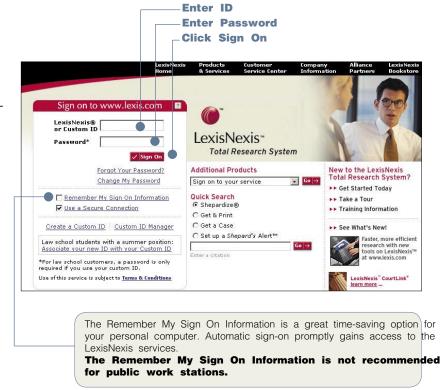
Signing on

- **1.** Establish an Internet connection and enter the following address: *www.lexis.com*
- **2.** Type your LexisNexi® ID and password and click *Sign On.*
- Would you like to create a Custom ID and password, e.g., an easy-to-remember alias or nickname? See below.
- **3.** After signing on, click a tab at the top of the screen to select a research option:
 - Search
 - Research Tasks
 - Search Advisor
 - Get a Document
 - Shepard' s®
 - Alerts
- My Lexis

^{*}Law firms with 1 – 20 attorneys will also see the customizable *My Lexis* start page as a research option.





Create a Custom ID and Password

Each Custom ID is unique, i.e., no two LexisNexisubscribers can create the same Custom ID. Use your Custom ID or your LexisNexis-assigned ID when you sign on.

- **1.** Click the *Create a Custom ID* link on the sign-on screen, then enter your current LexisNexis ID and password.
- 2. Type your new Custom ID and password. (Your Custom ID must be 6-25 characters and contain at least one letter. Your password should adhere to password guidelines listed on the screen.)
- **3.** For security purposes, enter your e-mail address, choose a security question from the drop-down menu, and provide an answer. Clicl**Finish**. (Follow the screen instructions for printing a Custom ID card!)

Forgot your password@hoose this link on the sign-on screen.

Enter your Custom ID and answer your security question. LexisNexis will send you an e-mail with a link to a secure Web site that contains your password. If you forget your Custom ID, contact LexisNexis Customer Support.

To change your Custom ID or password, your e-mail address for Custom ID, your security question and answer, etc., use Custom ID Managerink on the sign-on screen.

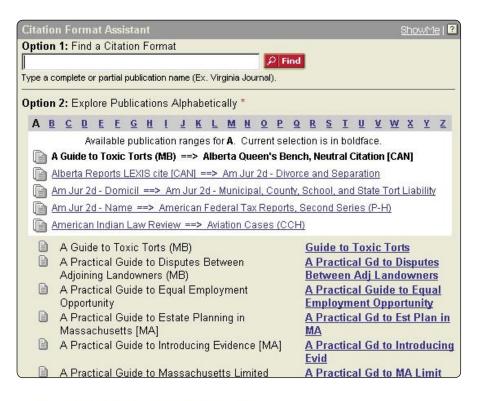
Get a Document

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.

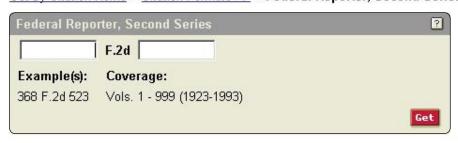
Citation Citati

Get a Document by Its Citation

- 1 Click the Get a Documentab.
- 2 Click the Citation tab. (Citation is the default setting.)
- 3 Type in the citation for the document you want to retriev253e.f3d 34
- 4 Click Get.



Get by Citation Home > Citation Formats - F > Federal Reporter, Second Series



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 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.

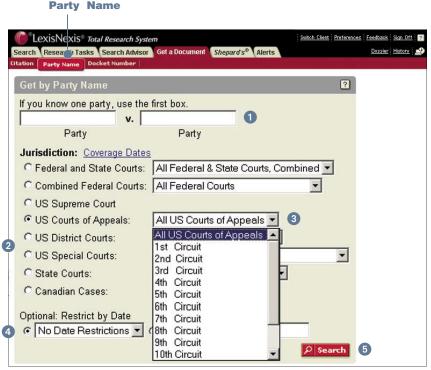
Option 2: Explore Publications Alphabetically

Click a letter of the alphabet in the letter navigation bar to view publications beginning with that letter.

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

Get a Document by 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 the first box andmicrosoft 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 the court that relates best to your case (optional).
- Select a date range from the drop-down list (optional).
- 6 Click Search



Get a Document by **Docket Number**

- 1 Type a docket number in the Docket Number field, for example0-8452.
- 2 Choose the jurisdiction for the cited case you would like to see.
- 3 Select a date range from the drop-down 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 AND 773 in the Docket Number field.

Docket Number

LexisNexis Total Res	earch System	Switch Client Preferences Feedback
Search Research Tasks Se		Alerts
Citation Party Name Docket Nu	mber	
Get by Docket Number	(2
1 00-8452		
Jurisdiction: Coverage Dates		
2 C Federal and State Courts:	All Federal & State Courts, Combined 🔻	
C Combined Federal Courts:	All Federal Courts	
C US Supreme Court		
C US Courts of Appeals:	All US Courts of Appeals	
C US District Courts:	All District Courts	
C US Special Courts:	US Court of Federal Claims	
C State Courts:	All State Courts, Combined ▼	
C Canadian Cases:	All Canadian Cases	
Optional: Restrict by Date		
3		
	4 P Search	1

These special menu pages focus on specific areas of law or jurisdictions, pulling together the valuable resources practitioners need for that area.* Research Tasks pagecombine source selection and searchingon a single page. Select a source from a drop-down menu, add your search words and click GO. Or link to additional tasks.

LexisNexis® Research Tasks Pages

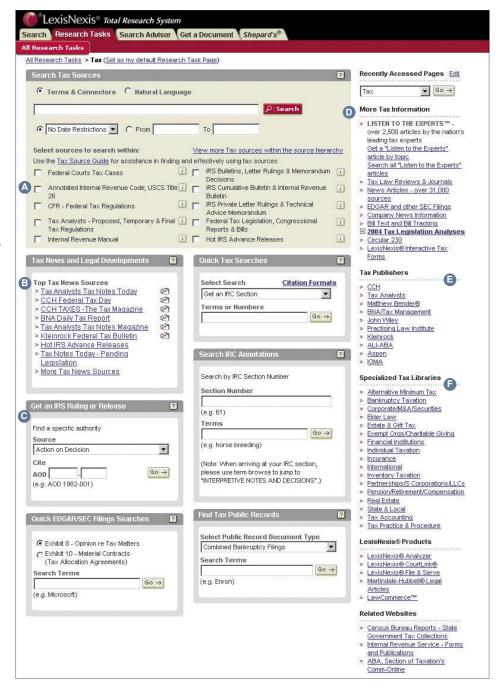
Each Research Tasks page is unique to that practice area; however there are common components. For example, most pages offer legal news, forms, Get a Document and/or Shepardize[®], analytical materials by Matthew Bender®, CCH®, BNA® and/or other major publishers, links to related Web sites and more.

To select a Research Tasks page, click the Research Taskstab. Choose your practice area or jurisdiction.

To set your Research Tasks tab as your starting point after you sign on to www.lexis.com click the Preferences link (top right on main menu screen). SelectResearch Tasks under Start Location Click Set. Then, to make a specific Research Tasks page, e.g., Tax, your starting point, select the Set as my Default Research Task Pagelink at the top of that page.

*More Customizing Options!

Law firms with 1 – 10 attorneys can check the My Lexis™ start page. Add, remove or rearrange research components to accommodate your personal preferences. Ask your LexisNexis account executive for more details. (Not available for state and local government customers.)



- A Combine often-used tax sources into one search.
- B Click to move to the latest news—without entering search terms.
- C Get a document. Select the type; enter the citation. Chok
- Select other tasks. Just click a link.
- Link to other publishers' resources available through the LexisNexis services.
- Move to task boxes for complementary tasks.
- Move to court dockets and otherisNexis products

Lexis® Search Advisor

Find Relevant Cases, Analytical Materials & More

Lexis Search Advisor is a logical way to begin your research in a specific area of law. Select your practice area, search for your topic—or click topic categories, drilling down to your topic. Then quickly retrieve relevant information from case law, law reviews, treatises, agency materials and legal news. Lexis Search Advisor can even retrieve all available cases with LexisNexis Headnotes and/or In-Depth Discussion cases on your topic. Finally, Lexis Search Advisor can help you build your search by suggesting terms of fact and law commonly associated with each topic.

To use Lexis Search Advisor, click the Search Advisortab.

First, Choose aLexis **Search Advisor Topic. Use:**

Choose From My Recently Used Legal Topics

- 1. Click the down arrow next to the open field to display a list of the last 20 topics you used.
- 2. Highlight the topic you want to use. Click Go.

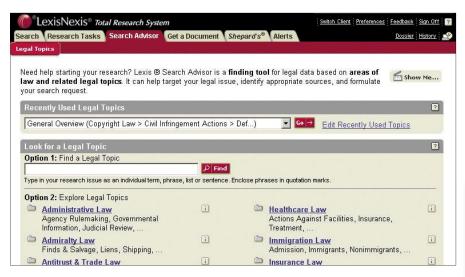
Option 1: Find a Legal Topic

- **1.** Enter fair use defense in the box under Option 1: Find a Legal Topic
- **2.** Click *Find*. Review the displayed topics. Click the topic you need.

Option 2: Explore Legal Topics

Explore Legal Topicsdrills down through the areas of law, displaying topics. Use this option when you know which area of law covers your issue. For example:

- 1. Click Copyright Law.
- 2. Click Civil Infringement Actions
- 3. Click Defenses.
- Click Fair Use.
- Click General Overview.



Choose Your Research Materials

The type of material shown on your topic search screen (below) depends on your topic. Find source tabs for cases, analytical materials (which includes legal news), agency materials, etc.

Search for LexisNexis Headnotes on your topic. Or you can search the available resources with terms and connectors or natural-language phrases or questions. (See the Completing the Search Form on page 9 for tips.)

Your Topic Search Screen



Source Tabs

Retrieve All Headnotes Via Lexis Search Advisor

Retrieve All Headnotes finds LexisNexis Headnotes written on that topic, <u>plus</u> additional highly relevant cases. You can enter the Retrieve All Headnotes feature from the Cases tab for your Lexis Search Advisor topic or from any case's LexisNexis Headnotes.

To retrieve all headnotes and additional highly relevant cases from the Cases tab:

- **1.** Select a jurisdiction you wish to research.
- **2.** Click *Go* next to Step 2.

To retrieve all headnotes and additional highly relevant cases when you are viewing a case's LexisNexis Headnotes

(Each headnote includes at least one Lexis Search Advisor path to a topic. You can also link to any level of the Lexis Search Advisor hierarchy within this path.)

- **1.** Click the *green-arrow icon* at the end of the topic path above the headnote. (See page 16 for an example.)
- **2.** Select a jurisdiction. (You can also restrict to particular dates, if you wish.) Click**Go.**

Viewing Retrieve All Headnotes Results

Your results for Retrieve All Headnotes and More Like This Headnote (see Analyzing Results on page12) are displayed in the Virtual Digestview, which shows case citations, plus their relevant Lexis Nexis Headnotes and/or paragraphs most relevant to your topic. You can:



- A Link to the discussion of the headnote in the opinion. Click its linHN3gYou can also link to the full text of any paragraph shown. Click its pinpoint page *3t2]e.g.,
- B Use the More Like This Headnote feature to find additional headnotes. Click a headnote's **More Like This Headnoties**k.
- © You only want cases with headnotes classified under the topic. Click the **Show Headnotes Only**ink at the top of the screen.
- Find the cases most frequently cited by the other cases under the topic, i.e., the "influential cases." Click the down arrow next to the Sort By box at the top of your results screen. Click **Frequently Cited.**

Following each citation in the Frequently Cited sorting list, find the number of citings listed in green. To move to those case citings, clic link. Then, to see each particular citing reference listed, click the link.

- (E) View In-Depth Discussions only. (You want a better understanding of the topic.) Click the In-Depth Discussions link. You get the top 15 cases that provide significant explanation of your topic.
- Click on the "i" icon next to your topic and get details on what that topic covers. For example, Fair Use Factorscovers the factors listed in 17 USCS §107 to be considered in determining whether the use made of a work in any particular case is a fair use, including the purpose and character of the use; the nature of the copyrighted work; the amount of substantiality of the portion used; and the effect upon the plaintiff's potential market" Also find selected search terms important to this topic.

Search

Selecting Sources

At the Search/Source selection screenyou can select a source in any of five ways.

Choose From Recently Used Sources

- 1. Click 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.

Explore Sources Using the Legal, News & Business, and Public Records Tabs

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 and state case law, news stories from the last two years, SmartLinx^M 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 the individual source in which you want to search.

Tind A Source—Using the Long Name

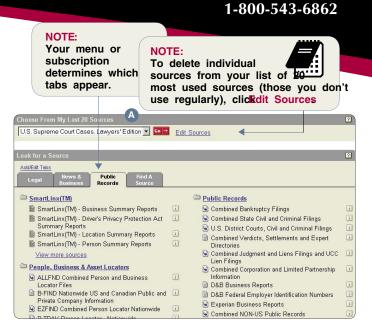
- 1. Click the *Find a Source*tab.
- 2. Type the name of the source or words contained in the name of the source in the Find a Source box. (Make sure the Match terms in long names button is selected.)
- 3. Click Find.
- **4.** A list of sources that match the description will display. Click the name of the source in which you want to search.

15 ind 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 the Short Name button is selected.
- 3. Click the source you want to search.

Eind a Source—Using the Alphanumeric Links

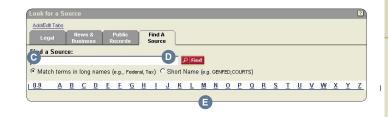
- **1.** Click the *Find a Source* tab.
- 2. Click the alphanumeric (0 9 or A through Z) links to find a specific source.
- 3. Click the name of the source to use it.



LexisNexis® Customer Support ...





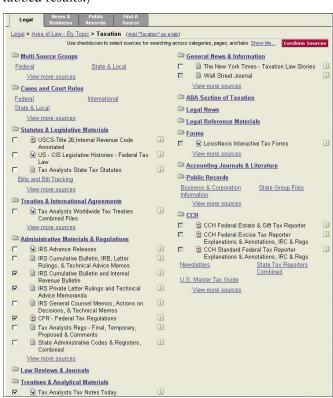


Combine Search: Combining Multiple Source Types

Combine up to 50 sources in a single search, even different source types, e.g., cases, statutes, legislation, agency decisions and news.* Each source you can combine has a white checkbox next to the source name. To combine sources:

- 1. Check the box next to a sourceFor example, under the Legal tab, select theCFR Tax Regulations, IRS Cumulative Bulletin and Internal Revenue Manual, IRS Private Letter Rulings and Technical Advice Memoranda and Tax Analysts Tax Notes Today.
- 2. Now move to another tab. Click the News & Business tab. Check *News*, *Most Recent Two Years (English, full text)* Your Legal tab sources are still saved.
- **3.** When you're done selecting sources, click the Combine Sources button. You move to the online Search Form. (See next page.)

(See page 13 for tips on analyzing the Combined Search tabbed results.)



^{*}Public records sources are not available for combining.

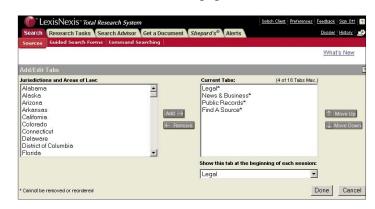
Custom Tabs

You can create up to 14 custom tabs in addition to the four standard tabs (Legal, News & Business, Public Records, and Find a Source), so the jurisdictions, areas of law, and other source types you research most often are only a click away. You can easily remove or reorder a custom tab at any time. To add or edit a custom tab:

1. Click Add/Edit Tabs



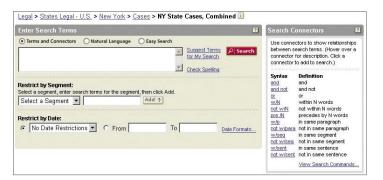
2. Select an item in the list and either double-click it or click *Add* to create a tab for the item. Click an item in the list for which a custom tab exists and click*Remove* to delete it from the source selection page.



- **3.** Click *Move Up* to move a selected current tab closer to the existing tabs on the first row of the source selection page.
- **4.** Click *Move Down* to move a selected current tab farther away from the existing tabs on the source selection page.
- **5.** Click *Show this tab at the beginning of each session*to have a custom tab from the pull-down menu appear at the beginning of each research session.
- **6.** Click *Done* to apply any changes you have made.

Completing the SearchForm

Once you select your sources, you're ready to enter your search on the online Search 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. For example drug /15 test! OR screen! /10 employ!

Click on a connector in the online Search Connectors box for examples. Also see page 11.

Natural Language (the FREESTYLE™ feature) uses "plain English" questions or phrases (as you would in conversation), e.g., Can employment drug screening be a contract arbitration issue? Use Natural Language to research conceptual issues rather than specific topics or when you're searching complex issues and are unsure of the words to use. Results are ranked by relevance.

LexisNexis Easy Search ™ is for simple, two to three word searches in Boolean or Natural Language (similar to Internet search engines). Use quotation marks for "phrase searching." You cannot use segment or date restrictions. Results are ranked by relevance.

2. Type your search words. Click **Suggest Terms for My Search** to find additional terms. Other options:

For Terms and Connectors searches—Search specific parts or segments of documents. Click the drop-downSelect a Segment box for a list of available segments. Choose a segment and enter your search terms. Click Add. (If you know the segment name, you can type it in the search box followed by your search terms in parentheses.) Also seeSegments at right.

For Natural Language searches—If you want a term to appear in retrieved documents addMandatory Terms.Or select a Segment and enter Mandatory Terms you want to appear in the segment.

3. *Time to Double Check* Click Check Spelling You'll save time and improve accuracy. Not only can you replace misspelled words, but you may also find alternate search words.

4. Click Search.

Segment Searching

All documents at *www.lexis.com* are divided into parts that are common to that document type. For examples, cases contain the party names, a docket number, date, court issuing the opinion, the opinion itself, etc. You can restrict your search to a specific segment of a document, such as the headline of a news story, the judge who wrote the case's opinion, the heading of a statute, etc. See Step 2 at left for directions on adding a segment search. For example, to find:

Cases when you know the names of the parties:

ENTER: name (mackey AND weber)

All opinions written by aparticular judge **ENTER:** writtenby (scalia)

Cases in which a particular law firm participated:

ENTER: counsel (marbury AND madison)

Cases decided on, before or after a particular date:

date is 2/01/2002

date bef 2/01/2002 date aft 2/01/2002

All sections of Title 18, Chapter 96 of the *U.S. Code* dealing with Racketeer Influenced and Corrupt Organizations:

ENTER: heading (18 AND 96 AND racketeer)

News stories that mention the *Sarbanes-Oxley Act*in the headline or lead paragraph:

ENTER: hlead (sarbanes oxley)

Search Words and Connecting Search Words

Words

A search word is a single character or characters, alphabetical or numeric, with a In addition to Connectors (see space on either side. Ahyphen is treated as a space.

Examples:	: mcpherson one searchable word	
	§1988 one searchable word	
	§ 1988 two searchable words	
	pretrial one searchable word	
	pre-trial two searchable words	
	pre trial two searchable words	

Plural and possessive forms of regular nouns are retrieved automatically. City finds city, cities, city's or cities'. Wrifinds writ, writs, writ's or writs'. For irregular nouns, see Universal Characters.

Equivalents are retrieved automatically. For example cal finds California, CA, Calif. and California. Use any form; find its equivalents.

Noise Words are common words used in writing (the, of, his, my, when, is, are, etc). They *cannot* be searched. The list is too extensive to list here. When in doubt, omit the questionable word.

@—Use this symbol if your keyboard doesn't offer the section symbol, e.g., @305 or @ 305

Precision Search Commands

next page), you can also use these commands with your search words.

allcaps(aids) OR acquired immun! finds words with all capital letters, e.g., AIDS

nocaps(aid) finds aid but not AIDS

caps(jobs)

finds first-letter capital, e.g., Steve Jobs but not jobs market

plural(job)

finds plural forms only, e.g., Steve Jobs and jobs market but not job creation

singular(job)

finds singular form only, e.g. job discrimination

atleast10(cercla)

finds documents that mention CERCLA at least 10 times. Good for finding documents with major coverage of your topic. Use any number between 1 and 255 with the ATLEAST command.

Universal Characters

The asterisk *

Replaces one letter. Use more than one * in a word, anywhere except as the first letter.

wom*n — finds woman and women

bank *** — finds bank, banking, banked, but not bankrupt or bankruptcy, which have more than three letters after *k*.

The exclamation point!

Replaces an infinite number of letters after a word root. Use only one! per word, at the word end.

litigat!— fi nds variations orlitigate(litigation, litigating, litigator, litigateth.) child! — finds variations on child (children, childless, childishetc.)



Connectors

Connectors establish relationships among search words. Next to the online search form, use the Search Connector box to help select connectors. (Rest your cursor on a connector and view its definition and an example. Click View Search Commands for more details.)

CONNECTOR EXAMPLE

OR *doctor or physician* finds either doctor or physician.

AND bank AND deregulat! finds bank and forms of the word

finds bank and forms of the word deregulate anywhere in the same document.

'n market /5 share

finds market within five words of share. Using /5 links two words that may appear side by side or separated by up to four words. Get share of the market as well as market share. (You cannot use /n in the same search with /p or /s.)

/p rule /p sanction finds rule within the same paragraph as sanction.

/s sanction /s frivolous finds sanction within the same sentence

finds sanction within the same sentence as frivolous.

PRE/n pay PRE/3 television finds documents in which the first word precedes the second by three words or less.

NOT/n rico NOT/2 puerto

looks for documents with the first word. The second word need not be found, but if it is, it cannot be within two words of the first word.

AND NOT trust AND NOT charitable

finds documents with *trust* but **without** *charitable* **anywhere** in the document. Use AND NOT as the last connector in your search.

How Connectors Work

Connectors operate in the following order of priority:



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

Here's an example of how connectors operate: bankrupt! /25 discharg! AND student OR college OR education! /5 loan

- 1. **OR** creates a unit, joining student OR college OR education
- 2. /5, the smaller of the number connectors, ties together oan and the 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.

Using Parentheses to Change Priority

Example:

mary /3 smith OR jane /3 jones OR william /3 matthews

This search looks for *smith* OR *jane* and then *jones* OR *william*.

Use parentheses to override the normal priority and create units of *mary* and *smith*, *jane* and *jones* and *william* and *matthews*. This search will now look for documents with one, two or all three of the name units.

(mary /3 smith) OR (jane /3 jones) OR (william /3 matthews)

Get A Document

Viewing and Analyzing Results

The LexisNexis services provide all the tools you need to analyze documents quickly, 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.

KWIC[™] +25—the default lets you display a 25-word window of text around your search terms. To vary the number of words, click*KWIC*, then click *KWIC* +25. Type a number from 1 to 99. Click*OK*.

Full—displays the full text of your document.

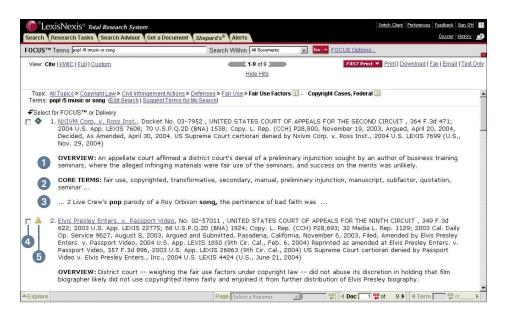
Custom—lets you display the document parts orsegments you want to view.

TOC View—Sources arranged hierarchically by topic, such as statutes, regulations and treatises, are displayed automatically in TOC (Table of Contents) format. Browse or search the TOC. (Though not shown here, turn to page 19 for TOC navigating and searching details.

Cite List Overviews

Cite List Overviewsas shown at right, provide you a summary of the case's legal issues to help you quickly determine which documents in your results are relevant.

Virtual Digest View(Available for Retrieve All Headnotes results and More Like This Headnote results only. Not shown here.) Shows case citations, plus relevantLexisNexis Headnotes and/or paragraphsnost relevant to your topic.

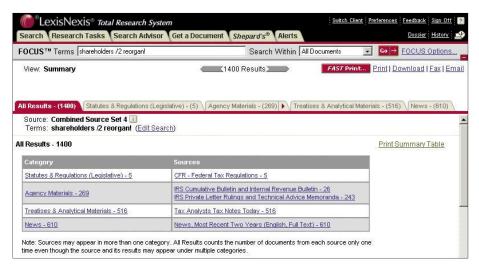


- Case Summaries—written by LexisNexis attorney editors, they include Procedural Posture, Overview and Outcome.
- 2 Core Terms-for a snapshot view of the case.
- 3 Show Hits-displays each sentence where your terms appear in the case.
- Shepard's Signal—check on the warning, caution, or positive treatment indicator to Shepardize the case.

LexisNexis Combined Search—Tabbed Results Sets

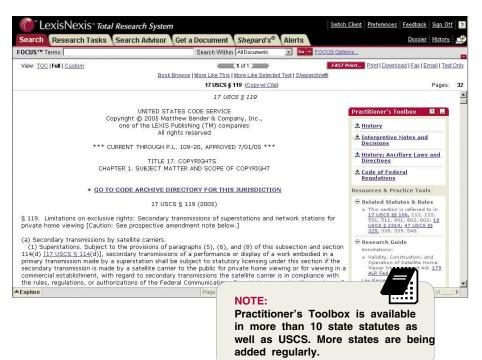
After you enter your Combined Search (see page 8 for details on combining sources), you can see how many documents were found for each source type—quickly. You receive a summary page with tabbed results, offering up to 12 tabs by source type, e.g., case law, statutes and regulations, etc.

- Click a blue link to view results for a source type. The number at the end of the link, e.g., CFR - Federal Tax Regulations- 5, is the number of documents retrieved.
- Click a specific tab to show all the results for that tab.
- Rest your cursor on a tab's red arrow, e.g., Agency Materials tab, and a pop-up screen shows you the document types available under that tab.



Your results tabs stay at the top of your screen as you browse documents for easy navigation. And you can print your results table summary as well as specific documents and document types. Just click the Table Summary link

LexisNexis® Practitioner's Toolbox For USCS and State Statutes



This special display, available only in full-text USCS and some state statute documents, makes navigating statutes fast and easy. The Practitioner's Toolbox also provides links to a variety of resources cited or referenced within the statute. And find links to enacted legislation that could affect that section.

The Practitioner's Toolbox appears on the right side of your document. Each toolbox is unique to that statute, displaying only those section headings that occur in that statute. Click to move to a section within the statute or to references cited.

Browsing Documents

LexisNexis Case Summaries

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

- Procedural Posturedescribes the case's procedural historyhow the case arrived before the court.
- Overview provides a brief review of the court's holding on the legal
- Outcome reviews the procedural disposition of the case.

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.

LexisNexis® Headnotes

LexisNexis Headnotes are key legal points of a case drawn directly from the language of the court.

Use LexisNexis Headnotes to:

- Track the language used by the court in discussing the key points of law in the case.
- B Uncover additional information linking directly to relevant sections in the case, other related documents, related headnotes, or to Lexis Search Advisor.
- Review the main points of a case easily, online or offline.

See page 16 for more details on how to use LexisNexis Headnotes to find additional cases.



Get A Document

Using the Lower Navigation Frame

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 paginated legal documents, display a particular document, or go to a specific search term.



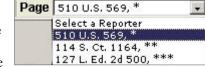


1 Navigating to a specific part of a document

When a document is displayed in Full format, you can click **Explore** button, then use the menu to navigate within the document. Also move to the top of the document.

Navigating to a specific reporter page

Click the reporter name in the drop-down list next tPage (or in the running header of the document)The reporter name you select 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 toGo, enter the page number you want to display, and clic**Go**.

3 Displaying a Documen Doc 1 90 of 34 >

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.

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

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 similar language. The LexisNexi® Total Research System lets you use LexisNexis Headnotes, Core Cites, Core Terms or text you select yourself to find other similar, relevant documents.

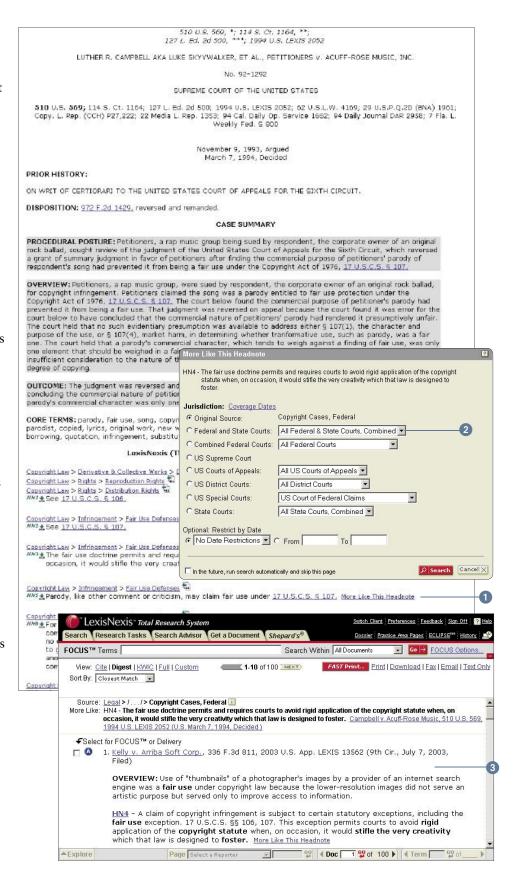
More Like This Headnote

Are there more headnotes like this in other cases? The More Like This Headnote feature will show you. When you find a relevant LexisNexis Headnote within a case, use this feature to find other cases with headnotes that contain similar language. The More Like This Headnote feature will also find closely matching language within the text of the opinion.

Once you find a relevant LexisNexis Headnote:

- 1 Click the *More Like This Headnote* link at the end of the headnote.
- **2** Choose your jurisdiction. Click *Search*.
- 3 Review your results in the Virtual Digest view—a view that includes retrieved headnotes and the most closely matched paragraphs in the opinion.

 You can receive up to 250 cases with the most closely matched headnotes or case discussions, ranked by relevance. Use the Sort By box at the top of the screen to re-sort by court/date or date. Use the links in the Digest view to move to particular cases, matching headnotes or discussions.



More Like This—Core Cites and More Like This—Core Terms

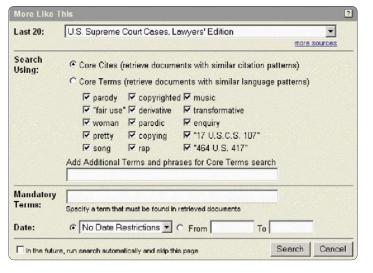
More Like This–Core Cites finds cases with similar citation patterns to your on-point case. More Like This–Core Terms looks at the Core Terms in your case and finds other cases with similar Core Terms.

To find more documents like the one you are viewing:

- **1.** Click the **More Like This** link at the top of your results screen.
- **2.** To find cases with similar citation patterns, click the *Core Cites* button. OR, to find cases with similar Core Terms, click the *Core Terms* button.

(To remove Core Terms from your search, uncheck the box next to that Core Term. If you wish, add additional Core Terms in the search box below the checked Core Terms.)

- **3.** (Optional) Add mandatory terms and restrict the search by date.
- 4. 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're viewing *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:

Congress meant § 107 "to restate the present judicial doctrine of fair use, not to change, narrow, or enlarge it in any way" and intended that courts continue the commonlaw tradition of fair use adjudication. H. R. Rep. No. 94-1476, p. 66 (1976) (hereinafter House Report); S. Rep. No. 94-473, p. 62 (1975) (hereinafter Senate Report). The fair use doctrine thus "permits [and requires] courts to avoid rigid application of the copyright statute when, on occasion, it would stifle the very creativity which that law is designed to foster."

Highlight the passage and click More Like Selected Text at the top of the results screen. The More Like This feature will enter a search using the terms you highlighted. Click Search. For best results, keep your selected passage relatively brief, e.g., not more than a paragraph. Concentrate, if possible, on a single issue.

Last 20: Co	pyright Cases, Federal more sources
Terms:	Congress meant § 107 "to restate the present judicial doctrine of fair use, not to change, narrow, or enlarge it in any way"
Mandatory Terms:	Specify a term that must be found in retrieved documents
Date:	No Date Restrictions ▼ C From To

Narrowing Your Results with the FOCU'S Feature

As you analyze the documents you find, you may decide to narrow your focus to a particular issue within your topic. Use the FOCUS feature to pinpoint words within your search results—even if those words were not part of your original search request.

To enter a FOCUS feature search, after you review your search results:

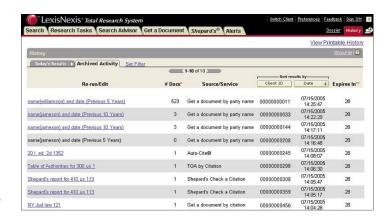
- 1. Go to the FOCUS terms bar at the top of your results screen.
- 2. Type your search words, e.g., AND fair use
- 3. Click Go.

The FOCUS feature will automatically search all of your retrieved documents. Or select specific documents. As you review your results, click the Select for FOCUS or Delivery checkboxes for documents you want to research further. The checkboxes appear in CITE, KWIC or FULL displays.



Reviewing YourSearch History Feature

Your LexisNexis searches and search results are saved auto matically under the Today's Results tab of the Search History log until 2 a.m. eastern time. For example, if you run a search at 5 p.m. Monday, the results will be kept in the History log until 2 a.m. Tuesday ET. View the original savedesultsuntil 2 a.m. without incurring additional search charges.*



Searches (but not the results), including LexisNex® Alert updates, are saved for an additional 29-day period under the Archived Activities tab. If you rerun a saved search, you will receive an on-screen notification if you are searching a source outside your subscription.

To review your searchhistory:

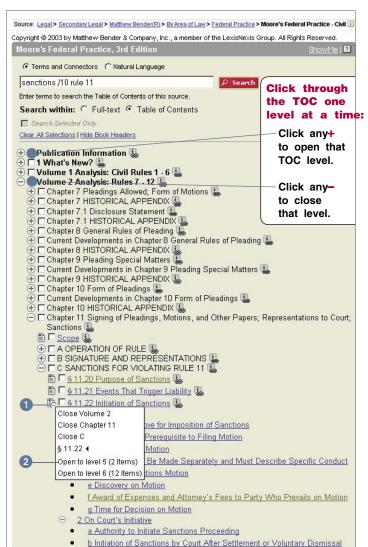
- **1.** Click *History* in the upper right corner of the *lexis.com* ® menu screen.
- **2.** A list of today's results will display. Click an underlined search request under *View Original Results* to see saved results with no additional charge. Click*Re-run/Edit* to update or revise the search with your usual charges.
- **3.** Click the *Archived Activity* tab to display a list of searches from the previous 29 days.
 - Click an underlined search request to rerun or edit the request. (Youwill receive an on-screen notification if you are searching a source outside your subscription.)
- **4.** Click *Client ID* or *Date* to sort all the requests. Click *Set Filter* to limit your history view to specific client(s) or date(s).
- * If you use a transactional ID, you can still review original results until 2 a.m. without additional charge.

Get A Document

Table of Contents Sources

Expandable Table of Contents sourcescalled TOCs make it easy to navigate through U.S. and state statutes and regulations, treatises and other secondary sourcesYou can click through the TOC levels, open and close multiple TOC levels, search the full-text source or just the TOC.

For example, to browse the TOC for Moore's Federal Practice® – Civil to find in-depth analysis on sanctions under Rule 11 of the Federal Rules of Civil Procedure:



Or search the TOCfor information on Sanctions under Rule 11 of the Federal Rules of Civil Procedure

- 1. Type the following search in the TOC search box: sanctions /10 rule 11
- 2. Is the Table of Contents radio button checked? It is the default. Then click Search.

Your TOC search results show you a condensed TOC. Every line is a link. Blue links go to TOC levels—including full-text sections—where your search words appear. Black links do not include your search words but give you access to adjacent levels and documents for context.

- Click on blue links to go to TOC levels where your search words appear. To return to your TOC search results, TOC Hits
- level at a time:
 ☐ Click on levels wi or to link to full-text documents. When viewing a full-text document, click C Hits or Return to Results to go back to your TOC search results.
 - Click black links to expand your research to adjacent levels documents. To return to your TOC search results T@@cklits



Open or close multiple TOC levels:

- 1 Rest your cursor on arty or—. A pop-up menu shows you how many levels are open and closed—and how many items are at each level.* Select a level and click.
- 2 Rest your cursor on any or to check your location. Select a level and click.* Select any full-text document. To return to the TOC, click the TOC link.

^{*}Patent pending.

The Shepard's® CitationsService

Is it good law?

The Shepard's Citations Service provides the comprehensive 1. Click the Shepard's tab at the top of the menu screen. citations history and treatment coverage necessary twerify the status of:

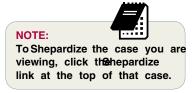
- Federal case law, including unpublished opinions
- Case law from all 50 states, D.C. and Puerto Rico
- United State Codesections and statutes from all 50 states and D.C.
- Regulations, including the Code of Federal Regulations
- U.S. and state constitutional provisions
- Court rules, including the Federal Rules of Evidence and Federal Rules of Civil Procedure
- Law review articles from selected publications and annotations
- Individual U.S. patents
- Canadian case law (online only)

Shepard's can also be used to find authority, i.e., identifying cases and articles that have cited your case.

Shepard's results include:

- Editorial analysis available within 24 48 hoursafter a case decision is available online
- References to unpublished decisions, law reviews, statutory and ALR annotations, treatises and LexisNexis Headnotes
- Checks of an authority's official and unofficial citations
- Links to cases that cite your case
- Easy methods for researching specific points of law or fact patterns

To Shepardize a Case at www.lexis.com:



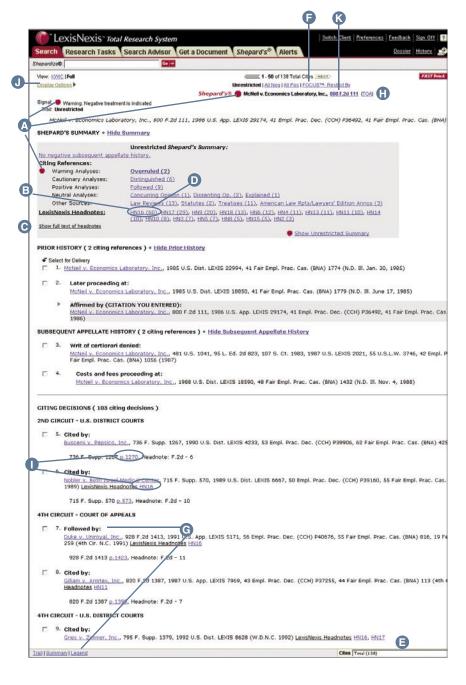
- **2.** Type the citation on the open field.
- 3. Select Shepard's for Validation (KWIC) or Shepard's for Research (FULL) format. The default is FULL.
- 4. Click Check.

Report Formats

Shepard's for Research (FULL)—shows prior as well as subsequent history plus every available citing reference. It also includes the Shepard's Summary, which shows you at a glance how citing references impact your authority. Shepard's for Validation (KWIC)—shows subsequent history, citing references with editorial treatment of your case, and new references that have not been analyzed by Shepard's editors.



Reading Your LexisNexishepard's Report



- Shepard's Signal indicators show that the McNeil ruling has strong negative treatment in its subsequent history.
- New! Find LexisNexis Headnote references. HN16(60) means Headnote 16 of your case has been referenced 60 times in citing cases.
- **New!** See the full text of the LexisNexis Headnotes associated with your case.
- Link to vital references—even LexisNexis
 Headnotes and treatises—from here. Or ...
- Use the lower Navigation Bar. Select a treatment, jurisdiction or LexisNexis Headnote and go!
- New! Customize your report even more all on one screen. Restrict by specific treatments, headnotes, jurisdictions or dates. Or find vital points of law or fact patterns within references.
- G Click on a treatment phrase, e.g., "followed by;" get a detailed definition. Or click the Legend link in the lower navigation bar.
- Shepard's Table of Authorities identifies the casesyour case cited and includes Shepard's Signal indicators to indicate the cases' treatment by other courts.
- Click a pinpoint page number; move to that page within the reference. Click HN16 and move to that portion of the citing case where Headnote 16 issues are discussed.
- The <u>Display Options</u> link lets you display or hide your citing references' Shepard's Signal indicators, pinpoint page numbers and headnote references.
- Click on the citation and view the full text of the document yo**Shepardized**™.

Shepard'sSummary: Look Here First!

Each Shepard's Summary presents an easy-to-read synopsis that shows you why your case received the Shepard's Signal indicator. For example, as shown below, you can quickly determine McNeil has been overruled on one point of law. You also discover it has been followed—a possible split of authority.



To move to any grouping shown:

- 1. Click the link for an analysis type, e.g., "Overruled." Move to the first reference (case, law review, etc.) Click the reference's name to move to the first mention of McNeil.
- If the citing reference is an opinion, click the pinpoint page-number link, e.g., p. 836, to move directly to where the specific analysis is given. Just click the Return to Shepard's link to return.
- **2.** To move to the next citing reference with the same treatment, go to the Shepard's Navigation Bar in the lower right corner. Click the right arrow.

Only the LexisNexis Total Research System provides a "true" positive indicator.

Use the Navigation Bar to Link to a **Specific Treatment or Jurisdiction**

Click the drop-down menu next to Cites. Choose a treatment or jurisdiction ... and move directly to the selection you highlighted. Then, to move to chosen references, e.g.:

- next cite: click the right arrow at the end of the bar.
- previous cite: click the left arrow.
- a specific reference(e.g., 4 of 9): ENTER: 4 and clickGO.



Move to next citing reference

Shepard's Signal

The Shepard's Signal is an at-a-glance indicator of the precedentatizes of a case. To review this legend while you reseashbepand's, click the Legend link at the bottom left side of your report.



Warning—Negative treatment indicated

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



Questioned—Validity questioned by citing references

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 Contains history or treatment that may have a significant

negative impact on your case (for example, limited or criticized by).



Positive treatment indicated

Contains history or treatment 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).

Customizing Your Shepard's Report: All Your Options are on One Screen

Now you can restrict your Shepard's report to specific treatment phrases AND find references with specific words—all on one screen. Click the FOCUS —Restrict By link at the top of your Shepard's report.

Custom Restrictionoptions restrict your report view to specific treatments, jurisdictions, Headnotes (including LexisNexis Headnotes) and/or dates. Click the box next to an option to select it. Select as many options as you need.

The FOCUS featuresearches the text of citing references for specific words. Enter your search words in the FOCUS terms box, e.g., front pay /30 future loss.

When you're done selecting restrictions and/or adding search words, click Apply.

Combine Custom Restrictions and the FOCUS feature to narrow your research quickly and effectively. Use Custom Restrictions first to select jurisdictions, treatments and/or date ranges most relevant to your research. Then use the FOCUS feature to zero in on authorities dealing specifically with your issues or facts.

No negative subsequent appellate history.	Apply → Cancel		
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Analyses available in FULL: Select All Clear All	FOCUS Terms:		
Negative: Select All Clear All	Return a list of citations to cases that contain your terms. front pay /30 future loss		
Distinguished Overruled (2) (6)			
Positive:			
Followed (9)	FOCUS HINT: The FOCUS search will only identify citing references that have corresponding documents available in the LexisNexis® service. The FOCUS feature is not available if your current results contain more than 2000 documents.		
Other: Select All Clear All			
Concurring Dissenting Explaine Opinion (1) Op. (2) (1)			
оринон (т) ор. (2) (т)			
Jurisdictions available in FULL: Select All Clear Al			
Federal: Select All Clear All 2nd Circuit (2) 6th Circuit (2)	10th Circuit (5)		
2nd circuit (2) oth circuit (2)	Decisions (3)		
☐ 4th Circuit (5) ☐ 7th Circuit (65)	11th Circuit (1)		
☐ 5th Circuit (2) ☐ 8th Circuit (4)	D.C. Circuit (2)		
State: Select All Clear All			
California (1) Delaware (1)	Minnesota (1) Wisconsin (2)		
Colorado (1) lowa (1)	Ohio (2)		
Connecticut (1) Illinois (3)	Tennessee (1)		
Others: Select All Clear All			
☐ Law Reviews (13) ☐ Statutes (2)	☐ Treatises (11) ☐ American Law Rpts/Lawyers' Edition Annos (3)		
Headnotes available in FULL:			
LexisNexis [Showfull text of headnotes]: Select All Cle	<u>All</u>		
	23 (11)		
☐ HN3 (7) ☐ HN6 (12) ☐ HN10 (8) ☐ H	14 (10) HN17 (29)		
	25 (5) HN18 (13)		
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	□ 12 □ 14		
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Click box beside each available option to select as a restriction. Get A Document

Research Tasks

Lexis® Search Advisor

Using Shepard's Table of Authorities

Shepard's Table of Authorities dentifies the cases your case cited and included Shepard's Signal indicators to show how these cases have been treated thereafte Shepard's Table of Authorities reports provide:

- An at-a-glance analysis of the foundation of a case uncovering hidden weaknesses in cases that have no obvious negative treatment.
- 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
- Case cited within law reviews that are available through LexisNexis.

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.

You can request a Table of Authorities report three ways:

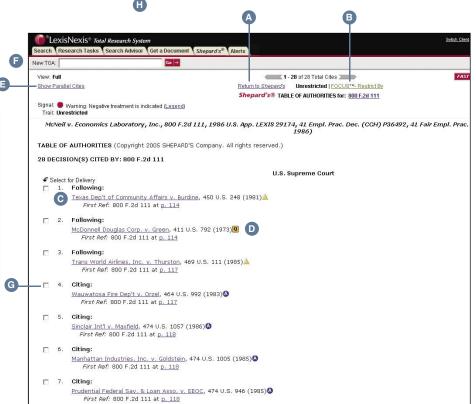
- 1. Click the link at the top right side while viewing a case.
- **2.** Click the *Table of Authorities*link at the top of a *Shepard*'s report.
- **3.** Click the *Table of Authorities*tab within the *Shepard*'s option.

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

- U.S. Supreme Court
- U.S. Circuit Courts then U.S. District Courts in numeric 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.

Many of the features and functionality you find useful in *Shepard's* Citations Service are also available through *Shepard's* Table of Authorities, including the FOCUS feature, "pinpoint" page citations and the ability to print Table of Authorities reports.



- A Click on the Return to Shepard's link to go back to you shepard's report.
- B Click on <u>FOCUS™—Restrict</u> By to search for fact patterns or legal concepts within the table's references. Also restrict your report to specific treatments, jurisdictions, headnotes and/or dates.
- Click on the pinpoint cite to move to the full text. (Click on the page cite link to move directly to that internal page.)
- Did your case rely on a case that is now in jeopardy? Thehepard's Signal indicator shows you quickly.
- **E** Display the parallel cites. (Default is to hide.)
- F Enter a cite to see another case's Table of Authorities.
- G Click the box next to each reference you want to print, download or e-mail. Then click that function's link (e.g., print) at the top of the screen.

The LexisNexi® Alert Feature

Use the LexisNexis Alert feature to ge**regular research updates**that you can view online or receive via e-mail. The *Alerts* tab on the main *www.lexis.com* menu offers:

- Alerts-ECLIPSE[™]—Follow any research issue ... legal, news, legislative/political and more on a monthly, weekly, business daily or daily basis—even up to three times per day.
- *Shepard's* Alert[™]—Get regular updates on citing authorities that could potentially affect the validity of your case.
- CourtLink® Alert—Get regular updates on court filing activity. Move directly to all the familiar LexisNexis® CourtLink® screens and features—without signing off the LexisNexis services.

To Set Up a LexisNexis Alert Update (formerly ECLIPSE updates):

First review your search results. Then click th<u>Save as Alert</u>link at the top of your results screen. (You can click this link even if your search found 0 documents.) Fill in the Save Alert form:

- Name your saved search.
- B Select your update frequency.
 - monthly (and choose the date and time of day)
 - weekly (and choose the weekday and time of day)
 - every business day(once, twice or three times per day)
 - every day (once, twice or three times per day)
- Choose your delivery option—online, printer or e-mail. If you select e-mail, provide an e-mail address for the delivery. Click E-mail Options to personalize your e-mail update subject line and choose attachment type and formatting.
- If you want to be notified via e-mail when your search does not retrievenew documents, click the check box. (Applicable only when the e-mail delivery option is selected.)
- To exclude any duplicatedocuments, click this check box.
- To be notified via e-mail each time your seætrleves new documents click this check box and add your email address.

After you've made your Save Alert form selections, click *Save*.

Each time your search is updated, you receive only new items. Your stored Alert searches are listed every time you select the *Alerts* tab then an *Alert* sub-tab. From this sub-tab listing, you can:

- Edit or delete your saved search
- Run a FOCUS feature search on the most recent search results
- Review previous results
- Update your search on the spot



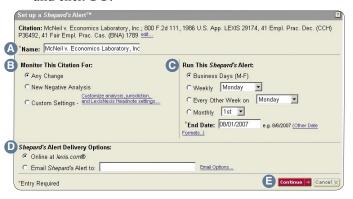
To Set Up aShepard's Alert:

First gain access to the Shepard's Alert set-up screen. You can get there several ways:

• Select the *Shepard's*tab on the main *lexis.com* menu screen.

Enter a citation and click the Set up a Shepard's Alert link. Then click Set Up.

- Select the ALERTS tab. Select Shepard's Alert. Enter a citation and click Set Up.
- Click on the Save as Shepard's Alert link at the top of your Shepard's report.
- Fast set up! On the Sign-On page for lexis.com, after entering your Lexis/Nexis ID and password, select the Set up a Shepard's Alert radio button, enter a citation and click GO.



At the *Shepard's* Alert set-up screen:

- Name your Shepard's update search. (The case name is the default.)
- B Select the types of changes to monitor. Choose:
 - any change to the citation
- new negative analysis only
- a combination of settings you determine. Select the Custom Settings adio button, then click to estomize analysis, jurisdictions or LexisNexis Headnote settifligk. Select Positive, Negative or other treatment changes. Select 1. Click the red Set New Alert button. jurisdictions, any specific LexisNexis Headnote or available secondary source. Then clickpply.
- Select your update schedule. Choose:
 - Once every business day (Monday Friday)
 - Weekly (and select the day of the week-Monday through
 - Every other week (and select the week day-Monday through Sunday)
- Monthly (and select the date)
- Select a date to end your updates
- D Select your **delivery options**-online or via e-mail.

e-mail optionslink to personalize your e-mail update subject line and choose attachment type. Also choose to get an e-mail alert even when there is no change.)

Click Continue. Review your selections. To confirm, Save.

Just as with LexisNexis Alerts, saved hepard's Alert searches are listed when you select the Alerts tab then the hepard's Alert sub-tab. You can review current results. You can also update, edit or pause your Shepard's Alert.



To Set Up a CourtLink Alert:

Select CourtLink Alertsafter you choose the Alerts tab. Then click Continue. You'll see a list of your current CourtLink Alert search results. You can also review existing CourtLink Alert searches by clicking the gray Manage Alerts tab.



To set up a new CourtLink Alert search:

- **2.** Select a type of Alert:
 - Federal Subject Matter
 - State Subject Matter
 - Litigant
 - Attorney/Firm
 - Judge
 - Class Action
 - Bankruptcy Chapter
 - Bankruptcy Debtor
- **3.** After selecting an Alert type, you will move automatically to search criteria screens appropriate for your choice. Fill in the screen blanks, clicking*Next* and *Back* to move among the criteria screens. Then clickSet New Alert.

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