

Cerritos College Library

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LEGAL RESOURCES FOR COURT REPORTERS

Case Law

Pacific Reporter. St. Paul: West Pub. Co., 1884-1931.

- North Wall of Reference Stacks - LAW KF135 .P24 P12
- Contains all the decisions of the Supreme Courts of California, Kansas, Oregon, Washington, Colorado, Montana, Arizona, Nevada, Idaho, Wyoming, Utah, New Mexico, and Oklahoma from 1883-1931. Also contains the District Courts of Appeal and Appellate Department of the Superior Court of California and Criminal Court of Appeals of Oklahoma from December 27, 1883-1931.

Pacific Reporter. Second Series. St. Paul: West Pub. Co., 1931-1960.

- North Wall of Reference Stacks - LAW KFC50 .C3
- Contains all the decisions of the Supreme Courts of California, Kansas, Oregon, Washington, Colorado, Montana, Arizona, Nevada, Idaho, Wyoming, Utah, New Mexico, and Oklahoma from 1931-1960. Also contains the District Courts of Appeal and Appellate Department of the Superior Court of California and Criminal Court of Appeals of Oklahoma from 1931-1960.

West's California Reporter. St. Paul: West Pub. Co., 1960-1992.

- North Wall of Reference Stacks - LAW KFC47 .C32
- Contains cases decided in the California Supreme Court, Superior Court Appellate Department, and the California Court of Appeals from 1960-1991.

West's California Reporter. Second Series. St. Paul: West Pub. Co., 1992-2003.

- North Wall of Reference Stacks - LAW KFC48 .A32
- Contains cases reported in the California Supreme Court, Superior Court of Appeals, and the California Court of Appeals from 1991 to 2002.

West's California Reporter. Third Series. St. Paul: West Pub. Co., 2003-

- North Wall of Reference Stacks - LAW KFC48 .A33
- Contains cases reported in the California Supreme Court, Superior Court of Appeals, and the California Court of Appeals from 2003 to the present

The Cerritos College Library does not contain the following Case Law Reports:

California Reports	California Appellate Reports
California Reports, 2 nd Series	California Appellate Reports, 2 nd Series
California Reports, 3 rd Series	California Appellate Reports, 3 rd Series
California Reports, 4 th Series	California Appellate Reports, 4 th Series

If you have a citation for California Reports or California Appellate Reports, you will want to use the *California Blue & White Book* to convert your citation to a parallel citation in the Pacific Reporter or California Reporter, that we do have.

California Blue and White Book. St. Paul: West Pub. Co.

- North Wall of Reference Stacks – LAW KFC47.4 .C35
- One bound volume and pamphlet supplements
- The tables contain in one column a list of pages of the state reports on which each case begins, and in a parallel column gives the volume and page of the Pacific Reporter and California Reporter.

LEGAL RESOURCES FOR COURT REPORTERS

California and U.S. Codes

California. West's Annotated California Codes. St. Paul: West Pub. Co., 1954-

- North Wall of Reference Stacks - LAW KFC30.5 .W4
- Contains all the codes for the State of California. It consists of 29 codes, covering various subject areas, from the Business and Professions Code to the Welfare and Institutions Code.

U.S.C.A. The United States Code Annotated. St. Paul: West Group, 1927-

- North Wall of Reference Stacks - LAW KF62.5 .W45
- All of the 50 Titles of the U.S. Codes are contained in this set. It begins with General Provisions and ends with War and National Defense. The Constitution of the United States Annotated is located at the end, after the General Index. Annotations from Federal and State Courts are included.

Legal Encyclopedias

American Justice. Joseph M. Bessette. Pasadena, CA: Salem Press, 1996.

- Reference Stacks - REF KF154 .A44 1996

California Criminal Law. 3rd ed. B.E. Witkin. San Francisco: The Institute, 2000.

- East Wall of Reference Stacks - LAW KFC1100 .W5

Corpus Juris Secundum: A Contemporary Statement of American Law as Derived from Reported Cases and Legislation. St. Paul: West Pub. Co., 1936-

- North Wall of Reference Stacks - LAW KF154 .C56
- This contains a summary of the law and significant pronouncements of the courts. This set can also lead you to cases decided in courts throughout the U.S.

Encyclopedia of the American Judicial System: Studies of the Principal Institutions and Process of Law. Robert J. Janosik. New York: Scribner, 1987.

- Reference Stacks - REF KF154 .E53 1987

The Guide to American Law: Everyone's Legal Encyclopedia. St. Paul, MN: West Pub. Co., 1983-1985.

- Reference Stacks - REF KF154 .G85 1983

Summary of California Law. B.E. Witkin. San Francisco: Witkin Legal Institute, 2005.

- Reference Stacks - REF KFC1047 .A65 C35 1994

West's Encyclopedia of American Law. 2nd ed. Jeffrey Lehman. Detroit: Thomson/Gale, 2005.

- Reference Stacks - REF KF154 .W47 2005

Jury Instructions

California Jury Instructions, Civil: Book of Approved Jury Instructions (BAJI). Prepared by the Committee on Standard Jury Instructions, Civil, of the Superior Court of Los Angeles County, California. Eagan, MN: West, 2004-

- Reference Stacks - REF KFC1047 .A65 C35
- This contains instructions to juries and forms used.

LEGAL RESOURCES FOR COURT REPORTERS

California Jury Instructions, Criminal (CALJIC). Prepared by the Committee on Standard Jury Instructions, Criminal, of the Superior Court of Los Angeles County, California. Eagan, MN: Thomson/West, 2004-.

- Reference Stacks - REF KFC1171 .C754
- This contains instructions to juries and forms used.

Judicial Council of California criminal jury instructions: CALCRIM. Prepared by the Judicial Council of California. Eagan, MN: Thomson/West, 2005.

- Reference Stacks - REF KFC1155 .J83

Rules of Court

Los Angeles County Court Rules: Superior Court. St. Paul: West Pub. Co., 1993-

- Reference Stacks - REF KFC969 .L6 A293
- This contains rules for Superior Courts (and Municipal Courts' Uniform Rules that have not been renumbered as Superior Court Rules).

Southern California Local Court Rules: Superior and Municipal Courts. St. Paul: West Pub. Co., 1996-

- Reference Stacks - REF KFC992 .A196
- This contains all local rules and fee schedules of the state trial courts in Imperial, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, and Ventura Counties. Changes are listed in the Table of Rules Affected. (Proposition 220, approved at the June 2, 1998, election, permits the judge in each county to create a unified superior court if a majority of superior and municipal court judges within the county vote for it. As of January, 2001, judges in 56 of the 58 California counties, including all counties listed above, had voted to unify).

California Rules of Court. St. Paul: West Pub. Co., 1987-

- Reference Stacks - REF KFC992 .A197
- Two volume set containing court rules governing state and federal practice in California.

California Civil Practice Statutes and Rules Annotated. Colorado Springs, CO: ?????

Shepard's/McGraw-Hill, Inc., 1999.

- Reference Stacks - REF KFC990 .A1935 1999
- This contains all pertinent enactments of the California legislature. Court rules additions, changes, and deletions are indicated.

Shepards

Shepard's California Case Names Citator. 2nd ed. Colorado Springs, CO: LexisNexis/Shepard's.

- East Wall of Reference Stacks - LAW KFC59 .S433 2008
- This contains reversed defendant-plaintiff entries for all included case names (together with decision dates and citations), so that a user knowing only a defendant's name but not the plaintiff's name can easily find the case. For example Hale v Morgan will also appear as Morgan, Hale v.

California Supreme Court California Courts of Appeal California Reporter Pacific Reporter(California Cases)	1950 - 2008	Part 1 - A-E Part 2 - E-O Part 3 - O-Z
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LEGAL RESOURCES FOR COURT REPORTERS

Shepard's Acts and Cases by Popular Names: Federal and State. Colorado Springs, CO: Shepard's, 1979-

- East Wall of Reference Stacks - LAW KFC59 .S52
- This is a compilation of popular names by which federal and state acts and cases have been referred to or cited together with an identification of each act in terms of its constitutional or statutory references and each case in terms of the volume and page reference where the text of the decision may be found.

Acts A - G	Part 1
Acts H - R	Part 2
Acts S - Z	Part 3
Cases A - Z	

Shepard's California Citations. Colorado Springs, CO: Shepard., 1908-

- East Wall of Reference Stacks - LAW KFC59 .S44

U.S. Constitution and U.S. Codes Analyzed California Constitution and California Codes Analyzed	Statute Edition Parts 1-5
U.S. Constitution and U.S. Codes Analyzed California Constitution and California Codes Analyzed	Statute Edition, Supp. Parts 1-2
U. S. Constitution and U.S. Codes Analyzed California Constitution and California Codes Analyzed	Statute Edition, Supp. 1995-2000
Supreme Court Reports, 1 st , 2 nd , 3 rd Series Analyzed Appellate Court Reports Analyzed	Case Edition Parts 1-3
Appellate Court Reports, 1 st , 2 nd , 3 rd Series Analyzed	Case Edition Parts 4-6
Miscellaneous Reports Analyzed	Case Edition Parts 7-8
Pacific Reporter, 1 st , 2 nd Series Analyzed	Case Edition Parts 9-11
California Reporter Analyzed	Case Edition Parts 12-14

- The volumes listed above will be used for Shepardizing Cases and Codes. Be certain to look in the bound volumes and the soft covered cumulative supplements.

Legal Research

LARMAC Consolidated Index to the Constitution and Laws of California. San Francisco: Recorder Pub. Co., 1935-

- Ask at Reference Desk - REFDESK KFC40 .L3
- This contains treatment of California statutes and the California Constitution. The main headings are derived from statutory language and common legal terminology. An effort is made to use phrases and terms commonly applied to statutory provisions, such as frequently used non-legal descriptive terms.

LEGAL RESOURCES FOR COURT REPORTERS

Legal Research: How to Find & Understand the Law. 14th ed. Stephen Elias. Berkeley: Nolo, 2007.

- Reference Stacks - REF KF240 .E35 2007
- Provides comprehensive information on legal research.

Legal Research Via the Internet. Valerie J. Atkinson Brown. Albany, NY: West/Thomson Learning, 2001.

- Ask at Reference Desk - REFDESK KF242 .A1 B76 2001
- Contains information on the many web sites available for legal research.

Law Directories

California Lawyers. Los Angeles, CA: Daily Journal Corp., 1990-

- Ask at Reference Desk - REFDESK KF192 .C3 C325
- This directory of attorneys is issued with the cooperation of the State Bar of California and the county bar associations. It also contains bar associations; federal courts; state courts; federal, state, and county government offices; civil statutes of limitations; document filing times; law libraries; and court reporters, listed by county.

Parker Directory of California Attorneys. Los Angeles, CA: Parker & Son Publications.

- Ask at Reference Desk - REFDESK KF192 .C3 P35
- Volume 1 contains listings for attorneys and firms, and an alphabetical index. Volume 2 contains listings of state, federal, and county courts and offices; Superior, Municipal, and Judicial courts; bar and legal associations; and court reporters, listed by county.

Paralegal Sources (Annotations and Citations (Law) - California

The Bluebook: A Uniform System of Citation. Cambridge, Mass.: Harvard Law Review Association, 1991-

- Reference Stacks - REF KF245 .B58
- This contains a complete explanation and analysis of legal citation.

California Style Manual: A Handbook of Legal Style for California Courts & Lawyers. 4th ed. Edward W. Jessen. San Francisco, CA: West Group, 2000.

- Reference Stacks - REF KFC75 .F67 2000
- This contains information on citations, punctuation, capitalization, and miscellaneous rules.

The Oxford Book of Legal Anecdotes. Michael Gilbert. New York: Oxford University Press, 1986.

- Reference Stacks - REF K183 .095 1986

Style and Sense For the Legal Profession: A Handbook for Court Reporters, Transcribers, Paralegals, and Secretaries. Rev. ed. Audrey Fatooh and Barbara Mauk. Palm Springs, CA: ETC Publications, 1996.

- Reference Stacks - REF KFC75 .F38 1996
- South Stacks - KFC75 .F38 1996
- This contains transcript style for court forms and deposition forms; as well as capitalization, punctuation, and spelling.

Using the California Style Manual and the Bluebook; A Practitioner's Guide. Susan Heinrich-Wells. San Francisco: West Group, 2000.

- Reference Stacks - REF KFC75 .H45

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- Currently, the general rule is to use the *California Style Manual* in all state courts because the judges, research attorneys, and law clerks use it, in addition to the California Supreme court and the courts of appeal. The rule for the use of the *Bluebook* is to use it in federal courts unless it does not show how to cite a particular authority, and then the *California Style Manual* should be used. This book includes the *California Style Manual* and *Bluebook* rules side by side, and it uses a single index.

Legal Dictionaries

Ballentine's Law Dictionary. Legal Assistant ed. Jack Handler. Rochester, N.Y.: Lawyers Cooperative Pub., 1994.

- Reference Stacks – REF KF156 .H36 1994

Black's Law Dictionary. 8th ed. Bryan A. Garner, ed. St. Paul, MN: Thomson/West Group, 2004.

- Ask at Reference Desk - REFDESK KF156 .B53 2004
- Reserve Item at Circulation - KF156 .B53 copy 2 Reserve Room

A Dictionary of Modern Legal Usage. 2nd ed. Bryan A. Garner. New York: Oxford University Press, 2001.

- Reference Stacks - REF KF156 .G367 2001

Dictionary of International and Comparative Law. 2nd ed. James R. Fox. Dobbs Ferry, N.Y.: Oceana Publications, 1997.

- Reference Stacks – REF KZ1161 .F69 1997

Bieber's Dictionary of Legal Abbreviations Reversed: A Dictionary of Terms and Titles With Their Abbreviations. Igor I. Kavass. Buffalo, N.Y.: W.S. Hein, 1994.

- Reference Stacks - REF K89 .K37 1994

Wiley's English-Spanish, Spanish-English Legal Dictionary. Steven Kaplan. New York, NY: J. Wiley & Sons, 1997.

- Reference Stacks - REF K52 .S6 K63 1997

Legal Thesaurus

Ballentine's Thesaurus for Legal Research and Writing. Jonathan S. Lynton. Rochester, N.Y.: Lawyers Cooperative Pub., 1994.

- Reference Stacks – REF KF156 .L96 1994

Burton's Legal Thesaurus. 4th ed. William C. Burton. New York: McGraw-Hill, 2007.

- Reference Stacks - REF KF156 .B856 2007

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Legal Periodicals in the Cerritos College Library

ABA Journal

California Lawyer

Facts and Findings: The Official Publication of the National Association of Legal Assistants

Law Library Journal

Legal Assistant Today

Los Angeles Daily Journal and the Los Angeles News

- The supplements, **Daily Appellate Report, Verdicts & Settlements**, and **California Court Directory** are located on the North Wall of Reference Stacks.

National Paralegal Reporter

Finding More Books

You will find more books on the law and legal issues in the circulating collection. Books can provide a broad overview of a topic or in-depth information. Use the **Library Catalog** to find books available in the Cerritos College Library. You can search for books by author, title, subject, or keyword. It is often best to do a *Word* search to find books on your topic. If you find one book that is useful to your research, click on the *Subject* links to see others on the same subject.

The general call number for books relating to Law is K. California law books will have the call numbers KFC1-1199. Law Reporting books will have the call numbers KF255 and KF8805. The Library of Congress subject heading for Law Reporting books is *Law Reporting -- United States*.

Selected Subject Headings

Law reports, digests, etc. -- California
 Law reports, digests, etc. -- California -- Los Angeles County
 Law reports, digests, etc. -- United States
 Law -- California
 Law -- California -- Forms
 Law -- California -- Indexes
 Law -- California -- Periodicals
 Legal composition
 Printing -- Style manuals
 Appellate procedure -- California
 Annotations and citations (Law) -- California
 Law -- United States -- Cases
 Law -- United States -- Encyclopedias
 Justice, Administration of -- United States -- Encyclopedias

LEGAL RESOURCES FOR COURT REPORTERS

The Cerritos College Law Collection does not contain the following:

California Law Review
American Law Review
California Opinions of the Attorney General
Deering California Codes Annotated
Advanced Legislative Service (1978, 1980)
American Jurisprudence Proof of Facts
American Jurisprudence Proof of Facts 2nd (Vol. 1-5)
Federal Reporter
Federal Supplement
Supreme Court Reporter
Supreme Court of the United States Reporter
City Directories

Finding Journal and Newspaper Articles

Journals and magazines usually provide the most current information on a topic. Journal articles are more scholarly or professional while magazine articles tend to be shorter and more general. Newspaper articles, while not usually scholarly or professional, can give you the most current news and some additional facts on your topic.

To find articles on your topic, use one of the online databases listed below. These databases usually provide full-text articles on almost every topic. They are available via the [Library Home Page](#). Conduct your search in these databases by using subject headings and keywords similar to those you used to locate books.

EBSCOhost
Project Muse
Gale Databases
Gender Watch

NewsBank
Ethnic News Watch
Proquest Newspapers
RAND California

For historical research, the Library also has print indexes that must be used to find older articles, generally anything published before 1985.

Law Reviews Available Online

The Internet can be a valuable source for supplementing the information you have gathered from books and periodicals. It is important that you evaluate the information you get from the Internet to determine if it is reliable and useful to your research. A few Internet sites that may be useful are listed here.

California Law Review (University of California, Berkeley)

<http://www.law.berkeley.edu/journals/cir/>

Chapman University Law Review

<http://www.chapman.edu/LawReview/>

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Law Reviews Available Online (cont.)

Loyola of Los Angeles Law Review

<http://llr.lls.edu/>

Southern California Law Review (University of Southern California)

<http://www.-rcf.usc.edu/~usclrev/mast.html>

UC Davis Law Review

<http://www.law.ucdavis.edu/lawreview/index.html>

A more comprehensive list of law reviews published in the United States may found at the FindLaw website link to information for students at

<http://stu.findlaw.com/journals/general.html>