

LexisNexis®

Cost-Effective Research Strategies

Three Steps to Cost-Effective Research

- 1. Select a Narrow Source**—The cost of your search depends on the size and type of the selected source.
 - *If only state case law is needed for research, do not select a source that includes federal case law as well.*
 - *If you only need cases from a specific state, do not search all 50 states.*
- 2. Run a Broad Search**—The same charge is incurred if your search retrieves 0 or 2,999 documents. Thus, the goal of any search should be to retrieve the largest number of relevant documents possible by using synonyms and any words that the court might use.
- 3. FOCUS™ the results for free**—Narrow the results to the most relevant documents through **FOCUS**. There are no limits on the number of **FOCUS** requests and **FOCUS** is Always Free.

Researching an Unfamiliar Area of Law

Search by Topic or Headnote—a great starting point for an unfamiliar area of law or issue

FOCUS works extremely well with the LexisNexis Search by Headnote or Topic feature when searching Cases and Secondary Sources. Simply select a topic and automatically retrieve relevant sources for your topic, then use **FOCUS** to refine and narrow your issue.

For example, to find cases and treatises that discuss the issue of affirmative action.

1. Click the **Search** tab and then select the **by Topic or Headnote** flap at the top of the LexisNexis® Total Research System home page at www.lexisnexis.com/lawschool.
2. Type *affirmative action* in the Find a Legal Topic field.
3. Scroll down to **Affirmative Action** and click **Compliance**.

4. Go to Option 1—Search Across Sources

1 Jurisdiction: Select **Federal**

2 Sources: Click **Select Sources...** and choose the following:
—Cases – 6th Circuit, Federal and State cases combined
—Analysis, Law Reviews & Journals – Larson on Employment Discrimination

3 Search Terms—Click **Search**

5. Narrow the results that discuss the issue overall by clicking on the **FOCUS** Terms bar at the top of the screen to view documents with a more narrow issue, similar facts, cases from a specific court, etc. Examples of a **FOCUS** search include:
—**FOCUS** to a narrow issue—**reasonable accommodation**
—**FOCUS** on specific facts—**hostile work environment**
—**FOCUS** on a specific court—**court(southern district of ohio)**

TIP: **FOCUS** always searches the original number of documents retrieved in your initial search request. Only the terms used in the **FOCUS** request appear in bold in each **FOCUS** result. If your **FOCUS** results are not from the original results, go to the [Preferences](#) link and click on the box next to *Always search within Original Results under Results view.

Search by Source—Area of Law by Topic Folder—a helpful research tool when you understand the issue and/or area of law, but want to retrieve the most narrow sources for that area of law.

1. Click on the **Search** tab and then select the **by Source** flap at the top of the LexisNexis Total Research System home page at www.lexisnexis.com/lawschool.
2. Find the **Area of Law—By Topic** section on the right side of the Legal tab in Look for a Source. Click on **Taxation** to view all tax sources in one place.
3. Select **USCS—Title 26; Internal Revenue Code Annotated**.
4. Run the following search in the Table of Contents: *allocation of basis*
5. Select **§ 755. Rules for allocation of basis**.

Top 10 Cost/Timesaving Tools on LexisNexis

The LexisNexis Total Research System can help you control research costs. Here are the top 10 tools for saving time and money.

1. Get a Document—Efficient, Single Document Retrieval

The most cost-effective method for retrieving documents on LexisNexis is by citation. Use the Get a Document tab to retrieve an individual, full-text document with its citation. Click the **Get a Document tab, Citation** in the red bar, type the citation in the template's open field and click **Get**.

2. Shepard's®—Validate and Find More Supporting Authority

Use *Shepard's* to find additional authority—efficient and cost-effective with a seminal case or controlling statute. *Shepardize*® a citation, then click the blue **FOCUS – Restrict By** link at the top of the report to use the free FOCUS feature and narrow results.

3. Shepard's® BriefCheck™—Save Time by Completing Your Work Automatically

Retrieve *Shepard's* Reports & full-text cases through *Shepard's* BriefCheck to save time with large cite-checking assignments.

4. TOC Searching—Quickly Get the Relevant Information

Minimize search costs with Table of Contents searching, and even access specific sections by citation through jump links.

5. Book Browse—FREE Access to Adjacent Sections

Sequentially view adjacent sections of statutes, regulations and limited secondary sources with the Book Browse feature, and incur no additional search charges. Click the **Book Browse** link at the top of a results page and use the **Next** and **Prev** arrows to navigate.

6. Narrow Source/Broad Search/FOCUS—Informed Resource Selection

Choosing the most efficient source significantly reduces search charges by eliminating extraneous documents. Remember, the larger the source, the more expensive the cost of the search. The number of results you retrieve with that search is not relevant. Find all materials that discuss the legal issue and then FOCUS to narrow your results to those materials that discuss your facts, the more narrow issue, materials from your jurisdiction or other more narrow terms.

7. LexisNexis® Alerts—Automatic Research Updates

Set up Alerts for frequently run searches, and automatically receive updates so you save time and money not rerunning the search. Link to Save As Alert for set up.

8. LexisNexis® Total Litigator—Efficient Case Research from Start to Finish

Retrieve everything you need to draft quality legal documents through LexisNexis Total Litigator, an intuitive, easy-to-use, form-based search platform for the litigation and drafting process. Go to <https://litigator.lexisnexis.com>

9. History—FREE, Automatic Research Storage

Recall automatically saved research from your History log for the past 30 days. **Recent Results** stores research conducted in the last 24 hours, while **Archived Activity** stores searches from the previous 29 days. Click the History link on the upper black navigation bar.

10. Customer Support—365/24/7 FREE, Professional Help

Receive free, expert assistance 24/7 from LexisNexis® Customer Support—attorneys, computer engineers, information professionals, financial planners, and stockbrokers all available to answer your questions and help you get the most out of LexisNexis. **1-800-543-6862 or 1-800-45LEXIS**

www.lexisnexis.com/lawschool

LexisNexis, the Knowledge Burst logo, *Shepard's* and *Shepardize* are registered trademarks and FOCUS is a trademark of Reed Elsevier Properties Inc., used under license. BriefCheck is a trademark of LexisNexis, a division of Reed Elsevier Inc. Other products or services may be trademarks or registered trademarks of their respective companies.

© 2007 LexisNexis, a division of Reed Elsevier Inc. All rights reserved. LA12489-0 1207

To learn more cost-effective research tips, go to:
www.lexisnexis.com/lawschool/learning/tutorials
For 24/7 research help, click on Live Support
or call **LexisNexis Customer Support:**
1.800.45.LEXIS (5-3947)