

Docket Research on Westlaw

This quick reference guide describes how to conduct docket research on Westlaw. Docket databases enable you to access case docket information without having to leave your office or contact court staff. Information is presented in a standard format with entries that typically include the names of the participants and their attorneys; the name of the presiding judge; the case number; the type of claim; the status of the case; a list of documents filed; and a schedule of appearances.

Docket research can also be conducted using Westlaw CourtExpress™ at courtpress.westlaw.com. Westlaw CourtExpress provides an interface that is designed for docket research and offers additional docket research features. Whichever interface you choose—Westlaw or Westlaw CourtExpress—the same underlying docket information and access to documents is available.

Coverage

Federal Courts

Docket databases are available for the U.S. Supreme Court, all U.S. courts of appeals, most U.S. district courts and bankruptcy courts, the U.S. Court of Federal Claims, the U.S. Court of International Trade, the U.S. Tax Court, and the U.S. International Trade Commission.

State Courts

As of January 1, 2008, docket databases are available for selected courts in the following 34 states:

- Arizona
- Arkansas*
- California
- Connecticut
- Delaware*
- D.C.
- Florida
- Georgia
- Illinois
- Kansas
- Louisiana
- Maryland
- Massachusetts
- Michigan
- Minnesota
- Mississippi
- Missouri
- Nevada
- New Jersey
- New York
- North Carolina
- Ohio
- Oklahoma
- Oregon
- Pennsylvania
- Rhode Island*
- South Carolina
- Tennessee
- Texas
- Utah*
- Vermont
- Virginia
- Washington
- Wisconsin

*The docket database for this state is an index. Information in docket index databases is limited to basic filing information such as party names, type of case, case number, court, and the date the case was filed.

Helpful Features to Keep You Informed

- Westlaw provides search templates that make it easy to retrieve the information you need from docket databases. The Terms and Connectors search method is also available for most docket databases.
- Docket Track on Westlaw monitors existing dockets for new entries, and Docket Alert notifies you when a new case that meets your search criteria is filed.
- Many docket databases provide links to PDF (Portable Document Format) images of filings listed on the docket. When images of original filings are unavailable, you can use an online form to order the documents. Many docket databases also include links to related trial court filings on Westlaw.

Westlaw is available on the Web at www.westlaw.com.

For technical assistance, call West Customer Technical Support at **1-800-WESTLAW** (1-800-937-8529).

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

If you are a law student, call **1-800-850-WEST** (1-800-850-9378) for assistance.

Accessing Docket Databases

To access a docket database when you know its identifier, type the database identifier (e.g., **dock-all**) in the *Search these databases* text box in the left frame of the tabbed Westlaw page and click **Go**.

If you do not know the database identifier, browse the database listings in the Westlaw Directory. To view a list of all databases on Westlaw, click **Directory** at the top of any page. Or click **Court Docs** at the top of any page and click **More...** under the *Dockets* heading in the left frame to display a list of docket databases on Westlaw. Browse this list and click a database name to access the database or click a folder name to view additional docket database listings (e.g., **Dockets—U.S. Bankruptcy Courts**).

Click **Directory** to view a list of all Westlaw databases.

Click **Court Docs** to view the court documents search page.

Type a database identifier and click **Go**.

The screenshot displays the Westlaw website interface. At the top, there is a navigation bar with links for 'FIND & PRINT', 'KEYCITE', 'DIRECTORY', 'KEY NUMBERS', 'COURT DOCS', and 'SITE MAP'. Below this, the main content area is titled 'Welcome to Westlaw Standard Edition'. On the left side, there is a search box with the text 'dock-all' entered. A 'Westlaw Directory' sidebar is open, showing a list of docket databases under the 'Dockets' heading. The 'More...' link is highlighted in the sidebar. A 'Search' panel is also visible, showing search options and filters.

Click **More...** to view a list of docket databases.

Click a database name to access the database.

Accessing a docket database

Retrieving Docket Information

Search Methods

When you access a docket database, an easy-to-use search template is displayed. In all docket databases, you can search by participant name or docket or case number. In most docket databases, you can also search by judge's name, attorney's name, filing date, and key terms. In addition, you can search using information from the case type classification systems described below.

In most docket databases, the Terms and Connectors search method is available as an alternative to the search template. Click the **Terms and Connectors** tab at the top of the search template page to use the Terms and Connectors search method.

In a few databases, e.g., federal court index databases, special rules apply to template searches. In these databases, the note *Special search rules apply* appears on the search template. Click the **Scope** icon (i) on the template for more information about the special search rules. In general, you will find that Scope includes valuable search tips and other helpful database information, including information about database currency, the beginning date of coverage, and frequency of updates.

U.S. District Court Nature of Suit (NOS) Codes

Search templates for U.S. district court docket databases include list boxes from which you can select NOS codes to limit your search. In federal civil litigation, NOS codes are used to classify the subject matter of the lawsuit. A code is selected at the outset of litigation when the filing attorney completes the civil cover sheet (JS-44). NOS codes can also be used to set up Docket Alert entries that track new cases filed in U.S. district courts. Scope for a U.S. district court docket database provides additional information about NOS codes.

Key Nature of Suit (KNOS) Classifications

Search templates for most state and federal docket databases enable you to search with KNOS classifications. KNOS classifications are based on docket case type information provided by the court and provide a uniform basis for identifying dockets by case type across state and federal jurisdictions. To limit your search by KNOS classification, click **Available KNOS Codes** on the search template. At the next page, select the appropriate check boxes. Click **Save** to save your selections and return to the search template, where the KNOS classifications you selected are displayed in the *Key Nature of Suit (KNOS)* text box.

For more information about KNOS classifications, click the **Help** icon (?) next to *Available KNOS Codes* on a search template.

Intellectual Property Docket Summary Databases

If you are researching dockets relating to trademark or patent litigation, you may find the following intellectual property docket summary databases particularly helpful: Intellectual Property Docket Summaries (IP-DOC-SUM), Patent Docket Summaries (PAT-DOC-SUM), and Trademark Docket Summaries (TM-DOC-SUM). Documents in these databases contain header information from dockets, information about the patent or trademark that is the subject of the litigation, and links to additional information in docket, patent, and trademark databases. For more information about an intellectual property docket summary database, see Scope.

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, the names of the judge and 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. (*Note:* In most docket databases, there is an additional charge to use Update. In those databases for which Terms and Connectors is unavailable, however, the most recent information is automatically retrieved at no extra charge.)

Calendar Information

While viewing a full-text docket, click **Calendar Information** on the Links tab in the left frame to retrieve new court calendar entries with the option to add the entries to your Outlook calendar.

Search

Selected Databases Notices | Tips

Dockets - Texas - Harris County (DOCK-TX-HARRIS) Remove

Terms and Connectors **Template**

Search Westlaw

Participant Name:
Example: John /2 Smith
 Example: John Smith
 Example: "ABC Construction"

Docket Number:

Key Search Terms:

Key Nature Of Suit (KNOS): [Connectors/Expanders](#)
[Available KNOS Codes?](#)

Filing Date: No date restriction Specific date After Before

Search Westlaw

Click the **Scope** icon to obtain information about database contents, coverage, and search tips.

A **Scope** link under the **Docket Number** text box indicates that Scope includes information about docket number formats for searches.

Click **Available KNOS Codes** to display the list of KNOS codes.

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.

Docket search template

Result List 23 Docs **Links for** 1:06-BK-11202

[Full Screen List](#)
[Edit Search](#) | [Locate in Result](#)

➔ **Full-Text Document**

KeyRules

- KEYRULES-ALL

Calendar Information

[Westlaw Legal Calendaring](#)

Title: IN RE: DURA AUTOMOTIVE SYSTEMS, INC
 Court: U.S. BANKRUPTCY COURT DISTRICT OF DELAWARE (DELAWARE)
 Case Number: 1:06-BK-11202

[Next Part >>](#)

[Track this Docket](#)

TO ORDER COPIES OF ANY DOCUMENTS LISTED BELOW, CALL WESTLAW COURTEXPRESS 1-877-D0C-RETR (1-877-362-7387) (Additional Charges Apply).

This docket is current through 09/17/2007
 If you want an updated version of this docket, click [UPDATE](#)

For a complete list of claims and creditors, click [CREDITOR](#)

CASE INFORMATION

Court:	U.S. BANKRUPTCY COURT DISTRICT OF DELAWARE (DELAWARE)
Case Title:	IN RE: DURA AUTOMOTIVE SYSTEMS, INC
Case:	1:06-BK-11202
Judge:	KEVIN J. CAREY
Date Filed:	10/30/2006

Click **Calendar Information** to retrieve new court calendar entries.

Click **Update** to retrieve the most current docket information.

In a bankruptcy docket, click **Creditor** to display a list of creditors.

Updating a bankruptcy docket

Search Examples

- Prior to filing a bankruptcy petition in New York, how can I quickly check for prior bankruptcy filings by my client—Commercial Money Center Inc.—in other jurisdictions?
 1. Access the Dockets—U.S. Bankruptcy Courts Combined database (DOCK-BKR-ALL).
 2. Type “**commercial money center**” in the *Participant Name* text box and click **Search Westlaw**.

- How can I retrieve civil fraud cases brought under the Racketeer Influenced and Corrupt Organizations (RICO) Act that were heard by Judge Kimba M. Wood in the U.S. District Court for the Southern District of New York?
 1. Access the Dockets—U.S. District Court New York—Southern database (DOCK-NY-SDCT).
 2. Type **r.i.c.o.** in the *Key Search Terms* text box.
 3. Select the **Civil** check box next to *Case Type*.
 4. Type **kimba /3 wood** in the *Judge* text box and click **Search Westlaw**.

- How can I get a quick overview of the patent cases that have been filed by Abbott Laboratories regarding U.S. Patent No. 4,988,731?
 1. Access the Intellectual Property Docket Summaries database (IP-DOCK-SUM).
 2. Type **4988731** in the *Patent Number* text box and click **Search Westlaw**.

- How can I retrieve the docket for case number 05-1259 in the U.S. Court of Appeals for the Third Circuit?
 1. Access the Dockets—U.S. Court of Appeals, Third Circuit database (DOCK-CTA3).
 2. Type **05-1259** in the *Docket Number* text box and click **Search Westlaw**.

- How can I retrieve dockets for cases filed in the U.S. District Court for the Northern District of California in the last three years that name Wilson Sonsini Goodrich & Rosati as a participating law firm?
 1. Access the Dockets—U.S. District Court California—Northern database (DOCK-CA-NDCT).
 2. Select **Last 3 years** from the *Filing Date* drop-down list.
 3. Type **wilson /3 sonsini** in the *Attorney Name/Law Firm* text box and click **Search Westlaw**.

- How can I retrieve dockets for insurance cases filed in the U.S. District Court for the Eastern District of Michigan in which Judge Avern Cohn presided?
 1. Access the Dockets—U.S. District Court Michigan—Eastern database (DOCK-MI-EDCT).
 2. Select **110 Insurance** from the *NOS Code* list.
 3. Type **avern /3 cohn** in the *Judge* text box and click **Search Westlaw**.

- How can I search Harris County, Texas, dockets for labor and employment cases in which American Home Assurance Company is a participant?
 1. Access the Dockets—Texas—Harris County database (DOCK-TX-HARRIS).
 2. Type **american home assurance** in the *Participant Name* text box.
 3. Click **Available KNOS Codes**. Select the **Labor and Employment** check box from the list of KNOS classifications. Click **Save** to save your selection and return to the search template.
 4. Click **Search Westlaw**.

Monitoring Changes in Dockets

The Docket Track and Docket Alert services on Westlaw monitor dockets and conveniently deliver search results to a Westlaw printer, an e-mail address, or a fax machine. Results can also be saved on Westlaw.

Use Docket Track to Monitor Dockets for New Developments


Docket Track monitors a particular court docket and notifies you automatically when there is a new development (e.g., a filing, entered on the docket). Docket Track is available for most docket databases, including the databases for the U.S. courts of appeals, U.S. district courts, and U.S. bankruptcy courts.

Creating a Docket Track Entry for Your Current Docket Result

After running a search in a docket database, create a Docket Track entry for the case docket you are viewing by completing these steps:

1. Click **Track this Docket** in the right frame. The Docket Track: New Developments in a Specific Case page is displayed with the court and docket number entered for you.
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 if you want to assign this entry to another client.
4. Type terms or phrases in the *Limit by Term or Phrase* text boxes to limit results to documents that contain these terms or phrases.
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 access the Docket Alert Directory, click **Alert Center** at the top of any Westlaw page.



The screenshot shows a Westlaw docket page for the case **AT&T CORPORATION v. DATAWAY INC**. The court is listed as U.S. DISTRICT COURT CALIFORNIA NORTHERN DISTRICT (SAN FRANCISCO) and the case number is 3:07CV02440. At the top right, there are links for [Quick Print](#), [Print](#), [Email](#), [Download](#), [Fax](#), [Save](#), and [Manager](#). Below the case information, there is a horizontal line and a link that says [Track this Docket](#). Below this link, there is a message: "TO ORDER COPIES OF ANY DOCUMENTS LISTED BELOW, CALL WESTLAW COURTEXPRESS 1-877-DOC-RETR (1-877-362-7387) (Additional Charges Apply)." At the bottom, it says "This docket is current through 06/08/2007" and "For an updated version of this docket, click [UPDATE](#)".

Click **Track this Docket** to create a Docket Track entry.

Track this Docket link on a docket

Creating a Docket Track Entry When the Docket Is Not Displayed

When you are not viewing the docket you want to track, create a Docket Track entry by completing the following steps:

1. Click **Alert Center** at the top of any Westlaw page to access the Alert Center Directory.
2. Click **Create Entry** in the *Docket Alert* section to display the Docket Alerts and Tracks: Create Entry page.
3. Select **Receive an alert when there are new developments in a specific case** and click **Go** to display the Docket Track: Select a Court page. Select the court in which the case was filed. The Docket Track: New Developments in a Specific Case page is displayed.
4. Type a name in the *Name of Alert* text box and the docket number in the *Docket Number* text box. Modify the client identifier, limit by term or phrase, and change delivery settings as desired. Then click **Save**.
5. A list of cases with docket numbers matching your entry is displayed.
6. Click a case number to save the entry in the Docket Alert Directory.

Using Court Calendar Tracking

You can create a Docket Track entry that includes court calendar tracking to receive notification of new court calendar information—in addition to notification of other new activity on the docket. To add court calendar tracking to your Docket Track entry, follow these additional steps while creating the Docket Track entry:

1. Select the **Inform me of changes to the Court's calendar** check box. If the check box is not displayed, court calendar tracking is not available for the jurisdiction.
2. Select **E-mail** in the *Destination* drop-down list. Click **Properties** to specify e-mail addresses and other e-mail properties.
3. Click **Outlook Calendar delivery** to display the calendaring Outlook Properties page at which you can select Outlook options. New entries on the court's calendar will be sent to you via e-mail. Add a new entry to your Outlook calendar by clicking the **Add Entry** link in the e-mail.

Use Docket Alert to Monitor Dockets for Newly Filed Cases

Docket Alert monitors court dockets for newly filed cases and automatically 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. Currently, you can use Docket Alert to monitor new filings only in docket databases that support the Terms and Connectors search method; however, these databases include most federal and state courts.

Creating a Docket Alert Entry

Follow these steps to set up a new Docket Alert entry:

1. Click **Alert Center** at the top of any Westlaw page to access the Alert Center Directory.
2. Click **Create Entry** in the *Docket Alert* section to display the Docket Alerts and Tracks: Create Entry page.
3. Select **Receive an alert when new cases are filed** and click **Go** to display the Docket Alert: Select a Court page.
4. Select up to 10 courts to monitor with this entry. Click the plus (+) and minus (-) symbols to browse the court listings. To include a court in your entry, select the corresponding check box. Then click **Save** to display the Docket Alert: New Cases Filed Based on Selected Criteria page.
5. Under *Entry Details*, type a name for your 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 if you want to assign this entry to another client.
7. If you want to change the courts you are monitoring, click **Edit Courts** next to the *Court(s)* text box.
8. Select **Alert me to all new filings** to monitor all new filings or select **Alert me to filings matching the following criteria** to monitor only new filings that match certain criteria.
9. If you selected **Alert me to filings matching the following criteria**, enter information as appropriate in the *Party Name*, *Attorney Name/Law Firm*, or *Judge Name* text boxes and add a KNOS classification, if desired.
10. If you want to change the delivery settings for your Docket Alert entry, make the changes in the *Delivery Settings* section of the page. The delivery settings you can change include
 - how frequently you want your Docket Alert entry to run (e.g., daily, weekly, or monthly).
 - the destination to which your results are sent (e.g., an e-mail address, Westlaw printer, or fax machine). Click the **Properties** button to specify an e-mail address or fax number.
 - the result format: list of all citations or the full dockets.
 - whether you are informed when no results are retrieved by the Docket Alert entry.
 - an expiration date on which your Docket Alert entry becomes inactive.
11. When you finish setting up your entry, click **Save** to save the Docket Alert entry in the Docket Alert Directory.

Retrieving Court Documents

When you retrieve a docket from a docket database, 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 Document in PDF Format** under the docket entry.

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

Click **View Document in PDF Format** to print and save a copy of the document.

Click **Send Runner to the Court** to retrieve a document order form.

Title: IN RE: 94/BELLEVILLE RESTAURANT INC
 Court: U.S. BANKRUPTCY COURT EASTERN DISTRICT OF MICHIGAN (DETROIT)
 Case Number: 2:08-BK-40012

		View Document in PDF Format
01/08/2008	MATRIX UPLOADED FILED BY DEBTOR IN POSSESSION 94/BELLEVILLE RESTAURANT INC.. (BASSEL, ROBERT) (ENTERED: 01/08/2008)	Send Runner to the Court
9	01/05/2008	BNC CERTIFICATE OF MAILING. (RE: RELATED DOCUMENT(S)4 DEFICIENCY NOTICE) NO. OF NOTICES: 2. SERVICE DATE 01/05/2008. (ADMIN.) (ENTERED: 01/06/2008)
		View Document in PDF Format
8	01/05/2008	BNC CERTIFICATE OF MAILING. (RE: RELATED DOCUMENT(S)3 DEFICIENCY NOTICE) NO. OF NOTICES: 2. SERVICE DATE 01/05/2008. (ADMIN.) (ENTERED: 01/06/2008)
		View Document in PDF Format
7	01/05/2008	BNC CERTIFICATE OF MAILING. (RE: RELATED DOCUMENT(S)5 NOTICE OF MISSING DOCUMENTS) NO. OF NOTICES: 2. SERVICE DATE 01/05/2008. (ADMIN.) (ENTERED: 01/06/2008)
		View Document in PDF Format
6	01/05/2008	BNC CERTIFICATE OF MAILING. (RE: RELATED DOCUMENT(S)1 VOLUNTARY PETITION (CHAPTER 11), VOLUNTARY PETITION (CHAPTER 11) FILED BY DEBTOR IN POSSESSION 94/BELLEVILLE RESTAURANT INC.) NO. OF NOTICES: 2. SERVICE DATE 01/05/2008. (ADMIN.) (ENTERED: 01/06/2008)
		View Document in PDF Format
	01/03/2008	RECEIPT OF VOLUNTARY PETITION (CHAPTER 11)(08-40012) [MISC,VOLP11AT] (1039.00) FILING FEE. RECEIPT NUMBER 5483049, AMOUNT , (U.S. TREASURY) (ENTERED: 01/03/2008)
		Send Runner to the Court

Docket with links to PDF images and an online order form

You can also order court documents without retrieving the docket by clicking **Site Map** at the top of any page and clicking **Order Documents Online** under *Tools*. Complete the order form that is displayed and click **Submit Order**.

Westlaw Add/Remove Tabs

Site Map

- Search Westlaw**
 - Directory (Database Directory)
 - Expert Testimony
 - Find a Database Wizard
 - Key Number Digest (Custom Digest)
 - KeySearch
 - Search Court Docs
 - Tags (Research Start Pages)
- Citorator (KeyCite)**
 - KeyCite a citation
 - KeyCite Alert
 - Table of Authorities
- Browse Westlaw**
 - 50 State Surveys
 - Directory (Database Directory)
 - Key Number Digest (Custom Digest)
 - KeySearch
 - Table of Contents
 - Tags (Research Start Pages)
 - Statutes & Regulations Indexes
- Manage your account preferences**
 - Add/Remove Tabs (My Westlaw)
- Find a Document**
 - 50 State Surveys
 - Find a brief by party name
 - Find a case by citation
 - Find a case by party name
 - Table of Contents
 - Statutes & Regulations Indexes
- Find a Person**
 - Profiler
 - Profiler Attorney or Judge
 - Profiler Expert
 - Public Records Directory
- Tools**
 - Order Documents Online
 - Print/Delivery Manager
 - Research Trail
 - Send a Tab
- Help Center**
 - Customer Support Contact (phone numbers)
 - Getting Started Tips
 - Help
 - Troubleshooting

Site map

Westlaw Add/Remove Tabs

Document Order Form

Step 1: Order Information / Step 2: Order Confirmation * Required Fields

Document Information

Order specified document(s) Search Court for party name

Other Public Record orders

Court: [Select]

Party Name: [Text Field]

Requested Document(s): [List Box]

Include all exhibits

Case Caption: [Text Field]

Case Number: [Text Field]

Client ID: [Text Field]

2 Contact Information

* Full Name: [Text Field]

* E-mail Address: [Text Field]

* Phone Number: [Text Field]

Fax Number: [Text Field]

3 Billing Information (Westlaw account address)

* Company/Firm: [Text Field]

Online order form

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