User Guide

vlex fastcase

Your World of Legal Intelligence

INDEX

1. MENU AND SEARCH BAR	3
2. HOME PAGE	4
News Stream	5
SmartTopic	6
Language and translation	7
Selecting a jurisdiction	8
3. SEARCH	9
Browse	10
Filter options	11
Translation	12
4. RESULTS	13
Folders .	14
5. ANALYSIS	15
6. DOCUMENT OPTIONS	19
Read mode and text options	20
Help and contact information	22

1. MENU AND SEARCH BAR

History

This page gives you access to your search history, and all documents that you have viewed. Various filtering options allow you to easily search through your history.

Search bar

On the top of the page, there is a search bar that allows you to quickly enter any term(s). The autocomplete feature will show you popular searches, SmartTopics (see page 6) and the source of each result (i.e. the book or journal).

Jurisdiction selector

vLex gives you access to content from more than 100 jurisdictions, all on a single platform. Use the jurisdiction selector to choose one or more jurisdictions to only see content from there. The search bar also takes your jurisdiction preferences into account when displaying your search results.



Vincent

Vincent is a virtual legal assistant that uses artificial intelligence and machine learning to discover legal citations, cited authorities and relevant legal concepts in any document. Vincent functions in English and Spanish, and works in 9 different jurisdictions. To use Vincent, upload your document in Word, txt or PDF format. Automatically, Vincent will generate a list of related documents including case law, legislation, books, magazine articles and other related material.

2. HOME PAGE Your vLex home page will keep you up-to-date.

Main menu

The vLex main menu is located on the left side of the page. When you are viewing a document, this menu will be minimized, but still available by clicking on the icons. In this menu, you will find access to all of vLex's features and applications, including the help button.



Legal news stream

The main news stream will show you legislative and case law highlights, as well as legal news and any updated content, both nationally and internationally.

How to configure your news stream - next page >

How to configure your news stream

The first time you visit vLex, you can choose the topics that are of most interest to you via SmartTopics. These SmartTopics will configure the content that you see on your news stream. If you want to edit or review which topics you are following, you can do so by selecting "Edit Your vLex."

vlex	Search			Select Jurisdiction	Vincent Insights on your document
iced search	Your opinion is important Tell us what you think of the new	w version of vLex.	vLex for Chrome Your legal glasses on the Internet: improves		
	Complete the survey		Google search and converts legal citations you find on the web into links		
			Add to Chrome		
	Personalized news	Latest news In	ernational news		🧷 Edit You
limited Access					
vlex	(J) Search			Select Jurisdiction	c o 📄 Vincent
vlex	③ Search You are following			Select Jurisdiction	Vincent Ingets on your document
V IEX	③ Search You are following	3 SmartTopics	0 documents	Select Jurisdiction	Vincent Ingens or your document
V IEX	③ Search You are following	3 SmartTopics	0 documents	Select Jurisdiction 0 Journals	Your jurisdictions
V IEX ced search c	Search You are following Corporate / Commercial	3 SmartTopics	0 documents	Select lurisdiction	Your jurisdictions
V Iex	 Search You are following Corporate / Commercual You may like this 	3 SmartTopics	0 documents	Select Jurisdiction	Your jurisdictions
vilex ced search s	Search You are following Corporate / Commercial You may like this C: Search SmartTopice	3 SmartTopics	0 documents	Select Jurisdiction	Your jurisdictions
v lex	Search You are following Corporate / Commercial You may like this Q. Search SmartTopics Corporate governance	3 SmartTopics	0 documents Tiondu	Select Jurisdiction	Your jurisdictions
vilex ced search c s s	Search You are following Corporate / Commercial You may like this Search SmartTopice Corporate governance Corporate governance Corporate governance Corporate governance	3 SmartTopics Connecticut Federal Topics Federal Topics	0 documents © Florida Mabama © Alabama © Alabama	Select Jurisdiction	Your jurisdictions Would you like to receive a summar your customized notifications (Dige is email? Yes, weakly Wis, daily
v lex ced search e s	Search You are following Corporate / Commercual You may like this Search SmartTopics Calledar Calledar Calledar Calledar Calledar Calledar Calledar Calledar Calledar	3 SmartTopics	0 documents Torda Florida Mabama Mabama Arkursus- Connecticut	Select lurisdiction	Your jurisdictions Would you like to receive a summar your customized notifications (Dige ia email? • ves, weeky • ves, daily • Do not send a digest by e-mail
V lex	Search You are following Corporate / Commercual You may like this Search SmartTopics California California California California California California California	3 Smarttopics Connecticut Predenst Accons Colorado	o documents To	Select lurisdiction	Your jurisdictions Would you like to receive a summary Your sustomized notifications (Dige we weekly Would you like to receive smartTop notifications?
V lex	Search You are following Corporate / Commercial You may like this Search Smart Topics Search Smart Topics Corporate governance Com Aleska Com California Com California Com California	3 SmartTopics Connecticut Federal Federal Colorado Colorado	0 documents © Floridu Mabama Mabama Mamanas Connecticut	Select Jurisdiction	Your jurisdictions Your jurisdictions Would you like to receive a summar your customized notifications (Dige is email? Wes, weakly Wes, weakly Do not send a digest by e-mail Would you like to receive SmartTop notifications? Wes
V lex hoced search hoced search hoced search minined Access	Search You are following Corporate / Commercual You may like this Search SmartTopics California California California California California	3 Smarttopics Connecticul Fasteral Fasteral Colorado more	0 documents Torida Piorida Matamas Matamas Connecticut	Select lurisdiction	Constraints Consteaments Constraints Constraints Constraints

From this page you can:

- Follow more SmartTopics, either from the list of suggestions or by selecting "Search SmartTopics" to identify new and relevant SmartTopics
- View the SmartTopics and documents that you follow
- Unfollow a SmartTopic or document

SmartTopics view

To explore a SmartTopic, select the link and you will see two columns: the central column is for specially selected documents relating to the SmartTopic; and the column on the right highlights any recent news related to the SmartTopic.



vLex filters

This transforms your SmartTopic into a search, allowing you to find the vLex documents most relevant to your topic.

Featured documents

These are the documents most closely related to the selected topic.

Updates about your topic

This shows any updates from the document's country of origin, alongside relevant updates from other countries.

Language and translation

How to change the interface's language and translation settings

In this section, you can:

- Choose the language of the platform
- Disable the translation feature
- Translate content to other languages
- Enable automatic translation of content published in other languages





Select a jurisdiction

How to select one or more jurisdictions

vLex will search in the jurisdiction(s) that you have selected by default. To see which jurisdiction(s) you are using, simply select the country from the drop-down menu, which is in the top right corner of the vLex interface.

If you want to perform a search in a different jurisdiction, or add a jurisdiction, you can select it from the dropdown menu.

Click on "apply" to save the changes. Now, any searches you perform in the simple search bar will show content from the selected jurisdictions.







3. SEARCH

The search tool allows you to perform complex searches with little effort.

Autocomplete

To improve searching and help you to refine your results, we have created an autocomplete feature so that when you start your search, we can suggest some of the most relevant results before you even finish typing.



Advanced search

Searching for a certain word or a string of text is now much more powerful thanks to the multiple combination option. This allows you to search exactly, in combination, by proximity or by omission.

vlex	③ Vincent 5.¥ ▲
📊 Home	Advanced search
Q Advanced search	Search
 Browse 	United States
🕞 Folders	Select more junsdictions * Search All Countries di International
© Help	Content All content Legislation and Regulations Case Law Administrative Decisions Books and Journals Blogs Newspapers Regulations Constitutions Statutes
Unimited Access	
	Words 🕥 Translate search terms
	All the works
	The wart phase
	The words in proximity
	Anyword
	None of the words
	Advanced operators

Browse

Explore all of our content, or narrow your search to specific collections by browsing by category, jurisdiction or country. There is also a search bar within Browse so you can quickly find what you are looking for.





vliex fastcase	UNITED STATE	Q Search	
Q Advanced search	Browse by Juri	Federal	>
Ø Browse	Case Law	Alabama	>
C Folders	Statutes Constitutions	Alaska Arizona	>
	Acts & Sessior	Arkansas	>
① Help	Regulations	California Colorado	>
	Rules & Guide Administrative	Connecticut	>
	Books & Journ	Delaware District of Columbia	>
	Jury Verdicts 8	Florida	>
Washington State Bar Association	Forms	Georgia	>
Your plan; Estate Planning, Probate, and Trust Administration in Washington (WSBA),	Blogs	Idaho	>
Washington Appellate Practice		Illinois	>

Filter options

Filters allow you to refine search results quickly to show fewer results, which are more relevant. You can modify and refine your results using the filters located on the right-hand side of the page.



Additional filters will also be displayed, depending on the selected collection:

- In Legislation and Regulations filter by source, territorial scope and regulation.
- In Case Law filter by court, decision type and category.
- In Administrative Decisions filter by court, decision type and category.
- In Books and Journals filter by source, type of source and category.
- In Contracts and Forms filter by source, document type and category.
- In Legislative Initiatives filter by source and category.
- In Collective Agreements filter by territorial scope, type and activity.
- In News filter by source and category.
- In Official Bulletins filter by source, territorial scope and category.
- In vLex Guides search by source and category.

In all collections, you can filter by jurisdiction, date and content included or not included in your plan.

Translation tool

This is a key feature to support you when you're carrying out international legal research. Start by searching in your own language for content originally published in a different language. The system will then display all results that meet your search terms, and will automatically translate the documents' titles according to your language preferences.

vlex	Image: Second secon
ि Home	Advanced search
Q Advanced search	Search
Ø Browse	✓ United States
D Folders	Select more jurisdictions * Search All Countries & International
① Help Unlimited Access	Content All content Legislation and Regulations Case Law Administrative Decisions Books and Journals Blogs Newspapers Regulations Constitutions Statutes
	Words Translate search terms
	All the words
	The exact phrase
	The words in proximity

Save searches as an alert

You can create an alert for each search that you perform, including a Vincent search based on an uploaded document, so that you are always informed of any news that could be important to you. Remember that the machine translation tool also works with these alerts.

At the bottom of the advanced search page, click the 'Save as an alert' button to set this up.

 Help 	The words in proximity
	Any word
Unlimited Access	None of the words
	Advanced operators
الانتيبي ويريد المراجع المريدين	Filters
	Documents that cite
	Title
	Date v
	vLex Document ID
	Search 🗋 Save as an alert

4. RESULTS LIST OPTIONS

Sort results

You can sort your results in the following ways: by relevance, popularity, most recent or oldest.. In addition, case law collections can be sorted by number of citations, labelled 'Popularity'

Save and download

You can download a list of all your results, or you can also select one or more documents from your results list to save into a folder.



Alerts

From here, you can also create alerts and choose how often you want to receive them.

Folders

vLex helps you to improve your productivity by allowing you to save documents to folders that you can name and categorize yourself. This is like having a powerful document management system that adapts to your way of working. Each set of search results and every document can be saved in a folder. This feature gives you the option to create your own document classifications, organizing them according to your needs.

- View your favourite documents
- View documents that you have highlighted or added notes to
- View documents purchased with vLex Credit

V Iex (9) Children divoro	r		Select Junsdiction	Vince It	5.√	-
^{four search} Children divorce				141,594 results	et.	
		Documents Sort	by Relevance 👻			
All Content	141,594 131,174	Understanding Time-Sharing Arrangements Of Children In Florida Divorce Proceed Mondaq Business Briefing Mondaq United States Family and Matrimonial	ings 🔛			
Legislation and Regulations Constitutions	1,030 3	Family Changes: Explaining Divorce to Children				
Statutes	1,408	Small Press Bookwaltch Nbr. 2015, January 2015				

vlex	() Search		US (AS, AFD)	Vin Indek	cent 5 V	
🔂 Home	Folders					
Q Advanced search		All frame in foldare				
Ø Browse	 Favorites Documents with marks 	Tille		Type	Date	
D Foldes	λμ Purchased documents ⇔ Client research *	Commune		document	a few seconds ago	
© нер	Ch. Trash + New folder	Should family pets receive special consideration in divorce? Commune		document	a few seconds ago	
shiimled Assess		Shareholder Divorce Court. Commensee		document	a few seconds ago	

Analysis & negative treatment

In certain countries, our Analysis tool allows you to see how documents relate to one another - i.e. whether a document has affected the document you are interested in, or whether your document has been affected by another. This is particularly useful if your case of interest has received a negative treatment which could affect its viability.



Cited by

The Cited By functionality allows you to see which, if any, documents have cited the document that you are researching. Of course, we can only show you a result if your document has indeed been cited elsewhere. The vLex filters can be used to refine the results in this section, to save you time when looking at documents that have been cited multiple times.

ed States - Federal Cases - United States Supre	me Court				
57 U.S. 837 (1984), 82-1005	, Chevron U.S.A., Inc. v.	. Natural Resources Defense Coun	cil, Inc.		4 L3 🖨 4
		vite 🗖		Vincent	
	Q, Docu	ument Citations and Ar Negation	Cited by 17.60	Related	
Q. Search in results	Docume	ents	Sort by Rele	vance 🔻	
. A contest a transit		and the second sec	Prove and the second	(ii)	
All Content	17,565	ation; removal orders; countries to which a	mens may be removed,	New Y	
Case Law	15,833 Federal Re	egister January 05, 2005			
Legislation and Regulations	341 open	rate within defined soheres, but those soheres some	times overlan. Congress enacts statutes, and de	lenates	
Regulations	341 to the I	Executive Branch the authority to make rules that in	terpret and fill in the administrative details of th	ose	
Administrative Decisions	29 statute	as. The interpretation of the statutes in these rules a	re given due deference by the courts when case	5	
Books and Journals	1,053 presen	It questions of statutory interpretation. INS v. Aguirr	e- Aguirre, 526 U.S. 415, 423-25 (1999); Chevror (1982) The invocation of the indicial newer, how	i U.S.A.	
Blogs	309 does n	tot stav the processes of government: Congress ma	amend the statute at any time. Similarly, the Ex	ecutive	
Newspapers	34 Branch differen (ameno	I may amend the regulations under the statute at ar int disposition of the cases pending before the cour dment of Bureau of Prisons regulations while consti	ny time. Not infrequently, these amendments res ts. See, e.g., Bell v. Wolfish, 441 U.S. 520, 549-52 tutional challenge to prior re	ult in (1979)	
Date Search f	or exact date				
and an a state of the state of	Justice [Department, Immigration and Naturalizati	on Service,		
	Federal Re	legister August 26, 2002			
May 1095	0 I 2010	8 8 0			
1101 7 200	proc	ess, the Department employs Board members to de	cide the merits of cases brought before the Boa	rd.	
	That de	ecisional process includes not only the individual ca	se, but also the function of setting precedent to	guide	
Show results not in your plan	the Att	torney General's delegate, the Board's precedent de	cisions have been accorded appropriate deferer	iy, as ice	
	under t	the Supreme Court's decisions in Chevron v. NRDC,	467 U.S. 837 (1984) (deference due agency		
More filters	interpr	retation of statutes within delegated authority); INS	v. Aguirre-Aguirre, 526 U.S. 415, 425 (1999) (Atta	omey	
	Genera	al, and nence the Board, accorded Chevron deference	ce); INS V. Cardoza-Fonseca, 480 U.S. 421, 448-44	49	

vCite Citations

Available only in certain countries, and similar to the Versions feature, vLex Citations lets you know whether the legislation cited and applied in a document is still current. vLex can not only tell you if it has been amended, but also if it there are plans to amend its that have already been passed, but are not yet in force.

≡	vlex	Search				United States	C P Vincent Insights on your document	5 ₩	
ය ර	United States - Iowa Law Review - Nbr. 103-5, July 2 Revisiting Revocation upon D	²⁰¹⁸ I <mark>ivorce</mark> ?						à 🗠 🗉	
ø		Q	Document	Original (PDF)	Citations VCite 28	Related Vincent			
	Case Law								
٩					Negative/Po	sitive Treatment	Cited in		
-	454 U.S. 46 (1981), 80-1070, Ridg	gway v. Ridgway					206 documents		

Chronological line

Citations

The number of documents that have

A visual representation of any reforms that the law or article has undergone.

	arch		Lipited St	ter S E Vi	ncent c 4
	an u t		onted st		ghts on your document
Legislation			Status	Cited in	Strength
* 1 Articles	Ley Orgánica de la Competencia y Organización de la Jurísdicción Militar Ley Orgánica 4/1987, de 15 de julio		HE FORCE	3,561 documents	•
ARTICLE 10	La justicia militar se administrará gratuitamente.		IN FORCE	4,774 documents	-
* 6 Articles	Constitución Española de 1978		IN FORCE	1,894,975 documents	-
	A change from the date of the document, does not affect the cited articles:		20	20	
	Document	bday		h.	
ARTICLE 2	La Constitución se fundamenta en la indisolubia unidad de la Nación española, patria común e indivisible de toc la autonomía de las nacionalidades y regio More	tos los españoles, y reconoce y garantiza el derecho a	IN FORCE	33,300 documents	—
ARTICLE 24	Todas las personas tienen derecho a obtener la tutela efectiva de los jueces y tribunales en el ejercicio de sus de pueda producirse indefensión. Así More	rechos e intereses legítimos, sin que, en ningún caso,	IN FORCE	779,567 documents	
ARTICLE	Todas las personas tienen derecho a obtener la tutela efectiva de los jueces y tribunales en el ejercicio de sus de	rechas e intereses legítimos, sin que, en ningún caso,	IN FORCE	221,381 documents	_

The importance of the legislation to the document in which it was referenced.

Related Vincent

Related Vincent applies Vincent's analysis to the document that you are viewing. Click on the Related Vincent section in any document from any collection to start the analysis.

≡	vlex ଓ ← ∧ ∽ sea	rch				United States		5 ₩	
ଳ ସ	United States - Iowa Law Review - Nbr. 103-5, July 2018 Revisiting Revocation upon Divorce	e?						a ~ 4	
Ø		Q	Document	Original (PDF)	Citations ^{vCite} 28	Related ^{Vincent}			
	Case Law								
1					Negative/Posi	tive Treatment	Cited in		
	454 U.S. 46 (1981), 80-1070, Ridgway v. Ri	idgway					206 documents		

The vLex filters will appear, allowing you to narrow down the results.



Processing PDF documents

Some vLex documents are in PDF format. vLex technology can read a PDF's content and apply the same vLex features that are available for other documents to it, such as:

- Highlighting and adding notes
- Showing links in the text to other vLex documents
- Using Vincent's analysis by clicking on "Related Vincent"
- Downloading a document, marking it as a favourite, or saving it to a folder



If you want to view a document as it was published (without vLex document enrichment), click on the "Original (PDF)" tab. This will allow you to view it without downloading it to your computer.

Key concepts and suggested documents

vLex technology extracts the key concepts from a case and suggests similar cases to you that could be of interest.

This feature will show you a series of related keywords at the top of the document, and a column to the right shows you the SmartTopics related to the decision you are viewing along with any other similar decisions.



6. DOCUMENT OPTIONS

Text search

On the upper left-hand side, you will find a small search box that allows you to search within the document.



Document navigation

To simplify the review of large documents, an index or table of contents, as applicable, is located on the left side of the page. When browsing a document or regulation, for example, this feature makes it easy to move between passages, sections or subsections.

Reading mode

The combination of colours and text within the vLex platform have been carefully chosen to reduce visual fatigue. Alongside this you have the option to use a full-screen viewer, where you can read the text as if it were a book. To use this option in any document, simply click on Reader.

		US (AS, AFD) ~	Q
			☆ 🔁 🖨 🕫 🕹
Original (PDF)	Citations vCite 28	Related Vincent	≭A \$⊤ Reader
Posit Unive	ion: Harold H. Greene Professor, Th ersity Law School	▲ e George Washington	Related documents 790 N.W.2d 260 (Mich. 2010), 138460, Tkachik v. Mandeville
			175 A.3d 222 (Pa. 2017), 97 MAP

Text options

You can also adjust a document's text options to further facilitate readability.

					US (AS, AFD) \sim	Q	Uincent	5₩
							☆ 📮 🖨	~8 🛃
_	Original (PDF)	Citations ^{vCite}	28	Related V	incent		× _A ≎T	Reader
						Dalat	ad documonts	
Search							_	Spain ~
ta Co	onsultiva de Contra		Text	options				
	Q Docur						Related Vincent	
	Date: April 5 2018	Lorem ipsum dolor sit amet consectetur adipisicing elit. Quae aperiam ipsa quos voluptas sed in nobis vero repudiandae. Atque et dolores facere fugit vero provident quam ea. Explicabo, dicta rem?			nt	de las empresas, Pliegos de		
	Court. Junta Consultiva	quan ca. Espi	icabo, dicta ic					
		Font size	◯ aA	⊛ aA	◎ aA			
		Text alignment	•					
		Font family	● Aa	○ Aa			ISULTIVA DE CONTRATACIÓN L'ESTADO	

aunail Inc.				
.ouncii, inc.				∞° ≟
Negative treatment P Cited by 17,602	Re	lated ^{Vincent}		

Sharing options

vLex allows you to send a specific document link by email without having to download it or save it. There is also the option to share a link to a specific document on your social networking sites, including Twitter, Facebook, and LinkedIn.

Download and print options

The different options for downloading and printing a document are located at the top of the page, as seen in the following image.

User Guide

For more information, consult our help center

www.support.vlex.com

Contact vLex Customer Support

866.773.2782 (Monday - Friday 8:00am to 9:00pm ET)

Email support@fastcase.com

