CHAMBERS OF SAMUEL L. BUFFORD

BANKRUPTCY JUDGE

CENTRAL DISTRICT OF CALIFORNIA

ROYBAL BUILDING

255 EAST TEMPLE STREET, SUITE 1582

LOS ANGELES, CALIFORNIA 90012

(213) 894-0992

March 10, 1997

Mr. Clarence A. Lee, Jr.,
Associate Director
Administrative Offices of the
 United States Courts
Washington, D.C. 20544

Re: <u>ABA Resolution on Citations</u>

Dear Mr. Lee:

The main problem that I have with the ABA Resolution on Citations is the difficulty of numbering the paragraphs in an opinion. Numbering the paragraphs after an opinion is completed is a substantial job. The only practical solution is to number the paragraphs as the opinion is written.
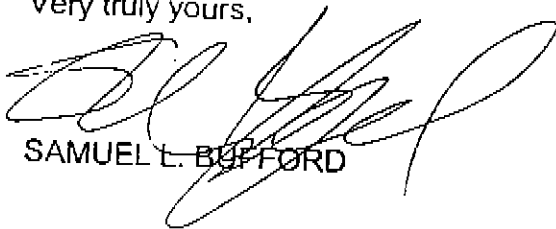
It turns out that numbering the paragraphs is a much more complicated matter then might appear. I have asked our supervisor of training to inform me how to do it. I attach the 15-step set of instructions that she has provided, after consultation with WordPerfect.

It appears that these instructions work. However, the expertise required for setting up the outline program to number the paragraphs is probably beyond the technical expertise of most judges.

If the courts around the country have the technical expertise to set up the outline program to number the paragraphs, I have no reservations about implementing the requirement.

Please feel free to share the attached directions with all of the courts.

Very truly yours,

SAMUEL L. BUFFORD

Attch.

SLB:gjf

cc: Judge Geraldine Mund
       Mr. Jon D. Ceretto
       Ms. Sandi Brask

CREATING A NEW OUTLINE STYLE

1. Click on Tools in the Menu bar.

2. Click on Outline.

3. Click on Options.

4. Click on Define Outline.

5. Click on Paragraph.

6. Click on Options.

7. Click on Setup. Change "default location" to "default template." (This only has to be done one time no matter how many outlining options you want.) Click on OK.

8. Click on Create.

    a. Type in the name of the outline definition.

    b. Type in a description if you want one.

9. Click on Create Style.

10. In the Styles Editor dialog box
    a. Type in the name of the style.

    b. Type in a description if you want one.

    c. Make the following changes:

        Select Format/Line/Spacing - adjust line spacing (1.5 or 2.0), click on OK.

        Select Insert - click on Insert Tab

        Delete [hd Left Ind] code

        Tap the space bar twice

    d. Click on OK.

11. The name of your new outline will appear in the Associated Style text box. Click on OK.

12. The Outline Define dialog box will appear. Choose the outline you want to use. Then, click on OK.

13. To use the new Outline feature, close the document. On a new document click on Tools from the Menu bar.

14. Click on Outline.

15. Select the Outline Style you just created.