

# Sharpen Your Online Research Skills

## And Earn CLE Credits

*Welcome to the LexisNexis™ Total Research System. Total research exceeds traditional expectations by expanding your research possibilities beyond cases and codes. LexisNexis™ gives you the broader perspective you need to succeed in finding facts more quickly and achieving better results from your research.*

*Let us help you realize the maximum return from your subscription to the LexisNexis Total Research System. Our customer training program is designed to help you use online legal research more effectively in your legal practice—whether you are a novice user or an experienced researcher. We offer a variety of personalized training options that fit your exact needs. If you are a litigator, we can show you how to find expert analysis in the Matthew Bender® treatises or use public records to find facts that will help you win cases. If you use tax materials, we'll show you how to make the most of CCH® materials online. Whatever your specialty, we can customize a training session for you. Plus, you can satisfy necessary CLE requirements (where approved).*

*Personalized  
Private  
Convenient*

The following courses are useful for anyone who uses the LexisNexis services in practicing law. They'll teach you basic and advanced features, how to find facts, how to verify citations and how to use online research in a specific practice area. Each course can be customized to meet your particular needs and skill levels.

### **Lexis® I for LexisNexis** at [www.lexis.com](http://www.lexis.com)

Learn how to go beyond case law and statutes with the expansive content of LexisNexis at [www.lexis.com](http://www.lexis.com). If you are a novice or a more experienced online researcher who wants a refresher, this course is for you. You'll cover the basics, including screen layout, retrieving individual documents, selecting sources, searching for documents, viewing documents, LexisNexis™ Core Terms, LexisNexis™ Headnotes, using the FOCUS™ feature to search within your results set, *Shepardizing*™, and printing/downloading.

### **Lexis® II for LexisNexis** at [www.lexis.com](http://www.lexis.com)

This follow-up class to Lexis I is also appropriate for experienced users who want to brush up on specific skills. You'll gain more familiarity with source location/selection, how to update searches automatically with the ECLIPSE™ feature, how to search more efficiently using document segments and precision search commands/advanced connectors, and how to expand legal research using More Like This/More Like Selected Text.

### **Factual Discovery/ Due Diligence**

Facts can make your case—or break it. The right facts prepare you for what to expect before you reach the courthouse

door. Learn how to find detailed information on people and companies, jury verdicts and settlements, and expert witnesses using public records, news and business information. Also, learn to use medical journals and find demographic information on potential jurors using our public records.

### **Shepard's® Citations Service**

If you're not familiar with *Shepard's* on the Web, this class will help you understand why *Shepard's* is the premier product for checking citations—and has been for more than a hundred years. Learn how to choose the display format most appropriate for your research needs, interpret the summary screen and *Shepard's* Signals™, restrict citing documents by type of treatment or jurisdiction, start your research in *Shepard's* Citations, search for specific terms within citing documents, use the *Shepard's* Table of Authorities, and more.

### **Practice Area Research Training Sessions**

Depending on your level of expertise, this session will cover basic to advanced *lexis.com*® searching in your specific practice area with relevant examples taken from the appropriate materials. Available Practice Areas include, but are not limited to: bankruptcy, criminal law, environmental, healthcare and medical, immigration, insurance, litigation, labor and employment, patents, securities, tax, and trademarks and copyright.

### LexisNexis™ Automated Forms

Learn how to streamline form preparation while also increasing accuracy in the process.

### CCH®

CCH is the leading publisher of editorially enhanced tax, securities and other practice area materials. This course will help you use these invaluable materials more efficiently.

### CheckCite® & LEXLink™

Automate your cite checking and streamline your research with these two products.

### Due Diligence with LexisNexis™ Company Analyzer

Simplify your due diligence research by locating relevant sources in a single comprehensive search.

### Rainmaking with LexisNexis™ Company Dossier

Strengthen your client and business development, sales and marketing, and competitive intelligence with current and comprehensive information.

### LexisNexis™ CourtLink®

More than dockets online! This is your Web-based solution for trial preparation and litigation management. Learn how to search historically for cases, track specific cases, or retrieve cases for which you have the case number.

### Financial

Locate the status, earnings, executives, addresses, subsidiaries, annual sales, and lists of competitors for hundreds of thousands of publicly traded and privately held companies.

### Mealey Publications

Explore targeted legal news reports that are invaluable to plaintiff, defense, insurance, and in-house counsel with unbiased accounts of events in litigation.

### News

Learn to use more than 14,100 news, business and financial sources for fact finding, rainmaking and much more.

### PowerInvoice™

Recover research-related costs by billing customers before you receive your printed bill.

### Public Records

Learn to use facts on people, companies and assets contained in public records—more than 3.3 billion records. They are invaluable for discovery, trial research, and due diligence.

### SmartLinx™

Sift through thousands of public-records databases to establish logical connections between related entities—with one search that generates a comprehensive summary report.

### Time Matters® via *lexis.com*®

Learn how this practice management system is fully integrated with legal content and research capabilities from LexisNexis to help you streamline the administrative functions of your practice right from your desktop.

## An Added Bonus— Earn CLE Credits

Working closely with state bars for years has enabled us to offer CLE credit for many of the classes we offer—including telephonic courses. Be sure to ask one of our training representatives if your state offers CLE credit for training.

## Training

We provide customized telephonic and in-firm\* training to meet your schedule, convenient Web classes, and sessions at Training Centers across the country.

To register for telephonic training, phone 1-800-227-9597 ext. 52111 or e-mail us at [customer.training@lexisnexis.com](mailto:customer.training@lexisnexis.com)

To receive a schedule of available Web classes, please call 1-800-227-9597 ext. 52151 or e-mail: [customer.training@lexisnexis.com](mailto:customer.training@lexisnexis.com)

To schedule a personal demonstration or if you need account support, please call your LexisNexis™ Account Representative.

\*In-firm training available on a limited basis

## Customer Support 1-800-543-6862

LexisNexis at [www.lexis.com](http://www.lexis.com) comes with a valuable extra: 24/7 customer support! Our team of professionals is standing by to provide research assistance, printing/downloading instructions, and solutions to ID and technical issues.

- **Legal Support Team** – help on search strategy, materials and features from trained legal professionals
- **News, Finance, Public Records, and Business Support** – help on search strategy, materials and features provided by licensed stockbrokers and financial advisors
- **Technical Support** – expert assistance on hardware, software and telecommunications questions
- **Operations Support** – quick response to questions on systems operations such as printing, ID related issues and the ECLIPSE feature.

## ONLINE INSTRUCTIONS

From the log-on screen at [www.lexis.com](http://www.lexis.com), click on the link that says **Take A Tour**. This convenient resource provides you with step-by-step instructions on features such as Lexis® Search Advisor, Searching Multiple Sources, Enhanced Navigational Tools, *Shepard's* Citations Service, and more.

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