

# LexisNexis® CourtLink® Training Guide

Stay on top of relevant litigation, conduct thorough due diligence, uncover advantages for your case and achieve strong client development with access to the largest online collection of court dockets and documents.

LexisNexis® CourtLink® provides unparalleled searchable access to the largest collection of federal, state and local court records along with convenient tools to help you monitor the developments most important to you.

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Please note: All screens shown in this guide may change slightly as new sources, features and enhancements are added.

# GETTING STARTED WITH COURTLINK®

Sign in to the CourtLink service.

You can go directly to the CourtLink website: [lexisnexis.com/courtlink](https://lexisnexis.com/courtlink)

Or, you can select the CourtLink service from the Lexis Advance® service. Select the ▼ next to Research at the top of the Lexis Advance home page. Choose **LexisNexis® CourtLink®**.

Forgot ID or password? Call LexisNexis® Customer Support at 888-311-1966.

The screenshot shows the LexisNexis CourtLink homepage. At the top, there are navigation links: Switch Client, My Briefcase, Order Runner Documents, Lexis Advance, Lexis.com, and Sign Out. Below this is a search bar labeled 'Single Search - with Terms and Connectors' with a search button. A red box highlights the search input field, labeled 'C'. Below the search bar are several tabs: My CourtLink, Search, Dockets & Documents, Track, Alert, Strategic Profiles, and Breaking Complaints. The 'My CourtLink' tab is active. Below the tabs are several sections: 'Recent Searches' with a table of search results, 'Recent Dockets & Documents' showing no activity, and 'My Briefcase' with a list of cases. On the right side, there are sections for 'Today's Alerts', 'Tracked Dockets', and 'Strategic Profiles'. Callout letters A through J are placed around the interface to identify key features: A (My Account), B (Court Info), C (Search bar), D (Dockets & Documents tab), E (Track tab), F (Alert tab), G (Strategic Profiles tab), H (Breaking Complaints tab), I (My Briefcase link), and J (Order Runner Documents link).

- A My Account:** Enter your name, ID, Password, Security Question and Search Preferences or view billing information.
- B Court Info:** View the available courts that can be searched using CourtLink.
- C CourtLink Single Search:** Enter keywords in the box to search millions of dockets and documents.
- D Dockets & Documents:** View and manage current, pending and prior search results.
- E CourtLink Track:** Monitor activity in existing cases.
- F CourtLink Alert:** Receive comprehensive, flexible notification of new and ongoing case developments.
- G CourtLink Strategic Profiles:** View data and visuals on a party's litigation history, an attorney's experience, a judge's ruling history and more.
- H Breaking Complaints:** Receive quick alerts on new filings.
- I My Briefcase:** Organize your dockets and documents in folders for quick access.
- J Order Runner Documents:** Request items from CourtLink Document Retrieval.

# SEARCHING COURT DOCKETS AND DOCUMENTS: COURTLINK SEARCH

Count on superior search capabilities and flexible options to find relevant past and present litigation activity.

## COURTLINK SINGLE SEARCH

Only CourtLink lets you search across the full text of more than 200 million federal and state court dockets and documents in a single search. Then, use post-search filters to quickly find the information you need for:

- Conducting due diligence
- Assessing parties that impact your case
- Referencing documents for drafting
- Developing case strategy

**Single Search - with Terms and Connectors**

Enter keywords - Search multiple dockets & documents   Info

My CourtLink  Dockets & Documents

**Search > Results for: bankrupt! and cercla and liab!**

Dockets (180) Documents (10,215) LexisNexis Premium Documents (1,067) Info

View Email Results 1 - 20 sorted by relevance Sort by date filed

**Refine Results**

**Date filed**  
From  To

**Search within results**  
Enter keywords

**Case status**  
Closed (143)  
Open (23)

**Case type**  
Adversary (1)  
Bankruptcy (13)  
Civil (166)

**Litigation Area**  
Bankruptcy (21)  
Business (1)  
Contract (4)  
Other Civil (1)  
Real Estate (2)  
Statutory Claims (122)  
Torts (28)  
Unknown (1)

**State**  
Alabama (6)  
Arizona (2)  
California (21)  
Colorado (7)  
Connecticut (2)  
District of Columbia (1)  
Delaware (7)  
Florida (3)  
Idaho (1)  
Illinois (11)  
Indiana (5)  
Kansas (1)  
Louisiana (3)  
Massachusetts (3)  
Maryland (1)  
Michigan (4)  
Minnesota (5)  
Missouri (2)

Case	Court	Case number	Nature of Suit	Environmental (893)
In Re: Combustion Inc, Et Al V. A B C Corp, Et Al	US District Court for the Western District of Louisiana	6:94md4000	Environmental	1994-07-02
Dow Corning Corporation	Bay City	95-20512	Bankruptcy	1995-05-15
Atlantic Richfield, et al v. Blosenski, et al	US District Court for the Eastern District of Pennsylvania	2:92cv2059	Environmental	1992-04-08
United States Of Am. V. Blosenski, Et Al	US District Court for the Eastern District of Pennsylvania	2:93cv1976	Environmental	1993-04-15
United States Of Am. V. Blosenski, Et Al	US District Court for the Eastern District of Pennsylvania	2:93cv1976	Environmental	1993-04-15
USA, Et Al V. Friedland, Et Al	US District Court for the District of Colorado	1:96cv1213	Environmental	1996-05-23
FP Woll & Company v. Fifth and Mitchell, et al	US District Court for the Eastern District of Pennsylvania	2:96cv5973	Environmental	1996-06-29
NI Industries, Inc. V. Old Bridge Township Et Al	US District Court for the District of New Jersey [LIVE]	3:13cv3493	Environmental	2013-06-05
Co School Mines V. Ak Steel Corp., Et Al	US District Court for the District of Colorado	1:99cv1863	Environmental	1999-09-24
Roberts Et Al V. Heating Specialist Inc. Et Al	US District Court for the District of Oregon	3:12cv1820	Environmental	2012-10-09

**A** Enter a keyword or key phrase in the text box and click **Search**.

**B** You can further narrow your initial search results by adding keywords in the **Search within results** box.

**C** **Filter your results** by Date filed, keyword, Case status, Case type, Litigation Area, State or Court system.

# COURTLINK DOCKET SEARCH

Search within multiple court systems simultaneously using a variety of criteria, including litigant name, date range and case type. For some court systems, you can also search by attorney name, judge name or nature of suit.

Or, you can search simply by docket number.

LexisNexis® CourtLink®  
Single Search - with Terms and Connectors  
Enter keywords - Search multiple dockets & documents  
My CourtLink Search Dockets & Documents Track Alert SI  
Search Tools  
Search Docket Number  
Search within a court system using a wide range of criteria including name, case subject matter. Info  
Best search method if you know the case number. Info

My CourtLink Search Dockets & Documents Track Alert Strategic Profiles Breaking Complaints  
Search > Step 1: Select Court(s)  
Select Court(s)  
>> Step 1: Select Court(s)  
Available Courts:  
Show:  Online  Offline/Runner Info  
Packages  
 All Federal + Preselected States Included Courts  
 Preselected States Included Courts  
Templates [Manage]  
Federal Courts  
 Bankruptcy Courts  
 Bankruptcy Courts Adversary Proceeding  
 Circuit Court of Appeals  
 Court of Federal Claims  
 Court of International Trade  
 District Courts (Civil)  
 District Courts (Criminal)  
 International Trade Commission  
Courts to Search:  
Federal - Circuit Court of Appeals - ALL  
Federal - District (Civil) - ALL  
Remove Selected | Select All | Save As Template  
Next Cancel  
>> Step 2: Enter Criteria  
>> Step 3: Client Matter Code and Search Summary

My CourtLink Search Dockets & Documents Track Alert Strategic Profiles  
Search > Step 2: Enter Criteria  
Enter Criteria  
>> Step 1: Select Court(s) (Edit)  
>> Step 2: Enter Criteria  
Next Cancel  
Litigant Business: Reliable Construction  
Reliability Construction + Add Another  
Litigant Name: Last First Middle  
Edwards Thomas  
Thomas Edward + Add Another  
 Exact Name Searching (Not applicable in all courts) Info  
Date Filed: From: 1/1/2010 To: 2/1/2017 (MM/DD/YYYY)

## COURTLINK DOCUMENT FINDER

When you need to perform initial case analysis and due diligence, you can rely on our collection of federal and state court filings accessible through **CourtLink Document Finder**. You'll have access to the largest and deepest index of federal briefs, pleadings and motions in the industry, with up to 20 years of case history.

Pinpoint the relevant work product of opposing counsel and key ruling information on the presiding judge. Search by document type—motion, order, reply, complaint, answer, etc.—and specific nature of suit and court. Combine with an attorney name and/or judge to locate the existing documents you're interested in.

My CourtLink Search Dockets & Documents Track Alert Strategic Profiles Breaking Complaints M

**Search > Document Search**

Run full text searches of selected Briefs, Pleadings and Motions from noteworthy federal and state court cases with CourtLink Single Search.

**Document Search**

CourtLink offers two document search methods:

- Document Finder:** Search for documents in over 85 million civil docket proceedings from the US District Courts. [Info](#)
- Document Text Search:** Run a full-text search on millions of documents from selected state and federal cases across the United States. 95% of the contents of this database are valuable state court documents. [Info](#)

**Next >**

My CourtLink Search Dockets & Documents Track Alert Strategic Profiles Breaking Complaint

**Search > Document Search > Document Finder**

**Cancel** **Submit Search** **G**

**Document Finder: Search docket proceedings for documents** [Info](#)

\* = required

Find documents by searching the proceeding text of Federal District Court dockets.

**A** **Courts (Federal District - Civil):** No courts selected [Select Courts](#) [Info](#)

**B** **\* Natures of Suit:** No Natures of Suit selected [Select Natures of Suit](#) [Info](#)

**C** **\* Document type:** Complaint  at beginning of proceeding text [Info](#)  
 anywhere in proceeding text

**D** **Keywords:** contract construction anywhere in proceeding text [Info](#)

**E** **Litigant:**  [Info](#)  
**Attorney:**  [Info](#)  
**Judge:**  [Info](#)

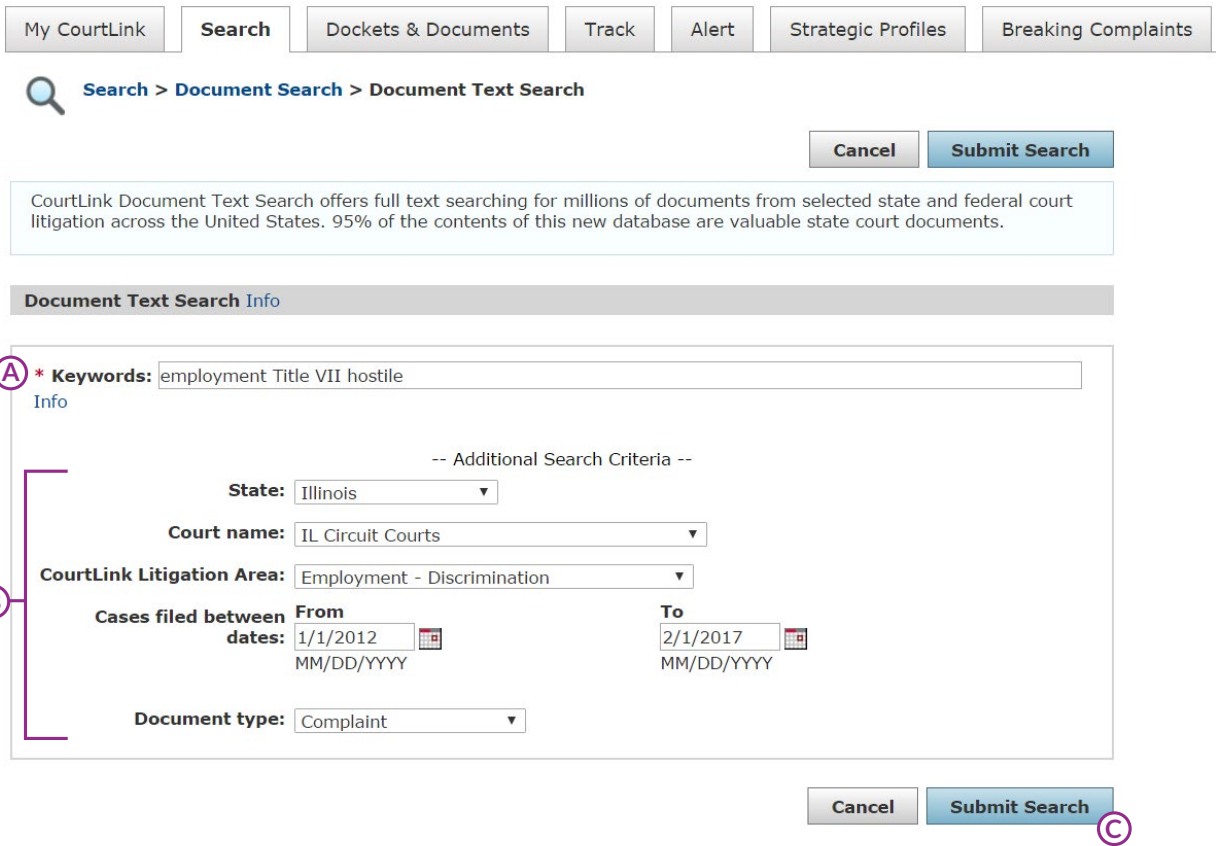
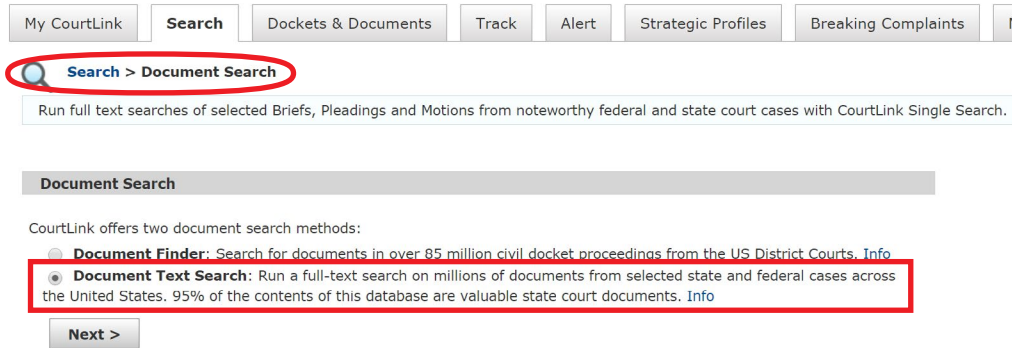
**F** **Cases filed between dates:** **From** 1/1/2016  [Info](#) **To** 2/1/2017   
MM/DD/YYYY MM/DD/YYYY

- A** Choose up to five courts by clicking **Select Courts**.
- B** Choose up to five types of litigation by clicking **Natures of Suit**.
- C** Select the **Document type**.
- D** Enter any desired search terms in the **Keywords** field.

- E** Enter any desired names in the **Litigant, Attorney and Judge** fields.
- F** Enter any desired date range in the **Cases filed between dates** fields.
- G** Click **Submit Search**.

# COURTLINK DOCUMENT TEXT SEARCH

When you need to perform initial case analysis and due diligence, you can rely on our extensive collection of federal and state court filings accessible through **CourtLink Document Text Search**.



- A** Enter search terms in the **Keywords** field.
- B** Select desired **Additional Search Criteria** to narrow the search by State, Court name, CourtLink Litigation Area, filed dates or Document type.

- C** Click **Submit Search**.



# STAYING ON TOP OF NEW LITIGATION: COURTLINK ALERTS

With **CourtLink Alerts**, you can get notifications of new cases and new filings in ongoing cases that are pertinent to your practice—involving your clients, your prospective clients, their competitors, a particular judge or attorney or a certain nature of suit—making it easier to stay on top of significant new filings in the jurisdictions where you practice.

My CourtLink Search Dockets & Documents Track **Alert** Strategic Profiles Breaking Complaints My Account

## Alerts Overview

With Alerts, CourtLink automatically finds new cases that match criteria that you specify.

## **B** Set New Alert

My CourtLink Search Dockets & Documents Track **Alert** Strat

### Alert > Set Up New Alert

**Now available: New Event Alerts**  
Be alerted of new filings in cases of interest.

Note: This will incur normal CourtLink Alert charges. [\[Click here for pricing\]](#)

### **C** Choose a type of alert:

- |   |                                   |
|---|-----------------------------------|
| Attorney/Firm/ <b>Defense Counsel</b>             | Federal Appellate Natures of Suit |
| Bankruptcy Chapter                                | Federal District Natures of Suit  |
| Bankruptcy Creditor                               | Judge                             |
| Bankruptcy Debtor                                 | Litigant                          |
| Class Action                                      | New Event <b>J</b>                |
| Criminal Defendant<br>(U.S. District Courts Only) | Patent Number/Class               |
|   | State Natures of Suit             |

### Alert > Set New Alert > Step 1: Courts

Cancel Next >

#### Select Court System and Court Type **D** Info

**Court System:** Federal Courts  
**Court Type:** District Courts

**Online Court** Info [Select All](#) | [De-Select All](#)

- District Courts - ALL
- Alabama Middle
- Alabama Northern
- Alabama Southern
- Alaska
- Arizona
- Arkansas Eastern

Add Court(s)

### Alert > Set New Alert > Step 2: Natures of Suit

Back

Cancel Next >

#### Choose Litigation Areas **E**

##### General Info

CourtLink's Litigation Areas identify cases of the same or similar practice areas across state and federal jurisdictions.

Click a Litigation Area to view its sub-categories. Select those desired for your Alert, then move on to the Alert summary page when finished.

[Select All](#) | [De-Select All](#)

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> Bankruptcy                         | <input checked="" type="checkbox"/> Business              | <input checked="" type="checkbox"/> Contract        | <input type="checkbox"/> Employment             |
| <input checked="" type="checkbox"/> Enforcement of Judgment | <input checked="" type="checkbox"/> Intellectual Property | <input checked="" type="checkbox"/> Judicial Review | <input checked="" type="checkbox"/> Other Civil |
| <input type="checkbox"/> Real Estate                        | <input checked="" type="checkbox"/> Statutory Claims      | <input type="checkbox"/> Tax                        | <input checked="" type="checkbox"/> Torts       |

##### Specific

Change Natures of Suit selections for individual courts. Edit the court, or court system, in order to set the specific natures of suit for each jurisdiction.

##### Courts

- US District Courts
  - All Courts

##### Natures of Suit

[Edit] Some

**Class Action Alert** **Alert** > **Set New Alert** > **Step 3: Criteria Summary**

**Step 1:**  
Courts

**Step 2:**  
Natures of Suit

**Step 3:**  
Criteria Summary

**\* Name Alert** **F**

**Advanced Keyword Complaint Notification**  
Not selected

**G Alert Email Delivery Frequency**  
 Hourly Alerts are available for U.S. District Court civil cases and more  
 Daily  Hourly [Info](#)

**Client Matter Code**  
 Client Matter Code: [Info](#) Previous Codes: [Info](#)  
 --- Select One --- [Manage Previous Codes](#)

Retain until logout  
*These codes will appear on your invoice next to charges associated with this search.*

**Client/Project Notes:** [Info](#)

**H Additional Docket Delivery**  
 Email docket results to these additional recipients  
 Email when there are no results [Separate email addresses with a comma.](#)  
*Note: Alert results list is not included.*  
 Recipient List:   
 Subject Line:   
 Include docket attachments:  RTF  HTML  Zip file(s)   
 Text

**Selected Courts**  
 **United States District Courts** Some Natures of Suit Selected

**Alert Sharing** [Info](#)  
**I Share This Alert**  You are not sharing this alert.

- A** Create an Alert by clicking the **Alert** tab.
- B** Click **Set New Alert**.
- C** Choose a type of alert.
- D** Select **Court System** and **Court Type**.
- E** Choose **Litigation Areas**.
- F** **Name Alert** for later use.
- G** Enter an **Alert Email Delivery Frequency**.
- H** Decide if you want **Additional Docket Delivery**.
- I** Decide if you want to **Share This Alert**.
- J** Create a new event alert by selecting **New Event** from the list of alert types. You'll be notified when a document is filed or an activity occurs that matches your criteria across U.S. District courts. While traditional Alerts are triggered by new cases, New Event Alerts are triggered by new events, regardless of when the case was filed.



# KNOWING RIGHT AWAY: COURTLINK BREAKING COMPLAINTS

Know and act fast. Take action on newly filed cases in the 26 most important courts—faster than you thought possible. You no longer have to wait to win new business and advise clients. Introducing **CourtLink Breaking Complaints**, giving you fast, digital access to new filings. Set up alerts for the courts you care about, and get notification on the same day or sometimes even within hours—well before the courts post initial complaints online.

The screenshot shows the top navigation bar with buttons for 'My CourtLink', 'Search', 'Dockets & Documents', 'Track', 'Alert', 'Strategic Profiles', 'Breaking Complaints' (highlighted with a circled 'A'), and 'My Account'. Below the navigation bar is the 'Breaking Complaints Overview' section, which includes a bell icon and a title. A text box provides information about notification and lists counties that are no longer available: Essex & Suffolk counties, Massachusetts, Hennepin Minnesota, and Alexandria County, Virginia, US District Court for the Eastern District of New York.

**B** Set New Alert

This screenshot shows the 'Set New Alert > Step1 : Courts' form. It includes a breadcrumb trail 'Alert > Set New Alert > Step1 : Courts', 'Cancel' and 'Next' buttons, and a section titled 'Select Court System and Court Type Info'. The 'Court System' and 'Court Type' fields are dropdown menus, both currently showing '--Select--'. Below these is an 'Online Court Info' field with a 'Select All | De-Select All' link and an 'Add Court(s)' button.

This screenshot shows the 'Set New Alert > Step2 : Criteria Summary' form. It includes a breadcrumb trail 'Alert > Set New Alert > Step2 : Criteria Summary', 'Back', 'Cancel', and 'Set New Alert' buttons. The form contains several sections: '\*Name Alert' with a text input field; 'Alert Email Delivery Frequency' with radio buttons for 'Daily' (selected) and 'Hourly Info'; 'Client Matter Code' with a dropdown menu and a 'Manage Previous Codes' link; a checkbox for 'Retain until logout' with a note; 'Client/Project Notes' with a text area; 'Selected Courts' showing 'BC Courts ALL'; 'Alert Sharing' with a 'Share This Alert' button and the text 'You are not sharing this alert.'; and finally, 'Back', 'Cancel', and 'Set New Alert' buttons at the bottom.

**A** Select the **Breaking Complaints** tab.

**B** Click the **Set New Alert** button.

**C** In the **Online Courts** field, highlight the courts you want. Select **Add Courts**, then click **Next**.

**D** Enter a name in the **Name Alert** field, choose an **Alert Delivery Frequency** (daily or hourly), decide if you wish to **Share This Alert** and then click **Set New Alert**.

# MONITORING ONGOING CASES: COURTLINK TRACK

Get email notification of new activity in existing cases of interest to you in federal and selected state courts.

Use the **CourtLink Track** feature to stay on top of new activity in your organization's own cases and keep abreast of events in other cases that may affect your company. CourtLink Track helps you more efficiently manage your workflow.

The screenshot shows the CourtLink Track interface. At the top, there is a navigation bar with tabs: My CourtLink, Search, Dockets & Documents, **Track** (circled in purple), Alert, Strategic Profiles, Breaking Complaints, My Account, and Court Info. Below the navigation bar is a 'Track' section with a red flag icon and a message: 'This is a list of tracked dockets that had new activity since you started tracking them.' Below this is a blue button labeled 'Track a Docket' (circled in purple).

The main configuration area is divided into two columns. The left column (circled in purple) contains:

- \* Court System:** Federal Courts (dropdown)
- \* Court Type:** Bankruptcy Courts (dropdown)
- \* Online Court:** Info, California Central (dropdown)
- Buttons: Save As Template, Manage Templates
- \* Docket Number:** Formatting Rules, CA1234 (text input, circled in purple)

The right column (circled in purple) contains:

- \* Scheduling Options:** Receive Track every weekday by:
  - Once Daily (8 AM) ... **Intraday Tracking Info**:  8 AM,  12 PM,  4 PM
  - All times are Eastern except Hourly option (Court local time).*
- Run on selected weekdays:  Monday,  Tuesday,  Wednesday,  Thursday,  Friday
- Run on selected dates of the month: Grid of checkboxes for days 1-31
- Run one-time only on a single date:  MM/DD/YYYY

Below the configuration area is a 'Track Sharing' section (circled in purple) with a 'Share This Track' button and the message 'You are not sharing this tracked docket.' Below this is a form for sharing options:

- Email docket results to these additional recipients Info
- Deliver results as attachment (RTF, HTML, Text)  Zip this file
- Deliver results in email body
- Email when there are no changes
- Separate email addresses with a comma (max 1000 characters). Note: This option is independent of your track email preferences.
- Recipients:
- Subject:

At the bottom right of the sharing section are 'Cancel' and 'Save Track' (circled in purple) buttons.

How to set up a Track:

- A** Click the **Track** tab from the CourtLink top navigation menu.
- B** Click **Track a Docket**.
- C** Select a **Court System**, a **Court Type** and an **Online Court**.
- D** Enter the **Docket Number**.
- E** Select **Scheduling Options**.
- F** Decide if you wish to **Share This Track**.
- G** Click **Save Track**.

# UNCOVERING BUSINESS OPPORTUNITIES: COURTLINK STRATEGIC PROFILES

**CourtLink Strategic Profiles** help you gain insight into a public company's litigation history, attorney experience on a particular nature or suit and map out litigation trends. CourtLink searches the most in-depth historical civil online database of court records covering 10–26 years of cases to pinpoint relevant information and to provide you a strategic profile with easy-to-read graphs, data charts and facts.

Within any of the CourtLink Strategic Profiles, you'll find interactive links that take you to deeper information on relevant cases and to the underlying dockets and documents. You get greater insight into attorney arguments and strategies, and judicial rulings.

## LITIGANT STRATEGIC PROFILES

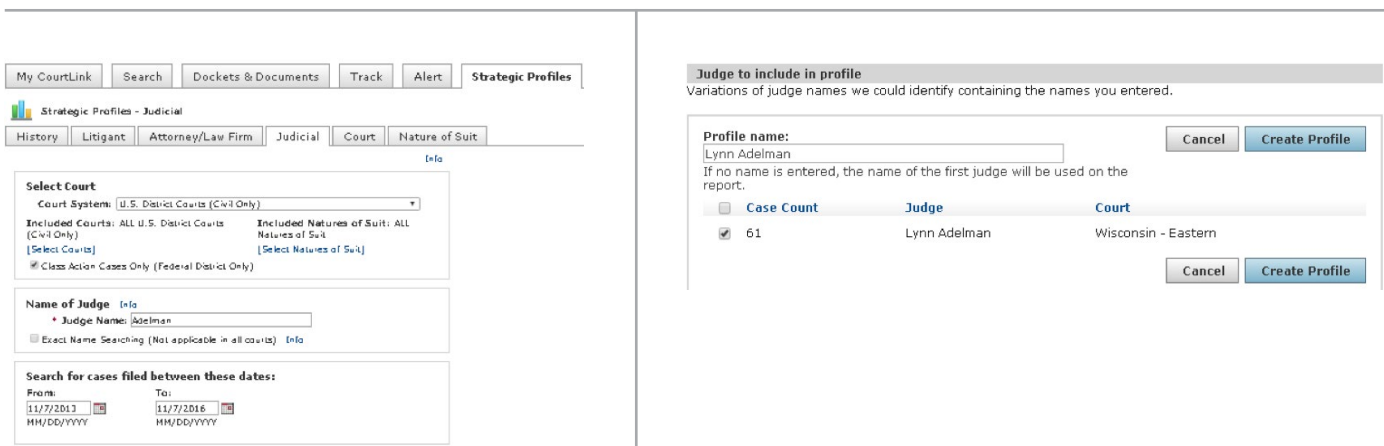
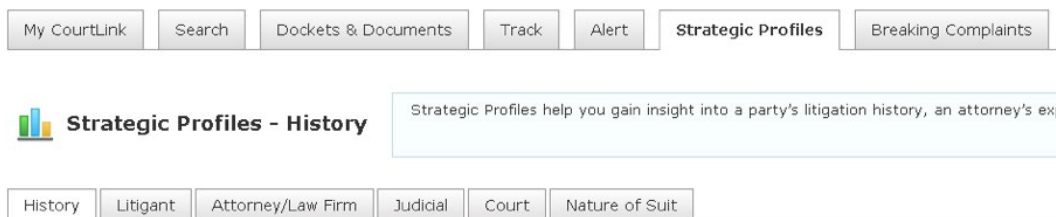
Run a Strategic Profile to uncover a judge's experience in a case type. Drill down into attorneys who have argued the case type in front of the judge in the past. View dockets and order motions, pleadings, etc., to see the legal tactics the judge found compelling.

## ATTORNEY STRATEGIC PROFILES

See a sampling of an attorney or law firm's experience in a specific nature of suit or in front of a particular judge. View associated dockets to see patterns in legal tactics employed and to identify case resolution history. To ensure attorney profiles reflect all relevant cases, start first with a case type profile and update all dockets where defense counsel is not present.

## JUDICIAL STRATEGIC PROFILES

Gain meaningful insight into a public or private company, subsidiary or individual's litigation history. View a directional overview of litigation activity by nature of suit and geography. Determine which law firms have represented the company in the past. Drill down into the associated dockets and supporting documents to see patterns of settlements, mediation, etc. Be sure to update all cases identified at the bottom of the page as having "No defense counsel assigned" to ensure you see the most up-to-date view of competitive and shared activity.



## ACCESS ON THE GO

Now you can take advantage of on-the-go notification capabilities to help you keep up with key litigation activity. With the LexisNexis CourtLink Alert & Track Notifications app, it's easy.

You set up your Alerts and Tracks from your computer, but you can access your notifications of new activity—and the cases to which they refer—wherever you are, via your Apple® iPhone®, iPad® or Android™ mobile device.

To learn more, visit [lexisnexis.com/mobile](https://www.lexisnexis.com/mobile).

*Talk to a LexisNexis® Customer Support representative—live support virtually 24/7*

**888-311-1966**

*Training*

**800-227-9597 EXT. 1252111**

*For more details go to*

**LEXISNEXIS.COM/COURTLINK**