

Maine State Bar Association



Member User Guide



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1.0 Introduction

1.1 Maine Casemaker Online Law Library Development

The Maine State Bar Association is able to bring members the Casemaker Online Law Library through a partnership with the Lawriter Corporation. Lawriter is an electronic publishing company located in Cincinnati that is owned and operated by a trial attorney and member of the Ohio State Bar Association. Lawriter has been in the electronic legal publishing business since the mid 1980's when they were partnered with Anderson Publishing.

In 1995, Anderson Publishing partnered with Lexis-Nexis and Lawriter was left with a huge library of Ohio case law and statutes. Lawriter's owner, Joe Shea, approached the Ohio State Bar Association (OSBA) about producing a legal research product using his data. The OSBA originally began to work with Lawriter in late 1995 on the Casemaker CD-ROM library, currently being used by law firms throughout Ohio.

In 1998, the OSBA and Lawriter observed the huge growth of the Internet and began to realize that, while attorneys enjoy CD-ROM, the future was on the Internet. After careful market and competitive analysis, in 1999 the OSBA and Lawriter began and completed the development of the Casemaker Online Law Library. Soon after the launch of Casemaker, traffic on the OSBA Web site increased from around 300,000 hits per month to today well over 3 million per month. This increased traffic is a direct result of the OSBA launching the Casemaker Online Law Library.

As a result of the huge success of Casemaker in Ohio, the OSBA entered into a partnership with Joe Shea to create an entity called Lawriter, LLC. The concept is simple - offer to other states the creation of their state's electronic library and the opportunity to join with the lawyers of Ohio to create the Casemaker Consortium. The consortium allows the lawyers of all subscribing states full access to any of those states' libraries and the Federal library, thereby sharing each other's cases and statutes. In June 2000, Nebraska joined the consortium and has been online since February

2001; North Carolina went online June 2001; and Connecticut went online October 2001 and Massachusetts has been online since November 2002. As each state joins, it pays a fee to have the library expanded to add that particular state's cases and statutes. Each state is able to share the other states' libraries at no additional cost, enhancing the benefit to all member states.

2.0 Accessing the Casemaker Online Law Library

2.1 Accessing Casemaker

To access the Casemaker Online Law Library, go to the Maine State Bar Association home page located at www.mainebar.org. Once on the home page, click on the Casemaker Online Law Library link located under the login at the top of the page on the right.

When you click on the Casemaker link, if you are not logged in, you will be taken to



The screenshot displays the homepage of the Maine State Bar Association (MSBA). At the top, the MSBA logo is visible, along with a navigation menu containing links for Home, About MSBA, My Mainebarr, Public Resources, CLE, Leadership, Join MSBA, Lawyer Referral, and Contact. A search bar is located on the right side of the page, with a 'Go' button and a 'Login' button below it. A red arrow points from the 'Casemaker Launch Button' to a red-bordered box highlighting the 'CASEMAKER' link in the navigation menu. Below the search bar, there are several promotional banners: 'Casemaker Unleashed!' featuring a computer monitor and keyboard, 'Golf Tournament' with a photo of people on a golf course, and 'WLS Fall Program Planned' with a list of dates and locations. At the bottom right, there is a banner for 'CASEMAKER The Adventure Begins Here...'.

a log in page.

2.1.1 Returning Members

Returning members can login from any page on mainebar.org by typing their login name and password in the spaces provided. After logging in, a greeting will replace the login box, and you can proceed directly into Casemaker.



2.1.2 New Members/First Time Logging In

Before using Casemaker, new users need to log in using the unique name and password provided to them. Users must then change their password, by following the page prompts and then filling out the required fields.

After the form is completed, you will be returned to the page where you began, and may proceed to Casemaker Online Law Library. Before proceeding into Casemaker, you will be required to read and agree to the terms of use as set forth in the End User License Agreement. You will only have to do this the first time you login, or if you reset your password.

2.1.3 Resetting Password

You can reset your password at any time by clicking on the RESET PASSWORD link. Changing a password can be done even if you forget your old one. You simply need to type in your e-mail address, membership, number, and last name.

2.1.4 End User Agreement

Once you have logged on successfully the first time, a license and agreement form will appear. Members must click “yes” to both questions at the end of the license agreement, then click accept. Access to Casemaker is contingent on acceptance of these terms.

2.2 What's in the Casemaker Online Law Library

The Casemaker Online Law Library contains the following materials.

Maine Library

Maine Caselaw

Atlantic Reporter from 1929 forward

Maine Code & Acts

Statutes

Session Laws (will be available from legislature in Sept.)

Superior Court Decisions

Decisions from 2000 forward

Code of Regulations

Attorney General Opinions

Opinions from 1985 forward

Public Utilities Commission

Orders from 1997 forward

Update Schedule

Supreme Court within 48 hours after posting on Court's website; West pagination added within 10 days after hard bound book delivered

Annual complete revision

Within 14 days after receipt of electronic file or from posting on government website after passage

Within 30 days after posting on the Maine Law School website; accuracy and coverage limited to what is provided from the posted materials

Annual revision

Within 30 days after receipt of materials from MAG Office

Within 30 days after receipt of change

Maine Library

Update Schedule

Maine Caselaw Atlantic Reporter from 1929 forward	Supreme Court within 48 hours after posting on Court's website; West pagination added within 10 days after hard bound book delivered
Maine Code & Acts Statutes Session Laws (will be available from legislature in Sept.)	Annual complete revision Within 14 days after receipt of electronic file or from posting on government website after passage
Superior Court Decisions Decisions from 2000 forward	Within 30 days after posting on the Maine Law School website; accuracy and coverage limited to what is provided from the posted materials
Code of Regulations	Annual revision
Attorney General Opinions Opinions from 1985 forward	Within 30 days after receipt of materials from MAG Office
Public Utilities Commission Orders from 1997 forward	Within 30 days after receipt of change
Maine Court Rules Rules of Civil Procedure Rules of Criminal Procedure Rules of Evidence Rules of Appellate Procedure Rules of Probate Procedure Appellate Practice Small Claims Procedure District Court Civil Rules Rules for Family Division Operating Rules for Rule Making Bar Rules Local Bankruptcy Rules Local Rules for the US Dist. Ct. Jud. Responsibility and Disability Rules Rules for Guardian Ad Litem Lawyers Fund for Client Protection Code of Judicial Conduct Bar Admission Rules Administrative Dispute Resolution Fee and Document Management Policy Policy Jud. Court Administrative Orders Child Support Guidelines	Within 30 days after receipt of change
Law Reviews University of Maine School of Law	Within 30 days after receipt of materials in word processing format and approval for use
MSBA Publications	Within 14 days after receipt of materials in word processing format from the Association

Federal library**Update Schedule**

US Supreme Court – complete case coverage from 1935 to current, selected cases from 1790-1935	Monthly
US Court of Appeals from 1995; except Second Circuit from 1989 and First Circuit from Fall 1992	Monthly
US Constitution	Monthly
US Code	Quarterly
US Code of Federal Regulations (CFR)	Quarterly
US 1st, 2nd, 4th, 6th, 7th & 8th Circuit Appellate Rules	As needed
District Court Rules	As needed
Federal Rules of Appellate Procedure	As needed
Practice Rules for the US Supreme Court	As needed
Federal Rules of Bankruptcy, Criminal and Civil Procedure	As needed
Federal Rules of Evidence	As needed
Statistical Abstract of the United States	N/A
Federal Verdict Study	As released from commission

3.0 Conducting Research Using the Casemaker Online Law Library

3.1 The Casemaker Navigation Bar

3.1.1 Search Navigation Bar

Once you perform a successful search, this is the navigation bar that will appear on your screen:



















3.1.2 Document Navigation Bar

Once you open a document, this is the navigation bar that will appear on your screen.



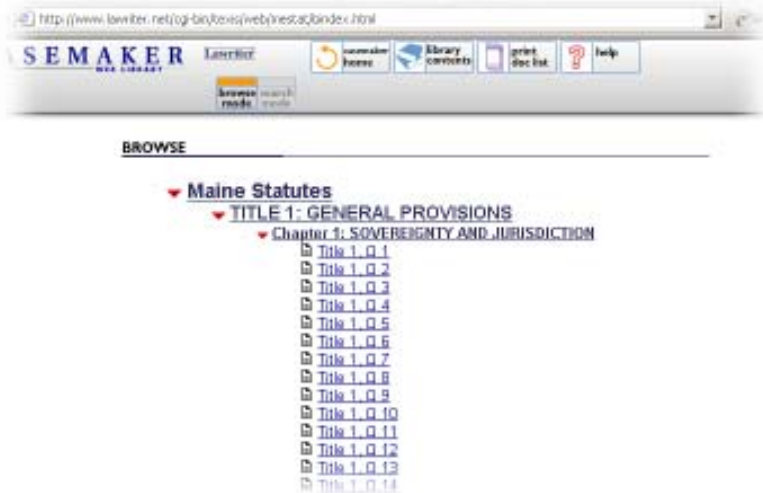
3.1.3 Navigation Bar Buttons

Take a moment and familiarize yourself with the buttons on the navigational bars. This information is also available in the help section of Casemaker.

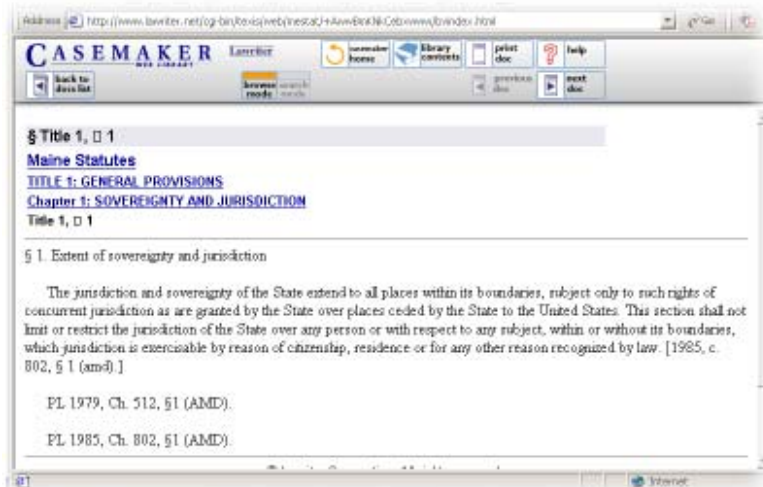
	casemaker home	Sends you back to the Casemaker Web Library home page.
	library contents	Library Contents sends you to the list of all library commands.
	print doc	Formats the current case or code section for printing, taking out all of the Casemaker navigation buttons.
	print doc list	Formats the hierarchical list of documents, taking out all of the Casemaker navigation buttons.
	print results	Formats the current list of search results for printing, taking out all of the Casemaker navigation buttons. This will print only the current page of results you are viewing.
	help	Takes you to a section that provides tips and commonly asked questions about the Casemaker Web Library.
	browse mode	Places you in browse mode. This mode allows you to scroll through a particular book.
	search mode	Places you in search mode allowing you to use the basic or advanced search functions.
	new search	Clears all previous searches and allows you to begin a new search within the previously selected book.
	revise search	Allows you to modify an existing search within a selected book. (Ideal when the original search brings up too many results.)
	back to results	Brings you back to your search results.
	previous result	Allows you to move backwards to the previous search result.
	next result	Allows you to move forward to the next search result.
	back to docs list	Returns you to the hierarchical view of documents allowing you to quickly navigate to other sections of the book.
	previous doc	Allows you to move backwards to the previous document.
	next doc	Allows you to move forward to the next document.

3.2 Browsing using Casemaker

The browse function in the Casemaker Online Law Library allows users to scroll down through the contents of a book manually.

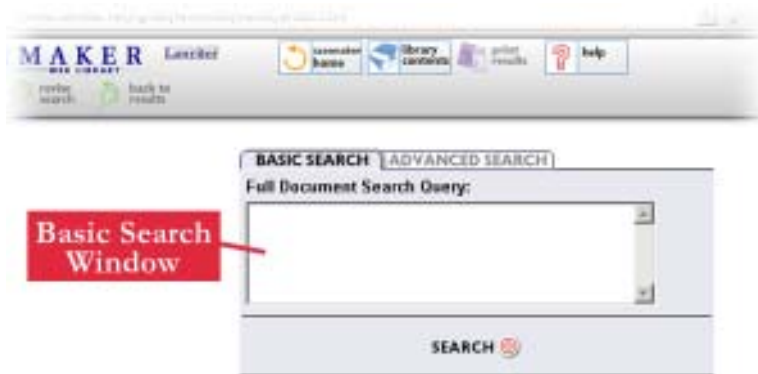


Find the individual statute, and then click on it to access the full text of the statute. Once in the statute, if other statutes are cited, you can use the hypertext link that appears in blue/purple to go directly to that statute.



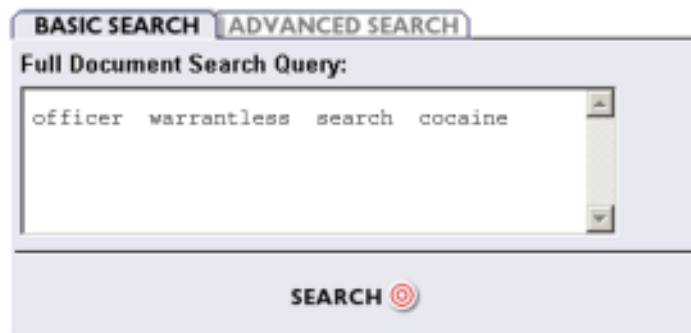
3.3 Search Logic and Types of Searches

The Casemaker Online Law Library search engine uses set logic for queries. Set logic is easier to use and provides more abilities than Boolean searching. Words entered in the query box **should be actual search terms you wish to find in the text of the document**, not operators such as **and**, **or**, etc. Once you develop your search, click the search bulls-eye to perform the search.



3.3.1 AND Search

The search below is an example of an **AND** search using the Casemaker basic search screen. In this example, you will find all cases that contain the words officer, warrantless, search and cocaine anywhere in the full text of the case. To develop an **AND** search, put a space between your keywords and click search. The space between words acts as the **AND**, no other character is needed to produce the **AND** search. When you finish entering key words, click on the red and white button next to the word SEARCH to activate the search function.



3.3.2 OR Search

The search below is an example of an **OR** search using the Casemaker basic search screen. This search will find all cases that have the word homicide and the words “gun” **OR** “knife” **OR** both “gun” **and** “knife.”

To develop an or search, put the or words inside parentheses and separate them with a comma (no space between the or words)



The screenshot shows the 'BASIC SEARCH' tab selected. The 'Full Document Search Query:' field contains the text 'homicide (gun,knife)'. Below the field is a 'SEARCH' button with a magnifying glass icon.

3.3.3 Phrase Search

Phrase searches find the exact text placed inside of quotations. The search below is an example of a **phrase** search using the Casemaker basic search screen. To develop a phrase search, put the phrase in quotations. You can also intermingle phrases and key words within the same search string. The phrases and keywords in this search are separated by spaces.

The search below will find all cases that have the phrases “next of kin”, “wrongful death” and the keyword damages.

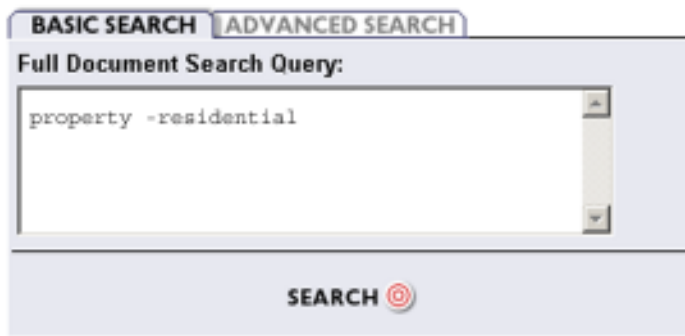


The screenshot shows the 'BASIC SEARCH' tab selected. The 'Full Document Search Query:' field contains the text '"next of kin" "wrongful death" damages'. Below the field is a 'SEARCH' button with a magnifying glass icon.

3.3.4 Exclusion Search

Use a minus sign (-) to exclude any word you do not want to appear in the full-text of your search result. The search below is an example of an **exclusion** search using the Casemaker basic search screen. This search will find all cases that have the word property while excluding cases that have the word “Residential.”

To develop an exclusion search, put a minus sign in front of the word you want excluded from the cases in your list of search results (no space between the minus sign and the excluded word).



The image shows a screenshot of the Casemaker search interface. At the top, there are two tabs: "BASIC SEARCH" (which is selected) and "ADVANCED SEARCH". Below the tabs, the text "Full Document Search Query:" is displayed. A text input field contains the query "property -residential". At the bottom of the search area, there is a "SEARCH" button with a magnifying glass icon.

3.3.5 Thesaurus Expansion Search

To expand the meaning of a word or phrase within your query, precede it with a tilde character (~). The **thesaurus expansion** feature allows you to expand your search to find cases that have words related to the keywords in your search.

To develop a thesaurus expansion search but the tilde character (~) in front of the keyword you want to expand.

The search here will find all cases that have the words alcohol and auto, as well as cases that have words related to alcohol, such as liquor and auto among others.



The image shows a search interface with two tabs: "BASIC SEARCH" and "ADVANCED SEARCH". The "BASIC SEARCH" tab is selected. Below the tabs, there is a label "Full Document Search Query:" followed by a text input field. The input field contains the text "-alcohol auto". Below the input field is a "SEARCH" button with a magnifying glass icon.

3.3.6 Prefix and Suffix Expansion

The **prefix** and **suffix expansion** feature allows you to expand your search to find cases that have different beginnings and endings to the keywords in your search. By using an asterisk (*) following the root word, Casemaker will pick up plurals and other suffixes. In the search below, you will find all cases that have the keyword run as well as other endings such as running, runner, etc.

To develop a prefix/suffix expansion put an asterisk (*) before or after your keyword.



The image shows a search interface with two tabs: "BASIC SEARCH" and "ADVANCED SEARCH". The "BASIC SEARCH" tab is selected. Below the tabs is a label "Full Document Search Query:" followed by a text input field containing the text "run*". Below the input field is a "SEARCH" button with a magnifying glass icon.

3.4 Your Search Results

3.4.1 Successful Search

Once your search has been conducted, the search results screen will appear. This screen will list the total number of documents found, date decided, as well as the individual rank of the result.

To access one of your results, click on the citation. The results are typically limited to 100 and will be displayed 10 at a time. It is possible to navigate to the next page of results or go directly to a specific page of results by clicking on the hyperlinks at the bottom of the search results page.

SEARCH RESULTS

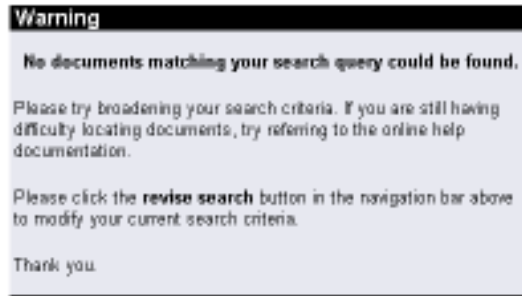
Maine Statutes

10 matching documents were found.

Statute	Rank
1. § Title 18A, § 2-824	74.9%
PROBATE CODE -- Intestate Succession and Wills	
§ 2-304. Actions for wrongful death (a) Whenever the death of a person shall be caused by a wrongful act, neglect or default, and the act, neglect or default is such as would, if death had not	
2. § Title 14, § 8104-C	74.8%
COURT PROCEDURE -- CIVIL -- TORT CLAIMS	
§ 3104-C. Wrongful death action Subject to any immunity provided by this chapter or otherwise provided by law, actions for the death of a person brought by the personal representative of the	
3. § Title 28A, § 2588	71.9%
PL 1987, c. 45, Pt. A, @4 (new) -- PL 1987, c. 45, Pt. A, @4 (new)	
of the judge served by the server. [1987, c. 45, Pt. A, § 4 (new)] 2. Damages under wrongful death and survival laws. Except as otherwise provided in this Act, damages may be recovered under	
4. § Title 22, § 1584	71.2%

3.4.2 Revise Search

If there are no documents meeting your search criteria, the following box will be displayed. You will need to either request a new search or revise your search.



The **revise search button** is at the top of the search results page and will allow refinement of the currently selected search criteria. The new search button is also available at the top of the search results page to allow you a quick way to begin a totally new search in the currently selected book.



4.0 Advanced Searches and Beyond

4.1 The Advanced Search Screen

The advanced search screen allows you to pull up documents easily when you already know specific information. For instance, if you know the case name or official citation, you simply go to the cite field, plug in the name or citation and you will find just that case. This concept holds true for all the other fields in the advanced search. The fields in the advanced search can be used in conjunction with keywords in the full document search query box.

BASIC SEARCH | **ADVANCED SEARCH**

Full Document Search Query:

Official Cite Case Name Maine Cite

Cite:

Docket No:

Syllabus:

Court:

Attorney:

Judge:


Judges:

Date Decided: From: (mm/dd/yyyy) To: (mm/dd/yyyy)

Word Forms:

Proximity:

Result Order:

SEARCH 

The advanced search also allows you to narrow your keyword search using the date range field and the proximity field, or expand your search using the word forms feature.

Full Document Search Query: This field is the same as the one displayed on the basic search template.

Cite: This field has radio buttons associated with it. The buttons are the Official Cite (Atlantic), Case Name, Maine Cite. The Cite field has different requirements depending on which radio button is selected.

Official Cite must be entered exactly as it is shown in the library documents, *i.e.*, **404 A.2d 216**

Case Name can be either party's name or both parties. If you use both parties, separate the names only with a space (do not include the “ ”) Atlantic Cite must be entered exactly as it is shown in the library *documents*.

Original Case: The court's docket number.

Syllabus: Outline of the case holding, if available.

Court: Court or District where case was decided.

Attorney: Attorneys for the appellant and/or appellee.

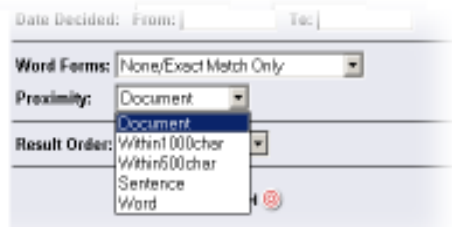
Judge: Presiding or authoring judge.

Judges: Other concurring or dissenting judges.

4.2 Word Forms

Along with using the full document search query box in conjunction with the advanced search fields, you can use some of the additional pull down menus to expand and narrow your searches.

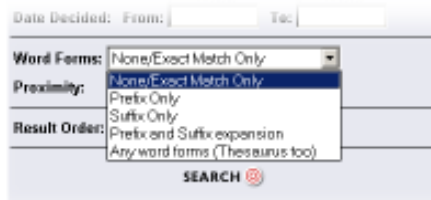
This pull down menu takes the words that are in the full document search query box and expands them based on your selection.



4.3 Proximity

Another option is the proximity pull-down menu, which narrows your search. Proximity allows you to narrow your search so that your results will include terms that appear in closer proximity to one another within the document.

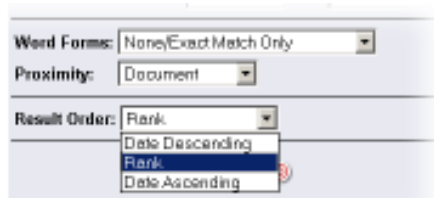
Choose from the list of proximity options. Within 1,000 characters and 500 characters are similar to large – and – medium –size paragraphs respectively. The sentence option finds cases in which your keywords appear in the same sentence.



A screenshot of a search interface. At the top, there are two input fields labeled "Date Decided: From:" and "To:". Below these are three rows of controls: "Word Forms:" with a dropdown menu set to "None/Exact Match Only"; "Proximity:" with a dropdown menu open, showing options: "None/Exact Match Only" (highlighted), "Prefix Only", "Suffix Only", "Prefix and Suffix expansion", and "Any word forms (Thesaurus too)"; and "Result Order:" with a dropdown menu set to "Rank". A "SEARCH" button with a magnifying glass icon is at the bottom.

4.4 Result Order

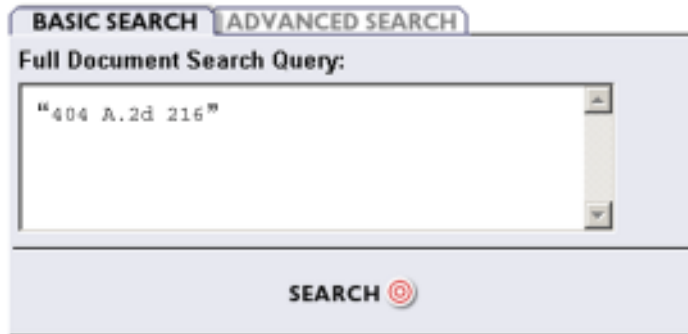
Result order controls the sort order of the results. This field varies from book to book. In case law, it allows you to select most recent or oldest to appear first in the order of results.



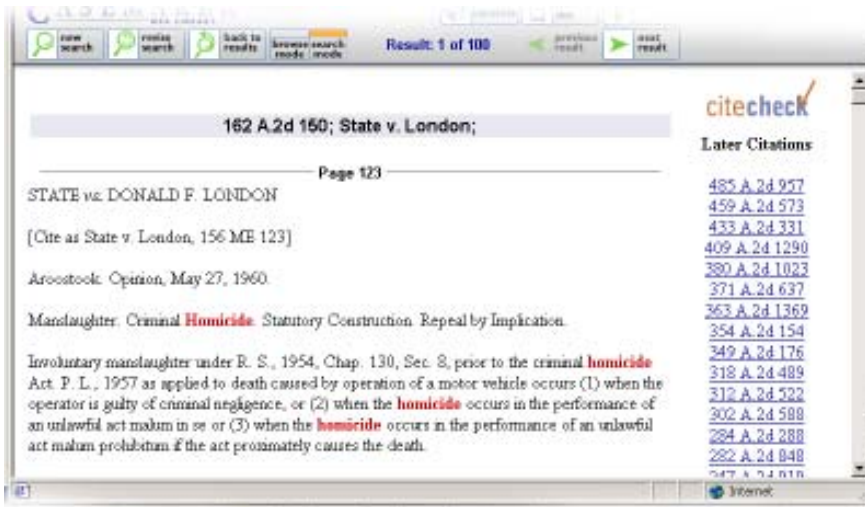
A screenshot of a search interface. It shows three rows of controls: "Word Forms:" with a dropdown menu set to "None/Exact Match Only"; "Proximity:" with a dropdown menu set to "Document"; and "Result Order:" with a dropdown menu open, showing options: "Rank" (highlighted), "Date Descending", "Rank", and "Date Ascending". A "SEARCH" button with a magnifying glass icon is at the bottom.

4.5 Using Casemaker as a Citator

Casemaker includes a citator feature. By entering the case name or citation, in quotes, all the cases that reference that case or citation will be displayed for your review.



In addition, Casemaker's new citator feature, **citecheck**, allows you to find out where your case has been cited. CiteCheck automatically locates all cases that cite the case you are viewing and allows you to link directly to those cases. CiteCheck results are displayed to the right of the case you are viewing.



4.6 Locating Your Keywords

Once you are viewing the full-text of a case, you can type (CTRL + F) on your keyboard or go to the Edit pull down menu and click search. In the find dialog box type any keyword. This will allow you to conduct keyword searches within cases.



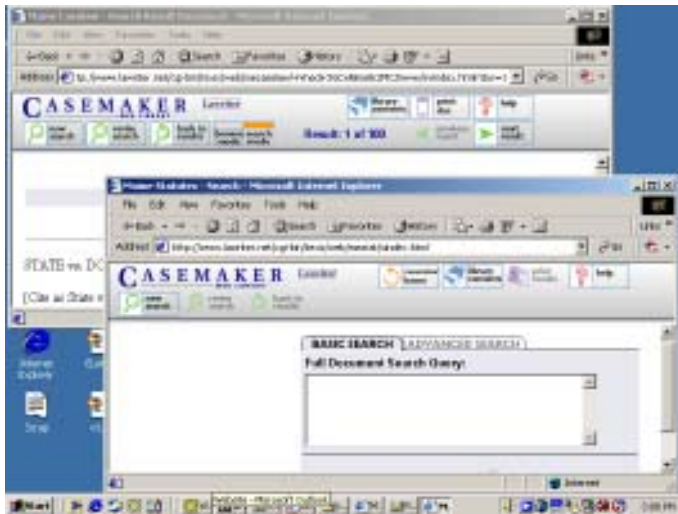
5.0 Additional Helpful Tips

5.1 Multiple Book Searches Using Multiple Browsers

Once you have navigated into Casemaker with Internet Explorer you can use this technique to open additional Internet Explorer windows. To open a new Internet Explorer window press CTRL and the letter N (CTRL + N), doing this numerous times allows you to open several windows and perform various searches at the same time (i.e. search statutes and search case law). You are limited only by the memory on your computer.

To toggle between the windows you can use any of the following techniques:

1. Click on the application on the Windows Task Bar at the bottom of your screen.
2. Press the keyboard combination ALT + Tab
3. Minimize the current application to work on the hidden application.



5.2 Printing

When printing documents in Casemaker, you have several options. First, you can hit the print button on your Web browser and it will print the full text of the document you are viewing, but it will also print all of the Web graphics. For a printer-friendly copy of a case, statute, etc., click the print doc button on the Casemaker navigation bar and then hit the print button on your Web browser.

5.3 Copying a Case to a Word Processing File

To copy the entire case from Casemaker, click the print doc button on the navigation bar. This removes all of the Casemaker Online Law Library navigational graphics. All you are left with is the case. Now you can choose the **Select All** choice from the edit menu on your Web browser (the keyboard shortcut for this is CTRL and the letter “A”). Then choose copy from the edit menu (the keyboard shortcut for this is CTRL and the letter “C”) and move to the desired location and paste.