WESTLAW TIPS

SEARCHING
There are many ways to search on Thomson Reuters Westlaw. Pick the way that works best for you.

PLAIN LANGUAGE
Using WestSearch®, the global search box at the top of every page on Westlaw®, type your plain-language phrase or a few letters of the publication, content set, or case party in the search box. When applicable, documents that match your search will appear in a drop-down list.

KEY NUMBERS
You can browse the West Key Number System® page to identify Topic and Key Numbers related to your issue and case headnotes classified under those Topic and Key Numbers. On the Westlaw home page click Key Numbers.

You can also click a Topic or Key Number in the classification hierarchy next to a case headnote to retrieve a list of cases that contain headnotes summarizing the same legal issue.

TABS
From the Westlaw homepage, select a tab to easily jump to:
- All Content
- Federal Materials
- State Materials
- Practice Areas
- Tools

BOOLEAN TERMS AND CONNECTORS
Westlaw automatically processes a search containing proximity connectors, expanders, and field restrictions as a Boolean Terms and Connectors query. This means that any documents retrieved will contain your precise terms.

Connectors
Use To retrieve documents that contain
/p terms in the same paragraph
/s terms in the same sentence
+s the first term preceding the second term within the same sentence
/n terms within n terms of each other (where n is a number from 1 to 255)
+n the first term preceding the second term by n terms (where n is a number from 1 to 255)

Use To retrieve documents that exclude
% the terms following the percent symbol (i.e., but not)

Root Expander (!)
Use ! to retrieve words with variant endings (e.g., defect! retrieves defect, defects, defected, defective)

Universal Character (*)
Use * to represent one variable character (e.g., gr*w retrieves grow and grew)
ADVANCED SEARCHING

Build precise search queries by clicking Advanced next to the Search button. Content-specific fields in a template are specific to the content or document type you are viewing when you click Advanced.

RESEARCH SUPPORT

REFERENCE ATTORNEY HELP
1-800-850-WEST (9378)
Live Chat (available on Westlaw)

CUSTOMER & TECHNICAL SUPPORT
1-800-937-8529
(1-800-WESTLAW)

ONLINE TRAINING
lawschool.westlaw.com

KEYCITE ON WESTLAW

KeyCite®, the industry’s most accurate citation service, is the only citator that verifies whether a case, statute, regulation, or administrative decision is still good law right from the face of the document and within the results.

KeyCite Flags at the top of the document let you see at a glance the status of a case, statute, regulation, or administrative decision.

- A red flag warns that the document is no longer good law for at least one of the points of law it contains.
- A yellow flag warns that the document has some negative history, but hasn’t been reversed.
- EXCLUSIVE: A blue-striped flag warns that the case has been appealed to the U.S. Court of Appeals or the U.S. Supreme Court (excluding appeals originating from agencies).

Did you know ... Westlaw is the only online legal research system that alerts you when a case is on appeal, as indicated by the blue-striped flag, giving you the most information about a case before you cite it in a brief or before a judge.

DEPTH-OF-TREATMENT BARS

KeyCite presents depth-of-treatment bars, which indicate the extent to which a citing case, administrative decision, or brief discusses the cited case.

- EXAMINED – extended discussion of the cited case
- DISCUSSED – substantial discussion of the cited case
- CITED – some discussion of the cited case
- MENTIONED – brief reference to the cited case document

JUDICIAL JURISDICTIONS

Federal judicial circuits

For more information, visit lawschool.westlaw.com

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

© 2017 Thomson Reuters 50505137-17