

PROFESSIONAL LEGAL RESEARCH

Administrative law embodies the rules and regulations promulgated by city, county, state, and federal agencies. It is also the body of law governing the organization and operation of those administrative agencies. This quick reference guide highlights the administrative law resources on Westlaw and shows you how to retrieve relevant documents.

Administrative Law

Administrative law practice may involve promulgating regulations or decisions dealing with issues such as trade, the environment, taxation, broadcasting, immigration, and transportation. It also may involve ensuring that those agency regulations and decisions are clear, necessary, legally valid, and available to the public, as required by the Administrative Procedure Act (APA).

Administrative Law Resources on Westlaw

Westlaw includes an extensive collection of administrative law materials, including state and federal law and secondary sources. In each category listed below, a few key databases are highlighted. To access a database containing administrative decisions from a particular regulatory agency, e.g., the Environmental Protection Agency, click **Directory** at the top of any page. The Westlaw Directory is displayed. Click **Topical Practice Areas**, then click a link such as **Environmental Law**. At the next page, click **Federal Administrative Materials**, if available.

You can also access a database by typing its identifier, e.g., **cfr** for the Code of Federal Regulations database, in the *Search for a database* text box in the left frame of the Westlaw Directory or a tabbed page.

Remember that the easiest way to retrieve a specific document when you know the citation is to use the Find service. Type your citation in the *Find by citation* text box in the left frame of a tabbed page and click **Go**.

FEDERAL ADMINISTRATIVE MATERIALS

Documents from the *Federal Register* beginning with January 1981 are found in the Federal Register 1981–Current database (FR). Documents from the *Federal Register* from January 1936 to December 1980 are available in the Federal Register Archive (1936–1980) database (FR-OLD).

The *Code of Federal Regulations* is found in the Code of Federal Regulations database (CFR).

The Federal Administrative Materials All database (FADMIN-ALL) contains all federal agency documents currently available on Westlaw. Coverage varies by agency and document type.

Category:

Practice Area Fundamentals

For research assistance 24 hours a day, seven days a week, call the West Reference Attorneys at 1-800-850-WEST (1-800-850-9378) or click **Help** on Westlaw® for a live help session.

STATE ADMINISTRATIVE MATERIALS

State regulations are found in the Individual State Administrative Code databases (XX-ADC), where XX is a state's two-letter postal abbreviation, e.g., CA-ADC.

To view a list of databases containing state administrative decisions, click **Directory** at the top of any page. At the Westlaw Directory, click **Admin. Mat'l** under *U.S. State Materials*, then click **Topical Multistate Administrative Databases** at the bottom of the page.

SECONDARY SOURCES

The Administrative Law–Law Reviews, Texts, and Bar Journals database (AD-TP) includes law reviews, texts, continuing legal education course materials, bar journals, and other periodicals that relate to administrative law. If you are unfamiliar with administrative law, you may find the American Jurisprudence 2d database (AMJUR) a helpful starting point.

Using KeySearch®

KeySearch is a research tool that makes it easy to retrieve relevant cases and secondary sources, such as law review articles. You select terms from a classification system based on the West Key Number System®. KeySearch identifies the key numbers and terms most relevant to your issue and automatically provides a query for you.

ADMINISTRATIVE LAW RESEARCH WITH KEYSEARCH

To access KeySearch, click **Key Numbers** at the top of any page. Then click **KeySearch** under *Browse Key Numbers*. A list of topics along with selected subtopics is displayed. Click the **Browse** icon (📁) next to *Administrative Law* to display a list of subtopics (Figure 1). Continue to click the **Browse** icons as necessary to view each successive level of subtopics.

To select a subtopic for which KeySearch will provide a query, click the **Search** icon (🔍) next to the subtopic or click the **Search all of ...** link at the top of the page. At the KeySearch search page, choose the source containing the type of documents you want to retrieve and, if desired, add your own terms in the *Add Search terms* text box. KeySearch supplies a query for you based on the topic or subtopic you selected, the source you selected, and any search terms you added. Click **Search** to run the KeySearch query.



Figure 1. KeySearch topics under *Administrative Law*

For assistance using Westlaw, call 1-800-850-WEST (1-800-850-9378).
For free reference materials, visit west.thomson.com/westlaw/guides.