SEARCHING CASES ON WESTLAW

Retrieving Cases by Citation or Name
At the home page, you can retrieve a case by citation or name, or search for cases using the Search box at the top of the page. You can also browse using the links in the Browse section.

To retrieve cases by citation or name, do one of the following:

• To retrieve a case by citation, type the citation, e.g., 127 sct 2162, in the Search box and click Search.

• To retrieve multiple cases by citation, type up to 30 citations, separated by semicolons, in the Search box and click Search.

• To retrieve a case by party name, begin typing the party name in the Search box and select the case from the drop-down list. You can also use the title field (ti) to retrieve a case by party name, e.g., ti(rumsfeld & hamdan). You will retrieve only those cases in which both Rumsfeld and Hamdan appear in the title of the case.

Browsing Cases
In addition to running a search, you can use the Browse feature to find recent cases. Simply click the category links on the tabs in the Browse section.

You can retrieve cases in several ways from the Browse section:

• Click Cases to display the Cases page, which organizes cases under Federal Cases by Court, Federal Cases by Circuit, Cases by State, Cases by U.S. Territory, and Cases by Topic.

• Click the Federal Materials tab and then Federal Cases to retrieve U.S. Supreme Court cases or cases from federal courts in a specific circuit or state.

• Click the State Materials tab to retrieve cases from a particular 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. The Search box corresponds with the court, and you can search all cases from that court by typing a search and clicking Search.
Searching for Cases

Complete these steps to search for cases:

1. Type either a plain language search or a Boolean Terms and Connectors search in the Search box. Westlaw automatically recognizes whichever search format you use.
2. Click the jurisdiction box to the right of the Search box to select your jurisdiction. Click Save. You can select up to three jurisdictions.
3. Click Search to search all core legal content, including cases.

You can limit your search to cases by clicking Cases in the Browse section on the home page. Continue to narrow the set of cases or run your search in the Search box at the top of the page at any time. When you use the Search box, you will only search within the narrowed content, not all Westlaw material.

Advanced Search

Another way to search cases is using the advanced search template. Located next to the Search box, advanced search allows you to use field restrictions or use a template to create a Terms and Connectors search.

To use advanced search, click into the category of cases you want to search. Click Advanced, fill out the template, and click Search.
Viewing a Search Result

RESULT PAGE
After your search is run, the result page is displayed. The result page lists the citations of cases retrieved by your search and enables you to view your highlighted search terms in the context of surrounding terms.

Note: If an overview of your search result is displayed after your search is run, click Cases in the left column to display the result page for cases.

Note: If you limited your search to cases, core content categories are not displayed in the left column. Only the available filters are displayed.

RELEVANCY RANKING
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.

RESULT PAGE OPTIONS
• Click the View Detail icon ( ) at the result page to choose from three levels of detail. Details may include the case title and citation, search terms in context, and a case summary.
• To change the number of statutes that are displayed at the result page, choose a number from the drop-down list at the bottom of the page.

RELATED DOCUMENTS
When you are viewing the result page, a list of related documents from secondary sources, briefs, and trial court documents is displayed in the right column. To view the full text of a related document, click its title.

SEARCHING WITHIN RESULTS
Narrow a search result by typing your terms in the Search within results 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 the cases.

To undo a search within a result, click Undo search within in the left column.
FILTERING SEARCH RESULTS
You can narrow a search result by selecting a filter under NARROW in the left column. Filters will differ by content set. For cases, the filters available include jurisdiction, date, reported status, topic, judge, attorney, law firm, key number, party, and docket number. To undo the filters you have added, click Undo Filters.

Viewing a Case
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, you can do any of the following:

- View the result list
- View the next or previous case
- Jump to your search terms
- Jump to a specific page or portion in the case
- View KeyCite flags
- Receive KeyCite alerts on the case
- Search for a word or phrase
- Change display options
- Add a note to the case
- View the case in full-screen mode
- Email, print, download, or deliver to Kindle or Dropbox
- Save to folder
Searching with Topic and Key Numbers

Our attorney-editors classify legal issues in published opinions and put them into one of more than 100,000 classifications within 400 legal topics in the West Key Number System®. Key Numbers seamlessly link you to relevant cases that discuss your specific point of law in any jurisdiction.

USING THE WEST KEY NUMBER DIGEST

The West Key Number Digest contains the complete topic and key number outline used by West attorney-editors. You can use the West Key Number Digest to find topic and key numbers related to your issue and to retrieve cases with headnotes classified under those topic and key numbers. To access the West Key Number Digest, click the Key Numbers in the All Content tab on the home page. To browse the list of topic and key numbers, click the links.

Once you identify relevant topic and key numbers, click the individual Key Number to retrieve headnotes. To view the full text of a case, click its title.
Checking Cases in KeyCite

KeyCite is the industry’s most complete, accurate, and up-to-the-minute citation service. You can use it to instantly verify whether your case is still good law, and to find citing references to support your legal argument.

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, e.g., kc 93 sct 1817 or keycite 93 sct 1817, in the Search box at the top of the page and click Search.

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. 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.

If a case has a blue-striped flag, it warns that the case has been appealed to the U.S. Court of Appeals or the U.S. Supreme Court. A blue-striped flag is considered neutral and language such as Petition for Certiorari Docketed by or Appeal Filed by is displayed next to the flag at the top of 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.
- A blue-striped flag warns that the case has been appealed to the U.S. Court of Appeals of the U.S. Supreme Court (excluding appeals originating from agencies).

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. Negative citing references are listed in a table format. The depth of treatment bars in the Depth column indicate the extent to which the citing case discusses the cited case, and the headnote numbers in the Headnote(s) column indicate which headnotes in the cited case contain the points of law discussed by the citing cases.
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 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, briefs, and other court documents that cite your case. 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, you can
- type the terms in the Search within results field in the left column.
- click a document type in the left column, e.g., Cases. You can further narrow this list by selecting a filter under NARROW in the left column, e.g., Jurisdiction.

Copying and Pasting Text with the Citation
The Copy with Reference feature automatically inserts the correct citation when you copy and paste text from a case into a brief or other legal document. To use Copy with Reference, select the text you want to copy, then choose Copy with Reference from the pop-up menu. A message is displayed confirming that the text has been copied. Click Close. Paste the copied text, which includes its citation, into your document.

Note: Bluebook citation format is the default; you can choose other formats by clicking the arrow next to Copy with Reference in the pop-up menu.

Saving Cases in a Folder
To save cases in a result list, select the check boxes next to the cases you want to save and click the Save to Folder icon on the toolbar. Select the folder in which you want to save the cases and click Save. If the cases are successfully saved in the folder, a confirmation message is displayed.

To save a case you are viewing, click the Save to Folder icon. Select the folder in which you want to save the case and click Save.

LOOKING FOR MORE INFORMATION?
Westlaw is available on the Web at next.westlaw.com.
For assistance using Westlaw, call 1-800-WESTLAW (1-800-937-8529).
For free reference materials, visit legalsolutions.com/westlaw-support.