Missouri Legal Research

CAROLINA ACADEMIC PRESS LEGAL RESEARCH SERIES

Suzanne E. Rowe, Series Editor

èa

Arizona, Second Edition—Tamara S. Herrera
Arkansas—Coleen M. Barger

California, Second Edition—Hether C. Macfarlane, Aimee Dudovitz & Suzanne E. Rowe

Colorado - Robert Michael Linz

Connecticut—Jessica G. Hynes

Federal, Second Edition—Mary Garvey Algero, Spencer L. Simons, Suzanne E. Rowe, Scott Childs & Sarah E. Ricks

Florida, Fourth Edition—Barbara J. Busharis, Jennifer LaVia & Suzanne E. Rowe

Georgia—Nancy P. Johnson, Elizabeth G. Adelman & Nancy J. Adams

Idaho, Second Edition—Tenielle Fordyce-Ruff & Kristina Running
Illinois, Second Edition—Mark E. Wojcik

Iowa—John D. Edwards, M. Sara Lowe, Karen L. Wallace & Melissa H. Weresh

Kansas—Joseph A. Custer & Christopher L. Steadham

Kentucky—William A. Hilyerd, Kurt X. Metzmeier & David J. Ensign

Louisiana, Second Edition—Mary Garvey Algero

Massachusetts-E. Joan Blum

Michigan, Second Edition—Pamela Lysaght & Cristina D. Lockwood Minnesota—Suzanne Thorpe

Mississippi—Kristy L. Gilliland

Missouri, Third Edition—Wanda M. Temm & Julie M. Cheslik

New York, Third Edition—Elizabeth G. Adelman, Theodora Belniak, Courtney L. Selby & Brian Detweiler

North Carolina, Second Edition—Scott Childs & Sara Sampson

Ohio, Second Edition—Sara Sampson, Katherine L. Hall & Carolyn Broering-Jacobs

Oklahoma — Darin K. Fox, Darla W. Jackson & Courtney L. Selby

Oregon, Third Edition—Suzanne E. Rowe

Pennsylvania — Barbara J. Busharis & Bonny L. Tavares

Tennessee—Sibyl Marshall & Carol McCrehan Parker

Texas, Revised Printing—Spencer L. Simons

Washington, Second Edition—Julie Heintz-Cho, Tom Cobb & Mary A. Hotchkiss

West Virginia—Hollee Schwartz Temple

Wisconsin—Patricia Cervenka & Leslie Behroozi

Wyoming - Debora A. Person & Tawnya K. Plumb

Missouri Legal Research

Third Edition

Wanda M. Temm Julie M. Cheslik

Suzanne E. Rowe, Series Editor



Copyright © 2015 Wanda M. Temm, Julie M. Cheslik, Suzanne E. Rowe All Rights Reserved.

Library of Congress Cataloging-in-Publication Data

Temm, Wanda M., author.

Missouri legal research / Wanda M. Temm and Julie M. Cheslik. -- Third edition.

pages cm. -- (Legal Research Series) Includes bibliographical references and index. ISBN 978-1-61163-711-3 (alk. paper)

1. Legal research--Missouri. 2. Law--Missouri. I. Cheslik, Julie M., author. II. Title.

KFM7875.T46 2015 340.072'0778--dc23

2015018518

CAROLINA ACADEMIC PRESS 700 Kent Street Durham, North Carolina 27701 Telephone (919) 489-7486 Fax (919) 493-5668 www.cap-press.com

Printed in the United States of America.

For Keith and Bettie Sue Shumway, whose passion for higher education instilled in me the drive to be the best teacher I can be.

— WMT

For Marlene L. Cheslik, My Teacher.

— JMC

Summary of Contents

List of Tables and Figures	xix
Series Note	xxiii
Foreword	XXV
Preface and Acknowledgments	xxvii
Chapter 1 · The Legal Research Process	3
Chapter 2 · Constitutions and Statutes	11
Chapter 3 · Case Reporters and Digests	33
Chapter 4 · Administrative Law	59
Chapter 5 · Citators	75
Chapter 6 · Secondary Sources	87
Chapter 7 · Legislative History and Legislation	115
Chapter 8 · Online Research	139
Chapter 9 · Research Strategies and Organizing Research	151
Appendix A · Legal Citation	163
Appendix B · Selected Bibliography	179
Indov	191

Contents

List of Tables and Figures	xix
Series Note	xxiii
Foreword	XXV
Preface and Acknowledgments	xxvii
Chapter 1 · The Legal Research Process	3
I. Legal Research Generally	3
II. The Intersection of Legal Research and Legal Analysis	4
III. Overview of the Legal Research Process	4
IV. Approaches to Research A. Generating Descriptive Words	6 7
B. Researching the Law — Organization of This Text	8
Chapter 2 · Constitutions and Statutes	11
I. Constitutions	11
A. Missouri Constitution	11
1. History and Scope	11
2. Researching the Missouri Constitution	12
B. Federal Constitution	14
II. Statutes	14
A. Missouri Statutes	15
1. Chronological Compilation — Laws of Missouri	15
2. Topical Compilations — Missouri Codes	16

x CONTENTS

a. Revised Statutes of Missouri	17
b. Vernon's Annotated Missouri Statutes	18
3. Applying Research Approaches	19
a. Descriptive-Word Approach	19
b. Known-Topic Approach	22
c. Known-Authority Approach	22
B. Federal Statutes	23
1. Chronological Compilations	23
a. United States Statutes at Large	23
b. United States Code Congressional and Administrative News	24
2. Topical Compilations — Federal Codes	25
a. United States Code	25
b. United States Code Annotated	26
c. United States Code Service	29
3. Applying Research Approaches	29
a. Descriptive-Word Approach	29
b. Known-Topic Approach	30
c. Known-Authority Approach	30
4. Online Sources	30
III. Summary	31
Chapter 3 · Case Reporters and Digests	33
I. Court Systems	33
A. Missouri Courts	34
B. Federal Courts	34
C. Courts of Other States	35
II. Reporters	36
A. Missouri Judicial Opinions	37
1. Citation	38
2. Caption	38
3. Docket Number	40
4. Synopsis	41
5. Headnotes	41
6. Attorneys and Judges	42
7. Opinion of the Court	42
8. Disposition	43
B. Other Features of a West Reporter	43

CONTENTS xi

C. Federal Judicial Opinions	44
1. United States Supreme Court	44
2. United States Courts of Appeals	44
3. United States District Courts	44
D. Updating Reporters: Advance Sheets and Slip Opinions	45
1. Advance Sheets	45
2. Slip Opinions	45
	4.0
III. Digests A. West Digests	46 46
1. Headnotes	46
2. Topics and Key Numbers	46
3. Digest Sets	47
B. Applying Research Approaches	47
1. Descriptive-Word Approach	48
a. Generating Descriptive Words	48
b. Selecting a Digest	48
c. Updating Your Search	49
d. Finding More Topics and Key Numbers	50
e. Using the Descriptive-Word Approach in Online Sources	51
2. Known-Topic Approach	52
3. Known-Authority Approach	55
a. WestlawNext	55
b. Lexis Advance	55
c. Narrowing Your Results Online	55
C. Additional Research Aids in a Digest	57
IV. Summary	57
Chapter 4 · Administrative Law	59
. Missouri Administrative Rulemaking	60
A. Resources	60
B. Researching Missouri Administrative Regulations	62
Nescriptive-Word Approach	62
* **	64
2. Known-Topic Approach	
3. Known-Authority Approach C. Undeting the Language of an Administrative Pule	64 65
C. Updating the Language of an Administrative Rule	
D. Online Sources	66
I. Missouri Administrative Adjudication	66

xii CONTENTS

III. Federal Administrative Law	67
A. Federal Administrative Rulemaking	67
1. Federal Register	67
2. Federal Register Index	69
3. Code of Federal Regulations	70
4. CFR Research	71
5. Updating the CFR	71
6. Presidential Documents	72
B. Federal Administrative Adjudication	73
IV. Summary	73
Chapter 5 · Citators	75
I. Why Use Citators?	75
II. Shepard's	76
A. Shepardizing Cases	76
1. Signal Indicators	76
2. Analysis Codes	78
3. Page Number References	79
4. Jurisdictions	79
5. Narrow by Template	80
a. Headnotes	80
b. Search Terms	80
B. Shepardizing Statutes	81
III. KeyCite	82
A. KeyCite History	82
B. Citing References	82
C. KeyCiting Statutes	84
IV. Table of Authorities	84
V. When to Use a Citator	84
VI. Summary	85
Chapter 6 · Secondary Sources	87
I. Legal Encyclopedias	88
A. Corpus Juris Secundum	89
1. How to Use CJS	89

CONTENTS	X111

2. Updating CJS	92
B. American Jurisprudence 2d	92
1. How to Use Am. Jur. 2d	92
2. Updating Am. Jur. 2d	93
3. Other Features of Am. Jur. 2d	94
C. Legal Encyclopedias Online	94
II. Treatises and Hornbooks	95
A. How to Find the Right Treatise	95
B. How to Use Treatises and Hornbooks	96
C. Updating Treatises and Hornbooks	96
D. Other Features of Treatises and Hornbooks	96
E. Treatises and Hornbooks Online	97
III. Restatements of the Law	97
A. Organization of Restatements	98
B. How to Use Restatements	100
C. Updating the Restatement's Black-Letter Law	100
D. Finding Case References	100
E. Cross-References	101
IV. American Law Reports	101
A. ALR Organization	101
1. The Reported Case	101
2. Title Page of the Annotation	102
3. Text of the Annotation	102
B. How to Use ALR	103
1. Indexes	103
2. Digests	104
C. Updating ALR	104
D. ALR Online	105
V. Legal Periodicals	106
A. Types of Periodicals	106
B. How to Locate and Use Legal Periodicals	108
1. Indexes	108
a. Index to Legal Periodicals and Books	108
b. LegalTrac	109
2. Finding the Appropriate Journal	109
3. HeinOnline	110

xiv CONTENTS

VI. Secondary Sources Specific to Missouri	110
A. The Missouri Bar CLE Deskbooks	110
B. Missouri Practice Series	111
C. Missouri Approved Instructions	111
VII. Looseleaf Services	112
VIII. Summary	113
Chapter 7 · Legislative History and Legislation	115
I. What Is Legislative History, and When Do You Use It?	115
II. Missouri Legislation	116
A. Introduction of a Bill	117
B. Perfection of a Bill	117
C. Final Passage of a Bill	118
D. Signing of a Bill	118
E. Governor's Actions	118
F. Effective Date of a Law	119
G. Duties of the Secretary of State	119
III. Compiling Missouri Legislative History	119
A. Committee Reports	119
B. Prior Print Versions of the Bill	119
C. Journals	121
D. Vernon's Missouri Legislative Service	122
E. Online Access to Bills	122
1. Free-Access Sources	122
2. Fee-Based Sources	123
F. Summary	123
IV. Federal Legislation	123
A. Referred Print	123
B. Committee Hearings	124
C. Committee Report	124
D. Reported Print	124
E. Full Chamber Consideration and Debate	125
F. Act Print	125
G. Enrolled Bill or Act	125
H. Presidential Statement	125
V. Compiling Federal Legislative History	126
A. Compiled Legislative Histories	126

CONTENTS xv

B. Compiling Your Own Legislative History in Print Sources	127
1. United States Code Congressional and Administrative News	128
2. Congressional Information Service	130
a. Index Volumes	131
b. Legislative Histories Volumes	132
c. Abstracts Volumes	134
3. Congressional Record	134
C. Online Sources	136
1. Free-Access Sources	136
2. Fee-Based Sources	137
D. Summary of Federal Legislative History Research	137
VI. Summary	138
Chapter 8 · Online Research	139
I. Introduction	139
II. Not All Databases Are Alike	139
A. Free-Access Online Sources	140
B. Commercial Online Services	141
C. Missouri Bar Online Services	141
III. Descriptive-Word Approach	142
A. Generate Descriptive Words	142
B. Choose an Online Service	143
C. Choose a Database or Source	144
D. Construct a Search	144
1. Boolean Connectors	144
2. Natural-Language Searching	147
IV. When to Get Online	148
A. Scope of Source	148
B. Overview	148
C. Common, Ambiguous, or Broad Terms	148
D. Statutes	149
V. Summary	149
Chapter 9 · Research Strategies and Organizing Research	151
I. Moving from Problems to Issues	151
II. Understanding the Research Process	152

xvi CONTENTS

III. Planning the Research	152
A. Determine What Law Applies	153
B. Generate Descriptive Words	153
C. Consult Secondary Sources	154
D. Find Constitutional Provisions, Statutes, or Regulations	154
E. Use Digests or Online Case-Finding Tools	154
F. Read Cases	154
G. Update Authority	155
IV. Organizing the Research	155
A. Keep Issues Separated	155
B. Keep Track of Where You Looked	156
C. Keep Track of What You Looked At	156
D. Keep Notes on the Authority Itself	157
E. Don't Be a Slave to the Printer or Copy Machine	158
V. Knowing When to Stop	158
A. Hit Paydirt	158
B. Found Relevant Authority	158
C. Looked Every Important Place	159
D. Cost Exceeds Benefit	159
E. Achieved Closure	159
VI. Preparing to Write — Outline Analysis	159
VII. Summary	161
Appendix A · Legal Citation	163
I. Introduction	163
II. National Citation Manuals	164
A. Organization and Finding Tools	165
1. Bluebook	165
a. Reference Guide and Bluepages	165
b. Index	166
2. ALWD Guide	166
B. Citing Missouri Material	166
C. Incorporating Citations into a Document	167
D. Case Citations	167
1. Essential Components of Case Citations	168
2. Full and Short Citations to Cases	170

CONTENTED	••
CONTENTS	XV11

3. Prior and Subsequent History	171
E. Federal Statutes	171
F. Signals	172
G. Explanatory Parentheticals	172
H. Quotations	173
I. Noteworthy Details	174
J. Differences in Lay-out Between ALWD Guide and Bluebook	174
III. State Citation Rules	175
IV. Citations for Law Review Articles	175
V. Summary	177
Appendix B · Selected Bibliography	179
Index	181

List of Tables and Figures

Tables

Table 1-1.	Examples of Authority in Missouri Research	5
Table 1-2.	Generating Descriptive Words	8
Table 2-1.	Descriptive-Word Approach to Statutory Research	22
Table 3-1.	Descriptive-Word Approach to Missouri Case Law Research	48
Table 4-1.	Excerpt from <i>Missouri Register</i> Rule Changes Since Update to <i>Code of State Regulations</i>	65
Table 4-2.	Descriptive-Word Approach to Federal Administrative Law Research	72
Table 5-1.	Signal Indicators — Shepard's	78
Table 5-2.	Select History and Treatment Codes	79
Table 5-3.	Select Legislative and Judicial Codes for Shepardizing Statutes	81
Table 6-1.	Outline for Researching Secondary Sources	88
Table 6-2.	Law Reviews and Law Journals Published by Missouri Law Schools	107
Table 7-1.	Reverse Chronological Order of Missouri Legislative Bills	120
Table 8-1.	Example Notes for Online Searching	143
Table 8-2.	Boolean Connectors and Commands	145
Table 9-1.	Overview of the Research Process	153

Table 9-2. Taking Notes on Authority	157
Table 9-3. Elements Chart	160
Table A-1. Purposes of Legal Citations	164
Table A-2. Examples of Citation Sentences and Citation Clauses	167
Table A-3. Word Abbreviations in ALWD Guide and Bluebook	168
Table A-4. Examples of Full Citations	170
Table A-5. Common Signals	172
Table A-6. Comparison of Formats	176
Table A-7. Typeface for Law Review Footnotes	176
Figures	
Figure 2-1. Missouri Constitution Table of Contents	13
Figure 2-2. Revised Statutes of Missouri General Index	20
Figure 2-3. Vernon's Annotated Missouri Code § 569.180 RSMo 2000	21
Figure 2-4. 26 U.S.C.A. § 5000A Index of Notes of Decisions on WestlawNext	27
Figure 3-1. State v. Lake, 686 S.W.2d 19, Caption and Synopsis	39
Figure 3-2. State v. Lake, 686 S.W.2d 19, Headnotes in Print Decision	40
Figure 3-3. State v. Lake, 686 S.W.2d 19, Headnotes on WestlawNext	41
Figure 3-4. Missouri Digest 2d Descriptive-Word Index	50
Figure 3-5. Core Terms in Lexis Advance	52
Figure 3-6. Missouri Digest 2d Topic Outline	53
Figure 3-7. Search Text on WestlawNext	56
Figure 4-1. Code of State Regulations General Index	62
Figure 4-2. 13 CSR § 30.6010 Purpose	63
Figure 4-3. 13 CSR § 30.6010(2)(A)(1) Text	64
Figure 4-4. 13 CSR § 30.6010 Authority	64
Figure 5-1. Shepard's® Citing Decisions for State v. Lake	77

	LIST OF TABLES AND FIGURES	xxi
Figure 5-2.	KeyCite's Citing References for State v. Lake	83
Figure 6-1.	Excerpt from the General Index of CJS	90
Figure 6-2.	Excerpt from CJS Topical Volume	91
Figure 6-3.	Excerpt from Am. Jur. 2d General Index	93
Figure 6-4.	Excerpt from Am. Jur. 2d Topical Volume	94
Figure 6-5.	Excerpt from a Restatement	99
Figure 6-6.	Excerpt from ALR Index	103
Figure 6-7.	Annotation History Table	105
Figure 7-1.	Vernon's Annotated Missouri Code § 569.180 RSMo 1999	121
Figure 7-2.	United States Code Congressional and Administrative News Subject Index — 107th Congress	129
Figure 7-3.	United States Code Congressional and Administrative News Legislative History — 107th Congress	130
Figure 7-4.	Congressional Information Service Legislative History — Reports	133
Figure 7-5.	Congressional Information Service Abstract	135

Figure 7-6. Congressional Record 107th Congress, November 14, 2002

136

Series Note

The Legal Research Series published by Carolina Academic Press includes titles from states around the country as well as a separate text on federal legal research. The goal of each book is to provide law students, practitioners, paralegals, college students, laypeople, and librarians with the essential elements of legal research in each jurisdiction. Unlike more bibliographic texts, the Legal Research Series books seek to explain concisely both the sources of state law research and the process for conducting legal research effectively.

Foreword

Judge Laura Denvir Stith Supreme Court of Missouri

The substantive classes that a law student takes teach the fundamental principles, concepts, and rules underlying particular areas of law. The knowledge gained in these classes will prove invaluable to the practicing lawyer. But, an understanding of how to undertake effective legal research is essential to being a successful law student and, more importantly, to becoming an effective lawyer. If one does not know what a regulation is, or how to find out whether a case is still good law, then the substantive knowledge gained in law school will be of little practical use to the student or a future client. The gap between acquiring substantive knowledge and providing helpful advice is filled by legal research.

Students of Professors Wanda Temm and Julie Cheslik at the University of Missouri-Kansas City have long had the benefit of their insights into legal research methods. I am delighted that they have chosen to publish their ideas so that others will have the opportunity to gain from their experience. *Missouri Legal Research* offers a clear guide to the various sources of law used by Missouri lawyers and gives insights into how to make legal research both useful and effective. There are so many ways to approach legal research, and so many research sources to choose from, that a new student often is not sure where to begin. This book carefully explains the different types of sources of law, which sources are best used for what purpose, and how to quickly find relevant laws or cases.

Missouri Legal Research shows how to find cases that apply the relevant concepts, how to research statutes and regulations that set out the governing rules, and how to use treatises and law reviews to explain to a dubious judge or senior partner why the principles embodied in those cases should apply to the case at hand. In short, it teaches the skills the new law student needs in order to solve the mysteries of legal research.

xxvi FOREWORD

Further, *Missouri Legal Research* has the added advantage of offering this excellent primer on legal research in a context that will be specifically useful to students in Missouri law schools who wish to become Missouri lawyers. Professors Temm and Cheslik explain the structure of the Missouri court system and the judicial decision-making process, thereby providing a useful context for understanding how and why particular types of research are useful and necessary. This book's suggestions are practical, and are geared to Missouri law and to the peculiarities of Missouri practice.

I am confident that this book will be a ready reference to all who find their way to its pages. Students will refer to this book time and again while taking legal research and writing, in preparing moot court briefs, and as they research issues for seminar papers or for legal clinics. New lawyers will find it invaluable when their work requires research into sources they have not utilized since their first-year courses. *Missouri Legal Research* is an invaluable addition to Missouri's law libraries.

Preface and Acknowledgments

This book is intended primarily for use by the student who is new to legal research or an area of legal research. Other audiences include practitioners who need to be familiar with Missouri resources, as well as paralegals, college students, and laypeople. While some chapters may serve a reference-type purpose, such as the legislative history chapter, this book is primarily intended as an introduction to the tools and sources of Missouri and federal legal research. Excerpts of sample pages are included to help orient readers to the various resources. The format of sample pages may be altered to fit this book's smaller page size.

Structure and Themes

Each chapter of this book introduces one type of authority or a finding tool. The focus of each chapter is on a tripartite process: (1) At what stage of legal problem-solving is this source helpful? (2) How do legal researchers access and use this source? (3) How is this source updated?

In addition to the three process-oriented queries, there are four common themes to remember in learning about the sources of legal research. These themes consider whether a source is (1) primary vs. secondary authority, (2) mandatory vs. persuasive authority, (3) official vs. unofficial, and (4) compiled chronologically vs. topically. These themes will be addressed frequently throughout the book.

Print and Online Sources

This book focuses on the sources of law (statutes, case law, rules, regulations, etc.) both in a print medium and in an online format. After explaining the print sources and how they are compiled and used to solve legal problems, each chapter shows how researchers can access these sources in an online format. An important aspect of the book is its discussions of how to make judgments about which medium to access and when to access it.

Online sources are divided into free-access Internet sites and fee-based online databases. Unlike print resources that make format changes on an infrequent basis, online sources change format and content much more often. As a result, changes can occur online before a research book that describes that online source has left the printer. Indeed, the two major fee-based online databases, WestlawNext and Lexis Advance, issue new format changes on an almost annual basis.

Reflection

This book began as *The UMKC Legal Research Guide* in 1994, originally drafted by Julie Cheslik. Since then it has been updated annually. In 1999, Wanda Temm took the reins as Director of Legal Writing and continued the annual update. Over the years, the guide evolved to become a resource for students well after the first year of law school. Numerous alumni maintained their copies and used the guide in their practices and clerkships. Through their suggestions that it be made available to a wider audience, this book was written.

Acknowledgments

This book is the work of many people, primarily former teaching assistants in the Legal Writing Program at the University of Missouri-Kansas City School of Law, who contributed early outlines, early chapter drafts, examples, and, above all, enthusiasm and dedication. Particular thanks to former teaching assistants Teresa Locke, Mark Dover, Tony Gosserand, Dianne Hansen, Barbara Hircock, Robert James, Elizabeth Lawrence, Derrick Pearce, Jacque Sparks, Roger Walker, Steve Ward, and Louie Wright, who helped start this project.

Many thanks to our current and former legal writing colleagues, Barbara Wilson, Judith Popper, Aaron House, Marcia Cook, and Shirley Goza, and administrative assistants, Norma Karn, Elizabeth Couzens, and Jackie Capranica, who have seen this manuscript in its various forms too many times. Their support has been unending and their contributions too numerous for words.

Special thanks to Lawrence MacLachlan, Director of Research and Instructional Services, Leon E. Bloch Law Library, University of Missouri-Kansas City School of Law, for his patient and consistent review. He added valuable explanations and illustrations based on his years of experience teaching legal research. Thanks also to Rachelle Leutzinger for her assistance on the graphical information and to Pam Benton for her contributions to the Missouri legislative history section.

Series editor, Suzanne Rowe, also deserves special thanks. In addition to contributing portions of Chapter 1 and Appendix A, her able assistance in finalizing the manuscript and suggesting improvements has helped make this

book even more readable and user-friendly. Her dedication to this project was invaluable.

Thanks as well to Dean Ellen Suni, the UMKC administration, and the UMKC law faculty for their support of the Legal Writing Program over the years. That support has allowed us to provide our students a top-notch program using innovative teaching methods. This book would not have been created without their support.

WMT and JMC