

Steps In Using the *Illinois Administrative Code* [IAC]

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DESCRIPTION OF STEP	<i>Code of Illinois Rules</i> (Weil) [Print]	JCAR Administrative Code [electronic]*	Westlaw / LexisNexis
STEP 1: Identify Pertinent Regulations			
Use “index” approach to identify <i>Illinois Administrative Code</i> sections by subject; the name of appropriate agency is often a useful search term	Use “Subject Index” located in INDEX volume at end of set	Use search box provided for “Keyword(s)” search	<p>W Subj. search in IL-ADC database [note: you may click on “Thesaurus” and/or “Field Restrictions” on search menu screen for assistance in developing search]</p> <p>L Subj. search in <i>Illinois Administrative Code</i> source [note: in Advanced search mode, you may click on “Suggest Terms for My Search” and/or “Restrict by Segment” on search menu screen for assistance in developing search]</p>
Use “table of contents” approach to identify Ill. Admin. Code sections by subject		From Ill. Admin. Code main page → select title → select part → continue to relevant §§	<p>W Go to IL-ADC database → Click “Table of Contents” link → click + to expand levels until you find relevant §§</p> <p>L Go to <i>Illinois Administrative Code</i> source → click + to expand levels until you find relevant §§</p>
Use “enabling statute” as access point to identify Ill. Admin. Code sections promulgated under its authority	Use “Illinois Table of Authorities” located in INDEX volume at end of set	not searchable	<p>W In IL-ADC database, use “Credit” (CR) field to search for ILCS §</p> <p>L In <i>Illinois Administrative Code</i> source, use “Authority” segment to search for ILCS §</p>

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STEP 2: Retrieve Text of Pertinent Regulations			
<p>Locate and read <i>Illinois Administrative Code</i> section(s) identified in Step 1</p> <ul style="list-style-type: none"> review other §§ in regulatory scheme for relevance identify & review “source” (<i>Illinois Register</i>) and “authority” (ILCS) 	<p>Go to title and section number(s)</p> <ul style="list-style-type: none"> review surrounding sections go to listed Ill. Reg. source(s) and ILCS authority 	<ul style="list-style-type: none"> have to review sections individually; do this by “clicking through” from title to part to sections from IAC main page once you have identified the relevant section the Ill. Reg. source is listed at end of IAC §; Ill. Sec. of State has Ill. Reg. in electronic form on its Web site (Aug. 2002–present), available in PDF format by issue; for earlier Ill. Reg. cites, must use print or other source for Ill. Reg. authority information provided at beginning of IAC part to which § belongs 	<p>W •(1) click <u>Table of Contents</u> link in left frame to get § in context, OR (2) use “Previous/Next section” arrows at top of screen to move from § to §</p> <ul style="list-style-type: none"> Click <u>General Materials</u> at end of § to get IR source and ILCS authority <p>L •(1) click <u>TOC</u> link in upper lefthand corner of screen (or click on hot-linked PART #) to see § in context, OR (2) click on “book browse” (at top of screen) to move from § to § (using arrows)</p> <ul style="list-style-type: none"> Click <u>Authority & Gen. Source</u> at end of § to get IR source and ILCS authority
STEP 3: Update Pertinent Regulations			
<p>Determine whether regulation(s) has been amended since last published in Ill. Admin. Code</p>	<ul style="list-style-type: none"> updated monthly; check “update” pages in Vol. 1 to determine currentness (note that amendments are not interfiled but are found at end of volume) to further update, use cumulative Sections Affected Index for Ill. Reg. & each Ill. Reg. issue after last quarterly Sections Affected Index 	<p>As up-to-date as the latest available Illinois Register</p>	<p>W (1) notice “current through” info. found on section; (2) click on Red Flag link on left frame <i>if provided</i> (this will take you into <i>Illinois Register</i> 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 2/16/07))</p> <p>L (1) notice “current through” info. found on section; (2) search <i>Illinois Register</i> source using date limitation & IAC § as search query (e.g., 2520.360 and date after 2/23/07)</p>
STEP 4: Find Cases			
<p>Find cases that have interpreted the regulation</p>	<p>Not annotated and not covered by <i>Shepard’s</i></p>	<p>Not annotated and not covered by <i>Shepard’s</i></p>	<p>W click on KeyCite “citing references” link on left frame (e.g., 56 il adc 2520.360)</p> <p>L search Illinois case source (such as IL State Cases, Combined) using IAC § as search term (may combine with other terms to narrow the search)</p>

*Illinois General Assembly, Joint Committee on Administrative Rules, *Illinois Administrative Code*, at <http://www.ilga.gov/commission/jcar/admincode/titles.html>