Locating a case by keyword

To pull up a document by keyword, use **Advanced Caselaw Search** and formulate your search query using one or more of the 8 Boolean operators listed at the bottom of this sheet.

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

Locating a case by party name

Try performing a keyword search using the following format: **Plessy v. Ferguson**. You can use Quick Caselaw Search or Advanced Caselaw Search.

To pull up Plessy v. Ferguson, 163 U.S. 537 (1896), type **Plessy v. Ferguson** into the search box.

Tip: This works best when parties have less common names.

Locating a case by citation

Type in the volume number, reporter abbreviation, and first page number of the case. You can use Quick Caselaw Search or Advanced Caselaw Search.

To pull up Plessy v. Ferguson, 163 U.S. 537 (1896), type **163 U.S. 537** into the search box.

Printing a document **Print/Save**

To print the document 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 screen make your formatting selections (e.g., .pdf, .doc, .rtf) 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).
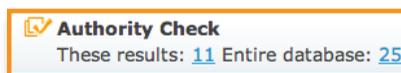
Sorting search results

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.

Filtering 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.

Generating 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.

> **Authority Check**
> These results: **11** Entire database: **25**

An Authority Check Report with a list of later-citing cases will open. **Bad Law Bot** will bring cases that have been cited with a negative citation signal to your attention.

Browsing statutes in Outline View

Select **Search Statutes** from the Search menu and then select the **Browse** tab. Select the code you want to browse by clicking on the plus sign to expand the view. To view a statute, click on the statute title.

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.

Next, 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** to begin downloading the document to your computer.

Boolean Search Operators

Syntax	Example	Result
AND, &	copyright AND preemption	cases with both the words "copyright" and "preemption"
OR	landlord OR lessor	cases with either the word "landlord" or "lessor"
NOT	chemical waste NOT management	cases with the words "chemical" and "waste" but not "management"
( )	(security OR pledge) AND assignment	cases with either "security" or "pledge", and also the word "assignment"
" "	"felony murder"	cases containing the exact phrase "felony murder"
w/2, /2	capital w/2 punishment	cases in which the word "capital" appears within 2 words of the word "punishment"
*	mitig*	wildcard - cases containing variations of the stem, such as "mitigate", "mitigated"
?	mari?uana	cases containing mari - any letter - uana

Want 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 Eastern time M-F, excluding holidays.