

1| Locate a document by citation?

Type in the volume number, reporter abbreviation and first page number of the case.

For example, to pull up *Grutter v. Bollinger*, 539 U.S. 306 (2003), type **539 U.S. 306** into the search box.

(This works in both Quick Caselaw Search and Advanced Caselaw Search).

2| Locate a case by party name?

Try performing a keyword search using the following format: **party 1 w/15 party 2**.

For example, to pull up *Grutter v. Bollinger*, 539 U.S. 306 (2003), type **Grutter w/15 Bollinger** into the search box.

(This also works in both Quick Caselaw Search and Advanced Caselaw Search).

3| Locate a document by keyword?

To pull up a document by keyword, use Advanced Caselaw Search and formulate your search query using one or more of the 5 Boolean operators.

Tip: Start with a broad search and then use Fastcase's sorting and filtering tools to find the document you are looking for. If you are not sure where to start, a natural language search may help point you in the right direction.

4| Print a document?

To print the document that you are viewing, start by clicking the **Print/Save** link at top right hand side of the screen.



When you get to the Print Document window, make your formatting selections and click **Print/Save** again.

The document will begin downloading to your computer.

Once the document has downloaded, you can open and print the document using the appropriate software program (e.g. MS Word, Adobe Acrobat, Word Perfect).

5| Batch-print multiple cases?

Start by adding cases to your print queue, either by clicking on the **Add to My Print Queue** link when you are viewing a case or by clicking the **Print Queue** icon from the results page.



Then select **View Print Queue** from the Print menu. On the next screen, review the cases on the list, make your formatting selections and click **Print/Save** again to begin downloading the document to your computer.

6| Browse statutes in Outline View?

Start by selecting **Search Statutes** from the Search menu and then select the statute you want to research from the list by clicking on the name. On the next page, click the **Outline View** tab.

7| Sort search results?

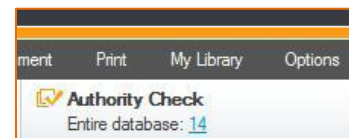
To sort your search results, click on any column heading on the Results page. For example, clicking on **Decision Date** will sort your results in chronological order.

8| Filter cases by jurisdiction?

To filter your cases by jurisdiction, click the down arrow on the **Jurisdiction Filter** at the top left side of the screen, and select the jurisdiction you want from the drop down menu.

9| Generate a list of later citing cases?

To generate a list of cases that cite the case you are viewing, click the hyperlinked number under the **Authority Check** heading on the top left hand side of the screen.



An Authority Check Report with a list of later-citing cases will open in a new tab or window in your browser.

10| Find more information about Fastcase?

This one is easy—visit us online at www.fastcase.com anytime, or call **1-866-773-2782** from 8a-8p EST, M-F.