

LexisNexis® Alerts

Get regular research updates that you can view online or receive via e-mail. For example:

- **Alerts**—Follow any research issue ... legal, news, legislative/ political, and more on a monthly, weekly, business daily, or daily basis. Or for a really hot issue, up to three times daily.
- **Shepard's Alert®**—Get regular updates on citing authorities that could affect the validity of your case.
- **CourtLink® Alert**—Get regular updates on court filing activity. Move directly to all the familiar CourtLink screens and features without signing off the LexisNexis® services.

To set up a LexisNexis Alert update:

After you review your search results:

- Click the **Save as Alert** link at the top of your search results screen. (You can click this link even if your search found no documents.)
- Fill in the **Save LexisNexis Alert** form.
- A. Name your Alert.
- B. Select update frequency—monthly, weekly, business daily, daily, or even as many as three times daily.
- C. Choose delivery options—online, print, or e-mail; whether you wish to be alerted if there are no new documents (applicable for e-mail delivery only); and whether you wish to exclude duplicate documents.
- D. Choose whether to be notified via e-mail each time your search retrieves new documents.
- Click **Save**.

Each time your search is updated, you receive only new items.

To manage your stored LexisNexis Alert searches:

- Click the **Alerts** link in the top right section of the screen.
- Click the **Alert** tab within the window that appears. You'll see a listing of all your LexisNexis Alerts.

- A. To retrieve the results of an Alert, click the **New, By Date, or FOCUS™** link.
- B. To modify an Alert, click the **Edit** link.
- C. To delete an Alert, click the **Delete** link.
- D. To initiate an unscheduled update on the spot, click the **Update Now** link.

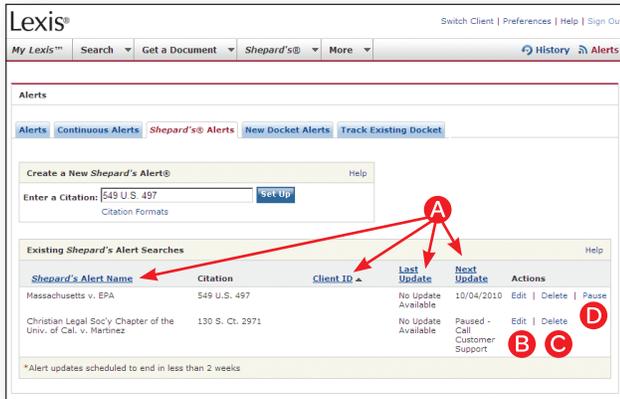
To set up a Shepard's Alert®:

After you review your *Shepard's*® report:

- Click the **Save as Shepard's Alert** link at the top of your report screen.
- Fill in the **Set Up Shepard's Alert** form.
- A. Name your Alert (the case name is the default).
- B. Choose the type of changes to monitor.
- C. Select update frequency—monthly, bi-weekly, weekly, or business daily—and select an end date.
- D. Choose a delivery option—online or e-mail. If you choose e-mail, you can modify options by clicking the **E-mail Options** link, filling in the form, and clicking **Apply**.
- E. Click **Continue**.
- Confirm your settings and click **Save**.

To manage your stored *Shepard's Alert* searches:

- Click the **Alerts** link in the top right section of the screen.
- Click the **Shepard's Alert** tab within the window that appears. You'll see a listing of all your *Shepard's Alert* searches.



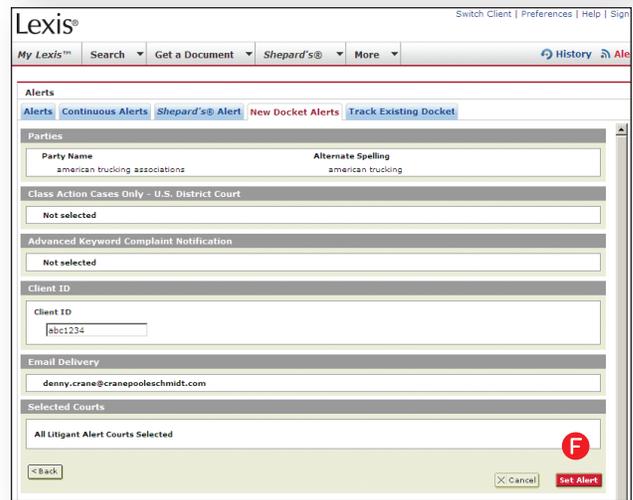
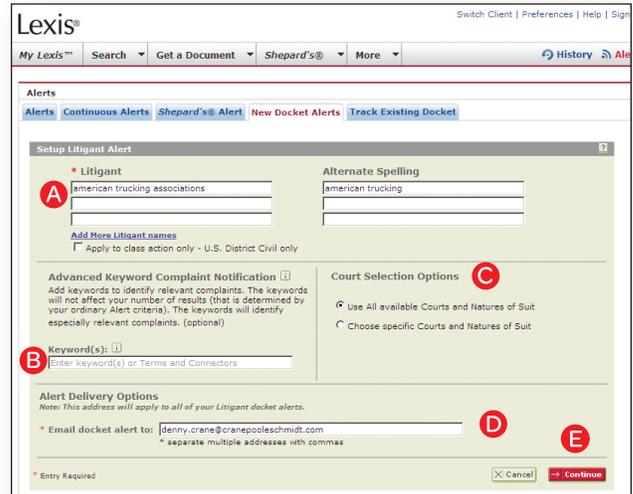
- A. To sort your *Shepard's Alert* searches—by name, client ID, last update, or next update—click on the column heading.
- B. To modify an Alert, click the **Edit** link.
- C. To delete an Alert, click the **Delete** link.
- D. To stop an update temporarily, such as while you're on vacation, click the **Pause** link.

To set up a CourtLink Alert:

- Click the **Alerts** link in the top right section of the screen.
- Click the **New Docket Alert** tab within the window that appears.
- Choose an option under **Create a New Docket Alerts:** Litigant, for example. You'll then see a search criteria screen appropriate for your choice.

Provide your criteria:

- A. Fill in litigant, attorney, judge, alternate spellings, etc., as appropriate.
- B. Enter keywords (if desired).
- C. Make court selections.
- D. Enter your e-mail address.
- E. Click **Continue** to review your selections and add the appropriate client ID.
- F. Click **Set Alert**.



To manage your stored Courtlink Alert searches:

- Click the **Alerts** link in the top right section of the screen.
- Click the **Track Existing Docket** tab within the window that appears.
- To sort your CourtLink Alerts—by Docket Alert Name, Results, Alert Type, or Client ID—click on the column heading (see screen below).

