

# KEY POINTS

## How to Use KeySearch® to Unlock the Power of Westlaw®

### One Way to Put It

In this age of iPod® and BlackBerry®, our language has undergone as radical a change as our technology. Instead of saying “it’s on the tip of my tongue,” one now says, “I’ve just experienced a word-retrieval failure.”

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For search assistance,  
call the West Reference Attorneys at  
1-800-REF-ATTY (1-800-733-2889)


KeySearch identifies key numbers\* and terms related to your issue and provides you with a Terms and Connectors query that was created by a West attorney-editor. You simply have to select the KeySearch topic that best fits your issue and select a source to search. KeySearch does the rest.

### Why Use KeySearch?

- Key number searches quickly retrieve cases on your legal issue. KeySearch makes it easy for you to take advantage of this powerful search method.
- Key number searches minimize the time spent browsing results by winnowing out documents that are off the subject.
- Pesky English words, such as *will*, are not an issue.

### How to Use KeySearch

1. Click **Key Numbers**. Then, click **KeySearch**.
2. 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**.

3. To select the topic or subtopic for which you want KeySearch to provide a query, click the **Search** icon  next to the subtopic or click the **Search all of ...** link at the top of the page.

For example, click **Intellectual Property, Copyrights**, and then **Infringement**. Finally click **Fair Use**.

4. At the KeySearch search page, use the option buttons and drop-down lists to select the sources you want to search. Sources include cases with West headnotes, cases without West headnotes (such as slip opinions), encyclopedias and treatises, and journals and law reviews.

You can customize the KeySearch query to better fit your specific fact situation by typing your own search terms in the *Add search terms* text box. In the example above, type the term *library*.

To view a KeySearch query, or to modify a KeySearch query, click **View/Edit Full Query** at the bottom of the search page.

\* The West Key Number System® is used to organize points of law in cases published by West.

New

## Search for Key Numbers Tool Now Online

Once you have a West key number relevant to your legal issue, you can use it to retrieve federal and state court cases containing headnotes that West editors have classified to that key number. That's an easy way to expand your research. For example, you have found a relevant case in another jurisdiction directly on point and you now want to find a similar case in your jurisdiction. Using the key number from the known case, search in the case law database for your jurisdiction.

For those who love the West Key Number System, there's a new Westlaw feature that makes it easier than ever to locate West key numbers related to a particular legal issue.

In November 2007, the Search for Key Numbers tool debuted on Westlaw.

To use this tool, click **Key Numbers** at the top of any Westlaw page.\* A page containing the *Search for Key Numbers* text box is displayed. To search for applicable key numbers, type a short description of your issue in the text box.

For example, to locate key numbers related to determining the ownership of an animal, type **ownership animal**.

Note the jurisdiction just below the text box. The default jurisdiction is your home state. You can select other jurisdictions by clicking **Change Jurisdiction**; then, in the dialog box that is displayed, select the check boxes for up to three jurisdictions and click **Done**.

Click **Search**. The Search for Key Number tool displays key numbers potentially relevant to your issue. To retrieve jurisdiction-specific headnotes classified under a key number, click the key number.

**Editor's note:** The page containing Search for Key Numbers tool also contains handy links to the West Key Number Digest outline and to KeySearch.

\*You will also find a link on the site map.

# Search for Key Numbers Tool

To access the Search for Key Numbers tool, click **Key Numbers**.

Westlaw

INDEXPRINT KEYNOTE DIRECTORY **KEY NUMBERS** COURT DOCS SITE MAP HELP

Preferences Alert Center Research Tool

Westlaw California Federal Government Securities Practitioner Legislative History-State 9th Circuit All Jurisdictions

### Search for Key Numbers

Enter terms e.g., landlord duty of care to trespassers.

Jurisdiction selected: **All Jurisdictions**  
Change Jurisdiction\*

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#### Browse Key Numbers

**West Key Number Digest Outline**  
Browse through the 400+ topics of the West American Digest System.

**KeySearch**  
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.

**What is a Key Number? Show\***

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Search for Key Numbers text box

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ownership animal

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Change Jurisdiction\*

West Key Number Digest Outline

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#### All Jurisdictions

**ANIMALS**

- **k10** Marks and brands > Evidence of ownership
- **k45** Injuring or killing animals in general > Criminal responsibility
- **k13** Marks and brands > Criminal prosecutions
- **k66.4(1)** Persons liable for injuries > In general
- **k2.5(9)** Regulation in general > Prosecutions and proceedings; review
- **k1.5(9)** Animals as property; status > Evidence of ownership
- **k1.5(3)** Animals as property; status > Captured, confined or domesticated animals, in general
- **k1.5(6)** Animals as property; status > Birds and fowl
- **k1.5(1)** Animals as property; status > In general

**LARCENY**

- **k45** Admissibility > Identity of property

Search for Key Numbers search result

## ADVANCED SEARCH TIP

### Putting Your Eggs in One Basket

Needing documents from two or more publications doesn't mean having to run two or more searches.

Westlaw provides several ways to search multiple publications at once.

#### Choose a multibase

Westlaw offers many multibases, i.e., large databases made up of smaller ones. Try a Natural Language search in the Journals and Law Reviews (JLR) database, which contains law reviews and CLE materials, to retrieve a core group of documents highly relevant to your topic. See the Westlaw Directory for additional multibases.

#### Search several databases simultaneously

Select applicable databases for your research. Then type the database identifiers separated by commas in

the Search These Databases text box in the left frame of a tabbed page that allows you to search all the databases simultaneously and click Go. A Search page is displayed.\*

#### Use a tabbed page

Many tabbed pages, including all state pages, provide a list of commonly used databases. For easy searching of multiple databases, select the check boxes for the materials you would like to search.

\* If you enter an identifier for a database that cannot be searched simultaneously with others, an error message is displayed.

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