

1. Who is required to use the manual?

The Supreme Court adopted the manual for its own use. The court will use the manual in writing its own opinions. Some of the changes may not apply to other courts, but courts and attorneys are encouraged to use the manual in writing opinions and briefs.

2. Does an author have to use a specific legal-research web site?

No. The online manual states that any electronic-database citation is acceptable and that no preference for one database is intended. Citations throughout the manual reflect that Lexis and Westlaw are both appropriate citations. The court will use the citation preferred by its publisher in its own opinions, but parties filing briefs or judges writing opinions can choose their preferred electronic database.

3. Will documents presented for filing with the Supreme Court be rejected if they do not conform to the manual?

No. Briefs will not be rejected for failing to conform to the manual. S.Ct. Prac.R. 8.4 sets forth mechanical requirements for filing briefs.

4. What are the major changes in the new manual?

- 1) The date of a judicial opinion now appears at the end of the citation;
- 2) Signals are now italicized;
- 3) Citations of print-published appellate cases now identify the district of decision;
- 4) The federal circuits are now identified using "Cir.," e.g., 6th Cir. instead of C.A.6;
- 5) Federal statutes are now cited using "U.S.C.," e.g., 42 U.S.C. 1982 instead of Section 1982, Title 42, U.S.Code;
- 6) Ohio case citations no longer include Ohio Bar Reports (OBR) or Ohio Opinions (O.O., O.O.2d, O.O.3d).

5. Our district has several counties. The counties in our district use a uniform numbering system, differentiated by only the county name. May we use the county name in the citation?

Yes. An author is free to use the county in the citation if it is helpful to identify an opinion. For example, a district that uses uniform numbering for multiple counties may wish to identify the county.

6. Must block quotations be double-spaced?

No. Any format that distinguishes the quoted material from surrounding text may be used.

7. How should an author cite a Supreme Court opinion that does not yet have an Ohio St.3d citation?

Until an opinion appears in the Ohio Official Reports advance sheets, it may be cited as *Smith v. Doe*, Slip Opinion No. 20xx-Ohio-xxxx.

8. How do I get a copy of the manual?

The manual is intended to be an online resource. Feel free to print the manual.