# **D.C. Disciplinary Decisions Are Now Available on Fastcase**

Disciplinary decisions that are available on the "Disciplinary Decisions" tab on the BPR's webpage are now also available on Fastcase. This allows more robust searching of these decisions than on the BPR's webpage.

<u>Active D.C. Bar Members</u> have free access to Fastcase's entire online law library, including these disciplinary decisions, as registered users.

To access the Fastcase login page, go to the <u>Disciplinary Decisions</u> page on the Board's website (<u>www.dcattorneydiscipline.org</u>), and click on the "Search Disciplinary Actions in Fastcase" button on the right side of the page.



Log in to Fastcase using your D.C. Bar website login information.

You will be directed to the Fastcase homepage.

fastcase							
Start	Search	Results	Document	Print	My Library	Options	Help

<u>**Disbarred/Suspended Members**</u> – D.C. Bar members who have been disbarred or suspended (including administrative suspensions for non-payment of dues and temporary suspensions) are not registered users. They may access Fastcase through the Fastcase website.

Go directly to the Fastcase website: <u>https://www.fastcase.com/login/</u>

#### Welcome Back!

Please enter your username and password below for access to Fastcase, the smarter alternative for legal research! If you do not already have a password to Fastcase, you can subscribe by clicking the link below. If you've forgotten your username and password, click the link above.

Username	Password
Participating Bar Member? <u>Click here to log in.</u> Not a registered user? <u>Click here to sign up.</u> Need additional support? <u>Click here to contact us.</u>	

Select: Not a registered user? Click here to sign up.

You will be directed to sign up page, where there are options for access to a free 24hour trial period through the Appellate or Premium pricing plans – both plans include access to the D.C. Disciplinary Decisions library.



Select an option to sign up and submit registration information.

<u>Note</u>: Fastcase is continuing to work on improvements to the D.C. Disciplinary Decisions library results, and will be changing to a more user-friendly format with the introduction of Fastcase 7.

#### **Searching Disciplinary Decisions in Fastcase**

The Fastcase library includes Court of Appeals decisions since January 1997, Board reports since November 2000, Hearing Committee reports since September 2006, and Informal Admonitions issued by the Office of Disciplinary Counsel since July 2001. The library is updated monthly.

From the homepage, click on <u>Search Disciplinary Actions</u> in the left column.



The search box will appear.

Search Opinions						
Search Type: •	Keyword Search (Boolean) O Natural Language	Citation Lookup				
Show Search	ı Tips	Search »				
Syntax	Example (click to run a search)	Result				
AND, &	copyright AND preemption	documents with both the words "copyright" and "preemption"				
OR	landlord OR lessor	documents with either the word "landlord" or "lessor"				
NOT	chemical waste NOT management	documents with the words "chemical" and "waste" but not "management"				
()	(security OR pledge) AND assignment	documents with either "security" or "pledge", and also the word "assignment"				
	"felony murder"	documents containing the exact phrase "felony murder"				
w/2, /2	capital w/2 punishment	documents in which the word "capital" appears within 2 words of the word "punishment"				
*	mitig*	wildcard - documents containing variations of the stem, such as "mitigate", "mitigated", "mitigation"				
?	advis?r	single letter wildcard - documents with the words "advisor", "adviser"				

<u>Select Library</u> – Your search can be narrowed by library.

The default is search all libraries. De-select libraries to narrow your search parameter by unchecking the box.

Select Libraries				
\$ \$	D.C. Board on Professional Responsibility D.C. Court of Appeals Office of Bar Counsel			

In the search results, each case name contains a parenthetical that identifies whether the document was issue by the Court, the Board, a Hearing Committee, or the Office of Bar Counsel (now "Disciplinary Counsel").

**D.C. Board on Professional Responsibility**: Contains both Board and Hearing Committee Reports and Recommendations. The parenthetical identifies the source of the report (D.C. Board on Professional Responsibility, Board Report or D.C. Board on Professional Responsibility, Hearing Committee Report).

**D.C. Court of Appeals**: The library contains only the slip opinion issued by the Court (XX-BG-XXX).

<u>Note</u>: The official Atlantic Reporter (XX A.3d XX) version of D.C. Court of Appeals disciplinary decisions can found on the Fastcase homepage, main D.C. library, using the Quick Caselaw Search option.

Quick Caselaw Search	switch to advanced caselaw search		
○ All Jurisdictions  ● DC	Search >>>		

<u>Office of Bar Counsel</u>: Includes letters of informal admonition issued by Disciplinary Counsel (formerly Bar Counsel).

<u>Select Action Types</u> – Your search can be narrowed by action types. The default is set to search all actions. De-select action types to narrow your search parameter by unchecking the box.

Select Action Types	
<ul> <li>Board Report</li> </ul>	
Court Action	
Hearing Committee Report	
Informal Admonition	

## <u>Search Options</u> – Your search can be narrowed by date of the decision.

Search (	Options
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Start Date:	January	۲	Before 1925 •
End Date:	May	•	2017 •

Select the date range of the disciplinary decision by selecting the month and the year to start the search, and the month and the year to end the search, using the arrows on the right on the month/year boxes.

	January	
Select Action	February	
	March	
Board Re	April	
Court Act	May	
🕑 Hearing C	June	
Informal.	July	
	August	
Search Optic	September	
	October	
Data	Maximum	
Date	November	
Date	December	
Start Date:	December January <b>v</b>	Before 1925 V
Start Date: End Date:	December January T May	Before 1925 ▼ 2017 ▼
Start Date: End Date:	December January T May T	Before 1925 ▼ 2017 ▼
Start Date: End Date:	December January V May	Before 1925 ▼ 2017 ▼
Start Date: End Date:	December January V May	Before 1925 ▼ 2017 ▼

<u>**Results**</u> – Your search can be narrowed by number of results or sort options.

Results		
Maximum results:	Unlimited	
Results per page:	20	•
Sort by:	Relevance	•

**<u>Results Per Page</u>** – The default is 20 decisions per page, and can be increased up to 100 by using the arrows on the right on the results box.

Results		
Maximum results:	Unlimited	
Results per page:	20	•
Sort by:	10	
cont by:	20	
	50	
	100	

<u>Sort by</u> - Select how results are viewed by using the arrows on the right on the sort box.

Results			
Maximum results:	Unlimited		
Results per page:	20	•	
Sort by:	Relevance	•	
	Relevance		
	Short Name		
	Decision Date		

<u>Relevance</u> – Sort by:

- Numerosity (the number of times the search terms appear in the document),
- Proximity (how close together the search terms appear), and
- Density (the prevalence of the search terms compared with the length of the document).

Short Name - Sort by respondents' last names, in alphabetical order.

<u>Decision Date</u> – Sort by date of the document, most recent first.

## **Print/Save**

There are three options for printing search results, two by <u>Print List</u> and a third by <u>Print/Save</u>.

<u>**Print List**</u> – You can print the list of your search results in two ways.

1. By selecting <u>Print List of Results</u> above the search results.

fastcase							
Start	Search	Results	Document	Print	My Library	Options	Help
K ∢ 11 _	to 20 of 538	results 🕨	Search Withi	n >>	🗂 Print List o	of Results	-

2. By selecting <u>Print Results</u> from the Print pull-down menu.

fastcase							
Start	Search	Results	Document	Print	My Library	Options	Help
<ul> <li>✓ 1 to 20 of 538 results ► </li> <li>✓ Search Within</li> <li>Relevance Title</li> </ul>			🗂 Print Results		of Results		
			🗂 Print Document				
			View Print Queue				

<u>**Print/Save**</u> – You can print decisions you have selected to view as either a Word or PDF document by selecting Print/Save, located at the top of the decision viewing page.



Choose options for saving the decision by using the arrows on the right.

Print Document					
Document selected:	In re Abbey (D.C. Board on Professional Responsibility, Board Report, 2016)				
Highlight search terms:	O Yes  No				
Number of columns:	1 •				
Format:	Microsoft Word 2007 And Later (C 🔻				
	Microsoft Word 2007 And Later (DOCX)				
	Microsoft Word (DOC)				
	Adobe Acrobat (PDF)				

Next, select Print/Save, and the document will download.

Print Document	
Document selected:	In re Abbey (D.C. Board on Professional Responsibility, Board Report, 2016)
Highlight search terms:	Ves No
Number of columns:	
Format:	Microsoft Word 2007 And Later (C 🔻
	Print/Save Cancel

**<u>Print</u>:** A download screen will pop up. Open the download, print using your systems standard printing functions.

<u>Save</u>: A download screen will pop up. Open the download, save the document in a folder on your system.

### <u>Email</u>

You can send decisions by email. Please note that the text of the decision appears in the body of the email, <u>not</u> as an email attachment.

Select the Email option located at the top of the decision viewing page.

