



# GUIDE TO NCAJ.COM

the NCAJ website is full of resources and tools to help you excel in your practice

## MY NCAJ PAGE

You can access your personalized homepage by clicking on the red "Profile" logo at the top left-hand corner of the site.



### UPDATE YOUR PROFILE

Go to Your 'My NCAJ' Page and click on Edit Profile at the top of the page.

Remember to click "Save Information" after making edits.

Your homepage includes:

## MY ANNOUNCEMENTS

Keep up with your Sections & Divisions! Announcements tailored to your sections and divisions are posted here. Click on the specific announcement for more details.

## E COMMUNITIES

Access your section and division pages with one click! Select a section or division to access the **Member Directory, Listserv, Document Bank, Calendar, Announcements, Photos, and Videos**. Using the Announcements Tab, you can send an email to every section member – even those not on the listserv!

[Please note: selecting "Email This Notice" and "Save Notice" will immediately post the notice to the Section ECommunity & email it to every member of the section. Be sure you are ready to send it when you click "save notice"!]

## CLE HISTORY & EVENTS

Keep up with your recent CLE activity here!

## RESEARCH TOOLS & RESOURCES

At the top right-hand corner of the site, enter your search term in the Power Search box to search the NCAJ Website and TrialSmith Documents.

*NCAJ Documents available for searching include:*

- Website Documents
- Messages on subscribed listservs
- Document Bank
- EClips – archive of historical news, headlines, and events
- Store – search CLE Materials and Products for purchase
- Trial Briefs Articles (since 2000)
- Free CLE Materials
- Expert Database – search for experts

### TRIALSMITH DOCUMENTS\*

*Documents available for searching include:*

- Deposition Testimony – depositions of experts, doctors & corporate employees
- Expert Challenges – cases & briefs relating to experts who have been challenged in "Gatekeeping" cases based on methodology & qualifications
- Briefs & Motions
- AAJ Litigation Packets
- Legal Forms
- Similar Searches
- State & Federal Case Law
- My Documents – list of documents you have purchased or contributed

\* Access to these files requires a current TrialSmith account.

## LIST SERVERS

Access and adjust your settings for your listservs here! Click the word "Settings" under the "Lists" tab. Use the drop down menus to adjust the setting for any of your listservs. Options include opting for a daily digest, index of only subject lines, vacation mode/web only option, or unsubscribe.

When finished, you must save your changes by clicking the "Save" button at the bottom of the screen.

### CERTIFY EMAIL:

To view or search listserv emails online you must certify your email address once (click "certify email" link)

**NOTE:** Listservs are opt-in. To join a listserv, contact Amy Smith at amy@ncaj.com.

## LEGAL RESOURCES

Another way to access all the research tools:

- List Servers
- Website
- Depositions
- Expert Challenges
- Briefs & Motions
- Legal Forms
- Similar Searches
- Expert Database
- State & Federal Case Law
- My Documents
- Member Inquiry

## RECENT SEARCHES

Review and access your recent search results.

