

STYLE MANUAL

FOR THE SUPREME AND

APPELLATE COURTS

OF ILLINOIS

FIFTH EDITION

(2017)

Copyright © 2017 by Supreme
Court, State of Illinois, and
Reporter of Decisions, State of Illinois

All rights reserved.

PREFACE

This edition of the Style Manual for the Supreme and Appellate Courts of Illinois has been revised from prior editions with two specific goals: (1) providing more guidance on the grammar and mechanics conventions already employed in the publication of opinions from Illinois courts of review and (2) documenting citation styles already in use but not previously provided in the style manual. The longtime practice to generally follow the standards of The Bluebook, A Uniform System of Citation, continues with the Bluebook's twentieth edition. The ongoing project to eliminate variances between this style manual and the Bluebook, where prudent to do so, continues; variances from Bluebook practices are noted. Special attention has been devoted to allowing a more robust use of *id.* with Illinois statutes, to clarifying the rules for captions and headings, to clarifying the effect of postfiling revisions, and to providing easily searchable and printable references for citation forms. The capitalization policy has been substantially revised for clarity and to align with more typical conventions.

This edition applies to opinions filed on or after January 1, 2018.

TABLE OF CONTENTS

PREFACE.....	ii
TABLE OF CONTENTS	iii
I. STRUCTURING AN OPINION.....	1
A. Procedural Case Information	1
B. Party Information	1
(1) All Parties Listed.....	1
(2) Proper Order Required.....	1
(3) Appeals From Administrative Agencies	3
(4) Official Capacity	3
(5) Illinois Department and Director Titles	3
(6) Use of “The” in Caption	4
(7) Abbreviations	4
C. Cause of Action Information	5
D. Court Panel Information	8
(1) Opinions	9
(2) Rule 23 Orders	10
E. Body	11
(1) Rule 23 Syllabi.....	11
(2) Headings	11
(3) Background	13
(4) Analysis.....	14
(5) Conclusion/Mandate Paragraph	14
(6) Judgment Lines	14
(7) Supreme Court Review	16
(8) Separate Opinions	17
F. Postfiling Revisions.....	17
Effect of Post-Filing Revisions (Chart)	19

(1) Corrections	20
(2) Modifying Opinions After Withdrawal	20
(3) Modifying Opinions on Denial of Rehearing	20
(4) Supplemental Opinions	21
(5) Allowance of Rehearing	22
(6) Effect on Public-Domain Formats	22
G. Review After Remand	23
(1) Opinion Not to Be Withdrawn	23
(2) Supervisory Orders	23
(3) The New Opinion	24
II. GRAMMATICAL STYLE	25
A. Quoting Text	25
(1) Revisions	25
(2) Use of “[<i>sic</i>]”	25
(3) Indicating Lettering and Punctuation Changes	25
(4) Emphasis	26
(5) Footnotes	27
B. Omissions	27
(1) Use of Asterisks	27
(2) Asterisks for Parts of a Word	27
(3) Citations	28
(4) Punctuation in Statutory Subsections	28
(5) Public-Domain Citation System Paragraph Numbers	28
(6) Display Type	28
(7) Quotation Marks	29
C. Block Quotations	29
(1) Paragraphing	29
(2) When First Line Is Indented	29
(3) Citations	29

(4) Courtroom Testimony	30
D. Typography and General Grammar	31
(1) Typeface.....	31
(2) Spelling References	31
(3) Grammar References	31
(4) Comma Usage	31
(5) Contractions	31
(6) Dashes	32
(7) Abbreviations in Text	32
(8) Italicized Words	32
(9) Possessive Endings	34
(10) Attempted Crimes	34
(11) Apostrophe Miscellany	34
E. Capitalization	35
F. Illinois Counties	39
G. Numerals.....	40
(1) Commas With Numerals.....	40
(2) Clock Time.....	40
(3) Fractions.....	40
(4) Mathematical Expressions	41
(5) Money	41
(6) Percentages	41
(7) Proportions.....	41
(8) Game Scores	41
(9) Numbers Spelled Out.....	41
(10) Indefinite Expressions.....	42
(11) Related Numbers in Close Proximity	42
(12) Dates	42
(13) Decimals	43

(14) Numbers Larger Than 1 Million	43
(15) Consecutive Numerals	43
(16) Ages and Birthdays	44
(17) Abbreviated Ordinals	44
(18) Enumeration in Text	44
III. CITATION STYLE	46
Bluebook.....	46
A. Case Citations	46
(1) Signals.....	46
(2) Illinois Official Reports	46
(3) Public-Domain Formats	48
(4) United States Supreme Court.....	49
(5) Italicize Case Name	49
(6) Prepositional Phrases of Location.....	50
(7) Party Names	50
(8) Date of Decision	51
(9) Illinois Administrative Agency Decisions	52
(10) Electronic Databases	53
(11) Slip Opinions	54
(12) Reference to Authoring Judge	54
(13) Case Histories	55
(14) Abstracts of Opinions	56
(15) Supervisory Orders	56
(16) Rule 23 Orders	56
(17) Circuit Court Orders	57
(18) Short-Form Case Citations.....	58
B. Illinois Legislative Enactments.....	59
(1) ILCS Overview	59
(2) Textual References.....	60

(3) Quoting Illinois Statutes	63
(4) Citation of Illinois Compiled Statutes.....	64
(5) Citation of Illinois Revised Statutes	68
(6) Citation of Annotated Statutes	68
(7) Public Acts	68
(8) Legislative Debates and Bills.....	69
(9) Governor’s Messages.....	69
(10) Illinois Administrative Rules	70
(11) Court Rules	72
(12) Local Ordinances	75
(13) Constitutions	76
(14) United States Code.....	76
(15) Illinois Pattern Jury Instructions	77
(16) Paragraph and Section Symbols.....	79
(17) Brackets.....	79
(18) Initials and Spaces.....	79
C. Citing Secondary Sources	80
(1) Restatements of the Law	80
(2) Treatises and Handbooks	80
(3) Books in the Illinois Practice Series	81
(4) IICLE	81
(5) Illinois Law and Practice	81
(6) The Diagnostic and Statistical Manual of Mental Disorders	81

I. STRUCTURING AN OPINION

A. Procedural Case Information

The format of the initial page of an appellate court opinion is determined on a district-by-district basis. Yet, certain basic information regarding the appeal must be included on the first page. Those essential elements are:

- Public-domain case designator
- Name of the district and, in the First District, the division
- Docket number in the appellate court
- Date of filing of the appellate court opinion
- Name of court or administrative agency from which review was taken
- Docket number of the cause in the court below or the agency
- Name of the trial judge or administrative law judge
- Caption derived from the circuit court or administrative agency proceeding

Additionally, all written orders disposing of an appeal under Illinois Supreme Court Rule 23(b) (eff. July 1, 2011) must contain the following notice on the initial page of the written order:

NOTICE: This order was filed under Supreme Court Rule 23 and may not be cited as precedent by any party except in the limited circumstances allowed under Rule 23(e)(1).

B. Party Information

(1) All Parties Listed

Owing to the generally unpublished nature of circuit court and administrative proceedings, it is the appellate court's opinion that first presents the public with a record of the proceedings below. To fulfill this function, the appellate court's opinion must list *all* plaintiffs, *all* defendants, and any third parties participating in the appeal, along with their relative positions (*e.g.*, plaintiff-appellant, defendant-appellee, third-party defendant-appellee, intervenor-appellant, etc.). Because this consideration is generally not present in Illinois Supreme Court proceedings, its opinions use shortened titles.

Note that appellate court opinions do not use the phrase "*et al.*" for party information, except in workers' compensation cases.

(2) Proper Order Required

Parties' names will generally appear in the caption as they were set forth in the complaint, petition, or other document by which the action was initiated. However, an appeal that was mistitled by the parties in the notice of appeal should be corrected by the court before the opinion is filed. For example, should a defendant list his or her name first in the notice of appeal (*i.e.*

John Doe, Defendant-Appellant, v. The People of the State of Illinois, Plaintiff-Appellee), the court should correct the title to place the parties in their proper positions in the circuit court.

Positions on appeal before the appellate court should be indicated according to the following examples:

Plaintiff-Appellant
Plaintiff-Appellee and Cross-Appellant
Defendant and Counterplaintiff-Appellant
Defendant and Third-Party Plaintiff-Appellee

Parties other than plaintiffs and defendants (or, analogously, petitioners and respondents) are indicated parenthetically after the listing of both the plaintiff and the defendant. Note the punctuation and capitalization in the following:

BOB WHITE, Plaintiff-Appellee, v. FIRST NATIONAL BANK, as Trustee, Defendant (Stateville Title and Trust Company, Intervenor-Appellant).

The proper format of an appellate court caption can be distilled to three basic principles:

(1) List all plaintiffs, defendants, and analogous parties to the litigation, in the order they were listed in the complaint (or other pleading that initiated the litigation).

(2) Include all common appellate statuses in the main caption, with hyphens between their litigation titles.

(3) List all nonuniform appellate statuses in the parenthetical with any third parties participating in the appeal. Repetition is not problematic.

BANKERS LIFE AND CASUALTY COMPANY, Plaintiff-Appellant, v. AMERICAN SENIOR BENEFITS LLC, GREGORY P. GELINEAU, VAN LaFERMINE, ALLAN PARLIER, CHRISTOPHER VALENTINE, SCOTT FAJNOR, and KEVIN HEISER, Defendants (Gregory P. Gelineau, Defendant-Appellee).

Note that because not all defendants were appellees in this case, only Gelineau is listed as a defendant-appellee. His name is repeated from the main caption in the parenthetical to show his distinct appellate status.

A party's name is fully capitalized in the caption. Any titles, designations as a trustee or similar representative, or indications of a former name or current business name that follow are in title case. (See the "Headings" rule for capitalization for guidance. Note that the phrase "By and Through" is also capitalized, as a term of art.)

PEKIN INSURANCE COMPANY, Plaintiff-Appellant, v. ST. PAUL LUTHERAN CHURCH, an Illinois Religious Corporation; and HOPE FARNEY, as Independent Administrator of the Estate of Kitty Mullins, Deceased, Defendants-Appellees.

RITA STEELE, Special Administrator of the Estate of Michelle Koenig, Plaintiff-Appellee, v. PROVENA HOSPITALS, d/b/a St. Mary's Hospital; TIMOTHY MORAN,

M.D.; and ECHO MANAGEMENT AND CONSULTING GROUP, LLC, Defendants-Appellants.

(3) Appeals From Administrative Agencies

In appeals from administrative agency decisions, the title is based on the alignment of the parties in either the circuit court or the appellate court where the action for review was first filed. In the titles of administrative appeals that were initially filed in the circuit court, use the terms “Plaintiff,” “Defendant,” “Appellant,” and “Appellee” and not “Petitioner” or “Respondent.” In the titles of direct appeals to the appellate court from administrative agencies, use the terms “Petitioner” and “Respondent” and not “Appellant,” “Appellee,” “Plaintiff,” or “Defendant.” In the text of administrative agency cases, refer to the parties either by name or by descriptive terms such as “the Agency,” “the board,” “the corporation,” and so forth, rather than as “petitioner” or “respondent.”

(4) Official Capacity

Regardless of the terminology used in the complaint or notice of appeal, where an individual was made a party to the action in his or her official, and not personal, capacity, that information should be added after the party’s name by a term appropriate to the position, such as Governor, Secretary of State, Attorney General, Judge, Director of Revenue, Trustee, Administrator, Executor or Executrix, Individually and as Administrator, etc. Even though the party’s name may be placed in all-capital letters for style purposes, his or her capacity is not. Where the complaint has expressly indicated the defendant has been made a party only in his or her official capacity, use the following form.

MICHAEL L. HOFFMAN, in His Official Capacity as Acting Director of Central Management Services, Plaintiff-Appellant, v. LISA MADIGAN, in Her Official Capacity as Attorney General of the State of Illinois, Defendant-Appellee.

(5) Illinois Department and Director Titles

In an appeal from a suit by or against the director of a state agency, or against the agency itself, the opinion caption should incorporate the statutorily established title, even though the parties may have neglected to do so. The names of the Illinois state agencies and the titles of agency heads are set forth in the Departments of State Government Law (20 ILCS 5/art. 5 (West 2016)). Section 5-20 of that act establishes the following titles for the agencies listed:

- Director of Aging (Department on Aging)
- Director of Agriculture (Department of Agriculture)
- Director of Central Management Services (Department of Central Management Services)
- Director of Children and Family Services (Department of Children and Family Services)
- Director of Commerce and Economic Opportunity (Department of Commerce and Economic Opportunity)

- Director of Corrections (Department of Corrections)
- Director of the Illinois Emergency Management Agency (Illinois Emergency Management Agency)
- Director of Employment Security (Department of Employment Security)
- Secretary of Financial and Professional Regulation (Department of Financial and Professional Regulation)
- Director of Healthcare and Family Services (Department of Healthcare and Family Services)
- Director of Human Rights (Department of Human Rights)
- Secretary of Human Services (Department of Human Services)
- Director of the Illinois Power Agency (Illinois Power Agency)
- Director of Insurance (Department of Insurance)
- Director of Juvenile Justice (Department of Juvenile Justice)
- Director of Labor (Department of Labor)
- Director of the Lottery (Department of the Lottery)
- Director of Natural Resources (Department of Natural Resources)
- Director of Public Health (Department of Public Health)
- Director of Revenue (Department of Revenue)
- Director of State Police (Department of State Police)
- Secretary of Transportation (Department of Transportation)
- Director of Veterans' Affairs (Department of Veterans' Affairs)

(6) Use of “The” in Caption

When an opinion title includes a state agency, board, commission, unit of local government, or other governmental party, including the People in either criminal or civil proceedings, the article “The” should precede the party’s name.

The Department of Transportation
 The Pollution Control Board
 The City of Chicago
 The Illinois Workers’ Compensation Commission
 The Department of Human Rights
 The Office of the Comptroller
 The People of the State of Illinois

(7) Abbreviations

In entitling opinions, use only the abbreviations “Inc.,” “Ltd.,” “LLC,” in the name of a party. Do not abbreviate words such as “Company” or “Corporation,” even if abbreviated by the parties, unless the abbreviation itself is part of the party’s actual name.

C. Cause of Action Information

While a reviewing court should endeavor to set forth the caption under which a cause of action was filed, preserving poorly titled complaints in their original forms should be avoided. Thus, nonsubstantive changes should be made in order that a certain level of consistency be maintained to aid the bench and bar in locating decisions within the body of Illinois law.

In proceedings involving some *res* that is the basis of the cause of action (such as claims to an estate in probate, a bankrupt's estate, proposed annexation of property, etc.), the usual method of entitling the action is with the words "*In re*." Adversarial parties are not included in the main title but should be added parenthetically. In these actions, the parties are "petitioners" and "respondents," not "plaintiffs" and "defendants."

In adoption, juvenile court, and mental-health proceedings (see Ill. S. Ct. R. 330(b) (eff. Oct. 1, 2001)), only the first name and last initial, or initials only, or a pseudonym may be used where necessary to protect the identity of the minor or recipient of mental-health services.

Examples of titles in specific causes are listed below.

Adoption, custody, or support proceeding

In re ADOPTION [or CUSTODY] OF JOHNNY D. (Bill Smith and Ann Smith, Petitioners-Appellees, v. Jane D., Respondent-Appellant).

Note: In the absence of exceptional circumstances, an action for the support or custody of a minor that arises from a dissolution of marriage action is a continuation of the dissolution action and thus continues under the caption of the marital-dissolution proceeding (*i.e.*, "*In re* Marriage of") and is not titled "*In re* Custody of ***." This convention also applies to proceedings arising under the Uniform Interstate Family Support Act (750 ILCS 22/101 *et seq.* (West 2016)), which may have commenced with a marital dissolution in another state.

Consolidated cases

JOHN BROWN, Plaintiff-Appellee, v. TOM WHITE, Defendant-Appellant.—JAMES BROWN, Plaintiff-Appellee, v. TIM WHITE, Defendant-Appellant.

Note: The lowest circuit court docket number is *always* listed first.

Contemnor

THE PEOPLE OF THE STATE OF ILLINOIS, Plaintiff-Appellee, v. JOHN DOE, Defendant (Bob Smith, Contemnor-Appellant).

Note: Appeals by a contemnor carry the title of the action out of which the contempt arose. The contemnor's name is indicated parenthetically if it is not already in the title.

Civil forfeiture

THE PEOPLE *ex rel.* MATTHEW HARTRICH, State's Attorney of Crawford County, Illinois, Plaintiff-Appellee, v. 2010 HARLEY-DAVIDSON, Defendant (Petra Henderson, Claimant-Appellant).

Note: In civil asset forfeiture cases, the property seized is the nominal defendant. An individual seeking to reclaim the property, who may or may not be charged with criminal offenses in a separate case, is not a defendant. That individual is a claimant. Do not include the vehicle identification number (VIN) in the caption, if the property seized is a vehicle—doing so makes citation cumbersome without providing substantially helpful information to the reader. The VIN may be included in the body of the opinion, if desired.

Estates

In re ESTATE OF BOB WHITE, Deceased (Acme Company, Petitioner-Appellant, v. Vera White, Executor, Respondent-Appellee).

The title "Executor" may be used for either sex; use of the gendered "Executrix" is optional. This term is not abbreviated.

Note: For claims *by* an estate against another party, the "*In re*" form should not be used. The action will generally be one of the estate, or its representative, *versus* another:

VERA WHITE, Executor of the Estate of Bob White, Plaintiff-Appellant, v. ACME COMPANY, Defendant-Appellee.

***Ex rel.* proceedings**

THE PEOPLE *ex rel.* THE ENVIRONMENTAL PROTECTION AGENCY, Plaintiff-Appellant, v. BOB SMITH, Defendant-Appellee.

Note: A relator's name is given with "*ex rel.*" when the relator is a private citizen or an agency of the state and is bringing an action in the name of the state. The relator's name is fully capitalized in the caption.

Illinois Workers' Compensation Commission

ACME COMPANY, Appellant, v. THE ILLINOIS WORKERS' COMPENSATION COMMISSION *et al.* (Jane Doe, Appellee).

Note: The Illinois Workers' Compensation Commission is always the nominal defendant; the full title of the Illinois Workers' Compensation Commission should always be used.

Illinois Labor Relations Board

THE WHEATON FIREFIGHTERS UNION, LOCAL 3706, Petitioner, v. THE ILLINOIS LABOR RELATIONS BOARD, STATE PANEL, and THE CITY OF WHEATON, Respondents.

Note: The "Labor Relations Board, State Panel" is a respondent; the designation of "State Panel" or "Local Panel" must be used, as created by the Illinois Public Labor Relations Act (5 ILCS 315/5.1 (West 2000)).

***In rem* proceedings**

In re APPLICATION OF BOB WHITE, Pike County Collector (Bob White, Petitioner-Appellant, v. Bill Black, Sue Black, Tom White, Edna White, and All Unknown Owners of Parcel No. 133 in the Town of New Salem, Respondents-Appellees).

Juvenile court proceedings

In re J.D., a Minor (The Department of Children and Family Services, Petitioner-Appellant, v. Jane D., Respondent-Appellee).

Mandamus, prohibition, or habeas corpus

BILL BROWN, Petitioner, v. BOB WHITE, Director of Corrections, Respondent.

Marital dissolutions

In re MARRIAGE OF JOHN DOE, Petitioner-Appellant, and JANE DOE, Respondent-Appellee.

Mental health

In re GWENDOLYN H., a Person Found Subject to Involuntary Medication (The People of the State of Illinois, Petitioner-Appellee, v. Gwendolyn H., Respondent-Appellant).

Postconviction petitions, certificates of innocence

THE PEOPLE OF THE STATE OF ILLINOIS, Plaintiff-Appellee, v. TABITHA POLLOCK, Defendant-Appellant.

Note: Despite being civil actions collateral to underlying criminal cases, postconviction petitions and certificate of innocence cases continue under the name of the criminal case.

Actions Specific to the Illinois Supreme Court

Attorney disciplinary

In re ROBERT B. WHITE, Attorney, Respondent.

Admission or reinstatement to the practice of law

In re ROBERT B. WHITE, Petitioner.

Certified question under Illinois Supreme Court Rule 20 (eff. Aug. 1, 1992)

THE COUNTY OF PIKE, Appellant, v. JOHN BLUE, Appellee.

Original Action for *Mandamus*

THE PEOPLE OF THE STATE OF ILLINOIS *ex rel.* ANITA ALVAREZ, Petitioner, v. HONORABLE VINCENT GAUGHAN *et al.*, Respondents.

Motion for supervisory order under Illinois Supreme Court Rule 383 (eff. July 1, 2017))

BOB WHITE, Movant, v. JANE DOE, Judge, Respondent.

Note: The party that brings a motion for a supervisory order is a “movant,” rather than a “petitioner.”

D. Court Panel Information

For an Illinois reviewing court to enter a valid judgment, the Illinois Constitution requires a majority of the court to agree upon the decision to be entered. Ill. Const. 1970, art. VI, §§ 3, 5. In the Illinois Supreme Court, this requires the agreement of four justices. In the appellate court, the concurrence of two justices at the time of filing is required (see *People v. Ortiz*, 196 Ill. 2d 236, 254-56 (2001) (appellate court opinion that did not command the agreement of two justices, owing to the death of one panel member prior to filing and one of the two remaining justices writing in dissent, did not deliver a valid judgment)).

While the Illinois Constitution requires that a majority agree to the court’s final judgment, there is no requirement that a majority agree to a single rationale for that judgment. In this regard, an opinion must be viewed in light of the two distinct functions it performs: (1) delivery of the judgment and (2) expression of the rationale for that judgment. In order to show the required

majority concurrence for a valid judgment, the votes of those justices who concur in the judgment must be shown on the opinion.

(1) Opinions

Immediately following the caption of an opinion is the listing that shows the names of those justices on the panel who entered the judgment. List here the author of the lead opinion as well as the other justices on the panel and their relative voting positions. Full agreement precedes partial agreement, which precedes disagreement.

In the appellate court, these lines take one of the following forms or its derivative.

JUSTICE SMITH delivered the judgment of the court, with opinion.
Justices Jones and Wilson concurred in the judgment and opinion.

JUSTICE SMITH delivered the judgment of the court, with opinion.
Justice Jones concurred in the judgment and opinion.
Justice Wilson specially concurred, with opinion.

JUSTICE SMITH delivered the judgment of the court, with opinion.
Justice Jones concurred in the judgment and opinion.
Justice Wilson concurred in part and dissented in part, with opinion.

JUSTICE SMITH delivered the judgment of the court, with opinion.
Justice Jones concurred in the judgment and opinion.
Justice Wilson dissented, with opinion.

JUSTICE SMITH delivered the judgment of the court, with opinion.
Justice Jones concurred in the judgment and opinion.
Justice Wilson dissented from the judgment, without opinion.

Where two justices of the appellate court have agreed on the judgment to be rendered but not on the rationale therefor, the lead opinion should be listed as delivering the judgment of the court. The special concurrence is thereafter listed as specially concurring, “with opinion,” and the dissent is listed as dissenting, “with opinion,” if any. Where an opinion has garnered the support of two justices of the appellate court panel, it should be the lead opinion of the court.

JUSTICE SMITH delivered the judgment of the court.
Justice Jones specially concurred, with opinion.
Justice Wilson dissented, with opinion.

Note: In the listing of justices on the panel, as well as in the ordering of separate writings within an opinion, agreement comes first. Full concurrence precedes special concurrence, which

precedes dissent. A justice concurring in part and dissenting in part is listed as concurring in part and dissenting in part, in that order.

In the Supreme Court, there is no “panel,” as, in the absence of an individual recusal, all justices sit on every appeal. The listing of the court will be in a form similar to the following.

JUSTICE SMITH delivered the judgment of the court, with opinion.

Chief Justice Jones and Justices Wilson and Miller concurred in the judgment and opinion.

Justice White specially concurred, with opinion.

Justice Green dissented, with opinion, joined by Justice Blue.

JUSTICE SMITH delivered the judgment of the court, with opinion.

Chief Justice Jones and Justices Wilson and Miller concurred in the judgment and opinion.

Justice White specially concurred, with opinion.

Justice Green dissented, with opinion.

Justice Blue took no part in the decision.

(2) Rule 23 Orders

Where an appellate court panel files a judgment under Rule 23(b), the decision that delivers that judgment generally is not called an “opinion” in an effort to distinguish the court’s precedential *opinions* from its nonprecedential *orders*. As with an opinion, however, the names of the panel members must be shown on a Rule 23(b) order. This is done by listing the justice who has been assigned delivery of the judgment, along with the names of the panel members who concur in that judgment.

JUSTICE SMITH delivered the judgment of the court.

Justices Jones and Wilson concurred in the judgment.

Where one or two panel members specially concur or dissent with a separate opinion, the special concurrence or dissent is noted, as with an opinion, but the phrase “with opinion” is omitted.

JUSTICE SMITH delivered the judgment of the court.

Justice Jones concurred in the judgment.

Justice Wilson dissented.

JUSTICE SMITH delivered the judgment of the court.

Justice Jones specially concurred.

Justice Wilson dissented.

E. Body

Immediately following the panel listing is either the word “**OPINION**” or, in the case of an order filed under Supreme Court Rule 23(b), the word “**ORDER.**” In both cases, the word should be printed in all-capital, boldface type. This is not a “heading,” in the sense used below, but a document title indicative of type. Do not use any qualifying terms, such as “Modified Opinion,” “Opinion Upon Remand,” “Modified Upon Denial of Rehearing,” etc. If such a term must be added to make clear that postfiling changes were made to the opinion, it should be added to the filing-date line.

Under Supreme Court Rule 23, each paragraph of text is to be numbered consecutively beginning after the heading “**OPINION**” or “**ORDER.**” (The first numbered paragraph in a Rule 23(b) order will thus be the syllabus.)

(1) Rule 23 Syllabi

Under Supreme Court Rule 23(b), as amended effective January 1, 2011, all written orders must contain a syllabus, that is, a statement of the holding of the court. The syllabus serves as a substitute for headnotes, which have traditionally been added to written opinions by case publishers. The syllabus can be much briefer than headnotes in that it merely provides the reader a brief summary of the nature of the case.

The syllabus to a Rule 23 order should be placed in a separate paragraph below the word “**ORDER**” and should be set up as shown in the following example.

¶ 1 *Held:* Where evidence in first degree murder case was sufficient to support giving defendant’s proffered instruction on self-defense, the trial court’s decision not to give the instruction was in error and defendant was granted a new trial.

The remainder of the order’s text then begins on the next line, indented as a new paragraph.

(2) Headings

All opinions should begin with:

OPINION

Note that this heading is all uppercase and boldface. This heading never gets a paragraph number and is never seen with numerals or letters preceding it.

Although the use of headings in an opinion is not required, readability of an opinion is often assisted by the use of headings and subheadings, even where only a single issue is addressed.

Note that all headings are centered and have a paragraph number in the left margin.

- I. Background
- II. Analysis
- III. Conclusion

If various levels of subheadings are used, it is necessary for the levels to be distinguished either by the use of different typefaces for the different levels:

- MAIN HEADING (all uppercase heading)
- Subheading (upper and lowercase heading)
- Sub-subheading* (upper and lowercase and italic heading)

Or by preceding each heading with letters or numbers

- I. Main Heading (roman numeral preceding heading)
- A. Subheading (uppercase letter preceding heading)
- 1. Sub-subheading (arabic numeral preceding heading)
- a. Sub-sub-subheading (lowercase letter preceding heading)

Or by combining different type with letters and numbers

- I. MAIN HEADING (all uppercase heading and roman numeral preceding)
- A. Subheading (upper and lowercase heading and uppercase letter preceding)
- 1. *Sub-subheading* (upper and lowercase and italic heading with arabic numeral preceding)

Note that if the italics are used for the heading, the numeral or letter preceding the heading is not italic, nor are any case names that would otherwise appear italicized—they become roman font to stand out from the heading.

- 1. *Defendant's Miranda Warning Claim*
- Not 1. *Defendant's Miranda Warning Claim*

Underscore and boldface are not used to distinguish one subheading from another level of heading or subheading.

- Not I. Main Heading,
- Not **A. Subheading**

The style chosen should be used consistently throughout the opinion, with an eye toward logically descending levels, *e.g.*, I., A., 1., a, and reserving italics until a subheading or sub-subheading.

(3) Background

To reach a judgment on appeal, a reviewing court must examine the established facts and apply the public policy of the state, as expressed in its constitution, statutes, and prior judicial decisions, to determine the rights and obligations of the parties to the cause under review. However, there is no constitutional requirement that a court enter a judgment by written opinion. (In fact, under Supreme Court Rule 23, the appellate court may dispose of an appeal by entry of an unwritten, summary disposition.)

Nevertheless, one of the guiding principles of our jurisprudence is that of *stare decisis*, which holds that judges should look to past decisions for guidance and answer questions of law consistent with precedent. Consequently, when a court decides an issue with a written opinion, that ruling sets precedent for future cases presenting identical or similar questions. Thus, where the court determines that an appeal will advance development of our common law, it should express the rationale for its judgment in an opinion that allows a lower court to determine the rights of parties to an action when faced with an analogous fact pattern. However, too often the background section of an opinion is viewed as merely the means of relating the “story” of the litigation. But its function is far more important than that: it is the portion of the opinion that first allows the court to set out those facts it deems determinative of the judgment it will enter.

In determining whether an opinion should be followed, a court presented with a cause will examine an earlier opinion for a similar or analogous fact pattern, considering only those facts deemed by the reviewing court to be of primary importance to its decision. Without an adequate recounting of facts pertinent to the decision, the precedential value of the opinion will be tremendously reduced. To aid the lower court in making its determination, the background section of an opinion must be written to minimize the importance of those facts the reviewing court deems irrelevant to its decision. Additionally, those facts that led the court to find an appeal controlled by a particular precedent should be set forth in the background section.

As for general information that should be included in the opening paragraphs of an opinion, include the following information:

- (a) The names of the original plaintiffs and defendants and of any party or parties later added or dismissed from the case.
- (b) The name of the county or agency from which the appeal or petition for review was taken.
- (c) The disposition of the case by the trial court and/or administrative agency.
- (d) Prior appeals in the same or related action and, in supreme court opinions, the disposition of the case in the appellate court along with the appellate court citation.
- (e) Indication of the party or parties appealing or cross-appealing.

(4) Analysis

While the analysis portion of an opinion might span 100 pages, its overriding purpose can be stated quite succinctly: here the court discerns the relevant public policy of the state, applies that public policy to the facts presented, and determines the rights of the parties to the action under review.

(5) Conclusion/Mandate Paragraph

Every opinion should have a conclusion wherein the court summarizes what it found to be controlling law and its conclusions with respect to the rights of the parties. Further, the opinion should set forth as a second, separate paragraph within this section that allows the Clerk of the court to prepare the mandate. If the cause is to be remanded, the concluding paragraph must make clear the court or agency to which the remanded action is directed.

(6) Judgment Lines

Following the concluding paragraphs are the judgment lines. The lines are in ordinary roman type and are set at the left-hand margin as new paragraphs, with each line an independent, separate sentence (and thus, each line gets its own paragraph number). The judgment line is not, however, a substitute for stating the disposition in the mandate paragraph.

If the cause is to be remanded, the judgment line indicates only the remand, not its location. Affirmance or partial affirmance will be mentioned before reversal or partial reversal. Concluding language, such as “wherefore” or “and it is hereby decreed,” is not used to introduce the judgment line.

The most common judgment lines are:

Affirmed.

Affirmed and remanded.

Affirmed and remanded with directions.

Affirmed as modified.

Affirmed in part and reversed in part.
Cause remanded.

Affirmed in part and vacated in part.

Appeal dismissed.

Appellate court judgment affirmed in part and reversed in part.

Circuit court judgment affirmed.

Appellate court judgment reversed.
Circuit court judgment affirmed.

Appellate court judgment vacated.
Circuit court judgment affirmed.
Certified question answered.

Judgment reversed.
Award reinstated. (Workers' compensation cases.)

Judgments reversed. (Used to reverse judgments in two different cases or to reverse appellate and circuit court judgments.)

Order affirmed.

Order reversed.

Order vacated.

Petitioner conditionally reinstated.

Petitioner reinstated.

Petitioner remanded. (*Habeas corpus* cases where the petitioner is remanded to custody.)

Respondent censured.

Respondent disbarred.

Respondent suspended.

Reversed and remanded.

Reversed and remanded with directions.

Supervisory order entered.

Circuit court judgment reversed.
Board decision affirmed. (Administrative review)

Circuit court judgment reversed.
Board decision reversed. (Administrative review)

Board decision affirmed. (Administrative review direct to the appellate court.)
Note that, contrary to prior editions of this style manual, administrative agency decisions reviewed under the Administrative Review Law are to be “affirmed” or “reversed,” in congruity with that law’s description of the powers of the circuit court. 735 ILCS 5/3-111(a)(5) (West 2016). In workers’ compensation cases, on the other hand, decisions of the Illinois Workers’ Compensation Commission are “confirmed” or “set aside,” in congruity with the description of judicial review in the Workers’ Compensation Act. 820 ILCS 305/19(f)(2) (West 2016).

The judgment lines will contain the words “with directions” only if the cause is remanded with specific directions. These directions should be specified in the conclusion of the opinion (or in the concluding language with respect to a particular cause when more than one cause has been consolidated for review). If the remand is for a new trial or “for further proceedings consistent with this opinion,” the judgment lines do not contain the words “with directions.”

If causes are consolidated and the judgments entered in each are different, they are set out separately.

In the supreme court:

No. 102084, Affirmed.
No. 102096, Reversed and remanded.

In the appellate court:

No. 1-08-1001, Affirmed.
No. 1-08-1020, Reversed and remanded.

(7) Supreme Court Review

If an appeal has come through the appellate court and a judgment has been entered there, it is that judgment which is pending before the court, and it must be disposed of before reference is made to the circuit court judgment. If the judgment is to simply affirm the appellate court, do not mention the circuit court in the final order. For clarity, however, it may be desirable to repeat in the final order what the appellate court did with respect to the circuit court judgment. If the appellate court affirmed the circuit court and the judgment is to reverse the circuit court, however, both the appellate court and the circuit court judgments must be reversed. If the appellate court judgment is not affirmed in all respects, in addition to reversing and/or vacating the appellate court judgment in whole or in part, it will be necessary to state whether the circuit court judgment is wholly affirmed or partially reversed and/or vacated. The most common instances are:

Appellate court judgment reversed.
Circuit court judgment affirmed.

Appellate court judgment affirmed in part and reversed in part.
Circuit court judgment affirmed.

Appellate court affirmed in part and reversed in part.
Circuit court affirmed in part and reversed in part.
Cause remanded.

Appellate court judgment reversed.
Circuit court judgment affirmed in part and reversed in part.
Cause remanded.

(8) Separate Opinions

The nature of a separate opinion—whether a special concurrence, a partial concurrence and partial dissent, or a dissent—is determined solely by the author’s agreement or disagreement with the judgment entered by the majority, not its rationale for that judgment. In a special concurrence, the author agrees with the judgment entered by the court but is writing separately for a variety of reasons. In a partial concurrence and partial dissent, the author agrees with a portion of the majority’s judgment but disagrees with another portion of the judgment. (For instance, the author might agree that the defendant’s convictions should be affirmed but, unlike the majority, would reduce the term of imprisonment imposed by the circuit court.) In a dissent, the author disagrees with the entire judgment entered by the court.

There must be a lead-in line added to a separate opinion, which is placed immediately prior to the beginning of that opinion and is indented as a separate paragraph. The lead-in line must reflect the nature of the separate opinion and should take one of the following forms:

JUSTICE WHITE, specially concurring:
JUSTICE BROWN, concurring in part and dissenting in part:
JUSTICE GREEN, dissenting:

Note that the phrase introducing a separate opinion always concludes with a colon, in both the supreme and appellate courts.

F. Postfiling Revisions

Once a judgment is entered by the appellate court, a party has 21 days to file a petition for rehearing in the appellate court, unless the court orders otherwise. A party may instead seek review by the Illinois Supreme Court by filing a petition for leave to appeal in that court within 35 days of finality of the appellate court’s judgment. Once a petition for leave to appeal has been filed in the Illinois Supreme Court, the appellate court loses jurisdiction over the cause of action and may not withdraw or substantively modify its filed opinion (*People v. Collins*, 202 Ill. 2d 59

(2002)); nor may it file an additional separate opinion (*People v. Turnage*, 162 Ill. 2d 299 (1994)). However, while the appellate court still retains jurisdiction, it may take certain actions relative to its opinions, as outlined below.

EFFECT OF POST-FILING REVISIONS				
	OPINION MODIFIED UPON DENIAL OF REHEARING	REHEARING ALLOWED	OPINION MODIFIED <i>SUA SPONTE</i>	SUPERVISORY ORDER
Underlying Opinion	NOT WITHDRAWN	WITHDRAWN	WITHDRAWN; issue a modified opinion	NOT WITHDRAWN; vacate the judgment; file a new opinion carrying the “B” designation in the public-domain number
Effect on Public- Domain Number	The public-domain number does not change (even if, for example, the opinion is filed in December 2017 and the opinion modified on denial of rehearing is filed February 2018).	The public-domain number will reflect the year in which the new opinion is filed.	The public-domain number will reflect the year in which the modified opinion is filed.	The public-domain number will reflect the year in which the new opinion or order is filed.
Effect on Website:	Both the original opinion and the modified opinion will be available on the court’s website until the opinion is released for publication. At that point, only the Official Reports version is available. (The original opinion will not even be listed on the table of filed opinions.)	The original opinion is listed on the website with a note (in red) saying that the opinion was withdrawn. Notice must be sent to the Reporter’s office when rehearing is granted. The website will be updated when a new opinion is filed. The original opinion will no longer be available. Once released for publication, the opinion’s table line remains for the original opinion, with the note in black type; the original opinion is unavailable.	The original opinion will remain listed as a filed opinion, but a note in red type will state that it was withdrawn and a new opinion filed; the original opinion will not be available at this point. Once the modified opinion is released for publication, the tag line on the original will be changed to black; the listing (with the note) will remain, but, again, the opinion will not be available.	Both the original opinion and the opinion on remand will remain available; the distinction will be obvious, based on the use of “B” in the public-domain number.

(1) Corrections

After an opinion has been filed, the court may determine that revisions, corrections, or other modifications may be required in the text of the filed opinion. Where such changes involve misstatements of facts or other nonsubstantive matters, it is generally sufficient to file a correction to the opinion with the district's clerk, according to the clerk's established procedures. Regardless of a district's practices regarding corrections, the filing date of the judgment delivered by the opinion remains the original date.

(2) Modifying Opinions After Withdrawal

Occasionally a reviewing court will discover errors in a recently filed opinion sufficient to warrant filing modifications to the text of the opinion. For example, if the court had stated the matter under review was one of first impression in Illinois but, after filing, *sua sponte* discovered a recent case on point from another district, the court may wish to revise its opinion to acknowledge that other opinion. To do so, it will withdraw the previously filed opinion and substitute therefor a modified opinion. (Such modifications would be a prohibited, substantive action upon the judgment that the court lacks the jurisdiction to take once a party files a petition for leave to appeal in the Illinois Supreme Court.)

When modifying a previously filed opinion, it is necessary to indicate that the new opinion is a modified opinion. This is done by adding the date of modification after the phrase "Modified opinion filed" instead of the standard "Opinion filed" line on the first page of the opinion. Because the initially filed opinion has been withdrawn in these circumstances, the original file date should not be retained. The date of filing line will therefore be in the following form:

Modified opinion filed September 1, 2010.

Do not substitute "Modified Opinion" for the word "**OPINION**" at the beginning of the text portion of the document.

(3) Modifying Opinions on Denial of Rehearing

A party may not reargue a case in a rehearing petition but may suggest points were overlooked or misapprehended in the court's initial opinion. Should the court wish to address those points further but not allow rehearing, the court may modify the initially filed opinion either by modifying the text, by adding a response directed to the allegations of the rehearing petition, or by filing a supplemental opinion. In this circumstance, the initially filed opinion is not withdrawn; the filing date of the initially filed opinion is retained on the first page but followed by the phrase "Modified upon denial of rehearing" along with the date the modification was filed, as in the following example:

Opinion filed February 19, 2010.

Modified upon denial of rehearing May 24, 2010.

Do not substitute “Modified Upon Denial of Rehearing” for the word “**OPINION**” at the beginning of the text portion of the document.

(4) Supplemental Opinions

Upon consideration of a petition for rehearing, the court may decide to supplement the originally filed opinion, or a member of the panel may decide to write separately. Any supplemental opinion, whether by the majority or in the form of a supplemental special concurrence or supplemental dissent, must be appended to the conclusion of the initially filed opinion and prior to any separate opinion(s). The title of the document should be centered above the newly filed document, in the same manner that the word “**OPINION**” was added at the beginning of the initially filed opinion, and, like the lead opinion, will not contain a lead-in line. Paragraph numbering should continue where it left off in the originally filed opinion. Thus, the supplemental opinion will be in the following form:

¶ 66 **SUPPLEMENTAL OPINION UPON DENIAL OF REHEARING**

¶ 67 In his petition for rehearing, defendant claims this court overlooked his allegation that his counsel failed to...

Where a member of the court decides to write separately upon denial of rehearing, that document should follow any supplemental opinion by the majority or, in the absence thereof, at the conclusion of the initially filed opinion and any accompanying separate opinion(s). Add the phrase “SEPARATE OPINION UPON DENIAL OF REHEARING” above the beginning of the document and use a lead-in line in the standard form. The beginning of a supplemental separate opinion will be in the following form:

¶ 80 **SEPARATE OPINION UPON DENIAL OF REHEARING**

¶ 81 JUSTICE GREEN, dissenting:

¶ 82 I write separately upon the court’s denial of rehearing because the defendant should have an opportunity to...

The panel lines at the beginning of the opinion showing the relative positions of the court need not be revised where only the lead opinion is supplemented upon denial of rehearing. However, where a new separate opinion is filed, the lines must be revised to reflect both the filing of the new separate opinion and to show the justices’ revised positions where appropriate.

JUSTICE SMITH delivered the judgment of the court, with opinion.
Justices Jones and Wilson concurred in the judgment and opinion.
Justice Jones also specially concurred upon denial of rehearing, with opinion.

JUSTICE SMITH delivered the judgment of the court, with opinion.
Justice Wilson concurred in the judgment and opinion.

Justice Jones dissented upon denial of rehearing, with opinion.

JUSTICE SMITH delivered the judgment of the court, with opinion.

Justice Wilson specially concurred upon denial of rehearing, with opinion.

Justice Jones dissented upon denial of rehearing, with opinion.

JUSTICE SMITH delivered the judgment of the court, with opinion.

Justice Wilson specially concurred upon denial of rehearing, with opinion.

Justice Jones dissented, with opinion.

Justice Jones also dissented upon denial of rehearing, with opinion.

(5) Allowance of Rehearing

When the court *grants* rehearing, it is the allowance of rehearing that nullifies, by operation of law, the previously filed opinion. The court need not enter an order withdrawing the initially filed opinion. However, notice that rehearing has been granted must be sent to the office of the Reporter of Decisions; the website must be updated to reflect that the original opinion no longer has precedential effect in the interim between granting rehearing and the filing of a new opinion. Note that the opinion filed after the matter has been reheard by the court is not a modified opinion but rather a newly filed opinion. The date-filed information will be in the standard form.

Opinion filed September 1, 2010.

(6) Effect on Public-Domain Formats

Public-Domain Designators. Once an opinion has been assigned a public-domain designator, that designator must not be revised by the court. However, when an opinion is withdrawn by the court, either by order or by operation of law through the allowance of rehearing, and a new opinion is filed in the matter, the year-of-decision portion of the designator number of the new opinion must reflect the year of filing of the later opinion. For example, if an opinion filed in the year 2012 with the public-domain designator 2012 IL 123456 has been withdrawn by the court or rehearing has been allowed and a new opinion in the matter is filed in the year 2012, the new opinion will be assigned the public-domain designator 2012 IL 123456. If filed in 2013, however, it will be assigned the public-domain designator 2013 IL 123456. Please note that the docket-number portion of the new opinion's public-domain designator does not change.

Only where an opinion is filed under the same docket number *after remand* will the docket-number portion of the public-domain designator be affected by the addition of the appropriate letter designator. In such cases, that is, where the appellate court reacquires jurisdiction owing to a remand by the supreme court, a capital letter "B" shall be appended to the case designator of a subsequently filed opinion.

In re Marriage of Mancine, 2012 IL App (1st) 111138

In re Marriage of Mancine, 2014 IL App (1st) 111138-B

Any further opinions arising from the same appeal shall be assigned a letter consecutive to the preceding opinion. Thus, if there is another remand and a third opinion is filed under the same docket number, a capital letter “C” shall be added.

2012 IL App (1st) 101159-C

However, such letters are added *only* after remand and not where the court has made postfiling revisions to an opinion while retaining jurisdiction.

G. Review After Remand

(1) Opinion Not to Be Withdrawn

Where the Illinois Supreme Court enters a judgment remanding a cause to the appellate court, it vests that court with jurisdiction to take only such actions that conform to that mandate. The court has no authority to take any actions not in compliance with that mandate. See *People ex rel. Daley v. Scheier*, 92 Ill. 2d 271, 276 (1982). Thus, where the mandate of the Illinois Supreme Court reverses or vacates the judgment of the appellate court and remands to that court for reconsideration, or for consideration of issues left unresolved in the initial appeal, care must be taken to review the supreme court’s mandate and proceed only as directed. Unless the supreme court specifically directs the appellate court to withdraw its previously filed opinion or order, that opinion or order may not be withdrawn.

(2) Supervisory Orders

While the Illinois Supreme Court may issue a remandment order to the appellate court by way of full opinion following an appeal, a remandment order more often takes the form of a supervisory order disposing of a petition for leave to appeal. In such cases, it is generally only the judgment that is to be withdrawn and reconsidered, not the opinion that delivered the judgment. Such an order will often take the following form:

In the exercise of this court’s supervisory authority, the Appellate Court, Third District, is directed to vacate its judgment in *People v. Woods*, No. 3-07-0919 (Oct. 9, 2009). The Appellate Court is directed to reconsider its judgment in light of *People v. Hodges*, 234 Ill. 2d 1 (2009).

The entry of such a remandment order by the Illinois Supreme Court after consideration of a petition for leave to appeal has the same effect as if the supreme court had allowed the appeal and remanded the cause to the appellate court in an opinion. In either case, only the judgment of the appellate court is to be vacated and reconsidered; in the absence of specific directions to do otherwise, the appellate court must not withdraw the opinion or order it previously filed. It is strongly advised to contact the office of the Reporter of Decisions for clarification before withdrawing any opinion or order in response to a supervisory order.

(3) The New Opinion

The remanded cause will proceed under the previously assigned docket number in the appellate court. When the appellate court files its new opinion or order, that opinion is not a modified or revised one but simply a new opinion, and it is given a new filing date, as well as a new public-domain designator. It is permissible and, based upon the context, often desired for the new opinion to reference the previously filed opinion and rely upon holdings therein to the extent doing so does not conflict with the supreme court remandment order.

II. GRAMMATICAL STYLE

A. Quoting Text

(1) Revisions

Revisions (“[sic],” and bracketed lettering/punctuation changes) should be made to quoted materials sparingly, especially when quoting testimony. Make these changes if doing so will provide greater clarity to the reader, not just for the sake of correcting the material.

When changes are necessary, though, to clarify an ambiguity, to provide a missing word or letters, or to substitute uppercase letters for lowercase letters and vice versa, substitute the new text or letter within square brackets: [].

An omitted em dash should be replaced by either a new punctuation mark, enclosed in brackets and placed flush against the preceding word, or by use of three asterisks, with a single space both before and after the asterisks.

When an interpolated word takes the place of the original, do not indicate the missing word by use of asterisks.

(2) Use of “[sic]”

Minor exception to Bluebook Rule 5.2: italicized.

The word “sic” is added to quoted text to indicate to the reader that a word was misspelled or erroneously used by the original speaker and not by the one doing the quoting. It should be used sparingly. When required, add “[sic]” immediately after the misspelled or erroneously used word or phrase. Note that although the word “sic” itself is italicized, the brackets around it are not: [sic], not [sic]. In contrast, note that brackets surrounding an alteration that has been italicized for emphasis (typically as part of a larger emphasized phrase) are themselves italicized.

(3) Indicating Lettering and Punctuation Changes

When a letter is changed from uppercase to lowercase or vice versa, it must be enclosed in square brackets. However, do not change letters in text that merely reflect a capitalization or spelling convention different from the courts’ practices.

Original: “We the People of the United States, in Order to form a more perfect Union, establish Justice, insure domestic Tranquility, provide for the common defence, promote the general Welfare, and secure the Blessings of Liberty to ourselves and our Posterity, do ordain and establish this Constitution for the United States of America.” U.S. Const., pmb.

Not: “We the People of the United States[] in [o]rder to form a more perfect [u]nion, establish [j]ustice, insure domestic [t]ranquility, provide for the common

defen[s]e, promote the general [w]elfare, and secure the [b]lessings of [l]iberty to ourselves and our [p]osterity[] do ordain and establish this [c]onstitution for the United States of America.”

Although the style (in particular, the capitalization and the gratuitous commas) in the original quote is different than the courts’ style, the original style should generally be retained where possible. The profusion of brackets in the “*Not*” example hinders the readability of the passage.

The beginning of a quotation should be lowercase where it forms a syntactical part of the sentence introducing it. Where it has a more remote relationship to the sentence introducing it, such that it can stand alone as a sentence, the quotation should begin with a capital letter.

Further, we noted that compensation under section 8(e)(18) “reflects not actual permanent total disability or actual loss of wages, but ‘a stated legislative determination that the [specific injuries suffered] shall have compensation at a fixed figure.’ ”

In *Clemons*, our supreme court stated, “The convention record indicates that the framers intended, with this additional language, to provide a limitation on penalties beyond those afforded by the eighth amendment.”

(4) Emphasis

Exception to Bluebook Rule 5.2(d): position of the parenthetical.

Italic typeface shall be used to show emphasis in text, whether within or outside a quote. If a quoted source uses boldface or underscore for emphasis, it is to be converted to italic typeface, with no notation of typeface alteration necessary. When words in a quotation are italicized for emphasis by the author and are not emphasized in the original quote, add “(Emphasis added.)” at the end of the quote and before the citation.

Where material that is being quoted contains emphasized words and the emphasis is retained, add “(Emphasis in original.)” at the end of the matter quoted and before the citation; use “(Emphasis omitted.)” if the emphasis is not retained.

Where the parenthetical would more appropriately be placed with the main sentence, such as with the use of a parenthetical citation, place the word “emphasis” in lowercase, and delete the period.

The court has held that fraud may be inferred (*e.g.*, *Szajna v. General Motors Corp.*, 115 Ill. 2d 294, 322 (1986) (fraud “may be *inferred* from the nature” (emphasis added)), but this court cannot presume fraud here.

Where a quote is in a parenthetical and emphasis needs to be noted, add “(Emphasis added/in original/omitted.)” within the same set of parentheses. Where there is emphasis added, in the original, or omitted in more than one place in a single quote or set of consecutive quotes from the same source, the plural “emphases” is used in place of “emphasis.” If a citation needs to note both emphasis and the omission of internal quotation marks, they can share a set of parentheses. The order within the parenthetical is always emphasis first, followed by internal quotation marks.

“Government regulation of expressive activity is content neutral so long as it is *justified* without reference to the content of the regulated speech.” (Emphasis in original and internal quotation marks omitted.) *Ward v. Rock Against Racism*, 491 U.S. 781, 791 (1989).

(5) Footnotes

A footnote inserted into quoted materials must be enclosed in superscripted brackets. Footnotes that appear in the original version of the quoted material are not included in the quotation, and their omission need not be shown.

Where a footnote is cited or quoted, the pinpoint citation is to the page on which the footnote number appears. For instance, the quotation “The Clause does not bar admission of a statement so long as the declarant is present at trial to defend or explain it” is in a footnote that spans pages 59 and 60 in *Crawford v. Washington*. The footnote number appears in text on page 59, and so the citation is *Crawford v. Washington*, 541 U.S. 36, 59 n.9 (2004).

B. Omissions

(1) Use of Asterisks

The omission of a letter within a word, a whole word, a phrase, a sentence, or multiple sentences is indicated with asterisks (***), not ellipses (...). However, ellipses are retained where they were used in the text being quoted.

Do not begin a quote with asterisks. Asterisks should not be employed to combine two sentences within a quotation. Asterisks that lead up to the punctuation at the end of the sentence should abut that punctuation (even if the punctuation is in brackets).

When a quotation is set off from the text as a “block” quotation, special rules for the placement of asterisks apply. To indicate the omission of one paragraph, use three unspaced asterisks indented as a paragraph on a separate line. For the omission of two or more full paragraphs, use three spaced asterisks centered on a separate line.

(2) Asterisks for Parts of a Word

Where a word or phrase is being quoted that contains a word the court wishes to abridge, such as to protect the identity of a minor or a victim of sexual abuse or where the court prefers not to publish profane utterances, use three asterisks to represent the end of the word, regardless of the number of letters omitted. The asterisks follow flush against the first letter of the word, with no space if punctuation is required or with a space if followed by another word:

The officer testified, “If defendant hadn’t been stopped, his next victim would have been Lizzie B***, who lived next door.”

(3) Citations

Exception to Bluebook Rule 5.3(c): placement of the parenthetical, use of brackets.

To indicate the omission of a citation and any citation-related punctuation, replace the citation with “[citation]” if the omitted reference was a citation clause within a sentence. If the reference was to a citation sentence, use “[Citation.]” (capitalized with punctuation inside the brackets). Use “[citations]” or “[Citations.]” as appropriate, if more than one citation is omitted. A case citation and its accompanying related history or parenthetical explanation is only a single citation.

Do not insert asterisks for an omitted citation alone; however, where asterisks reflect that both text and citations have been removed, there is no need for an additional bracketed notation that citations have been omitted.

Where a citation has been inserted into quoted material or where a citation has been amended to fully represent a shortened citation, appropriate punctuation should be included within the brackets.

Note that the Illinois reviewing courts’ style varies from the Bluebook; the phrase “(Citations omitted.)” is not used in appellate or supreme court opinions.

(4) Punctuation in Statutory Subsections

When quoting a statute and the quoted portion of the material ends with a mark of punctuation other than a period, add a period within square brackets at the end of the subpart to conclude the quotation. A bracketed period is necessary only when a full sentence is employed but terminated early; mere use of a phrase from a statute, not functioning as a sentence within the opinion, does not require bracketed punctuation.

(5) Public-Domain Citation System Paragraph Numbers

Courts that have adopted public-domain citation systems add paragraph numbers, generally in the left margin, as location markers. These numbers should not be considered part of the text and should not be quoted, nor should they be considered as text for purposes of determining where text begins. Do not indicate their omission, such as with asterisks or empty brackets.

(6) Display Type

Printed materials often contain text set in bold face, italics, or underscored type as an element of typography that is not the author’s doing but that of the publisher or printer (*e.g.*, many of the headings in the Illinois Supreme Court Rules). Because these materials were not intended to be emphasized by the author but merely reflect the printer’s choice of a display type, the typeface of the quoted source should not be reproduced in the opinion.

Where the quoted source's typeface does indicate emphasis, it should be reproduced with (Emphasis in original.) noted or with its omission noted as (Emphasis omitted.).

(7) Quotation Marks

Exception to Bluebook Rule 5.2(d): omission of internal quotation marks still indicated.

Generally, quoted material is enclosed in double quotation marks (even if set off as a block quotation), and further quotations within that material are enclosed in single quotation marks (with one space between the double and single quotation marks). If omission of a set or sets of quote marks will enhance the readability of a passage, enclose the entire quotation within double quotation marks, omit the interior quotation marks, and indicate that omission with the phrase "(Internal quotation marks omitted.)" after the close of the quotation and before the citation. Note that, in contrast to the Bluebook (20th ed. 2015), Illinois courts of review continue to indicate the omission of internal quotation marks, in line with the Bluebook (19th ed. 2010) and prior editions.

C. Block Quotations

(1) Paragraphing

Whether the first line of a paragraph is indented, set flush, or set further into the left margin is a matter of typographical style. The typographical style for Illinois reviewing court opinions requires an indentation that is set into the paragraph. This style is carried over in block quotations as well. Thus, when extracting materials for a block quotation, retain the general paragraphing structure of the original, but indent each paragraph, regardless of the style reflected in the original. The use of block quotations is highly advisable where fifty or more words will be quoted or where it is desirable to retain the structure of the material quoted, as with multiple subsections of a statute.

(2) When First Line Is Indented

Where a quotation includes the beginning of a paragraph in the extract, the block quotation should also begin with an indented paragraph, irrespective of whether the quoted source indents its paragraphs. If the initial word or words of a paragraph are omitted, including section numbers if applicable, the opening line of the block quotation begins flush left.

(3) Citations

If the block quotation requires a case or other authority citation, the citation should also be placed with the margins of the block and not returned to the primary left margin. Further, place the citation after the close of the quotation and any indication of an alteration, such as "(Emphasis added.)" or "(Internal quotation marks omitted.)."

Additional citations are returned to the left margin.

(4) Courtroom Testimony

Each paragraph of courtroom testimony is indented regardless of how it appears in the transcript. Each new speaker starts a new paragraph, but a single speaker can have more than one paragraph for statements made.

“MR. DAVEY [(ASSISTANT STATE’S ATTORNEY)]: Judge, I would ask that the case be recalled. I believe that was an improper sentence under the statute.

THE COURT: Bring out the defendant again, please.

* * *

THE COURT: Mr. Davey, you wish to make some objection to the court’s authority to place the defendant on probation because he had a previous conviction for burglary?

MR. DAVEY: That is correct.

* * *

MR. DAVEY: Under the statute I believe that this defendant is not qualified for a sentence of probation.

THE COURT: Mr. Knutz [(defense attorney)], are you aware of the section of the statute he is citing?”

With regard to this example, note that (1) each speaker is entirely capitalized; (2) where an alteration or addition of title appears within the entirely capitalized name area, it is likewise entirely capitalized; (3) there is a colon, not a period, after the speaker’s name.

The courtroom testimony of witnesses is quoted in a question-and-answer format, with capitalized Q’s and A’s followed by periods.

“Q. What did you say to Mrs. Paul and what did she say to you?

A. I continued questioning her relative to the accident. During my interview with the defendant, she indicated that—what I mean to say is, she could not have known that the bones were in there.

Q. Is it not true that you told [Officer Jones] that the victim—

MR. DOOLEY [(PLAINTIFF’S ATTORNEY)]: Your Honor, I object that this line of questioning violates the order *in limine*.

THE COURT: Objection sustained.

[DEFENSE ATTORNEY]: Was the victim aware of the danger or not?

A. Yes, I believe he was.”

Note that the phrase “Your Honor” should always be capitalized, regardless of how it appears in the transcript (use brackets if necessary: “[Y]our [H]onor”). If an alteration to a question-and-answer portion is necessary to identify the person asking the question, it should be done using brackets and all capital letters, in place of the “Q.”

Use em dashes (—), not asterisks or ellipses, to indicate interruptions of speech.

“During my interview with the defendant, she indicated that—what I mean to say is, she could not have known that the bones were in there.”

D. Typography and General Grammar

(1) Typeface

Opinions are formatted with 12-point, Times New Roman font, with a justified text alignment. Opinions are published with one space between sentences. Directional or “smart” quotation marks are employed, rather than unidirectional “straight” quotation marks. Nonbreaking spaces are employed between paragraph (¶) and section (§) symbols and adjoining numbers in citations, to prevent breaking across lines. The same convention is employed for various Latin phrases containing short words (*e.g.*, *de novo*).

(2) Spelling References

Spelling of terms in Illinois reviewing court opinions should generally align with Black’s Law Dictionary, if appearing therein; with Merriam-Webster’s Collegiate Dictionary (11th ed. 2006) or Merriam-Webster’s Online Dictionary if not appearing in Black’s Law Dictionary.

(3) Grammar References

Unless contrary to a provision within this style manual, grammar and punctuation in Illinois reviewing court opinions should generally align with the Chicago Manual of Style (16th ed. 2010).

(4) Comma Usage

The Oxford or “serial” comma is employed for items in a series. Commas are also employed between two independent clauses joined by a conjunction but are not employed with the conjunction “but” where it merely joins two parts of a compound predicate.

Individual name abbreviations like “Jr.,” “Sr.,” and “III” need not be set off by commas. These designations are akin to restrictive clauses, necessary for full identification of the subject.

John Doe Jr. was the prime suspect.

John Doe III testified he awoke to the sounds of a struggle.

Martin Luther King Jr.’s “I Have a Dream” speech is considered his most well known.

Company name suffixes like “Inc.” and “Ltd.” *do* require both preceding and following commas when used in text. They are parenthetical modifiers.

(5) Contractions

With the exception of the word “o’clock,” contractions are not to be used in an opinion (unless appearing in quoted material).

(6) Dashes

Where a dash is grammatically used or required, such as to denote parenthesis, use an em dash (—). No space precedes or follows a dash, except a space follows the dash where it represents the end of a word for which letters have been omitted in materials being quoted. Use a single hyphen, rather than an em dash (—), en dash (–) or two hyphens (- -) in section numbers, docket numbers, and to show numeric ranges in citations.

735 ILCS 5/1-101 *et seq.* (West 2014)
Not 735 ILCS 5/1—101 *et seq.* (West 2014)
People v. Castleberry, 2015 IL 116916, ¶¶18-19.
Not *People v. Castleberry*, 2015 IL 116916, ¶¶18–19.

(7) Abbreviations in Text

Abbreviations should be used only sparingly in text. Generally, abbreviate only:

Words that precede or follow personal names—Mr., Ms., Mrs., Jr., Sr., Esq., M.D.

Words that denote expressions of time—a.m., p.m., CST, A.D., B.C.

Miscellaneous expressions that generally appear primarily in their abbreviated form—*i.e.*, *e.g.*, *et al.*, f.o.b., No.

Limited (Ltd.) when part of a business name

Incorporated (Inc.) when part of a business name

Do not abbreviate business terms such as “Brothers,” “Company,” or “Corporation,” unless the actual title of the business uses the abbreviated form.

Directional street abbreviations (N., S., E., W.) may be abbreviated, but it is not required to do so.

Do not abbreviate units of measurement (*e.g.*, do not use cm for centimeters, mph for miles per hour, or rpm for revolutions per minute).

Acronyms and all-capital abbreviations made up of single initials generally require no period and no internal space (GED, TWA, UAW, NFL, UFO, GM, CPA).

(8) Italicized Words

Words and phrases in a foreign language that have not been well accepted into the English vocabulary and are likely to be unfamiliar to readers should be italicized. The following words and abbreviations should always be italicized.

a fortiori

a priori

ab initio

actus reus

id.

i.e.

in absentia

in camera

per curiam

per diem

per quod

per se

<i>ad hoc</i>	<i>in forma pauperis</i>	<i>per stirpes</i>
<i>ad litem</i>	<i>in limine</i>	<i>praecipe</i>
<i>additur</i>	<i>in loco parentis</i>	<i>prima facie</i>
<i>amicus curiae</i>	<i>in pari material</i>	<i>pro bono</i>
<i>arguendo</i>	<i>in personam</i>	<i>pro forma</i>
<i>bona fide</i>	<i>in rem</i>	<i>pro rata (noun)</i>
<i>carte blanche</i>	<i>in toto</i>	<i>pro se</i>
<i>certiorari</i>	<i>incommunicado</i>	<i>qua</i>
<i>cf.</i>	<i>instante</i>	<i>quaere</i>
<i>contra</i>	<i>inter alia</i>	<i>quantum</i>
<i>corpus delicti</i>	<i>inter alios</i>	<i>quid pro quo</i>
<i>de facto</i>	<i>inter se</i>	<i>quo warranto</i>
<i>de jure</i>	<i>inter sese</i>	<i>res</i>
<i>de minimis</i>	<i>inter vivos</i>	<i>res ipsa loquitur</i>
<i>de novo</i>	<i>ipso facto</i>	<i>res judicata</i>
<i>dehors</i>	<i>laches</i>	<i>respondeat superior</i>
<i>dicta</i>	<i>lex fori</i>	<i>scienter</i>
<i>dictum</i>	<i>lex loci</i>	<i>scire facias</i>
<i>duces tecum</i>	<i>lis pendens</i>	<i>semble</i>
<i>e.g.</i>	<i>mandamus</i>	<i>seriatim</i>
<i>ejusdem generis</i>	<i>mens rea</i>	<i>sic</i>
<i>emeritus</i>	<i>modus operandi</i>	<i>stare decisis</i>
<i>en banc</i>	<i>n.o.v.</i>	<i>sua sponte</i>
<i>et seq.</i>	<i>nisi prius</i>	<i>sub judice</i>
<i>ex officio</i>	<i>nolle prosequi (noun)</i>	<i>sub nom.</i>
<i>ex parte</i>	<i>nolo contendere</i>	<i>sub silentio</i>
<i>ex rel.</i>	<i>nunc pro tunc</i>	<i>sui generis</i>
<i>forum non conveniens</i>	<i>orbiter dictum</i>	<i>ultra vires</i>
<i>habeas corpus</i>	<i>passim</i>	<i>vis-à-vis</i>
<i>habendum</i>	<i>pendente lite</i>	<i>viz.</i>
		<i>voir dire</i>

The following words should be in roman typeface:

<i>alter ego</i>	<i>non sequitur</i>
<i>caveat</i>	<i>prorated (verb)</i>
<i>corpus</i>	<i>remittitur</i>
<i>etc.</i>	<i>situs</i>
<i>forum (except in forum non conveniens)</i>	<i>status quo</i>
<i>indicia</i>	<i>subpoena(ed)</i>
<i>mittimus</i>	<i>vacatur</i>
<i>Mirandize(d)</i>	<i>venire</i>
<i>nol-pros/nol-prossed (verb)</i>	

(9) Possessive Endings

A possessive ending added to a case name is in roman typeface.

Miranda's requirements were not followed.

Not: *Miranda's* requirements were not followed.

The possessive form of a singular noun ending in *s* or *z* is rendered by adding an apostrophe and *s*: Illinois's, Hernandez's, Jones's. The possessive form of a singular noun that is formed from a plural noun ending in *s* is rendered by adding only an apostrophe—notwithstanding that such a noun is considered singular for purposes of subject-verb agreement and pronoun purposes.

Because we have concluded that the circuit court improperly granted summary judgment against Douglass and in General Motors' favor on count III of its complaint, this case must be reversed and remanded for proceedings consistent with our opinion.

(10) Attempted Crimes

Crimes of attempt are referred to as, *e.g.*, attempted murder *or* attempt to commit murder *or* attempt (murder), *not* “attempt murder.” If “attempt” is used as a noun, “murder” must be reconfigured to modify “attempt,” by placing it either in a parenthetical or other adjective phrase.

(11) Apostrophe Miscellany

Attorney fees (*not* attorney's fees, *not* attorneys' fees)

Mechanic's liens (*but* Mechanics Lien Act)

Workers' Compensation Commission, workers' compensation

E. Capitalization

Capitalize	Do Not Capitalize
<i>The main principle:</i> Capitalize proper nouns. Du Page County the Illinois Constitution	Do not capitalize common nouns. the complaint
<i>Legal documents:</i> Capitalize the formal names of constitutions, statutes, and other legal documents of substantially broad import. the Illinois Constitution the United States Constitution the Magna Carta the Code of Civil Procedure the Illinois Administrative Code	The descriptive names of documents and their parts are not proper nouns. the constitution the first amendment of the United States Constitution the equal protection clause count I of the amended complaint defendant’s motion to dismiss the incorporation agreement <i>But:</i> Certain short-form statute names have become so well established that they can be used and capitalized despite not being the act’s formal name, <i>e.g.</i>, the Post-Conviction Hearing Act.
<i>Organizations and units of government:</i> The full name of an organization or governmental unit—local, state, or federal—is a proper noun. the Peoria Housing Authority the Chicago Police Department the Illinois State Police the United States Postal Service the General Assembly	The partial name of an entity is not a proper noun, and the mere presence of a proper adjective before a common noun does not likewise make the noun proper. Chicago police Springfield firefighters Rockford police officer the Illinois legislature
<i>Courts and units thereof:</i> Capitalize the formal names of courts or units thereof. the Illinois Supreme Court the Illinois Appellate Court Appellate Court, Fourth District (or the Fourth District) Appellate Court, First District, Third Division (or the Third Division) Eighteenth Judicial Circuit the Illinois Court of Claims	Do not capitalize partial names of courts, with the exception of “Court” for the Supreme Court of the United States. the supreme court (<i>Illinois</i>) the appellate court the court the district this division the trial court the circuit court of Adams County the court of claims

Capitalize	Do Not Capitalize
Facilities, locations: The complete and official name of a facility or location is a proper noun. the Cook County Department of Corrections the Sangamon County Complex Wrigley Field	The approximate or informal name of a facility is not a proper noun, even if preceded by a proper adjective; it remains common. the Cook County jail the Cairo post office the Sangamon County government building
Titles: A formal title is proper when it immediately precedes the name of the person holding that title: Flex-N-Gate President Shahid Khan Assistant State’s Attorney Derek Dion McLean County Clerk of the Circuit Court Don Everhart Jr. State’s Attorney Julia Rietz Senator Tammy Duckworth Vermilion County Public Defender Michael Mara President Jimmy Carter Sergeant Bill Jones <i>But:</i> Distinguish between titles and words that denote only a profession. Sergeant Bill Jones should not be referred to as “Officer Bill Jones”; however, a fellow police officer who bears “officer” as her actual title would be Officer Sarah Smith. <i>But:</i> The preceding words may set up what would otherwise appear to be a title as a profession instead: Rock Island police officer Sarah Smith.	Words that indicate a profession or other status, rather than a title, are not capitalized, even when preceding a name. Flex-N-Gate owner Shahid Khan White Sox catcher Omar Narvaez Litigation positions are not titles for purposes of capitalization. plaintiff appellant petitioner Titles standing alone are generally not capitalized. the clerk of the circuit court the governor (<i>when used generically</i>) each county’s state’s attorney, the assistant state’s attorney (<i>when used generically</i>) each county’s public defender, the assistant public defender (<i>when used generically</i>) the president (<i>when used generically</i>) Titles following an individual’s name are generally not capitalized. Bill Jones, sergeant with the Chicago Police Department Tammy Duckworth, senator from Illinois
Short-form stand-ins: Certain short-form nouns that are intended to replace and carry the full significance of another proper noun are	Capitalizing “State” is limited to instances in which the State is referenced as a governmental actor.

Capitalize	Do Not Capitalize
capitalized. “the State” or “the People” when used in lieu of “Illinois” (only when referring to the State as an actor, a party to litigation, or to the body politic in an abstract sense) “the Attorney General” when used to refer to a specific official in that position (<i>e.g.</i>, Attorney General Lisa Madigan) “the Governor” when used to refer to a specific official (<i>e.g.</i>, Governor Rauner, “then Governor Jim Thompson”) Certain common nouns preceding governmental units may be capitalized, only when the governmental entity is intended. the Village of Hazel Crest the City of Springfield	“within this state” (common noun or adjective when referring to the mere position within the geographic boundary) “state highways,” “state laws,” “state constitution” (common noun or adjective when referring to general attributes possessed by the geographic entity) Capitalizing titles like “Attorney General” and “Governor” will generally only be done when referring to a specific individual bearing that title or carrying its organizational imprimatur. This rule is subject to some nuance. “This court consistently has held, under both the 1870 and the 1970 constitutions, the attorney general is the ‘chief legal officer of the State,’ and the state government’s ‘only legal representative in the courts,’ ” <i>But</i> “The Attorney General argues that the meaning of section 2(e) is plain and that it requires two types of public recital.” “The Governor’s office responded with a letter approving the transfer of custody,” <i>But</i> “The clemency power granted by the Illinois Constitution is not subject to control by the courts or the legislature but can be controlled only by the governor’s conscience and sense of public duty.” residents of the village of Hazel Crest neighborhoods in the city of Springfield
<i>Aids to readability:</i> Capitalize the short form of a party, other entity, or document, if set up parenthetically to aid in readability. ¶ 1 The city and other defendant officials (collectively, the City) argue they owed no	Do not overuse short forms. Where a term is repeated few times thereafter (or not at all), a short form does not enhance readability.

Capitalize	Do Not Capitalize
duty to plaintiffs. ¶ 2 The City further argues that plaintiffs cannot demonstrate how any breach by the City was a proximate cause of their injuries. Add any additional phrase within parentheses where required. “The automobile dealerships and their owners (hereinafter collectively referred to as the Dealerships) were made parties to the suit.”	
Multiple proper adjectives: Where a plural noun that might otherwise be common is preceded by two proper adjectives, each of which would make that noun proper if rendered singularly, the plural noun is proper. The Illinois and United States Constitutions Green and 3rd Streets The same principle applies for common proper titles, so long as the title is the individual’s actual title and not merely a description of profession. Detectives Smith and Ruiz	
Statutory concepts: Capitalize certain statutory classifications with a definite and fixed meaning if they are capitalized within the statute. Class 1 felony (730 ILCS 5/5-5-1 (West 2016)) Class B misdemeanor (<i>id.</i>) Category II weapon (720 ILCS 5/33A-2 (West 2016)) Violent Crime Victims Assistance Fund fine (725 ILCS 240/10(b) (West 2016)) State Police Services Fund fine (730 ILCS 5/5-9-1.17(b) (West 2016))	Do not capitalize counts in a complaint or indictment. count I Do not capitalize paraphrased descriptions of a statutory classification. <i>Not</i> a fine to assist Violent Crime Victims <i>Not</i> a State Police Services fine a \$50 court system fine <i>Not</i> a \$50 Court System fine
Headings: Employ title case. Capitalize the first word of any heading, any word following a colon or m-dash, all nouns and pronouns, all conjugated verbs, and all words longer than three letters.	Do not capitalize the following words unless they fall into one of the five rules just outlined: a nor an of and off

Capitalize	Do Not Capitalize
	as on at or but out by the for to if up in
This capitalization policy generally conforms to the <i>Chicago Manual of Style</i> (16th ed. 2010), chapter 8, and further guidance on capitalization can be found there. Rules within this style manual govern when they address a particular usage; the Chicago manual provides helpful gap fillers and additional examples.	

F. Illinois Counties

The proper spelling of Illinois counties is as follows (note the space used between words in some county names):

Adams	Ford	Livingston	Randolph
Alexander	Franklin	Logan	Richland
Bond	Fulton	Macon	Rock Island
Boone	Gallatin	Macoupin	Saline
Brown	Greene	Madison	Sangamon
Bureau	Grundy	Marion	Schuyler
Calhoun	Hamilton	Marshall	Scott
Carroll	Hancock	Mason	Shelby
Cass	Hardin	Massac	St. Clair
Champaign	Henderson	McDonough	Stark
Christian	Henry	McHenry	Stephenson
Clark	Iroquois	McLean	Tazewell
Clay	Jackson	Menard	Union
Clinton	Jasper	Mercer	Vermilion
Coles	Jefferson	Monroe	Wabash
Cook	Jersey	Montgomery	Warren
Crawford	Jo Daviess	Morgan	Washington
Cumberland	Johnson	Moultrie	Wayne
De Witt	Kane	Ogle	White
De Kalb	Kankakee	Peoria	Whiteside
Douglas	Kendall	Perry	Will
Du Page	Knox	Piatt	Williamson
Edgar	La Salle	Pike	Winnebago
Edwards	Lake	Pope	Woodford
Effingham	Lawrence	Pulaski	
Fayette	Lee	Putnam	

G. Numerals

In general, spell out the numbers zero to nine in text and in footnotes. Use numerals for larger numbers (10 and above). The general rule is subject to the following exceptions:

Any number that begins a sentence must be spelled out.

“Hundred,” “thousand,” and similar round numbers may be spelled out, if done so consistently.

When a series includes numbers both less than 10 and greater than or equal to 10, numerals should be used for the entire series of the same unit type.

“10 years’ imprisonment with a 15-year firearm enhancement for armed robbery and 6 years in prison for aggravated battery with a firearm, minus 2 months’ credit for time served.”

But “two sentences of 25 years and 6 years, respectively.”

Numerals should be used if the number includes a decimal point.

Where material repeatedly refers to percentages or dollar amounts, numerals should be used for those percentages or amounts.

Numerals should be used for section or other subdivision numbers.

(1) Commas With Numerals

Bluebook Rule 6.2(a)(vii)

Use commas in numbers only where they contain five or more uninterrupted digits (*i.e.*, numbers to the right of a decimal point are not counted).

1,234,567 *but* 9876

\$20,000 *but* \$2000.25

(2) Clock Time

4:30 p.m. or 4:30 in the afternoon (*not* 4:30 p.m. in the afternoon)

10 o’clock or 10 p.m. (*not* 10 o’clock p.m., *not* 10:00 p.m.)

12 a.m. (*or* midnight); 12 p.m. (*or* noon)

Half past 4

2359 (military time)

(3) Fractions

Fractions standing alone or if followed by the words “of a” or “of an” are generally spelled out.

three-fourths of an inch (*not* $\frac{3}{4}$ inch or $\frac{3}{4}$ of an inch)

one-half inch (*not* $\frac{1}{2}$ inch or $\frac{1}{2}$ of an inch)

one-hundredth of 1% (*not* $\frac{1}{100}$ of 1%)

But $\frac{1}{2}$ to $1\frac{3}{4}$ pages, $\frac{1}{2}$ -inch pipe, $\frac{1}{2}$ -inch-diameter pipe, $3\frac{1}{2}$ cans

(4) Mathematical Expressions

Multiplied by 3
3 plus 5 equals 8 *or* $3 + 5 = 8$
Colloquialisms are spelled out.
“One plus one is two.”

(5) Money

The dollar sign (\$) should be used in lieu of the word “dollar.”
\$3.65
\$0.75
\$3 (not \$3.00)
\$5 million
The word “cents” should not be abbreviated or replaced with a symbol, if used.
75 cents
0.5 cent

(6) Percentages

Use a percent sign (%) rather than the word “percent” with a numeral. Because a sentence should not begin with a numeral, the sentence should be restructured to avoid the use of the spelled-out number with the word “percent.”
5%
Five percentage points

(7) Proportions

1 to 4
A 5 to 4 majority

(8) Game Scores

1 up (golf)
3 to 2
2 all (tie)

(9) Numbers Spelled Out

Numbers of less than 100 preceding a compound modifier containing a figure are spelled out.
Ten $4\frac{3}{4}$ -inch boards
Twelve 10-inch guns
But: 120 12-inch boards

(10) Indefinite Expressions

The seventies
The early sixties
But the 1870s
eight thousand and one reasons (textual)
Between two and three hundred horses (*preferred*: between 200 and 300 horses)
In the mid-thirties
In his eighties (*not* in his 80s)
One- to three-year sentence
But: 1 to 3 million; mid-1951; 40-plus people
The words “nearly,” “about,” “around,” “approximately,” etc., do not constitute indefinite expressions for these purposes.

(11) Related Numbers in Close Proximity

Where a number less than 10 is in close proximity to a number greater than 10, both will use numerals if they are of the same unit type (*i.e.*, the same units or units measuring the same concept, like time).

There were 7 to 15 witnesses present.

He served 10 years and 4 months before commencing mandatory supervised release.

But Only two of the officers saw the 12-car collision.

Where a number must be spelled out as the first word of the sentence, subsequent numbers of the same unit type will be spelled out if they are in close proximity.

Fifty or sixty miles away is Mount McKinley.

(12) Dates

When the day follows the month, use cardinal figures. Abbreviated ordinals, such as “1st,” “3rd/3d,” and “28th,” are not used with dates.

January 1, March 3, July 28

November 11 was the day

When the day precedes the month or stands alone, use ordinal words:

The first, the second, the third

It happened on the third of the month

Omit the commas when only the month and year are used:

November 1957 was the month

November 11, 1957, was the day

In referring to a fiscal year, consecutive years, or a continuous period of two years or more, treat them like consecutive page and paragraph numbers.

1906-38
2010-11 school year
1898-1901

If the word “from” precedes a year or the word “inclusive” follows it, the second year is not shortened, and the word “to” is used in lieu of the hyphen.

From 1933 to 1936
1935 to 1936, inclusive

In dates, A.D. precedes the year (A.D. 937), and B.C. follows the year (254 B.C.).

(13) Decimals

In text, a zero should be supplied before a decimal point (to keep the reader from overlooking the decimal point) and should be omitted after a decimal point unless it indicates exact measurement.

0.25 inch; 1.25 inches

Silver 0.900 fine

Specific gravity 0.9547

The alcohol concentration in the person’s blood or breath is 0.08 or more

But: .38-caliber handgun, 9-millimeter handgun, .380-semiautomatic pistol

(14) Numbers Larger Than 1 Million

\$12 million (*not* \$12,000,000)

\$2¾ million or \$2.75 million (*not* \$2,750,000. Where the number of digits represented exceeds two decimal places, write the number out in numerals or round it to two decimal places, where appropriate.)

\$2½ million or \$2.5 million (*not* two and one-half million dollars)

But: Three-quarters of a billion dollars

(15) Consecutive Numerals

504-05 (page numbers)

But: 498-501 (page numbers)

¶¶ 1-5 (paragraph numbers)

But ¶¶ 131-32 (paragraph numbers)

1985-86 (years)

But 1999-2000 (years)

Not 504, 505

(16) Ages and Birthdays

Ages follow the general rules on when to spell out a number and when to use a numeral. Hyphens are employed only when the phrase denoting age is employed as a noun or where it precedes the noun it modifies.

His son is four years old (less than 10 and adjective that follows noun modified)

Her dad is 60 years old (more than 10 and adjective that follows noun modified)

He has a four-year-old boy (adjective phrase precedes noun modified)

His four-year-old is well prepared for kindergarten (age phrase acts as the noun)

He fits in with the group of seven- to nine-year-olds (age phrase acts as noun, with numbers less than 10)

He fits in with the group of 9- to 12-year-olds (age phrase acts as noun, both ages become numerals because 12 is greater than 10)

He worked for four and a half years (no hyphens where number alone modifies a noun)

A four-and-a-half-year period (hyphens because the number modifies “years” as part of a compound adjective phrase)

The baby’s first birthday (*not* 1st birthday)

(17) Abbreviated Ordinals

In text, abbreviated ordinals are used only in street names in text.

January 1, March 3, July 28 (*not* January 1st, March 3rd/3d, July 28th)

The Seventh Circuit Court of Appeals (*not* the 7th Circuit)

She had fun celebrating her sixty-sixth birthday (*not* 66th birthday)

51st Street, 22nd Avenue, 75th Boulevard

(18) Enumeration in Text

The use of enumerated lists in text is permissible and may help clarify a complex sentence. When employing arabic numerals, roman numerals, or letters in text to punctuate multiple points, an open and closed parenthesis must be around the numbers. Arabic numerals, roman numerals, or letters may be used to construct an enumerated list, but usage should be consistent throughout the opinion. Semicolons are used in numbered lists only where the listed items are structurally complex, usually by virtue of containing intervening commas. A numbered list is preceded by a colon only where the list is not syntactically part of the sentence. The following examples illustrate these rules.

“With respect to the discovery of the revolver on June 30, 2010, defendant argues that (1) he was not present, (2) others had access to the area where the revolver was found, and (3) defendant’s partial thumb print on the plastic bag containing the gun must be disregarded because Julie Smith’s testimony concerning the identification of the thumb print was hearsay.”

Not: “With respect to the discovery of the revolver on June 30, 2010, defendant argues that: 1) he was not present; 2) others had access to the area where the revolver was found; and 3) defendant’s partial thumb print on the plastic bag containing the gun must be disregarded because Julie Smith’s testimony concerning the identification of the thumb print was hearsay.”

“Testimony from Abe Ghazai and Thomas Campbell established that no inquiry was made into whether Happ’s had experience and that defendant selected Happ’s, which was on defendant’s list of approved contractors, because (1) Happ’s was in the right type of business, *i.e.*, track and scrap removal; (2) Happ’s was local; and (3) Happ’s bid was the most economical.”

Note that the list items are syntactically part of the sentence, so no colon is appropriate to introduce the list. The list items are separated by semicolons because the list items are complex—most frequently, as is the case here, with internal comma usage.

“Reading both documents together, two questions emerge: (1) whether, as a matter of law, the public recital required by section 2(e) of the Open Meetings Act must include an explanation of the significance of the contemplated action and (2) whether, in this case, the Board violated section 2(e) by failing to satisfy the public recital requirement at the open meeting at which the Board voted to approve the agreement.”

Note that, in a list of two items, no comma or semicolon is required between the two items at all, notwithstanding the complexity of internal comma usage in the two items. The list is introduced with a colon because the list items are not syntactically part of the sentence.

III. CITATION STYLE

Bluebook

The official style guide for Illinois reviewing court opinions is The Bluebook, A Uniform System of Citation (20th ed. 2015), except to the extent specific rules are modified herein. Noteworthy exceptions and partial exceptions to the Bluebook are stated in italics above the relevant rules within this style manual. Not all rules below represent a departure from the Bluebook rules; many expand upon the rules for authorities that are specific to Illinois practice. Note that a good rule of thumb is to avoid deviating from the Bluebook rules as much as possible.

Further, the Bluebook contains two typeface conventions: one intended for law journals, which most notably uses large and small capital letters as a type of style; and a second style intended for more common forms of legal writing. It is the latter set of typeface conventions that should be used in Illinois reviewing court opinions.

A. Case Citations

(1) Signals

Exception to Bluebook Rule 1.2: most signals not italicized.

Below is a list of signals, in their correct typeface and with their appropriate commas. Note that this list of signals differs slightly from that provided in Bluebook Rule 1.2.

Accord	<i>Contra</i>
But <i>cf.</i>	<i>E.g.</i>
But see	See
<i>Cf.</i>	See also
Compare	See, <i>e.g.</i> ,

(2) Illinois Official Reports

Exception to Bluebook Table T1: use official reporters; *partial exception to Bluebook Rule 10.3.3*

Always cite Illinois's official reports (Illinois Reports (Ill. or Ill. 2d) or Illinois Appellate Court Reports (Ill. App., Ill. App. 2d, or Ill. App. 3d)) for opinions published therein. For Illinois cases filed on or after July 1, 2011, and for any case not published in the Illinois Official Reports prior to that date and for which a public-domain citation has been assigned, the public-domain citation shall be given, and where appropriate, pinpoint citations to paragraph numbers shall be given. See Ill. S. Ct. R. 6 (eff. July 1, 2011). Cite the Illinois Official Reports public-domain opinions as follows:

Full citation:	<i>People v. White</i> , 2011 IL 109689
Full citation with pinpoint:	<i>People v. White</i> , 2011 IL 109689, ¶ 139
Full citation with pinpoint to a footnote:	<i>People v. White</i> , 2011 IL 109689, ¶ 12 n.2
Short citation:	<i>White</i> , 2011 IL 109689
Short citation with pinpoint:	<i>White</i> , 2011 IL 109689, ¶¶ 63-64

Id. citation (to the same paragraph): *Id.*
Id. citation (to a different paragraph): *Id.* ¶ 63

Cross-referencing, internal citations within an opinion take the following form:

Supra ¶ 21
Supra ¶ 12 n.2
Infra ¶ 32

If internal citations within an opinion refer to a concurrence or dissent, do not include that information.

Not *Infra* ¶ 32 (White, J., dissenting)

Parallel citations to the North Eastern Reporter (N.E. or N.E.2d) are not given for Illinois cases cited in supreme court opinions. Parallel citations for Illinois cases in the North Eastern Reporter may be given in appellate court opinions but are not required. If parallel citations to the North Eastern Reporter are employed for citation of an Illinois case, they must be given only upon the first citation of a case; North Eastern Reporter parallel citations are not to be repeated thereafter. Citations to Illinois Decisions, Westlaw, and Lexis-Nexis shall not be used.

For cases in which parallel citation information is included, the citation form looks slightly different (to avoid confusion).

Full citation: *People v. Sharpe*, 216 Ill. 2d 481, 487, 839 N.E.2d 492, 498 (2005)
Short citation: *Sharpe*, 216 Ill. 2d at 487
Id. citation: *Id.* at 487

Parallel citation information may only be included for public-domain opinions' first full citation. Note that no pinpoint citation is given for public-domain cases' parallel citation to a regional reporter.

Full citation: *Snyder v. Heidelberg*, 2011 IL 111052, ¶ 1, 935 N.E.2d 415
Short citation: *Snyder*, 2011 IL 111052, ¶ 1
Id. citation: *Id.* ¶ 2

Citations to the first 10 volumes of the Illinois Reports do not use the Reporter of Decisions' name as part of the citation:

Fail & Nabb v. Goodtitle, 1 Ill. 201 (1826)
Not: *Fail & Nabb v. Goodtitle*, 1 Ill. (Breeze) 201 (1826)

Although the state is divided into five judicial districts, the sole purpose of that division is to define the political units from which judges of the appellate and supreme courts are to be selected. There is, though, but one Illinois Appellate Court. *People v. Granados*, 172 Ill. 2d 358, 371 (1996). A non-public-domain citation to an opinion of the appellate court therefore does not call for an indication of the district, unless that information is of particular relevance to the discussion. In that case, indicate the district parenthetically along with the year of decision.

“We recognize the difference of opinion on this issue among the districts of the Illinois Appellate Court. Compare *People v. Smith*, 141 Ill. App. 3d 797 (3d Dist. 1986), with *People v. Williams*, 142 Ill. App. 3d 266 (5th Dist.1986).”

(3) Public-Domain Formats

Exception to Bluebook Rule 10.3.3: no regional pinpoint, regional reporter only on first citation

As directed in the Bluebook, for those states that have adopted a public-domain system of citation, cite according to the state’s public-domain format. However, for those states, including Illinois, that have adopted a public-domain format that uses paragraph numbers and the citation requires a pinpoint citation, do not add a pinpoint citation to the regional reporter, regardless of the state’s preference. For example, the Maine Supreme Court has adopted a public-domain citation form that includes the calendar year, the state’s postal code, and the sequential number assigned by the court to its opinions. The Maine court further requires that pinpoint citations shall be made by reference to paragraph numbers assigned by the court and to specific pages of the Atlantic Reporter, giving the example “*Smith v. Jones*, 1997 ME 7, ¶ 14, 685 A.2d 110, 115.”

An Illinois reviewing court opinion citing a specific paragraph within a Maine opinion need cite only to the calendar year, the state’s postal code, the sequential filing number, and the relevant paragraph number(s). A pinpoint page to the regional reporter shall not be used.

Smith v. Jones, 1997 ME 7, ¶ 14, 685 A.2d 110

Regardless of a state’s preferred public-domain citation format, a comma follows the sequential number if a paragraph symbol is used, and there is a space between the paragraph symbol and the number. While courts of Mississippi would employ the citation form “*Pro-Choice Mississippi v. Fordice*, 95-CA-00960-SCT (¶ 1) (Miss. 1998), 716 So. 2d 645,” Illinois reviewing courts would use the following form:

Pro-Choice Mississippi v. Fordice, 95-CA-00960-SCT, ¶ 1 (Miss. 1998), 716 So. 2d 645

For citations following a full citation to a state’s preferred public-domain citation, cite only the state’s public-domain format; do not cite the regional reporter or a state reporter.

Full citation: *Glaeske v. Shaw*, 2003 WI App 71, ¶ 9, 661 N.W. 2d 420

Short citation: *Glaeske*, 2003 WI App 71, ¶ 9

Id. citation: *Id.* ¶ 9

Full citation: *State v. Fleury*, 2001-0871, p. 5 (La. 10/16/01); 799 So. 2d 468

Full (multiple pages): *State v. Fleury*, 2001-0871, pp. 5-8 (La. 10/16/01); 799 So. 2d 468

Short citation: *Fleury*, 2001-0871, at 5

Id. citation: *Id.* at 5

Note that Louisiana cites pages, rather than paragraphs. The use of “at” conforms to standard Bluebook usage.

(4) *United States Supreme Court*

As stated in Bluebook Table T1, cite only to the United States Reports (U.S.) for cases published therein.

For an opinion that has not yet been reported in the U.S. Reports advance sheets, leave a blank for the beginning page number, as well as any required pinpoint, and add a citation to West's Supreme Court Reporter (S. Ct.), including any applicable pinpoint page.

Full citation: *Miller v. Alabama*, 567 U.S. ___, ___, 132 S. Ct. 2455, 2460 (2012)

Short citation: *Miller*, 567 U.S. at ___, 132 S. Ct. at 2460

Id. citation: *Id.* at ___, 132 S. Ct. at 2460

It is always preferred to include a volume number, even if it has not been published yet. Volume numbers can be found on supremecourt.gov.

(5) *Italicize Case Name*

Exception to Bluebook Rule 2.1(a): italicize, don't underline

In general, case name citations are italicized. The remainder of the citation—volume, reporter designation, page numbers, and date—is in roman type:

City of Chicago v. Joyce, 38 Ill. 2d 368 (1967)

Because underscoring has become the standard Internet method of indicating a link to another document, it should not be used in lieu of italics.

Not City of Chicago v. Joyce, 38 Ill. 2d 368 (1967)

Only the titles of opinions and analogous dispositional orders are italicized. The title of a cause of action (as opposed to an opinion that arises from a cause of action) is set in roman typeface. For clarity, when discussing an action in text, refer to the cause number and not the title of the action.

County officials have been before the circuit court of Lake County several times for a resolution of this issue. *Smith v. White*, No. 83-C-101 (Cir. Ct. Lake County); *Jones v. White*, No. 83-C-705 (Cir. Ct. Lake County); *Doe v. White*, No. 84-C-205 (Cir. Ct. Lake County). In cause No. 83-C-101, the petitioner, Smith, unsuccessfully sought a writ of *mandamus* ***.

In referring to a cause of action, as opposed to an opinion, do not use a single party's name to represent the entire action:

That objection was raised in the *Jones v. White* action.

Not: That objection was raised in Jones.

(6) Prepositional Phrases of Location

Partial exception to Bluebook Rule 10.2.1(f): formal names of school districts, governments

The name of a school district or other government entity in a case title should not be considered a phrase of location and should be retained. Otherwise, follow Bluebook Rule 10.2.1(f).

Board of Education of Community Unit School District No. 201-U v. Crete-Monee Education Ass'n, 147 Ill. App. 3d 188 (1986)

Metropolitan Sanitary District of Greater Chicago ex rel. O'Keeffe v. Ingram Corp., 85 Ill. 2d 458, 475 (1981)

(7) Party Names

Exception to Bluebook Rule 10.2: limited abbreviations

(a) Abbreviations in Party Names

Use the following abbreviations, and only the following abbreviations, for party names in a case citation:

& (And)	Inc. (Incorporated)
Ass'n (Association)	Ltd. (Limited)
Co. (Company)	No. (Number)
Cos. (Companies)	Nos. (Numbers)
Comm'n (Commission)	R. (Rail)
Corp. (Corporation)	R.R. (Railroad)
Corps. (Corporations)	Ry. (Railway)

If a word is abbreviated in the party name (*i.e.* Cook Bros., Inc., Raynor Mfg. Co.) leave the abbreviation as it originally appears.

Do not abbreviate the first word in the name of a party.

Spears v. Association of Illinois Electric Cooperatives, 2013 IL App (4th) 120289

Not Spears v. Ass'n of Illinois Electric Cooperatives, 2013 IL App (4th) 120289

Also, a word that might otherwise be abbreviated, such as "Company," should not be shortened in the limited circumstance where it is not used in the sense of indicating a business designation but rather is used as an integral part of the business's name. Similarly, an article that is generally omitted, such as "The," is retained where it is an integral part of the business's name:

The Company Man, Inc. v. Robinson

Not: Co. Man, Inc. v. Robinson

In all other elements of a citation, the Bluebook's recommended rules on abbreviations control.

Omit "Ass'n," "Co.," "Corp.," "F.S.B.," "Inc.," "Ltd.," "L.L.C.," "N.A.," and similar terms if the name already contains a word that clearly indicates that the party is a business firm.

Wisconsin Packing Co. v. Indiana Refrigerator Lines, Inc.
Not *Wisconsin Packing Co., Inc. v. Indiana Refrigerator Lines, Inc.*

(b) Use of “Doe” in Party Names

The names “John Doe” for men, “Jane Doe” for women, and “Johnnie/Janie Doe” or “Baby Doe” for children, or just “Doe,” non-gender-specifically, are used as placeholder names for a party whose true identity is unknown or must be withheld in a legal action, case, or discussion. The names are also used to refer to a corpse or hospital patient whose identity is unknown.

Treat “Doe” and any subsequent letter or number as if it were the party’s last name.

“John Doe No. 1” : *Doe No. 1*
“Jane Doe A.” : *Doe A.*

But retain the entire phrase with respect to children.

“In re Baby Boy Doe” is cited as *In re Baby Boy Doe*

(c) Capitalization of Party Names

If the first word in a party’s name is lowercase (*i.e.*, “de,” “la,” “van,” “von”), capitalize the first word in any citation as well as any textual reference (regardless of how the party capitalizes the name). Even though the parties in the following case capitalize their names as “von Bulow” we cite the case as: *Von Bulow v. Von Bulow*, 114 F.R.D. 71 (S.D.N.Y. 1987), and throughout the opinion refer to the parties as “Von Bulow.”

(8) Date of Decision

The year shown in a general case citation (Ill., Ill. 2d, Ill. App., Ill. App. 2d, Ill. App. 3d) should be the year in which the opinion was *filed*, not the date submitted (the term in which the court takes the cause under advisement), the year in which rehearing was denied, the year when the opinion was modified, etc. Circuit court orders should be dated with the exact date the order was filed. The year shown in a general case citation (U.S.) should be the year in which the opinion was *decided*.

An entry *nunc pro tunc* is a manifestation of the inherent power of a court to make its record speak the truth, that is, to correct clerical errors at a later time so that the record reflects what actually occurred at an earlier time. This means the judgment had been entered on the *nunc pro tunc* date, rather than the date reflected by the file stamp. In such a case, the date given as the date of filing will be the *nunc pro tunc* date.

(9) Illinois Administrative Agency Decisions

Partial exception to Bluebook Rule 14.3: Some exceptions in citation format.

(a) Illinois Labor Relations Decisions

Effective July 9, 2000, amendments to the Illinois Public Labor Relations Act (5 ILCS 315/5.1 (West 2010)) dissolved the Illinois State Labor Relations Board and the Illinois Local Relations Board and transferred their jurisdiction and authority to the State Panel and the Local Panel of the Illinois Labor Relations Board. Owing to this change, the citation forms will be different depending on when a decision was filed.

Citations to decisions of the Illinois State Labor Relations Board take the following form:

Pleasure Driveway & Park District of Peoria, 6 PERI ¶ 2042 (ISLRB 1990)

Citations to the decisions of the Illinois Labor Relations Board, State Panel and Local Panel, take the following form:

American Federation of State, County & Municipal Employees, Council 31, 24 PERI ¶ 84 (ILRB State Panel 2008)

Metropolitan Pier & Exposition Authority, 22 PERI ¶ 87 (ILRB Local Panel 2006)

Citations to Illinois Educational Labor Relations Board decisions take the following form:

Spraggins-Gully, 16 PERI ¶ 1043 (IELRB 2000)

Note: In certain instances the Public Employee Reporter for Illinois (PERI) does not reflect the proper name of the agency (*e.g.*, “Illinois Labor Board” instead of “Illinois Labor Relations Board”). Nevertheless, a citation to such a decision must reflect the proper abbreviated name of the board.

(b) Unpublished Agency Decisions

In the absence of a specific reporter for an administrative agency’s decisions, the abbreviated name of the agency is generally used. Retain the agency’s report designation (*e.g.*, opinion, report, etc.), document number, and date of decision.

Mills, Ill. Pollution Control Bd. Op. 93-69 (Dec. 7, 1993)

Moberly, Ill. Hum. Rts. Comm’n Rep. 1992SF0137 (Mar. 6, 1993)

Citation to a specific page number would appear as:

Mills, Ill. Pollution Control Bd. Op. 93-69, at ____ (Dec. 7, 1993)

Moberly, Ill. Hum. Rts. Comm’n Rep. 1992SF0137, at ____ (Mar. 6, 1993)

(c) Illinois Commerce Commission

Citations take the following form:

Full citation:	<i>Ameren Illinois Co.</i> , Ill. Comm. Comm’n No. 13-0192, at 142 (Order-Final Dec. 18, 2013)
Short citation:	<i>Ameren</i> , Ill. Comm. Comm’n No. 13-0192, at 142
<i>Id.</i> citation:	<i>Id.</i> at 142

Usage of *id.* is limited to the same document within the same Illinois Commerce Commission case.

Ameren Illinois Co., Ill. Comm. Comm’n No. 13-0192, at 142 (Order-Final Dec. 18, 2013)—followed by—*Ameren*, Ill. Comm. Comm’n No. 13-0192 (Voting Record Feb. 5, 2014)

Not *Ameren Illinois Co.*, Ill. Comm. Comm’n No. 13-0192, at 142 (Order-Final Dec. 18, 2013)—followed by—*Id.* (Voting Record Feb. 5, 2014)

(d) Illinois Workers’ Compensation Commission

Citations take the following form:

Full citation	<i>Jones v. Chicago Transit Authority</i> , Ill. Workers’ Comp. Comm’n, No. 10-WC-25860 (Dec. 23, 2011)
Short citation	<i>Jones</i> , Ill. Workers’ Comp. Comm’n, No. 10-WC-25860

Note that, because pagination is not continuous throughout the workers’ compensation decisions, an explanatory parenthetical to identify one part of the decision is preferred over a standard pinpoint citation.

Mosby v. Massman Traylor Alberici, No. 12-WC-38972 (Jan. 2, 2014) (“Addendum to Arbitration Decision,” at 2)

(10) Electronic Databases and the Internet

Partial exception to Bluebook Rule 18.2.2(f): “available at” optional

Databases on the Internet are cited as directed in Bluebook Rule 18.3, with the proviso that the “available at” designation (required in the Bluebook (19th ed. 2010) and eliminated in the Bluebook (20th ed. 2015)) is optional for use, at the author’s election, for various citations to the Internet. Note that court opinions are posted to electronic databases, such as the Illinois courts’ own website, Westlaw, or Lexis-Nexis, as soon as practicable after filing. However, following issuance of a slip opinion there are several actions the court might take (such as withdrawing the opinion, modifying the opinion, allowing rehearing, etc.) that would affect the precedential value of that opinion. Therefore, for recent decisions it is important to verify the status of any opinion found on an electronic database to determine whether the court has taken final action on the case and has released the opinion for publication. For Illinois Supreme and Appellate Court opinions, this can be determined by verifying that an Official Reports version of the opinion has been posted to the courts’ website. An opinion that is not final should not be cited without that status being noted (typically by adding an explanatory parenthetical or footnote along with the citation).

(11) Slip Opinions

Slip opinions are court opinions that will be, but have not yet been, published. If their citation is not to an electronic database or according to their court-assigned universal citation format, they should be cited by caption, docket number, name of court, and date of filing.

Bailey v. Preserve Rural Roads of Madison County, Inc., No. 2009-SC-000417-DG, slip op. at 4 (Ky. Dec. 22, 2011)

When citing a slip opinion, include any information known that may affect the status of the opinion.

In re B.C., 2012 IL App (3d) 101234, pet. for leave to appeal pending, No. 110613 (filed Jan. 25, 2012)

(12) Reference to Authoring Judge

(a) Lead Opinions

In citing an opinion that is a lead opinion but not a majority or plurality opinion, the style is:

Roberts v. Louisiana, 428 U.S. 325, 333 (1976) (opinion of Stewart, J., joined by Powell and Stevens, JJ.)

(b) Plurality Opinions

A plurality opinion is an opinion joined by the greatest number, but less than a majority, of the court's justices. The name of the author is not given; the phrase "plurality opinion" (note the lack of abbreviation) is added parenthetically:

Hamdi v. Rumsfeld, 542 U.S. 507, 517 (2004) (plurality opinion)

(c) Separate Opinions

In citing a concurrence or dissent, the style is:

People v. Maldonado, 109 Ill. 2d 319, 325 (1985) (Ward, J., dissenting)

In citing a concurring or dissenting opinion in which another justice or justices have joined, the style is:

Gonzalez v. Prestress Engineering Corp., 115 Ill. 2d 1, 15 (1986) (Ryan, J., dissenting, joined by Moran, J.)

Scott v. Illinois, 440 U.S. 367, 375 (1979) (Brennan, J., dissenting, joined by Marshall and Stevens, JJ.)

(d) Use of "Id."

Note that when *id.* refers to the same case and to the same opinion cited in the preceding citation, there is no need to repeat the parenthetical.

Youngstown Sheet & Tube Co. v. Sawyer, 343 U.S. 579, 635 (1952) (Jackson, J., concurring)
Id. at 638

Because page 638 is also part of Jackson's concurrence, the parenthetical need not be repeated in the *id.* citation. When *id.* refers to a different opinion, that fact must be indicated parenthetically, even if it is the majority opinion.

Youngstown Sheet & Tube Co. v. Sawyer, 343 U.S. 579, 635 (1952) (Jackson, J., concurring)
Id. at 638
Id. at 589 (Frankfurter, J., concurring)
Id. at 582 (majority opinion)

(13) Case Histories

(a) Prior and Subsequent Case History

The first time that a decision is cited, give any prior or subsequent history of the case with italicized words between the two citations.

People v. McDaniel, 249 Ill. App. 3d 621 (1994), *aff'd*, 164 Ill. 2d 173 (1995)

Omit the history on remand, denial of rehearing, or denial of certiorari or leave to appeal unless specifically relevant to the opinion (such as explaining the history of the case under review). The prior or subsequent history should follow any parenthetical information given.

Use the following list of explanatory phrases and abbreviations in citations (in combination where appropriate):

<i>acq.</i>	<i>enforced,</i>
<i>acq. in result</i>	<i>enforcing</i>
<i>aff'd,</i>	<i>invalidated by</i>
<i>aff'd by an equally divided court,</i>	<i>mandamus denied,</i>
<i>aff'd mem.,</i>	<i>modified,</i>
<i>aff'd on other grounds,</i>	<i>modifying</i>
<i>aff'd on reh'g,</i>	<i>nonacq.</i>
<i>aff'g</i>	<i>overruled by</i>
<i>amended by</i>	<i>perm. app. denied,</i>
<i>appeal denied,</i>	<i>perm. app. granted,</i>
<i>appeal dismissed,</i>	<i>petition for cert. filed,</i>
<i>appeal docketed,</i>	<i>prob. juris. noted,</i>
<i>appeal filed,</i>	<i>reh'g granted (or denied),</i>
<i>argued,</i>	<i>rev'd,</i>
<i>cert. denied,</i>	<i>rev'd on other grounds,</i>
<i>cert. dismissed,</i>	<i>rev'd per curiam,</i>

cert. granted,
certifying questions to
denying cert. to
dismissing appeal from

rev'g
vacated,
vacating as moot
withdrawn,

The explanatory phrase in a subsequent history is followed by a comma, while the phrase in a prior history is not.

Kingston v. Turner, 133 Ill. App. 3d 677 (1985), *rev'd*, 115 Ill. 2d 445 (1987)
Kingston v. Turner, 115 Ill. 2d 445 (1987), *rev'g* 133 Ill. App. 3d 677 (1985)

(b) Use of “*Sub Nom.*”

When a case name varies even slightly in subsequent history, the new name should be given with the introductory phrase “*sub nom.*” Follow Bluebook Rule 10.7.2.

This rule is subject to a few exceptions. No different case name is needed where only the order of the parties’ names is changed; where the subsequent history is only a denial of *certiorari*, leave to appeal, or rehearing; where the private party name remains the same in an appeal of an administrative action; or where the name change is simply stylistic (*e.g.*, “State” to “Illinois”).

(14) Abstracts of Opinions

Precedential authority was not conferred upon decisions of the Illinois Appellate Court until amendments to the Courts Act in 1935 (Ill. Rev. Stat. 1935, ch. 37, ¶ 41). Thereafter, under Illinois Supreme Court Rule 57, each division of the appellate court determined, on a case-by-case basis, which of its opinions should be published in full based upon their precedential value. Those opinions not published in full were published in abstract form. Abstracts of opinions should be cited in the following form:

People v. Whitson, 31 Ill. App. 3d 49 (1975) (abstract of opinion)

(15) Supervisory Orders

The citation format for supervisory orders entered prior to the July 1, 2011, transition to public-domain citation is:

People v. House, 199 Ill. 2d 567 (2002) (supervisory order)

The citation format for supervisory orders after the 2011 transition to public-domain citation is:

City of Chicago v. Alexander, No. 118799 (Ill. May 27, 2015) (supervisory order)

(16) Rule 23 Orders

In 1972, the Illinois Supreme Court adopted Rule 23, which authorized the appellate court to affirm a judgment by “memorandum opinion” under specific circumstances. Unlike abstract opinions, however, cases disposed under Rule 23 are not precedential and may only be cited “to

support contentions of double jeopardy, *res judicata*, collateral estoppel or law of the case.” Ill. S. Ct. R. 23(e)(1) (eff. July 1, 2011). They are also cited simply to give the reader a fuller understanding of the history of a case.

Although Rule 23 orders are not published, their titles, docket numbers, filing dates, and dispositions are given by district in the back of relevant Illinois Appellate Court Reports, Third Series. The preferred citation to a Rule 23 order found in the tables of the Illinois Appellate Court Reports is as follows:

Full citation: *People v. Castro*, 127 Ill. App. 3d 1159 (1984) (table)
(unpublished order under Supreme Court Rule 23)
Short citation: *Castro*, slip order at ____

For Rule 23 orders filed prior to July 1, 2011, citation may also be given by title, docket number, and date of filing (note the addition of “Ill.” to make clear the state):

People v. Castro, No. 1-83-2151 (1984) (unpublished order under Illinois Supreme Court Rule 23)

A full date is permissible but not required. For Rule 23 orders filed after July 1, 2011, citation shall be according to its public-domain designator.

People v. Brown, 2011 IL App (5th) 090400-U

For summary orders filed under Rule 23(c), which are not posted on illinoiscourts.gov and generally do not receive a public-domain number, use the following citation form.

People v. Applewhite, No. 1-13-1549 (2014) (unpublished summary order under Illinois Supreme Court Rule 23(c))

(17) Circuit Court Orders

Cite Illinois circuit court actions with the following form. The case name is italicized only when referring to a dispositional order in the case, and a date is included parenthetically in such a citation. Note that “county” is not abbreviated.

Marconi v. City of Joliet, No. 10-MR-165 (Cir. Ct. Will County, July 21, 2011)
Grever v. Board of Trustees of the Illinois Retirement Fund, No. 03-MR-711 (Cir. Ct. Lake County, October 8, 2003)

Note that for citation to the general existence of litigation, as opposed to a dispositional order analogous to an opinion, the case name is not italicized and no specific date is given parenthetically.

Bauer v. Weems, No. 12-L-35 (Cir. Ct. Randolph County); *Kanerva v. Weems*, No. 12-L-582 (Cir. Ct. Sangamon County); *Maag v. Quinn*, No. 12-L-162 (Cir. Ct. Sangamon County); *McDonal v. Quinn*, No. 12-L-987 (Cir. Ct. Madison County)

(18) Short-Form Case Citations

(a) Use of “*Id.*”

Under Bluebook Rule 4.1, “*id.*” may be used when citing the immediately preceding authority. When used alone, *id.* refers to the identical pinpoint referenced in the immediately preceding citation. It may be used to refer to only one source, never an internal cross-reference.

The Supreme Court has stated unequivocally that “apprehension by the use of deadly force is a seizure subject to the reasonableness requirement of the Fourth Amendment.” *Tennessee v. Garner*, 471 U.S. 1, 7 (1985). By contrast, minimal police interference will not always constitute a “seizure” for Fourth Amendment purposes. *Id.*

To refer to a different page or footnote within the immediately preceding authority, add “at” and the new pinpoint.

“To determine whether a particular exercise of non-lethal police force was reasonable, courts engage in a balancing process that weighs the nature of the intrusion against the “governmental interests.” *Id.* at 8.

Sources identified in explanatory parentheticals, explanatory phrases, and prior or subsequent history are ignored for the purposes of this rule.

The court found that even if *Apprendi* applied, there would be no violation because “for the purposes of *Apprendi*, the statutory maximum is not the juvenile sentence under the Juvenile Court Act, but rather the maximum sentence allowed by the offense committed.” *In re M.I.*, 2011 IL App (1st) 100865, ¶ 46 (citing *Omar M.*, 2012 IL App (1st) 100866, ¶ 63). The court agreed with that reasoning, finding that “[n]othing in the EJJ statute runs afoul of *Apprendi*.” *Id.* ¶ 44.

(b) Using “*Id.*” with Various Case Sources

The following examples illustrate the use of “*id.*” to refer to a variety of commonly cited case materials:

Book:	<i>Tennessee v. Garner</i> , 471 U.S. 1, 7 (1985)	<i>Id.</i> at 8
Book—official not yet available	<i>California Public Employees Retirement System v. ANZ Securities, Inc.</i> , ___ U.S. ___, ___, 137 S. Ct. 2042, 2049 (2017)	<i>Id.</i> at ___, 137 S. Ct. at 2052
Public Domain:	<i>In re M.I.</i> , 2011 IL App (1st) 100865, ¶ 46	<i>Id.</i> ¶ 44
Parallel Reporter:	<i>Chalfin v. Specter</i> , 233 A.2d 562, 562 (Pa. 1967)	<i>Id.</i> at 563

(c) Short-Form Citations

In a case citation to an already cited opinion, it is permissible to shorten a case citation by using one (or both if necessary) of the litigants' names, and the volume, reporter, and page-number information. The name of either party may be used, but if an opinion is popularly known by a particular name, use that term (e.g., *Marbury*, *Metromedia*, *National League of Cities*, *Pedrick*). Avoid using the name of a governmental litigant (e.g., *Illinois*, *People*, *State*, *United States*) as a single-party title. Do not include the date of decision or give the beginning page number in a short-form citation.

Full citation: *Pedrick v. Peoria & Eastern R.R. Co.*, 37 Ill. 2d 494 (1967)

Short-form citations: *Pedrick*, 37 Ill. 2d 494—a general citation to the entire opinion; there is no “at” before the page number, which should be the very first page of the opinion

Short-form citation: *Pedrick*, 37 Ill. 2d at 510—a citation to a specific page

Short-form citation: *Pedrick*, 37 Ill. 2d at 494—here, the cited content appears on the first page, rather than it being a general citation to the entire opinion

(d) Internal Consistency with *Id.* and Short Forms

If employed, *id.* and short-form case citations should be used consistently, at every applicable instance, subject to a few exceptions: (1) where there have been several pages of text between intervening citations and it may be difficult for the reader to recall what the last source cited was, (2) where there are several paragraphs of nothing but *id.* citations and it may be difficult for the reader to recall what is being cited, (3) within footnotes (note that footnotes have no effect on the use of *id.*, as they are not considered intervening citations), or (4) where the majority uses *id.* but a separate dissent or concurrence chooses not to, or vice versa (because the majority and separate opinion may each employ the author's own style of writing).

B. Illinois Legislative Enactments

(1) *ILCS Overview*

Public Act 87-1005 (eff. Sept. 3, 1994), codified the public acts of Illinois as the Illinois Compiled Statutes, or ILCS. While Public Act 87-1005 provides for the compilation of the general acts of this state, it must be noted that the ILCS establishes an organizational scheme only; it is not a replacement of the General Assembly's practice of enacting titled public acts. Instead, publication of the text of those acts has been performed by unofficial publishers such as West and Lexis-Nexis. Thus, the ILCS designation is used for citation purposes only.

Also, in any case where a statute is alleged to have governed the conduct at issue, it is axiomatic that the public act in effect on the relevant date, or dates, is the governing law. Yet, a bound edition of West's ILCS publication might contain the text of several public acts that became effective (and then amended) during the period since the previous publication. Further, an edition

will contain those public acts enacted during the year shown on the spine of the bound volume, even though those public acts might not become effective until the following year. For example, West shipped the 2004 ILCS during the spring of 2005. Even though it appears in West's 2004 edition of the ILCS, section 11-501 of the Illinois Vehicle Code (625 ILCS 5/11-501 (West 2004)) contains Public Act 93-1093, which became effective on March 29, 2005. In fact, the version of section 11-501 in the 2004 ILCS contains seven public acts that became effective on various dates between the publication of the 2002 and the 2004 ILCS.

(2) Textual References

(a) Titles

As noted above, the ILCS establishes an organizational scheme only, and use of an ILCS designation is limited to citations. A textual reference to an Illinois legislative enactment must always use the short title of the public act and, where appropriate, the section or sections being cited. ILCS citations must always be set off either in parentheses or as its own sentence.

Defendant was convicted under section 12-1 of the Criminal Code of 1961 (720 ILCS 5/12-1 (West 2010)).

Or Defendant was convicted under section 12-1 of the Criminal Code of 1961. 720 ILCS 5/12-1 (West 2010).

Not Defendant was convicted under 720 ILCS 5/12-1

Always refer to an act by its full, official short title in an initial textual reference. Note that some official titles include "Illinois" or a date as part of the official title; these should always be included in the first full reference to the statute.

Illinois Vehicle Code (625 ILCS 5/1-100 *et seq.* (West 2012))

Juvenile Court Act of 1987 (705 ILCS 405/1-1 *et seq.* (West 2012))

If "Illinois" is not part of the official title, it is permissible to include it as a modifier if it helps to distinguish between state and federal statutes. Avoid it as a surplus modifier. The official title of 735 ILCS 5/1-100 *et seq.* is "the Code of Civil Procedure." It is not wrong to refer to this code as "the Illinois Code of Civil Procedure." However, avoid setting up a short title that is the actually the official title.

Not According to the Illinois Code of Civil Procedure (Code of Civil Procedure) (735 ILCS 5/1-100 *et seq.* (West 2014))

The "Code of Civil Procedure" *is* the official title of this statute. By setting up a short title, the author implies that this is not the official title.

This title is usually given in the first, last, or next to last section of the act, and it may be necessary to examine later amendments of the act for a short title. Do not capitalize the word "the" when used before a short title, even if done so in the act.

As provided in the School Code

Not As provided in The School Code

Through legislative action, some well-known acts have been integrated into more comprehensive acts. For example, what was once known as the Dead-Man's Act is now a single section of the Code of Civil Procedure (735 ILCS 5/8-201 (West 2016)). Because the titles of these older acts appear throughout Illinois case law and their titles would be more readily recognized than the present section or article numbers of the acts into which they have been incorporated, it is permissible to continue to refer to them by their former titles. The following shows those older acts and the more comprehensive acts into which they have been incorporated.

In the Code of Civil Procedure:

Dead-Man's Act

735 ILCS 5/8-201 (West 2010)

Or 735 ILCS 5/art. VIII (West 2010)

Forcible Entry and Detainer Act

735 ILCS 5/9-101 to 9-321 (West 2010)

Or 735 ILCS 5/art. IX (West 2010)

Habeas Corpus Act

735 ILCS 5/10-101 to 10-137 (West 2010)

Or 735 ILCS 5/art. X (West 2010)

Healing Arts Malpractice Act

735 ILCS 5/2-622 (West 2010)

Limitations Act

735 ILCS 5/13-101 to 13-225 (West 2010)

Or 735 ILCS 5/art. XIII (West 2010)

Medical Studies Act

735 ILCS 5/8-2101 (West 2010)

In the Code of Criminal Procedure of 1963:

Post-Conviction Hearing Act

725 ILCS 5/122-1 to 122-7 (West 2010)

Or 725 ILCS 5/art. 122 (West 2010)

In the Liquor Control Act of 1934:

Dramshop Act

235 ILCS 5/6-21 (West 2010)

In the Probate Act of 1975:

Survival Act

755 ILCS 5/27-6 (West 2010)

(b) Shortening Short Titles

It is sometimes preferable to shorten the official title of an act to aid the readability of the opinion after the act has been initially cited in full. The preferable method is as follows:

Those rights are guaranteed under section 2-100 of the Mental Health and Developmental Disabilities Code (Code) (405 ILCS 5/2-100 (West 2010)).

Where the only abridgement in a short form for later use is to leave “Illinois” off an official title that otherwise contains it, the short form need not be set up parenthetically. Where more than one act or code is discussed in an opinion, it might be necessary to use a fuller reference to the act:

Those rights are guaranteed under section 2-100 of the Mental Health and Developmental Disabilities Code (Mental Health Code) (405 ILCS 5/2-100 (West 2010)).

Do not replace an official title of a state act with an acronym or initialism.

Illinois Marriage and Dissolution of Marriage Act (Act)

Not: Illinois Marriage and Dissolution of Marriage Act (IMDMA)

There are certain very well-established exceptions to this rule:

Firearm Owners Identification Card Act (FOID Card Act) (430 ILCS 65/1 *et seq.* (West 2016))

Freedom of Information Act (FOIA) (5 ILCS 140/1.1 *et seq.* (West 2016))

Retailers’ Occupation Tax Act (ROTA) (35 ILCS 120/1 *et seq.* (West 2016))

Sex Offender Registration Act (SORA) (730 ILCS 150/1 *et seq.* (West 2016))

Sexually Violent Persons Commitment Act (SVP Act) (725 ILCS 207/1 *et seq.* (West 2016))

Uniform Child-Custody Jurisdiction and Enforcement Act (UCCJEA) (750 ILCS 36/101 *et seq.* (West 2016))

Uniform Commercial Code (UCC) (810 ILCS 5/1-101 *et seq.* (West 2016))

Uniform Fraudulent Transfer Act (UFTA) (740 ILCS 160/1 *et seq.* (West 2016))

Acronyms and initialisms are also used where well established for federal statutes.

federal Telephone Consumer Protection Act (TCPA) (47 U.S.C. § 227 *et seq.* (2012))

federal Truth in Lending Act (TILA) (15 U.S.C. § 1601 *et seq.* (2012))

The presence of an acronym or initialism in federal regulations is a strong indication that the federal acronym or initialism is well established. Acronym and initialism exceptions typically apply where the statutes have a federal counterpart, are a uniform act, or are derived from a uniform act (*e.g.*, SVP Act).

(c) Capitalization of Parts

When used in nonquoted text, the words “appendix,” “article,” “comment,” “division,” “part,” “paragraph,” and “section” are spelled out and are not capitalized, even when preceding a specific number.

When used in nonquoted text, the words “title,” “chapter,” and “public act” are spelled out and are not capitalized when used generally (not before a specific number). They are capitalized as a proper noun when used before a specific number.

The critical inquiry in this case is whether Public Act 89-2 constitutes an unconditional repeal of the Structural Work Act.

It is, as we have suggested and federal case law indicates [citation], difficult to discern how this asset might have been valued so as to benefit the Seymours' creditors within the applicable period of Chapter 13 bankruptcy.

The abbreviations “app.,” “art.,” “ch.,” “cmt.,” “div.,” “par.,” “Pub. Act,” and “tit.” are used only in citations. Likewise, the symbols “¶” and “§” are used only in citations, with the exception of textual references to the United States Code.

(3) Quoting Illinois Statutes

While the structure and numbering scheme employed in the Illinois Compiled Statutes is official, care must be taken to insure that a quotation taken from the text of an unofficial statutory compilation does not include materials added by the publisher. Generally, these materials are of the following three types: section titles, footnotes, and statutory history.

(a) Section Titles

A section title, or heading, will often be added to an ILCS publication by the publisher. One should refer to the title of a section of an act only if that title was enacted by the General Assembly. Such titles will always follow the section number of the act.

(b) Footnotes

Often the General Assembly will refer to another act within the section of the act being quoted. Any footnoting appearing in the quoted section, however, is added by the publisher, not the legislature. Therefore, the omission of a footnote from quoted material is not reflected in a quotation.

(c) Statutory History

The statutory history that follows a section of an act has been added by the publisher and is not a part of the act, nor is any unofficial title appearing above the section. In the following example from the Trusts and Trustees Act, nothing after “or against the trust estate” should be quoted, nor should the unofficial title (appearing here in bold).

“5/4.11. Compromise, contest, etc., of claims

§ 4.11. To compromise, contest, prosecute or abandon claims or other charges in favor of or against the trust estate.

P.A. 78-625, § 4.11, eff. Sept. 10, 1973. Amended by P.A. 86-1475, Art. 3, § 3-9, eff. Jan. 10, 1991.

Formerly Ill.Rev.Stat.1991, ch. 17, ¶ 1665, transferred from Ill.Rev.Stat., ch. 148, ¶ 104.11.”

The following example, taken from section 7 of the Non-Support Punishment Act (750 ILCS 16/7 (West 2016)), includes both a footnote and footnote explanation; neither should be quoted as part of the statute.

“16/7. Prosecutions by Attorney General

§ 1b. Prosecutions by Attorney General. In addition to enforcement proceedings by the several State’s Attorneys, a proceeding for the enforcement of this Act may be instituted and prosecuted by the Attorney General in cases referred by the Department of Healthcare and Family Services involving persons receiving child support enforcement services under Article X of the Illinois Public Aid Code.¹ Before referring a case to the Attorney General for enforcement under this Act, the Department of Healthcare and Family Services shall notify the person receiving child support enforcement services under Article X of the Illinois Public Aid Code of the Department’s intent to refer the case to the Attorney General under this Section for prosecution.

P.A. 91-613, § 7, eff. Oct. 1, 1999. Amended by P.A. 92-590, § 15, eff. July 1, 2002; P.A. 95-331, § 1130, eff. Aug. 21, 2007.

¹305 ILCS 5/10-1 et seq.”

(4) Citation of Illinois Compiled Statutes

Exception to Bluebook Rule 3.3

(a) First Reference

Every initial reference to an Illinois statute must be followed by a citation to the Illinois Compiled Statutes (ILCS), if the act is found therein. Citation of the Illinois Compiled Statutes is according to section 5.04 of the Legislative Reference Bureau Act (25 ILCS 135/5.04 (West 2010)), which provides, in relevant part:

“[The] general Acts [shall be divided] into major topic areas and into chapters within those areas ***. Chapters shall be numbered. Each Act shall be assigned to a chapter and shall be ordered within that chapter. An Act prefix number shall be designated for each Act within each chapter. Chapters may be divided into subheadings. Citation to a section of ILCS shall be in the form ‘X ILCS Y/Z (A)’, where X is the chapter number, Y is the Act prefix number, Z is the Section number of the Act, Y/Z is the section number in the chapter of ILCS, and A is the year of publication, if applicable.”

A full citation should be given after the first reference to a section of the ILCS. Once the first citation has been provided, it is permissible to refer to a section in text without including a citation. Each time a new section is introduced, a citation should be included.

Because the ILCS establishes an organizational scheme only, every full citation to the Illinois Compiled Statutes must contain both the name of the publisher and the year of the volume

containing the appropriate public act. In general, the year of publication would be the year of the volume that contains the public act applicable to the occurrence or transaction involved (commonly referred to as “the action”). For example, in discussing an event that occurred in 2006 (*e.g.*, an arrest, an offense, or a trial), the 2006 or 2004 version of ILCS most likely governs the underlying action. It would be nonsensical to apply the Illinois Compiled Statutes from 2008 or later; those statutes would not have been in effect at the time the event occurred in 2006.

Because ILCS compilations are only a source for the pertinent public acts, the publisher and date information is vitally important to a correct citation of the appropriate public act. The publisher’s name and the year of publication are given parenthetically at the conclusion of the ILCS designation.

720 ILCS 5/7-1 (West 2010)

720 ILCS 5/7-1 (West Supp. 2013)

(b) Publication Dates

Note that ILCS editions are only published every two years (*i.e.* 2000, 2002, 2004, 2006, 2008, 2010, 2012, 2014); citation to an “off year” is to the supplement. Citation to the supplement or a public act is called for where amendments have prompted the otherwise-appropriate edition of the ILCS to contain multiple versions of the relevant statute.

Use the publisher’s name parenthetically with the date, not publisher-recommended phrases such as “(State Bar Edition 1992)”.

(c) Multiple Sections

When more than one provision is cited, the citation may be as follows:

735 ILCS 5/2-615, 2-619 (West 2010)

Not 735 ILCS 5/2-615, -619 (West 2010) *or* 735 ILCS 5/2-615, 619 (West 2010)

720 ILCS 5/9-1, 9-2, 9-4 (West 2010)

720 ILCS 5/9-1 to 9-3 (West 2010)

720 ILCS 5/9-1(b)(6)(a)(i), (ii) (West 2010)

720 ILCS 5/9-1(b)(6)(a)(i)-(iv) (West 2010)—note that a hyphen is used, rather than a dash

Exception to Bluebook Rule 3.3

Use of “*et seq.*” to denote an entire act is allowed.

720 ILCS 5/1-1 *et seq.* (West 2010)

Where an act is composed of numbered or lettered articles, a full article or articles may be cited by ILCS chapter, act number, and article number; use a roman numeral for the article number where the General Assembly has done so.

720 ILCS 5/art. 7 (West 2010)
720 ILCS 5/arts. 5, 7 (West 2010)
735 ILCS 5/art. XIII (West 2010)

Where an act is composed of numbered or lettered chapters, a full chapter or chapters may be cited by ILCS chapter, act number, and chapter number.

405 ILCS 5/ch. III (West 2010)
625 ILCS 5/ch. 1 to 20 (West 2010)

Article V of chapter III of the Mental Health and Developmental Disabilities Code would be cited as follows:

405 ILCS 5/ch. III, art. V (West 2010)

(d) Parentheticals

Where a statutory provision has been repealed or where the provision has been recodified, such information should be parenthetically added to the basic citation.

The permit required under the Mass Gatherings Act (Ill. Rev. Stat. 1983, ch. 111½, ¶¶ 901 to 915 (repealed by Pub. Act 84-1064, § 3 (eff. Nov. 27, 1985))) was issued by the authorities.

Numbered or lettered statutory subsections are always given parenthetically within round parentheses, even if not set out in parentheses in the original.

705 ILCS 505/9(A) (West 2010)

When making a textual reference to a subsection, the subsection should also be placed in parentheses.

Under subsection (c), summary judgment should only be allowed if it is shown that there is “no genuine issue as to any material fact and that the moving party is entitled to a judgment as a matter of law.” 735 ILCS 5/2-1005(c) (West 2014).

Note that this applies to subsections only. There are numerous sections that are composed of both a number and a letter. These sections should be written out exactly as they appear.

815 ILCS 505/2EE (West 2014)

(e) Use of *Id.* with ILCS

In a liberalization of past *id.* practices, the use of *id.* is now supported for the Illinois Compiled Statutes in a manner that closely tracks its use with the United States Code.

U.S.C.:	42 U.S.C. § 1983 (1994)	<i>Id.</i> § 1981.
ILCS:	735 ILCS 5/2-1401 (West 2014)	<i>Id.</i> § 2-1401.1

An *id.* citation to the Illinois Compiled Statutes may be employed where another section of the same act prefix was the immediate preceding citation. In such an instance, the chapter and act

prefix number need not be given, but the full section number must. The Legislative Reference Bureau Act makes clear the division between chapters, acts, and sections:

“Citation to a section of ILCS shall be in the form “X ILCS Y/Z(A)”, where X is the chapter number, Y is the Act prefix number, Z is the Section number of the Act, Y/Z is the section number in the chapter of ILCS, and A is the year of publication, if applicable.” 25 ILCS 135/5.04(b) (West 2016).

A general guideline is to include everything after the forward slash from the full citation. The required numbers for an *id.* section change are italicized on a few examples below.

25 ILCS 135/5.04(b) (West 2016)

735 ILCS 5/2-615 (West 2016)

735 ILCS 5/2-1401 (West 2016)

The citation form is analogous to the use of *id.* with the United States Code.

735 ILCS 5/2-615 (West 2016). A motion to dismiss under section 2-615 may be combined with a motion to dismiss under section 2-619, but the portions of the motion pertaining to each must be clearly identified. *Id.* § 2-619.1.

Note that where a citation is located in a different act than the preceding citation, *id.* may not be used. Likewise, *id.* should not be used where the appropriate publication year varies for the statutes cited.

735 ILCS 5/2-1401 (West 2016); 735 ILCS 105/5-5 (West 2016)

Not 735 ILCS 5/2-1401 (West 2016); *id.* § 105/5-5

(f) Aggravated Unlawful Use of a Weapon

The aggravated unlawful use of a weapon (AUUW) statute, central to cases like *People v. Aguilar*, 2013 IL 112116, requires a particular citation convention because of the way the offense’s elements are listed. Subsections (a)(1) and (a)(2) each provide a type of conduct prohibited when one of the factors in the subsections of (a)(3) is present. As a result, to state an offense, *both* the prohibited conduct in subsection (a)(1) or (a)(2) must be cited along with the relevant factor(s) in subsection (a)(3) in order to produce one citation of an offense. Because this one citation requires both the prohibited conduct and the additional factor to state an offense, a string citation covering more than one type of subsection (a)(3) factor must repeat the prohibited conduct from subsection (a)(1) or (a)(2). Because a comma is required within the citation of one offense, a semicolon should be employed when citing more than one offense.

720 ILCS 5/24-1.6(a)(1), (a)(3)(C) (West 2012)	—	One offense: carrying a firearm outside one’s own property ((a)(1)) that is uncased, loaded, and immediately accessible ((a)(3)(C))
720 ILCS 5/24-1.6(a)(1), (a)(3)(C); (a)(2), (a)(3)(C) (West 2012))	—	Two offenses: carrying a firearm outside one’s own property ((a)(1))

720 ILCS 5/24-1.6(a)(1), (a)(3)(A), (d)(1)
(West 2012)

— that is uncased, loaded, and immediately accessible and carrying a firearm in public ((a)(2)) that is uncased, loaded, and immediately accessible ((a)(3)(C))
The “Class 4 form” described in *Aguilar*, which required reference to the penalty

(5) Citation of Illinois Revised Statutes

Because the statutory law is generally determined by public acts in effect at the time of the occurrence or transaction at issue in a case, many cases will have arisen under statutes found in the Illinois Revised Statutes (Ill. Rev. Stat.) that, because of subsequent amendments, are not found in the ILCS. These cases will require a citation to the applicable Ill. Rev. Stat. volume. In such instances, use one of the following forms:

Ill. Rev. Stat. 1989, ch. 38, ¶ 7-5

Ill. Rev. Stat. 1989, ch. 38, ¶ 7-5(a)(2), (3)

Ill. Rev. Stat., 19xx Supp., ch. 38, ¶¶ 7-5, 7-7

Note that although Illinois Revised Statute citations are usually shown with a paragraph (¶) symbol, the older versions may use section (§) symbols, which should be incorporated into the citation. Unless relevant to the discussion, do not indicate the current ILCS citation.

(6) Citation of Annotated Statutes

Annotated versions of the Illinois Compiled Statutes, such as West’s Smith-Hurd Illinois Compiled Statutes Annotated and Illinois Annotated Statutes, or Michie’s Illinois Compiled Statutes Annotated, are generally cited only with reference to a council commentary, historical and practice note, or similar material found therein. In such cases, use the following form:

725 ILCS Ann. 5/106-1, Committee Comments-1963, at 351 (Smith-Hurd 1992)

Ill. Ann. Stat., ch. 110, ¶ 2-619, Historical and Practice Notes, at 662 (Smith-Hurd 1983)

(7) Public Acts

In citing a statute that is not yet or never was published in any version of the Illinois Compiled Statutes, give the public act number, the section number, the effective date, and related ILCS information, if applicable.

Pub. Act 87-1154 (eff. Jan. 1, 1993) (amending 705 ILCS 405/4-4)

Pub. Act 98-0010, § 5 (eff. May 6, 2013) (amending 235 ILCS 5/4-2, 6-2)

Because the public act’s effective date is exact, no ILCS year of publication is necessary, whether the public act adds or amends a section.

Pub. Act 87-1005 (eff. Sept. 3, 1992) (adding 25 ILCS 135/5.04)

With some older statutes, it may be necessary to cite Laws of Illinois rather than a public act number. A citation to Laws of Illinois is by year, title (Ill. Laws), and the page number on which the relevant provision begins.

1959 Ill. Laws 1841

Section number information may be given parenthetically.

1939 Ill. Laws 80 (§ 345)

(8) Legislative Debates and Bills

Cite the debates of the General Assembly as follows:

83d Ill. Gen. Assem., Senate Proceedings, May 8, 1983, at 61

91st Ill. Gen. Assem., Senate Proceedings, May 12, 1999, at 14 (statements of Senator Hawkinson)

81st Ill. Gen. Assem., House Proceedings, June 30, 1981, at 717 (statements of Representative Dunn)

Bills are cited as follows:

83d Ill. Gen. Assem., House Bill 463, 1983 Sess.

77th Ill. Gen. Assem., Senate Bill 472, 1971 Sess.

94th Ill. Gen. Assem., Senate Bill 1790, 2005 Sess.; House Bill 4761, 2006 Sess.

Transcripts from the Illinois Constitutional Convention are cited as follows:

Volume number (arabic numerals) Record of Proceedings, Sixth Illinois Constitutional Convention page (statements of Delegate Lastname) (hereinafter Proceedings)

Full citation: 3 Record of Proceedings, Sixth Illinois Constitutional Convention 1480 (statements of Delegate Lawlor) (hereinafter Proceedings)

Short citation: Proceedings 1481 (statements of Delegate Lawlor)

A citation to the Legislative Synopsis and Digest takes the following format:

I Final Legislative Synopsis and Digest of the 89th Ill. Gen. Assem. (No. 17), at 189

(9) Governor's Messages

A Governor's message to the General Assembly when returning a bill is included on the Illinois General Assembly's website with the history of the enrolled bill. See, *e.g.*, Letter from Pat Quinn, Governor, to the Members of the Illinois House of Representatives, 96th General Assembly (July 26, 2010), <http://www.ilga.gov/legislation/96/HB/PDF/09600HB5154gms.pdf>.

Laws of Illinois is another source for the Governor's messages to the General Assembly and should be cited as follows:

1981 Ill. Laws 253, Governor's Message, at 253-54.

(10) Illinois Administrative Rules

(a) Illinois Register

Since 1978, all proposed and adopted administrative rules of Illinois state agencies have been published in the Illinois Register, which is issued weekly and organized annually by volume number and consecutively paginated (with the exception of the first year of publication, when each issue was individually paginated). The Illinois Secretary of State, as custodian of the Illinois Register, has made the Register available in a hard-copy version since its initial publication and, for those administrative agency rules proposed and adopted since volume 26 in August 2002, in a web-published form at <http://ilsos.net/departments/index/register/home.html>.

Additionally, under the Illinois Administrative Procedure Act, the Secretary of State has been directed to develop and maintain a codification system for the administrative rules of all Illinois state agencies effective on or after October 1, 1984. In 1985, this plan for codification was finalized by the Secretary and the first nine volumes of the Illinois Administrative Code were published. In 1998, the Secretary adopted final rules that formally restructured the Administrative Code as of July 1 of that year.

Thus administrative rules adopted prior to July 1984 are cited to the Illinois Register, while permanent rules adopted after that date are generally cited to the Illinois Administrative Code. However, because the Administrative Code contains only permanently adopted rules, the Illinois Register must be cited for other rulemaking activities, such as proposed rules, amendments to or repealers of existing rules, and rules promulgated by emergency or peremptory action.

A citation to an adopted, permanent rule as published in the Illinois Register includes the volume number, page locator, and effective date. The citation takes the following form:

6 Ill. Reg. 5981 (eff. May 3, 1982)

Because a proposed rule has no effective date, indicate parenthetically the date of the Illinois Register issue in which it was published as a proposed rule.

29 Ill. Reg. 2149 (proposed Feb. 14, 2005)

Emergency rules or amendments are adopted when an agency believes a situation exists that constitutes a threat to the public interest, safety, or welfare. They are in effect for a maximum of 150 days and may or may not be replaced by regular rules. Peremptory rules or amendments are those necessitated by federal laws, federal rules or court orders that preclude compliance with the general rulemaking requirements of the Illinois Administrative Procedure Act. The nature of such rules is noted parenthetically, along with their effective dates.

36 Ill. Reg. 4150 (emergency rule eff. Feb. 29, 2012)
36 Ill. Reg. 4158 (peremptory amendment eff. Mar. 5, 2012)

A pinpoint citation to a page in the Illinois Register requires both the page upon which the regulation begins and the specific page.

29 Ill. Reg. 2149, 2154-55 (proposed Feb. 14, 2005)

Note: In a few instances, the page numbering between the hard-copy versions of the Illinois Register and the website's electronic version vary by one or two numbers. Where there is a discrepancy, use the pagination on the website.

(b) Illinois Administrative Code

(1) Organization

The Illinois Administrative Code contains those adopted permanent rules first published in the Illinois Register. Although they were initially published in book form, they are currently published on the State's website at: <http://www.ilga.gov/commission/jcar/admincode/titles.html>.

Under the codification scheme adopted for the Administrative Code, the permanent rules of Illinois state agencies are organized into titles, parts, subparts, and sections. Parts and subparts are cited as follows:

Part: 1 Ill. Adm. Code 100
Subpart: 1 Ill. Adm. Code 100.Subpart L

Citation to a specific section requires date information.

1 Ill. Adm. Code 100.500 (1998)

Note that, under the Administrative Code's organizational scheme, an appendix, illustration, exhibit, or table is generally adopted as a separate section and not as subsection. Thus, an appendix, illustration, exhibit, or table would generally be cited in the same format as a numbered section.

1 Ill. Adm. Code 100.Appendix A (date)
1 Ill. Adm. Code 100.Exhibit A (date)
1 Ill. Adm. Code 100.Illustration A (date)
1 Ill. Adm. Code 100.Table A (date)

Occasionally, however, items such as illustrations are used as subparts of one another. See, *e.g.*, 1 Ill. Adm. Code 100.Appendix A (where several appendices contain illustrations). In such cases, a citation to the primary section is required even if the illustration, exhibit, etc., is designated a section rather than a subsection. For example, each of the five appendices in Title 1, part 100, contains an illustration labeled "Section 100.ILLUSTRATION A." Even though the structure of the part reveals those illustrations to be subparts of specific appendices, each is labeled as if it were a separate section. In such cases, where the context shows an illustration, table, or exhibit to

be a subsection of an appendix, cite the appendix as the primary section and, if required for clarity, parenthetically indicate the illustration, as follows:

1 Ill. Adm. Code 100.Appendix A (Illustration A) (date)

(2) Dates

A general reference to a title and part or subpart requires no date.

Rules concerning the Department's rental of boats at its facility have been adopted. See 17 Ill. Adm. Code 210.

When citing to a specific section, there are two methods for deciphering an appropriate date to include.

1. Indicate the year of the most recent action on the rule (*i.e.* adoption or amendment).

1 Ill. Adm. Code 100.100 (1994)

2. If an earlier date is needed to make the citation consistent with the action that is being discussed, a citation to the Illinois Register is also necessary.

1 Ill. Adm. Code 100.100, amended at 17 Ill. Reg. 10414 (eff. July 1, 1993)

(3) Use With Illinois Register

Because the Administrative Code is a continually updated compilation of final rules published in the Illinois Register, it contains only the most recent version of a rule. The prior versions are only found in the Illinois Register. Thus, because a rule under review may have been amended since the relevant action occurred, reference to the Illinois Register may still be required.

(4) Textual References

Section 527.600 of Title 77 shows the rule

Or Section 527.600 shows the rule

Not Section 527.600 of the Illinois Administrative Code

(11) Court Rules

(a) Illinois Supreme Court

Use the following citation form, with the effective date added parenthetically:

Ill. S. Ct. R. 315(d) (eff. Sept. 1, 2006)

Ill. S. Ct. R. 315(a), (d) (eff. Feb. 26, 2010)

Ill. S. Ct. Rs. 315(d), 341(a) (eff. Sept. 1, 2006)—this form to be used where the rules cited have the same effective date

Not Ill. S. Ct. R. 315(d) (eff. Sept. 1, 2006); R. 341(a) (eff. Sept. 1, 2006)

Ill. S. Ct. R. 3 (eff. May 24, 2006); R. 315(d) (eff. Sept. 1, 2006)—this form to be used where the rules cited have different effective dates

Not Ill. S. Ct. R. 3 (eff. May 24, 2006); Ill. S. Ct. R. 315(d) (eff. Sept. 1, 2006)—do not repeat the Ill. S. Ct. in a string citation of rules

Not Ill. S. Ct. Rs. 3 (eff. May 24, 2006); 315(d) (eff. Sept. 1, 2006)—do not use Rs. where the two rule numbers will be separated by a semicolon

In textual references, the preferred citation format is as follows:

All briefs must be in compliance with Illinois Supreme Court Rule 315 (eff. July 1, 2006).

Or All briefs must be in compliance with Rule 315 (Ill. S. Ct. R. 315 (eff. July 1, 2006)).

Or All briefs must be in compliance with Rule 315. Ill. S. Ct. R. 315 (eff. July 1, 2006).

Not All briefs must be in compliance with Illinois Supreme Court Rule 315 (Ill. S. Ct. R. 315 (eff. July 1, 2006))—redundant

Not All briefs must be in compliance with Illinois Supreme Court Rule 315. Ill. S. Ct. R. 315 (eff. July 1, 2006)—redundant

Not All briefs must be in compliance with Illinois Supreme Court Rule 315 (eff. July 1, 2006) (Ill. S. Ct. R. 315 (eff. July 1, 2006))—redundant

Cite a committee comment by the rule number.

Ill. S. Ct. R. 901, Committee Comments (adopted Feb. 10, 2006)

Ill. S. Ct. R. 22, Committee Comments (rev. Feb. 1, 1984)

Because committee comments to the Illinois Supreme Court rules are not, themselves, rules of the Court, they do not become “effective” and should be cited according to the date on which they were filed (indicated as the date adopted or revised (abbreviated “rev.”)).

Cite a complete canon within the Code of Professional Responsibility:

Ill. S. Ct. Code of Prof’l Res., canon 7

Cite an administrative order of the Illinois Supreme Court:

Ill. S. Ct., M.R. 209529 (eff. May 24, 2006)

Cite local rules of a federal court:

N.D. Ill. Loc. R. 3.3

N.D. Ill. Loc. Adm. R. B.1(a)

(b) Textual References to Illinois Supreme Court rules

Illinois Supreme Court Rule 315 (eff. July 1, 2006)

Not Rule 315 (eff. July 1, 2006)

Illinois Supreme Court rules (general reference)

(c) Use of *id.* with Illinois Supreme Court rules

Note that *id.* may only be used with the Illinois Supreme Court Rules where the same rule and subsection are referenced from one citation to the next.

Ill. S. Ct. R. 341 (eff. Feb. 6, 2013). *Id.*

(d) Illinois Appellate Court

Under Illinois Supreme Court Rule 22(h) (eff. Dec. 1, 2008), each district of the appellate court may adopt “local rules” that govern appellate practices in that district. Cite these local rules as follows:

Ill. App. Ct., First Dist., R. 4 (July 1, 2008)
Ill. App. Ct., Second Dist., R. 105 (July 1, 2017)
Ill. App. Ct., Fourth Dist., R. 6 (July 1, 2017)

(e) Circuit Courts

Citation to circuit court rules is by judicial circuit designation, rule number, and effective date of the rule or general order. Note that “County” is spelled out and no longer shares the abbreviation “Co.” with “Company.”

Cook County Cir. Ct. R. 9.2(d) (Apr. 1, 1987)
Cook County Cir. Ct. G.O. 18 (July 10, 1980)
16th Judicial Cir. Ct. R. 9.03 (Oct. 5, 1988)
18th Judicial Cir. Ct. Rs. Art. 21, Adoptions (July 16, 2008)

(f) Illinois Rules of Professional Conduct

Note the shift to employ the Bluebook’s abbreviation for “Professional”: Prof’l.

Ill. R. Prof’l Conduct R. 1.6 (eff. May 24, 2006)
Ill. R. Prof’l Conduct R. 1.15 (eff. June 1, 2007)
Ill. R. Prof’l Conduct R. 1.15 (eff. Mar. 20, 2009)
Ill. R. Prof’l Conduct R. 1.15 (eff. Oct. 21, 2009)

The Illinois Rules of Professional Conduct have been repealed effective January 1, 2010. For an action that postdates the repealing date, cite the Illinois Rules of Professional Conduct of 2010.

the Illinois Rules of Professional Conduct of 2010—textual reference
Ill. R. Prof’l Conduct (2010), Preamble (eff. Jan. 1, 2010)
Ill. R. Prof’l Conduct (2010) R. 3.9 (eff. Jan. 1, 2010)
Ill. R. Prof’l Conduct (2010) R. 3.9, Committee Comments (eff. Jan. 1, 2010)
Ill. R. Prof’l Conduct (2010) R. 1.15 (eff. Jan. 1, 2010)
Ill. R. Prof’l Conduct (2010) R. 1.15 (eff. Sept. 1, 2011)

Ill. R. Prof'l Conduct (2010) R.1.15 cmt. 4 (eff. July 1, 2015)—note that numbered comments employ the abbreviation for “comment”

(g) Illinois Rules of Evidence

Illinois Rule of Evidence 101 (eff. Jan. 6, 2015)

Ill. R. Evid. 101 (eff. Jan. 6, 2015).

Ill. Rs. Evid. 104, 105 (eff. Jan. 1, 2011)

(12) Local Ordinances

Partial exception to Bluebook Rule 12.9.2: no state required for Illinois

Cite local ordinances by the name of the political unit, type of code (*e.g.*, municipal code, county code, zoning ordinance), section, paragraph or other part number, and the most specific adopted, amended, or effective date available for the cited portion (indicated parenthetically). If both an effective date and date of adoption or approval are provided, use the most recent date of legal effect.

Chicago Municipal Code § 8-4-015 (added June 17, 1992)

Calumet City Municipal Code § 10-1 (adopted May 26, 2005)

Calumet City Municipal Code §§ 10-1, 10-2 (adopted May 26, 2005)

Calumet City Municipal Code §§ 10-1 to 10-3 (adopted May 26, 2005)

Peoria City Code § 9.5-29 (amended Oct. 11, 2016)

Cook County Ordinance No. 06-O-50 (approved Nov. 14, 2006)

Champaign County Ordinance No. 822, § 42 (approved Jan. 24, 2008)

Alton Ordinance No. 7164 (eff. Jan. 1, 2010)

Where the ordinance is one of a non-Illinois municipality or county, give the name of the state parenthetically, using the postal abbreviation.

Phoenix (AZ) Municipal Code § 1 (eff. Jan. 1, 1985)

Cite a local ordinance in full or remove the effective date.

Cook County Ordinance No. 06-O-50 (approved Nov. 14, 2006)

ordinance No. 06-O-50

If there is no “No.” or “§” before the ordinance number, capitalize “Ordinance.”

Ordinance 822

Not ordinance 822

(13) Constitutions

Minor Exception to Bluebook R11: commas

The following forms should be used in citing constitutions and their commentary. Note that, as an exception to the Bluebook's Rule 11, a comma appears after the abbreviation "Const." or analogous part.

U.S. Const., art. I, § 9

U.S. Const., amend. XIV

Ill. Const. 1970, art. I, § 9

Ill. Const. 1870, art. VI (amended 1964), § 1

ILCS Ann., 1970 Const., art. XIII, § 8, Constitutional Commentary (Smith-Hurd 1983)

Ill. Ann. Stat., 1970 Const., art. XIII, § 8, Constitutional Commentary, at 310-11 (Smith-Hurd 1971)

(14) United States Code

Pursuant to the Bluebook, Table T1, cite the United States Code (U.S.C.) and the appropriate date of publication, for federal statutes contained therein.

19 U.S.C. § 1485 (2012)

Id. § 1486

19 U.S.C. §§ 1485, 1486 (2012)

19 U.S.C. §§ 1485(a)(1)-(3) (2012)

Note that the United States Code is only published every six years (*i.e.*, 2000, 2006, 2012). Where necessary, intervening amendments can be cited via the supplement, which should appear with a roman numeral and the year (*i.e.*, Supp. V 2006).

19 U.S.C. § 1485 (Supp. V 2006)

After the first full reference to a particular section of the U.S.C. (including the year), the year may be omitted from each subsequent U.S.C. citation.

Use the section sign (§) in text only in references to the United States Code. Textual reference to a provision within the United States Code should not include a year of publication.

The general rule in cases arising under 42 U.S.C. § 1983 is that a plaintiff need not exhaust administrative remedies before turning to the courts for relief.

The United States Code contains numerous short titles and popular names, many of which can be found by use of the "Popular Name Tool," located at <http://uscode.house.gov/popularnames/popularnames.htm> (last visited Aug. 8, 2017).

(15) Illinois Pattern Jury Instructions

(a) Civil

The first two editions of Illinois Pattern Jury Instructions, Civil, were printed as bound volumes, which were updated by use of either pocket parts or soft-cover supplements. The third edition was a loose-leaf publication. Beginning in 1995, annual and bi-annual soft-cover editions have been issued and the numbered-edition series discontinued. Because of the differences in publication methods, the citation forms for the first three editions vary from those of the more recent editions. Use the appropriate form the first time an IPI is cited. Thereafter, use of the short form is acceptable, whether the citation is to the same or to a different instruction within the same edition.

Setting up “Illinois Pattern Jury Instructions, Civil, No. 10.01 (2000) (hereinafter IPI Civil (2000))” would permit later use in the opinion of “IPI Civil (2000) No. 10.02,” without giving a full citation to No. 10.02 first.

First edition:

Illinois Pattern Jury Instructions, Civil, No. ____ (1st ed. 1961) (hereinafter IPI Civil 1st)

Illinois Pattern Jury Instructions, Civil, No. ____ (1st ed. Supp. 1965) (hereinafter IPI Civil (Supp. 1965))

Second edition:

Illinois Pattern Jury Instructions, Civil, No. ____ (2d ed. 1971) (hereinafter IPI Civil 2d)

Illinois Pattern Jury Instructions, Civil, No. ____ (2d ed. Supp. 1977) (hereinafter IPI Civil (Supp. 1977))

Third edition:

Illinois Pattern Jury Instructions, Civil, No. ____ (3d ed. 1994) (hereinafter IPI Civil 3d)

Year editions (1995, 2000, 2005, 2006):

Illinois Pattern Jury Instructions, Civil, No. ____ (1995) (hereinafter IPI Civil (1995))

Illinois Pattern Jury Instructions, Civil, No. ____ (Supp. 1997) (hereinafter IPI Civil (Supp. 1997))

Note that a comma is no longer required after “hereinafter,” making the form for jury instructions consistent with all other uses of “hereinafter.”

(b) Criminal

There have been four editions of the Illinois Pattern Jury Instructions, Criminal, issued since 1968. Unlike the civil instructions, all criminal instructions have been issued in a serial-edition format, with soft-cover supplements. The appropriate edition should be cited as follows:

First edition:

Illinois Pattern Jury Instructions, Criminal, No. ____ (1st ed. 1961) (hereinafter IPI Criminal 1st)

Illinois Pattern Jury Instructions, Criminal, No. ____ (1st ed. Supp. 1965) (hereinafter IPI Criminal (Supp. 1965))

Second edition:

Illinois Pattern Jury Instructions, Criminal, No. ____ (2d ed. 1981) (hereinafter IPI Criminal 2d)

Illinois Pattern Jury Instructions, Criminal, No. ____ (2d ed. Supp. 1987) (hereinafter IPI Criminal 2d (Supp. 1987))

Illinois Pattern Jury Instructions, Criminal, No. ____ (2d ed. Supp. 1989) (hereinafter IPI Criminal 2d (Supp. 1989))

Third edition:

Illinois Pattern Jury Instructions, Criminal, No. ____ (3d ed. 1992) (hereinafter IPI Criminal 3d)

Illinois Pattern Jury Instructions, Criminal, No. ____ (3d ed. Supp. 1992) (hereinafter IPI Criminal 3d (Supp. 1992))

Illinois Pattern Jury Instructions, Criminal, No. ____ (3d ed. Supp. 1996) (hereinafter IPI Criminal 3d (Supp. 1996))

Fourth edition:

Illinois Pattern Jury Instructions, Criminal, No. ____ (4th ed. 2000) (hereinafter IPI Criminal 4th)

Illinois Pattern Jury Instructions, Criminal, No. ____ (4th ed. Supp. 2009) (hereinafter IPI Criminal 4th (Supp. 2009))

(c) Post-2011 Instructions

To cite the online Illinois Pattern Jury Instructions, use the following citation form:

Illinois Pattern Jury Instructions, Criminal, No. 1.01 (approved July 18, 2014) (hereinafter IPI Criminal No. 1.01)

Some of the instructions have not been revised since they were first posted online on December 8, 2011. In such an instance, it is permissible to cite the last bound edition or the current online version.

(16) Paragraph and Section Symbols

In a citation, use the section sign (§) or paragraph symbol (¶). Section symbols are used in text only for textual references to the United States Code appearing in the format “___ U.S.C. § ___.” There is no exception for using the paragraph symbol outside of a citation. Always spell out “paragraph” in text.

Where used, there is a single space between the symbol and the number that follows. One space is present irrespective of whether the source cited included the space.

§ 1	<i>not</i>	§1
¶ 2	<i>not</i>	¶2

For multiple sections or paragraphs, use two symbols.

§§ 1, 3	<i>not</i>	§ 1, 3
¶¶ 2, 4	<i>not</i>	¶ 2, 4

Always hyphenate consecutive numbers.

§§ 1-2	<i>not</i>	§§ 1, 2
¶¶ 2-3	<i>not</i>	¶¶ 2, 3

(17) Brackets

Some publications use square brackets around numbered parts in their organizational scheme. Because square brackets are used by the courts to denote changes to quoted material, confusion could result from retaining those brackets used by those publishers. Instead, convert the square brackets to round parentheses within a citation.

(18) Initials and Spaces

An initial followed by another letter requires a space. Two single initials in sequence do not require a space.

In re Ch. C., 2012 IL App (4th) 110762-U
But In re S.L., 2014 IL 115424

In a citation that contains a capital letter followed by a comma, use a space after the comma and between the other letters of the abbreviation. With no commas, individual initials can be compressed.

Board of Education v. A, C & S, Inc., 131 Ill. 2d 428 (1989)
But VC&M, Ltd. v. Andrews, 2013 IL 114445
But State Bank of Cherry v. CGB Enterprises, Inc., 2013 IL 113836

In a citation that contains a capital letter followed by a period and then an ampersand, use a space after the period.

People ex rel. No. 3 J. & E. Discount, Inc. v. Whitler, 81 Ill. 2d 473, 479-80 (1980)

In single-initial abbreviations, whether lowercase or all-capital, no space is added.

f.o.b.

U.S.C.

USO

R.E.J., Inc.

For spacing purposes, treat a citation's ordinal as a single initial. Note that abbreviations such as Ill. and App. are still considered to be multiple letters.

F.2d

But Ill. 2d

Ill. App. 3d

F. Supp.

Treat an ampersand as a single initial only when appearing with all-capital abbreviations without periods.

R&E Trucking Company

C. Citing Secondary Sources

(1) Restatements of the Law

Restatement (Second) of Torts § 343 (1965)

Note that, in distinction to the citation prescribed in the Bluebook (20th ed. 2015), no institutional author is required—the Restatements are so well recognized as to not require one.

(2) Treatises and Handbooks

In citing treatises with multiple editions, it is necessary to consult the title page of the treatise, not merely the cover. There are occasionally shifts in the title between editions, and these must be represented in citation. Setting up a short form to the treatise's common name can then be employed. Note that an “at” with a page number may additionally be employed, where the cited section is long enough that a page number would be helpful.

[VOL] Wayne R. LaFare, Search and Seizure § ____ (5th ed. 2012).

William L. Prosser, Handbook of the Law of Torts § ____ (4th ed. 1971)

Prosser and Keeton on the Law of Torts § ____ (W. Page Keeton *et al.* eds., 5th ed. 1984)

Or Prosser and Keeton on the Law of Torts § ____ (W. Page Keeton, Dan B. Dobbs, Robert E. Keeton & David G. Owen eds., 5th ed. 1984).

Michael H. Graham, Cleary and Graham's Handbook of Illinois Evidence § ____ (7th ed. 1999).

McCormick's Handbook of the Law of Evidence § ____ (Edward W. Cleary ed., 2d ed. 1972) (hereinafter McCormick on Evidence).

Short: McCormick on Evidence § ____ (Edward W. Cleary ed., 2d ed. 1972).

(3) Books in the Illinois Practice Series

The series name “Illinois Practice” is considered part of the title, for citation purposes. It is set off from the title of the volume group by a comma.

[VOL] Richard A. Michael, *Illinois Practice, Civil Procedure Before Trial* § ____ (1989)

18 Robert S. Hunter, *Illinois Practice, Estate Planning and Administration* § 154:4 (4th ed. 2007)

(4) IICLE

In citing to Illinois Institute for Continuing Legal Education publications, cite an individual article as if it were in a legal periodical (author’s full name, with the article title in italics), then indicate that the article is “in” the appropriate main volume.

Francis Hess, *Terminating Installment Contracts*, in *Illinois Real Estate Litigation* § 12.5 (Ill. Inst. for Cont. Legal Educ. 1984)

Only the overall article title is included in the citation, not the title of the particular section.

Robert G. Markoff, Jeffrey A. Albert, Steven A. Markoff, & Christopher J. McGeehan, *Citation to Discover Assets*, in *Creditors’ Rights in Illinois* § 2.63 (Ill. Inst. for Cont. Legal Educ. 2014)

Not Robert G. Markoff, Jeffrey A. Albert, Steven A. Markoff, & Christopher J. McGeehan, *Instructions for Respondents Answering Citation to Discover Assets*, in *Creditors’ Rights in Illinois* § 2.63 (Ill. Inst. for Cont. Legal Educ. 2014)

(5) Illinois Law and Practice

As a legal encyclopedia, Illinois Law and Practice’s citation is analogous to the citations for *Corpus Juris Secundum* and *American Jurisprudence*. Accordingly, its title is abbreviated in a manner that treatises and most other secondary sources are not.

[VOL] Ill. L. and Prac. *Damages* § ____ ([YEAR])

46 Am. Jur. 2d *Judgments* § 395 (1969)

(6) The Diagnostic and Statistical Manual of Mental Disorders

The Diagnostic and Statistical Manual (DSM) is a nonlegal source cited with relative frequency. Both the full name and abbreviation appear on the title page; both are represented in the citation form. Note that the fourth edition uses roman numerals while the fifth edition uses arabic numerals. Where a section title is not used, a comma and “at” should be employed between DSM-5 and the page number.

American Psychiatric Association, *Diagnostic and Statistical Manual of Mental Disorders, Fourth Edition, Text Revision, DSM-IV-TR* (2000)

Short: DSM-IV, at 715

American Psychiatric Association, Diagnostic and Statistical Manual of Mental Disorders, 5th Edition, DSM-5 *Paraphilic Disorders* 685-705 (2013)

Short: DSM-5, at 718

APPENDIX: Citation Form Reference Table

TYPE	EXAMPLE	NOTES
CONSTITUTIONS		
	U.S. Const., art. I, § 9 U.S. Const., amend. XIV Ill. Const. 1970, art. I, § 9 Ill. Const. 1870, art. VI (amended 1964), § 1	Note the comma after the abbreviation “Const.”
Convention transcripts	3 Record of Proceedings, Sixth Illinois Constitutional Convention 1480 (statements of Delegate Lawlor) (hereinafter Proceedings) Proceedings 1481 (statements of Delegate Lawlor)	
CASES		
Public-domain citation (Illinois)	<i>People v. White</i> , 2011 IL 109689, ¶ 139 <i>White</i> , 2011 IL 109689 <i>White</i> , 2011 IL 109689, ¶¶ 63-64 <i>Id.</i> —same paragraph <i>Id.</i> ¶ 63.—new paragraph	
Minors/juveniles	<i>In re Ch. C.</i> , 2012 IL App (4th) 110762-U <i>In re S.L.</i> , 2014 IL 115424	
Consecutive paragraphs	<i>People v. Castleberry</i> , 2015 IL 116916, ¶¶ 18-19	
Footnote	<i>Crawford v. Washington</i> , 541 U.S. 36, 59 n.9 (2004). <i>People v. White</i> , 2011 IL 109689, ¶ 12 n.2.	
Supervisory orders	<i>People v. Woods</i> , No. 3-07-0919 (Oct. 9, 2009).	
Plurality, separate opinions	<i>Hamdi v. Rumsfeld</i> , 542 U.S. 507, 517 (2004) (plurality opinion) <i>People v. Maldonado</i> , 109 Ill. 2d 319, 325 (1985) (Ward, J., dissenting)	
Parallel citation	<i>People v. Sharpe</i> , 216 Ill. 2d 481, 487, 839 N.E.2d 492, 498 (2005) <i>Sharpe</i> , 216 Ill. 2d at 487. <i>Id.</i> at 487. <i>Snyder v. Heidelberger</i> , 2011 IL 111052, ¶ 1, 935 N.E.2d 415. <i>Snyder</i> , 2011 IL 111052, ¶ 1.	Include North Eastern Reporter citation only on first use, if used

	<i>Id.</i> ¶ 2.	
Official reporter not yet available	<i>Miller v. Alabama</i> , 567 U.S. ___, ___, 132 S. Ct. 2455, 2460 (2012). <i>Miller</i> , 567 U.S. at ___, 132 S. Ct. at 2460. <i>Id.</i> at ___, 132 S. Ct. at 2460.	
Subsequent and prior history	<i>Kingston v. Turner</i> , 133 Ill. App. 3d 677 (1985), <i>rev'd</i> , 115 Ill. 2d 445 (1987)—subsequent <i>Kingston v. Turner</i> , 115 Ill. 2d 445 (1987), <i>rev'g</i> 133 Ill. App. 3d 677 (1985)—prior	
Internal cross-reference	<i>Supra</i> ¶ 12 n.2 <i>Infra</i> ¶ 32	No (___, J., dissenting) parenthetical, no <i>id.</i> of <i>supra/infra</i>
Public-domain citation (another state)	<i>Glaeske v. Shaw</i> , 2003 WI App 71, ¶ 9, 261 Wis. 2d 549, 661 N.W. 2d 420. <i>Glaeske</i> , 2003 WI App 71, ¶ 9. <i>Id.</i> ¶ 9.	Include regional reporter parallel citation only on first use
Rule 23 orders	<i>People v. Castro</i> , 127 Ill. App. 3d 1159 (1984) (table) (unpublished order under Supreme Court Rule 23)—preferred citation <i>Castro</i> , slip order at ___—short citation <i>People v. Castro</i> , No. 1-83-2151 (Ill. 1984) (unpublished order under Supreme Court Rule 23)—acceptable citation <i>People v. Brown</i> , 2011 IL App (5th) 090400-U—public domain <i>People v. Applewhite</i> , No. 1-13-1549 (2014) (unpublished summary order under Illinois Supreme Court Rule 23(c))—summary order	
Circuit court order	<i>Marconi v. City of Joliet</i> , No. 10-MR-165 (Cir. Ct. Will County, July 21, 2011)	Italicize only for dispositional order
RULES		
Illinois Supreme Court Rules	Ill. S. Ct. R. 315(d) (eff. Sept. 1, 2006) Ill. S. Ct. R. 315(a), (d) (eff. Feb. 26, 2010) Ill. S. Ct. R. 22, Committee Comments (rev. Feb. 1, 1984).	When used textually as “Illinois Supreme Court Rule ___,” an effective date alone may follow. With “Rule ___”

		textually, the full citation should follow.
Rules of Professional Conduct	Ill. R. Prof'l Conduct R. 1.6 (eff. May 24, 2006) Ill. R. Prof'l Conduct (2010) R. 3.9 (eff. Jan. 1, 2010) Ill. R. Prof'l Conduct (2010) R. 3.9, Committee Comments (eff. Jan. 1, 2010) Ill. R. Prof'l Conduct (2010) R.1.15 cmt. 4 (eff. July 1, 2015)	Note that the Illinois Rules of Professional Conduct were repealed and replaced in 2010; the citation form must be clear as to which is cited.
Illinois Rules of Evidence	Ill. R. Evid. 101 (eff. Jan. 6, 2015). Ill. Rs. Evid. 104, 105 (eff. Jan. 1, 2011).	Where "Illinois Rule of Evidence ____" is used textually, the effective date can be noted parenthetically.
Appellate court rules	Ill. App. Ct., First Dist., R. 4 (July 1, 2008) Ill. App. Ct., Second Dist., R. 105 (July 1, 2017)	
Circuit court rules	Cook County Cir. Ct. R. 9.2(d) (Apr. 1, 1987) 18th Judicial Cir. Ct. Rs. Art. 21, Adoptions (July 16, 2008)	"County" is spelled out, not abbreviated.
PATTERN INSTRUCTIONS		
Civil	Illinois Pattern Jury Instructions, Civil, No. ____ (1st ed. 1961) (hereinafter IPI Civil 1st) Illinois Pattern Jury Instructions, Civil, No. ____ (1st ed. Supp. 1965) (hereinafter IPI Civil (Supp. 1965)) Illinois Pattern Jury Instructions, Civil, No. ____ (2d ed. 1971) (hereinafter IPI Civil 2d) Illinois Pattern Jury Instructions, Civil, No. ____ (3d ed. 1994) (hereinafter IPI Civil 3d) Illinois Pattern Jury Instructions, Civil, No. ____ (1995) (hereinafter IPI Civil (1995))	Setting up "Illinois Pattern Jury Instructions, Civil, No. 10.01 (2000) (hereinafter IPI Civil (2000))" would permit later use in the opinion of "IPI Civil (2000) No. 10.02," without giving a full citation to No. 10.02 first. Note there is no comma after

		“hereinafter.”
Criminal	Illinois Pattern Jury Instructions, Criminal, No. ____ (1st ed. 1961) (hereinafter IPI Criminal 1st) Illinois Pattern Jury Instructions, Criminal, No. ____ (1st ed. Supp. 1965) (hereinafter IPI Criminal (Supp. 1965)) Illinois Pattern Jury Instructions, Criminal, No. ____ (2d ed. 1981) (hereinafter IPI Criminal 2d) Illinois Pattern Jury Instructions, Criminal, No. ____ (3d ed. 1992) (hereinafter IPI Criminal 3d) Illinois Pattern Jury Instructions, Criminal, No. ____ (4th ed. 2000) (hereinafter IPI Criminal 4th)	
After 2011	Illinois Pattern Jury Instructions, Criminal, No. 1.01 (approved July 18, 2014) (hereinafter IPI Criminal No. 1.01)	Cite online version
STATUTES, LEGISLATIVE		
Illinois Compiled Statutes	720 ILCS 5/7-1 (West 2010)	Citation to even-year volumes generally appropriate
ILCS (odd year)	720 ILCS 5/7-1 (West Supp. 2013)	Citation to supp. appropriate where amendments relevant to the action occur in that year
Federal	federal Truth in Lending Act (TILA) (15 U.S.C. § 1601 <i>et seq.</i> (2012))—to cite entire act	Popular names found online. Acronyms widely used, esp. when appearing in regulations.
ILCS, multiple sections	735 ILCS 5/2-615, 2-619 (West 2010) 720 ILCS 5/9-1, 9-2, 9-4 (West 2010) 720 ILCS 5/9-1 to 9-3 (West 2010) 720 ILCS 5/9-1(b)(6)(a)(i)-(iv) (West 2010)	Hyphens are used to show range and within section numbers (not longer dashes)
ILCS, entire act	720 ILCS 5/1-1 <i>et seq.</i> (West 2010)	Exception to Bluebook: <i>et seq.</i> supported

<i>Id.</i>	42 U.S.C. § 1983 (1994) <i>Id.</i> § 1981 735 ILCS 5/2-1401 (West 2014) <i>Id.</i> § 2-1401.1.	<i>Id.</i> citation now more broadly supported for ILCS; include everything that would appear after the forward slash from the full ILCS citation. Must be within the same act.
Illinois Revised Statutes	Ill. Rev. Stat. 1989, ch. 38, ¶ 7-5 Ill. Rev. Stat. 1989, ch. 38, ¶ 7-5(a)(2), (3) Ill. Rev. Stat., 19xx Supp., ch. 38, ¶¶ 7-5, 7-7	Older versions may use the section symbol, rather than the paragraph symbol; follow the convention of the version cited
Public Acts	Pub. Act 87-1154 (eff. Jan. 1, 1993) (amending 705 ILCS 405/4-4). Pub. Act 98-0010, § 5 (eff. May 6, 2013) (amending 235 ILCS 5/4-2, 6-2).	No ILCS date needed in the parenthetical
Annotated ILCS	725 ILCS Ann. 5/106-1, Committee Comments-1963, at 351 (Smith-Hurd 1992). Ill. Ann. Stat., ch. 110, ¶ 2-619, Historical and Practice Notes, at 662 (Smith-Hurd 1983).	To be employed where the council commentary, historical and practice note, or similar material is to be cited.
Legislative Debates	91st Ill. Gen. Assem., Senate Proceedings, May 12, 1999, at 14 (statements of Senator Hawkinson) 81st Ill. Gen. Assem., House Proceedings, June 30, 1981, at 717 (statements of Representative Dunn)	
Bills	83d Ill. Gen. Assem., House Bill 463, 1983 Sess. 94th Ill. Gen. Assem., Senate Bill 1790, 2005 Sess.; House Bill 4761, 2006 Sess.	
ADMINISTRATIVE MATERIALS		
Illinois Administrative Code	1 Ill. Adm. Code 100 1 Ill. Adm. Code 100.Subpart L	Date information is required for

	1 Ill. Adm. Code 100.500 (1998) 1 Ill. Adm. Code 100.100, amended at 17 Ill. Reg. 10414 (eff. July 1, 1993) (prior version)	citation to a specific section
Illinois Register	6 Ill. Reg. 5981 (eff. May 3, 1982) 29 Ill. Reg. 2149 (proposed Feb. 14, 2005) 36 Ill. Reg. 4150 (emergency rule eff. Feb. 29, 2012) 29 Ill. Reg. 2149, 2154-55 (proposed Feb. 14, 2005)—pin	
Commerce Commission	<i>Ameren Illinois Co.</i> , Ill. Comm. Comm’n No. 13-0192, at 142 (Order-Final Dec. 18, 2013) <i>Ameren</i> , Ill. Comm. Comm’n No. 13-0192, at 142. <i>Id.</i> at 142.	<i>Id.</i> usage limited to same document within the commerce commission case
Human Rights Commission	<i>Moberly</i> , Ill. Hum. Rts. Comm’n Rep. 1992SF0137, at ____ (Mar. 6, 1993).	
Labor relations	<i>Pleasure Driveway & Park District of Peoria</i> , 6 PERI ¶ 2042 (ISLRB 1990)—Illinois State Labor Relations Board <i>American Federation of State, County & Municipal Employees, Council 31</i> , 24 PERI ¶ 84 (ILRB State Panel 2008)—Illinois Labor Relations Board, State Panel	
Pollution Control Board	<i>Mills</i> , Ill. Pollution Control Bd. Op. 93-69, at ____ (Dec. 7, 1993).	
Workers’ Compensation	<i>Jones v. Chicago Transit Authority</i> , Ill. Workers’ Comp. Comm’n, No. 10-WC-25860 (Dec. 23, 2011). <i>Jones</i> , Ill. Workers’ Comp. Comm’n, No. 10-WC-25860. <i>Mosby v. Massman Traylor Alberici</i> , No. 12-WC-38972 (Jan. 2, 2014) (“Addendum to Arbitration Decision,” at 2).	
ORDINANCES		
Local ordinance	Chicago Municipal Code § 8-4-015 (added June 17, 1992) Calumet City Municipal Code §§ 10-1, 10-2 (adopted May 26, 2005) Calumet City Municipal Code §§ 10-1 to 10-3 (adopted May 26, 2005) Cook County Ordinance No. 06-O-50 (approved Nov. 14, 2006)	Remove effective date when not citing ordinance in full.

	Champaign County Ordinance No. 822, § 42 (approved Jan. 24, 2008) Alton Ordinance No. 7164 (eff. Jan. 1, 2010)	
SECONDARY SOURCES		
Legal Dictionaries	Black's Law Dictionary 249 (9th ed. 2009)	Pageless citation is now supported.
Restatements of the Law	Restatement (Second) of Torts § 343 (1965)	Note that, in distinction to the Bluebook (20th ed. 2015), no institutional author is required.
Legal Encyclopedias	[VOL] Ill. L. and Prac. <i>Damages</i> § ____ ([YEAR]) 46 Am. Jur. 2d <i>Judgments</i> § 395 (1969)	
Treatises, Handbooks	[VOL] Wayne R. LaFave, Search and Seizure § ____ (5th ed. 2012) William L. Prosser, Handbook of the Law of Torts § ____ (4th ed. 1971) Prosser and Keeton on the Law of Torts § ____ (W. Page Keeton <i>et al.</i> eds., 5th ed. 1984)	
Illinois Institute for Continuing Legal Education	Francis Hess, <i>Terminating Installment Contracts</i> , in Illinois Real Estate Litigation § 12.5 (Ill. Inst. for Cont. Legal Educ. 1984)	
Illinois Practice Series	[VOL] Richard A. Michael, Illinois Practice, Civil Procedure Before Trial § ____ (1989). 18 Robert S. Hunter, Illinois Practice, Estate Planning and Administration § 154:4 (4th ed. 2007).	
Diagnostic and Statistical Manual of Mental Disorders	American Psychiatric Association, Diagnostic and Statistical Manual of Mental Disorders, Fourth Edition, Text Revision, DSM-IV-TR (2000). DSM-IV, at 715. American Psychiatric Association, Diagnostic and Statistical Manual of Mental Disorders, 5th Edition, DSM-5 <i>Paraphilic Disorders</i> 685-705 (2013) DSM-5, at 718.	