



2016 Quick Reference Card, Bloomberg Law

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Quick Reference Card for Law Schools

- 1 Quickly access comprehensive **Court Opinions**, litigation materials and **Dockets**, and **News** from over 75,000 sources.
- 2 Stay organized with **Workspaces**. Invite your study group, share research, upload documents, and take notes. Manage your workflow with **Research Trail**, **Downloads**, and **Saved Searches & Alerts**.
- 3 Unlimited and unrestricted access to all the integrated content and tools on *Bloomberg Law*. Use your *Bloomberg Law* account throughout law school, including during the summer and six months after graduation.
- 4 Jump-start your research with the **<GO> Bar**, a flexible search tool to access cases, news, companies, people, and more. Use the **<GO> Bar** to search legal definitions with **Barron's Law Dictionary**.
- 5 Find contact information for your *Bloomberg Law* academic representatives.
- 6 View upcoming *Bloomberg Law* events and register for trainings under **Training & Events**.
- 7 Become an expert on *Bloomberg Law* and enhance your resume by completing the **Bloomberg Law Certification Program**.
- 8 Explore resources hand-selected to best suit your varied research needs with the **Law School Success** pages.
- 9 Use the **Queue** to store your research results until you decide how you want to organize your documents.
- 10 Contact our **24/7 Help Desk**, staffed by legal professionals and librarians, for assistance with your research questions.

The screenshot shows the Bloomberg Law website interface. Numbered callouts point to various features: 1. 'GETTING STARTED' section with links to Research, All Legal Content, Court Opinions, Federal Law, State Law, Dockets, People, and Draft Analyzer. 2. Top navigation bar with links to Workspaces, Research Trail, Downloads, Saved Searches & Alerts, Client Matter, AcademicUser1, and Help. 3. Search bar with the text 'Find cases, news, companies, people and more...'. 4. 'Home' button. 5. 'Contact Representatives' button. 6. 'TRAINING & EVENTS' section with a message 'There are no Training & Events Currently Scheduled'. 7. 'Bloomberg Law Certification Program' banner. 8. 'LAW SCHOOL SUCCESS' section with links to Litigation Resources, Transactional Resources, Class Resources, Student Resources, Career Development Resources, and Professional Resources. 9. 'CASE BRIEFS' section with a '2016 WRITE-ON COMPETITION' banner. 10. 'SPECIAL FEATURE' section with a '2016 Presidential Election' banner. 11. 'KEY RESOURCES' section with links to LawMeets Resources and 2016 Write-On Competition. 12. 'LAW SCHOOL NEWS & ANALYSIS' section with links to News and Twitter. 13. 'BLOOMBERG MULTIMEDIA' section with links to Bloomberg Law Brief: Wealthy Pay For Gilded Jail Cells (Audio) and Gender Pay Gap Emerges in Children's Pocket Money. 14. 'BE PRACTICE READY WITH BLOOMBERG LAW' section with links to Bloomberg Law can help you make a great impression, BE PROFICIENT, and PREPARE TO PRACTICE.

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FIND A CASE ON BLOOMBERG LAW

Use the <GO> Bar

- Have a citation? Enter it and then click **Citation Search**.
- Have a case name? Enter the parties separated by **and**, then select **Court Opinions by Case Name**.
- Want to view a frequently cited case? Start typing the case name or citation, and cases related to your search will appear under **Most Cited Court Opinions**.
- Only have terms? Type in keywords with search operators (such as **or** and **and**) and click **All Legal Content** then filter by **Court Opinions**.

Use Search & Browse

- Choose **Court Opinions** under **Specialized Searches**, then use fields such as **Case Name**, **Party Name**, **Court**, and **Judge** for targeted results.
- Select a particular jurisdiction or run your search over all **Court Opinions**.
- Enter keywords and search operators to search any combination of legal sources under the **All Legal Content Search**.

CHECK YOUR CASE WITH BCITESM

- Is your case still good law? Use our citator, *BCite*, to be confident your case is on point. A citator is a tool you use to track the history and subsequent treatment of your case, and allows you to find other cases and secondary materials which cited your case.
- Click on the **Direct History** and **Case Analysis** tabs at the top of a case to review the treatment of your case by other courts. Filters like **Court** and **Date** make it easy to zero in on what you need.
- Need additional relevant cases and other legal materials? Use keywords to search for relevant issues across the results on the **Citing Documents** tab, and choose a **Content Type** filter to narrow your results.
- Want updates? Choose **Create Citation Alert** on the **Citing Documents** tab to receive an email when your case is cited in subsequent cases, secondary sources, and other materials on *Bloomberg Law*.

RESEARCH STATUTES AND REGULATIONS

- Want to search specifically for legislation or regulations? Access the **Legislative Search** or **Regulatory Search** through the **Legislative & Regulatory** (or **Search & Browse**) menu.
- Need to research case law that discusses a federal statute? Use the **Smart CodeSM** tab listed at the top of each section of the U.S. Code.
- Have the name of a federal act? Type it into the **<GO> Bar** and choose a **Popular Names Table Lookup** entry.
- Need to know the latest? Use the **Legislative Resources** or **Regulatory Resources** page to find out about important topics and access relevant news.

LEARN FROM TRUSTED SECONDARY SOURCES AND NEWS

- Need to understand a legal topic? Find secondary materials throughout *Bloomberg Law*, including under the **Legal Analysis & News** menu; in the **<GO> Bar**, by typing in keywords, hitting Enter on your keyboard, and narrowing your results by content type; and in **Practice Centers**.
- Want to review analysis written by experts? Read through expert analysis in over 100 **Bloomberg BNA Law Reports**.
- Want the rest of the picture? Stay current with over 75,000 news sources, especially when you set an **Alert**. Use the **News Search** (under the **Legal Analysis & News** and **Search & Browse** menus) with fields such as Companies, People, Topics, Regions, Industries, and Sources to locate relevant articles.

GET UP TO SPEED ON TRANSACTIONAL LAW

- Have an agreement to draft? Access relevant drafting guidance and research under the **Corporate Transactions** tab and through **Bloomberg Law: Corporate Transactions**.
- Want example language? Use the **Precedent Documents Search** and **Precedent Clauses Search** to find helpful examples.
- Need more background on a company? Use the **EDGAR Search** to find relevant SEC filings. Plus, access **Company Profiles** by running a search for a company name directly from the **<GO> Bar** and choosing a profile from **Suggested Companies**.

PREPARE FOR LITIGATION WITH DOCKETS

- Unsure how to draft a complaint or motion? Use **Docket Search** to run searches for relevant litigation materials. Narrow your research with fields including **Courts**, **Keywords**, **Docket Number**, and **Name and Role**.
- Curious about the latest cases? **Breaking Complaints** gives you fast access to key complaints in various jurisdictions.
- Want to be among the first to know what happens next? Explore docket updating, alerting, and tracking.

KEEP YOUR RESEARCH ORGANIZED

- Want to annotate your research? Add your own notes to materials, including opinions, statutes, and news stories, with **Notepad** in the right sidebar of documents on *Bloomberg Law*.
- Need to find your research? Access the last six months of your research through **Research Trail** in the black bar at the top of every page.
- Have a study group? Organize your research in **Workspaces** that can be shared with other students and professors at your law school. You also can upload your outlines and other files.

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