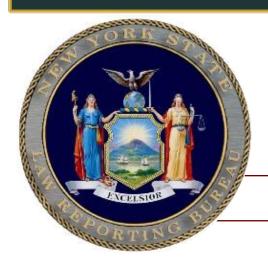


### Law Reporting Bureau



# New York Official Reports

Cara J. Brousseau, State Reporter

## Electronic Resources User Guide

December 2023

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### **Finding the Official Reports Electronically**

The New York Official Reports are available in three electronic locations:

- 1. New York Slip Opinion Service (available on the LRB website)
- 2. New York Official Reports Service (available on the LRB website)
- 3. Thomson Reuters Westlaw (via the New York Official Reports content category)

The Official Reports, comprised of the New York Reports, Appellate Division Reports, and Miscellaneous Reports, are the only official source of New York's common law. In addition to being the official text of New York court decisions, the Official Reports are professionally edited during a comprehensive and meticulous process to ensure accuracy of citations, quotations, and facts and to make stylistic and technical corrections. Aside from the print edition of the Official Reports, housed in the green bound volumes depicted below, the Official Reports are available only in the three electronic locations listed above.



### **New York Slip Opinion Service**

#### About the Service

The New York Slip Opinion Service is available on the LRB website, <a href="https://www.nycourts.gov/reporter">www.nycourts.gov/reporter</a>. The Slip Opinion Service provides free access to recently released decisions and motions prior to publication in the Official Reports, together with an electronic citation for each decision and motion. The Service is updated to include the professionally edited version of decisions that have been published in print.

The Slip Opinion Service also provides access to trial court opinions selected for online publication only, a dedicated database of decisions from the Commercial Division of the Supreme Court, and motion decisions of the Appellate Division and Appellate Term of the Supreme Court.

Decisions published as early as 2003 are available for most courts. Some trial court decisions decided prior to 2003 are included.



### **New York Slip Opinion Service**

#### Access and Organization

The Slip Opinion Service is organized by court, type of decision and decision date.\* You may browse the Service by court and type of decision, or you may conduct a search using the Advanced Search feature.

To **browse** the Slip Opinion Service, navigate to the Service's home page by selecting the Slip Opinion Service hyperlink in the LRB website header under Decisions and use the hyperlinks on that page, which are organized by court and type of decision. Alternatively, use the hyperlinks in the LRB website header and footer under Decisions to navigate directly to a specific court.

To **search** decisions and motions in the Slip Opinion Service, use the Advanced Search feature. Navigate to Advanced Search by selecting the hyperlink at the top of the Service's home page or using the hyperlink in the LRB website header and footer under Decisions.



<sup>\*</sup> Because trial court opinions may be submitted for publication at any time, those opinions are organized by publication—rather than decision—date.

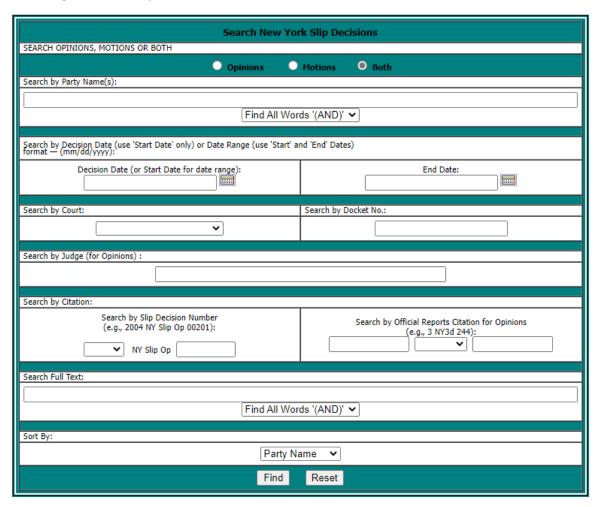
### **New York Slip Opinion Service**

#### Searching

Use the Advanced Search feature to search the Slip Opinion Service by party name(s) or the full text of a decision. Searches may be limited to decisions or motions, a specific decision date or date range, and a specific court or judge.

Additionally, use Advanced Search to locate decisions and motions by docket number, slip opinion citation (e.g., 2004 NY Slip Op 00201) or official citation (e.g., 3 NY3d 244).

Search results may be sorted in alphabetical order by party name or in reverse chronological order by decision date.



### **New York Official Reports Service**

#### Access

The New York Official Reports Service is available on the LRB website, www.nycourts.gov/reporter. The Service is powered by Thomson Reuters Westlaw.

The Official Reports Service provides free access to the text of all decisions published or abstracted in the Official Reports in the Third (2003 to the present) and Second (1956 to 2003) Series. Decisions from the First Series are currently being added to the collection.

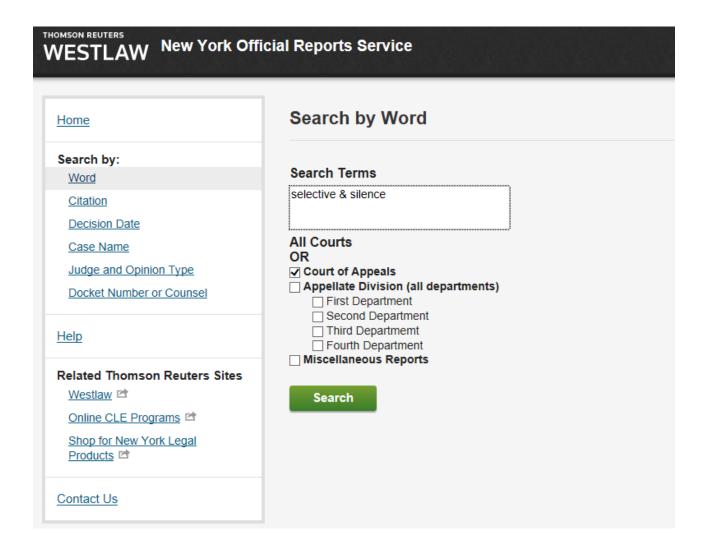
Navigate to the Official Reports Service from the LRB website via Quick Links on the home page or using the hyperlink in the header under Decisions.

#### THOMSON REUTERS **New York Official Reports Service** WESTLAW New York Official Reports Service **Home** Search by: This service provides access to opinions of the New York Court of Appeals, the Appellate Division, the Appellate Term, the Supreme Court and miscellaneous Word courts. All opinions published or abstracted in the Official Reports through the most Citation recent Advance Sheets are included. The source for these opinions is the New York State Law Reporting Bureau **Decision Date** Case Name Opinions can be searched by word, official citation, official slip opinion number, docket number, case name, judge name, counsel name, opinion type (i.e., majority, Judge and Opinion Type concurring, dissenting) and decision date. Docket Number or Counsel By using this website, you agree not to use it in any manner that could disable, overburden, damage, or impair the site or interfere with any other party's use of the <u>Help</u> website, or to use any device, software or routine that interferes with the proper working of the website. **Related Thomson Reuters Sites** Westlaw 🖾 Online CLE Programs In Shop for New York Legal Products 🖾 Contact Us

### **New York Official Reports Service**

#### Searching

Search the Official Reports Service by citation, decision date, case name, judge and opinion type, and docket number or counsel. Full text word searches may be conducted using terms and connectors. Results are displayed in reverse chronological order.



### **Thomson Reuters Westlaw**

#### Access and Content

Access the Official Reports on Westlaw using the **New York Official Reports** content category.

There are nine other Westlaw databases related to the Official Reports, categorized together as the New York Official Reports Materials:

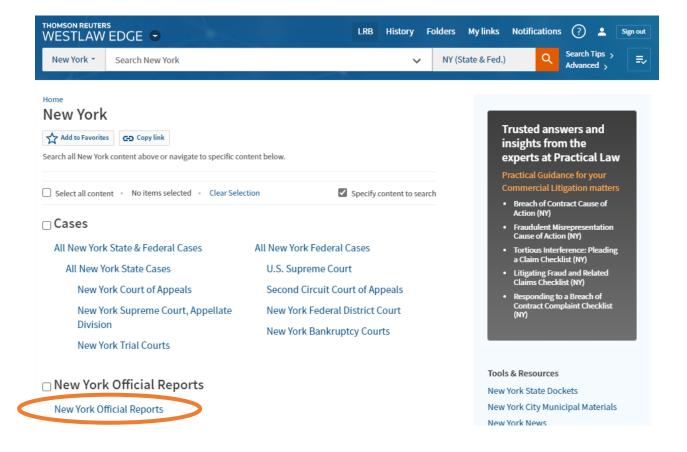
- New York Official Reports (Unreported)
- New York Official Reports Appellate Motion Decisions (Unreported)
- New York Official Reports Front Matter
- New York Official Reports Table of Cases
- New York Official Reports Table of Cases Affected
- New York Official Reports Digest (First Series)
- New York Official Reports Digest (Second & Third Series)
- New York Law Reports Style Manual
- Court of Appeals of New York New Filings

There are many ways to access and use the New York Official Reports Materials on Westlaw. This user guide covers the basic and most user-friendly ways.

#### **Thomson Reuters Westlaw**

Accessing the New York Official Reports Content Category

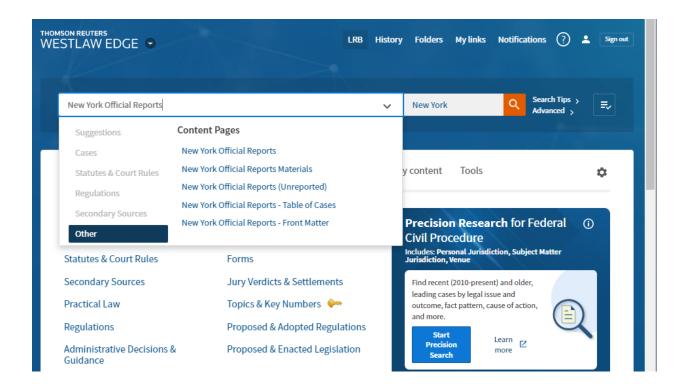
Method 1: Click "State materials" on the Westlaw home page, select "New York," and then click the "New York Official Reports" hyperlink.



#### **Thomson Reuters Westlaw**

Accessing the New York Official Reports Content Category

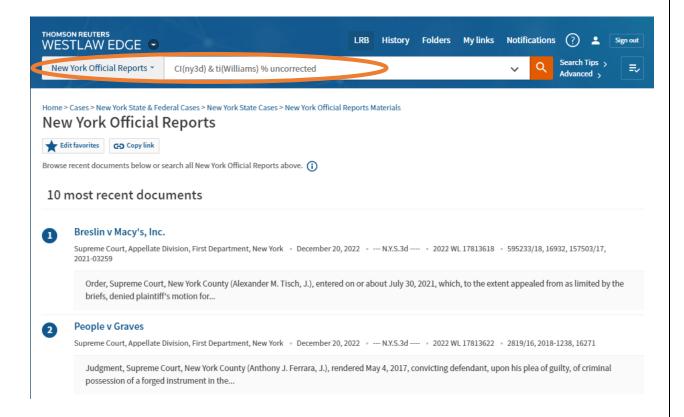
Method 2: Type "New York Official Reports" into the main search bar on the Westlaw home page and select the hyperlink in the drop-down menu.



#### **Thomson Reuters Westlaw**

Searching the New York Official Reports Content Category

<u>Method 1</u>: Use natural language or terms and connectors in the main search bar on the New York Official Reports content category home page.



### **Thomson Reuters Westlaw**

Searching the New York Official Reports Content Category

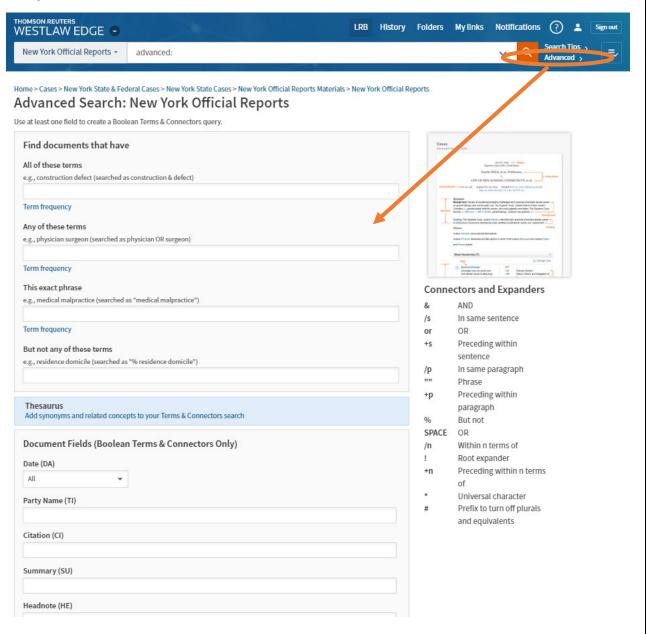
Use these helpful **terms and connectors** when searching the New York Official Reports content category:

Search the caption of a case	TI(trenasia &j)
Search within a specific publication	CI(AD3d)
Search summaries	SU("appeal from a judgment of the justice court")
Search headnotes	HE(zoning)
Search by judge	JU(read)
Search appearances of counsel	CNL("acting district attorney")
Search by court name	PR("appellate division, third department")

#### **Thomson Reuters Westlaw**

Searching the New York Official Reports Content Category

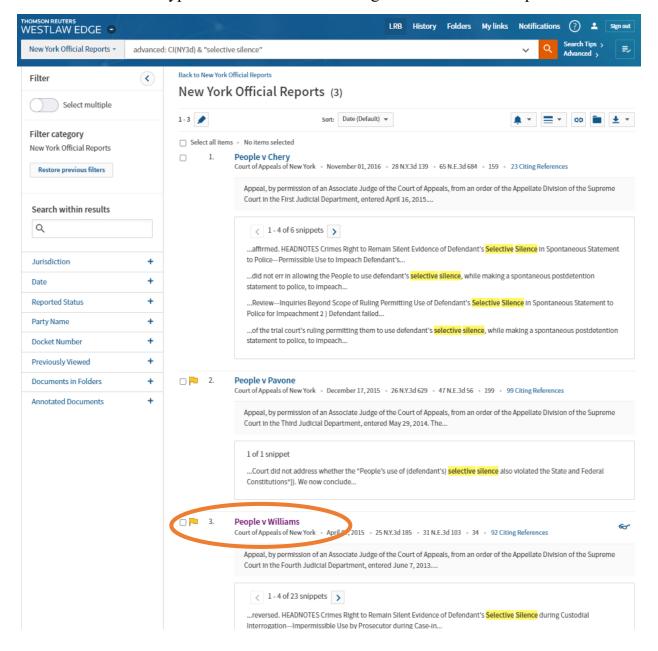
<u>Method 2</u>: Select the "Advanced" hyperlink next to the main search bar on the New York Official Reports content category home page and conduct a field search using the tailored Advanced Search form.



#### **Thomson Reuters Westlaw**

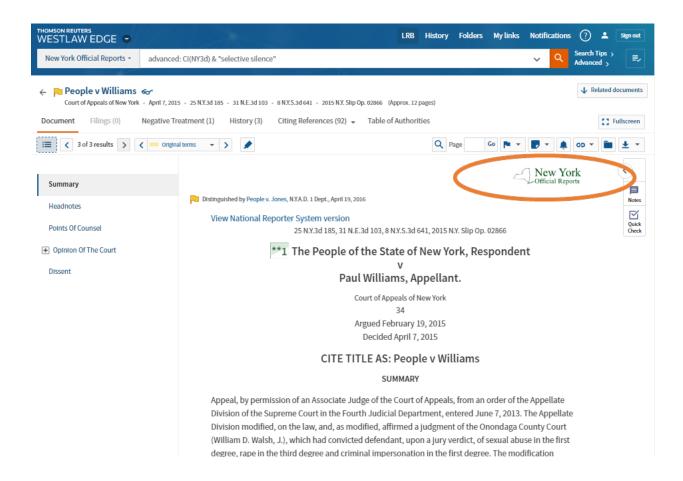
Viewing the Official Reports Version of a Case

<u>Method 1</u>: Searches conducted in the New York Official Reports content category will generate search results that link directly to the Official Reports version of a case. Use the hyperlinked case name to navigate to the Official Reports version.



#### **Thomson Reuters Westlaw**

Viewing the Official Reports Version of a Case

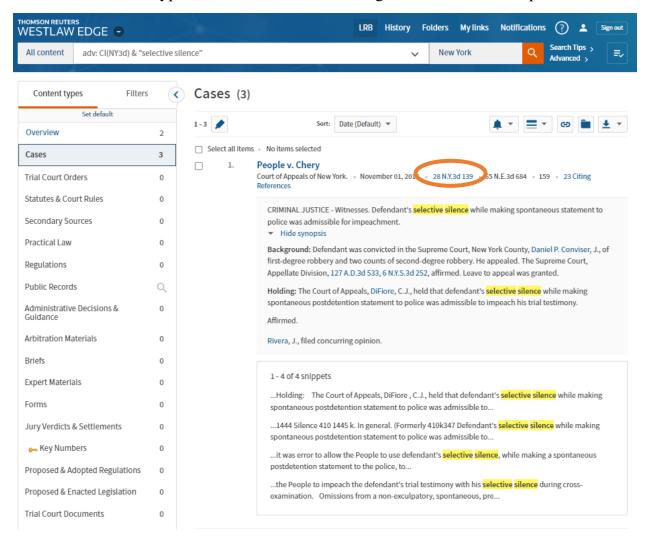


<u>Tip</u>: Look for the logo. The Official Reports version of a case features the Official Reports logo in the upper right corner.

#### **Thomson Reuters Westlaw**

Viewing the Official Reports Version of a Case

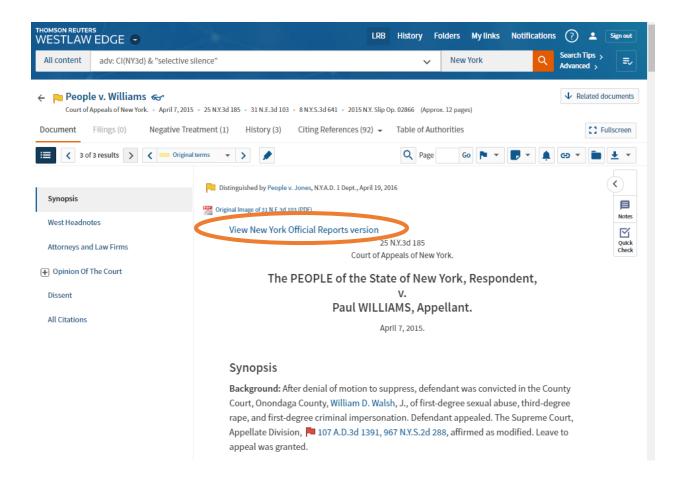
Method 2: Searches conducted outside of the New York Official Reports content category will not generate search results that link directly to the Official Reports version of a case. Use the hyperlinked official citation found in the search results list—not the hyperlinked case name—to navigate to the Official Reports version.



#### **Thomson Reuters Westlaw**

Viewing the Official Reports Version of a Case

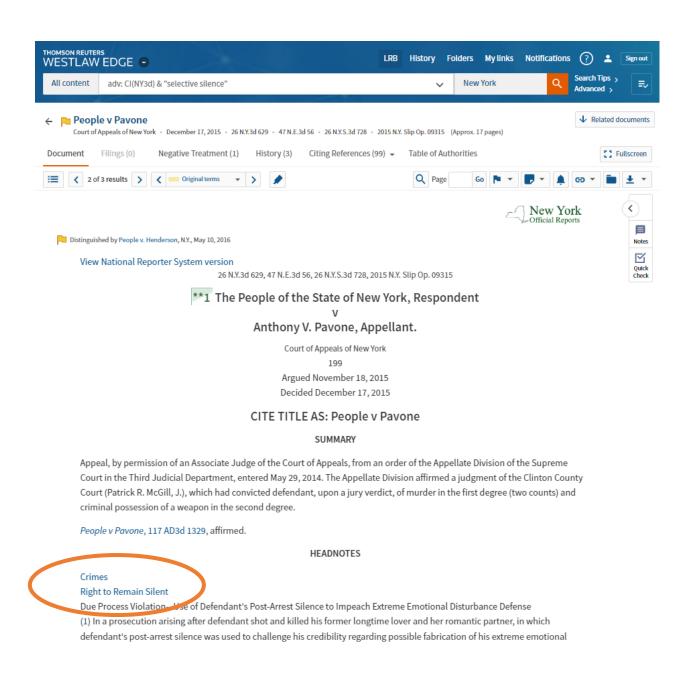
Method 3: Click the "View New York Official Reports version" hyperlink in the upper left-hand corner of the National Reporter System version of a case.



#### **Thomson Reuters Westlaw**

Accessing the New York Official Reports Digest Content Category

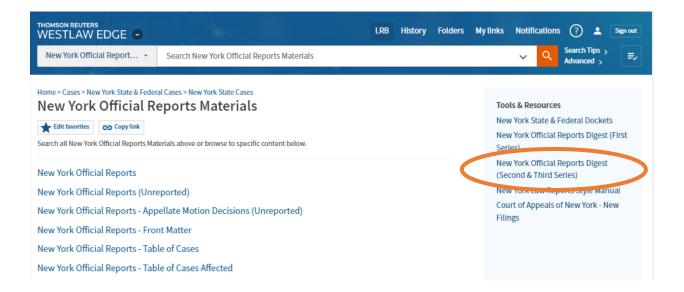
<u>Method 1</u>: Click the hyperlinked classifications in the Official Reports version of a case.



#### **Thomson Reuters Westlaw**

Accessing the New York Official Reports Digest Content Category

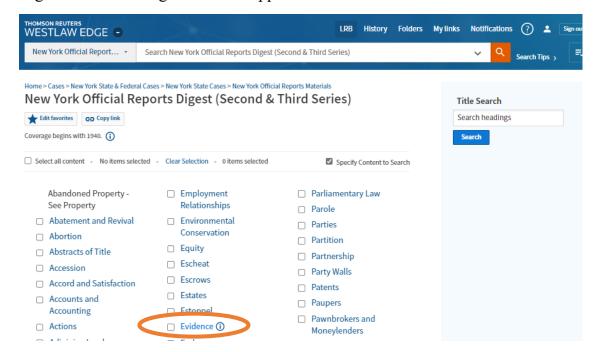
Method 2: Click "State Materials" on the Westlaw home page, select "New York," and then click "New York Official Reports Materials" under "Tools & Resources" in the blue column on the right-hand side of the page. From the New York Official Reports Materials home page, select "New York Official Reports Digest (Second & Third Series)," again under "Tools & Resources."



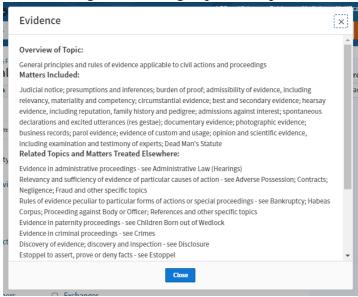
#### **Thomson Reuters Westlaw**

Accessing Scope Notes in the New York Official Reports Digest Content Category

Scope Notes describe the types of decisions that are categorized under each classification heading. They are contained within the New York Official Reports Digest content category and can be accessed by hovering the cursor over the classification heading and then clicking the "i" that appears.



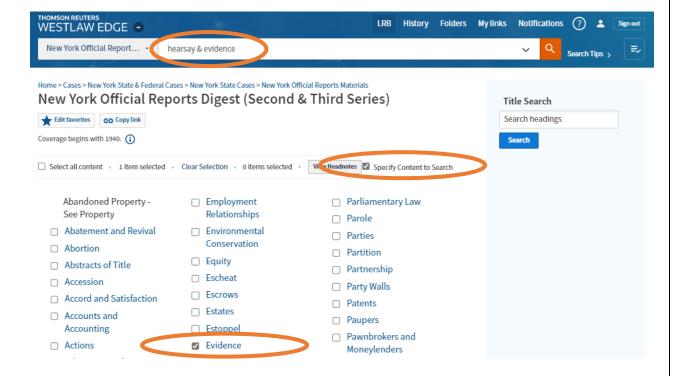
Clicking the "i" brings up the Scope Note.



#### **Thomson Reuters Westlaw**

Searching the New York Official Reports Digest Content Category

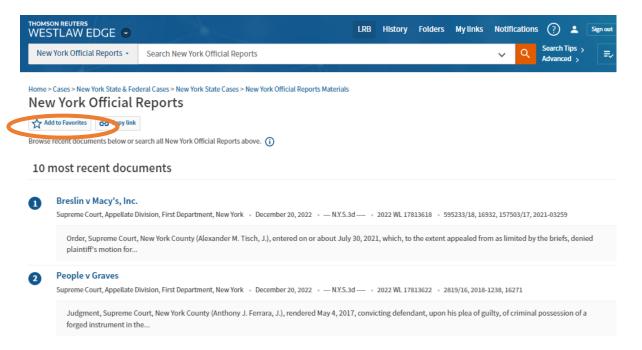
Use natural language or terms and connectors in the main search bar on the New York Official Reports Digest content category home page. The entire Digest may be searched at once, or the search may be limited to a single or multiple classification heading(s). To limit the search to a specific classification heading, check the box to the left of the heading.



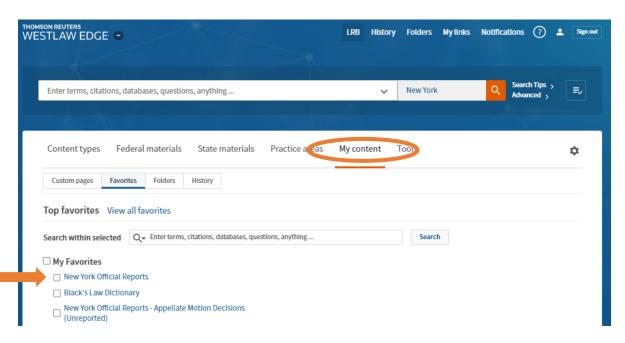
#### **Thomson Reuters Westlaw**

Tips for Facilitating Official Reports Research on Westlaw

Method 1: Add the Official Reports content category to your "Favorites."



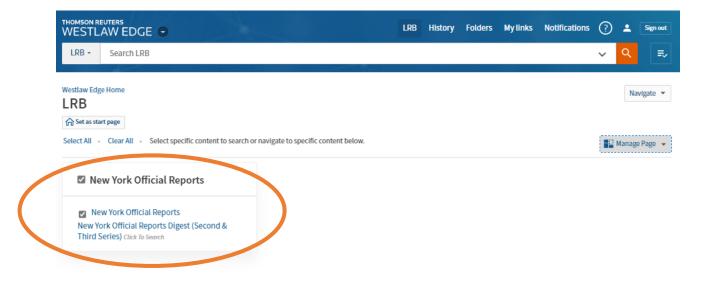
The Official Reports content category will now appear in "My content" in the "Favorites" menu.



#### **Thomson Reuters Westlaw**

Tips for Facilitating Official Reports Research on Westlaw

Method 2: Create a Westlaw Custom Page featuring the Official Reports.



#### **Other Electronic Resources**

Additional Resources Available on the LRB Website

In addition to free access to the Official Reports via the New York Slip Opinion Service and the New York Official Reports Service, the Law Reporting Bureau provides free access to the following resources on its website, <a href="www.nycourts.gov/reporter">www.nycourts.gov/reporter</a>, which may be useful to court employees, attorneys and the public:

- 1. New York Official Reports Citator
- 2. Legal Research Portal
- 3. Court of Appeals New Filings
- 4. New York Law Reports Style Manual

### **New York Official Reports Citator**

#### About the Citator

The New York Official Reports Citator provides the approved "cite-as" case name for all decisions published in the Official Reports. Additionally, the official citation, slip opinion citation, decision date, court, judge and docket number for each decision is listed. Finally, each decision from the Third Series of the Official Reports (i.e., NY3d, AD3d, Misc 3d) that cites to the retrieved decision will be displayed. The Third Series records are hyperlinked to the full-text decision in the Slip Opinion Service.

The Citator service is similar to the "Citing References" feature on Thomson Reuters Westlaw and is available free of charge to the public.

Citation Record:				
Case Name: Sean R. v BMW of N. Am., LLC				
Judge: Pigott				
Slip Citation:	lip Citation: 2016 NY Slip Op 01000			
Official Citation:	26 NY3d 801	26 NY3d 801		
Decision Date:	02-11-2016	02-11-2016		
Court:	Court of Appeal	Court of Appeals		
Docket No:				
Later Case History:				
Prior Case History:	115 AD3d 432			
Cases Citing Your Decision:				
Case Name:	Official Citation:	Slip Citation:		
Singh v Siddique	52 Misc 3d 1204(A)	2016 NY Slip Op 50987(U)		
Return to Search Page				

### **New York Official Reports Citator**

#### Access and Searching

Navigate to the Citator via the hyperlinks in the LRB website header under Resources or by selecting the Citation Services hyperlink under Quick Links on the home page.

Searches of the Citator can be conducted using party names, official citation and slip opinion citation.



<u>User Tip</u>: Use the New York Official Reports Citator and the New York Slip Opinion Service simultaneously by opening two browser windows, one for the Citator and the other to view the decisions being researched.

### **Legal Research Portal**

The Legal Research Portal is a collection of free legal research tools available on the Internet. Navigate to the Portal via hyperlinks in the LRB website header and footer under Resources. Some helpful links include:

- New York Codes, Rules and Regulations Digital Archive
  - o Fully searchable and dating 1945 through 2001
- Laws of New York
  - o Browse or search New York bills and laws courtesy of the State Legislature
- US Government Publishing Office
  - Free online access to the United States Code, the Federal Register, various Congressional documents and the Code of Federal Regulations
- Various state agency opinions and local government legal resources, some of which are not available on Westlaw or Lexis
- Legal writing resources covering clarity in writing, writing in plain English, grammar, punctuation and diction.

#### **New York Official Reports**

Legal Research Portal

NY Court | NY Agency | NY Legislative | NYC & Local | Ethics | Comprehensive | Federal | Miscellaneous | Legal Writing

#### Legal Writing Resources: Clarity, Plain English, Grammar, Punctuation, Diction

Practice Law Institute, Thinking Like a Writer: A Lawyer's Guide to Effective Writing and Editing, <u>The Principles of Super-Clarity</u>

Federal Register, Drafting Legal Documents, Principles of Clear Writing

Federal Register, Drafting Legal Documents, Preferred Expressions

Hon. Gerald Lebovits, A Collection of Works on Legal and Judicial Writing

U.S. Securities and Exchange Comission, A Plain English Handbook: How to Create Clear SEC Disclosure Documents, Writing in Plain English (Aug. 1998)

William Strunk, Jr., The Elements of Style (1999), portions available on Bartleby.com

Capital Community College Foundation, Guide to Grammar and Writing

Purdue University, The Purdue Online Writing Lab (OWL)

Merriam-Webster Online Dictionary

### **Court of Appeals New Filings**

The Court of Appeals New Filings service provides a list of recently-filed appeals in the state's highest court, indicating short title, jurisdictional predicate, subject matter and key issues.

Navigate to the New Filings via the hyperlink in the LRB website header under Decisions or by selecting the hyperlink under Quick Links on the home page.

Search the New Filings by selecting the desired date range and using Edit > Find on this page (or Ctrl + F) on your browser.

The New Filings may also be searched in full on Thomson Reuters Westlaw in the Court of Appeals of New York - New Filings content category.



Each week, the Clerk's Office prepares a list of recently-filed appeals, indicating short title, jurisdictional predicate, subject matter and key issues. Some of these appeals may not reach decision on the merits because of dismissal, on motion or sua sponte, or because the parties stipulate to withdrawal. Some appeals may be selected for review pursuant to the alternative procedure of Rules of the Court of Appeals (22 NYCRR) § 500.11. For those appeals that proceed to briefing in the normal course, the briefing schedule generally will be: appellant's brief to be filed within 60 days after the appeal was taken; respondent's brief to be filed within 45 days after the due date for the filing of appellant's brief; and a reply brief, if any, to be filed within 15 days after the due date for the filing of respondent's brief.

The Court welcomes motions for amicus curiae participation from those qualified and interested in the subject matter of these newly filed appeals. Please refer to Rules of the Court of Appeals (22 NYCRR) § 500.23 and direct any questions to the Clerk's Office.

PRELIMINARY APPEAL STATEMENTS FILED IN THE NEW YORK COURT OF APPEALS FROM:	
11/18/22-12/8/22	
10/28/22-11/17/22	
10/14/22-10/27/22	
10/7/22-10/13/22	
9/30/22-10/6/22	
9/23/22-9/29/22	
9/16/22-9/22/22	

### Law Reports Style Manual

Access

The electronic version of the Style Manual is available in PDF and HTML format. The PDF version can be downloaded and saved or printed for future local reference. The HTML version can be viewed in your web browser.

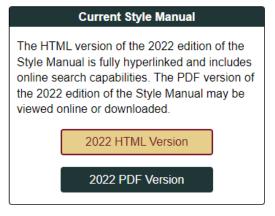
Navigate to the electronic Style Manual via hyperlinks in the LRB website header and footer under Resources or by selecting the hyperlink under Quick Links on the home page.

### **New York Official Reports**

Law Reports Style Manual

Since 1956, the New York Law Reports Style Manual has been issued by the Law Reporting Bureau, an agency of the Unified Court System, as a guide for the preparation of opinions for publication in the Official Reports. The manual focuses on New York source material and covers five primary areas: citation, abbreviation, capitalization, quotation, and word style and usage.

The current version of the Style Manual, effective January 3, 2023, is available in HTML and Adobe PDF format. The online version is updated annually. Information concerning the availability of print copies of the Style Manual may be obtained from the Law Reporting Bureau by email (LRBpublications@nycourts.gov), phone (518-453-6900), or mail (17 Lodge Street, Albany, NY 12207).





### Law Reports Style Manual

Benefits of Using the Electronic Style Manual

The print version of the Style Manual is issued every five years; the current is the 2022 edition, effective January 3, 2023. The online version is updated annually, in both the PDF and HTML formats. The annual updates are not distributed in print; thus, the updates are accessible only online. Each annual update is announced in the "What's New" box on the LRB website home page.

Both electronic versions of the Style Manual are searchable, making navigation to a specific topic fast and easy. A search bar populates automatically upon opening the HTML version. To search the PDF version, use the search feature Q (or Ctrl + F).

The HTML version also features a hyperlinked table of contents. The hyperlinks navigate you directly to the selected part, section, or subsection.

#### **PART I: CITATION STYLE**

#### 1.0 CITATION STYLE IN GENERAL

- 1.1 ELEMENTS OF A CITATION
  - 1.1 (a) Case Citation Elements
  - 1.1 (b) Statutory Citation Elements
  - 1.1 (c) Citation to Range of Pages, Sections or Similar Elements
- 1.2 PLACEMENT OF CITATIONS
  - 1.2 (a) Where to Place
  - 1.2 (b) Citations in Running Text
  - 1.2 (c) Citations within Parentheses
    - (1) How to Reference
    - (2) Punctuation
  - 1.2 (d) Citations in Footnotes
  - 1.2 (e) Citational Footnote Style
    - (1) Running Text Style
    - (2) Citations within Parentheses Style
    - (3) Textual Footnotes
  - 1.2 (f) Footnote Numbers in Relation to Punctuation

### **Contact the LRB**

Please contact the Law Reporting Bureau with questions regarding the content of this user guide or about the Official Reports generally.

address: 17 Lodge Street, Albany, NY 12207

phone: (518) 453-6900

Reporter Email: Reporter@nycourts.gov

Subscription Email: <u>LRBPublications@nycourts.gov</u>

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