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.
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.
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®