

# Casemaker Quick Reference Guide

## And Search

To find cases that have the words **officer**, **warrantless**, **search**, and **cocaine**, put a space between the keywords:

**officer warrantless search cocaine**

## Or Search

To find cases that have homicide and the words **gun** or **knife**, put the “or” words in parentheses and separate them with a comma. **Do not leave a space after the comma.**

**homicide (gun,knife)**

## Phrase Search

If you want to find exact text in a search query, you might want to use a phrase search. To do a phrase search, put the phrase you want to exactly find in quotes:

**“wrongful death” “next of kin” damages**

This search finds the phrases “wrongful death” AND “next of kin” AND the word damages.

## Exclusion Search

If you want to find cases that do not include a specific word (or phrase), put a minus sign in front of the word. Do not put a space between the minus sign and the word:

**property -residential**

This search will include cases with the word “property” and that do not include “residential.”

**property -residential –“assessment covenants”**

This search will include cases with the word “property” and *not* the word “residential” or the phrase “assessment covenants.”

## Thesaurus Expansion

Enables you to expand your search to cases that have words related to the keywords in your search:

**DWI ~school**

This search includes DWI cases that include school, institution, university, etc. The ~ (tilde) must come directly in front of the word being expanded.

## Prefix and Suffix Expansion

Enables you to search using a base word; e.g., run\* would then find run, running, runner, runners, runs, etc.

**robbery run\***

This search finds cases that include robbery and run, running, runner, etc.

## **Sorting Cases by Ascending and Descending Date**

- To sort your results by date, use the Advanced Search Screen.
- Use your basic search capabilities learned above in the “Full document search query” box.
- Click on the result order box, and change to either descending date (the most recent first) or ascending date order (the oldest case first).

## **Searching by Case Name or Washington Citation**

These two ways to search are all entered in the “Citation” box on the Advanced Search Screen.

Enter the citation or case name in the “Citation” box. (Do not include “v” in the case names).

Above the “Citation” box are bullets: “Case Name” and “Wash. Citation.”

## **Search Frequently Asked Questions**

### **Can I perform wildcard searches?**

Yes, see the help menu for the various wildcard commands.

### **When performing a basic search will Casemaker search all books?**

When performing a search (basic or advanced) Casemaker will search only the book that is open. For instance, you cannot search both Statutes and Case Law in the same search. You cannot search both the Washington and Federal libraries at the same time; you need to search each separately.

### **Is there a way to save a previous search?**

No, however you may copy and paste your search or open another browser window.

### **Can you include phrases in an “and” or an “or” search?**

Yes

### **Can you search for cases decided by a particular judge?**

Yes, in the advanced search screen there is a field to insert judges’ last names.

### **Is there a customer-service number to call for help?**

For Casemaker technical support, please contact the WSBA Service Center at 800-945-WSBA (9722) or 206-443-WSBA; or e-mail [casemaker@wsba.org](mailto:casemaker@wsba.org). While we cannot help you do legal research or teach you how to use the computer, we can help you learn the basics of using Casemaker.