



# KEY POINTS

A LEGAL RESEARCH NEWSLETTER FOR STATE AND LOCAL GOVERNMENT FROM WEST

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## Not Seeing the Big Picture?

*[I]t is delusive to treat opinions written by different judges at different times as pieces of a jig-saw puzzle which can be, by effort, fitted correctly into a single pattern.*

—U.S. district court judge Charles Wyzanski, in *United States v. United Shoe Machinery Corp.*, 110 F.Supp. 295, 342 (D.C. Mass. 1953)

## GRAPHICAL KEYCITE®: THE LIFE OF A CASE—AT A GLANCE

Try this experiment:

1. Retrieve *Matz v. Household International Tax Reduction Investment Plan*, 265 F.3d 572 (7th Cir. 2001).
2. Look at the KeyCite® history result (click the blue H).
3. Try to take it all in.

Now click **Direct History (Graphical View)** on the Links tab. With this display—also known as Graphical KeyCite—you can grasp the broad outlines of the procedural life of this case in seconds. Suddenly, every *On Remand to* and *Affirmed by* falls into place!

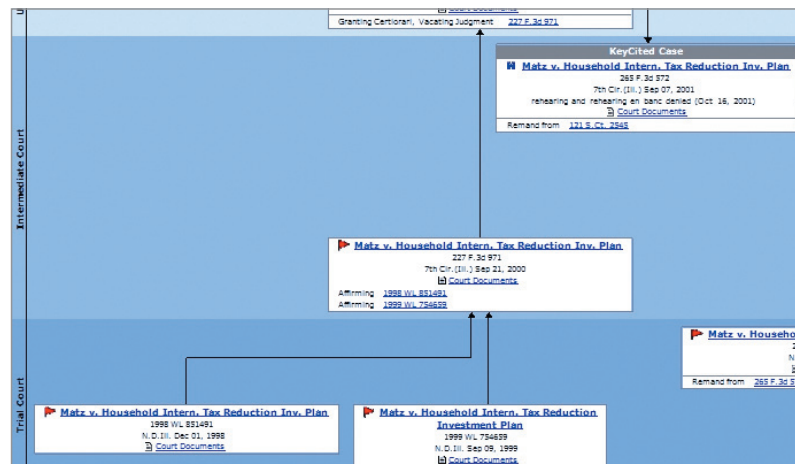
With Graphical KeyCite, you get the direct history of a case in one easy-to-read graphical view. The prior and subsequent history of the case is displayed, with each court decision referenced in a box at the appropriate trial or appellate level. Decisions on the merits are referenced in the larger boxes (i.e., the *case boxes*), while court orders or rulings on petitions and motions, such as the granting of certiorari, are referenced in the smaller boxes (the *procedural boxes*).

### How to take a closer look

To enlarge the graphical display, use the plus (+) or minus (-) buttons or the drop-down list in the upper-left corner of the display. To enlarge a procedural box so that the case title and citation are displayed, move your pointer over the box.

### How to view related documents or negative citing references

To view the full text of a decision, order, ruling, or related brief or other court document cited in a case or procedural box, click the appropriate link in the box. To return to the case's full history and check for negative citing references, i.e., cases outside the direct history of the case but that may have a negative impact on its precedential value, click **Full History (Text)** at the top of the page.



Direct history (graphical view) of case



# WESTCLIP® AND KEYCITE ALERT: WHERE WESTLAW GETS REALLY EASY

**You can now access any automatic monitoring or searching tool on Westlaw by clicking Alert Center at the top of any page.**

Good: Research so easy you can do it while you sleep.

Better: Research that's *actually done for you* while you sleep.

We refer to WestClip and KeyCite Alert, two alert services on Westlaw that automatically run searches for you and notify you when specific information is added to Westlaw. Once you create an entry in an alert service, you no longer have to keep checking for developments. If there's been a development, it comes to you automatically—even in the dead of night.

Here's how these alert services work:

## WestClip

WestClip runs Terms and Connectors searches as frequently as you want in one or more databases you select. The service automatically delivers the results to you in the method (e.g., by e-mail or to a printer) and form (e.g., as a citation list, selected pages, or the full text of all pages) that you designate. WestClip entries are especially useful when monitoring news or case law involving a particular company, individual, or topic.

To create a WestClip entry, do either of the following:

- If you have just retrieved documents using the Terms and Connectors method, and you wish to run the same query on a periodic basis, click **Add Search to WestClip** at the top of the result list. In the alternative, click **Result Options** on the Results List tab of a displayed document and choose **Add Search to WestClip** from the menu that is displayed. Complete the WestClip: Create Entry page.
- At the top of any Westlaw page, click **Alert Center**. The Alert Center Directory is displayed. Click **Create Entry** in the *WestClip* section, then complete the WestClip: Create Entry page.

WestClip: <a href="#">Create Entry</a>		<a href="#">Create Entry</a>   <a href="#">Directory</a>   <a href="#">Tips</a>	
<b>Entry Details</b>		<b>Delivery Settings</b> <a href="#">Edit</a>	
Complete each item below:			
Name of clip:	<input type="text" value="Arbitration: No Go"/>	Frequency:	Daily
Client ID:	<input type="text" value="ABCD-1"/>	Destination:	E-mail
Database(s):	<input type="text" value="LEGALNP"/> <a href="#">Find a Database</a>	Limits:	Maximum lines per result: 10000
Separate multiple databases with a comma (,)		Result format:	List of All Citations
Query:	Terms and Connectors	Results:	No notification
	<input type="text" value="ARBITRATION /4 ENFORC!"/> <a href="#">Full Search Editor</a>	Date created:	01/05/2011
<a href="#">Limit Your News Search using SmartTerms</a> <a href="#">?</a>		Last run date:	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		End date:	No end date
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WestClip: Create Entry page



Westlaw

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**KEYCITE ALERT**

**C** 16 CFR - 1.501(c)(3)-1  
History

No references satisfied your KeyCite Alert History request.

Citing References: limited to selected document types  
Administrative Decisions (U.S.A.)

IRS Private Letter Rulings:

1  
★ ★

PLR.201049046, 2010 WL 5044843,(IRS PLR, Dec 10, 2010)  
2  
★ ★

PLR.201049047, 2010 WL 5044844,(IRS PLR, Dec 10, 2010)  
3  
★ ★ ★

PLR.201049048, 2010 WL 5044845,(IRS PLR, Dec 10, 2010)

### KeyCite Alert

If you want to stay current on KeyCite results (rather than search databases), use KeyCite Alert. KeyCite Alert automatically monitors the status of specified cases, statutes, administrative decisions, regulations, and patents and sends you updates when their KeyCite results change.

For added convenience, all of these alert services can be accessed from a single location in Westlaw: Click **Alert Center** at the top of any Westlaw page. The Alert Center Directory is displayed. To create a new entry in any of these alert services, click the **Create Entry** link for the service, then follow the online instructions.

To view a list of entries you previously created for an alert service, click the arrow to the left of the alert service (e.g., *Docket Alert*). You can delete unwanted entries right from the Alert Center Directory by clicking **Delete** next to the entry.

Research rarely gets easier.

KeyCite Alert e-mail notification



## Advanced SEARCH TIP

### Federal Rules: The Cheat Sheet

In federal rule analysis, the first question may be the toughest: Where are the federal rules, again?

Here's a quick guide to useful federal rules databases on Westlaw:

- Federal rules Find template: If you know the number of the rule you want, type its citation in the *Find this document by citation* text box, e.g., **frcp 44.1**. If you don't know the citation format, type federal rules in the text box, and a page of fill-in-the-blank templates is displayed.
- Federal Rules (US-RULES) contains the rules from the *United States Code Annotated*<sup>®</sup> (USCA<sup>®</sup>), such as the Federal Rules of Civil Procedure and the Federal Rules of Evidence. Search example: **witness /s recalcitrant! hostile**
- Individual State Court Rules databases (XX-RULES, where XX is a state's two-letter postal abbreviation) contain not only the rules of state courts but rules of U.S. district and bankruptcy courts in the state. Search example: To retrieve rules governing a particular issue, you can restrict your query to the prelim (pr) and caption (ca) fields, e.g., access Florida Court Rules (FL-RULES) and type **pr,ca("automatic stay")**
- Federal Rules Decisions Multibase (FRD) contains articles, cases, and rules from West's *Federal Rules Decisions* publication, in which you can retrieve federal rules, court interpretations of those rules, and articles about those rules with a single search. Search example: **class /3 certif! /p "fair labor standards act" f.l.s.a. /s opt-in opt-out**

**TIP:** When viewing a rule that appears to apply to your issue, use the Table of Contents service to see if a rule codified nearby applies, as well. Click **Table of Contents** in the Links tab, then browse the contents of the surrounding code.