Using West's Capitol Watch℠

Identifying and Tracking Legislation and Regulations

West's Capitol Watch provides easy access to pending bills and regulations and related legislative and regulatory materials. It helps you to organize your research so you can track and analyze current legislative and regulatory issues and actions.

For assistance using Westlaw, call **1-800-WESTLAW** (1-800-937-8529).

For free reference materials, visit **west.thomson.com /westlaw/guides.**

Running a Search

To run a search, follow these steps:

1. Click **Search** at the top of any page. By default, your search retrieves all bills and regulations. To select a different type of document, click **Bills**, **Regulations**, **Legislative Materials**, or **Executive Materials** and choose a document type from the menu that is displayed.
2. By default, the search template is displayed (Figure 1). To run a simple or advanced search, click **Simple** or **Advanced**.
   - Use a search template when you want to search using specific information, such as a bill number or public law number. Search templates vary depending on the document type you choose.
   - Use a simple search when you want to search using plain English to retrieve relevant documents.
   - Use an advanced search when you want to search using key terms and connectors specifying the relationship between those terms. For example, you can specify that terms appear in the same sentence or paragraph.
3. Type your search in the text box. (If you use the search template, you may be able to enter terms in more than one text box and restrict your search by date or jurisdiction.)
4. Click **Search**.

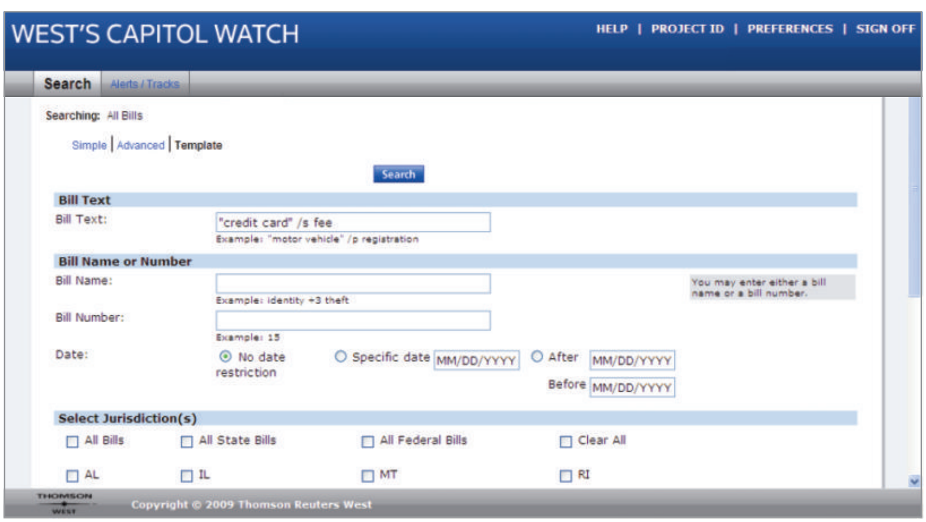

Figure 1. Search template

Westlaw.

Viewing Your Search Result

After your search has run, the Results page displays a list of the documents retrieved by your search. A portion of each document containing your search terms is displayed below the document title. To hide the search terms in the list or jump to a specific document in the list, choose the appropriate option from the *Results Options* drop-down list and click **Go**. To view the complete text of a document, click its retrieval number.

If your search retrieves more than one type of document e.g., federal bills and state bills, the left frame of the Results page will display a result summary categorizing the documents by document type (Figure 2). To view all the documents in a category, click the document type under *Result Summary* in the left frame, or click **view all** in the category heading in the right frame.

Figure 2. Results page

Browsing Documents

The following navigation tools will help you browse the documents in your search result efficiently.

- Click the **Term** arrows at the bottom of the right frame to view the portions of each document that contain your search terms.
- Click the **Best** arrows at the bottom of the right frame to view the best portion of each document, i.e., the portion of each document that most closely matches your search. Browsing by best portion is available only for documents retrieved with a simple search.
- Click the **Doc** arrows at the bottom of the right frame to move to the next or previous document in your search result.
- Click the **Result List** tab in the left frame to move among documents in your search result.

Creating Alert Entries

The Alert service runs your searches every day and sends you the results at specified intervals to help you find new legislation and regulations in your area of interest. To create an Alert entry, follow these steps:

1. After running a template or advanced search, click the **Save Search to Folder** icon ( ) at the top of the Results page (Figure 3). The Save Search dialog box is displayed (Figure 4).
2. Type a name for the Alert entry in the *Name of Search* text box.
3. Select a folder in which to save your search by clicking the name of the folder in the *Add to Selected Folder* list box. If you do not want to save the search in a folder, select **Unassigned**.
4. Select a search status.
   - Select **Search On** to be automatically notified via e-mail when new documents are retrieved by your search.
   - Select **Search Off** to save the search to run at a later date.
5. The project identifier for the current research session is automatically displayed in the *Project ID* text box. If desired, type a new project identifier to assign the entry to another project.
6. Click **OK**.

To delete, move, or edit Alert entries, click **Alerts/Tracks** at the top of any page, and then click **Alerts** if it is not already selected. In the left frame, click the name of the folder that contains the entries you want to change. The folder's contents are displayed in the right frame. To edit an entry, click the **Edit** icon ( ) next to the entry. To delete or move entries, select the check boxes next to those entries, and then click the **Delete** ( ) or **Move** ( ) icons.

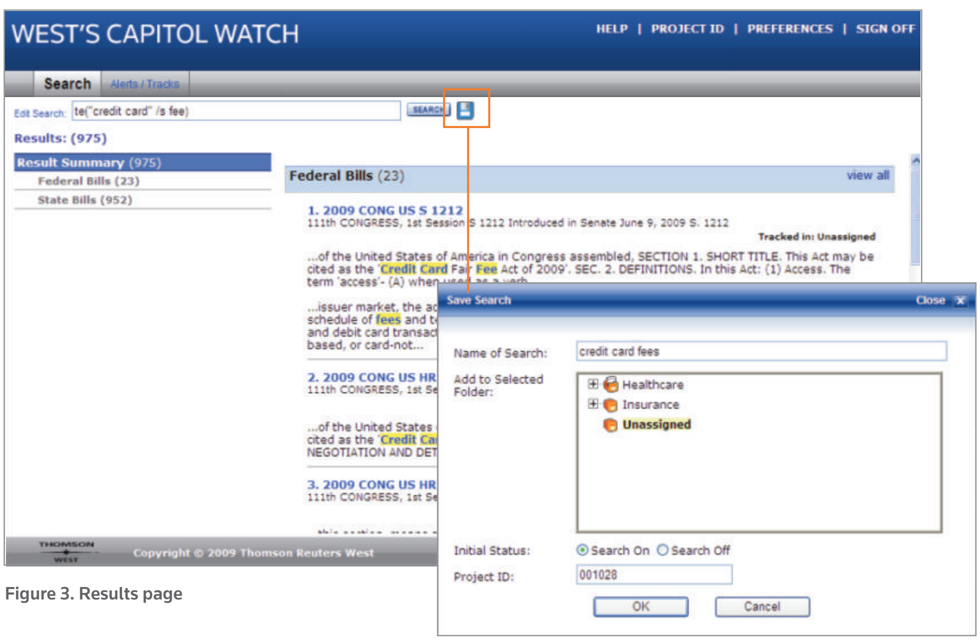

Figure 3. Results page

Figure 4. Save Search dialog box

Tracking Bills and Regulations

The Track service automatically notifies you when there is new information or activity relating to a bill or regulation. For example, you can track a bill to follow its progress after it is introduced in Congress. **Note**: The Track service is not available for federal regulations.

You can create a new Track entry in either of the following ways:

- To create a new Track entry at the Alerts/Tracks page, follow these steps:
  1. Click **Alerts/Tracks** at the top of any page, and then click **Tracks** if it is not already selected (Figure 5).
  2. Click **Add a New Bill Track** in the *Tools* section in the upper-right corner of the page. The Add a New Bill Track dialog box is displayed.
  3. Type the citation of the bill or regulation you want to track in the *Bill* text box. (For help formatting your citation, click **See examples for all jurisdictions**. Then use the drop-down lists and text boxes to enter your citation. When you finish entering the citation, click **Go**.)
  4. To add the entry to a particular folder, click the name of the folder in the list. If you do not want to add the entry to a folder, click **Unassigned**.
  5. Select an initial status for your entry.
     - To automatically receive updates when there are changes or new activity relating to the bill or regulation, select **Tracking On.**
     - To save the Track entry without receiving updates, select **Tracking Off**.
  6. The project identifier for the current research session is automatically displayed in the *Project ID* text box. If desired, type a new project identifier to assign the entry to another project.
  7. Click **OK**.
  8. To add tags or notes to the entry, click **Add Tags and Notes**. For more information about tags, see "Creating Tags and Labels". To save the entry without tags or notes, click **OK**.
- To create a new Track entry while viewing a document or result list, click **Track** at the top of the document or under the document's title in the result list. Then follow steps 4–8 above.

To delete, move, or copy Track entries, click **Alerts/Tracks** at the top of any page, and then click **Tracks** if it is not already selected. In the left frame, click the name of the folder that contains the entries you want to change. In the right frame, select the check boxes next to those entries, and then click the **Delete** (✕), **Move** ( ), or **Copy** ( ) icons.

Figure 5. Tracks page

Managing Folders

Folders save you time by eliminating duplicate search results and consolidating the results into a single project. For example, you can create folders to categorize searches by topic, by geographic region, by client, or by project. To create a folder, follow these steps:

1. Click **Alerts/Tracks** at the top of any page. Folder names are displayed in the left frame.
2. Click **Create Folder** in the left frame (Figure 6). The Create New Folder dialog box is displayed (Figure 7).
3. Type a name for the folder in the *Name of Folder* text box.
4. To place the new folder within an existing folder, click the name of the folder in the *Add to Selected Folder* list box. To create a separate folder that is not part of another folder, click **All Folders**.
5. If you want to receive an e-mail containing the results for the Alert or Track entries in the folder, select **Yes** next to *Would you like to receive an e-mail containing the results*.
6. If you opt to receive e-mails,
   - choose a frequency from the drop-down list next to *How often would you would like to receive the results*;
   - type one or more e-mail addresses in the *To* text box; and
   - type your e-mail in the *From* text box.
7. Click **OK**.

To change a folder's settings, click **Alerts/Tracks** at the top of any page. The names of your folders are displayed in the left frame. Click the name of the folder you want to edit. The folder and its contents are displayed in the right frame. Click the **Edit** icon ( ) next to the folder, make the desired changes, and then click **OK**.

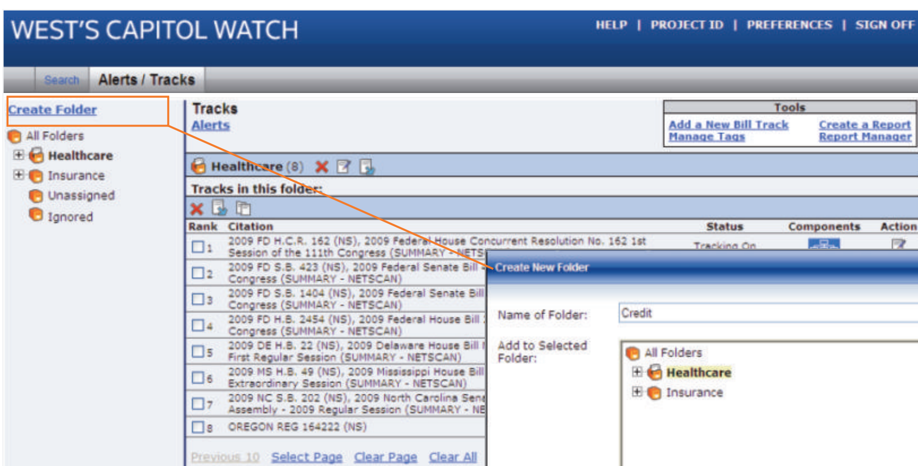

Figure 6. *Create Folder* link

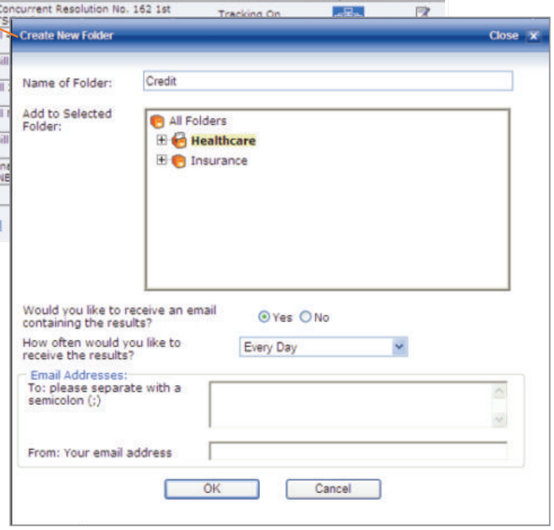

Figure 7. Create New Folder dialog box

Creating Tags and Labels

Tags and labels can help you to organize the bills and regulations you are tracking according to criteria that are important to you. Tags allow you to mark a Track entry based on categories you create. Labels allow you to create subcategories within tags. To create a new tag, follow these steps:

1. Click **Alerts/Tracks** at the top of any page, then click **Tracks**.
2. In the *Tools* section in the upper-right corner of the page, click **Manage Tags**.
3. At the next page, click **Create New Tag**.
4. Under *New Tag*, type a name for the tag in the *Tag Name* text box (Figure 8).
5. Under *Labels*, type a label name in the *New Label* text box.
6. Click **Add**.
7. Click **Save All Changes**.

To add a new label to a tag you have already created, follow these steps:

1. Click **Alerts/Tracks** at the top of any page, then click **Tracks**.
2. In the *Tools* section in the upper-right corner of the page, click **Manage Tags**.
3. At the next page, click the name of the tag for which you want to create a new label.
4. Under *Labels*, type a label name in the *New Label* text box.
5. Click **Add**.
6. Click **Save All Changes**.

To add tags or labels to a Track entry, follow these steps:

1. Click **Alerts/Tracks** at the top of any page, then click **Tracks**.
2. In the left frame, click the name of the folder containing the Track entry to which you want to add tags. (If the entry has not been assigned to a folder, click **Unassigned**.) The entries contained in the folder are displayed in the right frame.
3. Click the **Edit Tags and Notes** icon ( ) next to the entry in the *Action* column. The Edit Tags and Notes dialog box is displayed.
4. Choose a tag from the *Name* drop-down list.
5. Select a label in the *Label* list box.
6. Click **Add Tag**.
7. To add another tag, repeat steps 4–6. When you are finished adding tags, click **Save**.

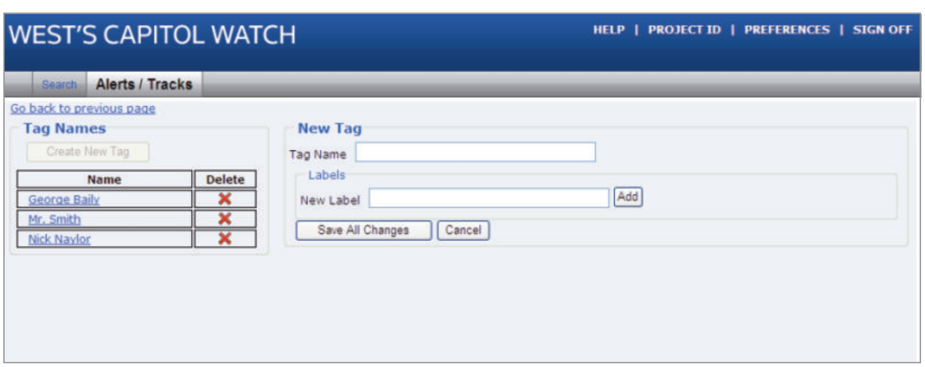

Figure 8. Creating new tags and labels

Creating and Viewing Reports

The Report feature allows you to create comprehensive reports that consolidate information for all or some of the bills or regulations you are tracking. The report can be displayed online, printed, sent to an e-mail address, downloaded, or faxed.

CREATING REPORTS

To create a report, follow these steps:

1. Click **Alerts/Tracks** at the top of any page, then click **Tracks**.
2. In the *Tools* section in the upper-right corner of the page, click **Create a Report**.
3. In the left frame of the next page, select the check boxes next to the folders or Track entries for which you want to create a report (Figure 9).
4. In the right frame, in the *Refine Your Report* section, select the types of documents and information you want to include in your report. For example, you can limit your report to state bills that have been adopted in the last 30 days by choosing **Bills only** from the *Bills or Regulations* drop-down list; clicking **Version (State)** and selecting the **Adopted** check box; and choosing **Last 30 Days** from the *Bill or Regulation Version Date* drop-down list.
5. In the *Display Options* section, select display options for your report. For example, you can name your report and decide whether to include notes or tags.
6. Click **Report**.

Figure 9. Reporting—Bill and Regulation Tracking page

VIEWING REPORTS

To view your report, follow these steps:

1. Click Alerts/Tracks at the top of any page, then click Tracks.
2. In the *Tools* section in the upper-right corner of the page, click Report Manager. The Report Manager page is displayed.
3. Select the report you want to view and click Go.
4. The report is displayed (Figure 10). For reports containing bills, you have the option of viewing the report in short or long format. The short report format contains information such as the bill number, the legislative session, sponsors, and related bills and a short summary of the bill, as well as recent history, bill versions, related documents, and committee schedules. The long report contains the same information, with an expanded history section. To display the short report, click Short Report in the upper-left corner.
5. To deliver the report, click a delivery icon in the upper-right corner. You can print, e-mail, download, or fax your report. Reports can be downloaded as a Word, WordPerfect, HTML, plain text, PDF, or Excel document.

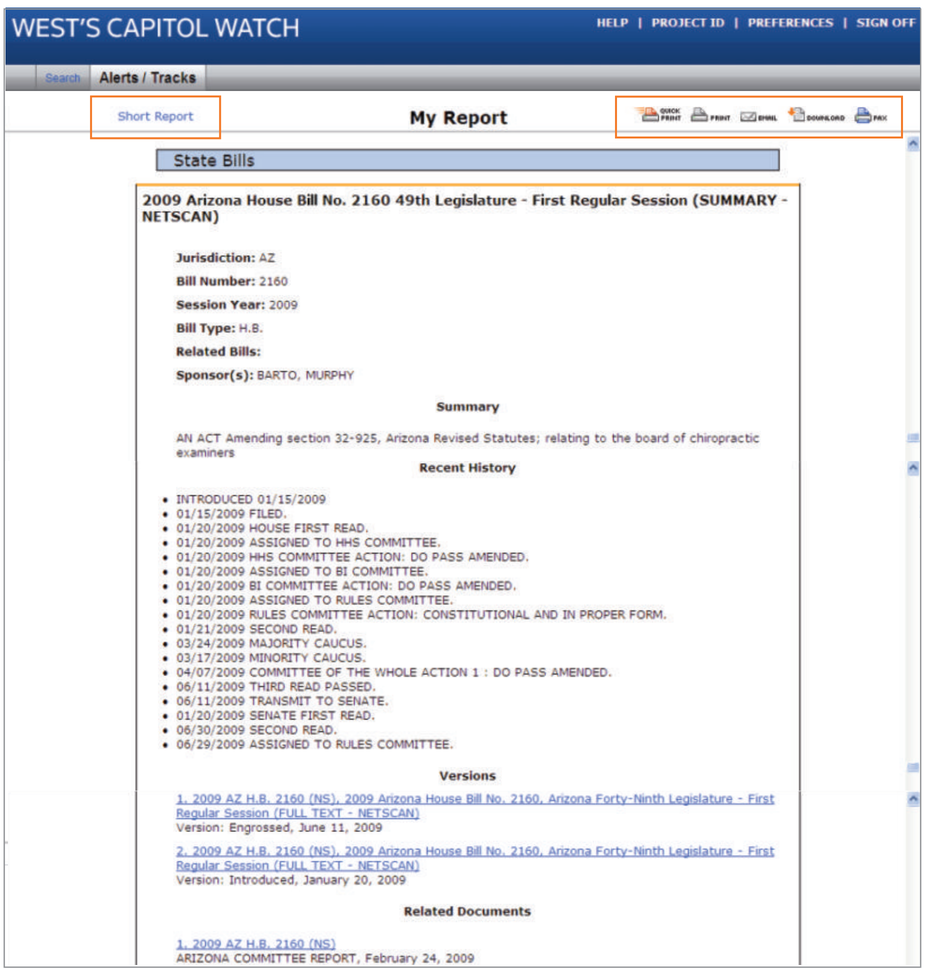

Figure 10. Report displayed online

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