



# LexisNexis® CourtLink® Training Guide

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®

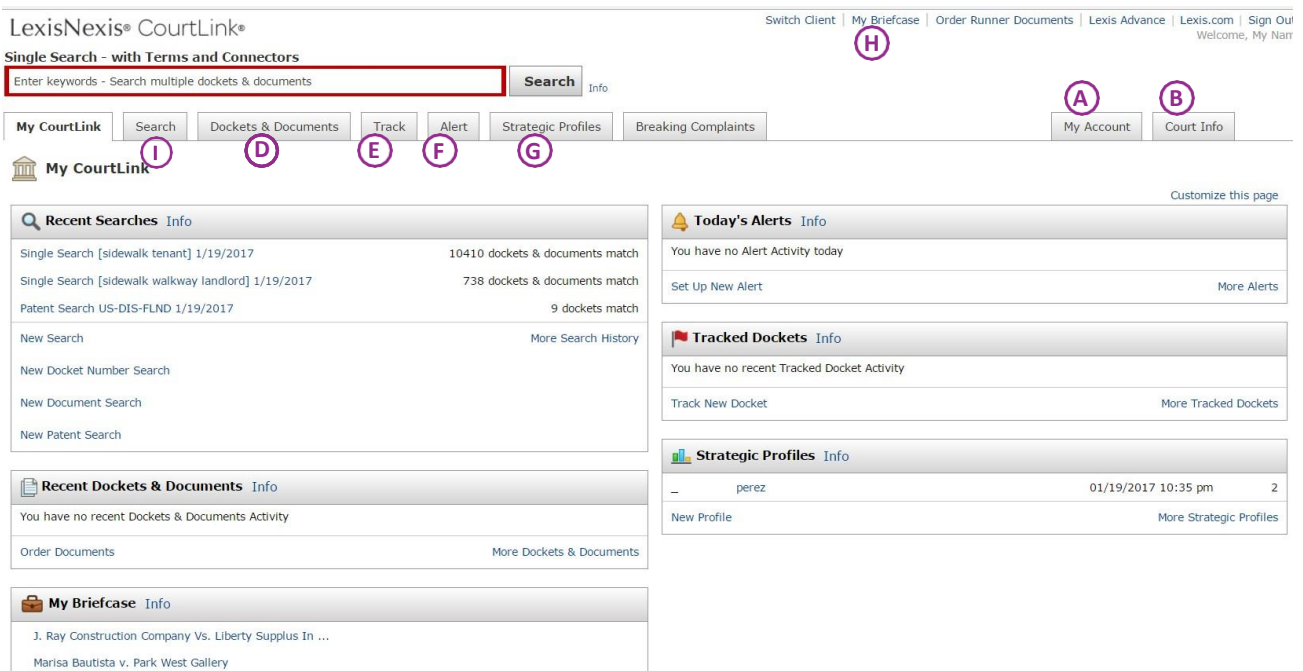
Sign in to the CourtLink service.

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? The password for Judiciary users is "courts" by default or select the "Forgot Password?" link below the sign-in box."

[Call LexisNexis® Customer Support at 1-800-59-COURTS](#)



The screenshot shows the LexisNexis CourtLink homepage. At the top right, there are links for 'Switch Client', 'My Briefcase', 'Order Runner Documents', 'Lexis Advance', 'Lexis.com', and 'Sign Out'. Below these is a 'Welcome, My Name' message. The main navigation bar includes 'My CourtLink', 'Search', 'Dockets & Documents', 'Track', 'Alert', 'Strategic Profiles', and 'Breaking Complaints'. On the right side of the navigation bar are 'My Account' and 'Court Info'. The main content area is divided into several sections: 'Recent Searches' (with a search box and 'Search' button), 'Recent Dockets & Documents', 'My Briefcase', 'Today's Alerts', 'Tracked Dockets', and 'Strategic Profiles'. Each section contains specific data and links. Callout letters A through I are placed over the interface to identify key features: A (My Account), B (Court Info), C (Search Box), D (Dockets & Documents), E (Track), F (Alert), G (Strategic Profiles), H (My Briefcase), and I (Search Box).

- A** My Account: Enter your name, ID, Password, Security Question and Search Preferences or view billing information (Judiciary users will incur no charges even though it may appear otherwise).
- 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 and receive notifications of new activity in existing case.
- F** CourtLink Alert: Receive comprehensive, flexible notifications of newly filed cases.
- 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** My Briefcase: Organize your dockets and documents in folders for quick access.
- I** Search Box: Refer to p. 4 of this document to search by court, docket number, or party.



# 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 referencing documents for drafting and more.

**Single Search - with Terms and Connectors**

**A** Enter keywords - Search multiple dockets & documents   Info

My CourtLink

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

Refine Results   Info

Date filed

**C** Search within results

Case status

Case type

Litigation Area

State

View  Results 1 - 20 sorted by relevance

<input type="checkbox"/>	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 (893)	1994-07-02
<input type="checkbox"/>	Dow Corning Corporation	Bay City	95-20552	Bankruptcy	1995-05-15
<input type="checkbox"/>	Atlantic Richfield, , et al v. Blosenski, et al	US District Court for the Eastern District of Pennsylvania	2:92cv2059	Environmental (893)	1995-04-08
<input type="checkbox"/>	United States Of Am. V. Blosenski, Et Al	US District Court for the Eastern District of Pennsylvania	2:93cv1976	Environmental (893)	1993-04-15
<input type="checkbox"/>	United States Of Am. V. Blosenski, Et Al	US District Court for the Eastern District of Pennsylvania	2:93cv1976	Environmental (893)	1993-04-15
<input type="checkbox"/>	Usa, Et Al V. Friedland, Et Al	US District Court for the District of Colorado	1:96cv1213	Environmental (893)	1996-05-23
<input type="checkbox"/>	FP Woll & Company v. Fifth and Mitchell, et al	US District Court for the Eastern District of Pennsylvania	2:96cv5973	Environmental (893)	1996-06-29
<input type="checkbox"/>	NI Industries, Inc. V. Old Bridge Township Et Al	US District Court for the District of New Jersey [LIVE]	3:13cv3493	Environmental (893)	2013-06-05
<input type="checkbox"/>	Co School Mines V. Ak Steel Corp., Et Al	US District Court for the District of Colorado	1:99cv1863	Environmental (893)	1999-09-24
<input type="checkbox"/>	Roberts Et Al V. Heating Specialist Inc. Et Al	US District Court for the District of Oregon	3:12cv1820	Environmental (893)	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

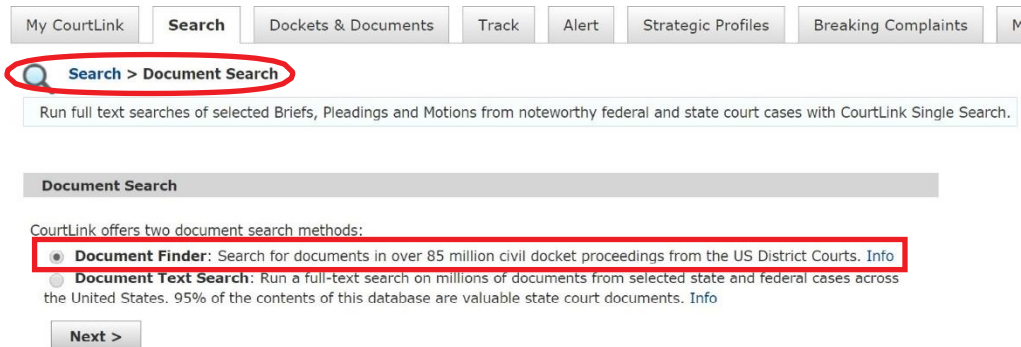
Exact Name Searching (Not applicable in all courts) Info

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 DocumentFinder**. 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

**Search > Document Search**

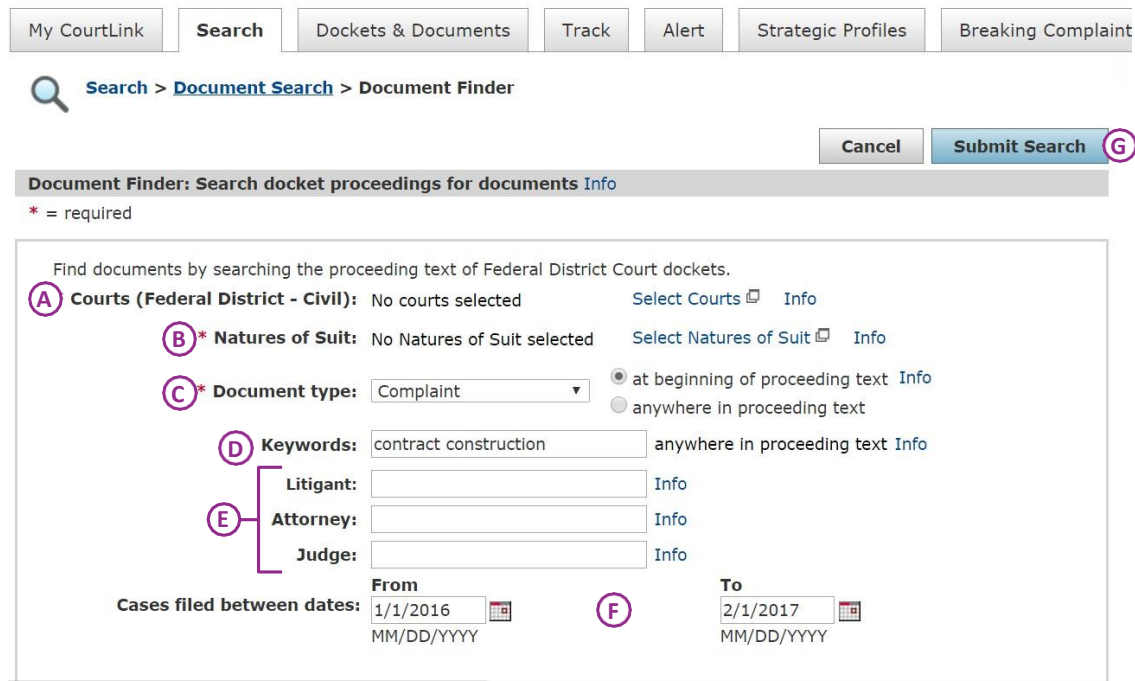
Run full text searches of selected Briefs, Pleadings and Motions from noteworthy federal and state court cases with CourtLink Single Search.

**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

**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](#)

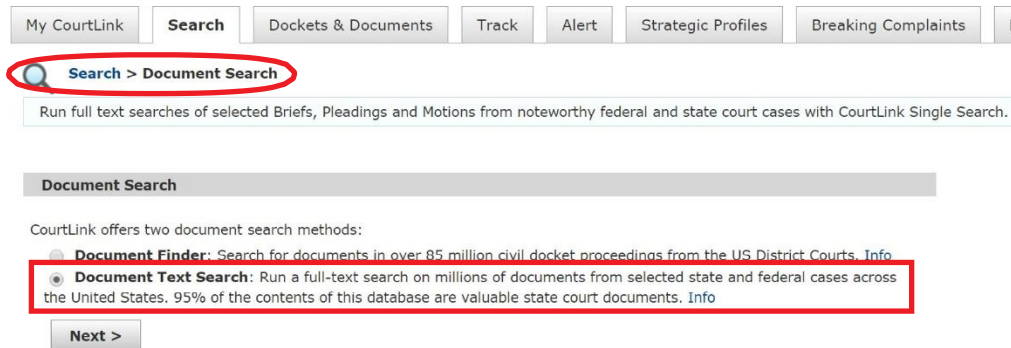
**E** **Litigant:**  [Info](#)  
**Attorney:**  [Info](#)  
**Judge:**  [Info](#)

**From** **To**  
**Cases filed between dates:** 1/1/2016 [Info](#) 2/1/2017 [Info](#)  
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.



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

**Search > Document Search**

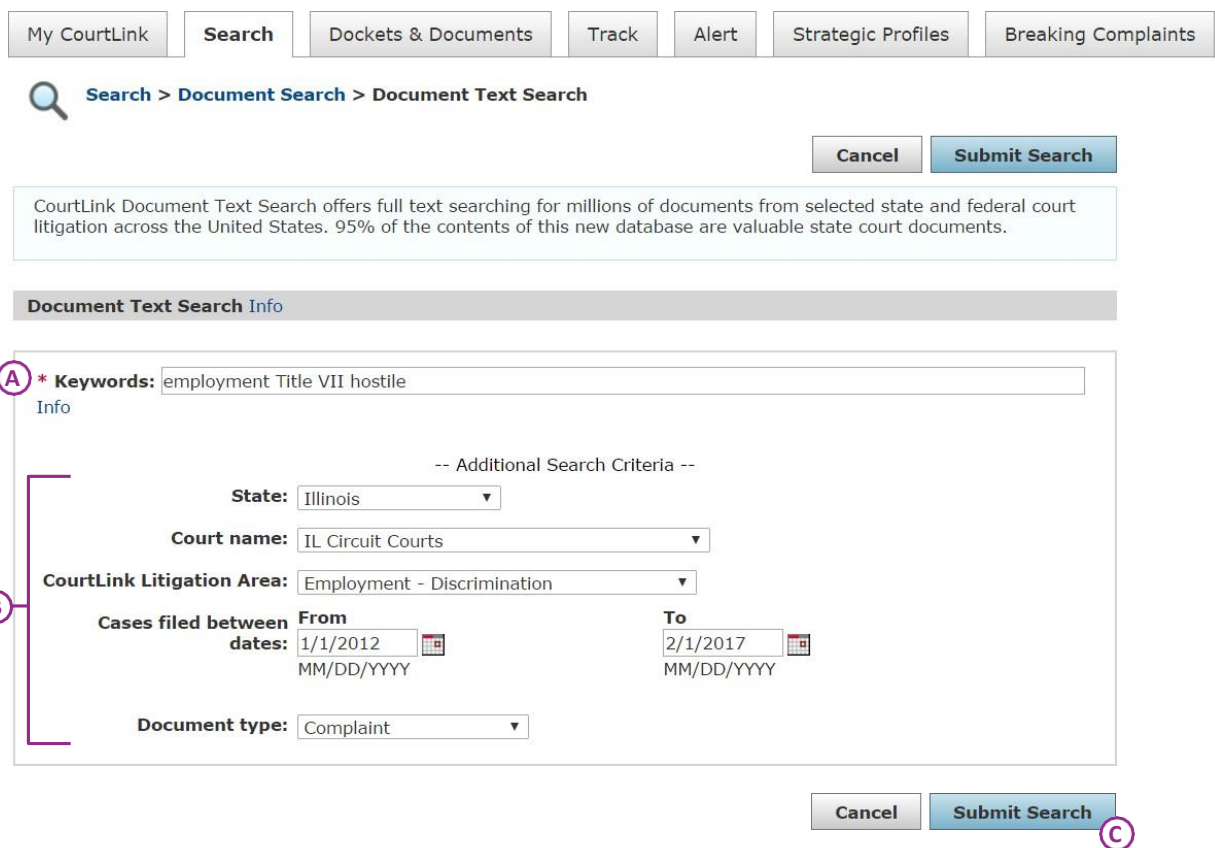
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[Next >](#)



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

**Search > Document Search > Document Text Search**

[Cancel](#) [Submit Search](#)

CourtLink Document Text Search offers full text searching for millions of documents from selected state and federal court litigation across the United States. 95% of the contents of this new database are valuable state court documents.

**Document Text Search Info**

**A** \* **Keywords:**  [Info](#)

-- Additional Search Criteria --

**B** **State:**

**Court name:**

**CourtLink Litigation Area:**

**Cases filed between dates:** **From**  **To**   
MM/DD/YYYY MM/DD/YYYY

**Document type:**

[Cancel](#) [Submit Search](#) **C**

- 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 making it easier to stay on top of significant new filings.

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:

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

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

Cancel Next >

**D** Select Court System and Court Type 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 >

**E** Choose Litigation Areas

**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	Natures of Suit
US District Courts	
└ All Courts	[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

**F** **Advanced Keyword Complaint Notification**  
Not selected

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

**Client Matter Code**  
**Client Matter Code:** Info **Previous Codes:** Info  
 --- Select One ---   
 Retain until logout  
*These codes will appear on your invoice next to charges associated with this search.*  
**Client/Project Notes:** Info

**Additional Docket Delivery**  
**H**  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

- 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** 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.



## MONITORING ONGOING CASES: COURTLINK TRACK

Get email notification of new activity in existing cases of interest to you in federal and selected state courts. CourtLink Alerts provide notification of new filings based on criteria you specify (judge, nature of suit, litigant, etc.). CourtLink Track monitors and notifies you by email of new activity in existing cases of interest by tracking changes to specific dockets 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 research. CourtLink Track helps you more efficiently manage your workflow.



**\* Court System:**  
Federal Courts

**\* Court Type:**  
Bankruptcy Courts

**\* Online Court:** Info  
California Central

[Save As Template](#) [Manage Templates](#)

**\* Docket Number:** [Formatting Rules](#)  
CA1234

**\* 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

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10
<input type="checkbox"/> 11	<input type="checkbox"/> 12	<input type="checkbox"/> 13	<input type="checkbox"/> 14	<input type="checkbox"/> 15	<input type="checkbox"/> 16	<input type="checkbox"/> 17	<input type="checkbox"/> 18	<input type="checkbox"/> 19	<input type="checkbox"/> 20
<input type="checkbox"/> 21	<input type="checkbox"/> 22	<input type="checkbox"/> 23	<input type="checkbox"/> 24	<input type="checkbox"/> 25	<input type="checkbox"/> 26	<input type="checkbox"/> 27	<input type="checkbox"/> 28	<input type="checkbox"/> 29	<input type="checkbox"/> 30
<input type="checkbox"/> 31									

---

Run one-time only on a single date

MM/DD/YYYY

**Track Sharing** [Info](#)

**Share This Track** You are not sharing this tracked docket.

---

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:**

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** Click Save Track.

# 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.

## JUDICIAL STRATEGIC PROFILES

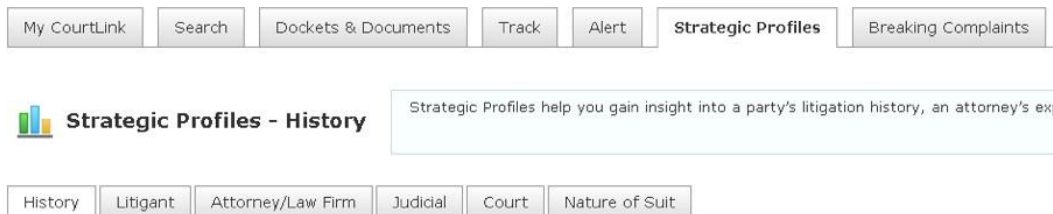
Run a Strategic Profile to uncover a judge's experience in a case type. Drill down into attorneys who have argued the case type in front of the judge in the past. View dockets and order motions, pleadings, etc.

## 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.

## LITIGANT STRATEGIC PROFILES

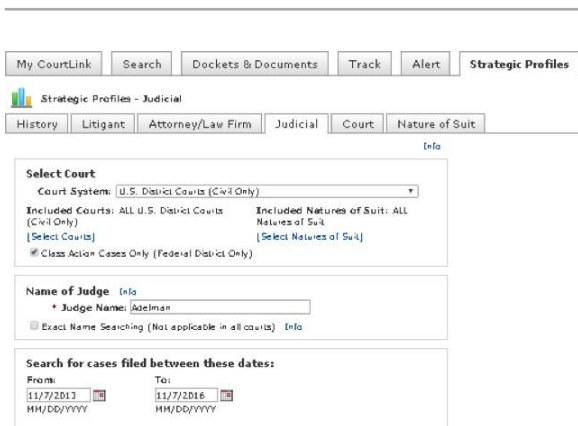
Gain meaningful insight into a public or private company, subsidiary or individual's litigation history. View a directional overview of litigation activity by nature of suit and geography. Determine which law firms have represented the company in the past. Drill down into the associated dockets and supporting 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.



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

**Strategic Profiles - History** Strategic Profiles help you gain insight into a party's litigation history, an attorney's ex

History Litigant Attorney/Law Firm Judicial Court Nature of Suit



My CourtLink Search Dockets & Documents Track Alert **Strategic Profiles**

**Strategic Profiles - Judicial**

History Litigant **Attorney/Law Firm** Judicial Court Nature of Suit

**Select Court** Info

Court System: U.S. District Courts (Civil Only)

Included Courts: ALL U.S. District Courts (Civil Only) [Select Courts]

Included Natures of Suit: ALL Natures of Suit [Select Natures of Suit]

Class Action Cases Only (Federal District Only)

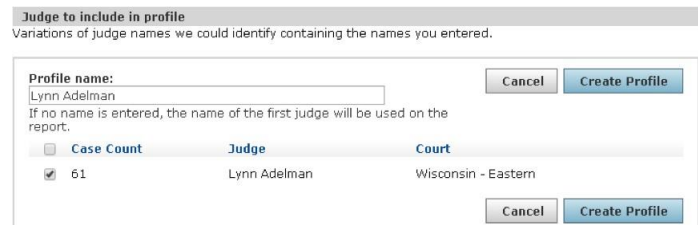
**Name of Judge** Info

\* Judge Name: Adelman

Exact Name Searching (Not applicable in all courts) Info

**Search for cases filed between these dates:**

From: 11/7/2013 MM/DD/YYYY To: 11/7/2016 MM/DD/YYYY



**Judge to include in profile**

Variations of judge names we could identify containing the names you entered.

**Profile name:** Lynn Adelman Cancel Create Profile

If no name is entered, the name of the first judge will be used on the report.

<input type="checkbox"/> Case Count	Judge	Court
<input checked="" type="checkbox"/> 61	Lynn Adelman	Wisconsin - Eastern

Cancel Create Profile



## 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*

**800-59-COURTS**

*Request training through your librarian*

*For more details go to*

**LEXISNEXIS.COM/COURTLINK**