

# Shepard's® BriefCheck™ Overview

## Shepard's® BriefCheck™ Overview

### 1. How to access BriefCheck:

- Shepard's tab on *lexis.com*; or
- Get a Document** tab on *lexis.com*; or
- Microsoft® Word macro—
  - On Shepard's Brief Suite toolbar
  - Downloadable as a separate toolbar

### 2. Key features of BriefCheck :

- Support for statutes, admin, codes and regs, tax materials, etc.
- "Smart" answer set when Shepardizing statutes
- E-mail delivery
- Citation Content Report
- QuoteCheck™ report—includes up to five paragraphs above and below the quote

### 3. Key Advantages of BriefCheck over WestCheck.com

- QuoteCheck
- More customization options
- No charge for printing full text of cases
- No set limit for citations/services to check

## Top Ten FAQs:

### 1. What happens to my document when I upload it to Shepard's BriefCheck?

Shepard's BriefCheck stores a copy of the document temporarily on a secure server. Once the citations and quotes have been extracted, the document is destroyed immediately.

### 2. How long are the results saved in Session History?

Until 2 A.M. plus 72 hours. The expiration date for each session is displayed in Session History.

### 3. Am I charged for re-delivering the results from Session History?

There is no charge for re-delivering the results.

### 4. Can Shepard's BriefCheck browse to a document in my DMS the way Shepard's CheckCite can?

No. However, if the document is in Word format, there is a macro that simplifies the process. Just open the document in Word, click the macro button, and enter your Lexis® ID and password if not already saved. The macro will open the browser window to the New Session screen in Shepard's BriefCheck and upload the document for you.

### 5. What is the charge for QuoteCheck? For the Citation Content report?

Currently, there is no charge for either the QuoteCheck report or the Citation Content report.

### 6. Is there a limit to the number of citations that can be checked in a Shepard's BriefCheck session?

There is no limit to the number of citations and/or services that can be checked in a single session.

### 7. Can Shepard's BriefCheck extract citations from a PDF document?

Yes, if it is a text-based PDF. If you can select the text with the document open in Adobe® Acrobat® Reader®, then Shepard's BriefCheck can extract the citations.

### 8. Am I charged for duplicate cites?

No, as long as Shepard's BriefCheck recognizes it as a duplicate cite. For example, if it is a short-form citation then Shepard's BriefCheck will check the pinpoint page. If the pinpoint page is not part of the same case as a full citation in the document, then Shepard's BriefCheck will retrieve the requested reports for it and you are charged for it. But that would only happen if a full citations doesn't exist—in which case you would want the reports anyway—or a mistake was made in the citation.

### 9. Shepard's has a separate report for each way the judge cited a statutory section, down to the subsection level. How does Shepard's BriefCheck handle these Shepard's reports?

Shepard's BriefCheck will return each Shepard's report that has either legislative history or citing references with negative analysis. For example:

15 CCR § 2402 – there are 41 Shepard's reports for this citation on *lexis.com*, but none have legislative history for citing references with negative analysis. Shepard's BriefCheck does not return any reports, and you are not charged for that request.

### 10. What is the Citation Content report?

The Citation Content report is an expanded version of the *Alert to Differences* feature in CheckCite. It is free, and no longer requires the user to run Shepard's in order to get that report. A user who is not crunched for time may want to run BriefCheck once for Citation Content report, make the necessary corrections to the citations in the brief, then run BriefCheck again with Shepard's and QuoteCheck.

For full citations, the Citation Content report:

- Highlights differences in case name, parallel cites and date of decision
- Verifies that pinpoint pages are part of the same case
- Links pinpoint pages to that location in case on *lexis.com*

For short-form citations, the Citation Content report:

- Alerts the user if it is not preceded by a long-form citation
- Verifies that pinpoint pages are part of the same case
- Links pinpoint pages to that location in case on *lexis.com*

LexisNexis and the Knowledge Burst logo are registered trademarks of Reed Elsevier Properties Inc., used under license. Lexis, Shepard's CheckCite, QuoteCheck, Shepard's BriefCheck are trademarks of LexisNexis, a division of Reed Elsevier, Inc. Other products or services may be trademarks or registered trademarks of their respective companies.

© 2008, LexisNexis, a division of Reed Elsevier Inc. All rights reserved. LRS00579-0 0808