LexisNexis[®] CaseMap[®]





Efficient Ways to Organize, Analyze and Report on Your Case Facts and Issues Quick How-To-Guide

Connected case analysis tools with interactive visuals

What if organizing case evidence could be easier—and even visually intuitive? Now it is. In today's complex litigation environment, you can save time and effort with new, interactive, full-color visual tools in LexisNexis[®] CaseMap[®] 14 case analysis software.

Use enhancements including the CaseMap[®] dashboard to more easily start your case file, gather and organize documents from multiple resources, locate specific facts and collaborate on a sound strategy.

You can count on the full complement of CaseMap tools as you perform efficient and effective case analysis. In this guide learn how to:

- Organize
- Analyze
- Report

Organize The Facts

CaseMap is the essential case analysis software for managing facts, documents, persons, evidence, issues, and legal and investigative research—from intake through settlement or trial.

Starting a new case

The **Getting Started** page provides options of either opening a saved case or creating a new one.

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Cetting Started New Open Case Setup Send To Print Batch Print Document Production Import	Getting Started Example Example Case Example Earn from the Hawkins v. Anstar example case. Refresh Example Case Refresh Example Case Open Dean a oxiting case Open an oxiting case Open an oxiting case Case Open an oxiting case Case New Case Case and computer New Case Case and computer on ociding case New Case Case and computer on ociding case New Case Case and computer on ociding case New Case Case and case New Case Case and case New Case Case and case Case Case and case New Case Case and case Case Case and case New Case Case and case Case Case and case Case Case Case	Recent Cases You haven't opened any cases recently.	Greate New Case		
Export Synchronize Close Help & Info Options New case	Organize Analyze Report Organize facts, documents, issues, and research: Set a grip on case players with a cast of characters. Build a fact chronology to put you on track to courtroom victory. Craft a document index linked to your documents. Take control of case issues and arguments with an issue outline. Make your case with a powerfully	Jumpstart Guide CaseMap Jumpstart Wizard Intake Interview Wizard Learning CaseMap CaseMap Quick Start Tutorial What's New in CaseMap 'How To' Video Library CaseMap Webinar Center Training Options	Enter case name and default time zone Case name: [Default time zone (for most case facts): (GMT -05:00) Eastern Time (ET)		

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		Do you want to set up additional staff members for this case now?		
A friendly wizard guides you.		⊖ Yes		
		(● No*		
		*Use "Manage Case Staff" on the Tools menu to setup case staff later.		

Next <u>C</u>ancel

See a case overview, progress and next steps with the visual CaseMap dashboard



Get an overview of your facts linked to important issues. See the percentage of your facts aligned to specific issues and recognize which issues need additional work. Using the links below the donut chart, you can **Edit Important Issues** or **Assign Facts**.



From the **Team Evaluation** view on your dashboard, you can see how specific facts have been evaluated in relation to key issues.



Scroll down to the bottom of your evaluations and click the link you need to **Edit Important Issues**, **Evaluate Facts** or **Assign Facts**.



With your left navigation pane closed, you can keep your dashboard view large. A convenient pull-down menu at the top right takes you to specific tasks.

DASHBOARD R	efreshed on Tue 12/11/201	8 11:24:05 AM 😋				
RECENTLY ADDED -	What's new in the last 28	days 🖷				Hide Recent Activity
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NEW RESEARCH	NEW ISSUES	NEW FACTS	NEW DOCUMENTS	NEW QUESTIONS	NEW PEOPLE	NEW ORGANIZATIONS
Add Citations / Authorities	Add Issues	Add Facts	Add Documents	Add Questions	Add New Person	Add Organization

Quickly see how much work was done recently using the **Show/Hide Recent Activity** link toward the top right, resulting in this view. This display also provides shortcut links like **Add Citations/Authorities**.

Next, take a look at the nuts and bolts of organizing, analyzing and reporting on your evidence using CaseMap case analysis software.

Adding a case record

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Favorites		P001233	P001233	1	Tue 08/02/2005	Hawkins Letter of 8/2/2005	P001233		Letter	Philip H
Facts Proceedin	ng	P001234	P001234	1	Mon 09/19/2005	Hawkins Letter of 9/19/2005	P001234		Letter	Philip Ha
Persons Question Documents	covery	P001235	P001235	1	Fri 11/11/2005	Lang Letter of 11/11/2005	P001235		Letter	William Thomas
Eg Issues Other dat	ta types	P001267	P001268	2	Tue 09/27/2005	Letter from William Lang to Carol Sander, Esq.	P001267		Letter	William
All Shortcuts	Ŭ Ø	P001269	P001278	9	Thu 11/10/2005	Reduction In Force Announcement	P001278		Internal memo	William
		P001279	P001279	1	Fri 11/11/2005	Lang Memo to Regan	P001279		Internal memo	William
		P001284	P001284	1	Tue 05/03/2005	Varvaro Tip Letter	P001284		Letter	Frank Va
	0	P001334	P001356	22	06/??/2004	Hawkins Employment Agreement	P001334		Contract	William Hawkins
CASE SHORTCUTS	0	P001357	P001362	6	08/??/2005	Hawkins Performance Review	P001357		Performance Review	William
SEARCH RESULTS	0	P001401	P001401	1	Mon 09/19/2005 3:14:05 p.m. ET	Email from Phil Hawkins at 20050923 1514 to William Lang	P001401		E-mail	Philip H
	× (

To add a record, click **New Record** and choose between the options shown. To edit a record, double click on it and edit. If you need to undo your last edit, press the Esc key before leaving the cell.

Working with the Facts spreadsheet

The easiest way to add facts to the Facts spreadsheet is to pull them directly from documents. CaseMap software is integrated with over **30 litigation support programs**, using an easy **Send to CaseMap** feature.

A PDF is the most common format for electronic documents. The DocPreviewer[™] plug-in for PDFs enables setting up documents as objects and selecting linked facts from them.



From a PDF file, highlight the content you need, right-click and choose between **Send Fact to CaseMap...** or **Send PDF to CaseMap...**

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From Microsoft[®] Outlook[®] mail, click the CaseMap tab and choose Send E-mail to CaseMap.

Changing the spreadsheet view

Having the ability to change how data is displayed on your screen is important because:

- Different views can help organize your thinking
- How you see the data on the screen is how it will appear in your reports



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		Mon 01/13/200	ехранаей ву спскін	g on >	Yes	Undisputed		>		
		Mon 12/01/2003	Philip Hawkins promoted to Anstar Biotech Industries VP of Sales.	InterviewNotes	Yes	Undisputed	Retaliation	ы		
	0	Fri 01/09/2004 to Wed 01/21/2004	Philip Hawkins negotiates draft Hawkins Employment Agreement with William Lang.	Hawkins Employment Agreement	Yes	Undisputed	Wrongful Termination	ы		
	0	02/??/2004	William Lang tells Philip Hawkins that he has changed his mind regarding the Hawkins Employment	Philip Hawkins, Deposition of William	Yes	Disputed by:	Wrongful Termination	8		
		03/??/2004	Susan Sheridan has dinner with Linda Collins and complains about Anstar Biotech Industries management.	Deposition of Linda Collins, 33:15.	Unsure	Disputed by:				
	0	Wed 05/11/2005	Philip Hawkins receives Hawkins Performance Review from William Lang. Is rated a 1 "Outstanding	Hawkins Performance Review	Yes	Undisputed	Wrongful Termination, Deserved. Termination	•		
		06/??/2005	William Lang makes decision to reduce size of staff.	Deposition of Karen Thomas 43:19	Yes	Disputed by: Us	Hawkins Specific.	2		
			Susan Sheridan is terminated.	Deposition of Philip	Yes	Undisputed	Pattern & Practice			
		07/??/2005		Hawkins						

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Expanded navigation pane

Custom view sharing

Whether your trial team works in the Microsoft[®] Access[®] or SQL Server[®] version of CaseMap software, you can go into a CaseMap spreadsheet and show only the columns you want to share. Then click the **Share View** link and select the staff members to include.

When importing files, you can easily capture document metadata

Into which C	aseMap spreadsheet do y	you want to import the files?
Select a spreads	neet:	
Spreadsheet:	Documents	~
Would you like t	o identify a source for the files?	
⊖ Yes	. ● No	
Would you like t	o extract Metadata for the impor	ted files?
Extract	O Do not extract	
Any files in imported in	use or access denied will not hav to CaseMap. Close any open file:	e the metadata extracted when s that are being imported.
🔥 CaseMap su	pports file importing up to 1GB	per file. If the file size is larger

Easily identify people, places and organizations in your case with Object Recognition

🖬 Send To CaseM	lap - New Fact		(x
Step 2. Edit t	he CaseMap Fact			
Text Selection:			Append Text Selection to: Fact Text	-
Would you like to	o recognize objects within the selected text 😮 Yes 🔵		Person Organization P	lace
You are curren	tly in read-only mode. To edit selected text, please disable objects recognition.			
We appreciate Please feel free concerns, conta	your services to <mark>ABI</mark> and wish you the best of luck in pursuing another position. e to use our job placement services with <mark>Express Personnel</mark> . For any legal questions or act. <mark>Poyglas P. Wickham</mark> , at the law firm of <mark>Hatch, Little & Bunn</mark> .	Kanada	"Philip Hawkins" Type: Person Short name: HawkinsP	* III
Sincerely, <mark>William Lang</mark> Vice President			"Eim Street" Type: Person New object will be added to CaseMap	•
Eavorite Fields				
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Source(s)	Entity Recognition [%LF% 0 903] Page 1			
Key				
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Options -			OK Cancel	

Object recognition

Establish relationships between data types within your case file

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All Objects		(62 CI-	orto	ute /	ion	R	ataliation		6	5		0					
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				5.2 Los	t Wages	Lo	stWages		1	0		1					
				53 Me	ntal Anguish	N	entalAnguish		3	1		1					

To develop a hierarchy of case issues, click **Issues** on the navigation pane.

	=	TOOLS		1 Hawkins - Le	xisNexis CaseN	ap	Smart	tAssist	0 – 8 ×
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Hawking			1 Wrongful Termination	WrongfulTermination	6	4	1		
Hawkas		• (‡	• 2		0	0	0		
Favorites		^	3 Age Discrimination	AgeDiscrimination	8	5	0		If you expect the case team to grow over
To Facts	(29)		3.1 Hawkins Specific	HawkinsSpecific	6	4	0		
All Objects	(62)		3.2 Pattern & Practice	Pattern&Practice	1	1	0		
2 Persons	(15)		4 Retaliation	Retaliation	6	5	0		
Documents	(36)		4.1 Transfer	Transfer	1	1	0		
Eg Issues	(13)		4.2 Demotion	Demotion	3	2	0		
All Shortcuts		~	5 Deserved Termination	DeservedTermination	4	3	1		Even though Philip Hawkins wasn't fired f
			6 Damages	Damages	5	1	1		
			6.1 Failure to Mitigate	FailureToMitigate	4	1	1		
			6.2 Lost Wages	LostWages	1	0	1		
			6.3 Mental Anguish	MentalAnguish	3	1	1		
CASE SHORTCUTS		~							

Click **New Issue** on the toolbar and type the name of the issue. Use to promote, demote and move issues up and down the hierarchy.

Once you've linked your facts to issues, you can simply double-click in a # field to display, review or print the list of facts records linked to the selected issue.

Analyze the facts

Studying the case information from various angles may offer insights not otherwise easily discernible.

FACTS (Searc	ch Re	sult	s)				
Date & Time	*		Fact Text ග				S
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you war and choo	nt to s ose ei	sort sort	lliam Lang offers sition at Anstar I		Rename Field	ager	ln fr
ascene descer	ding o nding	or I.	ilip Hawkins joi les Manager.	_	Field Properties	ies as a	A
Mon 12/01/20	003		Philip Hawkins pron	note	d to Anstar Biotech	Industries VP	In

Sorting a spreadsheet

Sorting determines how the rows in a spreadsheet are displayed.

Fields with **G** can't be sorted, and an error message explains why.

Searching/filtering a spreadsheet

In CaseMap, "search" and "filter" mean the same thing. Filtering allows you to choose which records are in view on a spreadsheet. For example, you can filter the Facts spreadsheet so only undisputed facts display.

You can use the **Instant Search** feature to run most filters.

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Search	Fi	Iter: Linked To Fact	fext: "William Lang"			Research Person	•		Tancel 🖷 Save
Hawkins		Date & Time 🔺	Fact Text co			Sc Send To	•	Status +	Linked Issues ത
Favorites	0	Mon 11/25/2002	William Lang meets P Converse Chemical La	hilip Hawkins while touring abs plant in Bakersfield.		Link Assistant	Ctrl+Space Ctrl+A	Disputed by: Us	
Co Facts (29)	1	12/??/2002	William Lang invites P Biotech Industries fac	Philip Hawkins to visit Anstar ilities in Irvine.		Inf Ro Object Detail	Ctrl+D	Prospective	Wrongful Termination
HI Objects (62)	n	the				Int from Cut	Ctrl+X	Undisputed	Retaliation
B Int Cont	d File		Undisputed	Retaliation	nt.	Full Name: Philip Hawk Object Type: Person Role In Case: Plaintiff - Fo	ins Irmer Vice Presi	dent of Sales at A	on nstar Biotech Industries.
		Ctri+X			ed	HawkinsP, DepoLang, 11:3.	Yes 👻	Disputed by:	Wrongful Termination
Object Type: Person	Haw 1	kins			W	Hawkins Performance Review	Yes	Undisputed	Wrongful Termination, Deserved Termination
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11:3.	197	105 •	by:	wrongiur rennii		????	Unsure	Undisputed	Hawkins Specific
Hawkins Performan	nce	Yes	Undisputed	Wrongful Termi	'he	Complaint, p. 8; Deposition of Philip	Yes	Disputed by: Us	Hawkins Specific, Demotion
Review		Man 00 (10 (2005	Dhilie Haudine with	Lermination		Linudian Latter of	Mag	Undicouted	Manual Transistics Mauline

Add criteria to your filter/search to refine the records even further. When you run another filter on a spreadsheet that's already filtered, you'll see the **Combining Two Searches** dialog box.

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CASE SHORTCUTS <	C.	FACTS					Filtered: 11 of 2	29
Search A Filter: Linked To Fact Text: "William Lang" 😽 Cancel Te Save								e
Hawkins		Date & Time 🔺	Fact Text co	Source(s) മോ	Material +	Status +	Linked Issues co	^
Favorites	0	Mon 11/25/2002	William Lang meets Philip Hawkins while touring Converse Chemical Labs plant in Bakersfield.	Deposition of William Lang, 25:14;	Yes	Disputed by: Us		
Facts (29)		12/??/2002	William Lang invites Philip Hawkins to visit Anstar	InterviewNotes	No	Prospectiv	Wrongful Termination	
En Al Objects (62) Persons (15) Documents (36) Tg Issues (13)		Or use Guided Search by clicking Search on the toolbar. Click Search Results on the navigation pane.			Yes	Undisputed	Retaliation	
					Yes	Undisputed	Wrongful Termination	
					Yes Disputed by:		Wrongful Termination	
					Yes	Undisputed	Wrongful Termination, Deserved Termination	
		06/??/2005	William Lang makes decision to reduce size of staff.	Deposition of Karen Thomas 43:19	Yes	Disputed by: Us	Hawkins Specific	
		Tue 08/02/2005 #1	Philip Hawkins and William Lang meet.	????	Unsure	Undisputed	Hawkins Specific	
		Tue 08/02/2005 #2	Philip Hawkins alleges that William Lang tells him "The old wood must be trimmed back hard."	Complaint, p. 8; Deposition of Philip	Yes	Disputed by: Us	Hawkins Specific, Demotion	
SEARCH RESULTS	0	Mon 09/19/2005	Philip Hawkins writes letter to William Lang complaining about the way he's being treated and alleging plan to	Hawkins Letter of 9/19/2005	Yes	Undisputed	Wrongful Termination, Hawkins Specific	
~								~

You'll find several useful searches for every spreadsheet on the pull-down menu and on the **My Saved Searches** fly-out menu.



Using CaseMap® Smart Assist, search your entire case or run a search directly in the Lexis Advance® service.

Sear	ch
Q	Search for "anne freeman" in this case
Lexis	sNexis® Research
0	Run a Public Records Search for Anne Freeman
0	Request a Testimonial history Report for Anne Freeman
0	Run a Litigation Profile Report for Anne Freeman
0	Run a Expert Witness Analyzer Report for Anne Freeman
0	Search Dockets & Documents for Anne Freeman



Issue Linking can also be used to add a new issue or move facts.

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	Lost Wages	→ <u></u>	N	Pan	Retaliation	oriz	Anstar Biotech employees are	Industries let go including
t d v	Mental Anguish	Philip Hawkins files suit.	Philip Hawkins writes letter to William Lang complaining about the work to being tracted and a staff during reduction in force.	Navigation	Transfer Demotion Deserved Termination	Uncateg	Philip Hawkins released were (. Among others eorge Ny, and

Fact card view visually stacks up facts in favor or against.

Report the facts

Create professional work product with a few clicks and output to paper, PDFs or Microsoft Word. Your case analysis reports are the raw materials that make it more efficient to generate documents required by the court.

For example, your **Fact Chronology** will make it far easier to create **motions for summary judgment** and to produce the list of facts you're willing to stipulate for many pretrial motions.





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