

Using LEXIS-NEXIS

***NOTE: LEXIS-NEXIS is only available on the first computer in the Reference Area. You must be a legal assistant student, staff or faculty of Lake Erie College to access this service. Legal Assistant students receive a password to use for off-campus in class.**

OVERVIEW of the search options:

SEARCH

Options under **SEARCH** include:

Recently Used Sources- A pull down menu is available for quick access to the last sources that were used.

Look for a Source-You can type in the name of the source you wish to use or browse (explore sources) from the available libraries.

RESEARCH TASKS

Allows you to search an area of law or a jurisdiction.

SEARCH ADVISOR

Allows you to find legal topics, identify appropriate sources and formulate search queries.

GET A DOCUMENT

This option allows you to find a document by citation, party name or docket number. Under each option, you may define your search according to criteria such as case, statute, court or date restrictions.

SHEPARD'S®

Use this option to SHEPARDIZE the case in either KWIC or FULL format.

TO ACCESS LEXIS-NEXIS on Computer #5 (1st Computer) in Reference:

- Double click on **Internet Explorer**.
- Under the **Favorites** button, click on **Links**.
- Click on **LEXIS-NEXIS**. Sign on is automatic.

To ACCESS LEXIS-NEXIS from home:

- Obtain a password from your instructor.
- Go to the **Library's Law web page** (<http://www.lec.edu/library/law.php>)
- Click on **"Sign On To Lexis Nexis"**
- Type in your assigned password.

PERFORMING A GENERAL SEARCH

- Make sure you are on the **SEARCH** page. Click on the source you wish to access, either by typing in the name of the source or browsing the available sources.
- Type in your search terms, using either the **Terms and Connectors**, **Natural Language**, or **Easy Search** options. (**Terms and Connectors** are explained later in this handout.)
- When using the **Terms and Connectors** or **Natural Language** searches, you may choose to **Suggest Terms for My Search**. After you type in your query, click on the **Suggest Terms** link. To select the term, click on it.
- You may also choose to narrow a search by choosing **Restrict by Segment**. This lets you search anywhere in the document or within a particular area such as **Cite, Publication, Reference, etc.** You may also limit your search by date. Follow the same procedure as above for a pull down menu with these options.
- To search, click on the **Search button**.

FINDING A CASE BY CITATION

- Click on **Get a Document**.
- Click on **Citation**.
- Type in your citation. (EX) **76 os3d 590**
- Click on the **Get button**.
- If you are unsure of the correct citation format, click on the **blue Citation Formats** link.

FINDING A STATUTE BY CITATION

- Click on **Get a Document**.
- Click on **Citation**.
- Type in your citation (for example, ORC 4582.01).
- Click on **Get**.
- Click on the link to access the full text of that statute.

FINDING A CASE BY PARTY NAME

- Click on **Get a Document**.
- Click on the **Party Name tab**.
- Narrow your search by **jurisdiction**.
- Narrow by date (optional).
- Type in the name of the parties. (EX) **Clinton Smith** for cases with this person as the plaintiff or defendant.
- Click on the **Search button**.
- Click on the case (blue link) to view in **CITE, KWIC, FULL, or CUSTOM** mode.

PRINTING A CASE

- Display the case you wish to print.
- Click on the **blue PRINT** option (upper right of the displayed case.)
- Choose your print options from the available menu.
- Click on **Print**. If a box appears stating "*File Download*", click on **Open**.
- Click on **File, then Print** from the document screen that appears.

DOWNLOADING A CASE

- Display the case you wish to print.
- Click on the **blue DOWNLOAD** option (upper right of displayed case).
- Select the Document(s) you wish to print under the **Document Range** option.
- Select the format under **Document View**.
- Select any other **Download Options** desired.
- Click on **Download**.
- A screen will appear that will allow you to view or save your downloaded document.

EMAILING A CASE

- Display the case you wish to email.
- Click on the **blue EMAIL** link.
- Select any of the displayed options as needed.
- Type in your email address.
- Click on the **Send button**.

SHEPARDIZING A CASE

- Click on the **Shepard's tab** at the top of the main search screen.
- Enter your citation. If you are unsure of the correct citation format, click on the **blue Citation Formats** link.
- Select either **Shepard's for Validation** or **Shepard's for Research**.
- Click on the **Check button**.
- Select the citation you wish to Shepardize from the displayed list.
- Click on any case in blue to view a citing case.

TO SIGN OFF

Click on **Sign Off** at the top right of the page.

TEXT SEARCHING HINTS

Proximity Searching:

- | | |
|------------|---|
| ➤ w/sent | within the same sentence |
| ➤ w/para | within the same paragraph |
| ➤ w/# | within a certain number of terms (ex: death w/20 penalty) |
| ➤ "phrase" | to search a set a terms as a phrase (ex: "child support") |

Truncation:

- Use an exclamation point (!) for multiple endings of a word.
(ex) transport! = transport, transports, transporting, transporter, etc.

Understanding the operators AND, OR and NOT

- Use **AND** when you want **BOTH** terms present in a document
- Use **OR** when you want **EITHER** one or the other term present in a document
- Use **NOT** when you want one term and **NOT** the other present in a document
**Use the NOT connector sparingly, as it will sometimes cause you to miss important documents*