



AMERICAN BAR ASSOCIATION

Section of Administrative Law and Regulatory Practice

Committee Chair Manual

2006 - 2007



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SECTION OF ADMINISTRATIVE LAW AND REGULATORY PRACTICE

Mission Statement:

Created in 1946, the mission of the Section is to:

1. promote the sound development of local, state and federal administrative law, procedure, and practice;
2. promote regulatory reform through advancing the principles and gains made under the APA and to seek improvements thereof;
3. bring about improvements in the procedures of local, state and federal administrative agencies;
4. bring about improvements in government personnel procedures, selection and operations;
5. improve the skills of lawyers engaged in administrative law and regulatory practice; and
6. promote scholarly research in the field of administrative law and provide for the publication of such research and other helpful information, or otherwise provide for its dissemination.

So Happy Together: Top 10 Ways to Work Effectively with Section Staff (From the 2006 Section Officers' Conference)

Section Staff are an integral part of the Section leadership team, providing institutional knowledge, continuity and expertise in their respective positions.

DO:

- 1. Take the Time to Understand How the ABA and the Section Work.** The ABA requires Section Staff to use certain software, contracts and travel companies and to adhere to certain procedures and policies. We understand that there is often an easier, more efficient way to get the job done; we just can't do it any other way than "the ABA way."
- 2. Plan Ahead.** Section Staff has lots of competing requests for their time. Please plan ahead if you want Staff assistance and try to stick to the timeframe outlined in meeting agendas.
- 3. Set a Realistic Timeframe for Action.** In addition to daily tasks that must be completed, Section Staff have many ongoing projects to juggle. Please make sure you talk with the relevant Staff person about a reasonable timeframe for project completion.
- 4. Stick to "the Plan" – "Work the Plan"** It's important to agree to a plan of action and then stick to it. Of course new ideas can and should be discussed and incorporated midstream but distractions from constant revisions to the plan, make it very difficult to make the progress you agreed upon in the beginning.
- 5. Acknowledge a Job Well-Done.** It goes a long way, and lets Staff know what they are doing right.
- 6. Communicate early and with respect. Keep staff in the loop.** Honest open communication builds trust from leadership to staff and vice versa. Staff and leadership must ensure that they listen to, hear and understand one another.

DON'T:

- 7. Call Multiple Staff Members With One Request.** If you've left a message for a Staff member, please give that staff member a day to respond before calling other Staff. It wastes a lot of time for more than one Staff member to be working on your request at one time.
- 8. Be Unrealistic In Your Expectations.** With almost 10,000 members (and yes, Staff does hear from a good number of them throughout the year), 35 committees and a very active leadership, Staff are constantly juggling several requests at any one time.
- 9. Contact Other ABA Staff Without Going Through Section Staff First.** Section Staff is your first point of contact with the ABA internally. To avoid duplication of efforts and confusion, please don't contact staff of other ABA entities without checking with Section Staff first.

- 10. Over promise without vetting to determine what is in the best interest of the Section.**
Decisions that effect staff time and section resources should be carefully considered with an eye to the long term interests of the Section.

SECTION ONE

COMMITTEES

- **COMMITTEE OVERVIEW**

COMMITTEES

Thank you for volunteering your time and energy to lead the Section in carrying out its important work. The performance of your committee is important for the AdLaw Section to continue its preeminence in administrative law and regulatory practice. We need you to assure that your committee EXCELS in fulfilling its obligations as set forth below.

THE IMPORTANT ROLE OF OUR COMMITTEES

1. Review, and where appropriate, establish a description and mission for your committee. Publish the mission on your committee web page.
2. Establish, or make arrangements for the continuance of a communication vehicle to reach your committee members. This could be as extensive as a periodic newsletter, or as informal as a weekly or monthly email update over the committee listserv. Members will not feel connected nor committed unless they are receiving some sort of periodic communication from you.
3. Be responsive to the Section Council on matters concerning your expertise. As discussed later in this manual, the Section is often provided an opportunity to react or to collaborate with another Section or ABA entity on matters on policy. The Council depends on the leaders of each committee to provide expertise and guidance on matters within their jurisdiction.
4. Identify who will write the Developments Book chapter for your committee, and monitor the progress of that effort. Identify the individual(s) by December of the current year, and pass the names on to Jeff Lubbers. If no one can be identified to write the chapter by December, please let Jeff know so that he can plan accordingly and possibly identify authors. By no means should you wait until the following September and then report to Jeff Lubbers that no one is writing the chapter.
5. Recruitment and retention of members on an ongoing basis is a responsibility of all Section leaders including committee chairs. Please take a pro-active approach to recruit and retain members in your personal interactions with colleagues and others who are not presently involved in the Section.
6. As a committee leader you are expected to attend and participate in the Section's four seasonal council meetings absent a compelling reason. Committees may schedule meetings, and are encouraged to plan programs, in conjunction with the Council Meetings. Please mark your calendar for the following AdLaw Section Council Meetings:
 - The Administrative Law Conference/ - October 26-27, 2006, National Press Club, Washington, DC
Council Meeting – October 28, ABA Washington Office
 - The Midyear Meeting – February 9-11, 2007, JW Marriott Hotel, Miami, Florida
Council Meeting – February 10 and 11
 - The Spring Meeting – May 18-20, 2007, Driskill Hotel, Austin, TX
Long-Range Planning Session - May 18
Council Meeting – May 19 and 20
 - The Annual Meeting – August 11-13, 2007, San Francisco, CA
Council Meeting August 12 and 13

**SECTION OF ADMINISTRATIVE LAW & REGULATORY PRACTICE
LISTSERVS BY COMMITTEE**

Committee	Listserv
Administrative Process Committees	
Adjudication	aladjudication@mail.abanet.org
Constitutional Law and Separation of Powers	alclasop@mail.abanet.org
Corporate Counsel	alcorpounsel@mail.abanet.org
Dispute Resolution	adminlawdr@mail.abanet.org
E-Rulemaking	alrulemaking@mail.abanet.org
Government Information and Right to Privacy	algovtprivacy@mail.abanet.org
Judicial Review	aljudicialreview@mail.abanet.org
Legislative Process and Lobbying	allegisprocess@mail.abanet.org
Ratemaking	alratemaking@mail.abanet.org
Regulatory Policy	alreginitatives@mail.abanet.org
Rulemaking	alrulemaking@mail.abanet.org
State Administrative Law	alstateadmnlaw@mail.abanet.org
Government Functions Committees	
Agriculture	alagriculture@mail.abanet.org
Antitrust and Trade Regulation	alantitrust@mail.abanet.org
Banking and Financial Services	albanking@mail.abanet.org
Benefits	albenefits@mail.abanet.org
Beverage Alcohol Practice	albeverage@mail.abanet.org
Communications	alcommunications@mail.abanet.org
Consumer Products Regulation	alconsumerproductsreg@mail.abanet.org
Criminal Process	alcriminalprocess@mail.abanet.org
Defense and National Security	aldns@mail.abanet.org
Education	aleducation@mail.abanet.org
Elections	alelections@mail.abanet.org
Energy	alenergy@mail.abanet.org
Environmental and Natural Resources Regulation	al-environ-outreach@mail.abanet.org
Food and Drug	alfoodanddrug@mail.abanet.org
Government Personnel	algovsopspersonnel@mail.abanet.org
Health and Human Service	alhhs@mail.abanet.org
Homeland Security	alhomeland@mail.abanet.org
Housing and Urban Development	alhud@mail.abanet.org
Immigration and Naturalization	alimmigration@mail.abanet.org
Insurance	alinsurance@mail.abanet.org
Intellectual Property	alip@mail.abanet.org
International Law	alinternationallaw@mail.abanet.org
International Trade & Customs	----
Labor and Employment Law	allaborandemployment@mail.abanet.org
Ombuds	abaomb@mail.abanet.org
Postal Matters	alpostalmatters@mail.abanet.org
Public Contracts and Procurement	alpubliccontracts@mail.abanet.org

**SECTION OF ADMINISTRATIVE LAW & REGULATORY PRACTICE
LISTSERVS BY COMMITTEE**

Committee	Listserv
Securities, Commodities and Exchanges	alsce@mail.abanet.org
Transportation	altransportation@mail.abanet.org
Treasury, Revenue and Tax	altrt@mail.abanet.org
Veterans Affairs	alvetaffairs@mail.abanet.org

Section Activities Committees

Annual Awards

Subcommittee on Outstanding Government Service
Subcommittee on Scholarship
European Union Project
Fellows
Interstate Compact Project
Membership and Outreach
Nominations
Pro Bono
Professional Education
Publications
Administrative and Regulatory Law News
Administrative Law Review

Outreach

Sponsorship
Young Lawyers and Law Student Outreach

Ad-Hoc Committees

Review of Recruitment of ALJ's by OPM

Other

APA Project
Joint Cmte on Agency Rules of Practice
Mentoring
Ethics & Professional Responsibility

A COMMITTEE CHAIR'S GUIDE TO COMMITTEE HOMEPAGES

Each committee has its own home page within the Section website. All chairs/co-chairs of the committees will be given access to make changes to their committee homepages. Should you wish for another Committee member, such as a vice-chair, access in your place, contact the Section Office.

To get started on updating your committee home page, call Tarrja Burwell in the Section Office at (202) 662-1582 or via email at burwellt@staff.abanet.org.

What are Committee Homepages? An Introduction

As chair of a section committee, you have access to create and edit your committee's homepage on the ABA website.

This tool requires little to no knowledge of HTML or website creation to use. It is intended to allow you immediate access to modify your committee's online content in the interest of providing timely and valuable information to your committee members and to the general ABA website visitor.

If you would like to designate an alternate member of your committee to update your committee home page, contact your section staff member.

Member Login

American Bar Association
Defending Liberty, Pursuing Justice

ABA

Search: Web Site Go Advanced Search Topics A-Z Print This | E-mail This

Section of Administrative Law and Regulatory Practice: Insurance

Who We Are

The Committee considers matters of insurance regulation, procedure, and substance in all states and before the federal government. Regulation of both property-casualty insurance and life and health insurance is covered.

Programs, Meetings and Events

Section Events

Administrative Law and Regulatory Fall Meeting
October 26, 2006 - October 26, 2006
National Press Club
Washington, DC
Format: Live/In-Person

Join Us

- Join Our Committee
- Join Our Section
- Join The ABA

Leadership

Chair: Janet E Belkin
Committee Roster (38 total members)

Related Links

Federal Deposit Insurance Corporation

Related Products

Guide to Federal Agency Rulemaking, 4th Edition (2006), A
The complete source for understanding federal rulemaking and the requirements for each stage in the process This fourth edition brings the e... more

[Add to Cart](#)

Snapshot of ABA Committee Webpage

SECTION TWO

COMMITTEE PROGRAMS

- **PROGRAM OVERVIEW**
- **PROGRAM CHECKLIST**
- **CO-SPONSORED PROGRAMS**

PLANNING GOOD PROGRAMS

I. Introduction

The Section has renewed its commitment to providing quality committee programs which are financially feasible and enhance the Section. Early planning, budgeting, and marketing are essential to a program's success. **Each program and budget must be approved before any planning can proceed.** Send the program plan to the Section Chair for final review, and the budget (if applicable) to the Section Budget Officer for approval.

Committee Chairs should begin now to develop ideas for new programs. To assist the Committee in this task, the remainder of this memorandum provides the Section's general policies for programs, as well as the appropriate planning forms.

II. Quality

Committee Programs offer a valuable service to Section member, other ABA members, and the legal community at large. Our programs provide an opportunity for Section members to meet/learn/work with colleagues from other ABA sections and from outside the ABA.

To maximize the potential benefits of Section involvement in such programs, the Section encourages its committees to develop educational programs that are well-conceived and planned, interesting to Section members and outsiders, practical, timely, and cost-effective. Programs that include high-level government officials often enhance the quality of the program and attendance. Programs that are planned at the last minute, budgeted unrealistically, too narrowly focused, or in direct conflict with other similar programs have little chance of success and will not be approved by the Section leadership.

III. Timing

Before inviting a high-profile speaker or making any other important decisions about a program it is important to clear the date through the Section Office. It is not desirable to have two or more committees with programs in the same week, let alone on the same day. Your marketing, publicity, and attention of the Section Council will be maximized by choosing a date that does not conflict or bump up against other programs. The only way you can be sure is to consult the Section Office. In addition, the Office can alert you to similar programs being put on by other ABA entities within the same timeframe.

The ABA has implemented an Online Calendar of all ABA events which you can access here: <http://www.abanet.org/abanet/oc/home.html>. **Note that this does not include events that may be in the planning stages.**

IV. Committee Program Planning

Committee programs can be held throughout the year or during one of the four seasonal Section meetings. They often are enhanced if planned in conjunction with one or more other Section committees.

Please refer to the "Program Checklist" for a list of general questions that will help enhance your program.

PROGRAM CHECKLIST

Below please find a list of questions to consider when organizing a committee program.

General Information

- Topic of session
- Length
- Format (workshop, round table, workshop, teleconference, web-broadcast, CLE program?)
- Do you want to have CLE credit for this course? (Note: CLE sessions typically cost \$600-900 to produce and require that written material be handed out.)
- Do you want this session recorded?
- Would it be possible to offer this course in multiple formats (i.e. could we broadcast this as a teleconference?)
- Are you going to offer this as part of a section meeting or is this a stand-alone program?
- Are you going to hold this in a hotel or conference room? (Please note that all hotel arrangements should be made through the ABA Section Staff.)

Marketing

- How would you like us to disseminate this program? (E-mail distribution, flyer, brochure, newsletters?)
- Anticipated printing costs.
- What other ABA entities should we approach for co-sponsorship?
- Are there any non-ABA groups we should approach to co-sponsor?
- What types of practitioners should we market this program to?

Speakers

- How many speakers will you have?
- Are the speakers' representative of a variety of view points and diverse backgrounds?

Program Materials

- How many pages of written material will you be producing? Calculate photocopying costs of 3 cents per sheet, per attendee into your program budget.

Budget

- What is your anticipated attendance for this session?
- How much should we charge for this session?
- Will you need any a/v? (e.g. microphones, LCD projectors, screens, flipcharts?)
- Would you like to serve food at this program?
(Please see attached "Program Budget Worksheet" for further information)

CO-SPONSORING PROGRAMS WITH OTHER ENTITIES

ABA Entities (Sections, Divisions, Standing Committees)

In the spirit of collaboration, we are often approached by other ABA entities to co-sponsor a program they are organizing. Requests to co-sponsor programs with other ABA entities should be forwarded to the Section Chair. Co-sponsorship is usually granted so long as:

- Our Section does not have a financial obligation to support the program in any way
- Our Staff is not obligated to support the program in any significant way
- The date does not conflict with one of our own programs
- The content does not duplicate one of our own upcoming programs

Outside Organizations

The ABA (not the Section) has specific policies regarding co-sponsorship of programs with non-ABA entities. A request must be made to the ABA Board of Governors' Operations and Communications Committee using the appropriate form. The request should be filed by the announced filing deadline for the Board of Governors' next regularly scheduled meeting. Therefore, **it is essential that you plan ahead and allow enough time for this process to be completed.**

The ABA takes the matter very seriously, as co-sponsorship with an outside entity could lead to unforeseen problems such as inappropriate policy statements being made on behalf of the ABA, financial obligations being incurred without authority to do so, or other incidents that may tarnish the image of the ABA.

No committee, nor any Section, is authorized to enter into a co-sponsorship with a non-ABA entity unless authorized by the ABA Board of Governors.

SECTION THREE

I. POLICY-MAKING ACTIVITIES

- **HOUSE OF DELEGATES
RESOLUTIONS**
- **BLANKET AUTHORITY**
- **TECHNICAL COMMENT
AUTHORITY**
- **RESPONDING TO POLICY-
MAKING ACTIVITIES OF
OTHER ENTITIES**

POLICY-MAKING ACTIVITIES

The Section depends on Committee leaders to be the eyes and ears of the Section, on the lookout for opportunities for the Section to review and comment on pending legislation, proposed rules, and other matters of concern to the advancement of our administrative and regulatory law system.

One good repository of information is found at www.regulation.gov

I. House of Delegates Resolutions

Committees are encouraged to originate resolutions which can be approved by the Section Council and then brought to the ABA House of Delegates for approval. Once approved by the House, the resolution becomes ABA policy and the Government Affairs Office is then able to lobby.

When interested in possibly crafting a resolution on behalf of the Section, contact the Section Office for examples of the specific format that must be followed.

If time is of the essence, send your idea to the Section Chair for circulation and consideration by the Council. There are experienced drafters who may be able to assist you in putting together the resolution.

Note that a resolution may be discussed, vetted, and critiqued over the course of several Council meetings before it is voted on by the Council. The process can last over several months, and in some cases over more than one year.

II. Blanket Authority

(Excerpted from the ABA Policies and Procedures Handbook)

“...Any Section may present a statement on matters within its primary or special expertise and jurisdiction to a federal, state or municipal legislative body or governmental agency (or to a court with respect to procedural rules) subject to the following conditions:

- There shall be a clear statement of policy position to be taken by the Section.
- The position taken must not be in conflict with current Association policy.
- The position must have been authorized by the Section in accordance with its bylaws.
- The documents must make clear they are presented on behalf of the Section and not the ABA.”

Blanket Authority submissions on behalf of the Section must be channeled through the Section Council for a vote prior to continuing on in the process.

The Section Office can assist with proper formatting and distribution of the documents at the appropriate time.

III. Technical Comment Authority

The ABA Board of Governors has granted Technical Comment Authority to the Administrative Law Section to submit comments to the agencies listed below:

Office of Management and Budget

(with regard to the Administrative Procedure Act, Paperwork Reduction Act, Federal Advisory Committee Act, Information Quality Act, Regulatory Flexibility Act, Unfunded Mandates Reform Act, Congressional Review of Agency Rulemaking Act, Privacy Act, Executive Order 12291, and implementing OIRA and OMB regulations, guidance, and manuals thereunder)

Office of Information and Regulatory Affairs

(with regard to the Administrative Procedure Act, Paperwork Reduction Act, Information Quality Act, Executive Order 12291, and implementing OIRA and OMB regulations, guidance, and manuals thereunder)

Office of Federal Register

(with respect to the Administrative Procedure Act and the Federal Register Act)

All government agencies with respect to their procedures governing adjudication, rulemaking, information collection or dissemination, and use of advisory committees.

The Section may submit Technical Comments where agencies have requested comments from interested persons on administrative procedures under the Administrative Procedure Act, Freedom of Information Act, Privacy Act, Government in the Sunshine Act, Negotiated Rulemaking Act, Administrative Dispute Resolution Act, Regulatory Flexibility Act, Congressional Review of Agency Rulemaking Act, Lobbying Disclosure Act, Federal Advisory Committee Act, Unfunded Mandates Reform Act, Federal Register Act, Paperwork Reduction Act, Information Quality Act, Equal Access to Justice Act, Administrative Conference of the United States, Executive Order 12291, and implementing OIRA and OMB regulations, guidance, and manuals thereunder, or particular agencies' administrative procedures.

IV. Responding to Other Entities' Policy-Making Activities

A. House of Delegates Resolutions

The Section will be apprised of all resolutions scheduled to be presented to the House of Delegates at least one month prior to the House meeting. The Section Delegates and Executive Committee will review all resolutions the Section has been asked to co-sponsor. If deemed appropriate, the Executive Committee will circulate resolutions which may generate interest or debate within the Section. **The Committee with jurisdiction over the issue is expected to provide expertise and guidance to the Council on whether or not to co-sponsor the resolution.**

B. Blanket Authority Requests

When a Section requests Blanket Authority to submit comments, a letter, testimony, etc., all other Sections are notified and copied on the request and provided a window of time in which to object to the request. **When the subject matter of the blanket authority by another entity is within your jurisdiction, your committee is expected to provide expertise and guidance on whether or not to object to the blanket authority request. Note – an objection must be well-substantiated.**

SECTION FOUR

DEVELOPMENTS IN ADMINISTRATIVE LAW BOOK

- **GUIDELINES ON
SUBMISSION OF CHAPTER**

FORMAT FOR SUBMISSIONS TO ANNUAL DEVELOPMENTS BOOK

Identify the chapter authors at the BEGINNING of the year. If no authors are committed by December, let Jeff Lubbers know so that he can plan accordingly. It is not acceptable to wait until the Chapter is due to let Jeff know that your Committee does not have a submission.

- Objective: To produce a report from your committee, that will become part of an informative annual survey of developments in Administrative Law and Regulatory Practice. The annual survey will report on the most important topical developments in regulatory practice, both federal and state, from the judicial, agency and legislative arenas. The survey will include both substantive and procedural law developments.
- Length of paper: Approximately 15 double-spaced typewritten pages. (Fifteen pages is the typical length, but submissions may range from 10 – 20 double-spaced pages, depending on developments in your committee’s subject matter area.)
- Format: In general, the submission should be organized under the following headings and in this order: Judicial Developments, Administrative Developments, and Legislative Developments. Within each of these three headings, federal developments should be addressed first, with state matters following. While every submission should contain the three headings specified above as the universal organizational structure, subheadings within the headings may be used, as appropriate, for further organizational delineation, depending on variations in subject matter and length. (If there are no developments in one of the three areas, you may so specify.)
- Footnotes: Because the survey is intended to be a useful reference work for practitioners and others, in addition to being broadly informative, you should include citations to pertinent authorities in footnotes, using appropriate “blue book” form. Place the footnotes at the bottom of each page.
- Relevant period: For any edition of the annual survey, the relevant period for developments discussed in your report is August 15th of the previous year through the current deadline for submission. Therefore, it is important not only to research and report on the most recent developments of the last few months, but to include developments going back to August of the previous year.
- Word processing: MS Word is strongly preferred. Please send as an e-mail attachment.
- Send to: Jeffrey Lubbers, Washington College of Law, American University
Phone: (202) 274-4266
E-Mail: JSL26@aol.com

Formatting Instructions – Developments Chapter

The following instructions are for Microsoft Word:

MARGINS: (IN “PAGE SETUP” UNDER “FILE”)

Top, Bottom, Left, Right: 1”

Gutter: 0”

Header, Footer: 0.5”

Text:

- Font: Times New Roman, 12 point (footnote *references*—12 point superscript), full justification, double spaced
- Use two spaces in between sentences, after colons, and after “Part I,” “A,” etc.
- Indent all paragraphs: 0.5”
- Paginate: Bottom center, first page included, 11 point type
- Block all quotations over 4 lines: single space, indent left and right 0.5”
- Bullets: single space within bullets, double space between bullets, indent left and right 0.5”
- For all case names (in text, but not footnotes): italicize—not underlined
- Place commas, periods *within* quotation marks.
- Curly quotation marks.
- Capitalization: Please DO capitalize: Court (U. S. Supreme Court only), Congress, President, Justices. Also Act, Department, Secretary, and Commission, (when referring to a specific referent).
- Please DON’T capitalize: federal, government.
- Other items: “F.3d” “D.C. Cir.” “Pub. L. No. 105-306” “H.R. 2115” “S. Ct.” “F. Supp. 2d”
- Don’t underline Website citations.

Headers:

- Title: All caps, bold (2 spaces after)
- Part Headings: Initial caps, bold, underlined (“**Part I Judicial Developments**”)
- Section A, B, C, etc.: Initial caps, bold (“**A. Appeal Rights**”)
- Subsection 1, 2, 3, etc.: Initial caps, underlined (“1. Development of...”)
- paragraphs a, b, c, etc.: Italics (“*c. Extension of the law...*”)

Footnotes:

- First footnote (author’s ID) use an asterisk.
- Font: 10 point, fully justified. (Footnote number: 10-point superscript)
- Spacing: One space after the footnote number. Single space each footnote. 6 point space after each footnote. (In “Format—Paragraph”).
- Italicize: partial case names, “*infra*,” “*supra*,” “*id.*,” Also italicize “*see*” or “*see also*” unless used in a middle of a sentence. Do not italicize full case names in footnotes.
- Use section sign (§) with a space, and periods (without spaces) in U.S.C. and C.F.R. cites: “28 U.S.C. § 4201”).
- Federal Register cites: “63 Fed. Reg. 51,898 (Aug. 26, 1999). Abbreviate all months over 5 letters).
- Use “*See*” before citations unless you are citing to a direct quotation.