-Party Defendant-Appellant, et al., Third-Party Defendants. (And a Fourth-Party Action.)	<i>Chemical Bank v National Union Fire Ins. Co.</i>

TYPE OF CASE	TITLE	CASE NAME
TRUSTEES	In the Matter of Rotraut L.U. Beiny, as Trustee of the Trust Created by Elizabeth N.F. Weinberg, as Grantor.	<i>Matter of Beiny (Weinberg)</i>
	David J. Smith et al., as Cotrustees of a Trust Created by Janet Roth, Appellants, v Gulf and Western Industries, Inc., Respondent.	<i>Smith v Gulf & W. Indus., Inc.</i>
	In the Matter of H. Earl Fullilove et al., as Trustees of the New York Building and Construction Industry Board of Urban Affairs, Respondents, v Mario Cuomo, as Governor and Chief Executive Officer of the State of New York, et al., Appellants.	<i>Matter of Fullilove v Cuomo</i>
	David Morgulas, as Testamentary Trustee of Trusts Created by I. Roy Psaty, Deceased, et al., Appellants, v J. Yudell Realty, Inc., Respondent.	<i>Morgulas v J. Yudell Realty, Inc.</i>
UNEMPLOYMENT INSURANCE	In the Matter of the Claim of James Glass, Appellant. Marquette Cement Company, Respondent; Thomas F. Harnett, as Commissioner of Labor, Respondent.	<i>Matter of Glass (Marquette Cement Co.—Harnett)</i>
	In the Matter of Mitchell D. Posner, Appellant. HF Management Services, LLC, Respondent; Commissioner of Labor, Respondent.	<i>Matter of Posner (HF Mgt. Servs., LLC—Commissioner of Labor)</i>
WARDEN	The People of the State of New York ex rel. Clyde Jones, Appellant, v Thomas Smith, as Warden of the Penitentiary of the City of New York, Rikers Island, Respondent.	<i>People ex rel. Jones v Smith</i>
	The People of the State of New York ex rel. Malik Howard, Petitioner, v Warden of Rikers Island Correctional Facility et al., Respondents.	<i>People ex rel. Howard v Warden of Rikers Is. Corr. Facility</i>
WORKERS' COMPENSATION	In the Matter of the Claim of Antoinette Yannon, Respondent, v New York Telephone Company, Appellant. Workers' Compensation Board, Respondent.	<i>Matter of Yannon v New York Tel. Co.</i>
YOUTHFUL OFFENDER	The People of the State of New York, Respondent, v Casey R.B., Appellant.	<i>People v Casey R.B.</i>