

Legal Research Worksheet

***Client & Case Number:   
Date Received:   
Assigned By:   
Date Due:  
Time & Cost Restraints:  
End Product: ( ) Opinion Letter ( ) Memo ( ) Brief ( ) Other***

**Background Facts:** *What are the legally significant facts?*

**Issue Statement:** *The issue statement should be a concise statement of the legal issue*. *What are the legal concepts, rules of law, and the significant facts?*

**Jurisdiction (State, Federal, etc.):**

**Key Terms:** *Terms that are most related to your issue. Exclude terms that are so common that they would return results not related to the issue. Consider synonyms and antonyms for your terms. Also consider broader or narrower related terms.*

**Source Selection:** *At this point, you should decide what sources to consult. Secondary sources are a great place to start if you are unfamiliar with a particular are of law or if you do not have any citations to primary sources. Alternatively, primary sources may be a good place to start if you already have a citation. Shepardizing, KeyCiting, or BCiting a case, as well as consulting an annotated code can provide you with additional sources.*

**Secondary Sources:** *Treatises, Legal Encyclopedias, ALR, Restatements, and Law Reviews & Journals*

**Creating Terms & Connectors Search Form:**

**Use Connectors to specify relationship between terms**:  
w/s (same sentence) and   
w/p (same paragraph) or  
w/# (within # words)

**Variations in Key Terms:**  
! (obey! = obey, obeys, obeyed, obeying)

\* (r\*n = run, ran)

*Terms*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and, or, w/p, w/s, w/\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and, or, w/p, w/s, w/\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and, or, w/p, w/s, w/\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and, or, w/p, w/s, w/\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and, or, w/p, w/s, w/\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and, or, w/p, w/s, w/\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Database(s)*:

**Relevant Cases, Statutes, Regulations, and Topics & Key Numbers:**

Prepared by Austin Martin Williams, Updated 10/7/2015  
Consulted guides from NYLS Mendik Library and USF Dorraine Zief Law Library to create this guide.