

# Westlaw Solo: The Basic Tasks

Westlaw Solo allows you to perform unlimited case law and statutes research in the Westlaw databases and services for your jurisdiction.

## Accessing Westlaw Solo

To access the databases and services in your Westlaw Solo plan, complete the following steps:

1. Access [www.solo.westlaw.com](http://www.solo.westlaw.com) using your Web browser. The Westlaw Solo Sign-On page is displayed.
2. Type your Westlaw Solo password and 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.

3. Click **Go**. The Westlaw Solo home page is displayed with the databases in your plan listed in the *Search* section under *Select one or more databases to search*.

The screenshot shows the Westlaw Solo interface for Colorado. It features a search bar at the top with a 'Go' button. Below the search bar, there are several sections for finding cases and statutes. Red arrows point from text annotations to specific search options and buttons on the page.

**Westlaw Solo**

Home | Help | More

**Search**

1 Search an issue using Term Search. Or, switch to [Natural Language](#)

The results must contain:

Any of these words

Select a date restriction: Unrestricted

3 Go

2 Select one or more databases to search:

Colorado State Cases

Colorado Statutes Annotated and Legislative Materials

**Find a Case**

Find a Case if you know the citation. Fill in one template and click Go.

P.3d   and Print **Go**

Find a Case if you know the title (enter at least one party name).

**Go**

**Find a Case Using the Custom Digest**

**Find a Statute**

Find a Statute if you know the citation. Fill in one template and click Go.

CO ST s   and Print **Go**

**Find Statute using the Table of Contents**

**Check a Case in KeyCite**

Check a Case in KeyCite to see if it is still good law. Fill in one template and click Go.

P.3d  **Go**

**Check a Statute in KeyCite**

Check a Statute to see if it is still good law. Fill in one template and click Go.

CO ST s  **Go**

Westlaw Solo home page for Colorado

### Note:

If you attempt to retrieve a document not included in your Westlaw Solo plan, you will receive a warning notifying you that the document is not included in your plan and that you will incur an additional charge if you retrieve the document. Click **Cancel** or your browser's **Back** button if you do not want to incur the charge, or click **OK** to retrieve the document and be billed the additional charge.

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

For technical or search assistance, call **1-800-WESTLAW** (1-800-937-8529).

For information about free telephone training or to schedule a training, call **1-800-328-0109**.

## Finding a Case

You can quickly retrieve a case if you know its citation or the names of one or more of the parties. You also can use the Custom Digest to retrieve case headnotes classified under a specific topic and key number.

### Find a Case by Citation

Select the publication abbreviation from the drop-down list, type the volume number and page number in the text boxes, and click **Go**. To print the document as soon as it is retrieved, select the **and Print** check box before you click **Go**.

Find a Case

Find a Case if you know the citation. Fill in one template and click Go.

116 P.3d 1245  and Print **Go**

Find a Case if you know the title (enter at least one party name).

,  **Go**

Find a Case Using the Custom Digest

### Find a Case by Title

Type one or both of the parties' names in the *Find a Case if you know the title* text boxes and click **Go**. The search will be run in the case law databases in your plan.

### Find a Case Using the Custom Digest

Click **Find a Case Using the Custom Digest** to use the Custom Digest to find topic and key numbers related to your issue and to retrieve a list of cases with headnotes classified under those topic and key numbers.

Follow these steps to use the Custom Digest:

1. Click the plus (+) and minus (-) symbols to browse the topic and key number outline.
2. Select the check box next to each topic or key number you want to search for, then click **Search selected**.
3. If desired, type additional search terms in the *Add search terms and/or connectors* text box and select a date restriction from the drop-down list.
4. Click **Search**. A list of cases with headnotes classified under the topic and key numbers you selected is displayed. All headnotes classified under a specific topic and key number are contained in a single document. Click a citation to view the full text of a case.

## Finding a Statute

You can quickly retrieve a statute by using its citation or by using the Table of Contents service.

### Find a Statute by Citation

To find a statute, select the publication from the drop-down list, if applicable, and type the section number in the text box. In some states, you also may have to type a title number or other information. To print the document immediately after it is retrieved, select the **and Print** check box before you click **Go**.

Find a Statute

Find a Statute if you know the citation. Fill in one template and click Go.

CA Corp s 304  and Print **Go**

CA Harb & Nav App  s

CA Pub Util App  s

Find Statute using the Table of Contents

### Find a Statute Using the Table of Contents

Click **Find Statute Using the Table of Contents** to access the table of contents for the statutes available in your subscription. Browse the table of contents by clicking the plus and minus symbols. Alternatively, select the check box next to a title, chapter, part, or subpart and click **Expand Selection(s)** to quickly expand that portion of the table of contents. Click a link to view a specific section. Click **Collapse All** to collapse the table of contents.

To retrieve an entire chapter, title, part, or subpart, do one of the following:

- 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** at the bottom of the page.
- 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. If you want to retrieve only those sections containing specific terms, type those terms in the text box before clicking **Search** again.

When you are viewing a statute, click **Previous Section** or **Next Section** at the top of the document to view consecutive documents even if they were not retrieved by your search or Find request. To return to the document you originally retrieved, click **Original Results** at the top of the page.

## Searching for Documents

Westlaw Solo allows you to type a Terms and Connectors query or a Natural Language description of your issue, select one or more databases, and run the search.

### Using the Term Search Method

The Term Search method allows you to enter key terms from your issue and specify the relationship between those terms. You can further refine your search by adding a date restriction.

Follow these steps to use the Term Search method:

1. Click **Term Search** if *Search an issue using Term Search* is not displayed above the text box in the *Search* section of the Westlaw Solo home page. Type your key terms in the text box, then specify the relationship between the terms by selecting an option (e.g., **All of these words**, **This exact phrase**) from *The results must contain* drop-down list. If you want to restrict your search result by date, select a date restriction from the *Select a date restriction* drop-down list.
2. Select the check boxes next to the databases you want to search.
3. Click **Go**. A list of all documents retrieved by your search is displayed. To view the full text of a document in the list, click its title.

**Note:** If you are familiar with Westlaw connectors, you can use these between your terms rather than using *The results must contain* drop-down list.

### Using the Natural Language Search Method

The Natural Language search method allows you to type a description of your issue in plain English.

Follow these steps to use the Natural Language search method:

1. Click **Natural Language** if *Search an issue using Natural Language* is not displayed above the text box in the *Search* section of the Westlaw Solo home page. Type a description of your issue in the text box. If you want to restrict your search result by date, select a date restriction from the *Select a date restriction* drop-down list.
2. Select the check boxes next to the databases you want to search.
3. Click **Go**. A list of the documents most closely matching the concepts in your description is displayed. To view the full text of a document in the list, click its title.

## Browsing a Search Result

Navigational features allow you to easily browse your documents; for example, your search terms are highlighted, and the *Term* and *Best* arrows let you view important sections of a document. (*Best* arrows are available in Natural Language search results.)

The screenshot shows a search result page for the case **Barclays Bank Internat. Ltd. v. Franchise Tax Bd.**. The page includes a search bar at the top with an **Edit Search** link, a **Result List (100 Docs)** link, and a toolbar with icons for **BOOK MARK**, **PRINT**, **EMAIL**, and **OTHER**. The case title and citation information are displayed, followed by the court name and the parties involved. The main text of the opinion is shown, with a **Best** arrow pointing to a highlighted section. At the bottom, there are **Term** and **Doc** arrows for navigation.

To return to your search, click **Edit Search**.

Click the KeyCite status flag to view KeyCite information for this document.

Click a print icon to print, e-mail, fax, or save the document you are viewing.

To view the next or previous search term, click the **Term** arrows.

To view the next or previous document in your search result, click the **Doc** arrows.

To view the next or previous best section (the section that most closely matches the concepts in your Natural Language description), click the **Best** arrows.

## Printing Documents

To print, e-mail, fax, download, or save your documents on Westlaw, complete these steps:

1. If desired, while viewing a result list, select the check box next to each document you want to deliver.
2. Click a print icon in the upper-right corner of a retrieved document or result list. Click the **Print** icon to print the documents or the result list on an attached printer or Westlaw printer. Click the **Email** icon to send the documents or the result list to one or more e-mail addresses. Click the **Other** icon to display a menu of additional delivery options.
3. The Print dialog box is displayed. In the *Content* section, specify which document pages you want delivered, e.g., first page only, and whether you want to include features such as KeyCite flags and highlighted search terms. If your search result consists of statutes, you can select **Statutory Text** to print the statutes without annotations. Click **Properties** to change settings for the delivery destination, then click **Save** when you are finished making your selections.
4. Click **Send Request**.

## Checking the Status of a Case or Statute in KeyCite®

KeyCite allows you to determine whether a case or statute is good law and to retrieve a list of citing references to your document. When you are viewing a case or statute, click the KeyCite status flag, if available, to view KeyCite information for the document.

You can also use the KeyCite sections of the Westlaw Solo home page to check a case or statute in KeyCite. To check a case, select the publication abbreviation from the drop-down list, type the volume number and page number in the text boxes, and click **Go**. To check a statute, select the publication abbreviation from the drop-down list, if applicable, and type the section number in the text box. (In some states, you may also have to type a title number or other information.) Then click **Go**.

Check a Case in KeyCite  
Check a Case in KeyCite to see if it is still good law. Fill in one template and click Go.  
 P,3d  **GO**

Check a Statute in KeyCite  
Check a Statute to see if it is still good law. Fill in one template and click Go.  
CO ST #:  **GO**

### KeyCite Status Flags

In cases, a red flag (▶) warns that the case is no longer good law for at least one of the points of law it contains. In statutes, a red flag warns that the statute has been amended by a recent session law, repealed, superseded, or held unconstitutional or preempted in whole or in part.

In cases, a yellow flag (▶) warns that the case has some negative history but has not been reversed or overruled. In statutes, a yellow flag warns that a statute has been renumbered or transferred by a recent session law; that an uncodified session law or pending legislation affecting the statute is available; 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 treatment from a court.

A blue H (H) indicates that the case has some history.

A green C (C) indicates that the case or statute has citing references.

### 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 **KeyCite Citing References** at the bottom of the page. Negative citing cases are listed first; the remaining cases are listed according to the depth of treatment they give your case. Click **Graphical History** to view direct history in a graphical view.

### Viewing Citing References for a Statute

To view a list of cases that have affected the validity of a section, cases from the *United States Code Annotated* (USCA®) and state statute notes of decisions, cases that do not appear in notes of decisions, administrative materials, secondary sources, briefs and other court documents, and statutes and court rules, click **KeyCite Citing References** at the bottom of the page.