

UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF FLORIDA
TAMPA DIVISION

Style Guide

Table of Contents

I.	SHORT GUIDE TO BLUEBOOK.....	1
A.	Citations in Court Documents.....	1
B.	Text in Court Documents.....	4
II.	FORMAT OF ORDERS.....	6
	Appendix A: Order in a Bankruptcy Case	8
	Appendix B: Order in an Adversary Proceeding	9

I. SHORT GUIDE TO BLUEBOOK (18TH EDITION)

A. Citations in Court Documents

1. Cases (Bluebook (“BB”) Rules B5, 10, and 18.1.1, with modifications)

Examples:

Thompkins v. Lil’ Joe Records, Inc., 476 F.3d 1294, 1315 (11th Cir. 2007).

In re Trusted Media Holdings, L.L.C., No. 07-13429, 2008 WL 1816396, *7 (11th Cir. Apr. 23, 2008).

Bradley Factor, Inc. v. United States, 86 F. Supp. 2d 1140, 1146 (M.D. Fla. 2000).

SHORT FORM: *Bradley Factor*, 86 F. Supp. 2d at 1144.

Biscayne Boulevard Props., Inc. v. Graham, 65 So. 2d 858, 859 (Fla. 1953).

Woodard v. Dicks, 306 B.R. 700, 705-06 (Bankr. M.D. Fla. 2004) (Williamson, J.).

ALTERNATIVE SHORT FORM: 306 B.R. at 707.

Modification: To follow common usage among federal courts, parallel cite United States Supreme Court cases as follows, only giving pin cites for the “U.S.” and “S. Ct.” reporters:

Field v. Mans, 516 U.S. 59, 67, 116 S. Ct. 437, 442, 133 L. Ed. 2d 351 (1995).

SHORT FORM: *Field*, 516 U.S. at 67, 116 S. Ct. at 442.

Modification: To follow common usage in Florida’s federal and state courts, cite to Florida district courts of appeal cases in the following format:

Nobles v. Citizens Mortgage Corp., 479 So. 2d 822, 822 (Fla. 2d DCA 1985).

2. Bankruptcy Cases (BB Rule 10.2.1(a))

a. If the opinion was issued in the context of the main bankruptcy case, cite the case name as the last name of the debtor prefaced by “In re.” Phrases such as “in the matter of” or “petition of”

are always abbreviated as “In re.” Example: *In re Williams*, 339 B.R. 794 (Bankr. M.D. Fla. 2006) (McEwen, J.); *In re Schwalm*, 380 B.R. 630 (Bankr. M.D. Fla. 2008) (May, J.).

b. If the opinion was issued in the context of an adversary proceeding, list the adversary names on either side of a “v.” Phrases such as “on the relation of” or “on behalf of” are abbreviated “ex rel.” When the opinion lists only the adversary parties, omit all procedural phrases except “ex rel.” Example: *Menchise v. Akerman Senterfitt*, 532 F.3d 1146 (11th Cir. 2008).

c. If both the adversary parties’ names and the non-adversary case name are listed at the beginning of an opinion, list both in the citation. Example: *Jensen v. Landolphi (In re Landolphi)*, 377 B.R. 409 (Bankr. M.D. Fla. 2008) (Paskay, J.).

3. Statutes (BB Rules B6 and 12)

28 U.S.C. § 157(b) (2008).

11 U.S.C. §§ 544-548 (2008).

Fla. Stat. § 95.11(3) (2007).

4. Federal and Local Rules (BB Rules B6.1.3 and 12.8.3, Local Rule 1001-1(e))

Fed. R. Bankr. P. 6003.

Fed. R. Civ. P. 8.

Fed. R. Evid. 410.

S.D. Fla. R. 87.2.

Bankr. M.D. Fla. R. 1001-1(e) should be cited as Local Rule 1001-1(e).

5. Books, Treatises, and Reference Materials (Non-Periodical) (BB Rules B8 and 15)

10 *Collier on Bankruptcy* ¶ 6003.02[2] (15th ed. 2008).

Black’s Law Dictionary 712 (8th ed. 2004).

The Bluebook: A Uniform System of Citation (Columbia Law Review Ass’n et al. eds., 18th ed. 2005).

6. Articles in Periodicals (BB Rules B9 and 16)

Michael Barbado, *Retailing Chains Caught in a Wave of Bankruptcies*, N.Y. Times, Apr. 15, 2008, at A1.

Eugene R. Wedoff, *Means Testing in the New 707(b)*, 79 Am. Bankr. L.J. 231, 243 (2005).

7. Court/Litigation Documents (BB Rule B10, Table BT.1)

Citations to court documents are enclosed in parentheses. The ending period of a citation sentence goes inside the parentheses, but a citation clause within a sentence has no final period and also should not be set off with commas.

Examples: (Doc. No. 74; Pl.’s Ex. 13.) (Trial Tr. vol. 2, 21:12-23:4, Oct. 3, 2008.)

Examples in Text: The Debtor’s schedules (Doc. No. 1) reveal improperly exempted assets that were the subject of the Trustee’s objection (Doc. No. 15). The Court sustained the objection to the Debtor’s claim of exemption in its order of July 9. (Doc. No. 20.)

8. Legislative Materials (BB Rule 13)

H.R. 3150, 105th Cong. (1998).

H.R. Rep. No. 109-31 (2005), *reprinted in* 2005 U.S.C.C.A.N. 88.

9. Constitutions (BB Rule B7, 11)

U.S. Const. art. 4, § 1.

Fla. Const. art. X, § 4.

10. Short Form Citation and “Id.” (BB Rules B5.2, 4.1)

a. The first time any authority is cited, it must be cited in full. After the first citation, if the reference is clear, a “short form” should be used. The following are all proper short forms of *In re Sports Shinko (Florida) Co., Ltd.*, 333 B.R. 483, 490 (Bankr. M.D. Fla. 2005) (Glenn, C.J.):

In re Sports Shinko, 333 B.R. at 490.

333 B.R. at 490.

Id. at 490.

b. The short form “*id.*” is used to refer to the immediately preceding authority, and may *only* be used when the preceding citation contains only *one* source. If no page number is given, “*id.*” refers to the page cited in the immediately preceding authority. “*Id.*” can be used as a short cite for all types of authorities.

11. Introductory Signals (BB Rules 1.2, B4)

Citation sentences should often begin with an introductory signal to indicate the type of support provided by the authority. No signal should be used if the authority directly states the proposition, is the source of a quotation, or is referred to in the text.

12. Bluebook Tables: Abbreviations in Citations

Category	Table	Related Bluebook Rule
Case Reporters	BB T.1	Federal, p. 193; Florida, p. 205; BB Rule B5.1.3
Case Names	BB T.6	BB Rules B5.1.1, B5.3 & 10.2; <i>c.f.</i> 10.2.1(h)
Court Names	BB T.7	Use in case cites, BB Rule 10.4
Geographic Terms	BB T.10	Use in case cites, BB Rules B5.1.1, 10.2.2 & 10.4
Months	BB T.12	Use in case cites, BB Rules B5.1.1, 10.5
Periodicals	BB T.13	Use when citing law reviews, BB Rule 16
Subdivisions	BB T.16	Use in all citations, BB Rule 3

13. Spacing and Abbreviations (BB Rules 6.1, B5.1.3)

a. Generally, there are no spaces between unilateral capitals, which are single letter or numerical abbreviations, such as “2d” or “S.” Abbreviations longer than a single letter, such as “Supp.” or “Fla.,” must always be set off by spaces from other abbreviations.

b. Abbreviations should be followed by a period unless the last letter of the abbreviation is set off by an apostrophe. Examples: Ass'n and Gov't, but, Ctr. and Dev.

c. United States may, but need not, be abbreviated as "U.S." only when used as an adjective. Example: U.S. Trustee or United States Trustee, but, "representing the United States."

B. Text in Court Documents

1. Capitalization (BB Rules B10.6 and 8)

a. The word "court" should be capitalized when naming any court in full or when referring to the U.S. Supreme Court. For instance, the "Eleventh Circuit Court of Appeals" would be capitalized, but not "the courts of appeals." Likewise, the "U.S. Trustee" is always capitalized.

b. The word "court" is also capitalized in a court document when it is referring to the court issuing or receiving that document. For instance, "the Court has considered the evidence in this case," but, "bankruptcy courts disagree on this issue."

c. Likewise, capitalize "plaintiff," "defendant," "debtor," "trustee" or "creditor" when referring to the party in the case that is the subject of the order. For example, "The U.S. Trustee has objected to the Debtor's claim of exemptions," but, "The trustee in *Shoopman* objected, although the debtors had chosen to surrender their homes."

d. The title of court documents should be capitalized only if 1) the document was filed in the same matter as is the subject of your document and 2) the actual title or a shortened form is used. Do not capitalize generic document names. For instance, "In the Debtor's Objection to Claim Number 5," but, "this Court's orders are ignored to your peril."

2. Citations v. References in Text (BB Rules 1.1, 10.2.1, B2)

a. Types of Cites: A citation may be either a sentence or a clause. A citation sentence occurs on its own after a textual sentence and is followed by a period. A citation clause occurs within a textual sentence and is set off with commas. A statute or case name may also be incorporated into a textual sentence, in which case it is not a citation at all.

Citation Clause: "The court in *Dicks*, 306 B.R. at 722, held that"

b. Abbreviation: In a case name in a citation clause, only abbreviate widely known acronyms, as well as "&," "Ass'n," "Bros.," "Co.," "Corp.," "Inc.," "Ltd.," and "No." Fully abbreviate case names in citation sentences by also abbreviating pursuant to BB T.6 and T.10.

c. Non-Citations: If a statute or a case name is being referred to in text, it is not a citation, so abbreviate nothing, and turn most symbols into words. Abbreviations should generally not be used at all in text.

Citation Sentence: "The exemption does not apply. Fla. Stat. § 222.25."

Statute Referenced in Text: "This Debtor cannot benefit from the exemption provided under section 222.25 of the Florida Statutes."

3. Numbers (BB Rule 6.2, with modifications)

a. **General Rule:** Spell out numbers zero to ten in text. For numbers larger than ten, use numerals.

Exception: Spell out 1) any number that begins a sentence and 2) round numbers (hundred, thousand, million), if done consistently.

Exception: Use numerals 1) when referring to a section or subdivision, such as a code section, 2) if referring repeatedly to percentages or dollar amounts, 3) if the number includes a decimal point, and 4) for numbers in a series if any one number is over ten.

b. Use commas to set off sets of three digits in large numbers. For example: 34,567 and 1,478.

c. Never use superscript for ordinals. In text, use “2nd” and “3rd.” In citations only, use “2d” and “3d.”

4. Symbols (BB Rules 6.2 & 12.9)

a. The section (§) and paragraph (§) symbols are used in citations. In text, however, the words must be spelled out unless referring to a section in the United States Code. There should always be a space between the “§” and “§” symbols and a numeral. Example: 11 U.S.C. § 707(b)(2); 10 *Collier on Bankruptcy* § 6003.02[2] (15th ed. 2008).

b. The dollar (\$) and percent (%) symbols should be used whenever numerals are used, and spelled out whenever numbers are spelled out, and should never begin a sentence. There should never be a space between the “\$” or “%” symbols and a numeral. Example: \$500,000 and 11%.

5. Proper Usage of Legal Terms

a. Motions are either “granted” or “denied.” Applications are either “approved” or “disapproved.” Objections are either “sustained” or “overruled.” Claims are either “allowed” or “disallowed.”

b. The main bankruptcy case is a “case.” In a case you have “final evidentiary hearings” on “contested matters.” An adversary proceeding is a “proceeding.” In an adversary proceeding, you have “trials.” Final evidentiary hearings may also be referred to as “trials.”

c. When giving a deadline, using “through” and not “to” a specific date will avoid the possibly unintended consequence of shortening the period by one day.

d. For clarity, the use of defined terms is recommended. However, the first time a term is defined, it should be bolded.

Example: THIS CASE came on for hearing on May 1, 2008 at 9:30 a.m. on the United States Trustee’s Emergency Motion to Appoint a Chapter 11 Trustee (“**Motion**”). After reviewing the case law and hearing the arguments of the Debtor and the United States Trustee, the Court concludes that the Motion should be denied without prejudice.

II. FORMAT OF ORDERS

A. Whole Document (Local Rule 5005-3)

1. Times New Roman, 12-point font
2. One-and-one-fourth inch margins, on 8 ½ by 11 inch paper
3. Page numbers centered in the footer on every page except the first

B. Caption

1. The caption of all orders entered in the main bankruptcy case should match the following format, beginning at the first line on the page:

UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF FLORIDA
TAMPA DIVISION

In re: Case No. 8:08-bk-12345-KRM
Chapter 13

John Doe and Jane Doe,

Debtors.

_____ /

2. The caption of an order entered in an adversary proceeding should match the following format:

UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF FLORIDA
TAMPA DIVISION

In re: Case No. 8:08-bk-12345-KRM
Chapter 11

Unfortunate Company, L.L.C.,

Debtor.

_____ /

Unfortunate Company, L.L.C., Adv. No. 8:08-ap-12345

Plaintiff,

v.

Liability, Ltd.,

Defendant.

_____ /

C. The Case/Proceeding Number

1. The case number should conform to the following: Case No. 8:08-bk-00000-MGW
2. An adversary proceeding number: Adv. No. 8:08-ap-00000
3. A miscellaneous proceeding number: Misc. No. 8:08-mp-00000-MGW
4. The first digit signifies the division in which the case was filed:

3 = Jacksonville	6 = Orlando	8 = Tampa	9 = Fort Myers
------------------	-------------	-----------	----------------

5. The next two digits signify the year the case or proceeding was filed
6. The next two lowercase letters signify the type of proceeding or case:

bk = bankruptcy case	ap = adversary proceeding	mp = miscellaneous proceeding
----------------------	---------------------------	-------------------------------

7. The next five digits are the chronologically assigned case or proceeding number
8. The final three uppercase letters signify the judge to whom the case is assigned:

KSJ = Judge Jennemann	ABB = Judge Briskman	JAF = Judge Funk
PMG = Judge Glenn	MGW = Judge Williamson	KRM = Judge May
CPM = Judge McEwen	CED = Judge Delano	

D. Title of Order (Local Rule 9072-1)

1. The title follows the caption after one hard return, is centered, in all caps, and bold.
2. If the heading runs onto several lines, no line should be longer than the line below it. Only the text of the bottom line of the heading should be underlined.
3. The title of the order should be a full, descriptive title detailing the nature of the motion or application ruled upon.

E. Body (Local Rule 9072-1)

1. The body of the order should be double-spaced, left-justified, and laid out in unnumbered paragraphs, each beginning with a single indent.
2. The first sentence of the order should begin with “THIS CASE” or “THIS PROCEEDING” in all caps. The sentence should recite the papers and events that resulted in the entry of the order. Orders entered “after a hearing” should include the hearing date and time. Papers should be identified by title, party and docket number.
3. If the order involves real property, it must contain a full and complete legal description of the real property.

F. Decretal Paragraphs

1. Before the Court’s decree should be the phrase “Accordingly, it is **ORDERED**” and “**ORDERED**” should be in all caps and bolded.
2. The decree generally is presented in either multiple numbered paragraphs or in a single unnumbered paragraph. For short orders in which there are four or fewer decretal

paragraphs, the decree may be set out in multiple unnumbered paragraphs, all but the first beginning with “**IT IS FURTHER ORDERED**” in all caps and bolded.

3. The final line of any order should follow one tab and be identical to the following:

DONE and **ORDERED** in Chambers at Tampa, Florida, on _____.

G. Signature (Local Rule 9072-1)

1. The signature line should begin three hard returns after the “**DONE** and **ORDERED**” line to allow space for a signature.
2. The signature line should begin at the middle of the page, and run up to the right margin.
3. Below this line, the name of the judge should be given without title, below which should be: “United States Bankruptcy Judge,” all in normal font.
4. The judge’s signature may never be on a page alone or with only the date line. Slight adjustments to the formatting are permitted if necessary to avoid unsightly composition.

H. Copies

1. If the order is to be served on the entire mailing matrix, include only the following line two hard returns after the signature block:

Copies to be provided by CM/ECF service.

2. If the order is *not* to be served on the entire mailing matrix, list all parties on whom the order should be served, using the following format:

Copies to:

Debtor, Debtor’s Attorney, Trustee

John A. Creditor, 123 Briarcliff Road, Atlanta, Georgia 30306

Anne Attorney, 456 Market Street, Philadelphia, Pennsylvania 19106

3. Service on the debtor, the debtor’s attorney, the trustee, and the United States Trustee may be indicated as provided in the top line of the example, but the *names and addresses* of *any other* parties on whom the order should be served *must* be provided.
4. When an order should be served on a new address for a party or on an entirely new party not listed in the mailing matrix, *always* provide the party’s *name and address*.

UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF FLORIDA
TAMPA DIVISION

In re:

Case No. 8:08-bk-12345-CPM
Chapter 13

John Doe and Jane Doe,

Debtors.

**HEADING CENTERED IN
ALL CAPS AND BOLDED BUT ONLY THE
TEXT OF THE BOTTOM LINE IS UNDERLINED**

THIS CASE came on for consideration without a hearing on the Court's own Motion for Uniformity in the Format of Orders (Doc. No. 1). Paragraphs in the body of this Order begin with a single tab indent and are unnumbered, double-spaced and left-justified. This Order is written in 12-point Times New Roman font. The page is 8 ½ by 11 inches in size with one-and-one-fourth inch margins. There are two spaces between each sentence and one space between each word in a sentence. Accordingly, it is

ORDERED that the decree of the Court may be presented in a single unnumbered paragraph.

DONE and **ORDERED** in Chambers at Tampa, Florida, on _____.

Catherine Peek McEwen
United States Bankruptcy Judge

Copies to be provided by CM/ECF service.

UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF FLORIDA
TAMPA DIVISION

In re:

Case No. 8:08-bk-12345-CED
Chapter 11

Unfortunate Company, L.L.C.,

Debtor.

_____ /

Unfortunate Company, L.L.C.,

Adv. No. 8:08-ap-00678

Plaintiff,

v.

Liability, Ltd.,

Defendant.

_____ /

**HEADING CENTERED IN
ALL CAPS AND BOLDED BUT ONLY THE
TEXT OF THE BOTTOM LINE IS UNDERLINED**

THIS PROCEEDING came on for hearing on April 1, 2008, at 10:00 a.m. on the Court's own Motion for Uniformity in the Format of Orders (Doc. No. 1). Paragraphs in the body of this Order are unnumbered, double-spaced, and left-justified. The first line of each paragraph has a single tab indent; the margins are set to one-and-one-fourth inch. The paper is 8 ½ by 11 inches. The font is 12-point Times New Roman. Page numbers are centered in the footer on every page but the first. There are two spaces between each sentence and one space between each word in a sentence. Accordingly, it is

ORDERED:

1. The decree of the Court may be presented in numbered paragraphs as long as there are two or more numbered paragraphs.

2. The date and signature may never stand alone on their own page.

DONE and **ORDERED** in Chambers at Tampa, Florida, on _____.

Caryl E. Delano
United States Bankruptcy Judge

Copies to:

Debtor, Debtor's Attorney

John A. Creditor, 123 Briarcliff Road, Atlanta, Georgia 30306

Anne Attorney, 456 North Decatur Road, Atlanta, Georgia 30322