

Researching Public Records at *lexis.com*[®]

With LexisNexis[®] Public Records, you can achieve the seemingly impossible: Connect entities—people, businesses, locations—across many diverse source types, exposing imperceptible data trails within billions of facts. Find the facts or associations that could otherwise remain hidden. Just consider the difference it can make to your case or transaction.

At *lexis.com*[®] you get:

- **MORE** Public Records: Nearly 35 billion public records
- **MORE** Public Records Source Types: 14 public records sources our top competitor does not provide.
- **MORE** Search, Linking and Report Capabilities: Quickly connect diverse records to a single entity even if you have incomplete, old or misspelled information. In a single search, quickly generate a comprehensive rolled up, easy-to-read report on a person, business or location.

This publication shows you how thorough your research results can be. Get tips for finding and connecting People and Businesses. Plus find tips for achieving better results when researching *lexis.com* Corporate Filings, Real Estate Records, Phone Records, Bankruptcy Filings, and Judgments & Liens.

Do I use search forms or search with terms & connectors?

Each public records source offers a fill-in-the-blank search form. Many frequently used forms—real estate, bankruptcy filings, corporate filings, judgments & liens, etc.—also include a Terms & Connectors option.

Search forms

See a “site map” of available forms. Select any Public Records search form. Select the **All** tab and view—and link to—all available search forms.

Best Uses for Search Forms:
Find/Identify Specific Entities

Examples:

- Specific Person or Business, e.g., John Doe at 123 Elm St.
- Specific Location (address)
- Specific Bankruptcy filed

Important Note: In form searching, LexisNexis SmartLinx[®] technology *matches many records to a single entity*. Connect associated entities that don't have a public record in common and surface records that don't contain the search terms. Find spelling or naming variations.

Tips for Using Search Forms:

- Enter **all the information you know**, e.g., name, city, age range, etc., to increase the likelihood your best answer will display first.

- Check these options:
 - Find similar sounding last names to find “O’Neal” and “O’Neill,” etc.
 - Find nicknames of first names to find “Michael,” “Mike” and “M.,” etc.
 - Strict Search to more closely match the terms you have entered only, e.g. “Edward R. Smith” will return Edward R. Smith, NOT “Edward Smith” or “Ed Smith.”
- **Address Radius** box: Radius searching is especially helpful for searching across state lines or in metro areas that go across two or three state lines. Select a radius from 5 – 100 miles (default is 30). Enter the wrong city, zip or state? If the correct address is within your radius, the record may still be retrieved.
- **Date of Birth** box: Use mm/dd/yyyy or mm/yyyy or yyyy. (Applies to Terms & Connector searches too.)

Terms & connectors (Boolean)

Best Uses for Boolean:

Connect Facts within Documents

Examples:

- Connect multiple people/businesses in a single record
- Determine who owns a specific property
- Find terms in specific parts of documents/records

- Find judgments for specific creditors during a specific time period
- Find collateral types on UCC filings

Note: Your search words *must* be in the document for that record to be retrieved.

Tips for using terms & connectors:

After you click the **Terms & Connectors** button on the search form, enter words and connectors in the **Additional Terms** box. You can use **!** **and** ***** and these connectors:

- AND
- OR
- AND NOT
- W/n (not /n)
- PRE
- BUT NOT
- W/SEG
- NOT W/

What about the other fields on the Search Form? In Terms & Connectors mode, these fields operate as segment searches. For example, the address box would add **AND ADDRESS(123 elm)** to your search.

How current are public records sources?

Click the blue **Coverage** button link offered on most search forms in the upper right corner to review update frequency and coverage dates by state.

People search

Public records: people search options

The *lexis.com*® Public Records tab offers three options:

1. *Comprehensive Person Report*: Use this resource when you “need to know everything” about a person. It includes nationwide locator information plus other resources such as bankruptcy, liens, licenses, associates, relatives, driver’s license information, etc. Materials outside of your subscription are identified for potential purchase. Source types are rolled up and “de-duplicated,” then compiled into an easy-to-read report. Link to a source type and go!
2. *Locate a Person (Nationwide)*: This resource includes all states’ locator sources, so use this resource to find someone, e.g., their location and contact information. In the results list, addresses are rolled up under a single person—and document linking may produce additional telephone numbers. Results lists also show high-risk flags. But select an entity result and records are displayed individually, e.g., you may find multiple documents of the same type. Also link to *Further Searches* (Real Property, Professional Licenses, etc.) to expand your research.
3. *Statewide Public Records Person Search*: Use this source to search public records within a specific state. You can search all available record types, e.g., UCCs, bankruptcies, etc. for a specific state. Retrieved documents are displayed individually; no roll-up by entity; no report compilation.

Comprehensive Person Report and Locate a Person (Nationwide) forms tips:

- Locate current addresses and telephone numbers of individuals—plus neighbors and associates.
- Have the **SSN** or **LexisNexis® Link ID**? For best results, search with one of these. (Enter SSN with or without dashes.) See below for more on Link ID.
- **Common** name? Add an age range, alias name, relative name, previous state(s), etc.
- To search an **address range**—or an entire block, in the Street Address field ENTER: 300, 399 *elm*
- Foreign name? For multiple last names and first names, try different variations.

Statewide Person Search form tips:

- Have the **SSN**? For best results, use it alone. (Enter with or without dashes.)
- To search an **address range**—or an entire block, in the Street Address field ENTER: 300, 399 *elm*
- Foreign name? For **multiple last names** and first names, try different variations.
- **Source Type** field: Select to search only a particular type of document (i.e., Corporate Filing, UCC Filing, Criminal Record, Judgments & Liens, etc.)
- **Filing Jurisdiction** field: Use it to limit your search to documents filed in a particular state. (This will remove records based on mailing address only.)
- **State** field: Select a particular state and get filings in that particular state and documents where that state appears in a mailing address.

Get automatic report updates!

Get updates on all—or only specific—parts of a Comprehensive Person Report (or a Comprehensive Business report). Click the **Save as Alert** link as you view the report. Select the sections you want to save for automatic update. Select a daily, weekly or monthly frequency and request online or e-mail delivery.

SSN or LexisNexis® Link ID

Searching with Social Security numbers is accurate, but the security/privacy issues can be formidable. So use another secure, unique identifier without the security issues. **LexisNexis Link ID is a proprietary 12-digit number assigned by LexisNexis® Risk Solutions to each person with a record** in the LexisNexis Public Records collection. An entity’s Link ID appears in the results of your Comprehensive Person Report and Locate a Person (Nationwide) searches. Click the Link ID link on any results screen and move to the results of a Comprehensive Person Search on that Link ID. Once you find an entity’s Link ID, you can enter it in search forms with the Link ID field, including Alternate Phone Numbers, Employment Locator, Social Security Death Master Records, Marriage & Divorce Records and Drivers Licenses (permissible use required to search).

Business search

Public records: business search

The *lexis.com* Public Records tab offers **three options**:

1. *Comprehensive Business Report*: Easy-to-browse report linking all content found on that business nationwide. Left-hand navigation bar lets you see how many documents per content type. Click and move to data on company property, bankruptcies, executives, judgments & liens, UCC filings, Internet domains, industry and company codes, business associates, etc. Duplicate documents removed.
2. *Locate a Business (Nationwide) Search*: **This resource is good for finding a business.** Search Locate a Business (Nationwide) to retrieve company addresses, phone numbers and company executives for large and small businesses. *We Also Found* box shows sources—and documents found—outside your subscription. *Further Searches* are also suggested.
3. *Statewide Public Records Business Search*: **Use this source to search public records within a specific state.** For example, you get the ability to retrieve real estate records, UCCs, bankruptcies, etc. for a specific state. Your results screen identifies the records type for more efficient browsing. No roll-up by entity; no report compilation.

Comprehensive Business Report and Locate a Business Nationwide form tips:

- Find addresses, telephone numbers and executives/owners for very small businesses as well as large businesses.
- Enter all the information you know, business name, city, etc., to increase the likelihood your best answer will display first.
- Need to find registered agents? Go to the Corporate Filings source. (see page 4.)

Statewide Public Records Business Search form tips:

- Enter all the information you know, business name, city, etc., to increase the likelihood your best answer will display first.
- **Source** drop-down field: Limit your search to a particular records type, i.e., UCC filing, Judgments & Liens, etc.)
- **Filing Jurisdiction** drop-down field: Select a state and locate documents filed in that state—plus records where the state is mentioned, e.g., in the mailing address.
- **State** field: Select a particular state and get filings in that particular state and documents where that state appears in a mailing address.

Narrow any public records search results

As you review your search results, you can narrow your search from the CITE screen. You have two options: (Some sources will offer both FOCUS™ and Find.)

FOCUS: Looks for additional terms *within* the text of the documents retrieved by your search. Documents that contain these terms are retrieved. You can search with * and !, as well as limited connectors, i.e., AND or AND NOT. The FOCUS feature is available for sources that allow Terms & Connectors searching.

FIND: Searches (blue) terms in the CITE list only—not within the entire document retrieved in your search.

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Corporate filings

Search form tips:

- Check the **Strict Search** box to locate filings that closely match the name and/or address entered.
- If you search by person name, the results CITE list shows you how that name appears in the document.
- **Company Name/First Name, Last Name** fields: If you enter a "Company Name" and a person's name in the "Last Name" and "First Name" fields, the OR connector is placed between the terms. (Enter *ABC Maintenance* and *John Smith*, and you search for *ABC Maintenance OR John Smith*.)
- Check the registered Agent box to also search the registered agent section of the document for the name you typed

Consider **Terms & Connectors** searching to locate:

- *Specific officers, directors or registered agents*
- *Businesses with filing dates before, after or between certain dates*
- *Also narrow your company-name search if it retrieves too many results. For example, ENTER: COMPANY-NAME (nicollet) AND minneapolis to find companies named "Nicollet" but not Minneapolis companies on Nicollet Avenue.*

Real estate records

Search form tips:

- **Current Records Only:** Un-check this box to find archive as well as current records.
- **Parcel Number** field: You can enter with or without dashes.
- **Source** drop-down field: Limit your search to just tax-assessor records or to deed transfers and mortgage records only. (Available for Terms & Connectors search too.)

Consider **Terms & Connectors** to search for:

- **Owners** of a particular piece of property (select the *PROPERTY-ADDRESS* segment).
- A **particular city block** (e.g., ENTER: *PROPERTY-ADDRESS(13** w/3 elm AND dayton AND oh)*" in the *Additional Terms* box.
- **Properties that have sold for more/less than a particular amount**, i.e., use the =, <, >, between figures in the *Sales Price* box. Find land value, tax and loan amounts, and ranges too.

Bankruptcy filings

Search Form Tips:

- **Filing Jurisdiction** drop-down field: Select a state, and locate documents filed in that state—plus records where the state is mentioned, e.g., in the mailing address.
- **SSN** field: You can enter with or without dashes.
- Check the **Strict Search** box to locate filings that closely match the name and/or address entered.

Consider **Terms & Connectors** to search for a:

- *Particular type of bankruptcy*
- *Bankruptcy filings before, after or between certain dates*
- *Particular petitioner or attorney*

Judgments & liens

Search form tips:

- **Filing Jurisdiction** drop-down field: Select a state, and locate documents filed in that state—plus records where the state is mentioned, e.g., in the mailing address.
- Check the **Strict Search** box to locate documents that closely match name and/or address entered.

Consider **Terms & Connectors** to search for a:

- *Particular debtor*
- *Particular creditor*
- *Date before, after or within a particular range for filings date, release dates or satisfied dates.*

Phone numbers

Search form tips:

- **Phone Lookup:** This is based on electronic directory assistance. Similar-sounding last names and nicknames are found automatically. (You can uncheck these options too.)
- **Alternate Phone Numbers:** Offers access to 269 million cell and other phone numbers.
 - Uncheck *Directory Assistance* to get unpublished numbers only.
 - Search with *LinkID*.
 - Search with phone number and find the phone carrier, even when no person listing is available.
 - Check the box "Include Real Time Phones" to search an additional 39 million phone records
- **Canadian Phone Numbers:** Search over 15 million Canadian records from all 10 provinces and three territories. Similar-sounding last names and nicknames are found automatically. (You can uncheck these options too.)