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, log in to Fastcase by visiting your association's website, logging in with your bar association credentials, and clicking 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, called the **My Research Home** page. On this page, you will find your recent search history, hyperlinks to all of our integrated and transactional search options, as well as our customer support and training resources.

You can always navigate back to this page by selecting **My Research Home** from the **Start** menu.
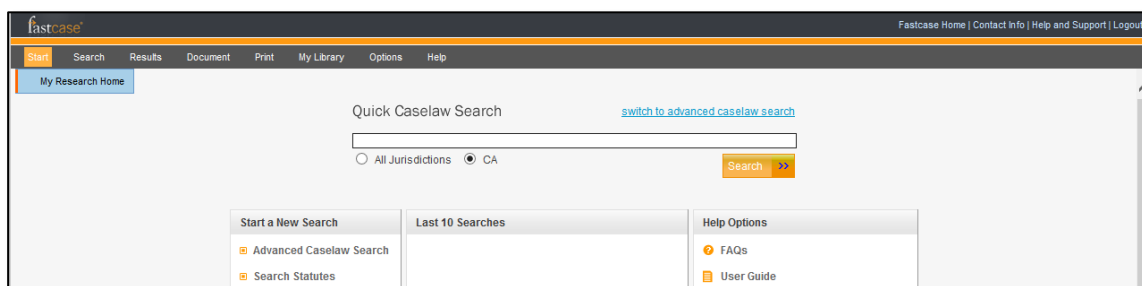
Quick Caselaw Search

Quickly pull up a case you already have in mind using **Quick Caselaw Search**. Use a case citation or enter in a keyword search.
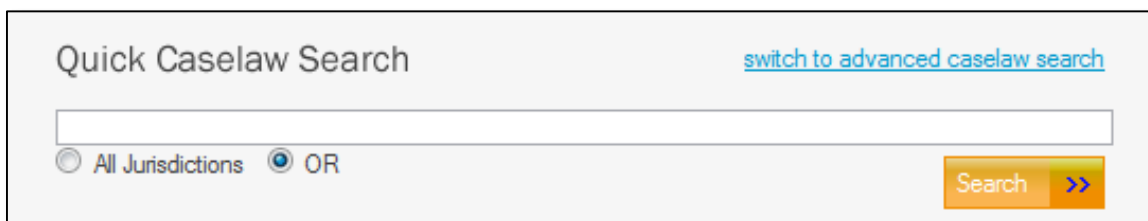
Advanced Caselaw Search

For more involved research projects, go directly to **Advanced Caselaw Search** by going to **Search Cases** from the **Search** menu, or clicking the switch to advanced caselaw search link on the **My Research Home** page.

The **Advanced Caselaw Search** page contains our full-featured search function. From there you can perform three different types of searches: **Keyword Search**, **Natural Language Search** or **Citation Lookup**. You can also change the jurisdiction(s) you would like to search within, and limit the publication date range of your results.
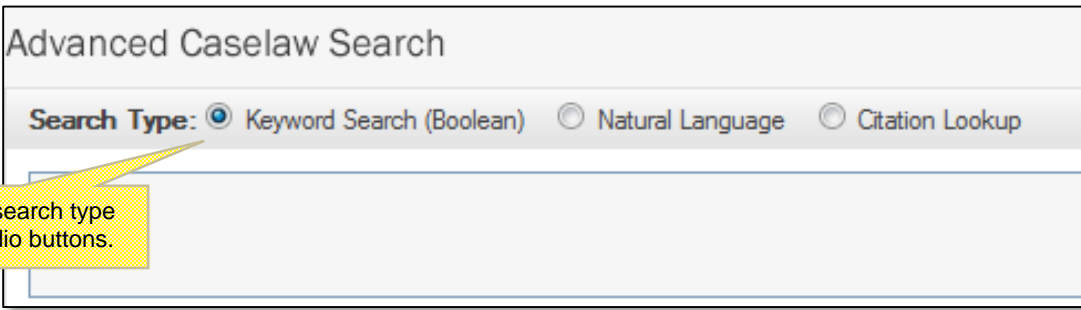
Searching for Caselaw

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:

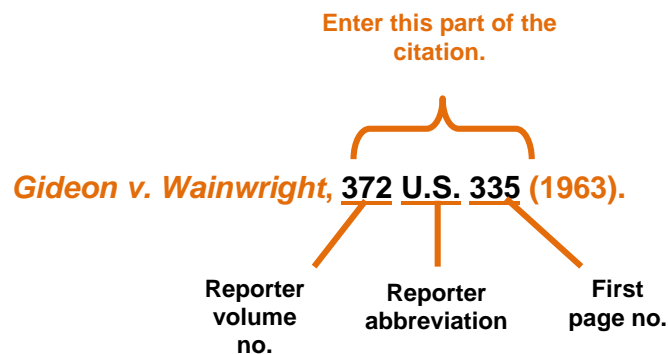| OPERATOR	EXAMPLE	DESCRIPTION
AND, &	copyright **AND** preemption	Results must contain *both* the words "copyright" and "preemption"
OR	landlord **OR** lessor	Results must contain *either* the word "landlord" *or* the word "lessor." (They may contain both words).
NOT	vehicle **NOT** car	Results *must 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.
" "	**"f**elony 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 Caselaw 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 <u>omits certain common words</u> (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: <u>summary judgment order</u>, Fastcase will read that as: <u>summary AND judgment AND order</u>. 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.

- At the moment, our search engine will accommodate a search up to <u>500 words long</u>. 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 **Quick Caselaw Search** and **Advanced Caselaw Search**.

Enter this part of the citation.

Gideon v. Wainwright, <u>372</u> <u>U.S.</u> <u>335</u> **(1963).**

Reporter volume no.   **Reporter abbreviation**   **First page no.**

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 results 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 Caselaw Search** page to the heading **Select Jurisdiction**.

- Select one of the groups of jurisdictions listed, or to specify a specific court or state, select **Individual Jurisdictions**.

- Expand any category under **Individual Jurisdictions** by clicking on the plus sign. States are listed under the **State Supreme and Appeals Courts** category.

- 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 also 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.

Select a Type of Document

• Begin your search by selecting the type of document you want to search from the **Search** menu or the **Start a New Search** panel on the **My Research Home** page.
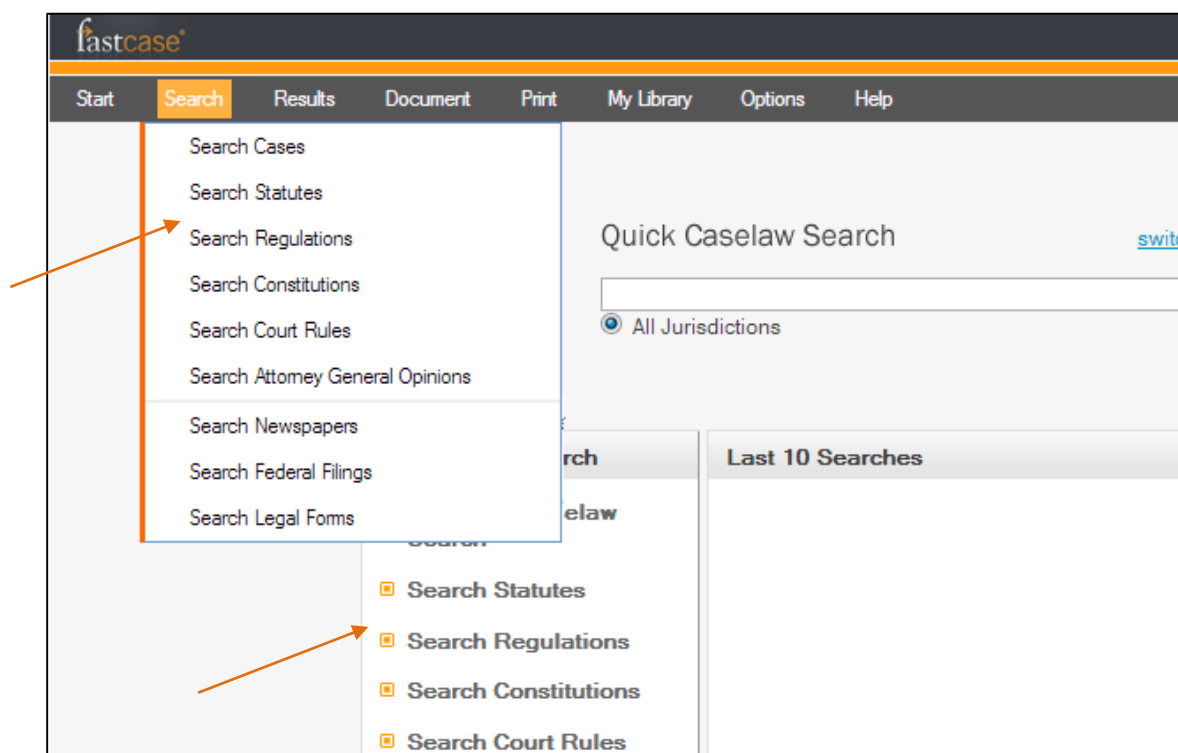
Statutes
- Next, select a jurisdiction for the type of document you would like to search.

The statutes within Fastcase have check boxes next to each jurisdiction's name. Select the jurisdiction(s) you want to search by clicking on a check box. If you would like to search an older edition of a code, you can view and select what is available by clicking on the plus sign next to **Archived Editions**.

Regulations, constitutions and court rules

Click on the bolded hyperlinks to select content that is integrated and searchable within Fastcase. Non-bolded hyperlinks lead to the official versions of non-integrated content, which are not searchable within Fastcase.

Search within Statutes, Regulations, Constitutions or Court Rules

Search within the document set that you selected by **Keyword**, **Natural Language**, or **Citation**, just as you would search for caselaw.

- Here, the United States Code has been selected and the search terms can be entered into the search box.

Browse Statutes Using Outline View

In addition to searching, Fastcase also allows you to browse the integrated codes in our **Outline View** format.

- To get started, go to the **Search Statutes** page, then click the tab labeled **Browse**.
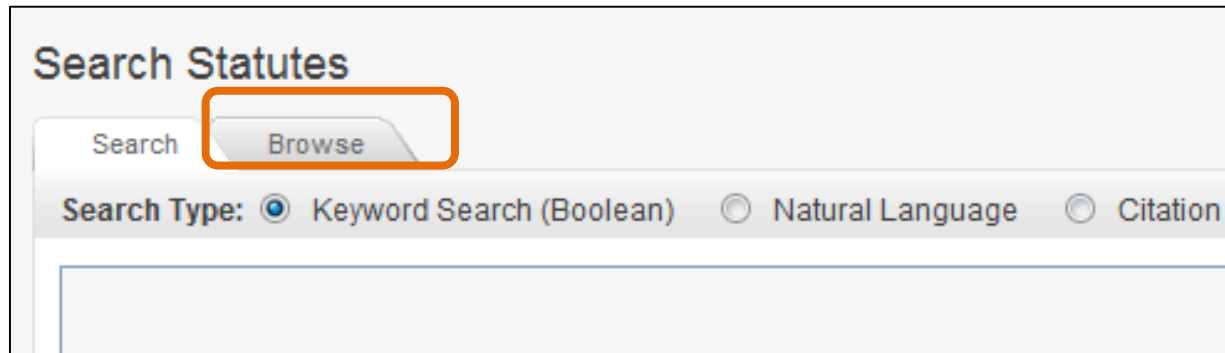
- This will display the statute or code you selected in an expandable outline format.

- Click the plus sign to expand any level and scroll up and down to find the section you are looking for.

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 blue hyperlinked heading of the document.

Results | Interactive Timeline

Jurisdiction:
All Jurisdictions ▼ |◄ ◄ 1 to 20 of 82 results ► ►| 🖨 Print List of Results   **Click on the title to pull up the text of the case.**
                                                                 🖨 Print/Save Documer

Relevance | Case   **Decision Date | Res**

Forecite: Fastcase has identified 3additional decisions that may be relevant to your research top... ...do not contain one or more of your search terms.

🖺 100%   **1. Perlman v. Swiss Bank Corp., 195 F.3d 975 (7th Cir., 2000)**   January 6, 2000

At last we reach the question that occupied central ground in the district court: did UNUM make an arbitrary or capricious decision? Both **Perlman** and the district court treat the central issue as whether UNUM correctly understood her abilities in relation to the demands of her job. If **Swiss** Bank had told **Perlman** that her performance was unsatisfactory, then these would indeed be the right questions; UNUM would have needed to determine whether the shortcomings were caused by medical conditions (and ...

🖺 66%   2. Pibouin v. CA, Inc. (E.D.N.Y., 2012)   March 31, 2012

As to **Perlman**'s comment at the March 1, 2006 meeting, the words themselves do not necessarily raise the specter of discriminatory animus. **Perlman** merely states that he "hates people with strong accents." One need only consider the case of a native-born

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

Jurisdiction:
All Jurisdictions ▼   ☑ **Authority Check**   🔍 Highlight: all search terms ▼   🏴 Navigate to the previous case, next case.   🖨 Print/Save
                            These results: **70** Entire database: **167**   Find: previous term [P], next term [N].   Jump to the most relevant paragraph [M].   🖨 Add to My Print Queue
|◄ ◄ 1 to 20 of 84 results ► ►| 📁 Add to My Favorites
                                                                                                                         ✉ Email

                                                                    Perlman v. Swiss Bank Corp., 195 F.3d 975 (7th Cir., 2000)

1 Perlman v. Swiss Bank Corp., 195   Before Posner, Chief Judge, and Easterbrook and Diane P. Wood, Circuit Judges.
   F.3d 975 (7th Cir., 2000)
                                            Easterbrook, Circuit Judge.
2 Pibouin v. CA, Inc., 867 F. Supp. 2d
   315 (E.D.N.Y., 2012)   **Swiss** Bank Corporation employed Judith **Perlman** in Chicago as a lawyer until September 1994, when she quit. Ever since, **Perlman** and
                                            Swiss Bank have been contesting whether she is entitled to disability benefits. **Perlman** has serious medical problems. An automobile accident
3 Pibouin v. CA, Inc. (E.D.N.Y., 2012)   in 1988 caused trauma to her digestive system and led to some additional problems, such as migraine headaches. **Perlman** did not work for a
                                            year after the accident and received disability benefits during that period. She took shorter leaves in 1991 and 1992, again receiving disability
4 Hughes v. Life Ins. Co. of North   benefits. **Perlman** regularly sees a psychiatrist for
   America, 112 F.Supp.2d 780 (S.D.
   Ind., 2000)   Page 977

5 Robbins v. Milliman USA Long Term   assistance in coping with the stress caused by the accident and her medical conditions. But between September 1992 and September 1994
   Disability Ins. Plan, 1:02-CV-01635-   she worked full time. **Swiss** Bank was satisfied with her work, believes that she is physically and mentally able to continue, and contends that
   JDT-TAB (S.D. Ind. 6/25/2003) (S.D.   she quit for ...   reasons, seizing an opportunity to leave the labor force and move to the Wisconsin countryside.
   Ind., 2003)   **Scroll through your search results using the scroll bar at left.**
6 Semien v. Life Ins. Co. of North   UNU...   ...ministers **Swiss** Bank's disability plan, a "welfare benefit plan" covered by ERISA. For short-term
   America, 436 F.3d 805 (7th Cir.,   dis...bility U...   ...strator; payment comes from **Swiss** Bank's accounts. For disability after the first 26 weeks UNUM is
   2006)   both ad...in...   ...y award. Immediately after quitting, **Perlman** applied for short-term benefits. After seeking and
                                            ob...aining...   ...UM said no: its letter states that the medical conditio... ...umented in the information **Perlman** had
7 Bartel v. Sun Life Assur. Co. of   pro...ided "...   ...ing the material duties of your occupation." **Perlman** a...   **Scroll through the case using the scroll bar at right.** ...y stop work.
   Canada, 536 F.Supp.2d 623 (D.   was unsuc...   ...xplained: "We do not see a change in your medical c...   ...en that yo... have
   Md., 2008)   The records do not show a level of impairment which would restrict or limit you from performing...
   worked with these conditions in the past."
8 Doe v. Mamsi Life and Health Ins.
   Co., 448 F.Supp.2d 179 (D.D.C.,   Section 502(a)(1)(B) of ERISA, 29 U.S.C. sec.1132(a)(1)(B), makes decisions of this kin... ...Perlman** asked
   2006)   the district judge to direct UNUM to pay both short- and long-term disability benefits. The court...   ...l to consider
                                            both short- and long-term claims, even though **Perlman** had sought only short-term benefits from UNUM, because an award of short-term
9 Trustmark Insurance Company   benefits is a condition to receipt of long-term benefits; the parties disagree about whether **Perlman** is disabled, not the duration of any disability.
   (Mutual) v. Schuchman, CAUSE No.   979 F. Supp. 726, 731 n.6 (N.D. Ill. 1997).
   99-1081 C T/K (S.D. Ind. 6/2/2003)
   (S.D. Ind., 2003)   After stating that UNUM's decision was "arbitrary and capricious" because it failed to obtain the assistance of any outside experts, and
                                            did not perform a detailed study of **Perlman**'s job duties, the judge directed UNUM to reconsider **Perlman**'s application in light of the analysis in
10 Nunnery v. Sun Life Financial   its opinion. Both sides have appealed--UNUM because it believes that its decision should have been sustained, **Perlman** because she believes
   Distributors, Inc., 526 F.Supp.2d   that the court should have ordered UNUM to pay benefits without giving it an opportunity to compile a better record. A second set of cross-
   862 (N.D. Ill., 2007)   appeals concerns attorneys' fees. The district court held that **Perlman** is the prevailing party and ordered UNUM to pay $44,020 under 29
                                            U.S.C. sec.1132(g)(1). 990 F. Supp. 1039 (N.D. Ill. 1998). UNUM now contends that an award of fees is impermissible until after the court has
11 Berg v. Bcs Financial Corp., 372   directed the ERISA plan to pay benefits; **Perlman** contends that $44,000 is too low (it is only a third of her request).
   F.Supp.2d 1080 (N.D. Ill., 2005)

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 **Highlight** drop-down menu.
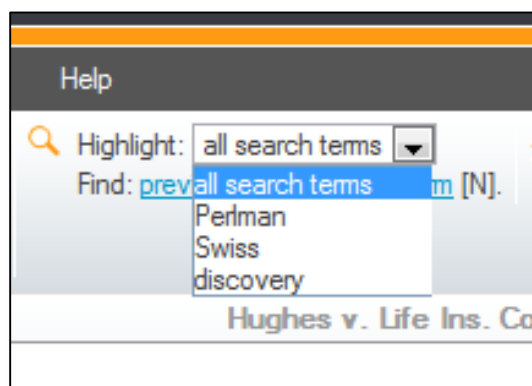
Navigate Within a Document

Use the navigation toolbar to navigate within a document.

- Jump to the paragraph with the densest concentration of search terms by clicking the most relevant paragraph link.
  Note: This feature is currently compatible with Internet Explorer, Google Chrome, and Mozilla Firefox.

- To search within your case, use your browser's find command by pressing **Ctrl + F**.

- Jump to the next search term by clicking the next term link.

- Jump to the previous search term by clicking the previous term link.

Fastcase Tip: These options are also available under the **Document** menu.

Copy and Paste

If you are using Internet Explorer, Fastcase can help you save time drafting legal briefs and other pleadings with two handy copying tools.
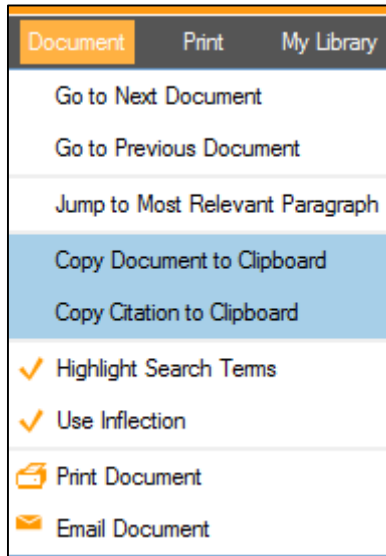
- Copy the text of the document you are viewing to your clipboard by selecting **Copy Document to Clipboard** from the **Document** menu.

  -Or-

- Copy the citation for the document you are viewing to your clipboard by selecting **Copy Citation to Clipboard** from the **Document** menu.

- Next, open the brief or pleading that you are working on in the appropriate word processing program (e.g., MS Word or Word Perfect).

- Then use your program's paste function to paste the text into your document. If you are using MS Word, you can paste using the shortcut **Ctrl+V**.

If you want to copy just a portion of a case, use our **Copy Document Text** feature.

- While in the case view, select the text you want to copy with your mouse.
    - Place your mouse at the beginning of the text you want to copy and click and hold the mouse button. Drag your mouse to the end of the selection and then release the button. The selected text will be highlighted in blue.

- A pop-up box will give you the choice of copying the text or copying the text with the case citation.

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not to be extended beyond its terms and provisions. Weston v. Beverly, 10 Ga.App. 261(1), 73 S.E. 404; Few v. Pou, 32 Ga.App. 620(2), 124 S.E. 372; Hartsfield Co. v. Zakas Bakery, 50 Ga.App. 284, 177 S.E. 825.

Code Ann. § 46-805, authorizing a city, county or State official to be garnisheed, specifically states, 'And in no case shall judgment against said official * * * be entered by default, or on said answer, or in said garnishment proceedings, unless and until such assent and consent to said judgment is shown in said answer or in the trial of the garnishment case.' This language is clear and unambiguous and, in our opinion, can mean but one thing, and that is that no valid judgment can be rendered against such official until his assent and consent to said judgment is shown in his answer to the garnishment or in the trial of the garnishment case. This is what it says, and it is an elementary rule of construction that when a statute is clear and unambiguous it will be held to mean what it clearly expresses. Barnes v. Carter, 120 Ga. 895, 898, 48 S.E. 387. Also see

Copy Document Text [×]
Copy Text
Copy With Citation

App. 629] Decatur County v. Catledge, 173 Ga. 656, 160 S.E. 909; Standard Oil Co. of Kentucky v. State 371, 375, 176 S.E. 1. Where a statute is clear and unambiguous in its terms, a court does not have the right to erent from what it declares. The wisdom of the statute is a matter for consideration by the legislature. New dery, 191 Ga. 334, 337, 12 S.E.2d 355, and citations. It is only by the provisions of the act of 1945, amending

- Next, open the brief or pleading that you are working on in the appropriate word processing program (e.g., MS Word or Word Perfect).

- Then use your program's paste function to paste the text into your document. If you are using MS Word, you can paste using the shortcut **Ctrl+V**.

    - If you selected **Copy With Citation**, it will paste the text with the citation at the end.

ial * * * be entered by default, or on said answer, or in said garnishment proceedings, unless and until such assent and consent to said judgment is shown in said answer or in the trial of the garnishment case.' This language is clear and unambiguous and, in our opinion, can mean but one thing, and that is that no valid judgment can be rendered against such official until his assent and consent to said judgment is shown in his answer to the garnishment or in the trial of the garnishment case. This is what it says, and it is an elementary rule of construction that when a statute is clear and unambiguous it will be held to mean what it clearly expresses. Barnes v. Carter, 120 Ga. 895, 898, 48 S.E. 387. Also see Board of Tax Ass

Redwine v. Morgan, 88 Ga.App. 625, 77 S.E.2d 330 (Ga. App., 1953)

Cases

Fastcase gives you nearly complete control over the way your caselaw search results are displayed. You can filter your results by jurisdiction, sort your results six different ways, and determine how much summary information will be displayed about each case.

Filter Case Results by Jurisdiction

- Easily filter your results down to cases from one jurisdiction using the **Jurisdiction** dropdown menu.

- The menu will contain only jurisdictions that are represented in your search results.

- If you see a jurisdiction listed on the filter, there is at least one case associated with that jurisdiction in your search results.
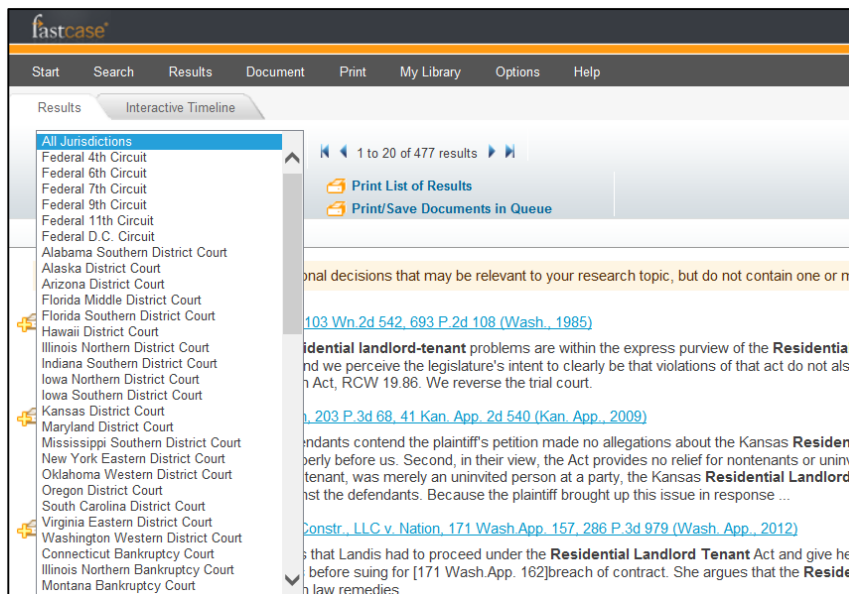
Sort Case Results to Suit Your Needs

- You have complete control over the way your search results are displayed. Choose the results view that is best suited to your research project by clicking on the heading for the column that you would like to sort by.

You may also make your sorting selection from the Results menu:

- To sort results by Relevance score, select **Relevance**.
- To sort in chronological order, select **Decision Date**.
- To sort in alphabetical order, select **Case Name**.
- To sort by the number of subsequent citations, select **Entire Database**.
- To sort by the number of subsequent citations within your search results, select **These Results**.
- To sort your cases in order of court hierarchy, select **Court Hierarchy**.

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).

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 Print/Save link on your toolbar.
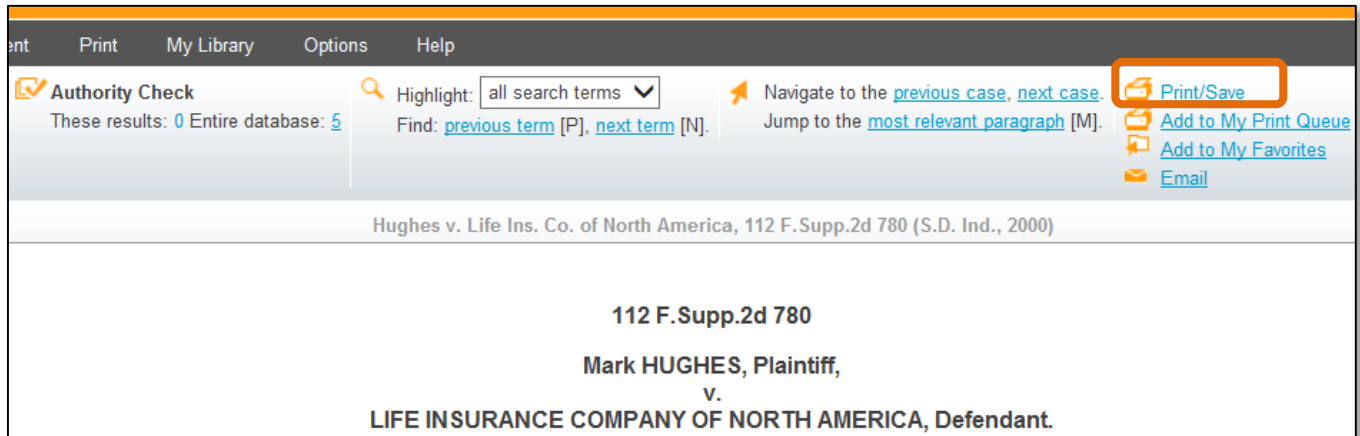
- Make your formatting selections:

    - Choose whether to highlight search terms.

    - Choose single- or dual-column formatting.

    - Choose a file format: Microsoft Word (DOC), Adobe Acrobat (PDF), or Microsoft Word (RTF) (rich text file).
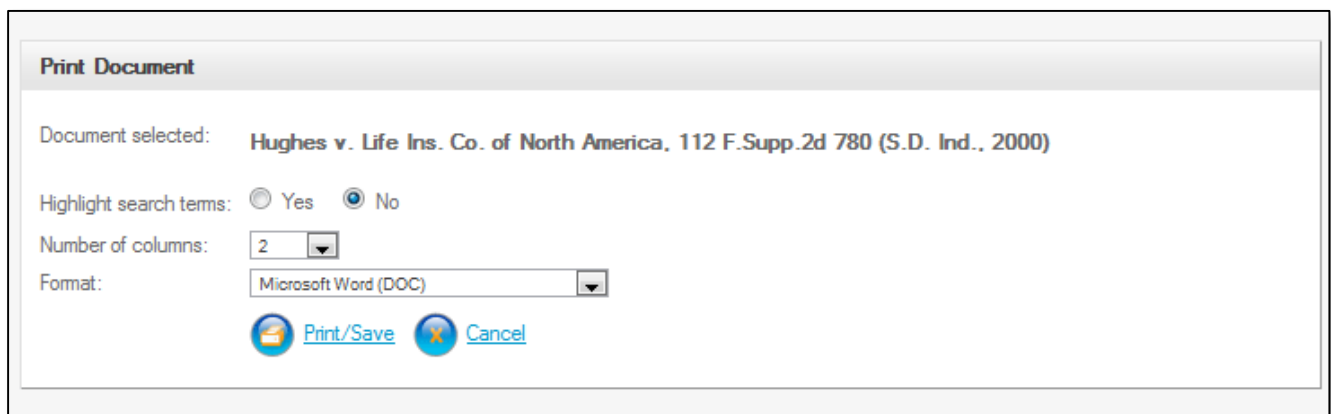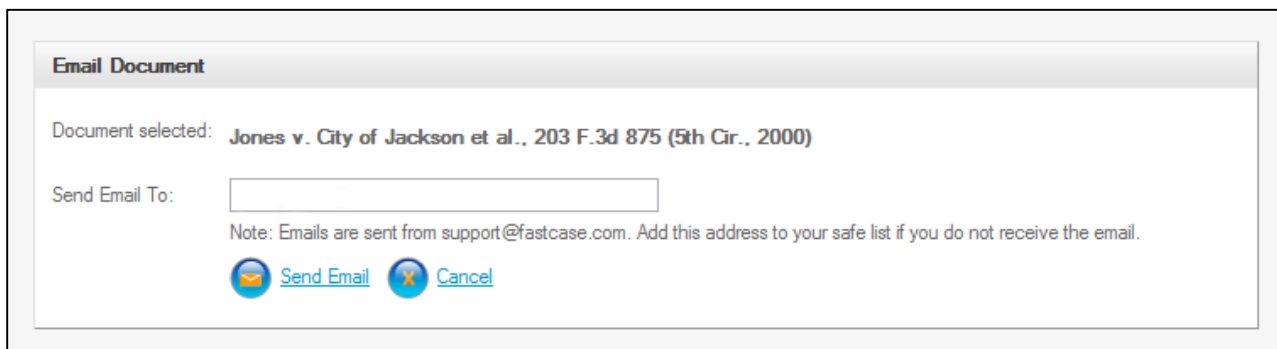
Fastcase Tip: WordPerfect users should select "Microsoft Word RTF."

- Click the Print/Save link again. 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.

- Start by clicking on the Email link on the toolbar when you are viewing a document. This will bring you to the **Email Document** screen.
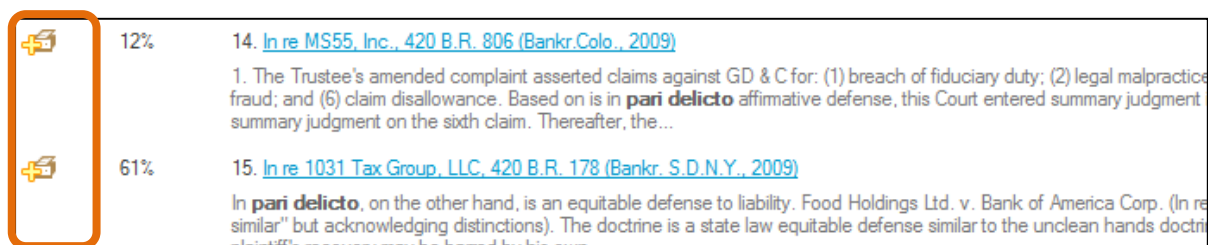
- Fastcase will auto-populate the addressee field with the email address associated with your account.

- 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.

- To add a case to your **Print Queue** from the results page, click on the printer icon to the left of the case.

- When you click the printer icon, the plus sign will change to a minus sign. This means that the case has been added to your print queue.

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

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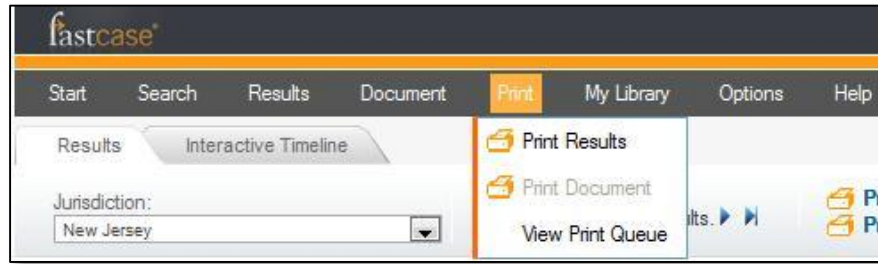
- You will have an opportunity to review the cases in your **Print Queue**. To remove a case from the queue, click the printer icon.

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

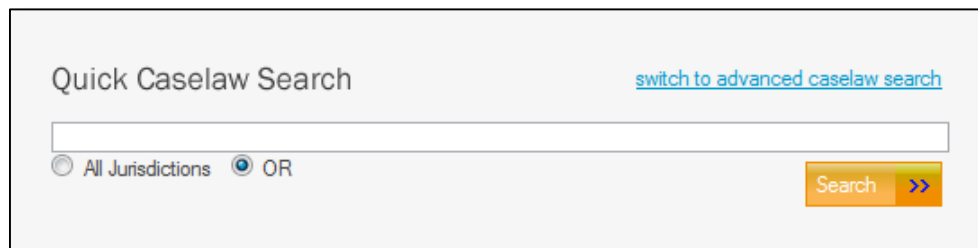- Click the Print/Save link. Your browser will begin to download the file onto your computer.

Batch Printing Statutes

From the **Outline View**, click on the main group of statutes you want to print. Below in the **Outline View** for the Illinois Compiled Statutes, we selected 4 Human Needs, then clicked the plus sign to the left of the title to see it see the chapters contained in it. We then clicked on the title name – not the plus sign – Chapter 325 Children, to bring up the different sections within the chapter on the right hand side.

To add any of the sections to your print queue, just click the printer icon to the left of the individual statute. When the section has been added, the plus sign on the icon will turn into a minus sign. You can add up to 50 total documents to your print queue at a time.
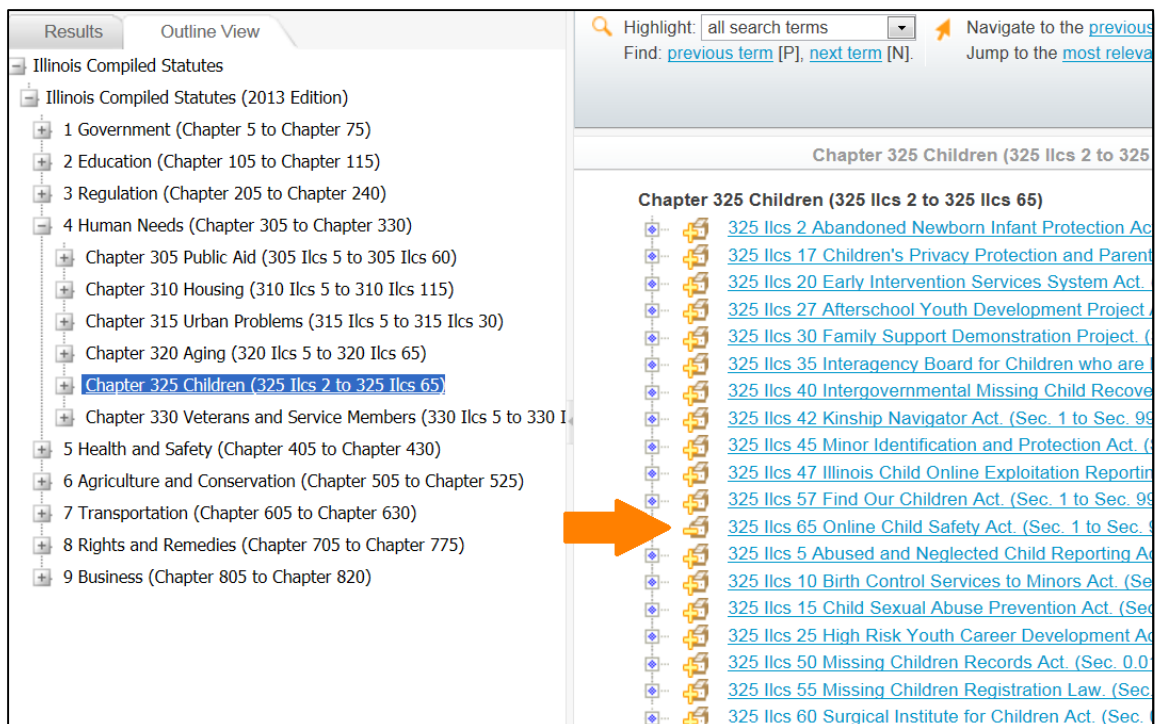
To print the statutes, go back to the black menu bar and select **Print**, then **View Print Queue**. All of the individual statutes from the section you added will be in your queue.

Print Documents

Documents selected:
325 ILCS 65/1 Short title (Illinois Compiled Statutes (2013 Edition))

325 ILCS 65/5 Legislative intent (Illinois Compiled Statutes (2013 Edition))

325 ILCS 65/10 Applicability (Illinois Compiled Statutes (2013 Edition))

325 ILCS 65/15 Definitions (Illinois Compiled Statutes (2013 Edition))

325 ILCS 65/20 Parental controls required (Illinois Compiled Statutes (2013 Edition))

325 ILCS 65/25 Parental controls; availability; charge (Illinois Compiled Statutes (2013 Edition))

325 ILCS 65/99 Effective date (Illinois Compiled Statutes (2013 Edition))

Highlight search terms: ○ Yes ● No
Number of columns: 1
Format: Microsoft Word (DOC)

Print/Save   Cancel

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

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

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

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 just one jurisdiction option under the **Quick Caselaw Search** box: **All Jurisdictions**.

• Once you have run a search where you narrowed your search by jurisdiction, the last jurisdiction you selected will start to appear.

• Fastcase will also auto-populate the area of the **Advanced Caselaw Search** page labeled **Recently Searched Jurisdictions** with the last five jurisdictions that you have selected for your searches.

Last 10 Searches

- You can find the last ten searches you performed on the **Quick Caselaw Search** page under the heading **Last 10 Searches.**

- The searches are listed according to the search terms you used

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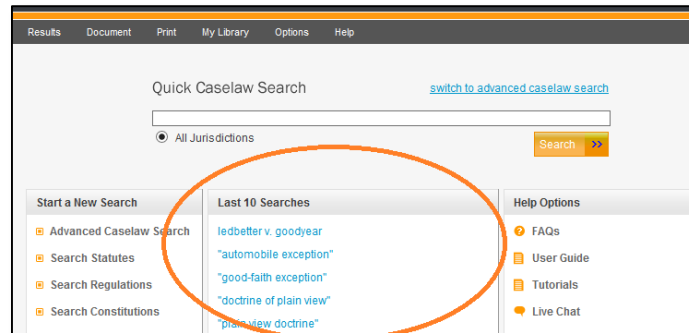
My Library

Recently Viewed Documents:

- Fastcase automatically tracks the last ten documents that you have viewed and automatically stores them in your personalized library for easy access.

- To retrieve the ten most recent documents you viewed, select **Go to Recent Documents** from the **My Library** menu.
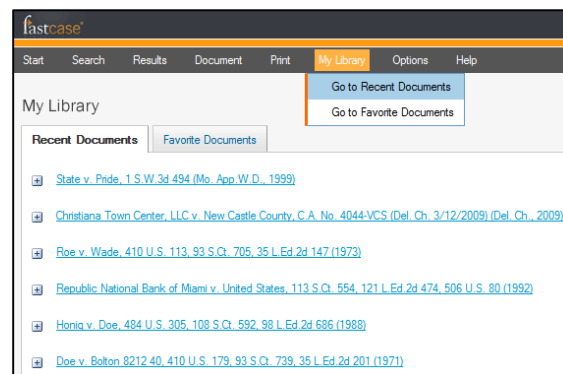
Favorite Documents:

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

- To save a document, click the Add to My Favorites link on toolbar at the top right.

- To retrieve your saved documents, select **Go to Favorite Documents** from the menu.

Highlighting Search Terms

- By default, Fastcase highlights each of your search terms when you view the full text of a document. But you can turn highlighting off by clicking **Highlight Search Terms** from the **Document** menu.

- **Use Inflection** is another option on the **Document** menu and it also controls the highlighting function. When **Use Inflection** is enabled, regular plural forms of your search terms will be highlighted as well. For example, if one of your search terms is "vehicle," the word "vehicles" will be highlighted as well.

     <u>Note</u>: This feature is currently compatible with Internet Explorer, Google Chrome, and Mozilla Firefox.

- Once you activate these features, they will remain active for future searches until you deactivate them.
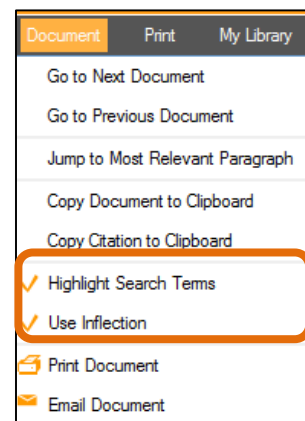
Reset Preferences
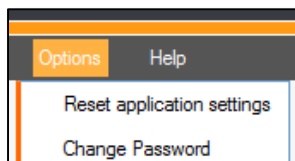
- To clear the personalization settings for your account, select **Reset Application Settings** from the **Options** menu. This will clear your **Favorite Documents**, and **Recently Searched Jurisdictions**, and it will return the highlighting feature to its default settings. Your **Last 10 Searches** or your **Recently Viewed Documents** will not be cleared.

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.

- The hyperlinked **Entire database** number under the **Authority Check** heading (top left side) corresponds to the number of times the case has been cited in the Fastcase database.

- Click on the hyperlinked **Entire database** number to generate the **Authority Check Report** with a list of later citing cases. The report will load in a new tab or window within 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, **Entire 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, **These Results**.

Identify Negative Citation History

The *Bluebook* requires that courts indicate negative history of cases cited within opinions. The Fastcase **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 *Ohio v. Roberts*, 448 U.S. 56. Note the red flag next to the case name, indicating negative citation history for the case.

Once you click through to *Roberts*, 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 *Roberts*, simply click on the <u>Negative Treatment Indicated</u> link and the **Authority Check Report** will open in a new tab.

Here's what the **Authority Check Report** looks like for *Roberts*:

Bad Law Bot finds negative citation history by taking all the cases that have cited *Roberts* and examining how they've cited to *Roberts*. If a court has negatively cited to *Roberts*, **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.

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. On the results page click the **Interactive Timeline** tab at the top of the screen. The timeline will open on your screen. By default, your timeline will open in **Relevance View**.
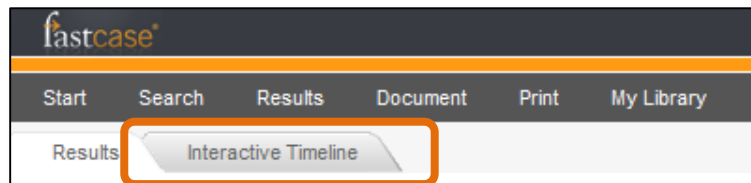
- Each case in your search results is represented on the **Interactive Timeline** by a gray circle.

- 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).

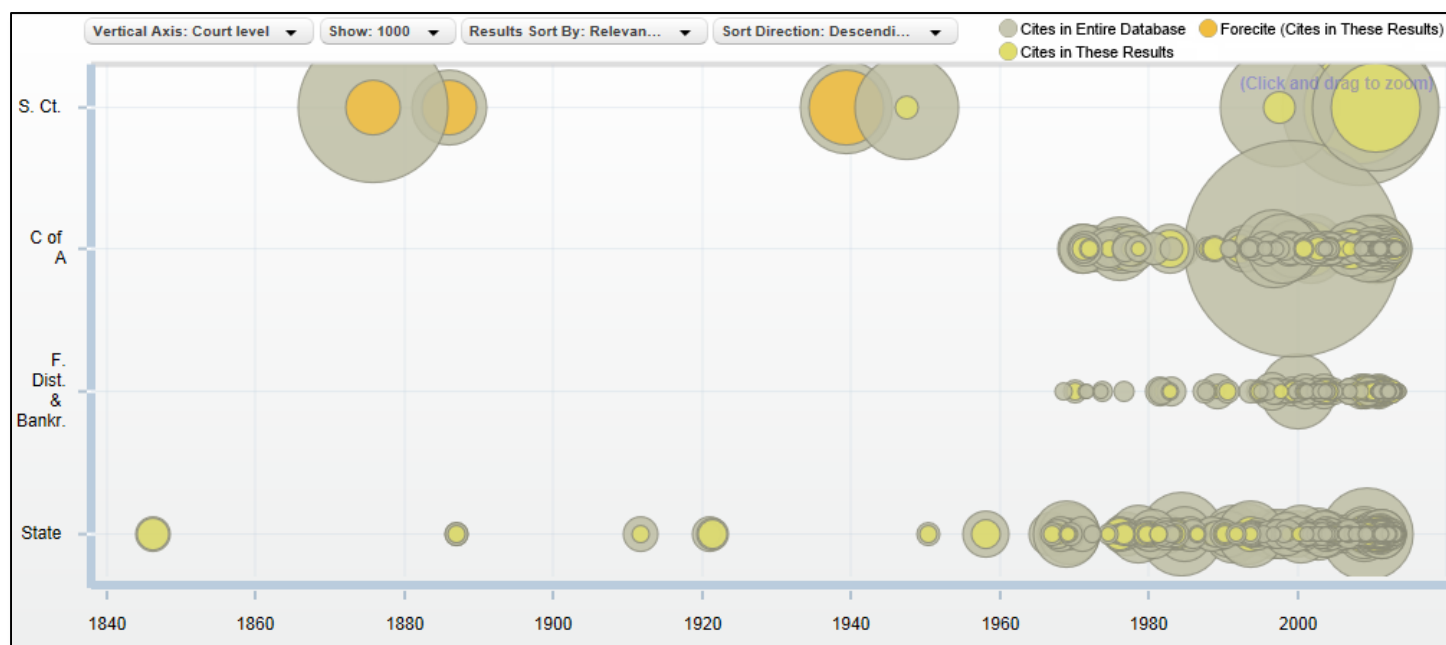Select how many cases you'd like to view at once, and how you'd like them sorted.

Hold your mouse over a bubble to show the case name, preview, and citation information. Click on the case name to access the case.
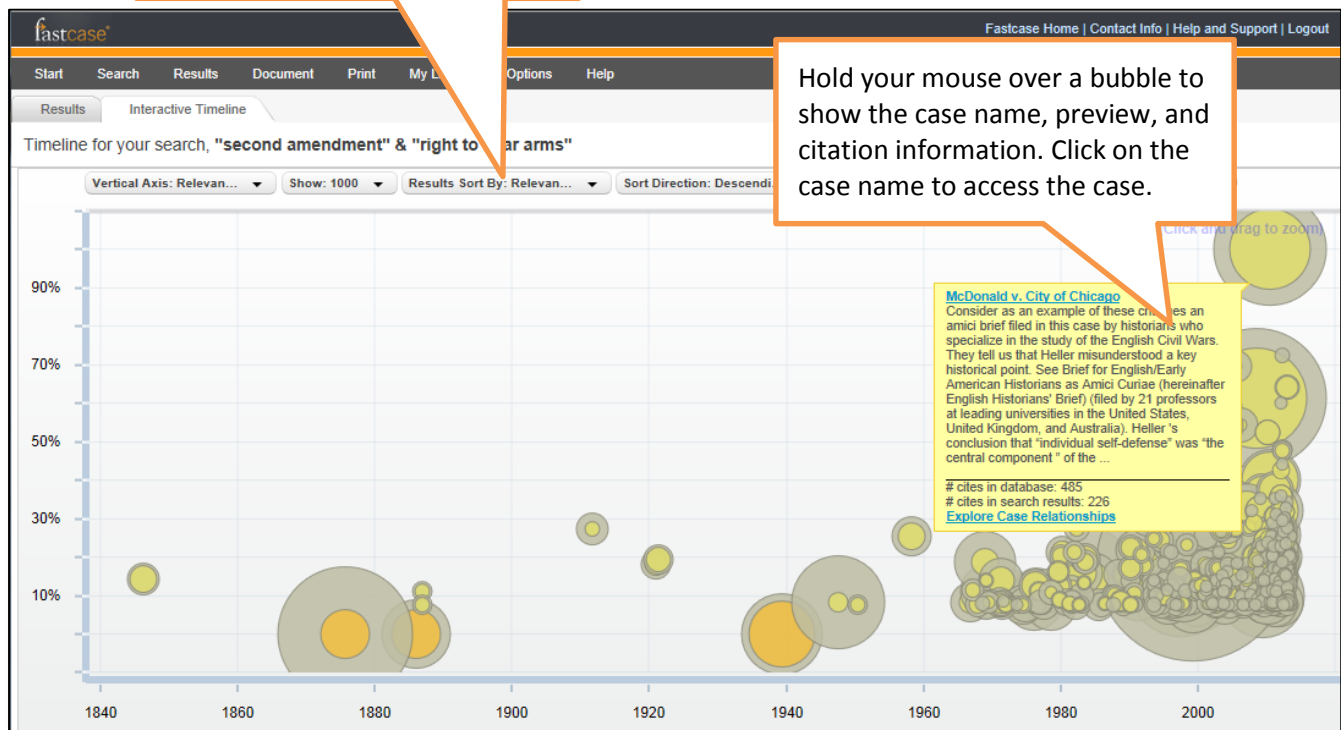
- You can switch to **Court Level View** by selecting **Court Level** from the **Vertical Axis** filter.
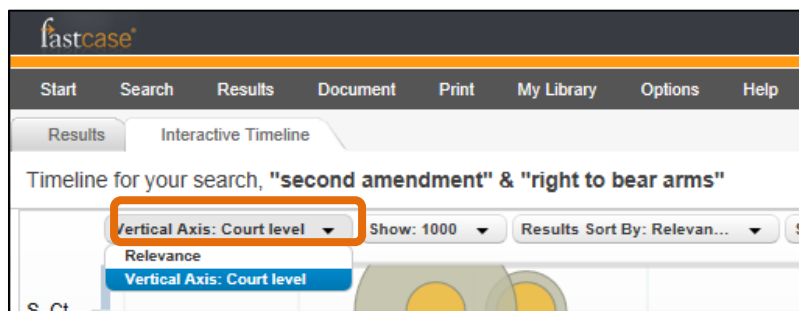
- This time, your timeline will look something like the image below:

- 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, 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" & arms, and open the **Interactive Timeline** in **Relevance View**, you will see something that looks like this:
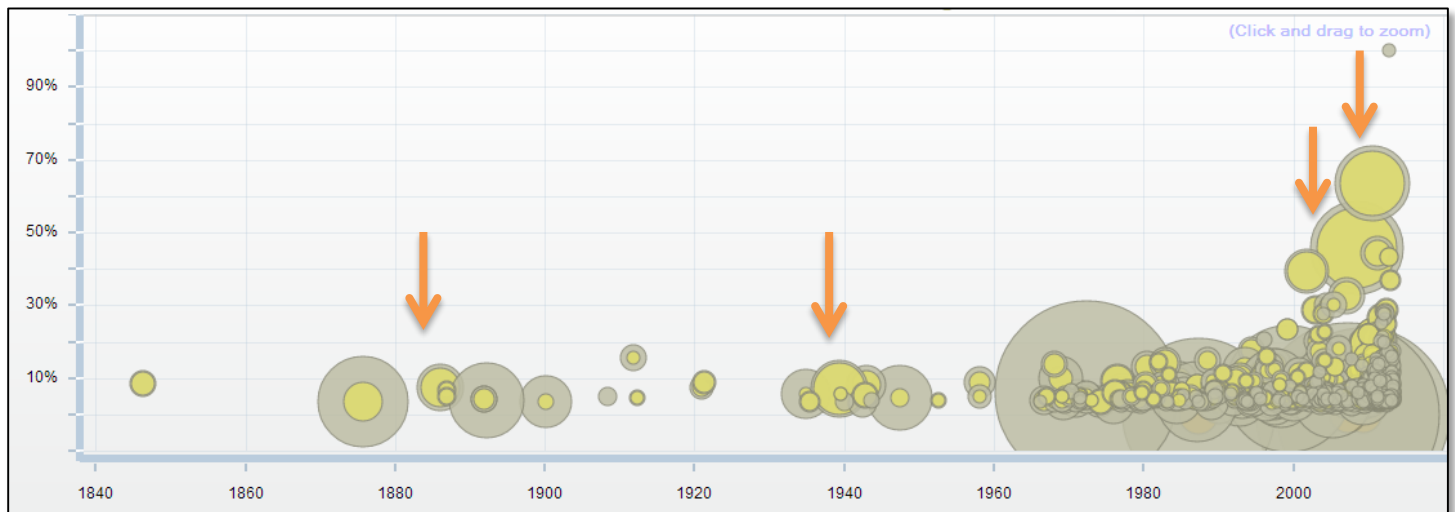
- It is easy to spot authoritative cases on the timeline – look for circles with large gold and gray diameters as well as circles that appear higher up than other contemporaneous cases.

- 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)   McDonald v. City of Chicago, 130 S. Ct. 3020 (2010).

- 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. When viewing an **Authority Check Report**, the **Interactive Timeline** is minimized so it takes up less room. Click the arrow in the top-right corner to maximize and view the timeline.

When you perform a **Keyword Search** on Fastcase, **Forecite** goes the extra mile and identifies important cases that can easily be missed by ordinary keyword 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 top of the results page.

- Start by performing a **Keyword Search**.

- On the results screen, a light orange banner will notify you if **Forecite** has found additional results based on your search results.

- Clicking on the arrow at the top right hand side will expand the **Forecite** results. Clicking the case name will open the full text of the case.

- Once you've clicked on the case, you can add the results to your print queue and generate an **Authority Check Report** for each decision.

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 go to **Search HeinOnline Law Reviews** from the **Search** menu. You can decide to search through only selected volumes in the **Select Group** pane. Click the plus symbol next to **HeinOnline Law Reviews** and **All Volumes** to view the list of volumes available.

Subscribe

Searching HeinOnline articles on Fastcase is free, but viewing the contents of articles requires a separate subscription. You will be prompted with subscription options on a **Subscription Required** page when you click the Open PDF to Print/Save link for a specific article.
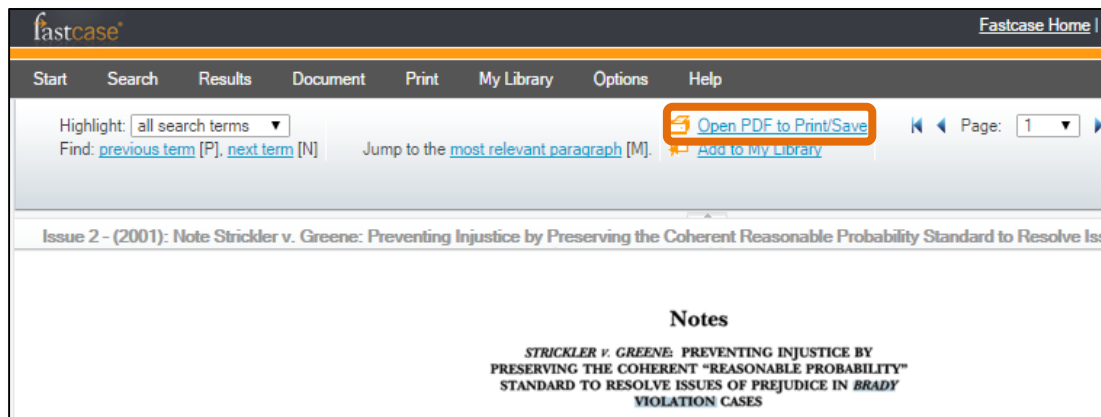
If you're already a subscriber to HeinOnline you can synchronize your accounts to access Hein's comprehensive law review collection on Fastcase. This can be done on the **Subscription Required** page by generating and using a unique token code.

Suggested Results

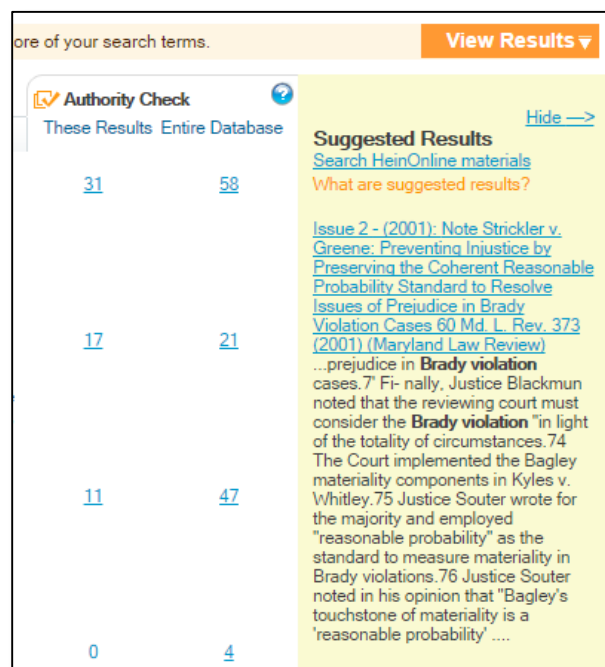Suggested HeinOnline materials will also display to the right of your results list when you run a caselaw or statute search. You can always hide these materials by clicking the Hide -- > link in the top right corner of that pane. You may also see HeinOnline results for particular cases on the **Authority Check Report**.

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 **Options** menu. You will be redirected to the Clio site and prompted to login. Click the large green button that reads **Yes, Let's Connect**.
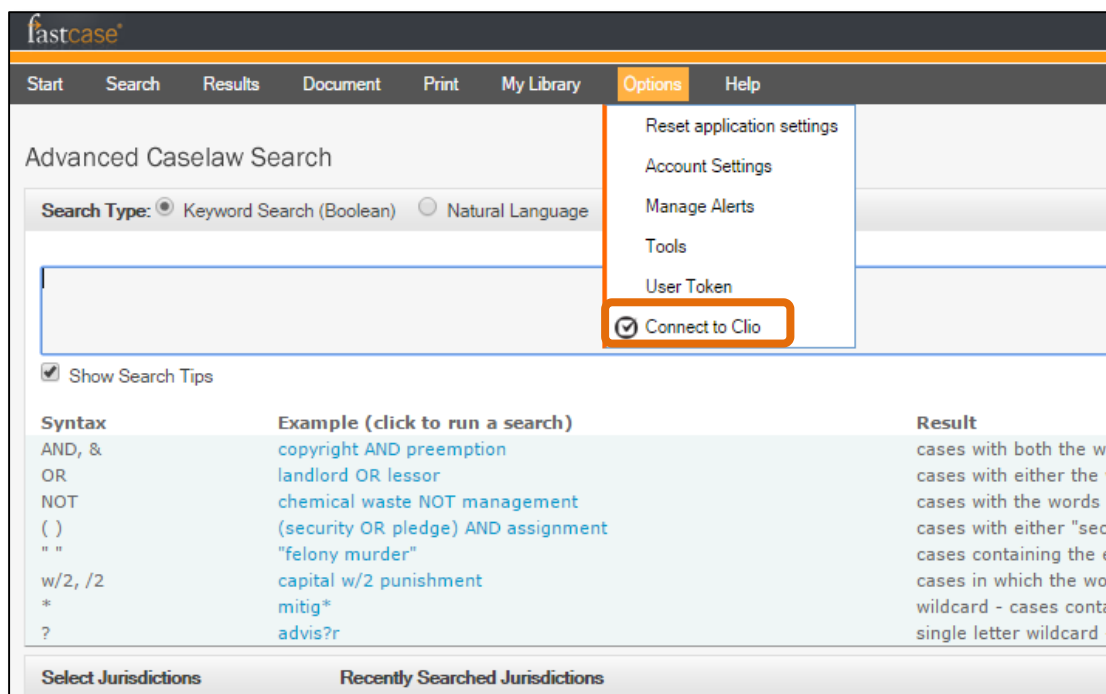
Track Your Billable Research Time

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.
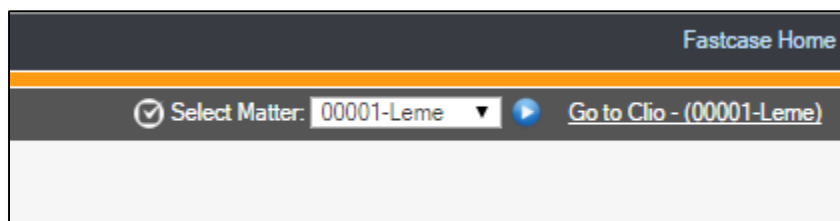
12| TRANSACTIONAL SEARCH OPTIONS

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**.