Legal Research Scholar Program

10 Tips Toward More Cost-Effective Research
Billing Basics

• Transactional vs. Hourly Pricing
• Know online contact basics BEFORE searching
<table>
<thead>
<tr>
<th>Content Category</th>
<th>Content Examples</th>
<th>Per Minute</th>
<th>By Document</th>
<th>By Line</th>
<th>Per Transaction</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Primary Content</strong></td>
<td></td>
<td>$13.33</td>
<td>$16.50</td>
<td>$0.05</td>
<td>$13.00</td>
</tr>
<tr>
<td>Proposed and Adopted Regulations</td>
<td>Federal Register, state administrative registers, text of pending regulations</td>
<td>$15.00</td>
<td>$16.50</td>
<td>$0.05</td>
<td>$16.00</td>
</tr>
<tr>
<td>Administrative Decisions and Guidance</td>
<td>decisions of the Board of Veterans' Affairs, N.L.R.B., and E.E.O.C.</td>
<td>$18.33</td>
<td>$16.50</td>
<td>$0.05</td>
<td>$25.00</td>
</tr>
<tr>
<td>State</td>
<td>state attorney general opinions, state workers' compensation decisions</td>
<td>$15.00</td>
<td>$16.50</td>
<td>$0.05</td>
<td>$20.00</td>
</tr>
</tbody>
</table>
1

• Find out all of the resources that are available to you.
2

- **Cost-Effective = Time Efficient.** Remember that, in most situations, clients will be billed for both your time and your research.
Know what is covered and what the limits are for your online services.

Do not go out of contract

Beware of “hidden” fees
Plan your research ahead of time. It is easy to shift focus, particularly if you are using electronic sources.
Don't get distracted when online
6

Start with a secondary source. In the end you may be citing to primary sources, but a secondary source can easily put it all together for you.
Find out which services in your online resources are less costly than others.
8

Use free internet resources cautiously and after evaluation
Learn all advanced features
10

- Ask for assistance either before you start your research or if your first search is not successful.
- Take as much training as you possible can.