Cite Checking
with LexisNexis®

Automated Cite Checking Tools

LexisNexis® provides two separate tools to automate the cite checking process. *Shepard's*® **BriefCheck**™ is an online tool you can use to quickly upload and cite check any document. *Shepard's*® **Brief Suite**™ is a suite of programs that automates the entire cite checking process.

Shepard's BriefCheck

Use *Shepard's* BriefCheck to check the validity of citations and the accuracy of attached quotations.

Accessing *Shepard's* BriefCheck
- Click the *Shepard's* tab at the top of the LexisNexis Research System.
- Click the blue *Shepard's* **BriefCheck** link.

Using *Shepard's* BriefCheck

Step 1: Begin Session	Step 2: Select Options	Step 3: Review Citations	Step 4: Specify Delivery
• Select a method for creating a citation list — Upload a Document — Type in a List of Citations • Click **Next** to build your Citation List	• Choose *Shepard's* and/or **Get** by checking the appropriate boxes • Click **Edit settings** to modify any of the *Shepard's*, Get or Report Setup options — Click **Set** to save new settings • Click **Next** to generate your cite list Note: Default verification options are selected	• Review identified citations using the key at the bottom of the cite list • Change/Set report options on a citation-by-citation basis • Click **Next**	• Check the box(es) for the desired delivery option(s) • Complete the appropriate fields • Click **Create Report**

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with LexisNexis

Shepard's Brief Suite

Shepard's® CheckCite®

Check the validity of citations and accuracy of attached quotations.

To use *Shepard's* CheckCite for the document you are viewing:

1. Click the *Shepard's* CheckCite "check mark" button. You can identify a client or matter. Default verification options are selected.
2. Click **OK**.
3. View your citations list. (You can add, delete or modify cites and view document quotes.)

Then click Create Report.

4. View your summary report. Problem areas are in bold for fast review. Select Expand All from the View menu to display signal links.

Shepard's® StyleCheck™

Make sure your citations are in the proper format.

To submit the brief you are viewing to the *Shepard's* StyleCheck program:

1. Click the *Shepard's* StyleCheck button. Default style-verification options are already set. (To customize your options, e.g., to reflect the style of specific jurisdictions, click **Properties** in the Options screen.)
2. Click **OK**.
3. View your error report. Be sure to save the report if you wish to view it again.

Shepard's® FullAuthority®

Automatically build a customized table of authorities.

To create a table of authorities for the brief you are viewing:

1. Click the brown *Shepard's* FullAuthority "gavel" button. Default table options are selected. (To change the options, select Properties. Click to check or uncheck options under Sort, Edit, Search and Format. Click **OK**. If options have changed, you can save the new option set.)
2. Click **OK**.
3. View your table. Be sure to save your table of authority.

Shepard's Link™

Add hyperlinks to all cited legal authority within your documents.

To add a *Shepard's* Link to the document you're viewing:

1. Click the *Shepard's* Link button—the first button in your *Shepard's* Brief Suite toolbar. If you choose, you can select the *Shepard's* Link Options button and incorporate up to five search engines, e.g., Google™ Desktop or Microsoft® Windows® Desktop, to add cross-reference links from your internal documents.)
2. Click **OK**.

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