Become a Nexis Uni Superuser

Nexis Uni is a great database to find news, company information, and law cases and reviews. One of its convenient features is that it allows you or the user to “Shepardize” cases, which means that you can determine whether a case has been appealed, affirmed, or simply cited by later cases.

Use the strategies below to get the most out of Nexis Uni, and improve your searching habits. Familiarizing yourself with the database can help you become more efficient while researching.

Before you start...
The key to a successful search is to plan ahead:

- Think about what you are researching, and break it down into themes and sub-themes. Brainstorm terms you will search as well as synonyms.
- Rather than looking for everything at once, look for each topic separately, and then combine them.

In Nexis Uni...
Skip the main search bar – go straight to the “Guided Search” box. It is tempting to search in the main search bar, but your results will be confusing as they will combine news, law reviews, cases, etc...

Guided Search box
- Select the type of information you are interested in
- The box will change depending on what you select. For example, selecting news will allow you to search in all news, but selecting cases will first prompt you to select a jurisdiction (see examples below).
- Once you fill out all boxes and search terms, you must click on “search” to go to results.
Navigating your results

Most results pages, except cases, will look relatively similar. Nexis Uni will return a list of results that mention the words you searched for.

- Make use of the menu on the left.
- Filter your results by time, subjects, location, sources, language, and many more.
- Click on the title of a result to access the full text, and additional information.

Navigating cases

- The result pages for cases will look similar to other results, with the menu of relevant filtering options on the left.
- Cases will also show an icon next to the title of results. This icon symbolizes their Shepard’s index: whether it has been cited in other cases, if it has been appealed, etc.
- Clicking on the icon will “Shepardize” the case, and give you a list of appellate history, citing decisions, and other citing sources. See examples below.

Once you click on the icon, you will be taken to a new page of results of the cases’ citing decisions.

- Each decision will also have a Shepard’s index.
- You can narrow said decisions by analysis, court, publication status, discussion, headnotes and more.

Now you know how to use Nexis Uni! For additional questions, contact your librarian.