

# LexisNexis® At-A-Glance

## Sign On

1. Establish an Internet connection and go to [www.lexis.com](http://www.lexis.com)
2. In the **ID or Custom ID** box, enter your LexisNexis ID number.
3. Enter your password in the space labeled **Password**. (The initial password assigned to your User ID is temporary. The first time you sign on, you will be prompted to change your password to ensure that it is unique to you and meets security guidelines.)
4. Click **Sign On**.
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 **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 on.
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

Choose an information source in one of the following ways:

### Choose From Recently Used Sources

1. Select the **Search** tab and by **Source** subtab.
2. Under **Recently Used Sources**, click the down arrow to display list.
3. Highlight source in list and click **GO**.

### Use Source Selection List

1. Select the **Search** tab and by **Source** subtab.
2. Select a **Category** tab (e.g., **Legal**).
3. Click subcategories to choose logical source paths, e.g., Legal > Cases - U.S. > **Federal Court Cases, Combined**.
4. At the search box, *lexis.com*® shows you additional, relevant sources. Select one or more to add to your original source request (optional).
5. Add search terms and click **Search**.

### Use "Find a Source" Tool

1. Select the **Search** tab and by **Source** subtab.
2. Select the **Find a Source** tab.
3. Type source name, e.g., Wall Street Journal
4. Click **Find**.

### Guided Search Forms

1. Select the **Search** tab and by **Source** subtab.
2. Click **by Guided Search Form**.
3. Select from topic categories.
4. Complete required fields.
5. Click **Search**.

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

For more connector options, see the **Connectors, search** topic online in 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.

**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 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.

**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 the opinion.

**Narrow Your Search Results with 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.


**Validate Research and Find More Documents with Shepard's Citations Service**


The *Shepard's Citations Service* delivers full treatment and history analysis to verify case status and provide a comprehensive, timely listing of authorities that have cited your case.


To verify that a case is still good law or to find more relevant documents:


1. Click the **Shepard's Signal** indicator while viewing a case OR select the **Shepard's** tab. (If you select the **Shepard's** tab, click **Check** to view *Shepard's* report.)
2. Click the citation to view text of a case.
3. Click **LexisNexis® headnotes** to view the text of referenced headnotes.
4. Click **TOA** link toward top of page to identify cases that your case cited and see their treatment by the courts. Determine if your case still has a solid foundation.
5. Click **FOCUS™ - Restrict By** to narrow results and then zero in on authorities dealing with your issues (type terms and connectors in **FOCUS** terms box and click **APPLY**).


**Shepard's Signal Indicators**


 **Warning**—Negative treatment indicated—e.g., *overruled* or *reversed*.

 **Questioned**—Contains treatment that *questions the continuing validity or precedential value* of your case because of intervening circumstances, including judicial or legislative overruling.

 **Caution**—Possible negative treatment indicated—e.g., *limited* or *criticized*.

 **Positive treatment indicated**—History or treatment of case has positive impact on your case—e.g., *affirmed* or *followed*.

 **Cited and neutral analysis indicated**—Neither negative nor positive.

 **Citation information available**—Citing references available for your case but do not have history or treatment analysis.

**Search Tips**

- *Shepard's Summary* provides references at a glance and bolds editorial treatment that generated the *Shepard's Signal*.
- Use **Navigation Bar** at bottom of screen to move easily among the references.
- Click the **Legend** link for list of all *Shepard's Signal* indicators and definitions.

**Research Assistance**

For tailored technical or research help, call 800.543.6862.