FASTCASE USER GUIDE

2016 Edition

TRY THE FASTCASE MOBILE APP

Fastcase for iPhone®, iPad®, Android®, and Windows Phone® devices

Fastcase's completely free mobile applications use smart search technology from Fastcase's full-featured legal research platform, including **Authority Check.** View recent searches and favorite documents anywhere. Because it is both comprehensive and free, the Fastcase app consistently tops "best-of" lists for lawyers on the go.

Search Fastcase on the Apple App Store, Google Play Store, or Microsoft Store for more information.
Visit **fastcase.com/mobile-sync** for instructions on how to sync your mobile account with a bar association account.

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1|GETTING STARTED

Logging In

- If you are a free trial user, or you have purchased a subscription directly from Fastcase, log in at **fastcase.com/login** using your email address as your username and the password you created at signup.

- If you access Fastcase through a bar or other membership association, click on the Participant Bar Member link and select your bar association. You will then sign in with your bar credentials and click on the Fastcase link or logo.

Password

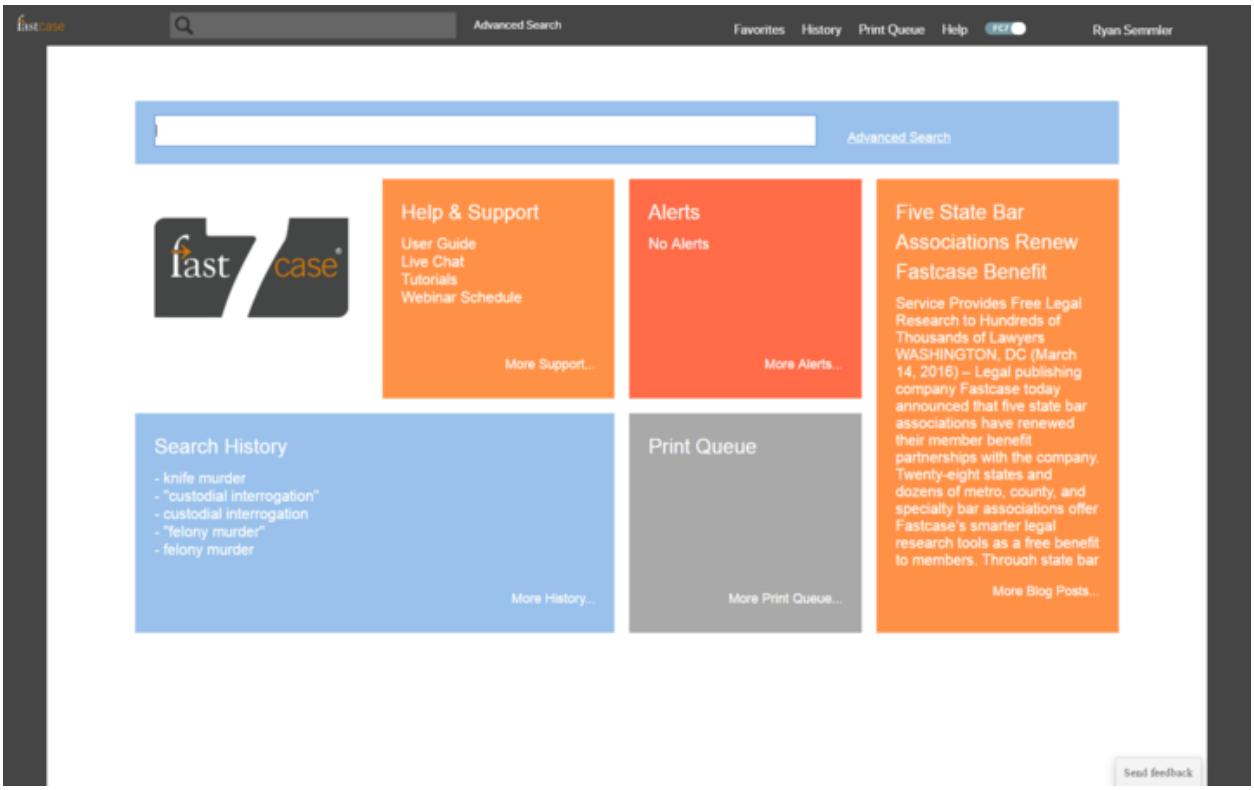
- If you are a retail subscriber, then you can change your Fastcase password by going to the **Options** menu, then selecting **Account Settings**.

- Bar association subscribers: Your log in information is controlled and maintained by your bar association. Contact the association directly for assistance.

Personalized Start Page

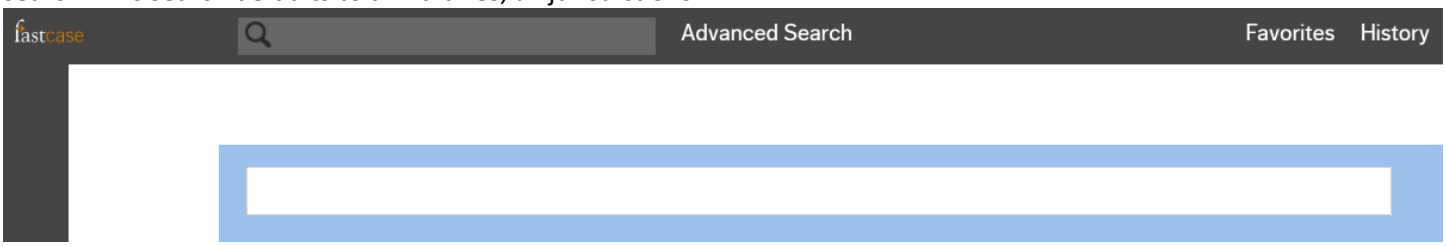
Your research begins on a personalized start page. On this page, you will find a basic search field, Help & Customer Support, Alerts, your recent search history, recent news, and your Print Queue. You can also switch to Advanced Search mode.

You can always navigate back to this page by selecting **the Fastcase logo on the upper left side of the screen**.



Search

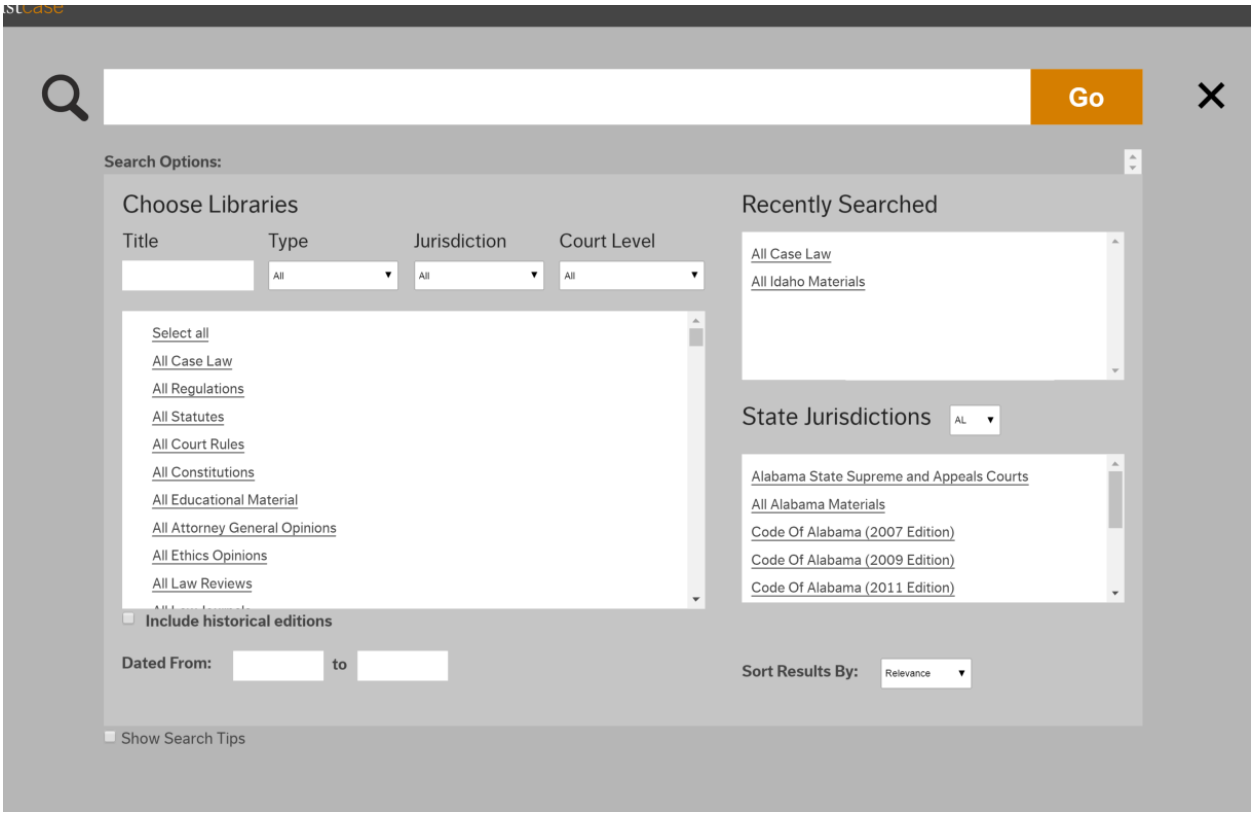
Quickly pull up a case you already have in mind using **Search**. Use a case citation, natural language, or enter in a keyword search. This search defaults to all libraries, all jurisdictions.



Advanced Caselaw Search

For more involved research projects, go directly to **Advanced Search** by clicking on the link to the right of the Search field.

The **Advanced Search** page contains our full-featured search function. From there you can still perform the three different types of searches: **Keyword Search**, **Natural Language Search** or **Citation Lookup**. Here you can change the jurisdiction(s) you would like to search within, select different sources of material, and limit the publication date range of your results. On the right you can select a state and search across all sources for that jurisdiction, and you can choose to sort your search results by relevance, citation, date, or alphabetically.



2|SEARCH FOR DOCUMENTS

Searching for Caselaw

There are three ways to search for cases on Fastcase: by **Keyword**, **Natural Language** or **Citation Lookup**.

Keyword Search (with Boolean operators)

Searching by **Keyword** using Boolean operators is the most powerful and flexible way to search for electronic information. It is also very easy to use. Fastcase uses the standard Boolean operators described below:

OPERATOR	EXAMPLE	DESCRIPTION
AND, &	copyright **AND** preemption	Results must contain *both* the words "copyright" and "preemption".
OR	landlord **OR** lessor	Results must contain *either* the word "landlord" *or* the word "lessor." (They may contain both words).
NOT	vehicle **NOT** car	Results *must contain* the word "vehicle" but *must not contain* the word "car."
w/3, /3	capital **w/3** punishment	Results must contain the word "capital" within 3 words of the word "punishment." You must specify a number for how far apart the terms may found.
***, !**	litig*	Results must contain some variation of the stem "litig" such as litigation, litigated, litigator, etc.
?	advis?r	The ? works as a single letter wildcard. Results must contain some variation of the word advis_r, such as adviser or advisor.
" "	**"**felony murder**"**	Results must contain the precise phrase "felony murder."
( )	**(**security OR pledge**)** AND assignment	Parentheses are used to define the order of operations when you use multiple Boolean operators.

Examples of the operators are also visible in the **Show Search Tips** box on the **Advanced Search** page.

Here are a few more things to keep in mind when you are performing a keyword search on Fastcase:

- Our search engine automatically omits certain common words (e.g., the, it, etc.) from your query. The search runs more efficiently without these common "noise" words.
- Fastcase uses an "implied AND" operator. This means that if there are multiple words in your search query and you do not specify a Boolean operator to connect them, Fastcase will treat your search as if you had placed an "AND" between

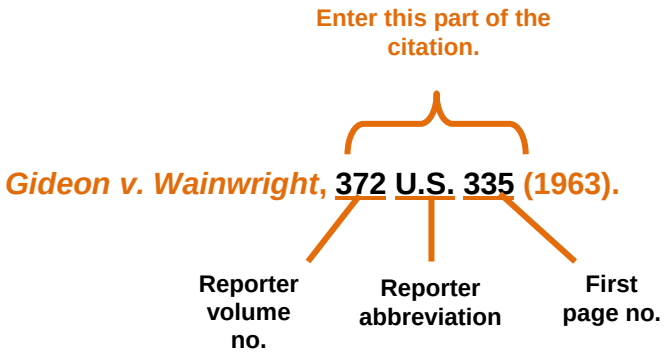
each term. For example, if you type: summary judgment order, Fastcase will read that as: summary AND judgment AND order. Only cases containing ALL of those terms will be returned as results. If you would like to search for cases that contain the exact phrase "summary judgment order" (where those three words will appear in documents directly next to each other and in the same order), you should put the phrase in quotation marks.

- Our search engine will accommodate a search up to 500 words long. For the purposes of search length, a Boolean operator counts as a word.

Citation Lookup

- Pull up a case using the reporter citation by entering the reporter volume number, the reporter abbreviation, and the first page number.

- This type of search works in both **Search** and **Advanced Search**.



Natural Language Search

Natural language searches are much less precise than **Keyword** searches, but they are good place to start if you are new to legal research, or if you are delving into a new area of the law. There are a few important aspects of a **Natural Language Search** that you should bear in mind:

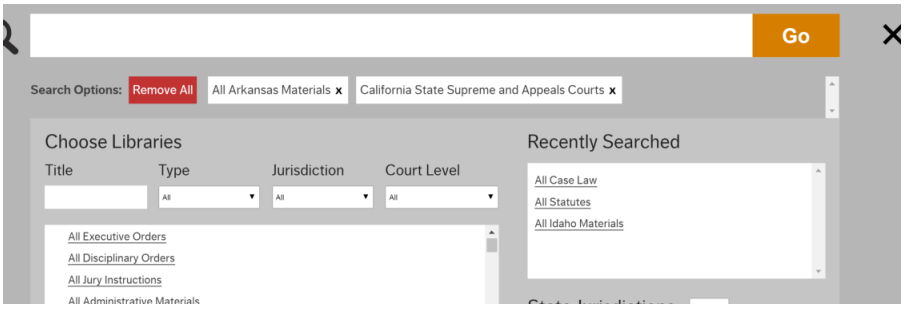
- The first results on the page are the cases with the highest relevance scores based on your overall mix of search terms.

- Your search results may not contain each and every one of your search terms.

Select a Specific Jurisdiction for Your Search

- Scroll down to the middle of the **Advanced Search** page to the heading **Select Jurisdiction**.

- Select one of the groups of jurisdictions listed by clicking on it, or select multiple jurisdictions one at a time. The jurisdictions you have selected will appear under the search bar and you can remove them by select the “x” next to each jurisdiction.



- Check the box next to the name of the state or court you wish to select.

- You can select as many courts as you would like and you can select courts across different levels and jurisdictions.

Searching for Statutes, Regulations, Constitutions and Court Rules

Fastcase includes statutes, regulations, court rules and constitutions from nearly all fifty states and the District of Columbia. In most cases, we have incorporated the content into our database so that you can browse and search the relevant statute, regulation, court rule or constitution within Fastcase.

In some cases, Fastcase provides hyperlinks to the free official versions of these resources from the Web as a convenience for our subscribers. Collecting them all in one place allows you to find these resources quickly without having to search for them each time.

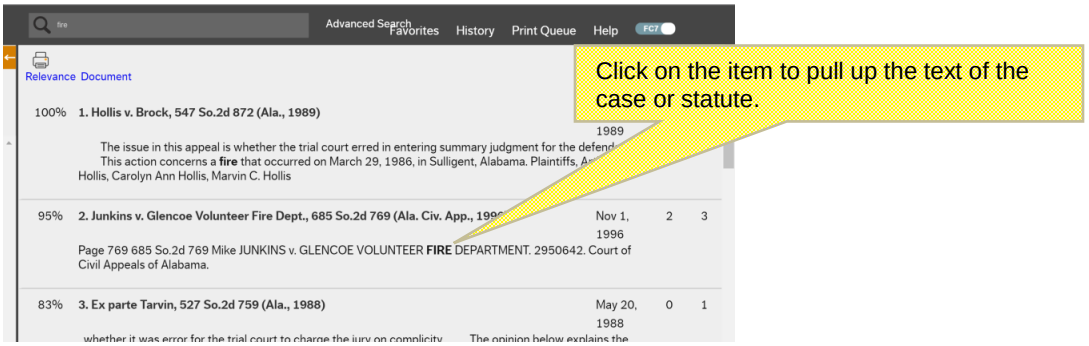
Search Statutes
Search
Browse
United States Code
United States Code (2015 Edition)
Title 1 General Provisions (Sec. 1 to Sec. 213)
Title 2 The Congress (Sec. 1 to Sec. 6654)
Chapter 1 Election of Senators and Representatives (Sec. 1 to Sec. 9)
apter 2 Organization of Congress (Sec. 21 to Sec. 30b)
apter 3 Compensation and Allowances of Members (Sec. 31 to Sec. 59h)
apter 4 Officers and Employees of Senate and House of Representatives (Sec. 60 to Sec. 130l)
Chapter 5 Library of Congress (Sec. 131 to Sec. 185)
Chapter 6 Congressional and Committee Procedure; Investigations (Sec. 190 to Sec. 199)
Chapter 7 Contested Elections (Secs. 201 to 226)
Chapter 8 Federal Corrupt Practices (Secs. 241 to 248 to Secs. 252 to 256)
Chapter 8A Regulation of Lobbying (Secs. 261 to 270)
Chapter 9 Office of Legislative Counsel (Sec. 271 to Sec. 282e)
Chapter 9A Office of Law Revision Counsel (Sec. 285 to Sec. 285g)
Chapter 9B Legislative Classification Office (Secs. 286 to 286g)
Chapter 9C Office of Parliamentarian of House of Representatives (Sec. 287 to Sec. 287d)
Click on the plus sign to expand any level of the outline.

3 | VIEWING DOCUMENTS

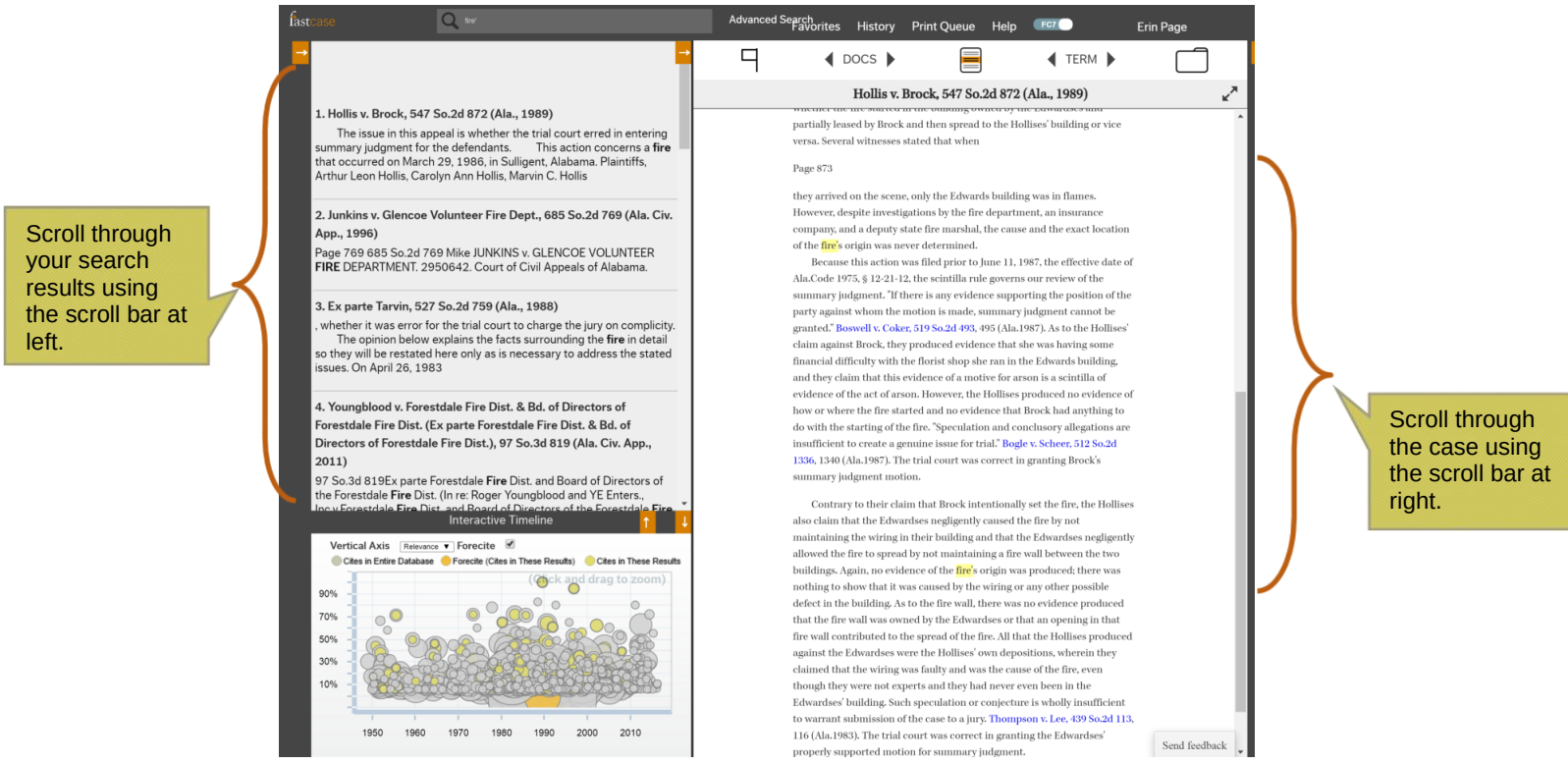
View the Full Document Text

- After you successfully perform a search, you are taken to the results screen listing the search results based on your search query.

- To access the full text of a document from the search results list, click on the document.

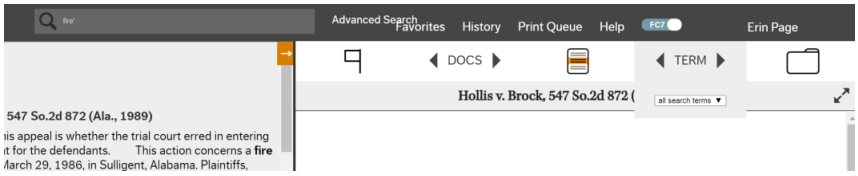


- Your search terms will be highlighted in the text of the case.



Highlighting Search Terms

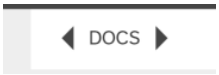
- All of your search results will appear on the narrower panel on the left.
- If you want to highlight a particular search term, select the term from the **TERM** drop-down menu.



Navigate Within a Document

- Jump to the paragraph with the densest concentration of search terms by clicking the most relevant paragraph icon.

- To search within your document, use your browser's find command by pressing **Ctrl + F**.
- Jump to the next search term by clicking the DOCS icon.



- Jump to the previous search term by clicking the DOCS icon.

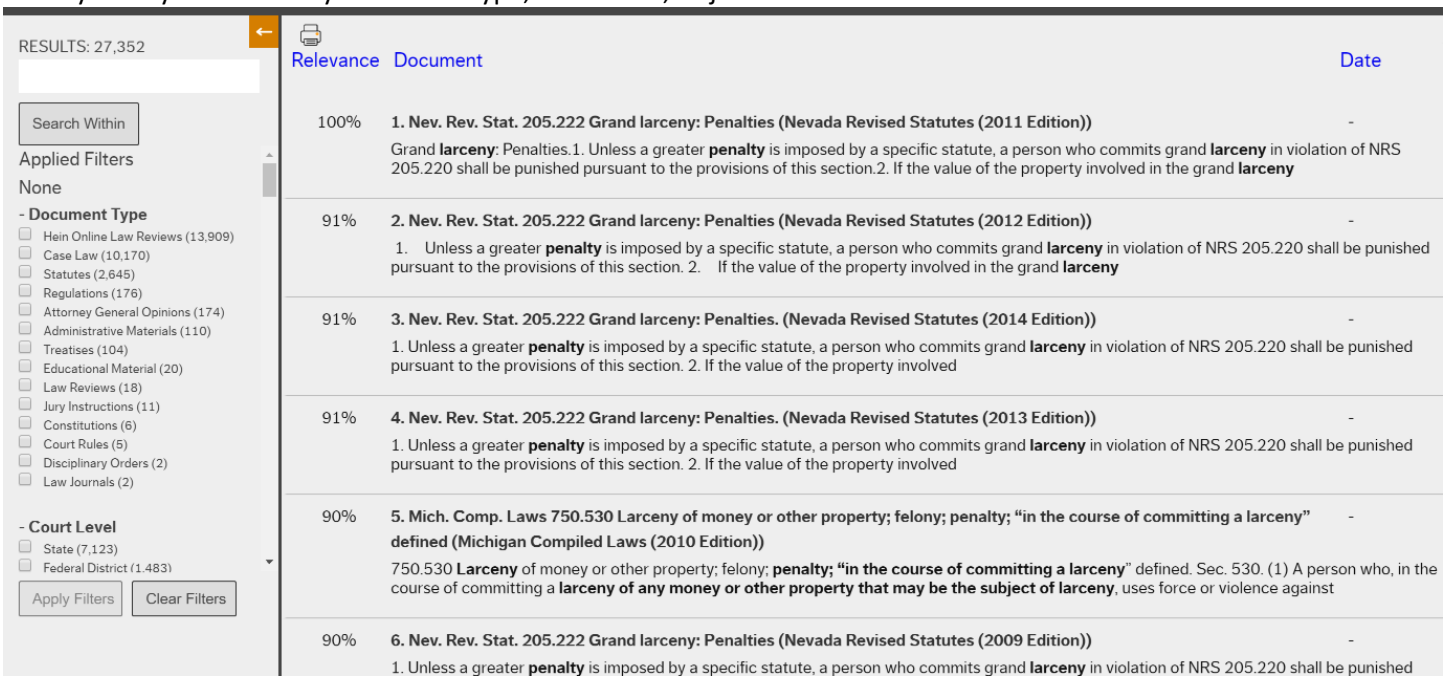
4|CUSTOMIZING YOUR CASELAW SEARCH RESULTS

Results

Fastcase gives you nearly complete control over the way your caselaw search results are displayed. You can filter your results by document type, court level, or jurisdiction. You can sort your results by relevance, alphabetically, or by date.

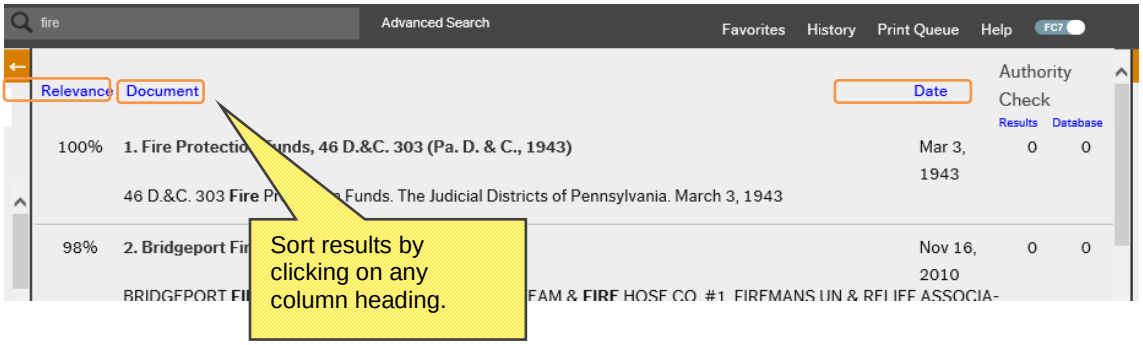
Filter Case Results by Jurisdiction

- Easily filter your results by document type, court level, or jurisdiction on the left side of the screen.



Sort Case Results to Suit Your Needs

- You have complete control over the way your search results are displayed. The default is by relevance, however you can also select by document title or decision date, or by the number of citations from later cases.



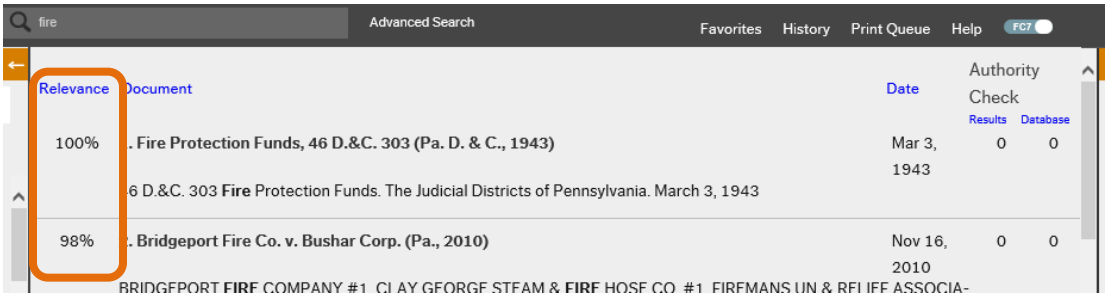
Fastcase Relevance Score

- Fastcase's smart search technology assigns a **Relevance Score** (0%-100%) to each document in your search results based on the search terms used in the query.

- The score is displayed in the far left-hand column on the results page under the heading **Relevance**.

- The purpose of the Fastcase **Relevance Score** is to tell you which documents on your list of search results are more likely to contain a substantive discussion of the search terms you entered. The higher the percentage, the more likely that the document contains a substantive discussion of the topic.

- By default, your search results will be displayed in the **Relevance Score** order (meaning the case with the highest relevance score is at the top of the list).



The Tag Cloud

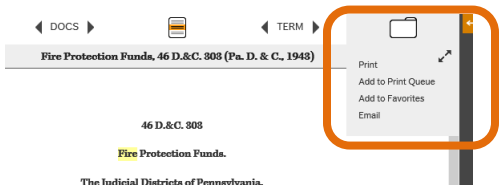
- Fastcase's provides a "Tag Cloud" by reviewing the results for your search and displaying the most common terms in those results. This allows you to focus your search by adding additional search terms. Simply click on the term you want to add.

5|PRINTING & DOWNLOADING DOCUMENTS

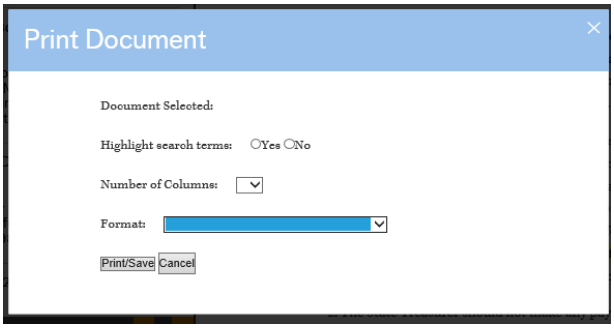
Fastcase gives you the ability to save and print clean, professional-looking documents in single- or dual-column format.

Printing a Single Document

- Click the folder icon on your toolbar, then select Print.



- Make your formatting selections:
    - Choose whether to highlight search terms.
    - Choose single- or dual-column.
    - Choose a file format: Microsoft Word (DOC), Microsoft Word (DOCX), Adobe Acrobat (PDF), or Microsoft Word (RTF) (rich text file).



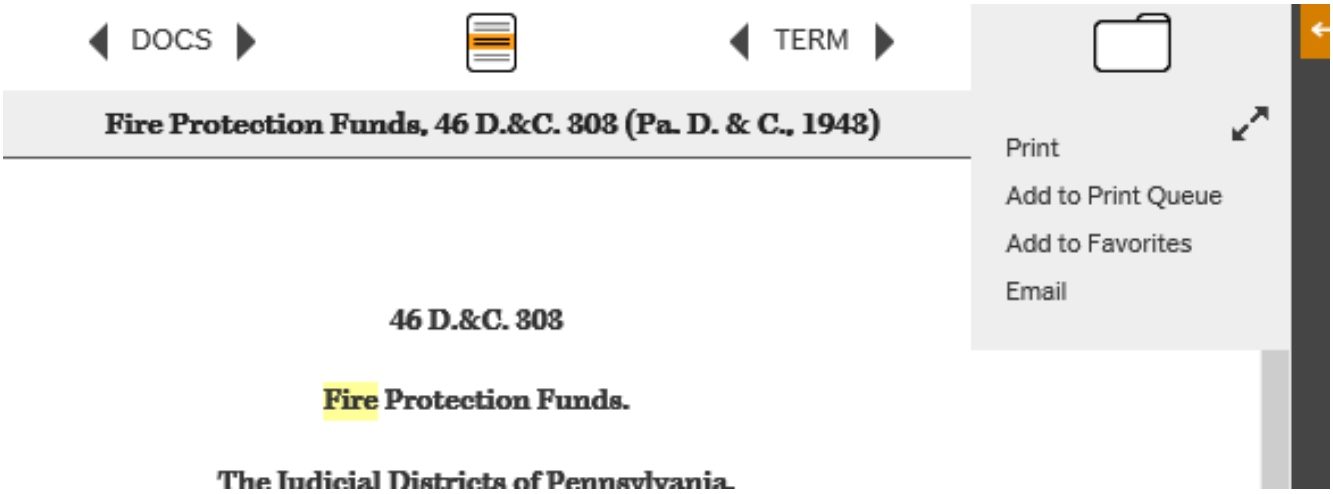
Fastcase Tip: WordPerfect users should select "Microsoft Word RTF."

- Click the Print/Save link. Your browser will begin to download the file onto your computer.
- Once the download is complete, open the file using the appropriate application for the file format you selected.
- Now you can print and/or save the file like any other document on your computer.

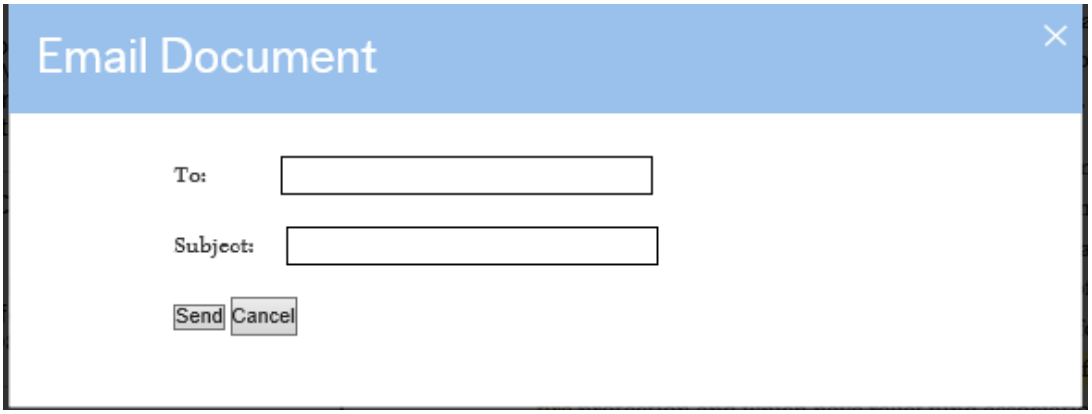
Email a Case

Fastcase allows you to email a document to any email address with just two clicks.

- Click the folder icon on your toolbar, then select Email. This will bring you to the **Email Document** screen.



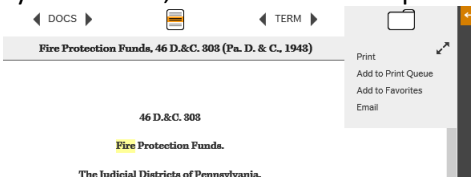
- Click in the box and type in the new address if sending to someone else.



- The document you selected will be sent in rich text format within the body of the email.
- **Note** You can also download the case using the Print/Save button and then email it as an attachment.

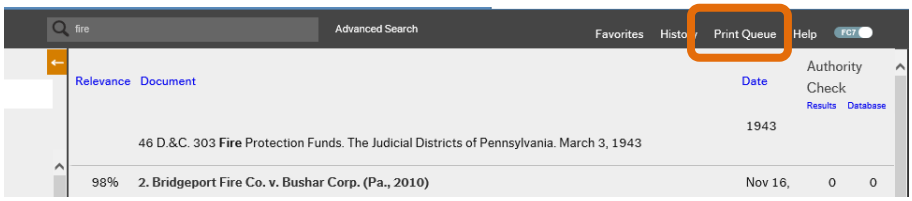
Batch Retrieval and Printing Cases

- Batch printing allows you to download and print up to fifty documents as a single document. Click the folder icon on your toolbar, then select Add to print queue.

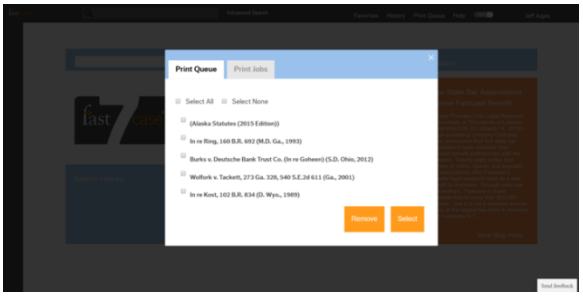


- You can add up to 50 total documents to your print queue at a time.

- To print, select **Print Queue** from the top of the screen.



- You will have an opportunity to review the cases in your **Print Queue**. To remove a case from the queue, click the printer icon.



- Make your formatting selections, just as you would with a single case.

- Click the Print/Save link. Your browser will begin to download the file onto your computer.

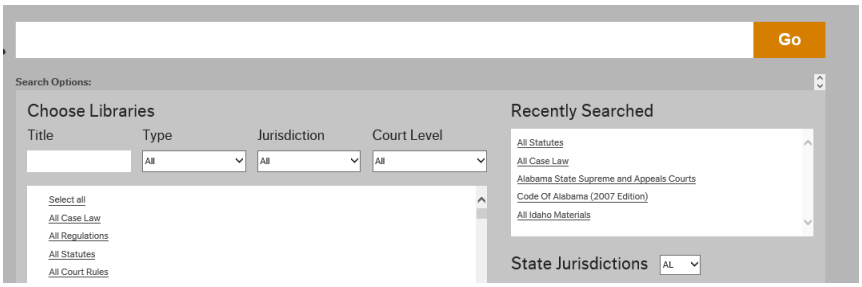
6|PERSONALIZED FEATURES

Fastcase dynamically tracks what you are searching for and uses this information to tweak your user interface, with the goal of making your research more efficient. Fastcase also lets you set certain display preferences.

Recently Searched Jurisdictions
Fastcase tracks the jurisdictions you have selected for your searches in two places, making it easier to select your most frequently searched jurisdiction.

- The first time you search, there will be nothing in the Recently Searched box on the advanced search page

- Once you have run a search where you narrowed your search by jurisdiction or document type, the most recent search filters will show on the right.

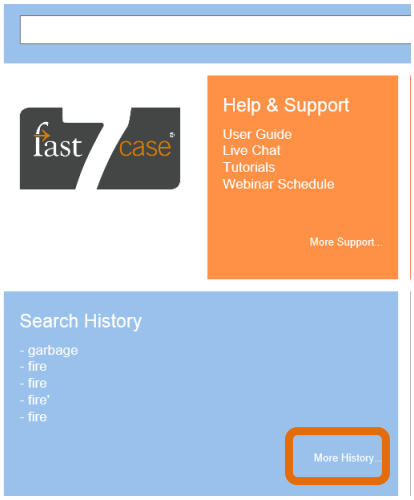


Last 10 Searches

- You can find the last ten searches you performed on the **Search** page under the heading **Search History**

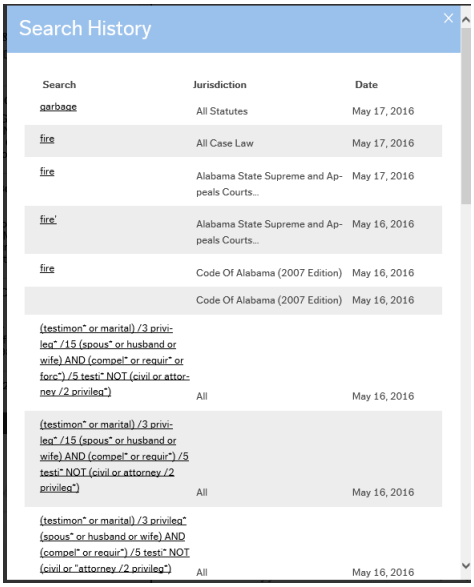
- The searches are listed according to the search terms you used. If you do not see the search you are looking for, you can always click on more history to see older searches.

- If you click on the any of the listed searches, you will be taken directly to the corresponding search results.



- To retrieve the ten most recent searches from any screen, select **History** from the bar at the top of the screen.

- You can then view the most recent searches by date.

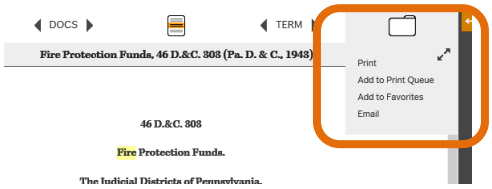


My Library

Favorite Documents:

- Fastcase allows you to save up to fifty documents for later reference.

- To save a document, click the folder icon on your toolbar, then select add to favorites.



- To retrieve your saved documents, select Favorites from the bar at the top of the screen.

7| USING AUTHORITY CHECK

Overview

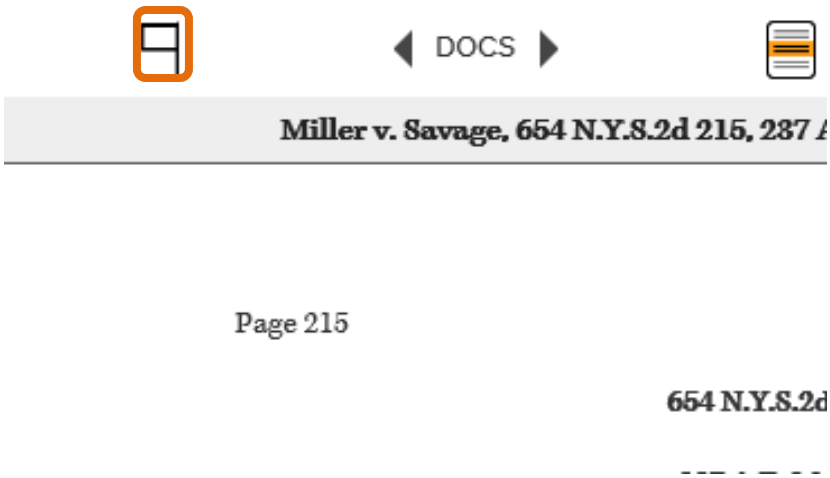
Authority Check is Fastcase's integrated citation analysis tool. You can use Authority Check in many ways, including:

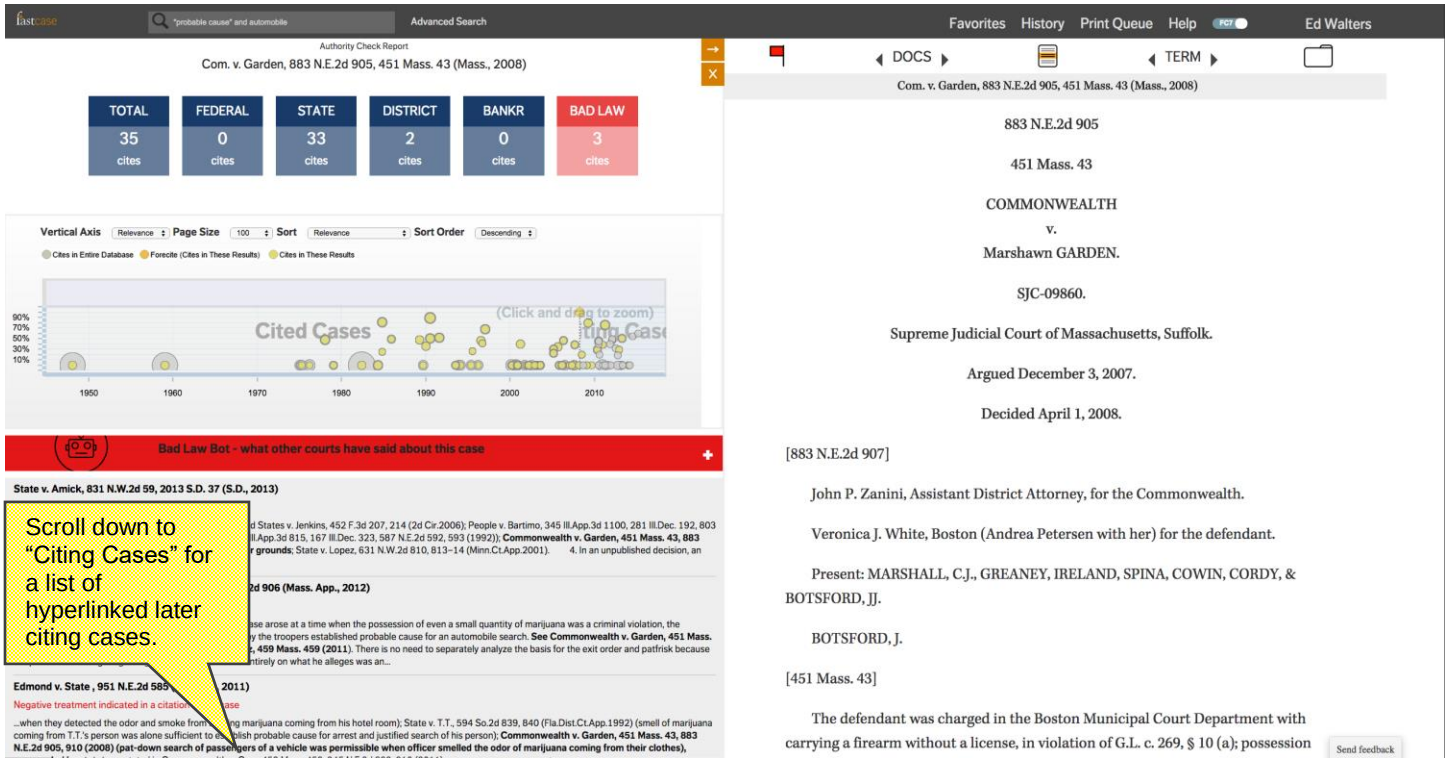
- To generate a list of later citing cases to find related authority on your topic.
- To prioritize your research by identifying the most frequently cited cases within your list of results.

> **Authority Check (featuring Bad Law Bot) is not a citator like Shepard's or Keycite; it does NOT include editorial information telling you whether a case is still good law. Authority Check information is computer generated and dependent upon later citing cases using accurate official reporter citations.**

Generate a List of Later Citing Cases

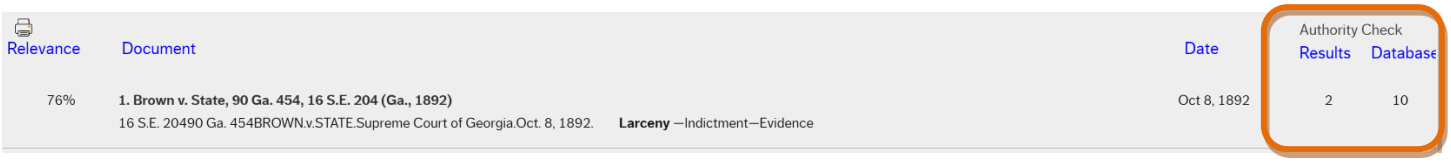
- Start by pulling up the case you are interested in. Make sure you are on the page with the full text of the case.
- Click on the flag icon to generate the Authority Check Report with a list of later citing cases. The report will load in a separate pane on the left side of your browser.





Identify Frequently Cited Cases

- On the results page, the number to the right of each case under the **Authority Check** heading corresponds to the number of times the case has been subsequently cited in other cases.



- Sort the most frequently cited cases overall to the top of the list by clicking on the heading, **Database**.

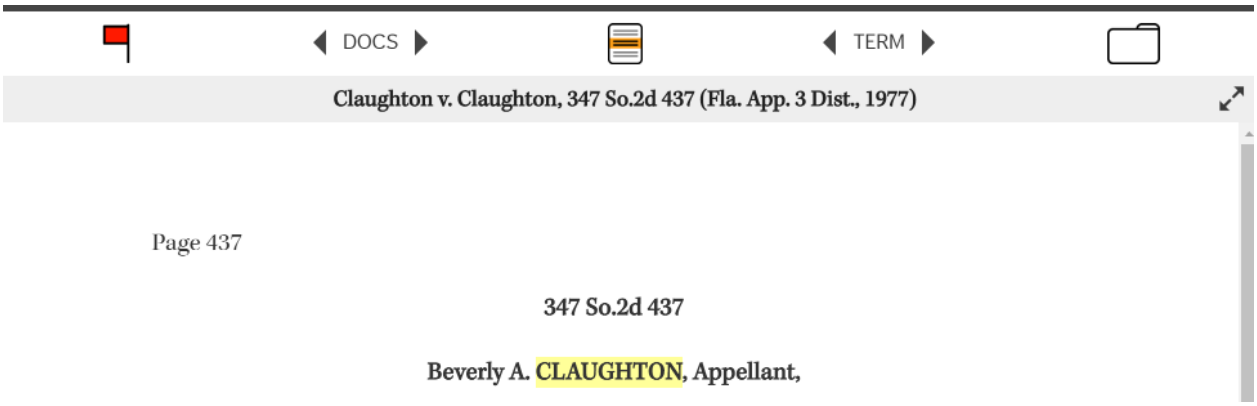
- Sort the cases most frequently cited by other cases in your search results to the top of the list by clicking on the heading, **Results**.

Identify Negative Citation History

The *Bluebook* requires that courts indicate negative history of cases cited within opinions. Fastcase's **Bad Law Bot** takes advantage of this data by using algorithms to find these negative citation histories, then flags those cases and provides links to those cases.

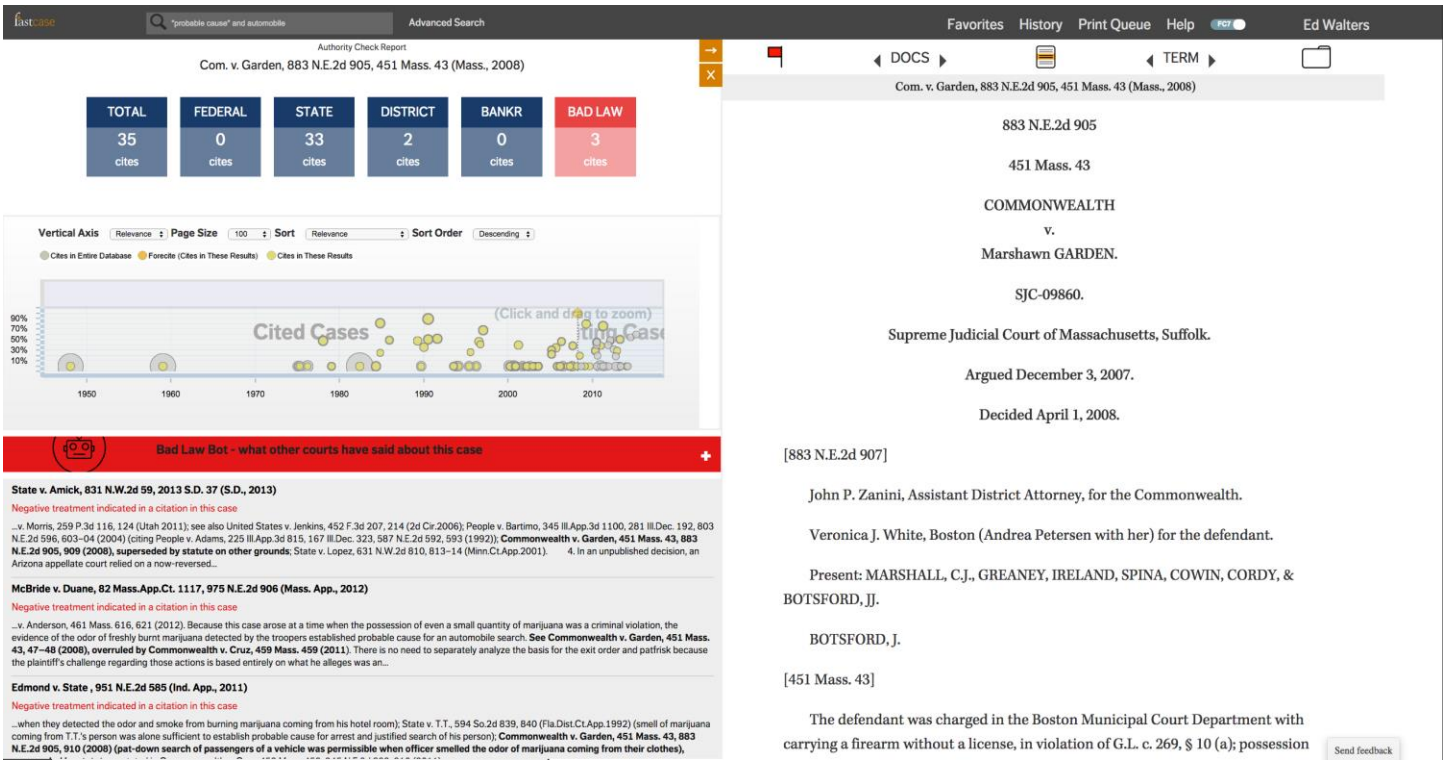
Here, we looked up *Claughton v. Claughton*, 347 So.2d 437. Note the red flag next to the case name, indicating negative citation history for the case.

Once you click through to *Claughton*, you'll also notice that there's a red flag in the **Authority Check** area.



To see the cases that indicate negative citation history for *Claughton*, simply click on the red flag and the **Authority Check Report** will open on the left.

Here's what the **Authority Check Report** looks like for Commonwealth v. Garden, 883 N.E.2d 905:



Bad Law Bot finds negative citation history by taking all the cases that have cited *Roberts* and examining how they've cited to *Claughton*. If a court has negatively cited to *Claughton*, **Bad Law Bot** will link you to that case. Keep in mind that

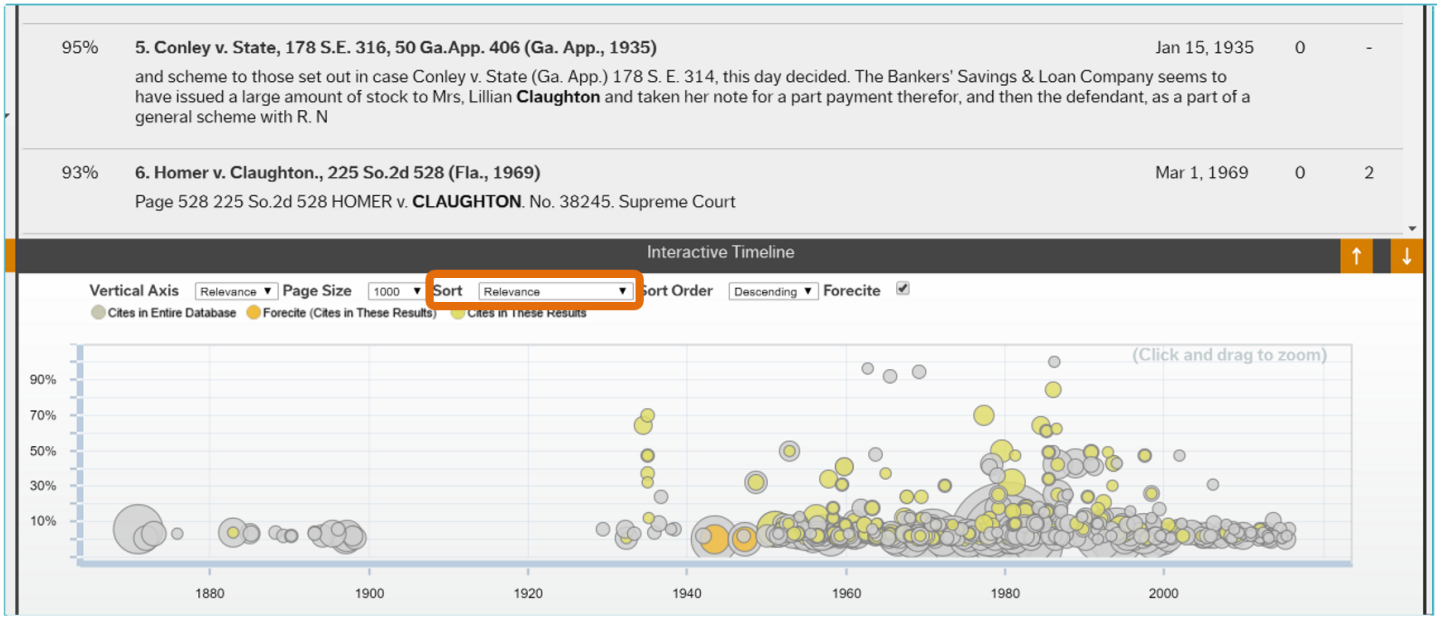
Bad Law Bot determines negative case history by using algorithms, and that it is not intended to be a complete replacement for a full editorial citator or for reading all later-citing cases. A red flag means that there's likely negative treatment, since a court has said as much by their use of a negative citation, but no red flag does not necessarily mean that a case is still good law. If a case has been overturned but no court opinion has cited to it yet, **Bad Law Bot** won't be able to find any citation signal information.

8 | INTERACTIVE TIMELINE

The **Interactive Timeline** is a powerful data visualization tool unique to Fastcase. By allowing you to view up to four different attributes of each case at a time, your search results jump off the page.

Reading the Timeline

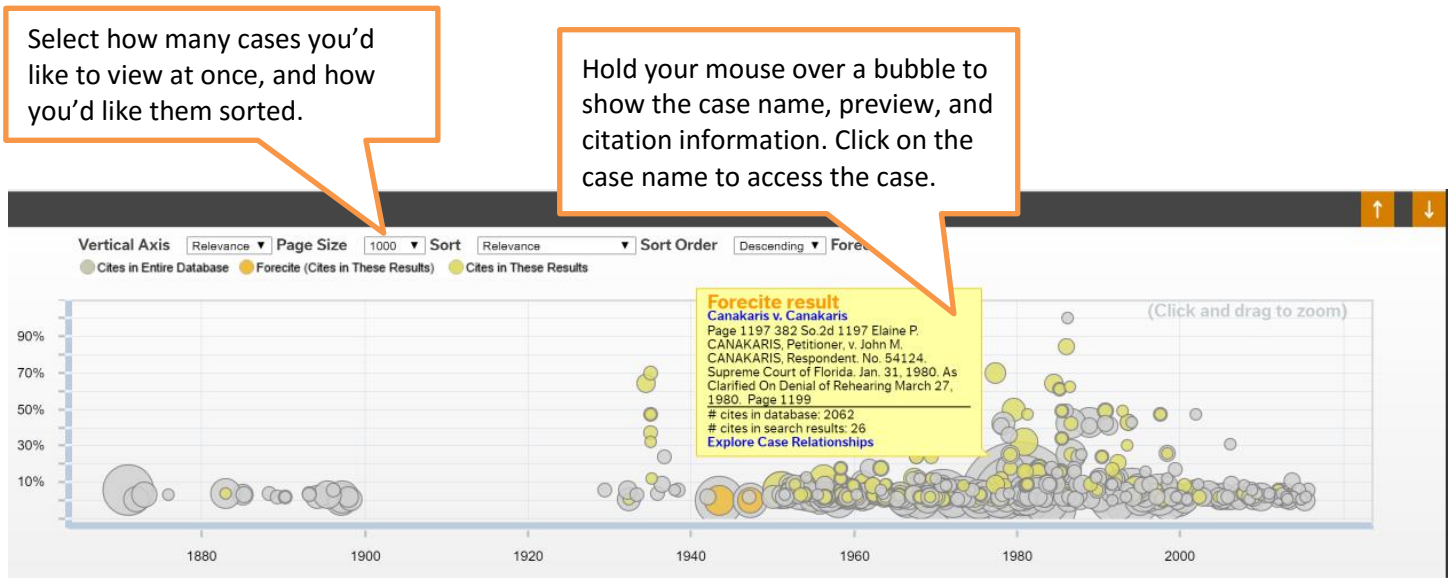
- To access the **Interactive Timeline**, start by running a search and viewing your list of search results. At the bottom of the results page is the timeline for your results. By default, your timeline will display **Relevance View**.



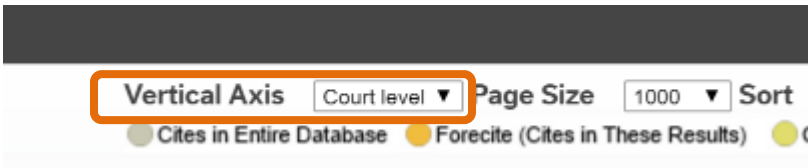
- Each case in your search results is represented on the **Interactive Timeline** by a gray circle.

The **Interactive Timeline** tells you at least four things about each case:

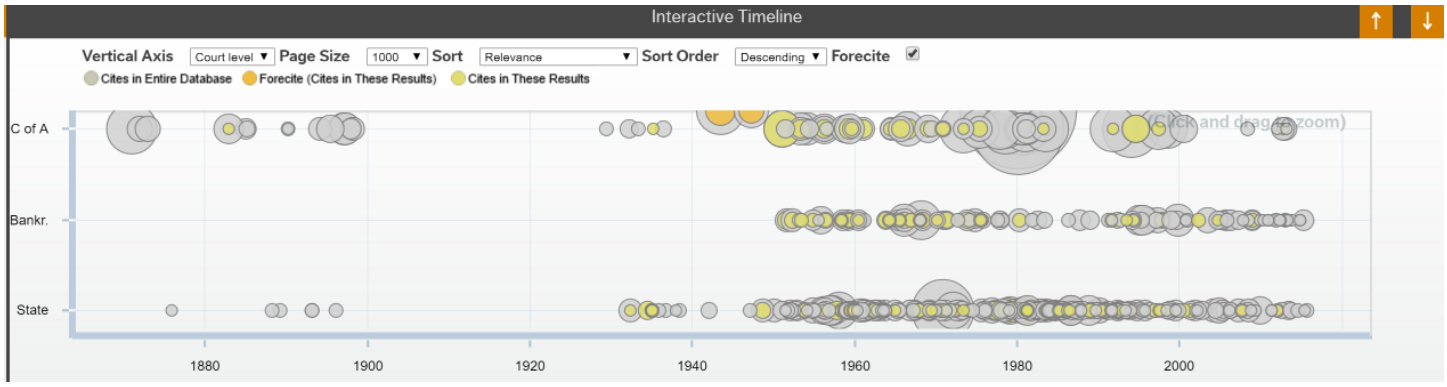
- The date of each decision (x-axis).
- The **Relevance Score** of each decision (y-axis).
- The number of times each case was cited overall (diameter of gray circles)
- The number of times each case was cited for your search terms (diameter of gold circles).



- You can switch to **Court Level View** by selecting **Court Level** from the **Vertical Axis** filter.



- This time, your timeline will look something like the image below:



- Now you can see the court level of each decision (y-axis).

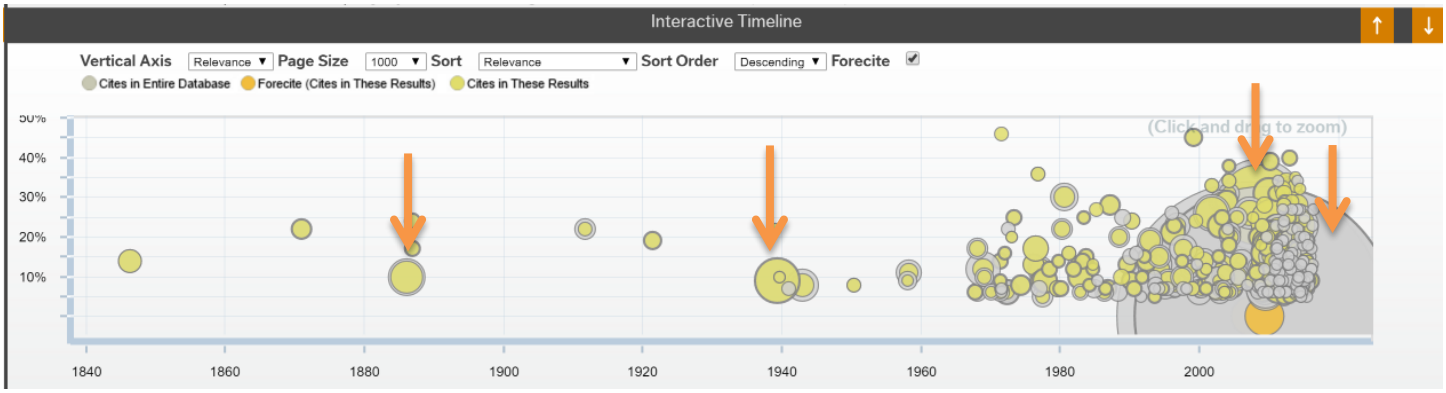
Identifying Authoritative Cases

By illustrating how relevant each case is based on your search terms and how many times each case has been cited by subsequent cases, the **Interactive Timeline** quickly identifies seminal and authoritative cases.

- For the best results, first make sure that you are in **Relevance View**.

- Then look for cases with large diameters that appear towards to the top of the page since frequently cited cases with high **Relevance Scores** are the most likely to be authoritative.

- Here is an illustrative example: if you perform a keyword search for "second amendment" and arms, and open the **Interactive Timeline** in **Relevance View**, you will see something that looks like this:



- It is easy to spot authoritative cases on the timeline – look for circles with large gold and gray diameters as well as circles that appear higher up than other contemporaneous cases.

- On the timeline pictured above, these four cases – all key Second Amendment decisions – stand out.

From left to right:

1) Presser v. Illinois, 116 U.S. 252 (1886).
2) United States v. Miller, 307 U.S. 174 (1939).
3) District of Columbia v. Heller, 554 U.S. 290 (2008).
4) Ashcroft v. Iqbal, 556 U.S. 662 (2009)

- The timeline also illustrates the nearly seventy-year gap in Second Amendment cases presented to the Supreme Court as well as the surge of Second Amendment lawsuits in the last forty years.

Fastcase Tip: Access the **Interactive Timeline** from **Authority Check**, too.

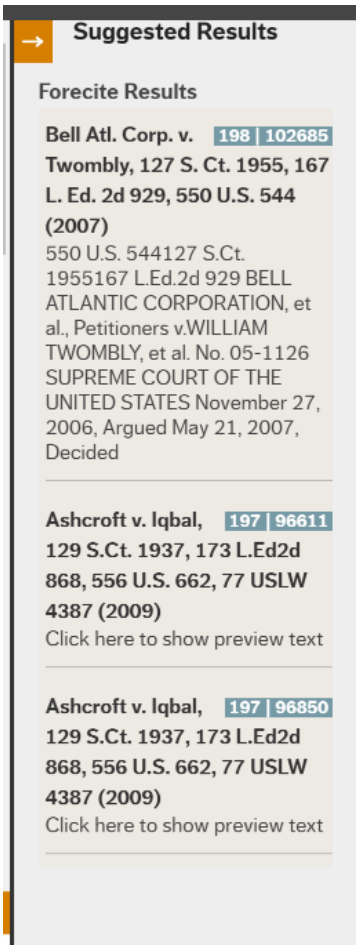
9 | FORECITE

When you perform any search on Fastcase, **Forecite** goes the extra mile and identifies important cases that can easily be missed by ordinary searches. **Forecite** enhances your ordinary search result by carefully and comprehensively analyzing the citation structure of each case in your results list. It looks for decisions that are frequently cited by other decisions in your search results but do not contain all of your search terms. **Forecite** will notify you of these additional cases at the right of the results page.

- Start by performing a **Search**.

- On the results screen, the panel on the right will notify you if **Forecite** has found additional results based on your search results.

- Clicking on "click here" will expand the preview text for the **Forecite** results. Clicking the case name will open the full text of the case.

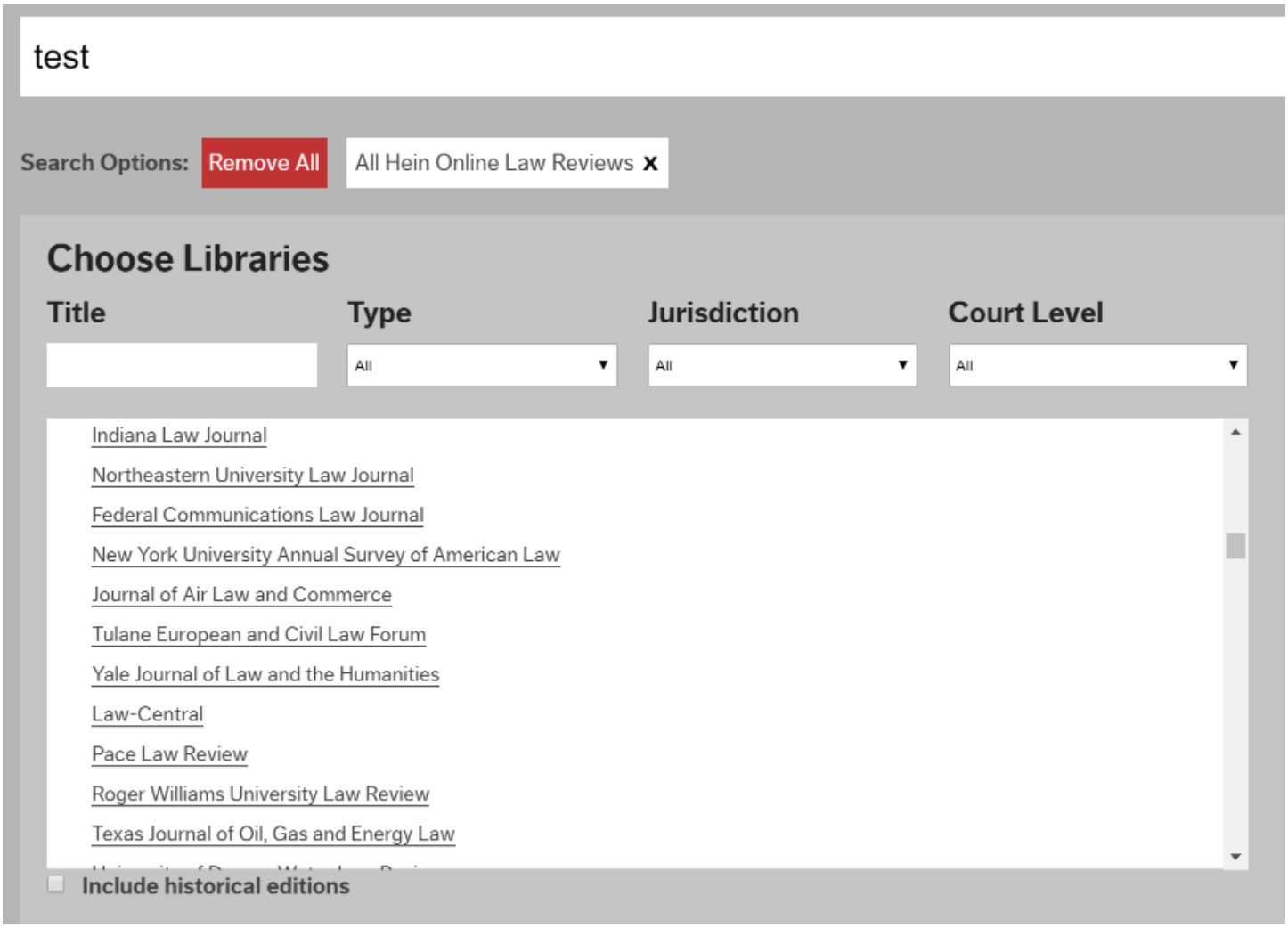


10|HEIN ONLINE

Fastcase has partnered with William S. Hein & Co. to offer its subscribers exclusive access to law review articles on Fastcase.

Search HeinOnline

To start searching for law review articles, from the “advanced search” page select All **Hein Online Law Reviews** from the “Choose Libraries” section. You can also select a particular review or journal from the “Choose libraries” section, such as Pace law Review, etc.

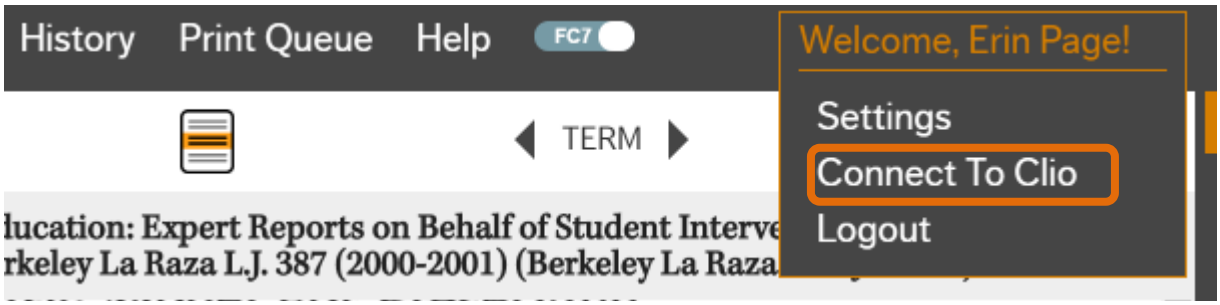


11| CLIO

Connect to Clio

If you use Clio's Cloud-Based Practice Management Software you can link your Clio account to Fastcase to quickly record billable hours as you research.

From within Fastcase, select **Connect to Clio** from the **user** menu. You will be redirected to the Clio site and prompted to login. Click the large green button that reads **Yes, Let's Connect**.



Track Your Billable Research Time

When you connect your Clio account to Fastcase, a dropdown menu will appear in the top right corner of the black and orange toolbar. This will allow you to select different Clio matters and set a timer for each client as you work. Start the timer by clicking the blue play button to the right of the dropdown menu.

Clicking the stop button will automatically save your billable research time to Clio. You can also go directly to a particular matter in Clio by clicking the link within Fastcase.

12| TRANSACTIONAL SEARCH OPTIONS

Newspapers, Legal Forms, and Federal Filings

Fastcase also provides access to a newspaper archive, legal forms, and federal filings through our business partners. These transactional search options can be found under the **Search** menu. Please be advised that there are additional charges for accessing documents using these transactional search services from our partners.

Search newspapers on NewsLibrary.com.
For help searching **NewsLibrary**, email their customer support team at **newslibrary@newsbank.com**.

Search legal forms on U.S. Legal Forms.
For help searching **U.S. Legal Forms**, call their customer support team at **(877) 389-0141**.

Search federal filings on Justia.com.
For help searching **Justia**, call their Filings & Dockets team at **(650) 810-1994**.

13| ADDITIONAL ASSISTANCE

Customer Support

All Fastcase subscribers enjoy access to unlimited customer support. Our customer support hours are from 8 a.m. to 8 p.m. Eastern time, Monday through Friday, excluding holidays. Whether you have a technical question or need research assistance, we're here to help.

Call us at **1-866-773-2782**, email us at **support@fastcase.com**, or use the **LiveChat** feature located on our website.

Training Videos

Access our library of training videos at any time at **fastcase.com/video**. Our video tutorials cover the basics of researching on Fastcase and address frequently asked questions.

Online Webinars

Sign up for one of our free, live online webinar training sessions. We offer webinars throughout the year. For a complete webinar schedule and online registration, visit **fastcase.com/webinars**.

Reference Guides

Check out our FAQs and reference guides on how to use Fastcase. View them once, download them to your computer, or print them for later reference when you have a question.

Our FAQs: **fastcase.com/faq**.

Additional Support Materials: **fastcase.com/support**.