

lexis.com® At-A-Glance

About *lexis.com*

lexis.com is a US-based international legal research database. It enables you to access both primary and secondary legal materials from around the globe, including cases, legislation, law reviews, treaties and constitutions.

Selecting Sources

Get the results you want by selecting specific sources from the unparalleled collection of resources.

Find a Source by Subject or Source Name **1**

Enter a full or partial source name, e.g. *harvard law review*, or subject, e.g. *oil spill*, in the **Quick Tools** search box and click **Find a Source**. Results are listed by relevant. To search, click the name of the desired source (hyperlinked), e.g. [Harvard Law Review](#).

Search by Topic or Headnote (US materials) **2**

Just choose a legal topic and compile relevant materials – cases, briefs, treatises, news, etc, or build a digest of cases on the fly.

1. Select a topic from **Search by Topic or Headnote** drop-down menu, e.g. *Copyright Law*. Click [View more](#) if you don't see the topic you need.
2. Follow the screen instruction for selecting sources or retrieving headnotes.

Foreign Laws & Legal Sources **3**

Access **Foreign Laws & Legal Sources** (i.e. non-US materials) under **Area of Law by Topic**.

1. Click on [Foreign Laws & Legal Sources](#).
2. Click on a country, e.g. [Australia](#).
3. To search in a **single source** (a source may be a combine source, e.g. *Australian Commonwealth, State & Territory Case Law*), click on the source name (hyperlinked), e.g. [Australian Commonwealth, State & Territory Case Law](#).

OR

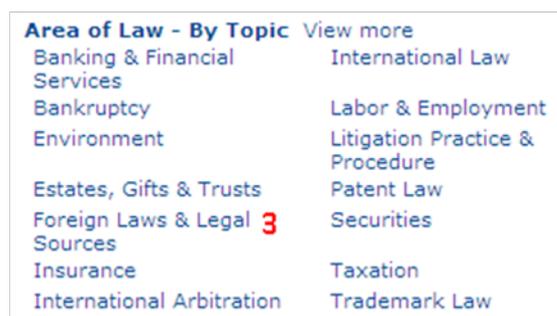
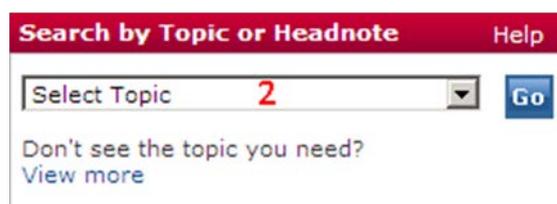
To search in **multiple sources**, tick the boxes next to the desired source and click

[Search Selected](#).

To find out what a source covers, click [i](#).

Frequent Research Tasks

Access many of your regular research tasks (mainly for US materials) from the main *lexis.com* screen.



Get a Document

By Cite (US materials) **4** – full text of a case statute, brief and more.

1. Enter the citation, e.g. *800 f2d 111*, in the Quick Tools search box.
2. Click **Get a Doc**.

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By Party Name (US and Canadian materials) 5 – full text of a case, brief and more.

1. Click the drop-down menu at the **Get a Document** tab (next to **Search**).
2. Select *By Party Name*.
3. Enter party name(s).
4. Select a jurisdiction, court and/or source.
5. Click **Search**.

Shepardize® (US materials) 6

Verify cases, statutes, regulations, patents and more.

1. Enter the citation, e.g. *800 f2d 111*, in the Quick Tools search box.
2. Click **Shepardize**.

The *Shepard's* Summary condenses your report and shows why your case or statute received its *Shepard's* Signal™ indicator, e.g. *Caution*. (Another way to access *Shepard's* is by selecting the *Shepard's* tab.)

Search Web Sources (Lexis® Web) 7

Lexis Web is a legal-specific search engine offering free Web content from legal websites validated by LexisNexis attorney editors.

1. Enter your search words, e.g. *original work of authorship*, in the Quick Tools search box.
2. Click **Lexis Web**.

Find recommended documents from *lexis.com* as well as from the Web. Use the left navigator bar to filter results by topic, practice area, source, etc.

Search by Segments

On *lexis.com*, you have a uniform search form regardless of the content type you are searching for – cases, legislation, law reviews, etc.

Focus your search by selecting a segment **8**, entering the value **9** and adding **10** it to your search.

The screenshot shows the Lexis search interface. At the top, there's a 'Search' box and a 'View Tutorial | Help' link. Below it, there's a section 'Broaden this search with additional sources' with a checked box for 'UK Cases, Combined Courts'. A list of filters is shown on the left, including 'Select a Segment', 'APPENDIX', 'CASES-CITED', 'CASES-REF-TO', 'CATCHWORDS', 'CITE', 'COUNSEL', 'COURT', 'DISPOSITION', 'DISSSENT-DISSENTS', 'DISSSENTSBY', 'HEARING-DATES', 'INTRODUCTION', 'JUDGMENT-READ', 'JUDGMENTS', 'JUDGMENTSBY', 'NAME', 'NOTEBY', 'NOTES', 'OPINIONS', 'PANEL', 'SIGNATORY', 'SOLICITORS', 'TEXT', and 'WRITTENBY'. The 'Select a Segment' dropdown is set to '8'. Below the filters, there's a text input field for search terms, a 'Suggest terms for my search' button, and a 'Check spelling' button. At the bottom, there's a 'Restrict by Date' section with a 'No Date Restrictions' button and a date range selector.

Common Case Law Segments

NAME: the names of all the parties involved in a case.

COURT: the name of the court that heard the case.

CITE: the citation of the case in an official reporter or parallel reference.

WRITTENBY: the name of the judge(s) authoring the opinion, including the majority, concurrence, and dissent.

Common Journal/Law Review Segments

TITLE: the title of the article.

AUTHOR: the author(s) of the article.

CITE: the citation of the article.

Note: Available segments will differ depending on which sources and jurisdiction you select.

Example: Search for Hague Conventions

You can find the Hague Conventions in several sources on *lexis.com*. **International legal Materials** includes the full text of many Hague Conventions. For example, to find the *Convention on Jurisdiction, Applicable Law, Recognition, and Co-operation in Respect of Parental Responsibility and Measures for the Protection of Children*:

1. From **Area of Law – By Topic**, click **International Law**.
2. Under **Find Treaties & International Agreement**, click [View more](#).
3. Click **Treaties and Agreements from ILM**. Ensure you are searching on the **Terms and Connectors** tab.
4. Enter SECTION(treaties) and TITLE(parental responsibility) – see above for how to add segments.
5. Click **Search**.

See how to find other Global Legal Materials on *lexis.com*, click **Help** at top right of the page, click *Global Legal Materials* from the left Index under **Searching Tips and Samples**.

View Search Results

Cite: Bibliographic references. For cases, includes *Shepard's* Signal indicators*, LexisNexis Core Terms* and Overview* to quickly preview results. (* when available.)

KWIC™: Keywords in context. You can view 25 words on either side of search terms.

Full: Full text of document.

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Narrow Your Search Results (FOCUS™ feature)

The FOCUS feature:

- Narrows your results by adding terms and searching some or all documents from your original results.
- Delivers a subset of results while retaining original search and results.
- Highlights your added search terms in results for each viewing.

To use:

1. View search results.
2. Type additional terms in **FOCUS** terms box at top of page (using terms and connectors).
3. Click **Go**.

To return to original results, click **Exit FOCUS**.

Print/Deliver Search Results

Print 

Print one or more documents with custom formatting:

- Click the **Print** icon (see above) and use the print form to print one or more documents and customize delivery format.
- Print multiple documents at one time. Click the open checkbox beside each document you want to print, then click the **Print** icon and complete the print form.

For a printer-friendly view, click the printer-friendly format icon. 

Download 

1. Click the **Download** icon (see above) as you view your search results. Complete the download form.
2. Click **Download** again.

E-mail 

1. Once you have viewed your search results, click the **E-mail** icon (see above). Complete the e-mail form. (You can send to up to three addresses.)
2. Click **Send**.

Constructing a Search with Terms and Connectors

- A **term or word** is any series of letters or numbers with a space on either side (e.g. *contract* or *\$1,234*).
- **Singular, plural and possessive** forms are automatically found (if words ends with s, es, ies, 's).
- A **hyphen** is read as a space; a hyphenated word is read as two words.
- **Phrases:** *lexis.com* will search for consecutive words as an exact phrase without quotation marks (e.g. *duty of care*).
- **Truncation (!):** use an exclamation mark (!) to replace any number of letters after a word root (e.g. *litigat!* Finds *litigation*, *litigate*; *litigator*, etc).
- **Wild card (*):** use an asterisk (*) anywhere except as the first letter to replace one letter (e.g. *wom*n* finds *woman* or *women*; *bank**** finds *banked* or *banking* but not *bankruptcy*).

Connectors establish a logical connection among search terms, operating left to right in this order:

Connector	Example	Explanation
OR	doctor OR physician	Finds documents containing any of the terms or phrases connected by <i>OR</i> .
w/n	market w/ 5 share	Finds two search terms in same document within <i>n</i> words of each other.
w/s	circumstances w/ s mitigating	Finds terms in same sentence.
w/p	rule w/ p sanction	Finds terms in same paragraph
AND	bank! AND deregulat!	Finds documents containing all terms or phrases connected by <i>AND</i> .