

CASEMAKER[®]

2.0

Web Library User Guide 2006 Edition

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1.0 Introduction

1.1 General Overview

On-line research is now a way of life for most business professionals. The legal community is no different. But for a number of years, on-line legal research was unaffordable for small firms and individual practitioners. As a result, attorneys from smaller practices were literally at the mercy of large corporate firms who had the wherewithal to pay the large electronic publishers the outrageous fees the research providers are more than happy to charge.

Thanks to Casemaker, those days are gone.

Although the Internet continues to exponentially expand the amount of information available, it does have limitations as a research tool. This is especially true when the information is available “free-of-charge.” Here are a few of the limitations legal researchers can expect from typical “free” Internet searches:

A. Incomplete Coverage—Despite the vast resources available on the Internet, there is a problem with incomplete materials. In many instances, free legal research websites have very limited, if not nonexistent, resources of case law.

B. No Guarantee of Currency—Many of the free legal resources on the Internet do not provide clear specifics as to how current the research data is. Fee-based services provide currency information so researchers know what they are getting.

C. Weak and Varying Search Engines—The quality and the functionality of the search engines varies greatly from site to site. Some sites are better than others, but it is clear that different sites utilize various types of search logic. This makes it difficult to achieve consistent search results.

Casemaker solves these problems. And we are here to help you get started.

1.2 Casemaker Web Library Development

Casemaker is a subsidiary of Lawriter LLC. Lawriter is an electronic publishing company located in Cincinnati that is owned and operated by trial attorney Joseph Shea III. Lawriter has been in the electronic legal publishing business since the mid-1980s.

In 1999, Lawriter, in conjunction with the Ohio State Bar Association (OSBA), launched the on-line version of Casemaker. Their idea was to offer the service to OSBA members, but it was their intention to expand coverage to other states. The concept was simple—create an alliance with other state bars in order to produce their state’s electronic legal research library. This would provide legal professionals across the country access to information not available on competing services’ websites. The service quickly became the OSBA’s most popular membership benefit.

Word of Casemaker’s huge popularity in Ohio soon spread to other bar associations. In June 2001, the Nebraska State Bar was the first to join the Casemaker Consortium. And now, just five years later, 25 state bar associations have chosen to participate in the Consortium. By the end of 2006, Casemaker will have expanded to include legal libraries for all 50 states, in addition to its vast Federal library.

Casemaker is available *exclusively* through state bar associations. Casemaker allows bar association members of subscribing states free, unlimited access to any of Casemaker’s state and Federal libraries as a member benefit. Because each state bar prescribes the specific information included in its library, the selections are targeted to be items most helpful to its members. This assures that each state’s attorneys have access to valuable materials that are readily available at virtually no cost.

The new enhancements to Casemaker allow for easier multiple library searches. Some of Casemaker’s competitors have been known to charge as much as \$100 per mega-search. But because Casemaker charges no per-visit or per-minute fee, all member attorneys can easily afford to do this research. Casemaker is by far the most economical legal research tool on the market.

2.0 Accessing Casemaker and the Library Contents

2.1 Casemaker Home Search Page

The screenshot shows the Casemaker Home Search Page in Microsoft Internet Explorer. The browser title is "Casemaker - Microsoft Internet Explorer". The page header includes the "CASEMAKER" logo and "ACCESS PROVIDED BY OHIO STATE BAR ASSOCIATION". The search interface is titled "Multiple State - Case Law". It features a search form with the following fields and options:


- LIBRARY: All Libraries (dropdown)
- Quick Link: Currency Page (dropdown)
- BOOK: Case Law (dropdown)
- Buttons: BROWSE, NEW SEARCH, REVISE SEARCH
- Navigation: <PREV, RESULTS, NEXT>
- Hits: FIRST, LAST
- PRINT, HELP

The search criteria section includes:

- Group: All Groups (dropdown)
- Full document query: [text input]
- Official Cite: [text input]
- Case Name: [text input]
- Original Case: [text input]
- Syllabus: [text input]
- Court: [text input]
- Attorney: [text input]
- Judge: [text input]
- Judges: [text input]
- Date Decided: From: [text input], To: [text input]
- Word Forms: NONE (dropdown)
- Minimum Rank: NONE (dropdown)
- Maximum Results: 100 (dropdown)

A SUBMIT button is located at the bottom right of the search area. The page footer indicates "powered by LAWWRITER".

The **CASEMAKER HOME SEARCH PAGE** is the first screen that appears upon entering the library. All navigation within Casemaker begins at this site. Portions of this page will be illustrated throughout the User Guide to assist members in their understanding of the use of the libraries.

A guide arrow  is used in the illustrations that help pinpoint specific sections of the **SEARCH PAGES**. Once on-line, navigation through the site is easily accomplished using either the **MOUSE** or the **TAB KEY**. After entering **KEYWORDS** into the **FULL DOCUMENT QUERY** box, pressing **ENTER** or clicking on the **SUBMIT** button will send the user to the **SEARCH RESULTS SUMMARY** page.

2.2 Casemaker Terminology

- book**—location of case law, statutes, rules, etc. from the specified library (see 2.5)
casecheck—displays hyperlinks which contain subsequent treatment of the case (see 4.2)
currency—effective date of document in question (see 4.1)
group—displays available Reporters (see 2.6)
“hit”—keyword within searched document (see 3.5)
keyword—search word or phrase within searched document—see “hit” (see 3.1, 3.4 & 3.5)
library—state, federal or other jurisdiction to search (see 2.4)
set logic—type of parameters used by Casemaker search engine (see 3.1)
SuperCODE—displays pending session laws which may affect statute (see 4.3)

2.3 Accessing the Casemaker Web Library

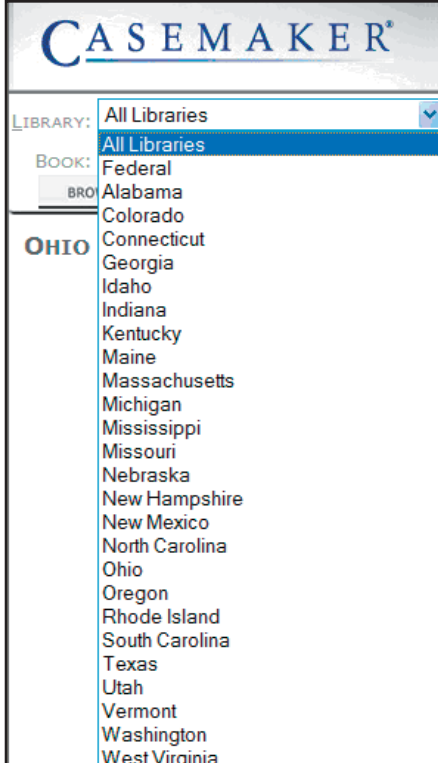
Casemaker users must start by going to their State Bar Association home page. Find and click on the Casemaker link (the location varies from bar to bar). Members may then be directed to a log-in link (different bars offer different log-in options). Enter the required information to log-in and click on the **LOG IN** button. Initially users will be required to confirm acceptance of the End User’s License Agreement in order to access Casemaker. Depending upon the bar’s agreement with Lawriter, this may happen every time or just occasionally for each log-in. Upon agreement, the user will be immediately directed to the state’s library information via the **CASEMAKER HOME SEARCH PAGE**.

2.4 Library

The *home state is the default setting* in the **LIBRARY** drop-down menu. Users that wish to search within their home state’s library and will not need to do anything with this box.

If the search is to be conducted in the federal or another state’s library, click on the arrow on the right side of the box to view the drop-down menu and click on the name of the desired library.

Users can also search case law in **ALL LIBRARIES** simultaneously.




CASEMAKER

LIBRARY: All Libraries

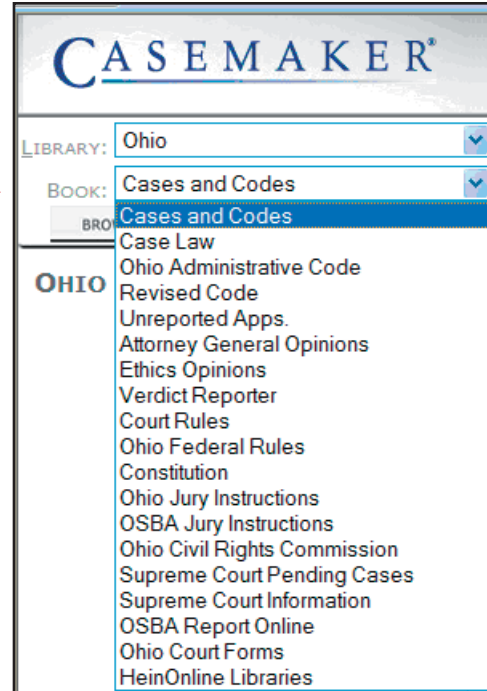
BOOK: All Libraries

BRO: Federal
Alabama
Colorado
Connecticut
OHIO
Georgia
Idaho
Indiana
Kentucky
Maine
Massachusetts
Michigan
Mississippi
Missouri
Nebraska
New Hampshire
New Mexico
North Carolina
Ohio
Oregon
Rhode Island
South Carolina
Texas
Utah
Vermont
Washington
West Virginia

2.5 Book

Directly below the **LIBRARY** box is the **BOOK** box which also contains a drop-down menu. The *default setting on the book menu is CASE LAW*. 

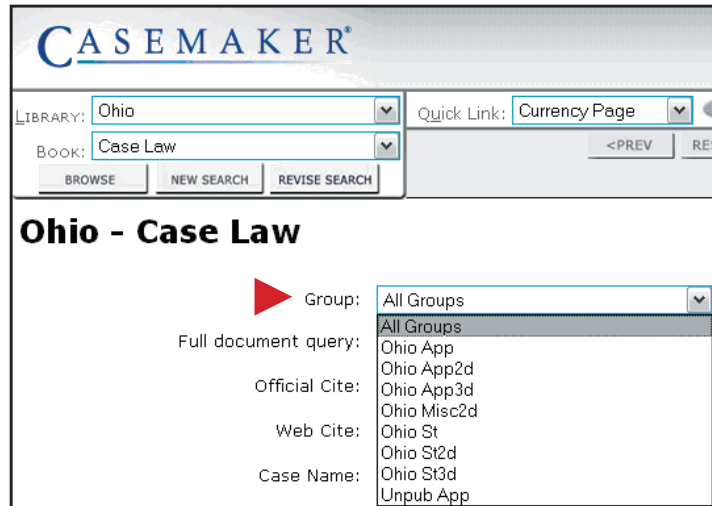
The drop-down menu lists the documents available within the library. Users can search in individual **BOOKS** within a single **LIBRARY**. They can also search all **CASES AND CODES** within a library by opening the drop-down menu and clicking on the corresponding line. By clicking on the specific book, Casemaker searches for results only in that book.



The screenshot shows the Casemaker interface. At the top is the logo "CASEMAKER®". Below it are two dropdown menus: "LIBRARY:" with "Ohio" selected, and "BOOK:" with "Cases and Codes" selected. A "BRO" button is visible. A list of books is displayed under the heading "OHIO", including "Case Law", "Ohio Administrative Code", "Revised Code", "Unreported Apps.", "Attorney General Opinions", "Ethics Opinions", "Verdict Reporter", "Court Rules", "Ohio Federal Rules", "Constitution", "Ohio Jury Instructions", "OSBA Jury Instructions", "Ohio Civil Rights Commission", "Supreme Court Pending Cases", "Supreme Court Information", "OSBA Report Online", "Ohio Court Forms", and "HeinOnline Libraries".

2.6 Group

The **GROUP** menu is located just above the **FULL DOCUMENT QUERY** box. Users can either search in **ALL GROUPS** or they can open the **GROUP** drop-down menu and choose to search in a specific Reporter.



The screenshot shows the Casemaker interface. At the top is the logo "CASEMAKER®". Below it are two dropdown menus: "LIBRARY:" with "Ohio" selected, and "Quick Link:" with "Currency Page" selected. Below these are "BOOK:" with "Case Law" selected, and buttons for "BROWSE", "NEW SEARCH", and "REVISE SEARCH". A "<PREV" button and a "RE" button are also visible. The main content area is titled "Ohio - Case Law". A "Group:" dropdown menu is shown with "All Groups" selected. Below it is a "Full document query:" section with a list of options: "Ohio App", "Ohio App2d", "Ohio App3d", "Ohio Misc2d", "Ohio St", "Ohio St2d", "Ohio St3d", and "Unpub App".

3.0 Searching within Casemaker

3.1 Full Document Query

Once the user has chosen the search location parameters, the **LIBRARY** and **BOOK** being searched are prominently displayed in bold type at the top of the **HOME SEARCH PAGE**.

The Casemaker search engine uses *set logic* for queries. *Set logic* provides the user a more understandable and powerful group of operations than simple Boolean searching. Unlike some other search engines, Casemaker allows for the use of *natural language* as well as Boolean searches to locate documents of interest. This means that users can simply type in a question to the **FULL DOCUMENT QUERY** box.

To begin a search, type a few keywords into the **FULL DOCUMENT QUERY** box. Press the **ENTER** key or click on the **SUBMIT** button at the bottom of the page to pull up the results. Keywords entered in the **FULL DOCUMENT QUERY** box should be related search terms in order to produce the desired results. Words such as *the, an, of,* etc. should be avoided (unless part of a phrase).

**TABLE 3.1
SEARCH FUNCTION SUMMARY**

TYPE OF SEARCH	DESCRIPTION	EXAMPLE	RESULTS
<i>AND</i> search	type words with single space between the words	officer search	officer <i>AND</i> search
<i>OR</i> search	type the word “ or ” between the keywords	gun or knife	<i>either</i> gun <i>OR</i> knife
<i>PHRASE</i> search	place quotation marks around the phrase	“next of kin”	next of kin <i>-complete phrase</i>
<i>EXCLUSION</i> search	type the word “ not ” between the words	property not residential	property, <i>not</i> residential property
<i>THESAURUS</i> search	tilde (~) in front of word (<i>no space</i>)	~wine	<i>any type of alcohol</i>
<i>PREFIX/SUFFIX</i> search	asterisk in front of or behind word (<i>no space</i>)	run*	<i>runs, runner, running</i>
<i>MULTIPLE FUNCTION</i> search	use any combination of above in the same search	murder (gun or knife)	<i>murder and gun or murder and knife</i>

3.1.0 SEARCH FUNCTION DEFINITIONS (See Table 3.1 for examples of the following)

3.1.1 AND Search

To develop an *AND* search, simply put a single space between the keywords. Cases that contain the words *officer AND search* can be found by typing the words into the full document query box with a single space between each word.

3.1.2 OR Search

To develop an *OR* search put the word “or” between the two keywords. For example, if by inserting *gun or knife* into the full document query box, cases that contain either *gun OR knife* will appear.

3.1.3 PHRASE Search

Phrase searches will locate the exact text placed inside of quotations marks. For example, placing quotation marks around the phrase “*next of kin*” cases with the phrase *next of kin* will be available in the **SEARCH RESULTS SUMMARY SCREEN**.

3.1.4 EXCLUSION Search

Use the word *NOT* to exclude any word to be omitted from the search result. Make sure there is a space between the the keywords and the operative word, “not.” It does not need to be capitalized. For example, *property not residential* will yield results which include the term, *property* while excluding all cases that have the word *residential*.

3.1.5 THESAURUS Expansion Search

The thesaurus expansion feature allows the user to augment the search to find cases that have words related to the keywords in the search. To develop a thesaurus expansion search put the tilde character (~no space) in front of the keyword to expand the meaning of a word or phrase within the query.

The search *~wine DUI* will find all cases that have the words *DUI* and *wine* as well as other cases that have words related to wine, such as *beer, alcohol*, etc.

3.1.6 PREFIX and SUFFIX Expansion Search

Placing an asterisk (*) before or after a keyword will develop a prefix / suffix expansion search. By placing the asterisk behind the root word, Casemaker will pick up plurals and other suffixes. Inserting the keyword *run** will yield cases with the words *runs, running, runner*, will appear.

3.1.7 MULTIPLE FUNCTION Search

As shown in some of the above examples, Casemaker’s search engine is powerful enough to mix most of the above functions and provide users with pinpoint results. Virtually all of the above search operators can be mixed in any combination in the same **FULL DOCUMENT QUERY** search. For example, if by inserting *homicide (gun or knife)* (parenthesis is used to separate the “*OR*” search) into the full document query box, *homicide* cases that contain either *gun OR knife* will appear. If *damages “wrongful death”* (single space between the phrases) is inserted, Casemaker will pull up cases with *damages* related to *wrongful death*.

3.1.8 Revising a Search

If there are no documents available which meet the search criteria, a warning box will appear.

The **REVISE SEARCH** button will allow refinement of the currently selected search criteria. Search data already entered remains in the selected fields and may be easily altered as needed.

The **NEW SEARCH** button will erase all previously entered data to allow a quick way to begin a totally new search in the currently selected book.

3.2 Specific Field Search

In addition to the **FULL DOCUMENT QUERY** search, Casemaker allows users to enter information into specific **FIELD SEARCH** boxes in order to expedite their searches. The illustration below shows specific query fields available in the Ohio library search page. There will be some variations in the **FIELD SEARCH** parameters from library to library and from book to book. The user may enter the appropriate data into any of the following boxes (where available):

OFFICIAL CITATION* / REPORTER CITATION*

-state, federal, or official regional reporter designation for the document

WEB CITE-unique identification provided by the state Supreme Court

CASE NAME-name of one or both of the parties involved

ORIGINAL CASE-case as designated by lower court

SYLLABUS (if available)

COURT-specific jurisdiction of adjudication

ATTORNEY-prosecuting, defending or both

JUDGE-author of the decision

JUDGES-concurring or dissenting

Official Cite:

Web Cite:

Case Name:

Original Case:

Syllabus:

Court:

Attorney:

Judge:

Judges:

*** It is critical that the citation or other information is typed in exactly as it appears in the Reporter.**

3.3 Narrowing Search Results

Search results can be targeted using the boxes in the illustration below.

DATE DECIDED—the user can enter a date range using the **MM/DD/YYYY** format.

WORD FORMS—prefix only, suffix only, prefix or suffix expansion, thesaurus

MINIMUM RANK—used to display documents that more closely match your keyword search

MAXIMUM RESULTS—increases or decreases the number of search documents available

The screenshot shows a search filter interface with the following elements:

- Date Decided:** Two input fields labeled "From: MM/DD/YYYY" and "To:".
- Word Forms:** A dropdown menu currently set to "NONE".
- Minimum Rank:** A dropdown menu currently set to "NONE".
- Maximum Results:** A dropdown menu currently set to "100".
- SUBMIT:** A button located at the bottom right of the filter area.

3.4 Search Results Summary Screen

After the search parameters have been keyed in, click on the **SUBMIT** button or press **ENTER** on the keyboard to view the **SEARCH RESULTS SUMMARY**.


Upon reaching the **SEARCH RESULTS SUMMARY** screen, the user is able to choose the case deemed most appropriate. This screen will display the total number of documents found, as well as the individual *rank* of the result. *Rank* relates to the number of times the search results appear, proximity of the keywords, etc.

Search keywords appear in **RED**. A portion of the case text accompanies each item displayed. To access one of the results, click on the **BLUE CITATION HYPERLINK** to display that result.

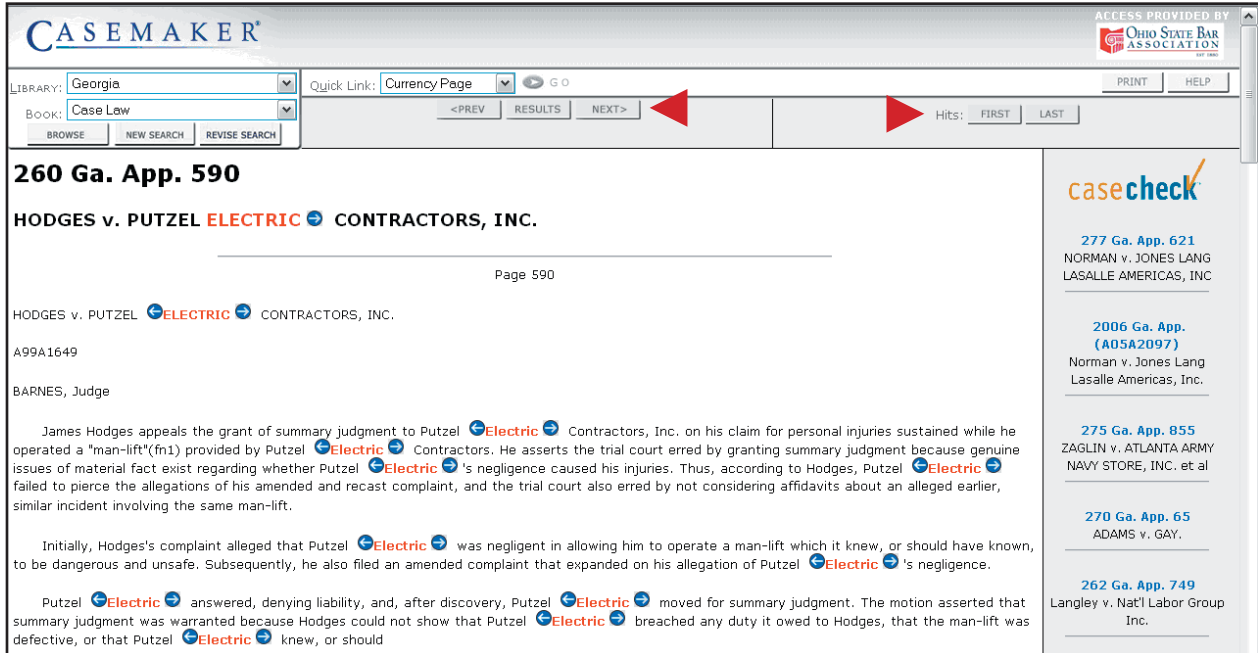
The screenshot shows the CASE MAKER search results summary screen. At the top, it says "Your search returned 1348 records." Below this is a table with the following columns: ORDER, CITE, CASE, DECIDED, and RANK. The table contains four rows of results, each with a brief excerpt of the case text.

ORDER	CITE	CASE	DECIDED	RANK
1	2006-Ohio-4952	Cappelli v. Youngstown Area Community Action Council	September 18, 2006	16
Under R.C. 2315.19, the comparative negligence statute, the defense of implied assumption of risk merged with the defense of contributory negligence . Anderson, paragraph one of the syllabus. Because R.C. 2315.19 requires apportionment of the relative degrees of fault between plaintiff and defendant, questions concerning implied assumption of risk are generally for the jury to determine, especially when there is conflicting evidence as to plaintiff's contributory negligence .				
2	2006-Ohio-4327	Land O'Lakes, Inc. v. Nationwide Tanks, Inc.	August 21, 2006	57
After a consideration of the evidence, we find that an award of summary judgment in light of Dr. Carbonara's report ignores the issue of Morral's contributory negligence in causing the corrosion of the tank walls. In addition, Morral's complaint requested that, should it be declared a joint tortfeasor along with Nationwide, the trial court apportion the damages according to the parties' respective liabilities and permit Morral contribution from Nationwide in an amount equal to Nationwide's liability for the damages.				
3	2006-Ohio-4232	Leader Ins. Co. v. Moncrief	August 15, 2006	23
ASSIGNMENT OF ERROR NO. 6 * * * [BADAWI'S] CONTRIBUTORY NEGLIGENCE WAS OVERLOOKED * * *. ASSIGNMENT OF ERROR NO. 7 * * * [BADAWI] PERJURED TESTIMONY AND HER CONDUCT HAS BEEN CONTRADICTORY TO HER CLAIMS. * * *				
4	2006-Ohio-4186	Derenberger v. Miller	August 14, 2006	8
The failure to properly use a car seat is not admissible to diminish recovery under contributory negligence claim against the child, is not admissible against any other person in a civil case, and is inadmissible in any criminal prosecution except for a criminal prosecution under this statute. R.C. 4511.81(D).				

3.5 Search Results

In the display of the **SEARCH RESULTS SCREEN**, keywords also appear in **RED** (see also 3.6 “**FIND**” Function). Blue guide arrows  beside the search result keywords allow the user to jump to either the previous or next keyword.

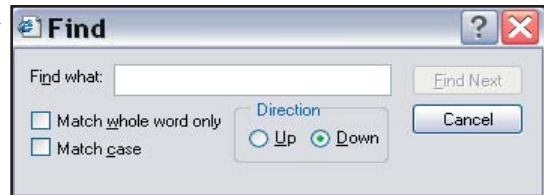
Users can navigate through the case search session by using the buttons located at the top of the **RESULTS PAGE**. Use the **PREV** (previous) button to return to the prior search result, the **RESULTS** button (to return to the **SEARCH RESULTS SUMMARY** page), or **NEXT** button (to view the next result on the list). **FIRST** and **LAST** buttons are also available to find the next “**HIT**” (search result keyword).



The screenshot shows the Casemaker interface. At the top, there's a header with the Casemaker logo and 'ACCESS PROVIDED BY OHIO STATE BAR ASSOCIATION'. Below that, there are search filters: 'LIBRARY: Georgia' and 'BOOK: Case Law'. A 'Quick Link: Currency Page' is also visible. Navigation buttons include '< PREV', 'RESULTS', 'NEXT >', 'FIRST', and 'LAST'. The main content area displays the case title '260 Ga. App. 590' and 'HODGES v. PUTZEL ELECTRIC CONTRACTORS, INC.'. The text of the case is visible, mentioning 'James Hodges appeals the grant of summary judgment to Putzel Electric Contractors, Inc. on his claim for personal injuries...'. On the right side, there's a 'casecheck' sidebar with a list of other cases, including '277 Ga. App. 621', '2006 Ga. App. (A05A2097)', '275 Ga. App. 855', '270 Ga. App. 65', and '262 Ga. App. 749'.

3.6 “Find” Function

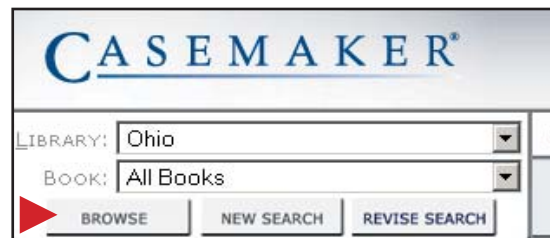
The **FIND** function in Casemaker allows users to locate *additional keywords* within any document. It works like most word-processing programs. Using the keyboard, press **CTRL** and **F** simultaneously.



A small **FIND** dialogue box will appear in which the user can type a word or phrase to be found. By clicking on the **FIND NEXT** button in the small dialogue box, the next matching item will appear and will be highlighted.

3.7 Browsing the Casemaker Web Library

The **BROWSE** function in Casemaker allows users to click down to the desired statute or other applicable library resource without developing search strings. Pull up the desired library and click on the browse button. A new screen will appear which displays the sections of the selected book.



Click on the appropriate section and the next screen to go to the sub-section of the book. From there, the user will be able to choose the specific item of interest.

4.0 Important Useful Features

4.1 Currency Status

Opinion, statute, and rule **CURRENCY** for the current **BOOK** can be immediately verified by going to the **QUICK LINK** section of the top toolbar. Click on the drop-down menu on the **CURRENCY PAGE** link to view the item's status.

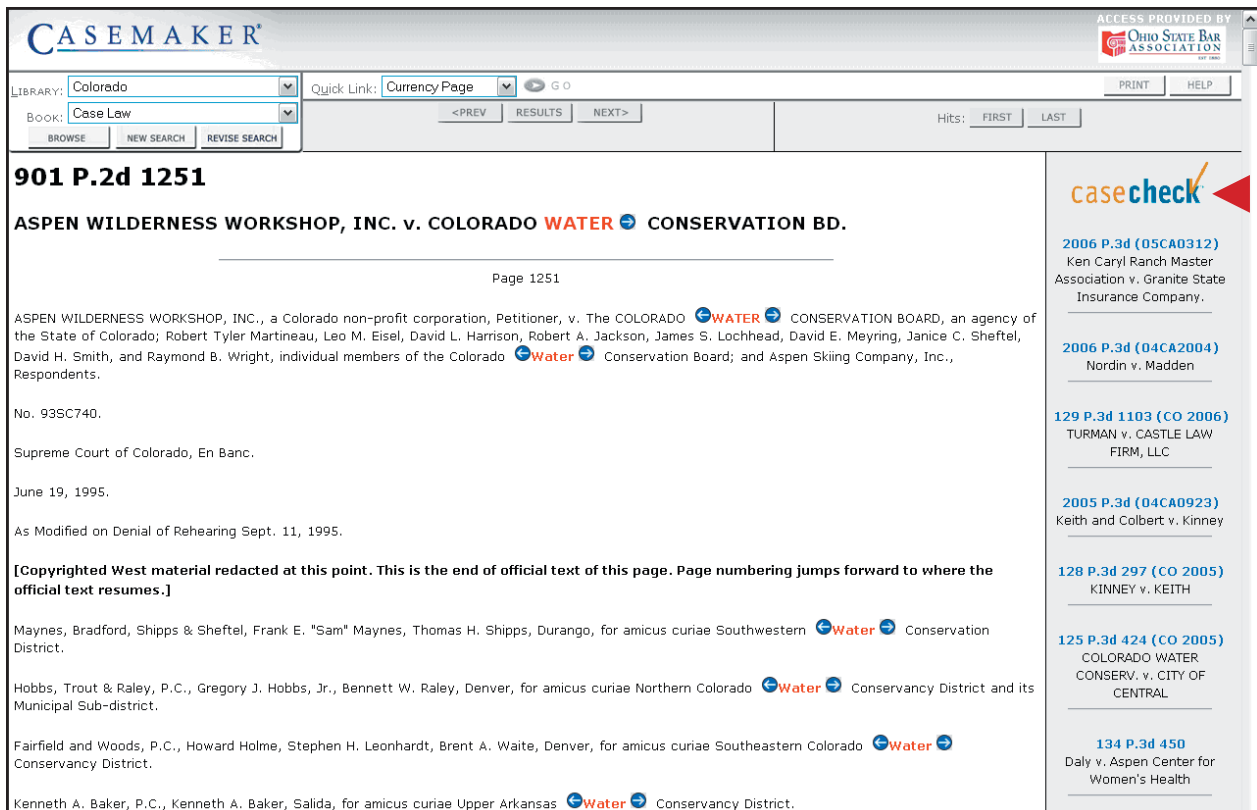
Currency listings include those for individual state statutes, rules, appellate opinions, session laws, as well as listings for the Federal library.



4.2 casecheck

casecheck automatically locates all cases that cite the current case and provides links directly to those cases. The *casecheck* feature is available in the all reported case law libraries.

When a user conducts a case law search, the *casecheck* results appear in the right-hand frame. To access one of the cases, click on the official cite. The hyperlink will take the user directly to the portion of the text that cites the original case. This provides users with instant verification of the treatment of the case by the later case.



4.3 SuperCODE™

SuperCODE automatically shows a listing of all session laws that have amended a state statute or code in a split screen like the *casecheck* feature. *SuperCODE* shows the related session law in any selected mode. Feedback from users indicate that this is one of the best code features of any publisher.

Since the amendments, repeals and new additional statutory laws are not codified weekly or monthly, this system allows users to see the statutes as they were last codified in the large screen on the left. Enacted session laws that effect the last codification will be listed in a smaller screen on the right. These listed session law enactments should be viewed to determine whether the later enactments alter the results of the research, depending on the date of enactment.

The screenshot shows the CASEMAKER SuperCODE interface. At the top, the logo 'CASEMAKER' is on the left and 'ACCESS PROVIDED BY' is on the right. Below the logo, there are dropdown menus for 'LIBRARY: North Carolina' and 'BOOK: General Statutes'. A 'Quick Link: Currency Page' is also visible. Navigation buttons include '<PREV', 'RESULTS', and 'NEXT>'. On the right side, there are 'PRINT' and 'HELP' buttons. The main content area is titled 'SEARCH RESULT' and displays the following text:

§ 20-7 Issuance and renewal of drivers licenses.

[North Carolina - Statutes and Session Laws](#)
[Chapter 20, Motor Vehicles](#)
[Article 2, Uniform Driver's License Act](#)

(a) License Required. - To **drive** a motor vehicle on a highway, a person must be licensed by the Division under this Article or Article 2C of this Chapter to **drive** the vehicle and must carry the license while driving the vehicle. The Division issues regular drivers licenses under this Article and issues commercial drivers licenses under Article 2C.

A license authorizes the holder of the license to **drive** any vehicle included in the class of the license and any vehicle included in a lesser class of license, except a vehicle for which an endorsement is required. To **drive** a vehicle for which an endorsement is required, a person must obtain both a license and an endorsement for the vehicle. A regular drivers license is considered a lesser class of license than its commercial counterpart.

The classes of regular drivers licenses and the motor vehicles that can be driven with each class of license are:

(1) Class A. - A Class A license authorizes the holder to **drive** any of the following:

- a. A Class A motor vehicle that is exempt under G.S. 20-37.16 from the commercial drivers license requirements.
- b. A Class A motor vehicle that has a combined GVWR of less than 26,001 pounds and includes as part of the combination a towed unit that has a GVWR of at least 10,001 pounds.

(2) Class B. - A Class B license authorizes the holder to **drive** any Class B motor vehicle that is exempt under G.S. 20-37.16 from the commercial drivers license requirements.

(3) Class C. - A Class C license authorizes the holder to **drive** any of the following:

- a. A Class C motor vehicle that is not a commercial motor vehicle.
- b. When operated by a volunteer member of a fire department, a rescue squad, or an emergency medical service (EMS) in the performance of duty, a Class A or Class B fire-fighting, rescue, or EMS motor vehicle or a combination of these vehicles.

On the right side of the interface, there is a 'SuperCODE' logo and a list of session laws with years: 2006-105, 2006-160, 2006-203, 2006-209, 2006-230, 2006-247, 2006-253, 2006-255, 2006-257, and 2006-259.

4.4 Printing

In order to print a document, click on the **PRINT** button at the top of the page. Only the document being viewed will be printed without the additional headers or website information. None of the highlighting or other embedded graphics will appear in the document.

The screenshot shows the CASEMAKER interface within a Microsoft Internet Explorer browser window. The address bar shows 'http://66.161.141.178 - Template - Microsoft Internet Explorer'. The browser's menu bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The CASEMAKER logo is on the left, and 'ACCESS PROVIDED BY OHIO STATE BAR ASSOCIATION' is on the right. The interface includes dropdown menus for 'Library: Alabama' and 'Book: Caselaw', a 'Quick Link: Currency Page', and navigation buttons '<PREV', 'RESULTS', and 'NEXT>'. On the right, there are 'PRINT' and 'HELP' buttons. Two red triangles are visible at the bottom right of the interface.

4.5 Help Button

The entire User Guide is available on-line under the **HELP** button. Additional information will be added as needed or requested.

4.6 Copying a Case to a Word Processing File

To copy the entire case from Casemaker:

Click the **PRINT DOC** button on the navigation bar. This removes all of the navigational graphics and all that is left is the text of the case. Either choose the **SELECT ALL** choice from the **EDIT MENU** on your Web browser or the keyboard shortcut **CTRL** and the letter **A**. Then choose **COPY** from the **EDIT MENU** or the keyboard shortcut **CTRL** and the letter **C**. Move the information to the desired location and paste. This operation can also be accomplished by right-clicking the mouse.

To transfer a portion of the case, hold down the **SHIFT** key and move the mouse to highlight the text. Copy and paste as above.

4.7 Tabulation Key

Casemaker now allows total site navigation using the tabulation key. This addition allows for the elimination of the use of the mouse altogether, making the site accessible to visually impaired users.

5.0 Frequently Asked Questions about Casemaker

5.1 General Information

Is there a number I can call if I have questions about Casemaker?

Yes, call the Lawriter Corporation (toll-free) at 877-659-0801 and ask for Casemaker assistance. Our normal business hours from 9:00 a.m. to 5:00 p.m. Eastern Time Zone.

Where can I turn for help if I have questions after business hours?

Click on the **HELP** button in the upper right-hand portion of the Casemaker navigation bar. Casemaker on-line help provides complete instruction on the use of Casemaker. You can also refer to the on-line tutorial in the **LEARNING CENTER** on the navigation bar (also www.casemaker.us) or this hard-copy user manual.

I am having trouble logging on to the site, what could be wrong?

Generally speaking, Casemaker does not control this aspect of the service. Individual bar associations are responsible for log-in parameters/requirements for their members. However, here are several common problems users have experienced in this area:

- Make sure you have entered the information required by your state bar.
- Make sure you haven't misspelled anything.
- If the first two suggestions don't solve your problem, your computer may not be accepting "cookies," which are bits of information saved on your computer that allows you to access the site. You might need to change your security settings to allow for cookies or at a minimum allow your browser to accept cookies from the Casemaker website.

If you still have difficulty logging on, please contact your local bar association.

Why does the URL change when I click the Enter Casemaker button?

The actual Casemaker servers are located in Cincinnati and are not a part of the state bar website. When you access Casemaker you are transferred onto the Casemaker site.

5.2 Annotations

Are the library results annotated?

No. However, with the full-text searchable database capability of Casemaker's on-line library users no longer have to rely on annotations to find out which cases are cited. Users can annotate the code on the fly. After locating the desired statute, users are provided with the full text of all cases that discuss the code in question. In this way, users can make their own decision as to the case's relevance as opposed to relying on summaries generated by individuals who may or may not be legal professionals.

5.3 Citations

Can I use Casemaker as a citator?

By entering the case or statute, all the cases or statutes requested will be pulled up. You may first want to check the state or federal Supreme Court Library to see if it is mentioned and modified in any way. If it has been, you do not have to look further because the decision is binding in all lower courts. Regardless, you can read the decision yourself to find out if it would be pertinent to your case.

How do I know that the case has not been overturned?

Casemaker's *casecheck* feature appears in a separate column on the right-hand side of every case. All cases that have cited the case the user is viewing are listed. By clicking on the individual cases in the *casecheck* list, the user is transported to the exact location where the case is cited in the *casecheck* case. The user can then quickly determine if the decision has been altered.

SEE SECTION 4.2

5.4 Currency of Materials

How far back do cases and statutes go?

Currency for cases can be found on the "Quick Link" drop-down menu on the top toolbar. Click on "Currency Page" and it will take you to a list of courts and beginning dates. Statute currency information is also available there.

SEE SECTION 4.1

5.5 Printing

How do I print just a section of the document?

The changes to Casemaker have made printing entire documents extremely easy. However, in order to print just a section of the document, the user will still have to "block and paste" the section into a word processing program.

SEE SECTION 4.4

5.6 Searching within Casemaker

How do I search for an individual case if I have the official citation?

Go to Casemaker homepage (if you are already in Casemaker, just click on the Casemaker logo in the top left-hand corner). The cite field will appear. Type the exact citation in the appropriate cite field and you will pull up that case.

SEE SECTION 3.2

How do I search for an individual case if I know the case name?

Go to Casemaker homepage (if you are already in Casemaker, just click on the Casemaker logo in the top left-hand corner). The cite field will appear. Type the names of one or both parties in the appropriate cite field and you will pull up that case. It is not necessary to put in the *v.* or even the full case name. All that is necessary is just the most unique portions of each parties name. And, if one of the parties names is very unique, only one of the parties names is necessary.

SEE SECTION 3.2

How can I narrow my search results? It is returning too many results.

There are several things you can do to narrow your search, including:

- Add additional key words to your search, using the **REVISE SEARCH** button.
- If you are searching for a phrase, make sure you are placing the phrase inside of quotes.
(Ex. "next of kin")
- Utilize the tools available to you in the Advanced Search Screen that allow you to narrow the proximity in which your key words/phrases appear, utilize the fields in conjunction with key words in the full document search query or use the date range option.

SEE SECTION 3.3

Why do I keep getting an error message saying “No documents matching your search query could be found?”

There are several reasons you are getting this error message, including:

- You have developed too narrow of a search. Consider reducing the number of keywords or phrases in your search query.
- You might have misspelled one of the words in the search string, field entry, etc. Casemaker search logic looks for the exact spelling of key words.
- Make sure you are searching the correct book.

How does the search engine decide the rank of search results?

The ranking algorithm takes into consideration relative word ordering, word proximity, database frequency, document frequency, and position in the text.

5.7 End User License Agreement (EULA)

Why does the End User License Agreement (EULA) display before I enter Casemaker?

The EULA may be scheduled to appear periodically, depending upon your state bar’s contractual obligations to Lawriter.

I have a presentation to do and would like to use material from the Casemaker site. Is this permissible?

Casemaker is happy to provide assistance to all of our users. Under the EULA we do allow limited use of most of our materials. However, for specific permission, please contact us at 877-659-0801.