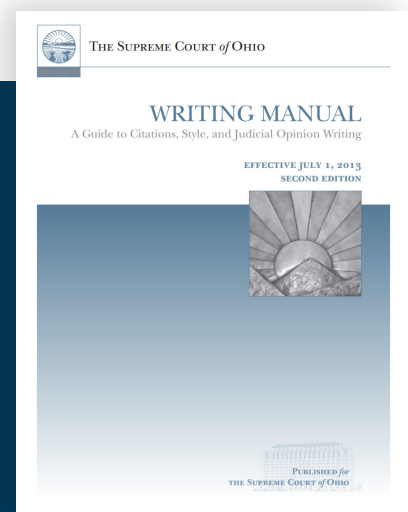


Quick Reference Guide

to Citation Formats in the Supreme Court of Ohio Writing Manual

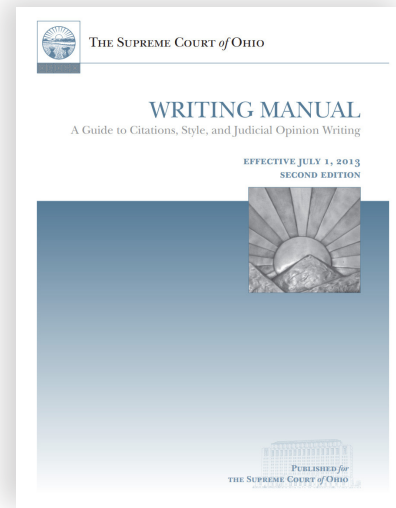
BY JEFFREY WILLIS, MARISA BARTLETTE WILLIS & STEVEN B. VANSLYCK



The Supreme Court of Ohio adopted and released the Supreme Court of Ohio Writing Manual in 2011 and updated it in 2013. Although not mandatory, the Ohio Supreme Court strongly encourages the use of the Writing Manual by lawyers and judges for writing briefs and opinions in Ohio courts.

Because the Writing Manual is 174 pages, we created a quick reference guide of the more common citation formats and a few drafting tips. This guide has helped us, and we hope it helps you.

- I. **CIVIL RULES.** *Supreme Court of Ohio Writing Manual* 47, 49 (2d Ed.2013).
Examples: [Civ.R. 12\(B\)\(6\)](#); [Fed.R.Civ.P. 60\(b\)\(1\)](#)
- II. **LOCAL RULES.** *Supreme Court of Ohio Writing Manual* 48 (2d Ed.2013).
Example: [Loc.R. 13.01 of the Court of Common Pleas Stark County, General Division](#)
- III. **RULES OF APPELLATE PROCEDURE.** *Supreme Court of Ohio Writing Manual* 47, 49 (2d Ed.2013).
Examples: [App.R. 14](#); [Fed.R.App.P. 28\(a\)\(1\)](#)
- IV. **RULES OF EVIDENCE.** *Supreme Court of Ohio Writing Manual* 47, 49 (2d Ed.2013).
Examples: [Evid.R. 801\(d\)\(1\) and 803\(1\)](#); [Fed.R.Evid. 804\(b\)\(2\)](#)
- V. **STATUTES.** *Supreme Court of Ohio Writing Manual* 41, 43 (2d Ed.2013).
Examples: [R.C. 4511.55 and 4511.56](#); [45 U.S.C. 151 et seq.](#)
- VI. **REGULATIONS.** *Supreme Court of Ohio Writing Manual* 49-50 (2d Ed.2013).
Examples: [Ohio Adm.Code 123:5-3-06 et seq.](#); [46 C.F.R. 16.113\(b\)\(1\)](#)



Quick Reference Guide

to Citation Formats in the Supreme Court of Ohio Writing Manual

VII. STATE COURT CASES DECIDED BEFORE MAY 1, 2002.

Supreme Court of Ohio Writing Manual 5-13 (2d Ed.2013).

Supreme Court of Ohio case example:

Foster Wheeler Enviresponse, Inc. v. Franklin Cty. Convention Indus., Inc., 78 Ohio St.3d 353, 363, 678 N.E.2d 519 (1997).

Print published case examples:

Cincinnati v. Black, 8 Ohio App.2d 143, 150-151, 220 N.E.2d 821 (1st Dist.1966).
Moscow v. Moscow Village Council, 29 Ohio Misc.2d 15, 19, 504 N.E.2d 1227 (C.P.1984).

Non-print published case examples:

Huntington Natl. Bank v. Metzemaubum, 8th Dist. Cuyahoga No. 73723, 1998 Ohio App. LEXIS 5403, *7 (Nov. 12, 1998). *Fairfield Cty. v. Allstate Ins. Co.*, Franklin C.P. No. 91CVH02-1112 (July 24, 1992).

VIII. STATE COURT CASES DECIDED ON OR AFTER MAY 1, 2002.

Supreme Court of Ohio Writing Manual 13-18 (2d Ed.2013).

Ohio Supreme Court case example:

Doe v. Ronan, 127 Ohio St.3d 188, 2010-Ohio-5072, 937 N.E.2d 556, paragraph one of the syllabus.

Print published with WebCite available case examples:

Mattlin Holdings LLC v. First City Bank, 189 Ohio App.3d 213, 2010-Ohio-3700, 937 N.E.2d 1087, ¶ 16 (10th Dist.). *Teeters Constr. v. Dort*, 142 Ohio Misc.2d 1, 2006-Ohio-7254, 869 N.E.2d 756, ¶ 22 (M.C.).

Non-print published with WebCite available case example:

Bay W. Elec. Co. v. GMS Constr. Ltd., 8th Dist. Cuyahoga No. 83016, 2003-Ohio-6927, ¶ 1, fn. 1.

Non-print published with WebCite not available case example:

Mattlin Holdings LLC v. First City Bank, Franklin C.P. No. 09CVH05-8009 (Nov. 10, 2009).

IX. FEDERAL CASES.

Supreme Court of Ohio Writing Manual 23-26 (2d Ed.2013).

United States Supreme Court case example:

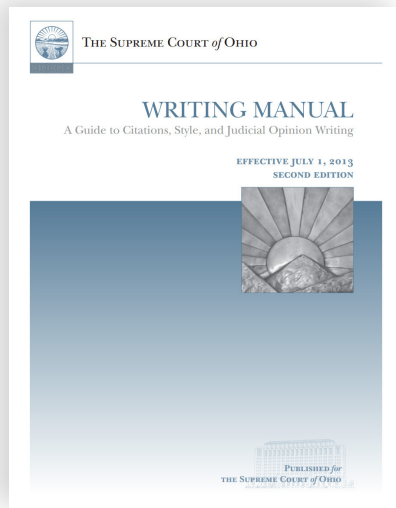
Apodaca v. Oregon, 406 U.S. 404, 414, 92 S.Ct. 1628, 32 L.Ed.2d 184 (1972) (Stewart, J., dissenting).

Federal circuit court case examples:

Hamilton Cty. Bd. of Commrs. v. NFL, 491 F.3d 310, 317 (6th Cir.2007).
United States v. Starnes, 6th Cir. No. 11-3446, 2012 U.S. App. LEXIS 20374, *12 (Sept. 26, 2012).

Federal district court case examples:

Am. Energy Corp. v. Tex. E. Transm., LP, 701 F.Supp.2d 921, 924, fn. 1 (S.D. Ohio 2010).
Charvat v. GVN Mich., Inc., 531 F.Supp.2d 922 (S.D. Ohio 2008), *aff'd*, 561 F.3d 623 (6th Cir.2009).
Villagarcia v. Warden, Noble Corr. Inst., S.D. Ohio No. 2:05-cv-810, 2007 U.S. Dist. LEXIS 23796 (Mar. 30, 2007).



Quick Reference Guide

to Citation Formats in the Supreme Court of Ohio Writing Manual

- X. **COMMON SIGNALS.** *Supreme Court of Ohio Writing Manual* 63-69 (2d Ed.2013).
Examples: *Accord*; *see also*; *cf.*
- XI. **OTHER TIPS.** Terms such as *court*, *common pleas court* and *court of common pleas* are generic terms, not proper nouns or proper names. As such, they are not capitalized. *Supreme Court of Ohio Writing Manual* 90 (2d Ed.2013). Do not use superscripts or subscripts to abbreviate ordinal numbers. *Id.* at 93. Commas and periods belong inside quotation marks. *Id.* at 97. Use *attorney fees* not *attorneys' fees*. *Id.* at 117. Attempting to sound smart can backfire: do not, for example, use *methodology* when you mean *method*. *Id.* at 119. A *methodology* is the study of *methods*.

Jeffrey Willis, Esq.
Willis the Firm
jeff@willisthefirm.com



Marisa Bartlette Willis, Esq.
Ice Miller LLP
Marisa.BartletteWillis@icemiller.com



Steven B. VanSlyck, Esq.
The Stonehenge Company
steve@vslaw.pro



COLUMBUS BAR ASSOCIATION
LAWYER REFERRAL SERVICE (LRS)
ESTABLISHED 1947



BUILD *your* CLIENT BASE with LRS

Each year, the CBA's Lawyer Referral Service receives thousands of inquiries from callers seeking legal services. Attorneys who agree to abide by our high standards can receive quality referrals to expand their client base.

For more information, contact Lexi Foster at lexi@cbalaw.org or (614) 340-2062.

