

How to Navigate and Search the American Legal Publishing Code Library

The Code Library

American Legal Publishing provides free access to view and search more than 2000 municipal codes nationwide.

Getting Started

Access the **Code Library** from American Legal Publishing's home page (top right on the toolbar).

On the main page for the Code Library you'll find codes arranged by state.

Select a state to see the municipalities within each state.

Select the municipality from the listing to view the code.

Finding Content

Online code content is accessed through each municipality's overview page. Here you see how current the code is, the Municipality's contact address and a link to their website.

You can also

- view the table of contents for the code
- select the language you desire (Google Translate)
- see any other information available for this municipality (such as meeting minutes or previous versions of code available online.)

The screenshot displays the American Legal Publishing Corporation website. The top navigation bar includes links for Search, Login, Select Language, and Resources. The main content area is titled "Mayfield Heights, Ohio" and provides an overview of the local legislation. It includes a "GET HELP" button, a "City Website" link to <http://www.mayfieldheights.org/>, and a "City Address" section listing City Hall at 6154 Mayfield Rd., Mayfield Heights, Ohio 44124. A disclaimer states that the code is for informational purposes only and should not be relied upon as the definitive authority for local legislation. The footer contains a "Back to Code Library" button and navigation links for "Previous Doc" and "Next Doc".

Code Overview Page

Each Code follows a Standard View

The standard view is made up of two main frames on the screen where different information is displayed. You can view the code, its table of contents, and even your search results without switching between multiple windows. See below.

1. Table of Contents Frame

This frame displays the table of contents for the Code of Ordinances. The Table of Contents has an expandable view that you can move through by clicking the arrows in the table. You can expand from the Main divisions to the individual chapters and sections within the divisions.

Clicking on the heading text allows you to move directly to that chapter or section within the code.

The screenshot shows the 'Table of Contents' frame of a legal code. The top navigation bar includes a search icon, 'Login', 'Select Language', and 'Resources'. The breadcrumb trail reads: 'OH > Mayfield Heights > Codified Ordinance... > CHAPTER 517 Animals Generally'. The left sidebar, titled 'Mayfield Heights Overview', lists the hierarchy: 'Codified Ordinances of Mayfield Heights, Ohio' > 'CODIFIED ORDINANCES OF MAYFIELD HEIGHTS, OHIO' > 'PART ONE - ADMINISTRATION CODE' > 'PART THREE - TRAFFIC CODE' > 'PART FIVE - GENERAL OFFENSES CODE' > 'CHAPTER 505 General Provisions: Administration and Enforcement' > 'CHAPTER 511 Alcoholic Beverages' > 'CHAPTER 517 Animals Generally'. The main content area displays 'CHAPTER 517 Animals Generally' with a list of sections: 517.01 Dogs and other animals running at large. (Repealed), 517.02 Abandoning animals, 517.03 Killing or injuring animals, 517.04 Poisoning animals, 517.05 Cruelty to animals; cruelty to companion animals, 517.06 Coloring rabbits and baby poultry; sale or display of poultry, 517.07 Barking or howling dogs, 517.08 Registration of dogs required, 517.09 Hindering capture of unregistered dog, 517.095 Dogs required to wear tags, 517.10 Unlawful tags, 517.11 Animals bites; reports and quarantine, 517.12 Hunting prohibited, 517.13 Nuisance conditions prohibited, 517.14 Impounding and disposition; records, 517.15 Reporting escapes, 517.16 Number of animals permitted; keeping wild animals prohibited, 517.17 Animals in food stores, 517.18 Vicious dogs. (Repealed), 517.19 Prohibited animals, 517.20 Running at large prohibited; repair of damage; removal of feces, 517.21 Proper confinement of cats and dogs in heat required, 517.22 Feeding of nuisance animals prohibited; exemptions; secure outdoor storage of refuse or waste, 517.23 Protection of companion animals. Below the list, it says 'See section histories for similar State law: Power to restrain and impound animals - see Ohio R.C. 715.23'. At the bottom, there is a 'CROSS REFERENCES' section. The footer includes 'Back to Code Library', 'Previous Doc', and 'Next Doc'.

2. Document Frame

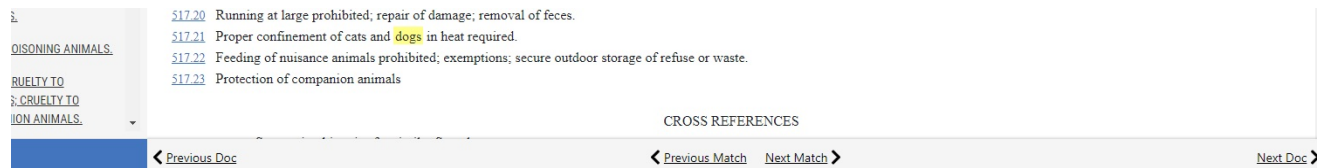
This is the frame that displays the text of the Code of Ordinances. In general, the document frame will display one entire code chapter at a time. You can scroll through the sections of the chapter or click on any hyperlinks to navigate through the code.

Search and Navigation

Search: You'll find the search option along the top edge of the screen.

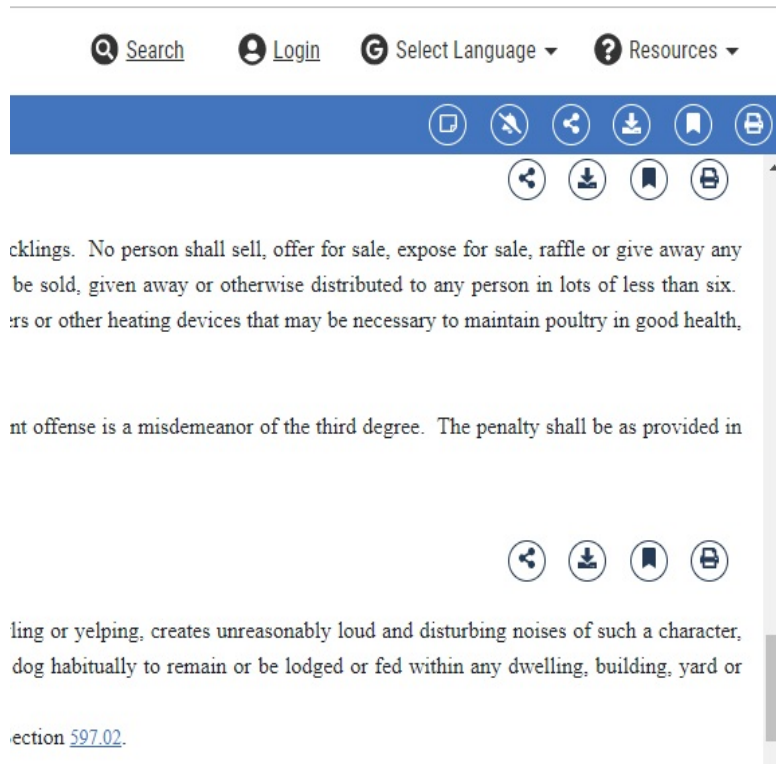
The screenshot shows the 'Document' frame of the legal code. The top navigation bar includes a search icon, 'My Account', 'Select Language', and 'Resources'. The breadcrumb trail reads: 'OH > Mayfield Heights > Codified Ordinance... > CHAPTER 517 Animals Generally'. The left sidebar has a 'Back to search results' link. The main content area displays 'CHAPTER 517 Animals Generally' with a list of sections: 517.01 Dogs and other animals running at large. (Repealed), 517.02 Abandoning animals. The word 'Dogs' in section 517.01 is highlighted in orange.

Navigation: at the bottom of the screen use the “Prev Doc” and “Next Doc” and “Prev Match” and “Next Match” arrows to browse the code.



Navigation Bar found at bottom of Document Frame.

Find **Share**, **Download**, **Bookmark** and **Print** options alongside the top navigation bar and the far right of each code section.



Share Download Bookmark Print



- Use the top navigation bar to select text from the entire chapter.
- Use the icon alongside individual sections of text to only select specific passages of text.

User Accounts

User Accounts are FREE and give registered users the ability to save search results and queries, save and manage bookmarks, request email notifications and create annotations throughout codes.

Simply click the Log-In at the top of the screen to create an account and sign in. Note the blue sign up button below the log-in box.

The image shows two screenshots of the American Legal Publishing Corporation website. The top screenshot displays the 'Log In' form, which includes fields for 'Email' and 'Password', a 'Forgot Password' link, and 'Cancel' and 'Login' buttons. Below the form is a 'Sign up' button for users who do not have an account. The bottom screenshot shows the 'Manage My Account' page, which has tabs for 'Profile', 'Bookmarks', 'Saved Searches', and 'Following'. The 'Following' tab is active, showing a list of followed items with 'Unfollow' buttons.

Log In

Email
Email

Password
Password

[Forgot Password](#) [Cancel](#) [Login](#)

Don't have an American Legal account? [Sign up](#)

Manage My Account

[Profile](#) [Bookmarks](#) [Saved Searches](#) [Following](#)

Following

Hancock - CHAPTER 95: FIRE PREVENTION	Unfollow
Mayfield Heights - CHAPTER 547 Peace Disturbances	Unfollow
Umatilla - CHAPTER 2 STREETS, SIDEWALKS AND PUBLIC WAYS	Unfollow
Watertown - CHAPTER 153: DEMOLITION OF HISTORIC BUILDINGS	Unfollow

View of User Account Window

E-mail notifications: User accounts let you select codes to “follow” and set up email notifications to be alerted when material is updated online. You can see a list of accounts you are following in your account management box. You can quickly access your saved searches and bookmarks.

Annotations: With an account, users can create annotations unique to each code. The ability to toggle on and off only appears to logged in users. (See next page).

AMERICAN LEGAL Publishing Corporation

Search My Account Select Language

OH > Mayfield Heights > Codified Ordinances... > CHAPTER 517 Animals General

(ORC 959.99(E))

517.06 COLORING RABBITS AND BABY POULTRY; SALE OR DISPLAY

(a) No person shall dye or otherwise color any rabbit or baby poultry, including, but not limited to, chicks and ducklings. No person shall distribute any rabbit or baby poultry which has been dyed or otherwise colored. No poultry younger than six weeks of age shall be distributed to any person in lots of less than six. Stores, shops, vendors and others offering your services shall operate brooders or other heating devices that may be necessary to maintain poultry in good health and to the poultry at all times.

libby hunt 11/19/2019

checking on this

Add an annotation here...

Cancel Save

517.07 BARKING OR HOWLING DOGS.

(a) No person shall keep or harbor any dog within the Municipality which, by frequent and habitual barking, howling or yelping, creates a loud and disturbing noises of such a character, intensity and duration as to disturb the peace, quiet and good order of the Municipality. Any person who allows any dog habitually to remain or be lodged or fed within any dwelling, building, yard or enclosure, which he or she occupies or owns, is considered to be harboring such dog.

(b) Whoever violates this section is guilty of a minor misdemeanor, and shall be subject to the penalty provided in Section 597.02.

Previous Document

https://amlegal.apaxdev.com/codes/mayfieldhts/latest/

Code with **Annotation** made (also showing saved bookmarks listed in “My Account”).

AMERICAN LEGAL Publishing Corporation

Search My Account Select Language Resources

“Bicycle” means every device, other than a device upon which a person may ride, and that has two or more wheels.

(ORC 4511.01(G))

301.06 BUS.

“Bus” means every motor vehicle designed for ridesharing arrangement, and every motor vehicle designed and used for the transport of passengers.

(ORC 4511.01(L))

301.07 BUSINESS DISTRICT.

“Business district” means the territory fronting

libby hunt 11/19/2019

checking on this

Add an annotation here...

Cancel Save

Simply click on the **Annotation icon**, (above) to activate annotations in a code. Annotation markers will then populate throughout the code (see markers, far left). Simply click a marker to bring up the notation screen to add your notes.

Use the **Notification icon** to “follow” a code and receive email notifications on any changes to code.

Searching in the Code Library

Basic Search Guidelines

You’ll find your search option along the top edge of your screen. This will take you to the search page. The search page will open to a **Keyword Search** option.

AMERICAN LEGAL Publishing Corporation

Search Login Select Language Resources

Search

Keyword Search

Search

Clear Search

Show Document Excerpts

Save Search

Advanced Filters

Search

You have the option of using a **Keyword Search** or choosing **Advanced Filters**.

- **Keyword Searches** are usually quick and simple searches using a keyword or phrase or number. If searching for a hyphenated word or section numbering surround the search term in “”(ex. “5.1-1”)
- You have the option of checking a box to show text excerpts with your search results for additional information surrounding the term or subject.

The screenshot shows the American Legal Publishing Corporation search interface. At the top, there's a navigation bar with the company logo, a search icon, and links for Login, Select Language, and Resources. Below this, a blue header bar displays the search path: Search > Search results for "poultry". The main content area shows 1-4 of 4 results. A search bar contains the term "poultry" with a magnifying glass icon and a "+ Advanced Filters" button. To the left of the results is a sidebar with a "Clear Search" button and a checked checkbox for "Show Document Excerpts". The results list includes:

- 1. **CHAPTER 517 ANIMALS GENERALLY**
Mayfield Heights, OH
...CHAPTER 517 Animals Generally 517.01 Dogs and other animals running at large. (Repealed) 517.02 Abandoning animals. 517.03 Killing or injuring animals. 517.04 Poisoning animals. 517.05 Cruelty to animals: cruelty to companion animals. 517.06 Coloring rabbits and baby **poultry**; sale or display
- 2. **CHAPTER 341 DRIVERS OF COMMERCIAL VEHICLES**
Mayfield Heights, OH
... livestock and its products, **poultry** and its products, floricultural and horticultural products, and in the transportation to the farm, from a distance of not more than 150 miles, of supplies for the farm, including tile, fence and every other thing or commodity used in agricultural, floricultural
- 3. **CHAPTER 541 OFFENSES RELATING TO PROPERTY**
Mayfield Heights, OH
... is a security or commodity traded on an exchange, the closing price or, if there is no closing price, the asked price, given in the latest marked quotation prior to the offense, is prima facie evidence of the value of the security or commodity. (3)When the property involved is livestock, **poultry**, or raw
- 4. **GENERAL INDEX**
Mayfield Heights, OH
... resisting 303.02, 505.14 et seq. POLICE PROSECUTOR 133.02 POLICE REPORTS (see under REPORTS) POLITICAL SIGNS 1191.02(b)(4) POLLUTION air 559.08, Ch. 710 water 559.04, 1369.06 PORCHES U-1 Districts 1159.09 U-2 Districts 1161.06 PORNOGRAPHY 565.11 et seq. POSSESSING CRIMINAL TOOLS 571.11 **POULTRY** (see ANIMALS

At the bottom, there are navigation arrows and a page number "1".

Keyword Search Results with Excerpt

Advanced Filters

Use the **Advanced Filters** option to easily search for exact phrases, synonyms, word stems and more. You can also use these filters to search the entire code or narrow your search to specific portions of the code by using the checkboxes that appear in the drop-down box. You can even refine searches to within a municipality to compare with other municipalities.

The **Advanced Filters** let you:

- easily search for exact phrases, word combinations, synonyms and more.
- narrow your search to specific portions of the code by using the checkboxes that appear in the drop-down search menu

You can select to search to ALL the codes in any state, even ALL the codes in the code library. This can help you find similar provisions in other municipalities or find model provisions. To use this feature, type in your search terms and then use the Advanced Filters to choose how to apply your search.

Keyword Search

Search

Clear Search

Show Document Excerpts

Save Search

Advanced Filters

Advanced Filters

Search

Advanced Filters

Search syntax help

Select locations to search

Location filters applied

Select code version to search

Version search not available with multiple locations

Show document excerpts in the results list

Medium

Find alternate word forms (stemming)

Find synonyms (thesaurus)

Search for documents containing:

All of these words

Required words

None of these words

Exclude words

One or more of these words

One or more of these words

This exact phrase

Exact phrase

These words near each other

Word proximity

Reset Advanced Filters

Search

Search

Login

Search

Arizona

Alaska

Sand Point

Unalaska

Arizona

Apache Junction

Carefree

Casa Grande

Cave Creek

Detail of **Advanced Filters** Search drop-down menu (with all municipalities in the state of Arizona selected).

You can type in the name of the code you want in the search field for fast access.

You can choose individual codes within a state.

You can refine your search to certain passages in each municipality by clicking on the pencil icon. It will take you to that municipality and let you select specific sections to search.

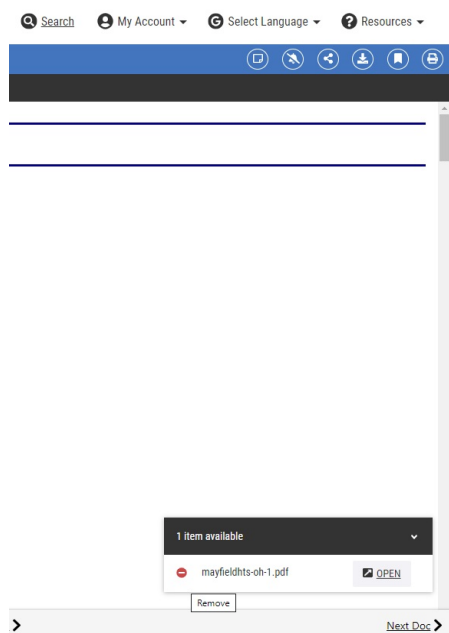
Use the **Clear Search** button to start a new search.

Saving Searches

The FREE User Account is your best option to save searches. If you search for the same terms frequently you can save them here for easy retrieval.

Sharing Information

share		Share lets you copy the URL and save it in your browser. Or share link to your email.
download		Download gives you the option to save information in a variety of formats: HTML, RTF, Text, Mobi, Epub, and PDF. Choose the material you want to download from the drop down box, select download, then indicate the format you desire.
bookmark		You can set a bookmark or obtain a URL for a code. Click the icon and name your bookmark. You can add your bookmark to your user account for easy reference or copy the URL and save it in your browser.
print		Print a chapter or a section using the Print icon on the screen. A drop-down box will let you select the sections you wish to print. You can also print a selection of text by highlighting the appropriate text in the document frame and use your computer's print function. After highlighting the text you wish to print, either select "Print" from the "File" menu or press "CTRL+P" to access the Print Dialog Box. Under "Print Range", choose "Selection" and the highlighted text will print.



Pop-up menu at bottom right of screen identifies tasks and lets you clear and remove finished tasks before adding new ones.

Additional Information Available

Some municipalities keep prior versions of their code in the library for quick, easy reference.

The availability of this information is indicated above the Table of Contents on the overview page for the code.

The screenshot shows the 'Mayfield Heights Overview' page. At the top, there is a dropdown menu set to 'S-16 (current)' and a toggle arrow icon. Below this is a table of contents for the 'Codified Ordinances of Mayfield Heights, Ohio'. The table lists various sections, including 'PART ONE - ADMINISTRATION CODE', 'PART THREE - TRAFFIC CODE', and 'TITLE ONE - Administration, Enforcement and Penalties'. A toggle arrow icon is visible next to the 'PART THREE - TRAFFIC CODE' section.

The screenshot shows the 'Mayfield Heights Overview' page. At the top, there is a dropdown menu set to '2019 S-17 (current)'. Below this is a list of available versions: '2019 S-17 (current)', '2019 S-16', '2017 S-15', '2016 S-14', '2016 S-13', '2014 S-12', '2012 S-11', '2012 S-10', '2010 S-9', '2009 S-8', '2008 S-7', and '2007 S-6'. A toggle arrow icon is visible next to the '2019 S-17 (current)' version.

The window above the Table of Contents shows the current version view.

To toggle to other versions available, select the drop-down arrow icon.

If a municipality has prior versions of their code available, users can compare code versions to see where/what changes were made by clicking the toggle arrow icon.

You can compare adjacent versions of code.

Above the Table of Contents you will see the 2 versions being compared.

Changes between the 2 codes will be highlighted in the document frame throughout the code. (See currency change highlighted right.)

The screenshot shows the 'Mayfield Heights Overview' page. At the top, there is a dropdown menu set to 'S-16 (current)' and a toggle arrow icon. Below this is a table of contents for the 'Codified Ordinances of Mayfield Heights, Ohio'. The table lists various sections, including 'PART ONE - ADMINISTRATION CODE', 'PART THREE - TRAFFIC CODE', and 'TITLE ONE - Administration, Enforcement and Penalties'. A toggle arrow icon is visible next to the 'PART THREE - TRAFFIC CODE' section.

The screenshot displays the American Legal Publishing website interface. At the top, there's a navigation bar with 'Search', 'Login', 'Select Language', and 'Resources'. Below this, a breadcrumb trail shows 'OH > Mayfield Heights > Codified Ordinance... > PART THREE - TRAFFIC CODE'. A comparison tool is set to compare '2019 S-17 (current)' with '2019 S-16'. The left sidebar contains a 'Mayfield Heights Overview' section with a tree view of the code structure, including 'PART THREE - TRAFFIC CODE'. The main content area shows a table of contents for 'PART THREE - TRAFFIC CODE' with items like 'TITLE ONE - Administration, Enforcement and Penalties', 'TITLE THREE - Public Ways and Traffic Control Devices', and 'TITLE FIVE - Vehicles and Operation'. Each item is preceded by a green square icon. At the bottom, a disclaimer states that the code is for informational purposes only and should be consulted with the official printed copy.

Highlighted results showing changes between a current code and the previous code.

This brief overview of the Code Library should help you get started viewing and navigating the library.

Technical Support Help

Email (techsupport@amlegal.com)

Call 1-800-445-5588 M-F 8:30 – 5:00 EST

Technical support staff can answer questions related to the operation of our code library.

If you have questions about a code's content, contact the appropriate municipality directly for that information.