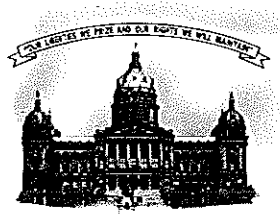


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April 19, 2000

MEMORANDUM

TO: JUSTICES OF THE IOWA SUPREME COURT
FROM: DIANE BOLENDER AND KATHLEEN BATES *DB KB*
RE: PUBLICATION OF THE FOURTH EDITION OF THE IOWA COURT RULES

Fourth Edition of Iowa Court Rules

The Legislative Service Bureau has been working with the Iowa Supreme Court for the last several years to reorganize and renumber the Iowa Court Rules. Nearly all decisions have been made by the Iowa Supreme Court concerning the renumbering and rearranging for the new Fourth Edition of the Iowa Court Rules. Decisions must now be made by the Court about the format, publication, and packaging of the Fourth Edition. It is anticipated that the loose-leaf notebook arrangement of the Court Rules will continue.

Publication Numbers

The Printing Division of the Department of General Services, which is responsible for the distribution and sale of the Court Rules, currently prints about 2,500 copies of loose-leaf replacement pages for the Court Rules. According to records from the Printing Division from the 1996/1997 fiscal year, 1,749 copies were distributed (1,227 copies were distributed at no cost and 522 copies were purchased). More recent records (the accuracy of which cannot be verified) indicate that the free distribution is only 410 and that 280 copies have been purchased.

Code section 18.97 governs the free distribution of the Iowa Court Rules. Section 18.97 provides for free distribution of the Court Rules to federal and state courts, the General Assembly, state departments and agencies, and local governments. Persons not entitled to free distribution, must pay \$112.35 to purchase a complete set of the Court Rules or \$80.34 per year for any loose-leaf pages published during the year..

Publication Size and Format

Options for the Supreme Court to consider:

- Retain the current 6" x 9" format and continue placing the Court Rules in 2 or 3 dark red binders. Current holders of the binders could continue to use them. The cost of the dark red binders is \$11.20 each when at least 250 are ordered.
- Adopt an 8 ½" x 11" two-column, three-hole format for the Court Rules and select one binder in which to place the Court Rules. Persons purchasing the Fourth Edition might choose to use an inexpensive notebook in lieu of purchasing a more expensive binder. The Printing Division of the Department of General Services estimates a cost of approximately \$8,400 per 1000 binders for this larger size with a five-hole format.

Additional information on Publication Size and Format

- The Court may view the samples of the two type size formats. The 8 ½" x 11" samples include both 9-point and 10-point type size in a two-column format, which is considered to be easier to read than a one-column format for this page size.
- In analyzing the type size, the Court may consider readability of the sample documents.
- The 8 ½" x 11" size is a standard size for photocopy machines and the text of rules and forms can more easily be reproduced in that size.
- For the long term, fewer binders would be required under the larger 8 ½" x 11" size.
- The binders could also be made large enough to allow users to add standard size supplementary materials, such as local court rules.

Use of Tabs

- The Third Edition of the Court Rules uses 33 divider tabs to divide each separate chapter of the Court Rules. Due to the number of divider tabs used in the current edition, the tabs significantly overlap one another and are not particularly helpful, especially in locating chapters that consist of only a few rules.
- The Fourth Edition of the Court Rules currently has been divided into 4 divisions and approximately 35 chapters. Numbered chapters will be arranged sequentially, and both the rule numbers and the page numbers will reflect the number of each chapter, making it easy to locate specific chapters.
- The Supreme Court may wish to use four divider tabs, one for each division, rather than providing separate divider tabs for each chapter. If the tabs are limited to delineation of divisions in the Court Rules, individual users may be able to individually flag a particular chapter for immediate access.
- Divider tabs significantly affect the cost of the Court Rules. In January 2000, the cost of adding a single divider tab to the Third Edition of the Court Rules was \$410.05 (33 tabs at this amount per tab would equal approximately \$13,530).
- If the 8 ½" x 11" format is used, fewer pages will be needed for chapters compared to the 6" x 9" format.