# <u>Fastcase 2023 CLE Application Materials:</u> Overview Presentation — Handout Materials

**Exploring Legal Research with Fastcase** 

#### **Introduction**

☐ What is Fastcase?

Fastcase provides industry-leading tools to make legal research easier and more intuitive. Lawyers, law firms, and bar associations across the country trust Fastcase to provide them with comprehensive access to the law through our award-winning platform.

☐ How do users Access Fastcase?

Members of one of Fastcase's partner bar associations log in to Fastcase through their bar association's website, using their bar credentials. Conversely, users who independently subscribe to Fastcase (for themselves or their organizations) may log in directly on fastcase.com using their username and password.

# **Site Layout & Browsing Libraries**

☐ Site Layout

Upon logging in, users will reach the home screen. The search bar is located in the center of the page. The blue "Browse Libraries" button is positioned just below the search bar and allows users to navigate certain content (codes, statutes, secondary sources) in nested outlines. Below the "Browse Libraries" button are two buttons that connect users to our blog or Docket Alarm— our innovative docket research, tracking, and analytics platform. Finally, the upper right corner hosts export, history, support, and settings.

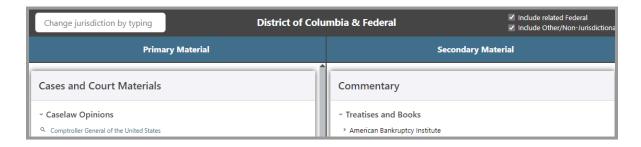


# ☐ Support Options

Live support is available on Monday - Friday from 8 am - 9 pm (EST), excluding holidays. The "Chat" function is available on every page via the tab in the bottom lower-right corner. Alternatively, users may reach Fastcase at <a href="mailto:support@fastcase.com">support@fastcase.com</a> or 1-866-773-2782.

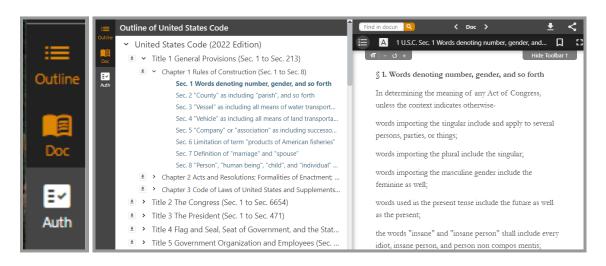
# ■ Browsing Libraries

Browsing libraries allows users to view and navigate the Primary and Secondary materials in Fastcase's library. Where an outline icon is shown, users may select a document's edition and browse its content in a nested outline. This is a great way to view documents that benefit from hierarchies or contextualization—such as codes, acts, journals, and treatises.



#### ☐ The Document View

After selecting an individual document inside of a source's outlines, Fastcase will open the document on the right side of the page, while keeping the outline available on the left. This provides easy navigation and allows the outline or the document to be viewed in full-screen by de-selecting the icon you would like to close.



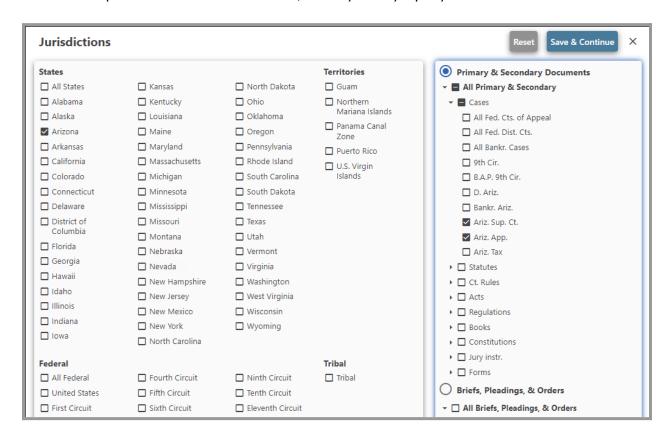
# Searching in Fastcase

☐ Selecting Jurisdiction & Document Type

Retrieving effective search results in Fastcase is a two step process: (1) Selecting jurisdiction and document type and (2) creating an effective search query. To select jurisdiction, use the drop-down menu in the search bar.



This opens the Jurisdictions window, where you may input your desired selections



# ☐ Reporter Citation Search

The first type of search supported by Fastcase is based on reporter citations. Simply input the citation in the search bar and select the case from the drop-down list of autocomplete suggestions. Alternatively, run a search and locate your document at the top of the results.

☐ Plain-language Search

This second type of search allows users to input conversational text (e.g. "What are the Miranda warnings?") in a fashion similar to searching on Google and other search engines. While this is the easiest query to generate, it also tends to yield the least-precise results. However, these searches are still useful for obtaining a starting point for your research.

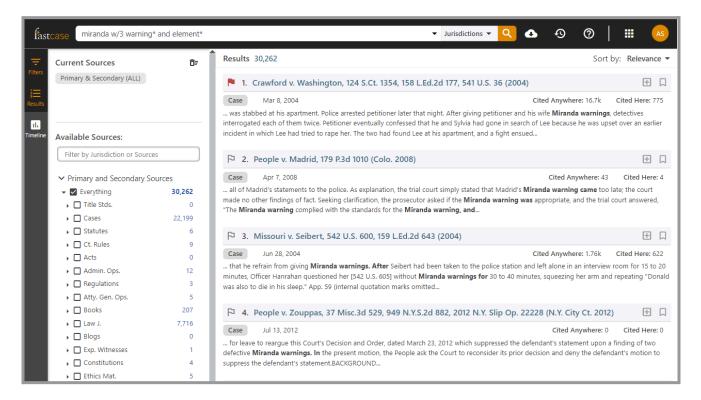
☐ Terms & Connectors Search

The third, and most effective, type of search on Fastcase uses Boolean operators to connect the terms in a search query. These operators inform the search engine on the relationship that a user has assigned to each term in their query. A further explanation of terms and connectors is provided under the "Advanced Search Techniques" section.

# **Navigating Results**

☐ The Results Page

Upon reaching the results page, you may filter, sort, or view results in the timeline. Additionally, you may alter your search query and re-run it at any time. Fastcase is built to be a flexible tool that allows users to broaden or narrow their searches— all without ever leaving the results page.



#### ☐ Results Information



# ☐ Sorting Results

Sorting may be done by relevance (default), age, alphabetical order, or citation quantities.

"Cited Anywhere" vs. "Cited Here"

The citation quantities (displayed towards the right of each result) allow us to quickly see the approximate precedential impact of each case. "Cited Anywhere" will display each result's total subsequent citations. Larger "Cited Anywhere" quantities tend to indicate results with larger precedential impacts. However, sometimes the most frequently cited cases only contain metaphors or passing references to your desired topic. To avoid this problem, we may look at the amount of times each result has been "Cited Here." This quantity also displays the amount of subsequent citations—but only from citations within other search results. Thus, we may quickly examine each case's precedential impact to the specific legal area we are researching.

#### ☐ Filtering Results

Filtering allows researchers to broaden or narrow their search results without ever leaving the page. These filters include jurisdiction, source type, date range, and suggested terms. These suggested terms allow you to select "+" to add or "-" to remove any term to/from your search query. These search terms are listed in order of most frequently encountered within results to least. Using these search terms allows researchers to closely tailor their search queries to fit the exact issues they are researching.

# Displaying Results in the Timeline

The timeline provides a uniquely efficient method for researchers to quickly locate the most relevant, modern, and precedential cases in their results. Users enter the timeline view by selecting the icon on the far left toolbar. The timeline plots the most relevant cases

from users' search results across a chart. The "X" axis displays each case's year of decision, while the "Y" axis shows its relevance to the search query. Each case is represented with a gray dot. The larger a dot, the more subsequent citations that case has received. The blue circle inside of each gray dot displays the percentage of the subsequent citations that are located inside of other results (aka "Cited Here"). If a dot is red, then Authority Check has located negative treatment. Generally speaking, large, blue-filled dots (indicating an on-topic and impactful case) located in the upper-right quadrant (where cases are most recent and relevant) reveal the best cases for any search query.

☐ Utilizing Authority Check

Authority check quickly displays when cases have received negative treatment by displaying a red flag icon in both the results list and inside of each document. Clicking on that flag will open the Authority Check window, allowing researchers to view not only negative treatment, but all subsequent citations. When viewing statutory law, the flag icon is replaced by an "A," which represents "annotations." The annotations window will display where that statute has been cited in subsequent cases, allowing researchers to quickly locate any case law that has developed around a statute.

#### **Advanced Search Techniques**

☐ Terms and Connectors Searches

Fastcase allows its users to use Boolean Operators to complete terms and connector searches. Each operator is used to define the relationships between terms in a search query. A cheat sheet for these operators may be located in the "Support" tab (question mark icon). The impact of each operator is contained in the table below:

Operator	Example	Description
AND or &	libel <b>AND</b> damages	Results must contain both "libel" and "damages"
OR	premarital <b>OR</b> prenuptial	Results must contain either "premarital" or "prenuptial"
NOT	negligence <b>NOT</b> criminal	Results must contain "negligence" but not the word "criminal"
w/3 or /3	custody <b>w/15</b> interrogation	Results must contain "custody" within 15 words of "interrogation."
* or !	testif*	Results must contain some variation of the stem "testif" such as testified, testify, testifying, etc.
?	mari?uana	Results must contain m-a-r-iu-a-n-a with any letter substituted for the question mark

<i>""</i>	"estate tax"	Results must contain the exact phrase "estate tax"
( )	(confront OR cross-examine)	Parentheses tells Fastcase to do the operations contained within it before doing things outside

# **Sharing and Exporting**

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The sharing menu may be accessed inside of any document by selecting the icon displaying three interconnected dots. This menu allows users to add documents to their export queue (for bulk-downloading), directly email documents, or copy a public link to that document. Any document in Fastcase may be shared via a public link, allowing anyone to view the document in their web browser, regardless of their Fastcase access. Finally, users may use this sharing tab to select whether they would like citations to automatically be included when copying text from Fastcase.

# ■ My Library

Each user's library may be accessed with the icon showing the hands of a clock spinning in reverse. In your library, you may access your search history, document history, bookmarks, saved searches, and case law alerts. Each of these tabs provide helpful tools for building a personal library within Fastcase. Users can create folders of bookmarked materials for each sub-division of their practice area or set alerts for new case law developments.

#### ☐ Account Settings

Users may enter their settings by selecting their initials in the upper-right corner of Fastcase. These settings allow users to customize their Fastcase experiences by defining a bespoke relevance algorithm or indicating which types of documents Fastcase should retrieve. To revert to the default algorithm, simply select the "Reset to Default" option.

Thank you and good luck with your future legal research endeavors!