

Using Docket Watch

Delivering up-to-date court docket information

Access watch.westlaw.com to monitor legal and business issues as well as court docket information. You can also access Docket Watch on Westlaw® and Westlaw CourtExpress™ at www.courtexpress.westlaw.com.

Westlaw Watch™ is a tool that streamlines the process of delivering Westlaw content to you via e-mail or your organization's intranet or portal. There's no easier way to target relevant, legal and business current awareness information to the attorneys and staff who need it most.

Add a Docket Watch subscription to gain access to docket-tailored functionality and have up-to-date court docket information delivered to your intranet, portal, or e-mail system.

Docket Watch allows you to

- obtain current court docket information for newly filed civil and criminal cases from the United States federal courts and selected state courts.
- combine output of Multiple Docket Alerts into one customized report.
- upload a file of company names to simultaneously create Multiple Docket Alerts matched against West's Company Authority file.
- access the broadest coverage of alerts for federal and state courts.

Docket Watch Features

You can create the following docket entries in Westlaw Watch:

- Docket Alerts deliver court docket information for newly filed civil and criminal cases from United States federal courts and selected state courts. You can customize the result display to suit the needs of your organization and receive notification of newly filed litigation using any of the Westlaw Watch delivery options.
- Multiple Docket Alerts allow you to set up numerous alerts at once by uploading a file containing a list of all your important clients or topics. You can receive notification of newly filed litigation using any of the Westlaw Watch delivery options.
- Batch Docket Delivery provides an enterprise solution for flexible delivery of all Docket Alerts in an XML or CSV file format. Your organization can use this service to analyze new results in a database and populate pages on your intranet.

Steps in Creating a Docket Alert

Note: Westlaw customers can use their Westlaw password to create up to five Docket Alerts without purchasing a subscription. You must have a separate Westlaw Docket Watch subscription to create additional Docket Alerts, Multiple Docket Alerts, and Batch Docket Delivery. Contact your West Account manager for information about obtaining a Westlaw Docket Watch subscription.

1. Choose **Docket Alert** from the Create menu.
2. Use the Select Sources step to select sources for your Docket Alert. Sources include specific courts and court systems. If you do not want to browse the Source directory, enter a database identifier in the text box and click **Look Up**. Click **Add** after you have defined your courts to display your selections in the Alert Builder. Click **Next**.

For assistance with Docket Watch or Westlaw Watch, call the West Reference Attorneys and ask for Westlaw Watch Support at 1-800-REF-ATTY (1-800-733-2889), extension 69181.

For technical assistance, call West Customer Technical Support at 1-800-WESTLAW (1-800-937-8529), extension 88452.

- Use the Define Criteria step to customize the information you want to monitor. Select **Alert me to all new filings** to receive notification of all new court filings for your selected court(s). Or, select **Alert me to filings matching the following criteria** to narrow your search. Complete one or more of the text boxes to limit your search. Click **Add** after you have defined your search; the information then appears in the Alert Builder. Click **Next**.
- Use the Preview step to display the information that you have selected for your Docket Alert. Your Westlaw search is run and a preview of your Docket Alert is displayed. Click **Next**.
- Use the Naming step to name your Docket Alert. Type a name for the Docket Alert in the text box and then click **Next**.
- Use the Delivery Options step to set up delivery of your Docket Alert. Options include frequency, time zone, time you want the Docket Alert to be delivered, and end date. You can select the format for your results, including e-mail, HTML, RSS, XML, or portal. When e-mail is selected, you can add subscribers by clicking **Add** to access your address book You can also customize which docket elements to display or choose to deliver the full docket. Click **Finish**.

Docket Alert Result Example

This Docket Alert result shows a list of dockets and a short summary matching your search criteria. Click a number in the first column to access Westlaw and display the full text of the listed document. Click a column heading to sort results.

Rank	Case Number	Case Title	Filing Date	Court
1. NEW	1:06CV03293	LASALA ET AL v. BACKWEB TECHNOLOGIES, LTD. ET AL	04/28/2006	U.S. DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK (FOLEY SQUARE)
2. NEW	1:06CV04739	LASALA v. CREDIT SUISSE SECURITIES, (USA), L.L.C. ET AL	06/21/2006	U.S. DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK (FOLEY SQUARE)
3. NEW	1:06CV04090	LASALA v. DEUTSCHE BANK SECURITIES, INC.	05/26/2006	U.S. DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK (FOLEY SQUARE)

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Steps in Creating Multiple Docket Alerts

Note: Only administrators and delegates at organizations with a Docket Watch subscription have access to the Multiple Docket Alerts feature.

- Choose **Multiple Docket Alerts** from the Create menu. Click **Next**.
- Use the Upload File step to set up numerous Docket Alerts by uploading a CSV file that you have created. The CSV file should contain a list of entry names, ticker symbols, company names, query terms, and client IDs that you want to monitor. Type the file location in the text box or click **Browse** to locate the file. Click **Next**.
- Use the Select Sources step to select the courts that you want to monitor. Sources include federal and state courts. If you do not want to browse the Source directory, enter a database identifier in the text box and click **Look Up**. Click **Add** after you have defined your sources and your selections are displayed in the Alert Builder. Click **Next**.
- Use the Review Entities step to review and edit your Docket Alerts. Review the entries to verify that the appropriate exchange has been matched to West's Company Authority file. You can also view and edit subsidiary and company name variants or enter additional terms to an entry to narrow your search. Click **Next**.
- Use the Naming step to review and edit the entry names generated in Step 2. Click **Next**.
- Use the Delivery Options step to set up delivery of your Docket Alerts. Options include frequency, time zone and time you want the Docket Alerts to be delivered, and end date. You can select the format for your results, including e-mail, HTML, RSS, XML, or portal. You can also customize which docket elements to display or choose to deliver the full docket. Click **Finish**.

Multiple Docket Alert Example

This example shows a CSV file created in Microsoft® Excel containing a list of entry names, ticker symbols, party names, query terms, and client IDs that you want to monitor. Use the Upload File step to upload the Excel file into Westlaw Watch as shown below.

	A	B	C	D	E	F
1	Entry Nam	Ticker Syn	Party Nam	Query Terr	Client ID	
2	Microsoft	MSFT		Vista	MS	
3	CVS	CVS		Caremark	CVS	
4	Ebay	EBAY		Skype	Ebay	
5	3M Co	MMM				
6	Sysco	SY		New Orleans		
7	Intel	INTC				
8	Digital Rive	DRIV		Microsoft		
9	Fastenal	FAST				
10	Bruegger		Bruegger			
11	Subway		Subway			
12						
13						
14						

Click **Add** to access West's Company Authority file to look up and add new entries to your Multiple Docket Alert.

Click **Edit** to change the search criteria.

Click the **Ticker Symbol** to display a list of stock exchanges matching the displayed ticker symbol.

Click **View** to display subsidiaries and company name variants of the query.

Click **AND** to change the search connector.

The **More criteria** link is displayed if no ticker symbol is available for the entry. Click **edit** to add additional criteria.

Entry Name	Symbol	Company SmartTerms Search	Party Name Search	Connector	Additional Terms	Remove
Microsoft	edit MSFT	View		AND	Vista	<input type="checkbox"/>
CVS CORP (NYSE)	edit CVS(NYSE)	View		AND	Caremark	<input type="checkbox"/>
Ebay	edit EBAY(NASDAQ)	View		AND	Skype	<input type="checkbox"/>
3M Co	edit MMM(NYSE)	View		AND		<input type="checkbox"/>
Sysco	edit SY(NYSE)	View		AND	New Orleans	<input type="checkbox"/>
Intel	edit INTC	View		AND		<input type="checkbox"/>
Digital River	edit DRIV	View		AND	Microsoft	<input type="checkbox"/>
Fastenal	edit FAST(NASDAQ)	View		AND		<input type="checkbox"/>
Bruegger	edit		"Bruegger"	More criteria AND		<input type="checkbox"/>
Subway	edit		"Subway"	More criteria AND		<input type="checkbox"/>

Steps in Creating a Batch Docket Delivery

Note: Only administrators and delegates at organizations with a Docket Watch subscription have access to the Batch Docket Delivery features.

1. Choose **Batch Docket Delivery** from the Create menu to batch previously created Docket Alerts and have them delivered in one CSV or XML file.
2. Use the Select Entries for Batch step to select previously created Docket Alerts. Select the check box next to each Docket Alert entry that you want to batch. Click **Next**.
3. Use the Name Batch Entry step to name your Batch Docket Delivery. Type a name for the Batch Docket Delivery in the text box. Click **Next**.
4. Use the Delivery Options step to set up the delivery options for your Batch Docket Delivery. Options include frequency, time zone and time you want the entry to run, and end date. You can select the format for your results, including XML or CSV. Select the **Web Hosted Location** check box to save the file to a URL where you can access new results. Or, select the **Via E-Mail, Via RSS Feed, or Send File via E-Mail Attachment** check box and type the e-mail address to which you want the result delivered in the appropriate text box. You can also customize which docket elements to display or choose to deliver the full docket. Click **Finish**.

Entry Manager

Managing your Alerts

The Entry Manager displays the entries you have created and if you are the administrator or delegate, you can view and manage all entries across the organization. You can modify the entry, edit the entry results, change the status of an entry, view the HTML, RSS, or XML URL for the entry, or delete an entry.

Select the types of entries you want to display from the drop-down list.

Click column headings to sort the entries.

Click the entry name to view new results online.

Click Publishing Detail links, such as **HTML**, **RSS**, or **Sharepoint**, to publish results to an intranet, portal, or other system.

The screenshot shows the 'Entry Manager' interface. At the top, there is a 'Create' button and a dropdown menu for 'Entry Manager'. Below this is a search bar labeled 'Search Entry Manager' and a 'Change Display' button. The main area is a table with columns: Entry Name, Email Subscriptions, Tracks Selected, Sources, Publishing Detail, Creator, Modified By, Last Modified Date/Time, Tasks, Status, and Delete. The table contains four rows of entries. Callouts from the surrounding text point to the 'Docket Alerts' dropdown, the 'Search Entry Manager' and 'Change Display' buttons, the 'Language' column header, the 'Daxon Superior' entry name, the 'HTML' and 'RSS' links in the 'Publishing Detail' column, and the 'Edit Entry', 'Modify List', 'View Details', and 'Delivery Status' links in the 'Tasks' column.

Entry Name	Email Subscriptions	Tracks Selected	Sources	Publishing Detail	Creator	Modified By	Last Modified Date/Time	Tasks	Status	Delete
Language	0	Custom: every	DOCK-ALL; ALLNEWS	HTML RSS	Wohletz, Paul	Wohletz, Paul	4/10/2007 3:40 PM	Edit Entry Modify List View Details Delivery Status	Active	<input type="checkbox"/>
Daxon Superior	0	Companies: DAYTON SUPERIOR CORP (DSUP - Nasdaq)	DOCK-ALL; LEGALUP; ALLNEWS; EDGAR; ALMNEWS; ALLCASES; JVAL; LEONWSBL; FADMIN-ALL	HTML RSS	Wohletz, Paul	Wohletz, Paul	3/11/2007 8:41 PM	Edit Entry Modify List View Details Delivery Status	Active	<input type="checkbox"/>
West	0	Companies: WEST PUBLISHING CORP; THOMSON; THOMSON; WEST GROUP	DOCK-ALL	HTML RSS	Wohletz, Paul	Wohletz, Paul	2/14/2007 10:24 AM	Edit Entry Modify List View Details Delivery Status	Inactive	<input type="checkbox"/>
West2	0	All New Docket Filings	DOCK-NY-ALL	HTML RSS	Wohletz, Paul	Wohletz, Paul	1/23/2007 3:06 PM	Edit Entry View Details Delivery Status	Inactive	<input type="checkbox"/>

Click **Search Entry Manager** to search for specific entries.

Click **Change Display** to customize the display of the Entry Manager.

Click links in the **Tasks** column to view the details of an entry, make changes to an entry, or check the delivery status of an entry.