

**STATE OF WASHINGTON  
OFFICE OF THE REPORTER OF DECISIONS  
Temple of Justice  
PO Box 40929  
Olympia, WA 98504-0929**

**REQUEST FOR PROPOSALS  
RFP 15-01**

**APPENDIX G**

**Court Order on Paragraph Numbering**

**THE SUPREME COURT OF WASHINGTON**

IN THE MATTER OF PARAGRAPH NUMBERING            ) **ORDER**  
FOR OPINIONS PUBLISHED IN THE                    )  
WASHINGTON REPORTS                                 ) NO. 25700-B-447  
\_\_\_\_\_ )

The Supreme Court considered the matter of adding paragraph numbers to the opinions published in the Washington Reports and the Washington Appellate Reports at its November 4, 2004, en banc conference and unanimously agreed that the following order should be entered.

Now, therefore, it is hereby

**ORDERED:**

Beginning with the first opinion in 153 Wn.2d, Washington Reports advance sheets and bound volumes shall include sequential paragraph numbers for all Supreme Court opinions. Beginning with the first opinion in 124 Wn. App., Washington Appellate Reports advance sheets and bound volumes shall include sequential paragraph numbers for all Court of Appeals published opinions.

The paragraph numbers published in the Washington Reports and the Washington Appellate Reports are the official paragraph numbers for the case. Although the text of unpublished Court of Appeals opinions is not included in the Washington Appellate Reports, publishers of unpublished Court of Appeals opinions may include sequential paragraph numbers in accordance with the standards set forth in this order.

Each paragraph shall be numbered, starting with ¶1 in the majority opinion's first paragraph and proceeding sequentially through all paragraphs in all concurring and dissenting opinions.

The following format shall be used:

Precede each paragraph number with the paragraph symbol ("¶"). Indent the paragraph symbol one pica. Do not include a space between the paragraph symbol and the paragraph number. Do not

surround the paragraph symbol and number with parentheses or brackets. Insert two spaces between the paragraph number and the first word of the paragraph. Example:

¶15 Xx xxxx xxx xxxxxx . . . .

When a paragraph is preceded by a boldface bracketed headnote number, proceed as follows: Indent one pica, boldface bracketed headnote number(s), two spaces, paragraph symbol, paragraph number, two spaces, first word of paragraph. Examples:

**[1]** ¶13 Xxx xxxxx xxxxxx . . . .

**[14-16]** ¶104 Xx xxxxxxxx, xxxxxxxx . . . .

Paragraph numbers are added within typeset appendices and other addenda at the end of an opinion but not within graphic material (e.g., photographs, diagrams, maps, charts).

Paragraph numbers are not added for the following opinion elements:

footnotes

headings (regardless of whether they include words or are no more than a number or a letter)

indented block quotations

numbered lists

bulleted items

Paragraph numbers are not added for editorial material extraneous to the opinion, including: signature lines at the end of an opinion; example:

Johnson, Madsen, Ireland, Owens, and Fairhurst, JJ., concur.

subsequent history lines at the end of an opinion; examples:

Motion for reconsideration denied September 30, 2003.

Review denied at 151 Wn.2d 1036 (2004).

bracketed opinion amendment statements preceding an opinion; example:

[As amended by order of the Supreme Court April 5, 2004.]

reporter's notes

When an indented block quotation is from a source that uses numbered paragraphs, the paragraph numbers from the source may be used in the citation to the source but are not included within the indented block quotation.

Pinpoint citations to Supreme Court and published Court of Appeals opinions are made as follows:

Before an opinion is published in the official reports, a pinpoint citation should be made to the slip opinion page or to a Westlaw "star page":

*Woodard v. Gramlow*, No. 22039-7-III, slip op. at 2 (Wash. Ct. App. July 8, 2004).

*Woodard v. Gramlow*, No. 22039-7-III, 2004 WL 1524714, at \*1 (Wash. Ct. App. July 8, 2004).

After an opinion is published in the official reports, a pinpoint citation should be made to page numbers in the official reports, to paragraph numbers from the official reports, or to both. Examples:

citation to page numbers in official reports:

*State v. Kilburn*, 151 Wn.2d 36, 51, 84 P.3d 1215 (2004).

*State v. Kilburn*, 151 Wn.2d 36, 51 n.6, 84 P.3d 1215 (2004).

citation to paragraph numbers in official reports:

*State v. Kilburn*, 151 Wn.2d 36, ¶ 18, 84 P.3d 1215 (2004).

*State v. Kilburn*, 151 Wn.2d 36, n.6, 84 P.3d 1215 (2004).

citation to page numbers and paragraph numbers in official reports:

*State v. Kilburn*, 151 Wn.2d 36, 51, ¶ 18, 84 P.3d 1215 (2004).

*State v. Kilburn*, 151 Wn.2d 36, 51 n.6, 84 P.3d 1215 (2004).

Pinpoint citations to unpublished Court of Appeals opinions are made as follows:

If the source has paragraph numbers, a pinpoint citation should be made to the paragraph numbers; a Westlaw citation may be added but do not include a “star page” reference:

*Renz v. Dep’t of Soc. & Health Servs.*, noted at 120 Wn. App. 1052, ¶¶ 18-23 (2004).

*Renz v. Dep’t of Soc. & Health Servs.*, noted at 120 Wn. App. 1052, ¶¶ 18-23, 2004 WL 629401.

If the source does not have paragraph numbers, a pinpoint citation should be made to the slip opinion page or to a Westlaw “star page”:

*Edel v. Amway Corp.*, noted at 121 Wn. App. 1004, slip op. at 14 (2004).

*Edel v. Amway Corp.*, noted at 121 Wn. App. 1004, 2004 WL 792331, at \*9.

When a court order adds one or more paragraphs to an opinion, the new paragraphs are indicated by using the paragraph number immediately preceding the addition followed by a lowercase letter. For example, two new paragraphs added after paragraph 17 are numbered ¶17a and ¶17b.

When a court order deletes one or more paragraphs from an opinion, the paragraph numbers are skipped and a bracketed statement explaining the deletion is added. Example when paragraphs 18 and 19 are deleted:

¶17 Xxxxxxxx xxxxxxxx xxxx xx . . . .

[¶¶18, 19 deleted by order of the Supreme Court April 5, 2004.]

¶20 Xxx xxxxxxxx xxxxx . . . .

DATED at Olympia, Washington this 8th day of November 2004.

For the Court

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**CHIEF JUSTICE**