



WESTLAW TEXT USER GUIDE

SEPTEMBER 2010



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About This Guide

In this guide, the graphics and step-by-step instructions are based on accessing Westlaw Text via the Internet. Because of the evolving nature of Internet technology, there may be recent changes to the Westlaw Text interface and functionality that are not reflected in this documentation.

Information in this guide is current through September 1, 2010.

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Contents

INTRODUCTION	1
1 WELCOME TO WESTLAW TEXT	2
2 GETTING STARTED	3
3 THE WESTLAW TEXT HOME PAGE	4
4 SEARCHING FOR DOCUMENTS	5
5 WESTLAW SEARCH METHODS	6
6 YOUR SEARCH RESULT	9
7 BROWSING DOCUMENTS	11
8 SEARCHING CASE LAW DATABASES	13
9 SEARCHING LEGISLATIVE AND REGULATORY DATABASES	17
10 RETRIEVING A DOCUMENT BY CITATION OR TITLE	20
11 PERFORMING CITATION RESEARCH WITH KEYCITE	21
12 USING THE WESTLAW DIRECTORY	25
13 PRINTING AND DELIVERING YOUR RESULTS	27
14 THE PREFERENCES PAGE	29
APPENDIX A: WEST DIGEST TOPICS AND THEIR NUMERICAL DESIGNATIONS	31
APPENDIX B: FEDERAL COURTS OF APPEALS INFORMATION	35
APPENDIX C: STATE COURT INFORMATION	37

Introduction

Westlaw Text provides Westlaw content and West editorial enhancements in a single-frame, text-only environment. This environment enhances Westlaw accessibility for subscribers who use assistive technologies such as screen readers, screen magnifiers, and voice recognition software. Westlaw Text is also useful for Westlaw subscribers who use slower Internet connections.

This manual provides detailed descriptions of Westlaw functionality and step-by-step instructions for performing research on Westlaw Text.

When you access Westlaw Text, you access the full range of Westlaw content. However, not all of the research tools and features that are available on Westlaw are available on Westlaw Text.

Using Westlaw Text, you can quickly and easily perform the following five common research tasks:

1. Search Westlaw. Access a database and retrieve documents using either the Terms and Connectors or the Natural Language search method.
2. Find a document. You can retrieve a document using the Find service when you know its citation. You can also use Find to retrieve a case law document when you know the name of one or more parties to the case.
3. Check a citation using KeyCite, the citation research service from West.
4. Use the Westlaw Directory. The Westlaw Directory lists all databases on Westlaw.
5. Print and deliver the information you retrieve on Westlaw.

This manual also provides a list of West digest topics and their numerical designations in Appendix A, federal courts of appeals information in Appendix B, and state court information in Appendix C.

1 Welcome to Westlaw Text

This chapter provides customer service information, offers general tips regarding the use of screen readers with Westlaw Text, and describes conventions used in this manual. This chapter contains four sections.

Section 1.1. Accessibility Support

If you have questions about Westlaw Text or would like to receive free training, call **1-800-418-WEST**, which is also 1-800-418-9378. Assistance is available Monday through Friday, from 7 a.m. to 8 p.m. (central time). A live chat service is available Monday through Friday, from 7 a.m. to noon.

Section 1.2 General Westlaw Text Assistance

If you have technical questions about Westlaw Text, call West Customer Technical Support at **1-800-WESTLAW**, which is also 1-800-937-8529 or send an e-mail message to west.support@thomson.com.

If you have search questions about Westlaw Text, call the West Reference Attorneys at **1-800-REF-ATTY**, which is also 1-800-733-2889 or send an e-mail message to west.referenceattorneys@thomson.com.

Section 1.3. Tips for Using Screen Readers

You can optimize the Westlaw Text interface for use with assistive technologies by selecting the **Optimize for Accessibility** check box at the Preferences page. (This manual assumes that this check box is selected.) For more information about the Preferences page, refer to Chapter 14.

Links titled **Home**, **Help**, and **Sign Off** appear at the top of every Westlaw Text page. A copyright link (© 2010 Thomson Reuters) is displayed at the bottom of every page. These links will help you locate the beginning and ending of a page.

Additional tips for using screen readers with Westlaw Text are provided in the text of various sections of this manual. However, providing instructions for using screen reader applications is beyond the scope of this documentation, which is focused on the functionality of the Westlaw Text interface. If you have questions about the functionality of your screen reader application, contact customer support resources provided by the vendor of that application.

Section 1.4. Conventions Used in This Manual

Westlaw Text program items such as buttons, check boxes, and menu options that you click, select, or choose appear in **bold** type.

A Westlaw database identifier, which is the abbreviation you use to access a database on Westlaw, is shown in parentheses following a database name, e.g., the All U.S. Supreme Court Cases database (SCT).

Sections within each chapter are numbered consecutively. For example, you are currently reading Section 1.4, Conventions Used in This Manual, which is the fourth section of Chapter 1.

2 Getting Started

This chapter explains how to sign on to Westlaw Text, access online Help, and sign off from Westlaw. This chapter contains three sections.

Section 2.1. Signing On to Westlaw Text

Complete these steps to sign on to Westlaw Text:

1. Go to **text.westlaw.com**. Alternatively, go to **westlaw.com** and click **text.westlaw.com** at the bottom of the Westlaw sign-on page. The Westlaw Text sign-on page is displayed. (Click **Use a Secure Connection** if you want to access a secure Web site that encrypts your research session.)
2. Click **Sign on using OnePass Username and Password** to sign on using your username and password.

Note If you have not created a username and password, click **Register/Edit Username and Password** to display the Manage My OnePass Account page. Click **Create Account**, complete the registration form, and click **Create Account** when you are finished. You will receive a message confirming your registration.

If you already have created a username and password, type your username, password, and client identifier in the appropriate text boxes. (A client identifier should identify the research session to you. It is typically the name of a client or a file number.) Note that for security purposes, information that you type in the *Password* text box is represented by bullets. Therefore, you will not be able to use a screen reader to verify that you have typed your password correctly.

- Select the **Save this username and password** check box if you want your username and password automatically entered each time you sign on to Westlaw Text. Note that if you select this check box, anyone who uses your computer will be able to sign on to Westlaw Text with your password.
 - Select the **Save this username** check box if you want your username automatically entered each time you sign on to Westlaw Text.
3. Click **Go**. The Westlaw Text Home page is displayed.

Section 2.2. Accessing Online Help

To browse Help information for Westlaw Text, click **Help**, which is available at the top of every Westlaw Text page. To exit Help, use your browser's Back function.

Section 2.3. Signing Off from Westlaw Text

You should disconnect from Westlaw Text before exiting your browser. To disconnect from Westlaw Text, click **Sign Off** at the top of any page. The time you spent searching on Westlaw Text or the number of transactions you performed is displayed. To sign on to Westlaw Text again, click **Begin a New Westlaw Text Research Session**.

3 The Westlaw Text Home Page

The Home page provides links to common research tasks, services, and information. This chapter briefly describes five links on the Home page. This chapter contains one section.

1. The **Search** link. Click **Search** to access a database and retrieve documents using either the Natural Language or the Terms and Connectors search method. For more information about searching for documents, refer to Chapter 4.
2. The **Find a Document** link. Click **Find a Document** to retrieve a document using the Find service when you know its citation. You can also use Find to retrieve a case when you know the name of one or more parties to the case. For more information about using Find, refer to Chapter 10.
3. The **Check a Citation in KeyCite** link. Click **Check a Citation in KeyCite** to perform citation research. KeyCite is West's citation research service that allows you to track the history of a document and retrieve all citing references on Westlaw. For more information about using KeyCite, refer to Chapter 11.
4. The **Westlaw Directory** link. Click **Westlaw Directory** to access a list of all databases on Westlaw. For more information about using the Westlaw Directory, refer to Chapter 12.
5. The **Preferences** link. Click **Preferences** to customize several aspects of your research session, such as optimizing your document display for accessibility or modifying your document delivery settings. For more information about using the Preferences page, refer to Chapter 14.

In addition to the above five links, the Westlaw Text Home page also provides a link to online Help information (**Help**) and a link to sign off from Westlaw Text (**Sign Off**) at the top of the page (these links are also available at the top of every Westlaw Text page). In addition, West copyright information (**© 2010 Thomson Reuters**) is displayed at the bottom of the Westlaw Text Home page and all other Westlaw Text pages.

4 Searching for Documents

This chapter describes how to access a database or multiple databases, select a Westlaw search method, and enter your description or query at the Search page. This chapter contains one section.

To access the Search page, click **Search** at the Westlaw Text Home page. At the Search page, complete the following six steps:

1. Type up to 10 database identifiers, separated by commas or semicolons, in the *Database(s)* text box. Do not use a space to separate database identifiers that you type in the *Database(s)* text box. Alternatively, choose a database from the *Recent Databases* drop-down list or click **Westlaw Directory** to access a list of all databases on Westlaw.

Note that if you're not sure which database is right for your search, you can search the Westlaw Database List (IDEN) for databases that contain the information you need. At the Search page, type **iden** in the *Database(s)* text box and click **Next**. Natural Language is the default search method in IDEN. Type a description of the information you need, such as **california administrative code**, in the *Search for* text box. Click **Search**. A list of the databases most closely matching the concepts in your description is displayed. Click the number next to a database identifier to display a description of that database.

2. Click **Next**.
3. Click **Terms and Connectors** or **Natural Language**, depending on the type of search you want to perform. For more information about Westlaw search methods, refer to Chapter 5.
4. Type your Terms and Connectors query or Natural Language description in the *Search for* text box. Alternatively, choose a search from the *Recent Searches* drop-down list.
5. Choose a date restriction from the drop-down list. There are nine choices: **Unrestricted**, **Today**, **Last 30 days**, **Last 60 days**, **Last 90 days**, **Year-to-date**, **This year and last year**, **Last 3 years**, and **Last 10 years**.
6. Click **Search**. Your search result is displayed at the Result Cite List page. For more information about using the Result Cite List page, refer to Chapter 6. For more information about browsing your result, refer to Chapter 7.

5 Westlaw Search Methods

Westlaw offers two search methods: Natural Language and Terms and Connectors. The search method that is best for your needs is determined by several factors, such as the type of information you are looking for, your knowledge of the research issue, and your expertise in performing research on Westlaw.

Note Some databases provide a template that you can use to enter search terms.

This chapter provides detailed information on searching with Terms and Connectors and Natural Language. This chapter contains eight sections.

Section 5.1. Searching with Terms and Connectors

The Terms and Connectors search method allows you to enter a query consisting of key terms and connectors specifying the relationship between those terms. Use Terms and Connectors when you are searching for particular terms; searching for a particular document; or searching for all documents containing specific information, such as all opinions written by a particular judge or all newspaper articles that mention a specific company.

Formulate your query by choosing search terms significant to your issue and deciding which connectors to place between your terms. Consider using alternative terms such as synonyms and antonyms. To retrieve variations of terms, use the root expander (!) or the universal character (*). To retrieve a phrase, place quotation marks around the phrase. Plural and possessive forms are automatically retrieved.

Section 5.2. Searching for Phrases

To search for a phrase, place the phrase in quotation marks. For example, type “**negligence per se**”. Westlaw will retrieve documents that contain the search terms in the same order as they appear in the quotation marks.

Section 5.3. Searching for Compound Words

A compound word may appear as one word, as a hyphenated word, or as two separate words. If your search term is a compound word, use its hyphenated form to retrieve all variations. For example, **good-will** retrieves *goodwill*, *good will*, and *good-will*.

Section 5.4. Searching for Abbreviations

Abbreviations may appear with or without periods or spaces. To retrieve the various forms of an abbreviation, enter it with periods and without spaces. It is also a good practice to include in your query the phrase from which the abbreviation is derived. For example, type “**environmental protection agency**” e.p.a.

Section 5.5. Using the Root Expander

Use the root expander, i.e., the exclamation point, to retrieve words with variant endings. To retrieve all forms of a root term, place the root expander at the end of the term. For example, the search term

contribut! retrieves the following seven terms: *contribute, contributes, contributed, contributing, contributor, contributory, and contribution.*

Section 5.6. Using the Universal Character

Use the universal character, i.e., the asterisk, to represent one variable character. You can place the universal character anywhere in a term except at the beginning. When you place universal characters at the end of a term, you specify the maximum length of that term. For example, type **object***** to retrieve *object, objected, objecting, objection, and objective*, but not *objectionable*.

When you place a universal character in the middle of a term, you require that a character fill that position. For example, type **kn*w** to retrieve *know* and *knew*. You can combine universal characters and root expanders in one term, e.g., **dr*nk!** will retrieve terms such as *drink, drinks, drinking, drinkable, drinkability, drank, and drunk*.

Section 5.7. Using Connectors

Use connectors to specify the relationships that should exist between search terms in the documents you retrieve. The following six items describe commonly used connectors:

1. Use the AND connector (&) to search for documents containing both terms. For example, the query **whistle-blower & protection** requires that the terms *whistleblower, whistle-blower, or whistle blower* and *protection* appear in the document.
2. Use the OR connector, represented by a space, to search for alternative terms. For example, the query **attorney lawyer counsel** retrieves any document containing at least one of these terms.
3. Same paragraph connectors (/p, +p) require search terms to appear in the same paragraph in a document. For example, the query **"trade secret" /p misappropriat!** retrieves documents in which *trade secret* appears in the same paragraph with any form of the root *misappropriat*. Use a **+p** connector to require that the first term precede the second term within the same paragraph.
4. Same sentence connectors (/s, +s) require search terms to appear in the same sentence in a document. For example, the query **design! /s defect!** retrieves documents in which any form of the roots *design* and *defect* appear in the same sentence. Use a **+s** connector to require that the first term precede the second term within the same sentence.
5. Numerical connectors (/n, +n, where *n* is any number from 1 to 255) require search terms to appear within a specified number of terms of each other. For example, the query **attorney /5 fee** retrieves documents in which *attorney* appears within five terms or fewer of *fee*. Use a **+n** connector to require that the first term precede the second term by no more than the specified number of terms.
6. Use the BUT NOT connector (%) to exclude documents that contain certain terms. For example, to retrieve cases mentioning *multiple chemical sensitivity* while excluding cases with headnotes classified under West digest topic 413, Workers' Compensation, you could use the query **"multiple chemical sensitivity" % to(413)**.

Section 5.8. Searching with Natural Language

Use Natural Language when you are searching for broad concepts, you want to retrieve a small number of documents for review, or you are a new or infrequent Westlaw user.

The Natural Language search method allows you to use plain English to retrieve relevant documents. Enter a description of your issue and Westlaw will display the documents that best match the concepts

in your description. Westlaw identifies legal phrases in your description (such as *contributory negligence*, *fraudulent transfer*, and *tax evasion*), removes common terms (such as *is* and *for*), and generates variations of terms (such as *disqualified* and *disqualification* for *disqualify*).

To search for documents using Natural Language, formulate a description of your issue, using terms that describe its main concepts. An editorially created phrase list automatically recognizes certain phrases in your description and puts them inside quotation marks. You can also create phrases by manually enclosing terms in quotation marks. For example, if you would like to include the phrase *preferred provider organization* in your description, type **"preferred provider organization"**.

To add related terms to your description, type them in your description immediately following the concept to which they relate and enclose them in parentheses; e.g., type **"tree branch (limb) crossing property line (border boundary)**.

6 Your Search Result

This chapter describes how to use the Result Cite List page. This chapter contains four sections.

Section 6.1. The Result Cite List Page

After you run a search on Westlaw Text, your search result is displayed at the Result Cite List page.

The Result Cite List page includes search summary information at the top of the page, followed by a list of the documents in your result. Each document in the list is numbered.

The *Edit Search*, *Locate in Result*, and *Print/Deliver* links are available at the top and bottom of the page.

Section 6.2. Summary Information

Summary information at the top of the Result Cite List page includes your Terms and Connectors query or Natural Language description, the name of the database you searched, and the number of documents retrieved.

Section 6.3. The Result Cite List

To display the full text of a document, click its title, citation, or number in the list. Note that the maximum number of documents in the list that can be displayed on a page at one time is 100. When your search result includes more than 100 documents, links at the top and bottom of each page enable you to move to the next or previous page.

Where appropriate, a KeyCite status flag precedes the number of a document in the list. A KeyCite status flag (a red flag, a yellow flag, a blue H, or a green C) indicates that information for a document is available in KeyCite. Click the flag to display the KeyCite information. For more information about using KeyCite, refer to Chapter 11.

When you search using the Terms and Connectors search method, the documents you retrieve are ranked by age or publication, depending on the type of information you are searching. In age ranking, documents are presented in reverse chronological order. In databases containing cases from more than one court, eg., the All Federal Cases database (ALLFEDS), cases are ordered by court first and then by age. In publication ranking, documents are presented in the order in which they were published.

When you search using the Natural Language search method, the documents in your result are ranked according to how closely they match the concepts in your search. The document that has the greatest likelihood of matching the concepts in your description is displayed first.

Section 6.4. Links to Research Tools, Information, and Services

To edit your search, click **Edit Search** at the top or the bottom of the Result Cite List page. The Search page is displayed, at which you can revise your search.

To browse the documents in your search result for one or more terms, whether or not the terms appear in your original description or query, complete the following four steps:

1. Click **Locate in Result** at the top or bottom of the Result Cite List page. The Locate Search Terms page is displayed.

2. Type a Terms and Connectors query in the text box or choose a search from the *Recent Searches* drop-down list.
3. If desired, choose a date restriction from the *Select a date restriction* drop-down list: **Unrestricted**, **Today**, **Last 30 days**, **Last 60 days**, **Last 90 days**, **Year-to-date**, **This year and last year**, **Last 3 years**, or **Last 10 years**.

Note Click **Connectors/Expanders Reference List** for a description of Westlaw connectors.

4. Click **Locate**. A list of the documents in your search result that contain your Locate terms is displayed.

Note Click **Cancel Locate** to return to your original search result.

To print or deliver information in your search result, click **Print/Deliver** at the top or the bottom of the Result Cite List page. The Print/Deliver page is displayed, at which you can send information in your result to a destination you select, such as an e-mail address, an attached printer, or a fax machine. You can also download information to a file on your computer. For more information on printing and delivering, refer to Chapter 13.

Other links that are available at the top of the Result Cite List page include *Home*, which takes you to the Westlaw Text Home page; *Help*, which provides access to online Help information for Westlaw Text; and *Sign Off*, which enables you to sign off from Westlaw Text.

7 Browsing Documents

This chapter discusses different ways to browse the documents you retrieve on Westlaw Text. The browsing tools available depend on the search method you used to retrieve information and the type of documents you retrieved. Note that some browsing tools described in this section are displayed only if **Optimize for Accessibility** is selected at the Preferences page. (For more information about the Preferences page, see Chapter 14). This chapter contains 10 sections.

Section 7.1. Document Citation

When you retrieve a document, its citation is displayed at the top of the document.

Section 7.2. KeyCite Status Flag

Where appropriate, a KeyCite status flag precedes the document citation. A KeyCite status flag (a red flag, a yellow flag, a blue H, or a green C) indicates that information for a document is available in KeyCite. Click the flag to display the KeyCite information. For more information about using KeyCite, refer to Chapter 11.

Section 7.3. Browsing by Search Term

In a Terms and Connectors or a Natural Language search result, you can quickly review the documents you have retrieved by using **Term** arrows to browse the portions containing your search terms. Your search terms appear in the text in bold type.

Term arrows are available at the top and bottom of a document. Term arrows are available only if **Optimize for Accessibility** is selected at the Preferences page. Within document text, a left-facing arrow precedes each occurrence of a search term and a right-facing arrow follows the search term. Click an arrow to move to the next or previous occurrence of a search term. Note that if you are using a screen reader, the reader may not indicate the presence of a Term arrow by using the word *arrow*. Your screen reader may indicate the presence of a Term arrow by describing how clicking it will move you through the document, i.e., to the previous search term or to the next search term.

Section 7.4. Browsing by Best Section

In a Natural Language search result, the “best” portion of each document, i.e., the portion most closely matching your description, is shown in **bold** type. This feature is available only if **Optimize for Accessibility** is selected at the Preferences page. Click the **Best Section** arrows at the top or bottom of a document to display the “best” portion of each document.

Section 7.5. Browsing by Document

A message at the top and bottom of each document tells you the total number of documents in your search result and the number of the document that is currently displayed. For example, a sample message is **Doc 2 of 12**. Click a **Doc** arrow to move to the next or previous document in your search result.

Section 7.6. Browsing by Document Page

When a document doesn't fit on one Westlaw Text page, it may contain numerical links corresponding to specific pages. A Westlaw Text page displays as many as 10 numerical links at a time, as well as a link to the next set of 10 numerical links, and a link to the last page. The total number of pages in the document is indicated under the links. Click a number to move to that page.

Section 7.7. Browsing Case Law Documents by Headnote

West attorney-editors identify the legal issues in reported cases, classify each issue by topic and key number, and summarize each issue in a headnote. A headnote also shows the full classification hierarchy from the West Key Number System. On Westlaw, headnotes appear between the synopsis of the case and the text of the court's opinion.

Headnotes are numbered consecutively so you can use them as an index to the case. Click a headnote number, which is enclosed in brackets, to display the corresponding text in the opinion. Click the headnote number in the opinion to return to the headnote.

Section 7.8. Using Star Paging Information

Star Paging information allows you to cite print page references for the text displayed online without looking up the print reference. Star Paging references are usually displayed in **bold italic** type and are preceded by one or more asterisks, which enable you to determine the publication to which a particular page number belongs. For example, if you retrieve *Kirchmann v. Lake Elsinore Unified School District*, 100 Cal. Rptr. 2d 289, page references from both *California Reporter*, published by West, and *California Appellate Reports*, published by the state of California, are displayed online. Star Paging is available for many publications, including reporters in West's National Reporter System volumes, *United States Reports*, state reporters, *Federal Register*, all law reviews, *United States Statutes at Large*, and *Congressional Record*.

Section 7.9. Accessing Cited References

Hypertext links within the documents you retrieve allow you to jump from a citation in the document you are browsing to the full text of the cited document. Use your browser's Back function to return to the citing document. Links are also available for footnote references within a document.

Section 7.10. Images Within Documents

Some Westlaw databases contain images that can be displayed online, downloaded, or delivered to a destination such as a printer. Images available on Westlaw include black and white photographs, graphs, flow charts, and drawings. Images are often found in documents from databases containing patent and trademark information, case law, treatises, and the *Federal Register*.

Images within documents are not always displayed online when you access Westlaw Text. Instead, a message may be displayed within the text of a document indicating whether an image is available for offline print. The message also provides the dimensions of the image.

8 Searching Case Law Databases

This chapter describes West editorial enhancements and how you can use them to increase the efficiency and effectiveness of your research. This chapter contains nine sections.

When you search full-text case law databases, the documents you retrieve include the complete and accurate text of the court's decision, order, or ruling, along with many West editorial enhancements that help you identify relevant cases and evaluate their significance.

Section 8.1. West Document Fields in Case Law Documents

Almost all documents on Westlaw are composed of several parts called *fields*. Westlaw document fields can help you research case law documents more effectively.

For example, you can retrieve cases relevant to a particular legal issue by restricting your search to the concise summaries contained in the synopsis and digest fields. You can also retrieve cases dealing with specific legal issues by searching with a West topic and key number.

Westlaw document fields can also help you retrieve cases that you might otherwise miss. The synopsis, digest, topic, and headnote fields often contain terms that do not appear in the judicial opinion. For example, a judge writing an opinion in a case involving a disputed residential lease may refer to the parties as *lessor* and *lessee* rather than *landlord* and *tenant*. West attorney-editors may classify the case under the West digest topic Landlord and Tenant, or they may use the terms *landlord* and *tenant* in the case synopsis or headnotes. These editorial enhancements help you retrieve relevant cases even when your search terms differ from those used by the court.

The following 23 items provide brief descriptions of case law fields available on Westlaw. The order of the list reflects the order in which the field typically appears in a case law document on Westlaw. The name of a document field is followed by its abbreviation (in parentheses) and a definition.

1. Citation (ci). Unique references for citing to a specific case.
2. Prelim (pr). Docket number, date information, and full court name plus information in the panel and notes fields.
3. Title (ti). The formal name of a case and a complete description of all adverse parties.
4. Docket-number (dn). Docket number assigned to the case.
5. Synopsis (sy). A summary of the case, including the background and holdings, prepared by the publisher; it also includes a summary prepared by the court, if available.
6. Background (bg). A summary of the nature of the case and party designations.
7. Holding (hg). A summary of the major holdings of the case.
8. Topic (to). West editorial classifications, including the numbers and names of West digest topics and key number information.
9. Headnote (he). West editorial descriptions of legal rules and principles discussed in the case plus references to court rules and statutes.
10. Words-phrases (wp). Legal terms and phrases defined within headnotes.

11. Digest (di). The combined topic and headnote fields.
12. Attorney (at). Names of counsel.
13. Judge (ju). The name of the judge writing the lead opinion.
14. Panel (pa). Judges participating in the decision, when provided by the court.
15. West-codenotes (wcn). A list of statutes whose validity was affected by the case.
16. Opinions (op). Text of all opinions and names of the judges.
17. Full-text (ft). All information except publisher's synopsis and the digest field.
18. Lead (le). Text of the lead opinion, including majority and plurality opinions and opinions by equally divided courts.
19. Concurring (con). Text of concurring opinions or opinions that concur in part and dissent in part and names of the judges who wrote them.
20. Dissenting (dis). Text of dissenting opinions or opinions that concur in part and dissent in part and names of the judges who wrote them.
21. Notes (no). West's or other publisher's editorial notes.
22. Image (im). Images that are available for offline printing.
23. Court (co). An abbreviation for the court of decision.

Section 8.2. Restricting Your Search by Field

When you run a full-text search on Westlaw, all the fields in a document are searched automatically. Alternatively, you can restrict your search to one or more fields. To add a field restriction to your Terms and Connectors search, type the field abbreviation followed immediately by key terms in parentheses in the *Search for* text box. Remember to connect the field restriction to the rest of your search with the AND connector (&).

A few of the most commonly used case law field restrictions are discussed in more detail on the following pages.

Section 8.3. Synopsis Field

The synopsis field (sy) contains a summary of the case prepared by West attorney-editors. The synopsis is a single paragraph, which may sometimes be very long. A synopsis may include a review of the facts presented, the holding of the lower court, the full name of the lower court judge, the holding of the appellate court, the last name of the judge who authored the lead opinion, and the last names of judges who concurred or dissented. If the court writes an official summary of the case, it will be included in the synopsis field.

You can accomplish a number of specific search tasks by restricting your search to the synopsis field, such as retrieving cases in which a particular judge has been reversed or affirmed on appeal. For example, to retrieve cases in which Judge Matthew Kennelly, of the U.S. District Court for the Northern District of Illinois, was reversed on appeal, use the following Terms and Connectors query in the U.S. Court of Appeals for the Seventh Circuit Cases database (CTA7): **sy(matthew /2 kennelly & reversed)**.

Section 8.4. Topic Field

Each legal issue in a case published in West's National Reporter System is identified, summarized in a headnote, and assigned a West topic and key number. West attorney-editors classify the headnotes under as many topics and key numbers as apply. West topic and key numbers help you focus your research and enable you to easily move between Westlaw and West legal publications such as digests and reporters.

When researching on Westlaw, you can retrieve cases containing headnotes classified under a specific West digest topic by using a topic field (to) restriction. For instance, the field restriction **to(217)** will retrieve cases with headnotes classified under topic 217, Insurance. You can also search for several topics at once. For example, to retrieve cases that are classified under topic 124, Descent and Distribution, or topic 409, Wills, use the field restriction **to(124 409)**.

The topic field also contains the topic name, hierarchical classification information, the key number, the text of the key line for each key number, and the key number to which the headnote was formerly classified, if its classification has changed. Consequently, you can include terms that describe your issue in a topic field search.

For example, suppose you want to retrieve federal cases involving state residency as a factor in the tuition or fees charged by a college or university. You could access the Federal Education–Cases database (FED-CS) and enter a query using topic 81, Colleges and Universities, and search terms pertaining to your issue, such as **to(81 /p residen! /p tuition fee)**.

A topic and key number search does not require a field restriction. When you have identified a topic and key number associated with the legal issue or concept you are researching, you can run a search on Westlaw using that topic and key number to quickly retrieve cases involving the same legal issue or concept. For example, type **115k101** in a case law database to retrieve cases classified under topic 115, Damages, and key number 101, Expenses.

A list of West digest topics and their numerical equivalents is available in Appendix A of this manual.

Section 8.5. Headnote Field

West attorney-editors identify the legal issues in reported cases, classify each issue by topic and key number, and summarize each issue in a headnote. Each headnote is usually one sentence, though it is sometimes referred to as a headnote paragraph. Because the headnotes are succinct expressions of the legal issues raised by the interaction of the facts in a case and the rules of law, you can efficiently search for key terms in the headnote field (he). For example, you could access the All U.S. Supreme Court Cases database (SCT) and enter a query such as **he(right free! /5 travel)** to retrieve cases concerning the constitutional right to travel.

Section 8.6. Digest Field

The digest field (di) contains the information in the topic field plus the text of all headnotes in a case. The digest field for a document may contain several digest paragraphs. By restricting a search to the digest field, you may avoid retrieving cases containing irrelevant occurrences of your search terms, especially when your query contains frequently used terms. Because the digest field and the synopsis field contain editorial summaries of the issues in a case, searching both fields at the same time can be very effective.

For example, if you want to retrieve federal and state summary judgment decisions from the Fifth Circuit that involve retaliation against a whistle-blower, you could access the Fifth Circuit Federal and State Cases database (CTA5-ALL) and use the following Terms and Connectors query, restricting your search to the synopsis and digest fields: **sy,di(whistle-blow! /p retaliat! /p "summary judgment")**.

Section 8.7. Judge Field

On Westlaw, you can use the judge field (ju) to search for opinions authored by a particular judge. To search for cases in which a particular judge wrote the lead opinion, a concurring opinion, or a dissenting opinion, use the lead field (le), the concurring field (con), or the dissenting field (dis), respectively.

Section 8.8. Attorney Field

To retrieve cases in which a particular individual was attorney of record, search the attorney field (at). For example, to search for federal cases in which David Boies represented a party, access the All Federal Cases database (ALLFEDS) and enter a search such as **at(boies /3 david)**.

Section 8.9. Court Field

You can use the court field (co) to restrict your Westlaw search to cases issued by a particular court or courts. For example, to restrict your search to cases issued by the highest courts of all states, access the All State Cases database (ALLSTATES) and add **co(high)** to your query. To retrieve state court cases from California, Texas, New York, and the District of Columbia, access ALLSTATES and type **co(ca tx ny dc)**. To retrieve cases from the Second, Tenth, and Federal Circuits, access the U.S. Courts of Appeals Cases database (CTA) and type **co(2 10 cafed)**. Connect the court field restriction to your Terms and Connectors query with the AND connector (&).

Information that will help you search CTA and individual court of appeals databases is available in Appendix B of this manual.

Information that will help you search state case law and identify the federal circuit to which a state belongs is available in Appendix C of this manual.

9 Searching Legislative and Regulatory Databases

This chapter describes how you can use Westlaw to research a wide variety of legislative and regulatory databases. This chapter contains eight sections.

Westlaw databases offer federal and state legislative and regulatory materials; municipal materials from New York City; and an extensive collection of statutory and regulatory materials from foreign and international sources, including Canada, Australia, Hong Kong, the United Kingdom, and the European Union and its member countries.

You can search most Westlaw databases that contain legislative and regulatory materials using either the Terms and Connectors or the Natural Language search method. Refer to the Westlaw Directory for a complete, current list of databases, and check Scope for detailed coverage and currentness information for a particular database. For more information about using the Westlaw Directory and Scope, refer to Chapter 12.

KeyCite, the citation research service from West, can help you make sure that a statute or regulation is current. For more information on using KeyCite, refer to Chapter 11.

Section 9.1. Retrieving Current Materials

When you want to retrieve a current statute or regulation and you know its citation, use the Find service. When you retrieve a statute using the Find service, you retrieve the annotated document. For more information on using the Find service, refer to Chapter 10.

Section 9.2. Retrieving Historical Materials

When you want to retrieve a historical statute or regulation and you know its citation, access the appropriate database and search in the citation field. For example, if you want to retrieve the 1990 version of 20 U.S.C.A. § 1136, access the United States Code Annotated 1990 database (USCA90) and type the following Terms and Connectors query: `ci(20 +5 1136)`. The +5 instructs Westlaw to retrieve documents in which 20 precedes 1136 by five terms or fewer.

Section 9.3. West Annotated Statutes

Annotations to statutory text are created by West attorney-editors and provide important information that can help you understand and apply the statute. For example, the United States Code Annotated database (USCA) contains the text of federal statutes as published in the official *United States Code*. It also provides notes of cases and attorney general decisions; references to regulations and secondary sources; historical information about the enactment, amendment, revision, and repeal of statutory sections; and cross-references to other sections within the *Code*.

Use annotated statutes in the following situations:

1. You want to access detailed information regarding textual changes in a statute.
2. You want to browse summaries of cases and administrative decisions construing a statute.

3. You are looking for a term or phrase that may not be used in the statutory text itself, such as *lemon law*.

The identifier for an annotated individual state statutes database consists of the state's two-letter postal abbreviation plus the suffix -ST-ANN, e.g., NY-ST-ANN.

Section 9.4. Unannotated Statutes

Choose an unannotated statutes database when you are searching for specific language in statutory text. The identifier for an unannotated individual state statutes database consists of the state's two-letter postal abbreviation plus the suffix -ST, e.g., NY-ST.

Section 9.5. West Document Fields in Statutory Documents

The following 10 items provide brief descriptions of the statutory document fields available on Westlaw. The order of the list reflects the order in which the field typically appears in a document on Westlaw. The name of a document field is followed by its abbreviation in parentheses and a definition.

1. Citation (ci). Unique references for citing to a specific statute section.
2. Prelim (pr). Headings that precede the caption.
3. Caption (ca). Section number, followed by terms that describe the section's contents.
4. Text (te). Text of the section.
5. Words-phrases (wp). Legal terms and phrases defined within statutory text.
6. Substantive-doc (sd). A combination of the citation, prelim, caption, text, and credit fields.
7. Credit (cr). Statutory credits.
8. Historical-notes (hn). Historical notes for the section, including legislative and amendment notes.
9. References (re). References following the section, e.g., cross-references and law review commentaries (in annotated statutes only).
10. Annotations (an). Notes of decisions and attorney general opinions (in annotated statutes only).

Section 9.6. Restricting Your Search by Field

When you run a full-text search on Westlaw, all the fields in a document are searched automatically. Alternatively, you can restrict your search to one or more fields. To add a field restriction to your Terms and Connectors search, type the field abbreviation followed immediately by key terms in parentheses in the *Search for* text box. Remember to connect the field restriction to the rest of your search with the AND connector (&).

Two of the most commonly used statute field restrictions, the prelim field and the caption field, are discussed in more detail in the following sections.

Section 9.7. The Prelim Field

The prelim field (pr) contains the title, subtitle, chapter, and subchapter headings of each section. Restricting your search to the prelim field is useful when you are beginning your research because doing so helps you retrieve documents on a specific subject.

For example, to retrieve documents on hazardous waste in the Arizona Statutes–Annotated database (AZ-ST-ANN), you could restrict your Terms and Connectors query as follows: **pr(hazard! /p waste)**.

Section 9.8. The Caption Field

The caption field (ca) contains the section number followed by terms that describe the contents of the section. You can refine your search by combining caption and prelim field restrictions.

For example, you could modify the sample search regarding hazardous waste by including a caption field restriction that will retrieve statutory definitions of important terms, e.g., **pr,ca(hazard! /p waste & defin!)**.

10 Retrieving a Document by Citation or Title

This chapter explains how to use the Find service to retrieve a document. This chapter contains one section.

Use the Find service to quickly retrieve a document when you know its citation. You can also use the Find service to retrieve a case when you know the name of one or more parties. The Find service is available for many types of documents, including case law, statutes, regulations, administrative decisions, articles from publications such as law reviews and treatises, and materials published in foreign countries. You do not need to access a database to use Find.

To begin using the Find service, click **Find a Document** at the Westlaw Text Home page. Then complete the following three steps:

1. Type the citation of the document you want to retrieve in the *Find a citation* text box. For example, to retrieve the case *Friends of Boundary Waters Wilderness v. Dombeck*, 164 F.3d 1115, type **164 f3d 1115** in the *Find a citation* text box. Alternatively, type the party names in the *Party one* and *Party two* text boxes.
2. If you want to print your result as soon as it is retrieved, select the **and Print** check box.
3. Click **Go**.

Note that many documents on Westlaw (e.g., unreported cases) have a Westlaw citation. You can use Find to retrieve a document by entering its Westlaw citation. Each Westlaw citation has the following four parts:

1. The year of the decision.
2. The abbreviation *WL*.
3. A unique document number.
4. The jurisdiction in which the case was decided.

For example, to retrieve the unreported case that has the Westlaw citation 1995 WL 567369 (S.D.N.Y.), type **1995 wl 567369** in the *Find a citation* text box.

11 Performing Citation Research with KeyCite

Citation research helps you check the status of the law and expand your research. This chapter explains how to use KeyCite, the citation research service from West. This chapter contains 12 sections.

KeyCite provides the following seven types of information.

1. Direct appellate history of a case or administrative decision.
2. Negative citing references to a case or administrative decision.
3. Citations to cases, administrative materials, secondary sources, and briefs and other court documents on Westlaw that have cited a case, a statute, an administrative decision, a regulation, or a law review article.
4. Complete integration with the West Key Number System so that you can track legal issues discussed in a case.
5. Citations to session laws or rules amending or repealing a statute or regulation.
6. Citations to proposed legislation affecting a federal or state statute.
7. Patent status, litigation, prior art, and assignments.

Section 11.1. KeyCite Coverage

KeyCite covers every case in West's National Reporter System; more than 1 million unpublished cases; federal statutes and regulations; statutes from all 50 states; administrative decisions from selected state and federal agencies; regulations and administrative decisions from selected states; patents issued by the U.S. Patent and Trademark Office; *American Law Reports* (ALR) annotations; and articles from hundreds of law reviews.

Section 11.2. KeyCite Status Flags

KeyCite status flags are graphical elements. A KeyCite status flag indicates that information for a document is available in KeyCite. A KeyCite status flag is displayed, when appropriate, in the following three places on Westlaw Text:

1. In the header of a document.
2. Next to a document's citation in the result list on the Result Cite List page.
3. In a KeyCite history or citing references result.

The four KeyCite status flags are described in the four sections that follow.

Section 11.3. A Red Flag

In cases and administrative decisions, a red flag warns that the case or administrative decision is no longer good law for at least one of the points of law it contains.

In statutes and regulations, a red flag warns that the statute or regulation has been amended by a recent session law or rule, repealed, superseded, or held unconstitutional or preempted in whole or in part.

Section 11.4. A Yellow Flag

In cases and administrative decisions, a yellow flag warns that the case or administrative decision has some negative history, but has not been reversed or overruled.

In statutes and regulations, a yellow flag warns that a statute has been renumbered or transferred by a recent session law; that an uncodified session law or proposed legislation affecting the statute is available (statutes merely referenced, i.e., mentioned, are not marked with a yellow flag); that a notice or proposed rule affecting the regulation is available; that the statute or regulation was limited on constitutional or preemption grounds or its validity was otherwise called into doubt; or that a prior version of the statute or regulation received negative judicial treatment.

Section 11.5. A Blue H

In cases and administrative decisions, a blue H indicates that the case or administrative decision has some history.

Section 11.6. A Green C

In cases and administrative decisions, a green C indicates that the case or administrative decision has citing references but no direct history or negative citing references.

In statutes and regulations, a green C indicates that the statute or regulation has citing references but no applicable history.

Section 11.7. Accessing KeyCite

To access KeyCite information from the Westlaw Text Home page, complete the following four steps:

1. Click **Check a Citation in KeyCite**. The KeyCite page is displayed.
2. Type the citation of the document you want to check in the *Citation* text box.
3. From the *Result* drop-down list, choose the information you want to retrieve. The list contains the following three items: **Full History**, **Citing Reference**, **Negative Only**. The default selection is **Full History**.
4. Click **Go**. The KeyCite result is displayed.

Section 11.8. KeyCite Case History

KeyCite case history is divided into the following categories: Direct History, Negative Citing References, Related References, and Court Documents. Each of these categories is described below.

1. Direct History traces your case through the appellate process and includes both prior and subsequent history.
2. Negative Citing References lists cases outside the direct appellate line that may have a negative impact on the precedential value of your case.
3. Related References lists cases that involve the same parties and facts as your case, whether or not the legal issues are the same.

4. Court Documents lists underlying court documents such as pleadings and briefs filed in your case.

To display only the negative history of a case, click **Negative Only** at the top or bottom of the KeyCite full history result. Alternatively, choose **Negative Only** from the *Result* drop-down list after entering a citation at the KeyCite page.

Section 11.9. KeyCite Citing References to the Case

To retrieve a list of documents that cite the case, click **Citing References** at the top or bottom of the KeyCite history result. Alternatively, choose **Citing Reference** from the *Result* drop-down list after entering a citation at the KeyCite page.

To display the full text of a citing reference, click its name or number in the list. To return to the list of citing references, use your browser's Back function.

A KeyCite citing references result for a case lists all negative citing cases, followed by a list of other cases, administrative materials, secondary sources, and briefs and other court documents citing the case. Citing cases are organized by the depth of treatment they give the cited case; citing cases that discuss the case in depth are listed before cases that only briefly mention the case. Quotation marks indicate that the citing case directly quotes the cited case.

Section 11.10. KeyCite Depth of Treatment Stars

KeyCite depth of treatment stars are graphical elements that indicate the extent to which a citing case, administrative decision, or brief discusses the cited case.

1. Four stars. Examined. The citing case, administrative decision, or brief contains an extended discussion of the cited case, usually more than a printed page of text.
2. Three stars. Discussed. The citing case, administrative decision, or brief contains a substantial discussion of the cited case, usually more than a paragraph but less than a printed page.
3. Two stars. Cited. The citing case, administrative decision, or brief contains some discussion of the cited case, usually less than a paragraph.
4. One star. Mentioned. The citing case, administrative decision, or brief contains a brief reference to the cited case, usually in a string citation.

Section 11.11. KeyCite Statute History

Statute history lists cases that affect the validity of a statute plus legislative materials related to the statute.

Legislation affecting the statute is divided into the following six categories: Updating Documents, Proposed Legislation, Bill Drafts, Reports and Related Materials, Credits, and Historical and Statutory Notes. Each category is described below.

1. The Updating Documents category lists citations to session laws that have amended or repealed the section.
2. The Proposed Legislation category lists citations to proposed bills that reference the section.
3. The Bill Drafts category lists all drafts of bills proposed before the section was enacted into law.
4. The Reports and Related Materials category lists reports, journals, *Congressional Record* documents, presidential or executive messages, and testimony relevant to the section. It also lists

voting records for New York statutes.

5. The Credits category lists in chronological order citations to session laws that have enacted, amended, or renumbered the section.
6. The Historical and Statutory Notes category describes legislative changes affecting the section.

Section 11.12. KeyCite Citing References to the Statute

To retrieve a list of documents that cite the statute, click **Citing References** at the top or bottom of the KeyCite history result. Alternatively, choose **Citing Reference** from the *Result* drop-down list after entering a citation at the KeyCite page.

Documents citing the statute are listed in the order of the following 11 items:

1. Cases that have affected the validity of the section.
2. Proposed legislation.
3. Cases from *United States Code Annotated* and state statutes notes of decisions.
4. Cases on Westlaw that do not appear in notes of decisions.
5. Administrative decisions.
6. Administrative registers.
7. Secondary sources.
8. Court documents such as petitions and briefs.
9. Statutes and court rules.
10. Administrative codes.
11. 50-State Surveys.

If the list of citing references is large, it may be divided into parts. To display the full text of a citing reference, click its name or number in the list. To return to the list of citing references, use your browser's Back function.

12 Using the Westlaw Directory

This chapter explains how to use the Westlaw Directory, which lists all databases on Westlaw. This chapter contains four sections.

Section 12.1. Accessing the Directory

To access the directory, click **Westlaw Directory** at the Westlaw Text Home page. The Directory page is displayed, which lists the main directory headings.

Section 12.2. Directory Headings

There are 18 main headings in the directory. They are listed in the following order:

1. U.S. Federal Materials.
2. U.S. State Materials.
3. Tribal Materials.
4. International/Worldwide Materials.
5. Litigation.
6. Topical Materials by Area of Practice.
7. Business and News.
8. Dockets (Court Docket Information).
9. Public Information, Records, and Filings.
10. Law Reviews, Bar Journals, and Legal Periodicals.
11. Medical Litigator.
12. Forms, Treatises, CLEs, and Other Practice Material.
13. Legal News, Highlights, and Notable Trials.
14. Directories and Reference Materials.
15. Databases Listed by Provider.
16. ALR, American Jurisprudence, and Restatements of the Law.
17. WestlawPRO and Westlaw Libraries.
18. What's New and Customer Information.

To browse the directory, click a heading or subheading. For example, you might click **U.S. Federal Materials**, then **Federal Cases and Judicial Materials**, then **All Federal Cases Organized by Circuit of Origin**.

The listing of a database in the directory is provided in a standardized format. A link to the database Search page, which consists of the database name or a description of the database, is followed by the database identifier in parentheses. The final element in a database listing is the Scope icon, which you

can click to display detailed information about the database. For more information about Scope, refer to Section 12.4.

Section 12.3. Accessing a Database from the Directory

To access a database from the Westlaw Directory, click the database name or description. For example, click **5th Circuit** under the heading *All Federal Cases Organized by Circuit of Origin*, to access the Federal Judicial Circuit, Fifth Circuit Cases database (FED5-ALL). The FED5-ALL database contains reported and unreported case law documents from the U.S. Supreme Court; federal courts within the Fifth Circuit, including the U.S. Court of Appeals for the Fifth Circuit and U.S. district courts; and the Judicial Panel on Multidistrict Litigation.

Section 12.4. Using Scope to Access Information About a Database

Scope is a Westlaw feature that provides detailed information about a database or service, including search tips. To access Scope, click the **Scope** icon that is displayed next to the identifier of a database in the Westlaw Directory. The Scope icon is a graphical element consisting of a lowercase letter *i* set inside a circle.

To return to the directory from the displayed Scope information, use your browser's Back function.

13 Printing and Delivering Your Results

You can deliver information you retrieve on Westlaw Text to an e-mail address, an attached printer, or fax machine, or you can download information to a file on your computer. You can specify your print and delivery settings at the Preferences page. You can print and deliver information from the Print/Deliver page, which you can access by clicking **Print/Deliver** at the top or bottom of the Result Cite List page or a displayed document. This chapter explains how to use the tools that are available on Westlaw Text at the Print/Deliver page and the Preferences page. This chapter contains five sections.

Section 13.1. The Print/Deliver Page

The Print/Deliver page provides the following four links: **E-mail**, **Attached Printer**, **Download**, and **Fax Machine**. Each of these delivery destinations is described below.

Section 13.2. Sending Information to an E-Mail Address

To send information you retrieve to an e-mail address, complete the following four steps:

1. Click **E-mail** at the Print/Deliver page. The E-Mail Delivery page is displayed.
2. Type the e-mail address to which you want to send information in the *E-mail address* text box. To send information to multiple e-mail addresses, separate addresses with semicolons. Note that if you have previously specified a default e-mail address using preferences on Westlaw, that address will automatically be entered in the *E-mail address* text box on Westlaw Text.
3. Choose the material you want to e-mail from the *E-mail* drop-down list. For example, to e-mail the result list, choose **Citations List–Complete result**. To send the full text of all the documents in your result, choose **All Documents–Complete result**. The items in the drop-down list vary depending on the type of database you are searching, the result you have retrieved, and the type of document that is displayed when you access the Print/Deliver page.
4. Click **Go**. The E-Mail Confirmation page is displayed.

Section 13.3. Sending Information to an Attached Printer

To send information you retrieve to an attached printer, complete the following four steps:

1. Click **Attached Printer** at the Print/Deliver page. The Attached Printer Delivery page is displayed.
2. Choose the material you want to print from the *Print* drop-down list. For example, to print the first page of each document, choose **All Documents–First page**.
3. Click **Go**. Your browser's Print dialog box is displayed.
4. Click **Print**. The Print Confirmation page is displayed.

Section 13.4. Downloading Documents to Your Computer

To download information you retrieve to a file on your computer, complete the following eight steps.

Note The steps in this section may vary depending on your specific browser version.

1. Click **Download** at the Print/Deliver page. The Download Delivery page is displayed.

2. Choose the material you want to deliver from the *Download* drop-down list. For example, to download the full text of the document you are viewing, choose **Current Document–Complete result**. The items in the drop-down list vary depending on the type of database you are searching, the results you have retrieved, and the type of document that is displayed when you access the Print/Deliver page.
3. Click **Go**. A new browser window is opened.
4. Click **Complete Download**. The File Download box is displayed.
5. Click **Save**. The Save As dialog box is displayed.
6. Select the location where you want your file saved and type a name for your file in the *File name* text box.
7. Click **Save**. The Download Complete dialog box is displayed.
8. Click **Close**. The Download Confirmation page is displayed.

Section 13.5. Sending Documents to a Fax Machine

To send information you retrieve to a fax machine, complete the following seven steps:

1. Click **Fax Machine** at the Print/Deliver page. The Fax Machine Delivery page is displayed.
2. Type the fax number in the *Fax Number* text boxes. Note that if you have previously specified a default fax number using preferences in Westlaw, that number will automatically be entered in the *Fax Number* text boxes on Westlaw Text.
3. Type the recipient's name in the *To* text box.
4. Type the sender's name in the *From* text box.
5. Type a brief description of the subject in the *RE* text box.
6. Choose the material you want to fax from the *Fax* drop-down list. For example, to fax the full text of all the documents in your result, select **All Documents–Complete result**.
7. Click **Go**. The Fax Confirmation page is displayed.

14 The Preferences Page

This chapter describes how to use the Westlaw Text Preferences page, which enables you to customize your default print and delivery settings. This chapter contains five sections.

Section 14.1. Accessing the Preferences Page

To access the Preferences page, click **Preferences** at the Westlaw Text Home page. Note that when you sign on to Westlaw Text and change settings using Preferences, you also change your settings for Westlaw. The settings available to you may vary depending on your hardware, the types of documents you retrieve, and the Westlaw search method you use.

A check box at the Preferences page enables you to optimize the Westlaw Text interface for use with assistive technologies. Select the **Optimize for Accessibility** check box. Selecting this check box enables such features as Term and Best arrows within documents.

Links at the Preferences page enable you to specify default settings for each delivery destination. Alternatively, click **Print/Deliver Preferences** at a delivery destination page. For example, you can access the Preferences page for e-mail delivery settings by clicking **Print/Deliver Preferences** at the E-Mail Delivery page.

Three categories of settings are available for each delivery destination.

1. Time of delivery. (Not available for Download.)
2. Column style.
3. Document file format. (Not available for Fax.)

Each category is described below.

Section 14.2. Time of Delivery

There are two settings for the time of delivery. They are *Now* and *At Sign Off*. If you choose **Now**, documents are delivered immediately. If you choose **At Sign Off**, documents are delivered after you sign off from Westlaw Text.

Section 14.3. Column Style

There are two column-style formats. They are dual-column format and single-column format. Each format is described below.

1. Dual-column format. Your documents are delivered in a format similar to how they appear in the print publication. Case law documents are printed in two columns, similar to a page in a West reporter. Statute documents are printed in one column.
2. Single-column format. Your documents are delivered in a single full-page column.

Section 14.4. Document File Format

Six file formats may be available to you: Microsoft Word, Corel WordPerfect, HTML, plain text, PDF (Adobe Acrobat Reader required), and RTF (Rich Text Format). You can download Adobe Reader by

clicking **Get Adobe Reader** at the Preferences page or by visiting the Adobe Web site at www.adobe.com.

Section 14.5. Specifying Print and Delivery Settings for Particular Destinations

To specify print and delivery settings for a particular destination, access the Preferences page. If necessary, click the link for the delivery destination for which you want to specify settings: **E-Mail**, **Attached Printer**, **Download**, or **Fax**. Then complete the following four steps:

1. Choose the time of delivery from the *Time of delivery* drop-down list. (Not available for Download.)
2. Choose the desired column style from the *Column Style* drop-down list.
3. Choose the document file format from the *[Delivery option] Format* text box. (Not available for Fax.)
4. Click **Save Changes**.

Appendix A: West Digest Topics and Their Numerical Designations

This appendix contains information that will help you search case law databases using West digest topics. This appendix contains one section.

The West Key Number System is based on a comprehensive list of legal topics. Each legal topic is subdivided into issues, and each issue is assigned a digest classification number called a key number. As the law evolves, new topics and key numbers are added and existing topics and key numbers are modified or discontinued.

The current complete list of West topics and corresponding topic numbers is provided below.

1	Abandoned and Lost Property	25	Alteration of Instruments	48A	Automobiles
2	Abatement and Revival	25T	Alternative Dispute Resolution	48B	Aviation
4	Abortion and Birth Control	26	Ambassadors and Consuls	49	Bail
5	Absentees	27	Amicus Curiae	50	Bailment
6	Abstracts of Title	28	Animals	51	Bankruptcy
7	Accession	29	Annuities	52	Banks and Banking
8	Accord and Satisfaction	29T	Antitrust and Trade Regulation	54	Beneficial Associations
9	Account	30	Appeal and Error	55	Bigamy
10	Account, Action on	31	Appearance	56	Bills and Notes
11	Account Stated	34	Armed Services	58	Bonds
11A	Accountants	35	Arrest	59	Boundaries
12	Acknowledgment	36	Arson	60	Bounties
13	Action	37	Assault and Battery	61	Breach of Marriage Promise
14	Action on the Case	38	Assignments	63	Bribery
15	Adjoining Landowners	40	Assistance, Writ of	64	Bridges
15A	Administrative Law and Procedure	41	Associations	65	Brokers
16	Admiralty	42	Assumpsit, Action of	66	Building and Loan Associations
17	Adoption	43	Asylums and Assisted Living Facilities	67	Burglary
18	Adulteration	44	Attachment	69	Cancellation of Instruments
19	Adultery	45	Attorney and Client	70	Carriers
20	Adverse Possession	46	Attorney General	71	Cemeteries
21	Affidavits	47	Auctions and Auctioneers	72	Census
23	Agriculture	48	Audita Querela	73	Certiorari
24	Aliens, Immigration, and Citizenship			74	Champerty and Maintenance

75	Charities	107	Covenant, Action of	149	Entry, Writ of
76	Chattel Mortgages	108	Covenants	149E	Environmental Law
76A	Chemical Dependents	108A	Credit Reporting Agencies	150	Equity
76D	Child Custody			151	Escape
76E	Child Support	110	Criminal Law	152	Escheat
76H	Children Out-of-Wedlock	111	Crops	154	Estates in Property
78	Civil Rights	113	Customs and Usages	156	Estoppel
79	Clerks of Courts	114	Customs Duties	157	Evidence
80	Clubs	115	Damages	158	Exceptions, Bill of
81	Colleges and Universities	116	Dead Bodies	159	Exchange of Property
82	Collision	117	Death	160	Exchanges
83	Commerce	117G	Debt, Action of	161	Execution
83H	Commodity Futures Trading Regulation	117T	Debtor and Creditor	162	Executors and Administrators
84	Common Lands	118A	Declaratory Judgment	163	Exemptions
85	Common Law	119	Dedication	164	Explosives
88	Compounding Offenses	120	Deeds	165	Extortion and Threats
89	Compromise and Settlement	122A	Deposits and Escrows	166	Extradition and Detainers
89A	Condominium	123	Deposits in Court	167	Factors
90	Confusion of Goods	124	Descent and Distribution	168	False Imprisonment
91	Conspiracy	125	Detectives and Security Guards	169	False Personation
92	Constitutional Law	126	Detinue	170	False Pretenses
92B	Consumer Credit	129	Disorderly Conduct	170A	Federal Civil Procedure
93	Contempt	130	Disorderly House	170B	Federal Courts
95	Contracts	131	District and Prosecuting Attorneys	171	Fences
96	Contribution	132	District of Columbia	172	Ferries
96H	Controlled Substances	133	Disturbance of Public Assemblage	174	Fines
97	Conversion	134	Divorce	175	Fires
98	Convicts	135	Domicile	176	Fish
99	Copyrights and Intellectual Property	135H	Double Jeopardy	177	Fixtures
100	Coroners	136	Dower and Curtesy	178	Food
101	Corporations	141	Easements	179	Forcible Entry and Detainer
102	Costs	142	Ejectment	180	Forfeitures
103	Counterfeiting	143	Election of Remedies	181	Forgery
104	Counties	144	Elections	183	Franchises
105	Court Commissioners	145	Electricity	184	Fraud
106	Courts	146	Embezzlement	185	Frauds, Statute of
		148	Eminent Domain	186	Fraudulent Conveyances

187	Game	227	Judges	273	Neutrality Laws
188	Gaming	228	Judgment	274	Newspapers
189	Garnishment	229	Judicial Sales	275	New Trial
190	Gas	230	Jury	276	Notaries
191	Gifts	231	Justices of the Peace	277	Notice
192	Good Will	231E	Kidnapping	278	Novation
193	Grand Jury	231H	Labor and Employment	279	Nuisance
195	Guaranty	233	Landlord and Tenant	280	Oath
196	Guardian and Ward	234	Larceny	281	Obscenity
197	Habeas Corpus	236	Lewdness	282	Obstructing Justice
198	Hawkers and Peddlers	237	Libel and Slander	283	Officers and Public Employees
198H	Health	238	Licenses	284	Pardon and Parole
200	Highways	239	Liens	285	Parent and Child
201	Holidays	240	Life Estates	286	Parliamentary Law
202	Homestead	241	Limitation of Actions	287	Parties
203	Homicide	241E	Limited Liability Companies	288	Partition
205	Husband and Wife	242	Lis Pendens	289	Partnership
205H	Implied and Constructive Contracts	245	Logs and Logging	290	Party Walls
206	Improvements	246	Lost Instruments	291	Patents
207	Incest	247	Lotteries	292	Paupers
208	Indemnity	248	Malicious Mischief	294	Payment
209	Indians	249	Malicious Prosecution	295	Penalties
210	Indictment and Information	250	Mandamus	296	Pensions
211	Infants	251	Manufactures	297	Perjury
212	Injunction	252	Maritime Liens	298	Perpetuities
213	Innkeepers	253	Marriage	300	Pilots
216	Inspection	256	Mayhem	302	Pleading
217	Insurance	257	Mechanics' Liens	303	Pledges
218	Insurrection and Seditious	257A	Mental Health	305	Possessory Warrant
219	Interest	258A	Military Justice	306	Postal Service
220	Internal Revenue	259	Militia	307	Powers
221	International Law	260	Mines and Minerals	307A	Pretrial Procedure
222	Interpleader	265	Monopolies	308	Principal and Agent
223	Intoxicating Liquors	266	Mortgages	309	Principal and Surety
224	Joint Adventures	267	Motions	310	Prisons
225	Joint-Stock Companies and Business Trusts	268	Municipal Corporations	311	Private Roads
226	Joint Tenancy	269	Names	311H	Privileged Communications and Confidentiality
		271	Ne Exeat		
		272	Negligence	313	Process

313A	Products Liability	345	Schools	380	Towage
314	Prohibition	346	Scire Facias	381	Towns
315	Property	347	Seals	382T	Trademarks
315H	Prostitution	348	Seamen	384	Treason
315P	Protection of Endangered Persons	349	Searches and Seizures	385	Treaties
315T	Public Amusement and Entertainment	349A	Secured Transactions	386	Trespass
316A	Public Contracts	349B	Securities Regulation	387	Trespass to Try Title
317	Public Lands	350	Seduction	388	Trial
317A	Public Utilities	350H	Sentencing and Punishment	389	Trover and Conversion
318	Quieting Title	351	Sequestration	390	Trusts
319	Quo Warranto	352	Set-Off and Counterclaim	391	Turnpikes and Toll Roads
319H	Racketeer Influenced and Corrupt Organizations	353	Sheriffs and Constables	392	Undertakings
320	Railroads	354	Shipping	392T	Unemployment Compensation
321	Rape	355	Signatures	393	United States
322	Real Actions	356	Slaves	394	United States Magistrates
323	Receivers	356A	Social Security and Public Welfare	395	United States Marshals
324	Receiving Stolen Goods	357	Sodomy	396	Unlawful Assembly
325	Recognizances	358	Specific Performance	396A	Urban Railroads
326	Records	359	Spendthrifts	398	Usury
327	Reference	360	States	399	Vagrancy
328	Reformation of Instruments	361	Statutes	400	Vendor and Purchaser
330	Registers of Deeds	362	Steam	401	Venue
331	Release	363	Stipulations	402	War and National Emergency
332	Religious Societies	365	Submission of Controversy	403	Warehousemen
333	Remainders	366	Subrogation	404	Waste
334	Removal of Cases	367	Subscriptions	405	Water Law
335	Replevin	368	Suicide	406	Weapons
336	Reports	369	Sunday	407	Weights and Measures
337	Rescue	370	Supersedeas	408	Wharves
338	Reversions	371	Taxation	409	Wills
339	Review	372	Telecommunications	410	Witnesses
340	Rewards	373	Tenancy in Common	411	Woods and Forests
341	Riot	374	Tender	413	Workers' Compensation
342	Robbery	375	Territories	414	Zoning and Planning
343	Sales	378	Time	450	Merit Systems Protection
344	Salvage	379	Torts		

Appendix B: Federal Courts of Appeals Information

This appendix provides information that will help you search case law materials from the federal courts of appeals. This appendix contains 13 sections.

To retrieve cases from all circuits, access the U.S. Courts of Appeals Cases database (CTA).

To retrieve cases from more than one circuit, but not all circuits, access the CTA database and add a court field (co) restriction to your search. For example, to retrieve cases from the Second, Tenth, and Federal Circuits, type **co(2 10 cafed)**.

In the alternative, you can search up to 10 databases at a time by entering their database identifiers, separated by commas, in the *Database(s)* text box. For example, to search Sixth and Seventh Circuit cases, click **Search** at the Westlaw Text Home page and type **cta6, cta7** in the *Database(s)* text box. Then click **Next**.

To retrieve cases from a particular circuit, access the database for that circuit and type your search.

Section B.1. First Circuit

The First Circuit includes Maine, Massachusetts, New Hampshire, Puerto Rico, and Rhode Island. The database identifier of the individual Westlaw database for the First Circuit is CTA1. When you are searching the CTA database and you want to add a court field restriction for the First Circuit to your search, use **co(1)**.

Section B.2. Second Circuit

The Second Circuit includes Connecticut, New York, and Vermont. The database identifier of the individual Westlaw database for the Second Circuit is CTA2. When you want to add a court field restriction for the Second Circuit to your search, use **co(2)**.

Section B.3. Third Circuit

The Third Circuit includes Delaware, New Jersey, Pennsylvania, and the Virgin Islands. The database identifier of the individual Westlaw database for the Third Circuit is CTA3. When you want to add a court field restriction for the Third Circuit to your search, use **co(3)**.

Section B.4. Fourth Circuit

The Fourth Circuit includes Maryland, North Carolina, South Carolina, Virginia, and West Virginia. The database identifier of the individual Westlaw database for the Fourth Circuit is CTA4. When you want to add a court field restriction for the Fourth Circuit to your search, use **co(4)**.

Section B.5. Fifth Circuit

The Fifth Circuit includes Louisiana, Mississippi, Texas, and the former Canal Zone judicial district. The database identifier of the individual Westlaw database for the Fifth Circuit is CTA5. When you want to add a court field restriction for the Fifth Circuit to your search, use **co(5)**.

Section B.6. Sixth Circuit

The Sixth Circuit includes Kentucky, Michigan, Ohio, and Tennessee. The database identifier of the individual Westlaw database for the Sixth Circuit is CTA6. When you want to add a court field restriction for the Sixth Circuit to your search, use **co(6)**.

Section B.7. Seventh Circuit

The Seventh Circuit includes Illinois, Indiana, and Wisconsin. The database identifier of the individual Westlaw database for the Seventh Circuit is CTA7. When you want to add a court field restriction for the Seventh Circuit to your search, use **co(7)**.

Section B.8. Eighth Circuit

The Eighth Circuit includes Arkansas, Iowa, Minnesota, Missouri, Nebraska, North Dakota, and South Dakota. The database identifier of the individual Westlaw database for the Eighth Circuit is CTA8. When you want to add a court field restriction for the Eighth Circuit to your search, use **co(8)**.

Section B.9. Ninth Circuit

The Ninth Circuit includes Alaska, Arizona, California, Guam, Hawaii, Idaho, Montana, Nevada, the Northern Mariana Islands, Oregon, and Washington. The database identifier of the individual Westlaw database for the Ninth Circuit is CTA9. When you want to add a court field restriction for the Ninth Circuit to your search, use **co(9)**.

Section B.10. Tenth Circuit

The Tenth Circuit includes Colorado, Kansas, New Mexico, Oklahoma, Utah, and Wyoming. The database identifier of the individual Westlaw database for the Tenth Circuit is CTA10. When you want to add a court field restriction for the Tenth Circuit to your search, use **co(10)**.

Section B.11. Eleventh Circuit

The Eleventh Circuit includes Alabama, Florida, and Georgia. The database identifier of the individual Westlaw database for the Eleventh Circuit is CTA11. When you want to add a court field restriction for the Eleventh Circuit to your search, use **co(11)**.

Section B.12. District of Columbia Circuit

The database identifier of the individual Westlaw database for the District of Columbia circuit is CTADC. When you want to add a court field restriction for the District of Columbia Circuit to your search, use **co(cadc)**.

Section B.13. Federal Circuit

The database identifier of the individual Westlaw database for the Federal Circuit is CTAf. When you want to add a court field restriction for the Federal Circuit to your search, use **co(cafed)**.

Appendix C: State Court Information

This appendix provides information that will help you search state case law and identify the federal circuit to which a state belongs. This appendix contains one section.

The identifier for an individual state case law database consists of the state's two-letter postal abbreviation plus the suffix -CS, e.g., NY-CS.

To search all state and federal cases authoritative in a state, including state court decisions, federal district courts from the state, the authoritative federal court of appeals, and the United States Supreme Court, search the Individual State State and Federal Cases database (XX-CS-ALL), where XX represents a state's two-letter postal abbreviation, e.g., NY-CS-ALL.

To retrieve cases from more than one state, but not all states, access a multistate state case law database such as ALLSTATES and add a court field (co) restriction to your search. For example, to retrieve state court cases from California, Texas, Florida, and New York, type **co(ca tx fl ny)**.

In the alternative, you can search up to 10 databases at a time by entering their database identifiers, separated by commas, in the *Database(s)* text box. For example, to search New Jersey and New York cases, click **Search** at the Westlaw Text Home page and type **nj-cs, ny-cs** in the *Database(s)* text box. Then click **Next**.

Database identifiers for databases containing state case law documents corresponding to the material published in West's regional case reporters consist of the regional reporter abbreviation. For example, the database identifier for the database containing documents corresponding to the material published in the *Pacific Reporter* is PAC.

The following list is organized alphabetically. The name of a state is followed by its postal abbreviation, the abbreviation of the regional reporter in which case law from the state is published, and the abbreviation of the federal circuit to which a state belongs.

Alabama. Postal abbreviation AL. Regional reporter SO. Federal circuit 11th.

Alaska. Postal abbreviation AK. Regional reporter PAC. Federal circuit 9th.

Arizona. Postal abbreviation AZ. Regional reporter PAC. Federal circuit 9th.

Arkansas. Postal abbreviation AR. Regional reporter SW. Federal circuit 8th.

California. Postal abbreviation CA. Regional reporter PAC. Federal circuit 9th.

Colorado. Postal abbreviation CO. Regional reporter PAC. Federal circuit 10th.

Connecticut. Postal abbreviation CT. Regional reporter ATL. Federal circuit 2nd.

Delaware. Postal abbreviation DE. Regional reporter ATL. Federal circuit 3rd.

District of Columbia. Postal abbreviation DC. Regional reporter ATL. Federal circuit D.C.

Florida. Postal abbreviation FL. Regional reporter SO. Federal circuit 11th.

Georgia. Postal abbreviation GA. Regional reporter SE. Federal circuit 11th.

Hawaii. Postal abbreviation HI. Regional reporter PAC. Federal circuit 9th.

Idaho. Postal abbreviation ID. Regional reporter PAC. Federal circuit 9th.

Illinois. Postal abbreviation IL. Regional reporter NE. Federal circuit 7th.
Indiana. Postal abbreviation IN. Regional reporter NE. Federal circuit 7th.
Iowa. Postal abbreviation IA. Regional reporter NW. Federal circuit 8th.
Kansas. Postal abbreviation KS. Regional reporter PAC. Federal circuit 10th.
Kentucky. Postal abbreviation KY. Regional reporter SW. Federal circuit 6th.
Louisiana. Postal abbreviation LA. Regional reporter SO. Federal circuit 5th.
Maine. Postal abbreviation ME. Regional reporter ATL. Federal circuit 1st.
Maryland. Postal abbreviation MD. Regional reporter ATL. Federal circuit 4th.
Massachusetts. Postal abbreviation MA. Regional reporter NE. Federal circuit 1st.
Michigan. Postal abbreviation MI. Regional reporter NW. Federal circuit 6th.
Minnesota. Postal abbreviation MN. Regional reporter NW. Federal circuit 8th.
Mississippi. Postal abbreviation MS. Regional reporter SO. Federal circuit 5th.
Missouri. Postal abbreviation MO. Regional reporter SW. Federal circuit 8th.
Montana. Postal abbreviation MT. Regional reporter PAC. Federal circuit 9th.
Nebraska. Postal abbreviation NE. Regional reporter NW. Federal circuit 8th.
Nevada. Postal abbreviation NV. Regional reporter PAC. Federal circuit 9th.
New Hampshire. Postal abbreviation NH. Regional reporter ATL. Federal circuit 1st.
New Jersey. Postal abbreviation NJ. Regional reporter ATL. Federal circuit 3rd.
New Mexico. Postal abbreviation NM. Regional reporter PAC. Federal circuit 10th.
New York. Postal abbreviation NY. Regional reporter NE. Federal circuit 2nd.
North Carolina. Postal abbreviation NC. Regional reporter SE. Federal circuit 4th.
North Dakota. Postal abbreviation ND. Regional reporter NW. Federal circuit 8th.
Ohio. Postal abbreviation OH. Regional reporter NE. Federal circuit 6th.
Oklahoma. Postal abbreviation OK. Regional reporter PAC. Federal circuit 10th.
Oregon. Postal abbreviation OR. Regional reporter PAC. Federal circuit 9th.
Pennsylvania. Postal abbreviation PA. Regional reporter ATL. Federal circuit 3rd.
Rhode Island. Postal abbreviation RI. Regional reporter ATL. Federal circuit 1st.
South Carolina. Postal abbreviation SC. Regional reporter SE. Federal circuit 4th.
South Dakota. Postal abbreviation SD. Regional reporter NW. Federal circuit 8th.
Tennessee. Postal abbreviation TN. Regional reporter SW. Federal circuit 6th.
Texas. Postal abbreviation TX. Regional reporter SW. Federal circuit 5th.
Utah. Postal abbreviation UT. Regional reporter PAC. Federal circuit 10th.
Vermont. Postal abbreviation VT. Regional reporter ATL. Federal circuit 2nd.
Virginia. Postal abbreviation VA. Regional reporter SE. Federal circuit 4th.
Washington. Postal abbreviation WA. Regional reporter PAC. Federal circuit 9th.

West Virginia. Postal abbreviation WV. Regional reporter SE. Federal circuit 4th.

Wisconsin. Postal abbreviation WI. Regional reporter NW. Federal circuit 7th.

Wyoming. Postal abbreviation WY. Regional reporter PAC. Federal circuit 10th.

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