



Searching for Cases with Citation

The most frequently used function of Casemaker for most users is searching by citation. From the home page, you can simply type your citation in. You do not have to worry about being too picky if you use the wrong spacing, punctuation, or capitalization; Casemaker will automatically correct that for you. You do however need to make sure you are using only the reporter citation and the proper abbreviation. Casemaker goes by the Blue Book citation guidelines if you have any questions regarding abbreviations. For example, with *Kearns v. Ford Motor Co.*, 567 F.3d 1120 (9th Cir. 2009), all you would put in the search bar is 567 F.3d 1120. Be sure you select the correct jurisdiction, however – you will not be able to pull up a New Hampshire Superior Court case when searching in U.S. Court of Appeals!

Sometimes a particular citation brings up more than one result, and there is a very good reason for this. The other case shares a page with the case you were searching for. For example, your case may end on page 104 and another case begins on the same page of the reporter. This means even if you are typing in a pin cite, you will still be able to locate the case you are looking for.

Always Available - Folders

Perhaps you often print cases that you need, or maybe you download them to your work computer. As you have likely found, the file on your computer or the case you printed are only useful if you have them with you. However, you can access Casemaker from anywhere using a web browser! So instead, you can save the items you need to a folder in your Casemaker account which is accessible from anywhere you can access the web.

The first thing you'll need to do is to create a folder. Click on the save to folder icon and type a folder name here into the new folder name field. Then just click create.

There are two methods to save a document to a folder. You can click on the Save To Folder icon from the Dark Gray toolbar, choose your folder, and click Save. Or you can click on the orange My Folder Icon next to the search button, and then choose the folder you'd like to use and click OK. This allows the orange folder icon to represent the folder that you've selected. Then you can simply click, drag, and drop documents into that folder for saving.

When you are ready to view the contents of your folders, you can click on the white My Folders link at the top of the search area. The listing of your folders is displayed on the left and clicking on your folder will display its contents in the central area of the screen. Once the folder has loaded you have the opportunity to move, rename, or delete the entire folder. You can also utilize the individual check boxes to print, download, email, or throw away individual contents.

Phrase Searching

So you are looking for Ohio cases which involve improper driving. "Well," you say to yourself, "I will just type in the words improper driving and hit search." Casemaker then gives you quite the impressively long list of results. However, when you pull up a few cases you notice that they do not all seem to be on point. In fact, they just seem to be cases with the word improper somewhere in them and the word driving somewhere else in them. That is too broad. This just won't do!

So how do you fix this? Try using the phrase search.

To use the phrase search put the phrase or words you are looking for in quotation marks. This tells Casemaker to treat all the words in the quotes as one single search term. This will only pull documents where the words within the quotations are adjacent and in the same order.