


GENERAL OFFICE MEMORANDUM 15-093

TO: ALL DISTRICT ATTORNEY PERSONNEL

FROM: JOHN K. SPILLANE 
Chief Deputy District Attorney

SUBJECT: LEXIS TRAINING

DATE: OCTOBER 19, 2015

By the end of this year, LexisNexis will be transitioning from Lexis.com to Lexis Advance (www.advance.lexis.com). If you do not yet have a Lexis Advance password, you may call Lexis at (800) 543-6862 and request a password.

Lexis is offering several in-person training sessions to make the transition work smoothly for our office.

DATES: October 28, November 19, and December 8

TIMES: 9:30 a.m. to 10:30 a.m.
10:45 a.m. to 11:45 a.m.

PLACE: 210 W. Temple Street, 16th floor, Systems Training Room

Lexis is also offering several online Webinars that you can view through your computer.
The dates are:

OCTOBER: Mondays (19 and 26) at 3:00 p.m.

NOVEMBER: Mondays (2, 9, 16, and 23) at 3:00 p.m.

DECEMBER: Mondays (7 and 14) at 3:00 p.m.

Details on how to sign on to the Webinar will be forthcoming.

If you want to sign up for any of the sessions, please call Karen Corwin, Librarian, at (213) 893-7922, or email her at kcorwin@da.lacounty.gov. You may also call Lexis Client Manager Aironna Whitaker (Aironna.Whitaker@LexisNexis.com), (213) 359-8466 for more information.

Please see attached training calendar for details of course sessions.

bbm

Attachments

Basic Legal Research – ISAB (District Attorney)

I. Course Description:

This is a class designed to provide ISAB customers with a working knowledge of the Lexis® service. Customers will learn how to:

- Conduct legal research quickly and easily, coupling the convenience of the web with the power of the LexisNexis® services.
- Use basic techniques to access Lexis Advance
- Execute key word searches using Terms and Connectors or Natural Language options.
- Check a citation by using Shepard's.
- Get a document by citation or party name.
- Find and select all of the available CA sources.

II. Location:

Criminal Justice Center - 210 W Temple St, Los Angeles, CA 90012 – DA Training Room

III. Date & Time(s):

October 28th, 2015

9:30 – 10:30 AM &

10:45 – 11:45 AM

IV. Course Geared for:

Attorneys, Legal Assistants, Paralegals, Clerks, etc. (i.e. all interested users)

V. Continuing Legal Education (“CLE”) Credit:

1 Hour of CLE credit will be provided by LexisNexis

VI. Presenter:

Brandon Strait, Esq. (LexisNexis Government Consultant – ISAB Lexis Advance Transition Assistant)

VII. Class Registration Contact Information:

Brandon.Strait@LexisNexis.com – Confirmation emails for course registration will be sent by Monday - October 26th (Please contact soon for registration as training space is limited).



LOS ANGELES COUNTY DISTRICT ATTORNEY'S OFFICE

Terrance Allen, Esq.
Legal & Government Consultant
LexisNexis
ISAB - Lexis Advance Rollout

ISAB - Lexis Advance Rollout Course Catalog

COURSE NAME	DESCRIPTION	LENGTH	PREREQUISITES	GEARED FOR:	PLATFORM
Legal Advance Functionality Updates and Enhancements (Currently In-Plan Materials)	These general classes will highlight new Lexis Advance features, functionalities and databases enhancements. Users will learn simple tips and tricks for doing basic lexis advance many Lexis Advance functions: Explore one or combination of the skills: <ul style="list-style-type: none"> • Document Delivery & Folder Options • Navigating California Practice Page • Browse Menu option for Selecting Key Sources • Setting-up Search and Document Alerts • Navigating Lexis Advance History Page • Customize your Lexis Advance Settings • Searching by Topic & Topic Summaries • How to Getting Additional Help with Lexis Advance 	15 Min. 30 Min. 1 Hour	None	Attorneys, Legal Assistants, Paralegals, Clerks	In person, Webinar
Basic Legal Research (Currently In-plan Materials)	This is a class designed to provide ISAB customers with a working knowledge of the Lexis® service. Customers will learn how to: <ul style="list-style-type: none"> • Conduct legal research quickly and easily, coupling the convenience of the web with the power of the LexisNexis® services. • Use basic techniques to access <i>Lexis Advance</i> • Execute key word searches using Terms and Connectors or Natural Language options. • Check a citation by using <i>Shepard's</i>. • Get a document by citation or party name. • Find and select all of the available CA sources. 	15 Min. 30 Min. 1 Hour	None	Attorneys, Legal Assistants, Paralegals, Clerks	In person, Webinar
Advance Legal Research (Currently In –Plan Materials)	This section builds on the techniques presented in our introductory class (Lexis I) and emphasizes time efficient and cost effective searching. Law firm customers will learn how to: <ul style="list-style-type: none"> • Access Briefs, Pleadings, and Motions • Dockets & Verdicts • Searching with segments • Focus on specific word(s) within your original search, and refine searches with advanced connectors. • Researching graphs and maps • Understand document retrieval pricing information and considerations 	15 Min. 30 Min. 1 Hour	None	Attorneys, Legal Assistants, Paralegals, Clerks	In person, Webinar

ISAB - Lexis Advance Rollout Course Catalog

A look at the Power of Shepard's (Currently In-plan Materials)	Learn how to validate your research more quickly and completely with <i>Shepard's</i> . Specifically, you will learn how to: Validate cases with unsurpassed speed Discover potential splits of authority Ensure validation information is current Easily monitor new information affecting the strength of your cases Quickly zero in on the information most relevant to you New Lexis Advance Graphical Features of Shepard's	15 Min. 30 Min.	None	Attorneys, Legal Assistants, Paralegals, Clerks	In person, Webinar
Researching & Navigating Secondary Sources & Treatise Materials (Currently In-Plan Materials)	In this class, you will learn how to search and retrieve secondary sources. Participates will learn more about key practices guides and treatise materials of civil and criminal law which provides both substantive and procedural guidance This class will focus on comprehensive analyses of CA laws contained in materials published by: * Matthew Bender (Lexis Publishing Materials) * Select (West Publishing Materials)	15 Min. 30 Min.	None	Attorneys, Legal Assistants, Paralegals	In person, Webinar
Jury Instructions (Currently Out-Plan Materials)	Learn this step-by-step to drafting and assembling civil and criminal jury instructions. Learn how to choose the relevant instructions for your case; assemble a complete set or individual series of instructions; or draft your own instructions using power of Lexis Advance and Hotdocs. Also, learn how to expand the scope of your jury instruction research by linking to relevant cases, codes, and analytical information.	15 Min. 30 Min.	None	Attorneys, Legal Assistants, Paralegals	In person, Telephonic

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<p>Public Records: A Customized Class on Investigative Research</p> <p>(Currently In-Plan Materials)</p>	<p>Learn how to easily and powerfully use <i>Lexis Advance</i> to get up-to-date information on all types of public records.</p> <p>Explore:</p> <ul style="list-style-type: none"> • Comprehensive Reports (SmartLinx & Accurint) • Person Locator • Real estate ownership and real estate sales records, • Jury verdicts and settlement agreements, • UCC filing data, • Bankruptcy filings, • Judgments, and • Other public information. 	<p>30 Min. 1 Hour</p>	<p>None</p>	<p>Attorneys, Investigators, Legal Assistants, Paralegals</p>	<p>In person, Webinar</p>
<p>A look into News and Reference Sources</p> <p>(Currently Out-Plan Materials)</p>	<p>Learn more about the 18,000+ news publications available through Lexis Advance. Narrow search by publication, geographically or topically. Learn about the expansive news archive. Local newspapers, magazines, television transcripts and continually updated newswire services will all be explored. Learn how to search these sources and track news as it happens using the ALERT feature.</p>	<p>15 Min. 30 Min.</p>	<p>None</p>	<p>Attorneys, Investigators, Legal Assistants, Paralegals</p>	<p>In person, Webinar</p>

2015 ISAB - Lexis Advance® Transition Training Calendar

OCTOBER SESSIONS

TELEPHONIC TRAINING

Andrea Roberts, J.D.

Thursdays - 10AM - Oct. 15th, 22nd, 29th

Brandon Strait, J.D.

Mondays - 3PM - Oct. 12th, 19th, 26th

Kevin McConnell, J.D.

Fridays - 10AM - Oct. 23rd, 30th

Terrance Allen, Esq.

Mondays - 10AM - Oct. 12th, 19th, 26th

IN-PERSON TRAINING

Brandon Strait, J.D. - October 28th

Dist. Attorney (9:30 - 10:30, 10:45 - 11:45)

Alt. Pub. Defender (1:30 - 2:30, 2:45 - 3:45)

Terrance Allen, Esq. - October 28th

Pub. Defender (9:30 - 10:30, 10:45 - 11:45)

County Counsel (1:30 - 2:30, 2:45 - 3:45)

Terrance Allen, Esq. - Date TBD

Office of Inspector General

NOVEMBER SESSIONS

TELEPHONIC TRAINING

Andrea Roberts, J.D.

Thursdays - 10AM - Nov. 5th, 12th, 19th

Brandon Strait, J.D.

Mondays - 3PM - Nov. 2nd, 9th, 16th, 23rd

Kevin McConnell, J.D.

Fridays - 10AM - Nov. 6th, 20th

Terrance Allen, Esq.

Monday - 10AM - Nov. 2nd, 9th, 16th, 23rd

IN-PERSON TRAINING

Brandon Strait, J.D. - November 19th

Pub. Defender (9:30 - 10:30, 10:45 - 11:45)

County Counsel (1:30 - 2:30, 2:45 - 3:45)

Terrance Allen, Esq. - November 19th

Dist. Attorney (9:30 - 10:30, 10:45 - 11:45)

Alt. Pub. Defender (1:30 - 2:30, 2:45 - 3:45)

Terrance Allen, Esq. - Date TBD

Office of Inspector General

DECEMBER SESSIONS

TELEPHONIC TRAINING

Andrea Roberts, J.D.

Thursdays - 10AM - Dec. 3rd, 10th, 17th

Brandon Strait, J.D.

Mondays - 3PM - December 7th, 14th

Kevin McConnell, J.D.

Fridays - 10AM - December 4th, 11th

Terrance Allen, Esq.

Monday - 10AM - December 7th, 14th

IN-PERSON TRAINING

Brandon Strait, J.D. - December 8th

Dist. Attorney (9:30 - 10:30, 10:45 - 11:45)

Alt. Pub. Defender (1:30 - 2:30, 2:45 - 3:45)

Terrance Allen, Esq. - December 8th

Pub. Defender (9:30 - 10:30, 10:45 - 11:45)

County Counsel (1:30 - 2:30, 2:45 - 3:45)

Terrance Allen, Esq. - Date TBD

Office of Inspector General