



Questions? Please contact Corrin Gee at  
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## Using People Locators and Public Records for, due diligence, background information, litigation and investigative research.

**LexisNexis** offers the most extensive collection of public records information available. Drawn from 1,100 sources, nearly 1.5 billion individual and business records and growing continually, LexisNexis public records include:

- person locators
- business locators
- real property records
- personal property records
- business and corporation information
- judgments and liens
- civil and criminal court filings
- verdicts and settlements
- licenses

You can use it in a host of applications. Here are just a few examples:

- simplify due diligence on entities you do business with,
- locate elusive parties, witnesses, defendants, judgment debtors, child support obligors, pension beneficiaries, heirs, and others
- track ownership of assets
- find bankruptcy history
- verify facts such as license status and history, a company's exact name, and so on
- trace an individual's business affiliations
- review Secretary of State filings
- gather intelligence on an individual on business.

**Sample Searches:** Remember to always start your searches by clicking on "new search" at the top of your screen! (News searches don't require this.)

### FINDING PEOPLE

#### Finding People By Name

Source: ALLFIND and/or EZFIND Combined Person Locator Nationwide

File Path:Public Records; Person Locator

Enter: **john /3 adams**

- If you get a "this search will retrieve more than 1000 documents" notice, try the search again, this time adding a state or city:

Enter: **john /3 adams and VA**

#### Narrowing a Search Using FOCUS

Still have too many documents to search through? Use the FOCUS command to narrow your search results to a given city or street. To further narrow down the above search:

Click: **Focus —Narrow Results**

- To change your Focus, click on your browser's "back" button. Click "back" again to get completely out.

#### Expanding a Search

- You can use OR to expand your search among several cities and states:

Enter: **john /3 adams and VA or MD or los angeles**

#### Using the "!" and the "\*"

You can use the exclamation mark to look for any ending of a word; the asterisk will replace one letter at a time:

Enter: **pat! /3 o'bri\*n**

- This will find Pat, Patrick, Patricia, Patty, Patrice, etc. as well as O'Brian, O'Brien, etc.

#### Possessives and the "!"

Not sure if the subject has an s or 's at the end? (e.g., Starbucks or Starbuck's). Replace either ending with the "!" .

Enter: **Starbuck!**

#### Searching Using Middle Names

You can search using middle names:

Enter: **john /3 q or quincy /3 adams**

- Middle names are often omitted or listed incorrectly; if you don't find the person this way, leave off the middle name or initial and try again.

#### Finding People By Address

To find who lives at 12345 North Maple Street:

Enter: **12345 /3 maple /3 arlington**

- DO NOT enter terms like "North" or "street"; they're sometimes listed incorrectly.
- This search will also find people who list this address as their former address.

#### Other Types Of Searches:

##### Social Security Number:

Enter: **123-45-6789**

##### Phone #:

Enter: **555-1212**

- Make sure to leave off the area code; they change regularly.

#### FINDING REAL PROPERTY

##### By Name

Source: Postal Abbrev. Of the State you want to search (i.e. VA Deed Transfer & Tax Assessor )

File Path:Public Records; Real Property Records; Combined Deed Transfer & Tax Assessor

Enter: **john /3 adams**

### How do you find everything in one search?

#### **BEST ALL-PURPOSE SEARCH ON LexisNexis PUBLIC RECORDS**

This combined search will run in most Public Records Sources simultaneously:  
Source: VA Public Records, Combined File Path: Public Records; Combined Public Information by State & Type; Public Information by State

Enter: **123 /3 maple /3 arlington**

#### **By Address**

Enter: **123 /3 maple /3 arlington**

- You can also find every address in a given area:  
Enter: **123\*\* /3 maple /3 arlington**
- This will list every house on Maple street with 123 as the first three digits of the address; you can use more or fewer asterisks to widen/narrow your search.

#### **FINDING NEWS ARTICLES ABOUT SOMEONE OR SOMETHING**

The NEWS library contains about 19,000 news sources, including news transcripts from CNN, ABC and NBC.

Source: News Group File – 90 Days

File Path:News

Enter: **army materiel command**

- If you would like to narrow your search down to just headlines:  
Enter: **headline(army materiel command)**
- You can search for more than one person/entity at a time:  
Enter: **(donald /3 rumsfeld) or Boeing or army materiel command**

#### **FINDING BUSINESSES AND THEIR REGISTERED AGENTS**

The INCORP library lists Secretary of State filings, DBAs (doing business as) and limited partnership filings for most states.

#### **By Company Name**

Source: WA Business & Corporation Information

File Path:Public Records; Business & Corporation Information

Enter: **name-1(starbucks)**

- Using "name" in front of your search limits the search to just the name and address section of your document.

#### **By Agent's Name**

Enter: **larry /3 miller**

#### **FINDING LEGAL PROCEEDINGS**

##### **For Court Docket Listings:**

Source: California Combined Civil Court Filings From Superior Courts

File Path:Public Records; Civil & Criminal Filings; Civil & Criminal Filings – Selected States; California

Enter: **name(san diego and rider)**

- Again, the "name" designation narrows down the search to just named parties.

##### **For Bankruptcies:**

Source: VA Bankruptcy Filings

File Path:Public Records; Bankruptcy Filings

Enter: **john /3 adams**

- You can also search for bankruptcies nation- wide; use the **Combined Bankruptcy** filing source.
- The **Bankruptcy Filings** source will list the petitioner's social security number beneath their name.

##### **Judgments & Liens:**

Library: DC Judgment & Lien Filings

File: Public Records;

Enter: **john /3 adams**

- The LIENS library is also a very good place to find the social security number of a party.
- UCC Article 9 liens are always worth checking;

Source: Virginia Uniform Commercial Code Lien Filings

File Path:Public Records; Uniform Commercial Code Lien Filings

Enter: **john /3 adams**

### **Batch Processing:**

Quickly search large volumes of data with our Batch Tracing service. This suite of solutions includes more than 3.5 billion name, address and phone records compiled from hundreds of the most credible, independent sources including extensive telephone databases, census, National Change of Address (NCOA) files, credit bureau header files and military directories to name a few. BatchTrace also offers electronic directory assistance numbers as well as historical residency, alias names, date of birth, neighbors, or relatives.