CaseMap
Filter and Search- Litigation Webinar

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Agenda

- Why Filter?
- Methods of Filtering
- Why Search?
- Different levels of Searching
- Training/Resources
- Q & A

Benefits of Filtering

➢ Cull data to generate reports
➢ Save filters to rerun at a later time when new information is added to the case
➢ Isolate a subset of records based on fields such as status, evaluation, linked issues
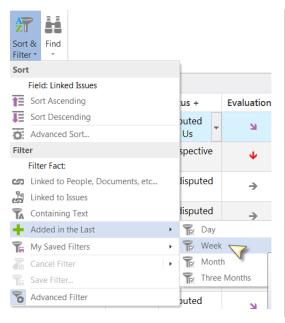➢ Narrow a set of records for light document production

Instant Filter | Use simple filters like a key word or phrase

Guided Filter | Run pre-built filters from CaseMap or access your own saved filters

Advanced Filter | Construct and save multi-level filters using operators to narrow results as well as edit/save complex filter
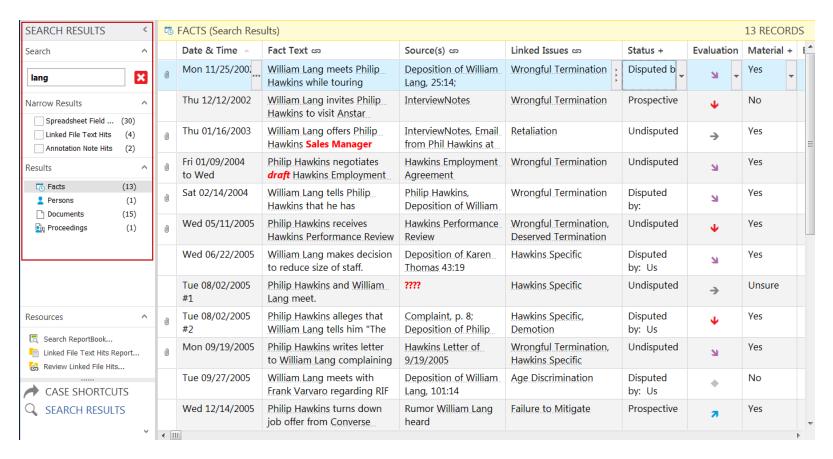
Benefits of Searching

➤ Quickly search across spreadsheets, linked files, and annotation notes

➤ Locate all instances or "hits" of search terms

➤ Isolate a subset of records based on key words or phrases for reporting or document production

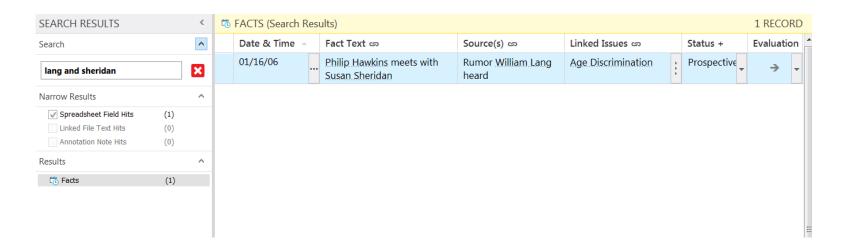➤ Construct queries for stronger and precise search results

Basic Search | Perform single word searches

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Full-Text Search | Perform searches with two or more search terms or phrases that gain stronger, precise search results
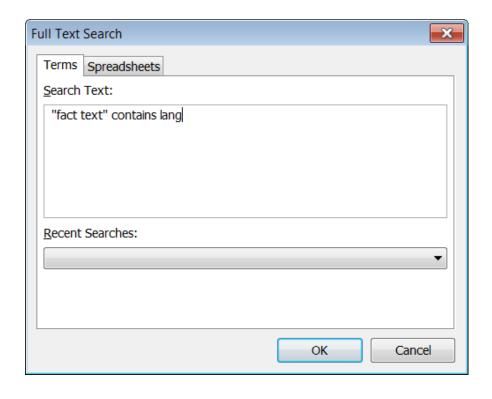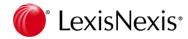

Create queries from different operators: Boolean, Context, Proximity, Wildcards

Context Search | Search at the field level to identify relevant records

Live Demonstration

Training | LexisNexis University

https://www.lexisnexis.com/university/

Email: LNTraining@lexisnexis.com

Phone: 1-800-227-9597 x1252111

CaseMap Answer Center

http://help.lexisnexis.com/litigation/ac/cm/cm12/index.html?welcome.htm

Search Operator Table

http://help.lexisnexis.com/litigation/ac/cm/cm12/index.html?cm_search_operators_using.htm

CaseMap Technical Support

- Email: casemap.support@lexisnexis.com

- Phone: 1-800-833-3346 (option 3)

- Hours: Monday-Friday, 9:00 a.m. to 9:00 p.m. Eastern Time

Q & A

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