

Fastcase Quick Reference Guide

Login

Start your research by logging in through the California Lawyers Association.

- 1. Go to https://calawyers.org/.
- 2. Click on the "Login" link at the top right of the page.
- 3. Enter your California Lawyers Association username and password.
- 4. Click on "My Account" and select "Free Legal Research"
- Click on "Start Researching Now." Access is free and unlimited.

Locating a case by party name

Try performing a keyword search using the following format: Plessy v. Ferguson. You can use Quick Search or the advanced search options under the Options menu. To pull up Plessy v. Ferguson, 163 U.S. 537 (1896), type Plessy v. Ferguson into the search box. You can then select the case from the "Type Ahead" options beneath the search box.

Tip: This works best when parties have less common names.

Locating a case by citation

Type in the volume number, reporter abbreviation, and first page number of the case. You can use Quick Search or the advanced search options under the Options menu. To pull up Plessy v. Ferguson, 163 U.S. 537 (1896), type 163 U.S. 537 into the search box.

Printing a document

To print the document you are viewing, start by clicking the Print icon at top right hand side of the screen and then click on Print this document. When you get to the Print Document screen make your formatting selections (e.g., .pdf, .doc) and click Print. The document will begin downloading to your computer. Once the document has downloaded, you can open and print the document using the appropriate software program (e.g., MS Word, Adobe Acrobat, Word Perfect).



CALIFORNIA LAWYERS ASSOCIATION

Sorting search results

To sort your search results, click on **Sort By**. You can then sort by date, relevance, alphabetically, or authority.

Filtering your results

On the left side of the screen are your result filters. You can filter your results by document type, jurisdiction, level of court, and other options. Just click to add the filter to your current results.

Generating a list of later citing cases

To generate a list of cases that cite the case you are viewing, click the flag above the case. An Authority Check Report with a list of later-citing cases will open. Bad Law Bot will bring cases that have been cited with a negative citation signal to your attention.

Browsing documents in OutlineView

Select **Outline** at the top of the screen. Select the jurisdiction you want to browse by clicking on the location map. You can then select the document type you want to browse. Then, click on the small arrows to expand the title, chapter, and section. To view a particular item, click on the statute title.

Batch-print multiple cases

Start by adding cases to your print queue, either by clicking on the Print icon, then click on **Add to Print Queue** link when you are viewing a case, or by clicking the **Print Queue** icon from the results page.

Next, select **Print Queue** from the Print menu. On the next screen, review the cases on the list, make your formatting selections, and click **Print** to begin downloading the document to your computer.

