



FASTCASE NEVER STANDS STILL

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Director of the North Carolina Bar
Association [Center for Practice
Management](#).

Table of Contents

News and Updates	2
Fastcase for NCBA Members	2
Save Your Jurisdiction	3
Type Ahead	4
Advanced Search Filters	4
History, Bookmarks and Alerts.....	5
Caselaw Search Alerts	5
Sharing Fastcase Content.....	6
Cloud Linking.....	6
Need Help?.....	6

News and Updates

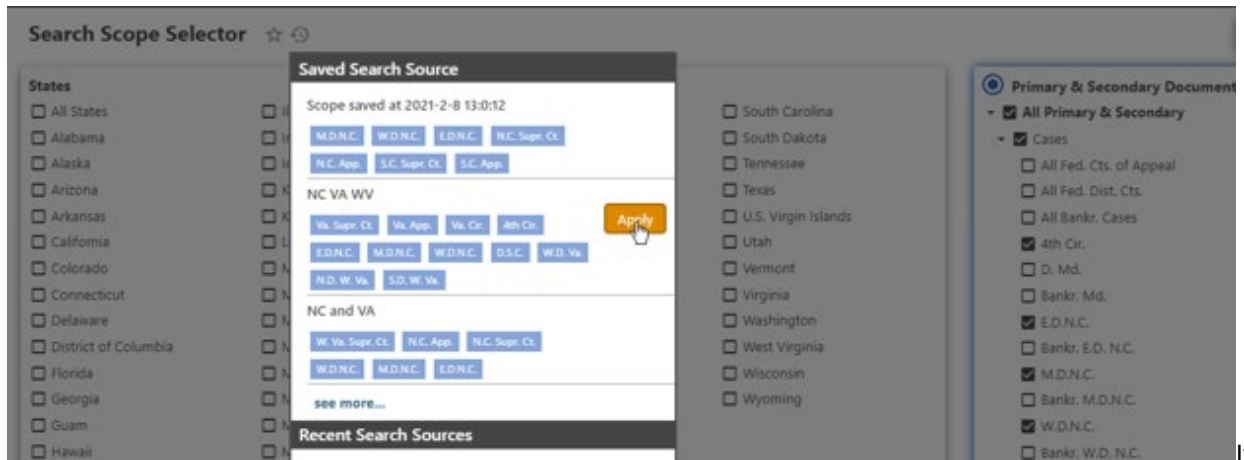
Fastcase, the online legal research platform, has been busy. In addition to rolling out a redesigned version of the platform and adding new features, they have been acquiring and incorporating new resources (some for an additional fee) beyond primary law. Fastcase's acquisition of DocketAlarm has allowed Fastcase to offer hundreds of millions of briefs, pleadings, motions, and orders from state and federal courts to search results. They have added NCBA books from NCBA CLE in electronic form as a purchase option. In September 2020 they [acquired the technology and staff](#) of innovative California legal research platform Judicata. They launched [Law Street Media](#), covering tech, health, and agriculture legal news. Users can add, for an additional subscription price, content from American Bankruptcy Institute, Full Court Press, Hein Online, Wolters Kluwer and many more. You can [subscribe for free](#) to COVID-19 Case Alerts.

The big news from Fastcase to jumpstart 2021 was the merger of Fastcase and rival Casemaker. For years Fastcase and Casemaker vied for dominance in the legal research space, especially for contracts with bar associations. In December 2019 Fastcase and Casemaker settled copyright litigation that dragged on for three years. On January 5, in what legal tech journalist Bob Ambrogi called news "[akin to a wedding announcement jointly issued by the Hatfields and McCoys](#)," Fastcase and Casemaker announced a merger of the two legal research companies. Moving forward they will [combine tech, teams and offerings](#) to create a product offering that competes with global legal publishers. What will this look like for NCBA members? Stay tuned!

Fastcase for NCBA Members

NCBA members have access to the [Fastcase Legal Research](#) platform by virtue of their membership. At its core Fastcase is a 50-state legal research database, which includes caselaw, legislative materials, administrative materials, court rules, treatises, and the North Carolina Pattern Jury Instructions (click "Browse" to see all the content available). The new Fastcase 7 (aka Mars) has [many improvements](#) including a more intuitive interface, powerful natural language searches, and useful features. Here are a few new features all NCBA members should know about.

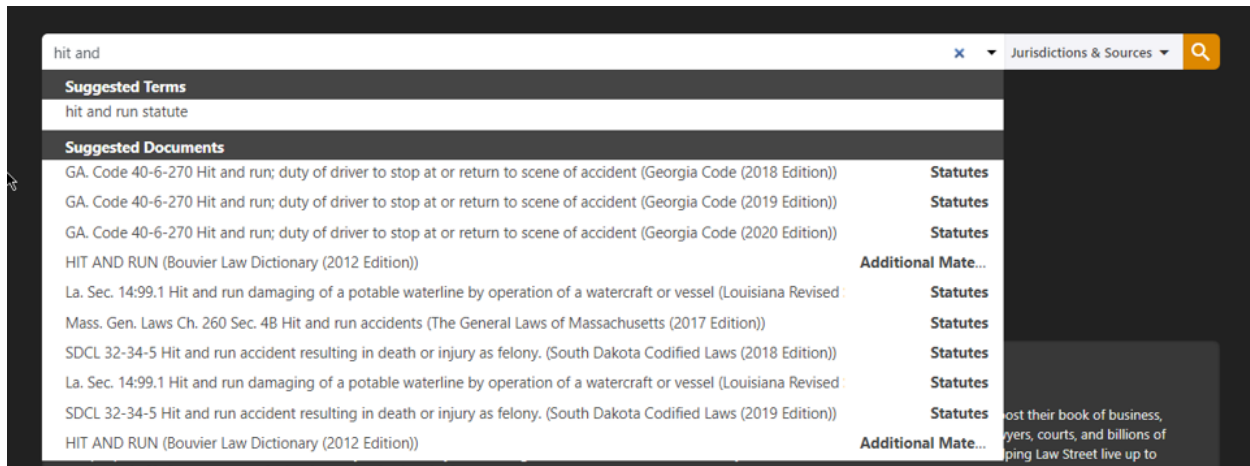
Save Your Jurisdiction



you typically start your primary law search in specific jurisdictions, Fastcase gives you a way to save those jurisdictions as a default, so when you go to search, you don't have to reselect the jurisdictions. When you log in to Fastcase, click in "Jurisdictions & Sources" to the right of the search box. Clicking on this will open a new screen called "Search Scope Selector." Choose your default jurisdictions – for example, all N.C. courts (supreme, appellate and district), South Carolina supreme and appellate courts and the 4th Circuit. At the top of the Search Scope Selector, you will see a star icon and a clock icon. Click on the star icon, and then click "Save as Default." The next time you open up Fastcase, you will see your new default source list is filled in for you. If you want to create several pre-selected sources to choose from, you can review, rename and refine previous jurisdictional settings by clicking on the clock icon to see your Saved Search Source. You will see your saved and recent search sources. Choose one, and click "Apply" to quickly change the scope of your search without having to reselect all the jurisdictions.

Want more control? Click on "See More" and you can edit your default search source or give names (click the pencil icon) to different scopes to quickly select the jurisdiction you want apply to search. For instance, you could name a jurisdiction selection "NC Default," "Bankruptcy" or "Secondary Sources." On this screen you can also change the default, delete the search sources, or instantly apply it to the current search.

Type Ahead



Did you know that Fastcase has a feature called Type-Ahead? Like a Google search, when you enter a word or phrase into the Fastcase search box, you will immediately see matches for suggested terms and suggested documents. Keep in mind that the list of suggested documents will often fall outside of the source scope.

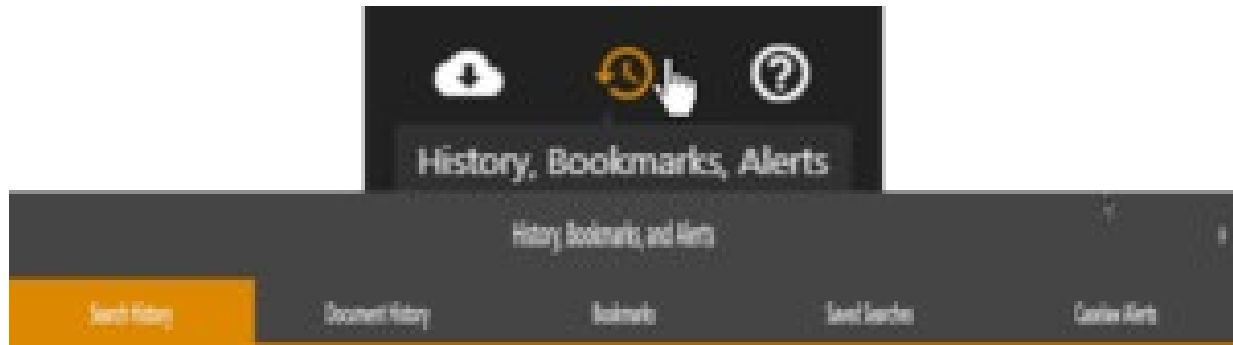
Advanced Search Filters



Fastcase supports natural language search as well as Boolean search (click the question mark icon at the top right of the screen to see Boolean Tips). Choose your jurisdiction, structure your search and go! When you get to the results screen, scroll down on the left side past the sources to see other options to refine the results. Fastcase lets you add or exclude words/phrases using Suggested Terms, an updated Tag Cloud feature in Fastcase. Suggested Terms appear as a list in the bottom left of your search results page. Click the plus to include a term or minus to exclude a term from your search results. You can also

filter by a date range! These filters are all in the left pane of your search results. You don't have to reconstruct a search to get better results; just use the search filters.

History, Bookmarks and Alerts



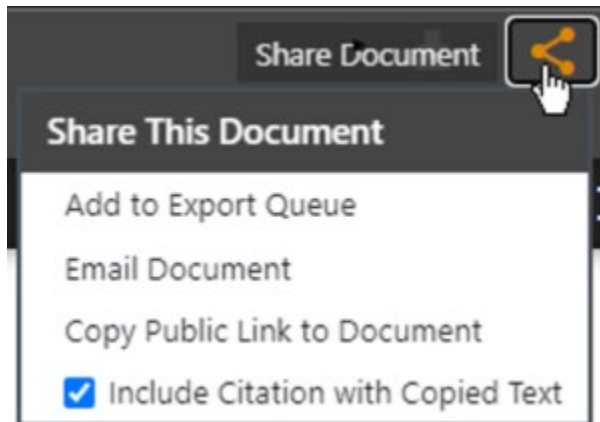
Never let a good search go to waste! If you constructed a great search and want to re-run it, you have several options. If you have the foresight you can save the search you constructed by clicking on the arrow next to your search terms and choosing "Save This Search." You will also see a short list of recent searches and saved searches when you click the arrow. If you need to go back a little farther in your search history, and you did not previously save your search, not to worry! Click on the clock icon at the top right of the screen. Under the Search History tab you can find a previous search and use it again with the click of button. You can "star" a search to get back to it again more easily. If you want to manage your saved searches, open the "Saved Searches" tab and you can delete previously saved searches.

The little clock icon has a lot more than just your search history. When you view a document in Fastcase, click on the bookmark icon and then find you can find it again in the Bookmarks tab that opens when you click the clock icon. If you want to view a document again, but forgot to bookmark it, you are covered! Just click on clock icon and then choose the Document History tab to see all the documents you looked at. You can then bookmark them or export them from the Document History tab.

Caselaw Search Alerts

Set it and forget it with caselaw alerts. Set search results as an alert by clicking the down arrow in the search box and choose "Add as Alert." Manage your alerts by clicking on the clock icon and then going to the "Caselaw Alerts" tab. You can name your alerts, choose an alert frequency (daily, weekly or monthly) and add additional recipients.

Sharing Fastcase Content



In addition to adding recipients to search result alerts, Fastcase gives you a lot of ways to share content with people whether they have a Fastcase account or not. From a document in Fastcase, click the sharing icon (it's like a "greater than" symbol) and email the document directly to someone or copy the link to the public document to paste into a document or email.

If you need to download or share multiple documents, then add them to your queue to download all at once. Click the sharing icon in a document and then "Add to Export Queue." Find your Export Queue by clicking on the cloud icon at the top of the Fastcase screen. Remove any documents you don't want to download, then click the orange "Export" button on the right of the screen. Name the export queue batch (eg. "Marberry Case") and choose the format (Word or PDF), whether you want dual column formatting and either a single file or a Zip archive. The single file option will include all the documents in one file, while the Zip archive will provide each document individually.

Cloud Linking

Click the square of squares icon in the upper right corner and choose "Cloud Linking" to be able to upload a PDF or Word document and have Fastcase identify case citations and turn them into hyperlinks that are accessible to the public. Whether used in a brief or a client memo, this feature lets the reader link directly to the case and read more about it without a Fastcase account or the need for any other legal research account. Of note, cloud linking has some limitations. It currently works only with cases, not statutes or regulations. And it only converts full citations containing the volume, reporter and page. A short citation will not be converted. Needless to say, it works only for cases included in the Fastcase database.

Need Help?

North Carolina Bar Association members using Fastcase have access to Reference Attorneys, free with your bar benefit. Reference attorneys help draft search queries and answer questions related to navigating Fastcase. They are available from 8 a.m. to 9 p.m. ET via 866.773.2782 (Phone), support@fastcase.com (Email) or live chat within the Fastcase system.

FASTCASE USER GUIDE

Mars Edition



TRY THE FASTCASE MOBILE APP

Fastcase for iPhone®, iPad®, and Android® devices



Fastcase's completely free mobile applications use smart search technology from Fastcase's full-featured legal research platform, including **Authority Check**. View recent searches and favorite documents anywhere. Because it is both comprehensive and free, the Fastcase app consistently tops "best-of" lists for lawyers on the go.

Search Fastcase on the Apple App Store or Google Play Store for more information.

Visit fastcase.com/mobile-sync for instructions on how to sync your mobile account with a bar association account.

TABLE OF CONTENTS

1. [Getting Started](#)
 2. [Search Techniques](#)
 3. [Search Options](#)
 4. [Viewing Documents](#)
 5. [Customizing Your Caselaw Search Results](#)
 6. [Printing & Downloading](#)
 7. [Personalized Features](#)
 8. [Using Authority Check](#)
 9. [Using the Interactive Timeline](#)
 10. [HeinOnline](#)
 11. [Clio](#)
 12. [Docket Alarm](#)
 13. [Support](#)
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1 | GETTING STARTED

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.

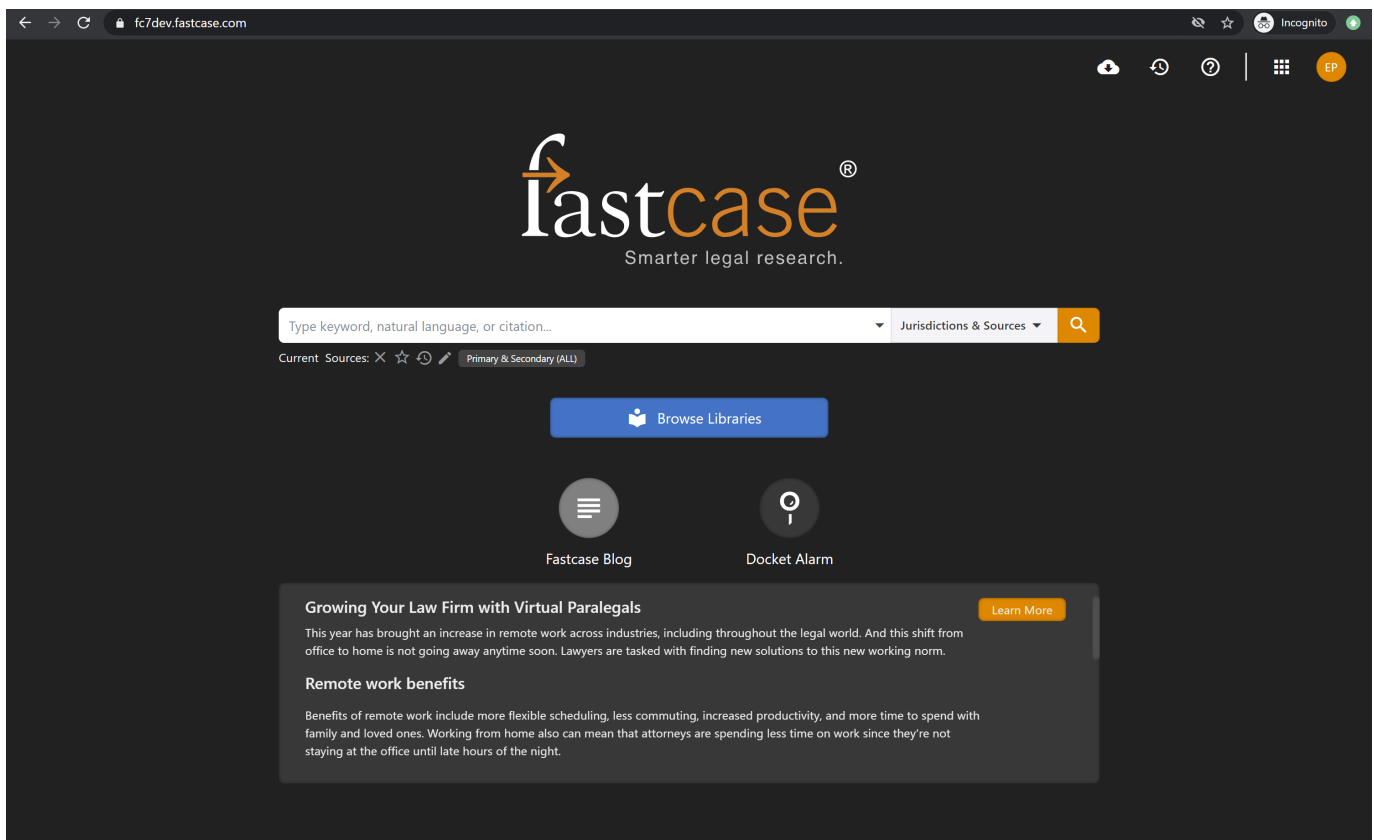
Password

- 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

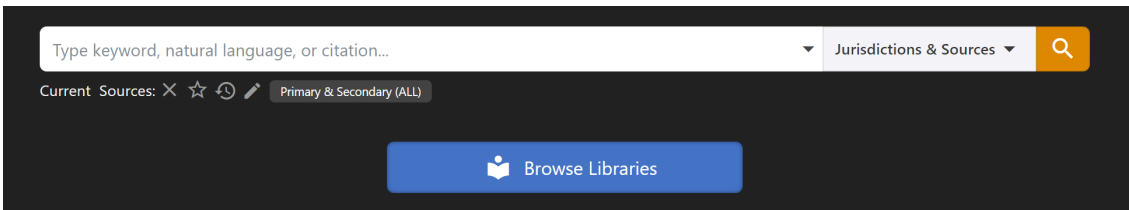
Your research begins on a personalized start page. On the top right of this page, you will find your recent search history, help & support, and favorites.

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



Basic Search

Quickly pull up any document you already have in mind using the search bar at the top of the page. Use a case citation or enter 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.

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

2 | SEARCH TECHNIQUES

Search Methods

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

Keyword Search (with Boolean operators)

Searching by **Keyword** using 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:

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

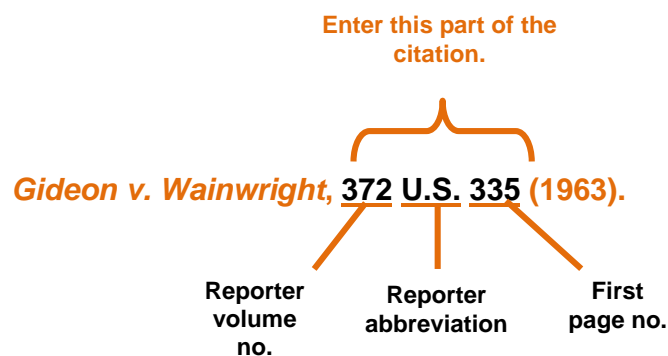
Examples of the operators are also visible in the **Boolean Search Tips** box on the [Settings](#) page.

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.



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.
-

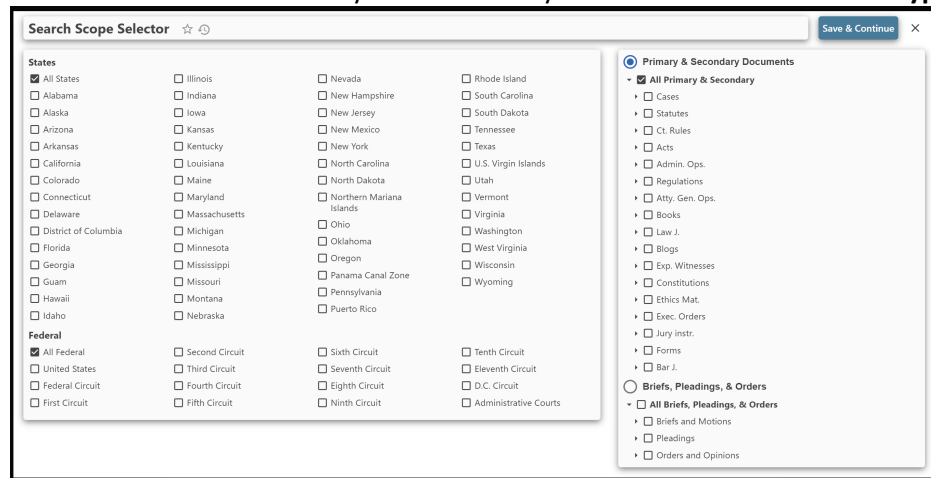
3 | SEARCH OPTIONS

Selecting a Specific Jurisdiction Before Running Your Search

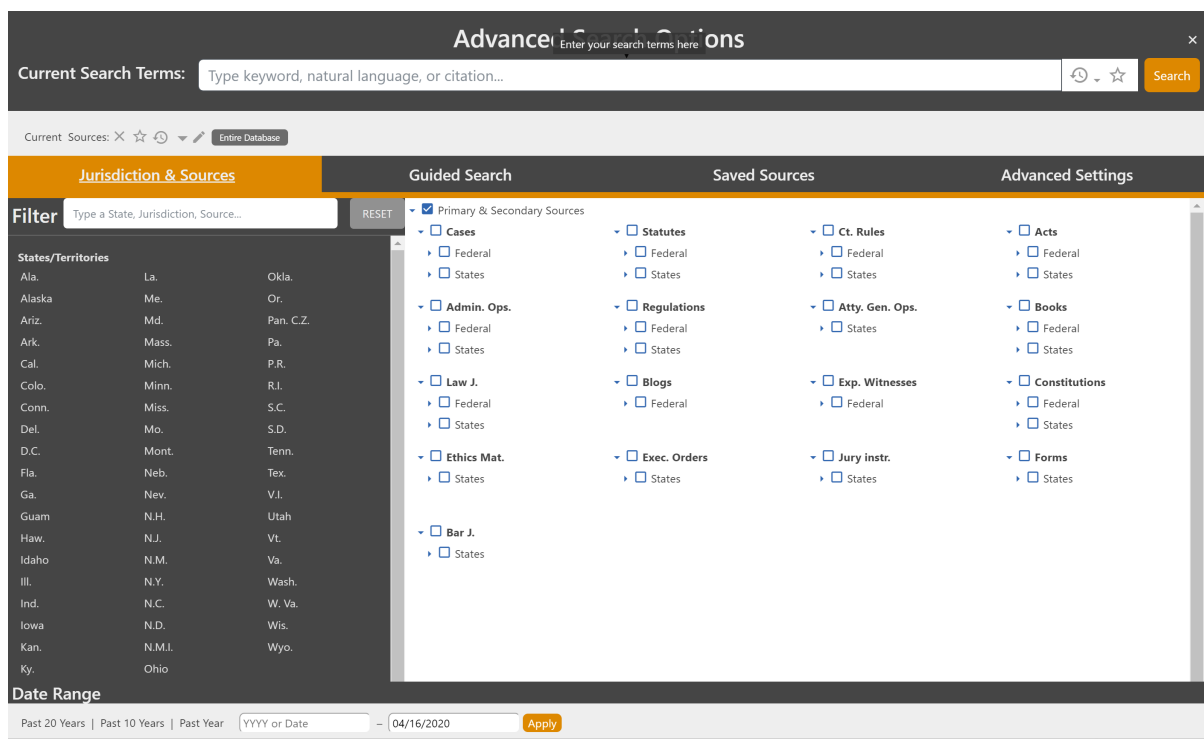
- Click on the **Jurisdiction & Sources** button.



- You can then select a library one of two ways: **Jurisdiction or Document Type**.



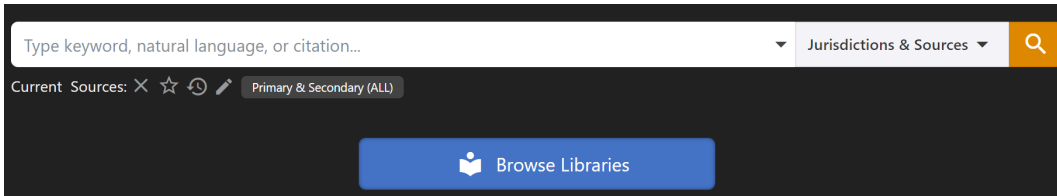
- Click on the document type to filter by document type.
- Type a jurisdiction to filter by jurisdiction, then select the specific jurisdiction that you are interested in.
- You can select as many libraries as you would like and you can select libraries across different levels and jurisdictions.
- Once selected, the current libraries will show next to the Current Scope button underneath the search box
- You can also adjust what types of materials to exclude in your search results by clicking on the "settings" button under account settings.



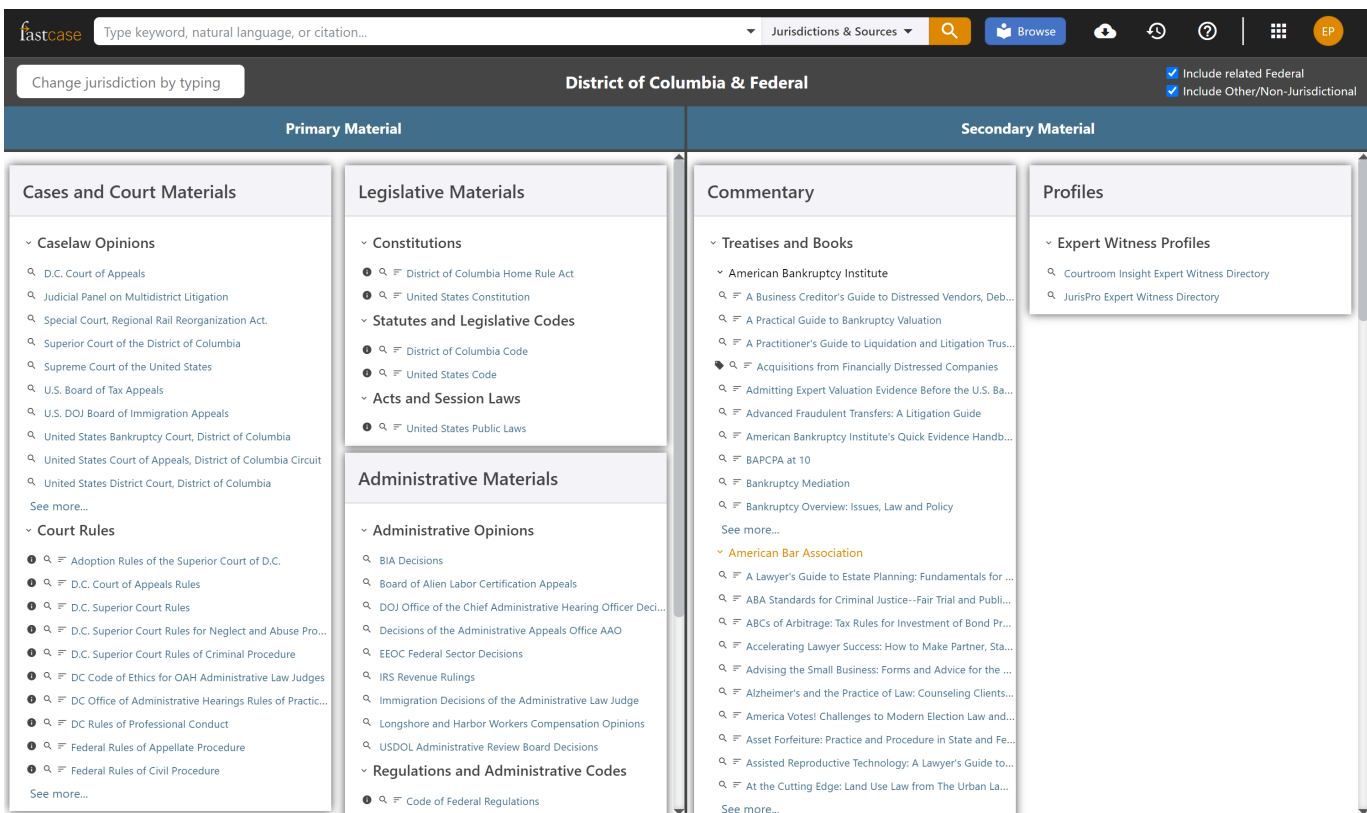
Browse Documents Using Outline View

In addition to searching, Fastcase also allows you to browse primary and secondary content in our **Outline View**

- To get started, click on the **Browse** button



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



- Navigate through the outline by clicking on the drop down buttons next to the section you are interested in.

Outline of Maryland Code

▼ Maryland Code (2019 Edition)

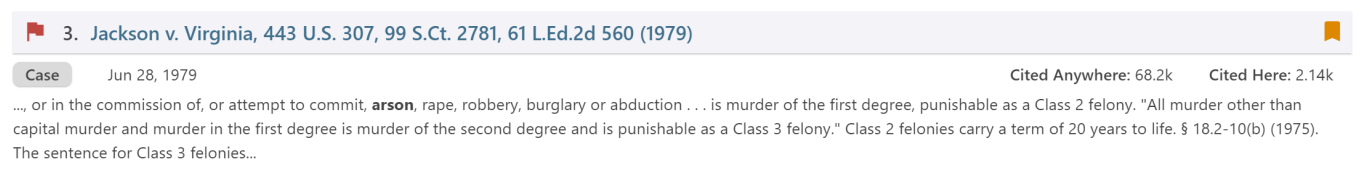
☰ ▼ Agriculture (Title 1 to Title 16)

- ☰ > Title 1 Definitions; General Provisions (Subtitle 1 to Subtitle 3)
- ☰ > Title 2 Department of Agriculture (Subtitle 1 to Subtitle 19)
- ☰ > Title 3 Regulation of Livestock and Poultry (Subtitle 1 to Subtitle 10)
- ☰ > Title 4 Regulation of Livestock, Poultry Products, and Eggs (Subtitle 1 to Subtitle 3)
- ☰ > Title 5 Pesticide and Pest Control (Subtitle 1 to Subtitle 10)
- ☰ > Title 6 Commercial Feed and Fertilizer and Agricultural Liming Materials (Subtitle 1 to Subtitle 5)

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 blue hyperlinked heading of the document.

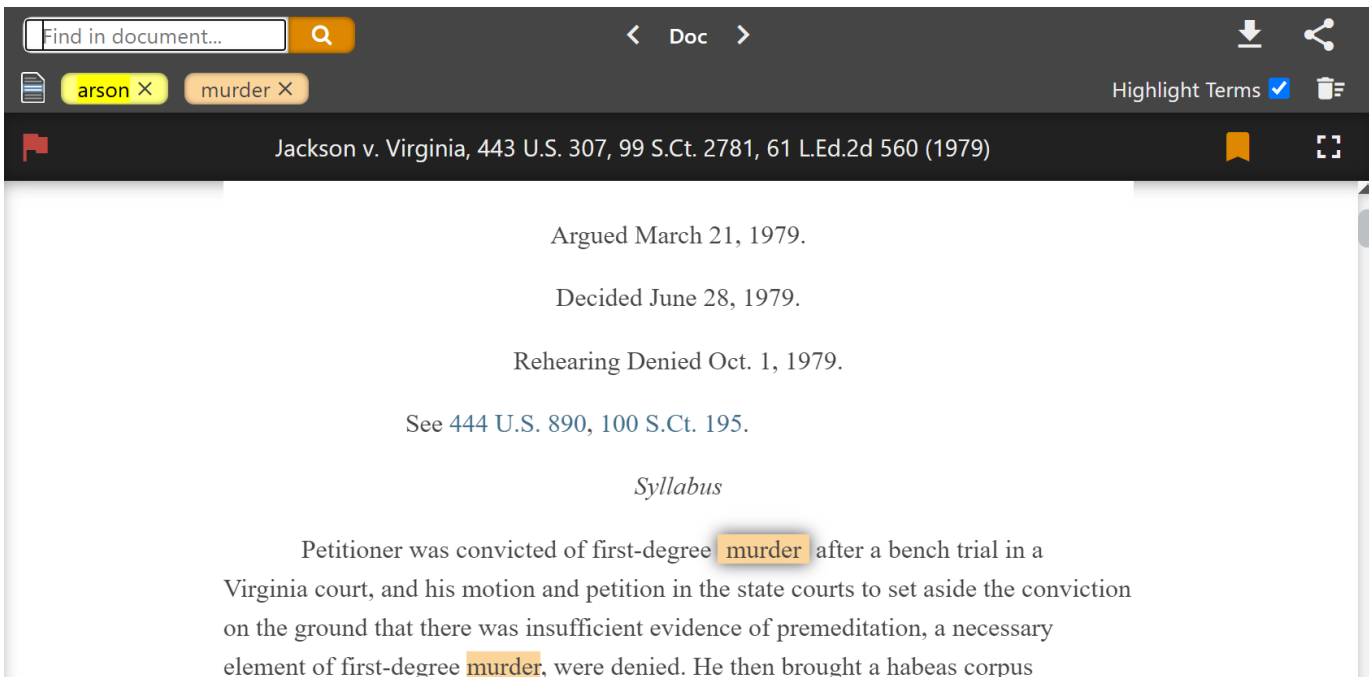



3. [Jackson v. Virginia, 443 U.S. 307, 99 S.Ct. 2781, 61 L.Ed.2d 560 \(1979\)](#)

Case Jun 28, 1979 Cited Anywhere: 68.2k Cited Here: 2.14k



..., or in the commission of, or attempt to commit, **arson**, rape, robbery, burglary or abduction . . . is murder of the first degree, punishable as a Class 2 felony. "All murder other than capital murder and murder in the first degree is murder of the second degree and is punishable as a Class 3 felony." Class 2 felonies carry a term of 20 years to life. § 18.2-10(b) (1975). The sentence for Class 3 felonies...




- Your search terms will be highlighted in the text of the case.







Find in document... 

< Doc >

 **arson**  **murder** 

Highlight Terms 

 Jackson v. Virginia, 443 U.S. 307, 99 S.Ct. 2781, 61 L.Ed.2d 560 (1979)  

Argued March 21, 1979.

Decided June 28, 1979.

Rehearing Denied Oct. 1, 1979.

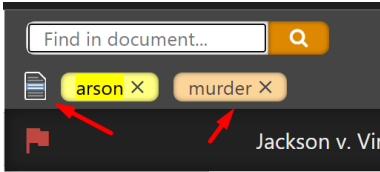
See 444 U.S. 890, 100 S.Ct. 195.

Syllabus

Petitioner was convicted of first-degree **murder** after a bench trial in a Virginia court, and his motion and petition in the state courts to set aside the conviction on the ground that there was insufficient evidence of premeditation, a necessary element of first-degree **murder**, were denied. He then brought a habeas corpus

Navigate Within a Document

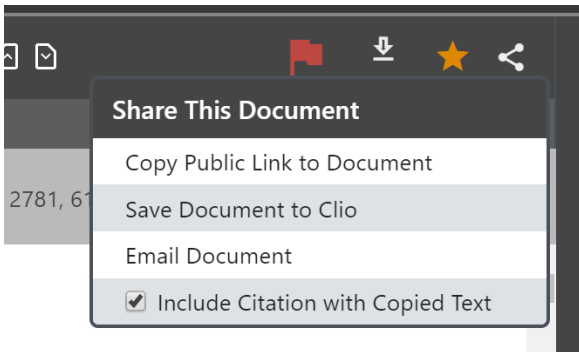
Click on the highlighted term to navigate.



- Jump to the paragraph with the densest concentration of search terms by clicking the button that looks like a document.

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.

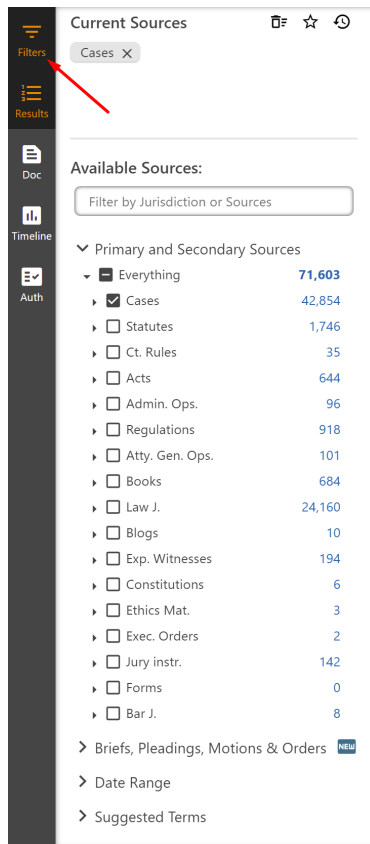
- Next, open the brief or pleading that you are working on in the appropriate word processing program (e.g., MS Word or Word Perfect).
 - Then use your program's paste function to paste the text into your document. If you are using MS Word, you can paste using the shortcut **Ctrl+V**.
-

5 | CUSTOMIZING YOUR CASELAW SEARCH RESULTS

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.

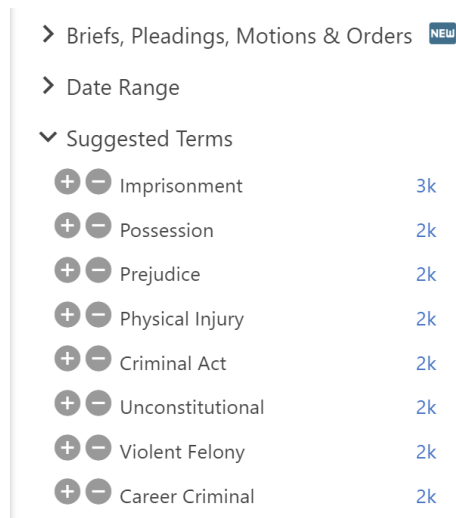
Filter Case Results by Jurisdiction , Authority Level, or Document Type

- Easily filter your results down to cases from one jurisdiction using the **Filters** on the left. You can see the filters panel at any time by clicking on the filter button on the left.



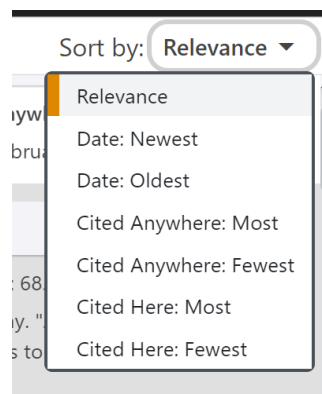
The Suggested Terms list

- The suggested terms list 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. This list is located at the bottom of the filters panel.
- The displayed terms can then be added as a search term to your current search to focus your search further.
 - **Include:** click on the plus sign to add the term to your search phrase
 - **Exclude:** click on the minus sign to exclude that term from your results.
- The number of results that would be affected by that term is located on the right.



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.
- At the top right of the results is the sort drop down. Documents can be sorted by:
 - **Relevance.**
 - **Date.**
 - **Total Cites.**
 - **Cited in Results**

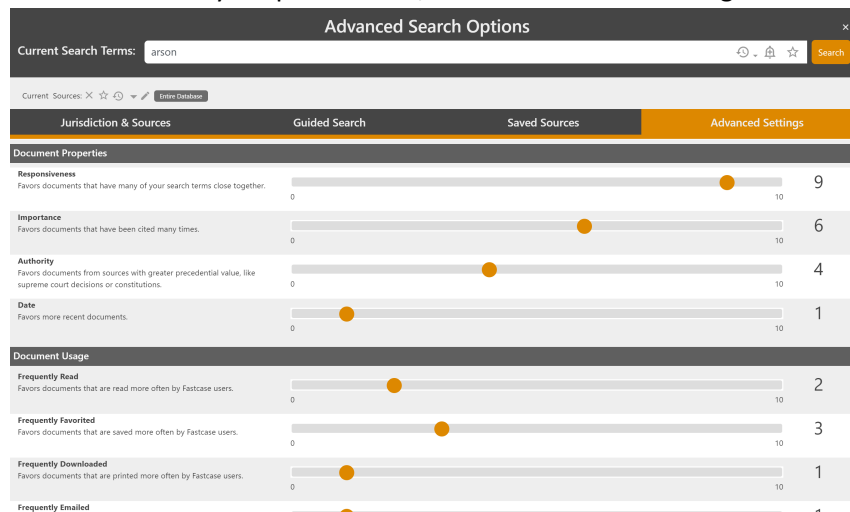


Fastcase Relevance Score

- 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 the account button, then select "settings".
- 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:
 - **Document properties**
 - **Responsiveness:** Documents that have the search terms close together are preferred.
 - **Importance:** Cases that are cited many times are preferred.
 - **Authority:** Cases from sources of higher authority are preferred.
 - **Date:** More recent cases are preferred.
 - **Document Usage**
 - **Frequently Read:** Favors documents that are read more often by Fastcase users.
 - **Frequently Favorited:** Favors documents that are saved more often by Fastcase users.
 - **Frequently Printed:** Favors documents that are printed more often by Fastcase users.
 - **Frequently Emailed:** Favors documents that are emailed more often by Fastcase users.
- You can set up a combination that meets your preferences, or use the default settings.

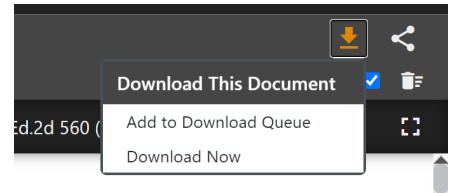


6 | PRINTING & DOWNLOADING DOCUMENTS

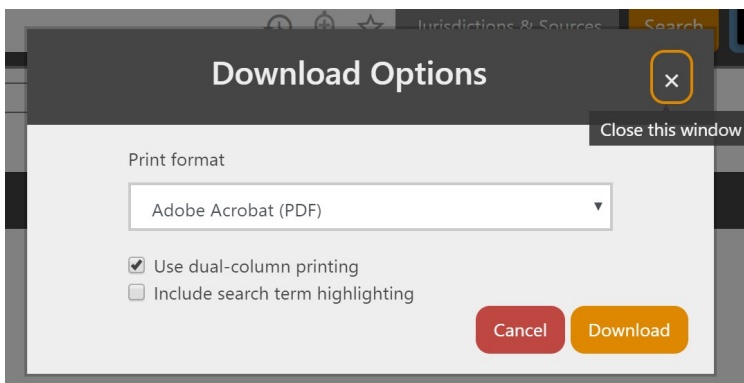
Fastcase gives you the ability to save and print clean, professional-looking documents in single- or dual-column format.

Downloading a Single Document

- Click the **Download** icon on your toolbar. Then click "Download Now"



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

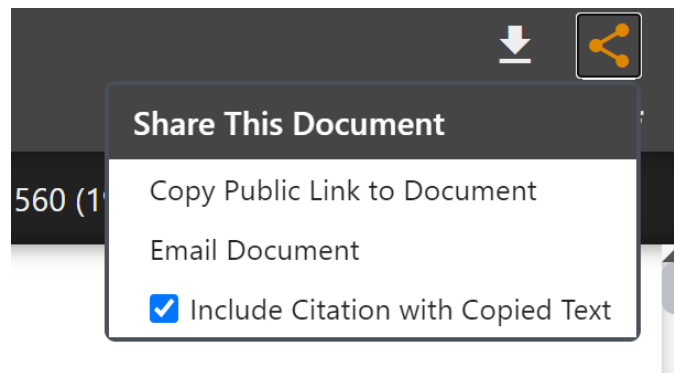


- Click the **Download** link. Your browser will begin to download the file onto your computer.
 - Once the download is complete, open the file using the appropriate application for the file format you selected.
 - Now you can print and/or save the file like any other document on your computer.
-

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 **Download** button and then email it as an attachment.

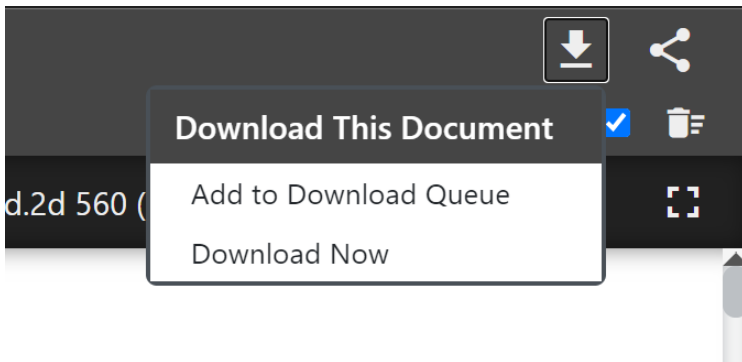
Email Document ×

To:

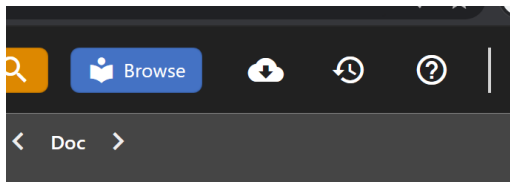
Cancel Send

Batch Retrieval and Downloading Cases

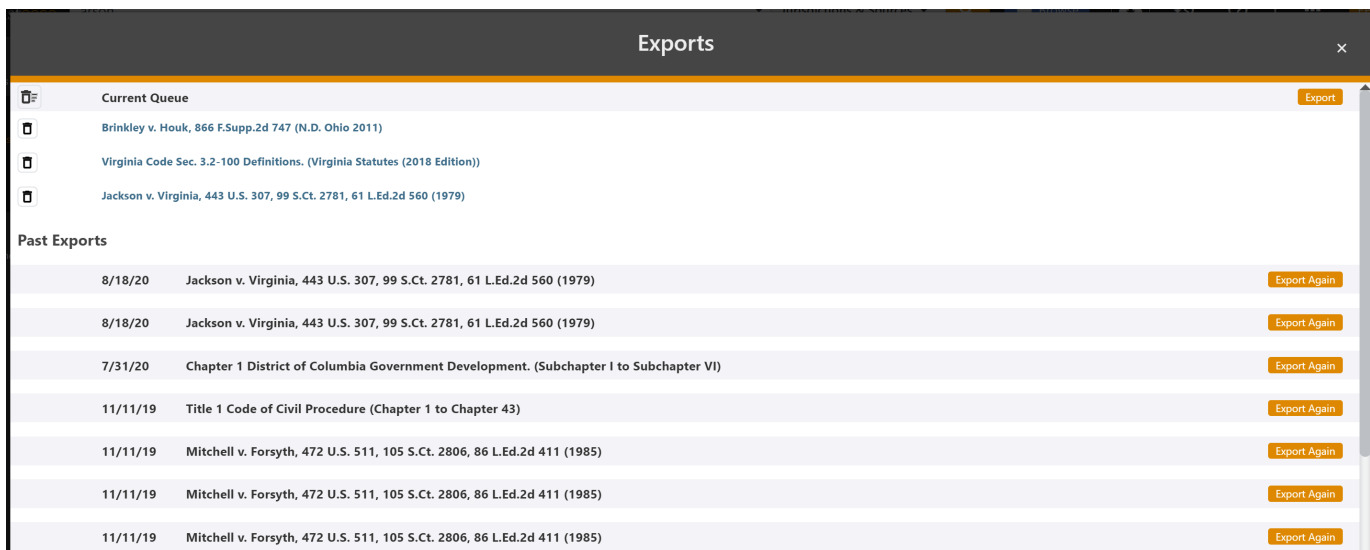
- Batch printing allows you to download and print up to fifty documents as a single document.
- To add a case to your **Download Queue** from the document view page, click on the download icon.
- When you click the download icon, the icon will change color from blue to orange.
- You can add up to 50 total documents to your download queue at a time.



- To download, select the **View Download Queue** icon.



- You will have an opportunity to review the cases in your **Download Queue**. To remove a case from the queue, click the trashcan icon on the left.
- Click the **Export** button



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

Download Options ×

Batch name

Download format

Adobe Acrobat (PDF) ▼

Use dual-column formatting

Single file

Zip archive

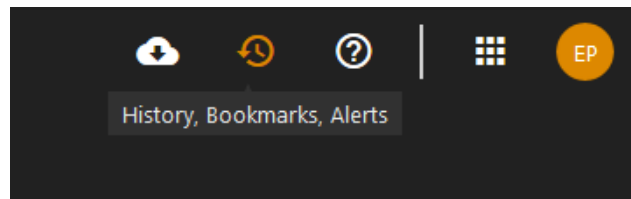
Cancel Download

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

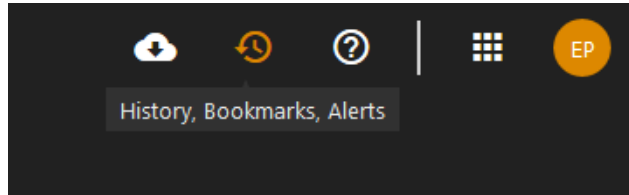
- To view recent searches, select the **History, Bookmarks, Alerts** button from the menu.
- The searches are listed according to the search terms you used
- If you click on the search terms, you will be taken to the results.



A screenshot of the 'History, Bookmarks, and Alerts' interface. The interface has a dark grey header with the title 'History, Bookmarks, and Alerts' and a close button. Below the header is a navigation bar with five tabs: 'Search History' (highlighted in orange), 'Document History', 'Bookmarks', 'Saved Searches', and 'Caselaw Alerts'. The main content area is divided into two columns: 'Keywords' on the left and 'Scope' on the right. The 'Keywords' column lists 18 search terms, each with a star icon to its left. The 'Scope' column lists the corresponding search scopes for each keyword, such as 'AK Cases (ALL)', 'Alaska Criminal Pattern Jury Instructions', 'Primary & Secondary (ALL)', etc. The interface is clean and organized, with a clear distinction between the search terms and the resulting scopes.

Recently Viewed Documents:

- Fastcase automatically tracks recent documents that you have viewed and stores them in your personalized library for easy access.
- To retrieve the recent documents you viewed, select the **History, Bookmarks, Alerts** button from the menu.



History, Bookmarks, and Alerts

Search History | **Document History** | Bookmarks | Saved Searches | Caselaw Alerts

Document

Ohio v. Roberts, 448 U.S. 56, 100 S.Ct. 2531, 65 L.Ed.2d 597 (1980)

This case presents issues concerning the constitutional propriety of the introduction in evidence of the preliminary hearing testimony of a witness not produced at the defendant's subsequent state criminal trial... Local police arrested respondent, Herschel Roberts, on January 7, 1975, in Lake County, Ohio. Roberts was charged with forgery of a check in the name of Bernard Isaacs, and with possession of stolen credit cards belonging to Isaacs and his wife Amy... A preliminary hearing

Jackson v. Virginia, 443 U.S. 307, 99 S.Ct. 2781, 61 L.Ed.2d 560 (1979)

The Constitution prohibits the criminal conviction of any person except upon proof of guilt beyond a reasonable doubt. In re Winship, 397 U.S. 358, 90 S.Ct. 1068, 25 L.Ed.2d 368. The question in this case is what standard is to be applied in a federal habeas corpus proceeding when the claim is made that a person has been convicted in a state court upon insufficient evidence... The petitioner was convicted after a bench trial in the Circuit Court of Chesterfield County, Va., of the fir

Bell Atl. Corp. v. Twombly, 127 S.Ct. 1955, 167 L. Ed. 2d 929, 550 U.S. 544 (2007)

550 U.S. 544
127 S.Ct. 1955
167 L.Ed.2d 929 BELL ATLANTIC CORPORATION,
et al., Petitioners
v.
WILLIAM TWOMBLY, et al. No. 05-1126 SUPREME COURT OF
THE UNITED STATES November 27, 2006, Argued
May 21, 2007, Decided Michael Kellogg argued the cause for petitioners. Thomas O. Barnett argued the cause for the United States, as amicus curiae, by special leave of court. J. Douglas Richards argued the cause for respondents. Souter, J., del

Littler on Background Screening ABOUT THE AUTHORS

About the Authors Philip L. Gordon is a shareholder in the Denver office of Littler Mendelson, P.C., the largest U.S.-based law firm exclusively devoted to representing management in labor and employment law. He also co-chairs Littler's Privacy and Background Checks Practice Group. Philip has years of experience litigating privacy-based claims and counseling clients on all aspects of workplace privacy and information security. He has provided advice to businesses of a

Littler on District of Columbia COVERAGE (Littler on District of Columbia 2020)

Coverage Scope of Discussion. This publication is designed to help employers operating in a state to identify and apply various state employment law requirements. It follows the chronology of employment—tracking requirements from pre-hire, time of hire, during employment, and the end of employment. Because employers are subject to both federal and state employment laws, each section provides a brief overview of federal law and then summarizes applicable state law. Alt

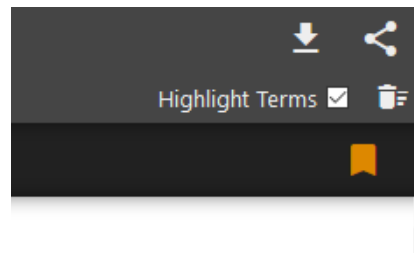
Ferrex, LLC v. ConSeal Int'l, Inc., 175 F.Supp.3d 1363 (S.D. Fla. 2016)

[175 F.Supp.3d 1363] Charles L. Roberts, Wasatch-IP, a Professional Corporation, Salt Lake City, UT, Jeffrey T. Kuntz, Kevin Patrick Crosby, GrayRobinson, P.A., Fort Lauderdale, FL, Kirk R. Harris, Maschoff Brennan, Park City, UT, for Plaintiff/Counter-Defendant. Joshua David Martin, Johnson & Martin, P.A., Fort Lauderdale, FL, for Defendants/Counter-Plaintiff. ORDER DARRIN P. GAYLES, UNITED STATES DISTRICT JUDGE THIS CAUSE comes before the Court on two Motions for Summary Judgment: one file

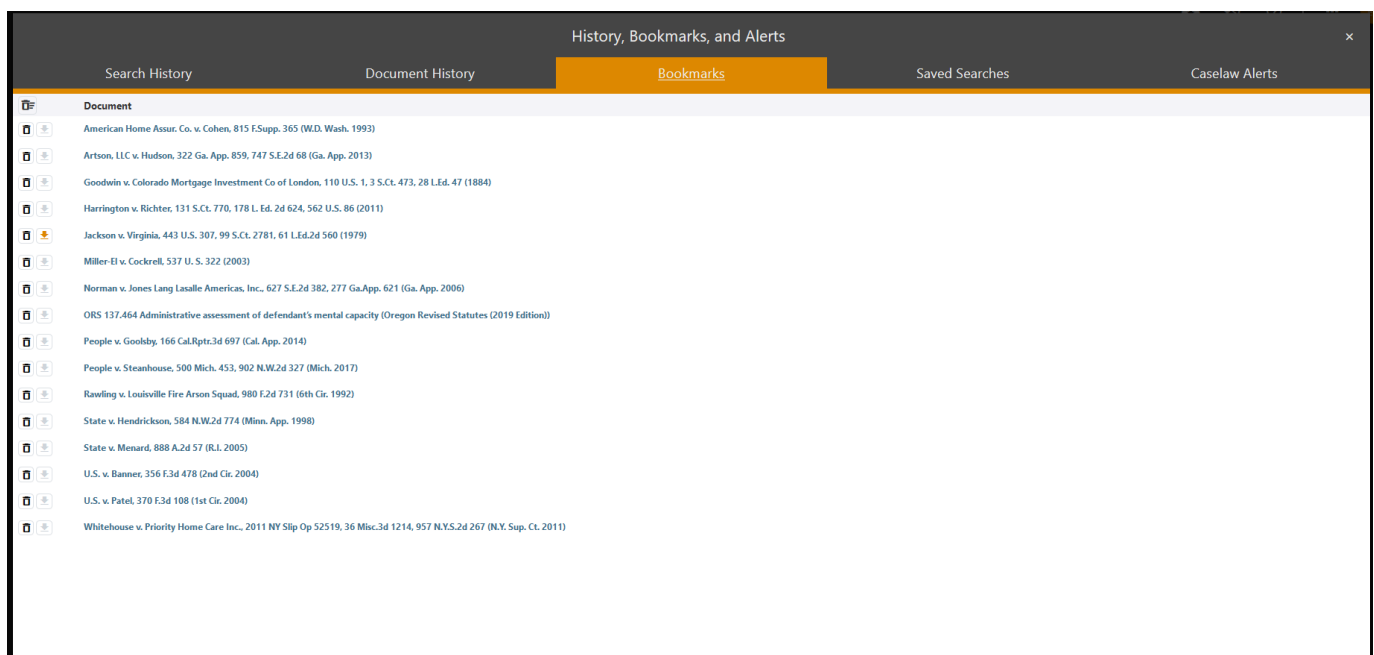
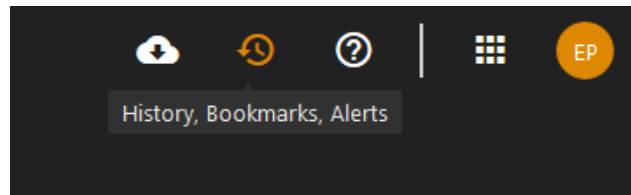
Temp. Inc. v. Uniden America Corp., 513 F.Supp.2d 1345 (S.D. Fla. 2007)

Favorite Documents:

- Fastcase allows you to save documents for later reference. To save a document, click the **Bookmark** icon at the top right of the document.



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



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 in a 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 "x" next to that term.



Searching a Document

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



8 | USING AUTHORITY CHECK

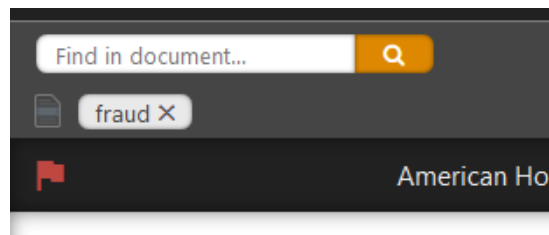
Overview

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.
- 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.



Scroll down to see all later citing cases.

Authority Check

Ohio v. Roberts, 448 U.S. 56, 100 S.Ct. 2531, 65 L.Ed.2d 597 (1980)

Filter by Jurisdiction Sort by: Relevance

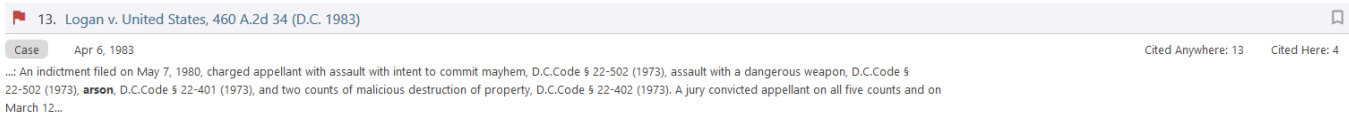
Negative Treatment (1)

Citations (10)

Case Name	Jurisdiction	Case Type	Date	Cited
American Home Assur. Co. v. Cohen, 815 F.Supp. 365 (W.D. Wash. 1993)	W.D. Wash.	Federal District Case	Mar 3, 1993	Cited: 10
Peder v. Scottsdale Indem. Co. (W.D. Wash. 2019)	W.D. Wash.	Federal District Case	Aug 8, 2019	Cited: 0
American Home Assur. Co. v. Pope, 591 F.3d 992 (8th Cir. 2010)	8th Cir.	Federal Appellate Case	Jan 11, 2010	Cited: 6
Phen v. Progressive Northern Ins. Co., 2003 SD 133, 672 N.W.2d 52 (S.D. 2003)	SD	State Supreme Case	Nov 12, 2003	Cited: 15
American Home Assur. Co. v. Stephens, 130 F.3d 123 (5th Cir. 1997)	5th Cir.	Federal Appellate Case	Dec 11, 1997	Cited: 6
Allstate Ins. Co. v. Forest Lynn Homeowners Ass'n, 892 F. Supp. 1310 (W.D. Wash. 1995)				

Identify Frequently Cited Cases

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



13. Logan v. United States, 460 A.2d 34 (D.C. 1983)

Case Apr 6, 1983 Cited Anywhere: 13 Cited Here: 4

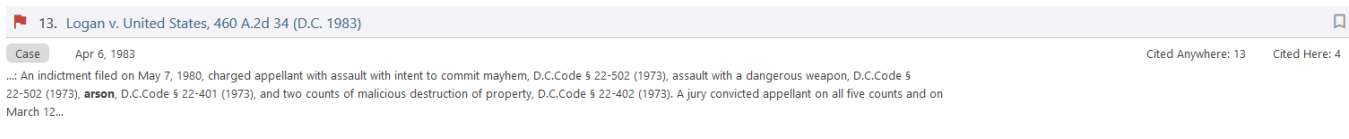
...: An indictment filed on May 7, 1980, charged appellant with assault with intent to commit mayhem, D.C.Code § 22-502 (1973), assault with a dangerous weapon, D.C.Code § 22-502 (1973), arson, D.C.Code § 22-401 (1973), and two counts of malicious destruction of property, D.C.Code § 22-402 (1973). A jury convicted appellant on all five counts and on March 12...

- You can sort the most frequently cited cases overall to the top of the list by clicking on the header labeled "Total Cites"
- You can sort the most frequently cited cases by other cases in the current search to the top of the list by clicking on the "Cited in Results" header.

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 Logan v. United States, 460A.2d 34 (DC 1983). Note the red flag next to the case name, indicating negative citation history for the case.

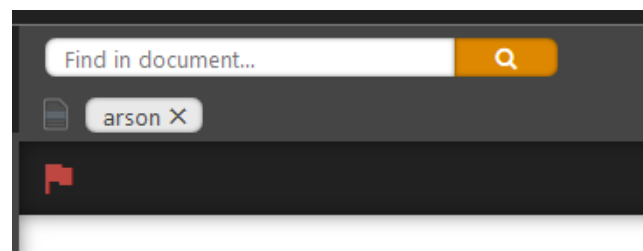


13. Logan v. United States, 460 A.2d 34 (D.C. 1983)

Case Apr 6, 1983 Cited Anywhere: 13 Cited Here: 4

...: An indictment filed on May 7, 1980, charged appellant with assault with intent to commit mayhem, D.C.Code § 22-502 (1973), assault with a dangerous weapon, D.C.Code § 22-502 (1973), arson, D.C.Code § 22-401 (1973), and two counts of malicious destruction of property, D.C.Code § 22-402 (1973). A jury convicted appellant on all five counts and on March 12...

Another Example is Ohio v. Roberts, 100 S.Ct. 2531. Once you click on *Roberts*, you will notice that there's a red flag at the top left of the screen.



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*:

The screenshot shows a web interface for an "Authority Check" report. At the top, it identifies the case as "Ohio v. Roberts, 448 U.S. 56, 100 S.Ct. 2531, 65 L.Ed.2d 597 (1980)". There is a search filter for "Jurisdiction" and a sort option set to "Relevance". A red header bar indicates the category "Negative Treatment". Below this, five cases are listed, each with a brief summary of its relevance to the original case.

Case Name	Court	Date	Cited
State v. Jones, 568 S.W.3d 101 (Tenn. 2019)	TN State Supreme	Jan 30, 2019	3
State v. Copeland, 353 Or 816, 306 P.3d 610 (Or. 2013)	OR State Supreme	Jul 25, 2013	19
United States v. Burden, 934 F.3d 675 (D.C. Cir. 2019)	D.C. Cir. Federal Appellate	Aug 20, 2019	2
United States v. Smith, 928 F.3d 1215 (11th Cir. 2019)	11th Cir. Federal Appellate	Jul 2, 2019	1
State v. Harris, 362 Or 55, 404 P.3d 926 (Or. 2017)	OR State Supreme	Oct 19, 2017	9

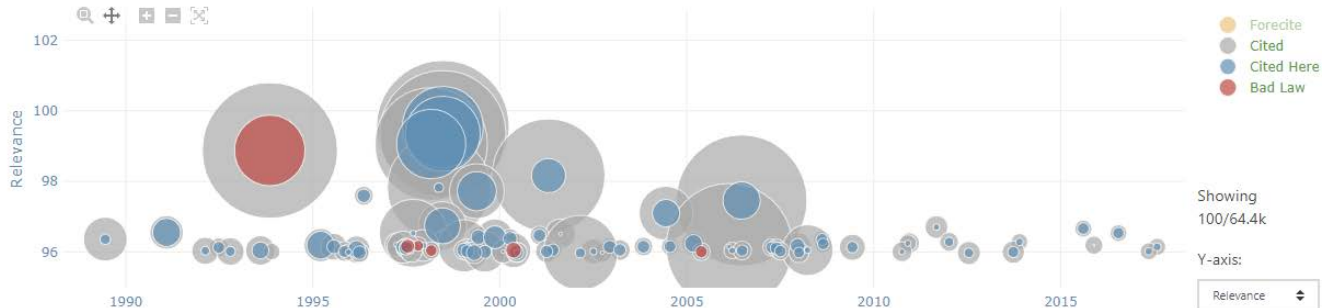
Bad Law Bot finds negative citation history by taking all the cases that have cited *Roberts* and examining how they've cited to *Roberts*. If a court has negatively cited to *Roberts*, **Bad Law Bot** will link you to that case. Keep in mind that **Bad Law Bot** determines negative case history by using algorithms, so the report is constantly updating.

9 | USING THE INTERACTIVE TIMELINE

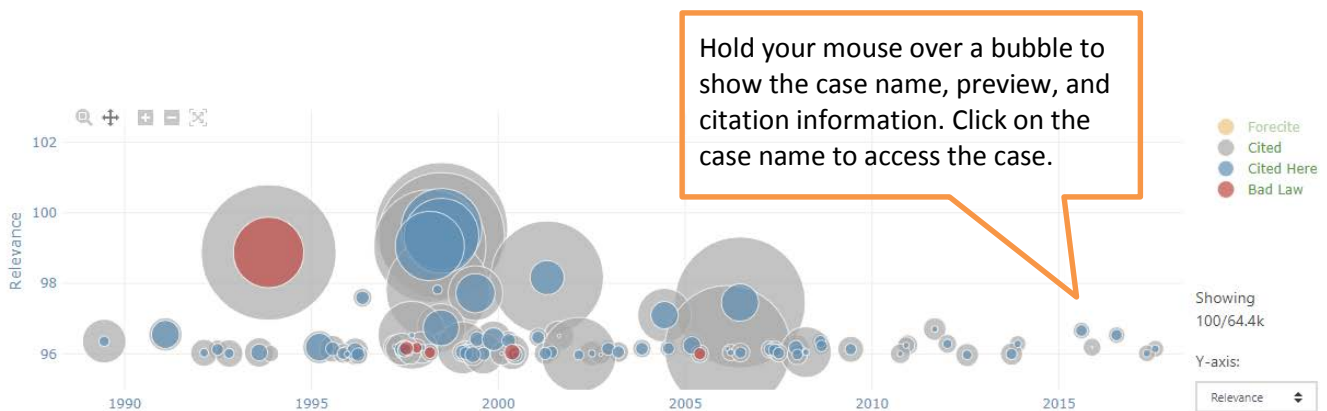
The **Interactive Timeline** is a powerful data visualization tool unique to Fastcase. By allowing you to view up to four different attributes of each case at a time, your search results jump off the page.

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).
 - The red circle indicates that a case has negative interpretation and is no longer considered good case law.

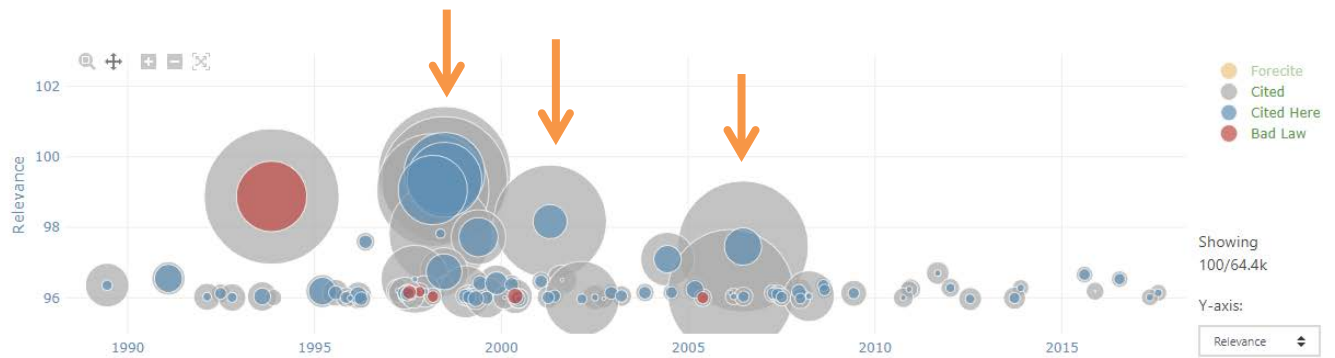


Identifying Authoritative Cases

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 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 "sexual harrassment" 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 sexual harrassment cases– stand out.

10 | HEINONLINE

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 **Browse**, then select Hein Journals from the Secondary Materials section.

- ∨ Law Journals and Reviews
 - ∨ Full Court Press
 - 🔍 ≡ AILA Law Journal
 - 🔍 ≡ RAIL: The Journal of Robotics, Art...
 - ∨ HeinOnline
 - 🔍 ≡ Hein Journals
 - ∨ Independent Publisher
 - 🔍 ≡ Managed Care Litigation Update®
 - ∨ Wordsworth

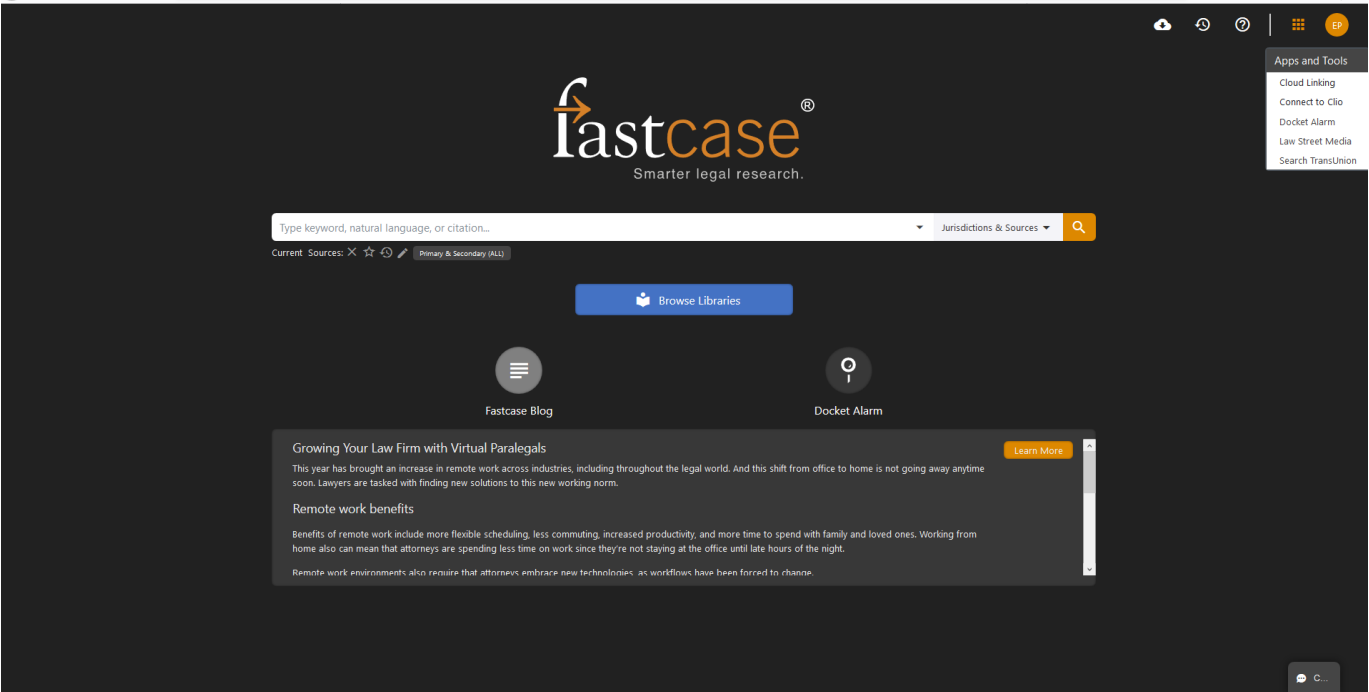
Subscribe

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.

Connect to Clio

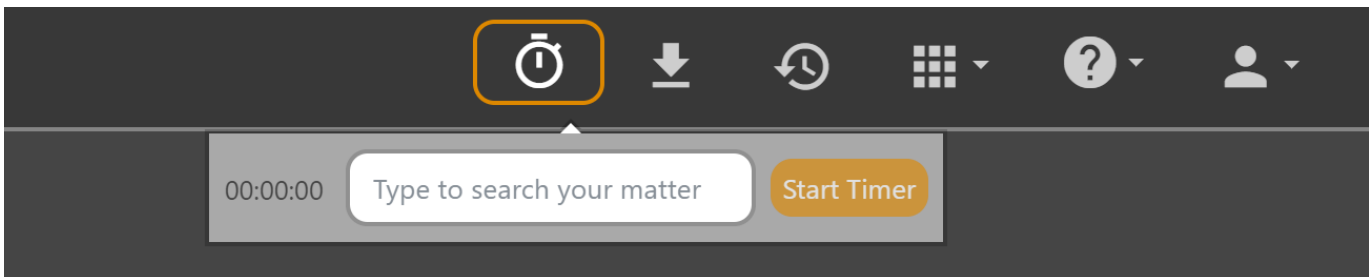
If you use Clio's Cloud-Based Practice Management Software you can link your Clio account to Fastcase to quickly record billable hours as you research.

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**.



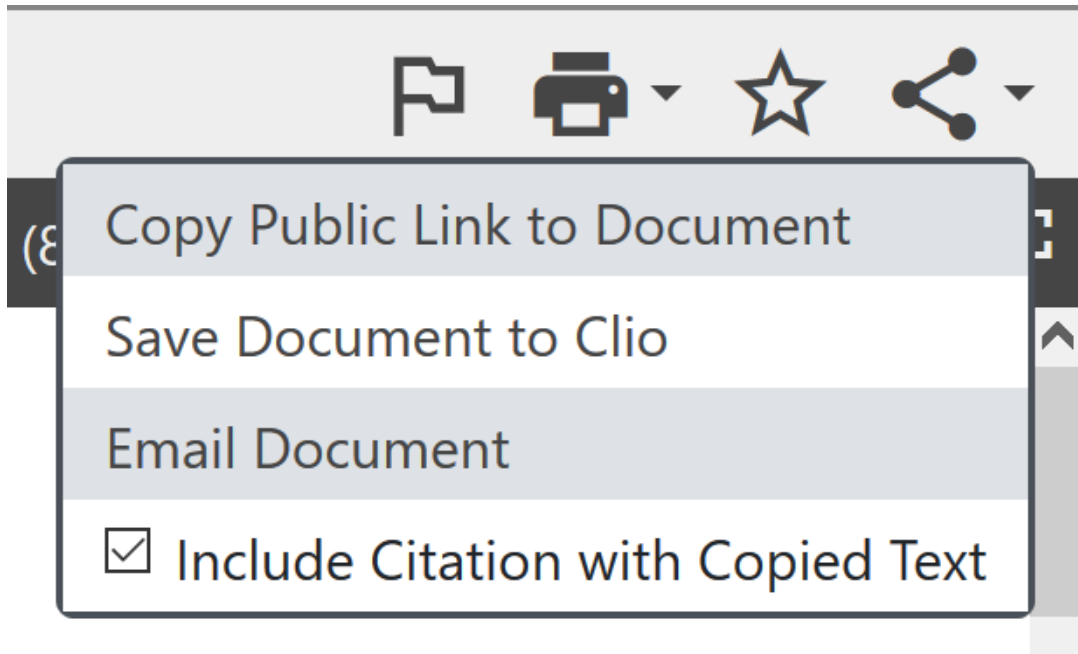
Track Your Billable Research Time

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.

Save to Clio

Print format

Adobe Acrobat (PDF)

Use dual-column printing

Include search term highlighting

Matter: 00005-Wilson

Cancel Save

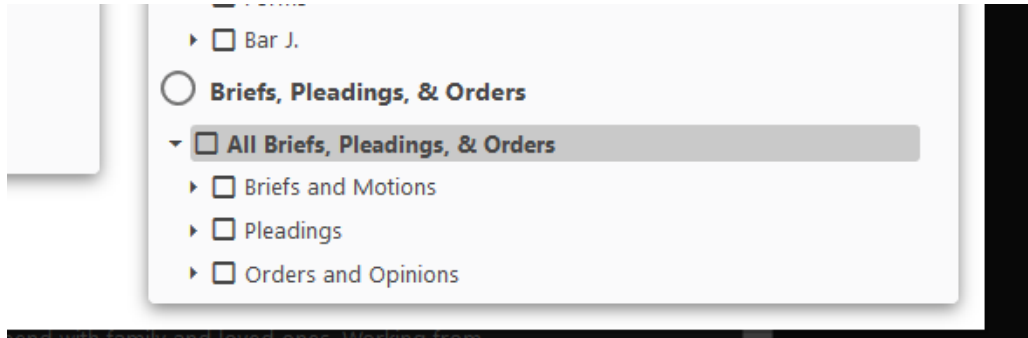
1 2 | Docket Alarm

What is Docket Alarm?

Docket Alarm is a docket research and analytics platform. Users can conduct full-text searches and set up alerts and tracking for cases across federal courts and a growing list of state courts.

Seeing Docket Alarm Results in Fastcase

Docket Alarm can be selected as an option from the Jurisdiction and Sources page. You can search all briefs, pleadings and orders, or just one category at a time.



Getting More Information about Docket Alarm

Please visit the Docket Alarm main webpage at www.docketalarm.com or contact the Support Team.

13 | SUPPORT

Customer Support

All Fastcase subscribers enjoy access to unlimited customer support. Our customer support hours are from 8 a.m. to 9 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 **Live Chat** 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 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.

Additional Support Materials: fastcase.com/support.

Locating a case by keyword

To pull up a document by keyword, use the search box at the top of the page and formulate your search query using one or more of the 8 Boolean operators listed at the bottom of this sheet.

Tip: Start with a broad search and use Fastcase's sorting and filtering tools to find the document you need. If you are not sure where to start, a natural language search may help point you in the right direction.

Locating a case by party name

Use the search box at the top of the page. To pull up *Plessy v. Ferguson*, 163 U.S. 537 (1896), type [Plessy v. Ferguson](#) into the search box. You can then select the case from the "Type Ahead" options beneath the search box.

Tip: This works best when parties have less common names.

Locating a case by citation

Type in the volume number, reporter abbreviation, and first page number of the case. Use the search box at the top of the page. To pull up *Plessy v. Ferguson*, 163 U.S. 537 (1896), type [163 U.S. 537](#) into the search box.

Printing a document

Fastcase generates an electronic copy of documents which you can then print after downloading. To download the document you are viewing, start by clicking the Download icon at top right hand side of the screen and then click on [Download Now](#). When you get to the Download Document screen make your formatting selections (e.g. .pdf, .doc) and click Download. The document will begin downloading to your computer. Once the document has downloaded, you can open and print the document using the appropriate software program (e.g., MS Word, Adobe Acrobat, Word Perfect).

Sorting search results

To sort your search results, click on the [Sort by](#) options at the top of the results list. You can then sort by date, relevance, or number of times cited.

Filtering your results

On the left side of the screen are your result filters. You can filter your results by document type or jurisdiction. Just click to add the filter to your current results.

Generating a list of later citing cases

To generate a list of cases that cite the case you are viewing, click the flag above the case. An [Authority Check Report](#) with a list of later-citing cases will open. [Bad Law Bot](#) will bring cases that have been cited with a negative citation signal to your attention.

Browsing documents in Outline View

Select [Browse](#) at the top of the screen. Select the jurisdiction you want to browse by clicking on the location map. You can then select the document type you want to browse. Then, click on the small arrows to expand the title, chapter, and section. To view a particular item, click on the document title.

Batch-download multiple cases

Start by adding cases to your print queue, either by clicking on the Download icon, then click on [Add to Download Queue](#) link when you are viewing a case, or by clicking the [Download Queue](#) icon from the results page. Next, select [Export Queue](#) from the top of the page. On the next screen, review the cases on the list, make your formatting selections, and click [Export](#) to begin downloading the document to your computer.

Boolean Search Operators

Syntax	Example	Result
AND, &	copyright AND preemption	cases with 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	cases with either "security" or "pledge", and also the word "assignment"
" "	"felony murder"	cases containing the exact phrase "felony murder"
w/2, /2	capital w/2 punishment	cases in which the word "capital" appears within 2 words of the word "punishment"
*	mitig*	wildcard - cases containing variations of the stem, such as "mitigate", "mitigated"
?	mari?uana	cases containing mari - any letter - uana

Want more information about Fastcase?

This one is easy—visit us online at www.fastcase.com anytime, or call 1-866-773-2782 from 8a-9p Eastern time M-F, excluding holidays.



Unlock Power Google Search

Catherine Sanders Reach, MLIS
Director, Center for Practice Management
North Carolina Bar Association

Contents

Your Duty to Google.....	2
What is the Internet Good For?	2
Evaluating Search Results	3
Google Ready Reference.....	4
Google Search Results Refinement.....	6
Google Advanced Search Terms and Connectors	7
404 (Page Not Found) Errors.....	9
Google News	9
Create Personalized Search Engines	9
Social Media Search Engine	10
Google Image Search	10
Google Alerts.....	12
YouTube	12
Google Maps	12
Google Scholar	16
Google Patent Search.....	17
Google Finance.....	17

Most people use the Google search engine every day to look up information on everything from restaurant reviews to driving directions to the airspeed velocity of a laden swallow. In fact, the word google (lower case G) officially appeared as a verb in the Oxford English Dictionary in 2006. The free web is especially useful for “ready reference” materials like census results, information about businesses and individuals, sample documents, government information and more. It can also be a great way to get up to speed on (or keep up with) an area of law by accessing the wealth of legal blogs, scholarly resources and substantive bar association publications available for free online. Lawyers will find that a familiarity with advanced search features of the Google search engine can help unearth useful information in a very short amount of time.

Your Duty to Google

...Advances in modern technology and the widespread use of the Internet have sent the investigative technique of a call to directory assistance the way of the horse and buggy and the eight track stereo.

-- Dubois v. Butler, 901 So. 2d 1029 (FL App 2005)

... a party must exercise due diligence in attempting to locate a litigant's whereabouts. ...We discovered, upon entering “Joe Groce Indiana” into the Google search engine, an address for Groce that differed from either address used in this case, as well as an apparent obituary for Groce's mother that listed numerous surviving relatives who might have known his whereabouts.

-- Munster v. Groce, 829 N.E.2d 52 (Ind. App. 2005)

Recently ethics attorney Megan Zavieh wrote for *Attorney at Work* that lawyers have a “[duty to Google](#)”. She explains that this is a shorthand way of saying that when information is publicly and easily available it simply can’t be ignored. This sentiment is echoed by at [least 8 jurisdictions](#) in different opinions. However, a lawyer using any search engine should also recognize that an effectively structured search of public information, as well as discerning the source, is as important as doing the search itself. Information provided for free on the Internet is not always authoritative, accurate or unbiased. Remember the acronym [JUST ASK \(a law librarian\)](#) – check Jurisdiction, Useful Tips, Scope, Terms of Art, Acronyms, Sources and Key Cost Constraints.

What is the Internet Good For?

So, the next question becomes: when should I, or under what circumstances should I, use the Internet as a legal research tool? The vague answer is that you *should* use the Internet for legal research when your search strategy and knowledge of sources tells you, the researcher, that the Internet will be the most effective or--one of a range of effective tools-- for performing legal research.

One of the keys to understanding legal research sources is to understand their weaknesses as well as their strengths. Many beginning searchers understand the Net’s strengths—speed, size, ease of search.

Unfortunately, many of them are not aware of its weaknesses, so let's briefly examine the most important strengths and weaknesses of searching the Internet:

Primary legal information in *limited contexts*

There are some problems with relying on primary legal information, especially statutes, gathered from free Web sites. Disclaimers regarding accuracy, timeliness and authority abound on many sites that provide free caselaw, statutes or regs. For instance the disclaimer on the [NC Statutory search page](#) for the NC General Assembly notes "the North Carolina General Assembly will not be responsible for any errors or omissions which may occur in these files" and suggests to see any referenced notes to view the print copy or subscribe to LexisNexis. The "[caution statement](#)" for the US Supreme Court Slip Opinions is almost laughably complex. Or peruse the [NC Courts website disclaimers](#). Until it is fully decided that the [law is free of copyright](#), allowing publishers to make the official law available for free, these disclaimers will continue to appear.

Context or Background

The Internet can often serve as an excellent starting point for legal research if you are just "learning" or looking for background information without too much concern for accuracy or timeliness. You can use various resources available for free to gather definitions, recent cases, or legal news and articles. The Internet is often used best when it used to execute a broad search in pursuit of one or two starting points instead of combing through a list of mediocre results looking for an "answer" The notion that the Internet can be used to locate good 'starting points' is a corollary to the "one good case" theory of legal research. The 'one good case' theory basically says that if you can find one or two good cases or articles on point you are well on your way toward an answer because there are a number of different ways you can leverage that information to find more law on point.

Factual Information

Freely available information online can provide excellent factual information including company information, government information, finding people and ready reference.

Evaluating Search Results

Recently there has been a lot of questioning of Google's inherent bias in search results regarding political affiliation. While that will continue to be a question, there is no doubt that [Google's results are by design influenced](#) by what it knows about the individual searcher including browsing history, previous searches, location, time, device and more. This is not necessarily a bad thing, but to get Google results without the bias created by the knowledge of you and your preferences try a search on [StartPage](#).

Researching online requires a good deal of wading through fake information. This seems to be a skill that can become somewhat intuitive over time. Digital natives are a lot less likely to fall for fake news

than their older counterparts. “On average, American Facebook users over 65 shared nearly seven times as many articles from fake news domains as those aged between 18 and 29,” researchers from NYU and Princeton found.

In 2016, a man with a rifle who claimed to be “self-investigating” a baseless online conspiracy theory involving Comet Ping Pong, a Washington, D.C. pizzeria, entered the establishment and fired the weapon inside the restaurant. The conspiracy theory maintained that Comet is the site of an international Satanic child sex abuse ring hosted by powerful Democrats, including Hilary Clinton. So clearly, false information has power.

Tips for verifying information online [from NPR](#):

- Pay attention to the domain and the URL – for example, abcnews.com is a legitimate news source, but abcnews.com.co is not.
- Read the “About Us” section – most sites have a lot of information about the news outlet, the company that runs it, leadership, ethics statement, etc. Read it if in doubt and keep an eye out for melodramatic or overblown language that might signal a fraud.
- Look at the quotes in a story – legitimate sources frequently use lots of quotations from reliable sources, like professors or academics who can speak to the research they’ve done (which you can also look up!).
- Verify quotes where possible – especially for high profile speakers who might be quoted, transcripts of what they said are often available (think a presidential press conference).
- Look out for clickbait – headlines often will be written in an exaggerated language with the intention of being misleading, then are attached to stories about a completely different or abjectly false topic.
- Reverse image search – right click on an image attached to a news story and choose to search Google for it. If the image is appearing on a lot of stories about many different topics, there’s a good chance it’s not actually an image of what it says it was on the story.
- If you find a useful statistic online, find out who paid for the research before relying on it. What’s the authority of the source site? Look for more than 1 site to verify.
- Anything behind a paywall probably isn’t going to be indexed by Google. That’s why there are paid databases.

How do you know if you can trust the information you find? Here’s a [handy guide](#), created by Prof. Melissa Zimdars.

Google Ready Reference

In many cases you can simply type in a word or phrase and Google will give you instant results, with or without accompanying search results. For instance, type *weather: Mongolia* and Google will show you the weather in Mongolia instantly, without making you click through to a website. Following are other instant results options:

Weather:

This operator allows you to get the weather based on any location—by postal/ZIP code, city name, state, or country. The broader locations will match to the most popular location in that region. If you need historical weather try [Weather Underground](#).

Example: [weather:atlanta](#)

Stocks:

This operator shows a stock's share price, its recent trend, and a price graph. Information like the closing price, daily high and low, market cap, and more are also displayed.

Example: [stocks:aapl](#)

Map:

This operator will return a result from Google Maps related to any geographic location. You can use any location descriptor: name, postal/ZIP code, coordinates, address, etc. There are also ways that you can view your [Google Maps search history](#) and [Google Maps location history](#).

Example: [map:florida](#)

Movie:

This operator is a great way to research all the information you could ever want to know about any movie. The results will be displayed beside an instant preview card that shows its ratings from credible sites, description, release date, cast, and more.

Example: [movie:knivesout](#)

Define:

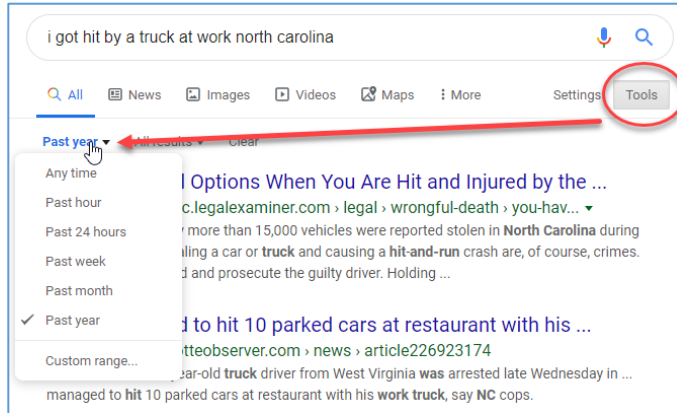
This operator allows you to get an instant definition preview of any word.

Example: [define:onomatopoeia](#)

More instant search results include holidays (just type in *Mother's Day 2020*), calculations (just type in *what is half of 312*), conversions (*1 pint = how many cups*), translations (*translate:my dear in Spanish*), populations (*population:Zimbabwe*); UPS/Fedex/USPS tracking (just type in the number, it will figure out the carrier!), currency conversion (*84,000 Thai baht is how many dollars*), tips (*tip calculator* pulls up a mini calculator or type *15% tip on \$60* for an instant answer). If you want a quick answer to a straightforward question just ask Google!

Google Search Results Refinement

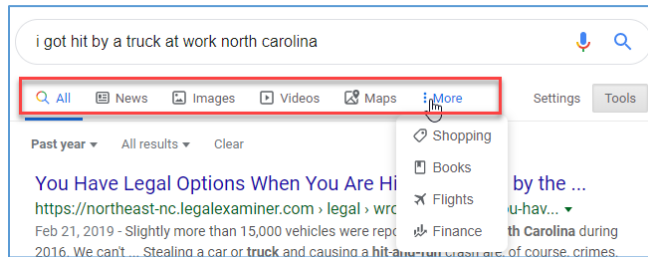
The Google search engine is designed to be easy and intuitive. They are constantly refining the search algorithm to help users find the most relevant information based on the keywords. While a basic search will yield great results, it will often yield too many results to adequately review. There are number of ways to filter and refine a search in Google to narrow them more specifically to meet the needs of the inquiry – without having to read 1000s of results. Here are a few to be aware of:



Narrow Results by Date Range

Because Google’s algorithm ranks results based on relevancy and popularity you get the best matches for your search terms, but not always the most recent. To filter your search results by date, after running a search in Google look towards the top of the results page and click on the button called “Tools”. Two options will appear, including “Any time” and “All

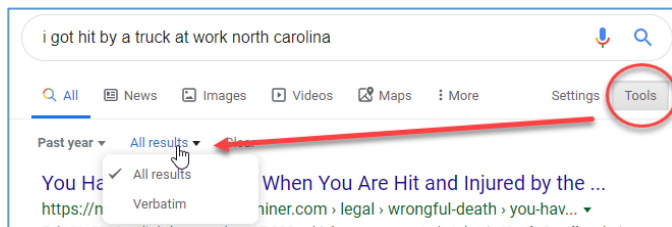
results”. Click on “Any time” and choose from options to refine the search results including “past hour”, “past 24 hours”, “past week”, “past month” or “past year”. Or click on “Custom Date Range” to search for results that fall within a specified date range.



Narrow Results by Source

At the top of search results, you can click on a certain type of content to view results in only in Google search subsites like shopping, images, news, maps, videos, books, flights, finance and more. Clicking

on of these types will take you to the results page in those different subsites.



Narrow Results by Verbatim

By default, Google corrects your spelling when you misspell a search term. That can be very useful. However, sometimes you are using an intentional spelling and do not want

Google to correct for you. Click the “Tools” button at the top of your search results then click “All results” and pick “verbatim” from the drop-down menu.

Google Advanced Search Terms and Connectors

You can absolutely do a [natural language search in Google](#) and get results that are on point. But if you want to refine your results so that they are looking less for the popular pages you will need to craft a better search that will help unearth different and possibly better results. Following are terms and connectors you can use to add laser focus to your search.

“ ”

While Google's search results will often show a string of search terms together in an order similar to the search you enter, those results will not remain consistent. A search for *North Carolina articles of incorporation* yields over 5 million results, with the most relevant at the top. However, behind the scenes the search engine is adding the connector "AND" between each word in your search. To force a phrase search you need to add quotations. Changing the search to "North Carolina" "articles of incorporation" tells the search engine to show results that include the words in quotations as a phrase. The results for this search are far fewer and possibly more relevant with under 300,000 results.

-

Sometimes you get search results that include a lot of irrelevant hits. Using a "-" to refine your results can help. In Google the minus symbol is a substitute for the Boolean connector NOT. For instance, a search for *bass -guitar* will yield results for bass fishing instead of bass guitar and bass fishing. The minus sign delimiter is almost always something you will use to refine a search when you find your original search casts too wide of a net. You can also add additional refinements as necessary. For instance *bass -guitar -shoes -music* removes more extraneous search results when you are just looking for bass fishing. Google got rid of the + connector with the advent of Google Plus, though maybe they will bring that back now that [Google Plus is being sunset](#).

OR

The default search term connector in Google is AND, which tries to narrow the search results to match for all of your keywords instead of any of them. To expand your search use OR. For instance, if you are looking for vacation options in either Far Tortuga *or* more broadly on the Cayman Islands then search for "*far tortuga*" OR "*cayman islands*" *vacation* (the word "or" will need to be in all caps to have the search engine recognize it as a connector and not a stop word). If you can picture the results of a [Venn Diagram](#) when you are constructing a search this will help you recognize when OR might be useful.

Filetype:

Useful information is often found buried in the pages of documents uploaded to a website in a PDF format, but the Google search results often do not show these types of results at the top of the list. Or, you may be looking for information contained within a Word document or Excel spreadsheet. You can use the filetype delimiter to have Google's search only show certain file types in the results. For instance, a search for *"profit and loss" statement filetype:xls* will find results with those words in Excel spreadsheets. Similarly use filetype:doc or filetype:pdf to find Word documents or PDF files. Want more? [See the list](#).

Site:

Site: is a useful search delimiter that helps either search a large website that does not have a search engine of its own or helps unearth the most popular resources on a site from Google's search results. For instance the search *llc site:www.sosnc.gov* goes straight to the popular "business entity requirements for different types of entities" page on the NC Secretary of State website, while a search within the Secretary of State's website using the site's internal search yields results for a page higher in the folder structure. Don't forget to use both if you are looking for something on a website that is complex or has a significant amount of information. You can also limit your search to a particular top-level domain using the site: delimiter, such as *"computer fraud and abuse act" site:gov*.

*

In Google's search the * is a wildcard. You can use a wildcard connector to substitute for a word in a phrase you are not sure of. For instance, the search *feed a * starve a ** will find either "feed a fever, starve a cold" or "feed a cold, starve a fever" (and help put that question to rest once and for all).

()

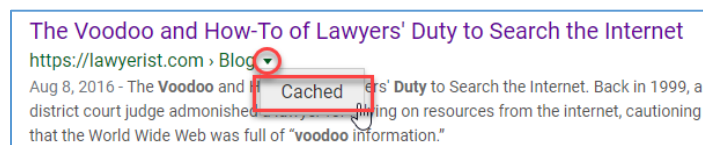
You can group multiple terms or search operators to control how a search is executed. Putting a search term in between parentheses will group it away from the rest of your query, allowing for a more refined and specific search. Use it like you would a mathematical function. For instance the search [\("time warner OR comcast\) "net neutrality"](#) shows results with either Time Warner or Comcast before the phrase net neutrality. [Without the parenthesis](#) the results show the words in any order.

AROUND(X)

Yes, there is a proximity search in Google. Find pages containing words or phrases within X words of each other. For instance, “*net neutrality*” *AROUND(5) Comcast*” will find the phrase “net neutrality” within 5 words of Comcast.

There are more ways to focus your search and you can use the [Google Advanced Search page](#) if you don’t want to memorize them all! Note though that some options like the AROUND(X), (), and * connectors aren’t options in Google Advanced Search, so you just have to know them (and here is a [handy Google Advanced operators list](#)).

404 (Page Not Found) Errors



While the *cache:* search will unearth cached pages for a domain (e.g. Example: [cache:apple.com](#)) if you want to see the cached page for a specific page link

from the Google search results click vertical ellipses next to the page link and choose “cached” from the options of the pop up box to see the cached version of the page. The other option that may appear, “similar”, will run a new search using the “*related:*” function which shows sites related to that page. Other options to find pages that are no longer live include [Archive.org](#) (aka the Wayback Machine) or go to [ViewCached](#) to search Google Cache, the Internet Archive, Yahoo!, Bing and more all at the same time.

Google News

Google News (<https://news.google.com/>) lets you search hundreds of local and national news outlets at the same time. You can choose U.S. or international sources, as well as news from specific concentrations such as business, technology, science or health. If you are looking for full details of a fact set then you will need to read multiple accounts, and Google News is very helpful in making this easy. Once you have entered your search click on the arrow to the right of your keywords to add a date range.

Alternatively, you can construct a search in the main Google search box and once you see the results you can select “News” and then you can customize a date range (under Recent - Custom Range) and sort by relevance or date.

Create Personalized Search Engines

The web includes trillions of pages. That staggering number underlines the necessity of effective search engines - without them, the web would be useless. Users simply wouldn't be able to find the information they need in a reasonable amount of time.

Even the best search engines can cause frustration with the sheer breadth of information. Though attorneys can minimize some of these frustrations by learning search tricks or mastering a search engine's "advanced" search tools, they can also build custom search engine tailored to their needs, built using [Google's Programmable Search](#). Google Programmable Search (f/k/a Google Custom Search

Engine ("CSE")) allows users to choose specific resources from the web - blogs, webpages, news sites, etc. and search only those resources, thus cutting down on the noise from the rest of the Web. Creating a Google CSE requires the user be logged into a free Google account. Then follow the simple steps which include filling out a set up form. The Google Programmable Search can then be used as a standalone page or it can be embedded as a "widget" on blogs or websites.

Here are some examples of search sites created with the Google Custom Search:

Fee Fie Foe Firm

<http://www.feefiefoefirm.com>

Fee Fie Foe Firm is an aggregate search of law firm websites. The focus is US law firms, although you can change the jurisdiction to search the UK, Canada, Australia, Singapore, Ireland, New Zealand, or South Africa (more jurisdictions coming). Use the search box to search law firm websites for legal experts, law firm bulletins, articles, press releases and more!

Free Full-Text Online Law Review/Journal Search

<https://www.lawtechnologytoday.org/free-full-text-online-law-review-journal-search/>

This free search engine from the ABA's Legal Technology Resource Center searches the free full- text of over 400 online law reviews and law journals, as well as document repositories hosting academic papers and related publications such as Congressional Research Service reports. Several of the law reviews and legal journals (such as the Stanford Technology Law Review), working papers, and reports are available online only.

Social Media Search Engine

[Google Social Search](#) isn't technically a Google property, but it is a free social media search engine powered by the Google Custom Search. It allows users to search for content in social networks in real-time without logging in for publicly posted information on Twitter, Google+, Facebook, Youtube, Instagram, Tumblr, Reddit, Flickr, Dailymotion and Vimeo. Free users can also save their searches and set up email alerts.

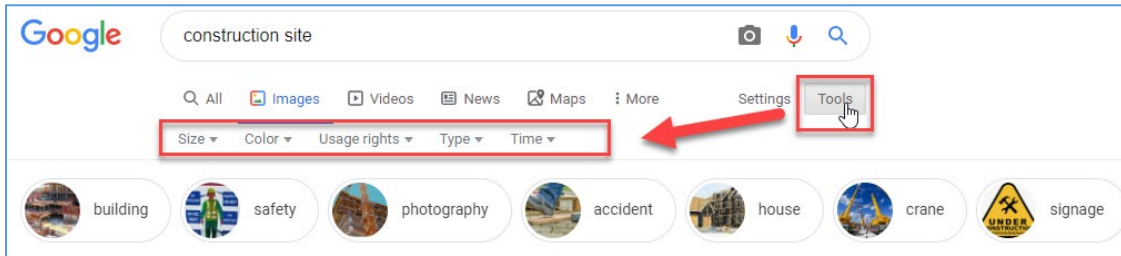
Google Image Search

You can use Google to search for images through [Google Images](#). In addition to looking for keywords in the text of the page and [alt tags](#) of the images themselves, Google also does [pattern matching](#) to find like images, including faces.

Narrow Results

Once you have added your keywords to the Google Image Search and get your initial search results you can narrow results in a variety of ways. At the top of the results Google suggests additional delimiters depending on the image you are searching for. A search for "construction site" will show additional options such as photography, accident, house or signage. Under

“Tools” at the top of the search results you can limit the results by color, size, usage rights, type, or time.

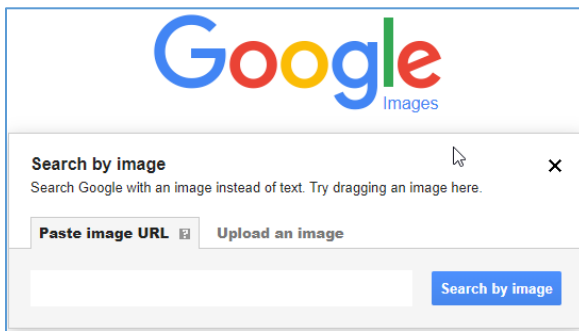


When you click on an image it will open within the search results and you can share the image, bookmark it or add it to a collection. Your collections, if you are signed into Google, will appear at the top of the search results on the upper right side of the page. [SafeSearch](#) is on by default. It will also let you scroll through related images.

Advanced search

Like the Google Advanced search, [Google Advanced Image Search](#) provides a search form that will let you fully refine a search without having to learn terms and connectors specific to Image Search. In addition to keywords, you can narrow results by size, aspect ratio, colors in images, type of images (face, photo, line drawing, etc.), site or domain, and format (jpeg, bmp, png, etc.). The usage rights delimiter is especially useful if you need to search for a copyright free image. You can restrict results by “free to use or share, and modify, even commercially”. However, double check these rights if you plan to use an image in any marketing or publishing.

Reverse Image Search



On the main search page for [Google Image Search](#) you will see a camera icon. If you click on the icon it will prompt you to either upload an image or paste an image URL. If you upload an image from your computer to Google Image Search it will use pattern matching to try to find similar images. If you have a link to an image you can also search for similar images by pasting the URL. To get

the URL for an image right click on an image and click “Copy Link Address”. If you need to get more information about an image, such as EXIF information to determine metadata about an image such as location, camera type, date/time stamp, what software was used to edit the image and other information try this tool: <http://imgops.com/>. Note that images on social media sites such as Facebook and Twitter automatically scrub EXIF information.

Google Alerts

You will need to be logged into Google to set up a [Google Alert](#). When you add an alert, you will be notified via email when Google indexes a site that has the search terms you specify. While often this will capture new information, Google is constantly crawling the web so you may occasionally get older content that has only just been crawled. To create an alert, type in your keywords and then click “show options”. You can then specify how often you want to receive alerts, which sources are searched (news, blogs, web, etc.), language preference, location and how many to send you (only best results, all results). Your alerts will be emailed to the email account associated with your Google login. When you have chosen your options click “Create Alert”. Google Alerts works especially well when the sources for your alerts are news and blogs. You can edit or delete any alerts you have set up in My Alerts on the main Google Alerts page.

YouTube

YouTube is Google’s video platform and is one of the most popular places on the Internet. You can do a keyword search in YouTube and it will match your keywords against the video title, transcript (if available), and keywords submitted by the video owner. However, Google does not (yet) search the words spoken in the audio or “see” the images in the videos themselves, although there are [music identification](#) apps (including [Sound Search from Google](#) for Android) and [audio search engines](#).

Narrow Results

You can run a keyword search in YouTube and once the results appear click “Filter” to further refine your search. You can search by upload date, type (video, channel, playlist, movie, show), duration (short or long), features (e.g. subtitles, location, Creative Commons, etc.). You can sort results by date, view count, or rating.

Google Maps

[Google Maps](#) are very useful for getting directions, getting traffic updates, and finding local businesses such as restaurants and more in proximity to a certain location. But, really, that is the tip of the iceberg and indeed Google Maps could help look at a location without having to physically visit. It can even [provide voice guidance](#) to help walk around an unfamiliar city.

A basic search for an address or business will zoom you in on a road map on the screen. You can zoom in or out by using the plus or minus signs at the bottom right of the screen. By opening the panel to the left you can get a lot more options. Just click on the hamburger (three stacked horizontal lines) menu at the top left of the screen.

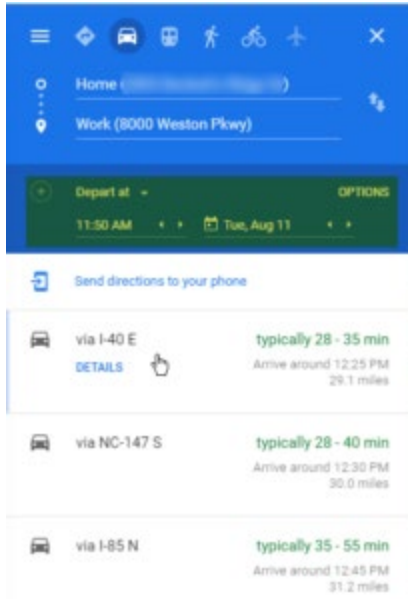
Google Maps in the Browser

A basic search for an address or business will take you to a road map on the screen. You can zoom in or out by using the plus or minus signs at the bottom right. You can get directions, save it in your favorites, send to your phone and search for businesses nearby. For more options click on the hamburger (three stacked horizontal lines) menu at the top left of the navigation panel. You will see many options including:

Satellite

The Satellite view in maps is a bird's eye perspective of the map that will show detail like vegetation, parking lots and other details not seen in the road map view.

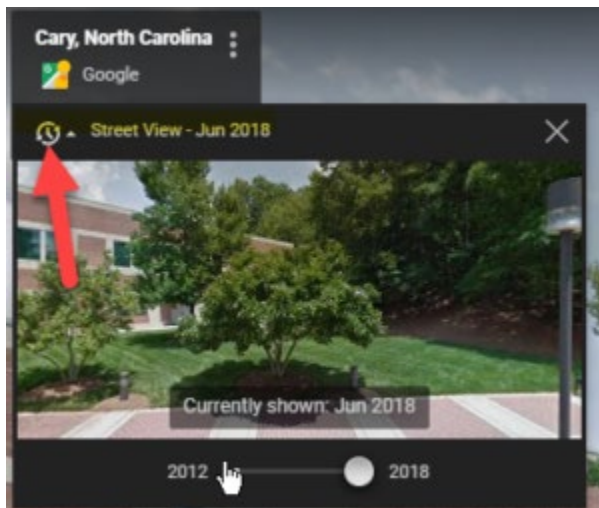
Traffic



In either map view or satellite view you can click on Traffic to see either live traffic (default) or choose “Typical Traffic” from the small drop-down menu in the Traffic box on the screen at the bottom. You can then choose the day of the week and the time of day to see statistically “typical” traffic in an area. This information could be useful if you are driving, or if you are trying to determine the amount of time it takes to drive from one place to another based on usual traffic. Click on “directions” and map a point-to-point drive and find out how long it takes based on a specific departure or arrival time by clicking “Leave Now” and choose “depart at” or “arrive by” in the options. You can choose a date and time in the past, as well as the future.

Street View

Want to “walk” around an address without visiting the site? Click on Street View and then click on the address (the red pin) and Google Maps will zoom in onto street level and you can use your mouse to “walk” around an area. This is handy if you are visiting a new courthouse and want to get the lay of the land or going to a new client site and need to see street parking options.



Does the scene look sunny and warm even though it is the dead of winter? In the upper left corner of the screen a box shows the address you are viewing and the date the image was captured. There may be a clock icon indicating there are more images. Click the clock icon and you can see images of the same street taken by year and month on a timeline. For instance, zoom in with the plus sign in the bottom right to discover a Tow Away zone sign that wasn't there a few months previous. You can also drag the "Peg Man" (the yellow stick figure in the bottom right of the screen) onto a pinned address or anywhere on the map to zoom to the street view.

In Road Maps view click on a business or public building and in the left column there may be photos or videos available submitted by Google users, including 360 photos so you can "walk" around inside. The date and the name of the person who submitted the image is displayed.

Google Maps for Investigation and Evidence

Since you can go to a street view captured at specific times, usually a few years apart, you may be able to view a location for road conditions, whether the exit to a building was blocked, or other information that is vital to your case without leaving your desk. You may be able to establish drive times with typical traffic on a date to validate – or disprove – a timeline or alibi. Coupled with [Weather Underground Historical Weather](#) information you may be able to establish a fact set that corroborates testimony. You can use this information at the beginning of a case to begin your research, but can you rely upon it as evidence to the court? One litigation support company explains [how to use Google Earth images](#) for work up on a case. This [illustrative article from a personal injury firm](#) shows how they use Google Maps to help with an injury case. They point out some of the limitations and considerations for using Google Maps, including that the information is helpful in investigation, but cannot be used on its own to win a case. However, New York [recently amended §4511 of the Civil Law and Practice Rules \("C.P.L.R."\)](#) to require courts to take "judicial notice" of digital mapping images and related information. Courts can take judicial notice of a fact when it is a well-known or indisputable, proven fact. Of course, the rules of evidence will still apply and a 2019 appellate court in [Florida rejected the use of images mined from Google Maps](#) due to a lack of authentication. Depending on how you want to use the information mined from Google Maps (which include Street View and Google Earth) you may be able to [bring it as evidence](#). Before you rely on images from Google Maps [check the rules](#) and the court and [do your research!](#)

Navigation with the Google Maps App

While your travel may have been curtailed due to the pandemic, we will be back on the road soon and there are a few things to know about the power of Google Maps for getting around.

Google Maps Driving Mode for Android

A recent update to the Google Maps app in Android replaces Android Auto to [enable driving mode](#), which limits your ability to do anything on your phone when driving directions are enabled. Your phone will go into hands free mode and the Google Assistant will read text, make hands free calls, and play music. No word on the equivalent for iPhones, although there are [plenty of tips](#) to leverage Google Maps driving directions on your iOS device.

Real Time Driving Hazards

If you typically use Waze as your driving app of choice because of the real time user input, now Google Maps has that feature too (though [law enforcement isn't thrilled](#) that drivers are getting notified of upcoming speed traps). You will get voice notifications as you drive about construction, lane closures, disabled vehicles, and objects in the road. This information can be hugely useful if you find your drive slowed to a crawl due to highway construction. Even if you have driven a route a thousand times turning on the app can help you get to your destination with minimal hassles.

Alternate Transportation

Prefer walking, biking, ride share or public transportation to driving? Even if you drive locally, if you are visiting a city you might not need to rent a car and save some money if there are alternate modes of transportation. The Google Maps app will let you choose between a variety of modes of travel so you can see which are best when getting around at your destination. A ride share service may seem expensive if you already have a car, but factor in the cost of parking (and parking hassles) and that may make the best sense. Or you may be two stops away from your destination if you take public transportation. You can check time estimates for bikes, walking, ride share and public transportation in many areas.

Augmented Reality Walking Directions

A recent upgrade to walking directions for major US cities can give you a [virtual reality experience](#) while walking in an unfamiliar area. You can turn on Live View and your Google Map walking directions will be superimposed on the area ahead of you by using your phone's camera. It is worth trying out for the novelty but walking down a busy city sidewalk staring at your phone invites all sorts of trouble. However, if you have some earbuds you can use them to [get narrated directions](#) so you can put your phone in your pocket and Google will tell you when to turn left or right – discreetly.

Offline Maps

If you are driving in an area and know you will depend on broadband access for your maps app to work, you may want to download a map to use offline. You can [download a map](#) if you are exploring a new town or an area so you don't lose your way, even if you lose 4G. You can be prepared for the dreaded "GPS signal is lost" alert.

Find Parking (and Where You Parked)

In addition to Google Maps helping identify public and paid parking with a P symbol on the map, now you can remember *where* you parked without having to take a picture (or multiple pictures). Once you have parked tap the blue location dot in iOS or Android and select "Set as Parking Location" in the options. A "P" icon will appear alongside a note that says, "You Parked Here". In Android you can also add details like meter reminders, or the parking garage level.

Google Maps and Privacy

Google doesn't have the best track record with privacy and as delighted as you might be with the ability to leverage Google Maps street view, you may be mortified that anyone can look at your house or your client's house just by typing in an address. If you have GPS on by default and use Google Maps app your activity is tracked and stored in your history.

Blur Your House

If you don't want to have people see your house or building, or if you think that you need to tell a client to protect their privacy due to fear of violence, you can [request that Google blur the picture in Street View](#). They will warn you this is a permanent action (OK!). Go to Google Maps and put in the address. Go to Street View and click "Report a Problem" in the bottom right corner of the browser screen. Center the red box on your home and select "My Home" in the "Request Blurring" field. Provide a reason, like "safety issues". Then click submit. You may want to do this on Bing Maps too.

Turn Off Location Tracking

Google tracks your location for "convenience". Go to <https://myaccount.google.com>, log in to your Google account and in the Data & Personalization [toggle off location history](#) to pause the collection of your location data. You can also set auto-deletion of your location and see and delete your history.

Google Maps Timeline

Even with location tracking paused, Google Maps [may still track your activity through Timeline](#). Open the Google Maps app on your phone, tap your profile picture and go to Your Timeline. Tap the vertical ellipses to get to Settings and then scroll to the Locations settings. You can delete everything in your history by tapping on Delete All Location History.

Google Scholar

[Google Scholar](#) offers scholarly articles and case law for free. There are better resources for articles and case law search, ask your law librarian!

Articles

Search for scholarly articles by keyword and then narrow the results by date. You can sort search results by date or keyword relevance. In the hamburger menu at the upper left click to add saved articles to "your library" or set up an alert. Click "Advanced Search" to return articles authored by specific people or published in specific journals.

Search results list the article name, what format it is in (HTML or PDF), the author, the Journal name, the Journal website, and a brief keyword-in-context summary. Click the quotation symbol

to get formatted citations (MLA, APA, etc.), related articles, versions (if available) and click the star to save the article to your library (you must be logged into Google). Click an author's name to see other works by that author. There you can follow an author and get alerts when she has published a new version or a new article. Each article also shows how many other articles cited to it. Click there to see citing articles and search within citing articles.

For more information about Google Scholar for literature research click [here](#).

Case Law

Toggle the search to Case Law in the main Google Scholar search page. Select the courts you want to search. Coverage includes appellate and superior courts for all states and all Federal courts. Once you have run the search you can change the courts, sort by relevance or date, and restrict by date in the left column. You can also create alerts for your search.

Each search results shows the case name, Bluebook citation, what cases cite to it and how it was cited. Google Scholar shows the importance of the citations with a symbol that shows how much the cited case is discussed. You can also see versions and related articles.

Once you click to read the full text of the opinion the paragraph numbers are hyperlinked, and a "how cited" button at the top will bring up a page of citing opinions in context. All cases referenced in the opinion are hyperlinked.

Learn more about using Google Scholar for legal research from the Library of Congress [here](#).

Google Patent Search

Google provides a [Patent Search](#), but like Scholar you may be better off using more sophisticated resources for better results. However, if you just need cursory or free resources you can start here.

The search for Google Patents lets you build a series of terms plus synonyms connected by the AND operator. You can then limit by date, inventor and assignee. You can further limit by the country the patent office is located in, the status, type and whether there is any litigation.

Results show an abstract, the patent submission, inventor and assignee, description and similar documents and citations.

Here is a tutorial and full description on how to use [Google Patent Search](#) from GreyB, IP Services.

Google Finance

[Google Finance](#) combines market summaries for specific markets and specific stocks, top market stories, indices performance in real time and more. You can add a watchlist of your favorite stocks that show performance and news.

For an individual stock, say Apple (AAPL) you can get an overview of performance for a specified time period, including price for a specific date by using the slider. You can get news about the stock, compare

performance with competitors and see quarterly financials for the current year by revenue, net income, operating income, etc. Another, and more comprehensive financial site similar to Google Finance (and free), is [BigCharts from MarketWatch](#), which will provide historical quotes in detail by a specified date.

TABLE OF CONTENTS

SEARCH ENGINES	2
FEDERAL SITES	2
NC SITES	4
JUDGES.....	5
COURTLISTENER.....	5
DOCKETS AND VERDICTS.....	6
SHARED CONTENT SITES	6
ONLINE RESEARCH - DON'T FORGET THE PUBLIC LIBRARY	8
BUSINESS RESEARCH GUIDES	8
BUSINESS RESEARCH SITES.....	8
PEOPLE SEARCHES	10
SOCIAL MEDIA SEARCH	11
SOCIAL MEDIA MONITORING.....	11
STAY IN THE KNOW.....	11
TRAPPERS AND KEEPERS.....	12
AUTOMATION	16

SEARCH ENGINES

DUCKDUCKGO

<http://duckduckgo.com/>

For a clean interface and a no-tracking privacy policy, check out the DuckDuckGo search engine. You can search most sites directly by adding a [!Bang parameter](#). For instance “!youtube kittens” would search YouTube for kittens or “!slaw copyright” searches popular legal blog Slaw.ca for the keyword “copyright”. You can also choose always on https, and prevents sharing of your search with sites you click on. You can even change the color, look & feel, and the layout.

WOLFRAM ALPHA: COMPUTATIONAL KNOWLEDGE ENGINE

<http://www.wolframalpha.com/>

Wolfram Alpha is more of a fact engine than a search engine. It excels at mathematical functions, but also can do things like find and analyze data on a stock, compare stocks, mortgage calculations, compute salary equivalents and current value of historical quantities of money, and thousands of other options. The Pro and Pro premium versions let you upload your own data (data, audio, text and 60+ other types) for the engine to analyze. They also have an app for lawyers - the [WolframAlpha Lawyer’s Professional Assistant](#). This iOS app (iPad and iPhone only) has a legal dictionary, statutes of limitations for state, visa requirements, calendaring, fee calculations, settlement calculator, historical value of money, crime rates, and a way more for \$4.99.

STARTPAGE

<https://www.startpage.com/>

Do you like the results you get from Google, but don’t want the customization of results you get because as a logged in Google user the search engine delivers results based on what it “knows” about you? Try Startpage, which lets you search Google anonymously. It calls itself the world’s most private search engine, and it is nice not to have your own behaviors taint search results.

FEDERAL SITES

U.S. CONGRESS ON THE NET

<http://congress.gov>

The federal government is making a strong push to provide all government information to the American public for free via the Internet. Congress.gov (f/k/a Thomas) is a perfect example. It provides access to federal bills back to 1979 and federal public laws back to 1973. This is one of only a few sites where those responsible for the content have made a concerted effort to add information that pre-dates the World Wide Web. One can also do the better part of a federal legislative history for free. There’s much more there worth exploring.

US SECURITIES AND EXCHANGE COMMISSION

<https://www.sec.gov/edgar/searchedgar/companysearch.html>

Contains more than 20 million filings, including annual reports and executive compensation, from 1994 to the present for public companies. Persons holding more than 5% interest in a company must also submit searchable documents.

GOVTRACK.US

<http://www.govtrack.us>

GovTrack is a great way to keep track of who is doing what in Congress. You can follow the status of current legislation as it makes its way through the House and Senate. One can also look at the voting records and success rates for a congress person and look at the work being done by individual committees just to name a few things. This site, unlike Congress.gov, is not a government website.

U.S. CODE SEARCH

<http://uscode.house.gov/search/criteria.shtml>

This site allows a researcher to search and browse the U.S. Code as well as retrieve sections by citation. It's not perfect, but it's a vast improvement over its predecessor. One can update a code section by looking at the classification table for the ensuing years and updating using Thomas. Is this an acceptable alternative to commercial publications of the code? It depends on one's purpose.

GovInfo

<https://www.govinfo.gov/>

GovInfo is the replacement for FDsys (Federal Digital System) which was the replacement for GPOAccess. It's an attempt by the federal government to provide accurate, trustworthy government information. For instances, you can look at the full budget of the US Government for FY2020. It also represents the government's effort to bring all important sources of federal legal information into one searchable location. You can access the US Code, the Federal Register, congressional documents/hearings/reports, and far more.

E-CFR

<http://www.ecfr.gov/cgi-bin/ECFR?page=browse>

Very few offices have an up-to-date print set of the CFR. Fortunately, the federal government provides a pretty reliable online version through E-CFR. The nice thing is that one can easily update a section by checking against the Federal Register. Though currently an unofficial editorial compilation, soon it may be the official edition and permanent record. You can also see past updates to the CFR back to Jan. 1, 2015.

PACER

<http://pacer.psc.uscourts.gov/>

PACER is the Public Access to Court Electronic Records website of the U.S. government. It provides 24/7 access to a listing of all parties and participants in a federal lawsuit including judges and attorneys; a compilation of all case information like the cause of action, nature of the suit, dollar demand and docket information. In addition, it provides images of many pleadings and briefs that can be retrieved and printed. It's not free, but it only costs 8 cents per page to print. One can use PACER to track similar cases or to retrieve briefs.

Data.gov—ONE STOP FOR GOVERNMENT STATS

<https://www.data.gov/>

The federal government produces a wealth of statistical information. Fedstats is an attempt to organize the vast array of federal government information sources into one search interface. Anyone involved in litigation will eventually need to make an argument based on a federal statistic like case load statistics or employment statistics. Note that you can search by topic, region or agency. This is truly one-stop shopping for government statistics.

NC SITES

NC.GOV

<https://www.nc.gov/>

Portal to services, agencies, and government resources, databases and guides.

NC INDEX TO JUDICIAL FORMS

<https://www.nccourts.gov/documents/publications/complete-index-to-judicial-forms>

Official NCAOC forms included form changes and discontinued/out of use forms including small claims, special proceedings, juvenile, estates, criminal, administrative and more.

NC COURT DATES

<https://www.nccourts.gov/court-dates>

Search for the date, time and location of a court appearance by citation number or name and get notifications. Civil and criminal courts are included and more court calendars are linked.

GUIDE TO NC COURT WEBSITES AS A RESEARCH TOOL

<http://blogs.law.unc.edu/library/2019/10/14/the-nc-courts-website-as-a-research-tool/>

A guide from the UNC Kathrine R. Everett Law Library to using the new NC Courts website for finding forms, court rules, appellate decisions, docket search and more. The UNC Law School Library has lots of guides to NC legal research, including [legislative histories](#) and [researching session laws](#). For more see their [research guides](#) and their [blog](#).

NC SECRETARY OF STATE

<https://www.sosnc.gov/>

There is a whole section devoted to resources for lawyers and paralegals, including searching a business, creating a business, finding a registered agent and service of process. Plus an “assumed business name” search, name availability, and tons more.

NC PATTERN JURY INSTRUCTIONS

Fastcase (free to NCBA members) has current and historic jury instructions for civil, criminal and motor vehicle in a searchable repository.

JUDGES

Law libraries have guides to everything, written and updated by the librarians. Seek out bibliographies, guides and resources on how to do everything from research a judge to conduct a legislative history.

THE ROBING ROOM

<http://www.therobingroom.com/>

Judicial rating sites, with some biographical content. As usual, comments should be taken with a grain of salt.

BALLOTPEDIA

<https://ballotpedia.org>

Expanded from the former Judgepedia, this site still has various levels of information on judges – the higher the court the more detail. This site also helpfully shows lists of judges in every court with bios and a tab for elections. You can see a list of judges, for instance, on the bench for the northern district of IL and find out where he or she went to graduate and undergraduate, year of birth, appointed by, etc. Further information, like professional career, judicial career and notable cases are also provided.

ALMANAC OF THE FEDERAL JUDICIARY

Try your law library, this title is a very expensive print publication or available through a Westlaw subscription or through WoltersKlewer online. This title has judicial profiles for every federal judge, bankruptcy judge, magistrate judges, plus federal trial and appellate judges. Bios feature interviews who have argued cases before the federal judiciary, as well as academic and professional background, noteworthy rulings and more.

COURTLISTENER

<https://www.courtlistener.com/>

An endeavor of the Free Law Project, and its purpose is to make available not only millions of legal opinions, but also do analysis on raw data to generate visualizations. Search by case name, precedential status, judges, citation, filing date ranges, and filter by jurisdiction. You can also set up alerts for new cases that match your query. Something entirely unique to Court Listener is the database of oral arguments. An advanced oral argument search lets you search audio content by docket, case name, date ranges and judge in the Federal Appellate courts and Supreme Court. There is also an advanced Judges search that provides date of birth, judicial positions, political affiliations, education history, non-judicial positions, and opinions authored by the judge.

SULLIVAN'S JUDICIAL PROFILES

<https://lawbulletinmedia.com/legal/practice-solutions/sullivans-judicial-profiles/>

Published by Law Bulletin Media, this resources is available in book form or online through [Lawyerport](#) (which includes Sullivans, the Chicago Daily Law Bulletin, Chicago Lawyer, Court Calls and the Jury Verdict Reporter). Sullivan's include judges' biographies, case histories, conflicts of interest, legal publications, and more.

GOOGLE SEARCHES

- Past Clerks: (clerked OR "clerk to" OR clerk) judge XYXNAME AND (edtx OR "eastern district of texas")
- Any Controversies: (arrested OR scandal OR ethics OR resign OR disbarred OR misconduct) AND "Judge Name"
- Memberships and Affiliations: (judge XYZ NAME) AROUND(5) (donor OR member OR board OR donation OR founder OR director) -settlement -"class member" -"class members"

DOCKETS AND VERDICTS

JUSTIA DOCKETS AND FILINGS

<https://dockets.justia.com/>

Justia Dockets & Filings provides public litigation records from the federal appellate and district courts. Search by party name or judge for dockets in the NC Federal District Courts. You can track the docket, transfer to PACER, see filings and orders, and get more information directly from the courts or track the case in the news.

DOCKETALARM

<https://www.docketalarm.com/features>

Track dockets updates from 100s of courts with real time results with new case filings. Exportable results. Bulk downloads. Plus for IP lawyers, PTAB Predictive Analytics. \$99 per month, excluding PACER fees or pay as you go options includes PACER fees.

VERDICTSEARCH

<https://verdictsearch.com/online-verdict-search-tool/>

Available by day (\$395) or by month (\$99), or as a research service with a Research on call team (starting at \$295), you can search for fact patterns, attorney litigation history, judicial research, liability assessment, awards, and much more. VerdictSearch solicits feedback from the winning and losing attorneys.

SHARED CONTENT SITES

With the advent of Web 2.0, and the increasingly familiar and trusted experience of participation and sharing on the web through social media, shared content sites that allow end users to upload and share content, comment on other's content, and gain recognition for contributions, has resulted in some very useful sites for lawyers.

JDSUPRA

<http://www.jdsupra.com/>

Among other things, JD Supra allows lawyers and legal professionals to upload representative documents – briefs, articles, presentations, etc. to be freely shared – and searched. Large firms such as Bryan Cave and

Fenwick & West, as well as many others, submit content.

SSRN (SOCIAL SCIENCE RESEARCH NETWORK)

<http://www.ssrn.com/>

The Social Science Research Network contains vast amounts of scholarly articles, from law, accounting, corporate, political science and much more. Scholars and academics submit research articles to SSRN before they go through peer review and the formal publishing process. This means the articles are often not the final version, but they are made available much faster than the traditional publishing procedure allows. Users can hone in on just legal articles, some articles are available only in abstract. SSRN has a [Legal Scholarship Network](#), with research papers, faculty job openings, and a directory. You can submit a paper and interact with other legal scholars.

WEX

<http://www.law.cornell.edu/wex/>

Wex is the Legal Information Institute's community built, free legal dictionary and encyclopedia. Wex content, unlike Wikipedia, is contributed by named, qualified legal professionals and edited by legal experts. Entries contain an overview and definitions, resources, examples, and in caselaw. While the site is not comprehensive, it is valuable.

LEXOLOGY

<http://www.lexology.com/>

Lexology brings together articles submitted by major commercial law firms. Anyone can go to the site to search for content on hot topics like Bring Your Own Device, Virtual Currencies, Merger Control and more through Navigator, or simply search by keyword then narrow results by jurisdiction, topic, or author/firm. Firms and individual lawyers can sign up to have their content published through Lexology

MONDAQ

<http://www.mondaq.com/>

International in scope, you will find the latest thinking on legal, accounting, regulatory and commercial issues supplied by the world's leading professional advisors. Browse or you can search the database for articles by date, topic, firm, country, author, free text, etc. You can also subscribe to free news alerts (2 per week) based on region and topics/sub-topics.

FEE FIE FOE FIRM

<http://www.feefiefoefirm.com/>

Fee Fie Foe Firm USA is a search engine that searches on the websites of US law firms and international firms. Use the search box to search for legal experts, law firm bulletins, articles, press releases and more! Similar to Fee Fie Fo Firm is the [Law Firm Search Engine](#), which searches more than 4,700 law firm websites around the world.

JDSUPRA BUSINESS ADVISOR

<http://www.jdsupra.com/>

Aggregates expert insight, commentary and intelligence on corporate, small business and personal matter. They offer a subscription via email, social media, RSS and more. Large firms such as Bryan Cave and Fenwick & West, as well as many others, submit content.

ONLINE RESEARCH - DON'T FORGET THE PUBLIC LIBRARY

Looking for company information for competitive intelligence or client development? Old news stories? Journals?

Don't forget about the local public library. Many libraries now offer extensive online research databases that can be accessed from home or office with a library ID number. The best part about these services is that they are free so may provide an economical start to research when the bottom line is a concern.

BUSINESS RESEARCH GUIDES

There are any number of excellent guides to doing business and people research on the web.

VIRTUAL CHASE BUSINESS RESEARCH

<http://virtualchase.justia.com/research-resources/business-research>

This site provides annotated guides for fee and free sources for Business News, Business Watchdog Groups and Company Ratings, Company Information - Officers and Executives, General Company Information, Industry Research and Resources, and Public Company Filings

LIBRARY OF CONGRESS

<http://www.loc.gov/rr/business/company/scope.html>

The Library of Congress has put together a Doing Company Research guide, which covers directories, rankings/lists, private, public, and foreign company research resources. Many of the resources can be accessed through the public library.

BUSINESS RESEARCH SITES

D&B HOOVERS

<http://www.hoovers.com/>

Offering limited free information, this site offers pay-as-you-go and subscription services for business intelligence for mostly publicly traded companies. Free information includes overview, executives, competitors, and financials for companies. Sample reports are available to see what information you will be purchasing.

BIG CHARTS FROM MARKETWATCH

<http://bigcharts.marketwatch.com/>

BigCharts is an easy-to-use investment research Web site, providing access to professional-level research

tools such as interactive charts, quotes, industry analysis and intraday stock screeners, as well as market news and commentary. BigCharts is a free service supported entirely by site sponsors. For attorneys, one of the most interesting aspects is historical quotes, for probate and estate valuation purposes.

DUN & BRADSTREET COMPANY REPORTS

<https://creditreports.dnb.com/> and <http://bit.ly/JrfcAQ>

Get background, corporate family tree, company profile, snapshot, or international company reports. Also credit searches to see the creditworthiness of companies. Search is free, reports cost vary. You can view a sample report to see the type of data provided. Private and publicly traded companies are included.

US ECONOMIC CENSUS AND ECONOMIC INDICATORS

<https://www.census.gov/programs-surveys/economic-census.html>

The Economic Census is the U.S. Government's official five-year measure of American business and the economy. It is conducted by the U.S. Census Bureau every five years, and response is required by law.

Forms go out to about 5 million businesses, including large, medium and small companies representing all U.S. locations and industries. Respondents are asked to provide a range of operational and performance data for their companies. Results for the 2002, 2007 and 2012 census are online in full. 2107 data will be released starting in September 2019. Economic indicators, such as new home sales for specific date ranges, geographic areas, etc. are available and results delivered in PDF or spreadsheet format.

INDUSTRY INFORMATION RESOURCES

<http://valuationresources.com/industryreport.htm>

Industry Information Resources is a guide to industry information, research, and analysis for over 400 industries. Individual pages for each industry list resources and data available from trade associations, publications, and research firms which address subjects such as industry overview, issues, trends, and outlook, financial information and financial ratios, compensation and salary surveys, and business valuation resources. Individual industries are listed below by industry category and standard industrial classification (SIC) code. Some of the information from linked research reports are fee based.

PRIVCO PRIVATE COMPANY FINANCIAL INTELLIGENCE

<http://www.privco.com/>

While most Secretary of State online portals provide links to loads of resources about entities registered with the state, including registered agents, company officials, annual reports, etc. PrivCo is designed to provide research and track privately held companies. Reports include financials like revenue, employee productivity, funding and M&A Activity, as well as a business summary, competitors, and more. Pricing varies.

OpenCorporates

<https://opencorporates.com/>

OpenCorporates is the largest open database of companies and company data in the world, with in excess of 100 million companies in a similarly large number of jurisdictions. The primary goal is to make

information on companies more usable and more widely available for the public benefit, particularly to tackle the use of companies for criminal or anti-social purposes, for example corruption, money laundering and organised crime.

VAULT RANKINGS & REVIEWS

<http://www.vault.com/>

For job seekers mainly, great intelligence on companies including law firms. For instance, learn all about industry outlook and trends and predictions for \$20 for 3 month's access (free for students). Much of the content, however, is free, including law firms ranked by Vault with key information including stats, employment contact, base salary, history, and representative cases/clients. To uncover more you'll need to pay the \$20, but you can't be too prepared in an interview.

GUIDESTAR BY CANDID

<https://www.guidesta.org/Home.aspx>

Looking for information on a religious group or nonprofit? Get access to 1.8 million IRS recognized tax exempt orgs, plus thousands of faith-based nonprofits that not required to register with the IRS. You can access Form 990, IRS data, financials, chief officers, membership #s, annual reports, board members and more. The profiles are free for program, financial and operations information. You can view IRS forms too, but for downloadable copies of Form 990 and more you will need to purchase a pro solution (\$350 per month/\$2,000 per year).

PEOPLE SEARCHES

FREE PUBLIC RECORDS RESOURCES FROM BRB

<http://www.brbspublications.com/freeresources/pubrecsites.aspx>

BRB Publications, who put out the PRSS-Web ([public records search service](#)) subscription service, maintains a list of free public record sites by state to locate sources for civil records, criminal records, driving records, real estate records, public record vendors, record retrievers, and more. For instance, for information on small businesses usually the Secretary of State's website has a plethora of useful information. They also link to government public record sites for Canada and other foreign countries.

TRANSUNION TLOXP ONLINE INVESTIGATIVE SYSTEM

<http://www.tlo.com/>

Comprising trillions of public and proprietary records, TLOxp Online Investigative System is the most powerful database for background research on people, assets and businesses. You can access TLOxp data through our intuitive, online interface and secure API connections as well as process large volumes of data through our batch processing systems. They also include social media search and vehicle location in the search. They offer transactional (pay as you go), per seat and flat rate pricing.

Tracers

<https://www.tracers.com/>

Since 1996, Tracers has been providing attorneys access to over 42 billion public and private records, giving

you information about almost every American adult. This makes it easier for you to find the facts you are looking for. Whether you are an estate planning attorney tracking down potential heirs or are in trial and need more research for juror profiling or social media activity, Tracers has the data you need at affordable prices in one, easy-to-use, cloud-based solution.

LexisNexis Accurint and Westlaw CLEAR

<http://accurint.com/>

<https://legal.thomsonreuters.com/en/products/clear-investigation-software>

Offer the convenience of integration of these investigative research tools into familiar platforms. Useful for finding people through public and publicly available records.

Other sites offer people searches, and focus on finding people results in white pages, public records, business records and social media sites. These search sites include [ZoomInfo](#), [Snitch.name](#) and [Spokeo](#). Keep in mind that you will need to do additional research, as these directories match against name only, which is an inexact science. Additionally, similar “reality checks” need to be followed if you choose to use any of the public records searches available with some of these tools.

SOCIAL MEDIA SEARCH

For researching what people are doing, saying, and revealing about themselves, searching social media sites is imperative. Blogs, YouTube, Twitter, Facebook, LinkedIn, Reddit, Tumblr, and most other popular social media sites offer built in search tools. Lawyers should not forget these as valuable places to search, though they must be careful to avoid “pre-texting” or using means to coerce or deceive someone into giving access to a private social media profile. Google’s primary search engine will pick up some social media content, primarily blogs and public LinkedIn, Facebook and Twitter information, as do Bing and other search engines. However, there are other ways to search multiple social sites en masse which may offer different and possibly better results.

While aggregate social media search engines are in their infancy, there are a few out there to explore. One is [Google Social Search](#), which aggregates search from many popular social networking sites. Another is [Social Searcher](#) which search news, blogs, forums, comments, videos as well as Twitter, Facebook, etc.

SOCIAL MEDIA MONITORING

Social media management tools like [Hootsuite](#), [Social Oomph](#), and [TweetDeck](#) will help you monitor activity by keywords and account names in multiple social media channels. However, if your monitoring needs are infrequent or changeable, there are a number of social media search tools that offer alerts via email or RSS. [Social Searcher](#) offers alerts.

STAY IN THE KNOW

GOOGLE ALERTS

<http://www.google.com/alert>

GoogleAlerts, though not nearly as useful as it was in the past, is an easy to use service to watch the internet for mentions of a person or company. Users can search in Google’s main index, blogs, groups, news or

altogether. So if an attorney wants to track a topic on the Blogosphere they can set up the search criteria and receive the alerts as they happen, daily or weekly. Google Alerts provide a method for simple market research and topic tracking. Keep in mind that the more targeted the search terms, the more targeted the results. The topics are easy to manage and search terms can be added and deleted as necessary.

You can choose to receive alerts via email or your favorite RSS feed reader. Recently people have complained that they are not receiving Google Alerts.

WATCH THAT PAGE

<http://www.watchthatpage.com>

Ever find a webpage you'd like to keep an eye on, but it has no email updates, no RSS feeds, and you don't want to set a reminder to visit it? For instance, you want to watch the press release pages of a number of your client's competitors. How can you do that automatically? [WatchThatPage](#) allows you to select pages you want to watch for changes, and monitors them for you. WTP compiles the information for you and gives it to you either in an email or online. Register to use WTP, and tell it what pages you want to watch. You have the option of having one email with content from all your watched pages, or separate emails for each page. You can also customize the days on which you receive your emails.

MENTION.COM

<https://en.mention.com/>

Similar to Google Alerts but with advanced settings to let you search variations or AND or EXCLUDE words in results. Looks in Facebook, Twitter, News sites, blogs, video sites, forums, image sites and general web. Will also watch for mentions on social media, like Twitter. Pretty impressive results. You can set it up to email you results daily or weekly. "Starter" account, though, after the free trial it is \$29 per month.

GIGA ALERT

<http://www.gigaalert.com/>

Somewhat secretive about where they search, "deep results" for \$4.95 a month, search options are very much like Google advanced search options. Free for limited use (not deep results). The first set will likely be a mess.

TRAPPERS AND KEEPERS

Feedly

www.feedly.com

Do you try to remember to visit a blog or your favorite news website but you get distracted? Do you subscribe to email newsletters that sit in your inbox until you delete them or forget about them? Do you wish you had a way to have curated content come to you where you can check it in the morning and then move on? You can with a feed reader! Many people used Google Reader but then it disappeared like the Dodo. But feed readers are alive and well and are great for keeping up with your practice areas and interests.

Even after the demise of Google Reader and Digg there are many feed readers you can use to have content come to you. One of the most popular is Feedly, which is accessible through any web browser and available for Android and iOS. Feedly's free plan includes up to 100 sources that you can sort into topical categories. The Pro plan (\$65 per year) gives you additional features such as unlimited feeds, power search, Google

Keyword Alerts, adding notes to content, highlighting text and sending content you discover to your social media accounts or to Evernote, Pocket or OneNote. The Team plan (\$18 per user per month) lets you share your curated feeds and notes with others for collaboration.

Adding Websites and Blogs

In the early days if a website or blog had an RSS feed you would look for the orange RSS symbol and click on it to add it to your feed reader. While the orange button still exists, in modern feed readers you can simply copy and paste a website address and if the site has a feed it will be added to your list of followed sites. Feedly users can get the Feedly browser extension and when you visit a website that you want to add to Feedly simply click the extension and choose which category you want the feed to go to. For instance, you can get the headlines from the Charlotte Observer or Chapelboro or Raleigh News & Observer to your feed so you don't need to visit the websites for new content. If you want to explore what local news sources are available you can search Google News. Or add feeds from legal news sites like the ABA Journal, Law.com, the NCBAbar blog or the CPM blog.

Legal blogs are a great source of breaking legal news and commentary. You can find legal blogs covering every conceivable topic at Justia's Blawg Directory. The directory lets you drill down to blawgs by practice area, jurisdiction, and law school. Find blawgs of interest and use the Feedly browser extension to add them to your feed.

The Justia Blawg Directory also has a powerful search tool in the top right corner. Search for keywords like "Commercial Compliance and Consumer Protection" to see all the blog posts from across the directory. If you want to subscribe to the search itself to see whenever a blog covers your keyword interests, click on the "RSS Subscribe" orange button. This will open a page of code but don't panic. Just copy the URL of the page, go to Feedly, click on the big plus sign in the right column and paste the link.

Justia also provides daily and weekly summaries of published opinions for all Federal Appellate and State Supreme Courts. There is also a weekly practice area wrap-up. You can click on the orange RSS feed symbol and copy the link from the page then head to Feedly and paste the link.

Adding Email Newsletters

Email newsletters are great, but many times the content gets buried in your inbox. While not available for every email newsletter, many offer an archives page. If you open the archives in a browser and select the URL and paste it into Feedly you can see if it has a feed. For instance, the CPM ICYMI weekly newsletter has a feed you can subscribe to – just copy the link and paste it into Feedly or add it with the browser extension.

Adding Keyword Searches and YouTube Channels and Twitter accounts

In the Pro version of Feedly you can also create news feeds for YouTube channels or keyword searches. For example, simply click on "Create a New Feed" and give your feed a name, like "Mentions" if you want to see when your firm's name appears in Google's search index. Then click "Add Content" and choose "Websites" or "Keyword Alerts". In "Keyword Alerts" type in your keywords and add your feed. Or follow a YouTube channel, like the North Carolina Bar Association, simply by pasting the URL into the search box and then follow.

To follow a Twitter user in your feed you will need to either have a Teams account or use a connector

like TwitRSS (though due to changes in Twitter this may not much longer).

Annotating, Saving and Sharing Content

Fastcase Acquires NextChapter, the Cloud-Based Bankruptcy Platform

LawSites by Bob Ambrogi / 2h // keep unread // hide



Feedly Pro users can share content directly from Feedly. Add integrations from Evernote, Pocket, Dropbox or OneNote to save content you come across for later reference. Or you can click to “Read Later” directly in Feedly. You can also email a link to an article directly from Feedly or share it to social media sites like Facebook, LinkedIn, or Twitter. Or schedule a new message to multiple social feeds through the Hootsuite integration or send it to your WordPress blog.

When you click on a headline in Feedly it will open the article within the Feedly reader. In addition to reading the article Pro users can add notes and save to read later. If you select text in the article you can share it with teammates, tweet the selection, post it to WordPress and many more options.

Save your inbox for conversations and use a feed reader to reduce reliance on email newsletters. Follow what is happening in legal news and the courts all in one place. Cull through your own curated content to share on social media. A feed reader can help you keep up with current awareness, business development and legal analysis. Want to make sure you remember to visit your feed? Add it as the default start page in your favorite browser, like Chrome or Firefox. Need a tutorial? See this video covering how lawyers can make effective use of Feedly.

POCKET (FORMERLY READITLATER)

<http://getpocket.com/>

A little web utility called “Pocket” can be a great way to manage your time and keep track of all the information whizzing by that you may not have time to address at the moment, but do want to get to eventually. You can use Pocket from most any browser or smartphone. It lets you save links or entire pages and you can access them online or off – making this a very handy tool for productively using downtime. Once you’ve read the item then mark as read and it will be deleted from your list. Similarly [InstaPaper](#) lets you save articles to read later from smartphones and the web, but also adds ebook functionality for Kindle, iPad and others.

EVERNOTE

<http://www.evernote.com>

Evernote has a free plan that lets you capture screenshots, record audio notes, and attach files to notes. From the web, you can clip full pages, images, and text from any website. It is a great way to get a sense of what Evernote can do and if it fits into your workflow. The Premium Plan is \$8 a month and gives you more

options to save content, like emailing content straight into Evernote, and more collaboration features, like sharing notebooks. The Business version requires at least 2 users and offers integration with business tools like Microsoft Teams, virtual bulletin boards, Single Sign-On and more.

Get the Apps and Clipper

Evernote is everywhere you need it to be. There is a desktop application you can download on Windows or for Mac which synchronizes with Evernote in the cloud accessible through any web browser. There are mobile apps for your Android or iPhone/iPad. There is a web clipper for all browsers. And an entire App Center for add-ons and integrations. To be prepared to capture anything you should get the web clipper for your browser and the app for your phone or tablet (or both).

Organizational Options

Evernote has two primary ways to organize content – Folders, Stacks and/or Tags. Stacks are essentially folders with sub-folders. Tags are subjects. As you save information you can put it in specific folders or subfolders. However, since much of the content you save may have multiple subjects, you can use tags instead. For instance, create a default folder called Research. When you add content apply as many tags as you want. Once you've created a tag when you begin to type it in a drop-down menu appears so you can select from your tag list and you are less likely to create redundant and duplicative tags. For instance, you can tag a single article with multiple tags: "social media" "marketing" "ethics".

See Content, Save Content

Once you have the apps and the web clipper and have determined what organizational structure you want to use you can start saving content! Using the web clipper in the browser you can choose to clip the full text of an article, the full page, a screenshot or just "bookmark" or capture the link to the page. If you clip the Bookmark the clipper will automatically add the page title. Then you can choose which notebook to save the clip to and add tags and remarks. If you get the Premium plan you also get a dedicated Evernote email address and you can forward emails to Evernote. If you open a PDF in your browser you can save it to Evernote.

On your smartphone, you can send articles to Evernote. From the mobile browser, you can send the article to Evernote using the same options you would use to send it to text or email. Or open the Evernote app on your phone, click the + sign and capture a document with the camera to scan it or add an audio note. You can also capture a screenshot and send it to Evernote.

Searching and Finding Notes

You can browse content in folders. They are organized by date of capture or creation, most recent first. You can re-sort by other criteria. You can also browse your notes by tag and re-sort the notes by various criteria. You can search across all notebooks or specific notebooks. You can also search for a note tagged with a specific tag in a specific notebook. Just choose the notebook or notebooks you want to search and then type in tag:"tag name" and your search terms. For instance: tag:"future" artificial intelligence. You can also create saved searches.

MS ONENOTE

<http://office.microsoft.com/onenote/>

MS OneNote is similar to Evernote and allows end users to capture, create, organize, share, and reuse content. Think of it as a series of spiral bound notebooks with pocket dividers. You can create notebooks containing folders, subfolders, and pages.

The pages in this program are “unlined” so that text, audio or video can be dropped in anywhere, allowing the user maximum control and providing a digital version of a real notebook. Users can add text, clip web content, clip any content from any MS application, insert text, audio and video files, convert handwritten notes from a table to text, and much more. You can record audio directly into OneNote, while it syncs your notes. You can export OneNote text to MS Outlook as a Task, and share portions of OneNote over a network. Users can flag notes, import content in multiple formats, even import MS Office Calendar events to create a notebook or page around the event. The program is easy to use, very intuitive, and is a great replacement for that dog-eared notebook.

AUTOMATION

IFTTT

<http://www.ifttt.com>

IFTTT - [If This Then That](#), gives users the ability to write “recipes” to combine tasks on the internet based on a trigger. For instance, if someone retweets or mentions you on Twitter you set up IFTTT to automatically thank them for the mention. Or, if the weather forecast calls for rain send an email reminder to take an umbrella. How about if someone mentions one of your clients in a tweet send it to a shared Evernote folder? IFTTT works with many channels, including email, most social networks, DropBox, SMS, Pocket, Evernote, and hundreds more. You choose which channels to turn on. The possibilities are endless.

For current awareness, if you receive an email with an update from WatchThatPage send it automatically to Evernote. Or if a blog you read adds a new post send you an email. As long as the channel is supported you can write “recipes” to your heart’s content.

Similar to IFTTT (If This Then That) which connects applications, services and devices, [Zapier](#) offers 5 zaps for free that will run every 15 minutes with up to 100 tasks per month to make it easy for you to automate tasks between web apps. Zapier has over 500 Apps you can connect, with a focus on business services ranging from legal SaaS Clio to Basecamp to HelloSign. So, how can this work for you? Automatically save attachments in Gmail to Box. Create tasks and to-dos from new emails automatically. Create a Gmail label from new Clio matters or add new Clio contacts to a MailChimp list. A few clicks and you can automate activities that you either had to do manually, or just plain forgot to do.