

# The LexisNexis™ services

## Quick Reference

*Fast, easy access to the broader perspective you need to succeed*

### Signing on to LexisNexis at [www.lexis.com](http://www.lexis.com)

1. Establish an Internet connection.
2. Enter the URL address: [www.lexis.com](http://www.lexis.com)
3. The screen you see is the LexisNexis sign-on screen. To start your research session, enter your LexisNexis ID and password.
4. Click the *Remember my Sign On Information* box to save your ID and password for future access to LexisNexis. The Remember my Sign On Information is not recommended for public work stations.
5. Click **Sign On**.



### Get A Document

Retrieve individual documents from LexisNexis quickly and easily with Get a Document. You may use the citation, the names of the parties, or the docket number to retrieve documents as shown below.

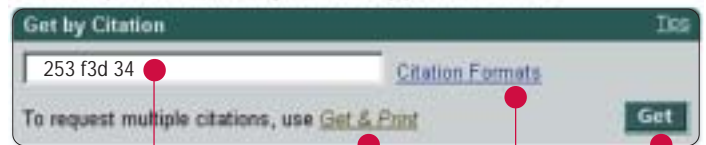
#### Get A Document by its Citation

1. Click the *Get a Document* tab.
2. Click the *Citation* tab. (Citation is the default setting.)
3. Type in the citation for the document you want to retrieve, e.g., *253 f3d 34*.
4. Click **Get**.

#### Citation Format Assistant

If you are not sure of the citation format for the document you want to retrieve, click *Citation Formats*.

Click the **Citation Formats** link to locate the correct citation format for any retrievable publication, even if you know only part of its name.



Enter a Citation

Print multiple documents

Click Get to get a document

Citation Format Assistant

## Selecting Sources

The Search/Source selection screen displays by default after you sign on to LexisNexis at [www.lexis.com](http://www.lexis.com). At this screen you can select a source in any of five ways.

**Note:** The exact tabs and source lists may vary depending on your subscription plan.

### A. Choose From My Last 20 Sources

1. Click on the down arrow beside the field to display a list of the last 20 sources you used.
2. Highlight the source you want to use.
3. Click **Go**.

**Note:** To delete individual sources from this list that you don't use regularly or to mark sources to retain, click *Edit Last 20 Sources*.

### B. Explore Sources Using the Legal, News & Business, and Public Records Tabs

**Note:** Your menu or subscription determines which tabs appear.

Select sources by pointing and clicking through the source hierarchy until you reach the source in which you want to search. Sources are categorized under three easy-to-identify tabs making it more intuitive to find the appropriate source for your research. The most commonly used sources, (e.g., federal & state case law or news stories from the last two years) are listed under each tab to give you quick access to popular sources.

1. Click the appropriate tab for the type of content you are researching. If you don't see a suitable source on the screen, point and click through the hierarchy until you find the source you need. Note that each selection you make in the source hierarchy creates a "trail" of your path.
2. Click on the individual source in which you want to search.

### C. Find A Source – Using the Long Name

1. Click the *Find a Source* tab.
2. Type the name of the source or words contained in the name of the source in the Find a Source box. (Make sure that *Match Terms in Long Names* is selected.)
3. Click **Find**.
4. A list of sources that match your words will display. Click the name of the source in which you want to search.

### D. Find a Source – Using the Short Name

1. Click the *Find a Source* tab.
2. Type the short name of the source (library; file name, e.g., GENFED;US) in the Find a Source box. (Make sure *Short Name* is selected.)
3. Click on the source in which you want to search.



### E. Find a Source – Using the Alphanumeric Links

1. Click the *Find a Source* tab.
2. Click the alphanumeric (0–9 or A through Z) links to find a specific source.
3. Click on the name of the source.

## Combining Sources

You can combine multiple sources in a single search. For example, you might want to search in several circuit courts or in several newspapers at the same time. To combine sources:

1. At the initial source selection screen, click on one of the tabs and continue clicking until you reach a list of searchable sources.



2. As soon as you reach sources that can be combined, a choice for "Show checkboxes for combining sources" will appear at the top of the list. Click on this choice and a checkbox will appear next to each source that can be combined with one of the others.
3. Click the box next to each source in which you want to search.
4. Click *Combine Sources*.

## Searching

After you select a source, the search template will appear on your screen:

1. Click *Terms and Connectors* or *Natural Language*.
2. Enter your search request.
3. Click *Suggest Words and Concepts* to add additional terms that relate to the terms you have entered (optional).
4. Click *Restrict Search Using Document Segments* to incorporate segments into your terms and connectors search (optional).
5. Choose a date range from the pull-down menu OR enter your own date range in the spaces provided (optional).



### Tips for Using Terms and Connectors or Natural Language Searching

**Terms and Connectors** uses words and connectors to create phrases and concepts based on specific rules of logic. Each word or one of its alternatives must appear in each document retrieved. For example, a search on employee drug tests might look like this: *drug /15 test! OR screen! /10 employ!* (See more tips on page 4.)

**Natural Language** (the FREESTYLE™ feature) lets you use conversational language to create a search request. For example, a search for employee drug testing might look like this: *do employers have the right to screen (test) their employees for drug use.* Note: Use parentheses to indicate a synonym or alternative word, e.g., test, when searching with the FREESTYLE feature. Use Natural Language when you want to research conceptual issues rather than specific topics and/or are starting to research a complex issue and you are unsure of what words to use.

## Searching Using Segments

There are two ways to do a segment search.

1. Click *Restrict Search Using Document Segments* under the Enter Search Terms box. Select the segment in which you want to search from the drop-down list.
2. If you are already familiar with the segment in which you want to search, type the segment name, then type your search words enclosed in parentheses and press ENTER.

For example, to find cases when you know the names of the parties:

ENTER: *name (dickerson AND united states)*

To find all opinions written by a particular judge:

ENTER: *writtenby (scalia)*

To find cases in which a particular law firm participated:

ENTER: *counsel (marbury AND madison)*

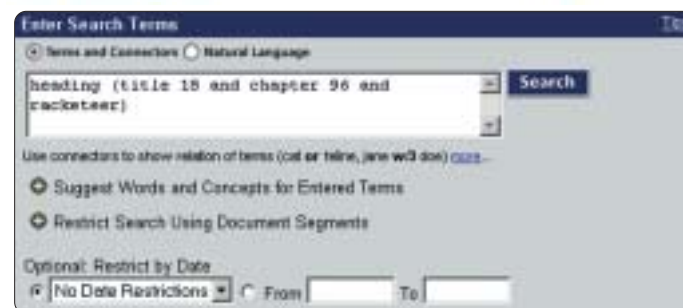
To find cases decided on, before, or after a particular date:

ENTER: *date is 2/01/02*  
*date bef 2/01/02*  
*date aft 2/01/02*

To retrieve all sections in Title 18, Chapter 96 of the U.S. Code dealing with Racketeer Influenced and Corrupt Organizations:

ENTER: *heading (title 18 AND chapter 96 AND racketeer)*

Legal > Federal Legal - U.S. > US Courts of Appeals Cases - All Circuits ©



## Searching Using Precision Search Commands

Use these commands to make your searches more precise.

### Capitalization

To specify that search terms have all capital letters:

ENTER: *allcaps (aids)*

To specify that search terms have no capital letters:

ENTER: *nocaps (aid)*

To search for Aid as a title with the first letter capitalized:

ENTER: *caps (aid)*

### Pluralization

To limit your search to the plural form of a term:

ENTER: *steven /3 plural (job)*

To limit your search to the singular form of a term:

ENTER: *singular (job) /5 discriminat!*

### At Least

To find documents that contain an in-depth discussion of a term:

ENTER: *atleast10 (cercla)*

## Connectors & Universal Characters

Use **UNIVERSAL CHARACTERS** in your search terms

! *litigat!* = litigate, litigator, litigation, litigating, etc.

\* *wom\*n* = woman, women

*bank\*\*\** = bank, banking, banker (not bankrupt)

Use **CONNECTORS** to link search terms together

**OR** Finds one or both terms  
*doctor OR physician*

**/n** Finds two terms within a specified number of words  
*market /5 share*

**/s<sup>1</sup>** Finds two terms within the same sentence  
*sanction /s frivolous*

**/p<sup>1</sup>** Finds two terms within the same paragraph  
*rule 11 /p sanction*

**AND** Finds two terms in the same document  
*deregulat! AND bank\*\*\**

**PRE** Finds two terms – the first term must precede the second by a specified number of words  
*cable PRE/2 television OR tv*

<sup>1</sup> /s and /p cannot be combined with /n

## Lexis® Search Advisor

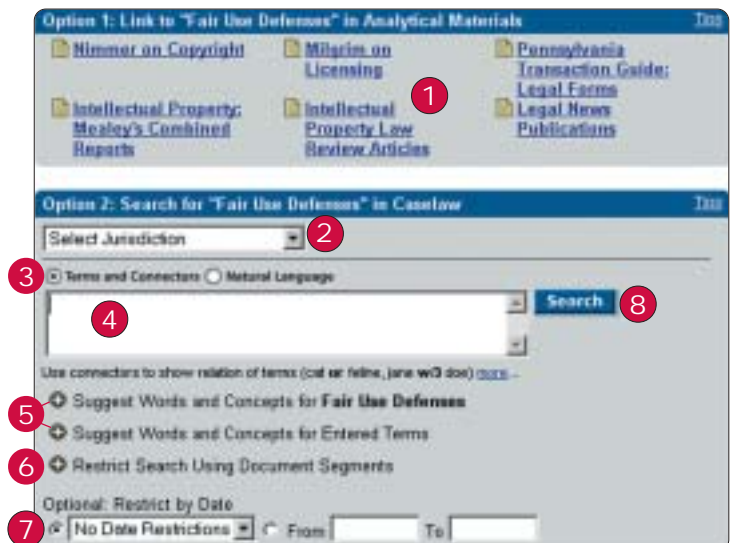
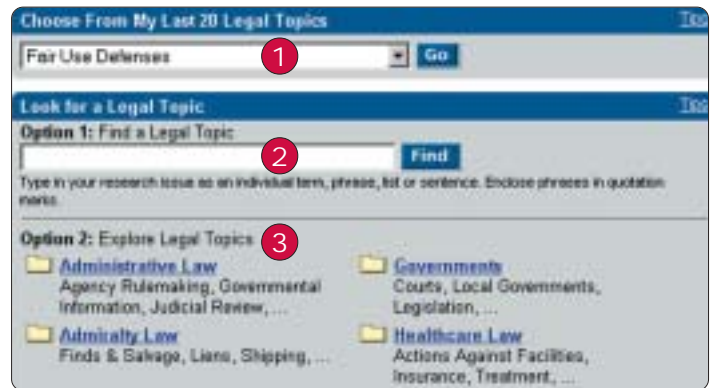
Lexis Search Advisor aids you in finding legal materials based on a classification system of areas of law and related topics.

You have three options for selecting a topic:

1. **Choose From My Last 20 Legal Topics:** Select by highlighting a topic in the drop-down menu and click **Go**.
2. **Find a Legal Topic:** Enter a legal topic in the field and click **Find**.
3. **Explore Legal Topics:** Point and click through the topics and subtopics to explore and select the topic you want.

## Using Lexis Search Advisor to Search

1. Click on an option to view treatises, law reviews or news articles.
2. Select a jurisdiction from the drop-down menu for searching case law.
3. Select **Terms and Connectors** or **Natural Language**.
4. Type your search terms in the open field (optional).
5. Add suggested words or concepts for your topic or for your search terms (optional).
6. Restrict the search by specifying applicable segments (optional).
7. Choose a date range from the pull-down menu OR enter your own date range in the spaces provided (optional).
8. Click **Search** to process your request.



## Viewing Results

### LexisNexis™ Case Summaries

Written by attorney editors, **LexisNexis Case Summaries** are targeted synopses of cases. Each case summary contains three sections:

1. **Procedural Posture** describe the case's procedural history — how the case arrived before the court.
2. **Overview** provides a brief review of the court's holding on the legal issues raised.
3. **Outcome** reviews the procedural disposition of the case.

Cite Overview Format

### LexisNexis™ Core Concepts

The key legal points of a case are drawn directly from the language of the court and help you quickly determine if a case is on point. Core Concepts let you link to relevant text within your case, to other relevant documents, and to Lexis Search Advisor for a more in-depth search on your topic, including analytical content, legal news and case law from other jurisdictions.

The screenshot shows a LexisNexis search result for a case summary. Annotations include:

- Shepard's Signal™**: Points to the top navigation bar.
- Case Summary Overview**: Points to the main title and citation information.
- Core Terms**: Points to the 'CORE TERMS' section listing terms like parody, fair use, song, copyrighted, woman, derivative, copying, parodic, rap, music...
- Show Hits**: Points to the 'Show Hits' button.
- Check document for later use**: Points to a red circle icon on the left side of the document preview.

### LexisNexis™ Core Terms

LexisNexis Core Terms are the most frequently used words and phrases from the text of a case. They offer you a quick snapshot of the content based on the court's own language.

Full Format

The screenshot shows a LexisNexis full-format case summary. Annotations include:

- Display formats**: Points to the top navigation bar.
- Case Summaries**: Points to the main title and citation information.
- Core Terms**: Points to the 'CORE TERMS' section listing terms like parody, fair use, copyrighted, music, broadcast, First Amendment, television, infringement, parodic, film, federal, fluid, irrelevant, etc.
- Explore document**: Points to a red circle icon at the bottom left.
- Core Concepts**: Points to a red circle icon at the bottom center.
- Go to specific reporter page**: Points to a red circle icon at the bottom right.
- Go to specific document**: Points to a red circle icon at the bottom right.
- Go to specific term**: Points to a red circle icon at the bottom right.



## Table of Contents



The expandable table of contents makes it easy to navigate through federal and state codes, legal treatises and other secondary sources. You have the option of running a full-text search or clicking through the table of contents. Features include:

- **Expandable/collapsible hierarchy**—click the + to expand the TOC or click the – to collapse it
- **TOC display**—view link lets you return to the TOC from the text of a document
- **Trail links**—jump to a particular TOC level with one of the links that show your hierarchical path
- **Floating cite assistant**—rest your cursor on a page for more than four seconds and the cite for the section you're viewing will display

## Shepardizing™

Is your case still good law? Validate the authority of your case or statute with **Shepard's® Citations Service**. Don't settle for less.

To **Shepardize®** a document:

1. Click **Shepard's® - Check A Citation**.
2. Enter the citation for the document you want to check, e.g., **800 f2d 111**.
3. Select **Shepard's for Validation (KWIC™)** or **Shepard's for Research (Full)** to choose a format.
4. Click **Check**.

## Reviewing Results — FULL Format

**Display Formats**

**FOCUS™ search**

**Custom Restrictions**

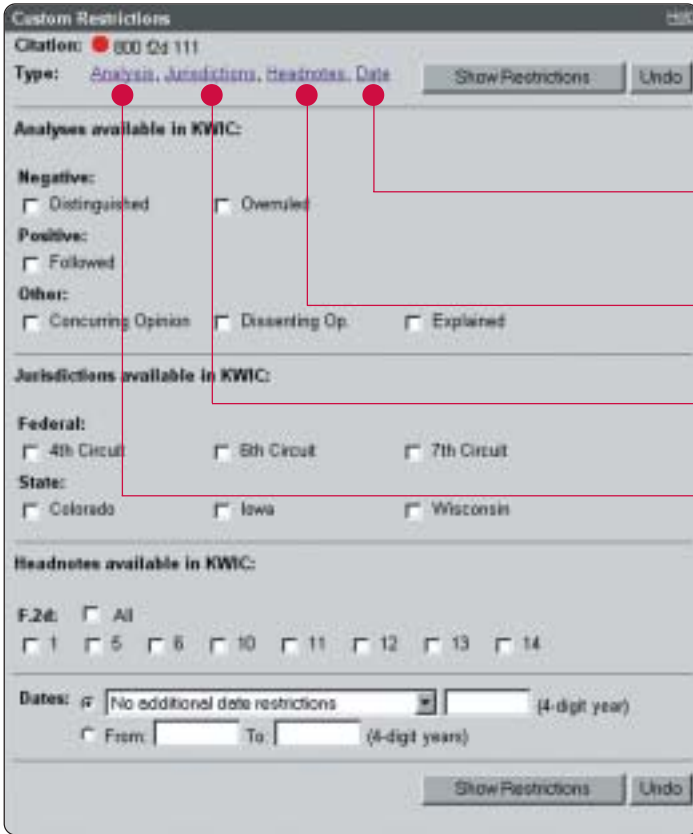
**Shepard's Signal**

**Prior history**

**Subsequent history**

**Citing decisions**

Note: If you are viewing a case, you may **Shepardize®** it by clicking on the **Shepard's Signal™**.



Restrict by Date

Restrict by Headnote

Restrict by Jurisdiction

Restrict by Type of Analysis

### Custom Restrictions

To customize your results to a particular type of analysis, jurisdiction, or headnote:

1. Click *Custom Restrictions*.
2. Select the restrictions.
3. Click *Show Restrictions*.

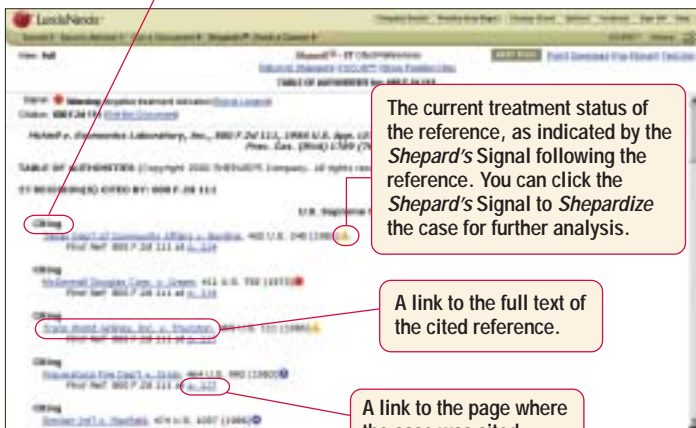
### Shepard's Signal

The *Shepard's Signal* is an at-a-glance indicator of the precedential status of a case.

### Shepard's Table of Authorities

The *Shepard's* Table of Authorities lists each cited reference in your case, in order by jurisdiction. For each reference, you'll see the following items:

How your case relies on the cited reference (Following, Citing, etc.).



Warning – Negative treatment indicated  
Contains strong negative history or treatment of your case (for example, overruled by or reversed).



Caution – Possible negative treatment indicated  
Contains history or treatment that may have a significant negative impact on your case (for example, distinguished by or criticized by).



Positive treatment is indicated  
Contains history or treatment of your case that has a positive impact on your case (for example, affirmed or followed by).



Cited and neutral analysis indicated  
Contains treatment of your case that is neither positive nor negative.



Citation information available  
Indicates that citing references are available for your case, but do not have history or treatment analysis (for example, the references are law review citations).

To display the Table of Authorities, click *Table of Authorities* in the top left corner of the *Shepard's* report.

Only the LexisNexis total research system provides a "true" positive indicator.



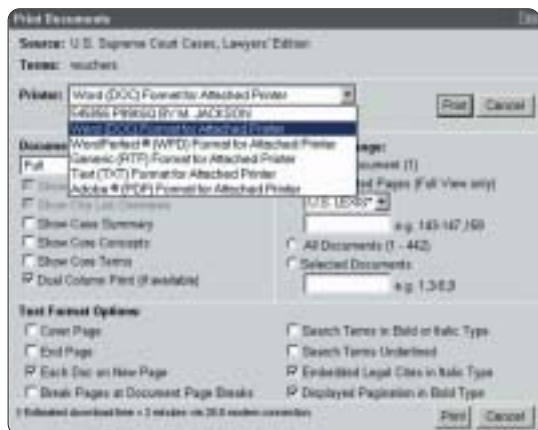
## Delivering Documents

### Printing to a dedicated LexisNexis printer or to an attached printer

These options are displayed in the upper right-hand corner of each displayed document.



Click **Print** on any search results page. You can specify any of several print options, including dual-column; use of bold, italics, and underlining; page breaks; and more.



### Download, FAX and Email delivery

Click the appropriate tab to download (in .txt or .rtf format), fax or e-mail documents to yourself or others.

### Printing the Text Only

If you'd like to view, print or save a document's text only (no navigation bars, graphics, screen options, etc.) click **Text Only**.

## Get & Print

Deliver multiple full-text documents or multiple *Shepard's Citations Service* reports with one search from one screen. To retrieve documents using Get & Print:

1. Click the **Get a Document** tab.
2. Click **Get & Print**.
3. Give your session a name (up to 32 characters).  
**Note:** A client name may be required, depending on your subscription.
4. After entering the citations (at least one is required) and selecting your options, click **Get** to submit the report request.

## The FAST Print Feature

Eliminate steps in the printing process by using the **FAST Print** shortcut.

### One-time setup

1. Click the **FAST Print** button on your search results screen.
2. Select a LexisNexis dedicated printer or a format for the attached printer from the pull down menu, and click **Set**.

### Using FAST Print after initial setup\*

In Cite View, click the **FAST Print** button and select whether to print the current page or the entire Cite list.

In KWIC, Full and Custom Views, click the **FAST Print** button to print the current document immediately.

Any print options, including dual-column printing; use of bold, italics and underlining; page breaks; that you have previously selected on the Print Documents form are defaults.

\* **Note:** Additional charges will be incurred to print any citation not included in your fixed rate subscription plan. Printing documents may result in additional charges without any additional warning. Please contact your firm administrator or a LexisNexis representative if you have any questions.

**FAST Print** is not available for Netscape® 4.7.

## Print Utility

The LexisNexis Print/Download utility allows you to print to your attached printer as easily as you can when printing to a LexisNexis stand-alone printer. If you are using an attached printer, you should download this utility to achieve maximum printing results from the **FAST Print** feature.

To download the utility:

1. Click the **Print** link on the search results screen.
2. Click **Install Utility**.
3. Follow the on-screen instructions to install the utility.\*

\* **Note:** Microsoft® Windows® 2000, Windows NT®, and Windows XP operating systems require users to have administrative privileges to install programs. If the utility does not install correctly, check with your system administrator or LexisNexis Customer Support.

If you have installed the utility and the link does not appear, make sure that JavaScript is enabled on your browser. If the link still does not appear, check with LexisNexis Customer Support.

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