

Locating a case by keyword

To pull up a document by keyword, use **Advanced Search** and formulate your search query using one or more of the 8 Boolean operators listed at the bottom of this sheet. Remember to add one or more **Libraries** to your search using the menus below the search bar.

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, entering a natural language search into the search bar on the Start page may help point you in the right direction.

Locating a case by party name

Try performing a keyword search using the following format: **Plessy v. Ferguson**. You can use the search bar on the **Start Page** or switch to **Advanced Search** if you want to look in a specific **Library** or limit by date.

To pull up Plessy v. Ferguson, 163 U.S. 537 (1896), type **Plessy v. Ferguson** into 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. You can use the search bar on the **Start Page** or switch to **Advanced Search**.

To pull up Plessy v. Ferguson, 163 U.S. 537 (1896), type **163 U.S. 537** into the search box.

Printing a document

To print the document you are viewing, hover your mouse over the white folder at the top right of the **Document View** pane and click **Print**. When you get to the Print Document screen, make your formatting selections (e.g., .pdf, .doc, .docx) and click the orange **Print/Save** button.

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 any column heading on the **Results List** pane. For example, clicking on **Date** will sort your results chronologically, while clicking on **Document** will sort them alphabetically.

Filtering your search results

Use the **Filters** pane on the left side of your screen to narrow your search results by **Document Type**, **Court Level** or **Jurisdiction**. Click as many filter check-boxes as you like, then click **Apply Filters** to show only those results.

Viewing later citing cases

Click on the flag at the top left of the **Document View** pane. The **Authority Check** pane will open, showing statistical information and a list of later citing cases. If **Bad Law Bot** has spotted negative history, the flag will be red and the negative citation signals will be highlighted on the report.

Browsing statutes or regulations in Outline View

Go to the **Advanced Search** page and click on **Browse Libraries**, under Other Resources near the bottom right corner of the screen. Click on the yellow folder icons to expand or collapse different libraries. To view a particular statute or regulation, click on its title.

Batch-print multiple cases

Start by adding cases to your print queue. You can add a case by clicking the plus sign on the left side of the **Results List** pane, or if you are viewing a case, by hovering your mouse over the white folder at the top right of the **Document View** pane and clicking **Add to Print Queue**.

Next, click on **Print Queue** at the top of your screen. In the pop-up window, review the cases on the list, make your formatting selections, and click the orange **Print/Save** button to begin downloading the documents 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-8p Eastern time M-F, excluding holidays.