Web Resources for the Administrative Law Practitioner

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I. INTRODUCTION

This guide highlights selected print, electronic, and free web-based resources for the administrative law practitioner at the federal, state and local level. This version is an expanded version of the handout prepared for the March 2010 ISBA CLE Program, Administrative Adjudication: State & Municipal Issues.

Accessing resources via the Internet is an integral part of administrative law research today. Free web-based resources meet a need in the research process, complementing print and subscription electronic services. Government entities, academic institutions, associations and organizations produce reputable and substantive websites. The challenge for administrative law practitioners is the identification and location of these electronic resources.

Administrative law research covers laws, regulations, agency decisions, forms and hearing procedures. Many governmental entities (federal, state, and local) are increasingly proactive in providing these documents online. For practitioners, access to administrative adjudications and procedural guidance is challenging. Published agency decisions are often available only in specialized reporting services or through subscription databases. Agency decisions freely available on agency websites meet a longstanding need for cost-effective and timely dissemination.

The obvious attractions of free web-based resources do not eliminate the need to use subscription resources, print or electronic, or the assistance of a professional law librarian when encountering a research impasse. Contrary to popular belief, not everything is on the web. Often, the best research strategy is to consult a human resource – a law librarian or agency personnel. Illinois has a number of county and court law libraries that are open to the bench, bar and public. These law libraries provide free access to print primary law and treatises and electronic subscription databases. Agency websites provide phone numbers and email addresses for agency personnel and departments.

II. LEGISLATION

A. Illinois

1970 Illinois Constitution: http://www.ilga.gov/commission/lrb/conent.htm

1970 Illinois Constitution Annotated for Legislators, 4th Edition, updated 2005: http://www.ilga.gov/commission/lru/ILConstitution.pdf

Illinois General Assembly: http://www.ilga.gov/
The Legislative Reference Bureau maintains the site created for the use by the members and staff of the Illinois General Assembly (hereinafter GA). The ILGA website provides public acts starting with the 90th GA (1997-1998).

Illinois Compiled Statutes: http://www.ilga.gov/legislation/ilcs/ilcs.asp
This online version is not the official text of the statutes and is not authoritative. See disclaimer at site. Site provides no last revision date. Given unreliability of website, the recommendation is to use print versions or subscription electronic services (Westlaw or Lexis) for final research.
► Illinois Administrative Procedures Act, 5 ILCS 100/ *et seq.*
► Open Meetings Act, 5 ILCS 120/ *et seq.*
► Freedom of Information Act, 5 ILCS 140/ *et seq.*
► State Records Act, 5 ILCS 160/1 *et seq.*

To determine if a particular section of the ILCS has proposed legislation pending, select Search by Keyword in the left sidebar. For example, if you want to find bills amending 735 ILCS 5/15-1101, enter "735 ILCS 5/15-1101" in the query box. (Use quotation marks for a more specific search.) The results show a list of pending or passed bills, in the current General Assembly, that affect your ILCS section.

My Legislation: http://www.ilga.gov/mylegislation/default.asp
Create, store, and maintain customized lists of bills to track.

Public Acts: http://www.ilga.gov/legislation/publicacts/default.asp
Public Acts are in a browseable and searchable database for the current General Assembly. Select Previous General Assemblies for public acts starting with the 90th GA (1997-1998).

Bills and Resolutions: http://ww.ilga.gov/legislation/default.asp
Includes text of bills, resolutions, joint resolutions, joint resolution constitutional amendments and executive orders. Arranged by house or senate number. Searchable. Select a bill number to display current bill status.

HeinOnline: Laws of Illinois and Public Acts, 1809-2006 (updated regularly)
Subscription service available for free use at the Cook County Law Library (hereinafter CCLL). Session laws also available in print and microform at CCLL.

Previous General Assemblies (77th to 95th): http://www.ilga.gov/PreviousGA.asp
Provides public acts, legislation, transcripts, voting records, journals and roll calls starting with the 90th General Assembly. **Note:** Not all resources available for every General Assembly. Only floor debate transcripts are available for the 77th GA (1971-1972) through the 89th GA (1995-1996). See below for legislative history research.

First Reading:
http://www.ilga.gov/commission/lru/lru_publications.html#FirstReading
A newsletter for legislators including summaries of important legislation since 2000.

B. Illinois Legislative History

The most important components of Illinois legislative history are transcripts of floor debates of the House of Representatives and the Senate. Debate transcripts are available from October 1971 to the present on the General Assembly website: http://www.ilga.gov.

If the transcripts are not yet available online, contact the transcription rooms in Springfield to find out when they will be available. For House floor transcripts, call the House Transcription Room at 217-782-4818. For Senate floor transcripts, call the Senate Transcription Room at 217-782-6653. Have the General Assembly number and bill number ready.

1. Procedure for Online Illinois Legislative History - Current General Assembly:

a. Identify Bill Number(s)

If the bill number(s) is known, skip to step b. If the bill number is unknown, search to identify proposed bills affecting a particular section of the Illinois Compiled Statutes (ILCS). Enter, in quotes, the ILCS section in the By Keyword search box on the ILGA website. For example, to search for bills affecting the Open Meetings Act, enter in query box: "5 ILCS 120". This query will retrieve all bills in the current GA affecting any section of the Open Meetings Act. After selecting relevant bills, run a bill status. A bill status will show the dates to check for potential debate in the transcripts.

b. Run Bill Status

(i) Knowing the bill number(s), select Bills & Resolutions from the ILGA website: http://www.ilga.gov

(ii) This page has ranges of bill numbers for the House and Senate. Select the range that includes the bill number.

(iii) Bill numbers appear on this page. Scroll down and select relevant bill number.

(iv) The bill status page contains a short bill description and a list of sponsors from each chamber. Following are summaries of the proposed bill, any adopted amendments, and impact notes. (A legislator can request an impact note if the bill affects one or more enumerated state functions.) The ILCS sections affected by the proposed bill and each amendment are listed. For text of the amendment(s), click the amendment number. If the Governor vetoed the bill, a summary of the veto is available.

The Bill Status includes a chronological listing of all legislative action in both chambers called Actions. This information is very important in compiling a legislative history. Knowing the dates of legislative action determines the dates of potential debate on the bill in the Senate and House, and if the Governor vetoed any portion of the bill.

Floor debate often occurs during the following actions. Print out the bill status or note the dates for the following actions:

- second and third readings – debate does not occur on the first reading
- recalls to readings
- concurrence (non-concurrence)
- any conference committees
- any day debate is mentioned (except for committee debates)
- response(s) to Governor's veto

After selecting dates from the bill status, return to the main ILGA page: http://www.ilga.gov and select Transcripts for the House and Senate. From the pull down menu on the Transcript page, highlight the dates selected under Actions. Debates are searchable and in PDF format. To search for the bill number on each day of debate, click the "binoculars" icon on the PDF toolbar and enter the numeric portion of the bill. (For example, for H.B. 100, enter 100.)

An option is available to search the House or Senate transcripts for an entire General Assembly. This option does not return results in chronological order. Without knowing the specific dates, it is more difficult to confirm that all relevant dates are retrieved. Online availability of transcripts is occasionally delayed. The transcript search function does not identify missing transcripts resulting in incomplete legislative histories. It is recommended to search for a bill number on selected dates rather than relying on the general search option.

2. Legislative Histories for Previous General Assemblies:

a. Locate Relevant General Assemblies

After determining the relevant public act(s) for your research, select the link for Previous General Assemblies from the lower right of the ILGA website (http://www.ilga.gov/). Select the appropriate General Assembly from the pull-down menu. For each General Assembly, a Public Act conversion table is available for converting the act to its corresponding bill number. [Note: For the 94th GA and later, consult the "Public Acts by Effective Date" link to obtain the bill number.]

b. Using Master Index
Select Transcripts, then Listing for the House and the Senate. On each Transcripts page (see next paragraph for exceptions) find a link for the Master Index. The Master Index is arranged by bill number and includes the dates, legislative action and page numbers for each bill. The Master Index for the House includes House and Senate bill; the Master Index for the Senate includes both Senate and House bills. Scroll through the Master Index to find your bill number. (Bills are arranged in numeric order.)

[**Exceptions:** The Senate provides an online Master Index up to the 94th GA (2005-2006). At present, the House does not provide an online Master Index after the 89th GA (1995-1996). To find debates for GA without Master Index, the researcher must run a bill status (see 1.b. above), or use the search function on the Transcripts page to identify the dates for debate on the bill.]

c. Locating Debates
After consulting the Master Index, return to the Transcripts Page and use the pull down menu to find the dates listed in the Master Index.

Debates are in PDF format. Scroll forward to the specific pages identified in the Master Index. When using the bill status to identify dates for debate, click the "binoculars" icon and search for the bill number on each day of debate by entering the numeric portion of the bill. On each page where the bill is mentioned, continue to read until another bill is brought to the floor.

d. Locating Intent Beyond Your Bill
Often, floor debates yield little or no relevant debate. During the legislative process, proposed statutory language can be moved between bills in the same General Assembly. Also, the same language can be proposed and discussed in an earlier General Assembly. When the same or similar language is found in another bill, a legislative history must be compiled for that bill.

To identify other bills with the same or similar language, use the Statutes Amended index in the annual Legislative Synopsis and Digest. The Legislative Reference Bureau provides web versions for the 93rd GA-current: http://www.ilga.gov/commission/lrb/lrb_digest_indices.html. The University of Illinois Library provides 1985-2005: http://libsysdigi.library.uiuc.edu/ILHarvest/ILLegislative/ Prior to 1985, consult print edition of the Legislative Synopsis and Digest available in many law libraries.

C. Federal

U. S. Constitution - Analysis and Interpretation:
http://www.gpoaccess.gov/constitution/index.html
Contains annotations of cases decided by the U.S. Supreme Court. 2002 Edition with Supplements for 2004, 2006 and 2008. From the Congressional Research Service, Library of Congress.

U.S. Code (GPO Access): http://www.gpoaccess.gov/uscode/index.html
Search or browse 2006 edition (laws in effect as of January 3, 2007). Earlier editions and supplements available.

U.S. Code: http://uscode.house.gov
Search by keyword, title or section. From Office of the Law Revision Counsel, U.S. House of Representatives.

U.S. Code: http://www4.law.cornell.edu/uscode
Search by title and section or browse by title. From Cornell Legal Information Institute. Uses the version is generated from the most recent official version made available by the US House of Representatives.

Statutes at Large: http://memory.loc.gov/ammem/amlaw/lwsl.html
Covers the laws of the first forty-three Congresses, 1789-1875. Browse by volume or page headings. Searchable. Part of the Century of Lawmaking for a New Nation: U.S. Congressional Documents & Debates, 1774-1875, Library of Congress.

Congressional Bills And The Legislative Process
Congressional information is available online from two government sites, THOMAS and GPO ACCESS. Resources are arranged by type of document with links to these services.

THOMAS: http://thomas.loc.gov

Congressional information online. From the Library of Congress.

GPO ACCESS: http://www.gpoaccess.gov/index.html
Free electronic access to federal government information.

Text of Bills:
Current Congress or select back to 101st:
http://thomas.loc.gov/home/c110query.html

Search multiple Congresses:
http://thomas.loc.gov/home/multicongress/multicongress.html

Current Congress or select back to 103rd:
http://www.gpoaccess.gov/bills/index.html

Public Laws:
Current Congress or select back to 93rd:
http://thomas.loc.gov/bss/d110/d110laws.html

Current Congress or select back to 104th:
http://www.gpoaccess.gov/plaws/index.html

D. Local
Many counties and municipalities in Illinois contract with a commercial codifier to publish their ordinances. Check the website of the commercial codifiers identified below (Municipal Code Corporation, Sterling Codifiers, American Legal Publishing) for ordinances from jurisdictions not listed.

i. County

Cook County Code of Ordinances: http://www.municode.com/Library/Library.aspx
Select Online Library, then Illinois, then Cook County. Includes Zoning Ordinance. CCLL maintains Code of Ordinances in print.
▪ Administrative Hearings: Sec.2-901 through 2-929
▪ Tax ordinances see Chapter 74
For ordinances passed after the "codified through" date or to read the text of individual ordinances, see

Cook County Board Meetings:
http://www.cookctyclerk.com/countyboard/boardmeetings/Pages/default.aspx
Scroll down to Search Board Meeting Documents. Use pull-down menus to select year and date. Find text of ordinances and resolutions. Meetings covered from January 2000 although not all dates include ordinances. The Cook County Law Library maintains texts of individual county ordinances.

Earlier ordinances are available in the *Proceedings of the Cook County Board of Commissioners* (1871-1982, 1990-1997), from the Clerk of the Board, or the Cook County Law Library. CCLL maintains the *Proceedings* and vertical files of individual ordinances starting in 1990 forward.

County Clerk offers ordinances arranged by fiscal year. (FY=Dec 1-Nov. 30):
Code of Ordinances page: http://www.cookctyclerk.com/sub/ordinances.asp
Starting with FY2007.

Caveat: These lists only include ordinances amending the Cook County Code of Ordinances. To locate other ordinances, such as zoning special use, use the Board Meeting link above or contact the Cook County Law Library or Clerk's office.

Find text of Ord. 09-O-03: Establishment of Department of Administrative Hearings:
1) Search Board Meetings Documents by date, Dec. 3, 2008, or
2) browse FY 2009 Cook County Ordinances, or
3) check agency website

Cook County Forest Preserve District Code:
http://www.municode.com/Library/Library.aspx
Select Illinois. Check "codified through" date.

Legislative Library: http://www.suffredin.org/legislativelibrary/
Provided by Commissioner Larry Suffredin, 13th District. An index of Cook County Board and Forest Preserve District legislation introduced since December 2002. Search by keyword, number, category, sponsor and date.

DeKalb County Code: http://www.municode.com
Select Online Library, then Illinois. Other Illinois jurisdictions are available.

DuPage County Code: http://www.sterlingcodifiers.com
Select Codes Online, then Illinois. Other Illinois jurisdictions are available.

Grundy County Code: http://www.sterlingcodifiers.com
Select Codes Online, then Illinois. Other Illinois jurisdictions are available.

Kane County Code: http://www.sterlingcodifiers.com
Select Codes Online, then Illinois.

Lake County Ordinances:
http://www.lakecountyil.gov/CountyGovernment/OrdinancesCodes/default.htm

Will County Ordinances: http://www.amlegal.com/library
Select Illinois. Other Illinois jurisdictions are available.

ii. Municipal

Municipal Code of Chicago: http://www.amlegal.com/library
Select Illinois. Other Illinois jurisdictions are available.

Chicago Zoning Ordinance: http://www.amlegal.com/library/il/chicago.shtml

Chicago Building Ordinance: http://www.amlegal.com/library/il/chicago.shtml

Note: Cook County Law Library provides the *Municipal Code* updated through publisher-issued supplement pages and handwritten margin notes. The handwritten margin notes, provided by Government Documents Librarian, direct researchers to the most recent amendments, repeals, corrections, and new sections as found in the *Journal of the Proceedings of the City Council of the City of Chicago*. The library archives copies of *Chicago Municipal Code* and *Proceedings* dating back to the 1800s.

Commercial Codifiers:
Check by state for municipalities and counties. New jurisdictions added regularly.
►American Legal Publishing: http://www.amlegal.com/library
►General Code Publishing: http://www.generalcode.com/webcode2.html
►Municipal Code Corporation: http://www.municode.com
►Sterling Codifiers: http://www.sterlingcodifiers.com

III. JUDICIAL DECISIONS

A. Illinois

Illinois Courts: http://www.state.il.us/court/
Select Documents tab:
►Supreme Court Opinions (filed since May 23, 1996)
►Appellate Court Opinions (filed since September 1, 1996)
[Caution: These are not the final, published opinions and are not official.]

Additional resources available under Documents tab:
►Supreme Court and Appellate Local Rules plus email alert service.
►Annual Report of the Illinois Courts
►Recent Civil Jury Instructions plus email alert service.

Fastcase: http://www.isba.org/fastcase/gate.asp
Fastcase is available to ISBA members. Login with last name and member number.
Coverage:
►All state supreme court and court of appeals opinions reported in any of the commercial state reporters: at least 1950 to the present;
►Fastcase has a service called Authority Check that searches for other cases that cite your case. Results displayed as hyperlinks to the citing cases. This service does not replace Shepard's or Keycite. Use it as a tool for finding related precedents.
►Watch for new free iPhone app from Fastcase

LexisONE: http://law.lexisnexis.com/webcenters/lexisone/
Rolling ten-year database of state appellate decisions. A free service from LexisNexis but registration is required. (After you login, click the "Find Cases for FREE" link.)

Google Scholar: http://scholar.google.com/
The database reportedly includes US federal appellate, district court, bankruptcy & tax opinions since 1924, and 50 state caselaw since 1950. The 'How Cited" feature lists cases citing your case.

Illinois Supreme Court Rules:
http://www.state.il.us/court/SupremeCourt/Rules/default.asp
Text of Supreme Court rules including committee comments.
Subscribe for **email notification of new court rules**:
http://www.state.il.us/court/SupremeCourt/Rules/SubRules.asp

Attorney Registration and Disciplinary Commission (ARDC):
http://www.iardc.org
Search for attorney registration and disciplinary reports and decisions.

B. Federal

Seventh Circuit: http://www.ca7.uscourts.gov/
Select Case Information for opinions and briefs. Search by docket number for decisions decided 1992 forward

Official U.S. Supreme Court Online: http://www.supremecourtus.gov/
Provides opinions, orders, docket/calendar, and court rules.

Supreme Court Collection, Cornell LII: http://supct.law.cornell.edu/supct/
Opinions from May 1990 forward. Historic Supreme Court decisions by topic. Information on pending cases.

Cornell Legal Information Institute:
http://www.law.cornell.edu/federal/opinions.html

Federal Court Locator, Villanova University School of Law Library:
http://www.law.villanova.edu/library/researchandstudyguides/federalcourtlocator.asp

Federal Judiciary Homepage: http://www.uscourts.gov/links.html

FindLaw: http://www.findlaw.com/casecode/

LexisOne - Free Caselaw: http://law.lexisnexis.com/webcenters/lexisone/
Search the last ten years of Federal Court of Appeals decisions. No district court opinions. A free service but registration required.

OpenJurist: http://openjurist.org/
Opinions from federal courts beginning in 1880 and published in the Federal Reporter, First, Second, and Third Series. Browse by reporter and citation or search by title or keyword.

IV. ADMINISTRATIVE CODES AND REGISTERS

A. Illinois

Illinois Administrative Code:
http://www.ilga.gov/commission/jcar/admincode/titles.html
The Joint Committee on Administrative Rules (JCAR) provides an electronic version of the Illinois Administrative Code. This electronic version of the Code does not indicate when last updated. No official source for the Illinois Administrative Code exists in print or online.

The Illinois Administrative Code was first published in 1985. Currently published in print by Lexis as the *Code of Illinois Rules*. Westlaw and Lexis provide limited historical coverage. CCLL provides access to all editions in print and selected earlier years in Westlaw. CCLL archives selected state agency regulations prior to 1985.

Illinois Register – Issues (Aug.16, 2002 – present):
http://www.cyberdriveillinois.com/departments/index/register/home.html
The only official source for the Illinois Register is print.
Law libraries maintain the complete Illinois Register in print or microform.

A project to digitize pre-2002 volumes of the Illinois Register is underway through the Consortium of Academic and Research Libraries in Illinois (CARLI). Chicago Kent Law Library and the Cook County Law Library are contributing source material. Anticipated completion in late 2010 or 2011.

Illinois Rulemaking Process:
http://www.ilga.gov/commission/jcar/ILRulemakingProcess.pdf
Detailed description of the types of rulemaking, the process, JCAR motions, public notification and public participation.

Flinn Report: http://www.ilga.gov/commission/jcar/default.htm
This weekly newsletter (approximately 6-7 pages), summarizing regulatory actions of state agencies, is a quick way to stay current on agency activities.

Law by Source (Cornell LII): http://www.law.cornell.edu/states/listing.html
Listing by jurisdiction to state administrative, legislative, and judicial materials.

Administrative Codes and Registers Section of NASS (National Association of Secretaries of State): http://www.administrativerules.org
Links to other state registers, codes, and administrative rules style manuals.

B. Federal

Federal Register (FR): http://www.gpoaccess.gov/fr/index.html
Coverage includes vols. 59 (1994)-current. Searchable.

Code of Federal Regulations (CFR):
http://www.access.gpo.gov/nara/cfr/cfr-table-search.html
1997 to present. Search by keyword, by citation, or search or browse CFR titles.

Electronic Code of Federal Regulations – eCFR: http://www.gpoaccess.gov/ecfr/
Usually current with 1 - 2 days. It is not an official legal edition of the CFR.

Code of Federal Regulations (Cornell LII): http://www4.law.cornell.edu/cfr/

V. AGENCY – RULES AND DECISIONS

A. Illinois

i. Finding Tools
This section provides starting points to identify Illinois state agencies and administrative records.

Listing of state agency websites: http://www.illinois.gov/government/agency.cfm
Agency web sites often contain news releases, forms, publications, brochures, directories, and annual reports. Contact information for the various divisions and departments include names, telephone numbers, and email addresses.

Illinois Blue Book 2007-2008:
http://www.cyberdriveillinois.com/publications/illinois_bluebook/home.html
The *Illinois Blue Book*, published biennially, contains state government information with descriptions of Illinois agencies.

Illinois Handbook of Government (2009-2010):
http://www.cyberdriveillinois.com/publications/handbook/handbooktoc.html

Illinois State Telephone Directory: http://www.illinois.gov/teledirectory
One of the best ways to obtain information from government agencies is to "get on the horn." Access points to this searchable directory are name, phone and agency.

Descriptive Inventory of the Archives of the State of Illinois, 2nd Edition (1997):
http://www.cyberdriveillinois.com/departments/archives/isaholdings.html
Covers state governmental records and some related federal governmental records held by the State Archives in Springfield. Search the Descriptive Inventory or download entire document.

ii. Illinois State Agencies - Selected

The following Illinois state agencies provide online access to the administrative decisions, manuals and forms frequently sought by administrative law attorneys. Each annotation highlights decisions, opinions, rules and manuals, where available.

Attorney General: http://www.illinoisattorneygeneral.gov
Opinions since 1978 and index: www.illinoisattorneygeneral.gov/opinions/index.html
For guides on new FOIA and the Open Meetings Act, select Ensuring Open and Honest Government: http://foia.ilattorneygeneral.net/Default.aspx

Office of Management and Budget: http://www.state.il.us/budget

Capital Development Board: http://www.cdb.state.il.us
Select Reference Library for forms and manuals.
Illinois Accessibility Code: http://www.cdb.state.il.us/IAC.shtml

Central Management Service: http://www.state.il.us/cms/
Information on state employment and doing business with the state.

Commerce Commission (ICC): http://www.icc.illinois.gov/
Extensive information arranged under type of public utility.
►e-Docket: http://www.icc.illinois.gov/e-Docket/
View information about opened and closed ICC cases initiated on or after January 3, 2000. Users with e-Docket accounts (see site for application) may submit filings of applications, petitions, and motions directly to the ICC online. All non-confidential documents are available electronically to case participants and to the public.
►Utility Company Database: http://www.icc.illinois.gov/ucdb/
Find certificate info and company info including CEO and designated agents.
►Select "About ICC" tab for statutes, rules, forms, and reports.

Court of Claims:
http://www.cyberdriveillinois.com/departments/court_of_claims/home.html
Provides full-text for volumes 1-59 and an index for volumes 38-58. Links for publications and forms.

Department of Children and Family Services: http://www.state.il.us/dcfs
Policy & Rules tab has legal information; Library tab has brochures and publications on adoption, child protection, child welfare, day care, DCFS, foster care, and licensing. *Manual for Mandated Reporters* (Jan. 2008) is available from homepage.

Department of Employment Security: http://www.ides.state.il.us
Select Publications for text of act, rules, forms, and *Digest of Adjudication Precedents.* Also, find information on preparing for an appeal from both employer and employee perspectives.

Department of Financial and Professional Regulation: http://www.idfpr.com/
►Banking: Select Legal tab for laws, regulations, interpretive letters, and procedures. Lookup tab has real estate licensee search. Under Discipline tab, find text of enforcement and disciplinary actions.
►Financial Institutions: Find information on consumer credit, credit unions, currency exchanges, and title insurance.
►Professional Regulation: Includes the text of laws and rules, license lookup, and disciplinary reports back to Oct. 1996.

Educational Labor Relations Board: http://www.state.il.us/agency/ielrb
Includes acts, rules, decisions (2004-present), practice forms, and petitions for representations. Illinois Public Employee Reporter (PERI), available at CCLL, has decisions from the IL State Labor Relations Board and the IL Educational Labor Relations Board.

Environmental Protection Agency: http://www.epa.state.il.us
Select Rules and Regulations tab for text of statutes and regulations. See Forms & Publications heading or select a topical heading: air, water and land.

Healthcare and Family Services: http://www.hfs.illinois.gov
Laws, regulations, forms, procedures and information about medical programs and child support enforcement.

Illinois Human Rights Commission: http://www.state.il.us/ihrc
Provides text of act, rules, forms and annual reports; decisions available 2001-present. CCLL maintains print Human Rights Commission decisions, 1982-1991, 1993-94, and 2001-2006.

Department of Human Rights: http://www.state.il.us/dhr/
Department of Human Rights administers the Illinois Human Rights Act. Site provides laws, rules, regulations, forms and publications.

Department of Human Services: http://www.dhs.state.il.us
Rules & Policy link has code, rules and manuals. DHS Forms Library has links to forms. Additional information arranged by function.

Department of Insurance: http://insurance.illinois.gov/

Department of Labor: http://www.state.il.us/agency/idol
Text of statutes, rules, complaint forms, and prevailing rates.

Illinois Labor Relations Board: http://www.state.il.us/ilrb/index.asp
Acts, rules, forms and recent decisions, July 1, 2006 – present.
Illinois Public Employee Reporter (PERI) has decisions from the IL State Labor Relations Board and the IL Educational Labor Relations Board - available at CCLL.
Illinois Labor Relations Board Library, 160 N. LaSalle 4th Floor, 312-793-6413.

Liquor Control Commission: http://www.state.il.us/lcc
Select Legal Division for act, rules, and Trade Practice Policies.
Local Liquor Commissioner's Handbook:
http://www.state.il.us/lcc/docs/final_handbook.pdf

Pollution Control Board: http://www.ipcb.state.il.us
Rules and statutes. Select E-Library to search for Board adjudicatory and regulatory opinions and orders. Select Clerk's Office for forms, electronic filing requirements, and meeting minutes.

Property Tax Appeal Board: http://www.state.il.us/agency/ptab
Find forms, rules and synopses of representative cases (1999-2008) under the Publication tab. The Practice and Procedure tab includes information on subpoenas, hearings, intervention, the decision, appeals, and administrative review.

Department of Revenue: http://www.revenue.state.il.us
Information arranged under headings of individuals, businesses, tax professionals, local government, and non-profit orgs. Under Laws/Regs/Rulings, find rules and statutes, administrative hearings, private letter rulings and Practitioner Q&A.
Illinois Department of Revenue Office of Administrative Hearings:
http://www.revenue.state.il.us/LegalInformation/Hearings/Issues/index.htm

Secretary of State: http://www.cyberdriveillinois.com
Select Business Services for Corp/LLC Database for name availability search and for registered agents.
Select Departments link for administrative hearings, the Court of Claims, driver services, Illinois securities department, vehicle services, Illinois State Library and the state archives.

State Board of Elections: http://www.elections.state.il.us
Searchable current campaign financial information, downloadable forms and documents. Under Election Information tab, find searchable candidate filing information, election totals, and downloadable publications including *Candidate's Guide 2010*.

Illinois Tollway: http://www.illinoistollway.com
Hearing information: Select Roads & Tolls – Unpaid Tolls & Violations

Department of Transportation: http://www.dot.il.gov
Select Doing Business for text of construction guides, manual, memoranda and rules, forms, transportation bulletins.
Standard Specifications: http://www.dot.il.gov/desenv/hwyspecs.html

Workers' Compensation Commission: http://www.iwcc.il.gov
Site provides act, rules, handbook, forms, and FAQs. Select Handbook from left sidebar for *Handbook on Workers' Compensation and Occupational Diseases*. CCLL maintains, decisions in print, Illinois Industrial Commission: 1982-2004, Workers' Compensation Commission: 2005 to present. Q-DEX, an index to Workers' Compensation decisions: 1992 to present.

B. Federal

The following sites are specialized collections, focusing on those agencies that provide access to their decisions online. Use the websites in this section as a starting point for finding federal administrative decisions and manuals.

Agency Index, Washburn University School of Law:
http://www.washlaw.edu/doclaw/executive5m.html
Chart of home pages, publications, forms and opinions/decisions.

Administrative Decisions and Other Actions - By Agency:
http://www.lib.virginia.edu/govdocs/fed_decisions_agency.html
An annotated listing of federal agencies highlighting opinions, publications, and other resources from the University of Virginia Library.

U.S. Federal Government Agencies Directory, Louisiana State University:
http://www.lib.lsu.edu/gov/fedgov.html
This site is a compilation of links to executive agencies, independent establishments, government corporations, commissions and boards.

HeinOnline: U.S. Federal Agency Documents, Decisions, and Appeals
Subscription service available for free use at the Cook County Law Library and other law libraries.

Directory of Federal Law Libraries in the D.C. Metropolitan Area:
http://www.llsdc.org/Dir-FLL/
Many documents and decisions are not available on websites or through commercial publishers. Contacting a law librarian can save hours of fruitless research and frustration.

Selected Agency Highlights:

US Citizenship and Immigration Services (USCIS): http://www.uscis.gov
Find immigration forms, laws, and regulations.

Equal Employment Opportunity Commission (EEOC): http://www.eeoc.gov
Select Federal Agencies for laws, directives, guidance and decisions. Also see Filing a Charge of Discrimination: http://www.eeoc.gov/employees/charge.cfm

Federal Communications Commission: http://www.fcc.gov
The Electronic Document Management System (EDOCS) provides access to FCC Record and FCC Reports since March 1996: http://fjallfoss.fcc.gov/edocs_public/

FEDSTATS: http://www.fedstats.gov
Maintained by the Federal Interagency Council on Statistical Policy, this site has statistics from over 100 government agencies. Search or browse by subjects A-Z or by agency.

Department of Justice: http://www.usdoj.gov
FOIA Reference Materials: http://www.usdoj.gov/oip/04_7.html
Highlights of the EOIR Virtual Law Library: http://www.usdoj.gov/eoir/vll/libindex.html
AG & BIA Precedent Decisions:
http://www.usdoj.gov/eoir/vll/intdec/lib_indecitnet.html
Full-text decisions volumes 8-25, cumulative indexes, BIA Precedent Table.

Department of Labor: http://www.dol.gov
>> **Office of Administrative Law Judges:** http://www.oalj.dol.gov
>> Search for ALJ decisions since Fall 1996. Including Black Lung, Board of Contract Appeals, CETA-JTPA-WIA, Davis Bacon and Service Contract Act, ERISA, Immigration (including BACLA), Longshore, OFCCP, Whistleblower.

>> **OALJ Immigration Law Library:** http://www.oalj.dol.gov/LIBINA.HTM
>> BACLA, ACM, ARN, ETA, ESA, JSA, WPA, JSW, LCA, TAE, and TLC Decisions. Provided by the Office of Administrative Law Judges, USDOL.

> **Merit Systems Protection Board:** http://www.mspb.gov
> Decisions: http://www.mspb.gov/mspbdecisionspage.html

> **National Labor Relations Board:** http://www.nlrb.gov
> Select Research for decisions and Publications for manuals.

> **Social Security Online, Social Security Administration:** http://www.ssa.gov/
>> **SSA Program Rules:** http://www.ssa.gov/regulations/index.htm
>> Includes compilation of social security laws, regulations, recent legislation, social security rulings (1960-date), HALLEX - Hearings, Appeals and Litigation Law Manual, and the Social Security Handbook.

>> **Online Social Security Handbook:**
>> http://www.ssa.gov/OP_Home/handbook/

>> **Program Operations Manual System (POMS):**
>> http://policy.ssa.gov/poms.nsf/partlist?openview

> **Department of Veterans Affairs:** http://www.va.gov
> Board of Veterans' Appeals Decisions: http://www.index.va.gov/search/va/bva.html

C. Local
Local governments vary in the quantity and depth of information they provide at their web sites. The information ranges from the very general such as hours of operation to full-text publications including ordinances, regulations, reports, budgets, and annual reports.

No single codified source for county or city rules and regulations exists; the researcher needs to check the agency website, or contact the agency directly. The Cook County Law Library works to collect and archive county and municipal rules and regulations by printing and adding resources to the Library's collection.

> **Local Governmental Records in Illinois Regional Archives Depository (IRAD)**
> http://www.cyberdriveillinois.com/departments/archives/irad/iradholdings.html
> Listing of the local governmental records held by the (IRAD) system. Local governmental records include those from county, city, town, village, and township levels throughout Illinois.

> **National Association of Counties (NACo):** http://www.naco.org
> A national organization representing county governments in the U.S. Under the About Counties button, select Find a County for a collection of links to county web pages nationwide.

i. Cook County

Cook County Information Center: http://www.cookcountygov.com
The homepage of Cook County government has current information on Cook County services and important news. Links arranged under People, Topics, Government, Agencies.

Selected agencies listed below. See complete list at http://www.cookcountygov.com Select Agencies tab.

Administrative Review
Provides an independent central panel of adjudicators authorized to conduct administrative adjudication proceedings for departments, agencies, boards, and commissions of the County.

►Ordinance 09-O-03: Establishment of the Department of Administrative Hearings
►Ordinance 09-O-02: Administrative Enforcement of the Departments of Revenue and Environmental Control's Ordinances

Procedural Rules and Regulations
►General Order No. 2009-1: Procedural Rules and Regulations
►General Order No. 2009-2: Model Code of Judicial Conduct
for Administrative Law Judges of Cook County
►General Order No. 2009-3: Administrative Hearing Fee Schedule
►General Order No. 2009-4: Duties of Law Judges
►General Order No. 2009-4.1: Unauthorized Disruptions - Denial of Full Usage

Board of Ethics
Links for Cook County Ethics Ordinance, regulations, guides and disclosure forms.

Board of Review: http://www.cookcountyboardofreview.com/
Information includes Board of Review rules, dates and deadlines, filing procedures, and board decisions.

Department of Budget and Management Services
http://www.cookcountygov.com
Select Agencies, then Budget and Management for 2010 Executive Budget.
Bureau of Finance
http://www.cookcountygov.com/bof4/
Cook County budgets, 1998-2008; comprehensive annual financial reports, 1995-2007; general obligation bonds, 1999-2006;; plus bond ratings, Q & A and forms.

Commission on Human Rights
Text of ordinance, procedural rules and commission decisions since November 1993. The Cook County Law Library is a print depository of Commission cases.

Purchasing Agent
Information on doing business with the county, contract forms, vendor registration, a listing of bid proposals and awarded contracts.

Assessor: http://www.cookcountyassessor.com
Taxpayer information, assessment search, exemption information, filing information

and senior citizen information. Also includes Assessment Data Online, an online search and retrieval of parcel data with G.I.S. pictures of residential and nonresidential properties as well as prior and current assessment values.

Clerk of the Circuit Court: http://www.cookcountyclerkofcourt.org
►Services and Resources: Information on email case monitoring for attorneys, finding an attorney, statistical information, expungements/sealing/identity theft.
►Court Forms: Cook County Circuit Court forms. All forms are interactive.
►Online Case Information: Electronic Full Case Docket Search: access to the full electronic docket for cases filed in the Civil, Law, Chancery, and Domestic Relations.
►Archives: Includes documents from some famous cases online.

Cook County Clerk: http://www.cookctyclerk.com
►County Board Meetings, see under II.D.I *supra*
►The Vital Records section has information on how to request vital records.
►The Real Estate and Tax Services section has information on tax rates, extensions, maps, redemption and a tax FAQ and glossary.
►The Ethics & Campaign Disclosure section lists disclosure requirements and lobbyist information.
►The Elections section provides information on where to vote, candidate lists, disclosures and election results. Under the Elections tab, find Cook County Electoral Board decisions and rules.

Recorder of Deeds: http://www.ccrd.info/CCRD/il031/index.jsp
Search by grantor/grantee, document number, legal description, property identification number (PIN), trust number or subdivision. Order documents online.

Treasurer: http://www.cookcountytreasurer.com
Selected forms, payment status, and brochures in seven languages.

Circuit Court of Cook County: http://www.cookcountycourt.org
►Court Rules: http://www.cookcountycourt.org/rules/index.html
Include the Circuit Court Rules, General Orders and Administrative Orders.
►Traffic Court: http://www.cookcountycourt.org/traffic_court/index.html
Provides information on supervision, continuances, DUI, driver's license sanctions, and driver's license suspensions and reinstatement procedures.
►The Divisions section has calendars and documentation for the following: Child Protection, County, and Law. The Law Division provides calendars, Major Case Court-Annexed Civil Mediation and Black Line Trial Call information.

ii. Municipal

City of Chicago: http://egov.cityofchicago.org
Select city departments for listing of agencies.

Department of Administrative Hearings: http://www.ci.chi.il.us/AdminHearings/
Complete rules and information on the administrative hearing process.

Department of Consumer Services: http://www.ci.chi.il.us/ConsumerServices/
Consumer information and business forms and selected rules and regulations.

Chicago Commission on Human Relations:
http://www.ci.chi.il.us/HumanRelations/
Guides, regulations, filing information, tips and forms. The Cook County Law Library at the Daley Center is a print depository for the Commission.

Department of Revenue: http://www.ci.chi.il.us/Revenue/
The Rules & regulations tab has text of tax rulings and regulations. Other links for forms and instructions.

Department of Zoning & Land Use Planning: http://egov.cityofchicago.org/Zoning/
Includes online zoning ordinances and information about administrative adjustments.

Chicago Zoning Map: http://maps.cityofchicago.org/website/zoning/index.html

D. Other States

Arizona Office of Administrative Hearings: http://www.azoah.com/

New Jersey Administrative Law Decisions:
http://lawlibrary.rutgers.edu/oal/search.html
Opinions issued by the New Jersey Office of Administrative Law and by individual departments and commissions since October 1997.

New York Office of Administrative Hearings:
http://www.dos.state.ny.us/ooah/index.htm

North Carolina Office of Administrative Hearings: http://www.oah.state.nc.us/

South Carolina Administrative Law Court: http://www.scalc.net/

VI. FOIA RESOURCES

Illinois FOIA Resources:
http://foia.ilattorneygeneral.net/
Sample forms, how-to submit request, training and educational materials.
Some Illinois agencies include specific FOIA information on their websites.

U.S. Department of Justice – FOIA: http://www.usdoj.gov/oip/index.html
►Principal FOIA contacts at fed agencies:
http://www.usdoj.gov/oip/foiacontacts.htm
►Links to FOIA information page at each agency including contact information.
►Other Federal Agencies' FOIA Web Sites: http://www.usdoj.gov/oip/other_age.htm

Freedom of Information Act, National Archives and Records Administration (NARA): http://www.archives.gov/foia/
Includes text of act, FOIA Annual Reports and the Freedom of Information Act (FOIA) Reference Guide: http://www.archives.gov/foia/foia-guide.html

How to Use the Federal FOI Act, 9th Edition: http://www.rcfp.org/foiact/
A how-to guide researched and edited by the FOI Service Center, a project of the Reporters Committee for Freedom of the Press.

VII. SECONDARY RESOURCES

Secondary resources offer an analytical examination of the law. Newsletters and periodicals provide current news in the administrative law field.

A. Publications

Handbook of Illinois Administrative Law, 2nd ed. (2008) ISBA

IICLE Chancery and Special Remedies, 2009 Edition:
https://www.iicle.com/SmartBooks/BookViewer.aspx?b=3354&c=1
See Chapter 11, Administrative Review. Chapter outline is available for free; full-text is subscription print or online product. CCLL maintains current and archived IICLE titles. Search Smartbooks: https://www.iicle.com/SmartBooks/Default.aspx

Illinois Municipal League publications: http://www.iml.org/page.cfm?category=1168
- Handbook on Practice and Procedure in Police and Fire Disciplinary Matters
- Illinois Municipal Handbook (2006)
- **Illinois Municipal Directory** (2009-2010)

Nichols Illinois Civil Practice with Forms (available at CCLL)
Multi-volume set updated annually.
> Chapter 118: Administrative Law-Judicial Review of Administrative Decisions
> Chapter 151: Workers' Compensation & Occupational Diseases

Illinois Civil Practice Forms (available at CCLL)
Multi-volume set updated annually.
> Chapter 204: Workers' Compensation
> Chapter 205: Zoning
> Chapter 207: Administrative Review

B. Periodicals and Law Reviews

Illinois Bar Journal: http://www.isba.org/ibj
Archives and indexes available to members only. For example, try Administrative Agencies or Administrative Law as search terms.

DCBA Brief Articles (1989-2007): www.dcba.org/legal/artindex.htm
Search the index: http://www.dcba.org/brief/search/indxsearch.asp

Administrative & Regulatory Law News:
http://www.abanet.org/adminlaw/news/backpage.html
From the ABA - Section of Administrative Law & Regulatory Practice. Online availability starts with Volume 21, Issue No.3 (Spring 1996). This newsletter has recent articles of interest, news from the Supreme Court, the circuits, the states, and information on developments in the administrative law arena.

Illinois Issues: http://illinoisissues.uis.edu/
A public affairs magazine for Illinois from the University of Illinois at Springfield. Online archives date back to 1975 with selected articles available.

Illinois Municipal Review: http://www.iml.org/page.cfm?key=3993
Full-text issues starting in January 1997. Articles on municipal and government issues and a regular article on Legal Q & A.

ABA Journal: http://www.abajournal.com/magazine/
Current issue and archived issues since 2004 available for free online.

Administrative Law Review: http://www.wcl.american.edu/journal/alr/back.cfm
Full-text issues starting with Volume 49 (1997).

American Law Sources On-Line: http://www.lawsource.com/also/usa.cgi?usj
Links to U.S. law reviews in alpha order. Indicates journals providing full-text articles.

Google Scholar: http://scholar.google.com/
This search engine employs the Google algorithm to find relevant scholarly articles using keyword searches. Google Scholar searches both full text articles and abstracts that are available online free so users should be aware that not all results lead to full-text articles.

Heinonline: Law Journal Library: extensive collection of full-text law reviews and journals including ABA journals. Complete runs of publications in pdf format. Subscription service available for free use at the Cook County Law Library.

C. Research Networks
These networks provide access to full-text articles and working papers on legal topics and are fully searchable with an expanding repository of works.

bepress Legal Repository: http://law.bepress.com/repository/
The bepress Legal Repository is a network of law-related research materials. Law schools, research units, institutes, centers, think tanks, conferences, and other subject-appropriate groups post publications to the site. Publications including law review articles and working papers are available for free download.

Social Science Research Network: http://www.ssrn.com
Social Science Research Network (SSRN) is a worldwide collaboration of leading scholars, including legal scholars that are devoted to the rapid worldwide dissemination of social science research. Select search from top of page. (Click magnifying glass!) Publications including law review articles and working papers are available for free download.

D. Citation Sources

Introduction to Basic Legal Citation (online edition 2010):
http://www2.law.cornell.edu/citation/
By Peter W. Martin.

US Administrative Publications: http://www.legalcitation.net/quikadminpublist.htm
Abbreviations for agency decisions, administrative codes and registers.

University of Chicago Law Review Style Sheet:
http://lawreview.uchicago.edu/resources/style_sheet.html
Based on the University of Chicago - Manual of Legal Citation (Maroonbook).

VIII. IDENTIFYING ADMINISTRATIVE LAW RESOURCES ONLINE

A. Subscription Services - Directories

Electronic proprietary databases such as Lexis-Nexis and Westlaw are valuable research tools. Although both services are subscription, the directories of each service are available free on the web, permitting the researcher to determine the availability of a particular database or file. Some county law libraries provide free onsite access to selected versions of these services. Please contact your local law library for additional information.

LEXIS-NEXIS Searchable Directory of Online Sources
http://w3.nexis.com/sources/
Select "Administrative Law" from pull-down menu for Topic-Legal or select a jurisdiction.

Westlaw Database Directory
http://directory.westlaw.com/
Select area of law under "Topical Materials by Area of Practice" since no separate heading for administrative law, or select a jurisdiction.
CCLL provides public access Westlaw including the Illinois Gold Library containing administrative decisions, statutes, regulations, and caselaw.

B. Associations

Associations can be useful resources to check for news, codes, and relevant publications.

Illinois Municipal League (IML): http://www.iml.org/
Provides news and information about municipalities around Illinois. Select Legal tab from right side for Case Law Topical Index and the Legal Bulletin containing summaries of recent case law on municipalities. Publications include "Handbook on Practice and Procedure in Police and Fire Disciplinary Matters' and "Illinois Municipal Handbook".

ABA Administrative Procedure Database Archive:
http://www.law.fsu.edu/library/admin/

Manual for Administrative Law Judges: http://ualr.edu/malj/malj.pdf
Full-text of the 2001 Interim Internet Edition by Professor Morell E. Mullins.

C. Research Guides

Law librarians compile research guides and publish articles to assist with the research process.

Web Resources for the Administrative Law Practitioner
Prepared by Jean Wenger. See ISBA Administrative Law Section page:
http://www.isba.org/sections/adminlaw

Researching Illinois Administrative Regulations:
http://www.law.siu.edu/lawlib/guides/illadmin.htm
How-to-guide for locating regulations using print, Westlaw, Lexis, and the web. Prepared by Frank Houdek, Southern Illinois School of Law Library.

Researching Illinois Administrative Law in the Electronic Age, Thomas Keefe. 93 *Ill. Bar J* 364 (July 2005)

Illinois Regulations, James E. Duggan. 88 *Ill. Bar J* 417 (July 2000):

Researching Illinois Workers' Compensation Law, James E. Duggan.
88 *Ill. Bar J* 291 (May 2000)

D. Online Library Catalogs

Practitioners recognize the importance of secondary legal resources in analyzing legal issues and procedures. The online library catalog is one of the best ways to identify books, periodicals, conference proceedings, documents and online resources issued by organizations and government agencies. The search for these publications involves using a variety of access points, including title, keyword, author, or subject.

A **Title** search generally works with EXACT title. If title searching retrieves "No Records," try a keyword search.

A **Keyword** search is the most flexible approach as terms can be combined to search for keywords in the title, author, subject or other field.

For **Basic keyword searches**, the user can search for keywords in the book or journal title, in the author's name, or by standardized subject heading.

For **Advanced keyword searches**, terms are entered into a template. Terms can be searched individually or as phrases anywhere in the online record. Keywords can be further limited to title, subject, author, publisher, or series. Check the help screen of your online catalog for search tips.

For example, to find materials from the American Bar Association on administrative law, use the following terms in an advanced or guided keyword search:

Advanced or Guided Search:

Search in:	american bar association	As a phrase	In: Keyword
AND			
Search in:	administrative law	As a phrase	In: Title

An **Author** search can include names of individuals or names of organizations.

A **Subject** search requires use of exact Library of Congress (LC) Subject Headings. LC subject headings can be subdivided geographically as indicated below.

Some suggested LC subject searches for administrative law include:
Administrative law
Administrative law--Illinois
Administrative procedure--Minnesota

For FOIA resources:
Freedom of information
Privacy, right of
Government information

If you are looking to identify the administrative code/regulations or register at a library, use the following subject search:
> Delegated legislation

If you are looking for Michigan's Administrative Code, then subdivide geographically:
> Delegated legislation--Michigan

Law libraries and other libraries maintain administrative agency decisions and these can be located by searching a library's online catalog.

Illinois Law Library Catalogs
►Chicago-Kent Law Library: http://i-share.carli.illinois.edu/iit
►Chicago Public Library: http://www.chipublib.org/search/catalog/
►DePaul Library: http://www.lib.depaul.edu/
►Illinois State Library: http://i-share.carli.illinois.edu/isl
►John Marshall Law School: http://catalog.jmls.edu/
►Loyola University: http://pegasus.luc.edu/
►Northern Illinois University: http://library.ilcso.illinois.edu/niu/
►Northwestern University Libraries: http://nucat.library.northwestern.edu/
►Saint Louis University Law Library: http://libcat.slu.edu/
►Southern Illinois University College of Law: http://www.law.siu.edu/lawlib/
►University of Chicago: http://www.lib.uchicago.edu/e/
►University of Illinois College of Law: http://www.library.uiuc.edu/catalog/

One search – multiple catalogs:
►**I-Share:** http://i-share.carli.illinois.edu
Select I-Share for a cumulative search of 76 libraries in Illinois, or select an individual library. Includes the Illinois State Library in Springfield.
►**WorldCat – Illinois:**
http://www.cyberdriveillinois.com/departments/library/search_catalogs.html

E. Blogs
Blogs, or blawgs as law-related blogs are known, offer a source for very current news and developments. The blogs listed below have links to other blogs.

Do We Blawg and How?
Helen W. Gunnarsson. 94 *Ill. Bar J* 236 (May 2006)
A discussion of the impact of blogging in the legal profession.

Illinois Issues Blog: http://illinoisissuesblog.blogspot.com/
The official blog of Illinois Issues magazine.
Administrative Law Prof Blog: http://lawprofessors.typepad.com/adminlaw/
See also **Law Professors Blog Network:** http://lawprofessors.typepad.com/

IX. FIND WHAT YOU NEED USING SEARCH ENGINES

Using a web search engine can elicit joy when successful and absolute frustration when not. When using a search engine, take a moment to design the most effective search. Since no web search engine is comprehensive, a good rule of thumb is to use several individual search engines.

A. Popular Search Engines

Google: http://www.google.com
Bing: http://www.bing.com
Altavista: http://www.altavista.com

Search engines permit researchers to use Boolean logic (a.k.a. terms and connectors) when constructing a query. See chart below.

Phrase searching	"administrative law"	multiple words enclosed in quotation marks is searched as phrase
UPPER CASE text for Boolean operators/connectors	AND / OR / NOT	Exception: Google uses minus sign (-) for NOT
Nesting	("administrative adjudication" OR "agency decision")	Parentheses keep like ideas together

B. Customizing Your Search
A recent search for the phrase "administrative law" in Google resulted in approximately 6,290,000 hits. The following suggestions can help develop customized searches to achieve more targeted results.

Tips for finding municipal administrative hearings information using search engines.
Use internet search engine like Google. Enter, in quotes, name of city/village/town, if known along with "Illinois" "administrative hearing"

Using the search: "des plaines" "administrative hearing" in Google yields 1980 results
First hit:
Administrative Hearings Overview, Des Plaines, IL:
http://www.desplaines.org/Services/AdministrativeHearings/OverviewAdministrativeHearings.asp

Second hit:
Rules & regulations, Administrative Hearings, Des Plaines:
http://www.desplaines.org/Services/AdministrativeHearings/RulesAndRegulations.asp

i. Domain-limited Searches
Domain-limited searches in the U.S.:   site:gov   (government)
                                        site:edu   (educational institution)
                                          site:org   (organization)
                                          site:com   (commercial)

(Be aware that some entities do not use the domain you would expect. For example, the domain for many Cook County government departments is .com. An institution's domain can also change over time.)

You want to find information about due process and administrative decisions dealing with Illinois from government sources.

Try: "due process" "illinois" "administrative hearing" site:.gov   (Results: 2750)

Rather than using the broad term, focus on the specific information that you want. This search looks for the word Illinois in the document. However, results could include federal government sites as the search is looking for the **.gov** domain.

ii. Site-limited Searches

If you want to limit your results to documents on Illinois government servers, use a site-limited state search. Illinois has several domains including **state.il.us** and **illinois.gov**.

Search Google:

"judicial review" "administrative decision" site:illinois.gov   (Results: 84)

"judicial review" "administrative decision" site:.state.il.us   (Results: 646)

If you are searching for Illinois government sites, you must use both Illinois domains (illinois.gov) and (state.il.us) since the former domain is relatively recent and many documents are in the previous domain.

iii. Intitle Searches

Your results might be more useful if the query searches for specific words in the title. To get results with your term in the title, run an intitle search. You can also limit the domain.

Search:

intitle:"Manual for Mandated Reporters"   (Results: 3)

[Without using the intitle tag for this search, the results in Google are 12, 200 hits.]

Search:

intitle:"human rights" AND site:state.il.us   (Results: 509)

Search functions on individual websites vary in sophistication. If you are looking for something on a particular site, include a domain search for that organization using Google or another search engine:

"administrative law" AND site:isba.org   (Results: 296)

(Do not forget that illinoisbar.org was a former domain name.)

Tip: How do you convert a very long URL (web address) into a shorter one? Try the following websites:

> ►**Tiny URL:** http://www.tinyurl.com
> ►**bit.ly:** http://bit.ly

X. Access Issues for Online Government Information

A. Preservation

Permanent public access to online government information is critical. Will the laws, decisions, and regulations discussed during this program be permanently archived and freely available in the future? This is of particular concern for born-digital documents – those created in digital form and with no analog (physical) version. How are state and municipal

governments addressing these critical concerns? The American Association of Law Libraries (AALL), the national professional law library association, has recently completed reports addressing these emerging concerns surrounding online government information.

►**State-by-State Report on Permanent Public Access to Electronic Government Information with Appendices:** http://www.aallnet.org/aallwash/State_report.pdf
Illinois survey: http://www.aallnet.org/aallwash/states/il_survey.pdf

The Chesapeake Project: http://cdm266901.cdmhost.com/
A separate initiative of the Georgetown Law Library, the Maryland State Law Library, and the Virginia State Law Library archiving web-based government, policy, and legal information.

B. Official Status and Authentication
Online primary law sources provided by government entities carry several caveats. Illinois does not provide an official online version of its appellate decisions, statutes or administrative code. The trustworthiness of primary law sources is called into question when states discontinue official print resources without providing an authentic online version. The availability of a primary law resource (statute, regulation, judicial decision) from a government website does not automatically make that resource the official version. Ensuring and certifying the official nature of online Illinois primary government information is essential for the effective practice of law and representation of clients.

A related issue is authentication of state primary law materials. Authentication gets to the trustworthiness of documents on the web. By their nature, digital materials are vulnerable to corruption and tampering. Authentication is a means to ensure that the documents available online are complete and unaltered from their original source. State governments, including Illinois, do not provide any means to authenticate primary law materials on their websites. We need to ask if the version we are reading and printing from the government source is identical to the version created. Without authentication, the answer is "We don't know."

The Uniform Law Commission has appointed a **Drafting Committee on Authentication and Preservation of State Electronic Legal Materials**. This committee will prepare and act that provides guidance to states on authenticating and preserving state electronic legal materials: http://www.nccusl.org/Update/DesktopDefault.aspx?tabindex=0&tabid=59

►**State-by-State Report on Authentication of Online Legal Resources, AALL:**
http://www.aallnet.org/aallwash/authen_rprt/AuthenFinalReport.pdf
See pp. 105-106 for Illinois Report.

►**FDsys:** http://www.gpo.gov/fdsys/search/home.action
GPO's Federal Digital System (FDsys) provides public access to Government information submitted by Congress and Federal agencies and preserved as technology changes. Documents are certified with a digital signature ensuring the document has not been modified or tampered since it was certified.

►**When is a Law *The* Law? Why Authenticity and Quality Matter:**
http://www.abanet.org/tech/ltrc/presentations/authentication.pdf
Panel at the 2009 ABA Annual Meeting discussing the current state of authentication efforts by governmental entities.