

Lexis® Alerts:

Stay updated on emerging legal developments



The Alerts feature on the Lexis® service delivers the latest updates on your important topics automatically. Open your email to find the latest news on the companies, people, legislation, cases, events and topics vital to your work. Best of all, one Lexis Alert can deliver updates from every available content type—from case law to news—on the schedule you select.

Here's how to create your Alert

1. Enter a simple search, e.g., the name of the company or person you want to follow. Review the results. Select the **Alert bell icon** at the top of the results screen. (To monitor a bill, regulation or *Shepard's*® report, click the bell icon on the full-text document bill you want to monitor.)



2. Your update options display. Go to the:

- **Overview tab** to add an Alert title (the default is your search terms) and a description for your reference. Also add a client ID if needed.
- **Monitor tab** to select the content type you want updated. The default is the content you searched. For legislative document Alerts, you can be notified for specific bill events such as passed first chamber or vetoed.
- **Deliver tab (shown here)** to choose start and end dates and frequency. Select **Email + Online**. You also choose the delivery day and time. Or select **As updates are available** to get Alerts as they are released. Enter your email address.

3. Click **Create Alert** at the bottom of the screen. **You're done!**

Review your Lexis Alerts updates via email or online

Your email Alerts will arrive in your inbox and will also display online at Lexis.

Alert updates via email

Alerts come to your inbox with a Table of Contents. Select the content or number links to move to that section.

View the search hits to check for relevance. Select an individual document and display that full-text document online.

The screenshot shows the Lexis Alerts interface. At the top, it says "Lexis® Alerts" and "234 new results have been found for your Search alert. To view your results, click [marijuana dispensary](#) and sign in to Lexis Advance®." Below this is a table with two columns: "Results Summary (click a category name to view those results)" and "Number of new results". The table lists "Cases" (0), "Statutes and Legislation" (0), and "Secondary Materials" (1). A sidebar on the left contains navigation links: "Administrative Materials", "Briefs, Pleadings and Motions", "Administrative Codes and Regulations", "Forms", "News", "Legal News", and "Jury Verdicts and Settlements". Two document preview windows are shown. The first is titled "Secondary Materials (1 new result)" and contains a document titled "1. Admissibility of impeached witness' prior consistent statement -- modern state criminal cases". The second is titled "Administrative Materials (1 new result)" and contains a document titled "1. PENSKE TRUCK LEASING, 2019 NY Wrk. Comp. 0851665, 085 1665 Carrier ID No. - W166003".

Alert updates online at Lexis

The screenshot shows a dark navigation bar with four buttons: "-None-", "History", "Help", and "More". Below the bar is a "Folders" section with a blue dot next to "Alerts", indicating it is the selected folder.

To check for Alert updates, select the **More** pull-down menu in the black navigation bar at the top of Lexis screens. **When you have updates, a blue dot displays next to the Alerts link.** Select it and move to your Alerts Center. (Not shown) Then select an Alert title link. The content pull-down menu on the left side of the screen shows which content has update results.

Talk to LexisNexis® Customer Support: **800-543-6862**

Contact your LexisNexis representative

