



## USING SHEPARD'S ONLINE

### RESEARCH GUIDE

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#### **Scope:**

“Shepard’s Online” is the computerized version of *Shepard’s Citations* in print. Coverage is identical, but is updated more frequently. For a detailed discussion of “Shepardizing” see *Legal Research*, by Nolo Press, at KF240.L417.

“Shepard’s Online” provides case (or code) history, locates other cases which have cited your original case, whether the case is still good law, locates other cases on that topic. It also finds cases which have interpreted a statute, regulation or ordinance, and shows whether the law is still enforceable.

#### **Logging in:**

Click on the “Legal Research Databases” folder” on any of the patron desktop computers, then click on the “LexisNexis” icon. In the “First” and “Last” name sections of the log-in page, enter any information into these required fields. Place a check mark into the “I agree” box and click “Continue.”

#### **Beginning your search:**

Click on the “*Shepard’s*” tab at the top of the screen.

You will be given four (4) search options:

##### **1. Shepard’s**

- “**Shepard’s for Validation**” (“KWIC”) provides any subsequent history of your case or statute and citing references with analysis.
- “**Shepard’s for Research**” (“Full”) includes prior and subsequent history of your case or statute and a list of all citing reference. This is the default selection.

##### **2. Table of Authorities**

Provides an at-a-glance analysis of the cited reference within your case and includes links to in-depth analyses. This option helps you determine the validity and usefulness of a document by giving you the subsequent treatment of each cited reference within the Shepard’s report for your case, in order, by jurisdiction.

##### **3. Auto-Cite**

This option verifies the accuracy of your research by giving you the procedural history of your opinion, the full case name, and a set of parallel citations (other publications in which the same opinion can be found). Note that Auto-Cite only shows the “negative” history for your selected case.



## 4. LEXCITE

This option provides more in-depth information about each of the cases which cite a particular case, including a synopsis of the court's holding, and a quick view of the language in each part of the case where the original case is cited. You can limit the citing cases retrieved to certain jurisdictions or certain dates, add terms to limit your search, and find reported and unreported cases.

### Searching:

- Click on a search option tab
- Type the citation of the document you wish to “Shepardize” into the search box.
  - If you do not know the correct citation format, or if the service does not recognize the citation you have entered, click on “Citation Formats” to the right of the search box
  - Select the first letter of the reporter in your citation (e.g., “C” for “Cal. App. 4<sup>th</sup>”)
  - This will generate a list of publications beginning with that letter.
    - You may need to scroll down the page to find your publication or click next page until you reach the appropriate alphabetical section
    - Click the publication title and Shepard’s will automatically provide you with the correct format
    - Enter the volume and/or page number(s) in the appropriate blank(s)
    - Click on “Check” to Shepardize the document

### Evaluating the results of your search:

- LexisNexis provides “Shepard’s Signals” within your search results, symbols to assist you when looking at a case or statute indicating how other authorities have treated it
- You can see what the signal means by holding your mouse pointer over the signal

### Signal Legend:

- Warning: Negative treatment is indicated
- Ⓜ- Warning: Negative case treatment is indicated for statute
- Ⓚ- Questioned: validity questioned by citing refs
- ⚠- Caution: Possible negative treatment
- ◆- Positive treatment is indicated
- Ⓐ- Citing Refs. With Analysis Available

- The results page will default to show *all* the subsequent history – “Comprehensive Report – Unrestricted”
- You may limit your results to show only “all negative” or “all positive” treatment by clicking on the links at the top of the page just below the “Total Cites” retrieved
  - Under the “Citing References,” you can also jump directly to a particular type of history available for your chosen research
- The citing case name link will take you the first page of that case
  - The individual page links below a citing case will take you to the specific page where the Shepardized case or statute appears within that cited case



- Citing cases also contain Shepard signals that will link to their subsequent history if you click on the symbol

## To narrow your search:

- To limit your search, click on the or “FOCUS – restrict by” link at the top of the page
- Choose the option from those available that you wish to see, such as “Analysis,” “Jurisdiction,” “Headnote,” “Date,” as well as “FOCUS terms”
- After choosing your restrictive option, click on “Apply” to see the results

## Printing Results:

- 1) To **PRINT**, click on the “**Printer**” icon in the upper right corner of the screen
  - a. Once the “Print Documents” dialogue box appears, you may choose how your document will appear when printed by selecting under the “**Document View**” to:
    - » Dual Column Print
  - b. Next choose what the “**Document Range**” will be by selecting:
    - » Print my current *Shepard’s* report
    - » Include reference LexisNexis Headnotes
    - » Print full text of current citation
    - » Print full text of:
  - c. You may also select certain “**Formatting Options**,” such as:
    - » Font Type
    - » Search Terms in Bold or Italic Type
    - » Search Terms Underlined
    - » Embedded Legal cites in Italic Type
    - » Displayed Pagination in Bold type
  - d. For best printing results, keep the “**Printer**” option set to “Adobe (PDF) Format for Attached Printer,” but you may also choose between “Word (DOC), “WordPerfect (WPD), “Text Only” (TXT), “Adobe” (PDF), or “Generic” (RTF)
  - e. When finished selecting your page view, click on the red “**Print**” button.
    - » This will generate an **Adobe PDF** document, if you chose this option
    - » Click on the picture of the printer at the upper left of Adobe PDF document screen to print the document
    - » Follow our print program instructions to process the document through our print station

## Emailing Results:

- 2) To **EMAIL**, click on the “**Envelop**” icon in the upper right corner of the screen.
  - a. Type your email address into the “**To**” box
  - b. Type a “**Subject Line**” and “**Add a brief note**” if you like
  - c. You may choose how your document will appear when received by selecting under the “**Document View**” to:
    - » Dual Column Print



- d. Next choose what the “**Document Range**” will be by selecting:
  - » Email my current *Shepard’s* report
  - » Include referenced LexisNexis Headnotes
  - » Email full text of current citation
  - » Email full text of:
- e. You may also select certain “**Formatting Options**,” such as:
  - » Font Type
  - » Search Terms in Bold
  - » Search Terms Underlined
  - » Embedded Legal cites in Italic Type
  - » Displayed Pagination in Bold type
- f. When emailing, you also have the option to format the emailed document to “**Send as**” a “Word (DOC), “WordPerfect (WPD), “Text Only” (TXT), “Adobe” (PDF), or “Generic” (RTF)
- g. When finished entering your email address and selecting your other options, click on the red “**Send**” button at the bottom to email the selected document to yourself
- h. When retrieving your email, be aware that the Lexis material will appear as an attachment, not be visible within the text of the email
  - » if you don’t see it in your in box, check your spam or junk file

## Saving results to disc or flash drive:

- 1) To **SAVE** your search, click on the blue “**Disc**” icon in the upper right corner of the screen
  - a. Once the “Download Documents” dialogue box appears, you may choose how your document will appear when saved by selecting under “**Document View**” to:
    - » Dual Column Print
  - b. Next choose what the “**Document Range**” will be by selecting:
    - » Download my current *Shepard’s* report
    - » Include reference LexisNexis Headnotes
    - » Print full text of current citation
    - » Print full text of:
  - c. You may also select certain “**Formatting Options**,” such as:
    - » Font Type
    - » Search Terms in Bold or Italic Type
    - » Search Terms Underlined
    - » Embedded Legal cites in Italic Type
    - » Displayed Pagination in Bold type
  - d. For best results, keep the “**Format**” option set to “Adobe (PDF) Format,” but you may also choose between “Word (DOC), “WordPerfect (WPD), “Text Only” (TXT), “Adobe” (PDF), or “Generic” (RTF)
  - e. When finished selecting your page view, click on the red “**Download**” button.
    - » This will generate the type of document you chose to save
    - » Save the generated document by choosing “save as,” then save it to the appropriate drive for either a disc or flash drive, whichever you are using