1.0 Casemaker Web Library Development

The Oregon State Bar is able to bring members the Casemaker Web Library through a partnership with the Lawriter Corporation, owned and operated by Joe Shea, a trial attorney and member of the Ohio State Bar Association (OSBA). Lawriter started in the electronic legal publishing business in the mid 1980’s and, as a result, developed a huge library of Ohio case law and statutes. The OSBA originally began to work with Lawriter in late 1995 using this data to create the Casemaker CD-ROM library.

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 Web 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 Web 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 state’s libraries and the Federal library, thereby sharing each others’ cases and statutes. In June 2000, Nebraska joined the consortium and has been online since February 2001, North Carolina went online June 2001, Connecticut went online in October 2001, Idaho in the spring of 2003, Maine in August of 2003 and Oregon in September of 2003. 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 state libraries.

The Casemaker™ web library is available to all active members of the Oregon State Bar. Inactive members may purchase subscriptions by calling the bar at 503-620-0222 or 1-800-452-8260, ext 302 for Cathi Pittman or ext 413 for the order desk.
2.0 Accessing the Casemaker Web Library

2.1 Accessing Casemaker
To gain access to the Casemaker Web Library, go to the Oregon State Bar home page located at www.osbar.org. Once you are on the OSB home page, click on the Casemaker Member Login link located in the upper right hand corner of the page. When you click on the Casemaker link, you will be required to verify that you are an active member of the OSB by going through the member login process, which is pictured below.

First Time User Login – Click on First Time User in the Login Help Box
1. Enter your bar number in the bar number field.
2. Enter your birthdate in the birthdate field.
3. Check your email at the email address you have on file with the bar for your temporary password.
4. Once you have your temporary password, return to the Casemaker login screen and enter that password along with your bar number in the correct fields. At this point, you can change your password to the password of your choice. From now on, to enter Casemaker, you will use your bar number and password.
5. Click yes to both questions at the end of the license agreement, then click accept.
2.2 Casemaker Web Library Contents

The Casemaker Web Library contains a library of state and federal resources.

<table>
<thead>
<tr>
<th>LIBRARY CONTENTS</th>
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<tbody>
<tr>
<td>FEDERAL LIBRARY</td>
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<td>CONNECTICUT LIBRARY</td>
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<td>RHODE ISLAND LIBRARY</td>
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<td>VERMONT LIBRARY</td>
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</table>
The Federal Library includes:

- U.S. Cir. Opinions
- U.S. Supreme Court Opinions
- Federal Court Rules
- US Constitution
- US Code
- Code Of Federal Regulations

The Oregon Library includes:

- Caselaw
- General Statutes
- Attorney General Opinions
- Administrative Rules
- Court Rules
- Constitution
- Bankruptcy Opinions
- Oregon District Court
- OSB Ethics Opinions
Information on the Contents of the Federal Library

Currency List:

U.S. Supreme Court Opinions:
1935 – Previous Month’s Releases

U.S. Circuit Opinions:*
The Circuit Opinions’ database includes primary, published (and unpublished, if provided by the court) decisions made available electronically by the individual courts.
Updates are added within 30 days of release.
The included circuits and beginning coverage are as follows:
- 1st (Partial 1995)
- 2nd (1989)
- 3rd (Partial 1995)
- 4th (Partial 1995)
- 5th (Partial 1995)
- 6th (1990)
- 7th (Partial 1995)
- 8th (Partial 1995)
- 9th (Partial 1995)
- 10th (Partial 1995)
- 11th (Partial 1995)
- DC (2001)
* NOTE: Circuit court cases were made available by the courts to us in the year of the decision. Case coverage varies from provider to provider. Not every case is on this or any other service. We recommend searching more than one service to obtain a “close as possible” comprehensive search result list.

U.S. Code:
2002 Version (updated quarterly as provided by the government)

U.S. Code of Federal Regulations:
2002 Version (updated quarterly as provided by the government)

Federal Court Rules:
Rules are updated as changes become effective
Included are:
- U.S. Supreme Court Rules
- Federal Rules of Criminal Procedure
- Federal Rules of Civil Procedure
- Federal Rules of Evidence
- Federal Rules of Appellate Procedure
- Rules for the U.S. Circuit Courts (1st - 11, DC, Federal)
- Local Federal District Rules for Idaho
- Local Federal Bankruptcy Rules for Idaho
## Information on the Contents of the Oregon Library

### OREGON LIBRARY INFORMATION

<table>
<thead>
<tr>
<th>Oregon Caselaw</th>
<th>Attorney General Opinions</th>
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<tbody>
<tr>
<td>Oregon Reports</td>
<td>Opinions from 1940 forward</td>
</tr>
<tr>
<td>(160 Or. (1939) to present)</td>
<td></td>
</tr>
<tr>
<td>Oregon Appellate Reports</td>
<td>Bankruptcy Opinions</td>
</tr>
<tr>
<td>(1 Or. App. (1969) to present)</td>
<td>As received from the Bankruptcy Court (1990 to present)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Oregon Statutes &amp; Acts</th>
<th>Oregon Federal District Opinions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statutes</td>
<td>727 F.Supp. (1990) to present</td>
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<tr>
<td>Session Laws</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Oregon Constitution</th>
<th>Oregon Administrative Rules</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Oregon Court Rules</th>
<th>State Bar Formal Ethics Opinions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rules of Civil Procedure</td>
<td>1991 to present</td>
</tr>
<tr>
<td>Rules of Evidence</td>
<td></td>
</tr>
<tr>
<td>Rules of Appellate Procedure</td>
<td></td>
</tr>
<tr>
<td>Uniform Trial Court Rules</td>
<td></td>
</tr>
<tr>
<td>Code of Judicial Conduct</td>
<td></td>
</tr>
<tr>
<td>Local Bankruptcy Rules</td>
<td></td>
</tr>
<tr>
<td>Professional Responsibility Rules</td>
<td></td>
</tr>
<tr>
<td>Supplementary Local Rules</td>
<td></td>
</tr>
</tbody>
</table>
## Oregon State Library Update Schedule

The following materials collectively comprise the State Library:

<table>
<thead>
<tr>
<th>Materials</th>
<th>Update Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Oregon Supreme Court decisions from 1939; Court of Appeals from 1969</td>
<td>Supreme Court within 48 hours after posting on Court's website; Court of Appeals within 7 days of posting</td>
</tr>
<tr>
<td>2. Oregon Statutes with case annotations as provided by the Legislative Counsel</td>
<td>Within 21 days after receipt of bi-annual revision from the Legislative Counsel in electronic format</td>
</tr>
<tr>
<td>3. Oregon Constitution</td>
<td>Within 14 days after receipt of electronic file or from posting on government website after passage</td>
</tr>
<tr>
<td>4. Oregon Attorney General Opinions from 1940</td>
<td>Within 14 days after posting on the AG website</td>
</tr>
<tr>
<td>5. Oregon Administrative Rules</td>
<td>Within 21 days after receipt of annual revision from the State in electronic format</td>
</tr>
<tr>
<td>6. Rules of Practice as follows:</td>
<td>Within 30 days after receipt of change</td>
</tr>
<tr>
<td>Oregon Rules of Civil Procedure (ORCP)</td>
<td></td>
</tr>
<tr>
<td>Oregon Evidence Code</td>
<td></td>
</tr>
<tr>
<td>Oregon Rules of Appellate Procedure (ORAP)</td>
<td></td>
</tr>
<tr>
<td>Uniform Trial Court Rules (UTCR)</td>
<td></td>
</tr>
<tr>
<td>Oregon Code of Judicial Conduct</td>
<td></td>
</tr>
<tr>
<td>Supplementary Local Rules (SLR)</td>
<td></td>
</tr>
<tr>
<td>Local Bankruptcy Rules</td>
<td></td>
</tr>
<tr>
<td>Oregon Professional Responsibility Rules</td>
<td></td>
</tr>
<tr>
<td>7. Bankruptcy Opinions from the Oregon Federal Bankruptcy Court, 1990 to current as posted in PDF files and converted by Lawriter to machine-readable text</td>
<td>All previous month’s PDF posted decisions converted and added by the 15th of the following month</td>
</tr>
<tr>
<td>8. Oregon District Court decisions as reported in Fed. Supp. from 1990 to 2000 and all federal district court decisions from 2001 to current as provided by University of Oregon Law School</td>
<td>Within 14 days after receipt of word processing file from University of Oregon Law School</td>
</tr>
<tr>
<td>9. Oregon State Bar Formal Ethics Opinions from 1991</td>
<td>Within 14 days after receipt of word processing file with new opinions</td>
</tr>
</tbody>
</table>

All of the materials set forth above shall be provided by Lawriter and constitute Lawriter-Supplied Materials for all purposes of this Agreement.
3.0 Conducting Research Using the Casemaker Web 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:

![Search Navigation Bar](image)

3.1.2 Document Navigation Bar
Once you open a document, this is the navigation bar that will appear on your screen:

![Document Navigation Bar](image)

3.1.3 Navigation Bar Buttons
Take a moment to familiarize yourself with the buttons on the navigational bars. This information is also available in the help section of Casemaker.

![Navigation Bar Buttons](image)
3.2 Browsing using Casemaker

The browse function in the Casemaker Web Library allows users to click down to the desired library resource without developing search strings.

BROWSE

The Current Session Laws have been incorporated into the Oregon Statutes book. They can be accessed by searching for the Session Law numbers.

Oregon Statutes

Find the individual statute, 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.

BROWSE

- Title 1 COURTS OF RECORD; COURT OFFICERS; JURIES
- Title 2 PROCEDURE IN CIVIL PROCEEDINGS
- Title 3 REMEDIES AND SPECIAL ACTIONS AND PROCEEDINGS
- Title 4 EVIDENCE AND WITNESSES
- Title 5 SMALL CLAIMS DEPARTMENT OF CIRCUIT COURT
- Title 6 JUSTICE COURTS AND CIVIL PROCEEDINGS THEREIN
- Title 7 CORPORATIONS AND PARTNERSHIPS
- Title 8 COMMERCIAL TRANSACTIONS
- Title 9 MORTGAGES AND LIENS
- Title 10 PROPERTY RIGHTS AND TRANSACTIONS
- Title 11 DOMESTIC RELATIONS
- Title 12 PROBATE LAW

continued…
3.3 Search Logic and Types of Searches
The Casemaker Web 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.

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

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.

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).

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. The search here will find all cases that have the words DWI and wine, as well as cases that have words related to wine, such as beer, alcohol, etc.

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

**SEARCH RESULTS**

Approximately 286 matching documents were found. Results have been limited to the first 100 documents.

<table>
<thead>
<tr>
<th>Cite</th>
<th>Decided</th>
<th>Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>208 Or. 480</td>
<td>10/24/1956</td>
<td>72.6%</td>
</tr>
<tr>
<td>Gamble v. Sukut</td>
<td></td>
<td></td>
</tr>
<tr>
<td>291 Or. 49</td>
<td>05/27/1981</td>
<td>72.6%</td>
</tr>
<tr>
<td>Peter Kiewit Sons' Co. v. The Port of Portland</td>
<td></td>
<td></td>
</tr>
<tr>
<td>49 Or. App. 1005</td>
<td>00/00/1000</td>
<td>71.9%</td>
</tr>
<tr>
<td>Peter Kiewit Sons' Co. v. Port of Portland</td>
<td></td>
<td></td>
</tr>
<tr>
<td>76 Or. App. 180</td>
<td>10/30/1985</td>
<td>71.9%</td>
</tr>
</tbody>
</table>

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.
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.

**Warning**

*No documents matching your search query could be found.*

Please try broadening your search criteria. If you are still having difficulty locating documents, try referring to the online help documentation.

Please click the revise search button in the navigation bar above to modify your current search criteria.

Thank you.
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.

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, Case Name, Oregon 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., 323 Or. 589

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 v.).

Pacific Cite must be entered exactly as it is shown in the library documents, i.e 182 Or. App. 217

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 below. “Within 1,000 characters” is similar to a large paragraph and “Within 500 characters” is similar to a medium paragraph. The sentence option finds cases in which your keywords appear in the same sentence.

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.

4.5 **Using CiteCheck**
CiteCheck™ automatically locates all cases that cite the case you are viewing and allows you to
link directly to those cases.

The CiteCheck feature is currently available in the Oregon reported case law library. When you conduct a search, pull up results and click on the full-text of a case, CiteCheck cases will appear in a separate frame to the right of the case. To access one of the cases that appear in CiteCheck, simply click on the official cite.

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 into a word processing file, click the print doc button on the navigation bar. This removes all of the Casemaker Web 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.
Frequently Asked Casemaker® Questions

Q: Is there a number I can call if I have questions about Casemaker?
A: Yes, call the Oregon State Bar at 503-620-0222 x 0 or 800-452-487-8260 x 0 and ask for Casemaker assistance during normal business hours. OSB business hours are from 8 a.m. to 5:00 p.m., Monday thru Friday.

Q: Where can I turn for help if I have questions after business hours?
A: Click on the help button in the upper right-hand portion of the Casemaker navigation bar. Casemaker online help provides complete instruction on the use of Casemaker. You can also refer to the online tutorial or this hard-copy user manual.

Q: I am having trouble logging on to Casemaker for the first time, what could be wrong?
A: There are several common problems users experience in this area:
- Make sure you are entering your five-digit bar number
- Make sure you haven’t misspelled anything.
- If the first two suggestions don’t solve your problem, your computer may not be accepting “cookies,” which are little bits of information saved on your computer that allows you to access the site. You might need to change your security settings to allow for cookies or at a minimum allow your browser to accept cookies from the www.lawriter.net and www.osbar.org Web sites.

Q: How do I search for an individual case if I have the official citation?
A: Pick the book where the official citation would appear and click on the search option. Once you are in the search screen, click on the “Advanced Search” tab. You will see the cite field. Simply type the exact citation in the cite field and you will pull up that case. Make sure that you type in the exact citation.

Q: How do I search for an individual case if I know the case name?
A: Pick the book where the case would appear and click on the search option. Once you are at the search screen, click on the “Advanced Search” tab. You will see the cite field. Take your mouse and click the radio button directly above the cite field that says, “case name.” By changing to “case name” the cite field is now expecting you to plug in a case name instead of an official citation. Simply type in one or both of the parties names and hit search. You should not put in the v. or even the full case name, just the most unique portions of each parties name. And, if one of the names is very unique, only one names is necessary.

Q: Can I search multiple books at the same time?
A: Currently the Casemaker Web Library doesn’t allow you to search multiple books using built-in search functionality. However, utilizing tools built in to your Web browser, you can open additional versions of your Web browser and search different books almost simultaneously.

Q: How does the search engine decide the rank of search results?
A: The ranking algorithm takes into consideration relative word ordering, word proximity, database frequency, document frequency, and position in text.

Q: How can I narrow my search results? The search is returning too many results.
A: There are several things you can do to narrow your search, including:
- Add additional key words to your search, using the revise search button.
- If you are searching for a phrase, make sure you are placing the phrase inside of quotes. (Ex. “next of kin”) 
- Utilize the tools available to you in the Advanced Search Screen that allow you to narrow the proximity in which your key words/phrases appear, utilize the fields in conjunction with key words in the full document search query or use the date range option.

Q: Why do I keep getting an error message saying “No documents matching your search query could be
There are several reasons you could be getting this error message, including:
- You have developed too narrow of a search. Consider reducing the number of key words or phrases in your search query.
- You might have misspelled one of the words in the search string, field entry, etc. Casemaker search logic looks for the exact spelling of key words.
- Make sure you are searching the correct book.

Q: Why does the URL change when I click the Enter Casemaker button?
A: The actual Casemaker Web Library is located on the Lawriter Web site located in Cincinnati. When you access Casemaker you are transferred from the OSB Web site to the Lawriter site.