



Casemaker Weekly Update

Downloading Documents

Of course, you can access Casemaker from anywhere in the world with internet access – but sometimes you may find you need to download a copy of a case. Casemaker allows you to do just that.

While reading a case in Casemaker you will notice a set of icons on the far right in the gray toolbar area – a printer, an envelope, a folder and a floppy disk. Click on the floppy disk icon. After you click on the floppy disk icon you will see a pop up offering you a number of options. You can select various formats for the document such as Word or PDF and how many columns per a page. You can also attach any notes you have made and including treatment, citing references and highlighting. Once you have selected the options you want – just click download. The document will save on your computer or laptop. Now you can access the case – no internet required.

Tracking Client Research

Need to keep track of time spent doing online research for a client? Utilizing the Client and Session Summary features of Casemaker can help. Simply create a Client and select that client each time you begin to conduct research for them. Once you have finished, click the Sign Out link to sign out of Casemaker and view the Session Summary. The Session Summary contains the date, time and client for each search, which can be used to keep track of billable hours for the client. Please remember to print this information as it cannot be retrieved after closing the Session Summary.

Sorting Results

Did you know you can sort your results by more than just relevance? Once you have completed a search, click on the View All link to see all the results in the document category you prefer. Once you do this you can sort these results by selecting a sort method from the dark gray bar above the results list. You can sort by Relevance, Most Cited, Date Decided or State (Ascending or Descending).