Cost effective research for New York:

**Finding what you need without breaking the bank**

* **Use Free resources** 
  1. Portal sites for state and federal links - will get links for statutes, courts and cases, regulations
  + Legal Information Institute - <http://www.law.cornell.edu/>
  + Findlaw - <http://lp.findlaw.com/>
  1. Sites for cases, legislation and regulations
  + Google scholar (cases) - <http://scholar.google.com/>
  + New York State Legislature (statutes) - <http://public.leginfo.state.ny.us/menuf.cgi>
  + New York Unified Court website (cases, statutes, legislation, etc.) <http://www.courts.state.ny.us/index.htm>
  + New York State Department of State (regulations, rules, codes, New York State Register, etc.) -<http://www.dos.ny.gov/info/nycrr.html>
  + State government web site - *e.g.* <http://www.ny.gov/>
  + Google search for your topic - *BE AWARE* of reliability and bias of whatever sites you find

1. **Strategies for cost-savings by using other subscription databases and resources**
   * Many areas of law have specialized databases which are not charged on a usage basis
   * Look for BNA, CCH, HeinOnline, RIA and many others
   * Ask librarian or whomever manages online resources
2. **Cost effective Lexis & Westlaw—What’s happening now?**
3. Fast migration to Lexis Advance and WestlawNext is taking place in all legal settings
4. Pricing plans for both systems changed with introduction of the new versions
5. Cost-effecting research strategies evolving with these changes
6. New attorneys are leading the transition to the new versions in legal offices
7. Cost effective research on both systems essential in competitive job market
8. Important things to know at your workplace

* Which services (Lexis/Westlaw/both) are available to you
* What is in your Lexis Advance and WestlawNext subscription plan (content) and what pricing plan is used
* How to search effectively on both systems
* Some key New York resources in your subscription package—for both systems
* What training resources are available to you—from librarian, vendor representatives, online
* Your firm’s approach to managing online research costs—going out of plan; out-of-pan notification on Westlaw; control over hourly/transactional fees for a single session; billing back clients for your research
* What print resources are available to you both in-house and in nearby court or school libraries
* What alternative online subscription sources for the same source are less expensive to use or preferred for use by your employer as alternatives to Lexis Advance or WestlawNext

1. **Important things to do when researching**
   * Make full use of law office librarians
   * Learn all you can from assigning attorney before starting research
   * Have a research plan before you go online
   * Know and use the special features that increase efficiency on each system

1. **Cost Effective Lexis Advance**

a. Most law offices have “flat-rate” subscription plan for specified content for their primary practice areas, tailored to include the key resources for these areas

b. With all plans, it costs extra to view sources that are “out of plan.”

c. Many things previously charged-for in the former “hourly” or “transactional” pricing plans are now FREE:

* + - Searching across all Lexis Advance content, including News
    - Pre- and post-search filtering
    - All document delivery, including printing
    - Shepardizing—no charge until you link to an out-of-plan document in the report
    - Using Table of Contents and special features like “Topic Summaries”
    - Saving to work folders; updating a Shepard’s report in a folder for one year
    - Accessing all documents in your History—for 90 days
    - “Out of Plan” notification as standard feature—free-preview with price option
    - Lexis Advance Price Guide (At Welcome, under the “Help” tab; “out of plan” sources)

d. Some key “Lexis only” sources for New York

* Weinstein, Korn and Miller, New York Civil Practice: CPLR
* Bender’s Forms for the Civil Practice
* LexisNexis New York Answer Guides (step-by step; checklist approach)
* New York Law Journal (two different sources: one for articles; one for cases since 1989)
* Wall Street Journal (full-text, online and print editions, U.S. and other editions)

e. Topic Summaries: cost efficient feature

* Accessed from a case you are viewing (“about this document” box OR at headnotes)
* Overview of a legal issue: definition, elements, seminal cases; secondary source links
* After linking to Topic Summary, select from “other jurisdictions”: New York
* Example: Thing v. La Chusa, 48 Cal. 3d 644—About this Document—Topic Summaries—

View Reports—Select: Negligent Infliction of Emotional Distress—Other Jurisdictions--NY

1. **Cost effective WestlawNext**

* 1. Pricing plan concept differs significantly from Lexis Advance
  2. Pricing plans are a combination of:
* content package—the sources available to employees, firm charged monthly “flat fee” access charge; AND
* fees for the firm plan’s “chargeable events”, such as searching, viewing documents, KeyCite, filtering, document delivery, in addition to “out of plan” access charges
  1. What is a “chargeable event” differs widely by plan
  2. Only some employers activate “out of plan” notification; not standard feature
  3. 7 things that are ALWAYS FREE in any Westlaw Next subscription plan:
* Creating folders (unlimited)
* Saving documents to folders
* Taking notes or highlighting a document
* Using the “copy with reference” feature
* Reading a scope note (i link)—description and date coverage for a source
* Viewing any document in your HISTORY—only until 2 am of the following day
* Automatic updates of any KeyCIte reports save to folders (whenever opened)

1. Some key “Westlaw only” sources for New York:

* McKinney’s Consolidated Laws of New York Annotated
* McKinney’s Forms
* New York Practice Series (treatises on specific practice areas)
* Siegel’s New York Practice (key treatise on New York civil practice)

1. West Key Number System: cost efficient feature

* To find relevant case law on an issue
* Online version of a comprehensive digest, state and federal
* Locate under: Tools
* New York research example: Can a bystander be awarded damages for negligent infliction of emotional distress under New York law?
* Jurisdiction: New York and related federal
* Select Topics to search in: Negligence; damages
* Search title: emotional distress
* Click on: 115 [Damages] 57.16 Nature of Injury or Threat
* Click on: -(2) Physical injury, illness or impact, zone of danger
* Search within results: bystander

1. **\*\*\*ASK YOUR FAVORITE LIBRARIAN\*\*\***

* **Get to know the librarian at your firm/organization.**
* **You are always welcome to contact us at Hofstra.**
* **The only “stupid” question is the one you did not ask.**

**\*\*This handout will be available with the recorded webcast of the workshop on the Law Library website, under Research & Instruction -- Webcasts:** [**http://law.hofstra.edu/academics/library/research/webcasts/index.html**](http://law.hofstra.edu/academics/library/research/webcasts/index.html)