

CITY OF CHICAGO
OFFICE OF THE
CITY CLERK

MIGUEL DEL VALLE, CITY CLERK

Immediate Release

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Contact: Cristina Franzoni
(312) 744-2507

Del Valle Adopts Guidelines for Filing Ordinances with the Office of the City Clerk

Format Standards Reduce Copies by 400,000 Pages

In keeping with the citywide effort to reduce dependency on paper, City Clerk Miguel del Valle adopted a standard format style for filing documents with the Office of the City Clerk's City Council Division. The new style guidelines will reduce paper usage by ensuring a common format is used to increase efficiencies and reduce paper usage. With an average *Journal of Proceedings* running 2,000 pages, the new font will reduce it to 1800 pages saving approximately 400,000 pages a year. The guidelines will assist law firms when filing legislation with the City of Chicago.

"This unified standard format should simplify the process of filing documents with my office and reduce publication production time and costs," said City Clerk del Valle.

"The new guidelines are another step in modernizing a process that has traditionally been largely paper-based," said Corporation Counsel Mara Georges.

The new format style guidelines are:

Font: Arial, 11-point font style

Margins: 1 inch on all four sides

Spacing: Single-space

Alignment: Justified

Page Numbering: All pages must be numbered

Paper Size: 8½ inch x 11 inch

Modeled on format guidelines from the court systems and the National Archives and Record Administration, the new format will greatly reduce publication processing time and ensure the sustainability of documents. Production time will be reduced as staff will no longer have to retype and reformat submitted documents. In addition, the new format will help City Clerk del Valle's office reduce paper usage and do our part to keep Chicago green.

For more information on the format guidelines, visit City Clerk del Valle's website at www.ChiCityClerk.com.

About City Clerk del Valle

Miguel del Valle was elected as Clerk of the City of Chicago in 2007. City Clerk del Valle's office is responsible for maintaining official city government records, issuing city licenses, and distributing approximately 1.3 million vehicle stickers. City Clerk del Valle is bringing more efficiency and visibility to City Clerk services by providing greater access to public records including web casting of City Council meetings, modernizing operations to expedite the sale of dog registration and city stickers.



OFFICE OF THE CITY CLERK STANDARD FORMAT STYLE

FONT: Arial, 11 point font

MARGINS: 1 inch on all four sides

SPACING: Single-space

ALIGNMENT: Justified

PAGE NUMBERING: All pages must be numbered

PAPER SIZE: 8½ inch x 11 inch

TYPE STYLE

Italicize the following words/phrases:

In Ordinance: *Be It Ordained by the City Council of the City of Chicago*

In Order: *Ordered*

In Resolution: *Be It Resolved or
Be It Resolved by the City Council of the City of Chicago
Be It Further Resolved*

Use all CAPITAL letters for the following words/phrases:

In Ordinance
And Resolutions: WHEREAS
SECTION 1, SECTION 2, etc.

Use lowercase letters for the following words/phrases

In Exhibits
And Attachments: Whereas
Section 1, Section 2, etc.