



Complete Your Research in
3 Easy Steps at *lexis.com*®

Learn the basic steps required to:

1. Begin your research with relevant information.
2. Be sure you're citing good law with *Shepards*®.
3. Make your research comprehensive with related content.



STEP 1: Starting Your Research Assignment

Have a Topic? That's All You Need to Find Relevant Information

Search without worrying about terms and connectors with Search by Topic or Headnote. All you need is a topic or related headnote, and Search by Topic or Headnote will help you find relevant cases, Law Reviews, treatises and other legal documents on your topic.

Start by Finding Your Topic:

- Click the down arrow next to the **Search** tab
- Select **Topic or Headnote** from the pull-down menu
- Under **Option 1: Find a Legal Topic** enter your topic (e.g., excusable neglect)
- Click the **Find** button
- Select **Excusable Neglect** under Excusable Neglect & Mistakes

NOTE: You can also find topics by clicking through the list of all topics using **Option 2: Explore Legal Topics**.

Search on Your Topic Using One of Two Options :

Option 1: Search across Sources

- Select your jurisdiction, e.g., **New York**
- Select your sources:
 - NY Federal & State Cases, Combined
 - NY-New York Codes, Rules & Regulations
 - Moore's Federal Practice® – Civil
 - NY Federal & State Briefs, Motions, Pleadings & Other Court Filings
- Click the **Search** button to retrieve all the information

NOTE: You do not need to enter any search terms to get information related to your topic but you can add terms if you want to narrow your issue further.

Option 2: Search by Headnote

- Select your jurisdiction, e.g., **NY Federal & State Cases, Combined**
- Click the **Retrieve All** button

NOTE: This search retrieves all the cases classified under the Excusable Neglect and related headnotes.

The screenshot shows the 'Option 1 - Search across Sources' interface. At the top, it says 'Search for 'Excusable Neglect & Mistakes' across Cases, Statutes, Analysis and more...'. There are three numbered sections: 1. Jurisdiction, with a dropdown menu showing 'Federal' and a 'Select Multiple...' link; 2. Sources, with a 'Select Sources...' button; 3. Search Terms (Optional), with radio buttons for 'Terms and Connectors' (selected) and 'Natural Language', and a text input field. To the right of the input field is a 'Search' button and a link 'Suggest Terms for My Search'. At the bottom left, there is a 'Search Connectors' section listing various operators like 'and', 'or', 'w/N', 'pre /N', 'w/p', and 'More Connectors & Commands...'. At the bottom right, there is a 'How Do I...?' section with links to 'Restrict by date on the Search by Topic form?' and 'Search across different sources?', and a 'View Topic Search Tutorials' link.

The screenshot shows the 'Option 2 - Search by Headnote' interface. At the top right is a 'Help' link. The main heading is 'Retrieve all headnotes and additional cases on 'Excusable Neglect & Mistakes''. Below this is a 'Jurisdiction' section with a dropdown menu showing 'Select a Jurisdiction'. There is a 'Date(Optional)' section with a radio button for 'No Date Restrictions' (selected) and a dropdown menu. Below that is a 'From' and 'To' date range selector with a 'Date Formats...' link. At the bottom right is a 'Retrieve All' button. At the bottom left, there is a 'What's this?' section with the text: 'Retrieve all headnotes classified to the topic or cases that discuss the topic, even if there isn't a specific headnote.'

STEP 2: Be Confident Your Case is Good Law with Shepard's®

Conducting a Validation Check

Once you have found relevant cases, statutes or Law Review articles you must *Shepardize*® them to be sure they are Good Law, and therefore citable.

- Enter your citation in the **Quick Tools** form (e.g., 507 U.S. 380)
- Click the *Shepardize* button
- View the *Shepard's Summary* to see the complete view of your case

NOTE: The *Shepard's Summary* displays both *Good and the Bad Law* ensuring you do not miss any important cases.

Automatically Check All the Cites in any Legal Document

Upload your document to *Shepard's*® BriefCheck™ to automatically generate a report on the validity of all the citations and quotations in your document.

- Click the down arrow next to the *Shepard's* tab
- Select *Shepard's BriefCheck* from the pull-down menu
- 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 and click the **Create Report** button

NOTE: Use *Shepard's BriefCheck* to quickly cite and quote check large documents like appellate briefs.

Shepard's Signal™ Indicators:

 **WARNING: Negative treatment is indicated**
There is strong negative treatment impacting your case.

 **WARNING: Negative case treatment is indicated for statute** There is strong negative treatment impacting your statute.

 **QUESTIONED: Validity questioned by citing references** There is treatment questioning the precedential value of your case.

 **CAUTION: Possible negative treatment**
There is possible negative treatment impacting your case.

 **POSITIVE: Positive treatment is indicated**
There has been only positive treatment of your case.

 **NEUTRAL: Citing references with treatment is available** There is treatment available for your case that is not positive or negative.

 **CITED BY: Citation information is available** There are citing references available for your case without treatment.

Shepard's® BriefCheck™

New Session Session History

Step 1 of 4 - Begin Session Show Me | Help

1 **Begin Session** 2 Select Options 3 Review Citations 4 Specify Delivery Next

Use this form to select a method for creating a citation list. You may either upload a document or type in a list of citations.

Session: SBC010629 Client: test1

Select a method for submitting citations to the system: Upload a Document Path: Browse...

Document Security Policy | Citation Dictionary

Install macro for uploading documents directly from Microsoft® Word

STEP 3: Use Related Content to Ensure Your Research Is Comprehensive

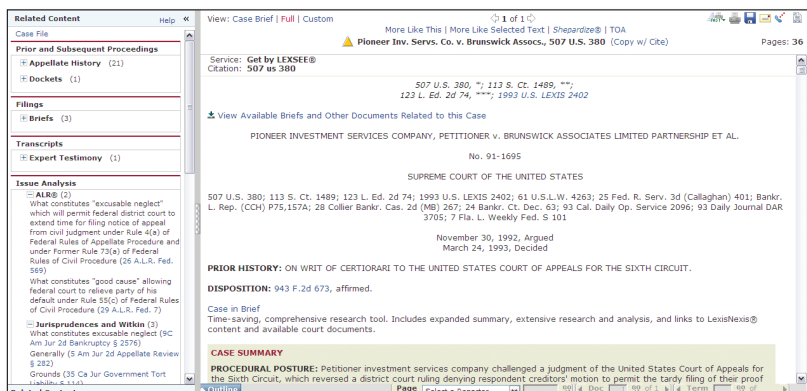
With One Good Case You Can Easily Find Related Content to Strengthen Your Argument

Once you find a case supporting your argument just look to the left of the case for links to Related Content. You will find links to ALR®, Matthew Bender® treatises, Law Reviews and more, all related to the issues discussed in your case.

Gain Greater Insight into Your Case Through Related Content

- Enter your citation in the **Quick Tools** form (e.g., 507 U.S. 380)
- Click the **Get a Doc** button
- View the **Related Content** to the left of this case

NOTE: The Related Content is organized by information type— **Related Court Materials**, **Case Analysis**, **Issue Analysis** and the **Document Outline**.



Completing Your Research & Getting Help

Shepardize Any New Authority You Find to be Sure it is Good Law

Just return to Step 2 and run any new cases, statutes or law review articles you find through *Shepard's* Citations Service to be sure they are citable.

Get Research Assistance & Extra Help

- **Contact Your Account Executive:** Get in-person help and training from your LexisNexis® Account Executive and check www.lexisnexis.com/myschool for the latest on-campus training information.
- **Call our 24/7 Support Line:** 800.45.LEXIS (800.455.3947)
- **Chat with our Live Support:** Click Live Support on lexis.com®



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