# Ravel Law Quick Start Guide

## Table of Contents

- **Start Your Search** ......................................................................................................................... 2
- **Search Results: The Case Map** ........................................................................................................ 4
  - Keys to the Case Map ......................................................................................................................... 4
  - The Visual Filters .............................................................................................................................. 5
  - Powerful Filter Functionality .......................................................................................................... 5
- **Advanced Features** .................................................................................................................... 6
  - Case Reading & Case Analytics ......................................................................................................... 6
  - Keys to Case Reading ....................................................................................................................... 6
  - Case Analytics .................................................................................................................................. 7
  - Annotations, Highlights, and Copy with Cite ..................................................................................... 7
- **Workspace** .................................................................................................................................. 8
- **Judge Analytics and Court Analytics** .......................................................................................... 9
  - The Judge Profile ............................................................................................................................ 10
  - Navigating Analytics About Your Judge .......................................................................................... 10
  - Searching for a Court ...................................................................................................................... 13
- **Frequently Asked Questions** ........................................................................................................ 14
Start Your Search

- In the search bar at the top of the screen you can search for cases, statutes or judges using natural language, or Boolean terms and connectors.

- Relevant cases, statutes, and/or judges will appear in a drop-down menu as you type.

- Selecting a case, statute or judge from the drop down will take you directly to that case, statute or judge. If you click on the search icon, Ravel will search for the terms you entered throughout our caselaw database and will take you to the search results (see Search Results, page 5).

- Ravel’s terms and connectors are shown at the very bottom of the drop down that appears once you start typing.

- Select a jurisdiction for your search by clicking on the “Courts” button to the right of the search bar and typing the name of your jurisdiction in the text box that appears.

- A visual selection tool will also appear, which allows you to see a list of jurisdictions available and select the relevant jurisdictions.
If you have an Advanced, Elite, or Enterprise plan, you can choose to enter a client and matter code by clicking on the “Set Client Matter” button next to the search bar.

You can enter a new client matter or select from the drop down that shows your most recently used client matter codes; you can always change your client/matter code by selecting the client matter button next to the search bar.

Searches and other actions you take in Ravel are recorded in Workspace under their respective Client and Matter codes (see Workspace on page 9).
Search Results: The Case Map

Keys to the Case Map

- Your search returns both a map and a list of cases ranked by relevance. Ravel underlines your search terms in yellow.

- If you have not already filtered your search by jurisdiction, you can add a jurisdiction filter by clicking the “Courts” button near the top of the screen.

- A visual map of the 75 most relevant cases returned by your search displays on the left. There are two filters: Court and Relevance, discussed below.
  
  o Each circle in the visual map represents a case.
  
  o The size of a circle is determined by the number of citations to that case from other cases within the search results; more citations result in a larger circle, less citations in a smaller one.
  
  o The lines that connect two cases show a citation, arrows point from the citing case to the cited case, and the thickness of the line represents the depth of treatment.

- You can see the chronology of search results on a timeline graph, which shows the volume of cases related to a search over time. Narrow your time period and the visualization will refresh to show the top 75 cases from that selected range.

- Click on a case in the visualization (or click on the case directly in the list) to freeze its map and navigate through the connected cases; the selected case will appear...
at the top of the list of cases on the right allowing you to view how the case you have selected relates to other cases in its citation network.

The Visual Filters

- In the upper right hand side of the case map you will see the “Court Separated” and “Relevance” filter tabs
- **Court Separated**: separates the cases by court hierarchy.
- **Relevance**: uses the Y-axis of the visualization to display relevance – so more relevant cases go to the top, and less relevant cases go to the bottom.

Powerful Filter Functionality

- In the upper left hand side of the case map you will see the “Filters” button
- **Key Words**: filter by key word utilizing natural language or Booleans
- **Motions**: filter case law search by 90 plus types of motions
- **Topics**: filter by topics that are generated by power natural language processing algorithms
- **Statutes**: filter by statute categories
- **Date Range**: filter by an available date range or create a customizable date range
Advanced Features

Case Reading & Case Analytics

Keys to Case Reading

- The graph on the top left shows how often a case has been cited each year since its publication, with each bar representing a year. The graph can be used to determine whether a case is falling out of favor (being cited less over time) or becoming more popular.

- **Case Analytics** (discussed in detail below) on the left shows a page by page analysis of which cases cite to each page.

- “Print” button in the upper right hand corner of the case produces a two-column print format.

- “Star” a case to save it in your Workspace (discussed in detail below) for easy later retrieval

- “Tags” allows personal organization; create and edit tags within the case reader
Ravel QuickStart Guide

Case Analytics

- The left column within a case shows how each page in an opinion has been cited by later cases.
- A 5-star system ranks the importance of each page, based on citations: the more citations a page receives, the more stars appear next to the page number.
- A trend-line for each page shows how that page has been cited over time.
- Each quote in the left column represents a group of citations that cite to the page you are viewing. These citations are grouped when they discuss a similar principle of law. By clicking on the principle, i.e., a quote shown in the left-hand column, you can bring up a full list of every case in that grouping. Select any case in the list to view the exact language that case uses to cite and discuss the page of the opinion you are viewing.

Annotations, Highlights, and Copy with Cite

- Selecting text within a case will cause a pop-up to appear with options that allow you to copy, copy with cite, highlight, annotate, or search the selected text in Ravel. Add a tag to text that you highlight or annotate to label your research for a particular project.
- Your annotations, stars, tags and highlights will be stored in Workspace. See the next section for more information about Workspace.
Workspace

- Workspace is a customizable user dashboard that you are automatically taken to when logging into your Ravel account. It is the hub from which you can view, sort and search through your search queries, starred, annotated and tagged cases, as well as see recent history, updates to Ravel and access your personal account.

- Select any Starred, Annotated or Tagged cases by clicking on the appropriate label in the left column.

- The middle column will populate with the cases you have Starred, Annotated or Tagged correspondingly.

- At the bottom of the left-hand column, click the blue link to see the latest updates and releases in Ravel.

- On the far-right hand, click edit account to update your account information.

- Below edit account, see your Ravel activity history, including cases clicked, searches logged, and judges accessed.
Judge Analytics and Court Analytics

Searching for a Judge

- While in Ravel, you will see a Judge Analytics button in the top right-hand side of your screen. Select this button to go to the Judge Analytics home page.

- Search for a judge by typing the judge’s name in the search bar at the far top left of the screen while on the Judge Analytics home page. Select the judge from the drop-down list that appears as you type.
  
  o **NOTE:** You can access a judge’s profile from any screen in Ravel by typing the judge’s name in the search bar at the top of that screen. Select the judge from the drop-down list that appears as you type.

- Ravel currently offers analytics on federal judges at all levels, including magistrates and bankruptcy courts, as well as appellate level analytics for judges from all 50 states.
The Judge Profile

Navigating Analytics About Your Judge

- Every judge profile contains four sections (tabs in the upper right portion of the judge page): Opinions, Analytics, Motions and About. When you arrive at a judge profile, you will be viewing the “Opinions” tab by default.

- **Opinions Tab.** The “Opinions” tab shows you all opinions authored by your judge. Use the filters button on the far left to view patterns related to certain key words, motion types, topics, statutes, or dates. You may enter key words using natural language, or Ravel’s Boolean operators.
  
  - The center column shows a list of opinions authored by your judge with details about each opinion. Click on any opinion to drill down into details about it.
  
  - Click “Report” to create a pdf report of the dashboard so that you can email, share or save for later reference.
  
  - Click “Copy” and drag and drop the information into a Word document or email. All the information in the center column will now be in your text document ready for your workflow.
• **Analytics Tab.** The “Analytics” tab reveals your judge’s citation patterns. Use the filters button on the far left to view patterns related to certain key words, motion types, topics, statutes, or dates. You may enter key words using natural language, or Ravel’s Boolean operators. Any filters you applied in the Opinions tab will carry over to the Analytics tab.

  o Select the Opinions button to view the opinions your judge favors and cites most frequently. Select any opinion in the list to open details about that opinion on the far right, and see the exact language and context of your judge’s citations to that opinion from the cases they have authored.

  o Select the Courts button to view the jurisdictions your judge cites most frequently. Select any jurisdiction in the list to see the exact language and context of your judge’s citations to that jurisdiction from the cases your judge has authored.
• Select the Judges button to view the other judges your judge cites most frequently. Select any judge in the list to see the exact language and context of your judge’s citations to opinions authored by that other judge.

• **Motions Tab.** Select the “Motions” tab to see a graphical representation of all the motions your judge has ruled upon. Click on the bar chart to see a list of cases to the right. You can click on the bar chart to see the motions that were granted, denied or granted/denied in part.
• **About Tab.** Select the “About” tab to view the judge’s appointment history, prior professional experience, education & personal history, and to read recent news about the judge.

Searching for a Court

• While in Ravel, you will see a Judge Analytics button in the top right-hand side of your screen. Select this button to go to the Judge Analytics home page.
• Select a Court from the provided list and then enter its Court Analytics homepage.
• **NOTE:** Court Analytics provides the same functionality as Judge Analytics. For more detail see above.
Frequently Asked Questions

- **What search operators does Ravel support?**

  Ravel supports the same Boolean language as Westlaw: search within sentence, paragraph, n words, and more (/s, /p, /n, etc.). To the right is our full list of terms and connectors.

- **How does the search algorithm work?**

  When you enter a search, Ravel finds all cases that contain those keywords and then ranks them based on a combination of how those keywords appear in the case, and how important that case is more broadly. Ravel ranks the importance of each case by looking at the citation network – assessing how many and which other cases cite to a given case.

- **Can I restrict my search by jurisdiction?**

  Yes, it’s easy to use the jurisdiction filters either from the home page or from the search screen. You can type a jurisdiction into the appropriate field, select from several default options, or choose from a visual selection list.

- **What is Ravel’s case law coverage?**

  New cases are typically available in Ravel within one week of release. Please consult our website for our coverage as it is growing weekly (we are currently expanding that coverage on a state-by-state basis with [scans from the Harvard Law Library](https://harvardlawlibrary.org)). We expect to have complete coverage for all jurisdictions by mid-2017. Up to date information on our expanding case coverage can be found on our website in our FAQ’s.

  Unpublished case law: Our coverage of federal and state unpublished cases released after May 15, 2015 is comprehensive. Prior to that date our coverage of unpublished cases is broad but not comprehensive.

<table>
<thead>
<tr>
<th>Operator</th>
<th>Purpose</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>AND</td>
<td>Inclusion</td>
<td><code>search AND seizure</code> yields cases with both terms.</td>
</tr>
<tr>
<td>OR</td>
<td>Alternative</td>
<td><code>privacy OR secrecy</code> yields cases that contain either term or both terms.</td>
</tr>
<tr>
<td>NOT</td>
<td>Exclusion</td>
<td><code>defect NOT failure</code> yields cases that include the term “defect” but not “failure”.</td>
</tr>
<tr>
<td>” ”</td>
<td>Exact phrase</td>
<td>“summary judgment” yields cases that contain this exact phrase.</td>
</tr>
<tr>
<td>( )</td>
<td>Combination searches</td>
<td><code>(antitrust OR monopoly) AND conspiracy</code> yields cases with either “antitrust” or “monopoly and also “conspiracy”,</td>
</tr>
<tr>
<td>*</td>
<td>Single-character wildcard</td>
<td><code>text*</code> yields cases containing any word that fits this wildcard, such as “text” or “text”. The wildcard stands for a single-character and can be used within a word or at the end, e.g. “forge*” yields “forger” and “forges”</td>
</tr>
<tr>
<td>!</td>
<td>Root expander</td>
<td><code>contribut*</code> yields cases with words containing variant endings, such as contributed, contributor, contribution, etc. It must be used at the end of a term.</td>
</tr>
<tr>
<td>/N</td>
<td>Within N words</td>
<td><code>capital /S loss</code> yields cases where these terms appear within 5 words of each other, in either direction.</td>
</tr>
<tr>
<td>/s</td>
<td>Within same sentence</td>
<td><code>campaign /S finance</code> yields cases where these terms both appear in the same sentence.</td>
</tr>
<tr>
<td>/p</td>
<td>Within same paragraph</td>
<td><code>driving /P blood</code> yields cases where these terms both appear in the same paragraph.</td>
</tr>
</tbody>
</table>
How do I reset my password?

From the Ravel home page, click on “My Account” in the upper right menu. On your Account page, there is a link that says “Reset Password”. Once you click on the link, an email will be sent to the email on record with instructions for resetting your password.