# Fastcase User Guide

**Last Updated**: 03.07.21



### **Table of Contents**

### \*Click the section title to move directly to that section\*

- 1 Icon Legend for Fastcase
- 2 Logging Into Fastcase
- 3 Layout of the Main Page of Fastcase
- 4 Search Basics in Fastcase: Types of Searches and Type Ahead
- 5 Narrowing a Search in Fastcase
- 6 Saving a Search in Fastcase
- 7 Setting Up a Case Law Alert in Fastcase
- 8 Understanding Search Results Page in Fastcase
- 9 Browse Libraries and Outline View in Fastcase
- 10| Beyond Research: Things That You Can Do With Documents
- 11 Authority Check
- 12 Statutory Annotations
- 13 Integrated Briefs, Pleadings, Motions, Exhibits, Opinions, and Orders from Docket Alarm



### 1 Icon Legend for Fastcase



**Browse Menu:** Where you go to open the browse menu for any jurisdiction. Can be found in two places: Homepage (under the search bar) or Results Page (to the right of the search bar)



**Return to Homepage**: Where you click to return to the homepage from the results page. Found in the top left of the results page.



**Export Queue**: Where you click to find (and download) documents in your current queue and re-export past downloads of individual documents, queues, and batches. Found in the top right of the homepage and the results page.



**Bookmarks, History and Alerts**: Where you click to find search history, document(s) accessed history, bookmarks, saved searches, and case law alerts. Found in the top right of the homepage and the results page.



**Help and Support**: Where you click to find the Boolean tip sheet, changelog, user guide, tutorial videos, webinar schedule, and hotkeys. Found in the top right of the homepage and the results page.



**Apps and Tools**: Where you find (and access) integrations for Cloud Linking, Clio, Docket Alarm, Law Street Media, and TLOxp by Transunion. Found in the top right of the homepage and the results page.

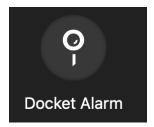




**Settings and Account Management**: Where you click to find Settings and Account Management options. Found in the top right of the homepage and the results page.



**Fastcase Blog:** Where you click to read blog posts about all the new happenings within the Fastcase company. Found below the search bar on the homepage.



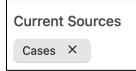
**Docket Alarm Integration**: Where you click to explore the Docket Alarm docket document integration in Fastcase. Found below the search bar on the homepage.



**Search**: This is where you click to run a search. Found to the right of the search bar on both the homepage and the results page.

Jurisdictions & Sources

**Jurisdictions and Sources**: Where you click to apply filters to narrow a search within. Found to the right of the search bar on the homepage and results page.



**Current Sources**: Where you view the current filters applied to any results set. Found in the top left of the results page under the search bar.





**Available Sources**: Where you apply (and view) additional filters to apply to any results set. Found in the top left of the results page under Current Sources.



**Sort By**: Where you click to rearrange the sort order of a results set. Found in the top right of the results set on the results page.



**Authority Check** (No Negative Treatment): Click here to open the case citator report for a case that has no negative treatment cases. Can be found above the text of an opened case or to the left of the document title in a results set on the results page.



**Authority Check** (Negative Treatment): Click here to open the case citator report for a case that has negative treatment cases. Can be found above the text of an opened case or to the left of the document title in a results set on the results page.



**Annotations**: Click here to open a list of cases that cite a statute section. Can be found above the text of an opened statute section or to the left of the document title in a results set on the results page.

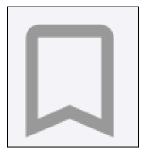




**Download**: Click here to download a single opened document. Can be found above the text of an opened document in the top right, just below the Apps and Tools icon.



**Share**: Click here to find a way to email documents, add a document to an export queue, create a public link for a document, and choose whether a citation is included when you copy and paste any portion of an opened document. Can be found above the text of an opened document, in the top right just below the Account Management/Settings icon.



**Bookmark**: Click here to save a document as a favorite. Can be found above the text of an opened document below the share icon or to the right of the document name in any results set on the search results page.



**Font Enlargement**: Click the (+) to enlarge font size or (-) to reduce font size. Can be found above the text of an opened document.



**Outline**: Click here to open the Outline view associated with any document. You can find the Outline icon above the text of an opened document in the top left or to the left of the document name from any results set on the results page.



**Add to Export Queue**: Click here to add a document from any results set to the export queue. Can be found to the right of a document title of any results set on the results page.

**Pro Tip:** You can also add a document to the export queue by clicking the Share icon.



### 2 Logging Into Fastcase

In Fastcase, you start any exploration of the platform with how to log-in. In Fastcase, you log-in from one of two main access points:

- **Direct Subscription Access** (you pay a monthly/annual fee to access the platform): Log-in directly at <a href="https://gateway.fastcase.com">https://gateway.fastcase.com</a> using the username (typically your email address) and password designated at time of sign-up.
- Single Sign-on Access via Association Using Internal Portal (you access by being an active member of an organization who pays for Fastcase on your behalf): This is the access method used by those receiving access to Fastcase via a bar association. You access Fastcase from a portal/hyperlink on the association's internal page using log-in information provided by the association. Access to the internal page is controlled exclusively by the association, with Fastcase staff being unable to assist with reset or recollection of this information, as it is not directly provided to Fastcase staff. You would want to contact the staff at the association for assistance.
  - You can also check out <a href="https://www.fastcase.com/bar-associations/">https://www.fastcase.com/bar-associations/</a> for links to your bar association's internal log-in page.
- **Single Sign-on Access Using IP Authentication**: This method can be used by all organizations (including associations, libraries, schools, and firms) and involves the user accessing Fastcase by authentication of an IP address and creation of a Smart Link.
  - Once the IP address(es) have been approved and the Smart Link created, the user can enter Fastcase from an approved IP address (or it's proxy) by simply clicking on the Smart Link. The user will not need a separate username and password.
  - Questions about accessing Fastcase via IP authentication should be directed to <u>kstrickland@fastcase.com</u> or to the contact person for Fastcase at your organization.





- **1. Forgot Password:** Retail subscribers can click here to reset their passwords. Reminder: Bar association/sponsored entity subscribers must reach out to their sponsoring organization for assistance with resetting passwords.
- **2.** <u>Bar Member</u>: If your sponsoring entity is a bar association, click here to get more assistance on finding your bar association's log-in page or view upgrade options in the event your bar association limits coverage to Fastcase to certain jurisdictions.
- **3.** <u>Sign Up</u>: Click here to link to a page to view pricing options for Fastcase subscriptions and immediately sign up using a credit or debit card.

**Pro Tip**: If you are a bar subscriber who after logging into your bar association's internal page and then clicking the linked portal on said internal page to go directly into Fastcase, instead get taken to a new Fastcase log-in, do not fret. Internal pages from sponsoring entities (including bar associations) use "security tokens" stored in your web browser's cookies/data cache in order to make the portal function. As such, a second login screen simply means an issue with the storage of the security token. Clearing the cookies/cache of your chosen web browser will typically resolve this issue.

A helpful article on clearing cookies/caches for all major web browsers can be found at <a href="https://www.lifewire.com/how-to-clear-cache-2617980">https://www.lifewire.com/how-to-clear-cache-2617980</a>

### Issues with logging in or access generally?

- Contact the Fastcase Outreach Team at <a href="mailto:support@fastcase.com">support@fastcase.com</a> or by dialing 866.773.2782 and then selecting Option 1.
  - Support is available Monday through Friday from 8am 9pm EST, excluding major holidays.



### 3 Layout of the Main Page of Fastcase

Consult the image below and the associated numbers for details on where to find things within the homepage of Fastcase.



- 1. **Search Bar:** This is where you enter your search query. A query can consist of natural language, keywords (with or without boolean operators) and citations. More on searching basics found in Section 3: Search Basics in Fastcase.
- 2. **Jurisdictions and Sources**: This is where you click to open a pop-out that will allow you to narrow a search query to a specific content type, source, and/or jurisdiction.
- 3. The Orange Magnifying Glass: Click here to run your search query.
- 4. **Export Queue**: This is where you can find documents loaded into your current queue for exporting as well as view Past Export jobs (both batch exports and downloading of single documents).
- 5. **History, Favorites and Alerts**: This is where you find your search and document history, case law alerts, bookmarks, and saved searches.





- 6. **Help and Support**: This is where you find training materials, such as guides, tutorial videos, webinar training schedule, Boolean Tips, the Changelog, and hotkeys.
- 7. **Tools and Apps**: This is where you find tools and applications integrated with Fastcase, including Cloudlinking, TLOxp, Clio, and Law Street Media.
- 8. **Account Menu**: This is where you find Settings (containing saved sources, advanced search options, and content inclusion/exclusion settings) and Account Management options (view subscription purchases, add secondary/optional content, reset password)
- 9. **Chat Tab**: This is where you click to get Live Chat Support from the Outreach Team.
  - a. Chat support is offered Monday Friday from 8 am to 9 pm EST.
- 10. **Docket Alarm Integration**: This is where you can explore and add Docket Alarm's briefs, pleadings, motions, opinions, and orders to your Fastcase content library.
- 11. **Fastcase Blog**: This is where you stay up to date on all things Fastcase via the constantly updated blog.
- 12. **Browse Libraries**: This is where you find the browse menu for any given jurisdiction. This menu contains content organized by source, source outlines, and content update schedules.



## 4 | Search Basics in Fastcase: Types of Searches and Type Ahead

You can do three kinds of searches in Fastcase:

- Natural language
- Keyword (with or without boolean operators)
- Citation

In Fastcase, you enter all three search types into the single search bar without needing to specify the type of search being conducted. The search bar recognizes the search type automatically.

**Natural language**: Search is posed in the form of words on the page. This is most akin to how we might search in a general search engine like Google.



**Keyword**: Search is posed in the form of relevant keywords that are most central to the subject matter you wish to search. Keyword searches can be done with or without boolean operators.

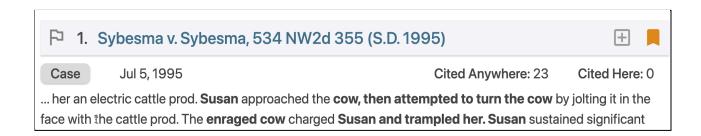
Boolean operators specify relationships between keywords, often to make said search more specific. You can find a **Boolean Tip sheet** under the **Help and Support** menu.



#### **Keyword Search Without Boolean Operators:**

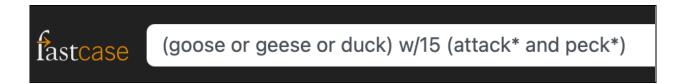


**Pro Tip:** Keyword searches in Fastcase use an **implied AND**, unless you use Boolean operators to specify otherwise. Therefore, in the search above, the case would only show up in the search results if it contained all keywords in the query: **enraged AND cow AND trampled AND susan.** 



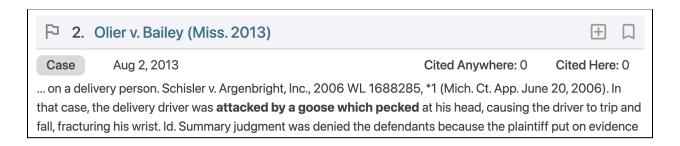


### **Keyword Search With Boolean Operators**



In the example above, the only documents that appear are ones that:

- 1. Contain one of the following three words: goose, geese, or duck; AND
- 2. One of the three above words are within 15 words in the document of the following two words: attacked and pecked.





### **Boolean Operators in Fastcase**

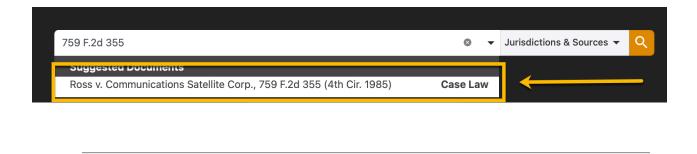
<u>Syntax</u>	<u>Example</u>	<u>Result</u>
AND  Explanation: Finds documents containing the keywords or phrases on either side of the AND.	Angry and Chicken	Pulls up documents only if they contain both the words angry and chicken.
OR Explanation: OR finds documents containing either of the keywords or phrases on either side of the OR.	Livestock or Cattle or Cow	Pulls up documents that contain one (or more) of three words: Livestock, Cattle, Cow
NOT Explanation: NOT finds documents that do not contain the keyword or phrase following the NOT.	"Angry Cow" Not Chicken	Pulls up documents that contain the phrase "Angry Cow" but also not the word Chicken.
() <b>Explanation</b> : Items in parentheses are done first.	(Barbie or Ken) and "Dream House"	Pulls up documents that contain:  1. Either the word Barbie or the word Ken; AND 2. The phrase "dream house"
<b>Explanation</b> : Keywords in quotes finds documents that treat the combination of keywords as a phrase.	"Attacked by a cow"	Pulls up documents that contain the phrase "attacked by a cow" with the words in the phrase side by side in said document.
w/2, /2 <b>Explanation</b> : Proximity connectors find documents where the keywords or phrases on either side of the proximity connector are no further apart than the distance specified by the proximity connector.	Olivia w/3 Pope	Pulls up documents where the word Olivia appears no more than three words afar from the word Pope.
*,!  Explanation: Finds documents containing variations of words based on differing roots.	Mitig*	Pulls up documents containing mitigation, mitigate, mitigated or mitigating.
? Explanation: Finds documents containing variations of words where the ? is placed.	G??se	Pulls up documents containing goose or geese.

**Pro Tip**: Struggling with formulating search queries? Consider registering for our "Introduction to Boolean Featuring Fastcase" training webinar offered on the fourth Thursday of every month. Register at <a href="https://www.fastcase.com/webinars">https://www.fastcase.com/webinars</a>



**Citation Search**: You can enter a citation into the search engine and open the document using **Type Ahead** or from the search results.

- **Type Ahead** is a feature built into the search bar that suggests documents based on a citation or document title. If you enter the citation into the search bar, a menu will populate with **Suggested Documents** that **Type Ahead** believes you are seeking.
  - For example, if I sought **Ross v. Communications Satellite Corp, 759 F.2d 355 (4th Cir. 1985)**, I would simply enter **759 F.2d 355** into the search bar and the case appears as a "suggested document" below the search bar. You just click the suggested document to open it without running the search.



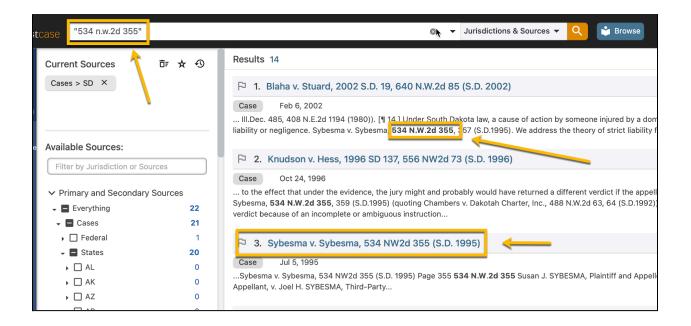
**Pro Tip: Type Ahead** also works with citations for statutes, regulations and court rules.







If you search a citation <u>without</u> using **Type Ahead**, it will pull up search results for not only the document linked to the citation, but also every other document citing the citation. The document linked to the actual citation should appear in the top 5 results.



**Pro Tip**: If you desire to locate a document from the search results, consider narrowing your search to the jurisdiction associated with the citation to encourage less results from citing references getting in the way of the document associated with the citation.



### 5 | Narrowing a Search in Fastcase

In Fastcase, you can narrow a search query to certain content libraries, document types, individual sources, entire jurisdictions, or a combination of the aforementioned options. Additionally, you can narrow search results before or after you have conducted said search.

### Before Running a Search:

You narrow the universe of content over which you run your search before running your search by using **Jurisdictions & Sources**. **Jurisdictions & Sources** menu is located to the right of the search bar.

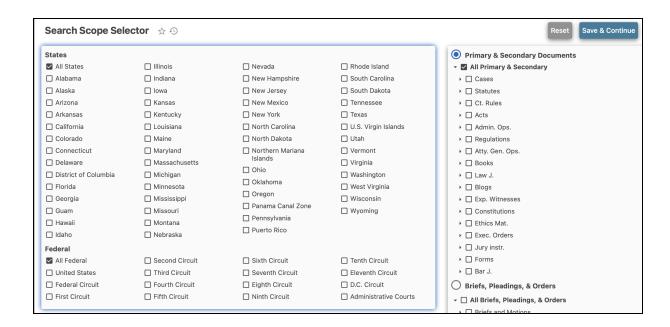


To narrow your search results **before** running your search, do the following:

**Step One**: Click **Jurisdictions & Sources** to the right of the search bar.

**Step Two**: The **Jurisdictions & Sources** menu now opens.



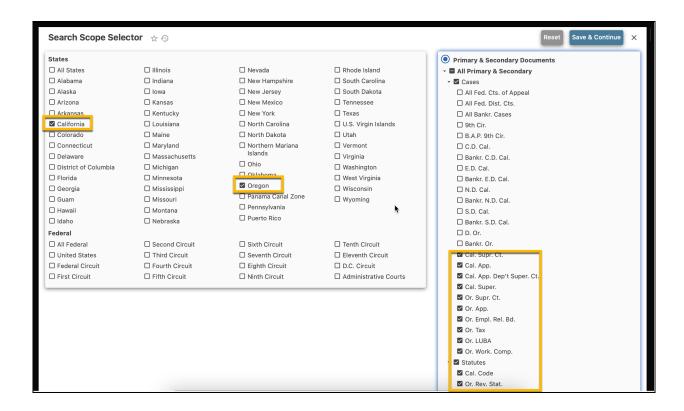


**Step Three**: Make your selections by checking the relevant boxes. A few things to note:

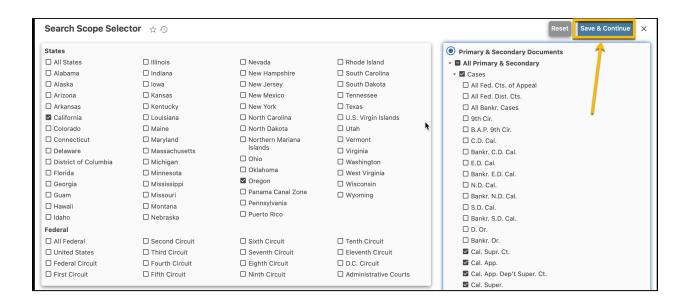
- If you select only a state or federal circuit on the left, you will search all documents in that state or federal circuit.
- If you select only a document type on the right, you will search that document type for all jurisdictions.
- If you select a jurisdiction on the left and then a content type on the right, you will search only that content type for that jurisdiction.
- You can combine jurisdictions and content types.

**Example**: If I wanted to search cases and statutes in California and Oregon, I would select California and Oregon on the left, and statutes and cases on the right.





**Step Four**: Once you have made your desired selections from the **Jurisdictions & Sources** menu, select **Save & Continue** in the top right of the menu to apply your chosen pre-search filters.

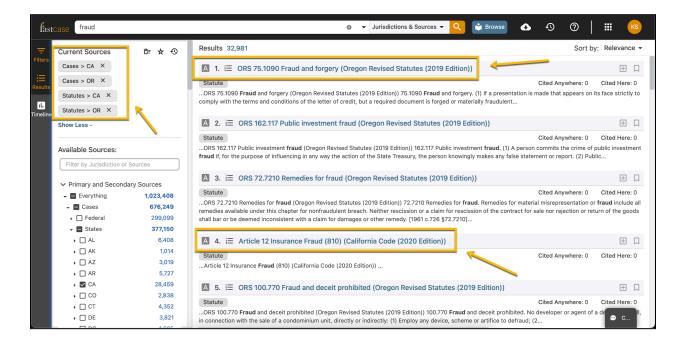




**Step Five**: Your filters now appear as blue boxes below the search bar to indicate they are being applied to the search at hand.

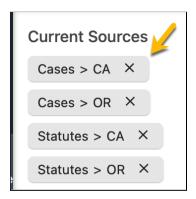


**Step Six**: Enter your search query. Your chosen filters now limit your search results for the query at issue to the filtering areas. Additionally, the filters appear in the top left of the search results page.



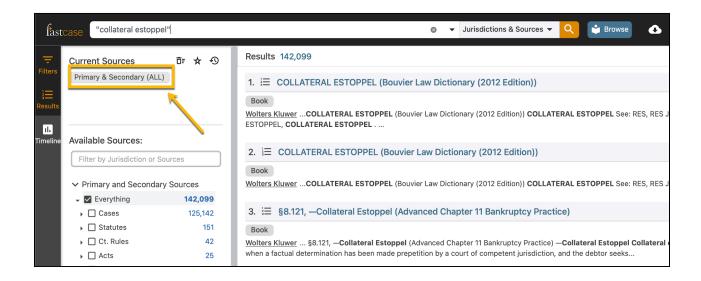


**Pro Tip:** Click the "X" beside any filter in the top left of the search results page to clear it out. Results will automatically recalculate for the modified and/or removed filter(s).



#### Narrow search results after search results populate:

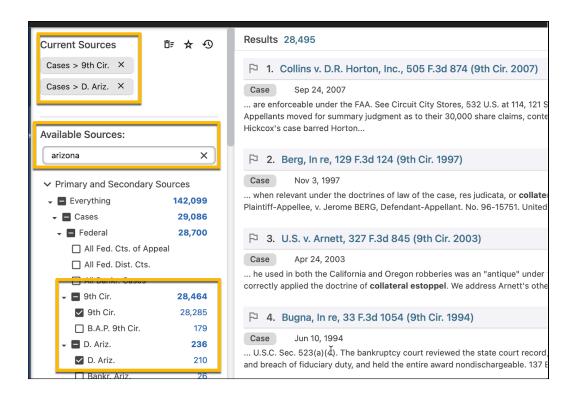
**Step One**: Run your search with no filters. In Fastcase, this means you will conduct your search across all content types for all jurisdictions.



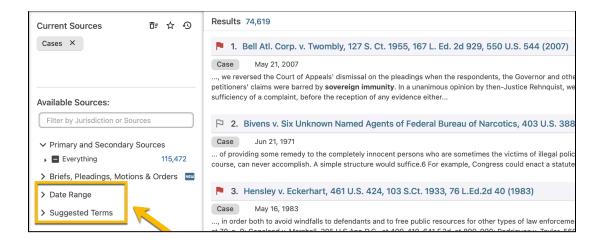
**Step Two**: Your filter options are on the left hand side. Simply type in your desired jurisdiction, content type, or source in the bar under **Available Sources** that says *filter by jurisdiction or sources*. The check boxes then narrow to correspond to what you are typing and you select the ones you want to narrow your search.



**Example**: If I wanted to narrow my search query to just cases from the Dist. of AZ and the 9th Circuit, I could type **Arizona** in the filtering bar and then check the boxes for the District of Arizona and 9th Circuit. Search results automatically narrow to the desired filtered areas.



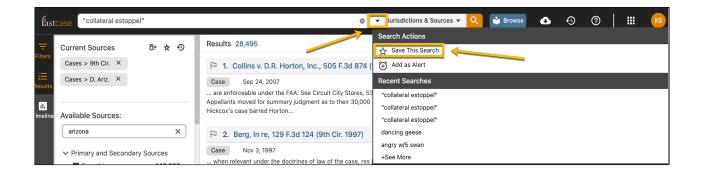
You can filter by **date** and **suggested keyword** from the results page. You find the **date** filter and **suggested keyword** filter at the bottom of the filters panel.





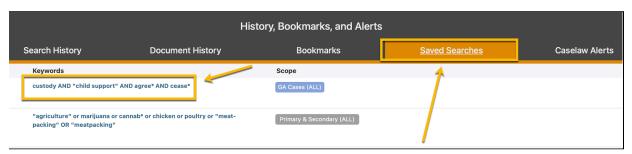
### 6 Saving a Search in Fastcase

In Fastcase, you can save searches with ease. Simply run the search with your desired filters. Then, select the drop down menu to the right of the search bar at the top of the search results and select **Save This Search**.



The saved search can be accessed under the **History, Bookmarks, and Alerts** menu. Simply click on the hyperlinked search query to rerun the saved search (designated filters included).

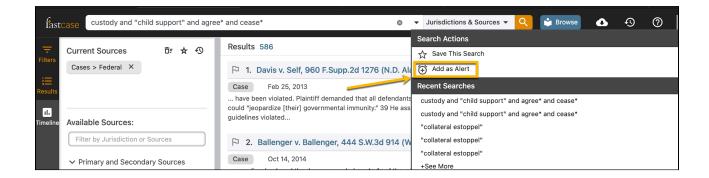






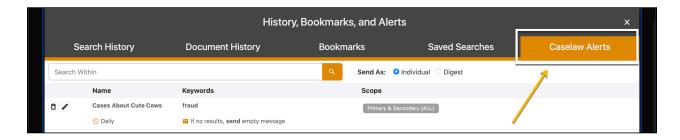
### 7 | Setting Up a Case Law Alert in Fastcase

In Fastcase, you can receive an email as cases are published meeting search specifications laid out via search query and associated filters. Simply run a search with desired filters. Click the drop down arrow to the right of the search bar at the top of the results page. Select **Add As Alert.** 



Alerts appear under the **History, Bookmarks, Alerts** menu. Alert emails can be edited for frequency, sent to multiple parties, sent as a digest, or named. You cannot edit the filters or query associated with a case law alert; you would simply need to run a new search and save a new alert.







A case law alert email will —by default— be sent out once per business day per alert. When you receive a case law alert email it will contain the newly published cases with hyperlinked titles to a public facing version of the full text of the case as well as a case excerpt below each case title showing where your query is located within said case.

**Pro Tip**: Case law alert emails come from <a href="support@fastcase.com">support@fastcase.com</a>. As such, to prevent the case law alert emails from going to your spam or junk folder, save <a href="support@fastcase.com">support@fastcase.com</a> as a contact in your email contact list. If an alert email does end up in your spam/junk folder, moving it to the inbox typically also resolves the problem with future emails.



**Pro Tip**: You can share a case law alert email with anyone, as the public facing full-text version of the case(s) in the email can be opened without needing access to Fastcase.

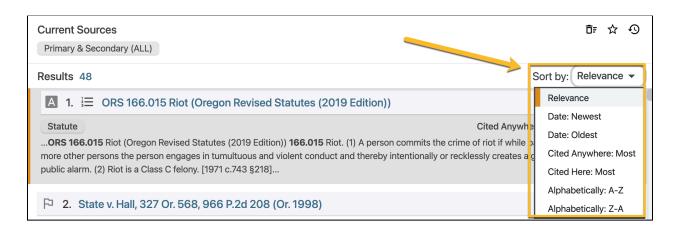


### 8 Understanding Search Results Page in Fastcase

The search results page in Fastcase is easy to understand and full of useful functionality.

#### **Sorting Results**

Search results are by default sorted by **relevance**. However, you can also resort by **date**, **number of times cited**, and **alphabetically**.



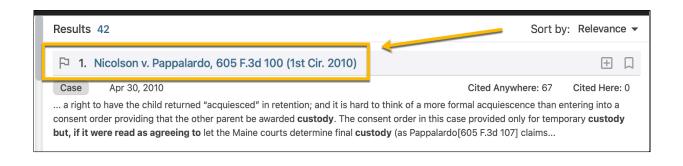
**Pro Tip:** You can sort search results by two types of times cited. **Cited Anywhere** means the number of times a case has been cited to by other documents within Fastcase as a whole. **Cited Here** means the number of times a case has been cited to by other documents in search results.





#### Open a Document from the Results Page

To open a document from the results page, simply click the blue hyperlinked title of the legal document you wish to open.



#### Nicolson v. Pappalardo, 605 F.3d 100 (1st Cir. 2010)

Before BOUDIN, LIPEZ and HOWARD, Circuit Judges.

BOUDIN, Circuit Judge.

This is an appeal from a proceeding in the district court under the Hague Convention on the Civil Aspects of International Child Abduction ("the Hague Convention"), which governs certain child custody disputes. Hague Convention on the Civil Aspects of International Child Abduction, Oct. 25, 1980, T.I.A.S. No. 11,670, 19 I.L.M. 1501. We begin with a description of the background events, drawn from the record in the district court, and of the proceedings that led to the present appeal.

Erica Pappalardo, an American citizen, and Lucas Nicolson, an Australian serving as a soldier in his country's armed forces, began a relationship in Australia when Pappalardo was traveling there. Pappalardo moved in with Nicolson and became pregnant. After she returned to the United States, Nicolson proposed marriage over the telephone, and she accepted and returned to Australia where the couple was married in August 2008. They moved to Townsville, where Nicolson was posted for service in the Australian Defense Force.

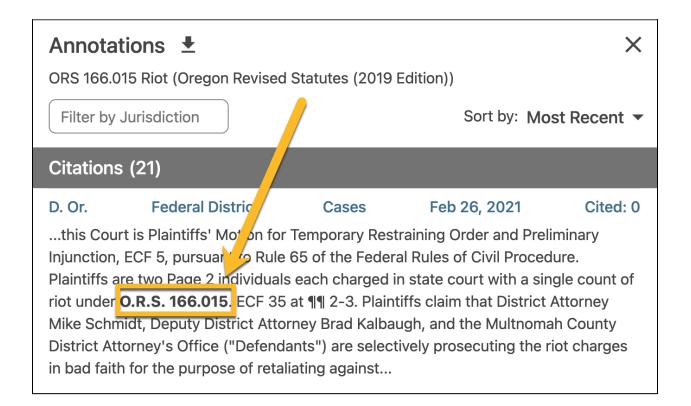
In November 2008, when Pappalardo was eight months pregnant, Nicolson told her he did not love her and was unsure whether marrying her had been a mistake. Pappalardo, upset, told Nicolson she wanted to move back to the United States as soon as she and the child were medically cleared to travel. But the couple continued to live together in Australia; Pappalardo says they did so despite continuing marital problems, because she was financially dependent on Nicolson and could not



#### Access Statutory Annotations from the Results Page

If your search results include a statute section, get a list of cases citing that statute section right from the search results page by clicking the **Annotations** icon to the left of the statute section name.

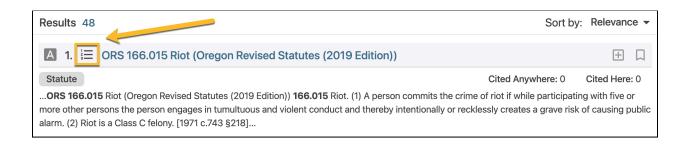


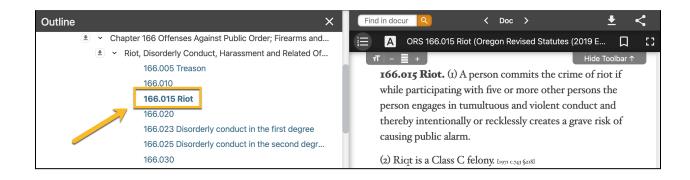




### Access Outline View from the Search Results Page

If your search results include documents with an **Outline View**, click the **Outline View** icon to the left of the document title from the search results page to open the **Outline View** for that document.

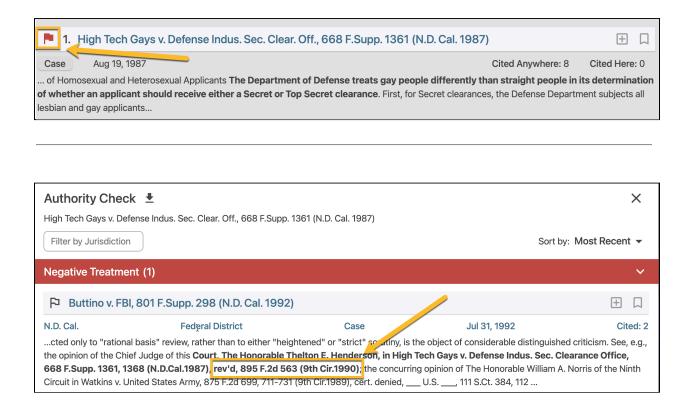






### Open The Authority Check Report For A Case From The Results Page

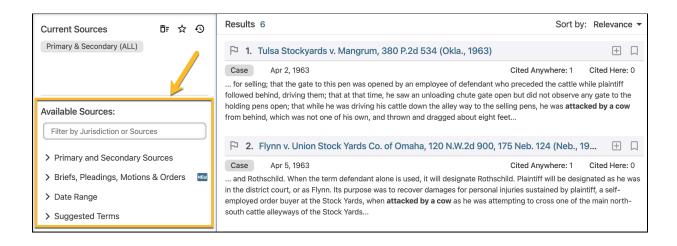
If your search results include cases, you can open the **Authority Check** case citator report for the case by clicking the **Authority Check** icon to the left of the case name from the search results page.



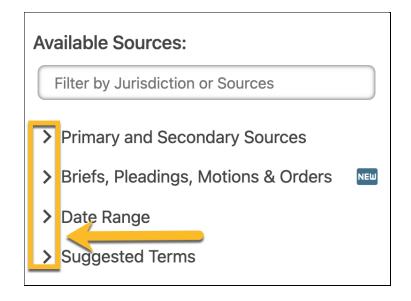


### Narrow Search Results From The Results Page.

Use the filters on the left hand side of your screen to modify search filters. See <u>Section 5</u> for more information.



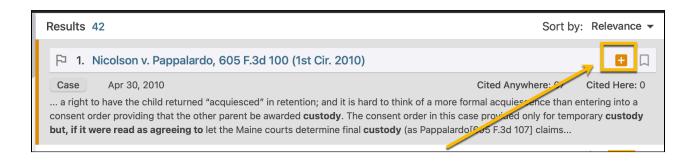
**Pro Tip**: Click the down arrow to the left of each filter type on the results page to open the full list of filtering options within each category.



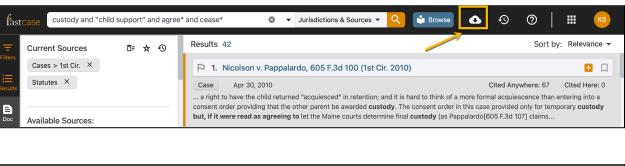


#### Build An Export Queue From The Search Results Page.

You can select documents from your search results without opening each document with which to build an export queue. You can download all of the selected documents as a single document or zip file. Simply select the **add this document to your export queue** icon to the right of each document desired to be in your export queue from your search results.



Next, select the export queue icon in the top right, double check that each of the documents from your search results is in the queue, and click export.



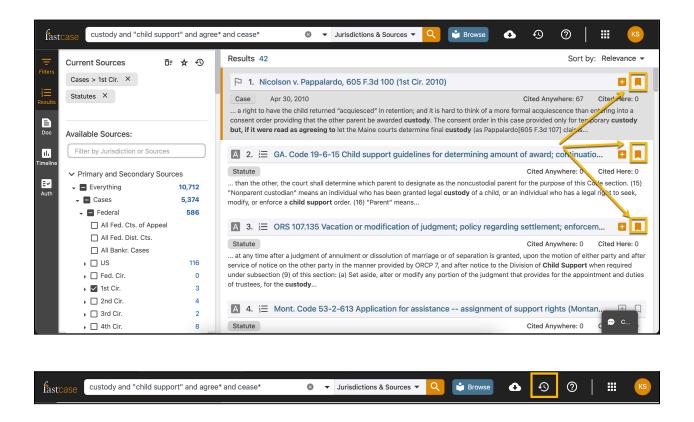


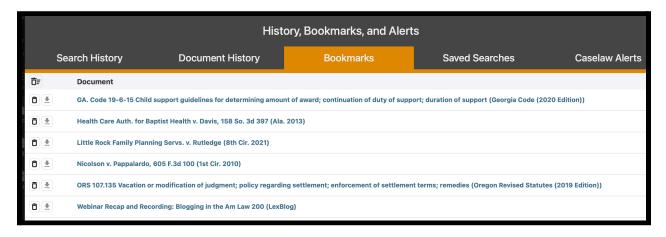
**Pro Tip**: Remove unwanted documents from the current queue using the trash can icons to the left of the document name.



#### Save documents in your search results as bookmarks.

You can bookmark any document in your search results for easy access later. Simply click the **Bookmark** icon to the right of the document title of any document in your search results. Then, open the **History, Bookmarks, Alerts** menu to access the bookmarked documents from your search results.







### 9 Browse Libraries and Outline View in Fastcase

If you desire to explore/locate content without searching, download chapters of any given source, or just need a place to start in Fastcase, consider using the **Browse** menu.

You can access the **Browse** menu from one of two places:

On the homepage of Fastcase, click **Browse Libraries** below the search bar.



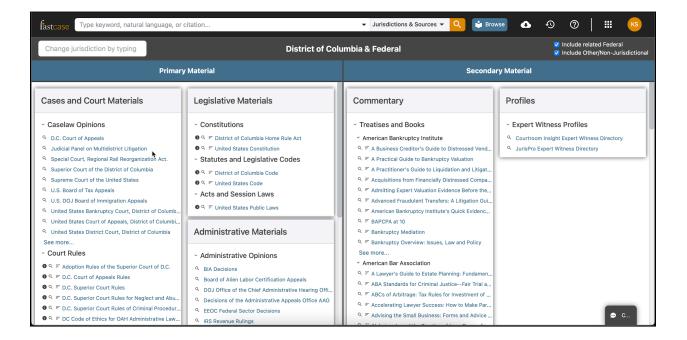
On the search results page, click **Browse** to the right of the search bar at the top.





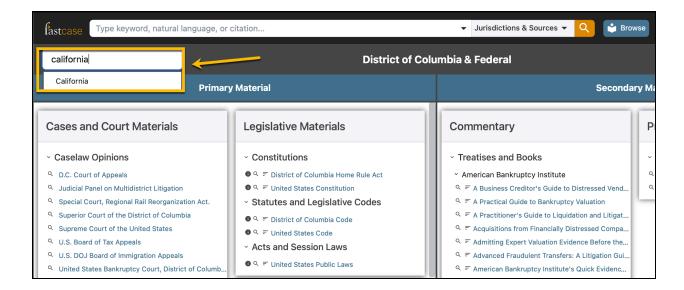
Once you open the **Browse** menu, you get a menu for your default jurisdiction. The menu is organized by source and has primary materials on the left and secondary materials on the right.

You have one browse menu for each of the 50 states and one for all federal materials. Each of the state browse menus contains state specific sources, related federal materials, and non-jurisdictional materials.



You can change your default jurisdiction using the filtering bar in the top left of the **Browse** menu that says *Change jurisdiction by typing*. Simply type the name of the jurisdiction you want to explore in the filter bar and select it from the drop-down menu. The system automatically refreshes with the menu for the newly chosen jurisdiction.

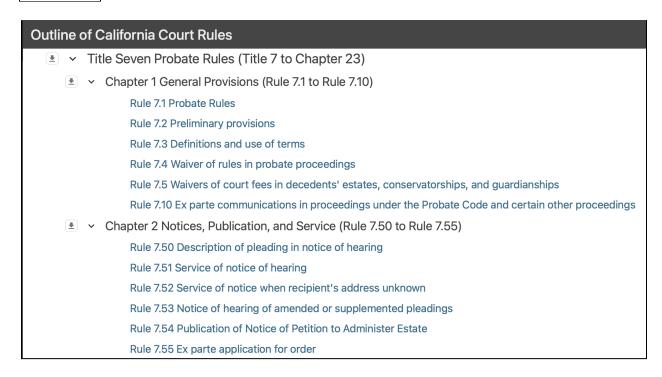




Every source has up to three icons to the <u>left of the source name</u>.

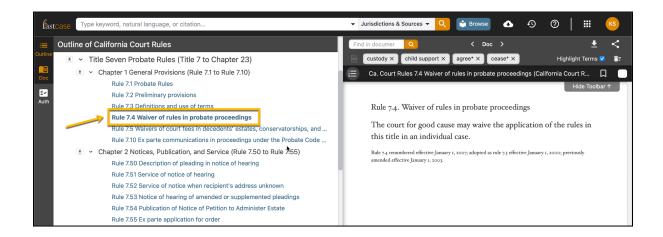


**Outline Icon**: This icon indicates that a source possesses an **Outline View** aka table of contents. Click the icon to open the **Outline View**.

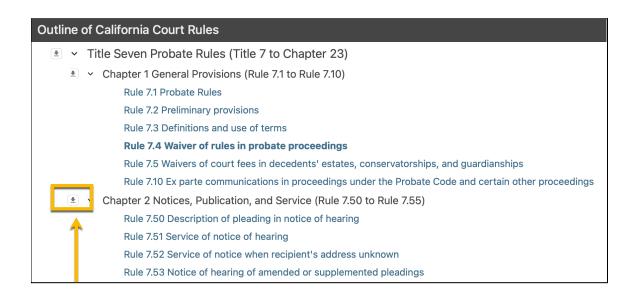




You can open each section in order of organizational part(s). Eventually, you will end up with individual sections of the source hyperlinked in blue. Click the hyperlinked name of the document to open it on the right while leaving the **Outline View** open on the left.



With the **Outline View** open, you can also download organizational parts in their entirety (e.g. chapters, titles, parts). Simply click the **Download Icon** (looks like a down arrow over a dash) to the left of the organizational section you desire to export.



**Pro Tip:** Downloads are capped at 500 pages per download, however, there is never a limit to how much you can download in Fastcase.



**Information Icon**: Shows you how often a source is being updated.





"Magnifying Glass" Search Filter Icon: This icon applies the individual source as a filter for which to narrow subsequent searches.





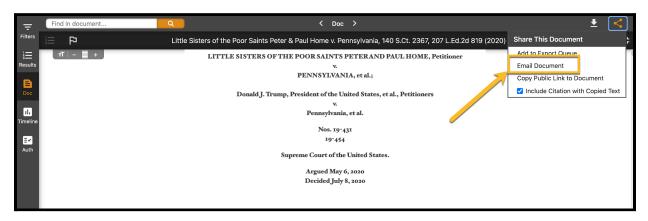


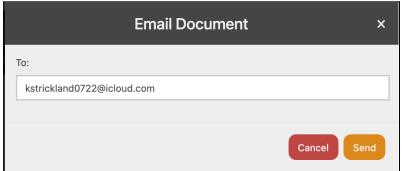
# 10 Beyond Research: Things That You Can Do With Documents

So far, the user guide has focused on things you can do to help locate documents in Fastcase. Now, we focus on things you can do with the documents you find.

### Email a Document to Yourself or Others

To email a document to yourself or any other person, simply open the document, click the **Share** icon (icon in the top right above the text of the opened document that looks like three dots connected by lines), and enter the email address of your choice. The system will automatically fill the email address associated with your account, but this can be changed to the email address of your choice.





**Pro Tip**: Emailed documents come from <a href="mailed"><u>support@fastcase.com</u></a>. As such, to prevent the emailed documents from going to your spam or junk folder, save <a href="mailed"><u>support@fastcase.com</u></a> as a contact in your email contact list. If an emailed document does end up in your spam/junk folder, moving it to the inbox typically also resolves the problem with future emails.



With emailed documents, we place the text of the emailed document in the body of the email. This means you can email the document to anyone, irrespective of whether the recipient is a paid subscriber to Fastcase.

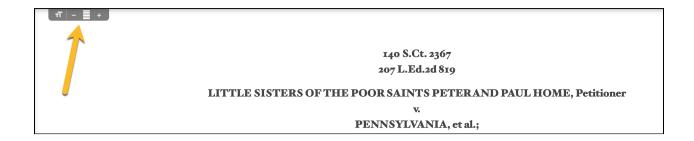


**Pro Tip**: You can also email documents of all kinds, secondary source or primary law document.



## Enlarge the Font Size of a Document

You can enlarge the font size of a document you are reading using the zoom button in the top left of the opened document. Hit the plus (+) to enlarge the font, hit the minus (—) to decrease the font, and hit the horizontal line icon between the (+) and (-) to return the font size to the default size.



## Toggle Full Screen View of Any Document

Fastcase allows you to read a document while viewing one other panel of your choosing, such as the **Authority Check Report** or the **Search Results** of any search. You can expand between the two-panel view and make the text of the document take up the width of the window in your web browser by using the **Toggle Full Screen View** icon in the top right above the text of the opened document. Click the icon to cut on and off.





#### Save a Document as a Bookmark

You can bookmark a document for easy access later by clicking the **Bookmark** icon above the text of the open document. You can find the saved document under the **History, Bookmarks, Alerts** icon (shaped like a clock in the top right of the application) in the middle tab.





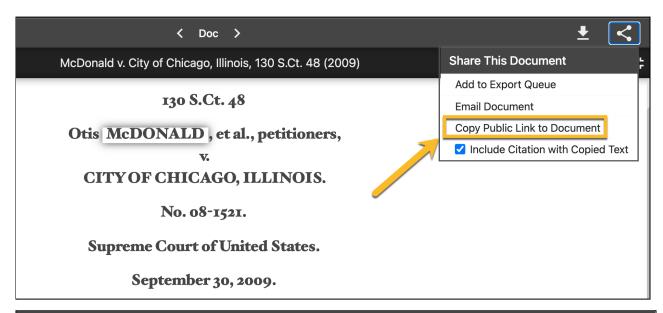
Bookmarks are sorted in alphabetical order and do not expire. You can reopen any document that is saved by clicking the document title from the **Bookmark** tab under the **History**, **Bookmarks**, **Alerts** menu.



#### Create a Public Link for Your Document

You can create a **Public Link** for any primary law document in Fastcase. A **Public Link** is a free version of a document that can be shared with anyone, no subscription to Fastcase required. Simply open the document and click the **Share** icon (looks like three dots connected by lines in the top right above the text of the opened document) to create the Public Link.

You can then copy the **Public Link** and share with anyone. This link does not expire.



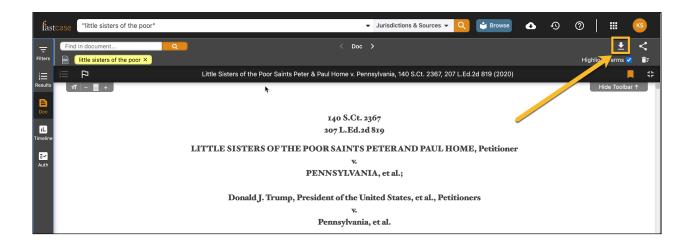


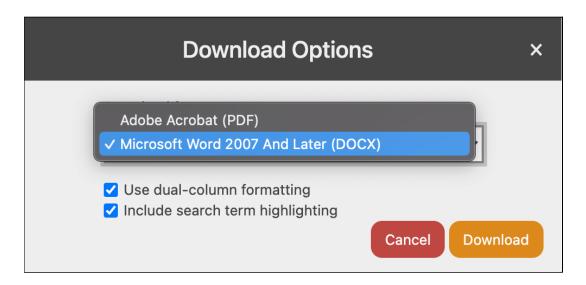


#### Download a Document in Fastcase

You can download a single document in Fastcase by clicking the **Download** icon (looks like a down arrow over an em dash above the text of the opened document). You can download as PDF or DOCX format; with one or two columns; and with terms highlighted (where applicable).

You simply click the **Download** icon, make the selections noted above, and click **Download Now**.

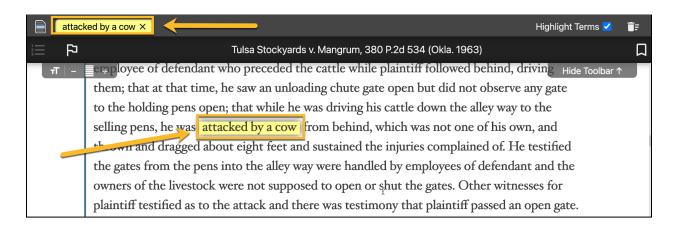




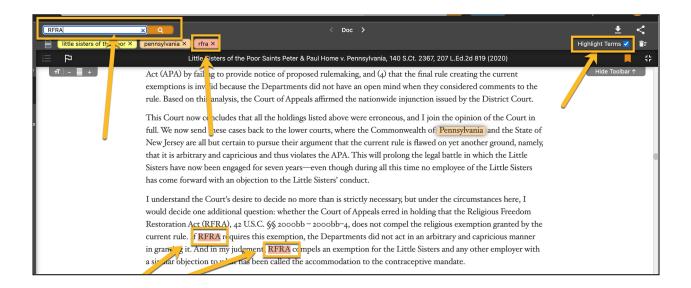


## Locate Search Query Term(s) in Your Opened Document

In Fastcase, the system breaks apart your search query into individual terms or phrases (depending on how you write your chosen query) and then assigns each portion of the query with a highlighted color. You can then click the highlighted color to move to the location of the term or phrase in the opened document. Each time you click the highlighted query portion, the system moves you to the locations of the highlight throughout the document.



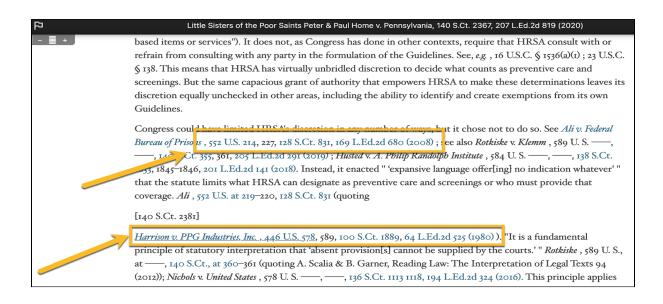
You can add additional terms using the **Find in Document** (top left above the text of the opened document) function or clear highlights using the **Highlight Terms** checkbox in the top right.

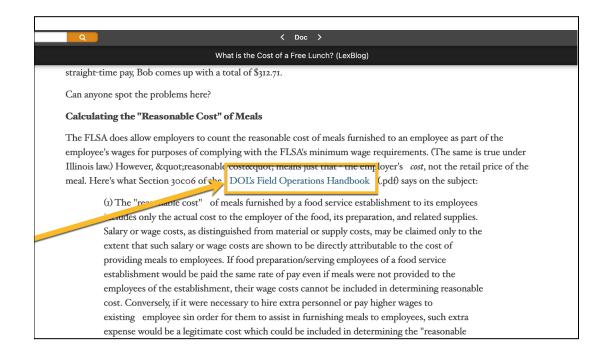




#### Link to Other Cases and External Documents in Fastcase

In Fastcase, you can now link to cited cases in a legal document and even external links in secondary sources (where applicable). Simply click the hyperlinked document and go.







# 11 Authority Check

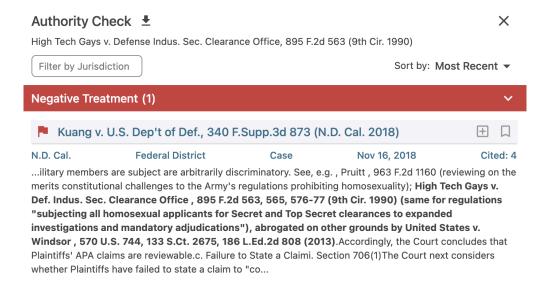
In Fastcase, you can determine if a case remains of precedential value for the legal assertions within said case by using **Authority Check**, the FC case citator.

To use **Authority Check**, simply open the case of your choosing, and click the flag above the text of the case.



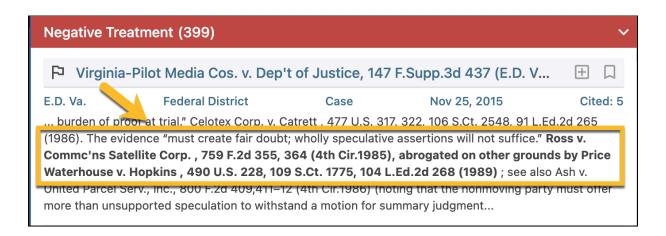
The **Authority Check** report then opens and provides information for the case in two areas:

**Negative Treatment**: Tells you what cases have warned you that your **anchor case** (case on which the Authority Check Report is being reviewed) potentially is no longer good law. This is indicated by a red flag.

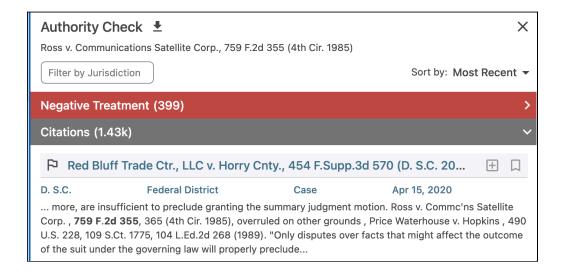




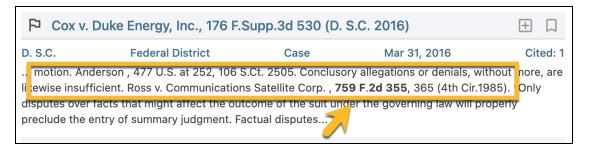
**Negative Treatment** cases provide you with a case excerpt and a bolded portion of said excerpt that explains why the case from the **Authority Check** Report treats your **anchor case** in a negative way.



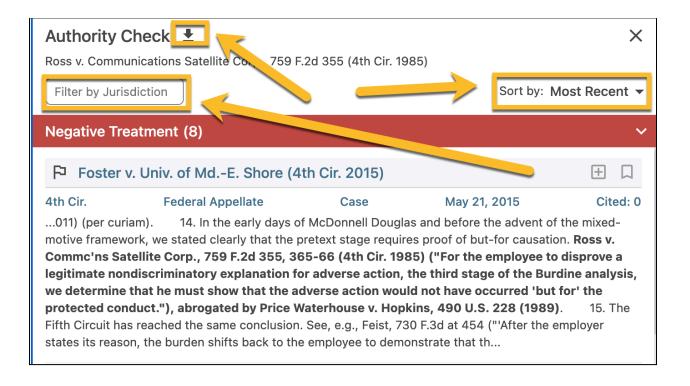
**Citations**: A full list of all citing cases for your **anchor case** within the Fastcase repository.





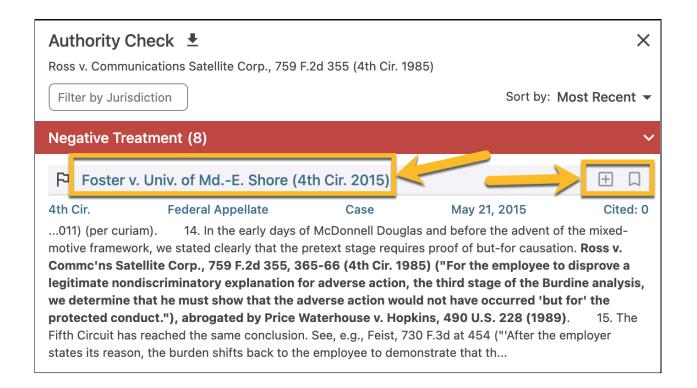


**Authority Check Report** cases are automatically populated by relevance. They can be sorted by date, times cited and/or jurisdiction(s). You can also download the first 20 cases from the **Authority Check Report**.





You can open a case from the **Authority Check Report** by clicking the case title, save cases from the report as **Bookmarks**, and even build an **Export Queue**.



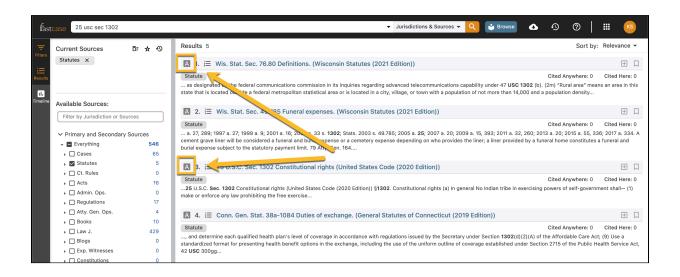


# 12 | Statutory Annotations

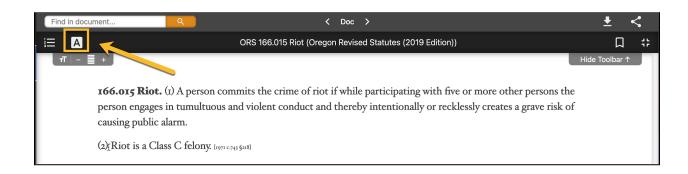
In Fastcase, you can get a list of cases citing a statute section by using **Statutory Annotations**.

You can open the **Statutory Annotations** for any statute section in two places:

**Option One**: Run a search for a statute section, and click the **Annotations** icon (looks like a capital A inside of a box to the left of the statute name).

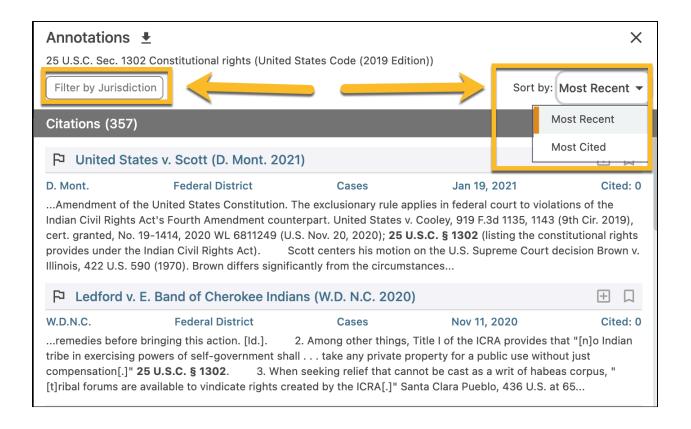


**Option Two**: Open the text of any statute section —from **Outline** view via the **Browse** menu or by using **Type Ahead**— and then click the **Statutory Annotations** icon (see icon description from Option One) above the text of the statute section.





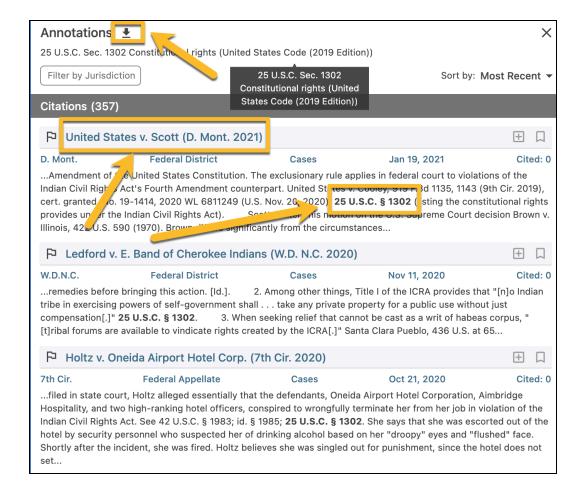
**Statutory Annotations** are by default organized by relevance, but can also be sorted by date or times cited as well as filtered by jurisdiction(s).



The top 20 cases in a **Statutory Annotations** list can be downloaded. You can also build an **Export Queue** or save any of the cases in the **Statutory Annotations** list as a **Bookmark**.

Finally, click on the case title to open it. Each case excerpt on the **Statutory Annotations** list has a bolded portion showing where the statute section is present in the case.







# 13 Integrated Briefs, Pleadings, Motions, Opinions, and Orders from Docket Alarm

Docket Alarm —the nation's largest docket research repository— allows users to search a beautifully curated collection of docket documents without leaving Fastcase. Simply determine the types of materials you seek to search, subscribe to the additional monthly fee, and start searching.

The library includes all briefs, motions, pleadings, opinions, and orders that sit within the Docket Alarm platform that do not require additional court fees to access. The integrated docket documents are updated daily.

**Note**: Bar users do not require a separate Fastcase subscription in order to access docket documents. You simply pay for the additional docket document library.

To run a search within the Docket Alarm integrated library, simply do the following:

**Step One**: Open the **Jurisdictions and Sources** menu to the right of the search bar before you enter your search query.

**Step Two**: Select states on the left of the Jurisdictions and Sources menu and then make selections for docket materials by using the filters in the bottom right of the **Jurisdictions and Sources** menu.

**Step Three**: Click **Save and Continue** in the top right of the **Jurisdictions and Sources** menu to close the menu and apply your desired filter for your docket document library.





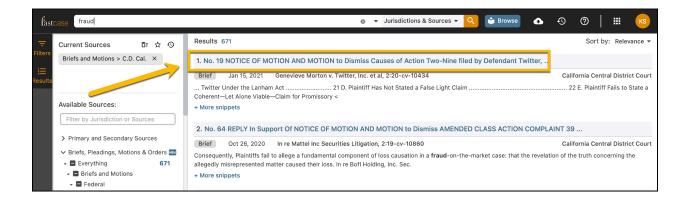
**Step Four**: The **Jurisdictions and Sources** menu will now close and your desired filter(s) will appear below the search bar. Enter your search query and run your search.



**Pro Tip**: You can search for docket documents using keywords (with or without Boolean operators) or natural language. **Type Ahead** is unavailable for docket documents, however, you can search by docket number.



**Step Five**: You can now open your documents by clicking the title of the document from your search results.



**Step Six**: Once the document is open you can zoom in and out to enlarge the typeface or download the document.



**Pro Tip**: You can only download the integrated docket documents one at a time.

