

WESTLAW IMMIGRATION PRACTITIONER RESEARCH GUIDE

NOVEMBER 2009



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About This Guide

In this guide, the graphics and step-by-step instructions are based on accessing Westlaw 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

Welcome to Westlaw Immigration Practitioner

This research guide introduces the immigration law practice resources available on Westlaw. It provides basic research tips and search examples for retrieving cases, statutes, regulations, and administrative decisions, as well as related news and business information, texts and periodicals, and current awareness materials. By modeling your own search requests on the examples in the guide, you can quickly retrieve the information you need. This quick reference guide will assist you in using these materials as you perform research tasks such as the following:

- researching the law, including the most recent developments
- performing client intake
- preparing and filing forms
- advocating for your client

Selecting the Tabbed Immigration Practitioner Page

When you access Westlaw, you can select a tabbed page customized for immigration law research. The tabbed Immigration Practitioner page places resources and search options within easy reach to help you quickly access the materials you need. To add the Immigration Practitioner page, follow these steps:

1. 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.
2. Select the check box next to *Immigration Practitioner* under *Topical* and then click **Add to My Tab Set**.
3. A list of the pages you've selected is displayed under *In Tab Display*. One page is designated as your default page (the page that is displayed when you sign on to Westlaw). Click **Set as Default** next to *Immigration Practitioner* to set this page as your default.
4. To display the Immigration Practitioner page, click its tab (Figure 1).

Immigration Practitioner Page Overview

The left frame provides quick access to common research tasks. The right frame allows you to easily access resources in the following areas:

- News and Current Developments
- Fragomen Materials
- Texts and Practice Guides
- Law Reviews and Journals
- People
- Administrative Decisions
- Administrative Resources
- Statutes and Regulations
- Court Cases
- Court Documents and Briefs
- Forms

The screenshot shows the Westlaw Immigration Practitioner page. The top navigation bar includes links for FIND & PRINT, KEYCITE, DIRECTORY, KEY NUMBERS, COURT DOCS, FORMFINDER, SITE MAP, HELP, and SIGN OFF. The page is organized into several main sections:

- American Jurisprudence:** Includes a link to AMJUR, described as a comprehensive summary of all topics in American Law.
- Recent Developments:** Features links for Immigration Updates and Immigration Briefs Updates.
- Rule/Procedure Finder:** Allows users to search by rule number, with options for Federal or Local law and a dropdown to select a database.
- Find a Form:** Similar to the Rule/Procedure Finder, it allows searching by form name and selecting a database.
- Profiler - Professional:** Enables searching by name and profession, with options for profession and state, and links to advanced search options for Attorneys/Judges, Experts, and Arbitrators.
- Index Search:** Provides a search interface for Rules and Statutes, with a dropdown to select a database.
- Search:** A central search area with a search box, a search button, and options for Terms & Connectors and Natural Language. It also shows a dropdown for Recent Searches & Locates and a link to Show Advanced Options.
- News & Current Developments:** Lists various news items with checkboxes, such as Fragomen Business Alerts, Interpreter Releases, and Immigration Briefings.
- Administrative Decisions:** Lists administrative decisions with checkboxes, including Federal Imm. Administrative Decisions Combined, Federal Imm. - Administrative Appeals Unit Decisions, and Board of Alien Labor Certification Appeals.
- Administrative Resources:** Lists administrative resources with checkboxes, such as Fed. Imm. Adjudicator's Field Manual, Fed. Imm. Policy and Procedural Memoranda, and Board of Immigration Appeals Practice Manual.
- Fragomen Materials:** Lists materials with checkboxes and links to Table of Contents, including Immigration Procedures Handbook, H-1B Handbook, Labor Certification Handbook, Global Business Imm. Handbook, State Imm. Empl't Compliance Hndbk, and State Imm. Empl't Compliance Hndbk.
- Texts & Practice Guides:** Lists texts and practice guides with checkboxes and links to Table of Contents, including Immigration Court Practice Manual.

Figure 1. Immigration Practitioner page

2 Case Law

Key Databases

Database	Identifier
Federal Immigration–Cases	FIM-CS
Federal Immigration–Supreme Court Cases	FIM-SCT
Federal Immigration–Courts of Appeals Cases	FIM-CTA
Federal Immigration–District Courts Cases	FIM-DCT
Federal Immigration Briefs	FIM-BRIEF

For a complete list of immigration law databases on Westlaw, see the Westlaw Directory.

Retrieving Case Law

WHEN YOU KNOW THE CITATION

When you know a case citation, use the Find service to retrieve the case. There is no need to access a database. To retrieve *Boumediene v. Bush*, 128 S. Ct. 2229 (2008)

Access: Find

Type: 128 sct 2229 in the *Find this document by citation* text box

Tip If you do not know the abbreviation to use in Find, click **Publications List** in the left frame of the Find a Document page to view a list of publications and abbreviations.

WHEN YOU KNOW THE NAMES OF THE PARTIES

To retrieve *Boumediene v. Bush* if you do not know the citation

Access: Federal Immigration–Supreme Court Cases (FIM-SCT) and click **Search by Party Name**

Type: boumediene in the *Party name* text box and bush in the *Additional party name* text box

WHEN YOU KNOW THE JUDGE'S NAME

To retrieve federal district court cases in which Judge Brian Cogan presided and U.S. Attorney General Eric Holder was a party

Access: Federal Immigration–District Courts Cases (FIM-DCT) and restrict your search to the judge (ju) and title (ti) fields

Type: ju(cogan) & ti(holder)

WHEN YOU KNOW A WEST TOPIC AND KEY NUMBER

To retrieve federal courts of appeals cases with headnotes classified to topic 24, Aliens, Immigration, and Citizenship and key number 531, Detention and Imprisonment

Access: Federal Immigration–Courts of Appeals Cases (FIM-CTA)

Type: 24k531

WHEN YOU ARE RESEARCHING AN ISSUE

To retrieve federal cases discussing selective enforcement claims in deportation proceedings

Access: Federal Immigration–Cases (FIM-CS)

Type: **selectiv! /5 enforc! /p deport!**

Tip To narrow your search result, restrict your search to the synopsis (sy) and digest (di) fields, which contain editorial summaries of the facts and legal issues in a case. You will retrieve only cases in which your search terms are significant. For example, to narrow the above search, type **sy,di(selectiv! /5 enforc! /p deport!).**

To retrieve U.S. courts of appeals cases discussing retroactive application of the Antiterrorism and Effective Death Penalty Act (AEDPA)

Access: Federal Immigration–Courts of Appeals Cases (FIM-CTA)

Type: **“death penalty act” a.e.d.p.a. /s retroactiv!**

3 Statutes and Legislative Materials

Key Databases

Database	Identifier
Federal Immigration–U.S. Code Annotated	FIM-USCA
USCA Popular Name Table	USCA-POP
United States Code Annotated–Tables	USCA-TABLES
Federal Immigration–Legislative History	FIM-LH
USA Patriot Act of 2001 Legislative History	PATRIOT-LH
Federal Immigration–Bills	FIM-BILLTXT
Bill Tracking–Federal–Summaries and Status	US-BILLTRK
United States Public Laws	US-PL
United States Public Laws 1973-2008	US-PL-OLD

For a complete list of immigration law databases on Westlaw, see the Westlaw Directory.

Retrieving Statutes

WHEN YOU KNOW THE CITATION

When you know a statute’s citation, use the Find service to retrieve the statute. There is no need to access a database. To retrieve 8 U.S.C.A. § 1252, which discusses judicial review of orders of removal

Access: Find

Type: 8 usca 1252 in the *Find this document by citation* text box

Tip If you do not know the abbreviation to use in Find, click **Publications List** in the left frame of the Find a Document page to view a list of publications and abbreviations.

WHEN YOU KNOW THE STATUTE’S POPULAR NAME

To retrieve sections of the *United States Code Annotated* (USCA) enacted by the Haitian Refugee Immigration Fairness Act of 1998

Access: USCA Popular Name Table (USCA-POP) and click **Edit Search**

Type: haitian /3 fairness after deleting the search displayed in the *Search* text box

Tip To retrieve a specific USCA section, click its link.

WHEN YOU KNOW THE PUBLIC LAW NUMBER

To retrieve USCA sections enacted or affected by Pub. L. No. 107-150

Access: United States Code Annotated–Tables (USCA-TABLES)

Type: 107-150 in the *Public Law Number* text box

WHEN YOU ARE RESEARCHING AN ISSUE

To retrieve federal statutes discussing the registration of aliens

Access: Federal Immigration–U.S. Code Annotated (FIM-USCA)

Type: regist! /s alien

Tip To narrow your search result, restrict your search to the prelim field (pr), which contains the main statutory headings such as the name of the title and chapter, and the caption (ca) field, which contains the section number and a description of the section’s contents. For example, to narrow the above search, type **pr,ca(regist! & alien)**.

To retrieve federal statutes relating to immigrant visas

Access: Federal Immigration–U.S. Code Annotated (FIM-USCA) and restrict your search to the substantive-doc field (sd)

Type: sd(immigra! /s visa)

Tip The substantive-doc field contains the information in the prelim and caption fields plus the statute’s citation, text, and credits. Restrict your search to this field in annotated statutes databases when you do not want to search the historical notes, references, and annotations.

Retrieving Legislative History

WHEN YOU KNOW THE TITLE OF AN ACT

To retrieve congressional committee reports on the Soviet Scientists Immigration Act of 1992

Access: Federal Immigration–Legislative History (FIM-LH) and restrict your search to the topic field (to)

Type: to(“soviet scientist” & 1992)

WHEN YOU KNOW THE SENATE OR HOUSE REPORT NUMBER

To retrieve S. Rep. No. 108-224

Access: Federal Immigration–Legislative History (FIM-LH) and restrict your search to the title field (ti)

Type: ti(senate +s 108-224)

WHEN YOU ARE RESEARCHING AN ISSUE

To retrieve transcripts of congressional hearings regarding the detention of aliens under the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism (USA Patriot) Act of 2001

Access: USA Patriot Act of 2001 Legislative History (PATRIOT-LH) and add a prelim field (pr) restriction to your query

Type: pr(hearing) & detain! detention /s alien immigra!

Retrieving Session Laws

WHEN YOU KNOW THE PUBLIC LAW NUMBER

When you know the public law number, use the Find service to retrieve the law. There is no need to access a database. To retrieve Pub. L. No. 107-296

Access: Find

Type: us pl 107-296 in the *Find this document by citation* text box

WHEN YOU KNOW THE NAME OF THE ACT

To retrieve the Hmong Veterans' Naturalization Act of 2000

Access: United States Public Laws 1973–2008 (US-PL-OLD) and restrict your search to the caption field (ca)

Type: ca(hmong & veteran)

WHEN YOU ARE RESEARCHING AN ISSUE

To determine whether the Special Immigrant Nonminister Religious Worker Program was extended in 2009

Access: United States Public Laws (US-PL) and add a date (da) restriction to your query

Type: da(2009) & immigrant /5 non-minister /5 worker

Retrieving Pending Legislation

WHEN YOU KNOW THE BILL NUMBER

When you know the bill number, use the Find service to retrieve the bill. There is no need to access a database. To retrieve the full text of S. 1337, 111th Cong. (2009)

Access: Find

Type: 2009 cong us s 1337 in the *Find this document by citation* text box

WHEN YOU KNOW THE PURPOSE OF THE BILL

To retrieve the full text of bills introduced in 2009 relating to the definition of aggravated felony under the Immigration and Nationality Act

Access: Federal Immigration–Bills (FIM-BILLTXT)

Type: ye(2009) & defin! /s aggravated /s felony /s immigration

To retrieve a summary of HR. 1753 and status information

Access: Bill Tracking–Federal–Summaries and Status (US-BILLTRK)

Type: 1753 in the *Bill Number* text box and choose **House** from the *Chamber* drop-down list

4 Administrative Rules and Regulations

Key Databases

Database	Identifier
Federal Immigration–Code of Federal Regulations	FIM-CFR
Federal Immigration–Federal Register	FIM-FR
Federal Immigration–Adjudicator’s Field Manual	FIM-ADJFMAN
Federal Immigration–Board of Immigration Appeals Practice Manual	FIM-BIAPRAC
Federal Immigration–INS Inspector’s Field Manual	FIM-INSFMAN
Federal Immigration–Policy and Procedural Memoranda	FIM-POLPROC
Immigration Official Forms	IMMOF

For a complete list of immigration law databases on Westlaw, see the Westlaw Directory.

Retrieving Administrative Rules and Regulations

WHEN YOU KNOW THE CITATION

When you know the citation of a rule or regulation, use the Find service to retrieve it. There is no need to access a database. To retrieve 8 C.F.R. § 208.13, which discusses asylum eligibility

Access: Find

Type: 8 cfr 208.13 in the *Find this document by citation* text box

To retrieve 69 Fed. Reg. 48877, which authorizes the expedited removal of certain aliens

Access: Find

Type: 69 fr 48877 in the *Find this document by citation* text box

Tip If you do not know the abbreviation to use in Find, click **Publications List** in the left frame of the Find a Document page to view a list of publications and abbreviations.

WHEN YOU ARE RESEARCHING AN ISSUE

To retrieve the final rule regarding procedures for lawful permanent residents who have criminal convictions prior to 1997 to avoid deportation

Access: Federal Immigration–Federal Register (FIM-FR) and add a prelim field (pr) restriction to your query

Type: pr("final rule") & crim! /5 convict! /s 1997

Tip To retrieve proposed rules, substitute pr("proposed rule") for pr("final rule") in your query.

To retrieve rules revising the Student and Exchange Visitor Information System (SEVIS)

Access: Federal Immigration–Federal Register (FIM-FR) and restrict your search to the summary field (su)

Type: su("student and exchange" s.e.v.i.s. /p revis! chang! amend!)

To retrieve the definition of the term *lawfully present* for purposes of eligibility for Social Security benefits

Access: Federal Immigration–Code of Federal Regulations (FIM-CFR)

Type: "lawfully present" /p benefit

To retrieve information on filing visa petitions with the Board of Immigration Appeals

Access: Federal Immigration–Board of Immigration Appeals Practice Manual (FIM-BIAPRAC) and restrict your search to the title field (ti)

Type: ti(visa & petition)

Retrieving Forms

WHEN YOU KNOW THE FORM NUMBER

To retrieve a form when you know its number, such as Form DS-156

Access: Find

Type: immigration official forms form ds-156 in the *Find this document by citation* text box

WHEN YOU KNOW THE SUBJECT OF THE FORM

To retrieve forms dealing with nonimmigrant visa applications

Access: Immigration Official Forms (IMMOF)

Type: non-immigrant /s visa /s application

5 Administrative Decisions

Key Databases

Database	Identifier
Federal Immigration–Administrative Decisions Combined	FIM-ADMIN
Federal Immigration–Administrative Appeals Unit Decisions	FIM-AAU
Federal Immigration–Board of Alien Labor Certification Appeals	FIM-BALCA
Federal Immigration–Board of Immigration Appeals’ Administrative Decisions	FIM-BIA
Federal Immigration–General Counsel Opinions	FIM-GCO
Federal Immigration–INS Interpretations	FIM-INSINTERP
Federal Immigration–Office of the Chief Administrative Hearing Officer	FIM-OCAHO

For a complete list of immigration law databases on Westlaw, see the Westlaw Directory.

Retrieving Administrative Decisions

WHEN YOU KNOW A CITATION OR CASE NUMBER

When you know a citation or case number, use Find to retrieve the decision. There is no need to access a database. To retrieve *In re V–F–D*, 23 I. & N. Dec. 859 (BIA 2006)

Access: Find

Type: 23 i&n dec 859 in the *Find this document by citation* text box

To retrieve *In re Total Solutions and Logistics, Inc.*, 2008-INA-00056 (2009)

Access: Find

Type: 2008-ina-00056 in the *Find this document by citation* text box

WHEN YOU KNOW A PARTY'S NAME

To retrieve administrative decisions involving Dunkin Donuts

Access: Federal Immigration–Administrative Decisions Combined (FIM-ADMIN) and restrict your search to the title field (ti)

Type: ti("dunkin donuts")

WHEN YOU ARE RESEARCHING AN ISSUE

To retrieve Board of Immigration Appeals decisions involving the petty offense exception to the Immigration and Nationality Act

Access: Federal Immigration–Board of Immigration Appeals' Administrative Decisions (FIM-BIA)

Type: "petty offense" /s exception

To retrieve Board of Alien Labor Certification Appeals decisions involving the tailoring of alternative job requirements to meet an alien's qualifications

Access: Federal Immigration–Board of Alien Labor Certification Appeals (FIM-BALCA)

Type: alternat! /5 job work experience /5 require! /p tailor! match!

6 Current Awareness Services

Key Databases

Database	Identifier
Immigration Briefings	IMMIGRBRIEF
Immigration News	IMM-NEWS
Interpreter Releases	INTERREL
Interpreter Releases Daily	INTERREL-DAILY

For a complete list of immigration law databases on Westlaw, see the Westlaw Directory.

Retrieving Current Awareness Documents

WHEN YOU WANT RECENT DOCUMENTS

To retrieve summaries of recent legislative, administrative, and judicial developments in immigration law

Access: Interpreter Releases (INTERREL)

Click **Retrieve Most Recent** at the displayed Search page. A list of documents summarizing recent developments that were added to Westlaw in the last three weeks is automatically displayed. To view the summary of a specific document in the list, click its retrieval number or citation.

Tip You can also run a search in the INTERREL database. Click **Edit Search** to redisplay the Search page, then delete the query in the *Search* text box and type a new search.

WHEN YOU ARE RESEARCHING AN ISSUE

To retrieve commentary on J-1 waivers

Access: Immigration Briefings (IMMIGRBRIEF) and restrict your search to the title field (ti)

Type: ti(j-1)

To retrieve the latest news about immigration reform efforts, including establishing a guest worker program for undocumented foreign workers

Access: Immigration News (IMM-NEWS) and add a date (da) restriction to your query

Type: reform! /p guest-worker & da(aft 2008)

7 Legal Periodicals

Key Databases

Database	Identifier
Immigration Law–Law Reviews, Texts, and Bar Journals	IM-TP
Homeland Security and Antiterrorism–Texts and Periodicals	HOMELAND-TP
Georgetown Immigration Law Journal	GEOILJ
International Journal of Refugee Law	INTJREFL
Journal of Refugee Studies	JRSTUD

For a complete list of immigration law databases on Westlaw, see the Westlaw Directory.

Retrieving Articles from Legal Periodicals

WHEN YOU KNOW THE CITATION

When you know an article’s citation, use the Find service to retrieve the article. There is no need to access a database. To retrieve “The Odyssey of the J-2: Forty-Three Years of Trying Not to Go Home Again,” 18 Geo. Immigr. L.J. 221 (2004)

Access: Find

Type: 18 geo immigr lj 221 in the *Find this document by citation* text box

Tip If you do not know the abbreviation to use in Find, click **Publications List** in the left frame of the Find a Document page to view a list of publications and abbreviations.

WHEN YOU KNOW THE NAME OF THE AUTHOR

To retrieve articles written by James Nafziger

Access: Immigration Law–Law Reviews, Texts, and Bar Journals (IM-TP) and restrict your search to the author field (au)

Type: au(james /3 nafziger)

WHEN YOU KNOW THE TITLE OF A ARTICLE

To retrieve an article titled “Re-Bending the Paperclip: An Examination of America’s Policy Regarding Skilled Workers and Student Visas”

Access: Immigration–Law Reviews, Texts, and Bar Journals (IM-TP) and restrict your search to the title field (ti)

Type: ti(paperclip & visa)

Tip If you know the journal in which an article was published, you can run a search in the database containing that journal instead of IM-TP. For example, you could run the above search in the Georgetown Immigration Law Journal database (GEOILJ).

WHEN YOU ARE RESEARCHING AN ISSUE

To retrieve articles discussing religious persecution as grounds for seeking asylum

Access: International Journal of Refugee Law (INTJREFL)

Type: persecut! /s relig! /p asylum

8 Legal Texts

Key Databases

Database	Identifier
Immigration Law–Law Reviews, Texts, and Bar Journals	IM-TP
Homeland Security and Antiterrorism–Texts and Periodicals	HOMELAND-TP
American Law Reports	ALR
American Jurisprudence 2d	AMJUR
Fragomen Immigration Handbooks Combined	IM-HNDBK
H-1B Handbook	H1B
Immigration Employment Compliance Handbook	IMECH
Immigration Law and Crimes	IMLC
Immigration Law and Defense	IMLD
Immigration Law Service 2d	IMMLS2D
Immigration Procedures Handbook	IMPH
Immigration Trial Handbook	IMTRIAL
Labor Certification Handbook	LABCERT
Steel on Immigration Law 2d	STEEL
U.S. Citizenship and Naturalization Handbook	USCITNAT

For a complete list of immigration law databases on Westlaw, see the Westlaw Directory.

Retrieving Documents

WHEN YOU KNOW THE CITATION

When you know a document's citation, use the Find service to retrieve the document. There is no need to access a database. For example, to retrieve the *American Law Reports* (ALR) annotation at 62 A.L.R. Fed. 402

Access: Find

Type: 62 alr fed 402 in the *Find this document by citation* text box

Tip If you do not know the abbreviation to use in Find, click **Publications List** in the left frame of the Find a Document page to view a list of publications and abbreviations.

WHEN YOU WANT TO RETRIEVE PARTICULAR CHAPTERS

To retrieve chapters on permanent resident status in the treatise *Steel on Immigration Law 2d*

Access: Steel on Immigration Law 2d (STEEL) and restrict your search to the prelim field (pr)

Type: pr(permanent & residen!)

Tip You can also retrieve these chapters using the Table of Contents service. After accessing the STEEL database, click **Table of Contents** at the top of the Search page. Then select the check boxes next to the chapters referencing permanent resident status in their titles—chapters 4, 5, 7, 9, and 10. Click **Search** at the bottom of the page. Click **Search** again at the next page.

WHEN YOU WANT TO RETRIEVE PARTICULAR SECTIONS

To retrieve sections of the treatise *Labor Certification Handbook* that discuss determining wage standards for a labor certification application

Access: Labor Certification Handbook (LABCERT) and restrict your search to the prelim (pr) and title (ti) fields

Type: pr,ti(wage)

WHEN YOU ARE RESEARCHING AN ISSUE

To retrieve documents discussing the unlawful discharge of employees under the Immigration Reform and Control Act of 1986 (IRCA)

Access: Immigration Employment Compliance Handbook (IMECH)

Type: unlawful! /5 discharg! terminat! fir! & "immigration reform and control act" i.r.c.a.

To retrieve documents discussing aggravated felonies for immigration purposes

Access: Immigration Law and Crimes (IMLC) and restrict your search to the prelim (pr) and title (ti) fields

Type: pr,ti(aggravated & felony)

9 Using WestClip

Use the WestClip clipping service to monitor sources of immigration law information on Westlaw and stay up-to-date on news and developments that could affect your clients. WestClip will run your Terms and Connectors queries on a regular basis and deliver the results to you automatically.

Access WestClip in one of two ways:

- Click **Alert Center** at the top of any page to display the Alert Center Directory and then click **Create** in the *WestClip* section.
- Click **Add Search to WestClip** at the top of a result list, or while viewing a displayed document, choose **Add Search to WestClip** from the *Result Options* drop-down list on the Result List tab.

After you access WestClip in one of the ways described above, the WestClip: Create Entry page is displayed (Figure 2).

WestClip: Create Entry

Create Entry | Directory | Tips

Entry Details

Complete each item below:

Name of clip:

Client ID:

Database(s): [Find a Database](#)

Separate multiple databases with a comma (,)

Query: [Full Search Editor](#)

[Limit Your News Search using SmartTerms](#)

Delivery Settings [Edit](#)

Frequency: Daily

Destination: Notify at sign on

Limits: Maximum documents per result: 25

Result format: List of All Citations

Results: Inform me of no results

Date created: 11/17/2009

Last run date:

End date: No end date

Figure 2. WestClip: Create Entry page

To create a WestClip entry, follow these steps:

1. Type a name for the entry (maximum of 40 characters) in the *Name of clip* text box, if desired.
2. The client identifier for the current research session is displayed in the *Client ID* text box. Type a new client identifier to assign this entry to another client.
3. Specify a database in which you want your search to be run by typing the database identifier in the *Database(s)* text box. If you accessed WestClip from a search result, the database identifier is entered for you.
4. Type a Terms and Connectors query in the *Query* text box. If you accessed WestClip from a search result, the query is entered for you.
5. Click **Edit** next to *Delivery Settings* to display the WestClip: Edit Delivery Settings page. Change your delivery settings, such as the frequency, destination, and result format. When you are finished making changes, click **Save** to save the delivery settings and return to the WestClip: Create Entry page.
6. When you are finished setting up your entry, click **Save**.

