Learning
LexisNexis™

The LexisNexis™ Services

Fast, intuitive research so you spend your time using information rather than searching for it.

LexisNexis at *www.lexis.com* is an easy-to-use total research system with sources you trust and special features that make online research simple and comprehensive.

Speed your research with Lexis® Search Advisor—a topical classification system more current than Key Numbers. One click pulls together relevant case law, treatises, law reviews and legal news for your topic.

Quickly determine the relevance of a case with easy-to-read LexisNexis™ Case Summaries—written by our attorney editors, they quickly and efficiently review the case's procedural history, provide an overview of the court's holdings, and spell out the outcome in the procedural posture.

Check out the main points of law—in the court's own language—right up front with LexisNexis™ Core Concepts—then link directly to Lexis Search Advisor to review cases, analytical materials, or legal news relevant to the Core Concept.

Is your case still good law?—Validate the authority of your case or statute with *Shepard's®* **Citations Service**. Don't settle for less.

Rely on expert legal analysis from eminent professionals you know and trust—proprietary, analytical content in electronic format provides in-depth information in a flexible, easy-to-use format that lets you pinpoint sections of interest.

Think of *Learning LexisNexis* as a reliable roadmap to these special features. This book will guide you to your destination—successful retrieval of the information that fulfills your research requirements. In addition to general strategy instructions, *Learning LexisNexis* offers how-to search recommendations, streamlining your research efforts to minimize the time you spend finding the data you need.

As comprehensive as this book is, there are additional reference materials available to you. Contact your LexisNexis account manager for supplemental learning resources.

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Signing on

1. Establish an Internet connection and enter the following address: *www.lexis.com*

2. Type your LexisNexis ID and password (your last name) and click *Sign On.*

3. After signing on, click on a tab at the top of the screen to select a research option:

   - *Search* (page 9)
   - *Search Advisor* (page 6)
   - *Get a Document* (page 4), or
   - *Shepard's® – Check a Citation* (page 23).

Enter ID

Enter Password

Click Sign On

The Remember my Sign On Information is a great time-saving option for your personal computer. Automatic sign-on promptly gains access to the LexisNexis services. The Remember my Sign On Information is not recommended for public work stations.

Get a Document

Retrieve individual documents from LexisNexis quickly and easily with Get a Document. Use the citation, the names of the parties, or the docket number to retrieve documents as shown below.

Citation

Get a Document by Its Citation

1 Click the **Get a Document** tab.

2 Click the **Citation** tab.
(Citation is the default setting.)

3 Type in the citation for the document you want to retrieve, e.g., *253 f3d 34.*

4 Click **Get** .

Citation Format Assistant
If you are not sure of the citation format for the document you want to retrieve, click *Citation Formats.*

Option 1: Find a Citation Format
Enter a complete or partial publication name for which you want to locate a citation format. For example, type: *virginia journal* or *virginia journal of international law.* Click *Find* to display a list of all publications containing the partial name or the full name together with the correct citation format.

Option 2: Explore Publications Alphabetically
Click on a letter of the alphabet in the letter navigation bar to view publications beginning with that letter.

Click on the abbreviation to the right of a publication name. A template like the one on the left will appear. Enter an appropriate citation in the template and click *Get.*

Get a Document by Party Name

Party Name

1 Type the names of the parties in the Party fields (the party names do not have to be in plaintiff vs. defendant order, e.g., *united states* in the first box and *microsoft* in the second box). If you only know the name of one party, type it in the first box.

2 Choose the jurisdiction for the cited case you would like to see.

3 You may choose a combination of courts that relates best to your case (optional).

4 Select a date range from the dropdown list (optional).

5 Click **Search**.

Get a Document by Docket Number

Docket Number

1 Type a docket number in the Docket Number field, for example, *00-5212*.

2 Choose the jurisdiction for the cited case you would like to see.

3 Select a date range from the dropdown list (optional).

4 Click **Search**.

NOTE:
Because letters rather than numbers are sometimes used in the first part of the docket number, and an abbreviation for the court or type of matter may appear between two numbers, the safest way to search for a docket number is by using the AND connector.

For example, to search for "92 CIV. 7703" you would type *92 AND 7703* in the Docket Number field.

Searching

Lexis Search Advisor for Area-of-Law Research

Lexis Search Advisor is a logical way to begin your research in a specific area of law. Based on a classification system of approximately 4,000 legal topics, Search Advisor helps you quickly retrieve relevant information from case law, law reviews and legal news. Search Advisor will even help build your search by suggesting terms of fact and law commonly associated with each topic.

To use Lexis Search Advisor, Click the *Search Advisor* tab and use Choose From My Last 20 Legal Topics, Find a Legal Topic, or Explore Legal Topics.

Choose From My Last 20 Legal Topics

If you have used Lexis Search Advisor previously, up to 20 of your most recently used topics have been stored.

1. Click on the down arrow beside the field to display a list of the last 20 sources you used.

2. Highlight the source you want to use.

3. Click *Go*.

Find a Legal Topic

To brush up on the copyright law concerning the fair use defense, here's how to find legal topics on the subject:

1. Type *fair use defense* in the box under Option 1: Find a Legal Topic.

2. Click *Find.* A screen like the one shown on the right will display.

3. Click on one of the displayed topics, e.g., *Fair Use Defenses* under Copyright Law > Infringement.
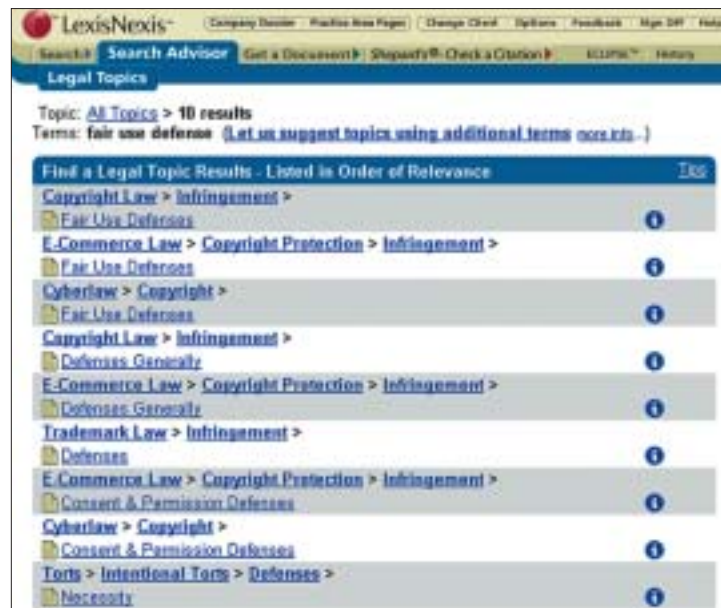
Explore Legal Topics

Explore Legal Topics drills down through the topic and subtopic hierarchy of an area of law. Use this option when you know which legal topic covers your issue. To explore the topic of the fair use defense in copyright infringement cases:

1. Click *Copyright Law.*

2. Click *Infringement.*

3. Click *Fair Use Defenses.*
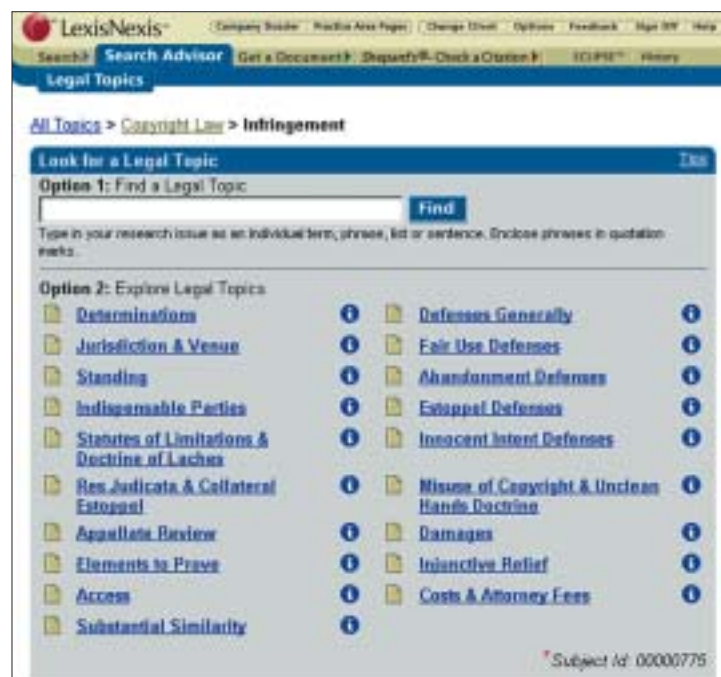
Completing the Search Advisor Template

To complete your search, type or select the appropriate information in the Search Advisor fields as shown below.

A — Link to secondary sources such as analytical treatises, legal news and law reviews.

B — Select a jurisdiction from the drop-down menu by clicking on the down arrow to the right of the field.

C — Select **Terms and Connectors** or **Natural Language** depending on the type of research format you want to use.

D — Type your search terms in the open field.

E — Add suggested words and concepts for your selected subtopic (optional).

F — Add suggested words and concepts for the terms you entered in the open field (optional).

G — Restrict the search by specifying applicable segments (optional).

H — Specify no date restriction, or enter a date restriction either by clicking on the drop-down list and selecting, or specifying your own restriction by typing in your beginning date and ending date in the **From** and **To** fields.

I — Click **Search** to process your search request.

Completing the Search Terms Form

1. Select the search format you want to use.

   Terms and Connectors *(Boolean search logic), uses words and connectors to create phrases and concepts based on specific rules of search logic. For example, to find documents about employee drug testing, you might use a search like this one:*

   drug /15 test! OR screen! /10 employ!

   Each word or one of its alternatives must appear in each document retrieved.
   OR
   Natural Language *(the FREESTYLE™ feature), lets you create your own search description with natural language (just as you would use in normal conversation). There are no connectors or search logic requirements. Use Natural Language to research conceptual issues rather than highly specific topics, or when you are starting on a complex issue and you're not sure what words to use.*

2. Type your search terms (appropriate for your selected search format) in the blank field.

   Click **Suggest Words and Concepts for Entered Terms** to find additional terms you may want to include in your search.

   Click **Restrict Search Using Document Segments** (Terms and Connectors) if you want to use particular segments in your search. If you know which segments are available for your chosen source, you may type in the segment name(s) directly as part of your search.
   OR
   Click **Restrict Search Using Mandatory Terms** (Natural Language) if you want to require a specific term or terms to appear in the document.

   Restrict the search to a particular date or range of dates if you wish to.

   Click **Search** to the right of the Search Terms field to process your search. Do this only after you have checked to ensure you are satisfied with your search.

Selecting Sources

The Search/Source selection screen displays by default after you sign on to LexisNexis at *www.lexis.com*. At this screen you can select a source in any of five ways.

A Choose From My Last 20 Sources
1. Click on the down arrow beside the field to display a list of the last 20 sources you used.
2. Highlight the source you want to use.
3. Click *Go*.

B Explore Sources Using the Legal, News & Business, and Public Records Tabs
(Note: Your menu or subscription determines which tabs appear.) Select sources by pointing and clicking through the source hierarchy until you reach the source in which you want to search. Sources are categorized under three easy-to-identify tabs making it more intuitive to find the appropriate source for your research. The most commonly used sources, (.e.g., federal & state case law, news stories from the last two years, SmartLinx™ Person Summary Reports) are listed under each tab giving you a quick overview of the content.

1. Click the tab for the type of content you think is most likely to have a relevant source. If you don't see an appropriate source under the tab, continue working your way through the sources by pointing and clicking. Note that each selection you make in the source hierarchy creates a "trail" of your path.
2. Click on the individual source in which you want to search.

C Find A Source — Using the Long Name
1. Click the *Find a Source* tab.
2. Type the name of the source or words contained in the name of the source in the Find a Source box. (Make sure that Match Terms in Long Names is selected.)
3. Click *Find*.
4. A list of sources that match description will display. Click the name of the source in which you want to search.

D Find a Source — Using the Short Name
1. Click the *Find a Source* tab.
2. Type the short name of the source (library; file name, e.g., GENFED;US) in the Find a Source box. Make sure Short Name is selected.
3. Click on the source in which you want to search.

E Find a Source — Using the Alphanumeric Links

1. Click the *Find a Source* tab.
2. Click the alphanumeric (0-9 or A through Z) links to find a specific source.
3. Click on the name of the source.

NOTE: The exact tabs and source lists may vary depending on your subscription plan.

NOTE: To delete individual sources from your list of 20 most used sources (those you don't use regularly), click *Edit Last 20 Sources*.
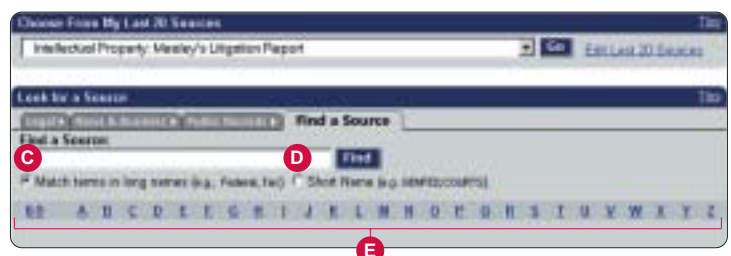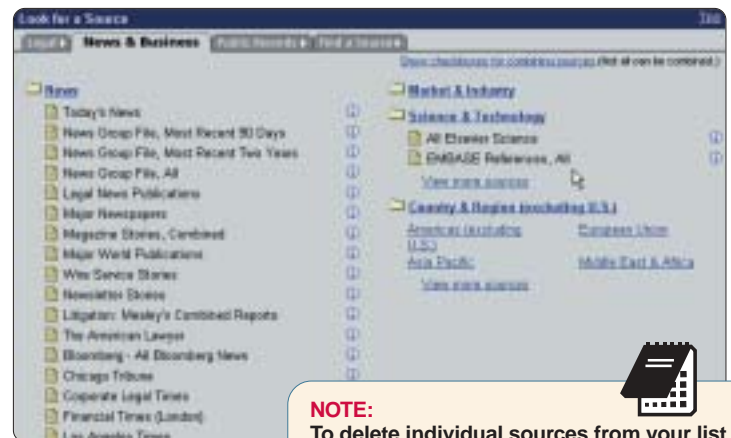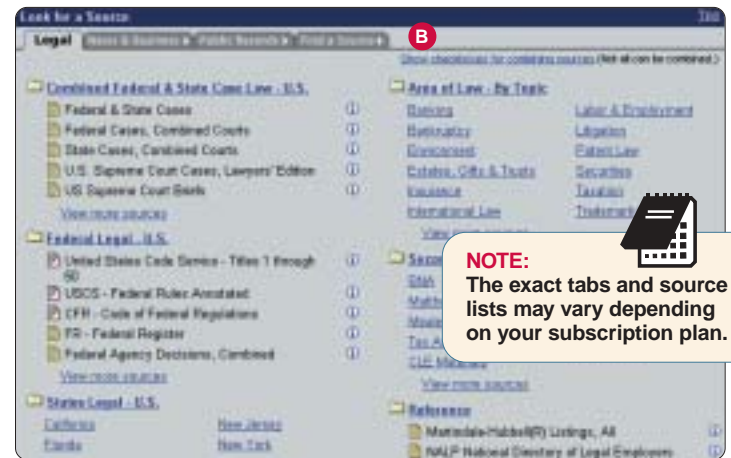
Combining Sources

You can combine multiple sources in a single search. For example, you might want to combine several U.S. Circuit courts, or courts from several states. To combine sources:

1. On the source selection screen, click on a folder and continue until you reach a list of searchable sources.

2. A link for Show checkboxes for combining sources will display at the top of the list. Click the link.

3. Click the box next to each source you want to combine.

4. Click *Combine Sources.*

Terms and Connectors Searching

Words

Words are the basic units of a search. A word is a single character or group of characters, alphabetical or numeric, with a space on either side.

Examples:

mcpherson	one searchable word
§1988	one searchable word
§ 1988	two searchable words

Hyphenated Words

A hyphen is treated as a space, so a hyphenated word is seen as two words.

Examples:

pretrial	one searchable word
pre-trial	two searchable words
pre trial	two searchable words

Plurals and Possessives

Use any form of a noun—singular, plural or possessive—and you'll automatically pick up the other forms, as long as the noun is a regular plural.

Examples:

w*rit*	finds writ, writs, writ's, or writs'
city	finds city, cities, city's, or cities'

Special Symbols

Many keyboards do not have a § symbol commonly used in citations to statutes. If your keyboard does not have this symbol, you can substitute an @ in its place. For example, to search for mentions of § 305:

ENTER: *@ 305 OR @305*

Equivalents

LexisNexis at *www.lexis.com* automatically searches for some words and abbreviations that are equivalent to each other. If you use one in a search request, you will also search for all equivalents. For example, *cal* will automatically find *CA, Cal, Calif.* and *California*.

Noise Words

Certain common words cannot be searched in most of LexisNexis at *www.lexis.com*. They are called noise words. The list of noise words is too extensive to give here, but think of words that are used repeatedly in most writing—the, of, his, my, when, is, are, etc. When in doubt, omit the questionable word and use the /n connector instead. (See page 12.)

Universal Characters

The asterisk *
Use the * to replace a letter or letters in a word. You can use more than one * in a word and you can use it anywhere in a word except as the first letter.
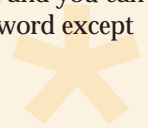
Examples:
*wom*n*
finds both *woman* and *women*

*bank****
finds any word beginning with *bank* and which has no more than three letters after the *k*—picks up *banking* but not *bankrupt* or *bankruptcy*

The exclamation point!
Use the ! to replace an infinite number of letters following a word root. You can use only one in a word and it must be at the end of a word root.

Examples:
litigat!
finds variations on the word *litigate* (*litigator, litigated, litigation*, etc.)

child!
finds variations on the word *child* (*childish, children*, etc)

Connectors

Use connectors to establish logical relationships between words and concepts in a search request.

OR

OR finds any listed search word: synonyms, acronyms, antonyms, or alternative forms of words in the same document.

Example:
doctor OR physician—finds either *doctor* or *physician*

AND

AND links words or phrases that must both appear in the same document, no matter how far apart.

Example:
bank AND deregulat!—finds *bank* and forms of the word *deregulate* anywhere in the same document.

/n

/n finds two search words or phrases in the same document within *n* words of each other (the letter *n* stands for any number from 1 – 255). Note: This connector will not link words that are in different segments.

Example:
market /5 share—finds the same document within *n* words *market* within up to five words of *share*. Using */5* links the two words that may appear side by side or separated by up to four intervening words so that you get *market share* as well as *share of the market*.

/p

/p looks for documents with search words in the same paragraph.

Example:
rule 11 /p sanction—finds *rule* within the same paragraph as *sanction.*

/s

/s looks for documents with search words in the same sentence.

Example:
sanction /s frivolous—finds *sanction* within the same sentence as *frivolous.*

PRE/n

PRE/n finds documents in which the first search word precedes the second by not more than the stated number of words.

Example:
pay PRE/3 television

NOT /n

NOT /n looks for documents in which the first search word is found. The second word need not be in the document, but if it is, it cannot be within 'n' words of the first word.

Example:
rico NOT /2 puerto

AND NOT

AND NOT finds documents in which a search word or phrase is excluded.

Example:
trust AND NOT charitable

Connector Order

Priority

Connectors operate in the following order of priority.

1. OR
2. /n, PRE/n, NOT /n
3. /s
4. /p
5. AND
6. AND NOT

If you use two or more of the same connector, they operate left to right and, if number connectors are used, the smallest number is operated on first.

Example:
bankrupt! /25 discharg! AND student OR college OR education! /5 loan

1. **OR** operates first and creates a unit of *student OR college* OR *education!*
2. **/5**, the smaller of the /n connectors, ties together *loan* and the previously formed unit of *student* OR *college* OR *education!*
3. **/25** creates a unit of *bankrupt! /25 discharg!*
4. **AND** operates last and links the units formed in 2 and 3 above.

Using parentheses to change priority

Use parentheses to change the priority in which the connectors operate.

Example:
mary /2 smith OR jane /2 jones OR william /2 matthews

This search looks first for *smith OR jane* and then *jones OR william.* This is not the intent of the search.

(mary /2 smith) OR (jane /2 jones) OR (william /2 matthews)

The parentheses override the normal priority of the connectors, allowing each unit within the parentheses to be resolved separately.

Precision Search Commands

In addition to connectors, there are several commands you can use to add precision to your searching.

Capitalization

To specify that search words have all capital letters (ALLCAPS), no capital letters (NOCAPS), or one or more capital letters (CAPS), type the command followed by your search words enclosed in parentheses.

To search for documents that mention acquired immune deficiency syndrome (AIDS):

ENTER: *acquired immun! OR allcaps (aids)*

To search for mentions of an aid:

ENTER: *nocaps (aid)*

To search for Aid as a title with the first letter capitalized:

ENTER: *caps (aid)*

Pluralization

There may be times when you want only the plural or singular form of a word. For example, to find documents that discuss Steven Jobs:

ENTER: *steven /3 plural (job)*

To limit your search to the singular form, to search for job discrimination, for example:

ENTER: *singular (job) /5 discriminat!*

At Least

To locate documents that contain an in-depth discussion on a topic rather than just a mention, specify that a word or words appear at least so many times in a document.

To find documents that contain an in-depth discussion of CERCLA the Comprehensive Environmental Response, Compensation and Liability Act:

ENTER: *atleast10 (cercla)*

This search requires *cercla* to appear in every document at least 10 times. You can use any number from 1 to 255 with the ATLEAST command.

Segments

All documents on LexisNexis at *www.lexis.com* are divided into parts or segments that are common to that type of document. For example, cases contain the name of the parties, a docket number, a date, the name of the court that issued the opinion, the text of the opinion itself, a dissenting opinion, etc. These parts of documents are called segments.
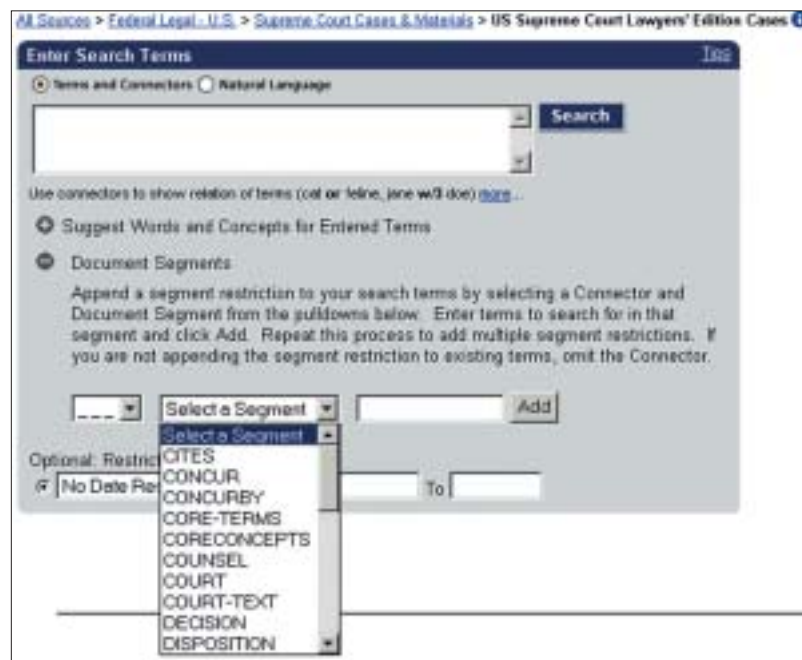
You can restrict your search to a specific part or segment of a document, such as the court that heard the case, the judge who wrote the opinion, the heading of a statute, etc. Segment searching is especially useful when you are looking for:

- Cases involving a particular party
- Opinions written by a particular judge
- Cases in which a particular attorney or firm appeared as counsel
- Cases decided on, before, or after a particular date
- Statutes with a specific section or title number
- News stories that concentrate on an individual topic
- The address of a company or individual person
- The name of a company

Segment Searching

There are two ways to do a segment search.

1. Click *Restrict Search Using Document Segments* under the Enter Search Terms box to display a list of segment options and select the segment in which you want to search.

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**. If you aren't familiar with the segments, use the dropdown box under Select a Segment.

For example, to find cases when you know the names 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 2/01/02*
date bef 2/01/02
date aft 2/01/02

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)*

To retrieve news stories that discuss the use of RICO in civil cases:

ENTER: *headline (rico OR racketeer influenced corrupt AND civil)*

Analyzing Results

The LexisNexis services provide all the tools you need to quickly analyze documents, identify those that are on point, and retrieve additional relevant documents such as news articles and public records.

You'll find a variety of ways to display documents that let you review your results as efficiently as possible.

Display Formats

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

KWIC™ +25—the default lets you display a 25-word window of text around your search terms, or you may change the size of the window to any number from 1 to 999 words.

Full—displays the full text of your document.

Custom—lets you display the document segments you want to display.

Cite List Overviews

Cite List Overviews are brief summaries of the important issues addressed by a case. They appear in the Cite list beneath the citation for case law documents when the Show Cite List Overviews option is selected in the Options form. Cite List Overviews provide you with a quick summary of the legal issues of a case to help you quickly determine which documents in your results are most relevant to your research.

1 Case Summaries—*written by our attorney editors, they include Procedural Posture, Overview and Outcome.*

2 Core Terms—*for a snapshot view of the case.*

3 Show Hits—*displays each sentence where your terms appear in the case.*

4 Tag Docs—*quickly check the cases you want to print/download.*

5 *Shepard's* Signal™—*check on the warning, caution, or positive treatment signal to Shepardize® the case.*

Browsing Documents

LexisNexis Case Summaries and Core Concepts

Written by attorney editors, Case Summaries are targeted synopses of cases. Each case summary contains three sections:

1 *Procedural Posture* describes the case's procedural history—how the case arrived before the court.

2 *Overview* provides a brief review of the court's holding on the legal issues raised.

3 *Outcome* reviews the procedural disposition of the case.

Check out the key legal points of a case in the court's own language with LexisNexis Core Concepts. Selected by a team of LexisNexis legal editors, and drawn directly from the language of the court, Core Concepts let 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.


LexisNexis Core Terms

Core Terms are the most frequently used words and phrases from the text of a case. They offer you a quick snapshot of the content based on the court's own language.

Display and Navigation Tools

## Vary the Number of Words around Search Terms

When you are viewing documents in the KWIC format, the standard display is
25 words of text around your search terms in legal documents (cases, statutes, etc.)
and 15 words of text in news documents (newspaper articles, corporate filings, etc.).
You may vary the number of words around your search terms by clicking *KWIC* and
then *clicking KWIC + 25*. The screen shown below will appear. Type the number of
words you want to display around each of your search terms and click *OK*.
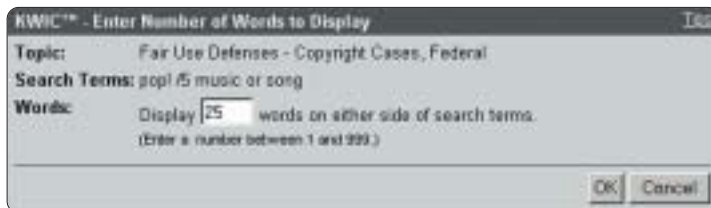
Display Specific Segments

To display a particular segment of the documents you are viewing, click *Custom*.
A screen like the one shown below will appear.

To display specific segments, click *Clear All*, select the segment(s) you want
to display and click *OK*.
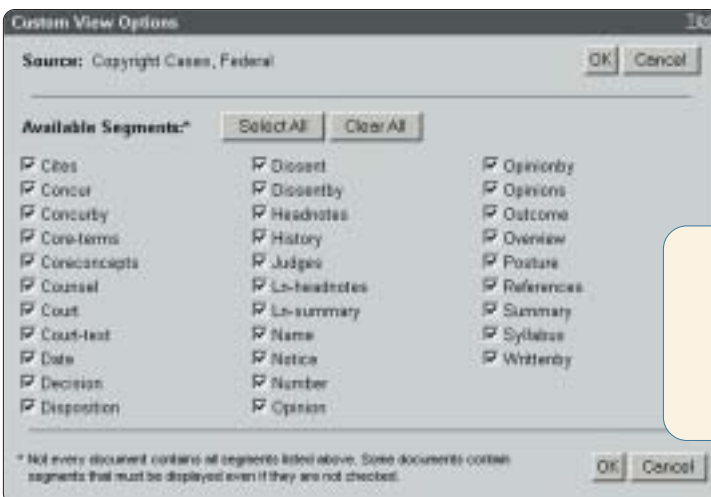
NOTE:
**The segments that are displayable
will change according to the type of
document you are viewing. See page
14 for an explanation of segments.**

Lower Navigation Frame

If you have Show Lower Navigation Frame selected on the Options page, you can use the navigation frame at the bottom of your search results page to go to specific points in a document, go to a specific reporter page in legal documents containing paginated reporters, display a particular document, or go to a specific search term.
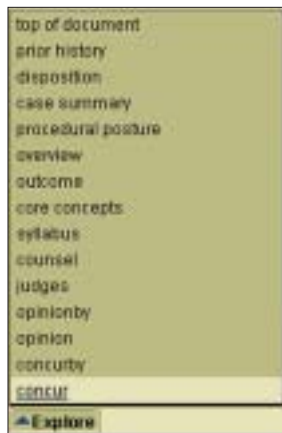
❶ Navigating to a specific part of a document

When a document is displayed in Full format, you can click the Explore button, then use the menu that appears to navigate within the document to a particular segment (such as "body" or "opinion") or to the top of the document.

❷ Navigating to a specific reporter page

Click the reporter name in the drop-down list next to Page (or in the running header of the document) for which you want to use the pagination. The reporter name you selected will be highlighted at the top of the page in red; the page references for that reporter will be highlighted in the document in red. Then click the text box next to Go, enter the page number to which you want to navigate, and click *Go*.

❸ Displaying a Document

To display a particular document, enter its number in the box next to Doc and click Go (the number of documents in your results is displayed next to the Go button). Use the right or left arrows to go to the previous or next document in your results.

❹ Navigating to a Specific Search Term

To go to specific search terms in the document:

• Click the right arrow to go to the first search term in the document.

• Enter the number of a search term in the box next to Term and click *Go* to go to a particular search term (the number of search terms in the document is displayed next to the Go button).

• Use the right or left arrows to go to the previous or next search terms in your results.

Narrowing Your Results with the FOCUS™ Feature

As you analyze the cases you find, you might like to review specific sections that discuss a particular topic. You can use the FOCUS feature to pinpoint words within your search results even if those words were not part of your original search request.

To use the FOCUS feature, click *FOCUS* at the top of the results screen. Then type the search terms you want to highlight with a connector in the FOCUS terms box, for example, *and fair use*. Then click *FOCUS* to submit your FOCUS search.
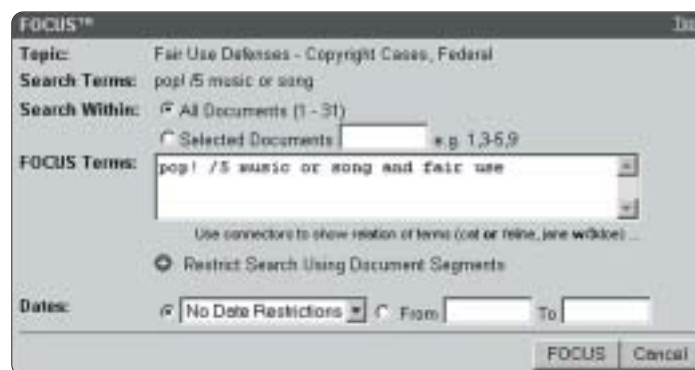
Finding More Documents

Sometimes you find a document that is right on point. You then want to know if there are other documents with similar fact patterns or language. The LexisNexis total research system lets you use Core Cites, Core Terms, or text you select yourself to find additional, relevant documents.

Core Cites and Core Terms

To find more documents like the one you are viewing:

1. Click *More Like This* at the top of the results screen.

2. Choose a new search based on the Core Terms or the Core Cites from your original document.

3. Click the check mark next to a term to remove the term from the search if you don't want to include it.

4. Add additional terms, specify mandatory terms and restrict the search by date (optional).

5. Click *Search*.

More Like Selected Text

If you see a particular passage in a document that is relevant, you can create your own More Like This search. For example, you are reviewing *Campbell v. Acuff-Rose Music*, 510 U.S. 569 (1994), which deals with a summary judgment decision in a copyright infringement case. You see the following passage:

The fair use doctrine contained in *17 USCS 107* permits and requires courts to avoid rigid application of the Copyright Act of 1976 (*17 USCS 101* et seq.) when, on occasion, such application would stifle the very creativity which the act is designed to foster, because, in enacting 107, Congress meant to restate the existing judicial doctrine of fair use, not to change, narrow, or enlarge the doctrine in any way, and intended that courts continue the common law tradition of fair-use adjudication.

Simply highlight the passage and click *More Like Selected Text* at the top of the results screen. The More Like This feature will run a search using the terms you have highlighted. For best results, keep your selected passage relatively brief, e.g., not more than a paragraph. Also, if possible, try to focus on a single proposition or issue and be sure to highlight any case law citations that appear in connection with the issue.

Search History

All your LexisNexis searches are saved automatically in the Search History log so you can retrieve the results of a previous search quickly. Searches are saved until 2:00 a.m. Eastern Time. For example, if you run a search at 9:00 a.m. on Monday, it will be kept in the Search History log until 2:00 a.m. Tuesday (Eastern Time).

Delivering Documents

Automatic Updates—the ECLIPSE™ Feature

The ECLIPSE feature is an electronic clipping service that allows you to follow the development of topics of interest to you. You can ask *lexis.com®* to update searches automatically at daily, business daily, weekly or monthly intervals. ECLIPSE results can be viewed online or be e-mailed to you.

NOTE:
Click *Save as ECLIPSE* at the top of the document you are viewing to set up a new ECLIPSE search.

Each time your search is processed, you receive only new, updated information and none of the documents you've already seen.

NOTE:
Click on the underlined options to make changes to your ECLIPSE search or to retrieve an ECLIPSE search.

Using Secondary Sources

LexisNexis offers a comprehensive collection of analytical secondary sources including treatises from Matthew Bender® and other legal publishers, the ALI Restatements of the Law, American Law Reports (ALR®), more than 220 law reviews and more. The following examples show you how to search these materials efficiently.

Get a Law Review Article by Its Citation

To retrieve the full text of an article from the *Harvard Law Review*, for example, "Commentary: The Law of the Horse: What Cyberlaw Might Teach," 113 Harv. L. Rev. 501:

1. Click the *Get a Document* tab.
2. Click the *Citation* tab, which is the default.
3. Type your citation, *113 harv lrev 501.*
4. Click *Get.*

Table of Contents

To find in-depth analysis on the topic of sanctions under Rule 11 of the Federal Rules of Civil Procedure.

1. On the Source Selection screen click the *Legal* tab and continue clicking on the following links > Matthew-Bender > Federal Practice > Moore's Federal Practice — Civil.

The expandable table of contents makes it easy to navigate through federal and state codes, legal treatises and other secondary sources. You have the option of running a full-text search or clicking through the table of contents. Features you'll find include:

- *Expandable/collapsible hierarchy—click the + to expand the TOC or click the – to collapse it*
- *TOC display—view link lets you return to the TOC from the text of a document*
- *Trail links—jump to a particular TOC level with one of the links that show your hierarchical path*
- *Floating cite assistant— rest your cursor on a page for more than four seconds and the cite for the section you're viewing will display*

2. Click the plus sign next to Volume 2 Analysis: Rules 7-12. (Plus sign will turn to minus sign.)
3. Click the plus sign next to Chapter 11 Signing of Pleadings, Motions, and Other Papers; Representations to Court; Sanctions.
4. Click the plus sign next to Sanctions for Violating Rule 11.
5. Click on the appropriate link or links.

Search for Treatises

To research the issue of "cramdown" requirements under
11 U.S.C.S. 1129

1   *Click the* Secondary Legal *link and continue clicking on the following links >* Matthew-Bender Treatises & Materials > Bankruptcy > Collier on Bankruptcy 15th Edition Revised.

2   *Type the following search in the search box:*
cramdown /25 1129.

Rely on expert legal analysis from eminent professionals you know and trust.

LexisNexis offers a comprehensive selection of proprietary legal treatises that gives you in-depth background on both federal and state law.
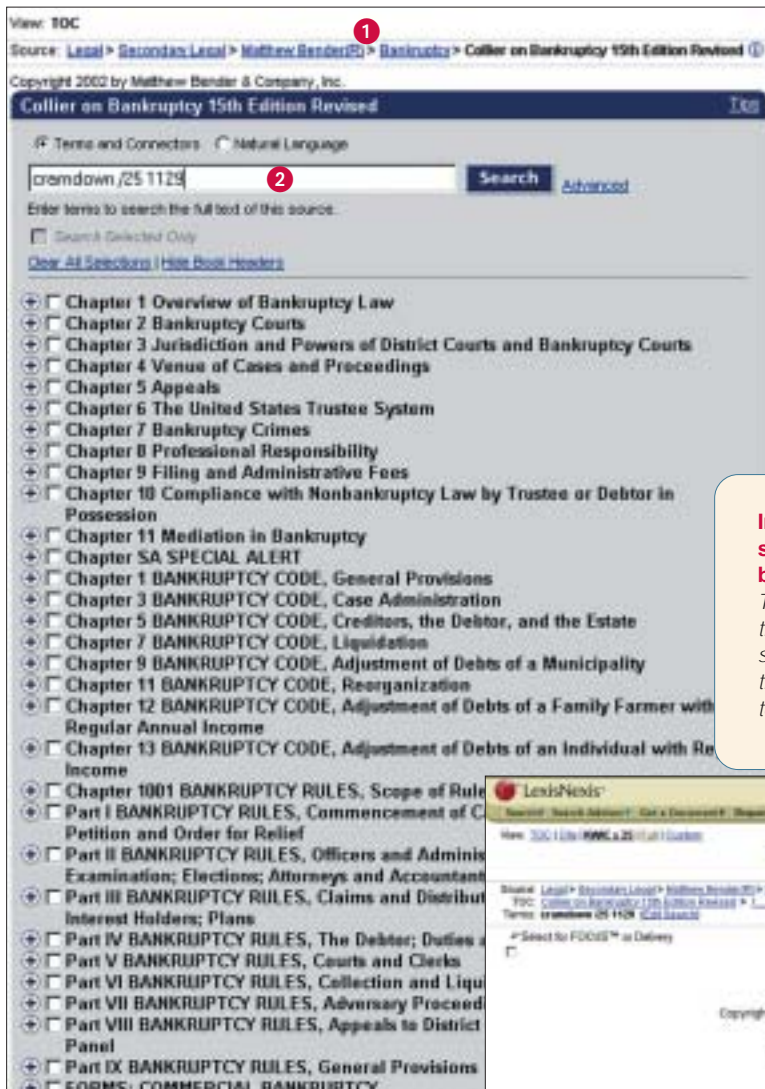
Important search tip for browsing in treatises:
To view sections of a treatise that precede or follow the section you're viewing, click the Book Browse link at the top of the screen.

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The *Shepard's* Citations Service

Is your case still good law?

Validate the authority of your case or statute with *Shepard's* Citations Service. Don't settle for less.

The *Shepard's* Citations Service provides comprehensive citations history and treatment coverage necessary to verify the status of cases. *Shepard's*, which now integrates *Shepard's*, the Auto-Cite® service, and the LEXCITE® feature, can also be used for case-finding, identifying cases and articles that have cited your case.

Coverage

- Federal case law
- Case law for all 50 states, the District of Columbia, and Puerto Rico
- Federal statutory materials
- Statutory materials for all 50 states and the District of Columbia
- The Code of Federal Regulations
- Federal Rules
- U.S. Patents
- Law reviews and periodicals

Currentness

Shepard's editorial analysis is typically available within 24–48 hours of receipt of the case.

1. Click *Shepard's - Check a Citation* at the top of the screen; Click *Shepard's* to select.
2. Type the citation in the open field.
3. Select *Shepard's* for Validation (KWIC) or *Shepard's for Research* (FULL) to select a format.
4. Click *Check.*

Shepard's for Validation (KWIC)

Shepard's for Validation is the editorial portion of the *Shepard's* Citations Service that assists with answering the question, "Is my case still good law?"

KWIC view provides:
- All Subsequent Appellate History
- Citing references to which the *Shepard's* editorial staff has assigned analysis, plus recent, additional case law that has not yet been analyzed
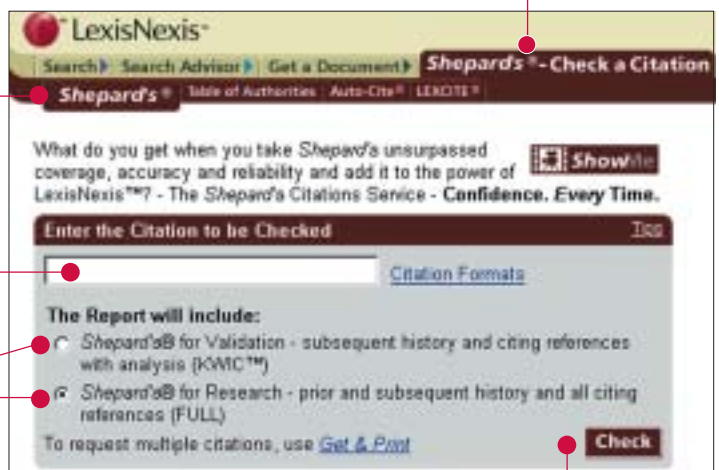- All restrictions
- The FOCUS search in *Shepard's*

NOTE:
The default display format for *Shepard's* is KWIC™.

Click *Shepard's®* - Check a Citation

Click *Shepard's*

Type citation

Select *Shepard's* KWIC or FULL

Click "Check"

Shepard's for Research (Full)

Shepard's for Research is the universe in which your case has been cited. Think of this research format as a finding tool.

Full view provides:

- All Prior History
- All Subsequent Appellate History
- Every citing reference—case law, law reviews, periodicals, annotated statutes, and ALR annotations
- All restrictions
- The FOCUS search in *Shepard's*

The FOCUS Search in *Shepard's*

The FOCUS search in *Shepard's* allows you to conduct a Terms and Connectors search within the text of the listed citing references. You can customize results to facts or points of law you need without predetermined category restrictions.

With the FOCUS search in *Shepard's,* you can:

- type up to 480 characters for one FOCUS search in *Shepard's*;
- link out to case law text and view the FOCUS search in *Shepard's* as highlighted text; and
- use the FOCUS search in *Shepard's* at no cost.*

*Once you *Shepardize* a citation, the only additional charge is when you link to the text of an opinion.

1. Click *FOCUS Search.*
2. Type your terms in the FOCUS Terms field.
3. Click *FOCUS* to process.

Click the citation in the upper left corner of your FOCUS results to return to the screen you were viewing prior to invoking the FOCUS feature.

Custom Restrictions for Analysis, Jurisdiction, Headnotes, and Date

Unique to the *Shepard's* Citations Service, the Custom Restrictions Form displays only those analyses and jurisdictions available for the citation being *Shepardized*™, and only *Shepard's* provides headnote analysis from multiple publishers.

Each Custom Restrictions Form is a menu specific to the citation you have *Shepardized*. From this menu you select the restrictions pertinent to your research. In addition to selecting analysis, jurisdiction, and headnotes, you may also restrict the date by the year of the citing reference.

Selecting Options from the Custom Restrictions Form

How to Restrict Analyses, Jurisdictions, and Headnotes

Click inside the box for each restriction you want to select from the available options.

Dates

For No Date
Select "No additional date restrictions" to specify no date restriction.

For Specific Year Restriction

1. Click on the down arrow to the right of the Date field and highlight one of the following:

   Show references for the year

   Show references dated prior to the year

   Show references dated after the year

2. Type the four-digit year in the field to the right of the selection you highlighted above.

For Year Date Range

1. Select *From*.

2. Type a beginning four-digit year date in the From: field.

3. Type an ending four-digit year date in the To: field.

When you have indicated all restrictions on the Custom Restriction Form, click *Show Restrictions* at the top of the form to process your request. Results of your restriction(s) will display.

To Clear Selected Restrictions and Select Other Restrictions

Click *Undo*.

Shepard's Signal

The *Shepard's* Signal is an at-a-glance indicator of the precedential status of a case.

Warning—Negative treatment indicated
Contains strong negative history or treatment of your case (for example, overruled by or reversed).

Caution—Possible negative treatment indicated
Contains history or treatment that may have a significant negative impact on your case (for example, distinguished by or criticized by).

Positive treatment is indicated
Contains history or treatment of your case that has a positive impact on your case (for example, affirmed or followed by).

Cited and neutral analysis indicated
Contains treatment of your case that is neither positive nor negative.

Citation information available
Indicates that citing references are available for your case, but do not have history or treatment analysis (for example, the references are law review citations).

Only the LexisNexis total research system provides a "true" positive indicator.

The Auto-Cite Service and the LEXCITE Feature

The Auto-Cite service and the LEXCITE feature are integrated into the *Shepard's* Citations Service. However, you can exclusively search either of these citator tools by clicking *Check a Citation*, then clicking *Auto-Cite* or *LEXCITE*.

The Auto-Cite Service

Auto-Cite is a cite verification and validation tool.

Coverage
The Auto-Cite service covers more than 475 reporters, including official and unofficial state and federal reporters and services.

Currentness
Auto-Cite is updated daily with cases being made available on the service within 24 hours after receipt.

1. Click *Check a Citation* and then click *Auto-Cite*.
2. Type your citation in the open field.
3. Click *Check*.

The LEXCITE Feature

The LEXCITE feature searches primary and secondary legal materials to find embedded references in sources.

Coverage
The LEXCITE feature will search for citations in:

- Case law—federal and state
- Code sections
- Agency opinions—federal and state
- Law reviews, journals, and other periodicals
- ALR annotations

To use the LEXCITE feature:

1. Click *Check a Citation*, then click *LEXCITE*.
2. Type your citation in the open field.
3. Click *Search*.

Validate a Case as Precedent with *Shepard's* Table of Authorities

Shepard's Table of Authorities provides the following:

- An at-a-glance analysis of the foundation of a case that can uncover hidden weaknesses in a case that has no obvious negative treatment
- The indirect treatment and/or the historical relationships to cited references
- Links to the text of a case for in-depth information on the legal authorities cited within a case
- A case-finding tool for specific legal issues or points of law
- A Table of Authorities for the law reviews that are available on LexisNexis.
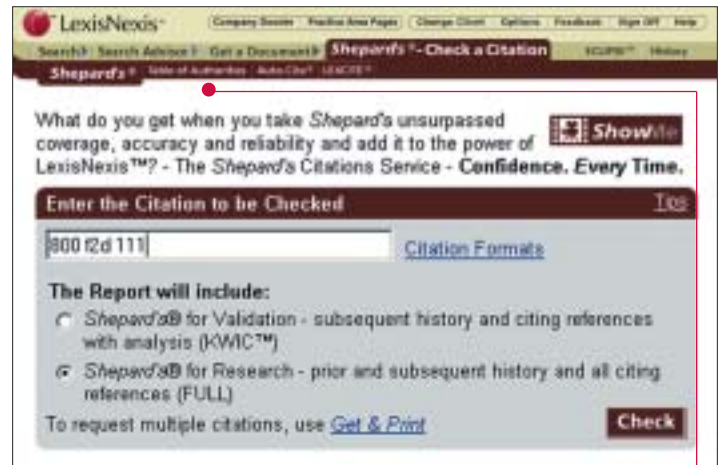
You can initiate a Table of Authorities report in three ways:

1. Click on the link at the top right side while viewing a case.

2. Click on the *Table of Authorities* link at the top of a *Shepard's* report.

3. Click on the *Table of Authorities* tab within the *Shepard's* Check a Citation option.

The *Shepard's* Table of Authorities report displays the list of cases in the following order:

- U.S. Supreme Court
- Circuit Courts in numeric order
- District Courts in alphabetic order
- Specialty courts
- State courts (alphabetically, highest court to lowest court)

Within the jurisdiction, the cases are arranged in the order that they are found in the decision and then by the volume number of the reporter if both appear on the same page.

When you use *Shepard's* Table of Authorities you are able to evaluate quickly the authorities on which your case relied. If validity is in doubt, your case may also be questionable, even though it has never been cited in a negative way. For example, the case *Juncker v. Tinney*, 549 F. Supp 574, indicates positive treatment and appears to be good law.

But is it good law?

Juncker v. Tinney relied on a case that received negative treatment as indicated by *Shepard's* Signal, however, a closer look at the Table of Authorities shows that one of the cases that Juncker relied upon, *Parrat*, was overruled. This single case may reveal that *Juncker* is "bad law" since it relied on *Parrat*.

NOTE:
Check the pinpoint page to see why a case was given the indicated editorial analysis. As part of your secondary sources research, you can use Table of Authorities to retrieve a list of all the cases cited in a law review article.

A   View the full text of a cited reference by selecting the case name of that reference.

B   See cited references organized by jurisdiction.

C   Narrow the Table of Authorities by searching for terms, specific facts, or points of law within the full text of the cited references. To do this, use the FOCUS feature.

D   Hide/show all parallel citations by clicking on the link at the top of the report.

E   The *Shepard's* Signal provides an at-a-glance indicator of the treatment and history of a cited reference. This signal is a link to initiate *Shepard's* Citations Service for the citing reference.

F   The First Link Reference lets you jump from the Table of Authorities of the citing reference to the location where the citing reference is first cited.

G   The full range of editorial analyses tells you exactly how the case was treated.

H   Pinpoint page numbers give you the exact page where a cited reference is located within a citing reference.

Features Within a *Shepard's* Table of Authorities Document

Hide/Show Parallel Cites

The primary citation will be the only citation displayed when you view a Table of Authorities report. Hiding parallel cites is the default, however you have the option to display all parallel citations by clicking on the link at the top of the report. The citations will continue to display until you click on the link to hide the citations.

The *Shepard's* Signal

The *Shepard's* Signal offers an at-a-glance indicator of the treatment and history of a cited reference. The signal is an active link to invoke the *Shepard's* Citations Service for the citing reference.

Case Name

You can view the full text of a cited reference by selecting the case name of that reference. To return to the Table of Authorities, click on the link at the top of the page.

First Reference Links

You can jump from the Table of Authorities of the citing reference to the location where the cited reference is first cited. This First Reference link is determined by pinpoint page information, using the pagination of the left-most reporter citation (typically the official report) in the Table of Authorities display. If this information is not available, the Table of Authorities will use the pinpoint page from the next available reporter (typically the regional reporter).

Generally, the reporter information will remain the same within a jurisdiction, but if two different reporters appear in the same jurisdiction, the references that have pinpoint information from the left-most reporter will sort first and then the next available reporter.

Editorial Analysis

The full range of editorial analyses in a *Shepard's* Table of Authorities report tells you how a case was treated. The Table of Authorities first provides how the citing case treated the case listed, then the signal tells you how other cases treated it.

As a viewing assist, when you place your cursor over the signal at topline and midline levels, a definition for the signal appears in the bubble.

FOCUS Feature

The FOCUS search feature in the *Shepard's* Table of Authorities functions like the FOCUS search feature in *Shepard's* Citations Service so that you can search for terms that will further refine or narrow your results. Click on the *FOCUS* link, type the terms in the open field of the FOCUS template, and click on *FOCUS*.

Printing *Shepard's* Table of Authority Reports

You can print, download, fax, or e-mail your results just as you would with other LexisNexis research results.

Delivering Your Documents
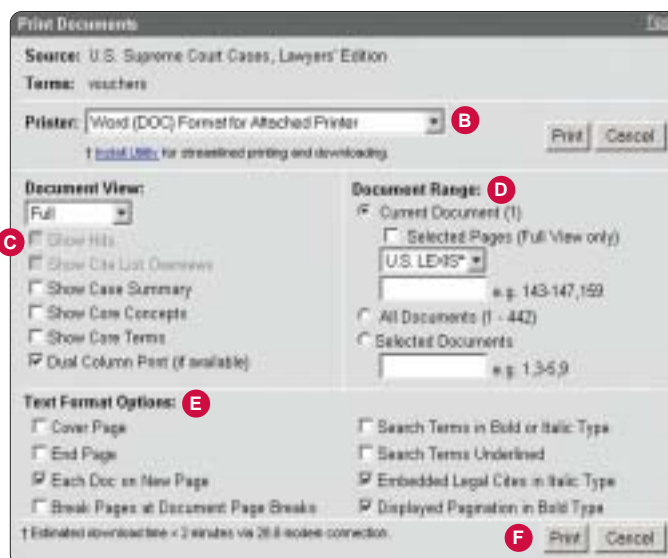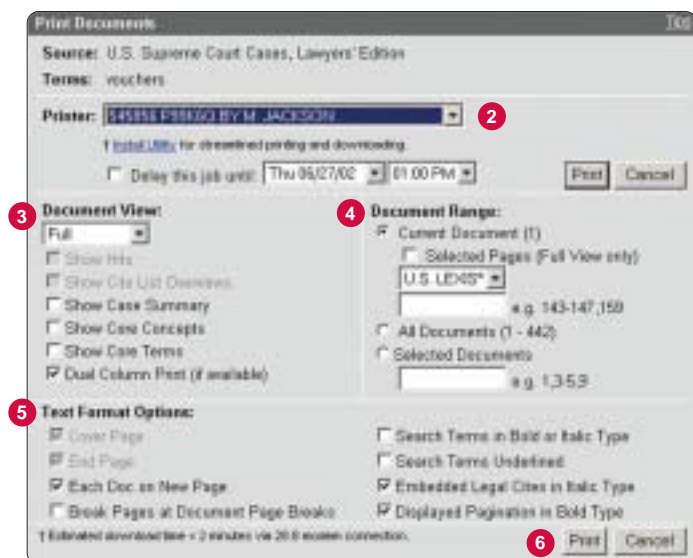
Printing to a LexisNexis Printer

1 *Click the* Print *link on your search results screen to display the* Print Documents *dialog box.*

2 *Select a LexisNexis dedicated printer from the* Printer *drop-down list.*

3 *Select an option under* Document View *to choose a display format (e.g., Cite, KWIC, Full or Segments).*

4 *Select the* Document Range *(Current Document, All Documents, or Selected Documents).*

5 *Select a* Text Format Option.

6 *Click the* Print *button.*

Printing to an Attached Printer

A *Click the* Print *link on your search results screen to display the* Print Documents *dialog box.*

B *Select a* format *from the* Printer *drop-down list.*

C *Select an option under* Document View *to choose a display format (e.g., Cite, KWIC, Full or Segments).*

D *Select the* Document Range *(Current Document, All Documents, or Selected Documents).*

E *Select a* Text Format Option.

F *Click the* Print *button.*

G *The document will display in the format you specified, e.g., Word, WordPerfect®, RTF, etc. Print the document as you would any other document in that format.*

Printing the Text Only

To display a text-only version of the browse page you're viewing, without any graphics, navigation bars, or options on the page:

1. Click the *Text Only* link in the upper right corner of the page. The page redisplays, containing only text.

2. To print the text-only page, use your browser's Print function.

3. To save (download) the text-only page, use your browser's Save or Save As function.

4. To copy the text-only page, use your browser's Select All function (normally under the Edit menu), select Copy, and then paste the text into a new or existing word processing document.

5. To exit the Text Only feature and return to normal browse mode, click your browser's *Back* button.

Download Delivery

Click *Download* on any search results page you are viewing to specify documents you want to deliver and the format (.txt or .rtf) in which you want to download them.

Fax Delivery[1]

Click *Fax* on any search results page to fax documents to yourself or others. You must specify the documents you want to fax and the fax number of the recipient.

E-mail Delivery[1]

Click *E-mail* on any search results page you are viewing to e-mail documents to yourself or others. You need to specify the documents you want to deliver, the delivery format, and the e-mail address or addresses to which you want them sent.

The *FAST* Print Feature

Streamlined printing is now available! The *FAST* Print feature offers you an easy-to-use shortcut for printing documents by leveraging the current LexisNexis delivery system settings (i.e., dual column print when available, etc.) for a consistent printing experience.

One-time setup

1. Click the *FAST* Print button on your search results screen. The screen shown below will display.

2. Select your choice of LexisNexis dedicated printer or format for attached printer from the pull-down menu, and click *Set*. (You can change your default choice at any time by clicking the *Options* button in the top navigation bar.)

[1]Subject to terms and conditions
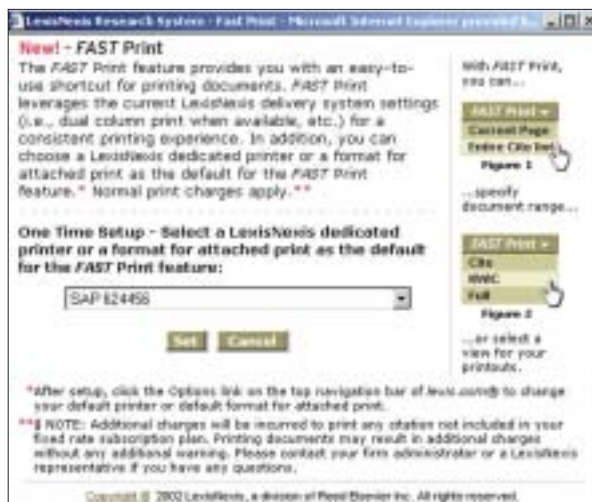
Using *FAST* Print after initial setup*

In Cite View, click the *FAST* Print button and select whether to print the current page or the entire Cite list. In Cite view, you may also tag documents and print them in Cite, KWIC or Full formats.

In KWIC, Full and Custom Views, click the *FAST* Print button to print the current page immediately.

Any print options, including dual-column printing; use of bold, italics and underlining; page breaks; that you have previously selected on the Print Documents form are defaults for this feature.

*Note: Additional charges will be incurred to print any citation not included in your fixed rate subscription plan. Printing documents may result in additional charges without any additional warning. Please contact your firm administrator or a LexisNexis representative if you have any questions.

FAST Print is not available for Netscape® 4.7.

Print Utility

The LexisNexis Print/Download utility allows you to print to your attached printer as easily as you can when printing to a LexisNexis stand-alone printer. If you are using an attached printer, you should download this utility to achieve maximum printing results from the *FAST* Print feature.

To download the utility:

1. Click the *Print* link on the search results screen.

2. You will see a link at the top part of the screen that says Install Utility. Click the link.

3. Follow the on-screen instructions to install the utility.*

4. When the installation is complete, check the print dialog screen. The "Install Utility" link should be replaced by the following message: "After formatting, show Windows Print settings." Select this option only if you want to display your printer settings before you print a document. Otherwise, the printer will default to your current print settings.

*Note: Microsoft® Windows 2000, Windows NT®, and Windows XP operating systems require users to have administrative privileges to install programs. If the utility does not install correctly, check with your system administrator or Customer Support.

If you have installed the utility and the link does not appear, make sure that JavaScript® is enabled on your browser. If the link still does not appear, check with your system administrator or Customer Support.

Tagged Cite List

While viewing the cite list, you can "tag" documents for later delivery by clicking the small box next to the cite. Any documents you tagged will be listed on the delivery screen.

Get & Print

LexisNexis Get & Print is a fast and easy way to retrieve and deliver multiple full-text documents or multiple *Shepard's* Citations Service reports. One citation or many, Get & Print makes it easy with one search from one screen. Deliver *Shepard's* reports or the full text of legal documents directly to your LexisNexis printer or to your browser. Whenever you have a list of citations for cases, law reviews, IRS materials, or Federal Register documents, you can submit them all at once.

To retrieve documents using Get & Print:

1. Click the *Get a Document* tab.

2. Click *Get & Print*.

3. Give your session a name (no limit on length) and identify the client (up to 32 characters) Note: A client name may be required, depending on your subscription.

4. After entering the citations (at least one is required) and selecting your options, click *Get* to submit the report request.

Customer Service (in the U.S.)

LexisNexis Customers	1-800-543-6862
Legal Education Customers	1-800-455-3947
TDD	1-800-732-5306

(A Telephonic Device for the Deaf (TDD) is installed in the LexisNexis Customer Service Department for persons who are hearing impaired.)

Outside the U.S. – Toll Free

Australia	1-800-128-367
Canada	1-800-553-3685
Caribbean	1-800-543-6862
Germany	0130-81-5374
Hong Kong	800-96-8733
Jamaica	0-800-543-6862
Japan	0031-11-3259
Malaysia	800-2291 (LexisNexis)
	1-800-80-2291 (Butterworths)
Mexico	95-800-543-6862
New Zealand	0-800-440-814
Saipan	1-800-543-6862
Singapore	800-1100-415
Switzerland	0800-89-7074
Taiwan	0080-10-3330
Trinidad/Tobago	001-800-543-6862
United Kingdom	0800-895-107
All other locations must call direct at	1-937-859-5398

Account Executive _____

Telephone Number _____

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