
§ 2.7**Layouts: Going on a Scavenger Hunt***Getting Familiar*

JUST LOOKING AROUND

Unlike later Assignments, you will not have to do any research for the Scavenger Hunt. Just locate the publications.

At this point you are just looking around. No pressure. Get familiar with the layout of *Westlaw* and *Lexis*, as well as the law library (if possible).

If your program offers access to *Westlaw* and/or *Lexis*, you will need to obtain your *Username*s and *Password*s from your program administrator.

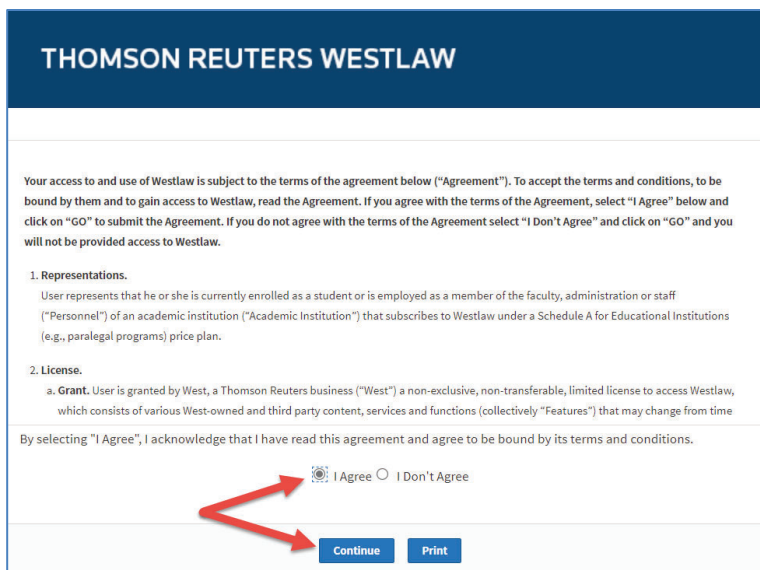
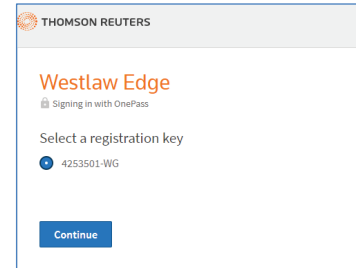
One more note. As you progress, all research assignments will include 3 components. *Westlaw*, *Lexis*, and the Law Library. This section, then, includes three parts: § 2.7(A), § 2.7(B), and § 2.7(C). *Westlaw* and *Lexis* assignments are mandatory (assuming you have access). However, the Law Library assignments are optional due to the difficulties of students being able to access a library in many areas. If possible, though, it is highly recommended that you complete the Law Library assignments as well. You will not regret it. It will make you a better online researcher, too.

- A.** *Westlaw*
- B.** *Lexis*
- C.** Law Library (Optional)

ASSIGNMENT § 2.7(A) | WESTLAW SCAVENGER HUNT

1. Sign On

Go to *westlaw.com*. First type in your Username, and your Password. You may be asked to confirm your *Registration Key*. Click *Continue*. Then accept the *Terms and Conditions* and click *Continue*. The Client ID page is where you would provide information regarding the client on whose behalf you are working so that your firm can know how much to bill. For this class, unless your Client ID has already been placed in the drop-down menu, you can enter your client's last name and client number (or any other information you want). Click the *Continue* button.



2. The Browse Tabs

In the main window you will find tabs to collections of databases grouped under the following:

Content types

The most commonly used databases. Give *Secondary Sources* a try.

Federal materials

Click on this tab if your research involves a federal issue, then select your federal jurisdiction.

State materials

Click on this tab if your research involves a state issue, then select your state jurisdiction.

Practice areas

Collections of databases arranged by practice type, such as *Bankruptcy* or *Criminal Law*.

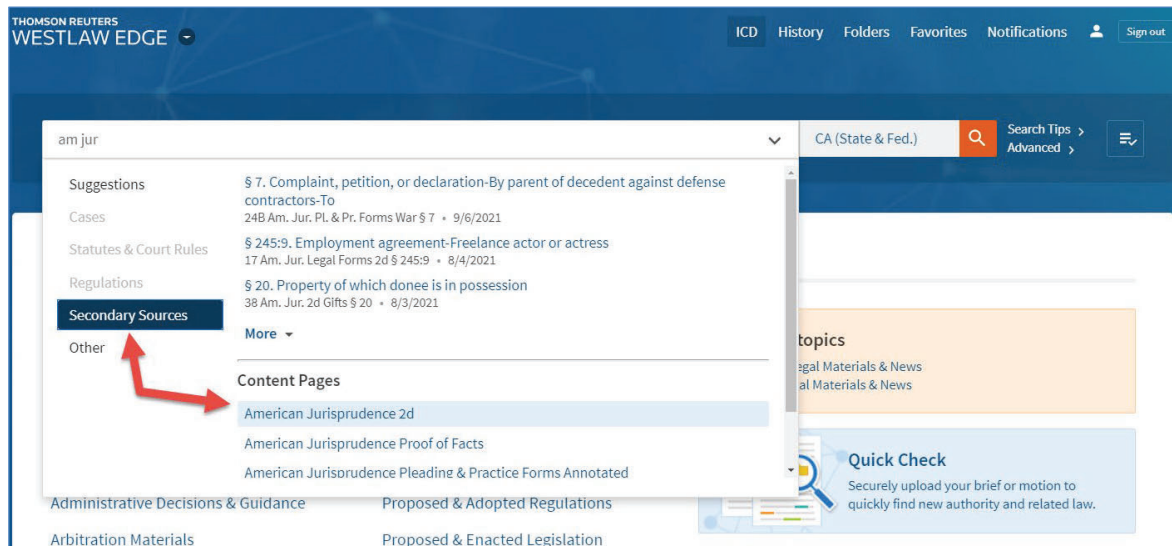
Tools

Links to resources, most for a fee, offered by *Westlaw*. Do not spend time on this now.

3. Applying a Filter (Database)

In *Westlaw*, the governing structural feature is the **Filter**. When a researcher selects a filter or filters, any search is limited to the databases associated with those filters. So before you enter your search query, you need to select which filter, in other words, database, in which you want the search to be conducted.

A filter can be related to a publication (such as a legal encyclopedia), a jurisdiction (such as a state or a federal circuit), or even a general area of law (such as construction law).



To apply a filter for your search, follow these steps:

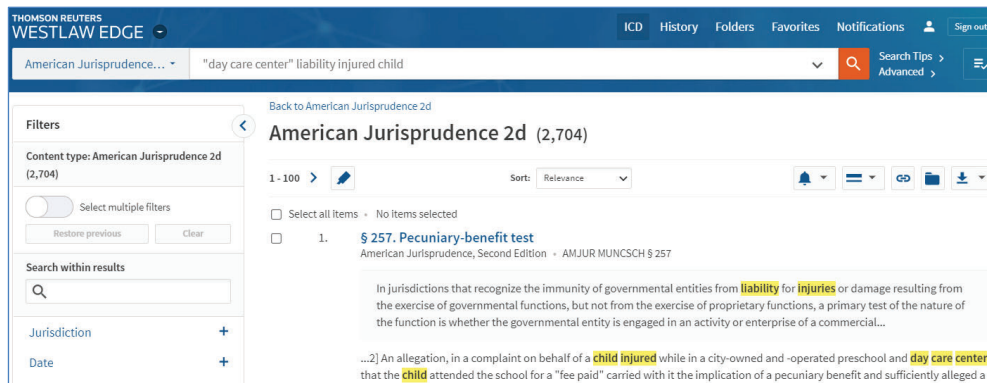
- a. In the main search bar at the top, type *am jur*
- b. When the box makes recommendations underneath the search box, click on *Secondary Sources*, then select *American Jurisprudence 2d*. (Be sure to click the suggestion. If you simply type in “American Jurisprudence 2d” and click search Westlaw will look in Federal databases for those words treating it like a general search query.) You will now be taken to the *Am. Jur. 2d* index page. (Notice that your search filter next to the search bar has been updated to *American Jurisprudence 2d*.)
- c. Again, using the top search bar, type in a search query, such as “*day care center liability injured child*”
- d. Westlaw will search for those terms in the *American Jurisprudence 2d* filter (database)
Note: Even though there are Table of Contents links provided in the main window, you do not have to select these. Enter your search query in the search box at the top. Even a researcher in a law library would not use a Table of Contents for research.

4. Results Page

The results page will provide articles from *Am. Jur. 2d* that the system deems to be relevant to your search query. If you are not satisfied with the results, try adjusting your search query. But for now, look around and get comfortable in the *Westlaw* environment. At some point select one of the results by clicking on the link next to the number to open the *Am. Jur. 2d* full article.

5. Document Delivery

When you are viewing a document you want to obtain, select the Document Delivery drop down menu (envelope icon) and select an option. Your options are *Email*, *Print*, *Download*, *Dropbox*, and *Kindle*. Note that although most of these options are free for you under your student subscription, there would normally be a fee for every delivery. Remember that when you get hired by a law firm. The easiest way to get fired might be for the firm to get a *Westlaw* or *Lexis* bill for hundreds or even thousands of dollars’ worth of your printing. Yes, it happens.



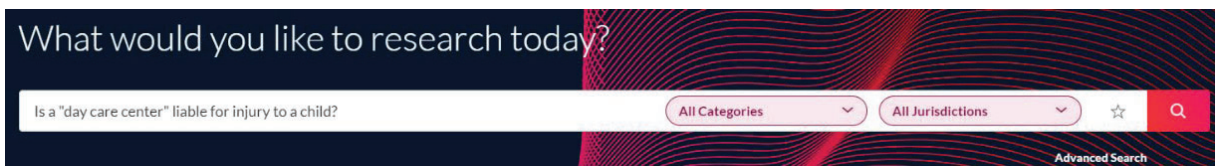
ASSIGNMENT § 2.7(B) | LEXIS SCAVENGER HUNT

1. Sign In

Go to *lexis.com*. Enter your ID and Password, then click the *Sign In* button.

2. Navigation

Lexis has streamlined navigation to the extreme, so much so that it will take a bit of getting used to. Instead of clicking one link after another until arriving at a desired page, the researcher will use the system's **intelligent search query box** and **filter selection** to locate relevant authority.



Intelligent Search Query Box

The *Search Query Box* is where the researcher typically types words and phrases relevant to the research being conducted after locating a desired database (such as a publication, state court system, or other source).

Lexis has taken that *Search Query Box* and added the ability to, in a single place, select the content type, make recommendations for searches and publications, and then send the desired search query to be filtered through the selected databases. Just as with *Westlaw*, *Lexis* now uses filters (Categories) to focus the scope of research being conducted.

As we will see, this takes a bit of getting used to. But the following bedrock truisms regarding *Lexis* may help:

- a. **Categories** = Databases
- b. **Databases** = Courts, Jurisdictions, or Publications
- c. **All of the above** = Filters

One more note: In *Lexis* there is almost always more than one way to do something. Eventually every researcher needs to figure out what works best for her or him.

Accessing a Database (Categories)

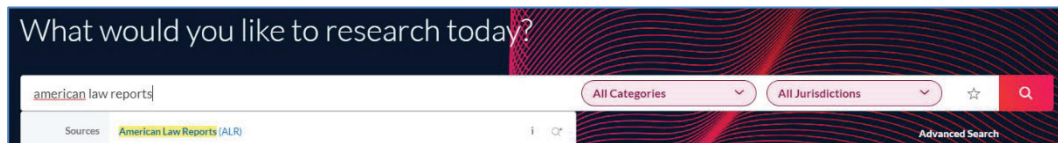
To start, the researcher needs to tell the system where to search. For example, do you want to research within a specific book, such as *American Jurisprudence, 2d*? Do you want to search for cases in your state? Or maybe statutes? Or perhaps the research is related to a federal question. That is why the researcher must first select a database by setting one or more filters through which the research will be conducted.

There are three ways to start.

- a. Use the **Intelligent Search Query** to search for publications or cites

STEP-BY-STEP

1. Enter the title of a publication or a citation
2. Select a link from the Sources section of the drop-down window
3. Enter your search query at the top of the database page that opens

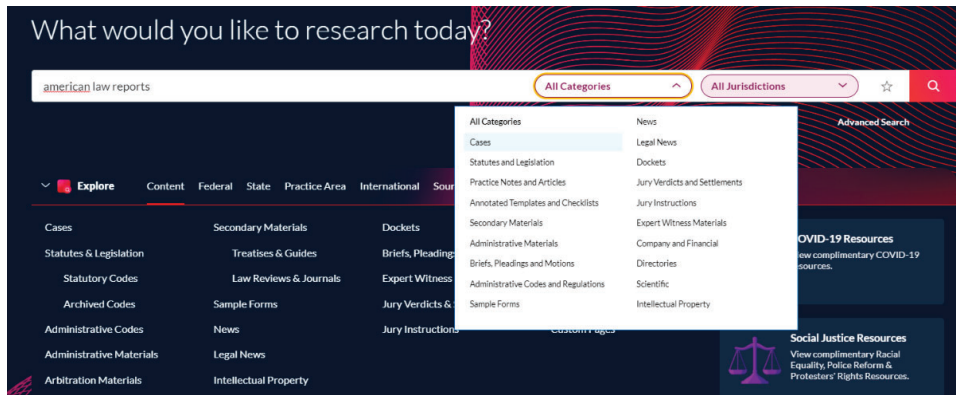


If you know the name of a book in which you want to research, or the citation of a case, statute, or other authority, simply start typing. In the example above, the researcher typed "american law reports" and the system intelligently anticipated several possible filters, including the desired *ALR* in the "Sources" section. Click the selection you prefer. You will then be taken to the database page where you can enter your search query at the top of the page.

This method of searching bypasses the *Categories* and *Jurisdiction* options in the search methods described below. Or, more accurately, it combines those two steps. It is best used for researching in specific publications, such as *American Law Reports*, a set of *state statutes*, or a treatise such as *Restatements*.

If you do not have a specific publication in mind, use option b or c below.

b. **Search Bar:** Search Query with the Categories and Jurisdictions Menus

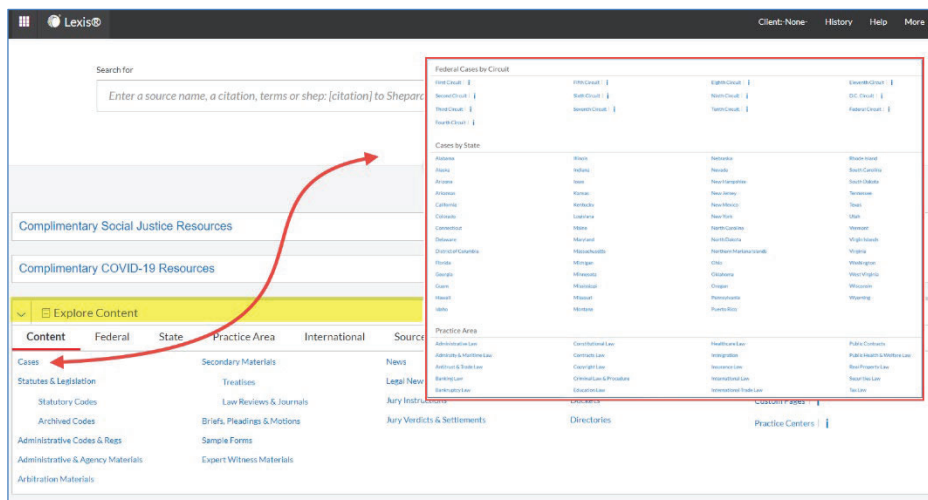


At the far right of the *Search Query Box* is the *Starting in* drop-down menu that opens up the *Categories* box. After selecting a category, such as **Cases**, **Secondary Materials**, or **Sample Forms**, you will use the adjacent *Jurisdiction* drop-down menu to tell the system what court or state you want to search within. Then enter your search query in the text box on the left side.

c. Use the **Explore Content Box**

STEP-BY-STEP

1. In the *Explore Content* box, click on the desired content
2. Click on the desired jurisdiction link
3. Enter your search query in the text box at the top of the page



In the lower part of the *Lexis* home page you will see the *Explore Content* box. This takes the place of the *Categories* (*Starting in*) drop-down menu by listing the *Categories* as links. After a link is opened, the *Jurisdiction* is selected in link form, as well. Once you have clicked on the *Content* Link and the *Jurisdiction* Link you will be in the database and can enter your search query.

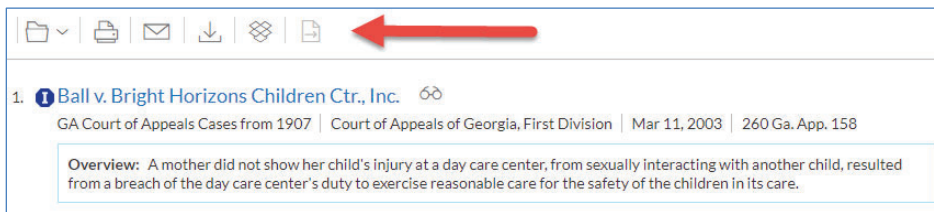
Three Options. Same Goal: Find Relevant Authority

The above options are all valid research techniques. It comes down to personal preference in most cases. Try all of them until you find a method of research that works best for you. Once you have chosen your Category and Jurisdiction in which to search, you will see the Results Page and choose which documents to have delivered.

The Results Page

The results page will provide “hits” from your search query. Review the summaries of those hits provided on this page and if any look promising, click on the title of the article, which is also a link, to review the full document.

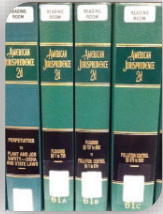
Document Delivery



When you are viewing a document you want to obtain, simply click on one of the icons at the top of the Results Page main window. They represent, in order, *Save to Folder* (to collect documents for specific clients or research topics), *Print*, *Email*, *Download*, and *Dropbox* (requires a *Dropbox.com* account). The last icon allows the page to be displayed in a layout more conducive to printing, removing many of the website toolbars and unnecessary graphics.

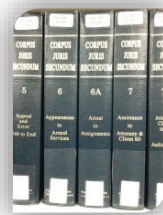
ASSIGNMENT § 2.7(c) | LAW LIBRARY SCAVENGER HUNT (OPTIONAL)

The Scavenger Hunt in the law library is designed to help you learn the layout of the collections. Every library is different, so it may take a bit of hunting to find the materials. At this stage, just locate the following publications:



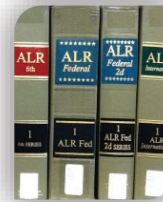
AMERICAN JURISPRUDENCE, 2d
(National Legal Encyclopedia)

- index
- main volumes
- supplement (pocket part found in the back of most volumes)



CORPUS JURIS SECUNDUM
(National Legal Encyclopedia)

- index
- main volumes
- supplement (pocket part found in the back of most volumes)



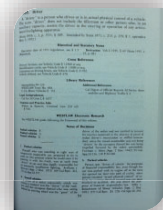
AMERICAN LAW REPORTS
(Annotated Reporter, or Annotation)

- index
- main volumes
- supplement (pocket part found in the back of most volumes)



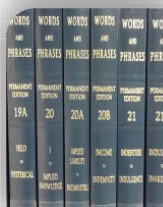
REPORTERS (Your Regional Reporter)

- advance sheet for reporters (booklets with new cases, usually found at the end of a series)
- any case within a reporter
- a headnote found at the beginning of any case



YOUR STATE STATUTES (Enacted Law)

- index
- main volumes
- supplement (pocket part found in the back of most volumes of statutes)



WORDS & PHRASES (Multi-volume Legal Dictionary)

- main volumes
- supplement (pocket part found in the back of most volumes)