

Tips from Casemaker presented in fall 2016

## Getting close to the ending – Proximity and Suffix searches

It's been a long day. You have been going non-stop and now all you want is to do a quick search and find some cases about drilling a well without a permit. Your search Texas case law for drill well "without a permit" is close but it's skipping some cases you know that are there – cases with the words drilled and drilling. You really don't want to spend all night doing this search over and over with each possible word!

### Using the asterisk \* or suffix search

Using the asterisk tells the Casemaker system to find documents which have the characters before the asterisk but any ending. So drill\* will pull up documents with driller, drilling, drilled and so on.

Let's try that search again. This time you enter drill\* well "without a permit" and you get a lot more of what you are looking for! However while some of these documents mention drill and well, in some of the cases drill is several paragraphs away from well. This isn't what you wanted! How can you get cases where those words are closer to each other?

### Using w/ also known as the proximity search

When using Casemaker w/ means "within" so w/5 would mean within five words. In the case of our search five words feels about right to clean up these results. So we enter drill\* w/5 well "without a permit"

Doing this you find a much cleaner list of results and with that you can save your search by clicking on the blue save search link near the search button and you can return to this tomorrow morning – after a nice long night's sleep!

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## Downloading documents from Casemaker

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 grey 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.