# WESTCHECK.COM USER MANUAL FOR MICROSOFT WORD AND COREL WORDPERFECT NOVEMBER 2010





# WESTCHECK.COM USER MANUAL

NOVEMBER 2010

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#### **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.

Information in this guide is current through November 2010.

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West

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#### Introducing WestCheck.com

WestCheck.com is West's citation research application on the Web that automatically extracts citations from a legal document or a citations list you create manually. WestCheck.com makes WestCheck available to anyone with Internet access.

You can check your citations in KeyCite, create a cited decisions list of cases cited by your case, use the Find service to retrieve the documents on Westlaw, and use QuoteRight to verify the accuracy of quotations in your document. This can be important when—sometimes at the eleventh hour—you need to verify that all the citations in a lengthy memorandum are correct and that the supporting cases are good law. In addition, WestCheck.com features an improved report display with KeyCite status flags and symbols.

Access WestCheck.com at https://westcheck.com.

#### System Requirements

#### **BROWSER REQUIREMENTS**

Microsoft Internet Explorer 6.0 or later

#### **COMPATIBLE WORD PROCESSORS**

WestCheck.com will extract citations from documents in the following formats:

- Microsoft Word 2010, 2007, 2003, 2002, 2000
- Corel WordPerfect X5, WordPerfect X4 Service Pack 1 (14.0.0.677), WordPerfect Office X3 (13.0.0.406), WordPerfect 12 Service Pack 2 (12.0.0.499), WordPerfect 11 Service Pack 1 (11.0.0.300), WordPerfect 10 Service Pack 3 (10.0.0.719)
- Plain text documents

#### **Pricing Information**

WestCheck is billed per transaction. You incur a charge for each document retrieved and delivered by WestCheck.com from databases outside your subscription plan.

Prices and availability may vary by price plan. Call 1-800-REF-ATTY (1-800-733-2889) for information on specific WestCheck.com charges under your price plan.

#### About WestCheck.com Security

WestCheck.com uses the latest encryption and server authentication to ensure the highest level of security. Citations are extracted once a document has been transferred. A temporary copy of the document is made to extract the citations and is immediately deleted once the process is complete. A permanent copy of the document is never stored at West.

#### SECURE SOCKETS LAYER TECHNOLOGY

Secure Sockets Layer (SSL) is a protocol that provides data encryption and server authentication. SSL uses a private key to encrypt data that is transferred over the SSL connection. This makes it impossible for someone to interpret the data being transferred. Authentication guarantees that you are connected to the Web site intended and ensures that your data is never redirected to an unauthorized server.

Almost all Web-based online purchases and monetary transactions are secured by SSL. Financial institutions use SSL to secure the transmission of confidential account data. Companies that conduct business via the Web use encrypted SSL connections to protect communication between the Web browser and the server. With SSL, customers can be assured that they are not exposed to any of the risks associated with sending sensitive data over an open network.

When you use WestCheck.com, your Westlaw password, client identifier, and entire session (from signon through sign-off) are encrypted using 128-bit SSL.

#### Services Available in WestCheck.com

#### KEYCITE

KeyCite is the comprehensive, current, and accurate citation research service from West. Direct history of a case is added to KeyCite within one to four hours of receipt of the opinion at West. Citing cases are added to KeyCite as soon as they are added to Westlaw. History of a statute is added to KeyCite as soon as the source documents are added to Westlaw.

KeyCite provides information such as

- direct appellate history of cases and administrative decisions.
- negative citing references for cases and administrative decisions.
- citations to cases, administrative decisions, secondary sources, briefs, and other court documents on Westlaw that have cited a case, statute, administrative decision, or regulation.
- complete integration with the West Key Number System so you can track legal issues discussed in a case.
- citations to session laws or rules amending or repealing a statute or regulation.
- citations to proposed legislation affecting a federal or state statute.

KeyCite covers every case in West's National Reporter System as well as more than 1 million unpublished cases.

KeyCite information is also available for federal and state statutes and regulations, statutes from all 50 states, regulations and administrative decisions from selected states, patents issued by the U.S. Patent and Trademark Office, *American Law Reports* (ALR) annotations, articles from hundreds of law reviews, and administrative decisions of selected federal agencies, including the following:

- Board of Contract Appeals
- Board of Immigration Appeals
- Comptroller General
- Federal Communications Commission
- Merit Systems Protection Board
- National Labor Relations Board
- Patent and Trademark Office

In addition, KeyCite provides citing references from numerous texts and treatises, including *American Jurisprudence 2d* (Am Jur 2d), *Couch on Insurance*, Mertens' *Law of Federal Income Taxation*, *Norton* 

*Bankruptcy Law and Practice 3d*, publications of The Rutter Group, Witkin's California treatises, and Wright and Miller's *Federal Practice and Procedure*.

#### FIND

When you know the citation of the document you want, WestCheck.com can retrieve the full text of the document on Westlaw and send it to a destination you choose. The Find service is available for many types of documents, including case law, statutes, regulations, administrative decisions, articles from publications such as law reviews and treatises, specialized materials, e.g., Occupational Safety and Health Administration (OSHA) inspection and enforcement reports, and materials published in foreign countries.

#### **CITED DECISIONS**

While KeyCite lists cases citing your case, the Cited Decisions service lists the cases cited by your case. Cited Decisions is also available for ALR annotations, law review articles, and selected administrative decisions.

Cited Decisions is a useful tool for finding hidden weaknesses in a case because it shows whether the cases on which your case relies have significant negative history. The Cited Decisions result allows you to determine at a glance which cited cases merit investigation.

- Cited cases are marked with KeyCite status flags, which indicate whether the cases have history or citing references available in KeyCite.
- Each cited case is marked with depth of treatment stars that indicate the extent to which the citing case discusses the cited case.
- Quotation marks indicate when a citing case directly quotes the cited case.

#### QUOTERIGHT

Use QuoteRight to verify the accuracy of quotations cited in your document. When WestCheck
extracts citations from your document, it also creates a list of quotations found in your document.
You can choose to have the QuoteRight service check these quotations against the full text of the
documents as they appear on Westlaw.

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#### **Creating a Citations List**

You can create a citations list in WestCheck.com by extracting citations from a document, by manually typing citations, or by pasting copied text from a legal document (e.g., a table of authorities).

#### CREATING A CITATIONS LIST BY EXTRACTING CITATIONS FROM A DOCUMENT

Complete the following steps to create a citations list by extracting citations from a document:

- 1. Access WestCheck.com at https://westcheck.com.
- 2. At the sign-on page (Figure 2-1), type your Westlaw password and a client identifier in the text boxes and click **Sign On**. Select the **save this password** check box to save the username for future sessions. Or, click **Username and Password** to sign on using your OnePass account.

WestChec	:k®	
Sign On	Forgot your p	assword?
Westlaw Password / Online ID:	•••••	
Client ID:	t Sign On	
<mark>✓</mark> <u>save t</u>	this password	
Switch to sign on using your own	n OnePass <u>Username and Password</u>	

Figure 2-1. WestCheck sign-on page

3. At the WestCheck.com home page, select Extract citation(s) from a document (see Figure 2-2).

WestCheck®		
Extract or Enter Citation(s):                • Extract citation(s) from a document:	About WestCheck.com	Select to extract citations from a document.
<ul> <li>Enter individual citation(s) or copy citations from a table of authorities or document and paste below:</li> </ul>	<ul> <li>Welcome to WestCheck.com</li> <li>Create reports of your document citations <ul> <li>KeyCite information</li> <li>Citations within those cited documents</li> </ul> </li> <li>Obtain West reporter images</li> <li>Venify that quotations are correct with QuoteRight</li> </ul>	
(Separate citations with a semicolon or hard return. Note that there needs to be spaces between the volume and page numbers and the publication. Citations without this spacing will be missed.) (Help) Next	Order/download user auides Learn more about WestCheck Learn more about West BriefTools (now includes WestCheck) For research assistance, call 1-800-REF-ATTY, For technical assistance, call 1-800-WESTLAW.	

Figure 2-2. WestCheck.com home page

4. Click Browse to select the document from which you want to extract citations.

A Choose file dialog box is displayed.

- 5. Select the document from which you want to extract citations, then click **Open**.
- 6. Click Next.

WestCheck.com automatically extracts the citations from your document to create a citations list, which is displayed in the left frame (see Figure 2-3).

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8	Features							GENERAL COURT OF LAW
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	540 U.S. 366	<b>V</b>	lim	<b>V</b>				FACTS
<b>V</b>	319 II. App. 3d 825	<ul><li>✓</li></ul>	lm	✓				1. By their resounding silence on the issue, respondents concede that the Comwall test is cumbersome, expensive and time-consuming.
								2. The arguments of the amici curiae about costs and burden are not based on the facts of this case and are incorrect as a matter of general policy.
<ul><li>✓</li></ul>	202 II. 2d 1	<b>V</b>	lm	✓				<ol><li>The arguments of the amici curve about costs and burden are not based on the facts of this case and are incorrect as a matter of general policy.</li></ol>
								In contrast, the Brief of the amici curiae led by the New England Chamber of Commerce argues that the two methods impose equivalent counting by
<b>V</b>	540 U.S. 419		lim	✓				respondents and then float in a netherworld of unsupported generalizations. The arguments of the amici are unpersuasive both as a matter of the reco
	329 Md 370 39	2 🔽	_	•				First, no onenot even the amicidisputes that the counting process in this case was in fact time-consuming, complex, difficult and expensive.
		2 💟		-				rnst, no one-not even the anito-usputes that the counting process in this case was in fact time-constiming, complex, difficult and expensive.
1	Quotes: 1 2						~	2. The annual of the subject of the body of the interval of the interval of the subject of the s

Figure 2-3. Citations list

### CREATING A CITATIONS LIST BY TYPING CITATIONS OR BY PASTING COPIED TEXT FROM A DOCUMENT

You can also create a citations list by typing your citations or by copying and pasting text from your legal document to WestCheck.com. If your document is located in a document management system (DMS), copy and paste text from your DMS document (e.g., a table of authorities) to create a citations list.

**Note** If you have footnotes in your document, copy and paste the footnotes separately from the document text.

Complete the following steps to create a citations list by manually typing citations or by pasting copied text:

- 1. At the WestCheck.com home page, select Enter individual citation(s) or copy citations from a table of authorities or document and paste below (see Figure 2-4 on page 8).
- 2. Type the citations or paste copied citations or text (e.g., the table of authorities from your document) in the text box.
  - **Note** You must include spaces between the volume and page numbers and the publication abbreviation. Separate multiple citations with a hard return or a semicolon.

- 3. Click Next.
- 4. WestCheck.com automatically extracts the citations from your document to create a citations list, which is displayed in the left frame (see Figure 2-3 on page 7).

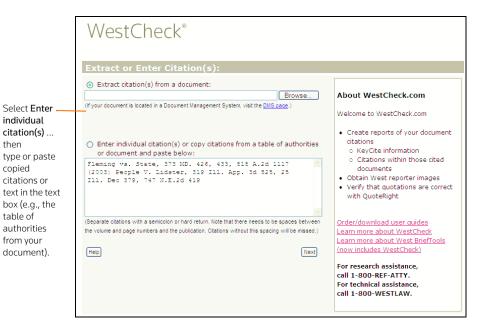


Figure 2-4. WestCheck.com home page showing a pasted table of authorities

#### Adding Citations to the Citations List

To add a citation to the WestCheck citations list, complete the following steps:

1. Click the Add Citation button Add Citation at the top of the citations list. The Add cites to citation list dialog box is displayed (see Figure 2-5).



Figure 2-5. Add cites to citation list dialog box

- 2. Type the citation in the *Citation* text box.
- 3. Type a title for the citation in the *Title* text box.
- 4. Click Add.

then

#### Locating a Citation in Your Document

You can quickly locate a citation in your document by selecting it within the citations list.

### LOCATING INACCURATE CITATIONS IN YOUR CITATIONS LIST (IN WORD OR THE STAND-ALONE APPLICATION)

After your citations list has been created, a question mark symbol is displayed before citations that are unverified, or contain potential errors (see Figure 2-6 on page 9). The symbol will remain until the citation is corrected and WestCheck is run again or the citation is added to the list (see "Adding Citations to the Citations List" on page 8).

A red symbol is displayed before citations that are not available under your Westlaw subscription.

Vest	Vest Solutions 💎 🔿						
West	Solutions			Select	Product 🔫		
WestCheck®							
8	Features						
Set I Print	tCheck Options & Pr KeyCite Limits For Al t Citation List e Citation List						
Cita	tion List (13) Brows	e Quotes		Run Wei	stCheck		
<b>O</b> A	dd Citation - Seler	ct Preset :	•				
	Hover Over Citation To See Full Citation	KeyCite	Find	Quote Right	Cited Decisions		
	3 CFR § 101.8				2	•	
	106 Harv. L.Rev. 977, 979	₩ <u>lim</u>		Γ			
•	T.C. Memo. 1991- 168	<b>▼</b> <u>lim</u>				1	
	M.G.L.A. 6 § 15YY	🔽 <u>lim</u>					
•	52 Cal.App.4th 1010	<b>▼</b> <u>lim</u>					
	Quotes: 1 2						
	United States Patent no. 5265065						
	Quotes: 1 2						

Figure 2-6. Citations list showing symbols for unverified and unavailable citations

#### **Checking a Citations List and Creating a Report**

You can check your citations in WestCheck.com using the KeyCite, Find, QuoteRight, and Cited Decisions services and then create an online or offline report.

If citation verification identified inaccurate citations, edit the citations in your document and reprocess it or add the citation to the list (see "Adding Citations to the Citations List" on page 8).

To check the citations that you extracted from your document, complete the following steps:

1. To check individual citations in the citations list, select the check box next to each citation under

the service in which you want to check that citation. To check the entire citations list in the same service or services, select the check box next to the heading (e.g., *KeyCite*). See Figure 2-3 on page 7.

- 2. To apply a preset service to the citations in your list (e.g., KeyCite History), choose a preset service from the drop-down list at the top of the citations list. See "Creating Preset Services" on page 24 for more information on preset services.
- 3. Click Run WestCheck.

The WestCheck Delivery dialog box is displayed (see Figure 2-7).

4. Under *Select a report option*, select **Online report display** to view the report online. The report will be displayed in a new browser window, from which you can save it or print it. When saving the report, make sure that **Webpage**, **complete** (\*.htm, \*.html) is selected in the *Save as type* drop-down list; the report will be saved in HTML format so you can open the report in your browser.

Select **Offline report delivery** to send a report to a printer or e-mail address, or download it to your computer. Choose the desired delivery destination from the *Destination* drop-down list. If you choose **E-mail**, type the e-mail address to which you want the report sent in the *Email Address* text box. If you choose **E-mail** or **Download**, you must also choose a format from the *Format* drop-down list.

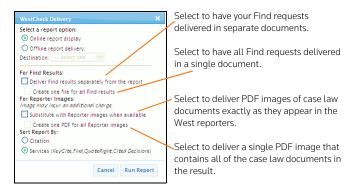


Figure 2-7. WestCheck Delivery dialog box

- 5. Under For Find Results, select the Deliver Find results separately from the report check box to have your Find requests delivered in separate documents. If you also select the Create one file for all Find results check box, all Find requests will be delivered in a single document (instead of in multiple documents).
- 6. Under For Reporter Images, select the Substitute with Reporter images when available check box to deliver PDF images of case law documents exactly as they appear in the West reporters. Select the Create one PDF for all Reporter images check box to deliver a single PDF image that contains all of the case law documents in the result.
- 7. Under *Sort Report By*, select the desired sort order. Select **Citation** to sort the report by citation or select **Services** to sort the report by the services run.
- 8. Click Run Report.

#### EXCLUDING A CITATION IN YOUR CITATIONS LIST FROM RUNNING IN WESTCHECK

You can choose to exclude or include citations in your citations list when you check your citations. All citations are automatically included unless you choose to exclude them. To exclude or include a citation, complete the following steps:

- To exclude a citation, clear the check box preceding it in the citations list.
- To reinstate an excluded citation, select the check box preceding the citation.

#### **Printing a Citations List**

To print your citations list, click Features to display a list of options, then click Print Citation List.

### **Saving a Citations List**

To save your citations list, click Features to display a list of options, then click Save Citation List.

### **Reading Online Reports**

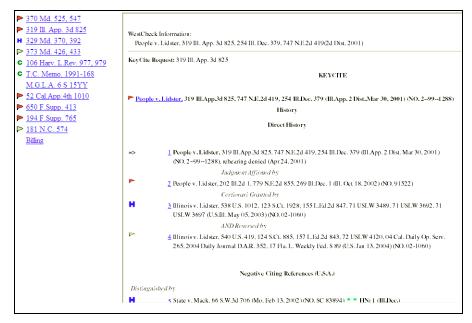


Figure 2-8. Sample online WestCheck report

#### **KEYCITE STATUS FLAGS IN ONLINE REPORTS**

The KeyCite status flags let you immediately know the status of a case, administrative decision, statute, or regulation.

• A red flag indicates that the case or administrative decision is no longer good law for at least one of the points of law it contains; or that the statute or regulation has been amended by a recent session law or rule, repealed, superseded, or held unconstitutional or preempted in whole or in part.

• A yellow flag indicates that the case or administrative decision has some negative history but hasn't been reversed or overruled; 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 (statutes merely referenced, i.e., mentioned, are not marked with a yellow flag); that a notice or proposed rule affecting the regulation is available; that the statute or regulation was limited on constitutional or preemption grounds or its validity was otherwise called into doubt; or that a prior version of the statute or regulation received negative judicial treatment.

**Note** A printed black and white report will display a yellow flag as empty or very lightly shaded, while a red flag will appear mostly shaded.

- A blue H indicates that the case or administrative decision has some history.
- A green C indicates that the case or administrative decision has citing references but no direct history or negative citing references or that the statute or regulation has citing references but no applicable history.

#### **DEPTH OF TREATMENT CATEGORIES**

 $\star \star \star \star$  Examined. The citing case, administrative decision, or brief contains an extended discussion of the cited case or administrative decision, usually more than a printed page of text.

★★★ Discussed. The citing case, administrative decision, or brief contains a substantial discussion of the cited case or administrative decision, usually more than a paragraph but less than a printed page.

★★ Cited. The citing case, administrative decision, or brief contains some discussion of the cited case or administrative decision, usually less than a paragraph.

★ Mentioned. The citing case, administrative decision, or brief contains a brief reference to the cited case or administrative decision, usually in a string citation.

#### **Reading Offline Reports**

#### READING CITATION-CHECKING RESULTS IN OFFLINE PLAIN TEXT REPORTS

WestCheck results generated from one of the available Westlaw services consist of a header page, summary report, citator or document service report, billing report, and end page.

	Ng v	. Superior Court, 52 Cal.App.4th 1010(1997)
кеус	ite R	equest: 52 Cal.App.4th 1010
		KEYCITE
Serv	Flg N /. 1093	g v. Superior Court, 52 Cal.App.4th 1010, 61 Cal.Rptr.2d 49, 97 Cal. Daily op. L, 97 Daily Journal D.A.R. 1574 (Cal.App. 4 Dist.,Feb 14, 1997) (NO.
GUZU	1239)	History
		Negative Citing References (U.S.A.)
Disa	approv	ed of by
н	1	Curle v. Superior Court, 24 Cal.4th 1057, 16 P.3d 166, 103 Cal.Rptr.2d 751, 01 Cal. Daily Op. Serv. 1174, 2001 Daily Journal D.A.R. 1493 (Cal. Feb 08, 2011 (NO. SD0322)*** HN: 1,7,14 (Cal.Rptr.2d)
over	rulin	g Recognized by
Red	Flg2	People v. willis, 2002 wL 31854862 (cal.App. 2 Dist. Dec 20, 2002) (NO. B137755), unpublished/noncitable (Dec 20, 2002), review denied (Mar 19, 2003)**
Red	Flg3	People v. Hiller, 2003 wL 22235384 (Cal.App. 3 Dist. sep 30, 2003) (No. C041025), unpublished/noncitable*" HN: 14 (Cal.Rptr.2d)
Red	Flg4	People v. hayes, 2003 wL 22977320 (Cal.App. 2 Dist. Dec 19, 2003) (NO. B162132), unpublished/noncitable (Dec 19, 2003), review denied (Mar 17, 2004)**
Red	Flg5	People v. Wynne, 2004 wL 729063 (Cal.App. 2 Dist. Apr 06, 2004) (NO. B164489), unpublished/noncitable (Apr 06, 2004), rehearing denied (Apr 26, 2004), review denied (Jun 23, 2004)* NN: 13 (Cal.Aptr.2d)
Red	Flg6	People v. Borhan, 2004 WL 2348316 (Cal.App. 2 Dist. May 24, 2004) (No. B166670), unpublished/noncitable* HN: 13 (Cal.Rptr.2d)
Red	Flg7	People v. Foster, 2005 wL 1662248 (Cal.App. 2 Dist. Jul 18, 2005) (NO. B176463), unpublished/noncitable (Jul 18, 2005), review denied (Sep 21, 2005)* HN: 13 (Cal.Aptr.2d)
Disa	approv	al Recognized by
Yel	Flg8	Howard Gunty Profit Sharing Plan v. Superior Court, 88 Cal.App.4th 572, 105 Cal.Rptr.2d 896, 01 Cal. Daily op. Serv. 3105, 2001 Daily Journal

Figure 2-9. Sample KeyCite result in an offline report

#### **KEYCITE STATUS FLAGS IN OFFLINE PLAIN TEXT REPORTS**

In offline text reports, KeyCite flags are represented by *Red Flg*, *Yel Flg*, *H*, and *C* (see Figure 2-9 on page 13). For definitions of the KeyCite status flags and the depth of treatment categories, see pages 11-12.

- Red Flg=Red Flag
- Yel Flg=Yellow Flag
- H= Blue H
- C =Green C

Note The contents of this report depend on your KeyCite Limits settings.

#### Limiting KeyCite Results

Use KeyCite Limits to restrict your KeyCite results for cases and statutes. Limiting your results is helpful if you are interested only in specific categories of KeyCite information.

#### LIMITING KEYCITE RESULTS FOR CASE CITATIONS

1. Click Features in the left frame and then click Set KeyCite Limits for All Citations.

The KeyCite Retrieval Options dialog box is displayed with the Cases tab selected (see Figure 2-10).

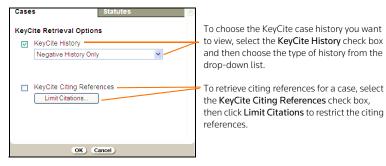


Figure 2-10. KeyCite Retrieval Options dialog box showing the Cases tab

2. To choose the KeyCite history you want to view, select the **KeyCite History** check box and then choose one of the following options:

OPTION	DESCRIPTION
Negative History Only	WestCheck retrieves only negative history for this case.
Show Full History (Including Court Documents)	WestCheck retrieves all history for this case, including citations for related court documents, such as petitions, motions, and pleadings.
Show Full History (Excluding Court Documents)	WestCheck retrieves all history for this case, but does not include citations for related court documents.

3. To retrieve citing references, select the **KeyCite Citing References** check box. To restrict the citing references, click **Limit Citations**. The dialog box in Figure 2-11 is displayed.

Document Type Juri:	sdiction	Date Range	Depth of Treatment	i 🔺
Select All Deselect	All			
Court Documents				
Trial Transcripts	Joint App	endices	Verdicts, Agreements & Settlements	=
Appellate Petitions, Motions & Filings	Jury Instr	uctions	Oral Arguments	
Verdict & Settlement Summaries	Trial Filin	gs	Trial Motions, Memoranda & Affidavits	
Expert Testimony	Appellate	Briefs	Trial Depositions & Discovery	
Proposed Orders, Agreements & Settlements	Trial Plea	idings		
Secondary Sources				
Arbitration Awards	🗹 Law revie	WS	✓ Others	
ALR annotations	Andrews Reporters	Litigation	✓ KeyRules	
✓ IP Filing Rules				
Appl	y Limits			

Figure 2-11. KeyCite-Cases Limits dialog box

- 4. Select the restrictions you want to apply to the citing references.
- 5. Click Apply Limits.
- 6. Click **OK** in the KeyCite Retrieval Options dialog box.

#### LIMITING KEYCITE RESULTS FOR STATUTE CITATIONS

- Click Features in the left frame and then click Set KeyCite Limits for All Citations. The KeyCite Retrieval Options dialog box is displayed.
- 2. Click the **Statutes** tab (see Figure 2-12 on page 16).

Cases Statutes	
KeyCite Retrieval Options	
KeyCite History	
KeyCite Citing References	
Limit Citations	
	Select the Annotations
Annotations	check box to include notes of
OK) Cancel)	decisions in your result.

Figure 2-12. KeyCite Retrieval Options dialog box showing the Statutes tab

- 3. Select the **KeyCite History** check box to retrieve statutory history, including proposed legislation, credits, and statutory and historical notes.
- 4. To retrieve citing references, select the **KeyCite Citing References** check box. To restrict the citing references, click **Limit Citations**. The dialog box in Figure 2-13 is displayed.

Document Type	Jurisdiction	Date Range			^
Select All Dese	lect All				
Court Documents					
Trial Transcripts	🔲 Joint App		Verdicts, / Settlements	Agreements &	=
Appellate Petitions Motions & Filings	, Jury Inst	ructions	Oral Argu	ments	-
Verdict & Settlemer Summaries	nt 📃 Trial Filir		Trial Motio		
Expert Testimony	Appellat		Trial Dep Discovery	ositions &	
Proposed Orders, Agreements & Settlem	Trial Ple ients	adings			
Secondary Sources					
🗹 Arbitration Awards	🗹 Law revi	ews	✓ Others		
ALR annotations	Reporters	Litigation	KeyRules 🗹		
✓ IP Filing Rules					
	Apply Limits Cle	ear Limits			

Figure 2-13. KeyCite-Statutes Limits dialog box

- 5. Select the restrictions you want to apply to the citing references.
- 6. Click Apply Limits.
- 7. Select the Annotations check box to include notes of decisions in your result.
- 8. Click **OK** in the KeyCite Retrieval Options dialog box.

# 3 Browsing Quotations

Using QuoteRight	. 18
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Viewing a List of Quotations Extracted from Your Document	.18

#### Using QuoteRight

Use QuoteRight to verify the accuracy of quotations cited in your document. When WestCheck.com extracts citations from your document, it also create a list of quotations found in your document.

If a citation is linked to a quotation, the number of available quotations for the citation is listed after the citation in your citations list. WestCheck.com also creates a list of quotations found in your document. You can view the extracted quotations for the entire list or you can view the extracted quotations by individual citations.

When a quotation is attached to a citation, WestCheck.com compares the quotation in the user's document against the actual quotation on Westlaw. QuoteRight displays the quotation text from both the user's document and Westlaw, noting if the quotation is identical or different.

#### VIEWING QUOTATIONS BY INDIVIDUAL CITATION

Click the number of the quotation you want to view in the citations list (see Figure 3-1) to display the quotation in your document.

Click Browse	WestCh	eck°	8	Help	
Quotes to view  a list of	Features				B. The Office of Compliance Consultants: the district court's decision
quotations	Citation List (14) Bro	<u>vse Quotes</u> Dite History		VestCheck	The district court directed that "[I]he OCC will oversee the establishment and monitoring of environmental conditions in the City's jalk as specified in this Order," SPA3,
extracted from your	Hover Over Citatio		Find Right	Cited	¶ 1, and made very general provisions for its staffing 1d, ¶ 2. It provided that OCC was to receive certain reports generated by the defendants id, ¶ 3(c), 4, 1 k(b), 15 (a), 15(f), 16(a)), to report regularly to the court (id, ¶ 8), and to supervise the temperature monitoring program (114).
document.	To See Full Citation	2		•	In its July 11, 2001 opinion, the district court held that OCC is not subject to the PLRA's provisions concerning special masters. [FN6] Therefore it did not make
Click the	528 U.S. 824 2	🗹 <u>im</u>			specific findings with respect to OCC, "other than to observe that the nearly treary year history of incomplete compliance with the consent decrease samply attests to the need for external monitoring," and that the Order significantly narrows the scope of OCC's work and resources consistently with its diminished range of activities. SPA- 29. The court did, however, make clear that, exceept as to those matters addressed in its orders, the prior orders governing OCC's operations and powers continue in
number of the	Quotes: 1	<b>⊠</b> <u>im</u>			effect. (FN7) SPA-45.
quotation you want to view.	2001 WL 282705	🗹 <u>10</u>			FN6. 18 U.S.C.A. § 3626(f) See discussion below at § V.B, §1 et. seq.
	156 F. Supp. 2d	🗹 im			FN7. Defendants mischaracterize the court's action as "reinstatement" of OCC. D.Br. 8. It never stopped operating. See SPA20-21.
	Fed. R. Civ. P. 60	🗹 im			
	Quotes: 1				OCC was not addressed in defendants' stay motion and has been performing its monitoring and reporting duties during the pendency of this appeal.
	122 F.3d 1055	🗹 im			*6 STATEMENT OF FACTS
	935 F. Supp. 332	🗹 <u>im</u>			The evidence at the hearing is accurately described by defendants. D.Br. 2-3. The expert testimony from plaintiff' environmental health consultant, Robert W. Powitz,
	124 F.3d 162	🗹 <u>im</u>			Ph.D., and defendant: Director of Environmental Health, Patricia Feeney, was based largely on inspections of the jald' common areas and a sample of housing units drawn by Dr. Powitz using a standard methodology, A386, T426-28, which defendants did not challenge. The sample comprised over 90 cellblocks and about 64 domitory housing units. A447, T557.
	29 C.F.R. § 1910.142				A. Sanitation

Figure 3-1. Citations list showing a quotation

#### VIEWING A LIST OF QUOTATIONS EXTRACTED FROM YOUR DOCUMENT

1. Click Browse Quotes at the top of the citations list.

The QuoteBrowser is displayed (see Figure 3-2).

QuoteBrowser	×
Tex. Labor Code Ann. § 4     370 Md. 525, 547     540 U.S. 366     319 III. App. 36 825     202 III. 241     540 U.S. 419     70 seek evidence 0     329 Md. 370, 302     373 Md. 420, 433     26 U.S. CA. §1341     26 U.S. CA. §1341     26 U.S. CA. §1341     104 Codes     11 Taxtched Quotes     11 Taxtched Quotes	
4	Þ

Figure 3-2. QuoteBrowser

- 2. Click a quotation in the QuoteBrowser to display the corresponding quotation in your document.
- 3. Detach a quotation from a citation by dragging the quotation under *Unattached Quotes*.
- 4. Attach a quotation by selecting the quotation under *Unattached Quotes* and dragging it to the citation you want to attach it to.
- 5. Close the QuoteBrowser by clicking the x in the upper-right corner.

# 4 Customizing WestCheck.com

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#### Modifying Your WestCheck.com General Setup

1. Click Features in the left frame and then click WestCheck Options and Preset Services. A dialog box is displayed (see Figure 4-1).

General	Result Report	Preset Services	Select Citation Categories	5
QuoteRi	ght			h
Do not proc	ess quotes of less than	6 🛩 words		
- Default.	Jurisdiction (to help id	tentify citations)		
None V				
	-			J
	OK C	ancel Apply		

Figure 4-1. WestCheck General options

- 2. On the General tab, under *QuoteRight*, choose the number of words under which QuoteRight should not process quotations (e.g., choose 2 to indicate that QuoteRight should not process quotations of less than two words). WestCheck will extract the citation but QuoteRight won't attach quotations under the specified number of words to citations.
- 3. From the *Default Jurisdiction* drop-down list, choose your default jurisdiction (this aids in identifying citations).
- 4. Click **Apply**, then click **OK**.

#### **Modifying Your Report Options**

You can modify the format and contents of reports for WestCheck results. These reports are generated by one of the available WestCheck.com services.

- 1. Click **Features** in the left frame and then click **WestCheck Options and Preset Services**. A dialog box is displayed.
- 2. Click the Result Report tab.
- 3. Select your report options, as shown in Figure 4-2 on page 23.
- 4. Click Apply, then click OK when you have finished making changes to the report options.

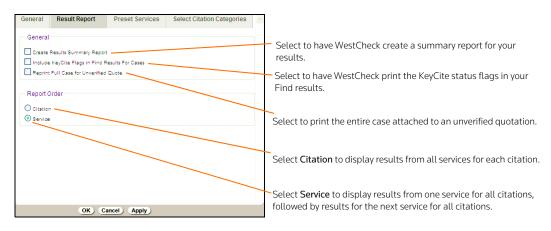


Figure 4-2. WestCheck Result Report options

#### **Creating Preset Services**

You can create preset services to combine the WestCheck KeyCite, Find, QuoteRight, and Cited Decisions services and access them as a single service.

To create a preset service, complete the following steps:

- 1. Click **Features** in the left frame and then click **WestCheck Options and Preset Services**. A dialog box is displayed.
- 2. Click the Preset Services tab (see Figure 4-3).

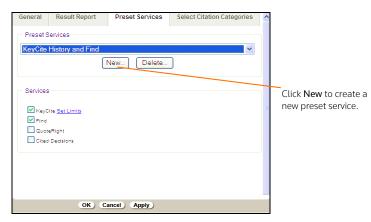


Figure 4-3. WestCheck Preset Services options

- 3. Click New. A dialog box is displayed.
- 4. Type a name for the new preset service in the *Service Name* text box (e.g., **KeyCite History**) and click Add.
- 5. Under Services, select the check box preceding the service(s) you want to include (e.g., KeyCite).

- 6. If you select KeyCite, you can set your KeyCite limits. See "Limiting Your KeyCite Citations" below.
- 7. Click OK.

#### LIMITING YOUR KEYCITE CITATIONS

#### For Case Law

To limit KeyCite case law citations for a preset service, complete the following steps:

- Click Features in the left frame and then click WestCheck Options and Preset Services. A dialog box is displayed.
- 2. Click the **Preset Services** tab and choose the preset service for which you want to limit KeyCite citations (if necessary).
- 3. Make sure the KeyCite check box is selected under Services.
- 4. Click Set Limits.

The KeyCite Retrieval Options dialog box is displayed, as shown in Figure 4-4.

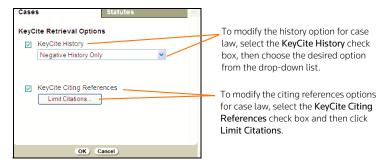


Figure 4-4. KeyCite Retrieval Options dialog box showing the Cases tab

- 5. You can choose the KeyCite history you want to include in the preset service.
  - Select the KeyCite History check box.
  - Choose one of these options: Negative History Only, Show Full History (Excluding Court Docs), or Show Full History (Including Court Docs).
- 6. To retrieve citing references, select the **KeyCite Citing References** check box. To restrict the citing references, click **Limit Citations**.

The dialog box in Figure 4-5 on page 25 is displayed.

- 7. Select the restrictions you want to apply to the citing references.
- 8. Click Apply Limits.
- 9. Click OK in the KeyCite Retrieval Options dialog box.

Document Type	Jurisdiction Date Ran	ge Depth of Treatment	^
	elect All		
Court Documents			
Trial Transcripts	Joint Appendices	Verdicts, Agreements & Settlements	
Appellate Petition Motions & Filings	s, Jury Instructions	Oral Arguments	
Verdict & Settleme Summaries	ent 🔲 Trial Filings	Trial Motions, Memoranda & Affidavits	
Expert Testimony	Appellate Briefs	Trial Depositions & Discovery	
Proposed Orders Agreements & Settler			
Secondary Source	s		
Arbitration Awards	s 🔽 Law reviews	C Others	
ALR annotations	Andrews Litigation Reporters	KeyRules	
✓ IP Filing Rules			
	Apply Limits		

Figure 4-5. KeyCite-Cases Limits dialog box

#### For Statutes

1. Complete steps 1–4 under "For Case Law" on page 24.

The KeyCite Retrieval Options dialog box is displayed, as shown in Figure 4-4 on page 24.

2. Click the Statutes tab (see Figure 4-6).

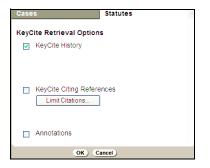


Figure 4-6. KeyCite Retrieval Options dialog box showing the Statutes tab

- 3. Select the **KeyCite History** check box to retrieve statutory history, including proposed legislation, credits, and statutory and historical notes.
- 4. To retrieve citing references, select the **KeyCite Citing References** check box. To restrict the citing references, click **Limit Citations**. The dialog box in Figure 4-7 on page 26 is displayed.
- 5. Select the restrictions you want to apply to the citing references.
- 6. Click Apply Limits.
- 7. Select the Annotations check box to include notes of decisions in your result.
- 8. Click **OK** in the KeyCite Retrieval Options dialog box.

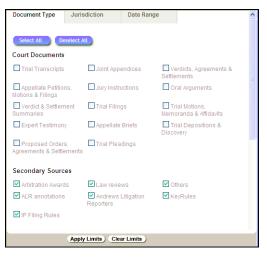


Figure 4-7. KeyCite-Statutes Limits dialog box

#### CHANGING THE DEFAULT PRESET SERVICE

Choose the preset service you want to use as your default from the drop-down list at the top of the citations list. The selection will be preserved when you start a new session.

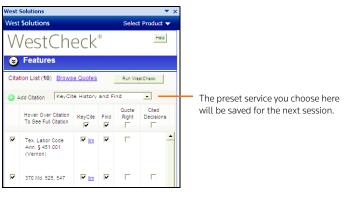


Figure 4-8. Preset services drop-down list

#### **Selecting Citation Categories**

You can specify the categories that are included in your citations list. WestCheck.com automatically places each citation in the citations list into one of the following categories:

- Cases
- Statutes
- Law Reviews and Bar Journals
- · Court Rules and Orders
- Administrative Reports and Decisions
- Regulations

To change which categories are displayed, complete the following steps:

- 1. Click **Features** in the left frame and then click **WestCheck Options and Preset Services**. A dialog box is displayed.
- 2. Click the Select Citation Categories tab (see Figure 4-9).



Figure 4-9. Select Citation Categories tab

- 3. Clear the check box preceding any categories you don't want to include in your citations list.
- 4. Click Apply.
- 5. Click OK.

You can also click **Select Categories for Processing** in the left frame to specify your citation categories.

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