

Using westlaw.com®

Westlaw® Research Guide

September 2004



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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 August 15, 2004.

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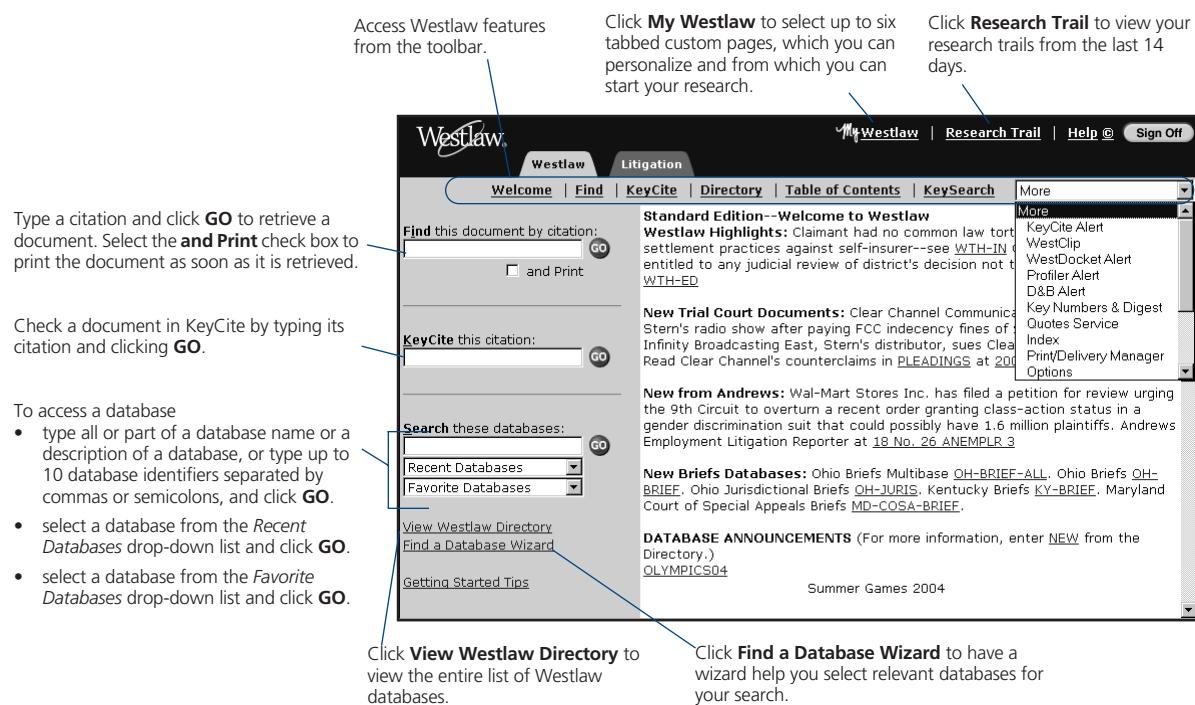
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Starting a Westlaw Session

Complete these steps to access Westlaw via westlaw.com:

1. Access www.westlaw.com using your Web browser. The Westlaw sign-on page is displayed. (Click **Use a Secure Connection** if you want to access a secure Web site that encrypts your research session.)
2. Type your Westlaw password and a client identifier in the text boxes. To create a personalized username and password, click **Sign on using My Sign-On**, then click **Register for My Sign-On**.
3. Notes: Select the **Save this password** check box if you want your Westlaw password or personalized username and password automatically entered each time you sign on to Westlaw. When this option is selected, anyone accessing westlaw.com using your Web browser can sign on to Westlaw with your password.
4. Select the **Return to last research trail** check box if you want to return to your research from the previous session.
5. Click **GO**. The tabbed Westlaw page is displayed, as shown below. You can select another page to be displayed first when you sign on; see “Setting Up My Westlaw” on page 50.



Ending a Westlaw Session

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.com with your password.

Retrieving a Document by Citation

You can quickly retrieve a specific document when you know its citation by using the Find service. Click **Find** on the toolbar to display the Find a Document page. Then type a citation in the *Find this document by citation* text box and click **GO**. To print the document immediately after it is retrieved, select the **and Print** check box.

For information about browsing the retrieved document, see “Browsing a Search Result” on page 23.

Note: You can also use Find at the tabbed Westlaw page. Type your citation in the *Find this document by citation* text box and click **GO**.

Selecting a Publication Country

The abbreviations used for U.S. publications may also be used for different non-U.S. publications. Therefore, you need to specify the jurisdiction from which you want to retrieve documents by selecting a country from the *Publication Country* drop-down list.



Using a Find Template

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).

Using the Publications List

Click **Publications List** in the left frame to view a complete list of publications and abbreviations that can be used with Find. Use the Scan feature to search the publications list for specific words or phrases. Then click the name or abbreviation of a publication to display its Find template.

To search for publications whose titles include the term *Harvard*, select **Contains** and type **harvard** in the text box. Then click **Scan**. The first publication title containing the term *Harvard* is displayed at the top of the list. Click **Scan Next** to continue browsing the list.

The citation format for Harvard Law Review is shown below.		
106	Harv. L. Rev.	517
GO		
Full coverage: Vol. 63 to current		

Publication	Abbreviation
Harvard Business Review	Harv. Bus. Rev.
Harvard Educational Review	Harv. Educ. Rev.
Harvard Gav & Lesbian Review	Harv. Gav & Lesbian Rev.
Harvard Health Letter	Harv. Health Letter
Harvard Heart Letter	Harv. Heart Letter
Harvard International Review	Harv. Int'l Rev.
Harvard Journal of Asiatic Studies	Harv. J. Asiatic Stud.
Harvard Law Review	Harv. L. Rev.
Harvard Management Communication Letter	Harv. Mgmt. Comm. Letter
Harvard Management Update	Harv. Mgmt. Update
Harvard Mental Health Letter	Harv. Mental Health Letter
Harvard Theological Review	Harv. Theological Rev.

Retrieving a Document by Title

To retrieve a specific case or brief when you know one or more parties' names, complete these steps:

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

For example, to retrieve *Buckaloo v. Johnson*, 537 P.2d 865 (Cal. 1975), click **Find a Case by Title** and type buckaloo and johnson in the text boxes. Select **State Courts**, then select **California** from the corresponding dropdown list.

5. Click **GO** in the right frame.

The screenshot shows the 'Find a Document' interface. On the left, under 'Find a Document', there is a note: 'Type one or more parties' names in the text boxes, select a jurisdiction or reporter, and click GO.' Below this are links for 'Find a Case by Title' (which is highlighted with a blue border) and 'Find a Brief by Title'. Further down are links for 'Find a Person', 'Find a Company', and 'Find a Database'. There is also an 'Overview', 'Publications List', and 'Find Tips' link. A 'Publication Country:' dropdown menu is set to 'US - United States'. On the right, the 'Find a Case by Title' section has two numbered steps: Step 1 asks 'Enter at least one party name:' with fields containing 'buckaloo' and 'johnson'. Step 2 asks 'Select a Jurisdiction:' with various options like 'All U.S. Federal and State Cases', 'All Federal Courts', and 'U.S. Courts of Appeals' selected. A dropdown for 'U.S. Supreme Court' is set to 'Cases'. Other dropdowns show 'All Circuits', 'All District Courts', 'U.S. Bankruptcy Courts', 'California', and 'All Reporters'. At the bottom right of the right frame is a '3 GO' button.

You can also search for a document by title at a database Search page. See “Searching Case Law Databases” on page 10.

Note: When you use Find a Case by Title or Find a Brief by Title, you are billed at the applicable database rate.

Using a Find Wizard

Using a wizard is the most 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.

Click **Next** to move through the wizard; click **Finish** to run a search in the database you select.

The screenshot shows the 'Find a Company Wizard' interface. It starts with the question 'What type of company are you trying to find?'. Below it are four radio button options: 'U.S. - public' (selected), 'U.S. - private', 'U.S. - nonprofit companies and educational institutions', and 'International'. At the bottom are 'Next >' and 'Cancel' buttons.

Wizards ask you what information you want to find and present a list of relevant databases for you to choose from.

Accessing Databases Using the Westlaw Directory

To view a list of all databases on Westlaw, click Directory on the toolbar. The Westlaw Directory provides several methods for accessing databases.

Selecting Databases in the Westlaw Directory

Three hypertext 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** 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.

Browse the databases in the right frame by clicking the links, or use the Scan feature to search for a specific database. Click a database name to access a database.

Type a word or phrase in the text box and click **Scan** to search the Westlaw Directory. A list of databases is displayed; click a database name to search that database, or select up to ten databases to search and click **OK**.

The screenshot shows the Westlaw Directory interface. The left pane contains a sidebar with links for 'My Databases', 'All Databases' (highlighted with a blue arrow), 'New Databases', 'Change Directory Layout', 'Search these databases:' (with a 'GO' button), 'Recent Databases', 'Favorite Databases', and 'Find a Database Wizard'. Below this is a 'Westlaw Directory Tips' section. The right pane displays search results for 'Statutes & Legislative Services'. It includes sections for 'U.S. Federal Materials', 'U.S. State Materials', 'International/Worldwide', 'Topical Practice Areas', 'Treatises, CLEs, Practice', 'Legal Periodicals & Current Awareness', and 'Public Records'. A 'Scan' button is located at the top of the search results. A 'Scope' icon is shown next to some database names. A note at the bottom right explains the Scope icon and the Back button.

Click a link to display the databases available to you under your subscription plan, the entire directory, or new databases.

To view the Westlaw Directory in an outline (tree) format, click **Change Directory Layout**.

Layout. At the Options-Document Display page, select **Tree View** from the Westlaw Directory drop-down list and click **Save**.

Click **Find a Database Wizard** to select a database using a wizard.

Scan the Westlaw Directory:

Scan

U.S. Federal Materials
Cases, Statutes, Rules,...

Litigation
Dockets, Pleadings, Motions, Verdicts, Briefs,...

U.S. State Materials
Minnesota, Cases, Statutes, Admin. Mat'l,...

Westnews News & Business
News, Companies, People, Industries,...

International/Worldwide
N. America, EU, UK, Asia

Topical Practice Areas
Bankruptcy, Tax, Labor/Employment,...

Treatises, CLEs, Practice
ALR, AMJUR, Corpus Juris Secundum, Restatements,...

Legal Periodicals & Current Awareness
Law Reviews, Legal News

Public Records

Scan

Scan only Statutes & Legislative Services
Scan entire directory

Statutes Annotated - All States (ST-ANN-ALL) ⓘ
Statutes Unannotated - All States (STAT-ALL) ⓘ
Legislative Service - All States (LEGIS-ALL) ⓘ

Folders of Additional Databases

Topical Multi-State Statute Databases
Statutes Annotated - Individual States & U.S. Jurisdictions
Statutes Unannotated - Individual States & U.S. Jurisdictions
Statutes Indexes - Individual States
Legislative Service - Individual States & U.S. Jurisdictions

Scan

Directory Location: All Databases > U.S. State Materials > Statutes & Legislative Services

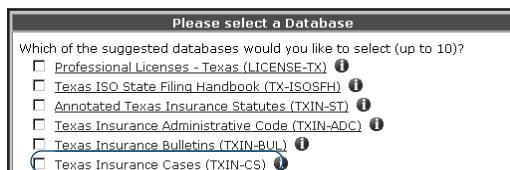
Click a database name to access a database.

To view a description of a database, click the Scope icon. To leave Scope, click your browser's Back button.

Accessing a Database by Typing Its Identifier or Name

To access a database, type its identifier (e.g., **txin-st**), all or part of the database name, or a description of the database in the *Search these databases* text box and click **GO**.

For example, to access the Texas Insurance Cases database, you could type **texas insurance** or **insurance cases from texas**. A list of up to 20 databases that most closely match the concepts in your description is displayed. Select the check box next to the database you want to access, *Texas Insurance Cases*, and click **OK**.



Accessing Multiple Databases

You can access multiple databases simultaneously from the Westlaw Directory. Type up to 10 database identifiers separated by commas or semicolons in the *Search these databases* text box and click **GO**.

Search these databases:	txin-adc;txin-cs	GO	i
--------------------------------	------------------	-----------	----------

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.

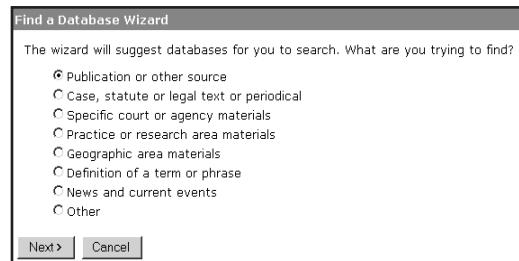
Finding the Right Databases for Your Search

If you do not know the database identifier and cannot find the database you want by browsing the Westlaw Directory, you can 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.

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.



The wizard asks you questions to narrow the choice of databases.

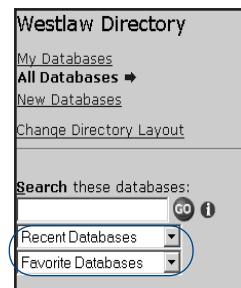
Searching the IDEN Database

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:

- At the Westlaw Directory page, type **iden** in the *Search these databases* text box and click **GO**. The IDEN Search page is displayed.
- Natural Language is the default search method in IDEN. Type a description of the information you need, such as **executive biography**, in the text box.
- Click **Search**. 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 a Recent Database

The Recent Databases feature keeps track of the last 20 databases you have accessed. (Multiple databases accessed simultaneously are treated as one database.) To access a recent database, select it from the *Recent Databases* drop-down list and click **GO**. You can also access recent databases from the tabbed Westlaw page.



Accessing a Favorite Database

The Favorite Databases feature lets you save an unlimited number of databases that you frequently search. (Multiple databases accessed simultaneously are treated as one database.) To access a favorite database you have saved, select it from the *Favorite Databases* drop-down list and click **GO**. You can also access a favorite database from the tabbed Westlaw page.

Saving a Favorite Database

Complete these steps to save a favorite database:

1. Select **Add to Favorites** from the *Favorite Databases* drop-down list and click **GO**. The Add to Favorite Databases List page is displayed.
2. Type the identifiers for the databases you want to save in the *Database(s)* text box. For example, type **txin-adc,txin-cs** to save these databases for a multiple-database search. In the *Entry Name* text box, type a name to help you identify the databases. An entry name is required to save the databases.
3. Click **Add Favorite**. The entry name is displayed in the *Favorite Databases* drop-down list.

Add to Favorite Databases List:	
This database will be added to your Favorites List:	
Entry Name:	<input type="text" value="Texas Insurance"/>
Database(s):	<input type="text" value="TXIN-ADC,TXIN-CS"/>
<input type="button" value="Add Favorite"/>	

Organizing Favorite Databases

To rename or delete a favorite database, select **Organize Favorites** from the *Favorite Databases* drop-down list and click **GO**. The Organize Favorites page is displayed. You can also organize favorite databases at the tabbed Westlaw page.

Organize Favorites:				
Entry Name	Database(s)	Save	Rename	Delete
Federal	alfed	<input type="button" value="Save"/>	<input type="button" value="Rename"/>	<input type="button" value="Delete"/>
Minnesota Cases	mn-cs	<input type="button" value="Save"/>	<input type="button" value="Rename"/>	<input type="button" value="Delete"/>
Texas Insurance	txin-adc,txin-cs	<input type="button" value="Save"/>	<input type="button" value="Rename"/>	<input type="button" value="Delete"/>

Click an entry name to access the database.

To save a favorite database, type an entry name and database identifier and click **Add Favorite**.

Add to Favorite Databases List:

This database will be added to your Favorite List:

Entry Name:

Database(s):

Click **Rename** to change the entry name for the database.

Click **Delete** to remove a database from the list.

Searching for Documents

Westlaw provides two search methods, Natural Language and Terms and Connectors, so you can search the way that is most effective for you. When you access a database, the Search page is displayed with your default search method selected. To select a different search method, click the appropriate hypertext link.

Searching with Natural Language

Natural Language is a search method that allows you to use plain English to retrieve relevant documents. Natural Language searching is available in most Westlaw databases.

Complete these steps to search for documents using Natural Language:

1. Formulate a description of your issue using terms that describe its main concepts.
2. At the Westlaw page, type up to 10 database identifiers, separated by commas or semicolons, in the *Search these databases* text box and click GO. The Search page is displayed.
3. Click **Natural Language**, if it is not already selected.
4. Type a description of your issue in the text box and click **Search**.

The screenshot shows the Westlaw search interface for the 'Multistate Labor and Employment - Cases' database. The 'Natural Language' tab is selected in the top navigation bar. In the search input field, the query 'do accidents caused by negligence disqualify an employee from unemployment compensation' is entered. Below the input field, there are two buttons: 'Search' and 'Thesaurus'. A dropdown menu labeled 'Recent Searches & Locates' contains items like 'Add Date Restriction' and 'Add Other Restrictions'. The right side of the interface includes links for 'Change Database(s)' and 'Tips'. Callouts provide instructions for various features:

- A callout points to the 'Recent Searches & Locates' dropdown with the text: 'Select a search from the *Recent Searches and Locates* drop-down list and click **Search** to run it.'
- A callout points to the 'Search' button with the text: 'Consider refining your search by adding restrictions to your description. For example, in a case law database you can click **Add Date Restriction** to restrict your search by date or added date or click **Add Other Restrictions** to restrict your search by court, attorney, or judge.'
- A callout points to the 'Thesaurus' link with the text: 'Use the online thesaurus to select related terms. Click **Thesaurus** after you type your description.'
- A callout points to the 'Change Database(s)' link with the text: 'Click **Change Database(s)** to • run your search in a different database, including recent and favorite databases • edit your search before running it in a different database.'
- A callout points to the 'Control Concepts' link with the text: 'To specify which concepts in your description must be included in or excluded from retrieved documents, click **Control Concepts**.'

Searching with Terms and Connectors

Terms and Connectors searching allows you to enter a query that consists of key terms from your issue and connectors specifying the relationship between those terms. For example, you can specify that your terms appear in the same sentence or the same paragraph. Terms and Connectors searching is available in all Westlaw databases.

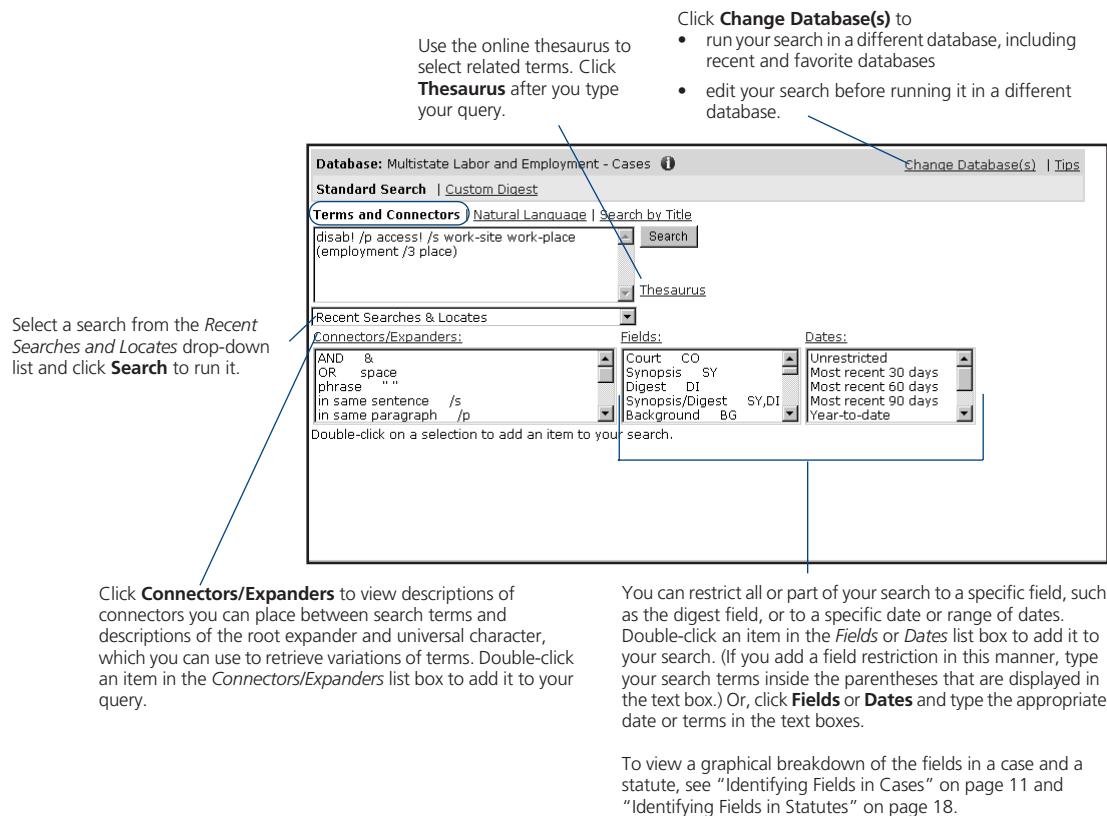
Note: To save your Terms and Connectors searches to run at a later date, create a WestClip entry. See “Creating a WestClip Entry for Your Current Terms and Connectors Search” on page 40.

Complete these steps to search for documents using Terms and Connectors:

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.

For more information about formatting a query, see “Formatting a Terms and Connectors Query” on page 9.

2. At the Westlaw page, type up to 10 database identifiers, separated by commas or semicolons, in the *Search these databases* text box and click **GO**. The Search page is displayed.
3. Click **Terms and Connectors**, if it is not already selected.
4. Type your query in the text box and click **Search**.



Formatting a Terms and Connectors Query

Searching for Compound Words

A compound word may appear as one word, as a hyphenated word, or as two separate words. If your search term is a compound word, use its hyphenated form to retrieve all variations. For example,

Type	To retrieve
whistle-blown	<i>whistleblow</i>
	<i>whistle-blown</i>
	<i>whistle blow</i>

Searching for Abbreviations

Abbreviations may appear with or without periods or spaces. To retrieve the various forms of an abbreviation, enter it with periods and without spaces. For example,

Type	To retrieve
h.i.v.	<i>H.I.V.</i>
	<i>H. I. V.</i>
	<i>HIV</i>
	<i>H I V</i>

Using the Root Expander

Use the root expander (!) to retrieve words with variant endings. The root expander must always be placed at the end of a term. For example,

Type	To retrieve
contribut!	<i>contribute</i>
	<i>contributed</i>
	<i>contributor</i>
	<i>contributing</i>
	<i>contribution</i>
	<i>contributory</i>

Note: Plurals and possessive forms are automatically retrieved without a root expander.

Using the Universal Character

Use the universal character (*) to represent one variable character. You can place the universal character anywhere in a term except at the beginning. For example,

Type	To retrieve
gr*w	<i>grew</i>
	<i>grow</i>

Note: When you place one or more universal characters at the end of a term, you specify the maximum length of that term.

Using Connectors

Use connectors to specify the relationships that should exist between search terms in your retrieved documents.

For example,

Type	To search for documents that contain
& (and)	both terms
a space (or)	either term or both terms
/s	terms in the same sentence
/p	terms in the same paragraph
/n	terms within <i>n</i> terms of each other (where <i>n</i> is a number)
+n	the first term preceding the second by <i>n</i> terms (where <i>n</i> is a number)
+s	the first term preceding the second within the same sentence
“ ”	terms appearing in the same order as in the quotation marks

Type	To exclude documents that contain
% (but not)	the terms following the percent symbol

Searching Case Law Databases

In addition to using the Natural Language and Terms and Connectors search methods in case law databases, you can search by title using a template if you know the title of a case. You can also restrict your search by field or use West topic and key numbers to retrieve relevant cases that may not include your exact search terms.

Searching by Title

To retrieve a specific case when you know one or more parties' names, complete these steps:

1. At the tabbed Westlaw page, type up to 10 database identifiers, separated by commas or semicolons, in the *Search these databases* text box and click GO. The Search page is displayed.
2. Click Search by Title.
3. Type one or more parties' names in the text boxes. For example, in the Multistate Labor and Employment–Cases database (MLB-CS), type **lyster** and **florida unemployment** in the text boxes to retrieve *Lyster v. Florida Unemployment Appeals Comm'n*.
4. Click Search.

Click **Change Database(s)** to
 • run your search in a different database, including recent and favorite databases
 • edit your search before running it in a different database.

Type one or more parties' names in the text boxes and click **Search**.

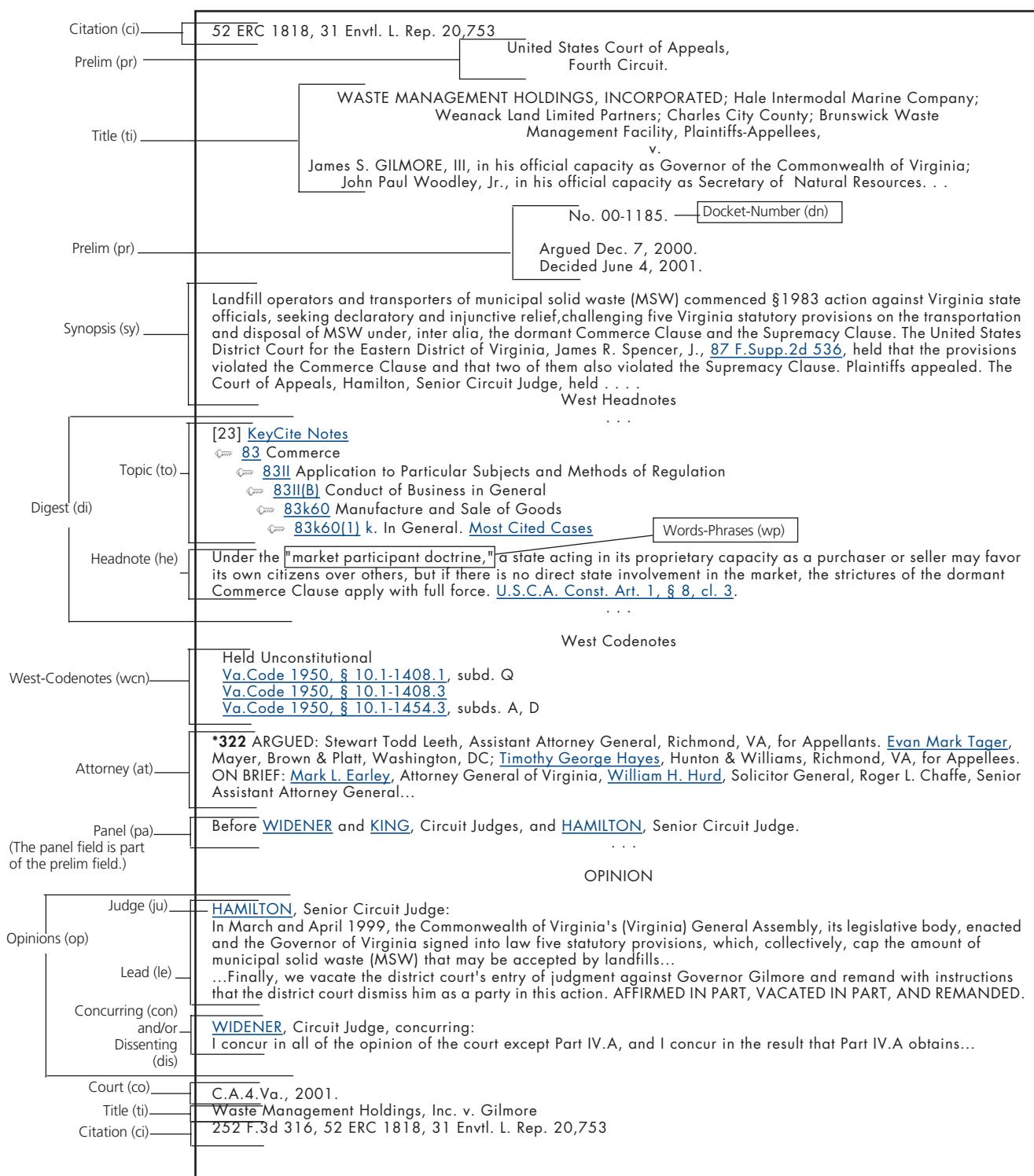
Restricting Your Search by Field

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, and the names of the attorneys are each considered a separate field. Other fields, including the synopsis, topic, headnote, and digest fields, contain exclusive West editorial enhancements.

Rather than searching entire documents, you can restrict your search to one or more of these fields. Doing so saves searching and browsing time and makes your search more efficient. You can use the tools on the Search page to add field restrictions to your Natural Language and Terms and Connectors searches; see “Searching with Natural Language” on page 7 and “Searching with Terms and Connectors” on page 8. Alternatively, you can type the field abbreviation in the text box at the Search page, followed immediately by the terms you want included in the field restriction enclosed in parentheses. For example, to retrieve cases dealing with retaliation against whistle-blowers, you could restrict your search to the synopsis (sy) and digest (di) fields by typing **sy,di(whistle-blow! /p retaliat!)**.

To view a graphical breakdown of the fields in a case, see “Identifying Fields in Cases” on page 11.

Identifying Fields in Cases



Using the Custom Digest to Retrieve Cases

Every legal issue in a case published by West is identified and summarized in a headnote. Each headnote is then classified under one or more topics and key numbers. The complete topic and key number outline used by West attorney-editors to classify headnotes is available in westlaw.com in the Custom Digest service. You can use the Custom Digest to find topic and key numbers related to your issue and to retrieve cases with headnotes classified under those topic and key numbers.

To use the Custom Digest, complete these steps:

1. Choose Key Numbers & Digest from the More drop-down list on the toolbar to display the topic and key number outline.

Click a link to display the classification system used in the New York Official Reports or the Canadian Abridgment Case Digests.

If you know the topic or topic and key number you want to include in your custom digest, you can type it in the text box and click GO.

Select the check box next to each topic or key number you want to include in your custom digest, then click **Search selected**.

2. Click the plus (+) and minus (-) symbols to browse the outline.
3. Select the check box next to each topic or key number you want to include in your custom digest, then click **Search selected**. The Custom Digest search page is displayed.

The topic and key numbers you selected are listed in the **Your digest selection(s)** box.

Select the order in which you want the headnotes in your digest to be displayed. Clear the **Include ALR, law reviews, and other references** check box to include only case headnotes in your digest.

Select the jurisdiction (**State, Federal, or State & Federal**) or practice area (**Topical**) from which you want to retrieve headnotes. Then select an item from the corresponding drop-down list.

Type additional search terms in the **Add search terms and/or connectors** text box.

Select an option from the **Date Restriction** drop-down list.

4. If desired, select a different jurisdiction (your home jurisdiction is selected by default) or a date restriction, add search terms, or change the order in which cases in your custom digest are displayed (the default is reverse chronological order).
5. 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.

Using Most Cited Cases

The Most Cited Cases feature allows you to create a custom digest for a topic and key number in a case you are viewing. You will retrieve a single document containing a list of cases with headnotes classified under that topic and key number. The cases cited most often for the point of law represented by the topic and key number are listed first. To view a Most Cited Cases list from a displayed case, complete these steps:

1. Click **Most Cited Cases** in a headnote classification hierarchy in the case. The Custom Digest search page is displayed.
2. If desired, select a different jurisdiction (your home jurisdiction is selected by default), restrict your result by date, add search terms, or change the order in which the cases in your result will be listed (the default order is to list cases in the order of citation frequency, from most cited to least cited).

Result List 1 Doc **Links for** 53 F.3d 1184

Case H

Christopher v. Cutter Laboratories
53 F.3d 1184
C.A.11 (Fla.), 1995.
June 2, 1995. (Approx. 16 pages)

THOMSON WEST

[6] KeyCite Notes

313A Products Liability
313A1 Scope in General
313A1(A) Products in General
313k15 k. Proximate Cause and Foreseeable Use, [Most Cited Cases](#)

To establish prima facie case of proximate liability law, plaintiffs must show that it is defendant's act was substantial factor in

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

Your digest selection(s): PRODUCTS LIABILITY 313Ak15 Proximate cause and foreseeable injur... [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: Minnesota
 Federal: All
 State & Federal: All
 Topical: Bankruptcy - Federal
 Include cases from the highest court only

Add search terms and/or connectors (optional):

Date Restriction: Unrestricted

Search

3. Click **Search**. A single document containing a list of cited cases along with the relevant headnotes is displayed in the right frame.

Result List 1 Doc **Links for** 313Ak15

Headnote

Custom Digest 313Ak15 27 Headnotes

Most Cited Cases

313Ak15 27 Headnotes

Click the KeyCite status flag to retrieve KeyCite information for the cited case.

Click the hypertext link to browse the full text of the cited case in the Link Viewer.

[Cited 22 times for this legal issue]
[Armstrong v. Mailand, 284 N.W.2d 343 Minn., 1979.](#)
In wrongful death action to recover for death of firemen, firemen's primary assumption of risk could be invoked to relieve defendants other than landowners of their duties, if any, with respect to reasonably apparent risks that were a part of fire fighting, and, even assuming that firemen could otherwise establish elements of negligence per se, strict products liability or strict liability for an abnormally dangerous activity, recovery on basis of those theories was not available unless injury was caused by hidden or unanticipated risks.

[Cited 15 times for this legal issue]
[Westerberg v. School Dist. No. 792, Todd County, 148 N.W.2d 312 Minn., 1967.](#)
Duty to warn rests on foreseeability, and if chattel is sold that is free from

Print Doc

Using KeySearch to Retrieve Cases

KeySearch is a tool powered by the West Key Number System that identifies key numbers and terms related to your legal issue and runs a query created by a West attorney-editor for you. KeySearch retrieves documents that contain key numbers, such as cases with West headnotes, as well as documents that don't contain key numbers, such as law reviews and cases without West headnotes. For a complete discussion of KeySearch, download a free copy of *Using KeySearch in westlaw.com*, Material #40249052, at west.thomson.com/westlaw/guides.

Selecting a Topic

Click KeySearch on the toolbar to access KeySearch, then browse the list of topics and subtopics in the right frame by clicking the **Browse** icons (❑). When you see a topic or subtopic related to your issue, select it by clicking the **Search all of ...** link at the top of the page or by clicking the **Search** icon (🔍) next to it. You can also scan the list of KeySearch topics and subtopics for specific terms by typing the terms in the text box in the left frame and clicking **GO**.

The screenshot shows the KeySearch interface. On the left, there's a sidebar with instructions: "Click the **Browse** icons next to the topic and subtopics to browse the list." and "Type your terms in the text box and click **GO** to scan the list of KeySearch topics and subtopics." Below these are "KeySearch Tips". The main area displays a grid of legal categories. Each category has a title, a brief description, and a "Search" icon (🔍) next to the title.

Category	Description	Action
Administrative Law	Open Meetings, Exhaustion, Primary Jurisdiction	Search
Government	Municipal Corporations, Contracts, Civil Service	Search
Agriculture	Federal Aid, Veterinarians, Pest Control	Search
Health	Mental Health, Nursing Homes, Hospitals	Search
Alternative Dispute Resolution (ADR)	Securities Law, Insurance, Bankruptcy	Search
Immigration Law	Deportation and Removal, Naturalization, Asylum	Search
Antitrust and Trade Regulation	Horizontal Restraints, Price Fixing, Crimes	Search
Indigenous Peoples	Domestic Relations, Treaties, Gambling and Casinos	Search
Art, Entertainment, and Sports Law	Agents, Licenses, Torts	Search
Insurance	Liability Coverage, Motor Vehicles, Bad Faith	Search
Bankruptcy	Exemptions, Stay, Priorities, Preferences	Search
Intellectual Property	Computers and Online Services, Patents, Trademarks	Search

Letting KeySearch Provide a Query for You

Once you've selected a topic or subtopic to search, choose the source you want to retrieve documents from and, if desired, type additional search terms in the *Add search terms* text box. KeySearch provides a query for you based on the topic or subtopic and source you selected and on any search terms you entered in the *Add search terms* text box. Click **Search** to run the KeySearch query.

The screenshot shows the configuration screen for a selected topic: "All Topics > Civil Rights > Housing > Disability Discrimination". It includes sections for "Choose a source:" (radio buttons for "Cases with West Headnotes" and "Cases without West Headnotes"), dropdown menus for "Minnesota State" and "All Federal Cases", a dropdown menu for "Encyclopedias and Treatises" (set to "American Jurisprudence 2d"), and a radio button for "Journals & Law Reviews (JLR)". Below these are fields for "Add search terms (optional)" and a "Search" button. At the bottom is a "View/Edit Full Query" button.

Choose a source:
 Cases with West Headnotes [?](#)
 Minnesota State
 All Federal Cases
 Cases without West Headnotes [?](#)
 Minnesota State
 All Federal Cases
 Encyclopedias and Treatises: American Jurisprudence 2d [?](#)
 Journals & Law Reviews (JLR)

Add search terms (optional):

Search

To view the KeySearch query, click the **View/Edit Full Query** arrow.

Using WestDocket Alert

WestDocket 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. Use WestDocket Alert to conduct background checks that uncover charges, convictions, or repeat offense patterns; discover the litigation history of adverse parties or prospective clients; and manage your cases by tracking case status and fee and payment records.

A court docket retrieved using WestDocket Alert typically provides the names of the parties and their attorneys, the case number, the name of the presiding judge, a list of documents on file, and the schedule of proceedings and appearances.

Creating an Entry for Case Updates

To be notified when new developments occur in a case, complete these steps:

1. Choose WestDocket Alert from the More drop-down list on the toolbar.
2. Click Create Entry, then select Receive an alert when there are new developments in a specific case and click GO. Complete the WestDocket Alert: New Developments in a Specific Case page, as shown below.

Type a name for the entry in the *Name of Alert* text box (optional, maximum of 10 characters).

Type a new client identifier in the *Client ID* text box to assign this entry to another client.

Click **Select Court** to view a list of state and federal courts. Click the name of the court in which the case was filed to add its database identifier to the *Court* text box.

Type the docket number assigned to the case in the *Docket Number* text box. Click **Docket Number Formats** to view a list of valid docket number formats.

Click **Edit** to change one or more delivery settings.

WestDocket Alert: New Developments in a Specific Case		Create Entry Directory Tips
Entry Details Complete each item below: Name of Alert: <input type="text"/> Client ID: <input type="text" value="SS"/> Court: <input type="text"/> Select Court Docket Number: <input type="text"/> Docket Number Formats		Delivery Settings Frequency: Daily Destination: Save on Westlaw Limits: 25 maximum documents per result Result format: Full Docket Results: Inform me of no results Date created: 08/06/2004 Last run date: 08/06/2004
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

3. Click Save. A list of cases with docket numbers matching your entry is displayed. Click a hypertext link to save the entry in the WestDocket Alert Directory. To view or change the completed entry, click the entry name in the directory.

Creating an Entry for New Cases

To be notified when new cases are filed, complete these steps:

1. Choose WestDocket Alert from the More drop-down list on the toolbar.
2. Click Create Entry, then select Receive an alert when new cases are filed and click GO. Complete the WestDocket Alert: New Cases Filed Based on Selected Criteria page, as shown on the next page.

Type a name for the entry in the *Name of alert* text box (optional, maximum of 10 characters).

Type a new client identifier in the *Client ID* text box to assign this entry to another client.

Click **Select Court(s)** and click the plus symbols (+) to browse the list of available courts; then select the check box next to each court (up to five) that you want to monitor. Click **Save** to add your selections to the *Court(s)* text box.

If you know the party name, type it in the *Party Name* text box exactly as it would appear in court records.

If you know the nature of the suit, click **NOS Codes** and select the check box next to each NOS code (up to five) that describes the case. Click **GO** to add your selections to the *Nature of Suit (NOS)* text box.

If you know the judge's name, type it in the *Judge* text box exactly as it would appear in court records.

If you know the attorney's name, type it in the *Attorney* text box exactly as it would appear in court records.

WestDocket Alert: New Cases Filed Based on Selected Criteria

Entry Details		Delivery Settings	
Complete each item below:		Create Entry Directory Tips	
Name of alert:	<input type="text"/>	Frequency:	Daily
Client ID:	SS	Destination:	Notify at sign on
Court(s):	<input type="text"/> Select Court(s)	Limits:	25 maximum documents per result
Complete one or more items below:		Result format:	All Pages
Party Name:	<input type="text"/>	Results:	Inform me of no results
Nature of Suit(NOS) (Federal courts only)	<input type="text"/> NOS Codes	Date created:	09/06/2004
Attorney:	<input type="text"/>	Last run date:	
Judge: (Federal courts only)	<input type="text"/>		
Save Cancel		Edit	

3. Click **Save** to save the entry in the WestDocket Alert Directory. To view or change the completed entry, click the entry name in the WestDocket Alert Directory.

Creating an Entry for Your Current WestDockets Result

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

1. Click **Create WestDocket Alert** in the right frame. The WestDocket Alert: New Developments in a Specific Case page, as shown on the previous 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 to assign this entry to another client.
4. Click **Edit** to change one or more delivery settings.
5. Click **Save**. A list of cases with docket numbers matching your entry is displayed. Click a hypertext link to save the entry in the WestDocket Alert Directory. To view or change the completed entry, click the entry name in the directory.

Managing Entries in the WestDocket Alert Directory

WestDocket Alert entries are saved in the WestDocket Alert Directory. To access the directory, choose **WestDocket Alert** from the *More* drop-down list. All entries are displayed in the order you saved them. Use the directory to manage your entries:

- To run an entry at any time, click **Run** next to the entry.
- To modify an entry, click the name of the entry.
- To remove an entry from the directory, click **Delete** next to the entry.

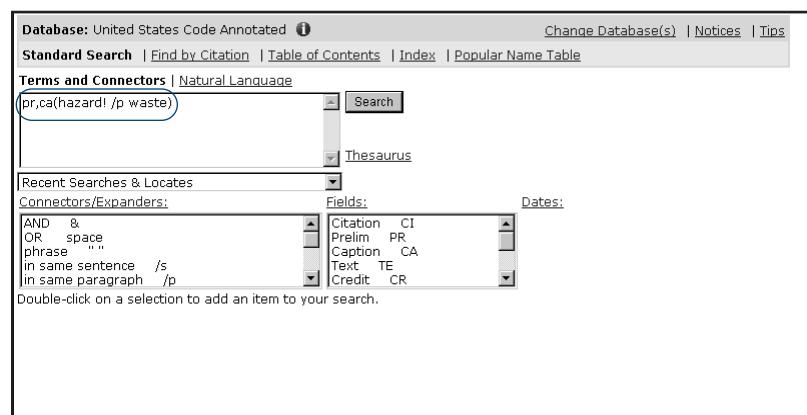
Searching Statutes Databases

In addition to searching the full text of statutes using the Terms and Connectors or the Natural Language search method, you can restrict your search by field. You can also use the search center, located on the database Search page, which has links to the Westlaw features and services that are most useful for fast, efficient retrieval of statutes documents.

Restricting Your Search by Field

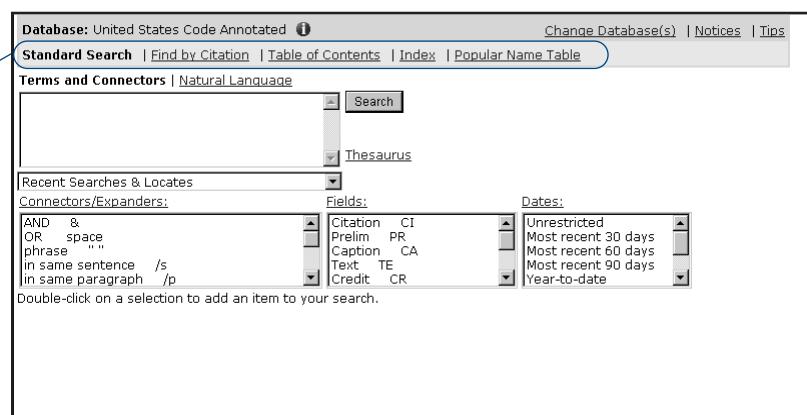
The two most useful fields to search in statutes databases are the prelim (pr) and caption (ca) fields, which contain the major headings and a description for each section. You can use the tools on the database Search page to add field restrictions to your searches; see “Searching with Natural Language” on page 7 and “Searching with Terms and Connectors” on page 8. Alternatively, you can type the field abbreviation in the text box, followed immediately by the terms you want included in the field restriction enclosed in parentheses. For example, to retrieve statutes on hazardous waste, you could type the following Terms and Connectors query: pr,ca(hazard! /p waste).

To view a graphical breakdown of the fields in a statute, see “Identifying Fields in Statutes” on page 18.



Using the Search Center

Depending on the database, the search center may include links to a Find template that can help you retrieve a document using its citation, a table of contents, an alphabetical index, and a popular name table.



Identifying Fields in Statutes

Citation (ci)	West's Ann.Cal.Fam.Code § 501
Prelim (pr)	<p>West's Annotated California Codes Currentness</p> <p>Family Code [Refs & Annos]</p> <p>Division 3. Marriage [Refs & Annos]</p> <p>Part 4. Confidential Marriage [Refs & Annos]</p> <p>Chapter 1. General Provisions [Refs & Annos]</p>
Caption (ca)	§501. Issuance of license
Text (te)	Except as provided in Section 502 , a confidential marriage license shall be issued by the county clerk upon the personal appearance of the parties to be married and their payment of the fees required by Sections 26840.1 and 26840.8 of the Government Code and any fee imposed pursuant to the authorization of Section 26840.3 of the Government Code .
Credit (cr)	<p>CREDIT(S) (Stats.1992, c. 162 (A.B.2650), § 10, operative Jan. 1, 1994.)</p> <p>LAW REVISION COMMISSION COMMENT 1994 Main Volume Enactment (Revised Comment) Section 501 continues the second sentence of former Civil Code Section 4213(a) without substantive change. [23 Cal.L.Rev.Com. Reports 1 (1993)]</p> <p>HISTORICAL AND STATUTORY NOTES 1994 Main Volume Derivation: Civ.C. former § 79, added by Code Am.1877-78, c. 51, § 1. Civ.C. former § 4213, added by Stats.1969, c. 1608, § 8, amended by Stats.1971, c. 1244, § 1; Stats.1973, c. 142, § 11; Stats.1977, c. 585, § 1; Stats.1980, c. 676, § 59; Stats.1981, c. 872, § 1; Stats.1982, c. 125, § 1; Stats.1982, c. 449, § 1; Stats.1983, c. 476, § 1; Stats.1984, c. 149, § 1; Stats.1985, c. 586, § 2; Stats.1986, c. 1460, § 3; Stats.1992, c. 318, § 9.</p> <p>CROSS REFERENCES Certificate of registry, preparation and filing, see Family Code § 359. License, Necessity, see Family Code §§ 300, 350. Offense of solemnization of marriage without license or authorization, see Penal Code § 360. Return of license to county recorder, see Family Code § 423. Solemnization requirements, see Family Code § 420 et seq.</p> <p>LIBRARY REFERENCES 1994 Main Volume Marriage 25(.5). WESTLAW Topic No. 253.</p> <p>ALR Library Recovery for loss of consortium for injury occurring prior to marriage. 5 ALR4th 300.</p> <p>Legal Jurisprudences CA Jur. 3d Family Law § 60, Issuance Of Confidential Marriage License; Duration.</p> <p>Treatises and Practice Aids 11 Witkin, Summary (9th ed) Husband and Wife § 57E.</p> <p>NOTES OF DECISIONS In general 1 1. In general Marriage license must be obtained by parties except in special situations dealt with by statute and there must be a solemnization. Argonaut Ins. Co. v. Industrial Acc. Commission (App. 5 Dist. 1962) 23 Cal.Rptr. 1, 204 Cal.App.2d 805. Marriage 12.1</p>
Annotations (an)	
Citation (ci)	<p>West's Ann. Cal. Fam. Code § 501, CA FAM § 501</p> <p>Current through end of 2003 Reg.Sess., 1st and 2nd Ex.Sess., ch. 1 of 3rd Ex.Sess., ch. 1 of 5th Ex.Sess., and Oct. 7, 2003 election</p>

Using the Table of Contents Service

The Table of Contents (TOC) service contains the tables of contents for publications such as *Code of Federal Regulations*; *United States Code Annotated*; *Uniform Laws Annotated*; state statutes, court rules and administrative materials; municipal codes; U.K. statutes and statutory instruments; and treatises and practice guides. The Table of Contents service allows you to view a document in the context of the sections surrounding it and to retrieve related sections.

Selecting the Table of Contents for a Publication

To access a table of contents, click Table of Contents on the toolbar. You can also access the table of contents after accessing a statutes database by clicking Table of Contents in the search center. If you know the publication abbreviation, e.g., USCA, type it in the text box and click GO. If you do not know the abbreviation, click the plus (+) and minus (-) symbols to browse the list of available publications. To view the table of contents for a publication in the list, e.g., *United States Code Annotated*, click its hypertext link.

If you know the abbreviation for the publication whose table of contents you want to view, type its abbreviation in the text box and click **GO**.

Or click the plus and minus symbols to browse the Table of Contents service.

Accessing the Table of Contents from a Document

To access a publication's table of contents while viewing a document, click Table of Contents on the Links tab. The portion of the table of contents that references the document and the documents surrounding it is displayed in the right frame. Click a hypertext link to view the text of a document in the Link Viewer. You can also browse the table of contents by clicking the plus and minus symbols.

Click **Table of Contents** to display the portion of the table of contents referencing the section you are viewing.

View the text of a section in the Link Viewer by clicking a hypertext link.

Retrieving Documents Using the Table of Contents

There are two ways to retrieve documents using the Table of Contents service. To retrieve a specific section of a document, click its hypertext link in the table of contents. The section is displayed in the Link Viewer.

To retrieve more than one section or whole titles, chapters, or subchapters, use the Table of Contents search feature by completing these steps:

1. While viewing the table of contents, select the check box next to the titles, chapters, subchapters, or sections you want to retrieve.
2. Click **Search** and go to step 3, or click **Retrieve and Print** to print the documents you selected immediately after they are retrieved.

To retrieve titles, chapters, and subchapters, select one or more check boxes and click **Search**. To immediately print your selections, click **Retrieve and Print**.

To view the text of a section in the Link Viewer, click its hypertext link.

The screenshot shows a table of contents for Title 29, Labor. The tree structure includes:

- TITLE 29. LABOR** (checkbox selected)
- CHAPTER 1-LABOR STATISTICS** (checkbox selected)
- CHAPTER 2-WOMEN'S BUREAU** (checkbox selected)
 - [§ 11. Bureau established](#)
 - [§ 12. Director of bureau; appointment](#)
 - [§ 13. Powers and duties of bureau](#)
 - [§ 14. Assistant director of bureau; appointment; duties](#)
 - [§ 15. Repealed. Pub.L. 89-554, § 8\(a\), Sept. 6, 1966, 80 Stat. 644](#)
 - [§ 16. Repealed. Oct. 31, 1951, c. 654, § 1\(54\), 65 Stat. 703](#)
- CHAPTER 2A-CHILDREN'S BUREAU [TRANSFERRED]** (checkbox unselected)
- CHAPTER 3-NATIONAL TRADE UNIONS** (checkbox unselected)
- CHAPTER 4-VOCATIONAL REHABILITATION OF PERSONS INJURED IN INDUSTRY** (checkbox unselected)
- CHAPTER 4A-EMPLOYMENT STABILIZATION** (checkbox unselected)
- CHAPTER 4B-FEDERAL EMPLOYMENT SERVICE** (checkbox unselected)
- CHAPTER 4C-APPRENTICE LABOR** (checkbox unselected)
- CHAPTER 5-LABOR DISPUTES; MEDIATION AND INJUNCTIVE RELIEF** (checkbox unselected)

At the bottom, there are buttons for **Selection(s)**, **Retrieve & Print**, **Search**, **Expand Selection(s)**, **Collapse All**, and **Clear**.

3. If you clicked **Search**, your selections are listed in the *TOC selection(s)* box. Click **delete** to remove a selection from the list.
4. If you want to retrieve only those sections that contain specific terms, type a term or terms in the *Add search terms and connectors* text box. Use connectors to specify the relationship between terms. See “Formatting a Terms and Connectors Query” on page 9 for a list of connectors.
5. Click **Search** to retrieve the documents you selected.

Type search terms to narrow your search.

The screenshot shows the search interface with the following elements:

- Database:** United States Code Annotated
- Standard Search | Find by Citation | Table of Contents | Index | Popular Name Table**
- Table of Contents** (with a link to [All TOCs](#))
- TOC selection(s):** CHAPTER 1-LABOR STATISTICS
CHAPTER 2-WOMEN'S BUREAU
- Add search terms and connectors (optional):**
- Search** button
- delete** link (next to the selected titles)

At the bottom right, the text "To remove a selection, click **delete**." is shown.

Retrieving a Prior Version of a Statute

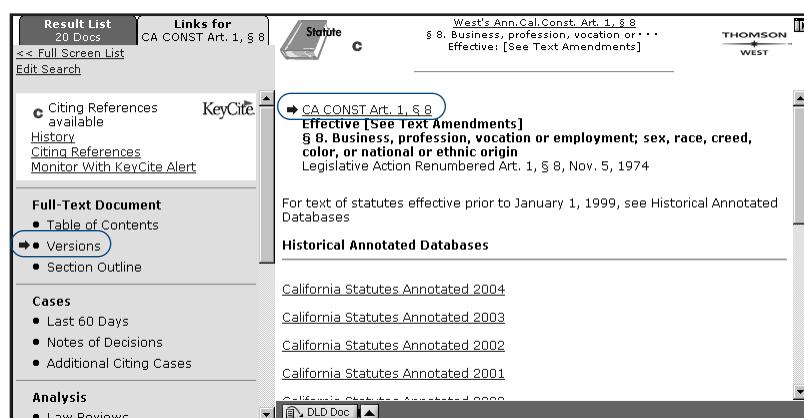
You can retrieve prior versions of statute sections, including renumbered sections, for the following jurisdictions:

- New York, with coverage extending back to January 1, 1999
- California, with coverage extending back to January 1, 1999
- United States, with coverage extending back to January 1, 1996

Also in these jurisdictions, you can view the date on which a future version of a statute will take effect and the date on which the current version will lapse.

After you retrieve a current statute section, complete these steps to view prior versions of the section:

1. While the document is displayed in split-page view, click **Versions** on the Links tab. A list of prior versions is displayed.
2. Click a statute citation to view the full text of the section as it existed on a particular date.



Using the Table of Contents Service to Retrieve the Prior Versions of More Than One Section

The table of contents for the *United States Code Annotated* (USCA), New York statutes, or California statutes can be displayed as it existed on a particular date.

1. Click **Table of Contents** on the toolbar.
2. Type a statute abbreviation (usca for the USCA, ny st for New York statutes, or ca st for California statutes) in the text box or click the appropriate hypertext link in the list to display the table of contents for the current version of the statute.
3. At the bottom of the page, type a date in the *Effective Date* text box or select a date by clicking the calendar icon, then click **GO**. The table of contents as it existed on the date you selected is displayed.

Using the Search Page to Retrieve Prior Versions of Statutes by Topic

You can search for versions of statute sections related to a topic that were effective on a specific date.

1. At the Search page for the United States Code Annotated (USCA), the New York Statutes-Annotated (NY-ST-ANN), or the California Statutes-Annotated (CA-ST-ANN) database, type your search in the text box.
2. Type a date in the *Effective on* text box, or select a date by clicking the calendar icon.
3. Click **Search**. A list of statute sections related to your topic as they existed on the date you selected is displayed.
4. Click a citation to view the full text of a statute section.

Using the Statutes Index

To browse the alphabetical index for a statutes database, click **Index** in the search center. Then click the hypertext links and the plus (+) and minus (–) symbols until you see a section that interests you. To view the full text of the section, click its citation. You can also search the index for specific terms by using the Scan feature.

Note: You can also access a statutes index by choosing **Index** from the *More* drop-down list on the toolbar.

Using the Popular Name Table

When you know the popular name of an act, you can use the Popular Name Table to retrieve all statutory sections under which the act was codified. After accessing a statutes database, click **Popular Name Table** in the search center. Then browse the alphabetical list or use the Locate feature to search for the name of the act. To see all statutory sections under which the act was codified, click the act's name.

You can also access the Popular Name Table while browsing the statutory index. Click **See Popular Name Table** under the name of the act.

Click **Locate in Result** to search for an act's name. Then click the right **Term** arrow to jump to the listing in the Popular Name Table.

Browsing a Search Result

The Result page lists the citations of documents retrieved by your search. In case law, statutes, regulations, law reviews, and selected news and business information database search results, the list of citations includes, for each document, your search terms and surrounding document text (in Terms and Connectors search results) or the best portion (Natural Language search results).

The Result page also includes text boxes displaying the search and identifier of the database used to retrieve the result. You can use these text boxes to edit your search or run it in a different database.

Using ResultsPlus to Access Additional Resources

When you search a case law database, ResultsPlus information is automatically displayed, when appropriate, in a list alongside the citations list for your search result, providing up to 10 links to documents from the American Law Reports (ALR) and American Jurisprudence 2d (AMJUR) databases and selected law review and treatise databases and up to two West topic and key number references. Only documents that have a high statistical likelihood of matching the concepts in your search are displayed, and West topic and key number references are not displayed for multiple-database searches.

To view the full text of a document, click its title in the ResultsPlus list. Or click a topic and key number reference in the ResultsPlus list to retrieve a document containing headnotes from cases classified under that topic and key number.

To revise your search or to run it in a different database, click **Edit Search**, or make your changes in the text boxes and click **Search**.

You can also select a recent search or a recent database by clicking the arrow next to the appropriate text box.

Click a title in the citations list to view the text of the document.

To print specific documents in the citations list, select the check box next to each document you want to print, then hold your pointer over the arrow next to *Print Doc* and choose **Selected Documents** from the menu that is displayed.

The screenshot shows the Westlaw search results interface. At the top, there is a toolbar with buttons for 'Edit Search', 'Do accidents caused by negligence disqualify an em...', 'Database: mlb-cs', 'Search', and 'Locate in Result'. Below the toolbar, the results list shows 'Results: 20 Documents'. The first result is '1. Dan River, Inc. v. Giggetts', with a detailed abstract of the case. The second result is '2. Moreno v. Simonton', with a similar abstract. At the bottom of the results list, there are three checkboxes: 'All Documents' (checked), 'Selected Documents' (unchecked), and 'Result List' (unchecked). To the right of the results list is a vertical sidebar titled 'ResultsPlus™' with several sections: 'Causes of Action' (listing 1. Cause of Action Against Employer to Recover Under Doctrine of Respondeat Superior for Negligence of Employee, 2. Cause of Action to Recover Workers' Compensation Benefits for Injury Resulting from Aggravation or Acceleration of, or Combination with, Pre-Existing Condition, 3. Cause of Action, Notwithstanding Workers' Compensation Statute, Against Employer or Fellow Employee for Injury to or Death of Employee, 4. Cause of Action for Wrongful Discharge from Employment in Retaliation for Exercising Workers' Compensation Rights, and 5. Obtaining Workers' Compensation for Back Injuries); 'Am.Jur. Trials' (listing 6. Cause of Action for); and 'Causes of Action' (listing 6. Cause of Action for). At the very bottom of the sidebar is a 'Result Options' button.

Click **About** to view a list of all ResultsPlus documents that may be displayed in your search result.

Click a title in the ResultsPlus list to view the text of the document.

Viewing the Full Text of a Document and Related Information

Click a title in the citations list on the Result page to view the full text of the document in the right frame. The left frame contains the Result List tab and the Links tab. The Result List tab displays the citations list while the Links tab displays links to related information for the current document.

For example, the Links tab for a case law document may include links to KeyCite history and citing references, its Table of Authorities result, briefs and other court documents, and the West topic and key numbers assigned to the headnotes in the case. The Links tab for a statutes document, as shown below, may include links to KeyCite history and citing references, prior versions of the statute, notes of decisions, legislative history, and other materials to help you interpret the statute.

When you click a link on the Links tab, the related information is displayed in the right frame.

KeyCite information, including a description of the KeyCite status flag, is displayed on the Links tab. Click **History** or **Citing References** to view the statute's KeyCite result. Click **Monitor With KeyCite Alert** to create a KeyCite Alert entry for the statute.

Click **Versions** to link to prior versions of the statute.

Click **Last 60 Days** to view the most recent judicial treatment of the statute.

Click **Notes of Decisions** to display cases that construe or apply the statute.

Click a link to a secondary source to help you confirm your analysis, obtain a better understanding of the law, or find guidance in the practical application of the statute.

Click **Text Amendments** to link to the public laws that enacted and amended the statute.

Click a link to view regulations, rules, and other administrative documents citing the statute.

Using Navigation Features

Navigation features in a search result allow you to easily browse your full-text documents; for example, your search terms are highlighted in yellow, Term and Best arrows let you view important sections of a document, and Document (Doc) arrows quickly take you to the next or previous document in your search result.

Click **Full Screen List** to display the citations list in full-page view. ResultsPlus is only available in full-page view.

KeyCite information, including a description of the KeyCite status flag, is displayed on the Links tab. Click **History** or **Citing References** to view the document's KeyCite result. Click **Monitor With KeyCite Alert** to create a KeyCite Alert entry for the document.

The Links tab displays all relevant links for the current document. A blue arrow indicates what information is currently displayed in the right frame.

Click this icon to display the document in the right frame in full-page view.

Select an option from the Tools menu to view documents in sequence, go to a specific page of a print publication, display specific fields in a document, or copy document text. The options vary depending on the type of document you are viewing.

Previewing Cited Documents in the Link Viewer

Hypertext links allow you to jump from a citation in the document you are viewing to the full text of the cited document. Simply click the hypertext link, and the full text of the document is displayed in the Link Viewer. You can browse the document for particular terms using Locate and print or download the document from the Link Viewer.

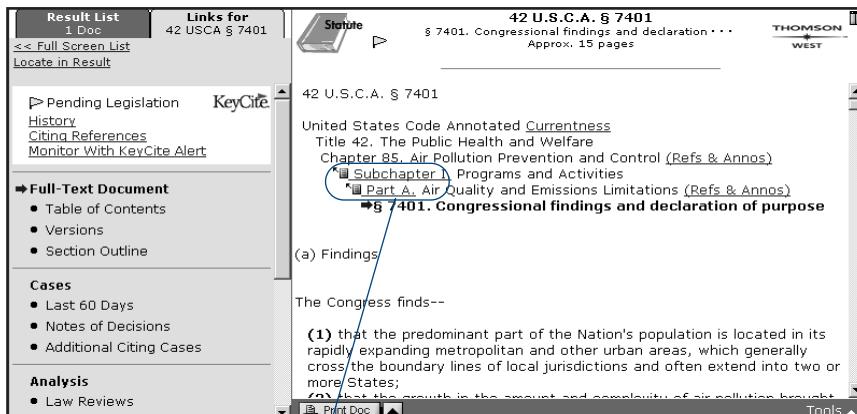
Click **Locate** to browse the cited document for specific terms.

Click **Maximize** to view the cited document in the right frame and links to related information on the Links tab in the left frame.

Browsing Multiple Sections of a Statute in a Single Document

While viewing a specific section of a statute, you can click a link in the prelim field to view all sections included in the chapter, subchapter, or part containing that section. The sections will be displayed as a single document in the Link Viewer. This document will include the full text of all the sections without annotations.

Click **Maximize** in the Link Viewer to view the document in the right frame and related information on the Links tab in the left frame. The document includes links to the annotated version of each section.



Click a link to view all sections included in the subchapter or part in a single document.

Locating Specific Terms

Locate allows you to browse the documents in your search result or a cited document displayed in the Link Viewer for particular terms, whether or not the terms appear in your original description or query. To use Locate to browse documents in your search result, complete these steps:

1. Click **Locate in Result** at the top of the Links tab, the Result List tab, or the Result page.
2. Type a Terms and Connectors query in the text box or select a search from the *Recent Searches and Locates* drop-down list.
3. Click **Search** to retrieve a list of the documents in your search result that contain your Locate terms. To view the Locate terms, which are highlighted in each document, click the **Term** arrows.

To cancel your Locate request, click **Cancel Locate**.

Using Westlaw Profiler

Available exclusively in westlaw.com, Westlaw Profiler provides you with profiles of attorneys, judges, and expert witnesses, and a list of published cases, jury trials, and settlements in which they have participated, as well as briefs and articles they have written.

Accessing Profiles

To access an individual's profile, click the attorney's, judge's, or expert witness' name in a document.

Searching for Profiles

Choose Profiler from the More drop-down list on the toolbar to search for a profile of an attorney, judge, or expert witness. In the *Profiler-Expert* or *Profiler-Attorney or Judge* text box in the left frame, type a name, e.g., **gerry spence**, and select a state, if desired, from the drop-down list. Then click GO. After the profile is displayed, click a link under *Profiler References* on the Links tab to view a list of jury verdict and settlement summaries, appellate briefs, cases, or law review and journal articles associated with the attorney, judge, or expert witness in the right frame. To view the full text of a document in the Link Viewer, click the number to the left of its citation.

The screenshot shows the Westlaw Profiler interface with three main windows:

- Left Window (Profiler - Expert):** Contains search fields for "Search by name or area of expertise" (All States) and "Search by name or practice area" (gerry spence). Buttons include "GO", "Full Screen List", "Edit Search", and "Advanced Search".
- Middle Window (Result List):** Shows a "Links for" section for "Spence, Gerry L." with options like "Full-Text Document" and "Add to Profiler Alert". Below is a "Profiler References (19)" section with links to "Verdict and Settlement Summaries", "Appellate Briefs", "Cases", and "Law Reviews & Journals".
- Right Window (Profile View):** Displays the profile for "Spence, Gerry L." with contact information: "The Spence Law Firm, Jackson, Wyoming 83001 (307) 733-7290". It also shows "Gerry L. Spence" with his firm details: "The Spence Law Firm, PO Box 548, 15 South Jackson Street, Jackson, Wyoming 83001 (307) 733-7290, Fax: 307-733-5248, info@smsswy.com, http://www.smsswy.com".

Annotations with arrows point to specific features:

- An arrow points from the "Full-Text Document" link in the middle window to the "Full-Text Document" link in the bottom window.
- An arrow points from the "Add to Profiler Alert" link in the middle window to the "Add to Profiler Alert" link in the bottom window.
- An arrow points from the "Profiler References (19)" link in the middle window to the "Profiler References (Showing 19 documents)" link in the bottom window.
- An annotation text "Click a link to view a list of jury verdict and settlement summaries, appellate briefs, cases, or law review and journal articles associated with the individual." is positioned near the middle window.
- An annotation text "Click Add to Profiler Alert to quickly create an entry that notifies you when new references are added to the individual's profile." is positioned near the middle window.
- An annotation text "Click a number to view the full text of a Profiler reference in the Link Viewer." is positioned near the bottom window.
- An annotation text "Click Profiler Limits to restrict the display of Profiler references by Locate term, date, or document type." is positioned near the bottom window.

Accessing Profiler Databases

To access a Profiler database, type an identifier (**profiler-all**, **profiler-ew**, or **profiler-wld**) in the *Search these databases* text box and click GO.

Monitoring Profiles with Profiler Alert

Profiler Alert is a service that monitors an attorney's, judge's, or expert witness' profile and notifies you when new references are added to it.

Creating an Alert for the Profile You are Viewing

To set up an alert for a profile you are viewing, complete these steps:

1. Click **Add to Profiler Alert** on the Links tab. The Profiler Alert: Complete Profile Entry page is displayed, as shown below.
2. Under *Entry Details*, type a name for the entry, if desired, 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. Click **Edit** to change one or more delivery settings.
5. Click **Save** to save the entry in the Profiler Alert Directory. To view or change the entry, click the number next to the entry name in the directory.

Click **Edit** to change one or more delivery settings.

Type a name for the entry in the *Name of alert* text box (optional, maximum of 10 characters).

Type a new client identifier in the *Client ID* text box to assign this entry to another client.

If you want your entry to only retrieve documents that contain specific terms, type the terms in the *Additional search terms* text box.

Select the documents to be monitored by your entry. At least one check box must be selected.

Profiler Alert: Complete Profile Entry

Entry Details		Delivery Settings	
Name of alert:	<input type="text"/>	Frequency:	Daily
Client ID:	0J	Destination:	
Name:	Spence, Gerry L.	Limits:	50 maximum documents per result
Additional search terms:	(optional)	Results:	Inform me of no results Cite list only
Include:	<input checked="" type="checkbox"/> Dockets <input checked="" type="checkbox"/> Trial Depositions and Discovery <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"/> CLE's <input checked="" type="checkbox"/> Law Reviews & Journals <input checked="" type="checkbox"/> WLD Articles <input checked="" type="checkbox"/> Directories		
Create Entry Directory Tips			
Edit		Date created:	08/05/2004
		Last run date:	No last run date
		End date:	08/05/2005
Save Cancel			

Creating an Alert for Any Profile

To create a Profiler Alert entry, complete these steps:

1. Choose **Profiler Alert** from the *More* drop-down list on the toolbar.
2. Click **Create Entry**.
3. Type a name, e.g., **gerry spence**, in the *First and last name* text box.
4. Select a state, if desired, from the *State of residence* drop-down list.
5. Click **Continue**. A list of names matching your request is displayed.
6. Click the number next to the name of the person you want to monitor. Then complete the Profiler Alert: Complete Profile Entry page, as shown above.
7. Click **Save** to save the entry in the Profiler Alert Directory.

Managing Entries in the Profiler Alert Directory

Profiler Alert entries are saved in the Profiler Alert Directory. To access the directory, choose **Profiler Alert** from the *More* drop-down list. All entries are displayed in the order you saved them.

Use the Profiler Alert Directory to manage your entries:

- To modify an entry, click the number next to the name of the entry.
- To remove an entry from the directory, click **Delete** next to the entry.

Checking Citations in KeyCite

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, administrative decisions from selected state and federal agencies, *United States Code Annotated* (USCA), *Code of Federal Regulations* (CFR), statutes from all 50 states, regulations from selected states, *American Law Reports* (ALR), more than 700 law reviews, and patents issued by the U.S. Patent and Trademark Office. KeyCite provides information such as the following:

- direct appellate history of a case or administrative decision
- negative indirect history of a case or administrative decision
- complete integration with the West Key Number System so you can track legal issues discussed in a case
- citations to session laws or rules amending or repealing a statute or regulation
- citations to pending legislation affecting federal statutes and statutes from all 50 states
- citations to cases, administrative materials, secondary sources, and briefs and other court documents that have cited a case, statute, administrative decision, regulation, ALR annotation, or law review article

For an in-depth discussion of KeyCite, download a free copy of *Using KeyCite in westlaw.com*, Material #40249053, at west.thomson.com/westlaw/guides.

Accessing KeyCite

Access KeyCite using one of the following methods:

- Type a citation in the *KeyCite this citation* text box at the tabbed Westlaw page and click GO.
- Click KeyCite on the toolbar to display the KeyCite page. Then type a citation in the *KeyCite this citation* text box and click GO.
- Click the KeyCite status flag in a document or next to a document's citation.
- Click History or Citing References on the Links tab.

KeyCite Status Flags

A KeyCite status flag lets you immediately know the status of a case, administrative decision, statute, or regulation.

- A **red flag** indicates that the case or administrative decision is no longer good law for at least one of the points of law it contains or that the statute or regulation has been amended by a recent session law or rule, repealed, superseded, or held unconstitutional or preempted in whole or in part.
- A **yellow flag** indicates that the case or administrative decision has some negative history but hasn't been reversed or overruled; that the statute has been renumbered or transferred by a recent session law; that an uncodified session law or pending legislation affecting the statute is available (statutes merely referenced, i.e., mentioned, are not marked with a yellow flag); 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.
- A **blue H** indicates that the case or administrative decision has some history.
- A **green C** indicates that the case or administrative decision has citing references but no direct or negative indirect history or that the statute or regulation has citing references.

Viewing the History of a Case

To view the history of a displayed case, click **History** on the Links tab. The case history is displayed in the right frame. Case history is divided into the following categories:

- **Direct History** traces your case through the appellate process and includes both prior and subsequent history.
- **Negative Indirect History** 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.

While viewing the full history of a case, click **Show Negative History Only** to display only its negative history. Click **Show Full History** to return to the full history.

Click **Show Negative History Only** to view only negative history for the case.

Viewing Citing References for 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. Negative citing cases are listed first; the remaining cases are listed according to depth of treatment they give your case. Secondary sources and briefs and other court documents are listed last.

Depth of Treatment Stars

Depth of treatment stars in your KeyCite result show the extent to which the citing document discusses your case, based on these categories:

- ★★★★ Examined The citing document contains an extended discussion of the cited case, usually more than a printed page of text.
- ★★★★ Discussed The citing document contains a substantial discussion of the cited case, usually more than a paragraph but less than a printed page.
- ★★ Cited The citing document contains some discussion of the cited case, usually less than a paragraph.
- ★ Mentioned The citing document 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 for a Case

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

1. Click **Limit KeyCite Display** at the bottom of the KeyCite citing references result. Alternatively, hold your pointer over the arrow next to *Limit KeyCite Display* and choose a restriction from the menu that is displayed. The KeyCite Limits page is displayed. Click the arrows in the left frame to restrict the list of citing references by headnote, Locate terms, jurisdiction, date, document type, or depth of treatment category.
2. Click **Apply** to display the list of citing references with the restrictions you specified.

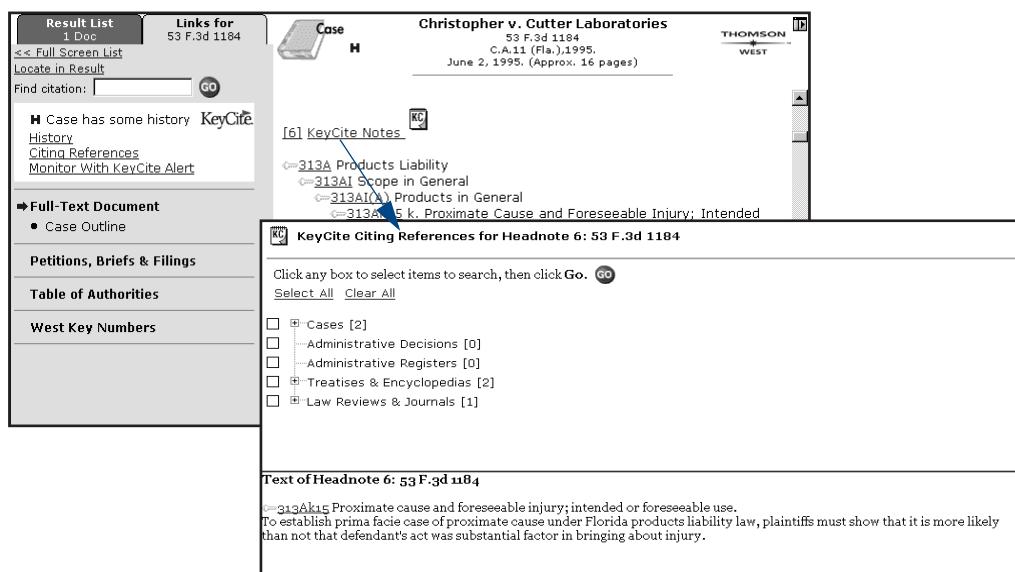
To cancel your restrictions and display all citing references, click **Cancel Limits** at the bottom of the KeyCite citing references result.

Using KeyCite Notes to View Citing References for a Case

Use KeyCite Notes 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, complete these steps:

1. Click **KeyCite Notes** in a headnote classification hierarchy in the case. A list of the types of citing references is displayed. 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.



2. Click the plus (+) and minus (-) symbols to browse the list. Select the check boxes next to the citing references you want to view.
3. Click **GO**. The citing references are displayed in the right frame.

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

Viewing the History of a Statute

Statute history lists cases (added to Westlaw after January 15, 2001) affecting the validity of a statute plus legislation affecting the statute, which is divided into the following categories:

- **Updating Documents** lists citations to recent session laws that amend or repeal the section.
- **Pending Legislation** lists citations to pending bills that reference the section.
- **Credits** lists in chronological order the 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 history of a displayed statute, click **History** on the Links tab.

Viewing Citing References for a Statute

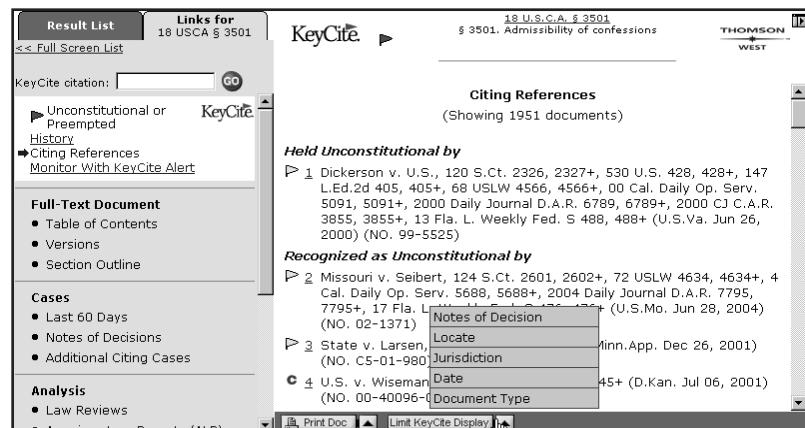
To view a list of documents that cite your statute, click **Citing References** on the Links tab. Documents are listed in the following order: cases that have affected the validity of a section, cases from USCA and state statute notes of decisions, cases that are not included in notes of decisions, administrative decisions, *Federal Register* documents, secondary sources, and briefs and other court documents.

Restricting Citing References for a Statute

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

1. Click **Limit KeyCite Display** at the bottom of the KeyCite citing references result. Alternatively, hold your pointer over the arrow next to *Limit KeyCite Display* and choose a restriction from the menu that is displayed. The KeyCite Limits page is displayed. Click the arrows in the left frame to restrict the list of citing references by notes of decisions, Locate terms, jurisdiction, date, or document type.
2. Click **Apply** to display the list of citing references with the restrictions you specified.

To cancel your restrictions and display all citing references, click **Cancel Limits** at the bottom of the KeyCite citing references result.



Monitoring Citations with KeyCite Alert

KeyCite Alert is a service that automatically monitors the status of your cases, statutes, administrative decisions, and regulations and sends you updates when their KeyCite results change, providing you with the most current KeyCite information for your research.

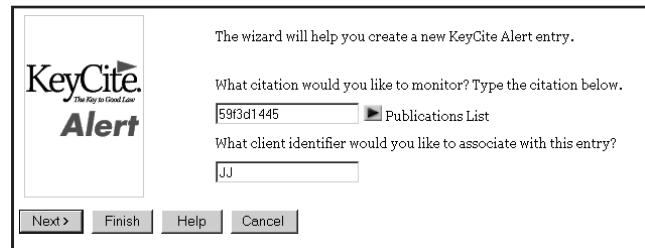
Creating an Alert Using the Wizard

The quickest way to set up KeyCite Alert entries is to use the KeyCite Alert wizard. Choose **KeyCite Alert** from the *More* drop-down list on the toolbar, then click **Entry Wizard**.

Type the citation of the document you want to monitor. The wizard will ask you the necessary questions to complete your KeyCite Alert entry.

Creating an Alert for the Document You are Viewing

To create a KeyCite Alert entry for the document you are viewing, click **Monitor With KeyCite Alert** on the Links tab. The citation of the document displayed in the right frame is automatically added to the KeyCite Alert wizard. The wizard will ask you the necessary questions to complete your KeyCite Alert entry.



Creating an Alert for Any Document

You can also create a KeyCite Alert entry by completing these steps:

1. Choose **KeyCite Alert** from the *More* drop-down list on the toolbar, then click **Create Entry**.
2. Type the citation of the document you want to monitor and click **GO**.
3. Complete the first KeyCite Alert–Create Entry page, as shown below, then click **Next**.

Specify whether you want to be notified when no new documents are retrieved and whether you want to receive the full text of new documents. You can also specify the maximum number of full-text documents you want to receive.

Select the destination for the results. To modify the destination settings, e.g., the e-mail address for the *E-mail* destination, click **Properties**.

4. Select an option from the *Frequency* drop-down list to specify how often the document should be checked by KeyCite Alert.
5. Click **Save** to add your entry to the KeyCite Alert Directory.

Keeping Track of Your KeyCite Alert Entries

KeyCite Alert entries are saved in the KeyCite Alert Directory. To access the directory, choose **KeyCite Alert** from the **More** drop-down list. All entries are displayed in the order you saved them.

Use the KeyCite Alert Directory to manage your entries:

- To modify an entry, click the number next to the citation.
- To remove an entry from the directory, click **Delete**.

Click **Create Entry** to create a KeyCite Alert entry manually.

Click **Entry Wizard** to use the wizard to create a KeyCite Alert entry.

Click the number next to a citation to modify the KeyCite Alert entry.

Total Entries: 4

Citation	Client ID	Notes	Next Run Date	End Date	
1 15 USCA s 17	JJ		08/07/2004	NONE	Delete
2 18 USCA s 1461	JJ		08/09/2004	NONE	Delete
3 122 Cal.Rptr. 745	JJ		08/07/2004	NONE	Delete
4 56 F.3d 151	JJ		08/07/2004	NONE	Delete

Click **Delete** to remove an entry from the directory.

Retrieving Cited Cases Using the Table of Authorities

Whereas KeyCite lists citing cases (other cases that cite your case), the Table of Authorities (TOA) 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 law review articles and selected administrative decisions.

To access the Table of Authorities while viewing a case, click **Table of Authorities** on the Links tab. You can also choose **Table of Authorities** from the *More* drop-down list on the toolbar, type a case citation in the *Enter citation* text box, and click **GO**.

The Table of Authorities

- lists each document cited by a case. To view the full text of a cited case in the Link Viewer, click the number next to its title.
- 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.

Depth of treatment stars in your Table of Authorities result show the extent to which the citing case discusses the cited case, based on these categories:

- | | |
|-------------------------------|--|
| ★★★
Examined | The citing case contains an extended discussion of the cited case, usually more than a printed page of text. |
| ★★
Discussed | The citing case contains a substantial discussion of the cited case, usually more than a paragraph but less than a printed page. |
| ★★
Cited | The citing case contains some discussion of the cited case, usually less than a paragraph. |
| ★
Mentioned | The citing case contains a brief reference to the cited case, usually in a string citation. |

Clipping Documents

WestClip is a clipping service that will run your Terms and Connectors searches on a regular basis and deliver the results to you automatically. You can also use WestClip to save your favorite Terms and Connectors queries to run at a later date. WestClip makes it easy for you to stay up-to-date on news and legal developments that could affect your clients.

Note: WestClip entries cannot be created for Natural Language searches or searches created by KeySearch. For an in-depth discussion of WestClip, download a free copy of *Using WestClip in westlaw.com*, Material #40326853, at west.thomson.com/westlaw/guides.

Creating a WestClip Entry

To create a WestClip entry, complete these steps:

1. Choose WestClip from the *More* drop-down list on the toolbar. The WestClip page is displayed.
2. Click **Create Entry**.
3. Under *Entry Details*, type a name for the entry, if desired, in the *Name of clip* text box.
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 up to 10 database identifiers in the *Database(s)* text box, separated by commas. Or click **Find a Database** to select up to 10 databases using a wizard.
6. Type a Terms and Connectors search in the *Query* text box. If you need help entering a search, click **Full Search Editor** to view a page containing a list of connectors and field restrictions, a link to the Westlaw thesaurus, and a list of searches you have recently run.

Type a name for the entry (optional, maximum of 10 characters).

Type up to 10 database identifiers separated by commas in the *Database(s)* text box, or click **Find a Database** to have a wizard help you enter the identifiers.

Click **Full Search Editor** to view a list of connectors and field restrictions that you can use in your search.

Click **Edit** to change one or more delivery settings.

7. View the delivery settings on the right side of the page. Click **Edit** to change one or more settings. See “Specifying Delivery Settings for Your WestClip Entry” on page 39 for more information.
8. Click **Save** to save the entry in the WestClip Directory. To view or change the entry, click the number next to its citation in the directory.

Specifying Delivery Settings for Your WestClip Entry

If you want to modify the settings or specify additional settings for your WestClip entry, including how often the entry should be run and the format of the results, click **Edit** at the WestClip: Create Entry page.

Select an option from the **Frequency** drop-down list to create an entry that is run continuously, daily, every weekday, weekly, biweekly, monthly, or on a specified date (upon request). You can also create an entry that is not run automatically by selecting the **Save** frequency. Frequency options vary by database.

Select a destination for your results from the **Destination** drop-down list. To modify the destination settings, e.g., the e-mail address for the *E-mail* destination, click **Properties**.

If you are monitoring a business and news database, select the **Identify Duplicate Documents** check box to identify retrieved documents dated within six weeks of each other that have nearly the same content.

Select the order in which retrieved documents are displayed. *Database default* displays retrieved documents in reverse chronological order or the order in which they were published, depending on the database. *Terms* displays retrieved documents according to the number of concepts or search terms in each document, from the document with the most terms or concepts to the document with the fewest.

To narrow the size of your search results, type the maximum number of documents (or lines, depending on your default settings) to be retrieved.

You can add a date restriction to the Terms and Connectors query. Limit results to documents whose publication date is no older than a specific number of days or to documents that have been added to Westlaw after the date you specify.

The next run date is automatically determined by the frequency you select and can be manually changed by clicking the calendar icon.

Click the calendar icon to select an expiration date for the entry. You will be notified when the end date is approaching. Expired entries remain in the WestClip Directory but are no longer run automatically. To delete an expired entry, click **Delete** next to the entry in the WestClip Directory.

Keeping Track of Your WestClip Entries

WestClip entries are saved in the WestClip Directory. To access the directory, choose **WestClip** from the *More* drop-down list on the toolbar. The WestClip Directory lists entries in the order you saved them. Entries remain in the WestClip Directory until you delete them.

- To edit a WestClip entry, click the name of the entry.
- To run the Terms and Connectors search for an entry at any time, click **Run** next to the entry.
- To remove an entry from the directory, click **Delete** next to the entry.

A blue arrow indicates that WestClip results are available for the entry.

Click an entry name or number to change one or more settings.

In addition to the scheduled date on which your query will be run, you can run it at any time by clicking **Run** next to the entry.

Remove an entry from the WestClip Directory by clicking **Delete** next to the entry.

Creating a WestClip Entry for Your Current Terms and Connectors Search

Monitor an important issue by setting up a WestClip entry from a search result retrieved with a Terms and Connectors query, choose **Add Search to WestClip** from the Result Options menu. The WestClip: Create Entry page is displayed. See “Creating a WestClip Entry” on page 38 for help with setting up your WestClip entry.

Choose **Add Search to WestClip** from the Result Options menu while viewing a search result to quickly create a WestClip entry for the Terms and Connectors query used to retrieve that result.

The database identifier and the Terms and Connectors query are automatically entered for you. Finish setting up the entry and click **Save** to add it to the WestClip Directory.

Result List
176 Docs
<< Full Screen List

Links for
2004 WL 1784638

Jury Verdicts

2004 WL 1784638 (Tex.Dist.)
Copyright (C) 2003 ALM Properties, Inc. All Rights Reserved.

2004 WL 1784638 (Tex.Dist.)
JESUS GOMEZ V. STARSHIP TEXAS CITY, L.P., AND M. . . .
No. D170831
DATE OF VERDICT/SETTLEMENT: July 28, 2004

District Court of Texas, 136th Judicial District, Jefferson County
JESUS GOMEZ V. STARSHIP TEXAS CITY, L.P., AND M. PROPERTIES, INC.
No. D170831
DATE OF VERDICT/SETTLEMENT: July 28, 2004

TOPIC: WORKPLACE SAFETY - WORKERS' COMPENSATION - WORKERS'

WestClip: Create Entry

Entry Details
Complete each item below:

Name of clip:

Client ID: JJ

Database(s): JV-ALL

Query: Terms and Connectors
 NEGLIGENCE /S "WORK! COMPENSATION"

Delivery Settings

Frequency:	Daily
Destination:	Notify at sign on
Limits:	Maximum lines per result: 2500
Result format:	List of All Citations
Results:	Inform me of no results
Date created:	08/23/2004
Last run date:	
End date:	No end date

Save **Cancel**

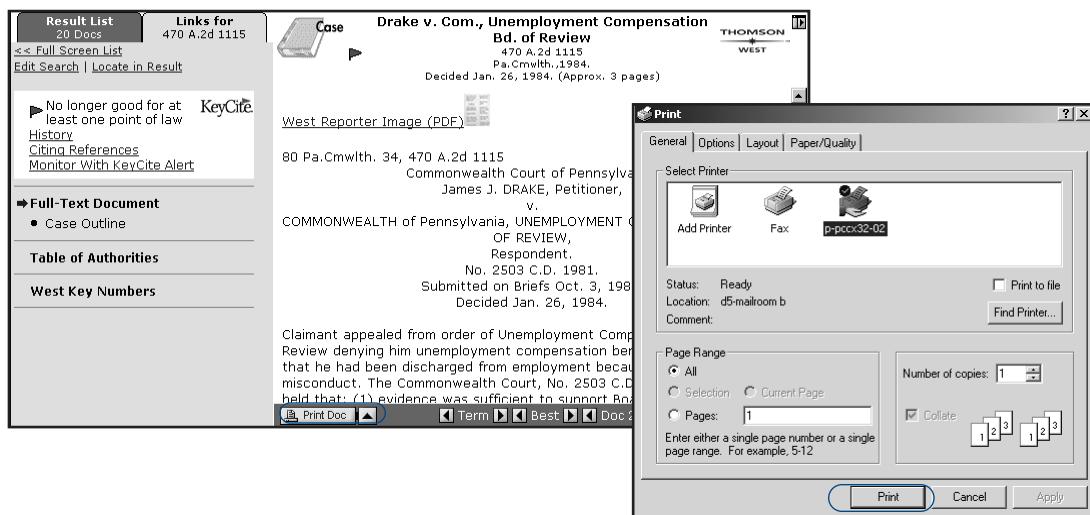
Printing and Saving Documents

You can send documents retrieved in westlaw.com to a printer, an e-mail address, or a fax machine. If you prefer, you can download documents to a word-processing file or save print requests on Westlaw for up to 30 days. Saved print requests are stored in the Offline Print Directory; see “Using the Print/Delivery Manager” on page 44 for more information.

Printing or Saving the Document You Are Viewing

To print or save the document you are viewing with two clicks of your mouse, complete these steps:

1. Click **Print Doc** at the bottom of the right frame. (Depending on your default destination, the *Print Doc* button may be displayed as *E-mail Doc*, *Save Doc*, *DLD Doc*, or *Fax Doc*.)
2. Click **Print or Send Request** to send the document to your default destination and return to your result.



To set up your default destination, see “Selecting Your Default Settings in the Options Directory” on page 42.

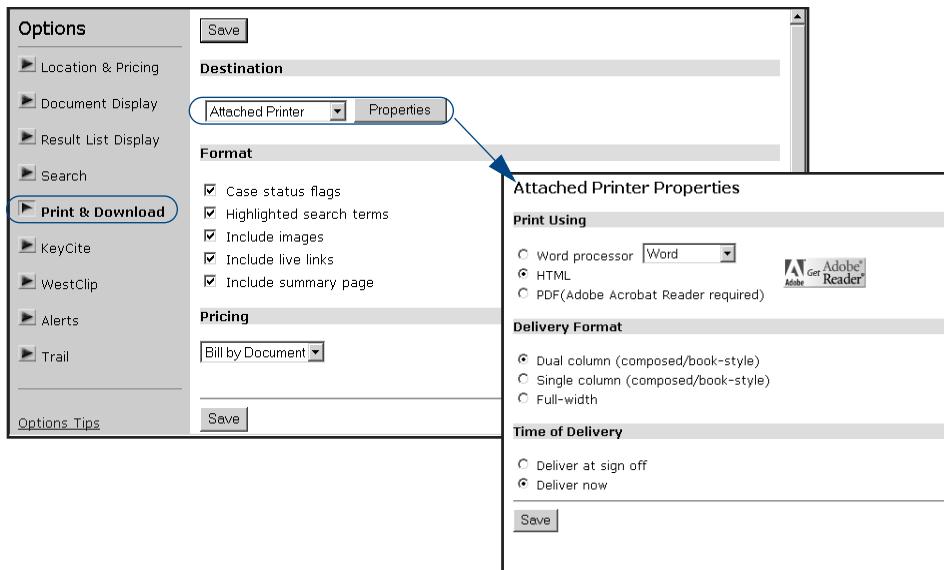
Notes: Two-click printing on an attached printer requires a Windows operating system and Microsoft Internet Explorer 5.5 or later, and you must select the HTML (Hypertext Markup Language) print format.

Two-click printing is not available for the *Download* destination.

Selecting Your Default Settings in the Options Directory

You can select your default print settings at the Options–Print and Download page. For example, to take advantage of two-click printing on an attached printer in HTML dual-column format, complete these steps:

1. Choose Options from the More drop-down list on the toolbar, then click the Print and Download arrow in the left frame.
2. Select Attached Printer from the *Destination* drop-down list. Then click Properties to display the Attached Printer Properties page.



3. Select HTML under *Print Using* and Dual column (composed/book-style) under *Delivery Format*.

Note: HTML documents can be printed in dual-column format if you are running Windows and Internet Explorer 5.5 or later.

4. Click Save at each Options page to save your default print settings.

Printing Other Documents or the Citations List in Your Search Result

To print or save documents or the citations list in your current search result, complete these steps:

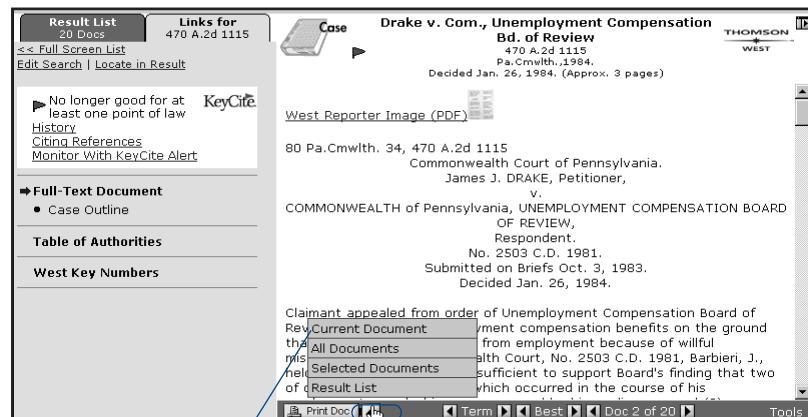
1. Hold your pointer over the arrow next to *Print Doc* at the bottom of the document and choose an option (e.g., **All Documents, Result List**) from the menu that is displayed.

Note: Depending on your default destination, the *Print Doc* button may be displayed as *E-mail Doc*, *Save Doc*, *DLD Doc*, or *Fax Doc*.

2. At the Print dialog box, verify the destination or select a new destination (e.g., **Download to Disk**, **E-Mail**, **Attached Printer**, **Stand-Alone Printer**, **Fax Machine**, **Save on Westlaw**) from the *Current Destination* drop-down list.

To modify the destination settings, e.g., your e-mail address, click **Properties**.

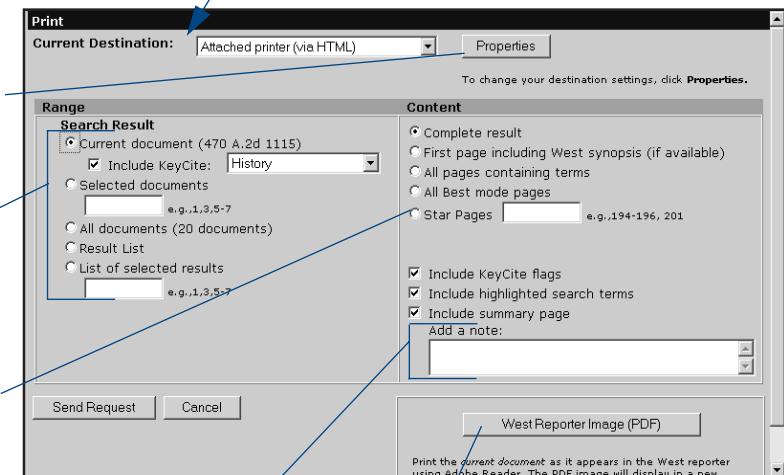
3. Verify or change the selections in the *Range* and *Content* sections.
4. Click **Send Request** to print or save the document.



Click **Properties** to modify settings, e.g., time of delivery, for the print destination shown in the *Current Destination* drop-down list. When you are finished, click **Save**.

To print all documents in your search result, select **All documents**. To print specific documents, select **Selected documents** and type the document numbers in the text box.

To print specific pages from a print publication, select **Current document**, then select **Star Pages** and type the page numbers in the text box.



Type a note about your research in the *Add a note* text box. The note will be displayed on the first page of your print request.

Click **West Reporter Image (PDF)**, when displayed, to print the document you are currently viewing exactly as it appears in the West reporter using Adobe Acrobat Reader. This option is currently available for cases in selected West reporters.

Using the Print/Delivery Manager

The Print/Delivery Manager stores all *Save on Westlaw* print requests and requests that failed to print or download in the Offline Print Directory for up to 30 days. The Print/Delivery Manager also lists all requests that were printed or downloaded during the current Westlaw session in the Delivered Print Requests Directory so you can easily reprint your documents.

To view your print requests, choose **Print/Delivery Manager** from the *More* drop-down list on the toolbar. Each entry shows

- the status of the request
- the database or service in which the request originated
- the description, query, or citation used to retrieve the result
- the approximate number of lines requested (rounded up to an increment of 5)
- the number of documents requested
- the date and time the request was created
- the number of images included in the request (Offline Print Directory only)
- the number of days until the request expires (Offline Print Directory only)

Printing an Entry

To print an entry in the Print/Delivery Manager, complete these steps:

1. Click **Offline Print Directory** or **Delivered Print Requests**.
2. Select the check box next to each entry in the *Status* column you want to print and click **Next**. You can select up to 10 entries.
3. Select the destination for your print request, e.g., **E-mail**, then click **Properties** and enter the appropriate information, e.g., an e-mail address, if necessary.
4. Click **Send Request**.

Deleting an Entry

To remove an entry from the Print/Delivery Manager, complete these steps:

1. Click **Offline Print Directory** or **Delivered Print Requests**.
2. Select the check box next to each entry in the *Status* column you want to delete. You can select up to 10 entries.
3. Click **Delete**.

Print/Delivery Manager Select up to ten of the entries below, then click **Next** to print or **Delete** to remove.

Offline Print Directory | [Delivered Print Requests](#)

Pending Print Requests									
Status	Event	Information			Lines	Documents	Images	Date Created	
								Expires (days)	
<input type="checkbox"/> Gathered	MLB-CS	DO ACCIDENTS CAUSED BY NEGLIGENCE DISQUALIFY AN EMPLOYEE FROM UNEMPLOYMENT COMPENSATION			280	1	0	08/04/2004 09:12 am	30
<input type="checkbox"/> Gathered	SCT	100 S.Ct. 1			190	1	0	12/30/2003 09:15 am	30
<input type="checkbox"/> Gathered	ALLNEWS	HLEAD(BOVINE /3 SPONGIFORM /3 ENCEPHALOPATHY BSE "MAD COW DISEASE" /S U.S.A.)			100	1	0	08/04/2004 09:18 am	30

Select the check box next to each entry (up to 10) you want to print or delete.

Next | **Delete**

Viewing and Downloading Your Research Trails

The Research Trail feature makes it easy to keep track of your research and return to previous work.

Viewing the Current Research 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 is displayed, including the citations of documents you retrieved and the Westlaw databases and services you used.

Click **E-Mail Trail** to send the current research trail to an e-mail address, or click **Download Trail** to download it as an HTML file and view it in your browser or word-processing program.

Begin a new research trail with a new client identifier by clicking **New Research Trail**.

Research Trail

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

Current Research Trail: 08/04/2004 11:35AM for Client SS

Research Event	Database or Citation	Date	Notes
Viewed Document - Buckaloo v. State	1999 WL 88779	08/04/2004 12:10PM	Add Note
Search - TI(BUCKALOO)	ALLCASES	08/04/2004 12:10PM	Add Note
Viewed Document - Goodman v. Com., Unemployment Compensation Bd. of Review	476 A.2d 510	08/04/2004 11:53AM	Add Note
Viewed Document - Schappe v. Com., Unemployment Compensation Bd. of Review	392 A.2d 353	08/04/2004 11:38AM	Add Note
do accidents caused by negligence disqualify Search - an employee from unemployment compensation	mlb-cs	08/04/2004 11:37AM	Add Note
Open Trail - SS	Client ID	08/04/2004 11:35AM	Add Note

Return to a previous result by clicking its hypertext link.

Click **Add Note** to add notes about a particular task. Once you add a note, click **View Note** to modify or delete it.

Keeping Track of Your Research Trails

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.

Research Trail						
Current Research Trail New Research Trail						
List of All Research Trails						
Research Trail	Client ID	Date Last Accessed	Expiration (Days)	Notes		
08/04/2004 10:44AM	Rename Delete	JJ	08/04/2004 10:44AM	14	Reset	Add Note
07/29/2004 03:27PM	Rename Delete	JJ	07/29/2004 03:27PM	8	Reset	Add Note
07/29/2004 03:04PM	Rename Delete	JJ	07/29/2004 03:04PM	8	Reset	Add Note
07/29/2004 02:29PM	Rename Delete	DD	07/29/2004 02:29PM	8	Reset	Add Note
07/29/2004 01:46PM	Rename Delete	DD	07/29/2004 01:46PM	8	Reset	Add Note
08/04/2004 12:25PM	Rename Delete	JJ	08/04/2004 12:25PM	14	Reset	Add Note

The default name for a research trail is the date and time it was started. To change its name, click **Rename**.

Click **Delete** to delete a research trail.

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**.

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. To e-mail the current research trail, click **E-Mail Trail** at the Research Trail page.
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 line* 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 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 ASCII**—delivers the research trail in ASCII (text only) format within the e-mail message.
 - **Attached ASCII**—delivers the research trail in ASCII format as an attachment to the e-mail message.
6. Click **Send**.

The screenshot shows a dialog box titled "E-Mail Trail: 08/04/2004 10:02AM for Client NN". It contains fields for "E-mail address(es)" (with a note "(separate with semicolons, e.g., janedoe@home.com; johndoe@home.com)"), "Subject line", "Notes" (a scrollable text area), "Delivery format" (set to "Inline HTML"), and a checked "Attach Trail Notes" checkbox. A "Send" button is at the bottom.

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:

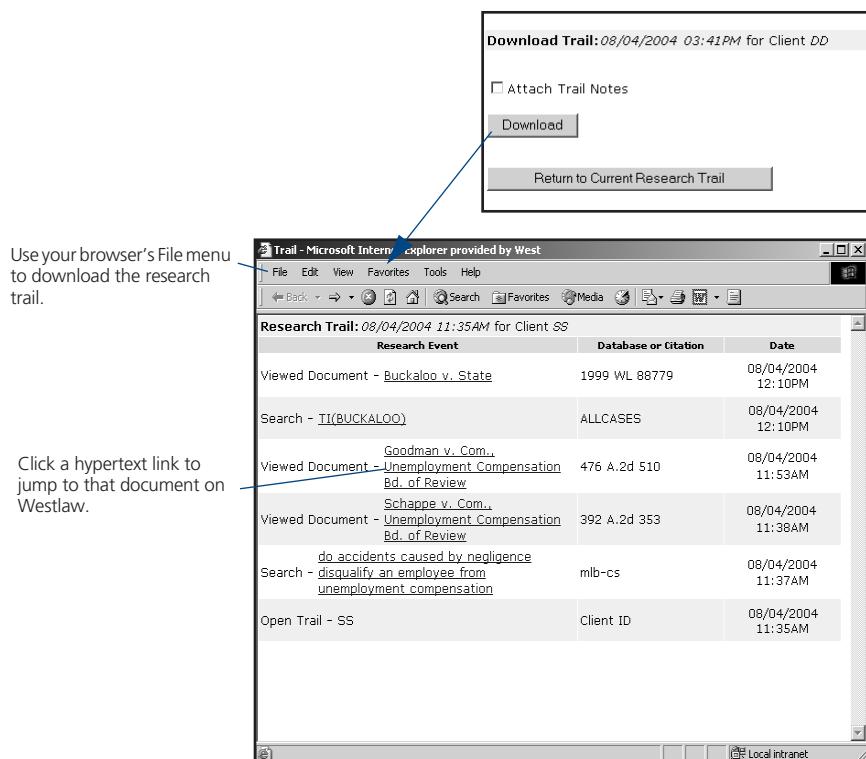
1. Choose **Options** from the **More** drop-down list on the toolbar.
2. Click the **Trail** arrow in the left frame.
3. Type one or more addresses in the *E-Mail address(es)* text box.
4. Select the **E-mail my last trail at sign off** check box.
5. Click **Save**.

Downloading a Research Trail

When you view a downloaded research trail in a browser and in some word processors, such as Microsoft Word 2000, you can click the hypertext links in the trail to jump to a document or search result on Westlaw.

To download a research trail, complete these steps:

1. To download the current research trail, click **Download Trail** at the Research Trail page. 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 Notes** check box, if desired; then click **Download**. A message instructing you to use your browser's Save As feature is displayed. Click **OK**. The research trail is displayed in a new browser window.
3. In the new browser window, choose **Save As** from the File menu to download the trail.
4. Choose the location for the file, and type a file name with an HTML file extension, e.g., **buckaloo.htm**.
5. Click **Save**.



Deleting the Current Research Trail at Sign-Off

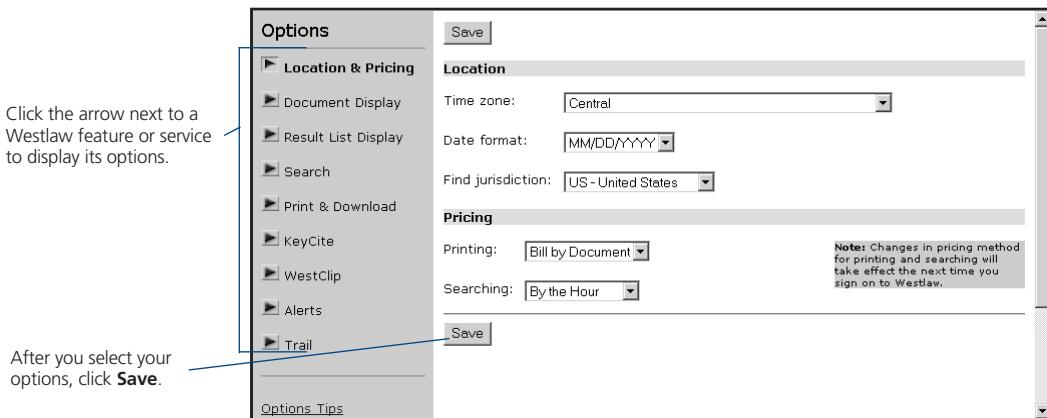
To automatically delete your current research trail each time you sign off from Westlaw, complete these steps:

1. Choose **Options** from the **More** drop-down list on the toolbar.
2. Click the **Trail** arrow in the left frame.
3. Select the **Delete trail at sign off** check box.
4. Click **Save**.

Choosing Display Options

You can customize many aspects of your research session using the Options pages. For example, you can designate either Terms and Connectors or Natural Language as your default search method, specify a pricing method, and tailor the display of your KeyCite, KeyCite Alert, WestDocket Alert, Profiler Alert, and WestClip results.

To access the Options pages, choose **Options** from the *More* drop-down list on the toolbar. The location and pricing options are displayed in the right frame. For other options, click the arrow next to the 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**.



Location and Pricing

- Time zone
- Date format
- Find jurisdiction (specifies the publication country for documents retrieved by citation)
- Pricing methods for printing documents and searching on Westlaw
- Mark databases outside WestlawPRO plan

Document Display

- Westlaw Welcome page
- Westlaw Directory
- Page view
- Display referenced documents in the Link Viewer
- Display Result page after search is run
- Display prompts during query formulation and browsing
- When using assistive technology, read text for each document in the citations list
- Display or print Star Paging numbers in documents
- Display Star Paging breaks in documents
- Automatically display images in search results online

Result List Display

- Display or hide search terms in the citations list
- Choose number of words to display before and after Terms and Connectors search terms in the citations list
- Choose number of citations to display in the citations list

Search

- Default search method
- Ranking of documents in Terms and Connectors search results
- Allow Terms and Connectors searches to be interrupted
- Receive warning that Terms and Connectors search may retrieve large result

- Edit More Like This and More Like Selected Text searches
- Identify duplicate documents

Print and Download

- Destination for your results and print properties
- Include KeyCite status flags, highlighted search terms, images, live links, and summary page in your results
- Pricing method for printing documents

KeyCite

- Display parallel citations, West headnote numbers, and New York official reports headnote numbers for citing references
- Display KeyCite Notes icon in text of documents

WestClip

- Maximum number of lines and documents per result
- Format of results
- Destination for results

Alerts

- Type of history to be retrieved in KeyCite Alert results
- Frequency with which document is checked in KeyCite Alert
- Destination for KeyCite Alert, WestDocket Alert, and Profiler Alert results
- Include citing references in KeyCite Alert results
- Include full text of new documents in KeyCite Alert and Profiler Alert results
- Receive notification of no KeyCite Alert or Profiler Alert results
- Maximum number of lines and documents per WestDocket Alert result
- Format of WestDocket Alert results

Trail

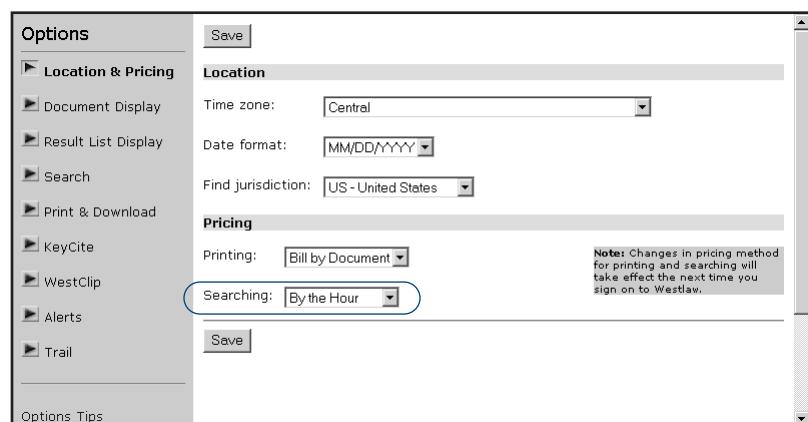
- E-mail information
- Include research trail notes in e-mail message
- Current research trail automatically e-mailed at sign-off
- Current research trail automatically deleted at sign-off

Choosing a Pricing Method

You can choose either hourly or transactional pricing as your preferred pricing method, or you can be prompted to select a pricing method each time you access Westlaw.

To select your pricing method, complete these steps:

1. Choose **Options** from the *More* drop-down list on the toolbar.
2. At the Options–Location and Pricing page, select your preferred pricing method (**By the Hour** or **By Transaction**) from the *Searching* drop-down list. To choose your pricing method at the start of each Westlaw session, select **Ask at Sign On** from the drop-down list.
3. Click **Save**.



Download a free copy of *Pricing for westlaw.com*, Material #40248868, at west.thomson.com/westlaw/guides for tips on selecting a pricing method, as well as pricing for multiple-database searches and per-line or per-document pricing for documents that you download or send to a printer, an e-mail address, or a fax machine.

Using Hourly Pricing

With hourly pricing, you pay charges based on the time that you spend searching or browsing a database.

Hourly pricing is usually best when you

- want to retrieve a list of documents for later review
- intend to research an issue from many angles
- need to run multiple searches in a database
- plan to retrieve many documents by citation

Using Transactional Pricing

With transactional pricing, you incur a charge for each transaction that you complete. Transactions include running a search in a database, retrieving a document using its citation, using KeyCite, or using a hypertext link to go to a new document.

Transactional pricing is usually best when you

- want to read retrieved documents online
- expect to retrieve many relevant documents with one search

Setting Up My Westlaw

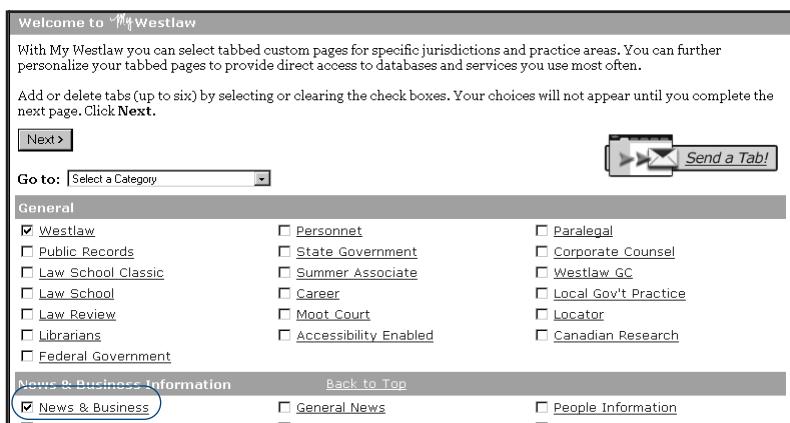
With the My Westlaw feature, you can select tabbed custom pages for specific jurisdictions or practice areas. You can further personalize these pages to provide direct access to the databases and services you use most often. Tabbed custom pages are available for practice areas, such as securities and tax, and federal, state, and foreign jurisdictions.

Selecting Tabbed Custom Pages

Complete these steps to select your tabbed custom pages:

1. Click **My Westlaw** in the upper-right corner of any page to display the available tabbed custom pages, as shown at right. To preview a page, click the page name.
2. Select the check box next to each page you want as a tabbed custom page (up to six) and click **Next**.
3. The Save Tabs page, which lists the tabbed custom pages you've chosen, is displayed; select the tabbed custom page to be displayed first each time you sign on to Westlaw and click **Save**.

Repeat these steps any time during your research to add or remove tabbed custom pages.



Personalizing Your Tabbed Custom Pages

Once you've selected your tabbed custom pages, click the **Edit** links to personalize the pages (with the exception of the Westlaw page and a few other pages) based on the research tasks you frequently perform.

Click **Edit** in a section of a tabbed custom page to display the options available for that section.



After you personalize a tabbed custom page, it is listed in the *Personalized* section of the Welcome to My Westlaw page. To rename a personalized page, click **Properties** next to its entry in the list. To delete a page, click **Delete**.

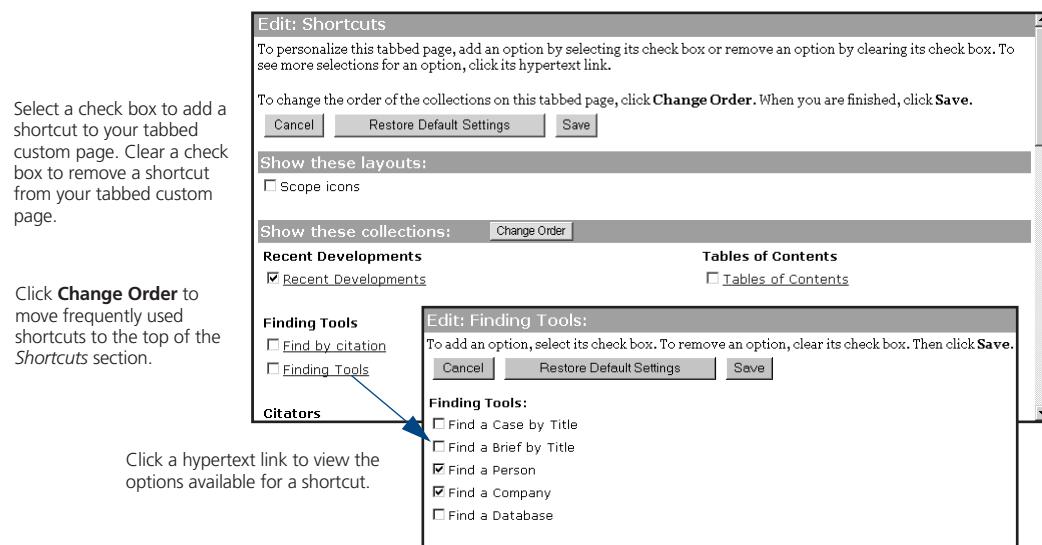
Adding and Removing Shortcut Options

Shortcuts provide the fastest ways to retrieve and check documents on Westlaw. To personalize the shortcuts in the left frame of your tabbed custom pages, complete these steps:

1. Click **Edit** in the **Shortcuts** section of a tabbed custom page. The Edit: Shortcuts page is displayed from which you can add and remove shortcuts.
2. To see what options are available for a specific shortcut, click its hypertext link. A second Edit page is displayed from which you can add and remove shortcut options. Click **Save** to save your changes and return to the Edit: Shortcuts page.

For example, click **Finding Tools** to see that it includes these options: Find a Case by Title, Find a Brief by Title, Find a Person, Find a Company, and Find a Database. Select the **Find a Company** and **Find a Database** check boxes and click **Save**.

Note: To return a tabbed custom page to its original settings, click **Restore Default Settings**.



3. When you are finished making your selections at the Edit: Shortcuts page, click **Save**. The **Shortcuts** section now includes your selections—the Find a Company and Find a Database finding tools. (For more information on these two tools, see “Using a Find Wizard” on page 3.)

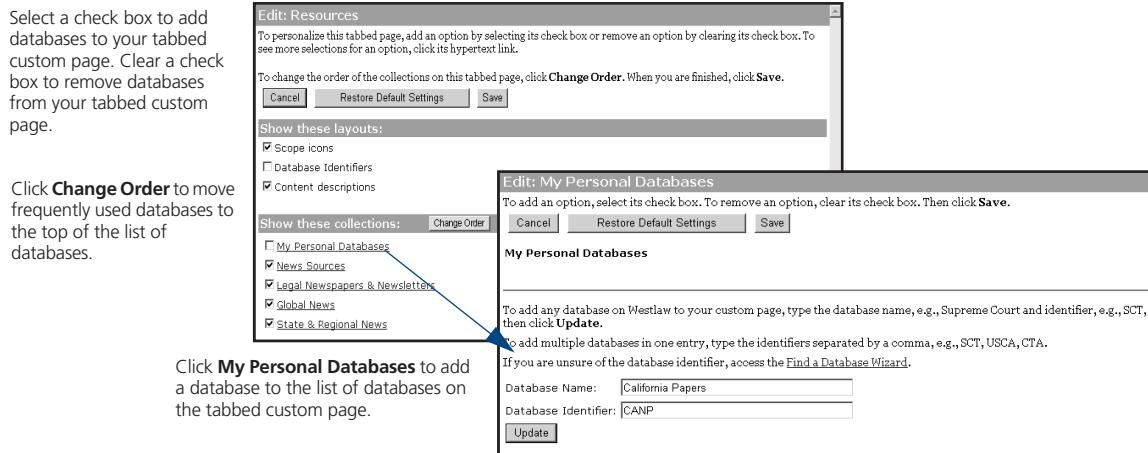
Adding and Removing Quick Search or Resources Options

Quick Search and Resources options include the databases you can access and features you can use to help you search these databases. To personalize the search options in the right frame of your tabbed custom pages, complete these steps:

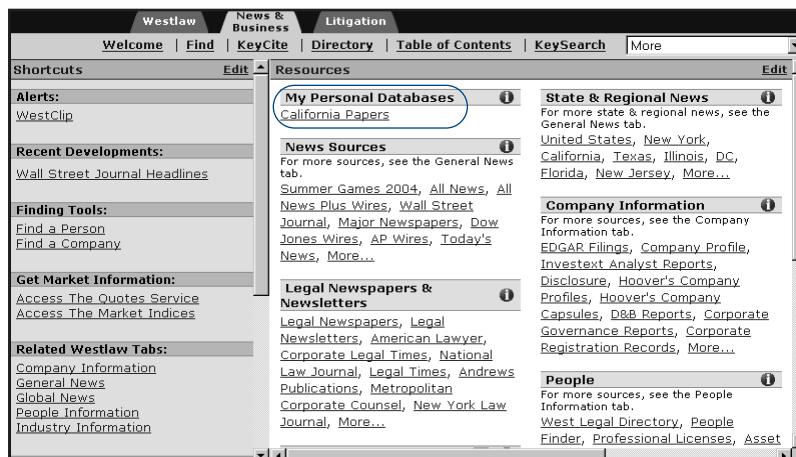
1. Click **Edit** in the *Resources* section or next to *Search for* or *In the following database(s)* in the *Quick Search* section, depending on the tabbed page you are viewing. An Edit page is displayed from which you can add and remove options.
2. To see what choices are available for a specific option, click its hypertext link. A second Edit page is displayed from which you can also add and remove options. Click **Save** to save your changes and return to the first Edit page.

For example, click **Edit** in the *Resources* section, then click **My Personal Databases** to add the California Papers database (CANP) to the list of databases. Type the database name and its identifier in the text boxes and click **Update**. Then click **Save** to save your changes and return to the first Edit page.

Note: To return a tabbed custom page to its original settings, click **Restore Default Settings**.



3. When you are finished making your selections at the first Edit page, click **Save**. The list of databases now includes the California Papers database.



E-Mailing Your Tabbed Custom Pages

You can e-mail any tabbed custom page, including those you have personalized, to others in your firm. Complete these steps to e-mail your tabbed custom pages:

1. Click My Westlaw in the upper-right corner of any page. The Welcome to My Westlaw page is displayed.
2. Click **Send a Tab**. Then select the check boxes next to the pages you want to send and click **Next**.

Welcome to My Westlaw

With My Westlaw you can select tabbed custom pages for specific jurisdictions and practice areas. You can further personalize your tabbed pages to provide direct access to databases and services you use most often.

Add or delete tabs (up to six) by selecting or clearing the check boxes. Your choices will not appear until you complete the next page. Click **Next**.

Send a Tab Step 1 of 2

Select the check box next to each tab you want to send, then click **Next**.

Next >

Go to: [Select a Category]

Personalized

News & Business Updated 08/06/2004

General

Westlaw Personnel Paralegal
 Public Records State Government Corporate Counsel
 Law School Classic Summer Associate Westlaw GC
 Law School Career Local Gov't Practice
 Law Review Moot Court Locator

Back to Top

Send a Tab!

3. Type the information requested and click **Send** to e-mail the selected pages to one or more colleagues.

Send a Tab Step 2 of 2

Compose an e-mail message by entering information into the appropriate fields below, then click **Send**.

From: [Text Box]

To: [Text Box]

E-Mail Message

Type e-mail addresses in the required fields below. Separate multiple recipient addresses with a semicolon, ";".

Subject: [Text Box]

Comment: [Text Box]

Selected Tabs:

- News & Business

Select an e-mail delivery method.

HTML Format

Text Format

< Back **Send** **Cancel**

Receiving an E-Mailed Tabbed Custom Page

To accept the tabbed custom pages sent to you, open the e-mail message and click **Save All Tabs** or click **Save Tab** next to each page you want to save. Clicking a link in the e-mail message opens your browser and displays the Westlaw sign-on page, or the Save Tabs page if you are already signed on to Westlaw.

To decline all tabbed custom pages, close or delete the e-mail message. The links in the e-mail message expire after six months.

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For assistance using Westlaw, call 1-800-WESTLAW (1-800-937-8529).
For free reference materials, visit west.thomson.com/westlaw/guides.