

**SIGN-ON:**

1. Law School Homepage Website: [www.lexisnexis.com/lawschool](http://www.lexisnexis.com/lawschool)
2. Lexis Advance Website: [www.lexisadvance.com](http://www.lexisadvance.com)

**SUPPORT OPTIONS:**

1. Lexis Rep Camden DeLong at [camden.delong@lexisnexis.com](mailto:camden.delong@lexisnexis.com)
2. LexisNexis Research Attorneys available 24/7 at 1.800.45.LEXIS (53947) or via Live Support

**I. IDENTIFYING POTENTIAL EMPLOYERS**

- In the **Pre-Search Filters** at the bottom of the red search box, set to All Content Types, then the state and practice area you would like to work in.
- In the red search box type: **Hastings w/5 J.D.**
- Click on the Directories tab, to get a list of all firms that have attorneys from your school and do work in your practice area.
  - If you are looking to work in a specific city, type the city name in the **Search Within Results** box.
- Click on a firm to see their specific attorneys.
  - To easily navigate through the firms, click the box that says **All Terms**, select your school, then click the arrows directly to the right to jump to all the attorneys from your school.

*Tip: remember to change the pre-search filters back to All Content Types, All Jurisdictions and All Practice Areas before starting a research assignment!*

**II. PREPARE FOR INTERVIEWS** – In the top left, click the button that says Research. Click **Litigation Profile Suite**

- Choose what type of person you are searching for: an expert witness, judge or attorney.
- Start typing in the person's name and click Search. *Ex: John Kecker*
- A snapshot screen will display with the person's profile, practice history and publications.
- **Research Employers' Cases on Lexis Advance:** Demonstrate your knowledge of and interest in a particular organization
  - Under the **Cases Tab**, **Narrow by Law Firm** on the left-hand-side.
  - Use the **sliding Timeline** to restrict the date to recent cases only (i.e., *previous two years*)
  - **Search within Results** (aka Focus) or Narrow by **Practice Areas & Topics** – find cases that deal with a specific practice area
- *Tip: Make sure you read the case and Shepardize it before referencing it in an interview or your cover letter!*
  - Similarly, locate briefs filed by the employer via the **Briefs & Pleadings Tab**. Understand fully the employer's argument for the case you want to reference!
- **View Publications by Potential Employers:** create a discussion in an interview and gain further understanding of the organization or individual.
  - Select the **Secondary Tab**. Narrow by Content Type, Source, or Practice Areas & Topics
- **Research Employers in the News** to see what events or issues are of concern to an individual or organization. Select the **News Tab** and add a date restriction via the **sliding Timeline**
- **View the Firm's website via Lexis Web**
  - No need to open a separate browser! Simply click on the Web Tab.

**Don't Know Who Your Interviewer Is?** Type the firm name into the red search box with quotes. *Ex: "Gordon & Rees"*

*Tip: Make sure you change the pre-search filters back to All Content Types, All Jurisdictions and All Practice Areas*

- Use the same steps above to locate Cases, News, Websites and Secondary Sources on the firm. Make sure you have the right jurisdiction!