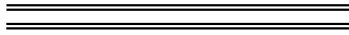


THE MANUAL OF STYLE
FOR THE
CONNECTICUT COURTS

Third Edition

The Office of the Reporter of Judicial Decisions

THE MANUAL OF STYLE
FOR THE
CONNECTICUT COURTS



Rules of style observed in the publication
of opinions in the official reports of the
State of Connecticut

Third Edition

The Office of the Reporter of Judicial Decisions

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The Secretary of the State
State of Connecticut

FOREWORD

Several years ago I established an ad hoc committee for the purpose of publishing a new revision of the Manual of Style for the Connecticut Courts. The committee was cochaired by Justice Richard Palmer of the Supreme Court and Judge Robert Beach of the Appellate Court, and included certain law clerks and members of the Office of the Reporter of Judicial Decisions. Because the style manual had not been updated for some time, the committee solicited suggestions on changes to existing provisions and recommendations for additional provisions from all of the judges, law clerks and support staff of both courts in revising this manual.

The updating of this manual was not a simple task. Rather, it was a very extensive project that was undertaken by a number of dedicated people. I speak on behalf of all of the judges of both the Supreme and Appellate Courts in expressing our sincere appreciation and gratitude to the many individuals who contributed their time and talent to this project, which culminated in the publication of this comprehensive and extraordinary manual.

This revised edition (May, 2013) of the Manual of Style for the Connecticut Courts was prepared by the Office of the Reporter of Judicial Decisions for use in the writing, editing, and publishing of opinions of the Connecticut Supreme and Appellate Courts. Accordingly, the courts have adopted this style manual as a guideline for conventions to be followed in format, citation, quotation, and word style and usage when writing opinions.

Chase T. Rogers
Chief Justice
Connecticut Supreme Court

INTRODUCTION

The guidelines contained in the Manual of Style for the Connecticut Courts have been drafted by the Office of the Reporter of Judicial Decisions in accordance with the preferences of the justices of the Supreme Court and the judges of the Appellate Court. The style manual is intended to assist all justices, judges, law clerks, and support staff in the drafting and reviewing of opinions. The goal in drafting the manual is to offer guidelines that will lead to relative consistency of structure and format in the opinions published in the Connecticut Reports, Connecticut Appellate Reports, and Connecticut Supplement. The manual seeks to balance the need for individuality of expression in the drafting of opinions with the need for consistency and uniformity of citation and clarity of expression within the decisions of the Connecticut courts. The purpose of the guidelines is not to inhibit the individual writing style of the authors, but to compile the standard conventions of the courts in order to promote a better understanding of appellate opinions.

Certain of the style conventions contained herein have been observed in the Connecticut Reports for decades and others are obvious departures from the practices of the past. The last revision of the style manual was undertaken in 1997 and, consequently, the 2013 revision is a substantial expansion and modernization of the prior style manual. This revision acknowledges the understanding that certain of the style conventions have changed as the result of gradual evolution as required. The updating of the manual will continue to be an ongoing process with the goal always to achieve a more readable text. Additionally, this manual may be useful to those preparing appellate briefs and may offer readers of the official reports a better understanding of the process of reporting the opinions of the courts.

The examples in this manual are not intended to be exhaustive, but rather are presented as illustrations of the rules that they accompany. Because it is not possible to anticipate every question that may arise concerning matters of style, it is recommended that justices, judges, and law clerks consult with the editorial staff of the Office of the Reporter of Judicial Decisions on matters not covered in this manual.

Thomas G. Smith
Reporter of Judicial Decisions
May, 2013

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NOTES

STYLE CONVENTIONS—IN GENERAL

I OPINION ORGANIZATION

A Forming the Case Caption

Generally, an opinion is reported under the name taken from the original pleadings. The case retains that name even if one or more parties were added on either side or intervened, or if a different party was substituted for the original plaintiff or defendant. **Note:** These rules pertain to case captions only, and do not apply to case citations. In a citation, the case name is called the *running head* and is covered by the rules discussed in **part XIV** of this style manual.

(1) Et al.

Add “et al.” to the caption after the named party to indicate that the case involves more than one plaintiff or more than one defendant. Do not add “et al.” to the caption if parties have been added or have intervened after the filing of the original pleadings. Retain “et al.” in a caption that initially involved more than one plaintiff or defendant, and where all but one party on each side have been eliminated from the case by the time the opinion is issued.

(2) Action on Behalf of Minor

Include “et al.” in the caption only if a parent or guardian in his or her own right is also seeking damages, such as medical expenses. Do not include “PPA” in the caption even though it appeared in the original pleadings.

(3) Action Involving Executor or Administrator of Estate

JOHN DOE, EXECUTOR (ESTATE OF JANE DOE) v. JOHN SMITH.

If John Doe is seeking to recover on his own behalf as well as on behalf of the estate, add “et al.” following the closing parenthesis. JANE DOE, ADMINISTRATOR (ESTATE OF JOHN DOE), ET AL. v. JOHN SMITH
(Probate Court Rules of Procedure are not gender specific.)

(4) Action Involving Commissioner or Department Head

(a) If original pleading identifies a commissioner by his or her given name, use the term “commissioner” instead in the caption if the action is brought against the commissioner in his or her official capacity, as the named individual may have changed.

Examples:

John Doe v. Commissioner of Transportation
Jane Doe v. Commissioner of Correction

(b) In termination of parental rights cases and other matters in which the commissioner of children and families and the department of children and families are involved, pursuant to statute:

- (i) the commissioner files petition to terminate parental rights
- (ii) the department provides steps for reunification of parent with child.

(5) Miscellaneous

Retain “Inc.” in the caption if it appears after “Company” or “Association.” (different rule applies to running head)

Spell out the word “and” in the case caption. (different rule applies to running head)

Never use “AKA” and “DBA” in case captions. In cases involving banks, include “N.A.” or “FSB” as part of the name of the bank.

B

Identifying Parties and Explaining Discrepancies

For the convenience of the reader and for clarity:

(1) Identify the parties and refer to those parties in a consistent manner throughout the opinion.

(2) Explain any discrepancy between the case caption and references to the plaintiff or the defendant in the opinion.

Examples:

(a) A case captioned *John Smith v. John Jones et al.*, indicates that there are multiple defendants, but the opinion refers to only one defendant. Explain the discrepancy in a footnote as follows:

Although the plaintiff's complaint originally named John Jones and Mary Jones as defendants, the plaintiff subsequently withdrew his claim against Mary Jones, and she is not a party to this appeal. We refer to John Jones as the defendant.

(b) A case captioned *Stephen Bayer v. Showmotion, Inc.*, indicates that

there is only one plaintiff, but the opinion also refers to a substitute plaintiff. Explain the discrepancy in a footnote:

While this action was pending before the trial court, the named plaintiff, Stephen Bayer, transferred title to the property to 2 Meadow Street, LLC, a limited liability company of which Bayer is the sole member. The limited liability company subsequently was substituted as the plaintiff. For clarity, we refer to Bayer by name and to 2 Meadow Street, LLC, as the plaintiff.

C
Dividing an Opinion into Parts

(1) General Guidelines

It is not essential to give titles to parts or subparts of an opinion, but if a title is given for one part or subpart, all corresponding parts or subparts should have a title. Capitalize and center titles to main parts of an opinion.

Titles to subparts of an opinion are written with initial capitals conforming with the Chicago Manual of Style on titles, i.e., capitalize first and last words, all nouns, pronouns, adjectives, verbs, adverbs, and subordinate conjunctions; use lower case for articles, coordinate conjunctions, and prepositions, regardless of length.

(2) Proper Format (note that punctuation is not necessary):

| |
|-----------------------------|
| I HEARSAY STATEMENTS |
| A Evidentiary Claims |
| 1 Testimony of Jane Doe |
| 2 Testimony of John Doe |
| a |
| i |
| ii |
| b |
| i |
| ii |
| B Constitutional Claims |
| II JURY CHARGE ON INTENT |

D

References within the Same Opinion

(1) In General

References to another part of the same opinion should be to the part, subpart or footnote, rather than to a specific page number of the opinion. Pagination by the Commission on Official Legal Publications is not available until immediately prior to publication of the opinion and, therefore, may complicate and delay the editing process.

Examples:

In part II A of this opinion, we discussed
See part I A 2 of Justice Palmer's concurring opinion.
In part II of Justice Schaller's dissenting opinion
See part I A of the majority opinion.

(2) References to Footnotes within the Same Opinion

When a majority opinion refers to either a previous footnote or a subsequent footnote in the majority opinion, use: "See footnote 1 of this opinion," **not** "footnote 1, supra," or "footnote 3, infra."

When there are multiple opinions in the same case—that is, a majority, as well as a concurrence, dissent or both—observe the following conventions:

See footnote 8 of the majority opinion (applies only to concurring or dissenting opinion).
See footnote 3 of this concurring opinion.
See footnote 1 of Justice Zarella's dissenting opinion.
See footnote 10 of the dissenting opinion.

E

Paragraphs

Avoid very long paragraphs, one sentence paragraphs, and a series of very short paragraphs if the same subject is under discussion.

F Informational Footnotes

The following asterisk footnotes may be necessary in certain cases (cases cited provide examples):

(1) Seniority

*The listing of judges reflects their seniority status on this court as of the date of oral argument. (The asterisk appears at the end of the judges line of the opinion.) See *Broadnax v. New Haven*, 284 Conn. 237, 932 A.2d 1063 (2007).

(2) (a) En banc

*This case originally was argued before a panel of this court consisting of Justices Borden, Norcott, Katz, Palmer and Vertefeuille. Thereafter, the court, pursuant to Practice Book § 70-7 (b), sua sponte, ordered that the case be considered en banc. Accordingly, Chief Justice Rogers and Justice Zarella were added to the panel, and they have read the record and briefs and listened to a recording of the oral argument prior to participating in this decision. (The asterisk appears at the end of the judges line of the opinion.)

(b) Panel Change

*This appeal originally was argued before a panel of this court consisting of Justices Palmer, Zarella, McLachlan, Harper and Vertefeuille. Thereafter, Justice McLachlan recused himself and did not participate in the consideration of the case. Judge Lavine was added to the panel and has read the record and briefs, and listened to a recording of the oral argument prior to participating in this decision. (The asterisk appears at the end of the judges line of the opinion.) See *State v. Lombardo Bros. Mason Contractors, Inc.*, 307 Conn. 412, 54 A.3d 1005 (2012).

(3) Identity of Juvenile or Parties in Juvenile Matters

*In accordance with the spirit and intent of General Statutes § 46b-142 (b) and Practice Book § 79a-12, the names of the parties involved in this appeal are not disclosed. The records and papers of this case shall be open for inspection only to persons having a proper interest therein and upon order of the Appellate Court. (The asterisk appears at the end of the caption line of the opinion.) See *In re Elijah J.*, 141 Conn. App. 173, ___ A.3d ___ (2013).

(4) Privacy Interests of Victims

*In accordance with our policy of protecting the privacy interests of the victims of sexual assault and the crime of risk of injury to a child, we decline to identify the victims or others through whom the victims' identities may be ascertained. See General Statutes § 54-86e. (The asterisk appears at the end of the caption line of the opinion.) See *State v. Jose G.*, 290 Conn. 331, 963 A.2d 42 (2009).

(5) Slip Opinions and Decisions Issued from the Bench

*July 16, 2012, the date that this decision was released as a slip opinion, is the operative date for all substantive and procedural purposes. (The asterisk appears at the end of the officially released line.)

Or:

*July 20, 2010, the date that this court issued the order affirming the denial of the temporary injunction, is the operative date for all substantive and procedural purposes. (The asterisk appears at the end of the officially released line.) See *Foley v. State Elections Enforcement Commission*, 297 Conn. 764, 2 A.3d 823 (2010).

(6) Identity of Juveniles *and* Seniority within the Same Opinion

*In accordance with the spirit and intent of General Statutes § 46b-142 (b) and Practice Book § 79a-12, the names of the parties involved in this appeal are not disclosed. The records and papers of this case shall be open for inspection only to persons having a proper interest therein and upon order of the Appellate Court. (A single asterisk appears at the end of the caption line of the opinion.)

**The listing of justices reflects their seniority status on this court as of the date of oral argument. (A double asterisk appears at the end of the judges line of the opinion.) See *In re Shanaira C.*, 297 Conn. 737, 1 A.3d 5 (2010).

Note: If the opinion is a slip opinion involving a juvenile and seniority status, there will be three asterisk footnotes; see *Michael T. v. Commissioner of Correction*, 307 Conn. 84, 52 A.3d 655 (2013).

G

Rescripts

(1) What Is the Rescript?

(a) Function of Rescript

—the written order of the Supreme or Appellate Court at the end of the opinion giving direction to the trial court or Appellate Court concerning the further disposition of the case.

(b) Form of Rescript

—direct and to the point; no excess verbiage

A rescript should not contain any text such as “Because the trial court improperly so ruled, we reverse the judgment and order a new trial.” It should indicate only whether the judgment of the trial court or Appellate Court is being affirmed or reversed and provide any necessary direction.

—Rescripts should be written consistently from case to case.

(c) Authority for Rescript

—pursuant to General Statutes § 51-213 and Practice Book § 71-4 (a), the Reporter of Judicial Decisions shall send a copy of the rescript signed by the Chief Justice or the Chief Judge to the chief clerk of the Supreme or Appellate Court, and a copy of the opinion and the original rescript to the clerk of the trial court where the action originated.

(d) To Whom Is Rescript Directed?

—an appeal requiring direction on remand must be channeled through the same route that it followed up on appeal (Appellate Court, trial court, board, commission, etc.).

—the rescript in an appeal that is before the Supreme Court on certification from the Appellate Court must make clear that it is the Appellate Court judgment that is being affirmed or reversed, and any remand must be to the Appellate Court with direction to take certain action, such as remanding to the trial court or affirming (but not reinstating) the trial court judgment or for further proceedings in the Appellate Court.

(e) Rescript v. Short Rescript

—the short rescript is an abbreviated statement of the rescript, such as “Affirmed” or “Reversed; further proceedings,” that follows the procedural history.

(2) General Rules for Writing Rescripts

Step 1: Ask the authoring judge what the panel wants to happen on remand.

Step 2: Find an example from the following categories and modify it to suit the facts of your case; also check prior cases for past usage.

Step 3: If uncertain, consult with an editor for appropriate rescript language.

(3) Rescript Categories

(a) When the Judgment Is Affirmed

Examples:

- The judgment is affirmed.
- The judgment of the Appellate Court is affirmed.
- The judgment is affirmed and the case is remanded for the purpose of setting a new law day.

Note: The language “affirmed on other grounds” applies when the court's decision is correct, but its reasoning is incorrect. For instance, if the trial court properly determined that it lacked subject matter jurisdiction, but improperly reached its decision on the ground that a party lacked standing, the trial court's judgment would be affirmed on other grounds. The body of the opinion would explain that the judgment is affirmed on other grounds. The rescript would be: “The judgment is affirmed.”

(b) When the Judgment Is Reversed in Full

If the **entire judgment is reversed**, the rescript will read: “The judgment is reversed . . .” followed by a specific instruction to the trial court: (1) to conduct further proceedings; (2) to conduct a new trial; or (3) to render a particular judgment.

Examples of instructions to conduct further proceedings:

- The judgment is reversed and the case is remanded for further proceedings in accordance with the preceding paragraph.
- The judgment is reversed and the case is remanded for further proceedings according to law.
- The judgment is reversed and the case is remanded for further proceedings consistent with this opinion. (the Supreme Court generally does not use this rescript)

Example of instruction to conduct a new trial:

- The judgment is reversed and the case is remanded for a new trial.
(applies to appeal from disposition after full trial, not after summary disposition)

Note: If there has been a summary disposition and a trial is required on remand, the rescript orders: “The judgment is reversed and the case is remanded for further proceedings” rather than for “a new trial.”

Examples of instructions to render a particular judgment:

- The judgment is reversed and the case is remanded with direction to render judgment for the plaintiff.
- The judgment is reversed and the case is remanded with direction to sustain the plaintiff’s appeal.
- The judgment is reversed and the case is remanded with direction to render judgment for the defendant.
- The judgment is reversed and the case is remanded with direction to render judgment granting the defendant’s motion for clarification and to issue modified financial orders according to law.
- The judgment is reversed and the case is remanded with direction to enter an order granting the prejudgment remedy in the amount of \$250,000.
- The judgment is reversed and the case is remanded with direction to render judgment of not guilty.
- The judgment is reversed and the case is remanded with direction to grant the defendants’ motion for summary judgment as to all counts of the plaintiff’s amended complaint.
- The judgment is reversed and the case is remanded with direction to allow the defendant to withdraw her guilty pleas and for further proceedings according to law.
- The judgment of the Appellate Court is reversed and the case is remanded to that court with direction to consider the defendant’s remaining claims on appeal.
- The judgment of the Appellate Court is reversed and the case is remanded to that court with direction to reverse the judgment of the trial court and to remand the case to the trial court with direction to render judgment for the defendant.
- The judgment of the Appellate Court is reversed and the case is remanded to that court with direction to reverse the judgment of the trial court and to remand the case to that court for a new trial.
- The judgment of the Appellate Court is reversed and the case is remanded to that court with direction to render judgment affirming the judgment of the trial court.
- The judgment of the Appellate Court is reversed and the matter is remanded to that court with direction to render judgment denying the relief requested in the petition for review.

Note: the word *direction* is reserved for instructions to the trial court or Appellate Court to render a specific judgment.

(c) When the Judgment Is Reversed in Part

If only a **portion of the judgment is reversed**, the rescript should indicate that the judgment should be reversed as to only a specific portion:

Examples:

—The judgment is reversed in part and the case is remanded with direction to vacate the restraining order with respect to the defendant; the judgment is affirmed in all other respects.

—The judgment is reversed with respect to the claims of breach of contract, due process, quo warranto and mandamus, and the case is remanded with direction to render judgment in favor of the defendants on those claims; the judgment is affirmed in all other respects.

—The judgment is reversed as to the conviction of manslaughter in the first degree with a firearm and the case is remanded with direction to render judgment of acquittal on that charge; the judgment is affirmed in all other respects.

—The judgment with respect to the first part of the information is affirmed; the judgment with respect to part B of the information is reversed and the case is remanded for a new trial on that part of the information.

—The judgment is reversed only as to the financial orders, and the case is remanded for a new trial on all financial issues.

—The judgment is reversed only as to the award of damages for statutory taking and the case is remanded for a hearing in damages; the judgment is affirmed in all other respects.

—The judgment is reversed in part and the case is remanded to the trial court for a new hearing on the defendant's motion for attorney's fees.

—The judgment is reversed with respect to all financial orders, including the distribution of marital property, and the case is remanded for further proceedings on those issues; the judgment is affirmed in all other respects.

—The judgment of the Appellate Court is reversed in part and the case is remanded to that court with direction to affirm the judgment of the trial court.

(d) Administrative Appeals

Appeals from planning or zoning commissions or other administrative bodies require the remand to be channeled back through the same route that it followed up on appeal.

Examples:

- The judgment is reversed and the case is remanded to the trial court with direction to render judgment confirming the arbitrator's award.
- The judgment is reversed and the case is remanded to the trial court with direction to render judgment sustaining the plaintiff's appeal.
- The judgment is reversed and the case is remanded to the trial court with direction to dismiss the plaintiff's appeal.
- The decision of the Workers' Compensation Review Board is affirmed.
- The judgment is reversed and the case is remanded to the trial court for consideration of the plaintiffs' remaining claims on appeal. (appeal to court from zoning commission)
- The judgment is reversed and the case is remanded with direction to sustain the plaintiff's appeal and to remand the matter to the commission for further proceedings according to law.
- The judgment is reversed and the case is remanded with direction to render judgment directing the Workers' Compensation Review Board to dismiss the defendant's appeal.

(e) Juvenile Appeals

When there are multiple **juveniles** in an appeal concerning the termination of parental rights, there are multiple judgments, and the rescript must address all of those judgments.

Examples:

- The judgments of the trial court terminating the parental rights of the respondent as to the children are affirmed.
- The judgments are affirmed.
- The judgment is reversed and the case is remanded for a hearing on the respondent's petition for reinstatement of guardianship of the minor child. (one judgment)
- The judgments of the trial court terminating the parental rights of the respondent as to the children are affirmed; the appeal from the order of the trial court denying the children's motion for visitation is dismissed as moot.

(f) Habeas Appeals

In **habeas corpus** appeals, there is a distinction between: “The judgment is affirmed” and “The appeal is dismissed.” If a petitioner in a habeas corpus appeal fails to meet his initial burden of demonstrating that the issues raised are debatable among jurists of reason or that a court could resolve the issues in a different manner, the court on

appeal does not reach the merits of the petitioner's claims, and the appeal is **dismissed, not denied**, because the habeas court did not abuse its discretion in denying the petitioner's petition for certification to appeal.

Rescript:

The appeal is dismissed.

When the court on appeal does reach the merits of the petitioner's claims, the judgment is either **affirmed** or **reversed**.

Examples:

- The judgment of the Appellate Court is reversed and the case is remanded to that court with direction to affirm the judgment of the habeas court.
- The judgment of the Appellate Court is reversed and the case is remanded to that court with direction to render judgment affirming the judgment of the habeas court denying the petitioner's writ of habeas corpus.
- The judgment is reversed and the case is remanded for further proceedings according to law.

(g) Conditional Rescripts

Examples:

- The judgment of the Appellate Court is reversed and the case is remanded to that court with direction to remand the case to the trial court for further proceedings to determine if that court was required to canvass the defendant in accordance with Practice Book § 44-3; in the event that the court determines that it was required to canvass the defendant pursuant to § 44-3, a new trial is ordered.
- The judgment is reversed only as to the amount of economic damages and a new trial is ordered unless the plaintiffs shall, within ten days of the official release of this opinion, file a remittitur of \$542,126 plus offer of judgment interest.

(h) Resentencing

Examples:

- The judgment is reversed with respect to the defendant's conviction of sale of narcotics by a person who is not drug-dependent and the case is remanded to the trial court with direction to render judgment of acquittal on that charge only and to resentence the defendant on the remaining charges; the judgment is affirmed in all other respects.
- The judgment is reversed and the case is remanded for resentencing according to law.

(i) Judgment Vacated

Examples:

- The order is vacated.
- The judgment of contempt is vacated. The order modifying visitation is affirmed.
- The judgment is reversed only as to the CUTPA claim and the case is remanded with direction to vacate the court's awards for fees and damages relating to that claim; the judgment is affirmed in all other respects.

(j) Improper Form of Judgment

Examples:

- The form of the judgment is improper, the judgment denying the defendant's motion to correct an illegal sentence is reversed and the case is remanded with direction to render judgment of dismissal.
 - The form of the judgment is improper, the judgment dismissing the action is reversed and the case is remanded with direction to render judgment for the defendant.
 - The form of the judgment is improper, the judgment is reversed and the case is remanded with direction to dismiss the appeal for lack of subject matter jurisdiction.

(k) Miscellaneous Rescripts

Examples:

- The writ of error is dismissed.
- The certified question is answered in the affirmative.
- The first reserved question is answered “yes.” The second reserved question is answered “no.”
- The appeal in AC 12345 is dismissed; the judgment in AC 12346 is affirmed.
- The decision of the Workers' Compensation Review Board is affirmed.

II REFERENCES TO INDIVIDUALS—PARTIES, WITNESSES, ETC.

A Titles

(1) Initial Identification

Titles such as Mr., Mrs., and Ms. before an individual's name and professional titles or degrees after an individual's name, such as Vice President, M.D., D.V.M., or J.D., are not ordinarily used in opinions. Identify a person by first and last name initially. Professional titles, such as attorney and doctor, may be used after an initial reference to the individual's full name and should be capitalized.

Example:

“Jane Doe, the defendant's trial counsel, filed two motions. The court granted Attorney Doe's motion”

“John Doe, a psychiatrist, testified for the state. Dr. Doe testified that the defendant”

(2) Subsequent References

After a person's initial identification, if there is no ambiguity, refer to that person by last name only.

Example:

John Smith, the chief state toxicologist, testified Smith identified the substance as

Continue to use first names along with last names only when necessary to avoid ambiguity, such as where two or more individuals have the same last name. Avoid using a first name alone, which sounds too familiar. If it is necessary to use first names because a case requires multiple references to individuals who share the same last name, use the following format: The defendants, John Doe (John) and Jane Doe (Jane)

(3) Avoid using the title “Dr.,” as the initial identification before an individual's name because it is ambiguous as it does not specify what type of doctor. It is preferable to use “Harold Jekyll, a psychiatrist,” or “surgeon,” “chemist,” “chief state medical examiner,” “psychologist,” “professor of biochemistry.” Thereafter, references to Jekyll as Dr. Jekyll are within the author's discretion.

(4) Official titles of individuals, when necessary, should be included with initial identification and should be capitalized.

Examples:

Councilman Mark Miller
Chairman William Brown
Detective Michael Jones
Officer John Brown
Sheriff Jane Doe
Trooper Michael Smith
Sergeant Ann Smith
Chief of Police Susan Smith

Subsequently refer to such individuals by last name or by title and last name.

Examples:

Detective Jones
Trooper Smith

(5) Avoid using a child's name in cases involving juveniles, even if it is stated in the case name. Instead, refer to “the child.” If the case involves more than one child, assign a single initial to each child. Avoid multiple initials, if possible.

Example:

The male victim, E, testified that he and his sister, C, visited the defendant on April 20, 2008.

If a parent appears pro se, use his or her first name and last initial on the counsel line.

Example:

If the case caption is *In re Jason M.* and the mother is pro se, the counsel line would read:

Charline M., pro se, the appellant (respondent mother).

(6) In general, jurors are not mentioned by name in opinions. Use the juror’s first initial. If multiple initials are required, do not use a space between the initials.

Example:

The defendant exercised peremptory challenges on the first two challenged venirepersons, S.H. and B.K.

B
Party Designations and References

(1) Refer to parties by their relative positions in the trial court.

Examples:

the plaintiff
the intervening plaintiff
the defendant
the petitioner
the respondent

(2) Use articles with party status nouns in Connecticut opinions.

Examples:

the petitioner
the plaintiff's counsel
the defendant's counsel (in civil matters)
but
defense counsel (in criminal matters)

(3) Establish the appellate positions of the parties in a narrative manner, such as “The plaintiff, Tom Jones, appeals claiming . . .” (only one plaintiff in case).
“The plaintiff Tom Jones appeals . . . (more than one plaintiff in case).”

(4) Consistency

After the parties are identified initially, refer to them **either** by name or by party status. **References within an opinion should be consistent.** Do not identify an individual alternately throughout opinion as “Jones” and as “the plaintiff.”

(5) Discrepancies

Avoid referring to a party as “the defendant” or “the plaintiff” if that party is one of several defendants or plaintiffs. When only one of several defendants or plaintiffs is involved in the appeal, explain that other parties were involved at trial, and identify the other parties.

Example:

Text: “The plaintiff John Smith² appeals claiming”

Footnote: ²“Jane Smith, John Smith's wife, filed a claim for loss of consortium and is also a plaintiff in this action.”

An exception to this rule is where the author, for convenience, refers to only one party as “the defendant” or “the plaintiff,” and identifies each reference in a footnote:

Examples:

Text: “The plaintiff Michael Smith³ appeals claiming”

Footnote: ³“Jane Smith, Michael Smith's wife, filed a claim for loss of consortium and is also a plaintiff in this action. For convenience, all references to the plaintiff in this opinion are to Michael Smith.”

Aetna Life and Casualty Company (Aetna) and Colt Manufacturing Company (Colt) were both named as defendants in this action. Hereafter, we refer to Aetna and Colt, collectively, as the defendants, and individually by name where appropriate.

(6) When the plaintiff or the defendant is the administrator or the executor of an estate, refer to the deceased individual as “the plaintiff’s decedent.”

III
MISCELLANEOUS RULES OF GRAMMAR
AND PREFERRED USAGES

A
Possessives

(1) For singular words that end in s or an s sound, form the possessive by adding an apostrophe.

Examples:

Burns' poems
Witness' testimony
Lopez' identification
Roux' testimony

(2) Exception: when an individual is identified by the initial “S,” the possessive would be “S's.”

Words treated mistakenly as possessives:

Teachers union—not a possessive, but a union of teachers.
Two years time—not a possessive; no apostrophe.
Homeowners insurance—not a possessive, but a type of insurance.

(3) Avoid double possessives.

The testimony of the defendant's mother
not the defendant's mother's testimony.

(4) Avoid certain possessives that are awkward or make for difficult reading.

Examples:

The holding in *Miranda*
not *Miranda's* holding . . .

(but if a possessive must be used for a case name, the 's is **not** italicized)

The prohibition of § 53a-55 against
not Section 53a-55's prohibition against

B **Singulars and Plurals**

(1) Collective Nouns require a singular verb when the group is functioning as a unit, but require a plural verb when an individual member of a group acts independently.

Examples:

jury

the jury was

the members of the jury were . . .

court

the court is . . .

the members of the court are . . .

majority

the majority is . . .

the members of the majority are . . .

(2) Preferred Usages

attorney's fees or counsel fees

attorneys general

Commissioner of Children and Families

conditional sale contract, conditional sales contracts

Department and Commissioner of Correction (not Corrections)

limitation period

mechanic's lien or mechanic's liens

The noun none is singular.

the parties plaintiff or the plaintiffs

the defendants Smith

the Smiths not the Smiths'

statute of limitations (singular)

statutes of limitations (plural)

No apostrophe is necessary to indicate plurals of symbols, numbers and letters—
ABCs, 1950s, three Rs.

“Best interest” / “best interests” of the child: If quoting a statute that uses the plural form of interest, generally use the plural form throughout the opinion. If more than one child’s interest is the subject of the sentence, use best interests. See, e.g., General Statutes § 17-112 (j) (2) (singular form); General Statutes § 46b-56 (c) (plural form).

C **Infinitives**

(1) Avoid splitting infinitives unless the sentence would be awkward or unclear without splitting the infinitive, or unless the writer wishes to place unusual stress on the adverb.

Example:

“to timely file”
“to faithfully execute”
“to boldly go”
“to really understand”

A common problem is the phrase “failed to properly conclude,” which contains a split infinitive. If rewritten as “failed properly to conclude,” the suggestion is that the failure was proper.

(2) The splitting of compound verbs is permissible, unless the sentence would be awkward or unclear by splitting the verbs.

Examples:

We had finally completed our work.

The jury reasonably could have found

D **Restrictive and Nonrestrictive Clauses**

(1) A restrictive clause defines or limits the noun it modifies. Such clauses are not separated from the rest of the sentence by commas. They are introduced by the word that.

Example:

The plaintiff testified that the car that sideswiped her truck had a badly dented left front fender.

(2) A nonrestrictive clause is used to describe, rather than to define, the noun it modifies. It is parenthetical to the rest of the sentence, set off by commas, and usually is introduced by the word which.

Example:

The testimony, which was ambiguous, indicated

**E
Legal Writing**

In legal writing, standard English usage is encouraged. Avoid slang, popular expressions, and colloquial or informal conversational language. Avoid foreign words or phrases unless they have been incorporated in common English usage, or have a predominant legal meaning and usage.

**F
Miscellaneous Conventions and Preferred Usages**

The following usages are suggested:

(1) ABOVE / BELOW / UPPER / LOWER

Avoid using these terms to refer to sections of an opinion or to proceedings that occurred in the trial court as they refer to spatial limitations.

- not* As described in the preceding paragraph
- or* As described above
- not* As we discuss subsequently in this opinion
- or* As we discuss below
- not* A review of the proceedings at trial indicates
- not* A review of the proceedings below indicates
- not* A review of the lower court proceedings shows

(2) ABSENT / IN THE ABSENCE OF

“In the absence of” or “without” is preferred to “absent.”

In the absence of any objection by counsel, the court granted the motion to dismiss.

or

Without any objection by counsel, the court granted the motion to dismiss.

not

Absent any objection by counsel, the court granted the motion to dismiss.

(3) ACTION / SUIT

Avoid the vernacular terms suit or lawsuit when referring to a legal or equitable action (as per Black's Law Dictionary).

(4) AFFECT/EFFECT

"Affect" is a verb that means to have an influence on, to bring about a change in, or to touch or move the emotions of.

The trial was affected by all the media coverage.

"Effect" is commonly used as a noun to mean something that is brought about by a cause or agent; a result or outcome.

The closing argument had no effect on the jury verdict.

"Effect" used as a verb means to achieve a result, to execute, or to cause to occur.

His argument did not effect any change in the system.

(5) ALTERNATIVE / ALTERNATE

"Alternative" can be used as an adjective that means offering a choice of two or more possibilities, or as a noun that means choosing between one of two options.

or The defendant offered several alternative grounds for affirmance.

The defendant's only alternatives are to accept the state's offer or to go to trial.

"Alternate" can be used as an adjective that means every other one in a series, or to refer to a substitute, such as an alternate juror.

or The defendant visited his child on alternate Sundays.

The jury began deliberations when the alternate juror was added to the panel.

(6) ALTHOUGH / WHILE

Although introduces an aside; while is used in a temporal sense.

not The plaintiff was distracted while he was driving the vehicle.

or The plaintiff was distracted although he was driving the vehicle.

not Although he liked all sports, he preferred baseball.

While he liked all sports, he preferred baseball.

(7) BASED ON / ON THE BASIS OF

The use of the phrases “based on” and “on the basis of” serve to modify other terms in a sentence, and the choice of phrase and placement of that phrase within a sentence can affect the meaning of the sentence. “On the basis of” functions as an adverb that modifies a verb, whereas “based on” functions as an adjective that modifies a noun.

not On the basis of the evidence before it, the court determined . . .

Based on the evidence before it, the court determined . . .

Problem—the court was not based on the evidence, the court's determination was based on the evidence.

not The commissioner denied the application on the basis of the plaintiff's failure . . .

The commissioner denied the application based on the plaintiff's failure . . .

Problem—the application was not based on the plaintiff's failure, the denial of the application was based on the plaintiff's failure.

not Your grade was based on the test results.

Your grade was on the basis of the test results.

(8) BECAUSE / SINCE

Because is used to explain why; since is used to express time.

Since the dissolution of their marriage, his income has been substantially reduced.

or

The motion for continuance was granted because the defendant's counsel had a scheduling conflict.

not

The motion for continuance was granted since the defendant's counsel had a scheduling conflict.

(9) BETWEEN / AMONG

“Between” is used when the sentence involves two persons or things; “among” is used for more than two people or things.

Between the two attorneys, she is the better litigator.

or

Among the five witnesses, he was the most reliable.

or

The decedent's estate was divided among all her living children.

(10) CONTRACTIONS

Because the decisions of the courts are formal documents, avoid using contractions, but retain contractions in a quotation, if they appeared in the original source.

(11) ENSURE / INSURE

“Ensure” indicates the process of making certain that things occur or that events take place; “insure” refers to providing or obtaining insurance.

(12) FINDING / HOLDING

A finding is a factual determination made by the trier of fact; a holding is the application of the law to the particular facts by the court. Appellate courts do not make findings but, rather, conclusions.

The trial court found that the police officers did not have probable cause to conduct the search.

or

The Appellate Court held that the search was invalid because the police officers lacked probable cause.

(13) HOWEVER / AND / BUT / NOR

Where possible, avoid beginning a sentence with weak sentence openers such as however, and, but, and nor. A sentence starting with "however" usually means "in whatever way" or "to whatever extent."

However you advise him, he will make his own decision.

(14) JUDGMENTS / VERDICTS / ORDERS / DECISIONS

Render a judgment (when referring to the action of a court rather than a clerk), not enter. Note, however, that courts order judgments to be entered by the clerk.

Open a judgment, not reopen, unless the judgment has been opened previously.

Issue an order, not render an order.

A jury returns a verdict; it does not render a verdict.

A trial court grants a motion for summary judgment or renders summary judgment; a party appeals from a summary judgment rendered by a trial court.

A board or commission issues a decision.

Example:

The trial court granted the defendant's motion for summary judgment and rendered judgment thereon, from which the plaintiff appealed.

(15) ONLY / MERELY / SOLELY

Adverb that is placed immediately before the word or words it modifies.

The court only awarded attorney's fees to the plaintiff. (the court did nothing else)

The court awarded attorney's fees only to the plaintiff. (no other party received award)

(16) OVER / UNDER v. MORE THAN / LESS THAN

Generally, "over" and "under" are used in spatial relationships; they do not take the place of "more than" or "less than."

The defendant had less than one-half ounce of marijuana. (*not* under)

The plaintiff owes more than \$10,000 in attorney's fees.

The boat floated under the bridge.

The airplane flew over the buildings.

(17) PLEADED/PLED

"Pleaded" is the preferred past tense form of plead; avoid using "pled," which is the colloquial past tense form.

(18) PRINCIPAL/PRINCIPLE

"Principal" is the main issue in the case or a high school official.

"Principle" is a scientific concept, a principle of statutory construction, a rule or code of conduct, or a primary source.

(19) MISCELLANEOUS PREFERRED USAGES

Backward, not backwards.

Cell phone, not cellular telephone.

Forego (to precede); forgo (to give up)

Photograph, not photo or picture.

Photographic array, not photo array.

The present case, rather than the instant case. To avoid ambiguity, use the phrase "in the present case," rather than "in this case," when the facts or law of another decision are being compared or contrasted to the case at bar.

"Prosecutorial impropriety" rather than "prosecutorial misconduct." See *State v. Fauci*, 282 Conn. 23, 26 n.2, 917 A.2d 978 (2007). Use brackets to substitute prosecutorial impropriety for prosecutorial misconduct in quoted material.

Toward, not towards.

Whether or regardless of whether, **not** whether or not.

G Preferred Spellings

To resolve spelling questions, consult the most recent edition of Merriam-Webster's Collegiate Dictionary, which, as of the date of publication of the manual, is the Eleventh Edition (also available online at <http://www.merriam-webster.com/>).

cancellation
cancelled, not canceled
e-mail, not email

forbear (verb)—to refrain

forebear (noun)—an ancestor

fulfillment, not fullfillment

guarantee, in all senses, constitutional and otherwise; guarantees—plural

installment and install—preferred dictionary spelling rather than one l

but

where referring to instalment contracts, as in General Statutes § 42a-2-612,
spell with one l to be consistent with the statute

marijuana

moneys, not monies

supersede, not supercede

website

wilful, not willful—to be consistent with the General Statutes; use a single “l” in
spelling other forms to maintain consistency: wilfulness and wilfully.

IV

PUNCTUATION

A

In General

The following are preferred practices in the Connecticut Reports and Connecticut Appellate Reports.

(1) Use a comma after an introductory clause or phrase.

If a sentence contains two independent clauses, place a comma before the conjunction.

(2) Use commas to set off parenthetical or descriptive modifying clauses, which are not essential to the sentence and can be omitted without changing its basic meaning. Such clauses, as noted in **part III D** of this style manual, are nonrestrictive and use the relative pronoun *which* rather than *that*.

(3) Do not use commas to set off restrictive clauses, which are essential to the basic meaning of the sentence and use the relative pronoun *that*.

Examples:

The defendant, who was convicted of robbery, received a five year sentence. (nonrestrictive)

A defendant who commits first degree robbery with a deadly weapon shall receive a five year mandatory minimum sentence. (restrictive)

The vehicle that hit the plaintiff sped away. (restrictive)

The defendant's vehicle, which had been repaired, fit the description given. (nonrestrictive)

(4) Oxford Comma

The use of an Oxford or serial comma before a conjunction between the last two terms of a series is the preferred style (in accordance with Strunk & White and the Chicago Manual of Style), but is within the author's discretion. A comma should be used if the meaning of the sentence is not clear without it or if it prevents ambiguity.

Examples:

Wealth, happiness, and learning were his.
Attending the conference were Smith, Jones, and Brown.
Red, white, and blue.

Clear: The defendant became concerned that Kennedy might harm Christine, Daniels, and Kennedy's daughter.

Unclear: The defendant became concerned that Kennedy might harm Christine, Daniels and Kennedy's daughter.

Problem: Is the defendant concerned for three individuals—Kennedy's daughter, Christine, and Daniels—or one individual—Christine, who is the daughter of Daniels and Kennedy?

(5) Use commas to set off words such as namely, thus, or rather.

Examples:

The plaintiff asserted that the defendant had stolen his trade secrets, namely, the formula for the adhesive.

Accordingly, the plaintiff was not aggrieved and, thus, could not have filed a cross appeal.

The state contends that the comments were not severe because the central issue of the case was not the identity of the robber but, rather, the credibility of the witnesses.

(6) An opening parenthesis or bracket is not preceded by punctuation.

(7) Placement of punctuation.

Commas, periods and question marks go within closing quotation marks, but colons and semicolons go outside them. Superior numbers indicating footnotes always follow punctuation. For use of ellipses and asterisks to mark omissions from text, see **part IX** of this style manual.

Example:

Although the trial court concluded that the remarks did not constitute "*discussion*"¹ (emphasis added); we conclude that

B **Punctuating a List**

(1) If a list or series is introduced by a complete grammatical thought, a colon is commonly used at the end of the introductory sentence.

Example:

The defendant claimed that the trial erred with respect to three rulings: (1) the denial of his motion to disqualify the state's witness; (2) the denial of his motion to suppress certain evidence; and (3) the denial of his request for an instruction on self-defense.

(2) If a list or series is not introduced by a complete grammatical thought, a colon is not generally used at the end of the introduction.

Example:

The defendant claimed that the trial court erred with respect to the denial of (1) his motion to disqualify the state's witness, (2) his motion to suppress certain evidence, and (3) his request for an instruction on self-defense.

(3) The numbering of items in a list is optional and to be determined by the context of the sentence.

(4) The items in a list may be separated by either semicolons or commas, whether they are numbered or not, and whether they are introduced by a colon or not; however, either semicolons or commas should be used consistently throughout an opinion.

(5) If the items in a list or series are long and complex or contain internal punctuation, they should be separated by a semicolon for the purpose of clarity.

Examples:

The defendant was found guilty of conspiracy to commit possession of narcotics with intent to sell in violation of General Statutes §§ 21a-277 (a) and 53a-48 (a); possession of narcotics in violation of General Statutes § 21a-279 (a); conspiracy to commit possession of narcotics in violation of General Statutes §§ 21a-279 (a) and 53a-48 (a); possession of less than four ounces of marijuana in violation of General Statutes § 21a-279 (c); and possession of drug paraphernalia in violation of General Statutes § 21a-267 (a).

The defendant was found guilty of conspiracy to commit possession of narcotics with intent to sell, General Statutes §§ 21a-277 (a) and 53a-48 (a); possession of narcotics, General Statutes § 21a-279 (a); conspiracy to commit possession of

narcotics, General Statutes §§ 21a-279 (a) and 53a-48 (a); possession of less than four ounces of marijuana, General Statutes § 21a-279 (c); and possession of drug paraphernalia, General Statutes § 21a-267 (a).

C

Punctuation in Case Captions

(1) The following are set off by commas in case captions:

Inc. (Rollins, Inc., et al.)
Jr. (John Smith, Jr.)
LLC (Connecticut Capital, LLC, et al.)

(2) The following are not set off by commas in case captions:

III (John Smith III)
Company (Rollins Company et al.)
Corporation (Rollins Corporation et al.)

(3) Do not use a comma before et al. unless otherwise necessary, as where the preceding term is one that is set off by commas. (John Smith et al.) (Smith & Associates, Inc., et al.)

Note: The abbreviations Co. and Corp., which are used in citation form, are not set off by commas.

V CAPITALIZATION

In general, capitalize as few words as possible.

A Words That Are Capitalized

(1) Proper nouns, such as the names of specific courts, the General Assembly (but *not* legislature), specific titles, such Detective Smith, Justice Peters, official title of an officer of the state, such as Governor Malloy, Attorney General Jepsen, Representative Smith;

(2) Full names of legislative acts, such as Workers' Compensation Act (but *not* compensation act or compensation laws);

(3) Names of town, state and federal agencies, commissions and boards, such as the Department of Revenue Services, Workers' Compensation Commission.

Examples of words and phrases that are capitalized:

Supreme Court, Appellate Court, Superior Court, Probate Court, Commissioner of Children and Families, Interstate 91, Route 6, Dixwell Avenue, House of Representatives, Senate, Department of the Navy, Federal Bureau of Investigation, Medicaid, Medicare, Title IV-D of the Social Security Act, Zoning Board of Appeals of the Town of Ansonia, General Statutes, Danbury Planning and Zoning Commission, Caucasian, Hispanic (takes article "a"), Latino, Asian, African-American.

(4) Proper names of organizations, institutions, corporations, etc.

Hartford Police Department, Hartford Hospital, MacDougall-Walker Correctional Institution, New Haven Correctional Center.

B

Words That Are Not Capitalized

Examples of words and phrases that are **not** capitalized:

governor, trial court, article fourth, equal protection clause, federal, constitution, fourteenth amendment, statute of frauds, statute of limitations, part IV of this opinion, black, white (use racial or ethnic identifiers consistently throughout opinion).

General Examples:

In *Smith*, the Probate Court concluded The court found . . .

The named defendant, the Department of Transportation (department), claims that The department also suggests

The United States District Court for the District of Connecticut explained that The District Court then concluded

The search revealed a hair of Caucasian origin and a bone of human origin belonging to a Caucasian male.

He described the bystanders as a white man and a Hispanic man.

In title seven of the General Statutes

The Board of Education of the City of Hartford (city) . . . The city claimed

state correctional institution

the city and county of Hartford.

Trademark Terms: For capitalization of trademark terms (e.g. Kleenex; Coke; T-shirt; Breathalyzer) consult the most recent edition of Merriam-Webster's Collegiate Dictionary (available online at <http://www.merriam-webster.com/>).

VI
ITALICS

A
Do Italicize

(1) The Letter /

In sections of the General Statutes and Public Acts, italicize the letter / to distinguish it from the number 1 (one).

(2) Names of Connecticut Judges

Italicize the names of Connecticut judges when the names are given parenthetically or within commas to identify the court or the author of an opinion, as in the court, *Smith, J.*, but do not italicize textual references to judges or the names of judges from other jurisdictions.

Examples:

The trial court, *Maltbie, J.*, denied the motion.

Judge Maltbie denied the motion.

The trial court, *Hon. Robert J. Hale*, judge trial referee, denied the motion.

Breen v. Aetna Casualty & Surety Co., 153 Conn. 633, 645, 220 A.2d 254 (1966)
(*King, C. J.*, dissenting).

B
Do Not Italicize

(1) Names of Judges from Other Jurisdictions, including Connecticut federal courts.

Example:

Miranda v. Arizona, 384 U.S. 436, 86 S. Ct. 1602, 16 L. Ed. 2d 694 (1966)
(Warren, C. J.).

(2) The “v.” in Case Citations

Italicize the names of the parties when citing a case, but do not italicize the “v.”

Note: when forming the case caption, that is, the title of the case at the beginning of the opinion, use the following form: JOHN SMITH v. JANE SMITH.

(3) Introductory Signals

(4) Foreign Words

Do not italicize Latin and other foreign language words in an opinion, even if they were italicized in the material being quoted.

(5) The 's in a case name.

If a possessive must be used for a case name, the 's is not italicized.

Example:

Miranda's holding

**VII
HYPHENS AND COMPOUND WORDS**

**A
Hyphenate**

(1) Words that contain a prefix that can stand alone (full-time).

(2) Words that are hyphenated in the dictionary; see Merriam-Webster's Collegiate Dictionary, Eleventh Edition (available online at <http://www.merriam-webster.com/> or at <http://www.m-w.com>); or when necessary for clarity. Rely on the dictionary in deciding whether to hyphenate a word.

**B
Do Not Hyphenate**

(1) Generally, words that begin with *non*, which is a nonhyphenated prefix.

Exceptions:

non-CUTPA claim
non-English

(2) A combination of an adverb and an adjective.

Examples:

highly skilled worker
unintentionally caused emotional distress
jointly owned land
well lighted room
well reasoned decision.

The following list of particular words, which is not intended to be exhaustive, indicates preferred treatment of terms commonly used in Connecticut opinions.

| | |
|------------------------|------------------------------|
| arm's length (noun) | drug related |
| arm's-length (adj.) | e-mail |
| baby-sitter | en banc |
| backseat | ex post facto |
| bimonthly | extratextual |
| black out (verb) | eyewitness |
| blackout (noun) | fact bound |
| bright line rule | fact finder (per dictionary) |
| bylaw | fact-finding (adj. and noun) |
| bypass | firefighter |
| by-product | fire fighting |
| bloodstain | firsthand |
| case-by-case | follow-up (noun) |
| case-in-chief | follow up (verb) |
| case law | free-base (adj.) |
| cellmate | freebase (noun) |
| coconspirator | freebase (verb) |
| codefendants | full-time |
| coexecutor | gang related |
| comaker | girlfriend |
| common law (noun) | gunshot |
| common-law (adj.) | in-court (adj.) |
| common sense (noun) | in limine |
| commonsense (adj.) | lesser included offense |
| co-owner | line up (verb) |
| co-ownership | lineup (noun) |
| coplaintiffs | lockbox |
| cotenant | lockup |
| counterclaim | long arm |
| counterfinding | jurisdiction |
| court-appointed (adj.) | long-standing |
| court-ordered (adj.) | long-term |
| coworker | lookout |
| cross appeal | mid-November |
| cross claim | midsize |
| cross complaint | mid-thirties |
| cross-examination | month-to-month |
| cross motion | multifamily |
| cross section (noun) | multistory |
| cross-section (verb) | no-fault |
| day care | nonparty |
| decision maker (noun) | note-taking |
| decision-making (adj.) | off-site |
| de novo | ongoing |
| drug-dependent | one-half (adj.) |
| drug dependency | one half (noun) |

| | |
|--|-----------------------|
| online (noun) | secondhand (adj.) |
| on-line (adj.) | self-defense |
| on-site | self-evident |
| onetime | self-incrimination |
| one-way | self-interest |
| out-of-court (adj.) | self-represented |
| out of court (noun) | self-representation |
| overruled | setoff (noun) |
| part-time | set off (verb) |
| patdown (noun) | showup |
| pat down (verb) | sideview |
| person who is not drug-dependent (<i>never</i> non-drug-dependent) | single-family (adj.) |
| pickup truck | single family (noun) |
| polycymaking (noun) | six factor test |
| policy-making (adj.) | so-called |
| postarrest | statewide |
| postconviction | stepdaughter |
| postdissolution | tape-record (verb) |
| postjudgment | tape-recorded (adj.) |
| post-Miranda | tape recording (noun) |
| postsentencing | time barred |
| post-traumatic stress disorder | time frame |
| posttrial | time limited |
| preexisting | time-tested |
| prejudgment | T-shirt |
| presentence | two-family (adj.) |
| pretrial | twofold |
| pre-1927 | two part (adj.) |
| printout | two-pronged |
| quasi contract | two step process |
| quasi-judicial | two-story (adj.) |
| quitclaim | two to one decision |
| rate-making (adj.) | two-way |
| rearview | two year old child |
| reestablishment | videotape |
| re-present | website |
| re-serve | well-being |
| restroom | well-defined (adj.) |
| right-of-way | well established |
| rule-making (adj.) | workplace |
| rule making (noun) | work related (adj.) |
| seat belt | x-ray (verb) |
| second-guess | X ray (noun) |
| | ziplock |

VIII ABBREVIATIONS AND ACRONYMS IN THE TEXT OF AN OPINION

A Abbreviations

Few words are abbreviated in the text of Connecticut opinions. Because different rules pertain to the use of abbreviations in case captions and case citations, please see **parts I and XIV** of this style manual, respectively.

Abbreviate in the Text:

§ and §§ for the words section or sections,

but

spell out the word section at the beginning of a sentence.

no. for number and nos. for docket numbers

but

spell out number and numbers elsewhere in the text.

p. and pp., for page and pages in citations

but

spell out page and pages in the text.

c. for chapter in citations

but

spell out the word chapter in the text.

B Acronyms

Avoid acronyms, which are distracting and unclear, especially for out-of-state readers, and may become obsolete. In addition, acronyms may have more than one meaning. (e.g., acronym RATAC, which refers to the method commonly used to interview children who may have been victims of abuse, also stands for regimental artillery tactical air command).

Suggested alternatives:

The gas company for CNG

The power company or the utility for CL&P

The department for DOT (or DEP; DHE, etc.)
(*except* when opinion contains multiple departments)

The commission for CHHC

The board for CRB

uninsured motorist for UM

Examples:

The defendant, the Department of Transportation (department), claims that

The Workers' Compensation Review Board (board) determined

Exceptions:

CUTPA for Connecticut Unfair Trade Practices Act
CUIPA for Connecticut Unfair Insurance Practices Act
UAPA for Uniform Administrative Procedure Act
UCC for Uniform Commercial Code
MRI for magnetic resonance imaging
FBI for Federal Bureau of Investigation
AIDS for acquired immune deficiency syndrome
HIV for human immunodeficiency virus

Note: DNA may be used without an initial reference to deoxyribonucleic acid

C
Initialisms

Avoid initialisms, which are abbreviations made up from the initial letters of separate terms and pronounced letter by letter.

Examples:

ALCC for Aetna Life & Casualty Company
MWD for Metropolitan Water District
TRO for temporary restraining order

IX QUOTED MATERIAL

A In General

Quoted material from other sources should be quoted exactly. Any alterations to the quoted language must be indicated by the use of brackets, ellipses or asterisks.

(1) Alterations to Quoted Material

(a) Brackets

(i) Use brackets to show additions or changes, including changes in capitalization and changes in previously bracketed letters.

Examples:

“[T]he duty to exercise ordinary care” (source did not begin with capital letter).

We held that “[t]he question is primarily one of fact” (source began with capital letter).

“Under our cases, that is enough to constitute state action for purposes of the [first amendment, which is applicable to the states through the] [f]ourteenth amendment.”

(ii) Use brackets to indicate parentheses within parentheses.

Example:

(kidnapping in first degree by abducting person with intent to compel third person to pay ransom under General Statutes § 53a-92 [a] [1] [A])

(b) [sic]

Do not use [sic] as it emphasizes the error. Instead, use brackets to correct mistakes in published material when possible.

Incorrect: “The court's rational [sic] for deciding”

Correct: “The court's rational[e] for deciding”

(c) Conforming to Style

Do not alter quotations from other sources simply to conform to our style manual.

An author may use brackets when quoting other sources to correct errors, to complete missing citations, or to clarify the meaning of a quote that is unclear in the context quoted.

Examples:

"The court's rational[e] for its decision"

"Drawing upon its earlier decisions in *Terry* [*v. Ohio*, 392 U.S. 1, 24–25, 88 S. Ct. 1868, 20 L. Ed. 2d 889 (1989)] and [*Michigan v. Long*, 453 U.S. 1032, 1049–50, 103 S. Ct. 3469, 77 L. Ed. 2d 1201 (1983)], which had authorized limited frisks for weapons"

"[T]he [Due Process] Clause protects the accused against conviction except upon proof beyond a reasonable doubt"

Do not use brackets to reflect style changes in quotes from constitutions, statutes, the rules of practice or the rules of professional conduct.

Examples:

[s]tate *for* State

[g]overnment *for* Government

(d) Brackets are not needed:

(i) To correct errors with respect to citations, spelling, punctuation, and capitalization, or the omission of articles, in quotations from **trial court memoranda, transcripts, briefs, and pleadings, including motions—unless indicated otherwise by the author of the appellate opinion;**

(ii) To add spaces;

(iii) To add punctuation. Punctuation that immediately precedes or follows deleted language should be deleted as it is considered to have been replaced by the ellipses. Brackets should not begin or end with punctuation inside the brackets.

Examples:

Do not change “therefore we conclude” to “therefore[,] we conclude.”

Use [however] not [, however,].

Do not change “refused” to “refuse[].” Instead, use “[refuse].”

(2) Omissions from Quoted Material

(a) Ellipses and Asterisks

Deletions, including omitted citations, require ellipses. Never begin a quotation with an ellipsis. Use three asterisks centered on a line, rather than an ellipsis, to indicate an omission if the quoted material has omitted several paragraphs or pages of text.

(b) Quotation marks

(i) Each new paragraph of quoted material begins with quotation marks. Use closing quotation marks after the final quoted paragraph.

(ii) To avoid multiple sets of quotation marks within a particular passage, omit *all* quotation marks within the passage and replace them with the note (internal quotation marks omitted) after the quotation, before the citation to the source of the quotation.

(iii) Use (Internal quotation marks omitted.) after a quotation that ends a sentence; use (internal quotation marks omitted) after a quotation that does not end a sentence.

Examples:

The right of a parent to the “companionship, care, custody and management of his or her children” is fundamental. (Internal quotation marks omitted.) *In re Juvenile Appeal (83-CD)*, 189 Conn. 276, 284, 455 A.2d 1313 (1983).

“[I]t is the function of the trial court, not this court, to find facts”; (internal quotation marks omitted) *Miller v. Westport*, 268 Conn. 207, 221, 842 A.2d 558 (2004); and we are unable on appeal

(iv) When the quoted material *itself* contains that note, omit the note and replace it with ellipses.

(v) Although federal cases indent or “block” quoted passages rather than using quotation marks, the note “internal quotation marks omitted” is still required when such passages are quoted.

(vi) If it is not possible to omit all internal quotation marks, retain the quotation marks that appear around or within previously quoted material. Internal quotation marks that originally appeared as “/” should be converted to `/' and those that appeared as `/' should be converted to “/”.

(c) Citations omitted

(i) When citations are omitted from quoted material and replaced by ellipses, insert the note (citations omitted) after the quotation, before the citation to the source of the quotation.

(ii) Use (Citations omitted.) after a quotation that ends a sentence; use (citations omitted) after a quotation that does not end a sentence.

(iii) If only one citation is omitted, use (Citation omitted.) or (citation omitted).

(iv) The note “citations omitted” is not necessary unless the opinion being drafted **actually omits** a citation or citations from the quoted material. The note is not necessary if:

The quoted language contains no ellipses;

The opinion quotes previously quoted material that omitted citations and replaced them by ellipses. If the quoted material contains the note (Citations omitted.), replace that with an ellipsis;

The opinion quotes a sentence in full, ends the quotation with a period, and omits citations that **follow** the period.

Examples:

Source document provides:

“[T]he test for determining the propriety of challenged jury instructions is whether they fairly present the case to the jury’ *Allison v. Manetta*, supra, 284 Conn. 395–96. ‘Instructions satisfy this standard when they are adapted to the issues and are reasonably supported by the evidence.’ Id.”

Source document may be quoted in full or in part as follows:

“[T]he test for determining the propriety of challenged jury instructions is whether they fairly present the case to the jury Instructions satisfy this standard when they are adapted to the issues and are reasonably supported by the evidence.” (Citation omitted; internal quotation marks omitted.)

“Instructions satisfy this standard when they are adapted to the issues and are reasonably supported by the evidence.” (Internal quotation marks omitted.)

“[T]he test for determining the propriety of challenged jury instructions is whether they fairly present the case to the jury” (Internal quotation marks omitted.)

Incorrect: “[T]he test for determining the propriety of challenged jury instructions is whether they fairly present the case to the jury” (Citation omitted; internal quotation marks omitted.)

(d) Footnote omitted

If a footnote is omitted from the quoting document, use (Footnote omitted.) or (footnote omitted). Do not bracket superior numbers to indicate that the footnote has been added.

B
Quoting Language from Trial Transcripts

When quoting colloquies from trial transcripts, identify the speakers and use one of the following formats:

Format 1

The following exchange occurred between the plaintiff’s counsel and the plaintiff’s brother:

“Q. When did you arrive?
“A. On Monday”

This format works when an exchange is between two individuals.

Format 2 (Criminal)

“The Court: Jury selection is Monday.
“[The Prosecutor]: We request that
“[Defense Counsel]: Your Honor, may I request Tuesday?”

Format 3 (Civil)

“The Court:
“[The Plaintiff’s Counsel]:
“[The Defendant’s Counsel]:
“[The Witness]:”

Format 4

“[Smith]:
“[Jones]:”

C Italics in Quoted Material

(1) Indicate where italics are:

added to a quotation to emphasize words or phrases;
omitted from the original quoted passage;
altered; or
original to the source document.

(2) When the quotation ends a sentence, insert the appropriate note after the closing quotation mark before the citation to the source of the quote. When a quotation does not end a sentence, insert the note after a semicolon, before the citation to the source.

(3) If it is necessary to use two or more emphasis signals, replace them with the signal “Emphasis altered.”

Examples:

- (Emphasis added.)
- (Emphasis altered.)
- (Emphasis omitted.)
- (Emphasis in original.)

“[W]henever a court discovers that it has no subject matter jurisdiction, *it is bound to dismiss the case . . .*” (Emphasis added; internal quotation marks omitted.) *Concerned Citizens of Sterling v. Sterling*, supra, 204 Conn. 557.

“[W]here evidence of one incident *can* be admitted at the trial of the other, separate trials would provide the defendant no significant benefit”; (emphasis in original) *State v. Pollitt*, supra, 205 Conn. 68; and the risk”

When two or more quotation alteration notes are necessary, put the notes in alphabetical order, e.g., (Citations omitted; emphasis added; footnote omitted; internal quotation marks omitted.)

D Quoting from Statutes, Rules of Practice and Similar Sources

Follow the styles of these sources for capitalization of titles and for paragraphing or running text in with titles.

(1) “In Relevant Part”

(a) Use the note “in relevant part” where less than the full section, subsection or

subdivision of a statute or rule of practice is included in the quotation.

(b) If text is omitted from both within and immediately following the quoted portion of a section of a statute or rule of practice, use ellipses in both places

but

(c) Do **not** use an ellipsis to begin a quotation from a statute or rule. This is the only case in which the notation “in relevant part” is used, but there are no ellipses to indicate where language has been omitted.

Example:

General Statutes § 29-32 (b) provides in relevant part: “Any person aggrieved by . . . [the] revocation of a [pistol] permit . . . may, within ninety days after receipt of notice of such . . . revocation . . . appeal to the board [of firearms permit examiners]. . . .”

(2) Statutory Titles

(a) **Boldface titles** or catchlines that precede the text of each section of the General Statutes are drafted by the staff of the Legislative Commissioner's Office and are not officially adopted by the legislature. Because this language is not official, it is not necessary to use an ellipsis to indicate its omission.

Example:

Source provides:

Chapter 558

PART I

MINIMUM WAGES

Sec. 31-58. **Definitions.** As used in this part:

(a) “Commissioner” means the Labor Commissioner”

Source may be **quoted as follows:**

Section 31-58 is contained in part I of chapter 558, which is entitled “Minimum Wages,” and provides in relevant part: “. . . .”

or

Section 31-58 provides in relevant part: “As used in this part:

(a) ‘Commissioner’ means the Labor Commissioner”

(b) **Titles or catchlines that are not in boldface** were adopted by the legislature as part of the statutory language and their omission requires the use of ellipses and/or the note “in relevant part.”

See **part XVI** of this style manual for rules on citing to statutes.

(3) Titles or Headings in Rules of Practice, Code of Evidence, Probate Court Rules of Procedure, and Regulations of Connecticut State Agencies

Although titles have been adopted as part of the rules of practice, Probate Court Rules of Procedure, Code of Evidence, and the Regulations of Connecticut State Agencies, their omission **does not require** the use of ellipses and the note "in relevant part."

Examples:

Practice Book § 1-12 provides: "Court Opening
"The sessions of the superior court will be opened at 10:00 a.m., unless otherwise ordered."

or

Practice Book § 1-12 provides: "The sessions of the superior court will be opened at 10:00 a.m., unless otherwise ordered."

Section 2-1 (a) of the Connecticut Code of Evidence provides: "Judicial Notice of Adjudicative Facts
"Scope of section. This section governs only judicial notice of adjudicative facts."

or

Section 2-1 (a) of the Connecticut Code of Evidence provides: "Scope of section. This section governs only judicial notice of adjudicative facts."

See **part XX** of this style manual for rules on citing the rules of practice, **part XXI** for citing the Connecticut Code of Evidence, **part XXII** for citing the Probate Court Rules of Procedure, and **part XXIII** for citing the Regulations of Connecticut State Agencies.

X
NUMBERS

A
In General

(1) Spell out:

- (a) numbers less than 100;
- (b) any number that begins a sentence;
- (c) fractions.

(2) Use figures for:

- (a) numbers of 100 or greater;
- (b) a series of numbers in which a number 100 or greater and others that are lower appear in one sentence, or where many numbers lower than 100 appear in a short space;
- (c) dates;
- (d) decimals;
- (e) hours of the day;
- (f) percentages.

Examples:

The police recovered 1000 bags of

More than 10,000 people attended

The plaintiff owned twenty-two dogs.

The defendant employed 100 attorneys, 5 paralegals, 3 secretaries and 2 librarians.

B
Ages

a four year old child

four and one-half years old

seven years old

C
Dates

A comma generally follows the year, *except* where the date is used as an adjective.

Do not use an apostrophe when adding s to a year to refer to a time period in general: the 1960s; the mid-1980s.

Do not use “th” “st” or “d” after the number of the day of the month.

Examples:

On March 29, 1941, the plaintiff fell.

The contract was signed on April 15, 2007.

The court held a hearing on March 3, 2008, to address the defendant's concerns.

The July 17, 1990 appearance (date used as adjective)

The March, 1990 letter (date used as adjective)

The 1989–90 fiscal year

Fiscal year 2004–2005

Between fiscal year 2002 and fiscal year 2007

pre-1959

post-1941

July 6, 7 and 8, 2009

July 10, August 14 and September 22, 2009

June 14, 2008 through January 1, 2009

twentieth century

**D
Time**

11:37 p.m.

2 a.m. (not 2:00 a.m.)

3 o'clock in the morning

Between 8:30 and 9:30 p.m.

**E
Money**

Indicate sums of money in figures, but spell out amounts in cents. Do not include .00 following a round dollar amount. Do not follow the sum with “in cash.”

fifty cents

\$2.89

\$1000 (not \$1,000 or \$1,000.00)

\$7500 (not \$7,500 or \$7500.00)

\$10,000

\$100,000

one million dollars or \$1 million

twenty billion dollars or \$20 billion

F **Fractions and Decimals**

Spell out simple fractions. Use a hyphen when a fraction is used as an adjective, but omit a hyphen when a fraction is used as a noun.

Use decimals where possible for fractions involving larger numbers. A zero should precede the decimal point, except when used to state the caliber of a firearm or bullet.

one-half hour
one and one-half tons (fraction used as adjective)
a one-half interest (fraction used as adjective)
one half of the proceeds (fraction used as noun)
one and one-half feet
0.74

G **Firearms**

nine millimeter
.38 caliber bullet
12 gauge

H **Percentages**

Percentages are written in figures, but the word percent is always spelled out.

15 percent
3.5 percent

I
Measurement and Distance

90 degrees
100 feet by 100 feet
eighty-five feet wide by sixteen feet tall
five inches
ten acre parcel
2.4 acre lot
six feet, three inches
four pounds, three ounces

J
Documents

part 2
paragraph 3
paragraph 3 (k)
count one of the complaint
exhibit number three *or* exhibit three *or* exhibit 3
findings numbers sixteen through twenty
finding number eleven

K
Miscellaneous

lots 1 and 2 *or* lots nos. 1 and 2
R-3 residential zone
chapter 58 of the General Statutes
401 (K)

STYLE CONVENTIONS—CITATIONS

XI INTRODUCTORY SIGNALS

(1) In general, follow the examples provided in The Bluebook.

(2) With the exception of “see, e.g.,” do not use commas after the following signals, which are not italicized in Connecticut opinions:

accord

but see

cf.

Example:

“An instructional error relating to general principles of witness credibility is not constitutional in nature.” *State v. Patterson*, supra, 276 Conn. 471; cf. *State v. Coltherst*, supra, 263 Conn. 505 (claim that court's specific credibility instruction regarding letter written by defendant was improper is constitutional in nature).

compare

Example:

Compare *State v. Montgomery*, supra, 715, with *State v. Kirby*, supra, 401.

or

Compare *Jones v. State*, supra, 839, *Bejarano v. State*, supra, 1076, *Clem v. State*, supra, 626–28, and *Smith v. State*, supra, 101.

not

Compare *State v. Smith* to *State v. Jones*.

contra

see

see also

see, e.g.,

see generally

XII ORDER OF AUTHORITIES WITHIN EACH SIGNAL

(1) Separate authorities by semicolons and list citations in the following order within each signal:

- (a) constitutions
- (b) statutes
- (c) rules of court
- (d) cases
- (e) secondary materials such as treatises, signed law review articles and unsigned law review materials, in alphabetical order by author's last name
- (f) annotations
- (g) legal encyclopedias and dictionaries.

(2) List federal materials first, followed by Connecticut materials, and then materials from other states in alphabetical order by state. Exception: When a federal case is cited as to a point of state law, list the state cite first, then the federal cite.

(3) Within a jurisdiction, cite higher courts cases before lower court cases, using reverse chronological order within a particular level. Treat all federal Circuit Courts as one jurisdiction and cite F., F.2d or F.3d cases in reverse chronological order. Follow the same approach for federal District Court cases in F. Supp. or F. Supp. 2d.

(4) Whenever a new signal appears, the order of citations starts again.

(5) Exception. When it is necessary to disregard the rule on citation order for purposes of emphasis, such as to demonstrate the development of a particular area of the law, the reason for departure from the usual order of citations should be evident from the context.

Examples:

Neil v. Biggers, 409 U.S. 188, 200–201, 93 S. Ct. 375, 34 L. Ed. 2d 401 (1972); *United States v. Di Re*, 332 U.S. 581, 584, 68 S. Ct. 222, 92 L. Ed. 210 (1948); *United States v. Taylor*, 596 F.3d 373, 376 (7th Cir. 2010); *United States v. Ferrone*, 438 F.2d 381, 390 n.19 (3d Cir.), cert. denied, 402 U.S. 1008, 91 S. Ct. 2188, 29 L. Ed. 2d 430 (1971); *United States v. Alix*, 630 F. Supp. 2d 145, 157–58 (D. Mass. 2009); *State v. Gardner*, 297 Conn. 58, 65 and n.5, 1 A.3d 1 (2010); *State v. Cesero*, 146 Conn. 375, 379, 151 A.2d 338 (1959); *Russo v. Christian*, 23 Conn. Supp. 442, 445, 184 A.2d 186 (1962); *Lovejoy v. Franklin*, 426 So. 2d 841, 842 (Ala. Civ. App. 1983); *Wolf v. Malevani*, 343 So. 2d 949, 950 (Fla. App. 1977); *Montgomery Ward & Co. v. Wetzel*, 98 Ill. App. 3d 243, 245, 423 N.E.2d 1170 (1981); *Chetopa State Bancshares, Inc. v. Fox*, 6 Kan. App. 2d 326, 334, 628 P.2d 249 (1981); *White v. Morris*, 345 So. 2d 461, 467 (La. 1977); *Pettis v. State*, 209 Miss. 726, 730–31, 48 So. 2d 355 (1950); *North Hempstead v. North Hills*, 38 N.Y.2d 334, 337, 342 N.E.2d 566, 379 N.Y.S.2d 792 (1975); *People v. Litman*, 59 App. Div. 2d 748, 750, 398 N.Y.S.2d 555 (1977); *Scherf v. Myers*, 258 N.W.2d 831, 836 (S.D. 1977); *Baker v. Pennoak Properties, Ltd.*, 874 S.W.2d 274 (Tex. App. 1994); *Hammond v. Travelers Indemnity Co.*, 553 S.W.2d 205, 206 (Tex. Civ. App. 1977); *Seattle School District No. 1 v. State*, 90 Wn. 2d 476, 517–18, 585 P.2d 71 (1978); 2 Restatement (Second), Contracts § 178 (1981); F. James & G. Hazard, Civil Procedure (3d Ed. 1975) § 11.3; W. LaFare, Search and Seizure (2d Ed. 1987) § 1.11; C. McCormick, Evidence (3d Ed. 1984) § 312; 5 J. Wigmore, Evidence (Chadbourn Rev. 1974) § 1522; annot., 18 A.L.R. 417 (1922); 79 Am. Jur. 2d 542, Wills § 379 (1975).

XIII
PUNCTUATION OF SENTENCES
THAT CONTAIN CITATIONS

(1) Semicolon

When a case is cited as authority within a sentence, but is not discussed in the sentence, use semicolons to set off the citation. Use semicolons between citations in a string.

Examples:

Likewise, the sixth amendment guarantees criminal defendants an “impartial jury”; *Holland v. Illinois*, 493 U.S. 474, 478, 110 S. Ct. 803, 107 L. Ed. 2d 905 (1990); that is, a jury drawn from a representative venire.

The defendant claims that the trial court improperly consolidated the cases for trial; see, e.g., *State v. Ellis*, 270 Conn. 337, 375, 852 A.2d 676 (2004); *State v. Boscarino*, supra, 204 Conn. 721–22; because the evidence . . .

Although we have considered the meaning of “discussion” in the context of a juror misconduct case; *Sawicki v. New Britain General Hospital*, supra, 302 Conn. 514; that definition

(2) Comma

When a case is cited and discussed in a sentence, the case is followed by a comma.

Examples:

On the basis of our decision in *State v. Brown*, 19 Conn. App. 640, 563 A.2d 1379, cert. denied, 212 Conn. 821, 565 A.2d 540 (1989), we conclude that the claims of the defendant are without merit.

In *State v. Ellis*, supra, 270 Conn. 375, and *State v. Boscarino*, supra, 204 Conn. 721–22, we discussed the factors

XIV CASES

A Basic Citation Form

A case citation includes:

- (1) the case name
- (2) the volume and page from the official report
- (3) the court and jurisdiction
- (3) a pinpoint cite to the official report, if needed
- (4) the volume and page from the regional or unofficial report
- (5) the year of decision in parentheses
- (6) parenthetical information (if any)
- (7) subsequent case history (if any)

Examples:

State v. Randolph, 284 Conn. 328, 931 A.2d 939 (2007).

State v. McKenzie-Adams, 281 Conn. 486, 521, 915 A.2d 822 (presumption in favor of joinder), cert. denied, 552 U.S. 888, 128 S. Ct. 248, 169 L. Ed. 2d 148 (2007).

(1) Case Names

(a) Case Names in Citations

When citing a Connecticut case, use the *running head*, which is the name that appears at the top of each page of an opinion published in the Connecticut Reports. The running head often **differs from the full case caption, or title**, which appears at the beginning of an opinion. The rules pertaining to case captioning are discussed in **part I** of this manual. When citing cases from other jurisdictions, observe the rules and conventions for running heads and abbreviations in Connecticut cases.

Abbreviate in the running head:

Assn. for Association
& for and
Bros. for Brothers
Co. for Company
Corp. for Corporation
Dept. for Department
Inc. for Incorporated
Ins. for Insurance
Ltd. for Limited
Mfg. for Manufacturing

Note: Although Corporation and Department were **previously spelled out** in running heads in Connecticut cases, they are **now abbreviated, even** when citing cases in which they were spelled out, **unless** the citations are part of the quoted material.

The following are not abbreviated in the running head:

Associates
Board
Commission
Saint (unless St. is used in the official name of the organization)

Further abbreviation in the running head may be necessary because of the length of the parties' names. In those cases, the abbreviated words are spelled out when the case is later cited.

Examples:

F.O.I.C. appears in running head, but spell out Freedom of Information Commission when citing the case.

C.H.R.O. appears in running head, but spell out Commission on Human Rights & Opportunities when citing the case.

The following are omitted from the running head:

Et al.
Jr.
Sr.
III
"The" before party names
References to "town," "city," "county," "state," "borough" or similar
Inc. if it follows Co.
A division of an entity

Example:

Brown v. United Technologies Corp.

not

Brown v. United Technologies Corporation, Pratt and Whitney Aircraft Division.

The following are retained in the running head:

Inc. if it follows Assn.
L.P.
LLC
ex rel.
N.A.
FSB

Miscellaneous rules pertaining to running heads:

Do not capitalize “re” as in “*In re Agnus M.*”

Use the following format for union cases:

State v. Connecticut State Employees Assn., SEIU Local 2001
Bloomfield v. United Electrical, Radio & Machine Workers of America,
Connecticut Independent Police Union, Local 14
International Assn. of Firefighters, Local 1339 v. Waterbury
AFSCME, Council 4, Local 1303-194 v. Westport

(b) Case Names in Sentences

After a case has been cited in full in the text of an opinion, the case may be referred to by one of the parties' names, generally the plaintiff's name in a civil case and the defendant's name in a criminal case, without further citation.

Examples:

Fort Trumbull Conservancy, LLC v. Alves
In *Fort Trumbull Conservancy, LLC*, the court held . . .

State v. Jones
In *Jones*, the court held . . .

After a case has been cited in full and identified by a parenthetical following the full citation, a **nickname** may replace the case name when:

(i) the case title contains **two long names**

Example:

First reference: *Connecticut Coalition Against Millstone v. Connecticut Siting Council*, 286 Conn. 57, 942 A.2d 345 (2008) (*Millstone*).

Subsequent reference in text: In *Millstone*, the court determined that . . .

Subsequent citation: *Millstone*, supra, 286 Conn. 57; **or**, *Millstone*, supra, 57.

(ii) the case is **part of a series** containing the same names.

Examples:

The opinion in *State v. Ross*, 269 Conn. 213, 221 n.3, 849 A.2d 648 (2004), refers to *State v. Ross*, 225 Conn. 559, 624 A.2d 886 (1993) as *Ross I*, to *State v. Ross*, 230 Conn. 183, 646 A.2d 1318 (1994) as *Ross II*, and to *State v. Ross*, 251 Conn. 579, 742 A.2d 312 (1999), as *Ross III*.

In *Ross II*, supra, 280, this court stated . . .

As set forth in *Ross I* . . .

(iii) the case is **well known** (see the following list). Provide the full citation in a footnote or in the text, then use the case nickname in subsequent references to the case in the footnotes or in the text.

Alford plea or doctrine

North Carolina v. Alford, 400 U.S. 25, 37, 91 S. Ct. 160, 27 L. Ed. 2d 162 (1970)

Batson challenge

Batson v. Kentucky, 476 U.S. 79, 96–98, 106 S. Ct. 1712, 90 L. Ed. 2d 69 (1986)

Blockburger test

Blockburger v. United States, 284 U.S. 299, 304, 52 S. Ct. 180, 76 L. Ed. 306 (1932)

Brady rule, material or violation

Brady v. Maryland, 373 U.S. 83, 87, 83 S. Ct. 1194, 10 L. Ed. 2d 215 (1963)

Doyle violation or rule on silence

Doyle v. Ohio, 426 U.S. 610, 619, 96 S. Ct. 2240, 49 L. Ed. 2d 91 (1976)

Franks hearing or rule on challenging arrest warrant affidavit

Franks v. Delaware, 438 U.S. 154, 155–56, 98 S. Ct. 2674, 57 L. Ed. 2d 667 (1978)

Geisler factors or analysis

State v. Geisler, 222 Conn. 672, 684–86, 610 A.2d 1225 (1992)

Golding review

State v. Golding, 213 Conn. 233, 239–40, 567 A.2d 823 (1989)

Miranda rights or warnings

Miranda v. Arizona, 384 U.S. 436, 478–79, 86 S. Ct. 1602, 16 L. Ed. 2d 694 (1966)

Pinkerton liability or doctrine

Pinkerton v. United States, 328 U.S. 640, 647–48, 66 S. Ct. 1180, 90 L. Ed. 1489 (1946)

Porter hearing

State v. Porter, 241 Conn. 57, 80–90, 698 A.2d 739 (1997), cert. denied, 523 U.S. 1058, 118 S. Ct. 1384, 140 L. Ed. 2d 645 (1998)

Secondino rule or instruction

Secondino v. New Haven Gas Co., 147 Conn. 672, 675, 165 A.2d 598 (1960), overruled in part by *State v. Malave*, 250 Conn. 722, 738–39, 737 A.2d 442 (1999) (en banc), cert. denied, 528 U.S. 1170, 120 S. Ct. 1195, 145 L. Ed. 2d 1099 (2000)

Strickland test

Strickland v. Washington, 466 U.S. 668, 687, 104 S. Ct. 2052, 80 L. Ed. 2d 674 (1984)

Strickland-Hill test

Strickland v. Washington, 466 U.S. 668, 687, 104 S. Ct. 2052, 80 L. Ed. 2d 674 (1984), and *Hill v. Lockhart*, 474 U.S. 52, 59, 106 S. Ct. 366, 88 L. Ed. 2d 203 (1985)

Terry stop

Terry v. Ohio, 392 U.S. 1, 21–22, 88 S. Ct. 1868, 20 L. Ed. 2d 889 (1968)

(2) Volume and Page from Official Report/Parallel Citations

Always cite to the official report, followed by a parallel citation to the regional or unofficial report.

Abbreviate report names as follows:

Do not include a space between *adjacent single letter abbreviations*:

U.S.; E.D.N.Y.

Use a space before or after *abbreviations that consist of more than one letter*:

So. 2d; Cal. App. 3d; S. Ct.; L. Ed. 2d; F. Supp. 2d; 2d Cir.

Treat *abbreviations that consist of a number and a single letter*, such as 2d or 3d, as adjacent single letter abbreviations:

A.2d; N.Y.S.2d; S.W.2d; F.3d; A.L.R.5th

Abbreviate the word *Supplement* as F. Supp. or Conn. Supp. This is a change from the convention that has been observed in the Connecticut Reports from 1934.

(3) Court and Jurisdiction

(a) Connecticut Cases

Cite Connecticut cases to:

Conn.;

Conn. App.;

Conn. Supp.

with a parallel citation to

A.

A.2d or

A.3d

Early Connecticut opinions:

Rockwell v. Sheldon, 2 Day (Conn.) 305 (1806)

Wilson v. Hinkley, 1 Kirby (Conn.) 199, 201 (1787)

Wilson v. Hinkley, supra, 1 Kirby (Conn.) 202

Janes v. Finny, 1 Root (Conn.) 549 (1793)

Unpublished or unofficially reported Connecticut cases:

Provide:

(1) the name of the case;

(2) the name of the court;

(3) the district of the court;

(4) the full docket number;

(5) the month, day and year of decision, in parenthesis.

If the decision is reported in an unofficial publication, such as the Connecticut Law Reporter or the Connecticut Superior Court Reports (C.S.C.R.), that publication may be cited in separate parentheses following those containing the date.

Examples:

Foster Road Associates v. NJM Realty Ltd. Partnership, Superior Court, judicial district of Hartford, Docket No. CV-94-533485-S (September 13, 1996) (17 Conn. L. Rptr. 616).

Foster Road Associates v. NJM Realty Ltd. Partnership, supra, 17 Conn. L. Rptr. 617.

State v. Maximus, Inc., Superior Court, judicial district of Hartford, Docket No. CV-07-5015239-S (June 4, 2008).

State v. Maximus, Inc., supra, Superior Court, Docket No. CV-07-5015239-S.
or
State v. Maximus, Inc., supra (subsequent cite within same paragraph).

SCP Corp. v. BankBoston, Superior Court, judicial district of Waterbury, Complex Litigation Docket, Docket No. X01-CV-98-0116198-S (March 18, 1999).

Supreme Court records and briefs:

State v. Paradise, Conn. Supreme Court Records & Briefs, December Term, 1982, Pt. 2, State's Brief pp. 5–8.

(b) Federal Cases

United States Supreme Court:

Cite to U.S., S. Ct. and L. Ed. 2d, in that order.

If those citations are not available, cite to United States Law Week, as follows:
Henderson v. United States, ___ U.S. ___ (80 U.S.L.W. 3699, June 25, 2012).

Federal Circuit Court:

Cite to F., F.2d or F.3d, with the circuit and year indicated in parentheses.

United States v. Evans, 446 F.2d 998 (8th Cir. 1971)

Federal District Court:

Cite to F. Supp. with the district and year indicated in parentheses.

In re American Historical Assn., 62 F. Supp. 2d 1100, 1103 (S.D.N.Y. 1999)

Unreported Federal Cases:

Provide:

- (1) the name of the case;
- (2) the name of the court;
- (3) the full docket number;
- (4) the district or circuit and the month, day and year of decision, in parentheses.

The docket number includes the initials of the judge to whom the case has been assigned. See rule 10 of the Local Rules of Civil Procedure for the United States District Court for the District of Connecticut.

Examples:

Lee v. BSB Greenwich Mortgage Ltd. Partnership, United States District Court, Docket No. 5:92CV71 (AHN) (D. Conn. March 31, 1999)

Lee v. BSB Greenwich Mortgage Ltd. Partnership, *supra*, United States District Court, Docket No. 5:92CV71 (AHN).

(c) California and New York Cases

Cite **California cases** to:
the official report;
the Pacific Reporter; and
the California Reporter, if reported in all three.

People v. Windham, 19 Cal. 3d 121, 560 P.2d 1187, 137 Cal. Rptr. 8 (1977).

In re Marriage of Hewitson, 142 Cal. App. 3d 874, 191 Cal. Rptr. 392 (1983).

Note: Because California allows the *withdrawal of an opinion* or *depublication* after its initial release, verify that the opinion exists in the official bound volume as the withdrawal may have occurred after the printing of the unofficial bound volume.

Cite **New York cases** to:
the official report;
the Northeast Reporter; and
the New York Supplement, if reported in all three.

People v. Dawson, 50 N.Y.2d 311, 406 N.E.2d 771, 428 N.Y.S.2d 914 (1980).

People v. Lipman, 59 App. Div. 2d 748, 398 N.Y.S.2d 555 (1977).

(d) Other States

It is not necessary to use “Ct.” or “Dist.” when citing cases from other states.

Lovejoy v. Franklin, 426 So. 2d 841 (Ala. Civ. App. 1983)
not

Lovejoy v. Franklin, 426 So. 2d 841 (Ala. Ct. Civ. App. 1983).

Donald J. v. Evna M., 81 Cal. App. 3d 929, 147 Cal. Rptr. 15 (1978)
not

Donald J. v. Evna M., 81 Cal. App. 3d 929, 147 Cal. Rptr. 15 (5th Dist.) 1978.

Abbreviate Washington as “Wn.”; Hawaii as “Haw.”

State v. Eppens, 30 Wn. App. 119, 125, 633 P.2d 92 (1981).

(4) Pinpoint Citations

(a) Provide pinpoint or supporting citations to the official report whenever possible. Do not use “p.,” “pp.” or “at” before the pinpoint cite.

Connecticut Light & Power Co. v. Lighthouse Landings, Inc., 279 Conn. 90, 109–110, 900 A.2d 1242 (2006).

Id., 104–105.

(b) If a pinpoint page has been given for one citation in a string, provide supporting pages for all citations in the string.

(c) If the official report has not yet been printed, use the supporting page from the unofficial report; if two unofficial reports are used, give the supporting page from the first unofficial report listed, that is, S. Ct., N.E.2d or P.2d.

(d) If citing to Westlaw or LEXIS, refer to the appropriate * page or pages. See **part XXVI** of this style manual on Electronic Sources.

(e) When the pinpoint citation is to a footnote, use the following form:

State v. Mooney, 218 Conn. 85, 87 n.2, 588 A.2d 145 (1991).

When referring only to specific pages of a **footnote that spans more than one page**, cite only the specific pages, rather than the page on which the footnote begins.

Barton v. Bristol, *supra*, 291 Conn. 97 n.7 (footnote 7 spans pages 96 and 97, but relevant language in footnote 7 is only on page 97).

When there are **multiple footnotes in a citation**, use the word “and” not the symbol “&.”

State v. Mooney, 218 Conn. 85, 87 nn.2 and 3, 588 A.2d 145 (1991) (refers to language in footnotes 2 and 3 on page 87).

Additional Examples:

State v. Mooney, 218 Conn. 85, 87 and n.2, 588 A.2d 145 (1991) (refers to language in text on page 87 and in footnote 2).

Asylum Hill Problem Solving Revitalization Assn. v. King, 277 Conn. 238, 242–43 n.5, 890 A.2d 522 (2006) (refers to relevant language in footnote 5 on pages 242 and 243).

(5) Date or Year

Enclose the year of decision in parentheses, following the citation. If the opinion cited and its subsequent history (such as cert. denied) both have the same year of decision, provide the date only once, following the subsequent history. Include in the parentheses the state of decision or the particular federal District Court or Circuit Court of Appeals.

Examples:

State v. Gonzalez, 467 So. 2d 723, 725–26 (Fla. App.), review denied, 476 So. 2d 675 (Fla. 1985).

In re American Historical Assn., 62 F. Supp. 2d 1100, 1103 (S.D.N.Y. 1999)

Oliveira v. Mayer, 23 F.3d 642, 645–46 (2d Cir. 1994).

(6) Parenthetical Information concerning the Case Cited

Descriptive information concerning a cited case may be given in parentheses following the citation to *identify the author* or to *explain* the factual context in which a particular rule of law was applied.

(a) Use of Parenthetical To Identify Author/Type of Opinion

(i) When a pinpoint page is in a **concurring or dissenting opinion**, identify the author and type of opinion in a parenthetical following the citation.

The defendant relies on *Moore v. Ganim*, 233 Conn. 557, 644–46, 660 A.2d 742 (1995) (*Berdon, J.*, dissenting).

(ii) If the author is identified in the text, it is not necessary to repeat the information in a parenthetical.

As Justice Berdon emphasized in his dissent in *Moore v. Ganim*, 233 Conn. 557, 644–46, 660 A.2d 742 (1995)

(iii) Avoid multiple parentheticals by using the text to clarify which opinion—majority, concurrence or dissent—is being discussed.

The defendant relies on the dissent in *Moore v. Ganim*, 233 Conn. 557, 644–46, 660 A.2d 742 (1995) (*Berdon, J.*, dissenting). In his dissent, Justice Berdon emphasized *Id.*, 645.

(b) Use of Parenthetical To Discuss or To Explain

Information in a parenthetical:

(i) is not stated as a complete sentence and articles are omitted;

(ii) does not contain initial capitalization and ending punctuation, *unless more than one sentence is quoted*.

Example:

State v. Oquendo, 223 Conn. 635, 650–51, 613 A.2d 1300 (1992) (relying on Swift in ascertaining common-law definition of arrest).

Compare:

One sentence parenthetical:

Sansone v. Bechtel, 180 Conn. 96, 98, 429 A.2d 820 (1980) (teacher's position as “surrogate parent to his pupils . . . imposes upon him a duty to maintain discipline in his classroom . . . [and] [i]n discharging this duty the teacher is authorized to use reasonable means to compel a disobedient pupil to comply with his orders . . . including the use of corporal punishment” [citations omitted]).

Multisentence parenthetical:

Sansone v. Bechtel, 180 Conn. 96, 98, 429 A.2d 820 (1980) (“A teacher is a surrogate parent to his pupils. . . . This relationship imposes upon him a duty to maintain discipline in his classroom. . . . In discharging this duty the teacher is authorized to use reasonable means to compel a disobedient pupil to comply with his orders . . . including the use of corporal punishment.” [Citations omitted.]).

Note: If parenthetical information is given for one citation in a string citation, it should be given for all citations in a string citation. It is acceptable to use (same) if the parenthetical is identical to the previous parenthetical.

Examples:

United States v. Rubio-Rivera, 917 F.2d 1271, 1275 (10th Cir. 1990) (defendant not required to show documentary proof of ownership or lawful custody of vehicle); *United States v. Arango*, 912 F.2d 441, 446 n.2 (10th Cir. 1990) (same).

An identifying parenthetical *precedes* a descriptive parenthetical, and all parenthetical information *precedes* the subsequent history of a case.

Examples:

State v. Fernando A., *supra*, 293 Conn. 48 (*Schaller, J.*, concurring and dissenting) (comparing *Matthews* balancing test to *Patterson* historical basis test).

State v. Leavitt, 8 Conn. App. 517, 521–22, 513 A.2d 744 (language of § 53a-18 demonstrates public recognition of parental right to punish children for own welfare), cert. denied, 201 Conn. 810, 516 A.2d 886 (1986).

(7) Subsequent History

Provide the subsequent history of an opinion in its initial citation only. Omit the history on remand unless such information is relevant. When an opinion is *first cited in a footnote* and later in the text, give the subsequent history in *both* the first footnote citation and the first text citation.

Examples of terms commonly used to explain the history of a cited decision:

aff'd,
appeal dismissed,
cert. denied,
cert. dismissed,
cert. granted,
modified,
overruled by *State v. Miranda* . . .
overruled on other grounds by
rev'd,
rev'd on other grounds,

review denied,
vacated,

sub nom. **N.B.** Use this term only when the case name changes on appeal. A change from *State v. Smith* to *Smith v. Connecticut* is not considered a change that requires sub nom.

Example:

United States v. Miller, 952 F.2d 866, 874 (5th Cir.), cert. denied sub nom. *Huls v. United States*, 505 U.S. 1220, 112 S. Ct. 3029, 120 L. Ed. 2d 900 (1992).

B

Short Citation Form for Cases

After a case has been cited in full in the text, use the short forms “id.” and “supra” in the text and in footnotes.

If a case has been cited in full in a footnote, but not in the text, the short form may be used in subsequent citations within the same footnote. The **initial citation of an opinion in the text must be the full citation**, however, regardless of whether the full citation was given previously in a footnote.

Exception: Well known cases may be referred to by a nickname and the short form once the case has been cited in full in a footnote. See **Part XIV (A) (1) (b)** of this style manual.

(1) Supra

The supra form includes the case name followed by “supra,” the volume and the pinpoint page, as follows: *State v. Roseboro*, supra, 221 Conn. 434.

When a subsequent citation to the same opinion appears within the same paragraph, omit the volume reference as follows: *State v. Roseboro*, supra, 434.

Note: Do not include “at” or “p.” before the page number. For the benefit of the reader, provide the pinpoint page even if it is the same as that given the last time the case was cited.

(2) Id.

Use id. to refer to an immediately preceding citation. Include a page number only when the id. citation refers to a different page.

Do not use id.:

(a) to refer to a **string citation** even if the intended reference is to the last item in the string;

(b) to refer to statutes, public acts, constitutional provisions, rules of practice, rules of evidence, Rules of Professional Conduct or the Code of Judicial Conduct;

(c) when **quoted material** or **citations that are set off by semicolons** intervene between the initial citation and the subsequent citation. In such cases, use the short citation form. Quoted material refers to language quoted from any other source, including briefs or trial court memoranda.

Examples:

Use id.:

The defendant relies on this court's decision in *State v. McClary*, supra, 207 Conn. 239–40. In *McClary*, the defendant was convicted under General Statutes § 53-21 after his six month old daughter incurred injuries consistent with having been violently shaken. *Id.*, 234–36.

Do not use id.:

The defendant relies on this court's decision in *State v. McClary*, supra, 207 Conn. 239–40. In that case, the defendant was convicted of risk of injury to a child; see General Statutes § 53-21; after his six month old daughter incurred injuries consistent with having been violently shaken. *State v. McClary*, supra, 234–36 (citation to General Statutes is set off by semicolons).

The defendant relies on this court's decision in *State v. McClary*, supra, 207 Conn. 239–40, and argues in his brief that the case “stands for the proposition that” In *McClary*, the defendant was convicted under § 53-21 after his six month old daughter incurred injuries consistent with having been violently shaken. *State v. McClary*, supra, 234–36 (quotation from defendant's brief intervenes between references to *McClary*).

“[A] litigant has no right to appeal a judgment in his or her favor merely for the purpose of having the judgment based on a different legal ground than that relied upon by the trial court” (Internal quotation marks omitted.) *State v. T.D.*, supra, 286 Conn. 359, quoting 5 Am. Jur. 2d 39, Appellate Review § 243 (2007). “[A] a party who has fully prevailed in the [trial] court . . . is not entitled to appeal from the judgment solely for the purpose of attacking as erroneous the reasons of the court or its conclusions of law.” (Internal quotation marks omitted.) *State v. T.D.*, supra, 359.

XV
CONSTITUTIONS

A
Connecticut Constitution

In citations:

Articles:

Conn. Const., art. I, § 9

Conn. Const., art. IV, § 2, cl. 2

Amendments:

Conn. Const., amend. IV

In sentences:

Articles:

The constitution of Connecticut, article first, § 9, provides

Article first, § 9, of the Connecticut constitution provides

Amendments:

Article sixth, § 8, of the constitution of Connecticut, as amended by article twenty-seven of the amendments, provides

Article fifth, § 6, of the constitution of Connecticut, as amended by article eight, § 2, provides

Note: Place commas before *and* after the section number; do not capitalize the word “constitution.”

There is no short form for referring to the Connecticut constitution—do **not** use *id.* or *supra*.

B
United States Constitution

In citations:

Articles:

U.S. Const., art. VI, § 2, cl. 2.

Amendments:

U.S. Const., amend. XIV, § 2.

In sentences:

Articles:

The constitution of the United States, article three, § 3, provides

Amendments:

The fifth amendment to the United States constitution provides

N.B. Except when quoting from other sources, do not capitalize the word "constitution" and references to specific articles and amendments; e.g., due process clause, equal protection clause, supremacy clause.

There is no short form for referring to the United States constitution—do not use *id.* or *supra*.

XVI
STATUTES

A
Connecticut Statutes

(1) Long form: “General Statutes § 43-32,” **not** “Connecticut General Statutes § 43-32.”

The long form is required:

(a) for initial references to a statutory section;

(b) in formal citations (that is, a citation that is set off by semicolons within a sentence, or a citation that appears after the completion of a sentence).

Examples:

“When a statute does not define a term, we may look to the dictionary to determine the commonly approved meaning of the term”; General Statutes § 1-1 (a); and in the present case

“When a statute does not define a term, we may look to the dictionary to determine the commonly approved meaning of the term.” General Statutes § 1-1 (a).

General Statutes §§ 54-82g and 54-82h
General Statutes §§ 1-1 through 1-9
General Statutes §§ 1-1, 1-2, 1-3 and 1-4
General Statutes § 31-275 et seq.
General Statutes c. 803.

(c) in string citations;

(d) in footnote references when the primary purpose of the footnote is to quote the text of the relevant statutory language.

Example:

Text: The defendant relies on General Statutes § 1-1.⁴
Footnote: ⁴General Statutes § 1-1 provides: “. . . .”

(e) when quoting or discussing a revision of a statute, or referring to multiple revisions of the same statute.

Example:

The defendant was convicted of one count of risk of injury to a child in violation of General Statutes (Rev. to 2005) § 53-21. On appeal, the defendant claims that General Statutes (Rev. to 2005) § 53-21, which provides in relevant part

(2) Short form: “§ 43-32,” or “Section 43-32,” for references at the beginning of a sentence, **not** id. or supra.

The short form of citation is used:

(a) after the statute in question has been cited in full;

Example:

The defendant was convicted of one count of risk of injury to a child in violation of General Statutes § 53-21 (a) (1). The state argues that § 53-21 (a) (1) proscribes

(b) even if the sentence quotes language from the statute.

Example:

The defendant relies on General Statutes § 1-1. Section 1-1 provides in relevant part that “”

Compare with

Text: The defendant relies on General Statutes § 1-1.⁵

Footnote: ⁵General Statutes § 1-1 provides: “”

The long form is necessary here because the subsequent reference is in a footnote for the primary purpose of presenting the statutory language.

and

The defendant appeals from the judgment of conviction of risk of injury to a child in violation of General Statutes (Rev. to 2005) § 53-21. On appeal, the defendant claims that under General Statutes (Rev. to 2005) § 53-21, which provides in relevant part that “” The long form is necessary when quoting from a statutory revision to ensure that reader knows the source of the quotation.

(c) to refer to *different* subsections or subdivisions of the same statute.

Example:

First reference: General Statutes § 19a-490 (a).
Subsequent reference: § 19a-490 (b).

Additional examples:

The defendant filed a notice of claim pursuant to General Statutes § 4-147. He argues that under § 4-147 (4)

Neither § 1-1 nor § 1-2 specifies

Commission to Revise the Criminal Statutes, Penal Code Comments, Conn. Gen. Stat. Ann. § 53a-4 (West 2001), commission comment.

Commission to Revise the Criminal Statutes, Penal Code Comments, *supra*, § 53a-4, commission comment.

(3) Statutory Revisions—Basic Citation Form

(a) Revisions of the General Statutes

General Statutes (Rev. to 1981) § 43-32.
General Statutes § 1-1 and General Statutes (Rev. to 2005) § 1-2
General Statutes (Rev. to 1999) § 54-125e (c), as amended by Public Acts, Spec. Sess., June, 1999, No. 99-2, § 52, provides

(b) Revisions prior to and including 1958

(1949 Rev.)
(1958 Rev.)

(c) Supplements

(Cum. Supp. 1961)
General Statutes (Supp. 2008) § 17b-265

(4) The Appropriate Statutory Revision

The appropriate statutory revision is one of *only* two options:

(1) the **current statutory language**. This is the preferred option because the current statutory language is easily accessible to the reader and is most convenient. The current language is applicable, however, *only if it is identical or substantially similar* to the language that was in effect at the time of the incident in question (e.g., date of crime; date that petition for termination of parental rights was filed)

or

(2) the **language that was in effect at the time of the incident in question**. This language is *always* applicable, but is only used when the current statutory language does not apply.

If the current language and the language that was in effect at the time of the incident are **identical**, use the current language. It is not necessary to explain why that language applies.

If the current language is **substantially similar** to the language that was in effect at the time of the incident, the author may choose the current statutory language or the language that was in effect at the time of the incident, but the opinion should explain that choice, preferably in a corresponding footnote.

Examples:

Footnote: General Statutes § 17a-112 (j) was amended by No. 06-102, § 7, of the 2006 Public Acts, which made technical changes to the statute that are not relevant to this appeal. For purposes of clarity, we refer to the current revision of the statute.

Footnote: Although § 53a-122 (a) was the subject of technical amendments in 2000; see Public Acts 2000, No. 00-103, § 1; those amendments have no bearing on the merits of this appeal. In the interest of simplicity, we refer to the current revision of the statute.

When an opinion discusses a statutory revision multiple times, use the following footnote to avoid repeating the full citation form:

Text: General Statutes (Rev. to 2005) § 52-192a² provides in relevant part: "
. . . ."

Footnote: ²Hereinafter, unless otherwise indicated, all references to § 52-192a in this opinion are to the 2005 revision of the statute.

In subsequent discussions: This court interpreted § 52-192a

Note: Even after this footnote, it is necessary to use the long form of citation when quoting the statutory revision and in formal citations.

Be consistent: Use the same revision in the text and in a footnote that quotes the statute.

(5) Statutory Titles

Example:

General Statutes § 38a-336a, entitled "Underinsured motorist conversion coverage," provides: ". . . ."

See also **part IX D** of this style manual on quoting statutory language.

(6) Statutory Subsections and Subdivisions

Usually, a *subsection* of a statute is denoted by a lower case letter enclosed in parentheses—§ 52-86 (a)—and a *subdivision* is indicated by an Arabic numeral enclosed in parentheses—§ 52-86 (a) (2). Some statutes contain numerical subdivisions where there are no subsections. See, e.g., General Statutes § 1-29 (1).

The historical notes and annotations following sections of the General Statutes often indicate whether a reference is a subsection or a subdivision.

In citations, always leave a space before any parentheses containing a subsection or subdivision designation.

Example:

§ 54-56d (h) (2) (A) (ii)

The components of this example are labeled as follows:

54-56d is a section

(h) is a subsection

(2) is a subdivision

(A) is a subparagraph

(ii) is a clause.

Cite multiple subsections and multiple subdivisions as follows:

General Statutes § 19a-490 (a) and (b)

General Statutes § 54-47c (b) (1) and (2)

General Statutes § 53a-65 (1) through (4)

B
Statutes of Other States

To cite statutes of other states, follow the forms suggested by The Bluebook.

C
Federal Statutes

(1) Cite to an entire federal act as follows:

Fair Debt Collection Practices Act, 15 U.S.C. § 1692 et seq. (2006).

Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq. (2006).

Family and Medical Leave Act of 1993, 29 U.S.C. § 2601 et seq. (2006);
or

Family and Medical Leave Act of 1993, 29 U.S.C. §§ 2601 through 2654 (2006).

(2) Cite to a particular provision of the United States Code as follows:

42 U.S.C. § 1983 (2006).

42 U.S.C. § 244 (c) (6) (Supp. II 2002).

(3) In sentences:

Title 26 of the United States Code, § 501, provides in relevant part . . .

Section 1141d-1 of title 12 of the United States Code provides . . .

The defendant claims that 29 U.S.C. § 2612 (a) (1) (D) supports his argument that

(4) Cite to an official federal session law as follows:

Civil Rights of Institutionalized Persons Act, Pub. L. No. 96-247, 94 Stat. 349 (1980).

Bail Reform Act of 1984, Pub. L. No. 98-473, § 203 (a), 98 Stat. 1976.

Note: It is not necessary to include the date in parenthesis after the “Stat.” cite when the year is part of the name of the act.

**XVII
PUBLIC ACTS**

**A
Long Form for Public Acts**

(1) In citations:

Public Acts 1987, No. 87-215, § 4
Public Acts 1971, No. 239, § 1

(2) In sentences:

As amended by No. 87-215 of the 1987 Public Acts
Number 87-215 of the 1987 Public Acts provides

N.B. In public acts adopted in and after 1973, the year is actually a part of the act number.

**B
Short Form for Public Acts**

(1) Do not use *id.* or *supra* to refer to public acts.

(2) Choose from two short citation forms, which are available for public acts enacted in 1973 and after:

Option 1: for subsequent references that do **not** begin a sentence. The nickname “P.A. 01-28” must be set out in a parenthetical.

First Reference:

Number 01-28 of the 2001 Public Acts (P.A. 01-28) provides

Subsequent References:

During the debate regarding P.A. 01-28

The relevant language; see P.A. 01-28; indicates

Option 2: for subsequent references that begin a sentence as well as to those that do not begin a sentence.

First Reference:

Number 01-28 of the 2001 Public Acts provides”

Subsequent References:

Public Act 01-28 further provides

The relevant language; see Public Act 01-28; indicates

Do not use the short form for public acts enacted prior to 1973. Because the year of enactment is not part of the act number for those acts, using the short form could be confusing to the reader.

C
Acts Passed in Special Session

(1) In citations:

Public Acts, Spec. Sess., July, 1994, No. 94-1, § 5.
Spec. Sess. P.A. 94-1 (short form).

(2) In sentences:

Although § 46b-133 was amended during a special session in June, 2007; see Public Acts, Spec. Sess., June, 2007, No. 07-4, § 85; those amendments did not take effect until January 1, 2010.

The 2001 amendment to § 19a-321, which the legislature passed during a special session in June, 2001, provides

**XVIII
SPECIAL ACTS**

Special acts passed in and before 1972:

33 Spec. Acts 160, No. 172, § 2 (1967).

Special acts passed in and after 1973:

Follow the rules pertaining to public acts.

**XIX
LEGISLATIVE HISTORY**

**A
Connecticut Legislative History**

(1) House and Senate Proceedings:

First reference: 50 H.R. Proc., Pt. 12, 2007 Sess., pp. 3875–76, remarks of Representative Michael Lawlor.

Subsequent references: id., p. 3877, or 50 H.R. Proc., supra, p. 3876 (Use only for subsequent references to the same part within a volume. If multiple parts of a single volume are cited, give the complete cite for each.)

Examples:

15 H.R. Proc., Pt. 7, 1972 Sess., p. 4372.

4 S. Proc., Pt. 1, 1972 Sess., p. 17.

24 S. Proc., Pt. 7, 1981 Sess., pp. 2412–13, remarks of Senator Howard T. Owens, Jr.

Id., pp. 2415–16; see also id., p. 2120, remarks of Senator Amelia Mustone.

(2) Hearings and Bills:

First reference: Senate Bill No. 208, 1987 Sess.

Subsequent reference: Senate Bill No. 208.

First reference: Conn. Joint Standing Committee Hearings, Cities and Boroughs, Pt. 1, 1955 Sess., p. 123.

Subsequent reference: Conn. Joint Standing Committee Hearings, supra, p. 123 (use only if one committee hearing reference is given).

First reference: Report on Bills Favorably Reported by Committee, Judiciary, Senate Bill No. 1053 (February 5, 2001).

Subsequent reference: Senate Bill No. 1053.

First reference: Education Committee Report No. 205, concerning House Bill No. 5371, entitled “An Act Providing Military Recruiters Access to Schools and to Directory Information,” (March 29, 1984).

Subsequent reference: House Bill No. 5371.

B **Federal Legislative History**

(1) Basic Citation Form

S. 840, 101st Cong. (1989). [Senate Bill].

H.R. 276, 108th Cong. § 2 (2003). [House Bill].

H.R. Res. 68, 111th Cong. (2009). [House Resolution].

S. Con. Res. 8, 106th Cong. (1999). [Senate Concurrent Resolution].

S. Rep. No. 104-128, pp. 13–14 (1995), reprinted in 1995 U.S.C.C.A.N. 356, 360–61. [Senate Report].

H.R. Doc. No. 102-342, p. 4 (1992). [House Document].

150 Cong. Rec. 18,573 (2004), remarks of Senator Thomas A. Daschle. [Congressional Debate].

Authors (if any) and titles (if any) may be added before the citation, in that order, and separated by a comma. Bill sponsor information may be added after the citation and set off by a comma.

(2) Short Form

Please use the short form rules set out in **part XIX A**.

**XX
PRACTICE BOOK**

**A
Basic Citation Forms**

Refer to the “rules of practice” rather than the “Practice Book rules” where no specific section is given. Include dates only when referring to a version of a rule other than the one currently in effect.

(1) In citations:

First Reference:

Practice Book § 892

Practice Book (1963) § 369 (now § 17-36)

Practice Book (1988) § 320

Practice Book (1978–97) § 919

Practice Book Form 201

Subsequent References:

Use the full citation; do not use *id.* or *supra* to refer to the rules of practice.

(2) In sentences:

First reference:

Pursuant to Practice Book § 43-22, the defendant

Under the General Statutes and our rules of practice

Practice Book § 17-14, formerly Practice Book (1978–97) § 346

Subsequent references within the same paragraph:

When a paragraph contains multiple references to the same rule of practice, the words “Practice Book” may be omitted in subsequent references to the rule *only when*:

(1) no other statutes or rules are cited or mentioned within that paragraph,
and

(2) there is no possibility of confusion.

Example:

The defendant submitted a request for an instruction on self-defense pursuant to Practice Book § 42-16. Under § 42-16, a party may preserve for

appeal a claim that a jury instruction was improper by submitting a written request to charge or by taking exception to the charge as given. Although the state argues that § 42-16 requires

Always provide a full citation to the rule of practice at the beginning of each new paragraph.

B Quoting

See **part IX D** of this style manual for rules on quoting from the rules of practice.

C Rules of Professional Conduct and Code of Judicial Conduct

(1) In citations:

Rules of Professional Conduct 1.1

Rules of Professional Conduct 1.6, commentary.

Code of Judicial Conduct, Canon 2

Code of Judicial Conduct, Rule 2.11

(2) In sentences:

In rule 1.1 of the Rules of Professional Conduct

Rule 1.1 of the Rules of Professional Conduct

In canon 3 of the Code of Judicial Conduct

Canon 3 of the Code of Judicial Conduct

In rule 2.11 (a) (1) of the Code of Judicial Conduct

(3) Short Form:

Do not use *id.* or *supra*

XXI
RULES OF EVIDENCE AND PROCEDURE

A
Connecticut Code of Evidence

(1) In citations:

Conn. Code Evid. § 6-8 (a)
Conn. Code Evid. (2000) § 8-10
Conn. Code Evid. (2008) § 8-3 (5)
Conn. Code Evid. (2009) § 8-10
Conn. Code Evid. § 6-10 (b), commentary

Note: It is not necessary to indicate the date of the edition if you are using the current edition of the Connecticut Code of Evidence.

(2) In sentences:

Section 8-9 of the Connecticut Code of Evidence provides

The plaintiff cites § 7-1 of the Connecticut Code of Evidence, which

Section 8-5 (1) of the 2008 edition of the Connecticut Code of Evidence provides

The commentary to the Connecticut Code of Evidence § 4-5 (b) indicates

(3) Short Form

There is no short form for referring to the Connecticut Code of Evidence—do not use *id.* or *supra*.

(4) See **part IX D** of this style manual for rules on quoting from the Connecticut Code of Evidence.

B
Federal Rules of Procedure and Evidence

(1) In Citations:

Fed. R. Civ. P. 38 (a)
Fed. R. Crim. P. 16 (a) (1) (A)
Fed. R. Evid. 401

(2) In sentences:

Rule 401 of the Federal Rules of Evidence provides

Although the defendant cites rule 18 (a) of the Federal Rules of Civil Procedure

(3) Short Form

There is no short form for referring to the federal rules of procedure and evidence.

XXII
PROBATE COURT RULES OF PROCEDURE

(1) In citations:

Probate Court Rules, Rule 30 (when referring to all sections of a particular rule).
Probate Court Rules § 3.1 (when referring to a particular section of a particular rule).

(2) In sentences:

In rule 30 of the Probate Court Rules
In § 3.1 of the Probate Court Rules

(3) Short form:

Do not use *id.* or *supra*.

(4) See **part IX D** of this style manual for rules on quoting from the Probate Court Rules of Procedure.

**XXIII
REGULATIONS**

**A
State Agency Regulations**

(1) In citations:

First reference: Regs., Conn. State Agencies § 13-142-211.

Subsequent references: Id., § 13-142-211 *or* full citation. Do not use *supra*.

(2) In sentences:

First reference: Section 13-142-211 of the Regulations of Connecticut State Agencies provides

Subsequent references within the same paragraph:

When a paragraph contains multiple references to the same state agency regulation, the words “of the Regulations of Connecticut State Agencies” may be omitted *only when*:

(1) no other statute or rule is cited or mentioned within that paragraph

and

(2) there is no possibility of confusion.

Retain the phrase “of the regulations” if the paragraph cites other sources or confusion is possible.

Examples:

The plaintiff claims that the trial court improperly concluded that § 14-63-36c (c) of the Regulations of Connecticut State Agencies does not entitle a licensee to charge a gate fee. The plaintiff asserts that § 14-63-36c (c) permits such a fee because

The Commissioner concluded that the plaintiff had improperly charged gate fees in violation of General Statutes § 14-66 (a) (3) and § 14-63-36c (c) of the Regulations of Connecticut State Agencies. The plaintiff claims that the trial court improperly concluded that § 14-63-36c (c) of the regulations does not entitle a licensee to charge a gate fee.

The guidelines contain a schedule for calculating the basic child support obligation. Regs., Conn. State Agencies § 46b-215a-2b (f). Consistent with General Statutes § 46b-215b (a), the guidelines provide that the support amounts are the correct amounts to be ordered by the court unless rebutted by a specific finding on the record. Regs., Conn. State Agencies § 46b-215a-3 (a). The finding must include a statement of the presumptive support amount. Id., § 46b-215a-3 (a).

B **Zoning Regulations**

(1) In citations:

First reference: Bridgeport Zoning Regs., c. 20, § 3 (a).
New Canaan Zoning Regs., c. 60, art. X, § 60-10.1 (A)

Subsequent references: Id., § 60-10.1 (B) *or* full citation. Do not use *supra*.

(2) In sentences:

First reference: Chapter 20, § 3 (a), of the Bridgeport Zoning Regulations provides .

. . .

or

Chapter 20, § 3 (a), of the Bridgeport Zoning Regulations (regulations) provides . . .

.

or

Section 9.C of the Danbury Zoning Regulations provides . . . (use this format when there is no chapter).

(3) Short Form

If a regulation has been cited in full using its official title and **given a nickname** in a parenthetical, the nickname may be used when discussing the regulation, but it may not be used as a formal citation. The full citation, including the name of the town, must be given when the opinion sets out the language of the regulation in a footnote or quotes the language of the regulation.

Examples:

First reference in text: The defendant claims that he complied with § IV (A) of the Avon Zoning Regulations (regulations) . . .

Footnote: Section IV (A) of the Avon Zoning Regulations provides

or

The regulations provide: “. . . .” Avon Zoning Regs., § IV (A).

not

Section IV (A) of the regulations provides: “. . . .”

If a nickname is not used, and there are multiple references to the same regulation within the same paragraph, it is not necessary to include the name of the town in subsequent discussions concerning the applicable zoning regulation, as long as there is no possibility of confusion. If there is a possibility of confusion, provide the full citation.

Example:

The commission has applied § IV (A) (5) of the Avon Zoning Regulations consistently for many years The commission reasonably and consistently has interpreted § IV (A) (5) and we therefore give considerable weight to that interpretation.

C

Code of Federal Regulations

(1) In citations:

24 C.F.R. § 100.5

(2) In sentences:

As 24 C.F.R. § 100.5 provides

Title 24 of the Code of Federal Regulations, § 100.5, provides

(3) Short Form

For subsequent references, follow the short form rules pertaining to state agency regulations and zoning regulations.

XXIV
MISCELLANEOUS SOURCES

A
Connecticut Sources

Harpaz v. Laidlaw Education Services, No. 5040, CRB 7-05-12 (December 11, 2006) (decisions of Compensation Review Board).

In re Connecticut State Employees Assn., SEIU Local 2001, Conn. Board of Labor Relations Decision No. 4070 (August 17, 2005) p. 3.

In re Connecticut State Employees Assn., SEIU Local 2001, supra, Conn. Board of Labor Relations Decision No. 4070, p. 1.

Child Support and Arrearage Guidelines (2005), preamble, § (a), p. i. (child support guidelines).

Id., § (c) (1), p. ii.

Commission to Revise the Criminal Statutes, Penal Code Comments, Conn. Gen. Stat. Ann. (West 2007) § 53a-65, comment, p. 277.

Connecticut Bar Association Committee on Professional Ethics, Formal Opinion No. 31 (1978).

72 Conn. L.J., No. 2, p. 240C (July 13, 2010).

Dept. of Social Services, Uniform Policy Manual § 3000.01.

Uniform Policy Manual, supra, § 3000.01.

Opinions, Conn. Atty. Gen. No. 2000-008 (March 3, 2000) pp. 3–4 n.1.

Decision and Order, Department of Public Utility Control, “Application of the Connecticut Light and Power Company and the United Illuminating Company for Issuance of Economic Revenue Recovery Bonds Financing Order,” Docket No. 10-06-20 (September 29, 2010) p. 5.

B
Other Miscellaneous Sources

A.B.A., Standards for Criminal Justice: Discovery and Trial by Jury (3d Ed. 1996) standard 15-1.2. (A.B.A. Standards for Criminal Justice).

A.B.A. Standards for Criminal Justice, supra, standard 15-1.2.

A.B.A., Standards for Criminal Justice: Prosecution Function and Defense Function (3d Ed. 1993) standard 3-5.8 (b), p. 106.

1 A.L.I., Model Penal Code and Commentaries (1985) § 2.09, explanatory note, p. 367.

Id., § 2.09, comment 3, p. 375.

Model Penal Code and Commentaries, *supra*, § 2.09, comment 3, p. 375.

C **Press Releases**

Press Release, Connecticut Senate Democrats, Judiciary Chairmen Will Not Seek Vote on Marriage Equality, but Are Encouraged by Increasing Public Support (May 11, 2007) (copy contained in the file of this case in the Supreme Court clerk's office).

See also **part XXVI** of this style manual for rules on citing electronic sources.

XXV
BOOKS, PERIODICALS AND OTHER SECONDARY SOURCES

A
Citation Form

In most cases a citation should include:

- (1) the volume number of any multivolume work in Arabic numerals
- (2) the author's first initial and last name as they appear on the title page
- (3) the title as it appears on the title page;
- (4) the edition
- (5) the year of publication as printed on the copyright page;
- (6) the section number
- (7) the page number.

It may be necessary to list a supplement and its year, or a paragraph number.

(1) Author, Editor or Translator

One author, editor or translator: C. Tait

Two authors, editors or translators: C. Tait & J. LaPlante

Three or more authors, editors or translators: C. Tait et al.
Provide first initial and last name for first author only, followed by et al.

No author:

Note, "Inbred Obscurity: Improving Incest Laws in the Shadow of the Sexual Family," 119 Harv. L. Rev. 2464, 2475 (2006).

Board of Trustees of the Leland Stanford Junior University, "Has the Jensen Case Been Jettisoned?" 2 Stan. L. Rev. 536, 543 (1950).

Editor or translator:

Plato, Republic of Plato (B. Jowett trans., Oxford University Press 3d Ed. 1888) Book V, p. 150.

8A P. Nichols, Eminent Domain (P. Rohan & M. Reskin eds., 3d Ed. Rev. 2005) § 23.03 [4], pp. 23-32 through 23-33.

(2) Title

(a) Books, treatises, newspapers and periodicals

Do not italicize titles.
Do not use abbreviations.

(b) Law review articles, notes and comments

Abbreviate the names of law reviews in conformity with The Bluebook *except for* abbreviations that use apostrophes.

Examples:

Assn. not Ass'n.
Dept. not Dep't.
Policy, not Pol'y.
Taxation, not Tax'n.
International, not Int'l.

(3) Abbreviations in Citations

“Ed.” for edition
“ed.” for editor
“Supp.” for Supplement
“&” for and between author names

Note: do not use these abbreviations in titles.

B Short Citation Form

(1) Id.

Use id. to refer to an immediately preceding authority if there are no intervening citations or other quoted material. Do not use id. unless the volume number of the cited work is identical.

(2) Supra

(a) For a **text or treatise** include:
(i) volume number
(ii) the first initial and last name of the author or authors

- (iii) *supra*
- (iv) “p.” or “pp.” followed by the page or pages cited.

Examples:

9 R. Fuller, *supra*, p. 321.
Id., p. 323.
W. Prosser & W. Keeton, *supra*, § 76, pp. 542–43.

(b) For an **article** from a periodical, including a **law review**, include:

- (i) the first initial and last name of the author or authors, or note or comment if appropriate
- (ii) *supra*
- (iii) the law review volume number
- (iv) the title of the periodical
- (v) the page or pages cited—**do not** use “p.” or “pp.”

Example:

J. Nolon, *supra*, 23 Pace Envtl. L. Rev. 783.
Id., 784.

If a subsequent reference to a law review article is within the same paragraph, include only:

- (1) the first initial and last name of the author or authors, or note or comment if appropriate
- (2) *supra*
- (3) the page number.

Example of subsequent reference within same paragraph:

J. Nolon, *supra*, 783.

N.B. When an author has two or more treatises cited within an opinion, include the title of the treatise in the *supra* cite.

C **Examples**

(1) A.L.R.; Am. Jur.; C.J.S.

Annot., 86 A.L.R.5th 295, § 18 (2001).

See annot., 86 A.L.R.5th, *supra*, § 19, p. 295 (capitalize “annot.” only when it is the first word of a single citation or a citation sentence).

Id., § 20, pp. 295–96.

Annot., 56 A.L.R.2d 1057 (1974 and Supp. 2004).

83 Am. Jur. 2d 927, Zoning and Planning § 1104 (1992) (when citation includes page number).

83 Am. Jur. 2d, *supra*, § 1104, p. 927.

83 Am. Jur. 2d, Zoning and Planning § 1104 (1992) (when citation does not include page number).

83 Am. Jur. 2d, *supra*, § 1104.

Id., § 1104.

24 C.J.S. 200–202, Criminal Law § 2138 (2006).

24 C.J.S., *supra*, pp. 200–202.

Id., pp. 202–203.

(2) Connecticut Treatises

1 B. Holden & J. Daly, Connecticut Evidence (1988) § 52, pp. 259–60.

1 W. Locke & P. Kohn, Connecticut Probate Practice (1951) § 39, pp. 70–71.

W. Maltbie, Connecticut Appellate Procedure (2d Ed. 1957) § 59, p. 67.

J. Pellegrino, Connecticut Selected Jury Instructions: Criminal (3d Ed. 2001) § 2.25.

1 E. Stephenson, Connecticut Civil Procedure (3d Ed. 1977) § 14, p. 25.

2 Z. Swift, A Digest of the Laws of the State of Connecticut (1823) p. 417 (volume 1 is dated 1822).

2 Z. Swift, A System of the Laws of the State of Connecticut (1796) (volume 1 is dated 1795).

C. Tait & E. Prescott, Connecticut Evidence (4th Ed. 2008) § 8.6, pp. 469–70.

D. Wright et al., Connecticut Law of Torts (3d Ed. 1991) § 134, p. 389.

Code of Laws, Children (1650), reprinted in 1 Col. Rec. 509, 521 (J. Hammond Trumbull, ed. 1850).

Connecticut Practice Series:

For books in this series list author, volume, series: title, year (author, subject and year depend on volume).

D. Borden & L. Orland, 5 Connecticut Practice Series: Criminal Jury Instructions (4th Ed. 2007) § 3.2, p. 126.

R. Fuller, 9B Connecticut Practice Series: Land Use Law and Practice (3d Ed. 2007) § 49.14, p. 139.

9B R. Fuller, *supra*, § 49.14, p. 140.

W. Horton & K. Bartschi, Connecticut Practice Series: Connecticut Rules of Appellate Procedure (2009 Ed.) § 61-1.

D. Rosengren, 13 Connecticut Practice Series: Construction Law (2005) § 4.9, p. 89.

(3) Dictionaries

American Heritage College Dictionary (4th Ed. 2002).

Ballentine's Law Dictionary (3d Ed. 1969).

Black's Law Dictionary (9th Ed. 2009).
Black's Law Dictionary, *supra*.

Merriam-Webster's Collegiate Dictionary (11th Ed. 2003).

The Random House Dictionary of the English Language (2d Ed. 1987).

Stedman's Medical Dictionary (28th Ed. 2006) p. 1036.
Stedman's Medical Dictionary, *supra*, p. 1036.

Webster's Third New International Dictionary (1993).

(4) Restatement

Note: the section and page number **precede** the year of publication.

1 Restatement (Third), Torts, Liability for Physical and Emotional Harm § 3, p. 31 (2010).

Id., §4.

1 Restatement (Third), *supra*, § 3. **Note:** repeat “(Third)” even if that is the only Restatement cited in your document.

3 Restatement (Second), Contracts § 385 (1981).

3 Restatement (Second), *supra*, § 386.

1 Restatement (Second), Torts § 20, illustration (1) (1981).

5 Restatement, Property, § 477, comment (b), pp. 56–57 (1944).

Id., comment (b), p. 56.

Section 509 of the Restatement (Second) of Torts provides: . . .

(5) Treatises in General

5 R. Anderson, *American Law of Zoning* (3d Ed. 1986) § 39.30, p. 713.

5 R. Anderson, *supra*, p. 713.

2 K. Young, *Anderson's American Law of Zoning* (4th Ed. 1996).

J. Calamari & J. Perillo, *Contracts* (6th Ed. 2009) § 22-9, p. 904.

3 A. Corbin, *Contracts* (Rev. Ed. 1996) § 11.18, p. 621.

6 A. Corbin, *Contracts* (1962).

6 J. Murray & T. Murray, *Corbin on Contracts* (Cum. Supp. 2009) § 572B, p. 77.

3 G. Couch, *Insurance* (3d Ed. 1999) § 190:11, p. 190-25.

2 L. Russ & T. Segalla, *Couch on Insurance* (3d Ed. 2005) § 18:17, p. 18-24.

2 L. Russ & T. Segalla, *supra*, § 21.25, pp. 21-47 through 21-18.

2 S. Plitt et al., *Couch on Insurance* (3d Ed. Rev. 2010) § 22:16, p. 22-93.

3 E. Holmes, *Appleman on Insurance* (2d Ed. 1998) § 15.17, p. 269.

2 *New Appleman on Insurance Law, Library Edition* (J. Thomas & M. Grace eds., 2011) § 14.

3 K. Davis, *Administrative Law* (3d Ed. 1972) § 30.07, p. 555.

3 K. Davis & R. Pierce, *Administrative Law* (3d Ed. 1994).

1 E. Farnsworth, *Contracts* (3d Ed. 2004) § 3.7, p. 213.

3 F. Harper et al., *Torts* (3d Ed. 2007) § 14.11, pp. 308–11.

F. James & G. Hazard, *Civil Procedure* (3d Ed. 1985).
G. Hazard et al., *Civil Procedure* (6th Ed. 2011).

1 W. LaFave, *Search and Seizure* (4th Ed. 2004) § 2.5, p. 646.
W. LaFave & A. Scott, *Criminal Law* (1972).
2 W. LaFave & A. Scott, *Substantive Criminal Law* (1986) § 8.13, p. 464.

6 A. Larson & L. Larson, *Workmen's Compensation Law* (2009) § 80.04, p. 80-13.

1 C. McCormick, *Evidence* (6th Ed. 2006) § 10, p. 47.

19 E. McQuillin, *Municipal Corporations* (3d Ed. Rev. 2004) § 54.26, p. 135.

8A J. Moore, *Federal Practice* (2d Ed. 1984) para. 35.03 [2], pp. 35-35 through 35-36 (yearly revisions).

7A P. Nichols, *Eminent Domain* (P. Rohan & M. Reskin eds., 3d Ed. Rev. 2000) § 13B.

W. Prosser, *Torts* (4th Ed. 1971) § 65, p. 426.
W. Keeton et al., *Prosser and Keeton on the Law of Torts* (5th Ed. 1984) § 76, p. 542.
W. Keeton, *supra*, § 76, pp. 542–43.

Vol. 1, pt. 3, P. Rohan & M. Riskin, *Real Estate Transactions: Condominium Law and Practice* (2007), § 36:03 [3], p. 36-10.

2A N. Singer & J. Singer, *Sutherland Statutory Construction* (7th Ed. 2007) § 75.05, p. 439.
3A J. Sutherland, *Statutory Construction* (5th Ed. Singer 1992) § 75.05, p. 439.

L. Tribe, *American Constitutional Law* (2d Ed. 1988) § 18.7, p. 1715.

2 Valuation and Distribution of Marital Property (J. McCahey ed., 1991) § 23.02 [2] [a], p. 23-8.

1 F. Wharton, *Criminal Law and Procedure* (1957).
3 C. Torcia, *Wharton's Criminal Law* (15th Ed. 1995) § 638, p. 449.

4 J. White & R. Summers, *Uniform Commercial Code* (4th Ed. 1995) § 34-21, p. 475.

9 J. Wigmore, *Evidence* (Chadbourn Rev. 1981).

10 S. Williston, *Contracts* (4th Ed. 1999) § 27:15, pp. 140–41.
10 S. Williston, *supra*, §§ 27:3 and 27:5.
14 R. Lord, *Williston on Contracts* (4th Ed. 2000) § 40:17, p. 61.
14 R. Lord, *supra*, § 40:37, p. 138.

(6) Law Review Articles

A. Poulin, “Collateral Estoppel in Criminal Cases: Reuse of Evidence After Acquittal,” 58 U. Cin. L. Rev. 1, 8–9 (1989).

A. Poulin, *supra*, 58 U. Cin. L. Rev. 8.
Id., 9.

Note, “The Constitutional Status of Sexual Orientation: Homosexuality as a Suspect Classification,” 98 Harv. L. Rev. 1285, 1302 (1985).

see also note, *supra*, 98 Harv. L. Rev. 1302–1303.

A. Natapoff, comment, “Beyond Unreliable: How Snitches Contribute to Wrongful Convictions,” 37 Golden Gate U. L. Rev. 107, 109 (2006).

Comment, “The Competency Requirement for the Child Victim of Sexual Abuse: Must We Abandon It?,” 40 U. Miami L. Rev. 245, 252 (1985).

(7) Newspapers and Magazines

T. Scheffey, “Judges Annual Meeting Open to Public,” 32 Conn. L. Trib., No. 23, May 29, 2006, p. 6.
Id., pp. 7–9.

L. Tuohy, “Changes in Court Task Force,” *Hartford Courant*, May 17, 2006, p. B1.

(8) Novels and Other Secondary Sources

Novel—C. Dickens, *Bleak House* (Penguin Books 1971 Ed.) c. 10, p. 103.

XXVI
ELECTRONIC SOURCES

A
In General

Due to the impermanent nature of electronic resources, please avoid citing such sources when possible. Between the time an electronic source is located on the Internet, cited in an opinion, and consulted by the reader of the opinion, the source may have been removed from the website, the information contained in the source may have changed or the website address may have changed.

(1) Long Form of Citation for Cases

Cite to a case contained in an electronic service (such as LEXIS or Westlaw) *only* when the case has not been published in a printed volume.

Include:

- (a) the case name
- (b) the docket number
- (c) the LEXIS (LEXIS) or Westlaw (WL) citation
- (d) a pinpoint citation if necessary (designated by a star [*] symbol preceding the LEXIS or Westlaw pinpoint page)
- (e) in parentheses, the abbreviation of the court and the month, day and year of the decision.

Examples:

Flanigan v. General Electric, Docket No. 3:93cv516 (JBA), 1998 U.S. Dist. LEXIS 22873, *8–9 (D. Conn. September 28, 1998).

Del Zio v. Presbyterian Hospital, Docket No. 74 Civ. 3588 (CES), 1978 U.S. Dist. LEXIS 14450, *14 (S.D.N.Y. November 14, 1978).

United States v. Bach, Docket No. 01-221 (PAM/ESS), 2001 U.S. Dist. LEXIS 22109 (D. Minn. October 24, 2001), rev'd on other grounds, 310 F.3d 1063 (8th Cir. 2002), cert. denied, 538 U.S. 993, 123 S. Ct. 1817, 155 L. Ed. 2d 693 (2003).

Douma v. Workman, Docket No. 06-CV-0462 (CVE), 2007 WL 2331883, *3 (N.D. Okla. August 13, 2007).

In the Matter of Guardianship of Blair, Docket No. 2-950, 2003 WL 182981, *5 (Iowa App. January 29, 2003).

Mosley v. Industrial Claim Appeals Office, 119 P.3d 576 (Colo. App. 2005), cert. denied sub nom. *Mosley v. Colorado Ins. Guaranty Assn.*, Docket No. 05SC343, 2005 Colo. LEXIS 736 (Colo. August 22, 2005).

(2) Short Form of Citation for Cases

Include:

- (a) the case name
- (b) *supra*
- (c) the LEXIS or Westlaw citation
- (d) a pinpoint citation if necessary.

Examples:

Del Zio v. Presbyterian Hospital, *supra*, 1978 U.S. Dist. LEXIS 14450, *14.

In the Matter of Guardianship of Blair, *supra*, 2003 WL 182981, *5.

B

Internet Sources and Websites Including Journals That Appear Only on the Internet

When it is necessary to cite an electronic source because an original document is unavailable in printed form or is otherwise impossible to obtain, please retain a copy of the source as it existed when it last was visited and include a copy of the source in the case file with the clerk's office.

(1) Long Form of Citation

- (a) name of author(s)
- (b) title or top-level heading of the source being cited
- (c) the date of publication (if that date is not available, provide the date of the most recent modification of the source using the term "last modified," followed by the date)
- (d) page number
- (e) the words "available at" followed by the uniform resource locator, which is the electronic address of the source
- (f) the phrase "last visited," followed by the date immediately prior to the publication of the opinion that the authoring judge last accessed the website and verified its accuracy
- (g) the phrase "copy contained in the file of this case in the Supreme Court clerk's office."

Examples:

See Death Penalty Information Center, "Facts about the Death Penalty," (last modified October 21, 2011), p. 1, available at <http://www.deathpenaltyinfo.org> (last visited October 23, 2011) (copy contained in the file of this case in the Supreme Court clerk's office).

Amnesty International, Human Rights Watch, "The Rest of Their Lives: Life Without Parole for Child Offenders in the United States," (2005), p. 106, available at <http://www.hrw.org/sites/default/files/reports/TheRestofTheirLives.pdf> (last visited May 24, 2009) (copy contained . . .).

Death Penalty Information Center, "Death Penalty in Flux," (last modified July 28, 2011), available at <http://www.deathpenaltyinfo.org/death-penalty-flux> (last visited October 25, 2011) (copy contained . . .).

(2) Short Form of Citation

Id.

Use *id.* to refer to an immediately preceding authority if there are no intervening citations or other quoted material.

Supra

Include:

- (a) name of author
- (b) *supra*
- (c) page number, if available.

If there is no author, or if the opinion cites more than one journal by the same author, provide the title, followed by *supra* and the page number.

Examples:

Amnesty International, *supra*, p. 106.

Id., p. 108.

Death Penalty Information Center, "Death Penalty in Flux," *supra*, p. 3.

C Miscellaneous

(1) Online Dictionaries

The preferred dictionary is the most recent edition of Merriam-Webster's Collegiate Dictionary. Do not cite an online definition of a word unless absolutely necessary.

(2) Press Releases

Provide the following information:

- (a) press release
- (b) branch of government or agency name
- (c) title of the press release
- (d) date of press release
- (e) the phrase “available at” followed by the uniform resource locator
- (f) the phrase “last visited” followed by the date immediately prior to publication of the opinion that the authoring judge last accessed the website and verified its accuracy
- (g) the phrase “copy contained in the file of this case in the Supreme Court clerk’s office.”

Example:

Press Release, Connecticut Judicial Branch, Relocation of Appellate Court (August 19, 2005), available at <http://www.jud.ct.gov/external/news/Press178.html> (last visited June 3, 2010) (copy contained . . .).

Press Release, *supra*.

(3) Information Available on the Judicial Branch website

If information found on the Judicial Branch website is not available in a printed form, cite to the Judicial Branch website as follows:

- (a) name of author (if available)
- (b) title
- (c) chapter or section number
- (d) date of publication, if available
- (e) the phrase “available at” followed by the uniform resource locator
- (f) the phrase “last visited” followed by the date immediately prior to publication of the opinion that the law clerk or judge last accessed the website and verified its accuracy.
- (g) the phrase “copy contained in the file of this case in the Supreme Court clerk’s office.”

Examples:

Connecticut Criminal Jury Instructions (4th Ed. 2008) § 2.7-1, available at <http://www.jud.ct.gov/ji/Criminal/part2/2.7-1.htm> (last visited March 4, 2009) (copy contained . . .).

State of Connecticut Advisory Commission on Wrongful Convictions, Report of the Advisory Commission on Wrongful Convictions (February, 2009), available at

http://www.jud.ct.gov/Committees/wrongfulconviction/WrongfulConvictionComm_Report.pdf (last visited September 5, 2010) (copy contained . . .).

Connecticut Criminal Jury Instructions, *supra*, § 2.7-1.

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