This document provides a layperson's introductory guide to researching primary legal materials, as well as using secondary research tools, in the Sarita Kenedy East Law Library at St. Mary's University (Texas). The guide includes the following sections: (1) Guide to Legal Abbreviations; (2) How To Find a Law Journal Article; (3) Legal Dictionaries and Encyclopedias; (4) Citing the Law; (5) Citations; (6) Double or Parallel Citations; (7) How To Find a U.S. Supreme Court Case; (8) How To Find a Federal Case; (9) How To Find a Federal Statute: Bills and Public Laws; (10) How To Find a Federal Statute: Federal Codes; (11) How To Find Regulations in the Federal Register; (12) How To Find Regulations in the Code of Federal Regulations; (13) How To Find a Texas Case; (14) How To Find Texas Statutes and Codes; (15) How To Find a Case from a State Other Than Texas; and (16) Texas Administrative Regulations. (MES)
A Layperson's Guide to Legal Research
Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preface</td>
<td>2</td>
</tr>
<tr>
<td>No. 1. Guide to Legal Abbreviations</td>
<td>3</td>
</tr>
<tr>
<td>No. 2. How to Find a Law Journal Article</td>
<td>5</td>
</tr>
<tr>
<td>No. 3. Legal Dictionaries and Encyclopedias</td>
<td>6</td>
</tr>
<tr>
<td>No. 4. Citing the Law</td>
<td>8</td>
</tr>
<tr>
<td>No. 5. Citations</td>
<td>10</td>
</tr>
<tr>
<td>No. 6. Double or Parallel Citations</td>
<td>13</td>
</tr>
<tr>
<td>No. 7. How to Find a U.S. Supreme Court Case</td>
<td>15</td>
</tr>
<tr>
<td>No. 8. How to Find a Federal Case</td>
<td>18</td>
</tr>
<tr>
<td>No. 9. How to Find a Federal Statute: Bills and Public Laws</td>
<td>20</td>
</tr>
<tr>
<td>No.10. How to find a Federal Statute: Federal Codes</td>
<td>23</td>
</tr>
<tr>
<td>No.11. How to Find Regulations in the Federal Register</td>
<td>26</td>
</tr>
<tr>
<td>No.12. How to Find Regulations in the Code of Federal Regulations</td>
<td>28</td>
</tr>
<tr>
<td>No.13. How to Find a Texas Case</td>
<td>31</td>
</tr>
<tr>
<td>No.14. How to Find Texas Statutes and Codes</td>
<td>33</td>
</tr>
<tr>
<td>No.15. How to Find a Case from a State Other Than Texas</td>
<td>35</td>
</tr>
<tr>
<td>No.16. Texas Administrative Regulations</td>
<td>38</td>
</tr>
</tbody>
</table>
A LAYPERSON'S GUIDE TO LEGAL RESEARCH
in the
SARITA KENEDY EAST LAW LIBRARY

PREFACE

The following pages provide a layperson's introductory guide to researching primary legal materials - the law - as well as using secondary research tools in the Sarita Kenedy East Law Library. A map of the library and brief description of user services are also included. This title can be used in conjunction with the publication How to find Legal Sources in the Sarita Kenedy East Law Library.

For further assistance in legal research, please contact a librarian on duty.
Guide to Legal Abbreviations

To find what a legal abbreviation means, use Bieber’s Dictionary of Legal Abbreviations. Bieber’s gives you the full title of the legal publication. If your cite is for a case, it will be in one of the reporters. A list of the abbreviations for the major reporters is included here. If your cite is for a statute or code, it is assigned geographically by the government. The United States government and the state of Texas abbreviations are included here. If your cite is for a law journal article, the periodical indexes include an abbreviations list at the beginning of the volume. Bieber’s includes abbreviations for major law reviews. Example:

1. Atlantic Reporter
   A.2d Atlantic Reporter, Second Series

These are some frequently used legal abbreviations:

A.2d    Atlantic Reporter, 2nd series
C.F.R.  Code of Federal Regulations
C.J.S.  Corpus Juris Secundum
6. Federal Reporter - Federal Court of Appeals cases
F.2d    Federal Reporter, 2nd series - Federal Court of Appeals cases
F.3d    Federal Reporter, 3rd series - Federal Court of Appeals cases
F.Supp. Federal Supplement - Federal District Court cases
L.Ed.   United States Supreme Court Lawyers' Edition - Supreme Court cases
L.Ed.2d  United States Supreme Court Lawyers' Edition - 2nd series - Supreme Court cases
N.E.2d  North Eastern Reporter, 2nd series
N.W.2d  North Western Reporter, 2nd series
P.2d  Pacific Reporter, 2nd series
S.Ct.  Supreme Court Reporter - Supreme Court cases
S.E.2d  South Eastern Reporter, 2nd series
So.2d  Southern Reporter, 2nd series
Stat.  Statutes at Large
S.W.  South Western Reporter, 1st series
S.W.2d  South Western Reporter, 2nd series
Tex.  Texas Reports
T.A.C.  Texas Administrative Code
Tex.Reg.  Texas Register
U.S.  United States Reports - Supreme Court cases
USCCAN  United States Code Congressional & Administrative News
V.A.T.S.  Vernon's Annotated Texas Statutes
V.T.C.A.  Vernon's Texas Code Annotated

Some examples of law journal abbreviations are:

Harv. L.Rev.  Harvard Law Review
St. Mary's L.J. St. Mary's Law Journal

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Revised 7/1999
A LAYPERSON'S GUIDE TO LEGAL RESEARCH NO. 2

How to Find a Law Journal Article

Subject, author, case name or statute can search most Law Journals in journal indexes. An index shows the name of the Law Journal, article title, author, page and date. The two major law journal indexes are: Index to Legal Periodicals and Current Law Index.

This is a sample index entry:

**Sentencing - United States**

Scarlet letters for corporations? Punishment by publicity under the New Sentencing Guidelines.

A. Cowan, student author. 65 S. Cal. L. Rev. 2387-420 J1 '92

Our example - 65 S. Cal. L. Rev. 2387-420 J1 '92 - refers to volume number 65 of the Southern California Law Review, pages 2387-2420, in the July 1992 issue. To find out if the library has the journal, look up the title on the Online Catalog. The location of all volumes is listed there.

<table>
<thead>
<tr>
<th>65 S. Cal. L. Rev. 2387-420 J1 '92</th>
<th>65</th>
<th>Volume Number S. Cal. L.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rev. Abbreviated Title</td>
<td>2387-420</td>
<td>Page Numbers</td>
</tr>
<tr>
<td></td>
<td>J1 '92</td>
<td>Date of Issue</td>
</tr>
</tbody>
</table>

For online versions of the titles in this handout, see the Legal Website Guide by Lee Unterborn available from this library.

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LEGAL DICTIONARIES

Where do you find the meaning of legal terms? You can find the meaning of legal terms in a legal dictionary. Where do you find the correct terminology to use to locate material? You can find the correct terminology in a legal dictionary.

ONE-VOLUME LEGAL DICTIONARIES:

*Black’s Law Dictionary*

*Ballentine’s Law Dictionary*

- Quick reference
- Terminology to use in your research of a topic

MULTI-VOLUME LEGAL DICTIONARIES:

*WORDS AND PHRASES*

Defines words as used in court cases

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Revised 7/1999
LEGAL ENCYCLOPEDIAS

Where do you find background information and landmark cases for your topic? You can find the background information and landmark cases for your topic in a legal encyclopedia. Where do you find source material already listed for you? You can find source material in the legal encyclopedia's article bibliography.

**Guide to American Law**
- Easy to use
- Useful for: Background information
- Identifying landmark cases
- Bibliographies of additional sources

**American Jurisprudence 2d**
- Short summaries of cases and citations to cases

**Corpus Juris Secundum**
- Short summaries of cases and citations to cases

**Texas Jurisprudence 3d**
- Covers the state of Texas
- Useful for review of local subjects such as oil and gas, or community property

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Citation: "a reference as to a legal statute, a previous law case, or a written authority, as precedent or justification." (Webster's Third New World Dictionary, 3rd college ed., p. 256). Because of its complexity, the law in all its variations must be cited correctly in any written document.

How do you cite the law? A standard source for rules and examples is The Bluebook: A Uniform System of Citation, currently in its 17th edition.

EXAMPLE FROM BLUEBOOK - CASE REPORTER

Another source is Bieber's Dictionary of Legal Citations, now in its 5th edition. This edition gives additional examples of citations keyed to The Bluebook, 17th ed. rules.

EXAMPLE FROM BIEBER'S - CODE CITATION
TEX. PROP. CODE ANN. § 92.331 (West Supp. 1996)

A new source is ALWD Citation Manual: A Professional System of Citation. This has been very well received by the legal community.
EXAMPLE FROM ALWD CITATION MANUAL - PERIODICAL CITATION

EXAMPLE FROM THE COMPLETE GUIDE TO CITING GOVERNMENT INFORMATION RESOURCES - REPORT CITATION

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Revised 8/2000
WHAT IS A CITATION?

Webster's definition of citation: "the act of citing a previously settled case or a recognized legal authority as support for a point of view or course of action; also: the formal caption by which such a case is designated in citation." (Webster's 3rd New International Dictionary, p. 411)

Since each entity publishes its own laws and decisions, this makes it difficult to locate a specific law or decision. Therefore, a citation is necessary to find the law. A citation operates like an address, it gives you the physical address of the actual statute or decision in whatever set of volumes or electronic database it is published. A citation leads you to all of those places where the law or decision has been published. A citation is the only way to find the law!

The law is basically of two types: statutory law and case law. Statutory law consists of the laws, rules, and ordinances passed by a governing body such as the Texas State Legislature. Case law consists of decisions handed down by the courts as they hear cases. In our system, both statutory law and case law have equal validity and authority.
In addition, the law is both **jurisdictional** and **chronological**. **Jurisdiction** refers to the geographical entity or authority over which that statute or decision would apply. For example, any law passed by the United States Congress and signed by the President is law in this nation; any law passed by the legislature of the state of Texas applies within the state; any decision passed in Bexar County Court applies in Bexar County; and a decision by 5th Circuit Court of Appeals applies within the 5th Circuit's jurisdiction. Each one of these above examples demonstrates the varying levels of jurisdiction, be it national, state, county, or circuit. Each congressional or legislative body passes its own laws and those laws are the law within the political boundaries of that geographical area.

Each court issues its own decisions and that decision is law within the jurisdiction of that court. **Chronological** refers to the fact that the law is issued from the ruling body in the jurisdiction by date. This is the date the decision was issued from the court or the law was passed by the legislature and signed by the chief executive officer. The various legislative bodies issue statutory law periodically (i.e. any day they are in session). The courts issue case law or decisions periodically (i.e. any day they are in session). This also makes it difficult to locate. **Therefore, a citation is necessary to find the law.**

Initially, each entity publishes its own laws and decisions. This is because of its own sovereignty within its jurisdiction; and therefore this initial publishing of the law is very fragmented. These laws and decisions are then republished into collections of the law. Statutory law is republished in a federal or state compilation of laws and codes. Case law is republished in a federal reporter or a regional reporter. There is no single source to find the law. **Therefore, a citation is necessary to find the law.**
For example, Texas statutes are initially printed as session laws, then published in **Vernon's Annotated Texas Statutes and Codes**. As another example, Texas Supreme Court decisions are initially released as single case decisions. Those cases are then republished in the **Southwestern Reporter**, one of the regional reporters. Most decisions for state and federal courts are initially released as single case decisions, and then republished in a reporter for that court, then in a regional reporter. A citation leads you to all of those places where the law or decision has been published. A citation is the only way to find the law!
Double or Parallel Citations

When a case has two or more citations, the term “parallel citation” is used. It is the same case which has been printed in two or more different reports. [Black’s Law Dictionary, 6th ed.]

When parallel citations are used, the first one listed is the official reporter.

EXAMPLE 1: SUPREME COURT CITATIONS

| 521 U.S. 203 | Official reporter citation |
| 138 L.Ed.2d 391 | Second reporter citation |
| 117 S.Ct. 1997 | Third reporter citation |

Notice that each separate citation is set off by commas.

Parallel citations are regularly found in United States Supreme Court case citations. United States Reports is the official case reporter for this court and must be the first citation. Since the Supreme Court is the highest court in the nation, its cases are also reported in several commercial reporters: Supreme Court Reporter published by West Publishing Co.; Lawyer’s Edition of Supreme Court Reports published by Lawyers Co-Operative Publishing. Current cases are published by The Bureau of National Affairs in a periodical titled United States Law Week.

EXAMPLE 2: STATE AND REGIONAL REPORTER CITATIONS
Santisas v. Goodin, 17 Cal.4th 599, 71 Cal.Rptr.2d 830, 951 P.2d 399 (Cal. 1998)

| 17 Cal.4th 599 | Official reporter citation |
| Cal.Rptr.2d 830 | Second reporter citation |
| P.2d 399 | Regional reporter citation |
Parallel citations are regularly found when a state has an official reporter and an unofficial reporter. It is found when a case which is reported in that state's reporter is deemed to be important enough to be published in the regional reporter. Every state is included in one of the regional reporters, which together are called the National Reporter System.

**EXAMPLE 3: NATIONAL REPORTER BLUE BOOK**

<table>
<thead>
<tr>
<th>17 California Reports, Fourth Series</th>
<th>Parallel Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cal.4th</td>
<td>17 Cal.Rptr.2d 830</td>
</tr>
<tr>
<td>Page</td>
<td>951 P.2d 399</td>
</tr>
<tr>
<td>599</td>
<td></td>
</tr>
</tbody>
</table>

Parallel citations are not necessary except when the particular court requires them. Parallel citations are often listed on the first page of a case and in Shepard's. If a parallel citation is needed, but not known, you can use the *National Reporter Blue Book* which will list it by the official citation. The names of the parties are not listed in the *National Reporter Blue Book*. The only access, therefore, is by citation.

Example 3 uses the same official citation as used in example 2. The *National Reporter Blue Book* uses the official citation as a heading, under which page numbers are listed. Locate the page number of your case and find that case’s parallel citations.
A Layperson’s Guide to Legal Research NO. 7

How to Find a U.S. Supreme Court Case

United States Supreme Court cases are published in three case reporters: United States Reports, an official reporter published by the United States government, and two commercially published reporters: United States Supreme Court Reports, Lawyer’s Edition and West’s Supreme Court Reporter. A citation to a Supreme Court case published in the United States Reports will look like this:


Each part of the citation contains information about the case and helps the user locate it in the library as explained below:

<table>
<thead>
<tr>
<th>Pope v. Illinois</th>
<th>Names of parties</th>
</tr>
</thead>
<tbody>
<tr>
<td>107</td>
<td>Volume of case reporter</td>
</tr>
<tr>
<td>U.S.</td>
<td>Name of case reporter *</td>
</tr>
<tr>
<td>1918</td>
<td>Page in case reporter</td>
</tr>
<tr>
<td>(1987)</td>
<td>Date of decision</td>
</tr>
</tbody>
</table>

*For full title of case reporter see Abbreviations for Supreme Court Reporters, p. 3

Four methods of locating a Supreme Court case follow:

1. When you have a citation:
   A. Analyze the citation as shown above.
   B. Using the library’s on-line catalog (Dynix), look up the case reporter using an “exact title” search, e.g., United States Reports to find its shelf location.
   C. The case will be found on p. 1918 of volume 107 of United States Reports.

2. When you have only the names of the parties, e.g. Pope v. Illinois
   A. Using the library’s on-line catalog (Dynix), look up West’s United States Supreme Court Digest or United States Supreme Court Digest, Lawyer’s Edition to find its shelf location.
B. Use the “Table of Cases” volumes of the digests to find the names of the parties.

C. The citation found there can be analyzed as shown above.

D. Using the library’s on-line catalog look up the case reporter using an “exact title” search to find its shelf location.

E. At that shelf location you will find the volume of the reporter in which the case is located on the page indicated in the citation.

3. When you are looking for a case on a particular subject (see below for example)

A. Using the library’s on-line catalog (Dynix), look up United States Supreme Court Digest* to find its shelf location.

D. Use the “Descriptive Word Index” volumes of the Digest to find the desired subject. This shows the topic and key number which can be used to find citations to cases on the subject.

E. The citation found there can be analyzed as shown above.

D. Using the library’s on-line catalog, look up the case reporter using an “exact title” search to find its shelf location.

E. At that shelf location you can find the volume of the reporter in which the case is located on the page indicated in the citation.

*The United States Supreme Court Digest, Lawyer’s Edition can also be used to look up cases on a particular subject. It is structured somewhat differently from the United States Supreme Court Digest whose use is illustrated in the following example.

Follow these steps to find a case on the question “What role do community standards play in defining obscenity?”

Looking in the “Descriptive Word Index” of the United States Supreme Court Digest under obscenity you will find the phrase “See, generally this index Lewdness or Obscenity.” This directs you to the phrase “Lewdness or Obscenity” in the same index where as a subcategory you will find the phrase “Standards for determining obscenity.” There you are referred to Obscen. 1-1.4, that is to the volume of the United States Supreme Court Digest containing the topic “Obscenity,” key number or section 1-1.4. There you will find a citation to a relevant case.

4. For recent Supreme Court cases not included in the reporters see United States Law Week’s Supreme Court Section which includes the text of cases decided by the court during its current term.
Some suggestions for background and analysis of your case:

1. Read the opinion. A summary of the case at the beginning of the opinion often mentions the major points (topics) discussed in the case.

2. You may check the following sources which included discussions of selected United States Supreme Court cases:

   *Congressional Quarterly’s Guide to the U.S. Supreme Court*
   *Oxford Companion to the Supreme Court of the United States*

   Using the library’s on-line catalog (Dynix), look up the title using an “exact title” search to find an item’s shelf location

3. Check the index volumes of the *United States Supreme Court Digest, Lawyer’s Edition* under your topic. Annotations to in-depth articles often accompany opinions published in the *United States Supreme Court Reports, Lawyer’s Edition*. These annotations may lead you to further information on your case.

4. For cases heard by the Supreme Court during the 1973/74 term and later, see *Preview of the United States Supreme Court Cases*. This source contains discussions of Supreme Court cases which were to be decided at the time.

### Abbreviations for Supreme Court Reporters

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>L.Ed.</td>
<td><em>United States Supreme Court Reports, Lawyer’s Edition</em> - Supreme Court cases (to 1955)</td>
</tr>
<tr>
<td>L.Ed.2d</td>
<td><em>United States Supreme Court Reports, Lawyer’s Edition</em> - 2nd series - Supreme Court cases (1956-)</td>
</tr>
<tr>
<td>S.Ct.</td>
<td><em>Supreme Court Reporter</em> - Supreme Court cases (to 1988)</td>
</tr>
<tr>
<td>S.Ct.</td>
<td><em>West’s Supreme Court Reporter</em> - Supreme Court cases (1988-)</td>
</tr>
<tr>
<td>U.S.</td>
<td><em>United States Reports</em> - Supreme Court cases</td>
</tr>
</tbody>
</table>

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ST. MARY’S UNIVERSITY LAW LIBRARY
Produced by Judy Garrison; Revised 9/2000
How to Find a Federal Case

Selected Federal Court of Appeals cases are published in the Federal Reporter and selected Federal District Court cases are published in the Federal Supplement and Federal Rules Decisions. A citation to a Federal District Court case will look like this:


Each part of the citation contains information about the case and helps the user locate it in the library as explained below:

<table>
<thead>
<tr>
<th>Benson v. Godinez</th>
<th>Names of parties</th>
</tr>
</thead>
<tbody>
<tr>
<td>919</td>
<td>Volume of case reporter</td>
</tr>
<tr>
<td>F.Supp.</td>
<td>Name of case reporter *</td>
</tr>
<tr>
<td>285</td>
<td>Page in case reporter</td>
</tr>
<tr>
<td>(N.D. Ill. 1996)</td>
<td>Jurisdiction</td>
</tr>
<tr>
<td></td>
<td>Date of decision</td>
</tr>
</tbody>
</table>

*For full title of federal case reporters see Abbreviations for Federal Court Reporters, p.2

Three methods of locating a federal case follow:

1. When you have a citation:

   A. Analyze the citation as show above.

   B. Using the library’s on-line catalog (Dynix), look up the case reporter using an “exact title” search to find its shelf location.

   C. The case will be found on p. 285 of volume 919 of the Federal Supplement.

2. When you have only the names of the parties, e.g. Benson v. Godinez

   A. Using the library’s on-line catalog (Dynix), look up the appropriate federal digest (listed below) to find its shelf location.

      Federal Digest - for cases prior to 1939

      Modern Federal Practice Digest - for cases from 1939 to 1961

      West’s Federal Practice Digest 2d - for cases from 1961 to 1975

      West’s Federal Practice Digest 3d - for cases from 1975 to the mid-1980’s

      West’s Federal Practice Digest 4th - for cases from the mid-1980’s to the present
B. Use the “Table of Cases” volumes and “Defendant-Plaintiff Table” volume to find the names of the parties.

C. The citation found there can be analyzed as shown above.

D. Using the library’s on-line catalog, look up the reporter to find its shelf location.

E. At that shelf location you will find the volume of the reporter in which the case is located on the page indicated in the citation.

3. When you are looking for a Federal case by a particular subject (see below for example)

A. Using the library’s on-line catalog (Dynix), look up the appropriate federal digest (listed above) to find its shelf location.

B. Use the “Descriptive Word Index” volumes of the appropriate federal digest to find the topic for which you are searching.

C. The citation found there can be analyzed as shown above.

D. Using the library’s on-line catalog, look up the reporter to find its shelf location.

E. At that shelf location you will find the volume of the reporter in which the case is located on the page indicated in the citation.

You are searching for a case on whether certain prison conditions violate the Eighth Amendment protection against cruel and unusual punishment in West’s Federal Practice Digest.

Looking in the “Descriptive Word Index” of West’s Federal Practice Digest under “Prisons” you will find the term “conditions” as a subcategory. There you are referred to Prisons 17 (1-5), that is to the volume of the West’s Federal Practice Digest containing the topic “Prisons,” key number or section 17 (1-5). There you will find a citation to a relevant case.

Abbreviations for Federal Reporters

F  Federal Reporter - Federal Court of Appeals cases
F.2d  Federal Reporter, 2nd series - Federal Court of Appeals cases
F.3d  Federal Reporter, 3rd series - Federal Court of Appeals cases
F.Supp.  Federal Supplement - Federal District Court cases
F.R.D.  Federal Rules Decisions

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How to Find a Federal Statute: Bills and Public Laws

When a bill becomes a law, it is published in a number of formats, the first being a slip law pamphlet. A citation to a public law in this format will look like this:

P.L.101-510

Each part of this citation contains useful information:

<table>
<thead>
<tr>
<th>P.L.</th>
<th>Abbreviation for Public Law</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>Number of the Congress which passed the law</td>
</tr>
<tr>
<td>510</td>
<td>Number assigned to the law</td>
</tr>
</tbody>
</table>

Slip laws are available at the Circulation Desk. Please ask librarian on duty for assistance.

The slip laws are then published in the United States Statutes at Large in a chronological arrangement. A citation to a statute in this format will look like this:

104 Stat. 1467

Each part of this citation contains useful information:

<table>
<thead>
<tr>
<th>104</th>
<th>Volume number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stat.</td>
<td>Abbreviation of Statutes at Large</td>
</tr>
<tr>
<td>1467</td>
<td>Page number</td>
</tr>
</tbody>
</table>

1. When you have an older citation to the Statutes at Large:

A. Analyze the citation as above.
B. Using the library's on-line catalog (Dynix), look up location of Statutes at Large using an “exact title” search.

C. The statute will be found in the volume marked 104, starting at page number 1467.

2. When you have a more recent citation to the Statutes at Large:
   A. Analyze the citation as shown above in the Statutes at Large example.
   B. Using the library’s on-line catalog (Dynix), look up the location of United States Code Congressional and Administrative News (USCCAN).
   C. Look up the volume that includes the needed Statutes at Large citation, e.g., 104 Stat. 1388 to 2398. The statute will be found on p.1467.

3. When you have only a Public Law number:
   A. Analyze the citation as shown above in the Public Law example.
   B. Using the library’s on-line catalog (Dynix), look up the location of United States Code Congressional and Administrative News (USCCAN).
   C. Look up the volume that includes the needed Public Law number, e.g., P.L. 101-508 to 101-548.

4. When you have a Public Law number or a Statutes at Large citation and need to find the corresponding section(s) in a federal statutory code:
   A. Analyze the citation as shown in the examples above.
   B. Using the library’s on-line catalog (Dynix), look up the location of the United States Code Annotated (USCA) or the United States Code Service (USCS).
   C. In both the USCA and USCS look in the “Tables” volumes containing the Statutes at Large table. The appropriate table in each set is arranged chronologically by Public Law numbers and Statutes at Large citations and can be used to find the corresponding sections in the codes. For further details on using the table, please consult a librarian.

5. When you are looking for a Statutes at Large citation by popular name:
   A. Using the library’s on-line catalog (Dynix), look up the USCA or USCS using an “exact title” search to find its shelf location.
B. In the USCA, look up the popular name, e.g., Social Security Act, in the “General Index” volume containing the “Popular Name Table.” In the USCS look in the “Tables” volume containing the “Popular Names Table.” There you will find a citation to the Statutes at Large. Analyze the citation as illustrated above in the Statutes at Large example.

C. The statute will be found in the designated volume, at the page indicated in the citation, e.g., volume 104, page number 1467.

6. When need the status of a bill from the current session of Congress:

Check the Congressional Index located at the Circulation Desk. This is a loose-leaf set which shows where a bill is currently in the legislative process. Subject and bill number indexes are included.

House and Senate bills for previous session of Congress are available on microfiche. Consult a librarian for assistance.

To find statutes once they are published in the federal codes, see the handout in this series titled “How to Find a Federal Statute: Federal Codes.”

This handout is intended only as an introduction to this subject. For further assistance please consult a Librarian.

St. Mary’s University Law Library
Produced by Garry Stillman 9/2000
How to Find a Federal Statute: Federal Codes

After a law appears in the United States Statutes at Large, it is published in a systematic subject arrangement known as the United States Code (USC). Federal statutes are also published in two other versions, the United States Code Annotated (USCA) and the United States Code Service (USCS). All three are arranged by the same title and section numbers, but the USCA and the USCS include additional features, such as notes to cases, and are published and supplemented more quickly than the USC. Please note: if you need the most current versions of the law use the USCA or the USCS.

A citation to the United States Code will look like this:

10 U.S.C. 1161

Each part of the citation contains useful information:

<table>
<thead>
<tr>
<th>10</th>
<th>Title Number of Code Volume(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S.C.</td>
<td>Abbreviation of Code</td>
</tr>
<tr>
<td>1161</td>
<td>Section of Code</td>
</tr>
</tbody>
</table>

Three methods of locating a statute in the federal codes follow:

1. When you have a citation:
   A. Analyze the citation as above.
   B. Using the library’s on-line catalog (Dynix), look up the code using an “exact title” search to find its shelf location.
   C. The statute will be found in Title 10, Section 1161. If a title spans more than one volume, look for that volume which contains the appropriate section.
   D. To identify additions or deletions, check the pocket part in the back of the book (if
there is one) or the pamphlet supplement shelved immediately following the bound volume.

E. If using USCA, also check the *Statutory Supplement* pamphlets shelved at the end of the entire set. If using USCS, also check the *Cumulative Later Case and Statutory Service* pamphlet shelved at the end of the entire set and the table entitled “Table of Code Sections Added, Amended, Repeated, or Otherwise Affected” in the *USCS Advance* also shelved at the end of the entire set. For further details on using the table, please consult a librarian.

F. If using either USCA or USCS, check table 3 in the latest *United States Congressional Code and Administrative News* softbound issue. For further details on using the table, please consult a librarian.

2. When you are looking for a statute on a particular subject:

A. Using the library’s on-line catalog (Dynix), look up the USCA or USCS using an “exact title” search to find its shelf location.

B. Look up the subject, for example, occupational safety, in the “General Index” volumes of the respective code. There you will find a citation. Analyze the citation as illustrated above. Note: the symbol § means section and the symbol §§ means sections.

C. The statute will be found in the title and section number given, e.g., Title 10, Section 1161. If a title spans more than one volume, look for that volume which contains the appropriate section.

D. To identify additions or deletions, check the pocket part in the back of the book (if there is one) or the pamphlet supplement shelved immediately following the bound volume.

E. If using USCA, also check the *Statutory Supplement* pamphlets shelved at the end of the entire set. If using USCS, also check the *Cumulative Later Case and Statutory Service* pamphlet shelved at the end of the entire set and the table entitled “Table of Code Sections Added, Amended, Repeated, or Otherwise Affected” in the *USCS Advance* also shelved at the end of the entire set. For further details on using the table, please consult a librarian.

F. If using either USCA or USCS, check table 3 in the latest *United States Congressional Code and Administrative News* softbound issue. For further details on using the table, please consult a librarian.
3. When you are looking for a statute by popular name:

A. Using the library’s on-line catalog (Dynix), look up the USCA or USCS using an “exact title” search to find its shelf location.

B. In the USCA look up the popular name, e.g., Social Security Act, in the “General Index” volume containing the “Popular Name Table.” In the USCS look in the “Tables” volume containing the “Popular Names Table.” There you will find a citation. Analyze the citation as shown above. (Note: the symbol § means section and the symbol §§ means sections.)

C. The statute will be found in the title and section number given, e.g., Title 10, Section 1161. If a title spans more than one volume, look for that volume which contains the appropriate section.

D. To identify additions or deletions, check the pocket part in the back of the book (if there is one) or the pamphlet supplement shelved immediately following the bound volume.

E. If using USCA, also check the Statutory Supplement pamphlets shelved at the end of the entire set. If using USCS, also check the Cumulative Later Case and Statutory Service pamphlet shelved at the end of the entire set and the table entitled “Table of Code Sections Added, Amended, Repealed, or Otherwise Affected” in the USCS Advance also shelved at the end of the entire set. For further details on using the table, please consult a librarian.

F. If using either USCA or USCS, check table 3 in the latest United States Congressional Code and Administrative News softbound issue. For further details on using the table, please consult a librarian.

To find statutes before they are published in the federal codes, see the handout in this series titled “How to Find a Federal Statute: Bills and Public Laws.”

This handout is intended only as an introduction to this subject. For further assistance please consult a Librarian.
St. Mary’s University Law Library
Produced by Garry Stillman 9/2000
How to Find Regulations in the Federal Register

Agencies of the Federal Government issue regulations and other important documents on a daily basis. These documents are later codified (i.e., arranged by subject) into the Code of Federal Regulations (CFR). However, it takes time to codify regulations. Therefore, the Federal Register is an excellent source to find recent agency information that has not yet been codified.

The Federal Register, published daily by the Federal Government, contains regulations, legal notices and other documents produced by federal agencies that are deemed important for public distribution. The Federal Register also includes Presidential Proclamations and Executive Orders.

1. When you have a citation:

A. Identify the parts of the citation.

<table>
<thead>
<tr>
<th>65 FR 41452</th>
</tr>
</thead>
<tbody>
<tr>
<td>65</td>
</tr>
<tr>
<td>FR</td>
</tr>
<tr>
<td>41452</td>
</tr>
</tbody>
</table>

B. Find the appropriate volume number in the set of the Federal Register and locate the page number. (Caution: Page numbers are not listed on the outside cover of issues).

2. When you want to look up a document by agency:

A. Look at the Federal Register Index which is arranged by the name of the agency.

B. Find the entry you need in the index. Each entry has a number that corresponds to the page number where the document can be found in the Federal Register volume.
C. Find the appropriate volume number in the set of the Federal Register and locate the page number.

3. When you want to locate a document by subject:

A. Check the CIS Federal Register Index. Subject and name, CFR section number, and agency docket number arrange this index.

B. Find the entry you need in the index. The entry lists the date, type of document and the page number where the document can be found.

4. Find the appropriate issue by date in the set of the Federal Register and locate the page number.

This handout is intended only as an introduction to this subject. For further assistance, please consult a Librarian.
St. Mary's University Law Library
Produced by Steven Wise; Edited by Judy Garrison and Garry Stillman
How to Find Regulations in the Code of Federal Regulations

The *Code of Federal Regulations* (CFR) is a codified (i.e., arranged by subject) version of rules and regulations issued by Federal executive departments and agencies. These rules and regulations are a type of law that helps federal agencies implement laws passed by the U.S. Congress. The CFR is updated daily by the *Federal Register*.

1. When you have a citation:

   A. Identify the parts of the citation.

   
<table>
<thead>
<tr>
<th>23 CFR §620.202</th>
</tr>
</thead>
<tbody>
<tr>
<td>23</td>
</tr>
<tr>
<td>CFR</td>
</tr>
<tr>
<td>§620.202</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Title Number</td>
</tr>
<tr>
<td>Abbreviation for Code of Federal Regulations</td>
</tr>
<tr>
<td>Part Number</td>
</tr>
</tbody>
</table>

   B. Go to the appropriate CFR title on the shelf.

   C. Find the appropriate part within the CFR title (Titles may have multiple volumes).
D. Go to the most recent volume in which your title would have been updated of *Latest Sections Affected* (LSA) to see if your regulation has been altered in some way since it was codified. There is no single annual issue but rather four annual issues based on the Title you are looking for:

- **Annual issue for:**
  - Title 1-16
  - Title 17-27
  - Title 28-41
  - Title 42-50
- **Located in:**
  - December issue
  - March issue
  - June issue
  - September issue

E. Look to see if your citation is listed in the LSA. If the citation is not listed, the regulation has not been changed. If the citation is listed, continue to step F such as illustrated in the next example.

```
620.202 Revised ................. 71289
620.202 Part Number
Revised Type Of Change
71289 Federal Register Page Number
```

F. Make note of the page number. Go to *Table of Federal Register Issue Pages and Dates* at the end of the LSA and find your page number. This table tells you what date the change can be found in the Federal Register.

```
1999

64 FR Page
1-383. ......................... Jan. 4
385-729. ........................ 5
731-983. ........................ 6
```
2. When you have a subject:

A. Look in the Code of Federal Regulations Index and find your subject and the accompanying citation.

<table>
<thead>
<tr>
<th>Engineers Corps</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative procedure, 33 CFR 209</td>
</tr>
</tbody>
</table>

Engineer Corps  
Administrative Procedure  
33 CFR 209

B. Continue with steps B through E on the first page of this pathfinder.

This handout is intended only as an introduction to this subject. For further assistance please consult a Librarian.

St. Mary's University Law Library  
Produced by Steven Wise 9/2000; Edited by Judy Garrison and Garry Stillman
Texas cases are published in both the *Southwestern Reporter* and *Texas Cases*. A citation to a Texas case published in either reporter will look like this:


Each part of the citation contains information about the case and helps the user locate it in the library as explained below:

<table>
<thead>
<tr>
<th>Reasor v. State</th>
<th>Names of parties</th>
</tr>
</thead>
<tbody>
<tr>
<td>988</td>
<td>Volume of case reporter</td>
</tr>
<tr>
<td>S.W. 2d</td>
<td>Name of case reporter</td>
</tr>
<tr>
<td>877</td>
<td>Page in case reporter</td>
</tr>
<tr>
<td>(Tex.App.-San Antonio 1999)</td>
<td>Jurisdiction</td>
</tr>
</tbody>
</table>

Three methods of locating a Texas case follow:

1. **When you have a citation:**
   
   A. Analyze the citation as shown above.
   
   B. Using the library's on-line catalog (Dynix), look up the case reporter using an "exact title" search, e.g., *Southwestern Reporter, 2d series*, to find its shelf location
   
   C. The case will be found on p. 877 of volume 988 of the *Southwestern Reporter, 2nd series*.

2. **When you have the names of the parties, e.g. Reasor v. State**
   
   A. Using the library's on-line catalog (Dynix), look up the *Texas Digest* by using an "exact title" search to find its shelf location
   
   B. Use the "Table of Cases" volumes to find the names of the parties.
   
   C. The citation found there can be analyzed as shown above.
Using the library’s on-line catalog, look up the case reporter using an “exact title” search to find its shelf location.

At that shelf location you will find the volume of the reporter in which the case is located on the page indicated in the citation.

When you are looking for a case on a particular subject (see below for example)

Using the library’s on-line catalog (Dynix), look up the Texas Digest by using an “exact title” search to find its shelf location.

Use the “Descriptive Word Index” volumes of the Texas Digest to find the desired subject. The Index shows the topic and key number which can be used to find citations to cases on any subject.

The citation found there can be analyzed as shown above.

Using the library’s on-line catalog look up the case reporter using an “exact title” search to find its shelf location.

At that shelf location you can find the volume of the reporter in which the case is located on the page indicated in the citation.

Follow these steps to find a case on the question “How is a worker’s compensation award for a burn computed?”

Looking in the “Descriptive Word Index” of the Texas Digest under workers’ compensation you will find the phrase “Burns, see this index Burns.” This directs you to the term “Burns” in the same index where as a subcategory you will find the phrase “workers’ compensation” and, below that “Computation of award.” There you are referred to Work comp 893, that is to the volume of the Texas Digest containing the topic “Workers’ compensation,” key number or section 893. There you will find a citation to a relevant case.

THIS HANDOUT IS INTENDED ONLY AS AN INTRODUCTION TO THIS SUBJECT. FOR FURTHER ASSISTANCE PLEASE CONSULT A LIBRARIAN.

ST. MARY’S UNIVERSITY LAW LIBRARY
Produced by Judy Garrison; Revised 9/2000
Texas laws are compiled in *Vernon's Texas Statutes and Codes Annotated*.

*Vernon's* is arranged in three parts: Constitution, Statutes and Codes.

**Constitution and statutes** are arranged in numerical sequence by article number,

**Codes** are arranged by subject.

Some bound volumes are updated by pocket parts and/or special or supplementary pamphlets.

*Cumulative Interim Annotations Service* pamphlets and *Vernon's Session Law Service* pamphlets.

### Locating a constitutional article, statute or code section when you have a citation:

1. Identify whether the citation is to:
   - the Constitution, e.g. Const. Art. 1, § 19 *(Constitution, article 1, section 19)*,
   - a civil statute, e.g. Civ. Stat. 179)(d) *(Civil Statute, article 179, section d)*
   - a code, e.g., Educ 38.001 *(Education code, section 38.001)*

2. Locate the constitutional article, statute or code in the bound volumes of the Constitution, the Civil Statutes or the appropriate code.

### Follow steps 3-6 to determine whether the constitutional article, statute or code has been updated:

3. Check the pocket part in back of the book (if there is one)

4. Check EITHER the special supplementary pamphlet (if there is one) OR the *Cumulative Interim Annotation Service* pamphlet (whichever is more recent)

5. Check Table 2 in *Vernon's Session Law Service* pamphlet

6. If found in Table 2, find update in *Vernon's Session Law Service* pamphlet.
Locating a constitutional article, statute or code section on a particular subject, such as “drunk driving,” or by a popular name, such as “Lemon Law”

1. For subject, look under subject heading in the “General Index” of Vernon’s Texas Statutes and Codes Annotated; for popular name, check the “Popular Name Index” in the “General Index” of Vernon’s

2. Identify whether the citation is to:
   the Constitution, e.g. Const. Art. 1, § 19 [Constitution, article 1, section 19],
   a civil statute, e.g. Civ. Stat. 179(d) [Civil Statute, article 179, section d]
   a code, e.g., Educ 38.001 [Education code, section 38.001]

3. Locate the constitutional article, statute or code in the bound volumes of the Constitution, the Civil Statutes or the appropriate code

Follow steps 4-7 to determine whether the constitutional article, statute or code has been updated:

4. Check the pocket part in back of the book (if there is one)
5. Check EITHER the special supplementary pamphlet (if there is one) OR the Cumulative Interim Annotation Service pamphlet (whichever is more recent)
6. Check Table 2 in Vernon’s Session Law Service pamphlet
7. If found in Table 2, find update in Vernon’s Session Law Service pamphlet

THIS HANDOUT IS INTENDED ONLY AS AN INTRODUCTION TO THIS SUBJECT. FOR FURTHER ASSISTANCE PLEASE CONSULT A LIBRARIAN.

ST. MARY’S UNIVERSITY LAW LIBRARY
Produced by Judy Garrison; Revised 9/2000
How to Find a Case From a State Other Than Texas

Cases from states other than Texas can be found in regional case reporters. A citation to a case found in a regional reporter will look like this:

Wilmott v. Decker, 541 P.2d 13

Each part of the citation contains information about the case and helps the user locate it in the library as explained below:

<table>
<thead>
<tr>
<th>Wilmott v. Decker</th>
<th>Names of parties</th>
</tr>
</thead>
<tbody>
<tr>
<td>541</td>
<td>Volume of case reporter</td>
</tr>
<tr>
<td>P.2d</td>
<td>Name of case reporter *</td>
</tr>
<tr>
<td>13</td>
<td>Page in case reporter</td>
</tr>
</tbody>
</table>

*For full title of Case Reporters see Abbreviations for Regional Reporters, p. 3

Three methods of locating a case from a state other than Texas follow:

1. When you have a citation
   A. Analyze the citation as shown above.
   B. Using the library’s on-line catalog (Dynix), look up the case reporter using an “exact title” search, e.g., Pacific Report, 2nd series, to find its shelf location.
   C. The case will be found on p. 13 of volume 541 of the Pacific Reporter, 2nd series.

2. When you have only the names of the parties, e.g. Wilmott v. Decker
   A. Choose one of the three options listed below:
      i. If the state is included in a regional digest (see below), check for the names of the parties in the “Table of Cases” volumes of the appropriate Digest. Look under the names of both parties. Using the library’s on-line catalog (Dynix), look up the digest using an “exact title” search to find its shelf location.
<table>
<thead>
<tr>
<th>Regional Digest</th>
<th>States Included</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlantic Digest</td>
<td>Connecticut, Delaware, Maine, Maryland, New Hampshire, New Jersey, Pennsylvania, Rhode Island, Vermont</td>
</tr>
<tr>
<td>North Western Digest</td>
<td>Iowa, Michigan, Minnesota, Nebraska, North Dakota, South Dakota, Wisconsin</td>
</tr>
<tr>
<td>Pacific Digest</td>
<td>Alaska, Arizona, California, Colorado, Hawaii, Idaho, Kansas, Montana, Nevada, New Mexico, Oklahoma, Oregon, Utah, Washington, Wyoming</td>
</tr>
<tr>
<td>South Eastern Digest</td>
<td>Georgia, North Carolina, South Carolina, Virginia, West Virginia</td>
</tr>
<tr>
<td>Southern Digest*</td>
<td>Alabama, Florida, Louisiana, Mississippi</td>
</tr>
</tbody>
</table>

*The Southern Digest includes cases through 1988. For later cases for these states follow option iii below.

**ii.** For the following states, consult the “Table of Cases” volumes under the names of both parties in the individual state digests, for example, Indiana cases are included in the Indiana Digest.

Arkansas, Illinois, Indiana, Kentucky, Missouri, New York, Ohio, Tennessee, and Texas.

**iii.** For all other cases or if the state is unknown, consult the “Table of Cases” volumes under the name of both parties in the West's General Digest.

3. **When you are looking for a case on a particular subject** (see below for example)

**A.** Using the library’s on-line catalog (Dynix), look up the appropriate regional digest by using an “exact title” search to find its shelf location.

**B.** Use the “Descriptive Word Index” volumes of the Digest to find the desired subject. The Index shows the topic and key number which can be used to find citations to cases on any subject.

**C.** The citation found there can be analyzed as shown above.
D. Using the library’s on-line catalog (Dynix), look up the case reporter using an “exact title” search to find its shelf location.

E. At that shelf location you can find the volume of the reporter in which the case is located on the page indicated in the citation.

Follow these steps to find a case on the question “Does an unwed father have visitation rights to his child?”

Looking in the “Descriptive Word Index” of the *Pacific Digest* under *children* you will find the phrase “Children out-of-wedlock.” There you will find the subcategory “Visitation” followed by the phrase “Unwed father’s right to.” There you are referred to “Child 20,” that is to the volume of the *Pacific Digest* containing the topic “Children out-of-wedlock,” key number or section 20. There you will find a citation to a relevant case.

**Abbreviations for Regional Reporters**

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Atlantic Reporter</td>
</tr>
<tr>
<td>A.2d</td>
<td>Atlantic Reporter, 2nd series</td>
</tr>
<tr>
<td>N.E.</td>
<td>North Eastern Reporter</td>
</tr>
<tr>
<td>N.E.2d</td>
<td>North Eastern Reporter, 2nd series</td>
</tr>
<tr>
<td>N.W.</td>
<td>North Western Reporter</td>
</tr>
<tr>
<td>N.W.2d</td>
<td>North Western Reporter, 2nd series</td>
</tr>
<tr>
<td>P.</td>
<td>Pacific Reporter</td>
</tr>
<tr>
<td>P.2d</td>
<td>Pacific Reporter, 2nd series</td>
</tr>
<tr>
<td>S.E.</td>
<td>South Eastern Reporter</td>
</tr>
<tr>
<td>S.E.2d</td>
<td>South Eastern Reporter, 2nd series</td>
</tr>
<tr>
<td>So.</td>
<td>Southern Reporter</td>
</tr>
<tr>
<td>So.2d</td>
<td>Southern Reporter, 2nd series</td>
</tr>
<tr>
<td>S.W.</td>
<td>South Western Reporter</td>
</tr>
<tr>
<td>S.W.2d</td>
<td>South Western Reporter, 2nd series</td>
</tr>
<tr>
<td>S.W.3d</td>
<td>South Western Reporter, 3rd series</td>
</tr>
</tbody>
</table>

**THIS HANDBOUT IS INTENDED ONLY AS AN INTRODUCTION TO THIS SUBJECT. FOR FURTHER ASSISTANCE PLEASE CONSULT A LIBRARIAN.**

ST. MARY’S UNIVERSITY LAW LIBRARY
Produced by Judy Garrison; Revised 9/2000
Administrative law refers to a group of laws created by administrative agencies in rules, regulations, orders, and decisions to carry out their assigned duties and within the scope of their powers to do so. [Black's Law Dictionary, 6th ed., p. 46]

In Texas, these regulations are published in the Texas Administrative Code and the Texas Register. Both of these titles are available in this library and also at the Secretary of State's website at http://www.sos.state.tx.us.

The Texas Administrative Code (TAC) is published in 16 different numbered titles (see below). The title numbers are not consecutive, but the titles are arranged alphabetically. The TAC also includes an unnumbered index volume.

1. Administration
4. Agriculture
7. Banking and Securities
10. Community Development
13. Cultural Resources
16. Economic Regulation
19. Education
22. Examining Boards
25. Health Services
28. Insurance
30. Environmental Quality
31. Natural Resources and Conservation
34. Public Finance
37. Public Safety and Corrections
40. Social Services and Assistance
43. Transportation

The subject index to the TAC lists the title number, then the section number.

| Affidavits, | Campaign financing, reports, 1 § 20.25 |
In the above example, 1 is the title number and 20.25 is the chapter and subsection number. This regulation will be found in Title 1 (Administration), chapter 20, subsection 25.

The Texas Register is published weekly, 52 times a year. It contains Attorney General’s opinions, rules, regulations, proposed regulations and withdrawn regulations. It also contains notices of open meetings and miscellaneous items required to be published by law. Both an annual and a quarterly index to the Texas Register are published. A cumulative “Table of TAC Titles Affected” is published in its blue-cover quarterly index. An example from the “Table” follows.

<table>
<thead>
<tr>
<th>TITLE 40. SOCIAL SERVICES AND ASSISTANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part I. Texas Department of Human Services</td>
</tr>
<tr>
<td>40 TAC § 3.704</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title 40. Social Services and Assistance</th>
<th>Title of the volume</th>
</tr>
</thead>
</table>
| Part I. Texas Dept. of Human Services | Subtitle of the volume
| 40                                      | 40                  |

<table>
<thead>
<tr>
<th>TAC</th>
<th>Texas Administrative Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Chapter 3</td>
</tr>
<tr>
<td>704</td>
<td>Section 704</td>
</tr>
<tr>
<td>950; 1820</td>
<td>Texas Register pages</td>
</tr>
</tbody>
</table>

Material is found using the Texas Register indexes or the TAC number. On the bottom of each page is found the volume and page number as it should be cited. The issue date is also located there. As with many serial titles, the pages are serially published. For example, the Dec. 24, 1999 issue has pages 11605-11825, while the Dec. 31, 1999 issue has pages 11827-11976.

THIS HANDOUT IS INTENDED ONLY AS AN INTRODUCTION TO THIS SUBJECT.
FOR FURTHER ASSISTANCE PLEASE CONSULT A LIBRARIAN.

ST. MARY’S UNIVERSITY LAW LIBRARY
Produced by LadyJane Hickey Aug. 31, 2000; Edited by Judy Garrison
Title: A Layperson's Guide to Legal Research

Author(s): Judy Garrison, LadyJane Hickey, Garry Stillman, Steven Wise

Corporate Source: Sarita Kenedy East Law Library
St. Mary's University

Publication Date: Sept. 15, 2000

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