



## Casemaker Weekly - January 31st, 2018

This week we talk about two methods that can help you get even more control over your searches and we remind you where to go to get more help if you need it. Let's get started!

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### ***Get control of your searches with the Jurisdiction menu***

Rather than clicking on the state you want on the homepage, give yourself more control with the Jurisdiction menu. You can select a jurisdiction or any combination of jurisdictions to search by clicking the Jurisdiction menu. This is located in the box located between the search box and the blue search button. There is a blue downward pointing arrow in the right side of this box. Clicking on this arrow will pull up the pop-up menu and from here you can check as many or as few boxes as you need. You can even select the type of data you want. Want to keep your selections as your default search? Just click the Save to My Settings button!

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### ***Dialing in your search with the Radio Buttons***

Below the search bar are a number of radio buttons you can use to select the type of search you are doing. The system will default to a keyword search. If you are searching for a case and know the citation then select the citation option. If you only have the name of one of the parties, the party button is the option you want. If you are typing in a statute cite then make sure to select section. Finally, if you are looking for an unpublished or slip opinion you can select docket number to search using that information.

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### ***Getting Help Using Casemaker***

Sometimes you just need a little help! Casemaker offers plenty of options to get you going. At any time you can click on the Help link in the upper right corner of Casemaker to find these options. Support is available between 8 am and 8 pm Eastern Standard Time, Monday- Friday. If you would like to speak with a Customer Support representative simply call 1-877-659-0801. You can email for assistance at [support@casemakerlegal.com](mailto:support@casemakerlegal.com). Casemaker offers a live chat service during support hours as well by clicking on the Live Chat link in the upper right corner of Casemaker. Free webinar training is offered regularly as well. To sign up click on the webinar link in the upper right-hand corner of Casemaker. Training webinars are free and you can take them as often as you like. You can also find a user guide by clicking on the Help link in Casemaker if you prefer to learn at your own pace.