

PROFESSIONAL LEGAL RESEARCH

Westlaw Watch is a Web-based tool that can provide interactive course materials via e-mail, The West Education Network (TWEN), or your law school's intranet or portal. Law school faculty members, teaching assistants, librarians, and technical administrators can deliver selected Westlaw content to students and set up clipping requests to regularly communicate with students. This quick reference guide introduces you to Westlaw Watch and discusses some of its basic features and functions.

With Westlaw Watch, you can do the following:

- Create a Westlaw search that will automatically run and then deliver the results to participants in your TWEN course or law school course via a link on your law school's Web site.
- Monitor the appellate process for significant cases and deliver developments to your students for class discussion.
- Monitor news stories from a single source on Westlaw, such as the *New York Times*, and deliver headlines for designated stories to your students or faculty members.
- Create a customized search template for students enrolled in your law school course or TWEN course that will allow them to simply type a query and then search a designated Westlaw database.
- Create links to any document or search result on Westlaw.

Category:

TWEN

For research assistance 24 hours a day, seven days a week, call the West Reference Attorneys at 1-800-850-WEST (1-800-850-9378) or click **Help** on Westlaw® for a live help session.

Accessing Westlaw Watch

Westlaw Watch is available at watch.westlaw.com. To sign on to Westlaw Watch, type your Westlaw username and password in the appropriate text boxes and click **Go**.

Westlaw Watch

Westlaw Watch...Monitoring what impacts you...Companies...Co

Westlaw Watch

Westlaw Watch streamlines the process for keeping your organization up-to-date on critical business issues, legal topics and competitive matters. This easy-to-use, interactive tool allows the monitoring and management of clips across your organization with the ability to deliver results via e-mail distribution or through seamless links on your intranet or portal. Individual users, a select group of users or the entire organization can receive relevant news or legal information in their preferred format when they want it.

Sign-On

Username: [Forgot Username?](#)

Password: [Forgot Password?](#)

Go

Remember Me on this computer unless I sign out.

[Sign on using Westlaw password](#) | [Register/Edit OnePass](#)

[Sign-On Help](#) | [Terms of Use](#) | [Contact Us](#) | [Accessibility Information](#) | [Use a Secure Connection](#)

Figure 1. Westlaw Watch sign-on page

Westlaw Watch Entries

You can create four types of entries in Westlaw Watch:

- **Clip** allows you to automatically receive updates on cases, legislative action, news subjects, or custom Westlaw searches you define. You can view results on the Web in your preferred format: RSS, HTML, XML, or portal; or you can receive your results via e-mail. You can also link directly to the full-text documents on Westlaw.
- **Single Source Monitor** delivers recent headlines from a single publication. Choose from a variety of sources, including newspapers and periodicals, legal newsletters, and law journals. You can also receive summaries of the most recent case law opinions from state and federal jurisdictions and Westlaw Topical Highlights databases. You can view results in your preferred format and link directly to the full-text documents on Westlaw.
- **Westlaw Module** provides customized access to Westlaw documents and services such as KeyCite® and Find. You can easily integrate one or more customized modules into your intranet or portal for easy access to the Westlaw features you use most.
- **Docket Alert** (if your subscription includes Docket Watch) provides court docket information for newly filed cases in selected federal and state courts.

Steps in Creating a Clip Entry

1. Choose **Clip** from the Create menu at the top of the page to display the Create Clip page.
2. Define your topic by selecting the information you want to monitor. Click a topic tab (e.g., the **News Subject** tab) and select the criteria for your entry. Browse the list of topics on a tab by clicking the plus (+) and minus (-) symbols. To select a topic, select the check box next to it and click **Add**. You can select topics on more than one tab. After you have defined your topic, click **Next**.
3. Select the sources to search with your entry. Sources are specific Westlaw databases. You can browse the Source directory by clicking the plus and minus symbols, or you can type a description of the database in the text box and click **Look Up** to retrieve a list of databases matching your description. Click **Add** after you have selected your sources to display your selections in the Clip Builder. Click **Next**. Your search is run on Westlaw and a preview of your Clip result is displayed in the *Preview* box. Click **Next**.
4. Name your entry to identify it in the Entry Manager. Click **Next**.
5. Select the delivery options for your entry. Options include frequency, time you want the entry to run, and end date. You can also select the format in which your results are displayed on the Web—HTML, RSS, XML, or portal—and other display and access options. Click **Finish**.

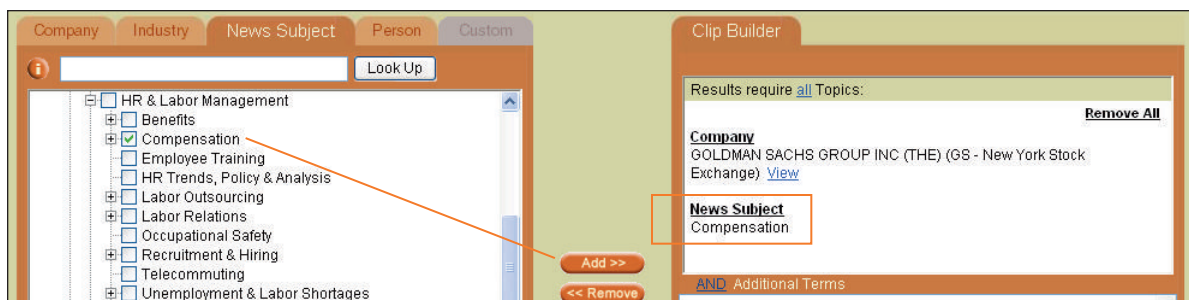


Figure 2. Create Clip: Define Topic step

Steps in Creating a Single Source Monitor Entry

1. Choose **Single Source Monitor** from the Create menu to display the Create Single Source monitor page.
2. Select the source you want to monitor. Sources include cases, legal newsletters, newspapers, and current awareness services. Click **Next**. Your search is run on Westlaw and a preview of your result is displayed in the *Preview* box. Click **Next**.
3. Name your entry to identify it in the Entry Manager. Click **Next**.
4. Select the delivery options for your entry. Options include frequency, time you want the entry to run, and end date. You can also select the format in which your results are displayed on the Web—HTML, RSS, XML, or portal. Click **Finish**.

Steps in Creating a Westlaw Module Entry

1. Choose **Westlaw Module** from the Create menu to display the Create Westlaw Module page.
2. Select the type of Westlaw Module you want to set up. There are several customizable modules from which to choose. The following modules may be of particular use in a law school setting.
 - **Database Search Box** creates a text box in which your students can enter a Terms and Connectors query or Natural Language description and search a Westlaw database you have designated.
 - **Find by Citation Entry Box** sets up a text box that can be placed on your school's intranet in which students can enter a citation and retrieve a Westlaw document.
 - **KeyCite Entry Box** creates a text box in which students can enter a citation and check it in KeyCite.
 - **Link to a Document** allows you to create a link to a specific Westlaw document.
 - **Link to a Search Result** creates a link to a predefined search result on Westlaw.
 - **Link to a KeyCite Result** helps you set up a link to a specific KeyCite result.

After you have selected a module, click **Next**.

3. Select the settings to customize the display and functionality of your Westlaw Module entry. See Figure 3 for settings for a sample link to a search result.

2. Setup your Westlaw database:

Enter Westlaw Database:

OR...

Choose Westlaw Database: SCT (U.S. Supreme Court Cases) ▼

Enter Search: "ENEMY COMBATANT" & MILITARY +5 COMMISSION

(terms and connectors)

Enter Link Text: MILITARY COMMISSION

Figure 3. Selecting settings for a Link to a Search Result Westlaw Module

4. Name your Westlaw Module entry to identify it in the Entry Manager. Click **Next**.
5. Select the access settings for your Westlaw Module. Options include transparent authentication settings that will simplify your students' access to Westlaw. Click **Finish**.

Managing Your Entries

To view your Westlaw Watch entries, choose **View Entries** from the Entry Manager menu at the top of the page.

- To review the details of an entry, click **View Details** in the *Tasks* column.
- To edit an entry, click **Edit Entry** in the *Tasks* column.
- To remove an entry, select its check box in the *Delete* column and click **Delete**.

Entry Name	Topic(s) Selected	Sources	Creator	Last Modified Date/Time	Publishing Detail	E-mail Subscriptions	Status	Tasks	Delete
MCA	Westlaw Module -> Link to a Search Result	SCT	Stenrud, John	6/23/2009 10:40 AM	HTML	N/A	Active	Edit Entry View Details	<input type="checkbox"/>
Database Link	Westlaw Module -> Link to a Database	USCA	Stenrud, John	6/23/2008 10:16 AM	HTML	N/A	Active	Edit Entry View Details	<input type="checkbox"/>
KeyCite Result	Westlaw Module -> Link to a KeyCite Result	N/A	Stenrud, John	6/23/2008 10:14 AM	HTML	N/A	Active	Edit Entry View Details	<input type="checkbox"/>
Search Result	Westlaw Module -> Link to a Search Result	SCT	Stenrud, John	6/23/2009 10:36 AM	HTML	N/A	Active	Edit Entry View Details	<input type="checkbox"/>
Statute link	Westlaw Module -> Link to a Document	N/A	Stenrud, John	6/20/2008 4:42 PM	HTML	N/A	Active	Edit Entry View Details	<input type="checkbox"/>
SCT Bankruptcy	Single Source Monitor: U.S. Supreme Court Cases (Bankruptcy)	SCT	Stenrud, John	6/23/2009 10:36 AM	HTML	0	Active	Edit Entry View Details	<input type="checkbox"/>
Goldman Sachs exec comp	Companies: GOLDMAN SACHS GROUP INC (THE) (GS - New York Stock Exchange) News Subjects: Compensation	ALLNEWS	Stenrud, John	6/23/2009 10:31 AM	HTML	0	Active	Edit Entry Modify List View Details Delivery Status	<input type="checkbox"/>

Figure 4. Sample Entry Manager page

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