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Appendix: Acronyms and Abbreviations

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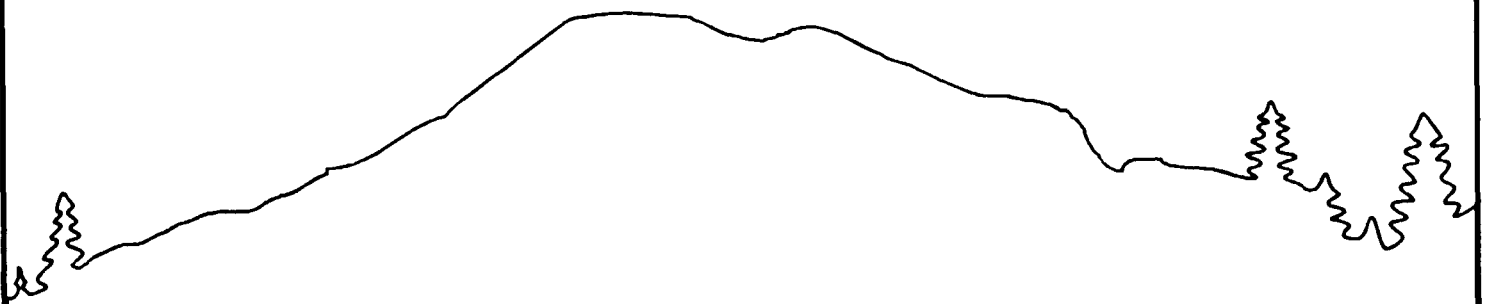
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Washington Legal Researcher's Deskbook 3d



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Introduction

The *Washington Legal Researcher's Deskbook 3d* has been written to assist lawyers, students, librarians, legal assistants, legal secretaries, and members of the public in the complex task of researching legal problems. This book focuses on the law of Washington State and the legal materials that are available to the Washington practitioner. The reader will not find answers to legal questions but rather will find a rich array of information that can help in the process of researching the law.

The importance of legal research certainly cannot be overstated. Lawyers want to give good advice to their clients. If the client's problem is new to the practitioner, chances are good that a review of the legal issues and authority will be necessary. This may plunge the researcher into unfamiliar areas of law.

If it were not enough to want to give good advice, Rule 1.1 of the Washington Rules of Professional Conduct (RPC) requires that a practitioner "shall provide competent representation to a client." This rule requires familiarity with the relevant law through previous knowledge or through conducting adequate research. No Washington State Bar Association ethics opinions interpret this rule regarding the standards for performing competent legal research.

A 1975 California Supreme Court case, *Smith v. Lewis*, 10 Cal.3d 349, 530 P.2d 589 (1975), articulates a standard of care for legal research. The standard requires (1) sufficient research (2) using standard research techniques (3) to obtain readily available authority. The Court found that the defendant lawyer failed to meet this standard of care. Cases

in other jurisdictions have reached a similar result. The Washington Court of Appeals has apparently applied this standard in *Halvorsen v. Ferguson*, 46 Wash. App. 708, 718, 735 P.2d 675, 681 (1986).

A study commissioned by the ABA Section of Legal Education and Admissions to the Bar listed legal research among ten skills necessary for the practice of law. The Task Force identified three specific skills needed for thorough and efficient research:

- 3.1 Knowledge of the Nature of Legal Rules and Institutions;
- 3.2 Knowledge of and Ability to Use the Most Fundamental Tools of Legal Research;
- 3.3 Understanding of the Process of Devising and Implementing a Coherent and Effective Research Design

Task Force on Law Schools and the Profession: Narrowing the Gap, *Legal Education and Professional Development—An Educational Continuum* at 138 ("The MacCrate Report") (1992).

The legal researcher of the twenty-first century cannot rest on the knowledge of legal research tools acquired while in law school or even as recently as two years ago. The computerization of legal information has completely changed the world of legal research and the practice of law. Some recent commentators have even suggested that computerized research is required in order for practitioners to avoid malpractice. See David M. Sandhaus, "Computers Are Required for the Practitioner to Avoid Malpractice," *Wash. St. B. News*, Nov. 1993, at 51; Robert C. Berring, "Technology and the Standard of Care for Legal Research," *Legal Malpractice Rep.*, 1992, at 21. You will find electronic resources noted and discussed throughout the entire *Deskbook*.

The purpose of this *Deskbook* is to provide a broad spectrum of information that would be helpful to the person who must research Washington State law. In the first chapter, Ann Hemmens describes how to use a law library. From using law li-

baries in person to using law libraries without leaving the comfort of your home or office, the tips provided in this chapter will be useful to all legal researchers.

In the second chapter, I review the formats of legal information and outline a strategy to help the legal researcher design a research process or framework. Practical tips for efficient use of legal tools are discussed. If you must research an area of law you know nothing about, the article reprinted in Appendix II will be extremely useful. If taking good notes is your downfall, be sure to read the note-taking article found in Chapter 2, Appendix III. This piece is full of practical hints that can help any researcher create a fine research product.

Chapter 3, written by Mary Whisner, is an excellent review of the most basic and important legal research tools used for researching Washington law. Ms. Whisner reviews secondary sources, statutes, administrative regulations, case law, case-finding tools, attorney general opinions, citator services, and basic citation formats. She includes information about electronic versions of these information tools as well as the printed texts. Every legal researcher should be familiar with the contents of this chapter.

Using one or more of the many excellent handbooks and deskbooks available on Washington law can help the legal researcher quickly and efficiently define the problem and locate the primary sources to answer the question. In Chapter 4, Nancy McMurrer provides annotated descriptions both of broad, multi-topic sources and other, more specific titles listed by subject. This chapter is crucial for the researcher who is not intimately familiar with the wealth of secondary literature available in Washington.

Washington State agencies promulgate a variety of administrative decisions or actions. These are ably discussed in Chapter 5 by Cheryl Rae Nyberg. Pay particular attention to the description of the Administrative Procedure Act and its requirements. Ms. Nyberg discusses each state agency that issues ad-

ministrative determinations and even provides a summary chart of the various sources of agency quasi-judicial actions in order to speed your research.

Never compiled a Washington legislative history? Follow the clear step-by-step directions written by Peggy Roebuck Jarrett in Chapter 6 on legislative history and bill tracking. Clearly our author has had some experience with this awesome task!

Ms. Jarrett shows the novice exactly how to follow the Legislature's process and includes important tips for accomplishing this research chore efficiently and competently. Researching state initiatives can also be problematic; see the tips included by the author.

A completely new chapter on local government law has been researched and written by Mary Ann Hyatt. After an excellent background of the authority and role played by local governments, Ms. Hyatt analyzes the primary and secondary materials for cities, counties, and special districts.

Historical and archival sources of legal information are new in this edition of the *Deskbook*. In Chapter 8, Cheryl Nyberg and Ann Hemmens have tracked down nearly everything you might need from official documents in the territorial and early statehood periods in Washington.

Chapter 9 is also new to the *Deskbook*. With 36 Indian tribes in Washington State, 6 percent of the state's land held by Indians or Indian tribes, and a growth in tribal self-government, every Washington practitioner should know the basics of Indian law. The chapter reviews federal Indian policy and includes a minimal list of federal, state, and tribal resources that can be used in legal research projects.

"Nonlegal Resources" is the title of Chapter 10 written by Peggy Roebuck Jarrett. In a clear and direct style, the author covers sources that will help you find information about people and organizations, locate factual information, and improve your writing skills.

In the final chapter Jonathan Franklin compiles information about legal resources in Washington.

Included here are tips on how to manage your library, hire a librarian, and select materials and research tools for your library. Directories of filing and library service organizations, document delivery services, legal publishers, and Washington legal periodicals complete the informative material found in this section. This chapter will be a great help to those trying to keep their law libraries current and properly managed, to those making decisions about purchases for office libraries, and to those trying to locate legal materials available in the local area.

The *Deskbook's* appendix presents acronyms and abbreviation used throughout this book and that frequently appear in Washington legal materials.

I am very pleased with the high quality of the material you will find within this *Deskbook*. Many thanks to the authors for their tireless work. Special thanks to the general editor, Cheryl Nyberg, who edited all the chapters, created the book's index, and provided the consistency and standard of excellence so necessary for a work like this. Theresa

Knier worked many hours to put our draft material into a final form with a professional touch—thank you! Thanks also to Reba Turnquist who helped update information about publishers, prices, and the like; to the Gallagher Law Library staff for being supportive and helpful; to the law librarianship student interns who helped cover the Reference Office when we needed extra time to write; to various colleagues around the state who responded cheerfully to our requests for information; and, finally, to our library patrons for asking us questions and helping us learn what legal researchers in Washington need to know.

Readers and Washington legal researchers are invited to send comments and suggestions via email to deskbook@u.washington.edu.

Penny A. Hazelton
Seattle, Washington
January 2002

Notes on Using This Book

This section explains citations and references used throughout this book.

Books, Articles, and Legal Citations

The *Deskbook* contains many references to other publications. The authors have used several formats to distinguish categories of material.

Titles of books, periodicals, looseleaf services, CD-ROM products, and similar items generally appear in *italics*. Authors, editors, and compilers are often named and the publisher and year of publication are given. For periodicals and other publications that are issued or updated on a regular basis, the initial year of publication is followed by an open hyphen (e.g., *Washington State Environmental Reporter* (Book Publishing Co., 1974-)).

References to articles include the author(s), the title of the article in quotation marks, and the abbreviated title of the periodical in *italics*. These abbreviations are spelled out in the Appendix: Acronyms and Abbreviations. If the issues of a volume are paginated consecutively, the volume number appears before the title of the publication and the first page number follows the title, with the year of publication in parentheses (e.g., William R. Andersen, "The 1988 Washington Administrative Procedure Act: An Introduction," 64 *Wash. L. Rev.* 781 (1989)). If the issues of a volume are not paginated consecutively, the citation identifies the issue and then the beginning page number (e.g., Nancy Carol Carter, "American Indian Tribal Governments, Law, and Courts," *Legal Ref. Serv. Q.*, No. 2, 2000, at 7). For articles that are available for free on the Internet,

their citations include the Uniform Resource Locators (URLs) (e.g., Eron Berg, "Unpublished Decisions: Routine Cases or Shadow Precedents?," *Wash. St. B. News*, Dec. 2000, at 28, available at <http://www.wsba.org/barnews/2000/12/berg.htm>).

Citations to some legal sources (such as statutes and cases) follow rules set out in *The Bluebook: A Uniform System of Citation*, 17th ed. (Harvard Law Review Association, 2000), with exceptions recommended by the Washington Office of the Reporter of Decisions *Style Sheet*. *The Bluebook* and the *Style Sheet* are described in Chapter 3, Fundamentals of Legal Research in Washington, Section X, Citation Format.

Internet Websites

In less than a decade, the Internet has become a major legal research tool. Thousands of academic, commercial, governmental, organizational, and personal websites contain the text of legal materials and/or guides, indexes, and commentaries on the law. Government agencies at all levels have quickly made the Internet a primary means for communicating with the public.

Throughout this book, URLs identify websites that contain Washington State legal materials. In many cases, "deep links" to pages buried several layers beneath an agency's main homepage have been used to direct readers to the specific location of legal documents and databases. These URLs and the descriptions of website contents were accurate in fall 2001.

Website addresses and contents change frequently, however. If a website address fails and the source is part of the Washington State government, use the "State Agency Index" on Access Washington, <http://access.wa.gov/>, to locate the agency's new URL. Then look for navigation links, a site index, or a search feature to locate specific material. If the source of the website is not part of the Washington State government, pare back the URL to the first slash after the domain name (ending with .com, .edu, or .org). This shortened URL should

take you to the website homepage. For example, the URL for the Gallagher Law Library's collection of legal research guides is <http://lib.law.washington.edu/ref/guides.html>. If you eliminate "/ref/guides.html", you will go to <http://lib.law.washington.edu/>, the Law Library's homepage.

The University of Washington Gallagher Law Library maintains an Internet Legal Resources page, <http://lib.law.washington.edu/research/research.html>, that links to free websites providing Washington State primary law sources, including the constitution, bills, statutes, court opinions, court rules, regulations, administrative agency decisions, and municipal codes. Comparable links for U.S. government sources are also provided. Internet Legal Resources is updated regularly.

LexisNexis and Westlaw

Many chapters describe files and databases found on the two major commercial legal research services, LexisNexis and Westlaw. In some cases, specific libraries and file names are mentioned. For example, Chapter 5, Administrative Decisions and Materials, includes a list of LexisNexis libraries and files containing administrative agency decisions. The reference to "WASH;WAGMHB" includes the LexisNexis library name for Washington (WASH) and a specific file within that library for the decisions of the Growth Management Hearings Boards decisions (WAGMHB). The comparable database on Westlaw is called WA-GMHB.

When no library, file name, or database identifier is given, the researcher may explore several options for finding relevant material. Both services maintain extensive directories of their contents and these directories are available in print and online. The *Westlaw Database Directory* is published annually; the 2001 edition is 842 pages. The online edition is found at <http://directory.westlaw.com/>. The

LexisNexis *Directory of Online Services* is also published annually; the 2001 edition is 736 pages. The "Searchable Directory of Online Sources" is at <http://web.nexis.com/sources/>. The directories are organized by jurisdiction (Washington), type of legal material (Legislation), and subject or practice area (Environmental Law). They also include indexes by title (*Washington Administrative Code*). Users may also contact the customer service representatives to ask about the availability of particular sources and get advice on constructing effective searches. LexisNexis customers may dial (800) 543-6862. The Westlaw Reference Attorneys may be reached at (800) 733-2889.

Because of their expense and complexity, these services are most often used by members of the legal community. Few public law libraries can afford to make these services available. Faculty and students at some colleges and universities may have access to a version of LexisNexis called Lexis-Nexis Academic Universe or a version of Westlaw called Westlaw Campus. These services offer an abbreviated list of certain legal sources, including full-text federal and state cases, statutes, and law reviews. Other users may take advantage of the vendors' credit card options. LexisNexis by Credit Card, http://web.lexis.com/xchange/ccsubs/cc_prods.asp, is available on a "pay as you go" basis. A user may search legal materials (including federal and state cases, constitutions, statutes, court rules, and law reviews). Westlaw's WestDoc program, <http://www.westdoc.com>, allows users with citations to obtain documents by credit card.

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The authors are interested in readers' comments and suggestions. Please contact us by electronic mail at deskbook@u.washington.edu.

Author Biographies

Penny A. Hazelton. Professor Hazelton has been the Director of the Marian Gould Gallagher Law Library at the University of Washington School of Law since 1985. Teaching legal research to law students, law librarianship students (lawyers training to be law librarians), library students, attorneys and judges, legal secretaries, and paralegals has occupied a good part of Professor Hazelton's twenty-five year career. She earned her JD from Northwestern School of Law of Lewis & Clark College and received a Masters in Law Librarianship from the University of Washington in 1976. Professor Hazelton is a member of the Washington State Bar Association and has served as a member and Chair of its Editorial Advisory Board Committee. Professor Hazelton spent five years at the University of Maine and four at the U.S. Supreme Court Library as head of the research services department.

Jonathan Franklin. Jonathan Franklin received an AB in Values, Technology, Science, and Society and an AM in Anthropology, both from Stanford University in 1988, a JD from Stanford Law School in 1993, and an MLL from the University of Washington in 1994. Mr. Franklin spent five years as the foreign and comparative law librarian at the University of Michigan Law Library before coming to the University of Washington Gallagher Law Library as Assistant Librarian for Library Services in 1999. As of 2001, he became Associate Law Librarian at the Gallagher Law Library. He has written and spoken on issues related to format selection of library materials, library organizational structures, and copyright issues. He is an active member of the American Association of Law Li-

braries and the Law Librarians of Puget Sound.

Ann Hemmens. Ann Hemmens received a BA in Psychology from the University of Illinois at Urbana-Champaign in 1988 and a JD from the University of North Carolina at Chapel Hill in 1993. She worked at the Center for Disease Control's National HIV/AIDS Hotline and the North Carolina Department of Health and Human Services Division of Medical Assistance. She earned her MS in Library Science from the University of North Carolina in 2000. She has been a Reference Librarian at the University of Washington Marian Gould Gallagher Law Library since June 2000. Previously, she worked as a reference assistant at the University of North Carolina Law Library and the Law Library of Congress. She is a member of the American Association of Law Libraries, the Law Librarians of Puget Sound, and the North Carolina State Bar Association.

Mary Ann Hyatt. Mary Ann Hyatt received a BA in English from Rhodes College in 1979 and an MLS from Emory University in 1980. She taught research in academic libraries in Georgia and Texas for ten years before attending the University of Washington School of Law. Ms. Hyatt earned her JD in 1993. She headed research services at a large Seattle law firm for three years before coming to Gallagher Law Library as Assistant Librarian for Access Services. Ms. Hyatt serves on the King County Law Library Board of Trustees. She is a member of the Washington State Bar Association, the American Association of Law Libraries, and the Law Librarians of Puget Sound.

Peggy Roebuck Jarrett. Peggy Jarrett received a BA in Economics from the University of California, Davis, in 1981 and an MSLS from the Catholic University of America in 1984. She spent seven years working in private law firm libraries in Washington, D.C., and Seattle before joining the Gallagher Law Library staff in 1990. Ms. Jarrett

works as the Library's Government Documents Librarian and as a member of the reference staff. She is active in the Law Librarians of Puget Sound and the American Association of Law Libraries.

Nancy M. McMurrer. Nancy McMurrer received a BA in History/Political Science from Furman University in 1966 and a JD from the University of Virginia Law School in 1969. She practiced with the Office of Chief Counsel, Internal Revenue Service from 1969 until moving to Germany in 1976. She earned her Masters of Librarianship with Law Librarianship Certificate from the University of Washington in 1990. Ms. McMurrer was a Reference Librarian with a law firm in Seattle before joining the reference staff at the University of Washington in 1994. Nancy McMurrer is a member of the Virginia State Bar Association, the American Association of Law Libraries, and the Law Librarians of Puget Sound.

Cheryl Rae Nyberg. Cheryl Nyberg received her BA cum laude in English in 1977 and her MS in Library Science in 1979, both from the University of Illinois at Urbana-Champaign. Before joining the Gallagher Law Library reference staff in 1995, she worked at the University of Illinois Law

Library for fifteen years, principally as government documents and reference librarian. Since 1985, she has authored the *Subject Compilations of State Laws* bibliography series. Her latest book is called *State Administrative Law Bibliography: Print and Electronic Sources* (2000). She was given the Marta Lange/CQ Award for "distinguished contribution to bibliography and information service in law/political science" by the Association of College and Research Libraries in June 2001. Cheryl Nyberg is a member of the American Association of Law Libraries and currently chairs its Access to Electronic Legal Information Committee.

Mary Whisner. Mary Whisner received a BA in Philosophy from the University of Washington in 1977, a JD from Harvard Law School in 1982, and an MLIS from Louisiana State University in 1987. Ms. Whisner clerked for Judge Stephanie K. Seymour of the U.S. Court of Appeals, Tenth Circuit, and practiced law for two years in Washington, D.C. She has been on the reference staff of the Gallagher Law Library at the University of Washington since 1988. Mary Whisner is a member of the American Association of Law Libraries, the Law Librarians of Puget Sound, and the Washington State Bar Association.

Appendix

Acronyms and Abbreviations

Cheryl Rae Nyberg

Appendix: Acronyms and Abbreviations

Cheryl Rae Nyberg

Acronyms and abbreviations that are used throughout this book and that are found in Washington and other legal materials are listed below, along with the full names or titles they represent. The list includes publications (the full titles are printed in italics); bar associations and legal organizations; U.S. and Washington agencies, boards, commissions, and departments; legal terms; court rules; statutes; and electronic databases and services. This list is representative, not comprehensive.

The online version of this list (available at the University of Washington Gallagher Law Library's website, <http://lib.law.washington.edu/pubs/acron.html>) includes hypertext links to websites of government agencies, organizations, and the text of selected documents.

A.	<i>Atlantic Reporter</i>
AALL	American Association of Law Libraries
ACES	Appeals Court Electronic Service
ACLU	American Civil Liberties Union
ACORDS	Appellate Court Records and Data System
ADA	Americans with Disabilities Act (U.S.)
ADR	alternative dispute resolution
AGLO	Attorney General letter opinions
ALJ	administrative law judge
ALR	<i>American Law Reports</i>
Am. Jur.	<i>American Jurisprudence</i>
APA	Administrative Procedure Act
APR	Admission to Practice Rules (court rules)
AR	Superior Court Administrative Rules (court rules)
ARCW	<i>Annotated Revised Code of Washington</i>
ASCII	American Standard Code for Information Interchange
Ball. Code	<i>Ballinger Code</i>
BAP	brief adjudicative proceeding
BBP	Bench-Bar-Press Committee Statement of Principles (court rules)
BFWWCAPCA	Benton, Franklin, Walla Walla Counties Air Pollution Control Authority
BIA	U.S. Bureau of Indian Affairs
BIIA	Washington Board of Industrial Insurance Appeals
BJA	Advisory Case Processing Time Standards (Board for Judicial Administration; court rules)
BJAR	Board for Judicial Administration Rules (court rules)
BJS	U.S. Bureau of Justice Statistics
BLS	U.S. Bureau of Labor Statistics
BNA	Bureau of National Affairs, Inc.
BNML	Brand Name Materials List
CACFP	Child and Adult Care Food Program
CALR	computer-assisted legal research
Cal. Rptr.	<i>California Reporter</i>
CAR	Court of Appeals Administrative Rules (court rules)

CBA	Collective Bargaining Act
CCH	Commerce Clearing House, Inc.
CD-ROM	compact disk read only memory
CFR	<i>Code of Federal Regulations</i>
CILP	<i>Current Index to Legal Periodicals</i>
CJC	Code of Judicial Conduct
CJC	Washington Commission on Judicial Conduct
CJS	<i>Corpus Juris Secundum</i>
CLE	continuing legal education
CLI	<i>Current Law Index</i>
COLD	WSBA Computerization of Law Division
COM	computer-output-microfilm
CPE	continuing professional education
CPI	Consumer Price Index
CPSGMHB	Central Puget Sound Growth Management Hearings Board
CR	Superior Court Civil Rules (court rules)
CRAB	County Road Administration Board
CrC	Superior Court Criminal Rules (court rules)
CRIV	AALL Committee on Relations with Information Vendors
CRLJ	Civil Rules for Courts of Limited Jurisdiction (court rules)
CrRLJ	Criminal Rules for Courts of Limited Jurisdiction (court rules)
DCLU	Seattle Department of Design, Construction and Land Use
DCS	Washington Division of Child Support
DCTED	Washington Department of Community, Trade, and Economic Development
DCU	Washington Division of Credit Unions
DISCIS	District and Municipal Court Information System
DNR	Washington Department of Natural Resources
DOB	Washington Division of Banks
DOC	Washington Department of Corrections
DOE	Washington Department of Ecology
DOR	Washington Department of Revenue
DRJ	Discipline Rules for Judges (court rules)
DSHS	Washington Department of Social and Health Services
EFACW	Export Finance Assistance Center of Washington
EFSEC	Washington Energy Facility Site Evaluation Council
EHO	Washington Environmental Hearings Office
EIS	environmental impact statement
Email	electronic mail
EO	executive order
EPA	U.S. Environmental Protection Agency
ER	Evidence Rules

ERISA	Employee Retirement Income Security Act of 1974 (U.S.)
ETB	excise tax bulletin
EWGMHB	Growth Management Hearings Board for Eastern Washington
EWU	Eastern Washington University
FAQs	frequently asked questions
FIS	Franchise Act Interpretive Statements
FLSA	Fair Labor Standards Act (U.S.)
FPAB	Washington Forest Practices Appeals Board
FPS	Franchise Act Policy Statements
GMA	Growth Management Act
GMHB	Growth Management Hearings Boards
GOIA	Governor's Office of Indian Affairs
<i>Gonz. L. Rev.</i>	<i>Gonzaga Law Review</i>
GPO	U.S. Government Printing Office
GR	General Rules (court rules)
HAB	Washington Hydraulic Appeals Board
HCA	Washington State Health Care Authority
HEPB	Washington Higher Education Personnel Board
IAC	Washington Interagency Commission for Outdoor Recreation
ICC	International Code Council
ICRA	Indian Civil Rights Act (U.S.)
IDELR	<i>Individuals with Disabilities Education Law Report</i>
ILP	<i>Index to Legal Periodicals</i>
IPA	Information for Public Affairs
IRA	Indian Reorganization Act (U.S.)
IS	interpretive statement
JCHE	Washington Joint Center for Higher Education
JISCR	Judicial Information System Committee Rules (court rules)
JIS-Link	Judicial Information System
JRF	Washington Judges' Retirement Fund
JRS	Washington Judges and Judicial Retirement System
JTIR	Justice Court Traffic Infraction Rules (court rules)
JuCR	Juvenile Court Rules (court rules)
KCBA	King County Bar Association
KCLL	King County Law Library
KWIC	key word in context

L&I	Washington Labor and Industries Department
L.A.W. BBS	Legal Access in Washington Bulletin Board System
LEAP	Washington Legislative Evaluation and Accountability Program Committee
LEOFF	Law Enforcement Officers' and Fire Fighters' Retirement System
LID	Local Improvement Districts
LLOPS	Law Librarians of Puget Sound
LLR OnLine	Lawyer Legal Research OnLine
LLRX	Law Library Resource Xchange
LRI	<i>Legal Resource Index</i>
LTC	Washington Legislative Transportation Committee
MAR	Superior Court Mandatory Arbitration Rules (court rules)
MEC	Washington Marine Employees' Commission
MOU	memorandum of understanding
MPR	Superior Court Mental Proceedings Rules (court rules)
MRSC	Municipal Research & Services Center of Washington
MTCA	Model Toxics Control Act (Washington)
MWBE	Washington Office of Minority and Women's Business Enterprises
NAICS	North American Industrial Classification System
NAIL	NARA Archival Information Locator
NARA	U.S. National Archives and Records Administration
NCJRS	U.S. National Criminal Justice Reference Service
N.E.	<i>North Eastern Reporter</i>
NFPA	National Fire Protection Association
NOAA	U.S. National Oceanic and Atmospheric Administration
NTJRC	Native Tribal Justice Resource Center
N.W.	<i>North Western Reporter</i>
NWAPA	Northwest Air Pollution Authority
NWIRP	Northwest Immigrant Rights Project
N.Y.S.	<i>New York Supplement</i>
OAC	Washington Office of the Administrator for the Courts
OAH	Washington Office of Administrative Hearings
OAPCA	Olympic Air Pollution Control Authority
OIC	Washington Office of the Insurance Commissioner
OMWBE	Washington Office of Minority and Women's Business Enterprises
OPAC	online public access catalog
OSE	Washington Office of Support Enforcement
OSPI	Washington Office of the Superintendent of Public Instruction
P	<i>Pacific Reporter</i>
P2d	<i>Pacific Reporter, Second Series</i>

<i>Pac. Northwest Q.</i>	<i>Pacific Northwest Quarterly</i>
PACER	Public Access to Court Electronic Records
PBD	Personnel Board decision
PCHB	Washington Pollution Control Hearings Board
PDF	Adobe Acrobat's Portable Document Format
PDR	<i>Physicians' Desk Reference</i>
PECB	Public Employees Collective Bargaining
PERC	Washington Public Employment Relations Commission
PERS	Washington Public Employees' Retirement System
PESB	Washington Professional Educator Standards Board
PL	Public Law
PNLA	Pacific Northwest Library Association
PS	policy statement
PSAPCA	Puget Sound Air Pollution Control Agency
PTA	property tax advisory
PTB	property tax bulletin
QAR	quality assurance review
RALJ	Rules for Appeal of Decisions of Courts of Limited Jurisdiction (court rules)
RAP	Rules of Appellate Procedure (court rules)
RCW	<i>Revised Code of Washington</i>
RCWA	<i>Revised Code of Washington Annotated</i>
Rem. Comp. Stat.	<i>Remington's Compiled Statutes</i>
Rem. Rev. Stat.	<i>Remington's Revised Statutes</i>
RLD	Rules for Lawyer Discipline (court rules)
RLJ	Administrative Rules of Court of Limited Jurisdiction (court rules)
RPC	Rules of Professional Conduct (court rules)
RPM	revenue policy memoranda
SAO	Washington State Auditor's Office
SAR	Supreme Court Administrative Rules (court rules)
SBC	State Building Code
SBE	Washington State Board of Education
SBIC	Washington Governor's Small Business Improvement Council
SCAN	state-controlled area network
SCAPCA	Spokane County Air Pollution Control Authority
SCOMIS	Superior Court Management Information System
SDO	Securities Division order
S.E.	<i>South Eastern Reporter</i>
<i>Seattle U. L. Rev.</i>	<i>Seattle University Law Review</i>
SEEC	Seattle Ethics and Elections Commission
SEPA	Washington State Environmental Policy Act

SERS	Washington School Employees' Retirement System
SHB	Washington Shorelines Hearings Board
SIC	Standard Industrial Classification code
SKCBA	Seattle-King County Bar Association
SMA	Washington Shoreline Management Act
SOC	species of concern
SPR	Superior Court Special Proceedings Rules (court rules)
SPRC	Special Proceedings Rules - Criminal (court rules)
St. Reg.	<i>Washington State Register</i>
Stat.	<i>U.S. Statutes at Large</i>
SWAPCA	Southwest Air Pollution Control Authority
SWCAA	Southwest Clean Air Agency of Washington
TRS	Washington Teachers' Retirement System
UBI	uniform business identifier
UCC	Uniform Commercial Code
ULA	<i>Uniform Laws Annotated</i>
ULID	Utility Local Improvement District
ULP	unfair labor practices
UPS	University of Puget Sound
URL	uniform resource locator
U.S.	<i>United States Reports</i>
UW	University of Washington
WAC	<i>Washington Administrative Code</i>
WACO	Washington Association of County Officials
Wash. L. Rev.	<i>Washington Law Review</i>
Wash. L. Rev. & St. B.J.	<i>Washington Law Review and State Bar Journal</i>
Wash. St. B. News	<i>Washington State Bar News</i>
WATCH	Washington Access to Criminal History
WCH	Washington Commission for the Humanities
WICHE	Western Interstate Commission for Higher Education
WIIM	WISHA interim interpretive memoranda
WISHA	Washington Industrial Safety and Health Act
WJ	<i>Washington Journal</i>
WJ WAR	<i>Washington Journal</i> "Washington Appellate Report"
WLN	Washington Library Network
Wn.	<i>Washington Reports</i>
Wn. App.	<i>Washington Appellate Reports</i>
WPA	U.S. Works Project Administration
WPERR	<i>Washington Public Employment Relations Reporter</i>
WPI	<i>Washington Pattern Jury Instructions: Civil</i>

WPIC	<i>Washington Pattern Jury Instructions: Criminal</i>
WPPSS	Washington Public Power Supply System
WRD	WISHA regional directives
WRPC	Washington Rules of Professional Conduct
WSBA	Washington State Bar Association
WSDA	Washington State Department of Agriculture
WSDOT	Washington Department of Transportation
WSL	Washington State Library
WSP	Washington State Patrol
WSPRS	Washington State Patrol Retirement System
WSR	<i>Washington State Register</i>
WSTLA	Washington State Trial Lawyers Association
WSU	Washington State University
WTC	Washington Technology Center (University of Washington)
WTD	<i>Washington Tax Decisions</i>
WTECB	Washington Workforce Training and Education Coordinating Board
WWGMHB	Western Washington Growth Management Hearings Board
WWW	World Wide Web
YLD	WSBA Young Lawyers Division

