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Acronyms and Abbreviations

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Washington Legal Researcher's Deskbook, 2d

by
Penny A. Hazelton
Peggy Roebuck Jarrett
Nancy McMurrer
Cheryl Rae Nyberg
Mary Whisner

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1996

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Washington Legal Researcher's Deskbook, 2d

TABLE OF CONTENTS

Introduction	ix
Author Biographies	xii
Chapter 1 How to Use a Law Library	1
Chapter 2 The Process of Legal Research	25
Chapter 3 Fundamentals of Legal Research in Washington	69
Chapter 4 Administrative Decisions and Materials	133
Chapter 5 Legislative History and Bill Tracking	153
Chapter 6 Washington Practice Materials	161
Chapter 7 Nonlegal Research	207
Chapter 8 Computer-Assisted Legal Research	217
Chapter 9 Managing Your Library: With or Without a Librarian	239
Appendix I City and County Codes in Washington Libraries	261
Appendix II Acronyms and Abbreviations	277
Index	283

DETAILED TABLE OF CONTENTS

Chapter 1, How to Use a Law Library

I.	Getting Acquainted	1
II.	People in Libraries	2
III.	Collection Organization	4
IV.	Access to the Collection	5
V.	Access to the Contents of the Library Collection	7
	A. Searching Bibliographic Records	7
	B. Searching Indexing and Abstracting Services	8
VI.	Access to Legal Information Without Leaving the Comfort of Your Home or Office	10
	A. Electronic Access to Library Catalogs	10
	1. Access Without a Personal Internet Account	10
	2. Access With a Personal Internet Account	11
	B. Electronic Access to Legal Information	11
	C. What You Miss by Staying Home	12
Appendix 1,	Law Libraries in Washington State	14
	A. State	14
	B. County	14
	C. Court	17
	D. Academic	17

Chapter 1, How to Use a Law Library, cont'd

Appendix 2, Free or Low Cost Advocacy, Information, and Referral for King
County Residents 18

Chapter 2, The Process of Legal Research

I. Introduction 25
II. Strategies for Effective Legal Research 26
 A. Rombauer Framework 26
 1. Preliminary Analysis 26
 2. Search for Statutes 29
 3. Search for Mandatory Case Precedent 31
 4. Search for Persuasive Case Precedent 32
 5. Refine, Double-Check, and Update 34
 B. Conclusion 35
III. Integrating Manual and Computerized Legal Research Tools 36
IV. Managing Your Legal Research 59
 A. General Suggestions 59
 B. Note-Taking 60
 C. Help! A Dead End! 66
 D. When to Stop the Search 66

Chapter 3, Fundamentals of Legal Research in Washington

I. Introduction and General Legal Research Texts 69
II. Secondary Sources 71
 A. Practice Materials 71
 B. Encyclopedias, Texts, and Treatises 72
 C. Legal Periodicals 74
III. Statutes 78
 A. Session Laws 78
 B. Codes — The *Revised Code of Washington* and Its Predeces-
sors 81
 C. Annotated Codes 84
 1. *West's Revised Code of Washington Annotated* 84
 2. *Annotated Revised Code of Washington* 87
 3. Checklist for Updating Statutes in Print 88
 D. Electronic Versions of Washington Statutes 89
 E. Uniform Laws and Model Acts 91
 F. Court Rules 91
IV. City and County Codes 93
V. Administrative Regulations 94
 A. *Washington State Register* 95

Chapter 3, Fundamentals of Legal Research in Washington, cont'd

	B.	<i>Washington Administrative Code</i>	97
	C.	Electronic Versions of Administrative Regulations	98
VI.		Case Law	100
	A.	Official Reports	100
	B.	Unofficial Reports	102
	C.	Legal Newspaper	104
	D.	Electronic Versions of Case Law	105
	E.	Unpublished Opinions	106
VII.		Case Finding Tools	107
	A.	Secondary Sources and Annotated Codes	107
	B.	<i>Cumulative Subject Index</i>	107
	C.	<i>Shepard's Washington Case Name Citator</i>	108
	D.	West Digest System	108
	E.	West Searchers	112
	F.	Citator Services	112
	G.	Computer-Assisted Legal Research	113
	H.	Checklist of Case Finding Tools	114
	I.	Briefs	114
VIII.		Attorney General Opinions	116
IX.		Citator Services	117
	A.	Shepard's	117
	B.	Electronic Citator Services	121
		1. Shepard's	121
		2. Shepard's PreView and Shepard's Overnight	122
		3. Auto-Cite and Insta-Cite	122
		4. Full-text Searching, LexCite and QuickCite	124
X.		Citation Format	126
XI.		Appendix, Office of Reporter Style Sheet	131

Chapter 4, Administrative Decisions and Materials

I.		Introduction	133
II.		Administrative Agencies' Functions and Procedures	133
	A.	Enabling Legislation	133
	B.	Administrative Procedure Act and Model Rules of Procedure	134
	C.	Bibliography	135
III.		Multi-Agency Sources of Administrative Decisions	136
	A.	CD Law	136
	B.	L.A.W. BBS	137
	C.	LEXIS-NEXIS	138
	D.	West Publishing Company	138

Chapter 4, Administrative Decisions and Materials, cont'd

IV.	Agency-Specific Sources	140
A.	Administrative Hearings Office	140
B.	Ecology Department	141
C.	Education Department	141
D.	Employment Security Department	141
E.	Environmental Hearings Board	141
F.	Ethics Advisory Committee	142
G.	Executive Ethics Board	142
H.	Financial Institutions Department	142
I.	Fish and Wildlife Department	142
J.	Forest Practices Appeals Board	142
K.	Governor	143
L.	Growth Management Hearings Boards	143
M.	Higher Education Personnel Board	143
N.	Human Rights Commission	143
O.	Hydraulics Appeals Board	144
P.	Industrial Insurance Appeals Board	144
Q.	Insurance Department	144
R.	Judicial Conduct Commission	145
S.	Labor and Industries Department	145
T.	Legislative Ethics Board	145
U.	Minority and Women's Business Enterprises Office	146
V.	Personnel Appeals Board	146
W.	Personnel Board	146
X.	Pollution Control Hearings Board	146
Y.	Public Disclosure Commission	147
Z.	Public Employment Relations Commission	147
AA.	Retirement Systems Department	148
BB.	Revenue Department	148
CC.	Secretary of State	148
DD.	Securities Division	149
EE.	Shorelines Hearings Board	149
FF.	Tax Appeals Board	149
GG.	Utilities and Transportation Commission	150
V.	Agency Decisions at a Glance	150

Chapter 5, Legislative History and Bill Tracking

I.	Researching Legislative History in Washington	153
A.	At the Law Library	153
B.	The State Archives	154
C.	The House and Senate Journal Tapes	155
D.	Other Sources	155

Chapter 5, Legislative History and Bill Tracking, cont'd

E.	Bibliography	155
F.	Phone Numbers	156
II.	Legislative Bill Tracking	156
A.	How a Bill Becomes a Law	156
B.	New Sources	157
C.	<i>Legislative Digest and History of Bills</i>	157
D.	<i>Meeting Schedule and Bill Status</i>	158
E.	Legislative Hotline	158
F.	Governor's Office	158
G.	LegLink	158
H.	Washington State Legislature Public Access System	159
I.	LEXIS-NEXIS and WESTLAW	159
J.	Legi-Tech	159

Chapter 6, Washington Practice Materials

I.	Introduction	161
II.	Encyclopedic Sources	161
A.	<i>Washington Practice</i>	161
B.	<i>Washington Lawyers Practice Manual</i>	167
III.	Deskbooks, Manuals, Treatises, and Self-Help Sources	169
A.	Introduction and Overview	169
B.	Deskbooks, Manuals, Treatises, and Self-Help Sources: Arrangement by Subject	171
IV.	Continuing Legal Education Materials and <i>CLEDEX</i>	189
A.	CLE Materials	189
B.	<i>CLEDEX: Locating CLE Chapters</i>	190
V.	Litigation Aids	191
A.	Benchbooks	191
B.	Pattern Forms	193
1.	Mandatory Forms	193
2.	Optional, Suggested Forms	194
C.	Jury Verdicts, Arbitration Awards, and Expert Witnesses	194
1.	Jury Verdicts	195
2.	Arbitration Awards	196
3.	Expert Witnesses	196
D.	Judicial Biographies and Backgrounds	197
1.	State Judges	197
2.	Federal Judges	198
VI.	Ethics Opinions	199
VII.	Directories	199
A.	<i>Washington State Yearbook</i>	200

Chapter 6, Washington Practice Materials, cont'd.

B.	<i>Resources</i>	200
C.	<i>Attorneys ... Red Book</i>	201
D.	<i>Washington Legal Directory</i>	201
E.	<i>Washington Court Directory</i>	201
F.	Online Directories	202
VIII.	Current Awareness	202
A.	Bar Periodicals	203
B.	Legal Association Publication	204
C.	Legal Newspaper	204
D.	Access to Current Awareness Materials: <i>NEWDEX</i>	204

Chapter 7, Nonlegal Research

I.	Introduction	207
II.	Finding People, Organizations, Etc.	207
A.	Phone Books	208
B.	Directories of Associations	208
C.	Government Directories	208
D.	Corporate Directories	209
III.	Finding Factual Information	210
A.	Almanacs	210
B.	Atlases and Maps	210
C.	Statistical Sources	210
D.	Medical Information	211
E.	Interest Rates	212
F.	Consumer Price Index	212
IV.	Writing	212
A.	Dictionaries and Thesauruses	213
B.	Usage Guides	213
C.	Quotation Books	214

Chapter 8, Computer-Assisted Legal Research

I.	Introduction	217
II.	Reasons to Use CALR	217
III.	Types of CALR	218
IV.	Online Services: LEXIS-NEXIS and WESTLAW	219
A.	Features of LEXIS-NEXIS and WESTLAW	219
B.	Washington Materials on LEXIS-NEXIS and WESTLAW	219
C.	LEXIS-NEXIS and WESTLAW Cost-Control Tips	224
1.	Prepare Before Going Online	224
2.	Use the 800 Numbers	224
3.	Know Your Prices; Know Your Contract Terms	224

Chapter 8, Computer-Assisted Legal Research, cont'd

4.	Use Print Sources in Conjunction with CALR	225
5.	Retrieve Documents in One Step	225
6.	Scan Documents Quickly	225
7.	Use Hypertext Capabilities	225
8.	Proofread Your Query	225
9.	Use Smaller or Subject-Specific Files or Databases	226
10.	Use the Fastest Modem You Can Afford	226
11.	Use Fields and Segments	226
12.	Use Key Numbers	226
13.	Stack Commands	226
14.	Modify on LEXIS-NEXIS	227
15.	Keep Track of Your Searches	227
16.	Save Your Last Search	227
17.	Automatically Run Searches	227
18.	Update Your Research	227
19.	Reduce Printing and Downloading	228
20.	Change Client Information Online	228
21.	If You Are In Trouble, Sign Off	228
22.	Use Less Expensive or Free Electronic Sources When Available and Time-Efficient	228
23.	Use Documentation, Help Screens, and Other Search Aids	229
24.	Use Vendor Representatives	229
25.	Keep Up with New Developments	229
26.	Ask a Librarian	230
V.	CD ROM Products	230
A.	Features of CD ROM Products	230
B.	Washington CD ROM Products	231
VI.	Bulletin Board Systems	231
A.	L.A.W. BBS	231
B.	Court Record Information	232
1.	JIS-Link	232
2.	PACER	233
3.	CourtLink	233
VII.	Internet	234
A.	Introduction	234
B.	Internet Guides	236
C.	Selected Washington Internet Sites	236

Chapter 9, Managing Your Library: With or Without a Librarian

I.	Managing Your Library: With or Without a Librarian	239
A.	If Your Firm Has a Librarian	239

Chapter 9, Managing Your Library: With or Without a Librarian, cont'd

B.	If Your Firm Does Not Have a Librarian	240
C.	Using a Consultant	241
D.	How Do You Know When You Need a Librarian?	241
II.	Hiring a Librarian	242
III.	Managing Your Library: A Selected Bibliography	243
IV.	Selection of Materials	245
A.	Questions to Consider	245
B.	Selection and Acquisitions Tools	246
C.	Publishers on the World Wide Web	248
V.	Library Support Services in King County	249
VI.	Document Delivery Services	250
A.	Pacific Northwest	250
B.	National	251
C.	Electronic	252
VII.	Legal Publishers and Distributors: A Selected List	252
VIII.	Publishers of Washington Legal Periodicals	257
A.	Law Reviews	257
B.	Legal Newspapers	258
C.	Bar Publications	258
D.	Indexes	258

Appendix I, City and County Codes in Washington Libraries

A.	Cities	261
B.	Counties	270
C.	Library Directory	273

Appendix II, Acronyms and Abbreviations 277

Index 283

INTRODUCTION

The *Washington Legal Researcher's Deskbook* has been written to assist lawyers, librarians, legal assistants, legal secretaries, and members of the public in the complex task of researching legal problems. This book focuses on the law of the state of Washington and the legal materials that are available to the Washington practitioner. The reader will not find answers to legal questions but rather will find a rich array of information that can help in the process of researching the law.

The importance of legal research certainly cannot be overstated. Most lawyers want to give good advice to their clients. If the client's problem is new to the practitioner, chances are good that a review of the legal issues and authority will be necessary. This may plunge the researcher into unfamiliar areas of law.

If it were not enough to want to give good advice, the Washington Rules of Professional Conduct (RPC) 1.1 require that a practitioner "shall provide competent representation to a client." This rule requires familiarity with the relevant law through previous knowledge or through conducting adequate research. No Washington State Bar Association Ethics Opinions interpret this rule regarding the standards for performing competent legal research.

A 1975 California Supreme Court case, *Smith v. Lewis*, 10 Cal.3d 349, 530 P.2d 589 (1975), articulates a standard of care for legal research. The standard requires (1) sufficient research (2) using standard research techniques (3) to obtain readily available authority. The Court found that the defendant lawyer failed to meet this standard of care. Cases in other jurisdictions have reached a similar result. Washington has apparently adopted this standard in *Halvorsen v. Ferguson*, 46 Wash. App. 708, 718, 735 P.2d 675, 681 (1986).

A study commissioned by the ABA Section of Legal Education and Admissions to the Bar recently listed legal research among ten skills necessary for the practice of law. The Task Force identified three specific skills needed for thorough and efficient research:

- 3.1 Knowledge of the Nature of Legal Rules and Institutions;
- 3.2 Knowledge of and Ability to Use the Most Fundamental Tools of Legal Research;
- 3.3 Understanding of the Process of Devising and Implementing a Coherent and Effective Research Design.

Task Force on Law Schools and the Profession: Narrowing the Gap, *Legal Education and Professional Development — An Educational Continuum* at 138 ("The MacCrate Report")(1992).

The legal researcher of the 1990s cannot rest on the knowledge of legal research tools acquired while in law school or even as recently as two years ago. The computerization of legal information has completely changed the world of legal research and the practice of law. Some recent commentators have even suggested that computerized research is required in order for practitioners to avoid malpractice. See David M. Sandhaus, *Computers Are Required for the Practitioner to Avoid Malpractice*, 47 Washington State Bar News 51-52 (no. 11, Nov. 1993); Robert C. Berring, *Technology and the Standard of Care for Legal Research*, 3 Legal Malpractice Report 21-22 (no. 4, 1992).

The purpose of this *Deskbook* is to provide a broad spectrum of information that would be helpful to the person who must research Washington State law. In the first chapter, I describe how to use a law library. From using law libraries in person to using law libraries without leaving the comfort of your home or office, the tips provided in this chapter will be useful to all legal researchers.

In the second chapter, I outline a strategy to help a legal researcher design a research process or framework. Practical tips for efficient use of legal tools are discussed. A reprint of an article that discusses the relative merits of computer and manual legal research tools has been included to help researchers sort through the maze of legal information products. If taking good notes is your downfall, be sure to read the note-taking article found near the end of this chapter. This piece is full of practical hints that can help any researcher create a fine research product.

Chapter three was written by Mary Whisner and is an excellent review of the most basic and important legal research tools used for researching Washington law. Ms. Whisner reviews secondary sources, statutes, city and county codes, administrative regulations, case law, case-finding tools, Attorney General Opinions, citator services, and basic citation information. She includes information about electronic versions of these information tools as well as the printed texts. Every legal researcher should be familiar with the contents of this chapter. This is one of the chapters that should be read completely by any researcher who must use Washington legal information resources.

Washington State agencies promulgate a variety of administrative decisions or actions. These are ably discussed in the next chapter by Cheryl Nyberg. Pay particular attention to the description of the Administrative Procedure Act and its requirements. Ms. Nyberg discusses each state agency that issues administrative determinations and even provides a summary chart of the various sources of agency quasi-judicial actions in order to speed your research.

Never done a Washington legislative history? Follow the clear step-by-step directions written by Peggy Roebuck Jarrett in Chapter five on legislative history and bill tracking. Clearly our author has had some experience with this awesome task!

Ms. Jarrett shows the novice exactly how to follow the legislature's process and includes important tips for accomplishing this research chore efficiently and competently.

Using one or more of the many excellent handbooks and deskbooks available on Washington law can help the legal researcher quickly and efficiently define the problem and locate the primary sources to answer the question. In Chapter 6, Nancy McMurrer provides annotated descriptions both of broad, multi-topic sources and other, more specific titles listed by subject. Organized into sections on encyclopedic sources; deskbooks and treatises; continuing legal education materials; litigation aids (benchbooks, pattern forms, jury verdicts and judicial biographies); ethics opinions; directories; and current awareness services, this chapter is crucial for the researcher who is not intimately familiar with the wealth of secondary literature available in Washington.

This edition of the *Deskbook* contains a new chapter on nonlegal research written by Mary Whisner and Peggy Roebuck Jarrett. In a clear and direct style, the authors cover sources that will help you find information about people and organizations, find factual information, and improve your writing skills.

Peggy Roebuck Jarrett, Nancy McMurrer, and Mary Whisner have written the chapter on computer-assisted legal research (CALR). Although the *Deskbook* is replete with references to and discussions of electronic research tools, this section discusses CALR generally. Highlighting the electronic tools and information available to the Washington legal researcher, this chapter includes excellent sections on different types of access to computer-assisted legal research: online services, CD ROM products, bulletin board systems and the Internet. Comparative tables of the most important Washington legal materials and their availability on WESTLAW and LEXIS-NEXIS are also included. If you have little or no exposure to electronic legal information systems, this chapter is a must.

In the final chapter Ms. Jarrett compiles a collection of information about legal resources in Washington. Included here are tips on how to manage your library, hire a librarian, and select materials and research tools for your library. Lists of filing and library service organizations, document delivery services, legal publishers with addresses and telephone numbers, publisher information for Washington legal periodicals, Washington CLE providers, and libraries that have various city and county codes complete the informative material to be found in this section of the *Deskbook*. This chapter will be a great help to those trying to keep their libraries current and properly managed, to those making decisions about purchases for office libraries, and to those trying to locate legal materials available in the local area.

I am very pleased with the high quality of the material you will find within this *Deskbook*. Many thanks to the authors for their tireless work. Janet Abbott worked many hours to put our draft material into final form — thank you! Thanks

also to Reba Turnquist who helped update information about publishers, prices, and the like; to the Gallagher Law Library staff for being supportive and helpful; to the law librarianship student interns who helped cover the Reference Office when we needed extra time to write; to various colleagues around the state who responded cheerfully to our requests for information; and, finally, to our library patrons for asking us questions and helping us learn what legal researchers in Washington need to know.

Penny A. Hazelton
Seattle, Washington
July 1996

AUTHOR BIOGRAPHIES

PENNY A. HAZELTON. Professor Hazelton has been the Director of the Marian Gould Gallagher Law Library at the University of Washington School of Law since 1985. Teaching legal research to law students, law librarianship students (lawyers training to be law librarians), library students, attorneys, legal secretaries, and paralegals has occupied a good part of Professor Hazelton's twenty-year career. She earned her JD from Northwestern School of Law of Lewis & Clark College and received a Masters in Law Librarianship from the University of Washington in 1976. Professor Hazelton is a member of the Washington State Bar Association and has served as a member and Chair of its Editorial Advisory Board Committee. Professor Hazelton spent five years at the University of Maine and four at the U.S. Supreme Court Library as head of the research services department.

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Appendix II
ACRONYMS AND ABBREVIATIONS
Cheryl Rae Nyberg

Acronyms and abbreviations that are used throughout this book and that are frequently encountered in Washington legal materials are listed below, along with the full names or titles they represent. The list includes publications (the full titles are printed in italics); bar associations and legal organizations; federal and state agencies, boards, commissions, and departments; legal terms; court rules; statutes; and electronic databases and services. Washington State agencies are designated by the word Washington in parentheses; sections or programs of the Washington State Bar Association are indicated by WSBA in parentheses. It is a representative, not a comprehensive, list.

A.	<i>Atlantic Reporter</i>
AALL	American Association of Law Libraries
ACES	Appeals Court Electronic Service
ACLU	American Civil Liberties Union
ACORDS	Appellate Court Records and Data System
AGLO	Attorney General letter opinions
ALJ	administrative law judge
ALR	<i>American Law Reports</i>
Am. Jur.	<i>American Jurisprudence</i>
APA	Administrative Procedure Act
APR	Admission to Practice Rules (court rules)
AR	Superior Court Administrative Rules (court rules)
ARCW	<i>Annotated Revised Code of Washington</i>
Ball. Code	<i>Ballinger Code</i>
BAP	brief adjudicative proceeding
BFWWCAPCA	Benton, Franklin, Walla Walla Counties Air Pollution Control Authority
BIIA	Board of Industrial Insurance Appeals (Washington)
BJAR	Board for Judicial Administration Rules (court rules)
BLS	U.S. Bureau of Labor Statistics
BNA	Bureau of National Affairs, Inc.
CALR	computer-assisted legal research
Cal. Rptr.	<i>California Reporter</i>
CAR	Court of Appeals Administrative Rules (court rules)
CD ROM	compact disk read only memory
CFR	<i>Code of Federal Regulations</i>
CILP	<i>Current Index to Legal Periodicals</i>
CJC	Code of Judicial Conduct
CJC	Commission on Judicial Conduct (Washington)

CJS	<i>Corpus Juris Secundum</i>
CLE	continuing legal education
CLI	<i>Current Law Index</i>
COLD	Computerization of Law Division (WSBA)
COM	computer-output-microfilm
CPI	Consumer Price Index
CPSGPHB	Central Puget Sound Growth Planning Hearings Board
CR	Superior Court Civil Rules (court rules)
CrC	Superior Court Criminal Rules (court rules)
CRLJ	Civil Rules for Courts of Limited Jurisdiction (court rules)
CrRLJ	Criminal Rules for Courts of Limited Jurisdiction (court rules)
DCTED	Department of Community, Trade, and Economic Development (Washington)
DISCIS	District and Municipal Court Information System
DNR	Department of Natural Resources (Washington)
DOC	Department of Corrections (Washington)
DOE	Department of Ecology (Washington)
DOR	Department of Revenue (Washington)
DRJ	Discipline Rules for Judges (court rules)
DSHS	Department of Social and Health Services (Washington)
EFACW	Export Finance Assistance Center of Washington
EFSEC	Energy Facility Site Evaluation Council (Washington)
EO	executive order
EPA	U.S. Environmental Protection Agency
ER	Evidence Rules
ETB	excise tax bulletins
EWGPHB	Growth Planning Hearings Board for Eastern Washington
EWU	Eastern Washington University
FPAB	Forest Practices Appeals Board (Washington)
GMA	Growth Management Act
GR	General Rules (court rules)
HAB	Hydraulics Appeals Board (Washington)
HCA	State Health Care Authority (Washington)
HEPB	Higher Education Personnel Board (Washington)
IAC	Interagency Commission for Outdoor Recreation (Washington)
ILP	<i>Index to Legal Periodicals</i>
JCHE	Joint Center for Higher Education (Washington)
JISCR	Judicial Information System Committee Rules (court rules)
JIS-Link	Judicial Information System
JRS	Judges and Judicial Retirement System (Washington)
JTIR	Justice Court Traffic Infraction Rules (court rules)
JuCR	Juvenile Court Rules (court rules)
KCBA	King County Bar Association
KWIC	key word in context
L.A.W. BBS	Legal Access in Washington Bulletin Board System

LEAP	Legislative Evaluation and Accountability Program Committee (Washington)
LEOFF	Law Enforcement Officers' and Fire Fighters' Retirement System
LLOPS	Law Librarians of Puget Sound
LLR OnLine	Lawyer Legal Research OnLine
LRI	<i>Legal Resource Index</i>
LTC	Legislative Transportation Committee (Washington)
MAR	Superior Court Mandatory Arbitration Rules (court rules)
MPR	Superior Court Mental Proceedings Rules (court rules)
MRSC	Municipal Research & Services Center of Washington
MWBE	Office of Minority and Women's Business Enterprises (Washington)
N.E.	<i>North Eastern Reporter</i>
NOAA	U.S. National Oceanic and Atmospheric Administration
N.W.	<i>North Western Reporter</i>
NWAPA	Northwest Air Pollution Authority
NWIRP	Northwest Immigrant Rights Project
N.Y.S.	<i>New York Supplement</i>
OAC	Office of the Administrator for the Courts (Washington)
OAH	Office of Administrative Hearings (Washington)
OAPCA	Olympic Air Pollution Control Authority
OPAC	Online Public Access Catalog
P.	<i>Pacific Reporter</i>
PACER	Public Access to Court Electronic Records
PBD	Personnel Board decision
PCHB	Pollution Control Hearings Board (Washington)
PDR	<i>Physicians' Desk Reference</i>
PERC	Public Employment Relations Commission (Washington)
PERS	Public Employees' Retirement System (Washington)
PNLA	Pacific Northwest Library Association
PSAPCA	Puget Sound Air Pollution Control Agency
RALJ	Rules for Appeal of Decisions of Courts of Limited Jurisdiction (court rules)
RAP	Rules of Appellate Procedure (court rules)
RCW	<i>Revised Code of Washington</i>
RCWA	<i>Revised Code of Washington Annotated</i>
Rem. Comp. Stat.	<i>Remington's Compiled Statutes</i>
Rem. Rev. Stat.	<i>Remington's Revised Statutes</i>
RLD	Rules for Lawyer Discipline (court rules)
RLJ	Administrative Rules of Court of Limited Jurisdiction (court rules)
RPC	Rules of Professional Conduct (court rules)
RPM	revenue policy memoranda

SAR	Supreme Court Administrative Rules (court rules)
SBIC	Governor's Small Business Improvement Council (Washington)
SCAN	state-controlled area network
SCAPCA	Spokane County Air Pollution Control Authority
SCOMIS	Superior Court Management Information System
SDO	Securities Division order
S.E.	<i>South Eastern Reporter</i>
SEPA	State Environmental Protection Act
SHB	Shorelines Hearings Board (Washington)
SKCBA	Seattle-King County Bar Association
SPR	Superior Court Special Proceedings Rules (court rules)
St. Reg.	<i>Washington State Register</i>
SWAPCA	Southwest Air Pollution Control Authority
TRS	Teachers' Retirement System (Washington)
ULA	<i>Uniform Laws Annotated</i>
ULP	unfair labor practices
UPS	University of Puget Sound
URL	uniform resource locator
UW	University of Washington
WAC	<i>Washington Administrative Code</i>
Wash. St. B. News	<i>Washington State Bar News</i>
WCH	Washington Commission for the Humanities
WICHE	Western Interstate Commission for Higher Education
WJ	<i>Washington Journal</i>
WJ WAR	<i>Washington Journal</i> "Washington Appellate Report"
WLN	Washington Library Network
Wn.	<i>Washington Reports</i>
Wn. App.	<i>Washington Appellate Reports</i>
WPERR	<i>Washington Public Employment Relations Reporter</i>
WPI	<i>Washington Pattern Jury Instructions: Civil</i>
WPIC	<i>Washington Pattern Jury Instructions: Criminal</i>
WPPSS	Washington Public Power Supply System
WRPC	Washington Rules of Professional Conduct
WSBA	Washington State Bar Association
WSDOT	Washington Department of Transportation
WSP	Washington State Patrol
WSPRS	Washington State Patrol Retirement System
WSR	<i>Washington State Register</i>
WSTLA	Washington State Trial Lawyers Association
WSU	Washington State University
WTC	Washington Technology Center (University of Washington)
WTD	<i>Washington Tax Decisions</i>

Appendix II, Acronyms

WTECB	Workforce Training and Education Coordinating Board (Washington)
WWGMHB	Western Washington Growth Management Hearing Board
WWW	World Wide Web
YLD	Young Lawyers Division

Washington Legal Researcher's Deskbook, 2d

Washington Legal Researcher's Deskbook, 2d - Index

