

# Researching with westlaw.com®

When you research with westlaw.com, you get the convenience of the Internet combined with comprehensive and accurate Westlaw content, including exclusive editorial enhancements, plus features found only in westlaw.com, such as enhanced statutes research, KeySearch®, and ResultsPlus®.

## Starting a Westlaw Session

Follow these steps to access Westlaw via westlaw.com:

1. Access [www.westlaw.com](http://www.westlaw.com) using your Web browser.
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. Click **GO** to sign on to Westlaw.

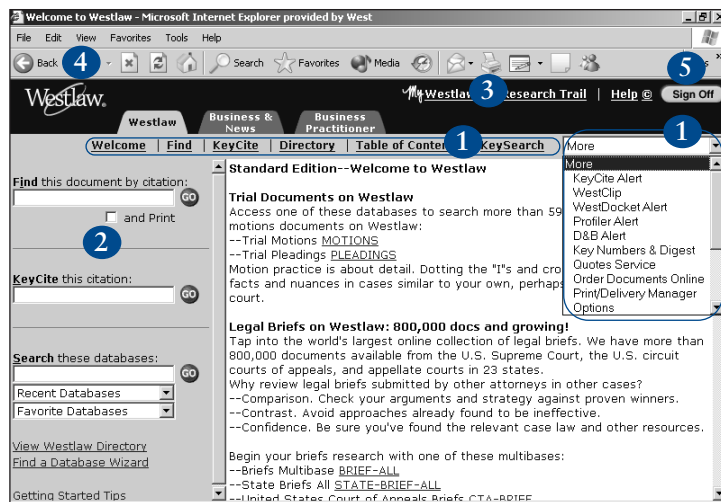


Signing on to Westlaw

## Using the Tabbed Westlaw Page

The tabbed Westlaw page displays Westlaw highlights and database announcements alongside shortcuts to Find, KeyCite®, and the Westlaw Directory.

1. To access Westlaw services, use the links and the *More* drop-down list on the toolbar.
2. To quickly retrieve a document or a KeyCite result or access a database, use the shortcuts in the left frame.
3. To select other tabbed custom pages (*My Westlaw*) or to access your research trails or *Help*, click the appropriate link in the upper-right corner.
4. To view your previous research pages, click the **Back** button in your browser.



Using the tabbed Westlaw page

## Ending a Westlaw Session

5. To sign off from Westlaw, click **Sign Off** at the top of any page. Then close your browser window.

Westlaw is available on the Web at [www.westlaw.com](http://www.westlaw.com).

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

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

## Beginning Your Research with KeySearch

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 can retrieve both reported and unreported cases and secondary sources, such as law reviews and treatises. For a complete discussion of KeySearch, download a free copy of *Using KeySearch in westlaw.com*, Material #40249052, at [west.thomson.com/westlaw/guides](http://west.thomson.com/westlaw/guides).

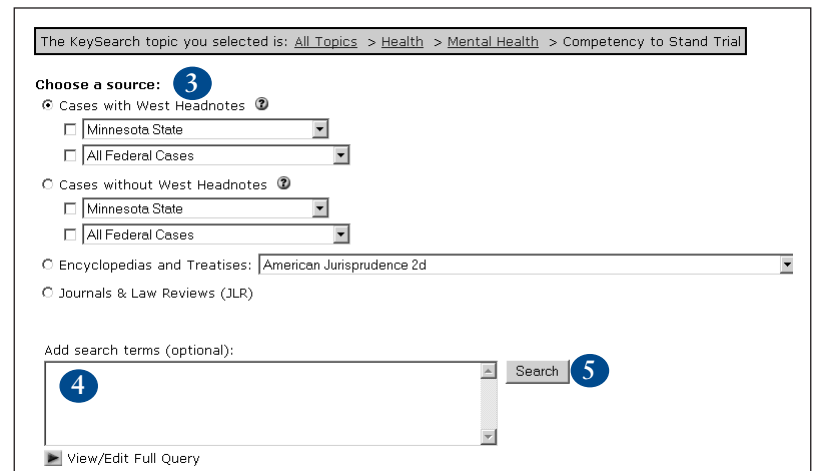
1. To access KeySearch, click **KeySearch** on the toolbar.
2. Browse the list of topics and subtopics in the right frame by clicking the **Browse** icons (☐). When you see a topic or subtopic related to your issue, select it by clicking the **Search all of ...** link at the top of the page or by clicking the **Search** icon (🔍) next to it.

You can also search 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**.



Browsing KeySearch topics and subtopics

3. Once you've selected a topic or subtopic to search, choose the source from which you want to retrieve documents, such as cases, encyclopedias and treatises, or law reviews.
4. Type additional search terms (optional) in the *Add search terms* text box. KeySearch supplies 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.
5. Click **Search** to run the KeySearch query.



Choosing a source to search

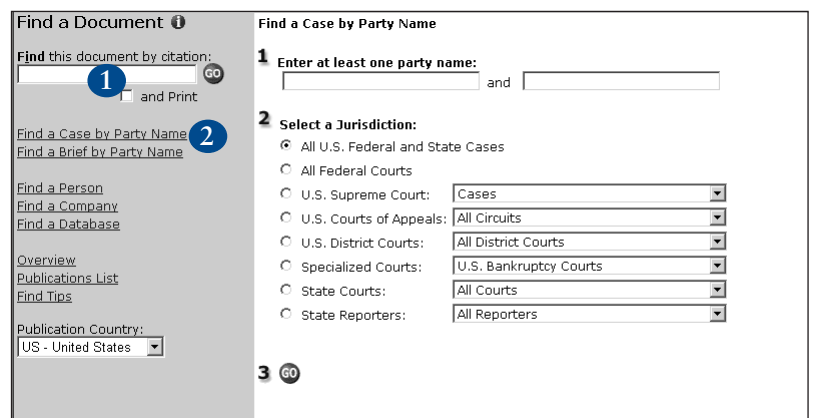
## Retrieving a Document by Citation or Party Name

To retrieve a specific document when you know the citation or at least one party name, click **Find** on the toolbar to display the Find a Document page.

1. When you know the document's citation, type it 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.

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

2. To retrieve a specific case when you know one or more parties' names, click **Find a Case by Party Name**.



Retrieving documents by citation or party name

## Accessing a Database

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

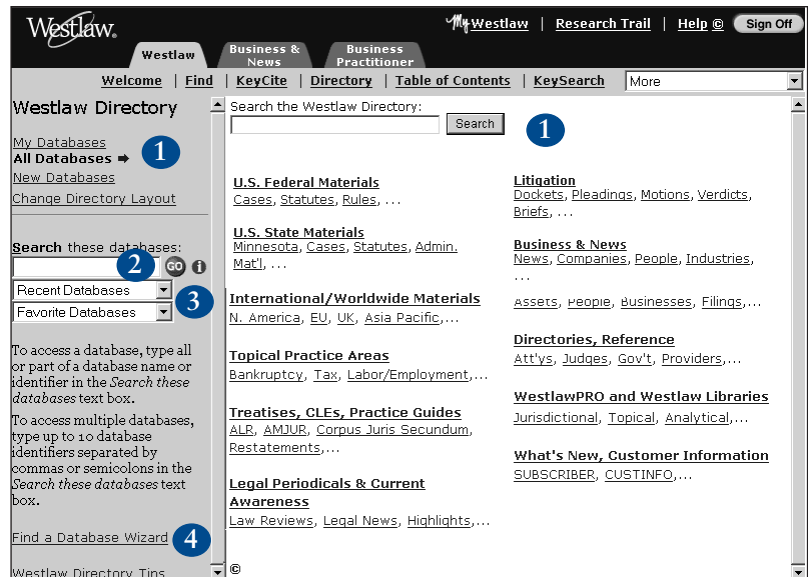
1. Click a link in the left frame to select a directory view. (*My Databases* is available with some Westlaw subscription plans.) Then click the links in the right frame to browse the directory, or type one or more terms in the text box and click **Search** to search for a database.
2. Type all or part of a database name or a description of the database in the *Search these databases* text box in the left frame and click **GO**.

**Example:** Type **texas insurance** or **insurance cases from texas** to access the Texas Insurance Cases database (TXIN-CS).

Or, to access up to 10 databases at one time, type the database identifiers separated by commas or semicolons in the *Search these databases* text box and click **GO**.

**Example:** Type **txin-adc,txin-cs** to access the Texas Insurance Administrative Code (TXIN-ADC) and Texas Insurance Cases (TXIN-CS) databases.

3. Select a database from the *Recent Databases* or *Favorite Databases* drop-down list in the left frame.
4. Click **Find a Database Wizard** in the left frame to have a wizard help you select a database.



Accessing databases in the Westlaw Directory

## Searching Westlaw

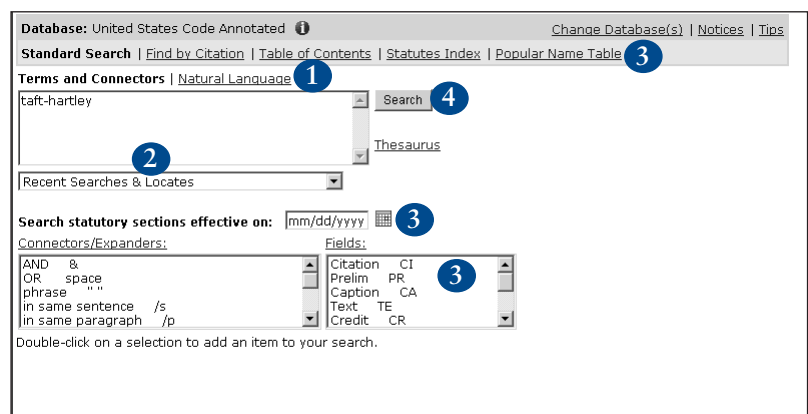
Once you've accessed a database, complete these steps to search Westlaw:

1. Select a search method by clicking **Terms and Connectors** or **Natural Language**.
2. Type your search in the text box, or select a search you ran previously from the *Recent Searches and Locates* drop-down list.

If you selected the **Terms and Connectors** search method, type key terms from your issue, using connectors to specify the relationship between those terms. See page 4 for information on formatting a Terms and Connectors query.

If you selected the **Natural Language** search method, type your search in plain English; Westlaw identifies legal phrases, removes common terms, and generates variations of terms when your search is run.

3. Depending on the database, you can restrict your search by field or to prior versions of statutes. You can also search for documents using the Table of Contents service, the statutes index, or the Popular Name Table.
4. Click **Search**.



Searching Westlaw

## Using Connectors in Your Terms and Connectors Search

In Terms and Connectors searching, you must place connectors between your terms. Connectors specify the relationship that should exist between terms in your retrieved documents.

Connector	Type	Westlaw retrieves documents that	Example
AND	&	contain both search terms	<b>narcotics &amp; warrant</b>
OR	a space	contain either search term or both terms	<b>car automobile</b>
Grammatical Connectors	/p /s +s	contain search terms in the same paragraph contain search terms in the same sentence contain the first term preceding the second in the same sentence	<b>hearsay /p utterance</b> <b>design /s defect</b> <b>attorney +s fee</b>
Numerical Connectors	/n +n	contain search terms within <i>n</i> terms of each other (where <i>n</i> is a number from 1 to 255) contain the first term preceding the second by <i>n</i> terms (where <i>n</i> is a number from 1 to 255)	<b>personal /3 jurisdiction</b> <b>42 +7 1942</b>
Phrase	“ ”	contain search terms appearing in the same order as in the quotation marks	<b>“attractive nuisance”</b>
BUT NOT	%	do not contain the search terms following the percent symbol	<b>r.i.c.o. % “puerto rico”</b>

## Searching for Variations of Word Forms in Your Terms and Connectors Search

To search for	Type	Westlaw retrieves documents that contain
Compound words such as <i>goodwill</i>	<b>good-will</b>	<i>goodwill, good-will, good will</i>
Abbreviations such as <i>EPA</i>	<b>e.p.a.</b>	<i>EPA, E.P.A., E. P. A., E P A</i>
Words with multiple endings such as <i>object</i>	<b>object!</b>	<i>object, objected, objection, objecting</i>
Words with variable characters such as <i>jury</i> or <i>withdraw</i>	<b>jur**</b> <b>withdr*w</b>	<i>jury, juror</i> (but not <i>jurisdiction</i> ) <i>withdraw, withdrew</i>

## Using a Date Restriction (da) in Your Terms and Connectors Search

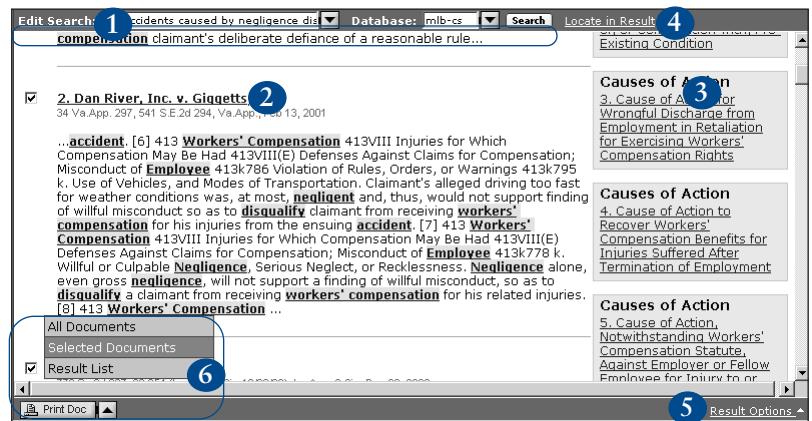
Listed below are some examples of date restrictions. Connect your date restriction to the rest of your Terms and Connectors query with the AND (&) connector.

Type	To search for
<b>da(2004)</b>	Documents dated 2004
<b>da(3/12/2005)</b>	Documents dated March 12, 2005
<b>da(9/2000)</b>	Documents dated September 2000
<b>da(aft 2002)</b>	Documents dated after 2002
<b>da(bef 6/1999)</b>	Documents dated before June 1999
<b>da(aft 2002 &amp; bef 2005)</b>	Documents dated after 2002 and before 2005

## Viewing the Result List

The result list displays the citations of documents retrieved by your search as well as ResultsPlus information, when available.

1. Edit your search or run it in a different database using the options at the top of the result list.
2. Click the title or the citation of a document to view its full text.
3. Your search result may include ResultsPlus information: treatise and law review documents and West topic and key numbers that have a high statistical likelihood of matching the concepts in your search.
4. Click **Locate in Result** to search the documents in the result list for particular terms, whether or not the terms appeared in your original search.



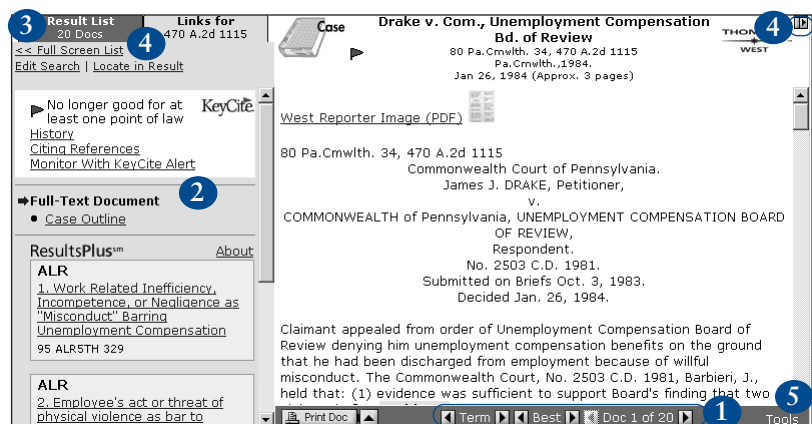
Viewing the result list with ResultsPlus

5. Click **Result Options** to create a WestClip entry for your current Terms and Connectors search, show or hide search terms and surrounding document text in Terms and Connectors search results or the best portion in Natural Language search results, view a search summary, or go to a specific item in the result list.
6. Print documents directly from the result list: select the check box next to each document you want to print, then click the arrow next to **Print Doc** and choose **Selected Documents** from the menu that is displayed.

## Browsing a Search Result

Navigation features in westlaw.com allow you to easily browse your documents.

1. Click the **Term** arrows to view your search terms, and click the **Doc** arrows to display the next or previous document in your search result.  
In a Natural Language search result, click the **Best** arrows to view the portion of each document most closely matching the concepts in your description.
2. The **Links** tab displays links to related information, e.g., KeyCite and ResultsPlus sources, for the current document. Click a link to display the related information in the right frame.
3. Click the **Result List** tab to view the result list in the left frame.



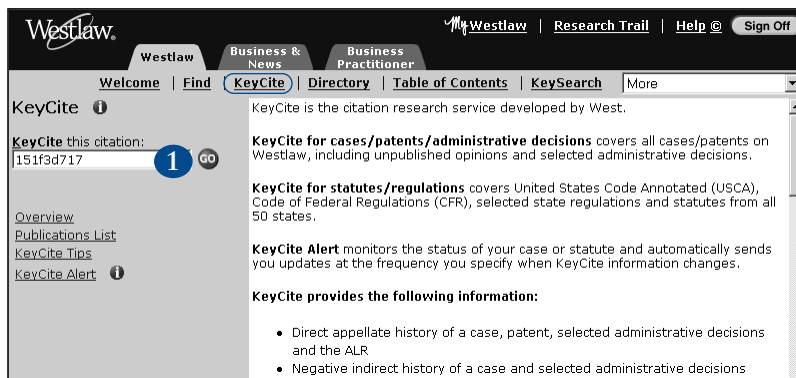
Browsing a search result

4. Click **Full Screen List** in the left frame to return to the result list in full-page view, or click the **Full-Page** icon to display the document in the right frame across the entire page.
5. Select an option from the **Tools** menu to locate specific terms in retrieved documents, go to a specific page of a print publication, restrict your document display to specific fields, view documents in sequence, or copy document text including its citation. The options vary depending on the type of document you are viewing.

## Checking a Document in KeyCite

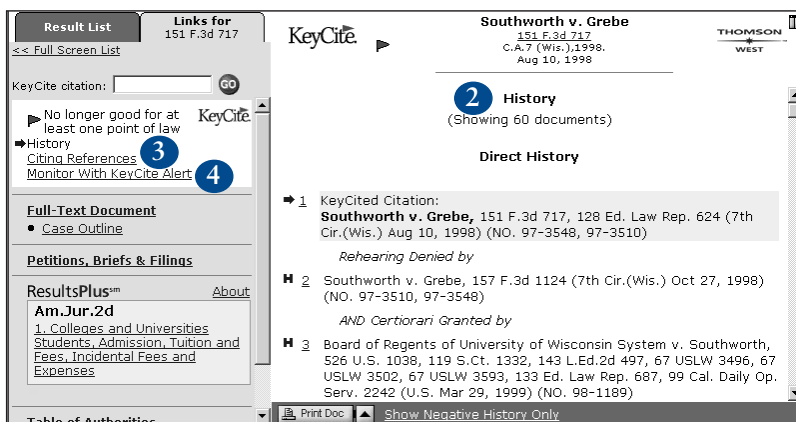
Click **KeyCite** on the toolbar to determine whether a case, statute, administrative decision, or regulation is good law and to retrieve citing references. For an in-depth discussion of KeyCite, download a free copy of *Using KeyCite in westlaw.com*, Material #40249053, at [west.thomson.com/westlaw/guides](http://west.thomson.com/westlaw/guides).

1. Type a citation in the *KeyCite this citation* text box and click **GO**.



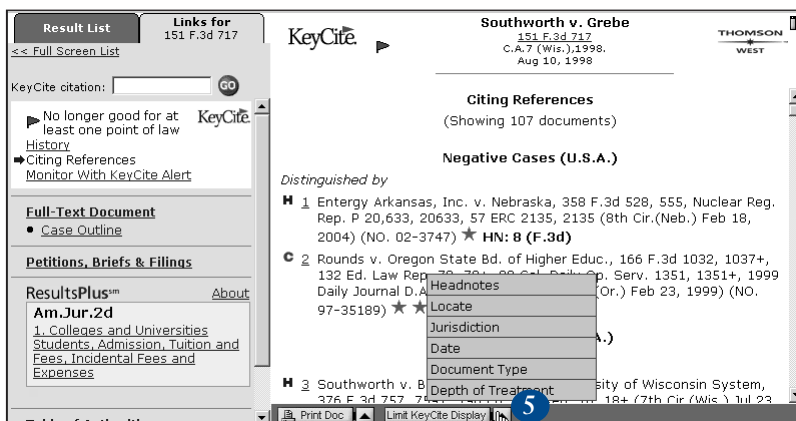
Checking documents in KeyCite

2. KeyCite history for the document is displayed in the right frame.
3. To view a list of documents that cite your document, click **Citing References**.
4. Click **Monitor With KeyCite Alert** to be automatically notified of changes in the KeyCite result for the document.



Viewing KeyCite history

5. Click **Limit KeyCite Display** to display the KeyCite Limits page from which you can restrict the list of citing references. Alternatively, click the arrow next to *Limit KeyCite Display* and choose a restriction from the menu that is displayed.



Viewing KeyCite citing references

### KeyCite Flags for Cases and Administrative Decisions

A **red flag** warns that the case or administrative decision is no longer good law for at least one of the points of law it contains.

A **yellow flag** warns that the case or administrative decision has some negative history, but hasn't been reversed or overruled.

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.

### KeyCite Flags for Statutes and Regulations

A **red flag** indicates 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 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 **green C** indicates that the statute or regulation has citing references.

### Depth of Treatment Categories

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

## Printing Documents

There are several options for printing your documents in westlaw.com:

1. To print or save the document you are viewing, click **Print Doc.** (You may see **E-Mail Doc**, **DLD Doc**, **Fax Doc**, or **Save Doc**, depending on your default destination).

To print one or more documents in your search result or to print the result list, click the arrow next to *Print Doc* and select what you want to print from the menu that is displayed.

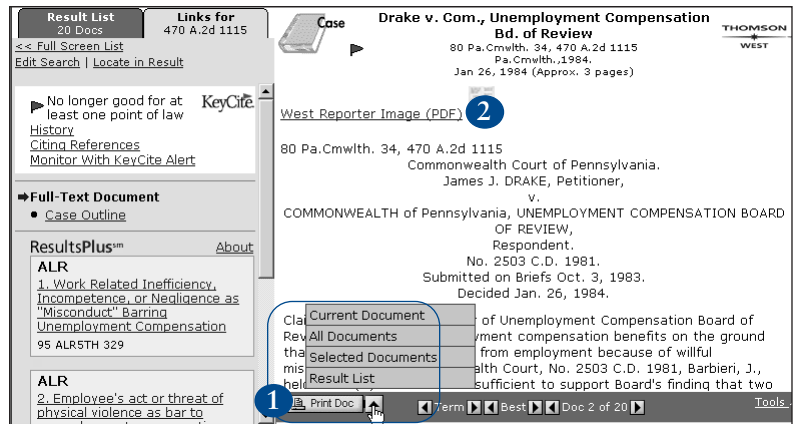
2. When available, click **West Reporter Image (PDF)** to print a PDF image of the document you are viewing, exactly as it appears in the West reporter.

After you select a print option, the Print dialog box is displayed. (The Print dialog box may not be displayed if you click **Print Doc**, as in step 1).

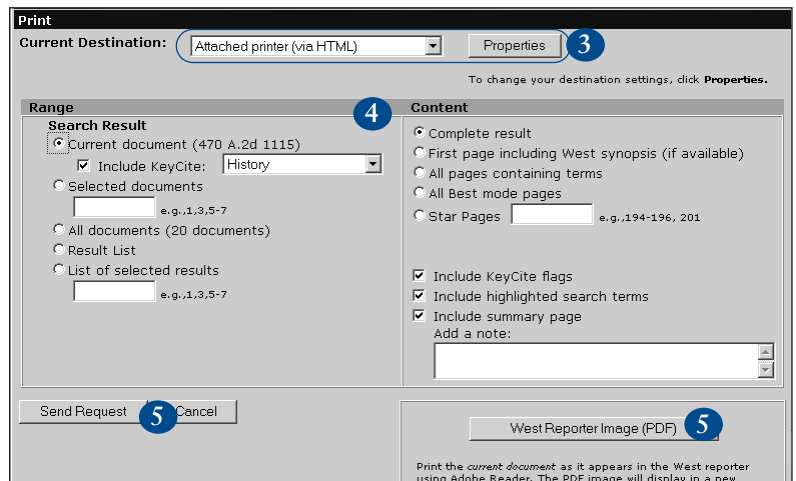
3. To change the destination for the current print request, select an option (e.g., **Download to Disk**, **E-Mail**, **Attached Printer**, **Save on Westlaw**) from the *Current Destination* drop-down list.

To change the default destination for your print requests, click **Properties**. (You can also change the default print destination at the Options–Print and Download page.)

4. Verify or change the selections in the *Range* and *Content* sections.
5. Click **Send Request** to print the documents or, when available, click **West Reporter Image (PDF)** to print a PDF image of the document currently displayed in the right frame of your result, exactly as it appears in the West reporter.



Printing documents

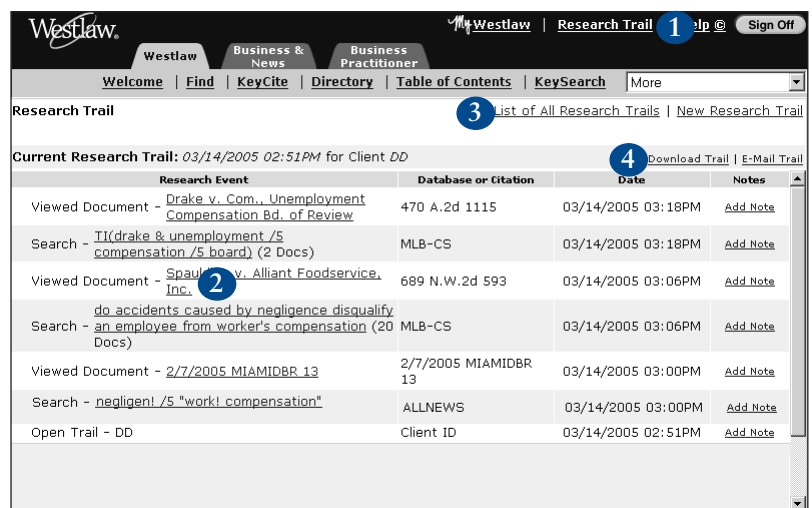


Selecting print settings

## Returning to a Result or Research Session

Use the Research Trail to keep track of your research and return to previous work.

1. Click **Research Trail** to view information about the tasks you've completed in the current session, including the citations of documents you retrieved and the Westlaw databases and services you used.
2. Click a hypertext link to return to a previous result.
3. To view all research trails associated with your Westlaw password from the last 14 days, click **List of All Research Trails**.
4. To e-mail the current research trail, click **E-Mail Trail**. Click **Download Trail** to save the current research trail and view it in your browser or word-processor.



Viewing the current research trail

## Exclusive Features of westlaw.com

As you've seen, westlaw.com gives you the research features you expect—as well as these **exclusive features available only on the Internet**:

### Sign-On

- Access westlaw.com from **any location with Internet access**.
- The Westlaw sign-on page has an option to **create your own username and password** that you can use, instead of your Westlaw password, to access westlaw.com.
- Sign on and research using a **secure Internet connection**.

### Services

- **KeySearch** helps you find cases and secondary sources by identifying terms and key numbers related to your legal issue and providing a query for you.
- The Search page of statutes databases offers several methods for retrieving statutes, including Find templates, the Table of Contents service, the Popular Name Table, and an alphabetical index.
- **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.
- Use the **Table of Contents service** to view a document in the context of the sections surrounding it and to retrieve related sections, chapters, and titles.
- With the **My Westlaw** feature, you can select tabbed custom pages for specific jurisdictions or practice areas. You can personalize these pages to provide direct access to the databases and services you use most often.
- **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 selected state courts.

### Search Results

- **ResultsPlus** provides links to additional sources.
- The **result list** includes your search terms surrounded by text from each document in a Terms and Connectors search result or the best portion of each document in a Natural Language search result to help you identify on-point documents.
- The **Links tab** provides links to related information for the document you are viewing.
- The **Link Viewer** allows you to preview cited documents while your original result remains displayed.
- **Retrieve prior versions of statute sections** to view the law as it existed on a particular date.
- **Links in the prelim field of statutes** allow you to browse entire chapters, subchapters, or parts of a statute in a single unannotated document for easier reading.
- From a displayed case headnote, click **Most Cited Cases®** to retrieve a list of cases cited for a particular point of law, beginning with the most frequently cited cases.
- From a displayed case headnote, click **KeyCite Notes®** to retrieve the KeyCite result for the case limited to citing references that discuss the legal issue dealt with in the headnote.

### Printing

- Click **West Reporter Image (PDF)**, when displayed in a case law document, to print a case exactly as it appears in the West reporter.
- The **Print/Delivery Manager** lists all requests that were printed or downloaded during your current Westlaw session so you can easily reprint your documents.

### Research Trail

- When you use the transactional pricing method, **return to same-day search and KeyCite results** listed in the research trail until 2 a.m. the following day at no additional charge.