

CASEMAKER[®]

2.0

Web Library User Guide

TABLE OF CONTENTS

1.0	Introduction	
1.1	General Overview	2
1.2	Casemaker Web Library Development	2
2.0	Accessing Casemaker and the Library Contents	
2.1	Casemaker Home Search Page	3
2.2	Casemaker Terminology	4
2.3	Accessing the Casemaker Web Library	4
2.4	Library	4
2.5	Book	5
2.6	Group	5
3.0	Searching within Casemaker	
3.1	Full Document Query	6
	TABLE 3.1 SEARCH FUNCTION SUMMARY	6
	3.1.0 SEARCH FUNCTION DEFINITIONS	7
3.1.1	<i>AND</i> Search	7
3.1.2	<i>OR</i> Search	7
3.1.3	<i>PHRASE</i> Search	7
3.1.4	<i>EXCLUSION</i> Search	7
3.1.5	<i>THESAURUS Expansion</i> Search	7
3.1.6	<i>PREFIX and SUFFIX Expansion</i> Search	7
3.1.7	<i>MULTIPLE FUNCTION</i> Search	7
3.1.8	Revising a Search	8
3.2	Specific Field Search	8
3.3	Narrowing Search Results	9
3.4	Search Results Summary Screen	9
3.5	Search Results	10
3.6	“Find” Function	10
3.7	Browsing the Casemaker Web Library	10
4.0	Important Useful Features	
4.1	Currency Status	11
4.2	CASECHECK	11
4.3	SUPERCODE	12
4.4	Printing	12
4.5	Help Button	12
4.6	Copying a Case to a Word Processing File	13
4.7	Tabulation Key	13
5.0	Frequently Asked Questions about Casemaker	
5.1	General Information	14
5.2	Annotations	14
5.3	Citations	14-15
5.4	Currency of Materials	15
5.5	Printing	15
5.6	Searching within Casemaker	15-16
5.7	End User License Agreement (EULA)	16

1.0 Introduction

1.1 General Overview

On-line research is now a way of life for most business professionals. The legal community is no different. But for a number of years, on-line legal research was unaffordable for small firms and individual practitioners. As a result, attorneys from smaller practices were literally at the mercy of large corporate firms who had the wherewithal to pay the large electronic publishers the outrageous fees the large research providers are more than happy to charge.

Thanks to Casemaker, those days are gone.

Although the Internet continues to exponentially expand the amount of information available, it does have limitations as a research tool. This is especially true when the information is available “free-of-charge.” Here are a few of the limitations legal researchers can expect from typical “free” Internet searches:

A. Incomplete Coverage—Despite the vast resources available on the Internet, there is a problem with incomplete materials. In many instances, free legal research websites (including some government operated websites) have very limited, if not nonexistent, resources available.

B. No Guarantee of Currency—Many of the free legal resources on the Internet do not provide clear specifics as to how current the research data is. Fee-based services provide currency information so researchers can judge the reliability of the data provided.

C. Weak and Varying Search Engines—The quality and the functionality of the search engines varies greatly from site to site. Some sites are better than others, but it is clear that different sites utilize various types of search logic. This makes it difficult to achieve consistent search results.

Casemaker solves these problems. And we are here to help you get started.

1.2 Casemaker Web Library Development

Casemaker is a subsidiary of Lawriter LLC. Lawriter is an electronic publishing company located in Cincinnati that is owned and operated by trial attorney Joseph Shea III. Lawriter has been in the electronic legal publishing business since the mid-1980s.

In 1999, Lawriter, in conjunction with the Ohio State Bar Association (OSBA), launched the on-line version of Casemaker. Their idea was to offer the service to OSBA members, but it was their intention to expand coverage to other states. The concept was simple—create an alliance with other state bars in order to produce their state’s electronic legal research library. This would provide legal professionals across the country access to information not available on competing services’ websites. The service quickly became the OSBA’s most popular membership benefit.

Word of Casemaker’s huge popularity in Ohio soon spread to other bar associations. In June 2001, the Nebraska State Bar was the first to join the Casemaker Consortium. And within a short five-year period, 26 organizations have chosen to participate in the Consortium. Casemaker 2.0 contains legal libraries for all 50 states, in addition to its vast Federal library.

Casemaker is offered *exclusively* to state organizations who cater to the legal community. Casemaker Consortium member organizations provide free, unlimited access to any of Casemaker’s state and Federal libraries as a member benefit. Each organization prescribes the specific information included in its library so that selections are targeted to be items most helpful to its members. This assures that the state’s attorneys have access to valuable materials that are readily available at virtually no cost.


The new enhancements to Casemaker allow for much easier multiple library searches. Some of Casemaker’s competitors have been known to charge as much as \$100 per mega-search. But because Casemaker charges no per-visit or per-minute fee, all member attorneys can easily afford to do this research. Casemaker is by far the most economical legal research tool on the market.

2.0 Accessing Casemaker and the Library Contents

2.1 Casemaker Home Search Page

The screenshot shows the Casemaker Home Search Page for Ohio Case Law. The page has a header with the Casemaker logo and the Ohio State Bar Association logo. Below the header, there are navigation options for Library (Ohio) and Quick Link (Currency Page). The main search area is titled "Ohio - Case Law" and contains several search criteria fields: Group (All Groups), Full document query (Enter search term(s)), Official Cite (State, regional, or official reporter citation), Web Cite (Vendor neutral citation (where applicable)), Case Name (State v. Doe (any portion of the case name will yield results)), Docket No. (Case from which the appeal is derived), Syllabus (As available), Court (District Circuit, Supreme, etc.), Attorney (Name of any attorney defending or prosecuting case), Judge (Presiding judge), Judges (Contributing judge(s)), Date Decided (From: (mm/dd/yyyy) Starting search date, To: (mm/dd/yyyy) Ending search date), Word Forms (NONE), Proximity (Full Document), Minimum Rank (NONE), Maximum Results (100), and View Summary (OFF). A SUBMIT button is located at the bottom right of the search area. The footer contains a FEEDBACK link, copyright information (Copyright © 1995-2006 Lawriter LLC All rights reserved.), and the text "powered by LAWWRITER".

The **CASEMAKER HOME SEARCH PAGE** is the first screen that appears upon entering the Casemaker 2.0 library. All navigation within Casemaker begins at this site. The above example delineates the type of information that may be entered into the search page's text boxes. Portions of this page will be illustrated throughout the User Guide to assist users in their understanding of the navigation of the libraries.

A guide arrow  is used in the illustrations in this User Guide to help pinpoint specific sections of the **SEARCH PAGES**. Once on-line, navigation through the site is easily accomplished using either the **MOUSE** or the **TAB KEY**. After entering **KEYWORDS** into the **FULL DOCUMENT QUERY** box, pressing **ENTER** or clicking on the **SUBMIT** button will send the user to the **SEARCH RESULTS SUMMARY** page.

2.2 Casemaker Terminology

- book**—location of case law, statutes, rules, etc. from the specified library (see 2.5)
CASECHECK—displays hyperlinks which contain subsequent treatment of the case (see 4.2)
currency—effective date of document in question (see 4.1)
group—displays available Reporters (see 2.6)
“hit”—keyword within searched document (see 3.5)
keyword—search word or phrase within searched document—see “hit” (see 3.1, 3.4 & 3.5)
library—state, federal or other jurisdiction to search (see 2.4)
set logic—type of parameters used by Casemaker search engine (see 3.1)
SUPERCODE—displays pending session laws which may affect statute (see 4.3)

2.3 Accessing the Casemaker Web Library

Casemaker may be accessed only through the Consortium member’s home page. Find and click on the Casemaker link (the location varies from home page to home page). Users may then be directed to a log-in link (different organizations offer different log-in options). Enter the required information to log-in and click on the **LOG IN** button. Initially users will be required to confirm acceptance of the End User’s License Agreement in order to access Casemaker. Depending upon the organization’s agreement with Lawriter, this may happen every time or just occasionally for each log-in. Upon agreement, the user will be immediately directed to the **CASEMAKER HOME SEARCH PAGE**. (see 2.1)

2.4 Library

The organization’s *home state is the default setting* in the **LIBRARY** drop-down menu. Users that wish to search within their home state’s library and will not need to change the settings within this box.

If the search is to be conducted in the Federal or another state’s library, click on the arrow on the right side of the box to view the drop-down menu and click on the name of the desired library.

By clicking on the **MULTIPLE CASE LAW** libraries, users are able to search in multiple libraries simultaneously. Once multiple case law is chosen, a new search screen appears. The user can then choose from multiple drop-down menus, each of which display all of the current Casemaker libraries. Simply click on the library and continue on to the next to enter the jurisdictions which are desired to be searched.

LIBRARY: Multiple Case Law Quick Link: Currency Page GO

BOOK: Case Law

BROWSE SEARCH REVISE PREVIOUS RESULTS NEXT

Multiple State - Case Law

Full document query: _____

State 1: Ohio

State 2: Indiana

State 3: Kentucky

State 4: NONE

State 5: NONE

CASEMAKER®

LIBRARY: Federal

BOOK: Federal

BRO

Federal

Multiple Case Law

Alabama

Colorado

Connecticut

Georgia

Idaho

Indiana

Kansas

Kentucky

Maine

Massachusetts

Michigan

Mississippi

Missouri

Nebraska

New Hampshire

New Mexico

North Carolina

Ohio

Oregon

Rhode Island

South Carolina

Texas

Utah

Vermont

Washington

West Virginia

2.5 Book

Directly below the **LIBRARY** box is the **BOOK** box which also contains a drop-down menu. The *default setting on the state library book menu is CASE LAW.*

The drop-down menu lists the documents available within the library. Users can search in individual **BOOKS** within a single **LIBRARY**. By clicking on the specific book, Casemaker searches for results only in that book.

Users can also search all **CASES AND CODES** within a library by opening the drop-down menu and clicking on the corresponding line. This will yield results from case law as well as statutes, codes, and other regulations.

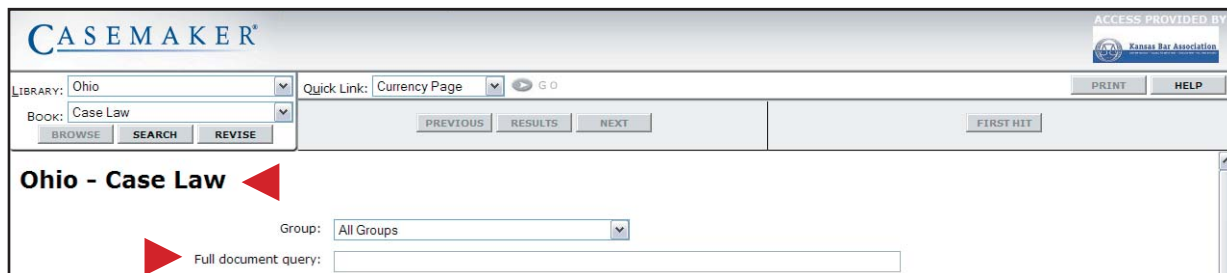
The screenshot shows the top section of the Casemaker interface. At the top is the 'CASEMAKER' logo. Below it, there are two dropdown menus: 'LIBRARY:' with 'Ohio' selected, and 'BOOK:' with 'Case Law' selected. A red arrow points to the 'Case Law' option in the 'BOOK:' dropdown. Below the 'BOOK:' dropdown, a list of options is visible, including 'Administrative Code', 'Attorney General Opinions', 'Case Law', 'Cases and Code', 'Constitution', 'Ethics Opinions', 'Federal Rules', 'Jury Instructions', 'OSBA Jury Instructions', 'Ohio Civil Rights Commission', 'State Court Rules', 'Statutes', 'Unreported Apps.', and 'Verdict Reporter'.

2.6 Group

The **GROUP** menu is located above the **FULL DOCUMENT QUERY** box. Users can either search in **ALL GROUPS** or they can open the **GROUP** drop-down menu and choose to search in a specific Reporter.

The screenshot shows the 'Ohio - Case Law' section of the Casemaker interface. At the top, there is a 'Quick Link:' dropdown menu with 'Currency Page' selected and a 'GO' button. Below this are three buttons: 'BROWSE', 'SEARCH', and 'REVISE'. The main content area is titled 'Ohio - Case Law'. A red arrow points to the 'Group:' dropdown menu, which is currently set to 'All Groups'. Below the 'Group:' dropdown, there is a 'Full document query:' dropdown menu with 'All Groups' selected. To the right of these dropdowns are labels for 'Official Cite:', 'Web Cite:', 'Case Name:', and 'Original Case:'. The 'Case Name:' dropdown menu is currently set to 'Unpub App'.

3.0 Searching within Casemaker



3.1 Full Document Query

Once the user has chosen the search location parameters, the **LIBRARY** and **BOOK** being searched are prominently displayed in bold type at the top of the **HOME SEARCH PAGE**.

The Casemaker search engine uses *set logic* for queries. *Set logic* provides the user a more understandable and powerful group of operations than simple Boolean searching. Unlike some other search engines, Casemaker allows for the use of *natural language* as well as Boolean searches to locate documents of interest.

To begin a search, type a few keywords into the **FULL DOCUMENT QUERY** box. Press the **ENTER** key or click on the **SUBMIT** button at the bottom of the page to pull up the results. Keywords entered in the **FULL DOCUMENT QUERY** box should be related search terms in order to produce the desired results. Words such as *a, the, an, of*, etc. are ignored (unless part of a phrase).

NOTE: The **ENTER** button will display the next page **ONLY** if the user has not accessed one of the drop down menus at the bottom of the page. If any of these boxes are the last one accessed, the **SUBMIT** button will allow access to the next page.

**TABLE 3.1
SEARCH FUNCTION SUMMARY**

TYPE OF SEARCH	DESCRIPTION	EXAMPLE	RESULTS
<i>AND</i> search	type words with single space between the words	officer search	officer <i>AND</i> search
<i>OR</i> search	type the word “ or ” between the keywords	gun or knife	<i>either</i> gun <i>OR</i> knife
<i>PHRASE</i> search	place quotation marks around the phrase	“next of kin”	next of kin <i>-complete phrase</i>
<i>EXCLUSION</i> search	type the word “ not ” between the words	property not residential	property, not residential property
<i>THESAURUS</i> [†] search	tilde (~) in front of word (<i>no space</i>)	~wine	<i>any type of alcohol</i>
<i>PREFIX/SUFFIX</i> [†] search	asterisk in front of or behind word (<i>no space</i>)	run* *gun	<i>runs, runner, running handgun, shotgun</i>
<i>MULTIPLE FUNCTION</i> search	use any combination of above in the same search	murder (gun or knife)	<i>murder and gun or murder and knife</i>

[†] **Note:** Thesaurus and Prefix/Suffix searches may also be performed by using the **WORD FORMS** box located near the bottom of the **HOME SEARCH PAGE**. See Section 3.3

3.1.0 SEARCH FUNCTION DEFINITIONS

(See Table 3.1 for examples of the following)

3.1.1 *AND* Search

To develop an *AND* search, simply put a **single space between the keywords**. Documents that contain the words *officer AND search* can be found by typing the words into the full document query box with a single space between each word.

3.1.2 *OR* Search

To develop an *OR* search put the word “or” between the two keywords. For example, if by typing *gun or knife* into the full document query box, documents that contain either *gun OR knife* will appear.

3.1.3 *PHRASE* Search

Phrase searches will locate the **exact text placed inside of quotations marks**. For example, placing quotation marks around the phrase “*next of kin*” documents with the phrase *next of kin* will be available in the **SEARCH RESULTS SUMMARY SCREEN**.

3.1.4 *EXCLUSION* Search

Use the word *NOT* to **exclude any word** to be omitted from the search result. Make sure there is a space between the keywords and the operative word, “not.” It does not need to be capitalized. For example, *property not residential* will yield results which include the term, *property* while excluding all documents that have the word *residential*.

3.1.5 *THESAURUS*[†] *Expansion* Search

The thesaurus expansion feature allows the user to augment the search to find documents that have words related to the keywords in the search. To develop a thesaurus expansion search put the tilde character (~no space) in front of the keyword to expand the meaning of a word or phrase within the query.

The search *~wine DUI* will find all documents that have the words *DUI* and *wine* as well as other documents that have words related to wine, such as *beer, alcohol*, etc.

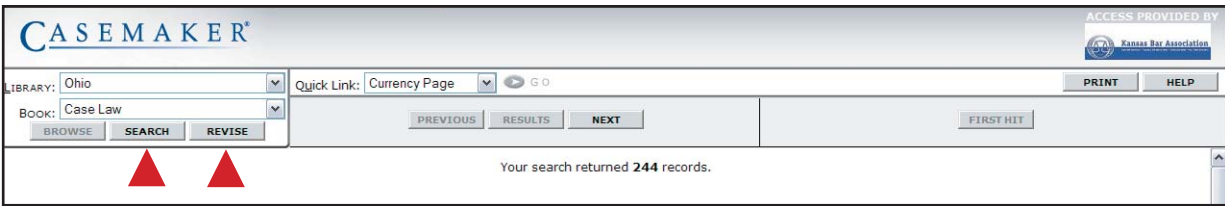
3.1.6 *PREFIX and SUFFIX*[†] *Expansion* Search

Placing an asterisk (*) before or after a keyword will develop a prefix / suffix expansion search. By placing the asterisk behind the root word, Casemaker will pick up plurals and other suffixes. Inserting the keyword *run** will yield documents with the words *runs, running, runner*, will appear. By inserting the keyword **gun*, documents with the word *handgun, shotgun*, as well as *gun* will appear.

3.1.7 *MULTIPLE FUNCTION* Search

As shown in some of the above examples, Casemaker’s search engine is powerful enough to mix most of the above functions and provide users with pinpoint results. Virtually all of the above search operators can be mixed in any combination in the same **FULL DOCUMENT QUERY** search. For example, if by inserting *homicide (gun or knife)* (in this case, parenthesis is used to separate the “*OR*” search) into the full document query box, *homicide* documents that contain either *gun OR knife* will appear. If *damages “wrongful death”* (single space between the phrases) is inserted, Casemaker will pull up documents with *damages* related to *wrongful death*. An example of a specific term being eliminated in an expansion search would be: **gun not begun*. This would yield the terms *shotgun* and *handgun*, but not the common word, *begun*.

[†] **Note:** Thesaurus and Prefix/Suffix searches may also be performed by using the **WORD FORMS** box located near the bottom of the **HOME SEARCH PAGE**. See Section 3.3



3.1.8 Revising a Search

If there are no documents available which meet the search criteria, a warning message will appear. The **REVISE SEARCH** button will allow refinement of the currently selected search criteria. Search data already entered remains in the selected fields and may be easily altered as needed.

The **NEW SEARCH** button will erase all previously entered data to allow a quick way to begin a totally new search in the currently selected book.

3.2 Specific Field Search

In addition to the **FULL DOCUMENT QUERY** search, Casemaker allows users to enter information into specific **FIELD SEARCH** boxes in order to expedite their searches. The illustration below shows specific query fields available in the Ohio library search page. There will be some variations in the **FIELD SEARCH** parameters from library to library and from book to book. The user may enter the appropriate data into any of the following boxes (where available):

OFFICIAL CITATION^{††} / REPORTER CITATION^{††}

-state, federal, or official regional reporter designation for the document

WEB CITE-unique identification provided by the state Supreme Court

CASE NAME-name of one or both of the parties involved

DOCKET NUMBER-case as designated by lower court

SYLLABUS (if available)

COURT-specific jurisdiction of adjudication

ATTORNEY-prosecuting, defending or both

JUDGE-author of the decision and also concurring or dissenting judges

Official Cite:	<input type="text"/>
Web Cite:	<input type="text"/>
Case Name:	<input type="text"/>
Docket No:	<input type="text"/>
Syllabus:	<input type="text"/>
Court:	<input type="text"/>
Attorney:	<input type="text"/>
Judge:	<input type="text"/>

^{††} **It is critical that the citation or other information is typed in exactly as it appears in the Reporter.**

3.3 Narrowing Search Results

Search results can be targeted using the boxes in the illustration below.

DATE DECIDED—the user can enter a date range using the **MM/DD/YYYY** format.

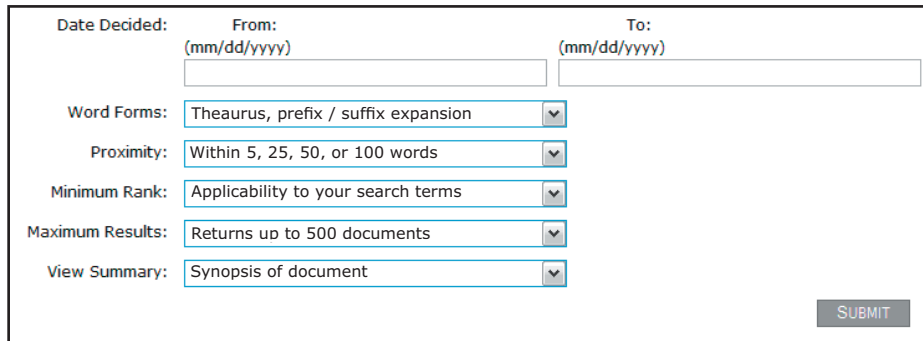
WORD FORMS—prefix only, suffix only, prefix or suffix expansion, thesaurus

PROXIMITY—when multiple keyword search terms are entered, the user can narrow the search results by choosing how close together the keywords appear in the text

MINIMUM RANK—used to display documents that more closely match your keyword search

MAXIMUM RESULTS—increases or decreases the number of search documents available

VIEW SUMMARY—this feature may be turned on to allow users to view a short synopsis of the case



The screenshot shows a search filter interface with the following fields and options:

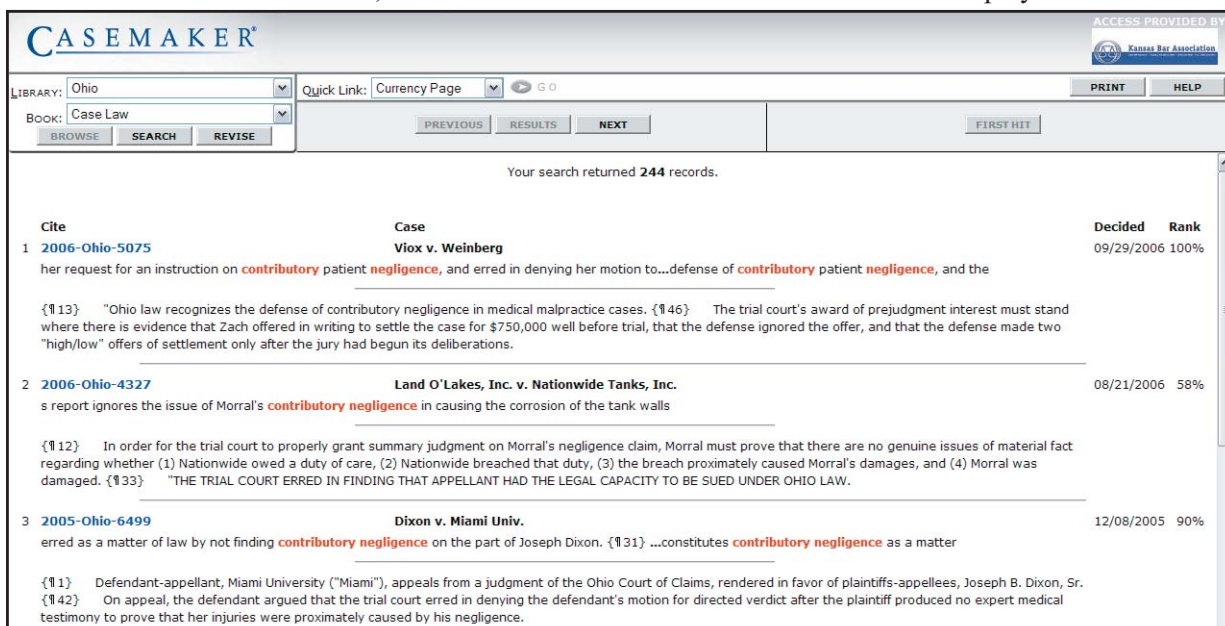
- Date Decided:** From: (mm/dd/yyyy) and To: (mm/dd/yyyy) with empty input boxes.
- Word Forms:** Thesaurus, prefix / suffix expansion (dropdown menu).
- Proximity:** Within 5, 25, 50, or 100 words (dropdown menu).
- Minimum Rank:** Applicability to your search terms (dropdown menu).
- Maximum Results:** Returns up to 500 documents (dropdown menu).
- View Summary:** Synopsis of document (dropdown menu).
- SUBMIT** button.

3.4 Search Results Summary Screen

After the search parameters have been keyed in, click on the **SUBMIT** button or press **ENTER** on the keyboard to view the **SEARCH RESULTS SUMMARY**.

Upon reaching the **SEARCH RESULTS SUMMARY** screen, the user is able to choose the case deemed most appropriate. This screen will display the total number of documents found, as well as the individual **rank** of the result. **Rank** relates to the number of times the search results appear, proximity of the keywords, etc.

Search keywords appear in **RED**. A portion of the case text accompanies each item displayed. To access one of the results, click on the **BLUE CITATION HYPERLINK** to display that result.




The screenshot shows the CaseMaker search results summary screen. At the top, it says "Your search returned 244 records." Below this is a table of results:

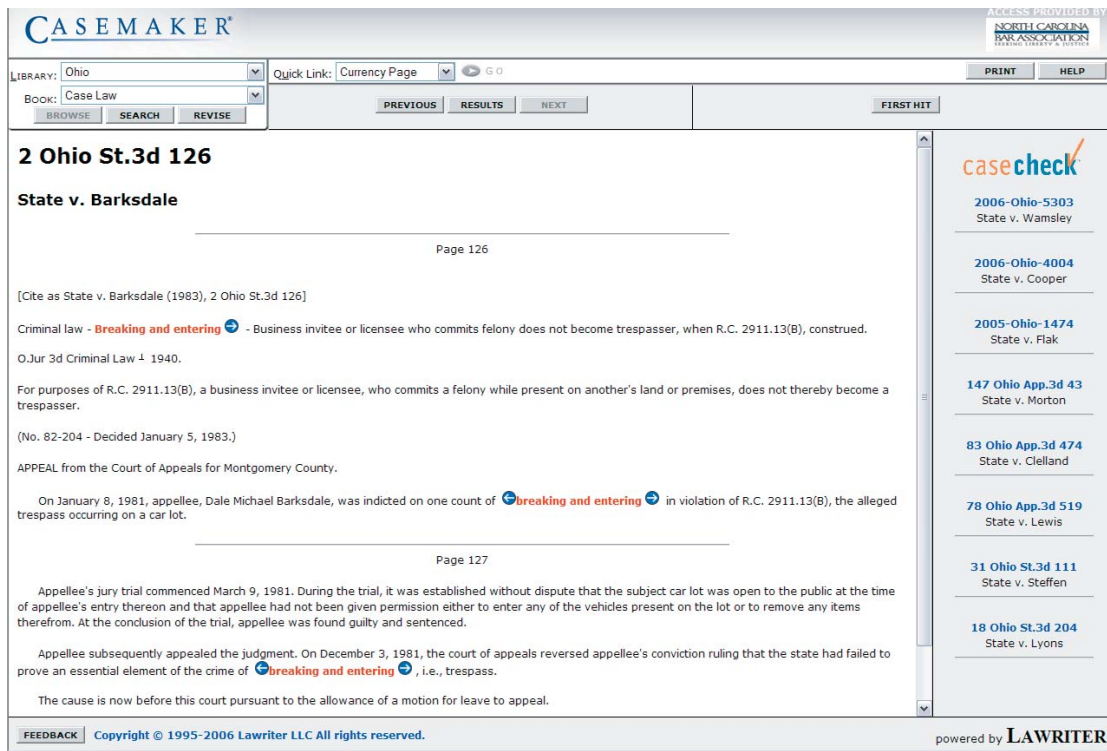
Cite	Case	Decided	Rank
1 2006-Ohio-5075	Viox v. Weinberg	09/29/2006	100%
2 2006-Ohio-4327	Land O'Lakes, Inc. v. Nationwide Tanks, Inc.	08/21/2006	58%
3 2005-Ohio-6499	Dixon v. Miami Univ.	12/08/2005	90%

Each result includes a snippet of text with keywords in red. For example, the first result snippet is: "her request for an instruction on contributory patient negligence, and erred in denying her motion to...defense of contributory patient negligence, and the".

3.5 Search Results

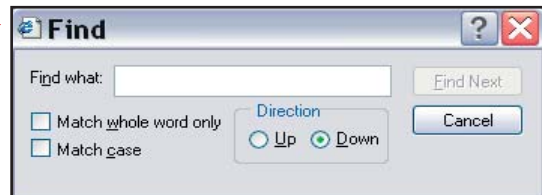
In the display of the **SEARCH RESULTS SCREEN**, keywords also appear in **RED** (see also 3.6 “**FIND**” Function). Blue guide arrows  beside the search result keywords allow the user to jump to either the previous or next keyword.

Users can navigate through the case search session by using the buttons located at the top of the **RESULTS PAGE**. Use the **PREVIOUS** button to return to the prior search result, the **RESULTS** button (o return to the **SEARCH RESULTS SUMMARY** page, or **NEXT** button to view the next result on the list. **FIRST HIT** button is also available to find the first search result keyword.



3.6 “Find” Function

The **FIND** function in Casemaker allows users to locate *additional keywords* within any document. It works like most word-processing programs. Using the keyboard, press **CTRL** and **F** simultaneously.



A small **FIND** dialogue box will appear in which the user can type a word or phrase to be found. By clicking on the **FIND NEXT** button in the small dialogue box, the next matching item will appear and will be highlighted.

3.7 Browsing the Casemaker Web Library

The **BROWSE** function in Casemaker allows users to click down to the desired statute or other applicable library resource without developing search strings. Pull up the desired library and click on the browse button. A new screen will appear which displays the sections of the selected book.



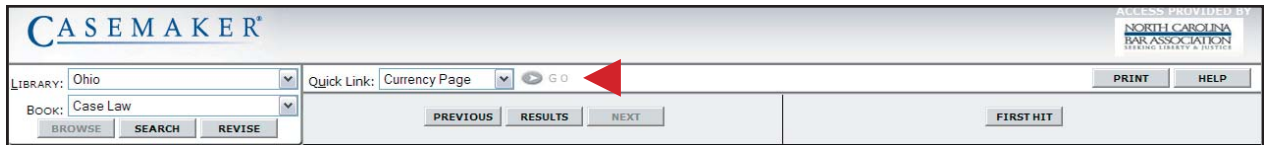
Click on the appropriate section and the next screen to go to the sub-section of the book. From there, the user will be able to choose the specific item of interest.

4.0 Important Useful Features

4.1 Currency Status

Opinion, statute, and rule **CURRENCY** for the current **BOOK** can be immediately verified by going to the **QUICK LINK** section of the top toolbar. Click on the drop-down menu on the **CURRENCY PAGE** link to view the item's status.

Currency listings include those for individual state statutes, rules, appellate opinions, session laws, as well as listings for the Federal library.

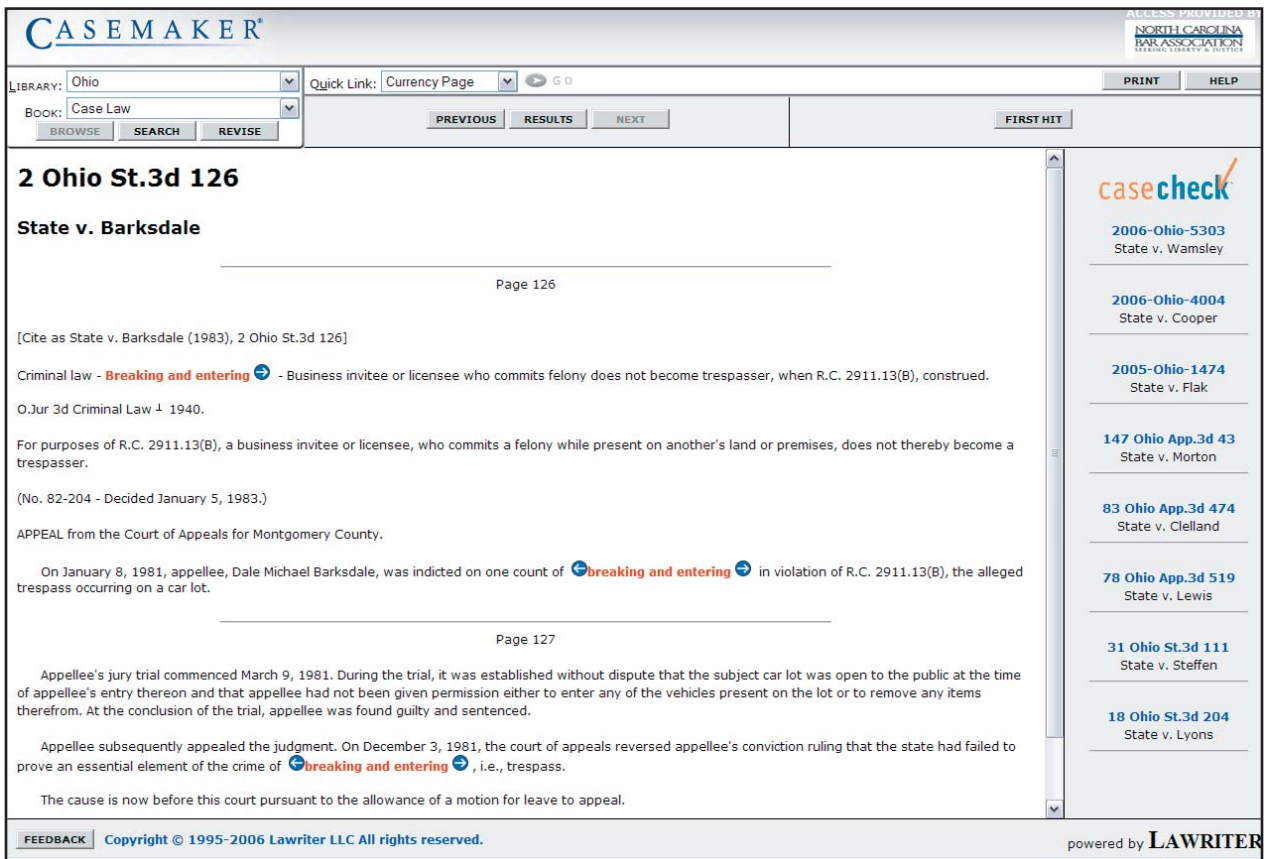


The screenshot shows the top toolbar of the CaseMaker interface. It includes a search bar with 'Ohio' selected in the library dropdown and 'Case Law' in the book dropdown. The 'Quick Link' dropdown is set to 'Currency Page', and a red arrow points to it. Other elements include 'GO', 'PRINT', 'HELP', 'PREVIOUS', 'RESULTS', 'NEXT', and 'FIRST HIT' buttons.

4.2 casecheck

CASECHECK automatically locates all cases that cite the current case and provides links directly to those cases. The **CASECHECK** feature is available in the all reported case law libraries.

When a user conducts a case law search, the **CASECHECK** results appear in the right-hand frame. To access one of the cases, click on the official cite. The hyperlink will take the user directly to the portion of the text that cites the original case. This provides users with instant verification of the treatment of the case by the later case.



The screenshot shows the search results page for '2 Ohio St.3d 126'. The main content area displays the case text, including the title 'State v. Barksdale', the page number 'Page 126', and the full text of the opinion. A sidebar on the right, titled 'casecheck', lists several cases that cite the current case, such as '2006-Ohio-5303 State v. Wamsley', '2006-Ohio-4004 State v. Cooper', and '2005-Ohio-1474 State v. Flak'. A red arrow points to the 'casecheck' sidebar.

4.3 SuperCODE™

SUPERCODE automatically shows a listing of all session laws that have amended a state statute or code in a split screen like the **CASECHECK** feature. **SUPERCODE** shows the related session law in any selected mode. Feedback from users indicate that this is one of the best code features of any publisher.

Since the amendments, repeals, and/or new additional statutory laws are not codified weekly or monthly, this system allows users to see the statutes as they were last codified in the large screen on the left. Enacted session laws that effect the last codification will be listed in a smaller screen on the right. These listed session law enactments should be viewed to determine whether the later enactments alter the results of the research, depending on the date of enactment.

CASEMAKER ACCESS PROVIDED BY

LIBRARY: North Carolina Quick Link: Currency Page G O PRINT HELP

BOOK: General Statutes <PREV RESULTS NEXT> Hits: <PREV NEXT>

BROWSE NEW SEARCH REVISE SEARCH

SEARCH RESULT

§ 20-7 Issuance and renewal of drivers licenses.

[North Carolina - Statutes and Session Laws](#)
[Chapter 20, Motor Vehicles](#)
[Article 2, Uniform Driver's License Act](#)

(a) License Required. - To **drive** a motor vehicle on a highway, a person must be licensed by the Division under this Article or Article 2C of this Chapter to **drive** the vehicle and must carry the license while driving the vehicle. The Division issues regular drivers licenses under this Article and issues commercial drivers licenses under Article 2C.

A license authorizes the holder of the license to **drive** any vehicle included in the class of the license and any vehicle included in a lesser class of license, except a vehicle for which an endorsement is required. To **drive** a vehicle for which an endorsement is required, a person must obtain both a license and an endorsement for the vehicle. A regular drivers license is considered a lesser class of license than its commercial counterpart.

The classes of regular drivers licenses and the motor vehicles that can be driven with each class of license are:

(1) Class A. - A Class A license authorizes the holder to **drive** any of the following:

a. A Class A motor vehicle that is exempt under G.S. 20-37.16 from the commercial drivers license requirements.

b. A Class A motor vehicle that has a combined GVWR of less than 26,001 pounds and includes as part of the combination a towed unit that has a GVWR of at least 10,001 pounds.

(2) Class B. - A Class B license authorizes the holder to **drive** any Class B motor vehicle that is exempt under G.S. 20-37.16 from the commercial drivers license requirements.

(3) Class C. - A Class C license authorizes the holder to **drive** any of the following:

a. A Class C motor vehicle that is not a commercial motor vehicle.

b. When operated by a volunteer member of a fire department, a rescue squad, or an emergency medical service (EMS) in the performance of duty, a Class A or Class B fire-fighting, rescue, or EMS motor vehicle or a combination of these vehicles.

SuperCODE™

- 2006-105
- 2006-160
- 2006-203
- 2006-209
- 2006-230
- 2006-247
- 2006-253
- 2006-255
- 2006-257
- 2006-259

4.4 Printing

In order to print a document, click on the **PRINT** button at the top of the page. Only the document being viewed will be printed without the additional headers or website information. None of the highlighting or other embedded graphics will appear in the document.

CASEMAKER ACCESS PROVIDED BY OHIO STATE BAR ASSOCIATION

LIBRARY: Ohio Quick Link: Currency Page G O PRINT HELP

BOOK: Case Law PREVIOUS RESULTS NEXT FIRST HIT

BROWSE SEARCH REVISE

4.5 Help Button

The entire User Guide is available on-line under the **HELP** button. Additional information will be added as needed or requested.

4.6 Copying a Case to a Word Processing File

To copy the entire case from Casemaker:

Click the **PRINT** button on the Casemaker navigation bar. This removes all of the navigational graphics and all that is left is the text of the case. If the entire document is to be printed, click the **OK** button in the **PRINT DIALOGUE** box.

In order to copy the entire document to a word processing file, click **CANCEL** in the print dialogue box and choose either the **SELECT ALL** choice from the **EDIT MENU** on your Web browser or the keyboard shortcut **CTRL** and the letter **A**. It may then be copied and pasted to your word processing program.

If only segments of the document are of interest, click **CANCEL** in the print dialogue box and highlight the section of text of interest. To highlight text, hold down the **SHIFT** key and move the mouse to highlight the text. Then choose **COPY** from the **EDIT MENU** or the keyboard shortcut **CTRL** and the letter **C**. Move the information to the desired location and paste. This operation can also be accomplished by right-clicking the mouse.

4.7 Tabulation Key

Casemaker now allows total site navigation using the tabulation key. This addition allows for the elimination of the use of the mouse altogether, making the site accessible to visually impaired users.

5.0 Frequently Asked Questions about Casemaker

5.1 General Information

Is there a number I can call if I have questions about Casemaker?

Yes, call the Lawriter Corporation (toll-free) at 877-659-0801 and ask for Casemaker assistance. Our normal business hours from 9:00 a.m. to 5:00 p.m. Eastern Time Zone.

Where can I turn for help if I have questions after business hours?

Click on the **HELP** button in the upper right-hand portion of the Casemaker navigation bar. Casemaker on-line help provides complete instruction on the use of Casemaker. You can also refer to the on-line tutorial in the **LEARNING CENTER** on the navigation bar (also www.casemaker.us) or this hard-copy user manual.

I am having trouble logging on to the site, what could be wrong?

Generally speaking, Casemaker does not control this aspect of the service. Individual bar associations are responsible for log-in parameters/requirements for their members. However, here are several common problems users have experienced in this area:

- Make sure you have entered the information required by your state bar.
- Make sure you haven't misspelled anything.
- If the first two suggestions don't solve your problem, your computer may not be accepting "cookies," which are bits of information saved on your computer that allows you to access the site. You might need to change your security settings to allow for cookies or at a minimum allow your browser to accept cookies from the Casemaker website.

If you still have difficulty logging on, please contact your local bar association.

Why does the URL change when I click the Enter Casemaker button?

The actual Casemaker servers are located in Cincinnati and are not a part of the state bar website. When you access Casemaker you are transferred onto the Casemaker site.

How can I email a case?

Currently the best way to email a case is by clicking on the Casemaker **PRINT** button. You will then need to hit **CANCEL** in the Print Dialogue box. In the new window, you will find that the search formatting has been removed. At this point, proceed as in **SECTION 4.4** to cut and paste the material into a word processing program. Then save and send the file as an attachment.

5.2 Annotations

Are the library results annotated?

No. However, with the full-text searchable database capability of Casemaker's on-line library users no longer have to rely on annotations to find out which cases are cited. Users can annotate the code on the fly. After locating the desired statute, users are provided with the full text of all cases that discuss the code in question. In this way, users can make their own decision as to the case's relevance as opposed to relying on summaries generated by individuals who may or may not be legal professionals.

5.3 Citations

Can I use Casemaker as a citator?

By entering the case or statute, all the cases or statutes requested will be pulled up. You may first want to check the state or federal Supreme Court Library to see if it is mentioned and modified in any way. If it has been, you do not have to look further because the decision is binding in all lower courts. Regardless, you can read the decision yourself to find out if it would be pertinent to your case.

How do I know that the case has not been overturned?

Casemaker's **CASECHECK** feature appears in a separate column on the right-hand side of every case. All cases that have cited the case the user is viewing are listed. By clicking on the individual cases in the **CASECHECK** list, the user is transported to the exact location where the case is cited in the subsequent case. The user can then quickly determine if the decision has been altered.

SEE SECTION 4.2

5.4 Currency of Materials

How far back do cases and statutes go?

Currency for cases can be found on the **QUICK LINK** drop-down menu on the top toolbar. Click on **CURRENCY PAGE** and it will take you to a list of courts and beginning dates. Statute currency information is also available there.

SEE SECTION 4.1

5.5 Printing

How do I print just a section of the document?

The changes to Casemaker have made printing entire documents extremely easy. However, in order to print just a section of the document, the user will still have to “block and paste” the section into a word processing program.

SEE SECTION 4.4

5.6 Searching within Casemaker

How do I search for an individual case if I have the official citation?

Go to Casemaker homepage and the group of search fields will appear. Type the exact citation in the **OFFICIAL CITE** field and the case will appear. It is critical that the spacing and characters are typed in *exactly* as they appear in the official reporter.

SEE SECTION 3.2

How do I search for an individual case if I know the case name?

Go to Casemaker homepage the group of fields will appear. Type the names of one or both parties in the **CASE NAME** field and you will pull up that case. It is not necessary to put in the *v.* or even the full case name. All that is necessary is just the most unique portions of each parties name. And, if one of the parties names is very unique, only one of the parties names may be necessary. For common names, more information in other field boxes may be required to narrow the search.

SEE SECTION 3.2

How can I narrow my search results? It is returning too many results.

There are several things you can do to narrow your search, including:

- Add additional key words to your search, using the **REVISE SEARCH** button.
- If you are searching for a phrase, make sure you are placing the phrase inside of quotes.
(Ex. “next of kin”)
- Utilize the tools available to you in the Home Search Page that allow you to narrow the proximity in which your key words/phrases appear. Many options allow the user to enter terms in any of the fields in conjunction with key words in the full document search query or use the date range option.

SEE SECTION 3.3

How do I search in multiple case law libraries?

The Casemaker search engine now allows users to search in up to five libraries simultaneously. In the **LIBRARY** drop-down menu, select **MULTIPLE CASE LAW**. A search screen appears from which you can select the libraries you wish to search. **SEE SECTION 2.4**

Why do I keep getting an error message saying “No documents appear to have matched your search criteria.”?

There are several reasons you are getting this error message, including:

- You have developed too narrow of a search. Consider reducing the number of keywords or phrases in your search query.
- You might have misspelled one of the words in the search string, field entry, etc. Casemaker search logic looks for the exact spelling of key words.
- Make sure you are searching the correct book.

How does the search engine decide the rank of search results?

The ranking algorithm takes into consideration relative word ordering, word proximity, database frequency, document frequency, and position in the text.

What is meant by “proximity” and how is it useful?

When **multiple keyword search terms** are entered, the user can narrow the search results by choosing how close together the keywords appear in the text. By choosing the **within 5** option, generally hits within the same sentence will appear. By choosing the **within 25** option, generally hits within the preceding or succeeding sentence will appear. By choosing the **within 100** option generally hits within the same paragraph will appear.

5.7 End User License Agreement (EULA)

Why does the End User License Agreement (EULA) display before I enter Casemaker?

The EULA may be scheduled to appear periodically, depending upon your state bar’s contractual obligations to Lawriter.

I have a presentation to do and would like to use material from the Casemaker site. Is this permissible?

Casemaker is happy to provide assistance to all of our users. Under the EULA we do allow limited use of most of our materials. However, for specific permission, please contact us at 877-659-0801.