



# User Guide

This user guide to Casemaker is designed to familiarize you with its different pages and provide instruction on how to use its various search capabilities, browsing features, organizing components and tools.

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Casemaker is available on the web at:  
[www.casemakerlegal.com](http://www.casemakerlegal.com)

For more assistance in using Casemaker, live customer support is available Monday through Friday, 8 a.m. to 8 p.m. Eastern:  
**Call: 1-877-659-0801 or**  
**Email: [Support@lawriter.net](mailto:Support@lawriter.net)**

**Need more help? Sign-up for a training webinar by clicking on “webinar” in the “help” tab.**

Casemaker supports the following browsers:  
**IE 8+, Firefox F3+, Safari4+, Chrome 10.**

## Pages: The Home Page

The home page is where everything begins. Here you can type a new search into the search box, browse through the library, pull up recently viewed cases from your folders, or view your search and document history.

The home page consists of three sections:

### 1. A Search Bar

A google-like search engine makes creating a search simple and stress free. [page 3](#)

### 2. My Accounts

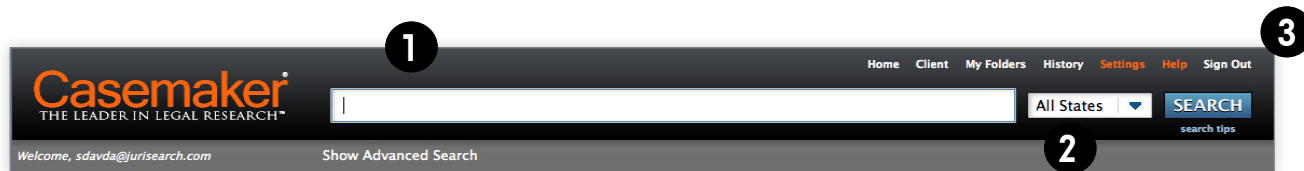
Everything that makes Casemaker yours can be found right here. [page 4](#)

The screenshot shows the Casemaker home page. At the top, there is a search bar with a 'SEARCH' button and a dropdown menu for 'All States'. Below the search bar is a navigation menu with 'LIBRARY: All Content', 'Federal Materials', 'State Materials', 'Tools', and 'Archive'. The main content area is a grid of state names: Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, and West Virginia. On the left side, there is a 'My Accounts' section with links for 'My Settings', 'My Folder', 'My Saved Searches', 'My Recent Searches', 'My Recent Collection', and 'Advanced Search'. Callout 1 points to the search bar, callout 2 points to the 'My Accounts' section, and callout 3 points to the 'LIBRARY' section.

### 2. A Library Browser

Just want to look through the database? The Library makes it easy. [page 5](#)





## The Home Page: Search Bar

The search bar is a consistent part of Casemaker’s user interface and makes creating a new search, viewing search history, or accessing your folders at anytime during the research a simple process.

**The search bar has 3 consistent features.**

### 1. The Search Box

Create a search quickly in the search box. Click on “show advanced search” below the search box and specify the type of search. Search by keyword, citation, party, section, or docket.

Show Advanced Search

● KEYWORD ● CITATION ● PARTY ● SECTION ● DOCKET Hide

Tip: Auto Correct

The Search box is equipped with auto correct capabilities for misspelled citations. E.G. If you put the citation 270ne2d436 in the search box, it will recognize the misspelled citation and correct it to 270 N.E.2d 436

SEARCH  
search tips

Use the search tips to be more specific in your search. This tool gives phrasing tricks that make your searches more productive.

NOTE: You’ll notice that important features are added to the search bar throughout the search process to make organization faster and easier.

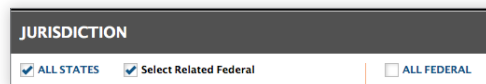
### 2. A Jurisdiction Drop Down Menu

Select a jurisdiction to search with the drop down menu.

The default setting is “All States and related federal.”

To change this setting:

- A. Click on the drop down menu.
- B. Check the box beside the state you want to search within.
- C. Then select whether you want to also search through “Selected Related Federal” Documents - these include only documents related to the selected jurisdiction’s circuit- or “All Federal” documents.



- D. Save your settings at the bottom of the window.

NOTE: Once your jurisdiction is set, Casemaker will remember the selection for your next visit.

### 3. A Navigation Panel

Located at the very top of the search bar, the navigation panel can return you to the home page, allow you to view your folders, check your history, or get you help. It will also display the name of the client you are currently working for.

For more about using folders, refer to [page 14](#).

To learn more about the “client” button see [page 17](#).



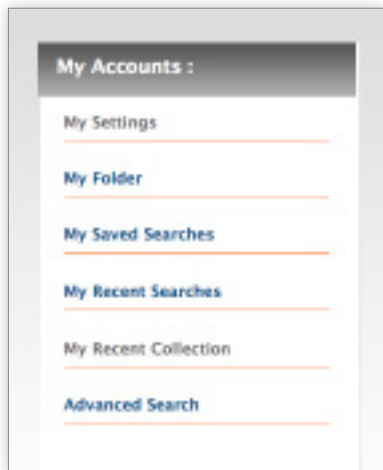
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## The Home Page: My Accounts.

The "My Accounts" on the homepage takes everything that makes Casemaker yours and puts it on the front page.

Easily view and create new custom folders, go back to recent and saved searches, or create an advanced search.

See [page 6](#) to learn how to save a search.



## The Home Page: Library

The library is Casemaker's browsing component. It gives access to the database without requiring a search.

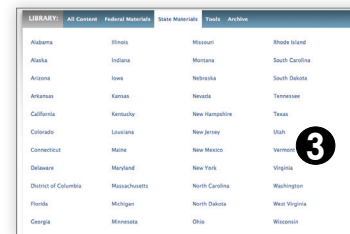
The library section is broken into three separate libraries:

1. All Content
2. Federal Materials
3. State Materials

Each of these three libraries contains core categories or "books" that can be selected and browsed.

See [page 12](#) to learn how to browse the library in more detail.

Note: You will always be able to narrow down the content in the browser. This means no matter how much the content is filtered, Casemaker will always have a result for you.



"Your Tools" is a subscription-based package of premium products called Casemaker+. They can be viewed in the "All Content" section of the library.

If you have a subscription that covers Casemaker+, the boxes beside these tools will be checked when you log in.

See [page 19](#) for more information about Casemaker+ and to learn how each tool works.



## Pages: The Overview Page

This is the first page encountered after creating a search.  
It is broken into two columns:

### The Left Column

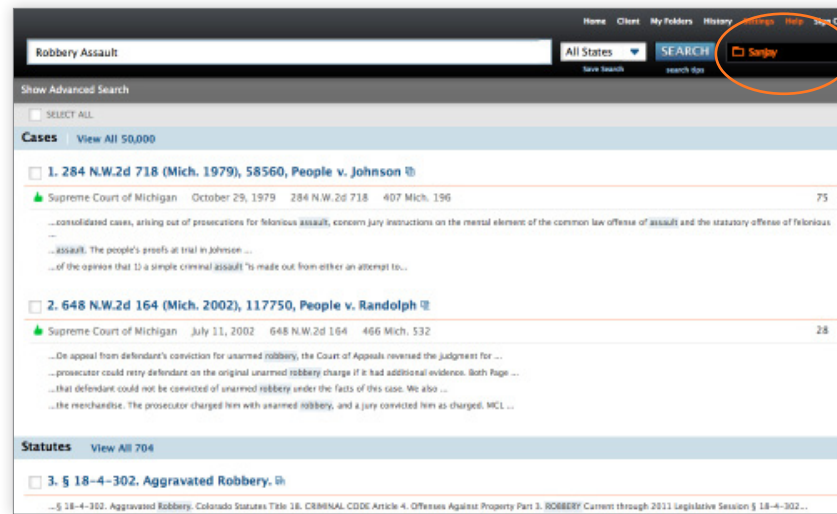
1. Results are categorized in books.  
They are listed by the number of pulled documents they contain for the search.

2. The numbers coincide with the number of documents under each book.



NOTE: This column can be collapsed using the black tab to make more room for viewing results.

### The Right Column



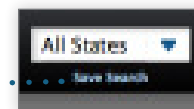
1. Numbered results contain important meta data such as citation, court, date decided and party names.

2. Two results from each book.

3. Text excerpts below the meta data display four contextually relevant occurrences of the search terms.

- These are highlighted with the search terms for easy recognition.

NOTE: To save the search, click on "save search" below the jurisdiction drop-down. Even though a confirmation doesn't appear, your search is saved in the "saved searches" tab on the homepage.



### Special Tabs and Icons

1. Save a selected document to your folder from this page:

A. Select your folder, or create a new folder from the search bar.



B. Click, drag and drop the title of the result into the folder.

C. Or, click on the check box beside the document then click on the folder icon to select the folder you wish to save the document in.

2. To access your folders from this page  
- Select the "My Folders" tab from the Navigation Panel.



## Pages: Categories Page

The categories page displays the content of a single book selected from the overview page. The layout is similar to the results page, but the features are different.

| Overview                  |        |
|---------------------------|--------|
| Cases                     | 55,000 |
| Statutes                  | 704    |
| Administrative Code       | 272    |
| Acts                      | 98     |
| Law Review                | 78     |
| Federal Court Rules       | 50     |
| Attorney General Opinions | 49     |
| Rules                     | 45     |
| Jury Instructions         | 22     |

### The Left Column

Allows you to:

1. To make a search within the results. E.G. To run a search for only the cases in which the defendant was found guilty, type "guilty" into the "search within the results box" or, if you want to filter the results to coincide with a certain date, use the Date Decided box.

2. Keep track of where you are in a search and return to a previous book by selecting the check box next to anyone of the facets on the left.

3. Apply filters to the results simply by checking the box next to anyone of the facets on the left.

The screenshot shows a search results page with a left sidebar for filtering, a central results list, and a right sidebar for citation counts. The results list includes case titles, court names, dates, and citation counts. The left sidebar has sections for 'Jurisdiction' and 'Courts' with checkboxes and counts. The right sidebar shows 'CITATIONS IN: ALL' with counts for each case.

### The Right Column

1. Choose how you want the results to be displayed with the "sort by" drop down menu.\* You can sort by:
  - Relevance (default)
  - Date Decided
  - Most Cited
2. Shows the number of times the case has been cited in the whole database.

Icons (from left to right):



1. The page icon eliminates text excerpts from the titles.
2. The printer icon will send the selected results to print.
3. The mail icon will email the selected results directly to a personal email.
4. The folders icon saves the selected results directly to a folder.
5. The floppy disk icon downloads the selected results to your hard drive.



The "thumbs up" icons coincide with how the case was viewed by later courts.

This is a subscription based premium product called "CaseCheck+". See [page 19](#) to learn more about this and other premium products.



## Pages: The Document Page

The Document page contains features that help you determine a document's importance to your case and organize any useful information. The tool bar gives you access to all these features.

### The Tool Bar

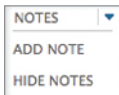


1. Return to the results page at any time.
2. Move through multiple documents without leaving the document page.
3. Jump to the place where your search term appears.
4. Skip to specific pages within the document.
5. Post notes to the document.

### The Notes Feature

The Notes feature allows you to write comments and post them directly to the document that is being viewed.

See [page 15](#) to learn how.



**Citing References:** Formerly known as CaseCheck in Casemaker 2.2, Citing References is able to display the cases that cite the selected case.

**Digest:** Coming Soon! In the near future if you have subscribed to either CasemakerDigest or Casemaker+ and the case has a digest summary, you'll be able to access the summary here.

**Negative Treatment:** Formerly known as CaseCheck, Negative treatment is now part of the functionality of CaseCheck+. To learn more about this tool see [page 19](#).



The icons are consistent with those of the previous page. Here you are able to:

1. Print
2. Email
3. Save to a folder
4. And download the document that is being viewed.





## How To: Run a Search from Scratch

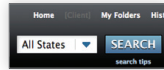
Note: Since the search bar is a consistent component of the interface, a search can be run from any page inside Casemaker.

### Set the Search Parameters

If you're logging into Casemaker for the first time, you will need to set a jurisdiction for the search. Once set, Casemaker will remember the selection for your next visit.

To set the jurisdiction:

1. Select the jurisdiction drop down menu in the search bar.



2. Select the individual state, states or federal jurisdictions you want Casemaker to search.

Note: once a state is selected, the default for federal materials is "Select Related Federal." This means that the results from the search will include related federal documents such as Federal Court of Appeals for the related circuit.

| JURISDICTION                                  |  |   |
|---|--|---|
| <input type="checkbox"/> ALL STATES           | <input checked="" type="checkbox"/> Select Related Federal | <input type="checkbox"/> ALL FEDERAL    |
| <input type="checkbox"/> Alabama              | <input type="checkbox"/> Kentucky                          | <input type="checkbox"/> North Dakota   |
| <input type="checkbox"/> Alaska               | <input type="checkbox"/> Louisiana                         | <input type="checkbox"/> Ohio           |
| <input type="checkbox"/> Arizona              | <input type="checkbox"/> Maine                             | <input type="checkbox"/> Oklahoma       |
| <input type="checkbox"/> Arkansas             | <input type="checkbox"/> Maryland                          | <input type="checkbox"/> Oregon         |
| <input type="checkbox"/> California           | <input type="checkbox"/> Massachusetts                     | <input type="checkbox"/> Pennsylvania   |
| <input type="checkbox"/> Colorado             | <input type="checkbox"/> Michigan                          | <input type="checkbox"/> Rhode Island   |
| <input type="checkbox"/> Connecticut          | <input type="checkbox"/> Minnesota                         | <input type="checkbox"/> South Carolina |
| <input type="checkbox"/> Delaware             | <input type="checkbox"/> Mississippi                       | <input type="checkbox"/> South Dakota   |
| <input type="checkbox"/> District of Columbia | <input type="checkbox"/> Missouri                          | <input type="checkbox"/> Tennessee      |
| <input type="checkbox"/> Florida              | <input type="checkbox"/> Montana                           | <input type="checkbox"/> Texas          |
| <input type="checkbox"/> Georgia              | <input type="checkbox"/> Nebraska                          | <input type="checkbox"/> Utah           |
| <input type="checkbox"/> Hawaii               | <input type="checkbox"/> Nevada                            | <input type="checkbox"/> Vermont        |
| <input type="checkbox"/> Idaho                | <input type="checkbox"/> New Hampshire                     | <input type="checkbox"/> Virginia       |
| <input type="checkbox"/> Illinois             | <input type="checkbox"/> New Jersey                        | <input type="checkbox"/> Washington     |
| <input type="checkbox"/> Indiana              | <input type="checkbox"/> New Mexico                        | <input type="checkbox"/> West Virginia  |
| <input type="checkbox"/> Iowa                 | <input type="checkbox"/> New York                          | <input type="checkbox"/> Wisconsin      |
| <input type="checkbox"/> Kansas               | <input type="checkbox"/> North Carolina                    | <input type="checkbox"/> Wyoming        |

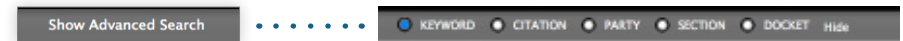
3. Save the selections at the bottom right of the window.



### Set the type of search

Click on "show advanced search" to set the type of search you want to create.

You can search by keyword, citation, party, section, or docket number.



### Create a Search

Once the search type is set, create the search in the search box.



NOTE: The quality of your results is not inhibited by your ability to provide proper punctuation in a citation. Auto Correct is built into the search box so you always get good results.

| Operator      | Example                          | Result   |
|---------------|----------------------------------|--|
| AND           | contract AND binding             | Finds documents with both "contract" and "binding". The AND must be capitalized.   |
| OR            | alimony OR support               | Finds documents with either "alimony" or "support". The OR must be capitalized.  |
| NOT           | property NOT commercial          | Finds documents that have "property" but not "commercial". NOT must be capitalized. NOT requires there to be more than one term of phrase.   |
| Grouping      | (alimony OR support) AND divorce | Finds documents that must have the word "divorce" and may have either "alimony" or "support".  |
| Phrase        | "right of way"                   | Finds documents with the phrase "right of way". Use quotation marks around the phrase.   |
| Proximity     | "tax property" -10               | Finds documents that have the words "tax" and "property" within 10 words of each other. To do a proximity search enclose the terms in quotes and use the tilde symbol (~) followed by a number at the end of a phrase. |
| Asterisk      | testif*                          | Finds documents that have "testify", "testified", "testifies", "testifying". Matches any number of characters.   |
| Question Mark | te?t                             | Finds documents that have "test" or "text". Matches one character.   |

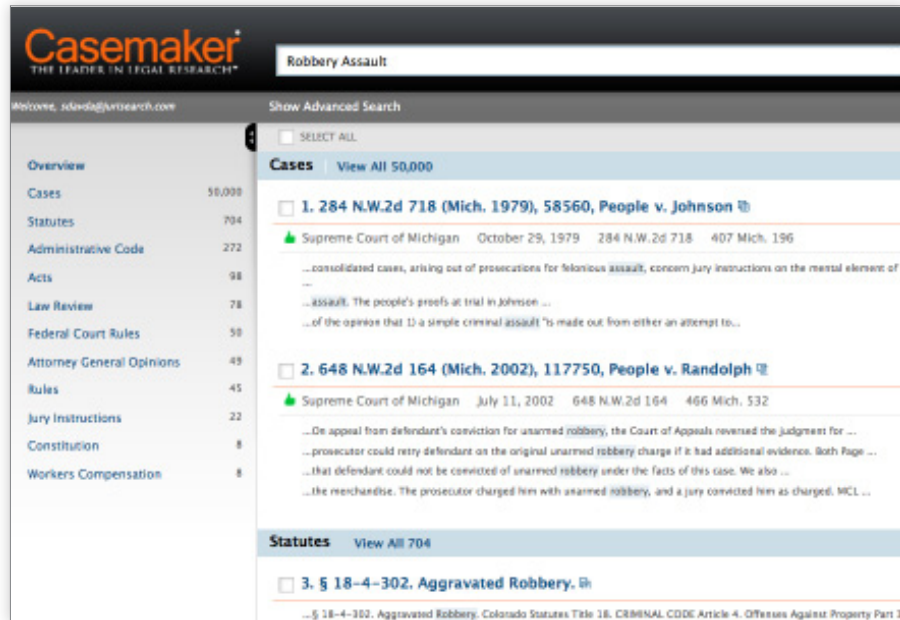
Use the "Search Tips" button directly under the search button to find specific phrasing to maximize the search relevancy.



## How To: Run a Search from Scratch (continued)

### View Search Results on the Overview Page

The overview page displays the two most relevant results for each core library in the database. To make things easier, a list of the libraries is shown on the left side.



1. Scroll down the page to get a feel for the content.
2. Click on a document's title to open the document page.
3. Select a book from the left to look deeper into its content.

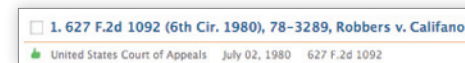
### View Results on the Categories Page

The categories page displays the content of a single book.

#### On the categories page:

1. Locate the thumbs up or down icon to see how the document was viewed by later courts.

Note: icons are a part of Casemaker+, sold separately.



2. Select a document to view by clicking on its title.

3. Narrow the results further by adding a filter from the left column.

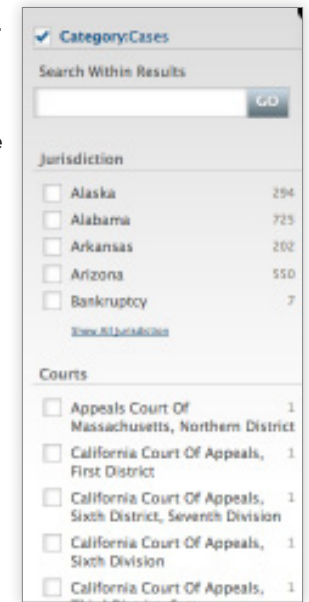
To do so: type the information into the appropriate filter box and click "GO."

Filters are:

1. Search Within Results
2. Jurisdiction
3. Courts
4. Cite
5. Docket Number
6. Case Name
7. Judge
8. Attorney
9. Date Decided

4. Narrow the results further by searching within the results.

For example, to see only cases where the defendant was found guilty type "guilty" into the "search within results" box.



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## How To: Run a Search from Scratch (continued)

### View the Document

After running a search and filtering through the results, hopefully you've found what you're looking for. If not, add more filters to your results. If so, to view a document, click on its title. This will bring you to the document page.



The document page offers some of the best features Casemaker has to offer. Here you can:

1. See if the case has been cited in other cases.
2. If you are using Casemaker+, you will have access to the digest summary and be able to immediately see any negative treatment the case has received.
3. Skip to specific pages of the case.
4. Create and post notes directly to the case.
5. If you want to do something specific with the case, the document page has icons on the right side of the window that allow you to:
  - A. Print
  - B. Email
  - C. Save to a folder
  - D. And download the document that is being viewed



## How To: Browsing The Library

The library component allows a systematic browse of Casemaker's databases.

Before browsing, it is important to know that no matter how many selections you make, Casemaker will always have content to show you. This means that you will never be left with a blank screen.

As briefly described on [page 5](#), the library is broken down into similar core categories that you find in the jurisdiction drop down tab on the search bar ([page 3](#)), or the overview page inside a search ([page 6](#)).

In the library, these core categories will be referred to as "books" and their subsequent subcategories as "sections."

### The "All Content" Library

We'll examine the process behind browsing the library titled "All Content,"



and look under the book titled "Statutes."

Notice that immediately after clicking on any section in the "All Content" book, Casemaker asks you to specify the jurisdiction. This request only appears under sections in the "All Content" book. The other books: "Federal Materials" and "State Materials," are already broken down into these jurisdictions.

Keeping with our example, Casemaker gives two jurisdiction options:

1. **All Federal** (in our case, clicking on this option would ask Casemaker to look up All Federal Statutes).
2. **Individual States** (All 50 are listed alphabetically; also includes District of Columbia).

By clicking on either Federal or an individual State, you're asking Casemaker to bring back information pertaining to that specific jurisdiction.

Here we'll pick Ohio.

- Continued on next page.

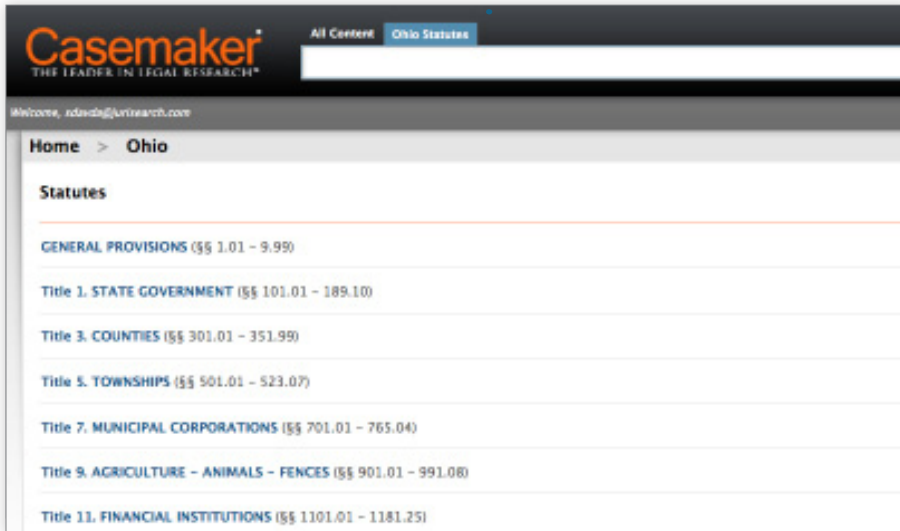
New Mexico  
New York  
North Carolina  
North Dakota  
Ohio  
Oklahoma  
Oregon  
Pennsylvania  
Rhode Island  
South Carolina



## How To: Browsing The Library (Continued)

We are now at the first level of content.

Here we find that Casemaker provides a “bread-crum” trail to show us the section and the book we are currently viewing.

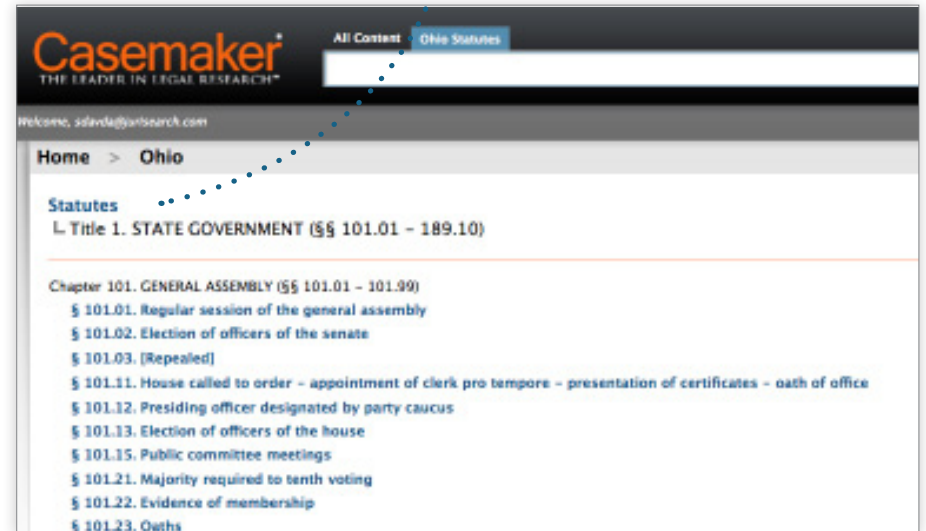


The screenshot shows the Casemaker website interface. At the top, there is a search bar with "All Content" and "Ohio Statutes" tabs. Below the search bar, the breadcrumb trail reads "Home > Ohio". The main content area is titled "Statutes" and contains a list of sections:

- GENERAL PROVISIONS (§§ 1.01 - 9.99)
- Title 1. STATE GOVERNMENT (§§ 101.01 - 189.10)
- Title 3. COUNTIES (§§ 301.01 - 351.99)
- Title 5. TOWNSHIPS (§§ 501.01 - 523.07)
- Title 7. MUNICIPAL CORPORATIONS (§§ 701.01 - 765.04)
- Title 9. AGRICULTURE - ANIMALS - FENCES (§§ 901.01 - 991.08)
- Title 11. FINANCIAL INSTITUTIONS (§§ 1101.01 - 1181.25)

Next, we have the “table of contents” for the Ohio Statutes. Click on a title to see its content.

The “bread-crum” trail now appears both above the search box as before, and below the state name.



The screenshot shows the Casemaker website interface with the breadcrumb trail expanded. The breadcrumb trail now reads "Home > Ohio > Statutes". The main content area is titled "Statutes" and contains a list of sections:

- L. Title 1. STATE GOVERNMENT (§§ 101.01 - 189.10)

Under "L. Title 1. STATE GOVERNMENT (§§ 101.01 - 189.10)", there is a list of sections:

- Chapter 101. GENERAL ASSEMBLY (§§ 101.01 - 101.99)
  - § 101.01. Regular session of the general assembly
  - § 101.02. Election of officers of the senate
  - § 101.03. [Repealed]
  - § 101.11. House called to order - appointment of clerk pro tempore - presentation of certificates - oath of office
  - § 101.12. Presiding officer designated by party caucus
  - § 101.13. Election of officers of the house
  - § 101.15. Public committee meetings
  - § 101.21. Majority required to tenth voting
  - § 101.22. Evidence of membership
  - § 101.23. Oaths

Here you are able to view the sections in each chapter. To go back to the previous page, click the back button on your web browser.



## How To: Organizing Your Research Using Folders

Using a personalized folder makes it easier to revisit the most relevant content of your case.

### Making a Personalized Folder

In order to use a folder, it must be created. This can be done one of two ways.

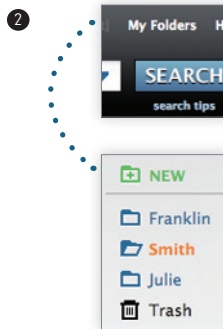
1. The easiest way to create a folder is by using the drop down menu on the search bar.

- Click on "New Folder"
- Type a name into the box that appears
- Click "OK."



2. Another way to create a folder is by entering the folders main page.

- Click "My Folders" on the navigation panel to get to the folders main page
- Click on "New"
- Type a name into the box that appears
- Click "OK."



### Selecting Your Folder

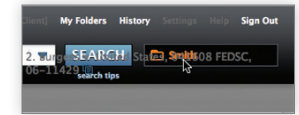
Once you have created your folder. Make it easily accessible by selecting it with the drop down menu on the search bar.

- Click on the tab.
- Click on your folder.
- Click "OK."

Now it can be used to organize content while inside the database.

### To Save a Single Document to Your Folder

- Make sure your folder is selected.
- Click, drag and drop the document's title into the folder.



### To Save Multiple Documents Simultaneously

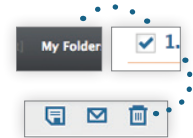
- Check the boxes beside the title of the document.
- Select the Folder icon directly below the folders drop down tab.
- Select which folder to save to.
- Click save.



### To Delete Documents From Your Folder

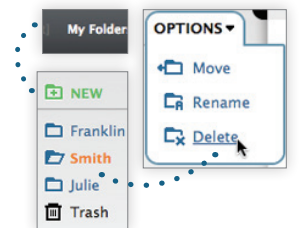
You can delete select documents from your folder at any time.

- Enter the folders main page using the "My Folders" button on the navigation panel.
- Check the box beside the titles you wish to delete.
- Click the trash can icon below the search bar.
- A warning will ask for confirmation. Hit "OK."



### To Delete an Entire Folder

- Enter the folders main page using the "My Folders" button on the navigation panel.
- Select the folder you wish to delete.
- Open the "options" drop down tab.
- Select "delete."



**CAUTION:** Deleting a folder will delete all of its content as well.



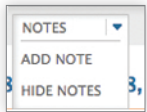
## How To: Create, Post, Hide, Delete and Print Notes

Posting notes directly to a document nearly eliminates the back and forth between Casemaker and a word processor.

In order to do anything with notes, you must be viewing a document. See [page 8](#) if you want to make sure you're in the right place.

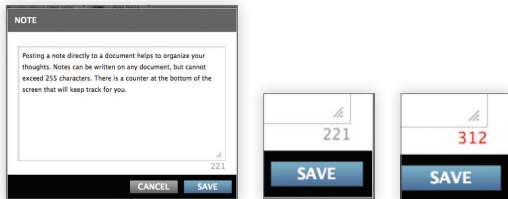
### To Create a Note

1. Select the "Notes" drop down tab from the tool bar on the document's page.



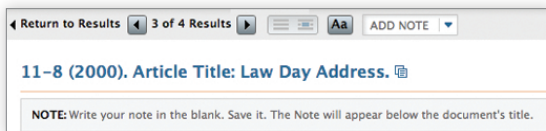
2. Click "Add Note"

3. Write your note in the pop up window



The pop up window can contain a maximum of 255 characters. The counter on the bottom of the window counts the number of characters in the note. If the counter turns red, the note has exceeded the maximum number and the note will not save.

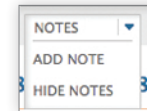
4. Save your note. NOTE: Once you save your note, it will appear below the document title.



### To Hide a Posted Note

1. Select the "Notes" drop down tab from the tool bar on the document's page.

2. Click "Hide Notes"



### To Edit a Posted Note

1. Click on the pen icon located on the far right of the note.



2. Make the edit on the pop up window that appears.

3. Save the change by clicking on the "Save" button at the bottom of the window.

### To Delete a Posted Note



1. Click on the "x" icon located next to the pen icon on the far right of the note.

2. A warning message will ask for a confirmation. Click "OK."

Caution: **Deleting a note is a permanent action. Once you delete, you cannot get it back.**

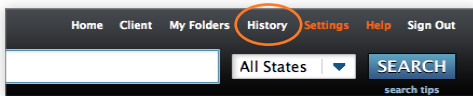


## How To: The History

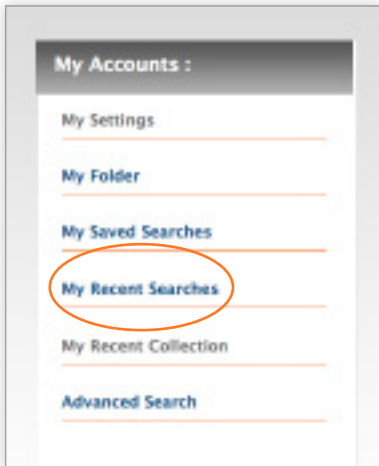
The history feature automatically keeps track of your most recently run searches and viewed documents.

There are a few ways to access the history.

1. Click the "History" button on the navigation panel.

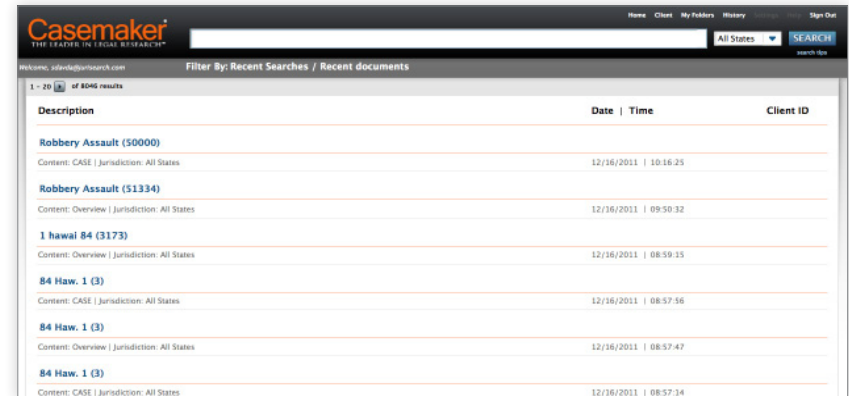
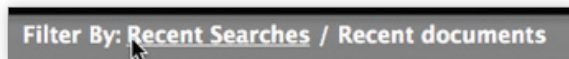


2. Or, access recent searches directly from the "My Accounts" section of the homepage.



Under the "history" button on the navigation panel, the history is organized into two categories.

1. Recent Searches
2. Recent Documents



A screenshot of the Casemaker search results page. The page title is 'Filter By: Recent Searches / Recent documents'. It shows a list of search results with columns for Description, Date | Time, and Client ID. The results are as follows:

| Description  | Date   Time           | Client ID |
|--|-----------------------|-----------|
| <b>Robbery Assault (50000)</b><br>Content: CASE   Jurisdiction: All States     | 12/16/2011   10:16:25 |           |
| <b>Robbery Assault (51334)</b><br>Content: Overview   Jurisdiction: All States | 12/16/2011   09:50:32 |           |
| <b>1 hawai 84 (3173)</b><br>Content: Overview   Jurisdiction: All States       | 12/16/2011   08:59:15 |           |
| <b>84 Haw. 1 (3)</b><br>Content: CASE   Jurisdiction: All States               | 12/16/2011   08:57:56 |           |
| <b>84 Haw. 1 (3)</b><br>Content: Overview   Jurisdiction: All States           | 12/16/2011   08:57:47 |           |
| <b>84 Haw. 1 (3)</b><br>Content: CASE   Jurisdiction: All States               | 12/16/2011   08:57:34 |           |

Both pages carry a similar design which contains the description of the case viewed or the search that was created, while also giving the date, the time, and the Client ID -if a client was selected before creating the search.





## How To: Set a Client

If you are working for a specific client, the client feature is a convenient way of keeping track of the hours spent, searches made, and documents viewed for that client. Each time you log into Casemaker, you will have to set the client if you want Casemaker to keep track. This is simple to do.

### Setting up a client

1. Click on “Client” on the navigation panel of the search bar.

If you already have clients added, click on the drop down menu under the term “Client Name” and select the client. Then, click continue.

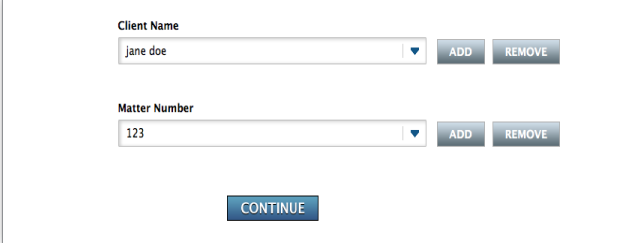
2. If you do not have any clients added or would like to add a new client, click “Add,” enter the client name in the pop up, and click “OK.”

3. Set a unique “Matter Number.” This allows you to work on more than one case for a specific client, without having to enter a different name.

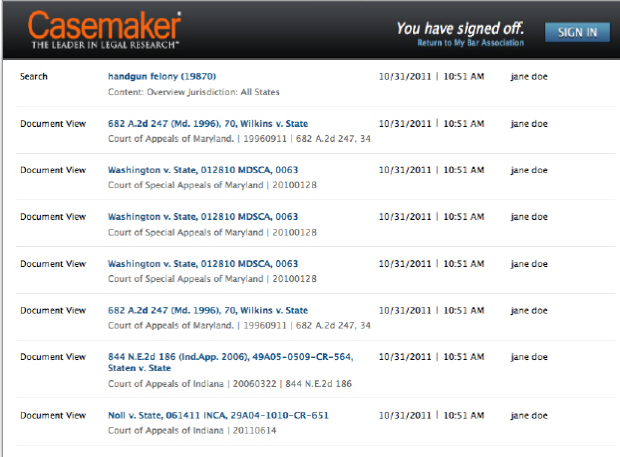
4. Once the two fields are filled, click “Continue” and you will be returned to the home page.

Once you have selected a client, the client’s name will appear on the navigation panel in place of “Client.” From this point on, Casemaker will keep track of the time you spend under that client.

When you are done working for a selected client and want to view the report of hours worked, you will need to sign out of Casemaker. The report will come up after you have signed out and will offer the option to print the report, sign back into Casemaker, or go back to your state bar’s website.



The screenshot shows a form for setting up a client. It has two main sections: "Client Name" and "Matter Number". Each section has a text input field, a dropdown arrow, and "ADD" and "REMOVE" buttons. The "Client Name" field contains "jane doe" and the "Matter Number" field contains "123". Below these sections is a "CONTINUE" button.



The screenshot shows the Casemaker home page. The header includes the Casemaker logo, the tagline "THE LEADER IN LEGAL RESEARCH", and a sign-out notification: "You have signed off. Return to My Bar Association" with a "SIGN IN" button. Below the header is a table of search results.

| Search        | handgun felony (19870)   | 10/31/2011   10:51 AM | jane doe |
|---------------|--|-----------------------|----------|
| Document View | 682 A.2d 247 (Md. 1996), 70, Wilkins v. State<br>Court of Appeals of Maryland.   19960911   682 A.2d 247, 34                     | 10/31/2011   10:51 AM | jane doe |
| Document View | Washington v. State, 012810 MDSCA, 0063<br>Court of Special Appeals of Maryland   20100128                                       | 10/31/2011   10:51 AM | jane doe |
| Document View | Washington v. State, 012810 MDSCA, 0063<br>Court of Special Appeals of Maryland   20100128                                       | 10/31/2011   10:51 AM | jane doe |
| Document View | Washington v. State, 012810 MDSCA, 0063<br>Court of Special Appeals of Maryland   20100128                                       | 10/31/2011   10:51 AM | jane doe |
| Document View | 682 A.2d 247 (Md. 1996), 70, Wilkins v. State<br>Court of Appeals of Maryland.   19960911   682 A.2d 247, 34                     | 10/31/2011   10:51 AM | jane doe |
| Document View | 844 N.E.2d 186 (Ind.App. 2006), 49A05-0509-CR-564,<br>States v. State<br>Court of Appeals of Indiana   20060322   844 N.E.2d 186 | 10/31/2011   10:51 AM | jane doe |
| Document View | Noll v. State, 061411 INCA, 29A04-1010-CR-651<br>Court of Appeals of Indiana   20110614  | 10/31/2011   10:51 AM | jane doe |



## How To: Print a Document

### From the Overview and categories page

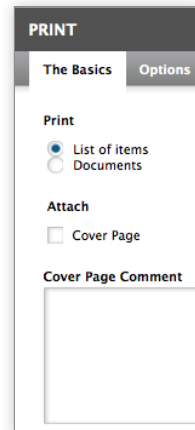
You'll find the print icon directly underneath the folder drop down tab on the top right of every page. The only exception is the homepage.

**NOTE:** While the icons are the same on every page, the print options vary depending on the page being viewed.

On the overview page (the first page in a search) and the categories page (the second page in a search) clicking the print icon brings up a pop up window with a few specific options for these pages:

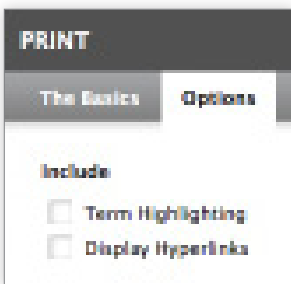
1. "List of items" will print a list of the documents as they appear on the screen.
2. "Documents" will print each document in the list in the order that they appear.

No matter where the print options are being viewed, there's always an option to print a cover page with personalized comments.



Under the "options" tab there are two options:

1. "Term Highlighting" will print the list of items or documents with the search terms highlighted.
2. "Display Hyperlinks" will print the list of items or documents with Hyperlinks highlighted.



### From the Document Page



The print icon on the document page gives the same options under "The Basics" tab. But also adds an option to print only pages that contain "hit terms." With this selected, only the pages with your search terms will print.

Under the "options" tab there are several more options.

"Page Layout" will print the document with two columns per page.

"Notes" will print the document with any posted notes.

"Content to Append" will add to the document any relevant material to the selected document.

After selecting from the options, click "print" to print the document.



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## How the Tools Work

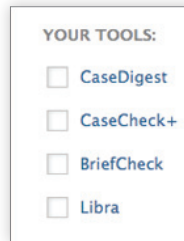
### 1. CaseCheck+/ Negative Treatment

CaseCheck+ works like Shepherd's® and KeyCite® at a fraction of the cost.

CaseCheck+ validates your research and identifies whether or not your case law citations are still good law. CaseCheck+ returns both positive and negative treatments instantly as you research. Link to negative treatments and quickly review the citation history for both state and federal cases.

It works so well with the interface that it doesn't require extra steps in order to use.

**1** After making a search, look for the thumbs up or thumbs down icons on the left side of the case citation.



**2** A thumbs up means that the case is good law.

**3** A thumbs down means it was viewed negatively by a later court.



If a case has had negative treatment, when you enter the document page, the details of the treatment will be shown at the very top of the document.

### 2. CasemakerDigest

CasemakerDigest provides a first look into the most recent decisions handed down by state and federal courts.

Cases are summarized as soon as they become available and you can easily create your own areas of interest to receive notifications through RSS feed and / or email of the cases most relevant to your practice.

To use with Casemaker: if a case has a CasemakerDigest summary, an orange paper icon will appear below the negative treatment icon (thumbs up / thumbs down). You can either click on the icon to view the summary, or view the summary at the top of the document page once the document is opened.

### 3. CiteCheck

A personal cite checker for a pleading, brief or other document. Simply upload it in MS word, text or searchable PDF and Casemaker analyzes every citation and provides you with a report of good law, negative treatments, and potential citation format errors.

