



Learning LexisNexis®
An in-depth guide to using *lexis.com*®

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Signing In

1. Establish an Internet connection and go to **www.lexis.com**.
2. At the sign-in screen (shown below), enter your LexisNexis® ID or Custom ID in the **ID** box.
3. Enter your Password in the **Password** box.
4. Click **Sign In**.
5. Enter the appropriate Client ID, if prompted.

Lexis® Total Research System

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Additional charges may apply.

- A See product/feature announcements and other LexisNexis® news.
- B Now you can have your forgotten ID sent to you, or re-set your forgotten password.
- C Have *lexis.com*® remember your sign-in information from session to session—a great timesaver for your personal computer (not recommended for public work stations).
- D Change your password.
- E Create a Custom ID and password—such as an easy-to-remember alias or nickname (see steps below).
- F Manage your Custom IDs.

Create a Custom ID and Password

To create an easy-to-remember alias or nickname for your ID, use the Custom ID feature. Each Custom ID is unique, i.e., no two LexisNexis subscribers can create the same Custom ID.

1. Click the Create a Custom ID link on the sign-in screen (see E above). Then enter your current LexisNexis ID and Password.
2. Type your new Custom ID and Password.
(Your Custom ID must be 6 – 25 characters and contain at least one number, e.g., “Rockstar1.” Your password should adhere to password guidelines listed on the screen.)
3. For security purposes, enter your email address, choose a security question from the drop-down menu and provide an answer. Click Finish. If you choose, you can follow the screen instructions for printing a Custom ID card.

To change your Custom ID or Password, your email address for your Custom ID, your security question and answer, etc., select Custom ID Manager (see F above).

Tips:

If you forget your ID, click the **Forgot ID?** link. We'll send it to you via your registered email address.

If you forget your password, click the **Forgot Password?** link. We'll send an email note to your registered email address with a link to a secure website where you can re-set your password.

Your First Look at **lexis.com**[®]

Complete many frequent research tasks as well as source selection from the main *lexis.com* screen. Also customize this screen for easier navigation. For example:

- **Add the *lexis.com* sources you use most**—specific practice areas or jurisdictions—to this screen for faster access. See A below; get more details on page 11.
- **Use one-step retrieval—enter a citation** and move to a full-text document or *Shepard's*[®] report. See I below; get more details on pages 3 – 4.
- **Search *lexis.com* source lists** for the resource you need. See J below; get details on page 11.
- **Research Web sources (no extra charge)** ... thousands of legal sites validated by LexisNexis legal editors. See K below; get details on page 7.
- Let *lexis.com* **compile appropriate sources for you**. See L below; get details on page 8.
- **Research a legal topic** or build a **case digest** from a headnote—**no search needed**. See M below; get details on page 9.

From the main *lexis.com* screen*, you can:

- A** Add practice area or jurisdictional tabs to the screen. *Details on page 11.*
- B** Find sources by using the main source selection hierarchy. *Details on page 12.*
- C** Retrieve specific documents by cite—cases, statutes, codes, etc. Or use case name or docket number. *Also see I.*
- D** Go to *Shepard's*[®] Citations Service options. *Also see I.*
- E** Get quick access to related LexisNexis resources. *Details on page 13.*
- F** Reuse a search from a previous search session or resume interrupted research. *Details on page 28.*
- G** Go directly to saved Alerts and their results. *Details on page 26.*
- H** Select from your most recent 20 sources. *Details on page 11.*
- I** Enter a cite and move to full-text documents or *Shepard's* reports. *Details on pages 3 – 4.*
- J** Look for sources; just enter key words. *Details on page 12.*
- K** Search Web sources validated by LexisNexis legal editors. *Details on page 7.*
- L** Use this simple search method with easy source selection. *Details on page 8.*
- M** Compile a thorough overview of a legal topic, pinpoint relevant case annotations or build U.S. federal and state case digests. *Details on page 9.*
- N** Access specific pages that compile valuable resources for practice-area research.

The screenshot shows the Lexis.com main interface. At the top, there are navigation tabs for 'Legal', 'News & Business', 'Public Records', 'Find A Source', 'By Guided Search Form', 'Taxation', and 'New York'. Below this is a 'Sources' section with a list of categories like 'Legal', 'News & Business', and 'Public Records'. On the right side, there are several toolbars: 'Recently Used Sources', 'Quick Tools', 'Search by Topic or Headnote', and 'Litigation and Transactional Resources'. The 'Quick Tools' section includes a search bar and buttons for 'Get a Doc', 'Shepardize', 'Find a Source', and 'LexisWeb'. The 'Search by Topic or Headnote' section has a dropdown menu for 'Select Topic'. The 'Litigation and Transactional Resources' section lists various centers like 'LexisNexis® Verdict & Settlement Analyzer' and 'LexisNexis® Expert Witness Profiles'. At the bottom, there are sections for 'Emerging Issues' and 'News Headlines'.

* Actual screens may vary due to the frequent enhancements and product additions.

Frequent Research Tasks

You can perform a number of regular research tasks right from the main *lexis.com* screen.

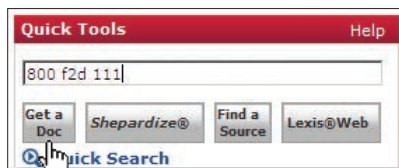
Retrieve a Specific Document

Retrieve individual full-text documents—cases, U.S. and state statutes, agency decisions, law review articles, treatise sections and more—with **Get a Document**. You can use citations, party names or docket numbers.

Get a Document by Citation

Retrieve the full text of a case, statute, law review, treatise, etc., when you know the citation:

1. Enter the citation (*800 f2d 111*, for example) in the **Quick Tools** search box on the right side of your *lexis.com* screen.
2. Click the **Get a Doc** button.



Tips:

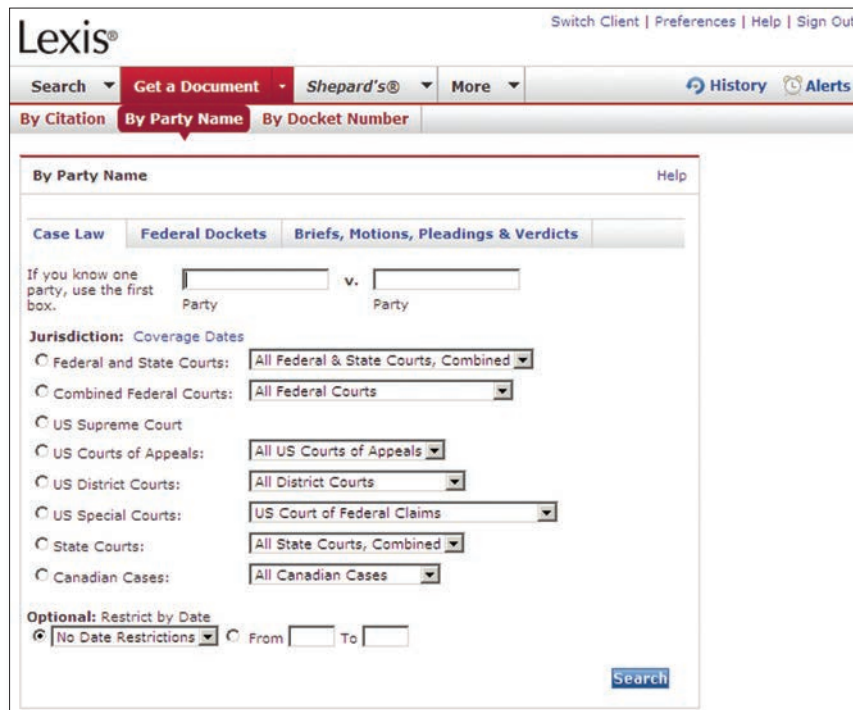
You can also select the **Get a Document** tab and then select the **By Citation** subtab.

Within the **By Citation** subtab, you can get help with a citation format by clicking the **Citation Formats** link. Just enter a publication name or review an alphabetic list of publication names.

Get a Document By Party Name

Retrieve the full text of a case, docket, brief, etc., when you know the name of at least one party:

1. Click the drop-down menu at the **Get a Document** tab (next to the **Search** tab).
2. Select **By Party Name**.
3. Choose **Case Law**, **Federal Dockets**, or **Briefs, Motions, Pleadings & Verdicts**.
4. Enter party name(s) (*mclineil and economics laboratory*, for example) in the box(es).
5. Select a jurisdiction (*U.S. Courts of Appeals*, for example), court (*7th Circuit*, for example) and/or source (and restrict by date, if you choose).
6. Click the **Search** button.



Get a Document By Docket Number

Retrieve the full text of a case, docket, brief, etc., when you know the docket number:

1. Click the drop-down menu at the **Get a Document** tab (next to the **Search** tab).
2. Select **By Docket Number**.
3. Choose **Case Law** or **Federal Dockets**.
4. Enter the docket number (*85-1332*, for example).
5. Select a jurisdiction (*U.S. Courts of Appeals*, for example), court (*7th Circuit*, for example) and/or source (and restrict by date, if you choose).
6. Click the **Search** button.

Shepardize® Documents

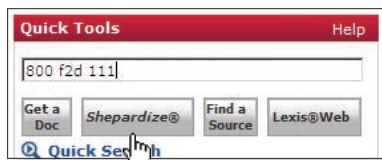
Is your authority still good law? The *Shepard's*® Citations Service provides the comprehensive citations history and treatment coverage necessary to verify the status of:

- Federal case law
- Case law from all 50 states, Washington, D.C. and Puerto Rico
- United States Code sections as well as statutes from all 50 states and D.C.
- Regulations, including the *Code of Federal Regulations*
- U.S. and state constitutional provisions
- Court rules, including the *Federal Rules of Evidence* and *Federal Rules of Civil Procedure*
- Law review articles from selected publications
- Individual U.S. patents

You can also use *Shepard's* Citations Service to find additional authority, i.e., identify cases, articles, legislation, etc., that cite your case or statute.

Shepardize a Single Document with Quick Tools

1. Enter the citation (*800 f2d 111*, for example) in the **Quick Tools** box.
2. Click the **Shepardize®** button.



Tip: You can also select the **Shepard's®** tab.

Shepardize Multiple Documents with Get & Print

1. Click the drop-down menu at the **Shepard's** tab.
2. Click the **Get & Print** link.
3. Enter your LexisNexis ID and Password, if prompted.
4. Enter your citations.
5. Make your selections for type of document (*Shepard's* reports) and delivery (browser, printer, download or email).
6. Click the **Get** button.

Retrieve and Print Multiple Documents (Get & Print)

All it takes is a single request from a single screen. (See screen at right.) Here's how:

1. Click the drop-down menu at the **Get a Document** tab.
2. Click the **Get & Print** link.
3. Enter your LexisNexis ID and Password, if prompted.
4. Enter your citations.
5. Make your selections for type of document (full-text documents and/or *Shepard's* reports) and delivery (browser, printer, download or email).
6. Click the **Get** button.

Tips:

From the **Get & Print** screen, you can retrieve and print documents and their *Shepard's* reports with a single request. Click the **Retrieve Full Text of Citations** and **Shepardize these Citations** links.

Shepard's Signal™ Indicator

The *Shepard's* Signal is an at-a-glance indicator of the precedential status of a case or statute. To review this legend while you research in *Shepard's*, click the **Legend** link at the bottom-left side of your report.



Warning—Negative treatment indicated

Contains strong negative history or treatment of your case or statute (for example, overruled by or reversed).



Questioned—Validity questioned by citing references

Contains treatment that questions the continuing validity of precedential value of your case or statute because of intervening circumstances, including judicial or legislative overruling.



Caution—Possible negative treatment indicated

Contains history or treatment that may have a significant negative impact on your case or statute (for example, limited or criticized by).



Positive treatment indicated

Contains history or treatment that has a positive impact on your case or statute (for example, affirmed or followed by).



Cited and neutral analysis indicated

Contains treatment of your case or statute that is neither positive nor negative.



Citation information available

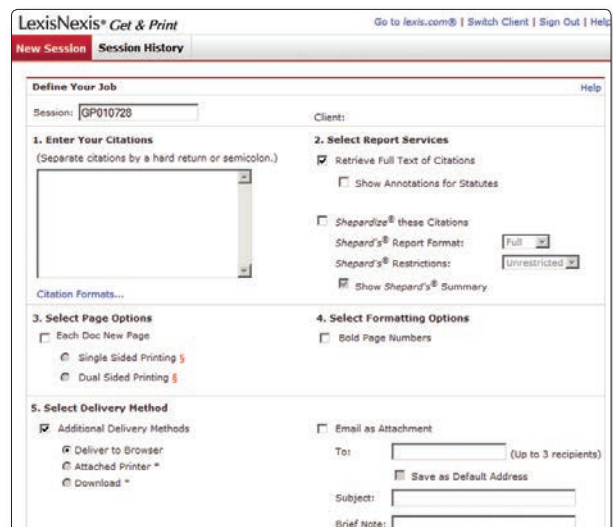
Indicates that citing references are available for your case or statute but do not have history or treatment analysis (for example, the references are law review citations).



Warning: Negative treatment is indicated for statute

Indicates that citing references contain strong negative treatment of your section, (for example, the section may have been found to be unconstitutional or void).

Only *Shepard's* provides a "true" positive indicator.



Read Your *Shepard's*® Report

- A** *Shepard's* Signal™ indicators show that there has been strong negative treatment either in the Subsequent Appellate History or the Citing References to the *McNeil* case
- B** The *Shepard's* Summary condenses your report and shows why your case or statute received its *Shepard's* Signal indicator.
- C** Find LexisNexis headnote references (“HN16 (61)” means Headnote 16 of your case has been referenced 61 times in citing cases) and click to go directly to the first citing reference.
- D** Navigate within the report to vital secondary citing references, including law reviews, statutes, treatises, and court documents.
- E** Click on the citation to view the full text of the document you *Shepardized*™.
- F** *Shepard's* Table of Authorities (TOA) identifies the cases your case cited and includes *Shepard's* Signal indicators to point out the cases’ treatment by other courts (see next page).
- G** Click a pinpoint page number to go to that page with the citing reference.
- H** Click on a treatment phrase (such as “followed by”) to get a detailed definition of that phrase.
- I** Select a treatment, jurisdiction or LexisNexis headnote from the pull-down list and navigate to that portion of the report.
- J** Click to display or hide your citing references’ *Shepard's* Signal indicators, pinpoint page numbers and headnote references. (Default is to display.)
- K** Click to customize your report—restrict by specific treatments, headnotes, jurisdictions or dates, or find vital points of law or fact patterns within references by using search words.
- L** Click the **Legend** link to see a description of the various signals that may appear in a *Shepard's* report.
- M** Click on a citing case name to retrieve that case. You’ll be positioned at the first mention of your *Shepardized* case and be able to navigate to any additional mentions of your case in that document.

LexisNexis® Switch Client | Preferences | Help | Sign Out

Search | Get a Document | **Shepard's®** | More | History | Alerts

Shepardize: [input] [GO]

View: KWIC | Full | Save As Shepard's Alert | Unrestricted | All Neg | All Pos | FOCUS™ - Restrict By [input]

1 - 50 of 159 Total Cites

Signal: **Warning: Negative treatment is indicated** | Trail: Unrestricted

McNeil v. Economics Laboratory, Inc., 800 F.2d 111, 1986 U.S. App. LEXIS 29174, 41 Empl. Prac. Dec. (CCH) P36492, 41 Fair Empl. Prac. Cas. (BNA) 1789 (7th Cir. Ill. 1986)

SHEPARD'S SUMMARY [HIDE]

Unrestricted Shepard's Summary

No negative subsequent appellate history.

Citing References:

- Warning Analyses: Overruled (2)
- Cautionary Analyses: Distinguished (6)
- Positive Analyses: Followed (10)
- Neutral Analyses: Concurring Opinion (1), Dissenting Op. (3), Explained (1)
- Other Sources: Law Reviews (13), Statutes (1), Treatises (12), Court Documents (21)

LexisNexis Headnotes: HN2 (3), HN3 (7), HN4 (11), HN5 (7), HN6 (2), HN8 (5), HN9 (20), HN10 (8), HN11 (10), HN13 (12), HN14 (10), HN15 (5), HN16 (61), HN17 (29), HN18 (14)

Show full text of headnotes

PRIOR HISTORY (2 citing references) Hide Prior History

Select for Delivery

- 1. McNeil v. Economics Laboratory, Inc., 1985 U.S. Dist. LEXIS 22994, 41 Fair Empl. Prac. Cas. (BNA) 1774 (N.D. Ill. Jan. 30, 1985)
- 2. **Later proceeding at:**
McNeil v. Economics Laboratory, Inc., 1985 U.S. Dist. LEXIS 18850, 41 Fair Empl. Prac. Cas. (BNA) 1779 (N.D. Ill. June 17, 1985)
- Affirmed by (CITATION YOU ENTERED):**
McNeil v. Economics Laboratory, Inc., 800 F.2d 111, 1986 U.S. App. LEXIS 29174, 41 Empl. Prac. Dec. (CCH) P36492, 41 Fair Empl. Prac. Cas. (BNA) 1789 (7th Cir. Ill. 1986)

SUBSEQUENT APPELLATE HISTORY (2 citing references) Hide Subsequent Appellate History

- 3. **Writ of certiorari denied:**
McNeil v. Economics Laboratory, Inc., 481 U.S. 1041, 107 S. Ct. 1983, 95 L. Ed. 2d 823, 1987 U.S. LEXIS 2021, 55 U.S.L.W. 3746, 42 Empl. Prac. Dec. (CCH) P36984, 43 Fair Empl. Prac. Cas. (BNA) 1056 (1987)
- 4. **Costs and fees proceeding at:**
McNeil v. Economics Laboratory, Inc., 1988 U.S. Dist. LEXIS 18590, 48 Fair Empl. Prac. Cas. (BNA) 1432 (N.D. Ill. Nov. 4, 1988)

CITING DECISIONS (108 citing decisions)

2ND CIRCUIT - U.S. DISTRICT COURTS

- 5. **Cited by:**
Buscemi v. PepsiCo, Inc., 736 F. Supp. 1267, 1990 U.S. Dist. LEXIS 4233, 53 Empl. Prac. Dec. (CCH) P39906, 62 Fair Empl. Prac. Cas. (BNA) 425 (S.D.N.Y. 1990)
736 F. Supp. 1267 p.1270
- 6. **Cited by:**
Noblar v. Beth Israel Medical Center, 715 F. Supp. 570, 1989 U.S. Dist. LEXIS 8667, 50 Empl. Prac. Dec. (CCH) P39160, 55 Fair Empl. Prac. Cas. (BNA) 1531 (S.D.N.Y. 1989) LexisNexis Headnotes HN16
715 F. Supp. 570 p.573

4TH CIRCUIT - COURT OF APPEALS

- 7. **Followed by:**
Duke v. Uniroyal, Inc., 928 F.2d 1413, 1991 U.S. App. LEXIS 5171, 56 Empl. Prac. Dec. (CCH) P40676, 55 Fair Empl. Prac. Cas. (BNA) 816, 19 Fed. R. Serv. 3d (Callaghan) 259 (4th Cir. N.C. 1991) LexisNexis Headnotes HN16
928 F.2d 1413 p.1423
- 8. **Cited by:**
Gilliam v. ArmteX, Inc., 820 F.2d 1387, 1987 U.S. App. LEXIS 7959, 43 Empl. Prac. Dec. (CCH) P36113, 43 Fair Empl. Prac. Cas. (BNA) 113 (4th Cir. N.C. 1987) LexisNexis Headnotes HN11
820 F.2d 1387 p.1390

4TH CIRCUIT - U.S. DISTRICT COURTS

- 9. **Cited by:**
Gries v. Zimmer, Inc., 795 F. Supp. 1379, 1992 U.S. Dist. LEXIS 8628 (W.D.N.C. 1992) LexisNexis Headnotes HN16
795 F. Supp. 1379 p.1384
- 10. **Cited by:**
Chace v. Champion Spark Plug Co., 732 F. Supp. 605, 1990 U.S. Dist. LEXIS 2663, 52 Fair Empl. Prac. Cas. (BNA) 542 (D. Md. 1989) LexisNexis Headnotes HN13, HN16
732 F. Supp. 605 p.609
- 11. **Cited by:**
Chace v. Champion Spark Plug Co., 725 F. Supp. 868, 1989 U.S. Dist. LEXIS 13690, 56 Fair Empl. Prac. Cas. (BNA) 542 (D. Md. 1989) LexisNexis Headnotes HN13, HN16
725 F. Supp. 868 p.870

5TH CIRCUIT - COURT OF APPEALS

- 12. **Cited by:**
Hansard v. Pepsi-Cola Metro. Bottling Co., 865 F.2d 1461, 1989 U.S. App. LEXIS 1909, 49 Fair Empl. Prac. Cas. (BNA) 197, 27 Fed. R. Evid. Serv. (CBC) 644 (5th Cir. Tex. 1989) LexisNexis Headnotes HN16, HN18
865 F.2d 1461 p.1461

Trail | Summary | Legend | Cites | Total (157) | 1 of 157

Search Tips

The Shepard's Signal™ Indicators

The Shepard's Signal™ indicators are integrated into case law documents and provide an immediate indication of the subsequent history and treatment of a particular case. When these codes are present, the LexisNexis® research service displays one of the following:

Note: Not every case will have a Shepard's Signal indicator.

- Warning: Negative treatment is indicated**
The red Shepard's Signal indicates that citing references in the Shepard's Citations Service contain strong negative history or treatment of your case (for example, overruled by or reversed).
- Warning: Negative treatment is indicated for statute**
The red exclamation point Shepard's Signal indicates that citing references in the Shepard's Citations Service contain strong negative treatment of the Shepardized™ section (for example, the section may have been found to be unconstitutional or void).

Use *Shepard's*® Table of Authorities to Review Case “Underpinnings”

Did your case rely on a case that is now in jeopardy? How might that affect your case? *Shepard's* Table of Authorities identifies the cases your case cited and includes *Shepard's* Signal indicators to show how these cases have been treated since. *Shepard's* Table of Authorities reports provide:

- At-a-glance analysis of the foundation of your case, uncovering hidden weaknesses in cases that have no obvious negative treatment.
- Links to the text of a case for in-depth information on the legal authorities cited within a case.
- A case-finding tool for specific legal issues or points of law.
- Cases cited within law reviews that are available through the LexisNexis services.

Tips:

Check the pinpoint page to see why a case was given the indicated editorial analysis. As part of your secondary source research, you can use the Table of Authorities to retrieve a list of all the cases cited in a law review article.

You can request a Table of Authorities report three ways:

1. Click the TOA link at the top right side of the case you are viewing.
2. Click the TOA link at the top of a *Shepard's* report (see previous page, item F).
3. Click the Table of Authorities link in the *Shepard's* tab drop-down menu.

Shepard's Table of Authorities reports display the list of cases in this order: U.S. Supreme Court, U.S. Circuit Courts, U.S. District Courts in numeric order, specialty courts then state courts. Within each jurisdiction, cases are arranged in the order they are found in the decision and then by the volume number of the reporter (if both cases appear on the same page).

- A** Click the **Return to *Shepard's*** link to go back to your *Shepard's* report.
- B** Click **FOCUS™-Restrict By** to search for specific fact patterns or legal concepts. Also restrict your TOA report to specific treatments or jurisdictions.
- C** Click the **pinpoint cite** to move to the first reference of your case.

- D** Did your case rely on a case that is now in jeopardy? The *Shepard's* Signal indicator shows you the status quickly.
- E** Display or hide parallel cites (default is to hide).
- F** Enter a cite to see another case's Table of Authorities.

Search Web Sources (Lexis® Web)

Lexis Web is a legal-specific search engine offering free Web content from legal Web sites validated by LexisNexis attorney editors. It provides powerful navigation tools to help you search for legal resources on the Web and at *lexis.com* and achieve a more productive research session. You'll get access to content from thousands of websites and millions of Web pages, including:

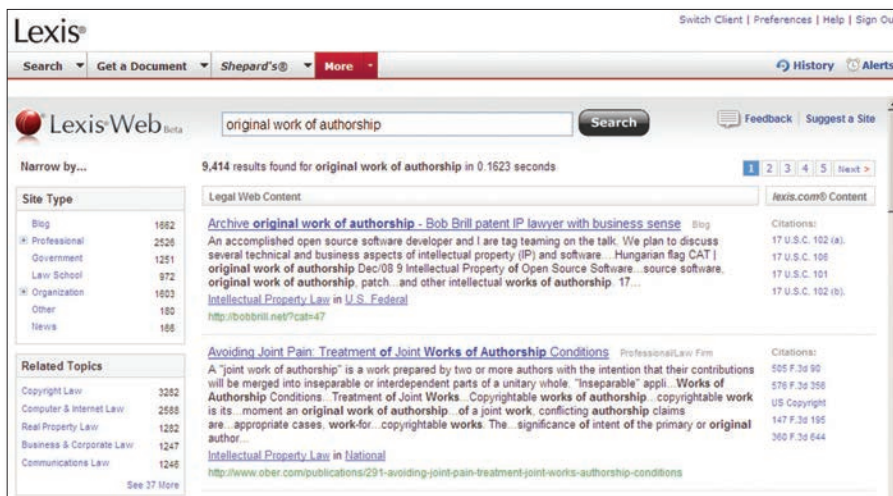
- Governmental agency information—federal, state and local levels.
- Informal commentary on legal issues, such as blogs specifically for lawyers and legal professionals.
- General Web information about legal topics.

To perform a search:

1. Enter your search words (*original work of authorship*, for example) in the **Quick Tools** Search box on the right side of your *lexis.com* screen.
2. Click the **Lexis® Web** button.



View your search results.



Tips:

To see recommended documents from *lexis.com*, look under the *lexis.com* Content heading. Click any of the links to go to a document of interest.

You can also reach the Lexis Web option by clicking on the **More** tab near the top of the screen and then clicking on the **Lexis Web** link.

Filter Your Lexis Web Search Results

With most search engines, it can be difficult and time-consuming to find answers in a large search result set. Lexis Web categorizes your search results automatically and offers the option to further filter your results by topic, practice area, etc.

The navigation bar to the left of your results lists your filtering options—and shows the number of results associated with that filter up front to help guide you. To filter:

1. Select a filtering link, e.g., **Copyright Law**.
2. Review your results. Note that all results now reflect the new filter.

You can select additional filters. **Your choices** appear in the Your Selections box on the navigation bar. You can clear one filter or all filters simultaneously. Filter categories include:

Site Type—Results are filtered based on the content type (e.g., Government, Commercial, Blog) assigned by LexisNexis editors.

Related Topics (Legal)—Lexis Web tags Web pages with the LexisNexis proprietary legal classification system. This navigator clusters results and surfaces the most relevant Web pages around specific areas of law.

Citations—Lexis Web collects all legal citations found in the Web search results and organizes them into a simple list, starting with the most frequently referenced citations.

Legal Terms—Displays a list of legal terms that are found in the results.

Jurisdiction—Results are filtered based on jurisdictions assigned by LexisNexis editors.

Practice Area—Results are filtered based on practice area as assigned by LexisNexis editors.

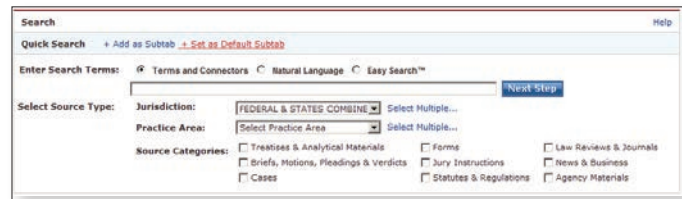
Source—Results are filtered based on the source of the Web page. Isolate all Web search results from a particular website using this filter.

Format—Narrow your results to PDFs, Microsoft® Word documents, etc.

Lexis® Quick Search

This search method offers simplified source selection. Select jurisdictions, practice areas and source categories, and Lexis Quick Search compiles a list of relevant sources for your search:

1. Click the **Quick Search** link that appears in the **Quick Tools** section of the main *lexis.com* screen.
2. Choose the type of search you want to do—Terms and Connectors, Natural Language, or Easy Search™ and enter your search terms.
3. Select a jurisdiction from the pull-down list (if you want to choose more than one, click the **Select Multiple** link).
4. Select a practice area from the pull-down list (if you want to choose more than one, click the **Select Multiple** link).
5. Choose your source categories.
6. Click the **Next Step** button.
7. Select your sources (as many as 50) from the compiled list.
8. Click the **Search** button.



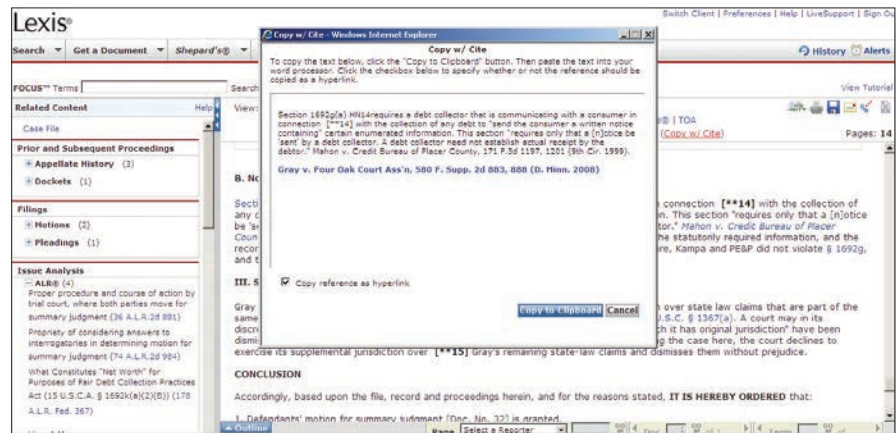
Tips:

You can add Quick Search as a search sub-tab, if you choose. You may see suggested sources that are not included as part of your subscription plan. Please see “Searching Resources Outside Your Subscription Plan” section on page 14.

Copy Research Selections into Work Product (Copy w/ Cite)

Highlight an on-point case passage and add it to a brief or paper you’re drafting in your word processor*. Click the **Copy w/ Cite** link at the top of your LexisNexis viewing screen. Your passage is ready to paste—complete with a **page-specific cite that also serve as a link** back to the passage in context.

Copy w/ Cite is available for more than case law. You’ll find the Copy w/ Cite link on statutes, treatises, analytical materials and other paginated sources. News articles are also available to copy with a non-linking bibliographic reference, usually publication name and date.



To copy and paste a passage and its reference:

1. While viewing a document, highlight your selection.
2. Click the **Copy w/ Cite** link at the top of your *lexis.com* screen. (If you click the link without highlighting copy, you create a reference link to the entire document.)
3. Your highlighted passage will appear in the Copy w/ Cite box.
If your passage is a case, the added reference reflects the reporter in which you were viewing the case. If no reporter has been chosen, the reference will reflect the primary pagination. Any links or graphics within the selection are converted into text. If you wish the reference to appear as text without a link, unclick the Copy reference as hyperlink box.
4. Click **Copy to Clipboard**.
5. Open your word-processing document and use the paste function to paste the selection where needed. Once in your document, you can format the selection or link to match your document style.

* Microsoft Word and Word Perfect, versions 10 and later.

LexisNexis Search by Topic or Headnote

Compile a thorough overview of any of thousands of legal topics, pinpoint relevant authority or build U.S. federal and state case digests.

LexisNexis Search by Topic

Need an overview on a topic or area of law? LexisNexis Search by Topic pulls together all of the relevant materials you need—cases; Matthew Bender® treatises; checklists; forms; LexisNexis Briefs, Pleadings & Motions; and more—in one search. *If the source is listed on the search form, you know your topic is discussed.*

To create an overview:

1. Click the pull-down list from the **Search** tab and select the **Topic or Headnote** link.
2. Choose a topic:
 - Enter key words (*doctrine equivalents*, for example) in the **Option 1: Find a Legal Topic** box
 - Click the **Find** button
 - Click your choice in the topic list (**Ordinary Skill**, for example)OR
 - Browse the 40+ practice areas you'll see under the **Option 2: Explore Legal Topics** box, drilling down to find the precise topic you need. (For example, click **Patent Law**, expand **Infringement Actions**, expand **Doctrine of Equivalents**, expand **Elements** and select **Ordinary Skill**.)
3. Build your search by making selections under **Option 1 – Search across Sources** (see screen below):
 - **Jurisdiction**—choose federal, all states, a specific state, etc., or click the **Select Multiple** link and choose the federal/state combination that fits your needs.
 - **Sources**—click the **Select Sources** button and choose from the list of relevant materials which have been compiled based on your topic and jurisdiction.
 - **Search Terms (Optional)**—choose **Terms and Connectors** or **Natural Language** searching and add terms to refine your research.
4. Click the **Search** button.

The screenshot shows the LexisNexis search interface. At the top, there's a navigation bar with 'Search', 'Get a Document', 'Shepard's', and 'More'. Below that, there are tabs for 'All', 'Legal', 'News & Business', 'Public Records', 'Find A Source', 'By Guided Search Form', 'Taxation', and 'New York'. The main content area is titled 'All Topics > Patent Law > Infringement Actions > Doctrine of Equivalents > Elements'. It features two search options: 'Option 1 - Search across Sources' and 'Option 2 - Search by Headnote'. Option 1 includes fields for 'Jurisdiction', 'Sources', and 'Search Terms (Optional)'. Option 2 includes a 'Jurisdiction' field and a 'Date (Optional)' field. A 'Search' button is visible at the bottom of the Option 1 section.

LexisNexis Search by Headnote

Build a case digest on the fly! Choose your topic and, in one step, Search by Headnote generates a summary list of relevant and current cases on any legal issue, including emerging legal issues. And it adds in-depth case discussions on your topic.

To create a case digest:

1. Click the pull-down list from the **Search** tab and select the **Topic or Headnote** link.
2. Choose a topic:
 - Enter key words (*doctrine of equivalents*, for example) in the **Option 1: Find a Legal Topic** box.
 - Click the **Find** button.
 - Click your choice in the topic list (**Ordinary Skill**, for example).OR
 - Browse the 40+ topics you'll see under the **Option 2: Explore Legal Topics** box, drilling down to find the precise topic you need (for example, click **Patent Law**, expand **Infringement Actions**, expand **Doctrine of Equivalents**, expand **Elements**, and select **Ordinary Skill**).
3. Build your search by making selections under **Option 2 – Search by Headnote** (see screen below):
 - Make a selection from the pull-down **Jurisdiction** list (*Patent Cases from Federal Courts*, for example).
 - Choose date restrictions (optional).
4. Click the **Retrieve All** button.

Tip:

On many lexis.com source selection screens, you can also use the **Search by Topic or Headnote** box on the right side of the screen to begin the Search by Headnote process.

Reviewing Search by Topic Results

Your Search by Topic results are displayed in a tabbed results set, i.e., with content tabs across the top of the viewing screen so you can move among any content types, e.g., from cases to treatises to news without losing your place.

See page 22 for more details on tabbed results sets.

Reviewing Search by Headnote (aka Retrieve All Headnotes) Results


Your results for Search by Headnote and More Like This Headnote (see page 23 for details on this feature) are displayed in the **Virtual Digest** view, an expanded cite list that shows case citations, relevant LexisNexis headnotes and/or paragraphs most relevant to your topic.

You can use the special features of this display to advance your research. For example, you can quickly narrow your results to the:

- Most **influential cases**, i.e., the cases most frequently cited for that topic.
- Most **in-depth discussions** of your topic within cases
- Cases with **headnotes** on your topic, i.e., no cases with in-depth discussions

The screenshot shows the Lexis search interface. At the top, there are navigation links for 'Switch Client | Preferences | Help | Sign Out'. Below that, a search bar and navigation tabs like 'Search', 'Get a Document', 'Shepard's', and 'More' are visible. The main content area displays search results for 'Original Results (1 - 193)'. The results are sorted by 'Frequently Cite' (marked with a red circle 'A'). The first result is 'Warner-Jenkinson Co. v. Hilton Davis Chem. Co.', with an overview and opinion section. The second result is 'Hilton Davis Chem. Co. v. Warner-Jenkinson Co.'. A red circle 'B' highlights a link to 'HN17' in the opinion text. A red circle 'C' highlights a 'More Like This Headnote' link. A red circle 'D' highlights a 'Patent Cases from Federal Courts' link in the breadcrumb trail.

With the Virtual Digest display available for Search by Headnote, you can:

- A** Surface the “influential cases,” i.e., the cases most frequently cited by the other cases for your topic. Click the down arrow next to the Sort By box at the top of your results screen. Select **Frequently Cited**.
Following each citation in the Frequently Cited sorting list, find the number of citings in parentheses. To move to those cases, click the **View** link. Each citing reference is listed.
- B** Link to the discussion of the headnote in the opinion. Click its link, e.g., **HN17**. You can also move to the full text of any pinpoint page cite by clicking its link, e.g., **[*312]**
- C** Use the **More Like This Headnote** link to find additional headnotes. (See page 23 for more information on this feature.)
- D** Click on the  icon next to your topic and get details on what that topic covers. For example, Ordinary Skills “covers the application of the ordinary skill standard to the doctrine of equivalents for the purpose of evaluating a patent infringement claim. In applying the doctrine of equivalents, courts consider whether a person of ordinary skill in the art would know that the changes in the accused device are substantially equivalent to the patented invention’s claims.” The topic wording can also help you find additional search terms for researching this topic.

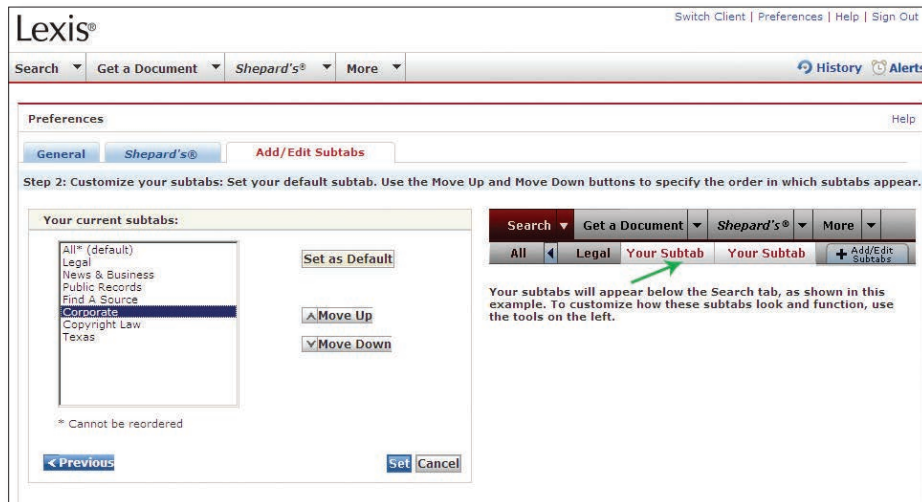
Selecting Sources

At *lexis.com*, you have a variety of options for finding, selecting and managing sources so you get the results you seek and save valuable research time.

Bring Practice Area or Jurisdictional Sources You Use Most to the Main *lexis.com* Screen

The practice area and jurisdictional sources you use most can be the first resources you view at *lexis.com*. Add display tabs (i.e., “subtabs”) under your Search tab on the main *lexis.com* page. Make any subtab your default start page. Choose to display up to **18 subtabs total**, selecting among:

- **five general subtabs** (Legal, News & Business, Public Records, Find a Source, and Quick Search);
- **62 practice areas** (from Accounting to Workers’ Compensation);
- **56 jurisdictions** (all 50 U.S. states, combined states, District of Columbia, Guam, Northern Mariana Islands, Puerto Rico and Virgin Islands); and
- **three specialized searches** (By Topic or Headnote, By Guided Search Form, and By Dot Command).



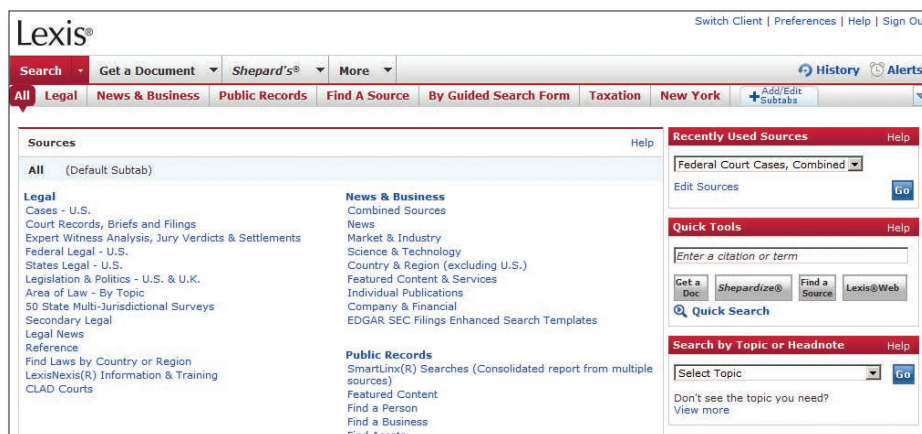
To add subtabs for resources you use frequently:

1. Click **+Add/Edit Subtabs** in the subtab bar under Search.
2. Indicate your choices by clicking the appropriate checkboxes.
3. Click the **Next** button.
4. Customize your subtabs (see screen).

Change your start page and/or display order of your subtabs by highlighting the name of the subtab and clicking **Set as Default**, **Move Up** or **Move Down**. Then click **Set**.

Return to Recently Used Sources Quickly

Your most recent 20 selected sources are saved automatically in the **Recently Used Sources** box on the right side of your *lexis.com* screen. If you search multiple sources simultaneously (i.e., Combine Sources), *lexis.com* also saves those custom source groups. To move to a recently used source, click the drop-down arrow and make a selection.



Keep favorite sources on this list permanently. Or delete sources from the list. Click the **Edit Sources** link, then:

- To retain a source: click the **checkbox** next to the source name, then click **Set**.
- To delete a source: click **Delete** next to the source name and click **OK** in the pop-up box. Then click the **Set** button.

Find a Source

Use Key Words to Find/Search for a Source

1. Enter a full or partial source name (such as *wall street journal*) or a subject (such as *oil spill*) in the search box in **Quick Tools** on the right side of the screen.
2. Click **Find a Source**.
3. Retrieved sources appear in order by relevance.
4. Click the source you wish to search (or click multiple source checkboxes and then the **Combine Sources** button to select multiple sources).



Tip:

You can also click on the drop-down menu at the **Search** tab or under Option 1 on the **Find a Source** subtab under the **Search** tab (see screen below).



Use an Alphabetical List to Find a Source

1. Click **Find a Source** in the Quick Tools box OR the **Find a Source** subtab under Search.
2. Click any letter displayed under **Option 2: Browse Alphabetically** (see screen above).
3. View the list of source titles beginning with that letter.
4. Click the source you wish to search.

Use a Source Hierarchy to Find a Source

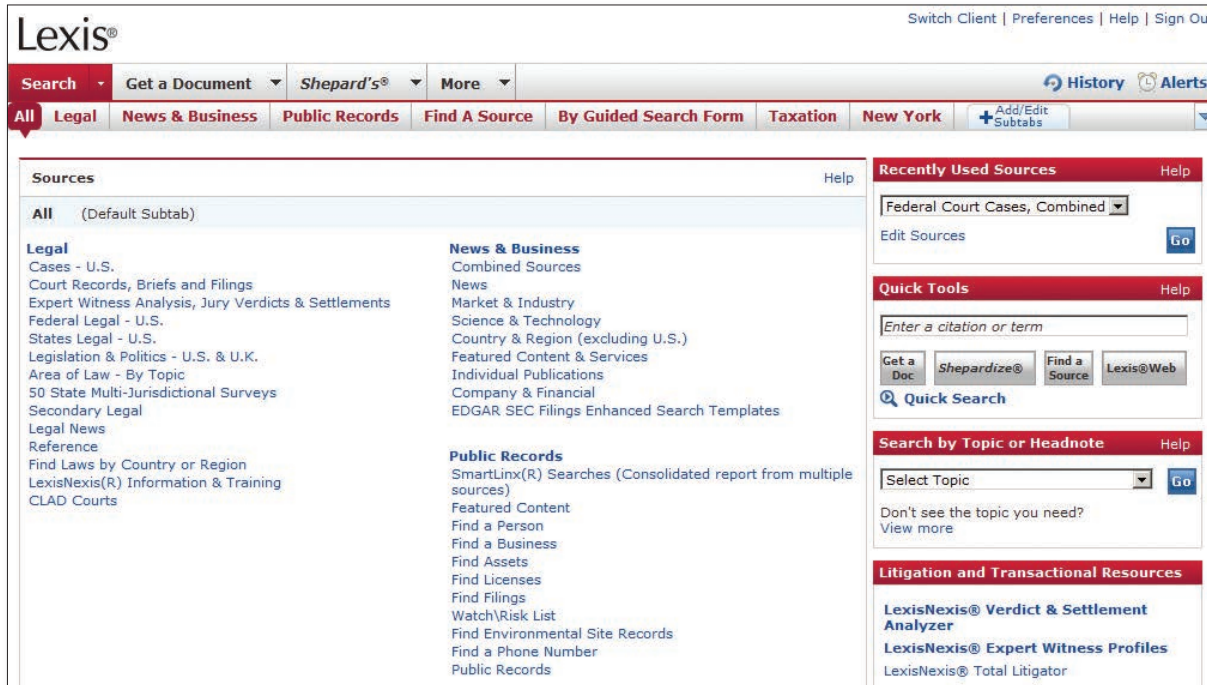
1. Select any general, practice-area, or jurisdictional subtab (such as *Labor & Employment*).
2. Click a source category (such as *Find Statutes & Regulations*).
3. Click the source you wish to search (such as *State Codes, Constitutions, Court Rules & ALS, Combined*).
4. As you click through the levels of the source hierarchy, *lexis.com* creates a “trail” showing your path, and displays this path in the top-left section of the screen. To return to any previous level, just click on the name of that level.

Tips:

Search more than one source simultaneously! In addition to the group sources offered on your *lexis.com* menu pages, you can create custom group sources with exactly the sources you need. Click the checkbox next to each source name displayed. (Sources with gray checkboxes are not available to combine.) You can even move between menu pages to select sources as needed. Select up to 50 sources. Then click the **Combine Sources** button. The combined source set you create will be saved in *Recently Used Sources* for later use. Your search results will be organized by source type for easy navigation (see page 22 for details).

Move to *lexis.com* “User Favorites” (found under the All Subtab)

Another way to save steps when choosing sources is the **All** subtab under Search. The All subtab displays links to most-used resources of the *lexis.com* Legal, News & Business and Public Records tabs. Click a link, e.g., **Court Records, Briefs and Filings**, and move directly to those sources—without navigating through the source hierarchy.



The screenshot shows the Lexis.com website interface. At the top, there is a navigation bar with the Lexis logo, a search bar, and several tabs: "All", "Legal", "News & Business", "Public Records", "Find A Source", "By Guided Search Form", "Taxation", and "New York". The "All" tab is currently selected. Below the navigation bar, there is a "Sources" section with a "Help" link. The "Sources" section is divided into three columns: "Legal", "News & Business", and "Public Records". The "Legal" column lists various legal resources such as "Cases - U.S.", "Court Records, Briefs and Filings", and "Expert Witness Analysis, Jury Verdicts & Settlements". The "News & Business" column lists resources like "Combined Sources", "News", and "Market & Industry". The "Public Records" column lists resources such as "SmartLinx(R) Searches (Consolidated report from multiple sources)", "Featured Content", and "Find a Person". To the right of the "Sources" section, there are three panels: "Recently Used Sources" with a dropdown menu and a "Go" button; "Quick Tools" with a search input field and buttons for "Get a Doc", "Shepardize®", "Find a Source", and "Lexis@Web"; and "Search by Topic or Headnote" with a dropdown menu and a "Go" button. At the bottom right, there is a section titled "Litigation and Transactional Resources" with links to "LexisNexis® Verdict & Settlement Analyzer", "LexisNexis® Expert Witness Profiles", and "LexisNexis® Total Litigator".

Go to Additional LexisNexis Resources (found under the More tab)

Get quick access to related products and services. Just click the **More** tab and find links to resources such as:

- **LexisNexis® Verdict & Settlement Analyzer** helps you see the likely outcome of your new case and consider the risks and opportunities so you can recommend settlement, consider trial or perhaps pass on the matter entirely.
- **LexisNexis® Expert Witness Profiles** can help you map out your expert witness strategy. Research results are aggregated automatically into one, easy-to-scan report of graphics and analyses that uncover the important trends and warning flags in an expert’s track record—cumulative insights that conversations with colleagues can’t reveal.
- **Lexis® Transactional Advisor** lets you select from more than a dozen topical and practice-area centers to accomplish major tasks, including assessing new matters, analyzing issues, advising clients and acting on strategy.
- **LexisNexis® Analyzer** gives you quick, easy access to critical information about judges, attorneys, expert witnesses, arbitrators and companies.
- **LexisNexis® Total Litigator** is designed around your workflow (early case assessment, drafting/filing/serving, discovery, legal research, gathering intelligence, trial prep, staying current), this task-based research platform suggests appropriate resources based on the task you choose.
- **LexisNexis® Expert Research On-Demand (IDEX®)** lets you benefit from a search of more than one million revealing documents, including resumes, authored articles, jury awards, settlement amounts, depositions, full-text testimony transcripts, Daubert challenges and more.
- **LexisNexis® Tax Center** helps you take advantage of an easy-to-use tax-specific interface that streamlines your tax research and helps you provide the most comprehensive and accurate tax advice to your clients.
- **TotalPatent®** gives you access to a comprehensive collection of patent information through a single platform that combines first-level data coverage with user-friendly design and powerful search functionality, including transparent and controllable semantic analysis.
- **Counsel Selector** lets you take advantage of the power of *martindale.com*® when you need to find lawyers or law firms.

Setting and Saving Your Preferences

In addition to adding subtabs for the practice area and jurisdictional content you use most often (see page 11), you can also customize various aspects of your *lexis.com* searching experience via **Preferences**, located in the upper right corner of most *lexis.com* screens.

For example, you can set defaults for viewing search results, link to change your password or select *Shepard's* display options.

To change your preferences:

1. Click the **Preferences** link in the top-right portion of the screen to display the **Preferences** screen.
2. Select the **General** or **Shepard's** subtab.
3. Click the appropriate checkboxes and make selections from the pull-down lists.
4. Click the **Set** button.

Tips:

Add Search subtabs to the main *lexis.com* page for the practice area and jurisdictional content you use most. See page 11.

Preference screens allow you to select:

- A Your starting location
- B Natural Language search options
- C Search editing options
- D Search results display options related to the FOCUS bar, toolbar, navigation frame, pagination, tables of contents and more
- E Whether to see your search terms in context, and how many words on either side, within Cite display mode
- F Search history options
- G *Shepard's* display and document delivery

Searching Resources Outside Your Subscription Plan

Depending on your subscription, some sources may be provided at a separate charge. This is indicated by a **\$** next to the source name.

To view pricing information for such a source:

- Click on the **\$** next to the source name.

OR

- Click on the **i**. This is the source description. Scroll to the end of the description to see the search price (without discounts).

General Searching

Words or Terms

A word or term is a single character or group of characters, alphabetical or numeric, with a space on either side.

(Note that a hyphen is treated as a space.) Examples:

<i>mcperson</i>	one searchable word
<i>§1988</i>	one searchable word
<i>§ 1988</i>	two searchable words
<i>pretrial</i>	one searchable word
<i>pre-trial</i>	two searchable words
<i>pre trial</i>	two searchable words

Plurals and Possessives

Plural and possessive forms of regular nouns are retrieved automatically.

City finds *City, cities, city's* or *cities'*. *Writ* finds *writ, writs, writ's* or *writs'*.

For irregular nouns, see **Universal Characters** below.

Equivalents

These are retrieved automatically. For example, *cal* finds *California, CA, Cal.* and *Calif.*

Section Symbol

You can use the "at" symbol (@) for the section symbol (§) used in citations.

For example, @ 305 or @305.

Using Terms and Connectors

Terms and Connectors searching (Boolean search logic) uses words and connectors to create phrases and concepts. Here's an example of a Terms and Connectors search: *drug /15 test! OR screen! /10 employ!*

Universal characters

Universal characters replace letters in your search terms.

CHARACTER	EXAMPLE	EXPLANATION
!	<i>litigat!</i> finds <i>litigation, litigate, litigator</i>	Replaces any number of letters after a word root—use only one ! per word at the end of the word
*	<i>wom*n</i> finds <i>woman</i> or <i>women</i> <i>bank***</i> finds <i>banked</i> or <i>banking</i> , but not <i>bankruptcy</i>	Replaces one letter in a word—you can use more than one * in a word, anywhere except as the first letter

Connectors

Connectors establish relationships among search words/terms. If you've selected **Terms & Connectors** searching, you'll find a list of connectors on the bottom-left side of the basic search form. If you rest your cursor on any connector, you'll see its definition and an example. Or you can click the **More Connectors & Commands** link for additional details.

CONNECTOR	EXAMPLE	EXPLANATION
OR	<i>doctor OR physician</i>	Finds documents containing any of the terms or phrases connected by <i>OR</i>
AND	<i>bank! AND deregulat!</i>	Finds documents containing all terms or phrases connected by <i>AND</i>
/n	<i>market /5 share</i>	Finds two words or phrases in the same document within <i>n</i> words of each other (<i>n</i> = any number from 1 to 255)
/s	<i>circumstances /s mitigating</i>	Finds the words or phrases connected by <i>/s</i> within the same sentence
/p	<i>rule /p sanction</i>	Finds the words or phrases connected by <i>/p</i> within the same paragraph
PRE/n	<i>cable PRE/2 tv OR television</i>	Finds documents in which the first word or phrase precedes the second within the specified number of words
NOT/n	<i>rico NOT/2 puerto</i>	Finds documents in which the first word or phrase appears and in which the second word can appear, but not within the specified distance of the first
AND NOT	<i>trust AND NOT charitable</i>	Finds documents in which the first word or phrase appears and the second word does not appear at all

Tip: The connectors */s* and */p* cannot be used with */n*.

How connectors operate

Connectors operate in the following order:

First **OR**

Second **/n, PRE/n, NOT/n**

Third **/s**

Fourth **/p**

Fifth **AND**

Sixth **AND NOT**

If you use two or more of the same connector, they operate from left to right and, if you use multiple number connectors, the smallest number operates first. Here's an example:

bankrupt! /25 discharg! AND student OR college OR education! /5 loan

1. **OR** creates a unit, joining *student OR college OR education!*
2. **/5**, the smaller of the number connectors, ties together *loan* and the unit of *student OR college OR education!*
3. **/25** creates a unit of *bankrupt! /25 discharg!*
4. **AND** operates last and links the units formed in 2 and 3 above

You can use parentheses to change priority. Why might you want to do this? Look at the following example:

mary /3 smith OR jane /3 jones OR william /3 matthews

This search would look for “smith OR jane” and then “jones OR william.” Not what the researcher had in mind. Here's how to get the intended results:

(mary /3 smith) OR (jane /3 jones) OR (william /3 matthews)

This search will look for documents that include any or all of the specified names, whether they include a middle initial or not.

Precision search commands

These commands help you form even more precise search requests:

COMMAND	EXAMPLE	EXPLANATION
atleastn	<i>atleast10(cercla)</i>	Finds documents that mention your term (<i>CERCLA</i> , for example) at least <i>n</i> times: searches for documents with significant coverage of your topic. Use any number from 1 to 255
allcaps	<i>allcaps(aids)</i>	Finds words in all capital letters (<i>AIDS</i> and not <i>aids</i> , for example)
nocaps	<i>nocaps(aid)</i>	Finds words that include no capital letters (<i>aid</i> or <i>aids</i> , but not <i>AIDS</i> , for example)
caps	<i>caps(jobs)</i>	Finds words that are initial-capped (<i>Jobs</i> [as in Steve], but not <i>jobs</i> [as in jobs market], for example)
plural	<i>plural(jobs)</i>	Finds plural forms only (<i>Jobs</i> [as in Steve] and <i>jobs</i> [as in jobs market], but not <i>job</i> [as in job creation], for example)
singular	<i>singular(job) /5 discrimination</i>	Finds singular form only

Segments

You can restrict your search to specific parts, or segments of documents, such as the headline of a news article or the name of the judge who wrote an opinion in a case. All documents at *lexis.com* are divided into parts that are common to the document type. For example, cases contain the party names, docket numbers, dates, full text of opinions, etc., and news stories contain headlines, publication names, author names, etc.

SEGMENT	EXAMPLE	EXPLANATION
NAME	<i>name(roe AND wade)</i>	Finds all cases in which a particular person or entity was a party
WRITTENBY	<i>writtenby(Scalia)</i>	Finds all decisions—majority, concurring and dissenting—written by a particular judge
DATE	<i>date is 3/31/2005</i> <i>date bef 4/1/2005</i> <i>date aft 3/30/2005</i> <i>date aft 3/30/2005 AND</i> <i>date bef 7/1/2005</i>	Finds documents issued on, before or after the specified date, or within a specified date range
HEADLINE	<i>headline(oil /5 spill!)</i>	Finds articles with your search terms in the headline

Tips:

Whether you're searching with *Terms & Connectors* or *Natural Language*, you can choose segments relevant to any source from the pull-down list on the search form. (See the “Using the Basic Search Form” section on page 18.)

Using Table of Contents (TOC) Sources

Expandable Table of Contents sources, make it easy to navigate through U.S. and state statutes and regulations, treatises and other secondary sources. You can click through the TOC levels, open and close multiple TOC levels, search the full-text source or search just the TOC.

For example, to browse the TOC for *Moore's Federal Practice*® – Civil to find in-depth analysis on sanctions under Rule 11 of the *Federal Rules of Civil Procedure*, select the source and then open or close multiple TOC levels:

- Rest your cursor on any + or – sign. A pop-up menu shows you how many levels are open and closed—and how many items are at each level.* Select a level and click.

OR



- Rest your cursor on any + or – sign to check your location. Select a level and click.* Select any full-text document. To return to the TOC, click the **TOC** link.

* U.S. Patent No. 7360175

To search the TOC for information on Sanctions under Rule 11 of the *Federal Rules of Civil Procedure*:

- Type **sanctions /10 rule 11** in the TOC search box.
- Make sure the **Table of Contents** radio button is checked.
- Click the **Search** button.

Your TOC search results show you a condensed TOC. Every line is a link. Blue links go to TOC levels—including full-text sections—where your search words appear. Black links do not include your search words but give you access to adjacent levels and documents for context.

- Click on blue links to go to TOC levels or documents where your search words appear. To return to your TOC search results, click **TOC Hits** link.
- Click on levels with  or  to link to full-text documents. When viewing a full-text document, click the **TOC Hits** link or the **Return to Results** link to go back to your TOC search results.
- Click black links to expand your research to adjacent levels or documents. To return to your TOC search results, click the **TOC Hits** link.



The screenshot shows the Lexis search interface. At the top, there are navigation links: "Switch Client | Preferences | Help | Sign Out". Below that is a search bar with "Search", "Get a Document", "Shepard's", and "More" dropdowns. On the right, there are "History" and "Alerts" icons. The main content area shows the search results for "sanctions /10 rule 11". The search criteria are "Full-text of source documents" and "Table of Contents (TOC) only". The search results are displayed as a tree structure under "Moore's Federal Practice, 3rd Edition". The tree includes sections like "Publication Information", "INDEX", "What's New", "Volume 1: Analysis: Civil Rules 1-6", and "Volume 2: Analysis: Civil Rules 7-12". Under "Volume 2", there are several chapters and sections, including "Chapter 11 Signing Pleadings, Motions, and Other Papers; Representations to the Court; Sanctions". A search box at the top of the results area contains "sanctions /10 rule 11".



The screenshot shows the Lexis search interface displaying the results for the search "sanctions /10 rule 11". The search criteria are "FOCUS™ Terms" and "GO". The search results are displayed as a tree structure under "Moore's Federal Practice, 3rd Edition - TOC". The tree includes sections like "Volume 2: Analysis: Civil Rules 7-12", "Chapter 11 Signing Pleadings, Motions, and Other Papers; Representations to the Court; Sanctions", and "C. SANCTIONS FOR VIOLATING RULE 11". Under "C. SANCTIONS FOR VIOLATING RULE 11", there are several sections, including "D. NON-RULE-11 SANCTIONS" and "A. FUNCTION OF RULE". A search box at the top of the results area contains "sanctions /10 rule 11".

Using Search Forms

Using the Basic Search Form

Once you've selected your source(s), you're ready to enter your search in the search form.

To submit your search:

1. *Optional:* Click any of the checkboxes under the "Broaden this search with additional sources" heading to choose from as many as 25 recommended sources related to the one(s) you selected (this option does *not* appear for every source). A dollar sign (\$) will appear next to suggested sources outside your subscription.
2. Click the type of search you'd like to perform—either **Terms & Connectors**, **Natural Language** or **Easy Search™**.
3. Enter your search in the box (see "Using Terms & Connectors" on page 15, the "Using Natural Language" or the "Using Easy Search" section below for more details)—if you choose, you can then click the **Suggest terms for my search** link to see additional terms you may wish to incorporate.
4. Depending on the type of search you selected, you have additional options:
 - For a Terms & Connectors or Natural Language search, you can look for terms in specific parts or segments of documents and restrict-by date.
 - For a Terms & Connectors or Natural Language search, you can check spelling of your search terms by clicking the **Check Spelling** link.
 - For a Natural Language search, you can specify mandatory terms and restrict-by date.
5. Click the **Search** button.

The screenshot shows the Lexis search interface. At the top, there's a navigation bar with 'Lexis' logo, 'Switch Client | Preferences | Help | Sign Out', and a search bar. Below the navigation bar, there are tabs for 'All', 'Legal', 'News & Business', 'Public Records', 'Find A Source', 'By Guided Search Form', and 'Taxation'. The main content area is titled 'Legal > Area of Law - By Topic > Patent Law > Find Cases > Intellectual Property Cases, Administrative Decisions & Regulations'. The search form includes a 'Search' input field, a 'View Tutorial | Help' link, and a 'Broaden this search with additional sources' section with checkboxes for 'Intellectual Property Cases, Administrative Decisions & Regulations' (checked), 'Patent Law Emerging Issues', 'Chisum on Patents', 'Patent Law Digest', 'Patent Case Management Judicial Guide', and 'BNA Patent Trademark & Copyright Daily'. There's also a 'View all sources' link. The 'Select Search Type and Enter Search Terms' section has a dropdown menu with 'Terms & Connectors' selected, showing search terms 'date aft 2009 and at10(foreclos)'. Other options are 'Natural Language' and 'Easy Search™'. There are links for 'Suggest terms for my search' and 'Check spelling'. The 'Restrict by Document Segment' section has a dropdown for 'Select a Segment' and an 'Add' button. A note states: 'Note: Segment availability differs between sources. Segments may not be applied consistently across sources.' The 'Restrict by Date' section has a dropdown for 'No Date Restrictions' and fields for 'From' and 'To' with a 'Date formats...' link. At the bottom, there are 'Search Connectors' and 'How Do I...?' sections.

Using Natural Language Searching

Natural Language searching uses "plain English" questions or phrases. Here's an example of a Natural Language search:

Can employment drug screening be a contract arbitration issue?

Your search results will appear ranked by relevance. Use Natural Language to research conceptual issues rather than specific topics or when you're searching complex issues and are unsure of the words to use.

Using Easy Search

The Easy Search feature lets you enter search terms to run a quick search. It's intended for simple, two- to three-word searches in either Boolean or Natural Language. You need not use any particular search syntax, but if you do, the LexisNexis services can detect which type of search to perform. You can use quotation marks to search for a phrase. When you use the Easy Search feature, up to 250 documents will display in an expanded Cite view, with your search terms in bold. Your results appear ranked by relevance.

Using the Guided Search Form

To submit your search:

1. Select **Guided Search Form** from the pull-down list on the **Search** tab.
2. Choose the form you wish to use (such as **Cases**, **Codes**, **News**, **Company**, etc.).
3. Indicate your search requirements—each Guided Search Form may have different options, as appropriate, such as:
 - Search terms
 - Sources, as appropriate for the form you chose
 - Date restrictions
 - Area of law
 - Name(s)
4. Click the **Search** button.

The screenshot shows the Lexis website interface. At the top, there is a navigation bar with 'Lexis®' on the left and 'Switch Client | Preferences | Help | Sign Out' on the right. Below this is a search bar with 'Search' and 'Get a Document' dropdowns, and 'Shepard's®' and 'More' dropdowns. A secondary navigation bar includes 'Find A Source', 'By Guided Search Form' (highlighted), 'Taxation', and 'New York'. There are also 'History' and 'Alerts' icons, and an 'Add/Edit Subtabs' button. The main content area is titled 'All Guided Search Forms > Cases'. It features a 'Cases' search form with a 'Help' link. The form includes fields for 'Terms:', 'Party Name:', 'Counsel or Firm Name:', 'Judge's Last Name:', 'Court(s):' (set to 'All Federal & State Courts'), and 'Date:' (set to 'No Date Restrictions'). A 'Search' button is located at the bottom right of the form. A 'Key:' section at the bottom left provides a link to see information about the source.

Viewing and Analyzing Search Results

The LexisNexis services at *lexis.com* provide all the tools you need to analyze documents quickly, identify those that are on point and retrieve additional relevant documents, such as news articles and public records.

You'll find a variety of ways to display documents that let you review your search results as efficiently as possible.

Display Formats

- **Cite**—displays a bibliographic list of the citations. (When viewing case law, you'll see the **Cite List Overview**, which provides a summary of the case's legal issues to help you quickly determine which documents in your results are relevant.)
- **Virtual Digest**—(available for Retrieve All Headnotes results and More Like This Headnote results only) shows case citations plus relevant LexisNexis Headnotes and/or paragraphs most relevant to your topic.
- **KWIC™**—the default displays a 25-word window of text around your search words. (You can change the size of the window of text by clicking the **KWIC** link, clicking the **KWIC±25** link, entering a number from 1 to 999 and clicking the **OK** button.)
- **Full**—displays the full text of your document.
- **Custom**—displays only the document parts (segments) you want to view; just click the **Custom** link, select the segments you wish to view and click the **OK** button.
- **TOC View**—sources arranged hierarchically by topic, such as statutes, regulations and treatises, are displayed automatically in TOC (Table of Contents) format so you can either browse or search the TOC.

Here are some highlights of what you'll see in a cite list of cases:

- A Checkboxes**—lets you select the cases you want to print, download or use for a FOCUS search.
- B Shepard's Signal indicator**—click on an indicator to *Shepardize* that case.
- C Cite List Overview**—provides a summary of the case's legal issues to help you determine quickly which documents are relevant.
- D Core Terms**—provide a snapshot view of the case (also see page 21).
- E Show Hits**—displays each sentence where one of your search words appears.

The screenshot shows the Lexis search interface. At the top, there are navigation options like 'Switch Client | Preferences | Help | Sign Out'. Below that, search filters include 'Get a Document', 'Shepard's', and 'More'. The search results show '1 - 10 of 10' items. The first result is 'Campbell v. Acuff-Rose Music, No. 92-1292, SUPREME COURT OF THE UNITED STATES, 510 U.S. 569; 114 S. Ct. 1164; 127 L. Ed. 2d 500; 1994 U.S. LEXIS 2052; 62 U.S.L.W. 4169; 29 U.S.P.Q.2D (BNA) 1961; Copy, L. Rep. (CCH) P27,222; 22 Media L. Rep. 1353; 94 Cal. Daily Op. Service 1662; 94 Daily Journal DAR 2958; 7 Fla. L. Weekly Fed. S 800, November 9, 1993, Argued, March 7, 1994, Decided'. Below the title, there are sections for 'OVERVIEW', 'CORE TERMS', and 'Denial of fair-use defense to copyright infringement suit held erroneously based on conclusions that commercial song parody (1) was presumptively unfair, ...'. Red circles A-E are placed over various elements: A over a checkbox, B over the Shepard's signal, C over the Overview section, D over the Core Terms section, and E over the Show Hits section.

Browsing Case Law

LexisNexis® Case Summaries

Written by attorney-editors, these targeted synopses of cases contain three sections:

- A Procedural Posture** describes the case's procedural history—how the case arrived before the courts.
- B Overview** provides a brief review of the court's holding on the legal issues raised.
- C Outcome** reviews the procedural disposition of the case.
- D Core Terms** are the most frequently used words and phrases from the text of a case. They offer a quick snapshot of the content based on the court's own language.

The screenshot shows a LexisNexis Case Summary. The title is 'CASE SUMMARY'. The first section is 'PROCEDURAL POSTURE: Petitioners, a rap music group being sued by respondent, the corporate owner of an original rock ballad, sought review of the judgment of the United States Court of Appeals for the Sixth Circuit, which reversed a grant of summary judgment in favor of petitioners after finding the commercial purpose of petitioners' parody of respondent's song had prevented it from being a fair use under the Copyright Act of 1976, 17 U.S.C.S. § 107.' The second section is 'OVERVIEW: Petitioners, a rap music group, were sued by respondent, the corporate owner of an original rock ballad, for copyright infringement. Petitioners claimed the song was a parody entitled to fair use protection under the Copyright Act of 1976, 17 U.S.C.S. § 107. The court below found the commercial purpose of petitioner's parody had prevented it from being a fair use. That judgment was reversed on appeal because the Court found it was error for the court below to have concluded that the commercial nature of petitioners' parody had rendered it presumptively unfair. The Court held that no such evidentiary presumption was available to address either § 107(1), the character and purpose of the use, or § 107(4), market harm, in determining whether transformative use, such as parody, was a fair use. The Court held that a parody's commercial character, which tended to weigh against a finding of fair use, was only one element that should be weighed in a fair use enquiry. Therefore, the court below was found to have given insufficient consideration to the nature of the parody under the fair use factors as set forth in § 107 in weighing the degree of copying.' The third section is 'OUTCOME: The judgment was reversed and remanded upon the Court's finding that the court below had erred in concluding the commercial nature of petitioners' parody had rendered it presumptively unfair. The Court held that a parody's commercial character was only one element that should be weighed in a fair use enquiry.' The fourth section is 'CORE TERMS: parody, fair use, woman, song, pretty, copyrighted, derivative, copying, parodic, rap, music, transformative, enquiry, parodist, copied, lyrics, original work, new work, infringement, composition, commercial uses, creative, target, copyright law, summary judgment.' Below the summary are 'LEXISNEXIS® HEADNOTES' with links to related content. Red circles A-G are placed over these sections: A over Procedural Posture, B over Overview, C over Outcome, D over Core Terms, E over the first headnote, F over the second headnote, and G over a link to 'Copyright Law > Owner Rights > Distribution > General Overview'.

LexisNexis® Headnotes

They're key legal points of a case drawn directly from the language of the court. Use LexisNexis headnotes to:

- E** Track the language used by the court in discussing the key points of law in the case.
- F** Uncover additional information by linking directly to relevant sections in the case, other related documents, related headnotes or to LexisNexis Search by Topic or Headnote (see page 23).
- G** Review the main points of a case easily.

See the "LexisNexis Search by Topic or Headnote" section on page 9 for details on how to use LexisNexis headnotes to find additional cases.

LexisNexis® Related Content

Every state and federal case-law search at *lexis.com* automatically compiles vital insights to help you and your legal researchers better understand your issue—no additional research needed. The Related Content navigation pane adjacent to your full-text case acts as a virtual roadmap to editorial content available at *lexis.com*. For example, find **briefs, motions, pleadings, dockets, jury verdicts and jury instructions for the entire appellate chain** of the case in the **Case File Report** link.

The screenshot shows the LexisNexis interface for a search result. The search term is 'Dolan v. United States Postal Serv., 546 U.S. 481'. The interface includes a search bar, navigation tabs (Search, Get a Document, Shepard's, More), and a 'Related Content' pane on the left. The 'Related Content' pane is divided into several sections: 'Lawyers' Edition Print Version Case File' (B), 'Prior and Subsequent Proceedings' (D) with sub-sections 'Appellate History (5)' and 'Dockets (3)', 'Filings' (E) with 'Briefs (6)', 'Transcripts' with 'Expert Testimony (1)', 'Issue Analysis' (F) with 'Matthew Bender® (1) Statutory Waiver of Immunity From Tort Liability (26-131 Personal Injury--Actions, Defenses, Damages § 131.03)', and 'Case Analysis' with 'Case in Brief - Enhanced Analysis' and 'Emerging Issues Analysis'. The 'Document Outline' (G) is also visible at the bottom of the Related Content pane. The main content area displays the case title, citation, and a summary of the case, including the date of the decision and the disposition. Callout H points to the 'Advanced...' search options.

LexisNexis Related Content features:

- (A) The Related Content pane displays automatically.
- (B) Official Report PDF links let you go directly to a PDF of the item as it appears in print.
- (C) The **Case File** link lets you view a list of related documents that are available at *lexis.com*.
- (D) The **Prior and Subsequent Proceedings** section helps you track the entire lifecycle of the case without running separate searches.
- (E) The **Filings** section offers links to motions and pleadings associated with the case.
- (F) The **Issue Analysis** section gives you access to an exclusive combination of analytical resources on your topic.
The **Document Outline** section (not shown but generally displayed beneath Issues Analysis) allows you to navigate through sections of the case you're viewing.
- (G) As you use the forward and back arrows to view other documents in your search results, the Related Content pane updates to display related items for each document.

Tabbed Results Sets

If you combine different types of sources, your results will display in a form that lets you see how many documents were found for each source type. View up to 12 tabs by source type (such as case law, statutes, regulations, news, etc.). From the Summary Results page, you can:

- Click any tab to display the results for that tab.
- Click any links in the **Category** column to view results in that category.
- Click any link in the **Sources** column to view results from that source.
- Rest your cursor on a tab's red arrow and a pop-up window shows you the document types available for that tab.
- Click the **Print Summary Table** link to print your results table summary as well as specific documents and document types.

Lexis® Search | Get a Document | Shepard's® | More | History | Alerts

FOCUS™ Terms att10(foreclos) and for Search Within [Original Results (1 - 914)] Advanced... View Tutorial

All Results - (914) Cases - (423) Statutes & Regulations (Legislative) - (80) Agency Materials - (89) Treatises & Analytical Materials - (12) News - (314) Company & Financial - (1)

View [Summary] 914 Results Edit Search

Source: Combined Source Set 6 [1] Terms: att10(foreclos) and foreclos! /25 mortgage /25 modifi (Suggest Terms for My Search)

All Results - 914 Print Summary Table

Category	Sources
Cases - 423	Federal Court Cases, Combined - 423
Statutes & Regulations (Legislative) - 80	CFR - Code of Federal Regulations - 3 FR - Federal Register - 51 USCS - Federal Rules Annotated - 2 United States Code Service - Titles 1 through 51 - 24
Agency Materials - 89	Federal Agency Decisions, Combined - 89
Treatises & Analytical Materials - 12	Powell on Real Property - 7 Real Estate Emerging Issues - 5
News - 314	National Law Journal - 2 New York Law Journal - 58 Real Estate Emerging Issues - 5 American Lawyer Media Pubs - 249

For easy navigation, your results tabs stay near the top of the screen as you browse documents.

Using the Lower Navigation Bar

Use the navigation bar at the bottom of your search results page to go to specific points in a document, go to a specific reporter page in paginated legal documents, display a particular document or go to a specific search term.

▲Outline Page Select a Reporter GO Doc 1 of 34 Term GO of 3

A Navigating to a specific part of a document

When a document is displayed in Full format, you can click the **Outline** button and then use the menu to navigate within the document or move back to the top of the document.

top of document
prior history
disposition
case summary
procedural posture
overview
outcome
core terms
lexisnexis® headnotes
decision
summary
lawyers' edition headnotes
syllabus
counsel
judges
opinion by
opinion
concur by
concur
references

▲Outline

B Navigating to a specific reporter page

Click the pull-down menu next to **Page** and select a reporter name from the list. The cite for that publication will appear in red at the beginning of the document and the page references for that publication will appear in red within the document. Then you can type any valid page number in the box next to the **Go** button and click the **Go** button to move directly to that page.

Page 510 U.S. 569, *
Select a Reporter
510 U.S. 569, *
114 S. Ct. 1164, **
127 L. Ed. 2d 500, ***

C Displaying a document

To display a particular document, enter its number in the box next to **Doc** and click the **Go** button (the total number of documents in your search results is displayed next to the **Go** button). Or you can click the left or right arrows to go to the next or previous document in your results.

Doc 1 of 34 GO

D Navigating to a specific search term

To go to specific search terms in the document you're viewing:

Term GO of 3

1. Click the right arrow to go to the first search term in the document.
2. Enter the number of a search term in the box next to **Term** and click the **Go** button to go to a particular search term (the number of search terms in the document is displayed next to the **Go** button).
3. Use the left and right arrows to go to the previous or next search terms in your results.

Refining Your Search Results

Narrow Your Search Results with the FOCUS™ Feature

As you analyze the documents you find, you may decide to narrow your focus to a more specific issue. You can use the FOCUS feature to pinpoint words within your search results—even if those words were not part of your original search request. It narrows your results, delivering a subset of those documents while retaining your original search and results, and highlights your added search terms in your FOCUS results for easy viewing.

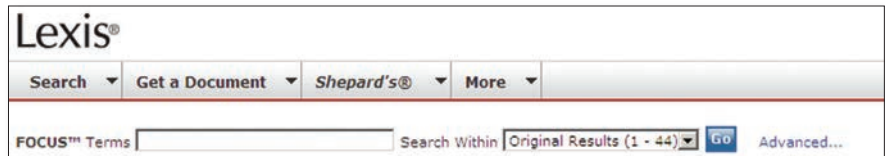
To perform a FOCUS search:

1. Review your original search results.

(NOTE: If you wish to run your FOCUS search against only selected documents in your results, indicate those documents by clicking the checkboxes on the left side of the screen and choose **Selected Documents** from the **Search Within** pull-down list near the top of the screen.)

2. Enter additional search terms in the **FOCUS™ Terms** box near the top of the screen.

3. Click the **Go** button.



To return to your original results, click the **Exit FOCUS™** link near the top of the screen.

Tips:

If you're viewing tabbed search results, you cannot select documents for a FOCUS search from the All Results tab. Select a category or source first, then select documents. The FOCUS feature is not available in some circumstances.

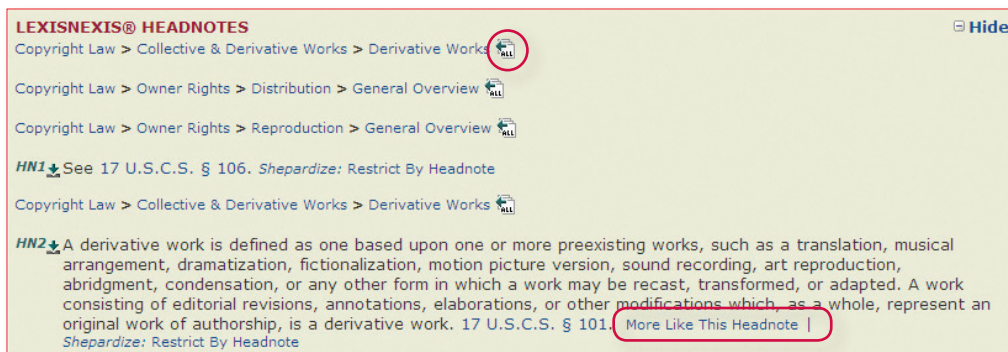
Finding More Documents


When you find a document that's right on point, you may want to know whether there are other documents with similar fact patterns or similar language. At *lexis.com*, you can use LexisNexis headnotes, Core Cites, Core Terms, or text you select yourself to find other similar, relevant documents.

More Like This Headnote and Retrieve All Headnotes

Have you found an on-point decision with a relevant LexisNexis Headnote? Finding **decisions with similar headnotes and similar language** within the text of the opinion could help you make your case. Here's a quick way to search for them:

1. Click the **More Like This Headnote** link that appears at the end of the relevant headnote.
2. Choose a jurisdiction (the one you were just searching is the default) and restrict-by date (if you wish).
3. Click the **Search** button.



To retrieve all LexisNexis headnotes on your topic as well as additional highly relevant cases, click the **Retrieve All** icon  at the end of your topic path. Select a jurisdiction and click **Go**.

Your results are in the Virtual Digest view (see page 10 for details).

More Like This—Core Cites and More Like This—Core Terms

You can use **More Like This—Core Cites** to find cases with citation patterns similar to your on-point case or use **More Like This—Core Terms** to find cases with language patterns similar to your on-point case:

1. Click the **More Like This** link at the top of your results screen.
2. Click either the **Core Cites** or **Core Terms** radio button.
3. Optional: For a Core Terms search, you can remove any of the terms by unchecking the box next to it or add more terms in the box just below the list. For either type of search, you can add any terms you deem mandatory and any date restriction you choose.
4. Click the **Search** button.

The screenshot shows the 'More Like This' search interface. At the top, there is a 'Recently Used' dropdown menu set to 'Federal & State Cases, Combined' with a 'more sources' link. Below this is the 'Search Using:' section with two radio buttons: 'Core Cites (retrieve documents with similar citation patterns)' (selected) and 'Core Terms (retrieve documents with similar language patterns)'. Under 'Core Terms', there is a grid of checkboxes for various terms: parody, copyrighted, music, 'fair use', derivative, transformative, woman, copying, enquiry, song, parodic, '17 U.S.C.S. 107', pretty, rap, and '471 U.S. 539'. Below the grid is a text input field for 'Add Additional Terms and phrases for Core Terms search'. The 'Mandatory Terms:' section has a text input field with the instruction 'Specify a term that must be found in retrieved documents'. The 'Date:' section has radio buttons for 'No Date Restrictions' (selected), 'From', and 'To'. At the bottom, there is a checkbox for 'In the future, run search automatically and skip this page.' and 'Search' and 'Cancel' buttons.

More Like Selected Text

If you see a particularly relevant passage in a document you've retrieved, you can create your own More Like This search. For example, you're viewing *Campbell v. Acuff-Rose Music*, 510 U.S. 569 (1994), which deals with a summary judgment decision in a copyright infringement case, and you see a relevant passage.

1. Highlight the relevant passage.
2. Click the **More Like Selected Text** link at the top of the results screen. (For best results, keep your selected passage relatively brief—not more than a paragraph—and concentrate on a single issue.) The More Like This feature will develop a search using the terms you highlighted.
3. Review the search, add any terms you deem mandatory and any date restriction you choose.
4. Click the **Search** button.

The screenshot shows the 'More Like Selected Text' search interface. At the top, there is a 'Recently Used' dropdown menu set to 'Federal & State Cases, Combined' with a 'more sources' link. Below this is the 'Terms:' section with a text input field containing the highlighted passage: 'Section 107, which provides that "the fair use of a copyrighted work . . . for purposes such as criticism [or] comment . . . is not'. Below the text input field is a 'Mandatory Terms:' section with a text input field and the instruction 'Specify a term that must be found in retrieved documents'. The 'Date:' section has radio buttons for 'No Date Restrictions' (selected), 'From', and 'To'. At the bottom, there is a checkbox for 'In the future, run search automatically and skip this page.' and 'Search' and 'Cancel' buttons.

Enhanced Coverage Linking

In LexisNexis case law, you'll sometimes see a small triangle next to the name of a company judge or counsel. Click on the triangle to view a pull-down list of sources you can search for pertinent recent news, SEC filings, profiles, agency decisions, cases and more.

The screenshot shows the LexisNexis interface with a search for "porter and continental airlines". The search results page displays a memorandum opinion and order for "Porter v. Cont'l Airlines, 2006 U.S. Dist. LEXIS 72037". A dropdown menu is open under the "Continental Airlines" link, showing various search options: "Recent news (last 90 days) involving this company", "LexisNexis Dossier® reports by company", "SEC filings (last two years) by this company", "Retrieve Federal Agency decisions involving this company", "Search Company Profiles & Reports", "Federal and State Cases with Company as a Party", "Search International company Profiles & Reports", and "LexisNexis Analyzer® by Company".

Book Browse Feature

Use the Book Browse feature to view preceding and succeeding code sections within a title—without entering a new search request.

As you review the results of your code search:

Click **Book Browse** at the top of the page of a displayed full-text code section.

The screenshot shows the LexisNexis interface with a search for "records /10 exempt! /20 privacy act". The search results page displays a code section for "6 CFR 27.400". A red box highlights the "Book Browse" button at the top of the page. The page also shows the source information: "Legal > Federal Legal - U.S. > Find Statutes, Regulations, Administrative Materials & Court Rules > CFR - Code of Federal Regulations" and the TOC: "Code of Federal Regulations > / . . . / > SUBPART D-- OTHER > § 27.400 Chemical-terrorism vulnerability information".

Once you're in Book Browse mode, click the **Next** or **Previous** arrows at the top of the page to navigate forward or backward in documents.

To leave Book Browse, click **Return to Search Results** at the top of the page and you will return to the section you were viewing when you entered the Book Browse feature.

Updating Your Search Results

Use LexisNexis® Alerts to get regular research updates without re-entering your search. Click on the **Alerts** icon in the top right section of the screen.

LexisNexis® Alerts

Follow any research issue—legal, news, legislative/political and more—on a regular basis. You can receive updates on a monthly, weekly, business daily or daily basis—even up to three times per day.

Once you've run your search and reviewed your results:

1. Click the **Save As Alert** link at the top of the results screen (you can save a search for update even if that search retrieved no documents) and the **Save LexisNexis® Alert** screen will appear.
2. Name your saved search.
3. Select your update frequency:
 - *Monthly* (choose date and time of day)
 - *Weekly* (choose day of week and time of day)
 - *Every business day* (choose one, two or three times per day)
 - *Every day* (choose one, two or three times per day)
4. Set your delivery and notification options:
 - Click the **Online only**, **Print** or **Email** radio button and click the corresponding option links to indicate your preferences.
 - Select the appropriate checkboxes if you want to: be notified via email when your search does not retrieve new documents; exclude any duplicate documents; or be notified via email each time your search retrieves new documents—as opposed to a specific frequency.
5. Click the **Save** button.

The screenshot shows the LexisNexis interface with the 'Save LexisNexis® Alert' dialog box open. The dialog has a 'Name' field, 'Source' set to 'Federal & State Cases, Combined - MEGA;MEGA', and 'Terms' set to 'foca'. The 'Frequency' is set to 'Daily' with a dropdown for '1' and a time of '9:00 AM ET*'. Under 'Delivery', 'Online only' is selected. There are options for 'Printer' (700004) and 'Email' (johndoe@yourcompany.com). The 'Notification' section has checkboxes for 'Alert me if there are no new results' (checked) and 'Do not include duplicate documents' (checked). There are also fields for email notification and a 'Notification Options' link. At the bottom, there are 'Save' and 'Cancel' buttons and a note about Eastern Time and Terms and Conditions.

Each time your search is updated, you receive only new items.

You can find a list of all your stored LexisNexis Alert searches by clicking the **Alerts** icon in the top right section of the screen and then the **Alerts** tab. From there, you can:

- Edit a saved search
- Update a saved search on the spot
- Delete a saved search
- Run a FOCUS search on the most recent search results
- Review current and previous search results

Continuous Alerts

Be the first to know the most recent news on clients and other hot topics. LexisNexis® Continuous Alerts *powered by Factiva®* delivers convenient, continuously updated news to your email from the Factiva collection of more than 10,000 authoritative sources, including the exclusive combination of *The Wall Street Journal®*, Dow Jones® and Reuters® newswires, and the Associated Press®, as well as hundreds of other influential newspapers and periodicals, 120 continuously updating wire services and more. Only Factiva content is available in this application. This gateway application may have fees that are outside of your general LexisNexis subscription.

Shepard's® Alerts

Get regular updates on citing authorities that could potentially affect the validity of your case and on pending or recently enacted legislation that could affect the validity of your statute.

To get to the **Set Up Shepard's Alert** screen:

- If you're viewing a *Shepard's* report, just click on the **Save As Shepard's Alert®** link at the top of the screen.
- Click the **Shepard's®** tab near the top of the screen, enter a citation and click the **Set up Shepard's Alert®** link.
- Click the **Alerts** icon in the top right section of the screen, click the **Shepard's® Alerts** tab, enter a citation and click the **Set Up** button.

On the *Shepard's* Alert set up screen:

- Name your *Shepard's* update search (the case name is the default).
- Choose your monitoring option by clicking the radio button for:
 - *Any Change*
 - *New Negative Analysis*
 - *Custom Settings* (and click the link to indicate your preferences)
- Select update frequency:
 - *Monthly* (choose date)
 - *Every Other Week* (choose day of week)
 - *Weekly* (choose day of week)
 - *Every business day*... Then set a date to end your updates.
- Choose a delivery option by clicking the **Online Only** or **Email** radio button. (Click the **Email Options ...** link to indicate your preferences.)
- Click the **Continue** button, review your selections and click the **Save** button to confirm.

The screenshot shows the Lexis interface for setting up a Shepard's Alert. The top navigation bar includes 'Search', 'Get a Document', 'Shepard's®', and 'More'. The main content area is titled 'Set Up Shepard's Alert®' and contains the following elements:

- Citation:** Gray v. Four Oak Court Ass'n, 580 F. Supp. 2d 883, 2008 U.S. Dist. LEXIS 72419
- Name:** A text input field containing 'Gray v. Four Oak Court Ass'n' with a '(100 character limit)' note.
- Monitor This Citation For:** Radio buttons for 'Any Change', 'New Negative Analysis', and 'Custom Settings-'. A link 'Customize analysis, jurisdiction, and LexisNexis Headnotes settings' is below.
- Run This Shepard's Alert:** Radio buttons for 'Business Days(M-F)', 'Weekly on', 'Every Other Week On', and 'Monthly'. Dropdown menus for 'Sunday', 'Sunday', '1st', and 'End Date' (Sept, 14th, 2012) are present.
- Shepard's Alert Delivery Options:** Radio buttons for 'Online Only' and 'Email Shepard's Alert to:'. A link 'Email Options...' is next to the email field.
- Buttons:** 'Continue' and 'Cancel' buttons at the bottom right.

You can find a list of all your stored *Shepard's* Alert searches by clicking the **Alerts** icon and then the **Shepard's Alerts** tab. From there, you can:

- Edit a saved search
- Delete a saved search
- Pause a saved search
- Review current and previous search results

New Docket Alerts and Track Existing Docket Alerts

Get regular updates on court filing activity. Contact your administrator to learn whether this is part of your subscription.

Delivering Your Search Results

LexisNexis offers a variety of ways for you to deliver your search results. The following options display in the upper-right corner of each document in your results set:




Tagging Documents

You can indicate exactly which documents in your search results you wish to print, download, email, fax or use for a FOCUS search request. Just click the checkbox that appears at the top left corner of the document pane in Full, KWIC or Custom display mode or next to the bibliographic entry in Cite display mode.

Printing Your Documents


Print

1. Once you've reviewed your results, click the **Print** icon on any search results page. 
2. Choose your options from the **Print Documents** pop-up—documents to print (all or selected); document display format (the default is what you were viewing); dual-column print; use of bold, italics and underlining; choice of font; page breaks; and more.
3. Click the **Print** button.

FAST Print

Eliminate steps in the printing process by using this shortcut.

One-time **FAST Print** setup:

1. Once you've reviewed your results, click the **FAST Print** icon on any search results page. 
2. Select a LexisNexis dedicated printer or a format for your attached printer as the default.
3. Click the **Set** button.


Using **FAST Print** after initial setup:

- In Cite view, click the **FAST Print** button and select whether to print the current page or the entire list.
- In KWIC, Full or Custom view, click the **FAST Print** button to print the current document immediately.


Any print options—including dual-column print, bold, italics, underlining, font and page breaks—that you selected previously on the **Print Documents** screen are the defaults.

Tip: Now you can choose dual-sided printing.


Downloading Your Documents

1. Once you've reviewed your results, click the **Download** icon on any search results page. 
2. Choose your options from the **Download Documents** pop-up—documents to download (all or selected); file format; document display format (the default is what you were viewing); use of bold, italics and underlining; choice of font; page breaks; and more.
3. Click the **Download** button.


Emailing Your Documents

1. Once you've reviewed your results, click the **Email** icon on any search results page. 
2. Choose your options from the **Email Documents** pop-up—email address (you can send to three addresses), subject line and brief note; documents to email (all or selected); document display format (the default is what you were viewing); use of bold, italics and underlining; choice of font; page breaks; and more.
3. Click the **Send** button.

Faxing Your Documents

1. Once you've reviewed your results, click the **Fax** icon on any search results page. 
2. Choose your options from the **Fax Documents** pop-up—"to" and "from" information, fax number and brief note; documents (all or selected); document display format (default is what you were viewing); use of bold, italics and underlining; choice of font; page breaks; and more.
3. Click the **Fax** button.

Using Printer-Friendly Display

1. Once you're viewing a document you wish to print, click the **View in a printer-friendly format** icon on any search results page. 
2. Click your browser's **Print** icon.
3. To return to your search results, click your browser's **Back** button.

Viewing Your Research History

It's easy to re-run a search from a previous session or resume interrupted research. Click the **History** icon in the top right section of the screen.

The **Recent Results** tab on the **History** screen shows your searches and results from the last 24 hours. You can:

- Sort results by date or client ID by clicking the column heading.
- View the original results of a search at no additional charge—even if it was one you performed using a source outside your subscription plan—by clicking on the appropriate link in the **View Original Results** column.
- Re-run a search, either as is or modified, by clicking the **Re-run/Edit** link.

The **Archived Activity** tab on the **History** screen shows your search activity (no results) from an additional 29 days. You can:

- Sort results by date or client ID by clicking the column heading.
- Re-run a search, either as is or modified, by clicking the **Re-run/Edit** link.

If you re-run an archived search—one that's more than 24 hours old but less than 30 days old—that you performed within a source that's outside your subscription plan, you will incur the applicable additional charge.

LexisNexis® Customer Support

Phone Numbers for Customers Within the U.S.

LexisNexis Customers	1-800-543-6862
Legal Education Customers	1-800-455-3947
TDD	1-800-732-5306

(A Telephonic Device for the Deaf (TDD) is installed in the LexisNexis Customer Support Department for persons who are hearing impaired.)

Phone Numbers for Customers Outside the U.S.

Country	Customer Support Number
Australia	0011-800-543-68621
Canada (Internet products support)	1-800-533-3685
Canada (CD-Rom products support)	1-866-293-3836
Caribbean	1-800-543-6862
China Beijing	1-937-859-5398 (collect)
China Shanghai	1-937-859-5398 (collect)
France	0 821 200 700
Germany	0800-81-53740
Hong Kong, SAR	800 96 8733
India	1-937-859-5398 (collect)
Korea	1-937-859-5398 (collect)
Jamaica	0-800-543-6862
Japan	00531-11-3259
Malaysia	1800 80 2291
Mexico	95-800-543-6862
New Zealand	0800-44-0814
Puerto Rico	1-800-543-6862
Saipan	1-800-543-6862
Singapore	800 1100 415
Switzerland	0800-89-7074
Taiwan	0080 110 3330
Trinidad/Tobago	001-800-543-6862
England (UK)	1-800-543-6862
All other Non-U.S. locations	1-937-859-5398 (collect)

Account Executive

Telephone Number

Online Customer Support Center

- Go to the LexisNexis® Support Center (<http://support.lexisnexis.com/lexis/>) for many helpful resources, including:
 - Technical assistance
 - Search tips and samples
 - Online source locator
 - and much more

Training

For information on training options, go to <http://www.lexisnexis.com/support/training/>

Take a Tour of LexisNexis Products and Features

Helpful product information is available on the lexis.com sign-in page. Click **Take a Tour** on the left side (under Welcome) to display a menu of available online tours.

