TABLE OF CONTENTS

Preface
Acknowledgments
Introduction

PART I: A FIVE-STEP STRATEGY FOR IMPECCABLE LEGAL RESEARCH

Chapter 1. STEP 1: Formulate a Research Plan and Generate Search Terms
   A. Formulating a Research Plan
   B. Generating Effective Search Terms and Electronic Word-Searc
      1. Generating Search Terms
      2. Generating Electronic Word-Searc

Chapter 2. STEP 2: Consult Secondary Sources
   A. Using Secondary Sources to Obtain Background Information
   B. Using Secondary Sources to Find Primary Authorities
   C. Using Secondary Sources as Persuasive Authorities
   D. Using Secondary Sources to Refine Your Search Terms
   E. Using Secondary Sources to Re-Focus Your Research

Chapter 3. STEP 3: Conduct Your Search for Primary Authorities
   A. Preparing Your Initial Outline
   B. Choosing and Prioritizing Among Primary Sources
   C. Researching Primary Authorities Within the Primary Sources
      1. Statutory Research
      2. Administrative Research
      3. Case-Law Research
      4. Researching Other Types of Primary Authorities

Chapter 4. STEP 4: Expand and Update Your Case Research
   A. Examining Your Cases for References to Earlier Cases
   B. Using Key Numbers to Find Additional Cases
   C. Using a Citator to Expand and Update Your Case-Law Research
   D. Expanding and Updating Your Research for Other Types of Primary Authorities

Chapter 5. STEP 5: Analyze and Organize Your Research Results
   A. Analyzing Your Research Results
      1. Pruning Tangential Authorities
      2. Prioritizing and Harmonizing Cases
(a) Prioritizing Cases
(b) Harmonizing Cases
3. Evaluating Your Answer
B. Organizing Your Research Results

PART II: REFINING YOUR LEGAL RESEARCH SKILLS

Chapter 6. Ten Tips for the Summer Associate and the Beginning Lawyer
A. Carry a Legal Pad
B. Keep the Lines of Communication Open
C. Don’t Forget: Money Matters
D. Learn Your Way Around the Law Library
E. Keep Track of Where You’ve Been and Know Where You’re Going
F. Don’t Reinvent the Wheel
G. Remember that Annotations and Headnotes are not Cases
H. Find Answers, not Just Authorities
I. If at First You Don’t Succeed, Persist
J. Shepardize or Perish

Chapter 7. Trouble-Shooting Guide
A. “I’m not Sure How to Get Started on My Research Project.”
B. “I Don’t Know Whether I Should Research a Given Project in the Library or on My Computer.”
C. “I Don’t Know How Much Time I Should Devote to a Given Project.”
D. “I’m not Finding any Authorities on Point.”
E. “My Electronic word-searches are Yielding too Many Cases to Sort Through Efficiently.”
F. “I’m Half-way Through my Research Project and I’m Really Starting to Feel Confused.”
G. “I’m not Confident on How to Use Persuasive Authorities.”
   1. When to Use Persuasive Authorities
   2. Which Persuasive Authorities to Use
   3. How to Find Persuasive Authorities
H. “I’m not Sure When or How I Should End my Research.”
I. “I’m Afraid that I Might Have Missed an Important Authority.”
J. “I Don’t Know How to Organize the Results of My Research for My Final Work Product.”

PART III: THE SOURCES OF LAW--AN OVERVIEW

Chapter 8. Secondary Sources of Law
A. Legal Encyclopedias
B. Treatises and Practice Manuals
C. Legal Periodicals
D. A.L.R.’s
E. Restatements of the Law
F. Other Secondary Sources
G. Digests and Citators
   1. Digests
   2. Citators

Chapter 9. Primary Sources of Law
A. Constitutions
B. Statutes
C. Regulations
D. Legislative-History Sources
E. Cases
F. Court Rules
G. Other Primary Authorities

Index