

# Westlaw Guide for Paralegals

Retrieving Documents on Westlaw®

October 2007





# Westlaw Guide for Paralegals

Retrieving Documents on Westlaw

October 2007

# West Customer Service

## Westlaw Technical and Search Assistance (available 24 hours a day)

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If you have search questions about Westlaw, call the West Reference Attorneys at 1-800-REF-ATTY (1-800-733-2889) or send an e-mail message to [west.referenceattorneys@thomson.com](mailto:west.referenceattorneys@thomson.com).

Technical and search assistance is also available online at [help.west.thomson.com](http://help.west.thomson.com).

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## Reference Materials

To browse and order free Westlaw reference materials, visit [west.thomson.com/westlaw/guides](http://west.thomson.com/westlaw/guides). Westlaw and other West products also contain valuable online Help.

## 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 October 15, 2007.

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# Introduction

## Starting and Ending a Westlaw Session

Follow these steps to access Westlaw:

1. Access [www.westlaw.com](http://www.westlaw.com). The Westlaw sign-on page is displayed.
2. Type your Westlaw password and a client identifier in the text boxes.

**Note:** Select the **Save this Password** check box if you want your Westlaw password automatically entered each time you sign on to Westlaw. Remember that when this option is selected, anyone accessing Westlaw using your Web browser can sign on to Westlaw with your password.

3. Click **Sign On**.

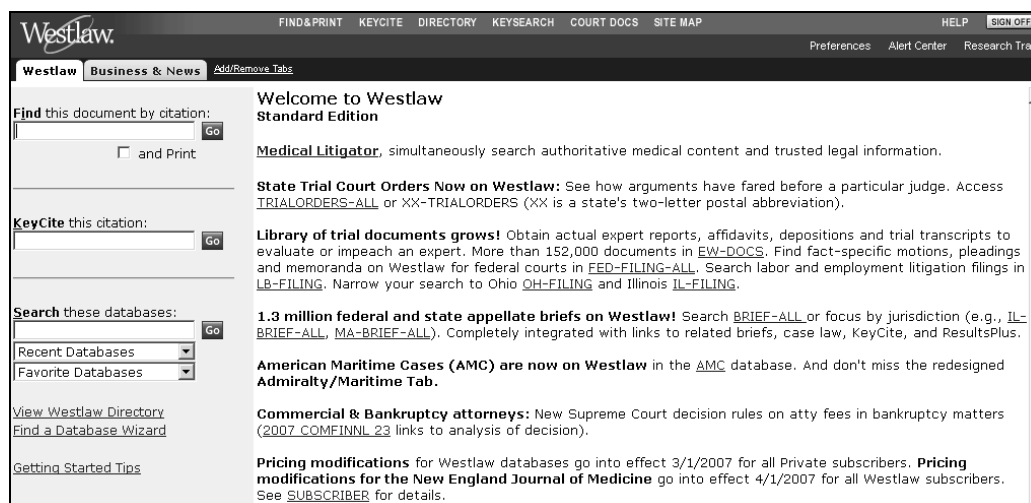
The tabbed Westlaw page is the default page-the first page you see after you sign on-until you choose another tabbed page as the default page.

To end your Westlaw session, click **Sign Off** at the top of any page. The time spent on Westlaw and the number of transactions are displayed. You should end your Westlaw session before you exit your browser.

## Adding Tabbed Pages

When you access Westlaw, you'll see tabbed pages for Westlaw and Business and News. You can select additional tabbed pages to suit your specific needs, up to a total of six tabbed pages. The Paralegal page is designed to allow you to quickly and easily access the features and databases you use most often. Tabbed pages are also available for

- general areas, e.g., the Public Records page.
- jurisdictions, including all 50 states and the federal circuits. Your state page will include your state's statutes, cases, regulations, forms, and corporate records.
- topical areas, e.g., the Litigation page and the Intellectual Property page



Tabbed Westlaw page

## Introduction

### Adding the Tabbed Paralegal Page and Your State Page

The Paralegal page makes it easy to access Westlaw features and databases you frequently use. Your state page provides easy access to your state's case law, statutes, forms, and other materials.

Complete these steps to add the Paralegal page and your state page:

1. Click **Add/Remove Tabs** at the top of any page.
2. At the Manage Tabs page, select the Paralegal check box under *General* and your state check box under *Jurisdictional-State*, if they are not already selected. Select the check boxes for any other pages, e.g., the Public Records page, you want to add. Click **Next**. A list of the pages you have chosen is displayed.
3. Select a page to be displayed first each time you sign on to Westlaw and click **Save** to display this page. To view a different tabbed page, click its tab.

Add the tabbed Paralegal page to increase your efficiency on Westlaw.

**Manage Tabs**

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

**Next >**

Go To: Select a Category

**General**

<input checked="" type="checkbox"/> Westlaw	<input type="checkbox"/> Summer Associate	<input type="checkbox"/> Locator
<input checked="" type="checkbox"/> Public Records	<input type="checkbox"/> Career	<input type="checkbox"/> Canadian Research
<input type="checkbox"/> People Finder	<input type="checkbox"/> Moot Court	<input type="checkbox"/> Legal Research for NY Courts
<input type="checkbox"/> Search the Web <small>WWW</small>	<input type="checkbox"/> Accessibility Enabled	<input type="checkbox"/> News for NY Courts
<input type="checkbox"/> Law School Classic	<input checked="" type="checkbox"/> Paralegal	<input type="checkbox"/> RIA for NY Courts
<input type="checkbox"/> Law School	<input type="checkbox"/> Corporate Counsel	<input type="checkbox"/> New York Town & Village
<input type="checkbox"/> Law Review	<input type="checkbox"/> Westlaw GC	<input type="checkbox"/> 50 State Surveys

[Back To Top](#)

Manage Tabs page

Use the *Shortcuts* section to quickly retrieve documents by citation or by party name.

**Westlaw** FIND & PRINT KEYCITE DIRECTORY KEYSEARCH COURT DOCS SITE MAP HELP SIGN OFF

Preferences Alert Center Research Trail

**Westlaw** **Paralegal** **Business & News** **Litigation** **Ohio** **Add/Remove Tabs**

**Shortcuts** [Edit](#)

**Find by citation:**

[Go](#)

☐ and Print

**Finding Tools:**

[Find a Case by Party Name](#)

**KeyCite this citation:**

[Go](#)

**Search these databases:**

[Go](#)

**Legal Due Diligence Report:**

Search By Company Name [Go](#)

All states

Search By Ticker Symbol [Go](#)

[Advanced Search](#)

[What Are Due Diligence Reports?](#)

**Resources** [Edit](#)

**Cases and Statutes**

[All Cases \(State and Federal\)](#)

[Federal Cases](#)

[State Cases](#)

[Supreme Court Cases](#)

[Court of Appeals Cases](#)

[District Court Cases](#)

[USCA](#)

[CFR - Current Version](#)

[Additional materials](#)

**Court Documents**

[Appellate Briefs](#)

[Litigation Documents \(pleadings, motions...\)](#)

[Dockets](#)

[Expert Witness Filings](#)

**Forms and Checklists**

[All Pleadings and Practice Forms](#)

[Am Jur Pleading and Practice](#)

[Am Jur Legal Forms](#)

[Expert Witness Checklists](#)

[Federal Procedure Forms](#)

[Pattern Deposition Checklists](#)

[West's Federal Forms](#)

**Information about People**

[Public Records by State](#)

[Adverse Filings](#)

[Asset Search](#)

[Criminal Records](#)

[Executive Affiliations](#)

[People Records](#)

[Additional Materials](#)

**Information about Companies**

[Public Records by State](#)

[Company Profile](#)

[Corporate Registration Records](#)

[Dun & Bradstreet Reports](#)

[Investext Analyst Reports](#)

[Legal Due Diligence Reports](#)

[Securities and Exchange Commission Filings](#)

[Additional Materials](#)

Tabbed Paralegal page

## Personalizing the Tabbed Paralegal Page

Once you've selected your tabbed custom pages, click the **Edit** links to personalize the Paralegal page and your state page based on the research tasks you frequently perform.

### Shortcuts Section

The *Shortcuts* section of most tabbed pages lets you quickly retrieve and check documents on Westlaw. For example, the *Shortcuts* section of the Paralegal page allows you to find a document by citation or a case by party name, check a citation in KeyCite, and search for news articles.

### Resources Section

The *Resources* section includes a variety of databases you can access. (On some tabbed pages, e.g., your state page, the section in the right frame is called the *Search* section.) Personalizing the *Resources* section allows you to add databases or collections of databases you use frequently and to remove databases you rarely use.

To personalize the *Resources* section, click **Edit** in the *Resources* section. The Edit: Resources page is displayed from which you can add and remove collections of databases. To add a collection, e.g., *State Cases and Statutes*, select its check box; to remove a collection, clear its check box.

To see all the databases available in a particular collection, click its hypertext link. A second Edit page is displayed from which you can also add and remove options. For example, click **State Cases and Statutes** (see below). To add a database, e.g., *AZ Cases*, to the collection, select its check box; to remove a database, clear its check box. Click **Save** to save your changes and return to the Edit: Resources page.

When you finish making all your changes, click **Save** at the Edit: Resources page. The *Resources* section of the Paralegal page now reflects your changes.

**Edit: Resources**

To personalize this tabbed page, add an option by selecting its checkbox or remove an option by clearing its checkbox. To see more selections for an option, click its hypertext link.

To change the order of the collections on this tabbed page, click **Change Order**. When you are finished, click **Save**.

Cancel Restore Default Settings Save

**Show these layouts:**

☐ Scope icons  
☐ Database Identifiers  
☒ Content descriptions

**Show these collections:**

<input type="checkbox"/> My Personal Databases	<input checked="" type="checkbox"/> Information about Companies
<input checked="" type="checkbox"/> Worldwide Document Retrieval	<input type="checkbox"/> Jury Verdicts
<input checked="" type="checkbox"/> Cases and Statutes	<input type="checkbox"/> State Jury Verdicts
<input checked="" type="checkbox"/> Court Documents	<input type="checkbox"/> Practice Guides
<input checked="" type="checkbox"/> Forms and Checklists	<input checked="" type="checkbox"/> State Cases and Statutes
<input checked="" type="checkbox"/> Information about People	

Cancel Restore Default Settings Save

Edit: Resources page

**Edit: State Cases and Statutes**

To add an option, select its checkbox. To remove an option, clear its checkbox. Then click **Save**.

Cancel Restore Default Settings Save

**State Cases and Statutes**

<input checked="" type="checkbox"/> State Cases
<input checked="" type="checkbox"/> State Annotated Statutes
<input checked="" type="checkbox"/> Multistate Legislative Service
<input type="checkbox"/> AL Statutes
<input type="checkbox"/> AL Cases
<input type="checkbox"/> AL Legis
<input type="checkbox"/> AL State & Fed Cases
<input type="checkbox"/> AK Statutes
<input type="checkbox"/> AK Cases
<input type="checkbox"/> AK Legis
<input type="checkbox"/> AK State & Fed Cases
<input type="checkbox"/> AZ Statutes
<input checked="" type="checkbox"/> AZ Cases
<input type="checkbox"/> AZ Legis

Edit: State Cases and Statutes page

## Selecting Westlaw Preferences

Westlaw allows you to customize many aspects of your research environment, such as pricing preferences and page view. Click Preferences at the top of any page to display the Preferences-Location and Pricing page.

### Location and Pricing Preferences

Before you retrieve a document or run a search in a database, select pricing for printing and searching so that your research is cost-effective. Select the pricing methods for printing and searching at the Preferences-Location and Pricing page. Then click **Save Changes**.

#### Selecting Pricing for Printing

Paying a set fee per document is more cost-effective unless you are printing a very short document (three to four pages). Select **Bill by Document** from the *Printing* drop-down list.

#### Selecting Pricing for Searching

The most cost-effective way to retrieve a document by citation may be different from the one used to run a search in a database. If you primarily retrieve documents by citation, you may want to select **By Transaction** so that you pay a set fee for each document regardless of the amount of time you spend reading the document online. Contact the West Reference Attorneys or your West account manager for more information on pricing. You can change preferences at any time; however, changes in pricing method for printing and searching will not take effect until the next time you sign on to Westlaw.

### Identifying Databases Not in Your Plan

If you have a WestlawPRO plan, you can select the **Display an (\*) beside databases that are outside of your Westlaw subscription** check box to display asterisks next to databases that are outside your plan.

### Document Display Preferences

Click **Document Display** to display the Preferences-Document Display page. If you prefer to have information displayed across the full width of each page, select **Full Screen** from the *Page view* drop-down list.

Clear the **Display Link Viewer** check box if you prefer to have cited documents displayed in the right frame or across the full width of the page rather than having them first displayed in the Link Viewer dialog box. Then click **Save Changes**.

Preferences	Location & Pricing Preferences
<b>Location &amp; Pricing</b>	<b>Location</b> Time Zone: <span>Central</span> Date Format: <span>MM/DD/YYYY</span> Find Jurisdiction: <span>US - United States</span>
Change Client ID	<b>Pricing</b> Printing: <span>Bill by Document</span> Searching: <span>By Transaction</span>
Document Display	<input checked="" type="checkbox"/> Display an (" * ") beside databases that are outside of your Westlaw subscription.
Result List Display	<b>QuickView+</b>
Search	
Print & Download	
KeyCite	
Alerts	
Trail	

Preferences-Location and Pricing Page

Preferences	Document Display Preferences
Location & Pricing	<b>Page Display Defaults</b> Welcome page: <span>Standard</span> <small>Changes in welcome page will take effect the next time you sign on.</small>
Change Client ID	Westlaw Directory: <span>Web View</span> Page view: <span>Split Screen</span>
<b>Document Display</b>	<input type="checkbox"/> Display Westlaw Directory at Sign On <input checked="" type="checkbox"/> Display Link Viewer <input checked="" type="checkbox"/> Display Result List when search completes <input type="checkbox"/> Display prompts during query formulation and search results <input type="checkbox"/> Optimize for accessibility
Result List Display	
Search	
Print & Download	
KeyCite	
Alerts	

Preferences-Document Display page

# Retrieving Documents

## Retrieving a Document by Citation

You can quickly retrieve a specific document when you know its citation by using the Find service at the Paralegal page or your state page. Type the citation in the *Find by citation* text box and click **Go**. To print the document immediately after it is retrieved, select the **and Print** check box, if available, before you click **Go**.

You can also click **Find&Print** at the top of the page to display the Find a Document page. Then type your citation in the *Find this document by citation* text box. In most cases, your document will be retrieved regardless of capitalization, spacing, or use of periods. For example, you will retrieve the same U.S. Supreme Court opinion with the Find service whether you type **121 sct 1322** or **121 SCT 1322** or **121 s.c.t. 1322** or **121sct1322**.

You can retrieve many different types of documents with Find, including the following:

<i>To retrieve</i>	<i>Type a citation such as</i>
a case in a reporter	<b>119 sct 1906</b>
a case using a Westlaw citation	<b>2005 wo 645182</b>
a federal rule of civil procedure	<b>frcp 56</b>
a <i>Federal Register</i> document	<b>71 fr 20784</b>
a state statute	<b>co st 42-4-1301</b>
an <i>American Law Reports</i> (ALR) annotation	<b>68 alr 5th 549</b>

## Retrieving a Document Using a Template

You can use Find templates to assist you in retrieving federal and state statutes and regulations when you are not sure of the correct citation format. Simply type the publication abbreviation in the *Find by citation* text box and click **Go**. For example, to display a Find template for the *United States Code Annotated* (USCA), type **usca** and click **Go**. Then type the title and section numbers in the appropriate text boxes and click **Go**.

Find templates are also available for U.S. public laws (**us pl**), federal rules (**fed rules**), U.S. House bills (**house bill**), U.S. Senate bills (**senate bill**), U.S. House reports (**house report**), and U.S. Senate reports (**senate report**).

For state materials, type one of the following abbreviations in the *Find by citation* text box and click **Go** to display a fill-in-the-blank template.

<i>To display a Find template for</i>	<i>Type</i>
state statutes*	<b>xx st</b>
state administrative codes*	<b>xx adc</b>
state court rules*	<b>xx rules</b>
state session laws*	<b>xx legis</b>

\* where xx is a state's two-letter postal abbreviation

## Retrieving a Case by Party Name

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

1. Click **Find a Case by Party Name** in the *Shortcuts* section of the Paralegal page.
2. Type one or both parties' names in the text boxes.
3. Select the jurisdiction in which the case was heard or the reporter in which it was published and click **Go**.

**Note:** You can also click a link for a case law database under *Cases and Statutes* in the *Resources* section, e.g., **State Cases**, and click **Search by Party Name** at the displayed Search page. Type one or both parties' names in the text boxes and click **Search Westlaw**.

**Find a Case by Party Name**

**1 Enter at least one party name:**  
 and

**2 Select a Jurisdiction:**

- ☐ All U.S. Federal and State Cases
- ☐ All Federal Courts
- ☐ U.S. Supreme Court:
- ☐ U.S. Courts of Appeals:
- ☐ U.S. District Courts:
- ☐ Specialized Courts:
- ☒ State Courts:
- ☐ State Reporters:

**3 Go**

Find a Case by Party Name template

## Retrieving a Document Using the Table of Contents Service

The Table of Contents service allows you to browse the table of contents for a publication, view a document in the context of the sections surrounding it, and quickly retrieve related sections. It is available for state and federal statutes, state and federal regulations, most forms databases, and many treatises. Browse a table of contents by clicking the plus (+) or minus (–) symbols. To retrieve a specific section, click its hypertext link.

There are several ways to access the Table of Contents service:

- While viewing a database Search page, click **Table of Contents**, if available, in the upper-right corner of the page.
- Click **Site Map** at the top of any page. Under *Browse Westlaw*, click **Table of Contents**. Click the plus and minus symbols to browse the list of publications for which a table of contents is available. Click a link to display the table of contents for a specific publication.
- While viewing a document, click **Table of Contents**, if available, on the Links tab in the left frame.

**Search** Find by Citation **Table of Contents** | Statutes Index | Pop. Name Table | 50 State Surveys

**Selected Databases** [Change Database\(s\)](#) | [Notices](#) | [Tips](#)

United States Code Annotated (USCA) ⓘ

**Terms and Connectors**

Search:

[Thesaurus](#)

Recent Searches & Locates

Search sections effective on:

Fields:

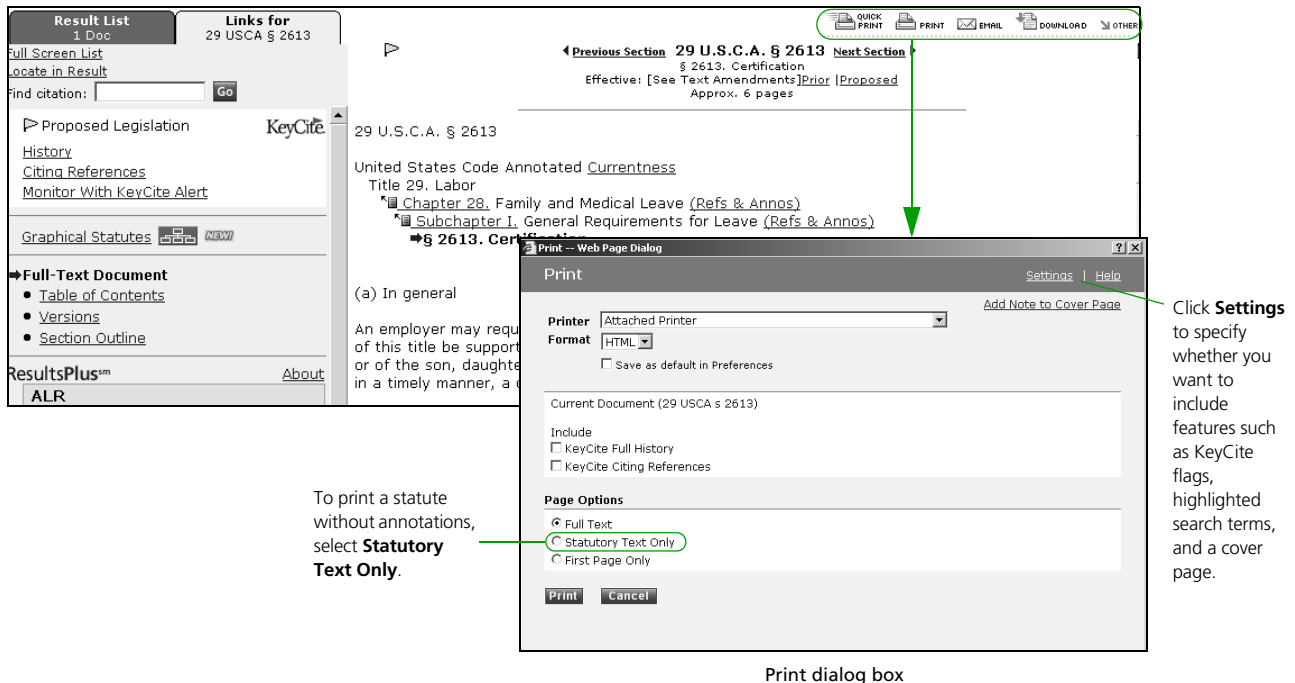
[Add Connectors or Expanders](#) [Help](#)

USCA Search page

# Delivering Documents

To print, e-mail, download, fax, or save your documents on Westlaw, click a delivery icon in the upper-right corner of a retrieved document or result list. Click the **Quick Print** icon to print the document or result list you are viewing on an attached printer. To use another delivery method, follow these steps:

- Click one of the following icons:
  - Click the **Print** icon to print documents on an attached printer or a Westlaw printer.
  - Click the **Email** icon to send documents to one or more e-mail addresses.
  - Click the **Download** icon to save documents on your computer.
  - Click the **Other** icon to display a menu of additional delivery methods (*Fax* and *Save on Westlaw*).
- A dialog box is displayed.
  - Select the KeyCite results you want to include with your document and specify, under Page Options, which pages you want to deliver. If you are delivering a statute, you can select **Statutory Text Only** to deliver the statute without annotations.
  - Click **Settings** at the top of the dialog box to specify whether you want to include features such as KeyCite flags and highlighted search terms or to change the format of your document. Click **Done** when you are finished making your selections.
- Click **Print**, **Send**, or **Save** depending on the delivery method you selected.



## Using Quick Print

Use Quick Print to print the document or the result list you are viewing on an attached printer in HTML format. Quick Print requires a Windows operating system and Microsoft Internet Explorer 5.5 or later.

To use Quick Print, click the **Quick Print** icon in the upper-right corner of the page. The Windows Print dialog box is displayed. Click **Print** to send the document to your attached printer and return to your result.

Note: If you do not have an attached printer installed on your computer, the Quick Print icon is not displayed.

## Retrieving and Printing Multiple Documents by Citation

If you have multiple documents that you want to retrieve by citation, use WestFind&Print. You can also choose to retrieve KeyCite information for the documents. With WestFind&Print you can print the documents, send them to an e-mail address, or download them. Multiple citations may take several minutes to process. When your request is complete, you will be notified that all citations ran successfully. To retrieve documents using WestFind&Print on Westlaw, complete these steps:

1. Click **Find&Print** at the top of any page. At the Find a Document page, type your citations in the *Enter Citation(s)* text box in the right frame, separated with semicolons. You also can copy a list of citations from a word-processing file and paste it in the text box.
2. Under *Select Result Options*, select the **KeyCite History** or **KeyCite Citing References** check box to include KeyCite history or citing references in the result. To print the documents exactly as they appear in the West reporters using Adobe Acrobat Reader, select the **Substitute with Reporter Images** check box.
3. Under *Select Delivery Options*, select your delivery destination, e.g., **Attached Printer** or **Email**. If you select **Attached Printer**, **Download**, or **Email**, make a selection from the corresponding drop-down list.
4. Click **Send Request**.

### Note

If you select **Download**, a Download Confirmation dialog box is displayed. If you click **Complete Download**, a File Download dialog box is displayed, which prompts you to open or save the file. Click **Save** to save the file on your computer. When the Save As dialog box is displayed, specify a name and location for the file and click **Save**.

Find a Document page



# Checking Citations with KeyCite

## Checking Cases with KeyCite

Use KeyCite to determine whether your case is good law and to retrieve a comprehensive list of citing references. You can quickly access KeyCite information for the case you are viewing by clicking the KeyCite status flag, if available. Click **KeyCite** at the top of any page to display a detailed explanation of the KeyCite status flags.

### KeyCite Status Flags



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



A yellow flag warns that a case has some negative history but has not been reversed or overruled.



A blue H indicates that a case has some history.



A green C indicates that a case has citing references but no direct history or negative citing references.

Click **Full History** or the status flag to view the history of the displayed case.

Click **Direct History (Graphical View)** to view direct history in a graphical view.

Click **Citing References** to view a list of cases, administrative materials, secondary sources, and briefs and other court documents that cite the case.

KeyCite history for a case

### Viewing the History of a Case

To view the history of a displayed case, click **Full History** on the Links tab. The case history is displayed in the right frame and includes direct history, which traces your case through the appellate process and includes both prior and subsequent history, and negative citing references, which are cases outside the direct appellate line that may have a negative impact on the precedential value of your case.

### Displaying the Direct History of a Case in Graphical View

The direct history of a case can be displayed in an easy-to-read graphical view that shows each court decision at the appropriate trial or appellate level (U.S. Supreme Court, state high court, intermediate court, or trial court). Click **Direct History (Graphical View)** on the Links tab.

## 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 the depth of treatment they give your case. Secondary sources and briefs and other court documents are listed last.

To print the full text of citing documents, select the check box next to each document you want to print and click the **Print** icon.

The screenshot shows the KeyCite interface for the case **Palmer v. A.H. Robins Co., Inc.** (684 P.2d 187, Colo., 1984, June 04, 1984). The interface is divided into a sidebar on the left and a main content area on the right. The sidebar contains a 'Result List' with '1 Doc' and 'Links for 684 P.2d 187'. It also has a 'Find citation' field and a 'Go' button. Below this, there are links for 'Full History', 'Direct History (Graphical View)', 'Citing References', and 'Monitor With KeyCite Alert'. The 'Full-Text Document' section includes a 'Case Outline' and a 'ResultsPlus' section with links for 'Corpus Juris Secundum: Products Liability' and 'Corpus Juris Secundum: Evidence'. The main content area displays 'Citing References' (Showing 672 documents). It is divided into 'Negative Cases (U.S.A.)' and 'Positive Cases (U.S.A.)'. The 'Negative Cases' section lists three cases: 1. Owens-Corning Fiberglas Corp. v. Malone, 972 S.W.2d 35, 50+, Prod.Liab.Rep. (CCH) P 15,274, 15274+, 41 Tex. Sup. Ct. J. 877, 877+ (Tex. Jun 05, 1998) (NO. 96-0287, 96-0512) ★ ★ HN: 56 (P.2d); 2. Wisconsin Truck Center, Inc. v. Volvo White Truck Corp., 692 F.Supp. 1010, 1018 (W.D.Wis. Aug 19, 1988) (NO. 87-C-824-S) ★ ★ HN: 62 (P.2d); 3. Cooley v. Big Horn Harvestore Systems, Inc., 767 P.2d 740, 743+, 7 UCC Rep.Serv.2d 1051, 1051+ (Colo.App. Jun 16, 1988) (NO. 84CA1415) ★ ★ ★ HN: 22 (P.2d). The 'Positive Cases' section lists two cases: 4. Cooley v. Big Horn Harvestore Systems, Inc., 813 P.2d 736, 740+, 14 UCC Rep.Serv.2d 977, 977+ (Colo. Jun 24, 1991) (NO. 88SC420) ★ ★ HN: 18,19,22 (P.2d); 5. Tetuan v. A.H. Robins Co., 738 P.2d 1210, 1225+, 241 Kan. 441, 460+, 56 USLW 2044, 2044+ (Kan. Jun 12, 1987) (NO. 58,502) HN: 51,54 (P.2d). Each case entry has a checkbox next to it.

Citing references for a case

## 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 the following categories:

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

## Restricting Citing References

You can restrict your list of citing references by headnote, Locate term, jurisdiction, date, document type, or depth of treatment category. Click **Limit KeyCite Display** at the bottom of the KeyCite citing references result.

## Checking Statutes with KeyCite

Most statutory codes are annual in nature; they are codified and updated only once a year. However, legislative and judicial activity that amends, repeals, or invalidates a statute can occur throughout the year. You need to know if the statutory language on which you are relying is valid, and KeyCite provides you with that information.

When you retrieve a statute, click **History** or **Citing References** or the KeyCite status flags, if available, on the Links tab in the left frame to view KeyCite information for the statute.

### KeyCite Status Flags



A red flag warns that a statute has been amended by a recent session law, repealed, superseded, or held unconstitutional or preempted in whole or in part.



A yellow flag warns that the statute has been renumbered or transferred by a recent session law; that an uncodified session law or proposed legislation affecting the statute is available (statutes merely referenced, i.e., mentioned, are not marked with a yellow flag); that the statute was limited on constitutional or preemption grounds or its validity was otherwise called into doubt; or that a prior version of the statute received negative judicial treatment.



A green C indicates that a statute has citing references.

### KeyCite History for a Statute

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

- **Updating Documents** lists citations to recent session laws that amend or repeal the section.
- **Proposed Legislation** lists citations to proposed bills that reference the section.
- **Bill Drafts** lists all drafts of bills proposed before the section was enacted into law.
- **Reports and Related Materials** lists reports, journals, Congressional Record documents, presidential or executive messages, and testimony relevant to the section. This category also lists voting records for New York statutes.
- **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.

## Checking Citations with KeyCite

Click a yellow flag to view cases or proposed legislation affecting this section. Click **History** to view the full KeyCite history for this section.

Result List 1 Doc Links for 17 USCA § 504

Full Screen List

Find citation:  Go

Unconstitutional or Preempted KeyCite

Proposed Legislation

History

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ResultsPlus™ About

ALR

1. Measure of Damages and Profits to Which Copyright Owner is Entitled Under 17 U.S.C.A. 504(B)

ALR

2. Validity, Construction, and Application of Anticybersquatting Consumer

KeyCite

17 U.S.C.A. § 504

§ 504. Remedies for infringement: Damages and profits

Effective: December 23, 2004

To view the full text of this section, click on the following citation. 17 USCA § 504

**Limitation Recognized by**

1 In re Chin-Liang Chan, 325 B.R. 432, 433+ (Bankr.N.D.Cal. Apr 27, 2005) (NO. 02-44485TT, AP 02-7230AT)

**Prior Version Recognized as Unconstitutional by**

2 Columbia Pictures Industries, Inc. v. Krypton Broadcasting of Birmingham, Inc., 2001 WL 760798, \*760798+, 1321+, 1321+, 5721+, 7057+ (9th Cir.(Cal.) Jul 09, 2001) (NO. 99-56215, 99-56331, 99-56733)

3 Columbia Pictures Television, Inc. v. Krypton Broadcasting of Birmingham, Inc., 259 F.3d 1186, 1188+, 28323+, 559+ (9th Cir.(Cal.) Jul 09, 2001) (NO. 99-56215, 99-56331, 99-56733)

**Proposed Legislation**

1 2007 CONG US HR 3155, 110th CONGRESS, 1st Session (Jul 24, 2007), Introduced in House, PROPOSED ACTION: Amended.

KeyCite history for a statute

## Viewing Citing References for a Statute

Statute citing references include cases that have affected the validity of a section, cases from USCA and state statute notes of decisions, cases that do not appear in notes of decisions, administrative decisions, Federal Register documents, secondary sources, briefs and other court documents, statutes and court rules, and administrative codes. Click Citing References for a complete list of documents that cite the statute you are viewing.

Click **Citing References** to view documents citing this section.

To print the full text of citing documents, select the check box next to each document you want to print and click the **Print** icon.

Result List 1 Doc Links for 17 USCA § 504

Full Screen List

Find citation:  Go

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ALR

2. Validity, Construction, and Application of Anticybersquatting Consumer

KeyCite

17 U.S.C.A. § 504

§ 504. Remedies for infringement: Damages and profits

Effective: December 23, 2004

**Citing References**

(Showing 14954 documents)

SELECT TO PRINT, EMAIL, ETC.

**Limitation Recognized by**

☒ 1 In re Chin-Liang Chan, 325 B.R. 432, 433+ (Bankr.N.D.Cal. Apr 27, 2005) (NO. 02-44485TT, AP 02-7230AT)

**Prior Version Recognized as Unconstitutional by**

☐ 2 Columbia Pictures Industries, Inc. v. Krypton Broadcasting of Birmingham, Inc., 2001 WL 760798, \*760798+, 167 L.R.R.M. (BNA) 1321, 1321+, 59 U.S.P.Q.2d 1321, 1321+, 01 Cal. Daily Op. Serv. 5721, 5721+, 2001 Daily Journal D.A.R. 7057, 7057+ (9th Cir.(Cal.) Jul 09, 2001) (NO. 99-56215, 99-56331, 99-56733) (BNA Version)

☐ 3 Columbia Pictures Television, Inc. v. Krypton Broadcasting of Birmingham, Inc., 259 F.3d 1186, 1188+, 2001 Copr.L.Dec. P 28,323, 28323+, 57 Fed. R. Evid. Serv. 559, 559+ (9th Cir. (Cal.) Jul 09, 2001) (NO. 99-56215, 99-56331, 99-56733)

**Citations From U.S.C.A. (U.S.A.)**

**1. Construction with other laws**

☐ 4 Nintendo of America, Inc. v. Dragon Pacific Intern., 40 F.3d 1007, 1008+, 63 USLW 2322, 2322+, 1994 Copr.L.Dec. P 27,330, 27330+, 32 U.S.P.Q.2d 1827, 1827+ (9th Cir.(Cal.) Nov 16, 1994) (NO. 93-15166) (BNA Version)

☐ 5 Microsoft Corp. v. Tierra Computer, Inc., 184 F.Supp.2d 1329, 1330+ (N.D.Ga. Aug 16, 2001) (NO. CIV.A.1:99-CV1997TWT)

KeyCite citing references for a statute

## Restricting Citing References

You can restrict your list of citing references by notes of decisions, Locate term, jurisdiction, date, or document type. Click **Limit KeyCite Display** at the bottom of the KeyCite citing references result.

## Checking Citations in Your Brief Automatically

WestCheck automatically extracts citations from a legal document or a citations list you create manually. Because WestCheck automates the process of citation checking, you not only save time but also do less work to retrieve complete results from KeyCite and other Westlaw services. You can check your citations in KeyCite; create a table of authorities for cases cited in your document; and use the Find service to retrieve the documents on Westlaw. WestCheck saves you time when-sometimes at the eleventh hour-you need to verify that all the citations in a lengthy memorandum are correct and that the supporting cases are good law.

To use WestCheck on the Web, go to **www.westcheck.com**. WestCheck.com will extract citations from documents in Microsoft Word 2007, 2003, 2002, 2000, and 97, as well as from documents in Corel WordPerfect Office X3, or WordPerfect 12, 11, 10, 9, and 8.

### Services Available Through WestCheck

#### KeyCite

KeyCite is the comprehensive citation research service from West that helps you determine whether your cases, statutes, administrative decisions, and regulations are good law and retrieve citing references.

#### Table of Authorities

While KeyCite lists cases citing your case, the Table of Authorities service lists the cases cited by your case.

#### Find

Whether it be a case, statute, law review article, or other document, WestCheck can retrieve the full text of the document on Westlaw and send it to the destination you choose.

#### QuoteRight

Use QuoteRight to verify the accuracy of quotations cited in your document. When WestCheck extracts citations from your document, it also creates a list of quotations found in your document. You can choose to have the QuoteRight service check these quotations against the full text of the documents as they appear on Westlaw.

## Creating a Table of Authorities in Your Brief Automatically

WestCiteLink allows you to open a brief in your word-processing program, click a button, and then have instant access to the full text of a case cited in the brief. WestCiteLink also allows you to automatically generate a table of authorities for the brief, complete with hypertext links from each listed document to its reference in your brief.

WestCiteLink finds citations in your word-processing documents and converts them to hypertext links, allowing you to link to the corresponding documents on Westlaw. A table of authorities is automatically created, listing the cases and other documents you have cited, along with page numbers for each. Click a citation to view the full text of the cited document in your Web browser.

For information on using WestCiteLink, see *WestCiteLink User Manual, Version 3.07*, available at no charge at [west.thomson.com/westcitelink/guides.aspx](http://west.thomson.com/westcitelink/guides.aspx).

## Tracking Citations Using KeyCite Alert

Has the U.S. Supreme Court or a state appellate court overruled a case on which you're relying? Or has it held a statute that is key to a current matter unconstitutional? KeyCite Alert is a service that automatically monitors the status of 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.

There are two ways to create a KeyCite Alert entry:

- When you are viewing a document, click **Monitor with KeyCite Alert** on the Links tab in the left frame. The KeyCite Alert wizard is displayed, which shows the citation you want to monitor and the client identifier you are presently using. Click **Next** to move through nine easy steps. If you select **E-mail** at Step 5, type your e-mail address at Step 6. When you have made all your selections, click **Finish** at Step 9 to add your entry to the KeyCite Alert Directory. To return to your document, click **Research Trail** at the top of the page and then click the link for the document.

Accessing KeyCite Alert from the Links tab

KeyCite Alert wizard

- If you know the citation of the document you want to monitor, click **KeyCite Alert** under *Tracking and Alerts* at the bottom of the *Shortcuts* section of the Paralegal page. Click **Create Entry** or **Entry Wizard** at the top of the KeyCite Alert page, then type your citation in the text box and click **Go** or **Next**. If you click **Entry Wizard**, you will follow the same nine easy steps that you follow when you click **Monitor with KeyCite Alert**.

### Tip

The KeyCite Alert Directory lists entries in the order in which you create them. You can use the directory to view, edit, or delete entries. To access the KeyCite Alert Directory, click **KeyCite Alert** under *Tracking and Alerts*. If you have not yet created any entries, an overview of KeyCite Alert is displayed.

# Browsing a Document or Search Result

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

Text boxes above the result list display your search and the 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, statutes, regulations, or analytical database, ResultsPlus information is automatically displayed, when appropriate, in a list alongside the result list. ResultsPlus provides up to 10 links to documents from the ALR and American Jurisprudence 2d (AMJUR) databases and selected law review and treatise databases, as well as up to two West topic and key number references.

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 single document containing headnotes from cases discussing the legal issue classified under that topic and key number.

To deliver specific documents in the result list, select the check box next to each document you want to deliver and click a delivery icon.

To revise your search or to run it in a different database, click **Edit Search**, or make your changes in the text boxes at the top of the page 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 to view the full text of the document.

**Edit Search:** di, sy(retaliat! wrongfull! /5 terminat! discharg! /s wo Database: allfeds SEARCH Locate in Result

**Results:** 67 Documents Add Search to WestClip

**Add Related Terms:** reprisal retribution "quid pro quo" discharge expiration dissolution lapse cessation employment labor job occupation payment salary bonus [ Select all ]

**Expand Search:** Change Database to Federal & State Cases

SELECT TO PRINT, EMAIL, ETC.

☐ **1. Green v. Board of County Com'rs,**  
472 F.3d 794, 153 Lab.Cas. P 60,325, 25 IER Cases 802, C.A.10 (Okla.), January 02, 2007 (No. 05-6297.)  
... (2) genuine issue of material fact precluded summary judgment on employee's claim against Board under Oklahoma law, alleging constructive **discharge in retaliation** for making a **workers' compensation** claim; and (3) under Oklahoma law, as predicted by Court of Appeals, employee's tort claim for **wrongful discharge** in violation of public policy was not precluded as a matter of law based on availability of an adequate statutory...  
...her to another position precluded summary judgment on employee's claim against Board of County Commissioners under Oklahoma law, alleging constructive **discharge in retaliation** for making a **workers' compensation** claim. 85 Okl.St.Ann. §§ 5 6 7 [3] 104 Counties 104III Officers and Agents 104k 67 k. Removal. Under Oklahoma...

☒ **2. Sosby v. Miller Brewing Co.,**  
Slip Copy, 2006 VML 3391513, 2006 Fed.App. 0860N, (Not Selected for publication in the Federal Reporter), C.A.6 (Ohio), November 22, 2006 (No. 05-4629.)  
...The Court of Appeals Cleland, District Judge, held that: (1) employer's termination of employee

**ResultsPlus** About

**ALR**  
1. Damages Recoverable for **Wrongful Discharge** of at-Will Employee

**ALR**  
2. Common-Law Retaliatory **Discharge** of Employee for Disclosing Unlawful Acts or Other Misconduct of Employer or Fellow Employees

**ALR**  
3. Liability for Retaliation Against at-Will Employee for Public Complaints or Efforts Relating to Health or Safety

**Am.Jur.2d: Workers' Compensation**  
4. Insurance, Liability and Coverage, Retaliatory **Discharge**

1 - 20 of 67 Result Options

Result list

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

## Using Navigation Features

Navigation features in a search result allow you to easily browse your documents:

- Search terms are highlighted in yellow so you can quickly scan your documents. Term arrows let you view the next or previous occurrence of the search terms in your search result.
- Best portions in a Natural Language search result are highlighted in red so you can easily view the portion of each document that most closely matches the concepts in your search. *Best* arrows let you view the next or previous best portions in your search result.
- Document (*Doc*) arrows let you view the next or previous document in your search result.
- The Tools menu has options you can use to go to a specific page of a print publication, restrict your display to specific fields in a document, or copy document text. The options vary depending on the type of document you are viewing.
- Click **Full Screen List** in the left frame to return to the result list in full-page view, or click the **Full-Page View** icon in the upper-right corner to display the document in the right frame across the entire page.

Click the Full-Page View icon to display the document in the right frame in the full-page view.

Click **Edit Search** to edit your search. Click **Locate in Result** to search the documents in the result for particular terms.

Result List  
22 Docs

Links for  
29 U.S.C.A. § 2613

Full Screen List

Edit Search | Locate in Result

Proposed Legislation

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ResultsPlus<sup>sm</sup>

ALR

1. What Constitutes "Serious Health Condition" Under 101(11) or 102(a)(1)(D) of Family and Medical Leave Act (29 U.S.C.A. 2611(11), 29 U.S.C.A. 2612(a)(1)(D))

ALR

2. Adequacy of Notice to Employer of Need for Leave Under Federal Family and Medical Leave Act of 1993

29 U.S.C.A. § 2613

United States Code Annotated *Currentness*

Title 29. Labor

Chapter 28. Family and Medical Leave (Refs & Annos)

Subchapter I. General Requirements for Leave (Refs & Annos)

§ 2613. Certification

(a) In general

An employer may require that a request for leave under subparagraph (C) or (D) of section 2612(a)(1) of this title be supported by a certification issued by the health care provider of the eligible employee or of the son, daughter, spouse, or parent of the employee, as appropriate. The employee shall provide, in a timely manner, a copy of such certification to the employer.

(b) Sufficient certification

Certification provided under subsection (a) of this section shall be sufficient if it states--

- (1) the date on which the serious health condition commenced;
- (2) the probable duration of the condition;
- (3) the appropriate medical facts within the knowledge of the health care provider regarding the condition;
- (4)(A) for purposes of leave under section 2612(a)(1)(C) of this title, a statement that

Term Doc 6 of 22 Tools

Click the **Term** and **Doc** arrows to navigate the documents in your search result.

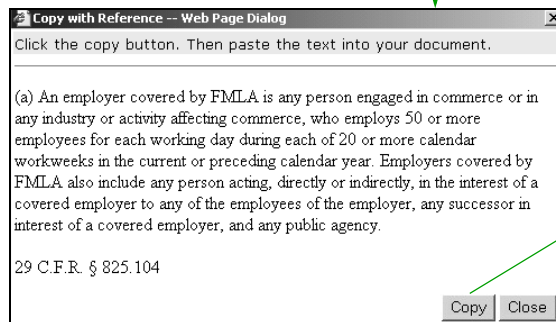
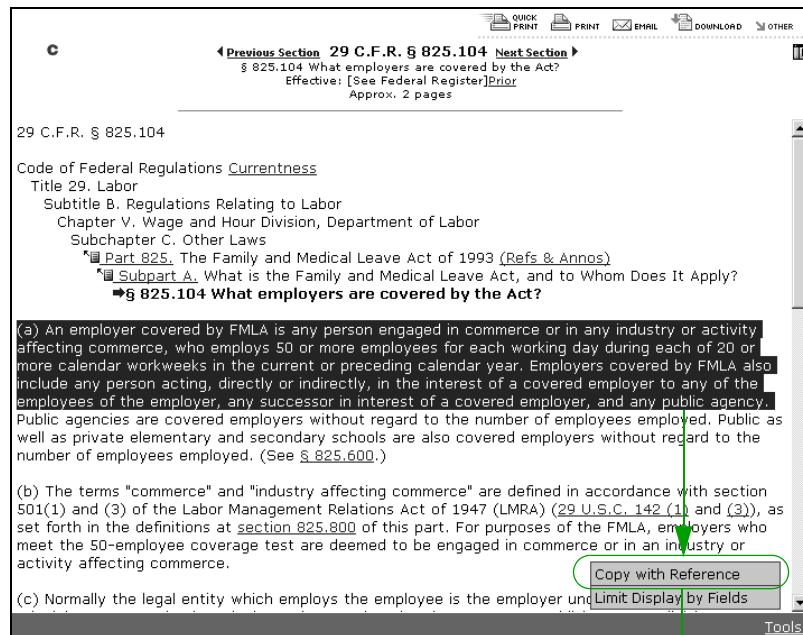
Click **Tools** to use additional features, such as the Copy with Reference feature.



## Copying and Pasting Text with the Citation

The Copy with Reference feature on Westlaw is a time-saving tool that automatically inserts the correct citation and page number when you copy and paste text from a case, statute, regulation, treatise, or law review into a legal document or e-mail message. To use the Copy with Reference feature, follow these steps:

1. Select the text you want to copy.
2. Click **Tools** at the bottom of the page and then choose **Copy with Reference** from the menu that is displayed. The Copy with Reference dialog box is displayed, which contains the text you selected and the citation of the document containing the text.
3. Click **Copy**.
4. Paste the copied text, which includes the citation, into your word-processing or other text document or e-mail message.



Copy with Reference dialog box

## 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 the Locate feature and print or download the document from the Link Viewer.

The screenshot displays the KeyCite interface. On the left, the 'Result List' pane shows a search for 'CO ST § 10-3-118'. The 'Full-Text Document' pane shows a list of results, including 'Am.Jur.2d: Insurance'. The 'Citing References' pane shows a list of citations, with 'Theriot v. Colorado Ass'n of Soil Conservation Districts Medical Benefit Plan' selected. The 'Link Viewer -- Web Page Dialog' is open, showing the full text of the selected document. The dialog includes a 'Locate' button and a 'Maximize' button. A green arrow points to the 'Locate' button with the text 'Click Locate to browse the cited document for specific terms.' Another green arrow points to the 'Maximize' button with the text 'Click Maximize to view the cited document in the right frame and links to related information in the left frame.'

## 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 left frame or the result list.
2. Type a Terms and Connectors query in the *Locate* text box or select a search from the *Recent Searches and Locates* drop-down list.
3. Click **Locate** 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** arrow.

# Retrieving Forms, Checklists, and Westlaw eforms

## Retrieving Forms

At the Paralegal page you can access a variety of pleading and practice forms and checklists under *Forms and Checklists*. Click a link, e.g., **Am Jur Legal Forms**, to display a Search page. At the Search page, click **Table of Contents**, if available, to browse the publication's table of contents. You can also type a Terms and Connectors or Natural Language search in the *Search* text box and click **Search Westlaw**. After you retrieve a form, you can download it and save it on your computer, or you can copy and paste it into a Microsoft Word or Corel WordPerfect document.

For state-specific forms, use your tabbed state page or click **Directory** at the top of any page to display the Westlaw Directory. At the Westlaw Directory page, click **U.S. State Materials**, then click the link for your state. At the next page, click **Forms, Treatises, CLEs and Other Practice Materials** to view materials for your state.

## Search Example

To search for a model shopping center lease, click **Am Jur Legal Forms** under *Forms and Checklists*. At the Search page, choose the Terms and Connectors search method. Restrict your search to the title (ti) and prelim (pr) fields by typing **ti,pr(lease & shopping /3 mall center)** in the *Search* text box. Click **Search Westlaw**.

The screenshot shows the Westlaw search interface. At the top, there is a 'Search' section with a 'Selected Databases' dropdown set to 'American Jurisprudence Legal Forms 2d (AMJUR-LF)'. Below this, there are two tabs: 'Terms and Connectors' (selected) and 'Natural Language'. The search box contains the query 'ti,pr(lease & shopping /3 mall center)'. To the right of the search box is a 'Search Westlaw' button. Below the search box is a 'Recent Searches & Locates' dropdown and a 'Dates' dropdown set to 'Unrestricted'. A green arrow points from the 'Search Westlaw' button to the 'Search' button in the results page below.

The screenshot shows the Westlaw search results page. At the top, there is a search bar with the query 'ti,pr(lease & shopping /3 mall center)' and a 'Database' dropdown set to 'amjur-lf'. Below the search bar, there is a 'Results: 42 Documents' section. To the right of the results count are links for 'Add Search to WestClip', 'Quick Print', 'Print', 'Email', 'Download', and 'Other'. Below the results count, there is a 'Add Related Terms' section with a list of terms: 'rent', 'rental agreement', 'rental contract', 'assign', 'purchase', 'buy', 'market', and 'shopping center'. Below this is an 'Expand Search' section with a link to 'Change Database to All Forms'. The main results list shows two results. The first result is '1. 2B Am. Jur. Legal Forms 2d Assignments § 25:119' with a description: 'American Jurisprudence Legal Forms 2d Database updated November 2006 Chapter 25. Assignments VI. Property Rights § 25:119. Assignment--Lease--Premises located in shopping center'. The second result is '2. 11 Am. Jur. Legal Forms 2d Leases of Real Property § 161:15' with a description: 'American Jurisprudence Legal Forms 2d Database updated November 2006 Chapter 161. Leases of Real Property II. Agreements and Options to Lease § 161:15. Agreement to lease--Tenant in future shopping center'. To the right of the results list is a 'ResultsPlus' section with links to 'ALR 1. Lease of Store as Requiring Active Operation of Store', 'Fletcher Cyclopedic 2. Powers of Corporations Respecting Leases of Property, Shopping Center Leases', 'ALR 3. Shopping Center Lease Restrictions on Type of Business Conducted by Tenant', and 'ALR 4. Liability of Owner or Operator of Shopping Center to Patrons for'.

Am Jur Legal Forms search result

## Retrieving Checklists

### Expert Witness Checklists

This database provides an extensive collection of checklists that discuss the selection of experts, pretrial use of experts, admissibility of expert testimony, and effective methods of direct and cross-examination. It also provides practice-oriented materials to help you get the most out of witnesses as well as addressing the handling of experts in specific fields, such as medicine, products liability, economic loss, accounting, and construction.

Click **Expert Witness Checklists** under *Forms and Checklists* at the Paralegal page to display the Search page. Click **Table of Contents** to browse the table of contents. You can also run a Terms and Connectors or a Natural Language search.

Search

Selected Databases  
Expert Witness Checklists (EXPWITC) ⓘ

Change Database(s) | Tips

Terms and Connectors Natural Language

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Expert Witness Checklists Search page

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Expert Witness Checklists (EXPWITC) ⓘ

All TOCs

- ☐ ☐ Expert Witness Checklists 3d
  - ☐ Chapter 1. General Use of the Expert Witness
  - ☐ Chapter 2. The Medical Expert Witness
  - ☐ Chapter 3. The Products Liability Expert Witness
  - ☐ Chapter 4. The Economic Loss Expert
  - ☐ Chapter 5. The Real Estate Appraisal Expert
  - ☐ Chapter 6. The Psychiatrist/Psychologist Expert
  - ☐ Chapter 7. The Accounting Expert
  - ☐ Chapter 8. The Accident Reconstruction Expert
  - ☐ Chapter 9. The Securities Valuation Expert
  - ☐ Chapter 10. Questioned Documents Expert
  - ☐ Chapter 11. The Construction Expert
  - ☐ Chapter 12. The Pathologist Expert

Expert Witness Checklists table of contents

### Pattern Deposition Checklists

This database provides comprehensive direction on how to handle depositions, especially oral depositions. The checklists are organized by litigation-specific situations involving tort actions, motor vehicle accidents, premises liability, products liability, medical malpractice, family law, and employment law.

Click **Pattern Deposition Checklists** to display the Search page. Click **Table of Contents** to browse the table of contents. You can also run a Terms and Connectors or a Natural Language search.

## Retrieving and Completing Westlaw eforms

Westlaw makes it easier than ever to retrieve and use forms online. The new capabilities of Westlaw eforms allow you to retrieve, complete, save, and share forms. Each form is available in PDF (Portable Document Format) with features that allow you to highlight text, add comments, incorporate digital signatures, and attach documents. You can also save the form to complete later or e-mail the form to colleagues.

### Accessing eforms

Westlaw eforms are available for local, state, and federal courts, as well as for government agencies.

- Individual State Courts and Agencies\* (XX-FRMS)
- Individual State Federal Courts\* (XXFD-FRMS)
- Individual State and Federal Courts and Agencies\* (XX-FRMS-ALL)
- State Courts and Agencies (STATEFRMS)
- Federal Courts and Agencies (FEDFRMS)

\* where xx is a state's two-letter postal abbreviation

To search all eforms available on Westlaw, access the Westlaw eforms: State and Federal Courts and Agencies database (ALLFRMS). To view a list of Westlaw eforms databases for a selected state, click **Directory** at the top of any page. At the Westlaw Directory, type a short description of the forms you want, such as **ohio eforms**, in the *Search the Westlaw Directory* text box, then click **Search**.

### Retrieving eforms

To retrieve Westlaw eforms, follow these steps:

1. Access a Westlaw eforms database, e.g., Westlaw eforms: Ohio State Courts and Agencies (OH-FRMS).
2. At the search template, type a search describing the forms you want to retrieve, e.g., **application**, in the *Search* text box.
3. Limit your search by court or agency (optional).
4. Click **Search Westlaw**.

To view a form, click its link in the result list, then click the **PDF** icon in the document.

The screenshot displays the 'Search' interface for the 'Selected Databases' section. It shows the database 'Westlaw eforms: Ohio State Courts and Agencies (OH-FRMS)' with an information icon and a 'Remove' link. Below this are tabs for 'Terms and Connectors', 'Natural Language', and 'Template'. A 'Search Westlaw' button is present. The 'Describe a Form' section has a 'Search:' text box containing 'application' and a dropdown menu with an example: 'Example: "motion" or "affidavit"'. The 'Limit by Court or Agency (optional)' section has a 'Court or Agency:' dropdown menu with options: 'Municipal Court', 'Secretary of State', and 'Bureau of Workers' Compensation'. A 'Search Westlaw' button is at the bottom.

OH-FRMS search template

## Retrieving Forms, Checklists, and Westlaw eforms

The screenshot shows the Adobe Reader interface with the 'Application for Ohio Workers' Compensation Coverage' form open. The form includes a title bar, a menu bar (File, Edit, View, Document, Tools, Window, Help), and a toolbar. The form content includes a 'Clear Form' and 'Print Form' button, a BWC logo, and a section titled 'General information - completed by all employer types'. This section contains several text input fields: 'Legal business name or homeowner', 'Trade name or doing business as name', 'Date one or more employees hired in Ohio', 'Federal employer identification number or Social Security number', 'Primary physical location: List additional locations on additional sheets if necessary', 'Street (Do not use P.O. box)', 'City', 'State', 'ZIP code', 'Contact name', 'Telephone number', and 'Fax number'. A green line points from the text 'Click in a field and type the information.' to one of the input fields.

Click in a field  
and type the  
information.

eform in PDF

### Completing eforms

Each form contains fields for you to complete. These fields are indicated by blue shading to help ensure that you enter all necessary information.

### Saving eforms

To save a form, select **Save As** from the Adobe Reader File menu. The form will be saved with the information you have entered and any changes you have made.

### Sharing eforms

Westlaw eforms include features that allow you to share information and collaborate with clients and colleagues. You can

- underline, highlight, or cross out text
- make comments
- include digital signatures
- add stamps
- attach documents

# Finding Information About People

The *Information About People* section of the Paralegal page allows you to quickly retrieve information about individuals, including their addresses, their neighbors, their assets, and any adverse filings or criminal records.

## Locating People

Public records databases can help you locate potential parties and witnesses for a lawsuit.

- Click **People Records** under *Information About People* to display a search template. Select a permissible use from the drop-down list and then type your search terms in the text boxes. You can search by name, Social Security number, date of birth, address, or phone number. Use the check boxes to select one or more states in which to run the search.
- Click *Executive Affiliations* to search for information on executives worldwide. At the search template, type a name in the *Executive Name* text box and click **Search Westlaw**.

The screenshot displays the Westlaw search interface for 'People Records'. The top section, titled 'Search', shows 'Selected Databases' as 'People Records - Combined (PEOPLE-ALL)'. Below this is a 'Template' section with a 'Search Westlaw' button. The 'Content Description' explains that the search is comprised of data from multiple sources including credit header replacement data, telephone-based consumer records, professional license records, death records, voter registration records, utility hook-up records, executive affiliation records, and consumer household records. The 'Permissible Uses' section has a dropdown menu set to 'Use in connection with a non-commercial purpose'. The 'Structured Search' section contains text boxes for 'Social Security Number' (with an example '123-45-6789') and 'Name' (with the input 'hillary rodham clinton'). A green arrow points from the 'Search Westlaw' button to the 'Result List' section below.

The 'Result List' section shows 5 documents. The first document is selected, displaying details for 'CLINTON HILLARY D RODHAM; CHAPPAQUA, NY; LICENSE-ALL'. The 'Professional License Record' section shows the following information:

Information Current Through:	04-03-2007
Database Last Updated:	05-05-2007
Update Frequency:	BI-ANNUAL
Current Date:	09/24/2007
Source:	AR SUPREME COURT

The 'NAME & PROFESSIONAL INFORMATION' section shows the name 'HILLARY D RODHAM CLINTON'.

People Records search result

## Finding Information About People

You can also click **Public Records by State** to run a search in a Public Records Combined database for a specific state. With a single search, you will be able to pull together a comprehensive picture of an individual or company. When you click **Public Records by State**, a list of the Public Records Combined databases is displayed. Click the link for the database you want to search. At the search template, select an appropriate use from each of the *Permissible Uses* drop-down lists before you enter your search terms.

Search

Selected Databases

Public Records Combined - Colorado (PUBRECS-CO) ⓘ

[Change Database\(s\)](#) | [Coverage](#) | [Tips](#)

Template

Search Westlaw

Content Description

Public records compiled from Westlaw Public Record's people, asset, adverse, business and professional license information. Content and coverage varies by database by state. Included databases listed below. **Not available:** Lawsuits **Excluded:** For all Criminal records, see: [CRIM-ALL](#)

Permissible Uses

Please acknowledge your DMV permissible use under the Driver's Privacy Protection Act

Please acknowledge your BOATS permissible use under the Driver's Privacy Protection Act

Please acknowledge your permissible use under voter rules and regulations

Name, Address & Numbers

Name:

Street Address:

City:

Zip Code:

Phone Number:

Example: 123-456-7890

Social Security Number:

Example: 123-45-6789

Not all fields are available in all databases

Document Text Search

Key Terms

[Connectors/Expanders](#)

You may enter terms and connectors to help refine your search. Click the Connectors/Expanders link for more information.

Record Types

☒ All Record Types

☐ Aircraft Records

☐ Bankruptcy Filings

☐ Boat Registrations

☐ Business and Professional Records-U.S. (Business Finder)

☐ Corporate and Business Registration Records

☐ Executive Biography Records

☐ Executive Records

☐ FEIN Records

☐ Fictitious Business Name Filings

☐ Lien and Civil Judgment Records

☐ Marriage Records

☐ Motor Vehicle Records

☐ People Finder Records

☐ People Finder Household Records

☐ People Finder Phone Records

☐ People Finder Utility Records

☐ Political Donor Information

☐ Professional Licenses

☐ Real Property Pre-Foreclosure Records

☐ Real Property Tax Assessor Records

☐ Real Property Transaction Records (Deeds)

☐ SSA Death Records

☐ Stock Records

☐ UCC Filings

☐ Unlawful Detainers

☐ Voter Registrations

☐ Watercraft Records

Search Westlaw

Public Records Combined-Colorado page



## Retrieving Adverse Filings

Adverse filings include

- lawsuit filings, which typically contain the names of the parties, case number, filing date, and type of action
- bankruptcy filings, which include personal and business bankruptcies under Chapters 7, 11, and 13 of the Bankruptcy Code
- Uniform Commercial Code (UCC) filings and liens and civil judgment records

Click **Adverse Filings** under *Information About People* to display a search template. Type a name in the *Name* text box and choose the types of records you want and the jurisdictions in which you want to search, then click **Search Westlaw**.

**Search**

**Selected Databases** [Change Database\(s\)](#) | [Coverage](#) | [Tips](#)

ADVERSE - Combined (ADVERSE-ALL) ⓘ

**Terms and Connectors** **Template**

**Search Westlaw**

**Name**

Name (required):

Example: jane doe  
Example: jane s. doe  
Example: jane /3 doe  
Example: widget sales

**Record Type**

Record Type:

☒ All Record Types

☐ UCC Records

☐ UCC-NYC Filings

☐ Lawsuits

☐ Liens and Judgment Records

☐ Bankruptcy Filings

☐ Unlawful Detainers

**State Selection**

☒ All Available Jurisdictions

☐ AL ☐ DE ☐ IN ☐ MA ☐ NV ☐ OH ☐ TN ☐ WI

Adverse Filings search template

## Locating Assets

At the Paralegal page, you can retrieve information on the following types of assets:

- real property pre-foreclosure records
- real property tax assessor and transaction records
- motor vehicle records
- stock ownership records

You can use the real property tax assessor and transaction records to verify ownership, research property value, identify encumbrances, check tax information, and search for sales information.

To run a search, click **Asset Search** under *Information About People*. At the next page, click the number **1** next to the displayed entry. Select a permissible use at the next page by clicking a link. At the search template, type the name of an individual in the *Name* text box and select the types of assets you want to search for and the jurisdictions you want to search, then click **Search Westlaw**.

## Checking Criminal Records

Criminal records contain information on criminal offenders from state and U.S. district court filings, state departments of corrections records, state sex offender registries, and the Office of Foreign Assets Control.

To run a search, click **Criminal Records** under *Information About People*. At the search template, type a name in the *Name* text box, select a jurisdiction, and click **Search Westlaw**.

Search

Selected Databases

[Change Database\(s\)](#) | [Coverage](#) | [Notices](#) | [Tips](#)

Criminal Records - Combined (CRIM-ALL)

Terms and Connectors

Template

Search Westlaw

This information must not be used for employment screening purposes. By accessing this database, the user acknowledges the information in this database will be used for a lawful and appropriate use in the ordinary course and scope of the user's business or profession. See Scope for more information.

Name/Date of Birth

Name (required):

john /2 doe

Example: john /2 doe

Example: john doe

Date of Birth (optional):

Example: 1980

Example: 3/1980

Example: 3/1/1980

Example: aft:1980

Note: Not every record contains a date of birth.

State Selection

☒ All Available Jurisdictions

☐ AL ☐ CT ☐ HI ☐ KY ☐ MI ☐ NV ☐ ND ☐ RI ☐ VA ☐ Federal District Courts

☐ AK ☐ DE ☐ ID ☐ LA ☐ MN ☐ NH ☒ OH ☐ SC ☐ VT ☐ Office of Foreign Assets Control

☐ AZ ☐ DC ☐ IL ☐ ME ☐ MS ☐ NJ ☐ OK ☐ SD ☐ WA ☐ Sex Offender Registry

To research jurisdictions not listed here or to order documents, call 1-877-362-7387. See the Related Research section in Scope for further information.

Criminal Records search template

## Using Additional Materials

Click **Additional Materials** under *Information About People* for a list of additional databases you can search. Browse the list by clicking the links. For example, click **Licenses** to see the types of licenses available, then click **Attorney Licenses-Individual States** to see a list of individual state databases. To access a database, click a database name.

Westlaw Directory

Directory Location: [All Databases](#) > [Public Information, Records and Filings](#) > [Person Finder](#)

Search

☒ Search only Person Finder

☐ Search entire directory

[People Records - Combined \(PEOPLE-ALL\)](#)

[People Finder - Credit Header - Privacy Restricted Use \(PEOPLE-CH\)](#)

[Driver's License - Wallet Data \(DLWALLET\)](#)

[People Finder - Name Tracker \(PEOPLE-NAME\)](#)

[People Finder - Reverse Telephone Lookup \(PEOPLE-PHONE\)](#)

[Locate Individuals, Addresses and Phone Numbers](#)

[Individual State People Files](#)

[Other Specialized Verification Tools](#)

[Social Security Number Verification](#)

[Divorce Records](#)

[Dossier](#)

[Death Information](#)

[Licenses](#)

[Marriage Records](#)

All Databases

[New Databases](#)

[Change Directory Layout](#)

[Make Directory My Start Page](#)

Search these databases:

Go

Recent Databases

Favorite Databases

To access a database, type all or part of a database name or identifier in the Search these databases text box.

To access multiple databases, type up to 10 database identifiers separated by commas or semicolons in the Search these databases text box.

List of additional materials for finding information about people

26 For search assistance, call 1-800-REF-ATTY (1-800-733-2889).

# Finding Information About Companies

The *Information About Companies* section of the Paralegal page allows you to quickly retrieve in-depth information about companies, including their corporate structure and registered agents.

## Retrieving Company Profiles

The Company Profiles database compiles information from newspapers, trade publications, industry newsletters, analyst reports, and other current news sources and presents the information about a company in a single, easy-to-read report. Comprehensive profiles are available for more than 450,000 public and private companies.

To retrieve a company profile, click **Company Profile** to display a search template. Type a company name in the *Company Name* text box, add any other pertinent information, and click **Search Westlaw**. To view a specific entry in the result list, click the number next to it. In addition to the result list, you may also see ResultsPlus information listing Investext PDF analyst reports or Securities and Exchange Commission (SEC) filings.

## Finding Owners, Officers, and Registered Agents

Click **Corporate Registration Records** under *Information About Companies* to retrieve corporate and business registration records from all states except Delaware. At the search template, type a name in the *Company Name* text box or registration information in the *Registration* text boxes. Limit your search to one or more states by selecting the check boxes under *State Selection*. Then click **Search Westlaw**. Information retrieved includes registered agent names and good-standing status.

The screenshot shows a web-based search interface for Corporate Registration Records. At the top, there's a 'Search' header and a 'Selected Databases' section showing 'Combined Corporate Records & Business Registration Records (CORP-ALL)'. Below this are tabs for 'Terms and Connectors' and 'Template', with the 'Template' tab selected. A 'Search Westlaw' button is prominently displayed. The form is divided into three main sections: 'Name', 'Registration', and 'State Selection'. The 'Name' section has a 'Company Name' text box with the example 'caribou /2 coffee' and a list of examples: 'Example: "Acme Sales"', 'Example: Acme /2 Sales', and 'Example: Acme +2 Sales'. The 'Registration' section has a 'Registered Agent' text box with the example 'Example: J.C. Smith' and a 'Registration ID#' text box with examples 'Example: 9999999' and 'Example: "XXX 8X-99"'. A note on the right states: 'If your ID number contains spaces, enter the number in quotation marks.' The 'State Selection' section has a checkbox for 'All Available Jurisdictions' which is checked. Below this is a grid of checkboxes for various states: AL, DC, IA, MI, NH, OK, TN, WV, AK, FL, KS, MN (checked), NJ, OR, TX, WI, AR, GA, KY, MS, NM, PA, UT, WY, AZ, HI, LA, MO, NY, PR, VT.

Corporate Registration Records search template

## Locating Company Reports, Financial Information, and Securities Filings

The databases listed below provide reports that give an overview of a company and its operations as well as financial information about the company, including background information on corporate officers and a company's past and current financial status.

- Click **Dun & Bradstreet Reports** to display a list of D&B databases. Browse the list by clicking the links. Click a database name, e.g., **D&B Business Records Plus-US**, to display a search template. You can search by company name, D-U-N-S number, primary Standard Industrial Classification (SIC) code, or executive name. To restrict your search to specific states, select the appropriate check boxes.
- Click **Investext Analyst Reports** to display a search template for the Investext PDF database, which contains full-text research reports written by investment specialists. You can search for company or industry reports.
- Click **Legal Due Diligence Reports** to obtain a compilation of key corporate, financial, and management information on a public company in a professionally formatted report. You can also obtain a report by typing a company name in the text box under *Legal Due Diligence Report* in the *Shortcuts* section, selecting a state from the drop-down list, if desired, and clicking **Go**.
- Click **Securities and Exchange Commission Filings** to obtain 10-Ks, 10-Qs, 8-Ks, registration statements, prospectuses, proxy statements, and other documents filed by companies with the SEC via the Electronic Data Gathering, Analysis, and Retrieval (EDGAR) system.
- Click **Additional Materials** to retrieve additional information about a company from records such as business tracker records, federal employer identification number (FEIN) records, and fictitious business name records.

**Search**

**Selected Databases** [Change Database\(s\)](#) [Coverage](#) [Notices](#) [Tips](#)

D&B Market Identifiers (DMI-US) ⓘ

**Terms and Connectors** **Template**

**Search Westlaw**

Company Name:

Location Type: ☒ Headquarters ☐ Single Location  
☐ Branch ☐ Division  
☐ Subsidiary

Business Type: ☐ Corporation ☐ Minority Owned Business ☐ Importer  
☐ Partnership ☐ Small Business ☐ Exporter  
☐ Proprietorship ☐ Cottage Industry

Address:

City:

Phone Number:   
Example: 612-687-1234

DUNS Number:   
Example: 12-345-6789

Primary SIC Code:   
Example: 5231

Executive Name:

State: ☐ AL ☐ DE ☐ IN ☐ MA ☐ NV ☐ OH ☐ SD ☐ WA

To restrict your search to specific location types, check the appropriate boxes.

To restrict your search to specific business types, check the appropriate boxes.

To restrict your search to specific states, check the appropriate boxes.

D&B Market Identifiers search template

# Retrieving Court Documents

## Locating Court Docket Information

Dockets databases enable you to access case docket information without having to leave your office or contact court staff. You can obtain details about a party's litigation history and manage timelines during trial preparation. Docket information typically includes the names of the parties and their attorneys, the case number, the assigned judge, the nature of the suit, the type of claim, the case status, a list of documents on file, and the schedule of proceedings and appearances.

Dockets databases provide docket information on civil and criminal cases filed in the U.S. Supreme Court, U.S. courts of appeals, U.S. district courts, U.S. bankruptcy courts, the U.S. Court of Federal Claims, the U.S. Court of International Trade, and the U.S. Tax Court. Dockets databases are also available for many states.

To run a search, click **Dockets** under *Court Documents* to display a list of the Dockets databases in the Westlaw Directory. Click a database name to display a search template.

**Result List**  
10 Docs

**Links for**  
CIV244087

Full Screen List  
Edit Search | Locate in Result

➔ Full-Text Document

**Title:** ALAN NEUMAN v. YAHOO! INC  
**Court:** SUPERIOR COURT, VENTURA COUNTY, CALIFORNIA  
**Case Number:** CIV244087

[Track this Docket](#)

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

**This docket is current through 12/15/2006.  
To retrieve an updated version of this docket, click [UPDATE](#).**

**Dockets - CALIFORNIA - VENTURA COUNTY**  
**Current Date:** 04/20/2007  
**Source:** SUPERIOR COURT, VENTURA COUNTY, CALIFORNIA

**CASE INFORMATION**

**Case Title:** ALAN NEUMAN v. YAHOO! INC  
**Court:** SUPERIOR COURT, VENTURA COUNTY  
**Case Number:** CIV244087  
**Case Type:** CIVIL  
**Case Subtype:** GENERAL CIVIL  
**Description:** PI/PD - NON MOTOR VEHICLE (LIMITED)  
**Key Nature of Suit:** TORTS/NEGLIGENCE; PERSONAL INJURY; NON-MOTOR VEHICLE (430.75.20)  
**Key Nature of Suit:** TORTS/NEGLIGENCE; PROPERTY DAMAGE; NON-MOTOR VEHICLE (430.87.10)  
**Date Filed:** 10/11/2006

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

Currentness information is displayed at the top of the document. For an updated version of the docket, click **UPDATE**.

Court docket

## Tracking Court Dockets

Click **Track this Docket** to create a Docket Alert entry that will track changes in court docket information and notify you of these changes.

### Finding Appellate Briefs

Westlaw includes thousands of appellate court briefs that can be searched by issue or by the name of a party, attorney, or judge. When you click **Appellate Briefs** under *Court Documents*, a Search page is displayed listing the jurisdictional and topical appellate briefs databases to help you select the databases you want to search. To run a search, type a Terms and Connectors or Natural Language search, select one or more databases, and click **Search Westlaw**.

Search  
Paralegal > Court Documents

Terms and Connectors Natural Language Edit

Search: cruise /3 ship /5 disabilities-act & norwegian-cruise Search Westlaw Thesaurus

Recent Searches & Locates

Fields: Select an Option

Select Database(s) Add/Remove Databases

All Briefs

- ☐ Briefs Multibase (BRIEF-ALL) ⓘ

Federal Briefs

- ☐ US Supreme Court Multibase (SCT-BRIEF-ALL) ⓘ
- ☒ US Supreme Court: 1991-Current (SCT-BRIEF) ⓘ
- ☐ US Supreme Court: 1976-1990 (SCT-BRIEF-ALL) ⓘ
- ☐ US Court of Appeals (CTA-BRIEF) ⓘ
- ☐ US Supreme Court Petitions for Certiorari (SCT-PETITION) ⓘ
- ☐ Court of Appeals - DC Circuit (CTADC-BRIEF) ⓘ
- ☐ US Supreme Court Joint Appendices (SCT-JA) ⓘ
- ☐ Court of Appeals - Fed Circuit (CTAF-BRIEF) ⓘ

Appellate Briefs Search page

### Retrieving Litigation Documents

Click **Litigation Documents** under *Court Documents* to display a Search page listing databases containing pleadings, motions, U.S. district court trial filings, and court documents cited in Andrews litigation reporters. You can use these documents to draft your own pleadings and motions. To run a search, type a Terms and Connectors or Natural Language search, select one or more databases, and click **Search Westlaw**.

### Retrieving Expert Witness Filings

The Expert Witness Filings database (EW-DOCS) contains thousands of expert witness depositions, affidavits, reports, and trial transcripts. To access the database, click **Expert Witness Filings** under *Court Documents*. The search template is displayed, which includes several drop-down lists to help you focus your search by field of expertise, specialty, case type (and in some instances, case subtype), name, jurisdiction, or other limits. For example, to retrieve filings in Colorado cases of experts in accounting and finance who are economists, select **Accounting and Finance** from the *Expert's Field* drop-down list, **Economist** from the *Specialty* drop-down list, and **Colorado** from the *Jurisdiction* list box, and then click **Search Westlaw**.

Links to expert witness filings can also be found in selected cases, court dockets, and Westlaw Profiler records. Furthermore, if an expert's name is displayed as a hypertext link in a jury verdict or settlement summary, MEDLINE abstract, or other document, you can retrieve the expert's Profiler record by clicking the link. You can then click **Expert Testimony** (if available) on the Links tab of the Profiler record to retrieve the expert witness filing.

# Finding Experts, Judges, and Attorneys

Use the *Shortcuts* section of the Paralegal page to quickly run searches to find information on expert witnesses, judges, and attorneys.

## Locating an Expert Witness

Experts are needed in litigation for many different reasons, such as explaining complicated issues to a jury, helping to determine if legal standards of care were met, and evaluating statistical information. In addition, if opposing counsel is using a particular expert witness, you should familiarize yourself with that expert's background.

To find an expert witness by name or area of expertise, type a name or area of expertise, e.g., **motorcycle safety**, in the text box under *Profiler-Expert* in the *Shortcuts* section, select a state, if desired, from the drop-down list, and click **Go**. (Click **Advanced Search** to display a search template that contains a list of areas of expertise.) A list of expert witness profiles is displayed. Click the number next to the profile you want to view.

Click a number to view the profile for that expert.

**Edit Search:**  **Database:**

**Results:** 12 Documents [Add Search to WestClip](#)

☐ 1. PROFILES OF EXPERT WITNESSES **JACK BECK** FRESNO CA Vehicles, Transportation, Equipment & Machines - Motorcycle

☐ 2. PROFILES OF EXPERT WITNESSES **JAMES DUELLET** LOS ANGELES CA Vehicles, Transportation, Equipment & Machines - Motorcycle

☐ 3. PROFILES OF EXPERT WITNESSES **STEPHEN GARETS** PORTLAND OR Vehicles, Transportation, Equipment & Machines - Motorcycle

☐ 4. PROFILES OF EXPERT WITNESSES **MARK J GRUSHKA** TUCSON AZ Employment & Vocational - Teachers, Instructors & Educators Engineering & Science - Engineers/Engineering

☐ 5. PROFILES OF EXPERT WITNESSES **G SCOTT GUTHRIE** TALLAHASSEE FL Accident & Injury - Safety, Warnings & Instructions Accident & Injury - Accident Investigations & Reconstruction Vehicles, Transportation, Equipment & Machines - Motorcycle

☒ 6. PROFILES OF EXPERT WITNESSES **SCOTT GUTHRIE JR** TALLAHASSEE FL Accident & Injury - Safety, Warnings & Instructions Vehicles, Transportation, Equipment & Machines - Motorcycle

Search result

Click **Profiler References** to view a list of verdict and settlement summaries, MEDLINE abstracts, or other directories referencing the expert witness.

**Result List** 12 Docs **Links for SCOTT GUTHRIE JR**

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

Full-Text Document

**Profiler References (25)**

- [Verdict and Settlement Summaries](#)

[Add to Profiler Alert](#)

**SCOTT GUTHRIE JR**  
**MOTORCYCLE SAFETY** EXPERT  
TALLAHASSEE FL

PROFILES OF EXPERT WITNESSES  
Copyright (c) West 2007

AREA(S) OF EXPERTISE:  
Accident & Injury - Safety, Warnings & Instructions  
Vehicles, Transportation, Equipment & Machines - Motorcycle  
END OF DOCUMENT

Expert witness profile

## Researching an Attorney or Judge

Whether you represent the plaintiff or the defendant, it helps to know something about the judge assigned to your case, such as the judge's educational and professional background and his or her disposition of cases.

To find a judge by name or practice area, type a name or practice area in the text box under *Profiler-Attorney or Judge* in the *Shortcuts* section, select a state, if desired, from the drop-down list, and click **Go**. (Click **Advanced Search** to display a search template that contains a list of practice areas.) A list of attorney or judge profiles is displayed. Click the number next to the profile you want to view. After the profile is displayed, click **Profiler References** in the left frame to view a list of jury verdict and settlement summaries, appellate briefs, cases, law review and journal articles, and other documents referencing the judge or attorney. To view only a particular type of reference, e.g., cases, click the appropriate link under *Profiler References*.

Click **Profiler References** to view a list of cases, law review and journal articles, and Andrews litigation reporters referencing the judge.

Result List  
1 Doc

Links for  
Page, Hon. Alan C

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

Full-Text Document

Profiler References (626)

- Cases
- Law Reviews & Journals
- Andrews

Litigation History Reports

- Caseload
- Case Types
- Clients/Parties
- Industries
- Law Firms
- Attorneys
- Document List

[Add to Profiler Alert](#)

Page, Hon. Alan C.

State of Minnesota, Supreme Court

St. Paul, Minnesota 55155-6102

(651) 296-6615

Hon. Alan C. Page

State of Minnesota, Supreme Court

25 Rev. Martin Luther King, Jr. Blvd.

St. Paul, Minnesota 55155-6102

Ramsey County

(651) 296-6615

Fax: (651) 297-5636

<http://www.courts.state.mn.us/home/>

Position:

Associate Justice, since 1993

Education:

University of Minnesota Law School, Minneapolis, MN, 1978  
J.D., Doctor of Jurisprudence

University of Notre Dame, Notre Dame, Indiana, 1967  
B.A., Bachelor of Arts

Admitted:

Judge Profile

Click a number to view the case in the Link Viewer.

Result List  
1 Doc

Links for  
Page, Hon. Alan C

[Full Screen List](#)  
[Edit Search](#)

Full-Text Document

Profiler References (626)

- Cases
- Law Reviews & Journals
- Andrews

Litigation History Reports

- Caseload
- Case Types
- Clients/Parties
- Industries
- Law Firms
- Attorneys
- Document List

[Add to Profiler Alert](#)

Page, Hon. Alan C.

State of Minnesota, Supreme Court

St. Paul, Minnesota 55155-6102

(651) 296-6615

Profiler References

(Showing 626 documents)

Next Part>>

SELECT TO PRINT, EMAIL, ETC.

Cases

- ☐ 1 Woodhall v. State, 2007 WL 2671146, (Minn. Sep 13, 2007)
- ☒ 2 State v. Farnsworth, 2007 WL 2671251, (Minn. Sep 13, 2007)
- ☐ 3 State v. Wren, 2007 WL 2671259, (Minn. Sep 13, 2007)
- ☐ 4 State v. Clark, 2007 WL 2671264, (Minn. Sep 13, 2007)
- ☐ 5 In re Conduct of Stacey, 737 N.W.2d 345, (Minn. Aug 23, 2007)
- ☐ 6 In re Murphy, 737 N.W.2d 355, (Minn. Aug 23, 2007)
- ☒ 7 Becker v. Mayo Foundation, 737 N.W.2d 200, (Minn. Aug 16, 2007)
- ☒ 8 Leake v. State, 737 N.W.2d 531, (Minn. Aug 16, 2007)
- ☒ 9 State v. Krasky, 736 N.W.2d 636, (Minn. Aug 09, 2007)
- ☐ 10 State v. Mahkuk, 736 N.W.2d 675, (Minn. Aug 09, 2007)

Profiler references

32 For search assistance, call 1-800-REF-ATTY (1-800-733-2889).



# Keeping Current with News Sources

When you need news and background information about an individual or company, use the features in the Shortcuts section of the Paralegal page. These features include the following:

- **People in the Headlines:** Use this feature to search headlines and lead paragraphs for a person's name. Type a name, e.g., **michael eisner**, in the text box, select a date restriction from the drop-down list, e.g., **Last 30 days**, and click **Go**. Westlaw runs your search in the ALLNEWS database.
- **Companies in the Headlines:** Use this feature to retrieve recent articles discussing a particular organization. Type the name of the organization, e.g., **international red cross**, in the text box, select a date restriction from the drop-down list, and click **Go**. Westlaw runs your search in the ALLNEWS database.
- **News Sources:** Select a source, e.g., **All News**, from the drop-down list and click **Go**. A search template or Search page is displayed.

## Searching in News Databases

The features below make searching in news databases using the Terms and Connectors search method easier:

**Thesaurus:** After you type your search, click **Thesaurus** to select alternative terms for the terms in your search.

**Case-Sensitive Searching:** Click **Case-sensitive Searching** to specify capitalization requirements for search terms. For example, you can specify that all the letters in a term be uppercase in the documents you retrieve.

**Limit ALLNEWS:** Click **Limit ALLNEWS** to limit your search in ALLNEWS to certain publication types.

**Search Only the Headlines and Lead Paragraphs:** Select the check box for this feature to limit your search to the headlines and lead paragraphs of news publications.

**Identify Duplicate Documents:** Select the check box for this feature to identify documents that have nearly the same content.

Search

Selected Databases [Change](#)

All News (ALLNEWS) ⓘ

Terms and Connectors Natural Language Template

Search:  [Search Westlaw](#)

[Thesaurus](#)  
[Term Frequency](#)  
[Case-sensitive Searching](#)  
[Limit ALLNEWS](#)  
[Word Count Search](#)

Recent Searches & Locates

Dates:

Fields:

☒ Search only the headlines and lead paragraphs

☒ Identify duplicate documents

Limit Your Search using SmartTerms ⓘ

Industry Company Subject Location

ALLNEWS Search page

## Using ResultsPlus

ResultsPlus is available for searches in news databases. Run a search to retrieve information about a company in a news database and ResultsPlus displays links to a company profile, Investext analyst reports, a due diligence report, and SEC filings, if available. For example, if you run a search for information about General Mills using the *Companies in the Headlines* feature, ResultsPlus displays links to a company profile, Investext analyst reports, a due diligence report, and SEC filings.

## Tracking News Sources

When you run a Terms and Connectors search in a news database, click **Add Search to WestClip** above the result list to create a WestClip entry that provides you with updates. The WestClip service automatically runs the search at the frequency you select, e.g., daily or weekly, and sends the result to the destination you select, e.g., an e-mail address.

Click **Add Search to WestClip** to create a WestClip entry.

The screenshot shows a search interface for ALLNEWS. At the top, the search criteria are: **Edit Search:** da(aft 08/25/2007) & hld(general / 2 mills) **Database:** allnews **SEARCH** [Locate in Result](#). Below this, the results are sorted by **Date**, **Publication Name**, and **Article Name**. A link **Add Search to WestClip** is visible above the results. The results list includes:

- 1. General Mills officials summarized the newest activities General Mills**  
Biotech Business Week Author: N/A; Word Count: 1424  
9/24/07 BIOTECBUSWK 2191 2007 VLNR 18448574  
...General Mills officials summarized the newest activities General Mills General Mills officials summarized the newest activities. This trend article is an immediate alert from NewsRx to identify the most recent news developments at General Mills (see also General Mills Report 1: Five African-American women and their associated non-profit organizations were recently awarded Cheerios' Sisters Saving Hearts(TM) ...
- 2. Big G minis to hit convenience store market**  
Business Journal (MINNEAPOLIS-ST. PAUL) Author: Carissa Wyant; Word Count: 101  
9/24/07 BUSJMLPSSTP (No Page) 2007 VLNR 18721601  
...Big G minis to hit convenience store market Carissa Wyant General Mills is rolling out a new product line which will be featured in gas stations and convenience stores. Golden Valley-based General Mills (NYSE: GIS) said its new Pillsbury Sweet Minis will debut in October. The product includes chocolate chip cookies, brownie bites ...
- 3. Firms gained more than farmers under WTO norms, says Centad**  
FINANCIAL EXPRESS Author: N/A; Word Count: 626  
9/23/07 FINEXPRS (No Page) 2007 VLNR 18675108  
...vertical. When companies dealing with same product enter into an alliance, it is horizontal consolidation like Cargil, Cenex, ADM and General Mills controlling 60% of terminal grain handling in the world. Vertical consolidation is where few companies are in a commanding position ...
- 4. General Mills (EBITDA) (GIS.EB) Weekly Earnings Information**  
Helson Domestic Weekly Earnings Reports Author: N/A; Word Count: 74

On the right side, the **ResultsPlus** sidebar provides additional information:

- Company Profile**  
[Review available reports on General Mills](#)
- Investext PDF Analyst Reports for General Mills, Inc.**  
[Wachovia Capital Markets, LLC -- September 13, 2007 -- 6 Pages](#)  
[Deutsche Bank Securities Inc. -- September 06, 2007 -- 1 Page](#)  
[Credit Suisse - North America -- September 06, 2007 -- 4 Pages](#)  
[Bear Stearns and Co Inc -- August 29, 2007 -- 2 Pages](#)  
[Fitch Ratings -- August 24, 2007 -- 1 Page](#)
- Due Diligence Report**  
[General Mills, Inc](#)
- SEC Filings**  
[General Mills Inc - 8-K - September 06, 2007](#)  
[General Mills Inc - 8-K - August 29, 2007](#)

ALLNEWS search result with ResultsPlus information

# Using the Alert Services

Click a link under *Tracking and Alerts* in the *Shortcuts* section, or click **Alert Center** at the top of any page, to track individuals and companies, monitor competitors, and follow developments in proposed legislation.

## WestClip

Use WestClip to run Terms and Connectors searches automatically on a daily, weekday, weekly, biweekly, or monthly basis. Your search results are delivered to the destination of your choice, including your printer, fax machine, or e-mail address. With WestClip you can perform tasks such as the following:

- Monitor whether the U.S. Supreme Court has granted certiorari.
- Read a U.S. court of appeals decision as soon as it appears on Westlaw.
- Track federal and state legislation.
- Stay up-to-date on a practice area or legal issue of interest.

Click **WestClip** under *Tracking and Alerts* to display the WestClip: Overview page. (If you have previously created a WestClip entry, the WestClip Directory is displayed.) Click **Create Entry** in the upper-right corner of the page. At the WestClip: Create Entry page, type your information in the appropriate text boxes. If desired, click **Edit** to change delivery settings. Click **Save** when you are finished making your selections.

You can also create a WestClip entry by clicking **Add Search to WestClip** while viewing a result list retrieved with a Terms and Connectors search. The WestClip: Create Entry page is displayed with the database identifier and search automatically added to the entry.

## Docket Alert

Use the Docket Alert service to monitor new case filings and developments in ongoing cases. To access Docket Alert and create an entry, follow these steps:

1. Click **Docket Alerts and Tracks** under *Tracking and Alerts*. The Docket Alerts and Tracks: Directory page is displayed.
2. Click **Create Entry** at the top of the page. The Docket Alerts and Tracks: Create Entry page is displayed.
3. Select **Receive an alert when there are new developments in a specific case**, or select **Receive an alert when new cases are filed**. Then click **Go**.
4. Select a court or courts.
5. Complete your entry by typing information in the appropriate text boxes. If necessary, change delivery settings at the right side of the page.
6. When you are finished making your selections, click **Save**.

While viewing a docket, you can also click **Track this Docket** to display the Docket Track: New Developments in a Specific Case page, at which you can create an entry.

## D&B Alert

Use D&B Alert to monitor various D&B reports. D&B Alert will notify you when changes are made to a company's Comprehensive Report, Business Information Report, or International Business Information Report. The results are e-mailed to you, indicating which sections of the report were updated.

There are several ways to create a D&B Alert entry:

- Click **D&B Alert** under *Tracking and Alerts* in the *Shortcuts* section. At the D&B Alert: Create Entry page, type the company name and the D-U-N-S number in the text boxes and, if necessary, type your e-mail address. Then click **Save**.
- While viewing a D&B record for a company, click **create a D&B Alert** at the end of the record.

## Profiler Alert

Use Profiler Alert to monitor the profile of an attorney, judge, or expert witness. There are several ways to create a Profiler Alert entry:

- Click **Profiler Alert** under **Tracking and Alerts** in the *Shortcuts* section to display the Profiler Alert: Overview page. (If you have previously created a Profiler Alert entry, the Profiler Alert Directory is displayed.) Click **Create Entry** in the upper-right corner of the page. Type the name of the attorney, judge, or expert witness whose profile you want to monitor, select a state from the drop-down list, if desired, and click **Continue**. A list of names matching the name you entered is displayed. Click the number next to the name you want. The Profiler Alert: Complete Profile Entry page is displayed.
- While you are viewing a profile, click **Add to Profiler Alert** on the Links tab. The Profiler Alert: Complete Profile Entry page is displayed.

Complete the Profiler Alert: Complete Profile Entry page by typing information in the appropriate text boxes and clearing the appropriate check boxes. If necessary, change delivery settings by clicking **Edit**. When you are finished making your selections, click **Save**.

## Viewing Entries for an Alert Service

Click the arrow to the left of an alert service to view the most recent entries saved in the directory for that service. To view all entries, click **View All**.

- To modify an entry, click the name of the entry.
- To remove an entry from the directory, select a check box and click **Delete** next to the entry.

## Creating Entries for an Alert Service

Click **Create** or **Wizard** (when available) to add a new entry.


# Searching for Documents

Westlaw provide 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 tab.

You can select Natural Language as your default search method by clicking Preferences at the top of any page. Click Search in the left frame, select **Natural Language** under *Search Preferences*, and click **Save Changes**.

## Accessing a Database

Click a database name in the *Resources* sections of the Paralegal page to run a search. If you don't see the database you want, you can browse the Westlaw Directory, which lists all the databases on Westlaw and their identifiers. Click **Directory** at the top of the page to display the Westlaw Directory.

You can also type a description of the database you are looking for in the *Search these databases* text box, e.g., **colorado insurance cases**, in the left frame of the Westlaw Directory page or any of your tabbed pages. A list of database names and their identifiers is displayed. Click the link for the database you want to search. For detailed information about a database, click the **Scope** icon (  ) alongside the name of a database.

If you have a special Westlaw subscription plan, e.g., a WestlawPRO plan, the databases in your plan will be listed in the right frame of the Westlaw Directory page. Click **All Databases** in the left frame to view all the databases on Westlaw.

## Searching with Natural Language

The Natural Language search method allows you to use plain English to retrieve relevant documents. Simply enter a description of your issue using terms that describe its main concepts, e.g., **retaliatory discharge for age discrimination claim**. Westlaw identifies legal phrases in your description (such as *quantum meruit*, *adverse possession*, and *state of mind*), removes common terms (such as *is* and *for*), and generates variations of terms (such as *defamed*, *defaming*, and *defamation* for *defame*).

After you run your search, Westlaw displays the cases most closely matching the concepts in your description first. Use the enhanced result list to help identify relevant documents in your search result.

Complete these steps to search for documents using Natural Language:

1. Access a database by clicking a link in the *Resources* section of the Paralegal page, e.g., **State Cases** under *Cases and Statutes*, or another tabbed page. You can also type a database name or identifier in the *Search these databases* text box in the *Shortcuts* section and click **Go**.
2. At the Search page, click the **Natural Language** tab if it is not already selected.
3. Type a description of your issue in the *Search* text box, e.g., **can a prisoner compel post-conviction d.n.a. testing to establish innocence**. To add related concepts, click **Thesaurus**. To add a date restriction, select a date from the *Dates* drop-down list. Select the check boxes for the databases you want to search, if necessary.
4. Click **Search Westlaw**.

## Searching with Terms and Connectors

The Terms and Connectors search method allows you to enter key terms from your fact pattern or legal issue and connectors to specify the relationship between the terms. For example, you can specify that your terms appear in the same sentence (/s) or the same paragraph (/p). Terms and Connectors searching is more precise than Natural Language searching and is particularly useful when you want to retrieve all documents that contain your terms.

To search a database using Terms and Connectors, follow these steps:

1. Access a database by clicking a link in the *Resources* section of the Paralegal page or type a database name or identifier, e.g., **colorado cases** or **co-cs**, in the *Search these databases* text box.
2. At the Search page, click the **Terms and Connectors** tab, if necessary, and type your query in the *Search* text box. For example, to search for cases discussing a judge's authority to reduce a sentence, type **judge court /s discret! authori! /s reduc! lessen! /s sentence**. To add related terms, click **Thesaurus**. To add a date restriction, select a date from the *Dates* drop-down list.
3. Click **Search 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 must exist between terms in your retrieved documents.

Connector	Type	To retrieve documents that contain	Example
AND	&	both search terms	narcotics & warrant
OR	a space	either search term or both terms	car automobile
Grammatical Connectors	/p	search terms in the same paragraph	hearsay /p utterance
	/s	search terms in the same sentence	design /s defect
	+s	the first term preceding the second in the same sentence	attorney +s fee
Numerical Connectors	/n	search terms within n terms of each other (where n is a number from 1 to 255)	personal /3 jurisdiction
	+n	the first term preceding the second by n terms (where n is a number from 1 to 255)	john +2 roberts
Phrase	“ ”	search terms appearing in the same order as in the quotation marks	“attractive nuisance”
Connector	Type	To exclude documents that contain	Example
BUT NOT	%	the terms following the percent symbol	r.i.c.o. % “puerto rico”

### Using 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>	good-will	<i>goodwill, good-will, good will</i>
Abbreviations such as <i>FMLA</i>	f.m.l.a.	<i>F.M.L.A., F. M. L. A., FMLA, F M L A</i>
Words with multiple endings, such as <i>object</i> , use the root expander (!)	object!	<i>object, objected, objection, objecting</i>
Words with variable characters, such as <i>jury</i> and <i>withdraw</i> , use the universal character (*)	jur** withdr*w	<i>jury, juror</i> (but not <i>jurisdiction</i> ) <i>withdraw, withdrew</i>

# Searching Case Law

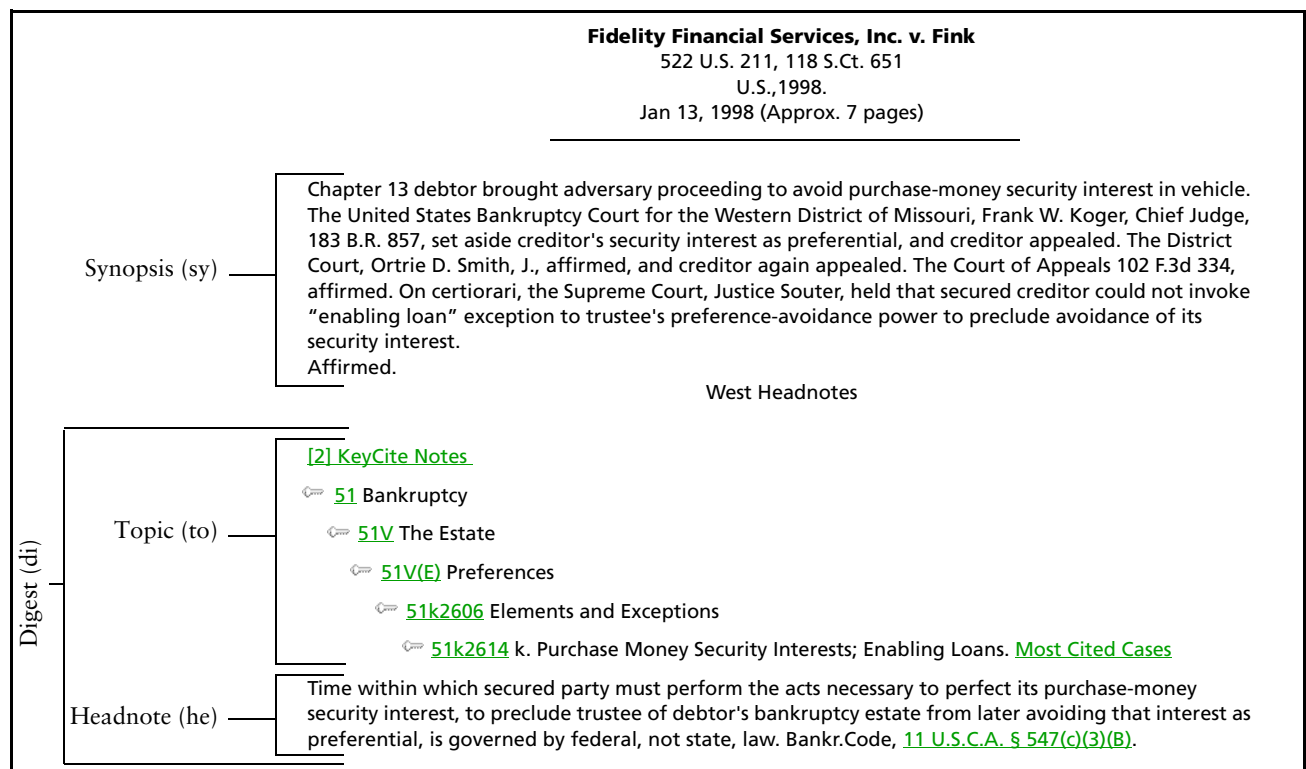
In addition to using the Natural Language and Terms and Connectors search methods in case law databases, you can also use field restrictions to focus your search or use West topic and key numbers to retrieve relevant cases that may not include your exact search terms.

## 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. 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 at the Search page to add field restrictions to your Natural Language and Terms and Connectors searches; see “Searching with Natural Language” on page 37 and “Searching with Terms and Connectors” on page 38.

### Commonly Used Field Restrictions

To retrieve only those cases in which your search terms are significant, restrict your search to the synopsis field (sy), the digest field (di), or both, e.g., **sy,di(avoid! /p bankruptcy)**. The synopsis field contains the summary paragraph at the beginning of the case; the digest field contains the headnotes in the case and the topic and key numbers under which the headnotes are classified. If you run a search using one or both of these field restrictions and retrieve no documents, you can run the search again without the field restrictions.



Synopsis and digest fields in a case

## Using Topic and Key Numbers and the West Key Number Digest



If you have identified a topic and key number associated with the legal issue you are researching, you can run a search using the topic and key number to quickly retrieve cases involving the same legal issue. Access the appropriate database and type the topic and key number as a Terms and Connectors search term. For example, to search for cases containing topic 231H (Labor and Employment) and key number 758 (Wrongful Discharge in General), type 231hk758. You can also use a topic and key number search in conjunction with other search terms.

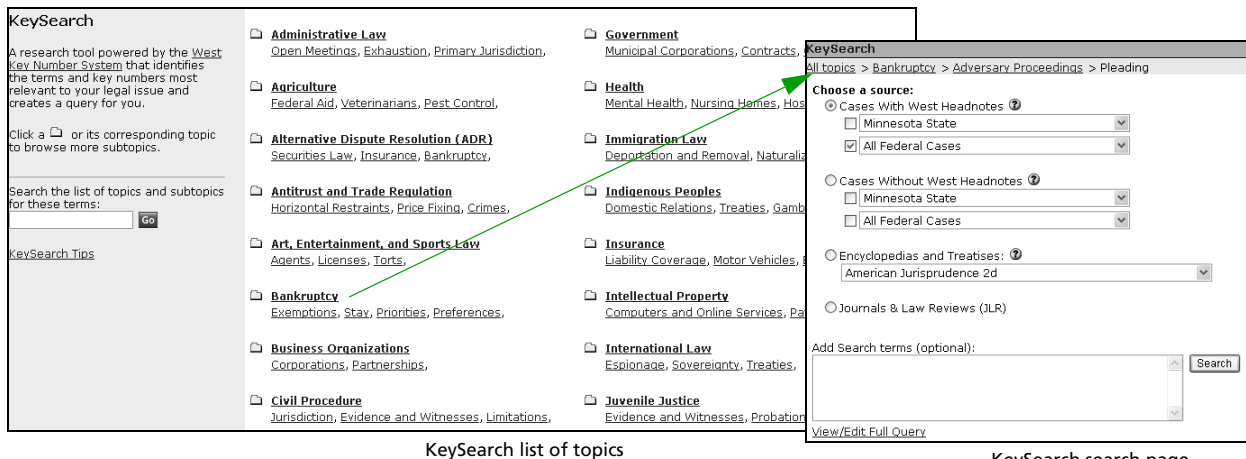
A list of West digest topics and their numerical equivalents is available in the West Key Number Digest. To access the West Key Number Digest, click **Site Map** at the top of any page and then click **West Key Number Digest (Custom Digest)** under *Search Westlaw* or *Browse Westlaw*. To browse the list of topic and key numbers, click the plus and minus symbols. To search for case headnotes classified under specific topic and key numbers, select the check boxes next to those topic and key numbers, then click **Search selected**. At the displayed search page, select the jurisdiction from which you want to retrieve headnotes and click **Search**.

## Using KeySearch to Provide a Query for You

KeySearch helps you to find cases and secondary sources in a specific area of the law by allowing you to select terms from a classification system based on the West Key Number System. KeySearch then provides a Terms and Connectors query for you. You do not have to formulate a query yourself.

To use KeySearch, follow these steps:

1. Click **Site Map** at the top of any page and then click **KeySearch** under *Search Westlaw*. A list of topics along with selected subtopics is displayed.
2. Browse the list of topics and subtopics in the right frame by clicking the **Browse** icons (  ).
3. Select a topic or subtopic for which KeySearch will provide a query by clicking the **Search** icon (  ) next to a subtopic or by clicking the **Search all of ...** link at the top of the page. The KeySearch search page is displayed.
4. Choose the source containing the type of documents you want to retrieve. KeySearch provides a query for you based on the topic or subtopic and the source you selected.
5. Click **Search** to run the query.



The screenshot displays the KeySearch interface. On the left, a sidebar titled "KeySearch" provides instructions and a search box. The main area shows a "KeySearch list of topics" with a grid of legal topics and their subtopics. A green arrow points from the "Bankruptcy" subtopic to the "KeySearch search page" on the right. The search page shows a breadcrumb trail: "All topics > Bankruptcy > Adversary Proceedings > Pleading". It includes sections for "Choose a source:" with radio buttons for "Cases With West Headnotes" and "Cases Without West Headnotes", each with dropdown menus for "Minnesota State" and "All Federal Cases". There is also a section for "Encyclopedias and Treatises" with a dropdown for "American Jurisprudence 2d". A "Search" button is at the bottom right.

KeySearch list of topics
KeySearch search page



# Searching Statutes and Regulations

## Using the Search Page

When you click **USCA** or **CFR-Current Version** under *Cases and Statutes* at the Paralegal page, a Search page is displayed. It includes links to features such as the table of contents, the index, and the Popular Name Table (USCA Search page only), which you can use to find a statute by its short title or common name. You can also type a database description, e.g., **ohio statutes**, in the *Search these databases* text box and then click a link in the list of databases that is displayed to display a Search page.

Click **Find by Citation** to display a Find template for the USCA.

Click **Table of Contents** to display the table of contents for the USCA.

Click **Statutes Index** to browse the USCA index for relevant statutory sections.

Click **50 State Surveys** to display the tabbed 50 State Surveys page.

Click **Pop. Name Table** to browse an alphabetical list for the name of an act and to see the statutory sections under which the act was codified.

The screenshot shows the USCA Search page interface. At the top, there are navigation links: [Find by Citation](#), [Table of Contents](#), [Statutes Index](#), [Pop. Name Table](#), and [50 State Surveys](#). Below these is a section for **Selected Databases** with a link to [Change Database\(s\)](#) and [Notices](#) | [Tips](#). The main database listed is **United States Code Annotated (USCA)**. There are tabs for **Terms and Connectors** and **Natural Language**. A search box is present with a **Search Westlaw** button and a [Thesaurus](#) link. Below the search box is a dropdown for **Recent Searches & Locates**. There is a date field for **Search sections effective on:** with a calendar icon, and a **Fields:** dropdown menu. At the bottom, there is a link for **Add Connectors or Expanders** and a [Help](#) link.

USCA Search page

## Restricting Your Search by Field

In addition to using the Table of Contents service, you can retrieve a particular title, chapter, or section of a statute by using field restrictions. The two most useful fields are the prelim (pr) and caption (ca) fields, which contain the major headings and a description for each section. For example, to retrieve federal statutes regarding electronic surveillance, click **USCA** under *Cases and Statutes*, then click the **Terms and Connectors** tab, if necessary, and type **pr,ca(electronic /2 surveillance)**.

The screenshot shows a statute page for **50 U.S.C.A. § 1801**. At the top, there are links for [Previous Section](#), **50 U.S.C.A. § 1801**, and [Next Section](#). Below this is the text: **§ 1801. Definitions**, **Effective: March 09, 2006**, [Prior](#), and **Approx. 8 pages**. The main heading is **50 U.S.C.A. § 1801**. Below this is a list of contents: **United States Code Annotated**, [Currentness](#), **Title 50. War and National Defense**, [\(Refs & Annos\)](#), **Chapter 36. Foreign Intelligence Surveillance**, [\(Refs & Annos\)](#), **Subchapter 1. Electronic Surveillance**, [\(Refs & Annos\)](#), and **§1801. Definitions**. To the left of the list, there are labels for **Prelim (pr)** and **Caption (ca)** with lines pointing to the corresponding parts of the list. Below the list, there is a section titled **As used in this subchapter:** followed by a list of definitions: **(a) "Foreign power" means-** and **(1) a foreign government or any component thereof, whether or not recognized by the United States;**

Prelim and caption fields in a statute

## Retrieving Multiple Sections or Entire Chapters Using the Table of Contents Service

When you are browsing a publication's table of contents, you can easily expand all sections of a title, chapter, part, or subpart. Select the check box next to a title, chapter, part, or subpart and click **Expand Selection(s)**. That portion of the table of contents will be expanded, as shown below for title 11 of the USCA. Click **Collapse All** to collapse the table of contents.

To retrieve a specific section, click its hypertext link. To retrieve multiple sections or entire chapters, titles, parts, or subparts, use the options available at the bottom of a publication's table of contents, shown circled below.

- Select the check boxes next to the sections, titles, chapters, parts, or subparts you want to print immediately after they are retrieved. Click **Retrieve and Print**.
- Select the check boxes next to the sections, titles, chapters, parts, or subparts you want to retrieve and click **Search**. The Table of Contents search page is displayed listing your selections. Click **Search** again to retrieve all the documents you selected. If you want to retrieve only those sections containing specific terms, type those terms in the text box before clicking **Search**.

Table of Contents		<a href="#">Search</a>   <a href="#">Find by Citation</a>
<b>Selected Databases</b>		
United States Code Annotated (USCA) ⓘ		
<a href="#">All TOCs</a>		
<input type="checkbox"/> UNITED STATES CODE ANNOTATED <input type="checkbox"/> THE ORGANIC LAWS OF THE UNITED STATES OF AMERICA <input type="checkbox"/> CONSTITUTION OF THE UNITED STATES <input type="checkbox"/> TITLE 1. GENERAL PROVISIONS <input type="checkbox"/> TITLE 2. THE CONGRESS <input type="checkbox"/> TITLE 3. THE PRESIDENT <input type="checkbox"/> TITLE 4. FLAG AND SEAL, SEAT OF GOVERNMENT, AND THE STATES <input type="checkbox"/> TITLE 5. GOVERNMENT ORGANIZATION AND EMPLOYEES <input type="checkbox"/> TITLE 6. DOMESTIC SECURITY <input type="checkbox"/> TITLE 7. AGRICULTURE <input type="checkbox"/> TITLE 8. ALIENS AND NATIONALITY <input type="checkbox"/> TITLE 9. ARBITRATION <input type="checkbox"/> TITLE 10. ARMED FORCES <input checked="" type="checkbox"/> TITLE 11. BANKRUPTCY <input type="checkbox"/> BANKRUPTCY RULES <input type="checkbox"/> OFFICIAL AND PROCEDURAL BANKRUPTCY FORMS <input type="checkbox"/> TITLE 12. BANKS AND BANKING <input type="checkbox"/> TITLE 13. CENSUS <input type="checkbox"/> TITLE 14. COAST GUARD <input type="checkbox"/> TITLE 15. COMMERCE AND TRADE <input type="checkbox"/> TITLE 16. CONSERVATION <input type="checkbox"/> TITLE 17. COPYRIGHTS <input type="checkbox"/> TITLE 18. CRIMES AND CRIMINAL PROCEDURE	<input checked="" type="checkbox"/> TITLE 11. BANKRUPTCY 11 USCA Disp Table 11 USCA Refs & Annos <input type="checkbox"/> CHAPTER 1-GENERAL PROVISIONS 11 USCA Ch. 1, Refs & Annos § 101. Definitions § 102. Rules of construction § 103. Applicability of chapters § 104. Adjustment of dollar amounts § 105. Power of court § 106. Waiver of sovereign immunity § 107. Public access to papers § 108. Extension of time § 109. Who may be a debtor § 110. Penalty for persons who negligently or fraudulently prepare bankruptcy petitions § 111. Nonprofit budget and credit counseling agencies; financial management instructional courses § 112. Prohibition on disclosure of name of minor children § 113. Reserved for future legislation § 300. Reserved for future legislation <input type="checkbox"/> CHAPTER 3-CASE ADMINISTRATION 11 USCA Ch. 3, Refs & Annos <input type="checkbox"/> SUBCHAPTER 1-COMMENCEMENT OF A CASE § 301. Voluntary cases § 302. Joint cases § 303. Involuntary cases	

**Selection(s):** [Retrieve & Print](#) | [Search](#) | [Expand Selection\(s\)](#) | [Collapse All](#)

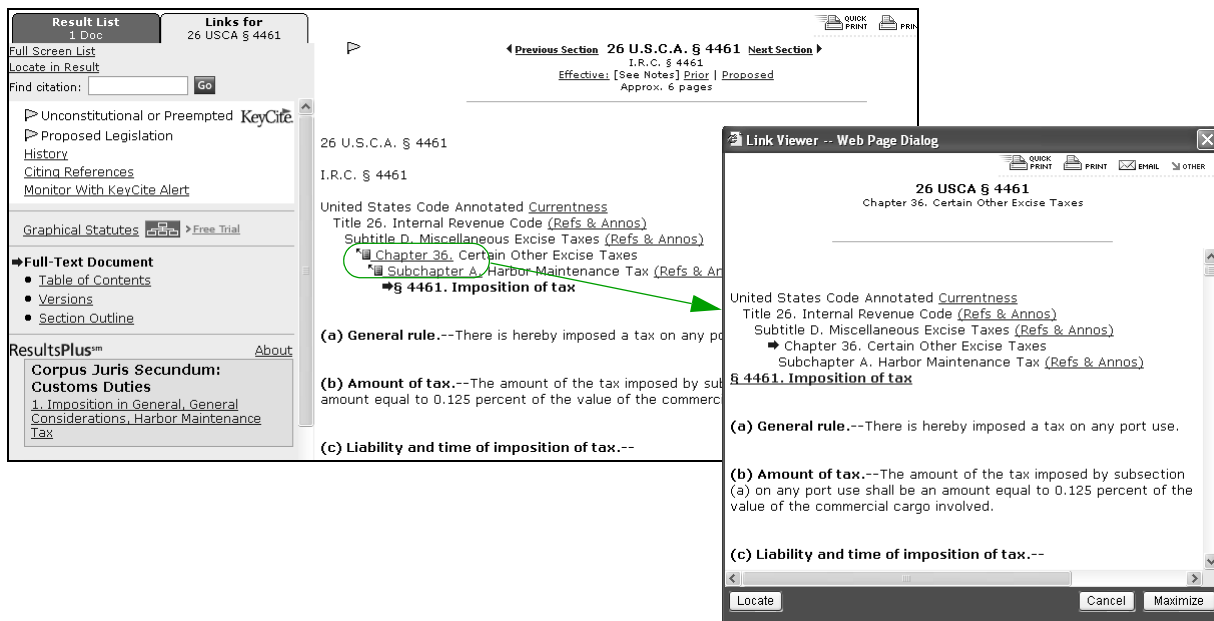
USCA table of contents

Expanded title 11

## Retrieving All Sections of a Statute (Without Annotations)

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 other part containing that section. The sections will be displayed as a single document in the Link Viewer and will include the full text of all the sections without annotations. You can then either browse or print the document.

In the example below, click **Chapter 36** or **Subchapter A** to view all sections included in chapter 36 or subchapter A as a single document in the Link Viewer. Click the **Print** icon to print the document without annotations. Click **Maximize** to view the document in the right frame and related information on the Links tab in the left frame.



All sections of chapter 36 in the Link Viewer

## Retrieving Prior Versions of a Statute or Regulation

You can retrieve prior versions of sections in the USCA, back to 1996, as well as prior versions of annotated statutes for California, Florida, Illinois, Massachusetts, New Jersey, New York, Pennsylvania, and Texas, all back to at least 2000. You can also 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, click **Versions** on the Links tab. A list of prior versions is displayed. Click a statute citation to view the full text of the section as it existed on a particular date.

For a state other than the ones listed above, you can search for prior versions of a statute in historical annotated statutes databases. When you are viewing a statute from a state other than the ones listed above, click **Versions** on the Links tab to display the links to the historical databases. Click the link for the year you want to search, and then search for the section number in the caption field. For example, if you retrieve Colo. Rev. Stat. Ann. §7-108-401 and you click **Versions** on the Links tab, a list of Colorado historical statutes databases is displayed. Click the link for the year you want to search. At the Search page, click the **Terms and Connectors** tab, if necessary, and type *ca(7-108-401)* in the *Search* text box, then click **Search Westlaw**.

## Retrieving State Regulations

To retrieve state regulations, click **Additional materials** under *Cases and Statutes* at the Paralegal page. Type a Terms and Connectors query or Natural Language description in the *Search* text box, then select the **All State Administrative Codes** check box under *State Statutes and Regulations* and click **Search Westlaw**. To browse the table of contents for a specific state's regulations, type **xx-adc** (where xx is a state's two letter postal abbreviation) in the *Search these databases* text box in the *Shortcuts* section and click **Go**. At the Search page, click **Table of Contents** in the upper-right corner.

The screenshot displays the Westlaw interface for Ohio Administrative Code § 5717-1-04. The top navigation bar includes links for 'Previous Section' and 'Next Section'. The left sidebar contains a 'Result List' with a 'Full Screen List' and a 'Table of Contents' section. The main content area shows the document title 'BALDWIN'S OHIO ADMINISTRATIVE CODE ANNOTATED' and 'CHAPTER 5717-1. GENERAL PROCEDURAL PROVISIONS'. The text of the regulation is displayed, including the '5717-1-04 Notice of appeal' and the 'Ohio Board of Tax Appeals' section. The bottom of the page features a 'Tools' bar.

Ohio regulation

## Browsing Surrounding Sections

When you are viewing a statute or regulation, click **Previous Section** or **Next Section** at the top of the document to view consecutive sections even if they were not retrieved by your search or Find request. For example, if you are viewing Ohio Admin. Code § 5717-1-04, click **Previous Section** to view section 5717-1-03 or **Next Section** to view section 5717-1-05.

To return to the document you originally retrieved, click **Original Results** at the top of the Links tab or the Result List tab.

# Retrieving Related Legislative and Regulatory Materials

## Using the Links Tab to View Documents That Are Related to Your Statute or Regulation

When you retrieve a statute or regulation, the Links tab in the left frame displays links to documents on Westlaw that are related to the statute or regulation. For example, the Links tab for a statute provides access to KeyCite history and citing references and numerous primary and secondary sources. These sources include cases, related statutes, administrative codes and rulings, various legislative history documents, treatises, law review articles, and ALR annotations.

Click **History** to view KeyCite history.

Click **Citing References** or the green C to view a list of primary and secondary materials that cite this section.

Click **Graphical Statutes** to display the legislative history of this section in graphical view.

Click **Table of Contents** to view the sections surrounding this section.

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

Click **Notes of Decisions** to view cases chosen by West editors that construe or apply this section.

Click **Additional Citing Cases** to view citing cases that are not included in notes of decisions.

The screenshot shows the Westlaw interface for 15 U.S.C.A. § 684. The left sidebar, titled 'Links for 15 U.S.C.A. § 684', contains several tabs: 'Full Screen List | Original Results', 'Locate in Result', 'Find citation: [ ] Go', 'Citing References available', 'History', 'Citing References', 'Monitor With KeyCite Alert', 'Graphical Statutes', 'Full-Text Document' (with sub-links for Table of Contents, Versions, and Section Outline), 'ResultsPlus' (with an About link), and 'Cases' (with sub-links for Notes of Decisions, Additional Citing Cases, and Citing Court Documents). The main content area displays the text of § 684, 'Equity capital for small-business concerns', including its function, conditions, and repealed status.

USCA section with Links tab

## Using Graphical Statutes

The Graphical Statutes service shows legislative changes and links to related documents in an easy-to-read graphical display. From a single page, you can easily track changes in the law, locate relevant legislative history materials, read important case law, and check for possible amendments. Graphical Statutes will show you

- prior versions of statutes
- links to enacting and amending public laws
- relevant legislative history materials such as bill drafts, reports, and the *Congressional Record*
- cases that negatively affect a statute
- future text of a statute not yet in effect
- legislation that has been enacted but has not yet been codified

The Graphical Statutes service is available for the USCA and statutes from selected states. Coverage dates vary.

To access Graphical Statutes, click **Graphical Statutes** on the Links tab. The Graphical Statutes timeline is organized by effective date and tracks prior, current, and future versions of the statute. Each prior version is linked to enacting or amending public laws, legislative history materials, and significant case law. USCA legislative history materials include congressional reports, presidential messages, congressional testimony, and *Congressional Record* documents. Click the arrows to move forward and backward through the Graphical Statutes display.

Click the arrows to move forward and backward in the timeline.

The timeline displays effective dates for each version.

Click KeyCite History to display the statute's KeyCite history information.

Click List of Versions to display a list of prior versions of the statute.

**Prior Text**  
Click a link to display the statute as it existed during the effective dates on the timeline.

**Public Laws**  
Click a link to view the enacting or amending public laws.

**Legislative History Materials**  
Congressional reports and testimony, presidential messages, bill drafts, and Congressional Record documents are linked to the appropriate version of the statute.

Mar. 06, 2002 to May 19, 2002	May 20, 2002 to Nov. 01, 2002	Nov. 02, 2002 to Apr. 26, 2005	Apr. 27, 2005 to [Indefinite]	[Indefinite] to Current
<b>Prior Text</b> 17 USCA § 101 § 101. Definitions	<b>Prior Text</b> 17 USCA § 101 § 101. Definitions	<b>Prior Text</b> 17 USCA § 101 § 101. Definitions	<b>Prior Text</b> 17 USCA § 101 § 101. Definitions	<b>Current Text</b> 17 USCA § 101 § 101. Definitions
<b>Public Law</b> Pub.L. 106-379, § 2(a).	<b>Public Law</b> Pub.L. 106-379, § 2(a).	<b>Public Law</b> Pub.L. 107-273	<b>Public Law</b> Pub.L. 109-9, Title I, § 102(c).	<b>Public Law</b> Pub.L. 109-9, Title I, § 102(c).
<b>Reports</b> H.R. REP. 106-861 WORK MADE FOR HIRE AND COPYRIGHT... Sep. 18, 2000	<b>Reports</b> H.R. REP. 106-861 WORK MADE FOR HIRE AND COPYRIGHT... Sep. 18, 2000	<b>Reports</b> H.R. REP. 107-696 WAIVING POINTS OF ORDER AGAINST THE CONFERENCE... Sep. 25, 2002 H.R. CONF. REP. 107-685 P.L. 107-273, 21ST CENTURY DEPARTMENT OF... Sep. 25, 2002 more	<b>Bill Drafts</b> 2005 CONG US S 167, 109th CONGRESS, 1st Session [Report No. 109-33, Part I] Apr. 12, 2005 2005 CONG US S 167, 109th CONGRESS, 1st Session S. 167 Feb. 2, 2005 more	<b>Bill Drafts</b> 2005 CONG US S 167, 109th CONGRESS, 1st Session [Report No. 109-33, Part I] Apr. 12, 2005 2005 CONG US S 167, 109th CONGRESS, 1st Session S. 167 Feb. 2, 2005 more
<b>Cong. Record</b> 146 Cong. Rec. H11943-07 HOUSE BILLS AND JOINT RESOLUTIONS... Dec. 4, 2000 146 Cong. Rec. D1163-01 NEW PUBLIC LAWS Nov. 1, 2000 more	<b>Cong. Record</b> 146 Cong. Rec. H11943-07 HOUSE BILLS AND JOINT RESOLUTIONS... Dec. 4, 2000 146 Cong. Rec. D1163-01 NEW PUBLIC LAWS Nov. 1, 2000 more	<b>Presidential Msg.</b> Monday, November 04, 2002 STATEMENT BY THE PRESIDENT Nov. 4, 2002 2002 U.S.C.A.N. 1191 P.L. 107-273, 21ST	<b>Reports</b> H.R. REP. 109-33(1) FAMILY ENTERTAINMENT AND COPYRIGHT... Apr. 12, 2005	<b>Reports</b> H.R. REP. 109-33(1) FAMILY ENTERTAINMENT AND COPYRIGHT... Apr. 12, 2005

Graphical Statutes display

## Using RegulationsPlus for Federal Regulations

After you retrieve a federal regulation, use the RegulationsPlus links on the Links tab to retrieve

- notes of decisions similar to the notes of decisions found in USCA and other West annotated statutes
- related agency opinions and decisions and enabling statutes
- prior versions of the regulation
- related documents in the *Federal Register*

### Proposed Regulations

Use KeyCite to view proposed changes to this section.

### Notes of Decisions

Click **Notes of Decisions** to view cases chosen by West editors that construe or apply this section.

### Administrative Materials

Retrieve relevant agency opinions and decisions, documents from the *Federal Register*, and other administrative materials.

### Enabling Statutes

Click **Authority** to link to the enabling statute for this section.

The screenshot shows the RegulationsPlus interface for 17 C.F.R. § 230.146. The sidebar on the left contains the following links:

- Proposed Regulations** (circled in green)
- History**
- Citing References**
- Monitor With KeyCite Alert**
- Full-Text Document**
  - Table of Contents
  - RegulationsPlus™ Index
  - Section Outline
- RegulationsPlus™** (with an *About* link)
  - Historical**
    - Prior Versions
  - Cases**
    - Notes of Decisions
    - All Citing Cases
    - Citing Court Documents
  - Agency Opinions and Decisions**
    - Last 60 Days
    - Securities Decisions
  - Administrative**
    - FR References
  - Statutes**
    - Authority
  - Analysis**
    - Law Reviews
    - Treatises and Forms
- ResultsPlus™** (with an *About* link)
  - Am.Jur. Proof of Facts
    - 1. Proving Damages Caused by Securities Brokers' Executing

The main content area displays the regulation text for 17 C.F.R. § 230.146. It includes the title, the Code of Federal Regulations, and the text of the regulation. The text is as follows:

17 C.F.R. § 230.146

Code of Federal Regulations [Currentness](#)

Title 17. Commodity and Securities Exchanges

Chapter II. Securities and Exchange Commission

Part 230. General Rules and Regulations, Securities Act of 1933 ([Refs & Annos](#))

General ([Refs & Annos](#))

§ 230.146 Rules under section 18 of the Act.

(a) Prepared by or on behalf of the issuer. An offering document (as defined in Section 15 U.S.C. 77r(d)(1)) is "prepared by or on behalf of the issuer" for purposes of Section 18 of the Act, if the issuer or an agent or representative:

- (1) Authorizes the document's production, and
- (2) Approves the document before its use.

(b) Covered securities for purposes of Section 18.

(1) For purposes of Section 18(b) of the Act (15 U.S.C. 77r), the Commission finds that the following national securities exchanges, or segments or tiers thereof, have listing standards substantially similar to those of the New York Stock Exchange ("NYSE"), the American Stock Exchange ("Amex"), or the National Market System of the Nasdaq Stock Market ("Nasdaq"), and that securities listed, or authorized for listing, on such exchanges shall be deemed to be covered securities:

- (i) Tier I of the NYSE Arca, Inc.;
- (ii) Tier I of the Philadelphia Stock Exchange, Inc.;
- (iii) The Chicago Board Options Exchange, Incorporated;
- (iv) Options listed on the International Securities Exchange, LLC; and

CFR section

## Retrieving Federal Legislative History

Use the Legislative History-Federal page to retrieve legislative history for a statute in one location. It contains a step-by-step diagram of the federal legislative process. Click a number in the diagram to display a Search page. Then type a Terms and Connectors query or a Natural Language description in the *Search* text box, select one or more database check boxes, and click **Search Westlaw**.

Use the drop-down lists and links in the *Shortcuts* section to speed your research. Among them are the following:

- **Legislative History Updates:** These updates give you direct access to materials from *U.S. Code Congressional and Administrative News* (USCCAN).
- **Find Using a Template:** Use this template to retrieve a variety of document types, including U.S. House and Senate bills and reports.
- **Find by Popular Name:** Access legislative history materials for specific acts, e.g., Sarbanes-Oxley Act of 2002.



Legislative History-Federal page

To use the Legislative History-Federal page, click **Add/Remove Tabs** at the top of any page. When the Manage Tabs page is displayed, click **Legislative History-Fed** under *Jurisdictional-Federal*. You can then use the page for your current Westlaw session without adding it as a permanent tabbed page.

## Searching Public Laws

A new law, prior to its codification in the statutes, is called a *session law*, *public law*, or *slip law*. If you have a public law number, type us pl followed by the number, e.g., us pl 105-56, in the *Find by citation* text box in the *Shortcuts* section of the Paralegal page.

To search for a public law, click **Additional materials** under *Cases and Statutes* at the Paralegal page to display a Search page. Type a Terms and Connectors query or Natural Language description in the *Search* text box. Then select the **US Public Laws-Current** or **US Public Laws-1973-2000** check box under *Federal Statutes and Regulations* to search for a U.S. public law. (Select the **Legislative Service-All States** check box under *State Statutes and Regulations* to search for a state session law.) Then click **Search Westlaw**.



## Retrieving State Legislative History

### Using the Legislative History-State Page

The Legislative History-State page contains a map of all 50 states. Click a state's postal abbreviation, e.g., MN, to display a Search page listing databases containing that state's legislative history. Type a Terms and Connectors query or a Natural Language description in the Search text box, select one or more database check boxes, and click **Search Westlaw**.

Search

Legislative History-State > Minnesota Legislative History

Terms and Connectors Natural Language

Search:

Search Westlaw

Thesaurus

Recent Searches & Locates

Select Database(s)

Minnesota Legislative History

- ☐ Minnesota Legislative History (MN-LH) [i](#)
- ☐ Minnesota Legislative History Reports (MN-LH-REP) [i](#)
- ☐ Minnesota Legislative History Journals (MN-LH-JRNLS) [i](#)
- ☐ Minnesota Legislative History Messages (MN-LH-MSG) [i](#)
- ☐ Minnesota Legislative Service (MN-LEGIS) [i](#)
- ☐ Minnesota Historical Legislative Service (MN-LEGIS-OLD) [i](#)
- ☐ Minnesota Bills (MN-BILLS) [i](#)
- ☐ Minnesota Bill Tracking (MN-BILLTRK) [i](#)
- ☐ Minnesota Bill Text (MN-BILLTXT) [i](#)
- ☐ Minnesota Bills - Historical (MN-BILLS-OLD) [i](#)
- ☐ Minnesota Bill Tracking - Historical (MN-BILLTRK-OLD) [i](#)
- ☐ Minnesota Bill Text - Historical (MN-BILLTXT-OLD) [i](#)

Search Westlaw

Minnesota Legislative History Search page

### Using the Paralegal Page

You can also click **Additional materials** under *Cases and Statutes* at the Paralegal page to search legislative history for multiple states. Type a Terms and Connectors query or Natural Language description in the *Search* text box, then select the **State Legislative History** check box under *State Statutes and Regulations* and click **Search Westlaw**.

#### Tip

If you follow a bill through the legislative process, language of the final version of the law may change substantially from the time the bill was first introduced in the legislature. At times it may be useful to trace how the language of a law was changed as it passed through the lawmaking process. The following databases contain bill text and bill tracking documents for all 50 states:

- |            |  |
|------------|--|
| ST-BILLTRK | Bill Tracking–All States–Summaries and Status contains summaries and status information concerning current legislation from all 50 states and the District of Columbia.  |
| ST-BILLTXT | Bill Text–All Fifty States–Full Text contains the full text of all available bills (introduced, amended, and enacted versions) from current and recently ended sessions of legislatures from all 50 states and the District of Columbia. |



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