ABA House of Delegates

Resolutions with Reports Formatting Checklist

Before submitting your Resolution with Report, please use this checklist to ensure that you are using the required format, and remember to send your Resolutions with Reports, revisions, and other communications to resolutionswithreports@americanbar.org. For additional information, view the Drafting Guide, located at: https://www.americanbar.org/content/dam/aba/administrative/house_of_delegates/house-publications/drafting-guide-copyright-2019.pdf

Formatting and Style

_____ Uses 12 pt Arial font for body text and 10 pt Arial font for footnote text
_____ Text is single-spaced, except double-spaced between paragraphs
_____ Margins use full justification, except headings may be centered or left-justified
_____ All pages contain page numbers in bottom center and page numbering starts over for report
_____ For the Resolution only, each line is numbered at the left margin
_____ Refers to prior resolutions using the two-digit year, A for Annual or M for Midyear, and the resolution number (e.g., 15A107B and 14M113)
_____ Uses one space at the end of each sentence, not two
_____ Uses this order for governmental entities: “federal, state, local, territorial, and tribal”

Resolution

_____ Uses this format:

REPORT TO THE HOUSE OF DELEGATES

RESOLUTION

1 RESOLVED, That the American Bar Association…; and

2 FURTHER RESOLVED, That the American Bar Association…

Report

_____ Does not exceed 15 pages
_____ Format for final signature line at end of report looks like:

Respectfully submitted,

Sarah Lorens
Chair, Dispute Resolution Section
February 2019

General Information Form and Executive Summary Form

_____ Uses most recent version of both forms, which are available on the House of Delegates website (see "Filing Instructions" memo for the applicable meeting)