



# How to Research Cost-Effectively with LexisNexis®

## Three Steps to a Cost-Effective Search

### STEP 1: Select a Narrow Source

- When using a transactional ID, the cost of your search is directly related to the source you select.
- Select the narrowest source for your issue to ensure cost savings.  
For example, if you only need to search federal case law then select Federal Court Cases, Combined for your source rather than Federal & State Cases, Combined.

### STEP 2: Run a Broad Search

- The same cost is incurred if your search retrieves 0 or 2,999 documents.
- If your search is stopped because it will retrieve more than 3,000 documents there is no cost.
- The goal of any search should be to retrieve the largest number of relevant documents possible.

### STEP 3: FOCUS™ on More Specific Issues

- Every FOCUS request searches your original, broad results.
- There are no limits on the number of times you can FOCUS.
- The FOCUS feature is always FREE.

*After running a broad search, you can FOCUS in those broad results for the remainder of the day and incur no further search costs (transactional ID only).*

## Cost-Effective Searching by Topic

1. Go to [www.lexisnexis.com/lawschool](http://www.lexisnexis.com/lawschool)
2. Click the **Enter Research System** at the top right.
3. Click the **Search** tab.
4. Click **by Topic or Headnote** in the red bar underneath.
5. Enter **affirmative action** in the Find a Legal Topic box.
6. Click the red **Find** button.

7. Scroll down and click **Compliance** under Affirmative Action.
8. Under Option 1 – Search across Sources select **Federal** as your jurisdiction.
9. Click the **Select Sources** button.
10. Check the boxes for:
  - **6<sup>th</sup> Circuit** under Cases
  - **Larson on Employment Discrimination** under Analysis, Law Reviews & Journals
11. Click the **OK – Use Selected** button.
12. Click the red **Search** button.
13. Use the **FOCUS™ terms** box to search through your results for the remainder of the day and incur no further costs.  
🔗 Searching by topic helps you **Select a Narrow Source** by only displaying the most relevant sources for your topic. Search by topic when you are unsure of the narrowest source for your topic.

## Cost-Effective Searching by Source

1. Click the **Search** tab.
2. Click **by Source** in the red bar underneath.
3. Click the blue **Area of Law – by Topic** link under the Legal tab.
4. Scroll down and click the blue **Taxation** link.
5. Click the link for **U.S. Tax Court Cases, Memorandum Decs. & Board of Tax Appeals Decisions**.
6. Enter **allocation of basis** as a terms and connectors search.
7. Click the red **Search** button.
8. Use the **FOCUS™ terms** box to search through your results for the remainder of the day and incur no further costs.  
🔗 When searching by source it is easier to **Select a Narrow Source** by area of law. The most relevant and narrowest sources are surfaced under each category.

# How to Research Cost-Effectively with LexisNexis®

## Top 10 Cost/Timesaving Tools on the LexisNexis services

### 1 FOCUS

When searching on LexisNexis always select the narrowest source, and run the broadest search possible. Then you can use **FOCUS™** to search through those results for the remainder of the day and incur no further costs.

### 2 Get a Document

The most cost-effective method for retrieving documents on LexisNexis is by citation. Click the **Get a Document** tab, click **Citation** in the red bar underneath, enter the citation and click the red **Get** button.

### 3 Shepard's® Citations Service

*Shepardizing™* is the most cost-effective way to find more authority when you have a seminal case or controlling statute. *Shepardize®* your citation, then click the blue **FOCUS™ – Restrict By** link to search for other cases on your issue at no further cost.

### 4 Book Browse

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

### 5 30-Day Research History

You can access research from the last 24 hours at no further cost by clicking the white **History** link at the top right of the LexisNexis Home page. The **Recent Results** tab covers the last 24 hours, while the **Archived Activity** tab covers the last 29 days.

### 6 Table of Contents Searching

Running a search through a **TOC** is less expensive than a full-text search. You can minimize search costs by searching a **TOC** then using the links from the **TOC** to access the most relevant sections from your result.

### 7 Shepard's® BriefCheck™

Save valuable time cite- and quote-checking by uploading your brief or other document containing legal citations to **Shepard's BriefCheck**. It automatically generates an easy-to-read report on the validity of the citations and attached quotations.

### 8 LexisNexis® Alerts

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 setup.

### 9 LexisNexis® Total Litigator

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 [www.litigator.lexisnexis.com](http://www.litigator.lexisnexis.com)

### 10 LexisNexis Research Associates

Get free, expert research assistance 24/7 from LexisNexis® Customer Support. Our Research Associates are available to answer your questions and help you get the most out of the LexisNexis services. Just call **1-800-45LEXIS (53947)**.

[www.lexisnexis.com/lawschool](http://www.lexisnexis.com/lawschool)

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