Guide to Document Retrieval

by

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ROBERT S. MARX LAW LIBRARY
UNIVERSITY OF CINCINNATI COLLEGE OF LAW

www.law.uc.edu/library/

Purpose and Goals

The purpose of this handout is to give a broad overview to online sources for those who would like to obtain their own documents online. If you are not already familiar with the Law Library Homepage (http://www.law.uc.edu/library/), we highly recommend that you spend a few minutes looking at the webpage so that you become familiar with the layout and content. Most of the resources highlighted in this handout are accessed via the Law Library Homepage.

Libraries at the University of Cincinnati

There are five library systems at the University of Cincinnati: AIT&L (the Medical Library), Clermont College Library, the Law Library, Raymond Walters Library, and University Libraries. The University Libraries consists of Langsam Library, which is the main library on campus, Archives and Rare Books Libraries, College Conservatory of Music Library, Engineering Library, etc. These five library systems share one catalog, UCLID. You can find a link to UCLID on the Law Library Homepage (http://www.law.uc.edu/library/).

Items can be requested from any of UC's Libraries through UCLID and delivered to the Law Library. There are many online resources (especially electronic journal subscriptions) available via UCLID, as well.

Law Library

There are a number of resources available that are accessible to you via the Law Library Homepage. We have a list of Research Services, which includes links to Full Text Journals, Indexes and Databases, Hein Online, etc. On the Library webpage we also have a list of Research Guides that is broken down by topic and jurisdictions, as well as a link to individual legal publications, such as BNA.

Retrieving Journal Articles

Full Text Journals

You can find the list of the Law Library's electronic subscriptions to journals on our website (http://aj2vr6xy7z.search.serialssolutions.com/). The list is arranged alphabetically, so that you can browse the titles and find the one that you need, or you can also run a search by title to find the journal that you need. You can then follow the links to find the articles that you need and print them out.

You can also find out if the Law Library has an electronic subscription to a journal by searching for the journal in UCLID, our online catalog. For example, if you go to UCLID (http://uclid.uc.edu/screens/opacmenu.html) and search the Library catalog for the *Harvard Law Review* you will see a hyperlink included in the catalog entry. This indicates that we have an electronic subscription to the journal, which you can access via the hyperlink.

HeinOnline

This database includes hundreds of law journals which can be searched and retrieved in pdf format. The most recent copies of most law journals are usually not included in HeinOnline, but for most journals they do have up to the last volume issued. You can find the link to access HeinOnline from the Law Library Homepage under Research Services. To access the law journals database in HeinOnline, click on "Law Journal Library" on the HeinOnline homepage. The titles are arranged alphabetically, so you can browse the list to find the title that you need or you can search by the title or title phrase. From there you can follow the links to find the articles that you need and print them out.

JSTOR

This database includes hundreds of social science, humanities, economics, business, and science journals. They have begun to add a law journal database and they plan on adding more journals in the future. Jstor is very similar to HeinOnline in that it includes the earliest issues of the journals in its databases, although it does not have the most recent issues. To search Jstor, under Research Services on the Library's Homepage, click on the "Indexes and Databases" link; from there, under "Find Articles," chose the "Indexes & Databases" link again. This will take you to a page where you can search the databases alphabetically by choosing the first letter of the database for which you are looking; choose "J" for Jstor and then choose the "Connect" link under the Jstor entry.

There are many other electronic resources that are listed under Research Services on the Library's Homepage. In addition to the fore mentioned, there is also Lexis Academic Universe, which allows searching for cases and articles in a Lexis database that does not require a password. We also provide links to the following sites that are frequently used for document retrieval: Congressional Universe, Thomas – Library of Congress Legislative Service, Government Printing Office, and the Ohio Law Library (Ohio Legal Services).

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Retrieving Cases – pdf format

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Westlaw

Westlaw is currently in the process of loading the page images from the Regional Reporters and from the Federal Reporters into their databases. Eventually they will have all of the page images loaded into Westlaw. To access the reporter image of a case, use the "find" function, and type in the citation of the case which you are trying to locate. When the case comes up, if there is a reporter image, you will see a link at the top of the case which you can click on in order to access the image. You can then print out the case to the Westlaw printer or your attached printer.

Supreme Court Website

The Supreme Court website (http://www.supremecourtus.gov/) includes copies of opinions for the most recent sessions of the Court. To access the cases, go to the website and select "Opinions." Next, choose the session in which the decision was announced, and then choose the opinion which you would like to see.
HeinOnline

In addition to having journal articles as described above, HeinOnline also has the *United States Reports* and Slip Opinions in its database. To access the cases, go to HeinOnline as described previously. Choose "U.S. Supreme Court Library." You can then access the *U.S. Reports* and print out the case that you need.

Court Websites

Many state and federal courts post recent opinions on their websites. Sometimes they will be in pdf format; if not in pdf, then they will be in html. If you have a difficult time finding a case, it can be helpful at times to visit the court website to see if an opinion has been posted. Links to the Federal Court websites can be found at http://www.uscourts.gov/links.html.

FindLaw

Findlaw is considered by many to be *the* free web portal for law related information. It combines a vast directory of sites including a law-oriented web search engine, a full text library of case law, and federal and state documents. Findlaw also includes a comprehensive U.S. Supreme Court database including opinions, rules, briefs, and biographies, all completely free to the public.

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Retrieving Cases – html format

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Westlaw and Lexis-Nexis

Both Westlaw and Lexis-Nexis have published cases from all federal and state courts, and a great number of unpublished cases as well. To find a case, on Westlaw, you can use the "find" function and simply type in the citation of the case that you need. To find a case on Lexis, you can use the "get a document" function and simply type in the citation of the case that you need. If you cannot find a case in Westlaw or Lexis, that usually means the opinion was unpublished and that neither service decided to add it to their databases.

Retrieving U.S. Legislative & Regulatory Materials

THOMAS
Available @ http://thomas.loc.gov/. Thomas is the primary online resource for federal legislative material. The site contains new public laws, pending bills, status of legislation, committee reports and hearings. Full text of legislation is available from 1989 (101st Congress) to present.

GPO Access
Available @ http://www.gpoaccess.gov. GPO Access provides full-text access to the CFR, Federal Register, Congressional Record (back to 1995) and other government documents from the Government Printing Office.

Congressional Universe (access through UC Law Library).
Available @ http://www.law.uc.edu/library/. Congressional Universe contains a great deal of federal legislative material including: the U.S. Code, full text of laws back to 1988, Statutes at Large, CFR, Federal Register back to 1980, CIS Legislative Histories for public laws going back to 1970, committee reports back to the 101st Congress, Bills,Congressional Record back to the 99th Congress, and congressional hearing testimony.

Retrieving United Nations Documents

The United Nations has a great many of its documents online. The UN website itself is not very good for searching documents, but the websites of its various bodies, commissions, committees, etc., often have documents online.

Official Document System of the United Nations

Available @ http://documents.un.org/.
ODS covers all types of official United Nations documentation, beginning in 1993. Older UN documents are, however, added to the system on a daily basis. ODS also provides access to the resolutions of the General Assembly, Security Council, Economic and Social Council and the Trusteeship Council from 1946 onwards. To search the database, choose either "simple search" or "advanced search" and input your information in the form provided.

UN High Commission on Human Rights

This website can be found at www.ohchr.org. To search the databases, choose "Document Search" from the options listed on the right side of the screen. You can then run a search in their various databases for the document you need.

UNBISNET – United Nations Bibliographic Information System

This is the library catalog for the Dag Hammarskjold Library and can be accessed at
www.unbisnet.un.org. Many UN documents are included in the catalog in pdf form. You can
run searches for UN documents by document number if you choose the "New Browse List
Search" option, and you can run searches using keywords if you use the "New Keyword Search"
option. If there is a full text version of the document available, there will be a link in the record
that you can use to access the document.

Document Authenticity

Do You Yahoo? Or Google?

Often, if you run a Yahoo or Google search for a document, you can locate either a pdf or html
copy of the document. You do need to be careful, however, that the document that you find is
the "official" version of the document. When in doubt, rely on the document found on the issuing
body's website.

Interlibrary Loans

Questions?

If you have any questions, please do not hesitate to contact us and we will be happy to help you!
In the event you are unable to locate the publication you need, we will try to borrow the material
from another library.

Circulation Desk: 513-556-3016   Reference Desk: 513-556-8078