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## Basic Citation Forms: Miscellaneous References

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### Recommended Citation

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*(d) Florida County Courts*

127. Swezy v. Ramos, 45 Fla. Supp. 2d 181 (Fla. Dade County Ct. 1990).

*(e) Slip Opinions*

128. State v. Cohen, No. 73,758, slip. op. at 4-5 (Fla. Sept. 27, 1990).

## 11. MISCELLANEOUS REFERENCES

### 11.1 CORRESPONDENCE: LETTERS, MEMORANDA, AND NOTES TO THE FILE

The basic form is:

Letter from [or Memorandum from] [name and title, abbreviated, of author of item] to [name and title, abbreviated, of recipient] (date) (subject of item, if appropriate) (location of item).

For an individual who is a staff member of the Florida Legislature, include a reference to "Fla. H.R." or "Fla. S." in the title reference. For State legislators, each legislator's name should be preceded by the abbreviation for the house the legislator is a member of ("Sen." or "Rep.") followed by the member's name and, if first reference, the abbreviation for the political party to which the member belongs, and the member's home town.

129. Letter from Larry Polivka, Ass't Secretary, HRS Aging and Adult Servs., to June Noel, Exec. Dir., Fla. Pepper Comm'n on Aging (May 23, 1990) (available at Fla. Dep't of State, Div. of Archives, Tallahassee, Fla.).

130. See letter from David K. Coburn, then Staff Dir., Fla. H.R. Majority Office, to Carroll Webb, Exec. Dir., Jt. Admin. Procs. Comm. (Oct. 16, 1990) (on file with H.R. Speaker's office).

### 11.2 INTERVIEWS

The basic form is:

Interview with [name and title, abbreviated, of the person interviewed] (date of interview) (location of notes or tape recording of interview).

For an individual who is a staff member of the Florida Legislature, include a reference to "Fla. H.R." or "Fla. S." in the title reference. For State legislators, each legislator's name should be preceded by the abbreviation for the house the legislator is a member of ("Sen." or "Rep.") followed by the member's name and, if first reference, the abbreviation for the political party to which the member belongs, and the member's home town.

If the subject is a lobbyist, indicate after the individual's title that the individual is a "lobbyist for" and the appropriate group that the lobbyist represents, as recorded in the Lobbyist Registration book prepared by the Clerk of the Florida House of Representatives.

131. Interview with William Ryan, Staff Dir., Fla. H.R. Comm. on Fin. & Tax'n (Mar. 28, 1985) (available at Fla. Dep't of State, Div. of Archives, Tallahassee, Fla.).

132. Interview with Rep. Elaine Gordon, Dem., Miami (Apr. 1, 1990).

133. Telephone interview with D. Steven Kahn, Att'y, Fla. S. Office of the President (Apr. 9, 1985) (notes on file with *Journal of Land Use and Environmental Law*, Fla. State Univ. College of Law, Tallahassee, Fla.).

134. Telephone conversation with Wade Hopping, Att'y, lobbyist for ITT Community Development Corp. and Gulfstream Land & Development Corp. (July 10, 1985).

135. Telephone interview with Steve Metz, representing Fla. Lumbermen & Material Dealers Ass'n (Aug. 1, 1989) (available at Fla. Dep't of State, Div. of Archives, Tallahassee, Fla.).

### 11.3 LOCATION PARENTHETICALS

When a citation requires the inclusion of a parenthetical that indicates the location of the document, report, or other item, use the formats given below.

#### 11.3.1 Committee that Wrote the Document

The form is:

(on file with comm.)

#### 11.3.2 Florida State Archives

If the document is located at the Florida State Archives, use the following form:

(available at Fla. Dep't of State, Div. of Archives, ser. [number], carton [number], Tallahassee, Fla.)

136. Memorandum from Bob Crawford, 1988 President-designate, Fla. S., to Members, Advisory Comm. (Oct. 17, 1988) (discussing the Advisory Comm.) (available at Fla. Dep't of State, Div. of Archives, ser. 157, carton 153, Tallahassee, Fla.).

For cited materials that may be difficult to obtain which the *Law Review* has placed at the Archives for the convenience of its readers, no series or carton numbers are required.

137. For a detailed proposal of such an assisted living program, see K. Wilson, *Assisted Living: The Merger of Housing and Long-Term Care Services* (unpublished paper) (available at Fla. Dep't of State, Div. of Archives, Tallahassee, Fla.).

### 11.3.3 Legislative Library

The form is:

(available at Fla. Legis., Jt. Legis. Mgmt. Comm., Div. of Legis. Library Servs., Tallahassee, Fla.)

### 11.3.4 State Library

The form is:

(available at Fla. Dep't of State, Div. of Library Servs., Tallahassee, Fla.)

### 11.3.5 Law Reviews and Journals

If a legal publication has a copy of the item on file, then indicate this in the following manner:

(on file with *Journal of Land Use and Environmental Law*, Fla. State Univ. College of Law, Tallahassee, Fla.)

### 11.3.6 Other Forms

For the location of other documents, reports, or materials, devise an appropriate short form using the abbreviations in Rule 2 of this *Manual*. If the item is held by the office that created or received the

item, use the form “on file with” to introduce the location. If the item is held by a library, archives, or other such repository, use the form “available at.”