

THOMSON REUTERS

**WESTLAW™**

# 10 Quick Tips for Using Westlaw

Westlaw contains many features that help you do efficient research. Here are 10 tips for common research tasks on Westlaw®. Many of these tasks can be done from a single location – the search box, powered by WestSearch®, at the top of every Westlaw page.

## 1. Find a document by citation

Type the **Find** command (**find:** or **fi:**), followed by a citation, in the search box at the top of any page. The format is flexible and not sensitive to spaces or case.



To find multiple citations, type **find:** or **fi:** followed by up to 30 citations, separated by semicolons or hard returns, in the search box.

## 2. Use autosuggest to find a case by party name, publication, content to search and more

To search for a case, specific publication or content set, type a few letters of what you are looking for in the search box and select the content you want from the drop-down list.



### 3. Check a citation in KeyCite to determine whether your case, statute, administrative decision, or regulation is still good law

Type the KeyCite® command (**keycite:** or **kc:**), followed by a citation, in the search box.



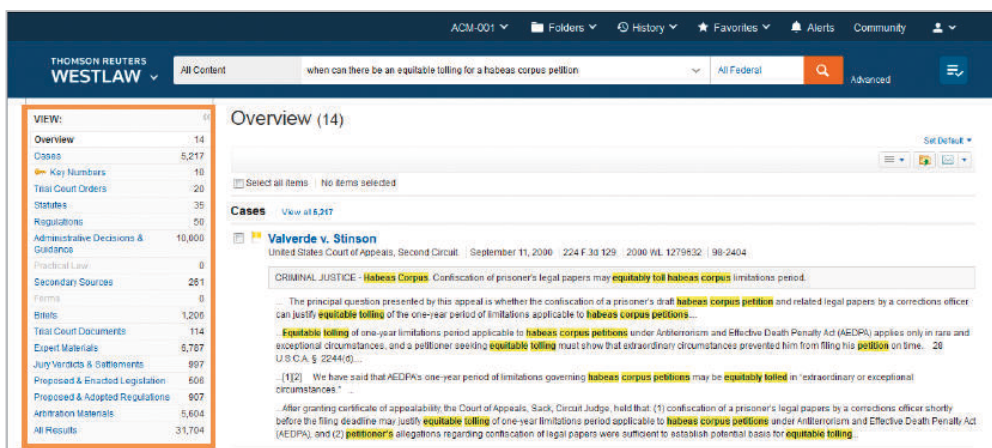
Note: For a reminder of what the flags mean, click the **Powered by KeyCite** at the top of a document



### 4. Run searches in plain language or Terms and Connectors

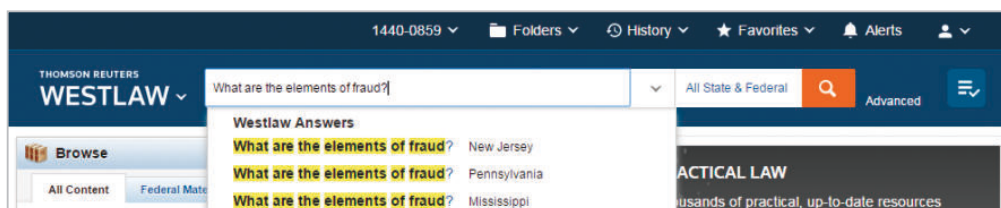
Use plain language or Terms and Connectors to search on Westlaw. WestSearch, a search engine designed specifically for law, incorporates over 125 years of proprietary analysis of the law and exclusive tools like Key Numbers, KeyCite, headnotes, notes of decisions, indexes, and secondary sources to deliver relevant results no matter what type of search you run.

After you execute a search, your results will be aggregated on an Overview page. From this page, each content type is listed separately on the left-hand side of the screen. By clicking on the content type (i.e., Cases, Statutes, Forms ...) you can access all of the results for that particular category.



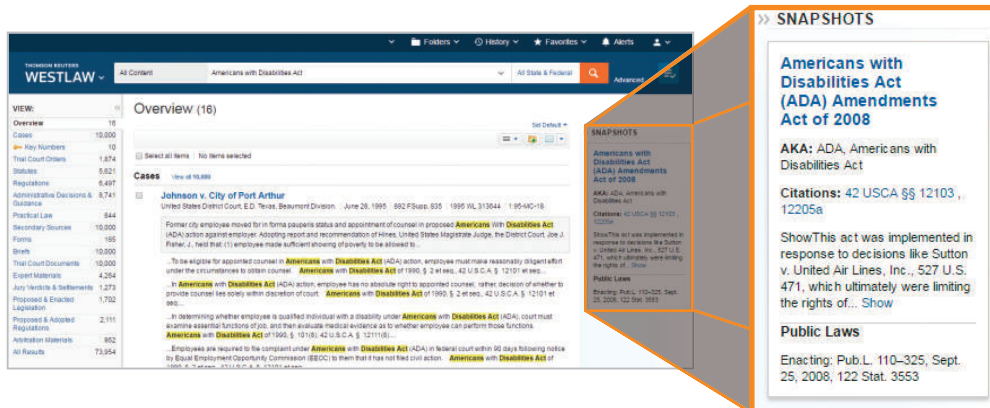
### 5. Use Westlaw Answers for basic legal information

Westlaw Answers gives you basic legal information for jurisdiction-specific common legal questions. Search for elements of a claim, statutes of limitations, and judicially defined terms. To search, type a question beginning with "What" into the search bar.



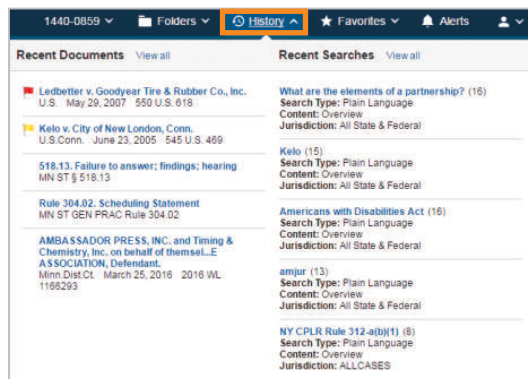
## 6. Quickly access summary information on legal professionals, companies, and select popular statutes

When you run a search, see a snapshot of information in the right-hand column for attorneys, judges, experts, companies, and select popular statutes. Click on the links to see more detailed information.



## 7. Return to prior research

Your research history is saved for one year. Hover over History at the top of any page to see your five most recent documents and five most recent searches. Click **History** to view your full history of document views, searches, and KeyCite.



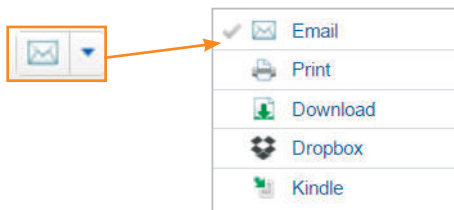
## 8. Create a Custom Page

Custom Pages allow you to build a page designed around the way you think and work. Add frequently searched content and tools such as Find a Citation and KeyCite to create a page that is personalized for your specific research needs. Click **Custom Pages** on the Homepage to start.



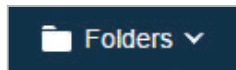
## 9. Print or deliver a document

To deliver a document, click the **arrow** next to the delivery icon in the upper right-hand corner of the document and choose **Email, Print, Download, Dropbox, or Kindle** from the menu.

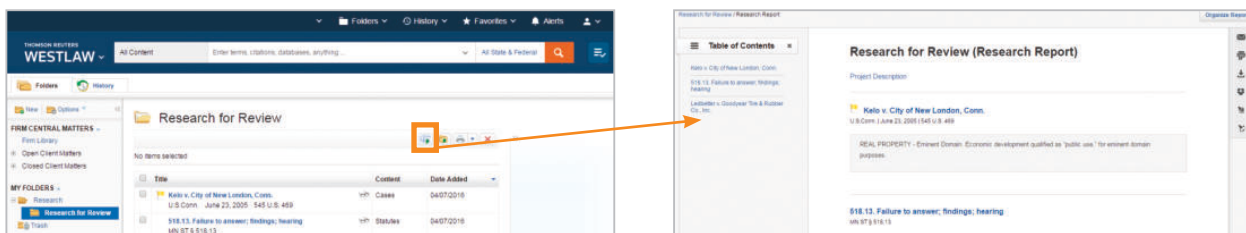


## 10. Use folders to organize, analyze, and share research

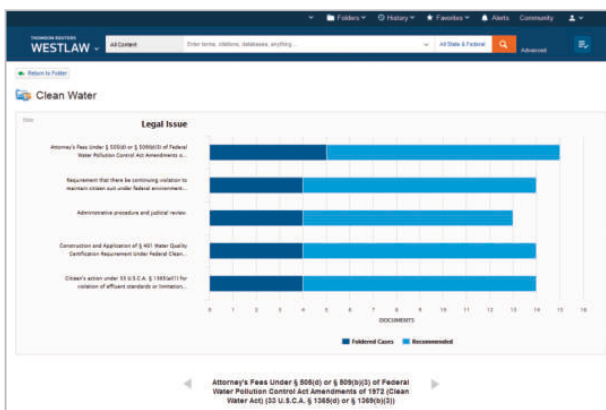
Store and organize your research in folders, create notes on documents, then share with coworkers or colleagues. Not only do KeyCite flags automatically update in a document saved to a folder, once you have viewed and saved a document to a folder, you can access it for a year at no charge.



Plus, you can use Research Report to send a professional report summarizing the research in your folder.



And, Folder Analysis identifies the legal issues present in a folder and makes suggestions for additional relevant cases and statutes.



For research assistance, call a Westlaw Reference Attorney at 1-800-733-2889, 24 hrs a day, 7 days a week.

The intelligence, technology  
and human expertise you need  
to find trusted answers.



# Quick tips for using Westlaw Edge

Thomson Reuters Westlaw Edge™ offers tools to help you be more strategic, responsive, and confident in your legal research results. Rely on advanced features such as **WestSearch® Plus**, **Litigation Analytics**, **Quick Check**, **KeyCite® Overruling Risk**, as well as **Statutes Compare** and **Regulations Compare**, to provide you with the fastest answers and most valuable legal insights — all fully integrated within Westlaw Edge for an intuitive and seamless research experience.

Check out these 10 quick tips to help you get started.

## WestSearch Plus

Find authoritative answers even faster and ensure you haven't missed anything important with the next generation of legal search.

### 1 Start typing your question into the global search bar, e.g., *When is character evidence admissible?*

Relevant questions containing your search terms will be generated in the box below.

Selecting a question will help you find an answer faster.

The screenshot shows the Westlaw Edge search interface. The search bar contains the text "When is character evidence admissible?". Below the search bar, a dropdown menu displays suggestions: "When is character evidence admissible?", "When is evidence of character admissible in a medical malpractice case?", and "When is character evidence of the victim admissible?". The first suggestion is selected. To the right, a detailed answer panel is displayed for the selected question. The panel title is "When is character evidence admissible?". The content states: "Generally, character evidence is neither relevant nor admissible." It includes a citation: "People v. Mandarino", "Appellate Court of Illinois, First District, Third Division. · June 28, 2013 · 2013 IL App (1st) 111772 · 994 N.E.2d 138". At the bottom, it states: "Relevant character evidence may be admissible, but irrelevant character evidence is never admissible."

Advanced typeahead generates suggestions to help you find your answers faster.

### 2 Uncover on-point caselaw and Secondary Sources with a new sophisticated typeahead feature

Enter your terms in the global search bar, e.g., **fraudulent transfer**, and WestSearch Plus produces predictive results right from the search box, greatly reducing the number of cases you potentially need to read through.

The screenshot shows the Westlaw Edge search interface. The search bar contains the text "fraudulent transfer". Below the search bar, a dropdown menu displays suggestions: "Is a fraudulent transfer voidable?", "What type of action is it when a transfer is set aside due to fraud?", and "Are attorney fees recoverable for fraudulent transfer?". The first suggestion is selected. To the right, a detailed answer panel is displayed for the selected question. The panel title is "Is a fraudulent transfer voidable?". The content includes a citation: "Cases with the Key Number for bankruptcy/ the estate/ fraudulent transfer-/ fraudulent conveyances in general".



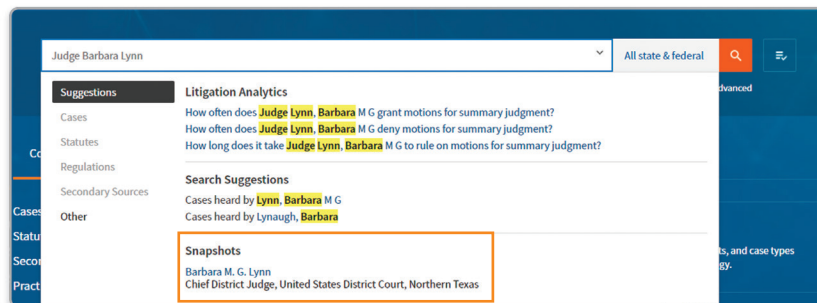
the answer company™  
**THOMSON REUTERS®**

## Litigation Analytics

Quickly access and uncover relevant, data-driven insights on judges, courts, attorneys, law firms, and case types across the most practice areas.

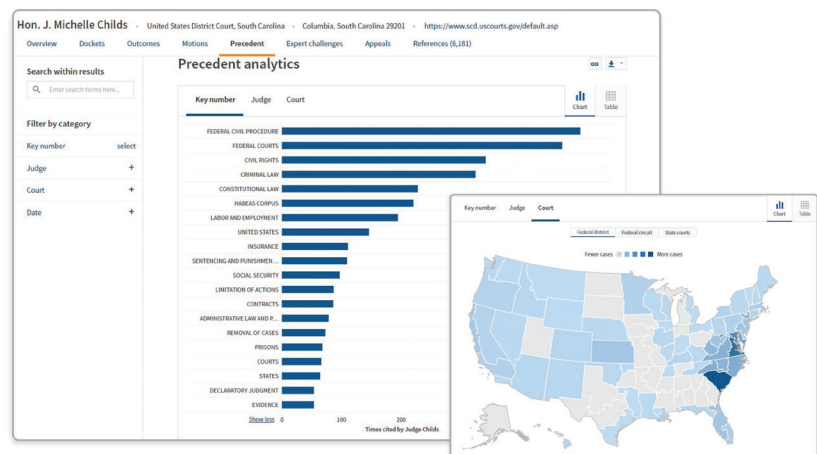
### 3 Access attorney and judge overview pages using typeahead in the global search box

To view the profile information of an attorney or your assigned judge, simply type their name into the global search bar and Snapshots will appear in the drop-down below, providing direct access to their overview page.



### 4 Analyze the citations your judge relies on when drafting their opinion with Precedent Analytics

Quickly search both reported and unreported opinions, and filter your results by nuanced topic, judges, and courts your judge has relied on to spot judicial tendencies and refine your drafting.

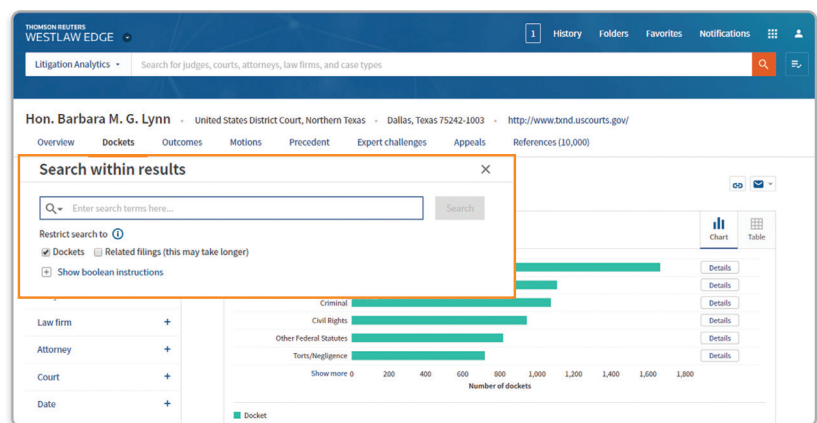


Go from an attorney or judge name to their corresponding overview page.

### 5 Use search within results on Litigation Analytics result lists for more granular data

Quickly get up to speed on a prospective matter with **search within results**, which also helps you save time with:

- Searching across dockets and the full text of related trial documents to reveal arguments, issues, and fact patterns applicable to the case
- Viewing court opinions and dockets within the result list
- Having direct access from the result list to the exact portion of the docket referencing what you need



Use **search within results** to drill down to precisely what you need.



## 6 Explore all Litigation Analytics tabs to help craft your litigation strategy

**Dockets** gives you a better understanding of the experience and caseload of attorneys and judges in addition to those trends across courts, law firms, and case types.

**Outcomes** helps you better advise your client on likely outcomes and length of time to resolution of parties relating to judges they've appeared before in civil federal district court cases.

**Motions** allows you to determine the potential success rate of, and therefore the value in, filing different motions before the judge. The Motions tab includes a visualization of this data as well as a result list containing relevant motions, orders, and dockets.

**Precedent** analytics provides visibility into what arguments have worked for a particular judge based on what that judge has said and cited to previously. Powered by the West Key Number System, Precedent analytics allows you to quickly narrow in by topic to easily find what citations, other judges, and jurisdictions your particular judge relies upon when drafting their opinions.

**Expert Challenges** helps you make more informed decisions around which experts to use with insight into how often your judge has admitted or excluded expert testimony, and whether your expert has appeared before your judge.

**Appeals** allows you to better understand how your assigned judge has fared on appeal and the resolution of appeals brought before a judge and an overall court.

## Quick Check

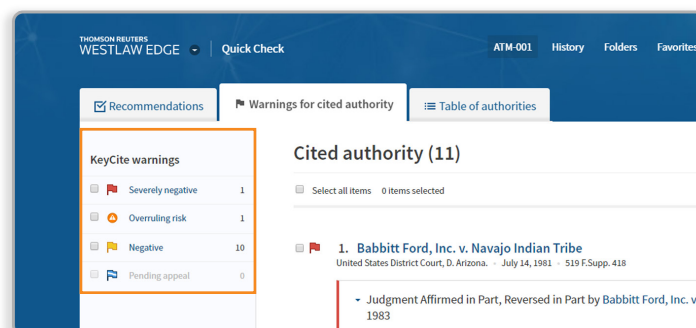
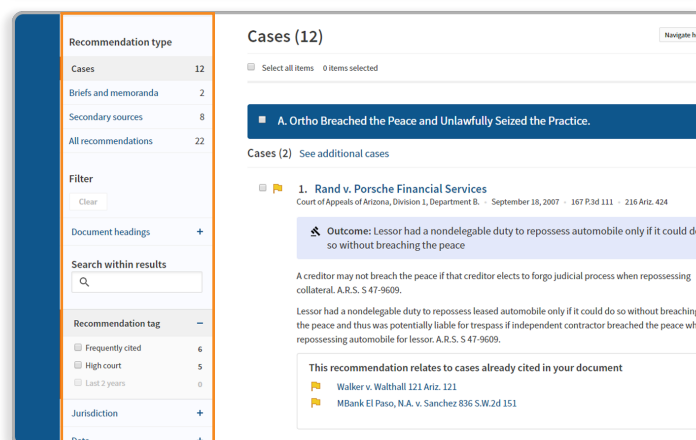
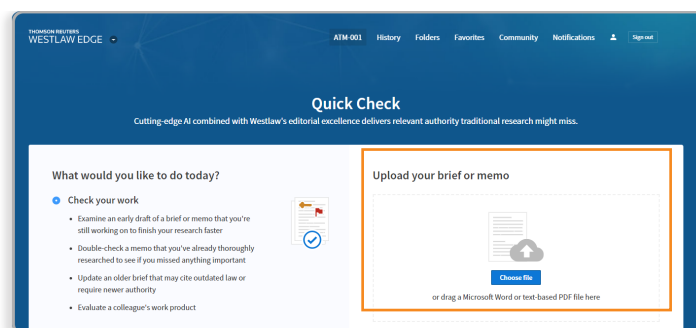
Upload a brief or motion and Quick Check will analyze your document to recommend highly relevant authority not already cited, so you can be confident you have not missed anything important.

## 7 Once a report is generated, use filters to focus on recommendations and legal issues that matter most

- Document headings: Focus in on the recommendations for the most important sections of your document
- Recommendation tags: Only show recommended cases with certain attributes like those that are "Frequently Cited", from a "High court", or from the "Last 2 years"
- Prior research: Filter recommendations based on whether you have interacted with them in previous research. For example, you may wish to remove or focus in on recommended cases you viewed, annotated or foldered in the past

## 8 Use the Warnings for Cited Authority tab to easily scan the citations in your document for any negative KeyCite warnings

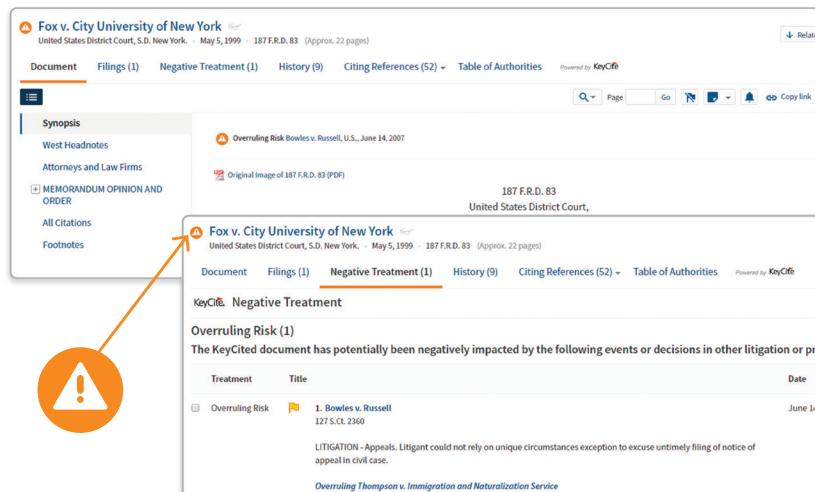
This tab gathers all of the citations in your document that have negative treatment, putting them in one place so you can quickly review the KeyCite treatment for each.



## KeyCite Overruling Risk

### 9 Trust that you're citing good law

Only Westlaw Edge has a citator warning that cautions you when a point of law in your case has been implicitly undermined based on its reliance on an overruled or otherwise invalid prior decision. The Overruling Risk icon appears in the same location as KeyCite flags and a new Overruling Risk section displays on the Negative Treatment tab.



With Overruling Risk warnings, KeyCite goes beyond explicit relationships to now cover implicit relationships.

## Statutes Compare and Regulations Compare

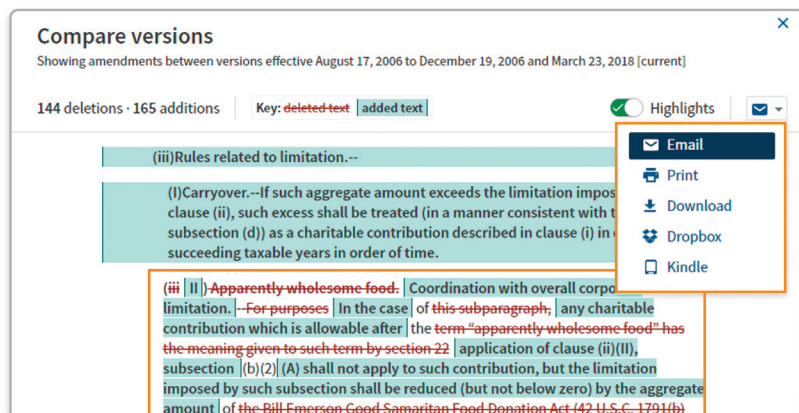
### 10 Quickly understand how a statute or federal regulation has changed over time and see the changes between any two versions

To view the most recent legislative changes to a statute or federal regulation, click Compare Versions in the toolbar. You'll see the current version compared to its previous version, if other versions are available.

Speed your analysis with the ability to pick which statute or federal regulation versions to compare and see the changes noted. You can compare changes in any two versions from the History tab, e.g., you can pick the earliest and latest versions to see everything that's changed in this time period. You can also easily download, print, and email comparisons to assist your preparation.



Compare current and previous statute versions with simplicity.



Speed your analysis by easily viewing your marked changes. And, easily download, print, and email comparisons to assist your preparation.

Experience the advantages of  
Westlaw Edge at [WestlawEdge.com](https://www.westlawedge.com)

The intelligence, technology  
and human expertise you need  
to find trusted answers.



the answer company™  
**THOMSON REUTERS®**