http://otl.stanford.edu/about/documents/Memo_to_Outside_Counsel.doc

Revised August-04

GUIDELINES FOR STANFORD'S OUTSIDE COUNSEL

This memorandum summarizes certain basic principles concerning the retention of outside counsel by the Office of the General Counsel (OGC). At Stanford, when we use outside counsel, we are doing so because we respect that counsel's professionalism and expertise. The model for that relationship is that of partners on the matter, and our desire is that the relationship be ongoing and long-term. ...

In short, cost and efficiency are important to us, and we trust counsel will be continually vigilant to determine the best use of resources. **We therefore expect our outside counsel to manage themselves with respect to cost efficiency with the same intensity that they manage themselves with respect to quality.**

We have found that the following practices promote these principles and, consequently, facilitate an effective partnership with our firms.

WITH RESPECT TO ALL MATTERS

...

- Legal Research. Legal research time is to be separately billed, with each topic researched to be specifically identified, along with the time spent researching that topic and whether that research was on-line (e.g., Lexis or Westlaw). **Legal research in excess of $500 needs prior approval from the OGC.** All charges for on-line research are to be billed at the firm's actual cost.

- EXPENSES
- **On-line Research. Firms should encourage their personnel to use free on-line services for certain legal research, as an alternative to fee-based research services such as Westlaw and Lexis.**

Images

For most Westlaw databases there is no additional charge to print or download an image you are viewing—offline transmission charges for the document include images. Exceptions are listed below.

Derwent original patent documents	$ 3.00/image
Dialog on Westlaw database images	$ 4.00/image
Dockets PDF court documents	$ 4.00/image
Investext PDF documents	
Viewing, printing, or downloading images of an Investext report	$ 9.95/page
West Reporter PDF images	$12.00/image
Real property parcel maps	$15.00/image
Real property deed images	$25.00/image
50 State Surveys PDF images	$50.00/image
Briefs original PDF documents	$50.00/image
Legal Due Diligence Reports in PDF	$150.00/image
Attorneys Medical Atlas (AMA-ATLAS)	
Viewing, printing, or downloading images without watermarks	$225.00/image

Citation Research Services

Transactional Citation Research Charges

KeyCite®	$6.25/citation
RIA Federal Tax Citator Second	$6.25/citation
Table of Authorities	$1.00/citation

Per Minute Citation Research Charges

Browsing the KeyCite service or the Table of Authorities service is $7.58/min., but you are billed at the applicable database rate when you retrieve a document from one of these services.

Clipping Services

WestClip®

Noncontinuous clipping	No charge
Continuous clipping	$4.50/day/search
BNA database clipping	$14.00/trans.

Note: Offline printing and downloading are additional charges. Per-line pricing is the default.

KeyCite Alert

Noncontinuous clipping	$7.00/trans.
Continuous clipping	$9.00/day/trans.

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THOMSON WEST

Pricing Guide for Private Price Plans

January 2007

Westlaw.

Transactional Charges
(no connect time or communications charges)

Examples of Database Charges per Search

ALLCASES—All Federal and State Cases	$172
ALLFEDS—All Federal Cases	$106
SCT—All U.S. Supreme Court Cases	$ 54
CTA—U.S. Courts of Appeals Cases	$ 65
DCT—U.S. District Courts Cases	$ 65
ALLSTATES—All State Cases	$106
XX-CS—State Cases*	$ 54
XX-CS-ALL—State and Federal Cases*	$106
USCA—United States Code Annotated®	$ 65
XX-ST-ANN—State Statutes Annotated*	$ 65
CFR—Code of Federal Regulations	$ 58
FLB-NLRB—NLRB Decisions	$ 58
TP-ALL—Texts and Periodicals	$154
ALR—American Law Reports (ALR®)	$ 80
AMJUR—American Jurisprudence 2d	$ 80
FPP—Federal Practice and Procedure®	$ 92
JLR—Journals and Law Reviews	$106
ALLNEWS—All News	$106

* XX represents a state's two-letter postal abbreviation.

Note: A charge is incurred for running or editing a search. There are no charges for Locate requests or for browsing the Westlaw® Directory or Scope. Browsing the Table of Contents service, Custom Digest, or KeySearch® topic list is not chargeable, but you are billed at the applicable transactional Find rate when you retrieve a document from one of these services.

Transactional Charges to Retrieve Documents
(includes Find from a Previous Section/Next Section link)

Find for most primary law documents, law review articles, and news and business documents	$ 8.00/doc.
Find for secondary law (analytical) documents, RegulationsPlus™, and Regulations Suite™	$12.00/doc.
Find for BNA and RIA® documents	$15.00/doc.
Find for dockets	$15.00/doc.
Find for state legislative history, bill tracking, and prior versions of statutes	$25.00/doc.
Find for briefs and trial documents	$50.00/doc.
Find for expert witness documents	
Trial transcripts	$125.00/doc.
Depositions	$75.00/doc.
Partial depositions, affidavits, and reports	$50.00/doc.
Find from a ResultsPlus® link	$35.00/doc.
Find from a ResultsPlus link to briefs and trial documents	$65.00/doc.
Find from a State Survey result	$150.00/doc.

Per Minute Charges
(includes connect time and communications charges)

Examples of Database Charges per Minute

ALLCASES—All Federal and State Cases	$17.66
ALLFEDS—All Federal Cases	$14.71
SCT—All U.S. Supreme Court Cases	$ 7.58
CTA—U.S. Courts of Appeals Cases	$14.71
DCT—U.S. District Courts Cases	$14.71
ALLSTATES—All State Cases	$14.71
XX-CS—State Cases*	$ 7.58
XX-CS-ALL—Federal and State Cases*	$17.66
USCA—United States Code Annotated	$ 8.90
XX-ST-ANN—State Statutes Annotated*	$ 8.90
CFR—Code of Federal Regulations	$ 7.58
FLB-NLRB—NLRB Decisions	$ 7.58
TP-ALL—Texts and Periodicals	$17.66
ALR—American Law Reports	$14.71
AMJUR—American Jurisprudence 2d	$14.71
FPP—Federal Practice and Procedure	$11.56
JLR—Journals and Law Reviews	$14.71
ALLNEWS—All News	$14.71

* XX represents a state's two-letter postal abbreviation.

Note: The charges for using Locate or editing a search are the same as the database charge. Otherwise, Standard database charges ($7.58/min.) apply for the entire session (e.g., browsing the Westlaw Directory or Scope). Browsing the Table of Contents service, Custom Digest, or KeySearch topic list is $7.58/min., but you are billed at the applicable database rate when you retrieve a document from one of these services.

Per Minute Charges to Retrieve Documents

The charges for retrieving a document via the Find service or via the Previous Section/Next Section links are the same as the database charge.

Charges for Previewing Documents in the Link Viewer

When you click a hypertext link to view a document in the Link Viewer, you are charged the applicable database rate for the document displayed in the Link Viewer. When you close the Link Viewer and return to your original document, you are charged the applicable database rate for the original document.

Prices are effective January 1, 2007, for searches on Westlaw and are subject to change on 30-day notice. For current, database-specific prices, check the SUBSCRIBER database.

Per Minute Billing Classifications

The following prices are for per minute price classifications. The prices include database charges, plus connect time and communications charges.

Combination databases	$ 1.78/min.
Highlights databases	$ 4.20/min.
Basic databases	$ 4.46/min.
Standard databases	$ 7.58/min.
Standard-Codes databases	$ 8.90/min.
Deluxe databases	$10.11/min.
Specialty databases	$10.50/min.
Premium databases	$11.56/min.
Allfile databases	$14.71/min.
Super Allfile databases	$17.66/min.
Select databases	$20.10/min.

User-defined, multiple-database searches are billed as

Multi-Search databases	$15.05/min.

Documents retrieved from ResultsPlus are billed as:

ResultsPlus Standard	$ 9.68/min.
ResultsPlus Premium	$14.91/min.
ResultsPlus Allfiles	$19.05/min.
ResultsPlus Super Allfiles	$22.71/min.
ResultsPlus Select	$25.88/min.

Complete, database-specific pricing information is available in the SUBSCRIBER database.

Offline Transmission Charges
(printing and downloading)

Per-Line Pricing (default)

Most databases on Westlaw	$0.035
Most news and business databases	$0.035

Charges to print and download documents range from $0.035 to $0.15 per line. See the SUBSCRIBER database for database-specific pricing information.

Per-Document Pricing (flat rate per document)

Most databases on Westlaw	$ 7.50
Most news and business databases	$ 7.50
Dialog® on Westlaw databases	$ 7.50
Briefs databases	$17.50
50 State Surveys	$25.00
Westlaw public records	$ 1.00

Charges to print and download documents range from $1.00 to $50.00 per document. See the SUBSCRIBER database for database-specific pricing information.

VersusLaw

Questions? Click here to leave us a message.>>> Contact Us FAQ/Help

Subscription Plans

VersusLaw offers three different online legal research plans to address your legal research needs. Click on eac below for an understanding of each plan's subscription details. Be sure to check out other VersusLaw legal res below.

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Standard Plan -
$13.95/mo; $167.40/yr

The Standard Plan offers online access to archive and current opinions from the following courts, plus a subscription to AdvanceLinks:

- U.S. Supreme Court
- U.S. Circuit Courts of Appeals
- Federal District Courts (current)
- State Appellate Court
- Tribal Courts
- Foreign Courts

Premium Plan -
$24.95/mo; $299.40/yr

The Premium Plan builds on the case law access of the Standard Plan, plus access to selected state content such as statutes and regulations. This plan also offers additional search capabilities and add-on products.

- Access to Standard Plan Case Law plus Federal District Court opinions back to about 1950.
- Selected State Statutes and Regs, and other State Content
- Increased Search Engine Functionality, including a Citation Search Feature
- AdvanceLinks

Professional Plan -
$39.95/mo; $479.40/yr

The Professional Plan includes i online case law access, additioı state content and online searcl capabilities of the Premium Pla Also included is access to the L Code, CFR and selected Specia Practice Collections.

- Access to Premium Plan Cas Law Search Capabilities and additional State Content plu: Federal District Court opinioı back to about 1950.
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- U.S. Code and CFR
- Specialty Practice Collection:

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More information

Future Plans

After two years, roughly about 10 percent of the 105-volume fiche backfile was digitized, although not all is online due to a modest cataloging backlog. With the equipment base currently in place, LLMC expected to double its annual thru-put to about 10,000 volumes in 2006 and then increase that to 15,000 annually in 2007. At that rate, LLMC expects to be done with the full fiche backfile by about 2012.

Digitizing titles from the fiche backfile, however, is only part of LLMC's goal. According to Mr. Dupont, George Washington University will add several new titles that fit into the "Civil Law I" collection area, which focuses on France. In addition, LLMC has received a number of requests to broaden the U.S. state collections to include session laws, compiled laws, and constitutional materials. The LLMC board is currently considering selecting those three categories as the next major subject area for content expansion.

More Information

Additional information on LLMC-Digital is available at the LLMC Web site at www.llmc.com. The LLMC-Digital Newsletter is also archived on the Web site.

Therese A. Clarke Arado Northern Illinois University College of Law, DeKalb

Loislaw and Versuslaw: Database Alternatives to Consider

Loislaw (www.loislaw.com) and Versuslaw (www.versuslaw.com) are two services many of you may not think about often, but every spring here at Northern Illinois University (NIU) we introduce our students to both. We do this in the spring semester of basic legal research (a year-long required course) during which we focus on online legal research.

When addressing online research, we do not limit our students' exposure to just Lexis and Westlaw. Of course the students have access to both the major services; however, we feel it is important to provide them some exposure to low-cost research alternatives. Loislaw and Versuslaw provide just that. Both services provide flat-rate database access. There are different rate levels depending upon your subscription.

Loislaw

Loislaw allows you to access its entire database or select just information from your state and a variety of subscription options in between. The cost for these services does not go much higher than about $200 per month. The complete database provides access to 50 state (appellate and supreme), federal (district and circuit), and U.S. Supreme Court case law. The date coverage varies by jurisdiction for all case law. All federal and state statutes and administrative material are provided, as well as session laws and legislative acts. Additionally, jury instructions, court rules, and practice materials are available for most states.

While the plethora of secondary sources on Lexis and Westlaw are not available, there is a good collection of Aspen treatises for the researcher to access. Recently a search within a search feature was added, and a simple find by citation feature is available. Loislaw also provides a cite checking service, GlobalCite™, and a current awareness service titled LawWatch.

Searching in Loislaw is relatively simple. The search screens are template driven. The connectors used are similar to the other research services, but a few minutes are needed to orient yourself to order of processing and to remember that the "*" is the truncation symbol. Interestingly the "*" can be used at the beginning of a word in both Loislaw and Versuslaw. This can prove to be helpful to your search.

In size you cannot compare Loislaw to Lexis and Westlaw, but for the material Loislaw provides it is certainly a very viable low-cost alternative. The primary materials available may offer all the information a researcher needs. If you haven't looked at Loislaw in a while, it is definitely worth taking a look.

Versuslaw

Versuslaw is the other lower cost service to which we orient our students. It too has a flat-rate fee structure. According to the Versuslaw Web site (www.versuslaw.com), the monthly flat rate varies from $13.95 to $39.95 per month depending upon the plan you select. The standard plan contains only case law. Other features are added with the two other plans. The only statutory and administrative material available is federal, and it is only available in the professional plan ($39.95).

While very little is provided in the way of secondary sources, if you are looking for primarily case law, Versuslaw is a source to consider. In the standard plan you get access to case law from all 50 states, as well as federal cases. The coverage varies by jurisdiction. A very interesting feature of Versuslaw is its coverage of tribal courts. Decisions are provided from 19 different tribal courts (date coverage varies by court). This coverage is significantly greater than any of the other online services.

When looking at your research options, Loislaw and Versuslaw are definitely worth considering. The amount of information available in these databases is much less than Lexis and Westlaw, but sometimes you don't need all that information, and a smaller database may provide just enough of what you seek. They are both reasonably priced and provide a good service to their users. Take a few minutes and explore these sites when you have a chance. I think you'll find it was worth your time.

CCH Reverse Site Visits

In the fall of 2000, The Chicago Association of Law Libraries' (CALL) CRIV Committee sponsored four reverse site visits with CCH, a Wolters Kluwer business. Under the leadership of Chair Betty Roeske and member Lorna Tang, the committee organized visits to four CALL-member libraries—University of Chicago D'Angelo Law Library, Katten Muchin Zavis library, Allstate Insurance Law Library, and the William J. Campbell Library of the U.S. Courts. The visits were highly successful, as reported in the winter 2001 *CALL Bulletin*, available at www.aallnet.org/chapter/call/publications/callbull179.pdf.

Upon the suggestion of CALL 2005-2006 President Naomi Goodman, the CRIV Committee organized a new series of reverse site visits with CCH. The committee first identified three CALL-member libraries that were interested in participating—Allstate Insurance Law Library, IIT Chicago-Kent College of Law Library, and the Katten Muchin Rosenman LLP library. Then, with the help of CCH's Barbara Johnson, director of customer service account administration, the committee set up the visits, which took place in 2006. Two members of the CRIV Committee participated in each visit, and four to six CCH representatives attended each of the sessions. (Note that the representatives are now technically part of the newly formed Wolters Kluwer Law and Business division, and refer to themselves as such. For purposes of this article, however, the more familiar CCH acronym is used.)

Prior to the individual visits, CCH asked each library to provide a list of discussion issues that could be addressed at the meetings. The CALL CRIV Committee also invited the general CALL membership to contribute issues/questions for CCH, although none were submitted. At the visits, participants discussed the previously identified issues, as well as others that surfaced during the sessions. The overall feedback from the participating libraries, as well as from CCH, was extremely positive. Below are summaries of the visits, as recorded by the CALL CRIV members who attended the meetings. CCH participants received pre-publication copies of these summaries.

-Julienne Grant, 2005-2006 chair, CALL CRIV Committee

Allstate Insurance Law Library

Julienne Grant
Loyola University School of Law Library, Chicago

Kathryn Hough
Wolters Kluwer North America, Riverwoods, Illinois

The Allstate Law Library participated in the reverse site visits back in 2000. At that time, CCH representatives and Allstate librarians discussed a variety of issues, including the advantages/disadvantages of claiming by phone versus the CCH Web page. In 2000, the Allstate librarians were also particularly concerned about how CCH's then recent acquisition of National Insurance Law Service (NILS) would affect the NILS service. Another point of discussion during the 2000 visit was Allstate's desire to have more CCH products available through standing order.

Prior to this year's visit, Allstate Law Library Specialist Corinne Roth forwarded us two issues she and her library director, Dahlia Saleh, wished to discuss with the visiting CCH representatives. The two specific issues were: (1) difficult access to CCH Internet products and how CCH's Help Line was not providing satisfactory assistance; and (2) Allstate's preference for a dedicated library representative, rather than several reps for several different products.

We, in turn, forwarded these two issues to the four CCH representatives who planned to visit Allstate: John Falk, acting director of customer service product support; Barbara Johnson, director of customer service account administration; Jerry Pruitt, vice president of customer service and operations; and

Value Added Features of LEXIS & WESTLAW

-From Class Discussion Board

Note: Value added features are the reason attorneys decide to pay for a case on LEXIS or WESTLAW rather than simply access it on a free court site.

LEXIS	WESTLAW
Fully integrated system with same search engine across sources, i.e., can search same terms in case sources as well as in law review article sources	**Fully integrated system** with same search engine across databases, i.e., can search same terms in case databases as well as in law review article databases
Segment searching, i.e., may restrict search to parts of documents, e.g., lead paragraph	**Field searching**, i.e., may restrict search to parts of documents, e.g., digest
Headnotes	Headnotes
Headnotes classified	Topics and Key Numbers in Headnotes
Case summaries	
More Like This	
More Like Selected Text	
Suggest Terms for My Search	
	Results Plus
Focus	Locate
Shepards features: Alerts, TOA	KeyCite features: Graphical View in Direct History
Content: Public Records	Content: Court Documents
Productivity features: History (search & source tracking) Alerts	Productivity features: Research Trails (search & source tracking) Alerts, Westclips, etc.
Live Help	Live Help

Guidelines for Evaluating Any Electronic Research Product

CONTENT GUIDELINES

Type of document: Index? Full text?
Content of system documents:
- Primary—Statutes, Regulations, Cases, Constitution, Court Rules
- Secondary—Encyclopedias, ALRs, Treatises, Law Reviews, etc.
- Citator?
- Other related—Business, News, Others

Unique content: Does this system provide unique content unavailable elsewhere?

Jurisdiction?
Update mechanism?
Currency? How current is the product? How long does it take cases to get on system?
Backfiles? How far back in time does the product extend?
Comparison to other products? How does product compare in breadth and depth?

SEARCH FEATURES

Trunction
- Wild cards?
- Word root extenders?

Boolean
- Can you perform Boolean searches?

Connectors
- What kind of connectors are used?
- What kind of proximity connectors are available?
- Can you do phrase searching?
- Can you combine these connectors?

Unique search features:
- Are there any special search features such as the ATLEAST feature on Lexis?

Field searching:
- Can you target your search to parts of documents, such as title or judge?

PRODUCTIVITY FEATURES

Current Awareness:
- Can the system automatically runs searches you are interested in?

Tracking Searches: Does the system permit you to track your search history?
Tracking Clients for Billing: Does the system permit you to track client work?

CUSTOMER SERVICE

Does the system provide customer service by phone or online 24/7? Restricted?

PRICING

Does the system provide you with an acceptable price plan to meet your research needs?

(Sanderson 2/2007)