Computer-assisted legal research opens the door to an ever-expanding online library with which you will become familiar once you look beyond your casebooks and hornbooks. The Westlaw legal research service is comprehensive, easy to use, and up-to-date. It will help you perform accurate and effective legal research.

On Westlaw, you can quickly search many sources at once and retrieve up-to-date information that might be difficult to find using books. You can also retrieve information that is not yet available in print. For example, U.S. Supreme Court opinions are available on Westlaw within 30 minutes of their release. Perhaps most important of all, Westlaw integrates the most essential research tools from West and provides you with easy, online access.

Although no single research technique is right for every situation, you might start with the Westlaw Research Pyramid and the following Westlaw research tips.

**Westlaw Research Pyramid**

1. Gather background information from secondary sources to understand your issue and to find leads to significant primary law. Recent law review articles and texts like *American Law Reports (ALR®)* and *American Jurisprudence 2d (Am Jur® 2d)* are a good place to start.

   West topic and key numbers also help you to focus your research and retrieve relevant primary law. Each legal issue in a case published by West is identified, summarized, and assigned a topic and key number by West attorney-editors.

2. Use Westlaw to gather primary sources, the building blocks of legal research. Westlaw provides a current, comprehensive collection of primary authority, such as cases, statutes, regulations, and administrative decisions.

3. Update your research with KeyCite®, West’s citation research service. Check each case or statute you intend to rely on in KeyCite before continuing your research.
Starting Your Research

Law review articles can serve as an introduction to a new topic, a source of terminology you can use to formulate a search, and a tool to lead you to pertinent primary authority, such as cases and statutes. Use the American Law Reports database (ALR) to find a thorough discussion of case law relating to a particular legal issue. Attorneys who write ALR annotations have already analyzed the available American cases on the issue and have prepared a detailed discussion of the legal principles deduced from the cases. The American Jurisprudence 2d database (AMJUR) contains the full text of Am Jur 2d, a comprehensive encyclopedia of state and federal law on more than 400 topics.

If you find a useful case, use the topic and key numbers in the case to find other cases on point. You can also use the online West Key Number Digest to search for key numbers on a particular topic.

Starting a Westlaw Session

Follow these steps to access Westlaw:

2. At the lawschool.westlaw.com home page, click Westlaw Research at the top of the page. In the Sign On section, type your Westlaw password in the Westlaw Password text box. Alternatively, type your personalized username and password in the Username and Password text boxes.
3. Click Sign On.

A message is displayed if you have not registered your Westlaw password. Click Register Password and follow the online instructions.

Using the Tabbed Law School Page

When you sign on to Westlaw, the tabbed Law School page is displayed (Figure 1).

The left frame contains useful shortcuts to common research tasks. You can also access law school resources. The right frame contains a Search section followed by database groups. You can customize this section to increase your Westlaw efficiency.

Figure 1. Tabbed Law School page
Retrieving a Document by Citation

To retrieve a specific document by citation, use a shortcut in the left frame.

- When you know the document’s citation, type it in the Find by citation text box and click Go.
- If you are unsure of the correct citation format for a federal case, statute, or regulation, click Find using a template to display easy-to-use, fill-in-the-blank Find templates.

Retrieving a Case by Party Name

To retrieve a case when you know one or more parties’ names, click Find a Case by Party Name in the left frame. The Find a Case by Party Name search template is displayed in the right frame. Type one or both parties’ names in the text boxes, select the jurisdiction in which the case was heard or the reporter in which it was published, and click Go.

Note: You can also search by party name if you are at a case law database Search page. Click Search by Party Name at the top of the page, then type one or both parties’ names in the text boxes and click Search Westlaw.

Accessing a Database

The easiest way to access a database is to use the right frame of the Law School page. Simply click a database identifier to display the Search page for that database.

To view a list of all the databases on Westlaw, click Directory at the top of any page. The Westlaw Directory is displayed (Figure 2). Browse the databases in the right frame by clicking the links, or use the Search the Westlaw Directory text box at the top of the page to search for a specific database. Click a database name to access the Search page for that database.

Searching for Documents

Westlaw provides two search methods, Natural Language and Terms and Connectors, so you can search the way that is most effective for you. When you access a database, the Search page is displayed. Select a search method by clicking the Terms and Connectors or Natural Language tab. Then type your search in the Search text box and click Search Westlaw.
Searching with Natural Language

The Natural Language search method allows you to use plain English to retrieve relevant documents. Type a description of your issue using terms that describe its main concepts, e.g., retaliatory discharge for age discrimination claim. Westlaw identifies legal phrases in your description (such as quantum meruit and adverse possession), removes common terms (such as is and for), and generates variations of terms (such as defamed, defaming, and defamation for defame).

Searching with Terms and Connectors

The Terms and Connectors search method allows you to run a more precise search. Type key terms from your issue, using connectors to specify the relationship between those terms, e.g., “americans with disabilities act” a.d.a. /p protect! /s class group. For help in creating a Terms and Connectors query, see the information below.

USING CONNECTORS

In Terms and Connectors searching, you must place connectors between your terms. Connectors specify the relationship that must exist between terms in your retrieved documents.

<table>
<thead>
<tr>
<th>Connector</th>
<th>Type</th>
<th>To retrieve documents that contain</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>AND</td>
<td>&amp;</td>
<td>both search terms</td>
<td>narcotics &amp; warrant</td>
</tr>
<tr>
<td>OR</td>
<td>a space</td>
<td>either search term or both terms</td>
<td>car automobile</td>
</tr>
<tr>
<td>Grammatical Connectors</td>
<td>/p</td>
<td>search terms in the same paragraph</td>
<td>hearsay /p utterance</td>
</tr>
<tr>
<td></td>
<td>/s</td>
<td>search terms in the same sentence</td>
<td>design /s defect</td>
</tr>
<tr>
<td></td>
<td>+s</td>
<td>the first term preceding the second in the same sentence</td>
<td>attorney +s fee</td>
</tr>
<tr>
<td>Numerical Connectors</td>
<td>/n</td>
<td>search terms within n terms of each other (where n is a number from 1 to 255)</td>
<td>personal /3 jurisdiction</td>
</tr>
<tr>
<td></td>
<td>+n</td>
<td>the first term preceding the second by n terms (where n is a number from 1 to 255)</td>
<td>john +2 roberts</td>
</tr>
<tr>
<td>Phrase</td>
<td>“ ”</td>
<td>search terms appearing in the same order as in the quotation marks</td>
<td>“attractive nuisance”</td>
</tr>
</tbody>
</table>

Connector | Type | To exclude documents that contain | Example                  |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BUT NOT</td>
<td>%</td>
<td>the terms following the percent symbol</td>
<td>r.i.c.o. % “puerto rico”</td>
</tr>
</tbody>
</table>

USING VARIATIONS OF WORD FORMS IN YOUR TERMS AND CONNECTORS SEARCH

<table>
<thead>
<tr>
<th>To search for</th>
<th>Type</th>
<th>Westlaw retrieves documents that contain</th>
</tr>
</thead>
<tbody>
<tr>
<td>compound words such as whistleblower</td>
<td>whistle-blower</td>
<td>whistle blower, whistle-blower, whistleblower</td>
</tr>
<tr>
<td>abbreviations such as EPA</td>
<td>e.p.a.</td>
<td>E.P.A., E. P. A., EPA, E P A</td>
</tr>
<tr>
<td>words with variant endings such as object</td>
<td>object!</td>
<td>object, objected, objection, objecting</td>
</tr>
<tr>
<td>words with variable characters such as jury and withdraw</td>
<td>jur**</td>
<td>jury, juror (but not jurisdiction)</td>
</tr>
<tr>
<td></td>
<td>withd**</td>
<td>withdraw, withdrew</td>
</tr>
</tbody>
</table>
Restricting Your Search by Field

Almost all documents on Westlaw are composed of several parts called fields. Each field contains a specific type of information. For example, in case law documents the names of the parties, the name of the judge, and the names of the attorneys are each considered a separate field. Other fields, including the synopsis, topic, headnote, and digest fields, contain exclusive West editorial enhancements (Figure 3). The synopsis field (sy) contains a summary of the case prepared by West attorney-editors; the digest field (di) contains the headnotes and topic and key numbers in the case.

Rather than searching entire documents, you can restrict your search to one or more fields. For example, you can restrict your search to the synopsis and digest fields, e.g., sy,di(avoid! /p bankruptcy). Because the synopsis and digest fields contain editorial summaries of the issues in a case, you will retrieve only cases in which your search terms are significant.

Viewing the Search Result

The citations of documents retrieved by your search are displayed in the result list, along with your search terms and the surrounding text for each document in a Terms and Connectors search result or the best portion of each document in a Natural Language search result.

- To display the full text of a document, click its title or citation in the result list.
- When you search a case law, statutes, regulations, or analytical database, Westlaw creates a ResultsPlus® list containing related content on the right side of the result list. To view the full text of a document in the ResultsPlus list, click its title.
- To revise your search or to run it in a different database, click Edit Search at the top of the result list.
Browsing Your Documents

Westlaw provides several methods for quickly reviewing the documents in your search result (outlined in Figure 4).

USING NAVIGATION TOOLS

• Search terms are highlighted so you can quickly scan your documents. Click the Term arrows to view the next or previous occurrence of the search terms in your search result.
• In a Natural Language search result, click the Best arrows to view the portion of each document most closely matching the concepts in your description.
• Click the Doc arrows to display the next or previous document in your search result.
• Use the Tools drop-down list at the bottom of the right frame to go to a specific page of a print publication, restrict your document display to specific fields, or copy document text along with its citation. The options vary depending on the type of document you are viewing.
• Click Full Screen List in the left frame to return to the result list in full-page view, or click the Full-Page View icon in the right frame to display the document across the entire page.

LOCATING SPECIFIC TERMS

Click Locate in Result at the top of the result list or the left frame to search the documents in the result for particular terms, whether or not the terms appear in your original search. If you retrieve a large number of documents in your search result, you can use Locate to narrow your result.

USING THE LINKS TAB TO ACCESS RELATED INFORMATION

The Links tab displays links to related information, e.g., the KeyCite result and ResultsPlus sources, for a displayed document.

VIEWING CONSECUTIVE SECTIONS

Click Next Section or Previous Section, when available, at the top of a document to view consecutive documents even if they were not retrieved by your search or Find request. To return to the document you originally retrieved, click Original Results at the top of the Links tab or Result List tab.
Copying and Pasting Text with the Citation

The Copy with Reference feature automatically inserts the correct citation and page number when you copy and paste text from a case, statute, regulation, treatise, or law review article into a brief or other legal document. To use Copy with Reference, select the text you want to copy, choose Copy with Ref from the Tools drop-down list at the bottom of the right frame, and click Go. When the Copy with Reference dialog box is displayed, containing the text you selected and the citation for the document containing the text, click Copy. Paste the copied text, which includes the citation, into your document.

Checking Citations in KeyCite

Use KeyCite to determine whether a case, statute, administrative decision, or regulation is good law and to retrieve citing references. Click KeyCite at the top of any page for a detailed explanation of the KeyCite status flags and depth of treatment stars. You can also download a free copy of How to Check Citations by accessing west.thomson.com/westlaw/guides and clicking Law School.

KEYCITE FOR CASES

KeyCite status flags

A red flag warns that the case is no longer good law for at least one of the points of law it contains.

A yellow flag warns that the case has some negative history but has not been reversed or overruled.

A blue H indicates that the case has some history.

A green C indicates that the case has citing references but no direct history or negative citing references.

History of a case

To view the full history of a displayed case, Full History on the Links tab. The case history is displayed in the right frame (Figure 5). KeyCite case history includes direct history, negative citing references, and related references. To view the direct history of the case in an easy-to-read graphical view, click Direct History (Graphical View).

Figure 5. History of a case
KEYCITE FOR STATUTES

KeyCite status flags

- A red flag indicates that the statute has been amended by a recent session law, repealed, superseded, or held unconstitutional or preempted in whole or in part.

- A yellow flag indicates that the 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 the statute was limited on constitutional or preemption grounds or its validity was otherwise called into doubt; or that a prior version of the statute received negative treatment from a court.

- A green C indicates that the statute has citing references.

History of a statute

Click History on the Links tab to view the full history of a displayed statute in the right frame. Statute history includes citations to cases affecting the validity of the statute, recent session laws that amend or repeal the section, proposed legislation, bill drafts, reports and related materials, credits, and historical and statutory notes.

Printing Documents

To print, e-mail, download, or save your documents on Westlaw, click a delivery icon in the upper-right corner of a retrieved document or result list. Click the Quick Print icon to print the document or result list you are viewing on an attached printer. To use another delivery method, follow these steps:

1. Click the Print, Email, or Download icon, or click Other and choose Save on Westlaw from the menu that is displayed.

2. A dialog box is displayed.
   - Specify the documents and pages you want to deliver. If you are delivering a statute, you can select Statutory Text Only to deliver the statute without annotations.
   - Click Settings at the top of the dialog box to specify whether you want to include features such as KeyCite flags and highlighted search terms. Click Done when you are finished making your selections.

3. Click Print, Send, or Save depending on the delivery destination you selected.

Returning to a Result or Research Session

Use the Research Trail feature to keep track of your research and return to previous work. Each research trail associated with your password is available for 14 days after it is saved. Click Research Trail at the top of any page to view the citations of documents you retrieved and the Westlaw databases and services you used during your current research session. Click a link under Research Event to return to a previous result. To view all research trails associated with your Westlaw password from the past 14 days, click List of All Research Trails. To e-mail the current research trail, click E-Mail Trail.

For assistance using Westlaw, call 1-800-850-WEST (1-800-850-9378). For free reference materials, visit west.thomson.com/westlaw-guides.