



PROPOSAL

for the

Publication of the

2006 Iowa Acts

and the

2007 Code of Iowa



Presented to

The Iowa Legislative Services Agency
State Capitol
Des Moines, Iowa

September 15, 2006

September 13, 2006

Ms. Leslie Hickey
Iowa Code Editor
Legislative Services Agency
Ola Babcock Miller Building, 3rd Floor
1112 East Grand Avenue
Des Moines, IA 50319

RE: Proposal Forms for the 2006 Iowa Acts & 2007 Code of Iowa

Dear Ms. Hickey:

On behalf of Matthew Bender & Company, Inc. (hereinafter "LexisNexis"), a member of the LexisNexis Group, I am pleased to present our proposal to the Iowa Legislative Services Agency for providing the printing, packaging and delivering the *2006 Iowa Acts* and the *2007 Code of Iowa*. This proposal is submitted in response to the Agency's Request for Proposals issued on August 23, 2006.

LexisNexis is the nation's leading publisher of statutory and administrative code services, session laws, court reports and court rules publications. Of the 22 states and territories that have awarded annotated statutory code contracts, 17 have chosen LexisNexis. LexisNexis publishes 41 annotated statutory codes, 19 administrative codes and 9 court reports throughout the United States and its territories. In addition, LexisNexis publishes the session laws in five jurisdictions under contract with these governments.

This vast experience has allowed us to develop an expertise that touches on all phases of the publishing and information delivery process, including editing, composition, binding, packaging and distribution. Please see the supplemental information behind Tab 3, "About LexisNexis," and Tab 4, "Qualifications and Experience."

LexisNexis believes that our success lies in our ability to build strong working relationships with the states and territories that have chosen us as their publisher. We will dedicate ourselves to a smooth and seamless transition for the Iowa Legislative Services Agency and for the customers of the *2006 Iowa Acts* and *2007 Code of Iowa*.

We look forward to the opportunity of working with you.

Sincerely,



Leigh R. Trippe
Vice President
Government Relations and Contracts
Matthew Bender & Company, Inc.
A member of the LexisNexis Group

Request for Proposals – TAB 1

About LexisNexis – TAB 2

Relevant Experience – TAB 3

Paper Samples – TAB 4

Cover Samples – TAB 5

TAB 1

Bidder's Name

Matthew Bender & Company, Inc., a member of the LexisNexis Group

RFP "C" SERIES

REQUEST FOR PROPOSALS

PRINTING, BINDING, PACKAGING, AND DELIVERING THE
2006 IOWA ACTS AND THE 2007 CODE OF IOWA

C-3 PROPOSAL FORMS

Item #1: Acts (pp. 2-25) Item #2: Code (pp. 26-59)

Issued: August 23, 2006

Submission Deadline: September 15, 2006

Legislative Services Agency
State Capitol
Des Moines, Iowa 50319

Dennis Prouty, Director
Richard Johnson, Legal Services
Division Director
Leslie Hickey, Iowa Code Editor



**REQUEST FOR PROPOSALS (FORMS C-3)
PROPOSAL FORMS 2006 IOWA ACTS & 2007 IOWA CODE**

Bidder's Name	Matthew Bender & Company, Inc., a member of the LexisNexis Group
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C-3
PROPOSAL FORMS

ITEM #1: PROPOSAL FORM FOR THE ACTS

THIS C-SERIES OF DOCUMENTS IS A REQUEST FOR PROPOSALS (RFP), INCLUDING THIS PROPOSAL FORM FOR THE IOWA ACTS OR "ACTS" (C-3, ITEM #1). A BIDDER MAY SUBMIT A PROPOSAL IN RESPONSE TO THIS ITEM AND ALSO FOR THE IOWA CODE OR "CODE" (C-3, ITEM #2). TO COMPLETE A PROPOSAL READ THE INSTRUCTIONS FORM (C-1) AND CONSULT THE RELEVANT TABLES IN THE C-4 APPENDICES OR THE CONTRACT FORM FOR THE ACTS (C-2, ITEM #1) OR THE CODE (C-2, ITEM #2). PLEASE CONTACT THE AGENCY AT (515) 281-3566 TO RECEIVE A COPY OF THIS PROPOSAL FORM IN MICROSOFT® WORD. FORMS ARE PROVIDED BY THE AGENCY ON ITS WEBSITE. PROPOSALS SUBMITTED IN PRIOR YEARS ARE ALSO AVAILABLE ON THE WEBSITE. A FAILURE TO PROPERLY COMPLETE THIS PROPOSAL FORM AND SUBMIT IT BY THE DEADLINE MAY RESULT IN THE BIDDER'S DISQUALIFICATION.

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Bidder's Name	Matthew Bender & Company, Inc., a member of the LexisNexis Group
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I. BID AMOUNT

- A. General.** Each book is the Acts and Joint Resolutions (Session Laws) or "Acts," a single-volume case bound book including statutory provisions as enacted or item-vetoed during a regular session and any extraordinary session of that General Assembly, together with miscellaneous materials, tables, and an index.
- B. Contract Price Based on Production and Delivery of Books (and Associated Production Items).** The contract price is calculated by accounting for all production materials and workmanship used by the Contractor in producing the books for the Agency and delivering the books to the Agency or a person authorized by the Agency for Agency acceptance. The contract price includes the amount associated with producing and delivering associated production items for Agency approval or acceptance. Production items are sample covers, sample blue line pages, finished blue line pages, or sets of assembled pages which are required to be produced by the Contractor and delivered to the Agency as provided in the contract. See *Contract Form (C-2), Item #1, Part II for definitions of key terms.* The contract price equals the bid amount as provided in Paragraph "C" as adjusted to the extent required in Paragraph "D." See *Contract Form (C-2), Item #1, Part X.*
- C. Bid Amount.** The bid amount is an estimate of the contract price as provided in Paragraph "B" which may be adjusted as provided in Paragraph "D." The bid amount accounts for the production and delivery of an ordinary order of books by assuming that each book is divided into full (32-page) or, if necessary, half (16-page) signatures.

**Table A
Ordinary Order of Books and Estimated Number of Pages and Signatures**

Ordinary Order	Signature Form Full (32-page) Half (16-page)	Estimated Page and Signature Count			
		Per Book		Per Ordinary Order	
		By Page	By Signature	By Page	By Signature
3,250	Full	1,088	34	3,536,000	110,500

- 1. Use of Nonrecycled Paper Stock (Page Paper).** Assume nonrecycled paper stock will be used to produce the books text pages (page paper). State the bid amount for an ordinary order of books with the estimated number of signatures as provided in Table A. Note, unless otherwise stated, the total amount of the bid (Total) is the "bid amount" as referred to throughout this proposal.



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Bidder's Name	Matthew Bender & Company, Inc., a member of the LexisNexis Group
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Table B.1
Bid Amount (Nonrecycled Paper Stock)

Category	Paper Stock	Amount of the Bid	
		Per cwt	Total "Bid Amount"
Ordinary Order of books and Estimated Number of Pages and Signatures (Table A)	Nonrecycled		
		<u>\$60.43</u>	<u>\$31,055.39</u>

- 2. Use of Recycled Paper Stock.** The Agency prefers that 100 percent of the paper stock used for the books text pages (page paper) contain at least 30 percent recycled material, when such paper stock is available, the price is reasonably competitive, and the quality meets the standards of the contract. *See Appendices (C-4), Appendix A.* The Agency's second preference is that the recycled content derives from pre-consumer materials. However, the Agency's first preference is that the recycled content derives from postconsumer materials.

Use of Recycled Paper Stock

Verify that the bidder is able to timely acquire recycled paper stock for page paper used to produce books

Preconsumer Materials

Postconsumer Materials

Yes	<input checked="" type="checkbox"/> <u>15%</u>
No	<input type="checkbox"/>
Yes	<input checked="" type="checkbox"/> <u>30%</u>
No	<input type="checkbox"/>

- a. Revised Bid Amount.** Assume that recycled paper stock will be used to produce the page paper. State revised bid amounts for an ordinary order of books with the estimated number of signatures as provided in Table A.

Table B.2
Revised Bid Amount (Recycled Paper Stock)

Category	Recycled Paper Stock	Revised Bid Amount	
		Per cwt	Total
Ordinary Order of Books and Estimated Number of Pages and Signatures (See Table A)	Preconsumer Materials	<u>\$67.36</u>	<u>\$33,533.88</u>
	Postconsumer Materials	<u>\$67.36</u>	<u>\$33,533.88</u>

- b. Percentage Difference.** State the dollar and percentage differences between using nonrecycled paper stock and recycled paper stock (preconsumer materials or postconsumer materials) for the production and delivery of an ordinary order of books



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with the estimated number of signatures as provided in Table A. *Consult Tables B.1 and B.2 for the bid amount and revised bid amounts.*

Table B.3
Differences in Total Bid Amounts for Ordinary Page Paper

<u>\$31,055.39</u>	Bid Amount (Nonrecycled)	<u>\$31,055.39</u>	Bid Amount (Nonrecycled)
-	<u>\$33,533.88</u>	-	<u>\$33,533.88</u>
	Revised Bid Amount (Preconsumer Materials)		Revised Bid Amount (Postconsumer Materials)
=	<u>\$ 2,478.49</u>	=	<u>\$ 2,478.49</u>
	Dollar Difference		Dollar Difference
Percentage Difference Between the Bid Amount and the Revised Bid Amount =		Percentage Difference Between the Bid Amount and the Revised Bid Amount =	
<u>7.4 %</u>		<u>7.4 %</u>	

D. Adjustments. The contract price may be adjusted to account for the following variables during production which could not be calculated when the contract is executed. See *Contract Form (C-2), Item #1, Part X, Paragraph "C."* Assume nonrecycled paper is used. Consult Table B.1.

1. Incidental Work. Incidental work such as copy preparation and rework as the Agency instructs the Contractor during book production.

Table C.1
Incidental Work

Type of Work	Amount Per Hour
Correcting Electronic Files	\$ <u>50.00</u>
Making Minor Copy Corrections	\$ <u>50.00</u>
Replating	\$ <u>186.47</u>

2. Actual Number of Books (Overrun). The actual number of books accepted by the Agency which are produced and delivered as an overrun of up to 100 books more than the ordinary order.

3. Actual Number of Signatures (Adjusted). The actual number of signatures for each book as adjusted during a production period (the number of signatures that Agency instructs the Contractor to be added or subtracted from the signature count as estimated by the Agency when the contract is executed).



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Table C.2

Contract Price (Bid Amount Estimated and Adjusted for Ordinary Order and Overrun)

Signature Calculation	Signatures Per Book		Amount Per Signature	
	Form Full (32-page) Half (16-page)	Count	All Books Ordinary Order <i>See Table B.1</i>	Each Additional Book Overrun
Estimated Signature Count	Full	34	\$ <u>913.39</u>	\$ <u>0.28</u>
Estimated Signature Count Adjusted	Each Additional Full		\$ <u>18.08</u>	\$ <u>0.005</u>
	Each Additional Half		\$ <u>7.79</u>	\$ <u>0.003</u>
	Each Fewer Full		\$ <u>20.04</u>	\$ <u>0.006</u>
	Each Fewer Half		\$ <u>2.74</u>	\$ <u>0.001</u>

II. BID AMOUNT BREAKDOWN

A. General. For purposes of completing this Part, assume all of the following:

1. **Order Number of Books and Page and Signature Count.** An ordinary order is 3,250 books with an estimated page count (1,088) divided into full 32-page signatures or, if necessary, half 16-page signatures (34 full signatures) as provided in Part I, Paragraph "C," subject to adjustment as provided in Part I, Paragraph "D" for (1) An overrun and (2) An accurate (adjusted) signature count. However, a breakdown does not include an adjustment based upon incidental work. *Consult Tables A-C.*
2. **Estimation of Pages or Signatures.** An estimated number of pages or signatures is an approximation. The final numbers will be determined later, but will be within a positive or negative range of 12 percent of the number used in this proposal.
3. **Production Items Associated With Book Production or Delivery.** The amount of the bid which is attributable to the production of books includes the production of associated production items and the amount of the bid which is attributable to the delivery of books includes the delivery of those production items.
4. **Production.** The part of the bid amount attributable to production accounts for production materials and workmanship used to produce the books (and associated production items), but excludes delivery. *See Appendices (C-4), Appendix A. See also Contract Form, (C-2), Item #1, Part IV and Parts VI through VIII.*



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- a. **Production Materials.** Production materials include all materials used to produce the books, which include: (1) Paper stock for page paper and ink and (2) Binding and finishing materials. Assume nonrecycled paper stock is used for page paper. Consult *Table B.1*.
 - b. **Workmanship.** Workmanship involves all labor and manufacturing required to produce the books, which include (1) Prepress, plating, printing, cutting, and the folding of different forms of signatures and (2) Binding and finishing work.
- 5. **Delivery.** The part of the bid amount attributable to delivery accounts for the packaging and shipping of the books (and associated production items) to all destinations required in the contract, and includes both normal delivery and special delivery of the books. See *Appendices (C-4), Appendix B*. See also *Contract Form (C-2), Item #1, Part V and Parts VI through VIII*.
 - a. **Normal Delivery.** As part of normal delivery, an estimated 2,270 books must be packaged and shipped to the Grimes State Office Building in Des Moines for General Distribution to the Agency's customers.
 - b. **Special Delivery.** As part of special delivery, an estimated 980 books must be packaged and shipped statewide to each of Iowa's eight judicial districts for Judicial Distribution to judges and court employees.
- B. **Breakdown by Book Production and Delivery (Separated).** Assume that the bid amount accounts for the estimated signature count of each book which is produced and delivered as part of an ordinary order but does not account for any adjustments. Break down the bid amount by separately accounting for the production and delivery of an ordinary order of books. However, do not account for incidental work, an overrun, or the actual (adjusted) signature count.

**Table D.1
Book Production and Delivery Separated**

Breakdown Divisions	Description	Amount
Book Production	That part of the bid amount which does not account for the delivery of the books	<u>\$25,360.85</u>
Book Delivery	That part of the bid amount which accounts for the packaging and shipment of the books	<u>\$ 5,694.53</u>



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C. Production --- Breakdown by Production Materials and Workmanship (Excluding Delivery). Break down the bid amount attributable to production by accounting separately for production materials and workmanship of an ordinary order of books with the estimated number of signatures (excluding the delivery of books). Account for each additional book produced as part of an overrun. Do not account for incidental work, but do account for the actual (adjusted) signature count, except when completing the table which breaks down the amount attributable to binding and finishing the books.

**Table D.2
Production Materials and Workmanship Separated**

Production Materials Page Paper and Ink	Signatures Per Book			All Books Ordinary Order <i>See Table B.1</i>	Each Additional Book Overrun
	Basis	Form	Count		
	Estimated	Full	34	\$ <u>7,918.46</u>	\$ <u>2.44</u>
	Adjusted	Each Additional Full		\$ <u>265.04</u>	\$ <u>0.08</u>
		Each Additional Half		\$ <u>265.04</u>	\$ <u>0.08</u>
		Each Fewer Full		\$ <u>(238.55)</u>	\$ <u>(0.08)</u>
		Each Fewer Half		\$ <u>0.00</u>	\$ <u>0.00</u>

**Table D.3
Production Materials and Workmanship Separated (Cont.)**

Workmanship Prepress, Plating, and Printing, Cutting, and Folding of Signatures	Signatures Per Book			All Books Ordinary Order <i>See Table B.1</i>	Each Additional Book Overrun
	Basis	Form	Count		
	Estimated	Full	34	\$ <u>7,496.02</u>	\$ <u>2.30</u>
	Adjusted	Each Additional Full		\$ <u>232.68</u>	\$ <u>0.08</u>
		Each Additional Half		\$ <u>0.00</u>	\$ <u>0.00</u>
		Each Fewer Full		\$ <u>325.92</u>	\$ <u>(0.10)</u>
		Each Fewer Half		\$ <u>93.23</u>	\$ <u>(0.03)</u>



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**Table D.4
Production Materials and Workmanship Separated**

Binding and Finishing	Signatures Per Book			All Books Ordinary Order <i>See Table B.1</i>	Each Additional Book Overrun
	Basis	Form	Count		
Production Materials	Estimated	Full	34	<u>\$3,748.90</u>	<u>\$ 1.18</u>
Workmanship	Estimated	Full	34	<u>\$6,197.48</u>	<u>\$ 1.95</u>

D. Delivery --- Breakdown by Packaging and Shipping (Excluding Production). Verify compliance with the contract's standard delivery requirements and break down the bid amount attributable to delivery by accounting separately for packaging and shipping associated with both Normal Delivery and Special Delivery (excluding the production of books). Assume that an overrun will not affect the book delivery breakdown.

General Compliance With Delivery Requirements

Verify that the bidder will comply with the RFP's requirements for the delivery of books (and associated production items). If a bidder is proposing an alternative approach, explain the alternative approach in Part VI.

Yes <input checked="" type="checkbox"/>
No <input type="checkbox"/>

**Table D.5
Book Delivery Breakdown (Packaging and Shipping)**

Breakdown Divisions		Description		Amount
Packaging		That part of the bid amount which accounts for the packaging of the books for shipment (all types of deliveries)		<u>\$ 2,852.75</u>
Shipping		That part of the bid amount which accounts for the shipment of the books (all types of deliveries)		<u>\$ 2,841.78</u>
Shipment Breakdown By Types of Delivery	Normal Delivery	General Distribution	That part of the bid amount which accounts for the shipment of the books to the Grimes State Office Building	<u>\$ 3,277.29</u>
	Special Delivery	Judicial Distribution	That part of the bid amount which accounts for the shipment of the books to Iowa's eight judicial districts	<u>\$ 2,417.24</u>



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III. PRODUCTION STANDARDS

- A. Compliance.** A bidder must use production materials that comply with the RFP's standards for production materials and workmanship or provide a reasonable equivalent approved by the Agency. See *Appendices (C-4), Appendix A*. See also *Contract Form (C-2), Item #1, Part IV and Parts VI through VIII*.

General Compliance With RFP's Production Standards

Verify that the bidder will comply with the RFP's general standards for production materials and workmanship (that the quality of production materials and workmanship will be at least the same as used in the production of the 2005 edition of the Iowa Acts). For page paper and binding or finishing materials a bidder may propose an alternative as provided in Subparagraph 1 or Subparagraph 2.

Yes <input checked="" type="checkbox"/> _____ No <input type="checkbox"/> _____

- 1. Page Paper.** The Agency may accept alternative page paper which is equivalent to the page paper specified by the Agency (including nonrecycled or recycled page paper). However, no deviation in paper size is acceptable. See *Appendices (C-4), Appendix A, Table A-2*. If the bidder is proposing page paper other than that specified in this RFP, complete the following table:

**Table E.1
Detailed Standards for Alternative Page Paper**

	Brand	Color/ Shade	Finish	Bright- ness	Opacity	Basis Weight	Duration	PPI	Recycled Content
RFP	Custom Plus	Blue White ¹	English Smooth	80	89	40#	7-7.5 pH Neutral	731-741	100 % of Paper Stock = 30% Recycled Content ²
PROPOSAL									

¹ "Blue White" is the manufacturer's term. The true color or shade is cream white.

² A recycled paper stock (derived preconsumer materials or postconsumer materials) is not a requirement but a preference. However, if paper stock is represented as recycled it must meet the requirements of this RFP. See *Appendices (C-4), Appendix A, Table A-2*.



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2. **Binding and Finishing Materials.** The Agency may accept alternative binding and finishing materials which are equivalent to binding and finishing materials specified by the Agency. However, no deviation in decoration is acceptable. See *Appendices (C-4), Appendix A, Tables A-4b and A-4c. See also Contract Form (C-2), Item #1, Part IV and Parts VI through VIII.* If the bidder is proposing binding and finishing materials other than those specified in this RFP, complete the following table:

Table E.2
Detailed Standards for Alternative Binding and Finishing Materials

	Back Line	Binders' Board	End Sheets	Cover Fabric
RFP	Heavy 90# Kraft Back	Davey Red Label with .97" Thickness	80# Publisher White	Tan Color. Buckram Grain. The Type and Variety Designated as Roxite F Taupe #69564, and Produced by ICG-Holliston.
PROPOSAL				

- B. **Alternative Explained.** If a bidder proposes any production material other than provided for in Paragraph "A," briefly explain the alternative production material proposed and why it satisfies the objectives of this RFP.

Explanation

Type Explanation Here



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Bidder's Name

Matthew Bender & Company, Inc., a member of the LexisNexis Group

Explanation (Cont.)

Type Explanation Here

IV. COMPLIANCE WITH THE CONTRACT FORM

By submitting a proposal to the Agency, a bidder who is selected as the potential contractor by the Agency agrees to the terms and conditions as provided in the Contract Form for the Acts (C-2, Item #1), unless the Contractor expressly provides otherwise in Part VI. If the bidder refuses to comply with a term or provision in the Contract Form for the Acts, the bidder must complete Part VI by providing an explanation for the refusal and a description of an alternative approach which satisfies the objectives of this proposal form.



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V. STATEMENT OF WORK

A. Business Information. Provide information about the bidder's business:

**Table F
Bidder's Business**

Category		Bidder Information
Business Name		Matthew Bender & Company, Inc., a member of the LexisNexis Group
Principal Place of Business	Street Address	701 E. Water Street
	City, State, and Zip Code	Charlottesville, Virginia 22902
State of Incorporation		New York
Federal ID Number		14-0499170

B. Production Locations. Provide information regarding the location of production operations for the production of production items and books:

**Table G
Place of Production**

Category		Bidder Information				
In-State Production	Percentage of Production Located in this State	100% <input type="checkbox"/> Less than 100% <input checked="" type="checkbox"/>				
	Principal Place of Production	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Street Address</td> <td></td> </tr> <tr> <td>City, State, and Zip Code</td> <td></td> </tr> </table>	Street Address		City, State, and Zip Code	
Street Address						
City, State, and Zip Code						
Out-of-State Production	Principal Place of Production	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Street Address</td> <td>1145 Conwell Avenue</td> </tr> <tr> <td>City, State, and Zip Code</td> <td>Willard, Ohio 44890</td> </tr> </table>	Street Address	1145 Conwell Avenue	City, State, and Zip Code	Willard, Ohio 44890
	Street Address	1145 Conwell Avenue				
	City, State, and Zip Code	Willard, Ohio 44890				
Secondary Place of Production	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Street Address</td> <td>136 Carlin Road</td> </tr> <tr> <td>City, State, and Zip Code</td> <td>Conklin, New York 13748</td> </tr> </table>	Street Address	136 Carlin Road	City, State, and Zip Code	Conklin, New York 13748	
Street Address	136 Carlin Road					
City, State, and Zip Code	Conklin, New York 13748					



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C. Subcontractors. Provide information regarding subcontractors used in the production and delivery of production items and books:

Use of Subcontractors

Verify that the bidder will or will not use subcontractors to perform any part of the production and delivery of production items or books or complete the following tables.

Will Use	<input checked="" type="checkbox"/>
Will Not Use	<input type="checkbox"/>

**Table H.1
Subcontractors (Production)**

	Category	Bidder Information	
Production Items and Books	Name	R.R. Donnelley	
	Principal Place of Business	Street Address	111 South Wacker Drive
		City, State, and Zip Code	Chicago, Illinois 60601-4301
	Principal Place of Production	Street Address	1145 Conwell Avenue
		City, State, and Zip Code	Willard, Ohio 44890
	Percent of Total Production	<u>95</u> %	
	Type of Production	Prepare, Press and Binding	
Qualifications	R.R. Donnelley is one of the largest and most competent printers in the country. They often work with publishers to handle their printing needs. In 2005, R.R. Donnelley was ranked number one in the printing industry for the fifth straight year on FORTUNE magazine's list of most admired companies.		



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**Table H.2
Subcontractors (Delivery)**

Production Items	Category	Bidder Information	
	Name	United Parcel Service (UPS)	
Principal Place of Business	Street Address	55 Glenlake Parkway NE	
	City, State, and Zip Code	Atlanta, Georgia 30328	
Qualifications	Nationally know courier.		
Books	Category	Bidder Information	
	Name	Roadway Express	
Principal Place of Business	Street Address	1077 George Boulevard	
	City, State, and Zip Code	Akron, OH 44309	
Qualifications	Nationally know carrier.		

D. Statutory Publications. Provide information regarding statutory publications produced by the bidder:

Iowa Statutory Publications

Verify that the bidder has produced a statutory publication for the Legislative Services Agency within the last five years:

Yes	_____
No	_____✓_____

**Table I.1
Iowa Statutory Publications**

Publication	Each Year Bidder Produced a Publication				
Iowa Acts					
Code of Iowa					
Code Supplement					



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Other Statutory Publications

Verify that the bidder has produced a statutory publication other than for the Legislative Services Agency within the last five years:

Yes	<u> ✓ </u>
No	<u> </u>

Table I.2a
First Statutory Publication

Category		Bidder Information	
Book	Title	Laws of North Dakota 2005 Edition	
	Year of Publication	2005	
Customer	Name	North Dakota Legislative Council	
	Principal Place of Business	Street Address	State Capitol, 600 East Boulevard
		City, State, and Zip Code	Bismarck, North Dakota 58505
Work	Products and Services Furnished	Print, bound and delivered the 2005 Session Laws.	
	Percent of Total Production	<u>100</u> %	
Reference	Name	John Walstad	
	Title	Code Reviser	
	Telephone Number	701.328.2916	
	E- Mail Address	jwalstad@state.nd.us	



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Bidder's Name	Matthew Bender & Company, Inc., a member of the LexisNexis Group
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**Table I.2b
Second Statutory Publication**

Category		Bidder Information	
Book	Title	Code of Virginia 2006 Supplement	
	Year of Publication	2006	
Customer	Name	Virginia Division of Legislative Services	
	Principal Place of Business	Street Address	910 Capitol Street
		City, State, and Zip Code	Richmond, Virginia 23208
Work	Products and Services Furnished	Edited, printed, bound and delivered the 2006 Supplement to the Code of Virginia.	
	Percent of Total Production	<u>100</u> %	
Reference	Name	E.M. Miller	
	Title	Director	
	Telephone Number	804.786.3591	
	E- Mail Address	emiller@leg.state.va.us	

E. Bidder's Production and Delivery Managers. Provide information about the person who would be primarily responsible for managing the production and delivery of production items and books, and information about the person who would be secondarily responsible for managing the production and delivery of production items and books. See *Appendices (C-4), Appendix B. See also Contract Form (C-2), Item #1, Part IX, Paragraph "B."*



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**Table J.1
Primary Manager**

Category		Bidder Information
Personal	Name	Kim Agee
	Title	Manager, Manufacturing Service
Business	Street Address	1317 Carlton Avenue
	City, State, and Zip Code	Charlottesville, Virginia 22902
Contact	Telephone Number	434.972.7641
	E-mail Address	Kimberly.agee@lexisnexis.com
	Pager Number (if any)	

**Table J.2
Secondary Manager**

Category		Bidder Information
Personal	Name	Don Churms
	Title	Director, Print Plant & Manufacturing Services
Business	Street Address	1317 Carlton Avenue
	City, State, and Zip Code	Charlottesville, Virginia 22902
Contact	Telephone Number	434.972.7665
	E-mail Address	donald.churms@lexisnexis.com
	Pager Number (if any)	



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- F. **Bidder's Contact Person.** Provide information about the person responsible for answering questions regarding the bidder's proposal:

**Table K.1
Contact Person Information**

Category		Bidder Information
Personal	Name	Leslie Ostrander
	Title	Associate Director, Government Relations & Contracts
Business	Street Address	701 E. Water Street
	City, State, and Zip Code	Charlottesville, Virginia 22902
Contact	Telephone Number	434.972.7634
	E-mail Address	leslie.ostrander@lexisnexis.com

- G. **Authorized Representative (Contract).** Provide information about the person authorized to negotiate and execute a contract on behalf of the bidder based on this proposal:

**Table K.2
Negotiating Representative**

Category		Bidder Information
Personal	Name	Ann C. Fullenkamp
	Title	Senior Vice President & Publisher
Business	Street Address	9443 Springboro Pike
	City, State, and Zip Code	Miamisburg, Ohio 45342
Contact	Telephone Number	937.865.1697
	E-mail Address	ann.fullenkamp@lexisnexis.com



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Bidder's Name

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VI. ADDITIONAL COMMENTS

The bidder may provide any additional comments as required to further explain a response made to any question included in this proposal form or to an alternative to a requirement stated in this proposal form which satisfies the objectives of this proposal.

Additional Comments

LexisNexis's vast experience has allowed us to develop an expertise touching on all phases of the publishing and information delivery process, including editing, composition, binding, packaging and distribution. Please see the supplemental information behind Tab 3, "About LexisNexis" and Tab 4 "Qualifications and Experience."



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VII. AUTHORIZED SIGNATURE

A person authorized by the bidder must sign and date this proposal. The signed proposal as submitted to the Agency shall bind the bidder to the terms and conditions of this proposal.

Signature of Authorized Representative

 Signature	Vice President, Government Relations & Contracts	<u>9/13/2006</u> Date
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Bidder's Name

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VIII. ATTACHED SAMPLES

A.1. Sample -- Nonrecycled Paper Stock (Page Paper). Provide a sample of nonrecycled paper stock that the bidder proposes to use for page paper.

Sample #1

Nonrecycled Paper Stock Proposed for Page Paper

Our paper supplier assures us that they will be able to provide paper with the exact specifications required for production. The paper sample provided is the same shade and weight with slightly different PPI.



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A.2a Sample -- Preconsumer Recycled Paper Stock (Page Paper). Provide a sample of recycled paper stock derived from preconsumer materials that the bidder proposes to use for page paper.

**Sample #2
Preconsumer Recycled Paper Stock Proposed for Page Paper**

Our paper supplier assures us that they will be able to provide paper with the exact specifications required for production. The paper sample provided is the same shade and weight with slightly different PPI.



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A.2b. Sample -- Postconsumer Paper Stock (Page Paper). Provide a sample of recycled paper stock derived from postconsumer materials that the bidder proposes to use for page paper.

Sample #3 Postconsumer Recycled Paper Stock Proposed for Page Paper

Our paper supplier assures us that they will be able to provide paper with the exact specifications required for production. The paper sample provided is the same shade and weight with slightly different PPI.



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B. *Sample -- Cover Fabric for the Books.* Provide a sample of the cover fabric that the bidder proposes to use for books production.

**Sample #4
Cover Fabric Proposed for the Books**

Staple a Sample Here and Submit a Full-Page Sample With the Proposal



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C-3 PROPOSAL FORMS

ITEM #2: PROPOSAL FORM FOR THE CODE

THIS C-SERIES OF DOCUMENTS IS A REQUEST FOR PROPOSALS (RFP), INCLUDING THIS PROPOSAL FORM FOR THE IOWA CODE OR "CODE" (C-3, ITEM #2). A BIDDER MAY SUBMIT A PROPOSAL IN RESPONSE TO THIS ITEM AND ALSO FOR THE IOWA ACTS OR "ACTS" (C-3, ITEM #1). TO COMPLETE A PROPOSAL READ THE INSTRUCTIONS FORM (C-1) AND CONSULT THE RELEVANT TABLES IN THE C-4 APPENDICES OR THE CONTRACT FORM FOR THE CODE (C-2, ITEM #2) OR THE ACTS (C-2, ITEM #1). PLEASE CONTACT THE AGENCY AT (515) 281-3566 TO RECEIVE A COPY OF THIS PROPOSAL FORM IN MICROSOFT® WORD. FORMS ARE PROVIDED BY THE AGENCY ON ITS WEBSITE. PROPOSALS SUBMITTED IN PRIOR YEARS ARE ALSO AVAILABLE ON THE WEBSITE. A FAILURE TO PROPERLY COMPLETE THIS PROPOSAL FORM AND SUBMIT IT BY THE DEADLINE MAY RESULT IN THE BIDDER'S DISQUALIFICATION.

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PROPOSAL FORMS 2006 IOWA ACTS & 2007 IOWA CODE

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I. BID AMOUNT

- A. General.** Each Code includes (1) A statutory volumes set (Volumes I-VI) of six case bound books, which contains statutes and miscellaneous materials including constitutions, compacts, and a skeleton index, and (2) An index volume, a single case bound book complementing the statutory volumes set, which contains a main subject matter index and related tables and miscellaneous materials including a skeleton index.
- B. Contract Price Based on Production and Delivery of Codes (and Associated Production Items).** The contract price is calculated by accounting for all production materials and workmanship used by the Contractor in producing the Codes for the Agency and delivering the Codes to the Agency or a person authorized by the Agency for Agency acceptance. The contract price includes the amount associated with producing and delivering associated production items for Agency approval or acceptance. Production items are sample covers, sample blue line pages, finished blue line pages, or sets of assembled pages which are required to be produced by the Contractor and delivered to the Agency as provided in the contract. *See Contract Form (C-2), Item #2, Part II for definitions of key terms.* The contract price equals the bid amount as provided in Paragraph "C" as adjusted to the extent required in Paragraph "D." *See Contract Form (C-2), Item #2, Part X.*
- C. Bid Amount.** The bid amount is an estimate of the contract price as provided in Paragraph "B" which may be adjusted as provided in Paragraph "D." The bid amount accounts for the production and delivery of an ordinary order of books by assuming that each book is divided into full (32-page) or, if necessary, half (16-page) signatures.

Table A.1
Ordinary Order of Books and Estimated Number of Pages and Signatures

Ordinary Order	Signature Form Full (32-page) Half (16-page)	Estimated Page and Signature Count			
		Per Book		Per Ordinary Order	
		By Page	By Signature	By Page	By Signature
5,750	Full/Half	9,040	282 1/2	51,980,000	1,624,375

- 1. Page Paper by Types of Paper Stock.** Each Code volume contains multiple pages (and signatures) of ordinary page paper and 32 pages (one signature) of special pink page paper. *See Appendices (C-4), Appendix A, Table A-2.*



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Table A.2
Page Paper and Signature Count by Types of Paper Stock

Codes Ordinary Order See Table A		Ordinary Page Paper			Pink Page Paper		
		Estimated Page Count	Signatures		Page Count	Signatures	
			Form	Estimated Count		Form	Estimated Count
Per Volume	I	1,376	Full	43	32	Full	1
	II	1,360	Full/Half	42 1/2	32	Full	1
	III	1,376	Full	43	32	Full	1
	IV	992	Full	31	32	Full	1
	V	1,488	Full/Half	46 1/2	32	Full	1
	VI	1,088	Full	34	32	Full	1
	Index	1,136	Full/Half	35 1/2	32	Full	1
Totals	Per Code	8,816	Full/Half	275 1/2	224	Full	7
	All Codes Ordinary Order	50,692,000	Full	1,584,125	1,288,000	Full	40,250

2. a. **Bid Amount (Use of Nonrecycled Paper Stock).** Assume nonrecycled paper stock will be used to produce the Codes text pages (page paper) for both ordinary page paper and pink page paper. State the bid amount for an ordinary order of Codes with the estimated number of signatures as provided in Tables A.1 and A.2. Note, unless otherwise stated, the total amount of the bid (Total) is "bid amount" as referred to throughout this proposal.

Table B.1
Bid Amount (Nonrecycled Paper Stock)

Category	Paper Stock	Amount of the Bid	
		Per cwt	Total "Bid Amount"
Ordinary Order of Codes and Estimated Number of Pages and Signatures (See Table A.1)	Nonrecycled		
		\$ <u>60.43</u>	\$ <u>273,079.18</u>



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- b. Use of Recycled Paper Stock.** The Agency prefers that 100 percent of the paper stock used for the Codes text pages (page paper) contain at least 30 percent recycled material, when such paper stock is available, the price is reasonably competitive, and the quality meets the standards of the contract. See *Appendices (C-4), Appendix A*. The Agency's second preference is that the recycled content derives from preconsumer materials. However, the Agency's first preference is that the recycled content derives from postconsumer materials.

Use of Recycled Paper Stock for Ordinary Page Paper

Verify that the bidder is able to timely acquire recycled paper stock for ordinary page paper used to produce the Codes.	Preconsumer Materials	Yes <input checked="" type="checkbox"/> 15%
		No <input type="checkbox"/>
	Postconsumer Materials	Yes <input checked="" type="checkbox"/> 30%
		No <input type="checkbox"/>

Use of Recycled Paper Stock for Pink Page Paper

Verify that the bidder is able to timely acquire recycled paper stock for pink page paper used to produce the Codes.	Preconsumer Materials	Yes <input type="checkbox"/>
		No <input checked="" type="checkbox"/>
	Postconsumer Materials	Yes <input checked="" type="checkbox"/>
		No <input type="checkbox"/>

- 3. Revised Bid Amount.** Assume that recycled paper stock will be used to produce the books page paper. State revised bid amounts for an ordinary order of books with the estimated number of signatures as provided in Table A.1

Table B.2a
Revised Bid Amount (Recycled Paper Stock for Ordinary Page Paper)

Category	Recycled Paper Stock	Revised Bid Amount	
		Per cwt	Total
Ordinary Order of Books and Estimated Number of Pages and Signatures (See Table A.1)	Preconsumer Materials	\$67.36	\$305,007.87
	Postconsumer Materials	\$67.36	\$305,007.87



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Table B.2b
Revised Bid Amount (Recycled Paper Stock for Pink Page Paper)

Category	Recycled Paper Stock	Revised Bid Amount	
		Per cwt	Total
Ordinary Order of Books and Estimated Number of Pages and Signatures (See Table A.1)	Preconsumer Materials	\$_____	\$_____
	Postconsumer Materials	\$ <u>82.21</u>	\$ <u>822.63</u>

4. Percentage Difference. State the dollar and percentage differences between using nonrecycled paper stock and recycled paper stock for the production and delivery of an ordinary order of books with the estimated number of signatures as provided in Tables A.1 and A.2. Consult Table B.1 for the bid amount and Tables B.2(a) and B.2(b) for the revised bid amounts.

Table B.3a
Differences --- Bid Amounts and Revised Bid Amounts for Ordinary Page Paper

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center; width: 20%;"><u>\$273,079.18</u></td><td style="width: 80%;">Bid Amount (Nonrecycled)</td></tr> <tr><td style="text-align: center;">-</td><td style="text-align: center;"><u>\$305,007.87</u></td><td style="width: 80%;">Revised Bid Amount (Preconsumer Materials)</td></tr> <tr><td style="text-align: center;">=</td><td style="text-align: center;"><u>\$ 31,928.69</u></td><td>Dollar Difference</td></tr> </table> <p>Percentage Difference Between the Bid Amount and the Revised Bid Amount = 10 %</p>	<u>\$273,079.18</u>	Bid Amount (Nonrecycled)	-	<u>\$305,007.87</u>	Revised Bid Amount (Preconsumer Materials)	=	<u>\$ 31,928.69</u>	Dollar Difference	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center; width: 20%;"><u>\$273,079.18</u></td><td style="width: 80%;">Bid Amount (Nonrecycled)</td></tr> <tr><td style="text-align: center;">-</td><td style="text-align: center;"><u>\$305,007.87</u></td><td style="width: 80%;">Revised Bid Amount (Postconsumer Materials)</td></tr> <tr><td style="text-align: center;">=</td><td style="text-align: center;"><u>\$ 31,928.69</u></td><td>Dollar Difference</td></tr> </table> <p>Percentage Difference Between the Bid Amount and the Revised Bid Amount = 10 %</p>	<u>\$273,079.18</u>	Bid Amount (Nonrecycled)	-	<u>\$305,007.87</u>	Revised Bid Amount (Postconsumer Materials)	=	<u>\$ 31,928.69</u>	Dollar Difference
<u>\$273,079.18</u>	Bid Amount (Nonrecycled)																
-	<u>\$305,007.87</u>	Revised Bid Amount (Preconsumer Materials)															
=	<u>\$ 31,928.69</u>	Dollar Difference															
<u>\$273,079.18</u>	Bid Amount (Nonrecycled)																
-	<u>\$305,007.87</u>	Revised Bid Amount (Postconsumer Materials)															
=	<u>\$ 31,928.69</u>	Dollar Difference															

Table B.3b
Differences -- Bid Amounts and Revised Bid Amounts for Pink Page Paper

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center; width: 20%;"><u>\$822.63</u></td><td style="width: 80%;">Bid Amount (Nonrecycled)</td></tr> <tr><td style="text-align: center;">-</td><td style="text-align: center;"><u>\$ N/A</u></td><td style="width: 80%;">Revised Bid Amount Preconsumer Materials</td></tr> <tr><td style="text-align: center;">=</td><td style="text-align: center;"><u>\$(822.63)</u></td><td>Dollar Difference</td></tr> </table> <p>Percentage Difference Between the Bid Amount and the Revised Bid Amount = 100%</p>	<u>\$822.63</u>	Bid Amount (Nonrecycled)	-	<u>\$ N/A</u>	Revised Bid Amount Preconsumer Materials	=	<u>\$(822.63)</u>	Dollar Difference	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center; width: 20%;"><u>\$822.63</u></td><td style="width: 80%;">Bid Amount (Nonrecycled)</td></tr> <tr><td style="text-align: center;">-</td><td style="text-align: center;"><u>\$822.63</u></td><td style="width: 80%;">Revised Bid Amount Postconsumer Materials</td></tr> <tr><td style="text-align: center;">=</td><td style="text-align: center;"><u>\$ 0.00</u></td><td>Dollar Difference</td></tr> </table> <p>Percentage Difference Between the Bid Amount and the Revised Bid Amount = 0 %</p>	<u>\$822.63</u>	Bid Amount (Nonrecycled)	-	<u>\$822.63</u>	Revised Bid Amount Postconsumer Materials	=	<u>\$ 0.00</u>	Dollar Difference
<u>\$822.63</u>	Bid Amount (Nonrecycled)																
-	<u>\$ N/A</u>	Revised Bid Amount Preconsumer Materials															
=	<u>\$(822.63)</u>	Dollar Difference															
<u>\$822.63</u>	Bid Amount (Nonrecycled)																
-	<u>\$822.63</u>	Revised Bid Amount Postconsumer Materials															
=	<u>\$ 0.00</u>	Dollar Difference															



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D. Adjustments. The contract price may be adjusted to account for the following variables during production which could not be calculated when the contract is executed. See *Contract Form (C-2), Item #2, Part X, Paragraph "C."* Assume nonrecycled paper stock is used. Consult *Table B.1a*.

**Table C.1
Incidental Work**

Type of Work	Amount Per Hour
Correcting Electronic Files	\$ <u>50.00</u>
Making Minor Copy Corrections	\$ <u>50.00</u>
Replating	\$ <u>186.47</u>

1. **Incidental Work.** Incidental work such as copy preparation and rework as the Agency instructs the Contractor during Code production.
2. **Actual Number of Codes (Overrun).** The actual number of Codes accepted by the Agency which are produced and delivered as an overrun of up to 100 Codes more than the ordinary order.
3. **Actual Number of Signatures (Adjusted).** The actual number of signatures for each Code volume as adjusted during a production period (the number of signatures that Agency instructs the Contractor to be added or subtracted from the signature count as estimated by the Agency when the contract is executed).

**Table C.2
Contract Price (Bid Amount Estimated and Adjusted for Ordinary Order and Overrun)**

Signature Calculation	Signatures Per Code		Amount Per Signature	
	Form Full (32-page) Half (16-page)	Count	All Codes Ordinary Order <i>See Table B.1</i>	Each Additional Code Overrun
Estimated Signature Count	Full/Half	282 1/2	\$ <u>966.65</u>	\$ <u>0.17</u>
Estimated Signature Count Adjusted	Each Additional Full		\$ <u>4.83</u>	\$ <u>0.01</u>
	Each Additional Half		\$ <u>0.48</u>	\$ <u>0.00</u>
	Each Fewer Full		\$ <u>(4.91)</u>	\$ <u>(0.01)</u>
	Each Fewer Half		\$ <u>(4.91)</u>	\$ <u>(0.01)</u>



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II. BID AMOUNT BREAKDOWN

A. General. For purposes of completing this Part, assume all of the following:

1. **Order Number of Codes and Page and Signature Count.** An ordinary order is 5,750 Codes as provided in Part I, Paragraph "A", with an estimated page count (9,040) divided into 32-page signatures or, if necessary, 16-page signatures (282 1/2 full signatures) as provided in Part I, Paragraph "C," subject to adjustment as provided in Part I Paragraph "D" for (1) An overrun and (2) An accurate (adjusted) signature count. However, a breakdown does not include an adjustment based upon incidental work. *Consult Tables A-C.*
2. **Estimation of Pages or Signatures.** An estimated number of pages or signatures is an approximation. The final numbers will be determined later, but will be within a positive or negative range of 12 percent of the number used in this proposal form.
3. **Production Items Associated With Code Production or Delivery.** The amount of the bid which is attributable to the production of the Codes includes the production of associated production items and the amount of the bid which is attributable to the delivery of the Codes includes the delivery of those production items.
4. **Production.** The part of the bid amount attributable to production accounts for production materials and workmanship used to produce the Codes (and associated production items), but excludes delivery. *See Appendices (C-4), Appendix A. See also Contract Form, (C-2), Item #2, Part IV and Parts VI through VIII.*
 - a. **Production Materials.** Production materials include all materials used to produce the Codes, which include: (1) Page paper (paper stock) and ink and (2) Binding and finishing materials. Assume nonrecycled paper stock is used for page paper. *Consult Table B.1a.*
 - b. **Workmanship.** Workmanship involves all labor and manufacturing required to produce the Codes, which include (1) Prepress, plating, printing, cutting, and the folding of different forms of signatures and (2) Binding and finishing work.
5. **Delivery.** The part of the bid amount attributable to delivery accounts for the packaging and shipping of the Codes (and associated production items) to all destinations required in the contract, and includes both normal delivery and special delivery of (1) Statutory volumes sets and (2) Index volumes. *See Appendices (C-4), Appendix B. See also Contract Form (C-2), Item #2, Part V and Parts VI through VIII.*
 - a. **Normal Delivery.** As part of normal delivery, an estimated 4,350 Codes must be packaged and shipped to the Grimes State Office Building in Des Moines, including (1) An estimated 3,000 statutory volume sets for General Distribution to



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the Agency's customers and an estimated 1,350 statutory volume sets for State Capitol Complex Distribution to state officials which may be included the same shipment as provided for as part of General Distribution, but must be segregated and (2) Later an estimated 3,000 index volumes for General Distribution and an estimated 1,350 index volumes for State Capitol Complex Distribution which may be included in the same shipment as provided for as part of General Distribution, but must be segregated.

- b. Special Delivery.** As part of special delivery, an estimated 980 Codes must be packaged and shipped statewide to each of Iowa's eight judicial districts for Judicial Distribution to judges and court employees, including that number of statutory volume sets and later that number of index volumes. Also as part of special delivery, 420 Codes must be packaged and shipped to the Grimes State Office Building in Des Moines for Legislative Distribution to members and employees of the General Assembly, including that number of statutory volume sets which must be delivered by January 4, 2007, and later that number of index volumes which must be delivered with the index volumes as part of Normal Delivery, as provided in Subdivision "a" and must be segregated.

B. Breakdown by Code Production and Delivery (Combined) by Code Volume. Break down the bid amount to account for production materials and workmanship (combined) used to produce an ordinary order of Codes with an estimated number of signatures and the delivery of the Codes, by Code volume, and then account for each additional volume produced as part of an overrun, but do not account for incidental work or the actual signature count.

Table D
Production Materials and Workmanship (Combined) by Code Volume

Volumes	Signatures		Each Volume Ordinary Order <i>See Table B.1</i>	Each Additional Volume Overrun
	Form	Estimated Count		
I	Full	44	\$ <u>38,089.09</u>	\$ <u>6.62</u>
II	Full/Half	43 1/2	\$ <u>37,656.26</u>	\$ <u>6.55</u>
III	Full	44	\$ <u>38,089.10</u>	\$ <u>6.62</u>
IV	Full	32	\$ <u>27,701.16</u>	\$ <u>4.82</u>
V	Full/Half	47 1/2	\$ <u>41,118.91</u>	\$ <u>7.15</u>
VI	Full	35	\$ <u>30,298.15</u>	\$ <u>5.28</u>
Index	Full/Half	36 1/2	\$ <u>31,596.63</u>	\$ <u>5.49</u>



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C. Breakdown by Code Production and Delivery (Separated). Assume that the bid amount accounts for the estimated signature count of each Code which is produced and delivered as part of an ordinary order but does not account for any adjustments. Break down the bid amount by separately accounting for the production and delivery of an ordinary order of Codes. However, do not account for incidental work, an overrun, or the actual (adjusted) signature count.

**Table D.1
Code Production and Delivery Separated**

Breakdown Divisions	Description	Amount
Book Production	That part of the bid amount which does not account for the delivery of the Codes	<u>\$244,549.31</u>
Book Delivery	That part of the bid amount which accounts for the packaging and shipment of the Codes	<u>\$ 28,529.87</u>

D. Production --- Breakdown by Production Materials and Workmanship (Excluding Delivery). Break down the bid amount attributable to production by accounting separately for production materials and workmanship of an ordinary order of Codes with the estimated number of signatures (excluding the delivery). Account for each additional Code produced as part of an overrun. Do not account for incidental work, but do account for the adjusted (actual) signature count, by volume, except when completing the table which breaks down the amount attributable to binding and finishing the Codes.

**Table D.2
Production Materials and Workmanship Separated**

Production Materials Page Paper and Ink	Signatures Per Book			All Codes Ordinary Order <i>See Table B.1</i>	Each Additional Book Overrun
	Basis	Form	Count		
	Estimated	Full/Half	282 1/2	\$ <u>116,609.17</u>	\$ <u>19.93</u>
	Adjusted	Each Additional Full		\$ <u>1,233.23</u>	\$ <u>0.21</u>
		Each Additional Half		\$ -	\$ -
		Each Fewer Full		\$ <u>(907.07)</u>	\$ <u>(0.15)</u>
		Each Fewer Half		\$ <u>(907.07)</u>	\$ <u>(0.15)</u>



REQUEST FOR PROPOSALS (FORMS C-3)

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Bidder's Name	Matthew Bender & Company, Inc., a member of the LexisNexis Group
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**Table D.3
Production Materials and Workmanship Separated (Cont.)**

Workmanship Prepress, Plating, Printing, Cutting, and Folding of Signatures	Signatures Per Book			All Books Ordinary Order <i>See Table B.1</i>	Each Additional Book Overrun
	Basis	Form	Count		
	Estimated	Full/Half	282 1/2	\$ <u>78,067.01</u>	\$ <u>13.35</u>
	Adjusted	Each Additional Full		\$ <u>133.81</u>	\$ <u>0.03</u>
		Each Additional Half		\$ <u>133.81</u>	\$ <u>0.03</u>
		Each Fewer Full		\$ <u>(279.95)</u>	\$ <u>0.05</u>
		Each Fewer Half		\$ <u>(279.95)</u>	\$ <u>0.05</u>

**Table D.4
Production Materials and Workmanship Separated**

Binding and Finishing	Signatures Per Book			All Books Ordinary Order <i>See Table B.1</i>	Each Additional Book Overrun
	Basis	Form	Count		
Production Materials	Estimated	Full/Half	282 1/2	\$ <u>6,918.85</u>	\$ <u>1.18</u>
Workmanship	Estimated	Full/Half	282 1/2	\$ <u>42,954.29</u>	\$ <u>7.34</u>

E. Delivery --- Breakdown by Packaging and Shipping (Excluding Production). Verify compliance with the contract's standard delivery requirements and break down the bid amount attributable to delivery by accounting separately for packaging and shipping associated with both Normal Delivery and Special Delivery (excluding the production of the Codes). Assume that an overrun will not affect the book delivery breakdown.

General Compliance With Delivery Requirements

Verify that the bidder will comply with the RFP's requirements for the delivery of the Codes (and associated production items). If a bidder is proposing an alternative approach, explain the alternative approach in Part VI.

Yes <input checked="" type="checkbox"/>
No <input type="checkbox"/>



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Table D.5a
Code Delivery Breakdown (Packaging and Shipping)

Breakdown Divisions	Description	Amount
Packaging	That part of the bid amount which accounts for the packaging of the Codes for shipment (all types of deliveries).	<u>\$14,076.84</u>
Shipping	That part of the bid amount which accounts for the shipment of the Codes (all types of deliveries)	<u>\$14,453.03</u>

Table D.5b
Code Shipment Breakdown

Delivery (Distribution)		Description	Amount	
			Uncombined	Combined
Normal Delivery Distributions	General State Capitol Complex	The shipment of statutory volumes sets for General Distribution and State Capitol Distribution (segregated) to the Grimes State Office Building	<u>\$ 17,404.02</u>	<u>\$ 18,548.58</u>
	Legislative (Indexes)	The later shipment of index volumes for General Distribution, State Capitol Complex Distribution (segregated) and Legislative Distribution (segregated) to the Grimes State Office Building	<u>\$ 1,144.56</u>	
Special Delivery Distributions	Judicial	The shipment of statutory volumes sets to Iowa's eight judicial districts	<u>\$ 7,093.07</u>	<u>\$ 9,981.29</u>
		The later shipment of index volumes to Iowa's eight judicial districts	<u>\$ 1,897.24</u>	
	Legislative	The early shipment of statutory volume sets to the Grimes State Office Building	<u>\$ 990.98</u>	

III. PRODUCTION STANDARDS

- A. Compliance.** A bidder must use production materials that comply with the RFP's standards for production materials and workmanship or provide a reasonable equivalent approved by the Agency. See *Appendices (C-4), Appendix A*. See also *Contract Form (C-2), Item #2, Part IV*.



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General Compliance With RFP's Production Standards

Verify that the bidder will comply with the RFP's general standards for production materials and workmanship (the quality of production materials and workmanship will be at least the same as used in the production of the 2003 edition of the Code of Iowa). For page paper and binding or finishing materials a bidder may propose an alternative as provided in Subparagraph 1 or Subparagraph 2.

Yes <input checked="" type="checkbox"/>
No <input type="checkbox"/>

1. **Page Paper.** The Agency may accept alternative page paper which is equivalent to the page paper specified by the Agency. However, no deviation in paper size is acceptable. See *Appendices (C-4), Appendix A, Table A-2.*
 - a. **Ordinary Page Paper.** If the bidder is proposing paper stock for ordinary page paper (other than pink page paper) specified in this RFP, verify that it is the same page paper proposed to be used in the Acts (See Item #1) or complete the table specifying alternative page paper.

Verification of Paper Stock for Ordinary Page Paper

Verify that the bidder proposes to use the same paper stock for page paper to produce ordinary pages as proposed to be used for the production of the Acts or continue by completing the following table.

Yes <input checked="" type="checkbox"/>
No <input type="checkbox"/>

Table E.1a
Detailed Standards for Alternative Paper Stock (Ordinary Page Paper)

	Brand	Color/SHade	Finish	Bright-ness	Opacity	Basis Weight	Duration	PPI	Recycled Content
RFP	Custom Plus	Blue White ³	English Smooth	80	89	40#	7-7.5 pH Neutral	731-741	100 % of Paper Stock= 30% Recycled Content ⁴
PROPOSAL									

³ "Blue White" is the manufacturer's term. The true color or shade is cream white.

⁴ A recycled paper stock (derived from preconsumer materials or postconsumer materials) is not a requirement but a preference. However, if paper stock is represented as recycled it must meet the requirements of this RFP. See *Appendices (C-4), Appendix A, Table A-2.*



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- b. Pink Page Paper.** Each Code volume contains one signature (32 pages) of pink page paper. If the bidder is proposing paper stock for pink page paper other than specified in this RFP, complete the table specifying the standards for the alternative pink page paper.

Table E.1b
Detailed Standards for Alternative Paper Stock (Pink Page Paper)

	Brand	Color/ Shade	Finish	Bright-ness	Opacity	Basis Weight	Duration	PPI	Recycled Content
RFP	Springhill Offset	Pink	Regular or Vellum	N/A	90	50#	7-7.5 pH Neutral	N/A ⁵	100 % of Paper Stock = 30% Recycled Content ⁶
PROPOSAL									

- 2. Binding and Finishing Materials.** The Agency may accept binding and finishing materials which are equivalent to the binding and finishing materials specified by the Agency. However, no deviation in volume size is acceptable. See *Appendices (C-4), Appendix A, Table A-4b. See also Contract Form (C-2), Item #1, Part IV and Parts VI through VIII.*

Verification of Alternative Binding and Finishing Materials

- a. Statutory Volumes Set.** The bidder may propose alternative binding and finishing materials for the statutory volumes set. If so, verify that the binding and finishing materials are the same as proposed to be used for the Acts (See Item #1) or continue to complete the following table.

Yes	_____
No	_____

⁵ As a general standard, the range is 450-575.

⁶ A recycled paper stock (derived from preconsumer materials or postconsumer materials) is not a requirement but a preference. However, if paper stock is represented as recycled it must meet the requirements of this RFP. See *Appendices (C-4), Appendix A, Table A-2.*



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Verification of Alternative Binding and Finishing Materials

b. Index Volume. The bidder may propose alternative binding and finishing materials for the index volume. If so, verify that the binding and finishing materials are the same as proposed to be used for the statutory volumes set, other than the cover fabric (See Item #1) and continue to complete the following table.

Yes	_____
No	_____

Table E.2
Alternative Binding and Finishing Materials
Statutory Volumes Sets and Index Volumes

	Volume	Back Line	Binders' Board	End Sheets	Cover Fabric
RFP	Statutory Volumes Set	Heavy 90# Kraft	Davey Red Label with .97" Thickness	80# Publisher White	Tan Color. Buckram Grain. A Variety Designated as Roxite F Taupe #69564, and Produced by ICG-Holliston
	Index Volume	Heavy 90# Kraft	Davey Red Label with .97" Thickness	80# Publisher White	Blue Color. Buckram Grain. A Variety Designated as Roxite Record Buckram #63043--K02, and Produced by ICG-Holliston
PROPOSAL	Statutory Volumes Set				
	Index Volume				

B. Alternative Explained. If a bidder proposes any production material other than provided for in Paragraph "A," briefly explain the alternative production material proposed and why it satisfies the objectives of this RFP.



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Bidder's Name

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Explanation

Type Explanation Here



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IV. COMPLIANCE WITH THE CONTRACT FORM

By submitting a proposal to the Agency, a bidder who is selected as potential contractor by the Agency agrees to the terms and conditions as provided in the Contract Form for the Code (C-2, Item #2), unless the Contractor expressly provides otherwise in Part VI. If the bidder refuses to comply with a term or provision in the Contract Form for the Code, the bidder must complete Part VI by providing an explanation for the refusal and a description of an alternative approach which satisfies the objectives of this proposal form.

V. STATEMENT OF WORK

A. Business Information. Provide information about the bidder's business, unless the bidder has provided the same information in the proposal for the Acts under Item #1.

Check Box if the Bidder is Providing the Same Information in Item #1 or Continue.

**Table F
Bidder's Business**

Category	Bidder Information
Business Name	
Principal Place of Business	Street Address
	City, State, and Zip Code
State of Incorporation	
Federal ID Number	

B. Production Locations. Provide information regarding the location of production operations for the production of production items and the Code, unless the bidder has provided the same information in the proposal for the Acts under Item #1.



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Check Box if the Bidder is Providing the Same Information in Item #1 or Continue.

Table G
Place of Production

Category		Bidder Information	
In-State Production	Percentage of Production Located in this State	100% _____ Less than 100% _____	
	Principal Place of Production	Street Address	
City, State, and Zip Code			
Out-of-State Production	Principal Place of Production	Street Address	
		City, State, and Zip Code	
	Secondary Place of Production	Street Address	
		City, State, and Zip Code	

C. Subcontractors. Provide information regarding subcontractors used in the production and delivery of production items and the Code, unless the bidder indicates that the bidder has provided the same information as part of the proposal for the Acts under Item #1.

Check Box if the Bidder is Providing the Same Information in Item #1 or Continue.

Use of Subcontractors

Verify that the bidder will or will not use subcontractors to perform any part of the production and delivery of production items or Codes or complete the following tables.

Will Use	_____
Will Not Use	_____



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**Table H.1
Subcontractors (Production)**

	Category	Bidder Information	
Production Items and Codes	Name		
	Principal Place of Business	Street Address	
		City, State, and Zip Code	
	Principal Place of Production	Street Address	
		City, State, and Zip Code	
	Percent of Total Production	____%	
	Type of Production		
Qualifications			



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**Table H.2
Subcontractors (Delivery)**

Production Items	Category	Bidder Information	
		Name	
	Principal Place of Business	Street Address	
		City, State, and Zip Code	
	Qualifications		
Codes	Name		
	Principal Place of Business	Street Address	
		City, State, and Zip Code	
	Qualifications		

D. Statutory Publications. Provide information regarding statutory publications produced by the bidder, unless the bidder indicates that the bidder has provided the same information as part of the proposal for the Acts under Item #1.

Iowa Statutory Publications

Verify that the bidder has produced a statutory publication for the Legislative Services Agency within the last five years:

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>

Check Box if the Bidder is Providing the Same Information in Item #1 or Continue.

<input checked="" type="checkbox"/>

**Table I.1
Iowa Statutory Publications**

Publication	Each Year Bidder Produced a Publication				
Iowa Acts					
Code of Iowa					
Code Supplement					



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Other Statutory Publications

Verify that the bidder has produced a statutory publication other than for the Legislative Services Agency within the last five years:

Yes	<input checked="" type="checkbox"/>
No	<input type="checkbox"/>

Check Box if the Bidder is Providing the Same Information in Item #1 or Continue.

<input checked="" type="checkbox"/>

Table I.2a
First Statutory Publication

Category		Bidder Information	
Book	Title		
	Year of Publication		
Customer	Name		
	Principal Place of Business	Street Address	
		City, State, and Zip Code	
Work	Products and Services Furnished		
	Percent of Total Production	____%	
Reference	Name		
	Title		
	Telephone Number		
	E- Mail Address		



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**Table I.2b
Secondary Statutory Publication**

Category		Bidder Information	
Book	Title		
	Year of Publication		
Customer	Name		
	Principal Place of Business	Street Address	
		City, State, and Zip Code	
Work	Products and Services Furnished		
	Percent of Total Production	_____ %	
Reference	Name		
	Title		
	Telephone Number		
	E- Mail Address		

E. Bidder's Production and Delivery Managers. Provide information about the person who would be primarily responsible for managing the production and delivery of production items and Codes, and information about the person who would be secondarily responsible for managing the production and delivery of production items and Codes, unless the bidder indicates that the bidder has provided the same information as part of the proposal for the Acts under Item #1. See Appendices (C-4), Appendix B. See also Contract Form (C-2), Item #2, Part IX, Paragraph "B."

Check Box if the Bidder is Providing the Same Information in Item #1 or Continue.

✓



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**Table J.1
Primary Manager**

Category		Bidder Information
Personal	Name	
	Title	
Business	Street Address	
	City, State, and Zip Code	
Contact	Telephone Number	
	E-mail Address	
	Pager Number (if any)	

**Table J.2
Secondary Manager**

Category		Bidder Information
Personal	Name	
	Title	
Business	Street Address	
	City, State, and Zip Code	
Contact	Telephone Number	
	E-mail Address	
	Pager Number (if any)	



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F. Bidder's Contact Person. Provide information about the person responsible for answering questions regarding the bidder's proposal, unless the bidder indicates that the bidder has provided the same information as part of the proposal for the Acts under Item #1.

Check Box if the Bidder is Providing the Same Information in Item #1 or Continue.

Table K.1
Contact Person Information

Category		Bidder Information
Personal	Name	
	Title	
Business	Street Address	
	City, State, and Zip Code	
Contact	Telephone Number	
	E-mail Address	

G. Negotiating Representative (Contract). Provide information about the person authorized to negotiate and execute a contract on behalf of the bidder based on this proposal, unless the bidder has provided the same information for the Acts under Item #1.

Check Box if the Bidder is Providing the Same Information in Item #1 or Continue.

Table K.2
Negotiating Representative

Category		Bidder Information
Personal	Name	
	Title	



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**Table K.2
Negotiating Representative (Cont.)**

Category		Bidder Information
Business	Street Address	
	City, State, and Zip Code	
Contact	Telephone Number	
	E-mail Address	

VI. ADDITIONAL COMMENTS

The bidder may provide any additional comments as required to further explain a response made to any question included in this proposal form or to an alternative to a requirement stated in this proposal form which satisfies the objectives of this proposal.

Additional Comments

LexisNexis's vast experience has allowed us to develop an expertise touching on all phases of the publishing and information delivery process, including editing, composition, binding, packaging and distribution. Please see the supplemental information behind Tab 3, "About LexisNexis" and Tab 4 "Qualifications and Experience."



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Additional Comments (Cont.)

Type Additional Comments Here



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Bidder's Name	Matthew Bender & Company, Inc., a member of the LexisNexis Group
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VII. AUTHORIZED SIGNATURE

A person authorized by the bidder must sign and date this proposal. The signed proposal as submitted to the Agency shall bind the bidder to the terms and conditions of this proposal.

Signature of Authorized Representative

 Signature	Vice President, Government Relations & Contracts	<u>9/13/2006</u> Date
------------------------------------------------------------------------------------------------	-----------------------------------------------------	--------------------------

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VIII. ATTACHED SAMPLES

A.1a. Sample -- Nonrecycled Paper Stock (Ordinary Page Paper). Provide a sample of nonrecycled paper stock that the bidder proposes to use for ordinary page paper, unless the bidder has provided the same sample for the Acts under Item #1.

Check Box if the Bidder Is Proposing the Same Page Paper as in Item #1.

**Sample #1
Nonrecycled Paper Stock Proposed for Ordinary Page Paper**

Staple a Sample Here and Submit a Full-Page Sample With the Proposal



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A.1b. Sample -- Preconsumer Recycled Paper Stock (Ordinary Page Paper). Provide a sample of recycled paper stock derived from preconsumer materials that the bidder proposes to use for ordinary page paper, unless the bidder has provided the same sample for the Acts under Item #1.

Check Box if the Bidder Is Proposing the Same Page Paper as in Item #1.

Sample #2
Preconsumer Recycled Paper Stock Proposed for Ordinary Page Paper

Staple a Sample Here and Submit a Full-Page Sample With the Proposal



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A.1c. Sample -- Postconsumer Paper Stock (Ordinary Page Paper). Provide a sample of recycled paper stock derived from postconsumer materials that the bidder proposes to use for ordinary page paper, unless the bidder has provided the same sample for the Acts under Item #1.

Check Box if the Bidder Is Proposing the Same Page Paper as in Item #1.

Sample #3 Postconsumer Paper Stock Proposed for Ordinary Page Paper

Staple a Sample Here and Submit a Full-Page Sample With the Proposal



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B.1a. *Sample -- Nonrecycled Paper Stock (Pink Page Paper).* Provide a sample of nonrecycled paper stock that the bidder proposes to use for pink page paper.

**Sample #4
Nonrecycled Paper Stock Proposed for Pink Page Paper**

Staple a Sample Here and Submit a Full-Page Sample With the Proposal



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B.1b. Sample -- Preconsumer Recycled Paper Stock (Pink Page Paper). Provide a sample of recycled paper stock derived from preconsumer materials that the bidder proposes to use for pink page paper.

**Sample #5
Preconsumer Recycled Paper Stock Proposed for Pink Page Paper**

Staple a Sample Here and Submit a Full-Page Sample With the Proposal



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B.1c. *Sample -- Postconsumer Recycled Paper Stock (Pink Page Paper).* Provide a sample of recycled paper stock derived from postconsumer materials that the bidder proposes to use for pink page paper.

**Sample #6
Postconsumer Paper Stock for Pink Page Paper**

Staple a Sample Here and Submit a Full-Page Sample With the Proposal



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- B. 1. Sample -- Cover Fabric for the Statutory Volumes Sets.** Provide a sample of the cover fabric that the bidder proposes to use for the statutory volumes sets, unless the bidder has provided the same sample for the Acts under Item #1.

Check Box if the Bidder Is Proposing the Same Cover Fabric as in Item #1.

Sample #7
Cover Fabric Proposed for the Statutory Volumes Sets

Staple a Sample Here and Submit a Full-Page Sample With the Proposal



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- B. 2. *Sample -- Cover Fabric for the Index Volumes.*** Provide a sample of the cover fabric that the bidder proposes to use for the index volumes.

**Sample #8
Cover Fabric Proposed for the Index Volumes**

Staple a Sample Here and Submit a Full-Page Sample With the Proposal

TAB 2

Matthew Bender & Company, Inc., (hereinafter referred to as “LexisNexis”) a member of the LexisNexis Group, is pleased to submit this proposal to compose and produce the *2006 Iowa Acts* and the *2007 Code of Iowa*. Background information concerning the LexisNexis Group’s business will serve to illustrate the group’s extraordinary experience in serving the ever-changing and varied needs of today’s legal researcher. Members of the LexisNexis Group and its predecessor companies have been publishing codes, court reports and treatises in the United States since the 1800’s.



LexisNexis is the global legal publishing arm of Reed Elsevier Inc., a leading world publisher and information provider with a strong suite of globally recognized brands. The LexisNexis Group is uniquely positioned to meet the business world’s rapidly changing demands for domestic and global information, decision support solutions and the tools that can turn data into knowledge and knowledge into action.

Today, virtually every Fortune 500 Company and the country’s top 100 law firms, as well as many federal agencies, rely on LexisNexis information and decision support solutions. We consider their confidence in our core competencies and industry leadership a responsibility that we take very seriously. We regard each customer as a partner, focusing on developing and delivering the solutions to address the emerging issues they face. Today, LexisNexis services customers in more than 60 countries, performing over 700,000 customer searches daily for more than 2.1 million global subscribers.

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LexisNexis[™]

Matthew Bender & Company, Inc.[™] – Founded in 1887 in Albany, New York, Matthew Bender is a pioneer in treatises and the publisher of such authoritative works as *Attorney's Textbook of Medicine*, *California Forms of Pleading and Practice*, *Texas Transactions Guide*, *Collier on Bankruptcy*[®], *Current Legal Forms*, *Damages and Tort Actions*, *Moore's Federal Practice*[®], *Products Liability*, *Immigration Law and Procedure*, *Nimmer on Copyright*[®] and state-specific practice manuals. Matthew Bender has achieved a unique status as a specialty publisher in diverse areas of the law through a combination of editorial talent and publishing ties with the foremost experts in the legal profession. Matthew Bender's publication activities center on its two major facilities, located in San Francisco, California and Newark, New Jersey. Matthew Bender & Company, Inc. is also the corporate entity for the Michie and Matthew Bender brands.

Shepard's[™] – The Shepard's[™] citation service has been the cornerstone of legal research for more than a century. By providing an organized citation service distributed via print and the Internet, Shepard's has captured the markets of government, corporate, academic and private law firms.

In 1998, LexisNexis purchased Shepard's, resulting in the union of two of the nation's leading information providers and the merger of several strong brands and sister companies under one umbrella. The result is cutting-edge technology and unsurpassed information delivery throughout the world. Shepard's offers a broad range of editorial enhancements that are produced by highly skilled and knowledgeable staff. At its Colorado Springs, Colorado headquarters, Shepard's employs over 150 on-site attorneys licensed in various states and experienced in many different practice areas who produce case law summaries and Shepard's letter analysis. This legal team is supplemented with an experienced technical staff that prepares each case for legal analysis. Together these teams develop over 325 print and CD-ROM products that are packaged and delivered across the country.

LexisNexis[™] – The first online legal research service established in the country, LexisNexis specializes in bringing legal information, business information and other kinds of information directly to the desktops of legal professionals. The Lexis[®] service, the first commercial, full-text legal information service, began in 1973 to help legal practitioners research the law more efficiently. The companion Nexis[®] news and business information service launched in 1979,

designed to enrich research with recent and archival news and financial information. Since that time, the service has grown to become the largest news and business online information service, including comprehensive company, country, financial, demographic, market research and industry reports. Providing access to thousands of worldwide newspapers, magazines, trade journals, industry newsletters, tax and accounting information, financial data, public records, legislative records, data on companies and their executives makes the LexisNexis™ service an indispensable tool for gathering information and providing accurate answers.

Martindale-Hubbell® – For more than 130 years, Martindale-Hubbell has been the world’s most frequently used legal reference source. Its best-known product, the Martindale-Hubbell Law Directory, is the most complete source of information on lawyers available anywhere. From its New Providence, New Jersey headquarters, Martindale-Hubbell publishes the nation’s leading law directory, offering more than 900,000 U.S. lawyer and law firm listings. There are also special Canadian and international editions. The directory is the only legal guide available through four media: print, CD-ROM, on LexisNexis and on the Web. Martindale.com launched in 1996. A second site, lawyers.comSM, was introduced in 1998 to help small law firms with marketing, which includes a Web site toolkit called Martindale-Hubbell Lawyer HomePage.

MICHIE™ – Founded in the mid 1800’s and located in Charlottesville, Virginia, the Michie division publishes court reports and administrative codes, and is the nation’s preeminent publisher of official annotated state codes, supplements and related products. Publications include more than 700 practice-enhancing book titles, 400 custom legal publications and the annotated codes in 40 states and territories. In addition, it is the publisher of the *United States Code Service* and *United States Supreme Court Reports, Lawyers’ Edition*.

The group’s long annotated code publishing history originated through two lines: Butterworth Legal Publishers and The Michie Company. Butterworth originated in London in the early 1800’s and expanded to most parts of the English-speaking world by the 1920’s. In 1995, Butterworth’s U.S. operations merged with Michie, upon the purchase of LexisNexis and Michie by Reed Elsevier. The Butterworth name continues elsewhere worldwide, as Butterworth Legal Publishers, a preeminent provider of law books and services in the United Kingdom, Ireland, Europe, Australia, New Zealand, Malaysia and Canada.

A well-known family of Virginia attorneys in Charlottesville founded The Michie Company. Michie produced its first legal publication, *American and English Railroad Cases Annotated*, in 1895. Michie grew steadily and by 1932 had become the publisher of four state codes along with many other legal publications. Michie operated as a privately owned corporation until 1971. Mead International, the owner at that time of LexisNexis parent company Mead Data Central, purchased Michie in 1988. In 1994, Reed Elsevier Inc. purchased Michie and LexisNexis. Soon thereafter, the new corporate owner merged Butterworth with Michie. In 2000, all operations were brought under the banner name of LexisNexis. Although our name has changed over the years, our commitment to our products and our customers has not. The LexisNexis Group continues to draw upon Michie’s distinguished editorial tradition

and technological vision to provide attorneys with an unmatched standard of legal publishing excellence.

ONLINE SERVICES OVERVIEW

Offering customers legal, public records, extensive company and financial information and global news from national and international sources, for better business decisions and the most comprehensive legal information in the online industry, LexisNexis can meet virtually any information need.



The LexisNexis collection includes more than 36,000 sources including:

Legal Information – Federal and state case law, regulations, attorney general opinions, rulings, citation services and secondary legal sources

News Sources – Newspapers, newsletters, magazines, trade journals, wire services and transcripts

Business and Financial Information – SEC documents, corporate profiles, market research reports, financial analyst reports, demographic/geodemographic statistics, M&A information

Public Records – Names, addresses, property information, marriage and divorce records, voter records, etc.

International Information – World news, country profiles, business analysis and country information, international company profiles, legal and regulatory information.

PRINT PUBLISHING OVERVIEW

The LexisNexis Group has a proud tradition of publishing legal materials that spans more than a century. From the Michie Company's beginnings as a publisher of judicial decisions concerning railroad cases in the 1800's, to the statutory codes of 41 states and territories, to the most recent decisions of the United States Supreme Court, LexisNexis possesses the experience, skills and abilities to produce the *2006 Iowa Acts* and the *2007 Code of Iowa*.

LexisNexis currently publishes 41 statutory codes in 36 states, the District of Columbia, the Northern Mariana Islands, the Virgin Islands, Puerto Rico and the United States Code Service. Of these compilations, 17 are currently published under contract with the state or territorial government.

Additionally, LexisNexis publishes and prints official court reports under contract in six jurisdictions. These publications are the *California Official Reports* and *California Official Appellate Reports*, the *Georgia Reports* and *Georgia Appellate Reports*, the *New Hampshire*

Reports, the Northern Mariana Islands Reporter, the Vermont Reports and the Washington Reports and Washington Appellate Reports. The Group also produces three unofficial reports, the *United States Supreme Court Reports, Lawyers' Edition*, the *Virgin Island Reports* and the *Virginia Circuit Court Opinions*.

LexisNexis currently publishes Session Laws under contract in Colorado, North Dakota, Puerto Rico, Rhode Island and the Virgin Islands and has extensive experience in working with state executive and legislative personnel in their publication.

Close working relationships are inherently involved in the production of these contractual publications and we understand the importance and responsibility of maintaining these relationships.

Manufacturing and Printing Capabilities

LexisNexis has enjoyed a long and successful experience in legal publishing, and its commitment to continue this success is ensured by a proven track record of producing quality products while maintaining strong, successful and productive working relationships with state officials. The company's experience translates into editorial and production standards of the highest quality in the publication of the *2006 Iowa Acts* and the *2007 Code of Iowa*. Additionally, LexisNexis recognizes the importance of meeting shipping schedules, maintaining customer accounts and providing prompt and efficient customer service.



To ensure the successful production of our diverse range of publications, LexisNexis has established a tandem of in-house and outsourced manufacturing and fulfillment capabilities, which permits state-of-the-art printing, binding and timely shipping of printed products.

Printing Capacity-Outsourcing

LexisNexis is fully aware that time is of the essence in the production of the *2006 Iowa Acts* and the *2007 Code of Iowa*. Accordingly, in order to create the necessary flexibility to always be able to ensure timely production and delivery of all books, we are requesting that a subcontractor with which LexisNexis has a long-standing relationship, R.R. Donnelley, be approved to produce some or all of the publications. LexisNexis will, of course, remain primarily liable for all printing, binding and distribution requirements for the publications.

R.R. Donnelley

R. R. Donnelley was established in 1864 in Chicago, Illinois and has developed a close, preferred-business partnership with LexisNexis and its parent company Reed Elsevier. Donnelley excels at preparing, producing and delivering integrated communication services

and they are one of North America's oldest and leading print providers for publishers. For LexisNexis they have consistently performed at the highest level of quality, service and on-time delivery. For the past several years they have produced and shipped one of our largest products, the California Deerings Supplement package each December.

The *2006 Iowa Acts* and the *2007 Code of Iowa* will be produced at the Crawfordsville, Indiana facility. The facility has a regular, full-time workforce of over 1,000 people: 150 in prepress, 340 press, 550 bindery and 40 shipping. Communication between LexisNexis and Donnelley is handled exclusively through our designated customer service representative, who facilitates all issues regarding schedules, production and fulfillment. LexisNexis submits the files electronically through a secure FTP (file transfer protocol) site to Donnelley. The Acts and Code will be manufactured using CREO computer-to plate image setters, 17 narrow web presses (Timson) and Muller Martini binding lines.

More detailed information about R.R. Donnelley is available on the company's home page located at www.rrdonnelley.com.

TAB 3

Relevant Experience

LexisNexis has a proud tradition of publishing legal materials that spans for more than a century. From the Michie Company's beginnings as a publisher of judicial decisions concerning railroad cases in the 1800's, to publishing statutory and administrative codes and state court reports, to the publication of the most recent decisions of the United States Supreme Court, LexisNexis possesses the experience, skills and abilities to produce superior quality legal publications.

Statutory Codes

LexisNexis publishes 41 statutory codes in 36 states, the District of Columbia, the Northern Mariana Islands, the Virgin Islands and Puerto Rico and nationally via the United States Code Service. Of the statutory codes that LexisNexis publishes, 17 are currently published under contract with the state or territorial government.

Such contractual relationships inherently involve close working relationships with legislative personnel. LexisNexis also maintains productive relationships with state officials in many of the states where codes are published without contracts.

Each statutory code published by LexisNexis has been set out below, with a description of the code, contract and delivery requirements if applicable, and the services provided to that jurisdiction. A state contact has been provided for each code as appropriate and you are invited to call any of these individuals to discuss the services rendered by LexisNexis as well as the relationship between the state and the company.

LexisNexis has set a standard of delivery for supplementation within 90 days of receipt of all legislative material from the state. Moreover, LexisNexis strives for delivery within 90 days regardless of whether this specification is contracted. Contract-specific dates for delivery of supplementation and other services are met consistently.

MICHIE'S ALABAMA CODE **(Published under contract through 1995)**

LexisNexis has been publishing *Michie's Alabama Code* since 1996. (Until 1996, LexisNexis published the *Code of Alabama 1975* under contract with the State of Alabama). *Michie's Alabama Code* contains the complete text of the Code of Alabama 1975, as updated by annual and special legislation. Research features such as descriptive Code section headings, the index, and case notes or other annotations, have been prepared by LexisNexis. The copyright is held by LexisNexis. The *Alabama Court Rules Annotated* is updated semiannually and replaced annually. The *Alabama Advance Code Service* is published three times a year, providing annotations to the most current case law, and any statutory corrections or updates to the Code. LexisNexis' *Michie's Law on Disc*[™] includes *Michie's Alabama Code*, Supreme Court decisions, Court of Appeals decisions, Court of Civil Appeals decisions, and Court of Criminal Appeals decisions.

EDITORIAL WORK PROVIDED

Case Notes and Annotations.

Case notes and collateral references are created, catchlined, and updated.

Case notes in the full Code are regularly *Shepardized*.

Case notes are reviewed in light of new legislation.

Acts.

LexisNexis receives acts as full sections.

Electronic acts are received from IPA and verified against paper acts.

Acts are reviewed, charted and charting reviewed.

Code Section Catchlines.

Catchlines for new sections are created; catchlines for amended sections are reviewed and modified where necessary.

Act Editing and Notes.

The numbering of sections is verified.

Little editing is done to the text of sections.

Text is reviewed for misspellings, typographical errors, and style.

Phrases such as “this act”, “effective date of this act”, and “Section 4 of this act” are translated in statute text.

Creation of statute notes: amendment notes, effective date notes, editor’s notes, cross-references, and delayed effective date (contingency) notes, among others.

Multiple amendments and conflicting amendments are resolved.

Delayed amendments are implemented when appropriate.

Contingent legislation is tracked and implemented when the contingency is met.

Deletion of old effective date, amendment, or other notes.

Reference check of all references in new legislation and replacement volumes, and references throughout the code are checked where affected by new legislation.

Proofs are inspected.

Repealed Sections.

Text is deleted and notes are reviewed and transferred or deleted as appropriate.

Transferred Sections.

Notes and text are transferred to the new location. New notes regarding the transfer are written for the old location.

History Citations.

Updated or new history citations are created.

Tables.

Table of Sections Affected.

Indices.

Two-volume softbound General Index.

Contact: Jerry Bassett
Director
Office of Legislative Reference Services
Alabama State House, Room 613
Montgomery, AL 36104
Telephone: 334.242.7560

ALASKA STATUTES

(Published under contract)

LexisNexis has published the *Alaska Statutes* since statehood. The first code was published in 1962. In 1996, the format of the statutes' publication changed from a loose-leaf format to a biennial softbound replacement with a supplement published in the intervening year. In 1999, in addition to the twelve statutory volumes and the Temporary and Special Acts volume, LexisNexis began publishing an *Annotation Citator* volume (published every two years) and the hardcover *Alaska Legal Ethics Opinions and Rules Governing the Legal Profession* (supplemented annually) as part of the *Alaska Statutes*. LexisNexis also publishes a quarterly *Advance Code Service* and an *Advance Legislative Service* (usually two volumes, published in the summer).

The State provides acts in electronic and hard copy, and LexisNexis provides an updated tape of the statutes to the State twice a year. LexisNexis also publishes the *Alaska Administrative Code* and provides quarterly updates to the State (See separate entry below). LexisNexis is also the official publisher, under separate contract with the Alaska Court System, of *Alaska Rules of Court*, published annually in a one-volume softbound edition, with semiannual supplement pamphlet.

The *Alaska Statutes* and the *Alaska Administrative Code* are published on CD as part of *Alaska Law on Disc™*. The Alaska CD product also contains *Alaska Rules of Court*, Alaska Supreme Court decisions since December 1959, Alaska Court of Appeals decisions since November 1980, Alaska Legal Ethics Opinions, and the Alaska Attorney General's opinions.

EDITORIAL WORK PROVIDED

Case Notes and Annotations.

Case notes and collateral references are created, catchlined, and updated.

Case notes for the entire code are shepardized.

Case notes are reviewed in light of new legislation.

Acts.

LexisNexis receives copies of the acts (partial and full sections) from the State.

Electronic acts are verified against paper acts.

Acts are reviewed and charted and the charting is then reexamined.

Code Section Catchlines.

Catchlines are within the domain of the State legislature; editorial does not play a role in their creation.

LexisNexis creates catchlines for repealed or transferred sections.

Act Editing and Notes.

The numbering of sections is verified.

Where partial text is received, it is merged into the existing section.

Little editing is done to the text of sections and changes to the text are made only with the approval of the revisor of the statutes.

Text is reviewed for misspellings, typographical errors, and stylistic errors.

Nonsubstantive changes are made, upon State approval, and recorded within the revisor's notes.

Statute notes are created: Amendment notes, effective date notes, revisor's notes, editor's notes, cross references, and delayed effective date (contingency) notes, among others.

Multiple amendments and conflicting amendments are resolved.

Delayed amendments are implemented when appropriate.

Contingent legislation is tracked and implemented when the contingency is met.

Old effective date, amendment, or other notes are deleted.

References in new legislation and replacement titles are checked for accuracy.

Proofs are inspected.

Preliminary proof of replacement titles may be submitted to the State for review.

State proof review changes are implemented.

Repealed Sections.

Text is deleted and notes are transferred or deleted as appropriate.

Notes relating to the repeal and providing the location of present comparable sections are written.

Transferred Sections.

Notes and text are transferred to the new location. New notes referencing the transfer are written for the old location.

History Citations.

Updated or new history citations are created.

Tables.

The *Alaska Statutes* contains five tables, including Tables of Comparative Sections; Table of Sections Amended, Added; and State of Origin Table.

Indices.

The *Alaska Statutes* contains a General Index.

Delivery.

Delivery required within 90 calendar days after receipt from the agency of the last enrolled act of a legislative session and the related instructions.

Contact: Pam Finley
Revisor of Statutes
Legislative Affairs Agency
Division of Legal Services
130 Seward Street, Suite 409
Juneau, AK 99801-2105
Telephone: 907.465.2450

ARKANSAS CODE OF 1987 ANNOTATED

(Published under contract)

The original contract was signed in 1984 and the *Arkansas Code of 1987 Annotated* was published in 1987. A new contract was signed in early 1998. Prior to the 1987 code, LexisNexis published the *Arkansas Statutes* until 1987. For the 1987 code, LexisNexis assisted in the recodification of the entire code and created a new index. The copyright is in the name of the State. LexisNexis began supplying the State with a database in ASCII format in 1988. In 1990, LexisNexis worked with the State on the development of a new bill drafting system and also that year supplied the State with a new updated database in Folio formation tape. In 1993, LexisNexis supplied the State with a customized Folio CD. In 1996, the State again changed its system and LexisNexis converted the database to meet the State's needs. The State supplies acts to LexisNexis on WordPerfect diskettes. The code includes the *Arkansas Court Rules Annotated* and a comprehensive index, replaced biennially. LexisNexis also publishes the *Arkansas Law on Disc*™.

EDITORIAL WORK PROVIDED**Case Notes and Annotations.**

Case notes and collateral references are created, catchlined, and updated.

Case notes throughout the code are shepardized.

Case notes are reviewed in light of new legislation.

Acts.

LexisNexis receives paper versions of the laws as passed by the legislature as well as both paper and electronic versions of the "conformed" acts from the Arkansas Code Revision Commission.

Electronic acts are verified against paper conformed acts.

Code Section Catchlines.

LexisNexis creates catchlines for new sections; catchlines for amended sections are reviewed and modified where necessary.

Catchlines for repealed or transferred sections are created.

Effective dates are identified in section heads if there is postponed legislation.

Act Editing and Notes.

All conformed acts are charted, and then the charting is reexamined and updated.

Existing code section numbers assigned to new legislation are examined, and a memo regarding any suggested changes is prepared for the reviser.

Legislative actions for possible superseded sections are examined.

Under superseded sections, the subject matter and legislative history of the former versions of the section are both identified.

LexisNexis works closely with reviser when producing the final version of a section with multiple amendments to ensure that the final version (whether it is a merge of several acts or alternatively the version enacted last) is an accurate representation of the law.

Rules amendments and mergers are collected, and amendments are described without State guidance from the reviser.

Publisher's notes are created when a code section has been declared by a court to be unconstitutional.

Translations of federal code references are provided.

Internal references for examined for accuracy.

Repealed Sections.

If a section is repealed, that information is placed within the text in brackets, and if merely inaccurate or nonexistent, possible alternatives are suggested in a publisher's note.

Transferred Sections.

When a section is transferred, new notes referencing the transfer and the former and present codification of the section are written in both the old and new locations.

History Citations.

Sections are all followed by the section's full legislative history.

Indices.

The *Arkansas Code* contains a three-volume General Index and an Index to Temporary, Local and Special Laws, which is carried in the back of the third index volume. There are individual indices for each set of court rules, which are embedded following their respective set of rules in the rules publication, and the state rules are included in the general index as well. Each replacement volume also carries a volume index and a title index or title indices as appropriate, depending on the contents of the volume.

Delivery.

The cumulative supplement is published within 90 days after receipt from the Arkansas Code Revision Commission of hard copies of all enrolled acts of each session of the General Assembly.

Contact: Vincent C. Henderson,
Executive Director
Arkansas Code Revision Commission
501 Woodlane Drive
Suite 420 S
Little Rock, AR 72201
Telephone: 501.682.9300

ARIZONA ANNOTATED REVISED STATUTES

The *Arizona Annotated Revised Statutes* is a fourteen-volume, softbound, annotated code, including an index volume. Arizona is a non-contract state but LexisNexis has full cooperation from the State in receiving legislation, and updates and corrections to that legislation, in as timely a manner as the State can achieve. The Code is completely replaced every year, as is the two-volume, softbound, *Arizona Annotated Court Rules*. In addition to its annual replacement, the *Arizona Annotated Court Rules* volumes are updated semiannually. The annotated code includes a compilation of all annotations to Arizona case law arising from both State and Federal Courts. An *Advance Code Service* is published three times a year, containing annotations written to the most recent cases, and, as appropriate, additions and corrections to the statutes made by the Legislative Council. LexisNexis also publishes Michie's *Arizona Law on Disc*TM containing the *Arizona Annotated Revised Statutes*, Arizona court rules, Arizona Supreme Court decisions since 1989, Arizona Court of Appeals decisions since 1965, and Arizona Attorney General opinions.

EDITORIAL WORK PROVIDED

Case Notes and Annotations.

Case notes are created, catchlined, and updated.

All case notes are Shepardized.

Case notes are reviewed in light of new legislation.

Acts.

Acts are received electronically from the State and are loaded into our database. The State also provides hard copies of the Acts, which are used to verify the electronically transmitted Acts.

Acts are reviewed, charted, and charts are reviewed.

The State also provides us with copies of the Acts showing any corrections not on the original acts.

Code Section Catchlines.

Catchlines for new sections are created, reviewed, and modified where necessary by the State.

Act Editing and Notes.

The numbering of sections is verified.

Little editing is done to the text of sections except as directed by the State.

Text is reviewed for misspellings, typographical errors, and style. Non-substantive changes are made, upon State approval, with explanatory Code Commission notes.

“This Act” and “effective date of this act” are translated as directed by the State.

Italicized headings and notes are created explaining delayed or retroactive effective dates and/or contingent effective dates, and multiple amendments are blended.

Multiple amendments and conflicting amendments are resolved as directed by the State.

Delayed amendments are implemented when appropriate.

Contingent legislation is tracked and implemented when the contingency is met.

Ballot propositions are tracked and the results implemented as soon as practicable following the election, generally appearing in the next Advance Code Service pamphlet.

Old effective date headings and notes are deleted as appropriate.

Proofs are inspected.

Repealed Sections.

Text is deleted and notes are reviewed and transferred or deleted as appropriate. A repeal line is added stating the chapter and section number repealing the section, and the repeal date.

Transferred Sections.

Notes and text are transferred to the new location.

History Citations.

The year of the last legislation affecting each section is listed following each statute, along with a brief summary of the act effecting the change.

Tables.

A Table of Sections Affected appears in the index volume.

Table of Disposition appears following Title 42.

Indices.

General Index appears as a separate volume.

Contact: Holly Honeycutt
Reviser
Legislative Council
1700 N. Washington
Phoenix, AZ 85007
Telephone: 602.926.4929

DEERING'S CALIFORNIA CODES ANNOTATED..

There is no official version of the California codes. Deering's has published its version since 1866. Deering's obtains hard copies of newly enrolled bills from the Secretary of State's office. The Secretary of State's office also supplies bill letters showing lists of bills that have been chaptered, and electronic copies of the chaptered acts. Deering's produces a yearly supplement to all the codes, as well as the Rules of Court, Bar Rules, uncodified initiative measures and statutes, and uncodified acts. The supplement publishes at the end of December. A complete code update is promulgated on *lexis.com* at that time. In addition, *lexis.com* is updated with new case annotations approximately every two weeks, with new urgency legislation and changes to the Rules of Court as soon as these changes are received, and with updates incorporating replacement volume changes. The complete yearly Deering's print offering also includes an *Advance Code Service*, published three times during the year, containing urgency legislation and rules changes, together with new case annotations; a CD-ROM version of the entire annotated set, updated and released four times a year; *Advance Legislative Service* pamphlets, containing newly chaptered bills for the current year and new or amended Rules of Court; a desktop series consisting of unannotated single volume treatments of the Family Code, Penal Code, Probate Code, and Rules of Court, plus a single volume compilation of the Civil Code, Code of Civil Procedure, Evidence Code and Rules of Court, and two single volume compilations of selected codes and code sections relating to real estate law and to business and commercial law; and from 10 to 16 replacement volumes for the annotated set.

EDITORIAL WORK PROVIDED

Case Notes and Annotations

Case notes and collateral references are created, schemed, and updated.

Case notes in replacement volumes are cite checked, shepardized, and reschemed.

Case notes and collateral references are reviewed in light of new legislation.

Acts

Each act is analyzed and a table of changes is created reflecting the sections affected, along with pertinent effective dates, operative dates, contingencies, and the like.

Code Section Catchlines

Catchlines for new sections are created; catchlines for amended sections are reviewed and modified where necessary.

Act Editing and Notes

The numbering of sections is verified. If errors in numbering or lettering are found, editor's notes are drafted explaining that the text was so received from the State.

Each section amended by an act is compared against the text of the section as it read prior to the amendment.

Amended or added text is highlighted by bold italics; deleted text is indicated by asterisks.

Notes relating to the statutes are created, including amendment notes, editor's note, cross reference notes, notes relating to delayed operative dates, etc.

Where more than one act in the same session affects a given code section, a determination of the prevailing act is made.

Delayed amendments, repeals and enactments are implemented when appropriate.

Contingent legislation is tracked and implemented when the contingency is met.

Provisions with limited terms that have expired (sunset provisions) are deleted, and explanatory notes are drafted.

Proofs are inspected.

Repealed sections

Text is deleted and notes are reviewed and transferred or deleted as appropriate.

Notes relating to the repeal and providing the location of present comparable sections are written.

Renumbered sections

Notes and text are transferred to the new location. New notes regarding the transfer are written for the old location.

History Citations

Updated and new history citations are created.

Tables

Four tables are created every year: a table of code sections affected, a table of Assembly and Senate bills that have been chaptered during the session, a table of changes to Rules of Court, and a table of uncodified acts affected. The table of code sections affected is accessible on *lexis.com*. In 2006, a new Tables Volume is being created for the Deering's set.

Indices

There is a single volume General Index, which is updated and republished each year. In addition, each code has a separate index, which is supplemented each year. Each desktop volume has its own index, and each is updated every year. There is a cumulative index for the ALS pamphlets

COLORADO REVISED STATUTES

(Published under contract)

In 2001, LexisNexis was awarded the contract to publish the Colorado Revised Statutes and the Colorado Session Laws beginning in January, 2003.

Session Laws.

The state supplies PDF files of the current year's legislation. LexisNexis provides proof copies to the state for review. After the review process is complete and any necessary changes are made, LexisNexis prints and binds sets of the session laws for distribution by the state. The copyright is held by the state.

Revised Statutes.

The state supplies the text for the statutes, state Constitution, and court rules in SGML format. LexisNexis provides page proof to the state for review. Once the proof has been reviewed and any necessary changes implemented, LexisNexis prints and binds the set of the statutes. The set currently consists of fourteen volumes. The copyright is held by the state. In 2006, LexisNexis will begin maintaining data for the court rules volume. That data was formerly maintained by the state.

Contact: Jennifer Gilroy
Revisor of Statutes
Office of Legislative Legal Services
State Capitol Building, Room 091
Denver, CO 80203
Telephone: 303.866.2045

DELAWARE CODE ANNOTATED

(Published under contract)

The *Delaware Code Annotated* was contracted in 1972 and first published in 1975. LexisNexis provided completely new annotations and a new index for the code. The copyright for the code is held by the State. From 1988 to 1994 LexisNexis supplied two tapes in WANG format to the State. In 1994, the State switched to a PC-based format, with a text DBMS (Database Management) system. From 1994 to 2003, LexisNexis supplied a tape of full statutes for the State's bill drafting system, and the State sent an Act tape in the new format. Since 2003, the State has FTP'd individual bills in Word files to LexisNexis. The Bills are processed by LexisNexis as they are received, and a zipped document containing all of the statutes in Word files is FTP'd to the State within a week of receiving notification of the Governor's signature. The *Delaware Code* consists of 19 hardbound volumes, including the *Delaware Rules Annotated*, which is also available in two separate volumes that are supplemented semi-annually and replaced annually. The *Delaware Code* is also published on CD-ROM as part of LexisNexis' *Delaware Law on Disc*[™], which also includes the *Delaware Rules Annotated*, Delaware Supreme Court decisions since February 1790, Delaware Court of Chancery decisions since August 1814, Delaware Superior Court decisions since September 1885, Family Court decisions since May 1970, Court of Common Pleas decisions since July 1972, plus the unreported decisions of the Supreme Court since 1983, the Court of Chancery since 1978, and the Superior Court since 1980.

EDITORIAL WORK PROVIDED

Case Notes and Annotations.

Case notes are created, catchlined, and updated.

Case notes in supplements and replacement titles are Shepardized.

Case notes are reviewed in light of new legislation.

Acts.

Acts are received in both paper and electronic versions.

Electronic acts (prior to the Governor's signature and assignment of official act numbers) are verified against paper acts.

Acts may contain full text, partial text or instructive language. Changes are incorporated into the full text, but only those portions of the statutory text actually affected by legislation are printed in the supplement and interim supplement.

All acts are first charted, edited, reviewed and updated. Any unusual situations are brought to the attention of the revisor.

Code Section Catchlines.

Section catchlines are generally included in the legislative acts. Where there are none, they are created (subject to revisor approval).

Act Editing and Notes.

New acts are reviewed and edited: Scope of revisors' authority is spelled out in the *Delaware Code* (1 Del.C. Section 211.)

Stylistic and other editorial changes are made in conformity with LexisNexis' understanding of how the revisors interpret the scope of their authority. Specifically, LexisNexis corrects the style of section references, subsection designations, capitalization, spelling, grammar, and punctuation; checks internal references and amendments to Delaware Laws; translates internal references, effective dates, and numbers; and sends memos to the State revisors describing substantive changes. Where an act is presumed not to affect any statutes or notes in the code, that fact is also verified with the revisors by memo.

LexisNexis calls or sends memos to the revisors about errors (style, grammar, sense, punctuation, section references, and spelling) in code sections requiring correction, suggests corrections when possible, and implements changes approved or authorized by the revisor. Edited acts and memoranda of questions regarding editing and charting are sent to the revisors.

All new legislation and amended sections are rendered gender neutral.

LexisNexis works closely with the revisors when producing the final version of a section with multiple amendments to ensure that the final version (whether it is a merge of several acts or just the version enacted last) is an accurate representation of the law.

If there is postponed legislation, the delayed material is set out, as incorporated in section text in another version of the section, with the effective date appearing in brackets in the section heading. For electronic products, the version of the section effective until the postponed amendment takes effect has the "effective until" information bracketed in the section heading.

Internal references are checked for accuracy: if repealed, suggests possible comparable new provisions if any in a revisor's note, and if merely inaccurate or nonexistent, possible alternatives are suggested in a revisor's note.

Revisors are notified regarding suggested substitutions or courses of action.

Amendments and chapter revisions are described in appropriate notes.

Effective date provisions are placed as revisor's notes at the beginning of all new sections or units, if the effective date of the act is specifically provided in an act section. The effective date is included as part of an amendment note under an amended section if the effective date

of the amendment is determined by the signature date; if the effective date is specified in an act section, the effective date is set out in a separate revisor's note.

Only those parts of sections which are amended are set out in the supplement, with explanatory notes.

Translations of federal code references are provided.

Code sections have Shepardized annotations.

LexisNexis provides cross references to other relevant legislation, and deletes such cross references when the referenced sections are repealed.

Some uncodified portions of acts are inserted as notes under appropriate code sections.

Where a code section references an obsolete name, the new name and the act or code section implementing the change or describing the reference is provided, if the revisor agrees or directs.

Uniform acts are not altered unless specifically directed by the revisor.

Code section translations are provided for references to "this act" or to other Delaware acts in statute text. LexisNexis provides translations for references to "the effective date of this section" or similar language.

Repealed Sections.

LexisNexis identifies under a repealed section or unit the repealing act, the subject matter of the former section, its legislative history, and often the location of present similar law.

Transferred Sections.

When a section is transferred (other than in a revision of chapter or subchapter), LexisNexis references the transfer and the former and present codification at the old and present locations.

History Citations.

Historical citations are updated with new legislation. Histories in printed supplements may be fully or partially presented, consistent with whether full or partial statutory text is presented.

Tables.

The *Delaware Code* contains Tables of Disposition of the acts.

Indices.

The *Delaware Code* contains a General Index.

Delivery.

Delivery required not later than 90 days from the time LexisNexis is authorized by the revisors to proceed with the work and is supplied with all legislation to be included. Delivery dates and costs to state and private purchasers consistent with contracted specifications.

Contacts: Daniel F. Wolcott, Jr.
Delaware Code Revisor
1313 N. Market Street
Wilmington, DE 19801
Telephone: 302.984.6011

Bruce Rogers
Delaware Code Revisor
16 So. Front St.
Georgetown, DE 19947
Telephone: 302.856.7161

LEXISNEXIS DISTRICT OF COLUMBIA CODE
(Published under contract through 1999)

A contract was awarded in 1979 for a new edition and the *District of Columbia Code* was published in 1981. LexisNexis recodified, annotated, and indexed the statutes for the *Code* and produced the *Code* under contract with the District through 1999. LexisNexis now independently produces the *Lexis District of Columbia Code, 2001 Edition*, with quarterly print and electronic updates. LexisNexis also publishes the *District of Columbia Court Rules Annotated*, replaced annually and updated semi-annually. The *District of Columbia Advance Legislative Service* is published quarterly, containing the text of the acts passed by the City Council and signed by the Mayor. The *District of Columbia Law on Disc* includes the *Lexis District of Columbia Code*, the *District of Columbia Court Rules Annotated*, and the District of Columbia Court of Appeals decisions since 1943.

EDITORIAL WORK PROVIDED

Case Notes and Annotations.

Case notes are created, catchlined, and updated.

Case notes in supplements and replacement volumes are *Shepardized*.

Case notes are reviewed in light of new legislation.

Acts.

Paper acts are received from the *District of Columbia Register*, and electronic versions are downloaded from the official District of Columbia Council website and converted to Word documents for editing prior to loading into chart records.

Acts are reviewed, charted, and charting is reviewed.

Acts are “pre-edited” for stylistic consistency; special consideration is given to translating internal act references to code section references.

Relevant federal acts are identified and charted. Text of federal acts is electronically cut and pasted from lexis.com into chart records.

Code Section Catchlines.

Catchlines are usually included in legislation; editorial assigns and modifies catchlines when necessary and appropriate.

Act Editing and Notes.

Permanent, temporary, or emergency nature of act is verified.

The numbering of sections is verified.

Temporary and emergency acts are noted at appropriate sections.

Permanent acts are merged into the existing database; where act contains partial text, it is merged into the existing section; where instructive language is received, changes are made directly in existing text.

Text is reviewed for misspellings, typographical errors, and style. Changes may be made and memorialized via explanatory editor's notes.

Multiple amendments and/or conflicting amendments are resolved and merged.

Statute notes are created: amendment notes, temporary notes, emergency notes, legislative history notes, cross references, explanatory editor's notes, quoted portions of act text, applicability notes, effective date notes, etc.

Delayed or contingent legislation is tracked and implemented as appropriate.

A reference check on the full Code is performed quarterly.

Proofs are inspected.

Repealed Sections.

Text is deleted and notes are reviewed and transferred or deleted as appropriate. Cross references to present comparable sections are added as appropriate.

History line of repealed section is retained for research purposes, with information added from repealing act.

Transferred Sections.

Notes and text are transferred to the new location. New notes regarding the transfer are written at the old location.

History Citations.

Updated or new history citations are created.

Tables.

Several sets of tables are updated each year: a parallel reference table, an act disposition table, a popular name table, a District of Columbia Register table, an emergency act table, and a "laws not codified" table.

Indices.

General Index.

Contact: Benjamin F. Bryant, Jr.
Codification Counsel
Council of the District of Columbia
Office of the General Counsel
441 4th Street NW
Washington, D.C. 20001
Telephone: 202.724.8026

LEXISNEXIS FLORIDA ANNOTATED STATUTES

The *Florida Annotated Statutes* is a thirty-volume, softbound, annotated code. This is a proprietary publication but LexisNexis receives full cooperation from the State in receiving legislation, updates and corrections to that legislation in as timely a manner as the State can achieve. The Code is completely replaced in even-numbered years and is supplemented in odd-numbered years.

LexisNexis also publishes *Florida Legal Library: Laws & Analysis* (2 disc DVD set) containing the following:

- Florida Statutes Annotated
- Florida Court Rules Annotated
- Florida Judicial Decisions
- Florida Shepard's Citations
- Florida Criminal Practice and Procedure
- Florida Criminal Defense Trial Manual
- Florida Criminal Sentencing Law
- 11th Circuit Criminal Handbook
- Florida Evidence Manual, 2nd Edition
- Police Civil Liability Federal Habeas Corpus
Practice and Procedure
- Ballentine's Law Dictionary, 3rd Edition
- United States Code Service
- United States Constitution
- Federal Court Rules
- USCS General Index
- United States Supreme Court Reports, Lawyers' Edition
- United States Supreme Court: Bench Opinions
- Decisions of the United States Court of Appeals for the Fifth and Eleventh Circuit
- Decisions of the United States District Courts – Eleventh Circuit

EDITORIAL WORK PROVIDED

Case Notes and Annotations.

Case notes are created, catchlined, and updated.

Case notes throughout the Statutes are Shepardized, and subsequent history added to case citations.

Case notes are reviewed in light of new legislation.

Acts.

LexisNexis downloads electronic versions of enrolled acts as passed by the Florida Legislature, and receives electronic versions of “Assigned Mater Acts” from the Florida Office of Legislative Service, Division of Statutory Revision.

The enrolled acts are reviewed, charted, and charting is reviewed in light of the “Assigned Masters.”

Code Section Catchlines.

Catchlines for new sections are created by the State.

Act Editing and Notes.

The numbering of sections is verified.

Where partial text is received, it is merged into the existing section.

Notes are created explaining delayed or retroactive effective dates and/or contingent effective dates, and multiple amendments are blended.

Multiple amendments and conflicting amendments are resolved as directed by the State.

Delayed amendments are implemented when appropriate.

Contingent legislation is tracked and implemented when the contingency is met.

Old effective date notes are deleted as appropriate during replacement years.

Proofs are inspected.

Repealed Sections.

Text is deleted and replaced with repeal information and notes are reviewed and transferred or deleted as appropriate.

Transferred Sections.

Notes and text are transferred to the new location, and notes referencing the transfer are written for both the old and new locations.

History Citations.

Statute sections are all followed by the section’s full legislative history.

Tables.

A Table of Sections Affected and Table of Disposition appear at the beginning of Volume 1.

Indices.

General Index is in a single softbound volume.

Contact: James (Jim) McKee
Florida Office of Legislative Services
Division of Statutory Revision
111 W. Madison Street
Tallahassee, FL 32399
Email: MCKEE.JAMES@leg.state.fl.us

OFFICIAL CODE OF GEORGIA ANNOTATED
(Published under contract)

The contract for the *Official Code of Georgia Annotated 1981* was awarded in 1978 and the code was first published in 1982. The copyright is in the name of the State. LexisNexis recodified, partially reannotated, and reindexed the code. The State supplies electronic versions of the acts (since 1988), and LexisNexis sends an updated tape of the code to the State (since 1992; beginning in 2005, LexisNexis sends .html and WordPerfect versions of the updated GA Code). *Georgia Rules of Court Annotated* is updated semiannually and replaced annually. In 1991, LexisNexis became the official CD-ROM publisher of the *Official Code of Georgia Annotated*. LexisNexis' *Georgia Law on Disc* includes the *Official Code of Georgia Annotated*, the *Georgia Rules of Court Annotated*, Georgia Supreme Court decisions since 1846, Georgia Court of Appeals decisions since 1846, selected federal court decisions, Georgia Attorney General opinions, and Matthew Bender's *Southeast Transaction Guide*.

EDITORIAL WORK PROVIDED

Case Notes and Annotations.

Case notes and collateral references are created, catchlined, and updated.
Case notes are shepardized.
Case notes are reviewed in light of new legislation.

Acts.

State sends electronic acts.
Acts are first reviewed and charted and then the charting is reexamined.

Code Section Catchlines.

Catchlines are created for new sections; catchlines for amended sections are reviewed and modified where necessary.

Act Editing and Notes.

The numbering of sections is verified.
Where partial text is received, it is merged into the existing section.
No editing is done to the text of sections.
Text is reviewed for misspellings, typographical errors, and stylistic errors. Nonsubstantive changes are made, upon State approval, with explanatory Code Commission notes.
“This act” and “effective date of this act”: translation placed in notes.
Statute notes are created: amendment notes, effective date notes, editor's notes, cross references, and delayed effective date (contingency) notes, among others.
Multiple amendments and conflicting amendments are resolved.
Delayed amendments are implemented when appropriate.
Contingent legislation is tracked and implemented when the contingency is met.
Old effective date, amendment, or other notes are deleted in replacement volumes.
Substitution of page number for HB/SB number on proof.

A reference check is performed on all references in new legislation and replacement volumes, and references throughout the code are checked where affected by new legislation. Proofs are inspected and submitted to the State for review. State proof review changes are implemented.

Repealed Sections.

Text is deleted and notes are transferred or deleted as appropriate. Notes relating to the repeal and providing the location of present comparable sections are written.

Transferred Sections.

Notes and text are transferred to the new location. New notes referencing the transfer are written for the old location.

History Citations.

Updated or new history citations are created.

Tables.

The *Official Code of Georgia Annotated* contains fifteen tables, including Tables of Comparative Sections and a Table of Laws Codified (session law disposition table).

Indices.

The *Official Code of Georgia Annotated* contains a General Index and a Local Laws Index.

Delivery.

Supplements and index to be delivered not later than 75 days following receipt by LexisNexis of the text of all the statutes adopted at each regular session of the General Assembly.

Contact: Wayne Allen
Deputy Legislative Counsel
General Assembly of Georgia
316 State Capitol
Atlanta, GA 30334
Telephone: 404.656.5000

HAWAII REVISED STATUTES ANNOTATED

The *Hawaii Revised Statutes Annotated* set was first published by LexisNexis in 1988. The 21-volume code is authoritative statutory text, fully annotated. *Michie's Hawaii Court Rules Annotated* is updated semiannually and replaced annually. The *Advance Code Service* is published three times a year and provides annotations to the most current case law. The *Advance Legislative Service* prints the acts passed at each annual session of the Hawaii State Legislature. LexisNexis also publishes *Hawaii Law on Disc*, the counterpart to the print code published on CD-ROM. In addition to the statutes and court rules, the CD product carries

case law from the Hawaii Supreme Court and Intermediate Court of Appeals and opinions of the Attorney General.

EDITORIAL WORK PROVIDED

Case Notes and Annotations.

Case notes and collateral references are created, catchlined, and updated.

Case notes are shepardized.

Case notes are reviewed in light of new legislation.

Acts.

LexisNexis receives acts as partial and full sections.

Electronic acts are verified against paper acts.

Acts are reviewed, charted and charting reviewed.

Act Editing and Notes.

Where partial text is received, it is merged into the existing section.

Editing is done to the text of sections.

Text is reviewed for misspellings or typographical errors with corrections noted in brackets and editor's note.

Statute notes are created: amendment notes, effective date notes, editor's notes, cross references, delayed effective date (contingency) notes, etc.

Multiple amendments and conflicting amendments are resolved.

Delayed amendments are implemented when appropriate.

Contingent legislation is tracked and implemented when the contingency is met.

Deletion of old effective date, amendment, or other notes.

Reference check of all references in new legislation and replacement volumes, and references throughout the code are checked where affected by new legislation.

Proofs are inspected.

Repealed Sections.

Text is deleted and notes are reviewed and transferred or deleted as appropriate.

Notes relating to the repeal are composed.

History Citations.

Updated or new history citations are created.

Tables.

There are Tables of Disposition for all session laws from 1860 to present, and tables translating citations from previous codifications into current section numbers. Other miscellaneous tables of recodified or renumbered sections are also maintained.

Indices.

General Index to statutes and court rules.

Contact: Myra Shozuya
Reviser of Statutes
Legislative Reference Bureau
State Capitol
Honolulu, HI 96813
Telephone: 808.587.0670

IDAHO CODE

(Published under contract)

The *Idaho Code* was first published in 1949 under contract with the State of Idaho. In 1994, LexisNexis assisted the State in switching to SGML (Standard Generalized Markup Language) using text DBMS (Database Management) system, each providing test tapes for a smooth transition. The print version of the *Idaho Code* consists of 24 hardbound volumes and 2 softbound Court Rules volumes. LexisNexis completely updates the *Court Rules* at the time the code supplement is prepared. A multi-volume *Advance Legislative Service* is also produced, containing unedited engrossed versions of the House and Senate Bills as they are passed and signed by the Governor. The *Idaho Code* is also published in CD-ROM format as part of LexisNexis' *Idaho Law on Disc*. This product also includes the *Idaho Court Rules*, Idaho Supreme Court decisions since 1944, and the Idaho Court of Appeals decisions since 1982.

EDITORIAL WORK PROVIDED

Case Notes and Annotations.

Case notes and collateral references are created, catchlined, and updated.
Case notes in supplements and replacement titles are shepardized.
Case notes are reviewed in light of new legislation.

Acts.

LexisNexis receives only the full sections of acts from the State.
Acts are first reviewed and charted and then the charting is reexamined.

Code Section Catchlines.

Catchlines are within the domain of the State legislature; editorial does not play a role in their creation.
Bracketed information is added to catchlines for repealed or transferred sections.

Act Editing and Notes.

The numbering of sections is verified.
Very little editing is done to the text of sections.
Text is reviewed for misspellings, typographical errors, and stylistic errors.
Nonsubstantive changes are bracketed in, upon State approval, with explanatory compiler's notes.
"This act" and "effective date of this act": translation placed in notes.

Statute notes are created: amendment notes, effective date notes, compiler's notes, cross references, and delayed effective date (contingency) notes, among others.

Multiple amendments and conflicting amendments are resolved.

Delayed amendments are implemented when appropriate.

Contingent legislation is tracked and implemented when the contingency is met.

Outdated compiler's notes or other notes which no longer have effect are deleted.

A reference check is conducted for all internal references in new legislation and replacement titles.

Proofs are inspected.

Repealed Sections.

Text is deleted and notes are transferred or deleted as appropriate.

Notes relating to the repeal and providing the location of present comparable sections are written.

Transferred Sections.

Notes and text are transferred to the new location. New notes referencing the transfer are written for the old location.

History Citations.

Updated or new history citations are created.

Tables.

Annual disposition of acts tables created.

Indices.

General Index.

Delivery.

Delivery f.o.b. to the State not later than the last Friday in June.

Contact: Max M. Sheils, Jr.
Executive Secretary
Idaho Code Commission
707 North 8th Street
Boise, ID 83702
Telephone: 208.345.7832

ILLINOIS COMPILED STATUTES ANNOTATED

The compilation of the Illinois statutes was completely revised, effective in 1993, and LexisNexis created a brand new annotated code for the revised compilation that same year.

The copyright is held by Matthew Bender & Co. In addition to the Code volumes and supplements in the *Illinois Compiled Statutes Annotated (ILCSA)*, LexisNexis publishes *Illinois State Court Rules Annotated* (a two-volume set), *Illinois Federal Court Rules*

Annotated, an *Advance Code Service* (published three times between supplements, containing annotations), an *Advance Legislative Service* (a series of pamphlets issued throughout the legislative session as bills are passed into law), and a two-volume index. LexisNexis also produces *Michie's Illinois Law on Disc*, a CD-ROM series, which includes *Illinois Compiled Statutes Annotated*, the *Advance Legislative Service*, State and federal rules, Supreme Court decisions, appellate court decisions and opinions of the Attorney General.

EDITORIAL WORK PROVIDED

Annotations.

Case notes, notes to opinions of the Attorney General, and collateral references are created and catchlined.

Existing annotations in supplements and replacement volumes are shepardized.

Existing annotations are reviewed in light of new legislation.

Acts.

LexisNexis receives acts in full sections.

Electronic acts are verified against paper acts.

Acts are reviewed and charted.

Code Section Catchlines.

Catchlines for new sections are created where necessary; catchlines for amended sections are reviewed and modified where necessary. State enacts catchlines for many, but not all, provisions.

Catchlines for repealed or transferred sections are created.

Analyses for each unit (chapter, Act, article, etc.) are created.

Act Editing and Notes.

The numbering of sections is verified.

No editing is done to the text of sections; bracketed translations to code sections are inserted following act references.

Text is reviewed for misspellings, typographical errors, and style. No changes are made, but notes may be written to interpret or explain discrepancies.

“This act” and “effective date of this act” translations (when referring to Public Acts) are placed in statute text in brackets.

Statute notes are created: amendment notes, effective date notes, editor’s notes, cross references to other statutory provisions, postponed effective date notes, etc.

Multiple amendments and conflicting amendments are merged or set out separately, as appropriate.

Delayed amendments are set out separately, and implemented when appropriate.

Contingent legislation is set out separately, tracked, and implemented when the contingency is met.

Deletion of old effective date, amendment, or other notes.

Reference check of all references in new legislation, and references throughout the code are checked where affected by new legislation.

Proofs are inspected.

Repealed Sections.

Text is deleted and notes are reviewed and transferred or deleted as appropriate. Notes relating to the repeal and providing the location of present comparable sections are written, when appropriate.

Renumbered Sections.

Notes and text are transferred to the new location.

History Citations.

History citations are created and updated.

Tables.

In the ILCSA, there are Translation Tables (old code sections to new 1993 ILCS references, and vice versa), Table of Short Titles with Corresponding New and Former Code Sections, and a Table of Laws Codified (session law disposition table).

In each annual ALS series, there are Tables of Public Acts and corresponding Bill Numbers (and vice versa), a Table of Effective Dates, a Table of New Act Titles, and a Table of Sections Affected.

Indices.

General Index, as part of the ILSCA. Individual indexes for each set of court rules appear in the court rules publications. An index is also created for the *Advance Legislative Service*.

Contact: Sheila Ryan
Senate Enrolling
Room 405 Capitol Building
Springfield IL 62706
Telephone: 217.782.6970

BURNS INDIANA STATUTES ANNOTATED

Burns Indiana Statutes Annotated was first published by the Bowen-Merrill Company in 1889. The Bowen-Merrill Company was a predecessor company of the Bobbs-Merrill Company, which was acquired by The Michie Company, the predecessor of LexisNexis, in 1976. The copyright is currently in the name of Matthew Bender & Company, Inc. The official Indiana Code was enacted in 1976, and the Burns' Code Edition was conformed to the organization and numbering system of the Indiana Code of 1976. This code is not published under contract, but the LexisNexis staff has worked closely with State officials. LexisNexis provided a full database compare of the LexisNexis database with the State's database of the code for a "clean-up" of both databases.

The *Burns Indiana Statutes Annotated* consists of 44 volumes, including two softbound index volumes, and two softbound court rules volumes. Additions and amendments to the statutes and annotations are published annually in a cumulative supplement, which ships within 90 days of final adjournment of the General Assembly. Three times a year, an *Advance Code*

Service is published, providing notes to cases and law reviews and statutory corrections and changes. Recent acts of the General Assembly are published in the *Advance Legislative Service*. The court rules volumes contain the annotated Indiana Rules of Procedure, which include rules promulgated by the Indiana Supreme Court intended for statewide applicability, the local court rules of the most populous counties, the local rules for the Indiana federal district courts, and the rules for the Seventh Circuit Court of Appeals. The court rules are updated and replaced annually, and supplemented once each year, to incorporate new rules and amendments and to add recent annotations. LexisNexis also publishes *LexisNexis CD*, which includes the *Burns Indiana Statutes Annotated*, the court rules, Indiana Supreme Court decisions from May 1848, Court of Appeals decisions from March 1891, and Indiana Tax Court decisions from January 1987.

EDITORIAL WORK PROVIDED

Case Notes and Annotations.

Notes and references to cases, attorney general opinions, law review articles, and collateral sources are created, catchlined, and updated.

Case notes are periodically shepardized to keep the annotations current.

Case notes are reviewed in light of new legislation.

Acts.

Electronic versions of the acts are downloaded from the State's website. The full text of amended sections appears in the acts, and any change to the text of a section is indicated by engrossing marks. Acts are reviewed, charted and charting is reviewed.

Code Section Catchlines.

Catchlines for new sections are created; catchlines for amended sections are reviewed and modified where necessary.

Act Editing and Notes.

Code section numbers are assigned by the Indiana General Assembly.

Text is reviewed for misspellings, typographical errors, style, etc. Only obvious errors are changed, and any changes made in the text of a code section are bracketed, with an explanatory compiler's note placed under the section.

References to "this act," to other sections of an act, to incomplete code citations, to the popular names of State or federal legislation, or to the effective date of an act are translated in brackets in the text of the statute, or in compiler's notes following the section, as appropriate.

Statute notes are created: amendment notes, effective date notes, compiler's notes, and cross references. The treatment of multiple or conflicting amendments, delayed effective dates, uncodified provisions, or any important or unusual features of a law which would not be immediately apparent to the user from the statute text are indicated in compiler's notes.

Multiple amendments and conflicting amendments are resolved.

Delayed amendments are implemented when appropriate.

Contingent legislation is tracked and implemented when the contingency is met.

Deletion of old effective date, amendment, or other notes.

Proofs are inspected.

Repealed Sections.

Text is deleted and notes are reviewed and deleted or transferred to comparable new provisions, as appropriate.

Notes are placed under repealed sections indicating the subject matter of the repealed sections and the location of present similar provisions.

History Citations.

Updated or new history citations are created.

Tables.

The code contains one volume of tables, and tables are included at the beginning of many individual titles of the code. Among the tables included are tables of corresponding sections between current provisions and prior codifications of Indiana statutes, session law disposition tables, and a table of effective dates for acts without effective date provisions.

Indices.

A two volume general index is replaced annually, and indices are placed at the end of each title.

Contact: Tim Tyler
Staff Attorney
Legislative Services Agency
State House, Room 301
Indianapolis, IN 46204
Telephone: 317.232.9583
Email: ttyler@iga.state.in.us

MICHIE’S KENTUCKY REVISED STATUTES ANNOTATED
Certified Version

The designation for the print version of *Michie’s Kentucky Revised Statutes* has changed due to 1996 Kentucky Acts Chapter 46, effective January 1, 1997. *KRS* 7.131 now establishes the Legislative Research Commission’s internal electronic statutory database as the official version of the *Kentucky Revised Statutes*. By action of the Commission under *KRS* 7.132, the LexisNexis print version, which was an official edition of the statutes under prior law, has been designated as a certified version. Under *KRS* 7.138(2), as amended, this certified print version continues to have the same status of admissibility in judicial and administrative proceedings in Kentucky that it had as an official version under prior law. LexisNexis and the State of Kentucky regularly compare our databases in part and in whole. *Michie’s Kentucky Revised Statutes Annotated-Certified Version-Kentucky Rules Annotated* is annotated with relevant decisions of the State and federal courts and with opinions of the Attorney General. These rules are updated semiannually and replaced annually. Published quarterly is the *Advance Code Service*, providing annotations to the most current case law.

EDITORIAL WORK PROVIDED

Case Notes and Annotations.

Case notes and collateral references are created, catchlined, and updated.

All case notes are shepardized.

Case notes are reviewed in light of new legislation.

Acts.

Acts with full sections are received.

Electronic acts are verified against paper acts.

Acts are reviewed, charted and charting reviewed.

Rules.

Rules are gathered from both State and federal sources.

Updates and amendments are obtained from the Supreme Court of Kentucky for State rules, and from designated federal deputy clerks for federal rules.

Code Section Catchlines.

Catchlines for new sections are created by the Legislative Research Commission and implemented by LexisNexis; catchlines for amended sections are reviewed and modified as the Legislative Research Commission indicates.

Act Editing and Notes.

The numbering of sections is verified.

A table of enacted sections provided by the Legislative Research Commission is implemented.

New text is merged into the existing section.

Little editing is done to the text of sections.

Text is reviewed for misspellings, typographical errors, and style. Nonsubstantive changes are made upon State approval.

Translations are made in the text of statutes for phrases such as “this act” and “effective date of this act.”

Creation of statute notes: effective date notes, editor’s notes, cross references, delayed effective date (contingency) notes, compiler’s notes, etc.

Delayed amendments are implemented when appropriate.

Contingent legislation is tracked and implemented when the contingency is met.

All internal references in new legislation and replacement volumes are checked for accuracy, and references throughout the code are checked where affected by new legislation.

Proofs are inspected.

Repealed Sections.

Text is deleted and notes are reviewed and transferred or deleted as appropriate.

Notes relating to the repeal and providing the location of present comparable sections are written.

Transferred Sections.

Notes and text are transferred to the new location. New notes regarding the transfer are written for the old location.

History Citations.

Updated or new history citations are created.

Tables.

Various tables are provided to guide the user such as a Table of Chapters and Tables of Content.

Indices.

Two volume General Index. Ready reference indices in each supplement. Separate index in each replacement volume.

Contact: Bill Van Arsdall
Reviser of Statutes
Legislative Research Commission
State Capitol, Room 409
Frankfort, KY 40601
Telephone: 502.564.8100

LOUISIANA ANNOTATED STATUTES**Official Edition.**

The Louisiana Annotated Statutes is an eighty-six volume set, with eighty-one hardbound volumes, two soft bound indexes, two soft bound rules volumes and one soft bound tables volume. While Louisiana is a non-contract state, LexisNexis receives cooperation from the State in receiving legislation and corrections from the Louisiana State Law Institute (LSLI). The Code is supplemented quarterly (with *Advanced Code Service* pamphlets), in addition to an annual *Cumulative Supplement* pocket part. A two-volume softbound set of State Court Rules Annotated and Federal Rules accompany the code with a mid-year supplement and full replacement in the fourth quarter of every year. A multi-volume *Advance Legislative Service* is also published containing unedited engrossed versions of House and Senate Bills as they are passed and approved by the Governor. Additional Louisiana products include a *Citor*, a *Forms* component, and next year the possibility of an *unannotated, softbound code*.

EDITORIAL WORK PROVIDED**Case Notes and Annotations.**

Case notes are created with subject search advisor casenote headings that directly correspond to the online component of LexisNexis Louisiana Annotated Statutes.

Case notes are *Shepardized* and updated in response to new legislation.

Acts, Act Editing, and Notes.

Acts are downloaded from the State's website for the Advance Legislative Service, or received from the State directly in electronic format. Electronic acts are verified against paper acts. The acts are reviewed, charted and, based on legislative engrossment, incorporated into the existing statutes through editorial workup. Amendment notes are drafted and inserted into the product. After receiving LSLI changes, specifically designated LSLI notes are drafted and inserted into the product. These notes describe the LSLI revisions, which might include redesignations, organization of multiple amendments and clarification of conflicting amendments. Editor's notes are drafted to aid the user in interpreting the new legislation.

Historical citations are created to provide the user with enacting and amending act information following a statute, article or rule. Quoted Statutory Material notes are drafted to alert the reader to important provisions such as applicability, severability and effective dates contained in the acts. Joint Resolution notes are drafted and inserted. Little editing is done to the text of sections except as directed by the State or LSLI. Text is reviewed for misspellings, typographical errors, and style. Delayed amendments are implemented when appropriate, and included in the product with a note to the user providing the effective date of the amendment. Contingent legislation is tracked and implemented when the contingency is met. Old effective date notes are deleted as appropriate.

Repealed Sections.

Text is deleted and notes are reviewed and transferred or deleted as appropriate.

Transferred Sections.

Notes and text are periodically transferred. Editor's notes are provided directing the user to the new location.

Additional References.

The editorial staff creates references to attorney general opinions, law reviews, treatises, municipal codes, and various other secondary sources, as well as cross references to state and federal law.

Tables.

A Tables volume in the Louisiana Annotated Statutes contains Code Titles, General Effective Date Table, Acts Disposition Tables, Tables of Sections Affected, and a cross reference table for municipal codes. The Acts Disposition Tables and Tables of Sections Affected appear in several different formats for convenience.

Indexes.

The Louisiana Annotated Statutes is completely indexed in two General Index volumes, which are published in soft-covers to allow for annual updating and replacement. The first general index volume also contains a Title and Chapter Index and a Popular Names and Short Titles Index. In addition, each title of the Revised Statutes is indexed in the last volume containing that title. The Civil Code, Code of Civil Procedure, Code of Criminal Procedure, Code of Evidence, and Children's Code each contain a separate index appearing

in the last volume containing that particular code. The Constitutions carry separate indexes in Volume 1, and each rules volume contains a separate index for each set of rules, which immediately follows that particular rules set.

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House Legislative Services
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MICHIE'S ANNOTATED CODE OF MARYLAND

The *Annotated Code of Maryland* (ACM) was originally enacted in 1957 and published by the Michie Co. The current copyright is in the name of Matthew Bender & Company, Inc., a member of the LexisNexis Group. The ACM is transitioning from the original format consisting of numbered articles to a named article format, expected to be completed in 2012.

In addition to the Code volumes and supplements in *Michie's Annotated Code of Maryland*, LexisNexis publishes a quarterly *Advance Code Service* containing updated code text and new case notes; an *Advance Legislative Service*, a series of pamphlets including all bills that are passed into law; a *Legislative Review Service*, which contains notes on current legislation arranged topically and shipped in advance of the supplement; and *Maryland Rules Annotated*, updated semiannually and replaced annually. LexisNexis' *Maryland Law on Disc* includes the *Annotated Code of Maryland*, *Maryland Rules Annotated*, decisions of the Court of Appeals of Maryland, decisions of the Court of Special Appeals of Maryland, and Opinions of the Attorney General.

EDITORIAL WORK PROVIDED

Case Notes and Annotations.

Case notes and collateral references are created, assigned headings and updated.

Case notes throughout the code are Shepardized.

Case notes are reviewed in light of new legislation.

Acts.

Maryland acts include partial and full sections.

LexisNexis downloads electronic versions of the laws as passed by the legislature, for use in charting.

Acts are reviewed and charted; charting is reviewed.

Act data is loaded from electronic versions of the "conformed" acts provided by the Maryland Department of Legislative Services (DLS).

Electronic acts are verified against paper acts from DLS.

Code Section and other headings.

LexisNexis creates headings for new sections; headings for amended sections are reviewed and modified where necessary. LexisNexis creates subsection headings, amending as required following amendments to text. Upper-level headings (Title, Subtitle, Part) are usually provided in the enacting chapters.

Effective dates, abrogations, contingencies are identified in section heads if there is legislation with abnormal effective dates; the proposed future version is set out in italics following the current version.

Analyses are generated for each article and title.

Act Editing and Notes – Annual Supplement.

Acts are charted. The charts are reexamined using the stamped version of the acts received from the State and updated as needed.

Little editing is done to the text of sections except as directed by the State. Text is reviewed for misspellings, typographical errors, and style. Changes are recommended to the State and implemented only upon State approval.

Memos regarding issues or suggested changes are prepared for the DLS; the DLS also sends updates as they review chapters signed by the Governor if changes are required; changes are usually made under authority of the Corrective Bill and include a note detailing the correction and an update to the historical citation of the section.

Where partial text is received, it is merged into the existing section.

LexisNexis works closely with reviser when producing the final version of a section with multiple amendments to ensure that the final version (whether it is a merge of several acts or alternatively the version enacted last) is an accurate representation of the law.

Sections with abnormal effective dates are monitored and updated as the related events occur, with close communication between DLS and LexisNexis.

For material moved into a revised article from a numbered article, cross-references to the new location are created and relevant annotations are placed within the revised article.

Translations of phrases such as “this act” and “effective date of this act” are placed in notes as necessary.

Selected House and Senate Resolutions are placed as notes.

LexisNexis creates statute notes: amendment notes, editor’s notes, cross references to other statutory provisions, delayed effective date (contingency) notes, etc.

Delayed amendments or repeals are set out separately (in an italicized version of the section), and implemented when appropriate.

Contingent legislation is set out separately (in an italicized version of the section), tracked, and implemented when the contingency is met.

Editor’s notes are created when a code section has been declared by a court to be unconstitutional.

Internal references are examined for accuracy. The annual Corrective Bill provides authority for making certain changes when current legislation renders internal references inaccurate, upon notification to the DLS.

Departmental name changes are researched, memo’d and approved by DLS for updating in text, using authority from an enacting chapter or the Corrective Bill.

Translations of federal code references are provided.

Proofs are inspected and submitted to the State for review. State proof review changes are implemented.

Editing and Notes – Replacement Volumes.

LexisNexis deletes outdated editor's notes, amendment notes, or other notes.

Internal references are examined for accuracy. The annual Corrective Bill provides authority for making certain changes when current legislation renders internal references inaccurate, upon notification to the DLS.

Other suggested changes to conform the text are memo'd to the State; changes are made as directed.

Proofs are inspected and submitted to the State for review. State proof review changes are implemented.

Repealed Sections.

Text is deleted and notes are reviewed and transferred or deleted as appropriate. Section heading is retained, along with the effective date and chapter number of the repealing act.

Notes providing the location of present comparable sections are written.

References to repealed sections in existing text are corrected under authority of the Corrective Bill.

Transferred Sections.

When a section is transferred, new notes referencing the transfer and the former and present codification of the section are written in both the old and new locations.

History Citations.

Sections are all followed by the section's full legislative history.

Tables.

A Tables Volume is replaced annually, and contains a Table of Comparable Sections for Unnumbered Articles, and a Table of Acts Codified Subsequent to 1951 (session law disposition table). Additionally, in each annual *Advance Legislative Service* series, there is a Table of Sections Affected.

Indices.

The ACM contains a two-volume General Index. There are also indices in the replacement volumes at the end of each named article.

Delivery.

The cumulative supplement is published annually in September, following receipt of last acts from DLS in mid-June.

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Renee Robertson
Department of Legislative Services
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Annapolis, MD 21401

ANNOTATED LAWS OF MASSACHUSETTS

The *Annotated Laws of Massachusetts (ALM)* is an unofficial version of the General Laws of Massachusetts published in a hard cover set and on CD-ROM. All the laws of Massachusetts of a general and permanent nature are collected in hardbound volumes, completely annotated and indexed by volume. A single hardbound volume contains the constitutions of Massachusetts and the United States, annotated and indexed. Four hardbound volumes feature the UCC with annotations and index. Certain selected special laws of Massachusetts are collected, annotated and indexed in two hardbound volumes. The *ALM* also includes the hardbound Massachusetts Code Research Guide, a single hardbound tables volume, and a hardbound set of Massachusetts Legislative Acts from 1994 through the present. Each of these volumes is updated via annual cumulative supplements and quarterly update pamphlets. A three volume, softbound General Index is published yearly and updated semi-annually. Massachusetts court rules are compiled and annotated in a two volume softbound set, which is replaced yearly and supplemented semi-annually.

Practice forms are integrated throughout the *ALM*.

The CD-ROM contains the General Laws of Massachusetts with annotations and forms, as well as court rules and the annotated decisions of the Supreme Judicial Court of Massachusetts.

The *ALM* also publishes a monthly *Advance Legislative Service* including all new legislation and court rules with tables.

LexisNexis owns the copyright to the *Annotated Laws of Massachusetts*.

EDITORIAL WORK PROVIDED

Case Notes and Annotations.

Case notes and collateral references are created, catchlined, and updated.

Case notes in supplements and replacement titles are shepardized.

Case notes are reviewed in light of new legislation.

Case notes and collateral references are provided to subscribers in annual supplements and in quarterly update service pamphlets.

Acts.

Receipt of acts (partial and full sections received).

Electronic acts are verified against paper acts.

Acts are reviewed, charted, and charting reviewed.

Legislative acts are provided to subscribers in the *Advance Legislative Service* that is issued monthly.

Code Section Catchlines.

The legislature generally provides catchlines for new sections or amended sections, where necessary. In cases of legislative inaction, LexisNexis provides bracketed catchlines for new or amended sections.

Bracketed catchlines are prepared for repealed, renumbered, expired or transferred sections.

Act Editing and Notes.

The numbering of sections is verified.

Where partial text is received, it is merged into the existing section.

No editing is done to the text of sections.

Text is reviewed for misspellings or typographical errors. Editorial notes are created to explain misspellings and typos.

Creation of statute notes: amendment notes, effective date notes, editor's notes, cross references, delayed effective date (contingency) notes, etc.

Multiple amendments and conflicting amendments are resolved.

Delayed amendments are implemented when appropriate.

Deletion of old effective date, amendment, or other notes.

Proofs are inspected.

Repealed Sections.

Text is deleted and notes are reviewed and transferred or deleted as appropriate.

Notes relating to the repeal and providing the location of present comparable sections are written.

Transferred Sections.

Notes and text are transferred to the new location. New notes regarding the transfer are written for the old location.

History Citations.

Updated or new history citations are created.

Tables.

There are tabled volumes detailing allocation of session laws and sections thereof.

Indices.

General Index. Indices to individual volumes.

MICHIGAN COMPILED LAWS SERVICE

Michigan Compiled Laws Service (MCLS) is an unofficial annotated version of the 1929 Michigan Compiled Laws (as amended), published since 1936. The MCLS follows the official codification scheme of the State. The set contains two volumes of court rules

including *Michigan Court Rules* and the *Michigan Rules of Evidence*. Annotations in MCLS are also classified to the *Michigan Digest*, providing a comprehensive summary of cases affecting Michigan laws. In addition to the present format, MCLS is available as a component of *LexisNexis* CD service and on the LexisNexis online services.

EDITORIAL WORK PROVIDED

Case Notes.

Case notes are created, charted, if appropriate, and updated.

Case note citations in supplements and replacement volumes are reviewed and tested prior to issuance.

Acts.

Engrossed electronic acts received from the State are coded for inclusion in *MCLS Advance Legislative Service* pamphlets.

Approval and file dates are added for each Public Act.

Code Section Catchlines.

Catchlines for new sections are created from subsection captions.

Prospective repeals or other effective date information is noted in catchlines where appropriate.

Act Processing.

Creation of statute notes: amendment notes, effective date notes, editor's notes, cross references, etc.

Amendments are merged into existing code sections.

New code sections are added.

Repeals of sections are executed.

Editorial components, such as collateral research references, are added.

Repealed Sections.

Text is deleted and notes are reviewed and transferred to a current section or deleted as appropriate.

Notes relating to the repeal and describing the subject matter of the repealed sections are written.

History Citations.

Updated or new history citations are created.

Tables.

Tables show the disposition in MCLS of Public Acts from 1931 to the present.

Individual cross reference tables are provided for some significant acts and rule compilations which have been reorganized.

Each *Advance Legislative Service* pamphlet includes cumulative tables for the current legislative session which update the main tables. Also included are cumulative tables of

MCLS sections affected, executive orders and executive reorganization orders, court rules, and House and Senate bills enacted.

Indices.

A comprehensive General Index covers the entire MCLS set.

Individual indexes are included for most of MCLS's volumes.

Each *Advance Legislative Service* pamphlet includes a cumulative index for the current legislative session. Approval and file dates are added for each Public Act.

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MISSISSIPPI CODE OF 1972 ANNOTATED **(Published under contract)**

The *Mississippi Code of 1972 Annotated* has been published by LexisNexis since 1999. The State of Mississippi holds the copyright. The *Mississippi Code of 1972 Annotated* contains the complete text of the Code of 1972, as updated by annual legislation and as approved by the Mississippi Joint Legislative Committee on Compilation, Revision and Publication of Legislation. In 2002 the contract for the publication of the *Mississippi Code of 1972* was extended by the State for an additional four-year term.

In addition to the Code volumes and supplements in the *Mississippi Code of 1972 Annotated*, LexisNexis publishes a quarterly *Advance Code Service* containing updated Code and case note information, an *Advance Legislative Service* (or Advance Sheets) consisting of a series of pamphlets issued throughout the legislative session containing the full text of acts as they are passed into law, and the *Mississippi Court Rules Annotated*, which is replaced annually and updated semi-annually. LexisNexis' *Mississippi Law on Disc* includes the *Mississippi Code of 1972 Annotated*, the *Mississippi Court Rules Annotated*, Opinions of the Attorney General, and Mississippi Judicial Decisions (since 1944).

EDITORIAL WORK PROVIDED

Case Notes and Annotations.

Case notes, attorney general opinion notes, ethics opinion notes, and collateral references (ALR, AmJur, CJS, and law review notes) are created, catchlined, and updated.

Case notes in supplements and replacement volumes are shepardized.

Case notes are reviewed in light of new legislation.

Acts.

LexisNexis receives acts as full sections.

Electronic acts are downloaded from the Legislature's website.

Acts are reviewed, charted, and charting reviewed.

Code Section Catchlines.

Catchlines for new sections are created; catchlines for amended sections are reviewed and modified where necessary.

Catchlines for new sections are created and submitted for approval to the Mississippi Joint Legislative Committee on Compilation, Revision and Publication of Legislation.

Catchlines for repealed or transferred sections are created.

Analyses for each unit (title/part/chapter/subchapter) created.

Code Section Placement.

New sections are given appropriate placement in the Code based on subject matter.

Code section placements are submitted for approval to the Mississippi Joint Legislative Committee on Compilation, Revision and Publication of Legislation.

Act Editing and Notes.

The numbering of sections is verified.

Some editing is done to the text of sections, with approval of the Joint Legislative Committee.

Text is reviewed for typographical errors and style. Changes are made after approval of Joint Legislative Committee.

Internal translations are implemented: "this act", "effective date of this act", "Section 4 of this act."

Creation of statute notes: amendment notes, comparable legislation from other states, cross-reference notes, editor's notes, federal aspect notes, and Joint Legislative Committee notes. Multiple amendments and conflicting amendments are resolved.

Delayed amendments are set out separately, and then implemented when appropriate.

Contingent legislation is set out separately, tracked, and implemented when the contingency is met.

Deletion of old effective date, amendment, or other notes.

Reference check of all references in new legislation and replacement volumes, and references throughout the code are checked where affected by new legislation.

Proofs are inspected.

Implementation of State responses to any questions that may have arisen during supplement production.

Repealed Sections.

Text is deleted and notes are reviewed and transferred or deleted as appropriate.

Notes relating to the repeal and providing the location of present comparable sections are written.

Transferred Sections.

Notes and text are transferred to the new location. New notes regarding the transfer are written for the old location.

History Citations (Sources).

Updated or new history citations are created.

Tables.

The *Mississippi Code of 1972 Annotated* contains several tables published in the Statutory Tables volume of the Code. The tables include the following:

Sections of the Code of 1930 carried into the Code of 1942.

Sections of the Code of 1942 carried into the Code of 1972.

Allocation of Acts of Legislature, 1931 - 1972.

Allocation of Acts of Legislature, 1972 - present.

Consolidated Tables of amendments and repeals of 1942 Code sections.

Consolidated Tables of amendments and repeals of 1972 Code sections.

Indices.

The *Mississippi Code of 1972 Annotated* is completely indexed in two soft cover Index volumes, which are updated and replaced annually.

Delivery.

Delivery within 90 days after receipt by LexisNexis of all legislative enactments for the previous regular or extraordinary session of the legislature.

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Director of House Legislative Services
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REVISED STATUTES OF NEBRASKA ANNOTATED

LexisNexis began publishing the *Revised Statutes of Nebraska Annotated* in 1995. The *Revised Statutes* contains the U.S. and Nebraska Constitutions, certain appendices (penalties, compacts, mortality tables), statutes divided into 90 chapters, and the Uniform Commercial Code. The text of the Nebraska Constitution and statutes, source lines, cross references, and reviser's notes are produced from computer tapes provided by the Executive Board of the Legislative Council through the Reviser of Statutes. The *Revised Statutes* includes the *Research Guide to Nebraska Law*, written by Creighton University School of Law librarians and teachers of legal research, which reviews Nebraska law sources and provides guidance on frequently asked legal research questions. The *Revised Statutes of Nebraska Annotated* also includes an annual court rules volume, containing the rules of practice and procedure currently followed by the State and federal courts of Nebraska. The *Revised Statutes* also includes a comprehensive General Index, which is replaced annually, and a tables volume. In the interim between supplements, LexisNexis provides an *Advance Code Service* through three pamphlets published quarterly, which includes more recent annotations as well as legislation from special sessions held after publication of the annual supplement.

EDITORIAL WORK PROVIDED

Case Notes and Annotations.

Case notes, notes to Opinions of the Attorney General, and collateral references (to Creighton Law Review, University of Nebraska Law Review, and American Law Reports, 4th and 5th Series) are created, catchlined, and updated.

Case notes in supplements and replacement volumes are shepardized.

Case notes are reviewed in light of new legislation.

Acts.

LexisNexis receives a computer tape as well as paper copies of composite acts from the State. LexisNexis also receives a list of effects, an outline of chapter and article headings with section spans, a list of classification of penalties, and upper level cross references. Electronic acts are verified against paper acts.

Act Editing and Notes.

The numbering of sections is verified.

Effects are validated.

Text is reviewed for misspellings, typographical errors, and references. Any potential discrepancies are included in memos sent to the State.

Statute notes are created: amendment notes and certain editor's notes summarizing uncodified provisions.

Bracketed heads are inserted for postponed sections and sections scheduled for termination.

Multiple amendments and conflicting amendments are resolved, with any questions being sent in memoranda to the State.

LexisNexis deletes old effective date and amendment notes, editor's notes in replacement volumes after two years, amendment notes in replacement volumes and supplements after five years.

A reference check is conducted for all references in new legislation and replacement volumes and reviews existing references throughout the code where affected by new legislation.

Proofs are inspected.

Repealed Sections.

Text is replaced with a repeal line, giving repealing act information. Case notes and research references are transferred or deleted as appropriate.

Editor's notes are created to provide substance and history of repealed section.

Transferred Sections.

Text and notes are transferred to the new location. Transfer lines are provided and, in the case of a major recodification, a comparative table of old and new sections is created.

History Citations.

History citations are updated or new history citations are provided.

Tables.

The *Revised Statutes of Nebraska Annotated* contains:

Tables showing comparable provisions of the Compiled Statutes, 1929, and the Revised Statutes, 1943;

Tables showing comparable provisions of the Code of Civil Procedure and Revised Statutes, 1943; and

Dispositional tables, showing the disposition of legislative enactments from 1943 through the present, setting out the statutory citation for each section of the session laws and the date each became effective.

There is also a table of catchlines and headings changed by the reviser where no substantive change was made to statutory text.

Index.

The *Revised Statutes of Nebraska Annotated* contains a General Index.

Each rules set in the *Nebraska Rules of Court Annotated* contains a separate index.

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Telephone: 402.471.2225

NEVADA REVISED STATUTES ANNOTATED

LexisNexis began publishing the *Nevada Revised Statutes Annotated* in 1986. The copyright is held by Matthew Bender & Company. The regular session of the legislature occurs only in odd numbered years and the cumulative supplement is therefore produced every other year. The *Nevada Court Rules Annotated* is updated semiannually and replaced annually. An *Advance Service* is published three times a year and contains primarily annotations to the most recent case law and Attorney General's opinions. It also occasionally contains statutes that have been updated since publication of the last supplement. A *Nevada Law on Disc* product, updated four times a year, includes the Code of Nevada, Nevada Court Rules Annotated, Opinions of the Attorney General, the Nevada Administrative Code, and Nevada Advance Legislative Service.

EDITORIAL WORK PROVIDED

Case Notes and Annotations.

Case notes and collateral references of Attorney General's Opinions are created, catchlined, and updated.

Case notes in supplements and replacement titles are shepardized regularly throughout the year.

Case notes are reviewed in light of new legislation.

Acts.

Acts are obtained from Legislative Counsel Bureau in hard copy and electronic form (full sections received).

Electronic acts are verified against paper acts.

Acts are reviewed, charted, and charting reviewed.

Code Section Catchlines.

Catchlines are created and/or updated by the State.

Act Editing and Notes.

The numbering of sections is verified.

Little editing is done to the text of sections, and any questions regarding substantive changes are communicated by LexisNexis to the State.

Text is reviewed for misspellings, typographical errors, and style. Nonsubstantive changes are made, with explanatory editor's notes.

Creation of statute notes: Amendment notes, effective date notes, editor's notes, cross references, delayed effective date (contingency) notes, etc.

Multiple amendments and conflicting amendments are resolved according to State instructions.

Delayed amendments are implemented when appropriate.

Contingent legislation is tracked and implemented when the contingency is met.

Deletion of old effective date, amendment, or other notes for replacement volumes.

Reference check of all references in new legislation and replacement volumes, and references throughout the code are checked where affected by new legislation.

Proofs are inspected.

Repealed Sections.

Text is deleted and notes are reviewed and transferred or deleted as appropriate.

Notes relating to the repeal and locating present comparable sections are written.

Transferred Sections.

Notes and text are transferred to the new location. New notes regarding the transfer are written for the old location.

History Citations.

Updated or new history citations are created.

Tables.

Table of sections repealed or expired; Table of sections transferred; Table of Disposition of Acts.

Indices.

Two-volume, softbound, General Index.

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LEXISNEXIS NEW HAMPSHIRE REVISED STATUTES ANNOTATED
(Published under contract through 1999)

LexisNexis contractually produced the New Hampshire statutes from 1955 through 1999. Since 1999 the company has independently produced the *LexisNexis New Hampshire Revised Statutes Annotated*. The *New Hampshire Court Rules Annotated* (1 softbound volume) is updated and replaced annually and supplemented once each year. LexisNexis also produces the *LexisNexis CD*, which contains the *LexisNexis New Hampshire Revised Statutes*, practice rules and treatises, court rules, and Supreme Court decisions. LexisNexis also publishes the *New Hampshire Reports*, the official reporter of the Supreme Court of New Hampshire, under contract with the State.

EDITORIAL WORK PROVIDED

Case Notes and Annotations.

Case notes and collateral references are created, catchlined, and updated.
Case notes in supplements and replacement titles are shepardized.
Case notes are reviewed in light of new legislation.

Acts.

LexisNexis receives electronic acts (in their entirety as well as partially amended text.)
Acts are first reviewed and charted, and then the charting is in turn reviewed.

Code Section Catchlines.

Catchlines are within the domain of the State legislature; editorial does not play a role in their creation.

Act Editing and Notes.

The numbering of sections is verified.
Where partial text (amended text) is received, it is merged into the existing section.
Little editing is done to the text of sections.
Text is reviewed for misspellings, typographical errors, and stylistic errors.
Nonsubstantive changes are made with revision notes.
Statute notes are created: amendment notes, effective date notes, editor's notes, cross references, and delayed effective date (contingency) notes.
Multiple amendments and conflicting amendments are resolved.
Delayed amendments are implemented when appropriate.
Contingent legislation is tracked and implemented when the contingency is met.

LexisNexis conducts a reference check of all internal references in new legislation and replacement volumes, and reviews existing references throughout the code where affected by new legislation.

Proofs are inspected.

Repealed Sections.

Text is deleted and notes are transferred or deleted as appropriate.

Notes relating to the repeal and providing the location of present comparable sections are written.

Transferred Sections.

Notes and text are transferred to the new location. New notes referencing the transfer are written for the old location.

History Citations.

History citations are updated or new history citations are provided.

Tables.

The *LexisNexis New Hampshire Revised Statutes Annotated* includes a Disposal Table (Table of Disposition) and Legislative Update (for the current year's legislation only).

Indices.

The *LexisNexis New Hampshire Revised Statutes Annotated* contains a General Index as well as a Special Index (for the current year's legislation).

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MICHIE'S ANNOTATED STATUTES OF NEW MEXICO
(Published under contract from 1978 to 2003)

Supported by 25 years of statutory publishing experience in New Mexico, LexisNexis launched the publication of *Michie's Annotated Statutes of New Mexico* in 2004. This publication is a hardbound volume set with annual pocket part supplements and Replacement Volumes. LexisNexis also launched publication of a quarterly Advance Service and the 4 volume Michie's Annotated Rules of New Mexico, which will be published annually with a mid-year supplement.

EDITORIAL WORK PROVIDED

Case Notes and Annotations.

Case notes are created, catchlined and updated throughout the year.

Case notes are shepardized and annotations reviewed in light of subsequent history.

Case notes are reviewed in light of new legislation.

Acts.

LexisNexis receives paper copies of acts.

LexisNexis receives the full text of acts from the state with chapter numbers preassigned.

Acts are reviewed, charted and charting reviewed. Electronic acts are verified against paper acts.

Code Section Catchlines.

Catchlines are created for enacted sections that do not have catchlines.

Act Editing and Notes.

Section numbers are verified for accuracy. Any corrections are inserted in brackets and include an explanatory editor's note.

Delayed amendments are implemented as appropriate.

Multiple and conflicting amendments are reconciled pursuant to state law.

Creation of statute notes, amendment notes, effective date notes, cross references, editor's notes, and notes marking appropriations, temporary provisions and applicability.

Notes for resolutions are placed under the appropriate section.

Acts are verified through a series of cross checks of tables and forms.

Reference check of all references throughout the code resulting from new legislation.

Imbedded act translations are inserted within brackets in the text.

Proofs are inspected.

Repealed Sections.

Text is deleted and notes are transferred or deleted as appropriate.

Notes relating to the repeal and providing the location of present comparable sections for repealed sections are written.

Transferred Sections.

Notes and text are transferred to the new location. New notes referencing the transfer are written for the old location.

History Citations.

Comprehensive historical citations are created and added to new and amended sections.

Tables.

This contains several tables, most notably the Table of Dispositions, Table of Sections Affected, and Table of Adjournment Dates of the Legislature.

Indices.

Michie's Annotated Statutes of New Mexico contains a General Index, which is revised and reprinted annually to reflect new legislation and changes in code section locations, an Index of Short Titles of Acts and an Index of State Funds.

NEW YORK CONSOLIDATED LAWS SERVICE

The *New York Consolidated Laws Service* is a proprietary code. The *New York Consolidated Laws Service* is certified official by the New York Legislative Bill Drafting Commission. The copyright is held by Matthew Bender & Co. The code consists of hardbound volumes, and includes legal business pleading and practice forms integrated with the statutes. Since 1995, the State of New York has supplied electronic acts. Legislation is sent to subscribers in the *Advance Legislative Service*, which is issued throughout the year. LexisNexis also publishes the *LexisNexis CD*, which includes the *New York Consolidated Laws Service* with links to cases.

EDITORIAL WORK PROVIDED**Case Notes and Annotations.**

Case notes and collateral references are created, catchlined, and updated.

Case notes in supplements and replacement titles are cite checked.

Case notes are reviewed in light of new legislation.

Newly generated case notes are provided in both the supplement and the *Quarterly Update Service*.

Acts.

LexisNexis receives electronic as well as paper copies of acts (in their entirety) from the State.

Electronic acts are verified against paper acts.

Acts are first reviewed and charted, and then the charting is in turn reviewed.

Code Section Catchlines.

Catchlines are within the domain of the State legislature; editorial does not play a role in their creation.

Bracketed statements are created for repealed, renumbered, expired or transferred sections.

Act Editing and Notes.

The numbering of sections is verified.

Where partial text (amended text) is received, it is merged into the existing section.

No editing is done to the text of sections.

Text is reviewed for misspellings and typographical errors. Footnotes are created to explain such errors.

LexisNexis creates statute notes: amendment notes, effective date notes, editor's notes, cross references and delayed effective date (contingency) notes.

Multiple amendments and conflicting amendments are resolved pursuant to advice from the New York Legislative Bill Drafting Commission.

Delayed amendments are implemented when appropriate.
Old effective date, amendment, or other notes are deleted.
Proofs are inspected.

Repealed Sections.

Text is deleted and notes are edited and transferred or deleted as appropriate. Notes relating to the repeal and providing the location of present comparable sections are written.

Transferred Sections.

Notes and text are transferred to the new location. New notes referencing the transfer are written for the old location.

History Citations.

History citations are updated or new history citations are provided.

Indices.

The *New York Consolidated Laws Service* contains a 4-volume General Index as well as individual volume indices. Each ALS pamphlet contains a cumulative index, and the session laws also includes an index. The quarterly pamphlets also contain an index.

Contact: David M. Marcy
Director, Bill Verification
Legislative Bill Drafting Commission
55 Elk Street
Albany, NY 12207
Telephone: 518.455.7611

GENERAL STATUTES OF NORTH CAROLINA
(Published under contract)

LexisNexis has published a code in North Carolina since 1925. The *General Statutes of North Carolina* was first published in 1944 in bound volumes. Between 1983 and 1990 it was converted to a semi-loose-leaf code published in binders, and was produced in this format until December 1999, when it was issued in a softbound replacement code format, to be replaced in every odd year, with an interim supplement in even years. The copyright is held by Matthew Bender & Company, Inc., one of the LexisNexis companies. The contract is governed by the North Carolina Attorney General's Office. However, LexisNexis works closely with the Reviser of Statutes to exchange electronic media to aid in the timely publication of the code and to update the State's bill drafting database. The *General Statutes of North Carolina* is published on CD-ROM as parts of LexisNexis' *North Carolina Law on Disc*. The disc publication also includes the *Annotated Rules of North Carolina*, the *North Carolina Administrative Code*, the North Carolina Attorney General Opinions, North Carolina Supreme Court Decisions since November 1778, North Carolina Court of Appeals Decisions since February 1968 and selected Federal Court Decisions since 1791. LexisNexis also publishes the *Annotated Rules of North Carolina* and its supplement and the *North*

Carolina Rules of Civil Procedure and Evidence, the Advance Annotation Service and an Advance Legislative Service.

EDITORIAL WORK PROVIDED

Case Note and Annotations.

All published cases arising in North Carolina (state and federal), Attorney General opinions, and law reviews are read and case notes are created, catchlined, and updated.

Existing annotations are shepardized.

Acts.

LexisNexis receives raw paper acts and electronic versions of the acts (in their entirety as well as just the amended text) from the State's General Assembly.

Acts are first reviewed and charted, by recording what each section of each act does, which code sections are affected, and the effective date for each change. Preliminary section assignments are made for the placement of notes related to uncodified provisions of the acts. Charts are sent to the Reviser of Statutes for review.

LexisNexis reviews each chart entry for remarks by the Reviser of Statutes and implements additional notes or changes marked on the charts.

Act Editing and Notes.

Amendments are compared against current sections to ensure that the legislature has not inadvertently omitted any prior amendments by drafting to an older version of the statute. Text is reviewed for misspellings, grammatical errors, and errors in capitalization and punctuation. Also, definition sections are alphabetized, catchlines are reviewed for accuracy, and references are scanned for sections that should be changed to General Statute cites. Sections are identified which have been amended by more than one act during the same Session, as well as other anomalies, and these instances are brought to the attention of the Reviser of Statutes for resolution.

References are checked for accuracy in light of new legislation.

Editor's notes are created, which alert users to unusual dates, transferred sections, irregularities, uncodified provisions, and supply other useful information. Old editor's notes are deleted, working under the direction of the Reviser of Statutes.

Amendment notes are created and added, signaling changes made pursuant to recent legislation. Old amendment notes are deleted.

Cross references are created, guiding users to related subject matter.

Notes are added which alert the user to "local modifications" to specific sections.

In cases of legislation with delayed effective dates, sections (or parts of sections) are set out twice (or more, as appropriate) and parentheticals are added in the catchlines to bring those provisions to the user's attention. Where there are delayed dates or multiple sections, "continued lines" are added to alert the user.

Sections are deleted that have become obsolete by way of delayed dates.

Comments to uniform acts are included that have been added or revised in the legislative session.

Repealed Sections.

Text is deleted, and historical citations and case notes are transferred or deleted as appropriate.

Transferred Sections.

Text is transferred to the new location. Case notes are reviewed and moved when appropriate.

History Citations.

Historical cites, which list all the acts that have affected a section, are updated.

Tables.

The *General Statutes of North Carolina* contains tables prepared by LexisNexis that reflect which sections are affected by each piece of legislation and how they are affected.

Indices.

The *General Statutes of North Carolina* contains a General Index prepared by LexisNexis.

Delivery.

Delivery within 90 days of receipt of all acts to be codified.

Contact: Floyd Lewis, Reviser of Statutes
P. Bly Hall, Assistant Reviser of Statutes
Office of the Attorney General
State of North Carolina
P.O. Box 629
Raleigh, NC 27602
Telephone: 919.716.6800

NORTH DAKOTA CENTURY CODE ANNOTATED
(Published under contract)

The *North Dakota Century Code Annotated* was first published in 1959 under contract with the state and the copyright is held by the state. The code consists of hardbound volumes, containing the official state statutes. Separate volumes contain a General Index and *North Dakota Court Rules Annotated*. The state provides an electronic version of the acts. LexisNexis worked closely with the state during their transition to a new system for research and bill drafting in 1993. LexisNexis publishes the *LexisNexis CD* under contract with the state. This CD-ROM product contains the *North Dakota Century Code*, North Dakota Supreme Court Decisions since 1928, Court of Appeals Decisions since 1987, and *North Dakota Court Rules Annotated*. The *LexisNexis CD* has also included the *North Dakota Administrative Code* since 1996.

EDITORIAL WORK PROVIDED

Case Notes and Annotations.

All published cases in North Dakota (state and federal), and law reviews from North Dakota law schools are read and annotations created. .

Acts.

LexisNexis receives paper acts from the state. Acts are reviewed and charted, by recording what each act does, which section it affects, and the effective date. Charts are sent to the State Reviser for review. Text is reviewed for misspellings, grammatical errors, and errors in numbering, capitalization, punctuation, and internal references. Definition sections are alphabetized, and catchlines are reviewed for accuracy. LexisNexis makes suggestions for any of these areas to the state.

LexisNexis receives from the state an electronic version of the sections affected by the legislation.

Act Editing and Annotations.

Acts are reviewed for section assignments and other changes or notes provided by the Reviser for inclusion in the text by LexisNexis.

LexisNexis creates and adds editor's notes, which alert users to unusual dates, transferred sections, irregularities and supply other useful information.

LexisNexis creates effective date notes and provides cross-references.

Multiple amendments and conflicting amendments are merged by the State Reviser and reviewed by LexisNexis.

In cases of legislation with delayed effective dates, sections are set out twice and parentheticals are placed in the catchline to attract the user's attention.

Derivation notes indicating the source provisions for current sections are created upon request from the Reviser.

LexisNexis sends a memorandum delineating all suggested changes to the state and implements any approved changes.

LexisNexis reviews all statutory references for changes due to current legislation; adds editor's notes where necessary to indicate that a statutory reference is repealed or incorrect.

Proofs are inspected.

Repealed Sections.

Text is deleted and case notes and editor's notes are transferred or deleted as appropriate. Notes relating to the repeal and providing the location of present comparable sections are written, when appropriate.

Transferred Sections.

Text is transferred to the new location. Case notes and editor's notes are transferred or deleted as appropriate.

History Citations.

Historical citations are created and updated.

Tables.

The *North Dakota Century Code Annotated* contains tables that show each section affected by each piece of legislation and how it is affected.

Each ALS series contains a summary of Enrolled Acts and Table of Sections Added, Amended, or Repealed.

Indices.

The *North Dakota Century Code Annotated* contains a General Index, which is updated and republished with each supplement.

Each set of court rules in the court rules publications contains a separate index.

ALS pamphlets also contain an index.

Delivery.

Delivery within 90 days of receipt of last act from legislature.

Contact: John Walstad
Code Reviser
North Dakota Legislative Council
State Capitol, 600 East Boulevard
Bismarck, ND 58505-0360
Telephone: 701.328.2916

NORTHERN MARIANA ISLANDS COMMONWEALTH CODE
(Published under contract)

In 2004, LexisNexis was awarded the contract to publish the *Northern Mariana Islands Commonwealth Code*. The 5-volume hardbound set replaces the Commonwealth's 4-volume looseleaf set. The set includes the full Code with case annotations and Commission comments as well as Documents Relating to the Trust Territory and Documents Relating to the Commonwealth (including the Constitution of the Northern Mariana Islands).

EDITORIAL WORK PROVIDED

The Commonwealth provides LexisNexis WordPerfect files which are reformatted by the LexisNexis editorial staff in conjunction with the Executive Director of the Commonwealth. Page proof is provided to the Commonwealth for review with suggested changes queried by the LexisNexis editorial staff. Corrections are implemented as needed. LexisNexis prints and binds the Code.

Delivery

Delivery is required 3 months from the receipt of electronic files from the Commonwealth.

Contact: Naomi E. Lujan-Gonzales
Executive Director
Commonwealth Law Revision Commission
Commonwealth of the Northern Mariana Islands
House of Justice/Guma/Hustisia/Iimwal Aweewe

P.O. Box 502179
Saipan, MP 96950
U.S.A.
Telephone: 670.236.9820

PAGE'S OHIO REVISED CODE ANNOTATED

Page's *Ohio Revised Code Annotated* has been published by LexisNexis and its predecessor company Anderson Publishing Company since 1887. *Page's Ohio Revised Code Annotated* contains the certified text of the Revised Code to date.

In addition to the Code volumes and annual supplements in *Page's Ohio Revised Code Annotated*, LexisNexis publishes a *Bulletin* service containing new legislation, an annual Rules Governing the Courts of Ohio pamphlet, an annual General Index to the Ohio Constitution, Revised Code and Court Rules, Pending Opinion Report and an Ohio Case Locator. The *LexisNexis CD* includes Page's Ohio Revised Code Annotated, the Ohio Administrative Code and Ohio judicial decisions.

EDITORIAL WORK PROVIDED

Case Notes and Annotations.

Case notes, attorney general opinion notes, ethics commission decisions, election commission decisions, and collateral references are created, catchlined, and updated.

Case notes in supplements and replacement volumes are shepardized.

Case notes are reviewed in light of new legislation.

References to comparative legislation from states adjacent to Ohio and other selected states are included.

Acts.

LexisNexis receives acts in full sections.

Electronic acts are verified against paper acts.

Acts are reviewed and charted.

Code Section Catchlines.

Where new sections are added to the Revised Code without official headings, descriptive headings are supplied by the publisher's editorial staff. When sections are amended, catchlines are modified if necessary. Chapter headings are supplied by the publisher where they are not officially supplied.

Act Editing and Notes.

The numbering of sections is verified.

Minimal editing is done to the text of the statutes. Where what appears to be errors in the official text of the law occurs, the publisher reproduces the error but with appropriate notations and explanations.

Repealed Sections.

Text is deleted and notes are reviewed and transferred or deleted as appropriate. Notes relating to the repeal and providing the location of present comparable sections are written, when appropriate.

Renumbered Sections.

Notes and text are transferred to the new location. Explanatory notes are provided at the former location, and the former section number is noted in the History.

History Citations.

Complete Histories, dating back to the 1800's, are provided, and the effective dates of amendments are provided in most cases.

Indices.

There is an annual General Index. Each volume contains its own index in the back, with a Quick-Reference index in the front.

PUERTO RICO CODE ANNOTATED

(Published under contract)

The current contract is through 2007. We publish the Code in both Spanish and English and both are supplemented annually. The various rules are codified in statute and ship with the supplement. We produce a total of 10 RVs a year (5 in each language), with one set going out in December. We also publish Session Laws in both languages. We also produce an ACS, ALS (exact number varies with the amount of legislation) and various CLPs in Spanish only.

EDITORIAL WORK PROVIDED**Case Notes and Annotations.**

Case notes and collateral references are created, catchlined, and updated. Case notes are reviewed in light of new legislation.

Acts.

LexisNexis receives acts in both Spanish and English throughout the year, primarily in paper form. The acts are scanned and proofread.

Code Section Catchlines.

LexisNexis creates catchlines for new sections when not provided by the State in the act itself; catchlines for amended sections are reviewed and modified where necessary. Catchlines for repealed sections are created.

Act Editing and Notes.

All acts are classified and charted by the Analyst. The acts are then coded by the editors to be loaded into the database. Amendment notes are generally written by the editors. Other statute notes are written by the Analyst as needed.

Repealed Sections.

If a section is repealed, the existing section head is deleted and replaced with the information of the repealing act. All text and notes are deleted, except for case notes which are retained for historical purposes.

Transferred Sections.

We do not have transferred sections. At times, the Analyst will reclassify sections in order to accommodate the enactment of new sections. When sections are reclassified, all text and notes are moved and a note is placed at the old and new locations.

History Citations.

Sections are all followed by the section's full legislative history.

Indices.

The Puerto Code in Spanish contains a one volume index, produced by an editor within the PR team. The Code in English contains a two volume index produced by the indexing department.

Delivery.

The Spanish cumulative supplement is published in June, while the English cumulative supplement is published in November.

Publisher: Jose Figueroa
Edif Pta Del Conde Local 3
1095 Calle Wilson
San Juan, Puerto Rico 00907-1799
Telephone: 787.300.6500

GENERAL LAWS OF RHODE ISLAND

(Published under contract)

The *General Laws of Rhode Island* was first published in 1956 and the copyright is held by Matthew Bender & Co. for the cumulative supplement. LexisNexis supplies the State with both HTML (for the State's Web Page) and SGML (for the bill drafting service) versions of the General Laws. LexisNexis also publishes the *Rhode Island Rules Annotated* and the *Rhode Island Rules of Evidence*, as well as the *Rhode Island Public Laws*. The *General Laws* and *Rules* are included on *LexisNexis CD*, which also contains decisions of the Rhode Island Supreme Court and opinions of the Rhode Island Attorney General.

EDITORIAL WORK PROVIDED

Case Notes and Annotations.

Case note and collateral references are annotated, catchlined, and updated (year round).
Case notes are shepardized and annotations reviewed in light of subsequent history.
Case notes are reviewed in light of new legislation.

Acts.

LexisNexis receives signed acts in their entirety with chapter numbers assigned from the State.
Acts are first reviewed and charted. Act corrections are exchanged with the revisor through detailed memoranda.

Code Section Headings.

Although sections come with headings already assigned, LexisNexis is able to edit for improvement.

Act Editing and Notes.

During preparation for replacement volumes and the supplement, LexisNexis provides detailed and comprehensive editing to ensure consistency throughout the code in such areas as gender neutrality, internal designation schemes, and internal references and federal act references. LexisNexis also recommends changes to obsolete and stilted or outmoded statute text. Substantive changes are detailed in a memorandum, which is the basis for a yearly reviser's bill.

During supplement editing, obvious errors are corrected, and substitutes used for "this act" and similar phrases. Any changes are treated in compiler's notes.

Multiple and conflicting amendments are resolved.

Delayed enactments, amendments and repeals are implemented when appropriate.

Statute notes are created: no amendment notes, but effective date notes and compiler's notes.

Deletion of old effective date notes upon reenactment or when appropriate.

Proofs are inspected and submitted to the State for review.

Changes made by the State are examined and implemented.

Repealed Sections.

Text is deleted and notes are transferred or deleted as appropriate.

Notes relating to the repeal and providing the location of present comparable sections are written.

Transferred Sections.

Notes are transferred to the new location. New notes referencing the transfer are written for the old location and the new location.

History Citations.

History citations are created and added to new and amended sections.

Tables.

The *General Laws of Rhode Island* contains a Table of Sections Affected in each supplement, Tables of Corresponding Provisions when statutes are revised, and a Table of Disposition.

Indices.

The *General Laws of Rhode Island* contains a comprehensive Index, updated annually.

Delivery.

Delivery within 90 days of receipt of last acts from legislature.

Contact: Joseph A. Abbate
Director, Law Revision
Joint Committee on Legislative Services
Suite 11, State House
Providence, RI 02903
Telephone: 401.222.3614

TENNESSEE CODE ANNOTATED
(Published under contract)

LexisNexis is the official publisher of *Tennessee Code Annotated*, published under contract with the Tennessee Code Commission. Related print publications include *Tennessee Court Rules Annotated*. This softbound volume is replaced annually, updated semiannually, and contains all major statewide judicial rules, as well as selected rules from Davidson, Hamilton, Knox and Shelby counties. *The Tennessee Court Rules Annotated* is fully annotated with case and collateral reference notes. *Tennessee Advance Legislative Service*, a reprint of all Public Chapters received, is published in approximately four-week intervals during and immediately following the legislative session. *Tennessee Advance Code Service* is published three times a year, and contains the most recent court rules, case annotations, collateral references, and updates and corrections to the Code. LexisNexis also produces the quarterly CD-ROM product *Tennessee Law on Disc*, which includes the most recent edition of *Tennessee Code Annotated* and *Tennessee Court Rules Annotated*, as well as up-to-date State and federal case law, Opinions of the Attorney General and Reporter, and *Tennessee Jurisprudence*, an extensive, LexisNexis-produced treatise on general law.

EDITORIAL WORK PROVIDED**Case Notes and Annotations.**

Every State and federal judicial decision is read, and annotations relating to Tennessee code sections, rules and provisions of the State and federal constitutions are created.

The four major Tennessee law school law reviews are read, and annotations created.

Acts.

LexisNexis receives copies of every Public Chapter from the Code Commission.

Under the authority granted to the Code Commission by Tennessee Code Annotated § 1-1-108, as delegated to LexisNexis by contract, LexisNexis legal analysts edit the Public Chapters for style and substance.

“Stylistic” editing involves conforming the acts to the traditional Tennessee Code Annotated style. Most of these stylistic conventions are set out in the Office of Legislative Services’ style manual. A major stylistic project has been the gender-neutralization of the Tennessee Code Annotated, which has been phased in as volumes have been replaced.

“Substantive” editing involves correction of actual errors in the text. An experienced legal analyst reads every act for accuracy, sense and context. Unlike stylistic changes, all substantive changes must be individually approved by the State.

Legal analysts make a determination of the effective date of each act, and add section catchlines or edit existing catchlines, as necessary.

Legal analysts determine location in code, and assign code section numbers accordingly, where act doesn’t indicate it.

Statutory Notes.

For its annual supplement products, amendment notes and effective date notes are written to explain the effects of each act.

Compiler’s notes are written to explain the effects of many uncodified provisions.

Cross reference notes and section-to-section reference notes are added for the user’s convenience.

Notes are created to explain the deletion of transferred, repealed, and obsolete sections.

Comprehensive historical citations are generated electronically for each Tennessee Code Annotated section.

Supplements and Replacement Volumes.

Each year’s Public Chapters (typically 500 to 550) are received electronically via Tennessee’s FTP site.

After editing, the Public Chapters and any new notes are programmatically merged into the existing Tennessee Code electronic database.

Within 80 days of the receipt of the last electronic Public Chapter, LexisNexis ships to its customers: replacement volumes (usually four per year), pocket part supplements for each non-replacement volume, a volume containing tables designed to facilitate legislative research, and a three-volume, soft cover General Index.

Volumes are replaced based on size and extent of legislation, typically every 5-10 years.

Indices.

The general index is extensively revised and updated each year by LexisNexis’ experienced indexing staff. The general index volumes contain, in addition to the general index, the Title & Chapter index (a brief index of the code’s title and chapter headings for use by those familiar with the code’s terminology) and the Index to Uncodified Public Chapters. Each volume of the code contains an index to its contents. The ALS contains a cumulating index with each pamphlet. Occasionally, the ACS will contain an index as needed to keep the general index current in light of legislative activity.

Tables.

The Tennessee Tables volume most notably includes the Session Laws Disposition Table, Table of Parallel Sections from prior codes, Code Changes since 1955, and the Table of County and Municipal Populations.

Delivery.

Delivery within 80 days of receipt by LexisNexis of all enactments from the previous regular or extraordinary session, including the computer tape of the enactments. Within a month of the shipment of the annual supplement package, LexisNexis ships the Tennessee Code Annotated electronically on the *Tennessee Law on Disc*, and also sends updated electronic tapes to the major electronic research services.

Contact: Ellen C. Tewes
Director
Tennessee Code Commission
War Memorial Building
Nashville, TN 37243
Telephone: 615.741.3056

TEXAS ANNOTATED DESKTOP CODE SERIES

The Texas Annotated Desktop Code Series is an eleven-volume, softbound series, comprised of the following volumes:

Texas Annotated Business and Commerce Code
Texas Annotated Business Organizations Code
Texas Annotated Civil Practice and Remedies Code
Texas Annotated Family Code
Texas Annotated Insurance Code (Planned for Release Late 4th Quarter 2006)
Texas Annotated Intellectual Property Handbook
Texas Annotated Labor and Employment Code (2 volumes sold as a set)
Texas Annotated Probate and Estate Planning Code (coming June 2006)
Texas Annotated Property Code
Texas Annotated Court Rules: State and Federal
Local Rules of the District Courts in Texas

In addition to the topical code that is the central focus of each volume, each book also contains materials selected from a variety of other codes, chosen for their usefulness to the practitioner. For example, the Texas Annotated Family Code includes not only the entire Family Code, but also pertinent portions of the Texas Constitution, the Penal Code, the Property Code and others. The design of the books is intended to promote portability and quick access to those statutes most needed by practitioners in these individual areas.

This series also features a selective annotation process. The case notes included in each volume were initially selected from recent cases which were identified by the Shepard's

Citation Service. The Shepard's service identified each of the initial cases annotated in these volumes with a distinctive letter, so that each volume contains only notes to cases of significant importance to the specific statute. Since the original release of the Texas Annotated Desktop Code Series, appropriate case notes have been identified and added to the volume by a team of experienced attorney editors. The statutes are fully annotated online.

The set will be replaced yearly, with new case notes to be added in years when there is no legislative session. The series includes amendment notes to show the changes from the latest legislative session.

EDITORIAL WORK PROVIDED

Case Notes and Annotations.

Case notes are created and filtered for inclusion in these volumes.

Acts.

Acts are downloaded from the State's website.

Electronic acts are verified against paper acts.

Acts are reviewed and charted, and the charting is reviewed.

Code Section Catchlines.

Catchlines for new sections are created by the State.

Act Editing and Notes.

The numbering of sections is verified.

Where partial text is received, it is merged into the existing section.

Text is reviewed for misspellings, typographical errors, and style.

Notes are created explaining delayed or retroactive effective dates, contingent effective dates, and other legislative matters as appropriate.

Multiple amendments and conflicting amendments are resolved by the editorial staff; Texas has no code revisor to perform such resolutions.

Delayed amendments are implemented when appropriate.

Contingent legislation is tracked and implemented when the contingency is met.

Proofs are inspected.

Repealed Sections.

Text is deleted and notes are reviewed and transferred or deleted as appropriate.

Transferred Sections.

Notes and text are transferred to the new locations.

History Citations.

History citations are included for the legislative year 1991, and each legislative year that followed.

Tables.

Future editions of the volumes in this series will include a Table of Sections Affected and a Table of Disposition pertaining to the sections included in each volume.

Indices.

An index appears at the end of each volume, except the two-volume Labor and Employment set, which includes its index at the end of the second volume.

Contact.

The editorial staff has a contact at the Office of the Secretary of State who will provide the list of act chapter numbers for each legislative session.

UNITED STATES CODE SERVICE (USCS)

LexisNexis has been publishing *United States Code Service* since 1997. (Previously, USCS was published by West Group.) Using the exact language of Congress, the USCS provides comprehensive, annotated coverage of the entire U.S. Code, the U.S. Constitution, the Federal Rules of Civil, Criminal, Bankruptcy, and Appellate Procedure, the Federal Rules of Evidence, rules of the Courts of Appeals and specialized federal courts, the U.S. Sentencing Guidelines, as well as selected federal regulations and international agreements. Annotative materials include case annotations from court cases and federal agency decisions, expert commentary, cross references to the Code of Federal Regulations, and references to numerous treatises and law review articles. USCS is available in print, on LexisNexis DVD-ROM, and via Lexis.com.

EDITORIAL WORK PROVIDED**Case Notes and Annotations**

Case notes are created, catchlined, Shepardized, and reviewed in light of new legislation. Collateral references are created and routinely updated.

Acts

All Public Laws passed by Congress are acquired from the Government Printing Office and printed in the monthly Advance.

Electronic versions of the Public Laws are received from CIS and sent to Dayton for electronic publishing.

Classified versions of the Public Laws are acquired from the Office of the Law Revision Counsel's website.

The classified versions of the Acts are used to generate the Statutes at Large Table (SALT), the Table of Code Sections Amended, Repealed, or Omitted (TCSA), and the Popular Names Table.

Act Editing and Notes (Statutory Preparation)

All amendments specified by the classified Public Laws are executed to the Code. This includes any provisions classified as notes to sections. The historical citation is updated to reflect the latest amendments, and notes describing all amendments to the Code are drafted,

as well as any necessary explanatory or reference in text notes. Such work is done for court rules, selected treaties, and any relevant presidential documents.

Repealed Sections.

Text is deleted and notes are transferred or deleted as appropriate.

Notes relating to the repeal and providing the location of present comparable sections are written.

Transferred Sections.

Notes and text are transferred to the new location. New notes referencing the transfer are written for the old location.

Indices

United States Code Service contains a general index, as well as an index for each title at the end of such title.

Delivery

The annual cumulative supplement for *United States Code Service* is published in April of each year, with quarterly Cumulative Later Case and Statutory Service pamphlets in July, October, and January. There are also monthly advance pamphlets containing the latest Public Laws, court rule amendments, SALT and TCSA tables, and current awareness commentary.

The DVD-ROM is published four times a year.

Updates for Lexis.com are generally sent every two weeks, but may be sent more frequently if legislation demands it.

UTAH CODE ANNOTATED

The *Utah Code Annotated* was purchased from the Allen Smith Company in the mid-1980's. The 28-volume set includes constitution, tables, citator, and general index volumes. It is supplemented annually by the cumulative supplement (pocket-part volume updates) and three times a year by the *Advance Code Service*. Approximately five volumes are replaced annually. The copyright is with LexisNexis. Acts and other legislative material are available via the State's internet/FTP site for access and downloading. The State provides LexisNexis with hard copy of acts passed by the legislature, as well as access to their FTP site for downloading all acts and, later, multiply-amended sections that have been merged and/or reconciled by the Office of Legislative Research and General Counsel (OLRGC). The State maintains a separate, independent database of the Code (and makes it available on the Internet). LexisNexis also publishes another version of the Utah statutes without annotations. In 1993, under contract with the state, LexisNexis began publishing a CD-ROM version of the *Utah Code Annotated*. LexisNexis' *Utah Law on Disc* includes the *Utah Code Annotated*, *Utah Court Rules Annotated*, the *Utah Administrative Code Annotated*, Utah Supreme Court decisions, Utah Court of Appeals decisions, selected federal court decisions, Utah State Tax Commission cases, Utah State Tax Commission private letter rulings (advisory opinions), opinions of the Utah Attorney General, Utah executive documents,

current session laws, law review articles from Utah law schools, ethics opinions of the Utah State Bar, Utah Public Service Commission decisions, decisions of the State Records Committee, proceedings of the Utah constitutional convention, and a citator infobase. Other Utah LexisNexis products include the annual *Advance Legislative Service* (printing all the acts and selected resolutions of each annual session), the annual *Utah Court Rules Annotated* (supplemented mid-year), the *Utah Code Unannotated*, a five-volume, lexotone-bound set replaced annually, and the *Utah Administrative Code*, a 10-volume, lexotone-bound set supplemented at mid-year and replaced annually.

EDITORIAL WORK PROVIDED

Case Notes and Annotations.

Case notes and collateral references are created, catchlined, and updated.

Case notes are shepardized.

Case notes are reviewed in light of new legislation.

Acts.

Full sections are received.

Electronic acts are verified against paper acts.

Acts are reviewed, charted and charting reviewed.

Code Section Catchlines.

Catchlines are created and amended by the Office of Legislative Research and General Counsel. LexisNexis editorial staff reviews catchlines of all new and amended material and suggests changes to the OLRGC for approval.

Act Editing and Notes.

The numbering of sections is verified.

Inconsistencies or errors are pointed out to the OLRGC for correction or inclusion in the next year's Reviser's Bill.

Little editing is done to the text of sections.

Text is reviewed for misspellings, typographical errors, style, and correct internal references.

Nonsubstantive changes are made and obvious errors are corrected, upon approval by the OLRGC; additional errors, incorrect references, etc. are noted for inclusion in next year's Reviser's Bill and noted in Compiler's Notes.

Legislation is implemented or augmented as follows:

Translations of phrases such as "this act" and "effective date of this act" are placed in notes. This is also true of renumbered references, federal law references, and references to session laws.

Creation of statute notes: amendment notes, effective date notes, compiler's notes, cross references, delayed effective date (contingency) notes, etc.

Multiple amendments and conflicting amendments are resolved by the OLRGC.

Delayed amendments are implemented when appropriate.

Contingent legislation is tracked and implemented when the contingency is met.

Deletion of old effective date, amendment, or other notes.

Reference checks are performed for all internal references in new legislation and replacement volumes, and references throughout the code are checked where affected by new legislation.

Proofs are inspected.

Repealed Sections.

Text is deleted and notes are reviewed and transferred or deleted as appropriate. Notes relating to the repeal and providing the location of present comparable sections are written.

Transferred Sections.

Notes and text are transferred to the new location. New notes regarding the transfer are written for the old location.

History Citations.

Updated or new history citations are created; renumbering information is added.

Tables.

The Tables Volume includes Tables of Corresponding Code Sections for Revised Statutes 1933 and 1943 to Code of 1953; Revised Statutes 1898 and Compiled Laws 1907 to Code of 1953; and Table of Session Laws from 1919 to the present. Tables of major statutory renumberings are included within the code in the affected chapter or title.

Indices.

Two-volume General Index; one-volume index in unannotated code; indexes to all rule sets in court rules; general index for administrative code.

Contacts: Chris Peterson
Office of Legislative Research and General Counsel
436 State Capitol
Salt Lake City, UT 84114
Telephone: 801.538.1032
Email: cpeterson@utah.gov

Tim Shea
Administrative Office of the Courts
P.O. Box 140241
Salt Lake City, UT 84114-0241
Telephone: 801.578.3800
Email: tims@email.utcourts.gov

Ken Hansen
Division of Administrative Rules
4120 State Office Building
Salt Lake City, UT 84114-1201
Telephone: 801.538.3777
Email: khansen@utah.gov

VERMONT STATUTES ANNOTATED
(Published under contract)

LexisNexis and its predecessors have published the *Vermont Statutes Annotated* since 1959 under contract with the State of Vermont. The copyright is in the name of the State. LexisNexis has also published the *Vermont Reports* (the official text of the opinions of the Vermont Supreme Court, with headnotes created by LexisNexis) and the *Vermont Court Rules Annotated* since the early 1960's. The code consists of hardbound volumes plus a cumulative supplement, and Municipal and Education Charters. LexisNexis also publishes the *Advance Code Service*, *Vermont Rules of Evidence* and *Vermont Planning, Development and Land Use Law Annotated*. The *Statutes* are also published in CD-ROM format on *LexisNexis CD*. This product also includes the *Vermont Court Rules Annotated*, *Vermont Reports* since 1888, Environmental Court Opinions, Environmental Board Decisions, the Vermont Law Review and Vermont Jury Instructions.

EDITORIAL WORK PROVIDED

Case Notes and Annotations.

Case notes and collateral references are created, catchlined, and updated.
Case notes are shepardized.
Case notes are reviewed in light of new legislation.

Acts.

LexisNexis receives full sections of acts as well as just the amended text of sections from the State.
Electronic acts are verified against paper acts.
Acts are first reviewed and charted and then the charting is reexamined.

Code Section Catchlines.

Although catchlines are already present on acts, LexisNexis may edit as necessary, subject to State approval.
Catchlines for repealed or transferred sections are created.

Act Editing and Notes.

The numbering of sections is verified.
Where partial text is received, it is merged into the existing section.
Text is reviewed for misspellings, typographical errors, accuracy of records and style.
Nonsubstantive changes are made, upon State approval, with explanatory Revision notes.
Statute notes are created: amendment notes, effective date notes, Reviser's notes, editor's notes, cross references, and delayed effective date (contingency) notes, among others.
Multiple amendments and conflicting amendments are resolved.
Delayed amendments are implemented when appropriate.
Contingent legislation is tracked and implemented when the contingency is met.
All references in new legislation and replacement volumes are checked for accuracy.
Proofs are inspected and submitted to the State for review.
State proof review changes are implemented.

Repealed (Terminated, Expired) Sections.

Text is deleted and notes are reviewed and handled as appropriate.

Notes relating to the repeal and providing the location of present comparable sections are written.

Transferred Sections.

Notes and text are transferred to the new location. New notes referencing the transfer are written for the old location.

History Citations.

Updated or new history citations are created.

Tables.

The *Vermont Statutes Annotated* contains five tables, including Tables of Comparative Sections, Table of Sections Amended, Table of Sections Added and a State of Origin Table.

Indices.

The *Vermont Statutes Annotated* contains a General Index.

LexisNexis also creates an Index for *the Uniform Commercial Code*.

Delivery.

Delivery within 90 days of receipt of last act from the Office of the Secretary of State.

Contact: Michael Chernick
Vermont Legislative Council
115 State Street
Montpelier, VT 05633-5301
Telephone: 802.828.2231

VIRGIN ISLANDS CODE ANNOTATED

The Virgin Islands Code is the official statement of the general and permanent law of the Virgin Islands and provides a convenient source of reference for all phases of the laws of the Territory. It represents a revision, consolidation, and codification of several thousand laws, including the 1921 Codes of St. Thomas and St. John, and St. Croix, enacted by former colonial and municipal councils, the former Legislative Assembly, and the Legislature of the Virgin Islands. The 13 volume Virgin Islands Code includes cumulative supplements published annually within 90 days of receipt of all acts from the legislature, a comprehensive index, replaced annually, and also a tables volume, replaced annually. Copyright for the Code is: Copyright by THE LIEUTENANT GOVERNOR for THE GOVERNMENT OF THE VIRGIN ISLANDS

In addition to the Code, LexisNexis publishes a Virgin Islands Advance Code Service (ACS), which is published once a year, providing annotations to the most current case law; Advance Legislative Service (ALS), published twice a year, giving you the latest session laws as they

are passed, along with handy tables showing you what sections of the code are affected; Virgin Islands Court Rules Annotated, updated semiannually and replaced annually; Virgin Islands Digest, 6 volumes, hardbound, with current supplement, is a complete A to Z summary of Virgin Islands jurisprudence and represents the only organized way to access the Virgin Islands Reports. This resource classifies Virgin Islands case law in its entirety, making it possible to find complete coverage on any subject, from abortion to zoning, under a single heading; Virgin Islands Reports, 46 volumes, hardbound contains all the Virgin Islands judicial decisions since 1917. It is the only source for official opinions of the Superior Court, the United States District Court for the Virgin Islands and the U.S. 3rd Circuit Court of Appeals' cases originating in the Virgin Islands; Virgin Islands Session Laws; Virgin Islands Criminal, Vehicle and Traffic Law Annotated, 1 volume softbound; and Virgin Islands Zoning, Building and Housing Laws and Regulations, 1 volume softbound.

EDITORIAL WORK PROVIDED

Case Notes and Annotations.

Case notes are created, catchlined, and updated.

Case notes throughout the code are shepardized.

Case notes are reviewed in light of new legislation.

Acts.

The Lt. Governor's office mails the Acts and Governor's Objects and the Resolutions as they become available. We normally receive the last act by mid January. We need to call the Lt. Governor's office to see if we received the last act. All acts received should have the act number included at the top of the first page and should also include the Governor's signature and stamped seal on the last page of the act. Once acts are received, they are scanned and electronic word files are created.

Code Section Catchlines.

Catchlines for new sections are created by the State. Some acts are received where new sections do not have catchlines added by the State. In these instances, the Analyst will create the section catchlines.

Act Editing and Notes.

The numbering of sections is verified. In the event of a conflict, the Analyst memos the State. Amendment notes and any other notes as necessary such as editor's notes and revision notes are created.

Virgin Islands is a partial section state. For amendments, only the amended subsections or paragraphs will be set out in the supp for sections that are not already set out in full in the supplement.

Repealed Sections.

Text is deleted and notes are reviewed and transferred or deleted as appropriate. A repeal catchline for the repealed section is created as follows:

§ 541a. Repealed. Dec. 2, 2005, No. 6803, § 1, Sess. L. 2005, p. --.

Transferred Sections.

When a section is transferred, notes and text are transferred to the new location, and notes referencing the transfer and the former and present codification of the section is written in the new location.

History Citations.

New history citations are created. Only histories for amended sections are set out in the cumulative supplements.

Indices.

Annually replaced General Index to the code. There are individual indices for each set of court rules, which are embedded following their respective set of rules in the rules publication. Each replacement volume also carries a volume index. And cumulative indexes in each of the *Advance Legislative Services* pamphlets.

Tables.

A Tables Volume is replaced annually, and contains a Legislative Update listing statutes of the Virgin Islands Code affected by legislative action during the latest Regular Session, Table 1—Ordinances Colonial Council of St. Thomas and St. John, Table 2—Ordinances Municipal council of St. Thomas and St. John, Table 3—Ordinances Colonial Council of St. Croix, Table 4—Ordinances Municipal Council of St. Croix, Table 5—1921 Codes, Table 6—Acts of the Legislative Assembly, and Table 7—Acts of the Legislature. Additionally, in each annual *Advance Legislative Service* series, there is a Table I showing bill numbers of acts and resolutions, Table II showing distribution to Virgin Islands Code, and Table III showing Virgin Islands Code sections affected.

Delivery.

The cumulative supplement is published within 90 days after receipt of all acts from the legislature.

Contacts: Sharon Lake Peets
Executive Director
Law Review Commission
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P.O. Box. 7789
Charlotte Amalie, St. Thomas, U.S. Virgin Islands 00801
Telephone: 340.776.9825
Fax: 340.777.9102

Celise Mahoney
Office of the Legislative Counsel
Legislature of the Virgin Islands
Capitol Building P.O. Box 1690
Charlotte Amalie, U.S. Virgin Islands 00804
Telephone: 340.693.3701
Fax: 340.693.3654
Email: celisemahoney@senate.gov.vi

CODE OF VIRGINIA ANNOTATED
(Published under contract)

LexisNexis has published the *Code of Virginia* since 1925. The code was recodified by LexisNexis and published in 1950. The copyright is held by Matthew Bender & Company, Inc. The State provides electronic versions of the acts and LexisNexis supplies the State with an electronic database in the State's proprietary format, an unannotated version for the legislative web site, and a network version of the *Virginia Law on Disc* for bill drafting and research. *Virginia Rules Annotated* is updated semiannually and replaced annually and the *Advance Code Service* is published three times a year, providing annotations to the most current case law. LexisNexis also publishes an *Advance Court Rules and Practice Service* on a bi-monthly basis, an annual annotation *Citator*, an *Advance Legislative Service*, the *Virginia Administrative Law Appendix*, and *Virginia Circuit Court Opinions*. The State utilizes LexisNexis' *Virginia Law on Disc* in their bill drafting system. This product contains the *Code of Virginia*, *Virginia Rules Annotated*, Virginia Supreme Court decisions since 1730, Virginia Court of Appeals decisions since 1985, selected federal court decisions since 1793, selected unpublished Court of Appeals decisions since December 1988, selected Virginia Circuit Court decisions, Opinions of the Attorney General since July 1980, and Legal Ethics and Unauthorized Practice Opinions, as standard materials. In addition, *Michie's Jurisprudence of Virginia and West Virginia*, Model Jury Instructions, Civil and Criminal, and Virginia Forms are optional additions available to subscribers.

EDITORIAL WORK PROVIDED

Case Notes and Annotations.

Case notes and collateral references are created, catchlined, and updated (year round in the *Advance Code Service*).

Case notes are shepardized and annotations reviewed in light of subsequent history.

Case notes are reviewed in light of new legislation.

Acts.

LexisNexis receives signed acts with chapter numbers assigned (in their entirety) from the State.

Acts are first reviewed and charted and the charting is then reexamined.

Electronic acts are verified against paper acts.

Code Section Catchlines.

LexisNexis revises catchlines for old sections that are amended and creates catchlines for newly enacted sections, if needed.

Act Editing and Notes.

The numbering of sections is verified.

Minimal editing is done to the text.

LexisNexis does not change text in Virginia except by direct request from the Code Commission.

Conflicting multiple amendments and the like are brought to the attention of the Code Commission for resolution.

Delayed legislation which took effect during the year is implemented.

Statute notes are created: multiple and conflicting amendments, effective dates, appropriations, cross-references, editor's, and applicability among others.

Acts are verified; LexisNexis checks for tables, forms, and subsections, and ensures proper formatting of designations.

References throughout the entire code are checked in light of new legislation.

Proofs are inspected; charts and memos are submitted to the State for review.

Repealed Sections.

Text is deleted and notes and historical citations are transferred or deleted as appropriate.

Notes relating to the repeal and providing the location of present comparable sections for repealed sections are written.

Transferred Sections.

Notes and text are transferred to the new location. New notes referencing the transfer are written for the old location.

History Citations.

History citations are created and added to new and amended sections.

Tables.

The *Code of Virginia* contains several tables, prepared by LexisNexis, most notably the Table of Dispositions, Table of Sections Affected, Table of Corresponding Sections for revised provisions and House Bill/Senate Bill to chapter number.

Indices.

The *Code of Virginia* contains a comprehensive Index, prepared by LexisNexis, updated to reflect new legislation and changes in code section locations and court rules. The *Virginia Rules Annotated* contains indexes for each of the court rule sets and the *Advance Legislative Service* pamphlets each contain a cumulative index.

Delivery.

Shipment is made on or before July 1.

Contact: E.M. Miller
Director
Division of Legislative Services
910 Capitol Street
P.O. Box 3-AG
Richmond, VA 23208
Telephone: 804.786.3591

ANNOTATED REVISED CODE OF WASHINGTON

LexisNexis began publishing the *Annotated Revised Code of Washington* in 1994. The *Annotated Revised Code of Washington* is an unofficial code. The Code has 27 main softbound volumes, including a Tables volume and an Index volume. It is supplemented by annual cumulative softbound supplements produced in the fall of the year. Replacement volumes, if any, are produced with the supplement. The *Annotated Revised Code of Washington* is kept up to date throughout the year through the *Washington Advance Code Service*, a three-pamphlet series that contains new legislation and annotations since the previous supplement. There is also a three-volume court rules set, the *Washington Rules of Court Annotated*, includes Federal, State, and Local Rules, annually replaced in the fall and supplemented in the spring, and bound in a matching softbound cover.

EDITORIAL WORK PROVIDED

Case Notes and Annotations.

Case notes and collateral references are created, catchlined, and updated. All cases arising in Washington applying or construing the statutes are read for case notes. The collateral references include references to American Law Reports (ALR), law reviews from law schools within the State of Washington, and opinions of the Attorney General. All case notes are shepardized for continued validity. Case notes are reviewed in light of new legislation.

Acts.

Acts are reviewed and charted.
Electronic data is received from the State, in the form of a section tape.
New, amended, and repealed sections are loaded into the LexisNexis database.
Statute notes: effective date notes, amendment notes, quotation of uncodified provisions, other editor's notes are created.
Memoranda describing possible errors or discrepancies are sent to the State Reviser, and responses are implemented.
Notes created by the State Reviser are incorporated into the database.
Delayed legislation is implemented when appropriate.
Contingent legislation is tracked and implemented when the contingency is met.
Reference check is made of all references in new legislation, and references throughout the code are checked where they may have been affected by new legislation.
Proofs are inspected.

Repealed Sections.

Text is deleted and notes are reviewed and either edited and transferred to a new location or deleted, as appropriate.
The style of the section is changed to the "repeal" style, and legislative information relating to the repeal is printed with the code section number.
The State Reviser may remove previously codified material from the official code, or transfer existing sections from one location to another. LexisNexis will obtain this information from

the Reviser, and implement the changes accordingly, transferring any annotations as may be required.

Historical Citations.

Historical citations are supplied by the State for enacted and amended sections.

Tables.

Five tables, including Session Law tables, and tables of disposition from prior codes.

Index.

General Index.

Contact: Terry Madison
Coordinator
Legislative Building
Olympia, WA 98504
Telephone: 360.786.6567

MICHIE'S WEST VIRGINIA CODE ANNOTATED

The Code of West Virginia was adopted by the West Virginia Legislature in 1930. LexisNexis holds the copyright and has been publishing *Michie's West Virginia Code Annotated* since 1925. The Code consists of 28 volumes, comprised of the United States and West Virginia constitutions, statutes divided into roughly 128 chapters, and Index volumes. At the front of every statutory bound volume is a table listing the chapters appearing in each volume of the Code, as well as a table detailing the article contents of each chapter in that particular volume. The statutory material in *Michie's West Virginia Code Annotated* is completely indexed in two volumes, which are updated and replaced annually. The *West Virginia Court Rules* is updated semiannually and replaced annually. On a quarterly basis, new, amended, or proposed rules material is carried in the *Advance Court Rules Service*. Three times a year, the *Advance Code Service* is published providing annotations to the most current case law, and other relevant Code updates. LexisNexis' *West Virginia Law on Disc* includes *Michie's West Virginia Code Annotated*, court rules, Supreme Court of Appeals decisions, and *Michie's Jurisprudence of Virginia and West Virginia*.

EDITORIAL WORK PROVIDED

Case Notes and Annotations.

Case notes and collateral references are created, catchlined, and updated.
Case notes in supplements and replacement titles are shepardized.
Case notes are reviewed in light of new legislation.

Acts.

Receipt of acts (only full sections received).
Electronic acts are verified against paper acts, discrepancies are noted to State.

Acts are reviewed, charted and charting reviewed.

Code Section Catchlines.

Catchlines for new and amended sections are reviewed. The State is notified of suggested changes.

Catchlines for repealed or transferred sections are created.

Act Editing and Notes.

The numbering of sections is verified.

Little editing is done to the text of sections.

Text is reviewed for misspellings, typographical errors, and style. Nonsubstantive changes are made, upon State approval.

Translations are placed in notes for phrases such as “this act” and “effective date of this act”. Imbedded act translations are inserted in text.

Statute notes are created: amendment notes, effective date notes, editor’s notes, cross references, notes for corrected internal references, delayed effective date (contingency) notes, etc.

Multiple amendments and conflicting amendments are resolved.

Delayed amendments are implemented when appropriate.

Contingent legislation is tracked and implemented when the contingency is met.

Deletion of old effective date, amendment, or other notes.

Reference check of all references in new legislation and replacement volumes, and references throughout the code are checked where affected by new legislation.

Proofs are inspected.

Repealed Sections.

Text is deleted and notes are reviewed and transferred or deleted as appropriate.

Notes relating to the repeal and providing the location of present comparable sections are written.

Transferred Sections.

Notes and text are transferred to the new location. New notes regarding the transfer are written for the old location.

History Citations.

Updated or new history citations are created.

Tables.

Three tables, including tables of comparative sections and disposition tables.

Indices.

General Index.

Contact: Greg Gray
Clerk, House of Delegates
State Capitol
Charleston, WV 25305
Telephone: 304.340.3204

WYOMING STATUTES ANNOTATED
(Published under contract)

The *Wyoming Statutes Annotated* was recompiled and published in 1978 under contract with LexisNexis. In 1997, the format of the statute publication changed from a loose-leaf format to a biennial softbound replacement with a supplement published in the intervening year. The State provides electronic versions of the acts and LexisNexis provides annual electronic updates to the State. The *Wyoming Statutes Annotated* consists of 12 softbound volumes and includes the U.S. and Wyoming Constitutions and certain historical documents as well as a comprehensive index and tables volume. The entire set is replaced biennially, in odd-numbered years. In even-numbered years LexisNexis publishes a one-volume supplement. LexisNexis also publishes the *Wyoming Court Rules Annotated*, which is replaced annually and updated semiannually. The copyright to the Rules is also held by the State. The *Advance Annotation Service*, under the Matthew Bender copyright, is published through two pamphlets and includes more recent case annotations and research references. In 1999, LexisNexis launched a CD-ROM version for windows which, in addition to including all parts of the printed code, contains the full text of Wyoming's Supreme Court decisions as well as opinions of the Attorney General. In 1999, LexisNexis also began publishing a citator to the Wyoming statutes, which lists relevant subsequent history information to cases annotated in the statutes. Since 2000, LexisNexis has published a CD-ROM version of the court rules, which in addition to all of the State rules sets found in the *Wyoming Court Rules Annotated*, also included pertinent federal appellate and district court rules sets. It is bound in to the *Rules* volume.

EDITORIAL WORK PROVIDED

Case Notes and Annotations.

Case notes and collateral references to Wyoming Law Review, American Law Reports, 2nd through 5th and Federal Series, and Am. Jur. 2d and C.J.S. are created, catchlined, and updated.

Case notes in supplements and replacement titles are shepardized.

Case notes are reviewed in light of new legislation.

Acts.

LexisNexis receives signed acts (full and partial sections of the acts in electronic "Word" files) with chapter numbers assigned from the state. We also receive a code number tape of amended sections, and additionally a code number tape of the entire code in replacement code years.

Acts are first reviewed and charted by editors and then the charting is reexamined by analysts.

Code Section Catchlines.

Catchlines are within the domain of the State legislature; editorial does not play a role in their creation but can suggest changes based on legislation.

Repealed sections have a repeal catchline on the tape.

Act Editing and Notes.

The numbering of sections is verified.

Text is reviewed for misspellings, typographical errors, and stylistic errors.

“This act” and “effective date of this act” translated, either in brackets in the text or in notes.

Statute notes are created: amendment notes, effective date notes, editor’s notes, cross-references, and appropriation notes, among others.

Acts are verified through a series of checks involving tables, subsections, subdivisions and designations.

Multiple or conflicting amendments are resolved under the direction of the Legislative Service Office.

Delayed enactments, amendments and repeals are implemented when appropriate.

Old appropriation, effective date, amendment, or other notes are deleted from the replacement code.

All references in new legislation, supplement pamphlets and replacement titles are checked for accuracy.

Proofs are inspected and submitted to the State for review.

State proof review changes are implemented.

Repealed Sections.

Text is deleted and notes are transferred or deleted as appropriate.

Notes providing the substance and history of repealed sections and providing the location of present comparable sections are written when appropriate.

Transferred Sections.

Notes and text are transferred to the new location. Notes referencing the transfer are written at the new and old locations.

History Citations.

History citations are updated annually.

Tables.

The *Wyoming Statutes Annotated* contains a Table of Adjournment Dates of Sessions of the Legislature, Tables of Comparative Sections, Tables of Disposition of Acts, and Tables of Revised and Renumbered Sections.

Indices.

The *Wyoming Statutes Annotated* contains a comprehensive index as does the *Wyoming Court Rules Annotated*.

Delivery.

Before July 1, the effective date of the legislation.

Contact: Dan Pauli
Director
Legislative Service Office
213 Capitol Building
Cheyenne, WY 82002
Telephone: 307.777.7881

Session Laws & Advance Legislative Service

LexisNexis has previously published session laws in Colorado, North Dakota, Puerto Rico, Rhode Island, Texas, Vermont and the Virgin Islands. Set out below is a description of services provided and a contact for the current publications in Colorado, North Dakota, Puerto Rico, Rhode Island and the Virgin Islands. You are invited to call any of these individuals to discuss the services rendered by LexisNexis.

Colorado Session Laws - Print, bind, package and deliver all acts, resolves and tables of the Colorado General Assembly for the current year. The three volume perfect bound set contains approximately 3500 pages.

Contact: Jennifer Gilroy
Revisor of Statutes
Office of Legislative Legal Services
State Capitol Building, Room 091
Denver, CO 80203
Telephone: 303.866.2045

Laws of North Dakota - Print, bind, package and deliver all acts, resolves and tables of the Legislative Assembly of North Dakota for the current year. The two volume hardbound set contains approximately 2,400 pages.

Contact: John Walstad
Code Reviser
North Dakota Legislative Council
State Capitol, 600 East Boulevard
Bismarck, ND 58505-0360
Telephone: 701.328.2916

Laws of Puerto Rico – Print, bind, package and deliver all acts, resolves and tables of the Legislative Assembly of Puerto Rico for the current year. The three volume hardbound set contains approximately 2,200 pages.

Contact: Winda Torres Ortiz
Legal Counsel
Department of State
P.O. Box 902-3271
San Juan, PR 00902-3271
Telephone: 787.722.2139

Rhode Island Public Laws – Print, bind, package and deliver all acts, resolves and tables of the Rhode Island General Assembly for the current year. The four volume hardbound set contains approximately 3800 pages.

Contact: Kevin R. Hurley
Joint Committee on Legislative Services
Law Revision Office
Suite 11, State House
Providence, RI 02903
Telephone: 401.222.3614

Virgin Islands – Print, bind, package and deliver all acts and resolutions of the Legislature of the Virgin Islands for the current year. This one volume hardbound publication contains approximately 450 pages.

Contact: Celise Mahoney
Office of the Legislative Legal Counsel
Capitol Building
PO Box 1690
Charlotte Amalie, US Virgin Islands 00804
Telephone: 340.693.3701

General and Special Laws of The State of Texas (2001) - Compile, index, print, bind and distribute the General and Special Laws of Texas of the regular and all called sessions. Content includes chaptered bills, resolutions, proposed constitutional amendments and the Constitution of the State of Texas. The six volume set is Smyth-sewn and bound in Buckram.

LexisNexis Advance Legislative Products

LexisNexis Advance Legislative Service (ALS) products are print publications containing chaptered legislation from the most recent legislative session. The ALS reproduces acts and resolves exactly as they are received from the state, and contain the latest session laws as they are passed. Our ALS products are fully indexed and feature handy tables showing the bill numbers and which sections of the code the bills affect.

The ALS is typically a subscription product designed to complement the full print code for a given jurisdiction, and is published as a series of compact paper-cover editions. The ALS service gives customers access to legislative information before they receive the cumulative supplement to their print code, allowing them to stay current with the legislative activity in their jurisdiction. The number of ALS publications shipped to a jurisdiction in a given year depends on the amount of material produced by that year's legislative session.

LexisNexis publishes ALS and session law products covering twenty-two jurisdictions. Up-to-date ALS coverage for all 50 states is available online at lexis.com.

TAB 4

Please see original copies for
samples

TAB 5

Please see original copies for
samples