Sign In

2. In the ID or Custom ID box, enter your LexisNexis 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.)
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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 F 2d 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, LexisNexis® creates a custom menu of sources. Then:
4. Choose specific sources up to 50. Click Search.

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, LexisNexis 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 relevancy.

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 Points: 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:

<table>
<thead>
<tr>
<th>CONNECTOR</th>
<th>EXAMPLE</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>OR</td>
<td>doctor OR physician</td>
<td>Finds documents containing any of the terms or phrases connected by OR.</td>
</tr>
<tr>
<td>/n</td>
<td>market /s share</td>
<td>Finds two search words in same document within n words of each other (n = any number, 1 to 255).</td>
</tr>
<tr>
<td>/s</td>
<td>circumstances /s mitigating</td>
<td>Finds words in same sentence.</td>
</tr>
<tr>
<td>/p</td>
<td>rule /p sanction</td>
<td>Finds words in same paragraph.</td>
</tr>
<tr>
<td>AND</td>
<td>bank AND deregulate</td>
<td>Finds documents containing all terms or phrases connected by AND.</td>
</tr>
</tbody>
</table>

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.

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For tailored technical or research help, call 800.543.6862.

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

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.

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- Highlights your added search terms in results for easy viewing

To use:
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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®.

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