



Locate Information Using the Practice Guides

Practice Guides provide a detailed overview of a topic with analysis of the law, and descriptions of how courts and ethics committees have applied the law. Practice Guides are arranged by key topical areas.

1. In the **Practice Guides** frame, click the link for the topic of interest, (e.g. Lawyer-Client Relationship).
2. Click the **+** sign to display additional details of content and the full text, (e.g., Lawyer as Advisor).
3. In the full text, the blue links lead to source material.

The screenshot shows the 'Lawyer-Client Relationship' Practice Guide. The 'Lawyer as Advisor' sub-guide is expanded, showing 'Model Rule 2.1' and 'Model Code'. Blue links in the text point to source material. The 'PRACTICE GUIDES' sidebar on the right lists various guides, with 'Lawyer-Client Relationship' selected.

Locate Information with Indexes

Link to BNA indexes from the **Indexes** frame on the Home Page. BNA indexes are compiled by subject specialists, not generalists, and are a topical guide to Practice Guides, Model Rules, Current Reports, and the ABA and State ethics opinions. To simultaneously search all indexes, click **Search Indexes** link at the bottom of the **Indexes** frame. To browse indexes:

1. In the **Indexes** frame, click the **Index** link to search a specific index for Current Reports, Ethics Opinions and Practice Guides.
2. On the alpha ribbon, click the letter corresponding to the first letter of your topic, (e.g., M for Multijurisdictional Practice).
3. Click the **+** to display the linked references.
4. Click a reference link to read the discussion.

The screenshot shows the 'INDEXES' frame. An alphabetical ribbon is visible at the top. The 'M' index is selected, and the 'MULTIJURISDICTIONAL PRACTICE (MJP)' index is expanded, showing a list of references with blue links.

News & Developments

Current Reports provide coverage of recent court decisions, ethics opinions, disciplinary actions and other relevant news. The Current Reports frame is located in the center of the Home Page.

1. Click **Latest Issue** to view news and highlights from the most recent Current Report.
2. In the **Current Reports** frame, BNA editors select highlighted stories from the News & Analysis. Click **More**, to access the full text of a highlighted story.

The screenshot shows the 'CURRENT REPORTS' frame. A list of reports is displayed, with the '03/31/2010' date highlighted. A 'Latest Issue' link is visible at the top. A highlighted story is shown with a 'More' link at the bottom.

Note:

To access back issues of the **Current Report**, click the **All Issues** link at the top of the Current Reports frame. **Current Reports** are arranged chronologically. To search the back issues, use the Advanced Search template, or click the **Search Current Reports** link at the bottom at the bottom of the frame.

The screenshot shows the 'CURRENT REPORTS' frame with the 'All Issues' link highlighted.

Searching

BNA offers numerous search options, all with direct links from the banner section of each webpage.



Quick Search [input field] **Go** [Search Tips](#) [Search History](#) [Saved Searches](#)

[Advanced Search](#) [Guided Search](#) **SEARCH My BNA**

Search My BNA
 To conduct a cross-product search in all of your subscriptions click **Search My BNA**.
Note: this feature only appears if you subscribe to more than one BNA service.

- **Quick Search** – Search all collections in the *Lawyers' Manual of Professional Conduct*. When you are working within a collection, the banner displays the added option to search in **All** or just **This Collection**.
- **Advanced Search** – Choose to search in a specific collection(s) using any or all of the available options for field searching, search operators, and date restriction.
- **Guided Search** – Use this template to search selected fields in specific collections. Use Guided Search to search in an individual practice areas, ethics opinions by state, current report and individual indexes.

Search Results

Search Within Results
 Narrow your Search Results for preciseness. Use this function as many times as necessary.

Save
 Save your search string with a date and time stamp and know when you last ran the search.

Search Results Toolbar



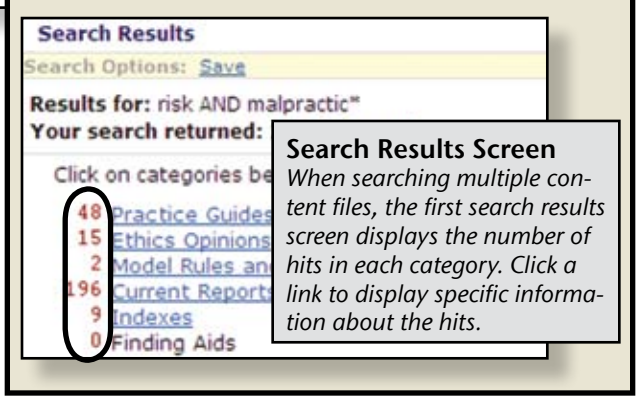
Lawyers' Manual On Professional Conduct: Conflicts of Interest

Go: [Browse Contents](#) Search Options: [Edit](#) | [Search Within Results](#) | [Save](#) | [Clear](#) | [Go to Hit](#)

[Add to Favorites](#) | [Split Screen](#)

Add to Favorites
 For one-click access to a document, make the document a **Favorites**. To retrieve it, click **Favorites** on the menu line.

Split Screen
 Simultaneously view the Search Results list and full text on the same screen.



Search Results
 Search Options: [Save](#)


Results for: risk AND malpractic*
 Your search returned:

Click on categories below

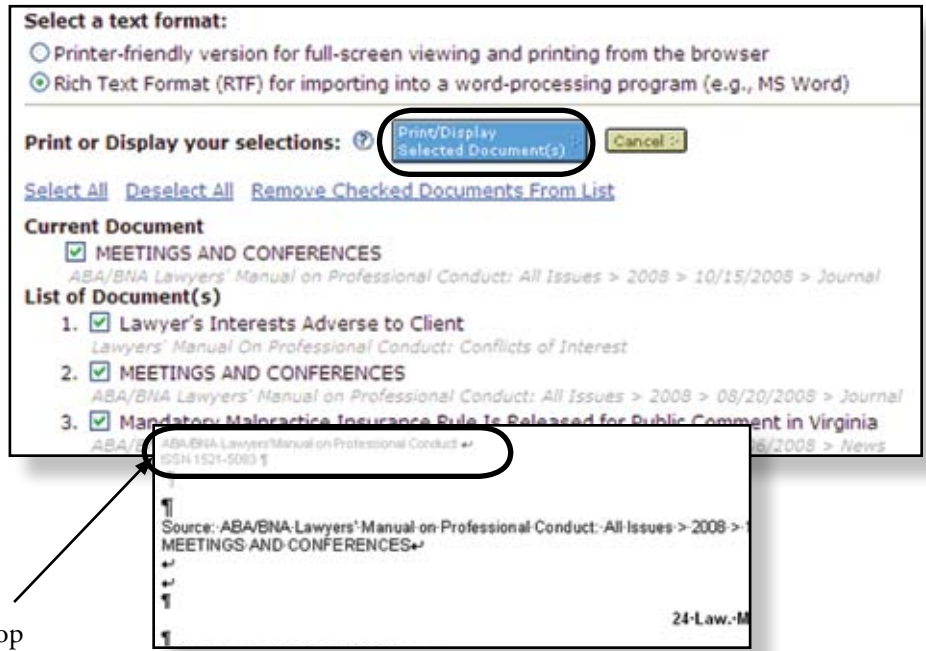
48	Practice Guides
15	Ethics Opinions
2	Model Rules and
196	Current Reports
9	Indexes
0	Finding Aids

Search Results Screen
 When searching multiple content files, the first search results screen displays the number of hits in each category. Click a link to display specific information about the hits.

Printing

To print, select the document(s) you wish to print, and click the print icon . The Print dialog box displays.

- Review the segment list and **List of Documents**. Click in the box to deselect it from the printing queue.
- Batch print a maximum of 25 documents. Select RTF format to concatenate the documents with page breaks.
- Click **Print/Display Selected Documents**.
- Select RTF format to place section breaks between each document, when printing more than one document, otherwise, the documents print as a single concatenated file.
- If the **File Download** dialog box displays, always select **Open**.



Select a text format:

Printer-friendly version for full-screen viewing and printing from the browser

Rich Text Format (RTF) for importing into a word-processing program (e.g., MS Word)

Print or Display your selections: [Print/Display Selected Document\(s\)](#) [Cancel](#)

[Select All](#) [Deselect All](#) [Remove Checked Documents From List](#)

Current Document

MEETINGS AND CONFERENCES
 ABA/BNA Lawyers' Manual on Professional Conduct: All Issues > 2008 > 10/15/2008 > Journal

List of Document(s)

- Lawyer's Interests Adverse to Client
 Lawyers' Manual On Professional Conduct: Conflicts of Interest
- MEETINGS AND CONFERENCES
 ABA/BNA Lawyers' Manual on Professional Conduct: All Issues > 2008 > 08/20/2008 > Journal
- Mandatory Malpractice Insurance Rule Is Released for Public Comment in Virginia
 ABA/BNA Lawyers' Manual on Professional Conduct: All Issues > 2008 > 08/20/2008 > News

Source: ABA/BNA Lawyers' Manual on Professional Conduct: All Issues > 2008 > MEETINGS AND CONFERENCES

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Note: The print display opens in a separate window and adds source information to the top and bottom of the document(s).

For COMPLIMENTARY Training and Product Support:

Call **1-800-372-1033**, option **5**, 8:30 AM - 7:00 PM ET, M-F, (excluding most federal holidays).