

Lexis® CourtLink® Quick Reference Guide

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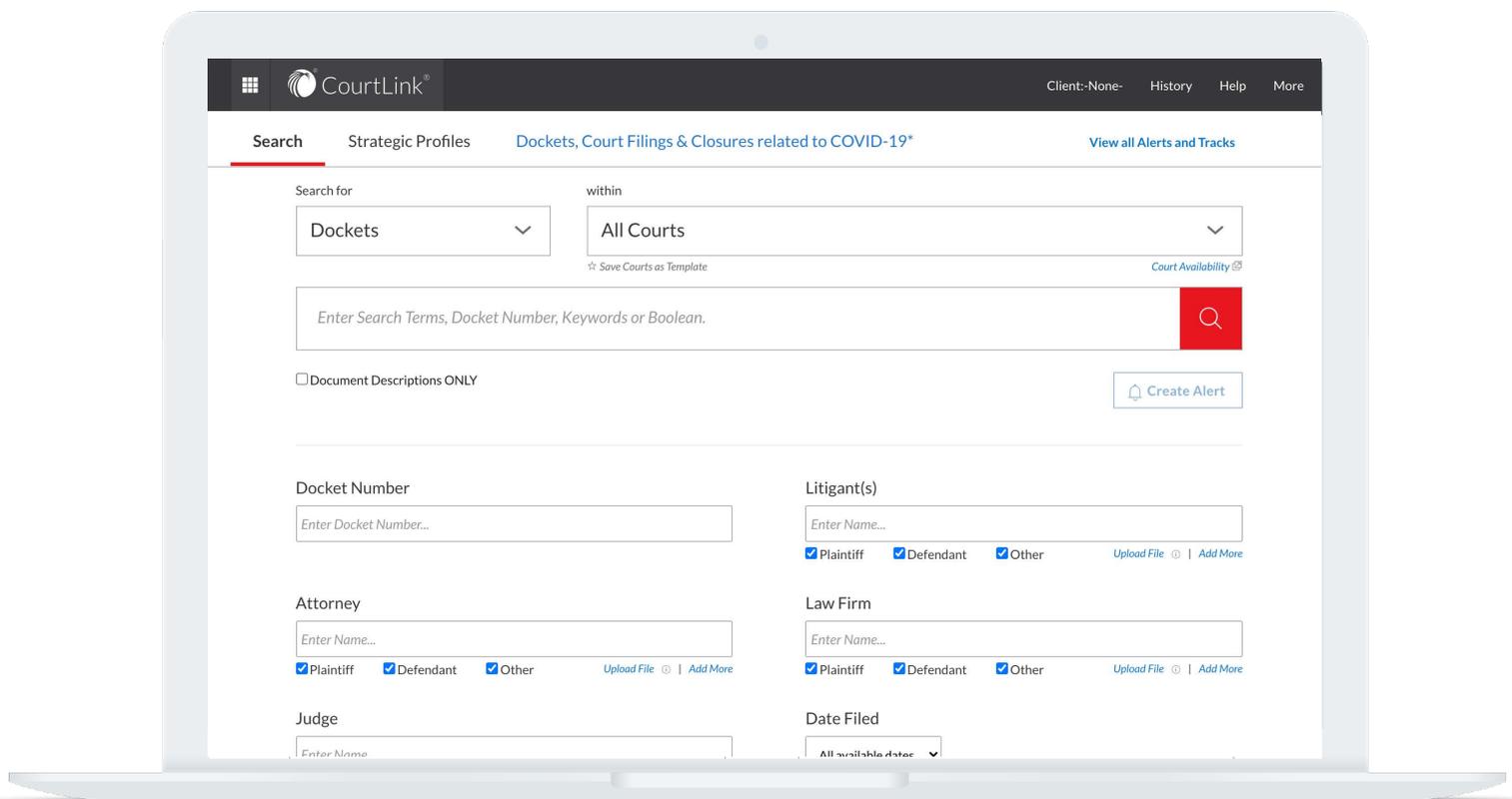
Lexis CourtLink provides access to the industry's largest collection of dockets and documents and convenient tools like Alerts and Tracks so you can be the first to know and act on the litigation activity most important to you.

Pitch prospective clients first.

Deliver superior client service.

Sharpen your competitive advantage.

All with CourtLink, the leading docket research provider.



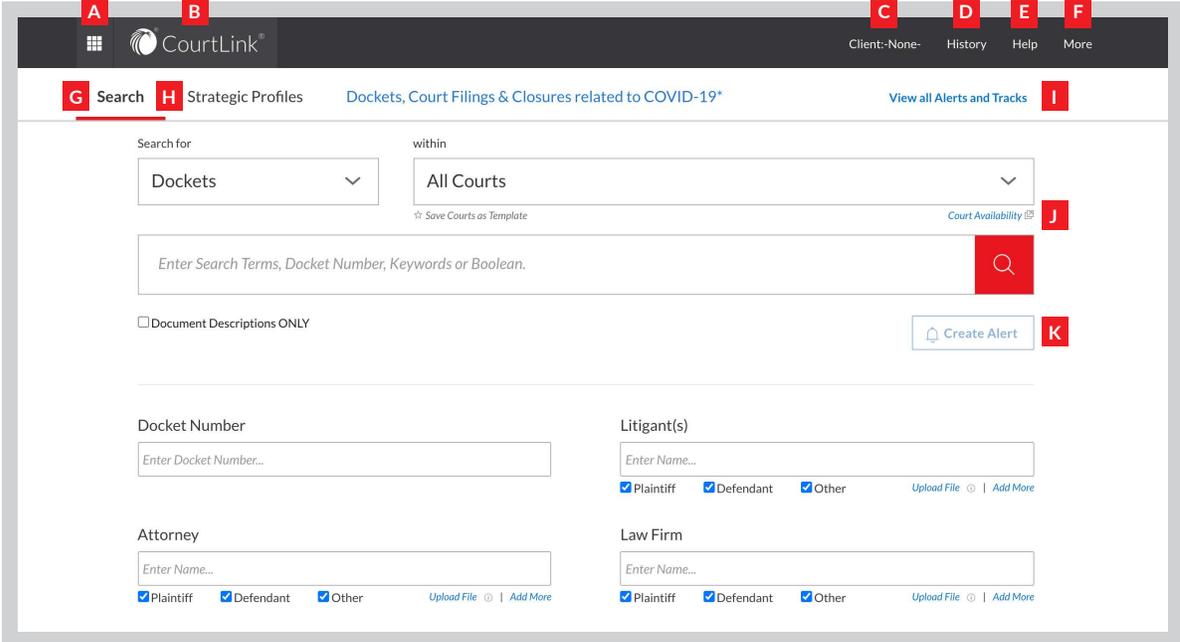
Getting Started with CourtLink®

Signing in to the Lexis CourtLink service has never been easier. With the move to the Lexis service, you can now use your Lexis ID to access CourtLink.

Sign in at the Lexis website: [lexis.com](https://www.lexis.com) and select CourtLink from the product switcher.

Trouble signing in? Try the *Forgot your ID or password?* link or call Customer Support at 888-311-1966.

- A.** Product Switcher: Navigate to other LexisNexis® products through the product switcher.
- B.** Product Name: Identify the current product you are working within.
- C.** Client: Keep your searches, folders and more organized by client.
- D.** History: Return to previous searches or documents from the past 90 days.
- E.** Help: Access in-depth support files for help navigating CourtLink.
- F.** More: Find additional options like Folders, Alerts, Notifications, Settings, Feedback, Price Guide, Live Chat Support, Sign-In Profile, LexisNexis Account Center and Sign Out.
- G.** Search: Access the industry's largest collection of dockets and documents.
- H.** CourtLink® Strategic Profiles: View data and visuals on a party's litigation history, an attorney's experience, a judge's ruling history and more.
- I.** View All Alerts and Tracks: Move to your Alerts and Tracks profile pages.
- J.** Court Availability: Sort and review the list of state and U.S. Courts covered in CourtLink.
- K.** Create Alert: Receive comprehensive, flexible notifications of new and ongoing case developments.



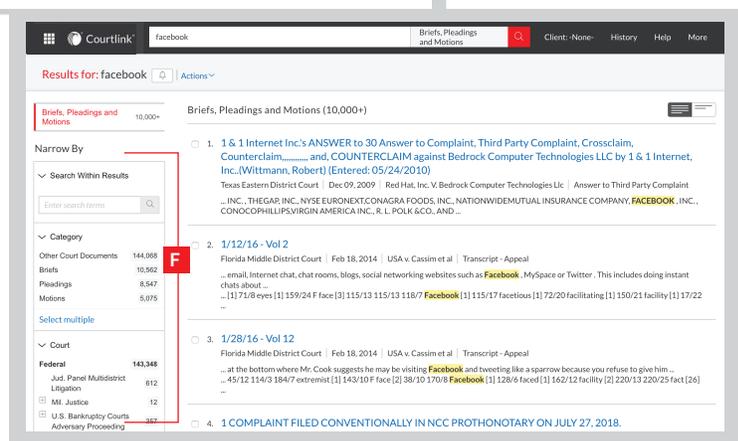
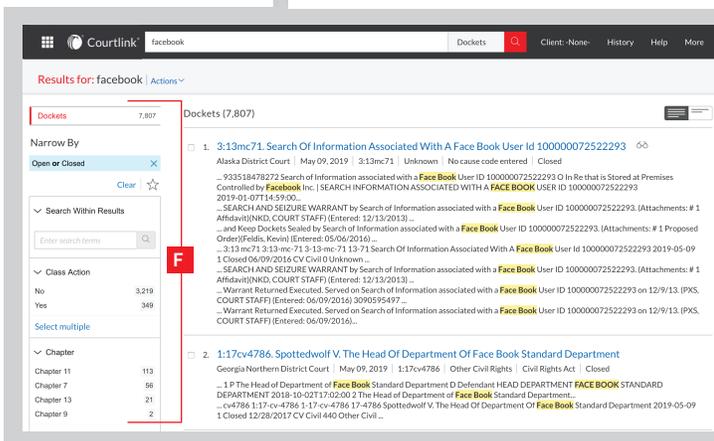
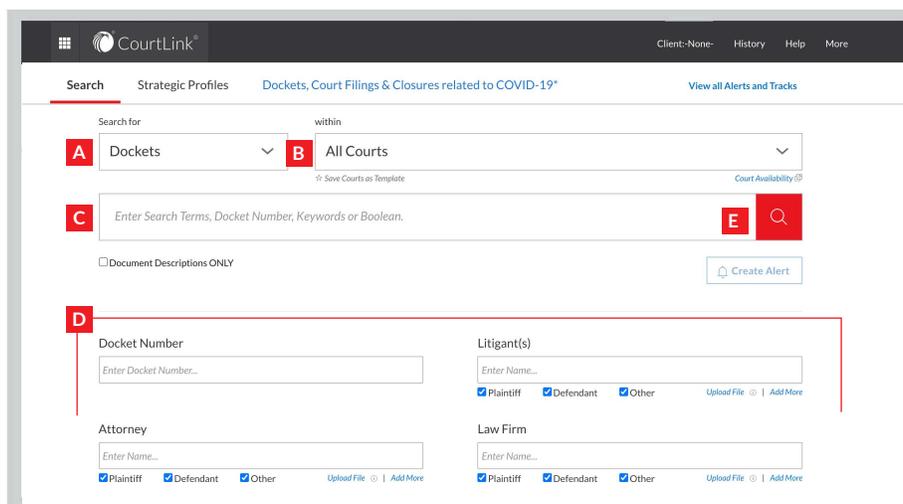
The screenshot shows the Lexis CourtLink search interface. At the top, a navigation bar contains a grid icon (A), the CourtLink logo (B), and a client switcher (C) set to 'Client:None-'. To the right are links for History (D), Help (E), and More (F). Below the navigation bar, a search bar (G) is active, showing 'Dockets' in the 'Search for' dropdown and 'All Courts' in the 'within' dropdown. A search input field contains the placeholder text 'Enter Search Terms, Docket Number, Keywords or Boolean.' and a search button (I). Below the search bar, there are checkboxes for 'Document Descriptions ONLY' and a 'Create Alert' button (K). The main content area is divided into four sections: 'Docket Number' with an input field 'Enter Docket Number...', 'Litigant(s)' with an input field 'Enter Name...' and radio buttons for 'Plaintiff', 'Defendant', and 'Other', 'Attorney' with an input field 'Enter Name...', and 'Law Firm' with an input field 'Enter Name...' and radio buttons for 'Plaintiff', 'Defendant', and 'Other'. Each of these sections has an 'Upload File' button and an 'Add More' link. A 'Court Availability' link (J) is also visible near the search bar.

Searching Court Dockets and Documents: CourtLink Search

With the superior search capabilities and flexible options of CourtLink, you can search across the full text of more than 226 million federal and state court dockets and documents in a single search.

Then, you can use powerful post-search filters to quickly refine your search and find the information you need.

- A. Select the content you want to search.
- B. Select the court(s) you want to run the search in.
- C. Enter your search terms in the search box; OR
- D. Select alternate search criteria.
- E. Click the magnifying glass icon.
- F. Refine your results using post-search filters.

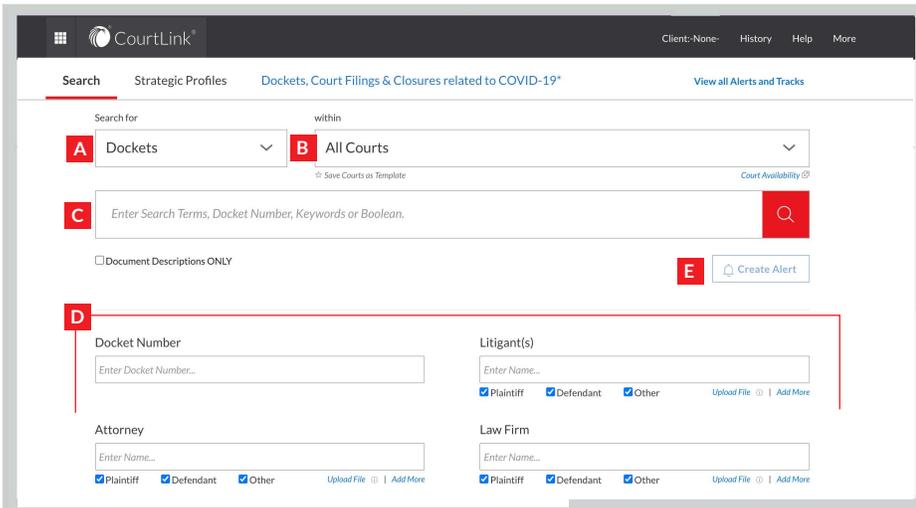


Staying on Top of New Litigation: CourtLink Alerts

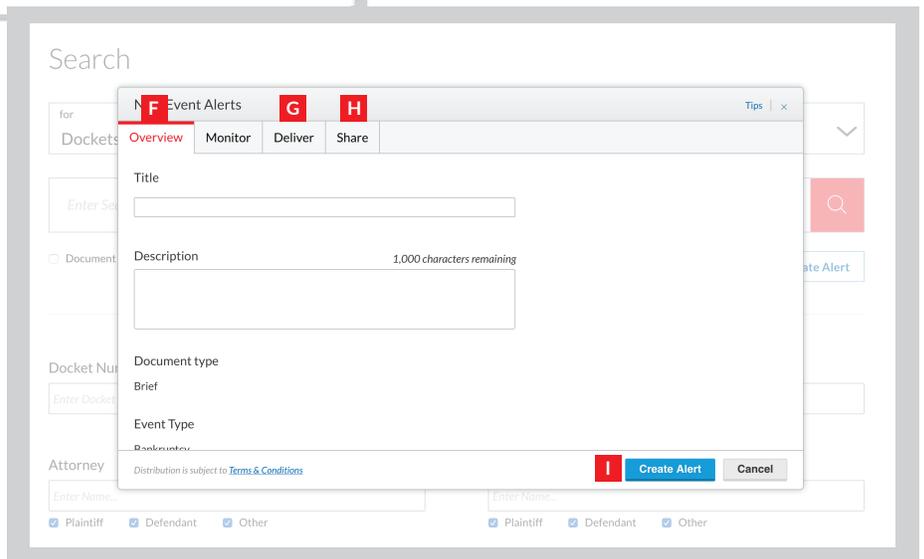
With CourtLink, you have access to the broadest alert options available on the market, including new event alerts, defense counsel alerts, bankruptcy creditor alerts, patent number alerts, hourly alerts and more.

Staying on top of cases and filings pertinent to you--involving stakeholders or clients, prospective clients, competitors, possible business partners, a particular judge or attorney, or a certain nature of suit--has never been so simple.

- A. Select what you are searching for.
- B. Select the court(s) you want to run the search in.
- C. Enter your search terms in the search box; OR
- D. Select alternate search criteria.
- E. Click Create Alert to open the Alerts panel.
- F. Fill in Overview information.
- G. Choose delivery frequency and options.
- H. Decide if you want to share this alert.
- I. Click Create Alert.



The screenshot shows the CourtLink Search interface. At the top, there are navigation tabs: Search, Strategic Profiles, Dockets, Court Filings & Closures related to COVID-19*, and View all Alerts and Tracks. The Search section is active. It features a search box with a dropdown menu for 'Search for' (set to 'Dockets') and a dropdown for 'within' (set to 'All Courts'). Below this is a search input field with a search button. A 'Create Alert' button is visible. Below the search box, there are several input fields for 'Docket Number', 'Litigant(s)', 'Attorney', and 'Law Firm', each with a dropdown menu and radio buttons for 'Plaintiff', 'Defendant', and 'Other'. There are also 'Upload File' and 'Add More' options for each field.

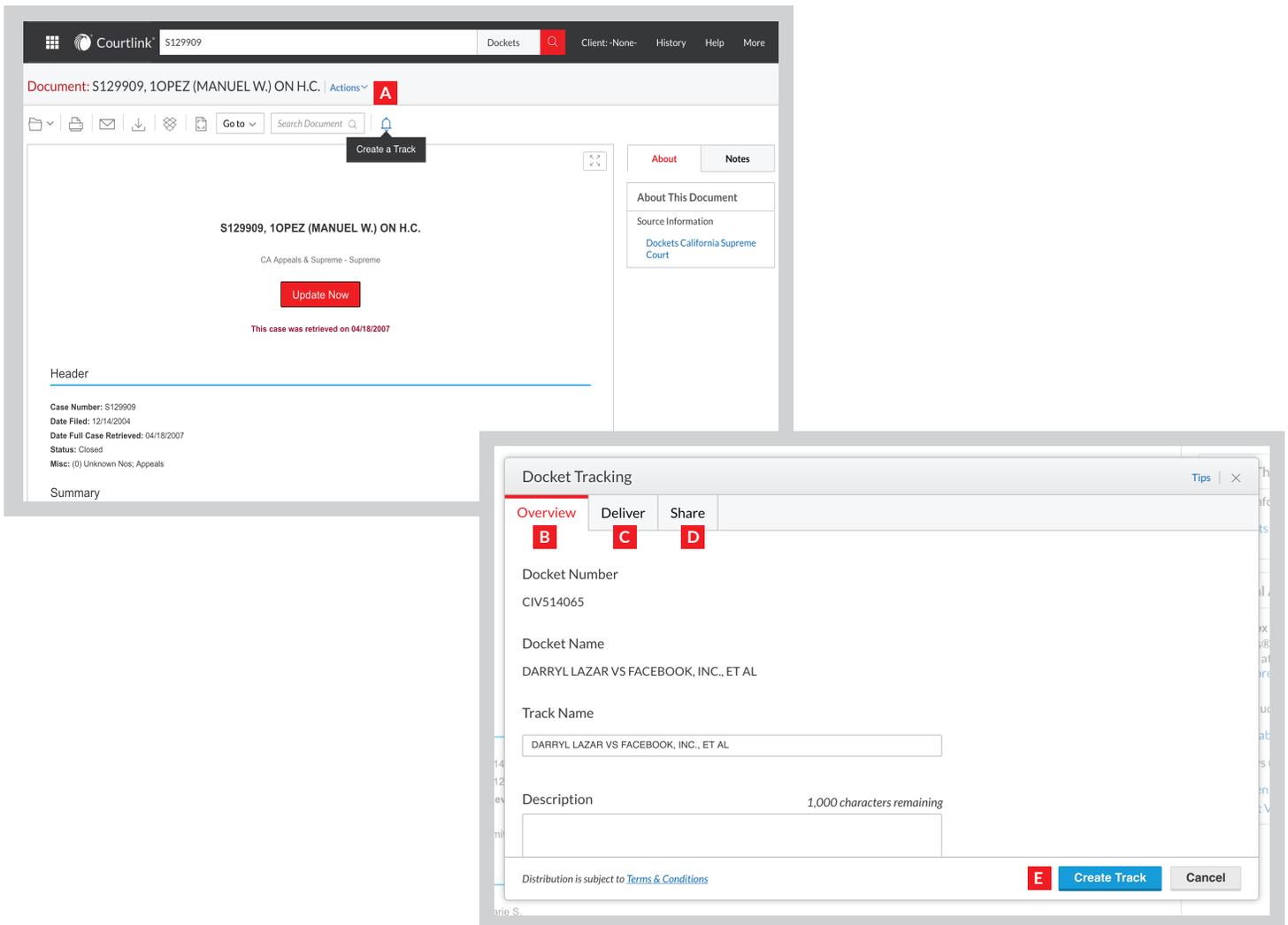


The screenshot shows the 'Event Alerts' configuration panel. It has a title bar with 'Event Alerts' and a 'Tips' button. Below the title bar are tabs: Overview, Monitor, Deliver, and Share. The 'Overview' tab is selected. The panel contains several input fields: 'Title', 'Description' (with a '1,000 characters remaining' indicator), 'Document type' (with a dropdown menu set to 'Brief'), and 'Event Type' (with a dropdown menu set to 'Bankruptcy'). At the bottom, there is a 'Create Alert' button and a 'Cancel' button. The background shows the same search interface as the previous screenshot.

Monitoring Ongoing Cases: CourtLink Tracks

Create a CourtLink Track to receive notifications any time there is a new development in existing litigation. Whether it is your case, another case that may affect your firm or organization, or simply a case of interest, the CourtLink service will keep you up to date on the latest developments so you can more efficiently manage your daily workflow.

- A. When viewing a docket or document, click Create a Track to open the Docket Tracking panel.
- B. Fill in Overview information.
- C. Choose delivery frequency and options.
- D. Decide if you want to share this track.
- E. Click Create Track.



The screenshot displays the Lexis CourtLink interface. The main window shows a document titled "S129909, 1OPEZ (MANUEL W.) ON H.C." with a search bar and navigation options. A red box labeled 'A' highlights the "Create a Track" button in the top right corner of the document page.

The "Docket Tracking" modal window is open, showing the following fields and options:

- Overview** (selected), **Deliver**, **Share**
- B** (red box) next to the Overview tab
- C** (red box) next to the Deliver tab
- D** (red box) next to the Share tab
- Docket Number: CIV514065
- Docket Name: DARRYL LAZAR VS FACEBOOK, INC., ET AL
- Track Name: DARRYL LAZAR VS FACEBOOK, INC., ET AL
- Description: 1,000 characters remaining
- Footer: Distribution is subject to [Terms & Conditions](#)
- E** (red box) next to the **Create Track** button
- Cancel** button

Uncovering Business Opportunities: CourtLink® Strategic Profiles

CourtLink Strategic Profiles help you gain insight into a specific entity by searching the most in-depth historical civil online database of court records, covering up to 29 years of cases, to pinpoint relevant information in an easy-to-read strategic profile featuring 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.

Court Strategic Profiles

Pull a historical overview of the types of cases that have been filed in a specific court. Simply select a court from a drop-down list and specifically target up to 3 Nature of Suit categories or elect to look at all case types. Use this report to analyze litigation trends on a court-by-court basis.

Judicial Strategic Profiles

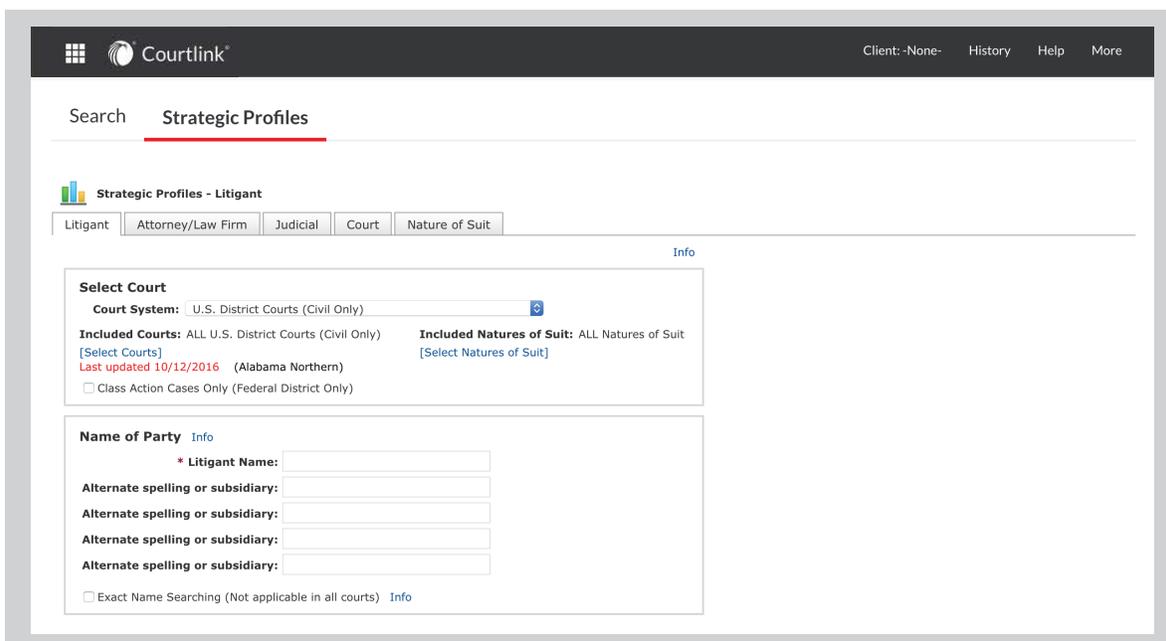
Uncover a judge's experience in a case type. Drill down into attorneys who have argued the case type in front of the judge in the past. View dockets and order motions, pleadings, etc., to see the legal tactics the judge found compelling.

Attorney Strategic Profiles

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

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.



The screenshot displays the CourtLink Strategic Profiles interface. At the top, there is a search bar and navigation links for Client, History, Help, and More. The main section is titled "Strategic Profiles" and includes a sub-section for "Strategic Profiles - Litigant". Below this, there are tabs for "Litigant", "Attorney/Law Firm", "Judicial", "Court", and "Nature of Suit". The "Litigant" tab is active. The interface includes a "Select Court" section with a dropdown menu for "Court System" (currently set to "U.S. District Courts (Civil Only)"), "Included Courts" (ALL U.S. District Courts (Civil Only)), and "Included Natures of Suit" (ALL Natures of Suit). There is also a checkbox for "Class Action Cases Only (Federal District Only)". Below this is the "Name of Party" section, which includes a required field for "Litigant Name" and three optional fields for "Alternate spelling or subsidiary". At the bottom, there is a checkbox for "Exact Name Searching (Not applicable in all courts)".

■ Access on the Go

Stay up to date on key litigation activities using Lexis CourtLink when you are on the go. With the responsive design of Lexis and the Lexis app, you can now set up and access the CourtLink service and CourtLink Alerts and Tracks from your computer, Apple® iPhone®, iPad® or Android™ mobile device.

■ Additional Resources

For more in-depth articles on CourtLink, please visit our in-product help files, accessible in the top right corner.

Talk to a LexisNexis® customer support representative—live support virtually 24/7
888-311-1966

Training
800-227-9597 ext. 1252111

For more details go to
lexisnexis.com/courtlink

