Summer Access and Graduate Access

Lexis
- Current students have unlimited access during the summer.
- Graduates have unlimited access until December 31, 2019
  - If working for 501(c)(3), can also apply for ASPIRE program, detailed at
    https://www.lexisnexis.com/grad-access/. This provides extended access to Lexis
    Advance beyond December 31, 2019.

Westlaw
- Current students may only use their Northwestern Westlaw accounts over the summer for
  non-commercial purposes. Accepted uses include:
  - Summer coursework
  - Research assistant assignments
  - Law Review or Journal research
  - Moot Court research
  - Non-Profit work
  - Clinical work
  - Internship/Externship sponsored by the school
- Graduates have 18 months of extended Westlaw access as part of our subscription to
  the Westlaw GradElite Program. Register with the Westlaw GradElite Program.

Bloomberg Law
- Current students have unlimited access during the summer.
- Graduates have unlimited access for six months following graduation.

Standout Summer Research Guide

https://library.law.northwestern.edu/Standout
Research Strategy Overview

I. Understand your assignment – JUST ASK

II. Identify issues & keywords

III. Create checklist of sources, strategies

IV. Assess findings; Adjust plan as needed

I. JUST ASK: Questions to ask when receiving a research assignment

• **Jurisdiction** – Do you need to look at federal law? If so, what circuit? State law? Administrative decisions? Some combination of the above?

• **Useful Tips** – Does the assigning attorney have any suggestions for where to start? Are there any important experts, cases, documents, etc. that you need to know about?

• **Scope of Research** - How much information does the attorney need? Is this an exhaustive search or just an overview? Ask for a deadline!

• **Terms of Art** – Are there any key words or phrases that you need to know?

• **Acronyms** – Clarify the spelling and meaning of any acronyms. Attorneys often use acronyms without realizing that people new to the field don’t know their meaning. Don’t be afraid to ask what an acronym stands for.

• **Sources** – The assigning attorney is likely an expert in the field and knows of a “go-to” source in that area. Ask if there is a well-known treatise they recommend.

• **Key Cost Constraints** – Are there any billing restrictions related to Lexis, Westlaw, document delivery services, etc.? How many hours should you spend on the project?

II. Identify issues & keywords

• Focus on key legal issues and start with basic keyword search. Save the advanced terms & connectors searches for later

• Don’t forget the obvious. Think about the area of law (property, civil procedure) which will lead you to the key treatises covering your issue.
III. Create checklist of sources, strategies: 3 basic plans

- **Common Law issues**
  1. Consult secondary source for context, citations to leading cases, key terms & phrases
  2. One Good Case – look at cases cited within opinion, later citing references, headnotes & topics
  3. Keyword search – start broadly, narrow within results

- **Statutory issues**
  1. Consult secondary source for context, citations to statute sections & leading cases, key terms & phrases
  2. Context – use Table of Contents to browse related statute sections
  3. Annotations: Notes of Decisions (W) / Case Notes (L) for illustrative cases
  4. Citing References (W) / Shepard’s (L) for all cases citing statute, search within
  5. One Good Case method – use for any cases turned up in step iii or iv
  6. Keyword search – start broadly, narrow within results
  7. If necessary, legislative history

- **Regulatory issues**
  1. Consult secondary source for context, citations to regulations, administrative guidance, leading cases, key terms & phrases
  2. Agency website
  3. Consult Code of Federal Regulations. Context – use Table of Contents to browse related regulation sections
  4. Annotations: Notes of Decisions (W) / Notes (L)
  5. Citing References (W) / Shepard’s (L): see citing cases and administrative materials
  6. If necessary, regulatory history. See Federal Register.

IV. Assess findings

- Have you uncovered new issues? Do you need to revisit secondary sources? Do you have clarifying questions to ask your assigning attorney?

- Do you think you’re done? Check back in with your research plan. Did you try every strategy described in your plan?
Complete Case Research

WHAT DO YOU NEED?

In looking for cases, bear in mind what kinds of legal points you will be making. You may just need the most authoritative case you can find to support a legal proposition. But for a typical analysis involving a factual issue, the following kinds of authority may be helpful:

1. Most authoritative statement of rule(s) from high court.

2. Most recent reaffirmation of rule(s) from the binding lower courts.

3. Which case most approximates your case facts? Do any highly analogous cases exist in other jurisdictions (especially if their overall legal principles are similar)? Typically, real world assignments do not precisely match precedents. The best lawyers are those who see connections between cases with superficial dissimilarities.

4. Which cases state the principles in the most advantageous way? In which cases does the position you represent win (e.g., the defendant, the movant, etc.)?

5. What trouble lurks in the cases that your opponent will exploit in attacking your arguments?

6. What trends can be identified in the cases (e.g., “no court has ever . . .”)?

7. What overarching principles can you synthesize into a framework to demonstrate to a court, even if the framework is not specifically articulated by courts? Are there related principles that may help support arguments you want to make?
WHERE SHOULD YOU LOOK TO FIND THESE CASES?

Unlike searching for secondary sources, you really want to make sure you find every case that may be relevant to your argument (either for or against).

1. **Secondary sources** can lead you to the leading cases, plus related propositions that you need to show to bridge to your main claim.

2. **Annotated codes** provide most of the key cases that interpret a statute. However, they generally are not 100% comprehensive.

3. **One Good Case Method**
   1. *Looking back:* What cases are cited by the court in your One Good Case?
   2. *Looking forward:* Using a citator such as Key Cite/Citing References (Westlaw) and Shepard’s (Lexis), what later cases interpret the cases you intend to rely on?
   3. *Looking out:* Topical organizations (headnotes) categorize all published decisions, so a digest will give you good coverage of the universe of cases that exist. Identify Topic + Key Number or Headnote from leading case, or browse the Key Number System Outline on Westlaw.

4. **Keyword Search** Use the keywords you discover by reading the earlier cases to construct an Advanced Search. Consider conducting Terms and Connectors searches and narrowing results by using /s, /p /n, or Term Frequency.

5. **Repeat the above** as needed. When you find a new case, Shepardize or KeyCite it. Read it to see if it cites new cases. See if it provides a Key Number that you haven’t seen. Note whether it uses a new term for your issue that would make a worthwhile search.

6. **Final Step: Shepard’s/KeyCite** to confirm whether the cases are still good law.

WHEN ARE YOU DONE?

Determining this comes with experience and can depend on the issue or the court. The prevailing description is that when you keep seeing the same cases over and over again without anything new, you’re done. In general:

1. Use at least one source/search that involves an editor attempting to assemble like cases together. This may be the Westlaw Key Number system, Lexis headnotes, or an annotated code.
2. Use at least one online Boolean search to see if cases exist that were not identified in your first source or were too recent to be indexed in any other system you used.

3. Shepardize or KeyCite every case on point (within reason depending on how many exist).

4. Read entirely every case that might provide new cases, that you might cite or that your opponent might cite, and that is from the highest court (within reason depending on how many exist).

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<thead>
<tr>
<th>Terms &amp; Connectors</th>
<th>Westlaw</th>
<th>Lexis Advance</th>
<th>Bloomberg Law</th>
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<td>Phrase</td>
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<td>At least n mentions</td>
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<td>ATLEASTn()</td>
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Complete Statutory Research

WHERE TO FIND STATUTORY CODES

For current, annotated federal and state statutory codes, use Westlaw Edge and Lexis Advance. Recall that annotated codes include not only the statutory text, but also citing references and Notes of Decisions (Westlaw Edge) or Case Notes (Lexis Advance).

The full-text of the U.S. Code (unannotated) is also available on:
- Govinfo: https://www.govinfo.gov
- Cornell Legal Information Institute: https://www.law.cornell.edu/

State statutory codes (unannotated) are also available on the websites of state legislatures, accessible via a Google search.

STRATEGIES TO FIND RELEVANT SECTIONS OF STATUTE

1. **Secondary Sources.** Find a reference to the relevant title, chapter or specific section of a statute in a secondary source. Wikipedia often has good summaries of federal statutes and a Google search can lead to agency websites with the text of the code and/or a summary of the law.

2. **Popular Name Table.** Many statutes are referred to by their popular name, also known as the short title. Use the Popular Name Table on Westlaw Edge, Lexis Advance, or the U.S. House of Representatives – Office of the Law Revision Counsel website (http://uscode.house.gov/) to look up acts by popular name. This tool is also useful for finding cross references between public law/popular name section numbers and U.S. Code section numbers (e.g., CERCLA section 113 is located at 42 U.S.C. § 9613).

3. **Keyword search.** Think broadly when brainstorming search terms. When reviewing search results, focus on what title or chapter the results come from, then browse nearby sections using the table of contents. Using the advanced search feature on both Westlaw Edge and Lexis Advance, it is possible to search just the text of the code, not the annotations.
4. **Table of Contents.** Statutes have a natural subject arrangement, so browse the table of contents to find related sections of the code. Consider browsing to a title or chapter, then performing a keyword search. This will help eliminate extraneous results.

5. **Subject Index.** Available on Westlaw Edge, this tool is useful when searching for common terms (e.g., corporations) or when keyword searches return too many or too few results.

*No matter what strategy you use to find a section, use the table of contents to browse nearby sections*

**HOW TO FIND CASES AND ADMINISTRATIVE MATERIALS INTERPRETING STATUTES**

Start with resources selected by editors of the annotated codes.

- For interpretive cases, use the Notes of Decisions on Westlaw Edge or Case Notes on Lexis Advance.
- For interpretive secondary sources, use the Context & Analysis tab on Westlaw Edge or the Research References & Practice Aids section on Lexis Advance (located at the bottom of the page).

Use citators such as KeyCite/Citing References on Westlaw Edge or Shepard’s on Lexis Advance. Use the jurisdiction filter and/or the “search within results” feature to narrow your results.

**RESEARCHING HISTORICAL STATUTES**

Historical versions of the U.S. Code are available on HeinOnline (1925-2012), Westlaw Edge (1990+), Lexis Advance (1992+) and Govinfo (1994+).

Historical versions of state statutes are available on HeinOnline in State Statutes: Historical Archive library. Coverage varies by state, but primarily early historical codes. Westlaw & Lexis coverage for historical state statutes varies by state, but generally begins in mid-1980s.

The PLRC has historical state statutes in print and on microform. Ask a reference librarian for assistance.
UNIFORM LAWS

Created by the Uniform Law Commission (ULC). See https://www.uniformlaws.org for both the text of acts and enactment status in specific jurisdictions.

The Uniform Code Annotated is available on Westlaw Edge. It contains the text of uniform laws, annotations, and information about adoption by states, including citations to state codes.

STATUTORY CONSTRUCTION

See Sutherland Statutes and Statutory Construction on Westlaw Edge.
Federal Legislative History

Documents - Chronological
1. Bills
2. Committee Hearing Transcripts
3. Committee Reports (House, Senate, Conference)
4. Floor Debate Transcripts (source=Congressional Record)
5. Presidential Signing Statement
6. Public Law

Documents – Relative Importance
1. Public Law
2. Conference Committee Report (if exists; if discusses your issue)
3. Committee Report
4. Congressional Record (floor debate if sponsor explains)
5. Bill or Resolution (inference from language added or deleted)
6. Committee hearings

Citations to legislative materials? See Bluebook R13.
- Floor Debates: printed in Congressional Record; 123 Cong. Rec. 17,147 (1977)

Strategies for determining legislative intent
1. Identify Public Law Number
   - If you know the popular name of your act, you can often locate the PL # using Wikipedia or the Popular Name Table.
   - Consult the source notes to the U.S. Code (labeled History on Lexis and Credits on Westlaw).
     o Editor’s and revisor’s notes on Westlaw or Notes on Lexis can help you determine which Public Law is relevant if multiple Public Laws are listed in the credits.

2. Locate a summary
   - Law review articles
     o HeinOnline: Sources of Compiled Legislative Histories (U.S. Federal Legislative History Library) gives law review articles that discuss legislative history
3. Locate a compiled legislative history: Compiled legislative histories gather together all of the documents that make up a public act’s legislative history in one place. You may search across all of the documents for a keyword or consider the hierarchy of documents at the top of this handout when deciding what to read.
   - HeinOnline - [U.S. Federal Legislative History Library](https://crsreports.congress.gov/)
   - ProQuest Congressional – most complete source for legislative history documents
     - Tip: search by Public Act number to find compilations
   - Westlaw – links available in History tab when viewing U.S.C.A.
     - Arnold & Porter Legislative Histories (select Acts)
     - U.S. GAO Federal Legislative Histories (1921-1995)
   - Lexis - U.S. CIS/Index
     - Tip: use the Public Law number as your search term
     - Provides abstracts of Congressional documents; May not have full-text of all documents, but useful to gather list of actions & citations

4. Compile your own legislative history
   - Locate list of actions and documents using Congress.gov or U.S. CIS/Index on Lexis.
   - Locate the documents
     - [govinfo.gov](https://crsreports.congress.gov/) – all government documents, 1995 to date
     - [Congress.gov](https://crsreports.congress.gov/) – Congressional Record, Reports for recent legislation
     - Westlaw - History Tab in U.S.C.A.
     - HeinOnline – [U.S. Congressional Documents Library](https://crsreports.congress.gov/)
     - [ProQuest Congressional](https://crsreports.congress.gov/)
1. Identify the session law (Public Act) that created or amended the statute.
   - The Public Act numbers appear at the end of the text of the statute (i.e. P.A. 87-879).
   - Use of the term “Public Act” began with the 76th General Assembly (1969-70). Prior to that time session laws are cited using the year and page reference to the Laws of Illinois (i.e. L. 1921, p. 42).

2. Identify the House Bill or Senate Bill number for the Public Act.
   - On Westlaw or Lexis: Look at the full-text of the Public Act by following the link in the History/Credits section of ILCS
   - On the IL General Assembly’s website (www.ILGA.gov) under Previous General Assemblies, select the General Assembly for your year from the dropdown menu
     o For GA 77 to GA 89, use the Public Act to Bill Number Conversion Table
     o Beginning with GA 90, the full-text of the Public Acts is available, which includes the originating bill number.
     o For Acts prior to GA 77 (1971), see The Laws of Illinois [2nd floor Rubloff – S,IL KFI 1225 .A212].

3. Locate a summary of actions taken by the legislature on the bill.
   - The summary will give you the sponsor of the bill, the committees the bill was assigned to, the dates of the first reading, second reading and third readings for the bills on the floor of the House and Senate, and if passed, the date it was signed by the Governor and the date the law went into effect.
     o For GA 93 to current, a summary is available on ILGA.gov < Previous General Assemblies < Legislation, Public Acts: Public Acts Listing < click through to text of Public Act < Bill Status
     o For Acts prior to GA 93 (2003), use the IL Legislative Synopsis and Digest published by the IL Legislative Reference Bureau
       ▪ 1985-current available via http://www.ilga.gov/commission/lrb_home.html
       ▪ Prior to 1985 in print [2nd floor Rubloff - S,IL KFI 1207.L43]
4. Take note of the dates of key actions from the synopsis.
   - In general, a bill is introduced to the House or Senate during the “first reading.” It is then referred to a committee. The committee will submit its findings (a recommendation of do or do not pass) to the respective chamber, however, these reports are generally not made available. CDs of the audio from House committee meetings held since 1980 can be ordered for a fee by calling the House of Representatives' Committee Clerk at (217) 782-8100. The Senate is not required and does not make available a record of committee hearings.
   - When a bill returns to the full floor of the House or Senate, it then receives a “second reading” or “third reading.” This is where the floor debate occurs and where amendments can be proposed. Amendments to the bill are published in the House Journal and Senate Journal. Transcripts of the floor debates are published separately and available on www.ILGA.gov. Note: Legislative debates were first required by the 1970 Constitution and were not regularly produced until the 77th General Assembly (Oct. 1971).

5. Review the House & Senate transcripts for the dates of key actions.
   - Transcripts are available on www.ILGA.gov
   - Open the transcript for each legislative day and use the Find function in your browser or Adobe Reader (Ctrl+F) to search for the bill number to find where the bill is discussed in the transcript.

6. Consider unofficial legislative history sources, such as newspaper articles
   - If there is no discussion on the floor of the House or the Senate for the section of the statute that you are researching, you may not find any official documentation regarding the legislative intent. Consider searching in historical newspapers for any articles that may serve as an unofficial report of the legislative intent. [See ProQuest Historical Newspapers: Chicago Tribune]

For other guidance on other state’s legislative history materials, consult Indiana University’s State Legislative History Research Guides Inventory: http://law.indiana.libguides.com/state-legislative-history-guides
Administrative Law Research

Key Takeaways

- Final Regulations are found in Code of Federal Regulations (C.F.R.)
- Structure of C.F.R. is similar to U.S. Code
  - Title – Chapter – Subchapter – Part – Section
  - Titles in U.S. Code and C.F.R. don’t always match up
- Agencies are granted the authority to promulgate regulations by Congress.
  - The statute granting that authority is called the “enabling statute.”
  - Agencies must take care not to exceed the express authority given to them.
- Agencies publish notice of proposed rules and final rules in the Federal Register, aka the daily newsletter for all federal agencies
- Preambles to Final Rules include helpful background information and regulatory history. These are published in the Federal Register and are not reprinted in the C.F.R.
  - Preambles include: responses to public comments, discussion of changes between the proposed and final regulations.
- There is no single reporter for administrative agency decisions; each agency has its own procedure for publishing.

Locating Regulations: Code of Federal Regulations

- Agency websites
  - Depending on agency, can be the most current version of regulations
- Secondary Sources
  - Treatises, journal articles, American Jurisprudence, ALR
  - For highly regulated areas of law (tax, securities, banking, etc.) consider using Bloomberg Law or Cheetah. Search within Practice Centers to find analysis, statutes, regs and cases in one place.
- Starting from a statute
  - Parallel Table of Authorities via Cornell Legal Information Institute
  - Annotations and cross references in the U.S. Code (W/L)
- Search C.F.R. on Westlaw/Lexis
  - Limit search to a particular Title
**Finding Agency Rulings, Opinions, and Advisory Letters**

- Non-exhaustive list of published agency decisions can be found in T1.2 of Bluebook
- **Agency websites**
  - See University of Virginia’s Administrative Decisions website [http://guides.lib.virginia.edu/administrative_decisions](http://guides.lib.virginia.edu/administrative_decisions)
- **Practice Centers on Bloomberg Law or Cheetah** (Wolters Kluwer/CCH content)
- **HeinOnline > U.S. Federal Agency Documents, Decisions, and Appeals Library**
- **Lexis**
  - See annotations to C.F.R. and Shepard’s report
  - Administrative & Agency Materials: contains selected agency materials
- **Westlaw**
  - See annotations to C.F.R. and citing references
  - Federal Administrative Practice: treatise that provides guidance regarding handling matters before Federal departments and administrative agencies; includes overview of an agency’s structure and their adjudication process.

**Presidential Documents**

- Executive orders and proclamations are published in the Federal Register
  - numbered sequentially as they are issued
  - compiled annually and published in Title 3 of the C.F.R.
- **Compilation of Presidential Documents** = all official publications of materials released by the White House Press Secretary including proclamations, executive orders, speeches, press conferences and releases, announcements and other Presidential materials.
  - 2009+ published daily; prior to 2009 published weekly
  - Available on
    - [Govinfo.gov](http://www.govinfo.gov) 1992+
    - [HeinOnline Presidential Library](http://www.heinonline.org)
      - also includes Public Papers of the President, Title 3 of the C.F.R. and other Compilations of Messages and Papers
- **Westlaw Presidential Documents**
  - Executive and administrative orders, proclamations, trade agreement letters, and other documents released by the Executive Office of the President of the United States
- **Finding things that have gone missing from the internet**
  - **End of Term Web Archive**: archives government webpages before a change in administration
  - **Internet Archive Wayback Machine**: allows you to see saved versions of a website on different dates
50 State Surveys

A 50-state survey is a specialized secondary source that compares laws on a particular topic across all 50 states. They might be as lengthy as a book treatment or as slim as a list of states with simple citations to relevant cases, statutes, or regulations.

I. Surveys of Statutes, Bills and Regulations

- **Lexis** and **Westlaw** offer 50 state statutory and regulatory surveys. You can find them on both services by clicking on the Statutes link on the home page and then looking in the Resources box on the right side of the screen. Alternatively, start typing *50 state survey...* and select the suggested source from the dropdown list. Be sure to note the date of the survey and update your research.

- **National Survey of State Laws**: Now in its 7th edition, Rich Leiter’s comprehensive resource is available in HeinOnline. Side-by-side comparisons in chart form of noteworthy state laws as well as those of popular interest.

- **National Conference of State Legislatures Bill Tracking Database**: search by topic, year, status (e.g., pending, enacted, to governor, etc.) or browse list of topics. Updated weekly.

- **NUsearch**: Use the library’s discovery tool to find surveys published by the American Bar Association, Bloomberg BNA and more. Suggested searches include “50 state survey” or “fifty state survey” or “state by state survey.”

- **Subject Compilations of State Laws**: Bibliography of thousands of citations to surveys published in books, articles, legal loose-leaves, and government publications. Referenced articles often contain surveys in a footnote or appendix and the text of the article can provide additional context. Biennial publication that dates back to 1960; available on HeinOnline.
II. Chart-builders

- **Bloomberg Law – State Law Chartbuilder**: Covers dozens of discrete topics within six broader areas of law. The created chart can then be downloaded as an Excel spreadsheet. Find under Practitioner Tools.

- **Cheetah – Smart Charts**: To build chart on a topic, click on a practice area on the home page and then looking to the “practice tools” section for that topic in the upper right of the page for that topic. These charts can be downloaded as an Excel spreadsheet or as a Word document.

- **Lexis Practice Advisor – State Law Comparison Tool**: Find Lexis Practice Advisor under the grid menu in the upper left corner and then select a practice area to see the Comparison Tool. The tool is not available for all practice areas, but does exist for Labor & Employment, Data Security & Privacy, Employee Benefits & Executive Compensation, Insurance and Intellectual Property & Technology.

III. Constitutional Comparison


- **State Constitution Research Guide** from Maurer School of Law at the University of Indiana at Bloomington: Information on researching state constitutions and their history. Includes a 50-State A to Z list of resources for finding the full text of state constitutions, information on amendment process, pending and historical amendments, artifacts and documents.
WHY CASE DOCKETS AND FILINGS?

Legal researchers often need to review case dockets and/or filings, for a number of reasons, including:

1. Keeping track of pending litigation
2. Locating samples of documents, including motions, orders, and briefs, filed in a particular court and/or before a particular judge
3. Reviewing documents cited in a court opinion or journal article

RESEARCHING FEDERAL CASE DOCKETS AND FILINGS

When needing to research federal case dockets and filings, Bloomberg Law is a go-to resource. First, select “Dockets” beneath the “Research Tools” header on the Bloomberg Law homepage (shown below).

At this point, a search screen will appear, from which you can select one or more courts and search by keyword, parties, judge, docket number, and/or date.
Once you’ve located and selected the case you’re looking for, you’ll find a chronological list of events from the case, along with links to “View” or “Request” PDFs of the associated filings. Note that, as students, collection fees to request documents are waived, so simply click “Request,” then “Accept.”

One other tip: if you’re looking for a recent event or document that is not yet listed in the docket, click “Update Docket” at the top of the page. This will ensure that you’re viewing the most current version.

RESEARCHING STATE CASE DOCKETS AND FILINGS

Generally speaking, it’s fairly easy to locate state case dockets online. However, it’s much more difficult to locate the underlying filings.

Bloomberg Law provides access to many state court dockets, as do Westlaw Edge and Lexis Advance. To access dockets on the latter services, select the “Dockets” link on the homepage.

Additionally, court websites often provide access to case dockets and, occasionally, the underlying filings. For example, dockets for many types of cases in the Circuit Court of Cook County are available through the clerk’s website, at http://www.cookcountyclerkofcourt.org (shown below).
WHAT IF I NEED A FILING THAT IS NOT AVAILABLE ONLINE?

When a filing is not available online, it’s often helpful to visit the court clerk’s website. Many courts allow you to order copies of documents, for a fee.

Sometimes, it’s necessary to physically visit the court to make copies of documents. Alternatively, you may wish to hire a service to do this. We recommend speaking with your law firm’s library to learn if the firm uses a particular company for these requests.

WHERE CAN I LEARN MORE?

The PLRC maintains a guide on locating case dockets and filings at https://library.law.northwestern.edu/dockets. Alternatively, you’re welcome to contact our Reference Department for assistance.
Types of Transactional Law Materials

- **Precedents** are agreements and contracts that have previously been used in other transactions. Precedents can save you time by allowing you to avoid starting from scratch when drafting your own documents, but you must review the precedents carefully to ensure accuracy and shape them to your facts.

- **Checklists and timelines** identify key legal issues and considerations to help ensure you are not overlooking important tasks in a transaction.

- **Practice notes** are written by practitioners and provide how-to guidance and explanations of legal concepts or topics.

Online Resources for Finding Transactional Law Materials

**Bloomberg Law**

The [Transactional Intelligence Center](Homepage >> Browse >> Transactional Intelligence Center) provides access to the DealMaker Documents & Clauses Database, Draft Analyzer, Deal Analytics, and a Practical Guidance Library.

- **DealMaker Documents & Clauses Database**: contains over a million documents (material contract exhibits to SEC filings) organized into more than 600 categories

- **Draft Analyzer**: tool that allows you to compare your draft language with language in the documents from the DealMaker database

- **Deal Analytics**: database of deal summaries for M&A transactions and equity offerings

- **Practical Guidance Library**: collection of drafting guides and overviews of corporate law topics

The [Due Diligence Toolkit](Due Diligence Toolkit) collects checklists, timelines, and forms pertaining to M&A, securities, finance, privacy, and data security. Bloomberg Law also provides access to two collections of forms: [ALI-ABA Forms Library](ALI-ABA Forms Library) and [BNA Sample Forms](BNA Sample Forms).
Westlaw & Practical Law

Browse and search for forms by state or topic on Westlaw using its Form Finder [Homepage >> Forms]. These forms come from form books such as American Jurisprudence Legal Forms 2d and Nichols Cyclopedia of Legal Forms Annotated, as well as from topical treatises and texts. In addition to transactional forms, this collection also includes litigation, civil, and criminal forms. The best way to restrict your search to just transactional forms is to use the Advanced Search [click on the “Advanced” link underneath the search bar]. The Advanced Search provides an option to limit results to include only transactional forms.

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