The Basics of Searching on LexisNexis®

Create a Custom ID

Create your own easy-to-remember ID:
1. Go to www.lexisnexis.com/lawschool/register
2. Type your Activation Code in the open field and click Next.
3. Complete all required fields on the Custom ID/Registration form.
4. Click Submit.

About your LexisNexis Activation Code

Your assigned LexisNexis Activation Code must be registered upon receipt. To register, go to http://lexisnexis.com/lawschool/register/
As part of registration, you must create a Custom ID and Password. The Custom ID/Password you create will be used to sign on to the LexisNexis services throughout your law school career (unless you change it).

Manage your Custom ID

Use the Custom ID Manager to make any changes to your Custom ID and/or Password.
To access the Custom ID Manager:
1. Go to www.lexisnexis.com/lawschool
2. Click the Change link in the Student and Faculty Sign On box.
3. Make appropriate selections and/or complete the form required to make the desired change to your ID.

If you lose or cannot remember your Custom ID or password, contact Customer Support at 1-800-455-3947 (1-800-45-LEXIS).
You can update your registration (for change of address, name, e-mail, etc.) at any time by returning to http://lexisnexis.com/lawschool/register
Sign on to LexisNexis
1. Go to www.lexisnexis.com/lawschool
2. Enter your Custom ID and Password in the Student and Faculty Sign On box.
3. Click the to submit.
4. Click Go to the Total Research System located above Common Research Tasks.
   OR
   Click the Research System tab in the upper left corner of the Law School Home Page.

Get easy access to common research tasks from your home page
Now, as an alternative to signing on to the LexisNexis® Total Research System, use the new research components at your Law School Home Page. You have convenient access to an easy-to-use search template for all of your most frequently performed legal research tasks.

1. Go to www.lexisnexis.com/lawschool
2. Enter your Custom ID and Password in the Student and Faculty Sign On box.
3. Click the to submit.

At the displayed search template,
A Get individual, full-text legal documents with Get a Document using the citation or the party name(s), or get LexisNexis® Case Briefs.
B Shepardize® legal documents to find more documents or validate your legal authorities.
C Choose to search selected sources from the LexisNexis services—including federal and state case law, news and Martindale-Hubbell®
D Use LexisNexis Get & Print to retrieve and print multiple legal documents when you know the documents’ citations.
Retrieve Documents

Get a case brief when you have the citation

Use LexisNexis Case Brief to quickly prepare for class. You’ll get an easy-to-read, accurate and succinct statement of a case that relies on LexisNexis® Case Summaries and LexisNexis® Headnotes and includes all the information you need to be fully prepared.

1. Click the Get a Document tab.
2. Click the Citation tab.
3. Type your citation in the open field.
4. Click the radio button for Case Brief.
5. Click Get

Get the full text of a case, statute or law review article when you have the citation

1. Click the Get a Document tab.
2. Click the Citation tab.
3. Type your citation in the open field.
4. Click the radio button for Full Text.
5. Click Get

Get the full text of a case when you have the party name

1. Click the Get a Document tab.
2. Click the Party Name tab.
3. Type the party name(s) in the open field(s).
4. Choose the jurisdiction, if known, or accept the default setting.
5. Click Search

Get multiple legal documents when you have the citations

LexisNexis Get & Print is a fast and easy way to retrieve and/or Shepardize, as well as deliver multiple citations simultaneously.

To use Get & Print:
1. Type your citations, separating each citation with a hard return or semicolon.
2. Choose the desired service(s), e.g., Full Text, Case Brief, and/or Shepard’s®.
3. Choose a delivery method, e.g., printer, download, or e-mail.
4. Click Get

You can access Get & Print from the following places on LexisNexis:
- Get a Document Tab
- Shepard’s tab
- Law School Home Page
- www.lexis.com/getandprint
Use Natural Language to search for documents

Natural Language lets you type your search request as you might describe a research issue to another person. To add synonyms, word variations, and other terms or phrases to your search request, click “Suggest Terms for My Search” on the Search Terms template. For words to be considered a phrase, enclose these words in quotation marks, and separate phrases with commas.

1. Click the Search tab.
2. At the Legal tab, click a jurisdiction (e.g., Federal & State Cases, Combined).
3. Type your search terms in the open field.
4. Click the Natural Language radio button.
5. Click Search

Search for law review articles

With more than 700 U.S. law reviews and journals, LexisNexis has an impressively comprehensive online collection.

If you have the citation for a law review article, you can use the Get a Document by Citation feature to retrieve the full text of the article. However, if you have other information about a law review article or articles, you can develop a Terms and Connectors search request to retrieve the article(s).

1. Select the source, e.g., Legal > Secondary Legal > Law Reviews & Journals > U.S. Law Reviews and Journals, Combined
2. Click the Terms and Connectors radio button.
3. Type your search terms in the open field, e.g., fourth amendment /15 challeng! /5 dna
4. Click Search
Narrow search results with the FOCUS™ feature

Use the FOCUS feature to narrow your search results after performing your initial search. A FOCUS search finds documents within your initial results that contain the FOCUS terms you specify. You can perform a FOCUS search on:

- The entire list of results from your original search
- Only selected documents of your choosing within your original results set

To perform a FOCUS search on all documents:
1. Type new terms or revise your original terms in the FOCUS Terms box (a.k.a. “the buddy box”) located at the top of the search results page.
2. Verify that “All Documents” is selected in the Search Within drop-down list.
3. Click Go (Only your FOCUS terms display as bold type in the text).

To perform a FOCUS search on selected documents:
1. Review your results and click the checkboxes beside the documents that you want to include in your FOCUS search.
   Note: If your search returns only one document, no checkbox will appear.
2. Type new terms or revise your original terms in the FOCUS Terms box (a.k.a. “the buddy box”) located at the top of the search results page.
3. Verify that “Selected Documents” is selected in the Search Within drop-down list.
4. Click Go. (Only your FOCUS terms display as bold type in the text).

If the FOCUS Terms box does not display at the top of the search results page, but the FOCUS link does:
- Click the FOCUS link to access the FOCUS search form
- Type new terms or revise your original terms in the FOCUS Terms field
- Under Search Within, be sure the radio button is next to the desired choice (e.g., All Documents or Selected Documents)
- Click FOCUS™

Use Terms and Connectors when creating a FOCUS search.

To exit a FOCUS search and return to your original search results, click the (Exit FOCUS) link displayed after your FOCUS search terms at the top of the FOCUS results page.

Click the checkboxes beside the documents that you want to include in your FOCUS search.
Find more relevant documents

Once you have one document that successfully reflects your issue, you have several research tools that will help you find more on-point documents:

- **More Like Selected Text** finds documents containing similar language patterns to the text you have highlighted within your document
- **More Like This Headnote** finds cases that have the same headnote as the one you have selected.
- **More Like This** finds similar on-point documents and makes it easier to get precise results
- **Shepard's Citations Service** finds precedent and leads you to other cases, statutes, agency materials, treatises and law review articles that discuss the legal issues of interest to you

Find more using

**More Like Selected Text**

1. While viewing your document, **highlight the text of interest**.
2. Click **More Like Selected Text**, located at the top of the document you are viewing.
3. The **More Like Selected Text** form appears with the highlighted text.
4. Select your source from the drop-down menu in the **Recently Used** sources field.
   
   **Note:** If the source you want to search is not included in the **Recently Used** sources drop-down list, click **more sources** and select it from the main source selection hierarchy.
5. Click **Search**

Find more using

**More Like This Headnote**

1. While viewing the headnotes of your document, click **More Like This Headnote**.
2. Select a **jurisdiction** and a date restriction if desired.
3. Click **Search**

**More Like This Headnote** is an effective way to expand your research results once you find an on-point headnote. More Like This Headnote will only retrieve additional documents which contain that headnote.
Find more using More Like This

1. While viewing an on-point document, click the More Like This link at the top of the document.
2. Complete the form.

3. Click Search

Find more using Shepard's Citations Service

While viewing your case, click the Shepard's Signal™ indicator or the Shepardize link.

The Shepard's Summary highlights the number of courts and other sources that have cited to the item Shepardized™ in parentheses and the type of analysis it has received. To clear the summary report from your screen, click Hide Summary.

Note: Shepard's Lower Navigation Bar is integrated with the Shepard's Summary. Each analysis phrase and listed source category is hyperlinked to the first occurrence in the report. Click the icon in the lower right corner of the Navigation Bar to advance to subsequent occurrences of the chosen item.

You can also access Shepard's Citations Service by going to the Shepard's tab at the top of the screen

1. Click the Shepard's tab.
2. Type your citation in the open field.
3. Click Shepard's for Research (FULL) radio button. This will provide you with the most comprehensive Shepard's results.
4. Click Check

For more information on the Shepard's Citations Service, click on the Shepard's Citations Service link under the Understanding LexisNexis heading at the Reference Literature page.
Print and other document delivery options

You have several options for quick and easy delivery of your research results. Printing and other document delivery options are displayed in the upper right corner of the screen:

Fast Print

Fast Print enables you to print your documents in one quick step. After setting your preferences the first time by clicking Fast Print, click Fast Print to deliver subsequent requests using these previously set preferences. Change your printing preferences for Fast Print at any time by clicking Preferences in the upper right navigation bar.

Print delivery

You have three options for printing your search results:

Print using a dedicated LexisNexis printer or an attached printer

1. Click Print on any search results page.
2. Select the format or printer for delivery from the drop-down menu.
3. Click Print.

Customize the appearance of your results by selecting from a variety of print options including font choices; dual-column printing; use of bold, italics and underlining; page breaks; and more.

Print and save using your Internet browser

If you do not have a dedicated LexisNexis printer, use your browser’s print and save function (normally under the File menu) to print and save your documents for later use.

Print and save using Text Only

To print the text of your documents without the navigation bars, graphics or options on the screen, click Text Only on the top right corner of the screen. To undo the Text Only view, click the Back button.

Tip for Better Print Results

Tag documents for simultaneous delivery

While viewing your cite list of documents, click the checkbox next to the documents you want to print simultaneously. When you are ready to print them all, click Print at the top of the screen and complete the template.

Print only the pages you want

The Star Pagination Printing Option allows you to print selected pages in any document that has online page numbers.

1. Click to check the box for Selected Pages.
2. Select the desired reporter from the drop-down list.
3. Enter desired page(s) or range of pages.
4. Complete the Print Documents template.
5. Click Print.
Print only the segments of text you want

In the printing template, specify the segments of text you want to print.

1. Under Document View, select **Custom**.
2. Click **Edit**.
3. Choose the document segments you wish to print and click **OK**.
4. Complete the Print Documents template.
5. Click **Print**.

**Download delivery**

You can download documents in your search results and save them in Word, WordPerfect®, Adobe®, Rich Text Format, and text-only formats.

1. Click **Download**.
2. Complete the **Download Documents** template by selecting the desired document view and range as well as the page and font options.
3. Click **Download**.
4. Follow the instructions in the **Ready to Download** box to Open/Save your file.

Note: If you selected multiple documents to download, all documents will be included in the single file named in the link in the **Ready to Download** box.

Printing and other Document Delivery Options are subject to Terms and Conditions which are available at www.lexisnexis.com/terms.

**Fax or E-Mail delivery**

To fax or e-mail documents in your search results to yourself or others, click **Fax** or **E-Mail** on any search results page. Specify the documents you want and the format, include the delivery information and click **Send**.

For e-mail delivery, you can enter a maximum of three e-mail addresses separated by commas or spaces.
View History

Manage your research projects and assignments more effectively with the History feature. To print your search history, use your browser’s print functionality. Click View Printable History to print your history without the navigation bars, graphics or options.

* Today's Results automatically stores both your searches and results until 2 a.m. of the date after the search is run.

* Archived Results automatically stores your searches for 30 days.

Searches under either the Today's Results tab or the Archived Activity tab can be sorted chronologically, reverse chronologically, or by Client ID (session identifier).

Sign Off

You can end your research session in two ways:

1. Click the x in the corner of your screen to close LexisNexis and your browser.
2. Click the Sign-Off tab at the top of the Law School Home page. You will receive confirmation that you have successfully been disconnected from the LexisNexis services as well as the Law School Home Page, with a link to return to the Law School Home Page if you wish to sign on again.
Advanced Research on LexisNexis

Topical research with Lexis® Search Advisor

Lexis Search Advisor lets you refine the scope of your research before conducting more specific search requests. Based on a classification system of 43 legal topics and approximately 400,000 sub-topics, Lexis Search Advisor helps you quickly retrieve relevant information from case law, secondary sources and legal news.

Lexis Search Advisor automatically remembers your recent topical research—making it easy to pick up your research right where you left off.

There are two ways to use Lexis Search Advisor. Both deliver targeted research results, but each is tailored to the specific information you have when you start your research.

If you have... Use...

Facts of the case, rules of law, terms of art, or specific words Option 1: Find a legal topic

An area-of-law concept or issue Option 2: Explore legal topics

Find cases and secondary sources on a legal issue

1. Click the Search Advisor tab.
2. For Option 1, type key words in the open field, click Find and click the topic that is the closest match. For Option 2, click to select the relevant topic and subtopics.
3. For cases, click the Cases tab, select a jurisdiction from the drop-down menu on the template, and click Go to retrieve all headnotes and additional cases on the topic or you can enter a search request and click

   You can also search within the cases on a topic by entering your own search terms using a Natural Language search request.
   1. Click the Natural Language radio button.
   2. Type invasion of privacy in the open field.
   3. Click the Suggest Terms for My Search link and click on a term to select and add it to your search request.
   4. Click Search.

4. For Analytical Materials, click the Analytical Materials tab and link to selected sources.

Note: The 3,000 document limit applies to Lexis Search Advisor answer sets as well.
Advanced searching with the Search Function

Select a source using the Source Selection options

The Search Sources screen displays by default after you sign on to the LexisNexis services. There are three methods from which to choose when selecting a source for your research:

- **Recently Used Sources**
  - This source selection option enables you to quickly find familiar sources that you use frequently. The drop-down menu provides a listing of previously selected sources. Click **Edit Sources** to remove sources from this list. Click the checkboxes next to sources that you want to keep on the list and then click **Set**.

- **Look for a Source**
  - Select a source by clicking from folder to folder in the intuitive hierarchy of sources. For example, to view all federal sources, click the **Federal Legal – U.S.** link from the **Legal** tab. Then continue to click through the source hierarchy by selecting more specific sources until you have the source you want to search in. To retrace your steps, click the source trail underneath the source tabs.

  *Note: For details on combining multiple sources in a single search, refer to the **Combined Search** information section.*

- **Look for a Source – Find a Source tab**
  - Enter the name of the source you want to find in the open text box. To view an alphabetical list, simply click the first letter of that source name.

When viewing the text of a case, click the icon to retrieve all headnotes and additional cases pertinent to the issue discussed in that headnote.

Be sure to click the **Match terms in long names** radio button when searching for the formal name of the source. The short name is the LexisNexis abbreviated name for the source (e.g., genfed, cfr, nyt or compny).
**Formulate a search: Search Terms**

Once you have selected a source, you can now enter your search. A search is composed of one or more relevant terms (or words) that are linked together using connectors.

<table>
<thead>
<tr>
<th>About Search Terms</th>
<th>Example:</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is term or word?</td>
<td>§1999 is one word</td>
</tr>
<tr>
<td></td>
<td>§ 1999 is two words because there is a space in between the § and the number</td>
</tr>
<tr>
<td>Hyphenated words</td>
<td>No-strike is two words</td>
</tr>
<tr>
<td></td>
<td>No strike is two words</td>
</tr>
<tr>
<td>Singular, plural and possessive forms</td>
<td>Writ retrieves writ, writs, writ's and writs'</td>
</tr>
<tr>
<td></td>
<td>Child will retrieve child's but not children or children's</td>
</tr>
<tr>
<td></td>
<td>See note on exclamation point for tips to retrieve irregular plurals</td>
</tr>
<tr>
<td></td>
<td>Plural(bridge) only finds bridges</td>
</tr>
<tr>
<td></td>
<td>Singular(aid) only finds aid</td>
</tr>
<tr>
<td>Equivalent words</td>
<td>Cal also finds California, Calif., cal and CA</td>
</tr>
<tr>
<td>Section symbols (§)</td>
<td>To search for section 305, type: @305 or @ 305</td>
</tr>
<tr>
<td>Words that cannot be found</td>
<td>is, of, the, and, are, but, my, his, her</td>
</tr>
</tbody>
</table>

A term or word is a single character or a group of characters (letters or numbers) with a space on either side.

A hyphen is read as a space so a hyphenated word is read as two words.

Any form of a noun will **automatically** retrieve all other forms of the noun as long as the noun has a regular plural ending (s, es, ies).

Nouns with irregular plural endings will not automatically be retrieved.

To find only plural or singular forms of a word, use the command **plural** or **singular**.

Some equivalent words and abbreviations are found automatically. Common equivalents include state names and postal code abbreviations.

@ can be used in place of the § if your keyboard does not have this symbol.

For best results when searching for a code section, enter your section number with a space and without a space between the number and the section symbol.

Common words that occur frequently are called **noise words** and are impractical to search. Including them in your search will not affect the search as they will be ignored.
<table>
<thead>
<tr>
<th>About Search Terms</th>
<th>Example:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital letters</td>
<td>LexisNexis is not case sensitive.</td>
</tr>
<tr>
<td></td>
<td>To specify capital letters or lowercase letters, use one of three special searches.</td>
</tr>
<tr>
<td></td>
<td>caps(aids) will find Aids, Aid</td>
</tr>
<tr>
<td></td>
<td>allcaps(aids) will find AIDS</td>
</tr>
<tr>
<td></td>
<td>nocaps(aids) will find aids</td>
</tr>
<tr>
<td>Find variations of a word</td>
<td>The <strong>exclamation point</strong> will add a wide variety of endings to word. It must be added to the end of a root word.</td>
</tr>
<tr>
<td></td>
<td>child! will find child, child’s, children, children’s, childish</td>
</tr>
<tr>
<td></td>
<td>litigat! will find litigate, litigating, litigation, litigating, litigated</td>
</tr>
<tr>
<td></td>
<td>acqui! will find acquire, acquiring, acquired, acquisition</td>
</tr>
<tr>
<td>Replace a single letter in a word</td>
<td>An <strong>asterisk</strong> can be used to replace a single letter* in a word. Use an asterisk:</td>
</tr>
<tr>
<td></td>
<td>* When you are unsure how a word is spelled</td>
</tr>
<tr>
<td></td>
<td>* If there are variations in the way a word is spelled</td>
</tr>
<tr>
<td></td>
<td>* When you want to limit the number of letters added to the end of a word</td>
</tr>
<tr>
<td></td>
<td>More than one asterisk can be used in a word or at the end of a word.</td>
</tr>
<tr>
<td></td>
<td>† You cannot replace the first letter of a word.</td>
</tr>
<tr>
<td></td>
<td>wilb*r will find wilbur, wilber</td>
</tr>
<tr>
<td></td>
<td>wom*n will find woman, women</td>
</tr>
<tr>
<td></td>
<td>bank** will find bank, banks, banker, banked</td>
</tr>
<tr>
<td>Find multiple occurrences of a word phrase in a document</td>
<td>The <strong>ATLEAST</strong> command lets you specify the minimum number of times a word or phrase must occur in a document.</td>
</tr>
<tr>
<td></td>
<td>You can specify between 1 and 255 occurrences.</td>
</tr>
<tr>
<td></td>
<td>atleast20(negligence)</td>
</tr>
<tr>
<td></td>
<td>atleast5(mutual fund)</td>
</tr>
</tbody>
</table>
**Formulate a search: Connectors**

Connectors establish a logical relationship between terms and phrases. LexisNexis uses connectors to articulate the relationship you wish to establish between your search terms. It then searches for documents that match that relationship. It does not search for the connector word itself.

<table>
<thead>
<tr>
<th>Connector</th>
<th>Function</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>or</strong></td>
<td>Finds all or any of the listed words. Can be used for synonyms, antonyms, alternative words or spellings.</td>
<td>doctor or physician</td>
</tr>
<tr>
<td></td>
<td>environmental protection agency or epa</td>
<td>regulat! or deregulat!</td>
</tr>
<tr>
<td><strong>and</strong></td>
<td>Finds words or phrases that all must appear somewhere in the same document.</td>
<td>bank and deregulat!</td>
</tr>
<tr>
<td><strong>/p</strong></td>
<td>Finds words or phrases in the same paragraph.</td>
<td>rule 11 /p sanction</td>
</tr>
<tr>
<td><strong>/s</strong></td>
<td>Finds words or phrases in the same sentence.</td>
<td>circumstances /s mitigat!</td>
</tr>
<tr>
<td><strong>/n</strong></td>
<td>Lets you to specify the maximum number of words that can separate your search terms or phrases. n is a number from 1 to 255 words.</td>
<td>market /5 share will find market share as well as share of the market</td>
</tr>
<tr>
<td><strong>pre/n</strong></td>
<td>Finds two words or phrases where the first word precedes the second one within the maximum specified number of words. n is a number from 1 to 255 words.</td>
<td>cable pre/3 television will find cable television and cable TV but not television cable</td>
</tr>
<tr>
<td><strong>not /n</strong></td>
<td>Finds two words or phrases in the same document but the second word cannot be within the specified number of words of the first word. This is a useful connector when you are trying to exclude certain word combinations. n is a number from 1 to 255 words.</td>
<td>rico not/5 puerto will find at least one instance of rico without Puerto however Puerto Rico can also be in the same document</td>
</tr>
<tr>
<td><strong>and not</strong></td>
<td>Excludes words and phrases that follow it in the search request. Use and not judiciously as it eliminates words that appear after it and can change the intent of a search.</td>
<td>trust and not charitable will find trust but not documents with the word charitable</td>
</tr>
</tbody>
</table>
How Connectors are read in a search

Connectors are read by LexisNexis in the following order of priority:
1. or
2. /n, pre/n, not /n
3. /s
4. /p
5. and
6. and not

\( n = \text{any number from 1 – 255} \)

If you use two or more of the same connector, they are read in a left to right order.

If you have multiple occurrences of /n, pre/n or not/n, you are read from smallest number to largest number.

Example: filing pre/5 bankrupt! /25 discharg! and student or college or education /5 loan and not destitute

1. or has the highest priority. It is read first and will find student, college or education.
2. pre/5 is read next as it’s the smallest number connector and is the first one of that value found, when reading left to right. It will find filing within 5 words before any form of the word bankrupt!
3. /5 is read next as it's the smallest number connector and is the second connector of that value found when reading from left to right. It will find loan within 5 words of student or college or education.
4. /25 is read next as the last number connector and finds any form of the word bankrupt! within 25 words of any form of the word discharg!
5. and is read next and requires that filing pre/5 bankrupt! /25 discharg! is found in the same document as student or college or education /5 loan.
6. and not is the last connector read and it excludes any documents that have the word destitute anywhere in them.

Find specific information using segments

Segments are divisions or sections within a document. For example, a case-law decision contains segments such as name, date, court, opinion, and judge while a newspaper article contains segments such as headline, dateline, and byline.
Segments can help you narrow your research by retrieving documents with relevant information in specified areas of the documents. Segments can be used in an initial search as well as added to a FOCUS search. Segments are not available when you use Natural Language to formulate a search.

1. Select a source.
2. In the Enter Search Terms template, under Restrict by Segment, click the drop-down arrow next to Select a Segment to view/select segments.
3. Select the segment that you want to use.
4. Type your search terms in the open field next to the segment.
5. Click Add to add the segment and term(s) to the search request.

Narrow your search by date

You can restrict your search by date in your original search or as part of a FOCUS search. This is an effective research option when you need to narrow your research results or if your research has a defined time frame.

1. Select a source.
2. Enter your search terms in the open field.
3. Under Restrict by Date, select the appropriate date range from the drop-down list OR select From and To and enter your own date range in the open fields.

In addition to using the date restrictions template, you can choose to type the date directly into your search using the date examples below as a guide.

<table>
<thead>
<tr>
<th>Example</th>
<th>Date Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Find documents from an entire year.</td>
<td>date is 1996</td>
</tr>
<tr>
<td>Find documents from a certain month and year.</td>
<td>date aft 12/15/00</td>
</tr>
<tr>
<td>Find documents after a certain date.</td>
<td>date aft 8/1/1998</td>
</tr>
<tr>
<td>Find documents before a certain date.</td>
<td>date bef August 1992</td>
</tr>
<tr>
<td>Find documents within a specific window of time.</td>
<td>date bef 1995 and date aft 1992</td>
</tr>
</tbody>
</table>

In addition to using the segments template, if you know the segment you wish to use, you can type the appropriate segment directly into your search. In the open search field, type the segment name followed by your search terms inside parentheses (e.g., court(second circuit)).

When adding segments to other search terms be sure to use the and connector (e.g., personal /5 liability and date aft 2000).
**View and browse your search results**

The following view and browse options are available to you after retrieving your results.

<table>
<thead>
<tr>
<th>Cite</th>
<th>Lists bibliographic information for each document retrieved.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Printing from the cite list is quick and easy. Simply click in the checkboxes next to the cases you want to print and then click <strong>Print</strong>.</td>
</tr>
<tr>
<td></td>
<td>Evaluate the relevancy of each resulting document more quickly by expanding your CITE list to include the case overview and core terms:</td>
</tr>
<tr>
<td></td>
<td>1. Click <strong>Preferences</strong> in the upper right corner of the page.</td>
</tr>
<tr>
<td></td>
<td>2. Locate the heading for <strong>Case Law Display</strong>.</td>
</tr>
<tr>
<td></td>
<td>3. Select the checkboxes for <strong>Show Cite List Overviews</strong> and <strong>Show Core Terms</strong>.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LexisNexis® Case Summaries</th>
<th>A concise, targeted synopsis of your case. Each case summary has three parts:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procedural Posture</td>
<td>describes the case’s procedural history or how the case arrived at the court.</td>
</tr>
<tr>
<td>Overview</td>
<td>provides a brief review of the court’s holding on the legal issues raised.</td>
</tr>
<tr>
<td>Outcome</td>
<td>reviews the procedural disposition of the case.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FOCUS</th>
<th>Narrows your research results without changing your original search request. There is no limit to the number of times you can FOCUS within your search results.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. Click <strong>FOCUS</strong> at the center of the screen while viewing results.*</td>
</tr>
<tr>
<td></td>
<td>2. Enter your Terms and Connectors search in the FOCUS Terms field.</td>
</tr>
<tr>
<td></td>
<td>3. Click <strong>FOCUS</strong>.</td>
</tr>
<tr>
<td></td>
<td>4. Click <strong>Exit FOCUS</strong> to return to your original search results.</td>
</tr>
</tbody>
</table>

*If you have a FOCUS Terms box at the top of your search results screen, simply enter your FOCUS terms in the box, choose to Search Within **All Documents** and click **GO**.

For information on using FOCUS with Combined Search, refer to the Combined Search section.

<table>
<thead>
<tr>
<th>Full</th>
<th>Full text of document</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>KWIC™</th>
<th><strong>Key Words In Context</strong> provides a window of 25 words on either side of your search terms. This enables you to see how your search terms were used.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>You can change the size of the KWIC text window:</td>
</tr>
<tr>
<td></td>
<td>1. Click <strong>KWIC</strong>.</td>
</tr>
<tr>
<td></td>
<td>2. Click <strong>KWIC +25</strong>.</td>
</tr>
<tr>
<td></td>
<td>3. In the open field, type in the number of words that you’d like to see on either side of your search terms (from 1 – 255).</td>
</tr>
<tr>
<td></td>
<td>4. Click <strong>OK</strong>.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Custom</th>
<th>Restrict the view of your documents to certain segments.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. Click <strong>Custom</strong>.</td>
</tr>
<tr>
<td></td>
<td>2. Select the desired segments.</td>
</tr>
<tr>
<td></td>
<td>3. Click <strong>OK</strong>.</td>
</tr>
<tr>
<td></td>
<td>Segments can also be used in your search. For more information, refer to the section on searching using segments.</td>
</tr>
</tbody>
</table>
| LexisNexis® Headnotes | Concise, easy-to-read synopses on specific points of law that are extracted directly from the case by LexisNexis legal editors. LexisNexis Headnotes let you link directly to:  
- Relevant text within the case.  
- Additional relevant documents with More Like This Headnote.  
- More in-depth research on the topic with Lexis Search Advisor. |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>LexisNexis® Core Terms</td>
<td>A computer-generated list of key words and phrases drawn directly from the text of the case. Offers a quick snapshot of the content of the case and can quickly be searched to narrow your results. Terms are listed in order of relevance.</td>
</tr>
<tr>
<td>Enhanced Table of Contents</td>
<td>Enables you to search the Table of Contents of statutory and treatise materials for relevant topics or terms.</td>
</tr>
</tbody>
</table>
| Term Browse | Scan your documents for an individual search term.  
1. While in the full text of a case, click a search term.  
2. The Term Browse box, displayed at the bottom right of your screen, lists which document number you are viewing and the number of times your term appears in the document.  
3. Click the arrows to move from one search term to the next within and between documents. |
| Star Pagination | Go to a particular page in any document that has pagination (e.g., case-law documents, law review article, public laws).  
1. Select a reporter from the drop-down list in the bottom navigation bar.  
2. Type the page number in the open box.  
3. Click **Go**. |
| Explore | Jump easily to a specific portion of text in your document (i.e., dissenting opinion).  
1. Click **Explore** on the left of the bottom navigation bar.  
2. Select the portion of the document that you want to see. |
| Footnotes | Embedded footnotes are available in many secondary resources.  
1. Click the footnote link in the text of your document to link out to the footnote.  
2. Click the up-arrow beside the footnote to return to the text. |
| Book Browse | Browse statutory and many treatise materials like a book. Once you have retrieved a code/treatise section, click **Book Browse** at the top center of the page. Use the **Prev** and **Next** arrows to view preceding and subsequent code/treatise sections. |
| Copy w/Cite | 1. Highlight a section in a document.  
2. Click **Copy w/Cite**.  
3. Click **Copy to Clipboard**.  
4. Paste text (with citation) into word processing document. |
Automatic updates

The ECLIPSE™ feature is an electronic clipping service that enables you to easily follow the changes and developments of a topic you select. ECLIPSE automatically saves and reruns searches that you have already run at daily, business daily, weekly or monthly intervals. ECLIPSE results can either be viewed online or e-mailed to you.

An ECLIPSE search:

* returns only updated information, not the documents you have already seen
* can be set up in any source you choose. Be sure to review your ECLIPSE searches periodically if you have included a date restriction in your original search as it may influence ECLIPSE results

Once you have run a search and are satisfied that the results are on-point and useful:

1. Click Save As ECLIPSE at the top of the screen.
2. Enter a name for your ECLIPSE search in the open field.
3. Select a frequency for your update schedule.
5. Enter an e-mail address if you want notification of your updates.
6. Click Save to process.
7. Review your ECLIPSE search and selections to confirm that they are correct, and then click Save again. Click Back if you need to change any of your ECLIPSE options. Click Cancel if you do not want to save your search as an ECLIPSE.

To Edit or Delete an existing ECLIPSE:

1. Click ECLIPSE at the top of the screen.
2. Find the name of the ECLIPSE in the displayed list.
3. Click Edit or Delete under the Action column.
4. If you clicked Edit, click the elements that you need to change such as the search, frequency, delivery, or e-mail options.
5. Click the SAVE button.
6. If you clicked Delete, click Yes or No in the Confirm Delete box that appears.

Before you set up a daily or weekly ECLIPSE, check the update frequency of your source by clicking the i next to the source. If the source is only updated once a month, you will not get new material in most ECLIPSE updates.
Personalize LexisNexis

You can personalize LexisNexis to your individual preferences with the following tools:

- Set Preferences
- Create a Custom ID, see page 2
- Automatic Updates the ECLIPSE feature

Set Preferences

Customize LexisNexis by setting personal options for connecting, viewing, and searching LexisNexis.

1. Click Preferences in the upper right corner of the screen.
2. Choose General or Shepard’s tab.
3. Click the checkboxes for the options that you want to change.
4. Click Set to save your changes or Cancel to cancel any changes you have made.

**Feedback**

We welcome your opinions of the LexisNexis services. Simply click Feedback and complete the short template.

It is not possible to receive customer support or responses to individual comments submitted through the Feedback option.

**Help**

Click Live Support to receive Web-based Customer Support 7 days a week, 24 hours a day, or call 1-800-45-LEXIS to speak to a research attorney 7 days a week, 24 hours a day.

Select the source tab (Legal, News & Business or Public Records) that you want to see when you first sign on.

Limit Natural Language search results to 10, 25, 50, 75, 100 or 250 documents.

Select 10, 25 or 50 results per page.

Default is “on” for floating cite assistant.
Guide to Time-Efficient and Cost-Effectve Research on LexisNexis®

**Book Browse**

**Benefit:** View preceding and succeeding statutory code sections without incurring the cost of additional search requests.

**How to use:**
While viewing the results of a statutory search,
1. Click **Book Browse** at the top of the page.
2. Click **Next or Previous** arrows at the top of the page to navigate forward or backward in the documents.
3. Click **Return to Search Results** again to exit this feature and to return to the section you were viewing before clicking Book Browse.

**The History feature**

**Benefit:** Your searches/search results are saved automatically in the History Log as Today’s Results until 2 a.m. eastern, and you may return to these searches at no additional charge. Thereafter, the searches are saved in the Archived Results for 29 days.

**How to use:**
1. Click **History** in the upper right corner of the lexis.com® screen.
2. Click on the **underlined description** in the left column to retrieve search results*.

*If new material is added to a source since you last viewed results, your search results will increase when you rerun a saved search request.

Note: Accessing results listed in Today’s Results of the History feature is free if a Transactional ID was used for the original research session.

**The FOCUS feature**

**Benefit:** Narrows your search results within your original search request at no additional charge†. Make your initial search request broad to maximize results, then use FOCUS to narrow results.

**How to use:**
1. At the FOCUS bar displayed above your search results, place your cursor after the last search term in the open field and **type your FOCUS terms** as a Terms and Connectors search request.
2. Click **Go**.
3. **Review documents** for relevant results.

†The FOCUS feature is free when a Transactional ID is used.

**Get a Document**

**Benefit:** Quickly retrieves the full text of a document (e.g., case law, law review article, Public Law, statute) without incurring a search charge in any source. Use **Get a Document** when you know the citation, party name(s) or docket number for the document you need.

**How to use:**
1. Click the **Get a Document** tab.
2. Click the appropriate sub-tab for **citation, party name, docket number**.
3. **Type the required information** and, if appropriate, select the proper jurisdiction.
4. Click **Get** or **Search** as appropriate.

If you're unsure of the proper citation format, click **Citation Formats** on the template to view an alphabetical listing of sources and the corresponding citation formats recognized by lexis.com.

**LexisNexis® Customer Support**

Available 24/7 to help you, contact the legal research experts at LexisNexis Customer Support.
Call 1-800-45LEXIS or 1-800-543-6862, or use LexisNexis® Live Research Help and chat online.

**Benefit:** Knowledgeable research attorneys help you to develop effective research strategies—selecting appropriate sources, constructing efficient search requests, and using the many helpful features on the LexisNexis services.
The lexisONE.com® service

Use the lexisONE.com service to refine your searches†† without incurring search fees. Registration is free at www.lexisone.com

Benefit: FREE research within case law material from the past five years and limited secondary sources, as well as forms for drafting basic pleadings from various jurisdictions.

††Source restrictions apply.

The Shepard’s® Citations Service

Benefit: Helps you validate cases by updating citing references through on-point case-law decisions, law review articles, and statutory code sections.

How to use:
1. Click the Shepard’s tab.
2. Type your citation in the open field.
3. Click Check.

Narrow your Shepard’s results with Custom Restrictions and/or FOCUS at no charge, and link to on-point cases and documents.

Print to your attached printer

Benefit: It is FREE to print from your Internet browser to an attached printer.

How to use:
Click the Print button (or the printer icon) on your browser, or click File on your Internet browser bar and then click Print from the displayed drop-down menu.

Select the right source

Benefit: Smaller sources generally cost less per search than larger sources.

How to use:
Pick your source based on the information you need. For example, if you needed to find recent news articles, choose News, Most Recent 60 days instead of News, All. (the larger source).

To determine if a source contains the needed information before selecting it, click on the i next to a source for free access to the source’s content description.

Use the right ID

Benefit: Know which ID, Transactional or Hourly, is more economical to use based upon your research needs.

How to use:
- Transactional IDs when time is not an issue. Charges are assessed by each search. Use a Transactional ID when you need to stay online for an extended period of time to review research results.
- Hourly IDs when the number of searches performed is not an issue. Charges are assessed by your time spent online. Use an Hourly ID when you need to perform a sizeable number of searches but you will not be spending time online to review the results.

LexisNexis® Get & Print

Benefit: Save online time when you have multiple citations and you need the full-text documents, case briefs and/or Shepard’s reports.

How to use:
1. Click the Get a Document by Citation tab or the Shepard’s tab.
2. Click the Get & Print link on the displayed template.
3. Type an unlimited number of citations in the open field.
4. Select a report format and a delivery method.
5. Click Get.

Activate your Law School Custom ID for summer usage

You can activate your Law School ID for use during the summer. Please be advised that ID use is restricted to “Educational Purposes” such as summer school classes, research performed as a faculty research assistant, internships, externships, clinics and pro-bono and public interest work.

To activate your ID for the summer:
1. Go to www.lexisnexis.com/lawschool
2. Scroll down to Summer Access & ID Registration.†††
3. Click the Extend link.
4. Complete the Summer Access form.

†††Summer Access ID registration is available beginning in April
Smarter Searching Using FOCUS

Add precision to your searching without additional charges

The FOCUS feature narrows your search results without changing your original search request. Use the FOCUS feature as often as needed to search for terms not included in your original search request, and explore various aspects of an issue.

Running several narrow searches on a specific legal issue is a common error in electronic research. Because legal issues have many different facets, a single search rarely, if ever, is adequate. In an effort to be complete, researchers run multiple searches, and multiple searches means multiple, undesirable search charges. This is a major mistake and one that can be easily avoided by using the FOCUS feature.

Use the always free FOCUS feature and incur one search charge only for your initial search request. For your initial search request, think big and run a broad search, then FOCUS on other terms to narrow your results and find the most relevant documents.

**FOCUS Tips:**

- LexisNexis restricts the retrieval of research results to less than 3,000 documents. However, there is no charge for the search if you stop it before the 3,000+ documents are retrieved. Conversely, keep in mind that the search charge is applicable if no (0) documents are retrieved.
- FOCUS always searches the original number of documents retrieved with the initial search request.
- FOCUS displays only the FOCUS terms in boldface type, not your original search terms. To make sure your initial search terms and your FOCUS terms display in boldface for easier reading, include your initial search terms in your FOCUS search requests.
- All FOCUS search requests must be entered as Terms and Connectors searches.

The following examples show how to use the FOCUS feature to narrow results for the most relevant information.

Using the FOCUS feature in Lexis® Search Advisor

For example, find Federal Civil Procedure case law dealing with minimum contacts and a Web site.

1. Select the Search Advisor tab.
2. Select Civil Procedure > Jurisdiction > Personal Jurisdiction & In Rem Actions > Personal Jurisdiction
3. At the Cases tab search box, select Federal Civil Procedure Cases from the jurisdiction drop-down list.
4. Select the Terms and Connectors radio button and in the open field type internet or web or web site
5. Click Search.
6. At the FOCUS bar displayed above your search results, place your cursor after the last search term in the open field and type your FOCUS terms, e.g., /10 minimum contact
7. Click Go.
8. Review documents for relevant results. At this point, you can return to original results (click Exit FOCUS at upper left corner of the page) or perform another FOCUS search using other terms.

Using the FOCUS feature in the LexisNexis sources

For example, search Indiana case law to see if a tenant can recover from a landlord for improvements to a rental property.

1. Select the Search-Sources tab.
2. At the Legal sources, select States Legal – U.S. > Cases > Indiana > Indiana State Cases, Combined
3. At the Search Terms box, select the Terms and Connectors radio button and in the open field type landlord-tenant
4. Click Search.
5. At the FOCUS bar displayed above your search results, place your cursor after the last search term in the open field and type your FOCUS terms, e.g., /10 improv!
6. Click Go.
7. Review documents for relevant results. At this point, you can return to original results (click Exit FOCUS at upper left corner of the page) or perform another FOCUS search using other terms.
The Shepard's® Citations Service

The Shepard's Citations Service, available exclusively on the LexisNexis services, is the most respected and reliable validation tool that helps you quickly identify the most relevant and specific additional authority, primary and secondary (case law, law review articles and statutory code sections).

A new orange Q becomes a Shepard's Signal™ indicator

The phrase “questioned by” will now generate an orange Q as a Shepard’s Signal indicator rather than continuing to use the red signal.

**Benefit:** This new level of specificity within Shepard’s will help identify those cases where the citing court has merely questioned some aspect of the original holding, but has not specifically overturned it.

Find the most relevant authority

Use Shepard’s as an effective research tool when you have the citation of a seminal case—a historically significant decision or an important case for a specific issue. For example, working with Ginsberg v. New York, 390 U.S. 629:

1. Select the Shepard’s tab.
2. Select the Shepard’s for Research (FULL) radio button and type the citation in the open field, e.g., 390 us 629
3. Click Check and review results.
4. Click the FOCUS–Restrict By link at the top of the results page.
5. Type your FOCUS terms as a Terms and Connectors search request in the FOCUS TERMS box, e.g., violen! /3 video game
6. Click Apply.
7. Review results of your FOCUS subset of citing references.

**About the results:**

The FOCUS feature filters results of more than 1,600 citing references only to a most relevant pool of more than 40 citing references that cite Ginsberg and discuss the specific issue of video game violence.

Find more supporting authority with Expansion Checking

Shepard’s is also a research tool for finding more cases like the case being Shepardized™. An expansion check uses Shepard’s to retrieve just the citing references (e.g., only Positive citing references) that address an issue. For example, using McNeil v. Economics Labs, 800 F2d 111:

1. Shepardize the McNeil case, selecting the Shepard’s for Research (FULL) format.
2. Select the All Pos link at the top of the results page.
3. Click the FOCUS–Restrict By link at the top of the All Pos results page.
4. Type your FOCUS terms in the FOCUS TERMS box, e.g., front pay
5. Click Apply.
6. Review results of your FOCUS subset for All Positive citing references.

**About the results:**

Shepardizing™ McNeil retrieves more than 130 citing references. Selecting the All Pos option for results dismisses neutral and negative citing references, leaving only cases that cite to McNeil in a positive way. By using the FOCUS search within the positive references you can quickly retrieve a small but relevant pool of citing references.
Find more authority from within using Shepard’s Table of Authorities

Shepard’s Table of Authorities is a research tool that examines authority within the cited document (case, law review article), offering an at-a-glance analysis of the cited references within your case, and links to in-depth analyses. For example, the law review article, The First Amendment and Minors’ Access to Violent Video Games, 19 Berkeley Tech. L.J. 585:

1. Select the **Shepard’s tab**, then click on the **Table of Authorities** sub-tab.
2. Type the citation, e.g., **19 berkeley tech l.j. 585**, and click **Check**.
3. Click the **FOCUS–Restrict By** link at the top of the results page.
4. **Type your FOCUS terms** in the FOCUS TERMS box, e.g., **violence /3 video game**
5. Click **Apply**.
6. **Review results** of your FOCUS subset for Shepard’s Table of Authorities references.

About the Results:

Shepard’s Table of Authorities retrieves more than 30 references for this particular law review article. The FOCUS search zeroes in on only those citing references that contain a relevant pool of less than ten references as pertinent to the issue being explored.

For more information on using Shepard’s to find and/or validate authority, refer to the Shepard’s section.
Increased Productivity with New Combined Search

Maximize the potential of your LexisNexis research with customized selection of up to 50 sources—combine cases, codes, law reviews, news, and more together in one search and get organized results!

Use new Combined Search to take full advantage of the material available on lexis.com®. Simultaneously search more sources, get more comprehensive and organized results, and save more time. Who could ask for more!

Easy source selection

Each source selection page will display with white (open) checkboxes beside the listed sources that can be selected for a Combined Search. Sources that cannot be combined will display with gray (closed) boxes.

To use Combined Search:

1. Click in the box next to each source you want to include in your source set. For example, at the Legal tab, click the checkboxes for State Court Cases, Combined, U.S. Supreme Court Cases, Lawyers’ Edition and United States Code Service–Titles 1 through 50. Note that the Combine Sources button at the upper right of the page turns from gray to red once you select more than one source.
2. Click any other tab(s) and add more sources. For example, click the News & Business tab and click the checkbox for News, Most Recent Two Years (English, Full Text).
3. Click the red Combine Sources button once you’ve made your final source selections.
4. Enter your search request* in the Enter Search Terms box. For example, jury duty /5 pay!
5. Click Search to submit your search request.

*Segment searching is not recommended with Combined Search. Using segments may result in limiting your answer set to documents from only the source(s) having those segments.
Save winning combinations for future use

Combined Search allows you to retain frequently used or favorite source combinations to save you time. Each newly created combined source set is labeled with a “+” for quick identification, numbered for easy referral, and stored automatically in your Recently Used Sources list for convenient retrieval when you need to use it again. Saved source sets remain part of your Recently Used Sources list until you delete them.

To save a combined source set:
1. Click Edit Sources to the right of the Recently Used Sources list.
2. Check the box for each listed combined source set you want to keep. Or, if you want to delete a set, click Delete located on the right.

Combined Search results offer quick, condensed viewing

The All Results page offers you the opportunity to see an overview of your entire results set with a breakdown of how many documents were retrieved in each source category as well as in each individual source.

1. See cumulative results for all combined sources in the search.
2. Quickly navigate to any results set by selecting a blue hyperlink or clicking on a source category tab.
3. Rest your cursor on a tab’s red arrow and a pop-up box displays the individual source documents available within that source category.
4. Click here to print the summary table of results. Refer to Printing options section for more information.

About your results

Some sources may appear in more than one source category. The broad parameters of the 10 different source categories make it appropriate to overlap sources for comprehensive results. The source categories are:

- Cases
- Statutes & Regulations
- Agency Materials
- Law Reviews & Journals
- Treatises & Analytical Materials
- Public Records
- News
- Court Filings
- Company & Financial
- Professional & Practice Materials

Note: Unclassified is an eleventh source category that will display only for sources not distinctly classified in one of the ten categories listed above.
Add even greater precision with the FOCUS™ feature

The FOCUS feature used with Combined Search provides you with more flexibility, allowing you to zero in on additional search terms found in:
- All documents
- One or more source category results
- One or more individual source results
- Selected documents

1. If the FOCUS link displays, click FOCUS.

OR

2. If the FOCUS bar (“the buddy box”) displays, click FOCUS Options to the right of the Go button.

To FOCUS within an entire source category of results:

1. Check the appropriate individual source boxes under that source category.
2. Enter your FOCUS terms as a Terms and Connectors search request.
3. Click FOCUS to submit your search.

Printing options

Combined Search enhances printing and/or downloading options for your search results. You can:
- Print the category/source table from the All Results tab by clicking the Print Summary Table link.
- Print all results from an entire source category by checking the boxes for each individual source within that category.
- Print individual source results by checking the appropriate box for each individual source.

Note: All other delivery settings regarding Document View, Page Options, and Font Options are still available with the integration of the enhanced delivery capability of Combined Search.

Combined Search history conveniently and automatically stores results

Like all other searches performed on the LexisNexis® Total Research System, searches completed in any Combined Source set are also stored in the History feature.

Identifies which search activities in your History log were performed using Combined Search.