

# WESTLAW LEGAL CALENDARING USER GUIDE

JUNE 2010



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# WESTLAW LEGAL CALENDARING

JUNE 2010

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## **About This Guide**

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

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# 1 Introduction

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## Legal Calendaring and Court Rules Research Tools

Westlaw Legal Calendaring provides features that help you manage your litigation calendar.

- Westlaw Legal Calendaring calculates litigation-related dates and deadlines based on the applicable court rules. For example, when you enter a trial date, Westlaw Legal Calendaring calculates dates and deadlines related to trial practice, such as the last date to request a jury trial, make a settlement, or file amended or supplemental discovery. Once this information is calculated, you can add it to your Microsoft Outlook calendar and deliver it by e-mail and to a printer.
- The full text of court rules and rules research tools are conveniently accessible.
- Links to Westlaw dockets allow you to monitor case proceedings, reference docket entries, and retrieve filings in PDF. In selected jurisdictions, dockets are linked to court calendar information.
- The Rules Set Alert feature notifies you via e-mail when a particular rules set is updated.
- The Court Calendar Tracking feature notifies you via e-mail when new entries are added to the court calendar.

## Terminology

A *matter* is a case.

An *event* is an event in the litigation process with a known date, e.g., the receipt of a summons and complaint, the service of a motion, or the first day of trial.

*Calendaring* an event refers to the process of entering event information and calculating related dates and deadlines based on the information entered.

*Calculated dates and deadlines* are the dates and deadlines calculated by Westlaw Legal Calendaring based on the event information entered.

## System Requirements

The following are system requirements for using Westlaw Legal Calendaring:

- Windows 7, Windows Vista, Windows XP, or Windows 2000 or Mac OS 8.5 or later
- Microsoft Internet Explorer 6.0 or later, Firefox 2.0 or later, or Safari 2.0 or later

## Accessing Westlaw Legal Calendaring

To access Westlaw Legal Calendaring, complete these steps:

1. Go to [litigator.westlaw.com](http://litigator.westlaw.com). The Westlaw Litigation Tools page is displayed.
2. In the *Sign On* section, type your Westlaw password or your OnePass username and password. Then type a client identifier and click **Sign On**.
3. At the next page, click **Westlaw Legal Calendaring** under *Product Listing* in the left frame.
4. At the next page, click **Begin Now** under *Calculate Specific Deadline Events*. The Select Matter page (Figure 1-1) or Directory of Matters page (Figure 1-2) is displayed, depending on your prior calendaring activity.

Figure 1-1. Select Matter page

Matter No.	Matter Description	Client Name	Docket Number	Last Update	Retrieve Dockets	Edit	Delete
1. <a href="#">0100</a>	contract	Spring Decks	02-CV-08-9044	05/13/2010	<a href="#">Retrieve Dockets</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
2. <a href="#">0244</a>	employment	UnitedHealth	10-CV-08-601	05/13/2010	<a href="#">Retrieve Dockets</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
3. <a href="#">0652</a>	marital dissolution	Smith, John	10-CV-08-967	05/13/2010	<a href="#">Retrieve Dockets</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
4. <a href="#">0856</a>	employment	Red Ribbon Bakeshop	<a href="#">BC430997</a>	05/13/2010	<a href="#">Retrieve Dockets</a>	<a href="#">Edit</a>	<a href="#">Delete</a>

Figure 1-2. Directory of Matters page

## 2 Calendaring an Event

---

To calendar an event, you select a matter, select a court rules set, select an event, select the event date, calculate the dates, and deliver the event.

### Selecting a Matter

Begin calendaring an event by adding a new matter at the Select Matter page or by selecting an existing matter at the Directory of Matters page.

#### ADDING THE FIRST MATTER

The first time you sign on to Westlaw Legal Calendaring, or until you add a matter, the Select Matter page is displayed (Figure 2-1). Type a matter number in the *Matter Number* text box and enter information in the other text boxes as desired. Then click **Next** to proceed through the calendaring process, which is described in the following pages.

**Note** A matter is not added to Westlaw Legal Calendaring until you have completed the Calculate Dates step for at least one event.

Step 1: Select Matter

1. Select Matter | 2. Select Rules Set | 3. Select Event | 4. Select Date | 5. Calculate Dates

Complete the text boxes to create a matter and begin calendaring your litigation event.

**Complete Matter Information:** ?

Matter Number: 01000

**Note: A Matter Number must be entered in order for Calendaring to save your information for later use.**

Case Matter Description: contract

Client Name: Spring Decks

Docket Number(s): (if available)

[Add Additional Docket Numbers](#) [Retrieve Dockets](#)

Next >>

Figure 2-1. Select Matter page

#### Matter Information

- A matter number—typically your firm’s case file identification number—must be entered to add a case to Westlaw Legal Calendaring and save case information for later use. Entering a matter description, client name, or docket number is optional, but provides helpful case identification information.
- To calendar an event without adding the case to Westlaw Legal Calendaring, do not enter a matter number. However, if you do not enter a matter number, you cannot later edit or reference the calendar information.

#### ADDING ADDITIONAL MATTERS

After you have added a matter to Westlaw Legal Calendaring, the Directory of Matters page is the first page displayed when you sign on (Figure 2-2). To add a new matter, click **Calendar a New Event** to

display the Select Matter page. Type a matter number in the *Matter Number* text box and enter information in the other text boxes as desired. Then click **Next** to proceed through the calendaring process.

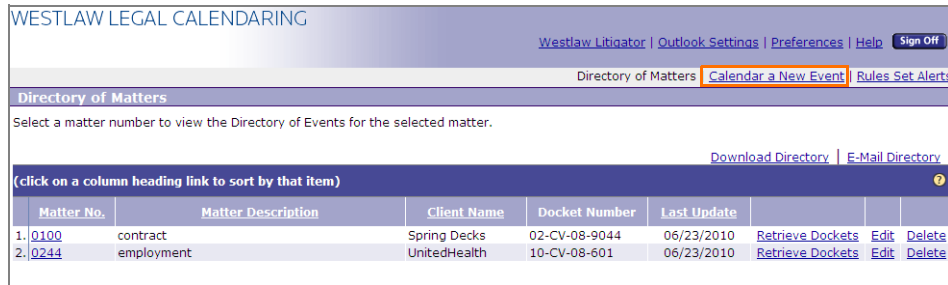


Figure 2-2. Directory of Matters page

## SELECTING A MATTER AT THE DIRECTORY OF MATTERS PAGE

You can select a matter from those previously added to Westlaw Legal Calendaring at the Directory of Matters page. To select a matter, complete these steps:

1. At the Directory of Matters page, click **Calendar a New Event**. The Select Matter page is displayed.
2. Choose a matter number from the *Matter Number* drop-down list. The case matter description, client name, and docket number, if previously entered, will be displayed in the appropriate text boxes.
3. Click **Next** to proceed through the calendaring process.

## Selecting a Rules Set

After you click **Next** at the Select Matter page, the Select Rules Set page is displayed (Figure 2-3). At this page, you can choose the applicable rules set from a series of drop-down lists. The initial list offers court rules sets for federal, state, and Canadian courts and for arbitration, intellectual property, and international trade/Internet cases. The options available in each subsequent list help you choose the rules set applicable to your case. For example, to choose a rules set for a matter in the U.S. District Court for the District of Minnesota, choose **Federal** from the *Select a Rules Set* drop-down list, then choose **United States District Courts, Minnesota**, and **USDC–District of Minnesota Rules Set** from the subsequent lists. After you choose the rules set, click **Next**. The Select Event page is displayed.

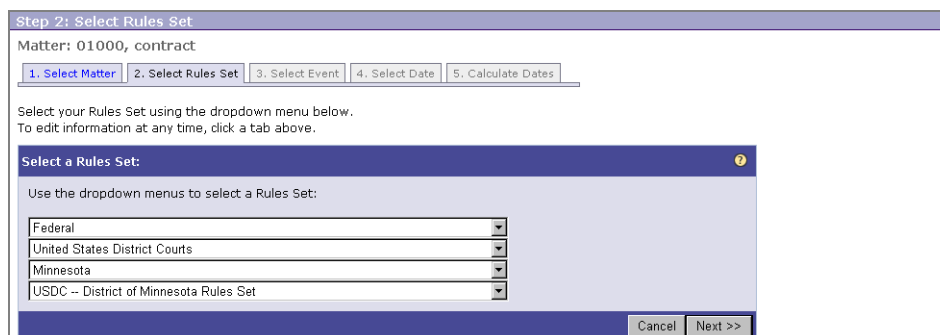


Figure 2-3. Select Rules Set page

## Selecting an Event

Select the event you want to calendar at the Select Event page (Figure 2-4). For example, select **Hearing on Motion for Summary Judgment or other dispositive motion**. Click the plus symbol (+) next to the event to view a list of the related events for which dates and deadlines will be calculated. After you select the event, click **Next**. The Select Date page is displayed.

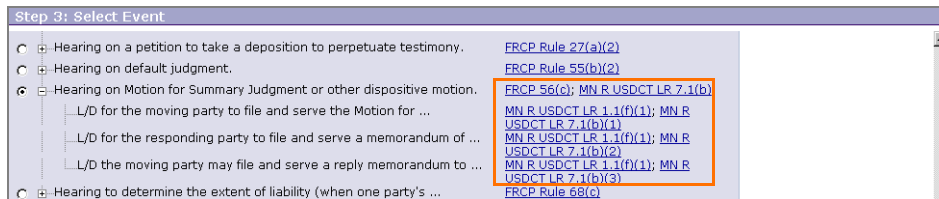


Figure 2-4. Select Event page

## RETRIEVING COURT RULES

The rule governing motion practice and the rules that provide the authority for the calendaring calculations are cited to the right of the event, shown outlined in Figure 2-4, and are linked to the full text of the rule on Westlaw. Click a court rule link to access Westlaw in a new browser window and display the text of the rule in the right frame (Figure 2-5).

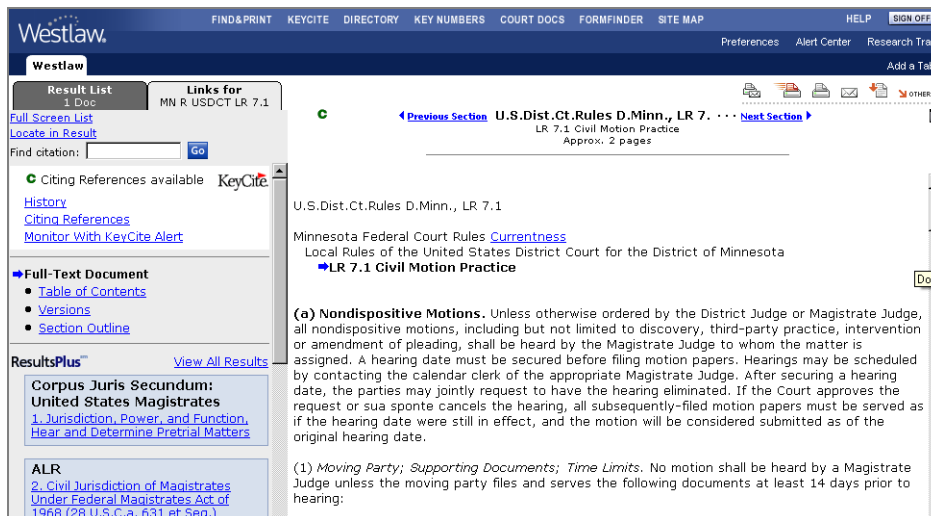


Figure 2-5. Text of a rule on Westlaw

## Selecting a Date

Select a date for the event at the Select Date page (Figure 2-6). To select a date, complete these steps:

1. Enter the event date, e.g., the hearing date, in the *Date* text box.
2. To set an appointment time for the event, select the **Make this event appear as an appointment on my Calendar** check box. Then choose times from the *Appointment Start Time* and *Appointment*

End Time drop-down lists. If you do not choose a start and end time, the appointment is added to your Outlook calendar as an all-day event.

3. Click **Next** to display the Calculate Dates page.

Step 4: Select Date

Matter: 01000, contract

1. Select Matter 2. Select Rules Set 3. Select Event 4. Select Date 5. Calculate Dates

Select a date and time, if applicable, for the litigation event.  
To edit information at any time click a tab above.

Select an Event Date: ?

Date: 05/27/2010

Make this event appear as an appointment on my Calendar.

Appointment Start Time: 9:00 AM

Appointment End Time: 10:00 AM

Cancel Next >>

Figure 2-6. Select Date page

If the selected rules set allows calculated dates to be based on more than one event date, a dialog box is displayed after you click **Next** at the Select Date page (Figure 2-7). For each event listed in the dialog box, select **Previously calendared for** and enter a date, or select **This event has not occurred or has not been scheduled**. Then click **OK** to display the Calculate Dates page.

In order to properly calculate dates for "A party's seventieth (70th) birthday.", select the related event from the list provided, enter a date for the related event or indicate that the event has not occurred or has not been scheduled.

Event: Memorandum to set served.

Previously calendared for [mm/dd/yyyy]

This event has not occurred or has not been scheduled.

OK Cancel

Figure 2-7. Dialog box for alternate event dates

## Calculating Dates

At the Calculate Dates page (Figure 2-8), review the matter, rules set, event, and date information you entered. (If you need to make changes, click the appropriate tab at the top of the page. After making your changes, click **Next** to proceed again through the remaining steps.) When you have verified that the information is correct, click **Calculate Dates**. It will take a moment for Westlaw Legal Calendaring to calculate the relevant dates and deadlines. Once the dates and deadlines are calculated, the Deliver Events page is displayed.

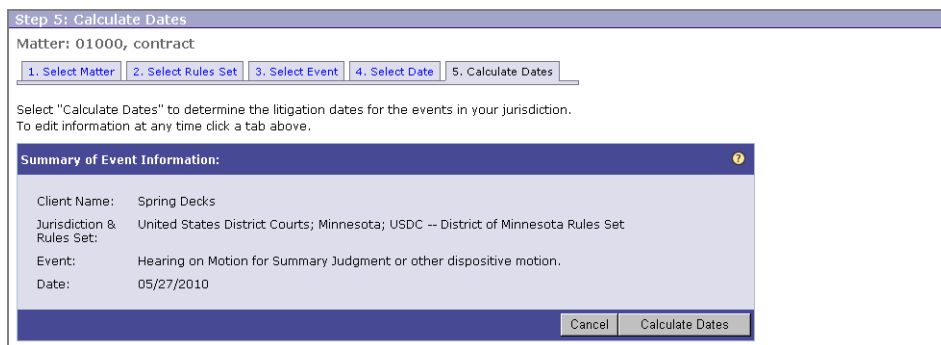


Figure 2-8. Calculate Dates page

## Delivering Events

The Deliver Events page (Figure 2-9) lists the dates and deadlines calculated by Westlaw Legal Calendaring. At this page, you can select calculated dates and deadlines for delivery and specify Outlook settings for events. By default, all entries are selected for delivery. Clear the check box next to each event that you do not want to deliver. When you are ready to proceed, click **Deliver Events** to display the Delivery Options page.

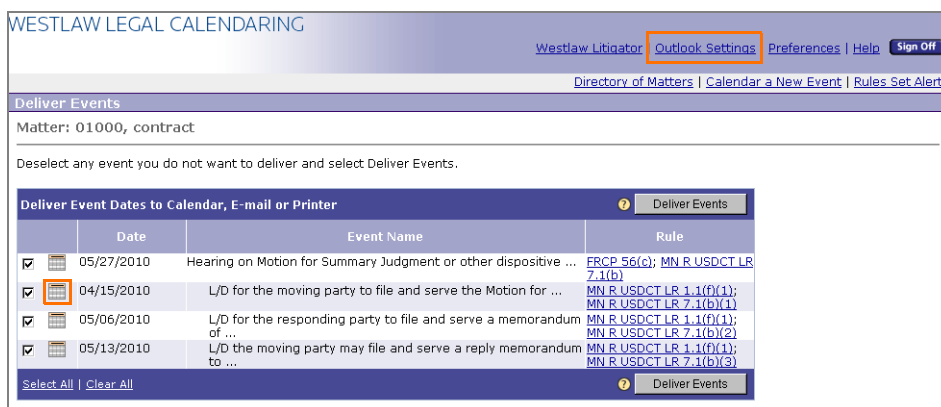


Figure 2-9. Deliver Events page

## OUTLOOK SETTINGS

*All Day Event* is the default Outlook calendar setting for events and calculated dates and deadlines added by Westlaw Legal Calendaring. You can change the Outlook settings to display calendar entries as appointments instead of all-day events.

- To change Outlook settings for a selected event, click the **Calendar** icon (📅) next to the event at the Deliver Events page, shown outlined in Figure 2-9. At the next page, change the settings and click **Save**.
- To change Outlook settings for Westlaw Legal Calendaring, click **Outlook Settings** at the top of any Westlaw Legal Calendaring page, shown outlined in Figure 2-9. At the Outlook Settings for All Events page, change the settings and click **Save**.

## SELECTING A DELIVERY OPTION

At the Delivery Options page (Figure 2-10), you can select up to three destinations for the list of dates and deadlines that Westlaw Legal Calendaring has calculated: your Outlook calendar, one or more e-mail addresses, and an attached printer.

Delivery Options  
Matter: 01000, contract

Select the method(s) you would like to use to deliver the event dates.

Download to my Outlook calendar  
To download multiple dates in one step, [Install Software](#)

E-mail:  E-mail Delivery Format:

(separate multiple e-mail addresses with a semicolon or a hard return)

Print

Figure 2-10. Delivery Options page

### Outlook Calendar

To add a calculated date to your Outlook calendar, complete these steps:

1. At the Delivery Options page, select the **Download to my Outlook calendar** check box.

**Note** To download multiple dates in one step, you can install Westlaw Legal Calendaring Outlook Integration Software by clicking **Install Software**.

2. Click **Send**. The Add Events page is displayed (Figure 2-11).

Add Events  
Matter: 01000, contract

To add an event, select Add Event. Each event must be added individually. Select Finish when you have completed adding events. Select Cancel to select a different delivery option.

	Date	Event Name	Rule
<a href="#">Add Event</a>	05/27/2010	Hearing on Motion for Summary Judgment or other dispositive ...	FRCP 56(c); MN R USDCT LR 7.1(b)
<a href="#">Add Event</a>	04/15/2010	L/D for the moving party to file and serve the Motion for ...	MN R USDCT LR 1.1(f)(1); MN R USDCT LR 7.1(b)(1)
<a href="#">Add Event</a>	05/06/2010	L/D for the responding party to file and serve a memorandum of ...	MN R USDCT LR 1.1(f)(1); MN R USDCT LR 7.1(b)(2)
<a href="#">Add Event</a>	05/13/2010	L/D the moving party may file and serve a reply memorandum to ...	MN R USDCT LR 1.1(f)(1); MN R USDCT LR 7.1(b)(3)

Figure 2-11. Add Events page

3. Click **Add Event** next to the first event you want to add to Outlook. The File Download dialog box is displayed.
4. Click **Open**. The Outlook appointment page is displayed.
5. Click **Accept**. The Add Events page is redisplayed.
6. Repeat steps 3–5 for each event you want to add to your Outlook calendar.
7. When you are done adding events, click **Finish** at the Add Events page.

## E-Mail

To deliver events with their calculated dates and deadlines by e-mail, complete these steps:

1. At the Delivery Options page, select the **E-mail** check box.
2. Type one or more e-mail addresses in the text box, separating multiple addresses with a semicolon or hard return.

**Note** To create a default e-mail address, click **Preferences** at the top of any page, then type the default e-mail address in the text box and click **Save**.

3. Choose a delivery format from the *E-mail Delivery Format* drop-down list.
4. Click **Send**. Recipients receive an e-mail that enables them to add all or selected events to their Outlook calendars by clicking **Add Event** (Figure 2-12).



Figure 2-12. List of events delivered by e-mail

## Print

To deliver events with their calculated dates and deadlines to a printer, complete these steps:

1. At the Delivery Options page, select the **Print** check box.
2. Click **Send**. The Print dialog box is displayed.
3. Click **Print**.

## CONFIRMATION PAGE

After you send a delivery request, the Confirmation page is displayed (Figure 2-13), confirming that the calendar information has been sent. It also provides links to related Westlaw Legal Calendaring pages.

**Confirmation**

The list of event dates will be sent to the selected printer.

Send me an email notification when the USDC -- District of Minnesota Rules Set is updated.

E-mail Address(es):

(separate multiple e-mail addresses with a semicolon or a hard return)

To edit or delete this notification, select the Rules Set Alerts link on the Directory of Matters.

To retrieve this or another docket, select [Retrieve Dockets](#).

To view Docket Coverage, select [View Docket Coverage](#).

Install West's Outlook Integration software to deliver multiple calendaring events to Outlook at one time.

05/12/2010 09:07 AM Central

Figure 2-13. Confirmation page

# 3 Managing Calendar Information

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## Editing Matter Identification Information

To edit a matter number, description, client name, or docket number, go to the Directory of Matters page and click **Edit** next to the matter's entry. At the Edit Matter Information page, enter new information in the appropriate text boxes and click **Save**.

## Deleting Information

You can delete a matter, an event, or a single calculated date and deadline from Westlaw Legal Calendaring and, if you choose, your Outlook calendar.

### DELETING A MATTER

To delete a matter from Westlaw Legal Calendaring, complete these steps:

1. Go to the Directory of Matters page.
2. Click **Delete** next to the matter's entry. The message *You are removing Matter Number . . . from your Directory. Would you also like to remove related events from your calendar?* is displayed.
  - Click **No** to delete the matter from Westlaw Legal Calendaring only.
  - Click **Yes** to also delete related events from Outlook.
    1. At the Delete Events page, clear the check boxes next to the events you do not want to delete, then click **Delete Events**. The Delivery Options page is displayed.
    2. Select the **Delete from my Outlook calendar** check box, if it is not already selected. You can also send an e-mail to others that will allow them to delete the events from their Outlook calendars.
    3. Click **Send**. The Remove Events page is displayed.
    4. Click **Remove Event** next to the first event you want to delete. The File Download dialog box is displayed.
    5. Click **Open**. An Outlook appointment page is displayed.
    6. Click **Remove from Calendar** to delete the event. The Remove Events page is redisplayed.
    7. Repeat steps 4–6 for each event that you want to delete from Outlook
    8. When you are done deleting events, click **Finish** at the Remove Events page.

### DELETING AN EVENT

To delete an event from Westlaw Legal Calendaring without deleting the entire matter, complete these steps:

1. Go to the Directory of Matters page.
2. Click the appropriate matter number. The Directory of Events page for the matter is displayed.

3. Click **Delete** next to the event you want to delete. The message *You are deleting event . . . and all related events from your Directory. Would you also like to remove any future events from your Outlook calendar?* is displayed.
  - Click **No** to delete the event from Westlaw Legal Calendaring only.
  - Click **Yes** to also delete related events from Outlook.
    1. At the Delete Events page, clear the check boxes next to the events that you do not want to delete, then click **Delete Events**. The Delivery Options page is displayed.
    2. Select the **Delete from my Outlook calendar** check box, if it is not already selected. You can also send an e-mail to others that will allow them to delete the events from their Outlook calendars.
    3. Click **Send**. The Remove Events page is displayed.
    4. Click **Remove Event** next to the first event you want to delete. The File Download dialog box is displayed.
    5. Click **Open**. An Outlook appointment page is displayed.
    6. Click **Remove from Calendar** to delete the event. The Remove Events page is redisplayed.
    7. Repeat steps 4–6 for each event that you want to delete from Outlook.
    8. When you are done deleting events, click **Finish** at the Remove Events page.

#### **DELETING A CALCULATED DATE AND DEADLINE**

To delete a single calculated date or deadline from Westlaw Legal Calendaring without deleting the entire event, complete these steps:

1. Go to the Directory of Matters page
2. Click the appropriate matter number. The Directory of Events page is displayed.
3. Click the plus symbol (+) next to an event to display a list of the related events with their calculated dates and deadlines.
4. Click **Delete** next to the event date you want to delete. The message *You are deleting event . . . and all related events from your Directory. Would you also like to remove any future events from your Outlook calendar?* is displayed.
  - Click **No** to delete the event date from Westlaw Legal Calendaring only.
  - Click **Yes** to also delete the event date from Outlook.
    1. At the Delete Events page, select the check box next to the event date, if it is not already selected, then click **Delete Events**. The Delivery Options page is displayed.
    2. Select the **Delete from my Outlook calendar** check box, if it is not already selected. You can also send an e-mail to others that will allow them to delete the event date from their Outlook calendars.
    3. Click **Send**. The Remove Events page is displayed.
    4. Click **Remove Event**. The File Download dialog box is displayed.
    5. Click **Open**. An Outlook appointment page is displayed.
    6. Click **Remove from Calendar** to delete the event date. The Remove Events page is redisplayed.
    7. Click **Finish**.

## Rescheduling Event Dates and Updating Your Outlook Calendar with Recalculated Information

To recalculate all the dates and deadlines and update your Outlook calendar when an event date changes, complete these steps:

1. Go to the Directory of Matters page.
2. Click the appropriate matter number. The Directory of Events page for the selected matter is displayed, listing all calendared events.
3. Click **Edit Dates** for the appropriate event. The Edit Date page is displayed.
4. Enter the new event date, then click **Next**.
5. Proceed through the Calculate Dates, Deliver Events, and Delivery Options pages as you would when adding a new event to Westlaw Legal Calendaring.

**Note** At the Delivery Options page, make sure that you select the **Download to my Outlook calendar** check box and click **Send** to add the updated information to your Outlook calendar and remove outdated information.

## Delivering Calendar Information After the Initial Delivery

To resend calendar information or send it to a destination not specified in your first delivery request, complete these steps:

1. Go to the Directory of Matters page.
2. Click the appropriate matter number. The Directory of Events page for the selected matter is displayed.
3. Click **Deliver Events** for the appropriate event. The Deliver Events page is displayed.
4. Follow the process for delivering calendar information discussed in “Delivering Events” beginning on page 7.

## Tracking the History of Calendar Changes

To check the previous date of a specific event, complete these steps:

1. Go to the Directory of Matters page.
2. Click the appropriate matter number. The Directory of Events page for the selected matter is displayed.
3. Click **History** for the event whose calendar history you want to track. The History page is displayed (Figure 3-1). The *Current Event Date* and *Former Event Date* columns list all changes to the original event date entered in Westlaw Legal Calendaring.

History			
Matter: 0677, product liability		<a href="#">Edit</a>	<a href="#">Cancel</a>
		<a href="#">Download History</a>	<a href="#">E-Mail History</a>
Date Entered	Event Name	Current Event Date	Former Event Date
05/13/2010	Hearing on motion for summary judgment.	09/22/2010	08/25/2010
05/12/2010	Hearing on motion for summary judgment.	08/25/2010	08/25/2010
05/12/2010	Hearing on motion for summary judgment.	08/25/2010	08/11/2010
05/12/2010	Hearing on motion for summary judgment.	08/11/2010	

Figure 3-1. History page

### Example

The History page illustrated in Figure 3-1 shows the history of calendar changes made in relation to a hearing on a motion for summary judgment. The user first calendarized the motion on May 12, 2010, entering August 11 as the event date.

On the same day, May 12, the user was notified by the court that the hearing date had been changed. The user changed the event date to the new date, August 25.

On May 13, the user was again notified of a hearing date change. The user changed the event date to the new hearing date, September 22, 2010.

# 4 Rules Set Alerts

When a rules set changes, you need to recalculate event dates that were calculated under the old rules set. Use a rules set alert to be automatically notified by e-mail when a rules set has changed.

## Creating a Rules Set Alert

To create a rules set alert, complete these steps:

1. Click **Rules Set Alerts** at the top of a West Legal Calendaring page. The Rules Set Update Alerts: Directory page is displayed.
2. Click **Create Entry**. The Rules Set Update Alerts: Create Entry page is displayed (Figure 4-1).

The screenshot shows a web form titled "Rules Set Update Alerts: Create Entry". The form includes a "Rules Set:" section with four dropdown menus. The first dropdown is set to "Federal", the second to "United States District Courts", the third to "Minnesota", and the fourth to "USDC -- District of Minnesota Rules Set". Below these is an "E-Mail Address(es):" text box containing "jsmith@gmail.com". A note below the text box reads "(separate multiple e-mail addresses with a semicolon or a hard return)". At the bottom of the form are "Save" and "Cancel" buttons.

Figure 4-1. Rules Set Update Alerts: Create Entry

3. Choose the rules set you want to monitor from the series of *Rules Set* drop-down lists.
4. Type one or more e-mail addresses in the *E-mail Address(es)* text box.
5. Click **Save**. The Rules Set Update Alerts page is displayed, confirming that you will be notified when the rules change.
6. Click **OK**.

## Editing a Rules Set Alert Entry

To edit e-mail addresses assigned to the entry, complete these steps:

1. Click **Rules Set Alerts** at the top of a West Legal Calendaring page. The Rules Set Update Alerts: Directory page is displayed.
2. Click the entry number in the *Entry* column. The Rules Set Update Alerts: Edit Entry page is displayed.
3. Change the e-mail address information in the *E-Mail Address(es)* text box as desired,
4. Click **Save**.

## Deleting a Rules Set Alert Entry

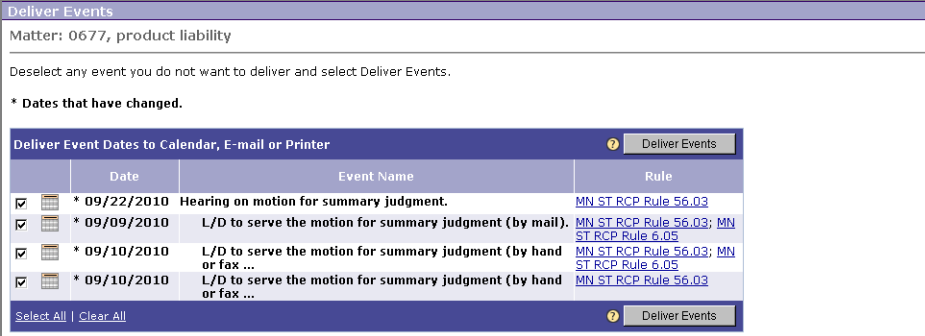
To delete a rules set alert entry, complete these steps:

1. Click **Rules Set Alerts** at the top of a West Legal Calendaring page. The Rules Set Update Alerts: Directory page is displayed.
2. Click **Delete** next to the entry. The message *Are you sure you want to delete this entry?* is displayed.
3. Click **OK**.

## Recalculating Event Dates When Notified of a Rules Set Change

To recalculate event dates when a rules set changes, complete these steps:

1. Go to the Directory of Matters page.
2. Click the appropriate matter number. The Directory of Events page for the selected matter is displayed.
3. Click **Recalculate**. The Recalculate Dates page is displayed.
4. Click **Recalculate Dates**. The Deliver Events page is displayed (Figure 4-2). Any date changes or new events generated by the recalculation are displayed in bold with an asterisk next to the date of the event. An event generated by the old rules set that is not generated with the new rules set will be displayed with a note at the bottom of the page.
5. Click **Deliver Events** to deliver recalculated event information to your Outlook calendar, one or more e-mail addresses, or a printer. For further information, see "Delivering Events" on page 7.



The screenshot shows the 'Deliver Events' page for matter 0677, product liability. It includes a table of events with columns for Date, Event Name, and Rule. The table contains four rows of events, all of which are marked with an asterisk and bold text to indicate they are new or changed. The first row is 'Hearing on motion for summary judgment.' on 09/22/2010. The second row is 'L/D to serve the motion for summary judgment (by mail)' on 09/09/2010. The third and fourth rows are 'L/D to serve the motion for summary judgment (by hand or fax ...)' on 09/10/2010. The table also includes a 'Select All' and 'Clear All' button at the bottom left, and a 'Deliver Events' button at the top right and bottom right.

	Date	Event Name	Rule
<input checked="" type="checkbox"/>	* 09/22/2010	Hearing on motion for summary judgment.	MN ST RCP Rule 56.03
<input checked="" type="checkbox"/>	* 09/09/2010	L/D to serve the motion for summary judgment (by mail).	MN ST RCP Rule 56.03; MN ST RCP Rule 6.05
<input checked="" type="checkbox"/>	* 09/10/2010	L/D to serve the motion for summary judgment (by hand or fax ...	MN ST RCP Rule 56.03; MN ST RCP Rule 6.05
<input checked="" type="checkbox"/>	* 09/10/2010	L/D to serve the motion for summary judgment (by hand or fax ...	MN ST RCP Rule 56.03

Figure 4-2. Deliver Events page

# 5 Retrieving Court Dockets

Westlaw Legal Calendaring provides access to docket information via Westlaw CourtExpress, an interface custom-designed for docket research. To retrieve a docket during a Westlaw Legal Calendaring session, complete these steps:

1. Click **Retrieve Dockets** at the Select Matter page (when adding a new matter) or at the Directory of Matters page (for an existing matter). The Westlaw CourtExpress–Find by Case Number page is displayed (Figure 5-1).

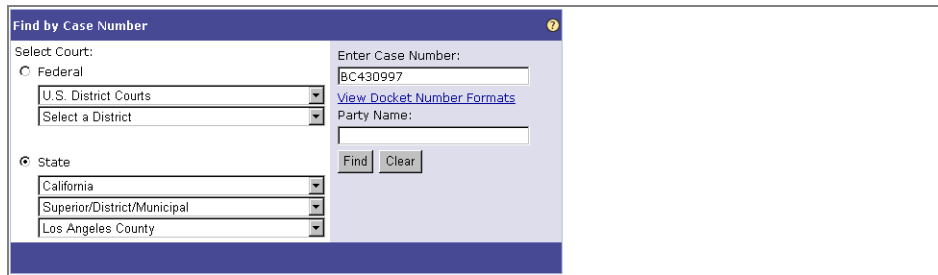


Figure 5-1. Westlaw CourtExpress–Find by Case Number page

2. Select the court in which the case was filed by selecting **Federal** or **State** and then choosing the court from the corresponding drop-down list.
3. Type the case or docket number in the *Enter Case Number* text box if it is not already entered.
4. Click **Find**. The result list is displayed (Figure 5-2).



Figure 5-2. Result list

5. Click the docket number to display the docket (Figure 5-3).

Westlaw Court Express™ Print Manager | Preferences | Help | ☰

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**Result List**  
1 Doc

**Links for**  
BC430997

[Full Screen List](#)  
[Edit Search](#)

► **Full-Text Document**

**KeyRules**

- [KEYRULES-CA](#)
- [KEYRULES-ALL](#)

**Calendar Information**

[Westlaw Legal Calendaring](#)

Sort Docket by: **As Published** | Display: **All**

**Title: AGNES GARCIA V. RED RIBBON BAKESHOP INC**  
 Court: SUPERIOR COURT, LOS ANGELES COUNTY, CALIFORNIA  
 Case Number: BC430997  
 Approx. 1 page

[Link this Docket to My Calendaring event](#)

[Track this Docket](#)

TO ORDER COPIES OF ANY DOCUMENTS LISTED BELOW, CALL WESTLAW COURTEXPRESS  
 1-877-DOC-RETR (1-877-362-7387) (Additional Charges Apply).

**This docket is current through 02/06/2010**  
 To retrieve an updated version of this docket, click [UPDATE](#).

**Current Date:** 05/13/2010  
**Source:** SUPERIOR COURT, LOS ANGELES COUNTY, CALIFORNIA

**CASE INFORMATION**

**Case Title:** AGNES GARCIA v. RED RIBBON BAKESHOP INC  
**Court:** SUPERIOR COURT, LOS ANGELES COUNTY  
**Division:** CENTRAL DISTRICT  
**Case Number:** **BC430997**  
**Case Type:** CIVIL  
**Case Subtype:** OTHER EMPLOYMENT COMPLAINT (GENERAL JURISDICTION)  
**Key Nature of Suit:** LABOR & EMPLOYMENT (190)  
**Date Filed:** 02/01/2010  
**Case Status:** PENDING

• • •

**DOCKET PROCEEDINGS**

Date:	Entry #:	Description:	Date Docketed:	Party:
02/01/2010		<b>Document Description:</b> COMPLAINT <a href="#">Send Runner to the Court</a>		

TO ORDER COPIES OF ANY DOCUMENTS LISTED ABOVE, CALL WESTLAW COURTEXPRESS  
 1-877-DOC-RETR (1-877-362-7387) (Additional Charges Apply).

END OF DOCUMENT

Figure 5-3. Portions of a docket retrieved via Westlaw CourtExpress

For further information about Westlaw CourtExpress, download a free copy of *Using Westlaw CourtExpress* at [west.thomson.com/support/user-guide/westlaw/court-express.aspx](http://west.thomson.com/support/user-guide/westlaw/court-express.aspx).

# 6 Court Calendar Tracking

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Use the Court Calendar Tracking feature to monitor new court calendar entries and add new entry information to your Outlook calendar. To obtain court calendar tracking information,

- create a Docket Track entry that will automatically inform you when new entries are added to the court calendar. Links in notifying e-mails enable you to add new entries to your Outlook calendar.
- while viewing a full-text docket on Westlaw or Westlaw CourtExpress, click **Court Calendar Information** on the Links tab in the left frame to display new court calendar entries with the option to add the entries to your Outlook calendar.

New calendar entries can include new information for one or more of the following:

- date and time of event
- event description
- event location, including department, division, and courtroom
- judge's name
- continued status
- attorneys

The availability of court calendar tracking information varies by jurisdiction.

## Creating a Docket Track Entry

To be automatically notified of changes to a court's calendar, create a Docket Track entry. A Docket Track entry monitors a specific docket and notifies you when new information is added. By creating a Docket Track entry that includes court calendar tracking, you can receive two notifications—one regarding new court calendar information and one regarding other new activity on the docket.

To create a Docket Track entry that includes court calendar tracking, complete these steps:

1. Access a page that allows you to create a Docket Track entry to track new developments in a specific case (Figure 6-1) by doing any of the following:
  - While viewing a docket on Westlaw or Westlaw CourtExpress, click **Track this Docket** at the top of the right frame.
  - At any Westlaw CourtExpress page, click **Docket Alerts and Tracks** at the top of the page, then click **Track a Docket** and select the court in which the case was filed.
  - At any Westlaw page, click **Alert Center** at the top of the page and click **Create** in the *Docket Alert* section. At the Docket Alerts and Tracks: Create Entry page, select **Receive an alert when there are new developments in a specific case** and click **Go**. Then select the court in which the case was filed.

Figure 6-1. Creating a Docket Track entry

2. Type a name for the entry in the *Name of Alert* text box.
3. The client identifier for the current research session is automatically entered in the *Client ID* text box. Type a new client identifier to assign this entry to another client.
4. Type terms or phrases in the *Limit by Term or Phrase* text boxes to limit your results to documents that contain these terms or phrases.

**Note** A term or phrase limitation does not apply to court calendar tracking information.

5. In the *Delivery Settings* section, change one or more delivery settings, if desired.
6. Select the **Inform me of changes to the Court's calendar** check box. If the check box is not displayed, court calendar tracking is not available for the jurisdiction.
7. Click **Outlook Calendar delivery** to specify how you would like to add new calendar entries to your Outlook calendar. Change one or more settings, if desired, then click **Save**.
8. Click **Save**. A list of cases with docket numbers matching your entry is displayed (Figure 6-2).

Click the case number to select the docket you want to track.

Docket number matches found: 1			
Case Number	Case Name (Party Names)	Filing Date	Court
1. BC430997	AGNES GARCIA v. RED RIBBON BAKESHOP INC	20100201	Cal.Superior

Cancel

Figure 6-2. List of cases with docket numbers

9. Click the appropriate case number to save the entry.

New entries on the court's calendar will be sent to you via e-mail. Add a new entry to your Outlook calendar by clicking **Add Entry** in the e-mail.

## Accessing Court Calendar Information from a Docket

While you are viewing a full-text docket on Westlaw or Westlaw Court Express, follow these steps to display court calendar information and add information to your Outlook calendar:

1. Click **Calendar Information** on the Links tab in the left frame (Figure 6-3). (If the *Calendar Information* link is not displayed, then court calendar information for the jurisdiction is unavailable). The court calendar information is displayed in the right frame (Figure 6-4).

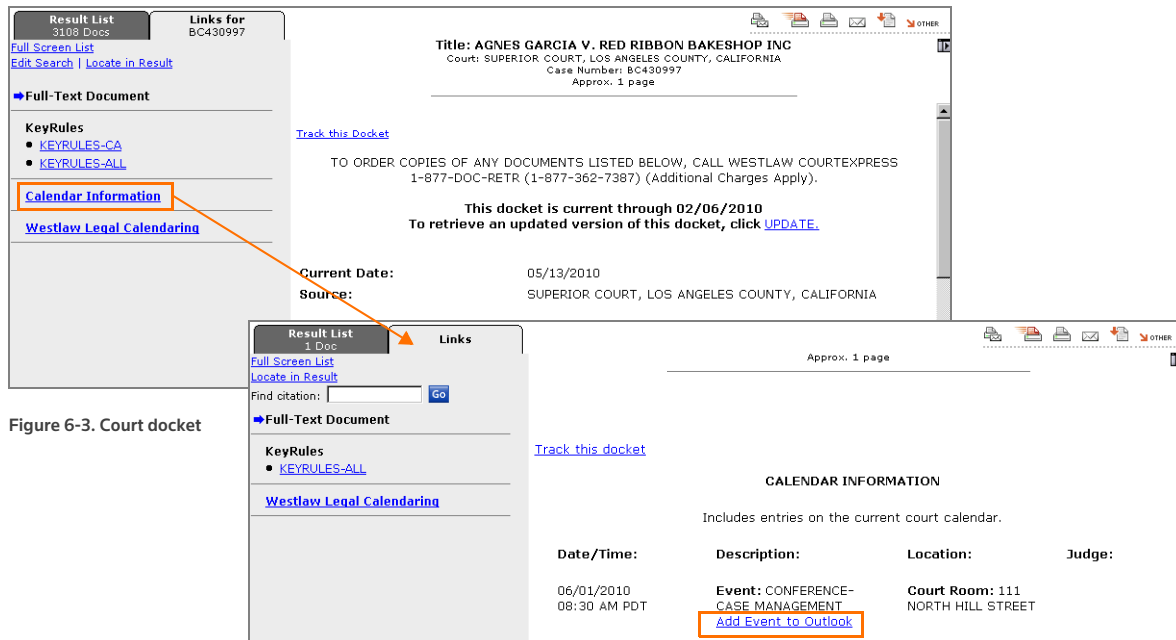


Figure 6-3. Court docket

Figure 6-4. Court calendar information

2. Click **Add Event to Outlook** to add the information to your Outlook calendar. The File Download dialog box is displayed.

**Note** If you have not previously accessed Preferences to change your Outlook calendar settings, the Calendaring Outlook Properties page is displayed the first time you click **Add Event to Outlook**. Change the Outlook settings, if desired, and click **Save**.

3. Click **Open** to display the Outlook appointment page, which includes the new calendaring information and information about previous court calendar entries for the same event. Click **Accept** at the top of the page to add the event to your Outlook calendar.









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