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Logging In

- If you are a free trial user, or you have purchased a subscription directly from Fastcase, log in at fastcase.com/login using your email address as your username and the password you created at signup.

- If you access Fastcase through a bar or other membership association, log in to Fastcase by visiting your association’s website, logging in with your bar association credentials, and clicking on the Fastcase link or logo.

Password

- Retail subscribers: you can change your Fastcase password by going to the Account menu in the upper right corner, then selecting Account Management.

- Bar association subscribers: Your log in information is controlled and maintained by your bar association. Contact the association directly for assistance.

Personalized Start Page

Your research begins on a personalized start page. On this page, you will find your recent search history, help & support, favorites, and the Fastcase Blog.

You can always navigate back to this page by clicking on the Fastcase logo in the top left corner.
Quick Search

Quickly pull up any document you already have in mind using Quick Search. Use a case citation or enter in a keyword search.

Type Ahead

Type ahead is a predictive algorithm that makes suggestions for any term that you enter into any search window in Fastcase. As you enter letters, Type ahead will make suggestions for search phrases and specific documents based off of what information you have already entered. Just click on one of the suggestions to run that search.

<table>
<thead>
<tr>
<th>liab</th>
<th>Suggested Terms</th>
<th>Suggested Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>liability</td>
<td>LA CC Art. 2315 Liability for acts causing damages (Lo...</td>
</tr>
<tr>
<td></td>
<td>liable</td>
<td>Ala. Code 32-1-2 Liability for injury or death of guest. ...</td>
</tr>
<tr>
<td></td>
<td>liability policy</td>
<td>Liabo v. Wayzata Nissan, LLC, 707 N.W.2d 715 (Minn, ...</td>
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<td></td>
<td>liability insurance</td>
<td>Binswanger v. Liability Assur. Corp., Ltd., 28 S.W.2d 44...</td>
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<td></td>
<td>liability coverage</td>
<td>Haw. Rev. Stat. 0425E-0509 Liability for improper distrib...</td>
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<td></td>
<td>liability release</td>
<td>La. Sec. 23:632 Liability of employer for failure to pay; ...</td>
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<td>liability insurance coverage</td>
<td>Liability Investigative Fund Effort, Inc. v. Medical Malpr...</td>
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<td>liability waiver</td>
<td>Liabos v. Harman, 215 So.2d 487 (Fla. App., 1968)</td>
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<td>WV Code 55-7-13c Liability to be several; amount of j...</td>
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<td>Miss. Code § 71-3-7 Liability for payment of compens...</td>
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SEARCH TECHNIQUES

Search Methods

There are three ways to search for cases on Fastcase: byKeyword, Natural Language or Citation Lookup.

Keyword Search (with Boolean operators)

Searching byKeywordusing Boolean operators is the most powerful and flexible way to search for electronic information. It is also very easy to use. Fastcase uses the standard Boolean operators described below:

<table>
<thead>
<tr>
<th>OPERATOR</th>
<th>EXAMPLE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>AND, &amp;</td>
<td>copyright AND preemption</td>
<td>Results must contain both the words “copyright” and “preemption”</td>
</tr>
<tr>
<td>OR</td>
<td>landlord OR lessor</td>
<td>Results must contain either the word “landlord” or the word “lessor.”      (They may contain both words).</td>
</tr>
<tr>
<td>NOT</td>
<td>vehicle NOT car</td>
<td>Results must contain the word “vehicle” but must not contain the word “car.”</td>
</tr>
<tr>
<td>w/3, /3</td>
<td>capital w/3 punishment</td>
<td>Results must contain the word “capital” within 3 words of the word “punishment.” The number indicates the maximum distance apart for the terms.</td>
</tr>
<tr>
<td>* , !</td>
<td>litig*</td>
<td>Results must contain some variation of the stem “litig” such as litigation, litigated, litigator, etc.</td>
</tr>
<tr>
<td>?</td>
<td>advis?r</td>
<td>The ? works as a single letter wildcard. Results must contain some variation of the word advis_r, such as adviser or advisor.</td>
</tr>
<tr>
<td>“ ”</td>
<td>“felony murder”</td>
<td>Results must contain the precise phrase “felony murder.”</td>
</tr>
<tr>
<td>( )</td>
<td>(security OR pledge) AND assignment</td>
<td>Parentheses are used to define the order of operations when you use multiple Boolean operators.</td>
</tr>
</tbody>
</table>

Examples of the operators are also visible in theShow Search Tips box on the Options page.
Here are a few more things to keep in mind when you are performing a keyword search on Fastcase:

- Our search engine automatically omits certain common words (e.g., the, it, etc.) from your query. The search runs more efficiently without these common “noise” words.

- Fastcase uses an “implied AND” operator. This means that if there are multiple words in your search query and you do not specify a Boolean operator to connect them, Fastcase will treat your search as if you had placed an “AND” between each term. For example, if you type: summary judgment order, Fastcase will read that as: summary AND judgment AND order. Only cases containing ALL of those terms will be returned as results. If you would like to search for cases that contain the exact phrase “summary judgment order” (where those three words will appear in documents directly next to each other and in the same order), you should put the phrase in quotation marks.

- At the moment, our search engine will accommodate a search up to 500 words long. For the purposes of search length, a Boolean operator counts as a word.

**Citation Lookup**

- Pull up a case using the reporter citation by entering the reporter volume number, the reporter abbreviation, and the first page number.

- This type of search works in both Quick Search and Advanced Search.

**Natural Language Search**

Natural language searches are much less precise than Keyword searches, but they are a good place to start if you are new to legal research, or if you are delving into a new area of the law. There are a few important aspects of a Natural Language Search that you should bear in mind:

- The results are the cases with the highest relevance scores based on your overall mix of search terms.

- Your search results may not contain each and every one of your search terms.
3 | ADVANCED SEARCH

Selecting a Specific Jurisdiction for Your Search

- Click on the **Options** button to select advanced search options.

- You can then select a library one of three ways: Jurisdiction, Authority Level, or Document Type.

- Click on the library type you are interested in from the center, and then you can select specific libraries using the drop down menus on the right.

- Once selected, the current libraries will show next to the **Current Scope** button at the top of the search menu.

- You can select as many libraries as you would like and you can select libraries across different levels and jurisdictions.
Browse Documents Using Outline View

In addition to searching, Fastcase also allows you to browse non caselaw in our Outline View format.

- To get started, click on the Outline button

This will display the jurisdiction selection map. Once you have selected a jurisdiction, you will can then select the document type you are interested in viewing.

- Once you have selected a jurisdiction, you will see the outline for that particular document.
- Navigate through the outline by clicking on the drop down buttons next to the section you are interested in.
4 | VIEWING DOCUMENTS

View the Full Document Text

- After you successfully perform a search, you are taken to the results screen listing the search results based on your search query.
- To access the full text of a document from the search results list, click on the orange hyperlinked heading of the document.
- Your search terms will be highlighted in the text of the case.
**Navigate Within a Document**

Use the navigation buttons to navigate within a document.

- Jump to the paragraph with the densest concentration of search terms by clicking the center button that looks like a document.
- Jump to the next search term by clicking the down button.
- Jump to the previous search term by clicking the up button.

**Copy and Paste**

Fastcase can help you save time drafting legal briefs and other pleadings with handy copying tools.

- When you copy the text of the document you are viewing to your clipboard, by default Fastcase will attach the citation of a case.
  
  - You can change that setting by clicking on the **Share** button at the top right of the screen.
  
  - If the section you have selected is short per the bluebook rules, it will automatically be placed in quotation marks. If the section is long per the bluebook rules, it will automatically paste in block format.
  
  - If the section you have selected does not end in punctuation, the section will automatically end in ellipses. If the section does end in punctuation, it will automatically end with that punctuation.

- Next, open the brief or pleading that you are working on in the appropriate word processing program (e.g., MS Word or Word Perfect).

- Then use your program’s paste function to paste the text into your document. If you are using MS Word, you can paste using the shortcut **Ctrl+V**.
Fastcase gives you nearly complete control over the way your search results are displayed. You can filter your results, sort your results six different ways, and see further search suggestions for your search.

**Filter Case Results by Jurisdiction, Authority Level, or Document Type**

- Easily filter your results down to cases from one jurisdiction using the **Filters** on the left.
- The menus will only contain options that are represented in your search results.
- If you see an option listed on the filter, there is at least one document associated with that option in your search results.
The Tag Cloud

- The tag cloud is an algorithm that runs in tandem with your search, looking for legal terms of art and other phrases that are present in your relevant documents.

- The displayed terms can then be added as a search term to your current search to focus your search further. Click on the term you are interested in and then select from the two options below:
  - **Include**: the search term must be present in the relevant results
  - **Exclude**: the search term must not be present in the relevant results.

- The size of the term indicates how frequently it appears in the relevant results.
Sort Case Results to Suit Your Needs

- You have complete control over the way your search results are displayed. Choose the results view that is best suited to your research project.
- To sort results by Relevance score, select **Relevance**.
- To sort in chronological order, select **Date**.
- To sort in alphabetical order, select **Name**.
- To sort by the number of subsequent citations, select **Cited Generally**.
- To sort by the number of subsequent citations within your search results, select **Cited in Results**.
- To sort your cases in order of court hierarchy, select **Authority**.

Fastcase Relevance Score

- Fastcase’s smart search technology assigns a **Relevance Score** (0%-100%) to each document in your search results based on the search terms used in the query.
- The score is displayed on the left side of the case.
- The purpose of the Fastcase **Relevance Score** is to tell you which documents on your list of search results are more likely to contain a substantive discussion of the search terms you entered. The higher the percentage, the more likely that the document contains a substantive discussion of the topic.
- By default, your search results will be displayed in the **Relevance Score** order (meaning the case with the highest relevance score is at the top of the list).
Fastcase Relevance Customization

- Fastcase is the first legal research system to make our relevance algorithm transparent and modifiable by you the user.

- To view the settings, click on **Options**, then click on **Advanced**.

- The purpose of each of the sliders displayed is to adjust how much impact the different factors in the algorithm have in the content. Adjusting the factors does not change what documents are shown, but does change what order the documents are shown in when sorted by Relevance. The factors are:
  
  - **Responsiveness**: Documents that have the search terms close together are preferred.
  - **Large Documents**: Longer documents are preferred.
  - **Small Documents**: Smaller documents are preferred.
  - **Authoritativeness**: Cases that are cited many times are preferred.
  - **Frequently Read**: Cases that have been viewed by other users of Fastcase are preferred.
  - **Frequently Printed**: Cases that have been downloaded by other users of Fastcase are preferred.
  - **Frequently Emailed**: Cases that have been emailed by other users of Fastcase are preferred.

- You can set up a combination that meets your preferences, or use the default settings.
Fastcase gives you the ability to save and print clean, professional-looking documents in single- or dual-column format.

**Printing a Single Document**

- Click the **Print** link on your toolbar.

- Make your formatting selections:
  - Choose whether to highlight search terms.
  - Choose single- or dual-column formatting.
  - Choose a file format: Microsoft Word (DOC), Adobe Acrobat (PDF), or Microsoft Word (RTF) (rich text file).

- Click the **Print** link. Your browser will begin to download the file onto your computer.

- Once the download is complete, open the file using the appropriate application for the file format you selected.

- Now you can print and/or save the file like any other document on your computer.
Email a Case

Fastcase allows you to email a document to any email address with just two clicks.

- Start by clicking on the Share link on the toolbar when you are viewing a document. Then select Email Document.
- Enter the email address you would like the document sent to.
- The document you selected will be sent in rich text format within the body of the email.
- Note: You can also download the case using the Print button and then email it as an attachment.
Batch Retrieval and Printing Cases

- Batch printing allows you to download and print up to fifty documents as a single document.

- To add a case to your Print Queue from the results page, click on the printer icon to the left of the case.

- When you click the printer icon, the icon will change color from blue to orange.

- You can add up to 50 total documents to your print queue at a time.

- You can also add a document to the print queue from the document view page.

- To print, select View Print Queue from the Print dropdown menu.
You will have an opportunity to review the cases in your Print Queue. To remove a case from the queue, click the printer icon on the right.

Click the round Print button

- Make your formatting selections, just as you would with a single case.
- Click Print. Your browser will begin to download the file onto your computer.
7 PERSONALIZED FEATURES

Fastcase dynamically tracks what you are searching for and uses this information to tweak your user interface, with the goal of making your research more efficient. Fastcase also lets you set certain display preferences.

Recent Searches

- To retrieve the recent documents you viewed, select the History button from the menu.
- The searches are listed according to the search terms you used.
- If you click on any of the listed searches, you will be taken directly to the corresponding search results.
Recently Viewed Documents:

- Fastcase automatically tracks recent documents that you have viewed and automatically stores them in your personalized library for easy access.

- To retrieve the recent documents you viewed, select the **History** button from the menu.
**Favorite Documents:**
- Fastcase allows you to save up to fifty documents for later reference. To save a document, click the **Favorite Star** link on toolbar at the top right.

- To retrieve your saved documents, select the **History** button from the menu.

- You can create folders to organize your favorites into groups.
Highlighting Search Terms

- By default, Fastcase highlights each of your search terms when you view the full text of a document. Each term will be highlighted a slightly different color so that you can see the occurrence of each search item. You can turn highlighting off for each term separately by clicking the Highlight dropdown.

Searching a Document

- You can search within a document for any term. Click on the search box, enter your search term, and hit the Search button to locate that term.
Overview

Authority Check is Fastcase’s integrated citation analysis tool. You can use Authority Check in many ways, including:

- To generate a list of later citing cases to find related authority on your topic.
- To prioritize your research by identifying the most frequently cited cases within your list of results.

Generate a List of Later Citing Cases

- Start by pulling up the case you are interested in. Make sure you are on the page with the full text of the case.
- Above the case you will see a flag. The flag will be red if there has been any negative interpretation and gray if there has not been any negative interpretation.
- Click on the flag to generate the Authority Check Report with a list of later citing cases. The report will load on the left side of the screen.

![Authority Check Report](image)

Scroll down to see all later citing cases.
Identify Frequently Cited Cases

- On the results page, the number to the right of "Cited" for each case corresponds to the number of times the case has been subsequently cited in other cases.

Identify Negative Citation History

The *Bluebook* requires that courts indicate negative history of cases cited within opinions. The Fastcase *Bad Law Bot* takes advantage of this data by using algorithms to find these negative citation histories, then flags those cases and provides links to those cases.

Here, we looked up *State v. Frawley, 172 P.3d 144* Note the red flag next to the case name, indicating negative citation history for the case.
Another Example is State v. Roberts, 100 S.Ct. 2531. Once you click on Roberts, you will notice that there’s a red flag in the Authority Check area.

To see the cases that indicate negative citation history for Roberts, simply click on the red flag and the Authority Check Report will open on the left.
Here’s what the Authority Check Report looks like for Roberts:

Bad Law Bot finds negative citation history by taking all the cases that have cited Roberts and examining how they’ve cited to Roberts. If a court has negatively cited to Roberts, Bad Law Bot will link you to that case. Keep in mind that Bad Law Bot determines negative case history by using algorithms, so the report is constantly updating.
The Interactive Timeline is a powerful data visualization tool unique to Fastcase. By allowing you to view up to four different attributes of each case at a time, your search results jump off the page.

Reading the Timeline

- To access the Interactive Timeline, start by running a search and viewing your search results. On the bottom of the results page you will see the Interactive Timeline. By default, your timeline will be in Relevance View.

- Each case in your search results is represented on the Interactive Timeline by a gray circle.

- The Interactive Timeline tells you at least four things about each case:
  - The date of each decision (x-axis).
  - The Relevance Score of each decision (y-axis).
  - The number of times each case was cited overall (diameter of gray circles)
  - The number of times each case was cited for your search terms (diameter of blue circles).

Hold your mouse over a bubble to show the case name, preview, and citation information. Click on the case name to access the case.

Select to display how cases are sorted
• You can switch to **Court Level View** by selecting **Authority** from the **Vertical Axis** filter.

This time, your timeline will look something like the image below:

Now you can see the court level of each decision (y-axis).

**Identifying Authoritative Cases**

By illustrating how relevant each case is based on your search terms, how many times each case has been cited by subsequent cases, the **Interactive Timeline** quickly identifies seminal and authoritative cases.

• For the best results, first make sure that you are in **Relevance View**.

• Then look for cases with large diameters that appear towards to the top of the page since frequently cited cases with high **Relevance Scores** are the most likely to be authoritative.
Here is an illustrative example: if you perform a keyword search for “second amendment” & arms, and open the Interactive Timeline in Relevance View, you will see something that looks like this:

It is easy to spot authoritative cases on the timeline – look for circles with large blue and gray diameters as well as circles that appear higher up than other contemporaneous cases.

On the timeline pictured above, these three cases – all key Second Amendment decisions – stand out. From left to right:

2) Peruta v. Cnty. of San Diego, 742 F.3d 1144 (9th Cir., 2014)

The timeline also illustrates the nearly seventy-year gap in Second Amendment cases presented to the Supreme Court as well as the surge of Second Amendment lawsuits in the last forty years.

Fastcase Tip: Access the Interactive Timeline from Authority Check, too. When viewing an Authority Check Report, the Interactive Timeline is at the bottom of the report.
When you perform a Search on Fastcase, Forecite goes the extra mile and identifies important cases that can easily be missed by ordinary keyword searches. Forecite enhances your ordinary search result by carefully and comprehensively analyzing the citation structure of each case in your results list. It looks for decisions that are frequently cited by other decisions in your search results but do not contain all of your search terms. Forecite will notify you of these additional cases at the top of the results page.

- Start by performing a Search.

- On the results screen, at the top of the Suggested Results panel on the right will be the Forecite results.

Once you’ve clicked on the case, you can add the results to your print queue and generate an Authority Check Report for each decision.
Fastcase has partnered with William S. Hein & Co. to offer its subscribers exclusive access to law review articles on Fastcase. Hein Online Law Review search results appear for free within Fastcase. A Hein Online subscription is required to view the full text of the law review search results. Monthly and Annual subscriptions to Hein Online are available through Fastcase to offer flexibility based on your legal research needs.

Search HeinOnline

To start searching for law review articles go to Option, then Search Law Journals and Reviews from the Document Type menu.

Subscribe

Searching HeinOnline articles on Fastcase is free, but viewing the contents of articles requires a separate subscription. You will be prompted with subscription options on a Subscription Required page when you click any article link.
If you’re already a subscriber to HeinOnline you can synchronize your accounts to access Hein’s comprehensive law review collection on Fastcase. This can be done on the Subscription Required page by generating and using a unique token code.

**Suggested Results**

![Suggested Results Image]

Suggested HeinOnline materials will also display to the right of your results list when you run any search. law or statute search.
Connect to Clio

If you use Clio’s Cloud-Based Practice Management Software you can link your Clio account to Fastcase to quickly record billable hours as you research.

From within Fastcase, select Connect to Clio from the Apps and Tools menu. You will be redirected to the Clio site and prompted to login. Click the large green button that reads Yes, Let’s Connect.

Track Your Billable Research Time

When you connect your Clio account to Fastcase, you will see a "stopwatch" icon. This timer will allow you to select different Clio matters and set a timer for each client as you work. Start the timer by clicking the orange "start timer" button. Clicking the stop button will automatically save your billable research time to Clio.
Saving a Document to a Matter in Clio

You can also save a document directly from Fastcase into a matter in Clio. Simply click on the Share icon in the upper right corner of the screen.

You can then select a document format as well as which matter you would like to save the document to.
13 | TRANSACTIONAL SEARCH OPTIONS

Newspapers, Legal Forms, and Federal Filings

Fastcase also provides access to a newspaper archive, legal forms, and federal filings through our business partners. These transactional search options can be found under the Search menu. Please be advised that there are additional charges for accessing documents using these transactional search services from our partners.

Search newspapers on NewsLibrary.com.
For help searching NewsLibrary, email their customer support team at newslibrary@newsbank.com.

Search legal forms on U.S. Legal Forms.
For help searching U.S. Legal Forms, call their customer support team at (877) 389-0141.

Search federal filings on Justia.com.
For help searching Justia, call their Filings & Dockets team at (650) 810-1994.
Customer Support

All Fastcase subscribers enjoy access to unlimited customer support. Our customer support hours are from 8 a.m. to 8 p.m. Eastern time, Monday through Friday, excluding holidays. Whether you have a technical question or need research assistance, we’re here to help.

Call us at 1-866-773-2782, email us at support@fastcase.com, or use the LiveChat feature located on our website.

Training Videos

Access our library of training videos at any time at fastcase.com/video. Our video tutorials cover the basics of researching on Fastcase and address frequently asked questions.

Online Webinars

Sign up for one of our free, live online webinar training sessions. We offer webinars throughout the year. For a complete webinar schedule and online registration, visit fastcase.com/webinars.

Reference Guides

Check out our FAQs and reference guides on how to use Fastcase. View them once, download them to your computer, or print them for later reference when you have a question.

Our FAQs: fastcase.com/faq.

Additional Support Materials: fastcase.com/support.