You can find and develop your network of professional contacts in a number of ways. One way is by finding and contacting Suffolk alumni who are working in a legal field or even a geographic area in which you may be interested. There are three excellent resources for finding Suffolk alumni: (1) Westlaw & Lexis; (2) Martindale.com; and (3) LinkedIn.

Westlaw & Lexis are good tools to get general and background information about an attorney, a judge, or a law firm. A step by step guide for both follows below. Martindale.com is an online, professional network for legal professionals. Although one can search for attorneys for free, professionals must pay to be listed on the website. Consequently, this database is not exhaustive and only includes those attorneys who paid to join the Martindale network. LinkedIn is a social networking site for professional networking. You need to join LinkedIn in order to use the site, but joining is free. This can be a great place to search for alumni, but you will only be able to find those alumni who have taken the time to join LinkedIn. Finally,

Although none of these resources is perfect, taken together they can be a great way to find alumni with whom you can set up an informational interview. The following pages will take you step-by-step through the process of finding Suffolk Law alumni using these tools. You can also use Martindale.com and LinkedIn to find alumni from your undergraduate school. Once you have found alumni you would like to contact, look at our Networking and Informational Interviewing Handout. See (http://law.suffolk.edu/offices/career/handouts/upload/Networking.pdf) for information on how best to use those connections.
Westlaw & Lexis Advanced Searching

General Tips about Searching on Westlaw Next & Lexis Advance

These new systems for Westlaw and Lexis are designed to let you run searches in the main Google-like search field at the top of the screen, without having to select a specific database. Consequently, you can run a keyword search – and with a little navigating – you should be able to find what you need. It may be quicker and more efficient to select a specific database to make your searches more relevant and easier to review. Some tips below will show you how to run advanced searches with better results. If you are in a rush, you could try just entering your terms in the main search field on Westlaw Next & Lexis Advance just like you would when running a Google search. Both systems provide content tabs so you can sort your hits and select only cases, statutes, secondary materials, news, and more. If you need assistance using Westlaw Next or Lexis Advance, please contact a Law School Library Reference Librarian: lawref@suffolk.edu or 617-573-8516.

Find Opinions Written by Specific Judges

Westlaw Classic – Please go to lawschool.westlaw.com, log in and select Westlaw Classic at the top of the screen. This will bring you to the main Westlaw Classic search page. Select directory at the top of the screen. For federal cases, select U.S. Federal Materials/Federal Cases & Judicial Materials – then select All Federal Cases or select a more specific court. If you want to search state courts, select directory at the top of the screen and select U.S State Materials/Select a specific state/Cases.

TIP: generally it’s best to cast a wide net. For instance, try searching All Federal & State Cases to make sure you’re seeing all the important cases that are relevant to the person the student will be interviewing with. Click directory and then select U.S. State Materials/Cases/All Federal & State Cases. Here’s a quick shortcut to avoid taking the time to go through the directory; as soon as you log into Westlaw Classic and you are on the main search page, you will see search fields in the left margin, in the “Search for a Database” field type allcases, and this will bring you to the allcases database where you can perform a search.

Let’s say the judge’s name is Penelope Petticoat: go to the Fields pull-down menu and select opinion and then in the search field you’ll see OP() type in Penelope /3 Petticoat. Your search will look like this:
Once you run the search, and select a case, be sure to use the term arrows – to get right to the judges name without wasting time scanning the document:

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**OPINION**

**SANDRA DAY O’CONNOR**, Associate Justice (Retired).

This is a maritime shipping case involving a claim for rust damage to steel coils c to seawater during a journey from Szczecin, Poland to Toledo, Ohio. The central iss whether a ship manager charged with providing a Master, officers and crew, and perl other ship-management tasks for the shipping vessel qualifies as a “carrier” under ti by Sea Act (COGSA). We agree with the district court’s finding that such a manager carrier, and therefore COGSA’s one-year statute of limitations does not bar the unde reject Appellant’s argument that the district court’s judgment rested on clearly error findings, and we **AFFIRM**.

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**Westlaw Next**

You could just type in the judge’s name in the main search field at the top of the page – just like you would do if you were running a Google search. Pull-down menu to the right of the search field and select a specific jurisdiction or all state & federal cases. This very general search might yield some false hits. To ensure relevant hits, you can also use the OP tool that you used on Westlaw.com. Note that your search hits are listed in order of relevancy – so the first hits are more apt to be on point.

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**Lexis.com**

From the main directory page, under cases, select Federal & State Cases, Combined or if you want to limit your search to a specific state, under State Legal – U.S. select a specific state/cases

Note: click on the words – don’t click on the box

Then use the select a segment pull-down menu below the search screen to limit your search:
Lexis Advance

Run a search in the main search field at the top of the screen. After you run your search, you will see in the left margin that there are many ways to narrow the search. Scroll to the bottom and under judge, select the specific judge you’re interested in. You could also limit Gelpi decisions by date or by area of law.

Check to See if the Attorney was the Attorney of Note in Any Important Cases

Westlaw Classic

Follow the same steps listed above for finding opinions but when you get to the field options select attorney AT(). Your search should look like this:

Westlaw Next

Run your search in the main search field at the top of the screen – see example below:
Again, follow the same steps you would take for finding opinions but instead of OpinionsBy() select Counsel

*Lexis.com*

Run your search in the main search field. For more relevant hits, use the segment search tool that you used on Lexis.com

*Lexis Advance*

Have they Authored Any Bar/Law Review Articles or Practice Materials?

*Westlaw Classic*

After you log in, on the main research screen, you’ll see a field in the left margin called “Search for a database” enter TP-ALL (this stands for all texts and periodical materials -- and will include bar journals and practice materials that practicing attorneys are most apt to publish. Hit go to bring you to a search field.

*Westlaw Next*

From the main search screen select secondary sources under the All Content tab, select the title you want to search and then run a search in the main search field at the top of the screen.
**Lexis.com**

From the main directory screen, in the right column, under secondary legal, select law reviews and journals, and then run your search.

**Lexis Advance**

Right above the main search field, you’ll see “Browse Sources”. Find the source you want to search and then run the search in the main search field at the top of the screen.

**Search News Sources**

**Westlaw Classic**

Select directory at the top of the screen and in the left margin, select Business & News/ All-News – you could also limit to just legal news. If you know what specific title you want to search, just enter the title in the Search for a Database field in the left margin when you first log into the main Westlaw Classic screen.

**Westlaw Next**

From the main search screen – select News under the All Content tab. Select which news source you’d like to search and then run your search in the main search field at the top of the screen.

**Lexis.com**

From the main Lexis.com search screen, select the News & Business tab and then select the specific news resource that you’d like to search. Remember don’t check the box- – click on the blue text – and that will bring you to a search field.
Lexis Advance

Run your search in the main search field at the top of the screen and then select news under content type in the left margin or Right above the main search field, you'll see “Browse Sources”. Find the source you want to search and then run the search in the main search field at the top of the screen.
HOW TO SEARCH FOR LAW FIRMS, LAWYERS AND CORPORATIONS ON MARTINDALE-HUBBELL

- Go to [http://www.martindale.com/](http://www.martindale.com/)

- Go to the box on the main page that says “Find Lawyers & Firms.” Select whether you want to search for people, law firms or companies from the drop down box (circled below)

- To view the full range of search options, click on “Advanced Search” (see arrow below)
When you get to the “Advanced Search” page, you can use the tabs towards the top of the page to select whether you want to search for individual lawyers, law firms, or companies.
HOW TO USE LINKEDIN TO FIND SULS ALUMNI

- Go to www.linkedin.com

- You must be a registered user on LinkedIn in order to use the site to search for alumni. To create an account (free), click “Join Now”

- Sign in to your LinkedIn account
- Click on the “Groups” tab at the top of the screen (just click on it, do not choose anything from the dropdown menu)
- You will now see on the upper right a search box for “Groups”

  Type “Suffolk Law School Alumni” and then hit enter
• The first group, “Suffolk University Law School” is the largest of the 5 groups and, therefore, the best of the groups to use.

• Click on the “Join Group” button to the right of the group
  o You then have to wait to be accepted into the group. This can take anywhere from a few minutes to a few days.
Once accepted, you can find the group by clicking on “My Groups” from the “Groups” tab’s dropdown menu. Then click on the “Suffolk University Law School” group.
Next, click on the “Members” tab
- From there, you will see a box on the right that says “Search Members”
- Click on “Advanced Search”
From there you can search by “Current Company” or “Past Company” (choose firms or organizations where you might be interested in working), “Location” (this works better if you are planning to relocate somewhere outside of Boston) or other filters to find alumni who may be of help to you.

Once you have found someone to contact, rather than inviting them to connect with you, consider sending them a message or finding them on their company’s website so that you can send them an email. Many people only connect with those they know already.

See the Networking and Informational Interviewing handout for information on how to use these contacts to your advantage.