



## 2007 USER GUIDE

### LOGGING IN

**Fastcase.com subscribers:** If you subscribe directly through Fastcase, go to our website at [www.fastcase.com](http://www.fastcase.com) and log in with your e-mail address as your username and the password you selected during registration. If you can't remember your password, send us an e-mail at [support@fastcase.com](mailto:support@fastcase.com) or call us at 1-866-77-FASTCASE, and we'll be happy to send a reminder to you by e-mail.

**Through a state bar association:** Go to the webpage of your state bar association and click the Fastcase logo. Log in using your username and password for the state bar (the same one you use for bar programs or to pay your bar dues online), and you'll be taken directly to your start page. If you can't remember your bar password, contact your state bar association, who should be able to retrieve or reset it for you. This is your login procedure even if you've purchased the Fastcase Premium Plan through your bar association.

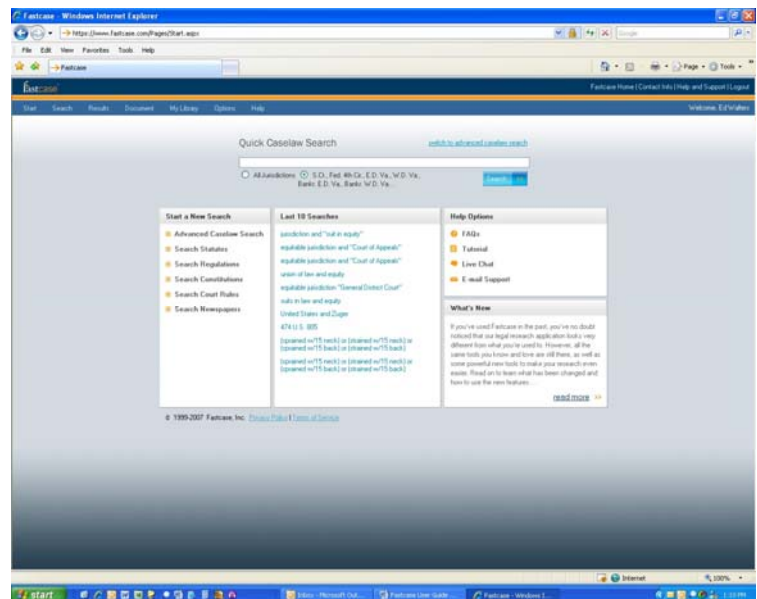
### GETTING STARTED

#### Personalized Start Page

Your research begins on a personalized start page. It lists your research history, as well as a Quick Caselaw Search bar for one-click search of your last jurisdiction searched.

Your start page also lists the different searchable databases, all in one place, as well as convenient help options.

To get started with advanced searching, just click any of the links under the "Start a New Search" section. Most of this user guide deals with caselaw research on Fastcase. For a good overview of Fastcase, check out the 6-minute, self-guided tutorial under Help | Tutorials. It's a great introduction to Fastcase's features.



### SEARCHING CASELAW ON FASTCASE

In Advanced Caselaw Search, Fastcase offers three different kinds of caselaw research: keyword search, natural language, and citation lookup.

#### Keyword (Boolean) Search

Although Keyword (or "Boolean") searches are the most powerful and flexible way to search, they are also very easy to use. Keyword searches are familiar to most users of search on the Web, and support standard search syntaxes of AND, OR, NOT, ( ), " ". Using "w/n" between two search terms (where n is a number between 2 and 50) will find cases in which the two terms appear within n words of each other. But it's also very easy to run unstructured Keyword searches and get great results.

Fastcase uses "implied AND" by default, which means that where no connector is used between words, Fastcase searches for both. A keyword search for [summary judgment](#), for example returns cases that use both the words "summary" and "judgment" and nothing fancier is needed than that. Of course, if you

prefer a more precise search, you can use the full suite of Boolean search operators. For a complete list of Boolean operators, check the "Search Tips" box.

### Keyword Search Operators:

Operator	Search Example	Result
AND, &	copyright AND preemption copyright & preemption copyright preemption	cases including 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	governs order or operations – yields cases with either "security" or "pledge", also the word assignment
" "	"felony murder"	cases containing the exact phrase "felony murder"
w/2, /2	capital w/2 punishment capital /2 punishment	cases in which the word "capital" appears within 2 words of the word "punishment"
*	termin*	wildcard- cases containing variation of the stem, such as "terminal", "terminate", "terminator"

### Natural Language

**Natural language searches** are much less precise, but are a good place to start if you don't have exact search terms. Natural Language searches return the best 100 results for your search, even if some of your terms don't appear in the results, or even if more than 100 cases contain your search terms. This search works well if you want to include certain words in your keyword search that might or might not appear in the result. For example, if you wanted to search for the phrase "Rule 11 sanctions for frivolous filing", a keyword search would only list cases using the word "frivolous", whereas a Natural Language search would return the most relevant 100 results, even if the word "frivolous" did not appear.

### Natural Language Search Syntax:

Syntax	Search Example	Result
Natural Language	standard of review for a question of law	100 cases that best match the words and phrases in the query

### Citation Lookup

Citation lookup should be used when you know the exact citation of the case you are looking for – just enter the volume, reporter, and page of the citation (e.g., 700 F.2d 1). The Fastcase Citation Lookup feature allows you to pull more than one case at a time – just enter multiple citations separated by commas. For more information, see the search tips, located underneath the search box, for a list of correct citation formats.

### Citation Lookup Syntax:

Syntax	Search Example	Result
Volume, reporter, first page number	103 F.3d 383	returns Adepegba v. Hammons, 103 F.3d 383. 385 (5th Cir.1996)
Multiple citations separated by commas	158 F.3d 693, 102 F.3d 132	returns both cases

## Selecting a Jurisdiction to Search:

Directly under the search box, you'll find a list of jurisdictions to search. By default, two lists appear automatically – the first is a “mega” list of jurisdictions groups, like “All Jurisdictions” or “All State.” To its right is a customized list of the last five jurisdictions or jurisdiction groups you've searched. To select a jurisdiction other than those listed on the page, click on the last radio button “select jurisdiction”. Then expand one or all of the four menus and check off the boxes to select your specific court(s).

Show Search Tips
 

Select Jurisdictions	Recently Searched Jurisdictions
<input type="radio"/> All Jurisdictions	<input type="radio"/> S.Ct., Fed. 4th Cir., E.D. Va., W.D. Va., Bankr. E.D. Va., Bankr. W.D. Va...
<input type="radio"/> All Federal Appellate	<input type="radio"/> DR
<input type="radio"/> All State	<input type="radio"/> NC
<input type="radio"/> All District Courts	<input type="radio"/> S.Ct., Fed. 4th Cir.
<input type="radio"/> All Bankruptcy Courts	<input type="radio"/> TN

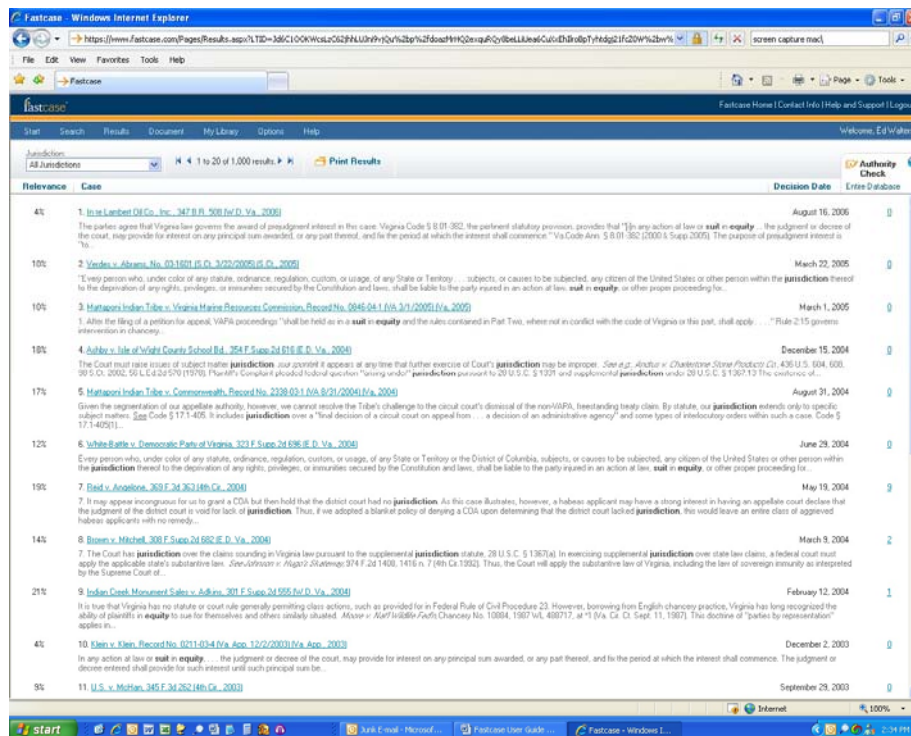
Individual Jurisdictions...

- U.S. Supreme Court and U.S. Courts of Appeal
- U.S. District Courts
- U.S. Bankruptcy Courts
- State Supreme and Appeals Courts

Search Options

## VIEWING RESULTS

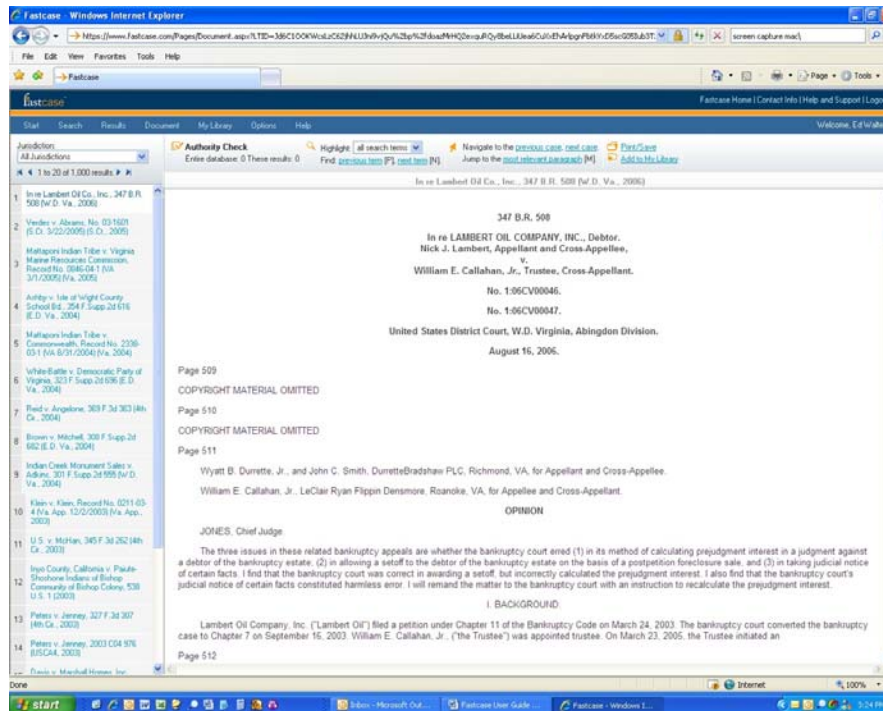
After you've run your search, Fastcase lists a customizable results screen. Fastcase lists cases in relevance order by default, with the most relevant cases at the top of the list. By clicking any of the headers, you can re-sort the results list to bring the best results to the top – no matter what kind of research you're doing. You can list the most recent (or oldest) cases first, list the cases in alphabetical order, or list the most authoritative cases at the top of the list (the ones most cited by other cases). This helps you cut through the clutter and get the best cases first.



The results screen also contains a brief synopsis of the case – which is set by default to the paragraph from each case most relevant to your search. You can also change the view to see the first (summary) paragraph of each case, or just the case titles, by going to Results | View First Paragraph.

## VIEWING THE FULL TEXT OF A CASE

To view the full text of any case, just click its title in the results list. You'll get the complete reported case, along with your results list down the left-hand side of the screen.



Across the top of the case are standard navigation options and hotkeys – Next Term [N], Previous Term [P], Next Case, Previous Case, or Jump to the Most Relevant Paragraph [M], [Print/Save](#), or [Save to My Library](#). In addition, it's easy to navigate to other cases in the result list by clicking them in the list to the left.

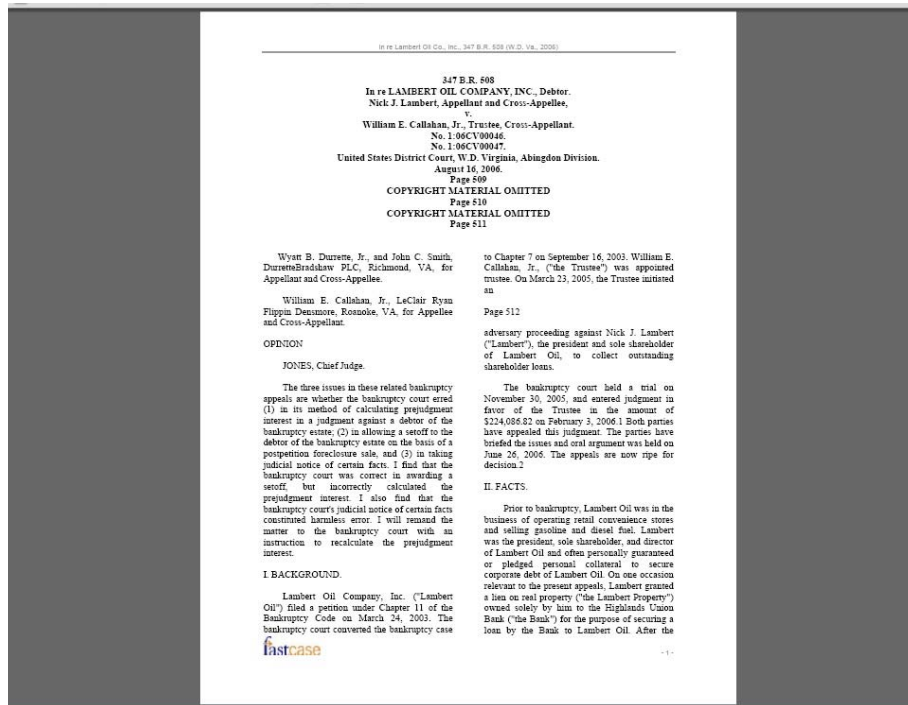
## PRINTING A CASE

Printing from the Web is often difficult – with parts of your document getting cut off, and unruly web addresses at the bottom of the screen. Fastcase's dual-column print utility for cases solves this problem – helping you control the format and style of your print job, in Word, PDF, or RTF format (compatible with WordPerfect and other word processing systems). To get started, click the [Print/Save](#) link at the top of any case. You'll get the Print Document options screen, which lets you customize the case with terms highlighted or not, dual or single-column format, and the output format of your choice.



After you've selected your options, hit the Print button. Fastcase formats the case and opens the finished product in a new window. From there, you can save the case to disk or print to your printer.

## Fastcase's Dual-Column Print Utility



## IS MY CASE STILL GOOD LAW? USING AUTHORITY CHECK

Authority Check identifies later cases that cite your case. Although Authority Check does not include editorial treatment information about the case (such as “discussed” or “reversed”), it is a great research tool for finding related precedents, or as a starting point to determine the continuing value of a precedent.

To use Authority Check, either look up a case by its citation, or run a keyword search. On the farthest-right column of the results screen is Authority Check: Entire Database, which shows how many times each case has been cited in the Fastcase database. The number is a hyperlink to a list of citing cases. In addition, you can use Authority Check on the Results page to sort search results in order of authority – with the most often-cited cases at the top of the list. The Authority check feature also appears at the top of the full document view of a case.

Decision Date	Authority Check
June 10, 1968	<a href="#">7</a>
February 17, 1966	<a href="#">11</a>

We do not hold Authority Check out as a complete replacement for services such as Shepards or KeyCite. Many Fastcase subscribers use the transactional Shepards or KeyCite services as a supplement to their Fastcase service (we include links to both on the FAQ page on our site). In addition, you can sometimes find good results by searching for the citation to a case in quotes, like this: “103 F.3d 212”

## OTHER MATERIALS AVAILABLE THROUGH FASTCASE

Fastcase also includes statutes, regulations, court rules, and constitutions from virtually all 50 states and federal jurisdictions. In most cases, Fastcase has “framed” the free official versions of these resources from the Web as a convenience for subscribers. Collecting them all in one place under the Fastcase banner allows you to switch back and forth between these resources without going to different sites. You can find these materials on the Start page, or under the Search menu (for example, Search | Search Statutes), then selecting the state (or federal) jurisdiction from the list at the top of the page.

Fastcase also includes a News database through a partnership with NewsBank, offering full text searching of about 1,200 newspapers. Simply go to Search | Search Newspapers. Searching the newspaper archive is free, as is viewing the results, and individual articles are available for about \$3 per article.

## FREQUENTLY ASKED QUESTIONS

### **What’s included in the Fastcase Premium Plan?**

The plan includes the complete national research database, including cases from 1 U.S. 1 to present, 1 F.2d to present, 1 F.Supp. 1 to present, 1 B.R. 1 to present, cases from all 50 states going back at least to 1950. It includes federal and state statutes from all 50 states, as well as most state administrative codes, court rules, and constitutions. The service provides for unlimited free usage, printing, and customer service.

### **Where can I find the statutes, constitutions, regulations and court rules?**

In the navigation menu under our logo, go to the Search menu to select your search type. Fastcase “frames” the official statutes, constitutions, regulations and court rules directly from the websites of federal and state legislatures and courts, as a free convenience to our subscribers.

### **How current is the legal research database?**

We update our libraries daily, and we add most appellate cases to the system between 24 and 48 hours from their release by the court. For a full list of the currency of the system, please go to <https://www.fastcase.com/Corporate/Libraries.aspx>

### **Can I Shepardize cases on Fastcase?**

Fastcase’s authority check feature displays a list of citing cases, as well as the text in which the citation occurs. Fastcase does not offer the Shepards citator, which is owned by LexisNexis and Reed Elsevier.

Additionally, both LexisNexis and Westlaw offer affordable online versions of their citators, and you can pay transactionally, usually between \$4-6 per case:

Transactional Shepards: <http://web.lexis.com/xchange/forms/uas/casepullcheck.asp>

Transactional KeyCite: <http://creditcard.westlaw.com/welcome/frameless/default.wl>

### **I am looking for a case and I know the citation but I can’t find it.**

There are two main reasons users might not find a case: 1) The case is so new that we do not have the citation to the book yet. In this case, you might try searching by party name (Brown AND Board of Education); 2) The case is not in our database (a federal court of appeals case from before 1924, for example). Still stuck? Call us, and we’ll be glad to help you find a case! 1-866-77-FASTCASE.

### **Why am I having trouble printing cases?**

Fastcase’s dual-column printing is accessible in the menu under our logo, by going to Document | Print Document, or from the case screen, by clicking [Print/Save](#). The feature allows you to customize your display preferences, and print the case to Word, PDF, or WordPerfect-compliant RTF format, and pops open the case in a new window. From there, you can print or save the case to your computer. Are you

getting only one page of the case? You are probably printing from your browser instead of using the Fastcase print utility. If you're not getting the formatted case in a new window, a pop-up blocker on your computer may be blocking it. From the print options page, hold down the CTRL key when hitting the Print button – that should tell your pop-up blocker to allow the new window.

### **What internet browsers are compatible with Fastcase?**

Fastcase works on most major browsers, including Internet Explorer 6.0 or greater, Netscape version 7.2 or greater and Firefox 1.1 or greater on PCs. Fastcase is also compatible with the most recent Mac versions of Firefox, Safari and Netscape.

### **I'm not getting the results I expect with the w/n operator.**

We're constantly improving Fastcase's w/n feature (the "within operator"). However, there are two syntaxes that we do not yet support. We list those syntaxes below, and some ways to reformat them to get results:

#### **Incorrect**

A w/3 (B OR C)  
A w/3 (B AND C)

#### **Correct**

(A w/3 B) OR (A w/3 C)  
(A w/3 B) AND (A w/3 C)

### **Why are my searches being treated as invalid?**

There are certain search syntaxes that are treated as invalid within Fastcase. Here is a list of invalid search syntaxes along with specific examples and suggested approaches to correct them.

Search phrase is null - The search did not include any search terms. Enter a new search in the Search box, and try again.

Search phrase only contains "noise" words - The search only includes words so common that it would return millions of cases. Modify the search to include at least one more specific term so Fastcase can provide relevant, meaningful search results.

Non-numerical value used for proximity searches - The Fastcase "within operator" (w/ ) is only numerical - e.g. w/3 or w/5 -- it does not find terms within the same sentence or paragraph. You can approximate the same result by using w/15 for the same sentence and w/45 for the same paragraph. Modify the search and try again.

Proximity syntax used for natural language searches - This natural language search includes a "within operator" (w/ ), which is a keyword search operator only supported in Keyword ("Boolean") Searches. Modify the search and re-run the query as a Boolean search, or run it again as a Natural Language search, replacing the w/ operator with AND.

Search phrase begins with a keyword operator - This search begins with a term (AND, OR, NOT, w/ ) that connects two search terms. Modify the search to begin with a search term instead of a connector.

Search phrase ends with a keyword operator - This search ends with a term (AND, OR, NOT, w/ ) that connects two search terms. Modify the search to end with a search term instead of a connector.

Parentheses/quotes aren't closed correctly - This search is missing a quotation mark / parenthesis, which might lead to inaccurate results. Modify the search and make sure to include both open and close quotes/parenthesis to ensure accurate results.

### **On the Results page, what does "Entire Database" mean?**

Entire Database is a part of the Fastcase Authority Check family, showing the number of times a case has been cited in the Fastcase database. The number will show as a hyperlink in the search results, allowing you to view later citing cases. You can also click on the column header on the results page to list the most cited cases first – a great way to read the most authoritative cases first. You can also find the feature at the top of your screen when you're looking at the full text of a case.

**On the Results page, what does "These Results" mean?**

These Results shows how often a case is cited within the super-relevant set of other cases in the list of search results. In the peer group of search results germane to your research, the case cited most often should have a very high level of relevance and authority, and you can sort your search results to bring those cases to the top of the list.

**Why am I having trouble seeing everything on my screen? Why don't I have scrollbars on the right hand side and bottom of my screen?**

Fastcase is set to work on a default screen resolution of at least 1024 x 768 pixels. Some users with screen resolutions set at 800 x 600 pixels, or with very small monitors might have trouble seeing the entire screen. Clicking within a case and using your keyboard's arrow keys will allow you to scroll. However, the best way to resolve this problem is to readjust your screen resolution. For Windows XP, right-click on your desktop, click Properties. Select the Settings tab, and under "Screen Resolution" slide the arrow to the right until the setting is 1024 x 768 (or higher). Click OK and OK again to refresh the screen. Don't worry that the screen goes blank for a few seconds – this is normal. For other operating systems, consult the help documentation that came with your computer to set your screen to a higher resolution setting.

**How can I print statutes, constitutions, regulations and administrative codes?**

Fastcase's dual-column printing is only available for cases in Fastcase search results. Statutes, constitutions, regulations and administrative codes must be printed with your internet browser print function. If you are still having trouble printing statutes, constitutions, regulations and administrative codes, try copying and pasting the information into a word processing document and print from there. You can also highlight the section, go to your browser's menu and select File | Print . . . | Print Selection.

**I have an idea for a new feature, or I found something that does not work the way I like.**

Fastcase is committed to perfection. If you find a problem, please let us know. We get our best ideas for new features from our customers, so if you have an idea, please do not hesitate to contact us.

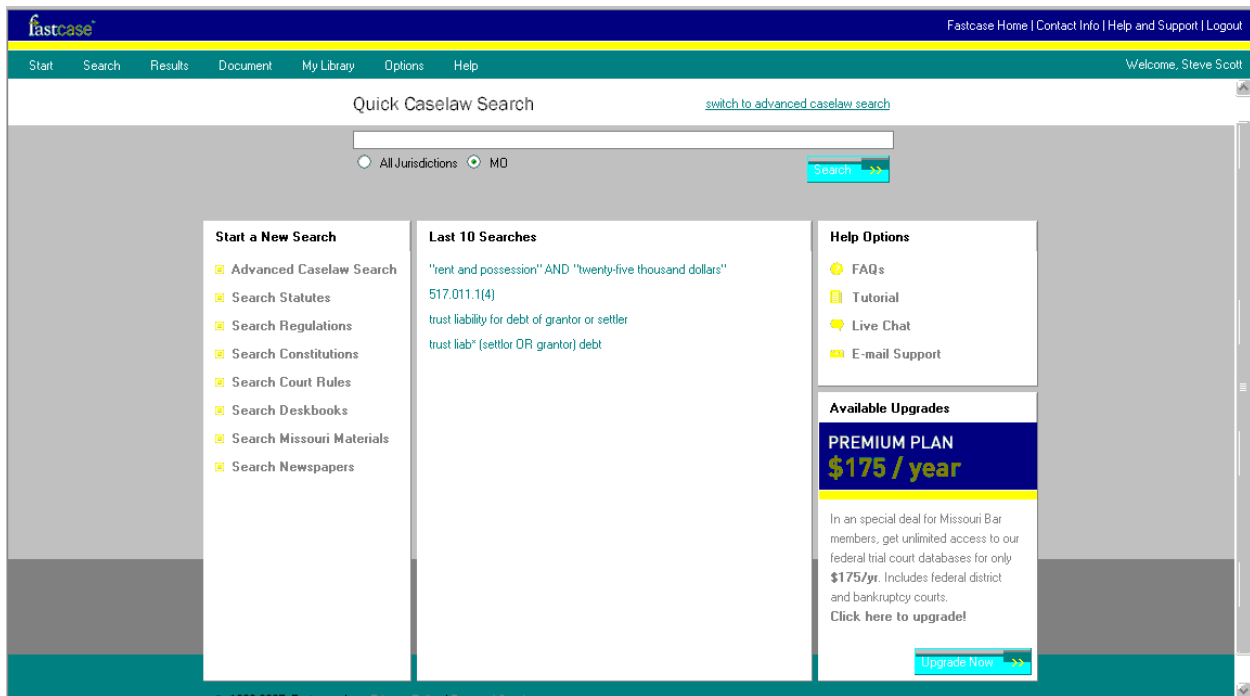
**What if I need more help?**

You can either call our Customer Service Group at 1-866-77-FASTCASE or e-mail us at [support@fastcase.com](mailto:support@fastcase.com) Monday through Friday from 8 a.m. until 8 p.m. Eastern Time. Please note that Fastcase customer service representatives cannot answer legal questions or provide legal advice.

# Missouri Addendum to 2007 Fastcase User Guide

## By Steve Scott

When Missouri Bar members log in to Fastcase, they are first taken to a special Missouri "My Research Home" page which looks like this:



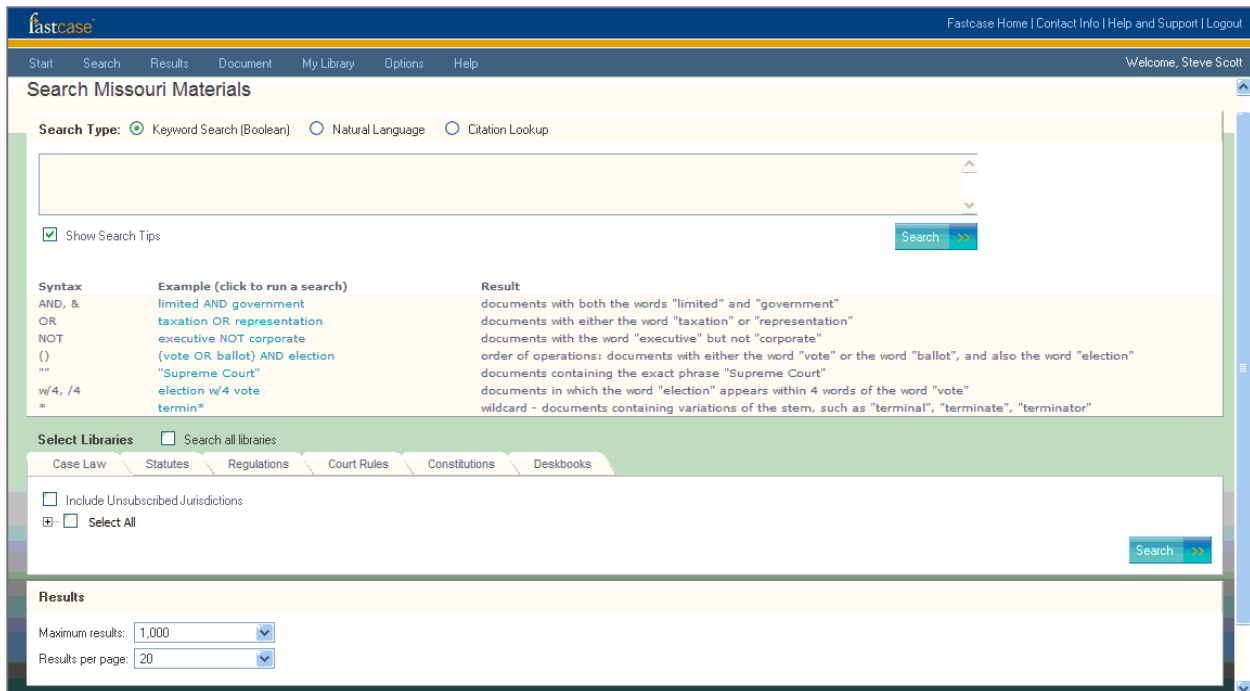
A "Quick Caselaw Search" box appears at the top of the page where you can search either Missouri (or other recently searched jurisdictions) or all jurisdictions. The same option is available in the link list on the left side of the page.

Other links in the left-hand link list allow you to search Missouri statutes, regulations, the state constitution, Supreme Court Rules, Missouri Bar deskbooks, "Missouri Materials" and newspapers.

Help options are available in the link list on the right side of the page.

Unlike what Fastcase does for most states, Missouri's statutes, constitution, court rules, and regulations are hosted on Fastcase's servers so that Fastcase's search engine can be used. Further, all these materials can be searched at one time. Such a global search is not possible for most other states in Fastcase because Fastcase only "frames" (provides easy access to) the official state web sites, which means you have to search each individual web site separately and also limits you to using the less-robust search engines available on those web sites.

If you click on the "Search Missouri Materials" link in the left-hand link list, you are taken to a special Missouri-based search page which looks like this:



Here you have the usual search-type options: Boolean, natural language and citation. Select the type of search you want to run by clicking the appropriate button.

The Missouri enhancements appear toward the bottom of the page. Above the tabs is a checkbox you can click to search all Missouri materials, including cases, statutes, regulations, court rules, the state constitution and the Missouri Bar deskbooks.

Under that checkbox is a series of six tabs where you can select various individual parts of the overall Missouri database you want to search. You could, for example, choose to search only Missouri cases and statutes at one time rather than all Missouri materials - to do so, you would make the appropriate selections on the tabs for cases and statutes.

Being able to search across all Missouri materials at one time using Fastcase's robust search engine was an enhancement negotiated for Missouri Bar members.

**Special note about printing:** When you print materials other than cases, Fastcase defaults to single-column printing. However, if you wish to print such materials in dual-column format, you can make that selection in the print dialog.