

Guide to legal resources
in The Lloyd Sealy Library
at John Jay College of Criminal Justice

by

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4th edition
of "Basic legal research"
2003

This is the fourth edition of the guide to legal materials in the library. The third edition was written by Professor Bob Grappone in 1994, and the first and second editions, published in 1974 and 1982, were written by Professor Antony E. Simpson. The format and annotations in this fourth edition vary only slightly from Bob Grappone's third edition. The main differences are the addition of recent works, the deletion of out-of-date materials, and the complete revision of the computerized legal research section including the inclusion of an Internet section.

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1. Introduction

This is a bibliography, with annotations, of the legal materials available in our library. Listed here are Federal and New York State primary legal resources, and the most important and commonly used secondary works. It is not a comprehensive list of all of the law books in the library – search the library catalog to identify books on specific legal topics. The strength of the library’s legal collection is in criminal and constitutional law; we rarely acquire materials in other legal areas.

Electronic resources are both important and useful in legal research. But keep in mind that the arrangement of legal information evolved slowly over centuries. An understanding of how information is organized in the printed legal resources is extremely useful even when searching electronic resources. Many Federal and some state primary legal materials are now available on the internet as well as in print form. It has been noted throughout this guide whenever a particular printed work is available free on the Internet. Works marked with the symbol  are available in electronic form, either free on the Internet or in one of the library’s legal databases.

This not a guide on how to do legal research; there are a number of published guides available, some of which are listed in this guide. Students interested in learning how to do legal research are strongly encouraged to take one of the legal research courses offered by the college. Legal research is the process of finding the law and the materials which aid in its interpretation. It is a practical skill that is best learned by experience and practice. While the methodology of legal research is extremely logical and systematic, the enormous amount of material that one encounters on a typical search can be quite daunting. It is no accident that law schools require a course in legal research very early in a student's career, since a knowledge of the basic bibliographic tools is essential to understanding the complexities of the legal system.

However, an attempt has been made to approach this complex field with the undergraduate researcher in mind. The first question to ask is, What are you looking for ? Does your legal question involve a study of previous decisions or precedents? If so, than the approach will be through digests and case reporters. Do you need to find statutes, codes or administrative rules? If so, check the various collections of laws and regulations. Are you looking for discussions of legal issues? Legal periodicals, a legal encyclopedia, or an annotated case series such as American Law Reports will prove useful.

This guide acts as an outline to the structured approach that a beginning legal researcher should follow in locating a law, finding a relevant case decision, or solving a particular legal problem.

2. Computer Assisted Legal Research

It is extremely important for any novice researcher to understand that the use of a computer does not take the place of understanding the legal research processes. Approaches to research should be similar no matter which format - computer or print - you choose. Legal works have evolved very slowly! Understanding the structure of the printed works helps enormously when using computers.

Advantages to legal research by computer:

Search flexibility is an advantage. The major difference between computer-assisted legal research and traditional research in printed publications is the available number of index terms. When using a printed source you are usually bound by the subject headings created by the book's editors. When searching databases, you determine the keywords, and can use as many as you wish. You can search for specific terms in a particular part of a document or request certain terms be in proximity to other terms.

Speed. Databases enable you to search many works over numerous years quickly and efficiently.

Databases publish information much faster than printed sources. This is especially important when researching current court cases.

Databases contain works unavailable in printed form in our library.

It is important to mention a few disadvantages to computer research:

Searching efficiently takes training and practice. It may appear easy to locate lots of information; but on examination the results retrieved may not be at all useful. The library offers free classes on databases searching – check our home page for dates and times.

A drawback is the literalness of the computer. People think in concepts, machines do not. Most databases search only for the precise terms you type in – spelling errors are not corrected, and it will not make inferences or judgments. Once again, practice and experience are required to search efficiently.

On-line searching is also not well suited for researching broad legal concepts or to find background information. It is very useful for narrowing down research into specific issues, or names. Cross-referencing, search guidance and annotation references inherent in traditional searching are either missing entirely or difficult to follow on-line.

Finally, there is cost. While many primary Federal legal materials are free on the web, much of the state primary resources and almost all secondary resources are available only by subscription. The two major legal databases, WESTLAW and LEXIS are extremely expensive. Fortunately, the library is able to provide the John Jay community with access to Lexis Nexis Universe from any location, and to Westlaw on a limited basis, from within the library.

All of the legal databases currently available through our library are listed on the library's web page.

For further information on computerized legal research, consult a recent legal research guide – most now contain chapters on database and web searching. The following source is good:

Cochard, S. (1997). Computer-assisted legal research: a guide to successful online searching. Chicago, IL: American Bar Association. KF242.A1C63 1997

Westlaw & Lexis Nexis Universe

The two major suppliers of legal databases used by lawyers are the Lexis Nexis and West companies. The databases produced by these two competing companies are fairly similar, though not identical, in terms of coverage.

Lexis Nexis Universe was developed for use by colleges, and can be accessed by many simultaneous users. Lexis Nexis Universe is available within John Jay College from any computer connected to the internet. Access from outside the college requires a password and user ID – use your John Jay email password and user ID. Access is available to John Jay students and faculty from home: for information about passwords, see the information on the library's homepage about accessing library databases from home. The library's home page is at www.lib.jjay.cuny.edu

Our license to access Westlaw is much more restricted. Access is available in the library, one person at a time, for John Jay students, and John Jay faculty for class preparation only. Ask the librarian at the Reference Desk to log you on to the Westlaw database.

Both databases contain primary and secondary legal materials, and the full text of articles from national, international and some local newspapers. Primary legal materials consist of federal and state codes, and cases reported from federal and state appeals courts. Secondary legal materials include law reviews, legal newspapers and bar journals. Some primary and secondary international legal materials and newspapers are present. Both databases have a section devoted to business information. Westlaw contains transcripts of a very few, widely publicized cases, such as the O.J. Simpson case.


Both databases can be used to find out if a specific reported case has been cited in any other, later reported cases. Lexis-Nexis Universe calls this process Shepardizing, and allows users to Shepardize Federal Supreme Court cases. Westlaw has a similar service, called KeyCite, which works for all reported cases.

We have access to part of the Lexis database for New York State laws and regulations, and for Shepardizing. Access limited to 12 users at a time.

Searching the databases

Each database changes its interface frequently, so no in depth descriptions of searching will be included here. Generally speaking, finding a specific, known document is fairly straightforward. Due to the absence of subject headings, and the nature of full-text searching, finding unknown documents about a topic is more challenging. These are both huge databases, and unskillful searches can retrieve hundreds or thousands of irrelevant documents. Sometimes it can be more efficient to search print digests or indexes to identify documents first, and then retrieve the full text of the document from Lexis Nexis Universe. The library offers occasional classes in searching Lexis Nexis Universe, and both databases have quite thorough help features, which are recommended. But here are some hints:

Searching Lexis Nexis Universe.

 The library has handouts on searching Lexis Nexis Universe, which are available at the reference desk, and on the library's home page. As the interface changes frequently, only very general searching tips will be given here. Use quotation marks to indicate phrases, e.g. "police use of force" searches for that phrase rather than the individual words. The *more options* or *advanced search* screens allow you to specify where in the document your keywords occur, or how often they occur. The more often the terms occur, and the closer to the top of the article they occur, the greater the chances of the retrieved article actually being relevant.

The World Wide Web

Legal materials can be divided into two parts; primary and secondary materials.

Primary materials are codes, cases and regulations. Most primary materials created in recent years by the Federal government, agencies and courts appears to be available on the web. Unfortunately, state and local governments have been less enthusiastic in putting their primary materials on the Internet, and relatively little has been put on the web, so far.

Secondary materials consist of commentaries, analyses and discussions, and include legal encyclopedias, journals, treatises, etc. Much secondary material is published by companies for a profit, and thus there is little incentive for this material to be made available free of charge on the internet. For secondary materials, use one of the legal databases that the library subscribes to, Lexis Nexis Universe, Hein Online or Westlaw.

Within this guide, I have indicated in the annotations if there if a printed work has an electronic equivalent available on the Internet. In addition, I am listing in this section the most useful legal web sites.

An inherent problem with books about internet sites is that they go out of date very quickly. None the less, these are good introductions:

Biehl, K. (2001). Lawyer's guide to internet research. Lanham, MD: Scarecrow Press. KF 242 .A1 L353 2000

Chandler, Y. (1998). Neal-Schuman guide to finding legal and regulatory information on the Internet. NY: Neal-Schuman Publishers. KF242.A1C48 1998.

MacLeod, D. (1997). The internet guide for the legal researcher. 2nd edition. Teaneck, NJ: Infosources Pub. KF 242 .A1 M3 1997

 Other internet law guides are available in our Netlibrary collection of electronic books, and these are all listed in the library catalog, CUNYplus.

Comprehensive sites/ metasites

There are a number of web sites that aim to provide comprehensive access to all legal materials available on the web, including federal, state and municipal materials. These metasites either have the documents on their own site, or they link to other sites where the material is stored. The following are particularly

useful, providing access to primary legal materials, career information, and some access to secondary legal materials, including lists of law reviews available on the web.

Library of Congress guide to law online. www.loc.gov/law/guide
 Findlaw. www.findlaw.com Very good site, though commercial.
 Washburn University Law School. <http://lawlib.wuacc.edu>
 Cornell University Legal Information Institute. www.law.cornell.edu
 University of South Carolina law school. www.law.sc.edu/st_hp.htm

US Federal sites

<http://thomas.loc.gov/> This site is maintained by the Library of Congress, and provides easy access to public laws, current bills and their status, committee reports, the Congressional Reporter, and other information generated by and about the House and Senate.

www.access.gpo.gov/su_docs/index.html National Archives site, with the slogan "official government information at your fingertips". Provides access to the Code of Federal Regulations, the Federal Register, U.S. Code, Weekly Compilation of Presidential Documents, Public Papers of the Presidents, U.S. government manual, bills and other Congressional publications, supreme court opinions, the Constitution, Articles of Confederation, etc.

www.supremecourtus.gov Supreme Court decisions from 1991, including recent slip opinions.

www.fedworld.gov/supcourt/ Unofficial supreme court opinions from 1937 to 1975.

New York State law sites

www.digital-librarian.com/nystatelaw.html Metasite for locating New York State materials on the web.

www.courts.state.ny.us New York State Unified Court System. Includes guides to the courts and access to recent opinions of the Court of Appeals (New York's highest court).

www.courts.state.ny.us/decisiontc.htm Decisions from various New York State courts are here.

<http://assembly.state.ny.us> New York State Assembly site. The New York State constitution, consolidated and unconsolidated laws, and bills currently before the legislature are available here.

www.gorr.state.ny.us/gorr/Reg_guide.html The complete set of regulations is not available on the web. But the few sections that are on the web are listed here.

New York City sites

www.council.nyc.ny.us New York City Council is the legislative body for the city.

Other local municipal sites

<http://www.spl.org/selectedsites/municode.html> This Seattle public library site is a gateway to some municipal law sites across the country. To date, relatively few municipalities have put their legislative materials on the internet.

3. How to cite legal materials

by Maria Kiriakova

- APA doesn't provide guidelines for referencing **LEGAL MATERIALS**. The arrangement of entries in the reference list should follow the format of *The Bluebook: A Uniform System of Citation* (17th ed., 2000), which is the major source for legal citation style. Available at **Reference Desk, Reserve, and Law Reference KF 245. B58**
- For in-text citations of **LEGAL MATERIALS** give enough information to enable the reader to locate the full entry in the reference list quickly and easily, that is, give the first few words of the reference list entry and date.

COURT CASES

- In text, cite the name of the case (italicized) and the year of the decision. If 2 or more years are given, cite those years as well. Use "v.", never "versus" or "vs."

Text citation

As federal Judge Bue asserted in *Sierra Club v. Froehlke* (1987), the fullest and most independent critique necessarily must come from ...

Reference list entry

Sierra Club v. Froehlke, 816 F.2d 205 (5th Cir. 1987)

Text citation

The Supreme Court recognized in *Durflinger v. Artiles* (1981/1984) a duty of care to protect third parties from the dangers presented by an *involuntary* mental patient in state custody.

Reference list entry

Durflinger V. Artiles, 563 F.Supp. 322 (D.Kan. 1981), *aff'd*, 727 F.2d 888 (10th Cir.1984).

STATUTES

- In text, give the popular or official name of the act and the year it was passed. Each word of the statute is capitalized but not italicized.

Text citation

To prevent people with disabilities from being discriminated against in the workplace, the U.S. Congress passed the Americans with Disabilities Act of 1990.

Reference list entry for the statute

Americans with Disabilities Act of 1990, Pub. L. No. 101-336, § 2, 104 Stat 328 (1991)

Reference list entry for the code

Americans with Disabilities Act of 1990, 42 U.S.C.A. § 1201 *et seq.*(West 1993).

TESTIMONY AND HEARINGS

- Provide in text the title (italicized) or number (or other descriptive information) and the date.

Text citation

One of the most constructive steps that Washington could take to help families (*Urban America's Need*, 1992) would be to create agencies that ...

Reference list entry_

Urban America's Need for social services to strengthen families: Hearing before the Subcommittee on Human Resources of the Committee on Ways and Means, House of Representatives, 102d Cong., 1 (1992).

BILLS AND RESOLUTIONS

- The number of a bill or resolution should be preceded by *H.R.* (House of Representatives) or *S.* (Senate). Consult *The Bluebook* (2000, table T.10) for abbreviations of words commonly used in legislative materials.

Text citation

Senate Bill 5936 (1992) might be the most important for providing funding to assist low-income housing.

One of the bills (S. 5936, 1992) would provide desperately needed operating funding to support low-income housing.

Reference list entry

S. 5936, 102d Cong. § 4 (1992)

EXECUTIVE ORDER

Text citation

Under the authority of Executive Order 11609 (1994), the information should be provided...

Reference list entry

Exec. Order No. 11609, 3 C.F.R. 586 (1971-1975), reprinted as amended in 3 U.S.C. 301 app. At 404-07 (1994).

FEDERAL REGULATION

Text citation

This provision of FTC Credit Practices Rule (1999) affects only consumer goods ...

Reference list entry

FTC Credit Practices Rule, 16 C.F.R. § 444 (1999)

Maria Kiriakova 9/30/02


Many publications, such as law dictionaries and guides to legal research, include tables of legal abbreviations and the full titles of the works to which they apply. For convenience, the standard abbreviation is provided for many of the works cited in this guide.

Supreme Court Cases

Cases from the Supreme Court of the United States are included in three parallel sets, one official and two unofficial. Citations in most legal publications will cite all three sets.

United States reports. (1754 to date). Washington, DC: U.S. Government Printing Office. KF 101 .A3
(additional set on microfilm)

The official publication of U.S. Supreme Court includes the texts of the decisions of most cases heard before the Supreme Court from 1754 to date. Paperback supplements are issued quarterly, but there is usually a three year delay between the issuance of a decision and its appearance in a bound volume of U.S. Reports. The first ninety volumes are often cited according to the name of the court officer reporting the case. For example, the abbreviation in the citation: 3 Cranch 242, refers to the third volume of those cases reported by court reporter William Cranch. The present system of citation begins with volume 91. Texts of cases reported include opinions of the court, including dissents. Legal briefs and other explanatory material are not included in this set.

 Supreme Court opinions are available on the internet. Opinions from 1991 to date, including slip opinions, are at www.supremecourtus.gov . Slip opinions are unofficial reports issued by the court within days of the judges' announcement from the bench. They are eventually published in the official, bound volumes of the U.S. reporter. Unofficial opinions from 1937 to 1975 are at www.fedworld.gov/supcourt.

United States Supreme Court reports. Lawyers' edition. (1754-1956). Rochester, NY: Lawyers Cooperative Publishing Co. KF 101 .A4

United States Supreme Court reports. Lawyers' edition. 2nd series. (1956 to date). Rochester, NY: Lawyers Cooperative Publishing Co. KF 101 .A42

In addition to containing all the material found in the official U.S. Reports, the Supreme Court Reporter includes significant enhancements designed for lawyers, researchers and students. Chief among these are useful summaries of each case, which include its history and the significant legal issues involved. In the second series, summaries of the briefs of counsel are included for many cases. Annotations are given to the relevant points of law and important decisions from state and federal courts are cited. The information provided makes it possible to analyze a case based on historical precedent. Other annotations refer the user to relevant sections of the legal encyclopedia, American Jurisprudence, and the selective case series, American Law Reports. Advance sheets are published within weeks of the decisions.

Supreme Court reporter. (1882 to 2000). St. Paul, MN: West Publishing.
KF 101 .A5

This set's strength is its comprehensive subject indexing or "headnotes" to the key points of law within each case. These "keys" are given specific numbers and can be used for any West Publishing legal text that identifies itself as participating in the "key number system". Once a point of law is assigned a West "key", it becomes easy to locate similar cases or related information throughout the West legal library. This becomes particularly useful when using West Digests (see below). One important drawback to the Supreme Court Reporter is that the coverage does not include the first 100 years of the court's decisions. Subscription cancelled 2001.

United States law week. (last 5 years only) Washington, DC: BNA Publishing.

KF 132 .U5

A weekly looseleaf service that is the fastest printed source for recent Supreme Court decisions. Full texts of case decisions are given, along with summaries of arguments heard that week by the court, and details of hearings scheduled and petitions filed. The service is actually divided into two separate sections: "Supreme Court" and "General Law". The General Law section provides short abstracts of important lower federal court cases and state cases. Housed in gray loose-leaf binders.

Cases From Other Federal Courts

Federal cases . . . (1789-1880). St. Paul, MN: West. Microfilm KF 105 .F3

A collection of decisions from all circuit and district court cases from the earliest days to 1880. Cases are arranged alphabetically by plaintiff name. There is a subject index included and a separate list of defendant names. Full text of cases are given.

Federal reporter. (1880-1924). 300v. St. Paul, MN: West.

Federal reporter. 2nd series. (1924-1993). St. Paul, MN: West. KF 105 .F4

Federal reporter. 3rd series. Volumes 1 to 230. (1993-2001). St. Paul, MN: West. KF 105.F42

Includes cases from the Courts of Appeals, District Courts, Court of Claims, and other selected federal courts. With the exception of the very early volumes, key number headnotes are given for each decision reported. Updated with monthly advance sheets. Subscription cancelled 2001.

Federal supplement (1932-1988). St. Paul, MN: West. KF 105 .F5

Federal supplement 2d series. (1988-1998). St. Paul, MN: West. KF 105 .F5

Includes decisions from cases heard in the Federal District Courts. Volumes from 1932-1960 include cases from the Court of Claims; later volumes include the rulings of the Judicial Panel on Multidistrict Litigation. The format is similar to that of F. 2d. Subscription cancelled after volume 999, 1998.

There should be no overlap in case coverage between the above two sets of federal reporters.

Federal rules decisions. (1941 to date). v. 1-196. St. Paul, MN: West. KF 8830 .A3

Opinions, decisions and rulings involving the Federal Rules of Civil Procedure and the Federal Rules of Criminal Procedure. Cases are chosen from federal district courts. Opinions appearing in this set do not appear in any other case reporter listed above

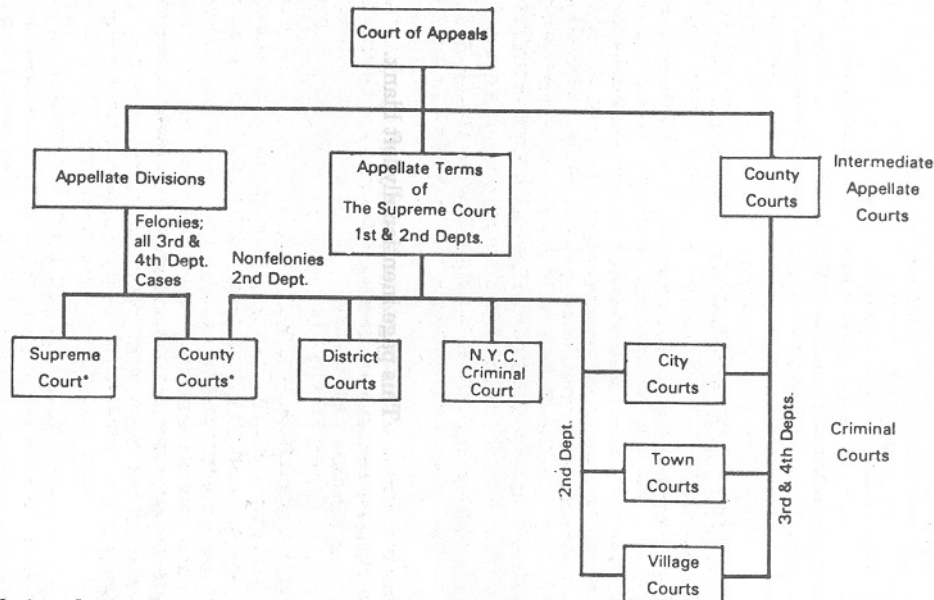
Criminal law reporter. (latest 5 years only). Washington, DC: BNA. KF 132 .C7

This is a reporter with a dual function: it reprints the full text of United States Supreme Court decisions related to criminal law, and provides discussions and abstracts of decisions, statutes, and legislative proposals related to criminal law on the state level. Housed in gray loose-leaf binders.

New York Cases


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Printed in the U.S.A. Ch

NEW YORK STATE JUDICIAL SYSTEM
Criminal Appeals Structure



*Appeals involving death sentences must be taken directly to the Court of Appeals.

Illustration taken from : Kamins, B. (2001). Gould's criminal law handbook of New York. Binghamton, NY: Gould.

 The courts of New York: a guide to court procedures with a glossary of legal terms. (2000). New York State Bar Association. www.nysba.org/public/courts.html Explains the court system of New York State, and what sort of cases are heard in each court.

Judicial decisions from New York State courts are reported in four multi-volume series, the first three of which are considered official reporters. As the descriptions below indicate, sets can overlap and cover the same courts. In almost all references to New York State cases, citations to parallel reports are given.

New York reports. (1847-1956). 309v.

KFN 5045.A2

New York reports. 2d series. (1956-to date).

KFN 5045.A22

These sets include reports of cases decided in the New York State Court of Appeals, which is the highest court in New York State. In addition to the full opinion of the court, the text of each report includes a statement of the case in summary, points of counsel (briefs), and headnotes (giving the principal legal subject matter considered).

New York Supreme Court Appellate Division reports. (1896-1955). 286v.

KFN 5048.A3

New York Supreme Court Appellate Division reports. 2d Series. (1956-to date).

KFN 5048.A32

These reporters contain cases decided in all departments of the Appellate Division of the Supreme Court of New York. This is New York State's highest court. The format is similar to New York Reports, however briefs of counsel are not included.

 Opinions of the court are available on the internet, from 1992 to date, at www.law.cornell.edu/ny/ctap/index.htm

New York miscellaneous reports. (1892-1955). 208v. KFN 5051.A3

New York miscellaneous reports 2d Series. Volume 1-84 (1956-2000). KFN 5051.A32

Report selected cases decided in state courts other than the Court of Appeals and the Appellate Division of the Supreme Court. Cases included are mainly from the ten judicial districts of the New York Supreme Court. However, some cases from the County, City, Surrogate's and other courts are also reported.


New York supplement. (1888-1938). 300v. KFN 5045.A32

New York supplement. 2d Series. (1938 to date). Volumes 1- . KFN 5045.A33

The unofficial series of case reporters for New York courts. Cases covered are from all three levels of New York jurisdiction, including the Court of Appeals, the Appellate division of the Supreme court, the Supreme Court, the Criminal, Civil and Family Courts of New York City, and other courts. The main feature of this set is the addition of the Key Number headnotes which correspond to other publications.

New York law journal. (5 issues per week). Most recent 3 months kept in Reserve Room. 1967-1992 kept on microfilm. KFN 5069 N4

Newspaper that publishes many court decisions not otherwise reported including major decisions of the First and Second Judicial Departments of New York. These decisions were indexed and digested by Clark's Digest Annotator and New York Law Journal Digest. (see Digests below)

 Opinions from the City of New York Office of Administrative Trials and Hearings are on the internet at www.ci.nyc.us/html/oath/home.html

Cases From Other States

Regional reporters are compilations of state cases divided geographically into seven national regions. The cases reported are from the higher courts in each state. The regional reporters are part of the Key Number system. The Lloyd Sealy Library subscribes to one regional reporter and has an older edition of another.

Atlantic reporter. (1885-1938). 200v. St. Paul, MN: West. KF 135 .A7

Atlantic reporter. 2d series. (1939-2001). Volume 1-760. St. Paul, MN: West. KF 135.A72

These two reporters provide the text of reported cases from the higher courts of Connecticut, Delaware, the District of Columbia, Maine, Maryland, New Hampshire, New Jersey, Pennsylvania, Rhode Island and Vermont since 1885.

Northeastern reporter. (1885-1936). 200v. St. Paul, MN: West. KF 135 .N6

Reports cases decided in the highest courts of Massachusetts, Ohio, Indiana, Illinois, and New York up to 1936.

4.2 Digests

Digests are publications which act as subject indexes to court decisions. Each digest series deals with one particular court or related group of courts. For example, the United States Supreme Court Digest indexes cases from the U.S. Supreme Court, while West's Federal Practice Digest includes cases from all the Federal district courts. The arrangement of a digest series is by subject, allowing the researcher to look up a particular point of interest and quickly locate cases relevant to the topic. For each case cited, there is a short abstract of the legal points involved. The user can often decide from these abstracts whether to actually read the full case in the cited reporter. All digest sets include comprehensive subject indexes. Therefore, it is possible to look under a general subject, (e.g. Civil Rights) and narrow your search to one particular aspect, (Job Discrimination).

Digests published by West can also be searched by using the West Key Number. For instance, if you were given a key number from a headnote to a case from the Federal Reporter you would be able to search for federal cases on the same subject by looking under the same key in West's Federal Practice Digest.

All digest sets include a separate Table of Cases, which allow a researcher to search for a case by name of plaintiff or defendant. Pocket parts are often provided to update the individual volumes and should be consulted first by those wanting the most recent decisions.

Federal Digests

United States Supreme Court digest. Lawyers' edition. Rochester, NY: Lawyers' Cooperative.
KF 101.1 S8

This set includes decisions of the Supreme Court, from the very beginning to the present. The set is continuously updated through supplementary volumes, expanded volumes, and pocket parts. The table of cases is extremely useful for tracking down Supreme Court cases by plaintiff or defendant. Note that the citation for the case will refer the reader to all three of the Supreme Court reporters discussed previously. Also, note that a reference to a case includes all the individual cites for every time a case made an appearance in the Court's record. This can often be several different listings. Usually the citation in bold print contains the full record of the decision, the others will usually be very brief notations. Unlike the other digests mentioned in this section, this is not a Key Number digest and cannot be used as part of that system. Arrangement is by subject and subject-access is provided by a detailed descriptive word index which covers the entire set.

West's Federal practice digest 2d. (1961-1975). 92v. St. Paul, MN: West.

West's Federal practice digest 3d. (1975-1989). 120v. St. Paul, MN: West.

West's Federal practice digest 4th. (1989-to date). St. Paul, MN: West. KF 127 .W48

A comprehensive digest to all cases decided in the Federal courts. This set can also be used as an index to the Federal Reporter and Federal Supplement, however, take careful note of the dates of coverage of each edition. There are two earlier editions of this set which will carry the researcher back to 1754. These will be found in many law libraries. In addition to the subject access in the main volumes, there is also an index by case-name (plaintiff and defendant) and by words and phrases. The set is updated through pocket parts and separately published supplements.

New York Digests

Abbott New York digest 2d. (1930-1961). 64v. St. Paul, MN: West. KFN 5047.1 A3

West's New York digest 3d. (1962-1978). 43v. St. Paul, MN: West. KFN 5047.1 A4

West's New York digest 4th. (1978-to date). St. Paul, MN: West. KFN 5047.1 A42

These digests provide comprehensive coverage of all cases heard in New York State courts from 1930 to the present. The arrangement is the same as the Federal digests, with a separate volume for Words and Phrases and a Table of Cases by plaintiff and defendant. Pocket parts and supplements keep the set up-to-date.

Clark's digest-annotator covering New York lower courts. (1937-1981). 45v. Boonton, NJ: Kimball-Clark.

New York law journal digest annotator. (1982-to date). New York, NY: Law Journal Seminars Press.

KFN 5057 .C4

A compilation of abstracts from lower courts of New York that are reported in The New York Law Journal, that is, cases from the First and Second Judicial Districts. Cases included are grouped under four broad headings: Surrogate's Practice, Civil Practice, Substantive Civil Law and Criminal Law. Within these groupings they are arranged according to a numbering system which corresponds to citations in the code of New York State. Each monthly issue has its own table of cases and subject index. These indexes cumulate in each volume. Essentially, this set acts as an index to The New York Law Journal.

American Digest System (ADR)

This is the most comprehensive digest system of all, as it claims to include all reported cases from courts throughout the country. Therefore, it can be used to find cases from all federal courts and all state and local courts in the United States. By virtue of its size alone, the American Digest System is difficult to use. However, as a printed source to check on a case citation or a comprehensive tool for topical research, the set is unparalleled. The basic fifty volume set (Century Edition) includes cases from the "earliest times to 1896" . This set is updated by a series of multi-volume supplements ("Decennials") which have been issued every ten years. The more recent decennials are split in two parts. These supplements are arranged by West Key Numbers. Each decennial set or five-year part has its own Table of Cases. For the most recent cases check the General Digest, the continuously growing set that gets supplanted by the decennial volumes every five years.

Once you have identified cases using the ADR, use the Lexis-Nexis database to retrieve the case opinion, using the "get a case" feature.

Here are the names and call numbers for all the sets:

American digest. Century edition. (1658-1896). 50v. KF 141 1658

American digest. First decennial ed. (1897-1906). 25v. KF 141 1897

American digest. Second decennial Ed. (1907-1916). 24v. KF 141 1907

American digest. Third decennial ed. (1917-1926). 29v. KF 141 1916

American digest. Fourth decennial ed. (1927-1938). 34v. KF 141 1926

American digest. Fifth decennial ed. (1937-1946). 52v. KF 141 1936

American digest. Sixth decennial ed. (1947-1956). 36v. KF 141 1946

American digest. Seventh decennial ed. (1957-1966). 38v. KF 141 1956

American digest. Eighth decennial ed. (1967-1976). 50v. KF 141 1966

American digest. Ninth decennial ed. Part 1 (1977-1981). 38v. Part 2 (1981-1986). 48v.
KF 141 1976

American digest. Tenth decennial ed. Part 1 (1987-1991). 44v.
KF 141

West's general digest. Eighth series. (1991-to date.
KF 141

4.3 Briefs

In addition to the sources listed below, researchers interested in reading summaries of lawyers' briefs should note that the U. S. Supreme Court, Lawyers' Edition and American Law Reports include summaries for many of the cases they report.

Briefs of 100 leading cases in law enforcement. (1991). Cincinnati, OH: Anderson.
Reference Desk KF 9614 .D45 1991

Two page summaries of important briefs presented to the U.S. Supreme Court in cases specifically dealing with police and law enforcement issues such as search and seizure, privacy, and the exclusionary rule.

Briefs of leading cases in corrections. (1993). Reference desk KF9728.A7D45 1993. *Two-page summaries of important corrections cases.*

BNA's law reprints: criminal law series. (1969-to 1992). Washington, DC: Bureau of National Affairs.
KF 101.9 .L3 *Petitions and briefs of criminal cases brought before the Supreme Court are reprinted in these volumes. A subject and case name index is issued for each term.*

Decisions of the United States Supreme Court. (1963-1999). Rochester, NY: Lawyers' Co-op. KF101.1.D4
These slim red books contain brief 2 or 3 page summaries of all decisions handed down by the court each year. Includes brief biographies of the justices and a survey article highlighting particular noteworthy decisions.

Cases, commentaries and briefs. National District Attorney's Association. (Vol 21, 2001 - to date.)
KF9210.A3

Complete oral arguments of the Supreme Court of the United States. (1969-1991). Frederick, MD:
University Publications. Microfiche KF 101.9 .C65 *The complete text of statements made before the court by the plaintiff and defendant in selected cases.*

Landmark Briefs and Arguments of the Supreme Court of the United States: Constitutional Law. Volumes 1-199. (1975-1999). Frederick, MD: University Publications. KF 101.9.K8
Covers selected cases from the earliest days of the court to the present. Lawyers' briefs and oral arguments are provided. Each case can take up hundreds of pages. Cases include Brown v. Board of Education, Regents v. Bakke, etc.

Preview of United States Supreme Court cases. (1985 to date). Chicago: American Bar Association. KF
4547.8.P7

A valuable source which provides discussion of cases before they are heard by the Supreme Court. In each issue, noted legal scholars outline upcoming cases that are scheduled on the court's docket that month. The analysis includes a history of the case, the facts of the case, the background and significance, and arguments.



Also available in Lexis Nexis Universe.

Supreme Court review. (1960-1999). Chicago: University of Chicago Press. KF 8748. S8
Not briefs, but scholarly articles providing analysis of the principal issues before the court during the year.

4.4 Other Finding Aids for Locating Cases

Guenther, N. (1983). United States Supreme Court decisions: An index to excerpts, reprints, and discussions. Metuchen, NJ: Scarecrow Press. Reference Desk KF101.6 .G83 1983

This has two uses:

1. *It can serve as a fast finding source for citations to Supreme Court cases up to 1981.*
2. *It has great value as a locator for secondary sources. Each case listed has a number of "discussions" listed for reference. These discussions are usually chapters from law books, sections of treatises or other hard to find material. The library has many of the books listed; check library catalog.*

Shepard's acts and cases by popular names: Federal and state. (1999, updated with supplements). 3v. and Supplements. NY: McGraw-Hill. KF 80 .S5

An alphabetical list of the popular names of all federal and state statutes in force, with cross-reference to the primary and authoritative sources. The quickest way to find the citation for any piece of legislation. References are to the U.S. Code, Statutes At Large and other sources. Also used to locate citations to cases by their popular names, (ex. The Macaroni Case). References are to Supreme Court, federal and state case reporters.

Blandford, L., and Evans, P. (1983). Supreme Court of the United States, 1789-1980: an index to opinions arranged by justice. 2v. Millwood, NY: Kraus. KF 101.6.B57. *Lists cases by the name of the Justice. Note the set only covers decisions to 1980.*

4.5 Researching Cases Using Citators

The simple passage of time can bring about great changes in case law. New judicial decisions can alter a previously held precedent or negate or modify a portion of an earlier opinion. Older cases are often cited by judges as determining factors in writing a new opinion but a decision cited as authority for one interpretation of the law may later be overruled by a higher court. Finally, new statutes may be enacted which will greatly affect the validity of earlier case law. These statutes will themselves be interpreted in the courts and the resulting body of new case law will supersede earlier authority.

Whatever the situation, the existence of relevant current decisions will have an effect on the value of earlier cases as legal precedents and the legal researcher must take this into account.

The sources discussed in this guide so far have been similar in the sense of presenting judicial decisions and statutes with extensive annotation to earlier cases. Case citators allow a researcher to move forward in time to ascertain if the decision still holds true in future instances. This process will determine if the

decision or statute is still "good law" - that is whether or not the legal points raised in a statute or case have been affected by subsequent published opinions of the courts.

a. Shephardizing a Case

The most famous citators are called Shepard's citators, after the publishing company that originally produced them. They are essentially lists of cases or statutes which provide citations to all relevant cases which have discussed or interpreted the statute or case in point. All citators published by as Shepard's have the same format and use the same abbreviations. The abbreviations are given in the front of each book, along with an explanation of how to use the citator. The citators differ in that they cover statutes passed by different legislatures or cases heard by different courts. Detailed information on interpreting all the information given under each listing is printed in the front of each Shepards volume.

In order to Shepardize a case the researcher must have the correct citation for the case, (Shepard's does not list cases by title). The case is then looked up in the appropriate citator according the citation. In the listings found under this citation, the history of the case is given and all relevant later cases which explain or distinguish the case in point are cited. Abbreviations, (noted in the front of the book), enable the user to determine immediately the effect of these later decisions on the principle of law stated in the original case. They can indicate, for example, whether the principle of law originally considered was followed, criticized, explained, overturned, etc.

Each citing case may have a letter beside it indicating the history or treatment of the case. A complete list of the letters used, and the meaning of each, is printed on the inside front cover of each of the Shepard's volumes. Here is a brief list of some of the codes:

Some codes used to describe the history of a case:

a	affirmed
r	reversed
m	modified
v	vacated
s	same case, at a different stage in the proceedings
cc	connected case

Some codes used to describe the treatment of a case:

c	criticized
d	distinguished
e	explained
j	dissenting opinion
o	overruled
q	questioned

Example:

This illustration is taken from Shepard's United States Citations, the volume covering volume 463 of the US reporter.

1983
(77LE21446)
(104SC19)
s 463US1321
j 466US965
Cir. 11
734F2d590

The case being Shepardized is: **Kemp v Smith 1983, 463 US 1344**
 (that is, **Kemp v Smith** was reported in volume 463 of The United States Supreme Court Reports, starting on page 1344)

Parallel citations are shown in parenthesis, indicating that the case was also reported in volume 77 of the Lawyer's Edition reporter (**77LE21446**) and volume 104 of the Supreme Court Reporter (**104SC19**).

Below the parallel citations, a lower case **s** indicates the a citation for the same case, heard at a different stage in the proceedings. **s 463US1321**

Below this are listed the cases that cited **Kemp v Smith**. The lower case **j** indicates that **Kemp v Smith** was cited in a dissenting opinion in **466 US 695**. In Circuit 11, **Kemp v Smith** was cited in **734 F2D 590**.

In the time period covered by this citator, **Kemp v Smith** was neither overruled or questioned (would be indicated with the lower case letters **o** and **q**), and so was still good law at the time of publication.

This volume covers cases reported up to the time Shepard's United States Citations was published in 1994. To identify cases that have cited **Kemp v Smith** from 1994 to the present, a search of the supplementary volumes would be necessary.

Citations are given to law review articles and selected legal texts, as well as to case reporters. A list of the reporter abbreviations is found on pages at the front of each volume of Shepard's citation sets. All Shepard citation sets are continually updated by periodic paperbound supplements and bound volumes. This is, of course, necessary to ensure that all past and current references to reported cases can be picked up by the researcher. An efficient user of Shepards will need to consult a number of volumes to exhaust the possibilities. In many cases, the most recent commentaries on past judicial decisions are the most valuable.

b. Shepard's Case Law Citators

John Jay subscribes to a number of Shepard's citation sets, corresponding to the case reporters discussed in section one of this guide. Citators are available for U.S. Supreme Court cases, lower Federal court cases, and all New York State cases. The library does not subscribe to the Shepard's series dealing with the Atlantic Reporter.

1) Federal Cases

Shepard's United States citations; cases. 7th ed. (1994, with up-dating supplements). NY: McGraw-Hill.
KF 101.2 .S4

Covers all cases heard before the U.S. Supreme Court. Cases are listed in three ways: According to their citations in the U. S. Reports, the Supreme Court Reporter and the Supreme Court Reporter, Lawyers' Edition.

Shepard's Federal citations. 8th limited edition. (1995, with up-dating supplements). NY: McGraw-Hill.
KF 105.2 .S42

Covers all cases reported in the Federal Reporter.

2) New York State Cases

Shepard's New York supplement citations (1995 with up-dating supplements). NY: McGraw-Hill.
KFN 5059 . S42

Covers all cases in the New York supplement, (NYS and NYS 2d), and cites every instance in which a case in this set has been cited in a federal or state decision. Reference are also given to law review articles. In effect, this citator covers all of the above report sets and reports of "lower courts".

Shepard's New York Court of Appeals citations. (1993, with up-dating supplements) NY: McGraw-Hill.
KFN 5059 . S4

Covers all cases from the New York State Court of Appeals which are reported in New York Reports, (NY and NY 2d). Subscription cancelled 2001.

Shepard's New York Supreme Court citations.(1942-1995, with supplements to 2000). NY: McGraw-Hill.
KFN 5059 .543

Covers all cases reported from the Appellate Division of the Supreme Court of New York State which are reported in the New York Appellate Division Reports, (AD and AD 2d). Subscription cancelled 2001.

Shepard's New York miscellaneous citations. (1994, with up-dating supplements). NY: McGraw-Hill.
KFN 5059 .S41

Covers selected cases from state courts other than the Court of Appeals and the Appellate Division of the Supreme Court which are reported in New York Miscellaneous Reports, (Misc and Misc 2d). Subscription cancelled 2001.

C. Shepard's Legislative and Regulatory Citators

Shepard's also produces citators for the various sets of statutes and administrative rules. John Jay only subscribes to three sets in this area, covering the U.S. Code, the N.Y. State Statutes, and Federal Rules of Criminal Procedures. John Jay does not subscribe to the Shepard's sets covering the U.S. Code of Federal Regulations or the New York State Administrative Code.

Shepard's United States citations; statutes. 8th edition (1996, with up-dating supplements). NY: McGraw-Hill. KF101.2.S42
Shepard's federal rules citations. (1995 with supplements to 2001) NY: McGraw-Hill. KF8816.A23 S54
Shepard's New York statute citations (1995, with supplements to 2000). NY: McGraw-Hill. *Subscription cancelled 2001*. KFN5039.S4

D. Shephardizing using databases

Shepard's on Lexis Nexis Universe.

U.S. Supreme Court cases can be Shepardized using the Lexis Nexis Universe database. If you have a citation for a case reported in the U.S. reporter, Supreme Court reporter, Lawyer's Edition 1st and 2nd, or in Lexis, it is much easier and quicker to use Lexis Nexis Universe than to use the printed Shepard's volumes. There is the additional advantage that Lexis Nexis Universe does not use the codes and abbreviations, but spells out in full the citations, treatments and histories.

Shepard's on LexisNexis.

Use this database to Shepardize all other cases. Access limited to ten simultaneous users.

West's KeyCiting service

The term "Shepardizing" is a trade mark which describes the process of using Shepard's publications to identify the citation history of a case. This history can also be discovered using tools created by other publishers. West, a large legal publishing company, has developed a competing citation research service called "KeyCiting", which is available on the Westlaw database. "KeyCite for cases" covers all cases on Westlaw, including unpublished opinions and selected administrative decisions. "KeyCite for statutes" covers United States Code Annotated (USCA), Code of Federal Regulations (CFR) and statutes from all 50 states. Use limited to a single user at a time - ask at reference desk for access.

5. Statutory law


5.1 Federal Statutes and Codes

Current Law

United States Code. Washington, DC: GPO.

KF62.A2

The U. S. Code is a statement of the law in force. The entire set is republished every six years but is kept up-to-date with annual supplements. The arrangement is by 50 subject "titles". These titles are then divided into chapters and subchapters. One way of using the code to locate a law is to scan the Table of Titles printed in each volume and decide in which general heading your interest lies. Then check Table of Titles and Chapters to narrow your search to a particular area of interest. Look in the appropriate Title and chapter and note any subchapters which will narrow your search further. A section number will lead you directly to the law you are seeking. Another approach is to use the Index that accompany each set. The Index also lists the federal statutes alphabetically by subject and popular name.

 The U.S. Code 1994 edition, with supplements, is available on the web at www.access.gpo.gov/congress/cong013.html The supplements keep it up to date.

United States Code service. Lawyers' Edition. Rochester, NY: Lawyers' Cooperative. KF 65 L3

As with the case reporters of the U.S. Supreme Court described earlier, we also have an "unofficial" edition of the Code. This unofficial edition, in addition to giving the law, provides annotations to relevant state and federal cases which often provide insight into judicial decision making. This set directs the researcher to a variety of legal publications, such as encyclopedias and treatises. Along with case references, this set offers commentaries on the law which enable the reader to interpret each section of the law. These references are all grouped in the section entitled "Interpretative Notes and Decisions". In addition, the "Research Guide" sections includes citations to such reference sources as American Law Reports and American Jurisprudence, two excellent legal encyclopedias. There are also numerous references to law review articles.

Tracking a Bill

Laws passed by Congress are made available in a number of sources which allow the researcher to track a bill from its inception to enactment. The version of a statute published immediately after enactment is called a "slip law" and contains the complete text of the new statute. These statutes are identified by two numbers:

1. a bill number - this identifies the piece of legislation during the legislative process. Bill numbers identify the branch of Congress that sponsored the legislation. (ex.: H.R. 1746)
2. a public law number - this number is assigned after the piece of legislation has been passed. Public law numbers are assigned chronologically and indicate the year of enactment. For example, "Pub. L. No. 92-241" is the 241st public law enacted during the 92nd Congress.

The following sources are useful for tracking a bill through the congressional legislative process:


United States code congressional and administrative news.(1948-to date). St. Paul, MN: West.

KF 64 .A3

The best source to locate legislation in its first permanent form. Gives the full texts of current legislation enacted by Congress. Also includes Executive Orders and Proclamations. A very useful feature are summaries of each Act passed, as well as legislative histories describing the introduction and passage of bills through Congress. Each set covers one session of Congress. Each set can be from two to six volumes. Updates are published monthly in separate paperbound booklets. Tables, included in each set, index legislation by P.L. number and bill number. There is also a detailed subject index and a table listing Acts by Popular Name. Amendments and repeals of previous enactments are also provided in separate tables.

Congressional index. (1969-1992). Chicago, IL: Commerce Clearinghouse. KF 49 .C6

A guide to the status of bills introduced during each session of Congress. Bills are indexed by bill number, Public Law number (if enacted), author and subject. Separate bill status tables for House and Senate give the status of every bill introduced during the current session. Includes a short abstract of each bill.

 The Congressional record (1995- to date) is on the internet at www.access.gpo.gov/su_docs/aces/aces150.html .

The Congressional Record is the official record of the proceedings and debates of the United States Congress. It is published daily when Congress is in session. The Congressional Record Index (1983 to date) is available on the internet at www.access.gpo.gov/su_docs/aces/aaces190.html This indexes the daily issues of the Congressional Record. The History of Bills is available at the same site.

U.S. statutes-at-Large. (1789-1951). Washington, DC: GPO. Microfilm KF 50 .U54

Includes the full text of all laws, resolutions and proclamations enacted during individual years. Arrangement is by statute number, (ex. 86 Stat 103). Indexes in each volume can be used to translate a bill number into a Public Law number, and a P.L. number into a statute number. A subject index is also included. John Jay's collection of the Statutes-at-Large starts at the beginning and runs through 1951. After that year, researchers may use the set United States Code Congressional and Administrative News cited above. Statutes-at-Large is a useful source in which to locate wording of legislation at the time of passage. It does not mean that the laws published are still in effect at the present time. Periodically, the statutes published in Statutes-at-Large are categorized by topic (codified) and added to the United States Code official publication. In order to find federal law presently in force one needs to use the current edition of the United States Code.

Secondary Sources

There are a number of sources found in most standard library collections which describe the passage of laws in Congress and offer discussion on various topics pertaining to legislative decisions.

Congressional Quarterly weekly report. Washington, DC: CQ Publishing. (1956-to date). Microfilm JK1.C15. Current issues kept in Reference area.

Detailed analysis of current happenings in Congress. Regularly includes features such as public laws enacted, tallies of votes on bills of note, changes in personnel of Congressional committees, and feature articles on important issues facing Congress during that session. There is a bi-annual companion publication entitled CQ Guide to Current American Government, [Reference JK 1 .C14], which compiles the most useful news and research material into one volume. The most recent issue is kept at the Reference Desk.

Congressional Quarterly almanac. Washington, DC: CQ Publishing. (1963-to date). Annual.

Reference JK 1 .C66

Essentially a yearly compilation of the material in the Weekly Report. Provides an excellent overview of a session of Congress.

Congress and the nation. Washington, DC: CQ Publishing. (1945 - 1996). Every 4 years.

Reference JK 1096 .C76

Records the debates, policy issues and legislation during a four year presidential term. Also includes biographies of Senators, Congress men and women, and senior government officials, voting records, election results, presidential speeches, and much more.


Congressional digest. Washington, DC: Congressional Digest Corporation. (1966-to date). Ten issues per year Periodicals JK 1 C65.

Each issue is devoted to a discussion of one item of proposed legislation. Background information, detailed arguments presenting all sides of a question raised by a pending bill and analysis are provided.

Congressional record. Washington, DC: GPO. (1873-to date). Five issues per week.


Years 1873-1952 are on microfilm, 1977-1986 are on microfiche J 11 .R5

An edited daily record of all that happens on the floor of Congress. Useful for its publication of the debates on bills and other legislative materials.

 The Congressional record (1995- to date) is on the internet at www.access.gpo.gov/su_docs/aces/aces150.html .

Weekly compilation of presidential documents. (1965-to date). Microfilm and current periodicals J 80 .A284

Includes the full texts of all "statements, messages and other Presidential materials released by the White House during the preceding week." A cumulative index makes it easy to use. Most recent issues kept in current periodical area: the older issues are on microfilm.

 The Weekly compilation... (1993 to date) is available on the internet at www.access.gpo.gov/nara/nara003.html

Federal Administrative Law

The sources discussed so far in this guide provide access to legislation and case law. They do not provide direct access to administrative law. Administrative law includes rules and regulations of administrative bodies which carry the force of law. These laws are not legislated, but are created by administrative agencies legally empowered to do so. For example: the Federal Communications Commission has a whole series of rules guiding radio stations to monitor the program content of their broadcasts. Administrative regulations are just as binding as statutes which have been enacted by a legislative body. This is because agencies formulating rules and regulations do so under power which has been delegated to them. This is usually done by specific enabling statutes. Agencies empowered to issue such rules and regulations include the offices of the President and the state governors, governmental agencies at the federal, state and local levels, and the courts. As with the statutory laws, administrative rules and regulations are gathered together in constantly updated series.

Federal register. (1988-to date). Washington, DC: U.S. Office of the Federal Register.

Microfiche KF70 .A2

The Federal Register began publishing daily in 1936. It is regarded as the official source for all rules and regulations of the agencies, bureaus, and departments of the federal government. This is the first place


that new rules are published and most rules are not accepted as law until they appear in this source. Material is arranged in each issue in the following order: Presidential documents, rules and regulations, proposed rules and notices. This last section includes information concerning changes in the organization or function of any government departments.

The monthly, quarterly, and annual indexes are arranged by agency, not by subject. All permanent rules and regulations appearing in the Federal Register eventually appear in codified form arranged by subject in the Code of Federal Regulations.

 The full text of the Federal register (1994 to date) is on the web at www.access.gpo.gov/su_docs/aces/aces140.html

U.S. Code of federal regulations. (Annual. with one quarter of the titles being revised every three months). Washington, DC: Office of the Federal Register. KF 70 .A3

The CFR is a subject arrangement of all current federal regulations into 50 major "Titles". A detailed index makes regulations accessible by subject and by the particular agency affected. A separate section includes citations for regulations repealed or amended during the previous year. The index volume also includes a conversion table relating U.S. Code citations to those in the CFR. This enables a researcher to determine which rules have been authorized under a specific piece of legislation. Title 3 contains the full text of presidential documents, and is kept as a permanent annual source.


 The U.S. Code of federal regulations is on the web at www.access.gpo.gov/nara/cfr

Federal regulatory directory. 10th edition (2001). Washington, DC: Congressional Quarterly. KF 5406 .A15 F4

Provides detailed background information on 13 major federal regulatory agencies, and brief profiles of others. The long selections include the agency's history, responsibilities and authorities, organizational structure, and biographies of current officers. The historical sketches are useful in tracing how an agency responded to changes in legislation, technological advances and economic realities. A listing of specific legislation over which each agency exercises control is another useful feature.

United States government manual. (1984-2002). Washington, DC: Office of the Federal Register. Reference JK 421 .A3 Most recent edition is kept at the reference desk.

This annual publication is the official handbook of the federal government. It provides comprehensive information on all the agencies and departments of the legislative, judicial and executive branches. Entries include summary statements of an agency's purpose, organizational structures, and enabling legislation associated with each agency. A "Sources of Information" section lists addresses and telephone numbers for obtaining further information.

 The U.S. government manual is on the web at www.access.gpo.gov/nara/naraool.html

5.2 State and Local Legislation

New York State Statutes

The statute law of New York State is accessible through sources similar to those which cover federal legislation.

McKinney's consolidated laws of New York; Annotated. St. Paul, MN: West. KFN 5030 A451

This black-bound set of books contains the law currently in force, arranged and codified by subject. Each volume is another area of law, (ex. Vol. 39 is the Penal Law); and each book is divided into articles and sections. Each section has its own topic index and there is a general multi-volume subject index for the entire set. This general index also includes a list of acts by popular name and the citations for them within

the code. Selected administrative rules and regulations with the force of law are included in relevant volumes and are accessible through the indexes. Since it is an annotated set there are also references to relevant New York cases and opinions, many of which have abstracts in the text. A feature entitled "Library References" appears at the end of each section, and guides the researcher to relevant sections of Corpus Juris Secundum, West's legal encyclopedia, and also gives pertinent West Key Numbers. The set is updated with pocket parts and by replacement and supplementary volumes regularly.

General index to New York consolidated laws service. (1998). Rochester, NY: Lawyers' Cooperative.
KFN 5030 .A47


We have the general index only. This can be used as a subject index to New York State laws.

 The New York State Constitution, Consolidated Laws and Unconsolidated Laws are available on the internet at <http://assembly.state.ny.us/leg/?sl=0>

McKinney's session laws of New York. St. Paul, MN: West. (1951-to date). KFN 5025 M3

This series corresponds to the U. S. Statutes-at-Large, in that it includes full text of all statutes passed by the New York State Legislature during a particular session. Also included are legislative memoranda, legislative reports and documents issued by the Governor. Arrangement of laws is by chapter, with chapter numbers corresponding to the order in which the laws were passed. There is an index which translates chapter numbers into the actual citations used in the official code. Session laws are also included in the set New York Consolidated Laws described above.

The New York State register. (2000 to date). John Jay Reference Law KFN5036 .N48

 The table of contents only of the New York State Register is on the internet at www.dos.state.ny.us/info/tocs.html


Summary of legislation. (1988-2001). Albany, N.Y. : Assembly Minority Research Services, New York State Assembly; Senate Research Service, New York State Senate KFN 5014 .S86
Annual publication which summarizes all bills passed during the preceding year.

Thompsons's laws of New York 1939-1942. KFN 5030 .A44


Of historic interest only; not current law. Two volumes.

Another important source for tracing laws and their passage in New York State are "bill jackets". These are collections of documents associated with a bill that are reviewed by the Governor in making a decision on whether to sign the bill into law. These documents are published by the State Legislature and in effect act as legislative histories of particular statutes. The New York Public Library's Research Library at 42nd Street is a designated depository for New York State bill jackets, and they can be read there.

New York State Administrative Law


 New York official compilation of codes, rules and regulations.

Includes all rules and regulations currently in force in the State. Arrangement is by title; each title designating a specific agency. No annotations are given, but "Historical Notes" indicate when the cited regulation came into force. No print format available in John Jay. Access is through LexisNexis.

 Some of the regulations are on the internet, but very few. For details, go to www.gorr.state.ny.us/gorr/Reg_Guide.html

New York State register. Albany, NY: New York Department of State. KFN5036.N48

The register is a weekly periodical which publishes all proposed, pending and revision of rules and regulations in the State. The process of publishing the proposals allows interested members of the public to comment directly to the agency involved. The Register also publishes notices of public hearings. Statements of rule adoptions appear here for the first time. The notice includes a bit of legislative history and an assessment of public comment.

 The tables of contents only are on the internet at www.dos.state.ny.us/info/tocs.html

New York red book. Guilderland, NY: New York Legal Publishing. (1981-2001)

Reference JK3430.N5

The best of a number of New York State legislative directories. The discussions of each agency include a summary of its statutory obligations, with citations to relevant enabling legislation and outlines of organizational structure. Also includes biographies of members of the State Assembly and State Senate and a chapter giving an overview of the major legislation enacted in the past year.

Legislation of Other States

Our library does not generally collect printed sets of laws from other states, although we do have the criminal and/or penal laws from California, Connecticut and New Jersey, and a compilation of motor traffic laws. .

West's annotated California codes. (updated through 2000). KFC 1100 .A337 W4

The library has the Penal Code updated with pocket parts.

Gould's penal code handbook of California. (2000). KFC1100.A314 A193

Connecticut general statutes annotated. Titles 53-55. (1994, updated with pocket parts). KFC 4161 .A3

These four sections are entitled Crimes, Penal code, Criminal procedure and Concluding provisions, respectively.

Connecticut criminal laws: including Title 53-Crimes, Title 53a-Penal code, Title 54-Criminal procedure, and Title 21a, chapter 420b-Dependency producing drugs. (2000). Binghamton, NY: Gould Publications.

1 v. Black loose-leaf binder, with "Penal code of Connecticut" written on the side. KFC 4161 .A3

New Jersey statutes annotated : Title 2A : Administration of civil and criminal justice. *Updated with pocket parts, through 1999*. KFN 1830 1952 .A43

New Jersey statutes annotated. Title 2C: New Jersey Code of Criminal Justice. (1982-1999). St. Paul, MN: West Pub. *3 v. Updated through 1999.* KFN 2361 .A3339 A2 1982b


Digest of motor laws. Washington, DC: American Automobile Association. KF2210.Z95A39 1996.

Brief summaries of motor laws effective in each state in the U.S. Covers radar prohibition, right turn on red, etc.

New York City Legislation

New York City laws are first passed by the New York City Council, and, following approval of the mayor, become law. However, many laws affecting the city are actually state laws enacted by the state legislature. New York City law is collected in two sources. Each of these sources include the city charter or municipal code and the relevant state laws that affect the city. In addition, there is a collection of the rules of administrative agencies which is described in the New York Administrative Law section below.

Administrative code and charter of the City of New York. Albany: Lenz and Rieker KFX 2003 .A3
These blue and black folders contain the full text of both the charter and code published in looseleaf format. This set does not include annotations, however, the looseleaf format does make it extremely easy to find specific sections of the code. The city charter is in volume 1, and titles 26 and 27 contain the building code. A conversion table of pre-1985 citations and the current codification is printed in volume one.

 Available on LexisNexis - use limited to 12 simultaneous users.


The City record: official journal of the City of New York. New York: City of New York. Latest three months only. Reserve Room.

City laws are published here as they are passed. The City Record is published daily and includes official announcements of all New York City business. These include meetings and hearings of the Mayor's office, city agencies, and departments and community boards; City Council actions, local laws passed, executive orders, court notices, and property dispositions.

 The procurement notices only are free on the internet at www.ci.nyc.ny.us/html/cityrecord/home.html

New York City legislative annual. (1994-2001). KFX2003.A7N48

Building code of the City of New York. (2003). KFX2080.A2 *Housed in a black looseleaf binder.*

 The Building Code is on the Internet at www.nyc.gov/html/dob/html/code.html

New York City Administrative Law

New York City agencies have the authority to create regulations that have the force of law.

The official compilation of the rules of the City of New York. (1991 to date) 14v. Albany, NY: Lenz and Riecker. KFX 2003 .A3 1991


The rules of the City of New York are published in this continuously updated loose-leaf set, housed in red and black binders. The rules are arranged according to the department or agency that created them. Each volume is devoted to a separate topic (ex. Crime and Justice) and has a detailed table of contents. A separate index volume is available for the entire set. The "Historical Notes" section discusses changes to the rules. Annotations are provided to New York and Federal court decisions. The most up-to-date publishing of City rules and regulations will appear in The City Record discussed above.

The green book: the official directory of the City of New York. New York: Citybooks. (current volume at reference desk.) JS 1222.N4

The Green Book is published annually by the City of New York, as a directory of employees and offices of City government, and federal and state officials with offices in New York. Background sketches describe the responsibilities and functions of each city agency. The directory is valuable as a current guide to how city government is organized.

Mayor's management report. (1979 to date, with gaps). New York, NY: Citybooks. [JS 1234 .A1 M38] *Provides an annual report, with statistics, for every New York City agency and department. The individual agency reviews include major initiatives, budget expenditures, and statements regarding future goals and objectives.*

 The Mayor's management report is on the internet (1998 to date) at www.nyc.gov/html/ops/html/mmr.html

 The New York City government website is at www.nyc.gov

Compilations of Laws and Regulations Effective in New York City

These single-volume handbooks contain the text of the laws and regulations relevant to a particular topic, situation, or occupation, regardless of their legislative origin. These books serve as handy quick references.

New York City law digest: selected sections from New York City administrative code, charter and health code. KFX2003.A3 2003.

New York criminal and traffic law manual. (2003). Charlottesville, VA: Lexis. KFN 6102 .A29 N48 2001 *Compilation of statutes and rules relating to traffic in New York State.*

New York law enforcement handbook. (1997). Binghamton, NY: Gould. KFN 6100 .Z9 N425 1997 *"Including Offenses and their classification, N.Y.S. penal law (complete law), N.Y.S. criminal procedure law (selected articles), N.Y.S. vehicle and traffic law (selected articles), related N.Y.S. consolidated laws (selected sections), N.Y.S. constitution (selected sections), U.S. Constitution (selected sections), common Spanish phrases."*

Kamins, B. (2003). Gould's criminal law handbook of New York: including sentencing guides. Binghamton, NY: Gould. KFN6100.A29N49 2001

This small handbook reprints selected extracts from New York State and City statutes, rules and regulations pertaining to criminal law. It also includes some sections from the U.S. Code. It is not comprehensive, and is not a replacement for the statute books, but it is a handy quick guide.

5.3 Finding Aids For Statutes

Shepard's acts and cases by popular names: Federal and state. (1999-2003). NY: McGraw-Hill. KF80.S5 *An alphabetical list of the popular names of all federal and state statutes in force, with cross-reference to the primary and authoritative sources. The quickest way to find the citation for any piece of legislation. References are to the U.S. Code, Statutes At Large and other sources. Also used to locate citations to cases by their popular names, (ex. The Macaroni Case). References are to Supreme Court, federal and state case reporters.*

New York law finder. (1991-2002). St. Paul, MN: West. KFN 5061 .N48 *Annual publication. Coordinates legal research by acting as a master reference guide to a number of West publications including texts, treatises, federal and state statutes and encyclopedias. This is a general reference source; its title is misleading.*

6. Secondary legal materials

6.1 Non-Authoritative Legal Reference Sources

This is another large class of books which can be considered as secondary sources for researchers seeking discussions of legal issues. None of these texts could ever be cited as legal authority, but obviously they are important as information sources. Casebooks, law encyclopedias, textbooks, and many other types of material fall into this category. The library catalog is the best source for inspecting the library's holdings in law. Below is a very selected list of interesting reference books.

General Topics

West's encyclopedia of American law. (1988). KF154.w47 1998.

These green books are shelved in the south reference area (the law encyclopedia area). 12v. This is a good, easy to read introductory source for legal topics.

Guide to American law: Everyone's legal encyclopedia. (1985). 12v, plus annual supplements. St. Paul, MN: West. KF 156 .G77

These red books are shelved in the south reference area (the law encyclopedia area). Described as a comprehensive guide to the American legal system written in plain English, this set not only encompasses legal principles and concepts, but also contains accounts of famous trials, historical movements and events, and biographies of famous individuals. In addition, there are brief descriptions of legal organizations, information relating to federal regulatory agencies, discussion of legal education and the legal profession, and hundreds of references to cases. A special feature is volume 11, which contains examples of standard legal forms, landmark documents, and acts. A cumulative index is in volume 12. There are annual supplements for each year up to 1995.

Oxford companion to American law. (2002). NY: Oxford University Press. KF154 .O96 2002

Historic U.S. court cases 1690-1990: An encyclopedia. (1992). NY: Garland.

Reference desk KF385 .A4 J641

Sexuality and the law. An encyclopedia of major legal cases. (1993). NY: Garland. Reference desk KF 9325 .A7 L461

Each of these volumes offers excellent short essays on an interesting collection of cases from both federal and state jurisdictions. In the first volume there are representative cases from all areas of criminal and civil law, governmental procedure, civil liberties and cases chosen for their significance in American history. The second volume discusses cases on all aspects of sexuality including discrimination, abortion, sex crimes, privacy, homosexuality, obscenity and family issues. All the entries include a list of related cases.

Rubenstein, W. (1997). Cases and materials on sexual orientation and the law. 2nd edition.

KF4754.5 .A7 L48 1997

McKinnon, S.(2001). Sex equality. KF4758.A7 M33 2001. A casebook.

Sagarin, E. and Brandt, A. A pictorial history of the world's great trials. Updated edition. (1985).

NY: Crown Publishers. 1 copy in reference law area, another copy in the stacks. K 542 .A9
Discussion, photographs, artwork, and fascinating insightful commentary on 31 famous trials from Socrates and Joan of Arc to Bruno Hauptmann, John Scopes and Adolph Eichmann. Arranged chronologically.

Silbey, J. (Ed.). Encyclopedia of the American legislative system: studies of the principal structures, processes and policies of Congress and the state legislatures since the colonial era. (1994). 3v.
 Reference JF501.E53 1994.


West's legal desk reference. (1991). St. Paul, MN: West. Reference desk KF 387 .W49 1991
A very useful one volume compilation of legal information. Includes a legal dictionary, descriptions (with organization charts) of state judicial systems, biographies of Supreme Court justices, legal abbreviations, telephone numbers and addresses, statistics on state governments and population, indexes to cases, and much more. A most useful section called "Research by Subject" details legal research search strategies, treatises, and law review articles on hundreds of subjects.

United States Supreme Court

There are a number a reference books which trace the history of the U.S. Supreme Court by discussing landmark cases and outlining procedural changes through the years. These handbooks also attempt to show the development of the court's role as guardian of individual rights. Bibliographies and biographies of the justices are included.


Congressional Quarterly's Guide to the U.S. Supreme Court. 3rd ed. (1997). Washington, DC:
 Congressional Quarterly Inc. Reference Desk KF8742.W567 1997

Oxford Companion to the United States Supreme Court. (1992). NY: Oxford University Press.
 Reference desk KF 8742 .A35 O93 1992

 Updated electronic version available through Oxford reference online database, as Oxford guide to United States Supreme Court decisions. Licensed database.

Oxford guide to United States Supreme Court decisions (1999). Oxford University Press.
 Reference KF 4548 .O97 1999

Congressional Quarterly's Supreme Court yearbook. (1989-2001). KF8741.A152S87
 Summarizes case reports and previews upcoming cases.

 Congressional Quarterly's Supreme Court collection. This licensed database contains biographies, an encyclopedia, cases and case analysis, and constitutions of 100 countries. Access through Electronic Information Resources on the library's home page.

Constitutional Law

Constitution of the United States of America: Analysis and interpretation. (1987-to date). Washington, DC: Government Printing Office. KF 4527 .K55
Sometimes known as "The Annotated Constitution", this work includes the basic text of the U.S. Constitution and its amendments along with detailed commentary on each article and clause, and annotated citations to relevant U.S. Supreme court decisions. The beauty of this set is in allowing the

researcher to move from the actual passage in the document to cases and discussions of the legal issues. The book is updated with pocket-parts.

🖥️ The Annotated constitution is also available on the web at www.access.gpo.gov/congress/senate/constitution/toc.html

Encyclopedia of the American Constitution. 2nd edition (2000). 6v. NY: MacMillan Reference. Reference desk KF 4548 .E53 2000

A very useful comprehensive set which includes articles on all aspects of constitutional law and history. The entries range from major overview articles on historical periods, to thematic articles on subjects such as abortion, freedom of speech and capital punishment. The set includes biographies of the justices of the Supreme Court and other important figures in constitutional history, and essays on each amendment. Details on landmark cases and the origins of basic concepts such as due process, habeas corpus, and equal protection are also provided. Numerous case citations are listed throughout. An earlier edition is kept on the law reference shelves.

🖥️ available in electronic form, copyright date 1995, in Congressional Quarterly's Supreme Court Collection licensed database. Access through Electronic Information Resources on the library's home page.

The Federal and state constitutions, colonial charters, and other organic laws of the states, territories, and colonies now or heretofore forming the United States of America: compiled and edited under the act of Congress of June 30, 1906 by Francis Newton Thorpe. Buffalo, N.Y.: W.S. Hein. . KF 4530 .T46 1993 7 v. Reprint of 1909 work. No commentary; just the text of the documents

Vile, J. (1996). Encyclopedia of constitutional amendments, proposed amendments, and amending issues, 1789-1995 Santa Barbara, CA: ABC-CLIO. KF 4557 .V555 1996

The founders' constitution. Chicago: University of Chicago Press, 1987. 5v. KF4502 .F68 1987 *Contains original documentary sources from the early 17th century to 1835, which influenced the creation of the U.S. Constitution. Includes cases, letters, philosophical writings, pamphlets, etc. arranged according to the relevant Constitutional article. Very useful for students of constitutional history.*

🖥️ Available on the internet at <http://press-pubs.uchicago.edu/founders>

There are numerous casebooks dealing with constitutional issues. Casebooks are used as teaching aids, and feature cases that illustrate specific points of law. These three are comprehensive in their coverage:

Cushman, R (1994). Cases in Constitutional Law. 8th edition. (1994). Englewood Cliffs, NJ: Prentice-Hall. KF 4549 .C8

Gunther, G. (1997). Constitutional law. Westbury, NY: Foundation Press. Reserve desk KF 4549.G85 .

Israel, J. et al. (1997). Criminal procedure and the Constitution: leading criminal procedure cases and introductory text. St. Paul, MN: West.

Judicial Systems

Encyclopedia of the American judicial system: Studies of the principal institutions and processes of law. (1987). 3v. NY: Scribner's. KF 154 X53

This encyclopedia is organized into six sections: Legal History, Substantive Law, Institutions and Personnel, Process and Behavior, Constitutional Law and Issues and Methodology. Each section contains

over a dozen extensive essays covering a particular aspect or concept in the field. Each topic is discussed within its historical context and concludes with a summary of current legal thinking. All articles end with a list of cited cases, a significant bibliography, and cross-references to other articles in the encyclopedia. A cumulative index is included.

Modern legal systems cyclopedia. (1984-to date). 10v. Buffalo, NY: Hein & Co. K 530 .M6
Presents a comprehensive picture of the various legal systems around the world. Includes information on both substantive and procedural law, the processes of government, and the organization and practice of law. Includes information about states, international law, and international organizations. Updated and supplemented regularly. Shelved in red binders.

6.2 Law Dictionaries

Black's Law Dictionary is the recommended source for finding definitions that are concise and authoritative. Law dictionaries that are written for the non-lawyer can be valuable in presenting legal terms in plain English, but the definitions are often very simplified. This section also lists some foreign language and historical law dictionaries, as well as specialized dictionaries in criminal justice. The last part highlights dictionaries of legal quotations, which can be useful to term paper writers looking to add some color to legal descriptions.

Authoritative Law Dictionaries

Black's law dictionary. (1999). 7th ed. St. Paul, MN: West. Reference desk KF 156 .B53
The library has multiple copies of this and earlier editions. One can usually be found on the Dictionary Shelf near the reference desk.

Ballentine's law dictionary with pronunciations. (1969). 3rd ed. Rochester, NY: Lawyers' Co-op.
 KF 156 .1153 *Authoritative, but dated.*

General Law Dictionaries

American law dictionary. (1991). Santa Barbara, CA: ABC-Clio. KF 156 .R46

Dictionary of Words and phrases used in ancient and modern law. (1987). Littleton, CO: Rothman.
 K 50 X54

Law dictionary for non-lawyers. (1991). St. Paul, MN: West. KF 156 .07

Law dictionary: Pronouncing edition: a dictionary of legal words and phrases with Latin and French maxims of the law translated and explained. (1986). Cincinnati, OH: Anderson. KF 156 .069

Legal thesaurus / dictionary. (1986). St. Paul, MN: West. KF 156 .S7

Legal word book. (1991). Boston, MA: Houghton Mifflin. KF 156 .G6

Oran's dictionary of the law. (1991). St. Paul, MN: West. KF 156 .069

Burton, W. (1992). Legal thesaurus. 2nd edition. NY: Macmillan. KF156.B856 1992

Environment and the law: a dictionary. Santa Barbara, CA: ABC-CLIO. KF3775.A68 P38 1995.

Newman, P. (1998). New Palgrave dictionary of economics and the law. 3v. NY: Stockton Press. K487.E3N48 1998

Yogis, J. (1990). Canadian law dictionary. 2nd edition. NY: Barron's Educational Series. KE183.Y63 1990.

A dictionary of law. 4th edition. Oxford, England: Oxford University Press. KD313.C66 1997

 Electronic version available in Oxford Reference Online database. Licensed database.

Non-English Language Law Dictionaries

Alcaez Varo, E. (1994). Diccionario de terminos juridicos: ingels/espanol, Spanish-English. 2nd edition. Barcelona: Editorial Ariel. K52.S6A43 1994.

Diccionario de terminos juridicos. 2nd edition. (1985). Oxford, NH: Equity Publishing. *Spanish with an emphasis on Puerto Rican Law*
K 52 .S6 R57

Vegas English Spanish dictionary of everyday criminal & legal terms. (1982). Guttenberg, NJ: V&A Communications.
K 52 .S6

Connolly, N. (1998). Bilingual dictionary of domestic relations and juvenile terms: English/Spanish. Longwood, FL: Gould. K670.C66 1998

Benmaman, V. et al. (1991). Bilingual dictionary of criminal justice terms (English/Spanish). 2nd edition. Binghamton, NY: Gould. KF9617.B46 1991.

Dictionary of Italian legal terms and relevant definitions. (1980). NY: J.T Genco. K 52.18 G46

Law dictionary and glossary: Containing full definitions of the principal terms of the common and civil law together with the translations and explanations of the various technical phrases in different languages. (1987) 2v. Littleton, CO: Rothman. KF 156 .11852

The law glossary: Being a selection of the Greek, Latin, Saxon, French, Norman, and Italian sentences, phrases and maxims. (1986). Littleton, CO: Rothman. KF 156 .T35

Lindbergh, E. (1992). International law dictionary (English, French and German). London: Blackstone Press. Reference JX1226.L56 1992.

Ingleton, E. (1992). Elsevier's dictionary of police and criminal law: English-French and French-English. NY: Elsevier. KJC7974.6.I54 1992

Council of Europe French -English legal dictionary. (1994). Strasbourg: Council of Europe Press. K52.F7B74.

Legal dictionary in four languages. 3rd edition (1982). London: Sweet & Maxwell. (*English, German, French, Dutch*).
K 54 .L4

Multilingual law dictionary: English, Francais, Espanol, Deutsch. (1978). Dobbs Ferry, NY: Oceana Publications. K 54 .E3

West's law and commercial dictionary in five languages. (1985) St. Paul, MN: West. (*English, German, Spanish, French, Italian*) K 54 .W47

Russian-English law dictionary. (1969). NY: Praeger. K 52 .R9 P7

Braun, M. (1998). English-Russian dictionary of American law. Westport, CT: Greenwood Press. KF9217.B73 1998

Criminal Justice Dictionaries

Dictionary of Criminal Justice. 4th edition. (1994). Guilford, CT: Dushkin Publishing. Reference HV7411.R87

Dictionary of Criminal Justice Terms. (1984). Binghamton, NY: Gould Publications. RV 6017 .D54

Legal Terms and Concepts in Criminal Justice. (1983). Wayne, NJ: Avery Publishing. HV 6017 .D38

Police dictionary and encyclopedia. (1988). Springfield, IL: C.C. Thomas. Reference HV 7901 .F39

The Roxbury dictionary of criminal justice: key terms and major court cases. (1997). Los Angeles, CA: Roxbury Publishing. Reference HV 7411 .C48 1997

Legal Quotations

Dictionary of legal quotations. (1987). London: Croom Helm. K 58 .D53

Manual of forensic quotations: A compilation of great thoughts by leading members of the bar, in famous and important criminal and civil trials. (1903, reprinted 1968). Detroit: Gale. KF 159 .M4

Oxford dictionary of American legal quotations. (1993). NY: Oxford University Press. KF 159 .S53

The quotable lawyer. (1986). NY: Facts on File. K 58 .S5

2,000 classical legal quotations. (1967, reprinted 1992). KF159.M25 1992

6.3 Authoritative Legal Encyclopedias for the Legal practitioner and Law Student

Legal encyclopedias are probably the best starting point for any subject approach to the law. Written in narrative form and arranged by subject, they are important authoritative sources of information. They

attempt to explain and interpret legal concepts and provide excellent background information for a beginning researcher.

A second useful feature of legal encyclopedias is the extensive footnoting to cases and statutes which may clarify or illustrate a particular point of law under discussion.

Therefore, a legal encyclopedia has a dual role:

1. A useful source of reliable historical and current information on all aspects of civil and criminal law.
2. An index to cases and other relevant materials pertinent to any legal issue.

The wording of an encyclopedia article is often broadly phrased, since the editors are trying to encompass many different jurisdictions in one summary statement. The footnote citations will lead the user to a specific federal or state case law. Legal encyclopedias are kept up-to-date by annual pocket parts and supplementary volumes.

We have two general legal encyclopedias which cover the principles and philosophy of law in general, and an excellent encyclopedia for New York State legal issues.

American Jurisprudence 2nd edition. (82v. and 8v. index). Rochester, NY: Lawyers' Co-op. KF 154 .A5
This set of green books is shelved in the south reference area (the law encyclopedia area). Along with frequent revisions of individual volumes and the 8 volume index, Am.Jur. 2d. publishes a New Topic Service, a looseleaf supplement which includes fully annotated articles on recent legal issues. The set also includes references to American Law Reports among its footnotes. The set also includes a one-volume Desk Book, which describes miscellaneous legal terms and procedures in dictionary form.

How to get the most from American Jurisprudence 2d. (1999). St. Paul, MN: West Group.
This short pamphlet is a guide to using the encyclopedia. KF 154 .A422 1999

Corpus Juris Secundum: a complete restatement of the law.... (1936-1999). 101v. and 5v. index. St. Paul, MN: West. KF 154 .C6
This dark blue set of books is shelved in the north reference area (the law encyclopedia area). Subscription cancelled.

New York Jurisprudence 2d. (1979 to date). 111v. and 8 v. index. Rochester, NY: West. KFN 5065 .N49
This set of dark blue and red books is shelved in the south reference area (the law encyclopedia area). Follows the same format as American Jurisprudence, but focuses on New York State law. Case citations are primarily to New York cases. The set includes a Table of Cases which includes annotation references. This allows a researcher to look up a New York State case and have a referral to the section of the encyclopedia which discusses the particular point of law involved. Another new feature is a comprehensive Desk Book which acts as a one-volume overview of the New York State legislative and judicial process.

6.4 American Law Reports

American Law Reports (ALR) is a selective case series with a number of uses: a reporter of cases from all jurisdictions, an encyclopedia on hundreds of legal topics, and a digest to case law from around the country. ALR includes cases from both federal and state courts which have been selected according to their importance in interpreting statute law. Many cases are included because they provide in-depth

treatment of a major point or subdivision of the law. Others are included because they provide a basis for discussing a specific legal point in much more detail than the standard legal encyclopedias. ALR editors are constantly adding entries on topics as they become relevant. Topics which have already been covered are supplemented by pocket parts whenever necessary.

ALR sets present material in the following order:

1. The citation, and decision of the court is stated.
2. Detailed headnotes guide the reader to relevant sections in legal encyclopedias.
3. Briefs of counsel are often given and precede the full text of the opinion of the court.
4. A extensive annotation to the specific topic is then presented. This annotation will discuss the general law affecting the subject and the particular legal issues involved. An extraordinary number of relevant cases are cited throughout the entry. If the annotation is particularly lengthy, an index to the legal points covered is presented at the start.

American Law Reports contains a wealth of legal information and as such can be overwhelming to a beginning researcher. The set is accessible by the detailed subject indexes listed below. However, most users will find that they will pick up ALR references from one of the other legal sources published by the same publisher, formerly Lawyers' Co-op, now West. These sources include the United States Supreme Court Reports, Lawyers' Edition, American Jurisprudence, New York Jurisprudence and others.

The ALR has been published in a number of series. We own the 2nd, 3rd, 4th and 5th series, and the ALR Federal series. The series were formerly published by the Lawyers' Co-op in Rochester, a company which is now owned by West.

2nd series:

American Law Reports: annotated 2nd series. (1948-1965). 100v. KF 105 .A52
Later Case Service: Supplemental Cases Analyzed and Classified. (1954-to date). KF 105 .A5217
Includes cases from both the state and federal level. ALR Supp supplements ALR 2d and discusses recent cases on the same issues.

3rd series:

American Law Reports. ALR 3rd: Cases and Annotations. (1965-1980). 100v KF105 .A53
Continues ALR 2d, but since 1969 has covered topics and cases at the state level only. Updated with pocket parts.

4th series:

American Law Reports. ALR 4th: Cases and Annotations. (1980-1991). 90v. KF105.A532

5th series:

American Law Reports. ALR 5th: Case and Annotations. (1992-to date.) KF 105 .A533
 This series covers the most recent topics and cases. Subscription cancelled.

Federal series:

American Law Reports Federal: Cases and Annotations. (1969-to 2000). Volumes 1-166. KF 105 .A54
This set reports and comments on leading cases from all federal courts.

Indexes to the ALR sets:


ALR Digest to 3rd, 4th, Federal. (1985-to date). 18v. KF 105 .A548
A subject guide to the three series listed which includes short abstracts of the cases cited and many relevant citations to other cases.

ALR Index - ALR 2d, 3rd, 4th, 5th, Fed, L.Ed 2d. (1999-to date). KF 105 .A56
Subject guide to six different series. Does not contain abstracts, only citations. Updated with pocket parts.

The following two single-volume paperback indexes are the fastest method of locating entries in the ALR series:

ALR Quick Index - ALR 3d, 4th, 5th. (annual). Most recent issue only. Reference Desk KF 105 .A5332

ALR Federal Quick Index. (annual) Most recent issue only. KF 105 .A54


 The ALR series are available on Westlaw. Search strategies for searching Westlaw for more information on a particular topic or point of law are included towards the start of each entry in the printed volumes.

6.5 Treatises and Practice Manuals

The legal encyclopedias discussed in the previous section are multi-volume sets which offer analysis and interpretations of all legal topics. Treatises, on the other hand, are specialized encyclopedias which discuss in great detail particular points of law. There are hundreds of treatises discussing almost every conceivable legal topic. Certain treatises have been regarded by judges as legal authority in particular areas. The Lloyd Sealy Library has an excellent collection of the most important treatises dealing with criminal law and constitutional law. The following list of treatises from the reference collection at John Jay is not exhaustive. Check the library catalog, using a keyword search for the word "treatise".

In contrast to treatises, practice manuals have a functional, rather than scholarly, approach to law. They provide practical guidance to lawyers, particularly on trial proceedings.

The dates of publications for these legal works are significant. Most of these publications are published over a range of years. The original work is updated periodically by pocket parts inserted into the back of the volume, or additional volumes, or in the case of looseleaf binders, additional leaves. It is important when using them to consult the pocket parts and supplements to ensure that you are informed of any changes that have occurred since the original volume was published.

 Many of the treatises and practice manuals published by West are available on Westlaw.




Treatises and Practice Manuals on Law and Criminal Procedure

Federal Court of Appeals manual. (2000). St. Paul, MN: West Group. KF 9052.K63 2000.

Federal Court of Appeals manual: local rules. (2001). St. Paul, MN: West Group. KF 9052.F4

Federal procedure: a problem-solving textual analysis of federal judicial and administrative procedure. (1981-1999) v.1-33A. Rochester, NY: Lawyers Co-operative. KF8835 .F4.
Includes sentencing guidelines.

Androphy, J. (2001). White collar crime. 2nd edition. Colorado Springs, CO: Shepard's/McGraw-Hill. KF9350 .A93
Part of Shepard's trial practice series.

- Arnold, L. (1997-2000). Criminal practice and procedure. 3rd edition. St. Paul, MN: West Pub. *Covers New Jersey state law*. KFN2375 .A7 1997
- Bailey, F. and Rothblatt, H. (1973-to date). Crimes of violence: homicide and assault.. 3v. Rochester, NY: Lawyers' Co-op. KF 9304 .B3
- Bailey, F. and Rothblatt, H. (1976-1990). Handling misdemeanor cases. Rochester, NY: Lawyers' Co-op. KF 9656 B35
- Bailey, F. and Fishman, K. (1994-1999). Criminal trial techniques. Deerfield, IL: Clark Boardman Callaghan / West. KF9656 .B24 3v. Loose-leaf binders.
- Bernheim, D. (1972-1990). Defense of narcotics cases. NY: Bender. 2v. KF3890 .B45
- Brickey, K. (1992-1999). Corporate criminal liability: A treatise on the criminal liability of corporations, their officers and agents. 2nd edition. Deerfield, IL: Clark Boardman Callaghan. 3v. KF 9236.5 .B74
- Burkoff, J. (1991-1999). Criminal defense ethics: law and liability. Revised edition. St. Paul., MN: West Group. KF306 .B87 1991
- Campbell, A (1991-1999). Law of Sentencing. 2nd edition NY: Clark Boardman. KF 9685 .C354
- Carr, J. (1988-1998). Criminal procedure handbook. St. Paul, MN: West. *An annual overview of criminal procedure cases that have come before the courts in the course of a year*.
- Davis, S. (1980 to date). Rights of Juveniles; The Juvenile Justice System. NY: Clark Boardman. KF 9794 .D38 Orange loose-leaf binder.
- Erwin, R. (1971-1999). Defense of drunk driving cases: criminal/civil. NY: M. Bender. 4v. KF8925.T7 E7
- Hutchison, T. (2001). Federal sentencing law and practice. St. Paul, MN: West. KF 985 .H87
 Also available on Westlaw.
- Kessler, S. (1993- to date). Civil and criminal forfeiture: federal and state practice. Deerfield, IL: Clark Boardman Callaghan.. KF 9747 .K37 3v. Loose leaf binders
- Lafave, W. (1999- 2000). Criminal procedure. 2nd edition. 6 v. St. Paul, MN: West. KF 9616 .L34 1999
- LaFave, W. Search and seizure: A treatise on the fourth amendment. 3rd edition. (1996). 5v. St. Paul, MN: West. KF 9630 .L26
 Also available on Westlaw.
- LaFave, W. Substantive criminal law. (1986). 2v. St. Paul, MN: West. KF 9219 .L386
 Also available on Westlaw.
- McCloskey, P. and Schoenberg, R. (1984 to date.) Criminal law deskbook. NY: Matthew Bender. KF9656 .M35 Loose-leaf binder.
- Moore, J. (1948-1991). Moore's federal practice. 2nd edition. Albany: M. Bender. KF8820.A313 M63

updated through release 89. *This is one of the more important treatises on criminal and civil procedure. It is contained in 34 dark red loose leaf binders, and 3 paperback books. Its usefulness is limited by its age; this edition was last updated in 1991.*


Mushlin, M. (2002). Rights of prisoners. 3rd edition. 3v. NY: McGraw-Hill. KF 9731 .G6

Nissman, D. (1994-1999). Law of confessions. 2nd edition. Rochester, NY: Lawyers' Co-op. KF 9664 .N58


Orfield, L. (1985-1994). Criminal procedure under the federal rules. 2nd edition. 7v. Rochester, NY: Lawyers' Co-op. KF 9619 .07

Purver, J. and Lawrence E. (1980-2001). Handling criminal appeals. Rochester, NY: Lawyers' Co-op. 1v. and supplement. KF 9690 .P8

Robbins, I. (1985-1999). Prisoners and the law. 4v. NY: Clark Boardman. KF 9731 .A75 P74

Robinson, P. (1984-2000). Criminal law defenses. St. Paul, MN: West. 2v. KF9240 .R63 1984
 Also available on Westlaw.


Rubin, S. (1975-1996) United States prison law. 13v. Dobbs Ferry, NY: Oceana Publications. KF 9728 .A7 R8

United States Sentencing Commission. (1988-2000). Guidelines manual. Washington, DC: The Commission. KF 9685 .A8815
 Also available on the internet at www.ussc.gov/guidelin.htm

Webber, D. (1997-1999). Aids and the law. NY: Wiley. 1v and supplement. KF3803.A54A94 1997.

Wharton's Criminal Law. 15th edition. (1993-to date). NY: Clark Boardman KF 9219 .W43 1993

Wharton's Criminal Procedure. 13th edition. (1993-2000). 4v. Clark Boardman. KF 9619 .W43

Wright, C. (1982 to date). Federal rules of criminal procedure. 2nd edition. 7 v. St. Paul, MN: West. KF 9619 .W7 1982
 Also available on Westlaw.


Yackle, L. (1981-1999). Postconviction remedies. Rochester, NY: Lawyers' Co-op. KF 9690 .Y25
 1v. with supplement.

Treatises and Practice Manuals on Criminal Evidence

American Jurisprudence Proof of Facts. (1959-1973). 30v. Rochester, NY: Lawyers' Co-op. KF 8933 .A5
American Jurisprudence Proof of Facts Second Series. (1974-1990). 50v. Rochester, NY: Lawyers' Co-op. KF 8933 .A52

American Jurisprudence Proof of Facts Third Series. (1974-1990). 10v. Rochester, NY: Lawyers' Co-op. KF 8933 .A53

"A carefully edited compilation of trial guide material in text and in question and answer form designed to assist lawyers in preparing for trial and in examining witness."

 American Jurisprudence Proof of Facts is also available on Westlaw.

American Jurisprudence trials. (1964-1990). 41v. Rochester, NY: Lawyers' Co-op. KF 8913 .A5
"An encyclopedic guide to the modern practices, techniques, and tactics used in preparing and trying cases, with model programs for the handling of all types of litigation."

 Also available on Westlaw.

Alberti, A. (1999). Wiretaps: a complete guide for the law and criminal justice professional. San Francisco: Austin & Winfield. KF 9670 .A94 1999

Carr, J. (1986-1999). The law of electronic surveillance. 2nd edition. NY: Boardman, West. KF9670.C37

Cipes,R. and Bernstein, S. (Ed.s). (1969-1986). Criminal defense techniques. 6v. NY: Bender. *Blue looseleaf binders.* KF 9655 .C7

Federal Judicial Center (2000). Reference manual on scientific evidence. 2nd edition. St. Paul, MN: West. KF 8961 .R45 2000.

 Also available on the internet at <http://air.fjc.gov/public/fjcweb.nsf/pages/16>

Fishman, C. (1992-2001). Jones on evidence; civil and criminal. 7th edition. 3 v. and supplement. Rochester, NY: Lawyers' Co-op. KF 8931 .J6

Fishman, C. and McKenna, A. (1995). Wiretapping and eavesdropping. 2nd edition. Rochester, NY: Lawyers' Co-op. 2 v. KF 9670 .F54 1995

Giannelli, P. and Imwinkelried, E. (1999). Scientific evidence. 3rd edition. Charlottesville, VA: Lexis. KF 8961 .G53 1999. 2 v. with pocket parts.

Imwinkelried, E. et al. (1998-1999). Courtroom criminal evidence. 3rd edition. Charlottesville, Va. : LEXIS. 2v. KF 9660 .C68 1998

Imwinkelried, E. (1998-1999).Uncharged misconduct evidence. St. Paul, MN: West. 2 v. *Loose-leaf binders.* KF 8935 .I455

Klein, I. (1989). Law of evidence for criminal justice professionals 3rd edition. St. Paul, MN: West. Reserve room KF 9660 .K55

McCormick on Evidence. 4th edition. (1992). 2v. St. Paul, MN: West. KF 8935 .M29

McLaughlin, J. (Ed.). (1997 to date). Weinstein's federal evidence: commentary on rules of evidence for the United States courts. 2nd edition. 6v. NY: Bender. KF 8935 . W39 1997

Moenssens, A. et al. (1995). Scientific evidence in criminal cases. 4th edition. Mineola, NY: Foundation Press. KF8961.S39 1995

Moriarty, J. (1996). Psychological and scientific evidence in criminal trials. Deerfield, IL : Clark Boardman Callaghan, West. 2 v. Loose-leaf binders. KF9674 .M67

Mueller, C. and Kirkpatrick, L. (1994-1999). Federal evidence. 2nd edition. 5v. Rochester, NY: Lawyers' Co-op. KF 8935 .L68

Nissman, D. and H. (1994-1999). Law of confessions. 2nd edition. Deerfield, IL: Clark Boardman Callaghan. 1 v. Loose-leaf binder. KF 9664 .N58

Ringel, W. (1979-1999). Searches and seizures, arrests and confessions. 2nd edition. 3 v. Loose leaf binders. St. Paul, MN: West. KF9625 .R53 1979

Ryals, S. (1995-2000) Discovery and proof in police misconduct cases. New York : Wiley. 1v. and supplement. KF8925.C5 R93

Shuman, D. (1994). Psychiatric and psychological evidence. 2nd revised edition. Colorado Springs, CO: Shepard's/McGraw-Hill. 1 v. Loose-leaf binder. KF8965 .S57 1994

Weinstein, J. et al. Evidence: cases and materials. Reserve Room KF8934. C4 1997. *This is a casebook, intended for use as a textbook, The cases were selected to illustrate particular points of law.*

Wharton, F. (1997). Wharton's criminal evidence. 15th edition. St. Paul's, MN: West. 8 v. KF 9660 .W43

Wigmore, J. (1979-1995). Wigmore on evidence. (1979-1995). 12v. NY: Little, Brown & Company. KF 8935 .W54

Treatises and Practice Manuals on Constitutional Law

Antieau, C. and Rich, W. (1997-1999) Modern constitutional law. 2nd edition 3v. West. KF 4550 .A74

Cook, J. (1983-2001). Civil rights actions. NY: Bender. 7v. Blue loose leaf binders. KF 4749 .C65

Cook, J. (1996 to date). Constitutional rights of the accused. 3rd edition. 4v. Dearfield, IL: Clark Boardman Callaghan. KF 9625 .C66

Erickson, W. and George, B. United States Supreme Court cases and comments. (1985-to date). 3v. NY: Bender. KF 9218 .E75

Klein, I. (1992). Constitutional law for criminal justice professionals. 3rd edition. Miami, FL: Coral Gables Publishing. KF 4550 .K58

Nahmod, S. (1997-2001). Civil rights and civil liberties litigation: the law of section 1983. 4th edition. St. Paul, MN: West Group. 2 v. KF 1325 .C58 N34

Rotunda, R. (1999). Treatise on constitutional law: substance and procedure. 3rd edition. 5v. St. Paul, MN: West. KF 4550 .R63 1999

 Also available on Westlaw.

Treatises and Practice Manuals on New York Law

Gilbert criminal law and procedure of New York. (1977-1999). KFN6100.A63

McKinney's New York rules of court : state and federal. (2001). KFN 5992 .A195 2001

New York civil practice. (1963-1999). NY: Bender. 16 v. Brown looseleaf binders. KFN 5995.N4 1980

New York employment discrimination handbook. (1998). New York, NY : Matthew Bender. KFN 5572 .A15 N49

New York examination before trial and other disclosure devices. (1998). 2nd edition. St. Paul,MN: West. KFN 6020 .N48

West's McKinney's forms: civil procedure law. (1989-1999). 4v. and pamphlet. *Covers New York State law.* St. Paul, MN: West. KFN6155.A65L8 1989

 Also available on Westlaw.

West's New York practice series. (1996-2000) St Paul, MN: West. *Each volume has a different title:*

Evidence in New York State and federal courts. Volume 5. KFN6030.B27.

New York criminal law. Volume 6. KFN 6100 .N42 1996

New York pretrial criminal procedure. Volume 7. KFN6155.N42 1996

New York juvenile delinquency practice. (2002). Newark, NJ: LexisNexis / M. Bender. KFN6195 .B64 2002

Carreri, J. (1997). New York civil practice. Family court proceedings. 4v. Looseleaf binders. NY: M. Bender. KFN5120 .C37

Donnino, W. (1997-1999). New York Court of Appeals on criminal law. 2nd edition. NY: West. KFN 6100 .D66 1997

Fiandach, E. (1996). New York driving while intoxicated. Rochester, NY: Lawyers Cooperative Publishing. *Part of New York practice library.* KFN 5477 .F53 1996

Fisch,E. (1997-2000). Fisch on New York evidence. 2nd edition. Pomona, NY: Lond Publications. KFN 6030 .F5

Jakala, D. and Brownell, C. (1987-to date). Criminal procedure in New York. Revised edition. 4v. *Includes forms.* St Paul, MN: West. KFN 6155 .B76

Kamins, B. (1992 to date). New York search and seizure. Binghamton, NY: Gould Publications. Black looseleaf binder. KFN 6157 .K15

Rose, J. (1992-to date). New York vehicle and traffic law. Rochester, NY: Lawyers' Co-op. KFN 5477 .R67

Waxner M. (1973-to date). New York criminal practice. 11v. NY: Bender. KFN 6155 .W38

Weinstein, Korn and Miller civil practice law and rules manual (CPLR manual). (1980-1999). 2v. Brown looseleaf binders. *Covers New York law.* KFN 5995.W4 1980.

Treatises and Practice Annuals on Other Topics

Guide to employment law and regulation. (1998-2000).2nd edition. United States: West Group. 4 v. Loose-leaf binder. KF3315 .G85

Immigration law and crimes. (1984 – 2000). 1v. Loose leaf binder. MN: West. KF4819 .I472 1984

Immigration law and procedure. (1980 – 1998). 1v. Loose leaf binder. KF 4819 .G59

Hornik, P. (1993). The Immigration Act of 1990 handbook: the complete practice guide to the 1990 Act. Deerfield, IL: Clark Boardman Callaghan. KF 4819 .S55 1993

Silver, I. (1995-2000). Public employee discharge and discipline. 2nd edition. NY: J. Wiley & Sons, 1995. 3v. Loose-leaf binders. KF 5340 .S5 1995

Smolla, R. (1996-2000). Smolla and Nimmer on freedom of speech. 2v. Looseleaf binders. NY: Clark Boardman Callaghan. KF4772 .S56

Wang, L. (1994-2000) Hate crimes law. Deerfield, IL: Clark Boardman Callaghan. 1 v. Blue loose-leaf binder. KF 4749 .W36

6.6 Legal Periodicals and Periodical Indexes


Legal periodicals are another vast source of information for students and researchers. There are hundreds of law journals which offer opinions, analysis and interpretation of case law. Others pose legal problems or theories and present solutions or initiate debate. Still others act as information sources for members of the profession.

Legal periodicals fall into four distinct groups:

1. General law reviews: These include scholarly articles exploring legal issues and theories. Most law reviews are associated with law schools and every law school has at least one law review under its sponsorship. Law review articles are selected and edited by the students of the law school, and are seen as training devices for future lawyers. Generally, a law review may contain one or more lead articles written by professors or legal practitioners, and a number of other articles (often called notes or commentaries) written by the students themselves. John Jay subscribes to law reviews published at the larger law schools (Notre Dame, University of Pennsylvania, Georgetown, etc.), and all New York schools, (Fordham, St. John's, Brooklyn, Columbia, etc.). Many more are available in Hein Online, Lexis Nexis Universe and WestLaw.
2. Special interest law reviews: These generally focus on a specific topic. For example, Journal of Psychiatry and the Law, or Behavioral Sciences and the Law. They are generally commercially published, although some are school sponsored (Fordham Urban Law Journal).
3. Bar Association journals: These are more practical than theoretical, and usually contain articles relating to the legal profession. It is not out of the question, however, to find articles on criminal issues such as evidence or criminal procedure in a journal such as The ABA Journal.
4. Legal Newspapers: The most prominent is The New York Law Journal (discussed above).

John Jay subscribes to the printed editions of many examples of all four types of legal periodical. Most are shelved in the bound periodicals area of the library, or on microfilm, with the most recent issues kept

on the shelves in the current journal area. Our periodicals are not arranged by title on the shelves; they are shelved by call number. To identify the call number, search the library catalog for the title of the legal periodical. A list of the law journals we own is available at the reference desk.

 Access to the electronic formats of many legal periodicals and newspapers is available through our full text legal databases, Lexis Nexis Universe and Westlaw.

The principal means of access to law journals is by using an index, which allows a researcher to identify what articles have been published in the periodicals. Indexes are published in both print and electronic form. The most common searches are by topic, author, or subject heading. Print indexes normally allow searching by subject heading, author, and case name. Electronic indexes normally allow searching by keyword, subject heading and author.


Print indexes:

Current law index. (1980-to date). *Eight issues per year, with quarterly and annual cumulations*. Index Area AI 1 .C88

Provides the most comprehensive coverage of law reviews and journals. Includes a number of social science journals and many journals in criminal justice. Only English language publications are included. Has an added access point, a statutes table, which allows searching by individual statute cited. One drawback is its relatively late starting date of 1980.

Index to legal periodicals. NY: H.W.Wilson. (1908-1994). Index Area AI 1 .145

Much more limited in its coverage to strict law reviews. However, it does cover articles back to the earlier days of the century. It also has a section indexing book reviews. Print subscription cancelled.

 *Electronic format available from 1981 to present.*

There are other choices for researchers searching for an opinion or discussion relating to a legal issue:

Index to periodical articles related to law. (1959-2000). *Quarterly, with annual, five-year and ten-year cumulations*. Index Area AI 1 .147


Indexes legal articles published in social science journals. Subscription cancelled 2000.


Index to foreign legal periodicals. (1966-1991).

Index Area AI 1 .143


Indexes non-English language law reviews.

 Electronic indexes:

 Index to legal periodicals. NY: H.W.Wilson. *Online from 1981 to present. Licensed database. Coverage limited to law reviews, chapters in legal books, and book reviews.*

 Full text databases: Lexis Nexis Universe and Westlaw.

Lexis Nexis Universe and Westlaw are not indexes. They are full text databases. The articles stored in these databases are not indexed by subject headings, which can make it difficult to search successfully for articles on a specific topic. It is possible to search both databases for law review articles using keyword searches. However, it is often more efficient to use the subject headings in indexes to identify what law reviews exist on your topic, and then go to either of the full-text databases, Lexis Nexis Universe or Westlaw, to retrieve the text of the article. More information about these databases is provided in the section headed "Computer-assisted legal research".

 Hein online. *This licensed database contains the full text of over 100 law journals, from their very first volume to the present. Excellent source of both historic and contemporary law review articles.*

6.7 Guides to Legal Research

There are a number of excellent guides to legal research which cover the full spectrum of research in this complicated field, and a few are listed below. To locate others, search the library catalog for the subject heading “legal research”.

A jailhouse lawyer's manual. (2000). 5th edition. NY: Columbia Human Rights Law Review. KFN6181.5.J34 2000.

"Provides an easy step-by-step guide to assist prisoners in understanding and maneuvering their way through an increasingly complex legal system". Includes information on prisoners rights, appealing convictions and sentences, and parole. The emphasis is on Federal and New York State law. Includes forms.

Boston, J. and Manville, D. (1995). Prisoners' self-help litigation manual. 3rd ed. NY: Oceana. KF 9731 .M36 1995

Cohen, M. Legal research in a nutshell. (1996). 6th ed. St. Paul, MN: West. KF 240.X54 *This is a very useful and short guide to finding legal information.*

Doyle, F. et al. (1998) Searching the law. 2nd edition. *Includes 2 supplementary volumes.* Dobbs Ferry, NY: Transnational Publishers. KF 240 .S43 1998

Elias, S. (1997). Legal research: how to find and understand the law. 5th ed. Berkeley, CA: Nolo Press. KF240.E35 1997.

Jacobstein, J. (1998). Fundamentals of legal research. 7th edition. (1998). Mineola, NY: Foundation Press. KF 240 .J3

Morris, R. (1997). Doing legal research: a guide for social scientists and mental health professionals. Thousand Oaks, CA: Sage Publications. Stacks KF240.M657 1997.

Olson, K. (1999). Legal information: how to find it, how to use it. Phoenix, AZ: Oryx Press. KF240.O365 1999. *Thorough, but readable, guide to legal materials.*

Yelin, A. (1996). The legal research and writing book: a basic approach for paralegals. Boston: Little Brown. KF240.Y45 1996

6.8 Guides to legal writing

Use the library catalog to identify other books. Search for the subject heading “briefs” or the subject heading “legal composition”.

The Bluebook: a uniform system of citation. 17th edition. KF245.B58 *1 copy kept at reference desk, another on law reference shelves.*

 A citation guide based on the Bluebook is on the web at www.cornell.edu/citation.citations.table.html

- Introduction to advocacy : research, writing, and arguments. (1996). Prepared by Board of Student Advisers, Harvard Law School. 6th edition. St. Paul, MN: Foundation Press, Stacks KF 281 .A2 I57 1996
- Dernbach, J. et al (1994). A practical guide to legal writing and legal method. 2nd edition. Littleton, CO: F.B.Rothman. Stacks KF250.P72 1994
- Nolfi, E. (1993). Basic legal research and writing. NY: Glencoe. KF240.N65 1993
- Pratt, D. (1993). Legal writing: a systematic approach. 2nd edition. St Paul, MN: West. Stacks KF250.P73 1993
- Re,E. (1993). Brief writing and oral argument. 7th edition. Dobbs Ferry, NY: Oceana. KF 251 .R4
- Smith, D. (1996). Legal research and writing. NY: Delmar. KF240.S6 1996.
- Statsky, W. (1993). Legal research and writing: some starting points. 4th edition. St. Paul, MN: West. KF240.S783

6.9 Special Topics

Forensic psychology

- Slovenko, R. (2002). Psychiatry in law / law in psychiatry. NY: Brunner Routledge. KF 8965.S59 2002. 2 v. *A good overview of the field.*
- Dalton. C. (2001). Battered women and the law. NY: Foundation Press. KF9322.A7D35 2001.
- Violence against women : law and litigation. (1997-1999). Deerfield, IL: Clark Boardman Callaghan. Red looseleaf binder. KF4758 .F73
- Parry, J. (2000). Criminal law handbook on psychiatric and psychological evidence and testimony. Washington, DC: American Bar Association. KF 9674.P37 2000.
- Many of the titles in this guide are relevant to forensic psychology. The following titles are repeated here for convenience:
- Bailey, F. and Rothblatt, H. (1973-to date). Crimes of violence: Homicide and assault.. 3v. Rochester, NY: Lawyers' Co-op. *A practice manual for defense lawyers.* KF 9304 .B3
- Moriarty, J. (1996). Psychological and scientific evidence in criminal trials. Deerfield, IL : Clark Boardman Callaghan, West. 2 v. Loose-leaf binders. KF9674 .M67

Shuman, D. (1994). Psychiatric and psychological evidence. 2nd revised edition. Colorado Springs, CO: Shepard's/McGraw-Hill. 1 v. Loose-leaf binder. KF8965 .S57 1994

Native American / North American Indian Law

American Indian law deskbook. (1993). Niwot, CO: University Press of Colorado. KF 8205 .A76 1993

Canby, W. (1981). American Indian law in a nutshell. St. Paul, MN: West Pub. Co. *Short, easy to read introduction to the field*. Stacks KF8205.Z9 C36

Felix S. Cohen's handbook of federal Indian law. (1982). Charlottesville, VA: Michie. KF8205 .C6 1982

Clinton, R. (1991). American Indian law: cases and materials. 3rd ed. Charlottesville, VA: Michie Co. *Contains the text of judges' opinions with extensive commentaries by the author*. KF 8204 .C55 1991

Top fifty : a collection of significant federal Indian cases (1990). Boulder, CO: National Indian Law Library/Native American Rights Fund. 2 volumes. KF 8204 .T66 1990

Indian law reporter. v.6 (1979)-v.16 (1989) *Subscription cancelled 1989*. KF8201.A3 I5

International Law

We have a small collection of international materials, concentrated in the areas of human rights and criminal law. Selected titles are listed here. If you are looking for legal materials from a specific country or region, search the library catalog. For example, search using the keywords *sierra leone and law* other materials can be found

 A good internet resource is the State Bar of California's Legal research on international law issues using the internet at www.lib.uchicago.edu/~llou/forintlaw.html

Redden, K. (Ed.). (1984-2000). Modern legal systems cyclopedia. K530.M6 1984 Buffalo, NY: W.S. Hein. *These red folders contain information about the legal systems of different countries, arranged according to geographic regions. Includes information about international law and international organizations, such as the UN and the OAS. Volumes 1-10A.*

Varga, C. (Ed.). (1992). Comparative legal cultures. Aldershot: Dartmouth. *Contains reprints of law review articles*. K561.C658 1992b

Legal systems of the world. (2002). Santa Barbara, Calif. : ABC-CLIO 4 volumes. K48 .L44 2002

Peaslee, A. and Xydis, D. (1965-1970). Constitutions of nations. Revised 3rd edition. The Hague: Nijhoff. 4 volumes. K 3157 .E5 P4 1965

Reynolds, T. and Flores, A. (1989). Foreign law: current sources of codes and basic legislation in jurisdictions of the world. Littleton, CO: F.B. Rothman. *A bibliography identifying printed works, arranged geographically*. K 38 .R49 1989

Szladit's bibliography on foreign and comparative law. *Identifies non-British works, including monographs and treatises, but not journal articles, from 1790 to 1994.* K520.B4

American series of foreign penal codes. Law reference area: various call numbers. 1960- to date. *To date, 31 volumes have been published in this series. Each volume contains an English language translation of the penal code of a specific country, with an explanatory introduction. Most of the volumes in the series are shelved together, at call number K5014.A5F7. The more recent volumes have been catalogued separately, and are shelved towards the end of the law reference area, around call numbers KK and KJ. Search the library catalog for the complete listing, using the keywords "American series and foreign penal codes".*

Criminal justice systems in Europe and North America. Helsinki, Finland: HEUNI, European Institute for Crime Prevention and Control, affiliated with the United Nations. *Each one in this series of booklets is devoted to a specific country. For a complete list of titles, search the library catalog, using a title search, "criminal justice systems in Europe". Each issue is shelved separately in the law reference area, around call numbers KJ and KK. We have about a dozen, to date.*

International criminal law: a collection of international and European instruments (2000). Boston: Kluwer Law International. *Contains international legal documents from the United Nations, European Union, and other international organizations, covering terrorism, extradition, human rights, war crimes, etc.* K 5301 .A35 I58

Bassiouni, M. (Ed.). (1999). International criminal law. 2nd edition. 3 v. Dobbs Ferry, NY: Transnational Publishers. K 5165. I58 1999.


Brownlie, I. (Ed.). (1972). Basic documents in international law. 2nd edition. Oxford, Clarendon Press, 1972. Stacks JX68 .B78 1972

Weston, B., Falk, R. and Charlesworth, H. (1997). International law and world order: a problem-oriented coursebook. 3rd edition. St. Paul, MN: West Pub., 1997. KZ 1242 .W47 1997

Weston, B., Falk, R. and Charlesworth, H. (1997). Supplement of basic documents to international law and world order: a problem-oriented coursebook. 3rd edition. St. Paul, MN : West Pub., 1997. KZ 1242 .W47 1997 Suppl.

Treaties in force: a list of treaties and other international acts of the United States in force... (1988 to date). Washington: U.S. G.P.O. Reference JX235.9 .A3 1988-2000

 Also available on the web at www.state.gov/www/global/legal_affairs/tifindex.html

 The Mutlilaterals Project at Tufts University collects the full text of current and historic treaties, at <http://fletcher.tufts.edu/multilaterals.html>

Australian criminal reports, Volume 97, 1997 - volume 117, 2001. Reference law KU3796.3.A97 *Reports of criminal trials from Australia.*

Winterton, J. and Moys, E. (1997) Information sources in law. 2nd edition. New Providence, N.J.: Bowker-Saur. *This bibliography identifies the major legal resources for European countries. The legislative system of each country is briefly described.* KJC 76 .I54 1997

Friedman, L. (Ed.). (1972). The law of war, a documentary history. NY: Random House. 2 v. *Contains the text of treaties, conventions and war crimes trials documents from 1836 to 1971.* Reference JX 4505 .F7


Documents on the laws of war. (2000). New York: Oxford University Press. KZ6385 .D63 2000

Alexander, Y. (Ed.). (1992). International terrorism: political and legal documents. Boston: Nijhoff. *Contains the text of U.S. presidential documents, reports to Congress, treaties and other U.S. legislative and governmental materials.* Reference JX 5420 .I57 1992

International terrorism: a compilation of major laws, treaties, agreements, and executive documents. (1991). Washington: U.S. G.P.O. *Contains text of documents from the United Nations, Organization of American States, Council of Europe, some non-governmental organizations and multilateral treaties.* Reference JX 5420 .U58 1991

Restatement of the law third, the foreign relations law of the United States. (1987). St. Paul, MN: American Law Institute Publishers. KF 4651 .R47

Human rights law

 Many human rights instruments are on the web. The University of Minnesota maintains the text of many of them, at www1.umn.edu/humanrts/index.html The United Nations site is also a good source, at www.un.org

Joyce, J. (1978). Human rights: international documents. 3 v. Dobbs Ferry, NY: Oceana. K 3240.6 .J6

Human rights : a compilation of international instruments. (1988). 5th edition. NY: United Nations. K 3238 .H85 1988

Gane, C. and Mackarel, M. (1997). Human rights and the administration of justice: international instruments. Boston: Kluwer Law International. K 3238 .H852 1997

Brownlie, I. (1992). Basic documents on human rights. 3rd edition. NY: Oxford University Press. Stacks K 3238 .A1 B76 1992

Newman, F. and Weissbrodt, D. (1996). Selected international human rights instruments ; and, Bibliography for research on international human rights law. Cincinnati, Ohio: Anderson Pub. Co., K 3240.4 .N39 1996 Suppl.

Langley, W. (Ed.). (1992). Human rights: sixty major global instruments introduced, reprinted, and indexed . Jefferson, NC: McFarland. John Jay Stacks K 3238 .H859 1992

Buergenthal, T. (1995). International human rights in a nutshell. 2nd edition. St. Paul, MN: West Pub. Co., 1995. K3240.4.B84 1995.


Robertson, D. (1997). A dictionary of human rights. London: Europa Publications, 1997. K3239.3.R67 1997

Crawshaw, R. and Holmstrom. (2001). Essential texts on human rights for the police: a compilation of international instruments. Boston: Kluwer Law International.

Human Rights Watch world report (1990,1994-2001). Reference JC 571 .H785

 Most recent years are also on the web at www.hrw.org

Amnesty International country dossiers/reports (1962-1998). Reference JC 571 .A46
This is an extensive collection of published and unpublished papers created by Amnesty International between 1962 and 1998. The collection is on microfiche, with 6 paperback guides which list the publication titles, arranged by country. This is an extremely useful resource for anyone researching human rights issues in specific countries or geographic regions over the last 4 decades.

 More recent materials are available on the web at www.amnesty.org

Gastil, R. (1981 to date). Freedom in the world. NY: Freedom House. Reference JC 571 .F66

Voice of America country reports on human rights practices. (1979-1999). Washington: Dept. of State. Reference JC571 .U48a

 Also available on web at www.state.gov/www/global/human_rights/hrp_reports_mainhp.html

Encyclopedia of human rights (1996). 2nd edition. Washington, DC: Taylor & Francis. *Contains substantial entries with bibliographies* Reference JC 571 .E67 1996

Encyclopedia of human rights issues since 1945 (1999). Westport, CT: Greenwood Press. Reference JC 571 .L2747 1999

Fire Science

International Fire Code Institute. (1997). Uniform fire code. Whittier, CA: International Conference of Building Officials ; Ontario, Calif. : Western Fire Chiefs Association. *The United States premier model fire code*. KF3975.Z95 I58 1997.

National fire codes: a compilation of NFPA codes, standards, recommended practices, manuals and guides. (1986-2000). Quincy, MA: National Fire Protection Association. 13 black binders. Reference TH 9115 .N3

NFPA 101 life safety code. (2000). Quincy, MA: National Fire Protection Association. KF3975.A15 C6 2000.

Building code of the City of New York: Titles 26 and 27 of the administrative code: including building code reference standards and rules and regulations of the Department of Buildings. (1981). Binghamton, NY: Gould Publications. Black loose-leaf binder. KFX2080 .A2 2000.

 Also available on the web at www.nyc.gov/html/dob/html/code.html

Bunker, M. and Moore, W. (1999). National fire alarm code handbook. 3rd edition. Quincy, MA: National Fire Protection Association. John Jay Reference TH 9271 .N24 1999

Lemoff, T. (Ed.). (1998). Liquefied petroleum gas code handbook 5th edition. Quincy, MA: National Fire Protection Association, 1998. John Jay Reference TP 761 .L5 L564 1998

The national electrical code handbook. (NEC handbook). (1987). Boston, MA: National Fire Protection Association. John Jay Reference TK260 .N2 1987

Aitchison, W. (1997). The rights of firefighters. Portland, OR: Labor Relations Information System. KF 3976 .A937 1997

Law as a career

We have some books on careers in law enforcement at the reference desk. Below are listed a few selected titles specifically about legal careers. Browse the shelves in the law reference area and in the stacks around call number KF265 to KF297 to find more.

Munneke, G. (1992). Careers in law. Lincolnwood, IL: VGM Career Horizons, 1992.
KF 297 .M86 1992

Career options for law school students. (2001). Bedford, MA: Aspatore Books. KF297.C35 2001

Thinking about law school: a minority guide. (1992). Newtown, PA : Law Services.
Reserve Room KF 272 .T48 1992 *Second copy in stacks*.

Fins, A. (1990). Opportunities in paralegal careers. Lincolnwood, IL: VGM Career Horizons.
KF 320 .L4 F56 1990

Fry, W. and Hoopes, R. (1988). Legal careers and the legal system. Hillsdale, NJ: Enslow Publishers.
Stacks KF 297 .Z9 F79 1988

Barron's guide to law schools. Woodbury, NY: Barron's Educational Series. *Latest edition at reserve desk; earlier editions in law reference area*. KF 266 .B3

Official guide to ABA approved law schools. Newtown, PA: Published by Law School Admission Council/Law School Admission Services in cooperation with the American Bar Association and the Association of American Law Schools. KF265 .A8 2004.

Curry, B. (1991). Essays that worked for law schools: 35 essays from successful applications to the nation's top law schools. NY: Fawcett Columbine. KF 285 .E87 1991


Lermack, P. (1997). How to get into the right law school. 2nd edition. Lincolnwood, IL: VGM Career Horizons. KF 285 .L47 1997

The best test preparation for the LSAT law school admission test. (1996). Piscataway, NJ: Research and Education Association. Reserve Room KF 285 .Z9 B44 1996b

Princeton review: cracking the LSAT. (1994-2001). NY: Villard Books. *Latest edition on reserve; earlier editions in law reference area*. KF 285 .Z9 C754

Munneke, G. (1994). How to succeed in law school. 2nd edition. Hauppauge, NY: Barron's Educational Series, c1994. KF 283 .M86 1994


Official LSAT tripleprep. (1994). NY: Bantam Doubleday Dell. Reserve Room KF 285 .Z9 O363 1994

 The Law School Admission Council prepares and administers the LSAT test. Information about the test can be found at their web site www.lsac.org

 The Occupational outlook handbook at <http://stats.bls.gov/ocohome.htm> has a section on lawyers, including educational requirements, and salaries. www.findlaw.com/student and

www.findlaw.com/prelaw have resources of interest to law students, and those considering going to law school.

Both the New York times (Sunday edition is best) and the New York law journal carry job advertisements for lawyers and paralegals. Recent issues of both newspapers are kept at the Reserve Desk.

 New York Times classifieds are on the web www.nytimes.com

7. Quick locator for frequently used books

U.S. Code KF62.A2
U.S. reports (US) KF101.A3
Corpus juris secundum KF154.C6 (dark blue books outside men's bathroom - sub. cancelled 2001)
American jurisprudence KF154.A5 (green books outside men's bathroom)

New York reports (NY2d) KFN5045.A22
McKinney's consolidated laws of New York KFN5030.A45 (black books outside women's bathroom)
 Penal law is volume 39
 Criminal procedure law is volume 11A
 Vehicle and traffic law is volume 62A
New York jurisprudence KFN5065.N49 (blue and red books outside women's bathroom)
Building code of the City of New York KFX2080 .A2

American law reports (ALR) KF105.A54

Books on how to do legal research Around KF240
 Books about law schools and legal careers Around KF264 - KF297
 Capital punishment Around KF9227 and KF9725.

Uniform fire code / International Fire Code Institute KF3975.Z95 I58

Digest of motor laws. KF2210.Z95A39 1996.