

LexisNexis® Paralegal Student Certification

Paralegal Student User's Guide



Use this guide to walk through a research session at www.lexis.com and www.advance.lexis.com. This user's guide will help you familiarize yourself with the simple steps for signing in, selecting sources, retrieving documents, and delivering search results. Also learn to use *Shepard's*® Citations Service, update your results automatically with LexisNexis® Alerts, and much more.



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Introduction

The LexisNexis® Paralegal Student Certification is an online training program. It is designed specifically for paralegal students to increase proficiency in online legal research at *lexis.com* and Lexis Advance™. The program is offered through your paralegal school's LexisNexis® subscription and available only to current paralegal student users who have access to *lexis.com* or Lexis Advance.

This *Paralegal Student User's Guide* provides the following:

- Overview of LexisNexis solutions
- Understanding of the structure of the U.S. legal system
- Outline of research steps and tips to help you perform online legal research efficiently and effectively using *lexis.com* and Lexis Advance.

The LexisNexis® Paralegal Student Certification

Improve your online legal research skills and earn a LexisNexis Certification to add to your resume!

The LexisNexis® Paralegal Student Certification consists of five 60-minute modules. You must take **Module 1: Introduction to *lexis.com* and Lexis Advance** before taking any of the other modules. As you move through the modules, you will have opportunities to reinforce your knowledge through quizzes at *lexis.com* or Lexis Advance.

Module 1: Introduction to *lexis.com* and Lexis Advance

Access, navigate and use research tools and solutions

Module 2: Using Secondary Sources for Initial Case Analysis

Find and search secondary sources

Module 3: Researching Statutes and Regulations

Locate and search primary authorities

Module 4: Case Law Research

Find case law by citation, party name, LexisNexis® headnotes and more

Module 5: Cite Checking with *Shepard's*® Citations Service

Check citations to validate and find more cases

The LexisNexis Paralegal Student Certification can be found at www.lexisnexis.com/university. Locate the Paralegal Student Certification link in the menu under **Browse Courses by Product**.

To register for training modules:

1. Add a module to your cart.
2. Follow prompts to create a LexisNexis University account.
3. Add additional modules you would like to attend to your cart.
4. Once you have added the modules you are interested in, select the **Check Out** button in the top right. Please note, there is no cost for attending these modules.
5. When it is time to attend a module log back into your account and select **My Classes**.

The screenshot displays the LexisNexis website interface. At the top, there are navigation links for "What's New" and "Calendar View". Below this, there are three featured images: "Free Training" (a chalkboard with VISION, SKILLS, and EDUCATION), "InterAction Training" (hands holding puzzle pieces), and "Juris" (a person in a suit holding keys). The main content area is divided into two columns. The left column is titled "Browse Courses by Product" and lists several course categories: atVantage, CounselLink - Corporate, CounselLink - Law Firms, Juris, Time Matters, Billing Matters, InterAction, PCLaw, Redwood Analytics, LexisLibrary, and Paralegal Student Certification. The right column is titled "Where do you want to go?" and lists several user actions: I'm New! Where do I start?, Edit My Profile, My Annual Maintenance Plan, Continuing Legal Education, Continuing Professional Education, and Request Onsite Training.

LexisNexis® Total Practice Solutions— Helping you achieve academic excellence and success in the business and practice of law

To succeed, you need high-quality tools and services that will help you in all areas of a practice. LexisNexis delivers Total Practice Solutions to help you achieve academic excellence and professional success by improving productivity, growing the legal practice, increasing profitability and preparing cases with more insight—without sacrificing quality. The result of listening carefully to our customers and responding to your needs: LexisNexis Total Practice Solutions are designed for the way legal professionals work in all areas that are essential to their success.

Client Development	Industry-leading networking and marketing resources to help you and the attorneys you work with grow the practice.
Research Solutions	Exclusive sources vital to your clients' success.
Practice Management	Resources proven to improve firm productivity and profitability.
Litigation Services	Vital resources to help you gain strategic insight and greater control throughout the entire litigation process.

LexisNexis Total Practice Solutions

- Accurint®
- LexisNexis® Analyzer
- atVantage™
- BriefCheck™
- CaseMap®
- Concordance®
- CourtLink®
- LexisNexis® Dossier
- Lexis® Diligence
- LexisNexis® Expert Witness Profiles
- LexisNexis® File & Serve
- LAW PreDiscovery™
- *lexis.com*®
- Lexis Advance™
- Martindale-Hubbell®
- LexisNexis® Tax Center
- TextMap®
- TimeMap®
- Time Matters®
- LexisNexis® Total Litigator
- TotalPatent®

When your firm chooses flexible Total Practice Solutions from LexisNexis, you can improve the service you provide to your attorneys, improve firm productivity, increase profitability and help your firm's attorneys strategically grow the practice.

Structure of the U.S. Legal System

Federal Courts

District Courts

In the federal courts system, a case begins in United States District Court. Each district court resides within the geographic boundaries of a single state or territory. Small states may have only one federal district court, while larger states have as many as six. Where there are a number of district courts, they are geographically divided (e.g., Northern District, Southern District, Eastern District, Western District, Central District, and Middle District). New York has four District courts: Northern District, Eastern District, Western District and Southern District.

Each district also has a Bankruptcy Court. The Bankruptcy Courts deal with the administration of the Bankruptcy Act and are presided over by a Bankruptcy judge.

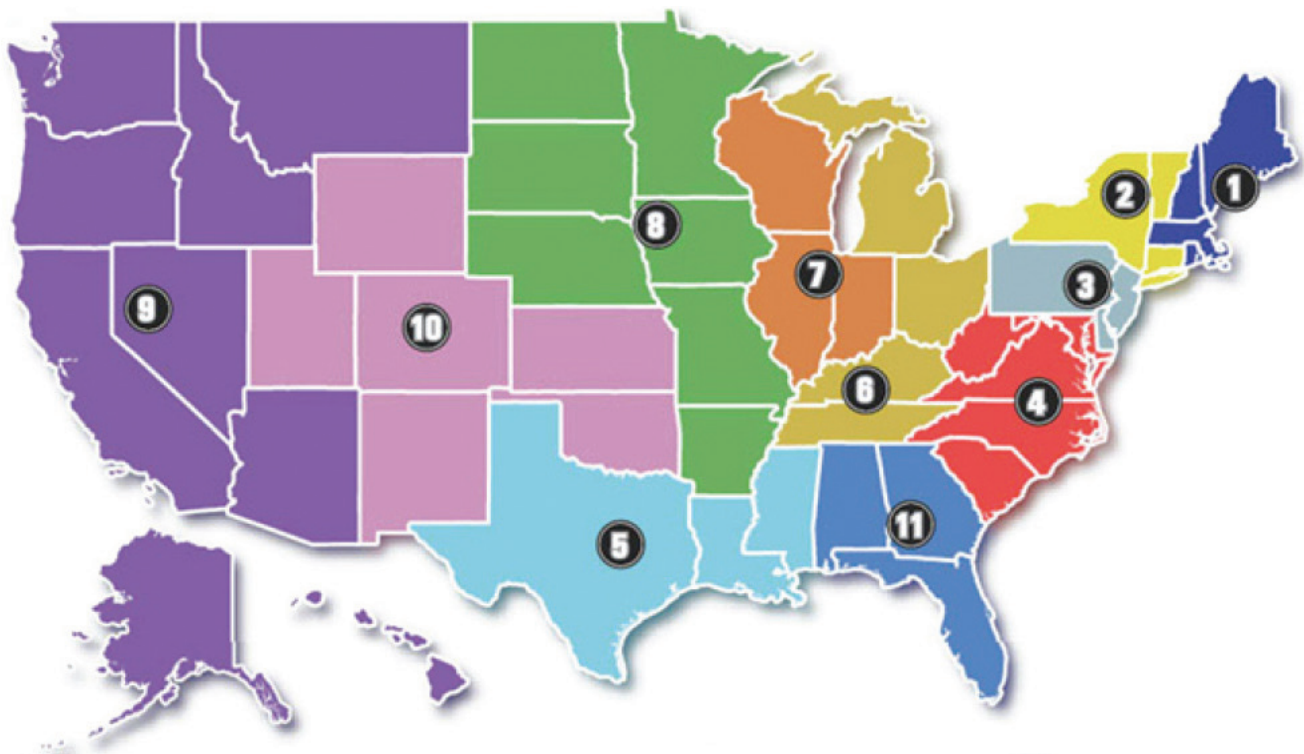
There are also specialty courts that hear certain types of cases. These include: Tax Court, Claims Court, Veteran Appeals, Military Appeals, Patents Court and more.

Circuit Courts of Appeals

The U.S. Circuit Courts of Appeals hear appeals in the federal court (i.e., appeals of the U.S. District Court decisions). There are thirteen circuit courts; eleven of them are numbered (e.g., First Circuit, Second Circuit, etc.). The other two circuits are the U.S. Court of Appeals for the District of Columbia Circuit and the United States Court of Appeals for the Federal Circuit. The following is a breakdown of the eleven numbered circuits:

- **1st Circuit**—Maine, New Hampshire, Rhode Island, Massachusetts, Puerto Rico
- **2nd Circuit**—New York, Vermont, Connecticut
- **3rd Circuit**—Pennsylvania, New Jersey, Delaware, U.S. Virgin Islands
- **4th Circuit**—Virginia, W. Virginia, Maryland, North Carolina, South Carolina
- **5th Circuit**—Louisiana, Texas, Mississippi
- **6th Circuit**—Michigan, Kentucky, Tennessee, Ohio
- **7th Circuit**—Illinois, Indiana, Wisconsin
- **8th Circuit**—Nebraska, Arkansas, Missouri, Iowa, Minnesota, North Dakota, South Dakota
- **9th Circuit**—California, Washington, Oregon, Idaho, Montana, Nevada, Arizona, Hawaii, Guam
- **10th Circuit**—Colorado, Utah, Kansas, New Mexico, Oklahoma, Wyoming
- **11th Circuit**—Alabama, Florida, Georgia

Each Court of Appeals has at least three sitting judges. The Court generally convenes as a panel of three judges for each case.



United States Supreme Court

The Supreme Court of the United States is the highest and final court in the federal system. It has jurisdiction over all federal cases in the U.S. The U.S. Supreme Court can also review decisions of the highest state courts when the cases involve issues of federal or constitutional law. With few exceptions, the Supreme Court hears only appeals from Circuit Courts of Appeals decisions. Generally the Supreme Court itself decides whether or not to entertain an appeal—this is called granting a petition for certiorari.

State Courts

The majority of state court systems have a three-level scheme similar to the federal system. A case begins in trial court. This may be a city, county or district court, and could be either criminal or civil. Civil cases can be heard in other types of courts (e.g., small claims, probate and family).

Depending on the state, appellate courts have different names—Appellate Division, District Court of Appeals, Special Court of Appeals, Court of Civil Appeals, etc. The highest state court is called the Supreme Court, except for Maryland and New York where the highest court is called the Court of Appeals; Maine and Massachusetts (Supreme Judicial Court); and West Virginia (Supreme Court of Appeals). Although some cases may automatically be appealed to the highest court, often jurisdiction is discretionary (as with the U.S. Supreme Court); and the court itself may accept or deny the appeal.

Case Law Citations

Legal citations are references to cases, statutes, legislative history materials, administrative law and secondary authorities. Legal citations support the legal assertions made about the law, whether quoted directly from the source or paraphrased. A citation reveals the information necessary to enable researchers to locate the source.

All case citations must have at least four parts:

1. Case name.
2. Volume of court reporter and page on which citation can be found.
3. Parenthetical, which includes name of court that issued the opinion and date of the decision.
4. Relevant and subsequent history.

Case citations generally follow this form:

Case names	Volume Reporter Page	Parenthetical
<i>Smith v. Jones</i>	342 F.2d 901	(4th Cir. 1971)

Generally, each citation will include this basic information: Who is involved in the case, where the decision can be found, and when the decision was rendered. The parenthetical that follows includes the court that rendered the decision, if not already clear from the reporter name and the date of the decision.

lexis.com® User Guide

Signing In

1. Establish an Internet connection and go to www.lexis.com.
2. At the sign-in screen (shown below), enter your LexisNexis® ID or Custom ID in the **ID** box.
3. Enter your password in the **Password** box.
4. Click **Sign In**.
5. Enter your Client ID, if prompted.

Note: If you lose or forget your ID, please call 800.543.6862.



- A** See product/feature announcements and other LexisNexis news.
- B** Have *lexis.com* remember your sign-on information from session to session—a great timesaver for your personal computer (not recommended for public work stations).
- C** Change your password.
- D** Create a custom ID and password—such as an easy-to-remember alias or nickname.
- E** Manage your custom IDs.

Working from the main lexis.com® screen

- A** Use the easy, main source-selection hierarchy.
- B** Go quickly to various means of retrieving a specific document.
- C** Go directly to all *Shepard's* Citations Service options.
- D** Get quick access to related LexisNexis products and services.
- E** Rerun a search from a previous session or resume interrupted research.
- F** Go directly to your saved Alerts and results.
- G** Access and select from your most recent 20 sources.
- H** Perform these common research tasks right from the main screen.
- I** Use this simple search method with easy source selection.
- J** Compile a thorough overview of a legal topic, pinpoint relevant case annotations, or build U.S. federal and state case digests.
- K** Access practice area-specific pages that pull together valuable resources on one page screen.



On other screens, the right side of the screen may offer other relevant research options. For example, if you're viewing bankruptcy sources, you might see "Search by Bankruptcy Task" and "Pending Bankruptcy Legislation" sections.

Selecting Sources

Get the results you want by selecting specific sources from our unparalleled collection. (Also see “Pricing Information” section on page 8.)

Surface the Practice Area or Jurisdictional Content You Need Most by Customizing Your Tabs

You can add Search subtabs to your main *lexis.com* page (up to 18 subtabs total). Choose from **60 practice areas** (from Accounting to Workers’ Compensation), **56 jurisdictions** (all 50 U.S. states, combined states, District of Columbia, Guam, Northern Mariana Islands, Puerto Rico and Virgin Islands), and **three specialized search tabs** (By Topic or Headnote, By Guided Search Form, and By Dot Command).

To add a subtab for sources or tasks you use frequently:

1. Click **+Add/Edit Subtabs** in the far-right section of the subtab bar.
2. Indicate your choices by clicking the appropriate checkboxes.
3. Click the **Next** button.
4. Customize your subtabs—change the default subtab or change the order of your subtabs—by highlighting the name of the subtab and clicking **Set as Default**, **Move Up**, or **Move Down** and clicking the **Set** button.

Recently Used Sources

The *lexis.com* service saves your most recent 20 selected sources. Just click the pull-down list in the **Recently Used Sources** section on the right side of the screen to view the last 20 sources you’ve used and make a selection.

You can retain or delete sources from this list. Click the **Edit Sources** link and then:

- To retain a source in the list, click the **checkbox** next to the source name and click the **Set** button.
- To delete a source from the list, click the **Delete** link next to the source name and click the **OK** button in the pop-up box. Then click the **Set** button.

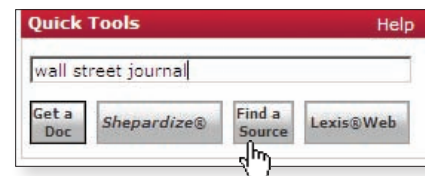
Find a Source

Find a source by using key words

1. Enter a full or partial source name (such as *wall street journal*) or a subject (such as *oil spill*) in the search box in the **Quick Tools** section on the right side of the screen.
2. Click the **Find a Source** button.
3. View the list of sources retrieved—they appear in order by relevance.
4. Click the source you wish to search (or click checkboxes and then the **Combine Sources** button to select multiple sources).

Tip:

You can also click on the pull-down menu at the **Search** tab or under Option 1 on the **Find a Source** subtab under the **Search** tab (see screen below).



Find a source by using an alphabetic list

1. Click either the **Find a Source** subtab under the **Search** tab OR the **Find a Source** button in the **Quick Tools** section on the right side of the screen.
2. Click any of the letters displayed under **Option 2: Browse Alphabetically** (see screen above).
3. View the list of sources beginning with that letter.
4. Click the source you wish to search.

Find a source by using the source hierarchy

1. Select any of the default search subtabs—**Legal**, **News & Business**, or **Public Records**—or any custom search subtab that you’ve added (such as *Labor & Employment*). (See the “Surface the Practice Area or Jurisdictional Content You Need Most by Customizing Your Subtabs” section above left.)
2. Click a source category (such as *Find Statutes & Regulations*).
3. Click the source you wish to search (such as *State Codes, Constitutions, Court Rules & ALS, Combined*).

Tips:

To select more than one source, click the checkbox next to each source name (you can move between menu pages to select sources if you wish). Then click the **Combine Sources** button. The combined source set you create will be saved in your **Recently Used Sources** list for later use. (Please see “Pricing Information” section on page 8.)

As you click through the levels of the source hierarchy, *lexis.com* creates a “trail” showing your path and displays it in the top-left section of the screen. To return to any previous level, just click on the name of that level.

Practice Area/Jurisdictional Sources

Specialized *lexis.com* practice area or jurisdictional pages highlight relevant practice area and jurisdictional content and tools.

Find sources relevant to a particular practice area:

1. Select the **Search** tab.
2. Select the **Legal** tab.
3. Click the **Area of Law – By Topic** link.
4. Select from 60 practice areas—Accounting to Workers' Compensation—to view relevant sources.

Find sources relevant to a particular jurisdiction:

1. Select the **Search** tab.
2. Select the **Legal** tab.
3. Click the **States Legal – U.S.** link.
4. Select from 56 jurisdictions—50 U.S. states, the District of Columbia, Guam, Northern Mariana Islands, Puerto Rico, Virgin Islands, and Combined States—to view relevant sources.

Pricing Information

Depending on your subscription, some sources may be provided at a separate charge. This is indicated by a **\$** next to the source name.

To view pricing information for such a source:

- Click on the **\$** next to the source name OR
- Click on the **i**, which shows you the source description, and scroll to the end

Additional Resources (found under the More tab)

Get quick access to related products and services. Just click the **More** tab and find links to:

- **LexisNexis® Verdict & Settlement Analyzer**—helps you see the likely outcome of your new case and consider the risks and opportunities so you can recommend settlement, consider trial, or perhaps pass on the matter entirely

- **Lexis® Transactional Advisor**—provides, through more than a dozen topical and practice area centers, resources to accomplish the major stages of your work process, including assessing new matters, analyzing issues, advising clients, and acting on strategy
- **LexisNexis® Analyzer**—gives you quick, easy access to critical information about judges, attorneys, expert witnesses, arbitrators, and companies
- **LexisNexis® Total Litigator**—designed around your workflow (early case assessment, drafting/filing/serving, discovery, legal research, gathering intelligence, trial prep, staying current), this task-based research platform suggests appropriate resources based on the task you choose
- **LexisNexis® Full-Service Expert Witness Search powered by IDEX®**—benefit from a search of more than one million revealing documents, including resumes, authored articles, jury awards, settlement amounts, depositions, full-text testimony transcripts, Daubert challenges, and more
- **LexisNexis® Tax Center**—take advantage of an easy-to-use tax-specific interface that streamlines your tax research and helps you provide the most comprehensive and accurate tax advice to your clients
- **TotalPatent®**—get access to a comprehensive collection of patent information through a single platform that combines first-level data coverage with user-friendly design and powerful search functionality, including transparent and controllable semantic analysis
- **Counsel Selector**—take advantage of the power of *martindale.com*® when you need to find lawyers or law firms
- And more

Setting Your Preferences

You can customize your *lexis.com* searching experience to meet your specific research needs. (See callout information on page 9.)

The screenshot shows the Lexis.com Preferences dialog box. The 'General' tab is active. Key sections include:

- Sign On:** Change Password
- Security:** Use a secure connection
- Start Location:** Select your location to begin each session: [Search] dropdown
- Sources:** Show checkboxes for combining sources
- Natural Language:** Limit results to [100] documents, sort by [Relevance] dropdown
- Retrieve...:** [10] documents at a time
- Allow me to edit my search:** More Like This, More Like Selected Text, More Like This Headnote
- Results View:** FOCUS™ Bar, Display Terms, Always search within Original Results, Show Upper Toolbar Frame, Show Lower Navigation Frame, Display Enhanced Coverage Linking feature with each mention of an item, Default Results View: [CITE] dropdown, Digest, if available, Default Font: [Variable] dropdown
- Pagination Display:** Show floating pagination assistant, Warn me if reporter is currently not paginated, Warn me if pinpoint page is not available
- Case Law Display:** Show Cite List Overviews, Show Case Summary, Show Core Terms, Show LexisNexis® Headnotes
- LexisNexis® Practitioner's Toolbox:** Show toolbox for Statutes, Show toolbox for Forms & Agreements
- Country Code:** [United States] dropdown
- Enhanced Table of Contents Display:** Show floating cite assistant, Show shortened header descriptions, Show TOC Linking icons ([]), Allow multiple level expansion, Select Default Display: Table of Contents View, Advanced Search Form
- History:** Retrieve [50] activities at a time, Sort by [Reverse chronological] dropdown
- History and Shepard's Alert™:** Show Client ID
- Marketing Announcements:** Show Marketing Announcements

Preference options include the ability to choose the following (refer to screen on page 8):

- (A) Your starting location
- (B) Natural language search options
- (C) Search editing options
- (D) Search results display options related to the FOCUS™ bar, toolbar, navigation frame, pagination, tables of contents, and more
- (E) Search history options
- (F) *Shepard's* display and document delivery

To change your preferences:

1. Click the **Preferences** link in the top-right portion of the screen to display the **Preferences** screen.
2. Select the **General** or **Shepard's** subtab.
3. Click the appropriate checkboxes and make selections from the pull-down lists.
4. Click the **Set** button.

Tip:

You can also add Search subtabs to your main *lexis.com* page (see “Surface the Practice Area or Jurisdictional Content You Need Most by Customizing Your Subtabs” section on page 7).

Frequent Research Tasks

You can perform a number of common research tasks right from the main *lexis.com* screen.

Retrieve a Specific Document

Retrieve individual full-text documents—cases, U.S. federal and state statutes, agency decisions, law review articles, treatise sections, and more—with **Get a Document**. You can use citations, party names, or docket numbers.

Get a Document by Citation

Retrieve the full text of a case, statute, law review, treatise, etc., when you know the citation:

1. Enter the citation (*800 f2d 111*, for example) in the **Quick Tools** search box.
2. Click the **Get a Doc** button.



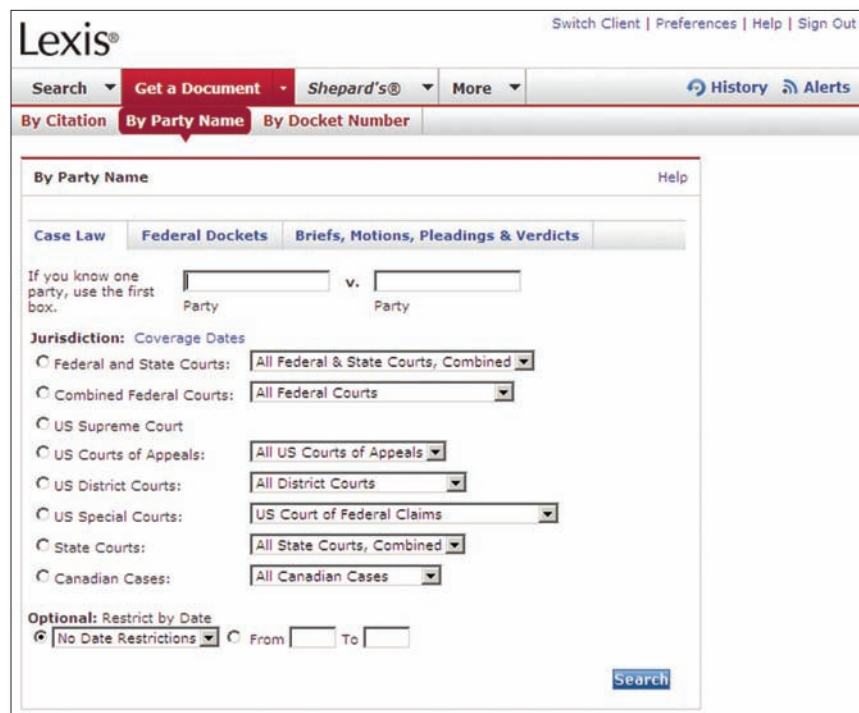
Tips:

You can also select the **Get a Document** tab and then select the **By Citation** subtab.

Within the **By Citation** subtab, you can get help with a citation format by clicking the **Citation Formats** link. Just enter a publication name or review an alphabetic list of publication names.

Get a Document by Party Name

Retrieve the full text of a case, docket, brief, etc., when you know the name of at least one party:



1. Click the pull-down menu at the **Get a Document** tab (next to the **Search** tab).
2. Select **By Party Name**.
3. Choose **Case Law**, **Federal Dockets**, or **Briefs, Motions, Pleadings & Verdicts**.
4. Enter party name(s) (*mcneil* and *economics laboratory*, for example) in the box(es).
5. Select a jurisdiction (*US Courts of Appeals*, for example), court (*7th Circuit*, for example), and/or source (and restrict by date, if you choose).
6. Click the **Search** button.

Get a Document by Docket Number

Retrieve the full text of a case, docket, brief, etc., when you know the docket number:

1. Click the pull-down menu at the **Get a Document** tab (next to the **Search** tab).
2. Select **By Docket Number**.
3. Choose **Case Law** or **Federal Dockets**.
4. Enter the docket number (*85-1332*, for example).
5. Select a jurisdiction (*US Courts of Appeals*, for example), court (*7th Circuit*, for example), and/or source (and restrict by date, if you choose).
6. Click the **Search** button.

Retrieve and Print Multiple Documents

All it takes is a single request from a single screen (shown below). Here's how:

1. Click the pull-down menu at the **Get a Document** tab.
2. Click the **Get & Print** link.
3. Enter your LexisNexis ID and password, if prompted.
4. Enter your citations.
5. Make your selections for type of document (full-text documents and/or *Shepard's* reports) and delivery (browser, printer, download, or email).
6. Click the **Get** button.

The screenshot shows a web form titled "Define Your Job" with the following sections:

- Session:** GP010915
- Client:** (empty field)
- 1. Enter Your Citations** (Separate citations by a hard return or semicolon.): A large text area for entering citations.
- 2. Select Report Services**:
 - Retrieve Full Text of Citations
 - Show Annotations for Statutes
 - Shepardize® these Citations
 - Shepard's® Report Format: Full (dropdown)
 - Shepard's® Restrictions: Unrestricted (dropdown)
 - Show Shepard's® Summary
- 3. Select Delivery Method**:
 - LexisNexis® Printer: 700004 (dropdown)
 - Additional Delivery Methods
 - Deliver to Browser
 - Attached Printer *
 - Download *
 - Email as Attachment
 - To: (text field) (Up to 3 recipients)
 - Save as Default Address
 - Subject: (text field)
 - Brief Note: (text field)
- Advanced Options...** (link)
- Get** (button)
- *Install utility for streamlined printing and downloading. (estimated download time < 2 minutes via 28.8 modem connection)
- \$ NOTE: Additional charges will be incurred for any citations not included in your fixed rate subscription plan. Please contact your firm administrator or a LexisNexis representative if you have any questions.

Shepardize® Documents

Is your authority still good law? Verify a case, statute section, regulation, and much more. *Shepard's* Citations Service also shows you cases and other authorities that have cited your case.

Shepardize a Single Document

1. Enter the citation (*800 f2d 111*, for example) in the **Quick Tools** box.
2. Click the **Shepardize** button.



Tip:

You can also select the *Shepard's* tab.

Shepardize Multiple Documents

All it takes is a single request from a single screen (shown at left). Here's how:

1. Click the pull-down menu at the **Shepard's** tab.
2. Click the **Get & Print** link.
3. Enter your LexisNexis ID and password, if prompted.
4. Enter your citations.
5. Make your selections for type of document (*Shepard's* reports) and delivery (browser, printer, download, or email).
6. Click the **Get** button.

Tip:

From the **Get & Print** screen (shown at left), you can retrieve and print documents and their *Shepard's* reports—all with a single request. Just follow the steps as indicated in the "Retrieve and Print Multiple Documents" and "Shepardize Multiple Documents" sections, making sure to click both the **Retrieve Full Text of Citations** and **Shepardize these Citations** links.

Read Your *Shepard's* Report

- (A) *Shepard's* Signal™ indicators show that the McNeil ruling has strong negative treatment in its subsequent history.
- (B) The *Shepard's* Summary condenses your report and shows why your case or statute received its *Shepard's* Signal indicator.
- (C) Find LexisNexis headnote references (“HN16 (61)” means Headnote 16 of your case has been referenced 61 times in citing cases) and click to go directly to the first citing reference.
- (D) Link to vital references—including law reviews, statutes, treatises, court documents.
- (E) Click on the citation to view the full text of the document you *Shepardized*™.
- (F) Click on a treatment phrase (such as “Followed by”) to get a detailed definition of that phrase—or you can click on the **Legend** link in the lower navigation bar to get a complete list with definitions.
- (G) Click a pinpoint page number to go to that page within the reference—from there you can click on the headnote number to the portion of the citing case where that headnote is discussed.
- (H) *Shepard's* Table of Authorities (TOA) identifies the cases your case cited and includes *Shepard's* Signal indicators to point out the case's treatment by other courts.
- (I) Click to display or hide your citing references' *Shepard's* Signal indicators, pinpoint page numbers and headnote references.
- (J) Click to customize your report—restrict by specific treatments, headnotes, jurisdictions, or dates or find vital points of law or fact patterns within references.
- (K) Select a treatment, jurisdiction, or LexisNexis headnote from the pull-down list and go.

The screenshot displays the LexisNexis interface for a Shepard's report. At the top, the search bar shows the case name and citation. Below the search bar, the Shepard's Summary is visible, indicating a warning of negative treatment. The Citing References section lists various analyses such as Overruled, Distinguished, and Followed. The LexisNexis Headnotes section provides a list of headnotes and their respective counts. The Citing References section is organized by court, including the 2nd Circuit, 4th Circuit, and 5th Circuit. A red arrow points from the legend in the bottom navigation bar to the warning indicator in the Shepard's Summary.

Search Tips
The Shepard's Signal™ Indicators

The Shepard's Signal™ indicators are integrated into case law documents and provide an immediate indication of the subsequent history and treatment of a particular case. When these codes are present, the LexisNexis® research service displays one of the following:

Note: Not every case will have a Shepard's Signal indicator.

- **Warning: Negative treatment is indicated**
 The red Shepard's Signal indicates that citing references in the Shepard's® Citations Service contain strong negative history or treatment of your case (for example, overruled by or reversed).
- ! **Warning: Negative treatment is indicated for statute**
 The red exclamation point Shepard's Signal indicates that citing references in the Shepard's® Citations Service contain strong negative treatment of the Shepardized™ section (for example, the section may have been found to be unconstitutional or void).

Search Web Sources (Lexis® Web)

Lexis® Web is a legal-specific search engine offering free Web content from legal websites validated by LexisNexis attorney-editors. It provides powerful navigation tools to help you search for legal resources on the Web and at *lexis.com* and achieve a more productive research session. You'll get access to content from thousands of websites and millions of Web pages, including:

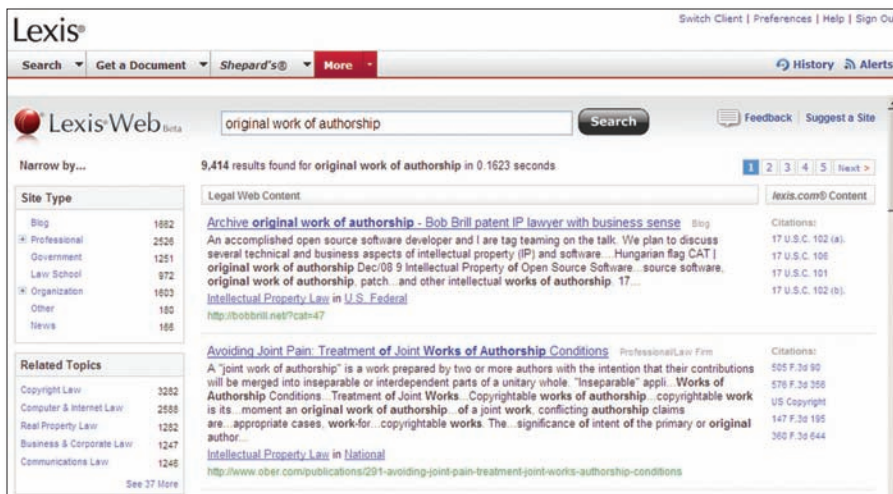
- Governmental agency information—federal, state and local levels
- Informal commentary on legal issues, such as blogs specifically for lawyers and legal professionals
- General Web information about legal topics

To perform a search:

1. Enter your search words (*original work of authorship*, for example) in the **Quick Tools** Search box.
2. Click the **Lexis® Web** button.



Lexis Web categorizes your search results automatically and allows you to filter by topic, practice area, jurisdiction, site type, topic, and more.



Tips:

To see recommended documents from *lexis.com*, look under the *lexis.com* Content heading. Click any of the links to go to a document of interest.

You can also reach the Lexis Web option by clicking on the **More** tab near the top of the screen and then clicking on the **Lexis Web** link.

Lexis® Quick Search

It's a simple search method with easier source selection. Select jurisdictions, practice areas, and source categories and let Lexis Quick Search compile a list of relevant sources for your search:

1. Select a jurisdiction from the pull-down list in the **Quick Search** section of the main *lexis.com* screen (click the **Select Multiple** link if you want to choose more than one jurisdiction).
2. Select a practice area from the next pull-down list (click the **Select Multiple** link if you want to choose more than one practice area).
3. Choose your source categories.
4. Click the **Next** button.
5. Enter your search words in the **Search Terms** box.
6. Select your sources from the compiled list.
7. Click the **Search** button.

Tip:

You may see suggested sources that are not part of your subscription. Please see "Pricing Information" section on page 8.



General Searching

A few basic notes:

- A **term** or **word** is any series of letters or numbers with a space on either side (*contract* or *\$1,234*, for example).
- **Singular**, **possessive**, and **plural** forms are found automatically, if the plural or possessive ends with *s*, *'s*, *es*, or *ies*
- Some common **equivalents** are found (*cal* finds *Calif* and *California*, for example)
- A **hyphen** is read as a space
- Use the @ symbol for the section symbol used in citations (*Section 305* = @ 305 or @305)

Types of Searching

Using Terms and Connectors

Terms and Connectors searching (Boolean search logic) uses words and connectors to create phrases and concepts. Here's an example of a Terms and Connectors search: *drug /15 test! OR screen! /10 employ!*

Universal characters replace letters in your search terms:

CHARACTER	EXAMPLE	EXPLANATION
!	<i>litigat!</i> finds <i>litigation</i> , <i>litigate</i> , <i>litigator</i>	Replaces any number of letters after a word root—use only one ! per word at the end of the word
*	<i>wom*n</i> finds <i>woman</i> or <i>women</i> <i>bank***</i> finds <i>banked</i> or <i>banking</i> , but not <i>bankruptcy</i>	Replaces one letter in a word—you can use more than one * in a word, anywhere except as the first letter

Connectors establish a logical connection among search terms, operating left to right in this order:

CONNECTOR	EXAMPLE	EXPLANATION
OR	<i>doctor OR physician</i>	Finds documents containing any of the terms or phrases connected by <i>OR</i>
/n	<i>market /5 share</i>	Finds two search words in the same document within <i>n</i> words of each other (<i>n</i> = any number from 1 to 255)
/s	<i>circumstances /s mitigating</i>	Finds words in the same sentence
/p	<i>rule /p sanction</i>	Finds words in the same paragraph
AND	<i>bank! AND deregulat!</i>	Finds documents containing all terms or phrases connected by <i>AND</i>
PRE/n	<i>cable PRE/2tv OR television</i>	Finds documents in which the first word precedes the second within the specified number of words

Tip: The connectors */s* and */p* cannot be used with the connector */n*.

Precision search commands help you form even more precise search requests:

COMMAND	EXAMPLE	EXPLANATION
atleastn	<i>atleast10 (cercla)</i>	Finds documents that mention your term (<i>CERCLA</i> , for example) at least <i>n</i> times: searches for documents with significant coverage of your topic. Use any number from 1 to 255.
allcaps	<i>allcaps (aids)</i>	Finds words in all capital letters (<i>AIDS</i> and not <i>aids</i> , for example)
nocaps	<i>nocaps (aid)</i>	Finds words that include no capital letters (<i>aid</i> or <i>aids</i> , but not <i>AIDS</i> , for example)
caps	<i>caps (jobs)</i>	Finds words that are initial-capped (<i>Jobs</i> [as in <i>Steve</i>], but not <i>jobs</i> [as in <i>jobs market</i>], for example)
plural	<i>plural (jobs)</i>	Finds plural forms only (<i>Jobs</i> [as in <i>Steve</i>] and <i>jobs</i> [as in <i>jobs market</i>], but not <i>job</i> [as in <i>job creation</i>], for example)
singular	<i>singular (job) /5 discrimination</i>	Finds singular form only

Segments help you restrict your search to specific parts, or segments, of documents, such as the headline of a news article or the heading of a case:

SEGMENT	EXAMPLE	EXPLANATION
NAME	<i>name (roe AND wade)</i>	Finds all cases in which a particular person or entity was a party
WRITTENBY	<i>writtenby (scalia)</i>	Finds all decisions—majority, concurring, and dissenting—written by a particular judge
DATE	<i>date is 3/31/2005</i> <i>date bef 4/1/2005</i> <i>date aft 3/30/2005</i> <i>date aft 3/30/2005 AND date bef 7/1/2005</i>	Finds documents issued on, before, or after the specified date, or within a specified date range
HEADLINE	<i>headline (oil /5 spill!)</i>	Finds articles with your search terms in the headline

Tip: You can choose segments relevant to any source from the pull-down list on the search form. (See the “Using the Basic Search Form” section on page 14.)

Using Natural Language

Natural Language searching uses “plain English” questions or phrases. Here’s an example of a Natural Language search: *Can employment drug screening be a contract arbitration issue?* Use Natural Language to research conceptual issues rather than specific topics or when you’re searching complex issues and are unsure of the words to use. Your search results will appear ranked by relevance.

Using Easy Search™

The Easy Search™ feature lets you enter search terms to run a quick search. You need not use any particular search syntax (either Terms and Connectors or Natural Language), but if you do, the LexisNexis services can detect which type of search to perform. You can use quotation marks for phrase searching. When you use the Easy Search feature, up to 250 documents will display in an expanded Cite view, with your search terms in bold.

Search Forms

The screenshot shows the Lexis search interface. At the top, there are navigation tabs for 'Legal', 'News & Business', 'Public Records', and 'Find A Source'. Below this, there's a search bar and a 'Search' button. The main area is titled 'Search' and contains several sections: 'Broaden this search with additional sources' with checkboxes for various legal sources; 'Select Search Type and Enter Search Terms' with a dropdown menu showing 'Terms & Connectors', 'Natural Language', and 'Easy Search™'; 'Restrict by Document Segment' with a dropdown menu; 'Restrict by Date' with 'No Date Restrictions' selected; and 'Search Connectors' with a table of symbols and their meanings. A 'Search' button is located to the right of the search terms input field.

Using the Basic Search Form

To submit your search:

1. Select a source (or combination of sources).
2. *Optional:* Click any of the checkboxes under the “Broaden this search with additional sources” heading to choose sources related to the one(s) you selected (this option does *not* appear for every source).
3. Click the type of search you’d like to perform—either **Terms & Connectors**, **Natural Language**, or **Easy Search**.
4. Enter your search in the box (see the “Using Terms & Connectors” section on page 13 and the “Using Natural Language” section above for more details)—if you choose, you can then click the **Suggest terms for my search** link to see additional terms you may wish to incorporate.
5. Depending on the type of search you selected, you have additional options:
 - For a Terms & Connectors search, you can search for terms in specific parts, or segments, of documents and restrict by date
 - For a Natural Language search, you can specify mandatory terms and restrict by date

6. Click the **Search** button.

The screenshot shows the Lexis Guided Search Form for 'Cases'. It has a 'Terms' input field, a checkbox for 'Find points of law only (LexisNexis(R) Headnotes)', and several other input fields: 'Party Name', 'Counsel or Firm Name', 'Judge's Last Name', 'Court(s)' (with a dropdown menu set to 'All Federal & State Courts'), and 'Date' (with 'No Date Restrictions' selected). A 'Search' button is at the bottom right. A 'Key:' section at the bottom left provides a link to see information about the source.

Using the Guided Search Form

To submit your search:

1. Select **Guided Search Form** from the pull-down list on the **Search** tab.
2. Choose the form you wish to use (such as **Cases**, **Codes**, **News**, **Company**, etc.).
3. Indicate your search requirements—each Guided Search Form may have different options, as appropriate, such as:
 - Search terms
 - Sources, as appropriate for the form you chose
 - Date restrictions
 - Area of law
 - Name(s)
4. Click the **Search** button.

LexisNexis Search by Topic or Headnote

Compile a thorough overview of any of thousands of legal topics, pinpoint relevant case annotations or build U.S. federal and state case digests.

LexisNexis Search by Topic

Need an overview on a topic or area of law? LexisNexis Search by Topic pulls together all of the relevant materials you need—cases; Matthew Bender® treatises; checklists; forms; LexisNexis Briefs, Pleadings & Motions; and more—in one search. If the source is listed on the search form, you know your topic is discussed.

To create an overview:

1. Click the pull-down list from the **Search** tab and select the **Topic or Headnote** link.
2. Choose a topic:
 - Enter key words (*doctrine equivalents*, for example) in the **Option 1: Find a Legal Topic** box
 - Click the **Find** button
 - Click your choice in the topic list (**Ordinary Skill**, for example)OR
 - Browse the 40+ topics you'll see under the **Option 2: Explore Legal Topics** box, drilling down to find the precise topic you need (for example, click **Patent Law**, expand **Infringement Actions**, expand **Doctrine of Equivalents**, expand **Elements**, and select **Ordinary Skill**)
3. Build your search by making selections under **Option 1 – Search across Sources** (see screen below):
 - **Jurisdiction**—choose federal, all states, a specific state, etc., or click the **Select Multiple** link and choose the federal/state combination that fits your needs
 - **Sources**—click the **Select Sources** button and choose from the list of relevant materials which have been compiled based on your topic and jurisdiction
 - **Search Terms (Optional)**—choose **Terms and Connectors** or **Natural Language** searching and add terms to refine your research
4. Click the **Search** button.

The screenshot shows the LexisNexis search interface. At the top, there's a navigation bar with 'Search', 'Get a Document', 'Shepard's®', and 'More'. Below that, a breadcrumb trail reads 'All Topics > Patent Law > Infringement Actions > Doctrine of Equivalents > Elements'. The main content area is split into two columns. The left column, 'Option 1 - Search across Sources', has three numbered steps: 1. Jurisdiction (with a dropdown menu and 'Select Multiple...' link), 2. Sources (with a 'Select Sources...' button), and 3. Search Terms (Optional) (with radio buttons for 'Terms and Connectors' and 'Natural Language', and a 'Search' button). Below this are sections for 'Search Connectors' and 'How Do I...?'. The right column, 'Option 2 - Search by Headnote', has a 'Retrieve all headnotes and additional cases on Elements' section with a 'Jurisdiction' dropdown, a 'Date (Optional)' section with a 'No Date Restrictions' radio button and a 'Retrieve All' button, and a 'What's this?' section with explanatory text.

LexisNexis Search by Headnote

Build a case digest on the fly! Choose your topic and, in one step, Search by Headnote generates a summary list of relevant and current cases on any legal issue, including emerging legal issues. And it adds in-depth case discussions on your topic.

To create a case digest:

1. Click the pull-down list from the **Search** tab and select the **Topic or Headnote** link.
2. Choose a topic:
 - Enter key words (*doctrine of equivalents*, for example) in the **Option 1: Find a Legal Topic** box
 - Click the **Find** button
 - Click your choice in the topic list (**Ordinary Skill**, for example)OR
 - Browse the 40+ topics you'll see under the **Option 2: Explore Legal Topics** box, drilling down to find the precise topic you need (for example, click **Patent Law**, expand **Infringement Actions**, expand **Doctrine of Equivalents**, expand **Elements**, and select **Ordinary Skill**)
3. Build your search by making selections under **Option 2 – Search by Headnote** (see screen below left):
 - Make a selection from the pull-down **Jurisdiction** list (*Patent Cases from Federal Courts*, for example)
 - Choose date restrictions (optional)
4. Click the **Retrieve All** button.

Tip:

On many lexis.com source selection screens, you can also use the **Search by Topic or Headnote** box on the right side of the screen to begin the Search by Headnote process.

Viewing Your Search Results

Display Formats

- **Cite**—displays a bibliographic list of the citations
- **KWIC™**—displays a 25-word window of text around your search words (you can change the size of the window of text by clicking the **KWIC** link, clicking the **KWIC±25** link, entering a number from 1 to 999, and clicking the **OK** button)
- **Full**—displays the full text of your document
- **Custom**—displays only the document parts (segments) you want to view; just click the Custom link, select the segments you wish to view, and click the **OK** button

The screenshot shows the Lexis search results page for the term 'fair use'. The results are displayed in a list format. Callout A points to the 'OVERVIEW' section of the first result, which summarizes the judgment. Callout B points to the 'CORE TERMS' section of the same result. Callout C points to a specific phrase 'fair use' within the text of the first result. Callout D points to the 'View: Cite | KWIC | Full | Custom' menu at the top of the results area. Callout E points to the 'Shepard's' indicator icon next to the first result.

Some highlights of what you'll see in a cite list of cases:

- Ⓐ **Cite List Overview**—provides a summary of the case's legal issues to help you determine quickly which documents are relevant.
- Ⓑ **Core Terms**—provide a snapshot view of the case.
- Ⓒ **Show Hits**—displays each sentence where one of your search words appears.
- Ⓓ **Checkboxes**—lets you select the cases you want to print, download, or use for a FOCUS search.
- Ⓔ **Shepard's Signal indicator**—click on an indicator to *Shepardize* that case.

Tabbed Results Sets

The screenshot shows the Lexis search results page for the term 'at110(foreclost) and foreclost /25 mortgage /25 notifi'. The results are displayed in a tabbed format. The 'Summary' tab is selected, showing a table of results categorized by source type. The table has two columns: 'Category' and 'Sources'. The categories listed are Cases, Statutes & Regulations (Legislative), Agency Materials, Treatises & Analytical Materials, Court Filings, News, and Professional & Practice Materials. Each category has a corresponding number of results and a link to view the results for that category.

Category	Sources
Cases - 947	Federal & State Cases, Combined - 947
Statutes & Regulations (Legislative) - 73	CFR - Code of Federal Regulations - 2 State Codes, Constitutions, Court Rules & ALS, Combined - 48 State Administrative Codes & Registers, Combined - 23
Agency Materials - 227	Federal Agency Decisions, Combined - 227
Treatises & Analytical Materials - 47	Jurisprudences & Encyclopedias, Combined - 47
Court Filings - 69	All Federal and State Pleadings, Combined - 69
News - 22	News, Most Recent 90 Days (English, Full Text) - 22
Professional & Practice Materials - 2	Hega Jury Verdicts & Settlements (Including IDEX) - 2

If you combine sources, your results will appear in the form of a Summary Results page, offering up to 12 tabs by source type (such as case law, statutes, regulations, news, etc.). From the Summary Results page, you can:

- Click any tab, or any of the links in the **Category** column, to view all the results in that category
- Click any of the links in the **Sources** column to show the results from that source
- Rest your cursor on any tab's red arrow and a pop-up window will show you the document results types available for that tab

For easy navigation, your results tabs stay near the top of the screen as you browse documents.

LexisNexis® Related Content

The Related Content pane brings together all the related documents for the case you're viewing so they're readily available to you—without your having to search for them. You get convenient access to additional information about the case you're viewing to enhance your understanding of: the impact of the case, the arguments to support the case, or the impact of various issues found within the case. Related Content appears in a left-side navigation pane.

Related Content features:

- A The LexisNexis Related Content pane displays automatically.
- B The **Case File** link lets you print or download a list of all documents related to the case that are available at *lexis.com*.
- C The **Prior and Subsequent Proceedings** section helps you track the entire lifecycle of the case without running separate searches.
- D The **Filings** section shows you motions and pleadings associated with the case.
- E The **Issue Analysis** section gives you access to an exclusive combination of analytical resources.
- F The **Outline** section allows you to navigate through sections of the case you're viewing.
- G As you use the forward and back arrows to view other documents in your search results, the Related Content pane updates to display related items for each document.

Refining Your Search Results

Narrow Your Search Results with the FOCUS Feature

Use the FOCUS feature to pinpoint words within your search results—even if those words were not part of your original search request. It narrows your results, delivering a subset of those documents while retaining your original search and results, and highlights your added search terms in your FOCUS results for easy viewing.

2. Enter additional search terms in the **FOCUS Terms** box near the top of the screen.
3. Click the **Go** button.

To return to your original results, click the **Exit FOCUS™** link near the top of the screen.

To perform a FOCUS search:

1. Review your original search results. (NOTE: If you wish to run your FOCUS search against only selected documents in your results, indicate those documents by clicking the checkboxes on the left side of the screen and choose **Selected Documents** from the **Search Within** pull-down list near the top of the screen.)

Tips:

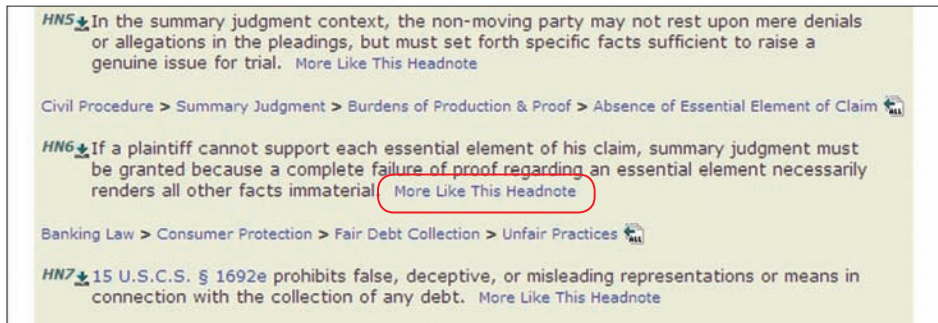
If you are viewing tabbed search results, you cannot select documents for a FOCUS request from the **All Results** tab. Select a category or a source first, then select documents.

The FOCUS feature is not available in some circumstances (in **Book Browse** mode, for example).

Find Cases with Similar LexisNexis Headnotes

Have you found an on-point decision with a relevant LexisNexis headnote? Finding decisions with similar headnotes could help you make your case. Here's a quick way to search for them:

1. Click the **More Like This Headnote** link that appears at the end of the relevant headnote.
2. Choose a jurisdiction (the one you were just searching is the default) and restrict by date (if you wish).
3. Click the **Search** button.



You'll retrieve up to 250 cases with the most closely matched headnotes or case discussions, ranked by relevance.

Updating Your Search Results

Use LexisNexis® Alerts to get regular research updates without re-entering your search. Click the **Alerts** icon in the top-right section of the screen.

LexisNexis Alerts

Follow any research issue—legal, news, legislative/political, and more—on a regular basis. You can receive updates on a monthly, weekly, business daily, or daily basis—even up to three times per day.

Lexis® Switch Client | Preferences | Help | Sign Out

Search ▾ Get a Document ▾ Shepard's® ▾ More ▾ History Alerts

Save LexisNexis® Alert Help

Name:

Source: Federal & State Cases, Combined - MEGA;MEGA

Terms: foca

Frequency: Daily 1 time at 9:00 AM ET*

Delivery: Online only Printer 700004 Print Options **Email Email Options
Ex: johndoe@yourcompany.com

Alert me if there are no new results

Notification: Do not include duplicate documents
If you want to be notified via email when your search retrieves new results, check this box and enter your email address in the space provided.

**Email Notification Options
Ex: johndoe@yourcompany.com

*Eastern Time
**Email Distribution is subject to Terms and Conditions

Save Cancel

Once you've run your search and reviewed your results:

1. Click the **Save As Alert** link at the top of the results screen (you can save a search for update even if that search retrieved no documents) and the **Save LexisNexis® Alert** screen will appear.
2. Name your saved search.
3. Select your update frequency:
 - *Monthly* (choose date and time of day)
 - *Weekly* (choose day of week and time of day)
 - *Every business day* (choose one, two, or three times per day)
 - *Every day* (choose one, two, or three times per day)
4. Set your delivery and notification options:
 - Click the **Online only** or **Email** radio button and click the corresponding option links to indicate your preferences
 - Select the appropriate checkboxes if you want to: be notified via email when your search does not retrieve new documents; exclude any duplicate documents; or be notified via email each time your search retrieves new documents—as opposed to a specific frequency
5. Click the **Save** button.

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

You can find a list of all your stored LexisNexis Alert searches by clicking the **Alerts** icon in the top-right section of the screen and then the **Alerts** tab. From here, you can:

- Edit a saved search
- Update a saved search on the spot
- Delete a saved search
- Run a FOCUS search on the most recent search results
- Review current and previous search results

Shepard's Alert® Program

Get regular updates on citing authorities that could potentially affect the validity of your case and on pending or recently enacted legislation that could affect the validity of your statute.

1. Get to the **Set Up Shepard's Alert** setup screen (shown below):
 - If you're viewing a *Shepard's* report, just click on the **Save As Shepard's Alert®** link at the top of the screen
 - Click the **Shepard's** tab near the top of the screen, enter a citation, and click the **Set up Shepard's Alert** link
 - Click the **Alerts** icon in the top-right section of the screen, click the **Shepard's Alert** tab, enter a citation and click the **Set Up** button
2. Name your *Shepard's* update search (the case name is the default).
3. Choose your monitoring option by clicking the radio button for:
 - *Any Change*
 - *New Negative Analysis*
 - *Custom Settings* (and click the link to indicate your preferences)
4. Select update frequency ...
 - *Monthly* (choose date)
 - *Every other week* (choose day of week)
 - *Weekly* (choose day of week)
 - *Every business day*... and set a date to end your updates.
5. Choose a delivery option by clicking the **Online Only** or **Email** radio button (click the **Email Options** link to indicate your preferences).
6. Click the **Continue** button, review your selections, and click the **Save** button to confirm.

Lexis® Switch Client | Preferences | Help | Sign Out

Search | Get a Document | Shepard's® | More | History | Alerts

Set Up Shepard's Alert® View Tutorial | Help

Citation: Gray v. Four Oak Court Ass'n, 580 F. Supp. 2d 883, 2008 U.S. Dist. LEXIS 72419 Edit ...

* Name: Gray v. Four Oak Court Ass'n (100 character limit)

Monitor This Citation For:

- Any Change
- New Negative Analysis
- Custom Settings-

Customize analysis, jurisdiction, and LexisNexis Headnotes settings

Run This Shepard's Alert:

- Business Days(M-F)
- Weekly on Sunday
- Every Other Week On Sunday
- Monthly 1st

* End Date: Sept 14th 2012

Shepard's Alert Delivery Options:

- Online Only
- Email Shepard's Alert to: [text box] Email Options...

* Entry Required

Continue Cancel

You can find a list of all your stored *Shepard's* Alert searches by clicking the **Alerts** icon and then the **Shepard's Alert** tab. From here, you can:

- Edit a saved search
- Delete a saved search
- Pause a saved search
- Review current and previous search results

Continuous Alerts®

Be the first to know the most recent news on clients and other hot topics. LexisNexis® Continuous Alerts powered by Factiva® delivers convenient, continuously updated news to your email from the Factiva collection of more than 10,000 authoritative sources, including the exclusive combination of *The Wall Street Journal®*, Dow Jones® and Reuters® newswires, and the Associated Press®, as well as hundreds of other influential newspapers and periodicals, 120 continuously updating wire services, and more. Only Factiva content is available in this application.

This gateway application may have fees that are outside of your general LexisNexis subscription.

New Docket Alerts and Track Existing Docket Alerts

Get regular updates on court filing activity. Contact your administrator to learn whether this is part of your subscription.

View Your Research History

It's easy to rerun a search from a previous session or resume interrupted research. Click the **History** icon in the top-right section of the screen.

The **Recent Results** tab on the **History** screen will show you your searches and results from the last 24 hours. You can:

- Sort results by date or client ID by clicking the column heading
- View the original results of a search (or Get a Document or *Shepard's* request), at no additional charge, by clicking on the appropriate link in the **View Original Results** column
- Rerun a search, either as is or modified, by clicking the **Re-run/Edit** link

Tip:

You can rerun a search within 24 hours at no additional charge, even if it was one you performed using a source that's outside your subscription plan.

The **Archived Activity** tab on the **History** screen will show you your search activity (without results) from an additional 29 days. You can:

- Sort results by date or client ID by clicking the column heading
- Rerun a search, either as is or modified, by clicking the **Re-run/Edit** link

Tip:

If you rerun an archived search—one that's more than 24 hours old but less than 30 days old—that you performed within a source that's outside your subscription plan, you will incur the applicable additional charge.

Delivering Your Search Results

The following options display in the upper-right corner of each document in your results set:



Printing Your Documents

Print

1. Once you've reviewed your results, click the **Print** icon on any search results page.
2. Choose your options from the **Print Documents** pop-up—documents to print (all or selected); document display format (the default is the display you were viewing); dual-column print; use of bold, italics, and underlining; choice of font; page breaks; and more.
3. Click the **Print** button.



FAST Print

Eliminate steps in the printing process by using this shortcut.



One-time *FAST* Print setup:

1. Once you've reviewed your results, click the **FAST Print** icon on any search results page.
2. Select a LexisNexis dedicated printer or a format for your attached printer as the default.
3. Click the **Set** button.

Using *FAST* Print after initial setup:

1. In Cite view, click the **FAST Print** button and select whether to print the current page or the entire list.
2. In KWIC, Full, or Custom view, click the **FAST Print** button to print the current document immediately.

Any print options—such as dual-column printing; use of bold, italics, and underlining; font; or page breaks—that you selected previously on the **Print Documents** screen will be the default options for *FAST* Print.

Downloading Your Documents

1. Once you've reviewed your results, click the **Download** icon on any search results page.
2. Choose your options from the **Download Documents** pop-up—documents to download (all or selected); file format; document display format (the default is the display you were viewing); use of bold, italics, and underlining; choice of font; page breaks; and more.
3. Click the **Download** button.



Emailing Your Documents

1. Once you've reviewed your results, click the **Email** icon on any search results page.
2. Choose your options from the **Email Documents** pop-up—email address (you can send to three addresses), subject line, and brief note; documents to email (all or selected); document display format (the default is the display you were viewing); use of bold, italics, and underlining; choice of font; page breaks; and more.
3. Click the **Send** button.



Faxing Your Documents

1. Once you've reviewed your results, click the **Fax** icon on any search results page.
2. Choose your options from the **Fax Documents** pop-up—"to" and "from" information, fax number, and brief note; documents to email (all or selected); document display format (the default is the display you were viewing); use of bold, italics, and underlining; choice of font; page breaks; and more.
3. Click the **Fax** button.



Lexis Advance™ Quick Tips

Welcome to Lexis Advance™—designed to transform the way you conduct legal research. Reference these quick tips to get the most out of Lexis Advance.

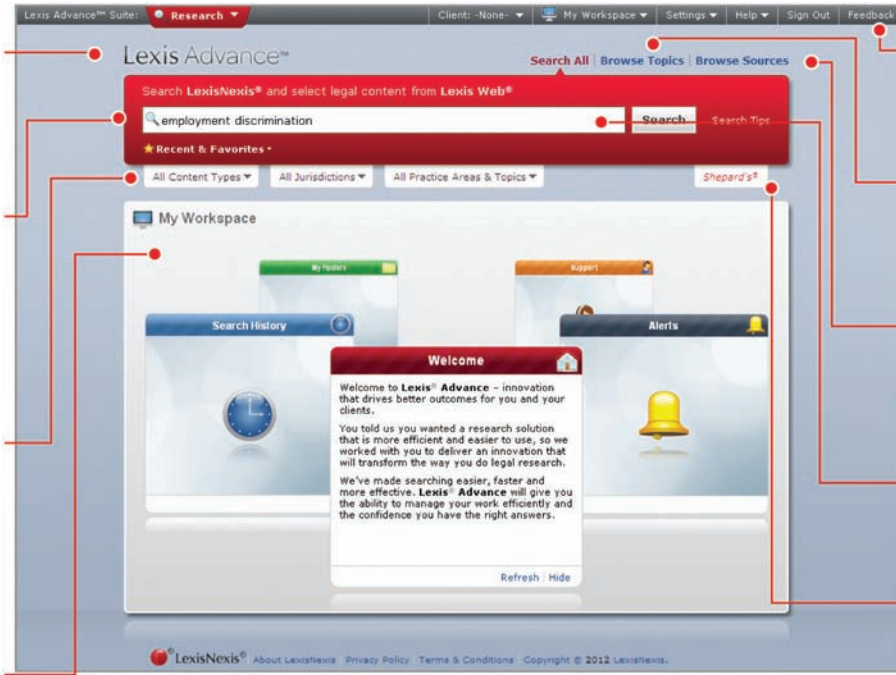
Landing Page

Clicking on the logo takes you back to the home page.

The **search box** allows you to run a search without having to select a specific source. This improves your ease of use and reduces training time.

Pre-search filters allow you to filter answer sets according to content, jurisdiction, and/or practice area or topic, dramatically improving your search time and results.

My Workspace carousel welcomes you to Lexis Advance™ and directs you to some quick links. This is a great resource to use to navigate quickly around the product.



Global navigation appears on every page so you can easily navigate the site and get to where you want to go quickly.

Browse Topics allows you to browse our entire topic hierarchy for specific areas of law.

Browse Sources gives you the ability to browse across our source content in a list format.

Search Options gives you the ability to run a specific search of your choice.

Click the **Shepard's®** tab and it automatically populates the search box with shep:. Enter your citation and click to retrieve your **Shepard's®** report.

Results Page

The **anchor tab** shows you the initial search characters you used to run your search and remains there until you run a new search. This allows you to return to your original results quickly.

By clicking on a **content type**, you search content from Lexis® and Lexis® Web—giving you a comprehensive search without incurring any additional charges.

Use the **post-search filters** to further narrow your search results so you can quickly drive to the information you need.

With the Lexis Advance **Search within results** feature, you can search for specific text within your results and quickly get to the issues that are most important.



Click on the **Work Folders** to save your information right where you are working.

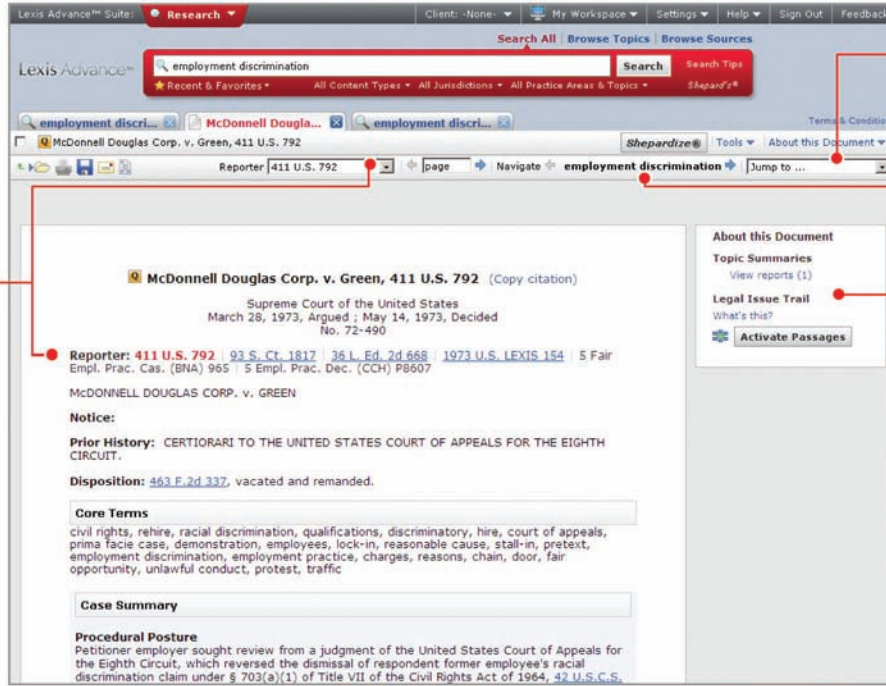
Sort documents a number of ways using the **Sort by menu** or click the column headers to sort.

Download, email and create a printable page of results.

Previously Viewed The binoculars icon allows you to easily keep track of documents you have already accessed.

The **results list** shows you an excerpt from the search, helping you determine which document is most on point.

Full-Text Document



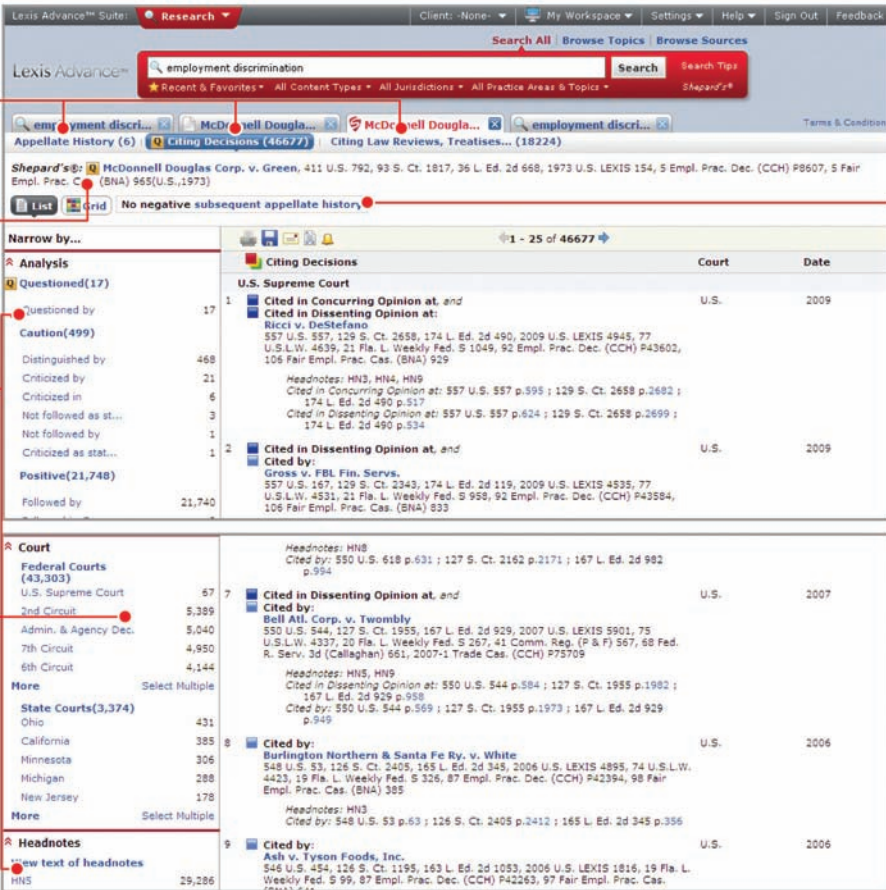
Select a **reporter** at the top of the document or with the **reporter menu** to change the pagination.

Use the **Jump to ...** menu to go to a specific segment of the document.

The **Navigate** menu allows you to move to the next instance of your search terms.

Legal Issue Trail™ allows you to view similar documents on an issue or point of law showing the many relationships relating to your legal issue.

Shepard's® Citations Service



The **Shepard's® report** is broken into three categories for convenience and ease of viewing.

Shepard's Signal™ indicators are shown for easy determination of the treatment of the case.

The **editorial analyses** and **headnotes** in citing decisions appear in the left panel filter.

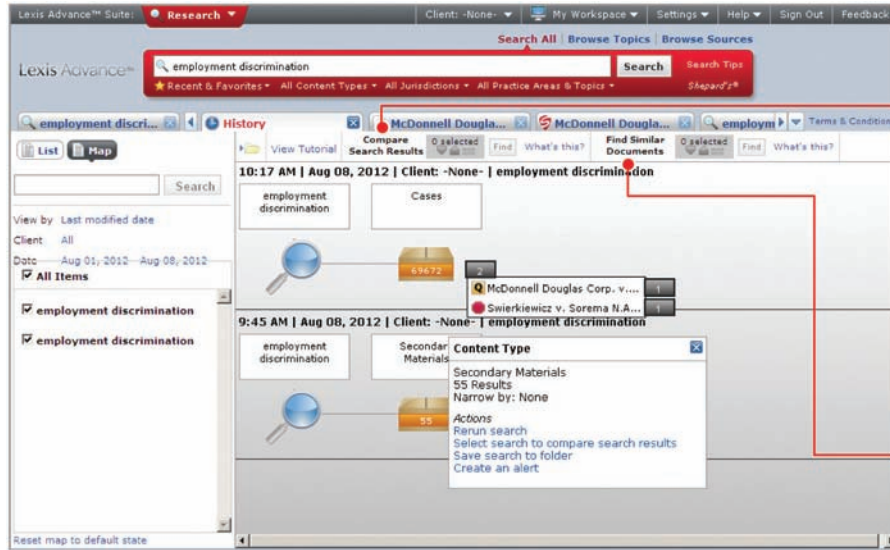
This allows you to filter **Shepard's®** reports by Court.

The editorial analyses and **headnotes** in citing decisions appear in the left panel filter.

The **information box** provides a one-sentence description of subsequent appellate history to enable you to understand how your case has subsequently been treated.

Research Map

With **Research Map** you get a step-by-step graphical depiction of your prior research history so you can quickly pick up where you left off. Research Map assists you in seeing the bigger picture by identifying explored vs. non-explored paths allowing you to uncover new results that may have been missed, but are still relevant to your case.

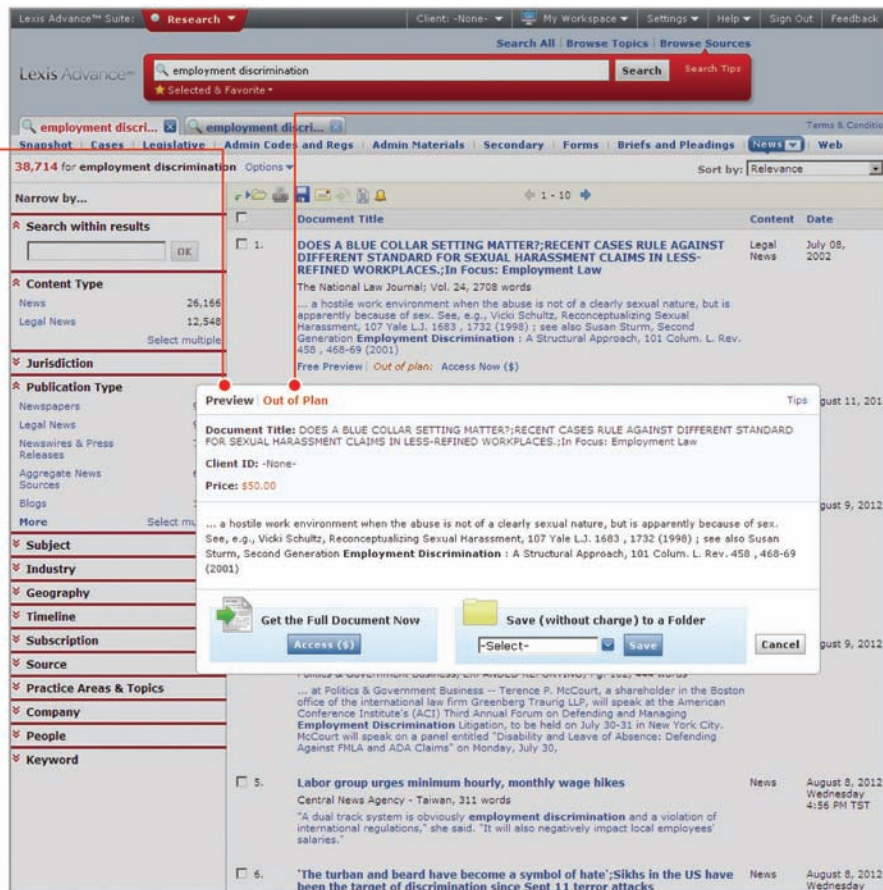


By clicking the **Compare Search Results** tab, you can compare results from two to three different searches. You can then see if there are any commonalities between the searches. If there aren't, you can move forward with confidence knowing you've uncovered the most relevant documents for your case.

In addition, you can drill down and look for commonalities between documents by selecting a document within Research Map then clicking on **Find Similar Documents**. This gives you documents similar to the most relevant ones in your initial search, leaving no stone unturned in your research.

Free Preview and Out-Of-Plan Notification

Lexis Advance new **Free Preview** allows you to preview a document prior to ordering so you can get greater insight as to whether the document is relevant to your search. If you decide you don't want to buy it immediately, you can save it in your work folder and order it later.



With our **Out-of-Plan** notification we will notify you if the document you want to order is not within your plan. We'll also let you know how much it will cost so you can make a decision.

Snapshot View

Snapshot View provides you with a unique view of the top three search results from each of the first four content types with the ability to expand additional content types as needed.

The screenshot shows the Lexis Advance Suite interface. At the top, there is a search bar with the text "employment discrimination" and a "Search" button. Below the search bar, there are navigation tabs for "Cases", "Legislative", "Admin Codes and Regs", "Admin Materials", "Secondary", "Forms", "Briefs and Pleadings", "Jury Instr", and "Web". The main content area is divided into several sections, each with a dropdown arrow and a list of results:

- Cases**:
 - 1. **McDonnell Douglas Corp. v. Green**, 411 U.S. 792
Overview: Where a former employee proved a prima facie case of r...
 - 2. **Tex. Dep't of Cmty. Affairs v. Burdine**, 450 U.S. 248
Overview: Court erred by requiring employee to prove by a prepon...
 - 3. **Bell Atl. Corp. v. Twombly**, 550 U.S. 544
Overview: Telephone and Internet service subscribers failed to state...
- Statutes and Legislation**:
 - 1. 42 USCS § 2000e-5, Part 1 of 4
TITLE 42.THE PUBLIC HEALTH AND WELFARE, § 2000e-5.Enforcement...
 - 2. 42 USCS § 1981, Part 2 of 2
TITLE 42.THE PUBLIC HEALTH AND WELFARE, § 1981.Equal rights und...
 - 3. 42 USCS § 2000e
TITLE 42.THE PUBLIC HEALTH AND WELFARE, § 2000e.Definitions
- Secondary Materials**:
 - 1. 7- Employment Discrimination
Employment Discrimination,
 - 2. 7- Employment Discrimination
Employment Discrimination,
 - 3. 7- Employment Discrimination
Employment Discrimination,
- Briefs, Pleadings and Motions**:
 - 1. AVIS RENT A CAR SYS. v. AGUILAR, No. 99 781, 1999 U.S. S. Ct...
 - 2. YUMA ANESTHESIA MED. SERVS. LLC v. FLEMING, No. 091146, ...
 - 3. Rweyemamu v. Connecticut Comm'n on Human Rights & Oppo...
- Administrative Codes and Regulations**
- Forms**
- Jury Verdicts and Settlements**
- Dockets**
- Directories**
- Administrative Materials**
- Jury Instructions**
- Expert Witness Analysis**
- News**
- Web**

Browse Sources

Search Sources—You can now search for specific sources utilizing the search box. Additionally, the search box utilizes a source wheel that will suggest sources as you begin typing.

Filter by Content Type provides you with the flexibility to search for sources by a specific content type or jurisdiction.

The screenshot shows the Lexis Advance interface with the search term "employment discrimination". The "Sources" tab is active, displaying a list of sources filtered by "10th Circuit - US Bankruptcy Cases". On the left, there are filter panels for "Search sources", "Content Type", and "Jurisdiction". A source wheel is open over the "10th Circuit - US Bankruptcy Cases" source, showing an "Actions" menu with options: "View all information for this source", "Add this source to the search", and "Save this source as a favorite".

Content Type	Count
News	4091
Secondary Materials	2321
Administrative Materials	618
Jury Verdicts and Settlements	496
Statutes and Legislation	394
More	Select multiple

Jurisdiction	Count
Non-jurisdictional	5452
U.S. Federal	444
Massachusetts	216
California	139
New York	133
More	Select multiple

Browse Sources provides the flexibility to browse across our entire source content or search for specific source to incorporate into your search.

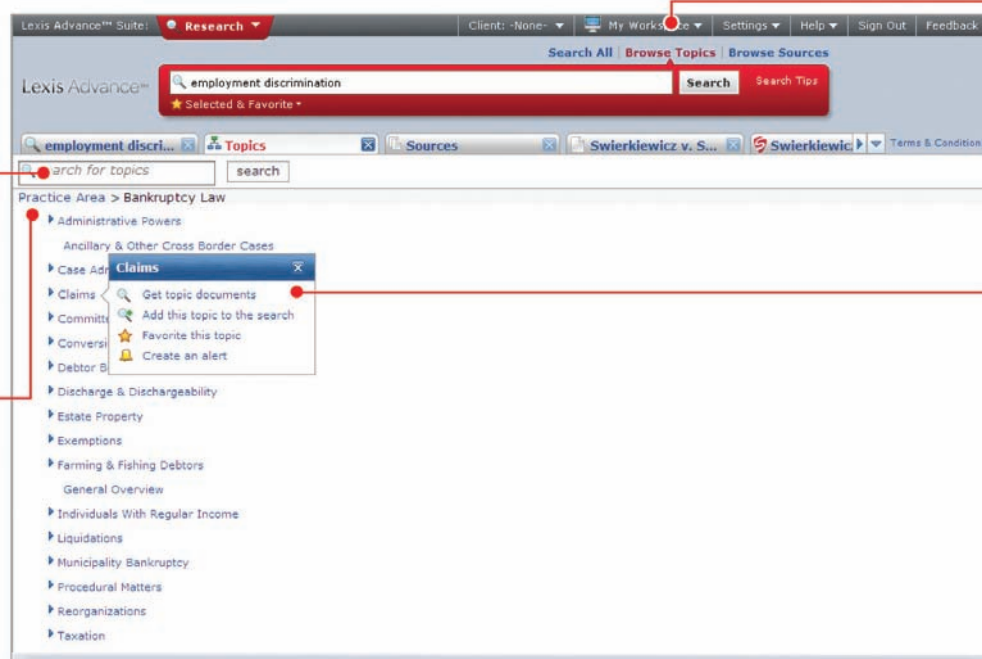
Alphabetical Listing—Above the source panel, you can narrow your source results alphabetically.

Actions—You are now able to view source details, add sources to your search and mark sources to save as favorites.

Browse Topics

Search for topics—You can search across the entire topic hierarchy for specific legal terms.

Practice Area link—You can view broad areas of law or drill down into specific topics for more precise terms of art.



Browse Topics—The topic index enables you to browse across our topics hierarchy or search for specific topics.

Actions—You can view documents associated with a topic, add a topic to a specific search, mark a topic as a favorite or set a Topic Alert.

Find out more information about our Mobile Applications—
www.lexisnexis.com/newlexis/mobile



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