

# Information Professional Update



Issue 4, April 2005

Specifically designed for legal information professionals

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**Spotlight On**

## New LexisNexis® CourtLink® User Interface—Faster, More Options

LexisNexis® CourtLink® has a new look. But you'll like the “feel” even better. Because now CourtLink® docket searching, automatic alerts and trackers, document retrieval and ordering, etc. is faster and easier to use.

With the new CourtLink interface, you can:

- Navigate among tasks and screens faster and easier
- Search **multiple court systems** ... *simultaneously*
- Check the **status of your document retrieval** orders online
- Complete research *faster than ever before*

Here's a more detailed overview of the enhancements you'll now find when you sign on to CourtLink:

When you sign on for the first time, you'll notice that your Alerts, Tracks, Strategic Profile History, preferences and administrative settings will transfer automatically. Search history and search templates will not transfer. For more on preferences, see My Account Tab on page 05:53.

### My CourtLink

Now your main menu page is larger, clearer—and more useful, with links to recent searches, dockets and documents, etc. (See page 05:53.) Take a look. Move directly from this screen to previous CourtLink searches, Strategic Profiles or retrieved documents!

### Search Tab

Run searches across multiple court systems at the same time. Plus, with the enhanced available courts list, you can **search for available courts by specific criteria** such as court system, court type, court capability (which includes alerts, tracks, profiles, etc.) and access method (either online or runner).

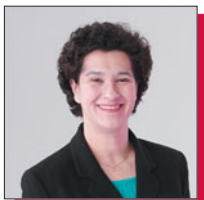
Save time. Not only by searching multiple courts simultaneously, but also because you develop your search in fewer steps. For example, **Common search criteria** available for all courts in your search are listed together for faster search development.

New **Docket Number** search, formerly known as “Retrieve,” is also under the Search tab.

And you can search for **patent** dockets and documents more easily, entering a **patent number** to find cases related to that patent or selecting a court to display patent cases from that court.

*continued on page 05:53*

## Here's to You! You've Earned the Applause ... and the Support



Cindy Spohr

Celebrate! And you should. The contributions you make to your organization on a daily basis support the judge's decision, the student's understanding, the litigator's victory, or the business' continued growth.

Librarians contribute to their organizations in so many ways. You provide the right resources at the right time. You teach researchers how to find the best answers to their query.

And you conduct in-depth research and provide patrons a succinct summary for their decision making.

Here at the LexisNexis Librarian Relations Group, we celebrate our librarian backgrounds. We're proud to be librarians. And we're extremely proud of our librarian customers and the partnership that we have developed with you through the years.

It's evident: Not only do you play a critical role in your organization's success, you play a critical role in the success of the LexisNexis® services.

So it's our pleasure as well as our pledge to help you attain your professional goals by offering you the tools and training you need in your daily work. And National Library Week seems like the perfect time to review:

- Your **Librarian Relations Consultant**—also an experienced MLS—will work with you and provide consistent, specialized support tailored to your needs.
- The **LexisNexis® Information Professional Update** (in your hands right now!) is the monthly newsletter designed to provide you with in-depth articles on new and existing LexisNexis products and services as well as with research examples and scenarios you can use to assist in your day-to-day work.
- The **InfoPro Web Site**, at <http://www.lexisnexis.com/infopro>, is dedicated exclusively to librarians, and you'll find a wide range of resources, for example, the **Zimmerman's Research Guide**, which shows you where to find your answer on a variety of topics. Locate free and proprietary sites.
- The weekly e-mail **LexisNexis This Week** focuses on new sources and company announcements to make sure you have the latest information.
- The **LexisNexis® Librarian Certificate of Mastery Program** is designed and delivered by Librarian Relations Consultants and covers advanced LexisNexis search methods.

- **Web Seminars** cover a wide range of research topics. Attend online without charge and get—and see—searching techniques, effective applications and more.
- The **LexisNexis Professional Development** programs provide opportunities for small groups to focus on specific topics such as teaching research and advanced management.

Check out these programs and more at <http://www.lexisnexis.com/infopro>. We are always interested in hearing your questions and feedback. Contact your Librarian Relations Consultant. Or, after celebrating National Library Week, contact me directly at [cindy.spohr@lexisnexis.com](mailto:cindy.spohr@lexisnexis.com).

Yours truly,

Cindy Spohr  
Sr. Director, LexisNexis  
Librarian Relations Group

## New LexisNexis® CourtLink® User Interface— Faster, More Options

*continued from page 05:51*

Once your search is complete, **sort and filter your results**. And customize your result lists to display selected information and specify the number of items per page.

### Dockets & Documents Tab

View a history of all dockets and online documents accessed throughout LexisNexis CourtLink here—in one location. That includes documents retrieved/updated from the court. *The list is available for seven days without charge.*

There's more. Also view the **status of a document retrieval order**, runner courts as well as online courts, and view **billing details** of a document retrieval order.

### Alert Tab

Set up multiple subject matter alerts and give them unique names. View alert results by alert type or alert name to see the breakdown of new cases per litigant, etc.

The screenshot displays the LexisNexis CourtLink user interface. At the top, there are navigation links for 'Order Documents', 'Available Courts', 'Lexis.com', 'Sign Out', and 'Help'. Below this is a main navigation bar with tabs for 'My CourtLink', 'Search', 'Dockets & Documents', 'Track', 'Alert', 'Strategic Profiles', and 'My Account'. The 'My CourtLink' tab is active, showing a 'My CourtLink' header and a 'Customize this page' link. The main content area is divided into several sections:

- Recent Searches [info]**: A table listing search terms and the number of docket matches.
 

<a href="#">comcast - state dbs</a>	122 dockets match
<a href="#">NY Microsoft</a>	53 dockets match
<a href="#">Nueces 17,2005</a>	5 dockets match
<a href="#">Mechanics 2,17,2005</a>	5 dockets match
<a href="#">US-DIS-AZD 3:00cv12 2/16/2005</a>	1 dockets match
<a href="#">US-DIS-AZD 00cv12 2/16/2005</a>	2 dockets match
- Today's Alerts [info]**: A table showing alert categories and counts.
 

Attorney	<a href="#">Fields</a>	1
Chapter	<a href="#">Default</a>	162
Class Action	<a href="#">Default</a>	1
Debtor	<a href="#">Auto</a>	8
Debtor	<a href="#">RESTAURANT</a>	2
Litigant	<a href="#">*.com</a>	1
Litigant	<a href="#">American Home</a>	5
- Recent Dockets & Documents [info]**: A table listing document titles, court information, and dates.
 

<a href="#">Records/Mechanics Lien</a>	NY_JLN_NYC 1961323	2/28, 4:37 PM
<a href="#">Voicestream Pcs II, et al v. Coconino, County Of, et al</a>	US_DIS_AZD 3:00cv12:CV	2/16/2005 9:16:28 AM
<a href="#">Allstate Insurance Company v. Schmidt</a>	US_DIS_AZD 00cv12:CV	2/16/2005 9:16:14 AM
- Tracked Dockets [info]**: A table listing tracked docket entries.
 

<a href="#">Kenneth John Wolf and Cynthia Arlene Wolf</a>	US-BAN-AKB 00-00001	02/07/2005
<a href="#">FRANK TUCCIO</a>	US-BAN-AZB-PHO 01-00013	10/22/2004
- Strategic Profiles [info]**: A table showing profile information.
 

<a href="#">Microsoft</a>	02/22/2005 4:10 pm	39
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### Strategic Profiles Tab

Now export and save profiles as PDF documents. Also view pie charts in 2D or 3D format with “exploding” pie pieces. And sorts and “explodes” remain in the print preview.

### My Account Tab

Now all user preferences are centralized in one location, and administrators have the ability to edit client matter codes for the current monthly bill.

## Need Training on New LexisNexis CourtLink Services?

Find training information for you and your organization—and a 32-page training reference guide—at [www.lexisnexis.com/cltrainingnews](http://www.lexisnexis.com/cltrainingnews)

If you take an online training course, you can register to win an Apple® iPod®.

You can also get training details from your LexisNexis account representative or through LexisNexis CourtLink Customer Support at 888-311-1966.

## Ten Titles From National Association of Insurance Commissioners (NAIC) Join the LexisNexis Services

The LexisNexis services currently offers **NAIC Model Rules**, which provide quick access to NAIC model laws, regulations and guidelines published, and **NAIC Commissioner Proceedings**, the official, permanent record of all NAIC action, including model laws and regulations, as well as committee and task-force minutes and reports.

Now 10 new NAIC titles join NAIC Model Rules and NAIC Commissioner Proceedings at [www.lexis.com](http://www.lexis.com)—and these titles are available online **exclusively** through the LexisNexis services.

Select the Insurance area of law then Administrative Materials & Regulations:

### Accident Health

*Statistical Compilation & Market Share Reports for HMOs and Accident & Health Insurance Companies*—These publications provide aggregate annual statement data for property/casualty, life/health insurance companies, all HMOs and companies that write accident and health insurance and file annual statements with the NAIC.

### Annual Statement Blank

This publication provides the appropriate format for filing quarterly and annual statement data with the states and the NAIC.

### Annual Statement Instructions

Includes a summary of changes to the instructions for the following year. When used with its companion products, it allows for proper preparation of annual and quarterly statements, including all supplemental information that must also be filed to remain in compliance with NAIC mandates.

### Examiners' Handbook

Provides an overview of the entire examination process and then offers specific instructions and suggestions for carrying out each individual phase of examination.

### Journal of Insurance Regulations

A forum for opinion and discussion of major regulatory and public policy issues in insurance.

### Listing of Companies (in PDF)

Provides company code and contact data on more than 5,000 property, life and fraternal insurers, as well as alien insurers and reinsurers included in the NAIC database. It also indicates whether a state has taken regulatory action against a domestic insurer and provides all necessary information for completing the reinsurer-related requirements in Schedule F and Schedule S of the annual and quarterly statements.

### NAIC-PDF Publications

Find PDF versions of Annual Statement Instructions, Examiners Handbook, Annual Statement Blank, State Average Expenditures & Premiums for Personal Automobile Insurance, Statistical Compilation of Annual Statement Information, Statistical Compilation & Market Share Reports for HMOs, Accident & Health Insurance Companies, all issues of Proceeding of NAIC, all issues of Journal of Insurance Regulation and NAIC Model Laws, Regulations and Guidelines.

### NAIC Statistical Handbook of Data Available to Insurance Regulators

Describes the collection, compilation and reporting of insurance statistical information, consistent with the NAIC Model Regulation to Require Reporting of Financial and Statistical Data by Property and Casualty Insurance Companies.

### State Average Expenditures & Premiums For Personal Auto Insurance

Shows estimated state average expenditures and average premiums per insured vehicle or private passenger automobile insurance, highlighting approximate measures of relative cost for consumers. Divided into several tables, Expenditures & Premiums also shows the separate averages for liability, collision and comprehensive coverage, average expenditure and average premium trends by state.

### Statistical Compilation of Annual Statement Information

The Statistical Compilation provides aggregate annual statement data for property/casualty, life/health insurance companies, all HMOs and companies that write accident and health insurance and file annual statements with the NAIC.

## “Golden Oldie” Enhancement Still an All-Time Favorite

By Gayle Lynn-Nelson, LexisNexis Senior Lead, Librarian Relations Group

Because I’ve been part of the LexisNexis Librarian Relations Group team from its inception more than a decade ago, I’ve watched the LexisNexis services evolve and grow with regular enhancements that make librarians’ lives easier.

Still ... one of my all-time favorite enhancements is really a “golden oldie.”

LexisNexis SmartIndexing Technology™ makes it easier for you to leverage the power of LexisNexis to locate relevant, business-critical information efficiently and effectively. For years, LexisNexis has used LexisNexis SmartIndexing Technology to add **index terms** and **relevancy scores** to many LexisNexis **news, company, legislative and Nexis® Web search documents**.

Think of it as technology with a human face.

A team of information professionals and subject experts create and monitor the sophisticated analytical tools and algorithms that look for words, phrases, names, acronyms, abbreviations, spelling variations, and nicknames (e.g., International Business Machines = IBM = Big Blue *or* Federal National Mortgage Association = FNMA = Fannie Mae) to assign appropriate index terms.

(By the way, new LexisNexis SmartIndexing Technology terms are added regularly. You can even suggest terms to the team.)

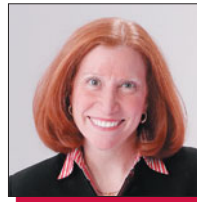
A relevance score, based on criteria such as a term’s frequency, weight, and document placement, follows each index term.

Index terms and scores are inserted into the TERMS group segment as well as the individual index-type segments (SUBJECT, COMPANY, PERSON, ORGANIZATION, CITY, STATE AND COUNTRY).

Like the GEOGRAPHIC group segment that includes city, state and country information, you won’t actually see the TERMS segment on a document. You see its components. (Select TERMS under the CUSTOM view format and view all the documents’ individual index segments.)

When you enroll in the LexisNexis Librarian Certificate of Mastery Program, you’ll get a good idea of how LexisNexis SmartIndexing Technology works. In the News and Business module, a number of the searches include LexisNexis SmartIndexing Technology terms.

My favorite application? Sounds simple, but I use LexisNexis SmartIndexing Technology when I’m looking for specific company news, and I need it to be highly relevant. Just use the COMPANY segment, for example: \*COMPANY(*abcompany*)



Gayle Lynn-Nelson

Or use the TERMS group segment to incorporate name and subject segments into one search, e.g., TERMS(*abcompany AND accidental fatalities*)

Requesting relevancy scores will ensure there is discussion of my terms, e.g., TERMS(*abcompany AND accidental fatalities pre/3 8\*% or 9\*%*)

This search will find major discussions of accidental fatalities, i.e., weighted between 80 and 99 percent.

Try LexisNexis SmartIndexing Technology! Contact your LexisNexis Librarian Relations Consultant for a demo. Or better yet, sign up for the LexisNexis Librarian Certificate of Mastery Program at <http://www.lexisnexis.com/infopro/profdev/certificatel>

To browse the list of LexisNexis SmartIndexing Technology subject terms, including a regularly updated list of new terms, and to find details on searching with LexisNexis SmartIndexing Technology, visit the LexisNexis InfoPro Web site at <http://www.lexisnexis.com/infopro> Select **How to Use SmartIndexing** from the Research Tools menu.

\*Fictitious company name; used for illustration purposes only.

## More Need-To-Know News on Factiva Resources at [www.lexis.com](http://www.lexis.com)

Now [www.lexis.com](http://www.lexis.com) is the place to search the full text of all 100 top U.S. newspapers. And there's more:

- Good news! All Factiva sources added to [www.lexis.com](http://www.lexis.com) March 1, 2005, are now available to search as **individual sources** as well as through the group resources originally released.
- More good news ... for law school librarians! LexisNexis is pleased to announce that during the next phase of Factiva content releases, premier content such as *The Wall Street Journal*<sup>®</sup>, Dow Jones<sup>®</sup> and Reuters<sup>®</sup> newswires, *Barron's*<sup>®</sup> and more, will be **available to law school faculty and librarians**.<sup>\*</sup> Contact your LexisNexis account representative or LexisNexis Librarian Relations Consultant for more details, including a release date.
- ***The Wall Street Journal* graphics by 10 a.m.** If you need to find graphics from *The Wall Street Journal*, they will be available at [www.lexis.com](http://www.lexis.com) same day as publication by 10 a.m. EST.

For current information on Factiva resources available through [www.lexis.com](http://www.lexis.com), including source descriptions, coverage and online availability, visit <http://www.lexisnexis.com/factiva>

<sup>\*</sup>Factiva resources are not available to LexisNexis Corporate Legal subscribers.

## Superseded Regulations are Coming! (More Than 20 States Have Arrived)

State administrative codes (aka regulations) are joining archive coverage available through the LexisNexis services.

Beginning with 2004 archives, you'll find the 2004 state administrative codes as well as the current version for more than 20 states: AR, CA, DE, FL, HI, IL, IA, KS, ME, MA, MS, MO, NV, NY, PA, RI, TX, VT, WV, WI, WY, the District of Columbia, and the Virgin Islands. As each state administrative code is updated in 2005, the archive will be added as well.

## Stay Updated with Matthew Bender<sup>®</sup> *Labor & Employment Bulletin*

This monthly newsletter covers the full spectrum of issues important to labor and employment practitioners. Each issue contains approximately six to eight incisive articles written by leading employment and labor law authorities, as well as analysis of recent developments in the law, such as new regulations, legislation and case law.

For IPs Only

## April Web Seminar Offers Key to Internal Intelligence

Discover how your firm can harness the power of its most valuable asset—its internal knowledge and collective expertise.

The LexisNexis Web Seminar series for librarians continues on Thursday, April 21, at 2 p.m. EST when LexisNexis Librarian Relations Consultant Bridget MacMillan and Senior LexisNexis Librarian Relations Consultant Deidra Payne present **LexisNexis<sup>®</sup> Total Search: Expanding the Boundaries of Legal Research**.

See how LexisNexis Total Search works—a powerful, yet simple-to-use search application that allows users to search the LexisNexis services and internal firm documents simultaneously. And the intelligent cross-referencing of relevant content between LexisNexis and internal work product can be based on case citations, topics and concepts.

To register for the one-hour April seminar, go to [www.lexisnexis.com/infoprof/profdev/webseminar/default.asp](http://www.lexisnexis.com/infoprof/profdev/webseminar/default.asp)

**One-hour Web seminars will be conducted throughout 2005. In 2004, seminars took place on Wednesdays. In 2005, Web seminars will always be on the third Thursday of the month and always at 2 p.m. EST. And they're always FREE!**

After registering, you'll receive confirmation, along with a special Meeting ID and technical instructions on how to access the seminar recording and materials. Each seminar recording will be available for the rest of the year along with the PowerPoint<sup>®</sup> presentation.

And don't forget May. **On May 19**, Senior LexisNexis Librarian Relations Consultants Gayle Lynn-Nelson and Priscilla Stultz show you why the basics of adult learning are different from those for children. In **The ABCs of Adult Learning Styles**, explore how you can improve your training effectiveness by increasing your awareness of these differences.

## Tap into More Than 10,000 Federal, State and Local Tax Forms

LexisNexis® Interactive Tax Forms offer practitioners a collection of more than 10,000 official federal, state and local tax forms with value-added features, most importantly, hotlinks to government-approved instructions, pop-up help screens, automatic data transfer, auto-calculation, practice aids and a flexible file management system.

This is the largest library of government-approved forms available. You save precious time. No surfing and bookmarking various state government Web sites for forms your tax practitioners need. Plus you get the peace of mind that the form you choose is current and updated.

Your tax practitioners will also have a complete library of tax forms for reference purposes when structuring transactions, giving tax advice, opining on disclosure and reporting requirements, determining whether to go forward with administrative or adjudicative proceedings, etc.

Tax attorneys need an understanding of the compliance requirements in all relevant jurisdictions—line item by line item. LexisNexis Interactive Tax Forms also provide **links from every line item to the applicable section of the government-approved instructions in PDF**. The instructions look just like the official documents, including graphics and tables. (Some even include built-in calculations.)

And in instances when the form instructions are not enough, users can seamlessly link back to the LexisNexis Tax Research Tasks page for primary and analytical content.

Ask your LexisNexis account executive how your firm can tap into LexisNexis Interactive Tax Forms.

## American Health Lawyers Association Publications Added

The American Health Lawyers Association (Health Lawyers) is the nation's largest, nonpartisan, 501(c)(3) educational organization devoted to legal issues in the healthcare field. Health Lawyers provides resources to address the issues facing its active members who practice in law firms and who represent the entire spectrum of the health industry: physicians, hospitals and health systems, health maintenance organizations, health insurers, managed care companies, nursing facilities, home care providers, and consumers.

These five Health Lawyers publications are now available at [www.lexis.com](http://www.lexis.com):

- **Medicare Law**—offers a comprehensive review of the statutes, regulations, and other rules governing Medicare.
- **Managed Care Contracting Handbook: A Guide for Payors and Providers, 4th Edition**—not only provides the basics of managed care contracting, but also covers new and emerging legal issues and traces the managed care contracting process from preparing to negotiate the contract, to formation and implementation, to termination issues.
- **Healthcare Compliance Legal Issues Manual, Second Edition**—focuses on hospital and related issues as they affect attorneys serving hospitals. The editors of this second edition have identified a number of legal issues that arise in operating compliance programs, and the materials are intended to introduce attorneys to those issues.
- **Electronic Health Information: Privacy and Security Compliance under HIPAA**—reviews the ramifications of Subtitle F of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the impact it is having on the healthcare community.
- **Diagnostic Imaging Centers: Legal and Regulatory Issues**—provides an overview of the imaging services industry, including a description of the various imaging modalities.

Be an E-Subscriber ...

*LexisNexis Information Professional Update!*

Go to <http://www.lexisnexis.com/elnipusubscribe>

Dear Thrifty Searcher:

I need to order replacement pages for one of our Matthew Bender volumes.

Whom do I call?

**Signed, Boston**

Dear Thrifty Searcher:

Do I have to call my account representative to get missing tabs replaced?

**Sincerely, Kansas City, MO**

### Dear Boston and Kansas City:

No phone call is necessary. Go to the LexisNexis Print & CD Service Center to order **replacement pages, releases, tabs, issues, binders, volumes and/or contents** for eligible, up-to-date subscriptions on your account.

Basically, an “eligible” title is a loose-leaf product that has pages that can be replaced, e.g., a volume comprised of a binder and contents.\*

The LexisNexis Print & CD Service Center is at <http://www.lexisnexis.com/printcdsc>

1. Sign on. (Enter your account number and password.)
2. Click the **Replacement Materials** link from the left navigation bar.
3. Choose **Order Pages/Releases/Tabs/Issues** or **Order Binders/Volumes/Contents**.
4. Select your **title** from the drop-down list of eligible subscriptions. Depending on which option you use, instructions at the top of each screen will guide your next steps.

If you still need assistance, a Print & CD Service Center **Customer Service Representative** is available at 800-833-9844.

In addition to replacement pages, go to the LexisNexis Print & CD Service Center to **replace missing filing instructions**. You can download these instructions (in PDF format) right from the center Web site. Here's how:

1. At the service center's main menu, click the **Filing Instructions** link on the left side.
2. Click **Search Tool**.
3. Enter the publication number, release number, publisher or practice area, etc. Click **Submit Search**.
4. Click the **PDF icon** next to your title.
5. Print or download using standard Adobe Acrobat® commands.

For more details on what the LexisNexis Print & CD Service Center can do for you, look at your September 2004 *LexisNexis Information Professional Update*. It's also available in the electronic archive on the LexisNexis InfoPro Web site at <http://www.lexisnexis.com/infopro/current/newsletter/2004/2004.asp>

\* If you need replacement pages for pamphlets, annual editions, bound volumes and/or code sets, call the Print & CD Service Center Customer Service line at 800-833-9844. (8 a.m. – 8 p.m. EST, Monday – Friday).

## LexisNexis® Information Professional Update

Newsletter editions are also available at

<http://www.lexisnexis.com/infopro/current/newsletter>

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