

LEGAL RESEARCH BASICS

Here are some points to keep in mind that will help you during your research:

- 1) The sets of legal books have either supplements, or pocket parts, that keep the books up to date. A pocket part is a small pamphlet inserted into a pocket in the back of the book. A supplement is at the end of the set or compliments a single volume and is right next to the single volume. If you cannot find what you are looking for within the book, remember to check for a pocket part or look for a supplement;
- 2) Most legal books will have a preface, an appendix, an introduction, or something similar that will explain to you how to use the book correctly. Locate these sections and read them. Understanding how to use the material will give you the maximum benefit with a minimum amount of work;
- 3) Many sets of legal books have an index that is located either in the front of the set or in the back of the set; for individual books the index is in the back of the book. When searching for material, look in the index first. The index will refer you to the location where the information you want will be found.

The following list will give you a place to begin your research. This list is for the express purpose of helping you get started on your case research, and contains materials that are needed by the largest number of patrons. This list does not contain everything you may need; you must decide what other resources you will need and how in depth you want to be with your research! The library has many other resources available to you that relate to your specific issue-we suggest that you search them.

Represent Yourself in Court: How to Try and Prepare a Winning Case. By Bergman & Berman-Barrett, Nolo Press. This book is available at the Reference Desk.

Nevada Revised Statutes. There are two sets of the Nevada Revised Statutes here in the library. One is blue, and one is red. All of them are located on small aisle #1 of the Nevada Collection, on the front sides.

Nevada Revised Statutes, Court Rules Annotated volume. This particular book can be found within the set of the Nevada Revised Statutes or you can pick up a copy of the book at the Reference Desk. Also available at the Reference Desk is the two-part *Nevada Rules of Court--State and Federal* by West Publishing.

Nevada Civil Practice Manual, 4th edition. Continuing Legal Education Committee of State Bar of Nevada. Lexus Law Publishing; 1998. This book is on small aisle #1 of the Nevada Collection, on the side that faces the Reference Desk. You can also pick up a copy at the Reference Desk.

Successful civil litigation: how to win your case before you enter the courtroom by Vetter, George- Prentice-Hall. c1977. KF 8900 V.4

Litigation. James W. Jeans, Sr. 2nd ed. c1992. KF 8915.J39 1992

NUTSHELL SERIES

The nutshells are small books with a white cover and a different colored top section for each book. They are written simply and to the point. The nutshells are located in the Nevada section, aisle #4. If you have trouble finding them, ask for assistance at the Reference Desk.

Pretrial Litigation in a Nutshell. St. Paul, MN; West Publishing Co; 1992. KF 8900.D49 1992.

Civil Procedure in a Nutshell. St. Paul, MN; West Publishing Co; 1996. KF 8841.K36 1996.

Civil Procedure in a Nutshell, 4th Edition. St. Paul, MN; West Publishing Co; 1996.

Legal Writing in a Nutshell. St. Paul, MN; West Publishing Co; 1996. KF 250.S68 1996.

Legal Drafting in a Nutshell. St. Paul, MN; West Publishing Co; 1996. KF 250.H343 1996.

Civil Procedure, 4th Edition. St. Paul, MN; West Publishing Co; 1995. KF 8841.C65. This book is in the Nevada section of the library.

A good place to look for brief descriptions of subjects, topics, items, or forms that you don't understand is an encyclopedia, such as *American Jurisprudence*, 2nd edition. This encyclopedia is located on short shelf "K", next to the large pillar in the Reference section of the library. Another choice is *Corpus Juris Secundum*, which is located on short shelf "L" in the Reference Section of the library.

If you do not understand a word or a phrase, look that word or phrase up in a dictionary. The library has several dictionaries, such as *Black's Law Dictionary*, that is available at the Reference Desk, or the set entitled *Words and Phrases*, Permanent Edition. *Words and Phrases* is located on short shelf "K" in the Reference Section of the library.

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