

LexisNexis® Information Professional Update

The newsletter designed for law librarians

ISSUE **2**
FEBRUARY 2013

Leverage 2,700+ municipal codes from all 50 states via Lexis Advance® and *lexis.com*®

Wondering where to advise a client to expand their business? Within their current locality? In another city or county or state? You'll need to know as much as possible about the business climate in the locations being considered. To get the full picture, look at the applicable municipal codes.

Now LexisNexis offers **more than 2,700+ municipal codes from all 50 states. Los Angeles County is a recent addition.** And soon, the 2012 municipal codes will move to the municipal archive files. You won't get this vast coverage or archived municipal codes sources through other major online publishers.

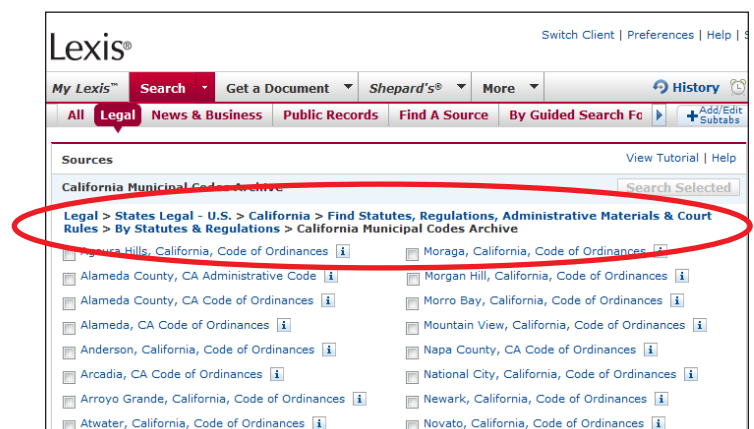
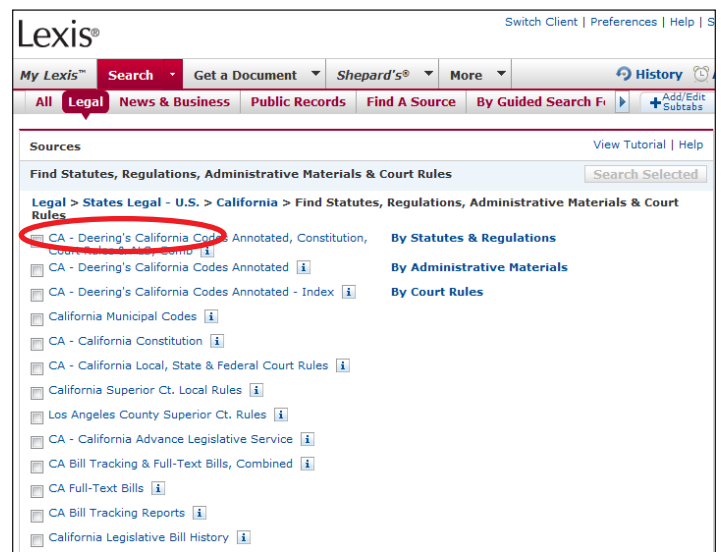
At **Lexis Advance**, you can find municipal codes by selecting the **Browse Sources** link above the red search box. You can search for a specific state, and you can select the table of contents to browse right from your Browse Search results. To search across multiple states, enter municipal codes in Browse Search. Select the states you wish to add to your search.

Here's a quick review of LexisNexis municipal code research at *lexis.com*:

Find available municipal codes

You can gain access to current municipal codes from a particular state within the *lexis.com* source menu for that state. For example:

- All available current California municipal codes are at:
Legal tab > States Legal – U.S. > California > Find Statutes, Regulations, Administrative Materials & Court Rules > California Municipal Codes.
- All available *archived* California municipal codes are at:
Legal tab > States Legal – U.S. > California > Find Statutes, Regulations, Administrative Materials & Court Rules > By Statutes & Regulations > California Municipal Codes Archive.



Browse the table of contents to get a document

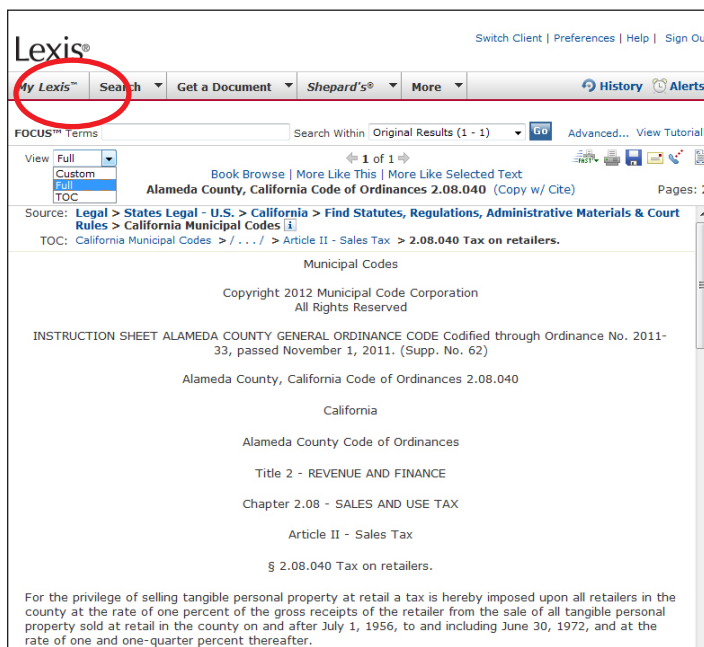
When you select a state's municipal codes, an electronic table of contents (ETOC) will display automatically. You'll see all available municipalities for that state listed in alphabetical order.



If you're looking for a specific section in a specific jurisdiction, browsing or searching the ETOC is an efficient way to get there:

1. Click the + sign next to the code you wish to view.
2. Click the + signs to expand the pertinent chapters, articles, etc.
3. Click the link for the pertinent section/subsection to view the full text.

Once you view a full-text section, you can **print, email, or download***. Then you can return to the ETOC—just click **TOC** in the **View** pull-down menu.



NOTE: The cost to retrieve a full-text section is the same as a **Get a Document** request.

Collapse any level by clicking the - sign next to its name. Rest your cursor on the = or - sign and you'll see a pop-up box with options to let you expand or collapse multiple levels of the ETOC.

Search the table of contents within a single jurisdiction

Not sure whether where your topic is covered? Not sure whether it's covered at all? You can choose to search the ETOC for that jurisdiction.

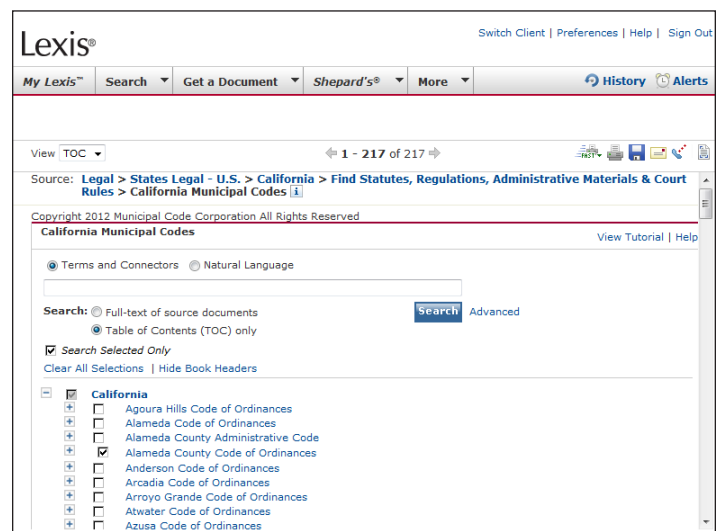
Let's say you're looking for regulations that cover parking requirements for businesses in Alameda County. To search the ETOC for all mentions of parking in the Alameda County Code or Ordinances:

SOURCE: California Municipal Codes

SELECT: Alameda County Code of Ordinances

SELECT: Terms and Connectors, then Table of Contents (TOC) only

SEARCH: parking



*According to the terms and conditions of your LexisNexis subscription agreement.

Your results will look something like this:

The screenshot shows the Lexis search interface. The search terms are 'parking'. The results are displayed as a list of titles/chapters/articles/sections. The search terms are highlighted in the text. The results are organized into a tree structure under the heading 'California'. The results include: Alameda County Code of Ordinances, Title 6 - HEALTH AND SAFETY, Chapter 6.12 - ALCOHOLIC BEVERAGES, 6.12.010 Drinking in parking lots, Title 10 - VEHICLES AND TRAFFIC, Chapter 10.04 - COUNTY HIGHWAY TRAFFIC REGULATIONS, 10.04.040 Physicians et al.-Exemptions regarding parking, 10.04.080 Hill parking regulated, 10.04.110 Parking prohibited-Driveways-Exceptions, 10.04.160 Parking prohibited, Chapter 10.08 - STATE HIGHWAY TRAFFIC REGULATIONS.

The display shows a listing of the titles/chapters/articles/sections that contain your search terms. Your search terms are highlighted. This display is called **TOC Hits**. Browse and click any level you'd like to explore further.

To return to your search results, click **TOC Hits** within the View pull-down menu.

To return to the full table of contents, click **TOC** within the View pull-down menu.

Search the table of contents for all available municipal codes from a particular state

Say you're researching tax rates across a state. You can search tables of contents for all available municipal codes for that state:

SOURCE: **Search All Municipal Codes**

SELECT: Terms and Connectors

SELECT: Table of Contents (TOC) only

SEARCH: *tax! /5 rate /5 business*

Your results will look something like this:

The screenshot shows the Lexis search interface. The search terms are 'tax! /5 rate /5 business'. The results are displayed as a list of titles/chapters/articles/sections. The search terms are highlighted in the text. The results are organized into a tree structure under the heading 'California'. The results include: Atwater Code of Ordinances, Title 5 - BUSINESS TAXES, LICENSES AND REGULATIONS, Chapter 5.08 - SCHEDULE OF LICENSE FEES, 5.08.030 Tax based on flat rate-Fixed place of business, 5.08.040 Tax based on flat rate-No fixed place of business, Banning Code of Ordinances, Title 5 - BUSINESS LICENSES AND REGULATIONS, Chapter 5.04 - LICENSES GENERALLY, 5.04.230 Business tax rates, Coachella Code of Ordinances, Title 5 - BUSINESS LICENSES AND REGULATIONS, Chapter 5.04 - BUSINESS LICENSES GENERALLY.

Search the full text of code sections in a specific jurisdiction or state

Maybe you want to search for your terms in any part of the code section documents within a jurisdiction—or within any jurisdictions in the state. Just follow the instructions in the previous two sections, but select **Full text of source documents** instead of **Table of contents (TOC) only**.

Your results will look something like this:

The screenshot shows the Lexis search interface. The search terms are 'tax! /5 rate /5 business'. The results are displayed as a list of titles/chapters/articles/sections. The search terms are highlighted in the text. The results are organized into a tree structure under the heading 'California'. The results include: Fontana Municipal Code, Copyright 2012 Municipal Code Corporation All Rights Reserved, California, Fontana Code of Ordinances, - CODE, Chapter 15 - LICENSES, PERMITS AND BUSINESS REGULATIONS, ARTICLE II. - BUSINESS LICENSE TAXES AND REQUIREMENTS, , § Sec. 15-41 Tax rate schedule on gross receipts. CORE TERMS: gross receipts, et seq, tax rates, CODE, thousand dollars, fraction, permit, Ordinances, Fontana, Chapter, REFERENCE, 13-14, 15-41. ... schedule on gross receipts. The following tax rates shall be applicable to every business declared to be subject to a tax based ... Fontana Municipal Code, Copyright 2012 Municipal Code Corporation All Rights Reserved, California, Fontana Code of Ordinances, - CODE, Chapter 15 - LICENSES, PERMITS AND BUSINESS REGULATIONS, ARTICLE II. - BUSINESS LICENSE TAXES AND REQUIREMENTS, , § Sec. 15-42 Licensed tax rates; gross receipts; auctions. CORE TERMS: et seq, CODE, tax rates, auction, chapter, auctioneer, permit, gross receipts, set forth, Ordinances, Licensed, Fontana, REFERENCE, 15-42, collection, collected, renewed.

Search the full text of code sections from all available jurisdictions in all 50 states

Perhaps your client or management wants to identify jurisdictions with municipal laws favorable to business expansion, such as the availability of reimbursement for infrastructure expansion. Take a look at provisions in all available municipal codes in all 50 states:

SOURCE: Legal tab > States Legal – U.S. > Combined States
> Find Statutes & Legislative Materials > Municipal Codes > **Search ALL MUNICIPAL CODES**

SELECT: Terms and Connectors

SEARCH: *infrastructure /10 reimburs!*

NOTE: No table of contents will display when you select this source.

Your results will look something like this:

The screenshot shows the Lexis search interface. At the top, the search bar contains 'infrastructure /10 reimburs!' and the results are sorted by 'Default'. The search results are displayed in a list format, showing the source (e.g., 'Petersburg Municipal Code, Copyright 2012 Municipal Code Corporation All Rights Reserved, Alaska, Petersburg Code of Ordinances, - PETERSBURG, ALASKA, Title 14 - PUBLIC SERVICES, Chapter 14.18 - MUNICIPAL UTILITY EXTENSIONS, , § 14.18.060 Utility extensions to subdivisions.') and the search terms (e.g., 'CORE TERMS: subdivision, PETERSBURG, ALASKA, municipal, extensions, infrastructure, PUBLIC SERVICES, Ordinances, Chapter, Code, responsibility, edge'). The results are listed in alphabetical order by state.

Retrieved documents will display in alphabetical order by state.

Search the full text of code sections for a specific group of states

Restrict your full-text search to the states you need to research by using the HEADING segment:

SOURCE: Legal tab> States Legal – U.S. > Combined States
> Find Statutes & Legislative Materials > Municipal Codes > **Search ALL MUNICIPAL CODES**

SELECT: Terms and Connectors

SEARCH: *heading (california OR oregon OR washington) AND infrastructure /10 reimburs!*

Restrict your full-text search to specific titles/chapters/articles

Limit your search to code sections from specific titles/chapters/articles in codes from specific states:

SOURCE: Legal tab > States Legal – U.S. > Combined States
> Find Statutes & Legislative Materials > Municipal Codes > **Search ALL MUNICIPAL CODES**

SELECT: Terms and Connectors

SEARCH: *heading (florida OR georgia) AND heading (telecom!) AND zon! /5 residen!*

Browse additional documents—no extra charge!

Use the Book Browse feature to move to preceding and succeeding code sections—at no additional charge!

When you're viewing a full-text section, click the **Book Browse** link at the top of the screen. Then use the arrows on either side of the citation at the top of the screen to move to preceding or succeeding sections. To leave the **Book Browse** feature, click the **Return to Search Results** link at the top of the screen.