



LEXISNEXIS® EXPERT RESEARCH ON-DEMAND USER GUIDE

Find testimonial history, transcripts, challenges to exclude, disciplinary history and articles on an expert name of your choice from a growing list of 382,000+ experts.

With LexisNexis® Expert Research On-Demand, you have access to the exclusive and coveted IDEX® data, plus more! And because you only pay for what you order, you don't need a subscription.

Thoroughly vet expert witnesses with the speed and convenience of highly experienced research analysts who conduct, package and deliver the research you need—when you need it. Simply order the reports you need, and they will be delivered to you in just two to three business days. Need it faster? Rush services are available upon request.

FIND THESE TOPICS

Getting Started With
LexisNexis Expert Research On-Demand 2 – 3

- How to Register for the Expert Research On-Demand Service
- How to Sign In to the Expert Research On-Demand Service
- How to Reset a Password

Conducting Research on Experts 4 – 5

- Return to the Expert Research On-Demand Home Page
- Entering an Expert's Name in the Search Box
- Entering an Expert's Name is Easy and Intuitive
- What If I Can't Find an Expert Whose Name I Know? May I Add an Expert?

Using Your Expert Results 5 – 6

- Let Us Do the Research for You
- Downloading Documents
- Finding Prior Orders

Customer Support 6

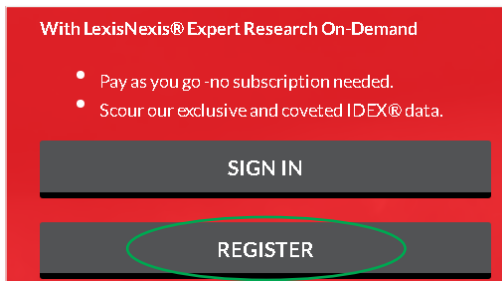
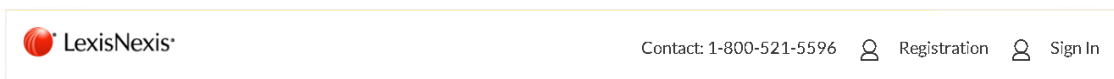
Getting Started With LexisNexis Expert Research On-Demand

HOW TO REGISTER FOR THE EXPERT RESEARCH ON-DEMAND SERVICE

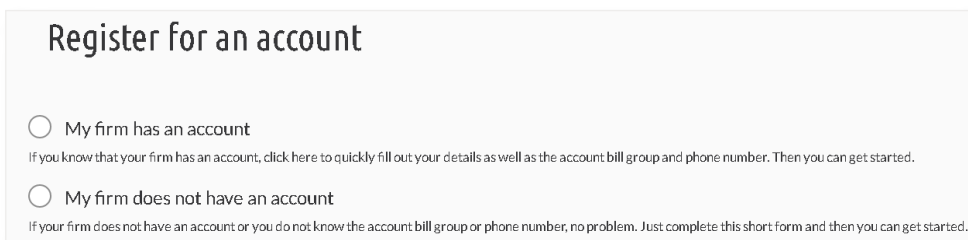
Registration is required to create an account. By registering, you aren't making a commitment; you are simply creating an account so you can explore the extensive content available through the Expert Research On-Demand pay-as-you-go service.

1. Start at this web page: lexisnexis.com/experts-on-demand
2. From any screen, you can simply click on the **Registration** or **REGISTER** link. ▼

New customers ← **Registration** is the first step to begin using these services.



3. Select either **My firm has an account** or **My firm does not have an account**. ▼

The image shows a form titled "Register for an account". It has two radio button options. The first option is "My firm has an account" with the subtext "If you know that your firm has an account, click here to quickly fill out your details as well as the account bill group and phone number. Then you can get started." The second option is "My firm does not have an account" with the subtext "If your firm does not have an account or you do not know the account bill group or phone number, no problem. Just complete this short form and then you can get started."

- 3a. If your firm has an account, fill in the form, then click the blue **Validate account** button.
- 3b. If your firm does not have an account, click on the blue **Create new account** button. Fill in the details on the form. Click on the blue **Register** button.

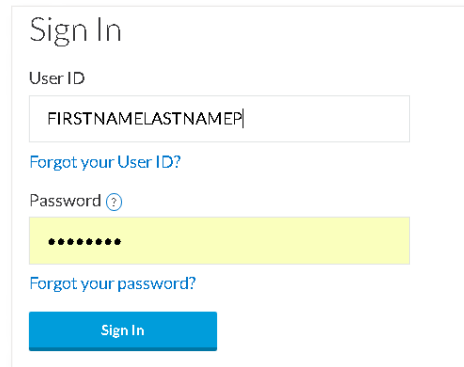
HOW TO SIGN IN TO THE LEXISNEXIS EXPERT RESEARCH ON-DEMAND SERVICE

1. From any screen, you can simply click on the **Sign In** link. ▼

Existing customers – Simply **sign in** and begin using the new and improved site.



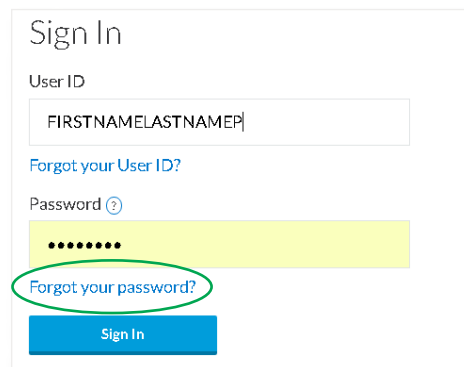
2. Enter your **User ID** and **Password**, then click on the blue **Sign In** button. ▶

A screenshot of the "Sign In" form. It has a white background and a thin grey border. At the top, the text "Sign In" is displayed. Below it, the label "User ID" is followed by a text input field containing the placeholder text "FIRSTNAMELASTNAME|". Underneath the input field is a blue link "Forgot your User ID?". Below that, the label "Password" with a question mark icon is followed by a password input field with a yellow background and masked characters "••••••". Underneath the password field is another blue link "Forgot your password?". At the bottom of the form is a blue button with the text "Sign In".

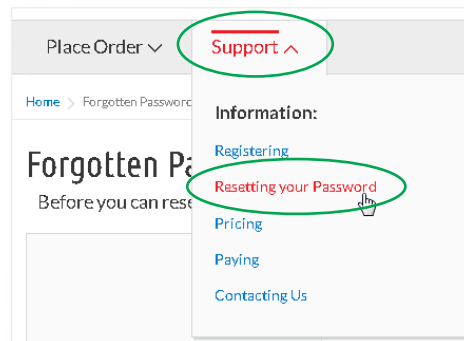
HOW TO RESET A PASSWORD

You can reset or retrieve your password in two ways:

1. At the Sign In screen, click on **Forgot your password?** ▶

A screenshot of the "Sign In" form, identical to the one above. A green oval highlights the blue link "Forgot your password?" located below the password input field.

2. While signed in, click on the **Support** tab. From the pull-down menu, select **Resetting your Password**. ▶



Conducting Research on Experts

RETURN TO THE EXPERT RESEARCH ON-DEMAND HOME PAGE

At any point, you can quickly get back to the home page. Click on the red **LexisNexis® icon** in the upper left-hand side of any screen. ▼



ENTERING AN EXPERT'S NAME IN THE SEARCH BOX

You can find experts by their names. On the sign-in page, look for the **Search expert's name** box. Enter the expert's name (see below), then click on the **magnifying glass icon**. ▼

A search input box with the placeholder text "Search expert's name" and a red magnifying glass icon on the right side.

Or you can use the Place Order feature. At this point, you are not incurring any charges. From the **Menu**, choose **Place Order**. Then find the **Search for an Expert** field. Click on the blue **Start Request** button. ▼

A section titled "Search for an Expert" with a green "Es" icon. Below the title is a description: "Find testimonial history, transcripts, challenges to exclude, disciplinary history and articles on an expert name of your choice from a growing list of 375,000+ experts." A blue "Start Request" button is located at the bottom right of the section.

LexisNexis Expert Research On-Demand uses a unique give-to-receive method of gathering case information and expert documents. We rely on excellent customers like you to provide us with brief details regarding your case when you place an order. In turn, you benefit from valuable information we have received from other customers—including cases and documents often not found with any other provider. It is suggested that you locate and have your case information handy prior to placing your order online.

ENTERING AN EXPERT'S NAME IS EASY AND INTUITIVE

You can enter either: last name, first name or first name, last name. For example, Rogers, Catherine or Catherine, Rogers.

You can also enter the initial of a first name. For example, Patel, A.

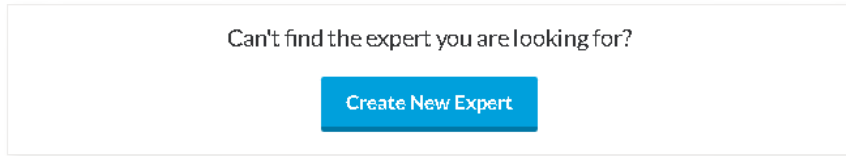
Or use the auto-fill feature. If you only know a first name or a last name, enter it into the Search Experts box. A list of names will appear; you can scroll through the list and select a name. ▼

A search input box containing the text "catherine". Below the input box is a dropdown list of suggestions: "catherine", "catherine clark", "catherine rogers" (highlighted), "catherine wilson", "catherine dunn", and "catherine witt". A magnifying glass icon is visible in the top right corner of the input box.

WHAT IF I CAN'T FIND AN EXPERT WHOSE NAME I KNOW? MAY I ADD AN EXPERT?

Sometimes, an identified expert cannot be found during your online Search for an Expert request. Don't get discouraged! Research is often completed by using outside resources. Our research analysts will quickly locate the information you need.

You can create a new expert. At the bottom of the Search for an Expert screen, click on the **Create New Expert** blue box. A form will allow you to add any known details about the expert, including the name. ▼



Or you can contact the LexisNexis Expert Research On-Demand team by telephone or email (see next page).

Using Your Expert Results

LET US DO THE RESEARCH FOR YOU

The LexisNexis Expert Research On-Demand research analysts can find it. On the Search for an Expert screen, look for **Reports & Research Services**. If you prefer, simply call or email us.

In just two to three days, you can get:

- Testimonial History
- Professional Discipline
- Enhanced Expert Challenges
- Articles discussing or naming the expert

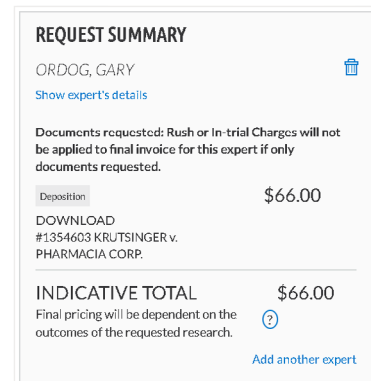
DOWNLOADING DOCUMENTS



DOWNLOADING TIP

Turn off the pop-up blocker within your browser.

1. After searching for your expert, you will see a screen with the **Expert's Details**. Scroll down to see the **Instantly Available Documents**.
2. If you want to order a document for downloading, click on the black **Add Document** button.
3. Fill in information in the form.
4. Click on the blue **Save and go to delivery details** button.
5. Review your **Request Summary** in the upper right of the screen. ►

A screenshot of a "REQUEST SUMMARY" box. The box has a light gray background and a thin border. At the top left, it says "REQUEST SUMMARY" in bold. Below that, the expert's name "ORDOG, GARY" is listed, followed by a link "Show expert's details" and a trash icon. A note states: "Documents requested: Rush or In-trial Charges will not be applied to final invoice for this expert if only documents requested." Below this, a table shows "Deposition" for "\$66.00". Underneath, it says "DOWNLOAD #1354603 KRUTSINGER v. PHARMACIA CORP.". At the bottom, it shows "INDICATIVE TOTAL" for "\$66.00" with a question mark icon and a note: "Final pricing will be dependent on the outcomes of the requested research." There is also a link "Add another expert" at the bottom right.

FINDING PRIOR ORDERS

Save time! You don't need to fill out case information again.

In just a few clicks, you can:

- Update or request additional information on a previously submitted order
 - Find a co-worker's prior orders and add or update those searches
 - Access information 24/7 to get an order into the queue for processing. (Orders that have been made by telephone are currently not added to your online order history)
1. Click on the **Place Order** tab on the left-hand side of the screen. Select the last item in the pull-down menu, then **Prior Order Search**.
 2. You'll see a list of research you have requested in the last three years. Find the case or Order ID, then click on the blue **View Order** button.
 3. See the details of your order, including a summary of your request, case details, delivery details and charges. You can also request more services related to this order.



PRIOR ORDERS TIPS

- Prior orders are stored for a firm, not for an individual's use.
- If you wish to order documents on one expert but the original order had more than one expert, you first must delete the experts that are no longer needed.

NEED ASSISTANCE?

Get live help from the LexisNexis Expert Research On-Demand Team

8 A.M. - 6 P.M. ET, MONDAY - FRIDAY AT 800.521.5596

OR AT FULLSERVICE@LEXISNEXIS.COM

Or fill out the online form while signed in. Click on the **Support** tab on the-left hand side of the screen.

Select [Contacting Us](#) from the pull-down menu. Fill out the online form.