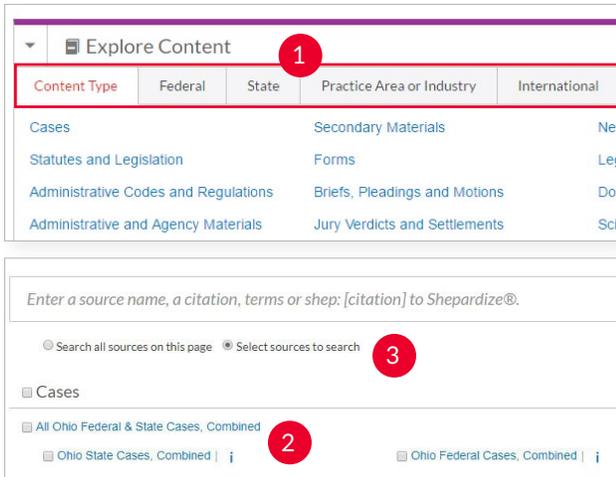**LexisNexis®**

The Research Tasks You Do Most: Here's How at Lexis®

SEARCH

Start searching with the source combination you want

The **Explore Content** pod on the Lexis® home page lets you **quickly assemble and search just the sources** you want. Explore source hierarchies by Content Type; Federal, State or International jurisdictions; or Practice Area or Industry.

1 Choose a tab, e.g., Federal (Content Type is the default view).

2 Click through the source hierarchy screens.

3 Select a source and move to the **Advanced Search** form for that content type. Or *search all sources* on the screen displayed (default option). To *choose multiple sources*, click the **Select sources to search** radio button, then select source checkboxes.

Search a specific source

- If you know the source: Enter a partial **title** in the Search Box, which makes source suggestions. Select the **magnifying glass icon** next to the title to add that title to the Search Box. **Select the title name** and move to the Advanced Search form for that content type or the Table of Contents (if applicable).

- Plus, you can find a source through the Explore Content feature (see items 1 – 3 above).

- You can also browse and search sources:
  1. Select the **Find a Source** tab in Explore Content. Enter a source title or partial title.
  2. Or select **View All Sources**. Your screen will look like this:

  3. Browse titles alphabetically, by content types, jurisdictions, etc.
  4. When you select a **title link**, you go to the Advanced Search form. You can click **Add source as a search filter** to add the source to your search. To get source details, such as update schedule, select the "i" icon. To select all sources on the Browse Sources screen, click the **Add All These as Search Filters** button (not shown).
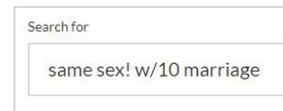
Combine sources

To combine sources, enter a **partial source** name in the Search Box. The word wheel will make suggestions. Select the **magnifying glass icon** next to the title to add that title to the Search Box. Repeat to add more sources.

Search with "terms and connectors"

Just enter your terms and connectors in the Search Box, e.g., *same sex! W/10 marriage*, and select the **red magnifying glass** search button (not shown). Lexis automatically interprets search commands such as ! to truncate words and W/n, OR, AND, &, etc. For help selecting connectors, click **Advanced Search** below the search box.

Note: Lexis ignores certain "noise words," e.g., of, the, an, etc., in your query, but counts these noise words when **determining the proximity of terms** in a document. Broaden your search using the W/n proximity connector. For example, consider searching W/10 instead of W/5. For W/p and W/s, consider W/75 or W/25, respectively.

Search within specific document parts

You can use **Advanced Search** forms to search document segments, i.e., specific document parts. No need to remember segment names. Segment fields are provided automatically.

Common case-law segment searches:
- *NAME(roe AND wade)*
- *JUDGES(merz) OR JUDGES(michael W/2 merz)*
- *WRITTENBY(merz)*
- *ATTORNEY(paul W/2 stewart)*

Common news segment searches:
- *HEADLINE(oil AND domestic)*
- *HLEAD(george W/2 soros)* finds terms in the headline and/or lead paragraph
- *PUBLICATION(wall street journal)*
- *PUBLICATION−TYPE(magazine) AND ukraine AND putin*
- *SECTION(financ!) & bitcoin*

FIND IN ONE STEP

Retrieve full-text documents by citation

Enter the citation(s) in the Search Box and click **Search**. For example, ENTER:
- *29 cal 4th 262*
- *289 f3d 865*
- *2004 WL 6075307*
- *107 pl 204*
- *116 stat 745*
- *2002 enacted hr 3763*
- *orc ann 2901.05*
- *15 uscs @1117, 15 uscs @1127*
- *75 fr 66832*
- *29 cfr 1630.2*
- *521 us 591*

Enter an **internal cite** (e.g., pinpoint cite) for a case or statute and retrieve the full-text document. Open to the requested page or section—as well as documents that reference the full-text case or statute citation. For example, ENTER: *42 uscs @4577(c)*.

Not sure of the citation format? Click the **Get a Doc Assistance** link below the Search Box. The Get a Doc Assistance feature offers **fill-in-the-blank forms** to help you retrieve the document you want by Citation, Cases by Party Name or Cases by Docket Number.

Request a *Shepard's*® report

Enter shep: then the citation in the Search Box, e.g., ENTER: *shep:800 f2d 111*, then **Search**.

Shepardize® the full-text case you are viewing. Click the **Shepardize® this document** link in the *Shepard's* preview box on the right side of the screen. The *Shepard's* preview shows you the report highlights before you *Shepardize*.

Find the citing text that had the strongest influence on the overall *Shepard's* Signal™ indicator. Just click **View the top citing reference**.

Retrieve a full-text case by name

The Lexis Search Box suggests the names and citations of **cases** and many **U.S. Public Laws** and **popular state laws**. If you begin to enter party names or a statute name, the Search Box will make suggestions automatically, e.g., ENTER: *roe v wade*. You can also find cases by searching with the NAME segment, e.g., *ENTER: NAME (roe and wade)*

Find litigation documents related to your case

As you view your full-text case, any related briefs, pleadings or motions will display in the nearby box labeled **About This Document**. Select a content link, e.g., click **Briefs (4)**, to move to a results list of four briefs. Review the documents, look for specific words or filter by attorney, law firm and more.

BROWSE BY HIERARCHY

Browse or search a table of contents (TOC)

You're able to view TOCs for a range of documents, including U.S and state statutes, constitutions, court rules and administrative codes, plus municipal codes and many treatises, guides and form books.

Gain access to a TOC several ways:
1. Enter the TOC source name in the Search Box and select the link to the source title.
2. Identify your TOC source in the Find a Source tab of Explore Content and click the **source name** link.
3. Click the **View Table of Contents** link in your search results.

To browse a TOC:

Open and close hierarchy levels. Select **+** to open and **-** to close. Select a **blue document link**, e.g., 1.100 Content of this title, to open a full-text section. To return to the TOC, select the **Table of Contents** tab on the left side of the full-text document.

To search a TOC:

You can search the **TOC only** or **Search All Documents in this source**. Make your selection with the radio buttons beneath the Search Box (the default is to search all source documents).

Enter your **search terms** in the Search Box at the top of the open TOC, e.g., ENTER: *"executive order"* and click **Search**.

If you search the TOC only, your results will be a subset of the TOC.

If you search source documents, your results screen will look like other Lexis search results, e.g., you can apply post-search filters, re-sort results documents and more.

To search specific portions of the TOC, e.g., several chapters, select the **checkboxes** next to the sections you wish to search.

You can also select sections then print, deliver or share.

After you make your selections, click the **red magnifying glass** button.

Open relevant documents or browse surrounding levels. Your search terms are highlighted in yellow. To return to the TOC, select **Edit Search**.

⚖ Browse statutes

To move to preceding or succeeding sections, click the **Previous** or **Next** arrows (not shown) at the top or bottom of the screens. To move to a **TOC level**, you can select a level from the **hierarchical links** at the top of the document, or click the **Table of Contents** tab on the left side of the document.
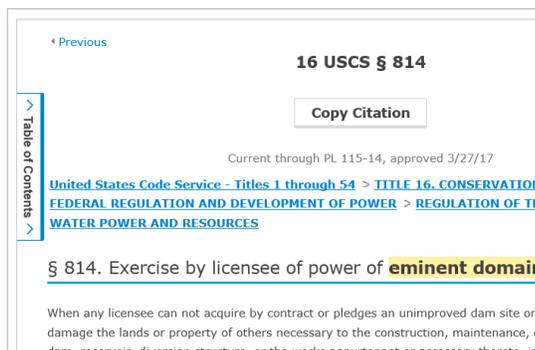
RESEARCH LEGAL TOPICS

🧭 Find more relevant headnotes

If you find a relevant headnote in a full-text case, use the **More like this Headnote** feature to retrieve more similar LexisNexis® headnotes.

As you view the relevant headnote in the full-text case, click the **More like this Headnote** link. Your results list of cases, ordered by headnote relevance, highlights compatible headnote text for quick review.

HN Use LexisNexis headnotes to find documents

Find the LexisNexis headnote you want to explore in a full-text case.

1. Select a **topic link** in the headnote, e.g., **Police Powers**.
2. Click **Get documents**. Your results documents are sorted by relevance with the Case content tab displaying.
3. Refine. Add **filters**, e.g., select a court. Or **Search within results**, i.e., add search words to describe your issue or fact pattern.

Topic Summary reports also point you to relevant authority in addition to topic definitions and secondary sources. Click the **View topic summary report** link.

☀ Focus *Shepard's* reports to specific headnotes

If you are reviewing a *Shepard's* report, use the results filter options for headnotes in the left-hand navigation pane of the report. Just select your headnote filter, e.g., HN10, to apply it.

If you are viewing the headnotes of a full-text case, just click ***Shepardize – Narrow by this Headnote*** in the headnote area to apply the filter. This link even includes how many citing references are available for that headnote, e.g., *Shepardize* – Narrow by this Headnote (64).
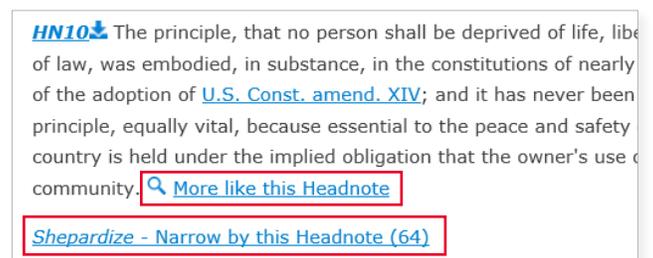
USING/DELIVERING RESULTS

Refine your search results

- **Refine by content category:**
  Review just cases or forms, etc.
  Click the **down arrow** in Select
  Category and select a content link at
  the top of your left navigation pane.

- **Check results numbers:**
  See the number of results, broken
  out by content type. Determine
  what to view first and/or how
  to refine.

- **Refine by adding search words:**
  Click the **Search Within Results**
  filter category in the left pane. Enter
  your search terms, e.g., ENTER:
  social host. To remove the additional
  search words, **click the X** next to the
  displayed search words.

- **Refine by adding filters:**
  You can only filter one content type, e.g., cases, at a
  time. Click a **filter** category, e.g., Courts, and **use the
  checkboxes** to make your choices. The filter category
  closes automatically when you move to another category.
  The number of filters you chose in that category displays
  in a blue circle in the closed filter category. The number
  of all filters you've selected displays in the blue Filters
  pull-down menu.
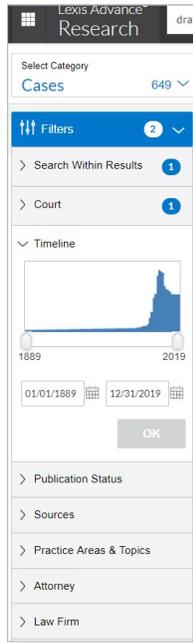
  To add multiple filters in a category at once, e.g., several
  jurisdictions, choose **More** to make your choices and click
  OK. All added filters display at the top of the results screen.

  Bring up to three jurisdictions and three courts to the top
  of your filters list. Click **Edit Settings** (not shown) under
  Narrow By.

  To refine by date: the **Timeline** filter charts results
  coverage so you see trends at a glance. Just move the slider;
  the date in the box below the chart adjusts as you move.
  Or click on the calendar icons to select specific dates.

  Click the X next to an applied filter to remove it.

Copy cites and text for your work

Copy citations, including parallel cites for cases and links
to the full-text document. Just select the **Copy Citation**
link at the top of the full-text case, statutory and
administrative code/regulation or secondary source.

Copy text and citation: Highlight the text you want to copy
and an option box appears. Then, click **Copy (Advanced)** to
copy the text and citation. You'll have the option to select
from a variety of style formats. To save time, when you select
a frequently used format once, it will be remembered for your
next clip. You can also choose to include parallel cites and a link
to the document.

Annotate results documents

Highlight and annotate text in all document types.

Select text in your document and click **Annotate** from the
options box that displays. Add your notes in the annotation box,
choose a highlighting color and click the blue **Annotate** button.

Your annotations are available in the **Notes** tab in the
right margin of your document. You can return to edit or
delete annotations. The highlighting and annotations are
included when you deliver, e.g., print the documents. Links to
annotations are included at the bottom of documents delivered
via PDF.

Print, email, download and save to folders

Deliver a **single document** as you view the full text. Deliver
one or more documents from the results list—even across
content categories. **Select the checkbox** next to each
document you need. Selection totals show at the top of
the screen. You can also deliver a results list of up to
250 documents.

Select from the **Delivery** icons on your full-text document
or your results screen.

Print: Select the **Options** wheel to choose options, e.g., to
format (fonts, search terms in bold, etc.), show headnotes in
cases, etc.

Email: Options let you format (.PDF, .Docx, .WP) and add
recipient addresses, subject and message.

Download: Click the Options wheel to choose options,
e.g., download as .Docx, .WP or .PDF. Deliver the results list.
Even send as multiple, zipped files.

Once your search is complete, be sure to sign off.