



# WESTLAW USER GUIDE

APRIL 2010



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# WESTLAW USER GUIDE

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## **About This Guide**

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

Information in this guide is current through April 15, 2010.

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# 1 Getting Started on Westlaw

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## Before You Start

### SYSTEM REQUIREMENTS

The system requirements for using Westlaw are

- Windows Vista, XP, or 2000 or Mac OS 8.5 or later
- Microsoft Internet Explorer 6.0 or later, Firefox 2.0 or later, or Safari 2.0 or later
- Cookies enabled
- JavaScript enabled
- 800 x 600 or higher screen resolution (1024 x 768 or higher screen resolution recommended)
- Frames fully supported and pop-ups allowed

### ABOUT THIS GUIDE

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

## Signing On to Westlaw

Complete these steps to sign on to Westlaw:

1. Go to [www.westlaw.com](http://www.westlaw.com). The Westlaw sign-on page is displayed. (Click **Secure Connection** at the bottom of the page if you want to access a secure Web site that encrypts your research session.)
2. Click **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** to display the Manage My West 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.)

- Select the **Save Username** check box if you want your username automatically entered each time you sign on to Westlaw.
  - Select the **Save Username/Password** check box if you want your username and password automatically entered each time you sign on to Westlaw.
  - Select the **Return to last research trail** check box to use the research trail from your previous Westlaw session. The trail is displayed after you sign on.
3. Click **Sign On**. The tabbed Westlaw page is displayed.

## Signing Off from Westlaw

To sign off from Westlaw, click **Sign Off** at the top of any page. The time spent on Westlaw and the number of transactions are displayed. Sign off from Westlaw before exiting your browser to prevent others from accessing Westlaw with your password.

## Navigating Westlaw

Westlaw provides access to helpful services on every Westlaw page.

### LINKS AT THE TOP OF A WESTLAW PAGE

You can access any of the following services by clicking its link at the top of any Westlaw page:

- **Find&Print**—Quickly retrieve and print one or more documents. See “Using the Find Service” on page 10 for more information.
- **KeyCite**—Easily check a citation in KeyCite and retrieve information about KeyCite features. See “Citation Research” on page 105 for more information.
- **Directory**—Access a database using the Westlaw Directory. See “Using the Westlaw Directory” on page 20 for more information.
- **Key Numbers**—Search for topic and key numbers or access the West Key Number Digest or KeySearch to help you find cases. See “Using the West Key Number Digest (Custom Digest)” on page 67 and “Using KeySearch” on page 72 for more information.
- **Court Docs**—Retrieve court documents, including briefs, pleadings, motions, and court transcripts. See “Searching Court Document and Related Databases” on page 93 for more information.
- **FormFinder**—Retrieve text forms, fillable PDF forms, clauses, and checklists from numerous national and state form sets, including legal and business, transactional, litigation, and pleading and practice forms. See “Using FormFinder” on page 131 for more information.
- **Site Map**—Access all Westlaw services (Figure 1-1).

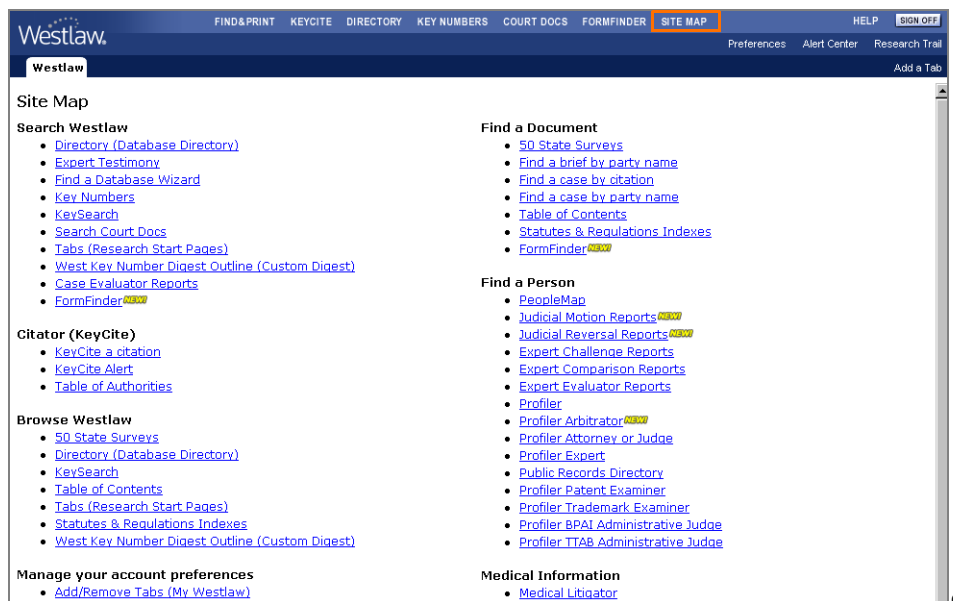


Figure 1-1. Site Map

- **Preferences**—Customize many aspects of your research session, such as settings for document display, result list display, search method, document delivery, and display of KeyCite information. See “Choosing Your Research Preferences” on page 149 for more information
- **Alert Center**—Access the alert services on Westlaw. See “Using Alert Services” on page 117 for more information.
- **Research Trail**—Keep track of your Westlaw research and return to research tasks you completed previously. See “Using the Research Trail” on page 4 for more information.
- **Add a Tab**—Customize your research and quickly access commonly used databases and other information. See “Adding and Removing Tabbed Pages” on page 144 for more information.

## USING THE FIND SERVICE

You can quickly and easily retrieve a specific document using the Find service. Type your citation in the *Find this document by citation* text box in the left frame of the tabbed Westlaw page, or in the *Find by citation* text box at other tabbed pages, and click **Go**.

## ACCESSING A DATABASE

To access a database when you know its identifier, type the identifier in the *Search for a database* text box in the left frame of the tabbed Westlaw page or another tabbed page and click **Go**.

## Using Sticky Notes

Use the Sticky Notes feature, when available, to create a note at a tabbed page.

- To create a sticky note, click **+Add a Note** under *Sticky Notes* in the left frame. A sticky note is displayed. Type your text in the note, then click **Close**. The first few words in the note are displayed in the left frame under *Sticky Notes*.
- To view a note, click the note.
- To delete a note, hold your pointer over the note and click the **Close** button (✕).

## Using the Research Trail

The Research Trail feature makes it easy to keep track of your Westlaw research and return to research tasks you completed previously.

A new research trail is automatically created each time you access Westlaw and automatically saved when you end your research session. Each research trail associated with your password is available for 14 days after it is saved. You can click an item in a research trail to return to that information.

You can download a research trail or send it to a colleague via e-mail. Links allow you to jump from the research trail to a document or search result on Westlaw.

## VIEWING A RESEARCH TRAIL

### Viewing the Current Trail

To view the research trail for the current Westlaw session, click **Research Trail** at the top of any page. Information about the tasks you’ve completed during the current session is displayed, including the citations of documents you retrieved and the Westlaw databases and services you used (Figure 1-2).

Westlaw | FIND&PRINT | KEYCITE | DIRECTORY | KEY NUMBERS | COURT DOCS | FORMFINDER | SITE MAP | HELP | SIGN OFF

Westlaw | California | Preferences | Alert Center | **Research Trail** | Add a Tab

Research Trail | [List of All Research Trails](#) | [New Research Trail](#)

Current Research Trail: 02/09/2010 01:20PM for Client K | [Download Trail](#) | [E-Mail Trail](#)

Research Event	Database or Citation	Date	Notes
Viewed Document - <a href="#">New York Times Co., Inc. v. Tasini</a>	121 S.Ct. 2381	02/09/2010 02:47 PM	<a href="#">Add Note</a>
Search - <a href="#">t("new york times" &amp; tasini)</a> (2 Docs)	SCT	02/09/2010 02:47 PM	<a href="#">Add Note</a>
Search - <a href="#">t(anson +p anson)</a> (1 Doc)	FLFL-CS	02/09/2010 02:46 PM	<a href="#">Add Note</a>
Search - <a href="#">t(winter &amp; "natural resources")</a> (8 Docs)	CTA9	02/09/2010 02:45 PM	<a href="#">Add Note</a>
Search - <a href="#">t(moral &amp; ape)</a> (1 Doc)	STNLR	02/09/2010 02:44 PM	<a href="#">Add Note</a>
Search - <a href="#">t(buckaloo &amp; johnson)</a> (2 Docs)	CA-CS	02/09/2010 02:41 PM	<a href="#">Add Note</a>
Search - <a href="#">c(25-103)</a> (1 Doc)	DC-STANNO1	02/09/2010 02:11 PM	<a href="#">Add Note</a>
Search - <a href="#">CJ(19 +5 12.26)</a> (1 Doc)	CFR90	02/09/2010 02:10 PM	<a href="#">Add Note</a>
Search - <a href="#">CJ(26 +5 1201)</a> (1 Doc)	USCA93	02/09/2010 02:09 PM	<a href="#">Add Note</a>

Figure 1-2. Current research trail

### Viewing a Previous Trail

To view all research trails associated with your Westlaw password from the last 14 days, click **List of All Research Trails** at the Research Trail page. If you do not return to a research trail within 14 days, it is removed from the list. To save a research trail for an additional 14 days, click **Reset** (Figure 1-3).

Research Trail | [Current Research Trail](#) | [New Research Trail](#)

List of All Research Trails

Research Trail	Client ID	Date Last Accessed*	Expiration (Days)	Notes
<a href="#">02/17/2010 08:08AM</a>   <a href="#">Rename</a>   <a href="#">Delete</a>	K	02/17/2010 08:08 AM	14	<a href="#">Reset</a>   <a href="#">Add Note</a>
<a href="#">02/16/2010 12:44PM</a>   <a href="#">Rename</a>   <a href="#">Delete</a>	1000	02/16/2010 03:21 PM	13	<a href="#">Reset</a>   <a href="#">Add Note</a>
<a href="#">02/16/2010 10:08AM</a>   <a href="#">Rename</a>   <a href="#">Delete</a>	K	02/16/2010 11:24 AM	13	<a href="#">Reset</a>   <a href="#">Add Note</a>
<a href="#">02/16/2010 08:17AM</a>   <a href="#">Rename</a>   <a href="#">Delete</a>	1000	02/16/2010 09:40 AM	13	<a href="#">Reset</a>   <a href="#">Add Note</a>
<a href="#">02/12/2010 07:40AM</a>   <a href="#">Rename</a>   <a href="#">Delete</a>	1000	02/12/2010 11:47 AM	9	<a href="#">Reset</a>   <a href="#">Add Note</a>
<a href="#">02/11/2010 09:24AM</a>   <a href="#">Rename</a>   <a href="#">Delete</a>	1000	02/11/2010 12:52 PM	8	<a href="#">Reset</a>   <a href="#">Add Note</a>
<a href="#">02/09/2010 01:20PM</a>   <a href="#">Rename</a>   <a href="#">Delete</a>	K	02/09/2010 02:49 PM	6	<a href="#">Reset</a>   <a href="#">Add Note</a>

Figure 1-3. List of all research trails

### ADDING NOTES TO A RESEARCH TRAIL

You can add notes about a particular research trail or event. You can use these notes as a personal record or share your notes with others.

To add a note, follow these steps:

1. While viewing a research trail or the list of all research trails, click **Add Note** next to the research event or research trail to which you want to add a note.
2. Type your note in the *Text* box and click **Add Note** to return to the Research Trail page. To view the note, click **View Note** in the *Notes* column.

### DELIVERING A RESEARCH TRAIL

You can e-mail a research trail to one or more addresses or download it as an HTML file, then view it in your browser or word processor.

#### E-Mailing a Research Trail

To e-mail a research trail, complete these steps:

1. Do one of the following:
  - To e-mail the current research trail, click **Current Research Trail**, if necessary, at the Research Trail page. Then click **E-Mail Trail**.
  - To e-mail a previous research trail, click **List of All Research Trails** at the Research Trail page. Click the name of a research trail to open it, then click **E-Mail Trail**.
2. Type one or more e-mail addresses, separated by semicolons, in the *E-mail address(es)* text box.
3. Type the subject of the e-mail in the *Subject* text box. This text will be displayed in the subject line of the e-mail message.
4. Type a message to accompany the research trail in the *Notes* text box. This text will be displayed in the body of the e-mail message.
5. Select the **Attach Trail Summary Notes** check box to include trail notes in the e-mail, or clear the check box to exclude them.
6. From the *Delivery Format* drop-down list, choose the format in which you want the research trail to be displayed in the e-mail message:
  - Inline HTML—delivers the research trail in HTML format within the e-mail message.
  - Attached HTML—delivers the research trail in HTML format as an attachment to the e-mail message.
  - Inline Text—delivers the research trail in ASCII (text only) format within the e-mail message.
  - Attached Text—delivers the research trail in ASCII format as an attachment to the e-mail message.
7. Click **Send**.

#### **E-Mailing the Current Research Trail at Sign-Off**

To automatically e-mail your current research trail each time you sign off from Westlaw, complete these steps:

1. Click **Preferences** at the top of any page.
2. Click **Trail** in the left frame.
3. Type one or more addresses in the *E-mail address(es)* text box.
4. Select the **E-Mail my last Trail at sign off** check box.
5. Click **Save Changes**.

#### **Downloading a Research Trail**

You can download a research trail as an HTML file. When you view the trail in a browser or word processor, you can click the links in the trail to jump to a document or search result on Westlaw.

To download a research trail, complete these steps:

1. Do one of the following:
  - To download the current research trail, click **Current Research Trail**, if necessary, at the Research Trail page. Then click **Download Trail** (Figure 1-4).
  - To download a previous research trail, click **List of All Research Trails** at the Research Trail page. Click the name of a research trail to open it, then click **Download Trail**.



2. Select the **Attach Trail Summary Notes** check box to include trail notes in the downloaded trail, or clear the check box to exclude them.
3. Click **Download**. A message instructing you to use your browser's Save As feature is displayed. Click **OK**. The trail is displayed in a new browser window.
4. In the new browser window, choose **Save As** from the File menu to download the trail.
5. Choose the location for the file, and type a file name with an HTML file extension for your downloaded trail, e.g., **buckaloo.htm**.
6. Click **Save**.

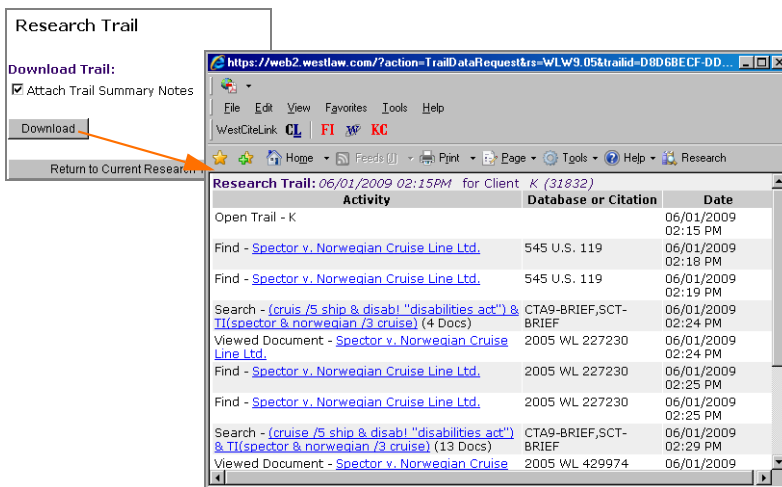


Figure 1-4. Downloading a research trail

## RENAMING A RESEARCH TRAIL

To rename a research trail, click **List of all Research Trails**, then click **Rename** to display the *New Name* text box. Type a name for the trail in the text box and click **Go**.

## STARTING A NEW RESEARCH TRAIL DURING YOUR WESTLAW SESSION

You can start a new research trail without signing off from Westlaw.

1. Click **New Research Trail** at the Research Trail page.
2. Type a client identifier to which to assign further research in the *Change Client ID to* text box.
3. If desired, type a name for the trail in the *Enter New Trail Name* text box.
4. Click **Start New Trail**.

**Note** You can also start a new research trail by clicking **Preferences** at the top of any page and clicking **Change Client ID** in the left frame.

### **DELETING THE CURRENT RESEARCH TRAIL AT SIGN-OFF**

To automatically delete your current research trail each time you sign off from Westlaw, complete these steps:

1. Click **Preferences** at the top of any page.
2. Click **Trail** in the left frame.
3. Select the **Delete Trail at sign off** check box.
4. Click **Save Changes**.

## 2 Retrieving Documents by Citation or Title

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There are several ways to quickly and easily retrieve a specific document on Westlaw. You can

- use the Find service when you know the citation of the document;
- access a database and restrict your search to the citation field; or
- search using terms from the title of a document.

## Using the Find Service

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, specialized materials (e.g., Occupational Safety and Health Administration inspection and enforcement reports), and materials published in foreign countries. You do not need to access a database to use Find.

### USING FIND AT THE TABBED WESTLAW PAGE

At the tabbed Westlaw page, type your citation in the *Find this document by citation* text box in the left frame and click **Go**. To print the document immediately after it is retrieved, select the **and Print** check box.

### ACCESSING FIND FROM ANY WESTLAW PAGE

You can click **Find&Print** at the top of any Westlaw page. The Find a Document page is displayed (Figure 2-1). To view the full text of a document, type its citation in the *Find this document by citation* text box in the left frame and click **Go**.

The screenshot shows the Westlaw Find a Document page. The top navigation bar includes 'FIND&PRINT', 'KEYCITE', 'DIRECTORY', 'KEY NUMBERS', 'COURT DOCS', 'FORMFINDER', 'SITE MAP', 'HELP', and 'SIGN OFF'. The page is titled 'Westlaw Find&Print\* Find and Print Multiple Citations'. The main content area is divided into two columns. The left column has a 'Find a Document' section with a 'Find this document by citation:' text box, a 'Go' button, and an 'and Print' checkbox. Below this are links for 'Find a Case by Party Name', 'Find a Brief by Party Name', 'Find an Attorney or Judge Profile', 'Find a Person', 'Find a Company', and 'Find a Database'. The right column has an 'Enter Citation(s)' text box with a 'Send Request' button. Below this is a note: 'You can enter up to 20 citations separated with a semicolon or a hard return.' There are two sections: 'Select Result Options' and 'Select Delivery Options'. 'Select Result Options' includes checkboxes for 'KeyCite History', 'KeyCite Citing References', and 'Substitute with Reporter Images when available'. 'Select Delivery Options' includes radio buttons for 'Attached Printer', 'Westlaw Printer', 'Download', and 'Email', each with a dropdown menu for format selection. There is also a 'To:' field for email addresses and a 'Fax:' field with three input boxes. The page also has a 'Find this document by citation:' text box in the left sidebar with a 'Go' button and an 'and Print' checkbox.

Figure 2-1. Find a Document page

### Finding and Printing Multiple Citations

Use the right frame of the Find a Document page to print, download, e-mail, or fax the full text of up to 20 documents at one time, along with their KeyCite results if desired. You also have the option of printing up to 20 case law documents exactly as they appear in the West reporters (when available); these documents will be delivered as PDF images.

To find and print multiple documents, complete these steps:

1. In the *Enter Citations(s)* text box, type up to 20 citations separated by a semicolon or hard return. You can also copy a list of citations from a word-processing file and paste it in the text box.
2. Under *Select Result Options*, select the appropriate check boxes to include KeyCite results or deliver PDF images (this step is optional):
  - Select the **KeyCite History** check box to include KeyCite history for your documents.
  - Select the **KeyCite Citing References** check box to include KeyCite citing references for your documents.
  - 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. If you select this option, you can also select the **Create one PDF for Reporter Images** check box to receive a single PDF image that contains all of the case law documents in the result.
3. Under *Select Delivery Options*, select a delivery destination and a document format. PDF and word-processing documents are opened or saved in the application you select. For example, if you select **Word**, the document is opened in Microsoft Word.
  - Select **Attached Printer** if you have a printer directly connected to your computer. Choose a document format (**HTML** or **PDF**) from the drop-down list.
  - Select **Westlaw Printer** to deliver your result to a dedicated Westlaw printer.
  - Select **Download** to save your result in a file on your computer. Choose a document format (**Word**, **WordPerfect**, **HTML**, **Plain Text**, **PDF**, or **RTF**) from the drop-down list.
  - Select **Email** to deliver your result to an e-mail address or a wireless device (e.g., phone, Palm, or BlackBerry). Choose a document format (**Word Attachment**, **WordPerfect Attachment**, **HTML Attachment**, **PDF Attachment**, **Plain Text Attachment**, **RTF Attachment**, **HTML Inline**, or **Plain Text Inline**) from the drop-down list. (If the result will be delivered to a wireless device, select **Plain Text Inline**.) Then type one or more e-mail or wireless e-mail addresses, separated by semicolons, in the *To* text box.
  - Select **Fax** to deliver your result to a fax machine. Type the fax number in the text boxes.
4. Click **Send Request** to retrieve your documents and send them to the delivery destination you selected.

### Using Find Citation Templates

Find citation templates are available for federal and state case law, the U.S. Constitution and state constitutions, federal and state statutes, session laws, court rules and orders, and many other materials.

If you are unsure of the correct citation format, simply type the publication abbreviation in the *Find this document by citation* text box and click **Go** to display a fill-in-the-blank template. For example, to display a Find template for a state statute, type **xx st** (where xx is a state's two-letter postal abbreviation).

## Selecting a Publication Country

The United States is the default country of publication for Find requests. When you want to use Find to retrieve information published in a country other than the United States (for example, an article from a legal journal published in the United Kingdom), you must specify the country of publication.

To specify a country for a particular Find request or a series of Find requests, choose the appropriate country from the *Publication Country* drop-down list in the left frame of the Find a Document page.

You can change your default country of publication for Find requests by using Preferences. (For information on using Preferences, see "Choosing Your Research Preferences" on page 149.)

## Using the Publications List

The publications list is a complete list of publications and abbreviations that can be used with Find.

To find a publication and its correct abbreviation, follow these steps:

1. At the Find a Document page, click **Publications List** in the left frame. The publications list is displayed in the right frame (Figure 2-2).
2. Use the arrows at the top of the list to browse it, or use the Search feature to search the list for specific words or phrases. For example, to search for publications whose titles include the term *Harvard*, select **Contains** and type **harvard** in the text box. Then click **Search**. The first publication title containing the term *Harvard* is displayed at the top of the list. If necessary, click **Search** to display the next publication whose title contains that term.
3. When you have identified a publication that you want to use in a Find request, click the publication name or abbreviation. A Find template is displayed with the selected publication abbreviation automatically entered.

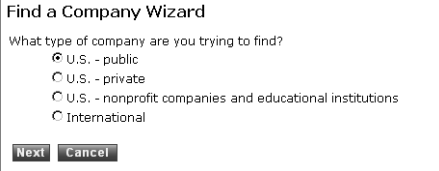
**Note** Abbreviations for law reviews and legal journals appear toward the end of the list. To go directly to this part of the list, select **Starts with**, type "law review" in the text box, and click **Search**.

The screenshot shows the 'Find a Document' interface. At the top, there is a search bar with 'harvard' entered and a 'Search' button. Below the search bar, there are two radio buttons: 'Contains' (selected) and 'Starts with'. The main area displays a list of publications, including 'Harvard Asia Pacific Review', 'Harvard Business Review', 'Harvard Educational Review', 'Harvard Gay & Lesbian Review', 'Harvard Heart Letter', 'Harvard International Review', 'Harvard Journal of Asiatic Studies', 'Harvard Journal of Hispanic Policy', 'Harvard Law Review', 'Harvard Mental Health Letter', 'Harvard Theological Review', 'Harwich and Manningtree Standard (U.K.)', 'Hastings Center Report (Abstracts)', 'Hate Crimes Law', 'Hattiesburg NBC 7 WDAM-MS', 'Havelock News (NC) (KRT)', 'Hawaii Administrative Code', 'Hawaii Appellate Reports', and 'Hawaii Ballot Measure - Netscan'. On the right side, there are abbreviations for these publications, such as 'HARV. ASIA PAC. REV.', 'Harv. Bus. Rev.', 'Harv. Educ. Rev.', 'Harv. Gay & Lesbian Rev.', 'Harv. Heart Letter', 'Harv. Intl Rev.', 'Harv. J. Asiatic Stud.', 'Harv. J. Hispanic Pol'y', 'Harv. L. Rev.', 'Harv. Mental Health Letter', 'Harv. Theological Rev.', 'Harwich & Manningtree Standard (U.K.)', and 'Hastings Center Rep. (Abstracts)'. A red arrow points from the 'Harvard Law Review' entry in the list to a pop-up box that says 'The citation format for Harvard Law Review is shown below.' The pop-up box contains a text input field with 'Harv. L. Rev.' and a 'Go' button. Below the pop-up box, it says 'Full coverage: Vol. 63 to current'.

Figure 2-2. Publications list

## Using a Find Wizard

Using a wizard is a convenient way to find relevant databases for your Westlaw search. To access a wizard, click **Find a Person**, **Find a Company**, or **Find a Database** in the left frame of the Find a Document page (Figure 2-3).



**Find a Company Wizard**

What type of company are you trying to find?

U.S. - public

U.S. - private

U.S. - nonprofit companies and educational institutions

International

**Next** **Cancel**

Figure 2-3. Find a Company wizard

## TIPS FOR USING FIND

Refer to this table for tips that will help you use Find effectively.

Situation	Tip
You want to use Find to retrieve a case with a Westlaw citation.	Every case on Westlaw has a Westlaw citation. Each Westlaw citation has four parts: the year of the decision, the abbreviation <i>WL</i> (identifying Westlaw as the place the document is located), a unique document number, and 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 <b>1995 wl 567369</b> .
You enter a citation using a page number that is not the starting page of the document.	You will still retrieve the document. For example, if you want to retrieve <i>Friends of Boundary Waters Wilderness v. Dombeck</i> , 164 F.3d 1115, but type <b>164 f3d 1121</b> , Westlaw will display the portion of the document where page 1121 begins. To view the first page of the document, use the scroll bar.
You enter a citation or docket number that is not unique.	If you enter a citation or docket number that is not unique, Westlaw lists all documents to which the citation or docket number refers. For example, if you type <b>65 fr 59717</b> , the citations list shows three documents with this citation. Click the number next to the title of the document you want to view.
You want to retrieve the annotated version of a statutory document.	When you retrieve a statute using Find, you retrieve the annotated document, where available.

## FIND EXAMPLES

Document type	Example
Case law	121 sct 1711 dn 93-5026 (cir2)
<i>United States Code Annotated</i>	16 usca 668
U.S. public law	us pl 110-343
<i>Code of Federal Regulations</i>	21 cfr 165.110
<i>Federal Register</i>	60 fr 57076
State statute	mi st s 445.1725 nh st s 507-b:11 ny gen bus s 398-c
Law review article	26 clmjla 101

You can view additional information about using Find, including more U.S. and international citation examples, in the online Help Center. Click **Find Tips** in the left frame of the Find a Document page.

### Using the Citation Field

Certain documents—such as historical statutes and regulations—cannot be retrieved using Find. When you have a citation to such a document, access the appropriate database and retrieve the document by restricting your search to the citation field (ci). The citation field is the part of a document containing citations for that document. When you restrict your search to the citation field, you specify that only that part of a document is searched.

Use this format to restrict your search to the citation field: **ci** followed by the term or terms in parentheses. Do not include the publication abbreviation. When your citation consists of two or more numbers, the components of a citation field search are as follows:

the field to which you are restricting your search	title number	connector	section number
ci	(26	+5	1201)

Suppose you want to retrieve the 1993 version of a section of the *United States Code Annotated*, e.g., 26 U.S.C.A. § 1201. Access the United States Code Annotated 1993 database (USCA93). At the database Search page, click the **Terms and Connectors** tab if it is not already selected. Then type **ci(26 +5 1201)**



in the *Search* text box and click **Search Westlaw**. Compare the following examples of the citation field search format:

Example	Analysis	Comments
ci(26 +5 1201)	Correct	This example shows the preferred format; it retrieves documents in which the number 26 precedes the number 1201 by five terms or fewer in the citation field.
ci("26 u.s.c.a. 1201")	Inefficient	This example retrieves the document; however, it is not the preferred format because it requires you to know the correct publication abbreviation.
ci(26 u.s.c.a. 1201)	Incorrect	Westlaw reads any space that is not within quotation marks as <i>or</i> ; this query would search the citation field for 26 or u.s.c.a. or 1201.

Additional examples are shown below.

If you want to retrieve	Access this database	Then type
19 C.F.R. § 12.26 (1990)	Code of Federal Regulations (1990 Version) (CFR90)	ci(19 +5 12.26)
D.C. Code § 25-103 (2001)	District of Columbia Statutes 2001–Annotated (DC-STANN01)	ci(25-103)

## Using Terms from the Title of a Document

In cases or briefs, the title of a document consists of the names of the parties; in law reviews and other periodicals, the title of a document is the name of the article.

To retrieve a case law document when you know one or more of the parties' names, you can

- access the Find a Document page and use Find a Case by Party Name or Find a Brief by Party Name
- access a database and use Search by Party Name
- access a database and restrict your search to the title field (ti) using the Terms and Connectors search method

### RETRIEVING A CASE OR BRIEF BY PARTY NAME

To retrieve a case or brief when you know one or more parties' names, access the Find a Document page and follow these steps:

1. Click **Find a Case by Party Name** or **Find a Brief by Party Name** in the left frame. The Find a Case by Party Name or Find a Brief by Party Name template is displayed in the right frame.
2. Type one or more parties' names in the text boxes.
3. Select the jurisdiction in which the case was heard or the brief was filed, or choose the reporter in which the case was published.
4. Click **Go**.

For example, to retrieve *Buckaloo v. Johnson*, 537 P.2d 865 (Cal. 1975), click **Find a Case by Party Name** and type **buckaloo** and **johnson** in the text boxes. Select **State Courts**, then choose **California** from the corresponding drop-down list (Figure 2-4).

**Note** When you use Find a Case by Party Name or Find a Brief by Party Name, you are billed at the applicable database rate.

Figure 2-4. Find a Case by Party Name template

You can also use a template to retrieve a case by party name from a database Search page. After accessing a database, click **Search by Party Name** in the upper-right corner of the Search page. The Search by Party Name template is displayed (Figure 2-5). Type one or more parties' names in the text boxes and click **Search Westlaw**.

Figure 2-5. Search by Party Name template

## USING THE TITLE FIELD

The title field (ti) is useful when you are searching for case law documents and other types of documents such as articles from law reviews and other periodicals.

Follow these steps:

1. Access the appropriate database. The Search page is displayed.
2. Click the **Terms and Connectors** tab if it is not already selected.

3. Type your query, restricted to the title field, in the *Search* text box. The format used to restrict a search to the title field is similar to that used to restrict a search to the citation field: **ti** followed by your search terms in parentheses.

4. Click **Search Westlaw**.

For example, to retrieve the *Stanford Law Review* article “Standing Upright: The Moral and Legal Standing of Humans and Other Apes,” access the Stanford Law Review database (STNLR). At the Search page, click the **Terms and Connectors** tab if it is not already selected. Then type **ti(moral & ape)** in the *Search* text box and click **Search Westlaw**.

#### TIPS FOR RESTRICTING YOUR SEARCH TO THE TITLE FIELD

Situation	Tip
The title contains common terms.	Avoid using common terms (e.g., <i>appellee</i> , <i>appellant</i> , <i>defendant</i> , <i>plaintiff</i> , <i>co.</i> , <i>corp.</i> , <i>inc.</i> , and <i>limited</i> ). Include in your title field search the most distinctive terms available. For example, to retrieve the U.S. Court of Appeals for the Ninth Circuit decision in <i>Natural Resources Defense Council, Inc. v. Winter</i> , use this search in the U.S. Court of Appeals for the Ninth Circuit Cases database (CTA9): <b>ti(winter &amp; “natural resources”)</b> . Note that the <i>v.</i> from the case title is replaced with the AND connector (&).
Both parties in a case have the same name.	Use the paragraph connector (+p). For example, to search in the Florida Family Law Cases database (FLFL-CS) for a case entitled <i>Anson v. Anson</i> , type <b>ti(anson +p anson)</b> .
You are searching for a phrase within a title.	Place quotation marks around the phrase in your search. Westlaw will retrieve only those documents that contain the terms in the same order as they appear inside the quotation marks. If you do not include quotation marks, Westlaw will read each space between the terms as <i>or</i> . For example, to retrieve the U.S. Supreme Court case <i>New York Times Co., Inc. v. Tasini</i> , access the All U.S. Supreme Court Cases database (SCT) and type the following query: <b>ti(“new york times” &amp; tasini)</b>

## Retrieving an Attorney's or a Judge's Profile

To retrieve a profile of an attorney or a judge, complete these steps:

1. Click **Find&Print** at the top of any page. The Find a Document page is displayed.
2. Click **Find an Attorney or Judge Profile** in the left frame.
3. Type the name of the attorney or judge in the *First and Last Name* text box, and choose **All States** or the state in which the attorney or judge is located from the *Select a Jurisdiction* drop-down list.
4. Click **Send Request**.

The screenshot shows a web interface with two main sections. On the left, under the heading "Find a Document", there are several search options: "Find&Print Multiple Citations", "Find this document by citation:" (with a "Go" button), "and Print" (with a checkbox), "Publication Country:" (with a dropdown menu showing "US - United States"), "Find a Case by Party Name", "Find a Brief by Party Name", and "Find an Attorney or Judge Profile" (which is highlighted with a red box). Below these are links for "Find a Person", "Find a Company", "Find a Database", "Overview", "Publications List", and "Find Tips". On the right, under the heading "Find an Attorney or Judge Profile", there is an "Advanced Search" link, a form for "Enter Attorney/Judge Name" with a text box for "First and Last Name:", a "Select a Jurisdiction:" dropdown menu (set to "All States"), and a "Send Request" button. At the bottom, there is a copyright notice: "Copyright © 2010, Thomson Reuters. | Privacy | Customer Service: 1-800-REF-ATTY (1-800-733-2889) | Help".

Figure 2-6. Find an Attorney or Judge Profile template

For more information about retrieving profiles of attorneys and judges, see "Using Westlaw Profiler" on page 53.

**Note** When you use Find an Attorney or Judge Profile, you are billed at the applicable database rate.

# 3 Basics of Westlaw Searching

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## Choosing a Database

### USING THE WESTLAW DIRECTORY

The Westlaw Directory lists all databases on Westlaw, including news and business sources. To view the Westlaw Directory, click **Directory** at the top of any page. Directory information is displayed in a familiar Web layout (Figure 3-1).

The screenshot shows the Westlaw Directory interface. At the top, there is a navigation bar with links for FIND & PRINT, KEYCITE, DIRECTORY (highlighted), KEY NUMBERS, COURT DOCS, FORMFINDER, SITE MAP, HELP, and SIGN OFF. Below the navigation bar, the page is divided into several sections. On the left, there is a sidebar with links for 'All Databases', 'New Databases', 'Change Directory Layout', and 'Make Directory My Start Page'. The main content area is titled 'Westlaw Directory' and contains a search box labeled 'Search the Westlaw Directory:'. Below the search box, there are several categories of databases, each with a list of sub-categories: 'U.S. Federal Materials' (Cases, Statutes, Rules, ...), 'U.S. State Materials' (Cases, Statutes, Admin. Mat'l, ...), 'Topical Practice Areas' (Bankruptcy, Estate Planning & Probate, Family Law, IP, Lab & Emp, Real Prop, Securities, ...), 'Forms' (FormFinder, Official State & Federal Forms, Forms-All, ...), 'International/Worldwide Materials' (N. America, EU, UK, Asia Pacific, ...), 'Tribal Materials' (Cases, Codes & Indexes, ...), 'Treatises, CLEs, and Other Practice' (ALR, AMJUR, CJS, Restatements, PLL, ...), and 'Legal Periodicals & Current Awareness' (Law Reviews, Legal News, Highlights, ...). On the right side, there is a section for 'Litigation' (Briefs, Pleadings, Motions, Dockets, Verdicts, KeyRules, Expert Witnesses, Trial Court Orders, ...) and 'Medical Litigator' (Drug/Device Guides & Summaries, FDA Regulatory Information, Medical Illustrations, ...). At the bottom of the page, there is a 'Directory Location' breadcrumb trail: 'All Databases > U.S. Federal Materials > Federal Statutes'. Below the breadcrumb trail, there is a search box and two radio buttons: 'Search only Federal Statutes' (selected) and 'Search entire directory'. Below the radio buttons, there is a list of databases with their identifiers: 'Internal Revenue Code of 1939, The (FTX-IRC39)', 'Internal Revenue Code of 1954, The (FTX-IRC54)', 'United States Code (USCA unannotated) (USC)', 'United States Code Annotated (U.S.C.A.) (USCA)', 'U.S.C.A. Constitution (USCA-CONST)', 'U.S.C.A. General Index (USCA-IDX)', 'U.S.C.A. Popular Name Table (USCA-POP)', and 'United States Code Annotated - Tables (USCA-TABLES)'. Annotations with orange arrows point to various elements: 'To search the directory, type a word or phrase in the Search the Westlaw Directory text box.' points to the search box; 'Click the Scope icon to view a description of the database.' points to the 'i' icon next to the search box; 'Click a database name to access a database.' points to the 'Internal Revenue Code of 1939, The' link; and 'To access a database, type all or part of a database name or identifier in the Search for a database text box.' points to the 'Search for a database:' section.

Figure 3-1. Westlaw Directory

Links in the left frame of the Westlaw Directory page—*My Databases*, *All Databases*, and *New Databases*—let you determine how much of the directory is displayed.

- Click **My Databases** (not shown) to display the databases available to you if you have a special Westlaw subscription plan.
- Click **All Databases** to display all Westlaw databases, including new databases.
- Click **New Databases** to display databases that have been added to Westlaw in the last 30 days.

To view the directory in an outline format, click **Change Directory Layout**. At the Document Display Preferences page, choose **Tree View** from the *Westlaw Directory* drop-down list and click **Save Changes**.

To make the Westlaw Directory page the first page you see when you access Westlaw, click **Make Directory My Start Page**. At the Document Display Preferences page, select the **Display Westlaw Directory at Sign On** check box and click **Save Changes**.

### Browsing the Westlaw Directory

To browse the Westlaw Directory, click the links for the headings or subheadings in the right frame.

### Searching the Westlaw Directory

To search the Westlaw Directory, type a word or phrase in the *Search the Westlaw Directory* text box and click **Search**. A list of databases is displayed.

## Accessing a Database from the Westlaw Directory

You can access a database from the Westlaw Directory by doing one of the following:

- Click a database name in the right frame.
- Type a database identifier in the *Search for a database* text box in the left frame and click **Go**.
- Choose a database from the *Recent Databases* drop-down list in the left frame.
- Choose a database from the *Favorite Databases* drop-down list in the left frame.

### ACCESSING A DATABASE BY TYPING ITS IDENTIFIER OR NAME

To access a database, type its identifier or name in the *Search for a database* text box and click **Go**. For example, to access the Texas Insurance Bulletins database (TXIN-BUL), type **txin-bul** or **texas insurance bulletins** in the *Search for a database* text box.

When you access a database by typing its name, a list of databases that most closely match the name may be displayed (Figure 3-2). To access a database, click the database name, or select its check box and click **OK**.

The *Search for a database* text box is available in the left frame of most tabbed pages and the Westlaw Directory page.

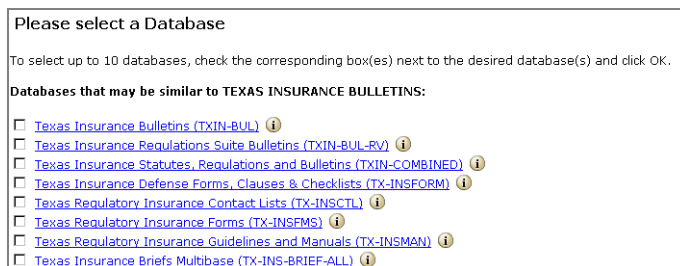


Figure 3-2. List of matching databases

### ACCESSING A DATABASE WHEN YOU ARE UNSURE OF THE DATABASE NAME OR IDENTIFIER

When you are unsure of the database identifier or full name of a database, you can type part of the name or a description of the database in the *Search for a database* text box and click **Go**. For example, to access the Berkeley La Raza Law Journal database, you might type **berkeley**. Westlaw displays a list of databases whose names include the term *Berkeley* (Figure 3-3). Select the check box next to *Berkeley La Raza Law Journal (BERKLARLJ)* and click **OK**, or click **Berkeley La Raza Law Journal (BERKLARLJ)**.

The *Search for a database* text box is available in the left frame of most tabbed pages and the Westlaw Directory page.



Figure 3-3. List of matching databases

You can also use the Find a Database wizard or search the Westlaw Database List (IDEN).

### Using the Find a Database Wizard

The Find a Database wizard asks questions to help you select relevant databases for your search. To use the wizard, click **Find a Database Wizard** in the left frame of the Westlaw Directory page or the tabbed Westlaw page.

When finished, the wizard displays the Search page for a specific database or the section of the Westlaw Directory containing relevant databases for your search.

### Searching the Westlaw Database List (IDEN)

If you're not sure which database is right for your search, complete these steps to search IDEN for databases that contain the information you need:

1. Type **iden** in the *Search for a database* text box and click **Go**. The IDEN Search page is displayed.
2. Type a Natural Language description, such as **executive biography**, in the *Search* text box.
3. Click **Search Westlaw**. A list of databases most closely matching the concepts in your description is displayed. Click the number preceding a database identifier to view a description of the database. To display the Search page for the database, click the database identifier in the description.

### ACCESSING MULTIPLE DATABASES

You can access multiple databases simultaneously. Type up to 10 database identifiers separated by commas or semicolons in the *Search for a database* text box and click **Go** (Figure 3-4). The *Search for a database* text box is available in the left frame of most tabbed pages and the Westlaw Directory page.



Figure 3-4. Multiple-database search

Multiple-database searching is available for case law, statutes, court rules, administrative materials, legal texts and periodicals, and selected news and business information databases. Your search result is displayed in one combined list, ranked first by document type and then by date or publication order.



## ACCESSING A RECENT DATABASE

The Recent Databases feature maintains a list of the 20 databases you have most recently accessed. (Multiple databases accessed simultaneously are treated as one database.) Choose a database from the *Recent Databases* drop-down list (Figure 3-5). The Search page for that database is displayed. The *Recent Databases* list is available in the left frame of most tabbed pages and the Westlaw Directory page.

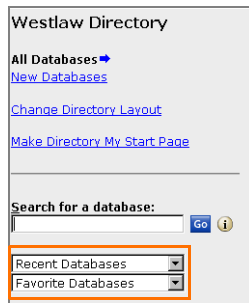


Figure 3-5. *Recent Databases* and *Favorite Databases* drop-down lists

## ACCESSING A FAVORITE DATABASE

The Favorite Databases feature lets you save an unlimited number of databases and groups of databases that you search frequently. (Multiple databases saved as a group are treated as one database.) Choose a database from the *Favorite Databases* drop-down list (Figure 3-5). The Search page for that database is displayed. The *Favorite Databases* list is available in the left frame of most tabbed pages and the Westlaw Directory page.

### Saving Favorite Databases

To save a favorite database or a group of databases, follow these steps:

1. Choose **Add to Favorites** from the *Favorite Databases* drop-down list. The Add to Favorite Databases List page is displayed (Figure 3-6).
2. Type a name for the entry, e.g., **Texas Insurance**, in the *Entry Name* text box.
3. Type the identifiers for the databases you want to save, separated by commas or semicolons, in the *Database(s)* text box. For example, type **txin-cs,txin-adc** to save the Texas Insurance Cases and Texas Insurance Administrative Code databases for a multiple-database search.
4. Click **Add Favorite**. The entry name for the databases you added is displayed in the *Favorite Databases* list.

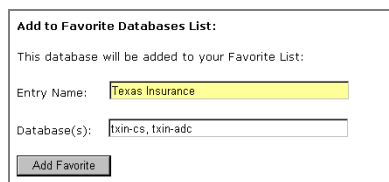
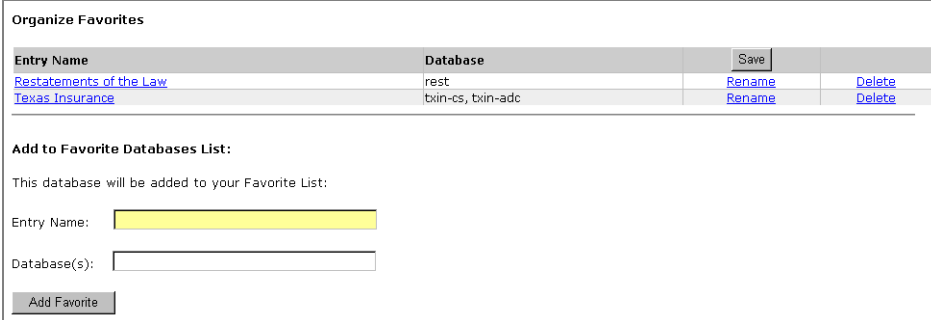


Figure 3-6. Add to Favorite Databases List page

## Organizing Favorite Databases

To rename or delete a favorite database, choose **Organize Favorites** from the *Favorite Databases* drop-down list. The Organize Favorites page is displayed, at which you can rename or delete favorite database entries (Figure 3-7).

You can also save a favorite database or group of databases at the Organize Favorites page.



The screenshot shows the 'Organize Favorites' page. It features a table with two columns: 'Entry Name' and 'Database'. The first row lists 'Restatements of the Law' with database 'rest'. The second row lists 'Texas Insurance' with databases 'bxin-cs, bxin-adc'. Each row has 'Rename' and 'Delete' links. Below the table is a section titled 'Add to Favorite Databases List:' with a message 'This database will be added to your Favorite List:'. It includes input fields for 'Entry Name:' and 'Database(s):', and an 'Add Favorite' button.

Entry Name	Database	Save		
<a href="#">Restatements of the Law</a>	rest	<a href="#">Rename</a>		<a href="#">Delete</a>
<a href="#">Texas Insurance</a>	bxin-cs, bxin-adc	<a href="#">Rename</a>		<a href="#">Delete</a>

**Add to Favorite Databases List:**

This database will be added to your Favorite List:

Entry Name:

Database(s):

Figure 3-7. Organize Favorites page

## VIEWING INFORMATION ABOUT A DATABASE IN SCOPE

Scope is a Westlaw feature that provides detailed information about a database or service, including search tips. Links at the Scope page make it easy to identify the information of interest to you.

There are several ways to access Scope:

- At the Westlaw Directory page, click the **Scope** icon (see Figure 3-1 on page 20) next to the name of a database in the right frame. Alternatively, type a database identifier in the *Search for a database* text box and click the **Scope** icon next to the text box.
- At the top of a database Search page, click the **Scope** icon next to a database name or identifier.

## Selecting a Westlaw Search Method

Westlaw offers two search methods—Natural Language and Terms and Connectors.

### NATURAL LANGUAGE

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 *quantum meruit*, *adverse possession*, and *state of mind*), removes common terms (such as *is* and *for*), and generates variations of terms (such as *defamed*, *defaming*, and *defamation* for *defame*). Natural Language searching is available in most Westlaw databases.

### TERMS AND CONNECTORS

When you search Westlaw using the Terms and Connectors search method, you enter a query consisting of key terms from your issue and connectors specifying the relationship between those terms. Terms and Connectors searching is available in all Westlaw databases.

## DETERMINING WHICH SEARCH METHOD TO USE

The search method that is best for your needs is determined by several factors, including the type of information you are looking for, your knowledge of the research issue, and your expertise in performing research on Westlaw. The following chart can help you determine which search method to use:

Use Natural Language when you are	Use Terms and Connectors when you are
<ul style="list-style-type: none"><li>• searching for broad concepts</li><li>• searching databases containing large numbers of documents and you want to retrieve a small number of documents to review</li><li>• a new or infrequent Westlaw user or unfamiliar with Boolean logic (Terms and Connectors)</li><li>• not retrieving the information you are looking for by using a Terms and Connectors search</li></ul>	<ul style="list-style-type: none"><li>• searching for particular terms</li><li>• searching for a particular document</li><li>• searching for all documents containing specific information, such as all opinions written by a particular judge or all articles published in the <i>New York Times</i> that mention a specific company</li><li>• searching a database for which Natural Language is not available</li></ul>

### Selecting Default Search Preferences

You can select Natural Language as your default search method at the Search Preferences page. Click **Preferences** at the top of any page, then click **Search** in the left frame. You can also set defaults for Terms and Connectors searches, for searches run in business and news databases, and for Smart Tools. See "Choosing Your Research Preferences" on page 149 for more information.

### Searching with Natural Language

To search for documents using Natural Language, follow these steps:

1. Formulate a description of your issue, using terms that describe its main concepts.
2. Access a database or multiple databases. The Search page is displayed (Figure 3-8).
3. At the Search page, click the **Natural Language** tab if it is not already selected.
4. Type a description of your issue in the *Search* text box, or choose a search from the *Recent Searches* and *Locates* drop-down list, and click **Search Westlaw**.

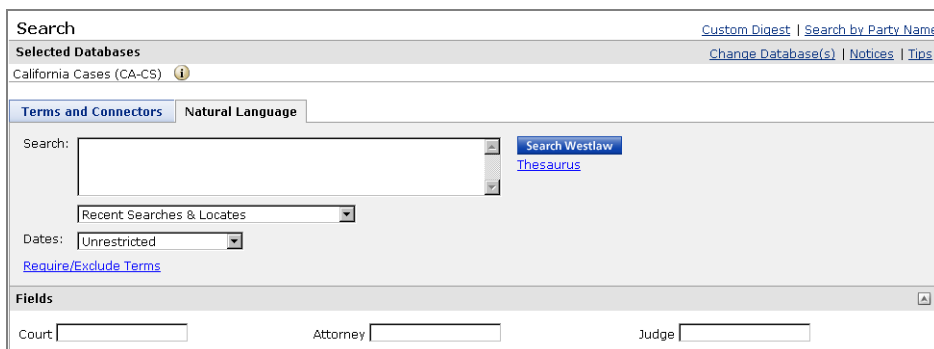


Figure 3-8. Case law database Search page showing the Natural Language search method

## CREATING PHRASES

The Natural Language search method on Westlaw uses an editorially created phrase list to automatically recognize certain phrases in your description and put 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 *mere continuation theory* in your description, type “**mere continuation theory**”.

## ADDING RELATED TERMS

You can add related terms to your description using

- your own terms
- terms suggested by the Westlaw thesaurus

To add your own related terms to your Natural Language description, type them in your description immediately following the terms to which they relate and enclose them in parentheses, e.g., type

**tree branch (limb) crossing property line (border boundary)**

To use the Westlaw thesaurus to add related terms to your description, follow these steps:

1. Type your description, e.g., **tree branch crossing property line**, in the *Search* text box and click **Thesaurus**. The Thesaurus page is displayed (Figure 3-9).

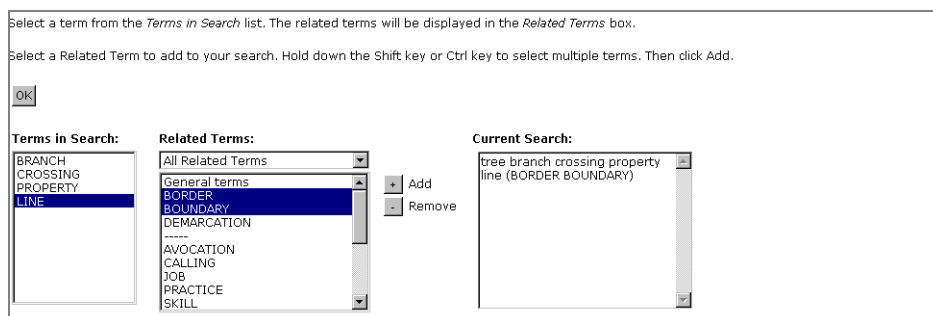


Figure 3-9. Thesaurus page

2. From the *Terms in Search* list, select the term for which you want to see related terms.

3. To add a related term to your description, select the term in the *Related Terms* list and click the **Add** button. (You can select more than one related term by pressing the **Ctrl** or **Shift** key as you select each term.) The term is placed in parentheses and added to your description immediately following the term to which it relates. To remove a term from your description, select it in the *Related Terms* list and click the **Remove** button.
4. Repeat steps 2 and 3 as necessary. When you finish using the thesaurus, click **OK** to return to the Search page.
5. Click **Search Westlaw** to run your search.

### **REQUIRING AND EXCLUDING TERMS**

You can specify terms that must or must not appear in documents in your result by completing the following steps:

1. Type your Natural Language description in the *Search* text box and click **Require/Exclude Terms**.
2. To specify the terms in your description that must appear in every document in your result, select the appropriate check boxes under *Require Terms* and specify the number of times each term must appear.
3. To omit documents from your result that contain specific terms, type the terms in the *Exclude Terms* text box. If your terms constitute a phrase, place them in quotation marks.
4. When you finish requiring and excluding terms, click **OK** to return to the Search page.
5. Click **Search Westlaw** to run your search.

### **RESTRICTING YOUR SEARCH BY FIELD**

You can easily refine your Natural Language description by adding field restrictions to your search. In a case law database, for example, you can add court, attorney, and judge field restrictions.

To add field restrictions to your search, follow these steps:

1. Type your Natural Language description in the *Search* text box.
2. In the *Fields* section at the bottom of the Search page, type your terms in the appropriate text boxes.
3. When you are finished adding restrictions, click **Search Westlaw**.

To remove field restrictions, delete the terms in the appropriate text boxes.

### **RESTRICTING YOUR SEARCH BY DATE**

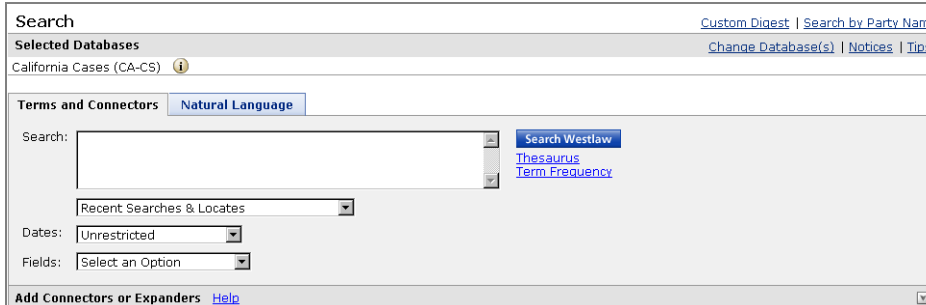
To add a date restriction to your search, follow these steps:

1. Type your Natural Language description in the *Search* text box.
2. Choose a date restriction from the *Dates* drop-down list.
3. Click **Search Westlaw**.

## Searching with Terms and Connectors

To search for documents using Terms and Connectors, follow these steps:

1. 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 (!) and the universal character (\*). To retrieve a phrase, place quotation marks (" ") around the phrase.
2. Access a database or multiple databases. The Search page is displayed (Figure 3-10).



The screenshot shows the Westlaw search interface for California Cases (CA-CS). At the top, there are links for 'Custom Digest' and 'Search by Party Name'. Below that, the 'Selected Databases' section shows 'California Cases (CA-CS)' with a 'Change Database(s)' link, 'Notices', and 'Tips'. The main search area has two tabs: 'Terms and Connectors' (which is selected) and 'Natural Language'. The search box is empty, and there are buttons for 'Search Westlaw', 'Thesaurus', and 'Term Frequency'. Below the search box is a 'Recent Searches & Locates' dropdown menu. There are also dropdown menus for 'Dates' (set to 'Unrestricted') and 'Fields' (set to 'Select an Option'). At the bottom, there is a link for 'Add Connectors or Expanders' and a 'Help' link.

Figure 3-10. Case law database Search page showing the Terms and Connectors search method

3. At the Search page, click the **Terms and Connectors** tab if it is not already selected.
4. Type your query in the *Search* text box, or choose a search from the *Recent Searches and Locates* drop-down list, and click **Search Westlaw**.

### CHOOSING SEARCH TERMS

Choose terms significant to your issue. Suppose, for example, that your issue concerns whether supervision of students by a school is a discretionary function exception to the Tort Claims Act. The terms *supervision*, *student*, *discretionary*, and *Tort Claims Act* are key parts of the issue, so these terms (along with variations and alternatives) should be included in your query, as in the following sample query:

supervis! /p student pupil /p discretion! & "tort claims act"

### Phrases

To search for a phrase, place the phrase in quotation marks. Westlaw will retrieve documents that contain the search terms in the same order as they appear in the quotation marks. For example, to use the phrase *summary judgment* in a search, type

"summary judgment"

Phrase searching is most effectively used with the Terms and Connectors search method when the phrase is not likely to appear in alternative ways. For example, you might not want to use the phrase "blood alcohol level" in your query because some documents could express that idea as *the level of alcohol in the defendant's blood*.

### Common Terms

Some terms, such as *be* or *with*, are too common to be searched as single terms on Westlaw. If you enter such a term, Westlaw will display the term and the message *Your request contains term(s) too common to be searched*. If you receive this message, edit your query and leave out the common terms.

Common terms can be included in your query when they appear as either the first or last term in a phrase or term of art that is either hyphenated or enclosed in quotation marks. (The only term that cannot be processed in this way is the term *the*.) For example, if you type **at-will**, Westlaw will process your request and retrieve documents that include this phrase.

If a common term is embedded within a phrase or hyphenated term, the common term will serve as a placeholder only and will not be searched. Therefore, the phrase **"judgment with prejudice"** will retrieve documents in which phrases such as *judgment without prejudice* and *judgment would prejudice* appear.

### Alternative Terms

After selecting the main terms for your query, consider adding alternative terms. For example, if you are searching for *attorney*, you might also want to search for *counsel* and *lawyer*.

You should consider both synonyms and antonyms as alternative terms. If you are searching for *good faith*, you might also want to search for *bad faith*. If you are searching for *admissible*, you might also include *inadmissible*.

You also can use the Westlaw thesaurus to add alternative terms to your Terms and Connectors query. After you type your query in the *Search* text box, click **Thesaurus**. See "Adding Related Terms" on page 26 for more information.

### Variations of Word Forms

When choosing search terms, consider the various forms they might take. When you search for the term *liable*, for example, you may also want to search for *liability*. If you do not search for all variations, you may miss relevant documents.

While Westlaw retrieves many word forms automatically, you can also retrieve other word forms by using special symbols.

Refer to the following tables for information about variations of word forms.

### PLURALS

If you enter the singular form of a term, Westlaw automatically retrieves the plural form as well; this is true for all regular and most irregular plurals. If you enter the plural form, only the plural is retrieved.

Term	Retrieves
computer	<i>computer</i> <i>computers</i>
woman	<i>woman</i> <i>women</i>
memorandum	<i>memorandum</i> <i>memorandums</i> <i>memoranda</i>
books	<i>books</i> but not <i>book</i>

### POSSESSIVES

If you enter the nonpossessive form of a term, Westlaw automatically retrieves the possessive forms as well. If you enter the possessive form, only the possessive form is retrieved.

Term	Retrieves
customer	<i>customer</i> <i>customer's</i> <i>customers'</i>
customer's	<i>customer's</i> but not <i>customer</i> or <i>customers'</i>

### COMPOUND TERMS

A compound term may appear in various ways in documents; it may be hyphenated, or it may appear as one word or two words. To retrieve all forms of a compound term, use its hyphenated form. If you do not include hyphens, you will not retrieve all variant forms.

Term	Retrieves
good-will	<i>good-will</i> <i>good will</i> <i>goodwill</i>
"good will"	<i>good will</i> <i>good-will</i>
goodwill	<i>goodwill</i>



## ABBREVIATIONS

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Like compound terms, an abbreviation may appear in various ways in documents; it may or may not include periods or spaces between letters. To retrieve all variations of an abbreviation, enter the term with periods and without spaces. Also, it is a good practice to include the words or phrase from which the abbreviation is derived in your query. For example, include “**environmental protection agency**” as an alternative search term for **e.p.a.**

Term	Retrieves
<b>e.p.a.</b>	<i>E. P. A.</i> <i>E P A</i> <i>E.P.A.</i> <i>EPA</i>

---

## THE ROOT EXPANDER (!)

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To retrieve words with variant endings, use the root expander (!). When you place the root expander at the end of a root term, you retrieve all forms of that root. The root expander does not retrieve related terms that do not begin with the root word; e.g., **drink!** does not retrieve *drunk*. To search for these forms, use the universal character (refer to the explanation below).

Term	Retrieves
<b>drink!</b>	<i>drink</i> <i>drinking</i> <i>drinker</i> <i>drinkable</i> <i>drinkability</i>

---

**Note** Using the root expander (!) without considering all the word variations it may generate is a common error. For example, if you enter **tax!**, Westlaw may display a message indicating that *tax!* generates too many terms. Think about all the words that have the root *tax*: *taxability*, *taxi*, *taxable*, *taxicab*, *taxiway*, *taxation*, *taxidermy*, *taxonomist*, *taxational*, *taxied*, *taxonomy*, *taxes*, *taxing*, and *taxpayer*. To retrieve documents containing particular terms (e.g., *tax*, *taxes*, *taxation*, *taxable*, or *taxability*), use those terms in your query. (Remember that **tax** retrieves *tax*, *taxes*, *tax's* and *taxes'*.)

---

## THE UNIVERSAL CHARACTER (\*)

The universal character or asterisk (\*) represents one variable character. You can place universal characters in the middle or at the end of a term, but not at the beginning. When you place universal characters at the end of a term, you specify the maximum length of that term. When you place a universal character in the middle of a term, you require that a character fill that position. The number of universal characters you can use within a term is unlimited. Also, you can combine characters and root expanders in one term: **dr\*nk!**

Term	Retrieves
<b>host***</b>	all forms of the root <i>host</i> that have up to three additional characters, such as <i>hosted</i> <i>hostess</i> <i>hosting</i>
<b>kn*w</b>	<i>know</i> <i>knew</i>

## CHOOSING CONNECTORS

In addition to choosing terms for your query, you must also choose connectors to specify relationships between your search terms. Click the arrow (▲) next to *Add Connectors or Expanders*, if necessary, at the bottom of a database Search page. Then click a connector in the displayed list to add the connector to your query.

To view a list of connectors and brief explanations of their function in a search, click **Help** next to *Add Connectors or Expanders* at the bottom of the Search page. You can also refer to the following chart.

Connector		Westlaw retrieves documents
AND	&	containing both search terms: <b>work-place &amp; safety</b>
OR	a space	containing either search term or both search terms: <b>landlord lessor</b>
Grammatical Connectors	/p	containing the search terms in the same paragraph: <b>warrant! /p habitab!</b>
	+p	in which the first search term precedes the second search term within the same paragraph: <b>ti(burke +p burke)</b>
	/s	containing the search terms in the same sentence: <b>danger! /s defect!</b>
	+s	in which the first search term precedes the second search term within the same sentence: <b>capital +s gain</b>

Connector		Westlaw retrieves documents
Numerical Connectors	/n (where <i>n</i> is a number from 1 to 255)	containing the search terms within <i>n</i> terms of each other: <b>issue /5 fact</b>
	+n (where <i>n</i> is a number from 1 to 255)	in which the first search term precedes the second search term by <i>n</i> terms: <b>20 +5 1080</b>
Phrase	“ ”	containing search terms in the same order as they appear inside the quotation marks: <b>“constructive notice”</b>
BUT NOT	%	not containing the term or terms following the percent symbol: <b>union % “american civil liberties union”</b>

#### AND Connector

Use the AND connector (&) to retrieve documents containing two or more search terms anywhere in the document. For example, the query

**seat-belt & mitigat!**

requires that all forms of the compound term *seat-belt* and any word with the root *mitigat* appear in the document. Keep in mind that when you use the AND connector, one term may appear on the first page of a document and the other may appear on the last. For this reason, you will often find it desirable to use more restrictive connectors.

#### OR Connector

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.

#### Same Paragraph Connectors (/p, +p)

The same paragraph connectors require search terms to appear in the same paragraph in a document. If you are not sure which connector to use, try /p first. For example, the query

**pit-bull bull-terrier /p attack!**

retrieves documents in which forms of the terms *pit-bull* or *bull-terrier* appear in the same paragraph with any word with the root *attack*. You can use a +p connector to specify the order in which search terms should appear in a paragraph. The +p connector requires the first term to precede the second term within the same paragraph.

#### Same Sentence Connectors (/s, +s)

The same sentence connectors require search terms to appear in the same sentence in a document. The query

**design! /s defect!**

retrieves documents in which any words with the roots *design* and *defect* appear in the same sentence. For example, documents containing the following phrases would be retrieved:

... liability for a *defectively designed* product ...  
... resulting from alleged *design* and manufacturing *defects* ...  
... the defendant negligently *designed* the *defective* safety latch ...

You can use a **+s** connector to specify the order in which search terms should appear in a sentence. The **+s** connector requires that the first term precede the second term within the same sentence.

### Numerical Connectors

Numerical connectors require search terms to appear within a specified number of terms of each other. A numerical connector may be any number from 1 to 255. For example, the query

**attorney /5 fee**

retrieves documents in which *attorney* appears within five terms or fewer of *fee*, as in the phrase

... caused the bank to incur *attorney* and trustee *fees* and expenses ...

To specify term order with numerical connectors, use the **+n** connector (where *n* is a number); the **+n** connector requires that the first term precede the second term by no more than the specified number of terms. For example, the query

**john +3 smith**

retrieves documents in which *John* precedes *Smith* by three terms or fewer, as in a reference to

*John Henry Smith*

The **+n** connector is especially useful when you are restricting your search to the citation field or searching for documents referring to a particular citation. For example, the query

**20 +5 1080**

retrieves documents in which *20* precedes *1080* by five terms or fewer, as in a reference to

*20 U.S.C.A. § 1080*

### BUT NOT Connector (%)

You can exclude documents that contain certain terms by using the BUT NOT connector (%). Westlaw excludes everything that follows the BUT NOT connector in your search. 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 this query:

**"multiple chemical sensitivity" % to(413)**

### Order of Westlaw Processing

Westlaw processes the connectors in your query in the following order:

“ ”, space (or), +n, /n, +s, /s, +p, /p, &, %

The order in which connectors are processed affects what a query will retrieve. For example, suppose you want to retrieve cases containing the term *frisk* or the phrase *search and seizure*. The query

**frisk search /3 seizure**

will not retrieve all the desired documents because the OR relationship between *frisk* and *search* is processed first. This query requires that either *frisk* or *search* appear within three terms of *seizure*; in other words, this query instructs Westlaw to search for these two alternative sets: documents with *frisk* within three terms of *seizure* or documents with *search* within three terms of *seizure*.

To have Westlaw search for *search* within three terms of *seizure* first, you must change the order in which the connectors are processed.

#### Using Parentheses to Change the Order of Processing

You can use parentheses to change the order in which Westlaw processes the connectors in your query. When you place terms and connectors within parentheses, those connectors are processed first. For example, when parentheses are used in the query

**frisk (search /3 seizure)**

*search /3 seizure* is processed first. This query instructs Westlaw to search for these two alternative sets: documents with *frisk* or documents with *search* within three terms of *seizure*.

Changing the order of processing is also useful when you want to search for two citations as alternatives. For example, if you are searching for cases that cite either 15 U.S.C.A. § 1311 or 42 U.S.C.A. § 1985, you could enter the query

**(15 +5 1311) (42 +5 1985)**

For further information on order of processing, see Appendix C.

#### RESTRICTING YOUR SEARCH BY FIELD

You can use field restrictions to search for terms in specific parts of a document. The format for typing a field-restricted search is the same for all fields: the field abbreviation is immediately followed by key terms enclosed in parentheses. The field-restricted portion of a query is connected to the rest of the query with the AND connector (&).

To add a field restriction to your query, choose a field from the *Fields* drop-down list at a database Search page, shown outlined in Figure 3-11. The abbreviation for this field will be added to the *Search* text box. Type the terms you want included in the field restriction in the parentheses following the abbreviation.

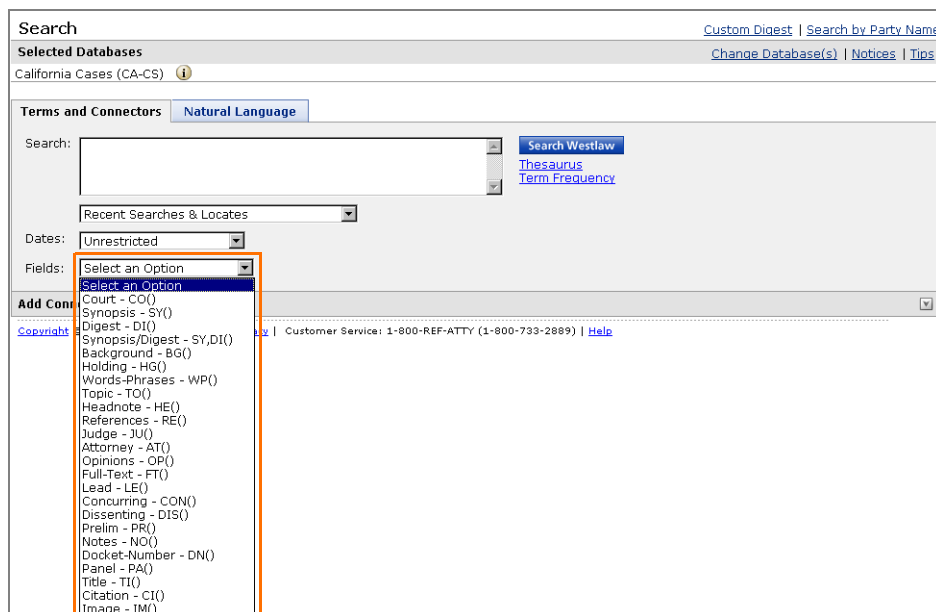


Figure 3-11. *Fields* drop-down list

You can use field restrictions in multiple-database searches. However, you will not retrieve documents from any database that does not contain the field you are searching, even if your search terms appear in documents in that database. To determine whether a field is available for a database, check Scope for that database.

For more information on using fields in case law documents, see “Searching Case Law Databases” on page 57. For more information on using fields in legislative documents, see “Searching Statutory and Regulatory Databases” on page 75.

### RESTRICTING YOUR SEARCH BY DATE

You can restrict your search by document date or the date a document was added to Westlaw. Remember that a date restriction must be connected to your other search terms using the AND connector (&).

#### By Document Date

To restrict your search to documents decided or issued on, before, or after a certain date, or between a range of dates, add a date restriction (da) to your query.

There are several ways to add a date restriction to your query.

- To restrict your search to documents issued during a certain time period ending with the date of your current Westlaw research session, choose a date restriction from the *Dates* drop-down list at the Search page, (e.g., **Last 30 Days** or **Year to date**). The restriction is automatically included in your query.
- You can also type **da** followed by a date or date range in parentheses in the *Search* text box at the Search page.

The year in a date restriction must be entered as a four-digit year, e.g., 2010. Many date restriction formats are acceptable:

- da(3-1-2010)
- da(before 2010)
- da(bef 3/1/2010)
- da(aft jan 1, 2010)
- da(aft 1975 and bef 2010)
- da(1999 2010)

### By Date Added to Westlaw

An added-date restriction (ad) allows you to update the result of a Terms and Connectors search you previously ran on Westlaw. For example, suppose you ran a search on February 1, 2010. In March, you want to see whether the same search retrieves any new cases. To do this, enter the same search with an added-date restriction using January 31, 2010, the date one day prior to the day you most recently ran the search.

To include an added-date restriction in your Terms and Connectors query, type **ad** followed by the date in parentheses, e.g., **ad(aft 1/31/2010)**, in the *Search* text box. Be sure to connect your date restriction to the rest of your Terms and Connectors query with the AND connector (&). The added-date restriction is not available when you are using the Natural Language search method.

### Viewing Your Result

After your search is run, the result list is displayed (Figure 3-12). The result list lists the citations of documents retrieved by your search and enables you to view your search terms in the context of surrounding terms.

The screenshot shows a Westlaw search interface. At the top, the search criteria are: "tree branch (limb) crossing property line (border bo" and the database is set to "ca-cs". The search results show 100 documents. The first result is "1. Bonde v. Bishop, 112 Cal.App.2d 1, 245 P.2d 617, Cal.App. 1 Dist., June 25, 1952 (NO. CIV. 15163)". The snippet for this case reads: "...tree cut back to their line, he not only refused but warned her that if plaintiffs had it cut back and damaged the tree in any way, defendants would sue plaintiffs. After the limb fell defendants had the foliage thinned out, removing two loads of brush and a considerable quantity of wood. Defendants rely mainly on the testimony of their only witness, a tree expert, who gave it as his opinion that for safety is not necessary to cut down the tree. (The court did not order the tree cut down, merely ordered the nuisance to be abated. This requires only the removal of the overhanging limbs.) The parties and the court concluded from the witness' testimony that he also meant that the overhanging limbs were safe, although he did not..."

On the right side of the page, there is a "ResultsPlus" sidebar with several sections:

- ALR** 1. Tree or Limb Falls Onto Adjoining Private Property, Personal Injury and Property Damage Liability
- Corpus Juris Secundum: Adjoining Landowners** 2. Trees or Plants on or Near Boundary, On Boundary Line, Ownership
- ALR** 3. Rights and Liabilities of Adjoining Landowners as to Trees, Shrubberty, or Similar Plants Growing on Boundary Line
- ALR** 4. Liability of Private Owner or Occupant of Land Abutting Highway for Injuries or Damage Resulting from Tree or Limb Falling Onto Highway
- Corpus Juris Secundum: Municipal Corporations**

At the bottom of the page, there is a pagination bar showing "1 - 20 of 100" and a "Result Options" dropdown menu.

Figure 3-12. Result list

Westlaw provides several tools that will help you quickly and easily review the information you have retrieved. See “Browsing Documents” on page 41 for detailed information on how to move within and among documents on Westlaw.

## DOCUMENT RANKING

### Natural Language

When you search using the Natural Language search method, the documents in your search result will be ranked according to their statistical relevance. The document that has the greatest likelihood of matching the concepts in your description is displayed first. You will retrieve a maximum of 100 documents with a Natural Language search.

### Terms and Connectors

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 (i.e., the most recent document is displayed first). This is the default ranking order in most databases.

When you search in the All Federal Cases database (ALLFEDS) or a federal topical case law database using age ranking, cases are ordered first by court and then by age. U.S. Supreme Court cases are displayed first, followed by cases from the courts of appeals, the district courts, and the specialized courts (e.g., the bankruptcy courts).

In publication ranking, documents are presented in the order in which they were published. It is the standard ranking order in directory databases as well as statutory and regulatory databases such as the United States Code Annotated database (USCA) and the Code of Federal Regulations database (CFR).

## MODIFYING YOUR SEARCH

To modify your Terms and Connectors query or Natural Language description or run it in a different database, click **Edit Search** at the top of the result list or in the left frame of a displayed document. The Search page is redisplayed.

- To edit your search and run it in the same database, make your changes in the *Search* text box and click **Search Westlaw**.
- To change databases, click **Change Databases(s)** at the top of the Search page. The Change Database(s) page is displayed (Figure 3-13). Type the identifiers of the databases you want to search in the *Add or Delete database(s)* text box. You can then click **Edit Search in New Database(s)** to edit your search before running it in the new database or click **Run Search** to run it in the new database without editing it.



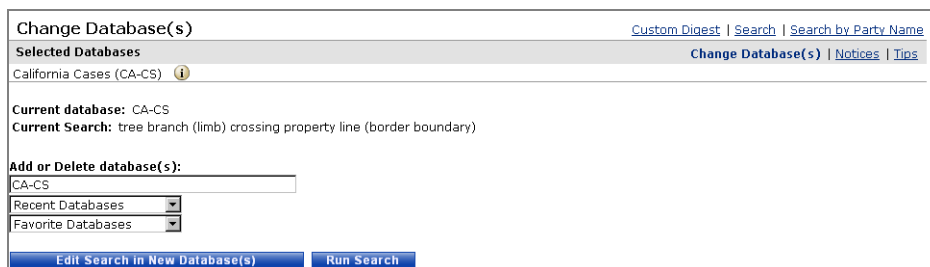


Figure 3-13. Change Database(s) page

You can also use the text boxes at the top of the result list to modify your search or run it in a different database. Make changes to your search in the *Edit Search* text box or type a new database identifier in the *Database* text box. Then click **Search**.

### USING SMART TOOLS TO REFINE YOUR SEARCH

Smart Tools are available for most Westlaw database searches when you use the Natural Language or Terms and Connectors search method. With Smart Tools you can

- run an alternative search when Westlaw identifies spelling, typographical, or usage errors in your search
- add related terms to your search or Locate request
- rerun your search in larger, more comprehensive databases

You can turn off Smart Tools at the Search Preferences page. Click **Preferences** at the top of any page and then click **Search** in the left frame. Clear the check boxes in the *Smart Tools* section of the right frame.

#### Running a *Did You Mean* Search

Westlaw identifies misspellings of common terms, legal terms, and legal acronyms, as well as terms used incorrectly in a legal context, and displays a new search that you can run.

When a *Did You Mean* search is displayed, click the search to run it (Figure 3-14). If you are using transactional pricing, you will be charged for an additional search.

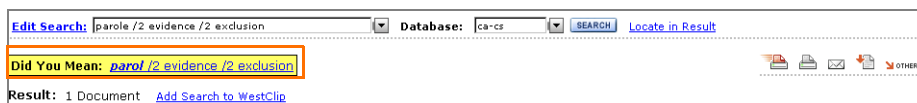


Figure 3-14. *Did You Mean* search

#### Adding Related Terms

After you run a search or Locate request, legal synonyms for key terms in your search may be displayed in the *Add Related Terms* section at the top of the result list (Figure 3-15).

Click a related term to add it to your search, or click **Select all** to add all related terms to your search. The Search page is redisplayed. Notice that the related terms you selected have been automatically added to your search. By default, a space (the OR connector) separates related terms. Modify your

search, if necessary, and click **Search Westlaw** to run it. If you are using transactional pricing, you will be charged for an additional search.

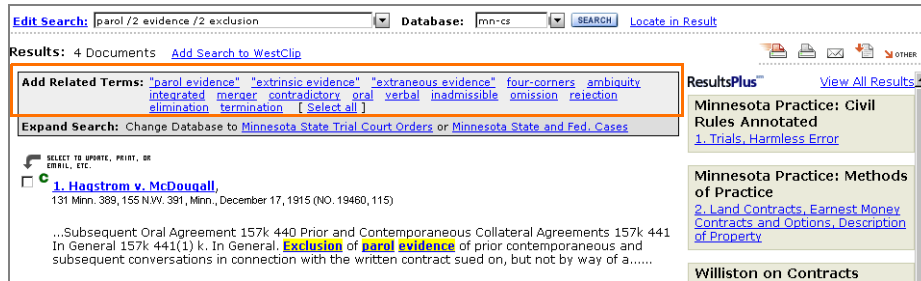


Figure 3-15. *Add Related Terms* section

### Changing Databases

When a search retrieves fewer than five documents, Westlaw may suggest larger, more comprehensive databases in which to run your search in the *Expand Search* section at the top of the result list (Figure 3-16). Click a database name to display the Search page for the database.

Click **Search Westlaw** to run the search in the database you selected. If you are using transactional pricing, you will be charged for an additional search.

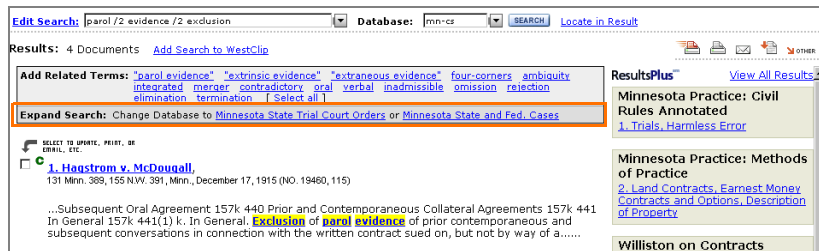


Figure 3-16. *Expand Search* section

# 4 Browsing Documents

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This chapter discusses different ways to move within and among the documents you retrieve on Westlaw.

Refer to the following chart as you browse your search results.

If you want to view	Do this
a specific document in your search result	<p>While viewing the result list, click the document's title or retrieval number. Or choose <b>Go to Specific List Item</b> from the <i>Result Options</i> drop-down list in the lower-right corner of the page; type the document's retrieval number in the text box and click <b>Go</b>; and then click its title or retrieval number.</p> <p>While viewing the Result List tab, click the document's title or retrieval number. Or choose <b>Go to Specific List Item</b> from the <i>Result Options</i> drop-down list, then type the document's retrieval number in the text box and click <b>Go</b>.</p>
the next or previous occurrence of your search terms	Click the <b>Term</b> arrows at the bottom of the displayed document.
the part of each document in your Natural Language search result that most closely matches your description	Click the <b>Best</b> arrows at the bottom of the displayed document.
a term or terms not necessarily included in your search	<p>While viewing the result list, click <b>Locate in Result</b> at the top of the page. At the Locate Search Terms page, type the terms you want to locate (formulated as a Terms and Connectors query) in the <i>Locate</i> text box and click <b>Locate</b>. To edit or cancel your Locate request, click <b>Edit Locate</b> or <b>Cancel Locate</b> at the top of the result list.</p> <p>While viewing a document, click <b>Locate in Result</b> in the left frame. At the Locate Search Terms page, type the terms you want to locate (formulated as a Terms and Connectors query) in the <i>Locate</i> text box and click <b>Locate</b>. Click the <b>Term</b> arrows to move between the pages containing your Locate terms. To edit or cancel your Locate request, click <b>Edit Locate</b> or <b>Cancel Locate</b> in the left frame.</p>
consecutive documents in statutory, regulatory, and treatise databases, even if they were not retrieved by your search or Find request (e.g., sequential statutes or regulations)	Click <b>Previous Section</b> or <b>Next Section</b> in the document header. To return to the document you were originally viewing, click <b>Original Results</b> in the left frame.

## If you want to view

## Do this

only the information included in particular document fields (field browsing is not available for documents retrieved using multiple-database searching)

Choose **Limit by Fields** from the *Tools* drop-down list at the bottom of the right frame and click **Go**. A list of the fields in the database is displayed. Select the check boxes next to the fields you want to view and click **OK**. To view the full text of documents again, choose **Cancel Fields Limit** from the *Tools* drop-down list and click **Go**.

the place in a document where a page from a specific print publication begins

Choose **Goto Star Page** from the *Tools* drop-down list at the bottom of the right frame and click **Go**. Type the print publication page number in the *Go to Star Page* text box and click **Go**.

information relating to your document

In split-page view, click the links on the Links tab to view related information. In full-page view, click **Links for...** at the top of the page and then click the links.

information in the right frame across the full width of the page

Click the **Full-Page View** icon at the top of the right frame.

the full text of a cited document

Click the link for the cited document to view its full text in the Link Viewer.

## Viewing the Search Result

When you retrieve your Westlaw search result, the result list is displayed. The result list contains the citations of the documents in the result (Figure 4-1). The result list helps you identify relevant documents because each item in the list includes a portion of document text.

The screenshot shows a Westlaw search interface. At the top, there is a search bar with the query "sy,d(whistle-blow! /p retaliat! /p "summary judge...". The database is set to "cta5-all". Below the search bar, it says "Results: 60 Documents" and "Add Search to WestClip".

The main results area shows two cases:

- 1. May v. FedEx Freight Southeast, Inc.**, 649 F.Supp.2d 451, M.D.La., August 12, 2009 (NO. CIV.A. 07-660-FJP-CN). The snippet discusses harassment and retaliation claims.
- 2. Malouse v. Winter**, 338 Fed.Appx. 396, 2009 WL 1577670, (Not Selected for publication in the Federal Reporter), C.A.5 (La.), June 05, 2009 (NO. 08-31058). The snippet discusses a challenge to a Merit Systems Protection Board decision.

On the right side, there is a "ResultsPlus" sidebar with a "View All Results" link. It contains several navigation links:

- Am.Jur.2d: Job Discrimination**
- 1. Proof of Retaliation, In General, Summary Judgment**
- Am.Jur.2d: Job Discrimination**
- 2. Motions for Summary Judgment, Priority of Motion in Particular Circumstances, Genuine Issues of Fact-Retaliation**
- Am.Jur.2d: Job Discrimination**
- 3. Motions for Summary Judgment, Priority of Motion in Particular Circumstances, Genuine Issues of Fact**
- Federal Practice & Procedure**
- 4. Summary Judgment, Summary Judgment in Particular Actions and on Particular Issues, Actions Arising Out of the Employment Setting**

At the bottom of the page, it says "1 - 20 of 60" and "Result Options".

Figure 4-1. Result list for a case law search

When you use the Terms and Connectors search method, each citation in the result list is accompanied by a portion of document text showing the first three instances of your search terms displayed in the context of the 20 words that precede and follow those terms. When you use the Natural Language search method, the best portion of each document (i.e., the portion that most closely matches the concepts in your description) is displayed.

When appropriate, KeyCite status flags are displayed in the result list—click a flag to view KeyCite information for the document.

If you are searching databases containing case law, statutes, regulations, or analytical materials, ResultsPlus information may be displayed alongside the result list. ResultsPlus automatically provides references to additional sources of information on Westlaw—such as *American Law Reports* (ALR) annotations and West topic and key numbers—that may be relevant to your research. (For more information about ResultsPlus, see “Using ResultsPlus to Access Additional Resources” below.)

To view the full text of a document you have retrieved, click its title or retrieval number in the result list.

### **CUSTOMIZING THE RESULT LIST**

To customize the result list, complete the following steps:

1. Click **Preferences** at the top of any page.
2. Click **Result List Display** in the left frame.
3. If you want to show only a list of citations without a portion of text from each document in the list, select **Hide search terms in result list**.
4. If you want the result list to include a portion of text from each document in the list (this is the default setting), select **Show search terms in result list**. Then, for your Terms and Connectors search results, use the drop-down lists in the right frame to choose
  - the number of words that should be displayed before and after your search terms
  - the number of occurrences of your search terms that should be displayed
5. If desired, change the number of citations that are displayed in the result list or on the Result List tab by using the *Display up to ... citations at a time* drop-down list.
6. Click **Save Changes**.

### **USING RESULTSPLUS TO ACCESS ADDITIONAL RESOURCES**

When you search a case law, statutes, regulations, or analytical database, Westlaw automatically creates a ResultsPlus list—a list of additional documents and West topic and key numbers that have a high statistical likelihood of matching the concepts in your search.

Based on your search and the documents retrieved, ResultsPlus may display references to ALR, *American Jurisprudence 2d* (Am Jur 2d), selected law reviews and treatises, briefs, and West topic and key numbers.

Click a document title in the ResultsPlus list to view the full text of the document, or click a topic and key number reference to retrieve a document containing case headnotes classified under that topic and key number. To return to the result list, click **Full Screen List** on the Result List tab or the Links tab.

## USING THE RESULT OPTIONS DROP-DOWN LIST

Use the *Result Options* drop-down list to create a WestClip entry for your current Terms and Connectors search, view a search summary, show or hide search terms and surrounding document text in Terms and Connectors search results or best portions in Natural Language search results, or go to a specific document in the result list. Choose an option from the list.

## Page View

Most of the information you retrieve on Westlaw can be displayed in split-page view or full-page view. In split-page view (Figure 4-2), the text of a document is displayed in the right frame, and context-sensitive information tabs are displayed in the left frame. While in split-page view, click the **Full-Page View** icon in the right frame (shown outlined in Figure 4-2) to display the information in full-page view.

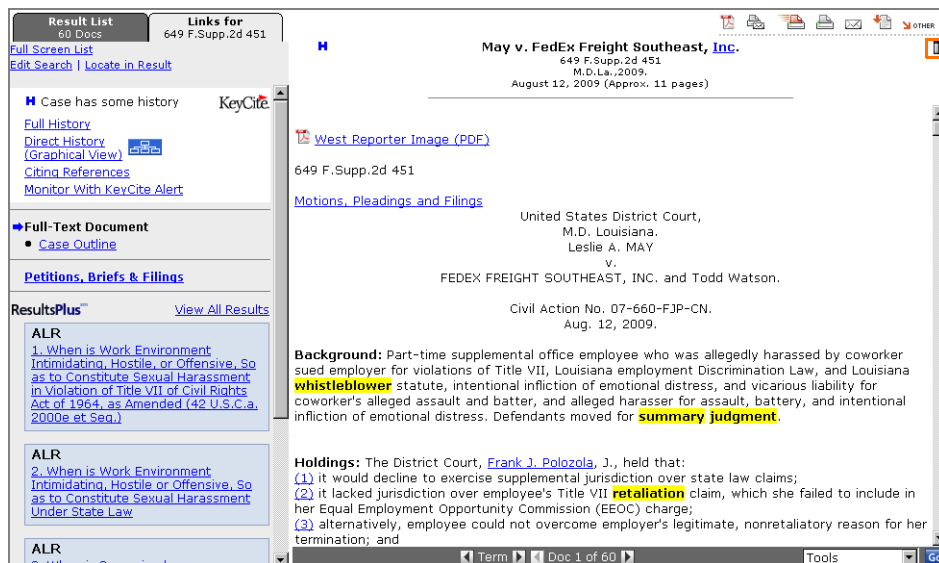


Figure 4-2. Case in split-page view

Full-page view (Figure 4-3) presents information across the full width of the page, enhancing its readability. While in full-page view, click the **Split-Page View** icon (shown outlined in Figure 4-3) to switch to split-page view.

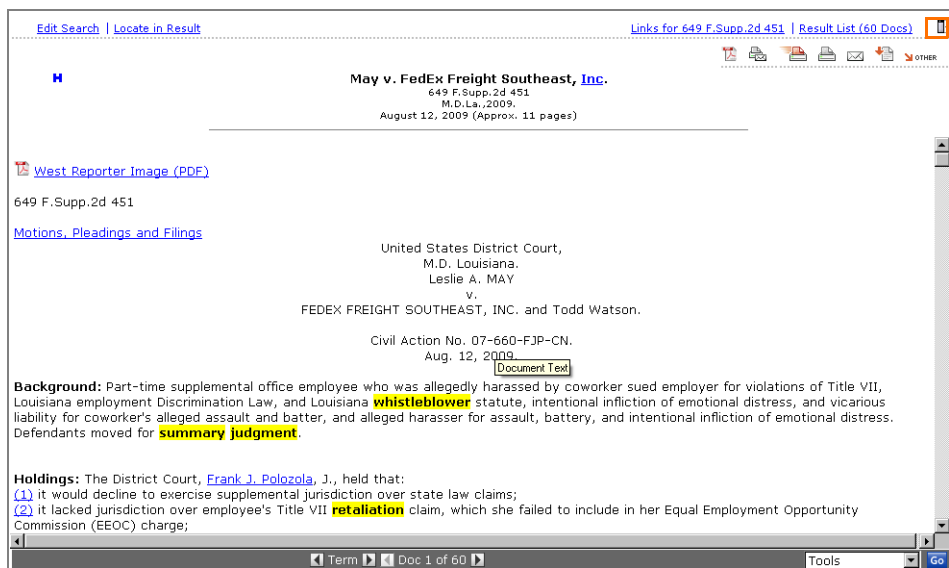


Figure 4-3. Case in full-page view

## Browsing Tools

Westlaw provides several tools that will help you quickly and easily review the information you retrieved.

### RESULT LIST TAB

The Result List tab shows the total number of documents you have retrieved and a list of their citations. Citation information for the document displayed in the right frame is highlighted in yellow (or another color that you select). When appropriate, KeyCite status flags are displayed in the result list—click a flag to view KeyCite information for the document.

To display the full text of a document, click the document’s title or retrieval number. You can also choose **Go to Specific List Item** from the *Result Options* drop-down list and click **Go**, then type the retrieval number of the document in the text box and click **Go**.

### LINKS TAB

The Links tab allows you to view information related to the document that is displayed in the right frame. The Links tab is context-sensitive, which means that the links available for a search result are determined by the type of documents you retrieve.

For example, when a case law document is displayed in the right frame, the Links tab allows you to view

- the KeyCite result for the case
- petitions, briefs, and other court filings related to the case
- ResultsPlus information specific to the case
- the table of authorities for the case
- the West topic and key numbers assigned to the headnotes in the case



When a statute is displayed in the right frame, the Links tab allows you to view

- the KeyCite result for the statute
- a graphical display of changes to the statute over time
- the table of contents for the statute
- prior versions of the statute
- ResultsPlus information specific to the statute
- cases, administrative materials, and secondary sources that cite the statute
- cross-references to other statutes
- legislative history
- West topics and key numbers

When a regulation is displayed in the right frame, the Links tab allows you to view

- the KeyCite result for the regulation
- the table of contents for the regulation
- the RegulationsPlus Index (federal regulations only)
- prior versions of the regulation (federal regulations only)
- cases, administrative materials, and secondary sources that cite the regulation
- cross-references to other regulations and statutes (federal regulations and selected state regulations)
- ResultsPlus information specific to the regulation

#### **Outline Link**

Click the **Outline** link on the Links tab to move quickly to various portions of a document, such as concurring and dissenting opinions in a U.S. Supreme Court case or notes of decisions in an annotated statute. The *Outline* link is especially useful when you are browsing long documents.

#### **BROWSING MODES**

Westlaw offers several ways of browsing retrieved documents. The browsing modes available depend on the search method you use to retrieve information and the type of documents you retrieve.

##### **Browsing by Search Term**

In a Terms and Connectors or a Natural Language search result, you can quickly review the documents you retrieve by browsing the portions containing your search terms. When a document from your result is displayed, your search terms are highlighted in yellow. Click the **Term** arrows at the bottom of the page to view the portions of each document that contain your search terms.

##### **Browsing by Best Portion**

In a Natural Language search result, the “best” portion of each document—the portion most closely matching the concepts in your description—is shown in red. Click the **Best** arrows at the bottom of the page to move through your retrieved documents by best portion. Browsing by best portion is not available while a Locate request is in effect.

### Browsing by Document

To move from the displayed document to the next or previous document in your search result, click the **Doc** arrows at the bottom of the page.

You can also use the result list to move among documents in your search result. While browsing a document in full-page view, click **Result List** at the top of the page. While browsing a document in split-page view, click the **Result List** tab. When the result list is displayed, click the title or retrieval number of a document to view its full text.

### Browsing by Document Part

Long documents are divided into parts to make browsing more efficient. Click **Next Part** or **Previous Part** at the top or bottom of the page to move to the next or previous part of the document, respectively. Click **First Part** to return to the beginning of the document.

### LOCATING A PARTICULAR TERM OR TERMS

The Locate feature allows you to search the documents in your result for a particular term or terms, whether or not the terms appeared in your Natural Language description or your Terms and Connectors query.

To use Locate, complete these steps:

1. While viewing a document in your search result, click **Locate in Result** at the top of the Links tab or Result List tab (or while viewing the result list, click **Locate in Result** at the top of the page). The Locate Search Terms page is displayed (Figure 4-4).

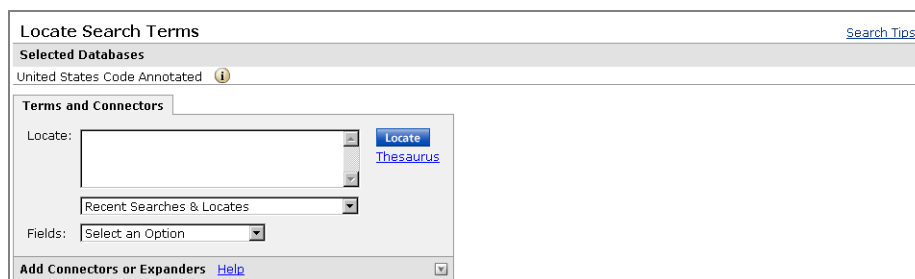


Figure 4-4. Locate Search Terms page

2. Type your Locate request in the *Locate* text box. Formulate your Locate request as you would a Terms and Connectors query—you can use connectors, field restrictions, the root expander, and the universal character.
3. Click **Locate**. Your Locate terms, rather than your original search terms, are highlighted in document text. Your result list is automatically restricted to those documents in your search result that contain your Locate terms; to return to the complete list of the documents you retrieved, choose **Show Full List** from the *Result Options* drop-down list at the bottom of the result list or at the top of the Result List tab. Documents containing your Locate terms are marked with a blue arrow in the result list.

To browse the documents for your Locate terms, click the **Term** arrows at the bottom of the right frame. To edit or cancel your Locate request, click **Edit Locate** or **Cancel Locate** in the left frame while viewing a document or at the top of the page while viewing the result list. You can also edit your Locate request in the *Edit Locate* text box at the top of the result list.

### VIEWING CONSECUTIVE DOCUMENTS

In certain databases, such as those containing statutes, regulations, and treatises, you can view consecutive documents even if they were not retrieved by your search or Find request.

To view consecutive documents, click **Previous Section** or **Next Section** in the document header. To return to the document you were originally viewing, click **Original Results** at the top of the left frame.

### VIEWING STAR PAGING INFORMATION

Star Paging is a Westlaw feature that enables you to display print page references for the text you are viewing online. This enables you to cite the print publication without looking up the reference. Star Paging also allows you to move directly to a print page reference within a document.

Star Paging is available for many publications, including the following:

- West's National Reporter System reporters
- *United States Reports*
- State reporters
- *Federal Register*
- All law reviews
- *United States Statutes at Large*
- *Congressional Record*

Star Paging references are displayed in a different color from that of the surrounding document text 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 *Regents of the University of California v. Bakke*, 438 U.S. 265, 98 S. Ct. 2733 (1978), page references from both the *Supreme Court Reporter* (published by West) and the *United States Reports* (published by the federal government) are displayed online, as shown in Figure 4-5.

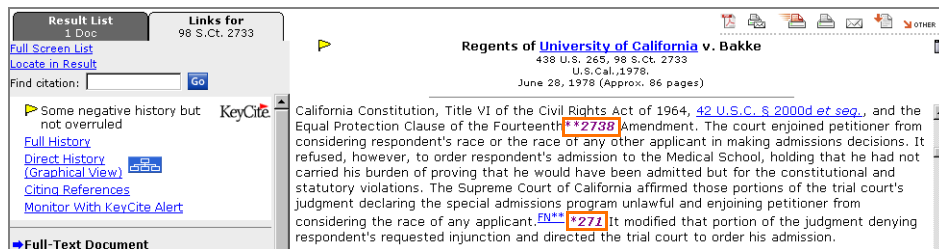


Figure 4-5. Star Paging references in document text

### Moving to a Print Page Reference in a Document

To view the place in a Westlaw document where a specific print page begins, choose **Goto Star Page** from the *Tools* drop-down list at the bottom of the page and click **Go**. A page is displayed showing citation information for the document you are viewing. Type your print page reference in the *Go to Star Page* text box and click **Go**.

### RESTRICTING YOUR DISPLAY BY FIELD

You can restrict the display of retrieved documents by field, so that you view only selected portions of documents in your search result. While viewing a document, choose **Limit by Fields** from the *Tools* drop-down list at the bottom of the page and click **Go**. A list of the fields in the database is displayed (Figure 4-6). Use the check boxes to select the field or fields you want to display and click **OK** at the bottom of the page.

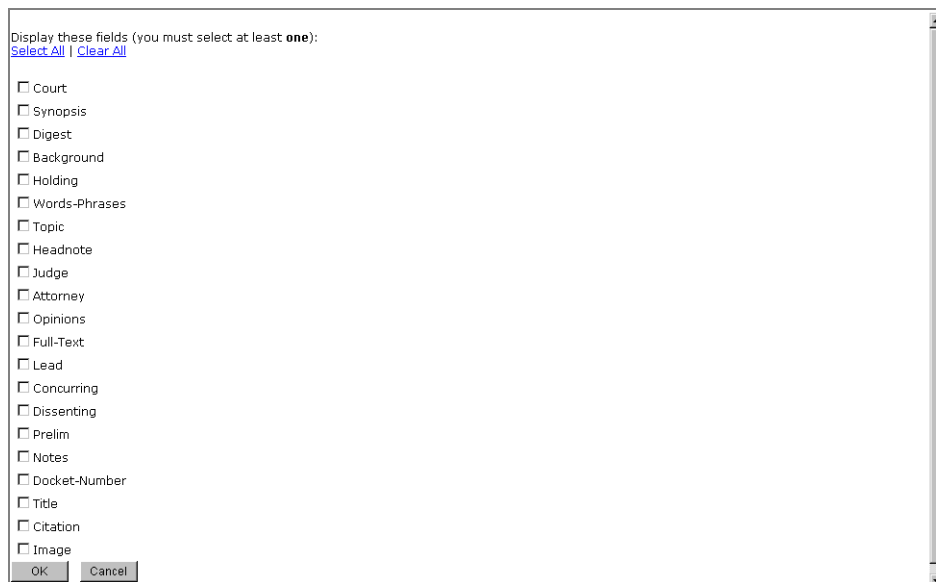


Figure 4-6. Restricting your retrieved documents by field

To return to the full text of your retrieved documents, choose **Cancel Fields Limit** from the *Tools* drop-down list and click **Go**.

Restricting the display of retrieved documents by field is not available for documents retrieved with multiple-database searching.

### PREVIEWING CITED REFERENCES IN THE LINK VIEWER

Links within your retrieved documents allow you to jump from a citation in the document you are viewing to the full text of the cited document. Simply click the link for a cited reference (shown outlined in Figure 4-7) and the full text of the document is displayed in the Link Viewer (Figure 4-8).

You can browse the document, use *Locate*, and print or download the document from the Link Viewer. Click **Maximize** if you want to view the cited document in the right frame with its corresponding information tabs in the left frame.

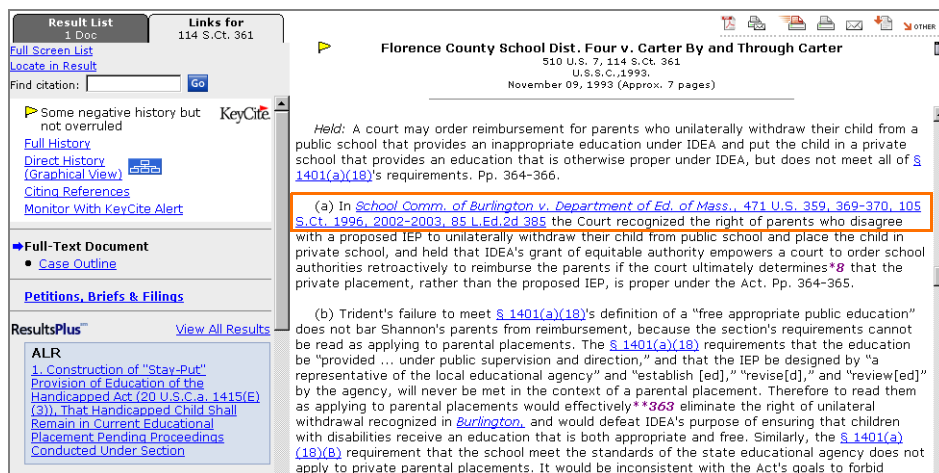


Figure 4-7. Link to a cited document

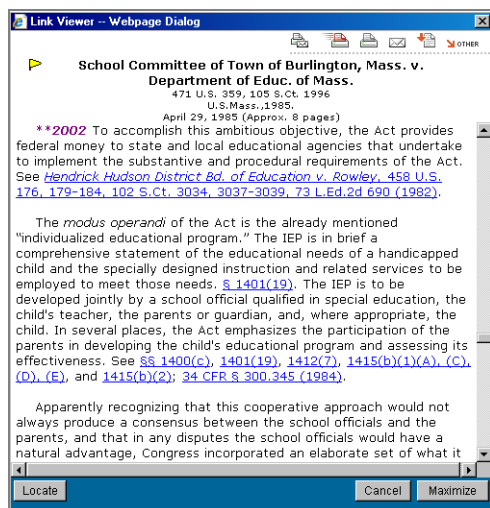


Figure 4-8. Full text of a cited document displayed in the Link Viewer

On Westlaw, you typically retrieve the West version of a case or statute when you click its link. For example, if you select a reference to a *United States Code Annotated* (USCA), *United States Code Service* (USCS), or *United States Code* (USC) section, you retrieve the current section of the USCA. (The USCA is published by West, the USCS is published by LexisNexis, and the USC is published by the federal government.)

When you select a citing reference to an internal page of the cited document, you go to that page. For example, if you click a link for *United States v. Weiner*, 479 F.2d 923, 926 (2d Cir. 1973), you go to page 926 (the internal page referenced in the citing document), not page 923 (the first page of the case).

## Copying and Pasting Text with the Citation

The Copy with Reference feature automatically inserts the correct citation and page number when you copy text from a case, statute, regulation, treatise, or law review and paste it into a brief or other legal document. To use Copy with Reference, select the text you want to copy, then choose **Copy With Ref** from the *Tools* drop-down list at the bottom of the page and click **Go**. The Copy with Reference dialog box is displayed, containing the text you selected and the citation for the document containing the text. Click **Copy**. Then paste the copied text, which includes the citation, into your document.

## Viewing Images Within Documents

Many Westlaw databases contain images that may be viewed online, downloaded, or delivered to a destination such as a printer (Figure 4-9). Images available on Westlaw include black and white photographs, maps, 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*.

If you want to view images within documents as you browse search results on Westlaw, you must first select that option—it is not automatically selected as a standard default.

To have images displayed within documents when they are available, follow these steps:

1. Click **Preferences** at the top of any page. The Location and Pricing Preferences page is displayed.
2. Click **Document Display** in the left frame. The Document Display Preferences page is displayed.
3. Select the **Automatically display images inline within document text** check box in the right frame.
4. Click **Save Changes**.

The screenshot displays a Westlaw interface with a search results sidebar on the left and a document viewer on the right. The sidebar includes sections for 'Full-Text Document' (Case Outline), 'ResultsPlus™' (ALR 1: Construction and Application of Hatch-Waxman Act, Am. Jur. 2d: Patents, ALR 3: Requirement That Combination Device for Which Patent is Sought Produce "Synergistic Effect"), and 'Links for' (Full Screen List, Locate in Result, Find citation: [input] Go, Case has some history, Full History, Direct History (Graphical View), Citing References, Monitor With KeyCite Alert).

The document viewer shows the title 'Sanofi-Synthelabo v. Apotex, Inc.' with citation '89 U.S.P.Q.2d 1370 C.A.Fed. December 12, 2008 (Approx. 8 pages)'. It features a chemical structure diagram labeled 'Image 2 (2.69" X 1.68") Available for Offline Print'. The structure shows a benzothiazine ring system with a nitrogen atom bonded to a CH group, which is further bonded to a carbonyl group (C=O) and a phenyl ring. The carbonyl oxygen is labeled 'Y', and the phenyl ring has a substituent 'X' at the 2-position.

Below the image is a text block: 'X and Y can be any of a number of substituents, as identified in the patents; the district court found that there are thirty-seven possibilities for X and 1710 choices for Y. The patents state that compounds of this class exhibit good anti-platelet aggregation properties and are well tolerated. Focusing on the '596 patent, the specification includes twenty-one examples of specific compounds, including a compound designated as PCR 4099, which Sanofi synthesized in July 1980. In PCR 4099 the substituent attached to the bridge carbon is the methyl ester group (-COOCH3), and X is chlorine in the 2-position, as follows:'. Below this text is another chemical structure diagram labeled 'Image 3 (2.71" X 1.54") Available for Offline Print', which is identical to Image 2 but with 'OCH3' for 'Y' and 'Cl' for 'X'.

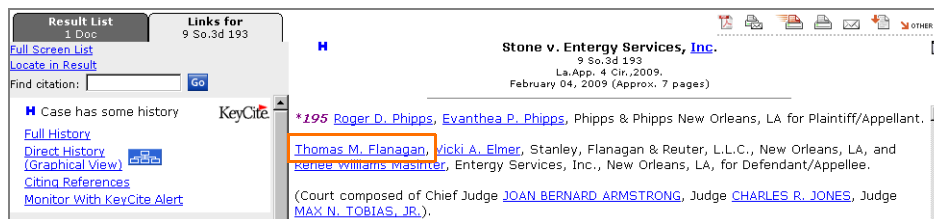
Figure 4-9. Image in a case displayed on Westlaw

## Using Westlaw Profiler

Available exclusively on Westlaw, Westlaw Profiler provides a direct link between a document you are viewing on Westlaw (such as a case, a jury verdict, a settlement summary, or an article) and profiles of attorneys, judges, and expert witnesses who are referenced in the document. The profiles also include links to cases, jury trials, and settlements in which an attorney, judge, or expert witness has participated; articles the individual has written; and other information.

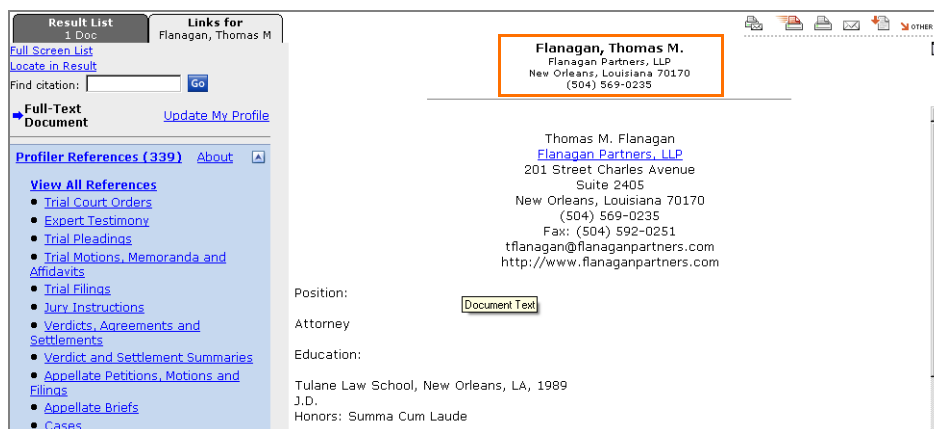
You can access the profile of an attorney, judge, or expert witness from a document you are viewing. Simply click the name of the individual in the document text. (When a profile is available for an individual, his or her name is underlined and displayed in a different color, as shown in Figure 4-10.) The individual's profile is displayed in the right frame (Figure 4-11).

You can also search for the profile of an attorney, judge, or expert witness in the Profiler–Profiles of Attorneys, Judges, and Expert Witnesses database (PROFILER-ALL). Note that profiles of arbitrators are available in the Profiler–Profiles of Arbitrators database (PROFILER-ARB). After accessing the database, type the person's name (e.g., **peter wright**) in the *First and Last Name* text box on the search template and click **Search Westlaw**. A result list is displayed. To view the profile, click the retrieval number next to the person's name in the list.



The screenshot shows the Westlaw Profiler interface. On the left, there is a sidebar with navigation options: "Result List" (1 Doc), "Links for" (9 So.3d 193), "Full Screen List", "Locate in Result", "Find citation:" (with a "Go" button), "Case has some history", "KeyCite", "Full History", "Direct History", "Direct History (Graphical View)", "Citing References", and "Monitor With KeyCite Alert". The main content area displays the case "Stone v. Entergy Services, Inc." (9 So.3d 193, La.App. 4 Cir., 2009, February 04, 2009 (Approx. 7 pages)). A citation is highlighted: "\*195 Roger D. Phipps, Evanthea P. Phipps, Phipps & Phipps New Orleans, LA for Plaintiff/Appellant." Below the citation, the names "Thomas M. Flanagan" and "Vicki A. Elmer" are underlined and highlighted in orange, indicating they have profiles. The text continues: "Stanley, Flanagan & Reuter, L.L.C., New Orleans, LA, and Renee Williams Mastiner, Entergy Services, Inc., New Orleans, LA, for Defendant/Appellee." The court composition is listed as: "(Court composed of Chief Judge JOAN BERNARD ARMSTRONG, Judge CHARLES R. JONES, Judge MAX N. TOBIAS, JR.)."

Figure 4-10. Link to profile of an attorney



The screenshot shows the profile of Thomas M. Flanagan. The sidebar on the left includes: "Result List" (1 Doc), "Links for" (Flanagan, Thomas M), "Full Screen List", "Locate in Result", "Find citation:" (with a "Go" button), "Full-Text Document", "Update My Profile", and "Profiler References (339) About". The main content area features a header for "Flanagan, Thomas M." with contact information: "Flanagan Partners, LLP", "New Orleans, Louisiana 70170", and "(504) 569-0235". Below this, the full address and contact details are listed: "Thomas M. Flanagan", "Flanagan Partners, LLP", "201 Street Charles Avenue", "Suite 2405", "New Orleans, Louisiana 70170", "(504) 569-0235", "Fax: (504) 592-0251", "tflanagan@flanaganpartners.com", and "http://www.flanaganpartners.com". The "Position:" is "Attorney" with a "Document Text" link. The "Education:" is "Tulane Law School, New Orleans, LA, 1989", "J.D.", and "Honors: Summa Cum Laude".

Figure 4-11. Profile of an attorney

## VIEWING PROFILER REFERENCES

To view a list of cases, jury trials, and settlements in which the individual has participated, a list of articles he or she has written, and other information, click **View All References** or one of the links under *Profiler References* on the Links tab in the left frame (Figure 4-12). To view the full referenced text of a document, click its retrieval number.

The screenshot displays a web interface for viewing profiler references. At the top, there are tabs for 'Result List' and 'Links for Flanagan, Thomas M'. A search bar with 'Find citation:' and a 'Go' button is present. Below the search bar are links for 'Full-Text Document', 'Update My Profile', and 'Next Part>>'. The main content area is titled 'Profiler References (339)' and includes a sub-section 'View All References' with a list of categories: Trial Court Orders, Expert Testimony, Trial Pleadings, Trial Motions, Memoranda and Affidavits, Trial Filings, Jury Instructions, Verdicts, Agreements and Settlements, Verdict and Settlement Summaries, Appellate Petitions, Motions and Filings, Appellate Briefs, Cases, Law Reviews & Journals, Arbitration Awards, and Dockets. The 'Trial Court Orders' section is expanded, showing a list of five cases with checkboxes and retrieval numbers. The 'Expert Testimony' section is also visible. The interface includes a 'SELECT TO PRINT, EMAIL, ETC.' button and a 'Printer Friendly' icon.

Figure 4-12. Profiler references

## USING PROFILER ALERT

Profiler Alert is a service that monitors the profile of an attorney, judge, or expert witness and notifies you when new references are added to it. To set up a Profiler Alert entry for the profile you are viewing, click **Add to Profiler Alert** at the bottom of the Links tab. To create a new Profiler Alert entry, click **Alert Center** at the top of any page. For further information about Profiler Alert, see "Creating a Profiler Alert Entry" on page 124.



## VIEWING LITIGATION HISTORY REPORTS

The Litigation History Reports feature helps you evaluate the litigation experience of attorneys and judges. Reports are presented in a table format consisting of topical analysis sections with a year-by-year breakdown of data in key analysis categories, such as the number and types of litigated cases, the names of parties and judges participating in the cases, and industry-specific information relating to the companies that are parties to the litigation. You can view a Litigation History Report for an individual by clicking **Litigation History Reports** in the left frame of an attorney or judge profile and then clicking one of the links under *Litigation History Reports* (Figure 4-13). You can also go directly to a Litigation History Report in selected state and federal court opinions by clicking **Judges and Attorneys** or **Judges, Attorneys and Experts** at the top of the opinion. Then click **Litigation History Report** under the judge's or attorney's name.

The screenshot shows a web interface for a litigation history report. On the left is a sidebar with navigation links: **Litigation History Reports** (highlighted), **Case Types**, **Clients/Parties**, **Industries**, **Roles**, **Courts**, **Judges**, and **Document List**. Below these are **KeyRules** and **KEYRULES-ALL**. The main content area displays the profile for **Flanagan, Thomas M.**, **Flanagan Partners, LLP**, with contact information for New Orleans, Louisiana. A **Date Range** filter is set from 2005 to 2010. The main data is presented in a table titled **Caseload ( January 2005 - February 2010)** and **Dockets and Opinions by Year**.

Document Types	2005	2006	2007	2008	2009	2010	Total
Dockets by year initiated	10	13	13	8	8	0	52
Judicial opinions	13	7	3	17	7	0	47
<b>Total</b>	<b>23</b>	<b>20</b>	<b>16</b>	<b>25</b>	<b>15</b>	<b>0</b>	<b>99</b>

Below the table, there are sections for **Case Types** and **Dockets and Opinions by Year**.

Figure 4-13. Litigation History Report



# 5 Searching Case Law Databases

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When you search full-text case law databases on Westlaw, the documents you retrieve include the complete and accurate text of a court's decision, order, or ruling, along with many exclusive West editorial enhancements that help you identify relevant case law documents and evaluate their significance. This chapter describes how you can use West editorial enhancements to your advantage as you search Westlaw.

## Using Fields in Case Law Documents

Almost all documents on Westlaw are composed of several parts called *fields*. In a case law document, for example, the title, the name of the judge, the names of the attorneys, and the opinion are each a separate field. Certain document fields contain West editorial enhancements. For example,

- the *synopsis* field (sy) provides a case summary, including procedural history and the holding of the case
- the *topic* field (to) contains hierarchical key number classification information
- the *headnote* field (he) contains summaries of each point of law in a case
- the *digest* field (di) is a combination of the headnote and topic fields

Westlaw document fields can help you research case law documents more effectively in several ways:

### RETRIEVING RELEVANT CASES

When you are researching a legal issue, the cases you retrieve are more likely to be relevant when you restrict your search to the concise summaries contained in the synopsis and digest fields. You can also retrieve cases dealing with specific legal issues by using West topic and key number searches.

### RETRIEVING CASES THAT OTHERS MAY MISS

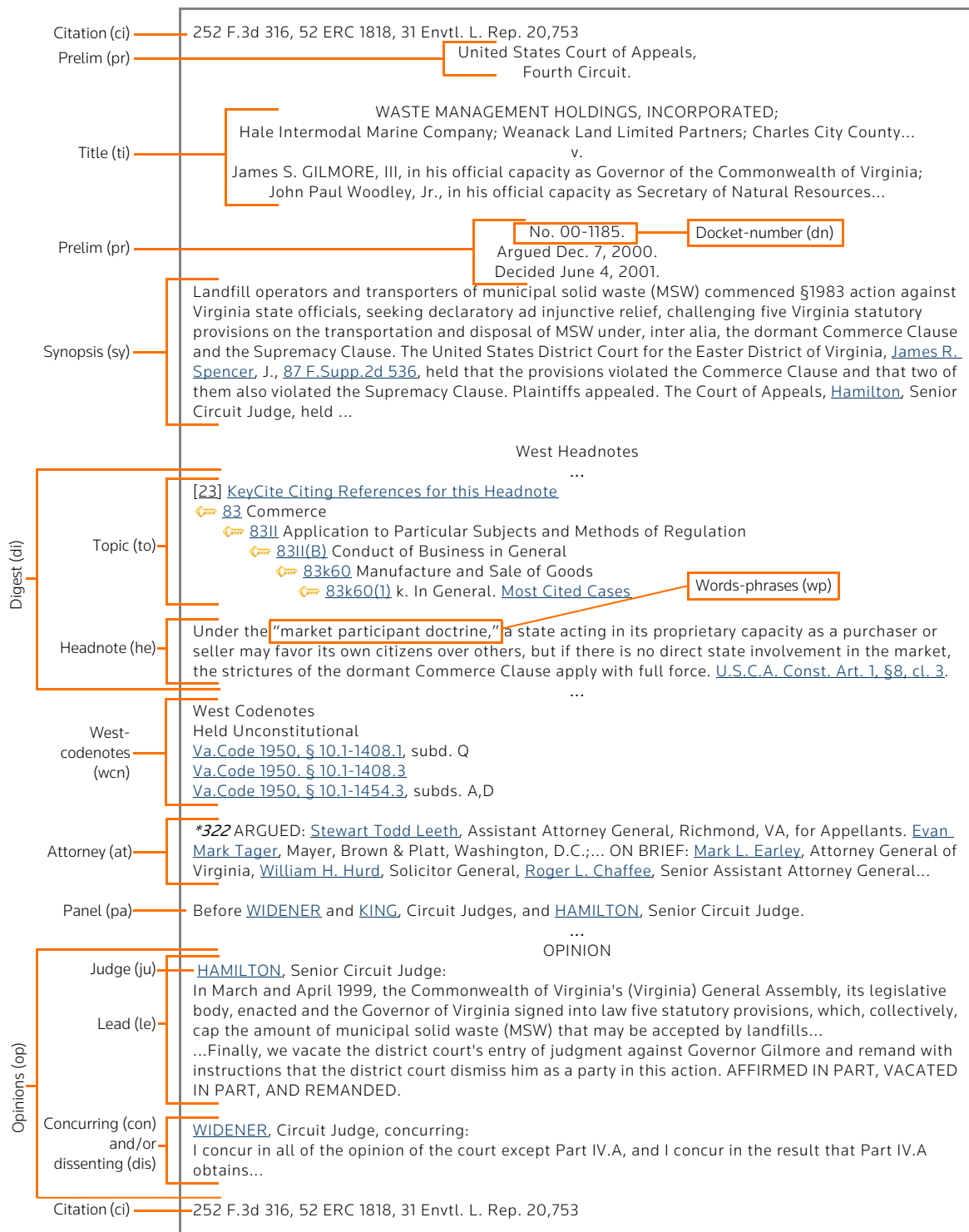
The synopsis, digest, topic, and headnote fields often contain terms that do not appear in the judicial opinion. For example, a judge writing an opinion in a case involving a disputed residential lease may refer to the parties as *lessor* and *lessee* rather than *landlord* and *tenant*. West attorney-editors 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. Without such editorial enhancements, you could miss relevant cases if your search terms differ from those used by the court.

### REVIEWING YOUR RESULTS

By browsing the fields containing the information that interests you, you can quickly evaluate the usefulness of the document and determine whether you want to spend more time reviewing it.

## Identifying Fields in Case Law Documents

A sample document on the next page illustrates several fields in a case on Westlaw. The table that follows the sample document provides brief descriptions of case law document fields.



Field abbreviation	Field name	Definition
ci	citation	unique references for citing to a specific case
ti	title	formal name of a case and complete description of all adverse parties
sy	synopsis	summary of the case, including the background and holding, prepared by the publisher; also includes summary prepared by the court, if available
bg	background	summary of the nature of the case and party designations
hg	holding	summary of the major holdings in the case
to	topic	West editorial classifications, including the numbers and names of West digest topics and key number information
he	headnote	editorial descriptions of legal rules and principles discussed in the case
di	digest	combined topic and headnote fields
co	court	abbreviation for the court of decision
at	attorney	names of counsel
ju	judge	name of the judge writing the lead opinion
op	opinions	text of all opinions and names of the judges
ft	full-text	all information except publisher's synopsis and the digest field
wp	words-phrases	legal terms and phrases defined within headnotes; based on West's <i>Words and Phrases</i> publication
pa	panel	judges participating in the case (when provided by the court)
pr	prelim	docket number, date information, and full court name plus information in the panel and notes fields
le	lead	text of the lead opinion, including majority and plurality opinions and opinions by equally divided courts
con	concurring	text of concurring opinions or opinions that concur in part and dissent in part and names of the judges who wrote them
dis	dissenting	text of dissenting opinions or opinions that concur in part and dissent in part and names of the judges who wrote them
dn	docket-number	docket number assigned to the case
no	notes	West's or other publisher's editorial notes
im	image	images available for offline printing
wcn	West-codenotes	list of statutes whose validity was affected by the case

## 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. Adding a field restriction can enhance the productivity of your research session.

There are several ways to add field restrictions to your search. At a database Search page, select the Terms and Connectors search method (if necessary). Then do one of the following:

- Choose a field from the *Fields* drop-down list. The abbreviation for this field will be added to the *Search* text box. Type the terms you want included in the field restriction in the parentheses following the abbreviation.
- Type a field abbreviation in the *Search* text box. Type the terms you want included in the field restriction immediately following the abbreviation, enclosing them in parentheses. Connect the field restriction to the rest of your search with the AND connector (&).

Note that when you search a database using the Natural Language search method, only some fields are available for field-restricted searching. These fields are displayed at the bottom of the database Search page. To add a field restriction to your Natural Language search, type the terms you want included in the field restriction in the text box following the field name.

A few of the case law document field restrictions are discussed in more detail below.

### SYNOPSIS FIELD

The synopsis field (sy) contains a summary of the case prepared by West attorney-editors. The synopsis is a single paragraph—sometimes a very long paragraph. A synopsis may include the following information:

- 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
- the last names of the 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 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 Chief Circuit Judge Richard A. Posner, sitting by designation, 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(posner /2 richard & reversed)**

One of the cases in the result is shown in Figure 5-1. Note the search terms highlighted in the synopsis field.

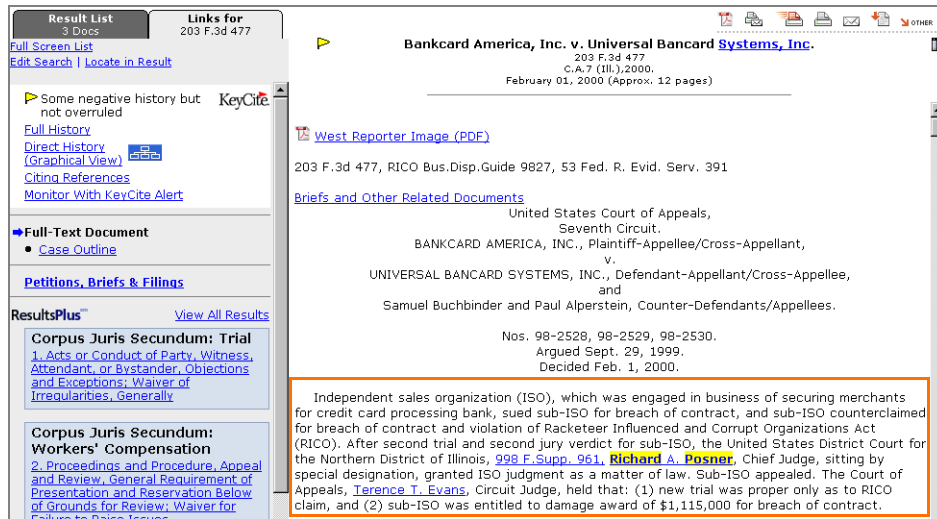


Figure 5-1. Result of a search restricted to the synopsis field

## 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 other West legal publications such as digests and reporters.

When searching 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(317)** will retrieve cases with headnotes classified under topic 317, Public Lands. You can also search for several topics at once. For example, to retrieve cases with headnotes that are classified under topic 124, Descent and Distribution, or topic 409, Wills, use this 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 student residency in a state 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 type a query using topic 81, Colleges and Universities, and search terms pertaining to your issue, such as

**to(81 /p residen! /p tuition fee)**



One of the cases in the result is shown in Figure 5-2. Note the search terms highlighted in the topic field.

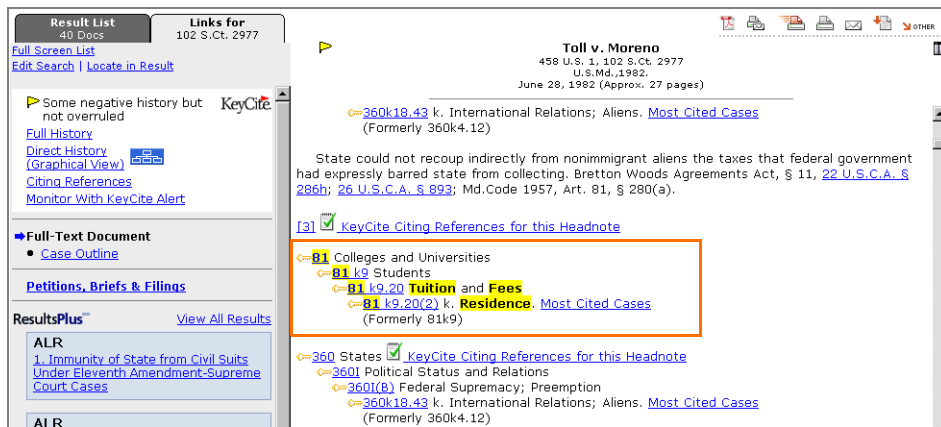


Figure 5-2. Result of a search restricted to the topic field

A list of West digest topics and their numerical equivalents is available on Westlaw in the West Key Number Digest (Custom Digest), which contains the complete topic and key number outline used by West attorney-editors to classify headnotes. To access the West Key Number Digest, click **Key Numbers** at the top of any page and then click **West Key Number Digest Outline** under *Browse Key Numbers*, or click **Custom Digest** at the top of the Search page in a case law database. (You can also find a list of West digest topics and their numerical equivalents in Appendix A.)

## HEADNOTE FIELD

As mentioned above, West attorney-editors analyze the legal issues in a case 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 type a query like the following:

he(right free! /5 travel)

One of the cases in the result is shown in Figure 5-3. Note the search terms highlighted in the headnote field.

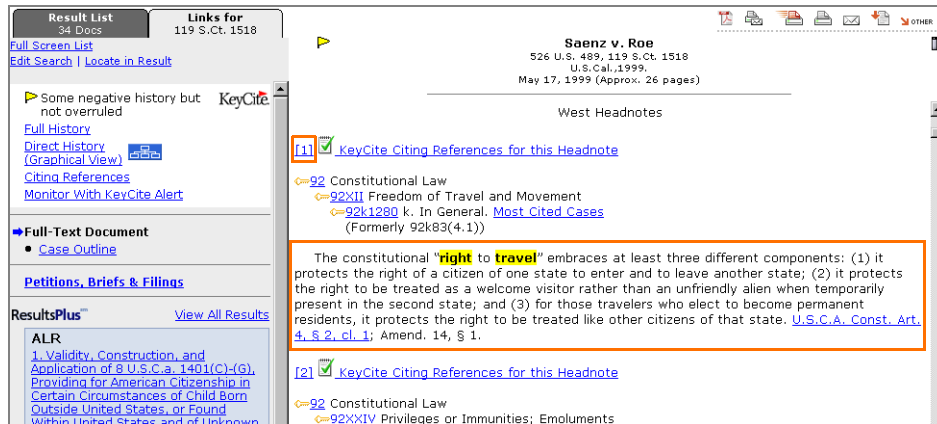


Figure 5-3. Result of a search restricted to the headnote field

When you view a headnote on Westlaw, you also see the complete hierarchy of concepts used to classify that headnote to a specific key number in the topic field preceding the headnote. In addition, each headnote in a case is numbered. You can use these numbers as an index to the case. Simply click a headnote number (shown outlined in Figure 5-3) to view the corresponding portion of the opinion in the right frame (Figure 5-4).

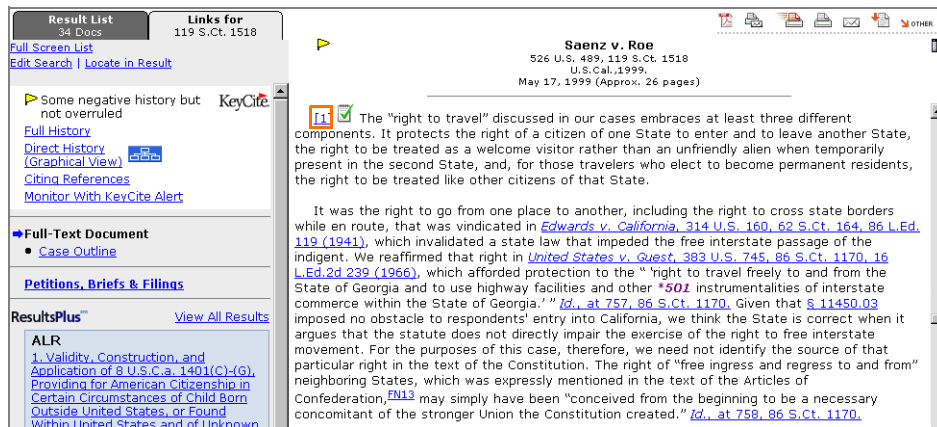


Figure 5-4. Portion of the opinion corresponding to headnote

## 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 case may contain several digest paragraphs. Restricting your search to the digest field can help you avoid retrieving cases containing irrelevant occurrences of your search terms when your query contains frequently used terms (such as *employment*) or words that have multiple meanings (such as *state* and *will*). The language used by West attorney-editors in the digest field may help you retrieve relevant cases you might otherwise miss, as when your search does not contain the particular terms used by the court in its opinion or when a judge uses words or phrases in atypical ways.

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 cases from courts in the Fifth Circuit involving retaliation against a whistle-blower and summary judgment, you could access the Fifth Circuit Federal and State Cases database (CTA5-ALL) and type the following Terms and Connectors query, restricting your search to the synopsis and digest fields:

**sy,di(whistle-blow! /p retaliat! /p "summary judgment")**

One of the cases in the result is shown in Figure 5-5 and Figure 5-6. Note the search terms highlighted in the synopsis (Figure 5-5) and digest (Figure 5-6) fields.

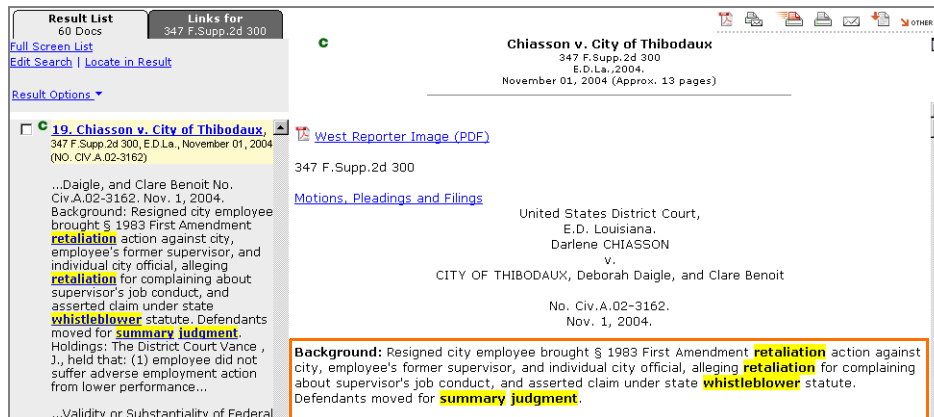


Figure 5-5. Result of a search restricted to the synopsis and digest fields

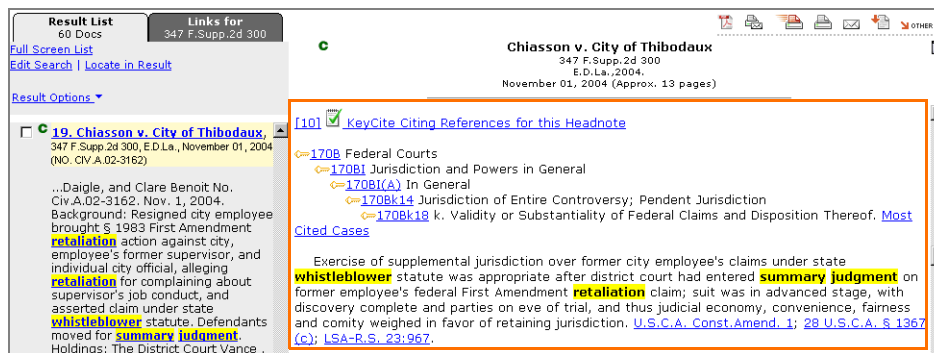


Figure 5-6. Result of a search restricted to the synopsis and digest fields

## JUDGE FIELD

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

## ATTORNEY FIELD

When you are looking for cases in which a particular individual was attorney of record, use the attorney field (at). For example, to search for federal cases in which David Iglesias participated, access the All Federal Cases database (ALLFEDS) and type a search such as

at(iglesias /3 david)

One of the cases in the result is shown in Figure 5-7. Note the search terms highlighted in the attorney field.

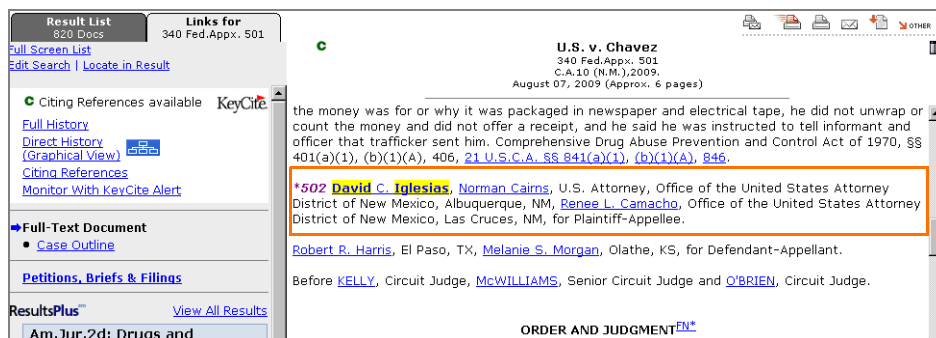


Figure 5-7. Result of a search restricted to the attorney field

You can also search for the names of law firms or law offices in the attorney field.

## 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. Connect the court field restriction to your Terms and Connectors query with the AND connector (&).

## Searching by West Topic and Key Number

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.

A topic and key number search does not require a field-restricted format; that is, you do not need to include a field name or abbreviation as part of your search request. The following is an example of a topic and key number search:

115k101

This search retrieves cases with headnotes classified under topic 115, Damages, and key number 101, Expenses. Of course, you can use a topic and key number search in conjunction with other search terms, as in the following search:

115k101 /p medical

This search retrieves cases with headnotes classified under topic 115, Damages, and key number 101, Expenses, that discuss medical expenses.

As the law evolves, new key numbers are added and existing key numbers are modified. If you begin your Westlaw research using a reclassified or obsolete key number, the cases you retrieve include a *Formerly* line indicating that the headnote has been reclassified.

Because the material classified under the old key number may have been reclassified to more than one new key number, you should browse your result to determine whether other relevant key numbers exist, or access the West Key Number Digest (Custom Digest) to search for additional relevant key numbers.

### USING THE WEST KEY NUMBER DIGEST (CUSTOM DIGEST)

The West Key Number Digest, also called the Custom Digest, contains the complete topic and key number outline used by West attorney-editors to classify headnotes. The West Key Number Digest helps you identify topic and key numbers related to your issue and retrieve cases with headnotes classified under those topic and key numbers.

To access the West Key Number Digest, click **Key Numbers** at the top of any page, and then click **West Key Number Digest Outline** under *Browse Key Numbers*. (Alternatively, click **Custom Digest** at a case law database Search page.) To browse the digest, click the plus (+) and minus (-) symbols (Figure 5-8).



Figure 5-8. West Key Number Digest

Once you identify relevant topic and key numbers, you can use them in a topic and key number search as discussed above, or you can use them to create a custom digest containing headnotes classified under those topic and key numbers.

To create a custom digest, follow these steps:

1. Select the check box next to each topic or key number you want to include in the digest (you can select up to 10), then click **Search selected** at the bottom of the page. The Custom Digest search page is displayed (Figure 5-9). The topic and key numbers you selected are listed in the *Your digest selection(s)* box.

**Custom Digest** ⓘ [West Key Number Digest > Search](#)

**Your digest selection(s):** ADJOINING LANDOWNERS 15k1 Nature of mutual rights and duties [delete](#)  
ADJOINING LANDOWNERS 15k5 Trees and plants on or near boundary [delete](#)

**Your digest options:**

Order:

Most Recent Cases  
 Most Cited Cases

Include ALR, law reviews, and other references

**Your default state jurisdiction is:** Minnesota

State:   
 Federal:   
 State & Federal:   
 Topical:

Include cases from the highest court only

**Add search terms and/or connectors (optional):**

**Date Restriction:**

Figure 5-9. Custom Digest search page

2. If you want, you can
  - change the order in which the cases in your result are listed. (The default order is reverse chronological order.)
  - include or exclude references from secondary sources, including *American Law Reports* (ALR) annotations and law review articles.
  - choose the jurisdiction from which you want to retrieve headnotes. (Your home jurisdiction is the default jurisdiction.)
  - type additional search terms in the *Add search terms and/or connectors* text box.
  - choose a date restriction from the *Date Restriction* drop-down list.
3. Click **Search**. A list of all topic and key numbers included in your custom digest is displayed in the left frame. The headnotes classified under the first topic and key number in the list are displayed in the right frame (Figure 5-10).



Figure 5-10. Custom Digest search result

4. Scan the headnotes. When you find a headnote that interests you, click the case citation to view the full text of the case in a the right frame. You can also click the KeyCite status flag, if available, to view the KeyCite result for the case. (For more information about KeyCite, refer to “Citation Research” on page 105.)

### The Result List Tab

The Result List tab in the left frame of the Custom Digest search result page provides a list of all the topic and key numbers included in your custom digest. On the Result List tab, you can

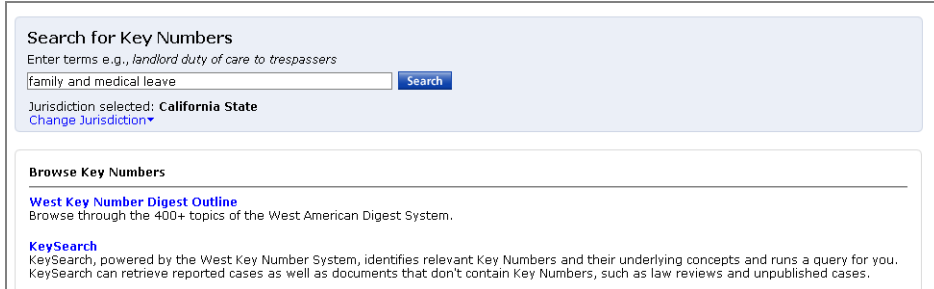
- click a topic and key number to display the headnotes classified under it in the right frame
- click **Edit Search** to modify your Custom Digest search

### USING THE SEARCH FOR KEY NUMBERS FEATURE

In addition to browsing the West Key Number Digest for relevant topic and key numbers, you can also search for them using the Search for Key Numbers feature.

To use the Search for Key Numbers feature, complete these steps:

1. Click **Key Numbers** at the top of any page. A page is displayed that contains the *Search for Key Numbers* text box (Figure 5-11).



The screenshot shows a web interface for searching key numbers. At the top, there is a section titled "Search for Key Numbers" with a subtitle "Enter terms e.g., landlord duty of care to trespassers". Below this is a text input field containing "family and medical leave" and a blue "Search" button. Underneath the input field, it says "Jurisdiction selected: California State" with a link "Change Jurisdiction" and a downward arrow. Below this section is another section titled "Browse Key Numbers" with a link "West Key Number Digest Outline" and the text "Browse through the 400+ topics of the West American Digest System." At the bottom, there is a section titled "KeySearch" with a description: "KeySearch, powered by the West Key Number System, identifies relevant Key Numbers and their underlying concepts and runs a query for you. KeySearch can retrieve reported cases as well as documents that don't contain Key Numbers, such as law reviews and unpublished cases."

Figure 5-11. Search for Key Numbers feature

2. Type your terms, e.g., **family and medical leave**, in the text box.
3. If desired, you can change the jurisdiction from which you retrieve case headnotes. Click **Change Jurisdiction**, then select the check boxes next to the jurisdictions you want and click **Done**.
4. Click **Search**. A list of topic and key numbers is displayed.
5. Click a topic and key number to view the headnotes classified under that topic and key number. Or select the check boxes next to one or more topic and key numbers and click **Search Selected** to view the headnotes classified under those topic and key numbers.

## USING THE MOST CITED CASES FEATURE

When you find a relevant topic and key number in a case you are viewing on Westlaw, you can use the Most Cited Cases feature to retrieve a list of other cases containing headnotes classified under that topic and key number. The cases will be listed in order of citation frequency, with the case cited most often for the point of law represented by the topic and key number listed first.

To retrieve a Most Cited Cases list, follow these steps:

1. From a displayed case, click **Most Cited Cases** in a headnote classification hierarchy (Figure 5-12). The Custom Digest search page is displayed with *Most Cited Cases* selected as the default order (Figure 5-13).



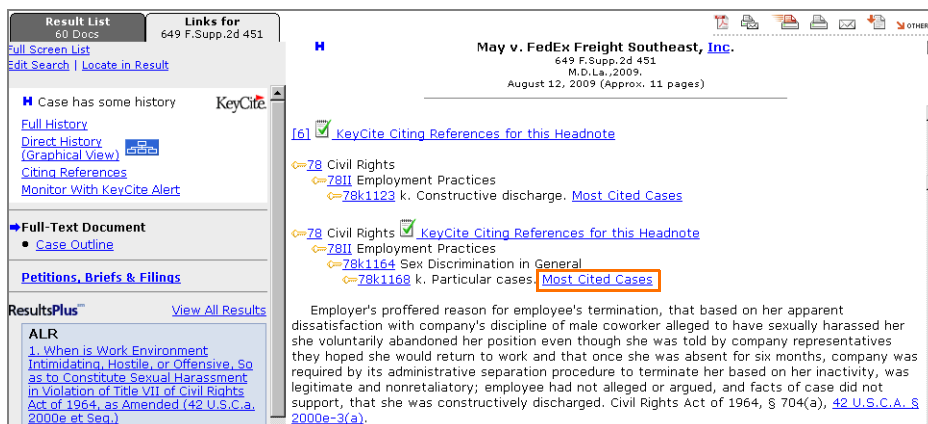


Figure 5-12. *Most Cited Cases* link in a displayed case

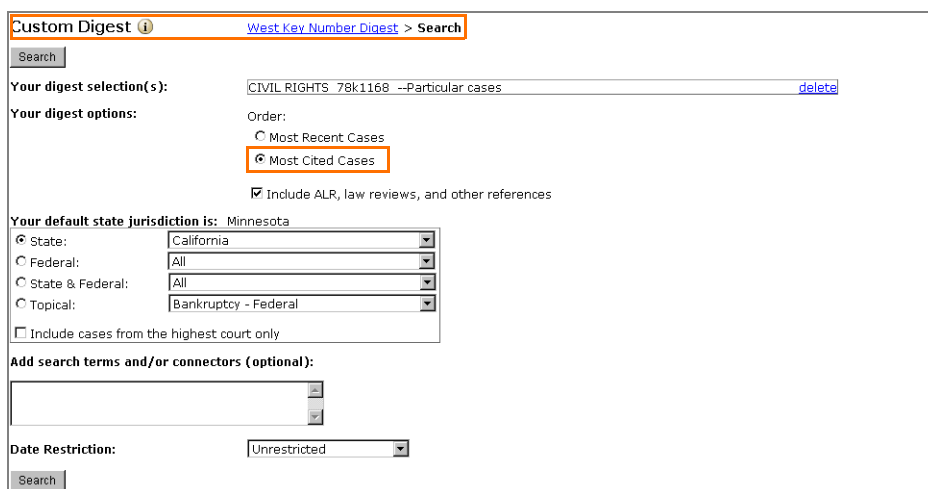


Figure 5-13. Custom Digest search page

2. If you want, you can
  - choose a different jurisdiction (your home jurisdiction is the default jurisdiction)
  - exclude articles from ALR, law reviews, and other secondary sources
  - restrict your result by date
  - add search terms
  - change the order in which the cases in your result will be listed (the default order is to list the cases in order of citation frequency, beginning with the most frequently cited case)
3. Click **Search**. You will retrieve a single document that lists all cases in the selected jurisdiction containing headnotes classified under your topic and key number (Figure 5-14). If you did not change the default order, the case most frequently cited for the point of law represented by the topic and key number is listed first.

**Result List**  
1 Doc  
78k1168

**Links for**  
78k1168

**Custom Digest**  
78k1168  
19 Headnotes

**Most Cited Cases**

**C** [Cited 7 times for this legal issue]  
[Prokssel v. Gattis, 49 Cal.Rptr.2d 322](#)  
 ↳ 78 CIVIL RIGHTS  
 ↳ 78II Employment Practices  
 ↳ 78k1164 Sex Discrimination in General  
 ↳ 78k1164 Sex Discrimination in General

↳ **78 k, Particular cases.**  
 Formerly 78k158.1  
 Cal.App.4.Dist.,1996  
 Former employee failed to establish sexual discrimination and harassment claims based on evidence of romantic relationship between supervisor and another employee, where there was no evidence of conduct other than favoritism toward that employee. [West's Ann.Cal.Gov.Code § 12900.](#)

**H** [Cited 2 times for this legal issue]  
[Bohemian Club v. Fair Employment & Housing Com., 231 Cal.Rptr. 769](#)  
 Formerly 78k158.1, 78k158, 78k8.1  
 Cal.App.1.Dist.,1986  
 Male gender was not a bona fide occupational qualification for employees of private nonprofit club, whose membership was limited to males professing devotion to arts, which justified club's exclusion of female employees; ?although evidence overwhelming established that club members preferred male employees, assumptions regarding the inhibiting effect women employees might

Figure 5-14. Most Cited Cases list

## Using KeySearch

KeySearch is a research tool that helps you find cases and secondary sources within a specific area of the law. KeySearch guides you through the selection of terms from a classification system based on the West Key Number System and then uses the key numbers and their underlying concepts to run a query, which was created by a West attorney-editor, for you. To access KeySearch, click **Key Numbers** at the top of any page. Then click **KeySearch** under *Browse Key Numbers*. A list of topics along with selected subtopics is displayed (Figure 5-15).

**KeySearch**

A research tool powered by the [West Key Number System](#) that identifies the terms and key numbers most relevant to your legal issue and creates a query for you.

Click a or its corresponding topic to browse more subtopics.

Search the list of topics and subtopics for these terms:

[KeySearch Tips](#)

- ↳ **Administrative Law**  
Open Meetings, Exhaustion, Primary Jurisdiction,
- ↳ **Agriculture**  
Federal Aid, Veterinarians, Pest Control,
- ↳ **Alternative Dispute Resolution (ADR)**  
Securities Law, Insurance, Bankruptcy,
- ↳ **Antitrust and Trade Regulation**  
Horizontal Restraints, Price Fixing, Crimes,
- ↳ **Art, Entertainment, and Sports Law**  
Agents, Licenses, Torts,
- ↳ **Bankruptcy**  
Exemptions, Stay, Priorities, Preferences,
- ↳ **Business Organizations**  
Corporations, Partnerships,
- ↳ **Civil Procedure**  
Jurisdiction, Evidence and Witnesses, Limitations,
- ↳ **Civil Remedies**  
Contempt, Damages, Sanctions,
- ↳ **Government**  
Municipal Corporations, Contracts, Civil Service,
- ↳ **Health**  
Mental Health, Nursing Homes, Hospitals,
- ↳ **Immigration Law**  
Deportation and Removal, Naturalization, Asylum,
- ↳ **Indigenous Peoples**  
Domestic Relations, Treaties, Gambling and Casinos,
- ↳ **Insurance**  
Liability Coverage, Motor Vehicles, Bad Faith,
- ↳ **Intellectual Property**  
Computers and Online Services, Patents, Trademarks,
- ↳ **International Law**  
Espionage, Sovereignty, Treaties,
- ↳ **Juvenile Justice**  
Evidence and Witnesses, Probation, Restitution,
- ↳ **Legal Services**  
Discipline, Disqualification, Retainer and Authority,

Figure 5-15. KeySearch list of topics

## SELECTING A WEST TOPIC

After you access KeySearch, you can browse the list of topics and subtopics in the right frame by clicking the **Browse** icons (📁). You can also search the list of topics and subtopics for specific terms by typing the terms in the text box in the left frame and clicking **Go**. (Note: You can use any Westlaw connector between terms except for the **/p** connector, which is not recognized by KeySearch.)

To select a topic or subtopic for which KeySearch will supply a query, click the **Search** icon (🔍) next to a subtopic or click the **Search all of...** link at the top of a page. The KeySearch search page is displayed (Figure 5-16).

KeySearch [Tips](#)  
All topics > Civil Procedure > Class Actions > Representative of Class

Choose a source:

Cases With West Headnotes [?](#)

California State

All Federal Cases

Cases Without West Headnotes [?](#)

California State

All Federal Cases

Encyclopedias and Treatises: [?](#)

American Jurisprudence 2d

Journals & Law Reviews (JLR)

Add Search terms (optional):

(170Ak164 287k35.13 (170AII(D)3 287III(C) /p adequa\*\* inadequa\*\* effective| ineffective| /3 representat))

[Show/Hide Key Number information about this query](#)

Figure 5-16. KeySearch search page

## SEARCHING FOR DOCUMENTS

After you select a topic or subtopic, choose the source containing the type of documents you want to retrieve and, if desired, type search terms in the *Add Search terms* text box. KeySearch automatically supplies a query for you based on the topic or subtopics you selected and the source you selected.

- To view the query that KeySearch has supplied (shown outlined in Figure 5-16), click **View/Edit Full Query**. If you want, you can modify the query in the *Add Search terms* text box.
- To view information about the topic and key numbers used in the query, click **Show/Hide Key Number information about this query**.
- Click **Search** to run the KeySearch query.



## 6 Searching Statutory and Regulatory Databases

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This chapter explains how you can use Westlaw to research a wide variety of federal and state legislative and regulatory databases. Westlaw also offers an expanding array of statutory and regulatory materials from the European Union, the United Kingdom, Canada, and other countries.

## Retrieving a Statute or Regulation When You Know Its Citation

### RETRIEVING CURRENT MATERIALS

When you want to retrieve a current statute or regulation and you know its citation, use the Find service. Remember that when you retrieve a statute using Find, you retrieve the annotated document, where available. For more information on using Find, see "Using the Find Service" on page 10.

### 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.

## Identifying Fields in Statutory Documents

The sample document on the next page illustrates several fields in a statute on Westlaw. A table following the sample document provides brief descriptions of statute document fields.

Citation (ci)	West's Ann.Cal.Fam.Code § 501
Prelim (pr)	West's Annotated California Codes <a href="#">Currentness</a> Family Code ( <a href="#">Refs &amp; Annos</a> ) Division 3. Marriage ( <a href="#">Refs &amp; Annos</a> ) ▾ <a href="#">Part 4. Confidential Marriage (Refs &amp; Annos)</a> ▾ <a href="#">Chapter 1. General Provisions (Refs &amp; Annos)</a>
Caption (ca)	§ 501. Issuance of license
Text (te)	Except as provided in <a href="#">Section 502</a> , a confidential marriage license shall be issued by the county clerk upon the personal appearance together of the parties to be married and their payment of the fees required by <a href="#">Sections 26840.1</a> and <a href="#">26840.8 of the Government Code</a> and any fee imposed pursuant to the authorization of <a href="#">Section 26840.3 of the Government Code</a> .
Credit (cr)	CREDIT(S) ( <a href="#">Stats.1992, c. 162 (A.B.2650)</a> , § 10, operative Jan. 1, 1994.) Amended by <a href="#">Stats.2006, c. 816 (A.B.1102)</a> , § 23, operative Jan. 1, 2008.)
Historical- notes (hn)	LAW REVISION COMMISSION COMMENT Enactment (Revised Comment) Section 501 continues the second sentence of former Civil Code Section 4213(a) without substantive change. [23 Cal.L.Rev.Comm. Reports 1 (1993)]  HISTORICAL AND STATUTORY NOTES  ...  2004 Main Volume Derivation: Civ.C. former § 79, added by Code Am.1877-78, c. 51, § 1. Civil Code former § 4213, added by Stats.1969, c. 1608, § 8, amended by Stats.1971, c. 1244, § 1; Stats.1973, c. 142, § 1; Stats.1977, c. 585, § 1; Stats.1980, c. 676, § 59...
References (re)	CROSS REFERENCES Certificate of registry, preparation and filing, see <a href="#">Family Code § 359</a> . County defined for purposes of this Code, see <a href="#">Family Code § 67</a> . License, Necessity, see <a href="#">Family Code §§ 300, 350...</a>  LIBRARY REFERENCES 2004 Main Volume <a href="#">Marriage</a> ↪ <a href="#">25(2)</a> , <a href="#">25(4)</a> , <a href="#">25(2)</a> Westlaw Topic No. <a href="#">253</a> . ...  RESEARCH REFERENCES Encyclopedias <a href="#">Cal. Jur. 3d Family Law § 51</a> , Issuance of Confidential Marriage License; Duration. ...
Annotations (an)	NOTES OF DECISIONS In general <a href="#">1</a> 1. In general Marriage license must be obtained by parties except in special situations dealt with by statute and there must be a solemnization. <a href="#">Argonaut Ins. Co. v. Industrial Acc. Commission (App. 5 Dist. 1962) 23 Cal.Rptr. 1, 204 Cal.App.2d 805</a> . <a href="#">Marriage</a> ↪ <a href="#">12.1</a>
Citation (ci)	West's Ann. Cal. Fam. Code § 501, CA FAM § 501  Current with all 2009 Reg.Sess. laws; all 2009-2010 1st through 5th and 7th Ex.Sess. laws; urgency legislation through Ch. 4 of the 2010 Reg.Sess.; and propositions on the 6/8/2010 ballot received as of 1/1/2010.

Field abbreviation	Field name	Definition
ci	citation	unique references for citing to a specific statute section
pr	prelim	headings that precede the caption
ca	caption	section number, followed by terms that describe the section's contents
te	text	text of the section
wp	words-phrases	legal terms and phrases defined within statutory text
sd	substantive-doc	combination of the citation, prelim, caption, text, and credit fields
cr	credit	statutory credits
hn	historical-notes	historical notes for the section, including legislative and amendment notes
re	references	references following the section, e.g., cross-references and law review commentaries (in annotated statutes only)
an	annotations	notes of decisions and attorney general opinions (in annotated statutes only)

### 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. Adding a field restriction can enhance the productivity of your research session.

There are several ways to add field restrictions to your search. At a database Search page, select the Terms and Connectors search method (if necessary). Then do one of the following:

- Choose a field from the *Fields* drop-down list. The abbreviation for this field will be added to the *Search* text box. Type the terms you want included in the field restriction in the parentheses following the abbreviation.
- Type a field abbreviation in the *Search* text box. Type the terms you want included in the field restriction immediately following the abbreviation, enclosing them in parentheses. Connect the field restriction to the rest of your search with the AND connector (&).

A few of the most commonly used document fields in statutes and regulations databases are discussed in more detail below.

#### 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 New Mexico Statutes Annotated–West’s database (NM-ST-ANN), you could restrict your Terms and Connectors query to the prelim field as follows:

pr(hazard! /p waste)

### CAPTION FIELD

The caption field (ca) contains the section number followed by a few terms that describe the contents of the section. A caption field restriction can help you refine your search when used in combination with a prelim field restriction.

For example, you could modify the search above to include a caption field restriction that would help you identify sections containing statutory definitions of important terms:

pr,ca(hazard! /p waste & defin!)

### Viewing Consecutive Statutes and Regulations

To view consecutive documents even if they were not retrieved by your search or Find request (e.g., to view 26 U.S.C.A. § 402 even though your search retrieved only 26 U.S.C.A. § 401), click **Previous Section** or **Next Section** in the document header (Figure 6-1). To return to your search result or the document you retrieved with Find, click **Original Results** at the top of the left frame.



Figure 6-1. Previous Section and Next Section links

### Browsing Multiple Sections of a Statute or Federal Regulation in a Single Document

While viewing a statutes section or a section of the *Code of Federal Regulations* (CFR), you can click an **All Sections** icon in the prelim field (Figure 6-2) to view all sections included in the chapter, subchapter, part, or subpart containing that section. The sections will be displayed as a single document in the right frame. The document will include the full text of all the sections without annotations.

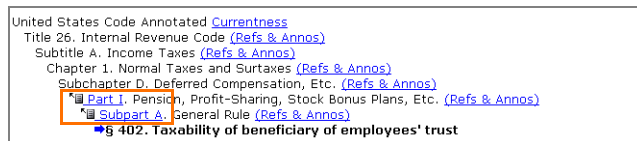


Figure 6-2. All Sections icons

### Using Graphical Statutes

Graphical Statutes helps you track changes to a statute by displaying those changes in an easy-to-read graphical view. Graphical Statutes provides links to

- enacting and amending public laws
- relevant legislative history materials, e.g., bill drafts, reports, journals, and *Congressional Record* documents

- cases that negatively affect the statute
- prior versions of the statute
- legislation that has been enacted but not yet codified
- future text of the statute not yet in effect

To display a statute in graphical view, click **Graphical Statutes** on the Links tab (Figure 6-3). The timeline at the top of the graphical view shows the effective dates for each version of the statute (Figure 6-4).

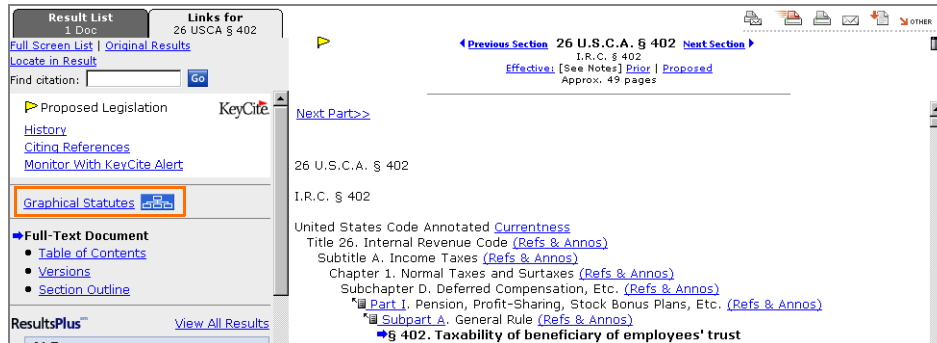


Figure 6-3. Link to Graphical Statutes

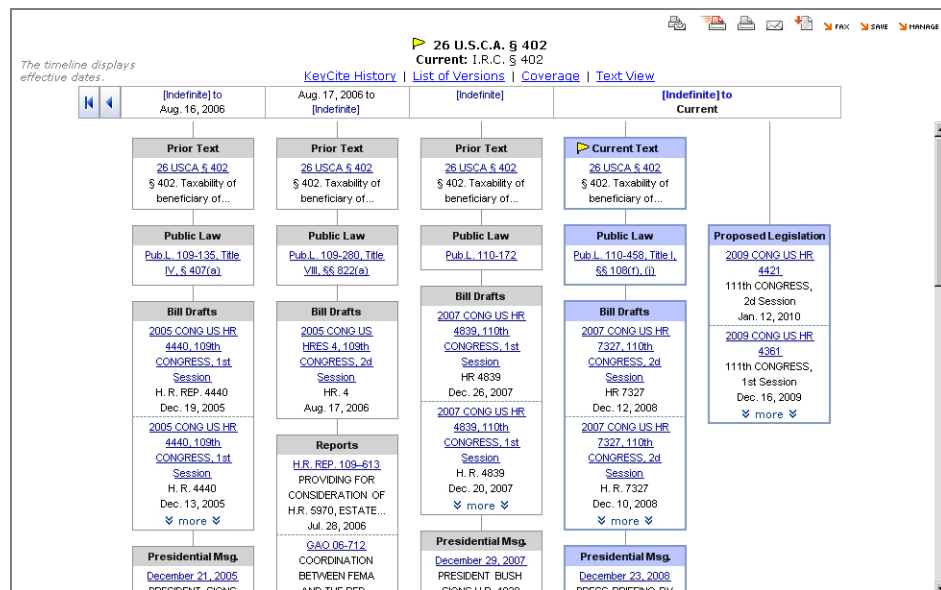


Figure 6-4. Statute in graphical view

## Using the Table of Contents Service

The Table of Contents service allows you to browse the table of contents for a publication, view a document in the context of the sections surrounding it, and quickly retrieve related sections.

The Table of Contents service contains the tables of contents for frequently used publications such as *United States Code Annotated (USCA)*, the CFR, *Uniform Laws Annotated*, *Corpus Juris Secundum*, and *American Jurisprudence 2d*, as well as state statutes and constitutions, court rules, administrative codes, municipal codes, and other materials.

### ACCESSING THE TABLE OF CONTENTS SERVICE

There are several ways to access the Table of Contents service.

- You can access the Table of Contents service from the left frame of many tabbed pages, including your tabbed state page. Choose a publication from the *Tables of Contents* drop-down list and click **Go**.
- Click **Site Map** at the top of any page, then click **Table of Contents** under *Browse Westlaw*. The Table of Contents page is displayed (Figure 6-5). Type a publication abbreviation, e.g., **usca**, in the text box and click **Go**. Alternatively, browse the list by clicking the plus (+) and minus (-) symbols. To view the table of contents for a publication in the list, e.g., *United States Code Annotated*, click its link.

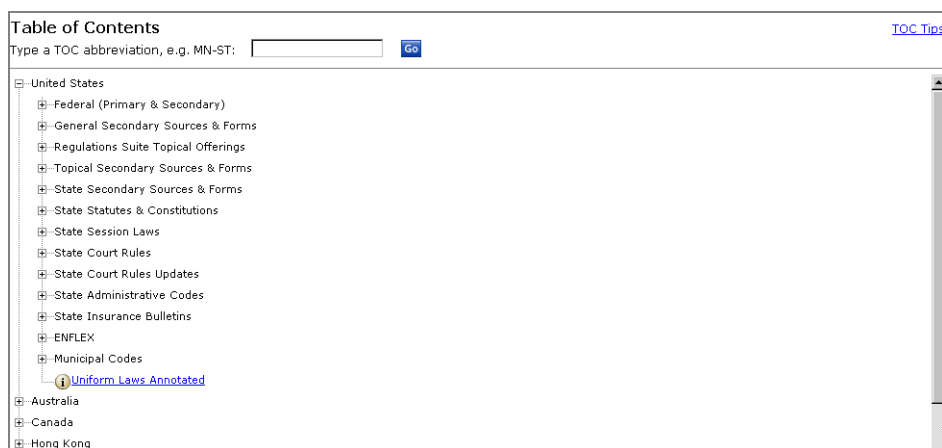


Figure 6-5. Table of Contents page

- Access a database for which the Table of Contents service is available and click **Table of Contents** at the top of the Search page.
- From a displayed document in split-page view, click **Table of Contents** on the Links tab in the left frame. The portion of the table of contents referencing the document is displayed in the right frame. In full-page view, click **Links for...**, then click **Table of Contents**. The portion of the table of contents referencing the document is displayed across the full width of the page.

### BROWSING AND SEARCHING THE TABLE OF CONTENTS FOR A PUBLICATION

To browse the table of contents for a publication, click the plus and minus symbols. To retrieve a specific section, click its link. The full text of the section is displayed in the right frame.

To retrieve more than one section of a publication, or whole titles, chapters, or subchapters, follow these steps:

1. While viewing the table of contents for a publication, select the check boxes in front of the titles, chapters, subchapters, or sections you want to retrieve. (Figure 6-6).

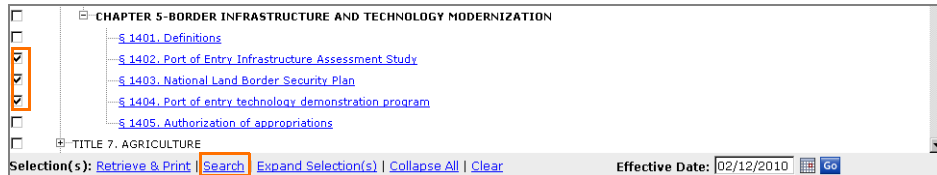


Figure 6-6. Searching the Table of Contents

2. Click **Search** at the bottom of the page. A list of the sections you selected is displayed in the *TOC selection(s)* box (Figure 6-7).



Figure 6-7. Table of Contents search page

3. If you want to retrieve only those sections that contain specific terms, type the terms in the *Add search terms and connectors* text box. Use connectors to specify the relationship between terms, as you would with a Terms and Connectors query.
4. If you are searching the table of contents for the CFR, the USCA, or California, Florida, Illinois, Massachusetts, New Jersey, New York, Pennsylvania, or Texas statutes, you can retrieve the versions of the sections that were effective on a specific date. Type the date in the *Search sections effective on* text box, or click the **Calendar** icon to select the date.
5. Click **Search** to display your result.

### ACCESSING THE TABLE OF CONTENTS FOR PRIOR VERSIONS OF STATUTES OR REGULATIONS

The table of contents for the CFR, the USCA, or California, Florida, Illinois, Massachusetts, New Jersey, New York, Pennsylvania, or Texas statutes can be displayed as it existed on a particular date. To do so, complete these steps:

1. Access the table of contents for the CFR, the USCA, or any of the state statutes listed above.
2. Type a date in the *Effective Date* text box or select a date by clicking the **Calendar** icon, then click **Go** (Figure 6-8). The table of contents as it existed on the date you selected is displayed.

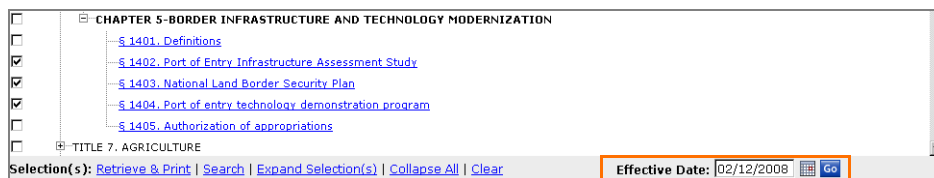


Figure 6-8. Retrieving the table of contents for a prior version of a statute

## Using an Index to Retrieve Statutes and Regulations

You can use an alphabetical index in statutes databases and the Code of Federal Regulations database (CFR) to retrieve sections on a specific topic. You can access the index directly from a database Search page: Click **Statutes Index** at the top of the Search page in a statutes database or **RegulationsPlus Index** at the top of the Search page in the CFR database (Figure 6-9). Browse the index using the links and the plus and minus symbols, or search for specific terms in the index using the Search feature. To retrieve the full text of a section, click its citation (Figure 6-10).

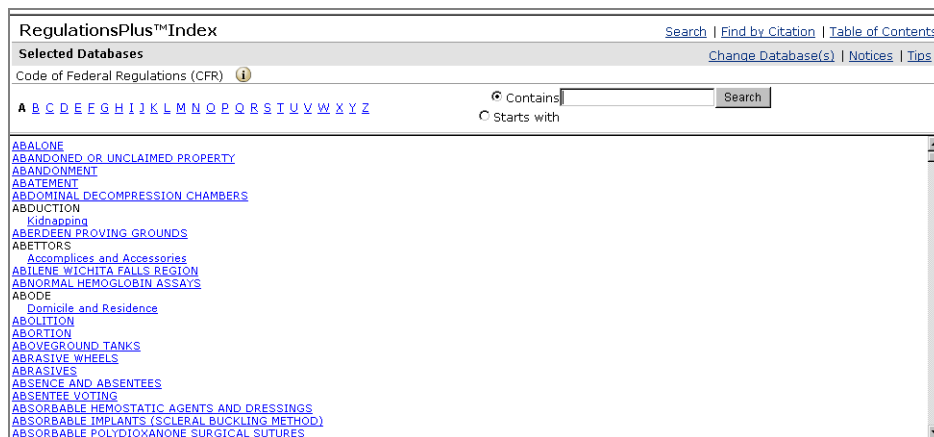


Figure 6-9. RegulationsPlus Index

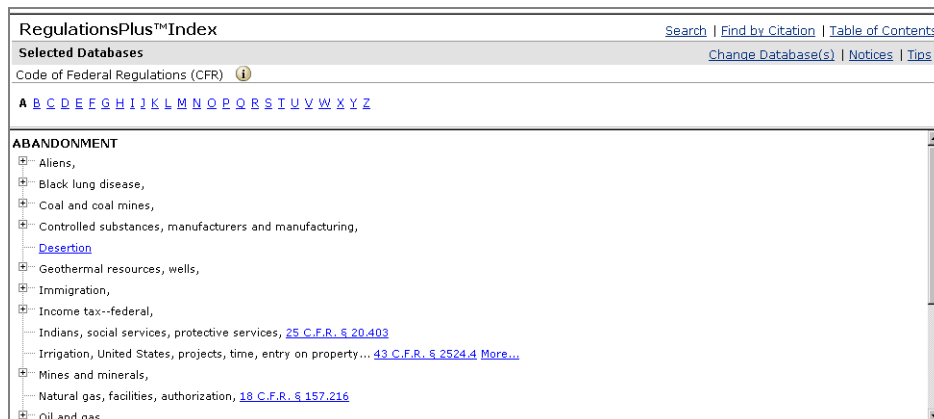


Figure 6-10. Links to CFR sections in RegulationsPlus Index

## Using the Popular Name Table to Retrieve Statutes

When you know the popular name of an act, you can use the Popular Name Table to retrieve statutes sections under which the act is codified. The Popular Name Table is available for both state statutes and the USCA. To use the USCA Popular Name Table, follow these steps:

1. Access the USCA database and click **Pop. Name Table** at the top of the Search page.
2. Browse the alphabetical list in the right frame (Figure 6-11), or click **Locate in Result** at the top of the Links tab to search for the name of the act.
3. Click the name of the act to see all USCA sections enacted by the law.
4. Click a USCA citation to view the full text of the section.



Figure 6-11. USCA Popular Name Table

## Retrieving Prior Versions of Statutes or Regulations

When you are searching the USCA database, the CFR database, or the annotated statutes databases for California (CA-ST-ANN), Florida (FL-ST-ANN), Illinois (IL-ST-ANN), Massachusetts (MA-ST-ANN), New Jersey (NJ-ST-ANN), New York (NY-ST-ANN), Pennsylvania (PA-ST-ANN), or Texas (TX-ST-ANN), you can search for the version of a statute or regulation that was effective on a specific date. After accessing one of these databases, follow these steps:

1. Type a Terms and Connectors or Natural Language search in the *Search* text box at the Search page (Figure 6-12).
2. Type a date in the *Search sections effective on* text box, or click the **Calendar** icon and select a date from the calendar.
3. Click **Search Westlaw**.

A list of sections that were effective on the date you selected is displayed.

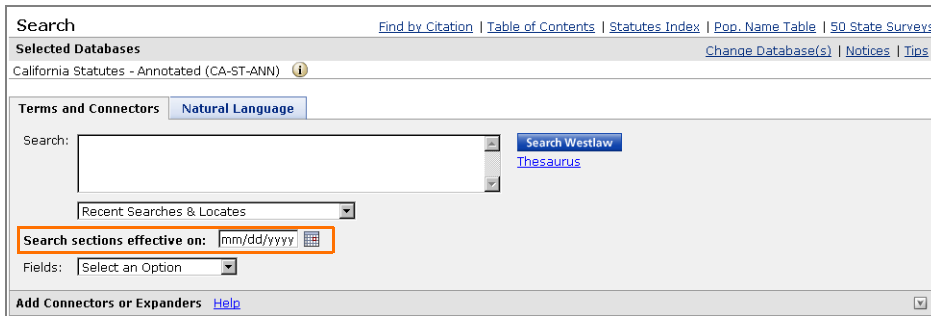


Figure 6-12. Statutes Search page

## RETRIEVING PRIOR VERSIONS WHILE VIEWING THE CURRENT VERSION

If you are viewing a current statute or CFR section, complete these steps to view prior versions of the section:

1. Click **Versions** on the Links tab while viewing a statute section (Figure 6-13), or click **Prior Versions** on the Links tab while viewing a CFR section. When available, a list of prior versions is displayed in the right frame. A list of historical databases is also displayed.
2. Click the citation immediately above the effective date of a prior version to view the full text of the section as it existed on that date. Alternatively, click a database name to run a search in a historical database.

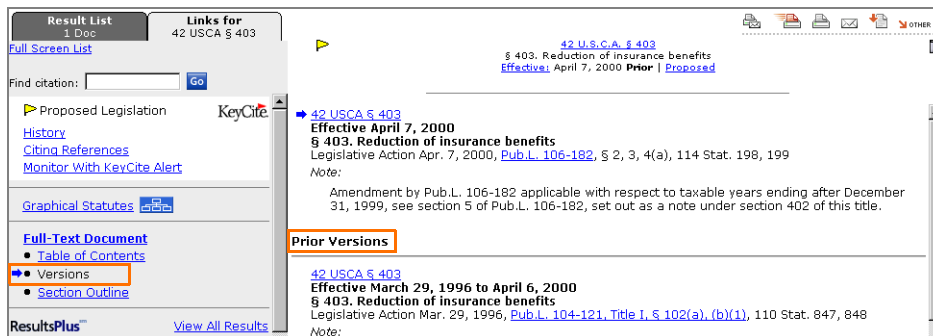


Figure 6-13. Links to prior versions of a statute

Prior versions are available for CFR sections extending back to February 18, 2005, and for USCA sections extending back to January 1, 1996. Prior versions of statutes are also available for the following states:

- Florida, Illinois, Massachusetts, New Jersey, Pennsylvania, and Texas, with coverage extending back to January 1, 2000
- California and New York, with coverage extending back to January 1, 1999

## Other Westlaw Resources for Legislative and Regulatory Information

Westlaw offers broad and deep coverage of federal and state legislative and regulatory materials, as well as international and foreign materials. Some of these materials are discussed below. Refer to the Westlaw Directory for a complete, current list of databases and check Scope for detailed coverage and currentness information for a database.

### LEGISLATIVE SERVICE DATABASES

Legislative service databases contain laws passed in the current legislative session or in recent sessions. For example, the United States Public Laws database (US-PL) contains public laws passed by the U.S. Congress during the current term.

Session laws passed by the legislative bodies of the states and laws proposed by initiative or proposition can be found in the Multistate Legislative Service database (LEGIS-ALL) or the Individual State Legislative Service databases (XX-LEGIS, where XX is a state's two-letter postal abbreviation).

### LEGISLATIVE TRACKING AND BILL TEXT DATABASES

Legislative tracking databases offer legislative calendars and summaries and status information regarding currently pending bills or bills from recent sessions, as well as the full text of bills.

For example, the Bill Tracking–Federal–Summaries and Status database (US-BILLTRK) provides information concerning current federal legislation.

The Bill Tracking–All States–Summaries and Status database (ST-BILLTRK) provides information on current legislation from all 50 states and the District of Columbia, and the Individual State Bill Tracking databases (XX-BILLTRK, where XX is a state's two-letter postal abbreviation) provide information on current legislation from individual states.

### ARCHIVAL LEGISLATIVE DATABASES

Historical legislative information available on Westlaw includes information regarding bills that were never enacted and laws that have been repealed.

For example, summaries and status information for bills that were considered during past state and federal legislative sessions are available in the Bill Track Archives database (BILLTRK-OLD). The United States Public Laws 1973–2008 database (US-PL-OLD) contains federal public laws passed in prior terms.

Annotated federal statutes are available in historical United States Code Annotated databases (USCAYY, where YY is the last two digits of a year) starting with 1990, e.g., United States Code Annotated 2002 (USCA02).

State statutes are available in historical Individual State Statutes–Annotated databases (XX-STANNYY, where XX is a state's two-letter postal abbreviation and YY is the last two digits of a year), e.g., New York Statutes 2000–Annotated (NY-STANN00). Coverage varies by state.

### LEGISLATIVE HISTORY DATABASES

The Legislative History–U.S. Code, 1948 to Present database (LH) contains congressional committee reports. The Congressional Record database (CR) contains the text of congressional debates as reported in the *Congressional Record*.



Comprehensive legislative histories for U.S. public laws compiled by the U.S. Government Accountability Office are available in the U.S. GAO Federal Legislative Histories database (FED-LH). It includes the text of the laws, bills and resolutions, committee reports, *Congressional Record* documents, and transcripts of hearings. Currently, the database provides legislative history for laws enacted between 1924 and 1995 (coverage will eventually extend back to 1915).

For some especially significant and wide-ranging legislative acts, Westlaw offers databases that provide comprehensive legislative history compiled by the law firm Arnold & Porter for a particular act. For example, legislative history for the USA Patriot Act is available in the USA Patriot Act of 2001 Legislative History database (PATRIOT-LH).

Legislative history is also available for 36 states and the District of Columbia in the Individual State Legislative History databases (XX-LH, where XX is a state's two-letter postal abbreviation). Available information, which varies by state, includes bill analyses and status information, committee reports, legislative journals, transcripts of legislative proceedings, records of legislators' votes, and governors' messages.

### **U.S. CODE CONGRESSIONAL AND ADMINISTRATIVE NEWS DATABASE**

The U.S. Code Congressional and Administrative News database (USCCAN) includes documents from the *U.S. Code Congressional and Administrative News*, such as the text of U.S. public laws; legislative history reports; and the text of presidential proclamations, executive orders, and presidential messages and signing statements.

### **REGULATION TRACKING DATABASES**

The Regulation Tracking–Federal database (US-REGTRK) contains summaries and status information concerning proposed and recently adopted federal regulations.

The Regulation Tracking–All States database (ST-REGTRK) and the Individual State Regulation Tracking databases (XX-REGTRK, where XX is a state's two-letter postal abbreviation) contain summaries and status information concerning proposed and recently adopted regulations for all 50 states and the District of Columbia.

### **ARCHIVAL REGULATIONS DATABASES**

Federal regulations are available in historical Code of Federal Regulations databases (CFRYY, where YY is the last two digits of a year) starting with 1984, e.g., Code of Federal Regulations (2003 Version) (CFR03).

State regulations are available in historical Individual State Administrative Code databases (XX-ADCYY, where XX is a state's two-letter postal abbreviation and YY is the last two digits of a year), e.g., California Administrative Code–2004 (CA-ADCO4). Coverage varies by state.

### **TREATIES DATABASES**

The U.S. Treaties and Other International Agreements database (USTREATIES) provides the full text of international and American Indian treaties to which the U.S. government is a party. U.S. treaties are also available in the United States Treaties in Force database (USTIF), which contains the full text of the current edition of *United States Treaties in Force* published by the U.S. Department of State.

The European Union Treaties database (EU-TREATIES) contains the text of treaties between member states of the European Union, including the treaties establishing the European Coal and Steel Community, the European Economic Community, and the European Atomic Energy Community; accession documents that enlarged the European communities; treaties of amendment such as the Single European Act; and the Treaty of the European Union (Maastricht Treaty).

## Comparing State Statutes and Regulations

### WESTLAW 50 STATE SURVEYS

The 50 State Surveys database (SURVEYS) contains topical surveys of state laws along with references to the applicable state statutes so you can easily determine how legislation on a given topic varies among states.

The 50 State Regulatory Surveys database (REG-SURVEYS) contains topical surveys of state regulations along with references to the full text of the applicable regulations.

### CREATING A CUSTOMIZED SURVEY

You can use the West Survey Builder on Westlaw to create a customized survey of laws and regulations governing a selected subject, such as articles of incorporation requirements, broker-dealer requirements under state blue sky laws, or definitions of taxable income. Survey Builder covers federal laws and regulations and laws and regulations from all 50 states and the District of Columbia.

To access Survey Builder, click **Survey Builder** in the left frame of the tabbed 50 State Surveys page (Figure 6-14) and other selected tabbed topical pages.

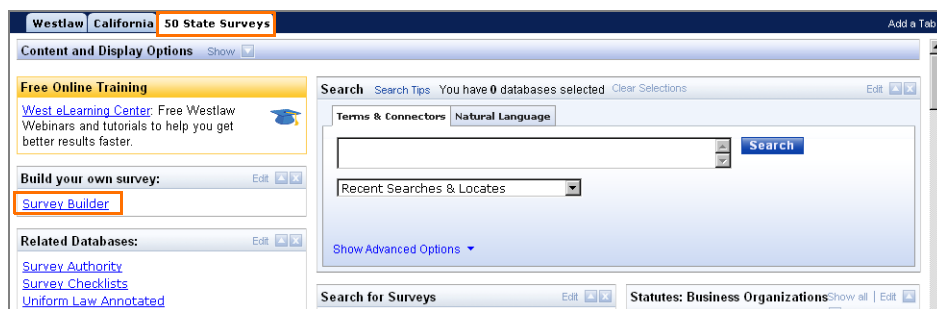


Figure 6-14. Tabbed 50 State Surveys page

At the Survey Builder search page (Figure 6-15), choose a topic and subtopic, designate one or more jurisdictions and research issues, name the survey, and click **Build Survey**. For example, to build a survey of articles of incorporation requirements from all states, complete these steps:

1. Type a name in the *Name Your Survey* text box, e.g., **articles of incorporation**.
2. Choose **Business Organizations** from the *Select Topic* drop-down list.
3. Choose **Corporations** from the *Select Subtopic* drop-down list. A list of research issues is displayed under *Select Question*.
4. Click the plus symbol (+) next to *Corporate Formation* to browse the list of issues. Select the **Incorporation** check box.

- Click **Change** next to *Edit Jurisdictions*. In the dialog box that is displayed, click **select all**, clear the **Federal** check box, and click **Add to Search**.
- Click **Build Survey**. In the result list (Figure 6-16), click the survey title to display the survey (Figure 6-17).

Figure 6-15. Survey Builder search page

Figure 6-16. Survey Builder result list

	Incorporation
Rhode Island	None
	Incorporation
Texas	Incorporation begins with the issuance of the certificate
	Incorporation
Alabama	Without a delayed effective date, corporate existence begins when the articles are filed <a href="#">▶ AL ST § 10-2B-2.03</a>
	Incorporation
Alaska	Corporate existence begins on the issuance of the certificate of incorporation <a href="#">▶ AK ST § 10.06.218</a>
	Incorporation
Arizona	Unless a delayed effective date is specified in the articles of incorporation, incorporation occurs begins when the articles and certificate of disclosure are delivered for filing <a href="#">▶ AZ ST § 10-203</a>

Figure 6-17. Survey

## USING SURVEY AUTHORITY

The Survey Authority database (SURVEY-AUTHORITY) provides a comprehensive collection of materials pertaining to selected legal topics, including statutes, regulations, insurance bulletins, attorney general opinions, cases, topic and key numbers, administrative agency materials and contact information, treatises, law reviews, *American Law Reports* annotations, and forms. To quickly access Survey Authority, click **Survey Authority** in the left frame of the tabbed 50 State Surveys page and other selected tabbed topical pages.

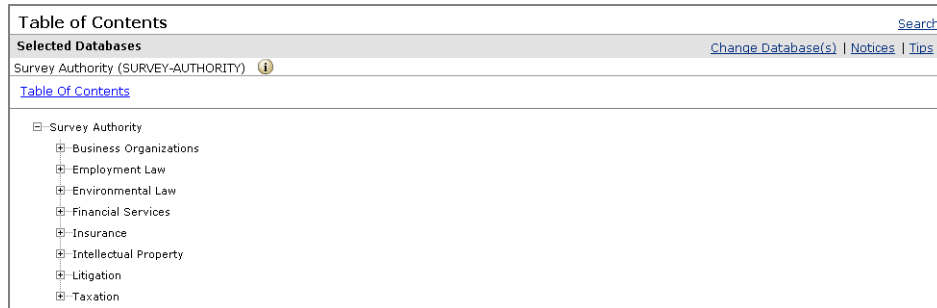
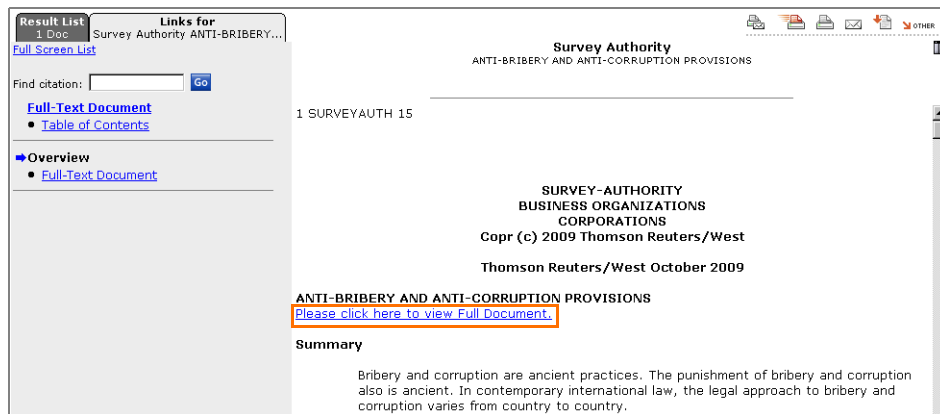


Table of Contents		<a href="#">Search</a>
<b>Selected Databases</b>		<a href="#">Change Database(s)</a>   <a href="#">Notices</a>   <a href="#">Tips</a>
Survey Authority (SURVEY-AUTHORITY) ⓘ		
<a href="#">Table Of Contents</a>		
[-] Survey Authority		
[+] Business Organizations		
[+] Employment Law		
[+] Environmental Law		
[+] Financial Services		
[+] Insurance		
[+] Intellectual Property		
[+] Litigation		
[+] Taxation		

Figure 6-18. Survey Authority Table of Contents page

At the Survey Authority Table of Contents page (Figure 6-18), browse the list by clicking the plus and minus symbols, then click a topic to display a survey summary. Click **Please click here to view Full Document** (Figure 6-19) to retrieve the full list of cited documents.



**Result List**      **Links for**  
1 Doc      Survey Authority ANTI-BRIBERY...

[Full Screen List](#)

Find citation:

[Full-Text Document](#)

- [Table of Contents](#)

**Overview**

- [Full-Text Document](#)

**Survey Authority**  
ANTI-BRIBERY AND ANTI-CORRUPTION PROVISIONS

1 SURVEYAUTH 15

**SURVEY-AUTHORITY**  
**BUSINESS ORGANIZATIONS**  
**CORPORATIONS**  
Copr (c) 2009 Thomson Reuters/West  
Thomson Reuters/West October 2009

**ANTI-BRIBERY AND ANTI-CORRUPTION PROVISIONS**  
[Please click here to view Full Document.](#)

**Summary**

Bribery and corruption are ancient practices. The punishment of bribery and corruption also is ancient. In contemporary international law, the legal approach to bribery and corruption varies from country to country.

Figure 6-19. Survey Authority document

## USING SURVEY CHECKLISTS

The Survey Checklists database (SURVEY-CHECK) provides step-by-step instructions on how to complete a task based on statutory or regulatory requirements. To quickly access the Survey Checklists database, click **Survey Checklists** in the left frame of the tabbed 50 State Surveys page. Then type a Terms and Connectors or Natural Language search in the *Search* text box and click **Search Westlaw**. In the alternative, click **Table of Contents** to browse the table of contents for the database (Figure 6-20).

For information on using the Table of Contents service, see “Using the Table of Contents Service” on page 81.

Table of Contents		<a href="#">Search</a>
<b>Selected Databases</b>		<a href="#">Change Database(s)</a>   <a href="#">Notices</a>   <a href="#">Tips</a>
Survey Checklists (SURVEY-CHECK) ⓘ		
<a href="#">All TOCs</a>		
<ul style="list-style-type: none"><li>[-] SURVEY CHECK LISTS<ul style="list-style-type: none"><li>[+] BLUE SKY</li><li>[-] BUSINESS ORGANIZATIONS<ul style="list-style-type: none"><li>[-] CORPORATIONS<ul style="list-style-type: none"><li><a href="#">REQUIREMENTS FOR MERGING CORPORATIONS</a></li><li><a href="#">REQUIREMENTS FOR MERGING NONPROFIT CORPORATIONS</a></li></ul></li></ul></li><li>[+] CIVIL LAWS</li><li>[+] CRIMINAL LAW</li><li>[+] ELECTION LAW</li><li>[+] EMPLOYMENT</li><li>[+] FINANCIAL SERVICES</li><li>[+] GOVERNMENT</li><li>[+] HEALTH CARE</li><li>[+] REAL PROPERTY</li><li>[+] UTILITIES/TELECOMMUNICATIONS</li></ul></li></ul>		

Figure 6-20. SURVEY-CHECK Table of Contents page

## Tracking Federal Agency Decisions

The Agency Tracker service alerts you when specific federal agencies issue decisions or take actions or when there are changes to the *Federal Register*.

Use the Agency Tracker service to

- monitor specific federal agency actions reported in the *Federal Register*.
- monitor new federal agency opinions and decisions in more than 200 regulatory databases. (The databases are automatically selected by Westlaw, depending on the agencies you choose to monitor.)

You can access the Agency Tracker service in two ways:

- Click **Federal Agency Tracking Service** at the Federal Register database (FR) Search page.
- Click **Alert Center** in the upper-right corner of any page, then click **Create** in the *Agency Tracker* section. For more information, see “Creating an Agency Tracker Entry” on page 123.



# 7 Searching Court Document and Related Databases

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## Retrieving Court Rules

### COURT RULES DATABASES

The Federal Rules database (US-RULES) contains rules from the *United States Code Annotated* (USCA). State court rules are available in Individual State Court Rules databases (XX-RULES, where XX is a state's two-letter postal abbreviation).

To update court rules, access a court orders database and search for the rule abbreviation and number in the citation field. Court orders that update federal court rules are available in the Federal Rules Update Orders database (US-RULESUPDATES). Court orders that update court rules governing state and local federal practice are available in the State Rules Update Orders database (RULESUPDATES-ALL). Court orders from individual states are found in databases with the identifier XX-RULESUPDATES, where XX is a state's two-letter postal abbreviation.

### USING KEYRULES TO UNDERSTAND COURT RULES

If you need to file a complaint, answer, motion, or pleading in an unfamiliar court, use KeyRules to find all of the applicable rules governing common court procedures in that jurisdiction. KeyRules distills the information you need into a single document containing an easy-to-read analysis of applicable rules and judicial holdings, as well as a checklist of tasks, forms, and timing considerations. The document also contains links to Westlaw Legal Calendaring, underlying rules, and treatise sections.

KeyRules databases are currently available for motions, pleadings, and filings in all federal district and bankruptcy courts, the U.S. Court of Federal Claims, and selected state and local courts.

#### Accessing KeyRules

You can access KeyRules databases in several ways, including the following:

- Click a link under *Search KeyRules* in the left frame of selected state jurisdictional pages.
- Click **KeyRules–All** under *Court Rules and Orders* in the right frame of the tabbed State Litigation page.
- Choose a database from the *KeyRules–Select a Template* drop-down list in the left frame of the tabbed Litigation or State Litigation page and click **Go**.

#### Retrieving KeyRules Documents

To retrieve a KeyRules document, access a KeyRules database. At the Search page, click **Template** if it is not already selected. Then choose a court and document type and click **Search Westlaw**. For example, to retrieve a document that describes procedures for filing a motion to compel discovery in San Diego County, California, follow these steps:

1. Access the KeyRules–California–State Superior Court database (KEYRULES-CA) (Figure 7-1).



**Search** [Table of Contents](#)

**Selected Databases** [Change Database\(s\)](#) | [Notices](#) | [Tips](#)

KeyRules - California - State Superior Court (KEYRULES-CA)

**Terms and Connectors** **Natural Language** **Template**

Choose a Court:  [Search Westlaw](#)

Choose a Document Type:

**Motions, Oppositions, and Replies**

Select All

<input type="checkbox"/> <b>Demurrer</b>	<input type="checkbox"/> <b>Motion for Leave to Amend</b>	<input type="checkbox"/> <b>Motion to Quash</b>
<input type="checkbox"/> Opposition to Demurrer	<input type="checkbox"/> Opposition to Motion for Leave to Amend	<input type="checkbox"/> Opposition to Motion to Quash
<input type="checkbox"/> Reply in Support of Demurrer	<input type="checkbox"/> Reply in Support of Motion for Leave to Amend	<input type="checkbox"/> Reply in Support of Motion to Quash
<input checked="" type="checkbox"/> <b>Motion to Compel Discovery</b>	<input type="checkbox"/> <b>Motion for Leave to File Cross-Complaint</b>	<input type="checkbox"/> <b>Motion for Sanctions</b>
<input type="checkbox"/> Opposition to Motion to Compel Discovery	<input type="checkbox"/> Opposition to Motion for Leave to File Cross-Complaint	<input type="checkbox"/> Opposition to Motion for Sanctions
<input type="checkbox"/> Reply in Support of Motion to Compel Discovery		

Figure 7-1. KeyRules search template

2. At the search template, choose **Superior Court, San Diego County** from the *Choose a Court* drop-down list.
3. Choose **Search Motions, Oppositions, and Replies** from the *Choose a Document Type* drop-down list. A list of common motions, oppositions, and replies is displayed.
4. Select the check box next to *Motion to Compel Discovery*.
5. Click **Search Westlaw**. In the result list (Figure 7-2), click the KeyRules title to display the document (Figure 7-3).

[Edit Search](#) | [Locate in Result](#)

Result: 1 Document 
[Print](#) [Print](#) [Print](#) [Email](#) [Other](#)

**1. CA KR San Diego 47.**  
 KeyRules, January 2010, KeyRules - California Superior Court, San Diego County, Motions, Oppositions and Replies, Motion to Compel Discovery

[Clear all](#)

Figure 7-2. KeyRules result list

### Viewing KeyRules Documents

Your search in a KeyRules database retrieves documents that provide comprehensive information about timing, format, service requirements, and other rules that govern the types of filings you selected. Click **Section Outline** on the Links tab to display user-friendly links that you can use to view the organization of the document and to jump to specific sections.

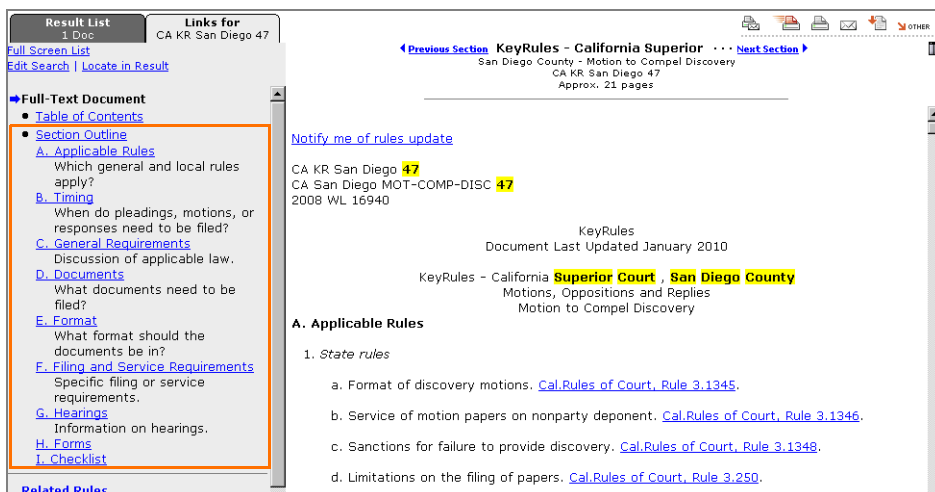


Figure 7-3. KeyRules document

## Searching Appellate Briefs

Westlaw includes a collection of more than 1.6 million state and federal appellate briefs that you can search by issue, party or attorney name, or docket number. You can retrieve briefs in several different ways, including the following:

- While you are viewing a case, click **Briefs and Other Related Documents** at the top of the document to display a list of briefs filed in the case, as well as related documents on Westlaw such as transcripts of oral argument. Then click the link for the brief you want to view.
- Click **Court Docs** at the top of any page, select a database by clicking a link under *Appellate Briefs* in the left frame, and type your search terms in the text boxes in the right frame. Then click **Search Westlaw** (Figure 7-4).

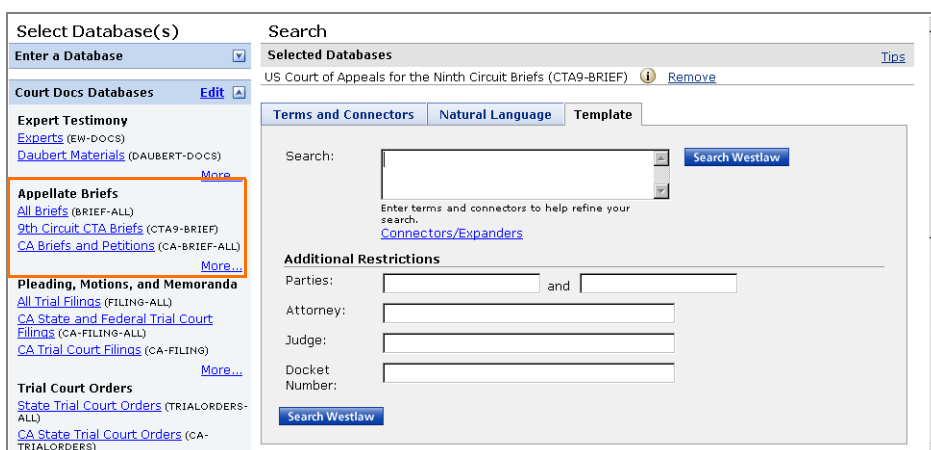


Figure 7-4. Appellate briefs search template

## BROWSING BRIEFS

Westlaw briefs contain links to related information that may help you better understand the attorneys involved in the case, as well as the issues argued in the brief (Figure 7-5).

- Click the case citation at the top of a briefs document to display the court's opinion.
- Click **Briefs and Other Related Documents** at the top of a briefs document to display a list of other briefs filed in the case, as well as related documents on Westlaw such as transcripts of oral argument.
- Click an attorney's name to retrieve Westlaw Profiler information for the attorney, including links to other appellate briefs and petitions filed by the attorney; trial pleadings and motions filed by the attorney; and jury verdict and settlement summaries from lawsuits in which the attorney was involved. You can also retrieve Litigation History Reports for the attorney.
- Click **Table of Authorities**, if available, in the left frame to view a list of all cases cited in the brief.

The screenshot displays a Westlaw document page for the case **Spector v. Norwegian Cruise Line Ltd.** (2005 WL 429974). The page is structured as follows:

- Header:** Case title, citation (2005 WL 429974), and court information (Supreme Court of the United States, Appellate Brief (Approx. 17 pages)).
- Left Sidebar (ResultsPlus):** Contains several sections with blue links:
  - ALR:** 1. [When Does a Public Entity Discriminate Against Disabled Individuals in Provision of Services, Programs, or Activities Under the Americans with Disabilities Act, 42 U.S.C.a. 12132](#)
  - Am.Jur.2d:** [Americans with Disabilities Act Analysis and Implications](#)
  - ALR:** 2. [Removal of Structural Barriers, Readily Achievable Defense, Removal Only Required If Readily Achievable](#)
  - ALR:** 3. [Validity, Construction, and Application of 302 of Americans with Disabilities Act \(42 U.S.C.a. 12132\), Prohibiting Discrimination on Basis of Disability by Owners or Operators of Places of Public Accommodation](#)
- Main Content Area:**
  - Original Image of this Document (PDF)
  - 2005 WL 429974 (U.S.) (Appellate Brief)
  - For opinion see [125 S.Ct. 2169](#), [125 S.Ct. 1240](#), [125 S.Ct. 26](#)
  - [Briefs and Other Related Documents](#)
  - [Oral Argument Transcripts with Streaming Media](#)
  - Supreme Court of the United States.  
Douglas SPECTOR, et al., Petitioners,  
v.  
NORWEGIAN CRUISE LINE LTD.  
No. 03-1388.  
February 18, 2005[FN8].
  - FN8. Counsel for petitioners were principally assisted by the following students in the Stanford Supreme Court Litigation Clinic: Eric J. Feigin, Nathaniel P. Garrett, and Lauren M. Kofke. Michael P. Abate, Rachel P. Kovner, Julia M. Lipez, C. Lee Reeves, Michael J. Mongan, and David B. Sapp also contributed.
  - On Writ of Certiorari to the United States Court of Appeals for the Fifth Circuit
  - Reply Brief for the Petitioners
  - David George  
Brady Edwards  
Anna Edwards
- Bottom Left:** [Petitions, Briefs & Filings](#) and [Table of Authorities](#) (highlighted with an orange box).

Figure 7-5. Appellate brief

## Searching Trial Court Filings

Westlaw provides easy access to selected state and federal trial court filings, including complaints, answers, motions, memoranda, and trial court briefs. You can retrieve trial court filings in several different ways, including the following:

- While you are viewing a case, click **Motions, Pleadings and Filings** at the top of the document to view a list of related trial filings. To view the full text of a listed document, click its citation or click the link to an original image of the document in PDF.
- Click **Court Docs** at the top of any page, select a database by clicking a link under *Pleadings, Motions, and Memoranda* in the left frame, and type your search terms in the text boxes in the right frame. Then click **Search Westlaw** (Figure 7-6).



Figure 7-6. Trial court filings search template

## Retrieving Courtroom Transcripts

Westlaw provides easy access to selected transcripts of oral arguments and trials in state and federal courts.

- Transcripts of oral arguments heard in the U.S. Supreme Court are official transcripts. All other oral argument transcripts are unofficial transcripts derived from audio or video recordings of actual oral arguments. You can access the audio and video recordings from the oral argument transcripts.
- Trial court transcripts include opening statements, voir dire, lay testimony, expert testimony, motion hearings, closing arguments, and jury instructions. Westlaw also provides streaming video for selected trial transcripts.

You can access court transcripts from selected tabbed pages and the Court Documents page. To access the Court Documents page, click **Court Docs** at the top of any page. When the Court Documents page is displayed, click the appropriate link under *Courtroom Transcripts* in the left frame. At the next page, type your search terms in the text boxes in the right frame (Figure 7-7). If desired, specify a transcript type under *Transcript Types* and a media format under *Media Format* by selecting the appropriate check boxes. Then click **Search Westlaw**.

**Select Database(s)**

Enter a Database

**Court Docs Databases** [Edit](#)

**Expert Testimony**  
[Experts](#) (EW-DOCS)  
[Daubert Materials](#) (DAUBERT-DOCS)  
[More...](#)

**Appellate Briefs**  
[All Briefs](#) (BRIEF-ALL)  
[9th Circuit CTA Briefs](#) (CTA9-BRIEF)  
[CA Briefs and Petitions](#) (CA-BRIEF-ALL)  
[More...](#)

**Pleading, Motions, and Memoranda**  
[All Trial Filings](#) (FILING-ALL)  
[CA State and Federal Trial Court Filings](#) (CA-FILING-ALL)  
[CA Trial Court Filings](#) (CA-FILING)  
[More...](#)

**Trial Court Orders**  
[State Trial Court Orders](#) (TRIALORDERS-ALL)  
[CA State Trial Court Orders](#) (CA-TRIALORDERS)  
[More...](#)

**Courtroom Transcripts**  
[All Trial and Oral Argument Transcripts](#) (TRANSCRIPTS-ALL)  
[All Trial Transcripts](#) (TRIALTRNS-ALL)  
[CA State and Federal Trial Transcripts](#) (CA-TRIALTRNS-ALL)  
[CA Trial Transcripts](#) (CA-TRIALTRNS)  
[9th Circuit CTA Transcripts](#) (CTA9-ORALARG)  
[More...](#)

**Dockets**  
[All Dockets](#) (DOCK-ALL)  
[CA State and Federal Dockets](#) (DOCK-CA-ALL)  
[CA State Dockets](#) (DOCK-CA-STCTS)  
[More...](#)

**Westlaw eforms**  
[All eforms](#) (ALLFRMS)

**Search**

**Selected Databases**  
State and Federal Oral Argument & Trial Transcripts Multibase (TRANSCRIPTS-ALL) [Remove](#) [Tips](#)

**Terms and Connectors** | **Natural Language** | **Template**

Parties:  and

Attorney/Firm:

Judge:

Expert:

Docket Number:

**Additional Restrictions**  
Search:  [Search Westlaw](#)

Enter terms and connectors to help refine your search.  
[Connectors/Expanders](#)

**Transcript Types**

Search All Trial Court Transcripts and Appellate Oral Arguments

<b>Trial Court Transcripts</b>	<input type="checkbox"/> Expert Witness Testimony	<b>Appellate Oral Arguments</b>
<input type="checkbox"/> Opening Statement	<input type="checkbox"/> Motion Hearing	<input type="checkbox"/> Oral Arguments
<input type="checkbox"/> Voir Dire	<input type="checkbox"/> Closing Statement	
<input type="checkbox"/> Lay Witness Testimony	<input type="checkbox"/> Jury Instructions/Charge	

**Media Format**

Search All Media Formats

Video

Audio

[Search Westlaw](#)

Figure 7-7. Courtroom transcripts search template

## Searching Dockets

### ACCESSING DOCKETS DATABASES

To quickly retrieve dockets, click **Court Docs** at the top of any page to display the Court Documents page (Figure 7-8). Click a link under *Dockets* in the left frame to access a database, or click **More** to view the Dockets section of the Westlaw Directory.

You can also retrieve dockets using Westlaw CourtExpress at [courtexpress.westlaw.com](http://courtexpress.westlaw.com). Westlaw CourtExpress offers additional docket research features.

The screenshot displays the Westlaw search interface. On the left, the 'Select Database(s)' sidebar lists various legal databases, with the 'Dockets' section highlighted by an orange box. The 'Dockets' section includes links for 'All Dockets (DOCK-ALL)', 'CA State and Federal Dockets (DOCK-CA-ALL)', and 'CA State Dockets (DOCK-CA-STCTS)'. The main 'Search' area shows 'Selected Databases' set to 'Dockets - State and Federal Courts Combined (DOCK-ALL)'. Below this, the 'Terms and Connectors' search form is visible, featuring a 'Search Westlaw' button and several input fields: 'Participant Name', 'Docket Number', 'Key Search Terms', and 'Filing Date'. The 'Filing Date' section includes radio buttons for 'No date restriction', 'Specific date', 'After', and 'Before'. A 'Scope' link is also present, with a tooltip that reads: 'Click the Scope link for information on Docket Number Formatting. You may enter terms and connectors to help refine your search. Click the Connectors/Expanders link for more information.'

Figure 7-8. Dockets search template

## UPDATING DOCKETS

Dockets on Westlaw include the information available at the time the case is filed and information from filings made shortly thereafter. Typically, this information includes participant names, names of the judge and the attorneys, case type information, and initial entries related to proceedings. To view the most recent additions or changes, click **Update** at the top of the docket in the right frame (Figure 7-9).

You can also update several dockets simultaneously. While viewing a result list, select the check boxes for up to five dockets and then click **Update Selected Dockets**. The Dockets Update Request page is displayed. Click **Submit**. The Docket Tools page is displayed, which lists your update requests. To deliver a request, select its check box and click **Print**, **Email**, or **Download**.

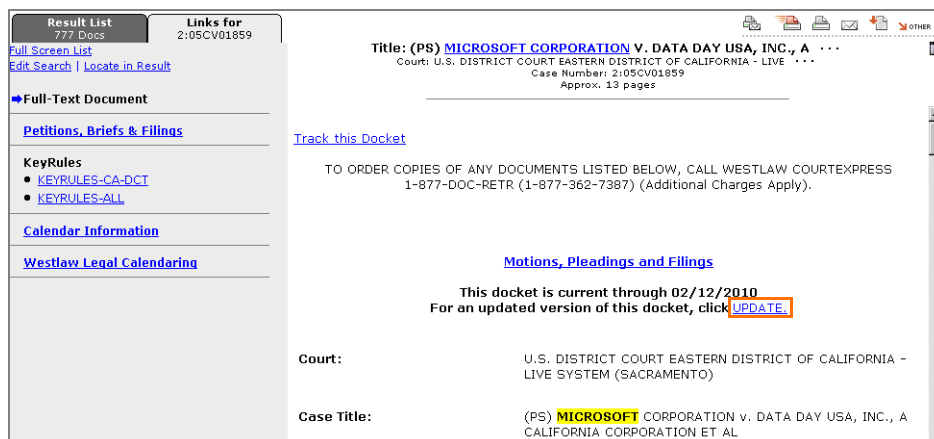


Figure 7-9. Docket

### ADDING CALENDAR INFORMATION FOR YOUR CURRENT DOCKETS RESULT

When you retrieve a docket from a Dockets database, you can add calendar information from the current court schedule to your Microsoft Outlook calendar. To add calendar information, complete these steps:

1. Click **Calendar Information** on the Links tab. The court calendar information is displayed in the right frame (Figure 7-10).
2. Click **Add Event to Outlook**. The File Download dialog box is displayed.  
 If you are adding an event to Outlook for the first time and you have not previously accessed preferences to specify your Outlook Calendar settings, the Calendaring Outlook Properties page is displayed. In the *Outlook Options* section, specify the appointment duration, reminder time, and format for the entry in your calendar. Click **Save** to display the File Download dialog box.
3. Click **Open**. The Outlook appointment page is displayed.
4. Click **Accept**.

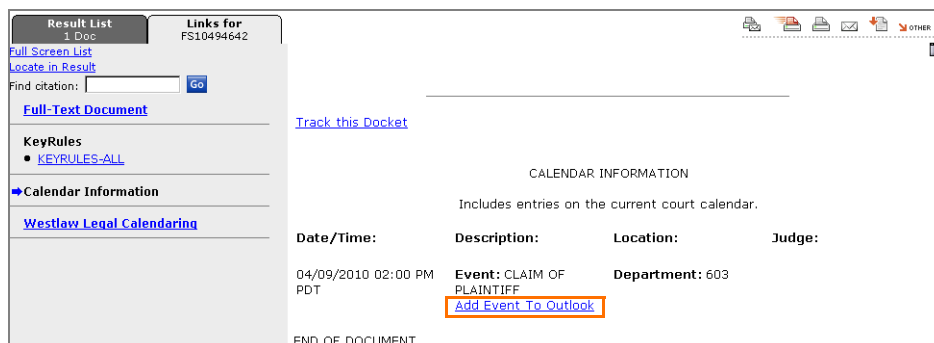


Figure 7-10. Court calendar Information

## MONITORING CHANGES IN DOCKETS

The Docket Track and Docket Alert services on Westlaw monitor court dockets and notify you automatically when there is a new development.

### Monitoring Dockets for New Developments

Docket Track monitors the court docket for an existing case and notifies you when there is a new development, e.g., a filing, entered on the docket. To create a Docket Track entry for the case docket you are viewing, complete these steps:

1. Click **Track this Docket** at the top of the docket. The Docket Track: New Developments in a Specific Case page is displayed with the court and docket number entered for you (Figure 7-11).
2. Under *Entry Details*, type a name for the entry in the *Name of Alert* text box.
3. The client identifier for the current research session is automatically displayed in the *Client ID* text box. Type a new client identifier to assign this entry to another client.
4. If desired, restrict the documents retrieved by the Docket Alert entry to those containing specific terms.
5. Change one or more delivery settings, if desired.
6. Click **Save**. A list of cases with docket numbers matching your entry is displayed.
7. Click a case number to save the entry in the Docket Alert Directory.

To view your Docket Alert entries, click **Alert Center** at the top of any page.

The screenshot shows a web form titled "Docket Track: New Developments in a Specific Case" with navigation links "Create Entry", "Directory", and "Tips". The form is divided into two main sections: "Entry Details" and "Delivery Settings".

**Entry Details:** Includes fields for "Name of Alert", "Client ID" (containing "K"), "Court" (containing "DOCK-CA-ALAMEDA" with an "Edit Court" link), and "Docket Number" (containing "FS10494642" with a "Docket Number Formats" link). Below these is a "Limit by Term or Phrase" section with five text boxes separated by "-or-" and an "Add more terms or phrases" link. At the bottom are "Save" and "Cancel" buttons.

**Delivery Settings:** Includes "Frequency" (set to "Daily"), "Destination" (set to "E-mail" with a "Properties" button), "Result Format" (set to "Full Docket"), "Results" (checkboxes for "Inform me of no results" and "Inform me of changes to the Court's calendar"), "Docket Calendar" (with an "Outlook Calendar delivery" link), and date fields for "Date Created", "Next Run Date" (set to "02/17/2010"), "Last Run Date", and "Expiration Date". A "Notes" text area is at the bottom.

Figure 7-11. Docket Track entry



## Monitoring Dockets for Newly Filed Cases

Docket Alert monitors court dockets for newly filed cases and notifies you when a case matching your search criteria is filed. You can be notified of all new case filings in a selected court or only those filings that name a specified participant, attorney, or judge. For federal district courts and state courts, you can also track newly filed cases by case type, so you can follow developments in practice areas of interest to you. For bankruptcy courts, you can track newly filed cases by Bankruptcy Code chapter. For more information, see “Creating a Docket Alert Entry” on page 122.

## ORDERING COURT DOCUMENTS

When you retrieve a docket, you can order the court documents listed on the docket by completing an online form and submitting it to Westlaw CourtExpress. Some documents may also be available for immediate downloading in PDF. To view a court document in PDF, when available, click **View/Download PDFs** under the docket entry (Figure 7-12).

To order a court document, click **Send Runner to the Court** under the docket entry. Complete the Document Order Form that is displayed and click **Submit Order**.

You can also order court documents without retrieving the docket. Click **Site Map** at the top of any page and then click **Order Documents Online** under *Tools*.

The screenshot displays a court docket for the case **(PS) MICROSOFT CORPORATION V. DATA DAY USA, INC., A**. The court is identified as the U.S. District Court Eastern District of California - LIVE, with Case Number 2:05CV01859 and approximately 13 pages. The docket includes the following entries:

Entry Number	Date	Description	Actions
65	01/04/2007	STIPULATION AND PROPOSED ORDER FOR DISMISSAL WITH PREJUDICE BY MICROSOFT CORPORATION. (CHIARELLI, JENNIFER) MODIFIED ON 1/5/2007 (KASTILAHN, A). (ENTERED: 01/04/2007)	<a href="#">View/Download PDFs</a>
64	01/04/2007	STIPULATED PERMANENT INJUNCTION; [PROPOSED] ORDER (CHIARELLI, JENNIFER) MODIFIED ON 1/5/2007 (KASTILAHN, A). MODIFIED ON 1/8/2007 (MENA-SANCHEZ, L). (ENTERED: 01/04/2007)	<a href="#">View/Download PDFs</a>
	12/18/2006	SERVICE BY MAIL: 63ORDER, SERVED ON DATA DAY USA, INC., JAMALEDIN MOZAFFAR. (KAMINSKI, H) (ENTERED: 12/18/2006)	<a href="#">View/Download PDFs</a> <a href="#">Send Runner to the Court</a>

Figure 7-12. Docket



# 8 Citation Research

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You can use KeyCite, the citation research service from West, to help you determine whether a case, statute, administrative decision, or regulation is good law and to retrieve citing references. 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 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. For an in-depth discussion of KeyCite, download a free copy of *Using KeyCite on Westlaw* at [west.thomson.com/support/user-guide/keycite.aspx](http://west.thomson.com/support/user-guide/keycite.aspx).

## Accessing KeyCite





To help you work efficiently, there are several ways to quickly access information in KeyCite.

Point of access for KeyCite information	Description
Many tabbed pages	Type a citation in the <i>KeyCite this citation</i> text box in the left frame and click <b>Go</b> .
A KeyCite status flag	A KeyCite status flag indicates that information for a document is available in KeyCite. A KeyCite status flag is displayed, when appropriate, <ul style="list-style-type: none"> <li>• in the header of a document</li> <li>• in the KeyCite section of the Links tab</li> <li>• next to a document's citation in a list of retrieved documents</li> <li>• in a KeyCite, a Table of Authorities, a Custom Digest, and a Most Cited Cases result</li> </ul> Click the flag to display the KeyCite information.
Any Westlaw page	Click <b>KeyCite</b> at the top of any page to display the KeyCite page. Then type a citation in the <i>KeyCite this citation</i> text box and click <b>Go</b> .

## KeyCite Status Flags

A KeyCite status flag (a red or yellow flag, a blue H, or a green C) indicates that information for a document is available in KeyCite.

The following table will help you understand how the KeyCite status flags are used in documents.

KeyCite status flags	Description
	<p>A <b>red flag</b> indicates that the</p> <ul style="list-style-type: none"><li>• case or administrative decision is no longer good law for at least one of the points of law it contains.</li><li>• 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.</li></ul>
	<p>A <b>yellow flag</b> indicates that the</p> <ul style="list-style-type: none"><li>• case or administrative decision has some negative history but hasn't been reversed or overruled.</li><li>• 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 proposed rule affecting the regulation is available; that the regulation has been reinstated, corrected, or confirmed; 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 treatment from a court.</li></ul>
	<p>A <b>blue H</b> indicates that the case or administrative decision has some history.</p>
	<p>A <b>green C</b> indicates that the</p> <ul style="list-style-type: none"><li>• case or administrative decision has citing references but no direct history or negative citing references.</li><li>• statute or regulation has citing references.</li></ul>

## KeyCite Information for a Case

### VIEWING THE HISTORY OF A CASE

To view the full history of a displayed case, click **Full History** on the Links tab. The case history is displayed in the right frame.

Case history is divided into the following categories:

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

Case history also includes links to related court documents, such as briefs, petitions, motions, and transcripts of oral arguments (Figure 8-1).

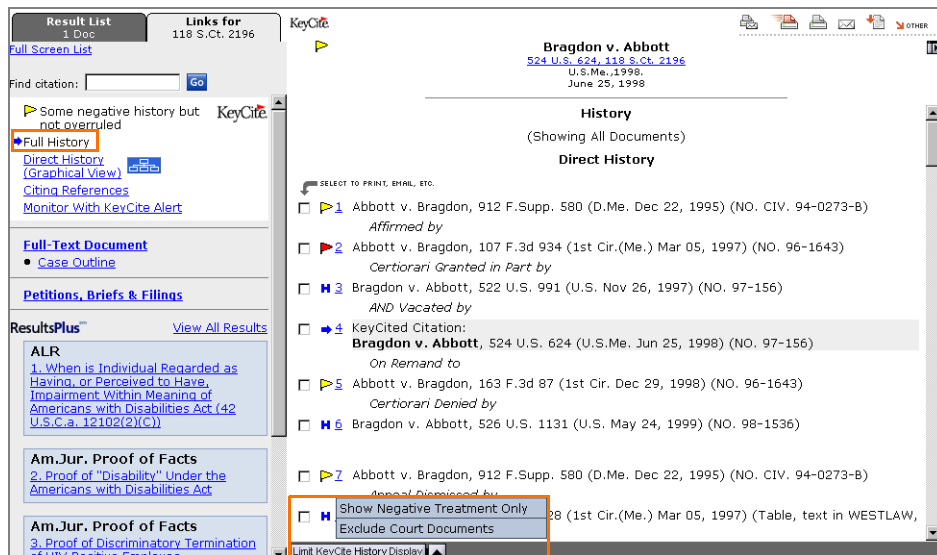


Figure 8-1. KeyCite history of the case

### Customizing the History You View

When you are viewing the full KeyCite history result, you can show only negative history by clicking **Limit KeyCite History Display** at the bottom of the page and choosing **Show Negative Treatment Only** from the menu that is displayed (shown outlined in Figure 8-1). You can also choose **Exclude Court Documents** from the menu to exclude court documents from the KeyCite history result. To return to the full history, click **Cancel Limits** at the bottom of the page.

## Displaying Direct History in Graphical View

While viewing a case or its KeyCite history result in text view (Figure 8-1), you can click **Direct History (Graphical View)** on the Links tab to display the direct history of the case in an easy-to-read graphical view (Figure 8-2). The case you are checking in KeyCite is clearly marked, and arrows clarify the route of the case through the courts. Both prior and subsequent history of the case is displayed, with each court decision referenced in a box at the appropriate trial or appellate level. The boxes include links to the full text of the decisions, as well as to related court documents such as briefs, petitions, and motions. After checking the direct history in graphical view, click **Full History (Text)** at the top of the page to return to the full history.

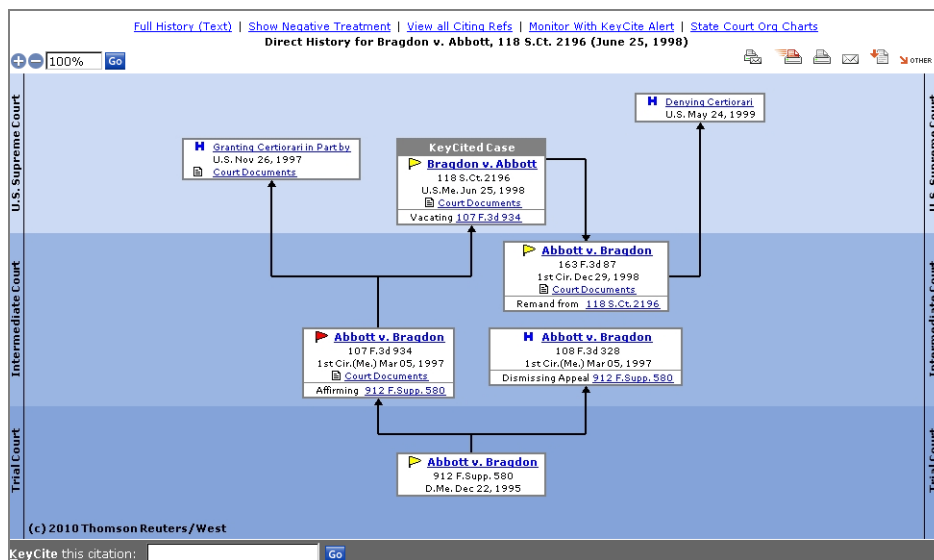


Figure 8-2. Direct history in graphical view

## VIEWING CITING REFERENCES TO A CASE

To view a list of cases, administrative materials, secondary sources, and briefs and other court documents that cite your case, click **Citing References** on the Links tab in split-page view or **KeyCite Citing References** at the bottom of the KeyCite history result in full-page view.

The first portion of the KeyCite citing references result (Figure 8-3) lists all negative citing cases, followed by a list of other cases, administrative materials, secondary sources, and briefs and other court documents citing your case. Citing cases are categorized by the depth of treatment they give your case;

citing cases that discuss your case in depth are listed before cases that only briefly mention your case. Quotation marks indicate that the citing case directly quotes your case.

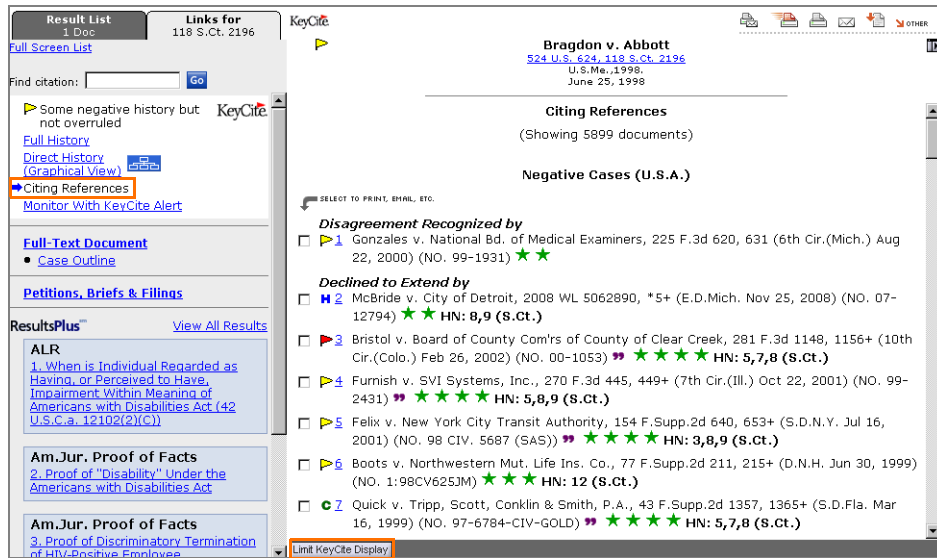


Figure 8-3. KeyCite citing reference to the case

### 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, usually more than a printed page of text.                     |
| ★★★  | 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. |
| ★★   | Cited     | The citing case, administrative decision, or brief contains some discussion of the cited case, usually less than a paragraph.                                       |
| ★    | Mentioned | The citing case, administrative decision, or brief contains a brief reference to the cited case, usually in a string citation.                                      |

### KeyCite Quotation Marks

Quotation marks (☞) in your KeyCite result indicate that the citing document directly quotes the cited case.



## RESTRICTING CITING REFERENCES TO A CASE

To restrict the list of citing references, follow these steps:

1. Click **Limit KeyCite Display** at the bottom of the page (shown outlined in Figure 8-3). The KeyCite Limits page is displayed (Figure 8-4).
2. Use the check boxes, text boxes, and drop-down lists in the right frame to define your restrictions. Click the links in the left frame to move from one restriction to another.
3. Click **Apply** to display the KeyCite result with the restrictions you specify.

To modify your restrictions, click **Edit Limits** at the bottom of the KeyCite citing references result. To cancel your restrictions and display all citing references, click **Cancel Limits** at the bottom of the KeyCite citing references result. For further information, download a free copy of *Using KeyCite on Westlaw* at [west.thomson.com/support/user-guide/keycite.aspx](http://west.thomson.com/support/user-guide/keycite.aspx).

KeyCite Limits for: 118 S.Ct. 2196		Document Type	<a href="#">Clear All</a>
<b>Document Type</b> <a href="#">Headnotes</a> <a href="#">Locate</a> <a href="#">Jurisdiction</a> <a href="#">Date</a> <a href="#">Depth of Treatment</a>	<b>Cases</b>	<input checked="" type="checkbox"/> Highest court (30)	
		<input checked="" type="checkbox"/> Other courts (1080)	
	<b>Secondary sources</b>	<input checked="" type="checkbox"/> ALR annotations (8)	
		<input checked="" type="checkbox"/> Law reviews (1052)	
		<input type="checkbox"/> KeyRules (0)	
		<input type="checkbox"/> IP Filing Rules (0)	
	<input checked="" type="checkbox"/> Andrews Litigation Reporters (28)		
	<input checked="" type="checkbox"/> Others (722)		
	<b>Administrative Materials</b>	<input checked="" type="checkbox"/> Administrative Decisions (91)	
		<input checked="" type="checkbox"/> Federal Register (4)	
	<b>Publication</b>	<input type="text"/>	(e.g. S.Ct., F.Supp.)
		<b>Court Documents</b>	
		<input type="checkbox"/> Verdict & Settlement Summaries (0)	
		<input checked="" type="checkbox"/> Appellate Petitions, Motions & Filings (152)	
		<input checked="" type="checkbox"/> Appellate Briefs (1200)	
		<input type="checkbox"/> Joint Appendices (0)	
		<input checked="" type="checkbox"/> Oral Arguments (1)	
		<input checked="" type="checkbox"/> Trial Pleadings (40)	
		<input checked="" type="checkbox"/> Expert Testimony (1)	
		<input type="checkbox"/> Trial Depositions & Discovery (0)	
		<input checked="" type="checkbox"/> Trial Motions, Memoranda & Affidavits (1451)	
		<input type="checkbox"/> Trial Transcripts (0)	
		<input checked="" type="checkbox"/> Trial Filings (5)	
		<input checked="" type="checkbox"/> Jury Instructions (32)	
		<input checked="" type="checkbox"/> Proposed Orders, Agreements & Settlements (1)	
		<input checked="" type="checkbox"/> Verdicts, Agreements & Settlements (1)	
		<input type="checkbox"/> Arbitration Awards (0)	

Figure 8-4. KeyCite Limits page

## USING THE KEYCITE CITING REFERENCES FOR THIS HEADNOTE FEATURE

Use the KeyCite Citing References for This Headnote feature to move directly from a displayed case to its KeyCite result, limited to citing references that discuss the legal issue summarized in a particular headnote.

From a displayed case (Figure 8-5), complete these steps:

1. Click the **KeyCite Citing References for This Headnote** link or icon in a headnote classification hierarchy in the case.

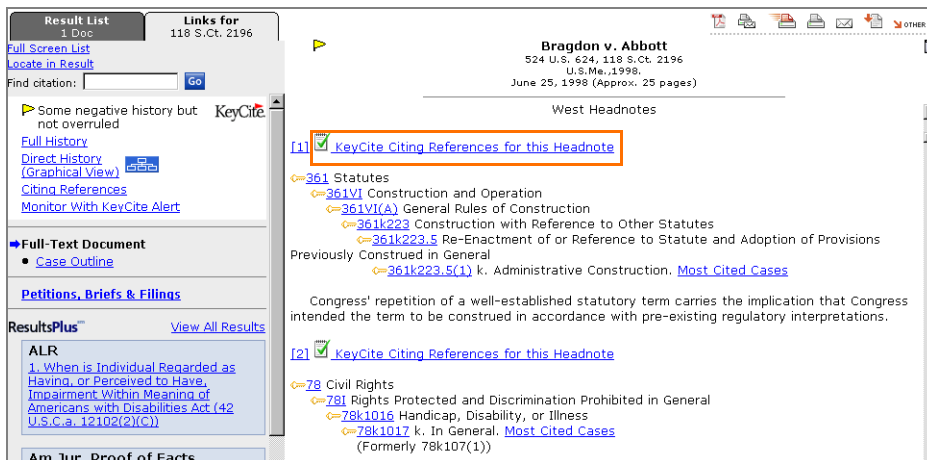


Figure 8-5. Link to KeyCite Citing References for This Headnote feature

2. A list of the types of citing references available in KeyCite is displayed (Figure 8-6). Each type of citing reference is followed by a number that indicates how many documents of that type discuss the legal issue summarized in the headnote.

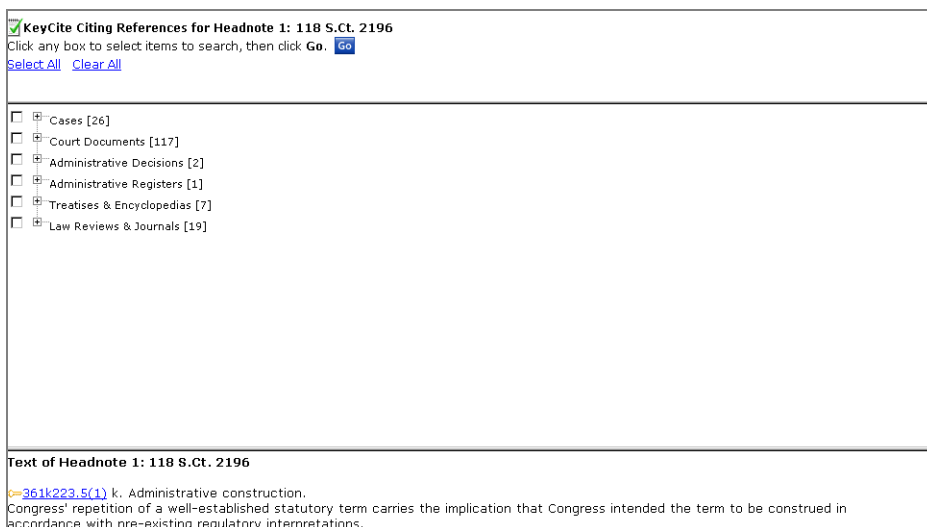


Figure 8-6. List of available types of citing references

3. Click the plus (+) and minus (-) symbols to browse the list. Select the check boxes next to the types of citing references you want to view.
4. Click Go. The citing references you selected are displayed in the right frame.

To display the full list of citing references, click **Cancel Limits** at the bottom of the page.

## KeyCite Information for a Statute

### VIEWING THE HISTORY OF A STATUTE

Statute history lists cases affecting the validity of a statute plus legislative materials related to the statute. These materials are divided into the following categories:

KeyCite statute history category	Description
Updating Documents	lists citations to recent session laws that amend or repeal the section
Proposed Legislation	lists citations to proposed bills that reference the section
Bill Drafts	lists all drafts of bills proposed before the section was enacted into law
Reports and Related Materials	lists reports, journals, <i>Congressional Record</i> documents, presidential or executive messages, and testimony relevant to the section; also lists voting records for New York statutes
Credits	lists in chronological order citations to session laws that have enacted, amended, or renumbered the section
Historical and Statutory Notes	describes the legislative changes affecting the section

To view the full history of a displayed statute, click **History** on the Links tab. Figure 8-7 shows an example of statute history information.

The screenshot shows the KeyCite interface for 29 U.S.C.A. § 794a. The left sidebar contains navigation links: "Proposed Legislation", "History" (highlighted with a red box), "Citing References", "Monitor With KeyCite Alert", "Graphical Statutes", "Full-Text Document" (with sub-links for "Table of Contents", "Versions", and "Section Outline"), and "ResultsPlus™" (with a link for "ALR 1, Who is Recipient of, and What Constitutes Program or Activity Receiving Federal Financial Assistance for Purposes of 504 of Rehabilitation Act (29 U.S.C.a. 794), Which Prohibits Any Program or Activity Receiving Financial Assistance from Discriminating on Basis of Disability"). The main content area displays the statute title "29 U.S.C.A. § 794a. Remedies and attorney fees [Effective] [See Notes]" and the section "29 U.S.C.A. § 794a". Below this, it instructs the user to click on the citation "29 USCA § 794a" to view the full text. The "Proposed Legislation" section lists four items: 1. 2009 CONG US HR 11, 111th CONGRESS, 1st Session (Feb 11, 2009), Referred in Senate, PROPOSED ACTION: Technical or conforming amendment. 2. 2009 CONG US S 181, 111th CONGRESS, 1st Session (Jan 28, 2009), Enrolled Bill, PROPOSED ACTION: Amended. 3. 2009 CONG US HR 11, 111th CONGRESS, 1st Session (Jan 12, 2009), Engrossed in House, PROPOSED ACTION: Technical or conforming amendment. 4. 2009 CONG US HR 11, 111th CONGRESS, 1st Session (Jan 06, 2009), Introduced in House, PROPOSED ACTION: Technical or conforming amendment. The "Bill Drafts" section lists one item: 1. 2009 CONG US S 181, 111th CONGRESS, 1st Session, (Jan 23, 2009), Engrossed in Senate, ACTION: Technical or conforming amendment. Updating Legislation: PL 111-2, January 29, 2009, 123 Stat 5.

Figure 8-7. KeyCite history of the statute

## VIEWING CITING REFERENCES TO A STATUTE

To view a list of documents that cite the statute, click **Citing References** on the Links tab in split-page view or **KeyCite Citing References** at the bottom of the KeyCite history result in full-page view. Figure 8-8 shows citing references to the statute.

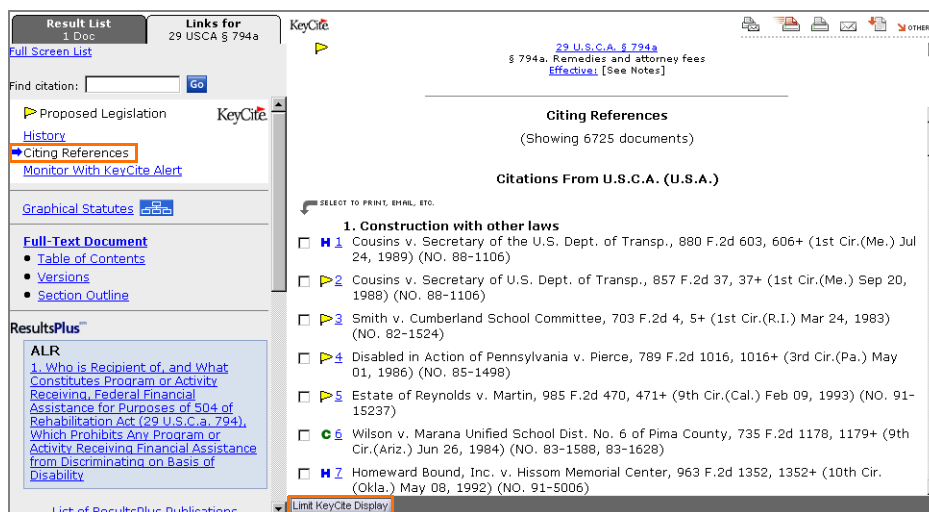


Figure 8-8. KeyCite citing references to the statute

Documents citing the statute are listed in the following order:

- cases that have affected the validity of the section
- cases from *United States Code Annotated* and state statute notes of decisions
- cases on Westlaw that do not appear in notes of decisions
- administrative decisions
- administrative registers
- secondary sources
- court documents such as petitions and briefs
- statutes and court rules
- administrative codes

If the citing references result is large, it may be divided into parts.

## RESTRICTING CITING REFERENCES TO A STATUTE

To restrict the list of citing references, follow these steps:

1. Click **Limit KeyCite Display** at the bottom of the page (shown outlined in Figure 8-8). The KeyCite Limits page is displayed (Figure 8-9).
2. Use the check boxes, text boxes, and drop-down lists in the right frame to define your restrictions. Click the links in the left frame to move from one restriction to another.
3. Click **Apply** to display the KeyCite result with the restrictions you specify.

To modify your restrictions, click **Edit Limits** at the bottom of the KeyCite citing references result. To cancel your restrictions and display all citing references, click **Cancel Limits** at the bottom of the KeyCite citing references result. For further information, download a free copy of *Using KeyCite on Westlaw* at [west.thomson.com/support/user-guide/keycite.aspx](http://west.thomson.com/support/user-guide/keycite.aspx).

**KeyCite Limits**  
for: 29 USCA § 794a

**Document Type**  
Notes of Decisions  
Locate  
Jurisdiction  
Date

Click one or more limits above to help restrict your citing references.

[KeyCite Limits Tips](#)

**Document Type** [Clear All](#)

**Cases**  
 Highest court (27)  
 Other courts (1353)

**Secondary sources**  
 ALR annotations (34)  
 Law reviews (299)  
 KeyRules (0)  
 IP Filing Rules (0)  
 Andrews Litigation Reporters (0)  
 Others (492)

**Other Materials**  
 Regulatory Updates (0)  
 Administrative Decisions (1674)  
 Statutory References (6)  
 Administrative Code References (91)  
 Federal Register (85)

**Publication**  
  
(e.g. S.Ct., F.Supp.)

**Court Documents**  
 Verdict & Settlement Summaries (1)  
 Appellate Petitions, Motions & Filings (87)  
 Appellate Briefs (761)  
 Joint Appendices (2)  
 Oral Arguments (1)  
 Trial Pleadings (1090)  
 Expert Testimony (1)  
 Trial Depositions & Discovery (0)  
 Trial Motions, Memoranda & Affidavits (684)  
 Trial Transcripts (0)  
 Trial Filings (26)  
 Jury Instructions (8)  
 Proposed Orders, Agreements & Settlements (1)  
 Verdicts, Agreements & Settlements (2)  
 Arbitration Awards (0)

**Surveys**  
 50 State Surveys (0)  
 Survey Authority (0)  
 Survey Checklists (0)

Figure 8-9. KeyCite Limits page

## KeyCite Alert

KeyCite Alert automatically monitors the status of cases, statutes, and administrative materials and sends you updates when their KeyCite information changes. To create a KeyCite Alert entry from a displayed document, click **Monitor with KeyCite Alert** on the Links tab in the left frame in split-page view or at the bottom of the page in full-page view. The KeyCite Alert wizard is displayed, which will help you complete your KeyCite Alert entry. To create a new KeyCite Alert entry, click **Alert Center** at the top of any page. For further information, see "Creating a KeyCite Alert Entry" on page 120.

## Retrieving Cited Cases Using the Table of Authorities

Whereas KeyCite lists citing cases (other cases that cite your case), the Table of Authorities service lists cited cases (other cases cited by your case). The Table of Authorities is a useful tool for finding hidden weaknesses in a case by showing whether the cases on which it relies have significant negative history. The Table of Authorities service is also available for ALR annotations, law review articles, and selected administrative decisions. To access the Table of Authorities, do one of the following:

- Click **Site Map** at the top of any page, then click **Table of Authorities** under *Citor* (*KeyCite*). The Table of Authorities page is displayed. Type a citation in the *Enter citation* text box and click **Go**.
- From a displayed case in split-page view, click **Table of Authorities** on the Links tab in the left frame. The table of authorities is displayed in the right frame, similar to that shown in Figure 8-10. In full-page view, click **Links for ...** at the top of the page, then click **Table of Authorities**. The table of authorities is displayed across the full width of the page.

The screenshot shows a legal research interface. On the left, there is a sidebar with various navigation options: 'Result List' (1 Doc), 'Links for' (118 S.Ct. 2196), 'Full Screen List', 'Find citation:', 'Citing References', 'Monitor With KeyCite Alert', 'Full-Text Document' (Case Outline), 'Petitions, Briefs & Filings', 'ResultsPlus™' (View All Results), 'ALR' (1. When is Individual Regarded as Having, or Perceived to Have, Impairment Within Meaning of Americans with Disabilities Act (42 U.S.C.a. 12102(2)(C)), 'Am.Jur. Proof of Facts' (2. Proof of "Disability" Under the Americans with Disabilities Act), 'Am.Jur. Proof of Facts' (3. Proof of Discriminatory Termination of HIV-Positive Employee), 'View All Results', 'List of ResultsPlus Publications', and 'Table of Authorities'. The main area displays the case 'Bragdon v. Abbott' (524 U.S. 624, 118 S.Ct. 2196, U.S.Me., 1998, June 25, 1998). Below the case name, it says '34 Cases Cited in Bragdon v. Abbott' and 'Cases in U.S.A.'. A list of 10 cases is shown, each with a page number, a KeyCite status flag (stars), and a citation. The citation for 'General Elec. Co. v. Joiner' (118 S.Ct. 512, U.S.Ga. 1997) is highlighted with a red box. Other cases include School Bd. of Nassau County, Fla. v. Arline, Abbott v. Bragdon, Dandridge v. Williams, and Screws v. U.S.

Figure 8-10. Table of Authorities result

### The Table of Authorities

- lists each case cited by a case
- displays depth of treatment stars for each cited case, which indicate the extent to which the citing case discusses the cited case
- displays KeyCite status flags for cited cases
- displays quotation marks when the citing case directly quotes the cited case

To view the page of the citing case on which a reference to a cited case first appears, click the page number (shown outlined in Figure 8-10) following the citation of the cited reference in the Table of Authorities list. The portion of the citing case containing the cited reference, which is highlighted for easy identification, is displayed in the right frame (Figure 8-11).

The screenshot shows the same legal research interface as Figure 8-10, but with the text of the citing case displayed in the right frame. The sidebar is similar, but the 'Table of Authorities' option is not visible. The main area displays the case 'Bragdon v. Abbott' (524 U.S. 624, 118 S.Ct. 2196, U.S.Me., 1998, Jun 25, 1998 (Approx. 20 pages)). The text of the citing case is displayed, and the citation '522 U.S. 136, 144-145, 146, 118 S.Ct. 512, 518, 519, 139 L.Ed.2d 508 (1997)' is highlighted in yellow.

Figure 8-11. Cited reference highlighted in the right frame

# 9 Using Alert Services

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The Alert Center is the central access point on Westlaw for WestClip, KeyCite Alert, KeyRules Alert, IP Filing Rules Alert, Docket Alert, Agency Tracker, Profiler Alert, and D&B Alert. To access the Alert Center, click **Alert Center** at the top of any page (Figure 9-1). Then select an alert service based on your specific needs:

- WestClip runs your Terms and Connectors searches on a regular basis so you can stay up-to-date on news and legal developments. For further information, download a free copy of *Using WestClip on Westlaw* at [west.thomson.com/support/user-guide/westlaw/gen-info.aspx](http://west.thomson.com/support/user-guide/westlaw/gen-info.aspx).
- KeyCite Alert automatically monitors the status of your cases, statutes, administrative decisions, and regulations and sends you updates when their KeyCite results change. For further information, download a free copy of *Using KeyCite on Westlaw* at [west.thomson.com/support/user-guide/keycite.aspx](http://west.thomson.com/support/user-guide/keycite.aspx).
- KeyRules Alert notifies you of any changes in rules governing common court procedures.
- IP Filing Rules Alert notifies you of any changes in rules governing intellectual property filings.
- Docket Alert provides you with up-to-date court docket information for civil and criminal cases from most federal courts across the United States and for selected state courts. For further information, download a free copy of *Using Westlaw CourtExpress* at [west.thomson.com/support/user-guide/westlaw/court-express.aspx](http://west.thomson.com/support/user-guide/westlaw/court-express.aspx).
- Agency Tracker alerts you when specific agencies issue decisions or take action or when there are changes to the *Federal Register*.
- Profiler Alert monitors the profile of an attorney, judge, or expert witness and notifies you when new references are added to it.
- D&B Alert automatically monitors the status of a company's Comprehensive Report, Business Information Report, and International Business Information Report and notifies you when updates are received from D&B.



**Alert Center Directory**

To select the alerting service you wish to access, click on the arrow to the left of the name. The most recently created alerts will be displayed. To view a complete list of entries for each service, click on the [view all...](#) link below the displayed entries.

[Alert Summary Report](#)

[Open All](#) | [Close All](#) [Save As Default Display](#) | [Alert Center Preferences](#)

WestClip <span style="float: right;"><a href="#">View All</a>   <a href="#">Create</a>   <a href="#">Tips</a></span>					
Delete	Name	Database	Query	Next Run	
<input type="checkbox"/>	<a href="#">1. HHSQ#1</a>	HHSPRIV	ADDRESSEE(COMMISSIONER SSA "SOCI...	SAVE	<a href="#">Run</a>
<input type="checkbox"/>	<a href="#">2. HHSQ#2</a>	HHSPRIV	RGNDIV(SSD "SOCIAL SECURITY") % ...	SAVE	<a href="#">Run</a>
<input type="checkbox"/>	<a href="#">3. HHSQ#3</a>	HHSPRIV	RGNDIV(SSD "SOCIAL SECURITY") % ...	SAVE	<a href="#">Run</a>

KeyCite Alert <span style="float: right;"><a href="#">View All</a>   <a href="#">Create</a>   <a href="#">Wizard</a>   <a href="#">Tips</a></span>					
Delete	Name	Citation	Doc Name	Doc Path	Next Run
<input type="checkbox"/>	<a href="#">1. 118 S.Ct. 2196</a>	118 S.Ct. 2196			02/17/2010

KeyRules Alert <span style="float: right;"><a href="#">View All</a>   <a href="#">Create</a>   <a href="#">Tips</a></span>					
<a href="#">View All</a>   <a href="#">Create</a>   <a href="#">Tips</a>					

IP Filing Rules Alert <span style="float: right;"><a href="#">View All</a>   <a href="#">Create</a>   <a href="#">Tips</a></span>					
<a href="#">View All</a>   <a href="#">Create</a>   <a href="#">Tips</a>					

Docket Alert <span style="float: right;"><a href="#">View All</a>   <a href="#">Create</a>   <a href="#">Tips</a></span>					
New Developments in a specific case:					
Delete	Name	Docket No.	Court	Next Run	
<input type="checkbox"/>	<a href="#">1.</a>	FS10494642	CA-ALAMEDA-A	02/17/2010	<a href="#">Run</a>

Agency Tracker <span style="float: right;"><a href="#">View All</a>   <a href="#">Create</a>   <a href="#">Tips</a></span>					
<a href="#">View All</a>   <a href="#">Create</a>   <a href="#">Tips</a>					

Profiler Alert <span style="float: right;"><a href="#">View All</a>   <a href="#">Create</a>   <a href="#">Tips</a></span>					
<a href="#">View All</a>   <a href="#">Create</a>   <a href="#">Tips</a>					

DR&B Alert <span style="float: right;"><a href="#">View All</a>   <a href="#">Create</a>   <a href="#">Tips</a></span>					
<a href="#">View All</a>   <a href="#">Create</a>   <a href="#">Tips</a>					

Figure 9-1. Alert Center Directory

## Managing Your Alerts

The Alert Center provides tools for you to easily manage your alerts:

- To create an entry, click **Create** or **Wizard** (when available).
- To view the most recent entries saved in the directory for an alert service, click the arrow to the left of that service.
- To view all entries in an alert service directory, click **View All**.
- To make changes to an entry, click an entry name or number.
- To delete an entry, select the check box next to the entry and click **Delete**.
- To retrieve instructions for setting up an entry, click **Tips**.

## Creating a WestClip Entry

To create a WestClip entry, click **Create** in the *WestClip* section of the Alert Center Directory. At the WestClip: Create Entry page (Figure 9-2), complete these steps:

1. Type a name for the entry (maximum of 40 characters) in the *Name of clip* text box.
2. The client identifier for the current research session is displayed in the *Client ID* text box. Type a new client identifier to assign this entry to another client.
3. Specify a database in which you want your search to be run by typing the database identifier in the *Database(s)* text box. (For help with selecting a database, click **Find a Database**.) If you accessed WestClip from a search result, the database identifier is entered for you.

4. Type a Terms and Connectors query in the *Query* text box. (For a list of connectors and field restrictions to use in your query, click **Full Search Editor**. Then click the arrow (▲) next to *Add Connectors or Expanders* at the bottom of the page.) If you accessed WestClip from a search result, the query is entered for you.
5. To modify delivery settings for an entry, including how often the entry should be run and the destination to which your WestClip results should be sent, click **Edit**. When you finish specifying your settings, click **Save** to return to the WestClip: Create Entry page.
6. Click **Save** to save your entry in the WestClip Directory.

Figure 9-2. WestClip: Create Entry page

## Creating a KeyCite Alert Entry

You can create a KeyCite Alert entry using the Alert Center in the following ways:

- Click **Wizard** in the *KeyCite Alert* section, then follow the step-by-step instructions to create your entry.
- Click **Create** in the *KeyCite Alert* section, then type the citation of the document you want to monitor in the *Citation* text box and click **Go**. At the KeyCite Alert: Create Entry page (Figure 9-3), complete the following steps:
  1. Select the type of history you want to monitor and specify whether you want to include citing references in the result.
  2. If desired, click **Limit Citing Refs** to restrict the citing references for your KeyCite Alert entry. The restrictions available vary depending on the type of document you are monitoring. After selecting your restrictions, click **Apply** in the left frame to return to the KeyCite Alert: Create Entry page.
  3. Click **Edit** next to *Delivery Settings* to change the delivery settings listed on the right side of the page. When you finish specifying your settings, click **Save** to return to the KeyCite Alert: Create Entry page.
  4. Click **Save** to save your entry in the KeyCite Alert Directory.

Figure 9-3. KeyCite Alert: Create Entry page

### Creating a KeyRules Alert Entry

To create a KeyRules Alert entry, complete these steps:

1. Click **Create** in the *KeyRules Alert* section. The KeyRules Alert: Create Entry page (Figure 9-4) is displayed.
2. Type a name for the entry in the *Name of alert* text box.
3. The client identifier for the current research session is automatically displayed in the *Client ID* text box. Type a new client identifier to assign this entry to another client.
4. Choose the court from which you want to receive updated documents from the series of *Court* drop-down lists.
5. Choose a document type from the *Choose a Document Type* drop-down list.
6. Type the e-mail address to which you want the updates sent in the *E-mail* text box. Separate multiple addresses with a semicolon.
7. Click **Save** to save your entry in the KeyRules Alert Directory.

Figure 9-4. KeyRules Alert: Create Entry page

## Creating an IP Filing Rules Alert Entry

To create an IP Filing Rules Alert entry, complete these steps:

1. Click **Create** in the *IP Filing Rules Alert* section. The IP Filing Rules Alert: Create Entry page (Figure 9-5) is displayed.
2. Type a name for the entry in the *Name of alert* text box.
3. The client identifier for the current research session is automatically displayed in the *Client ID* text box. Type a new client identifier to assign this entry to another client.
4. Choose the court from which you want to receive updated documents from the series of *Court* drop-down lists.
5. Choose a document type from the *Choose a Document Type* drop-down list.
6. Type the e-mail address to which you want the updates sent in the *E-mail* text box. Separate multiple addresses with a semicolon.
7. Click **Save** to save your entry in the IP Filing Rules Alert Directory.

**IP Filing Rules Alert: Create Entry** [Create Entry](#) | [Directory](#) | [Summary Report](#) | [Tips](#)

To receive notification via e-mail of updated rules complete the items below.

Name of alert:

Client ID:

Court:

Choose a Document Type:

E-mail:

Separate multiple e-mail addresses with a semicolon.

Figure 9-5. IP Filing Rules Alert: Create Entry page

## Creating a Docket Alert Entry

To create a Docket Alert entry, complete the following steps:

1. Click **Create** in the *Docket Alert* section. The Docket Alerts and Tracks: Create Entry page is displayed.
2. Select **Receive an alert when new cases are filed** and click **Go**. The Docket Alert: Select a Court page is displayed.
3. Click the plus and minus symbols to browse the court list. Select up to 10 check boxes and click **Save**. The Docket Alert: New Cases Filed Based on Selected Criteria page is displayed (Figure 9-6).

Figure 9-6. Docket Alert: New Cases Filed Based on Selected Criteria page

4. Under *Entry Details*, type a name for the entry in the *Name of Alert* text box.
5. The client identifier for the current research session is automatically displayed in the *Client ID* text box. Type a new client identifier to assign this entry to another client.
6. Type information as appropriate in the *Party Name*, *Attorney Name/Law Firm*, and *Judge Name* text boxes.
7. To add a Key Nature of Suit (KNOS) classification, click **Available KNOS selections**. Click the plus and minus symbols to browse the KNOS list. Select the check boxes next to the classifications you want to add and click **Save**.
8. In the *Delivery Settings* section, change one or more delivery settings, if desired.
9. Click **Save** to save the entry in the Docket Alert Directory.

**Note** You can also set up an entry to track new developments in an existing case.

## Creating an Agency Tracker Entry

To create an Agency Tracker entry, complete the following steps:

1. Click **Create** in the *Agency Tracker* section. The Federal Agency Tracking Service: Create Entry page is displayed.
2. Select one of the following and then click **Go**:
  - **Receive notification for specific Federal Agency actions reported in the Federal Register.**  
This option allows you to restrict your alert results to specific types of *Federal Register* documents, such as final or proposed rules, notices, requests for comments, unified agendas, or corrections.
  - **Receive notification for new Federal Agency Opinions and Decisions.**  
This option will retrieve all *Federal Register* documents from a specific agency.
3. Select an agency by clicking **Select Agency** in the *Entry Details* section. Click the plus and minus symbols to browse agencies within specific departments. Select a check box next to the name of the agency from which you want to receive documents. When you are finished, click **Save**.

4. If you have opted to receive notification for specific federal agency actions, select the type of documents you want to receive (Figure 9-7).
5. Type a name for your entry in the *Result Title* text box, if desired.
6. The client identifier for the current research session is automatically displayed in the *Client ID* text box. Type a new client identifier to assign this entry to another client.
7. In the *Delivery Settings* section, click **Edit** to change one or more delivery settings, if desired. Click **Save** when you finish making your changes.
8. Click **Save** to save the entry in the Agency Tracker Directory.

Figure 9-7. Federal Agency Tracking Service: Federal Agency Tracking page

## Creating a Profiler Alert Entry

To create a Profiler Alert entry, complete these steps:

1. Click **Create** in the *Profiler Alert* section. The Profiler Alert: Create Profile Entry page is displayed.
2. Type the first and last name of the attorney, judge, or expert witness you want to monitor in the *First and last name* text box.
3. Choose a state, if desired, from the *State of residence* drop-down list.
4. Click **Continue**. A list of names is displayed. Click the number next to the name you want. The Profiler Alert: Complete Profile Entry page is displayed (Figure 9-8).

**Profiler Alert:** Complete Profile Entry Create Entry | [Directory](#) | [Tips](#)

Entry Details	Delivery Settings <a href="#">Edit</a>
Name of alert: <input type="text"/>	Frequency: Daily
Client ID: <input type="text" value="1000"/>	Destination: E-mail
Name: <input type="text" value="John Smith"/>	Limits: 50 maximum documents per result
Additional search terms: <input type="text"/> (optional)	Results: Inform me of no results Cite list only
Include:	Date created: 02/16/2010
<input checked="" type="checkbox"/> Trial Court Orders	Last run date: No last run date
<input checked="" type="checkbox"/> Markman Orders	End date: 02/16/2011
<input checked="" type="checkbox"/> Board Of Patent Appeals and Interferences Decisions	
<input checked="" type="checkbox"/> Trademark Trial and Appeal Board Decisions	
<input checked="" type="checkbox"/> Expert Testimony	
<input checked="" type="checkbox"/> Trial Pleadings	
<input checked="" type="checkbox"/> Trial Depositions and Discovery	
<input checked="" type="checkbox"/> Trial Motions, Memoranda and Affidavits	
<input checked="" type="checkbox"/> Trial Transcripts	
<input checked="" type="checkbox"/> Trial Filings	
<input checked="" type="checkbox"/> Jury Instructions	
<input checked="" type="checkbox"/> Proposed Orders, Agreements and Settlements	
<input checked="" type="checkbox"/> Verdicts, Agreements and Settlements	
<input checked="" type="checkbox"/> Verdict and Settlement Summaries	
<input checked="" type="checkbox"/> Appellate Petitions, Motions and Filings	
<input checked="" type="checkbox"/> Appellate Briefs	
<input checked="" type="checkbox"/> Joint Appendices	
<input checked="" type="checkbox"/> Oral Arguments	
<input checked="" type="checkbox"/> Cases	
<input checked="" type="checkbox"/> Granted Patents	
<input checked="" type="checkbox"/> Patent Assignments	
<input checked="" type="checkbox"/> Patent Applications	
<input checked="" type="checkbox"/> CLEs	
<input checked="" type="checkbox"/> Law Reviews & Journals	
<input checked="" type="checkbox"/> WLD Articles	
<input checked="" type="checkbox"/> Andrews	
<input checked="" type="checkbox"/> Dockets	
<input checked="" type="checkbox"/> Directories	
<input checked="" type="checkbox"/> Arbitration Awards	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

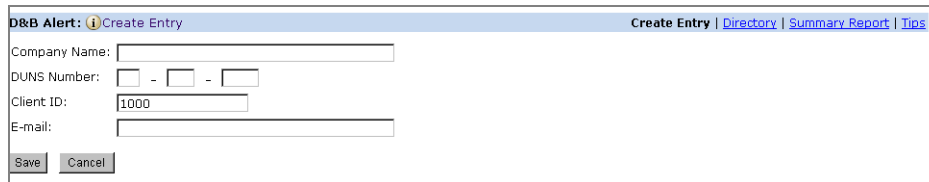
Figure 9-8. Profiler Alert: Complete Profile Entry page


5. Under *Entry Details*, type a name for the entry in the *Name of alert* text box.
6. The client identifier for the current research session is automatically displayed in the *Client ID* text box. Type a new client identifier to assign this entry to another client.
7. If you want your entry to retrieve only documents that contain specific terms, type those terms in the *Additional search terms* text box.
8. If you do not want your entry to monitor all document types, clear the check boxes next to the document types in the *Include* list that you do not want monitored. At least one check box must be selected.
9. In the *Delivery Settings* section, click **Edit** to change one or more delivery settings, if desired. Click **Save** when you finish making your changes.
10. Click **Save** to save the entry in the Profiler Alert Directory.

## Creating a D&B Alert Entry

To create a D&B Alert Entry, complete these steps:

1. Click **Create** in the *D&B Alert* section. The D&B Alert: Create Entry page is displayed (Figure 9-9).



D&B Alert:  Create Entry Create Entry | [Directory](#) | [Summary Report](#) | [Tips](#)

Company Name:

DUNS Number:  -  -

Client ID:

E-mail:

Figure 9-9. D&B Alert: Create Entry page

2. Type a company name in the *Company Name* text box.
3. Type a D-U-N-S number in the *DUNS Number* text boxes.
4. The client identifier for the current research session is automatically displayed in the *Client ID* text box. Type a new client identifier to assign this entry to another client.
5. Type the e-mail address to which you want the updates sent in the *E-mail* text box.
6. Click **Save** to save the entry in the D&B Alert Directory.

## Choosing Alert Services Preferences

You can customize default settings for alert services at the Alerts Preferences page. To access the Alerts Preferences page, click **Preferences** at the top of any page, then click **Alerts** in the left frame. For further information, see “Choosing Your Research Preferences” on page 149.



# 10 Searching Secondary Sources and News and Other Nonlegal Databases

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## Searching Secondary Sources

A few of the most frequently used Westlaw databases containing information from secondary sources are described in this chapter. For a complete, current list of the many legal text and periodical resources available on Westlaw, refer to the Westlaw Directory.

### LAW REVIEWS

On Westlaw, you can access full-text documents from hundreds of law reviews, along with continuing legal education (CLE) course materials and bar journals, in the Journals and Law Reviews database (JLR). Westlaw also offers an individual database for each law review or journal it carries, with selected coverage for most periodicals beginning with the 1980s. Beginning with volumes dated 1994, all academic law review and journal databases contain full coverage of articles, comments, and case notes for which authors provide copyright releases.

- When you want to retrieve a law review article and you have its citation, use the Find service. (For more information about using Find, see "Using the Find Service" on page 10.)
- When you want to retrieve an article using its title, access a database and restrict your search to the title field (ti). For example, to retrieve an article titled "National Security, Liberty, and the D.C. Circuit," access the JLR database and type the following Terms and Connectors query:

**ti(liberty & security & d.c.)**

- When you want to retrieve articles written by a particular author, access a database and restrict your search to the author field (au). For example, if you want to retrieve articles written by Laurence H. Tribe, access the JLR database and type the following Terms and Connectors query:

**au(laurence /3 tribe)**

### TEXTS AND TREATISES

Westlaw contains the full text of many texts and treatises. These resources are available in individual databases and in the Texts and Treatises database (TEXTS), which contains most of the texts and treatises available on Westlaw.

#### *American Law Reports*

*American Law Reports*, published by West, includes extensive annotations that provide detailed analysis of the development and judicial treatment of a point of law. The American Law Reports database (ALR) is an excellent place to begin your research on almost any legal issue.

You can search the ALR database using either the Terms and Connectors or the Natural Language search method. Your search result is displayed as a list of annotations. To view the full text of an annotation along with the Links tab, which provides links to related information, click its title in the list.

An example of an ALR annotation is shown in Figure 10-1.

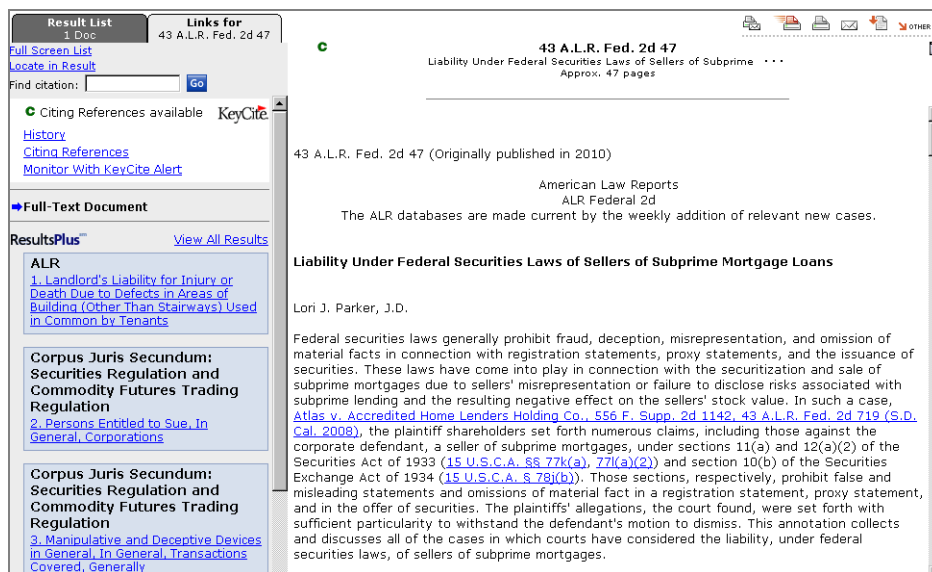


Figure 10-1. ALR annotation

From the Links tab, you can

- check the history of an ALR annotation in KeyCite by clicking **History**. An annotation will be marked with a red flag if it has been superseded, or a yellow flag if it has been superseded in part, and will contain a link to the later annotation.
- retrieve a list of citing references by clicking **Citing References**.
- view ResultsPlus information specific to the annotation.
- view a list of cases cited in an annotation by clicking **Table of Authorities**.

### American Jurisprudence 2d

The American Jurisprudence 2d database (AMJUR) contains the full text of *American Jurisprudence 2d* (Am Jur 2d), a multivolume legal encyclopedia of state and federal law that is published by West. Am Jur 2d contains more than 400 separate titles on a broad range of topics. Each title is updated annually. You can gather background information, determine the applicable primary law, and find leads to other secondary materials, such as forms and practice guides.

### RESTATEMENTS

Restatements of the law are written by scholars under the auspices of the American Law Institute. Each restatement, covering one of 14 fields of law, describes the law in a particular field and provides explanatory comments. The Restatements and Principles of the Law Combined database (REST) contains the complete text of all available restatements, various tentative drafts of the restatements, various proposed final drafts, and draft-related documents published in the *ALI Reporter*.

### UNIFORM LAWS ANNOTATED

One of the major aspects of the law reform movement in the United States has been a drive for the enactment of uniform laws by the states. The National Conference of Commissioners on Uniform State

Laws meets annually to draft, promulgate, and promote uniform laws, which the states can then adopt, modify, or reject. West publishes *Uniform Laws Annotated*, which includes the complete set of all uniform laws that have been adopted by at least one state, notes of decisions from adopting states, and references to law review commentaries. On Westlaw, the Uniform Laws Annotated database (ULA) contains documents from *Uniform Laws Annotated*.

### **BLACK'S LAW DICTIONARY**

*Black's Law Dictionary*, Eighth Edition, is available on Westlaw in the Black's Law Dictionary, Eighth Edition database (BLACKS). To search the dictionary, access the database and type your search terms in the text box on the search template. Then click **Search Westlaw**. The document retrieved by the search "clean hands" is shown in Figure 10-2.

The screenshot shows a Westlaw search result page. On the left, there is a sidebar with a 'Result List' showing '1 Doc' and 'Links for CLEAN-HANDS DOCTRINE'. Below this are links for 'Full Screen List', 'Edit Search', and 'Locate in Result'. A 'Full-Text Document' link is highlighted with a blue arrow. The main content area displays the document title 'CLEAN-HANDS DOCTRINE' and 'Approx. 1 page'. The text of the document is as follows:

Black's Law Dictionary (8th ed. 2004), clean-hands doctrine

**CLEAN-HANDS** DOCTRINE

**clean-hands doctrine.** The principle that a party cannot seek equitable relief or assert an equitable defense if that party has violated an equitable principle, such as good faith. • Such a party is described as having "unclean hands." For example, [§ 8](#) of the Uniform Child Custody Jurisdiction Act contains an unclean-hands provision that forbids a court from exercising jurisdiction in a child-custody suit in certain situations, as when one party has wrongfully removed a child from another state, has improperly retained custody of a child after visitation, or has wrongfully removed a child from the person with custody. The clean-hands doctrine evolved from the discretionary nature of equitable relief in English courts of equity, such as Chancery. — Also termed *unclean-hands doctrine*. [Cases: [Equity](#) [¶65](#); [C.J.S. Equity](#) [§ 102](#).]

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Bryan A. Garner, Editor in Chief  
END OF DOCUMENT

Figure 10-2. Entry in *Black's Law Dictionary*

## Using FormFinder

FormFinder on Westlaw provides quick access to text forms, fillable PDF forms, checklists, and clauses. Legal editors have categorized hundreds of thousands of forms from national and state form sets, including legal and business, transactional, pleading and practice, and litigation forms, into relevant topics and subtopics. FormFinder also provides an easy-to-use template for your search.

To retrieve a form using FormFinder, complete these steps:

1. Click **FormFinder** at the top of any Westlaw page (Figure 10-3).

The screenshot shows the FormFinder search interface. At the top, it says "Search" and "Selected Databases" with "FormFinder (FORMFINDER)" selected. Below this are tabs for "Terms and Connectors", "Natural Language", and "Template". The "Template" tab is active. Under "Select a Topic (required)", "Litigation - Civil Trial" is selected. Under "Select a Subtopic (optional)", "State Courts - Pleadings" is selected. The "Document Type" section has checkboxes for "Text Forms", "Fillable PDF Forms", "Checklist", and "Clause", all of which are checked. The "Jurisdiction Selection: (one or more required)" section has a checked box for "All (Jurisdictional and General)" and several other state checkboxes that are unchecked. The "Enter Search Terms (optional)" section has a text box containing "share-holder /2 derivative /2 action". An example "amend /5 pleading" is shown at the bottom.

Figure 10-3. FormFinder search template

2. Choose a topic, e.g., **Litigation–Civil Trial**, from the *Select a Topic* drop-down list.
3. Choose a subtopic, e.g., **State Courts–Pleadings**, from the *Select a Subtopic* drop-down list, if desired.
4. By default, all document types under *Document Type* are selected. To remove a document type from your search, clear its check box.
5. By default, Westlaw will search all jurisdictions. To restrict your search to specific jurisdictions, select the appropriate check boxes under *Jurisdiction Selection*.
6. Type a Terms and Connectors search, e.g., **share-holder /2 derivative /2 action**, in the *Enter Search Terms* text box, if desired.
7. Click **Search Westlaw**. The result list for your search is displayed.
8. Click the title of a form in the result list. The form is displayed in the right frame.

## Searching Public Records

Public records databases on Westlaw provide the following types of information:

- information about individuals, including names, addresses, and phone numbers
- asset records, including real property records and records relating to the ownership or registration of motor vehicles, aircraft, watercraft, and stock
- real property reports, deed images, and parcel maps
- reports about people and companies
- corporate records and business directories
- adverse filing records, including records of lawsuits and bankruptcies, liens and judgments, and Uniform Commercial Code (UCC) filings
- professional license and registration records
- criminal records and risk awareness information
- death records

### ACCESSING PUBLIC RECORDS

You can access public records databases in the following ways:

- Type a public records database identifier in the *Search these databases* text box in the left frame of the Westlaw Directory page or a tabbed page and click **Go**.
- Click **Directory** at the top of any page to display the Westlaw Directory, then click **Public Records** to display the *Public Information, Records, and Filings* section. To access a database, click a database name in the right frame.

### PERMISSIBLE USE REQUIREMENTS

Many public records databases require you to choose one or more permissible uses under applicable laws and rules before you can run a search. When you have a permissible use, select the use from the *Permissible Uses* drop-down list at a database Search page.

In some databases, you can choose **No Permissible Use** from the *Permissible Uses* drop-down list, which enables you to search the database. Content requiring a permissible use will be excluded from the search result.

**Search**

**Selected Databases** [Change Database\(s\)](#) | [Coverage](#) | [Notices](#) | [Tips](#)

Asset Locator - Combined (ASSET-ALL) ⓘ

**Template**

[Search Westlaw](#)

**Content Description**

The ASSET-ALL database is comprised of data from multiple public records sources including Real Property Records, Motor Vehicle Records, Boat Registrations, Stock, Unclaimed Property and Aircraft records. Content varies by product type and by jurisdiction. Check Coverage and Scope for additional information.

**Permissible Uses**

Westlaw Real Property Data may not be used for any purpose related to direct marketing. Please see the Scope screen for further information.

**DPPA:**

Please select a Permissible Use.  Keep this selection as my default

**Please select a Permissible Use.**  Keep this selection as my default

- Use by a government agency
- Verification of information provided to you by a person, skip tracing
- Use in connection with any legal proceeding or legal research
- Use in connection with insurance claims investigation or antifraud activities
- Use by a private investigator for legitimate DPPA purposes
- No permissible use required

**Name, Address & Numbers:**

Name:

Example: JOHN /2 SMITH

Street Address:

City:

Zip Code:

**Search Tip:** To expand search results, avoid using street directions such as "north" and street descriptions such as "St", "Ln" and "Wy".

Figure 10-4. Database search template with *Permissible Uses* drop-down list

## SEARCH METHODS

Public records databases provide search templates that make it easy for you to retrieve the information you need. Just type your search terms in the appropriate text boxes and click **Search Westlaw**.

In general, it is a good practice to use numerical connectors between your search terms. If your search terms constitute a phrase, place them in quotation marks.

Most public records databases also offer the Terms and Connectors search method to accommodate your research needs. The Natural Language search method is unavailable in public records databases.

For further information, download a free copy of the *Searching Public Records on Westlaw* user guide at [west.thomson.com/support/user-guide/westlaw/records.aspx](http://west.thomson.com/support/user-guide/westlaw/records.aspx).

## News and Other Nonlegal Information


### NEWSPAPERS AND MAGAZINES

The NewsRoom sources on Westlaw provide access to a comprehensive library of newspapers; business, financial, and trade publications; newswires; television and radio transcripts; and consumer magazines. Thousands of well-known and respected sources are available, including the *New York Times*, *Orlando Sentinel*, *Chicago Tribune*, *Los Angeles Times*, and *USA Today*. For a complete list of news and business sources on Westlaw, click **Directory** at the top of any page, then click **Business and News**. You can also easily access many NewsRoom sources using the tabbed NewsRoom with Reuters page. For information on adding the tabbed NewsRoom with Reuters page, see “Adding and Removing Tabbed Pages” on page 144.

To help you quickly retrieve relevant news and business information from these sources, documents in NewsRoom sources are assigned index reference codes called SmartTerms. SmartTerms help you refine your search and retrieve only those documents that contain the type of information you specify. Using these predefined terms saves you searching and browsing time on Westlaw and makes your online searches more efficient.

#### Using the Limit Your Search Using SmartTerms Feature

To use the Limit Your Search Using SmartTerms feature, complete these steps:

1. Access a NewsRoom database, e.g., All News (**ALLNEWS**) (Figure 10-5).
2. Click the **Terms and Connectors** tab if it is not already selected.
3. Click the arrow () next to *Limit Your Search using SmartTerms*, if necessary.
4. Select a category by clicking the **Industry**, **Company**, **Subject**, or **Location** tab. Then do one of the following:
  - Choose **Begins With**, **Contains**, or **Exact Phrase** from the drop-down list and type a term or phrase in the text box. Then click **Scan**. A list of SmartTerms matching your search criteria is displayed.
  - Click the plus (+) and minus (–) symbols to browse the list of SmartTerms.
5. To add SmartTerms to your search, select the appropriate check boxes and click the right arrow button. (To delete SmartTerms you have added, click the left arrow button.)
6. Type a Terms and Connectors query in the *Search* text box, if desired.
7. Click **Search Westlaw**.



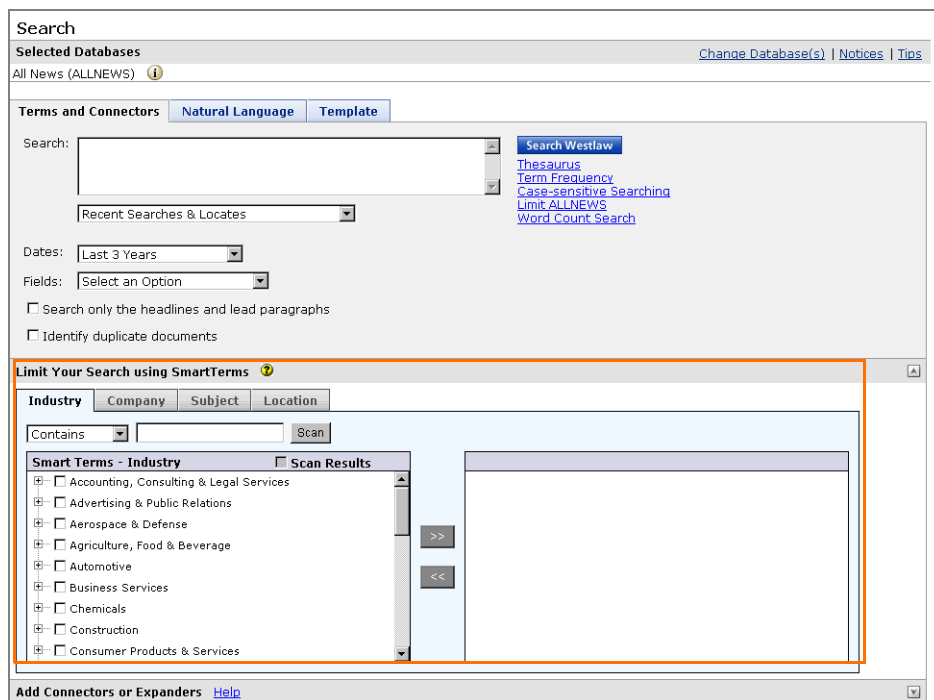


Figure 10-5. ALLNEWS Search page

## SCHOLARLY AND TECHNICAL INFORMATION

To help you locate scholarly studies, Westlaw offers databases such as SciSearch: Science Citation Index Expanded (SCISEARCH-EXP), which contains bibliographic information, author abstracts, and cited references from articles found in 3,800 of the world's leading scholarly science and technical journals covering more than 100 disciplines.

In addition, news and information databases on Westlaw include a wide variety of scholarly and technical databases that have a topical focus in practice areas such as environmental law, communications, health and medicine, intellectual property, and science and computer technologies.

## WESTCLIP

The WestClip clipping service makes it easy for you to stay up-to-date on developments in law, politics, and business. You can set up a WestClip entry to run a Terms and Connectors query automatically at the frequency you select. You will receive only the newest documents because WestClip automatically updates the added-date restriction each time the search is run. You can have your results delivered to your e-mail address, fax machine, or printer, or you can choose to be notified when results are available.

To create a WestClip entry after running a Terms and Connectors search, click **Add Search to WestClip** at the top of the result list, or choose **Add Search to WestClip** from the *Result Options* drop-down list on the Result List tab and click **Go**. To create a new WestClip entry, click **Alert Center** at the top of any page. For more information, see "Creating a WestClip Entry" on page 119.



# 11 Printing and Delivering Documents

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Westlaw has the following features to help you print, e-mail, download, or save your documents:

- Delivery icons in the upper-right corner of your search results make it easy to select a print or delivery method.
- Quick Print lets you print the document or result list you are viewing in less time. See “Printing the Document You Are Viewing” below for more information.
- Check boxes in your search and KeyCite results let you print selected documents.

The Print/Delivery Manager lets you save print or delivery requests for up to 30 days. You can also reprint documents and get additional copies of documents without having to re-create your search.

## Printing Documents in Your Search Result

### PRINTING THE DOCUMENT YOU ARE VIEWING

Using Internet Explorer 5.5 or later, you can print a Westlaw document on your attached printer with just two clicks of your mouse. Some types of documents, such as court opinions, can be printed in an easy-to-read, dual-column format. Word-processing software or additional software plug-ins are not required.

When you want to print the document you are viewing, click the **Quick Print to attached printer** icon in the upper-right corner of the page. When the Windows Print dialog box is displayed, click **Print** or **Send Request** to send the document to your attached printer.

### PRINTING OR DELIVERING OTHER DOCUMENTS IN YOUR RESULT

To print or deliver other documents, follow these steps:

1. If desired, while viewing the result list, select the check box next to each document in the list you want to print or deliver.
2. Click a delivery icon in the upper-right corner of a retrieved document or the result list (Figure 11-1). A dialog box is displayed that allows you to choose print or delivery options.
  - Click the **Print and Email the result** icon to simultaneously print and e-mail documents in your result.
  - Click the **Print** icon to print documents in your result.
  - Click the **Email** icon to send the documents in your result to one or more e-mail addresses. Documents can be delivered in the body of the e-mail message or as attachments.
  - Click the **Download** icon to save documents on your computer.
  - Click the **Other** icon and choose **Fax** from the menu to fax a document or choose **Save on Westlaw** to save your print or deliver requests in the Print/Delivery Manager.

**Note** Some delivery methods may not be available. The delivery icons shown in the following example may differ from your Westlaw display.

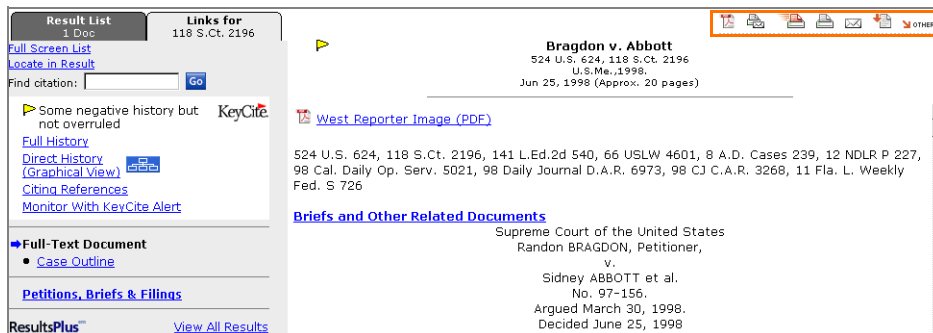


Figure 11-1. Print and delivery icons in a search result

3. Specify whether you want to print or deliver the current document, selected documents, or the result list. If you select **Current Document**, you can also specify whether you want to include KeyCite history and citing references (Figure 11-2).
4. In the *Page Options* section, specify which document pages you want to print or deliver (e.g., full text of documents, first pages only). To print or deliver specific pages from a print publication, select **Star Pages** and type the page numbers in the text box.
5. Click **Settings** to display a Settings dialog box for the print or delivery destination you selected. In the *Content Options* section, specify whether you want to include features such as KeyCite flags, highlighted search terms, and images in your printed or delivered documents. In the *Format* section, specify the format of your printed or delivered documents, such as font size and number of columns. Click **Done** when you finish selecting your settings.
6. Click **Print/Send**, **Print**, **Send**, or **Save** depending on the print or delivery destination you selected.

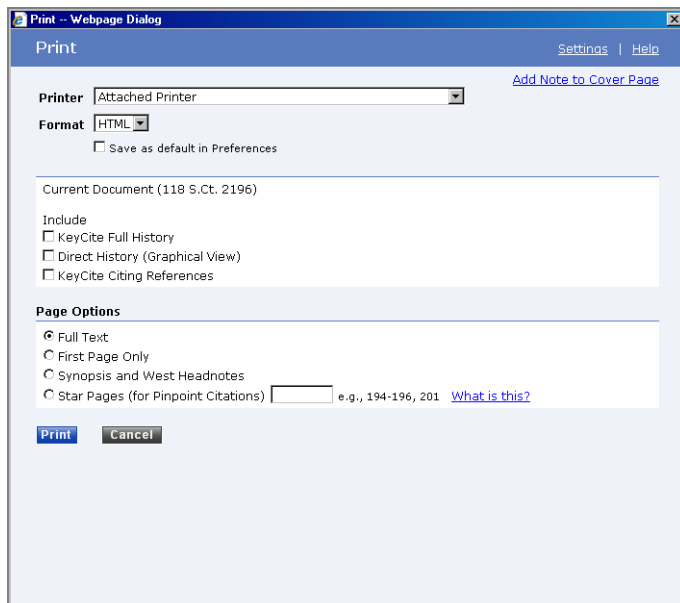


Figure 11-2. Print dialog box

## Specifying Default Settings

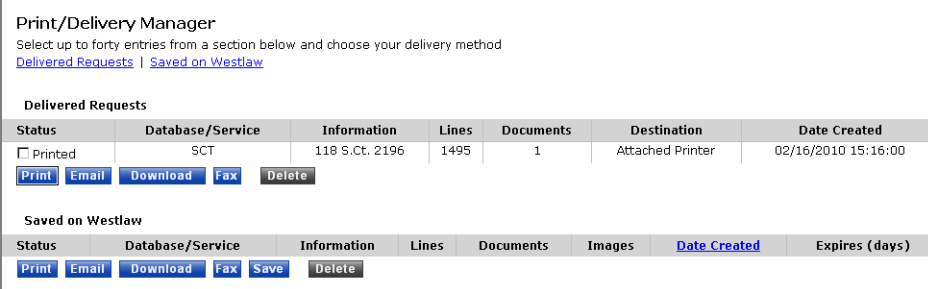
The Print and Download Preferences page allows you to select default settings for the Printer, E-Mail, Download, and Fax delivery destinations. You can override these defaults when you deliver documents by selecting new settings. To select your default delivery settings, follow these steps:

1. Click **Preferences** in the upper-right corner of any page. The Location and Pricing Preferences page is displayed.
2. Click **Print and Download** in the left frame. The Print and Download Preferences page is displayed.
3. Under *Content Options*, select the check box next to each option you want to include in your delivered documents (e.g., highlighted search terms, images, links to Westlaw, and KeyCite flags).
4. Under *KeyCite Content Options*, select the check box next to each type of KeyCite information you want to include in your printed or delivered documents.
5. Select a delivery time.
6. Under *Pricing*, choose a billing format.
7. Under each delivery destination (e.g., *Attached Printer*), specify your delivery settings using the text boxes and drop-down lists.
8. Click **Save Changes** to save your default delivery settings.

## Using the Print/Delivery Manager

The Print/Delivery Manager stores pending, failed, and delivered requests so you can easily reprint or redeliver your documents. All requests that were printed or delivered in the last 48 hours are shown in the *Delivered Requests* section of the Print/Delivery Manager. Saved and failed requests are shown in the *Saved on Westlaw* section of the Print/Delivery Manager.

To view your requests, click the **Other** icon in the upper-right corner of a document or result list, then choose **Print Delivery Manager** from the menu. Alternatively, click **Site Map** at the top of any page and then click **Print/Delivery Manager** under *Manage your account preferences* or *Tools*. The Print/Delivery Manager page is displayed (Figure 11-3).



The screenshot shows the Print/Delivery Manager interface. At the top, it says "Print/Delivery Manager" and "Select up to forty entries from a section below and choose your delivery method". There are two links: "Delivered Requests" and "Saved on Westlaw".

**Delivered Requests**

Status	Database/Service	Information	Lines	Documents	Destination	Date Created
<input type="checkbox"/> Printed	SCT	118 S.Ct. 2196	1495	1	Attached Printer	02/16/2010 15:16:00

Below the table are buttons: Print, Email, Download, Fax, Delete.

**Saved on Westlaw**

Status	Database/Service	Information	Lines	Documents	Images	Date Created	Expires (days)
--------	------------------	-------------	-------	-----------	--------	--------------	----------------

Below the table are buttons: Print, Email, Download, Fax, Save, Delete.

Figure 11-3. Print/Delivery Manager

Each entry in the Print/Delivery Manager shows the

- status of the request
- database or service in which the request originated

- description, query, or citation used to retrieve the result
- approximate number of lines requested (rounded up to an increment of 5)
- number of documents requested
- destination to which you sent your request (Delivered Requests only)
- number of images included in the request (Saved on Westlaw only)
- date and time the request was created
- number of days until the request expires (Saved on Westlaw only)

#### **PRINTING OR DELIVERING AN ENTRY IN THE PRINT/DELIVERY MANAGER**

To print or deliver an entry in the Print/Delivery Manager, follow these steps:

1. Click **Delivered Requests** or **Saved on Westlaw**, if necessary.
2. In the *Status* column, select the check box next to each entry you want to print or deliver. You can print or deliver up to 10 entries.
3. Select the destination for your request by clicking the appropriate button, e.g., **Email**. In the displayed dialog box, enter the appropriate information, e.g., an e-mail address.
4. Click **Send**, **Print**, or **Save** depending on the delivery destination you selected.

#### **DELETING AN ENTRY FROM THE PRINT/DELIVERY MANAGER**

To delete an entry, select the check box next to the entry in the *Status* column. Then click **Delete**.





# 12 Customizing Your Search Environment

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## Adding and Removing Tabbed Pages

Tabbed pages on Westlaw are organizational tools that help you focus your research and save you time. To select one or more tabbed pages, follow these steps:

1. Click **Add a Tab** at the top of any page. At the next page, click **Add Westlaw Tabs** to display a list of available tabbed pages. To preview a page, click the page name.
2. Select the check box next to the name of each tabbed page you want to add, e.g., the **Ohio** check box under *Jurisdictional-State* and the **Litigation** check box under *Topical*, and then click **Add to My Tab Set**.
3. A list of the pages you've selected is displayed under *In Tab Display*. One page is designated as your default page (the page that is displayed when you sign on to Westlaw). To select a different page as your default, click **Set as Default** next to the page.
4. To display a tabbed page, click its tab.

To delete a tabbed page, click **Add a Tab**, then select the check box next to the name of the page and click **Delete**.

As shown on the Ohio page (Figure 12-1), the left frame contains useful shortcuts to common research tasks and the right frame contains a *Search* section followed by database groups. You can customize each of these sections to increase your Westlaw efficiency.

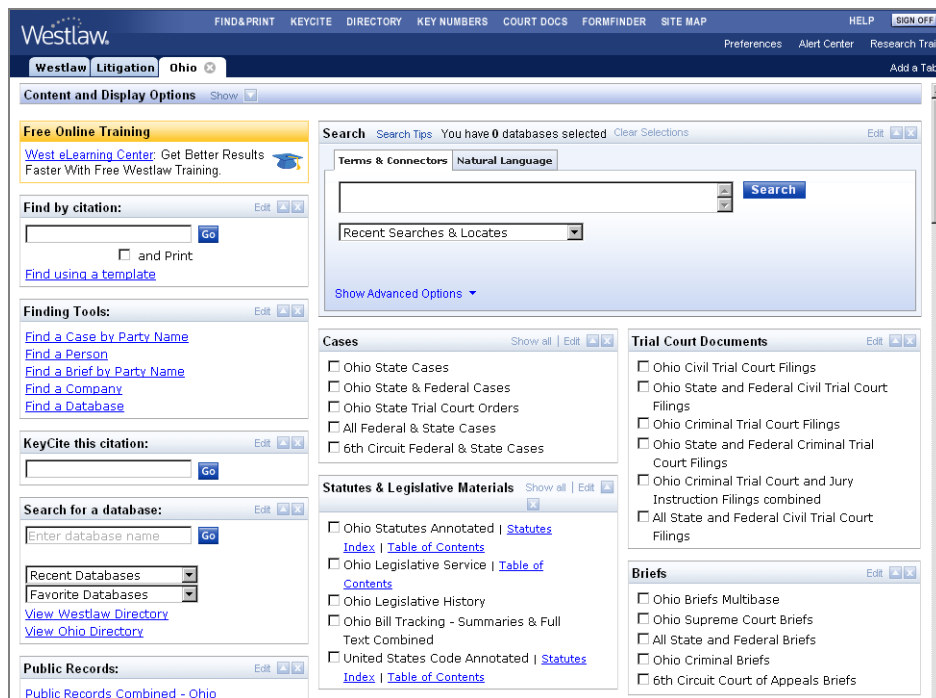


Figure 12-1. Tabbed Ohio page

## Customizing Content and Display Options

To customize content and display options, click **Show** next to *Content and Display Options* at the top of the page. Three sets of options are displayed, which are described below.

### TAB OPTIONS

Use the options in the *Tab Options* section to rename a page, save a copy of a page, delete a page, change the layout of a page, or e-mail a page.

### ADD CONTENT TO THIS TAB

Use the options in the *Add Content to this Tab* section to add individual databases and useful tools to your page.

- To add databases, click **All Databases**. Browse the Westlaw Directory by clicking the links. Then select the check boxes next to the databases or collections of databases you want to add and click **Add**.
- To add an individual database when you know its name, click **Individual Databases and Folders**. Then click **Add a Database**, type the database name in the *Add a Database* text box, and click **Add**. In the displayed list of databases, select the check box for the database you want, then click **OK**.
- Click **Browse Common Tools** to display a list of tools you can add to your page (Figure 12-2). Select the check boxes next to the tools you want to add and then click **Add**. For example, to add a shortcut to *Black's Law Dictionary*, select the **Definitions** check box and click **Add**.

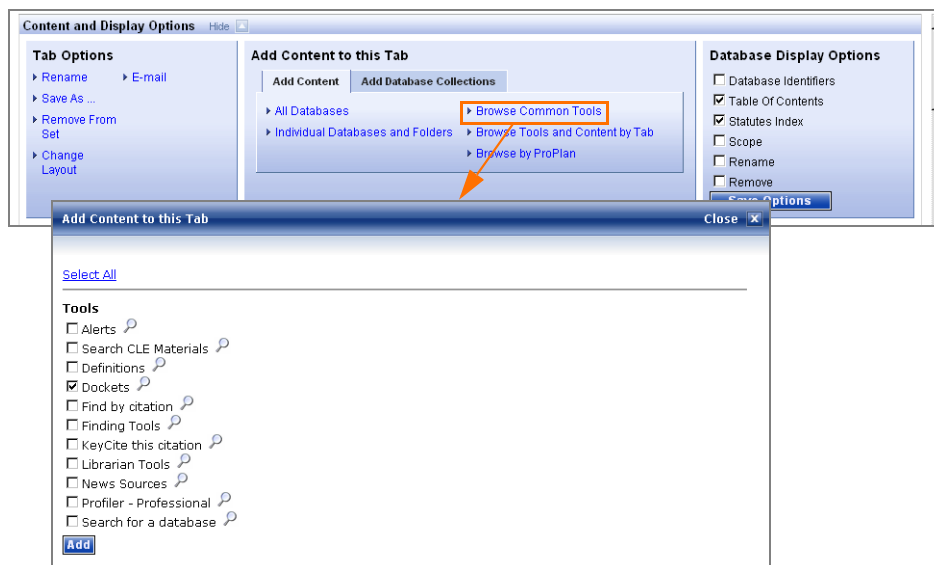


Figure 12-2. Adding content and display options

You can also use the content and display options to add database collections, add tools and other resources from other tabbed pages, and browse the Westlaw Directory by WestlawPRO plan.

## DATABASE DISPLAY OPTIONS

Use the options in the *Database Display Options* section to add options to your database display. Select the check box next to each option you want to display. For example, select the **Table of Contents** and **Statutes Index** check boxes to display links to the table of contents and statutes index for all the individual databases that contain these materials. Then click **Save Options**.

After you have selected content and display options, click **Hide** next to *Content and Display Options*, if necessary, to hide the options. Tools you added are displayed in the left frame and databases you added are displayed in the right frame under *Recently Added*.

## Customizing Tools in the Left Frame

You can customize the tools in the left frame to display useful options. To edit a tool, click **Edit**, where available. For example, click **Edit** next to *Find by citation* to display a list of options you can add to this tool (Figure 12-3). To add an option, select its check box; to remove an option, clear its check box. Then click **Save**.

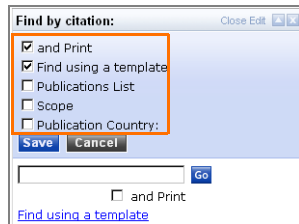



Figure 12-3. Editing the *Find by citation* tool

To hide a tool you use infrequently, click the **Hide** button (☒). For example, click the **Hide** button next to *Sticky Notes* if you don't want to add sticky notes. Click the **Show** button (☑) to display a tool. Click the **Close** button (✕) to permanently delete a tool from the left frame.

To move a tool in the left frame to another location on the page, hold your pointer next to the tool name, e.g., *Search for a database*, until the pointer becomes a  and then drag the pointer to move the tool.

## Customizing the Search Section

You can customize the *Search* section to display features you can use when searching on Westlaw. Click **Edit** to display the available options (Figure 12-4). Select the check boxes next to the options you want to display; clear the check boxes next to the options you do not want to display. Then click **Save**.

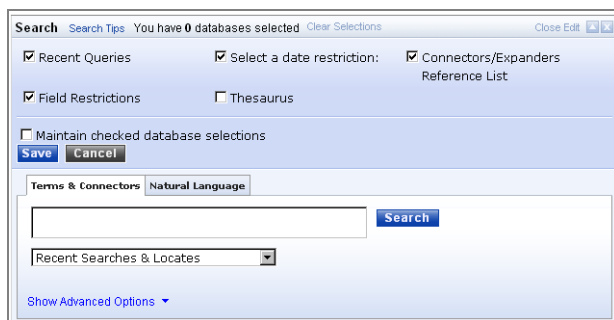


Figure 12-4. Editing the *Search* section

## Customizing Database Groups

You can customize database groups in the right frame in a variety of ways, as described below.

### EDITING A DATABASE GROUP

You can easily make changes to one or more database groups. Click **Edit** next to a database group name, e.g., *Cases*, to display available options (Figure 12-5), including the following:

- To rename the database group, type the name in the *Rename* text box and click **Rename**.
- To add a database, type one or more database names or identifiers, separated by semicolons, in the *Add Database* text box and click **Add**.
- To change the number of databases displayed in the group, choose a number from the *Show* drop-down list and click **Save**.



Figure 12-5. Editing a database group

### DISPLAYING INDIVIDUAL DATABASE OPTIONS

You can also access options for individual databases within database groups. Hold your pointer over a database name and then click the **Show** button (📄) to display available options (Figure 12-6), including the following:

- To display the Search page for a database, click its database identifier, e.g., **OH-CS**.
- To view detailed information about a database, click **Scope**.
- To rename a database, click **Rename**.
- To delete a database from the group, click **Remove from List**.

In addition to the options listed above, statutes databases include the following two options:

- To link to the statutes index for a database, click **Statutes Index**.
- To display the table of contents for a database, click **Table of Contents**.

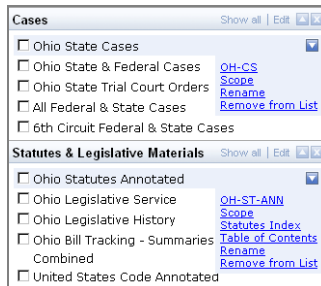


Figure 12-6. Options for individual databases

## MOVING DATABASE GROUPS AND INDIVIDUAL DATABASES


You can move entire database groups as well as individual databases within groups. To move a database group, hold your pointer over the name of the group until the pointer becomes a  and then drag your pointer to move the group (Figure 12-7).



Figure 12-7. Moving a database group

To move an individual database either within its group or to another group, hold your pointer over the database until the database name is highlighted, then drag your pointer to move the database.

## Sharing a Tabbed Page with Others via E-Mail

Tabbed pages, including those you have personalized, can be shared with others via e-mail.

### SENDING A TABBED PAGE

To send a tabbed page via e-mail, follow these steps:

1. Click **Add a Tab** at the top of any page. At the next page, select the check box next to the name of the tabbed page you want to send.
2. Click **E-mail** at the bottom of the page. The E-mail Tab(s) dialog box is displayed.
3. Type the address information in the text boxes and click **Send** to e-mail the pages.

## RECEIVING A TABBED PAGE

To add the tabbed pages sent to you via e-mail to your Westlaw interface, open the e-mail message and click **Save All Tabs** to add all pages, or click **Save Tab** to add a specific page. Click **Preview Tab** to view a tabbed page without adding it. The links in the e-mail message expire after two years.

To decline all tabbed pages that are sent to you, close or delete the e-mail message.

## Choosing Your Research Preferences

You can customize many aspects of your research session using the Preferences pages. For example, you can designate either Terms and Connectors or Natural Language as your default search method; specify settings for your print and delivery requests; specify a pricing method; and tailor the display of your KeyCite, KeyCite Alert, Docket Alert, Profiler Alert, and WestClip results, among others.

To access the Preferences pages, click **Preferences** at the top of any page. The Location and Pricing Preferences page is displayed in the right frame (Figure 12-8). For other preferences, click a Westlaw feature or service in the left frame, as shown below.

Use the drop-down lists, buttons, and check boxes to customize Westlaw for your research needs, then click **Save Changes**.

Preferences

**Location & Pricing**

[Change Client ID](#)

[Document Display](#)

[Result List Display](#)

[Search](#)

[Print & Download](#)

[KeyCite](#)

[Alerts](#)

[Calendaring Outlook Properties](#)

[Trail](#)

[Public Records](#)

**Location & Pricing Preferences**

**Location**

Time Zone:

Date Format:

Find Jurisdiction:

**Pricing**

Changes in pricing method for printing and searching will take effect the next time you sign on to Westlaw.

Printing:

Searching:

**QuickView+**

[Go to QuickView+](#)

Copyright © 2010, Thomson Reuters. | [Privacy](#) | Customer Service: 1-800-REF-ATTY (1-800-733-2889) | [Help](#)

**Save Changes**

Figure 12-8. Location and Pricing Preferences page





# Appendix A: West Digest Topics and Their Numerical Designations

---

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

1	Abandoned and Lost Property	27	Amicus Curiae	60	Bounties
2	Abatement and Revival	28	Animals	61	Breach of Marriage Promise
4	Abortion and Birth Control	29	Annuities	63	Bribery
5	Absentees	29T	Antitrust and Trade Regulation	64	Bridges
6	Abstracts of Title	30	Appeal and Error	65	Brokers
7	Accession	31	Appearance	66	Building and Loan Associations
8	Accord and Satisfaction	34	Armed Services	67	Burglary
9	Account	35	Arrest	69	Cancellation of Instruments
10	Account, Action on	36	Arson	70	Carriers
11	Account Stated	37	Assault and Battery	71	Cemeteries
11A	Accountants	38	Assignments	72	Census
12	Acknowledgment	40	Assistance, Writ of	73	Certiorari
13	Action	41	Associations	74	Champerty and Maintenance
14	Action on the Case	42	Assumpsit, Action of	75	Charities
15	Adjoining Landowners	43	Asylums and Assisted Living Facilities	76	Chattel Mortgages
15A	Administrative Law and Procedure	44	Attachment	76A	Chemical Dependents
16	Admiralty	45	Attorney and Client	76D	Child Custody
17	Adoption	46	Attorney General	76E	Child Support
18	Adulteration	47	Auctions and Auctioneers	76H	Children Out-of-Wedlock
19	Adultery	48	Audita Querela	78	Civil Rights
20	Adverse Possession	48A	Automobiles	79	Clerks of Courts
21	Affidavits	48B	Aviation	80	Clubs
23	Agriculture	49	Bail	81	Colleges and Universities
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# Appendix B: Automatic Equivalencies

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Westlaw has a special list of automatically generated equivalencies. If you enter one of these forms, Westlaw reads it as equivalent to the other.

## States

Alabama	=Ala	Louisiana	=La
Alaska	=Alas	Michigan	=Mich
Arizona	=Ariz	Minnesota	=Minn
Arkansas	=Ark	Missouri	=Mo
California	=Cal	Montana	=Mont
	=Calif	Nebraska	=Neb
Colorado	=Colo	Nevada	=Nev
Connecticut	=Conn	Oklahoma	=Okla
Dakota	=Dak	Pennsylvania	=Pa
Delaware	=Del	Tennessee	=Tenn
Florida	=Fla	Texas	=Tex
Georgia	=Ga	Vermont	=Vt
Indiana	=Ind	Virginia	=Va
Kansas	=Kan	Wisconsin	=Wis
Kentucky	=Ky	Wyoming	=Wyo

## Other Common Abbreviations and Spelling Variations

affirmed	=affd	puerto	=porto
	=aff'd	regulation	=reg
amended	=amd	reversed	=revd
amending	=amg		=rev'd
anonymous	=anon	reversing	=revg
avenue	=ave		=rev'g
certiorari	=cert	subdivision	=subd
chapter	=ch		=subdiv
circuit	=cir	subpoena	=subpena
effective	=eff	subsection	=subsec
exhibit	=exh	supercede	=supersede
judgement	=judgment	superceded	=superseded
memorandum	=memo	superceding	=superseding
	=memoranda	supplement	=supp
mimeograph	=mim	temporary	=temp
motion	=mot	title	=tit
paragraph	=para	treasury	=treas
	=paras	volume	=vol
permanent	=perm	willful	=wilful
pound	=lb	willfully	=wilfully

## Numbers

one	=1	first	=1st
two	=2	second	=2nd
three	=3	third	=3rd
four	=4	fourth	=4th
five	=5	fifth	=5th
six	=6	sixth	=6th
seven	=7	seventh	=7th
eight	=8	eighth	=8th
nine	=9	ninth	=9th
ten	=10	tenth	=10th
eleven	=11	eleventh	=11th
twelve	=12	twelfth	=12th
thirteen	=13	thirteenth	=13th
fourteen	=14	fourteenth	=14th
fifteen	=15	fifteenth	=15th
sixteen	=16	sixteenth	=16th
seventeen	=17	seventeenth	=17th
eighteen	=18	eighteenth	=18th
nineteen	=19	nineteenth	=19th
twenty	=20	twentieth	=20th
thirty	=30	thirtieth	=30th
forty	=40	fortieth	=40th
fifty	=50	fiftieth	=50th
sixty	=60	sixtieth	=60th
seventy	=70	seventieth	=70th
eighty	=80	eightieth	=80th
ninety	=90	ninetieth	=90th

## Calendar Abbreviations

Monday	=Mon	January	=Jan
Tuesday	=Tues	February	=Feb
Wednesday	=Wed	March	=Mar
Thursday	=Thurs	April	=Apr
Friday	=Fri	June	=Jun
Saturday	=Sat	July	=Jul
Sunday	=Sun	August	=Aug
		September	=Sept
		October	=Oct
		November	=Nov
		December	=Dec



# Appendix C: Combining Connectors

---

## Order in Which Connectors Are Processed

For searches containing several connectors, the standard order in which the connectors are processed is as follows:

OR

+n, /n, +s, /s, +p, /p

AND (&)

BUT NOT (%)

This means that search terms joined by OR are processed first. Next, numerical and grammatical connectors are processed in the order listed, with numerical connectors (+n, /n) processed before sentence connectors (+s, /s) and sentence connectors processed before paragraph connectors (+p, /p). Search terms connected by AND (&) are processed after numerical and grammatical connectors. Finally, BUT NOT (%) connectors are processed. You can use connectors in any order or combination.

## Rules for OR, AND, and BUT NOT Connectors

**Rule 1:** OR is processed before every other connector.

**Rule 2:** AND (&) is processed after every other connector except BUT NOT.

**Rule 3:** BUT NOT (%) is processed last.

If your search is

**warn & risk danger**

Westlaw processes it by

1. retrieving all documents that contain either *risk* or *danger*, because a space means OR, and OR connectors are processed first
2. retrieving all documents that also contain *warn*

If your search is

**warn % risk & danger**

Westlaw processes it by retrieving all documents that contain *warn* but not *risk* and *danger* because & is processed before %. *Risk* used in conjunction with *danger* is eliminated, not just the term *risk*. Documents containing *warn* and *risk* or *warn* and *danger* are retrieved. Only those documents containing both *risk* and *danger* are eliminated. If you want to exclude *risk* and include *danger*, you have to change the order of the terms so that *danger* precedes the % connector: **warn & danger % risk**. You can also use parentheses to change the order in which the connectors are processed. See "Using Parentheses to Clarify or Change Order of Processing" on page 162 for more information on using parentheses.

You should take great care when using the % connector to avoid accidentally eliminating relevant documents.

## Rules for Grammatical Connectors

**Rule 1:** Sentence connectors (+s, /s) are processed before paragraph connectors (+p, /p).

**Rule 2:** +s is processed before /s and +p is processed before /p.

**Rule 3:** Grammatical connectors never connect more than one sentence or paragraph.

If your search is

**98 +s 2733 /s bakke**

Westlaw processes it by

1. retrieving all documents that contain a sentence in which 98 precedes 2733, because +s is processed before /s
2. retrieving all documents in which that sentence also contains *Bakke*

If your search is

**98 +s 2733 /p bakke**

Westlaw processes it by

1. retrieving all documents that contain a sentence in which 98 precedes 2733, because +s is processed before /p
2. retrieving all documents in which that sentence is in the same paragraph as *Bakke*

If your search is

**risk /s warn /p injury**

Westlaw processes it by

1. retrieving all documents that contain a sentence in which both *risk* and *warn* occur in any order, because /s is processed before /p
2. retrieving all documents in which that sentence is in the same paragraph as *injury*

If your search is

**risk /s warn /s injury**

Westlaw processes it by retrieving all documents that contain a sentence in which *risk* and *warn* and *injury* occur in any order, because consecutive identical grammatical connectors are processed as a single unit.

If your search is

**fail /p warn /p risk /p injury**

Westlaw processes it by retrieving all documents that contain a paragraph in which *fail*, *warn*, *risk*, and *injury* occur in any order.

## Rules for Numerical Connectors

**Rule 1:** +n is processed before /n.

**Rule 2:** If the numbers are unequal, the smaller number is processed first.

**Rule 3:** If the numbers are equal, the connectors are processed from left to right.

**Rule 4:** Rules 2 and 3 are subject to Rule 1.

**Rule 5:** Numerical connectors cross sentence and paragraph boundaries.

If your search is

98 +3 2733 /15 bakke

Westlaw processes it by

1. retrieving all documents in which 98 precedes 2733 by three terms or fewer, because +n connectors are processed before /n connectors
2. retrieving all documents that contain *Bakke* within 15 terms of 98 or 2733, where 98 precedes 2733 by three terms or fewer

If your search is

risk /15 warn /5 fail

Westlaw processes it by

1. retrieving all documents that contain *warn* within five terms of *fail*, because if the numbers are unequal, the smaller number is processed first
2. retrieving all documents that contain *risk* within 15 terms of either *fail* or *warn*, where *warn* and *fail* are within five terms of each other

If your search is

risk /10 warn /10 fail

Westlaw processes it by

1. retrieving all documents that contain *risk* within 10 terms of *warn*, because if the numbers are equal, the connectors are processed from left to right
2. retrieving all documents that contain *fail* within 10 terms of either *risk* or *warn*, where *risk* and *warn* are within 10 terms of each other.

**Note** When using the /n or +n connectors, there is no magic number. Use your judgment to determine the most likely proximity in which the words will occur. Keep in mind that all terms, including common terms, are counted. As a general rule, you should avoid numbers larger than nine; in these cases, /s or /p might be the better connector. Also, consider the effect of the left to right processing of numerical connectors when the numbers are the same (see Rule 3 above). The term order may change your search results. To maximize retrieval, place the most common terms first, e.g., **union /9 discipline /9 “rank and file”** instead of **“rank and file” /9 discipline /9 union**.

If your search is

**risk /2 warn +3 fail**

Westlaw processes it by

1. retrieving all documents in which *warn* precedes *fail* by three terms or fewer, because +n connectors are processed before /n connectors, regardless of the numbers involved
2. retrieving all documents containing *risk* within two terms of either *warn* or *fail*, where *warn* precedes *fail* by three terms or fewer

### Rules for Consecutive Grammatical and Numerical Connectors

**Rule 1:** +n and /n are processed before +s, /s, +p, or /p.

**Rule 2:** Numerical connectors cannot be restricted to a sentence or paragraph.

If your search is

**risk /5 warn /s injury**

Westlaw processes it by

1. retrieving all documents that contain *risk* within five terms of *warn*, because /n is processed before /s
2. retrieving all documents in which *injury* occurs in the same sentence as either *risk* or *warn*, where *risk* and *warn* are within five terms of each other

*Injury* does not have to be in the same sentence as *warn*. It can be in the same sentence as *risk*, providing that *risk* is within five terms of *warn*. *Risk*, *warn*, and *injury* do not have to appear in the same sentence. If *risk* and *warn* are in two different sentences but within five terms of each other, the search requirements are met if *injury* is in either sentence.

If your search is

**warn /5 risk /p injury**

Westlaw processes it by

1. retrieving all documents that contain *risk* within five terms of *warn*
2. retrieving all documents in which *injury* occurs in the same paragraph as either *warn* or *risk*, where *warn* and *risk* are within five terms of each other

Remember, there is no requirement that all of these terms occur in the same paragraph.

### Using Parentheses to Clarify or Change Order of Processing

Use parentheses to clarify the order of processing if you are not sure of the standard order. Thus the search

**fail /3 warn /s risk danger hazard**

can be expressed as

**(fail /3 warn) /s (risk danger hazard)**

2        3        1        1

which represents the standard order of processing. Westlaw processes this query by

1. retrieving all documents that contain *risk* or *danger* or *hazard*, because the implied OR is processed first
2. retrieving all documents that contain *fail* and *warn* within three terms of each other, because numerical connectors are processed before grammatical connectors
3. retrieving all documents that contain *risk* or *danger* or *hazard* in the same sentence with either *fail* or *warn* where *fail* or *warn* are within three terms of each other, because grammatical connectors are processed after numerical connectors

You can also use parentheses to change the standard order of processing. Thus the search

**utility power electric +2 company**

1 1 2

can be changed to

**utility (power electric +2 company)**

3 1 2

Without the parentheses, Westlaw retrieves documents in which *utility* or *power* or *electric* precedes *company* by two terms or fewer. Adding the parentheses allows you to retrieve documents containing *utility* alone or documents in which *power* or *electric* precedes *company* by two terms or fewer.

Since relationships within parentheses are processed first, the changed order of processing

1. retrieves all documents containing *power* or *electric*, because within parentheses the standard order of processing is followed and OR is processed first
2. retrieves all documents in which *power* or *electric* precedes *company* by two terms or fewer, because relationships within parentheses are processed before relationships outside of parentheses
3. retrieves all documents containing *utility* and adds them to those documents in which *power* or *electric* precedes *company* by two terms or fewer, because *utility* is now an alternative for the relationship within the parentheses

Parentheses are most commonly used to change the order of processing when you want a single term to be an alternative to a group of terms or when you want two groups of terms to be alternatives for each other. Thus the search

**18 /5 4208 28 /5 2255**

2 1 3

could be changed to

**(18 /5 4208) (28 /5 2255)**

1 3 2

The following table compares the order of processing of the connectors in the two queries above.

Standard Order	Changed Order
1. 4208 or 28	1. 18 within five of 4208
2. 18 within five of 4208 or 28	2. 28 within five of 2255
3. 2255 within five of 4208 or 28 where 4208 or 28 is within five of 18	3. 18 within five of 4208 or 28 within five of 2255

Several relationships cannot be changed because they are ambiguous. You cannot use parentheses to

- process a paragraph connector before a sentence connector
- process the & or % connector before a numerical or grammatical connector

Acceptable	Unacceptable
design /s defect /p mower	design /s (defect /p mower)
design /5 defect & mower	design /5 (defect & mower)
design /p defect % mower	design /p (defect % mower)

### Using Parentheses with the BUT NOT Connector

When you use a % connector, you might also want to use parentheses to clarify what is to be excluded from your search.

If your search is

**disability % to(413) & ju(tanner)**  
2            1

you exclude those documents that contain *413* in the topic field (to) and *Tanner* in the judge field (ju) because the & is processed before the %.

If you want to include documents containing *Tanner* in the judge field but exclude all documents containing *413* in the topic field, you can use parentheses to change the order of processing, as follows:

**(disability % to(413)) & ju(tanner)**  
1            2

Westlaw processes this query by

1. retrieving all documents that contain *disability* but that do not contain *413* in the topic field, because the % inside the parentheses is processed before the &
2. retrieving all documents that also contain *Tanner* in the judge field

You can also retype the query so that the judge field restriction precedes the %:

**disability & ju(tanner) % to(413)**  
1            2

**Note** The parentheses used to create field restrictions have no effect on the order of processing connectors. For the purpose of determining the order of processing, consider **to(413)** and **ju(tanner)** single search terms.

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