

UNITED STATES OF AMERICA
BEFORE FEDERAL TRADE COMMISSION



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In the Matter of)

POLYGRAM HOLDING, INC.,)
a corporation,)

DECCA MUSIC GROUP LIMITED,)
a corporation,)

UMG RECORDINGS, INC.,)
a corporation,)

and)

UNIVERSAL MUSIC & VIDEO)
DISTRIBUTION CORP.,)
a corporation.)

DOCKET NO. 9298

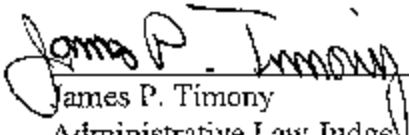
ORDER ON PROPOSED FINDINGS

Proposed findings must be precise and accurate. *See Anderson v. City of Bressemer*, 470 U.S. 564, 571-73 (1985); Remarks of Judge Patricia M. Wald at the meeting of Federal Administrative Law Judges Conference, 67 *Wash. U.L.Q.* 661 (1989). Proposed findings and briefs should be submitted as follows:

1. Double spaced on one side of the paper.
2. Each proposed fact (usually each sentence) should have citations to the record – usually no more than three, in descending order of importance.
3. Important proposed findings should be supported by quotations from testimony or documents.
4. Findings should be objective as possible – leave out adjectives and argument. Avoid underling, especially in quotes.

5. Number each paragraph of findings. Each paragraph usually should be no more than three or four sentences, and may include a conclusion.
6. Findings do not blend facts and law. Findings of fact should be just that.
7. Avoid jargon; **shun** the passive voice.
8. In reply brief, address findings proposed by opponent, responding to any inaccuracies.
9. Provide glossary of **technical** terminology used in findings. Provide list and definitions of abbreviations.
10. Brief should include table of cases, proposed conclusions of law and order.
11. Findings and brief should not exceed 100 pages.
12. Submit a proposed order withdrawing any exhibit not cited in your proposed findings.
13. Submit courtesy copy of proposed findings and brief in WordPerfect via e-mail.

ORDERED:


James P. Timony
Administrative Law Judge

Date: March 13, 2002

