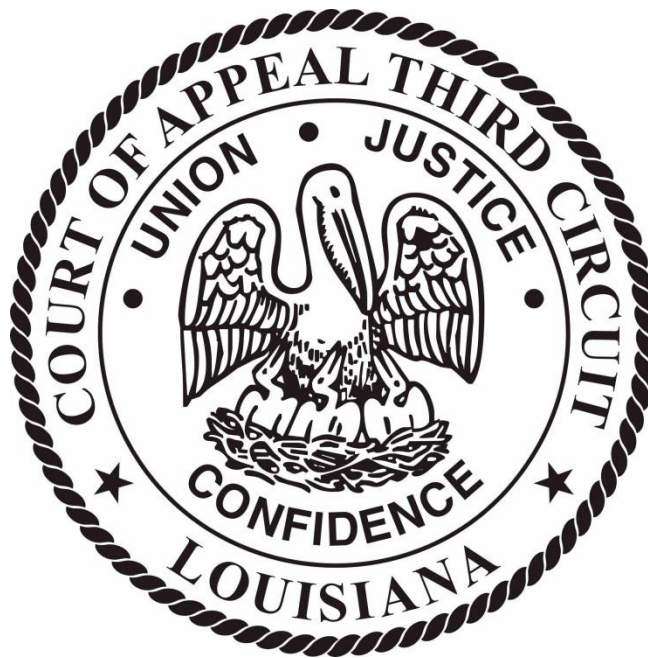


THIRD CIRCUIT  
COURT OF APPEAL  
CITATION MANUAL



May 29, 2013 Version Amended by Conference on March 29, 2023.

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## THIRD CIRCUIT COURT OF APPEAL CITATION MANUAL

**All citation forms not specifically covered herein should comply with those found in THE BLUEBOOK: A UNIFORM SYSTEM OF CITATION(21<sup>st</sup> ed. 2020).** Unless otherwise noted, you may rely on the 20<sup>th</sup> edition. Any differences in the editions are specifically noted. Additionally, where there is a discrepancy between a bound volume and an electronic version of a constitution, code, statute, or opinion, the bound volume controls.

**2013 Version Amended by Conference on March 29, 2023.**

## **RULE 1: CASE CITATIONS**

### **1.1: Basic Format**

**A.** Italicize all case names and any references to them, such as *writ denied*. Cite case names as they appear in the reporter, except that abbreviations should be used in accordance with Rules 10.2, 10.2.1, and 10.2.2. The provisions of Rule 10.2.1 apply to every case name, whether in text or citations, but case names in citations are further abbreviated according to Rule 10.2.2.

**Example:** In *Miller Sewer Systems, Inc. v. State, Department of Health & Hospitals*, 01-1199 (La.App. 3 Cir. 7/24/02), 834 So.2d 996, we explained that nonjoinder of a party may be noticed on appeal by this court on its own motion. (BLUEBOOK Rule 10.2.1(c)—abbreviations in textual sentences)

**Example:** Nonjoinder of a party may be noticed on appeal by this court on its own motion. *Miller Sewer Sys., Inc. v. State, Dep't of Health & Hosps.*, 01-1199 (La.App. 3 Cir. 7/24/02), 834 So.2d 966. (BLUEBOOK Rule 10.2.2—abbreviations in citations)

**Example:** In *Sonnier v. State, DOTD*, 18-75 (La.App. 3 Cir. 6/6/18), 249 So.3d 51, we explained that decisions regarding motions in limine are subject to the abuse of discretion standard of review. (BLUEBOOK Rule 10.2.1(c)—abbreviations in textual sentences)

**Example:** Decisions regarding motions in limine are subject to the abuse of discretion standard of review. *Sonnier v. State, DOTD*, 18-75 (La.App. 3 Cir. 6/6/18), 249 So.3d 51. (BLUEBOOK Rule 10.2.2—abbreviations in citations)

**B. Actions and parties cited.** If the case is a *consolidation* of two or more actions, *cite only the first listed* (BLUEBOOK Rule 10.2.1(a)):

**Example:** *Johnson v. Smith*, 11-853 (La.App. 3 Cir. 3/14/12), 86 So.3d 874.

**Not:** *Johnson v. Smith, Claverie v. Smith*, 11-853, 11-854 (La.App. 3 Cir. 3/14/12), 86 So.3d 874, 86 So.3d 883.

**Not:** *Johnson v. Smith*, 11-853, 11-854 (La.App. 3 Cir. 3/14/12), 86 So.3d 874.

**C.** In citations, under BLUEBOOK Rule 10.2.2, always abbreviate any word listed in Table T6, even if it is the first word in a party's name, *unless* the word is part of a state, country, or other geographical unit that is the entire name of the party. (The 21<sup>st</sup> edition added to Table T6. A copy of the expanded Table T6 is appended to this manual.)

**Example:** *S. Consol. R.R. v. Consol. Transp. Co.*

**Example:** *McGaugh v. Comm'r*

**Example:** *South Dakota v. Dole* (not: *S. Dakota v. Dole*)

**D.** In citations, under BLUEBOOK Rule 10.2.2, abbreviate states, countries, and other geographical units as indicated in Table T10 *unless* the geographical unit is the entire name of the party (as opposed to just a part thereof). This includes "United States."

**2013 Version Amended by Conference on March 29, 2023.**

## **1.2: Case History**

References to a case such as *writ denied*, *writ granted*, etc. should be spelled out. The only exception is *cert. denied*.

## **1.3: Punctuation of Publication Reference**

There should be no space between the identifying references to the publication being cited.

**Example:** So.2d, F.2d, F.Supp., and U.S.

## **1.4: Pre-1994 Format – Court of Appeal**

In citing to a Louisiana court of appeal case decided before 1994, there should be no space between La. and App. Use only the number to identify the circuit. Use only the year in which the decision was rendered rather than the full date. Also, there should be a space between Cir. and the year of the decision.

**Example:** (La.App. 3 Cir. 1993).

## **1.5: Pre-1994 Format – Supreme Court**

In citing to a Louisiana Supreme Court case decided before 1994, the year in which the decision was rendered should be used rather than the full date. Also, there should be no space between La. and the year of the decision.

**Example:** (La.1993).

## **1.6: Pre-1994 Format – Case History**

**A.** For opinions rendered prior to January 1, 1994, place the date in only the last parenthetical listed where two or more decisions regarding a case occur within the same year. For any decision rendered on or after January 1, 1994, refer to Rule 1.7, which requires a month, day, and year reference for each opinion.

**Examples for pre-January 1, 1994:** *Smith v. Jones*, 640 So.2d 865 (La.App. 3 Cir.), *writ denied*, 641 So.2d 1261 (La.1992). *Smith v. Jones*, 640 So.2d 865 (La.App. 3 Cir.), *writ denied*, 641 So.2d 1261 (La.), *cert. denied*, 304 U.S. 1234, 114 S.Ct. 1114 (1992).

**Example for post-January 1, 1994:** *Smith v. Jones*, 93-2206 (La.App. 3 Cir. 3/4/94), 658 So.2d 658, *writ denied*, 94-31 (La. 7/7/94), 659 So.2d 659.

**B.** However, when two or more decisions regarding a case rendered before January 1, 1994, occur in different years, place the appropriate date in each parenthetical.

**Example:** *Smith v. Jones*, 640 So.2d 865 (La.App. 3 Cir. 1991), *writ denied*, 641 So.2d 1261 (La.1992).

**Amended by Conference on May 29, 2013.**

### **1.7: Post-1994 Format**

All Louisiana appellate and supreme court opinions rendered on or after January 1, 1994, should follow the public domain citation form as contained in the Louisiana Supreme Court General Administrative Rules, Part G, § 8(A), except that there should be a comma rather than a semicolon between the jurisdiction/date parenthetical and the Southern Reporter cite.

**Example:** *Smith v. Jones*, 00-2345 (La. 7/15/01), 771 So.2d 789.

**Example:** *Smith v. Jones*, 00-2345 (La.App. 3 Cir. 7/15/01), 771 So.2d 789.

**2013 Version Amended by Conference on March 29, 2023.**



## **1.8: Citation to Louisiana Reporter**

For all Louisiana appellate and supreme court opinions which have both a Louisiana and Southern citation, the Louisiana citation is listed before the Southern citation and Louisiana is deleted from the parenthetical containing the date:

**Example:** *State v. Square*, 257 La. 743, 244 So.2d 200 (1971).

**Added by Conference May 29, 2013.**

## **1.9: Unpublished Opinions**

A. Unpublished appeal opinions and writs should be identified as such and cited using the public domain citation. You may choose to include the Westlaw citation for unpublished opinions, as illustrated in section B, below.

**Example:** *LeBouef v. O'Donnell*, 11-921 (La.App. 3 Cir. 9/14/11) (unpublished opinion).

**Added by Conference on May 29, 2013.**

B. ***Opinions Pending Publication:*** Opinions that are going to be published, but do not yet have a Southern Reporter volume and page number, should be cited with blanks for the missing elements, as shown below. If there is a Westlaw, LEXIS, or other reliable and authoritative commercial electronic database providing a clear path of access to the referenced opinion, the unique database identifier should be referenced in a parenthetical. The citation form below adopts the reasoning and combines the elements of special citation forms in Bluebook Rules 18.3 and 10.8.1(a) and (b).

**Example:** *LeBlanc v. Thibodeaux*, 18-96 (La.App. 3 Cir. 9/26/18), \_\_\_\_ So.3d \_\_\_\_ (2019 WL 2106168).

**Added by Conference on March 29, 2023.**

### **1.10: No Quote; No Pinpoint**

If reference is made to a point of law from a case *without specifically quoting the language of the case*, do not additionally give the page number on which the point of law appears. (\*Note: In staff reviews, criminal staff will continue to provide pinpoint citations for non-quoted material as an aid to the judges, but these should be deleted prior to circulation of the proposed opinion.)

**Example:** Child support and custody judgments are never final and are therefore always subject to modification. *Kleiser v. Kleiser*, 619 So.2d 178 (La.App. 3 Cir. 1993).

**Example:** Child support and custody judgments are never final and are therefore always subject to modification. *Kleiser v. Kleiser*, 00-2345 (La. 7/15/01), 771 So.2d 789.

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### **1.11: Pinpoint Cites**

A. If reference is made to a point of law from a case and *is specifically quoted*, the citation should include the first page of the opinion as well as the page upon which the quotation appears. This rule applies in public domain cites—beginning in 1994—as well. (\*Note: When the quote spans more than one page, omit the repetitious digits except for the last two digits, which should always be retained.) [Practice note: Westlaw delineates page numbers from the West reporters with an asterisk (\*3) and from public domain citations with a double asterisk (\*\*4). These are useful, but not always accurate, especially for non-published cases or cases which have not yet been published in the reporters. When in doubt, we use the Southern reporters or the .pdf images of the reporters, available in Westlaw, to determine correct page numbers. For the public domain citations, use Laserfiche or the court’s website to determine the correct page reference.]

**Example:** “Judgments awarding custody and child support are always subject to modification and are thus never final.” *Kleiser v. Kleiser*, 619 So.2d 178, 179–80 (La.App. 3 Cir. 1993).

**Example:** “Judgments awarding custody and child support are always subject to modification and are thus never final.” *Kleiser v. Kleiser*, 00-2345, pp. 2–3 (La. 7/15/01), 771 So.2d 789, 790–91.

**B.** If the quoted language is from the opinion’s first page, repeat the page number, **even if the opinion is only one page long.**

**Example:** *Arrington v. Galen-Med, Inc.*, 12-908, p. 1 (La. 5/22/12), 89 So.3d 1159, 1159

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**C. Footnotes:** To cite a footnote, give the page number on which it appears, an “n.,” and the footnote number, with no space between the “n.” and the footnote number. This rule applies to citing footnotes from reported cases and treatises alike. See Bluebook Rule 3.2(b).

**Example:** *State v. Smith*, 364 So.3d 555, 556 n.3.

**Added by Conference on March 29, 2023.**

## **1.12: Short Cites**

**A.** In *referring to a point of law* from a case that has previously been cited, the subsequent reference may be identified using a short form if the short form clearly identifies the case cited. BLUEBOOK Rule 10.9(a)(i) provides that either the name of the appellant or appellee may be used, so long as the name clearly identifies the case cited. However, in criminal cases, the defendant’s name should be used in the short form as it better identifies the case cited than would reference to a governmental entity. Do not use *supra*. (\*Note: The short form for public domain cites is the same as the short form for non-public domain cites, *i.e.*, the public domain number would not be referenced in the short cite.)

**Example:** Assuming *State v. Calandra*, 414 So.2d 340 (La.1975), has previously been cited in full, the short form would be *Calandra*, 414 So.2d 340.

**Example:** Assuming *State v. Calandra*, 00-2345 (La. 7/15/01), 771 So.2d 789, has previously been cited in full, the short form would be *Calandra*, 771 So.2d 789.

**Example:** Assuming *Clement v. Frey*, 95-1163 (La. 1/16/96), 666 So.2d 607, has already been cited in full, the short form would be either *Clement*, 666 So.2d 607, or *Frey*, 666 So.2d 607.

**B.** If the reference comes from a case which has both a Louisiana and a Southern citation as described in Rule 1.8, the short form should not reference the Louisiana citation.

**Example:** Assuming *State v. Square*, 257 La. 743, 244 So.2d 200 (1971), has already been cited in full, the short form would be *Square*, 244 So.2d 200.

**C.** If the reference comes from non-published appeal opinion or writ as described in Rule 1.9, the short form should include the name of either the appellant or appellee or the writ applicant or respondent and the docket number.

**Example:** Assuming a non-published appeal opinion has already been cited, the short form would be *LeBouef*, 11-92.

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### **1.13: Short Form Pinpoint**

**A.** In *quoting a point of law* from a case that has previously been cited, the short form should include the case name, reporter, and the page number of the quote.

**Example:** *Calandra*, 414 So.2d at 344.

**Example:** *Calandra*, 771 So.2d at 793.

**B.** If the language quoted comes from a case with both a Louisiana and Southern citation, the short form should only indicate the Southern citation.

**Example:** *Square*, 244 So.2d at 209.

**C.** If the case is unpublished, include the case name, the docket number, and the opinion page number.

**Example:** *LeBouef*, 11-921, p. 1.

### **1.14: Use of *Id.***

In referring to a point of law from a case immediately cited before the reference, it is proper to use *Id.* If the reference is to a quote from a different page of the case, the appropriate citation is *Id.*, followed by the page on which the quote may be found. (\*Note: We do not short cite to the public domain citation.)

**Example:** *Id.* at 794.

**Amended by Conference on May 29, 2013.**

## **1.15: Rehearings and Writ Denials**

**A.** We do not cite to the denial of a rehearing or the history on remand unless relevant to the point for which the case is cited (BLUEBOOK Rule 10.7).

**B.** Always cite to the denial of a writ by the Louisiana Supreme Court or the denial of certiorari by the United States Supreme Court unless the denial is due to untimeliness of the application for writs or certiorari (e.g., *writ not considered*).

**C.** If a case has multiple writ denials, they should be cited as follows: *Bailey v. Lafayette*, 05-29 (La.App. 3 Cir. 6/1/05), 904 So.2d 922, *writs denied*, 05-1689, 05-1690, 05-1691, 05-1692 (La. 1/9/06), 918 So.2d 1054, 1055. If the writ denials appear in different volumes, add a comma followed by “*and*” and append the denial information for the second volume as if it stood alone. See Bluebook R. 10.7.1(e).

**Example:** *Bailey v. Lafayette*, 05-29 (La.App. 3 Cir. 6/1/05), 904 So.2d 922, *writs denied*, 05-1689, 05-1690, 05-1691, 05-1692 (La. 1/9/06), 918 So.2d 1054, 1055, *and writs denied*, 05-1693, 05-1694 (La. 1/9/06), 919 So.2d 52.

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## **1.16: Federal Citations**

**A.** Federal citations should follow the same principles as above, except that we do not cite to Lawyer's Edition.

**Example:**

*Jackson v. Virginia*, 443 U.S. 307, 99 S.Ct. 2781 (1979)

NOT

*Jackson v. Virginia*, 443 U.S. 307, 99 S.Ct. 2781, 61 L.Ed.2d 560 (1979)

OR

*Jackson v. Virginia*, 443 U.S. 307 (1979)

OR

*Jackson v. Virginia*, 99 S.Ct. 2781 (1979)

**Examples:** *Strope v. Cummings*, 653 F.3d 1271 (10th Cir. 2011).  
*Aucoin v. Kennedy*, 355 F.Supp.2d 830 (E.D. La. 2004).

**B.** The short form citation or a pinpoint short form citation to a federal case generally follows the rationale set forth in Rule 1.12 and Rule 1.13 of this Manual, except that a United States Supreme Court case should only indicate the United States reporter:

**Examples:** *Jackson v. Virginia*, 443 U.S. 307.  
*Jackson v. Virginia*, 443 U.S. at 310.

**Examples:** *Strope*, 653 F.3d 1271  
*Strope*, 653 F.3d at 1274.

**Amended by Conference on March 30, 2005, and on May 29, 2013.**

### **1.17: Capitalization of Court Names**

Capitalize all federal court names, but do not capitalize state court names unless the full court name is given.

**Examples:** the Louisiana Third Circuit Court of Appeal  
the third circuit (Louisiana)  
the Fifth Circuit (Federal)  
the supreme court (Louisiana)  
the Supreme Court (U.S.)  
the Court (U.S. Supreme Court)  
the court (all other courts)

**Amended by Conference on May 29, 2013.**

### **1.18: Quotations and Abbreviated Citations**

Quotations of fifty or more words should be set out in block quotes. When block quoting, any quotation marks contained within the quoted material should appear as they do in the original. If the quoted material contains citations to other cases and those cases are not cited in full in the quoted material, add the remainder of the cite and enclose the added material in brackets.

**Example:**

Quote from *Rosell v. ESCO*, 549 So.2d 840, 844 (La.1989):

NOT

It is well settled that a court of appeal may not set aside a trial court's or a jury's finding of fact in the absence of 'manifest error' or unless it is 'clearly wrong,' and where there is conflict in the testimony, reasonable evaluations of credibility and reasonable inferences of fact should not be disturbed upon review, even though the appellate court may feel that its own evaluations and inferences are as reasonable. . . .

When findings are based on determinations regarding the credibility of witnesses, the manifest error—clearly wrong standard



demands great deference to the trier of fact's findings; for only the factfinder can be aware of the variations in demeanor and tone of voice that bear so heavily on the listener's understanding and belief in what is said. *Canter*, supra at 724.

BUT

It is well settled that a court of appeal may not set aside a trial court's or a jury's finding of fact in the absence of "manifest error" or unless it is "clearly wrong," and where there is conflict in the testimony, reasonable evaluations of credibility and reasonable inferences of fact should not be disturbed upon review, even though the appellate court may feel that its own evaluations and inferences are as reasonable. . . .

When findings are based on determinations regarding the credibility of witnesses, the manifest error—clearly wrong standard demands great deference to the trier of fact's findings; for only the factfinder can be aware of the variations in demeanor and tone of voice that bear so heavily on the listener's understanding and belief in what is said. *Canter* [*v. Koehring*, 283 So.2d 716], 724 [(La.1973)].

**Amended by Conference on May 29, 2013.**

## **RULE 2: CODE ARTICLES, STATUTES, AND CONSTITUTIONS**

### **2.1: Louisiana Codes**

**A.** When a Code citation begins a sentence, the citation may not be abbreviated but must appear in full as follows:

Louisiana Civil Code Article 2315  
Louisiana Code of Civil Procedure Article 1914  
Louisiana Code of Criminal Procedure Article 413  
Louisiana Children’s Code Article 1131  
Louisiana Code of Evidence Article 601

**B.** Otherwise, a Code citation must appear in the following form (\*Note: There is always a space between Code and the next word and between the last identifying word/abbreviation of the reference material and art.):

La.Civ.Code art. 2315  
La.Code Civ.P. art. 1914  
La.Code Crim.P. art. 413  
La.Ch.Code art. 1131  
La.Code Evid. art. 601

### **2.2: Revised Statutes**

**A.** When a Revised Statutes citation begins a sentence, the citation may not be abbreviated but must appear in full as follows:

Louisiana Revised Statutes 23:1201(F)(1)

**B.** Otherwise, a Revised Statutes citation must appear in the following form (\*Note: There is no space between La. and R., or between R. and S., or between the statute and subsection references):

La.R.S. 23:1201(F)(1)

**C. *Appended Material:*** Indicate an appendix or official comment to code articles and statutes by placing the appropriate abbreviation (Table T16) after

the citation to the largest full subdivision to which the item is appended. *See* generally Bluebook Rule 3.4.

**Example:** “After an opportunity for adequate discovery, a motion for summary judgment shall be granted if the motion, memorandum, and supporting documents show that there is no genuine issue as to material fact and that the mover is entitled to judgment as a matter of law.” La.Code Civ.P. art. 966(A)(3). The 2015 Comments to this article state: “Subparagraph (A)(3) does not change the law.” La.Code Civ.P. art. 966 cmt. b. The 1960 Official Revision Comments to the article state: “Under the 1870 Code of Practice there is no counterpart to the motion for summary judgment.” La.Code Civ.P. art. 966 cmt. a.

**Example:** “In felony cases, within thirty days following the imposition of sentence or within such longer period as the trial court may set at sentence, the state or the defendant may make or file a motion to reconsider sentence.” La.Code Crim.P. art. 881.1(A)(1). The 2003 Comments to this article provide: “Subparagraph (A)(1) retains the current time period for filing a motion to reconsider sentence in felony cases.” La.Code Crim.P. art. 881.1 cmt. a.

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### **2.3: Constitutions**

**A.** When a constitution citation begins a sentence, the citation may not be abbreviated but must appear in full as follows:

United States Constitution Article I, § 9  
United States Constitution Amendment XIV, § 2  
Louisiana Constitution Article 4, § 2

**B.** Otherwise, a constitution citation must appear in the following form:

U.S. Const. art. I, § 9

U.S. Const. pmb1.

U.S. Const. amend. XIV, § 2

La.Const. art. 4, § 2 (\*Note: There is no space between La. and Const.)

**Amended by Conference on May 29, 2013.**

## **2.4: Rules of Courts**

**A.** A Uniform Rules citation must appear in the following form:

Uniform Rules—Courts of Appeal, Rule 3–2.

**B.** Title I through IV and Title VI of the Rules for Louisiana District Courts and Juvenile Courts and Louisiana Family Law Proceedings shall be known as the “Louisiana District Court Rules” and may be officially cited: La.Dist.Ct.R. \_\_\_\_\_. The Appendices to these Rules may be officially cited: La.Dist.Ct.R. \_\_\_\_, App. \_\_\_\_\_. Title V of these Rules shall be known as the “Louisiana Juvenile Court Rules” and may be officially cited: La.Juv.Ct.R. \_\_\_\_\_. The Appendices to Title V may be officially cited: La.Juv.Ct.R. \_\_\_\_, App. \_\_\_\_\_.

**Example:** “The clerk of court shall randomly allot all criminal cases, unless an exception is established by law or these Rules.” La.Dist.Ct.R. 14.0. Appendix 14.0A provides such an exception to random allotment: In Calcasieu Parish, Exception (B)(1) states, “If a defendant has a pending felony case or cases, new felony charges shall be allotted to the division with the pending felony case or cases.” La.Dist.Ct.R. 14.0, App. 14.0A, 14<sup>th</sup> JDC 2(B)(1).

**C. Louisiana Supreme Court Rules:** Use the following citation forms when citing Louisiana Supreme Court Rules and their Appendices:

**Cite in Sentence:**

Louisiana Supreme Court Rule XIX, § 10.1(B), Appendix A–7.

**Citation Following the Reference Sentence:**

La.S.Ct.R. XIX, § 10.1(B), App. A–7.

**D. Local Rules of Appellate Courts:** Use the following citation form when citing local rules of appellate courts and their Appendices:

**Example: Cite in Sentence:**

Louisiana Court of Appeal Third Circuit Local Rule 6, Appendix A.

**Example: Citation Following the Reference Sentence:**

La.App. 3 Cir. Loc.R. 6, App. A.

**E. Workers' Compensation Administration:** To cite rules of the Louisiana Administrative Code, Title 40. Labor and Employment, Part I. Workers' Compensation Administration, use the following citation form:

La.Admin.Code. tit. 40, Pt. I, § 5507.

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## **2.5: Legislative Materials**

A citation to a legislative act must appear in the following form:

1999 La. Acts No. 702, § 1.

For guidance in citing specific sessions, bills, resolutions, and other legislative materials, *see* generally Bluebook Rules 12.4, 13, 13.2(c), and Table T9.

**Amended by Conference on March 29, 2023.**

## **2.6: Louisiana Rules of Professional Conduct**

A citation to the Louisiana Rules of Professional Conduct must appear in the following form:

La.Rules Prof.Conduct, Rule 1.1(b).

**Added by Conference on February 27, 2008.**

## **2.7: Louisiana Code of Judicial Conduct**

A citation to the Louisiana Code of Judicial Conduct must appear in the following form:

La.Code Jud.Conduct, Canon 2(A).

**Added by Conference on February 27, 2008.**

## **2.8: Federal Statutes**

A citation to a federal code should appear as follows:

28 U.S.C. § 1291  
12 U.S.C.A. § 1426

**Added by Conference on May 29, 2013.**

## **RULE 3: GENERAL RULES FOR OPINIONS**

### **3.1: Quoted Language**

If the language quoted from a case is taken wholly from another case and no language is included from the case cited, the case from which the language originated should be cited rather than the case quoting the language.

**Added by Conference on May 29, 2013.**

### **3.2: Initials Used to Protect the Identity of Minors**

**A.** Per Uniform Rules—Courts of Appeal, Rules 5–1, 5–2, “[t]o ensure the confidentiality of a minor who is a party to or whose interests are the subject matter in [the following proceedings: Child in Need of Care, Families in Need of Services, Delinquency, Involuntary Termination of Parental Rights, Surrender of Parental Rights, Adoption of Children, Protection of Terminally Ill Children, Intercountry Adoption of Children], initials shall be used in all filings and in opinions rendered by the court of appeal to protect the minor’s identity.”

**B.** The use of initials in other proceedings involving minors in order to protect the identity of minors when issues of sexual misconduct are involved shall be governed by the decision in *State v. R.W.B.*, 12-453 (La. 12/4/12), 105 So.3d 54.

**Amended by Conference on May 29, 2013.**

### **3.3: Alterations in Quoted Material**

**A.** Follow BLUEBOOK Rule 5.2: When a letter must be changed from upper to lower case, or vice versa, enclose it in brackets. Substituted words or letters and other inserted material should also be bracketed:

**Example:** “[P]ublic confidence in the [adversary] system depend[s upon] full disclosure of all the facts, within the framework of the rules of evidence.”

**B.** If there is an error in the material being quoted, either insert [sic] after the error or correct the error by inserting in brackets the correct language.

**C.** Follow BLUEBOOK Rule 5.2(d) regarding the placement of a parenthetical clause after a citation, even if the citation is at the beginning or in the middle of the sentence.

**D.** For more detailed information on the order of parentheticals, explanatory phrases, and weight of authority, see Bluebook Rules 1.5(b), 10.6, and 10.7.

**2013 Version Amended by Conference on March 29, 2023.**



### **3.4: Omissions and Alterations in Quoted Material**

**A.** Use an ellipsis to indicate omission of a word or words in a quote. An ellipsis consists of three periods separated by spaces and set off by a space before and after the ellipsis.

**Example:** “Public confidence in the judicial system depends upon full . . . disclosure of all . . . facts.”

**B.** Do not use an ellipsis to show the omission of a footnote or citation—instead, use a parenthetical phrase immediately following the citation.

**Example:**

Where there are two permissible views of the evidence, the factfinder’s choice between them cannot be manifestly erroneous or clearly wrong. In applying the manifestly erroneous—clearly wrong standard to the findings below, appellate courts must constantly have in mind that their initial review function is not to decide factual issues de novo.

*Rosell v. ESCO*, 549 So.2d 840, 844 (La.1989) (citations omitted).

**C.** Do not use an ellipsis to begin a quotation. When using a quote *as a phrase or clause*, do not use an ellipsis to indicate deletion of language before or after the quote, but do use an ellipsis to indicate deletion of language within the quoted phrase or clause. If the language does not contain a punctuation mark in the original case, but does in the quote, insert the punctuation in brackets.

**Example:** We adhere to the tenet that our “initial . . . function is not to decide factual issues de novo.” Importantly, the fact finder’s choice between two permissible views of the evidence “cannot be manifestly erroneous.”

**Example:** The state brought the charge pursuant to La.R.S. 14:30(1), which provides in pertinent part that “[f]irst degree murder is the killing of a human being . . . when the offender has the specific intent to kill or to inflict great bodily harm and is engaged in the perpetration or

attempted perpetration of . . . armed robbery[.]”

**Example:** The client must be “fully apprised of the advantages and disadvantages of arbitration” in order to give an “informed” decision regarding whether to agree to the inclusion of an arbitration clause.

**D.** Brackets should be used to indicate changes in the quoted language such as in capitalization, omissions or substitutions, or tenses, genders, or numbers. *See* REDBOOK RULE 1.41(a).

**Example:** She noted that it was her “obligation to make certain that people receive accurate information regarding the proceedings over which [she] preside[s].”

**Example:** Clearly, the Bank is a “creditor” as defined in La.R.S. 6:112(2), and the plaintiffs are “debtor[s]” as defined in La.R.S. 6:112(3).

**Example:** The trial court found as follows: “[B]oth lawsuits concern the exact same transaction and occurrence. Both involve the same series of loans by Bandaries to [ ] Cassidy and Cassidy’s refusal to repay those loans. Both lawsuits seek the same amount and both describe the same circumstances leading up to and following the loans.”

**E.** If language is omitted after the final punctuation that concludes the final quoted sentence, do not use an ellipsis. If language after the end of a quoted sentence is omitted and that sentence is followed by further quotation, insert an ellipsis after the final punctuation of the previous sentence and before the remainder of the quotation.

**Example:** “Where there are two permissible views of the evidence, the factfinder’s choice between them cannot be manifestly erroneous or clearly wrong. . . . [A]ppellate courts must constantly have in mind that their initial review function is not to decide factual issues de novo.”

**F.** In Block Quotations, the first word of the first paragraph is indented if it is also the first word in the original paragraph being quoted. But if language at the beginning of the first paragraph is being omitted, do not indent or use

an ellipsis. However, to indicate an omission at the beginning of a subsequent paragraph, insert and indent an ellipsis. (See Bluebook Rules 5.1, 5.2, and 5.3.) If one or more entire paragraphs are omitted, insert and indent four periods “. . . .” on a new line. Do not use asterisks to indicate the omission of language. The following example illustrates these rules:

On appeal from the federal courts via a habeas petition, McClesky alleged that Georgia’s capital sentencing process was . . . racially discriminatory . . . . McClesky based his claims on a study, conducted by respected law and economics Professors Baldus, Pulasky, and Woodworth . . . . The Baldus study examined roughly 2,500 murder cases . . . .

. . . .

. . . Professors Baldus, Pulasky, and Woodworth also subjected their data to an extensive statistical analysis.

*See* BLUEBOOK Rules 5.1, 5.2, and 5.3 for additional details and examples.

**2013 Version Amended by Conference on March 29, 2023.**

### **3.5: Dashes and Hyphens**

**A. Hyphen:** A hyphen (-) is used to link as well as divide **words, letters, names, and syllables**. See all Redbook Rules on hyphens. The hyphen is located after the zero in the top row on the computer’s keypad.

**Example:** They published a well-written opinion on the subject.

**Example:** Passage requires ratification by three-fourths of the states.

**Example:** Chris Evert-Lloyd.

**B. En-Dash:** An en-dash (–) is used inside **numbers or sections**; it is used to express a range and to replace the word “to.”

**Example:** The applicable law is found at La.R.S. 14:201(A)–(D).

**Example:** *Id.* at 687–89.

**Example:** Uniform Rules—Courts of Appeal, Rule 3–2.  
(In this example, the second dash is the en-dash.)

The en-dash (–) is longer than a hyphen and shorter than an em-dash. It can be inserted from the symbols menu, or the special character menu, or by its shortcut, which can be changed to suit individual needs.

**C. Em-Dash:** The em-dash (—) is used to mark a break in thought or to set off a phrase, and it can be used to give more emphasis than parentheses.

**Example:** The plaintiff’s argument was like a kimono—it covered everything but touched nothing.

**Example:** We were here before—unbeknownst to many—and we shall return when least expected.

**Example:** Uniform Rules—Courts of Appeal, Rule 3–2.  
(In this example, the first dash is the em-dash.)

The em-dash can also be inserted from the symbols menu, or the special character menu, or by its shortcut, which can be changed to suit individual needs.

*See* REDBOOK RULES 1.49–1.50; 1.52–1.55; AND 1.57–1.58.

The following quote from a recent case on Westlaw indicates that West can now distinguish the hyphen, the en-dash, and the em-dash, from one another.

**Example:** “Defendant hand-delivered his appellate brief to this court on June 2, 2016. On June 6, 2016, this court received plaintiff’s motion to dismiss the appeal as abandoned pursuant to Uniform Rules—Courts

of Appeal, Rule 2–8.6.” *Hofmeister v. Hofmeister*, 16-189, p. 1 (La.App. 3 Cir. 6/22/16), 194 So.3d 845, 845.

Dashes, as expressed above, should replace hyphens, according to the cited rules.

**2013 Version Amended by Conference on March 29, 2023.**

### **3.6: Consistency**

This manual is not comprehensive. Where there is no rule in the manual or in the BLUEBOOK or where there is a difference in interpretation of a rule or in style, the applicable rule is consistency throughout the opinion.

**Amended by Conference on March 30, 2005, and May 31, 2013.**

## **Rule 4: INTERNET**

### **General Rule:**

Information cited from the Internet should follow BLUEBOOK Rules 18.2 et sequitur.

**Added by Conference on May 29, 2013.**

## **Rule 5: LASERFICHE OR OTHER MICROFORM**

Cite the trial court record in the case before the court by the page number of the physical record. (R. vol. 1, p. 213.)

You may need to refer to a trial court record in a case previously before this court that has been accessed using Laserfiche. If that is the case, use the docket number, the name of the file that you use in Laserfiche, and the page number in that document (rather than the Bates-stamped number). This will make it easier for the reader to access the information on Laserfiche. Use the following citation form:

Laserfiche, 21-804, Writ Vol. 3, p. 9.

**Remember that Laserfiche references are for internal use only and should be removed before releasing any opinion.**

When citing a publicly available data management system (DMS), follow Bluebook Rule 18.5.1.

**Added by Conference on March 29, 2023.**

**Appendix 1: TABLE 6 FROM BLUEBOOK, 21<sup>ST</sup> EDITION**

## T6 COMMON WORDS IN CASE NAMES, INSTITUTIONAL AUTHOR NAMES, AND PERIODICAL TITLES

Abbreviate case names, institutional author names, and periodical titles in citations by abbreviating any word listed below (rules 10.2.2 and 16). It is permissible to abbreviate other words of eight letters or more if substantial space is thereby saved and the result is unambiguous in context. (Thus, it would be permissible to abbreviate “Encyclopaedia Britannica” to “Encyc. Britannica” or “Petroleum” to “Petrol.”) Unless otherwise indicated, plurals are formed by adding the letter “s.” Abbreviate any word in the possessive form by adding an apostrophe if the word is plural and an apostrophe with the letter “s” if the word is singular (Thus, abbreviate “Employees” to “Emps.” and “Employee’s” to “Emp.’s”).

For periodical titles only, the rules in this paragraph apply. Abbreviate “University” as “U.” (“U. Chi. L. Rev.”). Also, omit the words “a,” “at,” “in,” “of,” and “the” (but retain the word “on”). Furthermore, if the title consists of only one word after the words “a,” “at,” “in,” “of,” and “the” have been omitted, do not abbreviate the remaining word. Rule 6.1(a) explains the spacing of abbreviations.

▶ Academ[ic, y]	Acad.	▶ Board	Bd.
▶ Account[ant, ing, ancy]	Acct.	▶ British	Brit.
▶ Administrat[ive, ion]	Admin.	▶ Broadcast[er, ing]	Broad.
▶ Administrat[or, rix]	Adm’[r, x]	▶ Brothers	Bros.
▶ Advertising	Advert.	▶ Brotherhood	Bhd.
▶ Advoca[te, cy]	Advoc.	▶ Building	Bldg.
▶ Affair	Aff.	▶ Bulletin	Bull.
▶ Africa[n]	Afr.	▶ Business[es]	Bus.
▶ Agricultur[e, al]	Agric.	▶ Capital	Cap.
▶ Alliance	All.	▶ Casualt[y, ies]	Cas.
▶ Alternative	Alt.	▶ Catholic	Cath.
▶ Amendment	Amend.	▶ Cent[er, re]	Ctr.
▶ America[n]	Am.	▶ Central	Cent.
▶ Ancestry	Anc.	▶ Chemical	Chem.
▶ and	&	▶ Children	Child.
▶ Annual	Ann.	▶ Chronicle	Chron.
▶ Appellate	App.	▶ Circuit	Cir.
▶ Arbitrat[ion, or]	Arb.	▶ Civil	Civ.
▶ Artificial Intelligence	A.I.	▶ Civil Libert[y, ies]	C.L.
▶ Associate	Assoc.	▶ Civil Rights	C.R.
▶ Association	Ass’n	▶ Coalition	Coal.
▶ Atlantic	Atl.	▶ College	Coll.
▶ Attorney	Att’y	▶ Commentary	Comment.
▶ Authority	Auth.	▶ Commerc[e, ial]	Com.
▶ Automo[bile, tive]	Auto.	▶ Commission	Comm’n
▶ Avenue	Ave.	▶ Commissioner	Comm’r
▶ Bankruptcy	Bankr.	▶ Committee	Comm.
▶ Behavior[al]	Behav.	▶ Communication	Commc’n
		▶ Community	Cmty.



▶ Company	Co.	▶ Engineering	Eng'g
▶ Comparative	Compar.	▶ English	Eng.
▶ Compensation	Comp.	▶ Enterprise	Enter.
▶ Computer	Comput.	▶ Entertainment	Ent.
▶ Condominium	Condo.	▶ Environment[al]	Env't
▶ Conference	Conf.	▶ Equality	Equal.
▶ Congress[ional]	Cong.	▶ Equipment	Equip.
▶ Consolidated	Consol.	▶ Estate	Est.
▶ Constitution[al]	Const.	▶ Europe[an]	Eur.
▶ Construction	Constr.	▶ Examiner	Exam'r
▶ Contemporary	Contemp.	▶ Exchange	Exch.
▶ Continental	Cont'l	▶ Executive	Exec.
▶ Contract	Cont.	▶ Execut[or, rix]	Ex'[r, x]
▶ Conveyance[r]	Conv.	▶ Explorat[ion, ory]	Expl.
▶ Cooperat[ion, ive]	Coop.	▶ Export[er, ation]	Exp.
▶ Corporat[e, ion]	Corp.	▶ Faculty	Fac.
▶ Correction[s, al]	Corr.	▶ Family	Fam.
▶ Cosmetic	Cosm.	▶ Federal	Fed.
▶ Counsel[or, ors, or's]	Couns.	▶ Federation	Fed'n
▶ County	Cnty.	▶ Fidelity	Fid.
▶ Court	Ct.	▶ Financ[e, ial, ing]	Fin.
▶ Criminal	Crim.	▶ Fortnightly	Fort.
▶ Defen[d, der, se]	Def.	▶ Forum	F.
▶ Delinquen[t, cy]	Delinq.	▶ Foundation	Found.
▶ Department	Dep't	▶ General	Gen.
▶ Detention	Det.	▶ Global	Glob.
▶ Develop[er, ment]	Dev.	▶ Government	Gov't
▶ Digest	Dig.	▶ Group	Grp.
▶ Digital	Digit.	▶ Guarant[y, or]	Guar.
▶ Diplomacy	Dipl.	▶ Hispanic	Hisp.
▶ Director	Dir.	▶ Histor[ical, y]	Hist.
▶ Discount	Disc.	▶ Hospital[ity]	Hosp.
▶ Dispute	Disp.	▶ Housing	Hous.
▶ Distribut[or, ing, ion]	Distrib.	▶ Human	Hum.
▶ District	Dist.	▶ Humanity	Human.
▶ Division	Div.	▶ Immigration	Immigr.
▶ Doctor	Dr.	▶ Import[er, ation]	Imp.
▶ East[ern]	E.	▶ Incorporated	Inc.
▶ Econom[ic, ical, ics, y]	Econ.	▶ Indemnity	Indem.
▶ Editor[ial]	Ed.	▶ Independen[ce, t]	Indep.
▶ Education[al]	Educ.	▶ Industr[y, ial, ies]	Indus.
▶ Electr[ic, ical, icity, onic]	Elec.	▶ Inequality	Ineq.
▶ Employ[ee, er, ment]	Emp.	▶ Information	Info.
▶ Enforcement	Enf't	▶ Injury	Inj.
▶ Engineer	Eng'r	▶ Institut[e, ion]	Inst.
		▶ Insurance	Ins.

▶ Intellectual	Intell.	▶ Nationality	Nat'y
▶ Intelligence	Intel.	▶ Natural	Nat.
▶ Interdisciplinary	Interdisc.	▶ Negligence	Negl.
▶ Interest	Int.	▶ Negotiat[ion, or]	Negot.
▶ International	Int'l	▶ Newsletter	Newsl.
▶ Invest[ment, or]	Inv.	▶ North[ern]	N.
▶ Journal[s]	J.	▶ Northeast[ern]	Ne.
▶ Judicial	Jud.	▶ Northwest[ern]	Nw.
▶ Juridical	Jurid.	▶ Number	No.
▶ Jurisprudence	Juris.	▶ Offic[e, ial]	Off.
▶ Justice	Just.	▶ Opinion	Op.
▶ Juvenile	Juv.	▶ Order	Ord.
▶ Labor	Lab.	▶ Organiz[ation, ing]	Org.
▶ Laboratory	Lab'y	▶ Pacific	Pac.
▶ Law[s]	L.	▶ Parish	Par.
▶ Law (first word)	Law	▶ Partnership	P'ship
▶ Lawyer	Law.	▶ Patent	Pat.
▶ Legislat[ion, ive]	Legis.	▶ Person[al, nel]	Pers.
▶ Liability	Liab.	▶ Perspective	Persp.
▶ Librar[y, ian]	Libr.	▶ Pharmaceutic[al]	Pharm.
▶ Limited	Ltd.	▶ Philosoph[ical, y]	Phil.
▶ Litigation	Litig.	▶ Planning	Plan.
▶ Local	Loc.	▶ Policy	Pol'y
▶ Machine[ry]	Mach.	▶ Politic[al, s]	Pol.
▶ Magazine	Mag.	▶ Practi[cal, ce, tioner]	Prac.
▶ Maintenance	Maint.	▶ Preserv[e, ation]	Pres.
▶ Management	Mgmt.	▶ Priva[cy, te]	Priv.
▶ Manufacturer	Mfr.	▶ Probat[e, ion]	Prob.
▶ Manufacturing	Mfg.	▶ Problems	Probs.
▶ Maritime	Mar.	▶ Proce[edings, dure]	Proc.
▶ Market	Mkt.	▶ Product[ion]	Prod.
▶ Marketing	Mktg.	▶ Profession[al]	Pro.
▶ Matrimonial	Matrim.	▶ Property	Prop.
▶ Mechanic[al]	Mech.	▶ Protection	Prot.
▶ Medic[al, inal, ine]	Med.	▶ Psycholog[ical, ist, y]	Psych.
▶ Memorial	Mem'l	▶ Public	Pub.
▶ Merchan[t, dise, dising]	Merch.	▶ Publication	Publ'n
▶ Metropolitan	Metro.	▶ Publishing	Publ'g
▶ Military	Mil.	▶ Quarterly	Q.
▶ Mineral	Min.	▶ Railroad	R.R.
▶ Modern	Mod.	▶ Railway	Ry.
▶ Mortgage	Mortg.	▶ Record	Rec.
▶ Municipal[ity]	Mun.	▶ Referee	Ref.
▶ Mutual	Mut.	▶ Refin[ing, ement]	Refin.
▶ National	Nat'l	▶ Regional	Reg'l

▶ Register	Reg.	▶ Statistic[s, al]	Stat.
▶ Regulat[ion, or, ory]	Regul.	▶ Steamship[s]	S.S.
▶ Rehabilitat[ion, ive]	Rehab.	▶ Street	St.
▶ Relation	Rel.	▶ Studies	Stud.
▶ Report[er]	Rep.	▶ Subcommittee	Subcomm.
▶ Reproduct[ion, ive]	Reprod.	▶ Supreme Court	Sup. Ct.
▶ Research	Rsch.	▶ Surety	Sur.
▶ Reserv[ation, e]	Rsrv.	▶ Survey	Surv.
▶ Resolution	Resol.	▶ Symposium	Symp.
▶ Resource[s]	Res.	▶ System[s]	Sys.
▶ Responsibility	Resp.	▶ Taxation	Tax'n
▶ Restaurant	Rest.	▶ Teacher	Tchr.
▶ Retirement	Ret.	▶ Techn[ical, ique, ology, ological]	Tech.
▶ Review, Revista	Rev.	▶ Telecommunication	Telecomm.
▶ Rights	Rts.	▶ Tele[phone, graph]	Tel.
▶ Road	Rd.	▶ Temporary	Temp.
▶ Savings	Sav.	▶ Township	Twp.
▶ School	Sch.	▶ Transcontinental	Transcon.
▶ Scien[ce, tific]	Sci.	▶ Transnational	Transnat'l
▶ Scottish	Scot.	▶ Transport[ation]	Transp.
▶ Secretary	Sec'y	▶ Tribune	Trib.
▶ Securit[y, ies]	Sec.	▶ Trust[ee]	Tr.
▶ Sentencing	Sent'g	▶ Turnpike	Tpk.
▶ Service	Serv.	▶ Uniform	Unif.
▶ Shareholder, Stockholder	S'holder	▶ United States	U.S.
▶ Social	Soc.	▶ University	Univ.
▶ Society	Soc'y	▶ Urban	Urb.
▶ Sociolog[ical, ist, y]	Socio.	▶ Utility	Util.
▶ Solicitor	Solic.	▶ Village	Vill.
▶ Solution	Sol.	▶ Week	Wk.
▶ South[ern]	S.	▶ Weekly	Wkly.
▶ Southeast[ern]	Se.	▶ West[ern]	W.
▶ Southwest[ern]	Sw.	▶ Yearbook (or Year Book)	Y.B.

## T7 COURT NAMES

The following alphabetical list provides abbreviations for court names to be used in citing cases according to **rule 10.4**. If the abbreviation for the full name of the court is not listed below, a composite abbreviation may be assembled using the words listed in this table.

▶ Administrative Court	Admin. Ct.
▶ Admiralty [Court, Division]	Adm.
▶ Aldermen's Court	Alder. Ct.
▶ Appeals Court	App. Ct.
▶ Appellate Court	App. Ct.