

## Locating a case by keyword

To pull up a document by keyword, use the search box at the top of the page 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 the search box at the top of the page or the advanced search options under the **Options** menu. To pull up *Plessy v. Ferguson*, 163 U.S. 537 (1896), type **Plessy v. Ferguson** into the search box. You can then select the case from the "Type Ahead" options beneath 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 the search box at the top of the page or the advanced search options under the **Options** menu. To pull up *Plessy v. Ferguson*, 163 U.S. 537 (1896), type **163 U.S. 537** into the search box.

## Printing a document

To print the document you are viewing, start by clicking the Print icon at top right hand side of the screen and then click on **Print Now**. When you get to the Print Document screen make your formatting selections (e.g., .pdf, .doc) and click **Print**.

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 **Sort By**. You can then sort by date, relevance, alphabetically, cited by, or authority.

## Filtering your results

On the left side of the screen are your result filters. You can filter your results by document type, jurisdiction, level of court, and other options. Just click to add the filter to your current results.

## Generating a list of later citing cases

To generate a list of cases that cite the case you are viewing, click the flag above the case. 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 documents in Outline View

Select **Outline** at the top of the screen. Select the jurisdiction you want to browse by clicking on the location map. You can then select the document type you want to browse. Then, click on the small arrows to expand the title, chapter, and section. To view a particular item, click on the document title.

## Batch-print multiple cases

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

Next, select **Print Queue** from the Print menu. On the next screen, review the cases on the list, make your formatting selections, and click **Print** 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](http://www.fastcase.com) anytime, or call 1-866-773-2782 from 8a-9p Eastern time M-F, excluding holidays.