



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:

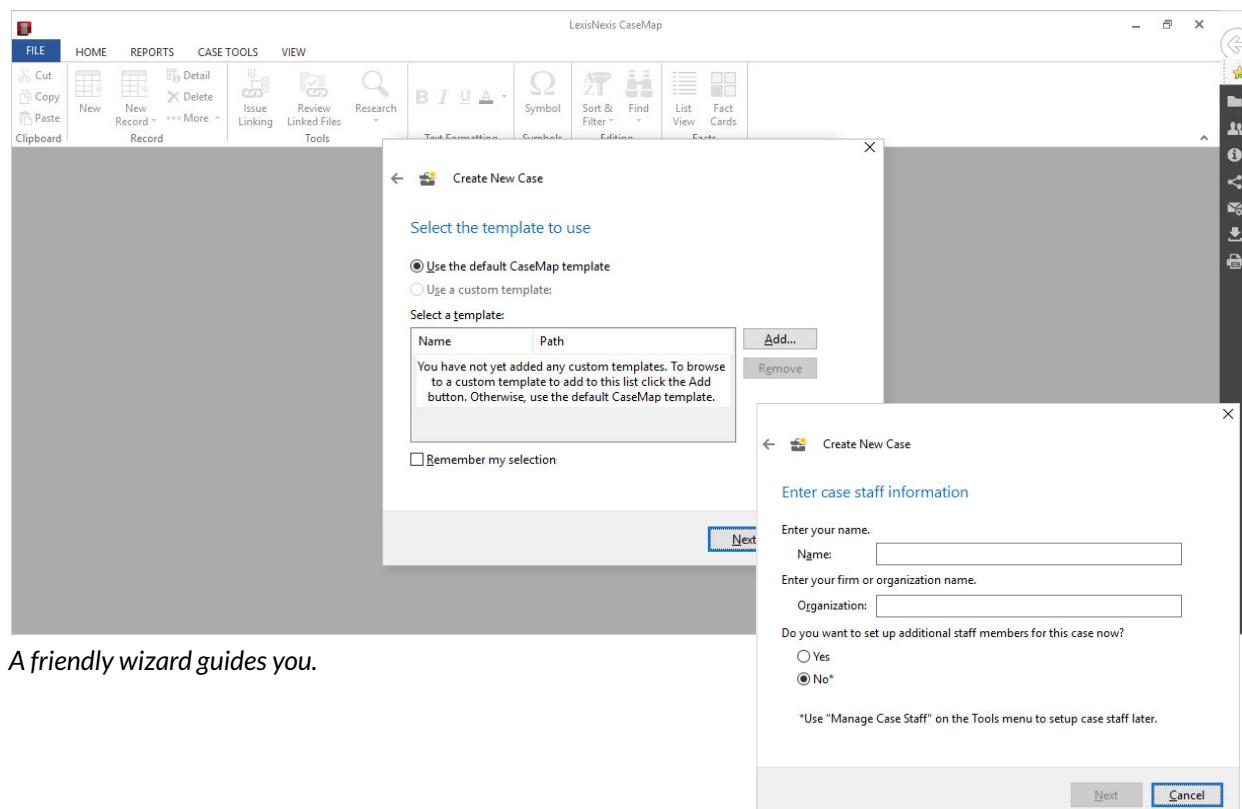
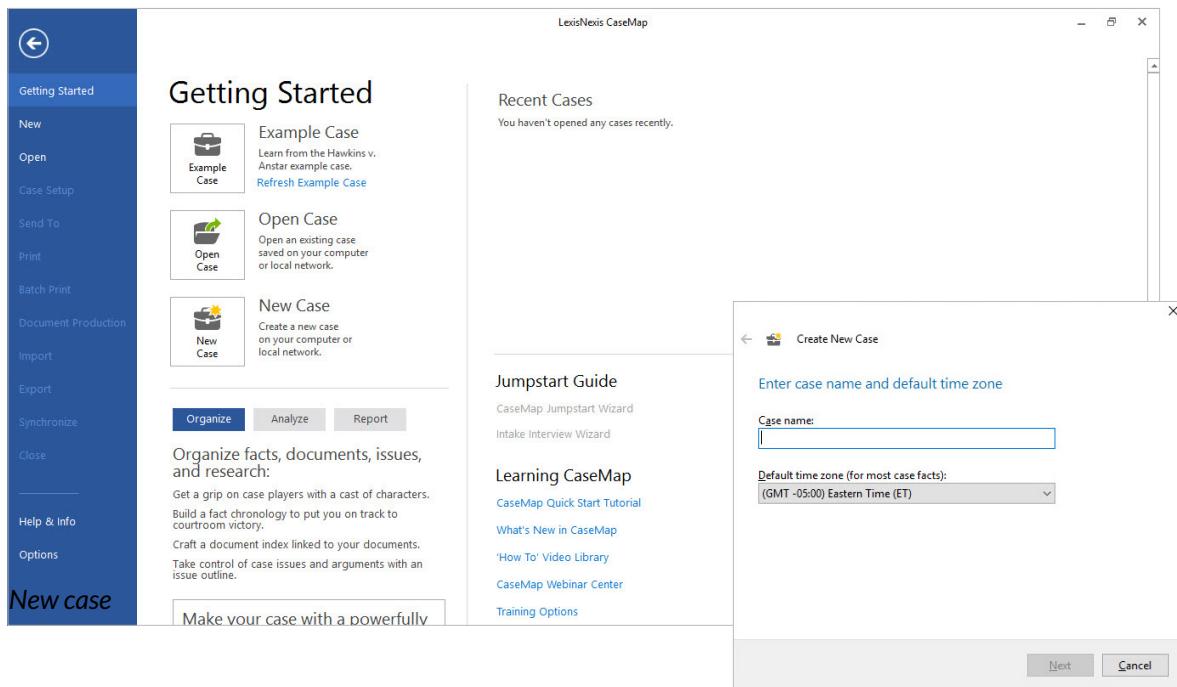
- Organize
- Analyze
- Report

Organize The Facts

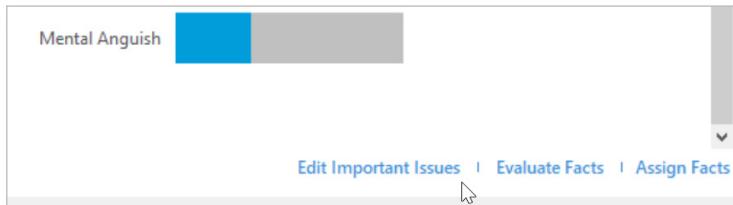
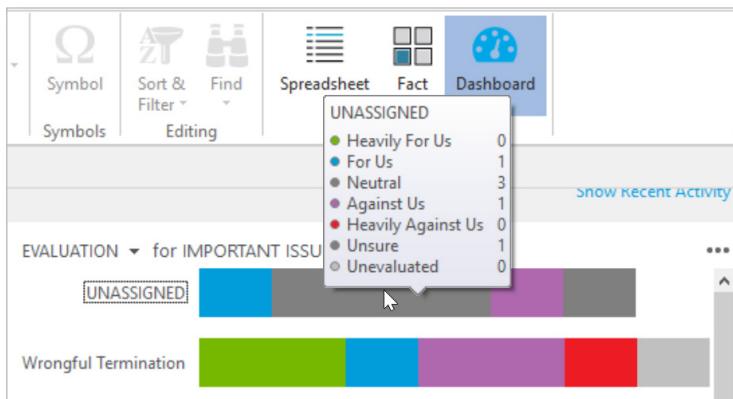
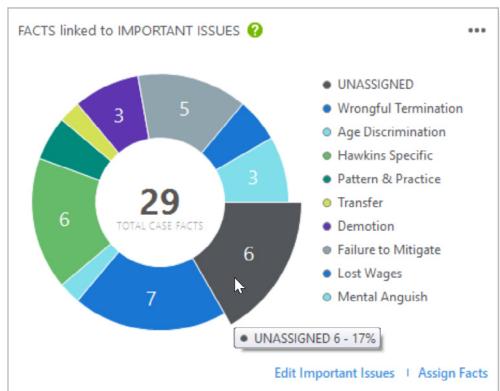
CaseMap is the essential case analysis software for managing facts, documents, persons, evidence, issues, and legal and investigative research—from intake through settlement or trial.

Starting a new case

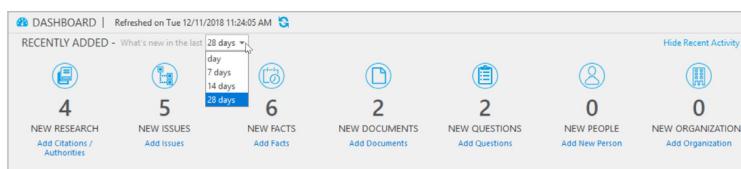
The **Getting Started** page provides options of either opening a saved case or creating a new one.



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

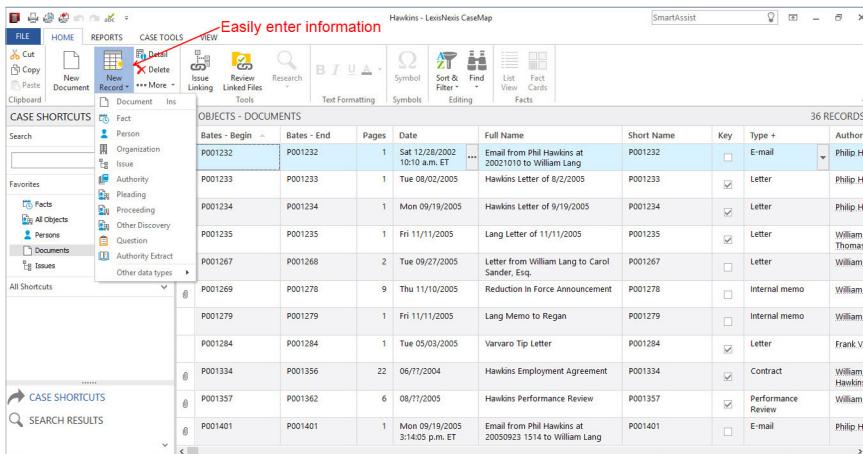


With your left navigation pane closed, you can keep your dashboard view large. A convenient pull-down menu at the top right takes you to specific tasks.



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



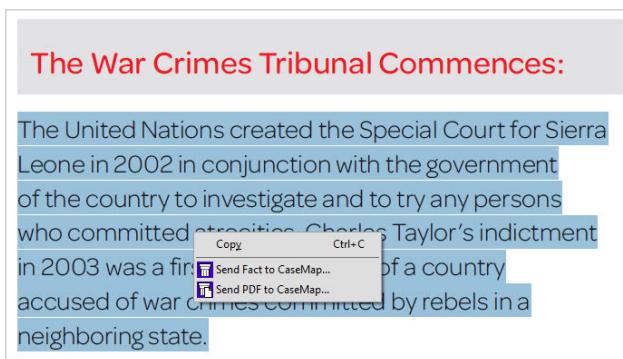
The screenshot shows the LexisNexis CaseMap software interface. The 'New Record' button in the top-left toolbar is highlighted with a red box. A tooltip 'Easily enter information' is displayed above the toolbar. The main window displays a table titled 'OBJECTS - DOCUMENTS' with 36 records. The columns include Bates - Begin, Bates - End, Pages, Date, Full Name, Short Name, Key, Type +, and Author. The first few rows show entries such as 'P001232' (Email from Phil Hawkins at 20021010 to William Lang) and 'P001233' (Hawkins Letter of 8/2/2005).

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

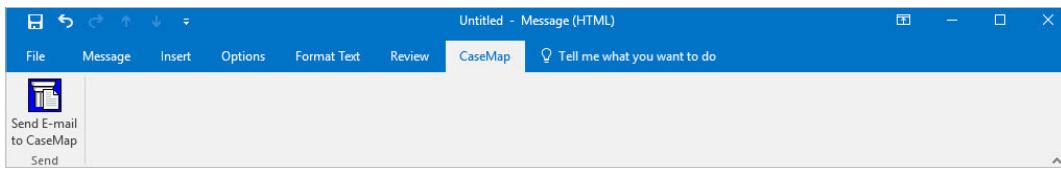
The easiest way to add facts to the Facts spreadsheet is to pull them directly from documents. CaseMap software is integrated with over **30 litigation support programs**, using an easy **Send to CaseMap** feature.

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.



The screenshot shows a Microsoft Word document with the title 'The War Crimes Tribunal Commences:'. A portion of the text is highlighted in blue. A context menu is open over the highlighted text, showing options: 'Copy', 'Ctrl+C', 'Send Fact to CaseMap...', and 'Send PDF to CaseMap...'. The text in the document discusses the creation of the Special Court for Sierra Leone in 2002 to investigate war crimes, mentioning Charles Taylor's indictment in 2003.

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



The screenshot shows the Microsoft Outlook ribbon with the 'CaseMap' tab selected. The main pane displays a message titled 'Untitled - Message (HTML)'. On the left, there is a ribbon bar with tabs: File, Message, Insert, Options, Format Text, Review, CaseMap, and a search bar. Below the ribbon, there is a toolbar with icons for 'Send E-mail to CaseMap' and 'Send'.

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

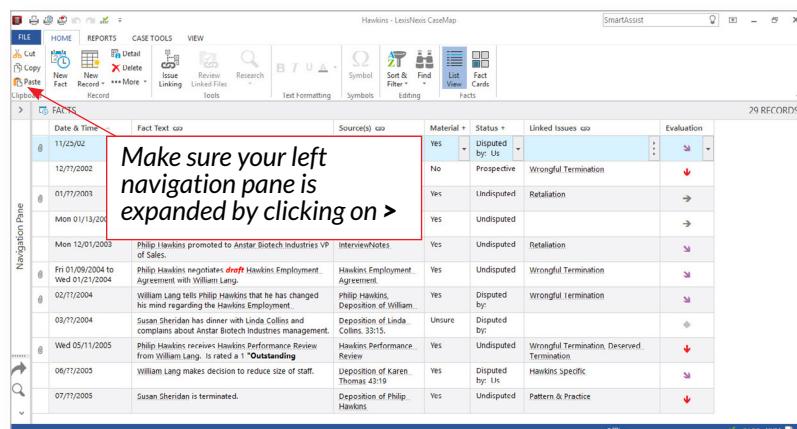
Changing the spreadsheet view

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

FACTS (Search Results)	
Date & Time	Fact Text
Mon 11/25/2002	LangW meets Hawkins while touring in Bakersfield.
12/??/2002	William Lang invites William Lang to visit Anstar Biotech Industries VP of Sales.
01/??/2003	William Lang offers position at Anstar Biotech Industries VP of Sales.
Mon 01/13/2003	Philip Hawkins joins Anstar Biotech Industries VP of Sales Manager.
Mon 12/01/2003	Philip Hawkins promoted to Anstar Biotech Industries VP of Sales.
Fri 01/09/2004 to Wed 01/21/2004	Philip Hawkins negotiates draft Hawkins Employment Agreement with William Lang.
02/??/2004	William Lang tells Philip Hawkins that he has changed his mind regarding the Hawkins Employment...
Wed 05/11/2005	Philip Hawkins receives Hawkins Performance Review from William Lang. Is rated a 1 "Outstanding"
06/??/2005	William Lang makes decision to reduce size of staff.

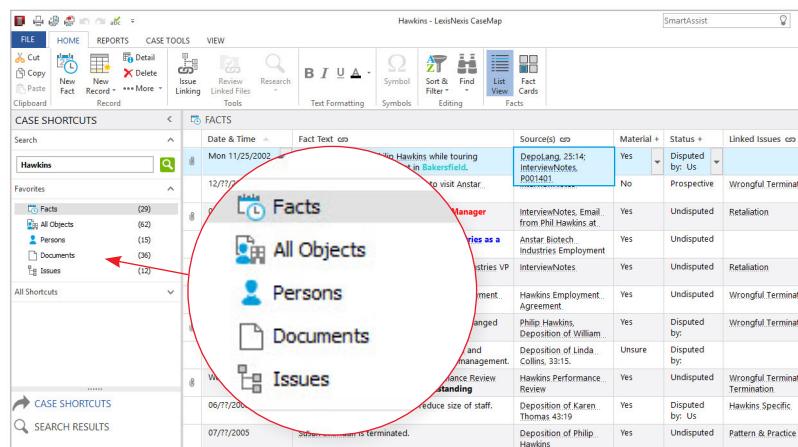
Click the field you want to change, then right-click to choose your options.



The screenshot shows the LexisNexis CaseMap interface with the left navigation pane expanded. A red box highlights the 'FACTS' tab in the ribbon and the expanded navigation pane below it. The text 'Make sure your left navigation pane is expanded by clicking on >' is overlaid on the navigation pane area.

Date & Time	Fact Text	Sources(s)	Material	Status	Linked Issues	Evaluation
11/25/02	Philip Hawkins promoted to Anstar Biotech Industries VP of Sales.	Yes	Disputed by: Us	→		
12/11/2002	Philip Hawkins invites William Lang to visit Anstar Biotech Industries VP of Sales.	No	Prospective	Wrongful Termination	↓	
01/17/2003	William Lang offers position at Anstar Biotech Industries VP of Sales.	Yes	Undisputed	Retaliation	→	
Mon 01/13/2003	Philip Hawkins joins Anstar Biotech Industries VP of Sales Manager.	Yes	Undisputed	Retaliation	→	
Mon 12/01/2003	Philip Hawkins promoted to Anstar Biotech Industries VP of Sales.	Yes	Undisputed	Retaliation	→	
Fri 01/09/2004 to Wed 01/21/2004	Philip Hawkins negotiates draft Hawkins Employment Agreement with William Lang.	Yes	Undisputed	Wrongful Termination	↓	
02/17/2004	William Lang tells Philip Hawkins that he has changed his mind regarding the Hawkins Employment...	Yes	Disputed by: Us	Wrongful Termination	↓	
09/17/2004	Susan Sheridan has dinner with Linda Collins and complains about Anstar Biotech Industries management.	Unsure	Disputed by: Us	Wrongful Termination	↓	
Wed 05/11/2005	Philip Hawkins receives Hawkins Performance Review from William Lang. Is rated a 1 "Outstanding"	Yes	Undisputed	Wrongful Termination, Deserved Termination	↓	
06/17/2005	William Lang makes decision to reduce size of staff.	Yes	Disputed by: Us	Hawkins Specific	↓	
07/17/2005	Susan Sheridan is terminated.	Yes	Undisputed	Pattern & Practice	↓	

Minimized navigation pane



The screenshot shows the LexisNexis CaseMap interface with the left navigation pane expanded. A red box highlights the 'FACTS' tab in the ribbon and the expanded navigation pane below it. The navigation pane displays categories: Facts, All Objects, Persons, Documents, and Issues. The text 'Make sure your left navigation pane is expanded by clicking on >' is overlaid on the navigation pane area.

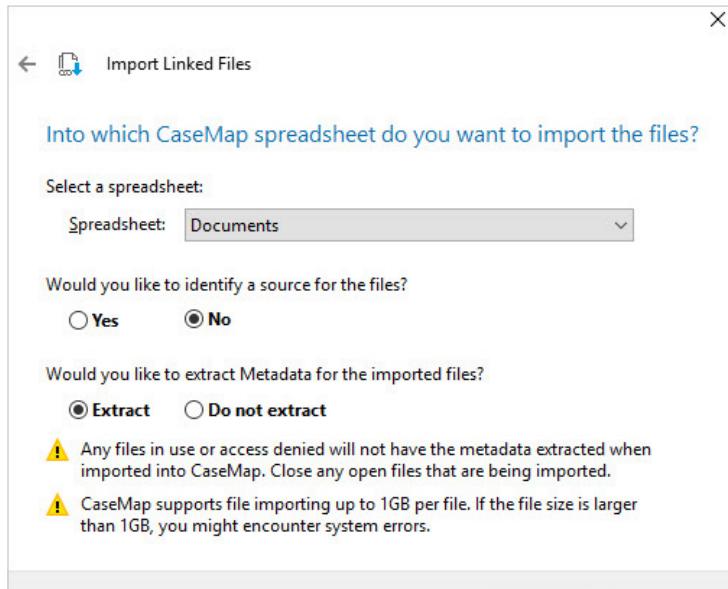
Date & Time	Fact Text	Sources(s)	Material	Status	Linked Issues
Mon 11/25/2002	Philip Hawkins while touring in Bakersfield.	Deposing 2514; InterviewNotes; P001421	Yes	Disputed by: Us	
12/11/2002	William Lang invites William Lang to visit Anstar Biotech Industries VP of Sales.	No	Prospective	Wrongful Termination	
01/17/2003	William Lang offers position at Anstar Biotech Industries VP of Sales.	Yes	Undisputed	Retaliation	
Mon 01/13/2003	Philip Hawkins joins Anstar Biotech Industries VP of Sales Manager.	Yes	Undisputed	Retaliation	
Mon 12/01/2003	Philip Hawkins promoted to Anstar Biotech Industries VP of Sales.	Yes	Undisputed	Retaliation	
Fri 01/09/2004 to Wed 01/21/2004	Philip Hawkins negotiates draft Hawkins Employment Agreement with William Lang.	Yes	Undisputed	Wrongful Termination	
02/17/2004	William Lang tells Philip Hawkins that he has changed his mind regarding the Hawkins Employment...	Yes	Disputed by: Us	Wrongful Termination	
09/17/2004	Susan Sheridan has dinner with Linda Collins and complains about Anstar Biotech Industries management.	Unsure	Disputed by: Us	Wrongful Termination	
Wed 05/11/2005	Philip Hawkins receives Hawkins Performance Review from William Lang. Is rated a 1 "Outstanding"	Yes	Undisputed	Wrongful Termination, Deserved Termination	
06/17/2005	William Lang makes decision to reduce size of staff.	Yes	Disputed by: Us	Hawkins Specific	
07/17/2005	Susan Sheridan is terminated.	Yes	Undisputed	Pattern & Practice	

Expanded navigation pane

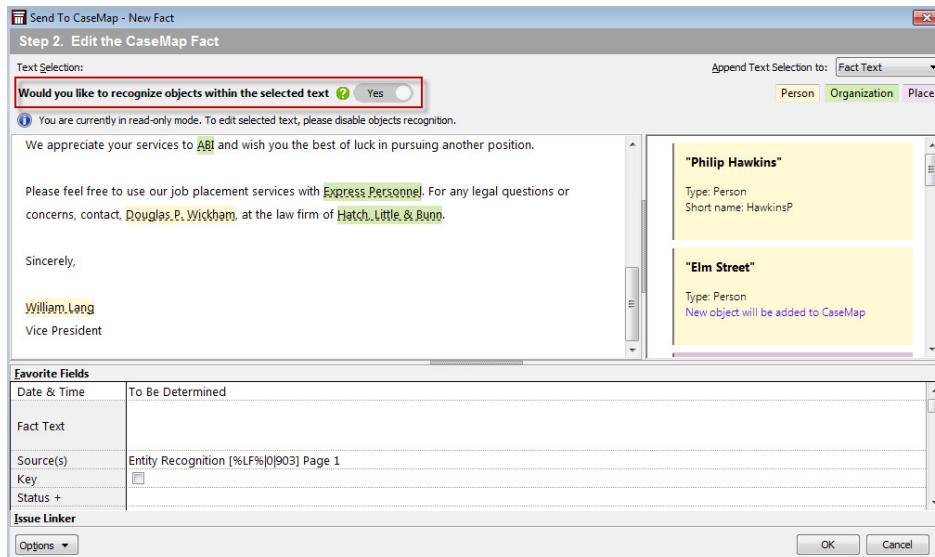
Custom view sharing

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



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



Object recognition

Establish relationships between data types within your case file

Short Name	# Facts	# Undisputed Facts	# Facts Disp by Opp	Key	Description
WrongfulTermination	6	4	1		
AgeDiscrimination	8	5	0		If you expect the case team to grow over
HawkinsSpecific	6	4	0		
Pattern&Practice	1	1	0		
Retaliation	6	5	0		
Transfer	1	1	0		
Demotion	3	2	0		
DeserveTermination	4	3	1		Even though Philip Hawkins wasn't fired f
Damages	5	1	1		
FailureToMitigate	4	1	1		
Lost Wages	1	0	1		
MentalAnnoyish	3	1	1		

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

Full Name	Short Name	# Facts	# Undisputed Facts	# Facts Disp by Opp	Key	Description
1 Wrongful Termination	WrongfulTermination	6	4	1		
2 Age Discrimination	AgeDiscrimination	8	5	0		If you expect the case team to grow over
3.1 Hawkins Specific	HawkinsSpecific	6	4	0		
3.2 Pattern & Practice	Pattern&Practice	1	1	0		
4 Retaliation	Retaliation	6	5	0		
4.1 Transfer	Transfer	1	1	0		
4.2 Demotion	Demotion	3	2	0		
5 Deserved Termination	DeserveTermination	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 Annoyish	MentalAnnoyish	3	1	1		

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.

Date & Time	Fact Text	Sort
Mon 11/25/2002	LangW meets Haw Bakersfield.	Sort Ascending
12/22/2002	William Lang invite tech. Industries f	Sort Descending
Mon 12/01/2003	William Lang offers position at Anstar B	Hide Field
	Philip Hawkins jo es Manager.	Insert Fields
	Philip Hawkins promoted to Anstar Biotech Industries VP of Sales.	Rename Field
		Field Properties

Sorting a spreadsheet

Sorting determines how the rows in a spreadsheet are displayed.

Fields with 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.

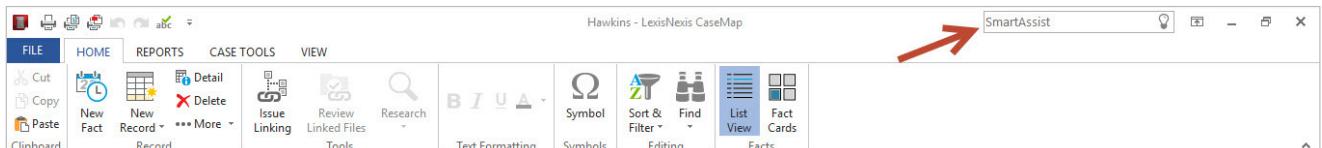
You can use the **Instant Search** feature to run most filters.

The screenshot shows the LexisNexis CaseMap interface with the 'FACTS' spreadsheet open. A search filter 'Linked To Fact Text: "William Lang"' is applied. A context menu is open over a specific row, showing options like 'Filter by Selection' and 'Tag by Selection'. The spreadsheet displays several rows of fact data, with one row highlighted in blue. A tooltip provides details about the selected row: 'Full Name: Philip Hawkins', 'Object Type: Person', and 'Role In Case: Plaintiff - Former Vice President of Sales at Anstar Biotech Industries'. The row contains fields such as 'HawkinsP. DepoLang.' (Yes), 'Disputed by:' (Yes), and 'Wrongful Termination' (Yes).

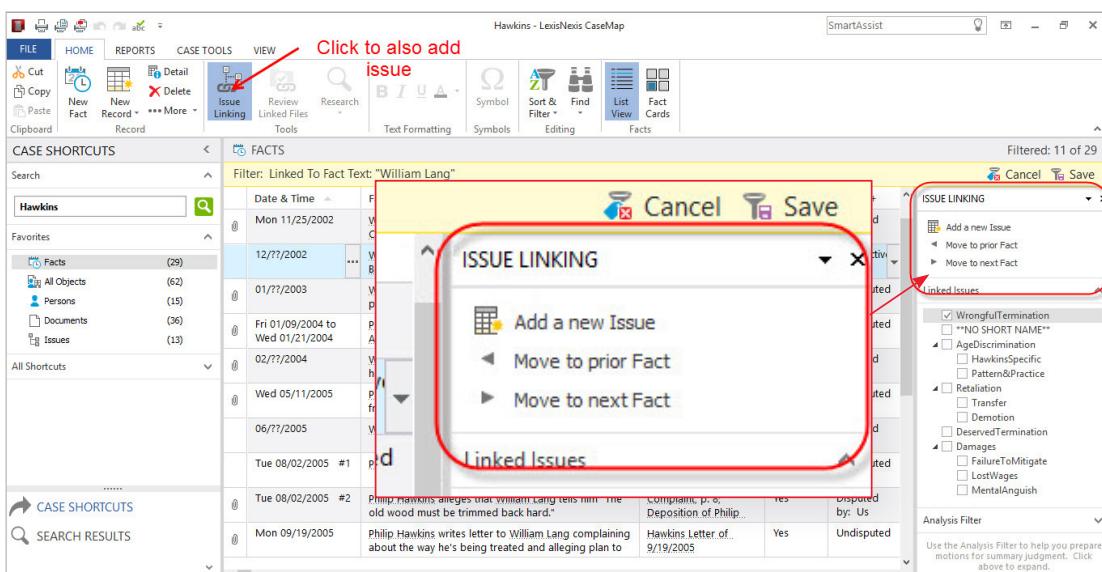
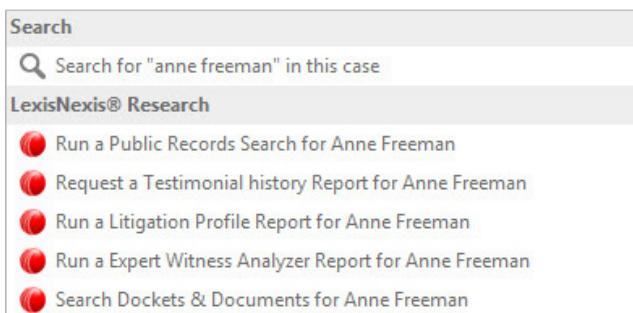
Add criteria to your filter/search to refine the records even further. When you run another filter on a spreadsheet that's already filtered, you'll see the **Combining Two Searches** dialog box.

The screenshot shows the LexisNexis CaseMap interface with the 'FACTS' spreadsheet open. A search filter 'Linked To Fact Text: "William Lang"' is applied. A red box highlights a note in the center of the screen: 'Or use Guided Search by clicking Search on the toolbar. Click Search Results on the navigation pane.' The spreadsheet displays several rows of fact data, with one row highlighted in blue. A tooltip provides details about the selected row: 'Full Name: William Lang', 'Object Type: Person', and 'Role In Case: Plaintiff - Former Vice President of Sales at Anstar Biotech Industries'. The row contains fields such as 'Deposition of William Lang, 25:14;' (Yes), 'Disputed by: Us' (Yes), and 'Wrongful Termination' (Yes). The navigation pane on the left shows 'SEARCH RESULTS'.

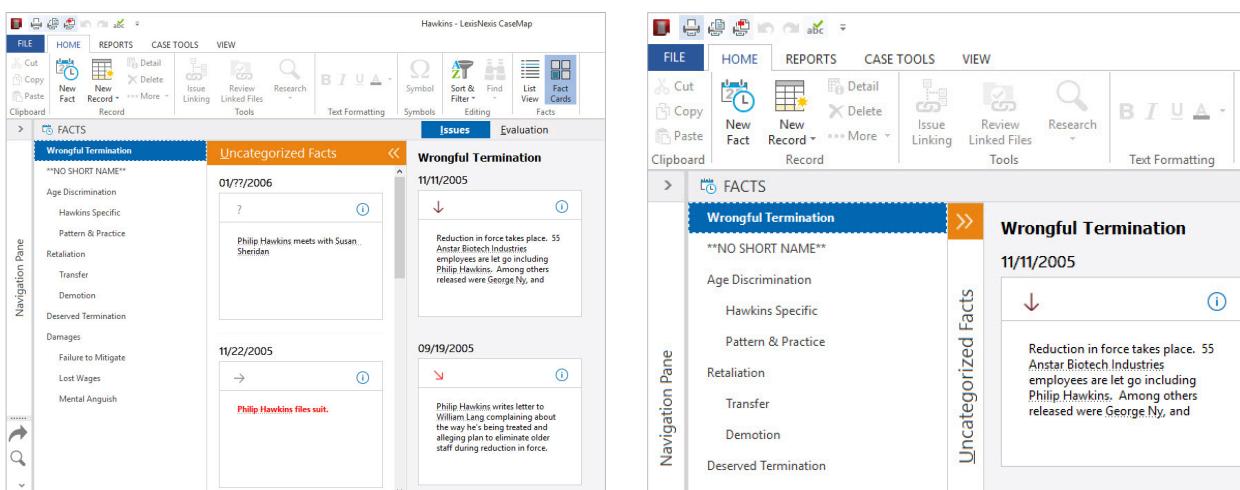
You'll find several useful searches for every spreadsheet on the pull-down menu and on the **My Saved Searches** fly-out menu.



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



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

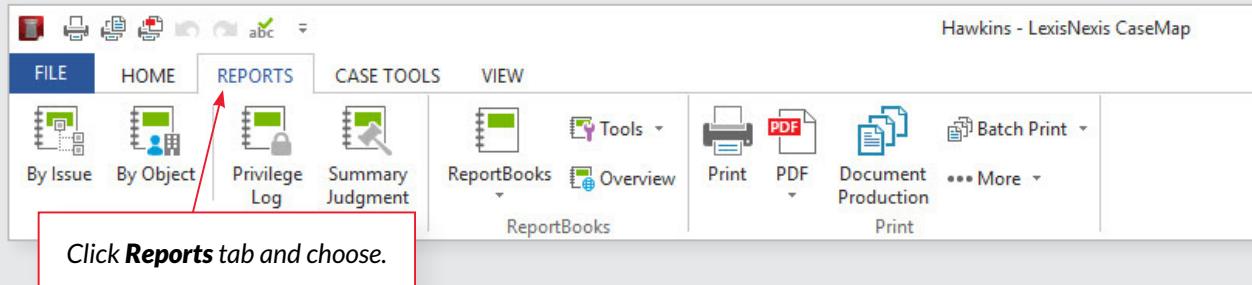


Fact card view visually stacks up facts in favor or against.

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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