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TRACKING CASES WITH WESTCLIP

PROFESSIONAL LEGAL RESEARCH

Using the WestClip® service on Westlaw is an easy way to keep up-to-date with case law developments. This quick reference guide shows you how to create a WestClip entry that automatically delivers Westlaw documents to your e-mail address.

What Is WestClip?

WestClip is a clipping service that runs your Terms and Connectors searches on a regular basis and then delivers the results to you automatically or notifies you that results are available. You can set up a WestClip entry in any case law database on Westlaw. For example, you can set up a WestClip entry in the All U.S. Supreme Court Cases (SCT) or the U.S. Courts of Appeals Cases (CTA) database that alerts you every time a new case is handed down in a particular area of law.

Creating a WestClip Entry

The easiest way to create a WestClip entry is from your current Terms and Connectors search result.

To create an entry, complete these steps:

1. Run a Terms and Connectors search. For example, to retrieve previews of cases argued before the U.S. Supreme Court that involve a split among the circuit courts, run a search such as **circuit court /s split** in the Preview of U.S. Supreme Court Cases database (SCT-PREVIEW).

2. Click **Add Search to WestClip** at the top of the result list to display the WestClip: Create Entry page. The database identifier and the Terms and Connectors search are automatically entered for you.

3. Verify the delivery settings on the right side of the page. If desired, click **Edit** to change one or more settings.

4. Click **Save** to save the entry in the WestClip Directory.

You can also create a WestClip entry by clicking **Alert Center** at the top of any page. At the Alert Center Directory, click **Create** in the *WestClip* section. The WestClip: Create Entry page is displayed. Type a database identifier and Terms and Connectors search in the appropriate text boxes.

Category:
Sharpening Your Skills

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)
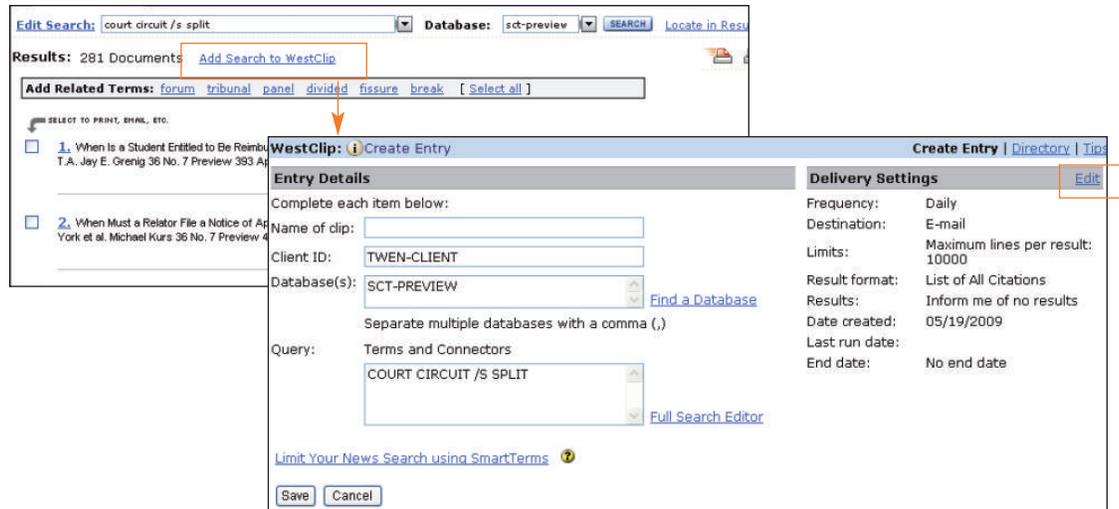or click **Help** on Westlaw® for a live help session.

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Figure 1. WestClip: Create Entry page

Specifying Delivery Settings for Your Entry

If you want to change the delivery settings for your WestClip entry, such as the delivery destination or the format of your results, click **Edit** to the right of *Delivery Settings*. The WestClip: Edit Delivery Settings page is displayed. After you make your changes, click **Save** to save your delivery settings and return to the WestClip: Create Entry page.

- **Frequency**
  Specify how frequently you want your WestClip entry to run, e.g., **Weekly** or **Monthly**.

- **Destination**
  Select where you want your results delivered, e.g., your e-mail address. Click **Properties** to change the settings for the selected destination, e.g., the format of documents delivered by e-mail or the e-mail addresses.

- **Result Format**
  Result lists (List of All Citations) and enhanced result lists (Enhanced Cite List) sent in most e-mail formats (e.g., word-processing format, PDF) include hypertext links, which you can click to access Westlaw and view the full text of the documents.

- **Results**
  Clear the **Inform me of no results** check box if you do not want to be notified when the WestClip entry is run but retrieves no results.

Managing Entries in the WestClip Directory

To view all your WestClip entries, click **Alert Center** at the top of any page and then click **View All** in the *WestClip* section. Entries are listed in the order you created them. To edit an entry, click its name or number. Entries remain in the directory until you delete them. To remove an entry, select its check box and click **Delete**.

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

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