

CITATION OF ORDERS

Published In Bound Volumes and at Agency Web Site *

Case Name, Volume Number OCAHO no. Reference Number, Page Number (Year).

Example: *Ipina v. Mich. Jobs Comm'n*, 8 OCAHO no. 1036, 559 (1999).

Pinpoint Citation Example: *Ipina v. Mich. Jobs Comm'n*, 8 OCAHO no. 1036, 559, 574 (1999).

The "8" refers to the number of the Bound Volume in which the decision appears, the "no. 1036" is the OCAHO Reference Number for that particular decision, "559" is the page number where the decision begins, and "574" is the pinpoint citation.

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Case Name, Volume Number no. OCAHO Reference Number (Year).

Example: *United States v. WSC Plumbing*, 8 OCAHO no. 1045 (2000).

Pinpoint Citation Example: *United States v. WSC Plumbing*, 8 OCAHO no. 1045, 7 (2000).

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Unpublished **

Case Name, OCAHO Case No. (abbreviated date of ALJ decision); CAHO Action [if any] (Date of CAHO Action).

Example: *United States v. Allen Holdings, Inc.*, OCAHO Case No. 99B00037 (May 24, 2000).

Suggested Short Citation Format

First party name, Volume Number OCAHO at pinpoint cite page number
or

Volume Number OCAHO at pinpoint cite page number.

Example: *Ipina*, 8 OCAHO at 574 or 8 OCAHO at 574.

The "8" refers to the number of the Bound Volume, "574" is the pinpoint citation page number. Do not use common names such as United States or EEOC in short citations.

Citation of Case Names

Case names are shortened to comply with the current citation format set forth in Rule 10.2 of *The Bluebook: A Uniform System of Citation*, R. 10.2, at 56-62 (Columbia Law Review Ass'n et al. eds., 17th ed. 2000). Omit alternative

* This citation format is reflected in OCAHO orders written after May 18, 2000. For orders written before May 18, 2000, please refer to the citation of orders format found at page ix in bound volumes one through seven. The Agency web site can be accessed at www.usdoj.gov/eoir/.

** An agency order may not be "relied on, used, or cited as precedent by an agency against a party other than an agency" unless it has been published or "the party has actual and timely notice of the terms thereof." 5 U.S.C. § 552(a)(2). Accordingly, if an unpublished order is cited, a copy of that order must be attached to the brief or other document in which it is cited. See *Kupferberg v. Univ. of Okla., Health Scis. Ctr.*, 4 OCAHO no. 684, 884, 887 (1994).

names given for any party, such as a trade name under which the party conducts business. Short citations follow the *Bluebook*, Rule 10.9.