

WSBA CLE Presenter Guidelines

Citations and Style

Cases	<p>Italicize names of cases: <i>Smith v. Jones</i></p> <p>(See A UNIFORM SYSTEM OF CITATION [the Harvard “Bluebook”] Rule 10.2.2 and Table T.6 for abbreviations of case names in citations.)</p>	
Washington Cases	<p>Supreme Court: 102 Wn.2d 345, 467 P.2d 897 (1987). 43 Wash. 586, 98 P. 120 (1933).</p> <p>Court of Appeals: 56 Wn. App. 256, 479 P.2d 799 (1980).</p> <p>Watch for Wn. instead of Wash. when the citation is to the first series of Washington Reports. It is only Wn. when it is Wn.2d; if you see Wn. by itself, it is incorrect (should be Wash.) This is a variation on Bluebook style per the Washington Courts Office of Reporter of Decisions Style Sheet.</p> <p>Also, keep an eye out for the space that is supposed to appear between Wn. App. Use Roman numerals to distinguish Court of Appeals divisions, e.g., “Division I,” “Division II,” etc.</p>	
Statutes and Regulations	<p>Local</p> <p>Washington</p> <p>Federal</p>	<p>LR for Local Rules that correspond to CR by county: King County LR 16. Preference is King County LR 16.1 over KCLR 16.1.</p> <p>RCW 42.17.020. Ch. 46.64 RCW. Laws of 1986, ch. 23, §12 (for uncodified legislation) WAC 163-42-125. Ch. 308-65 WAC.</p> <p>15 U.S.C. §1635. I.R.C. §104. 16 C.F.R. §902. 12 C.F.R. Part 214. 49 Fed. Reg. 34,567. Treas. Reg. §1234.</p>
Other Style Considerations	<p>Font: 12pt Arial</p> <p>Format: 1" margins, single- or double-spaced</p> <p>Spell out entire word “Chapter” at the beginning of or within a textual sentence. Example: “Chapter 52.04 RCW was enacted in 1999.”</p>	

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