



Quick Reference Card

Find It Fast on Loislaw

Find Cases by Citation

Enter one or multiple official citations into Find Cases by Citation near the top of the Loislaw screen

Example

531 U.S. 98 121 S.Ct. 525

(remember to leave a space between cites)

Find a Case by Name

Enter the plaintiff and defendant names into the Case Name field on a case law Search Page

Example

Case Name: Bush v. Gore

Find a Statute by Citation

Enter an official citation into the Heading field on Search Page for statutes

Example

Heading: 26 U.S.C. § 1

Note that the § sign may be entered by engaging the Num lock key on a desktop computer's 10-key pad, holding down Alt21 from the main keyboard. For a laptop, hold down ALT, (function), K, J

Find Primary Law by Keyword

Enter keywords into the Search Entire Document field on any Search Page throughout the website

LawWatch and My Saved Searches

LawWatch

- Notifies users whenever Loislaw indexes new documents satisfying certain predetermined (and user configured) search criteria.
- May be activated from any results list page or from a document-level screen.

To access the save dialog and configure LawWatch, click Save Search/Activate LawWatch from a results list page, or Save Search from a document page.

My Saved Searches

- Lists the names of searches saved during visits to Loislaw. My Saved Searches is available at all times in the main browser window.
- Records a user's LawWatch status for each saved search.
- Allows users to edit an existing search, change the LawWatch status, or request email notification of search results.field on any Search Page throughout the website

Search Tips

Start Simple, and Be Specific

Start with just a few terms. Do not include every possible word, only the most important or unique words.

Be Careful with Common Phrases

When researching a common topic like child custody, take care to avoid too many search hits. Refine the search using the NEAR connector as follows:

Example

(child and custody) near3 joint

Use NEAR when Searching for Proper Names

Proper names may not be used consistently. When looking for a person's name or any proper name, use the NEAR connector to find all forms of the name.

Example

paul near2 jones finds "paul d. jones" and "paul david jones"

Take advantage of the ability to print, email and save search results at the click of a button

Take Advantage of Field Searching

Loislaw divides all documents into various fields, depending upon what type of law is represented by the document. For example, case law has many different searchable fields including official citation, appellant/appellee names, docket number, date of opinion, justices, etc. Searching within fields—as opposed to searching entire documents—can help refine searches and return more relevant information.

When users do not know an official citation, they need not resort to the 'search entire document' field. If a user knows, for instance, that a Supreme Court case was decided in the 1990s, and that it treated tenant damages in a rental property and involved a rental deposit, the following fields of the U.S. Supreme Court database could be searched:

Date Range: between **[01] [01] [1990] AND [12] [31] [1999]**

Text of Majority Opinion = **tenant* and deposit* and damage***

Need Additional Help?

For additional help, consult the following sources.

- Throughout the website, click the Common Questions to open a help page for the screen at hand.
- For free technical support, call (877) 471-5632 Monday-Friday 7:00am - 10:00pm Central Time or email supportservices@loislaw.com. For after hours, please leave a message or email to supportservices@loislaw.com and queries will be responded to the next business day.

Connectors

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Connectors allow users to combine two or more keywords in a search expression. Depending on their use, connectors may help focus or expand search results.

Connector	Shortcut Symbol	Effect
AND	&	Returns document containing both search terms
OR		Returns document containing either term
NOT	%	Returns document containing the initial term, but no term following "NOT"
NEAR	/	Returns document containing both terms within 20 words of each other
NEARX	/X	Returns document containing both terms within X number of words of each other
"x x"	"	Returns document containing an exact phrase

Multiple Connectors and Parentheses

For maximum refinement of search results, users may combine two or more connectors in a single query.

Compound Expression	Effect
employee near2 (terminate or discharge)	Returns document containing 'employee' within two words of 'terminate' or 'discharge'.
(smoking near5 death) not cancer	Returns document containing 'smoking' within 5 words of 'death' and excluding 'cancer'.
(depression or anxiety) and suicide near20 inhibitor	Returns document containing the terms 'depression' or 'anxiety' and 'suicide' within 20 words of 'inhibitor'.
depression or (anxiety and suicide) near20 inhibitor	Returns document containing the terms 'depression' or 'anxiety' and 'suicide' within 20 words of 'inhibitor'. Note the different use of parentheses compared to the previous example. The search results differ because the terms are grouped differently.

Variant Forms of Search Terms

Loislaw automatically retrieves most variant forms of words containing more than three letters.

Example: murder finds murders, murdered and murderer

Expanders

The asterisk '*' can be used as a word expander to retrieve all possible forms of a word.

Examples: librar* finds library, libraries, librarian

Wildcards

The question mark '?' can be used as a variable to replace a single character anywhere in a word.

Example: S?nk finds sink, sank, and sunk

GlobalCite®

GlobalCite lists all of Loislaw's indexed documents that cite the current or 'active' document. Its range is comprehensive; each GlobalCite search spans Loislaw's entire collection of databases.

- 1 Retrieve the full text of a case, statute, or regulation.
- 2 Click the GlobalCite button near the bottom of any View Document screen to begin the search.

GlobalCite marks the text of resulting documents with two special attributes to facilitate browsing:

- The citation of the original document is highlighted with a yellow background in all documents.
- 'Case treatment terms' are rendered in blue font.

- 3 You can also Search within GlobalCite Results.

Case treatment terms appearing in blue font		
Affirm	Distinguish	Remit
Agree	Grant	Remove
Concur	Modify	Rescind
Deny	Override	Reverse
Disagree	Reaffirm	Set aside
Dismiss	Reject	Sustain
Dissent	Remand	Uphold
		Vacate

Find Cases by Citation and SelectCite

Find Cases by Citation

Find Cases by Citation allows direct retrieval of single or multiple citations.

- To retrieve single or multiple citations known in advance, simply type them into the Find Cases by Citation dialog box near the top of Loislaw's main browser window (remember to leave spaces between cites).
- You can even paste text and cites into the dialog box and the system will pull just the cites. There is also an Advanced Search option.

SelectCite

- SelectCite is a tool very similar to Find A Case for multiple citations (up to 5 cases at a time). Use SelectCite when both the source database and the citation are known in advance.

- 1 After selecting a single database from the Choose a Database page, users will see a Search Page offering SelectCite. Click the link to access the SelectCite dialog.
- 2 On the SelectCite dialog page, enter the volume, reporter, and page number as appropriate. When all cases are entered click Run Search to retrieve documents. Click Clear All Fields to begin again.