

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 interface. At the top, there is a navigation bar with a search icon, a login icon, a language selection dropdown, and a resources dropdown. Below this is a breadcrumb trail: "OH > Mayfield Heights > Overview". The main content area is titled "Mayfield Heights, Ohio" and includes the following information:

- Code:** Local legislation current through August 12, 2019. State legislation current through April 6, 2018.
- GET HELP** button.
- City Website:** <http://www.mayfieldheights.org/>
- City Address:** City Hall, 6154 Mayfield Rd., Mayfield Heights, Ohio 44124.
- Disclaimer:** This Code of Ordinances and/or any other documents that appear on this site may not reflect the most current legislation adopted by the Municipality. American Legal Publishing Corporation provides these documents for informational purposes only. These documents should not be relied upon as the definitive authority for local legislation. Additionally, the formatting and pagination of the posted documents varies from the formatting and pagination of the official copy. The official printed copy of a Code of Ordinances should be consulted prior to any action being taken.
- For further information regarding the official version of any of this Code of Ordinances or other documents posted on this site, please contact the Municipality directly or contact American Legal Publishing toll-free at 800-445-5588.**
- Hosted by:** American Legal Publishing Corporation.

On the left side, there is a sidebar menu titled "Mayfield Heights Overview" with a tree view of the code structure:

- ▼ 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
 - ▶ PART SEVEN - BUSINESS REGULATION AND TAXATION CODE
 - ▶ PART NINE - STREETS, UTILITIES AND PUBLIC SERVICES CODE
 - ▶ PART ELEVEN - PLANNING AND ZONING CODE
 - ▶ PART THIRTEEN - BUILDING AND HOUSING CODE
 - ▶ PART FIFTEEN - FIRE PREVENTION CODE

At the bottom of the page, there are navigation links: "Back to Code Library", "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 a web application interface. At the top, there is a navigation bar with a search icon, a login icon, a language selection dropdown, and a resources dropdown. Below this is a breadcrumb trail: OH > Mayfield Heights > Codified Ordinance... > CHAPTER 517 Animals Generally. The main content area is divided into two parts. On the left is a sidebar with a tree view of the code structure, including sections like 'PART ONE - ADMINISTRATION CODE', 'PART THREE - TRAFFIC CODE', and 'PART FIVE - GENERAL OFFENSES CODE'. Under 'PART FIVE', 'CHAPTER 517 Animals Generally' is selected and expanded. On the right is the main table of contents for Chapter 517, listing sections 517.01 through 517.23 with their respective titles. A large number '2.' is overlaid on the right side of the screenshot. At the bottom of the main content area, there is a note: 'See section histories for similar State law Power to restrain and impound animals - see Ohio R.C. 715.23' and a 'CROSS REFERENCES' section. Navigation buttons like 'Back to Code Library', 'Previous Doc', and 'Next Doc' are visible at the bottom.

2. Document Frame

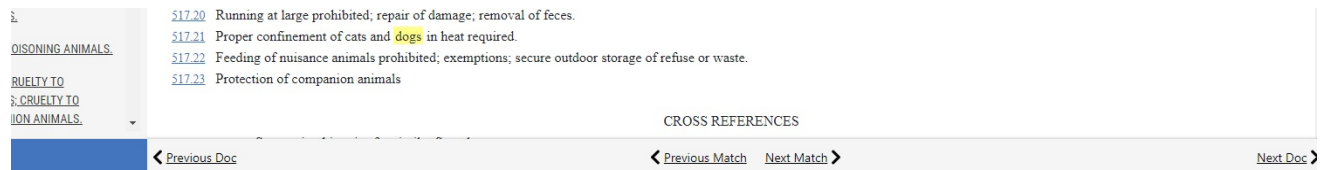
This is the frame that displays the text of the Code of Ordinances. In general, the document frame will display one entire code chapter at a time. You can scroll through the sections of the chapter or click on any hyperlinks to navigate through the code.

Search and Navigation

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

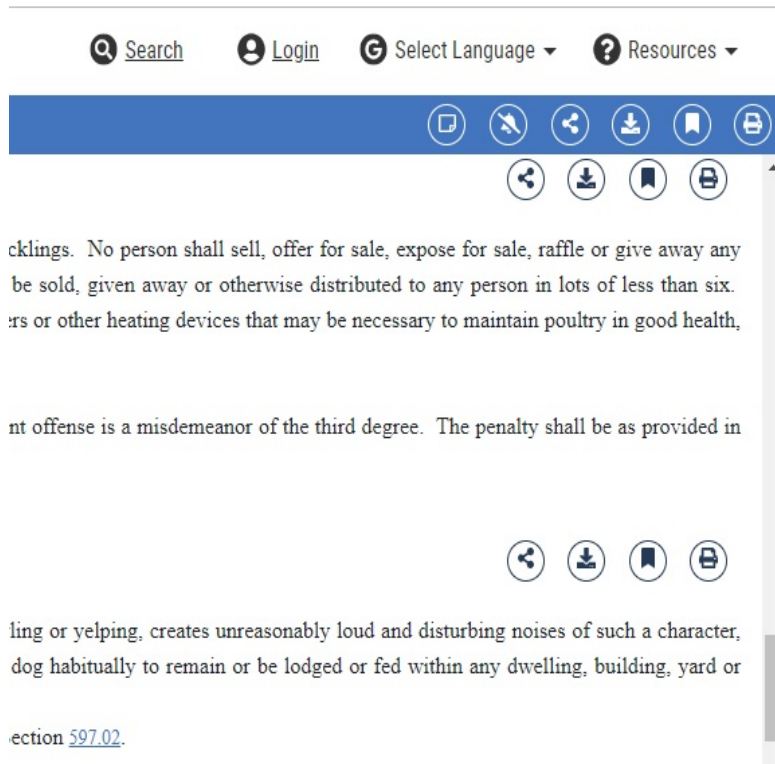
The screenshot shows the document frame for Chapter 517 Animals Generally. At the top, there is a navigation bar with a search icon, a 'My Account' dropdown, a language selection dropdown, and a resources dropdown. Below this is a breadcrumb trail: OH > Mayfield Heights > Codified Ordinance... > CHAPTER 517 Animals Generally. The main content area displays the text of the code, starting with 'CHAPTER 517 Animals Generally'. The first section, 517.01, is highlighted in orange and reads: '517.01 Dogs and other animals running at large. (Repealed)'. The second section, 517.02, reads: '517.02 Abandoning animals.' Navigation buttons like 'Back to search results' and 'Next Doc' are visible at the bottom.

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 interface. The top screenshot displays the 'Log In' window, which includes a search bar, a 'Log In' button, and a 'Log In' form with fields for 'Email' and 'Password'. Below the form are links for 'Forgot Password', 'Cancel', and 'Login'. A 'Sign up' button is located below the form. The bottom screenshot displays the 'Manage My Account' window, which includes a search bar, a 'My Account' button, and a 'Manage My Account' window with tabs for 'Profile', 'Bookmarks', 'Saved Searches', and 'Following'. The 'Following' tab is active, showing a list of followed codes with 'Unfollow' buttons.

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).

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

- "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 transportation of passengers for hire.
- (ORC 4511.01(L))
- 301.07 BUSINESS DISTRICT.**
- "Business district" means the territory fronting

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.

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 search results page for the term "poultry". The page header includes the American Legal Publishing Corporation logo and navigation links for Search, Login, Select Language, and Resources. The search bar contains the term "poultry" and has a "Search" button. Below the search bar, there are options to "Clear Search" and "Show Document Excerpts" (which is checked). The results are displayed as a list of four items:

- 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
- 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
- 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
- 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

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

Show Document Excerpts

Advanced Filters

[Search syntax help](#)

Select locations to search

Select code version to search

Show document excerpts in the results list

Find alternate word forms (stemming)
 Find synonyms (thesaurus)

Search for documents containing:

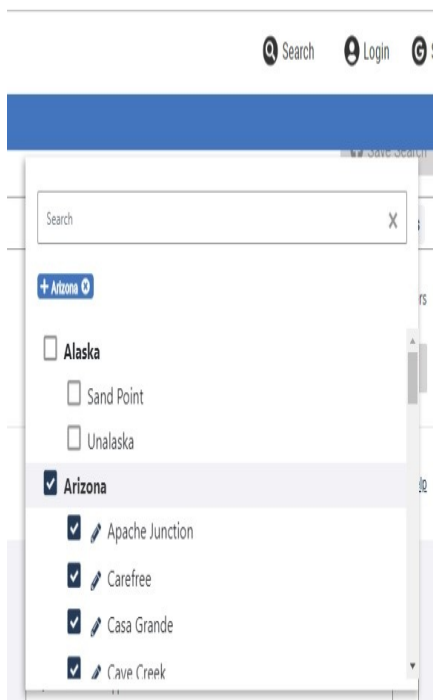
All of these words

None of these words

One or more of these words

This exact phrase

These words near each other



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.

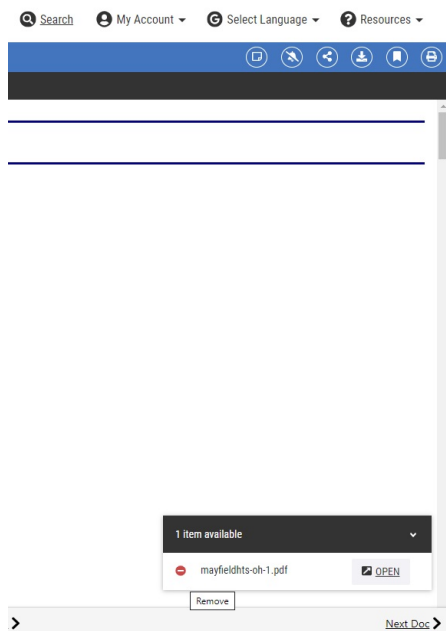
Use the **Clear Search** button to start a new search.

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.

AMERICAN LEGAL Publishing Corporation

OH > Mayfield Heights > Overview

2019 S-17 (current)

2019 S-16

2017 S-15

2016 S-14

2016 S-13

2014 S-11

2012 S-10

2010 S-9

2009 S-8

2008 S-7

2007 S-6

Mayfield Heights Overview

Codified Ordinances of Mayfield Heights, Ohio

- CODIFIED ORDINANCES OF MAYFIELD HEIGHTS, OHIO
- PART ONE - ADMINISTRATION CODE
- PART THREE - TRAFFIC CODE
 - TITLE ONE - Administration, Enforcement and Penalties
 - CHAPTER 301 Definitions
 - CHAPTER 303 Enforcement; Impounding
 - CHAPTER 305 Traffic Control
 - CHAPTER 307 Penalties
 - CHAPTER 309 Traffic Bureau
 - TITLE THREE - Streets and Traffic Control Devices
 - TITLE FIVE - Vehicles

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Back to Code Library

AMERICAN LEGAL Publishing Corporation

OH > Mayfield Heights > Overview

2019 S-17 (current)

2019 S-16

2017 S-15

2016 S-14

2016 S-13

2014 S-11

2012 S-10

2010 S-9

2009 S-8

2008 S-7

2007 S-6

Mayfield Heights, Ohio

Code: Local legislation current through August 12, 2019 State legislation cur

GET HELP

City Website

<http://www.mayfieldheights.org/>

City Address

City Hall
6154 Mayfield Rd.
Mayfield Heights, Ohio 44124

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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.)

AMERICAN LEGAL Publishing Corporation

OH > Mayfield Heights > Overview

2019 S-16 (current)

Compare to: S-15

Mayfield Heights Overview

Codified Ordinances of Mayfield Heights, Ohio

- CODIFIED ORDINANCES OF MAYFIELD HEIGHTS, OHIO
- PART ONE - ADMINISTRATION CODE
- PART THREE - TRAFFIC CODE
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- PART SEVEN - BUSINESS REGULATION AND TAXATION CODE
- PART NINE - STREETS, UTILITIES AND PUBLIC SERVICES CODE
- PART ELEVEN - PLANNING AND ZONING CODE
- PART THIRTEEN - BUILDING AND HOUSING CODE
- PART FIFTEEN - FIRE PREVENTION CODE

Current through 2017 2018

Meeting Minutes GET HELP

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Next Doc >

The screenshot displays the American Legal Publishing website interface. At the top, there is a navigation bar with a search icon, a login icon, a language selection dropdown, and a resources dropdown. Below this, a breadcrumb trail shows the path: OH > Mayfield Heights > Codified Ordinance... > PART THREE - TRAFFIC CODE. A comparison tool is visible, showing the current version (2019 S-17) and a previous version (2019 S-16). The left sidebar contains a tree view of the code library, with 'PART THREE - TRAFFIC CODE' selected. The main content area lists the following titles and chapters, with green highlights indicating changes:

- TITLE ONE - Administration, Enforcement and Penalties
 - Chap. 301 - Definitions.
 - Chap. 303 - Enforcement, Impounding.
 - Chap. 305 - Traffic Control.
 - Chap. 307 - Penalties.
 - Chap. 309 - Traffic Bureau.
- TITLE THREE - Public Ways and Traffic Control Devices
 - Chap. 311 - Obstruction and Special Uses of Public Ways.
 - Chap. 313 - Traffic Control Devices.
 - Chap. 315 - Pedestrians.
- TITLE FIVE - Vehicles and Operation
 - Chap. 331 - Operation Generally.
 - Chap. 333 - OVI, Reckless Operation, Speed.
 - Chap. 335 - Licensing, Accidents.
 - Chap. 337 - Safety and Equipment.
 - Chap. 339 - Commercial and Heavy Vehicles.
 - Chap. 341 - Drivers of Commercial Vehicles.
 - Chap. 343 - Offenses Relating to Theft and Fraud.
 - Chap. 345 - Transportation of Radioactive Materials.
- TITLE SEVEN - Parking
 - Chap. 351 - Parking Generally.
- TITLE NINE - Bicycles, Motorcycles and Snowmobiles
 - Chap. 371 - Bicycles and Motorcycles Generally.
 - Chap. 373 - Snowmobiles, Off-Highway Motorcycles and All-Purpose Vehicles.
- TITLE ELEVEN - Air Travel
 - Chap. 379 - Helicopters and Helistops.

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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.