

User Guide

Getting Started... quick & easy

This user guide to NIQ is designed to quickly help you get started.

NIQ provides two primary ways to search.

- Keywords (or “word phrase”; citation; section)
- Browse

If you need help, simply give us a call
Live customer support is available Monday through Friday, 8 a.m. to 8 p.m. Eastern:

Call: 1-855-647-8326 (855.NIQ-TEAM)

Or

Email: Team@niq-taxlaw.com



Let's get started on a quick tour...
just a few simple things to know to
search like a pro.

[Keyword Search](#)

[Boolean Search](#)

[Power Buttons](#)

[Synonym / Anonyms](#)

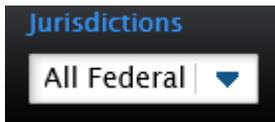
[Browse](#)

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Keyword(s)

Simply start by **TYPE SEARCH...** word or words and NIQ will search the entire Federal library... or to add a Jurisdiction(s).

Select Jurisdiction-



JURISDICTION

<input type="checkbox"/> ALL STATES			<input type="checkbox"/> Related Federal Court			<input checked="" type="checkbox"/> ALL FEDERAL				
<input type="checkbox"/> Alabama	<input type="checkbox"/> Kentucky	<input type="checkbox"/> North Dakota	<input type="checkbox"/> Bankruptcy Opinions	<input type="checkbox"/> NTSB Decisions		<input type="checkbox"/> Alaska	<input type="checkbox"/> Louisiana	<input type="checkbox"/> Ohio	<input type="checkbox"/> Board of Immigration Appeals	<input type="checkbox"/> Public Laws
<input type="checkbox"/> Arizona	<input type="checkbox"/> Maine	<input type="checkbox"/> Oklahoma	<input type="checkbox"/> Circuit Opinions	<input type="checkbox"/> SEC		<input type="checkbox"/> Arkansas	<input type="checkbox"/> Maryland	<input type="checkbox"/> Oregon	<input type="checkbox"/> Code of Federal Regulations	<input type="checkbox"/> Supreme Court Opinions
<input type="checkbox"/> California	<input type="checkbox"/> Massachusetts	<input type="checkbox"/> Pennsylvania	<input type="checkbox"/> Constitution	<input type="checkbox"/> Tax Court		<input type="checkbox"/> Colorado	<input type="checkbox"/> Michigan	<input type="checkbox"/> Rhode Island	<input type="checkbox"/> Court of Appeals - Armed Forces	<input type="checkbox"/> Treasury
<input type="checkbox"/> Connecticut	<input type="checkbox"/> Minnesota	<input type="checkbox"/> South Carolina	<input type="checkbox"/> Court of Appeals - Veterans Claims	<input type="checkbox"/> United States Code		<input type="checkbox"/> Delaware	<input type="checkbox"/> Mississippi	<input type="checkbox"/> South Dakota	<input type="checkbox"/> Court of Claims	
<input type="checkbox"/> District of Columbia	<input type="checkbox"/> Missouri	<input type="checkbox"/> Tennessee	<input type="checkbox"/> Court of International Trade			<input type="checkbox"/> Florida	<input type="checkbox"/> Montana	<input type="checkbox"/> Texas	<input type="checkbox"/> District Court Opinions	
<input type="checkbox"/> Georgia	<input type="checkbox"/> Nebraska	<input type="checkbox"/> Utah	<input type="checkbox"/> Federal Court Rules			<input type="checkbox"/> Hawaii	<input type="checkbox"/> Nevada	<input type="checkbox"/> Vermont	<input type="checkbox"/> Federal Register	
<input type="checkbox"/> Idaho	<input type="checkbox"/> New Hampshire	<input type="checkbox"/> Virginia	<input type="checkbox"/> Federal Rules Decisions			<input type="checkbox"/> Illinois	<input type="checkbox"/> New Jersey	<input type="checkbox"/> Washington	<input type="checkbox"/> Federal Rules Decisions	
<input type="checkbox"/> Indiana	<input type="checkbox"/> New Mexico	<input type="checkbox"/> West Virginia	<input type="checkbox"/> Internal Revenue Service			<input type="checkbox"/> Iowa	<input type="checkbox"/> New York	<input type="checkbox"/> Wisconsin	<input type="checkbox"/> Longshore and Harbor Workers Compensation	
<input type="checkbox"/> Kansas	<input type="checkbox"/> North Carolina	<input type="checkbox"/> Wyoming								

CANCEL
SAVE

Jurisdiction

- Select 'All States' or individual states
- Select individual state(s) and 'Related Federal Court' and you will get the federal appeals court for the selected state(s)
- In Federal - You may select specific libraries
- Click 'All States' and 'All Federal' and search the entire NIQ library... 30,000,000 documents.

Boolean Search

NIQ's default search is an 'AND'.

For example:

Spouse's refusal to sign the return



NIQ will search... SPOUSE's (and spouse) – REFUSAL – SIGN – RETURN... all word will be in the returning document but not all necessarily in the order typed. Words like 'TO', 'THE' connecting words will be dropped.

PHRASE SEARCH “ ”

“Spouse's refusal to sign the return”



Phrase search will return the exact phrase and the exact phrase only. “Quotation” marks must be used.

PROXIMITY SEARCH w/ (within)

NIQ will search... SPOUSE and REFUSAL with refusal within 10 words of / SIGN

Spouse refusal w/10 sign



- **OR**

tax OR return

Finds documents with either "tax" or "return".

- **NOT**

property NOT commercial

Finds documents that have "property" but not "commercial". NOT requires there to be more than one term of phrase.

- **GROUPING**

(alimony OR support) AND divorce

Finds documents that must have the word "divorce" and may have either "alimony" or "support".

- **Thesaurus ~**

~revenue

Finds documents that include 'revenue' AND/OR any synonyms for 'revenue'. Example ~revenue = money; capital asset; income; etc...

- **ASTERISK *** run*

Finds documents that have "run", "runs", "runner", etc.

POWER BUTTONS

- KEYWORD
- CITATION
- PARTY
- SECTION

Power Buttons allow you to weight your search algorithm in order to emphasize a selected category; focusing on document’s headings and titles (where citation and section numbers and party’s name) before content body.

Synonyms / Acronyms

NIQ search engine automatically includes a dual search for the keyword and their synonyms and acronyms. For example: search ‘IRS’ and also receive ‘Internal Revenue Service’. Search ‘Rev. Proc.’ and also receive ‘Revenue Procedure’. There are over 1,200 legal, financial, and IRS synonyms and acronyms in NIQ.

AutoCorrect – Gives proper formatting to your citation string for cases, statutes, and IRS cites.

Browse – The browse library is located below the search top header by Library titles. Simply click



the desired library book to get started. Browse allows users to review any data category by its hierarchical order, whether it is by section; citation numbers; date published; etc... Over 30% of our user’s search by browse... a fast and easy productivity tool.

[Advance Features](#) To learn more about advanced features [click ‘HERE’](#).”