



User guide

The new daily *OSBA Report Online*[®] is a member benefit, provided in partnership with CASEMAKERdigest, to keep OSBA members even more current on Ohio case law. Cases are now summarized, categorized and posted Monday through Friday—within two business days from the original posting on the Supreme Court of Ohio Web site. This means the case summaries are posted up to six weeks sooner than the weekly version of the *OSBA Report Online*.

The following guide will help you take full advantage of all of the exciting new features.

Viewing options

As a default, when you go to the *OSBA Report Online* homepage, you will view Recent Summaries, which includes all cases posted within the past seven days.

In addition to the Recent Summaries option, case summaries are archived by week according to the decided date. The weekly archives appear on the left-hand side of the page.

The All Summaries option displays all Ohio case summaries that have been added to the *OSBA Report Online*.

For archived weeks, click on “more” in the Available Weeks section.

The screenshot shows the OSBA Report Online homepage. The 'Recent Summaries' link in the left-hand navigation menu is circled in red. The main content area displays a case summary for 'Julian, Pat. Cases' with a date of January 25, 2010. The page shows 25 results per page, displaying cases 1-25 of 188.

Case summaries appear in the order they were posted to the *OSBA Report Online*, with the most recent cases at the top. Case summaries may also be sorted by judge and court.

The screenshot shows the OSBA Report Online homepage. The 'Sort by' dropdown menu is circled in red and set to 'Judge'. The main content area displays a case summary for 'Hader v. National College of Business & Technology' with a date of February 01, 2010. The page shows 25 results per page, displaying cases 1-25 of 124.

Twenty-five case summaries appear per page. This can be changed to 5, 50, 75 or 100 case summaries per page.

The screenshot shows the OSBA Report Online homepage. The 'Results / page' dropdown menu is circled in red and set to 50. The main content area displays a case summary for 'Hader v. National College of Business & Technology' with a date of February 01, 2010. The page shows 50 results per page, displaying cases 1-25 of 124.

Links

Links to common *OSBA Report* features such as Legis-letter, classified advertising and attorney general opinions appear in the top menu bar.

The “Home” link returns you to the Recent Summaries default page.

Clicking on the red Ohio icon will return you to the OSBA Web site home page.



A link to the *OSBA Report Online* help page appears in the upper right-hand corner above the masthead. The help page provides general information as well as a list of frequently asked questions.



Filters

Case summaries may be filtered to be viewed by practice area, court or judge. These filters appear on the right-hand side of the page.

To view all available options for a filter, click the “All” link. In the image to the right, for example, Areas of Practice can be expanded to show all 32 areas available.



You can select any of the filter terms running down the right-hand column of the site by clicking on the button next to those terms. Results are instantly refined to return only those cases that match the chosen terms. In the image to the right, Civil Rights was selected from the Areas of Practice category.

Once you have selected a filter term from a particular category, you have the option to add more terms from that category. Note the Add more link next to Areas of Practice.

To remove an unwanted filter, click the “x” button next to the term you wish to remove from your search. You can also click on “clear all” to remove all filters.



Filters (cont.)

Additional terms can be selected from the other categories or entered via the search window, that further refine your results. In the image to the right, Civil Rights results have been limited to cases from the Ohio Second Appellate District Court of Appeals.

The screenshot shows the OSBA Report Online interface. A search filter is applied, limiting results to 'Civil Rights' and 'Ohio Court of Appeals - Second Appellate District'. The main content area displays a case summary for 'State v. Willey', detailing the defendant's conviction and the court's decision on appeal. The sidebar on the right contains navigation links for 'Areas of practice', 'Courts', and 'Judges'.

If none of the pre-existing filter terms meet your needs, you can create your own keyword filter with the search box. The search box filter will also refine results to return only those cases that match the chosen terms.

Additional search terms can be added to further refine your results.

The screenshot shows the OSBA Report Online interface with a search box filter applied. The search results are limited to cases related to 'Hester's failed to show any injury proximately caused by the defendant'. The main content area displays a case summary for 'Hester v. National College of Business & Technology', detailing the plaintiff's complaint and the court's decision. The sidebar on the right contains navigation links for 'Areas of practice', 'Courts', and 'Judges'.

Saving searches and filters

The *OSBA Report Online* allows you to save your searches via both RSS feeds and bookmarking. RSS feeds provide a constant flow of up-to-date information on cases that conform to the saved criteria. Bookmarks save a snapshot of the results of a specific search request.

RSS feeds

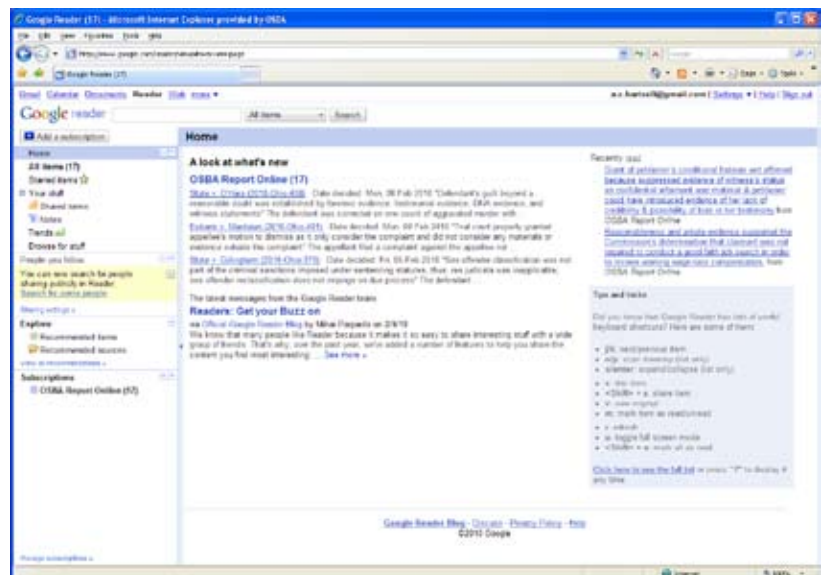
To save a search filter as an RSS feed, either click the “save as RSS” button after selecting a filter or click the orange RSS icon in the upper right-hand corner.

RSS (Really Simple Syndication) is a format used to deliver Web content directly to the user without the user having to repeatedly visit the Web site from which the content originates.



Information is delivered to RSS subscribers via an RSS reader. Many Web browsers and e-mail programs support RSS feeds. Additionally, many free desktop readers are available for download from the Internet. Web sites such as Google and Yahoo have readers built into their sites that can be used by simply signing up. Below are basic instructions for using the Google reader.

- Go to reader.google.com.
- Create a Google account by clicking on the “Create an account” button.
- Click on the “Create an account now” link located just below the account sign-in box in the right column.
- Once you have created an account and are signed in, click on the “Add a subscription” button.
- Paste the URL of the RSS feed into the text field and click the “Add” button.



Every time you sign into your account, the Google reader will provide an updated list of cases.

Saving searches and filters (cont.)

Bookmarks

A bookmark saves a Web page in your browser. Bookmarking a weekly archive will save a snapshot of the search results. Bookmarking a continuously updated item, such as Recent Summaries, will take you back to the bookmarked page but with updated results. A bookmarked page will keep all the filters that were chosen and repopulate the filter list on the right.

To bookmark a page, click on the book icon in the upper right-hand corner of the screen.



The screenshot shows the OSBA Report Online interface. The top navigation bar includes links for Home, Legis letters, Classifieds, All Orders, Court Dockets, Rule Amendments, and Oral Argument Calendar. The main content area displays a list of available works on the left, a central search results area with a case summary, and a right-hand sidebar with filters for Areas of practice, Courts, and Judges. A red circle highlights a bookmark icon in the upper right-hand corner of the page.

You also have the option to save your bookmark to the Delicious Web site by clicking on the checkered icon in the upper right-hand corner.

Delicious is a social bookmarking service that allows you to save all your bookmarks online and share them with other people. Bookmarks saved on Delicious can be accessed from any computer.



This screenshot is identical to the one above, showing the OSBA Report Online interface. A red circle highlights a checkered icon in the upper right-hand corner of the page, which is used for saving bookmarks to the Delicious Web site.