New York Legal Research - saving $$ and time

I.   Basic principles
- Determine what you need - is this "quick and dirty" or "boil the ocean" (likely somewhere in between)
- Do your issue spotting before going on databases that cost $$
- Free is good - even if need to "boil the ocean"
- Google is good - to start, just *DON'T* stop there
- Lexis/Westlaw - cost big $$ - *KNOW YOUR CONTRACT*
- There is life beyond Lexis/Westlaw - other flat rate databases
- If you are lucky enough to be in an office with a librarian - utilize your good luck

II.   Free is good - for known citation, super simple concept (which is very rare in law)
   A. Google searches - look for good Secondary references, research guides (help with issue spotting)

   B. Secondary Sources in print

   C. Primary sources online - best when know citation
       For links, see http://libguides.law.hofstra.edu/statutes_reporters

   - **statutes** - NY Assembly web site -
     http://public.leginfo.state.ny.us/menugetf.cgi?COMMONQUERY=LAWS

   - **regulations** - NY agencies - unofficial
     - http://government.westlaw.com/linkedslice/default.asp?SP=nycrr-1000
     - http://publicecodes.cyberregs.com/st/ny/st/index.htm ("Special codes")

   - **cases** - best with known citation
     - http://www.courts.state.ny.us/ - click on Decisions
     - http://www.courts.state.ny.us/reporter/ - note citation services
     - Google Scholar - http://scholar.google.com/

   - **municipal codes** - local law (for rules on issues like parking, snow removal)
     - http://law.hofstra.edu/academics/library/research/online/index.cfm?conf=38

   - Find a favorite portal
     - Findlaw - http://lp.findlaw.com/
     - Legal Information Institute - http://www.law.cornell.edu/

III. Lexis/Westlaw - as many pricing plans as there are legal organizations
   A. *KNOW YOUR CONTRACT*

   B. Ways to minimize costs -

1. be knowledgeable searchers - understand difference between statutes and regulations, know hierarchy of authority for juridictions, cricuits, Appellate Divisions; know Boolean connectors

2. Westlaw Next
   - Use available training materials - videos, etc . . .
   - Use pre or post search filters
   - Save useful docs to folders
   - Use Search within results - need Boolean connectors
   - Use TOC, especially if using Secondary Sources (can cost BIG $$$)
   - Understand annotated code - use TOC
   - Understand   Key Number system

3. Lexis Advance
   - Use available training materials - videos, etc . . .
   - Use post search filters
   - Save useful docs to folders
   - Use Search within results - need Boolean connectors
   - Use TOC, especially if using Secondary Sources (can cost BIG $$$)
   - Understand annotated code - use TOC
   - Understand   Headnotes

IV. Life beyond Lexis/Westlaw
   - Know other available databases - especially flat rate
   - Examples are Bloomberg Law, BNA, HeinOnline, RIA, CCH Intelliconnect,
   - Investigate NY Bar site - free access to limited Fastcase - http://www.fastcase.com/newyork/

V. Library - ASK!!!
   - Remember webcasts, Research Guides
   - *ASK !!!*