

Using Westlaw Court WireSM

Westlaw Court Wire can help you find and distribute new information, track issues or parties, advise clients, and monitor industries for risk. Westlaw Court Wire allows you create court feeds to retrieve new court filings using search criteria such as case type, Nature of Suit (NOS) codes, key terms, and names of parties or attorneys. You can choose to automatically receive an e-mail when there are new court filings that match your search criteria. You can also consolidate your court feeds into newsletters.

Westlaw Court Wire Coverage

Presently, Westlaw Court Wire is available for selected state and federal courts in the following jurisdictions:

- Arizona
- California
- Delaware
- District of Columbia
- Florida
- Georgia
- Illinois
- Maryland
- Massachusetts
- Michigan
- Minnesota
- New York
- Ohio
- Oregon
- Pennsylvania
- Texas
- Virginia
- Washington

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

For free reference materials, visit west.thomson.com/westlaw/guides.

Accessing Westlaw Court Wire

To access Westlaw Court Wire, access Westlaw and select the tabbed Court Wire page. To select the Court Wire page, click **Add a Tab** at the top of any page. At the next page, click **Add Westlaw Tabs** to display a list of available tabbed pages. Select the **Court Wire** check box under *General* and then click **Add to My Tab Set** (Figure 1). To display the Court Wire page, click its tab.

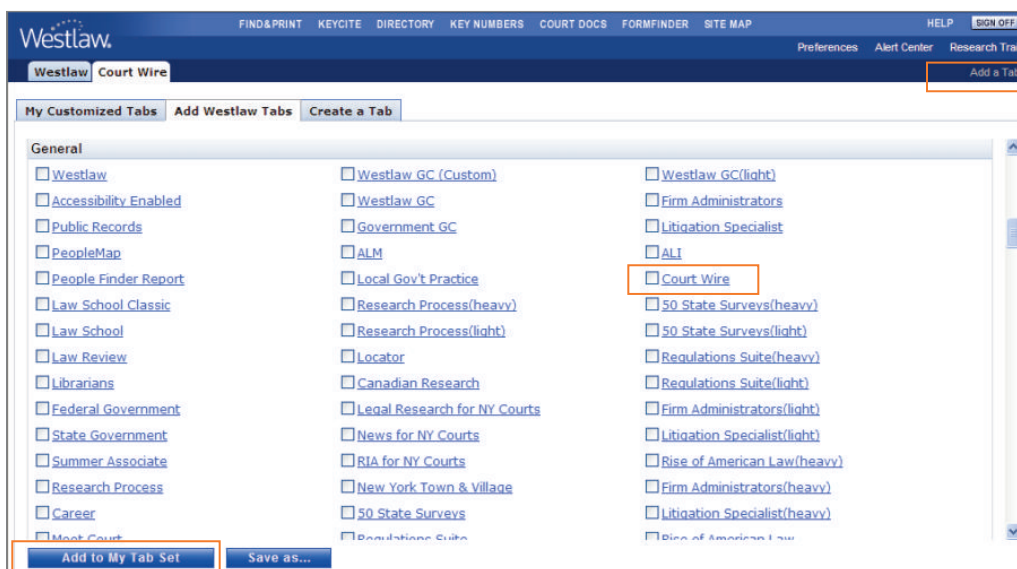


Figure 1. Adding the tabbed Court Wire page

Creating a Court Feed

You can receive court feed results on a daily or continual basis to stay abreast of new filings in areas that interest you. To create a court feed, follow these steps:

1. Click **Create** in the left frame of the Court Wire page and choose **Create Court Feed** from the menu that is displayed. The Create Court Feed dialog box is displayed.
2. In the *Court Feed Name* text box, type a name for the court feed.
3. Click the plus (+) and minus (-) signs to browse the list of jurisdictions. To choose a jurisdiction, select its check box.
4. Click **Save and Continue**. The Create Court Feed dialog box is redisplayed (Figure 2).
5. Under *Courtwire Criteria*, specify your search criteria using the text boxes links, and check boxes provided. For example, to retrieve new filings classified under NOS code 830, Patent, click **Available NOS Sections** next to *NOS Code (US District Courts only)*. Then select the **Patent** check box and click **Save**.

You can also type one or more terms in the *Additional Terms* text box. You can connect these terms to your other search criteria using the AND, OR, or BUT NOT connector. The AND connector is the default connector. To choose another connector, click **AND** and then choose **OR** or **BUT NOT** from the drop-down menu that is displayed.

6. Under *Court Feed Delivery Settings*, select your delivery settings.
 - Select **Suspend Court Feed** to save your court feed to run at a later time.
 - Select **Daily (RSS)** to receive an RSS feed once a day.
 - Select **Continuous Delivery (RSS/Email)** to receive an e-mail or RSS feed whenever there are new court filings that match your search criteria.
7. Click **Save Court Feed**.

Figure 2. Create Court Feed dialog box

Viewing and Subscribing to an RSS Feed

You can view your court feeds in RSS format to automatically view the latest filings. To view court feed information in RSS format, follow these steps:

1. Click **Available Court Feeds** at the top of the Court Wire page.
2. Click the arrow (▼) next to the name of the court feed you want to view in RSS format and choose **RSS Feed** from the menu that is displayed (Figure 3).



Figure 3. Viewing a court feed in RSS format

When you subscribe to a feed, updated information from the feed is automatically downloaded to your computer and can be viewed in Microsoft® Internet Explorer® and other programs. To subscribe to an RSS feed, follow the steps above, then click **Subscribe to this feed** on the page that is displayed (Figure 4).

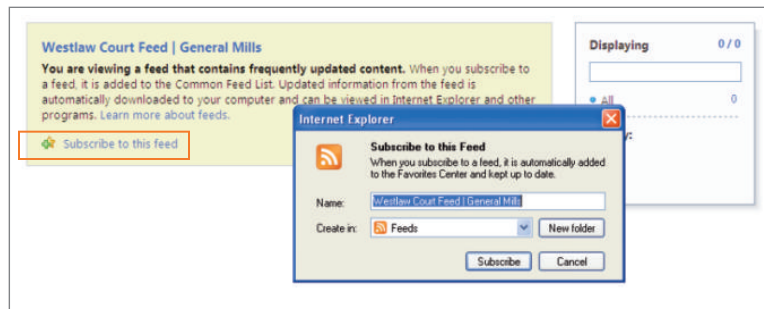


Figure 4. Subscribing to a feed

Creating a Newsletter

Newsletters are sent via e-mail once daily. Each newsletter contains the case name, docket number, party and attorney names, and a short summary of the facts in each case. Click the name of a case in a newsletter to sign on to Westlaw and read the full text of the case.

To create a newsletter, follow these steps:

1. Click **Create** in the left frame of the Court Wire page and choose **Create Newsletter** from the menu that is displayed. The Create Newsletter dialog box is displayed.
2. In the *Newsletter Name* text box, type a name for the newsletter.
3. Under *Select Court Feed*, select the check boxes of the court feeds you want to include in the newsletter.
4. In the *Recipients* text box, type the e-mail addresses of the individuals you want to receive the newsletter.
5. To finish creating the newsletter, click **Save and Close**. To save the newsletter and create another newsletter, click **Save and Create New Newsletter**.

Managing Court Feeds and Newsletters

To edit or delete a court feed or newsletter or to add or remove recipients, click **Manage** in the right frame of the Court Wire page. To make changes to one or more court feeds, click **Manage Court Feeds**. To make changes to one or more newsletters, click **Manage Newsletters**. To return to the Court Wire page, click **Return to Westlaw Court Wire**.

For example, to remove a newsletter's recipient, click **Manage Newsletters**. Select the check box next to the newsletter name, then click **Remove Recipient**. The Remove Recipient(s) dialog box is displayed (Figure 5). In the text box, type the e-mail address of the person you want to remove. Then click **Remove**.

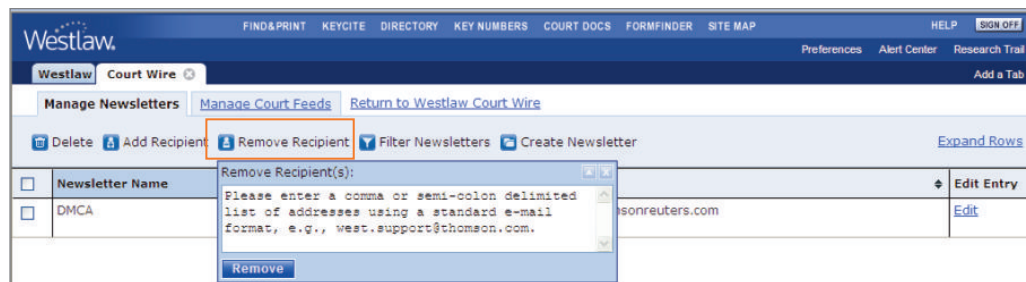


Figure 5. Remove Recipient(s) dialog box at the Manage Newsletters page