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.

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 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.

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.

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.

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.

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).

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.