When you choose *Shepard's Citations Service*, you can count on:

- Comprehensive coverage of all principal sources of law, including federal and state; *U.S. Code* and 50 state statutes; *Code of Federal Regulations*; court rules; constitutional provisions; U.S. patents; more than 700 law reviews and more than 800 Matthew Bender® treatises and publications.

- Full spectrum of editorial analysis, including “followed by,” which indicates when an opinion has been expressly followed by another court.

- Using the *Shepard's* Summary, you can quickly see if there is the possibility of a split of authority if, for example, “overruled” and “followed” are both in the same Summary.

- **Most importantly**, *Shepard's* guides you to the best information—faster, easier and more reliably than other online citation services.

Plus *Shepard's Citations Service* through LexisNexis® offers **exclusive features for faster, easier, more effective research:**

- Use the *Shepard's* Summary—right at the top of your *Shepard's* report—to see at a glance how vital history and citing references affect your case.

- *Shepardize* a headnote! Move directly from your *Shepard's* report to citing cases that discuss a LexisNexis® headnote of interest.

- *Shepard's Alert* helps keep you updated on citing authorities that affect your cases.

- Use the Navigation Bar to move easily to the analysis and/or jurisdictions of the citing references—a great way to organize and prioritize your research.

- Use the one-stop FOCUS™ restriction to restrict your authorities to those that address the factual pattern or legal issue you are interested in—with speed and precision.

- *Shepard's* Signal indicators are included on all printed cases, giving you a quick view of the cases’s treatment and status.
Interpreting your Shepard’s results

To check a citation with Shepard’s Citations Service:

1. Go to www.lexis.com
2. Click the Shepard’s tab.
3. Enter your citation, e.g., 800 f2d 111. (Click Citations Formats for help in formatting your citation.)
4. Click Check. (Parallel citations are checked automatically.)

Review your results …

A. Shepard’s Signal indicators show that the McNeil ruling has strong negative analysis. (For more details on interpreting Shepard’s Signal indicators, see page 8.)

B. Shepardize a headnote! HN6(12) means the subject of headnote 6 of your case has been discussed 12 times.

C. See the full text of the LexisNexis headnotes associated with your case.

D. Link to the first citing reference and use the navigation bar to continue. Select a treatment, jurisdiction or LexisNexis headnote and go!

E. Customize your report even more—all on one screen. Restrict by specific treatments, headnotes, jurisdictions or dates. Or find vital point of law or fact patterns within references. (See page 4 for more details.)

F. Click on a treatment phrase, e.g., “Affirmed by,” and get a detailed description of that phrase.

G. Shepard’s Table of Authorities identifies the cases cited by your case and includes Shepard’s Signal indicators to indicate the cases’ treatments by other courts. (See page 5 for more details.)

H. Find citing references quickly. Click a pinpoint page number; move to that page within the reference. Click HN16 and move to that portion of the citing case where headnote 16 issues are discussed.

I. The Display Options link lets you display or hide your citing references’ Shepard’s Signal indicators, pinpoint page numbers and headnote references.

J. Click on the citation and view the full text of the document you Shepardized.

K. Click here to set up a Shepard’s Alert and be notified automatically of new citing references. (See page 6 for more details.)
Using the Shepard's Summary: Look Here First!

The place to begin analyzing your Shepard's citing cases is the Shepard's Summary at the top of your Shepard's report. Each Shepard's Summary is an easy-to-read synopsis that shows why your case received its Shepard's Signal indicator, e.g., the red warning signal.

Move to cases with any treatment, e.g., “Overruled.” Also move to non-case sources that cited to your case, e.g., law reviews, treatises or court documents. Just click the link for a source type or treatment, e.g., “Overruled.” Move to the first citing case. Then:

- To move to the first mention of your case within the reference: click the case name.
- To move to the portion of the reference where the specific treatment is given: click the pinpoint page number, e.g., p. 836
- To return to your Shepard's report: click the Return to Shepard's link.

Use the Shepard's Navigation Bar to move to the next citing reference.

Using the Lower Navigation Bar to Link to Treatment, Jurisdiction or LexisNexis Headnote References

The Shepard's Navigation Bar also makes it easy to move among citing references. Just click the drop-down menu next to Cites. Choose a treatment, jurisdiction or LexisNexis headnote … and move directly to the first reference in your selection.

Also move among your chosen references:

- Next reference: click on the right arrow at the end of the bar.
- Previous reference: click the left arrow.
- Specific reference, e.g., 4 of 9: ENTER: 4 and click GO.
Use the FOCUS™-Restrict By Screen to Customize Your Report: Now All Your Options are on One Screen!

Now you can restrict your Shepard’s report to specific treatment phrases AND find references with specific words—all on one screen. Click the FOCUS™-Restrict By link at the top of your Shepard’s report.

Shepard’s provides options to restrict your report view to specific treatments, jurisdictions, LexisNexis headnotes, and/or dates. Click the box next to an option to select it. Select as many options as you need.

The FOCUS feature searches the text of citing references for specific words. Enter your search words in the FOCUS term box, e.g., front pay /30 future loss.

When you’re done selecting restrictions and/or adding search words, click APPLY.

Combine Custom Restrictions and the FOCUS feature to narrow your research quickly and effectively. Use Custom Restrictions first to select jurisdictions, treatments and/or date ranges most relevant to your research. Then use the FOCUS feature to zero in on authorities dealing specifically with your issues or facts.
Using Shepard's Table of Authorities

Shepard's Table of Authorities identifies the cases your case cited, and includes Shepard's Signal indicators to show how those cases have been treated thereafter. It provides:

- An at-a-glance analysis of a case's foundation, uncovering hidden weaknesses even in cases that have no obvious negative treatment.
- In-depth information on the cases cited within a case.
- Cases cited within law reviews that are available through LexisNexis.

There are three ways to request a Table of Authorities report:

1. If you are viewing the case, click on the TOA link at the top-right side of the screen.
2. If you are not viewing the case, click Table of Authorities under the Shepard's tab.
3. Or, if you're reviewing a case's Shepard's report, click on the TOA link in the report heading.

Many of the features and functionality you find useful in Shepard's Citations Service are also available through Shepard's Table of Authorities, including the FOCUS feature, Shepard's Signal indicators, “pinpoint” page citations and the ability to print Table of Authorities reports.

A. Click on the Return to Shepard’s link to go back to your Shepard's report.
B. Click on FOCUS™-Restrict By to search for fact patterns or legal concepts within the table's references. Also restrict your report to specific treatments and jurisdictions.
C. Click the case name to retrieve the text of the cited case. Click the point page to retrieve your case and be positioned at that page where the cited case is mentioned.
D. Did your case rely on a case that is now in jeopardy? The Shepard's Signal indicator quickly shows you.
E. Display the parallel cites. (Default is to hide.)
F. Enter a cite to see another case's Table of Authorities.
G. Click the box next to each reference you want to print, download or e-mail. Then click that function's link (e.g., print) at the top of the screen.
Use **Shepard’s Alert** to monitor a citation

With **Shepard’s Alert** you receive regular updates showing additional citing references—and any potential impact to the validity of the citation you’re monitoring.

You can gain access to the **Shepard’s Alert** set-up screen four ways:

- Select the **Shepard’s** tab on the main [lexis.com](https://www.lexis.com) menu screen. Enter a citation and click the **Set up a Shepard’s Alert** link. Then click **Set Up**.
- Select the **Alerts** tab. Select **Shepard’s Alert**. Enter a citation and click **Set Up**.
- Click on the **Save As Shepard’s Alert** link at the top of your Shepard’s report.
- Fast set up! On the sign-on page for [lexis.com](https://www.lexis.com), after entering your LexisNexis ID and password, select the **Set up a Shepard’s Alert** radio button, enter a citation and click **GO**.

**To Set Up a Shepard’s Alert:**

A. **Name** your Shepard’s update search. (The case name is the default.)

B. Select the types of **changes** to monitor. Choose:
   - Any **Change** to the citation
   - **New Negative Analysis** only

C. Select your **update** schedule. Choose:
   - Once every business day (Monday – Friday)
   - Weekly (and select the day of the week—Monday through Sunday)
   - Every other week (and select the weekday—Monday through Sunday)
   - Monthly (and select the date)
   - Select an end date for your updates

D. Select your **delivery options**—online or via email. (Click the **Email Options** link to personalize your email update subject line and choose attachment type. Also choose to get an email alert even when there is no change.)

E. Click **Continue**. Review your selections. To confirm, click **Save**.

Just as with LexisNexis® Alert, saved Shepard’s Alert searches are listed when you select the Alerts tab then the Shepard’s Alert sub-tab. You can review current results. You can also update, edit or pause your Shepard’s Alert search.
Using LexisNexis® Get & Print for multiple Shepard’s reports

LexisNexis Get & Print is a fast and easy way to retrieve and deliver multiple Shepard’s Citations Service reports. One citation or many, Get & Print makes it easy with one search from one screen.

Deliver Shepard’s reports directly to your LexisNexis printer or to your browser.* When you have a list of citations for cases, law reviews, statutes, IRS materials, or Federal Register documents, you can enter them all at once.

Enter www.lexis.com/getandprint and bookmark this site for easy reference. You will be asked to enter your LexisNexis ID and password.

Identify the research session and the client for whom you are doing research.

Then:

1. **Type one or multiple citations in the box.** Use the Enter key to create hard returns or use semicolons to separate citations.

2. **Select a Report Format**
   - Shepard's Full or KWIC™ reports
   - Shepard's Restrictions—Unrestricted, Negative, Positive or Any
   - Include the Shepard's Summary? (Default is to include.)

3. **Select a Delivery Format**
   - Deliver to LexisNexis Printer
   - Deliver to Browser in RTF, PDF, WPD, DOC or HTML
   - Deliver to a printer attached to your PC*
   - Download**
   - Email (to up to three recipients)

4. Click “Get” to process the Get & Print request.

*In Microsoft® Word, WordPerfect®, Rich Text, PDF or HTML format (which allows you to print to your network printer or the printer attached to your PC).

**According to the terms and conditions of your LexisNexis subscription agreement.

Getting started from www.lexis.com

On the sign-on screen, select the Get & Print link. (You will be asked to enter your ID and password.)

or

Click the Shepard’s tab. To Shepardize® multiple citations, click Get & Print.
Interpreting Shepard’s Signal indicators

The Shepard’s Signal gives you an at a glance indication of the precedential status of a case. Shepard’s Signal indicators appear at the top of Shepard’s results and on LexisNexis case documents. When you’re reading a case online, click the Shepard’s Signal to Shepardize that decision.

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🔄 Warning—Negative treatment indicated</td>
<td>Contains strong negative history or treatment of your case (for example, overruled or reversed).</td>
</tr>
<tr>
<td>🔄 Questioned—Validity questioned by citing references</td>
<td>Contains treatment that questions the continuing validity or precedential value of your case because of intervening circumstances, including judicial or legislative overruling.</td>
</tr>
<tr>
<td>🔄 Caution—Possible negative treatment indicated</td>
<td>Contains history or treatment that may have a significant negative impact on your case (for example, distinguished or criticized).</td>
</tr>
<tr>
<td>🔄 Positive treatment indicated</td>
<td>Contains history or treatment of your case that has a positive impact on your case (for example, affirmed or followed).</td>
</tr>
<tr>
<td>🔄 Cited and neutral analysis indicated</td>
<td>Contains treatment of your case that is neither positive nor negative (for example, explained).</td>
</tr>
<tr>
<td>🔄 Citation information available</td>
<td>Citing references are available for your case, but do not have history or treatment analysis (for example, law review citations).</td>
</tr>
</tbody>
</table>

To review this legend while you research in Shepard’s, click on the Legend link at the bottom-left side of your report menu.

Using Shepard’s Signal indicators

Shepard’s Signal indicators also preview the precedential status of the citing references for the case you are Shepardizing™. This feature is not related in any way to how the citing references treated (e.g., followed) the Shepardized case. Rather, it indicates how other cases have treated each citing reference to your case.

**FOR EXAMPLE:** Let’s say you Shepardize a case (Case A) and see a citing reference (Case B) that followed your case. If Case B followed Case A for the point of law on which you will be citing Case A, the precedential value of Case A has been strengthened. But now assume that there is a red warning signal next to the citation to Case B. This indicates to you that Case B has received strong negative history or treatment. If it turns out that Case B has been overruled on your point of law, Case A may also have lost its value as precedent, even though the court that overruled Case B did not mention Case A.

On your Shepard’s reports, you can **click on an editorial treatment** (e.g., Distinguished By) and get a definition of that treatment.

For viewing and printing purposes, these citing-references indicators can be shown or hidden.

**To show,** click Display Options at the top of the screen and check Citing Reference Signals.

**To hide,** uncheck Citing Reference Signals.

Finding a citation format

Use the Citation Format Assistant to locate the correct citation format quickly. This tool works in Shepard’s and Shepard’s Table of Authorities. Just click the Citation Formats link in the Shepard’s search box. Enter a complete or partial name of the publication in the Citation Format Assistant search box and click FIND. A list of all the publications containing the complete or partial name displays. Choose the correct hyperlink and move to a template for that citation type. Fill in the volume and page number. Click CHECK. Or browse available sources alphabetically and move to the citation format template for a particular publication.