

# Using WestCheck.com

WestCheck.com is West's citation research application on the Web that automatically extracts citations from a legal document or a citations list you create manually. WestCheck.com makes WestCheck® available to anyone with Internet access.

You can check your citations in KeyCite®, create a table of authorities for cases, statutes, and other legal authority cited in your document, and use the Find service to retrieve the documents on Westlaw®. This can be important when—sometimes at the eleventh hour—you need to verify that all the citations in a lengthy memorandum are correct and that the cited authorities are good law. In addition, WestCheck.com features an improved report display with a navigational index, summary and detail report sections, KeyCite status flags, depth of treatment stars, and KeyCite quotation marks.

Access WestCheck.com at <https://westcheck.com>.

For assistance using WestCheck.com, call  
**1-800-WESTLAW**  
(1-800-937-8529).

For free reference materials, visit  
[west.thomson.com/westlaw/guides](http://west.thomson.com/westlaw/guides).

## Browser Requirements

- Microsoft® Internet Explorer® 5.0 or later
- Mozilla Firefox 2.0.0.4 or later

## Compatible Word Processors

WestCheck.com is compatible with the following word processors:

- Microsoft Word 2007, 2003, 2002, 2000, or 97
- Corel® WordPerfect® Office X3 or WordPerfect 12, 11, 10, 9, or 8

## Basic Steps

1. Create a citations list.
2. Check your citations.
3. View, print, or save your result.

## 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 from a legal document, preferably the table of authorities.

**WestCheck.com™**

Extract or Enter Citation(s):

Extract citation(s) from a document:

(If your document is located in a Document Management System, visit the [DMS page](#).)

Enter individual citation(s) or copy citations from a table of authorities or document and paste below:

Federal Cases	
North American Oil Consolidated v. Burnet, 286 U.S. 417, 424, 52 S. Ct. 613, 76 L. Ed. 1197(1932)	3
State Cases	
Reming v. State, 373 Md. 426, 433, 818 A.2d 1117 (2003)	3
People v. Lidster, 319 Ill. App. 3d 825, 254 Ill. Dec. 379, 747 N.E.2d 419 (2d Dist. 2001)	3

(For individual citations, separate citations with a semicolon or hard return.)

**Note: If you have Windows XP and have installed XP Service Pack 2, you will need to set up your pop-up blocker to display Online WestCheck.com results. For assistance call 1-800-WESTLAW. See [additional information and solution options](#) for more details.**

**About WestCheck.com**

WestCheck.com automatically

- extracts citations and applies KeyCite to citations from your documents
- retrieves KeyCite and Table of Authorities results
- retrieves Westlaw full-text documents using Find

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[Take eLearning on WestCheck.com](#)  
[Order/download documentation](#)  
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Westlaw. | [About WestCheck.com](#) | [About WestCheck.com Security](#) | [Pricing Info](#) | [Help](#) | [Feedback](#) | THOMSON WEST

Figure 1. WestCheck.com home page showing a pasted table of authorities

## Checking a Citations List

WestCheck.com checks citations on Westlaw using the KeyCite, Find, and Table of Authorities services.

1. To check the entire citations list in the same service or services, select the check box next to the heading (e.g., KeyCite).

To check individual citations within the citations list, select the check box next to each citation under the service in which you want to check that citation.

2. Select KeyCite options for case law. Select KeyCite options for statutes.

3. Select a report option: **Online** or **Offline**. The online report includes a navigational index, summary report and detail report sections, KeyCite status flags, depth of treatment stars, and KeyCite quotation marks.

4. Type your Westlaw password and a client identifier, then click **Go**.

The screenshot shows the WestCheck.com interface. At the top, there are navigation links: "Print/Save List", "Extract or Enter New Citations List", and "Add New Citation(s)". Below this is a section for "Select citation service options (KeyCite, Find, TOA)" with a table of 7 citations. Each citation has checkboxes for KeyCite, Find, and TOA. To the right of the table are "Select KeyCite Options" and "Select a report option" sections. The "Select KeyCite Options" section has dropdown menus for "For cases" (KeyCite Negative History Only) and "For statutes" (KeyCite History Only), and a checkbox for "Include court documents". The "Select a report option" section has radio buttons for "Online report display" and "Offline report delivery", a "Destination" dropdown (Westlaw Printer), and "Sort report by" options (Citation order, Services). At the bottom right is a "Sign-On" section with a password field, a "Client ID" field, and a "Save this password" checkbox.

7 Citations	KeyCite	Find	TOA
1 286 U.S. 417	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 373 Md. 426	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 319 Ill. App. 3d 825	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4 370 Md. 525	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 329 Md. 370	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6 26 U.S.C.A. §1341	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7 Tex. Lab.Code Ann. § 451.001	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 2. Sample Citations List

## Viewing, Printing, or Saving Your Result

When checking your citations list on Westlaw, you can do any of the following:

- View and print or save an online report using your browser functions.
- Print an offline report on a Westlaw printer. (An offline report for a Find result sent to a Westlaw printer can be printed in dual-column format if the delivery format is set to dual column in your Westlaw printer properties.)
- Send an offline report to an e-mail address.
- Send an offline report to a fax machine. (An offline report for a Find result sent to a fax machine can be printed in dual-column format if the delivery format is set to dual column in your Westlaw fax machine properties.)

Click a citation in the index to navigate the report.

KeyCite status flags let you immediately know the status of a case, administrative decision, statute, or regulation. Click a status flag in the *History* section of your report to display the citation's history on Westlaw; click a citation number to retrieve the document using Find.

The screenshot shows the online report for citation 286 U.S. 417. At the top, it says "Citations from: Uploaded text" and "Client ID: tbz". Below this is a table with "User: 1690146-ZEHNDER,TANYA B", "Approximate number of lines: 1180", and "Date and Time printing started: 08/30/2007 02:25:30 pm (Central)". The main content is the "KeyCite Request: 286 U.S. 417" and "Citation: P 286 U.S. 417". Below this is the "History" section, which includes "Direct History" and "Negative Citing References". The "Negative Citing References" section lists three cases: 1. North Am. Oil Consolidated v. Burnet, 286 U.S. 417, 52 S.Ct. 613, 76 L.Ed. 1197, 3 USTC P 943, 11 A.F.T.R. 16 (U.S., May 23, 1932) (NO. 575); 2. Burke v. C.I.R., T.C. Memo. 2005-297, 2005 WL 3541191, 90 T.C.M. (CCH) 635, T.C.M. (RIA) 2005-297 (U.S. Tax Ct. Dec 27, 2005) (NO. 14904-04) (Additional History) ★★; 3. Helvering v. St. Louis Southwestern Ry. Co., 66 F.2d 633, 12 A.F.T.R. 1289 (C.C.A.8 Aug 17, 1933) (NO. 9641, 9645) (Additional History) ★★. The "Distinguished by" section lists two cases: 1. Clinton Hotel Realty Corp. v. C.I.R., 128 F.2d 968, 42-2 USTC P 9569, 29 A.F.T.R. 758 (C.C.A.5 (Fla.) Jun 27, 1942) (NO. 10237) (Additional History) ★★.

The citation that was checked in KeyCite

Depth of treatment stars in your KeyCite result show the extent to which the citing case discusses your case.

Figure 3. Sample Online Report showing a KeyCite result