In this manual you will get:

- a basic overview of LexisNexis® Total Practice Solutions,
- a basic understanding of the structure of the U.S. legal system, and
- information that will help you do your job more effectively.

You will also learn:

- how to retrieve cases and check the accuracy/validity of these authorities with Shepard’s® Citations Service, and
- about some exciting new litigation tools available through the LexisNexis® services.
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Introduction

The purpose of this manual is threefold:

1. to give you a basic overview of LexisNexis Total Practice Solutions;
2. to give you a basic understanding of the structure of the U.S. legal system, and
3. to provide you with information that will help you do your job more effectively.

You will learn how to retrieve cases and how to check the accuracy and validity of these authorities through the Shepard’s® Citations Service. You will also learn about some exciting new litigation tools from LexisNexis that can make your job easier.
LexisNexis Total Practice Solutions—
Helping you achieve excellence in the business and practice of law

To succeed, you need high-quality tools and services that will help you in all areas of a practice. LexisNexis delivers Total Practice Solutions to help you better serve your attorneys, improve productivity, grow the practice, increase profitability and prepare cases with more insight—without sacrificing quality. The result of listening carefully to our customers and responding to your needs, LexisNexis Total Practice Solutions are designed for the way legal professionals work, in all areas that are essential to their success:

**Client Development**—Industry-leading networking and marketing resources to help you and the attorneys you work with grow the practice.

**Research Solutions**—Exclusive sources vital to your clients’ success.

**Practice Management**—Resources proven to improve firm productivity and profitability.

**Litigation Services**—Vital resources to help you gain strategic insight and greater control throughout the entire litigation process.

When your firm chooses flexible Total Practice Solutions from LexisNexis, you can improve the service you provide to your attorneys, improve firm productivity, increase profitability and help your firm’s attorneys strategically grow the practice.
Structure of the U.S. Legal System

Federal Courts

District Courts
In the federal courts system, a case begins in United States District Court. Each district court resides within the geographic boundaries of a single state or territory. Small states may have only one federal district court, while larger states have as many as six. Where there are a number of district courts, they are geographically divided (e.g., Northern District, Southern District, Eastern District, Western District, Central District, and Middle District). New York has four District courts: Northern District, Eastern District, Western District and Southern District.

Each district also has a Bankruptcy Court. The Bankruptcy Courts deal with the administration of the Bankruptcy Act and are presided over by a Bankruptcy judge.

There are also specialty courts that hear certain types of cases. These include: Tax Court, Claims Court, Veteran Appeals, Military Appeals, Patents Court and more.

Circuit Courts of Appeals
The U.S. Circuit Courts of Appeals hear appeals in the federal court (i.e., appeals of the U.S. District Court decisions). There are thirteen circuit courts; eleven of them are numbered (e.g., First Circuit, Second Circuit, etc.). The other two circuits are the U.S. Court of Appeals for the District of Columbia Circuit and the United States Court of Appeals for the Federal Circuit. The following is a breakdown of the eleven numbered circuits:

1st Circuit — Maine, New Hampshire, Rhode Island, Massachusetts, Puerto Rico
2nd Circuit — New York, Vermont, Connecticut
3rd Circuit — Pennsylvania, New Jersey, Delaware, U.S. Virgin Islands
4th Circuit — Virginia, W. Virginia, Maryland, North Carolina, South Carolina
5th Circuit — Louisiana, Texas, Mississippi
6th Circuit — Michigan, Kentucky, Tennessee, Ohio
7th Circuit — Illinois, Indiana, Wisconsin
8th Circuit — Nebraska, Arkansas, Missouri, Iowa, Minnesota, North Dakota, South Dakota
9th Circuit — California, Washington, Oregon, Idaho, Montana, Nevada, Arizona, Alabama, Hawaii, Guam
10th Circuit — Colorado, Utah, Kansas, New Mexico, Oklahoma, Wyoming
11th Circuit — Alabama, Florida, Georgia

Each Court of Appeals has at least three sitting judges. The Court generally convenes as a panel of three judges for each case.
U.S. Federal Circuits
United States Supreme Court
The Supreme Court of the United States is the highest and final court in the federal system. It has jurisdiction over all federal cases in the U.S. The U.S. Supreme Court can also review decisions of the highest state courts when the cases involve issues of federal or constitutional law. With few exceptions, the Supreme Court hears only appeals from Circuit Courts of Appeals decisions. Generally the Supreme Court itself decides whether or not to entertain an appeal—this is called granting a petition for certiorari.

State Courts
The majority of state court systems have a three-level scheme similar to the Federal System. A case begins in trial court. This may be a city, county or district court, and could be either criminal or civil. Civil cases can be heard in other types of courts (e.g., small claims, probate and family).

Depending on the state, appellate courts have different names—Appellate Division, District Court of Appeal, Special Court of Appeal, Court of Civil Appeals, etc.

The highest state court is called the Supreme Court, except for Maryland and New York where the highest court is called the Court of Appeals; Maine and Massachusetts (Supreme Judicial Court); and West Virginia (Supreme Court of Appeals). Although some cases may automatically be appealed to the highest court, often jurisdiction is discretionary (as with the U.S. Supreme Court); and the court itself may accept or deny the appeal.
Basic searching on the LexisNexis services at www.lexis.com

Signing on to LexisNexis

1. Establish an Internet connection and go to www.lexis.com
2. Type your LexisNexis® ID and password. Click Sign On. (Would you like to create a Custom ID and password, e.g., an easy-to-remember alias or nickname? Click the Create a Custom ID link.)
3. Click a tab at the top of the menu screen to select a research option.

Understanding Legal Citations

Legal Citations are references to cases, statutes, legislative history materials, administrative law and secondary authorities. Legal citations support the legal assertions made about the law, whether quoted directly from the source or paraphrased. A citation reveals the information necessary to enable researchers to locate the source.

All case citations must have at least four parts:

1) Case name;
2) Volume of court reporter and page on which citation can be found;
3) Parenthetical which includes name of court that issued the opinion and date of the decision;
4) Relevant and subsequent history.

Case citations generally follow this form:

<table>
<thead>
<tr>
<th>Party names</th>
<th>Volume</th>
<th>Reporter</th>
<th>Page</th>
<th>Parenthetical</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith v Jones</td>
<td>342</td>
<td>F.2d</td>
<td>901</td>
<td>(4th Cir. 1971)</td>
</tr>
</tbody>
</table>

Generally, each citation will include this basic information: Who is involved in the case, where the decision can be found, and when the decision was rendered. The parenthetical that follows includes the court that rendered the decision, if not already clear from the reporter name and the date of the decision.

Code citations can follow different formats for different states and federal codes, statutes and regulations. When using the lexis.com service, you can click on “citation formats” from the Get A Document tab. This will give you an alphabetical list of different jurisdictions and instructions on how to cite to the statute from that jurisdiction.
Getting a Document on lexis.com

Retrieve individual documents from LexisNexis quickly and easily with Get a Document. You can use the document citation, the names of the parties, or the docket number to retrieve documents.

Get a Document by Its Citation
1. Click the Get a Document tab.
2. Click the Citation tab. (Citation is the default setting.)
3. Type in the citation for the document you want to retrieve, e.g., 253 F3d 34.
4. Click Get.

Get a Document by Party Name
1. Click the Get a Document tab.
2. Click the Party Name tab.
3. Type in the party names for the document you want to retrieve, e.g., smith v. jones.
4. Click Search.

Get a Document by Docket Number
1. Click the Get a Document tab.
2. Click the Docket Number tab.
3. Type in the docket number for the document you want to retrieve, e.g., 00-8452.
4. Choose the jurisdiction for the cited case you want to see.
5. Select a date range (optional).
6. Click Search.
When you have multiple cases or code sections

If you have more than five cases you’d like to retrieve, you can use Get & Print. Simply type in as many citations as you’d like, have the system pull the full text of cases, and print them. Shepardize them and print a report. To access Get & Print, click Get & Print from the Get A Document tab. You will be prompted for your LexisNexis ID and password.
Overview of Shepard’s Citations Service

Lawyers rely on case law, regulations and statutes to support their argument to the court. Before a case can be cited with confidence in a brief, it has to be checked to make sure that it is in fact good authority. This is done by determining that the case has not been reversed by a higher court, overruled by a later decision of the same court, or in any significant way altered, criticized, or questioned to the point where it is no longer persuasive authority. Shepard’s Citations Service lets you verify the validity of a citation on the LexisNexis services. You can only Shepardize online on the LexisNexis services.

Shepard’s indicates the many ways that good law can “go bad,” including more subtle negative treatment such as: criticized, distinguished, limited, modified and questioned. This is important because Shepard’s Citations provides an early warning system as a case loses its precedential value.

Shepard’s may also be used as a research tool. This is because the Shepard’s Citations Service lists not just negative history and negative references to a case, it provides Positive references. Positive treatment helps you identify splits of authority, find cases that strengthen your arguments, find facts of law even closer to your case, and construct a road map to help organize and prioritize your research.

Shepard’s reports are available in two convenient formats:

Shepard’s for Validation (KWIC™)—gives you the Subsequent Appellate History of your case as well as all citing references with analysis.

Shepard’s for Research (FULL)—gives you the Subsequent Appellate History, the Prior History, any citing reference with or without analysis, as well as cites to codes, statutes, ALR® annotations and other Secondary Sources.

Attorneys also use Shepard’s as a research tool to find cases that support their argument(s), make sure a case is still good law, diminish the strength of the opposing counsel’s case, and more. The FOCUS™ feature in Shepard’s lets you do a full-text word search of any and all citing references for terms that are mentioned in a citing case. If you want to find cases that follow your case for any factual language or legal concept, you can run a FOCUS search from your Shepard’s report at no additional cost.

For more information, or for a Shepard’s Demo, see your LexisNexis representative or go to http://law.lexisnexis.com/shepards
A Shepard’s Report in Full format looks like this:

Definitions of Shepard’s Analyses
When you retrieve your Shepard’s report, there will be different analyses applied to each citing reference. Below, are the definitions of the most commonly used analyses.

**Affirmed**—On appeal, reconsideration or rehearing, the citing case affirms or adheres to the case you are Shepardizing.

**Connected Case**—The citing case is related to the case that you are Shepardizing, arising out of the same subject matter or involving the same parties.

**Criticized**—The citing opinion disagrees with the reasoning/result of the case you are Shepardizing, although the citing court may not have authority to materially affect its precedential value.

**Dismissed**—The citing case dismisses an appeal from the case you are Shepardizing.

**Distinguished**—The citing case differs from the case you are Shepardizing, either involving dissimilar facts or requiring a different application of law.

**Explained**—The citing opinion interprets or clarifies the case you are Shepardizing in a significant way.

**Followed**—The citing opinion relies on the case you are Shepardizing as controlling or persuasive authority.

**Modified**—On appeal, reconsideration or rehearing, the citing case modifies or changes in some way, including affirmance in part and reversal in part, the case you are Shepardizing.
**Overruled**—The citing case expressly overrules or disapproves all or part of the case you are *Shepardizing*.

**Questioned**—The citing opinion questions the continuing validity or precedential value of the case you are *Shepardizing* because of intervening circumstances, including judicial or legislative overruling.

**Reversed**—On appeal, reconsideration or rehearing, the citing case reversed the case you are *Shepardizing*.

**Same Case**—The citing case involves the same litigation as the case you are *Shepardizing*, but at a different stage of the proceedings.

**Superseded**—On appeal, reconsideration or rehearing, the citing case supersedes or is substituted for the case you are *Shepardizing*.

**Vacated**—The citing case vacated or withdraws the case you are *Shepardizing*.

**History of Your Case**

*Shepard’s* will give you the History of your case in two sections:

- **Subsequent Appellate History**—Provides the chain of later decisions published as a case moves through the appeals process in actions directly related to the *Shepardized* case. It includes reversals, affirmances, appeals granted and denied remands, etc.

- **Prior History**—Provides citations to earlier decisions.

**Shepard’s Treatments for Statutes**

*Shepard’s* Citations offers comprehensive citation coverage of Federal and State Statutes/Regulations and provides you with the ability to check citations, find parallel citations, and view the history of a cited case or statute, and the treatment accorded to it by subsequent cases.

- **Constitutional**—The citing case upholds the constitutionality of the statute, rule or regulation you are *Shepardizing*.

- **Followed**—The citing opinion expressly relies on the statute, rule or regulation you are *Shepardizing* as controlling authority.

- **Interpreted**—The citing opinion interprets the statute, rule or regulation you are *Shepardizing* in some significant way, often including a discussion of the statute’s legislative history.

- **Retrospective**—The citing opinion discusses retrospective or prospective application of the statute, rule or regulation you are *Shepardizing*.

- **Unconstitutional**—The citing case declares unconstitutional the statute, rule or regulation you are *Shepardizing*.

- **Void/Invalid**—The citing case declares void or invalid the statutes, rule or regulation you are *Shepardizing* because it conflicts with an authority that takes priority.

- **Valid**—The citing case upholds the validity of the statute, rule or regulation you are *Shepardizing*.
Shepard’s History Definitions

Shepard’s provides you with prior history and the official status of case-law citations. Shepard’s also references Annotated Law Reporters, Federal and Lawyer’s Edition annotations that discuss the searched case and any related history. Here are some commonly used Treatment codes, along with their definitions.

Aff’d—An Appellate court has upheld the judgment, decree or order of a lower court or administrative agency, in a written opinion which confirms or ratifies the correctness of the result in the lower court or body. The earlier result is still good law, although further appeal is possible if a higher court exists.

Aff’d in part, rev in part—An appellate court has upheld part of the judgment of a lower court or agency but has overturned the remainder of the judgment. That part of the lower court decision being overturned should no longer be considered good law.

Amended—A court has changed or improved its own earlier judgment, order or opinion, in one or more ways, generally by means of additions or deletions, thereby limiting the continuing validity or precedential value of the earlier case.

Appeal denied—An appellate court has refused to accept or hear an appeal of the judgment, decree or order of a lower court or administrative agency. The prior case is still good law, although further appeal is possible if a higher court exists.

Cert denied—A higher court has exercised its discretion not to accept or hear an appeal from a lower court, by refusing to issue a writ of certiorari, which would require the lower court to produce a certified record of the case decided therein for purposes of appellate review. The lower court result is still good law, although further appeal may still be possible.

Cert granted—A higher court has exercised its discretion to accept or hear an appeal from a lower court, by agreeing to issue a writ of certiorari, a common law process requiring the lower court to produce a certified record of the case decided therein for purposes of appellate review. There will likely be a subsequent order or opinion by the higher court to indicate its disposition of the appeal.

Later proceeding—Used to connect together cases from the same direct litigation chain, when the use of a more specific or dispositive phrase is not appropriate or possible.

Mot granted—A party to an action has moved for a rule or order directing some act to be done in their favor, and the court has granted that request.

On remand—A case has been sent back from an appellate court to a lower court from which the proceeding originated, to take some further action on it.

Reh’g granted—The court has granted the motion of a party to rehear arguments that resulted in an earlier opinion.

Remanded—An appellate court has returned a case to a lower court for entry of proper judgment, for a new trial or for some other further proceeding. There will likely be a subsequent judgment, order or opinion by the lower court indicating its disposition of the case.
How to Shepardize

Using Shepard's Citations on the lexis.com service.

2. Type in your LexisNexis ID number and your Password and click Sign on.
3. Click Check a Citation. A dialog box will appear.
4. Type in the citation that you wish to check and choose a Shepard's format (Shepard's for Validation or Shepard's for Research).
5. Click Check.

Your Shepard's report will default to FULL format. If you wish to change formats, simply click on the desired format at the top-left corner of the screen.

Shepard's Signal™ Indicators

Shepard's Signal indicators give you an at-a-glance indication of the precedential status of a case. Shepard's Signal indicators appear at the top of Shepard's results and on LexisNexis case documents. When you're reading a case online, click on the Shepard's Signal indicator to Shepardize that decision:

- **Warning**: Negative treatment is indicated—shows that the case contains strong negative history or treatment of your case (i.e., overruled or reversed).
- **Questioned**: Validity questioned by citing refs—contains treatment that questions the continuing validity or precedential value of your case because of intervening circumstances, including judicial or legislative overruling.
- **Caution**: Possible negative treatment—contains history or treatment that may have a significant negative impact on your case (i.e., distinguished or criticized).
- **Positive**: Treatment is indicated—contains history or treatment of your case that has a positive impact on your case (i.e., affirmed or followed).
- **Citing Refs. With Analysis Available**: Contains treatment of your case that is neither positive nor negative (i.e., explained).
- **Citation information available**: Citing references are available for your case, but do not have a history or treatment analysis. (i.e., law reviews).

Click on any Shepard's editorial treatment code (e.g., distinguished, questioned) to view its definition.

Shepard's on the LexisNexis services is updated every 24 hours and lists all references to a case. In addition, all cited cases include:

a) the short name of the case;
b) the exact page where your case is cited;
c) a highlighted jump link to the full text of the referencing citation.

Shepard's lists cases from the highest court to the lowest court.
Restricting Your Shepard’s Report

As mentioned earlier, Shepard’s has two primary functions. The first function is to validate your cite, to make sure it is still good law and a persuasive argument to use in a brief. Sometimes, attorneys are only interested in a particular jurisdiction, or a particular treatment code. You can restrict your Shepard’s report by treatment code, jurisdiction, date, etc. to meet the specific criteria that you need.

At the top of your Shepard’s report screen, you will see five different options:

Save as Shepard’s Alert®—Shepard’s Alert delivers regular updates showing additional citing references and any potential impact to the validity of the citation you are monitoring.

Unrestricted—brings you back to your unrestricted Shepard’s report. You can always go back to your original unrestricted report regardless of how many different restrictions you have done.

All Negative—click All Neg to restrict your Shepard’s report to show only those cases that may erode the strength of your case. For example, if there is a Followed treatment code in your original report and you click on All Neg, the cases that had the Followed treatment code will no longer appear.

All Positive—restricts your Shepard’s report to show only those cases that cite your case that have Positive treatment applied. This is a good restriction to use if you are using Shepard’s for Research.

FOCUS - Restrict by—gives you a checklist of different ways to restrict your report. You can choose several jurisdictions, different analysis, LexisNexis® Headnotes, etc. by clicking in the box and clicking Apply.

There is no charge to restrict your Shepard’s report and you can restrict and use the FOCUS feature as many times as you like.
**Shepard’s Brief Suite**

The Shepard’s Brief Suite includes four, powerful document-drafting and legal-validation applications that help in drafting high-quality legal documents (e.g., briefs, pleadings, memoranda). These desktop-based applications provide authoritative Shepard’s analysis within work product, offer guidance on formatting, automatically construct Tables of Authorities and add Shepard’s hyperlinks to internal documents.

**Shepard’s Brief Suite includes:**

- **Shepard’s® CheckCite®**—Extracts virtually all case-law and law-review citations from a document, submits them to Shepard’s; retrieves the most current Shepard’s and Auto-Cite® reports and validates the citations; and retrieves full-text documents. It also ensures all quoted case law conforms to the actual reported or existing language in the opinion.

- **Shepard’s® StyleCheck™**—Ensures citations conform to proper legal citation formats so you can be confident your brief, pleading or memorandum is formatted according to Bluebook standards.

- **Shepard’s® FullAuthority®**—Build a Table of Authorities (TOA) automatically and customize it to fit your specific needs.

- **Shepard’s Link™**—Add LexisNexis hyperlinks to Microsoft® Word documents. These links also let you Shepardize all cited legal authority quickly. You can even retrieve cross-referencing icons that might appear if you have indexed using a local search engine (e.g., Google™ Desktop, MSN® Search, etc.).

**Shepard’s Brief Suite will help you:**

- **Uncover Possible Trouble Spots as You Draft**—Shepard’s Link (formerly LEXLink™) copies your brief or memorandum and pinpoints its citations—case law, law reviews, statutes. Then it adds Shepard’s Signal indicators plus links to the full-text documents and full-text Shepard’s reports. It even blocks and checks document sections.

- **Match Your Work to Bluebook Standards in Seconds**—Shepard’s StyleCheck checks style against *The Bluebook: A Uniform System of Citation* (18th Edition) published by the Harvard Law Review Association, or you can opt for the California Style Manual. No citation marking is needed. Shepard’s StyleCheck (formerly CiteRite®) checks text and footnotes for case law, federal and state statutes, federal legislative history, model codes, uniform codes, law reviews, books, services, signals, short forms and complicated string cites.

- **Add More Flexibility with Shepard’s® BriefCheck™ for the Web**—Shepard’s BriefCheck for the Web identifies legal citations within your document, validates citations through Shepard’s Citations Service and generates a concise summary report tagging problem cites. While Shepard’s CheckCite software checks case-law and law-review citations, Shepard’s BriefCheck on the Web also checks U.S. and state statutes, patents, tax & treasury materials, and legislative documents as well. Get a “smart” answer set for statutes—only those Shepard’s reports with legislative history and citing decisions with negative analysis.
• **Verify Citations and Quotations in One Step**—*Shepard's* CheckCite collects your brief’s case-law and law-review citations, verifies them through *Shepard's* Citations Service and Auto-Cite and generates a summary report that tags problem cites for immediate attention. Plus, it ensures all quoted case law conforms to the actual reported or existing language in the case-law opinion. Not only are quote errors reported, your CheckCite report also provides the correct language.

• **Create a Table of Authorities Cited in Your Brief**—*Shepard's* FullAuthority prepares each cite for the table. Choose your table criteria. Cases and statutes as well as U.S. and state materials can be separated. Alphabetize by defendant or public party name and sort by category (case, statute or miscellaneous). Remove explanatory second parentheticals, expand abbreviations, and correct simple punctuation errors. No tagging or marking citations! FullAuthority underlines reporter abbreviations, case names and histories, and even locates short forms. Options make it easy to combine long- and short-form citations, add reporters, or specify alternative spellings.

*Shepard's* Brief Suite is available to LexisNexis subscribers as an additional subscription. Talk to your LexisNexis account team to find out more about *Shepard's* Brief Suite desktop software or go to [http://law.lexisnexis.com/shepards-brief-suite](http://law.lexisnexis.com/shepards-brief-suite) and take a tour.
Litigation Solutions

LexisNexis offers end-to-end litigation solutions that are tied to the litigation life cycle. Our comprehensive collection of industry-leading litigation information, tools and services are available through one source—an intuitively organized Web platform called LexisNexis® Total Litigator. Some of the solutions that may be particularly useful to you are described below.

LexisNexis Total Litigator

LexisNexis Total Litigator is an intuitively organized, comprehensive Web platform that integrates the complete portfolio of LexisNexis litigation resources around the tasks you must accomplish throughout the litigation workflow. From case assessment to court appearance, you can find, manage and use vital information seamlessly. Total Litigator provides an easy-to-use tool to uncover the vital information necessary to gain a real strategic edge throughout the life cycle of any case.

Total Litigator offers a revolutionary paradigm shift in managing the litigation process. You no longer need to remember the exact LexisNexis resources you require. Simply identify a specific litigation task and Total Litigator suggests the best resources—often presenting results from multiple resources simultaneously. For these reasons, Total Litigator is specifically endorsed as the “best option for litigators” by the National Institute for Trial Advocacy (NITA®), and supported by the Defense Research Institute. Total Litigator is also fully compatible with LexisNexis® Total Search.

Applied Discovery

Created for attorneys by attorneys, Applied Discovery is the leading provider of electronic discovery services. A single-stop solution, it provides a complete range of superior e-discovery services: Consulting, Data Gathering, Media Restoration, Forensics, Data Processing and Document Production. Our expert consulting services cover all phases of the e-discovery process—from litigation preparedness and cost-effective data collection to developing strategic approaches to document review—tailored specifically to the needs of your case.

• Expert consulting services
• Unrivaled data processing accuracy
• Industry-leading processing speed
• Flexible, customized professional service
• The ability to review or produce documents as you need them

LexisNexis® File & Serve Service of Process

Law firms use LexisNexis File & Serve Service of Process to gain more convenience and control over managing service of process (process service). Any law firm can use LexisNexis to serve summonses, complaints, subpoenas, letters, interrogatories and other litigation documents. LexisNexis works with a network of fast, reliable process servers nationwide and worldwide. Get flexible submission and delivery options. Even submit documents online. And monitor delivery online as well.
CaseMap

CaseMap, which makes it easy to organize, evaluate and explore the facts, the cast of characters, and the issues in a case, is designed for use on all types of cases and by all types of litigators and investigators. Enter information directly in CaseMap spreadsheets or employ the “Send-to-CaseMap” feature to cull critical passages directly from documents and transcripts. More than 15 software products offer this special CaseMap integration that makes it easier for you to analyze a case.

CaseMap is easy to learn and use, offering a consistent design, ease-of-use features, and a pre-built example case. Additionally, CaseMap software integrates with numerous other litigation support and electronic discovery tools, including Adobe® Acrobat®, Applied Discovery, Binder, Concordance™, JFS Litigator’s Notebook, KPMG’s Discovery Radar, LiveNote® and Sanction. One or more of the software products you already use probably links seamlessly with CaseMap, allowing you to create a practical and polished work product.

CourtLink® Document Retrieval Service

Order dockets and documents from all federal and state courts with the CourtLink Document Retrieval Service. CourtLink offers a combination of online access to the nation’s courts and advanced searching and notification capabilities to provide you with litigation intelligence tools. The CourtLink service provides deeper, more strategic ways to search electronic filings. The six functional areas are:

A**lerts**—Automatic e-mail notification of newly filed cases in key jurisdictions let you be among the first to know about a newly filed case, sometimes before your client (or prospective client) is served.

**Tracks**—Stay up-to-date on new developments in existing cases through automatic e-mail notification on changes to existing cases at the frequency you specify (daily, weekly, monthly).

**Search**—Pinpoint exactly what you need by searching through U.S. District Court Civil and Criminal dockets or U.S. Bankruptcy Court records by court, date filed, subject matter, litigant, attorney, judge, keyword, bankruptcy chapter, etc. Search selected state and local courts in real-time by litigant name and case type; courts include the Circuit Court of Cook County, Delaware Chancery, all 62 counties of New York and more.

**Retrieve**—When you know the U.S. District or Bankruptcy court case number, retrieve a filing in seconds. Request real-time updated case details from federal and selected state and local courts, including the Circuit Court of Cook County, Delaware Chancery, all 62 counties of New York and more.

**Order Documents**—Request underlying documents (complaints, judgments, motions, orders, etc.) with typical turnaround time of 24 to 48 hours. Receive electronic order confirmation and personalized tracking; save time and hassle with a single monthly invoice.
Strategic Profiles—The CourtLink service helps you build strategic profiles of the litigants, opposing counsel and judge in your case. Profile types are:

Litigant Profile—Gain meaningful insight into a public company’s litigation history; view a directional overview of litigation activity by nature of suit and geography. Determine which law firms have represented the company in the past; benefits are litigation intelligence and cross-selling opportunities.

Attorney Profile—See a sampling of an attorney’s experience and success in a specific nature of suit or in front of a particular judge; benefits are competitive intelligence and, from a recruiting standpoint, a tool to verify case experience.

Judicial Profile—Identify a judge’s ruling history in a case type and a list of attorneys or firms who have appeared before the judge; benefit is, by uncovering a judge’s experience in a particular nature of suit, you will be better equipped to argue persuasively before that judge.

LexisNexis SmartLinx Feature

Comb through billions of public records in a single search to locate and connect facts at lightning speed with the SmartLinx public record report product. Retrieve names, addresses, phone numbers and other information and connect this data to appropriate people, businesses and locations. There are many uses for SmartLinx research, including litigation. For example:

• Simplify due diligence research by locating the facts you need through a single service.
• Speed your litigation by quickly locating information regarding elusive parties, witnesses, defendants, judgment debtors, child support obligors, pension beneficiaries, heirs and others.
• Increase settlement opportunities by uncovering hidden ownership of assets.
• Review the financial history of individuals by finding their bankruptcy history, outstanding liens, judgments, etc.
• Verify witness background and potential credibility by checking license status, certifications, degrees, etc.
• Look for conflicts of interest by tracking an individual’s business affiliations.
• Find detailed information on companies by reviewing secretary of state filings, DBA records and more.
• Gather competitive intelligence to enhance your business development plan with extensive company records.
LexisNexis Paralegal Certificate of Mastery

LexisNexis has a strong commitment to paralegals as exemplified by our Paralegal Certificate programs.

Paralegal Certificate of Mastery

The goal of this program is to familiarize you with the LexisNexis search methods needed to find the types of information paralegals most often need. Five one-hour training sessions cover the topics of Initial Case Analysis, Cite Checking, Locating and Profiling People, and Company & Financial Research. During the training sessions for this program, you will learn:

Initial Case Analysis using the LexisNexis services at www.lexis.com
Paralegals very often are charged with the task of doing the initial case analysis when a new client comes in the door—do we or do we not have a case? If so, what are our chances for a successful outcome? Initial case analysis involves researching topics through Lexis® Search Advisor, which will help identify relevant primary and secondary authority that may affect your case. You will learn how to effectively search for cases and statutes, as well as LexisNexis® Matthew Bender® treatises and other secondary legal publications.

Cite Checking with Shepard’s, available exclusively on the LexisNexis services at www.lexis.com
A major task of paralegals is checking citations in the firm’s legal documents, as well as those of opposing counsel. This class is designed to help you understand the value of using Shepard’s for research and for case validation, with an in-depth look at how to analyze and customize a Shepard’s report.

Drafting legal documents using the LexisNexis® services at www.lexis.com
Paralegals and attorneys spend a significant amount of their time drafting documents for court and for a client’s personal and business interests. LexisNexis has unsurpassed resources to help you draft those documents. This class will help you understand the different types of forms most often drafted by paralegals and attorneys, as well as identify where to find these forms on lexis.com. In addition, many of these forms also contain practice pointers to help guide you on the proper use of the form.

Public Records and News on the LexisNexis® services at www.lexis.com
Paralegals use public records and news sources a lot to help them compile information on major players in a case, track down witnesses, find expert witnesses, locate property and other assets, to name a few. This class is designed to show the value of going beyond just cases, statutes, and treatises on your case, and it will show you how these sources of information can aid in discovery and due diligence.

Company & Financial Information on the LexisNexis® services at www.lexis.com
Paralegals must often find information about companies for a specific case or for client development purposes. This class will help you understand how to use the LexisNexis company & financial sources to not only advance research on opposing parties, but to find information on present business clients and prospective clients. You will learn how to locate information on corporate affiliations and find in-depth company reports, as well as financial filings. You will also learn how to streamline your research using LexisNexis® Analyzer and LexisNexis® Dossier.

Get CLE Credit from NALA and NFPA
After completing the training, you’ll be a more flexible and efficient researcher, increasing your value to the firm. As an additional benefit to you, the Paralegal Certificate of Mastery training programs have been approved by both NALA and NFPA for CLE credits.

Best of all, you don’t even have to leave the office to attend the training sessions! A special LexisNexis telephonic training representative can train you right over the phone at times most convenient for you. After completing each program, you’ll receive a handsome Certificate of Mastery and a special gift from LexisNexis to celebrate your success.

We’re Available Virtually Around the Clock
As always, if you have any questions relating to your research or with any LexisNexis related product, you can contact your firm’s LexisNexis representative, call LexisNexis Customer Support at 800.543.6862 or go to our Web site just for paralegals at: www.lexisnexis.com/paralegal