PREFACE

The revised *Style and Correspondence Guide* now consists of three major parts:

- **Part I, Basic Formatting**, presents the standard formatting guidelines for all documents and provides tips for using agency templates.
- **Part II, Style Guide**, helps staff maintain consistency and correctness in written materials, including correspondence, reports, publications, and web content. The style guide serves as an addendum to the *California Style Manual*¹ and also reflects instances in which the *Style and Correspondence Guide* diverges from that manual. It should be followed in all written staff work, including correspondence, reports, and print and electronic publications.
- **Part III, Letters and Memos**, helps staff prepare correspondence that complies with judicial branch protocols and agency standards.

Information and forms for submitting documents for signature by the Chief Justice or the members of the Executive Team, for requesting their attendance at events, and for submitting proposed talking points are on the Hub in Forms > *Forms for Chief Justice and Executive Office*.

The guide follows the *American Heritage Dictionary of the English Language*, 5th edition (2011), for hyphenation, word division, and preferred spellings. Many of the preferred spellings are incorporated into the *A–Z List of Terms* in Part II of this guide. The Letters and Memos section has been informed by the *Gregg Reference Manual*, 9th edition. For legal citations, the guide first follows the *California Style Manual*, 4th edition, for legal citations, then the *Bluebook: A Uniform System of Citation*.

Four types of icons aid your use of the guide:

- **IMPORTANT** signals especially important information.
- ⌨️ signals cross-references to sections or documents where you can obtain more information on the topic.
- ☐ indicates a Word or other computer-related tip.
- 📕 identifies examples of citations to Judicial Council publications (used in section II.8, Citations and Quotations).

In addition, updates that represent a change from past practice are highlighted in red. This occurs mainly in the A–Z List of Terms.

---

¹ EGG’s ability to supply staff with hard copies of this manual is limited. However, it is available on Westlaw. From the Westlaw Welcome page, enter CASTYLE in the “Search for a database” box. This will get you to a search page with “California Style Manual” at the top, where you can use the Terms & Connectors or the Natural Language option. To retrieve the table of contents, enter CI(contents) in the Terms & Connectors box.
The *Style and Correspondence Guide* is posted on the Hub in the Reference > *Style Guide, Correspondence, Publishing* section, where many other tip sheets created by the Editing and Graphics Group are posted, and at the Judicial Council Templates tab in Word.

Other recommended references and resources are:
- *Black’s Law Dictionary*,
- Bryan A. Garner’s *A Dictionary of Modern Legal Usage*,
- The *Chicago Manual of Style*, and
- The American edition of Bryan A. Garner’s free e-mail service that provides a Tip of the Day or a LawProse Lesson.

Please send your comments or queries about this guide to EGGJobs@jud.ca.gov.
CONTENTS

PREFACE .................................................................................. III

PART I: BASIC FORMATTING ............................................... 1

1. THE BASICS ........................................................................ 1
   1.1 Basic Formatting Standards ........................................ 1
   1.2 Basic Tips for Using Templates and Styles .................. 1

2. THE BASICS OF HEADINGS ............................................. 4
   2.1 Use of Headings ....................................................... 4
   2.2 Capitalization .......................................................... 5
   2.3 Headings in Long Reports ....................................... 5
   2.4 Headings in Outline Format .................................... 6

3. THE BASICS OF LISTS .................................................... 7
   3.1 Indented Lists .......................................................... 7
   3.2 Bullet Lists .............................................................. 7
   3.3 Run-in Lists ............................................................. 8
   3.4 Unnumbered Lists .................................................. 8

4. TABLES .............................................................................. 8
   4.1 Permissible Abbreviations in Tables ......................... 9
   4.2 Sample Table ............................................................ 9

PART II: STYLE GUIDE ......................................................... 11

1. A–Z LIST OF TERMS (CAPITALIZATION, SPELLING, AND
   HYphenATION) ............................................................. 11

2. ABBREVIATIONS, ACRONYMS, AND
   SHORTENED TERMS .................................................... 23
   2.1 Abbreviations & Acronyms Commonly
       Used by Judicial Council Staff ................................. 24
   2.2 Abbreviations for Degrees and Credentials 31
   2.3 Abbreviations and Acronyms: Punctuating 32
   2.4 Abbreviations and Shortened Terms:
       Use in Text ............................................................. 32
   2.5 Abbreviations Used With Names: Jr., Sr., and
       II, III; Legislators' Affiliations .............................. 33

3. NAMES OF CALIFORNIA COURTS AND
   FEDERAL COURTS .................................................... 34
   3.1 State Courts ............................................................. 34
   3.2 Federal Courts .......................................................... 34

4. NAMES AND TITLES OF INDIVIDUALS ......................... 35
   4.1 Names and Titles: Using Rosters to Check. 35
   4.2 “Hon.” or “The Honorable” ................................. 35
   4.3 Initials in Names .................................................... 35
   4.4 Capitalizing Titles, Generally ......................... 36
   4.5 Judicial Branch Titles ........................................ 36

5. NAMES OF JUDICIAL COUNCIL ENTITIES ................. 38
   5.1 Judicial Council Committees and
       Task Forces ........................................................ 38
   5.2 Judicial Council Management, Offices, and
       Staff ................................................................. 39

6. NAMES OF WEBSITES AND NAMES IN E-MAIL
   ADDRESSES ............................................................ 40
   6.1 Internet Addresses (URLs) and Hyperlinks 41
   6.2 Name Style for Websites, Webpages, and
       Blogs ................................................................. 41
   6.3 E-mail Addresses ................................................. 42

7. PUNCTUATION AND NUMBERS .................................. 42
   7.1 Commas ............................................................... 42
   7.2 Hyphens and Dashes .................................. 42
   7.3 Apostrophe With Words Ending in "s" .......... 43
   7.4 Punctuation and Footnote Superscripts
       With Quotation Marks ........................................... 43
   7.5 Numbers or Words? .............................................. 43
   7.6 Ordinal Numbers ................................................ 44
   7.7 Time References and Dates ................................. 44

8. RULES OF COURT AND JUDICIAL COUNCIL
   FORMS ..................................................................... 45
   8.1 Referring to Rules and Standards 45
   8.2 Referring to Forms ................................................. 46

9. SOURCE MATERIAL: CITING AND QUOTING 46
   9.1 Mechanics of Citations: Some
       General Rules ................................................... 47
   9.2 Legal Citations ..................................................... 48
   9.3 Nonlegal Citations ................................................. 53
   9.4 Repeating Citations .............................................. 56
   9.5 Quotations .......................................................... 57
PART I: BASIC FORMATTING

1. THE BASICS

Judicial Council templates at the yellow T in Word follow these basic formatting guidelines.

1.1 Basic Formatting Standards

<table>
<thead>
<tr>
<th>Standard text</th>
<th>12-point Times New Roman (left-aligned, not justified) with “at least” 15-point spacing (not “1.5 lines” or “Multiple 1.15”) and no paragraph indents. Only one space after periods.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page numbers</td>
<td>12-point Times New Roman, page bottom, centered (do not show the page number on the first page).</td>
</tr>
<tr>
<td>Footnotes</td>
<td>10-point Times New Roman with 11-point spacing (with 6 points “spacing after” built into some templates).</td>
</tr>
</tbody>
</table>

To turn paragraph justification off, select the justified text. To left-align this text, hit CTRL+L or, in the Home tab’s Paragraph group, click the first toolbar symbol (highlighted below). Justification is not recommend because the proportional spacing of fonts in Microsoft Word creates spaces that vary in size between words and sentences, giving justified text a “gappy” look.

IMPORTANT Do NOT use underlining as a font style or for emphasis. Readers of electronic documents assume that anything underlined is a hyperlink. They can get frustrated clicking repeatedly on underlined text that is not linked and may assume that an intended link is broken.

1.2 Basic Tips for Using Templates and Styles

Judicial Council templates are available for many routine documents. The easiest way to ensure that your documents incorporate the basic standards for formatting is to start with the correct
template. You can find the templates in Microsoft Word or PowerPoint on the Judicial Council Templates tab at the yellow T. Here’s the yellow T in Word 2007:

![Yellow T in Word 2007](image)

**IMPORTANT** Three reference “books”—the style guide, council report–writing guide, and guidelines for reports to the Legislature—are also available on the Judicial Council Templates tab.

**TEMPLATES**

The illustration below shows the templates available in Microsoft Word (with buttons selected for some of the most commonly used templates). Tips for choosing the proper template are included.

![Templates Illustration](image)

### Which Template Should You Use?

- Use the Letter and Memorandum templates *only* for correspondence.

- Do NOT use the correspondence templates for a Report to the Judicial Council (including circulating orders and memos to E&P, PCLC, and RUPRO) or for an Invitation to Comment.

- Instead, use the separately provided templates for Report to the Judicial Council and Invitation to Comment. They have different headings and styles than the Letter and Memorandum templates.

- Use the separately provided template for Advisory Committee Nominations.
To make sure you have the latest templates, update your templates periodically. To do so, close Word (or PowerPoint, to update those templates), double-click the Update Templates icon on your desktop, and, when prompted, click any key to continue. The update is now complete. If you think your templates did not update properly, contact the HelpDesk.

No template exists for long reports. For advice on formatting long reports, see section I.2.3.

TIP SHEETS

For more information on letterhead templates, see the Updating Letterhead Templates tip sheet that’s posted on the Hub in Reference > Style Guide, Correspondence, Publishing.

For help working with styles, tracked changes, section breaks, or other features of Word, the online Computer HelpDesk has a collection of tip sheets on Word and other applications in the Microsoft Office suite, as well as on other issues related to computer use.

Click on this desktop icon and then choose Computer Tips:

![Desktop Icon]

COMMON FORMATTING ISSUES

When you copy text from one document (using CTRL+C) and paste it into another document, the pasted text may be formatted with a style from the source document. To prevent this, rather than using CTRL+V to paste, go to the Home tab, click the arrow below the Paste button, choose Paste Special from the menu that drops down, and select Unformatted Text. When you then click OK, the pasted text should have the appropriate style.

Here’s the fastest way to clean out styles in a document:

1. Select the whole document (CTRL+A).

2. Click the Clear Formatting icon, either in the Font group on the Home tab or in the Quick Access Toolbar. Note that this won’t clear style sets.
2. THE BASICS OF HEADINGS

Many Judicial Council templates have built-in heading styles. The first-level headings usually will be Heading 1 in the template’s list of styles; the second-level headings Heading 2, etc. Generally, the templates provide no more than four heading levels. For a sample memo illustrating the Memorandum template’s headings, see section III.3.2.

2.1 Use of Headings

Headings highlight the topics covered in the text, and using different levels of headings organizes the text into major and subordinate sections. The basic rule of headings is the same as that for outlining—there should be at least two headings of every level. For example:

(First-level)

1. THE BASICS

(Second-level)

1.1 Basic Formatting Standards

1.2 Basic Tips for Using Templates and Styles

(Third-level)

TEMPLATES

TIP SHEETS

COMMON FORMATTING ISSUES

(First-level)

2. THE BASICS OF HEADINGS

BEGINNING OF A DOCUMENT

It is not necessary to begin a document with a heading; in fact it is better to begin with a statement of the document’s purpose. The heading “Introduction” is not needed.

“STACKED” HEADS

A heading should be followed with text. Please avoid “stacked” heads—headings with no intervening text. Example:

Not:

Best Practices

Integration of Treatment Services

Instead:

Best Practices

Add text between the headings to avoid stacked heads; it can be brief.

Integration of Treatment Services
Any heading at the bottom of a page must have at least two text lines below it.

To keep a heading from being stranded at the bottom of a page without any of its accompanying text, select and right-click it (and the return under it, if any). Choose Paragraph > Line and Page Breaks (or click the arrow icon at the bottom right of the Paragraph group on the Home tab and choose Line and Page Breaks). Then check the Keep With Next box. (Also check the Widow/Orphan Control box.)

2.2 Capitalization

In an upper-/lowercase title or heading, lowercase the articles (a, an, the), coordinating conjunctions (e.g., and, or, for), and prepositions of fewer than four letters (e.g., by, to, in, re).

If you use “title case” in Word, you must lowercase these words manually.

Verbs, nouns, and pronouns, no matter how short they are, are capitalized in a title or heading:
Tasks to Be Completed by June 30, 2015
Why Is E-filing Important? (*no cap for the second half of hyphenated compounds with “E-“*)

An exception is made for prepositions in the titles of statutes and government programs that do not follow these capitalization choices:
Americans with Disabilities Act (*not With*)
Aid to Families with Dependent Children

An exception is also made for prepositions and Latin expressions when they are used as adverbs or adjectives:
Justices Will Be Sworn In Tomorrow
Ad Hoc Committee Members Appointed (*Note that Ad Hoc is not hyphenated.*)

2.3 Headings in Long Reports

The graphic standards, on which the following recommendations are based, were created at a time when 12-point Times-New Roman (TNR) was the default font in Microsoft Word. Arial was chosen for headings, creating a look that incorporated a serif font (TNR) and a sans serif font (Arial). The Judicial Council templates posted at the yellow T maintain these font choices.

Starting with Word 2007, 11-point Calibri became Microsoft’s default font. Information Technology has ensured that if you start typing a Word document for which no Judicial Council template is provided, you’ll still get 12-point TNR (and 10-point TNR in footnotes). But because 11-point Calibri is the default font in Outlook, if you copy and paste information provided to you in an e-mail, Calibri may be introduced into your document, and you will need to change it manually. Twelve-point Calibri looks a little like 12-point Arial, but as the examples in this sentence show, it’s smaller.
IMPORTANT In the examples below “Title Case” does not mean the same thing as it does in Word.

See section I.2.2, Capitalization, for examples of how to capitalize headings.

For multiple levels of heads within a long report, use the following heading styles:

<table>
<thead>
<tr>
<th>Level</th>
<th>Font Style</th>
<th>Effect</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Arial, Bold, Centered, Title Case (18 pts space after)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level 1</td>
<td>14-Point Arial Black, Centered, Title Case (14 pts space after): NO bold formatting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level 2</td>
<td>12-point Arial, Bold, Flush Left, Title Case (no space after)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level 3</td>
<td>12-point Times New Roman, bold, flush left, sentence case (no space after)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level 4</td>
<td>12-point Times New Roman, bold italics, flush left, sentence case, run in.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level 5</td>
<td>12-point Times New Roman, italics, sentence case, run in.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2.4 Headings in Outline Format

The format for outlined text uses the same headings as those for long reports:

<table>
<thead>
<tr>
<th>Level</th>
<th>Effect</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of Outline</td>
<td>Title case is used in first- and second-level headings. Title case in Microsoft Word needs to be edited because Word capitalizes each word. See section I.2.2, Capitalization.</td>
<td></td>
</tr>
<tr>
<td>1.0</td>
<td>Level 1 Heading</td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td>Level 2 Heading</td>
<td></td>
</tr>
<tr>
<td>1.1.1</td>
<td>Level 3 heading</td>
<td></td>
</tr>
</tbody>
</table>

This outline format allows five heading levels, but try to limit use to three or four.

- Bullet one
- Bullet two
This is a new paragraph in section 1.1.1, following a bulleted list.

1.1.1.1 **Level 4 heading.** This represents text following a fourth-level heading. Note that this heading is run-in to the text and ends in a period.

1.1.1.1.1 **Level 5 heading: 12-point Times, italics, sentence case, run in.** Try not to go to five levels in your document. This represents text following a fifth-level heading.

2.0 **Level 1 Heading**

This is an example of text after the first-level heading. Try to avoid placing headings one after the other (“stacking” them) without intervening text.

3. **THE BASICS OF LISTS**

3.1 **Indented Lists**

For automatic bulleted or numbered lists, use the default list style in Word. However, you will need to decrease the indentation (the default is much too deep). Choose the numbering format with periods and no parentheses, as shown below. If all listed items are essential to the point you are making, use a semicolon after each item and include an *and* or *or* before the last item. Capitalize the first word in each item.

The “infield fly” rule is invoked if the following circumstances are true:

1. There are fewer than two outs;
2. Runners are on first and second base, or first, second, and third base; and
3. A fly ball is hit to the infield.

3.2 **Bullet Lists**

Bullet lists can contain items that are all at the same level or can have subordinate bullets. Avoid creating more than two levels within a bullet list.

**SINGLE-LEVEL LISTS**

If a list contains an item that is a complete sentence, every item in the list should end in a period; for example:

- Use indented, round, black bullets. Text that runs over to a second line should align at the left (use hanging indents), as shown here. Word’s default list style automatically creates hanging indents.

- Some Judicial Council templates have list styles with no left indent; check the list of styles before using the Word default.
LISTS WITHIN LISTS

Although “nested lists”—lists within bullet lists—are not desirable, if you use them, designate the sublist items with circle bullets; for example:

- This is an item in the main list.
  - This is an item in a sublist.
  - So is this.
- This is another item in the main list. The best practice is to have at least two bullets in each level of the list.

3.3 Run-in Lists

For lists that are run in to text, use (1) . . . , (2) . . . , and (3) . . . to number the items. Don’t capitalize the entries, and don’t put a colon in front of the list unless the lead-in to the list ends with a phrase such as “consists of the following” or “as follows.” The use of a colon doesn’t necessarily indicate that semicolons are needed; use semicolons between items only if at least one item itself contains commas.

The Court Statistics Report contains data on case filings in (1) the Supreme Court, (2) the Courts of Appeal, and (3) the superior courts.

The sections on (1) the Supreme Court and (2) the Courts of Appeal show striking differences from the previous year. (Note that no comma is needed because there are only two listed items.)

3.4 Unnumbered Lists

Occasionally a list does not require numbering or bullets:

AJPs and JPEs Compared

Authorized judicial positions (AJPs) means the number of judicial officer positions (judges, commissioners, and referees) in a court that are authorized in statute regardless of whether or not the positions are actually filled.

The term “judicial position equivalents” (JPEs), in contrast, takes AJP as a starting point but then adjusts that number to more accurately reflect the actual judicial resources available to a court. The number includes authorized judgeships (adjusted to reflect judicial vacancies and assistance given to other courts) and assistance received from assigned judges, full-time and part-time commissioners and referees, and temporary judges serving by stipulation of the parties.

4. TABLES

There are no hard-and-fast rules for table formats. But in a given document, all the tables should have the same format—that is, they should be consistent in width of rules, typeface, and type size.
Hints for Formatting Tables

- Keep tables simple!
- If there is more than one table, assign numbers to them.
- Right-align or decimal-align numbers.
- Place the dollar sign only at the first amount and at the total.
- Don’t use a % symbol with each percentage; indicate this in a column header or table title.
- Simplify large numbers by using, e.g., “(in millions)” or “(in billions)” in the header.

4.1 Permissible Abbreviations in Tables

- When citing California codes in tables, use the standard abbreviation (from the California Style Manual, section 2:8) for your first citation (for example, Welf. & Inst. Code, not W&I) and a footnote indicating that additional code citations, unless otherwise indicated, are to the code you’ve just cited.
- Abbreviate “fiscal year” as FY in tables, but identify the abbreviation in the table title. For example: “Trial Court Expenditures by Fiscal Year (FY).”

4.2 Sample Table

This sample table uses the following fonts: Table text: 11-point Arial; footnotes: 9-point Arial

Table 1. Total Judicial Branch Funding in Fiscal Year 2015–2016

<table>
<thead>
<tr>
<th></th>
<th>Funding (in millions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supreme Court</td>
<td>$ 46.1</td>
</tr>
<tr>
<td>Courts of Appeal</td>
<td>216.6</td>
</tr>
<tr>
<td>Trial Courts</td>
<td>2,716.0</td>
</tr>
<tr>
<td>Judicial Council</td>
<td>134.7</td>
</tr>
<tr>
<td>Judicial Branch Facility Program</td>
<td>360.7</td>
</tr>
<tr>
<td>Habeas Corpus Resource Center</td>
<td>14.2</td>
</tr>
<tr>
<td><strong>Total Branch Operations Budget</strong></td>
<td><strong>$ 3,488.4</strong></td>
</tr>
<tr>
<td>Court Construction Projects</td>
<td>$ 217.5</td>
</tr>
<tr>
<td><strong>Total Branch Funding</strong></td>
<td><strong>$ 3,705.9</strong></td>
</tr>
<tr>
<td>Offset from Local Property Tax Revenue</td>
<td>$ -23.7</td>
</tr>
<tr>
<td><strong>Total Adjusted Branch Funding</strong></td>
<td><strong>$ 3,682.2</strong></td>
</tr>
</tbody>
</table>

* Includes General Fund, special, bond, federal, and non-governmental cost funds, and reimbursements.
PART II: STYLE GUIDE


1. A–Z LIST OF TERMS (CAPITALIZATION, SPELLING, AND HYPHENATION)

If you are looking for the name of an organization or group, also check the list of commonly used abbreviations and acronyms in section II.2.1 (organizations on that list are not repeated here). Also check the organizational chart posted on the California Courts website for the names of Judicial Council staff divisions and offices; the Advisory Bodies webpage for the names of current advisory bodies and an archive of past groups; and the Divisions & Offices section of the Hub for names of office units.

For the correct use of hyphens and italics in legal terms, see the *California Style Manual*, sections 4:36–4:39, 4:40, and 4:43.

9/11 *(referring to September 11, 2001)*

24/7

A

accessible entrance (*not* handicapped entrance)
acknowledgments
Lockyer-Isenberg Trial Court Funding Act of 1997 (Assem. Bill 233; Stats. 1997, ch. 850)/the act
Administrative Director
advance sheets of the Official Reports
advisor
Advisory Committee on Financial Accountability and Efficiency for the Judicial Branch/A&E Committee

*African American (noun and adjective)*

Nineteenth Amendment or 19th Amendment (*capitalize the “A”*) of the U.S. Constitution
and/or (if possible, avoid using in formal documents; choose the most appropriate of the two words)
“anti” words (*one word and no hyphen*; *e.g.*, antiwar; *except, for example, where two vowels are together, as in anti-intellectual, or where the base word is capitalized, as in anti-American)
appellate courts
Appendix A/appendixes
as to (*replace with regarding or other appropriate word like* about, for, of, on, by, or at, *per* Bryan A. Garner)
Assembly Bill 1040/AB 1040 (*after first mention in text*)/(Assem. Bill 1040) (*in footnotes and citations in parentheses in text*)
Assembly Committee on Accountability and Administrative Review
Assembly Member Haselsteiner/an Assembly member
Assigned Judges Program
associate degree
assure (assure a person, ensure an event, insure a car)
attorney’s fees
the Attorney General/Office of the Attorney General/a deputy attorney general/two deputy attorneys general
attorney of the week
at-will employment/employment at will
audiocast
audiotape/videotape/audio- and videotape
audiovisual

B
the bar/a bar association/the State Bar
the bench/San Mateo County bench
Bench-Bar Coalition
Bench-Bar-Media Committee
a bench-bar panel
benchbook
benchguide
bench handbook
best interest of children
Beyond the Bench 23/the Beyond the Bench conference
birthdate
birthrate
biweekly
black (race; not capitalized)
blue ribbon commission/Blue Ribbon Commission on Children in Foster Care
board of supervisors/Orange County Board of Supervisors
boardroom (generally) but Judicial Council Board Room/Malcolm M. Lucas Board Room and board room
   (when referring back to that specific room)
branchwide
Budget Act/Budget Act of 2014 (2014 references the calendar year in which the budget was enacted by the
   Legislature and signed by the Governor)
budget bill/2014–2015 budget bill (2014–2015 references the fiscal year for which the bill appropriates
   funds)
business plan
buyout (noun)
byproduct
C

the California courts
California Courts Online Self-Help Center/Online Self-Help Center but a court’s self-help center (usually a physical location)
California Courts website/the judicial branch’s public website (not the Judicial Council’s)
California Department of Alcohol and Drug Programs
California State-Federal Judicial Council
California State University (see list of campuses in Appendix B)
California Victim Compensation and Government Claims Board (formerly State Victim Compensation Board)
CaliforniaVolunteers canons 3B(5) and (6) of the California Code of Judicial Ethics
capital (seat of government)/Capitol (the building)
capital-outlay plan
caregiver
carryover (noun)/carry over (verb)
caseflow
case law
caseload
case plan
case management system (CMS)
case processing/case-processing plan
caseworker
CDs (plural)
Centro de Ayuda (www.sucorte.ca.gov; Spanish version of the California Courts Online Self-Help Center)
18th century (noun)/18th-century law (adjective)
the chair/Chair of the Judicial Council/the chair of the Court Interpreters Advisory Panel
chapter 4/ch. 4, chs. 5 & 15 (in footnotes and citations in parentheses in text)
check box (noun)
check-in, check-out (nouns)/check in, check out (verbs)
the Chief Justice/many Chief Justices/Chief Justice elect (but president-elect)
Chief Justice Tani G. Cantil-Sakauye/former Chief Justice Ronald M. George (in text)
childcare
child support commissioner/Office of the Child Support Commissioner
city attorney, City Attorney of Los Angeles/City Attorney Barbara J. Parker
cleanup (noun, adjective)/clean up (verb)
clerk’s office/clerks’ offices
closeout (noun)/close out (verb)
co-administrator, co-author, cochair, codefendant, co-equal, co-executor, co-owner, copay, coworker (use a hyphen only when the second word starts with a vowel)
common law (noun, adjective)
community-service project (adjective)
Conference of Delegates of California Bar Associations (now called the Conference of California Bar Associations)  
state Constitution/the Constitution (U.S.)/a constitution/constitutional/federal and state Constitutions  
copyright protection/copyrighted material/protected by copyright  
cost-effective  
Modoc and Siskiyou Counties  
county clerk’s office  
court (lowercase; capitalize only proper names such as the Superior Court of San Francisco County)  
court and community collaboration  
court-appointed counsel/court-appointed counsel program  
court-appointed investigator  
Court Appointed Special Advocate (CASA) program  
courthouse  
court interpreters pro tempore  
Court News Update (CNU)  
Court of Appeal or Courts of Appeal (California)/Court of Appeals (U.S.)  
courtroom  
CourTools (developed by National Center for State Courts)/CalCourTools (adapted for California courts)  
“cross” words (hyphenated, e.g., cross-complaint, cross-examination, cross-section, cross-training, cross-assignment)  
curriculum/curricula (plural)  
“cyber” words (no hyphen; e.g., cyberspace, cyberstalking)  

D  
data (can be used as either singular or plural; consistency within a document is desirable)  
database  
data sets  
daycare  
day on the bench/Day on the Bench program  
deaf or hard of hearing persons (generally) but Deaf or hard of hearing persons (in documents devoted to American Sign Language or intended primarily for the Deaf community)  
decision makers/decisionmaking (noun)/decisionmaking (adjective)  
defined-benefit retirement plan  
dependent of the court (referring to a juvenile so adjudicated in dependency proceedings; see ward)  
dialogue  
disabilities, person with (preferred over disabled persons; do not use handicapped person)  
disc (use with CDs, CD-ROMs, DVDs)  
disk (use with rectangular diskettes)  
distance-learning programs (adjective)/distance learning (noun)  
the district attorney/District Attorney Toker/Orange County District Attorney/Office of the District Attorney/District Attorney’s Office  
the division/e.g., Leadership Services Division (Judicial Council)  
domestic violence disputes (no hyphen)
downlink (noun, verb)
downtime (noun)
driver’s license
drug abuse problem
due to (rewrite to be more precise)
DVDs (plural)

electronic filing (spell out at first mention)/e-filing but E-filing (when capitalized in a heading)
e-mail/e-commerce/e-government but E-mail, E-commerce, E-government (when capitalized in a heading)
ensure (ensure an event, assure a person, insure a car)
entry-level salaries
et seq. (no italics; only one period)
executive branch (no caps)

exhibit 3

Family court services section/Alameda County Family Court Services
family court/family law court/unified family court (do not cap specific types of courts, such as family court
   unless part of the formal name, such as Superior Court of San Francisco County Unified Family Court)
family law facilitator/Office of the Family Law Facilitator
fast-track (adjective), fast track (noun)
fax, fax filing (not facsimile)
federal law (no cap)
figure 7.3
Finance Memo AE 2001-006
first-class (adjective)
first degree (adjective) (California Style Manual, 4:44)
firsthand
fiscal year 1996–1997 (first mention in text)/FY 2014–2015 (FY in charts or at subsequent mentions in text;
   years also can be abbreviated in charts: 2003–04 or 03–04)
fixed fee schedule
FlexElect
flip chart
flowchart
flyer
follow-through (noun)/follow through (verb)
follow-up (noun, adjective)/follow up (verb)
food stamps (now a generic, lowercase term; the food stamp benefits program is now called CalFresh in
   California and Supplemental Nutrition Assistance Program (SNAP) for the federal government)
foregoing
form names: Adoption Request (form ADOPT-200) (also see section II.8, Rules of Court and Judicial Council Forms)
foster care (noun, adjective)
full-time worker/work full time/full-time equivalents (FTEs)
fundraising/fundraiser

G
gender-neutral language (adjective)/language that is gender neutral (predicate adjective)
General Fund (California)
in good faith (noun)/good-faith exception (adjective)
the Governor of California/Governor’s Office/the Governor/many governors
grant making/grant writing (nouns)/grant-writing demon (adjective)
graphic standards
guardian ad litem

H
Habeas Corpus Resource Center/HCRC/the center
handheld (adjective, referring to a cell phone)
handicapped person (replace with person with disabilities)
he or she (not s/he or he/she)
Head Start
health care/health-care program
hearing-impaired (replace with deaf or hard-of-hearing person)
HelpDesk (AKA the Service Portal; Judicial Council)/help desk (generic)
high-income parent
Hiram W. Johnson State Office Building (San Francisco)
his or her (not his/her)
a historical, a historic (not an historical or an historic)
homepage
hotline
Hublines
Human Resources office (Judicial Council office)/human resources (generic; always plural)

I

ibid.
id.
In re
in-depth report
in lieu of (replace with instead of)
insure (insure a car, assure a person, ensure an event)
interest-of-justice exception
Internet *but intranet/extranet*

“inter” *words (no hyphen; e.g., intercounty, interoffice)*

**J**

joint powers agreement courts
JPEG (Joint Photographic Experts Group; *an image format*)
a judge/Judge Greene (*lowercase; capitalize only proper names*)
Judges’ Retirement System
judgment
judicial branch (*no caps*)
judicial branch operational plan
Judicial Council/Judicial Council of California/the council
Judicial Council–sponsored (*adjective; note en dash*)/council-sponsored (*adjective; note hyphen*)
Judicial Council business meeting
Judicial Council Member Judge Mary Jones
judicial officers (*do not use this term in letters and memos as a way of grouping judges, justices, commissioners, or referees; DO use judicial officer on signature line on Judicial Council forms, when appropriate*)
Judicial Protection Section (*California Highway Patrol*)
juris doctor/is a juris doctor/has a juris doctorate/JD
a justice/a presiding justice/Presiding Justice Johnson
JusticeCorps
*Justice in the Balance—2020*
justice system partners
juvenile court (*do not cap specific types of courts, such as juvenile court, unless part of the formal name, such as Superior Court of San Francisco County Juvenile Court*)
Juvenile Justice, Division of, California Department of Corrections and Rehabilitation (*formerly California Youth Authority, CYA*)

**K**

K–12 (*note en dash*)
Kleps Award/Ralph N. Kleps Award for Improvement in the Administration of the Courts
Kleps Award Committee

**L**

layperson/laypeople
Legislative Analyst’s Office, the Legislative Analyst
2007–2008 Legislative Session/the upcoming legislative session
legislative branch (*no caps*)
Legislature (*California*)
LexisNexis Matthew Bender (*company name*); Lexis (*in citations*)
lifestyle
limited English proficiency
listserve, listserves (for specific listserve names see Listserve Central on Serranus)
local rule
log on (verb)/logon (noun, adjective)/log off (verb)
long-term policy/in the long term
longtime (adjective)
low literacy (replace with plain language or limited English proficiency)
“ly” adverbs (don’t hyphenate, whether adjective or predicate adjective: fully funded, genetically linked)

M
Master Calendar (Judicial Council)
Master List of Certified Court Interpreters of Designated Languages and Registered Interpreters of Nondesignated Languages
master’s degree
May Revision (of State Budget; AKA May Revise)
Medi-Cal
meet-and-confer process/to meet and confer
memorandum/memo; memoranda/memos (plural)
“mid” words (no hyphen; e.g., midyear, midsummer) but mid-April (when used with a proper noun)
Milton Marks Conference Center
mini-grant
monies
“multi” words (no hyphen; e.g., multistate)

N
National Council of Juvenile and Family Court Judges
news release (not press release)
“non” words (no hyphen; e.g., nonprofit, nontraffic) but non-English speaker (noun), non-English-speaking persons (adjective; use hyphens if the compound’s second part has a hyphen), but non–civil service position (adjective; use en dash when one part of the compound consists of two open (nonhyphenated) words, such as civil service)
Northern California/the northern United States
no-show (noun)

O
office/Legal Services office (Judicial Council)
offline (adjective, adverb)
offsite work (adjective)/working offsite (adverb)
okay (not OK)
Omnibus Conservatorship and Guardianship Reform Act of 2006
one-day or one-trial system/serving for one day or one trial
ongoing
online
Online Self-Help Center
onsite work (adjective)/working onsite (adverb)
operational plan
opt out (verb)/opt-out status (adjective)
Order to Show Cause hearing/an order to show cause/Order to Show Cause (form FL-515)
out-of-date report (adjective before noun); the report is out of date (predicate adjective)
“over” words (no hyphen; e.g., override)

P

part-time worker/work part time
password-protected site (description of Serranus; instead of secure site use Serranus is password protected)
past-president
PDF (portable document format)
per diem/per diem rate/juror per-diem rate
Phoenix Financial System
Phoenix Human Resources System
Phoenix Program (oversight/development functions)
Phoenix System (Financial and HR combined)
pilot-test (verb)
plain language (noun)/plain-language forms (adjective)
pleaded, not pled
P.O. Box (in addresses)/post office box (in text)
policymakers/policymaking (adjective and noun)
“post” words (no hyphen; e.g., postconviction, posttrial, postrelease community supervision)
prior to (replace with before)
a presiding judge
“pre” words (no hyphen; e.g., preexisting)
proactive
a probation department
pro per (self-represented preferred)
Proposition 47 (spell out at first mention)/Prop. 47 (subsequent references)
prorated
pro tems (temporary judge preferred over judge pro tem)
Public Defender Jones/Contra Costa County Public Defender’s Office/the public defender/the State Public Defender (when referring to that state-level official)
Public Employees’ Retirement System (CalPERS)
public guardian/Alameda County Public Guardian
pursuant to (replace with under)
QR
“re” words (no hyphen; e.g., reinvent, reemployed; but re-create when meaning is “to create again”)
record keeping (noun)
2005–2006 Regular Session
resume (noun—no accents)
role-play (noun, verb)
Ronald M. George State Office Complex (Earl Warren Building and Hiram W. Johnson State Office
Building, but these two buildings also retain their names)
roundtable discussion
rule making (noun)/rule-making process (adjective)
a rule of court/the California Rules of Court/rule 10.810 of the California Rules of Court/rule 10.810
allowable costs

S
Safe at Home program (California Secretary of State)
same-sex marriage/couples/parents (adjective)
Savings Plus Program
second degree murder (California Style Manual, 4:44)
“self-” words (hyphenate; e.g., self-represented, self-evaluation)
Senate Bill 229/SB 229 (after first mention in text)/(Sen. Bill 229) (in citations)
Senate Constitutional Amendment 4/ SCA 4 (at subsequent mentions)
set-aside (n)
set forth (replace with stated or other appropriate word)
set up (verb)/setup (noun)/set-up time (adjective)
Shared Services Center (Phoenix)
sheriff’s department/Los Angeles County Sheriff’s Department
short-term program/in the short term
Site Selection and Acquisition Policy for Judicial Branch Facilities
-sized (e.g., medium-sized, instead of medium-size)
social security/Social Security Administration
Southern California/the southern part of the state
speakers bureau
spring 2008
staff (can be singular or plural depending on how it is used)
standalone (adjective)
a standard of judicial administration/standard 2.30 of the California Standards of Judicial Administration
Stanley Mosk Library and Courts Building
start-up (noun, adjective)/start up (verb)
the state (lowercase unless the State is a party to a case or a principal in a contract)
State of California (political entity)/state of California (geographic entity)
State Bar of California/State Bar Court/State Bar Board of Trustees (formerly Board of Governors)
State Budget
state Budget Act
state Constitution
State Controller/State Controller’s Office (SCO)
state General Fund
state office building/Hiram W. Johnson State Office Building
State of the Judiciary address
State Public Defender (the individual holding that statewide office)
state seal/Great Seal of the State of California
statewide
statute of limitations
stay-away order
strategic plan
subpoena
sunset (verb)
superior court
Superior Court of San Francisco County (informal name)
Superior Court of California, County of San Francisco (formal name)
Supreme Court/the court
Supreme Court Committee on Judicial Ethics Opinions (created by Cal. Rules of Court, rule 9.80)
symposium/symposia (plural)

T

table 2
temporary judge (rather than judge pro tem)
then–Chief Justice Lucas (en dash because Chief Justice is two words)/then-Governor Brown (hyphen
because Governor is one word)
the third branch
third party visitation
third-striker/second-striker
“three strikes and you’re out” law
  three strikes (by itself)
  three-strikes law
  third-strike cases or three-strike cases
  strike cases/nonstrike cases
striker
time frame
timeline
toolkit/toolset
touchscreen
toward (preferred in American English; towards is preferred in British English)
Trial Court Employment Protection and Governance Act (Sen. Bill 2140)
trial court funding/Lockyer-Isenberg Trial Court Funding Act of 1997 (Assem. Bill 233; Stats. 1997, ch. 850)
Trial Court Interpreter Employment and Labor Relations Act (Sen. Bill 371)
U

“under” words (no hyphen; e.g., underfunded, underway)
Uniform Standards of Practice
University of California (see list of campuses in Appendix B)
the unit/Legal Opinion Unit
up-to-date report (adjective before noun)/the report was up to date (predicate adjective)
United States (as noun)/U.S. (as adjective, as in U.S. Constitution)
URL not url
U.S. Census

V

v. (not vs. or v.) for versus (in references to case law)
 vexatious litigant list
“vice-” words (hyphenate; e.g., vice-chair, vice-president, Vice-president Gerald Ford)
Victim Compensation and Government Claims Board (formerly State Victim Compensation Board)
victim-offender/victim offender reconciliation program (VORP)
victim witness assistance program/Santa Clara County Victim Witness Assistance program
videoconference
visually impaired (use person with vision loss instead)
voicemail

W

ward of the court (referring to a juvenile in delinquency proceedings)
Washington, D.C. (use DC on envelopes and in inside addresses)
webcast (noun, verb)
WebEx
webinar
webmaster
webpage
website (but use Web site when quoting orders, opinions, or other work products of the Supreme Court or in briefs or pleadings submitted to the court)
white/nonwhite
wide-area network
“wide” words (no hyphen; e.g., statewide, systemwide, countywide)
Wi-Fi
William C. Vickrey Judicial Council Conference Center (formerly Judicial Council Conference Center (JCCC))
B. E. Witkin Judicial College of California
workday
workers’ compensation
workflow
workforce
workgroup/Proposition 36 Implementation Workgroup
working group
workload
workplace
work plan
work product
work shift
work site
workspace, workstation
workstream
workweek

XYZ
x-ray
youth/peer courts

2. ABBREVIATIONS, ACRONYMS, AND SHORTENED TERMS

First, some tips on using acronyms:

- Avoid overuse of acronyms to make documents easier for readers to follow.
- You don’t have to use an acronym just because one exists:
  - Never use an acronym if it will only show up once in your document.
  - As a general rule, use an acronym if the term it abbreviates occurs five times or more within an article, chapter, or equivalent (e.g., a Judicial Council report).
  - It’s not mandatory to use an acronym exclusively once it’s introduced.
  - Consider using a shortened form like “the committee” or “the association” instead of an acronym that’s long and hard to pronounce.
- **Always** spell out an acronym the first time you use it and repeat the spelled-out version:
  - In long documents to limit scrolling online readers might have to do to refresh their memories of what an acronym means; or
  - If you’re using two acronyms made up of the same letters, e.g., JBCL (Judicial Branch Contract Law) and JLBC (Joint Legislative Budget Committee), or reconsider whether you really need to use both acronyms.
- When spelling out an acronym, capitalize only those words that are proper nouns, for example:
  - Some American Bar Association (ABA) periodicals are only available electronically.
  - A 2 percent cost-of-living adjustment (COLA) was effective July 1.
- In a long document with many acronyms, provide a list of the acronyms in the front matter and include this list in your document’s table of contents.
## 2.1 Abbreviations & Acronyms Commonly Used by Judicial Council Staff

**IMPORTANT** The list that follows is not only a tool for “decoding” acronyms, but also for communicating the preferred practice vis-à-vis acronyms—the fewer, the better.

Accordingly, the list tracks only those acronyms commonly and frequently used at the Judicial Council. However, two acronyms that are NOT to be used in formal documents are “JC” and “JCC”; use of “the council” as a shortened reference instead of either of these acronyms is the preferred practice and is more readily understood by the public.

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>2GEFS</td>
<td>Second Generation Electronic Filing Specifications</td>
</tr>
<tr>
<td>ACCMS</td>
<td>Appellate Court Case Management System</td>
</tr>
<tr>
<td>ACS</td>
<td>Appellate Court Services <em>(Judicial Council office)</em></td>
</tr>
<tr>
<td>ACTF</td>
<td>Appellate Court Trust Fund</td>
</tr>
<tr>
<td>ADA</td>
<td>Americans with Disabilities Act <em>(federal)</em></td>
</tr>
<tr>
<td>ADR</td>
<td>alternative dispute resolution <em>(no caps)</em></td>
</tr>
<tr>
<td>A&amp;E</td>
<td>Advisory Committee on Financial Accountability and Efficiency for the Judicial Branch <em>(Judicial Council advisory body)</em></td>
</tr>
<tr>
<td>AED</td>
<td>automated external defibrillator</td>
</tr>
<tr>
<td>AIDOAC</td>
<td>Appellate Indigent Defense Oversight Advisory Committee <em>(special committee of the Chief Justice)</em></td>
</tr>
<tr>
<td>AJN</td>
<td>assessed judicial need</td>
</tr>
<tr>
<td>AJPs</td>
<td>authorized judicial positions <em>(see section I.3.4 for a definition)</em></td>
</tr>
<tr>
<td>ASFA</td>
<td>Adoption and Safe Families Act <em>(federal)</em></td>
</tr>
<tr>
<td>ASL</td>
<td>American Sign Language</td>
</tr>
<tr>
<td>ASTAR</td>
<td>Advanced Science and Technology Adjudication Research Project <em>(national)</em></td>
</tr>
<tr>
<td>BAJI</td>
<td><em>Book of Approved Jury Instructions</em> <em>(California Jury Instructions, Civil; replaced by CACI)</em></td>
</tr>
<tr>
<td>BARJ</td>
<td>balanced and restorative justice</td>
</tr>
<tr>
<td>BBC</td>
<td>Bench-Bar Coalition</td>
</tr>
<tr>
<td>BCP</td>
<td>budget change proposal *(after Judicial Council approval)/budget concept proposal <em>(before Judicial Council approval)</em></td>
</tr>
<tr>
<td>BGSF</td>
<td>building gross square feet</td>
</tr>
<tr>
<td>BJA</td>
<td>Bureau of Justice Assistance <em>(part of U.S. Department of Justice)</em></td>
</tr>
<tr>
<td>BSA</td>
<td>Bureau of State Audits <em>(replaced by CSA, California State Auditor)</em></td>
</tr>
<tr>
<td>BSSC</td>
<td>Board of State and Community Corrections</td>
</tr>
<tr>
<td>CAAL</td>
<td>California Academy of Appellate Lawyers</td>
</tr>
<tr>
<td>CACC</td>
<td>California Association of Collaborative Courts <em>(formerly California Association of Drug Court Professionals, CADCP)</em></td>
</tr>
<tr>
<td>CACI</td>
<td><em>California Civil Jury Instructions</em> <em>(Judicial Council civil jury instructions; italicized when it stands alone; roman when followed by No. as in CACI No. 209)</em></td>
</tr>
<tr>
<td>CAFM</td>
<td>Computer Aided Facilities Management</td>
</tr>
<tr>
<td>CAFR</td>
<td>Comprehensive Annual Financial Report</td>
</tr>
<tr>
<td>CalCASA</td>
<td>California Court Appointed Special Advocate Association</td>
</tr>
<tr>
<td>Abbreviation</td>
<td>Name and Description</td>
</tr>
<tr>
<td>--------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>CALCRIM</td>
<td>California Criminal Jury Instructions (Judicial Council criminal jury instructions; italicized when it stands alone; roman when followed by No. as in CALCRIM No. 852)</td>
</tr>
<tr>
<td>CalDOG</td>
<td>California Dependency Online Guide (website)</td>
</tr>
<tr>
<td>Cal EMA</td>
<td>California Emergency Management Agency (part of/succeeded by Governor’s Office of Emergency Services, Cal OES)</td>
</tr>
<tr>
<td>CALJIC</td>
<td>California Jury Instructions, Criminal (replaced by CALCRIM)</td>
</tr>
<tr>
<td>CalPERS</td>
<td>California Public Employees’ Retirement System</td>
</tr>
<tr>
<td>CalRAPP</td>
<td>California Risk Assessment Pilot Project</td>
</tr>
<tr>
<td>CalTech</td>
<td>California Department of Technology (formerly California Technology Agency (CTA) and, before that, Office of the State Chief Information Officer (OCIO))</td>
</tr>
<tr>
<td>CalVet</td>
<td>California Department of Veterans Affairs (compare with VA below)</td>
</tr>
<tr>
<td>CalWORKS</td>
<td>California Work Opportunity and Responsibility to Kids</td>
</tr>
<tr>
<td>CAPS</td>
<td>Contacts and Positions System (database)</td>
</tr>
<tr>
<td>CAPTA</td>
<td>Child Abuse Prevention and Treatment Act (federal)</td>
</tr>
<tr>
<td>CARI</td>
<td>California Alliance of Rehabilitation Industries</td>
</tr>
<tr>
<td>CARM</td>
<td>Court Administration Reference Manual</td>
</tr>
<tr>
<td>CARPOS</td>
<td>California Restraining and Protective Order System (formerly Domestic Violence Restraining Order System)</td>
</tr>
<tr>
<td>CARS</td>
<td>Court Accounting and Reporting System (now part of Phoenix Financial System)</td>
</tr>
<tr>
<td>CART</td>
<td>communication access real-time translation (accommodation for persons with hearing loss)</td>
</tr>
<tr>
<td>CASA</td>
<td>Court Appointed Special Advocate</td>
</tr>
<tr>
<td>CASCI</td>
<td>California Association of Superior Court Investigators</td>
</tr>
<tr>
<td>CAYC</td>
<td>California Association of Youth Courts</td>
</tr>
<tr>
<td>CCA</td>
<td>California Court Association, Inc. (formerly CCCA, California Court Clerks Association)</td>
</tr>
<tr>
<td>CCASDHH</td>
<td>California Coalition of Agencies Serving the Deaf and Hard of Hearing, Inc.</td>
</tr>
<tr>
<td>CCBA</td>
<td>Conference of California Bar Associations</td>
</tr>
<tr>
<td>CCF</td>
<td>courthouse construction fund</td>
</tr>
<tr>
<td>CCLEA</td>
<td>California Coalition of Law Enforcement Associations</td>
</tr>
<tr>
<td>CCPOR</td>
<td>California Courts Protective Order Registry</td>
</tr>
<tr>
<td>CCTC</td>
<td>California Courts Technology Center</td>
</tr>
<tr>
<td>CCTI</td>
<td>Court Clerk Training Institute</td>
</tr>
<tr>
<td>CDAA</td>
<td>California District Attorneys Association</td>
</tr>
<tr>
<td>CDCR</td>
<td>California Department of Corrections and Rehabilitation</td>
</tr>
<tr>
<td>CDPH</td>
<td>California Department of Public Health (successor to California Department of Health Services (CDHS), for certain functions; see DHCS)</td>
</tr>
<tr>
<td>CDSS</td>
<td>California Department of Social Services</td>
</tr>
<tr>
<td>CEAC</td>
<td>Court Executives Advisory Committee (Judicial Council advisory body)</td>
</tr>
<tr>
<td>CEB</td>
<td>Continuing Education of the Bar</td>
</tr>
<tr>
<td>CEFTS</td>
<td>California Electronic Filing Technical Standards</td>
</tr>
<tr>
<td>CEP</td>
<td>Coordinated Enforcement Plan (related to JABG)</td>
</tr>
<tr>
<td>CEQA</td>
<td>California Environmental Quality Act</td>
</tr>
<tr>
<td>CFCC</td>
<td>Center for Families, Children &amp; the Courts (Judicial Council office)</td>
</tr>
<tr>
<td>Abbreviation</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------</td>
</tr>
<tr>
<td>CFP</td>
<td>county facility payments</td>
</tr>
<tr>
<td>CFSR</td>
<td>Child and Family Services Reviews</td>
</tr>
<tr>
<td>CFTF</td>
<td>Court Facilities Trust Fund (<em>maintenance funds</em>)</td>
</tr>
<tr>
<td>CGSF</td>
<td>component gross square feet</td>
</tr>
<tr>
<td>CIAP</td>
<td>Court Interpreters Advisory Panel (<em>Judicial Council advisory body</em>)</td>
</tr>
<tr>
<td>CIDCS</td>
<td>Court Interpreter Data Collection System</td>
</tr>
<tr>
<td>CII</td>
<td>Criminal Identification and Information (<em>database</em>)</td>
</tr>
<tr>
<td>CIMCE</td>
<td>Court Interpreter Minimum Continuing Education</td>
</tr>
<tr>
<td>CIP</td>
<td>Court Improvement Project (<em>states, including California</em>)</td>
</tr>
<tr>
<td>CIP</td>
<td>Court Improvement Program (<em>federal</em>)</td>
</tr>
<tr>
<td>CITO C</td>
<td>Court Information Technology Officers’ Consortium</td>
</tr>
<tr>
<td>CJA</td>
<td>California Judges Association</td>
</tr>
<tr>
<td>CJCL</td>
<td>California Judicial Center Library (<em>AKA the Supreme Court library</em>)</td>
</tr>
<tr>
<td>CJI</td>
<td>Center for Judicial Education and Research (<em>Judicial Council office</em>)</td>
</tr>
<tr>
<td>CJP</td>
<td>Commission on Judicial Performance</td>
</tr>
<tr>
<td>CJS</td>
<td>Criminal Justice Services (<em>Judicial Council office</em>)</td>
</tr>
<tr>
<td>CJSP</td>
<td>Continuing Judicial Studies Program</td>
</tr>
<tr>
<td>CLASP</td>
<td>Court Language Access Support Program (*Judicial Council staff unit; formerly Court Interpreters Program (CIP))</td>
</tr>
<tr>
<td>CLETS</td>
<td>California Law Enforcement Telecommunications System</td>
</tr>
<tr>
<td>CMAR</td>
<td>construction manager at risk (<em>no hyphens for both noun and adjective uses</em>)</td>
</tr>
<tr>
<td>CMAS</td>
<td>California Multiple Award Schedules</td>
</tr>
<tr>
<td>COMET</td>
<td>Court Online Mentoring, Education, and Training (<em>website</em>)</td>
</tr>
<tr>
<td>COMIO</td>
<td>Council on Mentally Ill Offenders</td>
</tr>
<tr>
<td>Comm/Comm</td>
<td>Communications About Committees (<em>Judicial Council staff entity</em>)</td>
</tr>
<tr>
<td>COBCP</td>
<td>capital-outlay budget change proposal</td>
</tr>
<tr>
<td>COOP</td>
<td>Continuity of Operations Plan</td>
</tr>
<tr>
<td>COS</td>
<td>Court Operations Services (<em>Judicial Council office</em>)</td>
</tr>
<tr>
<td>COSCA</td>
<td>Conference of State Court Administrators</td>
</tr>
<tr>
<td>CPDA</td>
<td>California Public Defenders Association</td>
</tr>
<tr>
<td>CPOC</td>
<td>Chief Probation Officers of California</td>
</tr>
<tr>
<td>CPPCA</td>
<td>California Probation, Parole and Correctional Association</td>
</tr>
<tr>
<td>CRF</td>
<td>Constitutional Rights Foundation</td>
</tr>
<tr>
<td>CRT</td>
<td>Collections Reporting Template</td>
</tr>
<tr>
<td>CSA</td>
<td>California State Auditor (<em>formerly Bureau of State Audits (BSA</em>))</td>
</tr>
<tr>
<td>CSAC</td>
<td>California State Association of Counties</td>
</tr>
<tr>
<td>CSCR</td>
<td>California State Contracts Register</td>
</tr>
<tr>
<td>CSMA</td>
<td>California State Marshals’ Association</td>
</tr>
<tr>
<td>CSSA</td>
<td>California State Sheriffs’ Association</td>
</tr>
<tr>
<td>CTAC</td>
<td>Court Technology Advisory Committee (<em>Judicial Council advisory body</em>)</td>
</tr>
<tr>
<td>CTCCA</td>
<td>Coalition of Trial Court Clerk Associations</td>
</tr>
<tr>
<td>CWS/CMS</td>
<td>Child Welfare Services/Case Management System</td>
</tr>
<tr>
<td>Abbreviation</td>
<td>Full Form</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------</td>
</tr>
<tr>
<td>CYA</td>
<td>California Youth Authority (renamed Division of Juvenile Justice, California Department of Corrections and Rehabilitation)</td>
</tr>
<tr>
<td>DA, DAs</td>
<td>district attorney, district attorneys</td>
</tr>
<tr>
<td>DBB</td>
<td>design, bid, build</td>
</tr>
<tr>
<td>DBFO</td>
<td>design, build, finance, operate</td>
</tr>
<tr>
<td>DBFOM</td>
<td>design, build, finance, operate, and maintain</td>
</tr>
<tr>
<td>DCSS</td>
<td>California Department of Child Support Services</td>
</tr>
<tr>
<td>(Decd.)</td>
<td>Deceased (in parentheses, after person’s name)</td>
</tr>
<tr>
<td>DGS</td>
<td>California Department of General Services (California)</td>
</tr>
<tr>
<td>DHCS</td>
<td>Department of Health Care Services (California; successor to California Department of Health Services (CDHS), for certain functions; see CDPH)</td>
</tr>
<tr>
<td>DOF</td>
<td>Department of Finance (California)</td>
</tr>
<tr>
<td>DOJ</td>
<td>Department of Justice (U.S. or California)</td>
</tr>
<tr>
<td>DRAFT</td>
<td>Dependency Representation, Administration, Funding, and Training (court-appointed dependency counsel program)</td>
</tr>
<tr>
<td>DSA</td>
<td>Division of the State Architect</td>
</tr>
<tr>
<td>DUI</td>
<td>driving under the influence (used interchangeably with DWI (driving while intoxicated))</td>
</tr>
<tr>
<td>DVBE</td>
<td>Disabled Veteran Business Enterprise</td>
</tr>
<tr>
<td>DV-FLIP</td>
<td>Domestic Violence—Family Law Interpreter Program</td>
</tr>
<tr>
<td>DVPA</td>
<td>Domestic Violence Prevention Act</td>
</tr>
<tr>
<td>DVSP</td>
<td>Domestic Violence Safety Partnership (project)</td>
</tr>
<tr>
<td>EEOC</td>
<td>U.S. Equal Employment Opportunity Commission</td>
</tr>
<tr>
<td>EGG</td>
<td>Editing and Graphics Group (Judicial Council staff, part of JCS)</td>
</tr>
<tr>
<td>E&amp;P</td>
<td>Executive and Planning Committee (Judicial Council internal committee)</td>
</tr>
<tr>
<td>EBPs</td>
<td>evidence-based practices</td>
</tr>
<tr>
<td>EFSPs</td>
<td>electronic filing service providers</td>
</tr>
<tr>
<td>EIA</td>
<td>CSAC Excess Insurance Authority</td>
</tr>
<tr>
<td>EIS</td>
<td>environmental impact study (required under CEQA)</td>
</tr>
<tr>
<td>ELAN</td>
<td>Executive Legislative Action Network</td>
</tr>
<tr>
<td>ESIP</td>
<td>Extended Service Incentive Program</td>
</tr>
<tr>
<td>FAPE</td>
<td>free, appropriate public education</td>
</tr>
<tr>
<td>FEO</td>
<td>financial evaluation officer (related to JDCCP)</td>
</tr>
<tr>
<td>FLEXCOM</td>
<td>State Bar of California, Family Law Section executive committee</td>
</tr>
<tr>
<td>FLSA</td>
<td>Fair Labor Standards Act (federal)</td>
</tr>
<tr>
<td>FLTF</td>
<td>Family Law Trust Fund</td>
</tr>
<tr>
<td>FMLA</td>
<td>Family and Medical Leave Act (federal)</td>
</tr>
<tr>
<td>FTE</td>
<td>full-time equivalent</td>
</tr>
<tr>
<td>GAAP</td>
<td>Generally Accepted Accounting Principles</td>
</tr>
<tr>
<td>GED</td>
<td>general educational development (but OK to use acronym alone)</td>
</tr>
<tr>
<td>HCRC</td>
<td>Habeas Corpus Resource Center</td>
</tr>
<tr>
<td>HIPPA</td>
<td>Health Insurance Portability and Accountability Act (federal)</td>
</tr>
<tr>
<td>HREMSS</td>
<td>Human Resources and Education Management System</td>
</tr>
<tr>
<td>HRMIS</td>
<td>Human Resources Management Information System</td>
</tr>
</tbody>
</table>
HR: Human Resources (Judicial Council office)
IBR: Incremental Budget Request
I-CAN: Interactive Community Assistance Network
ICM: Institute for Court Management
ICNA: Immediate and Critical Needs Account (SB 1407 funds)
ICWA: Indian Child Welfare Act (federal)
IEP: Individualized education program
IMF: State Trial Court Improvement and Modernization Fund (sometimes referred to as STCIMF; combines former JAEMF (or Mod Fund) and TCIF)
IOLTA: Interest on Lawyers’ Trust Accounts
ISB: Integrated Services Backbone
IT: Information Technology (Judicial Council office)
ITC: Invitation to comment
JABG: Juvenile Accountability Block Grants (federal)
JAEMF: Judicial Administration Efficiency and Modernization Fund (more commonly called Modernization Fund or Mod Fund; replaced by IMF)
JAG: Judge Advocate General
JAIC: Judicial Administration Institute of California (former administrative education department of the Judicial Council’s staff agency; part of CJER since 1994)
JBCL: Judicial Branch Contract Law (California)
JBCM: Judicial Branch Contracting Manual
JBSIS: Judicial Branch Statistical Information System
JCAR: Judicial Council Agenda Request form
JCCC: Judicial Council Conference Center (full name is William C. Vickrey Judicial Council Conference Center)
JCS: Judicial Council Support (Judicial Council office, combines Editing and Graphics Group (EGG) and former Secretariat)
JCTC: Judicial Council Technology Committee (Judicial Council internal committee)
JDCCP: Juvenile Dependency Counsel Collections Program
JEF: Judicial Education Fund
JILL: Judicial Image Library and Locator (database)
JLBC: Joint Legislative Budget Committee (California)
JNE: Commission on Judicial Nominees Evaluation of the State Bar (informally referred to as the “Jenny” Commission)
JPE: Judicial position equivalent (see section I.3.4 for a definition)
JRN: Judicial Resources Network (extranet formerly known as Serranus)
JRS: Judges’ Retirement System
JRTA: Judicial Resources and Technical Assistance (project)
JXDD: Justice XML Data Dictionary
Kin-GAP: Kinship Guardianship Assistance Payment program
LAIF: Local Agency Investment Fund (California)
LAO: Legislative Analyst’s Office
LAP: Language access plan
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LBJP</td>
<td>Long Beach Judicial Partners (formerly California Judicial Partners)</td>
</tr>
<tr>
<td>LEA</td>
<td>local educational agency; law enforcement agency</td>
</tr>
<tr>
<td>LEED</td>
<td>Leadership in Energy and Environmental Design</td>
</tr>
<tr>
<td>LEP</td>
<td>limited English proficiency (noun); limited-English-proficiency (adjective)</td>
</tr>
<tr>
<td>LERU</td>
<td>Labor and Employee Relations Unit (former name of unit within Judicial Council Human Resources office; now called Labor and Employee Relations Services)</td>
</tr>
<tr>
<td>LEU</td>
<td>Labor and Employment Unit (within Judicial Council Legal Services office)</td>
</tr>
<tr>
<td>LLC</td>
<td>limited liability company</td>
</tr>
<tr>
<td>LLEA</td>
<td>Local Law Enforcement Assistance</td>
</tr>
<tr>
<td>LLP</td>
<td>limited liability partnership</td>
</tr>
<tr>
<td>MCLE</td>
<td>Minimum Continuing Legal Education</td>
</tr>
<tr>
<td>MEPA</td>
<td>Multiethnic Placement Act of 1994</td>
</tr>
<tr>
<td>MMCC</td>
<td>Milton Marks Conference Center</td>
</tr>
<tr>
<td>MND</td>
<td>mitigated negative declaration</td>
</tr>
<tr>
<td>Mod Fund</td>
<td>Judicial Administration Efficiency and Modernization Fund (replaced by IMF)</td>
</tr>
<tr>
<td>MOE</td>
<td>maintenance of effort</td>
</tr>
<tr>
<td>MOU/MOU</td>
<td>memorandum of understanding/memoranda of understanding</td>
</tr>
<tr>
<td>NACM</td>
<td>National Association for Court Management</td>
</tr>
<tr>
<td>NADCP</td>
<td>National Association of Drug Court Professionals</td>
</tr>
<tr>
<td>NAJIT</td>
<td>National Association of Judiciary Interpreters and Translators</td>
</tr>
<tr>
<td>NASJE</td>
<td>National Association of State Judicial Educators</td>
</tr>
<tr>
<td>NASPO</td>
<td>National Association of State Procurement Officials</td>
</tr>
<tr>
<td>NCSC</td>
<td>National Center for State Courts</td>
</tr>
<tr>
<td>NEO</td>
<td>New Employee Orientation (for Judicial Council staff)</td>
</tr>
<tr>
<td>NJO</td>
<td>New Judge Orientation (CJER)</td>
</tr>
<tr>
<td>NSF</td>
<td>net square feet</td>
</tr>
<tr>
<td>OCJP</td>
<td>Office of Criminal Justice Planning (California department, dismantled in 2004)</td>
</tr>
<tr>
<td>OCR</td>
<td>Office of Court Research (Judicial Council staff unit)</td>
</tr>
<tr>
<td>OJJDP</td>
<td>U.S. Office of Juvenile Justice and Delinquency Prevention</td>
</tr>
<tr>
<td>OPS</td>
<td>oral proficiency screening (of court interpreters)</td>
</tr>
<tr>
<td>OSDS</td>
<td>Office of Small Business and Disabled Veteran Business Enterprise Services (California)</td>
</tr>
<tr>
<td>PACER</td>
<td>Public Access to Court Electronic Records (federal service)</td>
</tr>
<tr>
<td>PAF</td>
<td>Advisory Committee on Providing Access and Fairness (Judicial Council advisory body)</td>
</tr>
<tr>
<td>PAJAR</td>
<td>public access to judicial administrative records (see Cal. Rules of Ct., rule 10.500)</td>
</tr>
<tr>
<td>PBI</td>
<td>performance-based infrastructure (used interchangeably with PPP)</td>
</tr>
<tr>
<td>PCLC</td>
<td>Policy Coordination and Liaison Committee (Judicial Council internal committee)</td>
</tr>
<tr>
<td>PDF</td>
<td>portable document format</td>
</tr>
<tr>
<td>PDQ</td>
<td>position description questionnaire</td>
</tr>
<tr>
<td>PERB</td>
<td>Public Employment Relations Board (California)</td>
</tr>
<tr>
<td>PFR</td>
<td>probation failure rate</td>
</tr>
<tr>
<td>PORAC</td>
<td>Peace Officers Research Association of California</td>
</tr>
<tr>
<td>PPP</td>
<td>public-private partnership (also known as P3)</td>
</tr>
</tbody>
</table>
PRCS  postrelease community supervision
RAR   RUPRO Action Request form
RAS   Resource Allocation Study
RCP   Review of Capital Project
REFM  Real Estate and Facilities Management *(Judicial Council office)*
RFI   request for information
RFP   request for proposals
RFQ   request for qualifications
RID   Registry of Interpreters for the Deaf, Inc.
RVP   remote video proceedings *(for traffic infractions)*
RUPRO Rules and Projects Committee *(Judicial Council internal committee)*
SC:L  Specialist Certificate: Legal
SABRC State Agency Buy Recycled Campaign *(California)*
SAIL  Secure Access Internet Login
SAL   state appropriations limit
SAM   State Administrative Manual
SAP   systems, applications, and products software
SARMS Substance Abuse Recovery Management System
SCFCF State Court Facilities Construction Fund *(SB 1732 funds)*
SCM   State Contracting Manual
SCO   State Controller’s Office
SDU   State Disbursement Unit *(for child support collection by DCSS)*
SEBS  Statewide Electronic Business Services
SEC   Strategic Evaluation Committee *(special committee of the Chief Justice)*
SELPA special education local plan area
SIJ   Special Immigrant Juvenile
SJI   State Justice Institute
SJO   subordinate judicial officer
SLAPP strategic lawsuit against public participation
SMEs  subject-matter experts
SNAP  Supplemental Nutrition Assistance Program *(federal government name for program formerly known as Food Stamps; in California CalFresh is the new name)*
SPWB  State Public Works Board
SUSRS Statewide Uniform Statistical Reporting System
T&D   training and development position
TANF  Temporary Assistance for Needy Families *(replaced AFDC)*
TCAS  Trial Court Administrative Services *(Judicial Council office)*
TCBAC Trial Court Budget Advisory Committee *(Judicial Council advisory body)*
TCIF  Trial Court Improvement Fund *(replaced by IMF)*
TCL   Trial Court Liaison *(Judicial Council office)*
TCPJAC Trial Court Presiding Judges Advisory Committee *(Judicial Council advisory body)*
TCRM  Trial Court Records Manual
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>TCTF</td>
<td>Trial Court Trust Fund</td>
</tr>
<tr>
<td>TDD</td>
<td>telecommunications device for the deaf</td>
</tr>
<tr>
<td>TIFF</td>
<td>Tagged Image File Format</td>
</tr>
<tr>
<td>TILP</td>
<td>Transitional Independent Living Plan</td>
</tr>
<tr>
<td>TPTF</td>
<td>Technology Planning Task Force (Judicial Council advisory body)</td>
</tr>
<tr>
<td>UCCJEA</td>
<td>Uniform Child Custody Jurisdiction and Enforcement Act (federal)</td>
</tr>
<tr>
<td>UCF</td>
<td>Uniform Civil Fees and Standard Fee Schedule Act of 2005 (California)</td>
</tr>
<tr>
<td>UFC</td>
<td>unified family court</td>
</tr>
<tr>
<td>USGBC</td>
<td>U.S. Green Building Council (administers LEED program)</td>
</tr>
<tr>
<td>VA</td>
<td>U.S. Department of Veterans Affairs (before 1981 this stood for Veterans Administration; see also CalVet above)</td>
</tr>
<tr>
<td>VAWA</td>
<td>Violence Against Women Act (federal)</td>
</tr>
<tr>
<td>VAWEP</td>
<td>Violence Against Women Education Project</td>
</tr>
<tr>
<td>VfM</td>
<td>value for money</td>
</tr>
<tr>
<td>VoIP</td>
<td>Voice over Internet Protocol</td>
</tr>
<tr>
<td>VORP</td>
<td>victim offender reconciliation program</td>
</tr>
<tr>
<td>VRI</td>
<td>video remote interpreting (for American Sign Language)</td>
</tr>
<tr>
<td>VSIP</td>
<td>Voluntary Separation Incentive Program</td>
</tr>
<tr>
<td>WAAC</td>
<td>Workload Assessment Advisory Committee (Judicial Council advisory body; replaces Judicial Branch Resource Needs Assessment Advisory Committee, which replaced the SB 56 Working Group)</td>
</tr>
<tr>
<td>WAFM</td>
<td>Workload-Based Allocation and Funding Methodology</td>
</tr>
<tr>
<td>WAMS</td>
<td>Web access management system</td>
</tr>
<tr>
<td>WSCA</td>
<td>Western States Contracting Alliance</td>
</tr>
</tbody>
</table>

⚠️ From time to time, check the Hub in the Reference > Style Guide, Correspondence, Publishing section for updates to this acronym list that may be published there between revisions of the Style and Correspondence Guide.

### 2.2 Abbreviations for Degrees and Credentials

Abbreviations for licenses and credentials do not have periods:
- CMP, LCSW, AIA

Abbreviations for academic degrees also do not have periods:
- BS, JD, LLD, MA, MBA, MDiv, MFCC, MSW, PhD
  - Dr. David Smith or David Smith, PhD, *(use commas before and after abbreviation in running text)*

⚠️ Consult the American Heritage Dictionary for other abbreviations of academic degrees not listed here.

When spelling out academic degrees:
- bachelor’s degree in English literature, master’s degree in psychology *(with apostrophes)*
  - but associate degree *(no apostrophe)*
- juris doctorate *(no italics)*
2.3 Abbreviations and Acronyms: Punctuating

Here are a few guidelines on using periods and apostrophes with abbreviations and acronyms.

PERIODS

In general, abbreviated names of organizations do not include periods.

Don’t use periods:

- RUPRO
- SPWB
- UCLA
- USA

But do use periods:

- U.S. (to distinguish from the capitalized word US)
- L.A. (for Los Angeles; to distinguish from the postal abbreviation for Louisiana, LA)

APOSTROPHES

The examples below offer a brief overview of when and when not to use apostrophes.

Don’t use apostrophes in plural acronyms:

- HMOs, CDs, RFPs

Do use apostrophes to form the possessive of an acronym:

- the HMO’s board of directors, the CD’s contents, the RFP’s terms

Do use apostrophes for the plural of letters used as letters:

- the ABC’s, dotting the i’s, crossing the t’s

2.4 Abbreviations and Shortened Terms: Use in Text

Use the complete term at the first occurrence followed by the shortened term or abbreviation in parentheses and do not surround the shortened term with quotation marks:

- Court Executives Advisory Committee (CEAC)
- health maintenance organization (HMO)
- fiscal year (FY) 1996–1997

Terms such as act and task force need not be defined in parentheses if the reference is clear:

- . . . as specified in the Family Medical Leave Act. The act further requires . . .
2.5 Abbreviations Used With Names: Jr., Sr., and II, III; Legislators’ Affiliations

Here are some guidelines on the use and punctuation of these abbreviations in text.

For forms of address in letters, see section III.2.3, Inside Address in Letter, Address on Envelope, and Salutation.

JR., SR., II, III

Use a comma before and after Jr. or Sr.:

Judge Mark G. Nelson, Sr., serves on the Superior Court of Los Angeles County.

Don’t use commas with II and III:

Judge Helios Hernandez II serves on the Superior Court of Riverside County.

Do not include these abbreviations in the salutation of a letter:

Dear Judge Nelson:
Dear Judge Hernandez:

LEGISLATORS’ AFFILIATIONS

For California legislators:

Assembly Member Rob Bonta (D-Oakland) commented in more detail.
Senator Mike Morrell (R-Rancho Cucamonga) introduced the bill.
Several senators and Assembly members spoke at the press conference.

For members of the United States Congress:

Senator John McCain (R-AZ), cosponsored the legislation.
Representative Barbara Lee (D-CA) voiced an objection.
The voting records of senators and representatives can be found online.

Do not use Congressman or Congresswoman when addressing members of the U.S. House of Representatives (but Representative may be abbreviated to “Rep.” if space is tight, as on a mailing label):

Dear Representative Dingell:

For information on titles in addresses, see section III.2.3, Inside Address in Letter, Address on Envelope, and Salutation.
3. NAMES OF CALIFORNIA COURTS AND FEDERAL COURTS

3.1 State Courts

SUPREME COURT

Supreme Court of California
California Supreme Court
Supreme Court (capitalize even when standing alone) but the court

COURTS OF APPEAL (NOT “APPEALS”)

the Court of Appeal
Court of Appeal, First Appellate District
First Appellate District of the Court of Appeal (preferable to First District Court of Appeal)
Court of Appeal, Second Appellate District, Division Three (no comma at end)
Plurals: the Courts of Appeal, the First and Second Appellate Districts

SUPERIOR COURTS

Use the formal names of California superior courts in inside addresses in letters, rosters, certificates, plaques, and other formal text:

Superior Court of California, County of __________

The informal court name may be used in reports and news articles; in the regular text of reports, letters, and memos; in the “To” line in memos; and in cc lines of memos and letters, as follows:

Superior Court of __________ County

Don’t use: Los Angeles Court or Los Angeles County Superior Court
However, you can use, at second and subsequent mentions: Los Angeles County court, Los Angeles court

3.2 Federal Courts

Supreme Court of the United States/Supreme Court (capitalize even when standing alone) but the court
United States Court of Appeals for the Ninth Circuit/Ninth Circuit Court of Appeals/the Ninth Circuit or the court of appeals (for subsequent mentions; not “appeal”)
United States District Court for the Northern District of California/the Northern District or the district court (subsequent mentions)
United States Court of Federal Claims (1992–present); United States Claims Court (1982–1992); Court of Claims (pre-1982); the claims court (subsequent mentions)
4. NAMES AND TITLES OF INDIVIDUALS

4.1 Names and Titles: Using Rosters to Check

Always use the official names of individuals at first mention in your document. Look for the official names in the rosters maintained in the CAPS system and posted on the Hub under Reference > Court Locations & Contacts, Judicial Rosters and on the R: drive in the JC Rosters folder. CAPS includes retired as well as active judges. For titles of Judicial Council staff, check the relevant division or office page on the Hub under Divisions & Offices.

4.2 “Hon.” or “The Honorable”

The honorific “Hon.” is used before the names of justices, judges, commissioners, referees, and all officials elected by the voters (legislators, mayors, county supervisors, etc.).

“Hon.” is used in:
- Name badges
- Rosters
- Inside address of a letter
- Addresses on envelopes (except for retired justices and judges at their home addresses); see section III.2.3, Inside Address in Letter, Address on Envelope, and Salutation
- “To:” line in a memorandum (but not in the “From” line)
- “cc:” list in a letter or memorandum

But do not use “Hon.” in regular text and in the salutations of letters. Instead use “Justice,” “Judge,” “Presiding Judge,” and so forth, followed by the person’s last name.

Dear Justice Jones:

For examples in correspondence, see section III.2.3, Inside Address in Letter, Address on Envelope, and Salutation.

“The Honorable” or “Honorable” is not used in running text except for resolutions, such as those honoring retired judges.

4.3 Initials in Names

In proper names, use a nonbreaking space (CTRL+SHIFT+spacebar) between two initials:

M. P. Nelson
4.4 Capitalizing Titles, Generally

Capitalize a person’s title only if it is the official, complete version of the title in a list, agenda, or address or if it appears in front of a name. For example:

Erika Reynolds, the district attorney/Erika Reynolds, District Attorney of _____ County/District Attorney Erika Reynolds
Court Executive Officer Michael D. Planet
Chief of Staff Jody Patel

In text or in the cc’s of letters and memos or in the “From” line of memos:

Michael D. Planet, Court Executive Officer, Superior Court of Ventura County
Millicent Tidwell, Chief Operating Officer, Judicial Council

If a title is established in the California Constitution, it is always capitalized, even when used generically:

Chief Justice    Attorney General    Governor

4.5 Judicial Branch Titles

<table>
<thead>
<tr>
<th>Supreme Court</th>
<th>Courts of Appeal</th>
<th>Superior courts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Justice of California (not Chief Justice of the California Supreme Court)</td>
<td>Administrative Presiding Justice (of an appellate district)</td>
<td>Presiding Judge</td>
</tr>
<tr>
<td>Associate Justice</td>
<td>Presiding Justice (of a division of an appellate district)</td>
<td>Supervising Judge</td>
</tr>
<tr>
<td>Clerk of the Court</td>
<td>Associate Justice</td>
<td>Judge</td>
</tr>
<tr>
<td></td>
<td>Clerk/Administrator</td>
<td>Commissioner</td>
</tr>
<tr>
<td></td>
<td>Clerk/Executive Officer (only for Second Appellate District)</td>
<td>Referee</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Court Executive Officer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chief Executive Officer (only when individual court has specified the title)</td>
</tr>
</tbody>
</table>

SUPREME COURT

Chief Justice Tani G. Cantil-Sakauye/the Chief Justice
Associate Justice Kathryn Mickle Werdegar/Justice Werdegar
Frank A. McGuire, Clerk of the Supreme Court
The Supreme Court justices, listed below following the Chief Justice in order of seniority, are:

1. Tani G. Cantil-Sakauye
2. Kathryn M. Werdegar
3. Ming W. Chin
4. Carol A. Corrigan
5. Goodwin H. Liu
6. Mariano-Florentino Cuéllar
7. Leondra R. Kruger

COURTS OF APPEAL

Administrative Presiding Justice Judith McConnell/Administrative Presiding Justice McConnell
Justice (or Presiding Justice) of the Court of Appeal, Second Appellate District, Division Five
Presiding Justice Paul Turner/Presiding Justice Turner
Associate Justice Cynthia G. Aaron/Justice Aaron
Diana Herbert, Clerk/Administrator of the Court of Appeal, First Appellate District

SUPERIOR COURTS

Formal, such as in a program or an inside address:

Judge (or Presiding Judge) of the Superior Court of California, County of __________
Commissioner of the Superior Court of California, County of __________
Referee of the Superior Court of California, County of __________

Informal, such as in text:

Presiding Judge Garrett Olney/Presiding Judge Olney
Judge Dennis J. Buckley/Judge Buckley
Judge Felix N. Morris of the Superior Court of Fresno County
Commissioner Terry Adamson/Commissioner Adamson
Mary Jones, Court Executive Officer, Superior Court of California, County of _____ or
Mary Jones, Court Executive Officer, Superior Court of _____ County

RETIRED AND TEMPORARY JUSTICES AND JUDGES

Retired justices and judges retain the title they had at the court from which they retired:

Justice Elwood P. Lui (Ret.) (in text)
Hon. Elwood P. Lui (Ret.) (inside address of letter)

IMPORTANT For security reasons, do not use the title “Judge” or “Justice” (or “Hon.” or “(Ret.)”) on envelopes going to home addresses.
5. NAMES OF JUDICIAL COUNCIL ENTITIES

5.1 Judicial Council Committees and Task Forces

For more information on Judicial Council advisory bodies generally, consult the public website at Policy & Administration > Judicial Council > Advisory Bodies. To learn more about the work of advisory bodies, see the information posted on the Hub at Judicial Council & Advisory Bodies > Internal Committees, Advisory Committees & Nominations.

**JUDICIAL COUNCIL INTERNAL COMMITTEES**

Executive and Planning Committee (E&P)
Judicial Council Technology Committee (JCTC)
Litigation Management Committee
Policy Coordination and Liaison Committee (PCLC)
Rules and Projects Committee (RUPRO)

**JUDICIAL COUNCIL ADVISORY COMMITTEES**

Administrative Presiding Justices Advisory Committee
Advisory Committee on Civil Jury Instructions
Advisory Committee on Criminal Jury Instructions
Advisory Committee on Financial Accountability and Efficiency for the Judicial Branch
Advisory Committee on Providing Access and Fairness
Appellate Advisory Committee
Civil and Small Claims Advisory Committee
Collaborative Justice Courts Advisory Committee
Court Executives Advisory Committee
Court Facilities Advisory Committee
Court Interpreters Advisory Panel
Court Security Advisory Committee
Criminal Law Advisory Committee
Family and Juvenile Law Advisory Committee
Governing Committee of the Center for Judicial Education and Research (CJER)
Information Technology Advisory Committee (formerly Court Technology Advisory Committee)
Judicial Branch Workers’ Compensation Program Advisory Committee
Probate and Mental Health Advisory Committee
Shriver Civil Counsel Act Implementation Committee
Traffic Advisory Committee
Trial Court Budget Advisory Committee
Trial Court Facility Modification Advisory Committee
Trial Court Presiding Judges Advisory Committee
Tribal Court–State Court Forum (en dash)
Workload Assessment Advisory Committee
JUDICIAL COUNCIL TASK FORCES

Court-Ordered Debt Task Force
Language Access Plan Implementation Task Force

5.2 Judicial Council Management, Offices, and Staff

EXECUTIVE OFFICE

Martin Hoshino, Administrative Director
Jody Patel, Chief of Staff
Millicent Tidwell, Chief Operating Officer
Mark W. Dusman, Chief Administrative Officer (Acting)

The Chief of Staff is the director of the Leadership Services Division, the Chief Administrative Officer heads the Administrative Division, and the Chief Operating Officer helms the Operations and Programs Division. Their roles are agencywide, however, so their divisions don’t need to be shown as part of their titles unless they so request. In some contexts “Judicial Council” can be added, for example:

Jody Patel, the Judicial Council’s Chief of Staff (in running text)
Jody Patel, Chief of Staff, Judicial Council (in a program or cc list)

JUDICIAL COUNCIL STAFF OFFICES

For the latest Judicial Council organization chart, see the chart linked to from the public website at Policy & Administration > Judicial Council > Judicial Council Staff. For the leadership and organization of each of the offices listed below, see the information posted in the Divisions & Offices section of the Hub.

IMPORTANT “Office” is no longer part of any of the office names listed below.

Administrative Support
Appellate Court Services
Audit Services
Capital Program
Center for Families, Children & the Courts
Center for Judicial Education and Research (CJER)
Communications
Court Operations Services
Criminal Justice Services
Finance
Governmental Affairs
Human Resources
Information Technology
Judicial Council Support
Legal Services
Real Estate and Facilities Management
Special Projects
Trial Court Liaison
THE 2014 AGENCY NAME CHANGE

Although the goal going forward is to refer to both the council staff and the members of the Judicial Council (the policymaking body) as just “Judicial Council” or “Judicial Council of California,” that will not always be possible. Some exceptions are:

- When it is necessary to distinguish between the policymaking body that has been given certain authorities and responsibilities by either the state Constitution or statutes and the staff who help carry out those responsibilities; or
- When it is clear that the duties of only a specific group of council staff are meant.

When the word “staff” is used, it can take either a singular or plural verb, depending on whether:

- Something that affects all staff in the same way is being described:  
  *the council’s staff receives* [singular verb] *13 paid holidays per year,*
- Something that is the responsibility of just one staff member is under discussion:  
  *the staff to the Judicial Council’s Litigation Management Committee is* [singular] *traveling to Sacramento today,* or
- The topic is an identifiable group of staff members:  
  *Judicial Council CLASP unit staff are* [plural] *facilitating a series of public hearings today and tomorrow.*

*Note:* Singular verbs are always used when “Judicial Council” or “Judicial Council of California” is the subject.

For further guidance staff may consult:

- The *Judicial Council Identity Clarification Guidelines* (especially section III) that were issued in July 2014 and are posted on the Hub in Reference > Style Guide, Correspondence, Publishing > Style Guide; and
- Item A29 on the council’s October 27, 2015 meeting agenda, which amended the rules of court and standards of judicial administration to implement the identity change.

6. NAMES OF WEBSITES AND NAMES IN E-MAIL ADDRESSES

The primary websites for which the Judicial Council is responsible include:

- The California Courts website, which is the public website of California’s judicial branch and is found at [www.courts.ca.gov](http://www.courts.ca.gov). It is not referred to as the Judicial Council’s website.
  *Note* that while “Online” isn’t in the name of this website at the link above, it is used in the name in reports and correspondence to distinguish this online self-help tool from court self-help centers that are buildings where court users come for assistance.
- Centro de Ayuda, the Spanish version of the self-help site, at [www.sucorte.ca.gov](http://www.sucorte.ca.gov).
- The Judicial Resources Network (formerly known as Serranus), which is the password-protected extranet for court leaders. Its URL is [http://jrn.courts.ca.gov/](http://jrn.courts.ca.gov/).
Part II: Style Guide

6.1 Internet Addresses (URLs) and Hyperlinks

Italics are recommended for URLs in narrative text in print documents. But this is a stylistic choice (to emphasize URLs or just make them more noticeable within dense text), not a requirement:

www.courts.ca.gov

The “http://” isn’t needed, unless the address that follows does not include “www”:

http://jrn.courts.ca.gov/programs/listservs.htm

If you must break a URL at the end of a line, break it before a punctuation mark and do not use a hyphen unless it is part of the URL:

www.courts.ca.gov
/selfhelp-adoption.htm

To create a hyperlink without displaying “http://”: URLs that include “www” can by hyperlinked without showing “http://” in the document text. In Word, access the Insert Hyperlink dialog box either by right-clicking the text you want to hyperlink and then selecting Hyperlink or by choosing Hyperlink from the Links group on the Insert tab. In the “Text to display” field, type the URL as you would like it displayed, e.g., www.calbar.ca.gov, and in the “Address” field type http://www.calbar.ca.gov. Word may add the “http://” in the “Text to display” field once you type it in the “Address” field, but you can manually remove it from the display field before clicking OK and completing your hyperlink.

6.2 Name Style for Websites, Webpages, and Blogs

To italicize, use quotation marks, or use nothing—that is the question addressed here. Website titles are treated like conference titles—upper- and lowercase, no italics or quote marks:

California Courts website (“website” not considered part of the title)
Judicial Resources Network (extranet formerly known as Serranus)

Enclose names of specific webpages in quote marks. For example:

The “Alternative Dispute Resolution” page of the California Courts website . . .

Titles of blogs and blog entries are treated like titles of journals (in italics) and journal articles (enclosed in quotes), respectively:

The Matier and Ross Blog (the blog’s title)
“Russo Picked as Alameda City Manager” (the title of a blog entry)
6.3 E-mail Addresses
E-mail addresses use dots between first and last names. Although these addresses have traditionally appeared in written documents in lowercase, if the addressee prefers, upper- and lowercase may be used:

patrick.ballard@jud.ca.gov   OR
Patrick.Ballard@jud.ca.gov   *(No italics are used for either style.)*

In a document to be distributed in hard copy only, you may break an e-mail address before a period or before the @:

For more information, contact Sheila Ng at 415-865-2222 or sheila.ng@jud.ca.gov.

7. PUNCTUATION AND NUMBERS

7.1 Commas
Use the series comma before the last item in a series of more than two items:

apples, bananas, and oranges

But do NOT use a series comma when the series is connected with an ampersand instead of “and”:

Center for Families, Children & the Courts

Also use commas for numbers greater than 999:

1,000, $5,000, 1,524,600 (BUT 1.5 million for the latter if rounding is acceptable)

But do NOT use commas in code section numbers even if they are greater than 999:

Code of Civil Procedure section 3752

Use commas in names with “Jr.” or “Sr.” but not in names with “II” or “III.”

Governor Edmund G. Brown, Sr.; Gordon Gecko III

7.2 Hyphens and Dashes
The hyphen (-), the en dash (–), and the em dash (—) have specific uses.

Don’t use a hyphen for compound adjectives that include an adverb ending in “ly.” Do use a hyphen (-) to create compound nouns and most compound adjectives (also see the section on en dashes, below) and in telephone and form numbers:

statutorily required notice *(compound adjective with “ly” adverb and NO hyphen)*
two thirds (BUT one and two-thirds), great-grandmother, a five-year-old *(compound nouns)*
court-ordered debt, a five-year-old child, a user-friendly application *(compound adjectives)*

BUT

per capita income, ad hoc committee, pro rata equity interest *(no hyphen in Latin-derived terms)*

415-865-4200 (NOT 415.865.4200 or (414) 865-4200), form SC-100-INFO

800-234-5678 *(no “1-” prefix except in plain-language forms)*
For more on hyphens, see *California Style Manual* sections 4:40–4:44.

Use **en dashes** (–), created with CTRL + the number pad hyphen, in ranges of numbers or dates, between fiscal years, and in hyphenated adjectival compounds in which one or both parts of the compound is two words:

- pages 141–157, sections 51300–51308 *(NOT 141–57, 51300–308, or 51300–08)*; 8:45–11:00 a.m.
- Judicial Council–sponsored legislation, Tribal Court–State Court Forum, then–Chief Justice Lucas

Use **em dashes** (—), created with CTRL + SHIFT + the number pad hyphen, rather than two hyphens (--) to set off interjections or phrases within a sentence and do not put a space around the dash:

Some critics thought—and some still think—that the pilot project was not well conceived.

### 7.3 Apostrophe With Words Ending in “s”

When forming a possessive, add an apostrophe and an *s* to a singular word ending in “s” or “ss”:

- Judge Jones's remarks
- the witness's affidavit

But add *only* an apostrophe to plural nouns ending in “s”:

- the judges' robes
- the speakers' bios

### 7.4 Punctuation and Footnote Superscripts With Quotation Marks

Put periods and commas **inside** quotation marks, BUT put semicolons and colons **outside**.

For question marks, exclamation points, or em dashes, placement depends on the context. If any of these are part of the quoted material, put them **inside** with the rest of the quotation. But if they are NOT part of the quotation, put them **outside** the quote marks.

Footnote superscripts should follow closing quotation marks as well as any other punctuation marks **except** the em dash, which they precede.

Because indented, block quotations are not enclosed in quotation marks, superscripts for any added footnotes that are NOT part of the quotation should be enclosed in brackets.

For more about **quotations**, see section II.9.5.

### 7.5 Numbers or Words?

In regular text, spell out numbers nine and under and use numerals for 10 and above.

But when your text has mixed numbers (some less than 10 and others equal to or greater than 10) and those numbers refer to *similar* items in the same discussion, use numerals for both.

- During the past six months, 3 courts were added to the pilot program and additional funding was secured for the 10 pilot projects already underway.

When a number begins a sentence, use a word rather than a numeral, even if the number is large:

- Twenty-two precincts have reported, and the new voting machines seem to be working well.
- Nineteen ninety-eight was the year implementation of state trial court funding began.
Unless they occur at the beginning of a sentence, always use numerals with:

- The words *million* and *billion*: 1.5 million, $6 million (*don’t* add “dollars”), 10 billion
- Page references: the discussion on pages 5 and 6
- Percentages: a 7 percent increase
  BUT use “%” in tables or technical text for easy comparison of many percentages
- Highways: Interstate 5 (or I-5), Route 66

### 7.6 Ordinal Numbers

Ordinal numbers follow the same rules as other numbers when deciding to use numerals or words:

Fifth Avenue, 122nd Street

Do not use Word’s default superscript for “th,” “st,” “nd,” or “rd”:

10th row, 21st century, 22nd day, 103rd year

Do not use an ordinal number in dates. For example, change “the 18th of July” or “July 18th” to “July 18”:

Please attend the July 18 meeting.

### 7.7 Time References and Dates

Use 11 a.m., not 11:00 a.m. BUT be consistent and give all times in full if a fraction of an hour is used anywhere in the document and do NOT repeat “a.m.” or “p.m.” if your time period occurs entirely in the morning or afternoon/evening:

- from 8:30 a.m. to 4:00 p.m.
- 8:45–11:00 a.m.
- 3–5 p.m.
- 12 noon or 12 p.m.
- 12 midnight or 12 a.m.

Spell out months in regular text and use:

- January 2, 2004, NOT January 02, 2004 or 2 January 2004
- January 2004, NOT January, 2004 (*no comma for just a month/year date*)
- 10/30/2013 (*when limited space requires a shorter format*), NOT 10-30-2013 or 10-30-13
- the 1980s (*no apostrophe*)

Use commas around years when a month/day/year date is specified:

The report was issued on July 10, 2008, and was forwarded to the committee.

But when the date becomes an adjective that immediately precedes the noun it modifies, the comma after the year may be omitted:

The July 10, 2008 report was issued to the press.
Here are some examples of how to refer to consecutive dates:

from 1992 to 1995  
between March 1, 2002, and January 1, 2003, . . .  
2001 through 2004  

Not: from 1998–1999 (an incorrect mixture of two ways of referring to the date)  
Not: between 2008–2009 (ditto)

8. RULES OF COURT AND JUDICIAL COUNCIL FORMS

8.1 Referring to Rules and Standards

Rules of court and standards of judicial administration are referred to in this way in text:

rule 8.25 of the California Rules of Court  
standard 10.50 of the California Standards of Judicial Administration  

And this way when a citation occurs in parentheses or in a footnote:

Cal. Rules of Court, rule 8.25  
Cal. Stds. Jud. Admin., std. 10.50  

Titles. The title of a rule or standard is sentence style, that is, an initial capital letter followed by lowercase text (except for any proper nouns in the title):

Rule 10.6. Judicial Council meetings  (when used to title the rule or standard itself)  
Standard 4.40. Traffic infraction procedures  
rule 10.6 (Judicial Council meetings)  (to include the title in running text)  
standard 4.40 (Traffic infraction procedures)  

Arabic numerals are used for the hierarchy of title, division, chapter, and article. The words “title,” “division,” “chapter,” and “article” are lowercased in text but capitalized as a heading within the rules or standards.

That rule is in title 10, division 1, chapter 2.  (running text)  
Title 5. Standards for Cases Involving Children and Families  (when used as the actual title)  

Verbs. The verbs used with rules and standards are “adopted,” “amended,” “repealed,” or “renumbered.”

See section II.9.2, Legal Citations for more on citing rules of court and standards.

For more on style guidelines for writing rules (not writing about rules), see the guidelines on rules style and format posted by RUPRO staff on the Hub in the Reference section.
8.2 Referring to Forms

When forms refer to other forms, the word “form” is lowercase in traditional forms and initial capped (“Form”) in plain-language forms. When documents other than forms (for example, council reports) discuss forms, the word “form” is always lowercase.

Form titles. Italicize titles of Judicial Council forms, and use upper- and lowercase:

the Application for Earnings Withholding Order form

If the reference to the form title includes a form number, the word “form” and the number follow in parentheses and are not italicized. Avoid using “Judicial Council form” before the title.

Adoption Request (form ADOPT-200)
Petition to Establish Parental Relationship (form FL-200)

Form numbers begin with a two- to five-letter designator that indicates the area of law, e.g.:

- FL for family law,
- ADR for alternative dispute resolution,
- DISC for discovery, or
- ADOPT for adoption.

The letters are followed by a hyphen and a number.

Form numbers can end with:

- -INFO to indicate an information sheet or instructions;
- (A) usually to indicate that the form is an attachment to another form;
- C, K, S, or V to indicate a form in a language other than English, i.e., Chinese, Korean, Spanish, or Vietnamese, respectively.

For example:

What Is “Proof of Personal Service”? (form EA-200-INFO)
Prescribing Physician’s Statement—Attachment (form JV-220(A))
Declaración de Revelación (form FL-140 S)

For joint Judicial Council forms (those with two designations), separate the two form numbers with a slash:

Inventory and Appraisal (form DE-160/GC-040)

Verbs. Certain verbs are used in reference to forms. Forms are “adopted” (when mandatory), “approved” (when optional), “revised,” or “revoked.”

9. SOURCE MATERIAL: CITING AND QUOTING

This icon is used to identify examples of citations to publications of the Judicial Council.
9.1 Mechanics of Citations: Some General Rules

First, some general rules about (1) the use of italics and quote marks for titles of works, (2) citing multiple sources, and (2) dates in citations.

TITLES OF WORKS

To italicize or not to italicize: that is the first style question to ask when using the title of something either in running text or in a citation. Other options for titles include enclosing in quote marks or just using initial caps, as illustrated in the examples that follow.

Publications and Electronic Media: Do italicize the titles of freestanding publications and electronic media, including books, booklets, brochures, fact sheets, legal forms, reports, journals, newsletters, newspapers, videotapes, blogs, CDs, and DVDs. Do not italicize chapter, article, or blog entry titles; use quotation marks instead.

Workshops, Courses, and Conferences: Do not italicize these titles. Enclose workshop and course titles in quotation marks when referring to them in text; omit the quotation marks for titles listed in programs/agendas. For example:

“Court Strategic Plans: How Do We Get There?” (in text)

Conference titles should be upper- and lowercase, with no italics or quotation marks. For example:

Beyond the Bench 23: User Experience

Titles of blogs and blog entries are treated like titles of conferences and workshops; examples can be found in section II.6.2.

Broadcasts and Networks: Do italicize the title of a broadcast series:

Great Minds

But use quotation marks for titles of single broadcasts:

“Unlawful Detainer: Issues and Trends”

For networks, use no italics or quotation marks, just upper- and lowercase:

PBS
National Public Radio

CITING MULTIPLE SOURCES

When two or more sources are cited within one footnote (or in parentheses in an in-text citation), separate the sources with semicolons and do not use and before the last cite:

DATES IN CITATIONS

When a document’s date of publication includes a month as well as a year, abbreviate the month according to the table of abbreviations provided in the front matter of the *California Style Manual*. The months not listed in that table—May, June, and July—are not abbreviated.

9.2 Legal Citations

**IMPORTANT** Throughout this section, the abbreviations and punctuation shown in *any examples that are enclosed entirely in parentheses* are used in citations that occur either as parenthetical references in text or in footnotes. But do not enclose an entire footnote in parentheses. *Any examples not in parentheses* show how citations should appear in regular narrative text, whether that text is in the body of your document or in a narrative sentence in a footnote.

In the examples immediately below, footnote 1 illustrates a footnote citation; footnote 2 illustrates a footnote containing source information in narrative sentences, as well as a parenthetical citation in one of those sentences.

In footnotes use:

2 Division 8, part 3 of the Family Code (§§ 3400–3465) may be cited as the Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA). The general provisions of the UCCJEA are found in sections 3400 through 3412.

**Not:**

1 (Fam. Code, §§ 3400–3412.)
2 Div. 8, pt. 3 of the Fam. Code (§§ 3400–3465) may be cited as the Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA). The general provisions of the UCCJEA are found in §§ 3400–3412.

**BILLS**

**State**

Budget Act of 2003 (Stats. 2003, ch. 157) *(this budget has been enacted and signed by the Governor)*

2003–2004 budget bill *(this is the bill prior to enactment of the Budget Act of 2003)*

See Senate Bill 17 or Assembly Bill 123 (Fiske) . . .

Senate Bill X4 13 (Benoit; Stats. 2009, ch. 22)

SBX4 13 addresses public access …. 

*but use SB 17 or AB 123 for subsequent references in text:*

AB 123 (Stats. 2000, ch. 3)
(Assem. Bill 2926; Stats. 1996, ch. 8.)
(Assem. Bill 123 [Speier].)
Federal
(Sen. 11764, 87th Cong., 1st Sess. (1969) p. 9.)

CALIFORNIA STATUTES
See Code of Civil Procedure section 3752 et seq. for . . .
(Code Civ. Proc., § 3752 et seq.)
(Code Civ. Proc., §§ 410, 431(a); Pen. Code, §§ 717–718.)
(Welf. & Inst. Code, § 1915(a)(1)–(3).)
(Fam. Code, § 9210(a), (b) & (d).)
(Pen. Code, § 207(a), (d).)
Based on Statutes 1949, chapter 456, section 1, page 267 . . .
(Stats. 1949, ch. 456, § 1, p. 267.)
Under the California Wireless Telephone Automobile Safety Act of 2006 (Stats. 2006, ch. 290), . . . (Statute is codified in scattered sections of the Vehicle Code and thus the Stats. cite is used.)
Under the Uniform Child Custody Jurisdiction and Enforcement Act (Fam. Code, div. 8, pt. 3), . . . (Statute is codified within one part of the Family Code, encompassing consecutive chapters and sections, and thus is cited to the code.)

Abbreviations in Citations to Statutes
Et seq.: “Et seq.” (“and the following”) takes just one period (at the end), is not italicized or set off by commas, and does not make your citation plural.

Subd.: Judicial Council documents generally do not use “subd.” (as in “section 860, subd. (b)”); instead use “section 860(b)” in text and “§ 860(b)” in footnotes and parenthetical references.

perience California Style Manual section 2:8 for a list of the standard abbreviations for California code citations. Do not use, for example, “WIC” for “Welf. & Inst. Code,” “PC” for “Pen. Code,” or “CCP” for “Code Civ. Proc.” If space is limited (e.g., in tables), name the code just once, using the standard abbreviation for the first citation and a footnote explaining that subsequent code citations, unless otherwise indicated, are to that code.

To make a section symbol, go to Insert > Symbol > §. (Follow the symbol with a nonbreaking space: CTRL+SHIFT+spacebar.)

CALIFORNIA CODE OF JUDICIAL ETHICS
Based on canon 2B of the California Code of Judicial Ethics, as amended, . . .
(Cal. Code Jud. Ethics, canon 2B.)
CALIFORNIA CODE OF REGULATIONS

According to the guidelines contained in California Code of Regulations, title 14, section 15000 et seq., . . . (Cal. Code Regs., tit. 14, § 15000 et seq.)

IMPORTANT Unlike citations to California statutes, citations to the state agency regulations compiled in the California Code of Regulations must always include the title number.

To cite new or recently amended regulations, or notices of proposed regulations, see California Style Manual section 2:16.

FEDERAL STATUTES

Title 42 United States Code section 2000e(b) . . . (42 U.S.C. § 2000e(b).) (no comma before section symbol)

For more detail on citing federal codes, see California Style Manual sections 2:37–2:40; see section 2:44 for citations to the Code of Federal Regulations (C.F.R.).

CASE LAW

U.S. Supreme Court
(Gilmore v. United States (1958) 356 U.S. 21.)

U.S. Court of Appeals
(Cannata v. Kentucky Fried Chicken (2d Cir. 1995) 445 F.2d 482.)

California Supreme Court
(People v. Parnell (1995) 5 Cal.3d 469.)

California Court of Appeal

Citations to Footnotes
Citation to footnote only:
(Macy’s v. Gimbel’s (1944) 1 Cal.4th 259, 272, fn. 7.)

Citation to page 272 and footnote 7:
(Macy’s v. Gimbel’s (1944) 1 Cal.4th 259, 272 & fn. 7.)
In Macy’s v. Gimbel’s (1944) 1 Cal.4th 259, at page 272 and footnote 7, the court . . .

Shortened References in Text
Use plaintiff’s name unless referring to a criminal case, in which you would use defendant’s name:
In Payne, the Supreme Court . . .
Use parallel citations, in brackets, with out-of-state cases and for recently filed opinions:

(Holton v. 24-Hour Nautilus (1981) 160 Conn. 327 [278 A.2d 815].)
(Bouton v. USAA Casualty Ins. Co. (June 9, 2008, S149851, S149847) ___ Cal.4th ___ [2008 WL 2332004].)

The Official Reports of California appellate court opinions from 1850 to the present can be accessed from the California Courts website, with no special login or password required. Slip opinions not yet published in the Official Reports can also be accessed from the website.

For more information on using parallel citations for opinions not yet listed in the Official Reports, see California Style Manual sections 1:18–1:20.

CONSTITUTIONS

See article VI, section 28 of the California Constitution for elaboration of . . .
(Cal. Const., art. VI, § 28.)
(U.S. Const., art. VI.) (U.S. Const., 4th & 5th Amends.)

CALIFORNIA CONSTITUTIONAL AMENDMENTS

See Senate Constitutional Amendment 64 for . . . (don’t use “No.”)
(Sen. Const. Amend. 64) (no “No.”)

COMMISSION ON JUDICIAL PERFORMANCE

See rule 126 of the Rules of the Commission on Judicial Performance . . .
(Rules of Com. on Jud. Performance, rule 126.)

jury instructions

This section covers citation of the Judicial Council’s plain-language jury instructions.

To cite jury instructions prepared by the Committee on Standard Jury Instructions of the Superior Court of Los Angeles County (BAJI and CALJIC), see California Style Manual section 3:5.

Civil Jury Instructions

To use the title of the entire volume in running text:
Judicial Council of California Civil Jury Instructions (CACI in subsequent references)

To cite the entire volume:
Judicial Council of California Civil Jury Instructions (2008)
To cite an individual instruction:
CACI No. 112 or CACI No. 112, Questions From Jurors

To cite an individual verdict form:
CACI No. VF-300 or CACI No. VF-300, Breach of Contract

**Criminal Jury Instructions**
To use the title of the entire volume in running text:
*Judicial Council of California Criminal Jury Instructions* (CALCRIM in subsequent references)

To cite the entire volume:

To cite an individual instruction:
CALCRIM No. 2828 or CALCRIM No. 2828, Failure to Withhold Tax

**LEGAL JOURNAL ARTICLES**
Author’s full name, *Article Title* (date) vol. Journal Title, page.

[A] For a list of abbreviations for some other commonly cited law reviews and journals, see *California Style Manual* section 3:8.

**CALIFORNIA RULES OF COURT**
See rule 3.650 of the California Rules of Court for . . .
According to rule 10.614 (Local court forms), . . .
(Cal. Rules of Court, rule 8.1105(a).)

Judicial Council documents generally do not use “subd.” in citations. (Rule histories are an exception.) In most situations, use:

   rule 2.1008(b)(1)

For parts of one rule, use the singular:

   rule 8.122(a) and (b)

and *not* the plural:

   (rules 8.122(a) and (b))
When referring to more than two consecutive subdivisions of a rule, use an en dash:

rule 8.122(a)–(d)

If some of the cited subdivisions are consecutive and some are not, use:

in text: under California Rules of Court, rule 8.122(a)–(d), (f), and (h) . . .

in footnotes and in-text parenthetical cites: (Cal. Rules of Court, rule 8.122(a)–(d), (f) & (h).)

Use an ampersand only when citing parts of a rule; see next example.

But when multiple rules, rather than parts of a rule, are cited, use:

in text: under California Rules of Court, rules 7.1004, 7.1007(b), and 7.1008 . . .

in footnotes and in-text parenthetical cites: (Cal. Rules of Court, rules 7.1004, 7.1007(b), 7.1008.)

**Verbs.** Rules are “adopted,” “amended,” “repealed,” or “renumbered.” Forms are “adopted” (when mandatory), “approved” (when optional), “revised,” or “revoked.”

See rule 10.22(a) of the California Rules of Court.

**STANDARDS OF JUDICIAL ADMINISTRATION**

See standard 4.5 of the California Standards of Judicial Administration.

(Cal. Stds. Jud. Admin., std. 4.5.)

**Verbs.** Standards are “adopted,” “amended,” “repealed,” or “renumbered.”

**LOCAL COURT RULES**

See California Style Manual section 2:19; section 2:20; section 2:46.

Federal general orders are adopted by the court’s executive body. Example:

(See U.S.D.C., N.D.Cal., General Order 45-Electronic Case Filing (General Order 45).)

**9.3 Nonlegal Citations**

**CITING TO ONLINE DOCUMENTS**

When providing a document’s URL in a citation, also include all the other information that would appear in a print document citation, even if the document is only published online. URLs frequently change, and having the print citation information facilitates searching for the document.
in its new online location. Conversely a citation without that information (e.g., “See the commission’s report at www.punctuationcommission.org/reports/commas”) is less helpful when the document has moved. Also, because some documents are published on sites where the full text is available only to members of the publishing entity, providing a more detailed citation helps nonmembers who may need to look for a specific document at a library.

Although inclusion of a URL is not mandatory, providing one is recommended when:

- A document doesn’t exist in print;
- Access to the print version is so limited that the print document is practically unavailable;
- The URL may be useful for readers who want more information on the topic; or
- The author wishes to indicate his or her reliance on the online version.

**IMPORTANT** Use the parenthetical “(as of Jan. 2, 2006)” to provide a time marker for individuals who may try to find your cited document after its online location, content, or format has changed. This parenthetical is especially important for time-sensitive material, e.g., databases that may be periodically updated, and for publications that don’t exist in print.

**BOOKS**

Author’s full name, *Title* (Publisher, date), page.

*or*

Institutional author, *Title* (date), page.

*(When the institutional author is also the publisher, identify that institution only as author.)*


*(In this example, the institutional author is also the publisher, so that information is given only once.)*


*(In this example, the institution is a publisher but not the author.)*

**BROCHURES/PAMPHLETS/FACT SHEETS**

Brochures and pamphlets often do not have page numbers, so the first example below shows how to cite a specific part of an unpaginated brochure. The second example shows how to cite a brochure that is undated.


Judicial Council of Cal., *Court and Community: Jury Service Information and Instructions for Responding to Your Juror Summons* (undated).

Fact sheets can have titles very similar to those of longer documents covering the same topic, so use the date parenthetical to indicate that you are citing a fact sheet:

ELECTRONIC PUBLICATIONS, WEB SOURCES, AND SOCIAL MEDIA


Cal. Courts, Twitter post recapping October Judicial Council meeting, November 3, 2011, 12 p.m., http://twitter.com/#!/CalCourts


FINANCE DIVISION MEMORANDA


JOURNAL ARTICLES

Author’s full name, “Article Title” (date) vol.(no.) Journal Title pages.

Wendy Brickell, “Is It the CSI Effect or Do We Just Distrust Juries?” (Summer 2008) 23(2) Criminal Justice 10–17.


NEWSPAPER ARTICLES


REPORTS, TREATISES, AND STUDIES


SPEECHES

(Include full citation information, not just the URL, when citing the online multimedia version of a speech.)

9.4 Repeating Citations

CASES (IN TEXT OR IN FOOTNOTES)

Let’s assume the initial cite is Nelson v. Viacom (2003) 64 Cal.2d 480.

Same paragraph, no intervening citation, same page number:

(Ibid.)
Same paragraph, different page number, no intervening citation:
(Id. at p. 482.)

Same paragraph with intervening citation, or different paragraph:
(Nelson, supra, 64 Cal.2d at p. 482.)

CODES, RULES, AND OTHER PUBLICATIONS

Let’s assume the initial references read:

(Gov. Code, § 305.)
(Cal. Rules of Court, rule 5.590.)


Same reference; no intervening footnote; same section, rule, or page number:
(Ibid.)

Same reference; no intervening footnote; different section, rule, or page number:
(Id., § 308.)
(Id., rule 5.595.)
(Id. at p. 39.)

Same reference with intervening footnote:

(Gov. Code, § 305.)
(Cal. Rules of Court, rule 5.590.)
(Garner, supra, at pp. 23–25.)

9.5 Quotations

Block quotations should indent 1/2 inch from the left and right margins, with an extra line space above and below. Do not use quotation marks to begin and end a block quotation.

The first example below shows a block quotation that’s used as a display quote, usually at the beginning of a document or the beginning of a chapter or other section of a document. In this case, the quoted person’s name appears flush right, on a separate line below the quote. The second example shows a block quotation as it would appear in the body of a document, with the citation for the quote flush left on a separate line and enclosed in parentheses.

Murder is unique in that it abolishes the party it injures, so that society has to take the place of the victim and on his behalf demand atonement or grant forgiveness; it is the one crime in which society has a direct interest.

W. H. Auden
The resolution of questions of fact or issues of law by trial or hearing which can be made without the assistance or participation of the defendant is not prohibited by the existence of any pending proceeding to determine whether the defendant is or remains mentally incompetent or gravely disabled pursuant to the provisions of either this code or the Welfare and Institutions Code.

(Pen. Code, § 977.1.)

**Quotes within quotes:** In a block quotation that contains quotes from another source, use double quotation marks for those quotes. Use single quotation marks for quotes within in-text quotations. To add a footnote to a quotation that does not contain that footnote, put the superscript in brackets.

**Emphasis:** Add emphasis in this manner:

“. . . the *one* crime in which society has a direct interest.” (Italics added.)

If the emphasis exists in the original quotation, you may want to specify that to avoid the impression that the emphasis is added. The method for doing this is quite similar:

“. . . the documents that must arrive by 3 p.m. on December 22.” (Italics original.)

For information about punctuation and footnote superscripts with quotations marks, see section II.7.4.

**SHOWING OMISSIONS IN QUOTATIONS**

Here are some basic rules for indicating omissions:

- For an omission within a sentence, use three ellipses.
- For an omission at the beginning of a sentence, don’t use ellipses; merely begin with the desired word, using brackets to indicate a change in case, if appropriate.
- For an omission at the end of the sentence, use ellipses and a period. Placement of ellipses at the end of a sentence varies depending on where the omission occurs vis-à-vis the end of the original sentence (see examples below).
- In place of omitted paragraphs, insert ellipses:
  
  . . . *(flush left, with an extra line space above and below).*

- In place of any footnotes in the original quotation that are omitted by you, insert “[Fn. omitted.]” or “[Fns. omitted.]” before the closing quotation marks.

If the initial quotation is this:

Paula Bocciardi was not a successful gardener last year because her vegetables did not grow well in the fog. In fact, so few beans grew that Paula thinks each one probably cost her $58.63. She doesn’t think she’ll try to grow beans again.

Use:

“Paula . . . did not grow well in the fog.” *(omission within a sentence)*

According to the article, she “was not a successful gardener.” *(omission at the beginning of a sentence)*
The article said that “[i]n fact, . . . each one probably cost her $58.63.” (omission at the beginning of a sentence with brackets to indicate change of case; additional omission within the sentence)

The following examples illustrate the two options for using ellipses at the end of a sentence:

“Paula Bocciardi was not a successful gardener last year . . ..” She doesn’t think she’ll try to grow beans again. (This example has a space between “year” and the first ellipsis point because the original sentence didn’t end there; the period follows the ellipses.)

“Paula Bocciardi was . . . in the fog. . . .” She doesn’t think she’ll try to grow beans again. (Here the original sentence did end after “fog,” so the period is closed up to that word and is followed by ellipses.)

IMPORTANT The California Style Manual, section 4:13[C]–[D], requires ellipses when the omission occurs before the sentence ends, but indicates that use of ellipses following a quoted complete sentence is optional.

To make ellipses, use nonbreaking spaces (CTRL+SHIFT+spacebar) between periods. (The space between the set of ellipses and the following word should be a regular space.) Avoid using Word’s symbol ellipses.

For more information about how to present quoted material, see California Style Manual sections 4:12–4:27.

10. WRITING PROBLEMS

Far from comprehensive, this section looks at common writing problems that sometimes trip up even good writers.

10.1 Comprise/Compose

Comprise is so commonly misused that it sounds “wrong” to some of us when used correctly. Here is an easy way to remember the correct use:

The whole comprises the parts; the parts compose the whole.

Correct: California comprises 58 counties.
Correct: Fifty-eight counties compose California.
or California is composed of [made up of] 58 counties.

Incorrect: California is comprised of 58 counties.
Incorrect: Fifty-eight counties comprise California.
10.2 Dangling Phrases

Dangling phrases come in many forms—for example, dangling modifiers, participles, and infinitives. A dangling modifier fails to refer logically and clearly to the right word. To correct it, rearrange the words in the sentence to clarify the connection between the person or thing and the phrase or clause that modifies or describes it. Sometimes the sentence needs to be rewritten to add a subject to the dangling phrase.

In the following examples, the presiding judge in the sentence is intended to be the person being addressed, but the dangling modifiers seem to indicate that the speaker and other nouns or pronouns are the presiding judge.

The dangling phrase often starts the sentence. The noun or pronoun that follows the comma at the end of the dangling phrase should be the same as the person or thing referred to in the dangling phrase.

*Incorrect:* As a presiding judge of many years, we think you have much expertise to contribute to the panel discussion. (*Here we are unintentionally the presiding judge.*)

*Incorrect:* As a presiding judge, it is important that your expertise . . . (*Here it is the presiding judge.*)

*Incorrect:* As a presiding judge, your assistance and support are critical . . . (*Assistance and support are the presiding judge.*)

*Correct:* As a presiding judge, you have much expertise to contribute to our panel discussion. (*Here the presiding judge is the same as you, the person being addressed.*)

These examples have verb forms:

*Incorrect:* If stamped, the clerk will file this form. (*Here the clerk is being stamped.*)

*Correct:* If the box is stamped, the clerk will file this form.

*Incorrect:* Not able to come up with a useful line of reasoning, another attorney came to my rescue. (*The other attorney was able to think of something useful, but this sentence says he wasn’t.*)

*Correct:* Although I was not able to come up with a useful line of reasoning, another attorney came to my rescue. (*A subject, I, is added to the opening phrase, so the meaning is clear.*)

These danglers are infinitive phrases:

*Incorrect:* To be effective, current case law must be reviewed by judges.

*Correct:* To be effective, judges must review current case law.

10.3 Parallelism

Parallelism refers to a balance in the structure of words or phrases grouped together—for instance, they might be joined by *and* or *or*, or they might be items in a list. Here are some examples of parallel and unparallel structures:

*Unparallel:* We judge other people both by what they say and their actions.

*Parallel:* We judge other people by both what they say and what they do.
Unparallel: The goals of the pilot project are to (1) study the activities of legal services attorneys, (2) uniform standards that can be applied statewide, and (3) helping the unrepresented.

Parallel: The goals of the pilot project are to (1) study the activities of legal services attorneys, (2) develop uniform standards that can be applied statewide, and (3) help the unrepresented.

This one is trickier:

Unparallel: We reserve the right to make one award, multiple awards, or reject all proposals submitted. (The three alternatives are not listed in a parallel fashion because the third one has a verb in it. The first two items are parallel with each other. Because the three alternatives are not parallel, the serial comma after awards is also incorrect.)

Parallel: We reserve the right to make one award or multiple awards or to reject all proposals submitted. (This is now parallel because the first two—which are parallel—are linked by or, and the third one, with the addition of to, is linked with to make.)

10.4 Possessive Before Gerund

A gerund is an -ing form of the verb that turns that verb into a noun. The noun or pronoun that modifies the gerund should be in the possessive form. Or the sentence can be rephrased.

Incorrect: I appreciate you taking the time to respond.
Correct: I appreciate your taking the time to respond. (possessive before gerund)
Or rephrase: I appreciate that you took the time to respond.

Incorrect: The manager acting quickly was critical to our work.
Correct: The manager’s acting quickly was critical to our work.
Or rephrase: The quick action of the manager was critical to our work.

But sometimes the gerund is used as an adjective instead of a noun; in that case, the possessive isn’t used:

The person sitting in the back of the courtroom suddenly stood up.
(Sitting begins a phrase that modifies person, so it’s used as a adjective and no possessive is needed.)

10.5 Which/That Rule

The general rule with which and that is that you use which when commas are needed and that without commas.

Another way to think of it: if the modifying phrase that begins with which or that could be left out without changing the meaning, it should be surrounded by commas and which should be used. If the phrase is crucial to the meaning of the sentence, use that and no commas.

In these examples, the meaning differs:

“Lite food,” which is tasteless, is disgusting. (All lite food is disgusting.)
“Lite food” that is tasteless is disgusting. (Only the tasteless lite food is disgusting.)
The word *which* ideally should be used immediately after the thing it modifies. If there are several words between the thing modified and the modifying phrase, the connection will be unclear. In that situation, *that* is usually better (without comma):

*Correct:* Restorative justice focuses on repairing the harm to victims, offenders, and communities that occurs when a crime is committed.

Sometimes the difference is not crucial to the meaning, but the commas should still be used with *which* and no commas used with *that*.

The labor services contract, which we signed in 2002, is void at the end of the fiscal year. The contract that we signed in 2003 is void at the end of the fiscal year.

For more information on language issues, consider enrolling in “Editing for All: A Self-Paced Online Course” to fulfill some of your training requirements.
PART III: LETTERS AND MEMOS

1. GENERAL GUIDELINES FOR CORRESPONDENCE

There are three basic types of correspondence:

- A letter
- A memo
- A “lemo” (a hybrid format that combines features of a letter and a memo)

Correspondence may be sent by postal mail, fax, or as an e-mail attachment. Interoffice mail or hand-delivery by Administrative Support staff is used for correspondence sent in hard copy to the Supreme Court or First Appellate District.

For more on e-mail correspondence, see section III.1.5, Sending Letters or Memos by E-mail.

The following table summarizes the editing procedures and required approvals for different types of correspondence. The Editing Group does not perform a second review of correspondence.

<table>
<thead>
<tr>
<th>Letter, Memo, “Lemo,” or E-mail</th>
<th>Required Approvals</th>
<th>Editing Required?</th>
<th>Forms for Submission</th>
<th>Intranet Location of Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>To: All presiding justices</td>
<td>Office director or designee</td>
<td>Yes</td>
<td>Work Request</td>
<td>Forms/Forms for Communications, Editing, and Graphics</td>
</tr>
<tr>
<td>All presiding judges</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All court executive officers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Many judges</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Officials of other branches</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To: Individual presiding justices, justices, presiding judges, judges, court executive officers</td>
<td>Office director or designee</td>
<td>No, unless subject is sensitive or complex</td>
<td>Work Request</td>
<td>Forms/Forms for Communications, Editing, and Graphics</td>
</tr>
<tr>
<td>To be signed by: Chief Justice Administrative Director</td>
<td>Office director or designee</td>
<td>Yes</td>
<td>Work Request</td>
<td>Forms/Forms for Communications, Editing, and Graphics</td>
</tr>
<tr>
<td>Chief of Staff</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chief Operating Officer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chief Administrative Officer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To: Administrative Director Other Executive Team Members</td>
<td>Office director or designee</td>
<td>No</td>
<td>Cover Sheet: Written Communications for the Chief Justice and Executive Office</td>
<td>Forms/Forms for Chief Justice and Executive Office</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

IMPORTANT Submit the Cover Sheet: Written Communications for the Chief Justice and Executive Office and Work Request with all correspondence sent for editing. As noted in the table, the Cover Sheet is also required for submitting correspondence to the Executive Office even if it isn’t edited.
1.1 Letters: An Overview

- Use a letter:
  - When you are addressing one to three recipients, or
  - When a degree of formality or courtesy is required.
- Create your letter using the appropriate Letter template (at the yellow T on the Judicial Council Templates tab in Word). This will ensure proper formatting and page numbering.
- To update letterhead, follow the procedures outlined on the Hub at Reference > Style Guide, Correspondence, Publishing > Updating Letterhead Templates. If you need a new letterhead, contact HelpDesk@jud.ca.gov.

For more detail on the parts of a letter, see section III.2, Guidelines for Letters.

1.2 Memos: An Overview

- Use a memo for:
  - All internal communications;
  - External communications to be sent to large groups of people, such as advisory committee members, Judicial Council members, and all presiding judges or court executive officers of the superior courts; or
  - Regular reports to an external recipient, such as the State Auditor.
- Create your memo using the appropriate Memorandum template (at the yellow T on the Judicial Council Templates tab in Word). This will ensure proper formatting and page numbering.

IMPORTANT Unlike the Letter templates, the Memorandum templates are not division or office specific; they vary only by office location.
- Follow the prompts in the template to create the header for continuing pages of your memo. Up to three individuals or three groups can be listed in that header.

For more detail on the parts of a memo, see section III.3, Guidelines for Memos.

1.3 Lemos: An Overview

- Lemos are rarely used, but can be appropriate when:
  - Correspondence is addressed to a large group or several groups of recipients; and
  - The sender’s signature is important (full signature with name and title below, rather than initials as in a memo).
- There is no template for a lemo. Use the Letter template that is appropriate to your content and the sender (e.g., a lemo signed by an office director on that office’s Letter template or one signed by an advisory committee chair on the advisory committee’s Letter template).

IMPORTANT After the date, the beginning of your lemo will look something like this:
To: Justices of the Supreme Court  
Justices of the Courts of Appeal  
Judges of the Superior Courts  
Commissioners of the Superior Courts  

Re: Judicial Council Actions on October 27, 2015  

(General salutation as appropriate to situation, such as Dear Court Leader (use singular form)):

1.4 Paper and Letterhead to Use for Correspondence: An Overview

Below are guidelines for using the appropriate paper and letterhead template for correspondence.

PAPER

Drafts: When submitting correspondence for editing, use template letterhead (on plain paper if submitting in hard copy) so the editor can ensure that the proper letterhead is being used.

Final, ready for distribution or mailing: When preparing to mail correspondence created using the Judicial Council or council advisory committee/task force templates or division/office letterhead templates:

- Use plain paper for interoffice memos and mail-merge correspondence; and
- Always use capitol bond paper (with the capitol watermark) for letters and external memos, including succeeding pages. The executive secretary of your office and Administrative Support maintain supplies of capitol bond paper.

When preparing external correspondence for the signature of the Chief Justice, Administrative Director, Chief of Staff, Chief Administrative Officer, or Chief Operating Officer:

- Always print template letterhead and succeeding pages on capitol bond paper (with the capitol watermark).

IMPORTANT Please make sure that the watermark is positioned correctly (not upside-down or backwards) on all pages of your correspondence.

LETTERHEAD TEMPLATE

Chief Justice. The Chief Justice will sign letters printed on the Executive Office template letterhead. (Do not use the letterheads of the individual divisions or offices.)

Administrative Director. The Administrative Director will sign letters printed on the Executive Office letterhead. (Do not use Judicial Council advisory committee/task force templates.) Use division/office letterhead for correspondence addressed to members of the public and general conference invitations (including the name, phone number, and e-mail address of a contact person in the division/office). Use the Judicial Council letterhead for letters transmitting reports to the Legislature. Use Executive Office letterhead for all other types of correspondence.
**IMPORTANT** It is agency policy that staff are never to use letterhead for personal business.

### 1.5 Sending Letters or Memos by E-mail

Because recipients may read their messages on mobile devices, only short e-mail messages may be sent as correspondence. Longer correspondence is best sent as an attachment to the short e-mail.

**IMPORTANT** Obtain your director’s approval before sending any e-mail to large groups, such as advisory committee members, presiding judges, or court executive officers.

**SUGGESTED E-MAIL FORMAT**

Please use 12-point Arial and avoid the use of boldface and italics (they may not appear to the recipient). You can, however, use tabs.

Judicial Council of California

**INVITATION TO MEETING**

Short description, such as Memorandum. Use 1 space between letters, 3 spaces between words.

**Date:** May 7, 2008

**To:** Hon. Stephen Kirkpatrick  
Superior Court of Fresno County

**From:** James F. Mensing, Senior Research Analyst

**Subject:** CASA Assessment Working Group Meeting, June 20, 2008

**Action Requested:** RSVP

**Deadline:** May 23, 2008

**Contact:** James F. Mensing  
phone 415-865-7601  
james.mensing@jud.ca.gov

The Judicial Council’s Center for Families, Children & the Courts (CFCC) has recently completed an assessment of how CASA programs work with the courts. From its inception, this assessment has been a collaborative process between the council, local CASA programs and courts, CalCASA, and a variety of CASA stakeholders. Now that we have completed a preliminary analysis of the data, we are scheduling several small working group meetings to review the results. We invite you to attend one of those
meetings on Friday June 20, 2008, at the offices of the Judicial Council in San Francisco. The meeting is scheduled from 10 a.m. to 3 p.m.

Please see the attached memorandum and fact sheet for more information. We hope you will be able to attend.

Attachments

Any needed special notices or disclaimers

E-Signature block

NOTE: When sending messages to large groups of recipients that, because of the length of the recipient list, have to be e-mailed in batches, indicate the other recipients by using a tag line on the e-mail message, such as:

Recipients of this correspondence are presiding judges, court executive officers, and fiscal contacts of the superior courts; the Judicial Council's executive management team; and members of the Advisory Committee on Financial Accountability and Efficiency for the Judicial Branch.

See the judicial branch standards on e-mail and use of computers at http://intranet.jud.ca.gov/documents/hr/standards_for_computer_usage.pdf

1.6 E-mail Signatures

A block signature is required on all external and internal e-mails. For current requirements and instructions, consult the Policy Standard for E-mail Signatures posted on the Hub at http://intranet.jud.ca.gov/documents/polpro/tempdocuments/esignatures.pdf.

1.7 Effective Correspondence: Some Tips

The goal of effective correspondence is to impart information quickly and courteously and to diplomatically request the cooperation and response you need.

Impart information quickly. Try not to repeat information the reader already knows. Know your audience: what does the recipient want and need to know at this time?

- The opening paragraph should succinctly state the purpose of the letter or memo. Cite previous correspondence rather than extensively describing the issue’s background.
- Consider sending the background correspondence as attachments, or include background information later in the body of the memo.

Tone: It’s how you say it. There’s a fine balance between stating the obvious, which can appear condescending, and obscuring the point by not telling enough, but that balance should be the goal.
The purpose of correspondence is to solicit good will, cooperation, and information; the tone should encourage those responses. Phrases such as the following could have the opposite effect:

Respond no later than . . .
As our staff has told you on numerous occasions . . .
It has come to my attention that . . .
If we don’t receive this letter by June 21, one of our staff will call you.

Instead use phrases such as:

Please respond by [date] . . .
As you may recall or As discussed in our phone conversation . . .
We recently learned . . .
On January 1, these guidelines will go into effect . . .

Please especially keep these guidelines in mind when writing e-mails, where the desire for brevity can lead to a more abrupt tone than intended.

1.8 Special Notices for Letters and Memos

The Word Letter and Memorandum templates give you the option of adding a special notice to the footer of your correspondence.

To add a special notice, first select the template you will be using. In the Letter (or Memo) Preferences dialog box, the notice options are available at the Confidential/Disclaimer Notice tab. Select the Confidential/Disclaimer Notice tab; then choose one of the six predefined notices from the dropdown box. The choices are:

1. Confidential: Attorney-client privilege
2. Confidential: Attorney-client privilege and disclaimer
3. Confidential: Internal use only
4. Draft
5. Not yet copyedited
6. Let me type my own notice

On the Confidential/Disclaimer Notice tab you must also click the appropriate button to indicate if you want your notice on All Pages of your correspondence or just the First Page Only; All Pages is the default. Once you click OK, the notice will be added to your document.

Tips

• If you choose any of the first five notice options listed above, you cannot change the notice’s text.
• To create a custom notice, choose “Let me type my own notice” from the dropdown box, and then type your text in the box provided for entering your notice statement.
• Do not use the “attorney-client privilege” notice unless you are an attorney.
• Do not use the “attorney-client privilege and disclaimer” notice unless you’re an attorney in the Legal Services office.
1.9 Extended (+4) Zip Codes for the Civic Center Complex

Extended zip codes for the Ronald M. George Civic Center Complex:

- Judicial Council of California: 94102-3688
- Supreme Court of California: 94102-4797
- Court of Appeal, First Appellate District: 94102-4712
- California Judicial Center Library: 94102-7013
1.10  Job Aid: Checklist for Staff Review

LETTERS (§ III.2)

Format
☐ Correct letterhead (current version, appropriate letterhead for the purpose) § III.1.4
☐ Address and body in 12-point Times New Roman with “at least” 15-point spacing § I.1.1

Date
☐ Current date or expected mailing date

Inside address
☐ Use of “Hon.” for judicial officers and elected officials, “Mr.” or “Ms.” for other addressees §§ III.2.3, II.4.2
☐ Name of judicial officer matches that on judicial roster § II.4.1
☐ Court name correct and in formal style § II.3
☐ “California” spelled out (not CA) § III.2.3

Salutation
☐ Name matches addressee title (Dear Presiding Justice Jones)—no “Hon.” or “Jr.” or “III” § III.2.3

Body text
☐ No paragraph indents § I.1.1
☐ Headings (use one level only and only when necessary for clarity in long letters) in italic, sentence case, flush left, 12-point Times New Roman, no bold
☐ At least two full lines of body text on second page § III.2.5

Continuation header
☐ Recipient in format of addressee line: Hon. Mary Jones (template has room for three recipient names) § III.2.5
☐ Date matches date of letter on page 1
☐ Page number in correct format: Page 2 § I.1.1

Closing
☐ Not indented unless multiple signers § III.2.6
☐ “Sincerely” (used by Chief Justice, Administrative Director) § III.2.6
☐ No “Hon.” or other honorific used in name of signer § III.2.6
☐ Title on separate line after name § III.2.6

ID line, enclosure notation, copy recipients
☐ Initials of signer/writer/typist, followed by “Enclosures” and then cc list §§ III.2.7, III.2.8
☐ Copy recipients listed like addressees (cc: Hon. Richard D. Huffman, Associate Justice, Court of Appeal, Fourth Appellate District) § III.2.8
☐ Appropriate hierarchy in cc list § III.2.8
MEMOS (§ III.3)

Format
☐ Address and body in 12-point Times New Roman with “at least” 15-point spacing § I.1.1
☐ All fields in header filled in § III.3.1

“Date” field
☐ Current date or expected mailing date

“To” field
☐ Use of “Hon.” for judicial officers and elected officials, “Mr.” or “Ms.” for other addressees §§ III.2.3, II.4.2
☐ Name of judicial officer matches that on judicial roster § II.4.1
☐ Court name correct and in formal style § II.3
☐ Groups of recipients listed separately § III.3.1

“From” field
☐ No “Hon.” or other honorific for sender § III.3.1
☐ Sender’s title and office included § III.3.1

“Subject” and “Action Requested” fields
☐ Upper- and lowercase, stated succinctly § III.3.2

“Deadline” field
☐ If none, “N/A” § III.3.1

“Contact” field
☐ Complete information included § III.3.1

Body text
☐ No paragraph indents § I.1.1
☐ No heading beginning the memo text § III.3.2
☐ Standardized headings, from the memo template § III.3.2
☐ At least two full lines of body text on second page § III.2.5

Continuation header
☐ Recipient in format of addressee line: Hon. Mary Jones (template has room for three recipient names) §§ III.2.5, III.3.2
☐ Date matches date of letter on page 1
☐ Page number in correct format: Page 2 § I.1.1

ID line, enclosure notation, copy recipients
☐ Initials of signer/writer/typist, followed by “Enclosures” and then cc list §§ III.2.7, III.2.8
☐ Copy recipients listed like addressees (cc: Hon. Richard D. Huffman, Associate Justice, Court of Appeal, Fourth Appellate District) § III.2.8
☐ Appropriate hierarchy in cc list § III.2.8
2. GUIDELINES FOR LETTERS

2.1 Basic Formatting for Letters
If you use the Letter template and follow the built-in prompts, the template will ensure the proper margins and font and will generate the header for subsequent pages. 
For more on templates, see section I.1.2, Basic Tips for Using Templates and Styles.

2.2 Spacing After the Date and Before the Signer’s Name
A minimum of three blank line spaces (four returns) between the date and the recipient’s address is recommended, but if your letter is short and you’re trying to fit it on one page, you may use less space. Similarly, four blank line spaces (five returns) are recommended before the signer’s name, but fewer returns can be used if necessary to fit your letter on one page.

2.3 Inside Address in Letter, Address on Envelope, and Salutation
The only difference between inside addresses in letters and addresses on envelopes is that state names are spelled out on letters and postal abbreviations are used on envelopes. Washington, DC is the exception: use the postal abbreviation for both envelopes and inside addresses. 
For other postal abbreviations, see Appendix D.

In salutations, don’t use “Hon.”; see the following table for examples of titles in salutations. Also don’t follow names in salutations with “Jr.” or roman numerals. If the author so desires, the recipient’s first name can be used for the salutation. A colon always follows the salutation.

IMPORTANT For security reasons, do NOT use “Hon.,” “Judge,” “Justice,” or the parenthetical “(Ret.)” on envelopes going to home addresses. However, you may use these in the inside address and salutation.

DIVISIONS AND DEPARTMENTS
When addressing a letter or envelope, put the name of the recipient first, the recipient’s title next, then the name of the division or department, then the name of the organization. The following example shows an envelope address (with the postal abbreviation for the state):

Ms. Karen Finn
Program Budget Manager
Resources, Environment, Energy, and Capital Outlay Unit
Department of Finance
915 L Street (do not enclose the street name, L, in quotation marks)
Sacramento, CA 95814

STREET ADDRESSES
Spell out First through Ninth Streets, and use figures for 10th Street and above. Examples:
79 Eighth Street NW 2055 East 14th Avenue (no superscript for “th” or for “st” or “rd”)
Note that NW is abbreviated, but East is spelled out.
### SALUTATIONS AND FORMS OF ADDRESS (FOR LETTERS AND ENVELOPES)

<table>
<thead>
<tr>
<th>Title</th>
<th>Salutation</th>
<th>Inside Address and Envelope</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Presiding Justice</td>
<td>Dear Administrative Presiding Justice [Lastname]:</td>
<td>Hon. [Firstname] [Lastname] Administrative Presiding Justice of the Court of Appeal</td>
</tr>
<tr>
<td>Assembly Member</td>
<td>Dear Assembly Member [Lastname]:</td>
<td>Hon. [Firstname] [Lastname] Member of the Assembly</td>
</tr>
<tr>
<td>Assistant Chief of Police</td>
<td>Dear Mr./Ms. [Lastname]:</td>
<td>[Firstname] [Lastname] Assistant Chief of Police</td>
</tr>
<tr>
<td>Assistant Sheriff</td>
<td>Dear Mr./Ms. [Lastname]:</td>
<td>[Firstname] [Lastname] Assistant Sheriff, [Name] County</td>
</tr>
<tr>
<td>Associate Justice</td>
<td>Dear Justice [Lastname]:</td>
<td>Hon. [Firstname] [Lastname]</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>Dear Dr. [Lastname]: or</td>
<td>See “Professor.”</td>
</tr>
<tr>
<td></td>
<td>Dear Professor [Lastname]:</td>
<td></td>
</tr>
<tr>
<td>Attorney (Private)</td>
<td>Dear Mr./Ms. [Lastname]:</td>
<td>Mr./Ms. [First Name] [Last Name] Attorney at Law</td>
</tr>
<tr>
<td>Attorney General</td>
<td>Dear Attorney General [Lastname]:</td>
<td>Hon. [Firstname] [Lastname] Attorney General</td>
</tr>
<tr>
<td>Deputy Attorney General</td>
<td>Dear Deputy Attorney General [Lastname]:</td>
<td>Mr./Ms. [Firstname] [Lastname] Deputy Attorney General</td>
</tr>
<tr>
<td>Captain</td>
<td>Dear Captain [Lastname]:</td>
<td>Captain [Firstname] [Name]</td>
</tr>
<tr>
<td>Catholic Priest</td>
<td>Dear Father [Lastname]:</td>
<td>The Reverend [Firstname] [Lastname]</td>
</tr>
<tr>
<td>Chief of Police</td>
<td>Dear Chief [Lastname]:</td>
<td>[Firstname] [Lastname] Chief of Police</td>
</tr>
<tr>
<td>Chief Justice</td>
<td>Dear Chief Justice [Lastname]:</td>
<td>Hon. [Firstname] [Lastname] Chief Justice of [State]</td>
</tr>
<tr>
<td>Clerk of the Court; Clerk Administrator</td>
<td>Dear Mr./Ms. [Lastname]:</td>
<td>Mr./Ms. [Firstname] [Lastname] Clerk[Clerk/Administrator] of the [Name of Court]</td>
</tr>
<tr>
<td>Commissioner</td>
<td>Dear Commissioner [Lastname]:</td>
<td>Hon. [Firstname] [Lastname] Commissioner of the Superior Court of California, County of [Name]</td>
</tr>
<tr>
<td>Corporal</td>
<td>Dear Corporal [Lastname]:</td>
<td>Corporal [Firstname] [Lastname]</td>
</tr>
<tr>
<td>Title</td>
<td>Salutation</td>
<td>Inside Address and Envelope</td>
</tr>
<tr>
<td>----------------------------</td>
<td>---------------------------------</td>
<td>------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Court Executive Officer</td>
<td>Dear Mr./Ms.:</td>
<td>Mr./Ms. [Firstname] [Lastname] Court Executive Officer [Only when specified by the court: Chief Executive Officer] Superior Court of California, County of [Name]</td>
</tr>
<tr>
<td>Dean</td>
<td>Dear Dean [Lastname]:</td>
<td>Dean [Firstname] [Lastname] [School Name] [Name of University]</td>
</tr>
<tr>
<td>Director</td>
<td>Dear Mr. [Lastname]/Ms [Lastname]:</td>
<td>Mr./Ms. [Firstname] [Lastname] Director, [Name of Office]</td>
</tr>
<tr>
<td>District Attorney</td>
<td>Dear District Attorney [Lastname]:</td>
<td>Hon. [Firstname][Lastname] District Attorney, [Name] County</td>
</tr>
<tr>
<td>But</td>
<td>Dear Assistant District Attorney [Lastname]:</td>
<td>Ms./Mr. Assistant District Attorney [Lastname]:</td>
</tr>
<tr>
<td>Dr. (Medical)</td>
<td>Dear Dr. [Lastname]:</td>
<td>[Firstname] [Lastname], MD</td>
</tr>
<tr>
<td>Dr. (Academic)</td>
<td>Dear Dr. [Lastname]:</td>
<td>[Firstname] [Lastname], PhD [Use highest degree only]</td>
</tr>
<tr>
<td>Executive Officer</td>
<td>See Court Executive Officer.</td>
<td></td>
</tr>
<tr>
<td>General</td>
<td>Dear General [Lastname]:</td>
<td>General [Firstname] [Lastname]</td>
</tr>
<tr>
<td>Governor</td>
<td>Dear Governor [Lastname]:</td>
<td>Hon. [Firstname] [Lastname] Governor of [State]</td>
</tr>
<tr>
<td>Hon.</td>
<td>Dear [Judge] [Justice] [Etc.] [Lastname]:</td>
<td>Hon. [Firstname] [Lastname] [Firstname] [Lastname]</td>
</tr>
<tr>
<td>Judge</td>
<td>Dear Judge [Lastname]:</td>
<td>Hon. [Firstname] [Lastname] Judge of the Superior Court of California, County of [Name]</td>
</tr>
<tr>
<td>Judge (Retired)</td>
<td>Dear Judge [Lastname]:</td>
<td>Envelope: No &quot;Hon.,” “Judge,” “Justice,” or “(Ret.)”</td>
</tr>
<tr>
<td>Justice (Retired)</td>
<td>Dear Justice [Lastname]:</td>
<td>Inside Address: Hon. [Firstname] [Lastname] [Ret.]</td>
</tr>
<tr>
<td>Justice (Associate)</td>
<td>Dear Justice [Lastname]:</td>
<td>Hon. [Firstname] [Lastname] Associate Justice of the Court of Appeal</td>
</tr>
<tr>
<td>Lieutenant</td>
<td>Dear Lieutenant [Lastname]:</td>
<td>Lieutenant [Firstname] [Lastname]</td>
</tr>
<tr>
<td>Mr./Mrs./Ms.</td>
<td>Dear Mr./Mrs./Ms. [Lastname]:</td>
<td>Mr./Mrs./Ms. [Firstname] [Lastname]</td>
</tr>
<tr>
<td>PhD</td>
<td>Dear Dr. [Lastname]:</td>
<td>[First Name] [Lastname], PhD</td>
</tr>
<tr>
<td>Title</td>
<td>Salutation</td>
<td>Inside Address and Envelope</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-----------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Presiding Judge</td>
<td>Dear Presiding Judge [Lastname]:</td>
<td>Hon. [Firstname] [Lastname] Presiding Judge of the Superior Court of California, County of [Name]</td>
</tr>
<tr>
<td>Presiding Justice</td>
<td>Dear Presiding Justice [Lastname]:</td>
<td>Hon. [Firstname] [Lastname] Presiding Justice of the Court of Appeal</td>
</tr>
<tr>
<td>Professor</td>
<td>Dear Dr. [Lastname]: or Dear Professor [Lastname]:</td>
<td>Professor [Firstname] [Lastname] Department of [Name] [Name of University] or Dr. [First Name] [Lastname] Professor of [Subject] [Name of University]</td>
</tr>
<tr>
<td>Public Defender</td>
<td>Dear Mr./Ms. [Lastname]: Dear Public Defender [Lastname]: (San Francisco)</td>
<td>Mr./Ms. [Firstname] [Lastname] [Name] County Public Defender San Francisco County Public Defender (only elected public defender in California)</td>
</tr>
<tr>
<td>Referee</td>
<td>Dear Referee [Lastname]:</td>
<td>Hon. [Firstname] [Lastname] Referee of the Superior Court of California, County of [Name]</td>
</tr>
<tr>
<td>Minister</td>
<td>See the Gregg Reference Manual. <em>Do not use Reverend in the salutation. Instead, use Dear Dr. (if the person holds a doctor’s degree) or Dear Mr./Ms.</em></td>
<td>The Reverend [Firstname] [Lastname]</td>
</tr>
<tr>
<td>Senate President pro Tempore</td>
<td>Dear Senator [Lastname]:</td>
<td>Hon. [Firstname] [Lastname] Senate President pro Tempore (pro is lowercase)</td>
</tr>
<tr>
<td>Senator</td>
<td>Dear Senator [Lastname]:</td>
<td>Hon. [Firstname] [Lastname] Member of the Senate</td>
</tr>
<tr>
<td>Sergeant</td>
<td>Dear Mr./Ms. [Lastname]:</td>
<td>Sergeant [Firstname] [Lastname]</td>
</tr>
<tr>
<td>Sheriff</td>
<td>Dear Sheriff [Lastname]:</td>
<td>Hon. [Firstname] [Lastname] Sheriff, [Name] County</td>
</tr>
<tr>
<td>Supervising Judge</td>
<td>Dear Supervising Judge [Lastname]:</td>
<td>Hon. [Firstname] [Lastname] Supervising Judge of the Superior Court of California, County of [Name]</td>
</tr>
<tr>
<td>Supervisor (County)</td>
<td>Dear Mr./Ms. [Lastname]:</td>
<td>Hon. [Firstname] [Lastname] Supervisor, [Name] County</td>
</tr>
</tbody>
</table>
JUDICIAL OFFICERS

Always use “Hon.” when addressing letters and envelopes being sent to business addresses. Use the exact name of the judicial officer, including initials, as shown in the rosters or CAPS. The examples below reflect the style for inside addresses, not envelopes (where postal abbreviations are used for state names). For mail sent to home addresses, see “Retired Judicial Officers.”

Supreme Court and Courts of Appeal

Hon. Tani G. Cantil-Sakauye
Chief Justice of California
Supreme Court of California
350 McAllister Street
San Francisco, California 94102-4797

Dear Chief Justice Cantil-Sakauye:

Hon. Paul Turner
Presiding Justice of the Court of Appeal
Second Appellate District, Division Five

Dear Presiding Justice Turner:

Hon. William R. McGuiness
Administrative Presiding Justice of the Court of Appeal
First Appellate District

Dear Administrative Presiding Justice McGuiness:

Superior Courts

Please note the use of commas and the indented second line in addresses of the superior courts:

Hon. Mark A. Juhas
Judge of the Superior Court of California,
County of Los Angeles (use formal name of court in inside address)
111 North Hill Street (spell out “North”)
Los Angeles, California 90012 (spell out “California” instead of using CA)

Dear Judge Juhas:

Hon. David L. Haet
Commissioner of the Superior Court of California,
County of Solano

Dear Commissioner Haet:
Hon. Wilson Reynolds  
Referee of the Superior Court of California,  
County of Amador

Dear Referee Reynolds:

RETIRED JUDICIAL OFFICERS

Franklin R. Smith  
[envelope address, with no “Hon., “Judge,” “Justice,” or “(Ret.)” for security purposes]

However, do include them in the inside address:

Hon. Franklin R. Smith (Ret.)  
[letter’s inside address]

Dear Judge Smith:

COURT EXECUTIVE OFFICERS

Ms. Christina M. Volkers  
Court Executive Officer  
Superior Court of California,  
County of San Bernardino  
247 West Third Street (spell out street names First through Ninth)  
San Bernardino, California 92415

Dear Ms. Volkers:

GOVERNMENT OFFICIALS

If you’re responding to a letter sent by a government official, use the address on that letter, but follow the style guidelines illustrated below. If you don’t have the address, you can find addresses online:

- For assembly members, use the directory at http://assembly.ca.gov/assemblymembers
- For senators, use http://senate.ca.gov/senators
- For executive branch officials, search for their department/agency address at www.ca.gov.

NOTE: If a directory shows a P.O. box address and an office/room/street address, use just one. The zip code 95814 is for office addresses; zip codes for P.O. boxes include most of the numbers of the box (for those addresses you’ll also need the +4 part of the zip code). Please include any initials and accents used in the recipient’s name in the directory you consult.
Hon. Toni G. Atkins  
Speaker of the Assembly  
State Capitol, Room 219  
Sacramento, California 95814  

Dear Speaker Atkins:

Hon. Edmund G. Brown, Jr.  
Governor of California  

Dear Governor Brown:

Hon. Kevin de León  
Senate President pro Tempore  

Dear Senator de León:

Hon. Rob Bonta  
Member of the Assembly  

Dear Assembly Member Bonta:

Hon. Alex Padilla  
California Secretary of State  
1500 11th Street (use numerals for street names 10th and above; the th is full size, not superscript)  
Sacramento, California 95814  

Dear Secretary Padilla:

**RETIRED GOVERNMENT OFFICIALS**

Just as a U.S. president who has left office is always referred to as “President [Name],” so too are former elected officials. For example, a letter to a retired state senator is addressed to “Hon. [Name],” and begins “Dear Senator [Name].” Do not add “(Ret.),” for “retired” to the name.

Hon. John L. Burton  
John Burton Foundation  
235 Montgomery Street, Suite 1142  
San Francisco, California 94104  

Dear Senator Burton:
ATTORNEYS

Do not use “Esquire” or “Esq.” for attorneys. Instead, use the attorney’s title, such as “Attorney at Law” or “County Counsel.” Follow the punctuation style for the firm name as shown on its letterhead. You can also check the firm’s website, but often examples on a site are inconsistent.

Mr. Michael J. Collins
Attorney at Law
Collins, Jones & Smith LLP
[Street Address]
[City, State, Zip]

Dear Mr. Collins:

2.4 Multiple Addressees

ADDRESSEES AT DIFFERENT ORGANIZATIONS

Hon. Carolyn B. Kuhl, Presiding Judge
Ms. Sherri R. Carter, Court Executive Officer
Superior Court of California, County of Los Angeles
Stanley Mosk Courthouse
111 North Hill Street
Los Angeles, California 90012

Hon. David J. Danielsen, Presiding Judge
Mr. Michael M. Roddy, Court Executive Officer
Superior Court of California, County of San Diego
Downtown Courthouse
P.O. Box 122724 (in this case, the court has specified a P.O. box address as its mailing address)
San Diego, California 92112-2724

Dear Presiding Judge Kuhl, Presiding Judge Danielsen, Ms. Carter, and Mr. Roddy:
Hon. Loni Hancock
Member of the Senate
State Capitol, Room 2082
Sacramento, California 95814

Hon. Susan A. Bonilla
Member of the Assembly
State Capitol, Room 4140
Sacramento, California 95814

Dear Senator Hancock and Assembly Member Bonilla:

TWO ADDRESSEES AT SAME ORGANIZATION

Hon. Rodney G. Stone, Presiding Judge
Mr. Richard D. Feldstein, Court Executive Officer
Superior Court of California, County of Napa
Historic Courthouse
825 Brown Street
Napa, California 94559

Dear Judge Stone and Mr. Feldstein:

FOUR ADDRESSEES

Hon. Mark Leno, Chair
Senate Committee on Budget and Fiscal Review
State Capitol, Room 5019
Sacramento, California 95814

Hon. Shirley N. Weber, Chair
Assembly Committee on Budget
State Capitol, Room 6026
Sacramento, California 95814

Hon. Ricardo Lara, Chair
Senate Committee on Appropriations
State Capitol, Room 2206
Sacramento, California 95814

Hon. Jimmy Gomez, Chair
Assembly Appropriations Committee
State Capitol, Room 2114
Sacramento, California 95814

Dear Senator Leno, Senator Lara, Assembly Member Weber, and Assembly Member Gomez:

2.5 Continuation Pages

In template letterhead where the letterhead text is at the top of the page, all pages retain the same margins as on the first page. In template letterhead for advisory bodies, where the letterhead text is on the left side of the first page, the template margins change automatically after the first page. You do not need to adjust them; the letterhead templates do that for you. Always leave at least two
lines of a paragraph at the bottom of a page, and carry over at least two lines of text to a continuation page.

Both letters and memos use a continuation header on the second and later pages. In most cases the header lists the recipient’s name, the date, and the page number. Up to three recipients or groups of recipients can be listed in the continuation header. If your document has four or more recipients or groups, the continuation header should show just the date and page number.

In template letters and memos, continuation-page headers are inserted automatically, including extra line spaces to separate them from the body of the letter (you can add another line space to improve the appearance of a short page). The template’s built-in prompt will ask you for the recipient’s name and insert the rest.

To modify the addressee or date on the continuation-page header, double-click the header. The page number is automatically inserted after the date and cannot be modified. To close the header, click the Close Header and Footer button or double-click anywhere in the main document.

2.6 Complimentary Closing

The closing starts flush left, two returns below the last line of the letter’s text (in other words, with one blank line space between the letter and the closing). Four blank line spaces (five returns) precede the signature. If space is tight, you can use three blank line spaces for the signature.

IMPORTANT Do not put the closing by itself on a page. Have at least two lines of text on the page with the closing, adding space after the date on the first page if needed. You may place the identification line, enclosure notation, and cc list on the last page, with no text other than the continuation header.
The Chief Justice, Administrative Director, Chief of Staff, Chief Administrative Officer, and Chief Operating Officer prefer to close their letters with “Sincerely.” No “Hon.” or other honorific is used in the name of the signer, including the Chief Justice.

This is the end of the letter.

Sincerely,

Tani G. Cantil-Sakauye  
Chief Justice of California and  
Chair of the Judicial Council

This is the end of the letter.

Sincerely,

Martin Hoshino  
Administrative Director  
Judicial Council

If both the Chief Justice and Administrative Director are signing a letter, arrange the names side by side, with “Sincerely” placed flush left:

Sincerely,

Tani G. Cantil-Sakauye  
Chief Justice of California and  
Chair of the Judicial Council

Martin Hoshino  
Administrative Director  
Judicial Council
For all other signers, use the following style:

Sincerely, (or other preferred closing)

William J. Guerin
Director
Judicial Council Capital Program

If three or four signatures are required, use the following format:

Sincerely,

Tani G. Cantil-Sakauye          Martin Hoshino
Chief Justice of California and Administrative Director
Chair of the Judicial Council  Judicial Council

Jody Patel          Deborah C. Brown
Chief of Staff          Chief Counsel
Judicial Council          Judicial Council

2.7 Identification Line (aka Reference Initials)

End both letters and memos with an identification line—the reference initials of those responsible for the letter or memo. Place these initials flush left at the end of the letter or memo, following two blank line spaces (three returns) below the signer’s title (in a letter) or the end of the text (in a memo). (Note, however, that you can add space above the initials to improve the page’s appearance.) Put the initials of the sender—the Chief Justice, Administrative Director, or other signer—in all capital letters, followed by the initials of the writer in all capital letters and then the initials of the word processor in lowercase letters. Always include the word processor’s initials in the identification line. The sets of initials are separated by slashes.
You may place the identification line, enclosure notation, and cc list on the last page, with no text other than the continuation header.

TCS/MH/se
MH/LS/lb

2.8 Enclosure/Attachment Notation and cc List

**IMPORTANT** Follow these guidelines when deciding who should be included in your cc list:

**LETTER TO AN INDIVIDUAL COURT**
Send copies of a letter going to an individual court to the following:

- Presiding justice or judge
- Court executive officer
- Appropriate Judicial Council Division Chief

**ADVISORY COMMITTEE CORRESPONDENCE**
If you handle correspondence from an advisory committee that is addressed to the Chief Justice or that has the Chief Justice as a copyholder, please ensure that the Administrative Director is included in the cc list.

**LETTER SETTING FORTH POLICY OR ACTION BEING TAKEN**
Please copy the Chief Justice and the Administrative Director on any letter notifying the courts of action being taken or setting forth policy (example: a memo regarding pay and benefits).

**MASS MAILING TO ALL JUDGES AND JUSTICES**
If a memo is addressed to “Justices of the Courts of Appeal,” for example, send copies to the Chief Justice and the Supreme Court associate justices and list them in the cc block; if the memo is addressed to “Judges of the Superior Courts,” send a copy only to the Chief Justice, noting that copy in the cc block.

Follow the identification line immediately (no blank lines) with “Enclosure” (or “Attachment” for correspondence sent as an e-mail attachment) and the cc list. If the cc list goes on to a new page, start the entire list on the new page. Use a consistent tab or indentation on your toolbar ruler (not spaces) to indent the entries in the cc list:
Sincerely,

Tani Cantil-Sakauye
Chief Justice of California and
Chair of the Judicial Council

TCS/MB/ak
Enclosures

cc:  Martin Hoshino, Administrative Director, Judicial Council
     Curt Soderlund, Chief Operating Officer, Judicial Council
     Michael Guevara, Director, Human Resources, Judicial Council

If the recipient may not know the individuals in the cc list, provide their titles or affiliations. Treat all the names consistently—if one has an honorific provided, the others should also. In other words, if the cc list includes a judge or other official, thereby requiring the use of “Hon.,” all others listed should have “Mr.” or “Ms.” preceding their names:

MH/PS/ts
cc:  Hon. Clay M. Smith, Judge, Superior Court of Orange County (*Informal court names may be used in cc lists.*)
     Mr. Mark W. Dusman, Director, Information Technology, Judicial Council

To turn off the feature that automatically capitalizes words after periods (such as “Cc:, which should be lowercase), go to the Office Button > Word Options > Proofing > AutoCorrect Options > and uncheck “Capitalize first word of sentences.”

ENCLOSURES SENT WITH COPIES

Please note that the previous examples assume that the enclosures accompany only the original letter. If copies of the enclosures will also accompany a copy of the correspondence, please indicate this as follows:

cc:  Hon. Clay M. Smith, Judge, Superior Court of Orange County
     (*This copyholder will receive only the letter.*)

cc/enc:  Mr. Mark W. Dusman, Director, Information Technology, Judicial Council
     (*This copyholder will receive the letter and enclosures.*)
HIERARCHY OF CC LIST

The only hard-and-fast rule is that the Chief Justice is listed first. Placement of copy recipients often requires a judgment call depending on the subject of the correspondence. For example, in a letter discussing a negotiation with a county regarding court facilities, the names of county officials would come before other recipients.

Justice system example

If the cc list contains people from several parts of the court system, place them in a hierarchy, as follows:

1. Chief Justice
2. Supreme Court justices
3. Court of Appeal justices
4. Presiding judges of the superior court
5. Superior court judges
6. Clerk of the Supreme Court
7. Clerk/administrators of the appellate courts
8. Court executive officers of the superior courts
9. Administrative Director
10. Judicial Council Chief of Staff, Chief Administrative Officer, or Chief Operating Officer, as appropriate
11. Judicial Council office directors in alphabetical order
12. Judicial Council staff

In this example note that carryover lines are indented another 0.15 inch—about three spaces:

<table>
<thead>
<tr>
<th>cc:</th>
<th>Hon. Tani G. Cantil-Sakauye, Chief Justice of California</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hon. Richard D. Huffman, Associate Justice, Court of Appeal, Fourth Appellate District, Division One</td>
</tr>
<tr>
<td></td>
<td>Hon. Carolyn B. Kuhl, Presiding Judge, Superior Court of Los Angeles County</td>
</tr>
<tr>
<td></td>
<td>Mr. Frank A. McGuire, Clerk of the Supreme Court</td>
</tr>
<tr>
<td></td>
<td>Ms. Diana Herbert, Clerk/Administrator, Court of Appeal, First Appellate District</td>
</tr>
<tr>
<td></td>
<td>Ms. Caryn A. Downing, Court Executive Officer, Superior Court of Tehama County</td>
</tr>
<tr>
<td></td>
<td>Mr. Martin Hoshino, Administrative Director, Judicial Council</td>
</tr>
<tr>
<td></td>
<td>Ms. Jody Patel, Chief of Staff, Judicial Council</td>
</tr>
<tr>
<td></td>
<td>Human Resources Liaisons of the Superior Courts</td>
</tr>
<tr>
<td></td>
<td>Mr. Michael Laurence, Director, Habeas Corpus Resource Center</td>
</tr>
<tr>
<td></td>
<td>Mr. Zlatko Theodorovic, Director, Finance, Judicial Council</td>
</tr>
<tr>
<td></td>
<td>Ms. Tina Carroll, Executive Office Liaison, Judicial Council</td>
</tr>
</tbody>
</table>
**Legislative branch examples**

cc: Hon. Tani G. Cantil-Sakauye, Chief Justice of California  
Hon. Edmund G. Brown, Jr., Governor of California  
Hon. Kevin de León, Senate President pro Tempore  
Hon. Toni G. Atkins, Speaker of the Assembly  
Hon. Kevin de León, Senate President pro Tempore  
Hon. Hannah-Beth Jackson, Chair, Senate Judiciary Committee  
Hon. Mark Stone, Chair, Assembly Judiciary Committee

cc: Margie Estrada, Policy Consultant, Office of Senate President pro Tempore Kevin de León  
Fredericka McGee, Special Assistant to Assembly Speaker Toni G. Atkins  
Anita Lee, Senior Fiscal and Policy Analyst, Legislative Analyst’s Office  
Tina McGee, Executive Secretary, Legislative Analyst’s Office  
Benjamin Palmer, Chief Counsel, Senate Judiciary Committee  
Mike Petersen, Consultant, Senate Republican Policy Office  
Alison Merrilees, Chief Counsel, Assembly Judiciary Committee  
Paul Dress, Consultant, Assembly Republican Office of Policy and Budget  
Cory T. Jasperson, Director, Governmental Affairs, Judicial Council  
Peter Allen, Senior Manager, Communications, Judicial Council  
Yvette Casillas-Sarcos, Administrative Coordinator, Governmental Affairs, Judicial Council

**“BLIND COPY” LISTS**

“Blind copy,” or bcc, lists are used if you don’t want the addressee to know that the listed persons are being sent copies of the letter or memo. They are placed on a separate page. In bcc lists, use formal names, without titles, and place them in the hierarchy shown above. For example:

bcc: Millicent Tidwell  
Donna S. Hershkowitz  
Leah Rose-Goodwin
3. GUIDELINES FOR MEMOS

Use the Judicial Council memo template for both interoffice and external memos.

To open the template to create a new document, click the yellow T on the Judicial Council Templates tab and pick the appropriate office location.

Memos use all the same specifications as letters except for the inside address, salutation, and complimentary closing. They are not office or division specific, varying only by office location.

For guidelines that apply to both memos and letters, see the following sections:

III.1, General Guidelines for Correspondence
III.2.5, Continuation Pages
III.2.7, Identification Line (aka Reference Initials)
III.2.8, Enclosure Notation and cc List

3.1 Header

In a memo, the header (top section) substitutes for the inside (recipient’s) address, salutation, and complimentary closing used in a normal business letter. Use all the fields provided in the memo template to ensure that all necessary information is given. You must fill in all the categories of information asked for; use “N/A” for “not applicable,” but use it sparingly.

“TO” FIELD

Avoid using the term “judicial officers” when addressing correspondence to justices, judges, commissioners, and referees. List each group separately. For example: in the “To” field of a memo to all judges, commissioners, and court executive officers of the superior courts, use this format:

To
Judges of the Superior Courts
Commissioners of the Superior Courts
Court Executive Officers of the Superior Courts

Other examples:

To
Administrative Presiding Justices of the Courts of Appeal
Clerk/Administrators of the Courts of Appeal
(not Clerks/Administrators)
To
Justices of the Supreme Court
Justices of the Courts of Appeal
Employees of the Supreme Court
Employees of the Courts of Appeal

To
Lead Staff to Advisory Committee on Providing Access and Fairness, Advisory Committee on Civil Jury Instructions, Appellate Advisory Committee, Civil and Small Claims Advisory Committee

Use “Hon.” when addressing memos to judges and justices. (Don’t use “The Honorable.”) If a judge is among the recipients, the other addressees should also have honorifics:

To
Hon. Thomas D. Kolpacoff, Presiding Judge
Superior Court of Alpine County *(Informal court name may be used.)*

To
Hon. Tani G. Cantil-Sakauye
Chief Justice of California

Mr. Frank A. McGuire
Clerk of the Supreme Court

From
Martin Hoshino
Administrative Director
Judicial Council

“FROM” FIELD
In the “From” line, never use honorifics (Hon., Mr., and Ms.), but do this:

From
Tani G. Cantil-Sakauye
Chief Justice of California and Chair of the Judicial Council

IMPORTANT If the sender is a committee chair, do not include a judicial title or court name:

From
Raymond M. Cadei, Chair
Civil and Small Claims Advisory Committee
If there are multiple senders from one office, name the office only once:

**From**
Julia Weber, Supervising Attorney  
Kyanna Williams, Attorney  
Center for Families, Children & the Courts

**“DATE” FIELD**

On your way into the memo template, in the Memo Preferences dialog box at the General tab, you are given the option of inserting the date as a field that’s updated automatically. If you check this box, do not enter a date; each time you open that memo, the current date will appear automatically. If you don’t check this box, you can then enter a date that can be revised like any other text.

**“CONTACT” FIELD**

If the contact person is listed in the “From” section, do not repeat that person’s division in the “Contact” field. Although the e-mail address below is shown in all lowercase, if a staff member prefers to use caps, that is allowed, i.e.: Julia.Weber@jud.ca.gov

**Contact**
Julia Weber  
415-865-7693 phone  
415-865-7217 fax  
julia.weber@jud.ca.gov

For the proper style for e-mail addresses, see section II.6.3, E-mail Addresses; for the proper style for telephone numbers, see section II.7.2, Hyphens and Dashes.

### 3.2 Sample Memo

A sample memo follows. It is based on the template, but please don’t copy it electronically; use it as a visual reference.
MEMORANDUM

Date
April 21, 2009

To
Administrative Presiding Justices of the Courts of Appeal
Presiding Judges of the Superior Courts

From
Mary Smith, Director
John Jones, Managing Attorney
Office Name, Judicial Council

Subject
Sample Memo Headings

Action Requested
Please Review and Respond

Deadline
May 7, 2009

Contact
George Smythe, Project Manager
415-865-7000 phone
415-865-7100 fax
george.smythe@jud.ca.gov

Start with a sentence or two of introductory text giving the most important idea contained in this memo (avoid using “Introduction” as a heading above this text).

First-Level Heading
There are 24 extra points spacing above this heading and 6 extra points below. The heading font is 11-point Arial Black. Note that this heading uses upper- and lowercase capitalization style. The text is 12-point Times New Roman with at least 15 points line spacing.

Second-Level Heading
Most memos will require only one level of heading, but if you need a second level, this heading is 11-point Arial, bold, also upper- and lowercase. There are 18 extra points above it and no extra space below. The heading should “sit” on the following paragraph, so do not add a hard return (line space) after the heading.
Another Second-Level Heading
The spacing above this heading is 18 points with no extra space below. The heading should “sit” on the following paragraph, so do not add a hard return (line space) after the heading.

Third-level heading. This heading is run in—that is, the text follows on the same line after a period. The heading is therefore the same size as the text under it. The font is 12-point Times New Roman, bold. The capitalization style is initial cap, which means only the first letter and any proper nouns are capitalized. There is one line space (one return) above this heading. Use third- or fourth-level headings only in lengthy memos.

Another third-level heading. This heading is run in.

Fourth-level heading. This heading is 12-point Times New Roman italic, and the capitalization style is initial cap. Only the first letter and any proper nouns are capitalized. There is one line space (one return) above this heading.

Another fourth-level heading. The use of this level of heading is unlikely in a memo.

Another First-Level Heading
There are 24 extra points spacing above this heading and 6 extra points below. The heading font is 11-point Arial Black. Note that this heading uses upper- and lowercase capitalization style. The text is 12-point Times New Roman with at least 15 points line spacing.

MS/JJ/ty
cc: Hon. Tani G. Cantil-Sakauye, Chief Justice of California
    Clerk/Administrators of the Courts of Appeal
    Court Executive Officers of the Superior Courts
    Appropriate Judicial Council Division Chief
Appendix A: Editing and Proofreading Marks

a plan that would not be approved
in light of trial court funding
the third- and fourth quarters
third quarter earnings
the circulation for comment period
Approval Of Allocated Funding
COURTHOUSE CONSTRUCTION FUND
Approval of allocated funding
State of the Judiciary address
paren's patriae
Tab F
the underlying case;
the underlying case,
or
the underlying case;
the underlying case
the underlying case
the underlying case
the underlying case
the case underlying
fiscal year 2004-2005
He said I think that he had not heard.

Delete
Insert
Delete and insert one space
Insert hyphen
Add hyphens, closed up
Lowercase
Downcase all but first letters
Capitalize
Small and large caps
Italicize
Boldface
Change semicolon to period
Change period to semicolon
Change semicolon to comma
Change period to colon
Close up space
Delete and close up
Stet, or keep the part that was deleted
Transpose
Change hyphen to en dash
Change hyphens to em dashes
Appendix A: Editing and Proofreading Marks

Commission on Judicial Performance (CJP)

- U.S.
- 8 judges
- Under the new ruling,
- or
- Under the new ruling.
- A. L.
- Court Security Working Group
- single-source funding
- Given the
- Court Interpreters/P.
- Per Diem Rates

1. Presiding judges
2. Court executives
3. County executives

Insert parentheses
Spell out
Spell out numeral as a word
Indent; move right
Remove indent; flush left; move left
Flush left
Center
Add paragraph break
Rebreak the line here
Align
APPENDIX B. CALIFORNIA PUBLIC UNIVERSITIES

University of California Campuses
University of California, Berkeley
University of California, Davis
University of California, Irvine
University of California, Los Angeles
University of California, Merced
University of California, Riverside
University of California, San Diego
University of California, San Francisco
University of California, Santa Barbara
University of California, Santa Cruz

UC plus location of campus appropriate for a second or later mention: UC Berkeley, UCLA

California State University Campuses
California Polytechnic State University, San Luis Obispo
California State Polytechnic University, Pomona
California State University, Bakersfield
California State University, Channel Islands
California State University, Chico
California State University, Dominguez Hills
California State University, East Bay
California State University, Fresno
California State University, Fullerton
California State University, Long Beach
California State University, Los Angeles
California State University Maritime Academy
California State University, Monterey Bay
California State University, Northridge
California State University, Sacramento
California State University, San Bernardino
California State University, San Marcos
California State University, Stanislaus
Humboldt State University
San Diego State University
San Francisco State University
San Jose State University
Sonoma State University
APPENDIX C. CALIFORNIA LAW SCHOOLS

(Parenthetical name is appropriate for a second or later mention.)

Cal Northern School of Law
California Southern Law School
California Western School of Law
Chapman University School of Law
Glendale University College of Law
Golden Gate University School of Law
Humphreys College Laurence Drivon School of Law
Loyola Law School
Pepperdine University School of Law
San Joaquin College of Law
Santa Clara University School of Law
Southwestern Law School
Stanford Law School
Thomas Jefferson School of Law
University of California, Berkeley, School of Law (Berkeley Law) (Boalt Hall used for alumni references)
University of California, Davis, School of Law (UC Davis School of Law)
University of California, Los Angeles, School of Law (UCLA School of Law)
University of California, Hastings College of the Law (UC Hastings College of the Law)
University of La Verne College of Law
University of San Diego School of Law
University of San Francisco School of Law
University of Southern California, Gould School of Law
University of the Pacific, McGeorge School of Law (McGeorge School of Law)
Western State University College of Law
Whittier Law School

Site for more law school listings and contact information:

admissions.calbar.ca.gov/Education/LegalEducation/LawSchools.aspx
APPENDIX D. POSTAL ABBREVIATIONS FOR U.S. STATES AND TERRITORIES

Use these abbreviations only on envelopes or in return addresses on response cards (for example, for the Judicial Council’s address on a form for enrolling in a conference). Please do not use them in text or in inside addresses. The exception is Washington, DC: use the postal abbreviation on envelopes and in inside addresses.

<table>
<thead>
<tr>
<th>State Abbreviation</th>
<th>State Name</th>
<th>State Abbreviation</th>
<th>State Name</th>
<th>State Abbreviation</th>
<th>State Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>AK</td>
<td>Alaska</td>
<td>KY</td>
<td>Kentucky</td>
<td>OK</td>
<td>Oklahoma</td>
</tr>
<tr>
<td>AL</td>
<td>Alabama</td>
<td>LA</td>
<td>Louisiana</td>
<td>OR</td>
<td>Oregon</td>
</tr>
<tr>
<td>AR</td>
<td>Arkansas</td>
<td>MA</td>
<td>Massachusetts</td>
<td>PA</td>
<td>Pennsylvania</td>
</tr>
<tr>
<td>AS</td>
<td>American Samoa</td>
<td>MD</td>
<td>Maryland</td>
<td>PR</td>
<td>Puerto Rico</td>
</tr>
<tr>
<td>AZ</td>
<td>Arizona</td>
<td>ME</td>
<td>Maine</td>
<td>RI</td>
<td>Rhode Island</td>
</tr>
<tr>
<td>CA</td>
<td>California</td>
<td>MI</td>
<td>Michigan</td>
<td>SC</td>
<td>South Carolina</td>
</tr>
<tr>
<td>CO</td>
<td>Colorado</td>
<td>MN</td>
<td>Minnesota</td>
<td>SD</td>
<td>South Dakota</td>
</tr>
<tr>
<td>CT</td>
<td>Connecticut</td>
<td>MO</td>
<td>Missouri</td>
<td>TN</td>
<td>Tennessee</td>
</tr>
<tr>
<td>DC</td>
<td>District of Columbia</td>
<td>MS</td>
<td>Mississippi</td>
<td>TX</td>
<td>Texas</td>
</tr>
<tr>
<td>DE</td>
<td>Delaware</td>
<td>MT</td>
<td>Montana</td>
<td>UT</td>
<td>Utah</td>
</tr>
<tr>
<td>FL</td>
<td>Florida</td>
<td>NC</td>
<td>North Carolina</td>
<td>VA</td>
<td>Virginia</td>
</tr>
<tr>
<td>GA</td>
<td>Georgia</td>
<td>ND</td>
<td>North Dakota</td>
<td>VI</td>
<td>Virgin Islands</td>
</tr>
<tr>
<td>GU</td>
<td>Guam</td>
<td>NE</td>
<td>Nebraska</td>
<td>VT</td>
<td>Vermont</td>
</tr>
<tr>
<td>HI</td>
<td>Hawaii</td>
<td>NH</td>
<td>New Hampshire</td>
<td>WA</td>
<td>Washington</td>
</tr>
<tr>
<td>IA</td>
<td>Iowa</td>
<td>NJ</td>
<td>New Jersey</td>
<td>WI</td>
<td>Wisconsin</td>
</tr>
<tr>
<td>ID</td>
<td>Idaho</td>
<td>NM</td>
<td>New Mexico</td>
<td>WV</td>
<td>West Virginia</td>
</tr>
<tr>
<td>IL</td>
<td>Illinois</td>
<td>NV</td>
<td>Nevada</td>
<td>WY</td>
<td>Wyoming</td>
</tr>
<tr>
<td>IN</td>
<td>Indiana</td>
<td>NY</td>
<td>New York</td>
<td></td>
<td></td>
</tr>
<tr>
<td>KS</td>
<td>Kansas</td>
<td>OH</td>
<td>Ohio</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>