**Locating a case by keyword**

To pull up a document by keyword, use Options and formulate your search query using one or more of the 8 Boolean operators listed at the bottom of this sheet.

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, a natural language search 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 Quick Search or the advanced search options under the Options menu. To pull up *Plessy v. Ferguson*, 163 U.S. 537 (1896), type *Plessy v. Ferguson* into the search box. You can then select the case from the "Type Ahead" options beneath 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 Quick Search or the advanced search options under the Options menu. 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, start by clicking the Print icon at top right hand side of the screen and then click on *Print this document*. When you get to the Print Document screen make your formatting selections (e.g., .pdf, .doc) and click *Print*.

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 Sort By. You can then sort by date, relevance, alphabetically, or authority.

**Filtering your results**

On the left side of the screen are your result filters. You can filter your results by document type, jurisdiction, level of court, and other options. Just click to add the filter to your current results.

**Generating a list of later citing cases**

To generate a list of cases that cite the case you are viewing, click the flag above the case. An Authority Check Report with a list of later-citing cases will open. Bad Law Bot will bring cases that have been cited with a negative citation signal to your attention.

**Browsing documents in Outline View**

Select Outline at the top of the screen. Select the jurisdiction you want to browse by clicking on the location map. You can then select the document type you want to browse. Then, click on the small arrows to expand the title, chapter, and section. To view a particular item, click on the statute title.

**Batch-print multiple cases**

Start by adding cases to your print queue, either by clicking on the Print icon, then click on Add to Print Queue link when you are viewing a case, or by clicking the Print Queue icon from the results page.

Next, select Print Queue from the Print menu. On the next screen, review the cases on the list, make your formatting selections, and click Print to begin downloading the document to your computer.

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**Boolean Search Operators**

<table>
<thead>
<tr>
<th>Syntax</th>
<th>Example</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>AND, &amp;</td>
<td>copyright AND preemption</td>
<td>cases with both the words “copyright” and “preemption”</td>
</tr>
<tr>
<td>OR</td>
<td>landlord OR lessor</td>
<td>cases with either the word “landlord” or “lessor”</td>
</tr>
<tr>
<td>NOT</td>
<td>chemical waste NOT management</td>
<td>cases with the words “chemical” and “waste” but not “management”</td>
</tr>
<tr>
<td>( )</td>
<td>(security OR pledge) AND assignment</td>
<td>cases with either “security” or “pledge”, and also the word “assignment”</td>
</tr>
<tr>
<td>*=</td>
<td>“felony murder”</td>
<td>cases containing the exact phrase “felony murder”</td>
</tr>
<tr>
<td>w/2, /2</td>
<td>capital w/2 punishment</td>
<td>cases in which the word “capital” appears within 2 words of the word “punishment”</td>
</tr>
<tr>
<td>*</td>
<td>mitig*</td>
<td>wildcard - cases containing variations of the stem, such as “mitigate”, “mitigated”</td>
</tr>
<tr>
<td>?</td>
<td>mari?uana</td>
<td>cases containing mari - any letter - uana</td>
</tr>
</tbody>
</table>

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**Want more information about Fastcase?**

This one is easy—visit us online at [www.fastcase.com](http://www.fastcase.com) anytime, or call 1-866-773-2782 from 8a-8p Eastern time M-F, excluding holidays.