Using This Guide

Leveraging LexisNexis Public Records at *lexis.com*® enables you to locate and connect people, businesses, locations, assets and more from over 36 billion public records and across many diverse source types in seconds. Our proprietary LexID℠ advanced linking technology exposes imperceptible data trails to help you find facts or associations that might otherwise remain hidden—even with incomplete, old or misspelled information. Imagine the difference this could make to your case, transaction or research!

Use this guide to get the most from your public records research. Find tips for finding and connecting people and businesses, and for achieving better search results. Sections include:

1. Choosing Your Search Method
2. People Searches
3. Business Searches
4. Searching Corporate Filings

5. Searching Real Estate Records
6. Searching Bankruptcy Filings
7. Searching Judgments & Liens
8. Searching Phone Numbers

① Choosing Your Search Method

Each public records source offers a fill-in-the-blank search form. Many frequently used forms—real estate, bankruptcy filings, corporate filings, judgments & liens, etc.—also include a **Terms & Connectors** option. Below is an overview of each search method to help you determine which method to use for a particular search.

Form-based Searching

To see a "site map" of available forms, select any public records search form. Select the **All Searches** tab and view—and link to—all available search forms.

Best use for search forms: Finding/identifying specific entities

Examples:

- Specific person or business, e.g., John Doe at 123 Elm St.
- Specific location (address)
- Specific bankruptcy filed

Note: In form searching, LexisNexis SmartLinx® technology *matches many records to a single entity*. Connect associated entities that don't have a public record in common and surface records that don't contain the search terms. Find spelling or name variations.

Tips for using Search Forms:

- Enter **all the information you know**, e.g., name, city, age range, etc., to increase the likelihood your best answer will display first.

- Check these options:
  - **Find similar-sounding last names** to find "O'Neal" and "O'Neill," etc.
  - **Find nicknames of first names** to find "Michael," Mike" and "M.," etc.
  - **Strict Search** to more closely match the terms you have entered only, e.g. "Edward R. Smith" will return Edward R. Smith, NOT "Edward Smith" or "Ed Smith."

- **Address Radius** box: Radius searching is especially helpful for searching across state lines or in metro areas that go across two or three state lines. Select a radius from 5 – 100 miles (default is 30). Enter the wrong city, zip or state? If the correct address is within your radius, the record may still be retrieved.

- **Date of Birth** box: Use mm/dd/yyyy or mm/yyyy or yyyy. (Applies to **Terms & Connector** searches too.)

Terms & Connectors (Boolean) Searching

Best use for Terms & Connectors searching:

Connecting facts within documents

Examples:

- Connect multiple people/businesses in a single record
- Determine who owns a specific property
- Find terms in specific parts of documents/records
- Find judgments for specific creditors during a specific time period
- Find collateral types on UCC filings

Note: Your search words *must* be in the document for that record to be retrieved.

Tips for using **Terms & Connectors**:

After you click the **Terms & Connectors** button on the search form, enter words and connectors in the **Additional Terms** box. You can use ! **and** * and these connectors:

- AND
- OR
- AND NOT
- W/n (not /n)

- PRE
- BUT NOT
- W/SEG
- NOT W/

What about the other fields on the search form? In **Terms & Connectors** mode, these fields operate as segment searches. For example, the address box would add *AND ADDRESS(123 elm)* to your search.

② People Searches

LexisNexis offers various options for researching people. Depending on your need, leverage the **SmartLinx Comprehensive Person Report** for a broad overview with links; **Locate a Person (Nationwide) Search** for targeted research across multiple states; or **Statewide Public Records Person Search** for locating records in a specific state.

Comprehensive Person Report

Use this resource when you "need to know everything" about a person. It includes nationwide locator information plus other resources such as bankruptcy, liens, licenses, associates, relatives, driver's license information, etc.

Materials outside of your subscription are identified for potential purchase. Source types are rolled up and "de-duplicated," then compiled into an easy-to-read report. Link to a source type and go!

Search form tips:

- Locate current addresses and telephone numbers of individuals—plus neighbors and associates.
- Have the SSN or LexisNexis® LexID℠? For best results, search with one of these (enter SSN with or without dashes). See below for more on LexID.
- Common name? Add an age range, alias name, relative name, previous state(s), etc.
- To search an address range—or an entire block, in the **Street Address** field enter: *300, 399 elm*
- Foreign name? For multiple last names and first names, try different variations.

Helpful hints

Get automatic report updates!

Get updates on all—or only specific—parts of a **Comprehensive Person Report (or a Comprehensive Business Report)**. Click **Save as Alert** as you view the report. Select the sections you want to save for automatic update. Select a daily, weekly or monthly frequency and request online or e-mail delivery.

How current are public records sources?

Click the blue **Coverage** button offered on most search forms in the upper right corner to review update frequency and coverage dates by state.

Locate a Person (Nationwide)

This resource includes all states' locator sources, so use this resource to find someone, e.g., their location and contact information.

In the results list, addresses are rolled up under a single person—and document linking may produce additional telephone numbers. Results lists also show high-risk flags. But select an entity result and records are displayed individually, e.g., you may find multiple documents of the same type. Also link to **Further Searches** (real property, professional licenses, etc.) to expand your research.

Search form tips:

- Locate current addresses and telephone numbers of individuals—plus neighbors and associates.
- Have the SSN or LexisNexis LexID? For best results, search with one of these (enter SSN with or without dashes). See below for more on LexID.
- Common name? Add an age range, alias name, relative name, previous state(s), etc.
- To search an address range—or an entire block, in the **Street Address** field enter: *300, 399 elm*
- Foreign name? For multiple last names and first names, try different variations.

Statewide Public Records Person Search

Use this source to search public records within a specific state. You can search all available record types, e.g., UCCs, bankruptcies, etc. for a specific state. Retrieved documents are displayed individually; no roll-up by entity; no report compilation.

Search form tips:

- Have the SSN? For best results, use it alone (enter with or without dashes).
- To search an address range—or an entire block, in the **Street Address** field enter: *300, 399 elm*
- Foreign name? For multiple last names and first names, try different variations.
- **Source Type** field: Select to search only a particular type of document (e.g., corporate filing, UCC filing, criminal record, judgments & liens, etc.).
- **Filing Jurisdiction** field: Use it to limit your search to documents filed in a particular state. (This will remove records based on mailing address only.)
- **State** field: Select a particular state and get filings in that particular state and documents where that state appears in a mailing address.

SSN or LexID

Searching with Social Security numbers is accurate, but the security/privacy issues can be formidable. So use another secure, unique identifier without the security issues.

LexisNexis LexID is a proprietary 12-digit number assigned by LexisNexis to each person with a record in the LexisNexis Public Records collection. An entity's LexID appears in the results of your **Comprehensive Person Report** and **Locate a Person (Nationwide)** searches. Click the LexID link on any results screen and move to the results of a **Comprehensive Person Search** on that LexID. Once you find an entity's LexID, you can enter it in search forms with the LexID field, including **Cellular & Alternate Phone Numbers, Employment Locator, Social Security Death Master Records, Marriage & Divorce Records** and **Drivers Licenses** (permissible use required to search).*

Data Linking With

LexID℠

③ Business Searches

Business interests and assets are rarely located in one place or state. LexisNexis Public Records offers a variety of ways to research business information, such as a **SmartLinx Comprehensive Business Report**—a comprehensive report on all business information nationwide; **Locate a Business (Nationwide) Search**—for targeted searching for business information; and **Statewide Public Records Business Search**—to locate information within a particular state.

Comprehensive Business Report

This easy-to-browse report links all available public records information found on that business nationwide. The left-hand navigation bar lets you see how many documents per content type. Click and move to data on company property, bankruptcies, executives, judgments & liens, UCC filings, Internet domains, industry and company codes, business associates, etc. Duplicate documents are removed.

Search form tips:

- Find addresses, telephone numbers and executives/owners for very small businesses as well as large businesses.
- Enter all the information you know, business name, city, etc., to increase the likelihood your best answer will display first.
- Need to find registered agents? Go to the **Corporate Filings** source. (see below.)

Locate a Business (Nationwide) Search

This resource is good for finding a business. Search **Locate a Business (Nationwide)** to retrieve company addresses, phone numbers and company executives for large and small businesses. **We Also Found** box shows sources—and documents found—outside your subscription. **Further Searches** are also suggested.

Search form tips:

- Find addresses, telephone numbers and executives/owners for very small businesses as well as large businesses.
- Enter all the information you know, business name, city, etc., to increase the likelihood your best answer will display first.
- Need to find registered agents? Go to the **Corporate Filings** source. (see below.)

Statewide Public Records Business Search

Use this source to search public records *within* a specific state. For example, you get the ability to retrieve real estate records, UCCs, bankruptcies, etc. for a specific state. Your results screen identifies the records type for more efficient browsing. No roll-up by entity; no report compilation.

Search form tips:

- Enter all the information you know, business name, city, etc., to increase the likelihood your best answer will display first.
- **Source** pull-down field: Limit your search to a particular records type, e.g., UCC filing, Judgments & Liens, etc.
- **Filing Jurisdiction** pull-down field: Select a state and locate documents filed in that state—plus records where the state is mentioned, e.g., in the mailing address.
- **State** field: Select a particular state and get filings in that particular state and documents where that state appears in a mailing address.

Helpful hint

Narrow any public records search results

As you review your search results, you can narrow your search from the CITE screen. You have two options:*

FOCUS™: Looks for additional terms *within* the text of the documents retrieved by your search. Documents that contain these terms are retrieved. You can search with * and !, as well as limited connectors, i.e., AND or AND NOT. The FOCUS feature is available for sources that allow **Terms & Connectors** searching.

FIND: Searches (blue) terms in the CITE list only—not within the entire document retrieved in your search.

*Some sources will offer both FOCUS and Find.

④ Searching Corporate Filings

Search form tips:

- Check the **Strict Search** box to locate filings that closely match the name and/or address entered.
- If you search by person name, the results CITE list shows you how that name appears in the document.
- **Company Name/First Name, Last Name** fields: If you enter a **Company Name** *and* a person's name in the **Last Name** and **First Name** fields, the OR connector is placed between the terms. (Enter ABC Maintenance and John Smith, and you search for ABC Maintenance OR John Smith.)
- Check the **Registered Agent** box to also search the registered agent section of the document for the name you typed.

Consider **Terms & Connectors** searching to locate:

- Specific officers, directors or registered agents
- Businesses with filing dates before, after or between certain dates
- Also narrow your company-name search if it retrieves too many results. For example, Enter: COMPANY-NAME (nicollet) AND minneapolis to find companies named "Nicollet" but not Minneapolis companies on Nicollet Avenue.

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⑤ Searching Real Estate Records

Search form tips:

- **Current Records Only**: Un-check this box to find archived as well as current records.

- **Parcel Number** field: You can enter with or without dashes.

- **Source** pull-down field: Limit your search to just tax-assessor records or to deed transfers and mortgage records only. (Available for **Terms & Connectors** search too.)

Consider Terms & Connectors to search for:

- Owners of a particular piece of property (select the PROPERTY-ADDRESS segment).

- A particular city block (e.g., Enter: PROPERTY-ADDRESS(13** w/3 elm AND dayton AND oh)" in the **Additional Terms** box.

- Properties that have sold for more/less than a particular amount, i.e., use the =, <, >, between figures in the **Sales Price** box. Find land value, tax and loan amounts, and ranges too.

⑥ Searching Bankruptcy Filings

Search form tips:

- **Filing Jurisdiction** pull-down field: Select a state, and locate documents filed in that state—plus records where the state is mentioned, e.g., in the mailing address.

- **SSN** field: You can enter with or without dashes.

- Check the **Strict Search** box to locate filings that closely match the name and/or address entered.

Consider Terms & Connectors to search:

- A particular type of bankruptcy.

- Bankruptcy filings before, after or between certain dates.

- For a particular petitioner or attorney.

⑦ Searching Judgments & Liens

Search form tips:

- **Filing Jurisdiction** pull-down field: Select a state, and locate documents filed in that state—plus records where the state is mentioned, e.g., in the mailing address.

- Check the **Strict Search** box to locate documents that closely match name and/or address entered.

Consider Terms & Connectors to search for a:

- Particular debtor.

- Particular creditor.

- Date before, after or within a particular range for filings date, release dates or satisfied dates.

⑧ Searching Phone Numbers

Search form tips:

- **Phone Lookup**: This is based on electronic directory assistance. Similar-sounding last names and nicknames are found automatically. (You can uncheck these options too.)

- **Cellular & Alternate Phone Numbers Plus:** Offers over 405 million cell and other phone numbers.

  – Select **Strict Search** to receive results that more closely match the terms you type in.

  – Search with LexID.

  – Search with phone number and find the phone carrier, even when no person listing is available.

- **Canadian Phone Numbers**: Search over 15 million Canadian records from all 10 provinces and 3 territories. Similar-sounding last names and nicknames are found automatically. (You can uncheck these options too.)

For more information or assistance with your LexisNexis Public Records research call **800.543.6862**.