

## **CASEMAKER® FREQUENTLY ASKED QUESTIONS**

### **WHAT IS CASEMAKER®?**

Casemaker® is an Internet-based legal research library and search engine that will allow you to browse and search a variety of legal information, such as codes, rules and case law, over the Internet. It is an easily searchable, continually updated database of case law, statutes and regulations.

### **WHAT DOES THE CASEMAKER® LIBRARY CONTAIN?**

The Alabama Code and Constitution, Alabama state cases, Federal cases for Alabama and all the Federal circuit courts, court and bar rules, administrative rules and regulations, plus similar materials from all 50 states.

### **WHERE ON THE INTERNET DO I FIND CASEMAKER®?**

You access Casemaker® by going to the state bar's website and logging in to the Members' password-protected area. To log in you'll need to enter both your user ID and password. Information on how to get an ID and password is below.

### **HOW MUCH DOES IT COST TO USE CASEMAKER®?**

Nothing! Use of the Casemaker® Web Library is free to all Alabama State Bar members. It's a benefit of membership.

### **SHOULD I RUN OUT AND CANCEL MY CURRENT LEGAL RESEARCH SERVICE SUBSCRIPTION?**

This is an individual choice that depends on the needs of your practice. We believe that Casemaker® provides a comprehensive online legal research library for Alabama materials with Alabama state court cases beginning with 1 So.2d. The library also includes the decisions of the U.S. District Courts for Alabama and decisions of the 11th Circuit Court of Appeals from inception. At the current time Casemaker® may not cover all 50 states and all Federal cases in the depth you need. We suggest you try it before deciding to cancel existing research services. Materials are frequently being added as additional state bars join Casemaker®, so coverage continues to improve.

### **HOW DO I LEARN TO USE CASEMAKER®?**

Casemaker® is so easy to use that other bar associations that have already launched it have found that training sessions were not necessary. There's a built-in help system that provides you with prompts depending on what you're trying to do when you access the help files. There are also an illustrated Casemaker® User Guide available on the state bar's web site at [www.alabar.org](http://www.alabar.org) and live training webinars from time to time. Notices of the webinars are sent by email and posted on the state bar's website.

### **HOW CAN I GET HELP?**

If, after reading the User Guide, you still have questions you may call the state bar at (334) 517-2242 between 9:00 a.m. and 4:00 p.m., Monday through Friday, and ask for Casemaker® help. It may be necessary for you to leave a message concerning your question and wait to receive a return call. Please be patient. We have only one employee who can answer technical questions regarding log-on problems and one employee who can answer research questions, and they are not always immediately available due to other job responsibilities. You may also email your questions to [Casemaker@alabar.org](mailto:Casemaker@alabar.org).

### **HOW DO I REPORT ERRORS I MAY FIND?**

A lot of hard work has gone into making sure that the Casemaker® database is as accurate as possible. Nevertheless, as with anything new, you may find a typo in a case or discover a search problem that the creators of the database just didn't contemplate. If you do, please report the problem by email to [Casemaker@alabar.org](mailto:Casemaker@alabar.org). By doing so you'll be making the system better for yourself and all other Alabama State Bar members.

### **HOW DO I GET A USER ID AND PASSWORD?**

If you have not previously gone through the process of obtaining a user ID and password, you will need to go through three easy steps. First, go to the home page of the state bar's website at [www.alabar.org](http://www.alabar.org). Directly beneath the banner at the top of the page you will see fields labeled User ID and Password. For User ID, enter the email address you have on file with the bar. For password, enter your state bar ID number. This is the number on your bar card, NOT the number you received from AOC to put on pleadings. Click the Login button and You will be taken to a screen that says, **Login Help**.

Second, scroll down until you see a box where you can enter your email address. Once again, enter the email address you have on file with the bar and your state bar ID number. Now, create a User ID you can remember and type it in. Create a password you can remember, and enter it twice. Click on Submit. You will remain on the same page.

Third, return to the top of the page, enter your newly created User ID and password, and click the Login button. You will be taken to a screen that says, **iProfile**. Scroll down and click on Submit and you will be taken to the Member Control Panel from which you can access Casemaker® and all of the bar's other on-line services. If you skip this step, you will not be logged in.

### **WHAT IF I DON'T CURRENTLY HAVE AN EMAIL ADDRESS ON FILE WITH THE BAR?**

Then you need to provide one in writing. You won't be able to use Casemaker®, or any of the bar's other online services, if you don't have an email address registered. You can do so by regular mail to the Alabama State Bar at P. O. Box 671, Montgomery,

AL 36101-0671, by fax to (334) 261-6310, or by sending an email to [ms@alabar.org](mailto:ms@alabar.org). You may designate your email as "unpublished," which indicates you do not want it placed in the Online Bar Directory. Published email addresses may be accessed by other Alabama State Bar members and the general public. ***Please don't call us with your email address. We cannot accept it that way.***

**WHAT IF I DON'T KNOW MY BAR NUMBER?**

Look on your bar card. It's right under your name and starts with ASB. If you can't find your bar card, you can submit a written request asking for your number to the Alabama State Bar at P. O. Box 671, Montgomery, AL 36101-0671, by fax to (334) 261-6310, or by sending an email to [ms@alabar.org](mailto:ms@alabar.org) and we'll mail a response to the address that we have on file for you.

**WHAT IF I DON'T REMEMBER MY USER ID OR PASSWORD?**

If you try unsuccessfully to login to the website, you will see a message that says, **Unable to log you in.** Scroll down until you see a red box that says, "Forgot your User ID or Password?" Enter the email address you have on file with the bar and your state bar ID number. Choose either "Send User ID" or "Send Password" and click on Submit. You cannot receive both at the same time, so if you have forgotten both your User ID and password, you will have to send two separate requests. The information you requested will be automatically sent to the email address you have on file with the bar.