



FASTCASE TIPS

Filtering Search Results by Jurisdiction

When you generate a list of case law search results on Fastcase, you have the ability to filter the list to cases from just one jurisdiction.

For example, let's say you search for "**felony murder**" in all Federal Appellate Courts. You will get at least 1000 results.

If you want to view only the decisions of the Ninth Circuit Court of Appeals, there is no need to re-run your search in the Ninth Circuit database. Instead, just select "Federal 9th Circuit" from the Jurisdiction filter at the top, left hand side of the screen.

Your results list will go from 1000 results down to the 190-or-so results from the Ninth Circuit. The other cases will be temporarily hidden.

Get the full list instantly by selecting "All Jurisdictions" from the drop-down Jurisdiction filter.

Highlighting Search Terms

By default, Fastcase automatically highlights each instance of all of the search terms in your query. If you would prefer to view your case with only one of your search terms highlighted, select the relevant term from the Highlight menu at the upper left hand side of the screen.

Example:

If you search for **busing AND desegregation** every instance of the words **busing** and **desegregation** will be highlighted within each of your search results.

If you want to see your search results with the word **busing** to be highlighted but not the word, desegregation, then select **busing** from the menu next to the label "Highlight".

You will find this option towards the top, left hand side of the screen when you are viewing the full text of the case.



Print a List of Your Search Results

Printing a list of your search results is easy. Just click on the **Print List of Results** link at the top, middle, portion of the screen. This will automatically trigger your browser's print function and print the first page of results on your list.

To print the next page, click the blue arrow to the right of where the number of results is listed, and click **Print List of Results** again.

Hint: You can print a list of up to 100 results at once by increasing the "Results per page" setting to 100 on the Advanced Case Law Search page. By default, this is set at 20.

Selecting a Specific Jurisdiction

With Fastcase, it is easy to choose a specific jurisdiction for your case law searches.

1. Start by navigating to Advanced Caselaw Search.
2. Next, scroll down to the "Select Jurisdictions" heading and click the circle next to "Individual Jurisdictions." This should reveal a number of categories of jurisdictions.
3. This should reveal a number of categories of jurisdictions. Expand any category by clicking the plus sign next to the category name.
4. Select the specific jurisdictions you wish to search within by marking the box next to the name of the jurisdiction. You can select as many or as few as you like, and you can search across different categories.
5. **Bonus:** As you search, the last 4 jurisdictions (or groups of jurisdictions) that you selected will begin to appear under "Recently Searched Jurisdictions."



Sorting Cases to Find Results Faster

Fastcase allows you to search broadly and then sort your search results to find what you need quickly. In fact, you can sort your case law search results in 6 different ways. Make your selection on the Advanced Caselaw Search page, or wait until you see your results and re-sort on the Results screen.

Sorting Options:

- Relevance:** This is the default sorting order, so if you don't make a selection, this is the order that your results will appear in. The higher the Relevance percentage (0-100%), the more likely a case is to contain a substantive discussion of your topic.
- Case Name:** Sorting by case name will put your results in alphabetical order.
- Decision Date:** Sorting by decision date will put your results in chronological order.
- Court Hierarchy:** Sorting by Court Level or Court Hierarchy will put your results in order according to the level or the court issuing the decision, starting with U.S. Supreme Court decisions and ending with State Supreme and Appellate Court decisions.
- Cited Within:** Sorting by "Cited Within" will put your results in order of the number of times each decision was cited by other decisions in your search results.
- Cited Generally:** Sorting by "Cited Generally" will put your results in order of the number of times each decision was cited by other decisions in the Fastcase database.

Watch a Fastcase Video Tutorial

When it comes to navigating a new web-based service, sometimes the best way to learn is by seeing. We have a library of 30 second to 5 minute video tutorials that will take you through finding and viewing cases and statutes, printing, and using advanced features like Authority Check and the Interactive Timeline. You can watch these videos, on demand, any time you need them.

To get started, go to www.fastcase.com/videos.



Using the Wildcard Operator

The **wildcard** operator is one of the most powerful Boolean operators in your toolkit. At Fastcase, we use the asterisk symbol (*) as our wildcard.

When you put the asterisk after the stem of a word, your search will return documents containing any word beginning with that stem. Using the wildcard is an effective way to include plural forms of keywords in your searches as well as to conjugate verbs.

For example:

Termin* → Search results containing the words termination, terminated, terminal, etc.

Litig* → Search results containing the words litigator, litigation, litigious, etc.

Eat* → Search results containing the words eat, eaten, eatery, eaters, eating

As you can see, using the wildcard operator is a very powerful and flexible tool. Think about incorporating the wildcard regularly in your searches.

Questions? Call us at **1-866-773-2782** (5AM-5PM Pacific Mon-Fri) or e-mail **support@fastcase.com**.