



**Lexipol**

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# Lexipol Citation Guide

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## Introduction

The legal citations we include in our manuals serve a number of purposes. They not only emphasize to the agency user that the policy is based at least in part on the cited law or regulation, but also provide our clients a way to reference the state and federal laws that are specific to their policy manual.

Citations can reference three types of sources:

- **Statutes** – Laws enacted by the U.S. Congress (federal) or state legislature (state).
- **Regulations** – Rules developed by executive bodies to carry out laws. Also called rules or administrative laws. They are authorized by statutes. So, law leads to the creation of regulations.
- **Ordinances** – Laws/statutes enacted at the county/municipal government level.

For Lexipol clients, there is not much difference—they must comply with statutes, ordinances and regulations equally. The source (federal vs. state), however, can affect the Edit Level of the section (see page 13 for more on Edit Levels).

Citations also allow our Legal staff to create an annotated manual, which facilitates our update process. Lexipol updates policies in response to new legislation or case law. The legal aspect of this process is managed through a program called BriefTools, which comes to us from Westlaw. BriefTools scans our published manuals and alerts us when it finds new legislation or changes to case law that have the potential to affect policy content or any of the laws we reference in our policies. The beauty of BriefTools is that it will recognize the format we choose; in deference to our clients, we use the format that is most familiar to them. Those formats are researched and chosen by our Legal Division (see examples of citation formats starting on page 15).

Citing laws/regulations is more of an art than a science; however, some guidelines do apply and following them will help create consistency across Lexipol state manuals and product lines, while also ensuring ease of use for the end user. This Citation Guide provides guidance on how and when to make legal citations, as well as how citations affect the Edit Levels. Lexipol employees creating or reviewing policy content or DTBs should familiarize themselves with these guidelines. The quickest way to locate the information you're looking for will often be to use the "Find" function in the PDF document.

This document is updated regularly by the Lexipol Quality Assurance staff. Lexipol employees can access the latest version from Universal File Storage in eRoom. If you have suggestions for additions, changes or deletions; have questions about any of the material; or if you're working on a state that is not yet included in the Guide, please contact the appropriate person on the Legal staff or Lisa Mailey, Quality Assurance Manager, at x7263 or lmailey@lexipol.com.

# Citation Formatting

To some extent, when to cite is obvious: when you're developing content directly from law/regulation, rather than best practice. Like most things related to policy, however, it's more complicated than that. Following are some factors to consider.

## Citation selection

The first thing to determine is *what* to cite. You'll want to ensure that you're only citing to a law/regulation that is truly on point with the policy, not just putting in a citation because it's close or relates to the same topic.

When you do find and insert a citation, you'll need to determine the appropriate amount of information to include from the law/regulation. You should strike a balance between including a lot of information from the law/regulation versus just referring to the law/regulation. We don't want to fall into the trap of just copying and pasting large amounts of content directly from the cited source. However, just telling the agency user to look up the information in the citation isn't very helpful either. For guidance, ask yourself the following questions:

- Am I giving helpful guidance that goes beyond what the law/regulation says?
- Or conversely, is it helpful to the reader for me to copy and paste a long piece of the code that explains a process when the code itself is fairly clear?
- How many people will need the information and how often?

If lots of people need the information often, maybe including a large amount of the information from the code is best. If maybe only one person would use the procedures set forth in the code, and not that often, we would not want to fill a page or two of policy with what is already in a law/regulation they can just read. Remember: Law is not policy. If we're just saying "Here's the law," we're not providing the service we promised.

## Citation placement

Knowing where to insert a citation is also important for consistency and readability. Citations break up the text, requiring the reader to skip over them and slow down. Remember that every time we include a citation, it creates the need to update it, which in turn introduces the possibility for error. However, using citations is also critical to ensuring that our policies stay up to date. If no citation is included (or cannot be read because of incorrect citation formatting), BriefTools won't alert our Legal team to updates to codes or regulations that might affect our policies.

Following are some citation placement guidelines:

- Try to insert citations once within a section or subsection, rather than repeatedly citing the same law/regulation throughout the section. Use your discretion as to whether it makes the most sense to include the citation at the beginning of the

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section or the end. Sometimes multiple citations for the same content within one section are required but ensure that they are really needed.

- Place citations at the end of the sentence, within parentheses.

Example:

*Members shall also use an SCBA in any atmospheric concentration of CO that is below the TLV where there is also the presence of visible smoke, and in any atmosphere containing less than 19.5 percent oxygen (29 CFR 1910.134; UAC R614-1-4).*

Laws/regulations should be separated by semicolons and should conform to the style and other formatting guidelines listed in this Citation Guide.

- When it's not possible to limit citations to parentheses because they're part of the sentence construction, use normal sentence punctuation to separate multiple citations.

Examples:

*For purposes of notification, child abuse or neglect means a child described in I.C. § 31-34-1-1 through I.C. § 31-34-1-5, regardless of whether the child needs care, treatment, rehabilitation or the coercive intervention of a court (I.C. § 31-9-2-14).*

- Do not include a citation in the PURPOSE AND SCOPE or POLICY sections of a policy. Exception: If the law specifies that the agency must have a policy on that particular topic, the citation can be included in the PURPOSE AND SCOPE.

Example:

The Inmate Mail Policy in the Tennessee Custody Manual has the following in the PURPOSE AND SCOPE section:

*The purpose of this policy is to provide guidelines for the receipt, rejection, inspection and sending of inmate mail (Tenn. Comp. R. & Regs. 1400-01-.11(1)).*

The corresponding statute begins with "Written policy shall outline the facility's procedures governing prisoner mail," so it's appropriate to include in the PURPOSE AND SCOPE.

In such cases, don't cite to the law/regulation repeatedly throughout the policy unless the law/regulation goes beyond just saying that the agency must have a policy, and specifies *how* the policy must be carried out. In the above example, the regulation goes on to include details such as "A prisoner shall be notified if a letter is rejected," in which case the citation is needed when we discuss such details in our policy.

## Citations and lists

When writing lists that include items referencing the same citation, introduce the citation prior to the list. Note that not all the list items need to be supported by the law/regulation being cited; some can be best practice. This style can be confusing to customers, but it's important to remember that Lexipol doesn't use cites like a legal brief does. Our policies

are written not just to copy the law/regulation, but to provide guidance. The purpose of a citation is to tell the reader that there's something in this section rooted in the law, not that what follows is a regurgitation of the law.

When a citation precedes a list, use the following format, keeping the citation in parentheses inside the colon.

Example:

The Kansas Custody Manual includes the following in the Searches Policy:

*The staff member conducting the modified strip search or strip search shall (K.S.A. § 22-2521):*

1. *Document the facts that led to the decision to perform a strip search of the inmate.*
2. *Document the reasons less intrusive methods of searching were not used or were insufficient.*
3. *Document the supervisor's approval.*
4. *Document the time, date and location of the search.*
5. *Document the names, sex and roles of any staff present.*
6. *Itemize in writing all contraband and weapons discovered by the search.*
7. *Process all contraband and weapons in accordance with the department's current evidence procedures.*
8. *If appropriate, complete a crime report and/or disciplinary report.*

Some of these items, such as 1 and 2, are not specifically cited in the statute; these are best practice items. But others, such as 4, 5 and 6, are specifically included in the statute. You can use the comment or annotation function in KMS to explain things like this, so that if Customer Service receives an inquiry or someone else is editing that section, there will be no mystery as to where content came from.

Also, sometimes it is more beneficial to the reader to include citations directly after specific phrases because the citation only applies to that one item and there are many items with different citations. In instances like this, it is best to separate each item into a list.

Example:

The following is from the Maryland Law Enforcement Manual:

*Property subject to forfeiture - Items that may generally be subject to forfeiture include:*

- (a) *Real property, tangible and intangible personal property, money, weapons, vehicles, aircraft or vessels, and items or objects used in connection with a crime under the Controlled Dangerous Substances law (Md. Code CP § 12-102).*
  1. *Motor vehicles must meet required seizure guidelines (Md. Code CP § 12-204).*



- (b) *A handgun, handgun ammunition or parts in violation of gun laws (Md. Code CP § 12-201).*
- (c) *A regulated firearm in violation of the law (Md. Code PS § 5-135).*
- (d) *Illegal possession of a handgun (Md. Code CL § 4-206).*
- (e) *Firearms used in specific designated crimes (Md. Code CL § 5-621(e)).*
- (f) *Money seized in illegal gambling investigations (Md. Code CP § 13-102).*
- (g) *Motor vehicles used in pandering investigations (Md. Code CP § 13-507).*
- (h) *Vehicles, vessels or aircraft used in violation of explosives laws (Md. Code CP § 13-301).*
- (i) *Motor vehicles, money and real property used in the connection of a violation of human trafficking laws (Md. Code CP § 13-502) or personal property that is directly or indirectly dangerous to health and safety (Md. Code CP § 13-504).*

In this case, each item has a different citation, so it's appropriate to list the citations at the end of each list item. To try to list them before the entire list would be cumbersome and would make referencing the appropriate statute difficult for the customer.

### Multiple citations

In many cases, you will need to cite multiple citations. To do so, list the multiple citations separately (regardless of whether you use the § symbol). When multiple citations are between parentheses, use semicolons. (Note: Do not use "and" before the final citation in this case.) If they are part of a sentence construction, use commas. Note: BriefTools will only catch the first citation when not separated by semicolons. But we allow it in limited use because sometimes it's difficult to write it any other way.

Example:

*(Labor Code § 1030; Labor Code § 1031; Labor Code § 1032)*

*This plan shall be in accordance with Correction Law § 504, Correction Law § 507, Correction Law § 93 and Correction Law § 142.*

Do not use a double section symbol (§§) or list section numbers with a dash: *Labor Code §§ 1030-1032.*

### Ordering citations

There's no hard and fast rule about the order in which to list multiple citations. Generally, however, clump federal citations together and state citations together, and lead with federal citations. Multiple state citations from the same code should, preferably, be listed in numerical order, although it's not worth changing this to update an already developed manual.

Examples:

*(Tex. Health & Safety Code § 81.050; Tex. Health & Safety Code § 81.100; Tex. Health & Safety Code § 81.151)*

(18 USC § 842; 27 CFR 555.41; Tex. Local Gov't Code 235.001 et seq.)

*Wrong:* (18 USC § 842; Tex. Local Gov't Code 235.001 et seq.; 27 CFR 555.41)

## Use of et seq.

To cite to multiple sections in a chapter/part, or the entire chapter/part, use “et seq.” rather than referring to the chapter/part. If you want to include the entire chapter/part, cite the first section followed by et seq.

### Example:

*All activity at the scene other than scene preservation activity must cease (43 CFR 10.4 et seq.).*

This example refers to the section 10.4 and the sections that follow within that part.

There are three exceptions to this rule.

1. Don't use et seq. in the middle of the sentence. When possible, use the common name of the chapter/part (e.g., Habitual Traffic Offenders Act, New York Freedom of Information Law) and include the code parenthetically. When there is no common name, you can refer to the chapter/part.

### Examples:

*The [Anytown Fire Department] is committed to providing public access to records consistent with the New York Freedom of Information Law (Public Officers Law § 85 et seq.).*

*Officers should not arrest a person for domestic violence when there is reason to believe the act in question qualifies as self-defense and is justified under Chapter 4 of Title 13 of the Arizona Revised Code (ARS § 13-3601(B); ARS 13-401 et seq.).*

2. Don't use et seq. if you are only talking about a handful of laws/regulations in the middle of a chapter/part. In that case, use something like *43 CFR 10.4 to 43 CFR 10.8* or *21 O.S. § 1680 through 21 O.S. § 1700*. This isn't a perfect solution because BriefTools won't check 10.5 through 10.7, or 1681 through 1699, but it will at least pick up 10.4 and 10.8, and 1680 and 1700.
3. Don't use et seq. simply to avoid multiple citations. Note that our citation checking service does not pick up cites that are included in et seq. references; it only picks up the law/regulation spelled out.

## Citation subsections and sub-subsections

Citing subsections or sub-subsections of a law/regulation should be done sparingly and *only* when the reader would be hard-pressed to find the subsection/sub-subsection in a particularly long or complicated law/regulation. This is because including subsections increases the amount of policy maintenance: If/when the law/regulation changes, the

subsections may be renumbered, which in turn causes us to have to update content and increases the chance for error. (Developers should feel free to use the Comment function in Word to include the subsection. Doing so can help future reviewers quickly locate the relevant information in the statute.)

However, there are some laws/regulations that are very long (e.g., 10,000-plus words). Making our customers wade through that much content is doing them a disservice. In this scenario, it is more helpful to include the citation's subsection so the content can be more easily identified.

If you do include the citation's subsection, make sure that there is no space between the section number and the subsection.

Example:

Penal Code § 4025(a)(b)(c)

Note: If you need to cite a subsection and the format is not listed in this Citation Guide, please contact Quality Assurance to be sure you have the right format.

## Citation phrases

Use caution when using the phrases *as required by* and *in accordance with* (or *pursuant to*—note that this phrase is acceptable but not preferred because it is less familiar language for the average reader). Use these phrases to tip the reader to the fact that although you've provided a solid foundation, they may need to reference the law/regulation to consider other items. See citation selection on page 5 for more guidance about whether you should provide the details from the law/regulation or use one of these phrases to direct the reader to access it themselves.

Also note that it is likely incorrect to eliminate these words and replace with a parenthetical citation, unless you add a qualifying phrase such as “in accordance with [insert state law].” With such sentence constructions, avoid simply saying “in accordance with state law” or “as required by federal regulations”—use an actual law/regulation to provide helpful direction to the reader. Just saying “state law” doesn't tell them where they can find it.

Example:

*The [Records Manager] shall ensure that court orders are entered into IDACS as required by I.C. § 34-26-5-18 (I.C. § 5-2-9-1.2).*

In this case we use *as required by* to list the citation that describes how the orders should be entered into IDACS, and we use the parenthetical citation to reference the code that establishes the need for the Records Manager position.

Example:

*The [Department/Agency] will maintain leave-related records as required by 29 CFR 825.500 for at least three years and in compliance with the [department/agency]'s established records retention schedule.*

Again, as *required by* is the correct phrasing here because it refers to additional items that we are not including in our policy. Changing to a parenthetical citation would imply that the only requirement of the statute is to maintain the records for three years.

## State name

The format used for citations of laws or regulations within that state's manual may or may not include the state name or abbreviation; follow the formats that start on page 15 of this document. If a manual contains reference to a law or regulation from *another* state, the other state's name should precede the citation and the citation itself should use the same format that we use in the manual for that state.

### Example:

*Peace officer powers may be extended to other states when [an officer/a deputy] enters an adjoining state in fresh pursuit of a person believed to have committed a felony (Connecticut, C.G.S. § 54-156; Massachusetts, G.L. c. 276, § 10A; New Jersey, N.J.S.A. 2A:155-4; Pennsylvania, 42 Pa.C.S. § 8922; Vermont, 13 V.S.A. § 5042).*

If the state's identity is clear from the context, adding the state name isn't necessary, and the regular citation format applies.

### Example:

*Law enforcement authority may be extended to other states:*

- (a) As applicable under interstate compacts, memorandums of understanding or mutual aid agreements in compliance with the laws of each state.*
- (b) When [an officer/a deputy] enters the following states as follows:*
  - 1. In the District of Columbia, while in pursuit of a person who has committed a felony or who the pursuing [officer/deputy] has reasonable grounds to believe has committed a felony (D.C. Code § 23-903).*
  - 2. In Maryland, while in pursuit of a person who has committed a felony or who the pursuing [officer/deputy] has reasonable grounds to believe has committed a felony (Md. Code CP § 2-305).*
  - 3. In North Carolina, while in pursuit of a person who has committed a criminal offense or who the pursuing [officer/deputy] has reasonable grounds to believe has committed a criminal offense (N.C.G.S § 15A-403).*
  - 4. In Kentucky, while in pursuit of a person who has committed a felony or who the pursuing [officer/deputy] has reasonable grounds to believe has committed a felony (KRS 431.045).*

## State-adopted statutes/regulations

When a state statute exists simply to reflect adoption of a federal regulation or statute, list both the federal and state citations on all uses. This usually occurs with safety-related policies, such as the Communicable Diseases Policy or the Respiratory Protection Program Policy.

Note that the Edit Level for the policy and its sections remains at State because the state has adopted the federal regulations. The exception to this would be if the federal regulation or statute was adopted with exceptions. In this case, list only the state citation when referring to content that is developed from the exceptions. For example, say that New York adopted the federal 29 CFR 1910.1030 for communicable diseases, but then added requirements on the state level that all first responders be tested for tuberculosis. Most of our policy on Communicable Diseases would reference the federal CFR and the state-level citation that adopted the CFR. But we would add a state-specific section explaining the mandate on tuberculosis testing, in which case only the state citation pertaining to this requirement would be listed. (Note that this is a hypothetical example.)

See page 13 for more on Edit Levels.

## Referencing Lexipol policies

When referencing a Lexipol policy, use the policy name, rather than the policy number: *According to the requirements outlined in the Use of Force Policy ...*

The same is true when referring to a section within a policy. Instead of saying, *According to the criteria detailed in Policy Manual 314.2.1*, use a more generic reference: *According to the criteria detailed in this policy ...* or use the exact name of the section/subsection.

## Case law

We do not cite case decisions in our policy manuals because the cases are too frequently interpreted and subject to change. We do mirror controlling language taken directly from key cases. Case law also may be included in Release Notes and Guide Sheets to give subscribers (and staff) a reference for changes and authority.

We do cite case law in our Daily Training Bulletins (DTBs). The styling should follow these guidelines: At the end of the sentence there should be a parenthesis, italics for the name of the case, regular font for the court and citation number, a parenthesis, date, double closed parentheses (*Graham v. Connor*, 109 S.Ct. 1865 (1989)). Additional references in the same DTB or to commonly referred cases should be in italics (see *Graham*). Citations from the U.S. Circuit Courts of Appeals should include the circuit abbreviation as well as the year (e.g., 11th Cir. 2012), to indicate that the case is binding only for the states within that circuit.

Any additional questions about properly citing case law can be resolved by consulting *The Bluebook* or a state-specific equivalent authority, if one exists, for cases from that state (e.g., *The Greenbook* for Texas).

## Edit Levels

The use and placement of legal citations affect a section's or subsection's Edit Level. Edit Levels help bring the agency user's attention to the fact that some content is based on law/regulation (federal and/or state).

The four Lexipol Edit Levels include:

- Federal: Based on federal law and regulations
- State: Based on state-specific laws and regulations
- Best Practice: What Lexipol has deemed as "best practice" and is highly recommended to reduce risk
- Discretionary: Agency-customizable content

The following guidelines will help you select the appropriate Edit Level for the policy section or subsection.

### General rules and exceptions

In general, the Edit Level pertains to the material cited in the policy section or subsection. So if only a federal citation is included, the Edit Level is usually Federal. If only a state citation is included, the Edit Level is usually State. If there is no citation, it is usually Best Practice or Discretionary, depending on the content (see below for more information).

However, there are exceptions. The content may be Federal because it is based on the Constitution or case law, which isn't referenced in the policy. For this reason you should be very cautious when changing Edit Levels that are Federal in the Global Master.

Also, if you're using Federal or State but you're not including a citation (usually as a result of case law or due to PLM preference), use the policy's Guide Sheet and/or the Annotation feature in KMS to explain. This will help reviewers and those doing updates to the policy later to understand why the decision to choose that particular Edit Level was made. In addition, it can help Customer Service answer questions without having to refer them to LE Services or State Development.

Using Federal or State as the Edit Level doesn't imply that *all* of the material in that section is contained in the law/regulation. Most Lexipol policy is a combination of law/regulation and best practice based on our experience with hundreds of departments, legal experts and subject matter experts across the country. However, we use the Federal and State Edit Levels to bring the agency's attention to the fact that some content is based on law/regulation and they should exercise caution before they change or remove it.

### Federal "trumps" State

If you have both state and federal citations referenced in a policy section or subsection, use Federal for the Edit Level. Note: You can also create a subsection that includes the

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state-specific information and use State for that subsection only, but this should only be done if it won't create an awkward, chopped up policy.

One exception is that some states have statutes that exist to adopt the federal CFR or other federal statute. In this case, you may see both the CFR and the state statute cited, but the correct Edit Level is State.

### **“Model” policies**

Occasionally our content is based on model policies, usually developed at the state or regional level by organizations such as the New York State Association of Chiefs of Police. These are not policies required by law/regulation, but rather are best practice or standard operating procedure and are provided as a template for agencies to use. This best practice content differs from the Lexipol-developed best practice content found in our Global master manuals. When creating content based on voluntary model policies, use State because the content is state-specific and differs from Lexipol-specific best practice. It may also be helpful to add a note to the Guide Sheet to indicate why the model policy content is being included even though it's not required.

### **Best Practice Edit Level**

For policy content that is not based on state or federal law/regulation, use Best Practice. This content is considered the currently accepted best practice in the field, is highly recommended to protect the agency from risk and reflects the input of many legal and industry experts. In a sense, it's the most important content Lexipol offers because it is not obtainable somewhere else, as is statutorily driven content. Departments are advised to make changes to Best Practice content with caution.

Change Best Practice Global content to Federal or State whenever you're including federal- or state-specific content. If the Global Master has Best Practice and you add state or federal citations to the section, remember to change the Edit Level appropriately. Similarly, if the Global Master has State and the particular state you're developing doesn't have citations to support the content, remember to change it to Best Practice or Discretionary.

Exception: In some cases the PLM may disagree and feel that a different Edit Level more appropriately reflects the content. In such cases, the PLM will choose the Edit Level they feel best reflects the most important content in the section and will use the policy's Guide Sheet to add an explanation to the customer.

### **Discretionary Edit Level**

Use Discretionary to refer to content that is not necessarily a best practice, doesn't reduce risk or may not be as important to the agency. Such content will likely require customization to meet department practice. For example, the Administrative Communications Policy in the Fire Manual outlines specifications for letterhead, memorandum style, fax cover sheets, etc. It is appropriately classified Discretionary.



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## **Edit Levels for Accreditation and Certification**

For content that is being added to meet accreditation or certification standards, please follow the following guidelines when determining the correct edit level for the section:

- Discretionary is used when the section is added *only* for accreditation or certification.
- Best Practice is used if the section was previously Best Practice and we are adding accreditation or certification tagging.
- State or Federal is used if the section was previously tagged State or Federal and we are adding accreditation or certification tagging.

## Citation Examples

Please adhere to the citation format outlined in the examples below. If you're working on a state that is not yet represented below, or if you have any questions or find an error, please contact the appropriate person on the Legal staff or Quality Assurance.

### Federal



When referring to federal law, use *CFR* for Code of Federal Regulations and *USC* for United States Code. These references are not italicized and do not take periods between the letters.

29 CFR 553.30 (Code of Federal Regulations) (no periods or “§” symbol)

29 CFR 1910.95, App. A (CFR Appendix)

29 CFR 1910.95, App. A and App. B (CFR Appendix if there are two)

<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=%2Findex.tpl>

18 USC § 926C (United States Code) (no periods)

<http://www.law.cornell.edu/uscode/text>

Fed. R. Crim. P. 16 (Federal Rules of Criminal Procedure)

<https://www.law.cornell.edu/rules/frcrmp>

Fed. R. Civ. P. 12 (Federal Rules of Civil Procedure)

<https://www.law.cornell.edu/rules/frcp>

### Alabama



Ala. Code § 15-10-1 (Alabama Code)

<http://alisondb.legislature.state.al.us/alison/codeofalabama/1975/coatoc.htm>

Ala. Admin. Code r. 650-X-4-.01 (Alabama Administrative Code)

<http://www.alabamaadministrativecode.state.al.us/alabama.html>

Ala. Const. art. IV, § 56 (Alabama Constitution)

[http://ballotpedia.org/Alabama\\_Constitution](http://ballotpedia.org/Alabama_Constitution)

A.G. Opinion 2015-061 (Attorney General opinions)

<http://www.ago.state.al.us/Opinions.aspx>

Rule 4.2, Ala. R. Crim. P. (Rules of Criminal Procedure)

[http://judicial.alabama.gov/library/rules\\_crim\\_procedure.cfm](http://judicial.alabama.gov/library/rules_crim_procedure.cfm)

Rule 45(b), Ala. R. Civ. P. (Rules of Civil Procedure)

[http://judicial.alabama.gov/library/rules\\_civ\\_procedure.cfm](http://judicial.alabama.gov/library/rules_civ_procedure.cfm)

Rule 504, Ala. R. Evid. (Rules of Evidence)

[http://judicial.alabama.gov/library/rules\\_ev.cfm](http://judicial.alabama.gov/library/rules_ev.cfm)

## Alaska



AS 01.05.011 (Alaska Statutes)

<http://www.legis.state.ak.us/basis/statutes.asp>

13 AAC 85.040 (Alaska Administrative Code)

<http://www.legis.state.ak.us/basis/aac.asp>

*(Note: For statutes and regulations, place-holding zeroes, such as in the two examples above, are needed for BriefTools to recognize the citation.)*

Alaska Const., Art. IV, § 11 (Alaska Constitution)

<http://ltgov.alaska.gov/treadwell/services/alaska-constitution.html>

Alaska R. Crim. P. 45(c)(2) (Rules of Criminal Procedure)

Alaska R. Civ. P. 90.3 (Rules of Civil Procedure)

Alaska R. Evid. 403 (Rules of Evidence)

Alaska R. App. P. 402 (Rules of Appellate Procedure)

<http://www.courts.alaska.gov/rules/rules.htm#rules>

2008 Op. Alaska Att'y Gen. (Aug.4) (Attorney General Opinions)

[http://www.law.state.ak.us/doclibrary/opinions\\_index.html](http://www.law.state.ak.us/doclibrary/opinions_index.html)

## Arizona



ARS § 41-1823 (Arizona Revised Statutes)

<http://www.azleg.gov/ArizonaRevisedStatutes.asp>

AAC § R13-4-103 (Arizona Administrative Code)

[http://www.azsos.gov/public\\_services/table\\_of\\_contents.htm](http://www.azsos.gov/public_services/table_of_contents.htm)

RCP Rule 45 (Arizona Rules of Civil Procedure)

<http://tinyurl.com/AZ-Rules-Civil-Procedure>

RCrP Rule 3.3 (Arizona Rules of Criminal Procedure)

<http://tinyurl.com/AZ-Rules-Criminal-Procedure>

Ariz. Const. Art. 2 § 2.1 (Arizona Constitution)

[http://www.azleg.gov/const/Arizona\\_Constitution.pdf](http://www.azleg.gov/const/Arizona_Constitution.pdf)

## Arkansas



A.C.A. § 16-81-404 (Arkansas Code)

<http://www.lexisnexis.com/hottopics/arcodes/Default.asp>

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## California



Penal Code § 852

Government Code § 24004.3

Vehicle Code § 21055

Welfare and Institutions Code § 5150

Health and Safety Code § 1250 (no ampersand "&")

Civil Code § 765

Family Code § 1234

Labor Code § 980

<http://www.leginfo.ca.gov/calaw.html> (link to all CA codes) *Note that codes not specifically listed here will use the same format: CODE NAME § SECTION NUMBER.*

15 CCR 1029 (California Code of Regulations)

In CCR citations, the "§" symbol is not used. The word "Title" is not used.

<http://government.westlaw.com/linkedslice/search/default.asp?tempinfo=find&RS=GVT1.0&VR=2.0&SP=CCR-1000>

Fire Code § 105.3.8 (Please note that this code is not scanned by BriefTools.)

<http://publicecodes.cyberregs.com/st/ca/st/b300v10/index.htm>

## Colorado



CRS § 16-3-102 (Colorado Revised Statutes)

<http://www.michie.com/colorado/lpext.dll?f=templates&fn=main-h.htm&cp>

8 CCR 1507-27 (Colorado Code of Regulations)

<http://www.sos.state.co.us/CCR/Welcome.do>

CRCP Rule 45 (Colorado Rules of Civil Procedure)

<http://tinyurl.com/Rules-Civil-Procedure>

Crim. P. Rule 17 (Colorado Rules of Criminal Procedure)

<http://tinyurl.com/Rules-Criminal-Procedure>

Colo. Const. art. XVIII, § 14(2)(e) (Colorado Constitution)

## Connecticut



C.G.S. § 53-206 (Connecticut General Statutes)

<http://www.cga.ct.gov/current/pub/titles.htm>

RCSA § 7-294e-1 (Regulations of Connecticut State Agencies)

<http://www.sots.ct.gov/sots/cwp/view.asp?a=4431&q=520270>

A.G. Op. No. 2012-006 (Attorney General opinions)

<http://www.ct.gov/ag/cwp/view.asp?a=2093&q=284590&agNav=|>

## Delaware



11 Del. C. § 1932 (Delaware Code)

<http://delcode.delaware.gov/>

18 Del. Admin. Code 802-7.0 (Delaware Administrative Code)

<http://regulations.delaware.gov/AdminCode/>

Del. Const. art. I, § 6 (Delaware Constitution)

<http://delcode.delaware.gov/constitution/index.shtml>

Del. Att'y Gen. Op. 05-IB13 (May 9, 2005) (Delaware Attorney General Opinion)

<http://opinions.attorneygeneral.delaware.gov/>

## District of Columbia



D.C. Code § 23-901 (District of Columbia Official Code)

<http://www.lexisnexis.com/hottopics/dccode/>



## Florida



- § 112.532, Fla. Stat. (Florida Statutes)
- § 119.01, Fla. Stat. et seq.  
<http://www.leg.state.fl.us/statutes/>
- Rule 11B-27.013, F.A.C. (Florida Administrative Rules)  
<https://www.flrules.org/>
- Fla. R. Crim. P. Rule 3.125 (Florida Rules of Criminal Procedure)
- Fla. R. Civ. P. Rule 1.410 (Florida Rules of Civil Procedure)
- Art. VIII, § 2, Fla. Const. (Florida Constitution)  
<http://www.leg.state.fl.us/Statutes/index.cfm?Mode=Constitution&Submenu=3&Tab=statutes&CFID=2241413&CFTOKEN=59848356>
- Op. Att’y Gen. Fla. 10-15 (2010) (Florida Attorney General Opinions)  
<http://myfloridalegal.com/pages.nsf/Main/4FF72ECF62927EEA85256CC6007B4517>
- Section 7, Ch. 2000-445, Laws of Fla. (Laws of Florida/session laws)  
<http://www.leg.state.fl.us/Statutes/index.cfm?Mode=Laws%20of%20Florida&Submenu=4&Tab=statutes&CFID=2241413&CFTOKEN=59848356>

## Georgia



- O.C.G.A. § 16-2-1 (Official Code of Georgia Ann.)  
<http://www.lexisnexis.com/hottopics/gacode/>
- Ga. Comp. R. & Regs. r. 464-3-.03 (Georgia Rules and Regulations)  
<http://rules.sos.state.ga.us>
- Ga. Const. art. VI, § II, para. VIII (Georgia Constitution)  
<http://sos.georgia.gov/elections/constitution.htm>
- 1971 Op. Att’y Gen 71-113 (Attorney General Opinions)  
<http://law.ga.gov/opinions>

## Idaho



- Idaho Code 67-2337 (Idaho Code)  
<http://www.legislature.idaho.gov/idstat/TOC/IDStatutesTOC.htm>
- IDAPA 15.13.02.100 (Idaho Administrative Procedure Act)  
<http://adminrules.idaho.gov/rules/current/index.html>



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- 
- I.C.R. Rule 3.1 (Idaho Criminal Rules)  
<http://www.isc.idaho.gov/icr>
- I.I.R. Rule 5 (Idaho Infraction Rules)  
<http://www.isc.idaho.gov/iir>
- I.M.C.R. Rule 5 (Idaho Misdemeanor Criminal Rules)  
<http://www.isc.idaho.gov/imcr>
- I.R.C.P. Rule 45 (Idaho Rules of Civil Procedure)  
<http://www.isc.idaho.gov/ircp>
- IGSHS 330.01 (Idaho General Safety and Health Standards)  
[http://dbs.idaho.gov/safety\\_code/index.html](http://dbs.idaho.gov/safety_code/index.html)

## Illinois



- 720 ILCS 5/2-13 (Illinois Compiled Statutes)  
<http://www.ilga.gov/legislation/ilcs/ilcs.asp>
- 92 Ill. Adm. Code 1030.140 (Illinois Administrative Code)  
<http://www.ilga.gov/commission/jcar/admincode/titles.html>

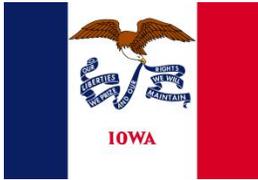
## Indiana



- I.C. § 26-1-1-101 (Indiana Statutes)  
<http://www.in.gov/legislative/ic/2010/>
- 511 I.A.C. 7-32-77 (Indiana Administrative Code)  
<http://www.in.gov/legislative/iac/>
- Ind. Const. Art. 7 § 16 (Indiana Constitution)  
<http://www.in.gov/legislative/ic/code/const/>
- Ind. Att'y Gen. Op. 2001-11 (Indiana Attorney General's Opinions)  
<http://www.in.gov/attorneygeneral/2352.htm>
- P.L. 211-2013, Sec. 6 (Public Laws)  
<http://iga.in.gov/legislative/laws/2013/acts/>
- Ind. Evid. R. 617 (Indiana Rules of Evidence)  
<http://www.in.gov/judiciary/rules/evidence/index.html>



## Iowa



Iowa Code § 704.1 (Iowa Code)

<https://www.legis.iowa.gov/law/iowaCode>

661 IAC 3.2 (Iowa Administrative Code)

Note: Do **not** include statute numbers in parentheses after regulation numbers

<https://www.legis.iowa.gov/law/administrativeRules/agencies>

Iowa Const. art. III, § 38A (Iowa Constitution)

<https://www.legis.iowa.gov/docs/publications/icnst/402726.pdf>

Iowa R. Civ. P. Rule 1.1701 (Rules of Civil Procedure)

Iowa R. Crim. P. Rule 2.12 (Rules of Criminal Procedure)

Iowa R. Evid. Rule 5.801 (Rules of Evidence)

Iowa Ct. R. 47.5 (Other Iowa Court Rules)

<https://www.legis.iowa.gov/law/courtRules/courtRulesListings>

Op. Atty. Gen. No. 15-1-1 (Attorney General Opinions)

<https://www.iowaattorneygeneral.gov/about-us/attorney-general-opinions/attorney-general-opinions/>

## Kansas



K.S.A. § 21-5412(b)(2)

(Kansas Statutes Annotated)

[http://www.kslegislature.org/li/b2013\\_14/statute/](http://www.kslegislature.org/li/b2013_14/statute/)

K.A.R. 106-1-1

(Kansas Administrative Regulations)

[http://www.kssos.org/pubs/pubs\\_kar.aspx](http://www.kssos.org/pubs/pubs_kar.aspx)

Kan. Const., Art. 12, § 5

(Kansas Constitution)

Kan. Const., Bill of Rights, § 4

(Kansas Constitution)

<http://www.kslib.info/government-information/kansas-information/kansas-constitution.html>

Attorney General Opinion No. 2014-07

(Kansas Attorney General's Opinions)

<http://ksag.washburnlaw.edu/>

## Kentucky



KRS 431.045

(Kentucky Revised Statutes)

<http://www.lrc.ky.gov/statutes/index.aspx>

## Louisiana



La. R.S. 34:26	(Louisiana Revised Statutes)
C.Cr.P. 209	(Louisiana Code of Criminal Procedure)
CCP 45	(Louisiana Code of Civil Procedure)
CC 231	(Louisiana Civil Code)
Ch. C. 116	(Louisiana Children's Code)
CE 301	(Louisiana Code of Evidence)
<a href="http://legis.la.gov/lss/toc.htm">http://legis.la.gov/lss/toc.htm</a>	
La. Const. Art. X, § 48	(Louisiana Constitution)
<a href="http://senate.legis.state.la.us/documents/constitution/">http://senate.legis.state.la.us/documents/constitution/</a>	
LAC 55:XXI.305	(Louisiana Administrative Code)
<a href="http://doa.louisiana.gov/osr/lac/books.htm">http://doa.louisiana.gov/osr/lac/books.htm</a>	
Exec. Order BJ 08-01	(Executive Orders – LA Governor)
<a href="http://doa.louisiana.gov/osr/other/exord.htm">http://doa.louisiana.gov/osr/other/exord.htm</a>	

## Maryland

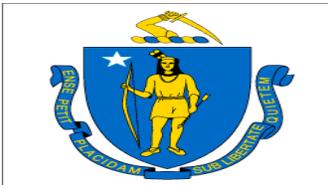


Md. Code CJ § 2-301	Courts and Judicial Procedure
Md. Code CL § 14-1314	Commercial Law
Md. Code CP § 2-102	Criminal Procedure
Md. Code CR § 3-805	Criminal Law
Md. Code CS § 11-802	Correctional Services
Md. Code ED § 7-303	Education
Md. Code EL § 10-315	Election Law
Md. Code ET § 13-709	Estates and Trusts
Md. Code FL § 12-201 (k)	Family Law
Md. Code GP § 4-101	General Provisions
Md. Code HG § 10-622(b)	Health – General
Md. Code HS § 9-101	Human Services
Md. Code IL § 28-101	Insurance Law
Md. Code LE § 3-702	Labor and Employment
Md. Code LG § 1-304	Local Government
Md. Code NR § 5-801	Natural Resources
Md. Code PS § 1-301	Public Safety
Md. Code SG § 10-626	State Government
Md. Code SP § 2-304	State Personnel and Pensions
Md. Code TG § 13-835	Tax – General



Md. Code TR § 13–506 (c) Transportation  
<http://www.lexisnexis.com/hottopics/mdcode/>  
COMAR 12.04.01.06 (Maryland Regulations)  
COMAR 10.38.03.02.A(2)(f) (Maryland Regulations with subsection)  
<http://www.dsd.state.md.us/comar/>  
Md. Const. Art. IV § 4 (Maryland Constitution)  
<http://msa.maryland.gov/msa/mdmanual/43const/html/const.html>  
98 Op. Att'y Gen. 51 (Maryland Attorney General Opinion)  
<http://www.oag.state.md.us/Opinions/index.htm>

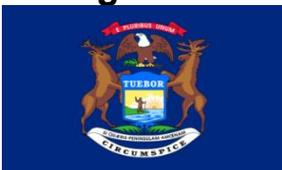
## Massachusetts



G.L. c. 140, § 131 (Massachusetts General Laws)  
G.L. c. 6, § 178F 1/2 (Citation to statute with a fraction as part of the citation.  
Note: Do not let Word autocorrect the fraction.)

<https://malegislature.gov/Laws/GeneralLaws/Search>  
950 CMR § 32.03 (Code of Massachusetts Regulations)  
<http://www.lawlib.state.ma.us/source/mass/cmr/index.html>  
Mass.R.Crim.P., Rule 36 (Rules of Criminal Procedure)  
<http://www.lawlib.state.ma.us/source/mass/rules/criminal/index.html>  
Rules Civ. Proc., Rule 81 (Rules of Civil Procedure)  
<http://www.lawlib.state.ma.us/source/mass/rules/civil/index.html>  
Exec. Order No. 469 (2005) (Executive Orders – MA Governor)  
<http://www.mass.gov/courts/case-legal-res/law-lib/laws-by-source/exec/>

## Michigan



MCL 764.15 (Michigan Compiled Laws)  
MCL 750.520e  
[http://www.legislature.mi.gov/\(S\(p2ceqmperrjje1xkobh233p5l\)\)/mileg.aspx?page=ChapterIndex](http://www.legislature.mi.gov/(S(p2ceqmperrjje1xkobh233p5l))/mileg.aspx?page=ChapterIndex)  
Mich. Admin. Code, R 30.52 (Michigan Administrative Code)  
[http://michigan.gov/lara/0,4601,7-154-35738\\_5698---,00.html](http://michigan.gov/lara/0,4601,7-154-35738_5698---,00.html)  
Const 1963, art 1, § 10 (Michigan Constitution)  
<http://tinyurl.com/Mich-Const>  
MCR 2.306 (Michigan Court Rules)  
<http://courts.mi.gov/Courts/MichiganSupremeCourt/rules/Pages/current-court-rules.aspx>



MRE 801 (Michigan Rules of Evidence)  
<http://tinyurl.com/Mich-Rules-Evid>  
 OAG, 1989-1990, No 6573, p 62 (February 28, 1989) (Attorney General's Opinions)  
<http://michigan.gov/ag/0,4534,7-164-20988---,00.html>

## Minnesota



Minn. Stat. § 629.34 (Minnesota Statutes)  
 Minn. Stat. § 609.06, Subd. 1  
 Minn. Stat. § 13.82, Subd. 2, 3 and 6  
<https://www.revisor.mn.gov/statutes/>  
 Minn. R. 6700.1000 (Minnesota Administrative Rules)  
 Minn. R. 7950.0300, Subp. 4  
<https://www.revisor.mn.gov/rules/>  
 Minn. R. Crim. P. 3.01 (Minnesota Rules of Criminal Procedure)  
 Minn. R. Crim. P. 3.02, Subd. 2  
[https://www.revisor.leg.state.mn.us/court\\_rules/rule.php?name=cr-toh](https://www.revisor.leg.state.mn.us/court_rules/rule.php?name=cr-toh)  
 Minn. R. Civ. P. 62.04 (Minnesota Rules of Civil Procedure)  
*These rules do not seem to have either subparts or subdivisions.*  
[https://www.revisor.mn.gov/court\\_rules/rule.php?name=cp-toh](https://www.revisor.mn.gov/court_rules/rule.php?name=cp-toh)  
 Minn. R. Evid. 103(a) (Minnesota Rules of Evidence)  
*These rules do not seem to have either subparts or subdivisions.*  
[http://www.mncourts.gov/rules/R\\_Evid.htm](http://www.mncourts.gov/rules/R_Evid.htm)  
 Minn. R. Juv. P. 32.01 (Minnesota Rules of Juvenile Protection Procedure)  
 Minn. R. Juv. P. 32.02, Subd. 2  
 Minn. R. Juv. Del. P. 4.03, Subd. 10 (Minnesota Rules of Juvenile Delinquency Procedure) *BriefTools apparently does not pick up citations to these juvenile rules.*  
<http://www.mncourts.gov/?page=511#juvenileProtection>

## Missouri



§ 43.400, RSMo (Missouri Revised Statutes)  
 § 190.092.2(1), RSMo (Missouri Revised Statutes – subsection citation)  
<http://www.moga.mo.gov/statutes/statutes.htm>  
 8 CSR 60-2.025(9) (Code of State Regulations)  
<http://www.sos.mo.gov/adrules/csr/csr.asp>  
 Mo. Const. art. VII, § 6 (Missouri Constitution; example with article and section)  
 Sup. Ct. Rule 26.02 (Supreme Court Rules)



<http://www.courts.mo.gov/page.jsp?id=46>

## Montana



§ 30-2A-101, MCA (Montana Code Annotated)  
§ 30-10-101, MCA, et seq.  
[http://leg.mt.gov/bills/mca\\_toc/](http://leg.mt.gov/bills/mca_toc/)  
ARM 1.2.229 (Administrative Rules of Montana)  
<http://www.mtrules.org/>  
Mont. Const. art. XI, § 4(1)(c) (Montana Constitution)  
[http://leg.mt.gov/bills/mca\\_toc/Constitution.htm](http://leg.mt.gov/bills/mca_toc/Constitution.htm)  
48 Op. Atty. Gen. No. 22 (2000) (Attorney General Opinions)  
<https://dojmt.gov/agooffice/attorney-generals-opinions/>  
M. R. Civ. P. 59(e) (Rules of Civil Procedure)  
M. R. App. P. 4(5) (Rules of Appellate Procedure)  
M. R. Evid. Rule 612 (Rules of Evidence)  
[http://courts.mt.gov/court\\_rules](http://courts.mt.gov/court_rules)

## Nebraska



Neb. Rev. Stat. § 29-417 (Nebraska Revised Statutes)  
<http://nebraskalegislature.gov/laws/browse-statutes.php>

## Nevada



NRS 171.124 or NRS 432.200(3) (Nevada Revised Statutes)  
<http://www.leg.state.nv.us/nrs/>  
NAC 289.040 (Nevada Administrative Code)  
<http://www.leg.state.nv.us/nac/CHAPTERS.HTML>  
Nev. R. Civ. P. 45(b) (Rules of Civil Procedure)  
<http://www.leg.state.nv.us/courtrules/NRCP.html>

## New Jersey



N.J.S.A. 40A:14-118 (New Jersey Statutes)  
 N.J.S.A. App. A:9-43.2 (New Jersey Statutes - Appendix)  
<http://tinyurl.com/NJ-state-statutes>  
 N.J.A.C. 13:1-8.1 (New Jersey Administrative Code)  
<http://www.lexisnexis.com/hottopics/njcode/>  
 N.J. Const. art. VII, §II(2) (New Jersey Constitution)  
<http://www.njleg.state.nj.us/lawsconstitution/constitution.asp>  
 Att’y. Gen. Formal Opinion No. 1-1998  
<http://www.nj.gov/oag/ag-opinions.htm>  
 AG Directive 2006-5 *or* AG Directive 2016-6 § 4.3 *(for all references.)*  
 AG Guideline (8-19-1996) *(for all references.)*  
<http://www.nj.gov/oag/dcj/njpdresources/directives-guidelines.html>  
 N.J. Court Rules, R. 3:17 (New Jersey Court Rules)  
<http://www.judiciary.state.nj.us/rules/>

## New Mexico



NMSA § 31-2-2 (New Mexico Statutes Annotated)  
<http://www.nmonesource.com/nmnxtadmin/NMPublic.aspx>  
 10.29.9.10 NMAC (New Mexico Administrative Rules)  
<http://164.64.110.239/nmac/titles.htm>  
 N.M. Const. art. II, §14 (New Mexico Constitution)  
<http://www.nmonesource.com/nmnxtadmin/nmpublic.aspx>  
 N.M. Att’y Gen. Op. No. 92-09 (Attorney General Opinion)  
<http://public-records.nmag.gov/opinions>

## New York



12 NYCRR § 800.3 (NY Codes, Rules and Regulations)  
<http://tinyurl.com/NY-Codes-Rules-and-Regulation>

For all NY Laws, use this URL, then select Laws > Laws of New York and then the appropriate section of law: <http://public.leginfo.state.ny.us/navigate.cgi>

Alcoholic Beverage Control Law § 128

Agriculture and Markets Law § 374



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CPLR § 2303 (Civil Practice Law and Rules)  
Civil Rights Law § 25  
Civil Service Law § 88  
Correction Law § 500-d  
CPL § 2.10 (Criminal Procedure Law)  
County Law § 671  
Domestic Relations Law § 77-o  
Education Law § 1126  
Employers' Liability Law § 2  
Environmental Conservation Law § 17-1007  
Executive Law § 390  
General Business Law § 396-ee  
General City Law § 95  
General Municipal Law § 445  
Indian Law § 12-a  
Labor Law § 475  
Military Law § 130.12  
Navigation Law § 47-a  
Parks, Recreation and Historic Preservation Law § 3.09  
Penal Law § 265.01  
Personal Property Law § 253  
Public Authorities Law § 2857  
Public Health Law § 1399-o  
Public Officers Law § 66-a  
Racing, Pari-Mutuel Wagering and Breeding Law § 107  
Second Class Cities Law § 142  
Social Services Law § 413  
State Technology Law § 301  
Town Law § 39  
Vehicle and Traffic Law § 1104  
Village Law § 8-802  
Volunteer Firefighters' Benefit Law § 5  
Workers' Compensation Law § 110  
N.Y. Const. art. IX, § 1  
<http://www.dos.ny.gov/info/constitution.htm>  
Exec. Order 151 (2016) (Executive Orders – NY Governor)  
<https://www.governor.ny.gov/news>

## North Carolina



N.C.G.S. § 160A-282(a) (North Carolina General Statutes)  
<http://www.ncga.state.nc.us/gascripts/Statutes/StatutesTOC.pl>  
12 NCAC 10B.1006(a) (North Carolina Administrative Code)

<http://www.nclegal.com/NCRegulations.htm>

N.C. Const. Art VI § 7 (North Carolina Constitution)

<http://www.ncga.state.nc.us/Legislation/constitution/nconstitution.html>

Additional information:

North Carolina Attorney General Opinions

<http://www.ncdoj.gov/About-DOJ/Legal-Services/Legal-Opinions.aspx>

North Carolina legislation

<http://www.ncga.state.nc.us/Legislation/Legislation.html>

## North Dakota



N.D.C.C. § 12.1-17-07.1 (North Dakota Century Code)

N.D.C.C. § 23-11-24(23)(b)

<http://www.legis.nd.gov/information/statutes/cent-code.html>

N.D.A.C. § 109-02-02-01 (North Dakota Administrative Code)

N.D.A.C. § 10-12-01-05(2)(a) (includes subsection and subdivision)

<http://www.legis.nd.gov/information/rules/admincode.html>

*Divisions are called, in descending order: section, subsection, subdivision, paragraph, subparagraph.*

N.D.R.Civ.P. Rule 4(d) (North Dakota Rules of Civil Procedure)

<http://www.ndcourts.gov/rules/civil/frameset.htm>

N.D.R.Crim.P. 41(a) (North Dakota Rules of Criminal Procedure)

[www.ndcourts.gov/rules/criminal/frameset.htm](http://www.ndcourts.gov/rules/criminal/frameset.htm)

N.D. Const. art. VII, § 6 (North Dakota Constitution)

<http://www.legis.nd.gov/constitution/const.pdf>

2009 N.D. Sess. Laws ch. 261, § 4 (North Dakota Session Laws)

<http://www.legis.nd.gov/information/statutes/session-laws.html>

N.D.A.G. 2004-L-59 (North Dakota Attorney General Opinion)

<http://www.ag.state.nd.us/opinions/Opinionsearch.htm>

NDCFR 34 (North Dakota Correctional Facility Rules)

## Ohio



ORC § 505.48

(Ohio Revised Code)

OAC § 4123:1-21-07

(Ohio Administrative Code)

<http://codes.ohio.gov>



Ohio Civ. R. 45 (Rules of Civil Procedure)  
<http://www.supremecourt.ohio.gov/LegalResources/Rules/default.asp>  
 Ohio Crim. R. 17 (Rules of Criminal Procedure)  
<http://www.supremecourt.ohio.gov/LegalResources/Rules/default.asp>  
 2006 Op. Att’y Gen. No. 2006-012 (Attorney General opinions)  
<http://tinyurl.com/Ohio-AG-Opinions>

## Oklahoma



51 O.S. § 24A.3 (Oklahoma Statutes)  
<http://www.oklegislature.gov/osstatuestitle.html>  
 OAC 390:10-1-2 (Oklahoma Administrative Code)  
<http://tinyurl.com/OK-Administrative-Code>  
 Okla. Const., art. XV, § 1 (Oklahoma Constitution)  
[http://www.oklegislature.gov/ok\\_constitution.html](http://www.oklegislature.gov/ok_constitution.html)  
 AG Opinion No. 95-45 (Oklahoma Attorney General Opinions)  
<http://tinyurl.com/OK-AG-Opinions>

## Oregon



*Did you know that Oregon is the last remaining state to have a two-sided flag? Two-sided flags, once common, are now considered too expensive to produce.*

ORS 153.039 (Oregon Revised Statutes)  
<http://www.leg.state.or.us/ors/>  
 OAR 259-008-0060 (Oregon Administrative Rules)  
<http://arcweb.sos.state.or.us/pages/rules/access/index.html>  
 ORCP 55 (Oregon Rules of Civil Procedure)  
[https://www.oregonlegislature.gov/bills\\_laws/Pages/orcp.aspx](https://www.oregonlegislature.gov/bills_laws/Pages/orcp.aspx)  
 2015 Oregon Laws, c.252, § 1 (Oregon laws not yet codified)

## Pennsylvania



- 42 Pa.C.S. § 8922 (Pennsylvania Consolidated Statutes)  
[http://www.legis.state.pa.us/cfdocs/legis/LI/Public/cons\\_index.cfm](http://www.legis.state.pa.us/cfdocs/legis/LI/Public/cons_index.cfm)
- 65 P.S. § 67.502 (Pennsylvania Unconsolidated Statutes)  
<http://tinyurl.com/PA-Statutes-Unconsolidated>
- 1 Pa. Code § 1.2 (Regulations)  
<http://www.pacode.com/>
- Pa. Const. Art. III, § 32 (Constitution)  
<http://www.legis.state.pa.us/cfdocs/legis/LI/consCheck.cfm?txtType=HTM&ttl=0>
- O.O. No. 48, Op. Pa. Atty. Gen (Sept. 18, 1974) (A.G. opinions)  
<http://tinyurl.com/PA-AG-Opinions>
- Pa.R.J.C.P. 221 (Rules of Juvenile Court Procedure)  
<http://www.pacourts.us/assets/files/setting-1744/file-1968.pdf?cb=3a3546>
- Pa.R.C.P. 51 (Rules of Civil Procedure)  
<http://www.pacode.com/secure/data/231/231toc.html>
- Pa.R.Crim.P. 515 (Rules of Criminal Procedure)  
<http://www.pacode.com/secure/data/234/234toc.html>

## South Carolina



- S.C. Code § 24-22-120 (South Carolina Code of Laws)  
<http://www.scstatehouse.gov/code/statmast.php>
- S.C. Code Regs. 38-016 (South Carolina Code of Regulations)  
<http://www.scstatehouse.gov/coderegs/statmast.php>
- S.C. Const. art. XIII, § 2 (South Carolina Constitution)  
<http://www.scstatehouse.gov/sconstitution/scconst.php>
- Rule 13, SCRCrim.P. (Rules of Criminal Procedure)
- Rule 45, SCRCP (Rules of Civil Procedure)
- Rule 612, SCRE (Rules of Evidence)
- Rule 268, SCACR (Appellate Court Rules)  
<http://www.judicial.state.sc.us/courtReg/index.cfm>
- Op. S.C. Att'y Gen., 2013 WL 3479876 (June 26, 2013) (Attorney General Opinion)  
<http://www.scag.gov/opinions>



## South Dakota



SDCL 23-3-35.4

(South Dakota Codified Laws)

[http://legis.sd.gov/Statutes/Codified\\_Laws/default.aspx](http://legis.sd.gov/Statutes/Codified_Laws/default.aspx)

ARSD 2:01:02:01

(Administrative Rules of South Dakota)

<http://legis.sd.gov/Rules/RulesList.aspx>

## Tennessee



T.C.A. § 38-8-304

(Tennessee Code Annotated)

<http://www.lexisnexis.com/hottopics/tncode/>

Tenn. Comp. R. & Regs. 1110-10-.01

(Tennessee Regulations)

<http://www.tn.gov/sos/rules/>

Tenn. Att'y Gen. Op. 08-114 (May 21, 2008)

<http://www.tn.gov/attorneygeneral/op/opinions.html>

Tennessee Constitution, Article X, Section 4

<http://www.tn.gov/attorneygeneral/op/opinions.html>

## Texas



Tex. Code of Crim. Pro. art. 2.121

(Texas Code of Criminal Procedure)

Tex. Educ. Code § 96.641

(Texas Education Code)

Tex. Elec. Code § 276.004

(Texas Election Code)

Tex. Occ. Code § 1701.302

(Texas Occupations Code)

Tex. Gov't Code § 411.082(3)

(Texas Government Code)

Tex. Fam. Code § 58.005

(Texas Family Code)

Tex. Penal Code § 1.07(46)

(Texas Penal Code)

Tex. Prop. Code § 72.101

(Texas Property Code)

<http://www.statutes.legis.state.tx.us/Docs/SDocs/PROPERTYCODE.pdf>

Tex. Local Gov't Code § 351.0415

(Texas Local Government Code)



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Tex. Health & Safety Code § 81.303	(Texas Health and Safety Code)
Tex. Hum. Res. Code § 48.051	(Texas Human Resources Code)
Tex. Civ. Prac. & Rem. Code § 101.105	(Texas Civil Practice and Remedies Code)
<a href="http://www.statutes.legis.state.tx.us/">http://www.statutes.legis.state.tx.us/</a>	
Tex. Transp. Code § 724.011	(Texas Transportation Code)
37 Tex. Admin. Code § 265.2(a)	(Texas Administrative Code)
<a href="http://www.sos.state.tx.us/tac/index.shtml">http://www.sos.state.tx.us/tac/index.shtml</a>	
Tex. RCP Rule 205.3	(Texas Rules of Civil Procedure)
<a href="http://www.txcourts.gov/rules-forms/rules-standards/">http://www.txcourts.gov/rules-forms/rules-standards/</a>	
Tex. Const. art. III, § 51-d	(Texas Constitution)
<a href="http://www.statutes.legis.state.tx.us/">http://www.statutes.legis.state.tx.us/</a>	

## Utah



Utah Code 53-13-102	(Utah Code)
<a href="http://www.le.state.ut.us/~code/code.htm">http://www.le.state.ut.us/~code/code.htm</a>	
UAC R728-503-10	(Utah Administrative Code)
<a href="http://www.rules.utah.gov/publicat/code.htm">http://www.rules.utah.gov/publicat/code.htm</a>	
U. R. Civ. P. Rule 45	(Utah Rules of Civil Procedure)
<a href="http://www.utcourts.gov/resources/rules/urcp/">http://www.utcourts.gov/resources/rules/urcp/</a>	
U. R. Crim. P. Rule 15	(Utah Rules of Criminal Procedure)
<a href="http://www.utcourts.gov/resources/rules/urcrp/">http://www.utcourts.gov/resources/rules/urcrp/</a>	
Utah Constitution Article VI § 8	(Utah Constitution)

## Vermont



13 V.S.A. § 3019	(Vermont Statutes Annotated)
<a href="http://legislature.vermont.gov/statutes/">http://legislature.vermont.gov/statutes/</a>	



## Virginia



- Va. Code § 46.2-920 (Code of Virginia [statutes])  
<http://law.lis.virginia.gov/vacode>
- 6 VAC 40-60-20 (Virginia Administrative Code [regulations])  
<http://law.lis.virginia.gov/admincode>
- Va. Const. art. V, § 7 (Constitution)  
<http://constitution.legis.virginia.gov/>
- 2013 Op. Va. Att'y Gen. No. 12-065 (AG Opinion)  
<http://www.oag.state.va.us/index.php/citizen-resources/opinions>
- Va. Sup. Ct. R 3A:11 (Rules of the Supreme Court of Virginia)

## Washington



- RCW 9.41.040 (Revised Code of Washington)  
<http://apps.leg.wa.gov/RCW/>
- WAC 296-24-567 (Washington Administrative Code)  
<http://apps.leg.wa.gov/wac/>
- Civil Rules, CR 45 (Superior Court Civil Rules)  
<http://tinyurl.com/Superior-Court-Civil-Rules>
- Civil Rules, CRLJ 45 (Civil Rules, Courts of Limited Jurisdiction)  
<http://tinyurl.com/Civil-Rules-Courts-of-Lim-Juri>
- Criminal Rules, CrR 4.8 (Superior Court Criminal Rules)  
<http://tinyurl.com/Superior-Court-Criminal-Rules>
- Criminal Rules, CrRLJ 4.8 (Criminal Rules, Courts of Limited Jurisdiction)  
<http://tinyurl.com/Crim-Rules-Courts-of-Lim-Juris>
- Fire Code § 104.9 (Washington Fire Code, which is part of the Washington Building Code. Please note that this code is not scanned by BriefTools.)

## West Virginia



W. Va. Code § 62-11-1 (State Statutes)  
<http://www.legis.state.wv.us/WVCODE/Code.cfm>

**Note:** This format will need further research before being used in development of West Virginia policy manuals.

## Wisconsin



Wis. Stat. § 59.28(1) (Wisconsin Statutes)  
<https://docs.legis.wisconsin.gov/statutes/prefaces/toc>

Wisconsin regulations are cited by referencing "Wis. Admin. Code" followed by the section symbol, the code prefix for the appropriate section of the code, and the section number. Examples:

<https://docs.legis.wisconsin.gov/code/prefaces/toc>

Wis. Admin. Code § LES 3.01 (Law Enforcement Standards Board regs)  
<https://docs.legis.wisconsin.gov/code/toc/les>

Wis. Admin. Code § DOC 350.14 (Corrections regs)  
<https://docs.legis.wisconsin.gov/code/toc/doc>

Wis. Admin. Code § Trans 114.06 (Transportation regs)  
<https://docs.legis.wisconsin.gov/code/toc/trans>

Wis. Admin. Code § Jus 11 (Dept. of Justice regs)  
<http://docs.legis.wisconsin.gov/code/toc/jus>

## Wyoming



Wyo. Stat. § 9-1-709 (Wyoming Statutes)  
<http://legisweb.state.wy.us/LSOWEB/wyStatutes.aspx>