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Switzerland 0800-89-7074
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Click “Email” on any search results page you are viewing to email documents to yourself or others. You need to specify the documents you want to deliver, the delivery format and the email address or addresses to which you want them sent.

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Click “Fax” on any search results page to fax documents to yourself or others. You must specify the documents you want to fax and the fax information of the recipient.

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The lexis.com service allows you to conduct research quickly and easily in an impressive variety of sources including case law, statutes, and the world’s leading news and business sources. Search, browse and deliver the documents that guarantee you timely, comprehensive research.

Think of Learning lexis.com as a reliable roadmap. Use this book to guide you, helping you to reach your destination — successful retrieval of the information that fulfills your research requirements. In addition to general search strategy instructions, Learning lexis.com offers how-to search recommendations, streamlining your research efforts to minimize the time you spend finding the data you need.

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Download Delivery*
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Email Delivery*
Click “Email” on any search results page you are viewing to email documents to yourself or others. You need to specify the documents you want to deliver, the delivery format and the email address or addresses to which you want them sent.

Fax Delivery*
Click “Fax” on any search results page to fax documents to yourself or others. You must specify the documents you want to fax and the fax information of the recipient.

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All screen representations in this book were accurate at the time this book went to press. Due to our continuing efforts to improve, there may be cosmetic changes to the screens when you access lexis.com, however, functionality will remain the same.
You can access the lexis.com research service on the Web with an Internet browser and a lexis.com ID – no software is needed.

Note: If you have installed the LexisNexis’ Internet Dialer, you will be automatically taken to the lexis.com site.

For law school students

1. Establish an Internet connection and enter the address:

   www.lawschool.lexis.com

2. At the lawschool.lexis.com site, click “lexis.com Research” to link to the lexis.com research service.

   The next screen you see is the sign-on box.
   Type your lexis.com ID and click “Sign-On.”

3. Click on a tab at the top of the screen to select a research option: “Search,” “Search Advisor,” “Check a Citation,” or “Get a Document.” (See page 4.)

Sign On

LEXIS®-NEXIS® ID: ____________________________
ID required for all customers

Password: ____________________________________
No password is required for law school customers.

☐ Remember my Sign On information. More Info

☐ Use a secure connection. More Info
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For legal professionals

1. Establish an Internet connection and enter the address: www.lexis.com

2. Click “Login Now.”

3. Type your lexis.com ID and password (your last name) and click “Sign-on.”

4. Click on a tab at the top of the screen to select a research option: “Search,” “Search Advisor,” “Check a Citation” or “Get a Document.” (See page 4.)
Select a source

You have several options for selecting a source. You can:

- choose a source from the list of sources you recently used;
- find a source by specifying the name of the source;
- explore sources through the source hierarchy; or
- use the Lexis® Search Advisor (a source selection tool for area-of-law case finding).

Choose a Recent Source

Choose from My Last 20 Sources – Click on the down arrow to the right of this field to display a list of the sources you have used recently.

To select from this list, highlight a source and click “Go” to the right of this field.

Look for a Source

Find a Source

When you know the Long Name

1. Type the formal name (long name) of the source (e.g., Federal Courts, Federal Register, New York Times, Ohio State Law Journal) in the open field.
2. Make sure that Long Names (e.g., Federal Courts) is selected.
3. Click “Find.”
4. Click on your selection from the list of choices found.

a Choose a source recently used
b Find a Source
c Explore Sources
d Lexis Search Advisor
Explore Sources
Exploring sources is useful when you’re unsure of the ultimate source you want to use for your research. As the name of the method implies, you explore by pointing and clicking through the source hierarchy until you reach the source you want. Each selection you make by clicking on the source name takes you deeper into the source hierarchy and a “trail” of your selection displays. A “trail” may look like this:
Click on the source name to choose and advance through the hierarchy. To retrace your selection steps, click on the Back arrow button on your browser bar.

Command Searching
If you know the library and file names of the sources you want to search (for example, GENFED;COURTS), you can use command searching instead of selecting sources from the source hierarchy. Type the name of the library and file and your search request, separated by semi-colons. Click “Go” to submit your search.

The Command Searching box appears at the bottom of the Source Selection screen. To move the box to the top of the screen, click “Move Up.” Click “Move Down” to return the box to the bottom of the screen.
Dynamic File Selection
You can combine many sources in a single search. For example, you might want to search in several Circuit courts or several newspapers at the same time. To combine sources:
1. At the initial source selection screen, click on one of the source folders. Continuing clicking until you reach a searchable source.
2. As soon as you reach sources that can be combined, a choice for “Show checkboxes for combining sources.” will appear at the top of the list. Click on this choice and a checkbox will appear next to each source that can be combined with one of the others.
3. Click the box next to each source in which you want to search.
4. Click “Combine Checked Sources” at the bottom of the screen.

At this point you have selected a source for your research and you are ready to use the Search Terms Form. Go to page 10 for instructions on completing the Search Terms Form.
Lexis Search Advisor for area-of-law research

Lexis Search Advisor is a research tool designed to help you find cases and other resources within a specific area of law. To use Search Advisor, simply select a topic from the legal hierarchy and then launch your search. If you wish, the lexis.com service will help build your search by suggesting terms of fact and law commonly associated with each topic.

To use Search Advisor, click “Search Advisor” at the top of the home screen and select Choose From My Last 20 Legal Topics, Find a Legal Topic or Explore Legal Topics.

Find a Legal Topic
How to use: Type a legal topic in the field and click “Find.”
For example: Type fair use in the open field and click “Find.”
Explore Legal Topics

1. Point and click through the topic and subtopics to explore and select the topic you want.

Once you have selected a topic, the Search Advisor screen will appear.
2. To complete your search, type or select the appropriate information in the fields of the Search Advisor template.

- **Link to Secondary Sources such as Legal News, Matthew Bender® Treatises, and Law Review Articles.**
- **Select a jurisdiction from the drop-down menu by clicking on the down arrow to the right of the field.**
- **Select Terms and Connectors or Natural Language depending on the type of research format you want to use.**
- **Type your search terms in the open field.**
- **Add suggested words and concepts for your selected subtopic (optional).**
- **Add suggested words and concepts for the terms you entered in the open field (optional).**
- **Restrict the search by specifying applicable segments (optional).**
- **Specify no date restriction, or enter a date restriction either by clicking on the drop-down list and selecting, or specifying your own restriction by typing in your beginning date and ending date in the From and To fields.**

3. Click “Search” to process your search request.

When documents are retrieved with your search request, you can:
- Click on the case name of a retrieved document to view the full-text of the document.
- Click “KWIC”™” or “FULL” to select a display format.
Completing the Search Terms Form

1. Select the search format you want to use. Choose from:

   **Terms and Connectors** (known as Boolean search logic), which uses words and connectors to create phrases and concepts based on specific rules of search logic. The search for appropriate documents is based on the specific words and combinations of words in the search request. Each word or one of its alternatives must appear in each document retrieved. For example, to find documents concerning employee drug tests, you might use this search request: `drug /15 test or screen /10 employ!`
   
   For more information on how to use Terms and Connectors searching, see page 11.

   Or

   **Natural Language** (known as the FREESTYLE™ feature), which lets you create your own search description with natural language (meaning just as you would use in normal conversation), removing the need for using connectors and search logic. Use Natural Language when you want to research conceptual issues rather than highly specific topics and/or are starting to research a complex issue and you are unsure of what words to use.

2. Type your search terms (appropriate for your selected search format) in the blank field.

   Click “Suggest Words and Concepts for Entered Terms” for additional terms you may want to include in your search request.

   Click “Restrict Search using Document Segments” if you want to use particular segments in your search request (applicable only for Terms and Connectors search format).

   If you know certain segments are available for your chosen source, you may include the segment(s) as part of your search request and not click on this display.

   **Note:** Segments vary from source to source. For example, a case law document will not have the same segments as a newspaper article. See Segments information following this section.

3. Click “Search” to the right of the Search Terms field to process your search request.

   Do this only after you have satisfactorily completed the search form.
Segments – Terms and Connectors Searching

Documents have a structure that is common to all documents of that type. In the lexis.com service this structure is called segments. Segments are divisions or sections within documents. They represent the natural parts of a document. For example, cases contain, among others, NAME, DATE, COURT, OPINION, and DISSENT segments. Segment searching is especially useful when you are looking for:

- Opinions written by a particular judge,
- Cases involving a particular party,
- Cases in which a particular attorney or firm appeared as counsel,
- Cases decided on, before, or after a particular date.

Date Restrictions

Restrict by Date – optional

You may include a date restriction as part of your search request (date aft, date bef, or date is) or you can specify a date restriction at the optional field. To specify in the optional field:

- Select “No Date Restriction” to specify no date.
- Click on the down arrow to the right of the No Date Restriction field to specify a predetermined date restriction. Highlight the predetermined date in the list to select.

Or

- Select “From,” then type your From and To date restriction within each blank field.

For example, From 6/15/85 To 4/6/91 will retrieve all appropriate documents dated from June 15, 1985 through April 6, 1991.

Date restrictions add specificity to your search request by providing an exact date, an approximate date or a date range in which to search documents. Within your search request, you can specify the date by year; month and year; or month, day, and year.

**Examples:**

- `date is 1996` specifies documents dated for the entire year of 1996
- `date aft 12/15/1995` specifies documents dated after December 15, 1995
- `date bef 8/20/96` specifies documents dated before August 20, 1996
Words
Words are the basic units of a search. A word is a single character or group of characters, alphabetical or numeric, with a space on either side.

Examples:

- McPherson one searchable word
- §1988 one searchable word
- § 1988 two searchable words

Hyphenated words
A hyphen is treated as a space, so a hyphenated word is seen as two words.

Examples:

- pretrial one word
- pre-trial two words
- pre trial two words

Plurals and Possessives
Use any form of a noun – singular, plural, or possessive. The lexis.com service automatically picks up the other forms for you as long as the noun is a regular plural.

Examples:

- writ finds writ, writs, writ’s, or writs’
- city finds city, cities, city’s, or cities’

However, if you use a noun with an irregular plural ending, such as child or ox, you will not automatically get the plurals and plural possessives. Use universal characters to get all forms of the words. (See next page for discussion of universal characters.)

Special Symbols
Many keyboards do not have a § symbol commonly used in citations to statutes. If your keyboard does not have this symbol, you can substitute an @ in its place. For example, to search for citations to Section 305:

Enter: @ 305 OR @305
Equivalents
The *lexis.com* service automatically searches for some words and abbreviations that are equivalent to each other. If you use one in a search request, *lexis.com* will search for all equivalents. For example, *cal* will automatically find *Cal*, *Calif.* and *California*.

Noise words
Certain common words cannot be searched in most of *lexis.com*. They are called noise words. The list of noise words is too extensive to give here, but think of words that are used repeatedly in most writing – the, and, of, his, my, when, is, are, and so on. When in doubt, omit the questionable word and use the /n connector instead.

Universal characters
The asterisk (*) and the exclamation mark (!) are referred to as universal characters. Use them to substitute for letters in words, although each has a different function.

The asterisk *
Use the * to replace a letter or letters in a word. You can use more than one * in a word and you can use it anywhere in a word except as the first letter.

- **bernst**n finds the *ei* or the *ie* spelling of the name
- **wom**n finds both the singular and plural forms of the word
- **bank*** finds any word beginning with bank and which has no more than three letters after the *k*; will pick up banker and banking, but will not pick up bankrupt or bankruptcy

The exclamation point !
Use the ! to replace an infinite number of letters following a word root. You can use only one in a word and it must be at the end of the word root.

- **litigat**! finds variations on the word *litigate*
  (litigator, litigated, litigation, litigating)
- **acqui**! finds variations of the word *acquire*
  (acquired, acquiring, acquisition)
- **child**! finds variations of the word *child*
  (child, children, childish)
Connectors
Use connectors to establish logical relationships between words and concepts in a Boolean search request. The lexis.com service does not look for the connectors themselves in documents – just for the actual search words. Multiple connectors can be used in one search request.

**OR** links synonyms, alternative forms of expression, acronyms, antonyms, and so on:

**Examples:**
- `doctor OR physician` – finds either `doctor` or `physician`
- `mouse OR rat OR rodent` – finds either `mouse` or `rat` or `rodent`
- `environmental protection agency OR epa` – finds either `Environmental Protection Agency` or `EPA`
- `regulat! OR deregulat!` – finds variations on either `regulate` or `deregulate`

**/n** links search words and phrases to create concepts. The letter `n` stands for a number from 1 to 255. `/n` does not specify a word order. No matter how large the value of `n`, `/n` will not connect words which are in different segments of a document.

**Examples:**
- `john /3 doe` – finds `john` within up to three words of `doe`. Use to link first and last names, allowing for middle names and initials, as well as the last name preceding the first name.
- `market /5 share` – finds `market` within up to five words of `share`; links two words that may appear side by side or separated by up to four intervening words. This search finds `market share` or `share of the market`.
- `spray /25 injur! OR explod!` – finds `spray` within up to 25 words of `injur!` or `explod!`

**/p** looks for documents with search words in the same paragraph. Use the `/p` connector when you want your search words to have a general relationship to each other.

**Examples:**
- `rule 11 /p sanction` – finds `rule` within the same paragraph as `sanction`.
- `take over OR takeover /p poison pill` – finds `take over` or `takeover` in the same paragraph as `poison pill`.
/s looks for documents with search words in the same sentence. Use the /s connector when you want a close relationship between words without specifying an exact proximity.

**Examples:**
- sanction /s frivolous – finds sanction within the same sentence as frivolous.
- circumstances /s mitigat! – finds circumstances within the same sentence as mitigat!

**AND** links words or phrases that must both appear anywhere in the same document, no matter how close or far apart.

**Examples:**
- bank AND deregulate – finds bank and deregulate anywhere in the same document.
- stock OR share /10 redeem! OR redemption AND takeover OR take over OR merg! – finds either stock or share within up to 10 words of redeem! or redemption, and takeover, take over or merg! must appear somewhere in the document.

**PRE/n** requires both words appear in the document in the same segment, and the first word must precede the second word by n words. Use when a different word order would change the meaning.

**Example:**
- cable PRE/2 television OR tv OR t.v. – finds cable television or cable tv but not television cables

**Not /n** – The first search word is required to appear in the document. The second word may also appear; however, it cannot be within n words of the first word. There must be at least one example of the first word with the second word not within n words.

**Example:**
- rico NOT /5 puerto finds rico, however, rico cannot appear closer than five words to puerto.

**And Not** excludes any words that follow the connector from appearing in a document.

**Example:**
- trust AND NOT charitable trust – finds the word trust anywhere in the document, but the phrase charitable trust cannot appear anywhere in the document.

**CAUTION:** Use the AND NOT connector carefully. It eliminates any words that follow it and, consequently, changes the impact of other connectors.
**Connector Order**

**Priority**
Connectors operate in the following order of priority:

1. OR
2. /n, PRE/n, NOT /n
3. /s
4. /p
5. AND
6. AND NOT

In addition, if you use two or more of the same connector, they operate left to right.
If the “number” connectors have different numbers, the smallest number is operated on first.
/p and /s cannot be combined with a proximity connector, e.g., /n.

**Example:**

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

1. Because OR has the highest priority, it operates first and creates a unit of `student OR college OR education!`.
2. /5, the smaller of the /n connectors, ties together the word `loan` and the previously formed unit of `student OR college OR education!`.
3. /25 operates next and creates a unit of `bankrupt! /25 discharg!`.
4. AND, with the lowest priority, operates last and links the units formed.
The LEXSEE® feature allows you to display and print the full text of documents when you have the citation for:

- Federal and state case law
- Slip laws (Advance Legislative Service) and public laws
- Administrative decisions
- Law review articles
- Congressional Record, Cumulative Bulletin, Federal Register and Internal Revenue Bulletin items
- Private Letter Rulings
- Revenue rulings and revenue procedures
- RIA Federal Tax Coordinator 2nd and tax management portfolios

The LEXSTAT® feature retrieves the full text of a code or statute section, or a regulation when you have the citation.

Get a Document
Get a Document allows you to quickly retrieve a single document from lexis.com. To retrieve your document:

1. Click “Get a Document.”
2. Click “Citation,” “Party Name,” or “Docket Number” to select, depending on the information you have.
3. Fill in the Citation, Party Name, or Docket Number field with the required information. (Jurisdiction information applies to Name and Docket selections.)
4. Select the LEXSEE® feature or the LEXSTAT® feature for Citation.
5. Click on a date range from the pull-down list of dates (optional for Party Name or Docket Number).
6. Click “Search” or “Get” to process.
The *lexis.com* research system gives you the tools you need to quickly analyze cases, identify those that are on-point, then verify that they are still good law.

**Viewing Results**

Cite—displays a bibliographic list of the citations in your answer set

**KWIC™**—displays 25 words of text around your search terms

FULL—displays the full text of your document

**Cite List Overviews**

1. **Case Summaries**—for an overview of the procedural posture, legal issues, holding, and outcome of the case

2. **Core Terms**—for a snapshot view of the case

3. **Show Hits**—displays each sentence where your terms appear in the case

4. **Tag Docs**—quickly check the cases you want to print/download

5. **Shepard's® Signal™**—click on the warning, caution, or positive treatment signal to *Shepardize*® the case
Browsing Documents
Lexis Case Summaries and Core Concepts

Case Summaries are concise, synopses of the case. Each case summary contains three sections:

1. Procedural Posture describes the case’s procedural history—how the case arrived before the court.
2. Overview provides a brief review of the court’s holding on the legal issues raised.
3. Outcome reviews the procedural disposition of the case.

Core Concepts are the key points of law of a case, selected by a team of LexisNexis legal editors, and drawn directly from the language of the court. Core Concepts link you to the relevant text within your case, as well as to other relevant documents, and to Lexis Search Advisor for a more in-depth search on your topic.

Lexis Core Terms

Core Terms are the most frequently used words and phrases from the text of a case. They offer you a quick snapshot of the content based on the Court’s own language.

Advanced Display and Navigation Tools

Vary the number of words around your search terms
When you are viewing documents in the KWIC format, the standard display is 25 words of text around your search terms in legal documents (cases, statutes, etc) and 15 words of text in news documents (newspaper articles, corporate filings, etc.). You may vary the number of words around your search terms by clicking “KWIC – 25.” The screen shown below will display.

Type the number of words you want to display around each of your search terms and click “OK.”

Display specific segments
To display a particular segment of the documents you are viewing, click “Custom.” A screen like the one shown below will display. (NOTE: The segments that are displayable will change according to the type of document you are viewing. See page 11 for an explanation of segments.)

To display an individual segment, click “Clear All,” select the segment(s) you want to display and click “OK.”
Jump to specific documents
When you are working with multiple documents, there are many times when you will want to move directly to a specific document. The Navigation Bar on the lower right corner of the screen shows you the number of documents in your results set. It also shows you the number of the document you are viewing. (NOTE: Documents are sequenced by order, usually in reverse chronological order, beginning with the most recent document.) To jump to a specific document, type the number of the document you want to view and click “Go.”

To move to a specific document using the navigation bar, type the number of the document and click “Go.” To move to the next or previous document, click “›” or “‹.”

Jump to a specific search term
The Navigation Bar on the lower right corner of the screen also shows the number of occurrences of your search terms in the document you are viewing and the number (in sequence) of the term that is currently highlighted.

To move to a specific term in the document, type the number of the term and click “Go.” To move to the next or previous term, click “›” or “‹.”
The FOCUS™ Feature

The FOCUS feature lets you highlight words within the documents in your search results even if those words were not part of your original search request.

- Highlight as many words as you want without losing or changing your original search request.
- Use the FOCUS feature with a document retrieved through the LEXSEE or LEXSTAT feature.
- There are no additional search charges for using the FOCUS feature.

Search History

All of your searches for each research session are automatically logged and saved (until 2 a.m. Eastern time of the following day) so that you can review any searches you might like to revisit. To view this list, click on the History tab at the top of the screen.
You can find more documents that resemble the document you are currently viewing by using Core Terms, Core Cites or Selected Text. To access the More Like This feature, click “More Like This” at the top of the document you are viewing.

**Core Terms – retrieve documents with similar language patterns**

To search for documents with similar language patterns, use the Core Terms search option in the MORE LIKE THIS options screen. A Core Terms search identifies words that represent the key facts and concepts in an on-point document and searches for other documents in which those words are also important.

The core terms are listed in order of relevance from top to bottom and left to right. That is, the most relevant term is the top term in the first column, the next most relevant term is the second term in the first column, and so on. Uncheck any core terms that you don’t want used in your More Like This search. Enter any additional terms and phrases (enclosed in quotation marks) you want used in a Core Terms search (limit 60 characters).

**Search Tip:** Viewing Core Terms in the CITE format is especially useful for pinpointing the terms that you want in documents.
Core Cites — retrieve documents with similar citation patterns

To search for documents with similar citation patterns, use the Core Cites search option in the More Like This option screen. A Core Cites search offers an accurate, cost-effective way to find related cases on-point to your issue. Working with a citation rather than words, it identifies the citation patterns in an on-point document, then constructs a search that will find other cases with similar citation patterns. There must be enough citations in your on-point document for the Core Cites option to be available.

Selected Text — retrieve documents that resemble a portion of selected text

When you want more documents like the one you have already found, use the Selected Text option and build a search that looks for documents with similar citation patterns or similar language patterns.

To use, highlight a portion of relevant text and click “More Like Selected Text” displayed on the screen of a retrieved document.

The lexis.com service will analyze your selected passage, looking for key terms and important legal citations. When this analysis is done, lexis.com will then launch a search in your chosen source, retrieving other documents that contain similar patterns of words and cites.

For best results, keep your selected passage relatively brief, e.g., not more than a paragraph. Also, if possible, try to focus on a single proposition or issue and be sure to highlight any case law citations that appear in connection with the issue.

Note: Selected Text requires 4.0 or higher Netscape® for Windows® (available from Netscape) or Microsoft® Internet Explorer 4.0 or higher (available from Microsoft).
The ECLIPSE™ Feature
The ECLIPSE feature is an electronic clipping service that allows you to follow the development of topics of interest to you. You can have lexis.com automatically save and re-run searches for updates at daily, business daily, weekly, or monthly intervals. ECLIPSE results can be viewed online or emailed to you.

Each time your search is processed, an ECLIPSE search only gives you the new, updated information and doesn't retrieve the documents you've already seen.
The Shepard's Citations Service provides comprehensive citations history and treatment coverage necessary to verify the status of cases. Shepard's, which now integrates Shepard's, the Auto-Cite® service, and the LEXCITE® feature, can also be used for case-finding, identifying cases and articles that have cited your case.

**Coverage**
- Federal case law
- Case law for all 50 states, the District of Columbia, and Puerto Rico
- Federal statutory materials
- Statutory materials for all 50 states and the District of Columbia
- The Code of Federal Regulations
- Federal Rules
- U.S. Patents
- Law reviews and periodicals

**Currentness**
Shepard's editorial analysis is typically available within 24-48 hours of receipt of the case.

**How to use:**
1. Click “Check a Citation” at the top of the screen; Click “Shepard's” to select.
2. Type the citation in the open field.
3. Select Shepard's for Validation (KWIC™) or Shepard's for Research (FULL) to select a format.
4. Click “Check” to the right of the Citation field.
**Shepard's for Validation (KWIC)**

*Shepard's* for Validation is the editorial portion of the *Shepard's* Citations Service that assists with answering the question, “Is my case still good law?”

**KWIC view provides:**
- All Subsequent Appellate History
- Citing references to which the *Shepard's* editorial staff has assigned analysis, plus recent, additional case law that has not yet been analyzed
- All restrictions
- The new FOCUS search in *Shepard's*

**Note:** The default display format for *Shepard's* is KWIC™.
Shepard's for Research (Full)

Shepard's for Research is the universe in which your case has been cited. Think of this research format as a finding tool.

**Full view provides:**

- All Prior History
- All Subsequent Appellate History
- Every citing reference – case law, law reviews, periodicals, annotated statutes, and ALR® annotations
- All restrictions
- The FOCUS search in Shepard's

**The FOCUS search in Shepard's**

The FOCUS search in Shepard's allows you to conduct a Terms and Connectors search within the text of the listed citing references. You can customize results to facts or points of law you need without predetermined category restrictions.

With the FOCUS search in Shepard's, you can:

- type up to 480 characters for one FOCUS search in Shepard's;
- link out to case law text and view the FOCUS search in Shepard's as highlighted text; and
- use the FOCUS search in Shepard's at no cost.°

° Once you Shepardize° a citation, the only additional charge is when you link to the text of an opinion. This charge does not apply to law school students.
How to use the FOCUS search in Shepard’s:
1. Click “FOCUS Search.”
2. Type your terms in the FOCUS Terms field.
3. Click “FOCUS” to process.
Click the citation in the upper left corner of your FOCUS results to return to the screen you were viewing prior to invoking the FOCUS feature.

Custom Restrictions for Analysis, Jurisdiction, Headnotes, and Date
Unique to the Shepard’s Citations Service on the lexis.com service, the Custom Restrictions Form displays only those analyses and jurisdictions available for the citation being Shepardized™, and only Shepard’s provides headnote analysis from multiple publishers.

Each Custom Restrictions Form is a menu specific to the citation you have Shepardized. From this menu you select the restrictions pertinent to your research. In addition to selecting analysis, jurisdiction, and headnotes, you may also restrict the date by the year of the citing reference.

Selecting Options from the Custom Restrictions Form

How to restrict Analyses, Jurisdictions, and Headnotes:
Click inside the box for each restriction you want to select from the available options.

Dates:
For No Date
Select “No additional date restrictions” to specify no date restriction.
**For Specific Year Restriction**
1. Click on the down arrow to the right of the Date field and highlight one of the following:
   - Show references for the year
   - Show references dated prior to the year
   - Show references dated after the year

2. Type the four-digit year in the field to the right of the selection you highlighted above.

**For Year Date Range**
1. Select “From.”
2. Type a beginning four-digit year date in the From: field.
3. Type an ending four-digit year date in the To: field.

When you have indicated all restrictions on the Custom Restriction Form,

4. Click “Show Restrictions” at the top of the form to process your request. Results of your restriction(s) will display.

**To clear selected restrictions and select other restrictions**
Click “Undo” (at the top of the form to the right of the Show Restrictions button).


**Shepard's Signal**

The *Shepard's* Signal is an at-a-glance indicator of the precedential status of a case.

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🚨</td>
<td>Warning – Negative treatment is indicated; e.g., reversed or overruled</td>
</tr>
<tr>
<td>🚨idot</td>
<td>Caution – Possible negative treatment is indicated; e.g., criticized or limited</td>
</tr>
<tr>
<td>🚩</td>
<td>True positive – Positive treatment is indicated; e.g., followed or affirmed</td>
</tr>
<tr>
<td>📚</td>
<td>Citing References with Analysis Available</td>
</tr>
<tr>
<td>🛡️</td>
<td>Citation Information Available</td>
</tr>
</tbody>
</table>

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**The Auto-Cite® Service and the LEXCITE® Feature**

The Auto-Cite service and the LEXCITE feature are integrated into the new *Shepard's* Citations Service. However, you can exclusively search either of these citator tools by clicking “Check a Citation,” then clicking “Auto-Cite” or “LEXCITE.”

**The Auto-Cite Service**

Auto-Cite is a cite verification and validation tool.

**Coverage**
The Auto-Cite service covers more than 475 reporters, including official and unofficial state and federal reporters and services.

**Currentness**
Auto-Cite is updated daily with cases being made available on the service within 24 hours after receipt.

**How to use**
1. Click “Check a Citation” and then click “Auto-Cite.”
2. Type your citation in the open field.
3. Click “Check.”

**The LEXCITE Feature**

The LEXCITE feature searches primary and secondary legal materials to find embedded references in sources.

**Coverage**
The LEXCITE feature will search for citations in:
- Case law – federal and state
- Code sections
- Agency opinions – federal and state
- Law reviews, journals, and other periodicals
- ALR annotations

**How to use**
1. Click “Check a Citation,” then click “LEXCITE.”
2. Type your citation in the open field.
3. Click “Search.”
Welcome to the most dynamic research method available — lexis.com®.

You only need to know one address to access the extensive data warehouse of the lexis.com service:

www.lexis.com/lawschool (for school students)

or

www.lexis.com (for legal professionals)

The lexis.com service allows you to conduct research quickly and easily in an impressive variety of sources including case law, statutes, and the world’s leading news and business sources. Search, browse and deliver the documents that guarantee you timely, comprehensive research.

Think of Learning lexis.com as a reliable roadmap. Use this book to guide you, helping you to reach your destination — successful retrieval of the information that fulfills your research requirements. In addition to general search strategy instructions, Learning lexis.com offers how-to search recommendations, streamlining your research efforts to minimize the time you spend finding the data you need.

As comprehensive as this book is, there are additional reference materials available to you. Contact your LexisNexis™ account manager for supplemental learning resources.

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Delivering Documents

Choose from multiple options!

Print to Attached Printer or Dedicated LexisNexis Printer

Click “Print” on any search results page to print on the dedicated printer. You can specify any of several print options, including dual-column; use of bold, italics and underlining; page breaks; and more.

Download Delivery*

Click “Download” on any search results page you are viewing to specify documents you want to deliver and the format (.txt or .rft) in which you want to download them.

Email Delivery*

Click “Email” on any search results page you are viewing to email documents to yourself or others. You need to specify the documents you want to deliver, the delivery format and the email address or addresses to which you want them sent.

Fax Delivery*

Click “Fax” on any search results page to fax documents to yourself or others. You must specify the documents you want to fax and the fax information of the recipient.

Click “Text Only” to print a plain-text document without the graphics.

Tagged Cite List

While viewing the cite list, you can “tag” documents for later delivery by clicking the small box next to the cite. Any documents you tagged will be listed on the delivery screen.

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