



WESTLAW TEXT USER GUIDE

LARGE PRINT EDITION

SEPTEMBER 2010



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About This Guide

In this guide, the graphics and step-by-step instructions are based on accessing Westlaw Text via the Internet. Because of the evolving nature of Internet technology, there may be recent changes to the Westlaw Text interface and functionality that are not reflected in this documentation.

Information in this guide is current through September 1, 2010.

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Introduction

Westlaw Text provides Westlaw content and West editorial enhancements in a single-frame, text-only environment. This environment enhances Westlaw accessibility for subscribers who use assistive technologies such as screen readers, screen magnifiers, and voice recognition software. Westlaw Text is also useful for Westlaw subscribers who use slower Internet connections.

This manual provides detailed descriptions of Westlaw functionality and step-by-step instructions for performing research on Westlaw Text.

When you access Westlaw Text, you access the full range of Westlaw content. However, not all of the research tools and features that are available on Westlaw are available on Westlaw Text.

Using Westlaw Text, you can quickly and easily perform the following five common research tasks:

1. Search Westlaw. Access a database and retrieve documents using either the Terms and Connectors or the Natural Language search method.
2. Find a document. You can retrieve a document using the Find service when you know its citation. You can also use Find to retrieve a case law document when you know the name of one or more parties to the case.
3. Check a citation using KeyCite, the citation research service from West.
4. Use the Westlaw Directory. The Westlaw Directory lists all databases on Westlaw.
5. Print and deliver the information you retrieve on Westlaw.

This manual also provides a list of West digest topics and their numerical designations in Appendix A, federal courts of appeals information in Appendix B, and state court information in Appendix C.

1 Welcome to Westlaw Text

This chapter provides customer service information, offers general tips regarding the use of screen readers with Westlaw Text, and describes conventions used in this manual. This chapter contains four sections.

Section 1.1. Accessibility Support

If you have questions about Westlaw Text or would like to receive free training, call **1-800-418-WEST**, which is also 1-800-418-9378. Assistance is available Monday through Friday, from 7 a.m. to 8 p.m. (central time). A live chat service is available Monday through Friday, from 7 a.m. to noon.

Section 1.2 General Westlaw Text Assistance

If you have technical questions about Westlaw Text, call West Customer Technical Support at **1-800-WESTLAW**, which is also 1-800-937-8529 or send an e-mail message to **west.support@thomson.com**.

If you have search questions about Westlaw Text, call the West Reference Attorneys at **1-800-REF-ATTY**, which is also 1-800-733-2889 or send an e-mail message to **west.referenceattorneys@thomson.com**.

Section 1.3. Tips for Using Screen Readers

You can optimize the Westlaw Text interface for use with assistive technologies by selecting the **Optimize for Accessibility** check box at the Preferences page. (This manual assumes that this check box is selected.) For more information about the Preferences page, refer to Chapter 14.

Links titled **Home**, **Help**, and **Sign Off** appear at the top of every Westlaw Text page. A copyright link (**© 2010 Thomson Reuters**) is displayed at the bottom of every page. These links will help you locate the beginning and ending of a page.

Additional tips for using screen readers with Westlaw Text are provided in the text of various sections of this manual. However, providing instructions for using screen reader applications is beyond the scope of this documentation, which is focused on the functionality of the Westlaw Text interface. If you have questions about the functionality of your screen reader application, contact customer support resources provided by the vendor of that application.

Section 1.4. Conventions Used in This Manual

Westlaw Text program items such as buttons, check boxes, and menu options that you click, select, or choose appear in **bold** type.

A Westlaw database identifier, which is the abbreviation you use to access a database on Westlaw, is shown in parentheses following a database name, e.g., the All U.S. Supreme Court Cases database (SCT).

Sections within each chapter are numbered consecutively. For example, you are currently reading Section 1.4, Conventions Used in This Manual, which is the fourth section of Chapter 1.

2 Getting Started

This chapter explains how to sign on to Westlaw Text, access online Help, and sign off from Westlaw Text. This chapter contains three sections.

Section 2.1. Signing On to Westlaw Text

Complete these steps to sign on to Westlaw Text:

1. Go to **text.westlaw.com**. Alternatively, go to **westlaw.com** and click **text.westlaw.com** at the bottom of the Westlaw sign-on page. The Westlaw Text sign-on page is displayed. (Click **Use a Secure Connection** if you want to access a secure Web site that encrypts your research session.)
2. Click **Sign on using OnePass Username and Password** to sign on using your username and password.

Note If you have not created a username and password, click **Register/Edit Username and Password** to display the Manage My OnePass Account page. Click **Create Account**, complete the registration form, and click **Create Account** when you are finished. You will receive a message confirming your registration.

If you already have created a username and password, type your username, password, and client identifier in the appropriate text boxes. (A client identifier should identify the research session to you. It is typically the name of a client or a

file number.) Note that for security purposes, information that you type in the *Password* text box is represented by bullets. Therefore, you will not be able to use a screen reader to verify that you have typed your password correctly.

- Select the **Save this username and password** check box if you want your username and password automatically entered each time you sign on to Westlaw Text. Note that if you select this check box, anyone who uses your computer will be able to sign on to Westlaw Text with your password.
- Select the **Save this username** check box if you want your username automatically entered each time you sign on to Westlaw Text.

3. Click **Go**. The Westlaw Text Home page is displayed.

Section 2.2. Accessing Online Help

To browse Help information for Westlaw Text, click **Help**, which is available at the top of every Westlaw Text page. To exit Help, use your browser's Back function.

Section 2.3. Signing Off from Westlaw Text

You should disconnect from Westlaw Text before exiting your browser. To disconnect from Westlaw Text, click **Sign Off** at the top of any page. The time you spent searching on Westlaw Text or the number of transactions you performed is displayed. To sign on to

Westlaw Text again, click **Begin a New Westlaw Text Research Session**.

3 The Westlaw Text Home Page

The Home page provides links to common research tasks, services, and information. This chapter briefly describes five links on the Home page. This chapter contains one section.

1. The **Search** link. Click **Search** to access a database and retrieve documents using either the Natural Language or the Terms and Connectors search method. For more information about searching for documents, refer to Chapter 4.
2. The **Find a Document** link. Click **Find a Document** to retrieve a document using the Find service when you know its citation. You can also use Find to retrieve a case when you know the name of one or more parties to the case. For more information about using Find, refer to Chapter 10.
3. The **Check a Citation in KeyCite** link. Click **Check a Citation in KeyCite** to perform citation research. KeyCite is West's citation research service that allows you to track the history of a document and retrieve all citing references on Westlaw. For more information about using KeyCite, refer to Chapter 11.
4. The **Westlaw Directory** link. Click **Westlaw Directory** to access a list of all databases on Westlaw. For more information about using the Westlaw Directory, refer to Chapter 12.
5. The **Preferences** link. Click **Preferences** to customize several aspects of your research session, such as optimizing your document display for accessibility or modifying your document

delivery settings. For more information about using the Preferences page, refer to Chapter 14.

In addition to the above five links, the Westlaw Text Home page also provides a link to online Help information (**Help**) and a link to sign off from Westlaw Text (**Sign Off**) at the top of the page (these links are also available at the top of every Westlaw Text page). In addition, West copyright information (**© 2010 Thomson Reuters**) is displayed at the bottom of the Westlaw Text Home page and all other Westlaw Text pages.

4 Searching for Documents

This chapter describes how to access a database or multiple databases, select a Westlaw search method, and enter your description or query at the Search page. This chapter contains one section.

To access the Search page, click **Search** at the Westlaw Text Home page. At the Search page, complete the following six steps:

1. Type up to 10 database identifiers, separated by commas or semicolons, in the *Database(s)* text box. Do not use a space to separate database identifiers that you type in the *Database(s)* text box. Alternatively, choose a database from the *Recent Databases* drop-down list or click **Westlaw Directory** to access a list of all databases on Westlaw.

Note that if you're not sure which database is right for your search, you can search the Westlaw Database List (IDEN) for databases that contain the information you need. At the Search page, type **iden** in the *Database(s)* text box and click **Next**. Natural Language is the default search method in IDEN. Type a description of the information you need, such as **california administrative code**, in the *Search for* text box. Click **Search**. A list of the databases most closely matching the concepts in your description is displayed. Click the number next to a database identifier to display a description of that database.

2. Click **Next**.

3. Click **Terms and Connectors** or **Natural Language**, depending on the type of search you want to perform. For more information about Westlaw search methods, refer to Chapter 5.
4. Type your Terms and Connectors query or Natural Language description in the *Search for* text box. Alternatively, choose a search from the *Recent Searches* drop-down list.
5. Choose a date restriction from the drop-down list. There are nine choices: **Unrestricted**, **Today**, **Last 30 days**, **Last 60 days**, **Last 90 days**, **Year-to-date**, **This year and last year**, **Last 3 years**, and **Last 10 years**.
6. Click **Search**. Your search result is displayed at the Result Cite List page. For more information about using the Result Cite List page, refer to Chapter 6. For more information about browsing your result, refer to Chapter 7.

5 Westlaw Search Methods

Westlaw offers two search methods: Natural Language and Terms and Connectors. The search method that is best for your needs is determined by several factors, such as the type of information you are looking for, your knowledge of the research issue, and your expertise in performing research on Westlaw.

Note Some databases provide a template that you can use to enter search terms.

This chapter provides detailed information on searching with Terms and Connectors and Natural Language. This chapter contains eight sections.

Section 5.1. Searching with Terms and Connectors

The Terms and Connectors search method allows you to enter a query consisting of key terms and connectors specifying the relationship between those terms. Use Terms and Connectors when you are searching for particular terms; searching for a particular document; or searching for all documents containing specific information, such as all opinions written by a particular judge or all newspaper articles that mention a specific company.

Formulate your query by choosing search terms significant to your issue and deciding which connectors to place between your terms. Consider using alternative terms such as synonyms and antonyms. To retrieve variations of terms, use the root expander (!) or the

universal character (*). To retrieve a phrase, place quotation marks around the phrase. Plural and possessive forms are automatically retrieved.

Section 5.2. Searching for Phrases

To search for a phrase, place the phrase in quotation marks. For example, type **“negligence per se”**. Westlaw will retrieve documents that contain the search terms in the same order as they appear in the quotation marks.

Section 5.3. Searching for Compound Words

A compound word may appear as one word, as a hyphenated word, or as two separate words. If your search term is a compound word, use its hyphenated form to retrieve all variations. For example, **good-will** retrieves *goodwill*, *good will*, and *good-will*.

Section 5.4. Searching for Abbreviations

Abbreviations may appear with or without periods or spaces. To retrieve the various forms of an abbreviation, enter it with periods and without spaces. It is also a good practice to include in your query the phrase from which the abbreviation is derived. For example, type **“environmental protection agency” e.p.a.**

Section 5.5. Using the Root Expander

Use the root expander, i.e., the exclamation point, to retrieve words with variant endings. To retrieve all forms of a root term, place the

root expander at the end of the term. For example, the search term **contribut!** retrieves the following seven terms: *contribute*, *contributes*, *contributed*, *contributing*, *contributor*, *contributory*, and *contribution*.

Section 5.6. Using the Universal Character

Use the universal character, i.e., the asterisk, to represent one variable character. You can place the universal character anywhere in a term except at the beginning. When you place universal characters at the end of a term, you specify the maximum length of that term. For example, type **object***** to retrieve *object*, *objected*, *objecting*, *objection*, and *objective*, but not *objectionable*.

When you place a universal character in the middle of a term, you require that a character fill that position. For example, type **kn*w** to retrieve *know* and *knew*. You can combine universal characters and root expanders in one term, e.g., **dr*nk!** will retrieve terms such as *drink*, *drinks*, *drinking*, *drinkable*, *drinkability*, *drank*, and *drunk*.

Section 5.7. Using Connectors

Use connectors to specify the relationships that should exist between search terms in the documents you retrieve. The following six items describe commonly used connectors:

1. Use the AND connector (&) to search for documents containing both terms. For example, the query **whistle-blower & protection** requires that the terms *whistleblower*, *whistle-blower*, or *whistle blower* and *protection* appear in the document.
2. Use the OR connector, represented by a space, to search for alternative terms. For example, the query **attorney lawyer counsel** retrieves any document containing at least one of these terms.
3. Same paragraph connectors (/p, +p) require search terms to appear in the same paragraph in a document. For example, the query **"trade secret" /p misappropriat!** retrieves documents in which *trade secret* appears in the same paragraph with any form of the root *misappropriat*. Use a **+p** connector to require that the first term precede the second term within the same paragraph.
4. Same sentence connectors (/s, +s) require search terms to appear in the same sentence in a document. For example, the query **design! /s defect!** retrieves documents in which any form of the roots *design* and *defect* appear in the same sentence. Use a **+s** connector to require that the first term precede the second term within the same sentence.
5. Numerical connectors (/n, +n, where *n* is any number from 1 to 255) require search terms to appear within a specified number of terms of each other. For example, the query **attorney /5 fee** retrieves documents in which *attorney* appears within five terms

or fewer of *fee*. Use a **+n** connector to require that the first term precede the second term by no more than the specified number of terms.

6. Use the BUT NOT connector (%) to exclude documents that contain certain terms. For example, to retrieve cases mentioning *multiple chemical sensitivity* while excluding cases with headnotes classified under West digest topic 413, Workers' Compensation, you could use the query **"multiple chemical sensitivity" % to(413)**.

Section 5.8. Searching with Natural Language

Use Natural Language when you are searching for broad concepts, you want to retrieve a small number of documents for review, or you are a new or infrequent Westlaw user.

The Natural Language search method allows you to use plain English to retrieve relevant documents. Enter a description of your issue and Westlaw will display the documents that best match the concepts in your description. Westlaw identifies legal phrases in your description (such as *contributory negligence*, *fraudulent transfer*, and *tax evasion*), removes common terms (such as *is* and *for*), and generates variations of terms (such as *disqualified* and *disqualification* for *disqualify*).

To search for documents using Natural Language, formulate a description of your issue, using terms that describe its main concepts. An editorially created phrase list automatically recognizes certain phrases in your description and puts them

inside quotation marks. You can also create phrases by manually enclosing terms in quotation marks. For example, if you would like to include the phrase *preferred provider organization* in your description, type **“preferred provider organization”**.

To add related terms to your description, type them in your description immediately following the concept to which they relate and enclose them in parentheses; e.g., type **“tree branch (limb) crossing property line (border boundary)**.

6 Your Search Result

This chapter describes how to use the Result Cite List page. This chapter contains four sections.

Section 6.1. The Result Cite List Page

After you run a search on Westlaw Text, your search result is displayed at the Result Cite List page.

The Result Cite List page includes search summary information at the top of the page, followed by a list of the documents in your result. Each document in the list is numbered.

The *Edit Search*, *Locate in Result*, and *Print/Deliver* links are available at the top and bottom of the page.

Section 6.2. Summary Information

Summary information at the top of the Result Cite List page includes your Terms and Connectors query or Natural Language description, the name of the database you searched, and the number of documents retrieved.

Section 6.3. The Result Cite List

To display the full text of a document, click its title, citation, or number in the list. Note that the maximum number of documents in the list that can be displayed on a page at one time is 100. When your search result includes more than 100 documents, links at the

top and bottom of each page enable you to move to the next or previous page.

Where appropriate, a KeyCite status flag precedes the number of a document in the list. A KeyCite status flag (a red flag, a yellow flag, a blue H, or a green C) indicates that information for a document is available in KeyCite. Click the flag to display the KeyCite information. For more information about using KeyCite, refer to Chapter 11.

When you search using the Terms and Connectors search method, the documents you retrieve are ranked by age or publication, depending on the type of information you are searching. In age ranking, documents are presented in reverse chronological order. In databases containing cases from more than one court, eg., the All Federal Cases database (ALLFEDS), cases are ordered by court first and then by age. In publication ranking, documents are presented in the order in which they were published.

When you search using the Natural Language search method, the documents in your result are ranked according to how closely they match the concepts in your search. The document that has the greatest likelihood of matching the concepts in your description is displayed first.

Section 6.4. Links to Research Tools, Information, and Services

To edit your search, click **Edit Search** at the top or the bottom of the Result Cite List page. The Search page is displayed, at which you can revise your search.

To browse the documents in your search result for one or more terms, whether or not the terms appear in your original description or query, complete the following four steps:

1. Click **Locate in Result** at the top or bottom of the Result Cite List page. The Locate Search Terms page is displayed.
2. Type a Terms and Connectors query in the text box or choose a search from the *Recent Searches* drop-down list.
3. If desired, choose a date restriction from the *Select a date restriction* drop-down list: **Unrestricted, Today, Last 30 days, Last 60 days, Last 90 days, Year-to-date, This year and last year, Last 3 years, or Last 10 years.**

Note Click **Connectors/Expanders Reference List** for a description of Westlaw connectors.

4. Click **Locate**. A list of the documents in your search result that contain your Locate terms is displayed.

Note Click **Cancel Locate** to return to your original search result.

To print or deliver information in your search result, click **Print/Deliver** at the top or the bottom of the Result Cite List page. The Print/Deliver page is displayed, at which you can send information

in your result to a destination you select, such as an e-mail address, an attached printer, or a fax machine. You can also download information to a file on your computer. For more information on printing and delivering, refer to Chapter 13.

Other links that are available at the top of the Result Cite List page include *Home*, which takes you to the Westlaw Text Home page; *Help*, which provides access to online Help information for Westlaw Text; and *Sign Off*, which enables you to sign off from Westlaw Text.

7 Browsing Documents

This chapter discusses different ways to browse the documents you retrieve on Westlaw Text. The browsing tools available depend on the search method you used to retrieve information and the type of documents you retrieved. Note that some browsing tools described in this section are displayed only if **Optimize for Accessibility** is selected at the Preferences page. (For more information about the Preferences page, see Chapter 14). This chapter contains 10 sections.

Section 7.1. Document Citation

When you retrieve a document, its citation is displayed at the top of the document.

Section 7.2. KeyCite Status Flag

Where appropriate, a KeyCite status flag precedes the document citation. A KeyCite status flag (a red flag, a yellow flag, a blue H, or a green C) indicates that information for a document is available in KeyCite. Click the flag to display the KeyCite information. For more information about using KeyCite, refer to Chapter 11.

Section 7.3. Browsing by Search Term

In a Terms and Connectors or a Natural Language search result, you can quickly review the documents you have retrieved by using

Term arrows to browse the portions containing your search terms. Your search terms appear in the text in bold type.

Term arrows are available at the top and bottom of a document. Term arrows are available only if **Optimize for Accessibility** is selected at the Preferences page. Within document text, a left-facing arrow precedes each occurrence of a search term and a right-facing arrow follows the search term. Click an arrow to move to the next or previous occurrence of a search term. Note that if you are using a screen reader, the reader may not indicate the presence of a Term arrow by using the word *arrow*. Your screen reader may indicate the presence of a Term arrow by describing how clicking it will move you through the document, i.e., to the previous search term or to the next search term.

Section 7.4. Browsing by Best Section

In a Natural Language search result, the “best” portion of each document, i.e., the portion most closely matching your description, is shown in **bold** type. This feature is available only if **Optimize for Accessibility** is selected at the Preferences page. Click the **Best Section** arrows at the top or bottom of a document to display the “best” portion of each document.

Section 7.5. Browsing by Document

A message at the top and bottom of each document tells you the total number of documents in your search result and the number of the document that is currently displayed. For example, a sample

message is **Doc 2 of 12**. Click a **Doc** arrow to move to the next or previous document in your search result.

Section 7.6. Browsing by Document Page

When a document doesn't fit on one Westlaw Text page, it may contain numerical links corresponding to specific pages. A Westlaw Text page displays as many as 10 numerical links at a time, as well as a link to the next set of 10 numerical links, and a link to the last page. The total number of pages in the document is indicated under the links. Click a number to move to that page.

Section 7.7. Browsing Case Law Documents by Headnote

West attorney-editors identify the legal issues in reported cases, classify each issue by topic and key number, and summarize each issue in a headnote. A headnote also shows the full classification hierarchy from the West Key Number System. On Westlaw, headnotes appear between the synopsis of the case and the text of the court's opinion.

Headnotes are numbered consecutively so you can use them as an index to the case. Click a headnote number, which is enclosed in brackets, to display the corresponding text in the opinion. Click the headnote number in the opinion to return to the headnote.

Section 7.8. Using Star Paging Information

Star Paging information allows you to cite print page references for the text displayed online without looking up the print reference.

Star Paging references are usually displayed in ***bold italic*** type and are preceded by one or more asterisks, which enable you to determine the publication to which a particular page number belongs. For example, if you retrieve *Kirchmann v. Lake Elsinore Unified School District*, 100 Cal. Rptr. 2d 289, page references from both *California Reporter*, published by West, and *California Appellate Reports*, published by the state of California, are displayed online. Star Paging is available for many publications, including reporters in West's National Reporter System volumes, *United States Reports*, state reporters, *Federal Register*, all law reviews, *United States Statutes at Large*, and *Congressional Record*.

Section 7.9. Accessing Cited References

Hypertext links within the documents you retrieve allow you to jump from a citation in the document you are browsing to the full text of the cited document. Use your browser's Back function to return to the citing document. Links are also available for footnote references within a document.

Section 7.10. Images Within Documents

Some Westlaw databases contain images that can be displayed online, downloaded, or delivered to a destination such as a printer. Images available on Westlaw include black and white

photographs, graphs, flow charts, and drawings. Images are often found in documents from databases containing patent and trademark information, case law, treatises, and the *Federal Register*.

Images within documents are not always displayed online when you access Westlaw Text. Instead, a message may be displayed within the text of a document indicating whether an image is available for offline print. The message also provides the dimensions of the image.

8 Searching Case Law Databases

This chapter describes West editorial enhancements and how you can use them to increase the efficiency and effectiveness of your research. This chapter contains nine sections.

When you search full-text case law databases, the documents you retrieve include the complete and accurate text of the court's decision, order, or ruling, along with many West editorial enhancements that help you identify relevant cases and evaluate their significance.

Section 8.1. West Document Fields in Case Law Documents

Almost all documents on Westlaw are composed of several parts called *fields*. Westlaw document fields can help you research case law documents more effectively.

For example, you can retrieve cases relevant to a particular legal issue by restricting your search to the concise summaries contained in the synopsis and digest fields. You can also retrieve cases dealing with specific legal issues by searching with a West topic and key number.

Westlaw document fields can also help you retrieve cases that you might otherwise miss. The synopsis, digest, topic, and headnote fields often contain terms that do not appear in the judicial opinion. For example, a judge writing an opinion in a case involving

a disputed residential lease may refer to the parties as *lessor* and *lessee* rather than *landlord* and *tenant*. West attorney-editors may classify the case under the West digest topic Landlord and Tenant, or they may use the terms *landlord* and *tenant* in the case synopsis or headnotes. These editorial enhancements help you retrieve relevant cases even when your search terms differ from those used by the court.

The following 23 items provide brief descriptions of case law fields available on Westlaw. The order of the list reflects the order in which the field typically appears in a case law document on Westlaw. The name of a document field is followed by its abbreviation (in parentheses) and a definition.

1. Citation (ci). Unique references for citing to a specific case.
2. Prelim (pr). Docket number, date information, and full court name plus information in the panel and notes fields.
3. Title (ti). The formal name of a case and a complete description of all adverse parties.
4. Docket-number (dn). Docket number assigned to the case.
5. Synopsis (sy). A summary of the case, including the background and holdings, prepared by the publisher; it also includes a summary prepared by the court, if available.
6. Background (bg). A summary of the nature of the case and party designations.
7. Holding (hg). A summary of the major holdings of the case.

8. Topic (to). West editorial classifications, including the numbers and names of West digest topics and key number information.
9. Headnote (he). West editorial descriptions of legal rules and principles discussed in the case plus references to court rules and statutes.
10. Words-phrases (wp). Legal terms and phrases defined within headnotes.
11. Digest (di). The combined topic and headnote fields.
12. Attorney (at). Names of counsel.
13. Judge (ju). The name of the judge writing the lead opinion.
14. Panel (pa). Judges participating in the decision, when provided by the court.
15. West-codenotes (wcn). A list of statutes whose validity was affected by the case.
16. Opinions (op). Text of all opinions and names of the judges.
17. Full-text (ft). All information except publisher's synopsis and the digest field.
18. Lead (le). Text of the lead opinion, including majority and plurality opinions and opinions by equally divided courts.
19. Concurring (con). Text of concurring opinions or opinions that concur in part and dissent in part and names of the judges who wrote them.

20. Dissenting (dis). Text of dissenting opinions or opinions that concur in part and dissent in part and names of the judges who wrote them.
21. Notes (no). West's or other publisher's editorial notes.
22. Image (im). Images that are available for offline printing.
23. Court (co). An abbreviation for the court of decision.

Section 8.2. Restricting Your Search by Field

When you run a full-text search on Westlaw, all the fields in a document are searched automatically. Alternatively, you can restrict your search to one or more fields. To add a field restriction to your Terms and Connectors search, type the field abbreviation followed immediately by key terms in parentheses in the *Search for* text box. Remember to connect the field restriction to the rest of your search with the AND connector (&).

A few of the most commonly used case law field restrictions are discussed in more detail on the following pages.

Section 8.3. Synopsis Field

The synopsis field (sy) contains a summary of the case prepared by West attorney-editors. The synopsis is a single paragraph, which may sometimes be very long. A synopsis may include a review of the facts presented, the holding of the lower court, the full name of the lower court judge, the holding of the appellate court, the last name of the judge who authored the lead opinion, and the last

names of judges who concurred or dissented. If the court writes an official summary of the case, it will be included in the synopsis field.

You can accomplish a number of specific search tasks by restricting your search to the synopsis field, such as retrieving cases in which a particular judge has been reversed or affirmed on appeal. For example, to retrieve cases in which Judge Matthew Kennelly, of the U.S. District Court for the Northern District of Illinois, was reversed on appeal, use the following Terms and Connectors query in the U.S. Court of Appeals for the Seventh Circuit Cases database (CTA7): **sy(matthew /2 kennelly & reversed)**.

Section 8.4. Topic Field

Each legal issue in a case published in West's National Reporter System is identified, summarized in a headnote, and assigned a West topic and key number. West attorney-editors classify the headnotes under as many topics and key numbers as apply. West topic and key numbers help you focus your research and enable you to easily move between Westlaw and West legal publications such as digests and reporters.

When researching on Westlaw, you can retrieve cases containing headnotes classified under a specific West digest topic by using a topic field (to) restriction. For instance, the field restriction **to(217)** will retrieve cases with headnotes classified under topic 217, Insurance. You can also search for several topics at once. For

example, to retrieve cases that are classified under topic 124, Descent and Distribution, or topic 409, Wills, use the field restriction **to(124 409)**.

The topic field also contains the topic name, hierarchical classification information, the key number, the text of the key line for each key number, and the key number to which the headnote was formerly classified, if its classification has changed.

Consequently, you can include terms that describe your issue in a topic field search.

For example, suppose you want to retrieve federal cases involving state residency as a factor in the tuition or fees charged by a college or university. You could access the Federal Education–Cases database (FED-CS) and enter a query using topic 81, Colleges and Universities, and search terms pertaining to your issue, such as **to(81 /p residen! /p tuition fee)**.

A topic and key number search does not require a field restriction. When you have identified a topic and key number associated with the legal issue or concept you are researching, you can run a search on Westlaw using that topic and key number to quickly retrieve cases involving the same legal issue or concept. For example, type **115k101** in a case law database to retrieve cases classified under topic 115, Damages, and key number 101, Expenses.

A list of West digest topics and their numerical equivalents is available in Appendix A of this manual.

Section 8.5. Headnote Field

West attorney-editors identify the legal issues in reported cases, classify each issue by topic and key number, and summarize each issue in a headnote. Each headnote is usually one sentence, though it is sometimes referred to as a headnote paragraph. Because the headnotes are succinct expressions of the legal issues raised by the interaction of the facts in a case and the rules of law, you can efficiently search for key terms in the headnote field (he). For example, you could access the All U.S. Supreme Court Cases database (SCT) and enter a query such as **he(right free! /5 travel)** to retrieve cases concerning the constitutional right to travel.

Section 8.6. Digest Field

The digest field (di) contains the information in the topic field plus the text of all headnotes in a case. The digest field for a document may contain several digest paragraphs. By restricting a search to the digest field, you may avoid retrieving cases containing irrelevant occurrences of your search terms, especially when your query contains frequently used terms. Because the digest field and the synopsis field contain editorial summaries of the issues in a case, searching both fields at the same time can be very effective.

For example, if you want to retrieve federal and state summary judgment decisions from the Fifth Circuit that involve retaliation against a whistle-blower, you could access the Fifth Circuit Federal and State Cases database (CTA5-ALL) and use the following Terms and Connectors query, restricting your search to the

synopsis and digest fields: `sy,di(whistle-blow! /p retaliat! /p "summary judgment")`).

Section 8.7. Judge Field

On Westlaw, you can use the judge field (`ju`) to search for opinions authored by a particular judge. To search for cases in which a particular judge wrote the lead opinion, a concurring opinion, or a dissenting opinion, use the lead field (`le`), the concurring field (`con`), or the dissenting field (`dis`), respectively.

Section 8.8. Attorney Field

To retrieve cases in which a particular individual was attorney of record, search the attorney field (`at`). For example, to search for federal cases in which David Boies represented a party, access the All Federal Cases database (`ALLFEDS`) and enter a search such as `at(boies /3 david)`.

Section 8.9. Court Field

You can use the court field (`co`) to restrict your Westlaw search to cases issued by a particular court or courts. For example, to restrict your search to cases issued by the highest courts of all states, access the All State Cases database (`ALLSTATES`) and add `co(high)` to your query. To retrieve state court cases from California, Texas, New York, and the District of Columbia, access `ALLSTATES` and type `co(ca tx ny dc)`. To retrieve cases from the Second, Tenth, and Federal Circuits, access the U.S. Courts of

Appeals Cases database (CTA) and type **co(2 10 cafed)**. Connect the court field restriction to your Terms and Connectors query with the AND connector (&).

Information that will help you search CTA and individual court of appeals databases is available in Appendix B of this manual.

Information that will help you search state case law and identify the federal circuit to which a state belongs is available in Appendix C of this manual.

9 Searching Legislative and Regulatory Databases

This chapter describes how you can use Westlaw to research a wide variety of legislative and regulatory databases. This chapter contains eight sections.

Westlaw databases offer federal and state legislative and regulatory materials; municipal materials from New York City; and an extensive collection of statutory and regulatory materials from foreign and international sources, including Canada, Australia, Hong Kong, the United Kingdom, and the European Union and its member countries.

You can search most Westlaw databases that contain legislative and regulatory materials using either the Terms and Connectors or the Natural Language search method. Refer to the Westlaw Directory for a complete, current list of databases, and check Scope for detailed coverage and currentness information for a particular database. For more information about using the Westlaw Directory and Scope, refer to Chapter 12.

KeyCite, the citation research service from West, can help you make sure that a statute or regulation is current. For more information on using KeyCite, refer to Chapter 11.

Section 9.1. Retrieving Current Materials

When you want to retrieve a current statute or regulation and you know its citation, use the Find service. When you retrieve a statute using the Find service, you retrieve the annotated document. For more information on using the Find service, refer to Chapter 10.

Section 9.2. Retrieving Historical Materials

When you want to retrieve a historical statute or regulation and you know its citation, access the appropriate database and search in the citation field. For example, if you want to retrieve the 1990 version of 20 U.S.C.A. § 1136, access the United States Code Annotated 1990 database (USCA90) and type the following Terms and Connectors query: `ci(20 +5 1136)`. The +5 instructs Westlaw to retrieve documents in which 20 precedes 1136 by five terms or fewer.

Section 9.3. West Annotated Statutes

Annotations to statutory text are created by West attorney-editors and provide important information that can help you understand and apply the statute. For example, the United States Code Annotated database (USCA) contains the text of federal statutes as published in the official *United States Code*. It also provides notes of cases and attorney general decisions; references to regulations and secondary sources; historical information about the enactment, amendment, revision, and repeal of statutory sections; and cross-references to other sections within the *Code*.

Use annotated statutes in the following situations:

1. You want to access detailed information regarding textual changes in a statute.
2. You want to browse summaries of cases and administrative decisions construing a statute.
3. You are looking for a term or phrase that may not be used in the statutory text itself, such as *lemon law*.

The identifier for an annotated individual state statutes database consists of the state's two-letter postal abbreviation plus the suffix -ST-ANN, e.g., NY-ST-ANN.

Section 9.4. Unannotated Statutes

Choose an unannotated statutes database when you are searching for specific language in statutory text. The identifier for an unannotated individual state statutes database consists of the state's two-letter postal abbreviation plus the suffix -ST, e.g., NY-ST.

Section 9.5. West Document Fields in Statutory Documents

The following 10 items provide brief descriptions of the statutory document fields available on Westlaw. The order of the list reflects the order in which the field typically appears in a document on Westlaw. The name of a document field is followed by its abbreviation in parentheses and a definition.

1. Citation (ci). Unique references for citing to a specific statute section.
2. Prelim (pr). Headings that precede the caption.
3. Caption (ca). Section number, followed by terms that describe the section's contents.
4. Text (te). Text of the section.
5. Words-phrases (wp). Legal terms and phrases defined within statutory text.
6. Substantive-doc (sd). A combination of the citation, prelim, caption, text, and credit fields.
7. Credit (cr). Statutory credits.
8. Historical-notes (hn). Historical notes for the section, including legislative and amendment notes.
9. References (re). References following the section, e.g., cross-references and law review commentaries (in annotated statutes only).
10. Annotations (an). Notes of decisions and attorney general opinions (in annotated statutes only).

Section 9.6. Restricting Your Search by Field

When you run a full-text search on Westlaw, all the fields in a document are searched automatically. Alternatively, you can restrict your search to one or more fields. To add a field restriction

to your Terms and Connectors search, type the field abbreviation followed immediately by key terms in parentheses in the *Search for* text box. Remember to connect the field restriction to the rest of your search with the AND connector (&).

Two of the most commonly used statute field restrictions, the prelim field and the caption field, are discussed in more detail in the following sections.

Section 9.7. The Prelim Field

The prelim field (pr) contains the title, subtitle, chapter, and subchapter headings of each section. Restricting your search to the prelim field is useful when you are beginning your research because doing so helps you retrieve documents on a specific subject.

For example, to retrieve documents on hazardous waste in the Arizona Statutes–Annotated database (AZ-ST-ANN), you could restrict your Terms and Connectors query as follows:

pr(hazard! /p waste).

Section 9.8. The Caption Field

The caption field (ca) contains the section number followed by terms that describe the contents of the section. You can refine your search by combining caption and prelim field restrictions.

For example, you could modify the sample search regarding hazardous waste by including a caption field restriction that will retrieve statutory definitions of important terms, e.g., **pr,ca(hazard! /p waste & defin!)**.

10 Retrieving a Document by Citation or Title

This chapter explains how to use the Find service to retrieve a document. This chapter contains one section.

Use the Find service to quickly retrieve a document when you know its citation. You can also use the Find service to retrieve a case when you know the name of one or more parties. The Find service is available for many types of documents, including case law, statutes, regulations, administrative decisions, articles from publications such as law reviews and treatises, and materials published in foreign countries. You do not need to access a database to use Find.

To begin using the Find service, click **Find a Document** at the Westlaw Text Home page. Then complete the following three steps:

1. Type the citation of the document you want to retrieve in the *Find a citation* text box. For example, to retrieve the case *Friends of Boundary Waters Wilderness v. Dombeck*, 164 F.3d 1115, type **164 f3d 1115** in the *Find a citation* text box. Alternatively, type the party names in the *Party one* and *Party two* text boxes.
2. If you want to print your result as soon as it is retrieved, select the **and Print** check box.
3. Click **Go**.

Note that many documents on Westlaw (e.g., unreported cases) have a Westlaw citation. You can use Find to retrieve a document by entering its Westlaw citation. Each Westlaw citation has the following four parts:

1. The year of the decision.
2. The abbreviation *WL*.
3. A unique document number.
4. The jurisdiction in which the case was decided.

For example, to retrieve the unreported case that has the Westlaw citation 1995 WL 567369 (S.D.N.Y.), type **1995 wl 567369** in the *Find a citation* text box.

11 Performing Citation Research with KeyCite

Citation research helps you check the status of the law and expand your research. This chapter explains how to use KeyCite, the citation research service from West. This chapter contains 12 sections.

KeyCite provides the following seven types of information.

1. Direct appellate history of a case or administrative decision.
2. Negative citing references to a case or administrative decision.
3. Citations to cases, administrative materials, secondary sources, and briefs and other court documents on Westlaw that have cited a case, a statute, an administrative decision, a regulation, or a law review article.
4. Complete integration with the West Key Number System so that you can track legal issues discussed in a case.
5. Citations to session laws or rules amending or repealing a statute or regulation.
6. Citations to proposed legislation affecting a federal or state statute.
7. Patent status, litigation, prior art, and assignments.

Section 11.1. KeyCite Coverage

KeyCite covers every case in West's National Reporter System; more than 1 million unpublished cases; federal statutes and regulations; statutes from all 50 states; administrative decisions from selected state and federal agencies; regulations and administrative decisions from selected states; patents issued by the U.S. Patent and Trademark Office; *American Law Reports* (ALR) annotations; and articles from hundreds of law reviews.

Section 11.2. KeyCite Status Flags

KeyCite status flags are graphical elements. A KeyCite status flag indicates that information for a document is available in KeyCite. A KeyCite status flag is displayed, when appropriate, in the following three places on Westlaw Text:

1. In the header of a document.
2. Next to a document's citation in the result list on the Result Cite List page.
3. In a KeyCite history or citing references result.

The four KeyCite status flags are described in the four sections that follow.

Section 11.3. A Red Flag

In cases and administrative decisions, a red flag warns that the case or administrative decision is no longer good law for at least one of the points of law it contains.

In statutes and regulations, a red flag warns 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.

Section 11.4. A Yellow Flag

In cases and administrative decisions, a yellow flag warns that the case or administrative decision has some negative history, but has not been reversed or overruled.

In statutes and regulations, a yellow flag warns that a 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 notice or proposed rule affecting the regulation is available; 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 judicial treatment.

Section 11.5. A Blue H

In cases and administrative decisions, a blue H indicates that the case or administrative decision has some history.

Section 11.6. A Green C

In cases and administrative decisions, a green C indicates that the case or administrative decision has citing references but no direct history or negative citing references.

In statutes and regulations, a green C indicates that the statute or regulation has citing references but no applicable history.

Section 11.7. Accessing KeyCite

To access KeyCite information from the Westlaw Text Home page, complete the following four steps:

1. Click **Check a Citation in KeyCite**. The KeyCite page is displayed.
2. Type the citation of the document you want to check in the *Citation* text box.
3. From the *Result* drop-down list, choose the information you want to retrieve. The list contains the following three items: **Full History**, **Citing Reference**, **Negative Only**. The default selection is **Full History**.
4. Click **Go**. The KeyCite result is displayed.

Section 11.8. KeyCite Case History

KeyCite case history is divided into the following categories: Direct History, Negative Citing References, Related References, and Court Documents. Each of these categories is described below.

1. Direct History traces your case through the appellate process and includes both prior and subsequent history.
2. Negative Citing References lists cases outside the direct appellate line that may have a negative impact on the precedential value of your case.
3. Related References lists cases that involve the same parties and facts as your case, whether or not the legal issues are the same.
4. Court Documents lists underlying court documents such as pleadings and briefs filed in your case.

To display only the negative history of a case, click **Negative Only** at the top or bottom of the KeyCite full history result. Alternatively, choose **Negative Only** from the *Result* drop-down list after entering a citation at the KeyCite page.

Section 11.9. KeyCite Citing References to the Case

To retrieve a list of documents that cite the case, click **Citing References** at the top or bottom of the KeyCite history result. Alternatively, choose **Citing Reference** from the *Result* drop-down list after entering a citation at the KeyCite page.

To display the full text of a citing reference, click its name or number in the list. To return to the list of citing references, use your browser's Back function.

A KeyCite citing references result for a case lists all negative citing cases, followed by a list of other cases, administrative materials,

secondary sources, and briefs and other court documents citing the case. Citing cases are organized by the depth of treatment they give the cited case; citing cases that discuss the case in depth are listed before cases that only briefly mention the case. Quotation marks indicate that the citing case directly quotes the cited case.

Section 11.10. KeyCite Depth of Treatment Stars

KeyCite depth of treatment stars are graphical elements that indicate the extent to which a citing case, administrative decision, or brief discusses the cited case.

1. Four stars. Examined. The citing case, administrative decision, or brief contains an extended discussion of the cited case, usually more than a printed page of text.
2. Three stars. Discussed. The citing case, administrative decision, or brief contains a substantial discussion of the cited case, usually more than a paragraph but less than a printed page.
3. Two stars. Cited. The citing case, administrative decision, or brief contains some discussion of the cited case, usually less than a paragraph.
4. One star. Mentioned. The citing case, administrative decision, or brief contains a brief reference to the cited case, usually in a string citation.

Section 11.11. KeyCite Statute History

Statute history lists cases that affect the validity of a statute plus legislative materials related to the statute.

Legislation affecting the statute is divided into the following six categories: Updating Documents, Proposed Legislation, Bill Drafts, Reports and Related Materials, Credits, and Historical and Statutory Notes. Each category is described below.

1. The Updating Documents category lists citations to session laws that have amended or repealed the section.
2. The Proposed Legislation category lists citations to proposed bills that reference the section.
3. The Bill Drafts category lists all drafts of bills proposed before the section was enacted into law.
4. The Reports and Related Materials category lists reports, journals, *Congressional Record* documents, presidential or executive messages, and testimony relevant to the section. It also lists voting records for New York statutes.
5. The Credits category lists in chronological order citations to session laws that have enacted, amended, or renumbered the section.
6. The Historical and Statutory Notes category describes legislative changes affecting the section.

Section 11.12. KeyCite Citing References to the Statute

To retrieve a list of documents that cite the statute, click **Citing References** at the top or bottom of the KeyCite history result. Alternatively, choose **Citing Reference** from the *Result* drop-down list after entering a citation at the KeyCite page.

Documents citing the statute are listed in the order of the following 11 items:

1. Cases that have affected the validity of the section.
2. Proposed legislation.
3. Cases from *United States Code Annotated* and state statutes notes of decisions.
4. Cases on Westlaw that do not appear in notes of decisions.
5. Administrative decisions.
6. Administrative registers.
7. Secondary sources.
8. Court documents such as petitions and briefs.
9. Statutes and court rules.
10. Administrative codes.
11. 50-State Surveys.

If the list of citing references is large, it may be divided into parts. To display the full text of a citing reference, click its name or number in the list. To return to the list of citing references, use your browser's Back function.

12 Using the Westlaw Directory

This chapter explains how to use the Westlaw Directory, which lists all databases on Westlaw. This chapter contains four sections.

Section 12.1. Accessing the Directory

To access the directory, click **Westlaw Directory** at the Westlaw Text Home page. The Directory page is displayed, which lists the main directory headings.

Section 12.2. Directory Headings

There are 18 main headings in the directory. They are listed in the following order:

1. U.S. Federal Materials.
2. U.S. State Materials.
3. Tribal Materials.
4. International/Worldwide Materials.
5. Litigation.
6. Topical Materials by Area of Practice.
7. Business and News.
8. Dockets (Court Docket Information).
9. Public Information, Records, and Filings.

10. Law Reviews, Bar Journals, and Legal Periodicals.
11. Medical Litigator.
12. Forms, Treatises, CLEs, and Other Practice Material.
13. Legal News, Highlights, and Notable Trials.
14. Directories and Reference Materials.
15. Databases Listed by Provider.
16. ALR, American Jurisprudence, and Restatements of the Law.
17. WestlawPRO and Westlaw Libraries.
18. What's New and Customer Information.

To browse the directory, click a heading or subheading. For example, you might click **U.S. Federal Materials**, then **Federal Cases and Judicial Materials**, then **All Federal Cases Organized by Circuit of Origin**.

The listing of a database in the directory is provided in a standardized format. A link to the database Search page, which consists of the database name or a description of the database, is followed by the database identifier in parentheses. The final element in a database listing is the Scope icon, which you can click to display detailed information about the database. For more information about Scope, refer to Section 12.4.

Section 12.3. Accessing a Database from the Directory

To access a database from the Westlaw Directory, click the database name or description. For example, click **5th Circuit** under the heading *All Federal Cases Organized by Circuit of Origin*, to access the Federal Judicial Circuit, Fifth Circuit Cases database (FED5-ALL). The FED5-ALL database contains reported and unreported case law documents from the U.S. Supreme Court; federal courts within the Fifth Circuit, including the U.S. Court of Appeals for the Fifth Circuit and U.S. district courts; and the Judicial Panel on Multidistrict Litigation.

Section 12.4. Using Scope to Access Information About a Database

Scope is a Westlaw feature that provides detailed information about a database or service, including search tips. To access Scope, click the **Scope** icon that is displayed next to the identifier of a database in the Westlaw Directory. The Scope icon is a graphical element consisting of a lowercase letter *i* set inside a circle.

To return to the directory from the displayed Scope information, use your browser's Back function.

13 Printing and Delivering Your Results

You can deliver information you retrieve on Westlaw Text to an e-mail address, an attached printer, or fax machine, or you can download information to a file on your computer. You can specify your print and delivery settings at the Preferences page. You can print and deliver information from the Print/Deliver page, which you can access by clicking **Print/Deliver** at the top or bottom of the Result Cite List page or a displayed document. This chapter explains how to use the tools that are available on Westlaw Text at the Print/Deliver page and the Preferences page. This chapter contains five sections.

Section 13.1. The Print/Deliver Page

The Print/Deliver page provides the following four links: **E-mail**, **Attached Printer**, **Download**, and **Fax Machine**. Each of these delivery destinations is described below.

Section 13.2. Sending Information to an E-Mail Address

To send information you retrieve to an e-mail address, complete the following four steps:

1. Click **E-mail** at the Print/Deliver page. The E-Mail Delivery page is displayed.
2. Type the e-mail address to which you want to send information in the *E-mail address* text box. To send information to multiple

e-mail addresses, separate addresses with semicolons. Note that if you have previously specified a default e-mail address using preferences on Westlaw, that address will automatically be entered in the *E-mail address* text box on Westlaw Text.

3. Choose the material you want to e-mail from the *E-mail* drop-down list. For example, to e-mail the result list, choose **Citations List–Complete result**. To send the full text of all the documents in your result, choose **All Documents–Complete result**. The items in the drop-down list vary depending on the type of database you are searching, the result you have retrieved, and the type of document that is displayed when you access the Print/Deliver page.
4. Click **Go**. The E-Mail Confirmation page is displayed.

Section 13.3. Sending Information to an Attached Printer

To send information you retrieve to an attached printer, complete the following four steps:

1. Click **Attached Printer** at the Print/Deliver page. The Attached Printer Delivery page is displayed.
2. Choose the material you want to print from the *Print* drop-down list. For example, to print the first page of each document, choose **All Documents–First page**.
3. Click **Go**. Your browser's Print dialog box is displayed.
4. Click **Print**. The Print Confirmation page is displayed.

Section 13.4. Downloading Documents to Your Computer

To download information you retrieve to a file on your computer, complete the following eight steps.

Note The steps in this section may vary depending on your specific browser version.

1. Click **Download** at the Print/Deliver page. The Download Delivery page is displayed.
2. Choose the material you want to deliver from the *Download* drop-down list. For example, to download the full text of the document you are viewing, choose **Current Document–Complete result**. The items in the drop-down list vary depending on the type of database you are searching, the results you have retrieved, and the type of document that is displayed when you access the Print/Deliver page.
3. Click **Go**. A new browser window is opened.
4. Click **Complete Download**. The File Download box is displayed.
5. Click **Save**. The Save As dialog box is displayed.
6. Select the location where you want your file saved and type a name for your file in the *File name* text box.
7. Click **Save**. The Download Complete dialog box is displayed.
8. Click **Close**. The Download Confirmation page is displayed.

Section 13.5. Sending Documents to a Fax Machine

To send information you retrieve to a fax machine, complete the following seven steps:

1. Click **Fax Machine** at the Print/Deliver page. The Fax Machine Delivery page is displayed.
2. Type the fax number in the *Fax Number* text boxes. Note that if you have previously specified a default fax number using preferences in Westlaw, that number will automatically be entered in the *Fax Number* text boxes on Westlaw Text.
3. Type the recipient's name in the *To* text box.
4. Type the sender's name in the *From* text box.
5. Type a brief description of the subject in the *RE* text box.
6. Choose the material you want to fax from the *Fax* drop-down list. For example, to fax the full text of all the documents in your result, select **All Documents–Complete result**.
7. Click **Go**. The Fax Confirmation page is displayed.

14 The Preferences Page

This chapter describes how to use the Westlaw Text Preferences page, which enables you to customize your default print and delivery settings. This chapter contains five sections.

Section 14.1. Accessing the Preferences Page

To access the Preferences page, click **Preferences** at the Westlaw Text Home page. Note that when you sign on to Westlaw Text and change settings using Preferences, you also change your settings for Westlaw. The settings available to you may vary depending on your hardware, the types of documents you retrieve, and the Westlaw search method you use.

A check box at the Preferences page enables you to optimize the Westlaw Text interface for use with assistive technologies. Select the **Optimize for Accessibility** check box. Selecting this check box enables such features as Term and Best arrows within documents.

Links at the Preferences page enable you to specify default settings for each delivery destination. Alternatively, click **Print/Deliver Preferences** at a delivery destination page. For example, you can access the Preferences page for e-mail delivery settings by clicking **Print/Deliver Preferences** at the E-Mail Delivery page.

Three categories of settings are available for each delivery destination.

1. Time of delivery. (Not available for Download.)

2. Column style.
3. Document file format. (Not available for Fax.)

Each category is described below.

Section 14.2. Time of Delivery

There are two settings for the time of delivery. They are *Now* and *At Sign Off*. If you choose **Now**, documents are delivered immediately. If you choose **At Sign Off**, documents are delivered after you sign off from Westlaw Text.

Section 14.3. Column Style

There are two column-style formats. They are dual-column format and single-column format. Each format is described below.

1. Dual-column format. Your documents are delivered in a format similar to how they appear in the print publication. Case law documents are printed in two columns, similar to a page in a West reporter. Statute documents are printed in one column.
2. Single-column format. Your documents are delivered in a single full-page column.

Section 14.4. Document File Format

Six file formats may be available to you: Microsoft Word, Corel WordPerfect, HTML, plain text, PDF (Adobe Acrobat Reader required), and RTF (Rich Text Format). You can download Adobe

Reader by clicking **Get Adobe Reader** at the Preferences page or by visiting the Adobe Web site at www.adobe.com.

Section 14.5. Specifying Print and Delivery Settings for Particular Destinations

To specify print and delivery settings for a particular destination, access the Preferences page. If necessary, click the link for the delivery destination for which you want to specify settings: **E-Mail**, **Attached Printer**, **Download**, or **Fax**. Then complete the following four steps:

1. Choose the time of delivery from the *Time of delivery* drop-down list. (Not available for Download.)
2. Choose the desired column style from the *Column Style* drop-down list.
3. Choose the document file format from the *[Delivery option] Format* text box. (Not available for Fax.)
4. Click **Save Changes**.

Appendix A: West Digest Topics and Their Numerical Designations

This appendix contains information that will help you search case law databases using West digest topics. This appendix contains one section.

The West Key Number System is based on a comprehensive list of legal topics. Each legal topic is subdivided into issues, and each issue is assigned a digest classification number called a key number. As the law evolves, new topics and key numbers are added and existing topics and key numbers are modified or discontinued.

The current complete list of West topics and corresponding topic numbers is provided below.

- 1 Abandoned and Lost Property
- 2 Abatement and Revival
- 4 Abortion and Birth Control
- 5 Absentees
- 6 Abstracts of Title
- 7 Accession
- 8 Accord and Satisfaction
- 9 Account
- 10 Account, Action on

11	Account Stated
11A	Accountants
12	Acknowledgment
13	Action
14	Action on the Case
15	Adjoining Landowners
15A	Administrative Law and Procedure
16	Admiralty
17	Adoption
18	Adulteration
19	Adultery
20	Adverse Possession
21	Affidavits
23	Agriculture
24	Aliens, Immigration, and Citizenship
25	Alteration of Instruments
25T	Alternative Dispute Resolution
26	Ambassadors and Consuls
27	Amicus Curiae
28	Animals
29	Annuities
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29T	Antitrust and Trade Regulation
30	Appeal and Error
31	Appearance
34	Armed Services
35	Arrest
36	Arson
37	Assault and Battery
38	Assignments
40	Assistance, Writ of
41	Associations
42	Assumpsit, Action of
43	Asylums and Assisted Living Facilities
44	Attachment
45	Attorney and Client
46	Attorney General
47	Auctions and Auctioneers
48	Audita Querela
48A	Automobiles
48B	Aviation
49	Bail
50	Bailment

51	Bankruptcy
52	Banks and Banking
54	Beneficial Associations
55	Bigamy
56	Bills and Notes
58	Bonds
59	Boundaries
60	Bounties
61	Breach of Marriage Promise
63	Bribery
64	Bridges
65	Brokers
66	Building and Loan Associations
67	Burglary
69	Cancellation of Instruments
70	Carriers
71	Cemeteries
72	Census
73	Certiorari
74	Champerty and Maintenance
75	Charities
66	Appendix A: West Digest Topics and Their Numerical Designations

- 76 Chattel Mortgages
- 76A Chemical Dependents
- 76D Child Custody
- 76E Child Support
- 76H Children Out-of-Wedlock
- 78 Civil Rights
- 79 Clerks of Courts
- 80 Clubs
- 81 Colleges and Universities
- 82 Collision
- 83 Commerce
- 83H Commodity Futures Trading Regulation
- 84 Common Lands
- 85 Common Law
- 88 Compounding Offenses
- 89 Compromise and Settlement
- 89A Condominium
- 90 Confusion of Goods
- 91 Conspiracy
- 92 Constitutional Law
- 92B Consumer Credit

93	Contempt
95	Contracts
96	Contribution
96H	Controlled Substances
97	Conversion
98	Convicts
99	Copyrights and Intellectual Property
100	Coroners
101	Corporations
102	Costs
103	Counterfeiting
104	Counties
105	Court Commissioners
106	Courts
107	Covenant, Action of
108	Covenants
108A	Credit Reporting Agencies
110	Criminal Law
111	Crops
113	Customs and Usages
114	Customs Duties
68	Appendix A: West Digest Topics and Their Numerical Designations

- 115 Damages
- 116 Dead Bodies
- 117 Death
- 117G Debt, Action of
- 117T Debtor and Creditor
- 118A Declaratory Judgment
- 119 Dedication
- 120 Deeds
- 122A Deposits and Escrows
- 123 Deposits in Court
- 124 Descent and Distribution
- 125 Detectives and Security Guards
- 126 Detinue
- 129 Disorderly Conduct
- 130 Disorderly House
- 131 District and Prosecuting Attorneys
- 132 District of Columbia
- 133 Disturbance of Public Assemblage
- 134 Divorce
- 135 Domicile
- 135H Double Jeopardy

136	Dower and Curtesy
141	Easements
142	Ejectment
143	Election of Remedies
144	Elections
145	Electricity
146	Embezzlement
148	Eminent Domain
149	Entry, Writ of
149E	Environmental Law
150	Equity
151	Escape
152	Escheat
154	Estates in Property
156	Estoppel
157	Evidence
158	Exceptions, Bill of
159	Exchange of Property
160	Exchanges
161	Execution
162	Executors and Administrators

163	Exemptions
164	Explosives
165	Extortion and Threats
166	Extradition and Detainers
167	Factors
168	False Imprisonment
169	False Personation
170	False Pretenses
170A	Federal Civil Procedure
170B	Federal Courts
171	Fences
172	Ferries
174	Fines
175	Fires
176	Fish
177	Fixtures
178	Food
179	Forcible Entry and Detainer
180	Forfeitures
181	Forgery
183	Franchises

184	Fraud
185	Frauds, Statute of
186	Fraudulent Conveyances
187	Game
188	Gaming
189	Garnishment
190	Gas
191	Gifts
192	Good Will
193	Grand Jury
195	Guaranty
196	Guardian and Ward
197	Habeas Corpus
198	Hawkers and Peddlers
198H	Health
200	Highways
201	Holidays
202	Homestead
203	Homicide
205	Husband and Wife
205H	Implied and Constructive Contracts

206	Improvements
207	Incest
208	Indemnity
209	Indians
210	Indictment and Information
211	Infants
212	Injunction
213	Innkeepers
216	Inspection
217	Insurance
218	Insurrection and Sedition
219	Interest
220	Internal Revenue
221	International Law
222	Interpleader
223	Intoxicating Liquors
224	Joint Adventures
225	Joint-Stock Companies and Business Trusts
226	Joint Tenancy
227	Judges
228	Judgment

- 229 Judicial Sales
- 230 Jury
- 231 Justices of the Peace
- 231E Kidnapping
- 231H Labor and Employment
- 233 Landlord and Tenant
- 234 Larceny
- 236 Lewdness
- 237 Libel and Slander
- 238 Licenses
- 239 Liens
- 240 Life Estates
- 241 Limitation of Actions
- 241E Limited Liability Companies
- 242 Lis Pendens
- 245 Logs and Logging
- 246 Lost Instruments
- 247 Lotteries
- 248 Malicious Mischief
- 249 Malicious Prosecution
- 250 Mandamus

- 251 Manufactures
- 252 Maritime Liens
- 253 Marriage
- 256 Mayhem
- 257 Mechanics' Liens
- 257A Mental Health
- 258A Military Justice
- 259 Militia
- 260 Mines and Minerals
- 265 Monopolies
- 266 Mortgages
- 267 Motions
- 268 Municipal Corporations
- 269 Names
- 271 Ne Exeat
- 272 Negligence
- 273 Neutrality Laws
- 274 Newspapers
- 275 New Trial
- 276 Notaries
- 277 Notice

278	Novation
279	Nuisance
280	Oath
281	Obscenity
282	Obstructing Justice
283	Officers and Public Employees
284	Pardon and Parole
285	Parent and Child
286	Parliamentary Law
287	Parties
288	Partition
289	Partnership
290	Party Walls
291	Patents
292	Paupers
294	Payment
295	Penalties
296	Pensions
297	Perjury
298	Perpetuities
300	Pilots

302 Pleading

303 Pledges

305 Possessory Warrant

306 Postal Service

307 Powers

307A Pretrial Procedure

308 Principal and Agent

309 Principal and Surety

310 Prisons

311 Private Roads

311H Privileged Communications and Confidentiality

313 Process

313A Products Liability

314 Prohibition

315 Property

315H Prostitution

315P Protection of Endangered Persons

315T Public Amusement and Entertainment

316A Public Contracts

317 Public Lands

317A Public Utilities

- 318 Quieting Title
- 319 Quo Warranto
- 319H Racketeer Influenced and Corrupt Organizations
- 320 Railroads
- 321 Rape
- 322 Real Actions
- 323 Receivers
- 324 Receiving Stolen Goods
- 325 Recognizances
- 326 Records
- 327 Reference
- 328 Reformation of Instruments
- 330 Registers of Deeds
- 331 Release
- 332 Religious Societies
- 333 Remainders
- 334 Removal of Cases
- 335 Replevin
- 336 Reports
- 337 Rescue
- 338 Reversions

339	Review
340	Rewards
341	Riot
342	Robbery
343	Sales
344	Salvage
345	Schools
346	Scire Facias
347	Seals
348	Seamen
349	Searches and Seizures
349A	Secured Transactions
349B	Securities Regulation
350	Seduction
350H	Sentencing and Punishment
351	Sequestration
352	Set-Off and Counterclaim
353	Sheriffs and Constables
354	Shipping
355	Signatures
356	Slaves

356A Social Security and Public Welfare

357 Sodomy

358 Specific Performance

359 Spendthrifts

360 States

361 Statutes

362 Steam

363 Stipulations

365 Submission of Controversy

366 Subrogation

367 Subscriptions

368 Suicide

369 Sunday

370 Supersedeas

371 Taxation

372 Telecommunications

373 Tenancy in Common

374 Tender

375 Territories

378 Time

379 Torts

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380 Towage
381 Towns
382T Trademarks
384 Treason
385 Treaties
386 Trespass
387 Trespass to Try Title
388 Trial
389 Trover and Conversion
390 Trusts
391 Turnpikes and Toll Roads
392 Undertakings
392T Unemployment Compensation
393 United States
394 United States Magistrates
395 United States Marshals
396 Unlawful Assembly
396A Urban Railroads
398 Usury
399 Vagrancy
400 Vendor and Purchaser

- 401 Venue
- 402 War and National Emergency
- 403 Warehousemen
- 404 Waste
- 405 Water Law
- 406 Weapons
- 407 Weights and Measures
- 408 Wharves
- 409 Wills
- 410 Witnesses
- 411 Woods and Forests
- 413 Workers' Compensation
- 414 Zoning and Planning
- 450 Merit Systems Protection

Appendix B: Federal Courts of Appeals Information

This appendix provides information that will help you search case law materials from the federal courts of appeals. This appendix contains 13 sections.

To retrieve cases from all circuits, access the U.S. Courts of Appeals Cases database (CTA).

To retrieve cases from more than one circuit, but not all circuits, access the CTA database and add a court field (co) restriction to your search. For example, to retrieve cases from the Second, Tenth, and Federal Circuits, type **co(2 10 cafed)**.

In the alternative, you can search up to 10 databases at a time by entering their database identifiers, separated by commas, in the *Database(s)* text box. For example, to search Sixth and Seventh Circuit cases, click **Search** at the Westlaw Text Home page and type **cta6, cta7** in the *Database(s)* text box. Then click **Next**.

To retrieve cases from a particular circuit, access the database for that circuit and type your search.

Section B.1. First Circuit

The First Circuit includes Maine, Massachusetts, New Hampshire, Puerto Rico, and Rhode Island. The database identifier of the individual Westlaw database for the First Circuit is CTA1. When you

are searching the CTA database and you want to add a court field restriction for the First Circuit to your search, use **co(1)**.

Section B.2. Second Circuit

The Second Circuit includes Connecticut, New York, and Vermont. The database identifier of the individual Westlaw database for the Second Circuit is CTA2. When you want to add a court field restriction for the Second Circuit to your search, use **co(2)**.

Section B.3. Third Circuit

The Third Circuit includes Delaware, New Jersey, Pennsylvania, and the Virgin Islands. The database identifier of the individual Westlaw database for the Third Circuit is CTA3. When you want to add a court field restriction for the Third Circuit to your search, use **co(3)**.

Section B.4. Fourth Circuit

The Fourth Circuit includes Maryland, North Carolina, South Carolina, Virginia, and West Virginia. The database identifier of the individual Westlaw database for the Fourth Circuit is CTA4. When you want to add a court field restriction for the Fourth Circuit to your search, use **co(4)**.

Section B.5. Fifth Circuit

The Fifth Circuit includes Louisiana, Mississippi, Texas, and the former Canal Zone judicial district. The database identifier of the

individual Westlaw database for the Fifth Circuit is CTA5. When you want to add a court field restriction for the Fifth Circuit to your search, use **co(5)**.

Section B.6. Sixth Circuit

The Sixth Circuit includes Kentucky, Michigan, Ohio, and Tennessee. The database identifier of the individual Westlaw database for the Sixth Circuit is CTA6. When you want to add a court field restriction for the Sixth Circuit to your search, use **co(6)**.

Section B.7. Seventh Circuit

The Seventh Circuit includes Illinois, Indiana, and Wisconsin. The database identifier of the individual Westlaw database for the Seventh Circuit is CTA7. When you want to add a court field restriction for the Seventh Circuit to your search, use **co(7)**.

Section B.8. Eighth Circuit

The Eighth Circuit includes Arkansas, Iowa, Minnesota, Missouri, Nebraska, North Dakota, and South Dakota. The database identifier of the individual Westlaw database for the Eighth Circuit is CTA8. When you want to add a court field restriction for the Eighth Circuit to your search, use **co(8)**.

Section B.9. Ninth Circuit

The Ninth Circuit includes Alaska, Arizona, California, Guam, Hawaii, Idaho, Montana, Nevada, the Northern Mariana Islands,

Oregon, and Washington. The database identifier of the individual Westlaw database for the Ninth Circuit is CTA9. When you want to add a court field restriction for the Ninth Circuit to your search, use **co(9)**.

Section B.10. Tenth Circuit

The Tenth Circuit includes Colorado, Kansas, New Mexico, Oklahoma, Utah, and Wyoming. The database identifier of the individual Westlaw database for the Tenth Circuit is CTA10. When you want to add a court field restriction for the Tenth Circuit to your search, use **co(10)**.

Section B.11. Eleventh Circuit

The Eleventh Circuit includes Alabama, Florida, and Georgia. The database identifier of the individual Westlaw database for the Eleventh Circuit is CTA11. When you want to add a court field restriction for the Eleventh Circuit to your search, use **co(11)**.

Section B.12. District of Columbia Circuit

The database identifier of the individual Westlaw database for the District of Columbia circuit is CTADC. When you want to add a court field restriction for the District of Columbia Circuit to your search, use **co(cadc)**.

Section B.13. Federal Circuit

The database identifier of the individual Westlaw database for the Federal Circuit is CTAF. When you want to add a court field restriction for the Federal Circuit to your search, use **co(cafed)**.

Appendix C: State Court Information

This appendix provides information that will help you search state case law and identify the federal circuit to which a state belongs. This appendix contains one section.

The identifier for an individual state case law database consists of the state's two-letter postal abbreviation plus the suffix -CS, e.g., NY-CS.

To search all state and federal cases authoritative in a state, including state court decisions, federal district courts from the state, the authoritative federal court of appeals, and the United States Supreme Court, search the Individual State State and Federal Cases database (XX-CS-ALL), where XX represents a state's two-letter postal abbreviation, e.g., NY-CS-ALL.

To retrieve cases from more than one state, but not all states, access a multistate state case law database such as ALLSTATES and add a court field (co) restriction to your search. For example, to retrieve state court cases from California, Texas, Florida, and New York, type **co(ca tx fl ny)**.

In the alternative, you can search up to 10 databases at a time by entering their database identifiers, separated by commas, in the *Database(s)* text box. For example, to search New Jersey and New York cases, click **Search** at the Westlaw Text Home page and type **nj-cs, ny-cs** in the *Database(s)* text box. Then click **Next**.

Database identifiers for databases containing state case law documents corresponding to the material published in West's regional case reporters consist of the regional reporter abbreviation. For example, the database identifier for the database containing documents corresponding to the material published in the *Pacific Reporter* is PAC.

The following list is organized alphabetically. The name of a state is followed by its postal abbreviation, the abbreviation of the regional reporter in which case law from the state is published, and the abbreviation of the federal circuit to which a state belongs.

Alabama. Postal abbreviation AL. Regional reporter SO. Federal circuit 11th.

Alaska. Postal abbreviation AK. Regional reporter PAC. Federal circuit 9th.

Arizona. Postal abbreviation AZ. Regional reporter PAC. Federal circuit 9th.

Arkansas. Postal abbreviation AR. Regional reporter SW. Federal circuit 8th.

California. Postal abbreviation CA. Regional reporter PAC. Federal circuit 9th.

Colorado. Postal abbreviation CO. Regional reporter PAC. Federal circuit 10th.

Connecticut. Postal abbreviation CT. Regional reporter ATL. Federal circuit 2nd.

Delaware. Postal abbreviation DE. Regional reporter ATL. Federal circuit 3rd.

District of Columbia. Postal abbreviation DC. Regional reporter ATL. Federal circuit D.C.

Florida. Postal abbreviation FL. Regional reporter SO. Federal circuit 11th.

Georgia. Postal abbreviation GA. Regional reporter SE. Federal circuit 11th.

Hawaii. Postal abbreviation HI. Regional reporter PAC. Federal circuit 9th.

Idaho. Postal abbreviation ID. Regional reporter PAC. Federal circuit 9th.

Illinois. Postal abbreviation IL. Regional reporter NE. Federal circuit 7th.

Indiana. Postal abbreviation IN. Regional reporter NE. Federal circuit 7th.

Iowa. Postal abbreviation IA. Regional reporter NW. Federal circuit 8th.

Kansas. Postal abbreviation KS. Regional reporter PAC. Federal circuit 10th.

Kentucky. Postal abbreviation KY. Regional reporter SW. Federal circuit 6th.

Louisiana. Postal abbreviation LA. Regional reporter SO. Federal circuit 5th.

Maine. Postal abbreviation ME. Regional reporter ATL. Federal circuit 1st.

Maryland. Postal abbreviation MD. Regional reporter ATL. Federal circuit 4th.

Massachusetts. Postal abbreviation MA. Regional reporter NE. Federal circuit 1st.

Michigan. Postal abbreviation MI. Regional reporter NW. Federal circuit 6th.

Minnesota. Postal abbreviation MN. Regional reporter NW. Federal circuit 8th.

Mississippi. Postal abbreviation MS. Regional reporter SO. Federal circuit 5th.

Missouri. Postal abbreviation MO. Regional reporter SW. Federal circuit 8th.

Montana. Postal abbreviation MT. Regional reporter PAC. Federal circuit 9th.

Nebraska. Postal abbreviation NE. Regional reporter NW. Federal circuit 8th.

Nevada. Postal abbreviation NV. Regional reporter PAC. Federal circuit 9th.

New Hampshire. Postal abbreviation NH. Regional reporter ATL. Federal circuit 1st.

New Jersey. Postal abbreviation NJ. Regional reporter ATL. Federal circuit 3rd.

New Mexico. Postal abbreviation NM. Regional reporter PAC. Federal circuit 10th.

New York. Postal abbreviation NY. Regional reporter NE. Federal circuit 2nd.

North Carolina. Postal abbreviation NC. Regional reporter SE. Federal circuit 4th.

North Dakota. Postal abbreviation ND. Regional reporter NW. Federal circuit 8th.

Ohio. Postal abbreviation OH. Regional reporter NE. Federal circuit 6th.

Oklahoma. Postal abbreviation OK. Regional reporter PAC. Federal circuit 10th.

Oregon. Postal abbreviation OR. Regional reporter PAC. Federal circuit 9th.

Pennsylvania. Postal abbreviation PA. Regional reporter ATL. Federal circuit 3rd.

Rhode Island. Postal abbreviation RI. Regional reporter ATL. Federal circuit 1st.

South Carolina. Postal abbreviation SC. Regional reporter SE. Federal circuit 4th.

South Dakota. Postal abbreviation SD. Regional reporter NW. Federal circuit 8th.

Tennessee. Postal abbreviation TN. Regional reporter SW. Federal circuit 6th.

Texas. Postal abbreviation TX. Regional reporter SW. Federal circuit 5th.

Utah. Postal abbreviation UT. Regional reporter PAC. Federal circuit 10th.

Vermont. Postal abbreviation VT. Regional reporter ATL. Federal circuit 2nd.

Virginia. Postal abbreviation VA. Regional reporter SE. Federal circuit 4th.

Washington. Postal abbreviation WA. Regional reporter PAC. Federal circuit 9th.

West Virginia. Postal abbreviation WV. Regional reporter SE. Federal circuit 4th.

Wisconsin. Postal abbreviation WI. Regional reporter NW. Federal circuit 7th.

Wyoming. Postal abbreviation WY. Regional reporter PAC. Federal circuit 10th.

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