SIGN-ON:
1. Law School Homepage Website: www.lexisnexis.com/lawschool
2. Lexis Advance Website: www.lexisadvance.com

SUPPORT OPTIONS:
1. Lexis Rep Camden Delong at camden.delong@lexisnexis.com
2. LexisNexis Research Attorneys available 24/7 at 1.800.45.LEXIS (53947) or via Live Support

I. IDENTIFYING POTENTIAL EMPLOYERS
   - In the Pre-Search Filters at the bottom of the red search box, set to All Content Types, then the state and practice area you would like to work in.
   - In the red search box type: Hastings w/5 J.D.
   - Click on the Directories tab, to get a list of all firms that have attorneys from your school and do work in your practice area.
     - If you are looking to work in a specific city, type the city name in the Search Within Results box.
     - Click on a firm to see their specific attorneys.
   - To easily navigate through the firms, click the box that says All Terms, select your school, then click the arrows directly to the right to jump to all the attorneys from your school.
   - Tip: remember to change the pre-search filters back to All Content Types, All Jurisdictions and All Practice Areas before starting a research assignment!

II. PREPARE FOR INTERVIEWS – In the top left, click the button that says Research. Click Litigation Profile Suite
   - Choose what type of person you are searching for: an expert witness, judge or attorney.
   - Start typing in the person’s name and click Search. Ex: John Keker
   - A snapshot screen will display with the person’s profile, practice history and publications.
   - Research Employers’ Cases on Lexis Advance: Demonstrate your knowledge of and interest in a particular organization
     - Under the Cases Tab, Narrow by Law Firm on the left-hand-side.
     - Use the sliding Timeline to restrict the date to recent cases only (i.e., previous two years)
     - Search within Results (aka Focus) or Narrow by Practice Areas & Topics – find cases that deal with a specific practice area
   - Tip: Make sure you read the case and Shepardize it before referencing it in an interview or your cover letter!
     - Similarly, locate briefs filed by the employer via the Briefs & Pleadings Tab. Understand fully the employer’s argument for the case you want to reference!
   - View Publications by Potential Employers: create a discussion in an interview and gain further understanding of the organization or individual.
     - Select the Secondary Tab. Narrow by Content Type, Source, or Practice Areas & Topics
   - Research Employers in the News to see what events or issues are of concern to an individual or organization. Select the News Tab and add a date restriction via the sliding Timeline
   - View the Firm’s website via Lexis Web
     - No need to open a separate browser! Simply click on the Web Tab.

Don’t Know Who Your Interviewer Is? Type the firm name into the red search box with quotes. Ex: “Gordon & Rees”
   - Tip: Make sure you change the pre-search filters back to All Content Types, All Jurisdictions and All Practice Areas
   - Use the same steps above to locate Cases, News, Websites and Secondary Sources on the firm. Make sure you have the right jurisdiction!