

Using WestCheck.com

WestCheck.com is West's citation research application on the Web that automatically extracts citations from a legal document or a citations list you create manually. WestCheck.com makes WestCheck® available to anyone with Internet access.

You can check your citations in KeyCite®, create a Cited Decisions list of cases cited by your case, use QuoteRight to verify the accuracy of quotations in your document, and use the Find service to retrieve the documents on Westlaw®. This can be important when—sometimes at the eleventh hour—you need to verify that all the citations in a lengthy memorandum are correct and that the cited authorities are good law. In addition, WestCheck.com features an improved report display with a navigational index, summary and detail report sections, KeyCite status flags, depth of treatment stars, and KeyCite quotation marks.

Access WestCheck.com at <https://westcheck.com>.

Requirements

- Microsoft® Internet Explorer® 6.0 or later
- Microsoft Word Office 2010, 2007, 2003, 2002, or 2000
- Corel® WordPerfect® X5, WordPerfect X4 (Service Pack 1), WordPerfect X3, WordPerfect 12 (Service Pack 2), WordPerfect 11 (Service Pack 1), or WordPerfect 10 (Service Pack 3)

Creating a Citations List

You can create a citations list in WestCheck.com by extracting citations from a document, by manually typing citations, or by pasting copied text from a legal document, preferably the table of authorities.

BY EXTRACTING CITATIONS FROM A DOCUMENT

1. Access WestCheck.com at <https://westcheck.com>.
2. At the Westlaw sign-on page, type your Westlaw password and a client identifier in the text boxes and click **Sign On**. Or, click **Username and Password** to sign on using your OnePass account.
3. At the WestCheck.com home page, select **Extract citation(s) from a document** (see Figure 1).
4. Click **Browse** to select the document from which you want to extract citations.
A Choose file dialog box is displayed.
5. Select the document from which you want to extract citations, then click **Open**.
6. Click **Next**.

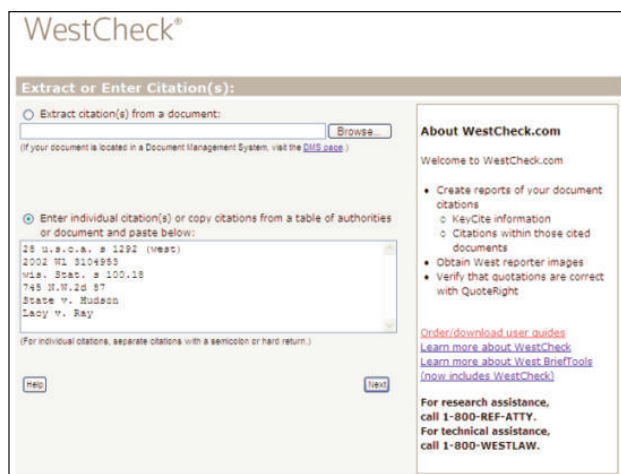


Figure 1. WestCheck.com home page

For assistance using WestCheck.com, call
1-800-WESTLAW
(1-800-937-8529).

For free reference materials, visit
west.thomson.com
[/westlaw/guides](https://west.thomson.com/westlaw/guides).

WestCheck automatically extracts the citations from your document to create a citations list, which is displayed in the left frame (see Figure 3 on page 2).

BY TYPING CITATIONS OR BY PASTING COPIED TEXT FROM A DOCUMENT

You can also create a citations list by typing your citations or by copying and pasting text from your legal document to WestCheck.com. If your document is located in a document management system (DMS), copy and paste text from your DMS document (e.g., a table of authorities) to create a citations list.

Note If you have footnotes in your document, copy and paste the footnotes separately from the document text.

1. At the WestCheck.com home page, select **Enter individual citation(s)** or **copy citations from a table of authorities or document and paste below**.
2. Type the citations or paste copied citations or text in the text box (see Figure 2).
3. Click **Next**.
4. WestCheck.com automatically extracts the citations from your document to create a citations list, which is displayed in the left frame (see Figure 3).

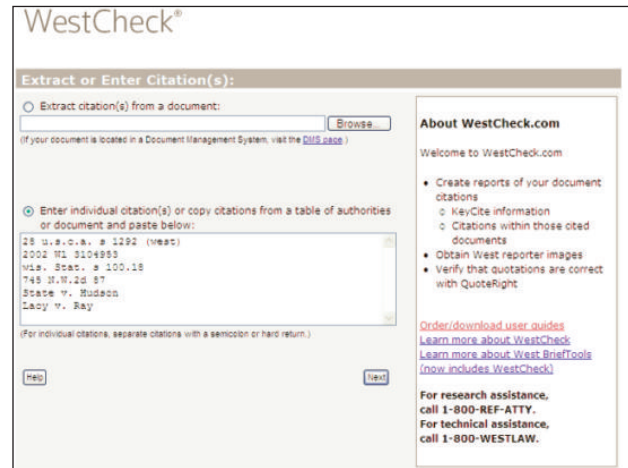


Figure 2. WestCheck.com home page showing a pasted table of authorities

Note Separate multiple citations with a hard return or a semicolon.

To add a citation to the list, click **Add Citation**, type the new citation and a title in the displayed text boxes, and click **Add**.

Invalid citations are highlighted in pink and preceded by a question mark icon (?). The symbol will remain until the citation is corrected and WestCheck is run again or the correct citation is added to the list.

Nonunique citations are highlighted in yellow and require you to identify the correct citation.

To view a list of quotations extracted from your document, click **Browse Quotes**.

Quickly locate a citation in your document by selecting it within the citations list.

Figure 3. Citations list

Checking a Citations List and Creating a Report

You can check your citations in WestCheck using the KeyCite, Find, QuoteRight, and Cited Decisions services and then create an online or offline report.

1. To check individual citations in the citations list, select the check box next to each citation under the service in which you want to check the citation. To check the entire citations list in the same service or services, select the check box under the column heading (e.g., *KeyCite*). See Figure 3 on page 2.

Note To exclude a citation from being checked, clear the check box preceding the citation you want to exclude.

2. To apply a preset service to the citations in your list (e.g., *KeyCite History*), choose a preset service from the drop-down list at the top of the citations list. For more information on setting up your preset services, see chapter 4, “Customizing WestCheck.com” in the *WestCheck.com User Manual*.

3. Click **Run WestCheck**. The WestCheck Delivery dialog box is displayed (see Figure 4).

4. Under *Select a report option*, select **Online report display** to view the report online. The report will be displayed in a new browser window, from which you can save it or print it. When saving the report, make sure that **Webpage, complete (*.htm, *.html)** is selected in the *Save as type* drop-down list; the report will be saved in HTML format so you can open the report in your browser.

Select **Offline report delivery** to send a report to a printer or e-mail address, or download it to your computer. Choose the desired delivery destination from the *Destination* drop-down list. If you choose **E-mail**, type the e-mail address to which you want the report sent in the *Email Address* text box. If you choose **E-mail** or **Download**, you must also choose a format from the *Format* drop-down list.

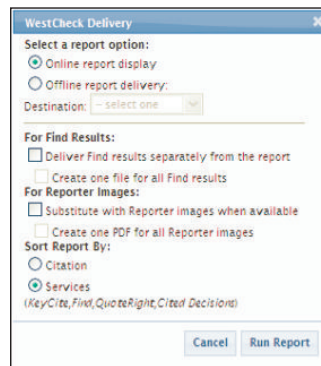


Figure 4. WestCheck Delivery dialog box

5. Under *For Find Results*, select the **Deliver Find results separately from the report** check box to have your Find requests delivered in separate documents. If you also select the **Create one file for all Find results** check box, all Find requests will be delivered in a single document (instead of in multiple documents).
6. Under *For Reporter Images*, select the **Substitute with Reporter images when available** check box to deliver PDF images of case law documents exactly as they appear in the West reporters. Select the **Create one PDF for all Reporter images** check box to deliver a single PDF image that contains all of the case law documents in the result.
7. Under *Sort Report By*, select the desired sort order. Select **Citation** to sort the report by citation or select **Services** to sort the report by the services run.
8. Click **Run Report**.

Reading a KeyCite Result

The contents of the KeyCite section of the report depend on your KeyCite Limits settings. In offline text reports, KeyCite flags are represented by *Red Flg*, *Yel Flg*, *H*, and *C*. For definitions of the KeyCite status flags and the depth of treatment stars, see “KeyCite Status Flags” and “KeyCite Depth of Treatment Stars” on the next page.

Red Flg=Red Flag


Yel Flg=Yellow Flag


H=Blue H

C=Green C


KEYCITE STATUS FLAGS


The KeyCite status flags let you immediately know the status of a case, administrative decision, statute, or regulation.

 A red flag indicates that the case or administrative decision is no longer good law for at least one of the points of law it contains; or 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.

 A yellow flag indicates that the case or administrative decision has some negative history but hasn't been reversed or overruled; that the 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.

Note A printed black and white report will display a yellow flag as empty or very lightly shaded, while a red flag will appear mostly shaded.

 A blue H indicates that the case or administrative decision has some history.

 A green C indicates that the case or administrative decision has citing references but no direct history or negative citing references or that the statute or regulation has citing references but no applicable history.

KEYCITE DEPTH OF TREATMENT STARS

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

★★★★ Examined

The citing case, administrative decision, or brief contains an extended discussion of the cited case or administrative decision, usually more than a printed page of text.

★★★ Discussed

The citing case, administrative decision, or brief contains a substantial discussion of the cited case or administrative decision, usually more than a paragraph but less than a printed page.

★★ Cited

The citing case, administrative decision, or brief contains some discussion of the cited case or administrative decision, usually less than a paragraph.

★ Mentioned

The citing case, administrative decision, or brief contains a brief reference to the cited case or administrative decision, usually in a string citation.

Limiting KeyCite Results

For information on limiting KeyCite results, see chapter 2, "Using WestCheck.com," in the *WestCheck.com User Manual*, available for downloading at <http://west.thomson.com/support/user-guide/west-check.aspx>.

