Fastcase Quick Reference Guide

Need additional information? Screenshots? Check out the *Fastcase 7 (Mars) User guide.*

I. Find a document using a citation.

1. From the main page, enter the citation into the search bar. Do not run the search.

2. A list of Suggested Documents will appear below the search bar. Select the document you seek by clicking the title of the document to open it.

3. The document will now open.

II. Find document(s) using a keyword or phrase (no filters).

1. From the main page of FC7, enter the keyword or phrase to be searched in the search bar on the main page. Add Boolean operators as desired. See the end of the quick reference guide for a Boolean operator chart.

2. Click the magnifying glass inside the orange box to the right of the search bar to run the search and retrieve results.

III. Find document(s) using a keyword or phrase (with filters).

1. From the main page of FC7, click Jurisdictions and Sources to the right of the search bar to open a menu with filters.

2. Click Reset in the top right of the Jurisdictions and Sources menu to clear out any existing filters.

3. Select states or federal circuits on the left THEN content libraries on the right.

4. Click Save and Continue in the top right of the Jurisdictions and Sources menu to close the menu and apply the chosen filters to your search.

5. Confirm each of the chosen filters from the Jurisdictions and Sources menu appears as blue boxes below the search bar.

6. Enter your search query into the search bar on the main page of FC7.

7. Click the magnifying glass inside the orange box to the right of the search bar on the main page of FC7 to run your search with the chosen filters applied.

8. Your search results will now populate in your chosen filtering areas.

IV. Get a list of neutral and negative citing references for a case.

1. Open the case of your choosing.

2. Click the flag above the top left of the opened case. If the flag is red, neutral and negative treatment cases exist. If the flag is black and white, only neutral treatment cases exist.

3. Authority Check case citator report will now open to the left of the text of the opened case. Negative treatment cases will be on the top, neutral citing cases will be on the bottom of the report.

V. Download a document.

1. Open the document you want to download.

2. Above the text of the opened document click the Download icon. The Download icon looks like a downward pointing arrow over a dash.

3. A download settings pop-out will now open. Choose your appropriate download settings from the pop-out and then click Download in the bottom right of the pop-out.

4. Your document will now download to the destination path for your offline downloads (usually the downloads folder on your computer).

VI. Print a document.

1. Open the document you want to print.

2. Press CTRL + P (PC) or Command + P (Mac) to open up the print menu for the opened document and proceed with printing.

VII. Browse a source.

1. On the main page of FC7, click the blue Browse Libraries below the search bar.

2. A browse menu will open for your default jurisdiction with content parsed out by individual source and organized in content libraries. Primary materials will be on the left. Secondary materials will be on the right.

3. Select a source from the default jurisdiction menu or change the jurisdiction by using the filtering bar in the top left of the default jurisdiction browse menu that says "change jurisdiction by typing."

4. Once you are on the browse menu of your desired jurisdiction, select the source you wish to browse by clicking on the source name.

5. If a source is available to be browsed, it will have an Outline icon (looks like three horizontal lines of varying length) to the left of the source name.

6. The various versions of the source will open. Select your desired version.

7. The outline for the desired version of that source will now open.

VIII. Open a document from the Outline view.

1. Repeat the steps in Section VII of this guide.

2. Open each section of the Outline until you reach the hyperlinked documents in each organizational section of the outlined source you are currently browsing.

3. Click the hyperlinked document title from the organizational section of the outlined source you are browsing to open it on the right hand side.

IX. Download an entire organizational section from Outline View.

1. Repeat the steps in Section VII of this guide.

2. To the left of each organizational section (e.g. title, chapter, part) of the outlined source you are browsing there is a download icon (looks like a down arrow over a dash).

3. Click the Download Icon.

4. You will be asked "Are you sure?"

5. Select "Yes, Download Now."

6. The first 500 pages of the organizational section of the outlined source that you are browsing will now download to the destination path of the offline downloads for your computer (usually the downloads folder).

X. Sort Results Set from the Search Results Page

1. From the results page of your desired results set, select the drop down menu in the top right of the results page that says Sort By.

2. Your sorting options now appear. Select the desired way of sorting and the results set will automatically refresh.

3. Results are by default sorted by relevance.

4. You can re-sort any results set by Oldest Date, Newest Date, Alphabetically (Z-A), Alphabetically (A-Z), and Cited Anywhere, and Cited Here.

XI. XI. Save Document

1. Open the desired document you wish to save.

2. Click the Bookmark icon above the text of the opened document in the top right just under the Download icon.

3. You can find the saved document under the History, Bookmarks, Alerts menu (shown by an icon that looks like a clock surrounded by a circular line) in the furthest top right.

XII. Email Document

1. Open the document you wish to email.

2. Above the text of the opened document in the top right to the right of the Download icon, click the Share icon (looks like three dots connected by lines).

3. Select Email Document.

4. The Email Document pop-out opens. Enter the email address of your choosing.

5. Click Send in the bottom right of the Email Document pop-out to email the opened document.

XIII. Create a Public Link for a Primary Law Document

1. Open the document for which you desire to create a Public Link.

2. Above the text of the opened document in the top right to the right of the Download icon, click the Share icon (looks like three dots connected by lines).

3. Select Copy Public Link to Document.

4. The Copy Public Link pop-out opens.

5. Click the orange box to the right of the link from the Copy Public Link pop-out to copy the link and paste it wherever desired.

XIV. Re-Export a Past Download Job

1. Click the Export Queue icon (shaped like a cloud) in the furthest top right of either the home page or the results page.

2. The Export Queue pop-out opens. Past Exports appear in the bottom half of the pop-out, with the newest Past Exports at the top.

3. Click Export Again to the right of any Past Export to re-download the Past Export to the destination path of the offline downloads for your computer (usually the downloads folder).

XV. Access Document and Search History

1. Click the History, Bookmarks, Alerts icon (looks like a clock surrounded by a circular line) in the furthest top right of the homepage or results page.

2. The History, Bookmarks, Alerts pop-out opens.

3. The document and search history are the two left tabs from the History, Bookmarks, Alerts pop-out. History does not expire and is organized with most recent history at the top and older history at the bottom.

4. Click the hyperlinked document title to reopen the document. Click the hyperlinked search query to re-run the search.

XVI. Save a Search

1. Run the search you wish to save.

2. On the results page, click the down arrow to the right of the search bar (and just left of Jurisdictions and Sources) at the top of the results page.

3. Select Save this Search.

4. You can find saved searches under the Bookmarks, History, Alerts menu (icon is found in the furthest top right of the results page and looks like a clock surrounded by a circular line).

XVII.   Create a Case Law Alert

1.   Run the search you wish to use for your case law alert.

2.   On the results page, click the down arrow to the right of the search bar (and just left of Jurisdictions and Sources) at the top of the results page.

3.   Click Add as Alert.

4.   You can find case law alerts under the Bookmarks, History, Alerts menu (icon is found in the furthest top right of the results page and looks like a clock surrounded by a circular line).

XVIII. Search Within.

1.   Run a desired search with chosen filters.

2.   On the results page, add any keyword(s) or phrase(s) you desire to search for within your current results set to the immediate right of the initial query in the search bar at the top of the results page.

3.   Press Enter.

4.   Results set will automatically repopulate with the additional keyword(s) or phrase(s) you desired to search for within the results set of the initial query.

XIX.   Get a list of cases citing a statute section.

1.   Open a statute section for which you desire citing cases.

2.   Click the Annotations icon (looks like an A inside of a square) above the text of the opened statute section in the top left just under Find in Document.

3.   The listing of cases citing the statute section now open.

XX.   Download multiple documents at one time.

1.   Open a document you want to add to a queue.

2.   Above the text of the opened document in the top right to the right of the Download icon, click the Share icon (looks like three dots connected by lines).

3.   Click Add to Export Queue.

4.   Repeat steps 1-3 for each document you wish to add to your current queue.

5.   Click the Export Queue icon (shaped like a cloud) in the furthest top right of either the home page or the results page.

6.   The Export Queue menu opens. The documents in the Current Queue are in the upper half of the Export Queue menu. Click Export in the top right of the menu. A Download pop-out opens.

7.   Name the Current Queue, select export settings for the Current Queue, and select Download in the bottom right of the pop-out.

8.   Your Current Queue will now download to the destination path for your offline downloads (usually the downloads folder on your computer).

Boolean Operators in Fastcase 7

Syntax	Explanation	Example	Result
AND	Finds documents containing the keywords or phrases on either side of the AND.	Angry AND Chicken	Pulls up documents only if they contain both of the words angry and chicken.
OR	Finds documents containing either of the keywords or phrases on either side of the OR.	Livestock OR Cattle OR Cow	Pulls up documents that contain one (or more) of three words: Livestock, Cattle, Cow.
NOT	Find documents that do not contain the keyword or phrase following the NOT.	"Angry Cow" NOT Chicken	Pulls up documents that contain the phrase "Angry Cow" but also not the word Chicken.
()	Items in parentheses are done first.	(Barbie OR Ken) AND "Dream House"	Pulls up documents that contain: 1. Either the word Barbie or the word Ken; AND 2. The phrase "Dream House"
" "	Keywords in quotes find documents that treat the combination of keywords as a phrase.	"Attacked by a cow"	Pulls up documents that contain the phrae "attacked by a cow" with the words in the phrase side-by-side in said document.
w/2, /2	Proximity connectors find documents where the keywords or phrases on either side of the proximity connector are no further apart than the distance specified by the proximity connector.	Olivia w/3 Pope	Pulls up documents where the word Olivia appears no more than three words afar from the word Pope.
*, !	Finds documents containing variations of words based on differing roots.	Mitig*	Pulls up documents containing mitigation, mitigate, mitigated or mitigating.
?	Finds documents containing variations of words where the ? is placed.	G??se	Pulls up documents containing goose or geese.