

Quick Reference

Advanced Easy Access to Valuable Information

Selecting a Source

Using Short Names (library;file names)

If you are familiar with library and file searching with LexisNexis[™] Research Software, you can use the Short Name to select a source in either of two ways.

Find a Source

- 1. Enter the short name (e.g. GENFED;COURTS) in the Find a Source box.
- 2. Select Short Name.
- 3. Click Find.

Using Command Searching

- Enter the short name (e.g., genfed;courts) in the Command Searching box, followed by your search request. Use a semicolon to separate the short name from the search request, e.g., genfed;courts;*election /5 certify*
- 2. Click Go to submit your search.
- Note: When you first sign on to *lexis.com*[®], the Command Searching box will display at the bottom of the screen. To move the box up to the top, click Move Up.

Using Dynamic Source Selection

You can combine multiple sources in a single search. For example, you might want to search in several Circuit courts or several newspapers at the same time.

To combine sources:

- 1. At the initial source selection screen, click on one of the source folders. Continue clicking until you reach a searchable source.
- 2. As soon as you reach sources that can be combined, a choice for "Show checkboxes for combining sources" will appear at the top of the list. Click on this choice and a checkbox will appear next to each source that can be combined with one of the others.
- 3. Click the box next to each source in which you want to search.
- 4. Click Combine Checked Sources at the bottom of the screen.

USING SHORT NAMES



USING COMMAND SEARCHING



USING DYNAMIC SOURCE SELECTION



Searching—Using Segments

	Enter Search Terms		
	Terms and Connectors Natural Language		
TYPE IN Segment name ——	Search		
	<u>x</u>		
	Use connectors to show relation of terms (cet or feline, jane w/3 doe) more		
RESTRICT SEARCH	Suggest Words and Concepts for Entered Terms		
USING SEGMENTS —	Restrict Search Using Document Segments		
	Optional: Restrict by Date		

There are two ways to do a segment search.

- 1. Click **Restrict Search Using Document Segments** under the Enter Search Terms box. Select the segment in which you want to search from the drop-down list.
- 2. If you are already familiar with the segment in which you want to search, type the segment name, then type your search words enclosed in parentheses and press ENTER.

For example, to find cases when you know the name of the parties:

ENTER: name (dickerson AND united states)

To find all opinions written by a particular judge:

ENTER: writtenby (scalia)

To find cases in which a particular law firm participated:

ENTER: counsel (marbury AND madison)

To find cases decided on, before or after a particular date:

ENTER: date is 2/14/00 OR date bef 2/14/00 OR date aft 2/14/00

To retrieve all sections in Title 18, Chapter 96 of the U.S. Code dealing with Racketeer Influenced and Corrupt Organizations:

ENTER: *heading* (18 AND 96 AND racketeer)

Searching— Precision Search Commands

Use these commands to make your searches more precise.

Capitalization

To specify that search terms have all capital letters:

ENTER: allcaps (aids)

To specify that search terms have no capital letters:

ENTER: nocaps (aid)

To specify that search terms have one or more capital letters:

ENTER: caps (aid)

Pluralization

To limit your search to the plural form of a term:

ENTER: steven /3 plural (job)

To limit your search to the singular form of a term:

ENTER: *singular* (*job*) /5 *discrimination*

At Least

To find documents that contain an in-depth discussion of a term:

ENTER: atleast10 (cercla)

Display Formats

Cite—displays a bibliographic list of the citations in your answer set.

KWIC[™]—displays 25 words of text around your search terms

KWIC + 25—lets you vary the KWIC display format from as few as one word around your search terms to as many as 999.

Full—displays the complete text of each document.

Custom—lets you display a particular segment or segments in each document.



Advanced

Viewing Results

Lexis[®] Case Summaries

Concise, targeted synopses of cases. Each case summary contains three sections:

- **Procedural Posture** describes the case's procedural history—how the case arrived before the court.
- **Overview** provides a brief review of the court's holding on the legal issues raised.
- **Outcome** reviews the procedural disposition of the case.

Lexis[®] Core Concepts

The key legal points of a case, selected by a team of LexisNexis[™] legal editors, and drawn directly from the language of the court. Core Concepts lets you link to relevant text within your case, to other relevant documents, and to Lexis[®] Search Advisor for a more in-depth search on your topic.

Lexis[®] Core Terms

Core Terms are representative and important words and phrases that actually appear in the text of a case. They offer you a quick snapshot of the content based on the Court's own language.





Advanced

RESTRICT RESULTS BY TREATMENT

Shepardizing[™]

To Shepardize ® a document:

- 1. Click Check A Citation.
- 2. Enter the citation for the document you want to check, e.g., 800 f2d 111.
- 3. Click Check.

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SEARCH IN CITING

REVIEWING RESULTS — FULL FORMAT

KWIC FOR VALIDATION

Custom Restrictions

To customize your results to a particular type of analysis, jurisdiction, or headnote:

- 1. Click Custom Restrictions.
- 2. Select the restrictions.
- 3. Click Show Restrictions.

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