

## TEXAS BANK LAWYER CHECKLIST FOR BLURB NUMBER \_\_\_\_\_

PRINT YOUR NAME HERE: \_\_\_\_\_

To help assure that your blurb is in proper technical form, please CHECK each item below for your blurb. Turn in the original case along with a hard-copy after emailing your blurb to [tbl.law@ttu.edu](mailto:tbl.law@ttu.edu). Some of these items are very mechanical, some require judgment.

- Title is flush left. Only major words are capitalized (do not capitalize articles, prepositions, or conjunctions)
- Title reasonably, but briefly, indicates the holding of the case.
- Title is preceded by an asterisk (\*) if it discusses Texas law.
- Court abbreviation in CAPS follows the title and is enclosed in vertical bars and brackets, e.g., [[TX APP]].
- Case name is in ALL-CAPS, except for the letter "v."
- Blurb accurately tells the essential facts.
- The parties are referred to using standard articles of speech, such as, e.g., "a debtor," or "the creditor," and not as "Creditor," or "Debtor."
- The word "section" or "sections" is abbreviated "sec." or "secs." and not by using the section symbol (§) or (§§).
- Other abbreviations are correctly and consistently used, e.g., the Uniform Commercial Code is abbreviated as UCC and not as U.C.C., etc.
- The blurb is written in past tense and is consistent throughout OK you can justify the use of a different tense for dramatic effect.
- There is a blank line between the title and the body, and between paragraphs
- There is only one space (not two spaces) between each sentence.
- Spelling, grammar, and sentence structure are correct. The blurb is easy to read.
- The case citation is correct, follows the flying header style, and, if the case does not yet have a reporter cite, it includes citations to both:
- Westlaw AND
- Lexis. Do not expect the editors to do this for you!
- The abbreviation and citation have been checked against Bluebook form, e.g., Second Circuit is or "2d", not "2nd".
- The HOLDING is correctly reported.
- The court's reasoning is outlined.
- Direct quotations from the case are enclosed in quotations and the blurb is not guilty of plagiarism!
- The blurb's saved name, including blurb number and your initials (e.g., BLB123xxx), has been placed at the bottom of the blurb, followed by your name.
- The blurb is saved as a Microsoft Word file (file extension should be ".doc")
- The blurb is easy to read and MAKES SENSE.
- You have emailed your blurb in Microsoft Word format to [tbl.law@ttu.edu](mailto:tbl.law@ttu.edu).

**REMEMBER: Blurbs are due within ONE WEEK**