

## Login

See the “vLex Fastcase Login Tips”

### Quick Search

1. Start at the main page
2. Enter a keyword, phrase, or case citation in the search bar at the top of the page
3. Choose the jurisdiction (drop down to the right of the search bar)
4. Click the magnifying glass (to the right of the jurisdiction menu)

## Advanced Search

1. Click “Advanced Search” on the left side of the screen (third option in the blue column)
2. Select the jurisdictions
3. Select the content (i.e., sources)
4. Enter search terms
  - a. Key works
  - b. Exact phrases
  - c. Words in proximity
  - d. Boolean search operators
5. Click the blue “Search” button (bottom of the screen)

## Refine Your Search Results

### Sorting Search Results

Click on “Sort by” (top right of document list)

You can sort by

- Relevance
- Date
- Most Cited

### Search in Results

1. Enter an additional search word or term into the “Search in results” bar (on the left side of the page at the top of the list of content).
2. Click the magnifying glass icon in the search box.

### Filtering Search Results

1. The list of content sources is listed on the left side of your search results screen.
2. Click any blue link to narrow your results list to only that content (i.e., sources)



## Quick Reference Guide

## Checking Citations

1. Click on any case in your documents list
2. Above the case, choose one of the following:
  - Cited Authorities – authorities cited in the text
  - Cited In – later citing cases
  - Precedent Map – a visual of how often the case is cited in subsequent cases including timelines

## Copy Text

1. Highlight the desired text in the body of the case.
2. An option bar will pop up asking if you want to:
  - Highlight
  - Note
  - Copy with Citation

Download **OR** Save a Case

**Print:** Click the printer icon in the ribbon on the top right of the case

**Folder:** Click the folder icon in the ribbon on the top right of the case

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