

## PROFESSIONAL LEGAL RESEARCH

This quick reference guide shows how to use WestCheck.com®, West's® Web-based citation research application.

### Using WestCheck.com

WestCheck.com automatically extracts citations from your legal documents or a citations list you create manually. You can check your citations in KeyCite®, create a Cited Decisions list of cases cited by your case, use QuoteRight to verify the accuracy of quotations in your document, and use the Find service to retrieve documents on Westlaw. In addition, WestCheck.com provides a report with a navigational index, summary and detail report sections, KeyCite status flags, depth of treatment stars, and KeyCite quotation marks.

Access WestCheck.com at [westcheck.com](http://westcheck.com). At the WestCheck.com Sign-on page, type your Westlaw password and a client identifier in the text boxes and click **Sign On**. Or, click **Username and Password** to sign on using your OnePass account.

### Services Available in WestCheck.com

#### KEYCITE

KeyCite is West's citation research service that allows you to track the history of a document and retrieve all citing references on Westlaw.

KeyCite provides information such as

- direct appellate history of a case or administrative decision
- negative citing references for a case or administrative decision
- citations to cases, administrative materials, secondary sources, and briefs and other court documents on Westlaw that have cited a case, statute, administrative decision, regulation, *American Law Reports* (ALR®) annotation, law review article, or patent
- citations to session laws or rules amending or repealing a statute or regulation
- citations to proposed legislation affecting a statute

#### FIND

When you know the citation of the document you want, WestCheck.com can retrieve the full text of the document on Westlaw and send it to a destination you choose. The Find service is available for many types of documents.

#### CITED DECISIONS

While KeyCite lists cases citing your case, the Cited Decisions service lists the cases cited by your case. The Cited Decisions service is a useful tool for finding hidden weaknesses in your case because it shows whether the cases on which your case relies have significant negative history.

**Category:**

Sharpening Your Skills

---

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.

---

## QUOTERIGHT

Use QuoteRight to verify the accuracy of quotations cited in your document. When WestCheck.com 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 Citations List

You can create a citations list in WestCheck.com by extracting citations from a document; by manually typing citations; or by pasting copied text, preferably a table of authorities, from a legal document.

### BY EXTRACTING CITATIONS FROM A DOCUMENT

1. At the WestCheck.com home page, select **Extract citation(s) from a document**.
2. Click **Browse** to select the document from which you want to extract citations. A *Choose file* dialog box is displayed.
3. Select the document from which you want to extract citations, then click **Open**.
4. Click **Next**. WestCheck.com automatically extracts the citations from your document to create a citations list, which is displayed in the left frame.

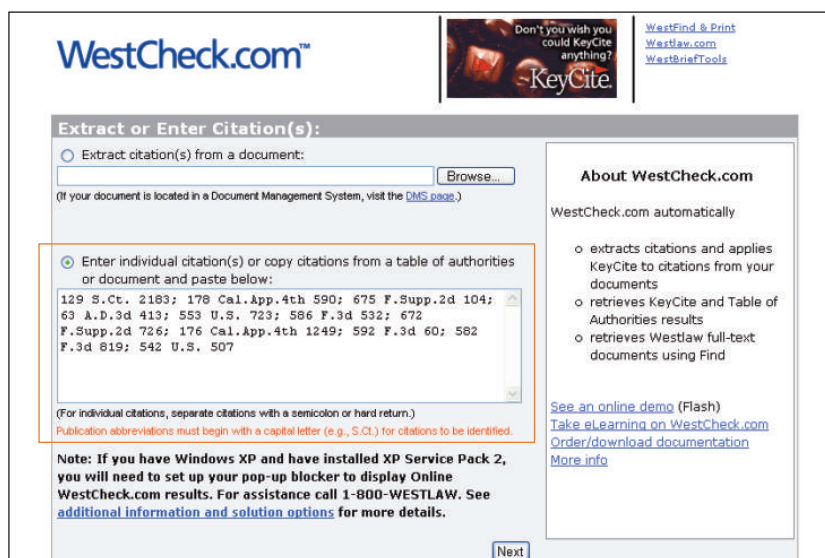


Figure 1. WestCheck.com home page showing a list of citations

### BY TYPING CITATIONS OR BY PASTING COPIED TEXT FROM A DOCUMENT

You can also create a citations list by typing your citations or by copying and pasting text from your legal document to WestCheck.com (Figure 1). Separate multiple citations with a hard return or a semicolon.

After you click **Next**, WestCheck.com creates a citations list, which is displayed in the left frame (Figure 2).

**Note** Publications must use title capitalization and the first letter in a reporter abbreviation must be capitalized.

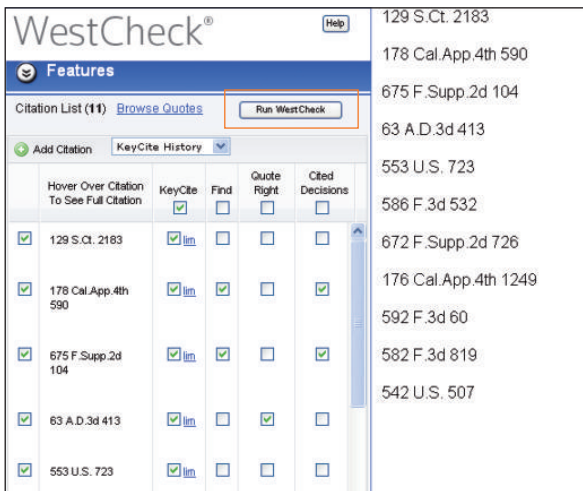


Figure 2. Citations list

### CHECKING A CITATIONS LIST AND CREATING A REPORT

You can check your citations in WestCheck.com using the KeyCite, Find, QuoteRight, and Cited Decisions services and then create an online or offline report.

1. To check individual citations in the citations list, select the check box next to each citation under the service in which you want to check the citation. To check the entire citations list in the same service or services, select the check box under the column heading (e.g., *KeyCite*).

**Note** To exclude a citation from being checked, clear the check box preceding the citation you want to exclude.

2. To apply a preset service to the citations in your list (e.g., KeyCite History), choose a preset service from the drop-down list at the top of the citations list.

For more information on setting up your preset services, see chapter 4, “Customizing WestCheck.com,” in the *WestCheck.com User Manual* available at [west.thomson.com/support/user-guide/west-check.aspx](http://west.thomson.com/support/user-guide/west-check.aspx).

3. Click **Run WestCheck**. The WestCheck Delivery dialog box is displayed (Figure 3).

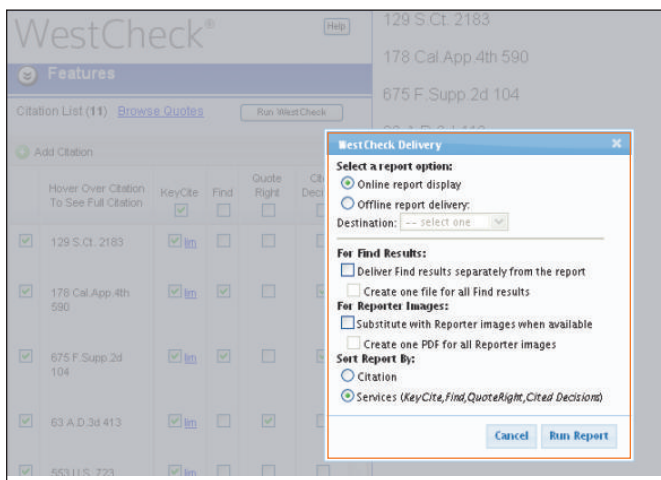




Figure 3. WestCheck Delivery dialog box

4. Under *Select a report option*, select **Online report display** to view the report online. The report will be displayed in a new browser window, from which you can save it or print it. When saving the report, make sure that **Web page, complete (\*.htm, \*.html)** is selected in the *Save as type* drop-down list; the report will be saved in HTML format so you can open the report in your browser.  
  
Select **Offline report delivery** to send a report to a printer or e-mail address, or download it to your computer. Choose the desired delivery destination from the *Destination* drop-down list. If you choose **E-mail**, type the e-mail address to which you want the report sent in the *Email Address* text box. If you choose **E-mail** or **Download**, you must also choose a format from the *Format* drop-down list.
5. Under *For Find Results*, select the **Deliver Find results separately from the report** check box to have your Find requests delivered in separate documents. If you also select the **Create one file for all Find results** check box, all Find requests will be delivered in a single document instead of in multiple documents.
6. Under *For Reporter Images*, select the **Substitute with Reporter images when available** check box to deliver PDF images of case law documents exactly as they appear in the West reporters. Select the **Create one PDF for all Reporter images** check box to deliver a single PDF image that contains all of the case law documents in the result.
7. Under *Sort Report By*, select the desired sort order. Select **Citation** to sort the report by citation or select **Services** to sort the report by the services run.
8. Click **Run Report**.


## Using KeyCite


The KeyCite status flags let you immediately know the status of a document cited in your online report.

 A red flag indicates that the case or administrative decision is no longer good law for at least one of the points of law it contains or that the statute or regulation has been amended by a recent session law or rule, repealed, superseded, or held unconstitutional or preempted in whole or in part.

 A yellow flag indicates that the case or administrative decision has some negative history but hasn't been reversed or overruled; that the statute has been renumbered or transferred by a recent session law; that an uncodified session law or proposed legislation affecting the statute is available (statutes merely referenced, i.e., mentioned, are not marked with a yellow flag); that a proposed rule affecting the regulation is available; that the regulation has been reinstated, corrected, or confirmed; that the statute or regulation was limited on constitutional or preemption grounds or its validity was otherwise called into doubt; or that a prior version of the statute or regulation received negative treatment from a court.

**Note** A printed black and white report will display a yellow flag as empty or very lightly shaded, while a red flag will appear mostly shaded.

 A blue H indicates that the case or administrative decision has some history.

 A green C indicates that the case or administrative decision has citing references but no direct history or negative citing references or that the statute or regulation has citing references.

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