

Researching Illinois Administrative Regulations

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STEP	SOURCES & NOTES
<p>Step 1—CODE: Go to an electronic version of the <i>Illinois Administrative Code</i> (IAC)</p>	<p>State of Illinois: http://www.ilga.gov/commission/jcar/admincode/titles.html Westlaw Classic: “IL-ADC” database WestlawNext: use presearch filters to select (1) “Regulations” and (2) “Illinois” Lexis.com: “Illinois Administrative Code” source Lexis Advance: Under Content Type, select “Admin. Codes & Regulations;” Under Jurisdiction, select “Illinois”</p>
<p>Step 2A—LOCATE BY SUBJECT: If you are trying to identify pertinent code sections by subject, use a terms & connectors search</p>	<p>State of Illinois: search box provided for “Keyword(s)” search (use “Advanced Search” option for boolean and proximity searching) Westlaw Classic: you may click on “Thesaurus” and/or “Field Restrictions” on search menu screen for assistance in developing search WestlawNext: enter search terms in search box; may use “Advanced Search” option Lexis.com: in Advanced search mode, click on “Suggest Terms for My Search” and/or “Restrict by Segment” on search menu screen for assistance in developing search Lexis Advance: enter search terms in search box; may use “Search Tips” option</p>
<p>Step 2B—RETRIEVE KNOWN CODE SECTION: If you already know the code section you are looking for, use the retrieval function of the system</p>	<p>State of Illinois: browse through title and part until you reach desired section Westlaw Classic: use “Find” — type in citation (e.g., 56 il adc 2520.360) WestlawNext: type citation in search box (e.g., 56 il adc 2520.360) Lexis.com: use “Get A Document” — type in citation (e.g., 56 Ill. Admin. Code 2520.360) Lexis Advance: type citation in search box (e.g., 56 Ill Adm Code 2520.360)</p>
<p>Step 3—REVIEW CODE: locate and read the code section, as well as the entire regulatory scheme of sections (if any) to which it belongs.</p>	<p>Westlaw Classic: click on Table of Contents link in left frame, showing section in context OR use “Previous Section” and “Next Section” arrows at top of screen to move section to section WestlawNext: click on Table of Contents link OR use green arrows to move section to section LexisNexis: click on TOC link in upper lefthand corner of screen (or click on hot-linked PART #) to see section in context OR click on “book browse” (at top of screen) to move section to section (using arrows) Lexis Advance: click on hot-linked PART # to see section in context or use “previous” and “next” arrows to move section to section</p>
<p>Step 4—SOURCE & AUTHORITY: review source and authority information provided by code</p>	<p>State of Illinois: source & authority information given with part to which section belongs Westlaw: click on Refs & Annos link; this will take you to details of <i>Illinois Register</i> source & ILCS authority for particular part; the source for section is also listed at end of section WestlawNext: click on Refs & Annos link included with citation hierarchy for the section LexisNexis: <i>Illinois Register</i> source info. provided at end of section; for ILCS authority info., click on Authority & General Source link at end of section Lexis Advance: source info. at end of section; authority and “general” source info. available by clicking on link to Part, then link to “Authority & General Source”</p>
<p>Step 5—UPDATE the code by (1) determining the currentness of the section provided in the system’s Ill. Admin. Code database; (2) checking the <i>Illinois Register</i> for any changes since that date</p>	<p>State of Illinois: with respect to adopted regulations, current through most recently published <i>Illinois Register</i> Westlaw Classic & WestlawNext: (1) notice “current through” info. found at end of section; (2) click on Red Flag link (“adopted regulation”) or Yellow Flag link (“proposed regulation”) <i>if provided</i> (this will take you into <i>Illinois Register</i> (IL-ADR) database to page where section was affected); (3) search <i>Illinois Register</i> database using date limitation & IAC § as search query (e.g., 2520.360 and da(aft 11/18/2012)) Lexis.com & Lexis Advance: (1) notice “current through” info. found at top of section; (2) search <i>Illinois Register</i> source using date limitation & IAC § as search query (e.g., 2520.360 and date after 11/18/2012) PRINT: use cumulative “Sections Affected Index” (published quarterly and annually) in <i>Illinois Register</i>; must consult each issue of <i>Register</i> after last quarterly Sections Affected Index</p>
<p>Step 6—FIND CASES that have interpreted the regulation by KeyCiting the regulation or searching Illinois case law databases, using the Ill. Admin. Code section as the search term (may combine with other terms to narrow the search)</p>	<p>State of Illinois: The <i>Illinois Administrative Code</i> is not annotated. Westlaw Classic & WestlawNext: click on KeyCite “citing references” Lexis.com & Lexis Advance: since the <i>Illinois Administrative Code</i> is not covered by <i>Shepard’s</i>, must search Illinois case source (such as IL State Cases, Combined) using IAC § as search term</p>