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## How to Shepardize in Print

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A citator is a research tool that lists sources that have cited an earlier case or statute. Case citators trace the prior and subsequent history of your case or statute, provide parallel citations to your case, help you determine how later cases and authorities have treated your case or statute, and update your research to the present. Print citators called *Shepard's Citations* are named after their inventor, Frank Shepard, and the process of citing is referred to as "Shepardizing," even when you use a different citator product such as Westlaw's "Key-Cite." The *Shepard's Citations* print volumes are located in the Reference Room. *Shepard's Pacific Reporter Citations* is also located in the Main Reading (California) Room.

### Shepardizing Cases

1. Select the *Shepard's Citations* set that matches the reporter in which your case is published.
2. Locate the most recent softbound supplement for that citator set by checking the date in the upper-right corner of the cover. Collect the bound volumes and supplements listed in the "What Your Library Should Contain" box on the front cover of the most recent supplement. A complete citator set generally contains (a) one or more bound volumes, (b) a red paperback cumulative supplement, and (c) a gold annual or semi-annual supplement.
3. Select the *Shepard's* bound volume that matches the reporter volume of your case. Reporter coverage is listed on the spine of each *Shepard's* volume.
4. Use the headings at the top of the page to find the reporter volume and beginning page number of your case. Beneath the beginning page number are citations to all cases and authorities that cite to your case.
5. Interpret the abbreviations and codes of the citations by using the tables in the front of the *Shepard's* volume.
6. Repeat steps 4 and 5 for each supplement contained in the citator set.
7. Review each of the citing sources.
8. Finally, as a last check, contact Shepard's Daily Update service at 1-800-899-6000 (option 5) to find out if your case has been cited since publication of the most recent supplement.

### **Shepard's Case Names Citators**

If you know the name of at least one party and the jurisdiction in which the case was litigated, but do not know the citation, you can find the citation by consulting a *Shepard's Case Names Citator* for that jurisdiction. By looking up a party's name, you can find the full case name, citation, and date of the decision.

### **Shepardizing Statutes**

1. Select the *Shepard's Citations* set that corresponds to the jurisdiction of your statute.
2. Locate the most recent softbound supplement for that citator set by checking the date in the upper-right corner of the cover. Collect the bound volumes and supplements listed in the "What Your Library Should Contain" box on the front cover of the most recent supplement. A complete citator set generally contains (a) one or more bound volumes, (b) a red paperback cumulative supplement, and (c) a gold annual or semi-annual supplement.
3. Select the *Shepard's* bound volume that contains your statute. Coverage is listed on the spine of each *Shepard's* volume.
4. Use the headings at the top of the page to find your statute. Beneath the code section are citations to all cases and authorities that cite your statute.
5. Interpret the abbreviations and codes of the citations by using the tables in the front of the *Shepard's* volume.
6. Repeat steps 4 and 5 for each supplement of the citator set.
7. Review each of the citing sources.
8. Finally, as a last check, contact Shepard's Daily Update service at 1-800-899-6000 (option 5) to find out if your statute has been cited since the most recent supplement.