

lexis.com® At-A-Glance

Research Solutions

Sign In

1. Establish an Internet connection and go to **www.lexis.com**
2. In the **ID or Custom ID** box, enter your LexisNexis ID number.
3. Enter your **Password**. (The initial password assigned to your User ID is temporary. The first time you sign in, you will be prompted to change it.)
4. Click **Sign In**.
5. Enter your **Client ID** if prompted.

For a lost or forgotten ID or for research assistance, call 800.543.6862.

Customize Your Setup

To customize various preferences, for example, Start Location, Pagination Display, History and number of documents retrieved at a time:

1. Click **Preferences** in the top right of screen.
2. Select your changes and click **Set**.

Get a Document

By Citation—Full text of a case, law review article or statute

1. Select the **Get a Document** tab.
2. Click **by Citation**.
3. Type the citation, e.g., *800 f2d 111* (if unsure of format, click the **Citation Formats** link).
4. Click **Get**.

By Party Name—Full text of a case

1. Select the **Get a Document** tab.
2. Click **by Party Name**.
3. Type party name(s), e.g., *griggs* and *duke*
4. Select a **Jurisdiction**, e.g., Federal.
5. Select a **Source**, e.g., Combined Federal Courts.
6. Click **Search**.

LexisNexis® Get & Print:

Print multiple documents when you know the citations

Get full-text documents for cases, statutes, law review articles, IRS materials and the Federal Register and/or get *Shepard's*® reports, and print all at once.

1. Select the **Get a Document** tab and click **by Citation** OR select the *Shepard's* tab.
2. Click **Get & Print**.
3. Sign in.
4. Complete required fields in **Get & Print** box.
5. Click **Get**.

Get & Print sessions are saved in the **Get & Print** Session History for 72 hours from the time of initial search.

Locate the Sources You Need

Select the **Search** tab and by **Source** sub-tab (often the default). Now you have choices:

Under Option One:

Use the **LexisNexis Quick Search** box

1. Enter **search terms**.
2. Pick source types, i.e., legal **jurisdictions**, **practice areas** and/or source **categories**, e.g., cases, news & business, forms, etc. Choose one or more.
3. Click **Next Step**.
Based on your choices, *lexis.com*® creates a custom menu of sources. Then:
4. Choose **specific sources**—up to 50. Click **Search**.

Choose From Recently Used Sources

1. Click **Recently Used Sources** under Option One. (Once selected, it remains the default until you change it.)
2. Click the drop-down arrow; select from your last 20 sources. (To retain or delete sources from the list, click **Edit Sources**.)

Under Option Two:

Browse **Source Selection**

1. Select a Category tab, e.g., **Legal**.
2. Follow the logical path, clicking subcategories, e.g., Cases – U.S. > **Federal Court Cases, Combined**.
3. At the search box, *lexis.com* may show you additional, relevant sources. Select one or more to add to your search. (optional)
4. Enter search terms and click **Search**.

Use **"Find a Source" Tool**

1. Select the **Find a Source** tab.
2. Type source name, partial name or topic, e.g., *wall street journal*.
3. Click **Find**. Results are listed by relevance.

Construct a Search with Terms and Connectors

- A **term or word** is any series of letters or numbers with a space on either side (e.g., contract or \$1,234).
- **Singular, possessive and plural** forms are automatically found (if word ends with s, 's, es, ies).
- **Some common equivalents are found** (e.g., cal finds Calif. and California).
- A **hyphen** is read as a space; a hyphenated word is read as two words.
- A **space** is read as a space.
- The @ symbol on your keyboard substitutes for the section symbol commonly used in citations and statutes (e.g., **Section 305 = @ 305 or @305**).
- **Exclamation Point**: Replaces any number of letters after a word root. Use only one ! per word at the end (e.g., litigat! finds litigation, litigate, litigator).
- **Asterisk**: Replaces one letter. You can use more than one * in a word, anywhere except as the first letter (e.g., wom*n finds woman or women; bank*** finds banked or banking but not bankruptcy).

Connectors establish a logical connection between search terms. They are read left to right in this order:

CONNECTOR	EXAMPLE	EXPLANATION
OR	doctor OR physician	Finds documents containing <u>any</u> of the terms or phrases connected by OR.
/n	market /5 share	Finds two search words in same document within n words of each other (n = any number, 1 – 255).
/s	circumstances /S mitigating	Finds words in same sentence.
/p	rule /P sanction	Finds words in same paragraph.
AND	bank! AND deregulat!	Finds documents containing all terms or phrases connected by AND.

For more connector options, see the Connectors search topic online at LexisNexis® Research Help. (Click **Help** in the top right of the screen.) For research support, call 800.543.6862.

View Search Results

Cite: Bibliographic reference. For case law, includes *Shepard's* Signal™ indicators, LexisNexis® Core Terms and Overview to quickly preview results.

KWIC™: Key Words in Context. Can specify 1 to 999 words on either side of search terms.

Full: Full text of a document.

Custom: Select the segments you wish to review.

LexisNexis Case Law Enhancements:

LexisNexis® Case Summaries present a concise Procedural Posture, Overview and Outcome section written by attorneys. A LexisNexis exclusive.

LexisNexis® Core Terms: Descriptive, computer-generated key words drawn directly from text of case.

LexisNexis® Headnotes: Case's key legal points selected by LexisNexis attorney-editors and drawn directly from the language of a case. Headnotes are mapped to LexisNexis legal topics taxonomy.

lexis.com At-A-Glance

Customer Support: 800.543.6862

Related Content

Now *lexis.com* **case-law searches** automatically uncover vital insights—and all retrieved documents are **organized** into **one navigation pane** to the left of your full-text case.

Just link to any relevant analysis. Your results might include this exclusive combination:

- **Matthew Bender®** treatises plus U.S. and state practice guides;
- **BNA®** legal analysis;
- **ALR®, Am Jur®** and state jurisprudences such as *Witkin*;
- law reviews and more.

Also link directly to documents such as:

- Official report PDFs
- **LexisNexis Briefs, Pleadings & Motions**
- Lexis® Case in Brief for newer and significant cases—with links to **news coverage**, **CourtLink® dockets** and additional case analysis
- **Emerging Issues Commentaries**—From Matthew Bender, Mealey's™ and Martindale-Hubbell® authors

Search Tips:

A new window opens each time you link to a new document. To return to your navigation pane, minimize document screens.

Research Assistance

*For tailored technical
or research help,
call 800.543.6862.*

Navigate in Search Results

Next: → Moves to next document.

Previous: ← Moves to previous document.

Back Button on Browser: Moves to previous screen viewed.

Go to the Navigation bars at the bottom of your results screen.

Term Browse: Moves to each section of text where your terms appear. Also indicates frequency of term.

Explore: Moves to a specific portion of text in your document (e.g., dissenting opinion).

Star Pagination: Links to reporters in any document with pagination (e.g., case law documents, law review articles, public laws); shows page breaks and lets you move to specific pages.

Book Browse: Review statutory and treatise materials as if in a book, i.e., move to preceding and subsequent code sections.

Receive Alerts on New Information

Get automatic research updates and view them via e-mail or online.

To set up a LexisNexis® Alert:

1. Review your search results.
2. Click the **Save As Alert** link. (You can click this link even if your search found 0 documents.)
3. Fill in the **Save LexisNexis® Alert** box.
4. Click **Save**.

Find Similar Documents

More Like This Headnote

Find an on-point headnote and then find other cases with headnotes containing similar language, as well as closely matching language within the text of opinions.

More Like Selected Text

Highlight text within your search results to find documents containing similar *language* patterns.

More Like This

CoreCites:

Find other documents with *citation* patterns similar to those in the case you were viewing.

CoreTerms:

Select key words and phrases from your search results to find documents with similar *language* patterns.

Narrow Your Search Results with the FOCUS™ feature

The FOCUS feature:

- Narrows your results by adding terms and searching some or all documents from your original results
- Delivers a subset of results while retaining original search and results
- Highlights your added search terms in results for easy viewing

To use:

1. View search results.
2. Type additional terms in **FOCUS™** terms box at top of page (using terms and connectors).
3. Click **Go**.

To return to original results, click **Exit FOCUS™**.

Print/Deliver Search Results Print | Download | E-mail | Fax

To print

You can print one or more documents with custom formatting:

- Click **Print**. Use the print form to print one or more documents and customize format.
- Print multiple documents at one time. Click the open checkbox beside each document you want to print, click **Print** and complete the print form.
- To print text only, click **Text Only** and then print using your Internet browser.

To download

1. Click **Download** once you have search results. Complete download form.
2. Click **Download** again.

To e-mail or fax

1. Once you have search results, click **Email** or **Fax** and complete e-mail or fax form.
2. Click **Send**.

Pricing Information

Depending on your subscription, some sources may be provided at a transactional charge. If you see a dollar sign (\$) next to a source, click the \$ for pricing information, or click the ⓘ icon and scroll down to the end of the pop-up page.

LexisNexis, the Knowledge Burst logo, Lexis, *lexis.com*, Martindale-Hubbell and Shepard's are registered trademarks and FOCUS, KWIC and Shepard's Signal are trademarks of Reed Elsevier Properties Inc., used under license. CourtLink is a registered trademark and Mealey's is a trademark of LexisNexis, a division of Reed Elsevier Inc. Matthew Bender is a registered trademark of Matthew Bender Properties Inc. Other products or services may be trademarks or registered trademarks of their respective companies.

© 2009 LexisNexis, a division of Reed Elsevier Inc. All rights reserved. LRS00567-1 0709