

MANUAL OF CORPORATE INVESTIGATION

Revised edition

c. 1978, 1981, 1989, 1997

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INTRODUCTION

Why Should Organizers Research?

If organizers want to win, they need information about their organizing targets. Unfortunately, there are not enough “researchers” out there to gather the information organizers need during a campaign, so you will have to gather at least some of the information yourself.

There are four fundamental reasons why information is important to union organizers:

- To make better targeting decisions.
- To communicate “facts” to the rank-and file during the campaign.
- To develop effective strategies and tactics.
- To bargain better contracts.

But, I’m An Organizer Not a Researcher!!!

It’s the word “research” that shuts down the minds of most organizers. Research is what you did in school. It brings back bad memories. Research is what somebody else does. It is what someone who went to college does because they can’t organize. Then there is the clincher line – I don’t have enough time.

These are excuses. The reality is organizers are gathering information constantly. They are trying to find workers’ addresses. They are trying to figure out what the company’s “union buster” is going to do next. Organizers are gathering information on working conditions. They are questioning workers about what supervisors are doing. Organizers never stop gathering information, and making decisions every day based on what they know.

So if it makes you feel better, call it “information gathering” or call it whatever makes you comfortable, but DO IT!. Gather information about every aspect of the company you are organizing, and don’t stop until the campaign is over. Better yet, gather information before making the important decision to commit the union’s resources to a campaign.

Information Gives Organizers An Edge

An organizing campaign is a power struggle; a fight pitting workers and their union against a company. When you are in a fight you want to know your opponent’s strengths and weaknesses. You want to protect yourself against the company’s strengths and exploit its weaknesses. You need information to do this. Information is not magical, but a basis for generating additional power. Increasingly, having all the workers organized and acting collectively is insufficient to generate the power to win against illegal actions by an employer or simple delaying tactics.

Organizers need an edge. In order to get that edge, you need information. Information drives your ability to develop effective and creative strategies and tactics. With useful information you improve your chance of winning. Without information you increase your chance of losing.

What Do You Need to Gather Information On A Target Company?

All you need to gather information on a company is common sense, a desire to win, some patience, an understanding that information provides ideas for action, use of a computer with access to the Internet, and a basic knowledge of sources of corporate information.

This manual only helps you gain a basic knowledge about sources of information.

A word about computers – they are simply tools for handling information – nothing more nothing less. An organizer needs access to a telephone, a car, a fax machine, and a computer hooked up to the Internet. Notice, we did not say that every organizer needs to run out in the morning and buy a computer. What we are saying is you need access to a computer just like you need access to a telephone.

If there is a local union in America that does not own a computer, it is seriously behind the times.

Today, the amazing access to information provided by the Internet makes it necessary for local unions to get online to better represent members. We hope that this manual, by demonstrating how useful information can be gathered for little or no cost by any local union, will persuade organizers and local union leaders to get connected.

Tips on Gathering and Handling Information

What follows are some things to keep in mind as you begin the process of gathering information on your target company. They are not in any particular order:

- It is usually better to gather information yourself. Don't use clerks in local offices or political connections. It is best that other people don't know what you are doing.
- No source of information is completely reliable or complete. Try to find another source when you think you have something really important.
- Never stop researching until the campaign is over. New things happen constantly. You must try to keep up.
- Research is not a straight line. You will have to jump around and go where information leads you, but stay focused on the core of the company's operations.
- You must constantly re-evaluate what you know based on new information you have gathered.
- Don't let ideology get in the way of your understanding the facts.
- Never exaggerate facts. Never transform rumors into facts. Learn to respect and use facts. They are the building blocs of power and the basis of good decisions.
- Do not jump to conclusions. Let the facts lead you to the right conclusions. Forget about grand conspiracies. They don't exist.
- The computer is just a tool for handling information. Do not get so fascinated by it that you lose sight of the fact you are organizing and fighting companies.
- If you get tired when gathering information in a local courthouse or records office, take a break. If you get sloppy or hurried you may miss an important bit of information.
- Treat local government workers with respect. Not only do they deserve it, but if you act like an idiot they can make gathering information difficult.

- Seek help in understanding the meaning of what you find. Talk with other organizers, local leaders, workers, and other experts. Do not be shy about this. Nobody can know everything.
- Photocopy documents whenever possible. Notes are unreliable, and all too often unreadable. When writing notes important information is often left out or copied incorrectly.
- When talking with workers, or any other source of information, don't ask "yes" or "no" type questions. Ask questions that require an explanation. For instance, never ask: "Is the boss a nasty person?" You should ask: "How does the boss behave when he is dealing with you and other workers?" No matter the answer, you will have many follow-up questions.
- Patience is a virtue, but that does not mean a slow gatherer of information is better than a fast one. The best gatherer is one who is thorough.

What This Manual Is and Isn't

This manual is intended for local union organizer and leaders. It presents local sources of information – sources in your own backyard. It presents information sources available on the Internet that you can retrieve from your computer in the office or at home – or if you are really ambitious – from your laptop in a hotel room in the town in which your target company is located.

The sources in this manual are, in our opinion, just the basic ones. There are many more depending on your target company's business. If you check the sources we include in this manual you will know much more about your target and its workers than you normally do.

We have attempted to present the sources in a logical order. However, gathering information is not a linear process. You may find yourself jumping around. That's okay, but you must still touch all the bases.

This manual includes many sources available via the Internet. There is so much information being made available on the Internet that it is hard to keep up. We expect that a week after this manual is published new useful sources for organizers will be available. We have tried in many instances to direct you to web sites that will help you discover some of these new sources on your own. For our part, we will endeavor to find a way to keep interested organizers up-to-date.

This manual does not discuss what to do with the information. It does not propose specific strategies and tactics. There are a number of reasons for this. The primary one is that every company is different and strategies and tactics must be tailored to the unique power situation you are facing. Furthermore, there are no universal solutions to generating power on behalf of workers. It depends on the facts of each situation. This manual is intended to help you gather those facts. You must discuss them with other organizers, as well as local and international union staff and leaders, and develop strategies and tactics together.

Notes on How To Use This Manual

We suggest that you take the time to read this manual from beginning to end to get an idea of the sources we present. Then, when you are ready to gather information you should return to the beginning and follow its order as if it were a step-by-step checklist. After you have

more experience using the sources in your area, you will likely modify the order. This manual will then be most useful as a means of refreshing your memory about specific sources.

We have tried to produce a detailed index of the sources and subjects mentioned in the manual so if you just have a question about how to get a particular kind of information you can use the manual as a reference tool.

Before a specific source entry you will see a word such as **Worker, County, Library, State, Federal, Internet or Database**. This designates where you find the information.

All Internet web site “addresses” are in brackets, i.e. [<http://www.mediainfo.com>]. You should not use the brackets when typing the “address” into your computer. In our example you would simply type: <http://www.mediainfo.com>

We want and need your feedback. If you find a mistake in this manual, discover a new source, or just want to make a suggestion please contact us.

DISCLAIMER

The information in this manual has been collected from government and private resources. It is believed to be accurate but is not guaranteed.

I. BASICS ABOUT THE TARGET COMPANY

A. WHAT'S IN A NAME?

You are thinking about starting an organizing campaign at a company. The first thing you need to do is determine the employer's legal name -- the name it is legally incorporated under in the state you are in. Often the name on the store or plant is the legal name, but sometimes it isn't. Nothing can slow down research into a company like the wrong name. The following are sources you should check to make sure you have the correct name for your target:

Worker: W-2 Form

Get a copy of the latest W-2 form from someone who currently works for the company. This is the IRS form an employer is required to give to everyone who worked for the company during the year, which states how much the person was paid. This form will also have the **Employer Identification Number (EIN)**, also known as the company's Federal Taxpayer ID Number. This number will come in handy later when you are trying to gather information about the company's **pension, profit sharing, or health and welfare benefit information** (see the **GATHERING BENEFIT AND WORKING CONDITION INFORMATION AT THE TARGET COMPANY**). Even if you know the legal name of the company from some other source, you should always get a copy of a worker's W-2 form early in your research since it makes getting the benefit information easier.

County: Fictitious Business Names Index

Nearly every county in America has an index of the names a company uses in public and the actual legal name of the company. It is called a Fictitious Business Names Index, and is usually located at the county **Recorder of Deeds Office**. The information is brief. For example, it might say ABC Grocery Inc. DBA Joe's Food. **DBA** means Doing Business As). The cross-reference in this example might read: Joe's Food AKA ABC Grocery Inc. (**AKA** stands for Also Known As).

County: Business Licenses

Many counties require that companies obtain a business license before they can legally operate. Often the form will contain both the legal and DBA (Doing Business As) name, as well as the address and type of business that is being authorized. These business licenses are usually located either in the **Tax Assessor's Office** or the **Recorder of Deeds**.

B. IS THE COMPANY PUBLIC OR PRIVATE? - A CRUCIAL DIFFERENCE

You have established the actual name of your target. Now you must determine the basic ownership of the company. In other words, do a few individuals, partnerships, or even corporations privately own the company? Or, is it publicly owned? Let's discuss the basic differences.

Public Companies

When we refer to public companies we are not talking about companies owned by the government. We are referring to companies that have a minimum of 500 shareholders and \$5 million in assets, and whose shares are traded on one of the stock exchanges (i.e. New York Stock Exchange, American Stock Exchange, Pacific Stock Exchange, NASDAQ, etc.)

There are some exceptions to this. Sometimes a private company will sell bonds (debt) to the public in order to raise money. If they do this, federal law requires them, like public companies, to file information about the company with the **Securities and Exchange Commission (SEC)**. This is true even if a single family owns all the stock of the company. If your target is a large company which everyone says is privately-held, you still might want to check if they are filing any reports with the SEC rather than assuming they do not.

Private Companies

These are corporations in which the stock is held by fewer than 500 people, usually significantly fewer. Other terms, which you will often hear concerning private companies, are family-held, privately-held, and privately-owned. There are other forms of ownership such as limited partnerships, general partnerships, and sole proprietorships, all of which are usually private companies. You should be aware, though, that just because a company is private or local doesn't mean it is small. There are huge companies in America which are private, many of which are conglomerates (companies which own many different kinds of businesses).

Private companies do not have to file any information with the Securities and Exchange Commission. This has led to the widely held myth that it is not possible to find out any meaningful information about private companies. While it is certainly not as easy as researching public companies, there is a great deal of valuable information readily available on private companies. Destroying this myth among organizers is one of the primary objectives of this manual.

The Problem of Subsidiaries

Your target company might be a **subsidiary**, a company owned by another (and bigger) company. The owning company is known as the **parent**. Frequently, a subsidiary name has nothing in common with the parent name, so be careful not to jump to conclusions. As you begin to research, you might think the target is a private company, only to learn later that it is a subsidiary of a public company, or, perhaps, a large private company. It should go without saying that you should find this out earlier rather than later in your planning of an organizing campaign.

C. FINDING OUT IF THE COMPANY IS PUBLIC OR PRIVATE

There are a number of ways for local union organizers to approach solving this problem. First, we will give you the quickest, most reliable, but most costly solution:

Get a Dun & Bradstreet Credit Report

Dun & Bradstreet is a credit reporting service which compiles basic information about millions of businesses in America. It is primarily used by companies checking out whether or not a company they are extending credit to is good for the money. A full report costs about \$100. In the past you needed to subscribe to D&B to get these reports, but due to the information revolution this is no longer the case. Now numerous **online databases** have millions of D&B reports available to anyone who will pay.

You do not need the full report, which contains financial and credit information. What you really want is the narrative section (costing anywhere from \$20-50) which contains such information as the full name of the company, its related companies, its parent, company locations, the number of employees, names and brief biographies of the principal officers and owners, revenue, the name of the company's principal bank, maybe its law firm and accounting firm, and some information about the types of business it engages in. It also states clearly whether the company is public (or a subsidiary of a public company) or is private.

Since most of the information in the report is provided by company officials do not treat it as absolutely true or complete. Also, D&B may not have updated the information lately. The information you get in this report is most important in providing you leads to further information gathering -- you are getting more names -- names of people and companies. However, you can depend on a D&B report to determine if the company is public or private. You can register with D&B on the Internet [<http://www.dnb.com>] and for \$20 get a "Business Background Report" on your target company.

Most international unions, local union law firms, or accountants have access to D&B reports.

If you are uncomfortable about giving out your credit card number over the Internet, you may establish an account with D&B and be billed monthly. For information, contact David Smith at (800) 526-0651 extension 6730, by fax at (201) 605-6911, or by e-mail at smithda@mail.dnb.com.

What if you don't have access to a D&B report, or the money for one? There are alternatives:

Library

Go to the main branch of the local public library business reference section and consult one or more of the following books:

- 1. Directory of Companies Filing Annual Reports with the Securities and Exchange Commission** This is a government publication which lists the name of every company required to file reports with the SEC. If your target has the same

name as the parent company you are in luck, but be careful, your target might be a subsidiary. If you don't find the name you are looking for in this book, you cannot conclude the company is privately owned.

Internet: This directory is now available at [<http://www.sec.gov/>]

2. **Directory of Corporate Affiliations (Book and CD-ROM)** These reference works index both the parent company and its subsidiaries. Check both indexes. The books come in three volumes - U.S. Public; U.S. Private, and International. The CD-ROM version has all three in one. You can tell the difference between public and private companies because the public company parent information includes the stock exchange on which company shares are traded. Companies are bought and sold every day, especially subsidiaries, so be mindful of the fact that the books may contain outdated information. In our experience this is one of the best, most reliable sources of subsidiary information on public companies.
3. **Dun & Bradstreet Directories (Book and CD-ROM)** D&B publishes a number of reference works, including a Million Dollar Directory (five volumes listing 160,000 companies); America's Corporate Families and International Affiliates (11,000 U.S. companies and their 76,000 subsidiaries); and Duns Regional Business Directories (top 20,000 businesses in each of 54 metropolitan areas).

You may also find the following Duns CD-ROM products in your library.

- a. **D&B Business Locator CD-ROM** is the most comprehensive and reliable listing of companies. It contains the following information on some 10 million companies in the U.S.: the name, trade name (fictitious business name), address, phone number, Standard Industrial Classification Code (SIC Code, which is the type of business), a range for the number of employees, and Duns number (necessary if you are going to get a credit report). What is especially useful about this CD is that you can search and sort the information by company name, city, state, county, zip code, or SIC code. Therefore, it is very valuable when beginning to think about organizing targets. Also, you can use this CD when you are trying to determine where else in the country the company has locations. Remember, some of them may already be organized. Look for this CD-ROM in a library near you. It is much too expensive for individual organizers to buy.
 - b. **D&B's Million Dollar Disc Plus CD-ROM** has information on fewer companies (only 400,000 -- sales of over \$3 million or 50 plus employees) than the **Business Locator**, but the information is more extensive. In addition to what is in the **Business Locator** it contains key executives names, titles, and bios, number of employees, primary bank, sales volume, and year started. It too is searchable. One big advantage is you can search by the name of an executive, and maybe find other companies the person is associated with in some way.
4. **Directories in Print** This is a two-volume reference book published by Gale Research that you will find in most libraries. It lists thousands of directories of all kinds, including business directories that are published at the state and local

level, as well as large national ones. They index by state so you can quickly look to see if special directories covering business in your state exist. These volumes are also a good source of obscure local and industrial directories on a variety of subjects.

D. WHAT TO DO NEXT IF THE TARGET IS A PRIVATE COMPANY

Basic Corporate Information – Start Making Lists

1. **Look at What You Have Gathered** Whether you have obtained a full D&B Credit report, or just photocopied an entry for the target from the Million Dollar Directory, or printed out what is on a D&B CD-ROM at the library, you should now review the information carefully. You should make lists of all the names of companies associated with your target (D&B calls them “related companies”), and the names of all key officers and directors of the target. Start a file on each company and individual now. You are about to try to get more information on all of them.
2. **Secretary of State - Corporation Records** If the company is legally doing business in your state it must be registered, usually with an office associated with the Secretary of State. Most, but not all, states require a company to file an annual report that lists officers and directors of the company. You want to get a photocopy of the most current document. These filings are physically located in an office at the State Capitol, and you might be fairly far away. Here’s what you should do:

Internet: Go to the KnowX Web site [<http://www.knowx.com/>]

Once you register, you can search a database of the corporate records filed in your state (except those of you living in Alabama, Delaware, Florida, Hawaii, Maine, Montana, New Jersey, and Puerto Rico). In fact, you can search by both company and officer’s name. Like any computer system, you must enter the information exactly, if you misspell a name you will get nothing back. The search is free during off peak hours and 50 cents during peak hours (still a bargain).

All you are doing in searching by company name is making certain that the Secretary of State’s office has the records you are seeking. On the other hand, when you are searching using a person’s name you might discover a new company (or partnership) the person is associated with. This is very important to know early in your research. But be very careful, if the person has a common name your search might produce a list of what we know as “false hits,” results that really have nothing to do with your target.

You can print out the detailed record of what **KnowX** has in its database for \$6.95 per record. If you have the budget you may want to do this, but you should still get the actual annual report from the Secretary of State .

Those of you living in **Alabama** can establish a direct link to the Secretary of State to search corporation records free of cost, by calling (334) 242-7200. In the near future, they will have Internet access. **Delaware** residents can call (302) 739-3073 and the staff will check the company name for you over the phone. They also claim Internet access will be available soon. **Florida** corporate records are available free of charge

now at [<http://www.dos.state.fl.us/>]. Organizers in **Hawaii** can arrange a direct dial hookup by calling (808) 586-1919. Folks in **Maine** have Internet access to corporate information at [<http://www.state.me.us/sos/cec/cel.htm>]. Organizers in **Montana** get free information on the phone by calling (406) 444-3665 with a company name. **New Jersey** has an expensive system available through **CompuServe** (Go **NJDAISY**). Call (609) 530-6435 for more information.

Many Secretary of State offices are making information available for free on the Internet. You should keep checking the home page of your state government to see what is happening. You can do this by going to [<http://www.info.gov/>], click on **State and Local Government**, and then find your state's name, and keep searching for the Secretary of State section of the web site. You can also check at [<http://mosl.sos.state.mo.us/stateweb.html>]

State: Secretary of State – Get Copy of the Actual Filings

You must get the actual annual report filing for all the companies on your list because it will have the full names of all officers and directors, their address (either home or business), the registered agent, and perhaps the State Tax number and/or Federal Tax ID number for the company. Often there is other useful information such as date of original incorporation, and the number of shares of stock which have been issued.

If you cannot drive easily to the Secretary of State's office, you should call them and order the documents you need. You certainly will have to do this if the headquarters or parent of your target is located in another state. Every state has a slightly different system, and some are quicker to respond than others, but all must make the documents available to the public. And, remember, if later you come across another company related to your target in some way, you must go back to **KnowX** and/or the Secretary of State to get more information.

- 3. Land Records – For Both Companies and Corporate Officials** At this point you have company names, names of officers and/or directors, and company addresses, and possibly, some home addresses for the officers and directors. Take your updated lists and go to the:

County: Tax Assessor's Office

You should first go to the county where the headquarters of the target company is located. If you are organizing only one location of a company and the headquarters is located somewhere far away, you should go first to the Tax Assessor's office in the county in which your actual organizing target is located.

Your purpose in going to the Tax Assessor's office is to determine all the land in the county which is owned by the target company and by company officials individually, i.e. their homes and any investment property they might own. You will not definitively determine ownership at the Tax Assessor, only who is paying the taxes on the property. However, this is often an indication of ownership, and it is a quick way to get leads on corporate and individual property holdings.

Most Tax Assessor offices have computerized indexes. Local governments are heavily dependent on property tax revenue so they tend to keep up-to-date and accurate information. The best way to access this information is by computer.

You simply take all the names of companies and people you have and search through the indexes. Make a printout of each record, if possible. Useful information in these records includes full name of the owner (often including the spouse in the case of individuals); the parcel number of the property (sometimes called lot and square number); the exact address of the property, a legal property description; an address for where the tax bill is mailed; the date the property was last purchased; the amount of the yearly tax and whether it was paid; and the assessed value of the property (different from the market value), which is usually divided between the land and improvements (buildings, etc).

Often the property where the plant or store is located is owned by a company associated with your target. It could be a limited partnership or simply a real estate company specially set up by your target. So if you cannot find the target company name in the index, you will have to conduct your search using the address of the target location. Sometimes you will need help from the clerk in the office to do this.

Make sure you have put each printout in the file you have made for each company and individual you are researching. The information is beginning to pile up and you better stay organized.

What If the Target Company Headquarters Is Not In My County?

There are potentially three obstacles here.

One, the target and its officers are located in nearby counties. You have to go to these nearby counties and check all the county sources we will present in this manual. You should do this whether or not you have any indication the company or people are operating or living in these counties, because you will never know unless you check. And, since they are nearby, it is relatively easy.

Two, the headquarters of the target is located elsewhere in the state. Since you are going to get into a fight with the company when you start the organizing campaign, you had better travel to their headquarters county and research them first. If you don't, you will be at a terrible disadvantage, if not in the organizing election, then in the contract fight.

Three, the headquarters of the target is in another state and very far away. If your local does not have the budget to travel across the country to research the target, you are going to have to get help from your international, or a sister local. You could be dealing with a large private company that operates nationally. You are going to have begin evaluating whether or not you can generate the power to win against such a company.

There is something you can do and should do before you go traveling all over the place. Get on the **INTERNET** and visit the search section of the **KnowX** web site. In addition to corporate records, **KnowX** has tax assessor records from around the country in its database. You will have to determine if the county in the state you know the target is located is included in the database or not. If it is, you should repeat the company and individual's name searches in any and all the places you know about. If done a single state at a time the searches are free. You will at least be able to determine the extent of company and individual holdings (and corporate connections when you run the names in the Secretary of State section of the database).

County: Recorder of Deeds

After you have run all the names of companies and individuals as well as addresses you had for the target company location, you must go to the county Recorder of Deeds office (probably located in the same building as the Tax Assessor), and run them through their indexes.

The Recorder of Deeds office contains key documents associated with the ownership of land, such as mortgages, deeds, and tax liens. Usually you will also find records of releases (a document filed when someone has fully paid off a loan or piece of property), notices of default (when they fail to pay), and foreclosures (when the lender takes the property back because of non-payment).

Also, it is the Records Office which houses county-level documents filed under the **Uniform Commercial Code (UCC or Financing Statements)** dealing with collateral on loans or leases. UCC filings are also found at the Secretary of State's office but they are sometimes different, so you will have to check them in both locations.

A financing statement is an official form filed when a company borrows money using equipment, machinery, or inventory as collateral for the loan or equipment leasing. The form includes the name of the borrower (the company), the name of the lender (bank, insurance company or corporation), the date of the transaction, and perhaps an attachment detailing the collateral. The usefulness of this information is that it allows you to learn more about who the company owes money to and if the company is investing in new equipment. Put together with other information, you'll get a better overall picture of the company's financial condition and business plans.

Before Doing Anything - Check Out the Shelves And Indexes

The Shelves

Before plunging into your research take the time to browse around the shelves of books and ledgers in the Records office. Just start taking books off the shelves and looking at what is in them. These are not like regular books. They are books of documents. Every county system is different, some are better than others, and very often you will discover unique types of records. In one county in Iowa, we discovered books containing copies of leases between landlords and tenants. In another, in Alabama, we discovered an index containing the maiden names of every woman who had been married in that county – along with the name of their husbands.

Another reason to spend time looking around is that you want to determine how much research you can do without seeking help from any of the clerks. Remember – it is best that you are the only one knowing what you are doing. It is increasingly frequent that counties are microfilming all their documents. While this has definite retrieval advantages, it makes browsing very difficult.

The Indexes

You are likely to encounter a number of different types of indexes in the same Recorder's office. Current information might only be accessible on a computer terminal, or on computer printouts. Some might be on microfilm. Older records could be in large ledger-type books. It will be these indexes that determine how much time your research will take. The first thing you must do is get familiar with them so you can plan your time.

A tip about using indexes -- although it is more time consuming, you should only look up one name at a time. In our collective experience, when you try to deal with more than one you tend to forget what you are looking for.

Getting to Work - What You Are Looking For

Remember – you walked into the Recorder's office with an updated list of names of companies and individuals to research. Put them in alphabetical order.

Your goal in the Recorder's office is to gather copies of actual deeds and/or mortgages on the property owned by your target company and the key officers and directors of the company. By doing this you will also determine some of their banking relationships – the banks lending them money. You need to know these relationships to really begin understanding the strengths and weaknesses of the company. **You should check a minimum of five years back on every company and person.** Later, you might have to go back further in time.

If the company has financial problems, the first indications of this will be found in the Recorder's office. There may be tax liens filed against their property. You might find that the company has recently re-mortgaged its property, or that it owns it free and clear. When looking at the mortgage of an executive you might find that he or she bought a new house for cash. The point is, there is no telling what you might find. You simply have to dig through all the transactions filed and see where they lead you.

You should do all of your index work first. Look up every company and individual in every index going back five years. Printout and photocopy indexes whenever possible, and take careful notes when you cannot. By doing the index work first you will determine your priorities in getting copies of the actual documents. You will need to get copies of the deeds, mortgages, etc. so that you can analyze them later. You do not need certified (official) copies. They are too expensive. The reason you are getting photocopies of documents is that later, when you think you have proven something, you can show the local's leaders and/or their lawyers the “documented” evidence. Notes simply will not do.

You should always start work in a Recorder's office as soon as they open in the morning. You will likely be there all day. Take breaks, especially when you are looking through indexes, if you get tired and careless you might just miss an important document.

4. Court Records - For Both Companies and Corporate Officials

Court records are a great source of information. If you read through many cases involving your target company you will learn if they use the same lawyers all the time (in which case you may face them someday, and you should add them to your list of people to research). You will also see patterns. Does the company sue other people, and then back off after a few months, or do they only sue when they are confident of winning?

County: Courthouse

After getting information from a D&B Credit Report, the Secretary of State, business directories in the library, and the county Tax Assessor and Recorder of Deeds, your lists of company names and corporate officials should be pretty extensive. It is now time to look through civil court records in the county (and nearby counties) where the target company is located.

Before doing anything, check out the indexes. The routine here is the same as at the Recorder's office except that your browsing will likely be limited to the different types of indexes. In other words, you must first figure out how the place works. Are there separate indexes for civil and criminal cases, or are they combined? Are probate cases, and their indexes in a separate room? Again, you are trying to organize your work and your time, so invest a half an hour or so in learning how the system works.

Things to Remember about Court Records

1. Unless they have been officially sealed by a judge all civil court records are public. In a few states, divorce cases are sealed as a matter of law. Criminal cases may or may not be open depending on state law.
2. There may be separate Defendant (person or company being sued, also known as the respondent) and Plaintiff (the person or company bringing the suit, also known as the petitioner) indexes. You must check everyone in both types of indexes.
3. Every case has a number, eg. 97-1234, where 97 represents the year the case was filed, and 1234 generally means the 1,234th case filed in that court.
4. Almost always, you will have to give a case number to a clerk who will pull the original file for you. There is usually a limit to the number of files that can be pulled at any one time. Even if there isn't a limit, don't ask for too many at once. The clerks will view you as a problem, and perhaps obstruct your work.

5. Photocopy whenever you can, but bring money. Some local courts charge a dollar a page and do it for you. Others let you use a public photocopier at a more reasonable cost.
6. A common problem is that the file is not being held by the clerk. This usually happens when a judge is deciding the case. Get the judge's name and go see his or her clerk. They will usually let you look at it unless the judge is working on it at that moment.

Types of Cases and What to Look For

Civil These are cases filed under the civil laws of the state involving things like contract disputes, failure to pay, personal injury, divorces, the probating of wills, property rights, and the like. Most of your time will be spent going through these cases. Documents are put into the case files in chronological order. Therefore, the latest documents will be on top and the oldest on the bottom.

Basic Things To Look For

1. **The Docket Sheet** This is basically a listing of everything which has been filed in the case and when. It can be short or long depending on the case. You should look at the Docket Sheet before doing anything else. It will tell you if the case has been decided, dismissed, settled, or is still proceeding.
2. **The Complaint** This is the first filing in the case (and hence located at the bottom of the file). It is the Plaintiff's view of how they were wronged. It contains some basic allegations, which the Plaintiff claims are the facts. Be careful of the allegations, as they are not yet proven. Also, complaints get amended (changed) from time to time, so look for any amendments. The complaint will also have the name(s) of the defendant(s) and the full name and address of the Plaintiff's lawyer. This is important because if your target company is being sued (they are the defendant) you just might want to see if you can talk to the lawyer suing them. A lot of important information never gets into the file, but is sitting in a lawyer's office. They may or may not want to share it, but it never hurts to ask.
3. **Interrogatories** These are lists of questions that one side is asking the other. Look for them, and the answers.
4. **Exhibits** As you are reading through a case, be careful to look for any lists of exhibits which have been filed (and may be located in another file). You often get copies of internal company documents this way.
5. **Depositions** During a civil legal proceeding each side gets the chance to "depose" (question under oath) people from the opposing side. You want to look for who has been deposed and look at actual copies, or parts, of depositions (verbatim transcripts) filed in the case. Most of the time, though, depositions are kept in the office of the lawyers. They are used to gather evidence for use if the case goes to trial. Most cases do not go to trial. If the case has gone to trial, there will be a transcript of the entire proceedings somewhere in the courthouse. Ask for it and browse through it.

6. **Affidavits** These are written statements made under oath and are used to establish facts in the case, or information to be used at the trial. You should review these carefully if they deal with a relevant matter.
7. **Briefs** These are legal arguments made by the lawyers in the case, and are really intended to persuade the judge. They don't usually contain much factual material, or if they do, just simply restate facts that are found elsewhere in the case file.

Divorce Cases

They often detail financial information about corporate executives, including their assets, which, of course are being divided. There will be information about their personal behavior. Be careful with this. Allegations are made in divorces, as in all kinds of cases, which may not be true. You should not repeat them.

Probate Cases

These are especially important to check if the company is private, which often means family-owned. Company founders die and their assets are divided among their relatives. These probate cases tend to be substantial. And, looking at them is one of the few ways to discover who inherited how much of the company. One of the adult children may have gotten 50% or more of the company, or it may have been divided equally. This is the kind of thing you need to know. The documents in the case may also give you insight into other major investments the family has, including stock, land, partnerships and the like. Even if the founder of the company died ten or more years ago, it is still worth looking up the case. If nothing else, you will get the full names of all his relatives. If the person who died had children who are minors, the case will remain open (supervised by the court) until they are adults.

Personal Injury Cases

A lot of these cases (slip and fall) are filed against companies. This is particularly true if your target is a health care company, a hotel, or one that produces food. You should take a quick look at them.

Wrongful discharge cases

These can be very useful. Most employment cases are based on state law. Increasingly, individuals sue their employer when they are fired. You can find former workers, who you may want to talk with at length, or you will find former executives who may provide you insight into other company officials and the company's decision-making process. Do not take everything they say as the full truth.

Criminal

These are cases in which the target company or individual has been accused of a crime. As mentioned earlier, whether these cases are completely open to examination depends on the state, and on the judges ruling in the case. For instance, someone may have been convicted of something, but upon completion of a sentence, the record is purged. You don't find as much information here as you do in civil cases, but, you might find drunk driving and assault type cases against individuals. Companies, unfortunately, are not often charged with crimes.

State: Appellate Courts

If a case is lost, one side or the other might appeal to a higher court. In the state court system, these “appellate” courts, and their records, are usually located in a building in the state capital. Since most cases never go to trial, and even fewer are appealed, this is not an urgent priority for you. However, when you go to the state capital to retrieve corporate or regulatory agency records, stop by and run your basic list of names through the indexes. Unless the party making the appeal withdraws it, every case will be decided.

Internet

Some state courts are beginning to put their most recent decisions on their Internet web sites. You will have to check your state to see if they are available. A useful web site with current information on state courts is sponsored by the National Center for State Courts at [<http://ncsc.dni.us>].

Federal Court Records

The basic structure of the federal court system is similar to what you find in the state courts. The cases are broadly divided between civil and criminal, and the actual files are open to the public unless sealed officially by a judge’s order.

The difference is federal cases deal with different laws – laws passed by the Congress and include enforcement of federal regulations. In cases where one party to the suit is located in a distant state, a federal court may handle state law matters, but this is not that common.

Federal Court Structure

There are three basic parts to the federal court system: District courts (the lowest level and the ones nearest you), Circuit Courts (the next highest level and the first ones to hear an appeal of a District court decision), and the Supreme Court which, of course, is located in Washington and has the final say on all judicial matters.

You should be interested in two other federal courts, the Bankruptcy Court, and the Tax Court, but not in the early stages of your research. There are other unique courts like the Court of International Trade, but we will not be dealing with these in this manual.

Internet

For a more detailed overview of the structure of the federal court system, how to contact each court, and a glossary of legal terms, you should get on the Internet and go to [<http://www.uscourts.gov>].

District Courts

These are the courts you will be using the most to see if there are cases filed by or against your target company. There are 94 district courts throughout the United States. If you come from a small state there may only be one district court, while larger states often have a two or three different district court jurisdictions.

When you locate the one that covers the area in which your target company operates, you follow the same drill as checking out the company in state court. Use the index, locate a case number, ask for the file, read it, and copy relevant parts.

Database

All federal courts now maintain an electronic index of current cases. In a few years this might replace going to the courthouse to use the index, but not yet. The problem is that each district index covers a different time period, some going back further than others. It is, however, still handy to be able to access a federal district court index anywhere in the country from your computer at the office or home. What makes this system especially valuable is that in addition to an index, you can get a complete docket sheet for each case. It is through reading the docket sheet that you get a sense of how much information has been filed in the case, its current status, etc.

This online access system is called **PACER**, which stands for Public Access to Court Electronic Records. The current fee is 60 cents a minute. For information concerning this system contact:

PACER Service Center

P.O. Box 780549

San Antonio, Texas 78278-0549

Phone: (210) 308-3810 or Toll Free (800) 676-6856

Internet

We at F.A.S.T. find the PACER system a bit cumbersome to use, so we have subscribed to a service called **Courtlink**, a commercial vendor. Instead of having to link to each separate court through PACER you can dial one number and search through any federal court index in the country. It costs about twice as much as PACER, but is more efficient, and easier to use. If you are only checking one or two district court indexes regularly, PACER should be sufficient. The **Courtlink** web site is located at [<http://www.courtlink.com>]

II. NEWSPAPERS AND PERIODICALS

A. GATHERING WHAT HAS BEEN WRITTEN ABOUT THE COMPANY

You should devote some time to gathering newspaper and magazine articles about your target company and its executives. While you should focus on getting material from the last two years to gain insight into their current activities, a minimum of five years worth of information (like court records and the Recorder's office) will give you a better sense of the company's history.

Researching small or medium sized private companies will usually require you to go back a full five years in order to accumulate much meaningful information. This is because they do not usually get much press coverage. The reverse is true for larger, public companies. There is so much written about them that two years worth of articles is probably enough.

Newspaper and trade magazines have information on company acquisitions, products, announcements concerning executives, community activities, advertising campaigns, strikes, government actions taken against the company, expansion plans, and other important events.

County: Public Library

You should get to know the resources available in the main branch of the public library in the county in which your target is located. Libraries are undergoing a real transformation because of the "information revolution". You will be looking for:

Vertical Files

This is a library term for files of articles clipped from local newspapers. Budget cuts have reduced library clipping efforts, but it is still worth asking. You will find articles on local companies, and the community activities of company executives.

If it is too far for you to drive to the library nearest to your target company, give the librarian a call and ask if they have any information on your target company in their vertical files.

Local Newspaper Indexes

Sometimes you will find printed indexes for local newspapers. These, of course, make your research much easier. If these indexes exist, then back issues of the local newspaper on microfilm are likely available. Without an index of some sort, you can only browse through old issues hoping to find something, which is not a very productive use of your time.

CD-ROM Databases

Many libraries now buy CD-ROM's containing national newspaper indexes, abstracts of articles, and even the full-text of back issues of many newspapers and magazines. You should use these if the target company is large or well-known.

Local Business Publications

There are special business publications being published in most major cities in America, eg. **The Milwaukee Business Journal, The Atlanta Business Chronicle, Chicago Crain's Business**, etc. Some of the best business reporting is in these publications, since they focus on local companies. Your local union should be subscribing to one in your area. Reading them will get you thinking, as well as keeping you current on local business happenings. They are always on the shelves of the local library. If your target company is located in a major city, there is probably a good deal of information in these publications (see the **INTERNET** section which follows).

Nearby College or University Libraries

College and university libraries usually have a wide variety of business publications, CD-ROMs, and trade publications. They also may keep information on local business, including, as we have found, back issues of company newsletters.

Do not assume that access to the library is restricted to students only. It is increasingly common that for a small annual fee, college and university libraries allow members of the public to use their facilities. Give it a try. Failing that, explore the possibility of hiring a student part-time to do some searching for you, but only after you have detailed knowledge of the resources are available in that library.

Local Newspaper Offices ("The Morgue")

Earlier, we told you to look for local newspaper indexes and vertical files of clippings at the local public library. It is possible they don't exist. Your only choice might be to go to the office of the local newspaper and ask if you can use their "morgue" – a newspaper term for their clipping files.

A word of caution -- doing so could alert someone at the paper that you are interested in the target company and you might not want this known yet. Remember, reporters are nosy people by profession and you should not lie to them, so you might have to wait to visit the "morgue" until your campaign is public. The other problem is that the paper may not allow you access, but it is worth trying.

Internet: Magazines, Trade Journals and Databases

If there is one reason to get hooked up to the Internet, it is the amazing availability of news publications. There are over 700 local newspapers (daily and weekly) already online. According to one publication we get, as of July 1997 there were 442 newspapers and magazines whose archives (back issues) are available at no cost.

Let's say your target company in California is the subsidiary of a larger company headquartered in Cincinnati, Ohio. In the past, you probably would not have gathered any information from Cincinnati publications. Today, you can get on the Internet and, for no cost, read the Cincinnati Business Journal – the current issue and all issues going back to September, 1995. You can also get online and read the Cincinnati Enquirer business section and search through back issues, beginning November, 1996. Currently, these searches can also be conducted free of charge.

Finding Out What Newspapers and Magazines are on the Internet

The following are four of the best sources we have found. They all list newspapers (including business journals) by state. And, the listings are linked to the actual newspaper web site, meaning you just click and the newspaper appears.

American Cities
[<http://www.amcity.com>]

American Journalism Review News Link
[<http://www.newslink.org/news.html>]

E&P Interactive (Editor & Publisher)
[<http://www.mediainfo.com>]

Newspaper Association of America
[<http://www.naa.org>]

Dow Jones on the Internet

We suggest you spend \$49 a year for a subscription to the Wall Street Journal [<http://www.wsj.com>] on the Internet (only \$29 if your local union has a subscription to the daily printed edition). Here is why:

1. The Wall Street Journal has the best coverage of public companies of any newspaper in America, as well as general economic news.
2. You can store up to thirty different company names, and thirty keywords, and get what is called the **Personal Journal** everyday. Here only articles on the companies and subjects that you want will appear. To start this, you need to leaf through the paper to find the right search terms to build your index.
3. After a few months of reading the Wall Street Journal you will begin to get more and more ideas about how to attack companies because this paper contains information about what companies think are important to their business.
4. Unlike paper files, which seem to get lost as easily as socks in a washing machine, you can store the articles on your computer and find them again.
5. Most importantly, you get free access to what is known as the Dow Jones Publications Library.

Why You Want to Use the Dow Jones Publication Library

1. It contains the full text of articles from over 3,600 different publications. No, that is not a typo. There are over 3,600 major and minor publications from all over the world covering every subject imaginable in this database. Some of the articles from the newspapers, newswires, magazines, trade and business journals, transcripts, and newsletters go as far back as the early 1980's.

2. You can search this entire database and printout the **list** (headline, date and name of publication and word count) of articles for free. After reviewing this list you can print the full text of the article at a cost of \$2.95 each. That may sound like a lot, but if it is a long article in a trade magazine, it could be well worth the money. If you have time, and money is an issue, you can search the library and find some, but probably not all, of the articles on microfilm, CD-ROM or in the original publications.
3. It is the hundreds of specialty trade magazines not found in the library that are accessible the Dow Jones Publication Library. For example, if you are organizing a hotel you search the name of the hotel in Dow Jones and find several articles, including one profiling the company in a publication called "Hotel & Motel Management". The publication is probably not in your local library, but it could be in a nearby university library, which has courses in hotel management. If you find this process too time consuming, it may be worth your while to simply pay the \$2.95 and print out the article yourself.
4. You can easily do all of this yourself. You do not have to ask anyone for help and wait days or weeks to find out if there is information on your target company readily available.

Searching the Internet for Company Info

Newspapers, magazines and trade journals are not the only sources of information on companies. Thousands of companies have their own web sites, especially those in the food and service industries. While you will be getting company propaganda, it can still be valuable.

You search the Web using "search engines." Search engines vary greatly in their efficiency and effectiveness in returning relevant information. This manual will not get into a detailed discussion of the ins and outs of each search engine. If you are already using the Internet you will be familiar with such names as AltaVista, Hotbot, Excite, Yahoo, Lycos, Infoseek and others.

We have found a web site that allows you to use 14 separate search engines at once. It saves time, and since each search engine is a bit different, you will get more information:

Dogpile - A Multi-Engine Search Tool [<http://www.dogpile.com/>]

Professional researchers think that the following search engines are the best.

- *AltaVista [<http://www.altavista.digital.com>]
- *Excite [<http://excite.com>]
- *Hotbot [<http://www.hotbot.com>]
- Ifind [<http://www.inference.com/ifind>]
- *Infoseek Ultra [<http://ultra.infoseek.com>]
- Open Text [<http://index.opentext.net>]
- Savvy Search [<http://guaraldi.cs.colostate.edu:20001>]
- *Webcrawler [<http://www.webcrawler.com>]

The search engines marked with an asterisk (*) are included in the **Dogpile** multi-engine search tool.

B. “UNION BUSTING” LAWYERS

One of the first things a company will do when they find out about an organizing campaign is to contact their law firm. Private companies are no different from any other type of company; they use lawyers a lot. And you will want to know, early on in the campaign, as much as you can about the target company’s lawyers.

By now you have gone through county and federal lawsuits filed by or against the company, and written down the names of all the different law firms (and individual lawyers) the company has used. You will probably find one firm was retained most of the time, and this is the one you should focus on.

Labor law is not within the competence of general practice law firms, although some of the bigger corporate law firms will have a small group of labor law specialists. Many times a company will hire a “union busting” law firm; people who do nothing but fight workers and their unions. If the company has gone through an organizing campaign before, find out which firm they retained, since you might see them on your campaign. (See **ORGANIZING HISTORY OF THE TARGET COMPANY** section of this report for more information).

If no union has attempted to organize your target before, you are not likely to find out who the “union busting” law firm is until they show up at the facility or file some documents with the National Labor Relations Board (NLRB). Many of these law firms are national or regional in scope. A firm from Atlanta, Georgia might show up on a campaign in California.

Even if this is the case, you can easily get information on their activities and basic information about their campaign tactics, as well as the backgrounds of individual lawyers.

County: Library

The best source of information is a national legal directory published by **Martindale-Hubbell**. Many libraries carry this 25 volume directory in their reference sections. Take care that it is not an old edition as they are expensive and many libraries only buy them every two or three years. The books are divided by state, then by town and city, and then further by law firm in alphabetical order by the name of firm. The entries usually contain basic biographical information on each partner and associate (non-partner lawyers), i.e. age, college, law school, bar committees, and frequently, the titles of their publications. Their publications can be useful, especially if the information they contain pertains to a lawyer’s methods on busting unions. Look at the order of the partner listing carefully. If they are not alphabetical, the ranking is probably by seniority or importance.

In roughly half the entries the firm lists some of their clients. You should examine this carefully to determine if any of these companies are organized. You will want to talk with folks from other locals for more information on lawyers you are dealing with.

Internet

Martindale-Hubbell Directory [<http://www.martindale.com>] The information available on the web site is not as comprehensive as that found in the books or on

CD-ROM. However, basic biographical information such as the lawyer's position in the firm, college, law school and birthday is available.

See the Organizing History of the Target Company section of this manual for more sources on lawyer and non-lawyer "union busters."

III. ORGANIZING HISTORY OF THE TARGET COMPANY

You should never start an organizing campaign without finding out if someone else in the labor movement has organizing and bargaining experience with the company or one of its subsidiaries. By knowing which unions have fought the company, you can make an effort to talk to local union officials and staff who were in the fight. You will learn such things as company tactics, threats, law firms and “union busters” used as well as things the organizers did right, what mistakes they made, and how the company handled the contract fight once an election was won. You might also learn the role of the corporate headquarters in the campaign, any history of strikes, how the company uses the NLRB after they lose a campaign, and much about individual company officials.

By this stage of your information gathering you should have determined all the names that the company and its subsidiaries operate under. You should take all these names and call the organizing or research department of your **International Union** to determine if any other locals in your union have the company under contract or if they have any record of organizing campaigns involving the company.

Database : National Labor Relations Board (NLRB) Election Data

The NLRB maintains a computer database of all representational elections (including decertifications) going back to the 1960’s. To be included in the database the case file must be closed, so you won’t be able to get the most current information. You can search by company name, union, SIC code, city, and state. The actual vote is there and a notation of whether the union won or lost.

Many, but not all, international unions have this database. Both F.A.S.T. and the Industrial Union Department (the pioneer in getting this information) have this information available to their affiliated unions.

You should, of course, be most interested in pursuing further information about the most recent elections, but it is important to have a sense of the overall history. Be aware that just because a union won the election does not mean that it ever got a contract. That is why you should make every effort to speak with the organizers and/or current local officials of the union that ran the organizing campaign. Find out what happened so it doesn’t happen to you.

After checking their own records the **International Union** staff can then call the **AFL-CIO Corporate Affairs Department** and have the following databases checked for more information:

UNICORE – Union Company Relationship Database

Request information using the parent company name and ask for information on all subsidiaries. This will produce a report with the name of the company (and subsidiaries), an address, phone number, number of employees, the Standard Industrial Classification Code (SIC) for the business, and the acronym for the union (if any) representing workers at each location. You should never consider this information definitive. The company information is from a commercially available database, and like all such information is mildly dated. Companies are bought and sold or closed every day. The union information is also incomplete. Since not all contracts are necessarily reported by each international union (because they don’t have the information), and some unions are not providing any information at all. However, it is still the best such source in the labor movement.

Federal Mediation and Conciliation Services (FMCS) Database

This AFL-CIO database consists primarily of data received from unions and companies notifying the FMCS of their intent to open negotiations on a new contract. Like other databases, it should not be treated as definitive. Many unions and companies do not file the notifications, but it should be checked because it has information not contained in the UNICORE or NLRB databases.

“Union buster” Reports

The **AFL-CIO Department of Corporate Affairs** can also generate a brief report on campaigns a union has won against a particular “union buster”, campaigns a union has lost, and campaigns where charges filed after the election have left the outcome in doubt. These are not very detailed, but they identify the union involved and how to contact them. When it comes to getting information on “union busters” it is best to speak directly to organizers.

National Labor Relations Unfair Labor Practices Database

The **AFL-CIO Corporate Affairs Department** also has obtained information from the NLRB on unfair labor practice charges that have been filed since 1984. You can get a report on a specific company that will list which locations had such filings, the date the complaint was filed, the union involved, a description of the complaint, and the date the case was closed.

With all of this basic information, you should have a pretty good idea of how the company conducts itself during an organizing and contract fight. You will be better able to immunize the workers against the company’s tactics, limit surprises to yourself, and come up with tactics to pre-empt company moves.

Depending on what information you uncovered about the recent organizing history of the company you may want to inspect the case files available in the NLRB Regional Office in your area.

IV. Gathering Benefit and Working Condition Information at the Target Company

The sources we present in this manual are from outside the workplace. The workers themselves are the best sources of information about what is going on inside a workplace. We assume that you will (and encourage you to) perform basic research on the company before you begin contacting large numbers of workers.

A. Finding Out About Company Benefit Plans

The target company may provide the workers health benefits, life insurance, disability insurance, pensions or so-called “profit sharing” plans. Alternatively, they may have an ESOP (Employee Stock Ownership Plan) in lieu of retirement benefits. They may also offer a 401(k) or some other similar sort of plan. You should know this before you start organizing. Benefits will always be an issue in the campaign, if for no other reason than the company will threaten to reduce them if the workers organize.

You should be in a position to compare the benefits negotiated for your union’s members with those that the target workers already receive.

Federal: The Department of Labor – Form 5500’s

Every company that employs over 100 people and offers benefit programs of any kind, must each year file a **Form 5500** with the **Internal Revenue Service (IRS)**. Companies with fewer than 100 employees must file an abbreviated **Form 5500** every three years. The **IRS** forwards copies of these forms to the **U.S. Department of Labor (DOL)** in Washington who then makes them available to the public.

These forms and their attachments contain detailed information about the financial condition of the various plans. You will learn such things as: how many employees are in the plan, how many are excluded, how many are excluded because they are covered by a collective bargaining agreement (good information which should lead you to unions who have organized other parts of the company), how much the employer has contributed to the plans, how much the workers have contributed, the assets of the plan, how much was paid out in benefits during the year, and lots of other critical facts you should know.

The **Summary Plan Description** must also be filed. These explain the basic benefits, the rules for qualifying as a participant, and for medical coverage, the rules on deductible expenses.

A word of caution, the copies at the **U.S. Department of Labor** tend to be a year or two old. The process of filing, then forwarding by the IRS to the DOL takes time. This means that when you finally get the information, the plans in effect when you are organizing may have changed. That’s okay because you are just trying to get an idea of the benefit history. You must get the most current benefit information from the workers.

Remember, one of the first things we said you should get when you start to research the target company is its **Federal Taxpayer ID** number also known as its **Employer Identification**

Number (EIN). One of the reasons for this is that the U.S. Department of Labor's alphabetical indexing system is unreliable. If you ask for copies of Form 5500 by company name, they might tell you nothing is filed. You should always request this information using both the company name and its EIN number. This increases your chances of getting something.

Our experience with the Department of Labor has convinced us to always **request everything that is currently available for the company – all Form 5500's and Summary Plan Descriptions for all of the company's plans.** The DOL only keeps a few years worth available anyway, and you don't know what plans the company has, so ask for it all.

The only time this is a problem is when the company is huge and you are organizing a subsidiary that is part of a large corporate plan. You'll get a lot of paper.

The DOL only charges 15 cents a page for the information.

You can request this information by calling the DOL at (202) 219-8771 or writing to:

**PWBA Public Disclosure Room
U.S. Department of Labor
200 Constitution Ave., N.W.
Room N5638
Washington, DC 20210**

When you first look at these Forms, you will not understand everything in them. We recommend that you sit down with someone experienced on the local union staff or an administrator of the union's benefit plans and have them walk you through them page by page.

B. Worker Rights To The Most Current Benefit Information

The Employee Retirement Income Security Act of 1974 (ERISA) is the federal law that allows you to get information from the DOL and requires employers to provide it upon request from any worker who is a participant in a benefit plan. The law further requires that the employer make the information available for the worker to inspect and copy within thirty days of a request or face a fine.

The only problem with someone asking for this during an organizing campaign is that the worker requesting the information is immediately known to the company as a union supporter. These requests are highly unusual, and most workers (and organizers) don't even know what a Form 5500 is. Therefore, you should only have a worker do this if the campaign is in the open and the company already knows he/she is a union supporter. If the company retaliates against the worker, there is protection under ERISA, in addition to a possible unfair labor practice charge.

C. International Union

When you are first considering organizing a company, call your International Union research or organizing department and have them contact the **AFL-CIO Corporate Affairs Department.** The AFL-CIO has a computerized database named the **Employee Benefit Plan Database** that contains abbreviated information on hundreds of thousands of company benefit plans. They can produce a standard report which includes the company EIN number, the type and features of the plan(s), the sponsors and administrators of the plan(s), the number of participants, the assets and liabilities of the plan(s), and other summary information. However, this should not replace either ordering the full

documents from the DOL or having a worker request current information from the company at some stage of the campaign.

D. Workers' Compensation Information

Records of injuries in the workplace can provide valuable insight into working conditions, even before you have spoken to the workers.

State

It is possible in some (by no means all) states to go to the **State Workers' Compensation Commission** (or similarly named agency), and request a computer printout of all "reports of first injury" or "claims" filed against a specific employer.

You will then get a list (in some states) of every worker who filed a claim, his/her full name, address, injury, and sometimes – their rate of pay, lawyer's name, and amount paid on the claim. In other states, you might get a computer printout of names only and then you will have to go through the paper files for more details. In many states, this information is not released at all without a signed release from the worker.

You must check the availability of these reports in your state. We have confirmed that this information is available by employer name in **Arkansas, Florida, Illinois, Iowa, and Kansas**

Workers who file claims are, very often, mistreated by the employer. They are either fired on some pretense, or forced to quit through harassment. You might want to consider locating them and talking to them about the company in detail. Also, they are a good source of other worker names.

Local Lawyers

Nearly every local union in the country has a relationship with one or two local law firms to handle the worker compensation claims of its members. These firms also handle non-union workers claims.

Legal ethics prevent lawyers from giving you information about these claims without the worker's permission. You will need to contact the lawyer, ask if he has represented any employees from the target company and if so, request that he contact the workers to determine if they will speak to an organizer.

V. GETTING SAFETY AND HEALTH INFORMATION

Workplaces in your state are either inspected by the **Occupational Safety and Health Administration (OSHA)** at the federal level or the responsibility has been delegated to the state OSHA agency. Federal OSHA covers all states except:

<i>Alaska</i>	<i>Iowa</i>	<i>New Mexico</i>	<i>Tennessee</i>
<i>Arizona</i>	<i>Kentucky</i>	<i>New York</i>	<i>Utah</i>
<i>California</i>	<i>Maryland</i>	<i>North Carolina</i>	<i>Vermont</i>
<i>Connecticut</i>	<i>Michigan</i>	<i>Oregon</i>	<i>Virginia</i>
<i>Hawaii</i>	<i>Minnesota</i>	<i>Puerto Rico</i>	
<i>Indiana</i>	<i>Nevada</i>	<i>South Carolina</i>	

By getting some basic information early you can get an idea what safety hazards the workers at your target company are facing. However, just because you find no information does not mean the workplace is safe. Despite employer propaganda, OSHA conducts very few inspections relative to the number of workplaces in America.

Internet

Federal OSHA has its own Internet web site where you can learn more about safety and health matters [<http://www.osha.gov>]. It has recently made available a computerized record of all inspections at workplaces by all state and federal regional OSHA offices since 1972. It is called the **Integrated Management Information System (IMIS)** and can be found at [<http://osha.gov/oshstats/est1.shtml>]. It is searchable by “establishment” (company name). The summary information includes the establishment name, address, report ID number, SIC code, inspection date, inspection type, inspection category (safety, health) scope of inspection (partial vs. comprehensive) and the number of employees at both the establishment and company wide.

Worker

Every employer must, by law, maintain in each workplace a report listing all work-related injuries and illnesses. This is known as the **OSHA 200 Log**. Any worker has the legal right to inspect and copy this log. The same concern we expressed about requesting the Form 5500 exists concerning the OSHA 200 Log. A request will identify the worker as a union supporter. There have been a number of cases in which employers have denied workers access to the logs during organizing campaigns and have been allowed to get away with it. Before having anyone request the Logs, see the local union’s attorney for the latest information on access.

Since this manual was written, OSHA has temporarily shut down their website. To run a company name until the website is opened, fax a request to the OSHA Office of Management Data Systems at (202) 219-5830. Be sure to indicate you want a run on the (IMIS) Integrated Information System. The cost is usually \$25-30 per company name and they will bill. If you have a question, you can call the office at (202) 219-7888.

VI. WHAT TO DO IF THE TARGET IS A PUBLIC COMPANY

As we mentioned at the beginning of this manual, if the target company is a public company, there will be much more information available on it than on a privately-held company. To get it for free, you will have to be able to hook up to the Internet. Otherwise, the information will cost you money or time or both.

If you do not have access to the Internet, free information on public companies is yet another good reason to get hooked up. You will be able to access documents all public companies must now file electronically with the Securities and Exchange Commission (SEC).

A. INTERNET

Federal: Securities and Exchange Commission (SEC)

The **SEC** has its own free Internet web site [<http://www.sec.gov>] from which anyone can download the most recent documents a company has filed. While the web site is functional, we prefer to use one that is operated by New York University. In our opinion, it is much more user friendly. It can be found at [<http://www.edgar.stern.nyu.edu/>].

You must use the company parent name to conduct the search even if you are organizing a subsidiary. After doing this you will get a listing of document names and the dates that were filed. While the **SEC** has offered electronic filing since 1994, beginning in 1997 they have required all public companies to file electronically. Consequently, for some companies you will get information going back as many as three years and for others only one.

What follows is information on the key forms you should be downloading or printing at this stage of your research. There are many other types of forms a company must file, but these are the ones most pertinent to your research.

The Form 10-K

This is the formal annual report filed by every public company. It is not the slick, glossy report with photographs that many companies mail to their shareholders, it is a legal document. The structure of every 10-K is the same, although the specific information is, of course, different company to company. What follows is the basic structure along with the information you will find useful:

Cover Page

- The full legal name of the company.
- The headquarters address and phone number.
- The state in which the company is incorporated.
- The name of each stock exchange where the company's stock is traded.
- The total market value of the company's stock.
- The total number of shares of stock outstanding.

Part 1

Item 1: Business. Describes the company's principal business, its products and/or services, principal markets, and significant competitors. This section also tells you how many people the company employs, and often how many belong to unions. If the company is heavily organized there may also be information about upcoming contract negotiations. You will also find information about customers who represent more than 10% of sales (if there are any).

Item 2: Properties. Depending upon the type of business you might find a list of company locations or a chart laying out how many locations there are in each state.

Item 3: Legal Proceedings. If the company is facing any major lawsuits which could potentially effect its financial condition, they will be mentioned in this section. These could be shareholder suits, discrimination suits, product liability cases and the like.

Part II

Items 4 – 9: Financial matters. These items include three years of detailed financial statements, information about the stock and who owns 5% or more, the management's discussion of financial matters, and information about the accountant's audit.

Part III

Proxy Statement In this section you will usually see the phrase "incorporated by reference." This means the information is not in the report, but is included in another document, which is specifically mentioned. In this case, the reference will be to the "Proxy Statement" which we will explain in the next section.

Part IV

Exhibits, Financial Statement, Schedules and Reports on Form 8-K

The list of exhibits is very important and should be read carefully. Very often you will find mention of an employment contract for company executives. The actual copies will not be included, so you will have to use a document retrieval service for these (see the **Document Retrieval Service** section of this manual for more information). The exhibit list will often note that there is a company issued list of subsidiaries available. The detailed information is usually presented later in this section of the 10-K. Other typical exhibits include major loan agreements, and stock option plans.

Part IV will also contain a list of all officers and directors, very often including five years worth of biographical information on the officers.

The Proxy Statement – Form DEF14A

The Proxy Statement is a document that a public company mails to each of its shareholders every year before the Annual Meeting of Shareholders. It includes a ballot for the shareholders to cast their vote for the election of directors and any other business coming up at the meeting.

You will want to read some sections of this document very carefully.

What follows are some of the more important things you will learn from the proxy statement:

1. Location and Time/Date of the Annual Meeting.
2. Who owns more than 5% of the company's stock.
3. Board of Directors. Who they are; how much stock they own; which ones are up for election; how long they have served on the Board; what other boards of public companies they serve on as directors; what committees of the Board they sit on; as well as how much they are paid annually and for each committee meeting they attend are all in the proxy statement. Be sure to read the footnotes carefully, they often have very valuable details.
4. Officers. You will get detailed information about salary, bonuses, and other compensation paid to the **top five executives** of the company. Recent changes in the law now make it possible to retrieve the last three years worth of this information. You will also learn how much stock they own, how much their pensions are worth, and other useful facts about the benefits they are receiving.
5. Transactions with Management and Others. If company officers are doing more than \$60,000 a year in business with themselves, their relatives, or members of the Board of Directors, it will have to be explained in this section. For instance, if the President of the company owns some land or buildings he is leasing back to the company, it will have to be disclosed here.
6. Matters to be Voted on at the Meeting. If the company is proposing a new stock option plan (very common), or a shareholder is proposing a resolution on company hiring practices, you will find the details in the proxy statement.

Form 8K – Material Events

Throughout the year, many important things can happen in the life of a company. The Chairman could quit in a fight with the Board of Directors (or be fired), the company could close down or sell half its subsidiaries, the government could launch an investigation into the company's sales practices, and/or the company could buy a major competitor. These types of actions are called "material events." They significantly affect the business, and the company must within a short time of the actual event, file an 8K with the SEC. You can find it on the Internet (SEC Edgar site) right away. Consequently, even after you have pulled the proxy and 10-K you will want to periodically check EDGAR to see if any 8-K's have been filed.

Form 10-Q – Quarterly Report

The 10-K, which contains detailed financial information, is only filed once a year, but companies must also report on their financial condition every three months. The

official name of these quarterly reports filed with the SEC is 10-Q. They are also available on the Internet Edgar site you are using. In addition to sales and profit information, there will be a brief narrative on acquisitions, corporate officer changes, and other important business matters for the three month period.

Prospectus/Registration Statements

From time to time a company will sell new stock to the public. Before it does, it must file a Registration Statement with the SEC. This document is, in many ways, like a 10-K. It must contain detailed information on the company's operations at the time it is filed. This is especially important to you if you are looking into the company six months after they have filed the 10-K (thus six months before they file another). You should get it from the Internet Edgar site you are using. A prospectus is simply the final registration document that is handed out to people who express an interest in buying the new shares.

Other Forms

There are many other types of forms a company files with the SEC, but the ones we have presented here are the basic and most important ones. Start looking at these and you will develop a good understanding of company operations. Later you should review other filings on the Internet Edgar site.

B. DOCUMENT RETRIEVAL SERVICES

For those of you resisting the Internet, or if you want to get a copy of an exhibit (like the company president's employment contract) you will have to use a document retrieval service. Since the SEC is located in Washington, D.C., service companies located there are probably the best to use.

The following are two we use:

SEC Infoline

601 Indiana Ave., N.W.
Suite 605
Washington, DC 20004
Phone: 202-783-3538 Fax: 202-393-0933

Disclosure Inc.

5161 River Road
Bethesda, MD 20816
Phone: 301-951-1300 Fax: 301-718-2300

Disclosure Inc. has branch offices in **Boston, Chicago, Dallas, Houston, New York, San Francisco, and Atlanta.**

The costs vary depending on the document and how old it is. Make sure you get an estimate beforehand so there are no surprises.

C. GETTING BASIC DOCUMENTS FROM THE COMPANY

If you call the company headquarters and ask for the Investor Relations Department, they will usually send you a copy of the Annual Report and the 10-K free of charge. They tend to be nice to people interested in investing in their stock.

The Annual Report

Most companies mail a slick Annual Report to their shareholders every year (usually along with the Proxy Statement and ballot). It will often have photos of company products, the officers and directors, workers, and company buildings. There will be more propaganda in this report than in the 10-K. This propaganda is useful. You want to get familiar with the image the company is trying to create among its shareholders. The image, of course, may differ significantly from the reality of its workplaces.

Earlier we mentioned the phrase “incorporated by reference” which appears in the 10-K and other SEC documents. Frequently the company is “incorporating by reference” this slick annual report because it contains much of the information that is supposed to be in the 10-K.

Therefore, you will have to get the Annual Report when studying some companies, just to get some basic information.

Buying One Share of the Stock

Your local union might consider buying one share of the company’s stock. As a shareholder you will receive the annual report, proxy, quarterly reports, and perhaps, press releases in the mail. Owning the stock also gives you the right to attend shareholder meetings.

If you do buy the stock, make certain that you tell your broker that you want the local’s name to appear on the company’s shareholder list. The local will receive a certificate from the company showing that it owns one share. The reason for this is that companies do not normally send materials to shareholders whose stock is being held by a broker. Another reason to do this is to make attending the shareholder meetings easier. Companies commonly check your name on the shareholder list before admitting you into the meeting.

This manual does not explain the complex world of shareholder rights and why you might want to have and use them. For more information, contact the **AFL-CIO Department of Corporate Affairs**.

D. COMPANY WEB SITE

Many companies, both public and private, but especially large public companies, have created Internet web sites. They are full of information, including Annual Reports, lists of products and locations, and very often, press releases.

By accessing the **InfoSpace Directory** web site at [<http://infospace.com>] you can search by company name, then click on the result to move to that web site. You can also enter a keyword (eg. hotel, healthcare, supermarket, etc.) and get a list of web sites in which this word appears either in the domain name or description. This site is useful for both publicly and privately held companies.

A similar service is available at **Name Secure** [<http://namesecure.com/cgi-shl/whois.pl?>]. This appears to be a worldwide registry of Internet domain names. It is incredibly comprehensive, and you can search by the name of the company (as well as check whether a domain name is being used). While it is exhaustive, you cannot click to link to the company web site you find. You'll have to write the information down (or print it out) and then enter the full domain name yourself.

A third web site that only lists public companies is **GSI Online** at [http://gsionline.com/web_sites.htm]. You click on the first letter of the company name and then must scroll through the list until you find what you are looking for. While useful, we did find that it did not include companies that we know have a web site.

E. BASIC PUBLIC COMPANY SOURCES

Internet: Press Releases

Companies churn out press releases on a regular basis. While they, of course, put their own spin on the news, you should read them. They usually contain much more detailed information about the subject that they want covered than the resulting news articles.

The following are some web sites you should use if your target is a public company:

YAHOO! [<http://biz.yahoo.com>] This site not only gets you access to company press releases, but also to SEC documents, and the company's web site.

PRNewswire [<http://www.prnewswire.com>] This web site can be searched by subject as well as company name, and includes wire service stories, as well as press releases. It contains a year's worth of releases and stories, so you will have to check it every week.

News

Go back to the earlier section of this manual: **Online Newspapers, Magazines, Trade Journals and Databases** and use the sources described there.

F. WHAT DO YOU DO NEXT TO RESEARCH PUBLIC COMPANIES

After you have pulled the Securities and Exchange Commission (SEC) documents off the Internet (or bought them from a Document Retrieval Service or called your International Union for help) you should return to the beginning of this manual.

You should research the officers and directors of a public company just like you do those of a privately-held company. You are organizing only part of them, and you must research their operations where you are organizing them – locally. The principal difference is size. The public company is probably larger, and its headquarters may be in a distant city. If you are organizing just one location of many the company owns, instead

of checking the land records for the Chairman of the Board, you will have the plant manager heading your list. You must still go to the library, the tax assessor, the recorder of deeds, the county courthouse, the nearest federal court, etc.

If the public company you are researching is headquartered near you, you can and should expand the research to include top company officials. If the headquarters is far away, you are going to need help or you must get access to a computer and search all the Internet sources possible.

Remember – you never stop gathering information on a company until you have negotiated that all important first contract.

VII. FINDING WORKERS

The most fundamental research that every organizer should know how to do is locating the home of a worker when all you have to start with is a name. There is no reason to wait until you receive a list from the employer after you have filed for an election. The “**Excelsior**” lists are usually intentionally messed up by the employer.

The sooner you can find a worker’s home, the sooner you can talk to him or her, and the sooner you can organize them. All too often, organizers cannot find a significant number of people until late in the campaign. Our objective in presenting these sources is to get you going early and keep you searching until you have found everyone.

We will mention even the most obvious sources just so the list is more complete.

A. GETTING NAMES TO START

This section assumes you do not know anyone yet, and want to keep your campaign underground. The problem of getting a list of names without knowing any workers is real, and there are no good solutions. Each of the sources listed is only a partial solution, and in some cases no help at all, except in special circumstances. We do not include unorthodox methods that most organizers should know about.

State: Department of Motor Vehicles (DMV)

Drive through the company parking lot (if you can get access) and write license plate numbers down or dictate them into a small tape recorder. Or, stand nearby as people come to work and write down or dictate the plate number along with a note about how many people are in the car and a description of them. If people are car pooling they may be living close together. You may be able to get information about the owners of these vehicles through the state DMV office.

While this has been a traditional method of getting a start in identifying workers, recent changes in federal privacy laws have made access more difficult. You should check with your state and county to determine if it is still possible. Also, the cost can be high.

Company: Time Cards

This is another traditional method. You just walk into the area where the time cards are and start copying down names of workers. If the target company is in the service business like a hospital, hotel or supermarket, you might be able to get away with this easily. If not, then you will probably want to wait until you have worker contacts who can then do it themselves. One problem is there are now many new types of “clocking in systems” that no longer involve actual time cards.

State: Professional Licenses

Depending on the nature of the workplace, workers may be required to have licenses. For instance, many states require nurse’s aides working in nursing homes to be certified. Some states have lists that include the name of the employer. You must be careful. The employer and address information could date to the time of their original certification, however the

information is still useful. Even if the person no longer works there, you can contact them and maybe get names of people who still do. Many states sell the entire list on computer disks at a low cost. Check with the appropriate agencies of the state government to determine licensing requirements. There is a book published by Gale Research that might be in your local library entitled “**Professional and Occupational Licensing Directory: A Descriptive Guide to State and Federal Licensing, Registration, and Certification Requirements**”.

State: Workers’ Compensation

Some state workers’ compensation agencies allow you to check claims filed against specific employers. You can get names and addresses of hundreds of workers this way. While many may be former employees of your target company, they may lead you to people still working there. Be careful when contacting workers if you want the campaign to remain quiet. (For more specific information see the section **Workers’ Compensation Information**)

County: Local Courthouse

By looking through civil court cases filed by and against the company (plaintiff and defendant) you might find cases involving workers such as wrongful discharge, discrimination, wage garnishment, and motor vehicle accidents. (See the section **Types of Cases and What to Look For**)

County: Recorder of Deeds

If the company has its own credit union, some of its loans to members (workers and management) may be recorded either as mortgages (for land) or financing statements, also known as UCC filings (for cars and other property items). (See the section **County: Recorder of Deeds**)

B. PUTTING ADDRESSES WITH NAMES – THE CAMPAIGN IS UNDERWAY

After you have started the campaign and know a few workers, you will begin to accumulate many more names, mostly from the workers themselves. Now the central problem becomes finding a good address quickly for every name you get. This is complicated by the fact that workers may only know people by their nicknames, may not know their middle initials, or may spell the name wrong. They may only know roughly where a co-worker lives. This is your everyday reality. You should always focus your attention first on those names that are uncommon. Don’t waste your time on Jane Smith when you are more likely to find Jane Foxworthy first. Each of the sources that follow offer a partial solution, but used together can result in your locating nearly everyone. The biggest exception to this rule, of course, involves undocumented workers. Also, as a rule it is easier to locate higher income workers than lower income workers. However, as you will see, it is not impossible to find low income workers through documented sources.

1. **Telephone Books** Gather up all the local telephone directories in the towns you believe the target workers are living. Phone books are published only once a year. Use local **Directory Assistance** as well. If the person you are looking for does not have a phone, but has an unusual name, call some of the people listed who share your target’s last name. They could be related.

2. **CD-ROM Phone Directories** There are a number of CD-ROM products available at computer stores which have the white pages of the phone books of the entire United States. We buy **POWERFINDER Phone Disc**, produced by Digital Directory Assistance Inc., 6931 Arlington Road, Suite 405, Bethesda, MD 20814, (800) 284-8353. While it is slightly more expensive than other products, it is updated during the year, is user friendly, and has a great criss-cross feature (you enter an address or a phone number and get the name). It is also very valuable in researching company locations around the country. Even though these directories are also now available on the Internet, we still like the CD's for ease of use, including easy downloading of information.

3. **Internet Sites with Telephone Directories** The advantage to using these is that most are updated, and, of course, they are free:

[<http://switchboard.com>]

[<http://four11.com>] - also has the reverse (criss-cross) directory for addresses.

[<http://bigfoot.com/>]

[<http://anywho.com/>]

4. **Voter Registration Records** They are located at the county level. You might have to check a number of different counties. Your local union should check into buying the information on computer disk so you can search from a computer in the office rather than have to drive to different counties every time you get more names. The costs vary. Also, check with the **AFL-CIO State Federation** to see if they already have the entire state voter registration list, or the state and/or local Democratic Party organization. Voter registration information may include other useful information such as date of birth, social security number, etc. to help you distinguish among different people with the same names.

5. **Department of Motor Vehicles (DMV)** See the discussion of this in the previous section. In some states it may still be possible to request information by individual name. You will have to check the latest rules yourself. Watch the cost. It might be too expensive to do a large number of workers names.

6. **County Tax Assessor** You should always take your list of names and go to each county tax assessor and run them through the indexes. If the worker has an unlisted phone number, but owns a house you will find them. If the county has a personal property tax on things like automobiles and boats you will find more people. More people own cars than own houses. (See the section **County: Tax Assessor's Office**)

7. **County Recorder of Deeds** Remember from our earlier discussion of this as a source for information on companies, that the Recorder of Deeds office covers all sorts of property transactions, liens, financing statements, and marriage indexes. In some counties we have found apartment leases. In a number of campaigns, we have found financing statements filed when a low income worker rents furniture. The filing contained the person's address. (See the section **County: Recorder of Deeds**)

8. **County Courthouse** Earlier we used the county civil court indexes to check for information on companies and their executives. Workers also get divorced. They sue and get sued. Their parents die and have their wills probated. When you are looking for current addresses, you will want to focus on current court cases. The addresses may no

longer be valid but they provide you a starting point, and perhaps, names of relatives.(See the section **County: Courthouse**)

9. **Professional Licenses** See the previous discussion of these as a source for worker names. They are an even better source if you have the name to start with.
10. **Hunting and Fishing Licenses** This is obviously useless when you are organizing in a city, but in suburban and rural settings it can be helpful, particularly in finding male workers.
11. **Maps** Once you find a worker's address, you will need to locate the street in advance of a home visit. The Internet can provide an easy and quick source of such information. The maps sections of the Yahoo site [<http://www.yahoo.com>] provides free mapping information for any address. You can change the scale of the map to provide more information, and even enter you own address and receive exact driving instruction to the worker's house.

A detailed map of the entire United States can be purchased on CD-ROM. You can then print out any section of a map in any scale you want. We prefer Street Atlas USA, published by DeLorme, which sell for about \$25. The company can be reached at (800) 253-5082. Also, their web site provides a sample of the product at [<http://www.delorme.com>].

VIII. INTERNATIONAL SOURCES

A. Public Company Filings

Researchers familiar with the U.S. Securities and Exchange Commission should have no trouble understanding the major filings of Canadian public companies trading on the Toronto, Calgary, Vancouver, Winnipeg and Montreal stock exchanges. The names and content of major filings in Canada are similar to those of American public companies. And Canada's SEDAR system is nearly identical to the SEC's EDGAR filings database.

The only major differences between researching public companies in Canada and the U.S. are: Canadian filings are generally referred to by name, not number, and Securities regulation is handled by the provincial, not federal or national, government. There is no SEC equivalent in Canada; the Ontario, British Columbia, Vancouver and other provincial securities commissions collectively regulate securities in Canada.

But in recent years uniformity in securities regulation in Canada has been the trend, with the provincial securities commissions and self-regulatory organizations such as the Canadian Investment Dealers Association working together to create national programs and guidelines (the creation of SEDAR is an example of the combined efforts of these various authorities). Today, you will find few differences in the rules and regulations of the stock exchanges and securities commissions.

The following filings of Canadian public companies will be of most interest to researchers:

Prospectus Almost identical to a prospectus filed with the SEC, this document includes the company history, overview of operations, business plans, financial statements, principal shareholders and officers and directors (including their compensation and indebtedness to the company).

Material Change Report Form 27, this is the equivalent of an 8K filed with the SEC. The Material Change Report discloses significant events that materially affect the company's operations, such as acquisitions and takeover bids.

Annual Report Form 28, this is the equivalent of a 10K filed with the SEC. This is a financial and textual summary of the company's operations and results for the past year.

Information Circular Form 30, this is the equivalent of a proxy statement filed with the SEC. General business information, officer and director information and matters to be voted on by shareholders are disclosed in this form.

Statement of Executive Compensation Form 40, this is a much more detailed description of salary, pension, stock holdings and other compensation than is provided in the prospectus.

Prospectus of a Labour Sponsored Investment Fund Corporation Form 45, union pension funds file this prospectus.

Inside r Reports Each exchange requires officers, directors and owners of 10% or more of a company's stock to file Insider Reports detailing the buying or selling of securities.

Quarterly Reports Form 61, this is the equivalent of a 10Q, a quarterly financial and business report.

Early Warning Report Roughly equivalent to SEC insider holding reports (Forms 13F and 13G), this is a disclosure statement filed by any owner of more than 5% of the shares of a company. The report is filed when the owner initially acquires the 5% and for any subsequent purchases of stock. The owner must disclose whether the purchase is an attempt to eventually gain control of the company or just a purchase made in the ordinary course of business for investment purposes ("at this time").

Take Over Bid Circular The equivalent of SEC Tender Offers and Acquisition Reports (Forms 13D and 14D), this form is used both to report acquisitions and make tender offers to equity holders.

B. Public Company Sources

SEDAR Available in French and English, the System for Electronic Document Analysis and Retrieval allows researchers to view public company filings with all Canadian stock exchanges. SEDAR is very similar to EDGAR, and also has some of the same limitations (not all filings are included, i.e. Insider Reports). There are three major differences:

SEDAR began on January 1, 1997, so no filings prior to that date are available.

SEDAR has several different data formats for documents. Your computer must be equipped to read a variety of MS Word, WordPerfect (including 6.0) and PDF files in order to view all documents on SEDAR.

SEDAR provides company profiles and press releases in addition to filings.

To use SEDAR, begin at www.sedar.com and choose French or English. Click on "Company Profiles" for alphabetical lists of both company and mutual fund profiles. To search for filings, click "Search Database," then choose "Public Companies" or "Mutual Funds." The public companies database can be searched by name, industry group, document type, and/or date.

Investor Corner Available only in English, this free site contains public company profiles and financial information. Since SEDAR filings only go back to 1997, this site can be especially helpful if you need older information. Basic financial results are provided for most companies as much as 10 years back. Begin at www.investor-corner.com and click on "Company and Financial Information." Searching is available by name, ticker symbol and city.

Canada Newswire Register for free email delivery of public company news releases (releases from government agencies and other organizations are also available from this site). At www.newswire.ca/ you will see a "Portfolio Email" feature. Click "Register" and you can sign up to have releases delivered to you the day they are released by the company (releases do not show up on SEDAR for at least one day).

For further information A tremendous collection of Canadian links is provided by the company Site-by-Site. Beginning at www.site-by-site.com/canada/astock.htm, you can link to

sites under such categories as Stock Market, Economy, Industry, Government, News, Research, Banks and Brokerages.

C. Canadian Federal Government Sources

Public and Private Companies

Note – all Canadian government sites are in English and French.

Canadian Patents and Trademarks Databases The Canadian Intellectual Property Office allows free searching of patents and trademarks by company or individual name, although the actual texts of patents and trademarks are not available on this site. To search begin at <http://Patents1.ic.gc.ca/intro-e.html> and choose "Patents" or "Trademarks."

Federal Court of Canada Decisions All decisions since 1996 and select decisions 1993-1996 are available and can be searched by company name. From www.fja-cmf.gc.ca/en/cf/decisions.html simply enter the company name.

National Pollutant Release Inventory Environment Canada provides a database of pollutants released at every company location since 1994 (you must search each year separately). Begin at www2.ec.gc.ca/pdb/npri/index.html and search by company name, location, pollutant and US or Canadian SIC Code.

Strategis Company Information This excellent website from Industry Canada offers two databases: the Database of Federally Incorporated Companies, which features basic company information, directors, financials, and parent and subsidiary relationships; and Canadian Company Capabilities, which features full text searches and provides detailed information on products, locations, officers and other management personnel. The information included in the company profiles is comparable to Dun and Bradstreet reports on US companies. To access both databases begin at <http://strategis.ic.gc.ca/> choose English or French, then click on "Company Directories."

Canadian International Trade Tribunal Full-text searches of decisions related to trade, dumping, subsidizing and procurement are available at www.tcce.gc.ca/menu_e.htm From the main page click "Search this Web Site," then click "Search" and enter the company name or subject matter.

D. Canadian Private Company Sources

The following websites feature free information on private companies nationwide (public companies may also be included in the following sources):

Company and CEO Compensation Rankings The Toronto Globe and Mail provides several annual rankings: Top 1000 Companies, Top 300 Private Companies, Top 50 CEOs (by compensation), Top 50 Employers and others, with links to both public and private company profiles. Access the lists beginning at www.robmagazine.com/top1000/ Also, the Canadian business journal Profit Magazine provides an annual list of the 100 fastest growing companies in Canada. Detailed profiles and articles on companies and entrepreneurs and an analysis of the companies' past five years are among the features included. The entire report can be downloaded or searched by name, region or industry. Begin at www.profit100.com/home.htm Both sites are English only.

Manufacturers The Canadian Trade Index is a database of 25,000 Canadian manufacturers sponsored by the Alliance of Manufacturers and Exporters Canada. Company listings include little more than address and phone number, but detailed descriptions of products and lists of countries to which a given company exports are provided. The database can be searched by name, product, region or export country. Begin at www.ctidirectory.com and click "Search." English only.

Canada411 Although nothing more than address and telephone number is provided, this site claims to have over 10 million businesses listed nationwide, and can be useful for finding all of a company's plant locations. Begin at <http://canada411.sympatico.ca/> and click "Find a Business." English and French.

Machinery and Equipment Manufacturers Association Has a database of its approximately 100 members. Searchable by name, product or type of business, the database provides company addresses, phone numbers, products and names of managers and other contacts. Search at www.memac.org/memdir.htm English only.

Pulp and Paper Association Company profiles, products, contacts and mill locations are available at www.cppa.org in English and French.

Marketing Magazine For \$69.50 (Canadian) per year you can obtain valuable market share information and access an extensive archives of articles on public and private Canadian companies. From www.marketingmag.ca click "Access Options" for details on subscriptions and services. English only.

E. Canadian Statistics and Reference Sources

Canadian Industry Statistics Another excellent site sponsored by Industry Canada with several databases. Although no company-specific information is included, detailed overviews of the Canadian economy and industry profiles (by SIC code) are available. Begin at http://strategis.ic.gc.ca/sc_ecnmy/sio/homepage.html Also, for the US perspective on Canadian industries, see the TradePort website (TradePort is a trade promotion group "supported by" the US Department of Commerce) at www.tradeport.org/ts/countries/index.html and choose "Canada" (or any other country available if needed). The Industry Canada site is available in English and French; the TradePort site is English only.

Doing Business in Canada For comprehensive overviews of Canadian business, law, taxation, securities and other areas see www.weirfoulds.com/business/busind.html Although this law firm sponsored site has no company information, its plain English explanations of the Canadian economy, legal system and government are excellent resources for both non-Canadians and Canadians unfamiliar with any of the topics covered. English only.

IX. MISCELLANEOUS SOURCES

A. Freedom of Information Act

The Freedom of Information Act (FOIA) allows any individual to request a wide range of documents from any agency of the federal government. If you know an agency has relevant information, you may want to use this approach. You do not really need a lawyer to handle an initial request. For information on how to make a FOIA request, consult the following section of the web site maintained by the American Civil Liberties Union. [<http://www.aclu.org/Library/foia.html>]

States also have FOIA laws. The Reporters Committee for Freedom of the Press publishes a state-by-state guide to getting public records under the various state FOIA laws. The guides are also an excellent summary of the many kinds of information that are available from state and city governments. The organization has put the 1997 edition on its web site (free) and you should definitely download a copy of this valuable resource. [<http://www.rcfp.org/rcfp>]

The organization also sells paper copies of each state guide for \$10 and a CD-ROM product with all 50 guides for \$49.95. For information contact the Reporters Committee for Freedom of the Press, 1101 Wilson Blvd, Suite 1910, Arlington, VA 22209, (703) 807-2100.

B. AFL-CIO LaborNet

The AFL-CIO has established a private communication and information service on CompuServe to link unions and their members. The service has a message section, a library section, conference rooms, and announcements. Included on the site are publication, press releases, speeches, and more. You must have a CompuServe account and permission from the AFL-CIO to use this service. For information on connecting to LaborNet call (800) 255-5448.

C. INTERNET

Search Engine Watch [<http://www.searchenginewatch.com/>] is a web site devoted to providing information on how to use different search engines. The site also discusses the strengths and weaknesses of the various engines.

X. STATE SOURCES

Each of the 50 states and the District of Columbia are represented, and in each state nine (9) basic information sources are covered. The Secretary of State sections provide specific instructions on searching records and obtaining copies through the Internet or via direct access subscriptions, mail, phone, fax, or walk-in. The other eight (8) sections focus mainly on the availability of search capabilities via the Internet.

The following is a brief description of each of the nine (9) sections:

Secretary of State – Corporation and UCC records

1. Web addresses for search functions, if available, are provided first.
2. If the state or a vendor offers a subscription service to records, a Web address, pricing and/or contact information is provided.
3. For all mail, fax or onsite searches basic information is provided, but always call first to inquire about payment policies (i.e. prepayment required, in-state check only, etc).
4. If state corporate records, usually annual reports, reveal names of officers and directors or financial information this is noted. Note that Illinois and Kansas annual reports include basic financial information even for private companies, both domestic and foreign (a domestic corporation is one that is incorporated in that state, a foreign corporation is incorporated in another state but is registered to do business in that state).
5. KnowX – KnowX is a private online service that offers both free and fee-based searches of state records. See www.knowx.com/free/public_records.htm for a description. This section indicates whether KnowX offers access to corporate and UCC records. An indication of the scope of KnowX's UCC coverage is given. To check the specific counties covered and the date range go to www.knowx.com/free/ucc.htm then "Click the blue book for additional information on the UCC Database" and choose the state desired.

Court records

1. Appellate courts and trial courts – web sites offering lists or searchable databases of decisions or other case information are provided.
2. KnowX – KnowX coverage is usually limited to just "Business filings." This means that only cases involving corporations as plaintiff and/or defendant are indexed. Individual names will not come up unless they are involved in a lawsuit in which a corporation is a party. In a state which only offers business filings, a KnowX lawsuit search of "John Smith" will not pull up the case John Smith v. John Public, but it will pull up the case John Smith v. John Public, ABC Corp, et. al. For specific coverage information, go to www.knowx.com/free/lawsuits.htm then "Click the blue book for additional information on the Lawsuits Database" and choose the state desired.

Property records

1. State or county sponsored web sites with searchable databases, if any, are listed.

2. KnowX coverage, if any, is indicated. For specific coverage information (counties covered, dates) see www.knowx.com/free/realpropertytax.htm then "Click the blue book for additional information on the Real Property Tax Assessor Database" and choose the state desired.

Political contributions

If available, state sponsored or (free) private organization sponsored web sites that allow searching candidate and/or PAC reports are provided. Also, some states provide lobbyist registration information online, and these addresses are given.

Workers compensation

State sponsored web sites are provided, and an indication is given of whether these allow searching of workers comp decisions. If no web site is available, contact information for the Workers Compensation Board/Commission is given. The states have a wide variety of rules regarding the availability of records (some are private, some need a release by the claimant, some can only be searched by Social Security number, etc.). Like Secretary of State offices, always call ahead before visiting or mailing a request.

State and local newspapers and business publications

While the vast majority of newspapers and publications have web sites, this section lists only those that have free archives of articles going back at least 30 days. Most of these sites are searchable, but some only allow browsing through prior issues or articles. Every state will also have two (2) gateways to all newspapers and journals.

Gateway to state government

The main state government web site is listed here. Any outstanding features of the state government web site not covered by another section will also be listed here.

Gateway to local government

Links to county and municipal government web sites, sponsored by the state or by a general Internet search engine, are provided here.

Libraries

1. The web site for the state library, directories of libraries statewide, and links to searchable library catalogs are provided.
2. Any other library sponsored search engine, which may include non-library state information, is provided.

ALABAMA

Secretary of State

Secretary of State – main website location has changed to www.sos.state.al.us/

Corporation records and UCC Can only be searched onsite or through a written request. You must call first for a price quote before sending in a request. The Corporations Division and the UCC Division addresses are Alabama State House Building, 100 South Union Street, Montgomery, AL 36103. Hours 9-5. Phone 334-242-5324 (Corporations) and 334-242-5970 (UCC).

KnowX Corporate records in Alabama are not covered by Know X. UCCs from 1989-present can be searched on KnowX www.knowx.com

Court Records

Main website: www.alalinc.net

Court Records – The Alabama Judicial System directory is under construction as of March 1999

Appellate Courts Decisions are posted at www.alalinc.net/index.htm

Trial Courts No court sponsored web sites are available. KnowX covers business filings in District, Circuit and/or Small Claims Courts in 59 of the 67 counties in Alabama.

Property Records

KnowX www.knowx.com has Real Property Tax Assessor records for the following counties: Autauga, Baldwin, Blount, Elmore, Jefferson, Marshall, Montgomery, Shelby, St. Clair

Political Contributions

Campaign finance reports, lobbyist and PAC information can be found at www.alalinc.net/

Click "Secretary of State" then "Elections."

Workers Compensation

Decisions are not available online. The main website for state workers comp information is www.dir.state.al.us/wc.htm Records are available by mail or in person. Call 334-242-8980 for information. Department of Industrial Relations, Disclosure Unit, 649 Monroe Street, Room 276, Montgomery, AL 36131

State and Local newspapers and business publications

Jasper Daily Mountain Eagle – free searchable archives since Oct 1997 at www.mountaineagle.com/NF/omf/eagle/search.html

See also www.newslink.org/statnews.html and www.yahoo.com/Regional/U_S_States/Alabama

Gateway to State Government www.state.al.us

Gateway to Local Government www.yahoo.com/Regional/U_S_States/Alabama choose "Cities" or "Counties"

Libraries

State Library www.apls.state.al.us

List of public libraries www.apls.state.al.us/resources/librarylist.html

Search catalogs of public libraries statewide
<http://sirsi.apls.state.al.us/uhtbin/cgisirsi/5/1/1>

Search catalogs of academic libraries Begin at <http://sirsi.apls.state.al.us> Click on "WebCat"

ALASKA

Secretary of State

Main website: www.commerce.state.ak.us/bsc/bsc.htm

Corporation Records

Search Corporate searches by name can be done at the main website above

Copies Can be obtained via mail with prepayment. See fees at www.commerce.state.ak.us/bsc/fees.htm or call for a price quote. Department of Commerce, Division of Banking, Securities and Corporations, P.O. Box 110808, Juneau, AK 99801-0808. Phone 907-465-2521 Fax 907-465-2549. Records include articles of incorporation, annual reports, officers, directors.

UCC Searches and copies onsite or via mail. Searches are \$5 per debtor (or \$15 per debtor for search and copies). UCC Central File Office, 3601 C Street, Suite 1140A, Anchorage, AK 99503. Phone 907-269-8899. Hours 9-4:30.

KnowX Corporate records (including officer and partner information) are available on KnowX, as are 1983-present UCC records. www.knowx.com

Court Records

Main website: www.alaska.net/~akctlib/homepage.htm

Appellate Opinions (Court of Appeals and Supreme Court)

Posted at www.alaska.net/~akctlib/akct.htm. Appellate opinions can be searched from 1991-present at www.touchngo.com/sp/sp.html (Supreme Court) and www.touchngo.com/ap/ap.htm (Court of Appeals).

Trial Courts Business filings in civil cases from 1990-present are available for Anchorage, Fairbanks, Juneau and Nome Superior and District Courts through KnowX. www.knowx.com

Property Records

Fairbanks Assessors Office – assessment records as far back as 1983 are available at www.co.fairbanks.ak.us/database/aurora/ This database is searchable by name, street, lot and even PO Box Number.

KnowX – no Alaska jurisdictions are included.

Political Contributions

www.followthemoney.org includes state campaign contributions back to 1990. See also www.state.ak.us/local/akpages/ADMIN/apoc/home.htm for lobbyist and campaign finance information.

Workers Compensation

Decisions since 1993 are available at www.labor.state.ak.us/wc/doindex.htm

For general information (such as state workers comp laws and regulations) see www.labor.state.ak.us/wc/wc.htm

State and Local newspapers and business journals

Alaska Business Monthly Articles are searchable from 4/96 – present at www.akbizmag.com/archives.cfm.

See also www.newslink.org/asnews.html and www.yahoo.com/Regional/U_S_States/Alaska click "News and Media"

Gateway to State Government: www.state.ak.us

Gateway to Local Government: www.yahoo.com/Regional/U_S_States/Alaska choose "Cities" or "Boroughs and Regions"

Libraries

State Library www.alaska.net/~akla

List of Alaska libraries www.alaska.net/~akla/libdir.html

Search catalogs of State Library and public libraries
www.educ.state.ak.us/lam/library/pub/telnet.html

ARKANSAS

Secretary of State

Main website: www.sosweb.state.ar.us

Corporation records Searchable at www.sosweb.state.ar.us/corps/ Copies are available onsite or via mail (call first, prepayment required). Corporations Department, Aegon Building, 501 Woodlane Street, Suite 310, Little Rock, AR 72201. Phone 501-682-3409. Hours 9-5. Records include articles of incorporation and certificates of good standing.

UCC Searchable onsite or via mail (see fees at www.sosweb.state.ar.us/ucc.html) UCC Division, State Capital Building, Room 025, Little Rock, AR 72201. Phone 501-682-5078. Fax 501-682-3500. Hours 9-5.

KnowX Covers corporate records and UCCs 1987-present. www.knowx.com

Court Records

Main website: www.state.ar.us/supremecourt/index.htm

Appellate Courts Decisions 1996-present for Supreme Court and Court of Appeals are available at www.state.ar.us/supremecourt/opinions/opmain.htm

Trial Courts Business filings only are available through KnowX for Circuit, Chancery and/or Municipal Courts in 15 counties. www.knowx.com

Property Records *No Internet sites available and no coverage by KnowX.*

Political Contributions *No reports available online.*

See www.sosweb.state.ar.us/elect.html for general information.

Workers Compensation

Both claims and opinions are searchable on the web through a subscription to the Information Network of Arkansas (INA). Searches are free, records are \$3.50 each to print or view. See www.awcc.state.ar.us/electron.html for information on subscribing to INA.

State and Local newspapers and business publications

Arkansas Business Weekly www.abnews.com. This site has a searchable archive and its "Arkansas Firms on the Web" feature has links to over 400 companies.

See also www.newslink.org/aknews.html and www.yahoo.com/Regional/U_S_States/Arkansas click "News and Media"

Gateway to State Government: www.state.ar.us

Gateway to County Government: www.yahoo.com/Regional/U_S_States/Arkansas choose "Cities" or "Counties"

Libraries

State Library www.asl.lib.ar.us/

List of public libraries www.state.ar.us/ina/myhometown.html

ARIZONA

Secretary of State

Main website: www.sosaz.com

Corporation records The Department's Internet search engine was under construction as of March 1999. Searches can be performed in person or via mail. Corporation Commission, 1700 West Washington Street, Phoenix, AZ 85007. Phone 800-458-5842. Hours 9-5. No search fees; copies are \$.50 per page (call ahead for a quote for mail-in requests). Records include articles of incorporation, annual reports, officers and directors.

Charitable organizations Searchable at www.sosaz.com/scripts/charity_search_engine.cgi

UCC Search from May 1994-present at www.sosaz.com/scripts/ucc_search.cgi. Search for older records and obtain copies onsite or via mail. UCC Division, State Capitol, West Wing, 7th Floor, Phoenix, AZ 85007. Phone 602-542-6187 Fax 602-542-7386. Hours 9-5. Search cost is \$6 per debtor name and copies are \$.50 per page.

KnowX Corporate records and 1983-present UCCs are available. www.knowx.com

Court Records

Main website: www.state.az.us/judicial.html

Appellate Courts

Court of Appeals, Division 2 Case docket information is listed at www.apltwo.ct.state.az.us/caseinfo.html, and decisions are listed at www.apltwo.ct.state.az.us/decis.htm

Court of Appeals, Division 1 Decisions listed at www.state.az.us/co/opidx.htm

Supreme Court Opinions listed at www.supreme.state.az.us/opin/opinidx.htm

Trial Courts

Maricopa County Superior Court case dockets 1987 – present through the court's website www.supcourt.maricopa.gov/esp/casehistory.html. Justice Court case information (business only) 1996-present is available through KnowX www.knowx.com.

Cochise County Superior Court case information (business only, 1996-present) is on KnowX www.knowx.com

Pima County Superior Court case information (business only, 1990-present) is on KnowX www.knowx.com.

Property Records

KnowX Records are available for all 15 counties in the state. www.knowx.com

Political contributions Campaign finance reports, lobbyist registrations and PAC information are all available from the Secretary of State's website: www.sosaz.com/elections.htm. Also, www.followthemoney.org includes state campaign contributions back to 1990.

Workers compensation General information available at www.statefund.com but decisions are not online. Records available by mail and in person. Call 602-631-2000 for information. State Compensation Fund, 3031 North Second Street, Phoenix, AZ 85012

State and Local newspapers and business journals

Phoenix and Valley of the Sun Business Journal Articles from 6/96-present can be searched at <http://amcity.com/phoenix>.

Phoenix New Times Articles from 3/96-present can be searched at www.phoenixnewtimes.com/archive/full/index.html

See also www.newslink.org/aznews.html and www.yahoo.com/Regional/U_S_States/Arizona click "News and Media"

Gateway to State Government: www.state.az.us

Gateway to Local Government: www.yahoo.com/Regional/U_S_States/Arizona choose "Cities" or "Counties"

Libraries

State Library www.dlapr.lib.az.us. The catalog cannot be searched online but information about the Library's holdings can be found at www.dlapr.lib.az.us/research/research.htm.

List of Arizona libraries www.capecod.net/epl/public.libraries.html

CALIFORNIA

Secretary of State

Main website: www.ss.ca.gov

Corporation records and UCC can be searched onsite or through the mail. Forms and fees can be found at www.ss.ca.gov/business/corp/corp_formsfees.htm but call first for a price quote. Corporations Unit, Information Retrieval Office, 1500 11th Street, Sacramento, CA 95814. Phone 916-653-2121. Hours 8-5. Please note that a "Corporate Status Printout" from this office will have information on the CEO. A "Statement of Officers" will list the CEO, Secretary and CFO for all corporations and the directors for domestic stock corporations. Request BOTH of these documents in addition to any others to get the complete picture of a corporation.

KnowX Corporation records and UCCs are searchable at www.knowx.com Corporate records include CEO, Secretary and CFO information for all corporations and director information for domestic stock corporations. 1965-present UCCs are included.

Miscellaneous At <http://data.dir.ca.gov/> two searchable databases are available: the "Garment Manufacturers and Contractors Registration Database" and the "Farm Labor Contractors License Database"

Court Records

Main website: www.courtinfo.ca.gov/index.htm

Appellate Courts www.courtinfo.ca.gov/opinions/ for opinions of Supreme Court and Courts of Appeals

Trial Courts KnowX covers business lawsuits in 23 California counties. www.knowx.com

Property Records

Ontario Property Database – in addition to searching by name and address for property records in this city just outside of Los Angeles this database includes a map feature, which allows you to zoom in on a particular area to pull up property records. Begin at <http://158.61.82.251/gis/par.htm>

Redding Assessors Office – search by parcel number or address only at <http://cor400.ci.redding.ca.us/cgi-bin/db2www/gow3lkap.mbr/input>

KnowX – covers property records for all 58 counties. www.knowx.com

Political Contributions

www.ss.ca.gov/prd/prd.htm has lobbyist and campaign finance information.

Workers Compensation

See www.dir.ca.gov for general information on workers comp, occupational safety and health, and other state labor issues. For a limited number of decisions click "Workers' Compensation," then "Division of Workers' Compensation," then "WCAB Decisions" from the main page.

State and Local newspapers and business publications

Sacramento Business Journal Searchable 10/96-present at <http://amcity.com/sacramento>

San Jose Business Journal Searchable 10/96-present at <http://amcity.com/sanjose>

Victorville Daily Press Searchable 4/96-present at www.vvdailypress.com

Modesto Bee Searchable 6/96-present at www.modbee.com/man/help/tips.html

Orange County Register Searchable 10/96-present at www.ocregister.com/archives/

Santa Rosa Press Democrat No search, but can browse the past month of articles at www.pressdemo.com/local/localarchive.html

Sacramento Bee no search function, but you can browse articles from 1996-present. www.sacbee.com/search/

San Diego Union-Tribune Free registration to search 1/93-present at www.uniontrib.com/news/utarchives/index.html

San Francisco Business Times Searchable 6/96-present at <http://amcity.com/sanfrancisco>

San Francisco Chronicle and San Francisco Examiner Searchable 1995-present at www.sfgate.com/wais/search/arch-pro.shtml

San Mateo County Times Searchable 10/97-present at www.newschoice.com/newspapers/alameda/smct/default.asp

Ventura County Star The most recent two months only are searchable at www.staronline.com/search/index.html

Los Angeles Times Although you must pay \$1.50 per article to read or print any articles found, there is no fee to search the LA Times archives from 1990-present. Begin at www.latimes.com/HOME/ARCHIVES/

See also www.newslink.org/canews.html and www.yahoo.com/Regional/U_S_States/California click "News and Media"

Gateway to State Government: www.state.ca.us

Gateway to Local Government: <http://csac.counties.org> for counties and www.cacities.org for cities.

Libraries

State Library www.library.ca.gov

List of state libraries A list is not available but for general information see www.library.ca.gov/html/summary97.html or to search for a library see www.library.ca.gov/html/main.cfm

Search the State Library catalog www.lib.state.ca.us/marion

Search University of California library catalogs www.melvyl.ucop.edu

COLORADO

Secretary of State

Main website: www.state.co.us/gov_dir/sos/index.html

Corporation records and UCC Searches and copies available onsite. For fee information see www.state.co.us/gov_dir/sos/fees.html Department of State, 1560 Broadway, Suite 200, Denver, CO 80202. Phone (Corps) 303-894-2251, (UCC) 303-894-2200 ext. 343. Fax (both) 303-894-2242. Hours 8:30-5:00. Documents include articles of incorporation and officer and director information.

KnowX Covers Colorado corporate records (including officer and partner names) and 1966-present UCCs. www.knowx.com

Direct Access Corporate, UCC and campaign finance information is available through the Secretary of State's Direct Access Information System. Prices for the service range from \$800 to \$8000 per year (a three month trial period is available for \$150). See www.state.co.us/gov_dir/sos/diraccess.html for details.

Court Records

Main site: www.courts.state.co.us/ct-index.htm

Appellate Courts Opinions of the Supreme Court and Court of Appeals are not searchable unless you are a member of the Colorado Bar. Lists of recent opinions can be found at www.cobar.org/coappcts/scndx.htm (Supreme Court) and www.cobar.org/coappcts/ctappndx.htm (Court of Appeals).

Trial Courts Denver Probate Court – recent decisions can be found at www.cobar.org/probate.ct/opinions.htm

Statewide Case Index – under construction as of March 1999, a searchable index of cases will be available at www.courts.state.co.us/nameindex/searchind.htm

KnowX *No Colorado courts are covered by KnowX.*

Property Records

Colorado Springs Gazette Telegraph – change to read: Colorado Springs Gazette – searchable 90-day archives at www.gazette.com/archive/archive.html

Comparable Sales Database Although sponsored by a private company (not KnowX), this site offers a free search of property records by name or address in Adams, Arapahoe, Boulder, Denver, Eagle, El Paso, Jefferson, Larimer, Pueblo and Summit counties. Begin at www.valuate.net/comps/ and enter the address, or choose "Ownername Search." Note that you must search each county separately.

Arapahoe County Assessors Office Search by parcel or address only at www.co.arapahoe.co.us/AS/index.htm

El Paso County Assessors Office Search by parcel or address only, although this site does provide sale price and date. Begin at www.co.el-paso.co.us/Assessor/query.htm

Park County Assessors Office Search by name or address beginning at www.parkco.org Detailed data includes assessments, square footage, and number of rooms.

Pitkin County Assessors Office Search by name or address at <http://aimwebdomain.aspen.com/db/pca/pcareg1.asp>

KnowX Coverage differs slightly from that offered in the Comparable Sales Database described above. Counties covered are Adams, Arapahoe, Boulder, Denver, Douglas, Eagle, El Paso, Elbert, Jefferson, Larimer and Weld. www.knowx.com

Political Contributions

State campaign contributions since 1990 are available at www.followthemoney.org

Worker Compensation

<http://workerscomp.cdle.state.co.us> has general information, but no decisions are available. Records are available by phone, fax, mail or in person. Call 303-575-8700 for information. Division of Workers Compensation, Customer Service, 1515 Arapahoe Street, Tower 2, Suite 500, Denver, CO 80202 Fax 303-575-8882

State and Local newspapers and business publications

Boulder County Business Report Searchable 5/94-present
www.bcb.com/bcbrsearch.html

Colorado Springs Business Journal No search, can browse articles 11/96-present
www.csbj.com/archive.htm

Colorado Springs Gazette Telegraph Search only the last 3 months
www.usa.net/gazette

Denver Business Journal Search 6/96-present <http://amcity.com/denver>

Denver Westword Search 7/96-present www.westword.com/archive/index.html

Northern Colorado Business Report Search 1/96-present
www.ncbr.com/ncbrsearch.html

**Note:* The July 1998 issue includes a study of the highest paid executives locally. At the bottom of the search screen click "Home Page," then "Back Issues," then July 1998.

See also www.newslinks.org/conews.html and
www.yahoo.com/Regional/U_S_States/Colorado click "News and Media"

Gateway to State Government www.state.co.us

Gateway to Local Government www.state.co.us/gov_dir/govmenu.html#local

Libraries

State Library www.cde.state.co.us/slindex.htm

Directory of libraries Public, academic and other libraries can be found at
<http://menu.aclin.org/low.cfm> This site contains links to all Colorado library websites
also.

Search the Access Colorado Library and Information Network, a statewide network
of 230 library catalogs and other sources, at www.aclin.org

CONNECTICUT

Secretary of State

Main website: www.state.ct.us/sots/

Corporation records and UCC Searches must be done onsite. Some information is available over the phone or via written request. For forms available and fees see www.state.ct.us/sots/commercial%20recording/crfees.htm#sec7 Commercial Recording Division, Office of the Secretary of State, 30 Trinity Street, Hartford, CT 06106. Phone 860-509-6002 Fax 860-509-6068. Hours 8:45-3:00.

Dial up access subscriptions to the CONCORD dial up service are available, but prices begin at \$500. See www.state.ct.us/sots/CommercialRecording/whatsnew.htm for subscription information.

KnowX Includes corporation records and 1983-present UCCs. www.knowx.com

Court Records

Main website: www.jud.state.ct.us

Trial Courts – search for pending civil and family cases statewide by party name and view docket sheets beginning at www.jud2.state.ct.us click "Party Name Inquiry."

KnowX – covers Superior and Small Claims Courts in the five largest Connecticut counties. www.knowx.com

Property Records *No government sponsored websites or coverage by KnowX available.*

Political Contributions state campaign contribution information since 1990 is available at www.followthemoney.com

Worker Compensation www.wcc.state.ct.us/ Opinions 1994-present are available at <http://wcc.state.ct.us> Click "WC Law" then "Full Texts of Opinions"

State and Local newspapers and business publications None with search capabilities online. See www.newslink.org/cnnews.html and www.yahoo.com/Regional/U_S_States/Connecticut click "News and Media"

Gateway to State Government www.state.ct.us/

Gateway to Local Government

Cities can be found at www.state.ct.us/munic.htm

Counties at www.yahoo.com/Regional/U_S_States/Connecticut click on "Counties"

Libraries

State Library www.cslib.org To search the catalog choose "Consuls" on the main page.

List of all libraries <http://spirit.lib.uconn.edu/gateway/catalogs.html>

List of libraries with searchable catalogs online
<http://spirit.lib.uconn.edu/gateway/catalogs.html>

DISTRICT OF COLUMBIA

Department of Consumer and Regulatory Affairs

Main website: www.dkra.org

Corporate records Search and copies by phone, mail or onsite. No search fees, prepayment required for documents (call for fees). Department of Consumer and Regulatory Affairs, 614 H Street, NW, Suite 407, Washington, DC 20007. Phone 202-727-7283. Hours 9:00-4:00. Annual reports include officer and director names.

UCC Searches (\$30 per debtor name) by mail or in person, copies are \$2.25 per page. UCC Recorder, 515 D Street, NW, Suite 203, Washington, DC 20001. Phone 202-727-5381. Hours 9:00-4:00.

KnowX Covers DC corporate records and 1985-present UCCs www.knowx.com

Court Records *No websites available.*

KnowX Covers Superior and Small Claims Courts (business filings) from 2/90-present. www.knowx.com

Property Records

KnowX covers DC Property Tax Assessor Records. www.knowx.com

Political Contributions *No reports available online.*

See the Board of Elections and Ethics website at www.dcboee.org/ for general information.

Workers Compensation The Office of Worker's Compensation is not included in the DC government website. The phone number to this office is 202-576-6265. Office of Worker's Compensation, P.O. Box 56098, Sixth Floor, Washington, DC 20011.

State and Local newspapers and business publications

Washington Business Journal Search 6/96-present <http://amcity.com/washington>

See also www.newslink.org/dcnews.html and www.yahoo.com/Regional/U_S_States/Washington_D_C/ /click "News and Media"

Gateway to DC Government: www.ci.washington.dc.us

DC Public Library

Main website: <http://www.dclibrary.org/>

DELAWARE

Secretary of State

Main website: www.state.de.us/corp

Corporate records and UCC Searching and copies available onsite or through the mail. Corporate search fee is \$30, for copy costs see www.state.de.us/corp/corpfee3.htm and for UCC search fees and costs see www.state.de.us/corp/ucc.htm The street address is Division of Corporations, 401 Federal Street, Suite 4, Dover, DE 19901. The mail address is Division of Corporations, P.O. Box 898, Dover, DE 19903. Hours are 8:30-4:00. Phone 302-739-3073 Fax 302-739-3812.

KnowX Corporate records and 1983-present UCC records are available www.knowx.com

Court Records

Main website: <http://courts.state.de.us/>

Appellate Courts and Trial Courts The only case information available online is at www.lawlib.widener.edu/pages/deopind.htm This site lists opinions from Chancery, Family, Superior, Supreme and US District Courts. Inexpensive copies of the opinions can be ordered.

KnowX Business filings in all Superior and Common Pleas Courts since at least 1992 are available at www.knowx.com

Property Records *No information available via the Internet.*

KnowX Newcastle County Assessment Office records are available www.knowx.com

Political Contributions No reports are available online. General information can be found at www.state.de.us/election/index.htm

Workers Compensation

The Industrial Affairs Division of the State Department of Labor regulates workers compensation in Delaware, but as of March 1999 the Division's new website www.state.de.us/labor/aboutdol/industrialaffairs.shtml has nothing more than its address and phone number (302-761-8176) listed. In Delaware workers compensation claims and opinions are available, but only to Delaware residents.

State and Local newspapers and publications

"A limited number of publications can be searched at" to:
www.lib.de.us/delaweb/business/

See also www.newslinks.org/denews.html and
www.yahoo.com/Regional/U_S_States/Delaware click "News and Media"

Gateway to State Government www.state.de.us

Gateway to Local Government

Counties at www.state.de.us/counties/intro.htm

Cities at www.state.de.us/towns/towns.htm

Libraries

State Library www.lib.de.us

List of all libraries and search public library catalogs by county
www.lib.de.us/libraries/de-libs/index.htm

FLORIDA

Secretary of State www.dos.state.fl.us

Corporation records and UCC – free searches and free copies of recent documents are available at <http://ccfcorp.dos.state.fl.us/index.html> click on "Online Searches and Document Imaging." After performing a search you are given a summary of a filing or UCC. If this summary includes a "Document Image" button, click it, then choose to download (the document will be in "tiff" format, so you need an appropriate viewer) the image or have the document faxed to you (both choices are free). If the summary does not include a "Document Image" button, go to www.dos.state.fl.us/doc/corp_fee.html for prices and policies on ordering the documents.

Licensing Firearms, private detectives and other licenses are searchable by individual and agency name at <http://licgweb.dos.state.fl.us/>

KnowX Corporation and UCC records are searchable at www.knowx.com

**Note:* Florida will not be included in a search of "All states." It must be searched individually.

Court Records

Main website www.fl.judges.com/judicial.htm

Appellate Courts Supreme Court briefs can be found at www.flcourts.org/courts/supct/bookmark.html Recent Supreme Court decisions are posted at www.gate.net/~wyman/flo/courts.html#supct A searchable archives of Supreme Court opinions is at <http://nersp.nerdc.ufl.edu/~lawinfo/flsupct/index.html> Recent District Courts of Appeals decisions are posted at www.gate.net/~wyman/flo/courts.html#dca

Trial Courts Brevard County court records from 1981-1995 (with more recent records to be added in the future) are available through a direct access service. The service is \$25 annually for unlimited use. See www.clerk.co.brevard.fl.us for details.

KnowX Covers 29 of the 67 Florida county courts, most going back to at least 1990. Business filings only. www.knowx.com

Property Records

Pinellas County (search by address or parcel number)
www.pao.co.pinellas.fl.us/search2.html

Orange County (search real estate by owner or address and tangible personal property records by business name or address) – www.ocpafl.org/ocpa/owa/record_search

Hillsborough County (search property records by name or address)
www.propappr.co.hillsborough.fl.us/padb/address.htm

Manatee County (search property records by name or address) www.manatee-cc.com/appraiser/default.htm

Lee County (search property records by name or address) www.leetc.com/taxrollmain.asp

Sarasota County (search property records by name or address) www.property-appraiser.co.sarasota.fl.us/property.htm

Martin County (search tax roll by name or address) www.martin.fl.us/GOVT/co/pa/ click "Tax Roll"

KnowX Covers real property tax assessor records in all 67 counties www.knowx.com

Political Contributions Candidate and PAC records can be searched at <http://election.dos.state.fl.us/campfin/cfindb.htm> choose "Finance Database"

Worker Compensation www.wc.les.state.fl.us/dwc/ has a variety of searchable databases regarding several aspects of workers comp. For information on obtaining records call 850-488-5837. Division of Workers Compensation, 2728 Centerview Drive, 303 Forrest Building, Tallahassee, FL 32399-0682

State and Local newspapers and business journals

South Florida Business Journal www.amcity.com/southflorida – the Broward, Miami-Dade and Palm Beach editions are searchable. From the main page click on the edition, then click on "Search our archives"

Jacksonville Business Journal Searchable 6/96-present <http://amcity.com/jacksonville>

Florida Times-Union (Jacksonville) Searchable 4/97-present <http://jacksonville.com/tu-online/stories/archives>

Florida Trend (Southwest Florida business news) Searchable 6/95-present www.fltrend.com

Orlando Business Journal Searchable 6/96-present <http://amcity.com/orlando>

Press Journal (Vero Beach area) Search most recent month only www.tcpalm.com/search/index.html

Tampa Bay Business Journal Searchable 6/96-present <http://amcity.com/tampabay>

Tampa Tribune Search most recent 3 months <http://archive.tampatrib.com/>

See also www.newslink.org/flnews.html and www.yahoo.com/Regional/U_S/States/Florida/ click "News and Media"

Gateway to State Government http://fcn.state.fl.us/owa_gsd/owa/gsd_www.main_frame.main

Gateway to Local Government www.state.fl.us/fgsd_html/local.html

Libraries

State Library <http://dlis.dos.state.fl.us/>

Search the State Library catalog www.dos.state.fl.us/dlis/online.html

Search for a library www.dos.state.fl.us/libdb/

List of state government agency libraries
www.dos.state.fl.us/dlis/blns/staglibs/staglibs.htm

List of all libraries www.dos.state.fl.us/dlis/flin.htm

GEORGIA

Secretary of State

Main website: www.sos.state.ga.us

Corporation records Search at www.sos.state.ga.us/corporations/corpsearch.htm Some copies can be ordered at www.ganet.org/sosdocs/ Copies can also be obtained onsite or via mail. Georgia Corporations Division, Suite 315, West Tower, 2 Martin Luther King Jr. Drive, Atlanta, GA 30334 Phone 404-656-2817 Fax 404-651-9059 Hours 9-4:30 Copies are \$.25 per page. Documents include articles of incorporation, annual reports, officers and directors.

UCC All UCCs are filed at the county level in the Superior Court Clerk's Office. UCCs since 1/1/95 can be searched via written request to the Superior Court Clerks Cooperative Authority, Galleria 75 Office Park, 3200 Professional Parkway, Suite 260, Atlanta GA Call first for fees. Phone 770-988-8288 Fax 770-988-9000

KnowX Corporate records including officer and partner information are covered. UCC information is available from all 159 Georgia counties, but coverage dates begin anywhere from 1989 to 1997. www.knowx.com

Miscellaneous Databases for all state licensing boards (LPNs, architects, etc.) are searchable beginning at www.sos.state.ga.us/ebd/default.htm

Court Records

Main website: www2.state.ga.us/courts/

Appellate Courts Supreme Court opinions and a limited collection of other case documents are available at www2.state.ga.us/courts/supreme/

Trial Courts Information available through KnowX only. 17 counties are covered, some with business filings and some with business and individual filings. Coverage dates generally begin around 1990 but vary greatly. www.knowx.com

Property Records Available only through **KnowX**. 15 counties are covered. www.knowx.com

Political Contributions www.followthemoney.org includes state campaign contribution information since 1990.

Workers Compensation change the first sentence to: The State Board of Workers Compensation website www.ganet.org/sbwc/ has general information but no decisions available. The Board's phone number is 404-656-3818. Workers Compensation Department, One CNN Center, Suite 1000, South Tower, Atlanta, GA 30303-2788.

State and Local newspapers and business publications

Atlanta Business Chronicle Searchable 6/96-present <http://amcity.com/atlanta/>

Augusta Chronicle Searchable 6/96-present <http://augustachronicle.com/archive/>

See also www.newslink.org/ganews.html and
www.yahoo.com/Regional/U_S_States/Georgia click "News and Media"

Gateway to State Government www.state.ga.us

Gateway to Local Government www.state.ga.us/index/local.cgi

Libraries

State Library www.gpls.public.lib.ga.us/pls/

Directory of libraries www.gpls.public.lib.ga.us/pls/publibs/plsites.html

HAWAII

Department of Commerce www.hawaii.gov/dcca/dcca.html

Corporation records Free dial in access is available for searching corporation records. Call 808-586-1919 for information. Searches and copies are also available onsite and via mail. Mail address: Business Registration Division, P.O. Box 40, Honolulu, HI 96810. Street address: 1010 Richards Street, Honolulu, HI 96813. Phone 808-586-2727 Fax 808-586-2733

UCC Searches and copies available onsite and via mail only. Mail address: UCC Division, P.O. Box 2867, Honolulu, HI 96803. Street address: 1010 Richards Street, Honolulu, HI 96813. Phone 808-587-0154 Fax 808-587-0136

KnowX – corporation records not covered by KnowX, but UCC records 1983-present are available. www.knowx.com

Miscellaneous Administrative opinions of the Attorney General, Corporations Counsel, Department of Commerce and Consumer Affairs, Labor and Industrial Relations and other state agencies can be found at <http://hsba.org/Hawaii/hawaii.htm>

Court Records

Main website: www.hawaii.gov/jud/

Appellate Courts Opinions are available at www.hawaii.gov/jud/ click "Opinions"

Trial Courts – Honolulu (1986-present) and Maui (1993-present) Circuit Court business filings are available through KnowX. www.knowx.com

Property records Hawaii, Honolulu, Kauai and Maui County property tax assessor records are available on KnowX. www.knowx.com

Political Contributions <http://election.sdr.com/hi96/> Search filer and contributor databases

Worker Compensation Labor Appeals Board workers compensation opinions 1994-present are listed at <http://www.hsba.org/Hawaii/Admin/DLIR/lab.htm>

State and Local newspapers and business publications

Honolulu Star Bulletin Searchable 3/96-present <http://starbulletin.com/search.html>

Pacific Business News Searchable 6/96-present <http://amcity.com/pacific>

See also www.newslink.org/hanews.html and www.yahoo.com/Regional/U_S_States/Hawaii click "News and Media"

Gateway to State Government www.state.hi.us

Gateway to Local Government www.hawaii.gov/dbedt/county/index.html choose county first, then city or county government

Libraries

List of all libraries and search library catalogs <http://www.hcc.hawaii.edu/hspls/>

IOWA

Secretary of State

Main website: www.sos.state.ia.us

Corporation Records and UCC – Free corporation searches are available at <http://www.sos.state.ia.us/corpweb/> and free UCC searches are available at <http://www.sos.state.ia.us/uccweb/> Copies are available onsite and via phone and mail. Corporations Division/UCC Division, Hoover Building, East 14th and Walnut Street, 2nd Floor, Des Moines, IA 50319. Phone 515-281-5204 (Both), Fax 515-242-5953 (Corp), 515-242-6556 (UCC) Hours 9:00-4:30. Corporate filings include names of officers and directors. For copy fees see <http://www.sos.state.ia.us/corp/corpmain.htm>

KnowX Corporation records including officer and partner information are available at www.knowx.com as are UCCs 1992-present

Court Records

Main website: www.judicial.state.ia.us

Appellate Courts Opinions of the Supreme Court and the Court of Appeals can be searched at <http://www.judicial.state.ia.us/decisions/>

Trial Courts KnowX has business filing information from District and/or Small Claims Courts in 7 counties going back at least to 1990. www.knowx.com

Property Records KnowX has Polk County Assessor's Office records available www.knowx.com No other counties are available.

Political Contributions www.campaignfinance.org/data/iowa includes state campaign and PAC information 1987-1997.

Worker Compensation Decisions are available at www.iowabar.org click "Industrial Commissioners Decisions." General information on workers compensation in Iowa can be found at <http://www.state.ia.us/iwd/wc/wc.htm>

State and Local newspapers and business journals

Successful Farming Iowa Edition Browse articles 8/96-present www.agriculture.com/sfonline/archive/archive.html

Dubuque Telegraph Herald Search or browse 1996-present beginning at www.Thonline.com/news/archpage.htm

See also www.newslink.org/ianews.html and www.yahoo.com/Regional/U_S_States/Iowa click "News and Media"

Gateway to State Government www.state.ia.us

Gateway to Local Government www.iowa.net/links/iowa.html

Libraries

State Library www.silo.lib.ia.us

Search "SILO LOCATOR" network of catalogs of over 600 Iowa libraries
<http://www.silo.lib.ia.us/silo.html> click "Silo Locator"

Search the catalog of a specific library from the 600+ available www.silo.lib.ia.us/lib-cat.html click on specific library

Directory of all libraries www.silo.lib.ia.us/lib-dir.html click on type of library ("Public," "Academic" etc.)

Directory of library websites www.silo.lib.ia.us/web-dir.html

IDAHO

Secretary of State

Main website: www.idsos.state.id.us/

Corporation records Searches are available via direct access. Call 208-334-2300 for subscription information. Searches and copies are also available onsite and via mail. Corporations Division, Statehouse, Room 203, Boise, ID 83720 Phone 208-334-2300 Fax 208-334-2847 See www.idsos.state.id.us/corp/corp.fee for fees and other information.

UCC Searches and copies are available onsite, by phone or via fax/mail. See www.idsos.state.id.us/ucc/ucc.fee for fees and other information. Street address: UCC Division, 700 West Jefferson, Boise, ID 83720 Phone 208-334-3191 Fax 208-334-2847. Hours 9:00-4:00.

KnowX Covers corporation records and 1983-present UCC records.
www.knowx.com

Court Records

Main website: www.idwr.state.id.us/judicial/judicial.html

Appellate Courts Decisions of the Supreme Court and Court of Appeals are searchable at www.idwr.state.id.us/judicial/judopin.html

Trial Courts KnowX has business filings in Small Claims and/or District Courts in 6 counties going back at least to 1991 for each court. www.knowx.com

Miscellaneous Snake River Basin Adjudication – the SRBA was set up by the Idaho courts to handle water claims disputes. A list of decisions can be found at www.srba.state.id.us/srba2.htm and searchable index of cases is provided at www.srba.state.id.us/naminx.htm

Property Records *No websites or KnowX coverage for Idaho counties*

Political Contributions www.followthemoney.org includes state campaign contributions from 1990-present. A list of Idaho registered lobbyists can be found at www.idsos.state.id.us/elect/finance.htm

Worker Compensation Decisions of the Industrial Commission since July 1996 are listed at www2.state.id.us/iic/decis1.htm

State and Local newspapers and business journals *no free searchable publications*. See www.newslink.org/idnews.html and www.yahoo.com/Regional/U_S_States/Idaho/ click "News and Media"

Gateway to State Government <http://www2.state.id.us>

Gateway to Local Government <http://www2.state.id.us/home/other/city.htm> for cities and <http://www2.state.id.us/home/other/county.htm> for counties

Libraries

State Library <http://www.lili.org/isl/index.htm>

Search the State Library catalog and some regional libraries <http://catalyst.idbsu.edu/>

Directory of libraries www.lili.org/libraries/index.html

Search Boise County library catalogs <http://206.80.122.7/>

ILLINOIS

Secretary of State

Main website: www.sos.state.il.us

Corporation records Foreign and domestic corporation annual reports include a franchise tax worksheet that reveals some basic financial information. Searches and copies are available by phone, mail and onsite. The website has a business name availability search feature at www.sos.state.il.us/depts/bus_serv/corpname.html
Department of Business Services, Howlett Building, 3rd Floor, Springfield, IL 62756
Phone 217-782-7880 Fax 217-782-4528

UCC Searches and copies by mail and onsite. \$10 search fee per debtor and \$1 per page copies. UCC Division, Howlett Building, Room 030, Springfield, IL 62756 Phone 217-782-7518

KnowX Corporation records including officer and partner information are available at www.knowx.com as are UCCs 1962-present

Court Records

Main website: www.state.il.us/court

Appellate Courts Supreme Court and Court of Appeals opinions are searchable 1996-present at www.state.il.us/court/search.htm

Trial Courts KnowX offers 14 County Circuit Courts plus Cook County Circuit, Chancery and Municipal Courts. Business filings only, all going back to at least 1992. www.knowx.com

Miscellaneous Illinois Human Rights Commission opinions are searchable 1991-present www.kentlaw.edu/hrc/

Property Records

Cook County Assessors Office – search by parcel or address only. From www.assessor.co.cook.il.us/ choose "Assessment Search"

KnowX – Cook, Dupage, Kane, Lake, McHenry and Will County property records are available. www.knowx.com

Political Contributions www.followthemoney.org Includes state campaign contributions from 1990-present. Also, a list of lobbyists is available at www.sos.state.il.us/depts/index/division.html

Worker Compensation www.state.il.us/agency/iic/ Features a great deal of information on workers comp statutes and regulations and the Illinois Industrial Commission but does not provide decisions. Records available by phone, mail and in person. Call 312-814-6611 for information. IL Industrial Commission, 100 West Randolph Street, 8th Floor, Information Department, Chicago, IL 60601.

State and Local newspapers and business publications

Kankakee Journal Searchable 1/97-present after free registration www.daily-journal.com/

The Pantagraph (Bloomington/Central IL area) Browse the past two months at www.pantagraph.com/archives.html

State Journal-Register (Springfield area) Search 4/97-present at www.sj-r.com click on "News" then "Search"

See also www.newslink.org/ilnews.html and www.yahoo.com/Regional/U_S_States/Illinois click "News and Media"

Gateway to State Government www.state.il.us

Gateway to Local Government www.state.il.us/cmmnty/alpha/default.htm

Libraries

State Library http://www.sos.state.il.us/depts/library/isl_home.html

Search the State Library catalog www.sos.state.il.us/depts/library/collect/collect.html
click on "ILLINET Online"

Directory of public libraries www.library.sos.state.il.us/systems/sys_dir.html

Search for a public, academic or other library
www.library.sos.il.us/lib_dir/lib_dir.html

INDIANA

Secretary of State

Main website: www.state.in.us/sos/

Corporation records and UCC Online searches (\$1 for corporations, \$3 for UCC) are available with a subscription. See http://www.state.in.us/sos/bus_service/bus_serv.html for details and a subscription package. Corporation and UCC records are also available via phone, mail and onsite. For corporation fees and procedures see http://www.state.in.us/sos/bus_service/corps/info.html, for UCC see http://www.state.in.us/sos/bus_service/ucc/srchproc.html In some cases in Indiana UCCs are filed at the county level and not the state – for an explanation and for procedures on searching UCCs at the county level see www.state.in.us/sos/ucc/fileof97.html Division of Corporations and UCC Division, 302 West Washington Street, Room E-018, Indianapolis, IN 46204. Corporations phone 317-232-6576 302, UCC phone 317-233-3984.

KnowX Corporation records and 1986-present UCCs are available. www.knowx.com

Court Records

Main website: www.ai.org/judiciary/

Appellate Courts Search for recent Supreme Court, Appeals Court and Tax Court opinions at <http://www.ai.org/judiciary/opinions/> To search for older opinions, click "Judicial Opinions Archive" from this page.

Trial Courts KnowX covers a variety of Municipal, Superior and Circuit Court business filings within Allen, Elkhart, Lake, Marion, St. Joseph and Vanderburg Counties. www.knowx.com

Property Records *No website or KnowX coverage of Indiana counties*

Political Contributions www.followthemoney.org includes state campaign contribution information 1990-present

Worker Compensation www.state.in.us/wkcomp/ provides general information and hearing schedules by county but no decisions. Records available in person only. Call 317-232-3808 for information. Industrial Board, Statistical Department, 601 State Office Building, 100 North Senate Avenue, Indianapolis, IN 46204.

State and Local newspapers and business publications

Indianapolis Business Journal Browse articles 2/96-present
www.ibj.com/ibj/stories/topstoriesarchive.html

See also www.newslink.org/innews.html and
www.yahoo.com/Regional/U_S_States/Indiana/ click "News and Media"

Gateway to State Government www.state.in.us

Gateway to Local Government www.state.in.us/local/index.html

Libraries

State Library www.statelib.lib.in.us – to search the State Library catalog login as "guest" from the main page

Indiana residents only can search the entire public library system catalog "INSPIRE" at
www.inspire-indiana.net/page7.html

Directory of libraries www.statelib.lib.in.us/www/ldo/libdir.html

KANSAS

Secretary of State

Main website: www.kssos.org/main.html

Corporation records and UCC – limited access to the corporations database is available at <http://www.ink.org/public/corps/> This site allows you to search for corporations and officer name and view general information on ownership. Full access to the corporation and UCC databases is available through a subscription service at www.ink.org

Kansas corporation annual reports include officer and director names and limited financial information in a franchise fee worksheet. Foreign corporations must disclose property locations and values also. This information will be available through a paid subscription, but not through the free website. Searches and copies are also available onsite and via mail and phone. Corporations Division/UCC Division, State Capitol, 2nd Floor, 300 SW 10th Avenue, Topeka, KS 66612 Corp. Phone 785-296-4564 Fax 785-296-4570 UCC Phone 785-296-3650 Fax 785-296-3659 Hours 8:30-4:00

KnowX Corporation records including officer and director information and UCC records 1985-present are available. www.knowx.com

Miscellaneous A private company offers direct access to corporation, UCC, DMV, lobbyist and other records. See the "Trial Courts" section for further information.

Court Records

Main website: <http://kscourts.org>

Appellate Courts Decisions of the Supreme Court and the Court of Appeals are searchable 1995-present at <http://kscourts.org/kscases/>

Trial Courts Information Network of Kansas offers direct access to Johnson, Sedgwick, Shawnee and Wyandotte County court records in addition corporate filings from the Secretary of State. Annual fee is \$75 for the first year (\$60 thereafter), \$.10 per minute usage fees plus per document costs to retrieve copies. See www.ink.org/public/about-ink/subscribe.html for details.

Johnson, Sedgwick, Shawnee and Wyandotte County District Courts are also available on KnowX. Business filings only, all back to at least 1990. www.knowx.com

Property Records

Johnson County Records can be searched by address or parcel ID at <http://jocowebi.jocoks.com/appraiser/> click "Johnson County Land Records"

Wyandotte County Appraiser's Office Records are available from KnowX. www.knowx.com

Political Contributions www.followthemoney.org includes state campaign contributions from 1990-present

Workers Compensation www.hr.state.ks.us/wc/html/wcboard.htm features searchable decisions.

State and Local newspapers and business publications

Hutchinson News Searchable 1996-present www.dailynews.net/search/hutch.html

Lawrence Journal-World Searchable 5/97-present www.ljworld.com/browse/

Topeka Capital Journal Searchable 2/97-present www.cjonline.com/archive/

Wichita Business Journal Searchable 6/96-present <http://amcity.com/wichita>

Kansas City Star Search archives 1991-present at www.kcstar.com/library/library.htm

See also www.newslink.org/ksnews.html and www.yahoo.com/Regional/U_S_States/Kansas click "News and Media"

Gateway to State Government www.state.ks.us

Gateway to Local Government www.state.ks.us/ink-index/localgov.html

Libraries

State Library – change the URL to: <http://skyways.lib.ks.us/KSL/>

Search combined catalogs of the State Library and a statewide network of public and other libraries (and search the Kansas serials catalog)

<http://www.auto-graphics.com/cgipac/mmx/ksuc>

Directory of libraries <http://skyways.lib.ks.us/kansas/regions.html>

KENTUCKY

Secretary of State

Main website: www.sos.state.ky.us

Corporation records Search at www.sos.state.ky.us/corporate/entityname.asp For copy fees and policies see www.sos.state.ky.us/busser/busrec/busrec.htm Office of the Secretary of State, 700 Capital Avenue, Suite 156, (Mail address P.O. Box 718), Frankfort, KY 40601 Phone 502-564-7330

UCC On January 4, 1999 Kentucky UCC laws underwent major revisions. Before this date, only non-Kentucky resident UCCs were filed at the state level, while resident UCCs were filed at the county level. But all UCCs filed after January 4, 1999 are now filed at the state level. To search for UCCs in Kentucky choose one of the following:

Is the debtor a Kentucky resident? If yes, search for liens prior to January 4, 1999 at the county of residence (click here www.sos.state.ky.us/cclix/countyclerks.htm for information on searching at the county level) and search the Kentucky Lien Information System <http://www.sos.state.ky.us/intranet/default.htm> for UCCs after January 4, 1999.

Is the debtor a non-resident of Kentucky? If yes, search <http://www.sos.state.ky.us/cclix/default.htm> for UCCs prior to January 4, 1999 and <http://www.sos.state.ky.us/intranet/default.htm> for UCCs after this date.

KnowX Corporate records are available, State level UCCs 1987-present are available, and UCCs in Daviess and Jefferson (both since 1990) and Fayette Counties (since 1992) are available. www.knowx.com

Miscellaneous Vital Records – the University of Kentucky is assembling a free webpage with marriage, birth, divorce and death records, but as of March 1999 this site has no records more recent than 1993. <http://ukcc.uky.edu:80/~vitalrec/>

Court Records

Main website: <http://www.aoc.state.ky.us/chart.htm>

Appellate Courts Supreme Court opinions are available on the main Kentucky courts website <http://162.114.175.231/>

Trial Courts KnowX covers Small Claims, District and/or Circuit Courts in 15 counties. All records are business filings only and go back at least to 1990 www.knowx.com

Property Records

Oldham County A subscription is available, but you can also receive a guest ID good for 7 days of free usage – <http://oldhamcounty.state.ky.us/home2.htm>

KnowX Offers only Jefferson County property records. www.knowx.com

Political Contributions www.followthemoney.org includes state campaign contributions from 1990-present

Worker Compensation www.state.ky.us/agencies/labor/wrkclaim.htm has general information including statutes and regulations but no decisions. Records available by mail or phone. Call 502-564-5550 for information. Department of Workers Claims, 1270 Louisville Road, Perimeter Park W, Building C, Frankfort, KY 40601

State and Local newspapers and business publications

Business First (Louisville) Searchable 10/96-present <http://amcity.com/louisville>

Kentucky Post Searchable 3/97-present <http://gocincinnati.com/search/>

See also www.newslink.org/kynews.html and www.yahoo.com/Regional/U_S_States/Kentucky/ click "News and Media"

Gateway to State Government www.state.ky.us

Gateway to Local Government www.state.ky.us/kysites.htm

Libraries

State Library www.kdla.state.ky.us

Search the State Library collection www.kdla.state.ky.us/libserv/libserv.htm click on "KDLA Online Catalog"

Directory of public libraries www.kdla.state.ky.us/libserv/publdir.htm

Directory of library websites www.kdla.state.ky.us/libserv/publwww.htm

Louisville Free Public Library Offers a list of its vertical files on hundreds of Kentucky companies at <http://lfpl.org/database.htm> click "Kentucky Newstand"

LOUISIANA

Secretary of State

Main website: www.sec.state.la.us

Corporation records Search the corporate database at <http://www.sec.state.la.us/crpinq.htm> Copies are \$10 for individual documents, \$20 for entire corporate file. You can phone in a request to be billed to a credit card, or obtain copies in the Baton Rouge and New Orleans offices. The Baton Rouge office is at 3851 Essen Lane, Phone 504-922-1224, the New Orleans office is at 1840 Poydras Street, Phone 504-568-3020, both offices open 8:00-4:30. Blank copies of all forms required of corporations can be found at www.sec.state.la.us/corp-1.htm

UCC A UCC search can be performed at the Baton Rouge office above, or at any of the 64 Parish Clerks of the Court offices – they are all connected to the same database. A list of the Clerks offices is at www.sec.state.la.us/ucc-2.htm

Direct Access A direct access service costs \$360 for corporate records and \$400 for the UCC database. See www.sec.state.la.us/ucc-1.htm for details.

KnowX Includes corporation records and UCCs statewide. Corporate records include officer and partner information. www.knowx.com

Court Records

Main website: www.state.la.us/state/judicial.htm

Appellate Court 1996-present opinions of the Supreme Court are available at <http://www.lasc.org/> the news releases on this page are linked to the text of the corresponding opinion.

Trial Courts The Civil District Court for the Parish of Orleans offers direct access service to court records 1985-present, land records 1987-present and attorney rolls for a fee of \$100 plus a \$300 deposit to be applied to \$.25 per minute usage fees. See <http://orleanscdc.gov/remote.htm> for details.

KnowX Nineteen (19) of the sixty-four (64) parishes are included featuring District, City, and/or Parish Courts. Coverage goes back to at least 1995 for each jurisdiction. www.knowx.com

Property Records KnowX has only Orleans Parish records from 9/97 to present. www.knowx.com

Political Contributions Contributions and lobbyist registrations are available at <http://www.ethics.state.la.us/>

Worker Compensation *No decisions are available online.* Some very basic information is available at www.ldol.state.la.us/owcapage.htm Call 800-824-4592 for information. Office of Workers Compensation, P.O. Box 94040, Baton Rouge, LA 70804-9040.

State and Local newspapers and business publications *No free publications available.* See www.newslink.org/lanews.html and www.yahoo.com/Regional/U_S_States/Louisiana/ click "News and Media"

Gateway to State Government www.state.la.us

Gateway to Local Government www.state.la.us/local/locindx.htm

Libraries

State Library <http://smt.state.lib.la.us/>

MASSACHUSETTS

Secretary of State

Main website: www.state.ma.us/sec/

Corporation records Available via direct access for \$149 annual fee plus \$.40 per minute usage. See www.state.ma.us/sec/cor/cordirec/direcidx.htm for information. Searches and copies are also available via phone or onsite. Corporations Division, One Ashburton Place, 17th Floor, Boston, MA 02108 Phone 617-727-2850. Hours 8:00-5:00. Annual reports include officer and director information.

UCC Also available via direct access above. Searches and copies available onsite or via phone (regular or 24 hour service). See www.state.ma.us/sec/cor/corucc/uccinf.htm for fees and information. Address same as above, phone 617-727-2860.

KnowX Corporate records (including officer and partner information) and UCCs 1981-present are available. www.knowx.com

Court Records

Main website: www.state.ma.us/courts/courts.htm

Appellate Courts and Trial Courts The main site posts Supreme Court opinions the day they are released by the Court. www.sociallaw.com posts selected Supreme Court, Court of Appeals and Superior Court opinions from 1996-present.

Direct Access The Social Law Library offers CD-ROM and Web access to courts records and MA agencies such as Labor Relations, Ethics, Department of Industrial Accidents, etc. See www.sociallaw.com for further information.

KnowX All MA Counties *EXCEPT* Nantucket and Berkshire are covered by KnowX. Records available are business filings in District and/or Superior Courts, usually going back to 1991. www.knowx.com

Property Records

Boston Find the assessed property value by address or owner name at <http://www.ci.boston.ma.us/assessing/search.asp>

Town of Mashpee (Cape Cod area) Assessor's records can be found at www.capecod.net/mashpee/assess

Brookline Assessors Office Search by name or address. Begin at www.brookline.mec.edu/town/assessors/ and click "OnLine Property Valuations"

Cambridge Assessors Office Search by parcel or address at <http://www.ci.cambridge.ma.us/> click "Assessor's Database"

KnowX Assessor records are filed at the municipal level, and KnowX covers over 100 Assessor's Offices statewide. www.knowx.com

Political Contributions The Contribution Information Database is available for download only at http://www.state.ma.us/ocpf/cid_start.html This database covers contributions to statewide candidates in 1997 and 1998. Also, the Massachusetts Lobbyist and Employer Search System is available at <http://www.state.ma.us/scripts/sec/pre/search.asp>

Worker Compensation <http://www.magnet.state.ma.us/dia/pubs/reviews/intro.htm> has a list of decisions from 7/97 to present.

State and Local newspapers and business publications

Boston Business Journal Searchable 10/96-present <http://amcity.com/boston>

Eagle Tribune (Northern MA area) Searchable 1/98-present www.eagletribune.com click "Search"

Standard Times (Southcoast area) Searchable 5/95-present

www.s-t.com/daily/archive.htm

Reading Assessors Database Search by name or address at www.ziplink.net/~reading1/assessor.htm

See also www.newslink.org/manews.html and

www.yahoo.com/Regional/U_S_States/Massachusetts/ click "News and Media"

Gateway to State Government www.state.ma.us

Gateway to Local Government www.state.ma.us click on "Commonwealth Communities"

Libraries

State Library <http://www.mlin.lib.ma.us/> From the main page click "Library Catalogs" and "Indexes and Databases" to search a variety of libraries and newspapers statewide. Library and website directories are available by clicking "About Mass. Libraries" and "Internet Resources."

MARYLAND

Secretary of State Regulates trademarks

Department of Assessments and Taxation regulates corporations and UCCs. Trademarks are searchable at www.sos.state.md.us/sos/admin2/html/trade.html

Corporation records and UCC Corporation records and UCCs – search corporations at www.dat.state.md.us/bsfd/CC/search.html and UCCs at www.dat.state.md.us/bsfd/UCC/search.html Copies are available onsite or via mail. Business Services and Finance Division, 301 West Preston Street, 8th Floor, Baltimore, MD 21201 Phone 410-767-1184 Hours 9:00-4:00 See policies and fees at www.dat.state.md.us/sdatweb/fees.html

Miscellaneous The Department of Business and Economic Development has a searchable directory of MD companies and websites, but this is not an official record of MD corporations – www.mdbusiness.state.md.us/index.html

KnowX Corporate records and 1964-present UCCs are available. www.knowx.com

Court Records

Main website: www.courts.state.md.us

Appellate Courts Opinions from the Court of Appeals and the Court of Special Appeals since 1995 are available at <http://www.courts.state.md.us/T40>

Trial Courts Anne Arundel County, Baltimore City and County, Montgomery County and Prince George’s County District and Circuit Court business filings are available at least back to 1993, and Howard County District Court business filings since 12/94 are available on KnowX. www.knowx.com

Property Records Searchable by address only for the entire state. Go to <http://www.dat.state.md.us/sdat/CICS/>, click on the County and enter address.

KnowX Has property records for the entire state searchable by name. www.knowx.com

Political Contributions www.campaignfinance.org/data/maryland/index.html includes state campaign contributions 11/96-11/97

Worker Compensation www.charm.net/~wcc/ has basic information but no decisions. Records available by mail. Call 410-333-8113 for information. Workers Compensation Commission, Central Files, 6 North Liberty St., Baltimore, MD 21201

State and Local newspapers and business publications

Baltimore Business Journal Searchable 6/96-present <http://amcity.com/baltimore/>

See also www.newslink.org/mdnews.html and
www.yahoo.com/Regional/U_S_States/Maryland/ click "News and Media"

Gateway to State Government www.mec.state.md.us

Gateway to Local Government www.mec.state.md.us/meccount.html

Libraries

State Library www.sailor.lib.md.us/mdlibs/mdlibs.html – from this page you can search periodicals at various MD libraries, search electronic texts, find a list of all MD libraries, and find a list of library websites and searchable catalogs.

MAINE

Secretary of State

Main website: www.state.me.us/sos/sos.htm

Corporation records Search records at www.state.me.us/sos/corpinfo.htm Copies can be obtained via mail, phone or onsite. Call for fees; prepayment required. Division of Corporations, 101 State House Station, Augusta, ME 04333. Phone 207-287-4190 Fax 207-287-4177 Hours 9-5. Documents include annual reports and officer and director information. Blank forms of all documents can be found at www.state.me.us/sos/cec/corp/corp.htm

UCC Search onsite or via mail or phone. See information above, except UCC phone number is 207-287-4172.

KnowX *No corporate records*, UCC records 1984-present. www.knowx.com

Court records

Main website: www.courts.state.me.us/

Appellate Courts Supreme Court opinions are available at www.courts.state.me.us/mescopin.home.html

Trial Courts Of the sixteen (16) Maine counties, only Hancock and Washington are NOT covered by KnowX. District and/or Superior Courts are included, and except for Penobscot and Aroostook coverage goes back to the early 1990s. www.knowx.com

Property Records *No government sponsored or private websites including KnowX*

Political Contributions www.followthemoney.org includes state campaign finance reports 1990-present

Worker Compensation <http://janus.state.me.us/wcb/> has general information but no decisions. Records are available by mail. Call 207-287-3751 for information. Workers Compensation Commission, Records Department, State House Station 27, Augusta, ME 04333.

State and Local newspapers and business publications

Portland Press Herald Searchable 3/94-present www.portland.com/archive/

See also www.newslink.org/menews.html and www.yahoo.com/Regional/U_S_States/Maine/ click "News and Media"

Gateway to State Government www.state.me.us

Gateway to Local Government www.state.me.us/cities/cities.htm

Libraries

State Library www.state.me.us/msl/mslhome.htm

Directory of libraries (includes search for a library function)
http://msl1.ursus.maine.edu/libdirx/dir_menu.htm

Directory of library websites and searchable catalogs
www.state.me.us/msl/melibson.htm

Search "URSUS," the combined catalog of the University of Maine, Bangor Public Library and others <http://130.111.64.3/>

MICHIGAN

Department of Consumer and Industry Services

Main website: www.cis.state.mi.us

Corporation records and UCCs Searches and copies are available onsite and via phone, fax and mail. The state offers immediate searches via a \$1.50 per minute 900 number. See www.cis.state.mi.us/corp/divisions/corp_div/assist.htm for details.

**Note:* Since 1996 Michigan no longer requires financial information to be filed with corporation annual reports. Pre-1996 reports will include a balance sheet. Post-1996 reports include officer and director information but no financials. Corporations Division, 6546 Mercantile Way, Lansing, MI 48909. Hours 8:00-12:00 and 1:00-4:00. Phone 517-334-8329 Fax 517-334-7145

KnowX Corporation records (including officer and partner information) and 1984-present UCCs are available. www.knowx.com

Court Records

Main website: www.courts.net/mi/

Appellate Courts Search Supreme Court opinions at www.icle.org/misupct/ and Court of Appeals opinions at www.icle.org/mictapp/index.htm

Trial Courts

Macomb County Circuit Court Lists selected jury verdicts at <http://web.macomb.lib.mi.us/maccir/jury.htm#jurycerdict>

Washtenaw County Circuit Court Has a searchable bank of select opinions at www.co.washtenaw.mi.us/excite/at-opinionsquery.html

Calhoun County Probate Court Lists select decisions from 1996-present at <http://courts.co.calhoun.mi.us/review00.htm>

KnowX Contains business filings in District and/or Circuit Courts in 17 of Michigan's 83 counties. www.knowx.com

Property Records KnowX has Assessor's Office records available for Oakland and Washtenaw Counties. www.knowx.com

Political Contributions www.followthemoney.org includes state campaign contributions 1990-present

Workers Compensation Decisions from 1997-present are available at <http://www.cis.state.mi.us/wkrcomp/wcac/>

State and Local newspapers and business publications

Crain's Detroit Business Searchable with Netscape or Explorer browsers 12/97-present, others can browse www.crainsdetroit.com/archive.html

Detroit News Searchable 7/95-1996 at <http://detnews.com/tdnhome/archive.htm> and 1997-present at <http://detnews.com/1998/navi/index.htm>

Greater Lansing Business Monthly Searchable 11/96-present
www.businessmonthly.com/archive.cfm

See also www.newslink.org/minews.html and
www.yahoo.com/Regional/U_S_States/Michigan/ click "News and Media"

Gateway to State Government www.state.mi.us

Gateway to Local Government www.yahoo.com/Regional/U_S_States/Michigan/ click on "Counties" or "Cities"

Libraries

State Library <http://opac.libofmich.lib.mi.us/screens/opacmenu.html>

Search library catalogs statewide <http://mel.lib.mi.us/libraries> and click on "Public," "Academic" or "Special (corporate, government etc.)"

Search periodical and newspaper holdings statewide <http://span.mlc.lib.mi.us:9000/>

Directory of library websites <http://www.mla.lib.mi.us/pages.html>

MINNESOTA

Secretary of State

Main website: www.sos.state.mn.us

Corporation records and UCC Searches and copies are available via direct access for \$50 per year plus transaction fees. Information on direct access is available at <http://www.sos.state.mn.us/direct/direct.html> Searches and copies are also available via phone and mail and onsite. Business Records Service/UCC Division, 180 State Office Building, 100 Constitution Avenue, St. Paul, MN 55155-1299. Hours 8:00-4:30 Corp Phone 612-296-2803 Fax 612-297-5844 UCC Phone 612-296-2434 Fax 612-296-9102

KnowX Corporation records (including officer and partner information) and 1984-present UCCs are available. www.knowx.com

Court Records

Main website: www.courts.state.mn.us/

Appellate Courts Searchable Supreme Court and Court of Appeals opinions are available 1996-present at www.courts.state.mn.us/library/archive/

Tax Court Searchable opinions 1996-present are available at www.finance-commerce.com/court/opinions/indexcrt.htm

Direct Access A subscription to court and property records in Hennepin County is available for \$37 per month plus access fees. See www.co.hennepin.mn.us for details.

KnowX Business filings in District and/or Conciliation Courts in 8 counties are available, all going back to at least 1990. www.knowx.com

Property Records

Hennepin County Assessors Office Search by address or parcel at <http://www.co.hennepin.mn.us/wpropapp.html> click "Property tax and assessment information"

Dakota County Assessors Office Search by clicking a parcel on a map, or by entering address or parcel information. Begin at www.co.dakota.mn.us/depart/property/index.htm and click "Start."

KnowX Covers 8 county assessor offices. www.knowx.com

Political Contributions <http://www.campaignfinance.org/states/mn/> includes state campaign finance reports 1992-1997. See also www.epb.state.mn.us for lobbyist information.

Workers Compensation www.doli.state.mn.us/workcomp.html has general information but no decisions available. Records available by mail. Call 612-296-6844 for information. Workers Compensation Division, 443 Lafayette Road, St. Paul, MN 55155-4318

State and Local newspapers and business publications

New Ulm Journal Browse articles 9/97-present www.oweb.com/newulm/journal/

Minneapolis-St. Paul City Business Searchable 10/96-present
<http://amcity.com/twincities>

See also www.newslink.org/mnnews.html and
www.yahoo.com/Regional/U_S_States/Minnesota/ click "News and Media"

Gateway to State Government www.state.mn.us

Gateway to Local Government www.state.mn.us/local

Libraries

State Library www.metronet.lib.mn.us

Directory of special (government, corporate, etc.) library websites
www.state.mn.us/libraries/calco.html#directory

Search catalogs of over 100 public, academic and special libraries statewide
www.pals.msus.edu/webpals/home.html click on "Search PALS"

Directory of all libraries statewide

<http://www.metronet.lib.mn.us/mnlibs/index.htm>

MINNESOTA

Secretary of State

Main website: www.sos.state.mn.us

Corporation records and UCC Searches and copies are available via direct access for \$50 per year plus transaction fees. Information on direct access is available at <http://www.sos.state.mn.us/direct/direct.html> Searches and copies are also available via phone and mail and onsite. Business Records Service/UCC Division, 180 State Office Building, 100 Constitution Avenue, St. Paul, MN 55155-1299. Hours 8:00-4:30 Corp Phone 612-296-2803 Fax 612-297-5844 UCC Phone 612-296-2434 Fax 612-296-9102

KnowX Corporation records (including officer and partner information) and 1984-present UCCs are available. www.knowx.com

Court Records

Main website: www.courts.state.mn.us/

Appellate Courts Searchable Supreme Court and Court of Appeals opinions are available 1996-present at www.courts.state.mn.us/library/archive/

Tax Court Searchable opinions 1996-present are available at www.finance-commerce.com/court/opinions/indexcrt.htm

Direct Access A subscription to court and property records in Hennepin County is available for \$37 per month plus access fees. See www.co.hennepin.mn.us for details.

KnowX Business filings in District and/or Conciliation Courts in 8 counties are available, all going back to at least 1990. www.knowx.com

Property Records

Hennepin County Assessors Office Search by address or parcel at <http://www.co.hennepin.mn.us/wpropapp.html> click "Property tax and assessment information"

Dakota County Assessors Office Search by clicking a parcel on a map, or by entering address or parcel information. Begin at www.co.dakota.mn.us/depart/property/index.htm and click "Start."

KnowX Covers 8 county assessor offices. www.knowx.com

Political Contributions <http://www.campaignfinance.org/states/mn/> includes state campaign finance reports 1992-1997. See also www.epb.state.mn.us for lobbyist information.

Workers Compensation www.doli.state.mn.us/workcomp.html has general information but no decisions available. Records available by mail. Call 612-296-6844 for information. Workers Compensation Division, 443 Lafayette Road, St. Paul, MN 55155-4318

State and Local newspapers and business publications

New Ulm Journal Browse articles 9/97-present www.oweb.com/newulm/journal/

Minneapolis-St. Paul City Business Searchable 10/96-present
<http://amcity.com/twincities>

See also www.newslink.org/mnnews.html and
www.yahoo.com/Regional/U_S_States/Minnesota/ click "News and Media"

Gateway to State Government www.state.mn.us

Gateway to Local Government www.state.mn.us/local

Libraries

State Library www.metronet.lib.mn.us

Directory of special (government, corporate, etc.) library websites
www.state.mn.us/libraries/calco.html#directory

Search catalogs of over 100 public, academic and special libraries statewide
www.pals.msus.edu/webpals/home.html click on "Search PALS"

Directory of all libraries statewide

<http://www.metronet.lib.mn.us/mnlibs/index.htm>

MISSOURI

Secretary of State

Main website: <http://mosl.sos.state.mo.us>

Corporate records Search corporations at <http://168.166.2.55/corporations/> Copies available onsite and via mail. Corporation Services, 208 State Capitol, 600 West Main, P.O. Box 778, Jefferson City, MO 65102 Phone 573-751-4936 Hours 8:30-4:00 Copies are \$.50 per page.

UCC Searches and copies available onsite and by phone and mail. UCC Divison, 208 State Capitol, 600 West Main, P.O. Box 1159, Jefferson City, MO Phone 573-751-2360 Fax 573-751-5841 Hours 8:30-4:00

KnowX Corporation records (including officer and partner information) and 1965-present UCCs are available. www.knowx.com

Court Records

Main website: www.osca.state.mo.us

Appellate Courts

Supreme Court Search opinions, docket sheets and case summaries at <http://www.osca.state.mo.us/> click "All Appellate Court Opinions"

Courts Of Appeals Search opinions of the 3 Appeals Courts at www.osca.state.mo.us/pubopinions.nsf/

Trial Courts Jackson County court records can be searched at <http://168.166.59.61/casenet/welcome.asp> (other counties will be added, but as of March 1999 only Jackson is currently available)

KnowX Nine (9) County and St. Louis City Circuit Court business filings are available going back to at least 1991 on KnowX. www.knowx.com

Property Records KnowX has Jackson County, St. Louis City and St. Louis County Assessor's Office records available. www.knowx.com

Political Contributions no information available online.

Workers Compensation www.dolir.state.mo.us/wc/index.htm has general information but no decisions. Records available by mail. Call 573-526-4941 for information. Division of Workers Compensation, P.O. Box 58, Jefferson City, MO 65102-0058.

State and Local newspapers and business publications

Joplin Globe Browse articles 5/96-present
<http://www.joplinglobe.com/may96/archive.html>

Kansas City Business Journal Searchable 6/96-present <http://amcity.com/kansascity>

Kansas City Star Searchable 1991-present but you must search each year separately
www.kcstar.com/library/library.htm

St. Louis Business Journal Searchable 6/96-present <http://amcity.com/stlouis>

St. Louis Post Dispatch Searchable 1/88-present www.stlnet.com click on "Archives"

See also www.newslink.org/monews.html and
www.yahoo.com/Regional/U_S_States/Missouri/ click "News and Media"

Gateway to State Government www.state.mo.us

Gateway to Local Government www.yahoo.com/Regional/U_S_States/Missouri click on "Counties" or "Cities"

Libraries

State Library <http://mosl.sos.state.mo.us/lib-ser/libser.html>

Directory of libraries <http://mosl.sos.state.mo.us/lib-ser/libdir.html>

Directory of library websites <http://mosl.sos.state.mo.us/linkpgs/molib.html>

Search Jefferson City libraries periodicals and newspaper holdings
<http://mosl.sos.state.mo.us/lib-ser/libref/union/main.html>

MISSISSIPPI

Secretary of State

Main website: <http://www.metronet.lib.mn.us/mnlibs/index.htm>

Corporate records and UCC Available via the "SUCCESS" direct access system for \$250 annually. Call 601-359-1333 for subscription information. Searches and records also available by phone, fax, mail and onsite. See

<http://www.sos.state.ms.us/mfeesched/default.html> for fees and other information.

Corporation Commission/UCC Division. 401 Mississippi Street, Room 107, P.O. Box 136, Jackson, MS 39205. Corp Phone 601-359-1627 or 800-256-3494, Fax 601-359-1607, UCC Phone 601-359-1621, Fax 601-359-1607 Hours 9:00-4:00

KnowX Corporate records (including officer and partner information) and UCCs 1986-present are available. www.knowx.com

Court records

Main website: www.mssc.state.ms.us/

Appellate Courts Search opinions of the Supreme Court and the Court of Appeals at www.mssc.state.ms.us/decisions/search/default.asp

Trial Courts Business filings in Harrison, Hinds, Jackson, Jones, Lee and Rankin County Courts are available at least as far back as 1993 from KnowX. www.knowx.com

Direct Access access to court opinions (all levels), workers compensation decisions, various agency opinions, laws, regulations and other information are available for \$600 annually, unlimited usage. See www.searchlaw.com/miss.htm for a detailed description and subscription information.

Property Records Only Hinds County Assessor's Records are available through KnowX. www.knowx.com

Political Contributions *No information available online.*

Worker Compensation www.mslawyer.com/mwcc/mwcc.html has general information. See the direct access information under "Court records" above for information on decisions available 10/97-present online. Claim reports are available for free if you have a "valid business need." See <http://www.mwcc.state.ms.us/regadd.htm> for information on how to register (and more on what a valid business need is).

State and Local newspapers and business publications

Mississippi Business Journal Browse articles 1990-1996 at <http://www.msbusiness.com/vault/index.html> and 1997-present at www.msbusiness.com/vault/index.html

See also www.newslink.org/msnews.html and www.yahoo.com/Regional/U_S_States/Mississippi/ click "News and Media"

Gateway to State Government www.state.ms.us

Gateway to Local Government www.yahoo.com/Regional/U_S_States/Regional/Mississippi/ click on "Counties" or "Cities." Also, the state's main page www.state.ms.us provides links to some local governments.

Libraries

State Library www.mlc.lib.ms.us

Directory of public libraries and websites www.mlc.lib.ms.us/libraries.htm

Directory of academic libraries and websites www.mlc.lib.ms.us/colleges.htm

MONTANA

Secretary of State

Main website: www.mt.gov/sos/index.htm

Corporation records and UCC Searches and copies are available via phone, fax, mail and onsite. See www.state.mt.us/sos/fees.htm for fees and other information. Business Services Bureau, State Capitol, Room 225, P.O. Box 202801, Helena, MT 59620 Phone 406-444-3665 Fax 406-444-3976 Hours 8:00-5:00 Direct access is available for UCC searches only for \$25 per month. Call the main phone number for information. Corporation annual reports include officer and director information.

KnowX *Does NOT cover corporation records*, but does have UCCs 1983-present
www.knowx.com

Court Records

Main website: <http://www.lawlibrary.state.mt.us/mtlegal.htm>

Appellate Courts A list of Supreme Court decisions 1997-present are available at <http://www.lawlibrary.mt.gov/opinins.htm>

Trial Courts Business filings in Flathead, Lake, Sanders and Yellowstone Counties District and Justice Courts are available back to at least 1993 on KnowX.
www.knowx.com

Property Records

Yellowstone County Assessors Office Search by name or address at www.ystone.mt.gov/GIS/index.asp

KnowX No coverage in Montana.\

Political Contributions www.followthemoney.org includes state campaign contributions 1990-present

Workers Compensation Decisions from the Workers Compensation Court are listed alphabetically by claimant's last name since 9/93 at http://jsd.dli.mt.gov/work_comp/cases.htm

State and Local newspapers and business publications *No free, searchable sites.* See www.newslink.org/mtnews.html and www.yahoo.com/Regional/U_S_States/Montana/ click "News and Media"

Gateway to State Government www.state.mt.us

Gateway to Local Government www.yahoo.com/Regional/U_S_States/Montana click on "Counties" or "Cities"

Libraries

State Library <http://msl.mt.gov/>

Search the State Library catalog <http://msl.mt.gov/catalog.html>

Directory of public and special (corporate, government, etc.) libraries and websites
<http://msl.state.mt.us/slr/otherlbs.html>

Directory of academic libraries and websites <http://msl.state.mt.us/slr/schllink.html>

NORTH CAROLINA

Secretary of State

Main website: www.secstate.state.nc.us

Corporation records Search at www.sips.state.nc.us/secbin/search.ptr Copies available by phone, mail, or onsite. Corporations Section, 300 North Salisbury Street, Raleigh, NC 27603-5909. Phone 919-733-4201.

UCC Searches are available at <http://www.secstate.state.nc.us/secstate/research.htm> Searches and copies are also available mail, onsite and via direct access. UCC Division, 300 North Salisbury Street, Raleigh, NC 27603-5909. Phone 919-733-4205 Call this number for information on direct access.

KnowX Corporate records are included, as are UCCs 1983-present. www.knowx.com

Court Records

Main website: www.aoc.state.nc.us/

Appellate Courts Supreme Court and Appeals Court opinions since 1996 are searchable at www.aoc.state.nc.us/www/public/html/opinions.htm Opinions since 1994 are listed but not searchable at www.nando.net/insider/supreme/supco.html for Supreme Court and www.nando.net/insider/appeals/appeals.html for Appeals Courts. Also, Supreme Court docket sheets are listed alphabetically by plaintiff at www.aoc.state.nc.us/www/public/html/supreme_crt.html

Trial Courts KnowX has business filings in District and Magistrate Courts in Buncombe, Durham, Forsyth, Guilford, Mecklenburg and Wake Counties and in District Court in Cumberland County. All go back to at least 1995. www.knowx.com

Property Records

Apex (Town of) Assessors Office Search records by name or address or click on a parcel on a map of the town. Begin at www.2isystems.com/parcels/index.htm

Cabarrus County Assessors Office Search records by name or address or click on a map at www.co.cabarrus.nc.us/pages/maphelp.html

KnowX Has records for eight North Carolina counties. www.knowx.com

Political Contributions www.followthemoney.org includes state campaign contributions 1990-present. For a list of registered lobbyists see <http://www.secstate.state.nc.us/secstate/lob.htm>

Workers Compensation www.comp.state.nc.us/ncichome.htm includes searchable databases of commission and court decisions and other general information.

State and Local newspapers and business publications

Business Journal Charlotte Searchable 6/96-present <http://amcity.com/charlotte>

Business Leader (Research Triangle region) Searchable 11/95-present
www.businessleader.com/search.html

Fayetteville Observer-Times Searchable 9/95-present
<http://www.fayettevillenc.com/foto/search/>

News & Observer (Charlotte area) Searchable 3/96-present
www.news-observer.com

Triangle Business Searchable 6/96-present <http://amcity.com/triangle>

Winston Salem Journal Searchable for the past month only
www.journalnow.com/policy/search_instructions.html

See also www.newslink.org/ncnews.html and
www.yahoo.com/Regional/U_S_States/North_Carolina/ click "News and Media"

Gateway to State Government www.state.nc.us

Gateway to Local Government <http://ncinfo.iog.unc.edu/counties.html> lists all counties and links to a cities list.

Libraries

State Library <http://statelibrary.dcr.state.nc.us>

Search the State Library catalog Click on "Catalog" from the main page above

Directory of library websites Public libraries at
<http://statelibrary.dcr.state.nc.us/library/publib.htm> and academic libraries at
<http://statelibrary.dcr.state.nc.us/library/univers.htm>

Search newspaper holdings of libraries statewide
<http://statelibrary.dcr.state.nc.us/tss/newspape.htm>

NORTH DAKOTA

Secretary of State

Main website: www.state.nd.us/sec/

Corporation records Search online feature under construction as of March 1999. This feature will be at www.state.nd.us/sec/ click "Divisions" then "Business Information." Searches and copies available via phone, mail, fax and onsite. Corporations Division, 600 East Boulevard Avenue, 1st Floor, Bismarck, ND 58505-0500. Phone 701-328-4284 Fax 701-328-2992

UCC Direct access through the website is available for subscribers. Call 701-328-3662 for subscription information. Searches and copies also available by phone, mail and onsite. Central Indexing Division, 600 East Boulevard Avenue, Bismarck, ND 58505-0500 Phone 701-328-3662 Fax 701-328-4214 For fees and other information begin at www.state.nd.us/sec/ click "Divisions" then "Central Indexing" then "Central Indexing Fees."

KnowX Corporation records are available, as are UCCs 1981-present. www.knowx.com

Court Records

Main website: www.court.state.nd.us/

Appellate Courts Supreme Court opinions are searchable 1993-present at www.court.state.nd.us/court/opinions.htm

Trial Courts *No websites or KnowX coverage available.*

Property Records *No websites or KnowX coverage available.*

Political Contributions *No information available online.*

Workers Compensation The state Workers Compensation Bureau is not represented on the website. The Bureau's number is 701-328-3800. Records available by mail or phone. Workers Compensation Claims Department, Russell Building, 4007 North State Street, Bismarck, ND 58501.

State and Local newspapers and business publications

Bismarck Tribune Searchable 11/96-present www.ndonline.com

See also www.newslink.org/ndnews.html and www.yahoo.com/Regional/U_S_States/North_Dakota/ click "News and Media"

Gateway to State Government www.state.nd.us

Gateway to County Government <http://www.state.nd.us/ndcities-counties.html>

Libraries

State Library <http://ndsl.lib.state.nd.us/> - search the catalog from this page or click on "Web ODIN" to search statewide newspaper and periodical holdings

NEBRASKA

Secretary of State

Main website: www.nol.org/home/SOS/

Corporation records Searches and copies available onsite, via mail or through direct access described below. Corporate Division, Room 1301, State Capitol, P.O. Box 94608, Lincoln, NE 68509 Phone 402-471-4079 Fax 402-471-3666

UCC Searches and copies available onsite, via mail or through direct access described below. UCC Division, Room 1305, State Capitol, P.O. Box 95104, Lincoln, NE 68509 Phone 402-471-4080 Fax 402-471-4429

KnowX Corporation records and UCCs 1971-present are available. www.knowx.com

Direct Access "NE Online" is a subscription service to corporate, UCC, Supreme Court, Court of Appeals, DMV, title and lien, workers compensation and other records. Cost is \$50 per year, plus usage and transaction fees. See www.nol.org/ for details.

Court Records

Appellate Courts Only available through "NE Online" mentioned above.

Trial Courts *No websites or KnowX coverage available.*

Property Records

Lancaster County Assessors Office Search by name or address, or use the map feature to click on a parcel at <http://interlinc.ci.lincoln.ne.us/InterLinc/cnty/assess/index.htm>

KnowX No coverage. See "NE Online" above for Nebraska property information.

Political Contributions *No information available online.*

Workers Compensation Available through "NE Online" mentioned above. Also available by mail. Call 402-471-3887 for information. Workers Compensation Court, Capitol Building, P.O. Box 98908, Lincoln, NE 68509-8908.

State and Local newspapers and business publications *No free, searchable publications available online.* See www.newslink.org/nbnews.html and www.yahoo.com/Regional/U_S/States/Nebraska/ click "News and Media"

Gateway to State Government www.state.ne.us

Gateway to Local Government <http://assist.ded.state.ne.us/neweb.html> click on "Nebraska Community WWW Sites"

Libraries

State Library <http://www.state.ne.us/lbry.htm>

Search the State Library catalog <http://www.nlc.state.ne.us/opac/opac.html>

Directory of libraries statewide <http://www.nlc.state.ne.us/libdir/libdir.html>

Directory of library websites <http://www.nlc.state.ne.us/nelib/nelib.html>

NEW HAMPSHIRE

Secretary of State

Main website: www.state.nh.us/sos/

Corporation records Searches and copies available onsite or by phone. From 9:00-12:00 and 1:00-4:00 call 603-271-3246 for corporation information and to request copies. For onsite searches and copies: State House Annex, Third Floor, Concord, NH 03301 Hours 8:00-4:30 Annual reports include officer and director information.

UCC Searches and copies available onsite or via mail. Mail address: UCC Division, State House, Room 204, Concord, NH 03301 Street address: State House Annex, Third Floor, Concord, NH 03301 Hours 9:00-3:30 Phone 603-271-3276

KnowX Covers corporation records and UCCs 1985-present. www.knowx.com

Court Records

Main website: www.state.nh.us/courts/home.htm

Appellate Courts Monthly lists of decisions since 1995 are available at www.state.nh.us/courts/supreme/opinions.htm

Trial Courts District Courts in Strafford and Hillsborough Counties and District and Superior Courts in Rockingham County are available (business filings only) back to at least 1992 on KnowX. www.knowx.com

Property Records

Portsmouth Assessors Office Search by name or address in the city of Portsmouth at www.portsmouthnh.com/realestate/index.htm

KnowX No coverage in New Hampshire.

Political Contributions www.followthemoney.org includes state campaign contributions 1990-present. Also, lists of PACs and registered lobbyists are available at <http://www.state.nh.us/sos/elections.html>

Workers Compensation For general information (no decisions) see <http://members.aol.com/faustyn/index.html> Records are available by mail. Call 603-271-3174 for information. Workers Compensation Division, State Office Park South, 95 Pleasant Street, Concord, NH 03301.

State and Local newspapers and business publications

Concord Daily Monitor A searchable archives from 10/97-present is scheduled to be available August 1998 www.cmonitor.com/wgindex.shtml

Eagle Tribune (Southern NH area) Searchable 1/98-present
www.eagletribune.com/framesets/search.htm

See also www.newslink.org/nhnews.html and
www.yahoo.com/Regional/U_S_States/New_Hampshire/ click "News and Media"

Gateway to State Government www.state.nh.us This site provides links to the websites of hundreds of NH businesses at www.state.nh.us/subject/company.html

Gateway to Local Government www.state.nh.us/localgovt/

Libraries

State Library www.state.nh.us/nhsl/

Directory of all libraries www.state.nh.us/nhsl/directory/libi.html

Directory of library websites www.state.nh.us/nhsl/directory/refguide.html

Search the combined catalogs of the State Library and over 300 other libraries
www.state.nh.us/nhsl/nhupac.html

NEW JERSEY

Secretary of State

Main website: www.state.nj.us/njbgs/services.html

Corporation records Direct access is available. See www.state.nj.us/state/dcr/geninfo/genserv.html for all necessary information regarding direct access and phone, mail or onsite requests. See www.state.nj.us/state/dcr/geninfo/fees_pd.html for fee information. Division of Commercial Recording, 820 Bear Tavern Road, Trenton, NJ 08625 Phone 609-530-8312

UCC Direct access is NOT available. See the two websites above for information on obtaining searches and copies. Address is same as above, Phone 609-530-6426

KnowX Corporate records and UCCs 1983-present are available (New Jersey will not be included in a KnowX search of "All states." It must be searched individually). www.knowx.com

Court Records www.state.nj.us/judiciary

Appellate Courts Supreme Court (1994-present) and Appellate Division and Tax Courts (both 1995-present) decisions are searchable at <http://lawlibrary.rutgers.edu/search.shtml>

Trial Courts KnowX covers all 21 counties, business and individual filings, from 1988-present. www.knowx.com

Property Records KnowX has complete records from all 21 counties. www.knowx.com

Political Contributions www.state.nj.us/lps/elec/index.html or www.crp.org/cgi-win/nj8.exe search by contributor name.

Workers Compensation www.state.nj.us/labor/wc/Default.htm has general information but no decisions. Records available by mail (you must fill their search form). Call 609-292-2516 for information. Division of Workers Compensation, CN 381, Trenton, NJ 08625-0381

State and Local newspapers and business publications

New Jersey Business Search 1/98-present at www.njbmagazine.com/archives.html

See also www.newslink.org/njnews.html and www.yahoo.com/Regional/U_S_States/New_Jersey/ click "News and Media"

Gateway to State Government www.state.nj.us

Gateway to Local Government www.state.nj.us/localgov.htm

Libraries

State Library www.state.nj.us/statelibrary/

Search the State Library and the catalogs of selected libraries statewide
<http://www.state.nj.us/statelibrary/catnjuls.htm>

Directory of all libraries and library websites www.state.nj.us/statelibrary/njlibs.htm

NEW MEXICO

Secretary of State

Main website: www.sos.state.nm.us (for UCCs) www.state.nm.us/scc/ (for corporations)

Corporation records Search corporations by name or director at www.state.nm.us/scc/ftq.htm Copies available by phone, mail or onsite for \$1 per page. State Corporations Commission, 1120 Paseo de Peralta, Pera Building, Room 536, P.O. Box 1269, Santa Fe, NM 87504-1269. Phone 505-827-4500 Hours 9:00-4:30.

UCC Searches can be performed through the state's website beginning at www.sos.state.nm.us/ucc/ucchome.htm Search by debtor, assignee or secured party. Copies can also be ordered from this page, and fee information is provided.

KnowX *No corporation records*, but 1983-present UCCs are available. www.knowx.com

Court records

Main website: <http://www.nmcourts.com/>

Appellate Courts Change to read: search case information and opinions at <http://www.fscll.org/Stat.htm>

Trial Courts Search cases statewide except for Bernalillo County (see below) at <http://www.nmcourts.com/> click "Case Lookup" then "Proceed to Case Lookup"

Benalillo County Court Search case information at <http://www.technet.nm.net/menu/metro-ct.htm>

Property Records

Dona Ana County Assessors Office Search by name or address at www.co.dona-ana.nm.us/assr/txparcel.html

KnowX Covers Bernalillo and Santa Fe county property records. www.knowx.com

Political Contributions www.followthemoney.org includes state campaign contributions from 1990-present

Workers Compensation www.state.nm.us/wca/ has general information but no decisions. Records available by mail. Call 505-841-6000 for information. Workers Compensation Division, 1820 Randolph Street SE, P.O. Box 27125-7198, Albuquerque, NM 87125-7198.

State and Local newspapers and business publications

Albuquerque Tribune Browse list of articles 6/96-present
www.abqtrib.com/arclist.html

New Mexico Business Journal Searchable 3/97-present
www.nmbiz.com/back_issues.htm

Santa Fe New Mexican Searchable 1996-present by year – www.sfnewmexican.com

See also www.newslink.org/nmnews.html and
www.yahoo.com/Regional/U_S_States/New_Mexico/ click "News and Media"

Gateway to State Government www.state.nm.us

Gateway to Local Government www.state.nm.us/state/city_county.html

Libraries

State Library www.state.nm.us/state/libraries.html

Search library catalogs, directories of libraries and library websites From the main page above click on "ZIANET"

NEVADA

Secretary of State

Main website: www.sos.state.nv.us

Corporation records Search the corporate database by corporation name or officer name at www.sos.state.nv.us/default.asp Copies are available onsite or via fax/phone with a credit card. See www.sos.state.nv.us/fees.htm for fees and other information.

Corporations Division, 101 North Carson Street, Suite 3, Carson City, NV 89701 Phone 702-687-5203 Fax 702-687-3471 Hours 9:00-4:00

UCC Available via direct access with a variety of pricing options. Call 702-687-4300 for information. Also available by mail or in person. UCC Department, Capitol Complex, Carson City, NV 89710 Phone 702-687-5928 Fax 702-687-5071. See also "Clark County Official Records Search" under "Property Records" below.

KnowX Corporation records (including officer and partner information) and UCCs 1983-present are available.

Court Records

Main website: <http://www.state.nv.us/inprog.htm> under construction as of March 1999

Appellate Courts <http://www.state.nv.us/inprog.htm> under construction as of March 1999

Trial Courts Washoe County District Court has searchable criminal cases online at www.distcourt.co.washoe.nv.us/bindover/bindover_login.htm Login as "public"

KnowX Clark County District and Municipal Courts and Washoe County District Court business filings are available at least back to 1992. www.knowx.com

Property Records

Clark County Official Records Search Clark County UCCs, tax liens, property records and other records are available for both free and paid searches. See www.co.clark.nv.us/recorder/or_disc.htm for details.

Douglas County Assessors Office Under construction as of March 1999, this site will offer searches by name and address: www.co.douglas.nv.us/assessor/menu.html

KnowX Clark, Douglas and Washoe County Assessors records are available. www.knowx.com

Political Contributions www.followthemoney.org includes state campaign contributions from 1990-present

Workers Compensation www.state.nv.us/workerscomp/ provides general information but no decisions. Records are available by mail or fax. Call 702-687-3480 for information. State Industrial Insurance, Record Search Section, 515 East Musser St., Carson City, NV 89714. Fax 702-687-6776.

State and Local newspapers and business publications

Las Vegas Review Journal Searchable 1997-present www.lvrj.com/search/

See also www.newslink.org/nvnews.html and www.yahoo.com/Regional/U_S_States/Nevada/ click "News and Media"

Gateway to State Government www.state.nv.us

Gateway to Local Government www.yahoo.com/Regional/U_S_States/Nevada/ click on "Counties" or "Cities" or www.state.nv.us/nvleague/ for cities only

Libraries

State Library www.clan.lib.nv.us/

Directory of all libraries and websites <http://www.clan.lib.nv.us/docs/NSLA/LPD/lib-dir.htm>

Search library catalogs <http://www.clan.lib.nv.us/docs/NSLA/nsla.htm> and click on library to search

NEW YORK

Secretary of State

Main website: <http://www.dos.state.ny.us/>

Corporation records Searches are available onsite, by mail/fax or for \$4 per call (up to 5 corporation names per call) to 1-900-TEL-CORP. Copies available via phone, mail/fax or onsite. Division of Corporations, 162 Washington Avenue, Albany, NY 12231. Phone 518-473-2942 Fax 518-474-5173 Hours 9:00-4:00 See all fee and search/copy policy information at <http://www.dos.state.ny.us/corp/corpwww.html>

UCC Searches by mail or onsite, copies by mail, phone or onsite. See <http://www.dos.state.ny.us/corp/uccforms.html> for fees and policies. UCC Division, 107 Washington Avenue, P.O. Box 7021, Albany, NY 12225 Phone (general 518-486-4075) (copy request 518-474-5418) Hours 9:00-4:00 See also "Direct

Access" under 3. Property records below.

KnowX Corporate records are available, as are UCCs records 1986-present. www.knowx.com

Court Records

Main website: <http://ucs.ljx.com/>

KnowX Covers fourteen (14) counties, some with just business filings and some with both individuals and business. All go back to at least 1993. www.knowx.com

Property Records

Schenectady County Assessor's Office Search property records by name or address beginning at www.scpl.org/assessments/index.html

KnowX Fifty-eight (58) of sixty-two (62) counties are included. www.knowx.com

Direct Access A private company offers a subscription to property, UCC, tax lien, judgment and other records for all of New York City. See www.pdcny.com/geninfo.html

Political Contributions www.timesunion.com/capitol/contributions is a searchable database of candidate reports from the most recent election cycle.

Workers Compensation www.wcb.state.ny.us has general information but no decisions. Records are available by mail. Call 718-802-6621 for information. Claims Department, 180 Livingston Street, Room 416, Brooklyn, NY 11248.

State and Local newspapers and business publications

Business First Buffalo Searchable 6/96-present <http://amcity.com/buffalo>

Capital District Business Review (Albany area) Searchable 6/96-present
<http://amcity.com/albany>

New York Daily News Searchable 10/96-present <http://www.nydailynews.com/> click
"Search/Archive"

New York Post searchable 8/97-present <http://206.15.118.165/query.htm>

Albany Times Union Charges \$1 to view or print an article, but a search of the archives
from 1986-present is free. Begin at www.timesunion.com/library/

See also www.newslink.org/nynews.html and
www.yahoo.com/Regional/U_S_States/New_York click "News and Media"

Gateway to State Government www.state.ny.us

Gateway to County Government www.state.ny.us click on "Government Agencies" then
"Local Government"

Libraries

State Library www.nysl.nysed.gov

Search the State Library From the main page above click on "Excelsior Online
Catalog"

Directory of libraries and library websites www.nyedl.net/

Search newspaper holdings statewide www.nysl.nysed.gov/nysnp

OHIO

Secretary of State

Main website www.state.oh.us/sos/

Corporation records Searches and copies available via phone, mail and onsite. Secretary of State, Certification Desk, 30 East Broad Street, 14th Floor, Columbus, OH 43266-0418 Phone 614-466-1776 Hours 8:00-5:00. Since 1997 corporations no longer have to file annual reports. No charge for copies, which can be obtained same day in person but may take 6-8 weeks by mail.

UCC Exact instructions for UCC searches can be found at www.state.oh.us/sos/ucc.html Searches and copies are available by phone, mail and onsite. UCC Division, 30 East Broad Street, State Office Tower, Columbus, OH 43266-0418 Phone 614-466-3623 Hours 8:00-5:00

KnowX Corporation records (including officer and partner information) are included, as are UCCs 1983-present. www.knowx.com

Court Records

Main website: <http://www.sconet.state.oh.us/navigat.htm>

Appellate Courts Search opinions 1992-present at <http://www.sconet.state.oh.us/ROD/Opinions/List.asp>

Trial Courts

Marietta Municipal Court publishes a list of selected opinions and summaries at http://ourworld.compuserve.com/homepages/marietta_muni_court/decsns.htm

Hamilton County Court of Common Pleas and Municipal Courts Search cases (includes search by attorney name) 1995-present at <http://www.courtclerk.org/case.htm>

KnowX Coverage of Common Pleas and Municipal Courts in 12 counties. Business filings only, back to at least 1990 in Common Pleas Courts and a variety of dates from 1990 to 1997 in Municipal Courts. www.knowx.com

Property Records KnowX contains Auditor's or Assessor's Office records for 12 counties. www.knowx.com

Political Contributions www.followthemoney.org includes state campaign contributions 1990-present

Workers Compensation General information is available at www.bwc.state.oh.us/ This site does not have decisions but does allow searching for an employer's managed care organization and some other functions. Records are available by mail or phone. Call 614-752-7600 for information. Bureau of Workers Compensation, Public Information Level 10, 30 West Spring Street, Columbus, OH 43266-0581.

State and Local newspapers and business publications

Business First Columbus Searchable 6/96-present <http://amcity.com/columbus>

Cincinnati Business Courier Searchable 6/96-present <http://amcity.com/cincinnati>

Cincinnati Enquirer Searchable 11/96-present <http://enquirer.com/today/>

Cincinnati Post Browse articles 3/97-present www.cincypost.com/search

Columbus Dispatch Searchable 3/96-present www.cd.columbus.oh.us/searchnew.html

Crain's Cleveland Business Search 1994-present at http://www.craincleveland.com/news_archives.html

Daily Record (Wooster area) Browse articles 8/97-present www.the-daily-record.com/past_issues.html

Portage County Record Courier Searchable 7/97-present www.recordpub.com/rc/archive/ghindex.html

Canton Repository Searchable 4/96-present <http://cantonrep.com/>

Small Business News Akron, Cincinnati, Cleveland, Columbus and Dayton editions
Browse articles from all editions 8/96-present at this site: <http://www.sbnpub.com/> click "Search"

Times Leader (Belmont County area) Browse articles 1998 – present at <http://ohhighway.com/timesleader/> click "Local News" or "State News" then "Archives"

See also www.newslink.org/ohnews.html and www.yahoo.com/Regional/U_S_States/Ohio/ click "News and Media"

Gateway to State Government www.state.oh.us

Gateway to Local Government www.oplin.lib.oh.us/ohio/munici/

Libraries

State Library <http://www.oplin.lib.oh.us> (search the catalog from this page)

Search "Ohiolink," a combined catalog of the State Library and 45 other Ohio libraries <http://www.ohiolink.edu/>

Directory of libraries and library websites <http://www.oplin.lib.oh.us> click "Find a Library"

OKLAHOMA

Secretary of State

Main website: <http://www.state.ok.us/~sos/>

Corporation records Searches and copies are available by phone (1-900-825-2424 \$5 up to 3 names), by phone, fax or mail with a Discover Card (Phone 405-522-4582, Fax 405-521-3771, Records Research Division, 2300 North Lincoln Blvd., Suite 101, Oklahoma City, OK 73105-4897) or onsite at the same address from 8:00-4:00.

***Note:** Corporate records do not include addresses of owners or principal place of business.

UCC State UCCs are filed at the Oklahoma County Clerk Office. Searches are available at <http://www.oklahomacounty.org/coclerk/default.htm> Copies are available via mail or onsite. UCC Recorder, Oklahoma County Clerk, 320 R. S. Kerr Avenue, County Office Building, Room 105, Oklahoma City, OK 73102. Phone 405-278-1521

KnowX Corporation records are available, as are UCCs 1985-present. www.knowx.com

Court Records

Main website: www.oscn.state.ok.us

Appellate Courts From the main page above, decisions and case information of the Supreme Court and the Criminal Court of Appeals are searchable. This search function will automatically search Attorney General opinions, state law, federal law and other areas as listed.

Trial Courts *No websites or KnowX coverage available.*

Property Records

Oklahoma County Assessors Office Search by name or address beginning at www.oklahomacounty.org/assessor/default.htm Click "Search Property Records" then click "Yes"

KnowX Has assessors office records for 10 counties. www.knowx.com

Political Contributions Campaign finance reports and lobbyist registrations are available at <http://www.state.ok.us/~ethics/>

Workers Compensation www.oklaosf.state.ok.us/~okdol/workcomp/index.htm has general information but no decisions. Records are available by mail or in person. Call 405-557-7665 for information. Workers Compensation Court, Record Search Section, 1915 North Stiles Street. Oklahoma City, OK 73105.

State and Local newspapers and business publications

Times Record News (TX/OK border area) Searchable 12/97-present
www.trnonline.com/search.htm

Tulsa World Searchable 1996-present www.tulsaworld.com/searchindex.htm

See also www.newslink.org/oknews.html and
www.yahoo.com/Regional/U_S_States/Oklahoma/ click "News and Media"

Gateway to State Government www.state.ok.us

Gateway to Local Government www.yahoo.com/Regional/U_S_States/Oklahoma/ choose "Counties" or "Cities"

Libraries

State Library www.odl.state.ok.us

Search combined catalogs of the State Library, public and other libraries statewide
www.auto-graphics.com/cgipac/mmx/odol click on "IMPACT/ONLINE"

Search statewide newspaper and periodicals holdings

<http://www.auto-graphics.com/cgipac/dpx/odol/35dc70/W>

Directory of libraries and library websites <http://www.odl.state.ok.us/go/pl.asp>

OREGON

Secretary of State

Main website: www.sos.state.or.us

Corporation records Direct access is available for \$400 annually. See www.sos.state.or.us/corporation/bizreg/bizreg.htm for details. Searches and copies are also available via phone, fax, mail or onsite. Corporation Division, Public Service Building, 225 Capitol St. NE, Suite 151, Salem, OR 97310-1327. Phone 503-986-2200 Fax 503-378-4381 Hours 8:00-5:00

UCC Records are searchable at www.sos.state.or.us/cgi-bin/uccsrch.htm For copies, the same as corporations above, except the UCC fax number is 503-373-1166.

KnowX Contains corporation records (including officer and partner information) and UCCs 1982-present. www.knowx.com

Court Records

Main Website: http://www.sos.state.or.us/BlueBook/1997_98/judicial/judicial.htm

Appellate Courts Supreme Court, Court of Appeals and Tax Court decisions are searchable at www.publications.ojd.state.or.us/search.htm

Trial Courts KnowX covers business filings in Circuit and/or District Courts in Clatsop, Columbia, Jackson, Lane, Malheur, Marion and Multnomah Counties. Lane County goes back to 1996, the rest back to at least 1991. www.knowx.com

Property Records Clackamas, Marion, Multnomah, Polk, Washington and Yamhill County Assessor's Offices are included in KnowX. www.knowx.com

Political Contributions www.followthemoney.org includes state campaign contributions 1990-present

Workers Compensation State Workers Compensation Board decisions (as well as OSHA and court decisions) are available at www.cbs.state.or.us/external/wcb/index.html

State and Local newspapers and business publications

Portland Skanner Browse articles 1996-present
<http://www.theskanner.com/archive/index.shtml>

Portland Business Journal Searchable 6/96-present <http://amcity.com/portland>

Online index to eight (8) newspapers sponsored by the State Library –
<http://www.osl.state.or.us/> click "Newspapers and magazines"

See also www.newslink.org/ornews.html and
www.yahoo.com/Regional/U_S_States/Oregon/ click "News and Media"

Gateway to State Government <http://www.state.or.us/local.htm>

Gateway to Local Government www.state.or.us/cgi-bin/htimage/online.map?177,283

Libraries

State Library www.osl.state.or.us

Search the State Library catalog www.osl.state.or.us/oslhome/orcathome.html

Directory of all libraries www.open.org click "Libraries"

Directory of library websites www.open.org/ola/oregon-libraries.html

Search newspaper and periodical holdings of 160 libraries statewide
www.osl.state.or.us/oslhome/orulshome.html

PENNSYLVANIA

Secretary of State

Main website: www.dos.state.pa.us

Corporation records Searches and copies are available by phone, mail and onsite. See <http://www.dos.state.pa.us/corp/searches.htm> for instructions. Corporations Division, Main – P.O. Box 8722, Harrisburg, PA 17105-8722, Street address - 301 North Office Building, Harrisburg, PA 17120. Phone 717-787-1057 Hours 8:00-4:45

UCC Searches and copies by mail or onsite. UCC Division, Mail - P. O. Box 8721, Harrisburg, PA 17105-8721, Street address – 301 North Office Building, Harrisburg, PA 17120. Phone 717-787-1057 Hours 9:00-4:30. See <http://www.dos.state.pa.us/corp/secured.htm> for general information and fees

KnowX Corporation records (including officer and partner information) are available, as are UCCs 1955-present. www.knowx.com

Court Records

Main website: www.courts.state.pa.us/

Appellate Courts

Supreme Court Current month opinions at <http://www.aopc.org/OpPosting/index/SupremeOpindex.cfm>

Superior Court Current month opinions at <http://www.aopc.org/OpPosting/index/SuperiorOpindex.cfm>

Commonwealth Court current month opinions at <http://www.aopc.org/OpPosting/index/CwealthOpindex.cfm>

Supreme, Superior and Commonwealth Court opinions 1996-present are searchable at http://www.dpg-law.com/search_form.html

Trial Courts

Mercer County Court of Common Pleas has a limited number of opinions available at www.nauticom.net/www/mjwjd/opinions.html

Northampton County Court of Common Pleas – Search opinions 1993-present at www.nccpa.org click "Court Opinions"

Lancaster County Court of Common Pleas – opinions 1997-present are listed at www.vcilp.org/bar/lanbar/opinions.htm

KnowX Business filings in 27 counties are included, all going back to at least 1993. www.knowx.com

Property Records Assessor's Office records for 15 counties are available. www.knowx.com

Political Contributions www.dos.state.pa.us/campaign.htm has recent campaign finance reports.

Workers Compensation www.li.state.pa.us/b-comp.html has general information but no decisions. Records are available by phone. Call 717-783-5421 for information. Bureau of Workers Compensation, 1171 South Cameron Street, Room 103, Harrisburg, PA 17104-2501.

State and Local newspapers and business publications

Morning Call (Allentown area) Searchable 1984-present
www.mcall.com/library/search.htm

Philadelphia Business Journal Searchable 10/96-present
<http://amcity.com/philadelphia>

Philadelphia Tribune Search articles 5/97-present at <http://www.phila-tribune.com/search.htm>

Pittsburgh Business Times Searchable 10/96-present <http://amcity.com/pittsburgh>

Small Business News Search articles 8/96 – present in the Philadelphia and Pittsburgh editions at www.sbnpub.com click "Search" then choose city

Gateway to State Government www.state.pa.us

Gateway to Local Government www.state.pa.us/govlocal.html

Libraries

State Library www.cas.psu.edu/docs/pde/libstate.html

Search combined catalogs of 1,425 libraries statewide through the "ACCESSPA" database at <http://accesspa.brodart.com>

Directory of state government agency libraries and other libraries in the Harrisburg area www.cas.psu.edu/docs/pde/libcapit.html

RHODE ISLAND

Secretary of State

Main website: www.sec.state.ri.us

Corporation records Search for corporations at <http://www.sec.state.ri.us/submenus/corpindex.htm> A weekly list (not searchable) of new incorporations since 4/96 is provided at www.state.ri.us/corpdata/newcorps.htm For links to RI corporation web pages see www.sec.state.ri.us/submenus/obuslnk.htm Searches and copies also available via direct access (call the main number for information), phone, mail, and onsite. Corporations Division, 100 North Main Street, Providence, RI 02903. Phone 401-277-3040 Hours 9:00-4:00 No search fee, copies \$.15 per page.

UCC Searches and copies available by phone, mail and onsite. UCC Division, 100 North Main Street, Providence, RI 02903. Phone 401-277-2249 Searches are \$5 per debtor name (mail request) and copies are \$.15 per page.

KnowX Corporation records (including officer and partner information) are available, as are UCCs 1983-present. www.knowx.com

Court Records

Main website: <http://www.ribar.com/Courts/courts.html>

Appellate Courts Supreme Court opinions are searchable 1997-present at www.ribar.com/ricases/casesrch.htm

Trial Courts KnowX offers business filings in District and Superior Courts in Kent, Newport, Providence and Washington Counties since at least 1993 and Small Claims Courts in Kent and Washington Counties since 1994. www.knowx.com

Property Records *No websites or KnowX coverage available*

Political Contributions *No information available online.*

Workers Compensation *No information available online.* The Division of Workers Compensation phone number is 401-457-1800. Records are available by mail. Division of Workers Compensation, 610 Manton Avenue, P.O. Box 3500, Providence, RI 02909.

State and Local newspapers and business publications

Providence Business News Searchable 10/94-present at http://www.pbn.com/arch/arch_fr.htm

See also www.newslink.org/rinews.html and www.yahoo.com/Regional/U_S_States/Rhode_Island/ click "News and Media"

Gateway to State Government www.state.ri.us

Gateway to Local Government www.state.ri.us/municipl/munilink.htm

Libraries

State Library www.dsls.state.ri.us

Directory of library websites and searchable online catalogs
www.dsls.state.ri.us/genref/rilibs.htm

Directory of all libraries www.dsls.state.ri.us/genref/rilibs.htm

SOUTH CAROLINA

Secretary of State

Main website: www.leginfo.state.sc.us/secretary.html

Corporation records and UCC Searches and copies available via direct access (call 803-734-2158 for information), mail, phone, and onsite. Corporations Division/UCC Division, Capitol Complex, Wade Hampton Office Building, P.O. Box 11350, Columbia, SC 29211 Corp phone 803-734-2158 UCC phone 803-734-2175

KnowX Includes corporation records and 1963-present UCCs. www.knowx.com

Court Records

Main website: www.state.sc.us/judicial/

Appellate Courts Supreme Court opinions are searchable 1996-present at www.law.sc.edu/opinions/opinions.htm

Trial Courts Business filings are available in 41 of the 46 County Circuit Courts through KnowX, although some jurisdictions only go back to 1997. www.knowx.com

Property Records Assessor's Office records for 8 counties are available from KnowX. www.knowx.com

Political Contributions *No information available online.*

Workers Compensation www.state.sc.us/wcc/ has a great deal of information, including laws and regulations, but no decisions. Records are available by mail. Call 803-737-5713 for information. Workers Compensation Commission, 1612 Marion Street, P.O. Box 1715, Columbia, SC 29202-1715.

State and Local newspapers and business publications *No free, searchable publications available online.* See www.newslink.org/scnews.html and www.yahoo.com/Regional/U_S_States/South_Carolina/ click "News and Media"

Gateway to State Government www.state.sc.us

Miscellaneous Administrative decisions from agencies including Revenue, Natural Resources and Labor are searchable at www.law.sc.edu/alj/alj.htm

Gateway to Local Government www.state.sc.us/counties/ and www.state.sc.us/cities/

Libraries

State Library www.state.sc.us/scsl/

Search the State Library catalog www.state.sc.us/scsl/lion.html

Directory of library websites and searchable catalogs online
www.state.sc.us/scsl/list.html

SOUTH DAKOTA

Secretary of State

Main website: www.state.sd.us/state/executive/sos/sos.htm

Corporation records Searches and copies available by mail, phone or onsite. No search fee, copies \$1 per page. Corporation Division, 500 East Capitol Avenue, Suite B-05, Pierre, SD 57501-5070. Phone 605-773-4845. Hours 8:30-5:00

UCC Direct access is available for \$240 per year (plus possible monthly fees based on usage). Call the main number for information. Searches and copies are also available by phone, mail, fax and onsite. UCC Division, 500 East Capitol Avenue, Pierre, SD 57501-5077. Phone 605-773-4422 Fax 605-773-4550 Hours 8:30-5:00

KnowX Corporation records and 1973-present UCCs are available. www.knowx.com

Court Records

Main website: <http://www.state.sd.us/state/judicial/>

Appellate Courts Search 1996-present Supreme Court decisions and select US District Court and US Bankruptcy Court decisions – www.sdbar.org/search.htm

Trial Courts Minnehaha Circuit Court business filings 1992-present are available. www.knowx.com

Property Records *No websites or KnowX coverage.*

Political Contributions www.state.sd.us/state/executive/sos/sos.htm has campaign finance and lobbyist information.

Workers Compensation www.state.sd.us/state/executive/dol/dlm/dlm-home.htm has general information but no decisions. Records are available by mail. Call 605-773-3681 for information. Workers Compensation Division, 700 Governors Drive, Pierre, SD 57501.

State and Local newspapers and business publications *None available online.* South Dakota residents (see Libraries below). See also www.newslink.org/sdnews.html and www.yahoo.com/Regional/U_S_States/South_Dakota/ click "News and Media" Gateway to State Government www.state.sd.us

Gateway to Local Government www.sodapop.dsu.edu/comm/default.htm

Libraries

State Library www.state.sd.us/state/executive/deca/st_lib/st_lib.htm

Search "SDLN," the South Dakota Library Network of catalogs of the State Library and 40 other libraries – from the main page above click on "Research Services" then click "SDLN"

South Dakota residents can search "SEARCHBANK," a database of over 2000 business journals, company profiles and investment reports. You need a valid library card, which you can obtain online by clicking "Library Card" on the main page. Then from the main page click on "Research Services" and "SEARCHBANK."

Directory of library websites www.state.sd.us/deca/st_lib/lknslbr.htm

TENNESSEE

Secretary of State

Main website: www.state.tn.us/sos/index.htm

Corporation records Can be searched by calling 615-741-2286 between 8:00-4:30. Then copies can be ordered by printing out a "Request for copy of documents" form at www.state.tn.us/sos/forms.htm and mailing or faxing it to the Corporation Division, James K. Polk Bldg., Suite 1800, Nashville, TN 37243-0306. Fax 615-741-7310. Searches and copies also available onsite (same hours and address).

***Note:** <http://www.state.tn.us/sos/forms.htm> click "Forms for both For-Profit and Nonprofit Corporations" then click "Annual Report of a Board Member of a Hospital etc."

UCC Searches and copies available by mail and onsite for \$12 per debtor plus \$1 per page. UCC Division, James K. Polk Building, Suite 1800, Nashville, TN 37243-0306 Phone 615-741-3276 Hours 8:00-4:30

KnowX Corporation records and 1983-present UCCs are available. www.knowx.com

Court Records

Main website: www.tsc.state.tn.us

Appellate Courts Supreme Court, Court of Appeals and Court of Criminal Appeals decisions 1995-present are searchable at www.tsc.state.tn.us/samples/search/query.htm

Trial Courts Business filings in General Sessions, Circuit and/or Chancery Courts are available for 11 counties on KnowX. www.knowx.com

Property Records All 95 county Assessor's Office records are available on KnowX. www.knowx.com

Political Contributions www.followthemoney.org includes state campaign contributions 1990-present

Workers Compensation Decisions 1996-present are searchable at www.tsc.state.tn.us/samples/search/query.htm see also www.state.tn.us/labor/wcomp.html

State and Local newspapers and business publications

Chattanooga Free Press Searchable 5/97-present
www.chatfreepress.com/archive/index.html

Chattanooga Times Searchable 3/97-present at www.chattimes.com/news/archive.html

Knoxville News Sentinel Search the past 30 days and view articles free or search 1990-present and view articles for \$1.95 each at
<http://www.knoxnews.com/archives/mediastream/>

Memphis Business Journal Searchable 12/97-present www.amcity.com/memphis

Nashville Business Journal Searchable 12/97-present www.amcity.com/nashville

The Oak Ridger Search archives 1997-present at www.oakridger.com

See also www.newslink.org/tnnews.html and
www.yahoo.com/Regional/U_S_States/Tennessee/ click "News and Media"

Gateway to State Government www.state.tn.us

Gateway to Local Government www.yahoo.com/Regional/U_S_States/Tennessee/ choose "Counties" or "Cities"

Libraries

State Library www.state.tn.us/sos/statelib/

Search the State Library catalog www.auto-graphics.com/cgipac/mmx/tns

Directory of libraries and library websites <http://www.state.tn.us/sos/statelib/publib/>

TEXAS

Secretary of State

Main website: www.sos.state.tx.us

Direct Access Corporation records and UCC – direct access is available via the web after setting up a deposit account. Most searches are \$3. See www.sos.state.tx.us/function/sosda1/index.html for details. Also, to check whether a corporation is in good standing for the Texas Franchise Tax, go to <http://open.cpa.state.tx.us> and search by name or corporate ID number. Officer and director information is available here.

Corporation records Searches and copies available by phone, fax, mail or onsite. For phone searches call 512-463-5555 from 8:00-5:00, then call 512-463-5578 to order copies. Fax requests to 512-463-5709. Mail requests to Corporations Section, P.O. Box 13697, Austin, TX 78711-3697. The street address is 1019 Brazos Street, Austin, TX 78701, hours 8:00-5:00.

UCC Searches and copies available by phone, fax, mail and onsite. By phone (three debtors per call), call 512-475-2705. Fax requests to 512-475-2812. Mail requests to UCC Section, P.O. Box 13193, Austin, TX 78711-3193. The street address is 1019 Brazos Street, Austin, TX 78701, hours 8:00-5:00.

KnowX Corporation records (including officer and partner information) and 1966-present UCCs are available. www.knowx.com

Court Records

Main website: www.courts.state.tx.us/

Appellate Courts

Supreme Court 1997 Present opinions are listed at www.supreme.courts.state.tx.us/scopn.htm

All Appellate Courts Search case listings for all Texas Appeals Courts at <http://www.info.courts.state.tx.us/appindex/appindex.exe>

Court of Criminal Appeals Last three (3) months of opinions are listed at <http://www.cca.courts.state.tx.us/opinions.htm>

4th Circuit Court of Appeals (covers 32 counties centered in San Antonio) Current week opinions at www.4thcoa.courts.state.tx.us/opinions.htm

5th Circuit Court of Appeals (covers seven (7) counties centered in Dallas) Last month of opinions at www.courtstuff.com/5th/opinlist.htm

Trial Courts

[Collin County 219th District Court](http://www.texasjudge.com/henderson/1995-97.html) List of cases with disposition since 1995 at www.texasjudge.com/henderson/1995-97.html

[Collin County 296th District Court](http://www.texasjudge.com/caton/jurytrl.html) List of cases with disposition since 1997 at www.texasjudge.com/caton/jurytrl.html

[Dallas County](http://www.cdsdata.com) Compact Data sells CD-ROM products and intends to offer an Internet search service by the end of the year which will include criminal records in Dallas County. See www.cdsdata.com for details.

[Harris County District Courts](http://www.co.harris.tx.us/jimi/default.html) Under construction as of March 1999, Harris County will offer case information for civil, criminal and family courts at www.co.harris.tx.us/jimi/default.html

[KnowX](http://www.knowx.com) Business filings are available for 13 counties. www.knowx.com

Property records

Harris County appraisal information is searchable by address or owner at www.hcad.org click "Records"

Dallas, Tarrant, Denton and Collin County residential, commercial and tenant list/business searches are available at www.itcdata.com/itcabout.htm The tenant list search shows all tenants within a building address.

Archer Central Appraiser District Search by owner name or parcel at www.taxnetusa.com/archer/

Bexar Appraisal District Search by name or address at www.bcad.org/property.htm

Brazoria Central Appraisal District Search by name or address at www.brazoriacad.org

Brazos Central Appraisal District Search by name or address at www.taxnetusa.com/brazos/

Caldwell County Central Appraisal District Search by name of address at www.caldwellcad.org

Cameron Appraisal District Search by name or address at www.cameroncad.org

Chambers County Appraisal District Search by name or parcel at www.chamberscad.org

Collin County Appraisal District Search by name or address at www.taxnetusa.com/collin/

Dallas Central Appraisal District Search by name or address at www.dallascad.org/Search.htm

Denton County Search by name or address at www.taxnetusa.com/denton/

Ellis County Appraisal District Search by name or address at www.elliscad.org

El Paso Central Appraisal District Search by name or address at www.elpasocad.org

Franklin Central Appraisal District Search by name or parcel at www.taxnetusa.com/franklin/

Galveston Central Appraisal District Search by name or address at www.galvestoncad.org click "Appraisal Roll"

Gregg County Appraisal District Search by name or address at www.gcad.org

Guadalupe Central Appraisal District Search by name or address at www.guadalupecad.org

Hardin County Appraisal District Search by owner name or 19 digit account number at www.taxnetusa.com/hardin/

Harrison County Appraisal District Search by name or address at www.harrisoncad.org

Hays County Search by name or address at www.taxnetusa.com/hays/

Henderson County Appraisal District Search by name or address at www.harrisoncad.org

Hidalgo County Search by name or address at www.taxnetusa.com/hidalgo/

Jack County Appraisal District Search by name or address at www.taxnetusa.com/jack/

Jefferson County Appraisal District Search by name or address at www.jcad.org/Search.htm

Kendall Appraisal District Search by name or address at www.kendallcad.org

Lubbock Appraisal District Search by name or address at www.lubbockcad.org click "Appraisal Roll"

McLennan Appraisal District Search by name or address at www.taxnetusa.com/mclennan/

Potter Randall Appraisal District Search by name or address at www.prad.org/Search.html

Rockwall County Search by name or address at www.taxnetusa.com/rockwall/

Rusk Central Appraisal District Search by name or address at www.taxnetusa.com/rusk/

Smith County Appraisal District Search by name or address at www.taxnetusa.com/scad/

Tarrant Appraisal District Search by name or address at www.tad.org click "Full screen" then "Search" then "Continue"

Taylor County Central Appraisal District Search by name or address at www.taylorcad.org click "Appraisal Roll"

Travis County Appraisal District Search by name or address at www.traviscad.org/Search.htm click "Appraisal Roll"

Van Zandt County Appraisal District Search by name or address at www.vanzandtcad.org click "Appraisal Roll"

Webb County Appraisal District Search by name or address at www.webbcad.org click "Appraisal Roll" then "Agree"

Williams on Appraisal District Search by name or address at www.taxnetusa.com/williamson/

Compact Data This private company sells appraisal information on CD-ROM for 20 Texas counties and intends to introduce more throughout 1999. See www.cdsdata.com/default.htm for details and click on "Release Dates" for the schedule of new counties to be added.

KnowX Sixteen (16) counties are covered. www.knowx.com

Political Contributions www.ethics.state.tx.us has lobbyist and PAC information and www.campaignfinance.org/cficmap.html has candidate reports.

Workers Compensation <http://twcc.state.tx.us/> has a great deal of information including lists of Appeals Panel Decisions since 1991.

State and Local newspapers and business publications

Austin Business Journal Searchable 6/96-present <http://amcity.com/austin/>

Dallas Business Journal Searchable 6/96-present <http://amcity.com/dallas>

Dallas Observer Searchable 3/97-present
www.dallasobserver.com/archive/full/index.html

Houston Business Journal Searchable 6/96-present <http://amcity.com/houston>

Houston Chronicle Searchable 10/95-present after free registration
www.chron.com/content/archive/index.html

Houston Press Searchable 3/97-present
www.houston-press.com/archive/full/index.html

Lubbock Avalanche Journal Searchable 10/96-present www.lubbockonline.com

San Antonio Business Journal Searchable 6/96-present <http://amcity.com/sanantonio>

Texas Monthly Browse articles 1/96-present www.texasmonthly.com/mag/

Times Record News (Wichita Falls area) Searchable 12/97-present

<http://www.tmonline.com/search.htm>

See also www.newslink.org/txnews.html and
www.yahoo.com/Regional/U_S_States/Texas/ click "News and Media"

Gateway to State Government www.state.tx.us

Miscellaneous Compact Data also offers Texas motor vehicle and driver's license records. See www.cdsdata.com/default.htm for details.

Gateway to Local Government www.state.tx.us/county/counties.html and
www.state.tx.us/cities.html

Libraries

State Library <http://link.tsl.texas.gov>

Search the "Texas Electronic Library," the State Library catalog and various state agency records⁰ From the main page above click on "Search by keyword"

Search newspaper and periodical holdings of 57 libraries statewide
<http://link.tsl.texas.gov/cgi-bin/uniondir.CGI>

Search the "Texas Main Catalog," combined catalogs of the State Library and public, academic and other libraries statewide <http://www.auto-graphics.com/cgipac/ddx/odol/397370/TXLC>

Directory of library websites and searchable online catalogs
<http://link.tsl.texas.gov/t/texlibs/index.html>

UTAH

Department of Commerce

Main website: www.commerce.state.ut.us

Corporation records

For the official, complete database of Utah corporate records see the direct access information below. The Utah Department of Commerce website has a database of all manufacturing companies and all other companies with over 20 (twenty) employees. Search this database by occupation, industry or company name (or list the largest companies for a specific area) beginning at <http://udese.state.ut.us/cgi/foxweb.exe/firmfind>

Direct access is available for \$10 per month plus usage and transaction fees. Call the main number for information. Searches and copies are also available by phone, fax, mail and onsite. Mail: Corporate Division, P.O. Box 45801, Salt Lake City, UT 84145. Street address: Heber M. Wells Building, 160 East 300 South, Salt Lake City, UT 84114. Phone 801-530-4849 Fax 801-530-6438. Hours 8:30-4:30. Corporate filings include officer and director information.

***Note:** A commercial site offers a free list of Utah business web pages at www.utahbizlist.com/bizlist.html

UCC Searches and copies available by direct access (see corporations above) and by phone, fax, mail and onsite. Mail: Division of Corporations, P.O. Box 146705, Salt Lake City, UT 84114-6705. Street address: Heber M. Wells Building, 160 East 300 South, Salt Lake City, UT 84114. Phone 801-530-6025. Fax 801-530-6438 Hours 8:30-4:30

KnowX Corporation records (including officer and partner information) and 1983-present UCCs are available. www.knowx.com

Court Records

Main website: <http://courtlink.utcourts.gov/>

Appellate Courts Supreme Court and Court of Appeals decision lists by name and by date are available at <http://courtlink.utcourts.gov/opinions/index.htm>

Trial Courts Case information and decisions for all Utah courts are available via direct access subscription service. Charges are \$25 registration fee and \$30/month. See <http://courtlink.utcourts.gov/xchange/index.htm> for details.

KnowX Covers courts in 11 counties. Business filings only, all back to at least 1991. www.knowx.com

Property Records KnowX has Davis, Salt Lake, Utah and Weber records available.
www.knowx.com

Political Contributions www.followthemoney.org includes state campaign contributions 1990-present

Workers Compensation General information (no decisions) available at <http://www.labor.state.ut.us/ia/indacc.htm> Records are available by mail. Call 801-530-6800 for information. Industrial Accidents Division, 160 East 300 South, 3rd Floor, P.O. Box 146610, Salt Lake City, UT 84114-6610.

State and Local newspapers and business publications

Daily Herald Searchable 1997-present www.daily-herald.com/dh/dharc97.nsf/

Deseret News (Salt Lake City area) Last 6 months are searchable
www.desnews.com/archives/arch1.html

See also www.newslink.org/utnews.html and
www.yahoo.com/Regional/U_S_States/Utah/ click "News and Media "

Gateway to State Government www.state.ut.us

Gateway to Local Government www.state.ut.us/html/community.htm

Libraries

State Library <http://pioneer.lib.ut.us> From this page search the catalog, search periodical holdings, search a variety of licensed databases, and search the Salt Lake Tribune (1990-present) and the Deseret News (1988-present).

Directory of libraries, library websites and searchable catalogs
http://pioneer.lib.ut.us/pioneer_dir/libraries2.htm

VIRGINIA

Corporation Commission

Main website: <http://www.soc.state.va.us/>

Corporation records and UCC FREE direct access is available. See www.state.va.us/scc/division/clk/diracc.htm for registration information. Corporation searches and copies are also available by phone at 804-371-9733, and UCC searches and copies are available at 804-371-9672. For all instructions on searches and copies see www.state.va.us/scc/division/clk/index.htm

KnowX Corporation records (including officer and partner information) and 1985-present UCCs are available. www.knowx.com

Court Records

Main website: www.courts.state.va.us/

Appellate Courts Opinions of the Supreme Court and the Court of Appeals for the past 18 months are searchable at www.courts.state.va.us/txtops/query.htm

Trial Courts

Wise County Circuit Court and City of Norton District Court Case docket information is under construction as of March 1999. www.courtbar.org

KnowX Business filings are available in Arlington, Fairfax, Henrico and Roanoke Counties and the cities of Norfolk and Roanoke. www.knowx.com

Property Records

Wise County Records are searchable at www.courtbar.org/lrecords.htm

Fairfax County Records are searchable by name or address at http://www.co.fairfax.va.us/dta/re_home.htm . Note also that Fairfax County has a database of over 7,000 firms located in the County that can be downloaded or searched beginning at www.eda.co.fairfax.va.us/fceda/businessdatabase-f.htm

KnowX Has records available for 16 counties and 7 cities. www.knowx.com

Political Contributions www.crp.org/vpap/index.html-ssi search for contributors by name or organization. Lobbyist reports (includes amounts paid to lobbyists by specific organization) can be searched at <http://www.soc.state.va.us/dataaba.htm>

Workers Compensation The Workers Compensation Commission is not represented on the state website. The Commission's phone number is 804-367-8633. Records are available by mail or phone. Workers Compensation Commission, 1000 DMV Drive, Richmond, VA 23220.

State and Local newspapers and business publications

Ledger Star (Hampton Roads area) Searchable 1990-present after free registration
www.pilotonline.com/archives/

See also www.newslink.org/vanews.html and
www.yahoo.com/Regional/U_S_States/Virginia/ click "News and Media"

Gateway to State Government www.state.va.us

Gateway to Local Government www.state.va.us/home/aroalocal.html

Libraries

State Library <http://leo.vsla.edu/lva/lva.html>

Search the State Library catalog <http://198.17.62.51/>

Directory of libraries statewide <http://leo.vsla.edu/directory/>

List of library websites <http://leo.vsla.edu/ldnd/valibweb.html>

VERMONT

Secretary of State

Main website: www.sec.state.vt.us

Corporation records and UCC Both are searchable beginning at www.sec.state.vt.us/seek/database.htm Corporations can be searched by officer/director name. Copies of both available by phone, fax, mail and onsite. Corporation Division/UCC Division, 109 State Street, Montpelier, VT 05609-1104. Phone 802-828-2386. Fax 802-828-2853. Hours 9:00-4:00.

KnowX Corporation records (including officer and partner information) and 1984-present UCCs are included

Court Records

Main website: www.state.vt.us/courts/

Appellate Courts Supreme Court decisions 1994-present are searchable at http://dol.state.vt.us/www_root/000000/html/decisions.html

Trial Courts *No websites or coverage by KnowX.*

Property Records KnowX has Chittenden County Tax Assessor's Office records available. www.knowx.com

Political Contributions www.followthemoney.org includes state campaign contributions 1990-present

Workers Compensation www.state.vt.us/labind/wcindex.htm for general information, decisions are searchable at http://dol.state.vt.us/www_root/000000/html/decisions.html

State and Local newspapers and business publications *No free, searchable publications available online.* See www.newslink.org/vtnews.html and www.yahoo.com/Regional/U_S_States/Vermont/ click "News and Media"

Gateway to State Government www.state.vt.us

Miscellaneous Environmental, Workers Comp, Labor Relations and Professional Conduct (Ethics) decisions 1994-present are searchable at http://dol.state.vt.us/www_root/000000/html/decisions.html

Gateway to Local Government www.state.vt.us/vtne.htm

Libraries

State Library <http://dol.state.vt.us>

Directory of libraries or search for a library
http://dol.state.vt.us/gopher_root5/libraries/dir/dir.html

Search the State Library catalog <http://dol.state.vt.us:8002/dolcat>

List of statewide library catalogs online
http://dol.state.vt.us/www_root/000000/html/_dol.html

List of statewide library websites <http://dol.state.vt.us/#other>

WASHINGTON

Secretary of State

Main website: www.wa.gov/sec/

Corporation records

The Secretary of State corporations database is not available via the website. See below for information on Searches at the Secretary of State office. To Search the state Department of Revenue database for very basic company information go to www.wa.gov/dor/prd/

Searches and copies available via direct access (call the main number for information), phone, mail and onsite. Corporations Division, 505 East Union, 2nd Floor, P.O. Box 40234, Olympia, WA 99504-0234. Phone 360-753-7115. Hours 9:00-4:30. See www.wa.gov/sec/corps/fees.htm

UCC Handled by the Department of Licensing, not the Secretary of State. Direct access is available, as are phone, mail, fax and onsite searches and copies. All necessary information and instructions, including request forms, are available at www.wa.gov/dol/bpd/uccfront.htm

KnowX Corporation records and 1967-present UCCs are available. www.knowx.com

Court Records

Main website: <http://www.wa.gov/courts/>

Appellate Courts Search 1996-present Supreme Court and Court of Appeals opinions at <http://www.wa.gov/courts/opinpage/home.htm>

Trial Courts Superior, District and Municipal Courts statewide are available through a state sponsored direct access system. Subscriptions are \$125 plus \$25/hour usage. See <http://www.wa.gov/courts/crtinfo/jislink.htm> Also, this site has some recent (within 90 days) case information available for free.

KnowX Superior and/or District Courts in 15 counties are available, business filings only. www.knowx.com

Property Records

Yakima County Assessors Office Search property records by name or address (there are three separate databases: Parcels, Sales and Mobile Homes) at www.pan.co.yakima.wa.us/assessor/assessor.htm

KnowX property records for King, Kitsap, Pierce, Snohomish, Thurston and Yakima counties. www.knowx.com

Political Contributions www.followthemoney.org includes state campaign contributions 1990-present

Workers Compensation www.wa.gov/lni/workcomp/worker.htm has general information but no decisions. Records are available by mail and fax. Call 206-956-4937 for information. Claims Division, P.O. Box 44850, Olympia, WA 98504. Fax 206-956-5156.

State and Local newspapers and business publications

News Tribune (Tacoma area) As of December 1998 articles 1987-present are searchable at <http://archive.tribnet.com/> At some point there will be a charge to access the 1987-1997 archives, but 5/97-present articles will remain free and searchable at <http://search.tribnet.com>

Puget Sound Business Journal Searchable 6/96-present at <http://amcity.com/seattle>

Seattle Times Searchable 2/96-present at <http://archives.seattletimes.com/web/index.html>

Skagit Valley Herald Browse articles 11/96-present at www.skagitvalleyherald.com/archives/

South County Journal (Seattle area) Searchable 8/97-present at www.southcountyjournal.com/cgi-bin/search_engine.cgi

Spokesman Review (Spokane area) Browse last 3 months at www.virtuallynw.com/news/archives.asp

Daily Journal of Commerce (Seattle area) Searchable 1995-present at www.djc.com/news/search.htm

Tri-City Herald (Kernsveick, Pasco and Richland) Searchable 1/97-present at <http://find.searchserver.com/Tri-CityHerald/Search.flame>

Collection of newspapers statewide sponsored by the State Library
<http://192.211.20.10:81/screens/libinfo.html>

See also www.newslink.org/wanews.html and www.yahoo.com/Regional/U_S_States/Washington/ click "News and Media"

Gateway to State Government <http://access.wa.gov/>

Gateway to Local Government <http://access.wa.gov> click "Government" then "Local"

Libraries

State Library <http://www.statelib.wa.gov/>

Search the State Library catalog <http://cals.evergreen.edu/search~b01i01a01>

Directory of libraries and library websites <http://www.statelib.wa.gov/walo/>

Search "Find It Washington," a variety of databases, catalogs and websites statewide
<http://find-it.state.wa.us/compass>

WISCONSIN

Department of Financial Institutions

Main website: www.wdfi.org

Corporation records Available by phone, mail and onsite. Mail: Corporate Section, P.O. Box 7846, Madison, WI 53707. Street address: 345 West Washington Avenue, 3rd Floor, Madison, WI 53703. Phone 608-261-9555. Hours 9:00-4:30.

UCC Searches and copies available by phone, mail, onsite and direct access (call 608-267-3741 for subscription information). Mail: UCC Section, P.O. Box 7847, Madison, WI 53707-7847. Street address: 345 West Washington Avenue, 3rd Floor, Madison, WI 53703. Phone 608-266-3087. Hours 9:00-4:30.

KnowX Corporation records and 1988-present UCCs are available. www.knowx.com

Court Records

Appellate Courts Search Supreme Court and Court of Appeals decisions 1995-present at <http://www.wisbar.org/legalres/index.html>

Trial Courts Business filings are available in 21 County Circuit Courts on KnowX, all going back at least to 1994. www.knowx.com

Property Records

Milwaukee City Assessor's records are searchable by address only at <http://www.ci.mil.wi.us/citygov/assessor/assessments.htm>

Dane County Assessors Office Search by owner or address at http://170.125.12.32/lio/lis/date_update.idc

KnowX Covers Milwaukee City Assessor's Office and Waukesha County Assessor's Office. www.knowx.com

Political Contributions www.campaignfinance.org/cficmap.html includes contributions and disclosure reports since the early 1990s.

Workers Compensation www.dwd.state.wi.us/wc/ has general information and www.dwd.state.wi.us/lirc/wcflindx.htm has searchable decisions.

State and Local newspapers and business publications

Milwaukee Business Journal Searchable 10/96-present <http://amcity.com/milwaukee>

La Crosse Tribune Searchable 1/98-present at www.lacrossetribune.com/

Plymouth County Business Review Browse the last month of articles at www.plymouth-review.com/back.htm

See also www.newslink.org/winews.html and www.yahoo.com/Regional/U_S_States/Wisconsin/ click "News and Media"

Gateway to State Government <http://badger.state.wi.us/>

Gateway to Local Government <http://badger.state.wi.us/local.html>

Libraries

State Library www.dpi.state.wi.us/dpi/dlcl/index.html

Directory of libraries and library websites statewide
www.dpi.state.wi.us/dpi/dlcl/pld/lib_dir.html

Search "WISCAT," the combined catalogs of the State Library and 1,125 libraries statewide <http://wiscat.brodart.com/>

Wisconsin residents can search newspaper and periodical databases at
www.dpi.state.wi.us/dpi/dlcl/badgerlink/index.html

WEST VIRGINIA

Secretary of State

Main website: www.state.wv.us/sostemp/ (most of this site is under construction as of March 1999)

Corporation records Searches and copies available via phone, mail, onsite and by direct access (call 304-558-8000 for information). Corporation Division, State Capitol Building, Room W139, Charleston, WV 25305-0776. Phone 304-558-8000. Hours 8:30-5:00.

UCC Searches and copies by phone, mail and onsite. UCC Division, State Capitol Building, Room W131, Charleston, WV 25305. Phone 304-345-4000. Hours 8:30-5:00.

KnowX Corporation records and 1983-present UCCs are available. www.knowx.com

Court Records

Main website: www.state.wv.us/wvsca/

Appellate Courts <http://www.state.wv.us/wvsca/opinions.htm> search Supreme Court opinions 1991-present

Trial Courts KnowX offers only business filings in Kanawha Circuit Court (1991-present) and Magistrate Court (1993-present). www.knowx.com

Property Records *No websites or KnowX coverage available.*

Political Contributions *No information available online.* Some information is available over the phone, see www.state.wv.us/sec/finance/default.htm

Workers Compensation No decisions are available but <http://www.state.wv.us/bep/wc/> has general information and <http://www.state.wv.us/bep/wc/wccourt/default.htm> is a list of companies the Workers Comp Department is suing. Records are available by mail (you must use the state's request form). Call 304-558-2580 for information. Workers Compensation Department, 601 Morris Street, Charleston, WV 25332.

State and Local newspapers and business publications

Charleston Daily Mail Searchable 11/97-present www.dailymail.com

Charleston Gazette Searchable 12/97-present www.wvgazette.com/

Search a collection of Charleston newspapers 1987-present sponsored by the State Library <http://hpk220.wvlc.wvnet.edu/virtua75/english/>

See also www.newslink.org/wvnews.html and
www.yahoo.com/Regional/U_S_States/West_Virginia/ click "News and Media"

Gateway to State Government www.state.wv.us

Gateway to Local Government www.state.wv.us/url/4002.htm

Libraries

State Library <http://www.wvlc.wvnet.edu/>

Search newspaper and periodical holdings of the State Library and other libraries statewide <http://hpk220.wvlc.wvnet.edu/virtua/english/>

Directory of libraries and library websites statewide
www.wvlc.wvnet.edu/libpage.html

WYOMING

Secretary of State

Main website: http://soswy.state.wy.us/index_1.htm

Corporation records

A limited amount of information about Wyoming companies is available through the Secretary of State website at <http://soswy.state.wy.us/corps1.htm> This site provides only name, address, prior names, registered agent and number of common shares. Order full copies of filings by mail, phone or onsite. Corporations Division, State Capitol, Cheyenne, WY 82002. Phone 307-777-7311 Hours 9:00-4:30

The Wyoming Mining, Manufacturing and Recycling Information Service database, sponsored by the University of Wyoming and the Wyoming Business Council, can be Searched by company name or county and includes basic information plus SIC codes, products and range (not exact number) of employees. The database includes both public and private companies of all types, not just the three listed in its title. There is even a separate section if Internet service providers. Search the database beginning at www.me.uwyo.edu/

UCC See <http://soswy.state.wy.us/uniform/dialup.htm> for direct access information. Searches and copies also available by mail and onsite. UCC Division, The Capitol, Cheyenne, WY 82002-0020. Phone 307-777-5372. Hours 9:00-4:30.

KnowX Corporation records and 1983-present UCCs are available. www.knowx.com

Court records

Main website: <http://courts.state.wy.us>

Appellate Courts Supreme Court opinions are searchable 1995-present at <http://courts.state.wy.us/opnsrc.htm>

Trial Courts *No websites or KnowX coverage available.*

Property Records *No websites or KnowX coverage available.*

Political Contributions <http://soswy.state.wy.us/election/election.htm> has PAC and election information, www.followthemoney.org has state campaign contributions since 1990

Workers Compensation <http://wydoe.state.wy.us/wscd/> has general information but no decisions. Records are available by mail. Call 307-777-7441 for information. Workers Compensation Division, Herschler Building, 122 West 25th Street, Cheyenne, WY 82002.

State and Local newspapers and business publications

Wyoming Tribune Eagle www.wyomingnews.com click "Archive"

See also www.newslink.org/wynews.html and
www.yahoo.com/Regional/U_S_States/Wyoming/ click "News and Media"

Gateway to State Government www.state.wy.us

Gateway to County Government www.state.wy.us/government.html

Libraries

State Library – change the URL to: <http://will.state.wy.us/>

Directory of libraries, websites and online catalogs statewide

<http://will.state.wy.us/wyld/libraries/index.html>

Search "WYLD," the combined catalogs and periodical holdings of the State Library and all public and academic libraries statewide <http://www-wsl.state.wy.us/wyld/index.html>

APPENDIX A

Government Sites

General information from the Occupational Safety and Health Administration.

<http://www.osha.gov>

Computerized records of all OSHA inspections since 1972. Searchable by company name.

<http://www.osha.gov/>

General information from the Securities and Exchange Commission.

<http://www.sec.gov>

Annual publication of all companies required to file with the Securities and Exchange Commission. Click on the "About the SEC" section of the website homepage. Then go to the section titled "The SEC: What it is, What it does." In that document, under the paragraph labeled the Division of Corporate Finance, you can access the list of companies regulated by the SEC.

<http://www.sec.gov>

A searchable archive of electronic copies of major SEC public filings. Companies began filing electronically between 1994 and 1997.

<http://www.edgar.stern.nyu.edu/>

Florida corporate and partnership records, as well as UCC filings maintained by the Secretary of State's office.

<http://www.dos.state.fl.us/>

Maine corporation and partnership records maintained by the Secretary of State's office.

<http://www.state.me.us/sos/cec/cel.htm>

Links to all state government web pages:

<http://mosl.sos.state.mo.us/stateweb.html>

A list of all state government web pages.

<http://www.info.gov>

Media Sites

List of online newspapers maintained by the American Journalism Review.

<http://www.newslink.org/news.html>

List of online newspapers maintained by Editors and Publishers Interactive.

<http://www.mediainfo.com>

List of online newspapers maintained by the Newspaper Association of America.

<http://www.naa.org>

A one year searchable archive of 35 major regional business newspapers.

<http://www.amcity.com>

Homepage for the internet edition of the Wall Street Journal that includes access to the Dow Jones News Retrieval's 3600 publications.

<http://www.wsj.com>

One year archive of press releases issued by companies that use this service.

<http://www.prnewswire.com>

Search Engines

Dogpile search engine. Allows users to search with 14 search engine simultaneously.

<http://www.dogpile.com/>

Alta Vista search engine.

<http://www.altavista.digital.com>

Excite search engine.

<http://excite.com>

Hotbot search engine.

<http://www.hotbot.com>

Ifind Search engine.

<http://www.inference.com/ifind>

Infoseek search engine.

<http://ultra.infoseek.com>

Opentext search engine.

<http://index.opentext.net>

Savvy search engine.

<http://guaraldi.cs.colostate.edu:20001>

Webcrawler search engine.

<http://www.webcrawler.com>

Web site devoted to providing information on how to use difference search engines. The site also discusses the strengths and weaknesses of the various engines.

<http://searchenginewatch.com>

Legal Sites

A list of state courts on the internet maintained by the National Center for State Courts.

<http://ncsc.dni.us>

A detailed overview of the federal court system and a glossary of common legal terms.

<http://www.uscourts.gov>

The Courtlink web site provides information for connecting to the federal court system.
<http://www.courtlink.com>

Biographical and business information on all U.S. lawyers and law firms.
<http://www.martindale.com>

Databases

Public records from 43 states on such matters as corporations and partnerships, property records, doing business as (DBA), UCC filings, and numerous other types of records.
<http://www.knowx.com>

Homepage for the Internet edition of the Wall Street Journal that includes access to the Dow Jones News Retrieval's 3600 publications.
<http://www.wsj.com>

Access to news stories, press releases, homepages, and SEC filings for most public companies.
<http://biz.yahoo.com>

Access to Dun & Bradstreet company information.
<http://www.dnb.com>

Company Websites

The Infospace directory has a company online section to locate a company's web site.
<http://infospace.com/>

A worldwide registry of Internet domain names.
<http://namesecure.com/cgi-shl/whois.pl?>

List of web sites of public companies.
<http://gsionline.com/websites.htm>

Phone Numbers

The Switchboard site has a searchable nationwide phone directory.
<http://switchboard.com>

The Four11 site has a searchable nationwide phone directory that includes reverse (criss-cross directory for addresses).
<http://four11.com>

The Bigfoot site has a searchable nationwide phone directory.
<http://bigfoot.com>

Maps

The maps section of this site provides free mapping and driving information.

<http://yahoo.com>

The DeLorme homepage provides information on Street Atlas USA, a CD-ROM mapping product.

<http://www.delorme.com>

Freedom of Information Act

The American Civil Liberties Information web site provides guides to using the federal Freedom of Information Act.

<http://www.aclu.org/library/foia.html>

The Reporters Committee for Freedom of the Press web site provides guides to records open under every state's Freedom of Information Act.

<http://www.rcfp.org/rcfp>

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