

GENERAL OFFICE MEMORANDUM 20-097

TO: ALL DEPUTY DISTRICT ATTORNEYS AND PARALEGALS

FROM:  JOSEPH P. ESPOSITO
Chief Deputy District Attorney

SUBJECT: LEXIS TRAINING

DATE: JULY 20, 2020

On **August 4, 5, 6, and 11, 2020**, trainers from Lexis will offer beginning and advanced training sessions for our attorneys and paralegals. Although attendance is not mandatory, you are strongly encouraged to attend one of the sessions.

The following descriptions of the courses were provided by Lexis:

August 4, 2020 at 1:00 p.m.:

- **Lexis Advance Basics**
 - Learn tips and tricks to getting your research answers faster. Whether you have never used Lexis Advance, or consider yourself a pro, there is something for everyone to learn. See new enhancements, features, and research basics to ensure you are navigating Lexis Advance with ease.

August 5, 2020 at 2:00 p.m.:

- **Searching Secondary Content on Lexis Advance**
 - See how easy it is to search treatises, practice guides, news and more on Lexis Advance. Learn how to utilize all the content included in our Lexis subscription and learn about sources you might have never used before.

August 6, 2020 at 1:00 p.m.:

- **Lexis BriefCheck + BriefLink**
 - Learn how to use the wizard-like feature that extracts citations from your document. This tool will check your citations and quotations in briefs, memoranda and more right from your Lexis Advance research session.

August 11, 2020 at 1:00 p.m.:

- **Setting Alerts & Using Folders on Lexis Advance**

- Stay informed of any changes on Lexis Advance by setting alerts – Shepard’s alerts, Pending Legislation Alerts, and more. Collaborate with others and be efficient in saving your research by utilizing the folder feature on Lexis Advance. Access documents from anywhere in the world on your phone, tablet, or computer.

- **Please follow each of these steps to attend:**
- Go to: www.LexisNexisNow.com/Hillary
- Call: (866) 567-2983
- Enter Access Code: 4835-5433

Please contact Hillary Lee for answers to any questions you might have or to sign up for a new account.

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