

CourtLink[®]

Document Retrieval Service



CourtLink[®] offers nationwide document retrieval services, both online and from the court.

At CourtLink[®] Document Retrieval Service, we strive to provide market-leading customer support so that we may be your indispensable nationwide document retrieval partner. Our service is unique because we take the time to understand your specific needs, and we leverage our proprietary library, electronic and runner resources to ensure faster delivery and accurate results.

- **Order** dockets and documents from all federal and state courts.
- **Receive** order confirmation and communication throughout the process.
- **Check** the status of and results for your document retrieval orders anytime. Go to the [Dockets & Documents](#) tab and then select the [Runner Orders](#) secondary tab.
- **Experience** high-quality customer support from our court research analysts.

In addition to retrieving documents from all federal and state courts, our experienced staff will work with you to meet your research needs. Our court-specific knowledge and geographic expertise allow us to locate newly filed or hard-to-find cases, even if you don't have much information to begin with.

Place your order online at courtlink.lexisnexis.com or by email at DRorders@lexisnexis.com—or call us at **866.540.8818** 9 A.M. – 8:30 P.M. Eastern Time.



"I'm your biggest fan! I'm never going back to the competition. You have absolutely positively won me over. Superb work. I only gave vague party names and was iffy about it being in Northern District of California. It's not even on PACER. Good job and kudos all around."

—Jennifer C. Groh,
Library Manager, Morgan & Finnegan LLP

To place a CourtLink Document Retrieval Service order:

- 1 Log on to courtlink.lexisnexis.com
- 2 Click the **Order Runner Documents** link from the CourtLink® top navigation menu.
- 3 Enter your order details and delivery method.
- 4 Click **Next** to confirm your order details.
- 5 Click **Send Order**.

Now you can check the status of and results for your document retrieval orders anytime. Just click the [Dockets & Documents](#) tab and then the [Runner Orders](#) secondary tab.

"I appreciate CourtLink's customer service, pricing and the constant communication as to the status of my order. As a legal assistant for a busy group of attorneys, my job is made easier when I have a vendor I know I can count on to get the job done right the first time."

—Shannon Savage,
Legal Assistant, Kane Russell Coleman & Logan, PC

The screenshot shows the LexisNexis Total Litigator interface. At the top, there is a navigation menu with tabs for Home, Early Case Assessment, Draft, File & Serve, Discovery, Research, Gather Intelligence, Trial Prep, Alerts & Tracks, and Litigation Tools. Below this is a search bar and a secondary navigation menu with tabs for My CourtLink, Search, Dockets & Documents, Track, Alert, Strategic Profiles, and My Account. The 'Dockets & Documents' section is active, showing a sub-menu with 'Runner Orders' selected. Below this is a table of document retrieval orders.

Order # / Rush	Court	Case Number	Case Name / Name Search Criteria	Order Status	ETA	Documents	Order Notes	Client Matter Code
<input type="checkbox"/> 24322410 (Rush)	California Central US District Court	2:07cv5994	2:07cv5994 Herbert Mankofsky v. J Larry Sorsby	In Progress		Requested / Arrived	Checked file for...	6060842
<input type="checkbox"/> 24313910	Washington Superior - King	07-2-35808-1	07-2-35808-1 Windermere Builder Services Inc VS Gardner Apartments et Ano - Civil	Closed	Dec 11th.	Requested	Request queued with...	7070853

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