

## **“Cheat Sheet” for using Casemaker to do Caselaw Searches**

### **And Search**

To find cases that have the words officer, warrantless, search and cocaine, put a space between the keywords:

**officer warrantless search cocaine**

### **Or Search**

To find cases that have homicide and the words gun or knife, put the “or” words in parentheses and separate them with a comma (do not leave a space after the comma!):

**homicide (gun,knife)**

### **Phrase Search**

If you want to find exact text in a search query, you might want to use a phrase search. To do a phrase search, put the phrase you want to exactly find in quotes:

**“wrongful death” “next of kin” damages**

This search will find the phrases “wrongful death” AND “next of kin” AND the word damages.

### **Exclusion Search**

If you want to find cases that do not include a specific word (or phrase), you need to put a minus sign in front of the word. Do not put a space between the minus sign and the word:

**property -residential**

This search will include cases with the word “property” and that do not include “residential.”

**property -residential -“assessment covenants”**

This search will include cases with the word “property” and not the word “residential” or the phrase “assessment covenants.”

### **Thesaurus Expansion**

Enables you to expand your search to cases that have words related to the keywords in your search:

**DWI ~school**

This search will include DWI cases that include school, institution, university, etc. The ~ (tilde) must come directly in front of the word being expanded.

### **Prefix and Suffix Expansion**

Enables you to search using a base word, e.g. run\* would then find run, running, runner, runners, runs, etc.

**robbery run\***

This search will find cases that include robbery and run, running, runner, etc.

### **Sorting Cases by Ascending and Descending Date**

- To sort your results by date, you will need to use the Advanced Search Screen.
- Use your basic search capabilities learned above in the “Full document search query” box.
- Click on the result order box, and change to either descending date (the most recent first) or ascending date order (the oldest case first).

### **Searching by Case Name, Official Citation or Southeastern Citation**

These three different ways to search are all entered in the “Cite” box on the Advanced Search Screen.

Enter the citation OR case name in the “Cite” box. (Do not include “v” in the case names).

Above the “Cite” box are bullets: Official Cite, Case Name or Southeastern Cite. Click the button next to your choice of which one you wish to search by. Try each of these three different searches:

<b>349 N.C. 290</b>	<i>(official citation)</i>
<b>Polaroid Offerman</b>	<i>(case name)</i>
<b>507 S.E.2d 284</b>	<i>(Southeastern citation)</i>