Research Guide
for the LexisNexis® services

LexisNexis® provides an easy-to-use “tabbed” approach to electronic research. Each tab relates directly to a specific stage of the research process. Below you will find explanations of each tab as it relates to the different stages of the research process.

Signing On to the LexisNexis Research System

How to Sign On to the LexisNexis Research System
• Go to the Law School Home Page:
  www.lexisnexis.com/lawschool
• Type your Custom ID & Password then click the arrow to the right.
• Click the Research link on the right to access LexisNexis.
If you do not know your Custom ID & Password please contact LexisNexis Customer Support 24/7 at 1-800-45LEXIS.

Quickly Retrieve Cases, Statutes and Other Documents

Retrieving By Citation
• Click the Get a Document tab at the top of the Research System.
• Click by Citation in the red bar underneath.
• Type 248 N.Y. 339 or your own citation.
• Click the red Get button to retrieve the document by citation.
Use the blue Citation Formats link when you are unsure of the proper format to retrieve a citation.

Retrieving By Party Name
• Click the Get a Document tab at the top of the Research System.
• Click by Party Name in the red bar underneath.
• Type Palsgraf and Long Island in the party fields.
• Select New York as your jurisdiction under State Courts.
• Click the red Search button to retrieve all the cases with that name.
Use the blue Coverage Dates link to see how far LexisNexis goes back for each jurisdiction before you search.

Retrieving Multiple Citations at Once
• Click the Get a Document tab at the top of the Research System.
• Click by Citation in the red bar underneath.
• Click the blue Get & Print link to access the Get & Print form.
• Complete the form typing all citations separated by Hard Returns or Semicolons.
• Click the red Get button to retrieve all your citations at once.
Use Get & Print to retrieve Shepard's® reports & Case Briefs for citations as well as the citations themselves.

Class & Exam Preparation: Using LexisNexis Case Briefs
• Click the Get a Document tab at the top of the Research System.
• Click by Citation in the red bar underneath.
• Type 248 N.Y. 339 or your own citation.
• Bullet the Case Brief radio button.
• Click the red Get button to retrieve the case brief.
Use Get & Print to retrieve multiple case briefs in one quick step.

Easily Find Cases and Secondary Sources by Topic or Headnote

Start Your Research with Your Topic
• Click the Search tab at the top of the Research System.
• Click by Topic or Headnote in the red bar underneath.
• Select your Topic using:
  Option 1: Find a Legal Topic
  Find a Headnote Topic through a terms search (e.g., type minimum contacts and click the red Find button to get all the topics related to minimum contacts).
  Option 2: Explore Legal Topics
  Find a Headnote Topic by drilling down through the topical categories (e.g., Civil Procedure > Jurisdiction > Personal Jurisdiction & In Rem Actions > In Personam Actions > Minimum Contacts).
• Once you have selected a Headnote Topic, you will find related case law and secondary sources through the search form for that topic.
Search cases and secondary sources covering your Topic with terms or retrieve all the cases with your Headnote Topic.

LexisNexis Headnotes: Identify and organize the major points of law in a case using the exact language of that case rather than an editor's interpretation.
Conveniently Search any Source with Your Own Terms

Start by Selecting One or More Sources to Search
- **Look for a Source**—under the Search tab you can click through our sources organized by type, jurisdiction and area of law.
- **Find a Source**—click the Find a Source tab to quickly search our sources for a specific title.
- **Recently Used Sources**—this drop-down menu appears above our sources under the Search tab and contains the last 20 sources you accessed.

**Combining Sources**—check the white box next to each source you wish to search and then click the red Combine Sources button to search them all. You can select sources from different tabs.

Use Terms & Connectors for Precision Searching
- **OR**—searches terms alternatively (e.g., synonyms).
- **W/n**—finds terms in close proximity (e.g., w/5 means within 5 words).
- **AND**—ensures terms appear in the same document.
- **WildCards**—Asterisk & Exclamation Point.
- !—truncates words (e.g., litigat! = litigate, litigation, litigating … ).
- **Singulars / Plurals / Possessive Forms**—searched automatically except for non S or ES ending plurals (e.g., child does not find children).

Use **FOCUS™** to Narrow Your Search Result to the Most Relevant Documents
- At a search result find the gray **FOCUS Terms** bar at the top of the page.
- Type your additional term or terms and click the red Go button.

**FOCUS** uses terms & connectors to narrow your original search request to a more specific issue.

Confidently Cite-Check your Research with Shepard’s

**Shepard’s Signal™ Indicators**

- **WARNING:** Negative treatment indicated
  - There is strong negative treatment of your case (e.g., Overruled by or Reversed).
- **QUESTIONED:** Validity questioned by citing references
  - There is treatment questioning the precedential value of your case (e.g., Questioned by).
- **CAUTION:** Possible negative treatment
  - There is negative treatment impacting your case (e.g., Distinguished by or Criticized by).
- **POSITIVE:** Positive treatment is indicated
  - There is only positive treatment available for your case (e.g., Followed by or Affirmed).
- **NEUTRAL:** Citing references with treatment available
  - Treatment is available for your case that is not positive or negative (e.g., Explained by).
- **CITED BY:** Citation information is available
  - There are citing references available for your case without treatment (e.g., Cited by).

**Shepard’s for Validation:** Is your case “Good law”?
- Click the *Shepard’s* tab at the top of the Research System.
- Type 800 F.2d 111 or your own citation.
- Click the red Check button.
- Click the blue All Neg link at the top middle of the *Shepard’s* report to display only the negative treatment.

**The Subsequent Appellate History** lists your case’s direct appellate history and the **Citing Decisions** lists the cases analyzing your case.

**Shepard’s® BriefCheck™:** Automatically cite and quote check an entire document.
- Click the *Shepard’s* tab at the top of the Research System.
- Click the blue *Shepard’s BriefCheck* link.
- Click the Browse button to upload your brief then click Next.
- Select *Shepard’s and QuoteCheck™* then click Next.
- Review your citations then click Next.
- Specify your delivery options & click the red Create Report button.
- Use *Shepard’s BriefCheck* to quickly cite and quote check large documents like Appellate Briefs.
Easily Find Additional Supporting Authority for Your Research

Shepard's: Find additional primary authority.
• Click the Shepard's tab at the top of the Research System.
• Type 390 U.S. 629 or your own citation.
• Click the red Check button.
• Click the blue All Pos link at the top middle of the Shepard's report to display only the positive treatment.

Use the FOCUS-Restrict By link to search through the positive treatment for cases with similar facts or headnote topics.

Shepard's: Find additional secondary authority.
• Click the Shepard's tab at the top of the Research System.
• Type 390 U.S. 629 or your own citation.
• Click the red Check button.
• Click the blue FOCUS-Restrict By to customize your Shepard's report.
• Scroll down under Jurisdiction and check the box for Law Reviews.
• Click the red Apply button for all the Law Review articles citing the case.

Use the FOCUS-Restrict By link to search through the Law Review articles for similar facts or topics.

More Like This: Find authority from a relevant document.
• Retrieve 390 U.S. 629 or your own document.
• Click the blue More Like This link at the top of the case.
• Click the blue More Sources link to select a source to find more from.
• Select your method of searching:
  1. Core Cites—finds more documents with similar citation patterns.
  2. Core Terms—finds more documents based on selected terms.
• Enter any Mandatory Terms and Date Restrictions.
• Click the Search button.

More Like This Headnote: Find authority from a relevant headnote.
• Retrieve 390 U.S. 629 or your own document.
• Scroll down to Headnote #1 (HN1).
• Click the blue More Like This Headnote link at the end of the quote.
• Select All Federal Courts as your jurisdiction.
• Click the red Search button.

More Like This Selected Text: Find authority from a relevant excerpt.
• Retrieve 29 Stetson L. Rev. 1291 or your own document.
• Use your mouse to highlight the Title of the article.
• Click the blue More Like This Selected Text link at the top of the page.
• Select U.S. & Canadian Law Reviews, Combined as a source.
• Click the Search button.

Automatically Update Your Research with Alerts

Search Alerts: Track issues through term searches.
• Run a Terms & Connectors Search on any issue in any source.
• Click the blue Save As Alert link at the top of the search results.
• Fill out the Alert form:
  1. Name—the name for the Alert.
  2. Frequency—how often the Alert will update you.
  3. Delivery—where your update will be delivered.
  4. Notification—do you want notification of your update?
• Click the Save button then confirm your Alert settings.

You can retrieve and edit your Alert by clicking the Alerts Tab at the top of the LexisNexis Research System.

Shepard's Alert: Track cases, statutes and law reviews for changes and citations.
• Shepardize® 390 U.S. 629 or your own citation.
• Click the blue Save as a Shepard's Alert® link at the top of the report.
• Fill out the Shepard's Alert form:
  1. Name—the name for the Alert.
  2. Monitor—the type of analysis the Alert should look for.
  3. Delivery—where the Alert is sent.
  4. Run—the frequency the Alert is run.
• Click the red Continue button then confirm your Alert settings.

You can retrieve and edit your Shepard's Alert by clicking the Alerts Tab at the top of the LexisNexis Research System.

Viewing Results
The LexisNexis Research System provides several different options for viewing research results to make it quick and easy to find the most relevant portion of your results.
• FULL—displays the complete document.
• KWIC™—displays the “Key Words In Context” with 25 words on both sides.
• CITE—displays all your documents in cite list.

From a cite list you can see where your search terms appear in each document by clicking the blue Show Hits link at the top of the page.
Navigating Results

**Star Pagination:** find and highlight hard copy pagination in documents.
- Retrieve 543 U.S. 1099 or your own citation.
- Click the drop-down menu in the **Page** tab in the lower bar of the Research System screen and select the U.S. reporter.

The U.S. reporter pagination is now highlighted in red throughout the document. Pagination is displayed in brackets with corresponding asterisks.

**Term Browse:** find and highlight search terms in documents.
- Run a **Search**.
- Look for the **Term** tab at the bottom right of the Research System screen.
- Click the **Arrows** in the Term tab to jump for term to term.

Your terms will automatically be highlighted in yellow as you jump from term to term.

Printing Results

- **Print**—prints documents to an attached printer or the LexisNexis printer at your school.
- **Download**—downloads documents to the PC you are working at.
- **Fax**—faxes documents directly to any fax machine.
- **Email**—emails documents as attachments to any email address.
- **Text Only**—clears document of graphics for printing through the web browser.

**FAST Print** allows you to set up default print settings and create a “one-click” printing option rather than filling out the print options for each print request.

Get Research Assistance & Extra Help

- **LexisNexis Representative**—go to www.lexisnexis.com/myschool
- **Customer Support**—get 24-hour, 7-day-a-week assistance at 1-800-45LEXIS.
- **Live Chat**—click the **Live Support** link at the top right of the Research System screen.

**LexisNexis short Online Tutorials** are a great way to improve research skills on your own: www.lexisnexis.com/lawschool/learning/tutorials