

# § 7.2

# **Books: Secondary and Non-Authority**

# The Starting Place for Legal Research

The researcher must understand some basic research techniques and systems in order to access the millions of cases available in the average law library or online. Before launching a study of those systems, however, the student must learn to identify various types of law materials. Study this section very thoroughly. It may define your career as a researcher. After reading each description, note the major function of each law book. Some may serve more than one function.

# **Online Research Filter Shortcuts**

Most summaries below will provide the abbreviation for the database (often referred to now as a Filter) in *Westlaw* or *Lexis*. To go straight to the online databases, use the following tools:



In the Home page, locate the *Search Query Box* at the top of the page, enter the abbreviation, and click on the appropriate recommendation that pops up.





In the Home page, locate the *Search Query Text Box*, enter the abbreviation, and click on the appropriate recommendation that appears below the text box.



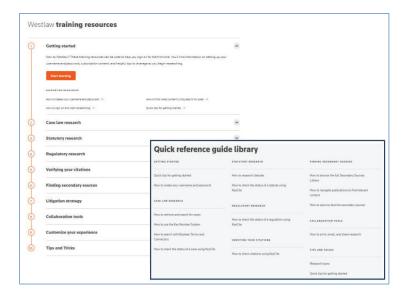


# **ADDITIONAL ONLINE TRAINING**

It is advised that you use the training in this textbook as your initial introduction to *Westlaw* and *Lexis*. After your initial introduction to online research in this volume, consider using the online training offered by both of those services concurrently. They are excellent resources and will reinforce and expand your ability to use online research.

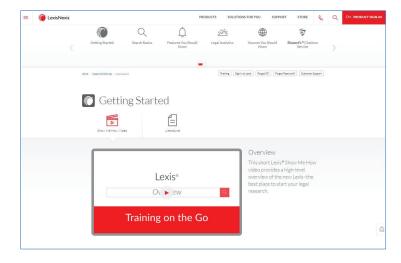
# **WESTLAW | TRAINING**

Web Address: https://legal.thomsonreuters.com/en/support/westlaw



# LEXIS | TRAINING

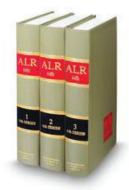
Web Address: https://www.lexisnexis.com/en-us/support/lexis/default.page





#### **AMERICAN LAW REPORTS**

# (A.L.R.)



The A.L.R. series is an annotated reporter.

- ✓ It is a reporter because it reports (reprints) cases from courts.
- ✓ It is annotated because its editors comment on those cases.

A.L.R. reprints important or interesting cases, then comments on those cases and provides additional research tools and references. There are several series of A.L.R.:

• A.L.R.	(Annotates state and federal cases)
• A.L.R. 2d	(Annotates state and federal cases)
• A.L.R. 3d	(Annotates state and federal cases)
• A.L.R. 4 <sup>th</sup>	(Annotates state cases)
• A.L.R. 5 <sup>th</sup>	(Annotates state cases)
• A.L.R. 6 <sup>th</sup>	(Annotates state cases)
• A.L.R. 7 <sup>th</sup>	(Annotates state cases)
• A.L.R. Federal	(Annotates federal cases)
• A.L.R. Federal 2	2d (Annotates federal cases)
• A.L.R. Federal 3	(Annotates federal cases)
• A.L.R. Internati	onal (Annotates international articles & treaties)

A.L.R. was originally published by the Lawyers Cooperative Publishing Company (now part of Thomson-Reuters), and therefore uses the Total Client-Service Library research system. Although A.L.R. contains selected cases, which are primary authority, it is considered secondary since it is mostly valued for its annotations.



#### A.L.R. Functions

☑ available on Westlaw [Database: ALR]

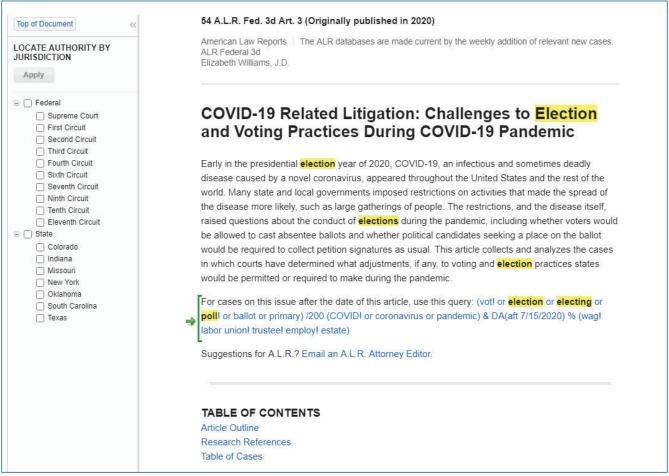
✓ available on *Lexis* [Database: ALR]

☑ helps to find the law

☑ contains selected cases

☐ helps to use, or educate about, the law

□ acts as a reference, form book, or other usage

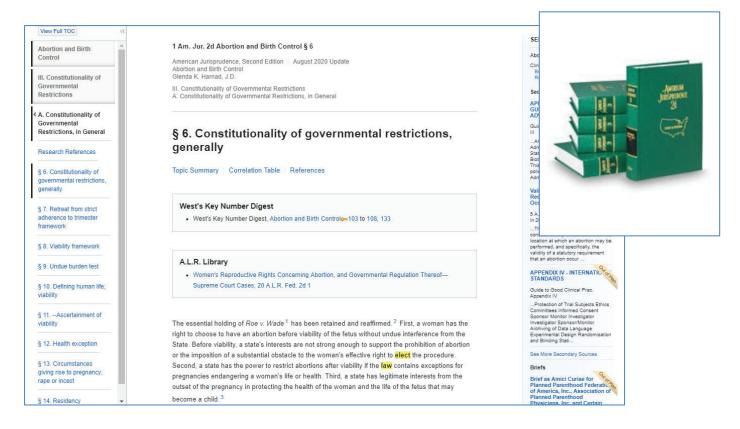


A.L.R. Online



#### **AMERICAN JURISPRUDENCE 2D**

#### (Am. Jur. 2d)



This is the national legal encyclopedia by *Lawyers Cooperative Publishing Company* (now published by *West*, owned by *Thomson-Reuters*). It is thus a part of the *Total Client-Service Library*. Each topic within *Am. Jur. 2d* has a commentary. Within the commentary superscripts refer to footnotes. The footnotes, in turn, refer to other forms of authority, usually cases and statutes. The primary purpose of *Am. Jur. 2d* is to lead to primary authority. *Am. Jur. 2d* is secondary authority.

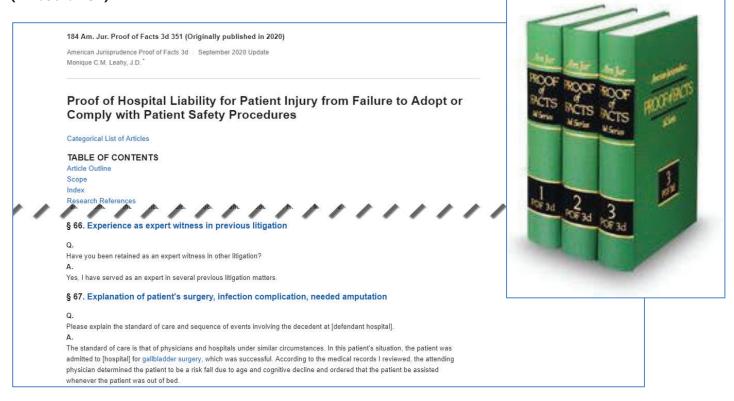
## **Am. Jur. 2d Functions**

- ☑ available on Westlaw [Database: AMJUR]
- ☑ available on *Lexis* [Database: AMJUR]
- ✓ helps to find the law
- ☐ contains the law
- ☐ helps to use, or educate about, the law
- ☑ acts as a reference, form book, or other usage



#### AM. JUR. PROOF OF FACTS

# (Am. Jur. POF)

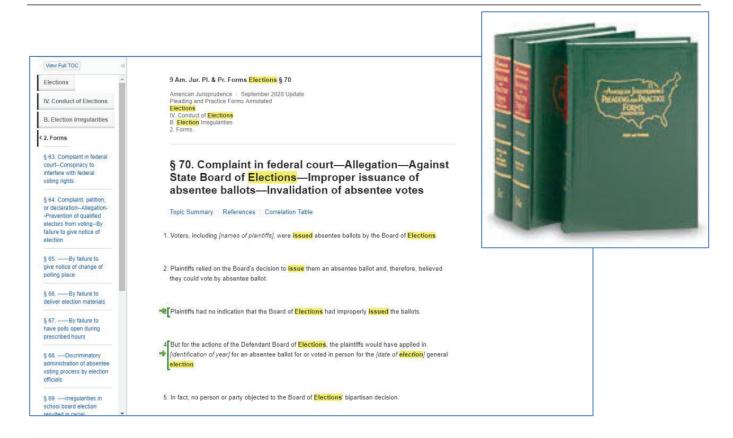


The articles in this series identify the essential facts and how to prove them in a variety of civil litigation and criminal defense actions. There is one combined general index for all three series (*Am. Jur. POF, Am. Jur. POF2d*, and *Am. Jur. POF3d*). Tools within this publication include checklists, elements of proof list, sample discovery and expected answers, sample examination questions and expected answers, references to primary authority, and more.

#### **Annotation Functions**

☑ available on Westlaw [Database: AM JUR PROOF OF FACTS]
☐ available on <i>Lexis</i>
☑ helps to find the law
□ contains the law
☑ helps to use, or educate about, the law
☑ acts as a reference, form book, or other usage

#### AM. JUR. PLEADING AND PRACTICE FORMS



Comprehensive collection of state and federal forms, checklists, and timetables needed for every stage of a case. Includes commentary and "how to" guidance, plus statutory and procedural rules references. Includes notices, complaints, petitions, declarations, summonses, answers, counterclaims, crosscomplaints, interrogatories, replies, motions, affidavits, stipulations, subpoenas, orders, writs, jury instructions, judgments, decrees, and more.

Note: Am. Jur. Legal Forms is another form book in the Am. Jur. collection of secondary sources.

#### Am. Jur. Pleading and Practice Forms Functions

☑ available on Westlaw [Database: AMJUR-PP]

□ available on *Lexis* 

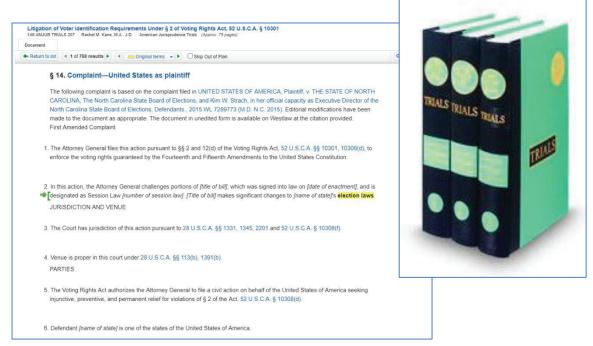
☑ helps to find the law

☐ contains the law

☐ helps to use, or educate about, the law

☑ acts as a reference, form book, or other usage

# **AM. JUR. TRIALS**



*Am. Jur. Trials* is a litigation support series that includes lists for trial strategies, forms, templates, and discussions of litigation strategy. It is basically a treatise that also includes forms. An excellent resource. Areas of support include:

Alternative Dispute Resolution Commercial Law Family Law Insurance Labor & Employment Real Estate Civil Procedure
Criminal Law & Procedure
Finance & Banking
Intellectual Property
Medical Litigation
Financing & Mortgage Lending

Civil Rights
Evidence
Professional Ethics & Liability
Torts & Personal Injury
Products Liability

#### **Am. Jur. Trials Functions**

☑ available on <i>Westlaw</i> [Database: AMJUR-TRIALS]
□ available on <i>Lexis</i>
☐ helps to find the law
□ contains the law
$\square$ helps to use, or educate about, the law
☑ acts as a reference, form book, or other usage



#### **ANNOTATION**

An annotation is a commentary or discussion by a private publisher and is considered secondary authority. A.L.R. is best known for its annotations. In fact, when a lawyer asks a paralegal to find an "annotation," he or she is referring to *American Law Reports*.

#### **Annotation Functions**

□ he	lps	to	find	the	law
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□ contains the law

☑ helps to use, or educate about, the law

□ acts as a reference, form book, or other usage

# **BLUEBOOK – A UNIFORM SYSTEM OF CITATION**



The term *Bluebook* can mean two things:

- ✓ The *Uniform System of Citation*, a guide to citation form
- ✓ The A.L.R. Blue Book of Supplemental Decisions updates the first series of A.L.R.

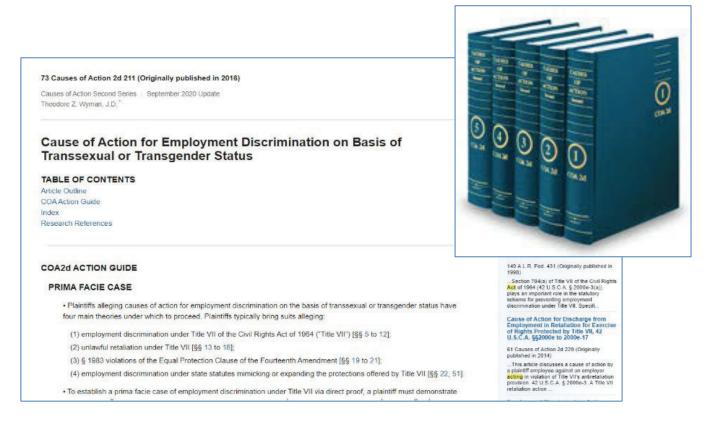
The most common reference to *Bluebook* refers to the citation guide.

Bluebook (Uniform System of Citation) Functions

- ☐ available on *Westlaw*
- □ available on *Lexis*
- $\square$  helps to find the law
- □ contains selected cases
- ☐ helps to use, or educate about, the law
- ☑ acts as a reference, form book, or other usage



# **CAUSES OF ACTION (COA)**



Extensive reference providing articles and case studies, which focus on different types of actions. Identifies the various elements of each case, educating you to the litigation issues by offering a *Substantive Law Overview*. In some ways, this is *West's* response to *Am. Jur. Proof of Facts* (although *West* has since purchased the publisher of *Proof of Facts*).

#### **Causes of Action Functions**

☑ available on Westlaw [Database: COA]
☐ available on <i>Lexis</i>
☑ helps to find the law
☐ contains selected cases
☐ helps to use, or educate about, the law



# **CORPUS JURIS SECUNDUM**



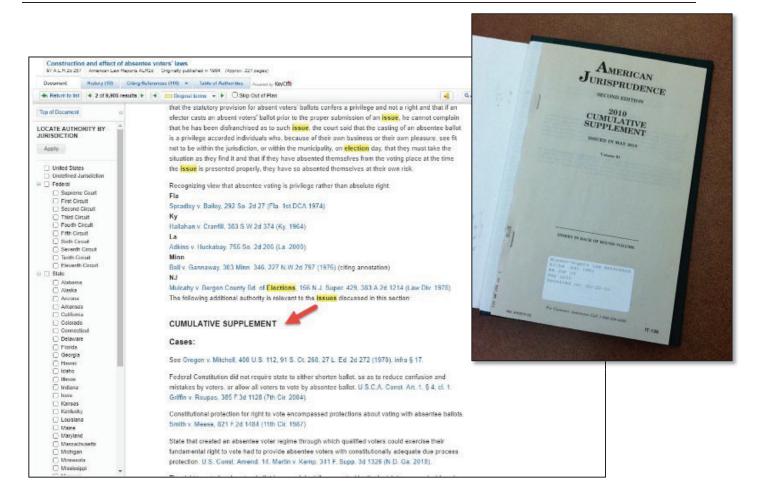


C.J.S. is the national legal encyclopedia published by *West Publishing Company*. As with all legal encyclopedias, the material is arranged topically. Each topic features a commentary. Within the commentary, superscripts refer to footnotes. The footnotes, in turn, refer to other forms of authority, usually cases and statutes. The primary purpose of C.J.S. is to lead to primary authority. C.J.S. is considered secondary authority.

## **Corpus Juris Secundum Functions**

- ☑ available on Westlaw [Database: CJS]
- □ available on *Lexis*
- ☑ helps to find the law
- □ contains selected cases
- ☐ helps to use, or educate about, the law
- ☑ acts as a reference, form book, or other usage

#### **CUMULATIVE SUPPLEMENT**



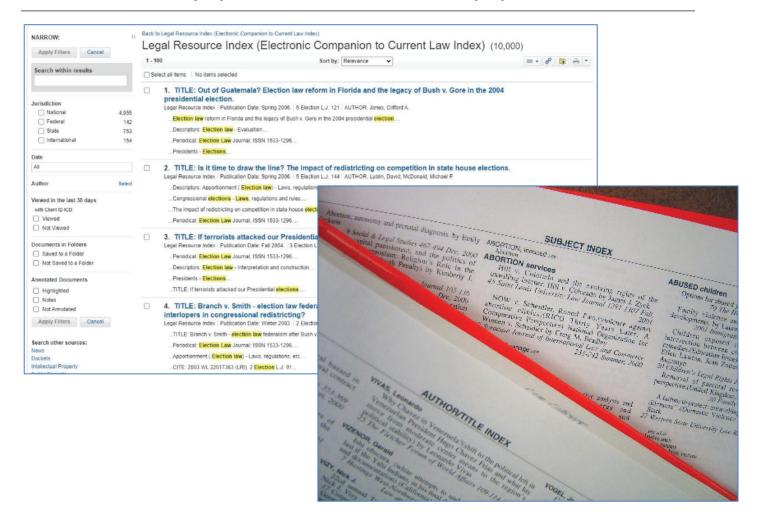
A cumulative supplement is not a book. It is a collection of material that contains both previously printed information and new or updated content that is used to update information in hard bound texts. A cumulative supplement is usually a softbound supplement, or pocket part. (See *pocket parts*.) Supplements are much less important with the advent of online research since the material online may be published digitally. However, even within a digital version of a book, it will still usually refer to the updates as "cumulative supplements" to match the law library vernacular.

#### **Cumulative Supplement Functions**

☑ available on Westlaw (within individual database:	S
☑ available on <i>Lexis</i> (within individual databases)	
☐ helps to find the law	
□ contains selected cases	
☐ helps to use, or educate about, the law	
□ acts as a reference, form book, or other usage	



# CURRENT LAW INDEX (CLI), A/K/A LEGAL RESOURCE INDEX (LRI)



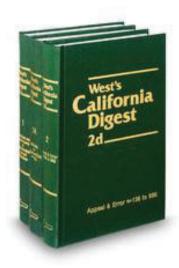
The CLI is one of the most popular methods of finding articles in hundreds of legal periodicals. CLI is accessed in a fashion similar to that used in library card catalogues. In other words, the researcher may locate material by author, title of article, or subject matter. Since an index would never be quoted, CLI would be considered non-authority. The online companion to CLI is the *Legal Resource Index* (LRI).

# **Current Law Index (Legal Resource Index) Functions**

- ☑ available on Westlaw [Database: LRI]
- $\square$  available on *Lexis*
- ☐ helps to find the law
- □ contains selected cases
- ☐ helps to use, or educate about, the law
- ☑ acts as a reference, form book, or other usage

# **CHAPTER 7**

#### **DIGESTS**



Digests used to be one of the most important tools for a researcher, but no more. As we shall see, online research has diminished the need for, and use of, the digest system. However, having a foundational understanding of the structure and function of digests will help you both online and in the law library.

A digest is a collection of summaries, basically headnotes, collected in topical order. *Digests were created to act as an index to case law*. The primary publisher of digests is *West*. For instance, the *Pacific Reporter* (which contains court opinions from the Pacific Region) has the *Pacific Digest*. The *Colorado Reports* have the *Colorado Digest*. The *Federal Reporter* and *Federal Supplement* have the *Federal Practice Digest*. The *Supreme Court Reporter* has the *Supreme Court Digest*. And so forth.

West also publishes the American Digest System. There are three parts to the American Digest System:

# The Century Digest

Summarizes cases from the 1600s to 1896. Very old authority.

# The Decennial Digest

This digest collects material from all digests, state and federal, over ten-year periods. Because it contains so much material, it can be very useful. More recent editions have been forced to split the Decennial into five-year segments, as in: the Tenth Decennial Digest, Part One and Part Two.

#### The General Digest

The *Decennial Digest* does not have pocket parts, the usual means of updating the volumes. Instead, the *General Digest* updates the *Decennial Digests*.

# The Decline of Digests

The major function of digests is to act as an index to reports and reporters publishing cases (court opinions). In fact, digests provided the only mechanism for researching within law library case law books directly.

Now that has changed. Online legal research has made digests almost obsolete. Since the researcher can use search queries to access case law databases, no index (digest) is needed.

This does not mean you should not know how to use a digest. Law libraries will continue to use them to access the hardbound reporter volumes. Also, there is a chance that your law firm subscribes to a reporter series and its corresponding digest for your state or region. Knowing how to use it may be important.

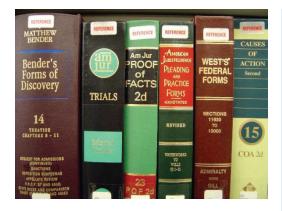


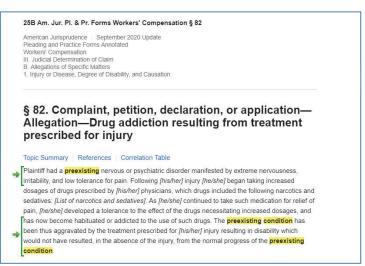
Finally, the organizational system that was created by *West's* digests lives on and is still an important tool for online use as well as law library research. The *Key Number System* can be used to both focus and broaden your research by providing cases that deal with the same or similar subject matter as the case being viewed. (See *Key Number System* below.)

# **West Digest Functions**

- ☑ available on Westlaw (by use of Key Numbers)
- □ available on *Lexis*
- ☑ helps to find the law
- □ contains selected cases
- ☐ helps to use, or educate about, the law
- □ acts as a reference, form book, or other usage

#### **FORM BOOKS**



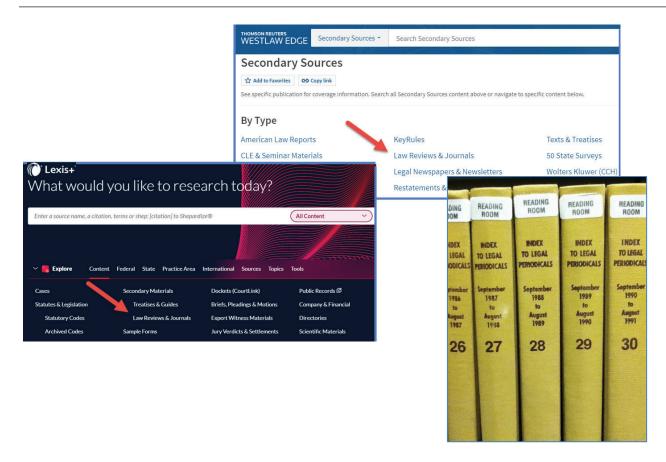


A form book is a manual or aid that helps researchers prepare documents, develop trial strategy, or learn about a specific area of law. Form books are secondary authority. Online form books are used in much the same way as the hardbound editions, except that search queries are used to access the forms instead of an index. It is likely that the researcher will use snippets from multiple forms, a cause of action from one form, an example of general allegations from another form, for example. Those snippets are then copied and pasted into the document being created.

#### **Form Book Functions**

- ☑ available on Westlaw [Various publications]
- ☑ available on *Lexis* [Various publications]
- ☐ helps to find the law
- ☐ contains selected cases
- ☐ helps to use, or educate about, the law
- ✓ acts as a reference, form book, or other usage

# **INDEX TO LEGAL PERIODICALS**



The *Index to Legal Periodicals* still exists in the law library, but as of this publishing *Westlaw* and *Lexis* have stopped publishing this set online. Instead, researchers should use *Westlaw's Law Reviews and Journals* database (found by clicking *Secondary Sources* on the Home page) or *Lexis' Law Reviews and Journals* link on its Home page.

Like the *Current Law Index*, the ILP helps the researcher locate relevant articles in legal journals and magazines. ILP may be accessed in a fashion similar to that used with library card catalogues. In other words, the researcher may locate material by author, title of article, or subject matter. Since an index is never quoted, ILP would be considered non-authority.

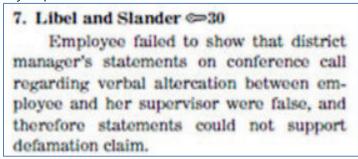
#### **Index to Legal Periodical Functions**

- □ available on Westlaw [Database: ILP]
- □ available on *Lexis*
- ☐ helps to find the law
- □ contains selected cases
- ☐ helps to use, or educate about, the law
- ☑ acts as a reference, form book, or other usage

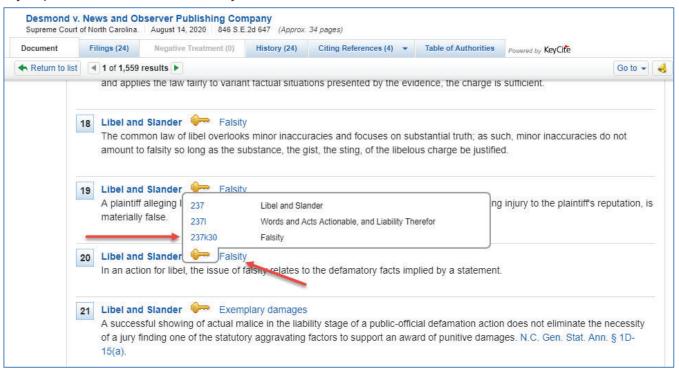


# **KEY NUMBER SYSTEM** (BY WEST PUBLISHING)

Key Topic and Number in case headnote.



Key Topic Reference Number and Key Number on Westlaw.



West's Key Number System assigns key topics and key numbers to thousands of topics and subtopics. Similar to a topic and section number in an encyclopedia, the key topic and number are the same in any digest published by West. Assume the researcher locates Adoption Key Number 52 in the Pacific Digest. This key topic and number deals with "Adoption of Child by Relative." The researcher can use the exact same Key Numbers in any other West Digest (the Atlantic Digest, for example) to access "Adoption of Child by Relative" in that publication. Key Numbers are found at the beginning of a headnote in a case (see top image).



# **Using Key Numbers in Westlaw**

The Key Number System is also referenced within Westlaw. If a researcher identifies a Key Topic and Number as being particularly relevant, the researcher can click on that Key Number link within the case being viewed. A series of choices will be provided allowing the researcher to search other jurisdictions, such as a different state or another federal jurisdiction, resulting in cases dealing with that identical topic from those jurisdictions.

In *Westlaw*, a number has been assigned to each topic. For example, *West* has assigned the number *237* to the topic *Libel and Slander*. The abbreviation used by *West* for *Key Number* is the letter "k" followed by the number. Thus, a *Key Number* would be represented as **237k30**. *237* represents the topic *Libel and Slander*, and *k30* represents the *Key Number* dealing with *Falsity*.

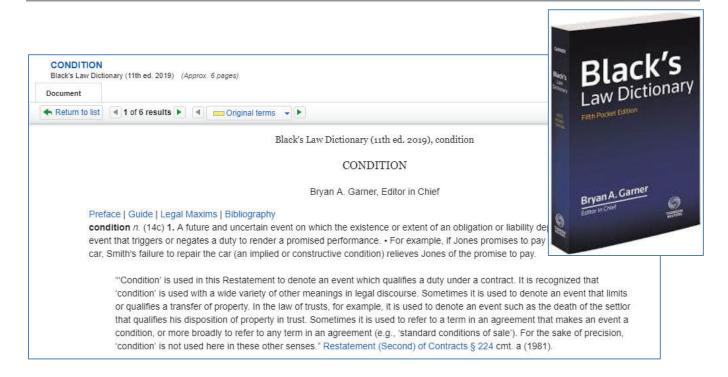
While you will usually just click on the Key Number link in a headnote of a case you are viewing on *Westlaw*, you can also search for the Key Topic assigned numbers (such as 237 for Libel and Slander above) by going to the *Westlaw* home page and clicking on *Topics & Key Numbers* in the main window.

# **Key Number System Functions**

☑ available on <i>Westlaw</i>
□ available on <i>Lexis</i>
☑ helps to find the law
□ contains selected cases
□ helps to use, or educate about, the law
☑ acts as a reference, form book, or other usage



#### **LEGAL DICTIONARY**



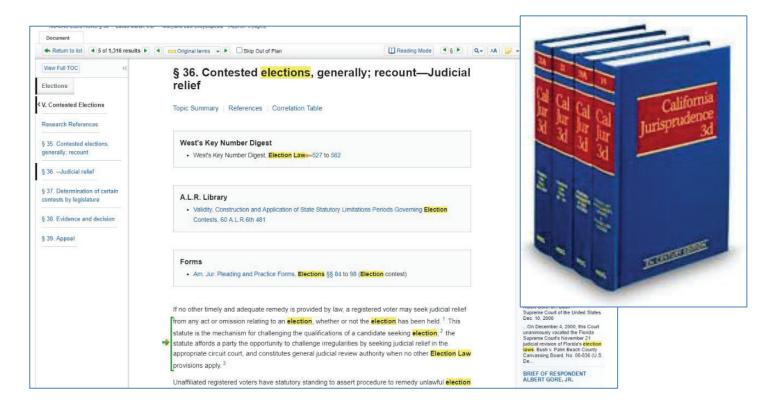
The three major standard legal dictionaries are *Ballentine's*, *Black's*, and *Barron's*. These are all standard legal dictionaries that make nice desk reference books for the paralegal. *Words & Phrases*, with more than a hundred volumes, is also a legal dictionary. It provides actual quotes from court opinions defining legal terms. Legal dictionaries are considered secondary authority. There are also online legal dictionaries, such as *www.nolo.com/dictionary*.

# **Legal Dictionary Functions**

☑ available on Westlaw [Database: BLACKS or WORDS-PHRASES]
☑ available on <i>Lexis</i> [Database: BARRONS or BALLENTINES]
☐ helps to find the law
□ contains selected cases
☐ helps to use, or educate about, the law
☑ acts as a reference, form book, or other usage



#### **LEGAL ENCYCLOPEDIAS**



A legal encyclopedia contains a little information about virtually all areas of law and provides, through footnotes, references to other research sources. *Am. Jur. 2d* and *C.J.S.* are the major legal encyclopedias. Some states have their own encyclopedias, such as *California Jurisprudence*, *3d.* Encyclopedias are secondary authority.

# **Legal Encyclopedia Functions**

- ☑ available on Westlaw [Database: AMJUR or CJS]
- □ available on *Lexis*
- ☑ helps to find the law
- □ contains selected cases
- ☐ helps to use, or educate about, the law
- ☑ acts as a reference, form book, or other usage

# **LEGAL PERIODICALS / LOOSE LEAF SERVICES**



#### **Legal Periodicals**

A legal periodical is a softbound publication, such as a law school or bar association journal, published weekly, monthly, bimonthly or at some other regular interval. The best method to access periodicals in the law library is the *Index to Legal Periodicals* (ILP) or the *Current Law Index* (CLI). Online, use the *Legal Resource Index* (LRI) on *Westlaw* to access periodicals. Many are in softback booklets, and many are in "loose-leaf" form. Bender's Discovery Forms and U.S. Law Week are examples of legal periodicals.

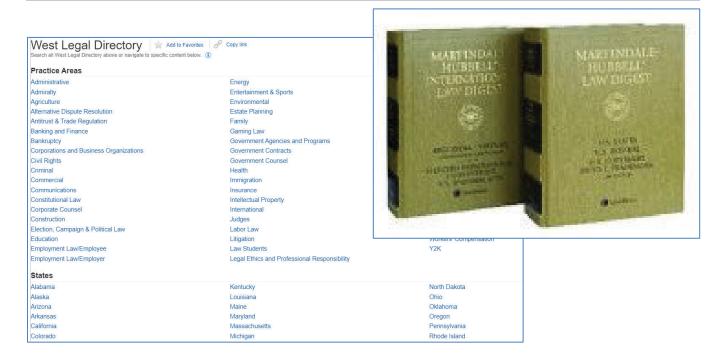
#### **Loose-leaf Service**

These legal materials are collected in a three-ring or post-binder, usually sent out periodically. A loose-leaf publication may be primary or secondary, depending on what it contains. Many loose-leaf services are also available on *Westlaw* and *Lexis*.

# **Legal Periodical and Loose-Leaf Service Functions**

- ☑ available on Westlaw [Database: LRI and other publications]
- ☑ available on *Lexis* [Various publications]
- ☐ helps to find the law
- □ contains selected cases
- ☑ helps to use, or educate about, the law
- ☑ acts as a reference, form book, or other usage

# MARTINDALE-HUBBELL LAW DIRECTORY



This legal directory has lost a lot of its luster due to the availability of online databases and directories, but if your firm subscribes to it, you should know how to use it. It has some great features. The *Martindale-Hubbell Law Directory* is a reference book about lawyers and the law. The three functions of Martindale-Hubbell are:

- 1. state-by-state listing of attorneys.
- 2. separate volume of digested state laws.
- 3. separate volume of digested foreign laws.

The major function of *Martindale-Hubbell* is to provide information to its attorney subscribers. The volumes contain digested state and foreign laws, but not the law itself. The online address for *Martindale-Hubbell* is *www.martindale.com*.

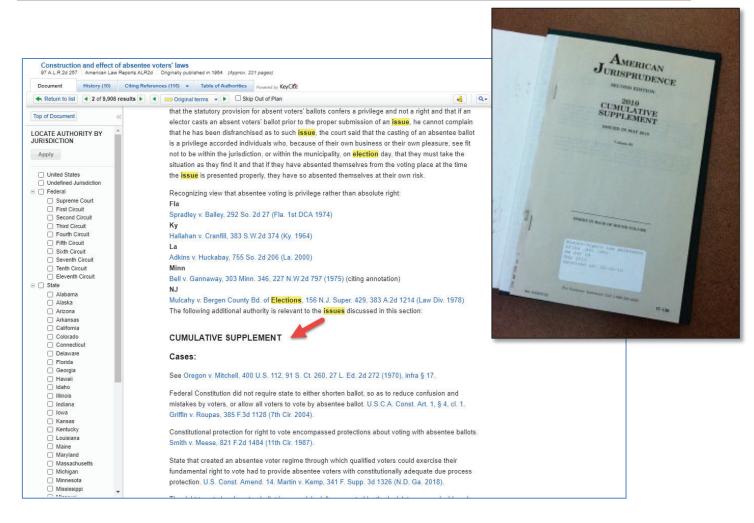
Westlaw and Lexis both have their own legal directories and therefore do not publish this book as they had previously.

#### **Martindale-Hubbell Functions**

□ available on <i>Westlaw</i>
□ available on <i>Lexis</i>
☐ helps to find the law
□ contains selected cases
☑ helps to use, or educate about, the law (in the state and foreign digests)
☑ acts as a reference, form book, or other usage



# **POCKET PART / SUPPLEMENT**



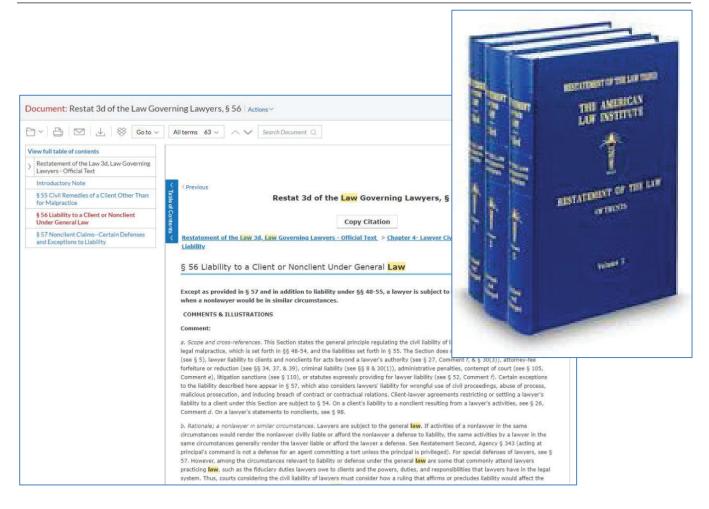
A pocket part is a pamphlet found in the back of many law books that alters or updates material in the bound volume, a form of supplement. With a pocket part, a volume may be updated instead of being replaced. A pocket part often takes the form of a *cumulative supplement*.

Online research sites either update material that has been changed from the original or add supplemental information at the end of the online page. (See also: *Cumulative Supplement*.)

#### **Pocket Part Functions**

☑ available on <i>Westlaw</i> (online material is constantly updated
☑ available on <i>Lexis</i> (online material is constantly updated)
$\square$ helps to find the law
□ contains selected cases
□ helps to use the law
☑ depends on what is being updated

#### **RESTATEMENTS**



Restatements are the most highly respected legal treatise. There are various series of Restatements, such as Restatements (Second) of Contracts or Restatements of Property Law. Restatements are highly valued, since they are published by the American Law Institute, a highly respected private publisher. They are not law and are considered secondary authority, yet Restatements are frequently cited by courts.

#### **Restatements of the Law Functions**

☑ available on Westlaw [Database: RESTATE]

☑ available on *Lexis* [Database: RESTATE]

☑ helps to find the law

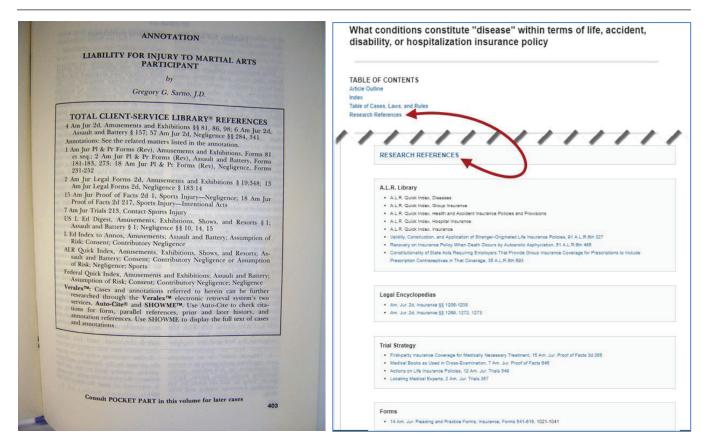
□ contains selected cases

☑ helps to use the law

□ acts as a reference, form book, or other usage



# TOTAL CLIENT SERVICE LIBRARY (TCSL) / RESEARCH REFERENCES



# **Total Client-Service Library / Research References**

The *Total Client-Service Library* (TCSL) is not actually a law book. Instead, it is a research system originally designed by *Lawyers Cooperative Publishing Company*. The *Total Client-Service Library* leads researchers to other relevant legal material.

When *West* purchased *A.L.R.* and *Am. Jur 2d* (as well as other materials) they began to diminish the brand of TCSL. Much of the information is still there, but now it is generically referred to as "Research References." Still a great way to broaden the scope of your research, though.

# **Total Client-Service Library / Research References Functions**

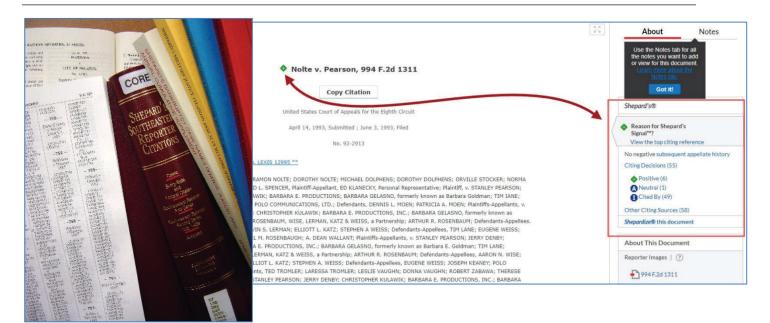
$\checkmark$	he	lps	to	find	the	law
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□ contains selected cases

☐ helps to use the law

☑ acts as a reference, form book, or other usage

# **VALIDATION SYSTEMS: SHEPARD'S AND KEY-CITE**



Shepard's has for decades been the major mechanism for ensuring that a published case, statute, or other authority is still good law. Shepard's has three major functions:

- ✓ to validate authority
- ✓ to provide parallel citations
- ✓ To help locate additional relevant cases

#### **Online Validation**

It should be noted that most law libraries no longer subscribe to hardcover editions of *Shepard's*, instead choosing to provide users free access to online validation services. *Lexis* provides access to *Shepard's*. *Westlaw* has its own validation system called *Key Cite*. *Shepard's* and *Key Cite* validate authority in much the same fashion (by use of signals). Neither *Shepard's* nor *Key Cite* would ever be quoted. They are non-authority.

- Warning: Negative treatment is indicated
- (1) Warning: Negative case treatment is indicated for statute
- Q Questioned: validity questioned by citing refs
- Caution: Possible negative treatment
- Positive treatment is indicated
- Citing Refs. With Analysis Available
- Citation information available

#### **Shepard's and Key Cite Functions**

- ☑ available on Westlaw (Key Cite)
- ✓ available on *Lexis* (*Shepard's*)
- ☑ helps to find the law
- □ contains selected cases
- ☐ helps to use the law
- ☑ acts as a reference, form book, or other usage

#### **WORDS AND PHRASES**



Words & Phrases is a multi-volume legal dictionary by West Publishing. This dictionary is different from other legal dictionaries in that it uses quotations from actual court opinions to define terms. It is an excellent source for locating primary authority.

# **Words and Phrases Functions**

- ☑ available on Westlaw [Database: WORDS-PHRASES]
- □ available on *Lexis*
- ☑ helps to find the law
- □ contains selected cases
- ☐ helps to use the law
- ☑ acts as a reference, form book, or other usage