



Civil Appeals Research Guide

Administrative Appeals

Getting Started with Legal Research

Legal research involves identifying the statutes and case law that apply to your case. The easiest way to start is with “secondary sources,” which are materials that discuss and explain the law but are not the law itself. This guide provides secondary sources that can be used as a *starting place* for your research. Some websites are included, but most resources are books. Look for them at your nearest law library.

Important Terms

- Statutes – the law written by the elected legislature. Illinois statutes are enacted by the Illinois General Assembly and can be found in the *Illinois Compiled Statutes* at the law library or on the General Assembly’s website (<http://ilga.gov/>).
- Case law – the law based on judicial opinions. Case law can be found in books of Reports, on the Court’s website (<http://illinoiscourts.gov/>), or in online databases.
- Court Rules – the rules set out by the Illinois Supreme Court, including very specific rules about Appeals. They can be found in the book series *Illinois Court Rules and Procedure* or on the Supreme Court website (<http://illinoiscourts.gov/SupremeCourt/Rules/>).
- Illinois Administrative Code – laws or regulations written by state agencies. Online at <http://www.ilga.gov/commission/jcar/admincode/titles.html>. The Illinois Register provides weekly updates: <https://www.cyberdriveillinois.com/departments/index/register/home.html>.

General Research Resources

Dictionaries and Encyclopedias

- *Black’s Law Dictionary* (Thomson/West)
- *Nolo’s Free Dictionary of Law Terms and Legal Definitions* (<https://www.nolo.com/dictionary>)
- *Illinois Law & Practice* (Thomson/West) – legal encyclopedia
- *Illinois Jurisprudence* (LexisNexis) – legal encyclopedia

IICLE’s – stands for Illinois Institute of Continuing Legal Education. These books offer easy-to-understand analysis on a wide variety of legal issues.

- *Civil Appeals: State and Federal* (2018)

Books about Civil Appeals

- *Appeals to the Illinois Supreme and Appellate Courts*, by Edward J. Kionka (ISBA)
- *Illinois Appellate Practice Manual*, by Timothy J. Storm (Thomson/West)
- *Nichols Illinois Civil Practice with Forms*, by Clark A. Nichols (Thomson/West)
- *A Guide to Illinois Civil Appellate Procedure*, Appellate Lawyers Association, online at [www.applawyers.org/resources/Documents/Civil Appeals Guide Revised 2019 01 10.pdf](http://www.applawyers.org/resources/Documents/Civil%20Appeals%20Guide%20Revised%202019%2001%2010.pdf)

Books about Conducting Legal Research in Illinois

- *Illinois Legal Research*, by Mark E. Wojcik (Carolina Academic Press)
- *Finding Illinois Law: A Librarian’s Guide for Non-Lawyers*, by the Chicago Association of Law Librarians, online at <http://chicagolawlib.org/finding-illinois-law/>

Resources on Illinois Administrative Appeals:

Check your local public law library for the following books. You can use them to learn about the legal principles affecting your case. They will also point you to important statutes and case law.

IICLE Books:

- *Chancery and Special Remedies* (2017)
- *Workers' Compensation Practice* (2019)
 - See Chapter 5: Procedure, Appeals, and Special Remedies
- *Employment Discrimination: Practice and Procedure* (2018)
- *Land Use Law: Practice and Procedure* (2017)
 - See Chapter 7: Variations, Special Uses, and Appeals from Administrative Decisions
- *State and Local Taxation* (2017)
 - See Chapter 8: Judicial Review in Matters Under \$15,000

Books About Administrative Law:

- *Handbook of Illinois Administrative Law*, edited by William A. Price (Illinois State Bar Association)
 - Specifically, see Chapter 3: Court Review of Administrative Decisions
- *Administrative Law Treatise*, by Kristin E. Hickman, Richard J. Pierce, Jr. (Wolters Kluwer)
- *Administrative Law & Process in a Nutshell*, by Ernest Gelhorn (West Academic)

Websites:

- Illinois State Agencies, <https://www2.illinois.gov/agencies/> - links to state agency websites
- Illinois State Bar Association, Administrative Law Links:
<https://www.isba.org/sections/adminlaw/links>
- *Web Resources for the Administrative Law Practitioner*, by Jean M. Wenger,
<https://www.isba.org/sites/default/files/sections/administrativelaw/Web%20Resources%20for%20the%20Administrative%20Law%20Practitioner.pdf>
- *Illinois Administrative Materials*, part of Northern Illinois University College of Law's *Basic Legal Research* guide, <https://libguides.niu.edu/c.php?g=425200&p=2904739>
- *Administrative Hearings*, Illinois Legal Aid Online, <https://www.illinoislegalaid.org/legal-information/administrative-hearings>

Seeking Additional Help

Law librarians may help you find the books listed in this guide or other suitable replacements if these are not available. In general, library staff can help you find information and develop search strategies, but they are unable to provide legal advice or interpret the law.