™ **LexisNexis**™

Advanced
Easy Access to Valuable Information

Selecting a Source

Using Short Names (library;file names)

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

Find a Source

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

Using Command Searching

1. Enter the short name (e.g., genfed;courts) in the Command Searching box, followed by your search request. Use a semi-colon to separate the short name from the search request, e.g., genfed;courts;*election /5 certify*

2. Click **Go** to submit your search.

3. Note: When you first sign on to *lexis.com*®, the Command Searching box will display at the bottom of the screen. To move the box up to the top, click **Move Up**.
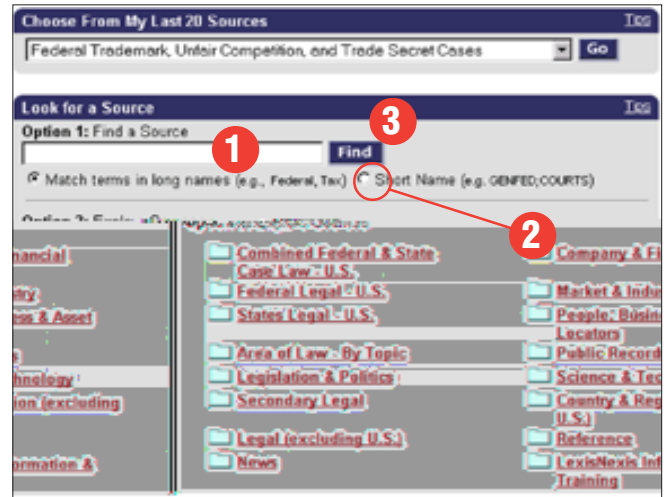
Using Dynamic Source Selection

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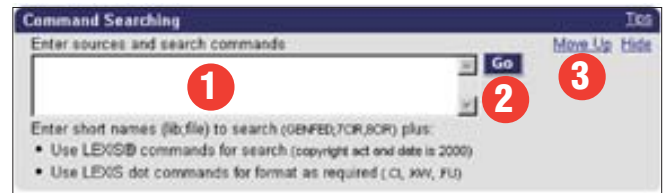
To combine sources:

1. At the initial source selection screen, click on one of the source folders. Continue clicking until you reach a searchable source.

2. As soon as you reach sources that can be combined, a choice for "Show checkboxes for combining sources" will appear at the top of the list. Click on this choice and a checkbox will appear next to each source that can be combined with one of the others.

3. Click the box next to each source in which you want to search.

4. Click **Combine Checked Sources** at the bottom of the screen.
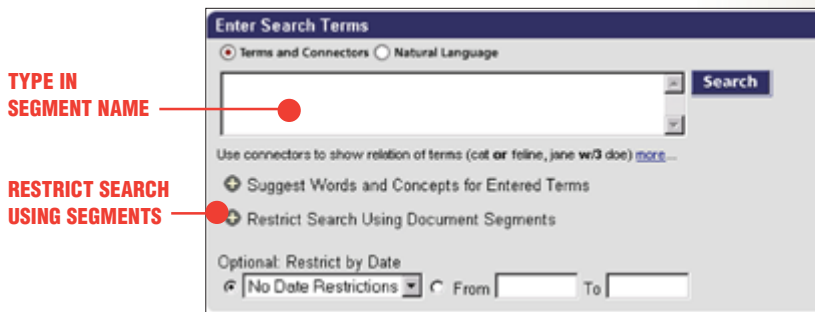
USING SHORT NAMES

USING COMMAND SEARCHING

USING DYNAMIC SOURCE SELECTION

Searching—Using Segments

TYPE IN SEGMENT NAME

RESTRICT SEARCH USING SEGMENTS

There are two ways to do a segment search.

1. Click **Restrict Search Using Document Segments** under the Enter Search Terms box. Select the segment in which you want to search from the drop-down list.

2. If you are already familiar with the segment in which you want to search, type the segment name, then type your search words enclosed in parentheses and press ENTER.

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

> ENTER: *name (dickerson AND united states)*

To find all opinions written by a particular judge:

> ENTER: *writtenby (scalia)*

To find cases in which a particular law firm participated:

> ENTER: *counsel (marbury AND madison)*

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

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

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

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

Advanced

Viewing Results

Lexis® Case Summaries

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

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

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

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

Lexis® Core Concepts

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

Lexis® Core Terms

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

DISPLAY FORMATS   **CASE SUMMARY**   **CORE TERMS**   **Full Format**

CORE CONCEPTS   **DISPLAY SPECIFIC DOCUMENT**   **DISPLAY SPECIFIC TERM**

CASE SUMMARY OVERVIEW   **CORE TERMS**   **Powerful Cite Format**

SHOW HITS

CHECK DOCUMENT FOR LATER PRINT OR DOWNLOAD

SHEPARD'S SIGNAL™

Advanced

Shepardizing™

To *Shepardize®* a document:

1. Click **Check A Citation**.

2. Enter the citation for the document you want to check, e.g., *800 f2d 111*.

3. Click **Check**.

SHEPARD'S®
SIGNAL

PRIOR
HISTORY

SUBSEQUENT
HISTORY

CITING
DECISIONS

REVIEWING RESULTS — FULL FORMAT

Custom Restrictions

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

1. Click **Custom Restrictions**.

2. Select the restrictions.

3. Click **Show Restrictions**.

RESTRICT
BY TYPE
OF ANALYSIS

RESTRICT BY
JURISDICTION

RESTRICT BY
HEADNOTE

RESTRICT
BY DATE

SHOW
RESTRICTIONS

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