



## Casemaker Weekly Update - January 11th

As always, if you have tips or tricks you would like to share with others in our update emails let Khristina know at [kwilliams@casemakerlegal.com](mailto:kwilliams@casemakerlegal.com)

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### ***Seeing more with the Combined Link***

While you are browsing administrative code, statutes, rules and other materials you may sometimes notice an italicized chapter or section title with the word *combined* at the end in parentheses. Clicking on this link will give you not just one statute or rule, but all the statutes or rules in that chapter or section. This is helpful if you wish to print the entire chapter or section. It is also useful if you simply do not want to be forced to navigate to each individual statute or rule and would like to view them together.

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### ***Statutes and Administrative Code by Citation***

Below the search bar you will find a series of small labeled circles that are called radio buttons. They are Keyword, Citation, Party, Section and Docket. If you click on the radio button for Section you can then enter the citation for not just statutes as you might expect, but administrative codes as well, and Casemaker will pull up the code section you are seeking. Of course, you can always browse administrative codes, statutes, and other materials by clicking the appropriate link under the state or federal library of your choosing.

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## ***Search Operators in Casemaker***

Casemaker has a number of search functions that allow you to create complex searches to locate the information you are looking for. Let's have a quick review of them!

### AND searching – Example: *Contract Binding*

To perform the AND search, simply leave a space. Casemaker sees the space as the AND operator. Our example will give us documents that have the word *contract* as well as the word *binding*.

### OR searching – Example: *alimony OR support*

Using OR as the operator will find documents that use either word in the query. In our example, this query will pull up documents mentioning either *alimony* or *support* anywhere in them.

### NOT searching – Example: *property NOT commercial*.

Using the NOT operator will tell the system to find the documents that mention the first term but do not mention the second. In our example, the query will pull up documents that refer to *property* but do not mention the term *commercial*

### Grouping searching – Example: *(alimony OR support) AND divorce*

This would be the one case where you should use the word *AND* in Casemaker. Using the parentheses tells the system we want to group these queries. In this example, the system will return documents that mention *alimony* or *support* but also mention *divorce*.

### Phrase searching – Example: *"right of way"*

This search type tells the system to treat everything in the quotations as if it were one search term. In our example, this means it will only pull cases that mention *right of way* but not cases that mention the words *right*, *of* and *way* by themselves.

Thesaurus searching – Example: *~parole*

The thesaurus search not only locates your search term but also words with the same meaning. In our example query, the search will pull up documents that mention the word *parole* as well documents that mention any synonyms of the word *parole*.

Suffix searching – Example: *run\**

This search will pull up documents that mention terms that begin with the letters prior to the asterisk. In our example, the query will find documents that mention not only *run*, but also any words that start with *run* such as *runner*, *runs*, *running* and so on.

Proximity searching – Example: *tax w/10 property*

This search will pull up documents that mention your first term within the number of words you specify of the other term. In our example, this will bring us documents where tax is mentioned within ten words of the term property.

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That is all for this email! We will back with more content next week. Thanks again for making Casemaker a Valued Member Benefit.