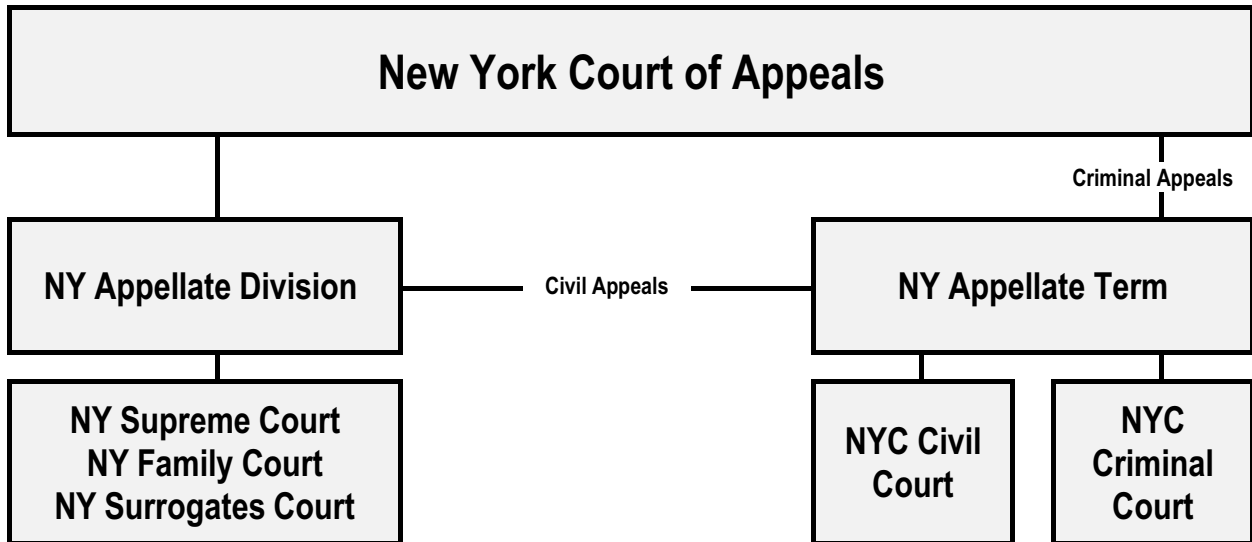


F.

How to Write Citations, Using the New York Style Manual (Tanbook)



When and Where to Use A Cite

When to Use a Legal Cite

- **Legal Statements:** Every single time there is a legal statement (i.e. stating a law or doing legal analysis), there must be a legal cite to support that in that statement.
- **Factual statements** do not need legal citations.

For Example:

Evaluate the following sentence:

The prosecution moves for the court to allow the Grand Jury testimony of an unavailable witness is inadmissible as evidence-in-chief at trial. As a general rule, the Grand Jury testimony of an unavailable witness is inadmissible as evidence-in-chief. However, there is an exception to this rule where it has been shown that the defendant procured the witness's unavailability through violence, threats or chicanery.

Which sentences are factual statements and which sentences are legal statements and in need of a legal cite)?

Statement	Factual or Legal
The prosecution moves for the court to allow the Grand Jury testimony of an unavailable witness is inadmissible as evidence-in-chief at trial.	Factual
As a general rule, the Grand Jury testimony of an unavailable witness is inadmissible as evidence-in-chief.	Legal

Statement	Factual or Legal
However, there is an exception to this rule where it has been shown that the defendant procured the witness's unavailability through violence, threats or chicanery.	Legal

We then get:

The prosecution moves for the court to allow the Grand Jury testimony of an unavailable witness is inadmissible as evidence-in-chief at trial [NO CITE NEEDED]. As a general rule, the Grand Jury testimony of an unavailable witness is inadmissible as evidence-in-chief [CITE NEEDED]. However, there is an exception to this rule where it has been shown that the defendant procured the witness's unavailability through violence, threats or chicanery [CITE NEEDED].

The final paragraph with cites:

The prosecution moves for the court to allow the Grand Jury testimony of an unavailable witness is inadmissible as evidence-in-chief at trial. As a general rule, the Grand Jury testimony of an unavailable witness is inadmissible as evidence-in-chief (*People v Green*, 78 NY2d 1029 [1991]; CPL 670.10). However, there is an exception to this rule where it has been shown that the defendant procured the witness's unavailability through violence, threats or chicanery (see *Matter of Holtzman v Hellenbrand*, 92 AD2d 405 [2d Dept 1983]).

When to use Brackets

- Citations will either be in the running text or at the end of the rule as a cite.
 - **Running Text.** Where the law is cited as a part of the sentence
 - **End of Sentence.** When the law is cited in brackets at the end of the presentation of the rule. Usually it is at the end of the sentence (but it can be at the end of the rule (especially when the sentence contains more than one rule
- When it is at the end it will be in brackets.

In Running Text	At end of the rule
A person who intentionally causes "physical injury," without the use of a dangerous instrument or a deadly weapon commits only misdemeanor assault in New York under Penal Law § 120.00 (1)	The issue raised in the defendant's main brief regarding the post-summation colloquy between the Supreme Court and the prosecutor in this nonjury trial is not preserved for appellate review (CPL 470.05 [2]; <i>People v Caldwell</i> , 115 AD3d 870, 871 [2d Dept 2014]; <i>People v Wright</i> , 62 AD3d 916, 917 [2d Dept 2009]).

Introduction to Citations

What we need to know when looking at a cite:

- (a) who are the parties?
- (b) where can I find the case?
- (c) What court did this case come from?
- (d) What year was this case decided
- (e) If it is an appellate case, was there any attempt to appeal this case to a higher court?

In order to answer those questions, we have a complete case cite

- (a) **Who are the parties?**
- (c) **What court did this case come from?**
- (e) **Appellate History: Was this case appealed or was there an application to appeal to a higher court**

(*People v Campbell*, 98 AD3d 5 [2d Dept 2012], *lv denied* 20 NY3d 853 [2012])

(b) where can I find the case?

(d) What year was the case decided?

Where Do you Get This Information?

The Information You Want	Where in the Cite Your Can Find It	Example: (<i>People v Campbell</i> , 98 AD3d 5 [2d Dept 2012]), <i>lv denied</i> 20 NY3d 853 [2012])
Who are the parties?	This is found in the Case Title	People & Campbell
Where Can I find the Case?	This is found in the Book Cite	98 AD3d 5
What Court did this case come from?	It depends on the court (either in Book Cite and/or the Identifier)	AD and 2d Dept
What year was this case decided?	Always found in the Identifier	2012
If it is an appellate case, was there any attempt to appeal this case to a higher court?	Appellate History	<i>lv denied</i> 20 NY3d 853 [2012]

Examples of Cites for New York Court Decisions

New York Court	Example of a Cite of a Decision
Court of Appeals	(<i>People v Johnson</i> , 11 NY3d 416 [2008])
Appellate Division	(<i>People v Campbell</i> , 98 AD3d 5 [2d Dept 2012], <i>lv denied</i> 20 NY3d 853 [2012])
Appellate Term	(<i>People v Dorilas</i> , 19 Misc 3d 75 [App Term, 2d Dept 2008])
Supreme Court	(<i>People v McBee</i> , 172 Misc 2d 196 [Sup Ct, Kings County 1997])
Family Court	(<i>Matter of Jessica C.</i> , 132 Misc 2d 596 [Fam Ct, Queens County 1986])
Surrogates Court	(<i>Matter of Wimpfheimer</i> , 8 Misc 3d 538 [Sur Ct, Bronx County 2005])
NYC Criminal Court	(<i>People v Walton</i> , 165 Misc 2d 672 [Crim Ct, Richmond County 1995])
NYC Civil Court	(<i>Williams v Williams</i> , 13 Misc 3d 395 [Civ Ct, NY County 2006])

Anatomy of a Case Citation

(1)	Title of the case	The who's-who of the case (parties)		
(2)	Book Cite	Volume	Reporter	Page Number
(3)	Identifier	Completes the information needed to recognize a case		
(4)	Appellate History	Was there an attempt to appeal it to higher court		

Examples of Full New York Case Cites

Court	Full Cites
NY Court of Appeals	(<i>People v White</i> , 10 NY3d 286 [2008], <i>cert denied</i> 555 US 897 [2008])
NY Appellate Division	(<i>People v Bynum</i> , 68 AD3d 1348 [3d Dept 2009], <i>lv denied</i> 14 NY3d 798 [2010])
NY Appellate Term	(<i>People v Gordon</i> , 2 Misc 3d 134 [App Term, 9th and 10th Jud Dists 2004], <i>lv denied</i> 3 NY3d 674 [2004])
NY Supreme Court	(<i>People v Jones</i> , 55 Misc 3d 743 [Sup Ct, Bronx County 2017])
NY Civil Court	(<i>Chan v Kormendi</i> , 118 Misc 2d 1026 [Civ Ct, Queens County 1983])
NY Criminal Court	(<i>People v Miraglio</i> , 17 Misc 3d 165 [Crim Ct, Kings County 2007])

Example of Cites Broken Down

Court	Title of the case	Book Cite	Identifier	Appellate History (if any)
NY Court of Appeals	(<i>People v White</i> ,	10 NY3d 286	[2008],	<i>cert denied</i> 555 US 897 [2008])
NY Appellate Division	(<i>People v Bynum</i> ,	68 AD3d 1348	[3d Dept 2009],	<i>lv denied</i> 14 NY3d 798 [2010])
NY Appellate Term	(<i>People v Gordon</i> ,	2 Misc 3d 134	[App Term, 9th and 10th Jud Dists 2004],	<i>lv denied</i> 3 NY3d 674 [2004])
NY Supreme Court	(<i>People v Jones</i> ,	55 Misc 3d 743	[Sup Ct, Bronx County 2017])	
NY Civil Court	(<i>Chan v Kormendi</i> ,	118 Misc 2d 1026	[Civ Ct, Queens County 1983])	
NY Criminal Court	(<i>People v Miraglio</i> ,	17 Misc 3d 165	[Crim Ct, Kings County 2007])	

Examples of New York Case Cites Broken Down Even Further (need to add appellate history)

Court	Complete Cite	Breakdown of that Complete Cite						
		Title of the Case	Book Cite			Identifier		
			Vol	Reports	Page	Court	Location	Year
Court of Appeals	(<i>People v Johnson</i> , 11 NY3d 416 [2008])	(<i>People v Johnson</i> ,	11	NY3d	416			[2008])
Appellate Division	(<i>People v Campbell</i> , 98 AD3d 5 [2d Dept 2012])	(<i>People v Campbell</i> ,	98	AD3d	5		[2d Dept	2012])
Appellate Term	(<i>People v Dorilas</i> , 19 Misc 3d 75 [App Term, 2d Dept 2008])	(<i>People v Dorilas</i> ,	19	Misc 3d	75	[App Term,	2d Dept	2008])
Supreme Court	(<i>People v McBee</i> , 172 Misc 2d 196 [Sup Ct, Kings County 1997])	(<i>People v McBee</i> ,	172	Misc 2d	196	[Sup Ct,	Kings County	1997])
Family Court	(<i>Matter of Jessica C.</i> , 132 Misc 2d 596 [Fam Ct, Queens County 1986])	(<i>Matter of Jessica C.</i> ,	132	Misc 2d	596	[Fam Ct,	Queens County	1986])
Surrogates Court	(<i>Matter of Wimpfheimer</i> , 8 Misc 3d 538 [Sur Ct, Bronx County 2005])	(<i>Matter of Wimpfheimer</i> ,	8	Misc 3d	538	[Sur Ct,	Bronx County	2005])

Court	Complete Cite	Title of the Case	Breakdown of that Complete Cite					
			Book Cite			Identifier		
			Vol	Reports	Page	Court	Location	Year
NYC Criminal Court	<i>(People v Walton, 165 Misc 2d 672 [Crim Ct, Richmond County 1995])</i>	<i>(People v Walton,</i>	165	Misc 2d	672	[Crim Ct,	Richmond County	1995])
NYC Civil Court	<i>(Williams v Williams, 13 Misc 3d 395 [Civ Ct, NY County 2006])</i>	<i>(Williams v Williams,</i>	13	Misc 3d	395	[Civ Ct,	NY County	2006])

Explanations			
Book Cite	(1) Volume Number	(2) Reports Abbreviation	(3) Page where the case starts
Official Reports: A collection of books that contain cases.	(1) New York Court of Appeals Reports (New York Reports)	(2) New York Reports Appellate Division (Appellate Division Reports)	(3) New York Miscellaneous Court Reports (Miscellaneous Reports)
			Covers all courts in New York other than the Court of Appeals and Appellate Division
Case Title: The Parties	Once you have the official cite, go to http://www.nycourts.gov/reporter/citations/SearchPage.aspx to get the official name of the case		
Identifier.	This part of the citation completes all the information needed		

The reports are further divided into series. These series contain cases between specific years. Currently, there are three series (1st, 2nd and 3rd Series). The first series just contains the name of the Reports. The second series adds 2d to the name of the Reports. The third series adds 3d to the name of the Reports.

New York Court Reports Series					
NY Courts	Reports	Series	Abbreviation		Decision Years
Court of Appeals	New York	New York Reports	NY	NY	Prior to 1956
		New York Reports, Second Series		NY2d	1956 to 2003
		New York Reports, Third Series		NY3d	2003 to present
Appellate Division	Appellate Division	Appellate Division	AD	App Div	Prior to 1956
		Appellate Division, Second Series		AD2d	1956 to 2003
		Appellate Division, Third Series		AD3d	2003 to present
Appellate Term	Miscellaneous	Miscellaneous	Misc	Misc	Prior to 1956
		Miscellaneous, Second Series		Misc 2d	1956 to 2003
		Miscellaneous, Third Series		Misc 3d	2003 to present
All Trial Courts	Miscellaneous	Miscellaneous	Misc	Misc	Prior to 1956
		Miscellaneous, Second Series		Misc 2d	1956 to 2003
		Miscellaneous, Third Series		Misc 3d	2003 to present

Book Cite Breakdown			
Book Cite	Volume	Reports	Starts at Page Number
11 NY3d 416	11	NY3d	416
98 AD3d 5	98	AD3d	5
19 Misc 3d 75	19	Misc 3d	75
172 Misc 2d 196	172	Misc 2d	196

Where Do you Get Information for the Identifier?	
The Information You Want	Where in the Cite Your Can Find It
What Court did this case come from?	It depends on the court (either in Book Cite and/or the Identifier)
What year was this case decided?	Always found in the Identifier

What Court Did This Case Come From and Year			
Reports	Which Court	How Organized	Needed In Identifier
NY	Court of Appeals	Only One Court	Only Year
AD	Appellate Division	In Four Departments	Department and Year
Misc	All other Courts other than the Court of Appeals and the Appellate Division (i.e. the Appellate Term and the Trial Courts	<i>See below</i>	
	■ Appellate Term	In the 1st and 2d Departments	Court, Department, and Year
	■ Trial Courts	■ Different Trial Courts (e.g. Supreme Court, Family Court, Surrogates Court, NYC Criminal Court and NYC Civil Court) ■ Different Counties	Court, County, and Year

Identifier Examples		
Court	Identifier	
	Needed	Example
Court of Appeals	Only year	[1999]
Appellate Division, First Department	First Department & Year	[1st Dept 2003]
Appellate Division, Second Department	Second Department & Year	[2d Dept 2013]
Appellate Division, Third Department	Third Department & Year	[3d Dept 2010]
Appellate Division, Fourth Department	Fourth Department & Year	[4th Dept 2006]
Appellate Term, First Department	Appellate Term, First Department & Year	[App Term, 1st Dept 2003]
Appellate Term, Second Department	Appellate Term, Second Department & Year	[App Term, 2d Dept 2013]

Court	Identifier	
	Needed	Example
Supreme Court	Supreme Court, County & Year	[Sup Ct, NY County 2004]
Family Court	Family Court, County & Year	[Fam Ct, Bronx County 2004]
Surrogates Court	Surrogates Court, County & Year	[Sur Ct, Richmond County 2004]
NYC Criminal Court	Criminal Court, County & Year	[Crim Ct, Kings County 2004]
NYC Civil Court	Civil Court, County & Year	[Civ Ct, Queens County 2004]

Unpublished Decisions (Tanbook 2.2 [a] [8])

There are decisions that appear in the Miscellaneous Reports that will never be published in a book, but they will be published electronically (since 2003). They are cited with a modified Book cite and the slip opinion cite.

Unpublished Decisions		
Court	Formula	Example
Appellate Term	### Misc 3d ###, <YEAR> NY Slip Op [Number]	(<i>People v Holland</i> , 41 Misc 3d 134[A], 2013 NY Slip Op 51864[U] [App Term, 1st Dept 2013])
Supreme Court	### Misc 3d ###, <YEAR> NY Slip Op [Number]	(<i>People v Araujo</i> , 48 Misc 3d 1219[A], 2015 NY Slip Op 511169[U] [Sup Ct, NY County 2015])
Criminal Court	### Misc 3d ###, <YEAR> NY Slip Op [Number]	(<i>People v Sentikael</i> , 32 Misc 3d 1237[A], 2011 NY Slip Op 51620[U] [Crim Ct, Kings County 2011]).

New Cases — Slip Opinions (Tanbook 2.2 [a] [8])

When a decision first comes out, it is published in what is called a slip opinion.

Slip opinions do not have a cite with a reporter (NY, AD or Misc) yet.

The cite will be slip opinion cites.

Slip Opinion Cites		
Court	Formula	Example
Court of Appeals	— NY3d —, 2017 NY Slip Op [Number]	(<i>People v Bethune</i> , — NY3d —, 2017 NY Slip Op 04493 [2017])
Appellate Division	— AD3d —, 2017 NY Slip Op [Number]	(<i>People v Skilling</i> , — AD3d —, 2017 NY Slip Op 05031 [1st Dept 2017])
Appellate Term	— Misc 3d —, 2017 NY Slip Op [Number]	(<i>People v Figueroa</i> , — Misc 3d —, 2017 NY Slip Op 27171 [App Term, 1st Dept 2017])
Supreme Court	— Misc 3d —, 2017 NY Slip Op [Number]	(<i>Saska v Metropolitan Museum of Art</i> , — Misc 3d —, 2017 NY Slip Op 27202 [Sup Ct, NY County 2017])

Once they get an Book cite (usually in a matter of weeks), you cite that book cite

Appellate History

Appellate History tells the reader if the case was appealed, and if so, what happened.

Appellate History		
The higher court...	abbreviated	What does it mean?
affirmed	<i>affd</i> [add cite]	The appellate court has concluded that the lower court decision (either the trial court or the intermediate appellate court) is correct and will stand as rendered by that lower court
affirmed on other grounds	<i>affd on other grounds</i> [add cite]	The appellate court has concluded that the lower court holding (either the trial court or the intermediate appellate court) is correct, but for a different reason, or the higher court affirmed without discussing on the issue you are citing a case for.
certiorari denied	<i>cert denied</i> [add cite]	The US Supreme Court decided not to hear the appeal from the lower court.
certiorari granted	<i>cert granted</i> [add cite]	The US Supreme Court decided to hear the appeal from the lower court. It also means that eventually the US Supreme Court will decide the issue(s) in the application for writ of certiorari.
motion for leave to appeal denied	<i>lv denied</i> [add cite]	The NY Court of Appeals has decided not to hear the appeal from the intermediate appellate court
motion for leave to appeal dismissed	<i>lv dismissed</i> [add cite]	The NY Court of Appeals has decided not to hear the appeal from the intermediate appellate court after they had decided to hear it.
motion for leave to appeal granted	<i>lv granted</i> [add cite]	The NY Court of Appeals has decided to hear the appeal from the intermediate appellate court
motion for reargument denied	<i>rearg denied</i> [add cite]	After the court had decided the appeal, the losing party asked the court to hear the case again and the court decided not to hear it again. A reason could be that a higher court decided the case before a higher court decided a similar or the same issue.
motion for reargument granted	<i>rearg granted</i> [add cite]	After the court had decided the appeal, the losing party asked the court to hear the case again and the court decided to hear it again. A reason could be that a higher court decided the case before a higher court decided a similar or the same issue.
reversed	<i>revd</i> [add cite]	The appellate court has concluded that the lower court decision (either the trial court or the intermediate appellate court) is incorrect and now either dismisses or remands the case to that lower court

Reference to Previously Cited Authority (Tanbook 1.3)

Options for Referencing Previously Cited Authority (Tanbook 1.3 [a])

- When you cite a case first time you have the case, title and full cite (including the identifier and appellate history)
- When you case the same case the second and third time, there are rules to follow in shortening the case.
- The two ways to do it is the use of “id.” and the use of a shortened cite.
 - To reference previously cited authority use a short-form reference or “id.” where appropriate.
 - **NOTE:** The use of *supra* to indicate that an authority has been cited previously is no longer recommended.
 - 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.

Short-Form References (Tanbook 1.3 [b])

Shortened Case 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

Example	
Full Name	Shortened
<i>People v Krom</i>	<i>Krom</i>

Shortened Citations (Tanbook 1.3)

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

How to Shorten Cites	
Full Name (First Time)	Options for Shortened Cites
<i>(People v Brown, 28 NY3d 39 [2016])</i>	<i>(People v Brown, 28 NY3d 39)</i>
	<i>(Brown, 28 NY3d 39)</i>
<i>(People v Brown, 28 NY3d 39, 42 [2016])</i> or where the previous cite was for the general cite <i>(People v Brown, 28 NY3d 39 [2016])</i> or for a different page	<i>(People v Brown, 28 NY3d at 42)</i>
	<i>(Brown, 28 NY3d at 42)</i>
	<i>(Brown, at 42)</i>
	<i>(28 NY3d at 42)</i>

Subsequent Reference to Immediately Preceding Authority (Tanbook 1.3 [c])

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

Introductory Signals (Tanbook 1.4)

Citations Introduced by Signals (Tanbook 1.4 [a])

- 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.

Introductory Signals		
Example cite using an introductory signal		What the introductory signal means
Introductory Signals in support		
<i>(e.g. ...)</i>	<i>(e.g. Dalton v Pataki, 5 NY3d 243 [2005])</i>	The authority is one of multiple authorities directly stating the same position.
<i>(see ...)</i>	<i>(see Dalton v Pataki, 5 NY3d 243 [2005])</i>	The authority supports, but does not directly state, the proposition.
<i>(see e.g. ...)</i>	<i>(see e.g. CPL 40.50)</i>	Combination of the above two
<i>(see also ...)</i>	<i>(see also Penal Law § 20.00)</i>	The authority also supports a proposition but when other authority has already been cited to using either <i>See</i> or [no signal].
<i>(cf. ...)</i>	<i>(cf. Matter of Oglesby v McKinney, 28 AD3d 153 [4th Dept 2006])</i>	The authority is different from the main proposition but sufficiently analogous to lend support.
Introductory Signals Showing Comparison		
<i>(compare ...)</i>	<i>(compare Penal Law § 210.40 with CPL 320.10)</i>	The authorities are similar or different in important respects.
<i>(compare ..., with ...)</i>	<i>(compare Klein v Eubank, 87 NY2d 459 [1996], with Shapiro v McNeill, 92 NY2d 91 [1998])</i>	
Introductory Signals Showing Contradiction		
<i>(but see ...)</i>	<i>(but see Dalton v Pataki, 5 NY3d 243 [2005])</i>	The authority clearly supports a proposition contrary to the main proposition.
Introductory Signals For Background		
<i>(see generally ...)</i>	<i>(see generally People v McConnell, 11 Misc 3d 57 [App Term, 2d Dept 2006])</i>	The authority is helpful background material related to the proposition.

Case Spacing (Tanbook 14.0)

Court Example	Cite (• = space)
US Supreme Court	<i>(United•States•v•Denedo,•556•US•904•[2009])</i>
US Court of Appeals	<i>(United•States•v•Saafir,•754•F3d•262•[4th•Cir•2014])</i>
US District Court	<i>(Hedges•v•Obama,•890•F•Supp•2d•424•[SD•NY•2012])</i>
NY Court of Appeals	<i>(People•v•Bradshaw,•18•NY3d•257,•264•[2011])</i>

Court Example	Cite (* = space)
NY Appellate Division	(<i>McCain v Dinkins</i> , •192•AD2d•217,•219•[1st•Dept•1993])
NY Appellate Term	(<i>Pitter v Gregory</i> , •42•Misc•3d•103•[App•Term,•2d•Dept•2014])
NY Supreme Court (as an example of a trial court)	(<i>Matter of D.F. v Carrion</i> , •43•Misc•3d•746•[Sup•Ct,•NY•County•2014])

Federal Cases

Court	Example
US Supreme Court	<i>Miranda v Arizona</i> , 384 US 436 (1966)
US Court of Appeals	<i>Brown v Cara</i> , 420 F 3d 148 (2d Cir 2005) ← Notice the use of a court identifier for the US Court of Appeals, 2d Circuit.
US District Court	<i>Doe v Pataki</i> , 3 F Supp 2d 456 (SD NY 1998) ← Notice the use of a court identifier for the US District Court, Southern District of New York

Citing a United States Supreme Court Case

Three Reporters Used for Supreme Court Decisions	
Reporter	Abbreviation
(1) United States Reports	US ← This is the official Reporter
(2) Supreme Court Reporter	S Ct
(3) United States Supreme Court Reports, Lawyer's Edition	L Ed (for cases decided 1759 to 1956)
	L Ed 2d (for cases decided 1956 to present)

Rules with Multiple Reporters
<p>The United States Reports (US) is the official reporter and the others are unofficial reporters.</p> <p>The S Ct and L Ed cites are parallel cites or unofficial cites.</p> <p>When you cite, only use the official reporter cite unless it is not available.</p>
Example
<i>Miranda v Arizona</i> , 384 US 436, 86 S Ct 1602, 16 L Ed 2d 694 (1966)
Becomes
<i>Miranda v Arizona</i> , 384 US 436 (1966)

How to Cite a United States Court of Appeals Decision

Reporter	Abbreviation	
Federal Reporter	F	(for cases decided 1880 to 1924)
	F2d	(for cases decided 1924 to 1993)
	F3d	(for cases decided 1993 to present)
Example: <i>Greater New York Metropolitan Food Council, Inc. v Giuliani</i> , 195 F3d 100 (2d Cir 1999)		

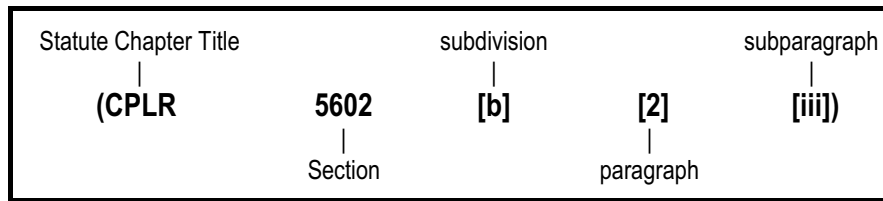
How to Cite a United States District Court Decision

Reporter	Abbreviation	
Federal Supplement	F Supp	(for cases decided 1933 to 1998)
	F Supp 2d	(for cases decided 1998 to 2014)
	F Supp 3d	(for cases decided 2014 to present)
Example: <i>Brooklyn Institute of Arts and Sciences v City of New York and Rudolph W. Giuliani</i> , 64 F Supp 2d 184 (EDNY 1999)		

Use of Court Identifiers for Federal Cases in Federal Court Citations

Federal Courts		
Court	Identifier	Example
US Supreme Court	[year]	(2003)
US Court of Appeals		
1st Circuit through 11th Circuits	1st Cir, 2d Cir, 3d Cir, 4th Cir.... [year]	(2d Cir 1999)
District of Columbia Circuit	DC Cir [year]	(DC Cir 2010)
Federal Circuit	Fed Cir [year]	(Fed Cir 1999)
US District Courts in 2d Circuit		
Eastern District of New York	ED NY [year]	(ED NY 2001)
Northern District of New York	ND NY [year]	(ND NY 2002)
Southern District of New York	SD NY [year]	(SD NY 2003)
Western District of New York	WD NY [year]	(WD NY 2004)
District of Connecticut	D Conn [year]	(D Conn 2005)
District of Vermont	D Vt [year]	(D Vt 2006)
Formula for a US District Court Decision		
For a state with on one District	D [State Abbreviation] [year]	(D RI 2016)
For a state with multiple Districts	[District] [State Abbreviation] [year]	(MD Pa 2015)
		(ED Ca 2016)

Citing New York Statutes Using the Tanbook (Tanbook 3.0)



Statutory Abbreviation Style in General (Tanbook 3.1 [a])

- 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.

Statutory Citation Style (Tanbook 3.1 [a])

Citations should appear within parentheses as follows:

- (Penal Law § 160.10 [2] [b])
- (CPL 30.30 [1] [b])
- (Vehicle and Traffic Law § 509 [1])
- (Administrative Code of the City of New York § 19–190 [b]) or (Administrative Code of City of NY § 19–190 [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:
 - Penal Law § 120.00 (1) provides . . .
 - Subdivision (1) of Penal Law § 120.00 provides . . .
 - Subdivision (4) (a) of Criminal Procedure Law § 30.30 provides . . .
 - Subdivision (4) (a) of CPL 30.30 provides . . .

Citation Strings and Multiple Statutory Citations

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:

- (Penal Law § 120.00 [1], [3])
- (CPL 30.30 [1] [a], [b])
- (CPL 30.30 [4] [a]-[d])
- (Penal Law § 125.25 [1] [a], [b])

The comma is inserted between divisions of the same rank.

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:
- (Penal Law § 160.10 [2] [a]; [3])
- The semicolon is inserted at the point where a following division is of a more inclusive character than the preceding one.

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:
 - (Penal Law §§ 120.00 [1]; 10.00 [9])

Multiple Sections of Statute without Section Symbol: Citations within Parentheses

- Where the form of statutory citation omits the section symbol (e.g. CPL), citations of multiple sections of the statute appear as follows when cited within parentheses:
 - (CPL 30.20 [2]; 100.05)

Style and Abbreviation of Particular Statutes (Tanbook Appendix 4)

Basic Rules

- Use abbreviated form (if it exists) within parentheses.
- Either full or abbreviated form may be used in running text.

Proper Statute Name	How to Cite It	
	(1) In Running Text	(2) (Citation In parentheses)
Administrative Code of the City of New York	Administrative Code of the City of New York § __	(when repeated may be shortened to Administrative Code § __)
	Administrative Code of City of NY § __	
Agriculture and Markets Law	Agriculture and Markets Law § __	(Agriculture and Markets Law § __)
Alcoholic Beverage Control Law	Alcoholic Beverage Control Law § __	(Alcoholic Beverage Control Law § __)
Arts and Cultural Affairs Law	Arts and Cultural Affairs Law § __	(Arts and Cultural Affairs Law § __)
Civil Practice Law and Rules	Civil Practice Law and Rules § ____	(CPLR ____)
	CPLR ____	
Civil Rights Law	Civil Rights Law § __	(Civil Rights Law § __)
Correction Law	Correction Law § __	(Correction Law § __)
County Law	County Law § __	(County Law § __)
Criminal Procedure Law	Criminal Procedure Law § __	(CPL ____)
	CPL ____	
Environmental Conservation Law	Environmental Conservation Law § __	(ECL __)
	ECL __	
Estates, Powers and Trusts Law	Estates, Powers and Trusts Law § __	(EPTL __)
Judiciary Law	Judiciary Law § __	(Judiciary Law § __)

Proper Statute Name	How to Cite It	
	(1) In Running Text	(2) (Citation In parentheses)
Mental Hygiene Law	Mental Hygiene Law § __	(Mental Hygiene Law § __)
Penal Law	Penal Law § __	(Penal Law § __)
Public Health Law	Public Health Law § __	(Public Health Law § __)
Public Officers Law	Public Officers Law § __	(Public Officers Law § __)
Vehicle and Traffic Law	Vehicle and Traffic Law § __	(Vehicle and Traffic Law § __)

New York Statutes	
Proper Statute Cite	Abbreviation Allowed
Abandoned Property Law § __	NO
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 § __	NO
Alcoholic Beverage Control Law § __	NO
Alternative County Government Law § __	NO
Arts and Cultural Affairs Law § __	NO
Banking Law § __	NO
Benevolent Orders Law § __	NO
Business Corporation Law § __	NO
Canal Law § __	NO
Civil Practice Law and Rules § ____	CPLR ____
Civil Rights Law § __	NO
Civil Service Law § __	NO
CLS Unconsolidated Laws of NY § __	CLS Uncons Laws of NY § __
Cooperative Corporations Law § __	NO
Correction Law § __	NO
County Law § __	NO
Court of Claims Act § __	NO
Criminal Procedure Law § __	CPL ____
Debtor and Creditor Law § __	NO
Domestic Relations Law § __	NO
Economic Development Law § __	NO
Education Law § __	NO
Elder Law § __	NO
Election Law § __	NO

Proper Statute Cite	Abbreviation Allowed
Eminent Domain Procedure Law § __	EDPL __
Employers' Liability Law § __	NO
Energy Law § __	NO
Environmental Conservation Law § __	ECL __
Estates, Powers and Trusts Law § __	EPTL __
Executive Law § __	NO
Family Court Act § __	Family Ct Act § __
Financial Services Law § __	NO
General Associations Law § __	NO
General Business Law § __	NO
General City Law § __	NO
General Construction Law § __	NO
General Municipal Law § __	NO
General Obligations Law § __	NO
Highway Law § __	NO
Indian Law § __	NO
Insurance Law § __	NO
Judiciary Law § __	NO
Labor Law § __	NO
Legislative Law § __	NO
Lien Law § __	NO
Limited Liability Company Law § __	NO
Local Finance Law § __	NO
Mental Hygiene Law § __	NO
Military Law § __	NO
Multiple Dwelling Law § __	NO
Multiple Residence Law § __	NO
Municipal Home Rule Law § __	NO
Navigation Law § __	NO
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 __

Proper Statute Cite	Abbreviation Allowed
Partnership Law § __	NO
Penal Law § __	NO
Personal Property Law § __	NO
Private Housing Finance Law § __	NO
Public Authorities Law § __	NO
Public Buildings Law § __	NO
Public Health Law § __	NO
Public Housing Law § __	NO
Public Lands Law § __	NO
Public Officers Law § __	NO
Public Service Law § __	NO
Racing, Pari-Mutuel Wagering and Breeding Law § __	NO
Railroad Law § __	NO
Rapid Transit Law § __	NO
Real Property Actions and Proceedings Law § __	RPAPL __
Real Property Law § __	NO
Real Property Tax Law § __	RPTL __
Religious Corporations Law § __	NO
Retirement and Social Security Law § __	NO
Rural Electric Cooperative Law § __	NO
Second Class Cities Law § __	NO
Social Services Law § __	NO
Soil and Water Conservation Districts Law § __	NO
State Administrative Procedure Act § __	NO
State Finance Law § __	NO
State Law § __	NO
State Printing and Public Documents Law § __	NO
State Technology Law § __	NO
Surrogate's Court Procedure Act § __	SCPA
Tax Law § __	NO
Town Law § __	NO
Transportation Corporations Law § __	NO
Transportation Law § __	NO
Uniform Commercial Code §	UCC
Vehicle and Traffic Law § __	NO

Proper Statute Cite	Abbreviation Allowed
Village Law § __	NO
Volunteer Ambulance Workers' Benefit Law § __	NO
Volunteer Firefighters' Benefit Law § __	NO
Workers' Compensation Law § __	NO

Statutory Spacing (Tanbook 14.2)

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

• = space	• = space
(Penal•Law•§•140.25•[1]•[a]•[2])	(CPL•30.30•[1]•[b])

Writing Citations for Constitutions

NOTE: There are different ways to write constitution cites.

Jurisdiction	Form	Example
Federal	(US Const, art __, § __) (US Const, __ Amend, § __) (US Const, Amend __) (US Const, __ Amend) <i>If used in a sentence in a sentence (running text) try not to abbreviate</i>	(US Const, art III, § 3) (US Const, 14th Amend, § 1) (US Const, Amend XIV) (US Const, 14th Amend) United States Constitution, article III, § 3 United States Constitution, 14th Amendment, § 1 United States Constitution, Amendment XIV United States Constitution, 14th Amendment or United States Constitution, Fourteenth Amendment or Fourteenth Amendment of the United States Constitution
New York	(NY Const, art __, § __)	(NY Const, art I, § 12) New York Constitution, article I, § 12

Writing Citations for Administrative Law

Jurisdiction	Reporter	Form	Example
Federal	Code of Federal Regulations	[Volume] CFR [Reg No.]	15 CFR 112.1
State	New York Codes, Rules and Regulations	[Title] NYCRR [Reg No.]	12 NYCRR 456

Some Additional Information

Term	What it means	Abbreviations Used in Citations
et alii (and other variations)	and others	et al.
et sequens (and other variations)	and the following one	<i>et seq.</i>
exempli gratia	for example	e.g.
ibidem	means: in the same place	<i>ibid.</i>
idem	means: same as previously mentioned	<i>id.</i>
id est	means: that is	i.e.
sub nomine	means: under the name of	<i>sub nom.</i>
footnote, footnotes		n, nn
paragraph		para; ¶
subdivision		subd
subsection		subsec

How to Get Civil Case Names

In New York criminal cases, they are usually People v [defendant's name]

In civil cases, the name is harder.

What is the official name and cite of this case?

**41 N.Y.2d 855, 362 N.E.2d 260, 393 N.Y.S.2d 709
In the Matter of D.M.C. Construction Corp., Respondent,
v.
A. Leo Nash Steel Corp., Appellant.
Court of Appeals of New York
Argued January 13, 1977;
decided February 15, 1977**

Go to the New York Law Reporting Bureau: http://www.nycourts.gov/reporter/Citator_Menu.shtml

The screenshot shows the New York Law Reporting Bureau website. At the top, there is a navigation bar with the New York State logo, the text "New York State Law Reporting Bureau", and links for "Decisions", "Resources", "About", and a "Site Search" box with a "Go" button. Below the navigation bar, the main heading is "New York Official Reports" with a sub-heading "Citation Services". The text explains that the Citation Services are used to find approved "cite-as" case names and research citation history for decisions published in the Third Series of the New York Official Reports (2004 to date). A bulleted list provides instructions: to quickly find an approved case name, use the Official New York Case Name and Citation Locator or the Supreme Court of the United States Case Citation Finder; for additional citation information, use the New York Official Reports Citator. Below this text are three boxes, each with a description and a button. The first box describes the New York Official Reports Citator, which provides approved "cite-as" case names, official book citations, slip opinion citations, decision dates, courts, judges, and docket numbers. The second box describes the Official New York Case Name and Citation Locator, used for finding "cite-as" case names and citations for New York State court decisions. The third box describes the Supreme Court of the United States Case Citation Finder, used for finding "cite-as" case names for United States Supreme Court decisions.

New York State
Law Reporting Bureau

Decisions Resources About Site Search Go

New York Official Reports

Citation Services

Use the Citation Services to find the approved "cite-as" case names for citing New York Official Reports and United States Supreme Court decisions and to research citation history for decisions published in the Third Series of the New York Official Reports (2004 to date):

- To quickly find an approved case name, use the Official New York Case Name and Citation Locator or the Supreme Court of the United States Case Citation Finder.
- For additional citation information, use the New York Official Reports Citator.

The **New York Official Reports Citator** provides the approved "cite-as" case name, official book citation, slip opinion citation, decision date, court, Judge and docket number for each decision. In addition, a listing of each Third Series decision that cites to your retrieved decision will also be displayed. Each Third Series record is hyperlinked to the full text of the decision on the Law Reporting Bureau's website.

New York Official Reports Citator

Find the Official Reports "cite-as" case name and citation for New York State court decisions with the **Official New York Case Name and Citation Locator**.

Official New York Case Name and Citation Locator

Find the Official Reports "cite-as" case name for United States Supreme Court decisions with the **Case Citation Finder** available on that Court's website.

Supreme Court of the United States Case Citation Finder

Press either the first (New York Official Reports Citator) or second box (Official New York Case Name and Citator Location)

The screenshot shows the "New York Official Reports Citator Service" search interface. It has a title bar "New York Official Reports Citator Service" and a subtitle "Search by Party Name, Official Citation Or Slip Citation". There are three main search sections. The first section is "Enter One or More Party Name(s):" with a text input field and a "Find All Words (AND)" dropdown menu. The second section is "Enter a complete Official Citation below:" with a text input field containing "(e.g., 3 NY3d 234):", a dropdown menu with "NY3d" selected, and another text input field. The third section is "Enter a complete Slip Citation below:" with a text input field containing "(e.g., 2004 NY Slip Op 00201)", a dropdown menu with "NY Slip Op" selected, and another text input field. At the bottom, there are "Search" and "Reset" buttons.

New York Official Reports Citator Service

Search by Party Name, Official Citation Or Slip Citation

Enter One or More Party Name(s):

Find All Words (AND) ▼

Enter a complete Official Citation below:
(e.g., 3 NY3d 234):
 NY3d ▼

Enter a complete Slip Citation below:
(e.g., 2004 NY Slip Op 00201)
▼ NY Slip Op

Search Reset

In the area "Enter a complete Official Citation below:" add the official cite: 41 NY2d 855

New York Official Reports Citator Service

Search by Party Name, Official Citation Or Slip Citation

Enter One or More Party Name(s):

Find All Words (AND)

Enter a complete Official Citation below:

(e.g., 3 NY3d 234):

41 NY2d 855

Enter a complete Slip Citation below:

(e.g., 2004 NY Slip Op 00201)

NY Slip Op

Search Reset

This is your result:

Decisions Retrieved

Your Query: Official Citation: 41 NY2d 855

Click a 3rd Series decision to view complete Citator record

1st and 2nd Series

Case Title	Official Citation	Year
Matter of D.M.C. Constr. Corp. v Nash Steel Corp.	41 NY2d 855	1977

Return to Search Page

The Official name of the case is: Matter of D.M.C. Constr. Corp. v Nash Steel Corp.

Since it is a Court of Appeals decision, the identifier is the year of the decision: 1977

The official cite is: (*Matter of D.M.C. Constr. Corp. v Nash Steel Corp.*, 41 NY2d 855 [1977]).