

THOMSON REUTERS

**WESTLAW™**

# INTRODUCTION TO LEGAL RESEARCH ON THOMSON REUTERS WESTLAW

WESTLAW **PATRON ACCESS**



# Getting Started

## ACCESSING WESTLAW PATRON ACCESS

Click the **Westlaw® Patron Access** icon on the computer desktop. A user agreement is displayed. After you read and accept the terms of the agreement, choose **I Agree** and click **Continue**. The Westlaw home page is displayed (Figure 1).

## CONTENT AND SEARCHING

You have access to all of the Westlaw content included in the library's subscription. Documents that are not available are marked *Out of Plan*. At the Westlaw home page, you can use the text box at the top of the page to search for documents or retrieve a document using its citation or name. You can also browse content by clicking the links on the tabs. For assistance using Westlaw, click **Help** at the bottom of any page to see helpful reference materials and an online learning tutorial.

## SIGNING OFF FROM WESTLAW PATRON ACCESS

To end your Westlaw Patron Access research session, click **Sign Off** at the top of any page.



Figure 1. Westlaw home page

# Westlaw Basics

## Using the Home Page

Westlaw simplifies your starting point for legal research. At the home page, you can use the text box at the top of the page to find a document by citation or name or search for documents. You can also browse content using the links in the *Browse* section.

### FINDING DOCUMENTS BY CITATION OR NAME

To find a document by citation or name, do one of the following:

- To find a document by citation, type the citation in the text box at the top of the page and click **Search**. For example, to retrieve the case *Ledbetter v. Goodyear Tire & Rubber Co.*, 127 S. Ct. 2162 (2007), type **127 sct 2162** (Figure 2).
- To find multiple documents by citation, type the citations in the text box separated by semicolons and click **Search**. For example, type **127 sct 2162; 93 sct 705**.
- To find a case by party name, type one or more parties' names or the case title in the text box and click **Search**. For example, type **roe v. wade**.

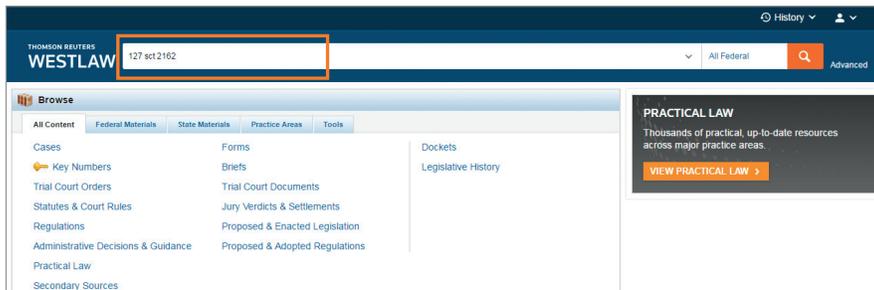


Figure 2. Finding a Case by Citation

## RESEARCHING A LEGAL ISSUE

When you run a search on Westlaw, you don't need to select a database. Your search is automatically run across the following 16 core content categories:

- Cases
- Trial Court Orders
- Statutes & Court Rules
- Secondary Sources
- Practical Law
- Regulations
- Administrative Decisions & Guidance
- Arbitration Materials
- Briefs
- Expert Materials
- Forms
- Jury Verdicts & Settlements
- Key Numbers
- Proposed & Adopted Regulations
- Proposed & Enacted Legislation
- Trial Court Documents

The core content categories that will be most helpful for your research include Cases, Statutes and Court Rules, Regulations, Forms, and Practical Law®.

- *Cases* are the written opinions of appellate and lower court judges.
- *Statutes* are laws passed by a state legislature or the United States Congress.
- *Court rules* have the force of law and govern practice and procedure in the various courts. Examples include the Federal Rules of Evidence as well as any local rules that a court issues.
- *Regulations* include state and federal agency regulations such as the Code of Federal Regulations.
- *Forms* are model or sample documents that often have blank spaces that can be filled in by the drafter. Forms can save you hours of time when you are researching areas like family law and probate.
- *Practical Law* provides continuously updated resources that help you get up to speed quickly in unfamiliar areas of law.

To search for documents, follow these steps:

1. Type your search terms for your issue in the text box at the top of the page (Figure 3). Westlaw recognizes whichever search format you use.
2. Leave the default jurisdiction or click the arrow to display the Jurisdiction selector. Select up to three jurisdictions and click **Save** (Figure 4).
3. Click **Search**.

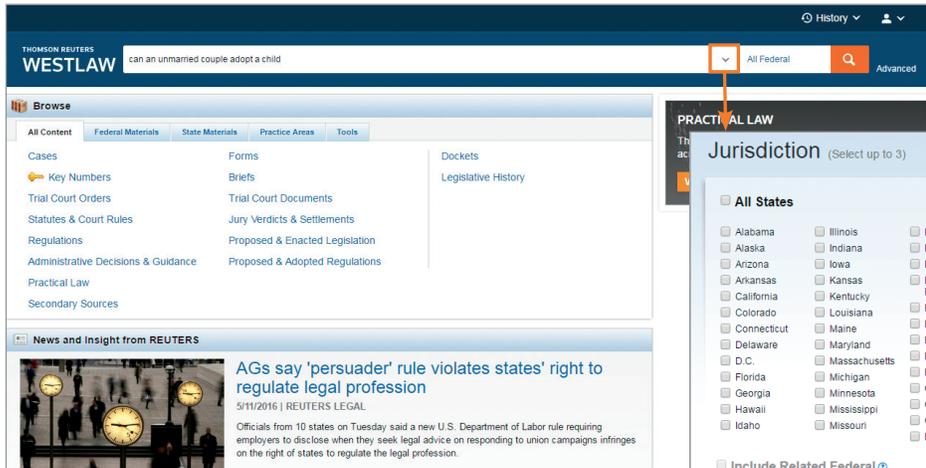


Figure 3. Search at Westlaw home page

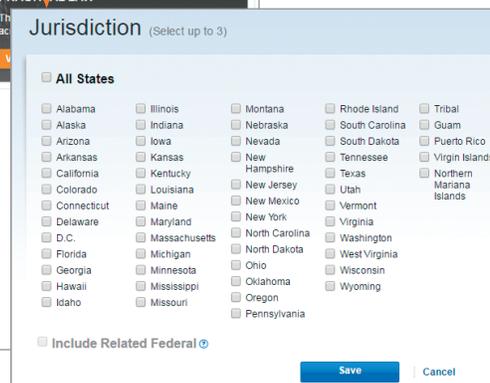


Figure 4. Jurisdiction selector

### SELECTING SPECIFIC CONTENT TO SEARCH

To select specific content to search, click a tab, such as **State Materials**, in the *Browse* section at the home page. Then click a content category, such as **Ohio**. A corresponding tabbed text box is displayed at the top of the page. Type your search in this text box, change the jurisdiction if necessary, and click **Search**.

### BROWSING CONTENT

In addition to running a search, you can use the Browse feature to retrieve documents. Simply click the category links on the tabs in the *Browse* section. See the “Searching Cases” and “Searching Statutes” sections below for more information.

## SEARCHING WITH WESTSEARCH PLUS

WestSearch® Plus uses the power of artificial intelligence, combined with exclusive editorial enhancements to deliver responsive text to thousands of legal questions, helping you get to your answer quickly.

Where available, WestSearch Plus assists your research by providing type-ahead suggestions and additional thesaurus terms for your research to uncover additional questions and materials you may have otherwise missed.

As you begin to type, either suggestions for your natural language search or a thesaurus containing relevant terms when you are using Boolean connectors will automatically display.

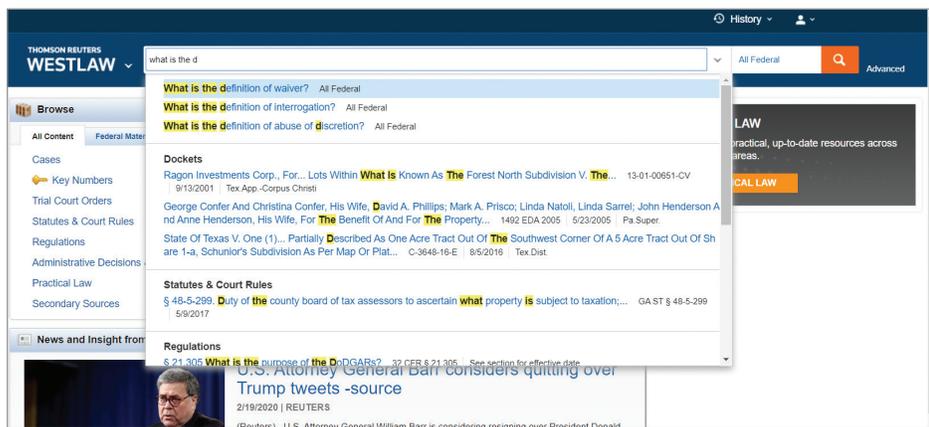


Figure 5. Natural language search

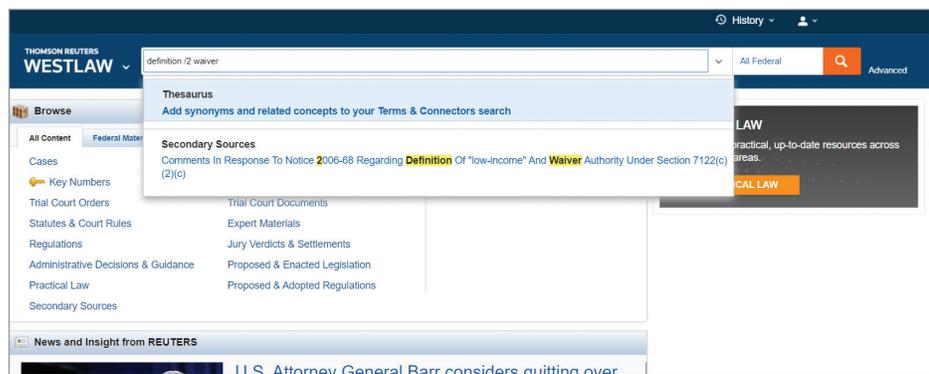


Figure 6. Boolean terms and connectors search

By clicking on the Thesaurus option that populates below the global search box, you can select which thesaurus terms you would like to include or exclude.

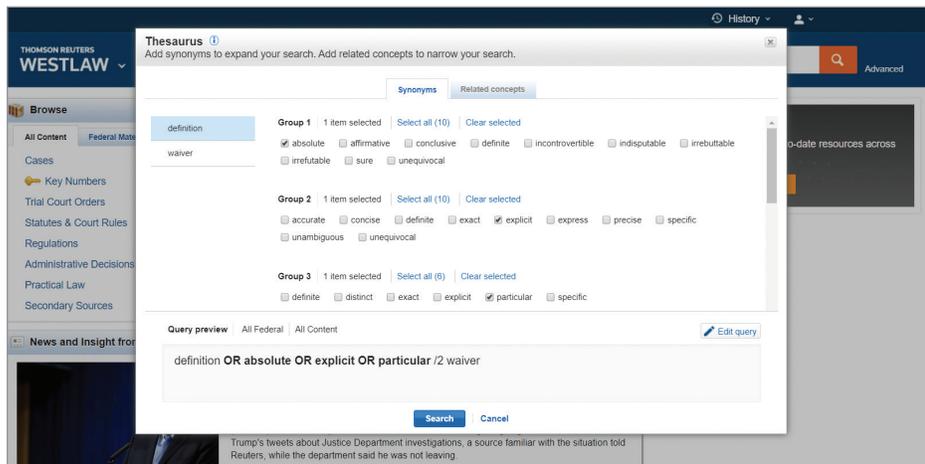


Figure 7. Thesaurus synonyms list

When you select a relevant suggestion, responsive text from the most relevant documents for your issue surfaces to the top of the result list.

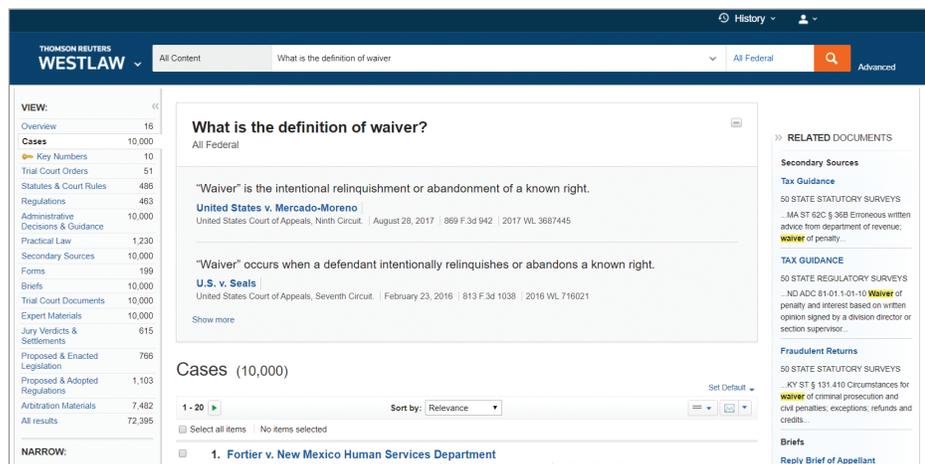


Figure 8. Filtered case list

## Viewing a Search Result

### RESULT PAGE

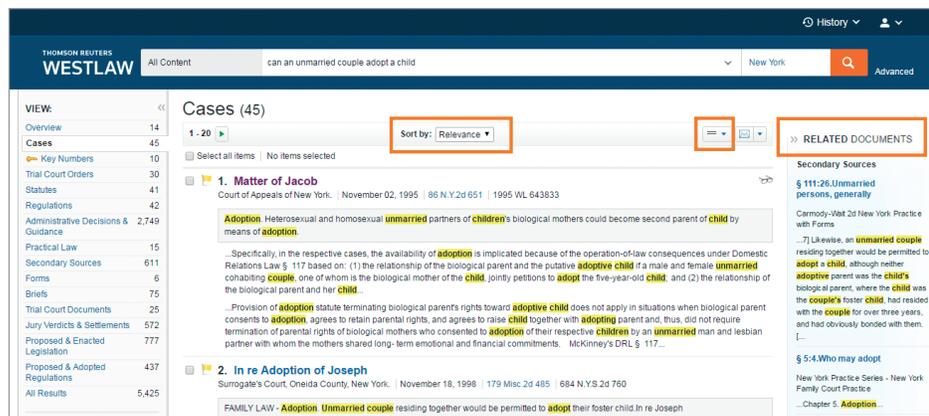
After your search is run, an overview of the search result is displayed. Click a content category in the left column to display the result page for that category. For example, click **Cases** to view the cases in your result (Figure 9).

### RESULT PAGE OPTIONS

- By default, the documents are ranked by relevance. To change the default ranking, choose an option from the *Sort by* drop-down list at the top of the center column.
- Click the **View Detail** icon () to choose from three levels of detail. Details vary by document type and may include document title and citation, search terms in context, and a document summary.

### RELATED DOCUMENTS

When you are viewing the result page for a particular content category such as cases, a list of related documents from the Secondary Sources, Briefs, and Trial Court Documents content categories is displayed in the right column. To view the full text of a related document, click its title.



The screenshot shows the Westlaw interface for a search result. At the top, there's a search bar with the query 'can an unmarried couple adopt a child' and the location 'New York'. Below the search bar, the results are categorized under 'Cases (45)'. A 'Sort by: Relevance' dropdown menu is visible, along with a 'View Detail' icon (a square with three horizontal lines and a right-pointing arrow). The main content area displays two case results: '1. Matter of Jacob' and '2. In re Adoption of Joseph'. The 'RELATED DOCUMENTS' section on the right lists secondary sources like '§ 111:26.Unmarried persons, generally' and '§ 5:4:Who may adopt'.

Figure 9. Cases result page

## Narrowing a Search Result

After you select a content category at the result page, you can narrow your search result using filters under *Narrow* in the left column (Figure 10). To select more than one filter to apply at the same time, first click **Select Multiple Filters**, then select the filters you want to add and click **Apply Filters**. To undo all filters you have added, click **Undo Filters** under *Narrow*.

## SEARCHING WITHIN RESULTS

You can narrow a search result by searching for terms within the result. Type your terms in the *Search within results* text box under *Narrow* in the left column and click **Search**. Both your original search terms and the terms used to narrow your result are highlighted in different colors in the documents. To undo a search within a result, click **Undo search within** in the left column.

## FILTERING SEARCH RESULTS

You can also narrow a search result by selecting other filters under *Narrow*. Filters vary by document type. For example, the filters available for cases include jurisdiction, date, reported status, topic, judge, attorney, law firm, key number, party, and docket number.

The screenshot shows the Westlaw interface with a search query "can an unmarried couple adopt a child" in the top search bar. The left sidebar is titled "NARROW:" and contains several filter sections: "Select Multiple Filters", "Search within results" (with a search box), "Jurisdiction" (New York, 45 results), "Date" (All), "Reported Status" (Reported, 45 results), "Topic" (Family Law: 44, Civil: 42, Employment & Labor: 11, Corporate Governance: 9, Commercial: 3), "Judge" (Select), "Attorney" (Select), and "Law Firm" (Select). The main content area displays search results, including a snippet from McKinney's DRL § 110 and two case entries: "3. In re Adoption of Garrett" and "4. In re Adoption of Carolyn B.". The right sidebar shows "Adoption of Child by Same-Sex Partners" and "Briefs" from the Association of the Bar of the City of New York.

Figure 10. Filters at result page

## Browsing Documents in a Search Result

To view a document in your search result, click the document's title. Each document contains highlighted search terms for easy browsing and links to cited documents.

On the document toolbar for a case, you can do any of the following (Figure 11):

- To view the result list, click **Return to list**.
- To view the next or previous document in the result, click the **Results** arrows.
- To view the portions of each document that contain your search terms, click the **Search term** arrows.
- To jump to a specific portion of a case, click the **Go to** arrow and choose an option such as **Headnotes** from the menu.

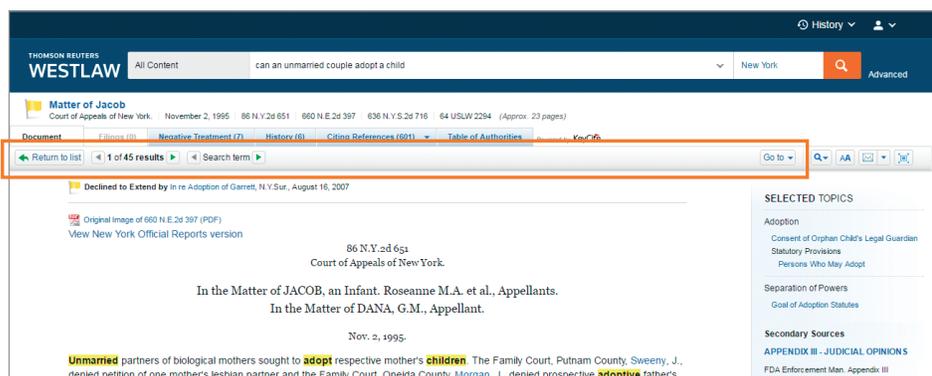


Figure 11. Caselaw document in a search result

## Returning to Prior Research

You can return to your previous work at any time during your research session. Point to **History** at the top of any page. A list of the five most recent documents you have viewed and searches you have run is displayed. Your history is available until the end of your research session.

# Searching Cases

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## What Is a Case?

Cases are the written opinions of appellate and lower court judges. Appellate courts are courts that have the authority to review decisions of lower courts. Opinions from appellate courts can be crucial to understanding a legal issue because these opinions determine how lower courts decide similar issues in the future. Federal and state appellate court opinions and federal lower court opinions are on Westlaw.

Note that for most state courts, it is unusual for lower or trial court decisions (as opposed to the appellate decisions described above) to be published, either online or in print. This means that even if a trial court decision is in the news because of an unusual ruling or a large award of damages, it may not be on Westlaw.

## What Are Editorial Enhancements?

Cases in West reporters feature several editorial enhancements created by our attorney-editors, such as:

- A synopsis, which is a paragraph-length summary of the facts and the main legal issues in a case.
- Headnotes, which are short summaries of each legal issue discussed in the case.
- Topic and Key Numbers. Each headnote is classified under one or more Topics and Key Numbers in the West Key Number System<sup>®</sup>, which our editors use to index caselaw.

## Finding Cases by Citation or Name

To find a case by citation or name, do one of the following:

- To find a case by citation, type the citation in the text box at the top of the page and click **Search**. For example, type **127 sct 2162**.
- To find multiple cases by citation, type the citations, separated by semicolons, in the text box and click **Search**.
- To find a case by party name, type one or more parties' names or the case title in the text box, change the jurisdiction if necessary, and click **Search** (Figure 12). For example, type **rumsfeld v. hamdan**.

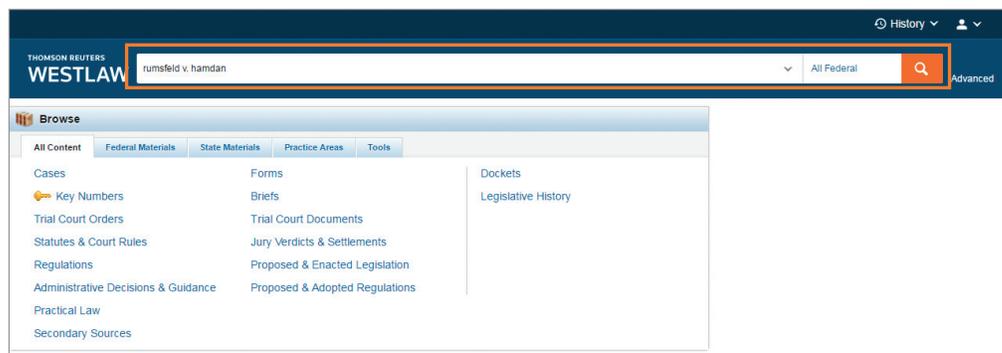


Figure 12. Finding a case by party name

## Searching for Cases

To search for cases, follow these steps:

1. Type terms describing your issue in the text box at the top of the page. If you are familiar with Boolean searching, you can also type a Terms and Connectors query. Westlaw recognizes whichever search format you use.
2. Leave the default jurisdiction or click the arrow to display the Jurisdiction selector. Select up to three jurisdictions and click **Save**.
3. Click **Search** to search all core legal content, including cases.

## Browsing Cases

In addition to running a search, you can use the Browse feature to retrieve cases. Click the category links on the tabs in the *Browse* section. You can retrieve cases in several ways from the *Browse* section:

- Click the **All Content** tab, then click **Cases** to display the Cases page, which organizes cases under *Federal Cases by Court*, *Federal Cases by Circuit*, *Cases by State*, *Cases – other U.S. Jurisdiction*, and *Cases by Topic*. Click the appropriate links to retrieve the cases you want.
- Click the **Federal Materials** tab to retrieve U.S. Supreme Court cases or cases from federal courts in a specific circuit or state.
- Click the **State Materials** tab to view a list of states. Click a state name to retrieve cases from state or federal courts in that state.

When you click a link for a specific court, such as **U.S. Supreme Court**, a list of the 10 most recent cases from that court is displayed (Figure 13). A corresponding tabbed text box is displayed at the top of the page. You can search all cases from the court by typing a search in this text box and clicking **Search**.

The screenshot shows the Westlaw interface for U.S. Supreme Court cases. At the top, there is a search bar with a dropdown menu set to 'U.S. Supreme Court C...' and a search button. Below the search bar, the page title is 'U.S. Supreme Court Cases' and it indicates '10 most recent documents'. The first case listed is 'Weston Educational, Inc. v. U.S. ex rel. Miller', with a brief description: 'The application for a stay presented to Justice Alito and by him referred to the Court is granted, and the mandate of the United States Court of Appeals for the Eighth Circuit in case No. 14-1760 is recalled and stayed pending the disposition of the petition for a writ of certiorari. Should the petition for a writ of certiorari be denied, this stay...'. Other cases listed include 'Star Athletica, L.L.C. v. Varsity Brands, Inc.', 'Xu v. City of New York, N.Y.', and 'Warren v. Garcia-Dorantes'.

Figure 13. List of recent U.S. Supreme Court cases

## Viewing a Search Result

### RESULT PAGE

After your search is run, the result page is displayed (Figure 14). (If an overview of your search result is displayed, click **Cases** in the left column to view the result page for cases.) The result page lists the citations of cases retrieved by your search and shows your highlighted search terms in context. The result page contains three columns:

- The left column lists the core content categories as well as available filters.
- The center column lists all the cases in your search result.
- The right column lists a sampling of related documents from the following content categories: Secondary Sources, Briefs, and Trial Court Documents.

### RESULT PAGE OPTIONS

- By default, cases are ranked by relevance. To change the default ranking, choose an option from the *Sort by* drop-down list at the top of the center column.
- Click the **View Detail** icon (☰) at the result page to choose from three levels of detail. The type of detail may include the case title and citation, search terms in context, and a case summary.

The screenshot shows the Westlaw search results page. The search query is "can an unmarried couple adopt a child". The results are sorted by relevance. The first case, "Matter of Jacob", is selected. The search terms "unmarried couple", "adopt", and "child" are highlighted in yellow. The page is divided into three columns: a left sidebar with navigation options, a central column with case details, and a right column with related documents.

Figure 14. Cases result page

## Narrowing a Search Result

You can narrow your search result using the filters in the left column (Figure 15). To select more than one filter to apply at the same time, first click **Select Multiple Filters**, then select the filters you want to use and click **Apply Filters**. To undo all filters you have added, click **Undo Filters** under *Narrow*.

## SEARCHING WITHIN RESULTS

You can narrow a search result by searching for terms within the result. Type your terms in the *Search within results* text box under *Narrow* in the left column and click **Search**. Both your original search terms and the terms used to narrow your result are highlighted in different colors in the cases. To undo a search within a result, click **Undo search within** in the left column.

## FILTERING SEARCH RESULTS

You can also narrow a search result by selecting other filters under *Narrow*. Filters available for cases include jurisdiction, date, reported status, topic, judge, attorney, law firm, key number, party, and docket number.

The screenshot shows the Westlaw interface with a search for "can an unmarried couple adopt a child" in New York. The left sidebar contains a "NARROW:" section with a "Select Multiple Filters" button and a "Search within results" text box. Below this are filters for Jurisdiction (New York, 45), Date (All), Reported Status (Reported, 45), Topic (Family Law, 44; Civil, 42; Employment & Labor, 11; Corporate Governance, 9; Commercial, 3), Judge, Attorney, Law Firm, and Key Number, each with a "Select" button. The main content area displays three search results, each with a snippet of text containing highlighted terms like "unmarried couple", "adopt child", and "biological parent".

Figure 15. Filters at cases result page

## Browsing Cases in a Result

To view a case in your search result, click the case's title. Each case in a search result contains highlighted search terms for easy browsing and links to cited documents. On the document toolbar for a case, you can do any of the following (Figure 16):

- To view the result list, click **Return to list**.
- To view the next or previous document in your search result, click the **Results** arrows.
- To view the portions of each document that contain your search terms, click the **Search term** arrows.
- To jump to a specific portion of a case, click the **Go to** arrow, and choose an option such as **Headnotes** from the menu.

The screenshot shows a Westlaw document page for the case "Matter of Jacob". The page header includes the Thomson Reuters Westlaw logo, a search bar with the query "can an unmarried couple adopt a child", and the jurisdiction "New York". The case title "Matter of Jacob" is prominently displayed, along with the court "Court of Appeals of New York" and the date "November 2, 1995". The citation "86 N.Y.2d 651" is highlighted. The document text includes the case name, the date, and a paragraph of text with search terms highlighted in yellow. A sidebar on the right contains "SELECTED TOPICS" and "SECONDARY SOURCES". At the bottom, there is a "West Headnotes (4)" section.

Figure 16. Case

## Checking Cases in KeyCite

Use KeyCite®, the citation research service from Thomson Reuters, to help determine whether a case is good law and to retrieve documents that have cited the case. KeyCite covers every case in West’s National Reporter System® and more than 1 million unpublished cases. There are several ways to access KeyCite information:

- While viewing a case with a KeyCite flag, click the flag.
- While viewing any case, click one of the following tabs at the top of the page: **Negative Treatment**, **History**, or **Citing References**.
- Type **kc:** or **keycite:** followed by a citation in the text box at the top of the page and click **Search**. For example, type **kc: 93 sct 1817** or **keycite: 93 sct 1817**.

### KEYCITE STATUS FLAGS

If a case has a red or yellow flag, the most negative treatment is displayed next to the flag at the top of the case (Figure 17). Most negative treatment consists of phrases such as *Overruled by*, *Abrogated by*, or *Distinguished by* and includes a link to the underlying document, if available. These flags tell you that you should not rely on the case.



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.

The screenshot shows the Westlaw interface for the case **Ledbetter v. Goodyear Tire & Rubber Co., Inc.**. The case is from the Supreme Court of the United States, dated May 29, 2007, with citation 550 U.S. 618, 127 S.Ct. 2162, 167 L.Ed.2d 982. The page features a navigation bar with tabs for Document, Filings (23), Negative Treatment (169), History (5), Citing References (4,528), and Table of Authorities. A red flag icon is visible next to the text "Overturned Due to Legislative Action U.S. Pub. L. No. 111-2 January 29, 2009". The case title is **Lilly M. LEDBETTER, Petitioner,** v. **The GOODYEAR TIRE & RUBBER CO., INC.** The case number is No. 05-1074, argued Nov. 27, 2006, and decided May 29, 2007. The synopsis states: "Background: Female retiree sued former employer, alleging that sex discrimination-based poor performance evaluations she had received earlier in her tenure with employer had resulted in lower pay than her male colleagues through end of her career, and asserting". The page also includes a "SELECTED TOPICS" sidebar with categories like Civil Rights, Employment Practices, and Remedies Under Federal Employment Discrimination Statutes, and a "Secondary Sources" section.

Figure 17. Case showing most negative treatment

## VIEWING NEGATIVE DIRECT HISTORY AND NEGATIVE CITING REFERENCES

Click the **Negative Treatment** tab to view negative direct history and negative citing references for a case (Figure 18). Negative citing references are displayed in a table format. The depth of treatment bars in the *Depth* column indicate the extent to which citing cases discuss the cited case, and the headnote numbers in the *Headnotes* column indicate which headnotes in the cited case contain the points of law discussed by the citing cases.

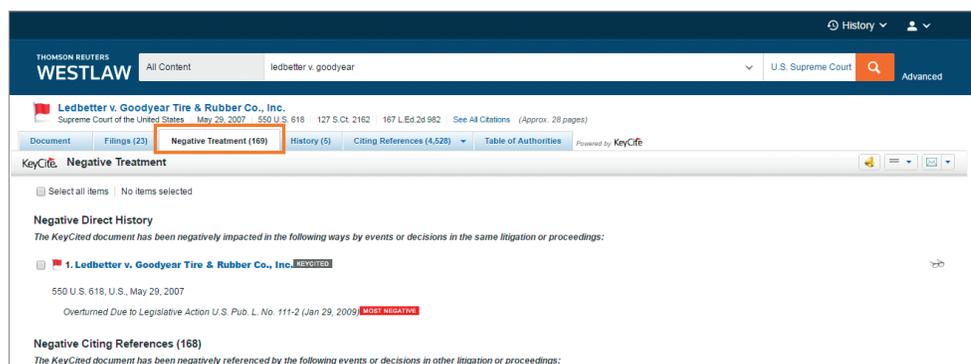


Figure 18. Negative Treatment tab

## VIEWING HISTORY

Click the **History** tab to view the direct history of a case and related references. The cases included in the direct history and related references are listed in the left column. Direct history is also displayed in a graphical view in the right column. You can restrict direct history by choosing an option from the *View* drop-down list.

## VIEWING CITING REFERENCES

Click the **Citing References** tab to view a list of cases, administrative materials, secondary sources, appellate court documents, and other court documents that cite your case. To change the order in which the citing references are displayed, choose a date or depth of treatment option from the *Sort By* drop-down list on the toolbar. To narrow the list of citing references, you can:

- Type terms in the *Search within results* text box in the left column.
- Click a document type in the left column, such as **Appellate Court Documents**. You can further narrow this list by selecting a filter under *Narrow* in the left column.

# Searching Statutes

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## What Is a Statute?

A statute typically refers to a law passed by a state legislature or the U.S. Congress. State and federal court cases often involve statutory interpretation, and enactment of a statute may well reverse established case law.

## FEDERAL STATUTES

After the U.S. Congress passes a bill and the president signs it into law, it is codified, or published in, the United States Code (USC), the official version of federal statutory law. Since 1927, West has published an annotated version of the USC, the *United States Code Annotated*<sup>®</sup> (*USCA*<sup>®</sup>). Each statute in the *USCA* is followed by summaries of published court decisions that interpret the statute. These summaries are also called annotations or notes of decisions. The complete *USCA* is available on Westlaw.

## STATE STATUTES

State laws are codified, or published in, the state legislative codes. Statutes from all 50 states and the District of Columbia are available on Westlaw.

## Finding Statutes by Citation

To retrieve a statute by citation, type the citation in the text box at the top of the page and click **Search**. For example, type **29 usca 2614** or **cal civ code 56.21**.

## Searching for Statutes

To search for statutes, follow these steps:

1. Type terms describing your issue in the text box at the top of the page. If you are familiar with Boolean searching, you can also type a Terms and Connectors query. Westlaw recognizes whichever search format you use.
2. Leave the default jurisdiction or click the arrow to display the Jurisdiction selector. Select up to three jurisdictions and click **Save**.
3. Click **Search** to search all core legal content, including statutes.

## Retrieving Statutes Using the Table of Contents Service

You can use the category links in the *Browse* section of the home page to retrieve statutes using the Table of Contents service. The Table of Contents service lets you browse statutes, view a statute in the context of the sections surrounding it, and quickly retrieve related sections.

An easy way to access the Table of Contents service is by clicking the **All Content** tab, then clicking **Statutes and Court Rules** to display the Statutes and Court Rules page (Figure 19). Click **United States Code Annotated (USCA)** to display the table of contents for the *United States Code Annotated (USCA)* (Figure 20), or click a state name to display the table of contents for that state's statutes and court rules.

To browse a table of contents, click the links. To retrieve a specific section, click its name.

To run a search, select **Search all content**, or select **Specify content to search** and select the check boxes next to the sections, titles, parts, or subparts you want to search. Then type your search in the tabbed text box at the top of the page and click **Search**.

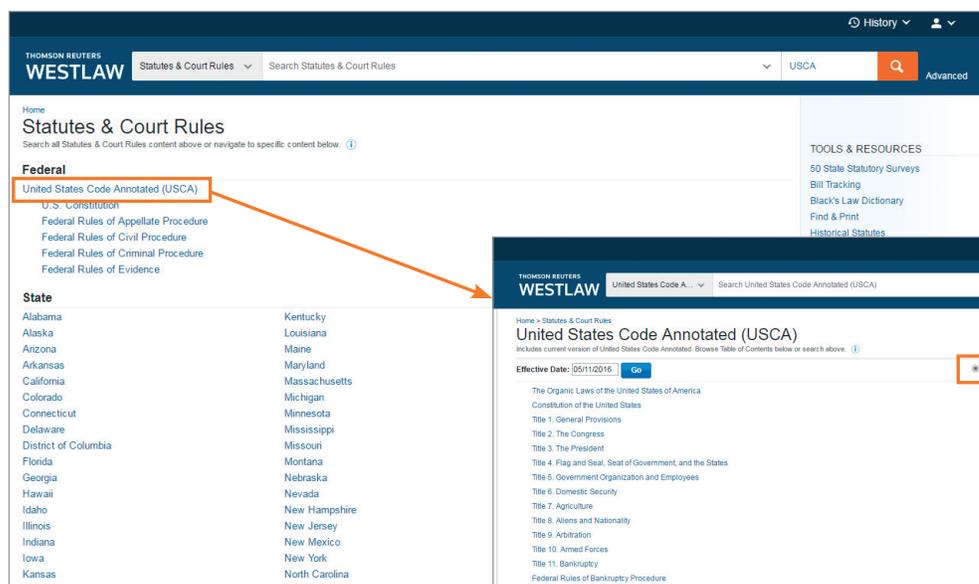


Figure 19. Statutes and Court Rules page

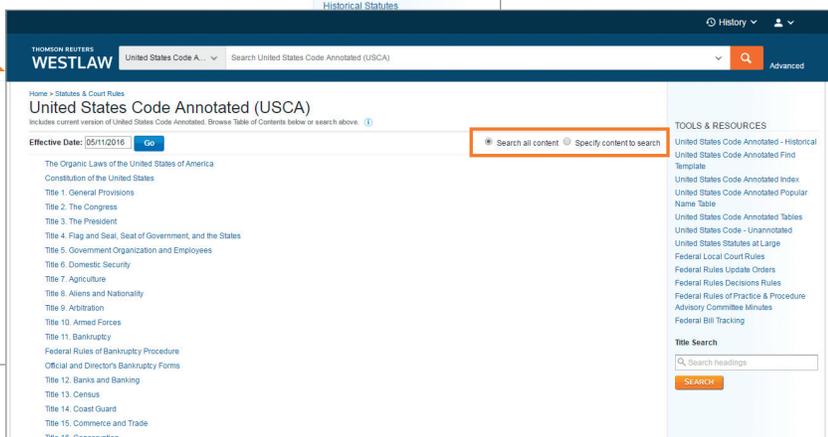


Figure 20. USCA table of contents

## LINKING TO OTHER TOOLS AND RESOURCES

While viewing a table of contents, you can click links under *Tools and Resources* in the right column to access other useful materials, including:

- An alphabetical statutes index
- A popular name table

## Retrieving Statutes Using an Index

You can use an alphabetical index to retrieve statutory sections on a specific topic. While viewing the table of contents for the *USCA* or a state's statutes, click the **Index** link in the right column. Browse the index by clicking the letters at the top of the page (Figure 21). You can also type a word or phrase in the text box. For example, type **adoption** and click **Search**. A list of topics containing the term is displayed (Figure 22). Click a topic to view the relevant sections. To retrieve the full text of a section, click its citation.

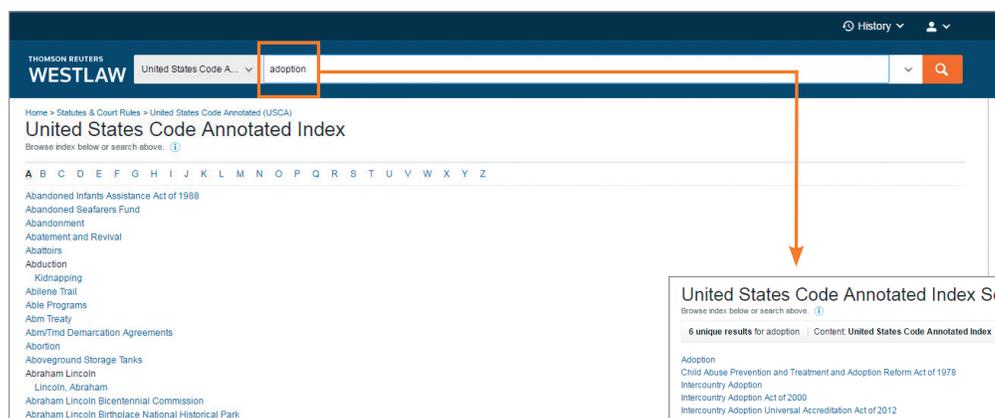


Figure 21. USCA Index



Figure 22. Index result

## Retrieving Statutes Using the Popular Name Table

When you know the popular name of an act, you can use the popular name table to retrieve the statute sections under which the act is codified. While viewing the table of contents for the *USCA* or a state's statutes, click the **Popular Name Table** link in the right column to display the popular name table, which lists the acts in alphabetical order. To see the statutory sections under which an act is codified, click the act's name or the citation next to the name.

## Viewing a Search Result

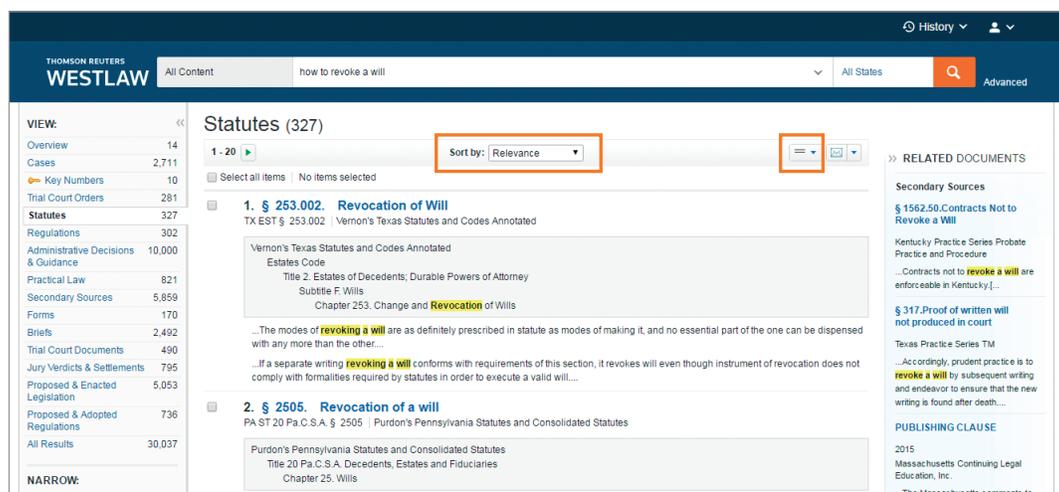
### RESULT PAGE

After your search is run, the result page is displayed (Figure 23). (If an overview of your search result is displayed, click **Statutes** in the left column to view the result page for statutes.) The result page lists the citations of statutes retrieved by your search and shows your highlighted search terms in context. The result page contains three columns:

- The left column lists the core content categories as well as available filters.
- The center column lists all the statutes in your search result.
- The right column lists a sampling of related documents from the following content categories: Secondary Sources; Briefs; and Trial Court Documents.

### RESULT PAGE OPTIONS

- By default, statutes are ranked by relevance. To change the default ranking, choose an option from the *Sort by* drop-down list at the top of the center column.
- Click the **View Detail** icon () at the result page to choose from three levels of detail. Details may include the section numbers and names, the major statutory headings, and search terms in context.



The screenshot shows the Westlaw search results page for the query "how to revoke a will". The page is titled "Statutes (327)". The search results are sorted by "Relevance". The first result is highlighted, showing the citation "1. § 253.002. Revocation of Will" and the text "Vernon's Texas Statutes and Codes Annotated". The second result is "2. § 2505. Revocation of a will" from "Purdon's Pennsylvania Statutes and Consolidated Statutes". The right column shows related documents, including "Secondary Sources" and "Publishing Clause".

Figure 23. Statutes result page

## Narrowing a Search Result

You can narrow your search result using the filters in the left column (Figure 24). To select more than one filter to apply at the same time, first click **Select Multiple Filters**, then select the filters you want to use and click **Apply Filters**. To undo all filters you have added, click **Undo Filters** under *Narrow*.

## SEARCHING WITHIN RESULTS

You can narrow a search result by searching for terms within the result. Type your terms in the *Search within results* text box under *Narrow* in the left column and click **Search**. Both your original search terms and the terms used to narrow your result are highlighted in different colors in the statutes. To undo a search within a result, click **Undo search within** in the left column.

## FILTERING SEARCH RESULTS

You can also narrow a search result by selecting other filters under *Narrow*. Filters available for statutes include jurisdiction, effective date, and statute title.

The screenshot displays the Westlaw search results page for the query "how to revoke a will". The interface includes a top navigation bar with "THOMSON REUTERS WESTLAW" and "All States" filters. A left-hand sidebar titled "NARROW" contains several filter categories: "Search within results" (with a search box), "Jurisdiction" (listing State with 325 results and Tribal with 2 results), "Statute Title" (with a "Select" button), "Form Type" (listing Text Forms with 24 results, Checklists with 6 results, and Clauses with 5 results), and "Search other sources" (listing News, Dockets, Intellectual Property, Public Records, and Company Investigator). The main content area shows search results for "Chapter 25. Wills" and "West's Revised Statutes of Nebraska Annotated". Two specific statute sections are highlighted: "3. 30-2332. Revocation by writing or by act" and "4. 30-2351. Contracts concerning succession". The text within these results includes terms like "revoke a will" and "how to" which are highlighted in yellow and blue respectively. A right-hand sidebar contains additional information such as "Briefs", "Reply Brief of Appellant", and "Trial Court Documents".

Figure 24. Filters at statutes result page

## Browsing Statutes in a Result

To view a statute in your search result, click the statute's section number or name. Each statute in a search result contains highlighted search terms for easy browsing and links to cited documents. On the document toolbar for a statute, you can do any of the following (Figure 25):

- To view the result list, click **Return to list**.
- To view the next or previous statute in your search result, click the **Results** arrows.
- To view the portions of each statute that contain your search terms, click the **Search term** arrows.
- To view the next and previous sections, even if they were not retrieved by your search, click the arrows to the right and left of the section symbol ( § ).
- To view the portion of the table of contents containing the statute you are viewing, click **Table of Contents**.

The screenshot displays the Westlaw interface for a statute. At the top, the search bar contains the query "how to revoke a will" and the results are filtered for "All States". The document title is "§ 2505. Revocation of a will" from "Purdon's Pennsylvania Statutes and Consolidated Statutes". The toolbar includes "Return to list", "1 of 6 results", "Search term", "Go to", "Table of Contents", and search/zoom icons. The main content area shows the statute text, including "No will or codicil in writing, or any part thereof, can be revoked or altered otherwise than:" followed by three numbered items: (1) Will or codicil, (2) Other writing, and (3) Act to the document. A "Credits" section mentions "1972, June 30, P.L. 508, No. 164, § 2, eff. July 1, 1972." and an "Editors' Notes" section mentions "J.T. ST. GOVT. COMM. COMMENT--1947".

Figure 25. Statute

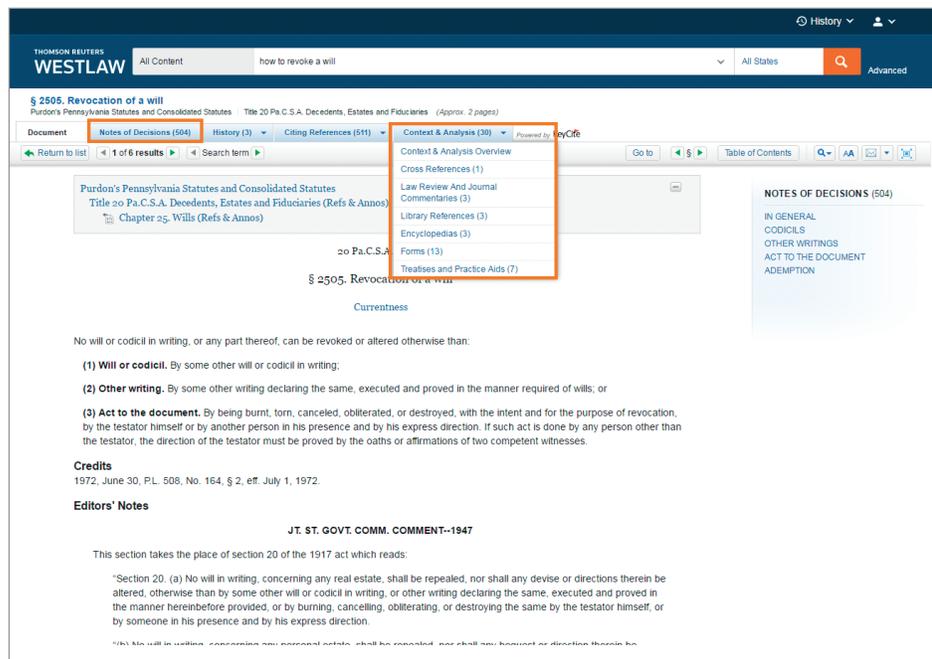
## VIEWING RELATED MATERIAL

Related material is organized on tabs at the top of the displayed statute (Figure 26).

Click the **Notes of Decisions** tab or click a topic under *Notes of Decisions* in the right column to view notes of decisions, written by West attorney-editors, which summarize points of law from cases that construe or apply the statute.

Click the **Context and Analysis** tab to view links to other related materials such as cross-references, library references, and law review and journal commentaries.

To return to the full text of the statute you were viewing, click the **Document** tab.



The screenshot displays the Westlaw interface for the statute § 2505, Revocation of a will. The top navigation bar includes the Westlaw logo, search filters for 'All Content' and 'All States', and a search bar containing the text 'how to revoke a will'. Below the search bar, the statute title is shown: '§ 2505. Revocation of a will' under 'Purdor's Pennsylvania Statutes and Consolidated Statutes'. A tabbed interface is visible with the following tabs: 'Document', 'Notes of Decisions (504)', 'History (3)', 'Citing References (541)', and 'Context & Analysis (38)'. The 'Notes of Decisions' and 'Context & Analysis' tabs are highlighted with orange boxes. A dropdown menu is open under 'Context & Analysis', listing various related materials: 'Context & Analysis Overview', 'Cross References (1)', 'Law Review And Journal Commentaries (3)', 'Library References (3)', 'Encyclopedias (3)', 'Forms (13)', and 'Treatises and Practice Aids (7)'. On the right side of the page, a sidebar titled 'NOTES OF DECISIONS (504)' lists categories: 'IN GENERAL', 'CODICILS', 'OTHER WRITINGS', 'ACT TO THE DOCUMENT', and 'ADEMPTION'. The main content area shows the text of the statute, including a 'Currentness' section and numbered provisions (1) through (3) regarding the revocation of wills.

Figure 26. Tabs with related material

## Checking Statutes in KeyCite

KeyCite information is available for federal statutes and statutes from all 50 states. Use KeyCite to help determine whether a statute is good law and to retrieve documents that cite the statute.

You can access KeyCite information in several ways:

- While viewing a statute with a KeyCite flag, click the flag.
- While viewing any statute, click the **History** or **Citing References** tab at the top of the page.
- Type **kc:** or **keycite:** followed by a citation in the text box at the top of the page and click **Search**. For example, type **kc: 29 usca 2614** or **keycite: 29 usca 2614**.

### KEYCITE STATUS FLAGS

If a statute has a red or yellow flag, the most negative treatment is displayed next to the flag at the top of the document (Figure 27). Most negative treatment consists of phrases such as *Unconstitutional* or *Preempted* or *Proposed Legislation* and includes a link to the underlying document, if available. These flags tell you that you should not rely on the statute.



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; 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.

The screenshot shows the Westlaw interface for § 2617, Enforcement. The document is titled "United States Code Annotated, Title 29, Labor, Chapter 28, Family and Medical Leave (Refs & Annos), Subchapter I, General Requirements for Leave (Refs & Annos)". A red flag is present next to the text "Unconstitutional or Preempted" with a tooltip that reads "Prior Version Held Unconstitutional by Laro v. New Hampshire 1st Cir.(N.H.) Aug. 06, 2001". The effective date is January 28, 2008, and the citation is 29 U.S.C.A. § 2617. The interface also shows navigation options like "Return to list", "4 of 318 results", and "Search term". On the right, there is a "NOTES OF DECISIONS (466)" section with various categories like "Generally", "Private right of action", etc.

Figure 27. Statute showing most negative treatment

## VIEWING HISTORY

Click the **History** tab to view history for a statute, which includes the following categories (Figure 28):

- **Graphical Statute**, which helps you track changes to a statute.
- **Validity**, which includes cases affecting the validity of the statute, recent session laws that have amended or repealed the statute, and proposed legislation.
- **Versions**, which includes prior versions of the statute.
- **Editor's and Revisor's Notes**, which summarizes legislative changes affecting the section.
- **Bill Drafts**, which includes drafts of bills introduced before a section was enacted into law.
- **Legislative History Materials**, which lists committee reports, testimony, and executive messages relevant to the section.

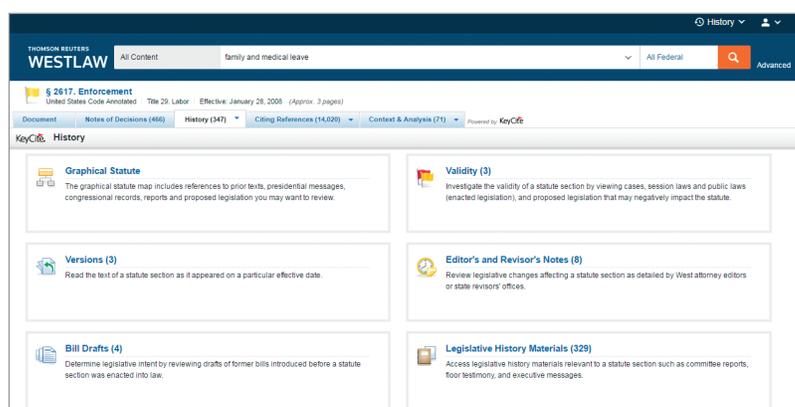


Figure 28. History tab for statute

## VIEWING CITING REFERENCES

Click the **Citing References** tab to view citing references for the statute, including cases, statutes, regulations, administrative decisions, secondary sources, briefs, trial court documents, and other documents. To change the order in which the citing references are displayed, choose an option from the *Sort By* drop-down list on the toolbar.

To narrow the list of citing references, click a document type in the left column, such as **Cases**. You can further narrow this list by:

- Typing terms in the *Search within results* text box in the left column.
- Selecting a filter under *Narrow* in the left column, such as **Jurisdiction**.

# Searching Forms

Westlaw provides access to thousands of forms that you can use when drafting documents in areas such as family law, wills, and bankruptcy.

## Accessing Forms

To access forms, click **Forms** on the All Content tab at the home page. The Form Finder page is displayed, which is organized by state, topic, and publication (Figure 29). To search all forms, type your terms in the *Form Finder* text box at the top of the page and click **Search**.

To search forms from a specific state, on a specific topic, or from a specific publication, click the state, topic, or publication name. For example, to view Florida forms, click **Florida**.

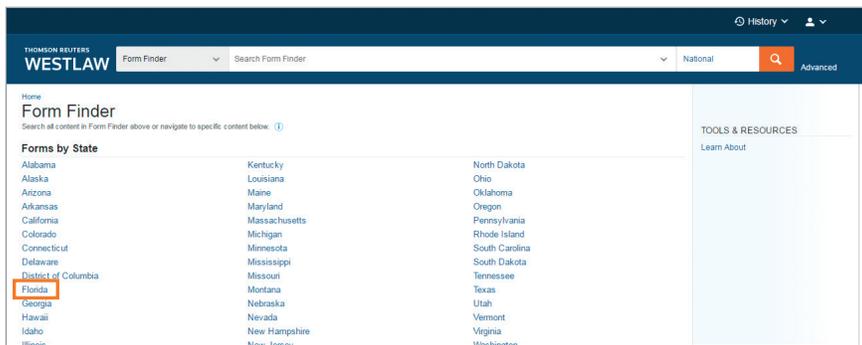


Figure 29. Form Finder page

The Florida Form Finder page is displayed (Figure 30). To search all Florida forms, type your terms in the *Florida Form Finder* text box at the top of the page and click **Search**. For example, to search for forms related to health care directives, type **health care directive** in the text box.

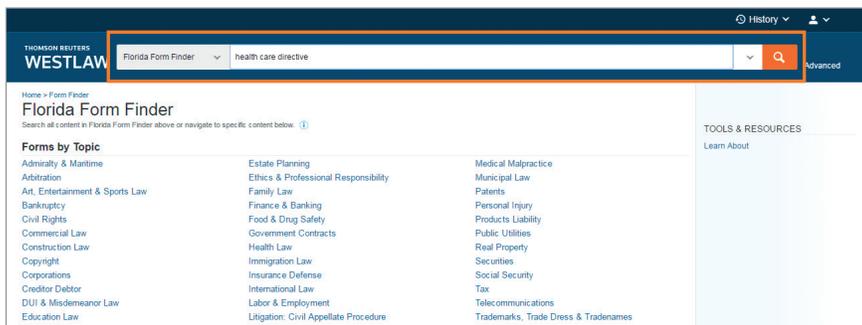


Figure 30. Florida Form Finder page

## Viewing a Search Result

### RESULT PAGE

After you run a search, the result page is displayed (Figure 31). The result page lists the citations of documents retrieved by your search and shows your highlighted search terms in context. Available filters are listed in the left column.

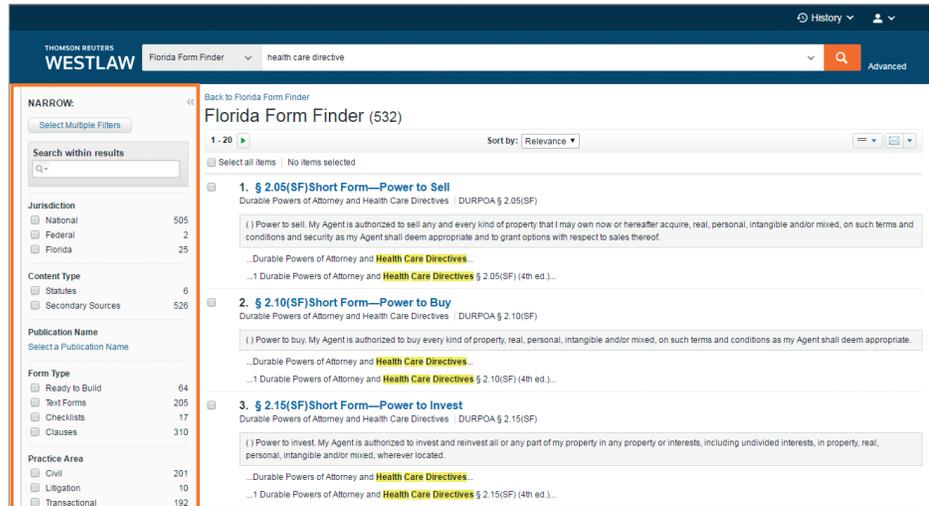


Figure 31. Filters at forms result page

## Narrowing a Search Result

You can narrow your search result using the filters in the left column. To select more than one filter to apply at the same time, first click **Select Multiple Filters**, then select the filters you want to use and click **Apply Filters**. To undo all filters you have added, click **Undo Filters** under *Narrow*.

### SEARCHING WITHIN RESULTS

You can narrow a search result by searching for terms within the result. Type your terms in the *Search within results* text box under *Narrow* in the left column and click **Search**. Both your original search terms and the terms used to narrow your result are highlighted in different colors in the forms. To undo a search within a result, click **Undo search within** in the left column.

### FILTERING SEARCH RESULTS

You can also narrow a search result by selecting other filters under *Narrow*. Filters available for forms include jurisdiction, content type, publication name, form type, practice area, and topic.

## Browsing Forms in a Result

To view a form in your search result, click its title. Each form in a search result contains highlighted terms for easy browsing (Figure 32). You can print the form and customize it to meet your needs at a later time.

The screenshot shows a Westlaw search result for a Florida Living Will form. The search criteria are "Florida Form Finder" and "health care directive". The result is titled "Form4:134.Living will" and is part of the "West's Florida Practice Series TM Estate Planning (Approx. 4 pages)". The document is powered by KeyCite. The search results show 10 of 25 results. The form is titled "12 Fla. Prac., Estate Planning Form 4:134 (2015-2016 ed.)" and is part of the "West's Florida Practice Series TM Estate Planning Database updated December 2015" by Abraham M. Mora, Esq., Shelly Wald Harris, Esq., and Pieter Van Dien, Esq. The form is Chapter 4, Health Care Advance Directives, H. Forms. The form text includes: "I, \_\_\_\_\_ of \_\_\_\_\_ County, Florida, willfully and voluntarily make known my desire that my dying not be artificially prolonged under the circumstances set forth below, and I do hereby declare that, if at any time I am both mentally and physically incapacitated and \_\_\_\_\_ I have a terminal condition, or \_\_\_\_\_ I have an end-stage condition, or \_\_\_\_\_ I am in a persistent vegetative state and if my attending or treating physician and another consulting physician have determined that there is no reasonable medical probability of my recovery from such condition, I direct that life-prolonging procedures be withheld or withdrawn when the application of such procedures would serve only to prolong artificially the process of dying, and that I be permitted to die naturally with only the administration of medication or the performance of any medical procedure deemed necessary to provide me with comfort care or to alleviate pain. The following definitions as set forth in Fla. Stat. § 765.101 shall apply:". The right sidebar contains "TOOLS" (Easy Edit), "SELECTED TOPICS" (Health, Consent of Patient and Substituted Judgment, Minor Ward Life Support Systems), and "Secondary Sources" (Proof of Basis for Refusal or Discontinuance of Life-Sustaining Treatment on Behalf of Incapacitated Person, 40 Am. Jur. Proof of Facts 3d 287, 63 Am. Jur. Trials 1).

Figure 32. Form

# Searching Practical Law

## What Is Practical Law?

Practical Law provides legal know-how written by experienced practitioners to give you a better starting point. Practical Law Practice Notes, plain-language discussions of the law as it stands today, help you get up to speed quickly. Our standard documents are party neutral and include in-depth practice notes to provide drafting insights. With Practical Law checklists, you'll be confident that you've considered everything.

## PRACTICAL LAW HOME SCREEN

1. On the Westlaw home page, select **Practical Law** within the **All Content** section. This will direct you to the home page for Practical Law.
2. To start your search on Practical Law, use the search bar or select from the list of practice areas (Figure 33).

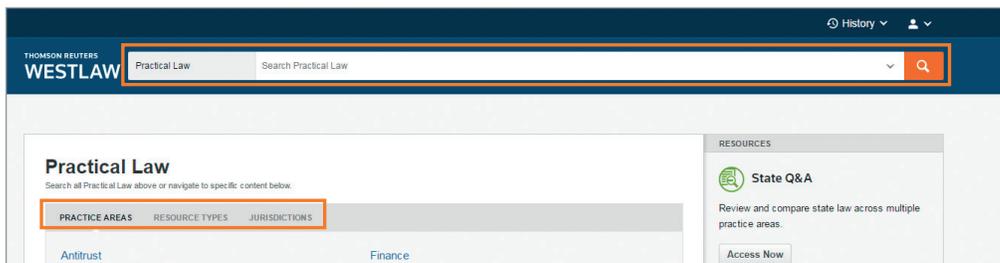


Figure 33. Practical Law home page

3. Once you select a practice area, browse for resources by choosing a topic.
4. Or, choose the **RESOURCE TYPES** tab to find content based on the resource type. You can also choose the **JURISDICTIONS** tab to browse state content.
5. Access **RELATED CONTENT** to see additional on-point resources handpicked by Practical Law editors.

## Searching Practical Law

**NOTE:** Browsing (rather than searching) by practice area or resource type is the recommended method of finding the most valuable content.

To search Practical Law, follow these steps:

1. Type terms describing your issue in the text box at the top of the page and click **Search**.
2. Refine your search results using the filters on the left side of the page.
3. Search results are classified by resource type and can be sorted by relevance, date, and title (A-Z).

## Browsing Practical Law

To browse Practical Law, follow these steps:

1. Click on a practice area, such as **Estate Planning**.
2. Click on a topic, such as **Wills** (Figure 34).

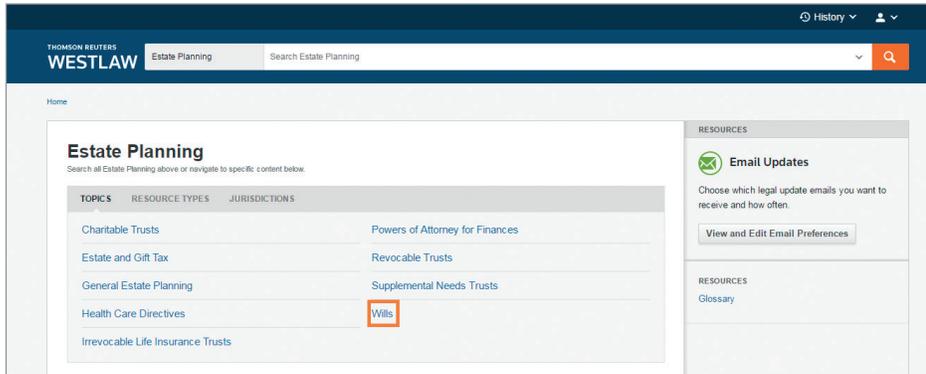


Figure 34. Browsing Practical Law

3. Browse through Resource Types (Figure 35). To view a document of interest, click on the document.

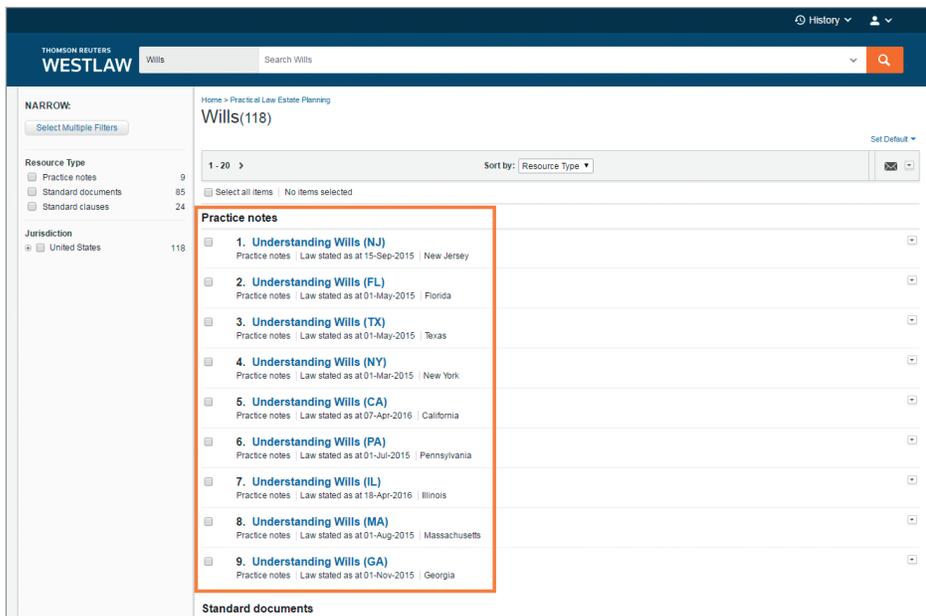


Figure 35. Browsing Practical Law

4. Refine your results using the filters on the left side of the page. To view a document of interest, click on the document (Figure 36). Results are classified by resource type and can be sorted by relevance, date, and title (A-Z).

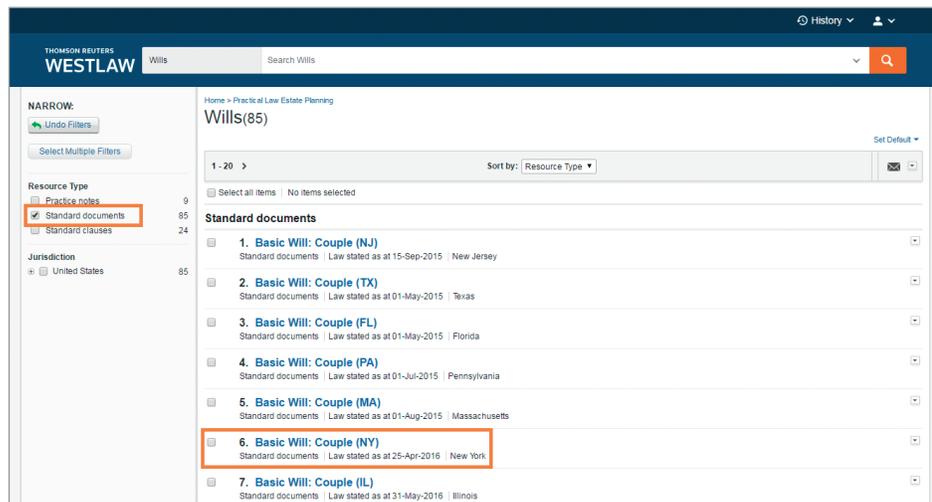


Figure 36. Practical Law results page and filters

5. Click on the document you wish to view. **Drafting Notes** throughout the document give you additional understanding and insight for that particular document or clause (Figure 37).

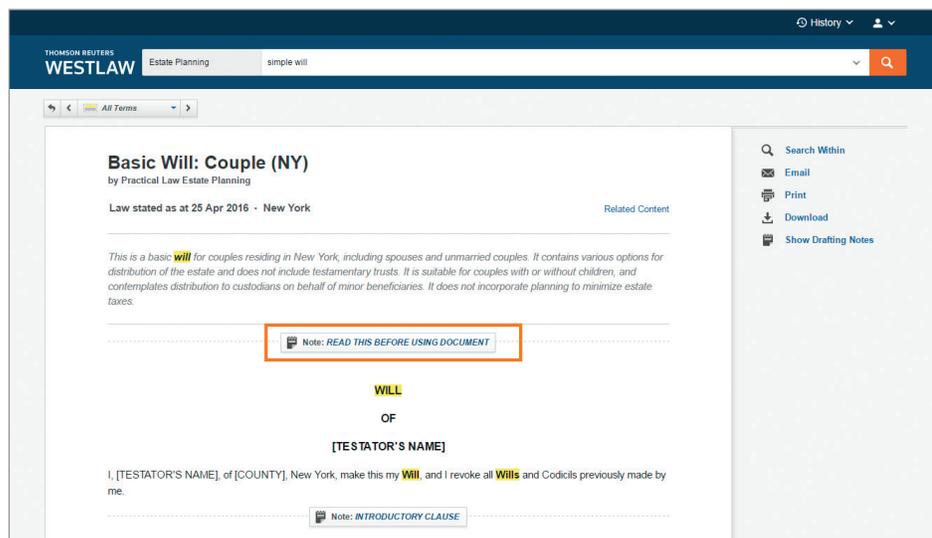
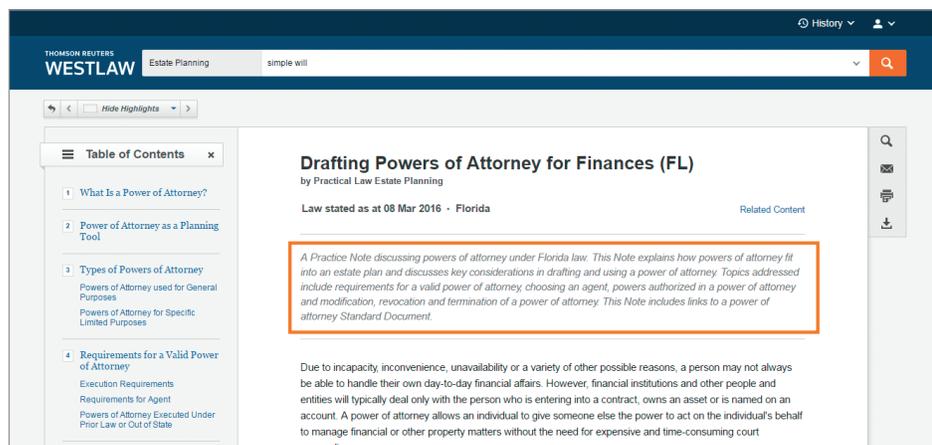


Figure 37. Document

## Resources

### PRACTICE NOTES

Plain-language discussion of the law as it is today (Figure 38).

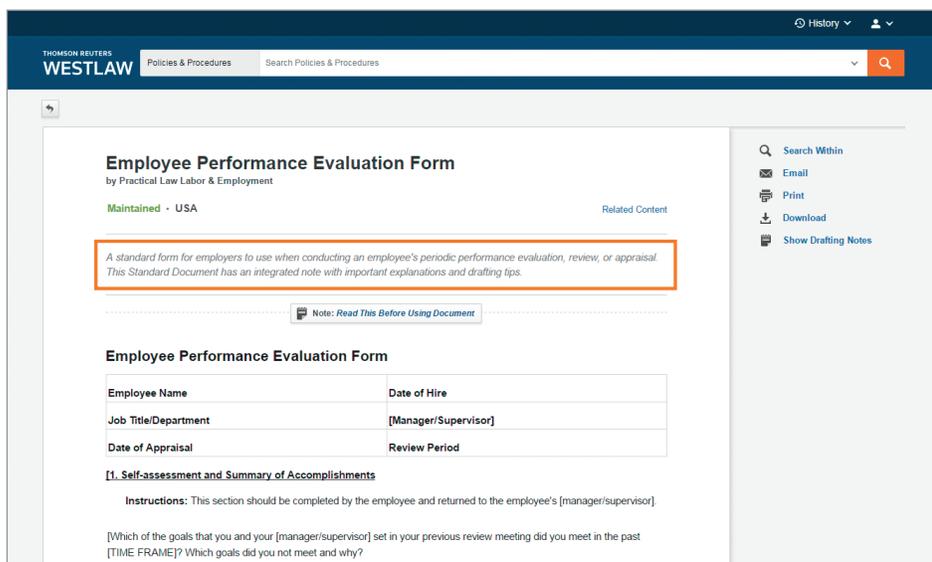


The screenshot shows the Westlaw interface for a Practice Note. The page title is "Drafting Powers of Attorney for Finances (FL)" by Practical Law Estate Planning. The law is stated as of 08 Mar 2016 in Florida. A highlighted text box contains the following text: "A Practice Note discussing powers of attorney under Florida law. This Note explains how powers of attorney fit into an estate plan and discusses key considerations in drafting and using a power of attorney. Topics addressed include requirements for a valid power of attorney, choosing an agent, powers authorized in a power of attorney and modification, revocation and termination of a power of attorney. This Note includes links to a power of attorney Standard Document." Below this, a paragraph explains that due to incapacity, inconvenience, unavailability, or other reasons, a person may not always be able to handle their own day-to-day financial affairs, and a power of attorney allows an individual to give someone else the power to act on their behalf.

Figure 38. Practice Note

### STANDARD DOCUMENTS AND CLAUSES

Up-to-date precedents that reflect current law and practice, with integrated practical drafting and negotiating guidance. They can be downloaded for easy editing if the library has email/download capability enabled (Figure 39).



The screenshot shows the Westlaw interface for a Standard Document. The page title is "Employee Performance Evaluation Form" by Practical Law Labor & Employment. The document is maintained in the USA. A highlighted text box contains the following text: "A standard form for employers to use when conducting an employee's periodic performance evaluation, review, or appraisal. This Standard Document has an integrated note with important explanations and drafting tips." Below this, there is a note: "Note: Read This Before Using Document". The document includes a form with the following fields: Employee Name, Date of Hire, Job Title/Department, Date of Appraisal, and Review Period. The form is followed by a section titled "1. Self-assessment and Summary of Accomplishments" with instructions: "Instructions: This section should be completed by the employee and returned to the employee's [manager/supervisor]. [Which of the goals that you and your [manager/supervisor] set in your previous review meeting did you meet in the past [TIME FRAME]? Which goals did you not meet and why?"

Figure 39. Standard Documents and Clauses

## CHECKLISTS

Checklists, timelines, and flowcharts make sure you've covered all the bases (Figure 40).

The screenshot shows a Westlaw document page. At the top, there is a dark blue header with 'THOMSON REUTERS WESTLAW' on the left and 'History' and a user icon on the right. Below the header is a search bar containing 'Policies & Procedures' and a search icon. The main content area has a title 'Conducting Effective Interviews Checklist' by David Greenhaus, Jackson Lewis PC. Below the title, it says 'Maintained - USA' and 'Related Content'. A red-bordered box highlights a paragraph: 'A Checklist with best practices for effective employment interviews, including steps to minimize legal risk before, during and after interviews. This Checklist provides best practices under federal law primarily. For information on state law requirements, see the State Q&A Tools under Related Content.' To the right of the main content is a sidebar with icons for 'Search Within', 'Email', 'Print', and 'Download'. Below the highlighted text, there is a section titled 'Before Interviewing Applicants' with two bullet points: 'Gain an understanding of all legal risks associated with interviewing and recruiting...' and 'Use a standard application form for all applicants, including applicants who apply for positions by submitting resumes...'

Figure 40. Checklists

# Printing Documents

After you have retrieved a search result on Westlaw, you can print one or more documents or a list of documents. You can also save your print requests in the delivery queue until the end of your research session.

## Printing Documents

To print a document or a list of documents, complete these steps:

1. Select the document(s) you want to print.
2. Click the *Delivery Options* (  ) arrow and choose **Print** from the drop-down list.
3. A dialog box is displayed, which includes two or more of the following tabs, depending on the documents you choose to print (Figure 41). The options available on each tab will also change depending on what you choose to print.
  - Basics tab. Choose to print a list of documents or individual documents.
  - Layout and Limits tab. Use the check boxes and drop-down lists to choose layout elements such as dual-column format for cases or an expanded margins for notes.
  - Content to Append tab. Select the check boxes for the content you want to append to the document from the *KeyCite Lists* and *Other Related Information* sections.
4. Click **Print**. A Preparing for Print dialog box is displayed. To continue your research and print your documents at a later time, click **Minimize and Continue Researching**. Your request will be added to the delivery queue.

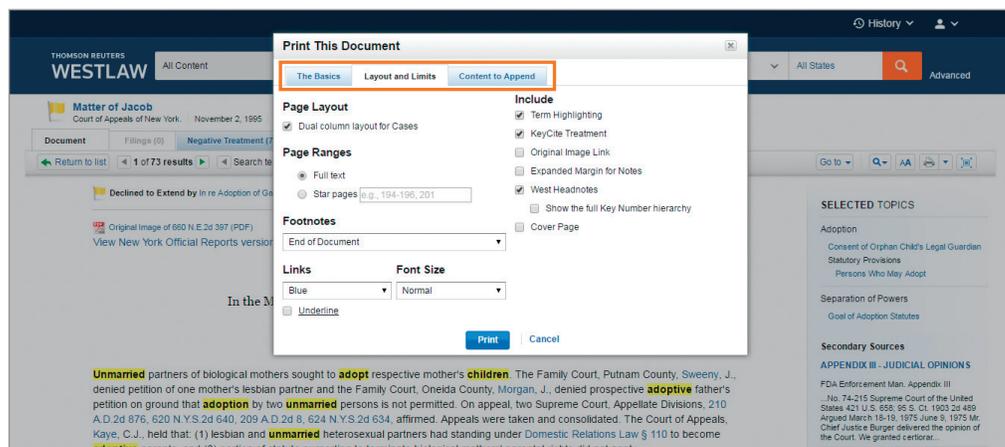


Figure 41. Print Documents dialog box

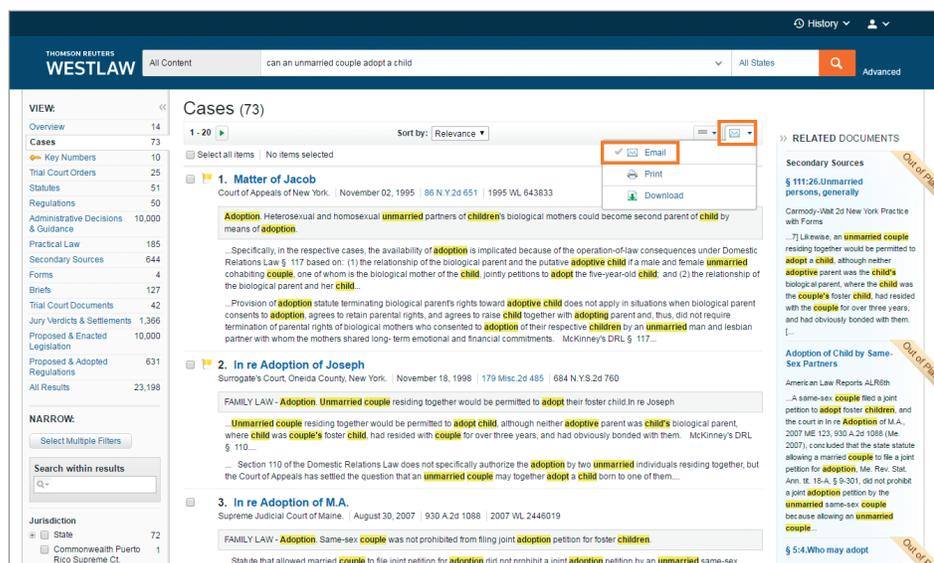
# Emailing Documents

After you have retrieved a search result on Westlaw, you can email one or more documents or a list of documents.

## Emailing Documents

To email a document or a list of documents, complete these steps:

1. Select the document(s) you want to email.
2. Click the *Delivery Options* (  ) arrow and choose **Email** from the drop-down list (Figure 42).



The screenshot shows the Westlaw interface with a search for "can an unmarried couple adopt a child". The results are sorted by relevance. The first case, "Matter of Jacob", is selected. The "Delivery Options" menu is open, showing "Email" as the selected option. The search results list three cases:

- 1. Matter of Jacob**  
Court of Appeals of New York. | November 02, 1995 | 88 N.Y.2d 651 | 1995 WL 643833  
Adoption. Heterosexual and homosexual **unmarried** partners of **children's** biological mothers could become second parent or **child** by means of **adoption**. ...Specifically, in the respective cases, the availability of **adoption** is implicated because of the operation-of-law consequences under Domestic Relations Law § 117 based on: (1) the relationship of the biological parent and the putative **adoptive child** of a male and female **unmarried** cohabiting **couple**, one of whom is the biological mother of the **child**, jointly petitions to **adopt** the five-year-old **child**, and (2) the relationship of the biological parent and her **child**.  
...Provision of **adoption** statute terminating biological parents' rights toward **adoptive child** does not apply in situations when biological parent consents to **adoption**, agrees to retain parental rights, and agrees to raise **child** together with **adoptive** parent and, thus, did not require termination of parental rights of biological mothers who consented to **adoption** of their respective **children** by an **unmarried** man and lesbian partner with whom the mothers shared long-term emotional and financial commitments. McKinney's DRL § 117...
- 2. In re Adoption of Joseph**  
Surrogate's Court, Oneida County, New York. | November 18, 1998 | 179 Misc.2d 485 | 684 N.Y.S.2d 760  
FAMILY LAW - **Adoption** **Unmarried couple** residing together would be permitted to **adopt** their foster child in re Joseph  
**Unmarried couple** residing together would be permitted to **adopt child**, although neither **adoptive** parent was **child's** biological parent, where **child** was **couple's** foster **child**, had resided with **couple** for over three years, and had obviously bonded with them. McKinney's DRL § 110.  
... Section 110 of the Domestic Relations Law does not specifically authorize the **adoption** by two **unmarried** individuals residing together, but the Court of Appeals has settled the question that an **unmarried couple** may together **adopt a child** born to one of them...
- 3. In re Adoption of M.A.**  
Supreme Judicial Court of Maine. | August 30, 2007 | 930 A.2d 1088 | 2007 WL 2446019  
FAMILY LAW - **Adoption**. Same-sex **couple** was not prohibited from filing joint **adoption** petition for foster **children**.  
...Statute that allowed married **couple** to file joint petition for **adoption** did not prohibit a joint **adoption** petition by an **unmarried** same-sex

Figure 42. Choosing Email in Delivery Options

Patron Access subscriber (i.e., library) must have email/download functionality enabled for the user to email or download a document.

3. A dialog box is displayed, which includes two or more of the following tabs, depending on the documents you choose to email (Figure 43). The options available on each tab will also change depending on what you choose to email.
  - Recipients tab. Enter an email address and select a format from the drop-down list. You can modify the prepopulated Subject field, enter in a note about the document(s) and select option(s) on what is delivered.
  - Layout and Limits tab. Use the check boxes and drop-down lists to choose layout elements such as dual-column format for cases or an expanded margins for notes.
  - Content to Append tab. Select the check boxes for the content you want to append to the document from the *KeyCite Lists* and *Other Related Information* sections.

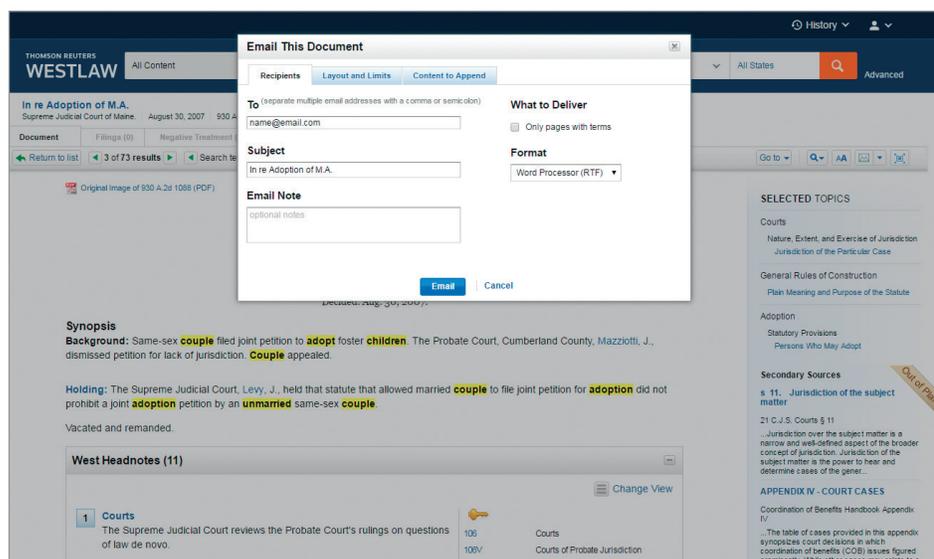


Figure 43. Email Documents dialog box

4. Click **Email**. A Preparing for Email dialog box is displayed followed by a Ready for Email dialog box indicating the email has been sent.

**Note:** There is a 5 MB limit for emailed documents. If the document you are emailing exceeds 5 MB, a download link will be emailed instead.

Patron Access subscriber (i.e., library) must have email/download functionality enabled for the user to email or download a document.

# Downloading Documents

After you have retrieved a search result on Westlaw, you can download one or more documents or a list of documents. You can also save your download requests in the delivery queue until the end of your research session.

## Downloading Documents

To download a document or a list of documents, complete these steps:

1. Select the document(s) you want to download.
2. Click the *Delivery Options* (  ) arrow and choose **Download** from the drop-down list (Figure 44).

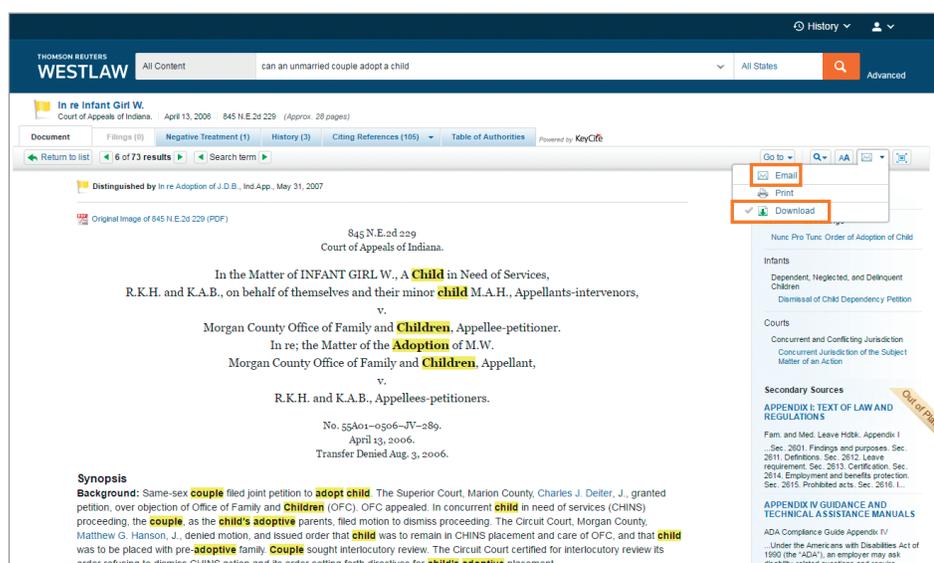


Figure 44. Choosing Download in Delivery Options

Patron Access subscriber (i.e., library) must have email/download functionality enabled for the user to email or download a document.

3. A dialog box is displayed, which includes two or more of the following tabs, depending on the documents you choose to download (Figure 45). The options available on each tab will also change depending on what you choose to download.
- Basics tab. Choose to download a list of documents or individual documents.
  - Layout and Limits tab. Use the check boxes and drop-down lists to choose layout elements such as dual-column format for cases or an expanded margins for notes.
  - Content to Append tab. Select the check boxes for the content you want to append to the document from the *KeyCite Lists* and *Other Related Information* sections.

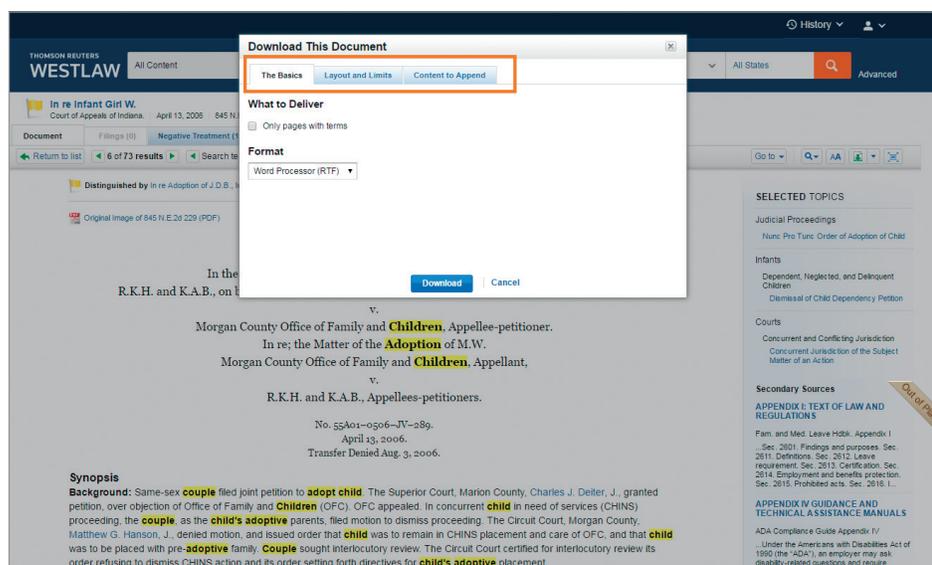


Figure 45. Download Documents dialog box

4. Click **Download**. A Preparing for Download dialog box is displayed. To continue your research and download your documents at a later time, click **Minimize and Continue Researching**. Your request will be added to the delivery queue.

Patron Access subscriber (i.e., library) must have email/download functionality enabled for the user to email or download a document.

# Using the Delivery Queue

Print and Download requests are saved in the delivery queue in the lower-right corner of the page (Figure 46).

- To display the items in the delivery queue, click the **View delivery queue** icon.
- To deliver an item in the delivery queue, click **Print** or **Download** next to the item.

The screenshot shows the Westlaw interface with a search for "can an unmarried couple adopt a child". The main content area displays a list of cases under the heading "Cases (73)". The first case is "1. Matter of Jacob", followed by "2. In re Adoption of Joseph", and "3. In re Adoption of M.A.". A delivery queue overlay is visible in the bottom right corner, containing the following information:

- Item 1: List of 20 results for can an unmarried couple adopt a child. Expires: 5/11/2016, 12:00 AM (CST). Includes a **Print** button.
- Item 2: In re Infant Girl W. Expires: 5/11/2016, 12:00 AM (CST). Size: 501KB RTF. Includes a **Download** button.

Figure 46. Printing and downloading items in the delivery queue

## Thomson Reuters Customer Service

### WESTLAW ASSISTANCE

For assistance with Westlaw Patron Access, consult a librarian or click **Help** at the bottom of any Westlaw page.

### ACCESSIBILITY INFORMATION

For information on the Thomson Reuters Westlaw™ accessibility policy, visit [legalsolutions.thomsonreuters.com/law-products/about/legal-notice/accessibility](https://legalsolutions.thomsonreuters.com/law-products/about/legal-notice/accessibility).

### WESTLAW TRAINING

For information about web-based training, visit [training.westlaw.com/patronaccesswestlawnext](https://training.westlaw.com/patronaccesswestlawnext).

### REFERENCE MATERIALS

For free reference materials, visit [legalsolutions.thomsonreuters.com/law-products/westlaw-legal-research/patron-access](https://legalsolutions.thomsonreuters.com/law-products/westlaw-legal-research/patron-access).

### ABOUT THIS GUIDE

In this guide, the graphics and step-by-step instructions are based on accessing Westlaw via the internet. Because of the evolving nature of Internet technology, there may be recent changes to the Westlaw interface and functionality that are not reflected in this documentation.

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