WESTCHECK.COM USER MANUAL

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NOVEMBER 2010

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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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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 sign-on 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.

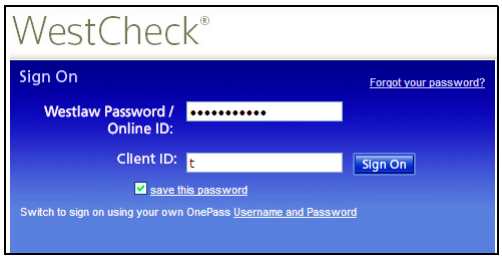


Figure 2-1. WestCheck sign-on page

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

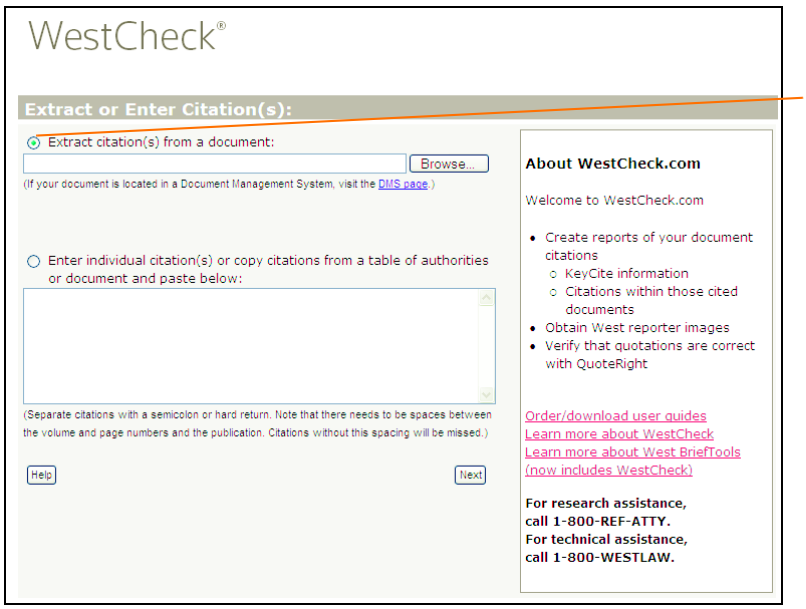


Figure 2-2. WestCheck.com home page

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).

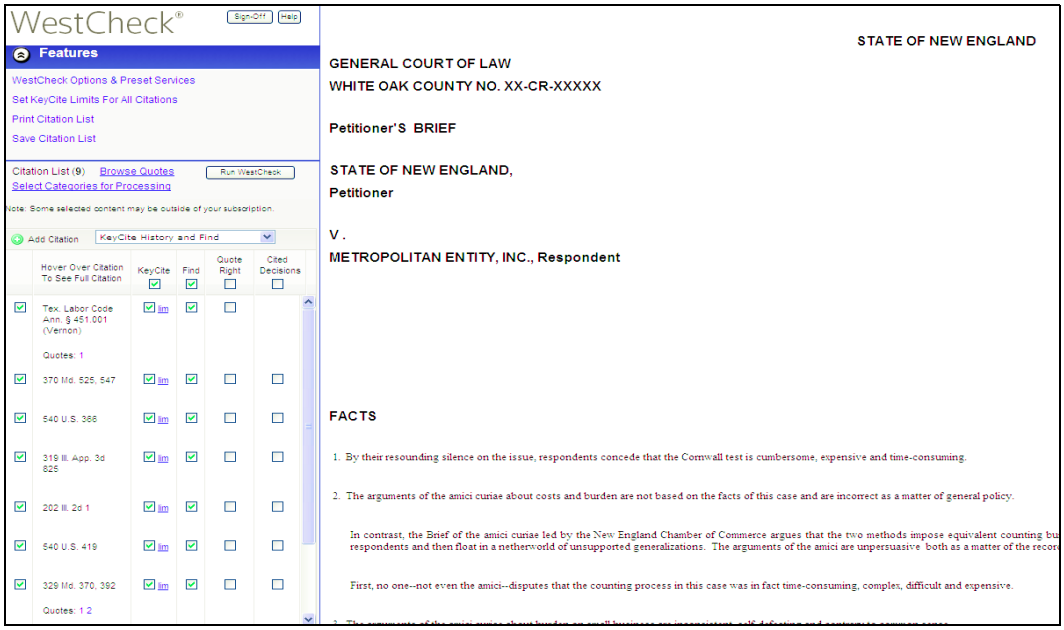


Figure 2-3. Citations list

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.

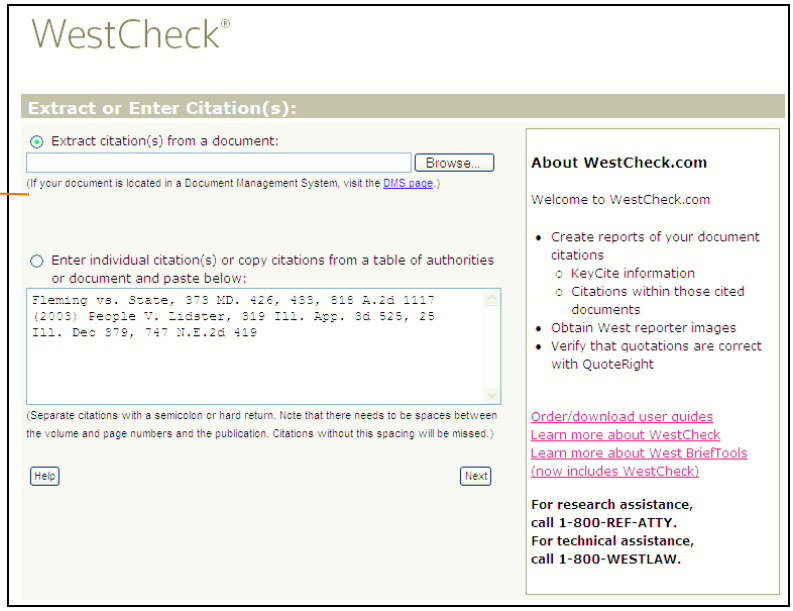
Note If you have footnotes in your document, copy and paste the footnotes separately from the document text.

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).



Select **Enter individual citation(s)** ... then type or paste copied citations or text in the text box (e.g., the table of authorities from your document).

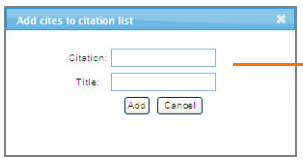
Figure 2-4. WestCheck.com home page showing a pasted table of authorities

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

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



Type the citation and a title for the citation in the text boxes and click **Add**.

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**.

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.

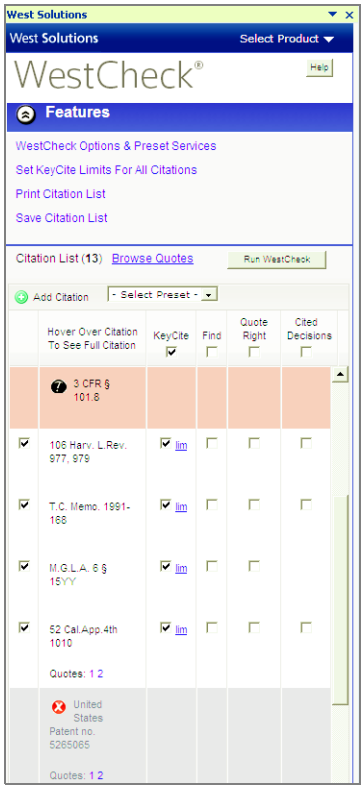


Figure 2-6. Citations list showing symbols for unverified and unavailable citations

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.

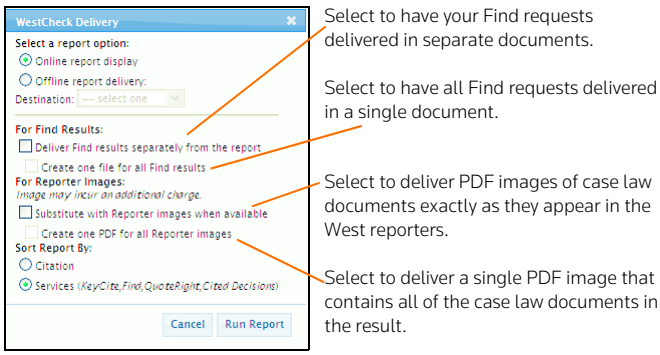


Figure 2-7. WestCheck Delivery dialog box

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

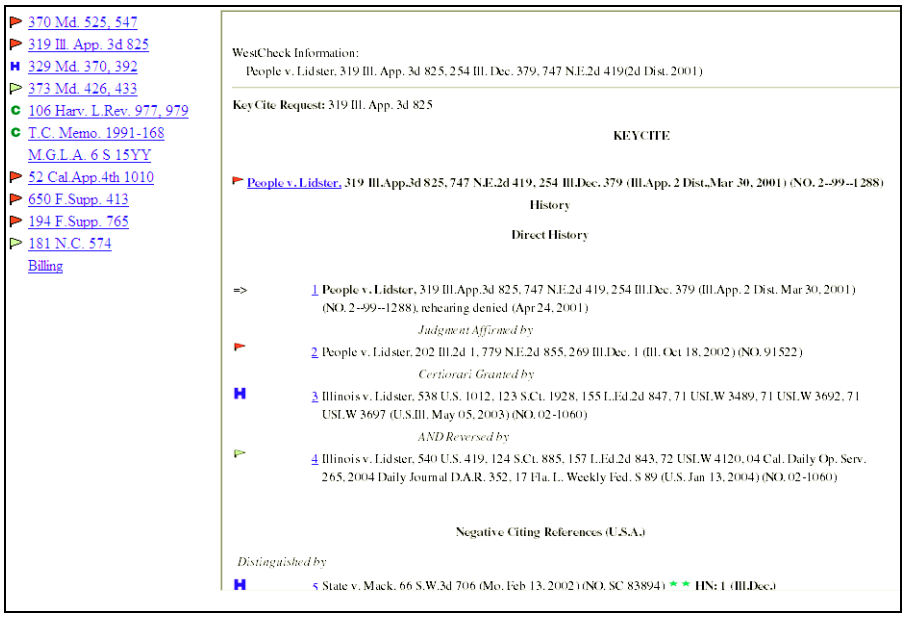


Figure 2-8. Sample online WestCheck report

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

★★★★ 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.

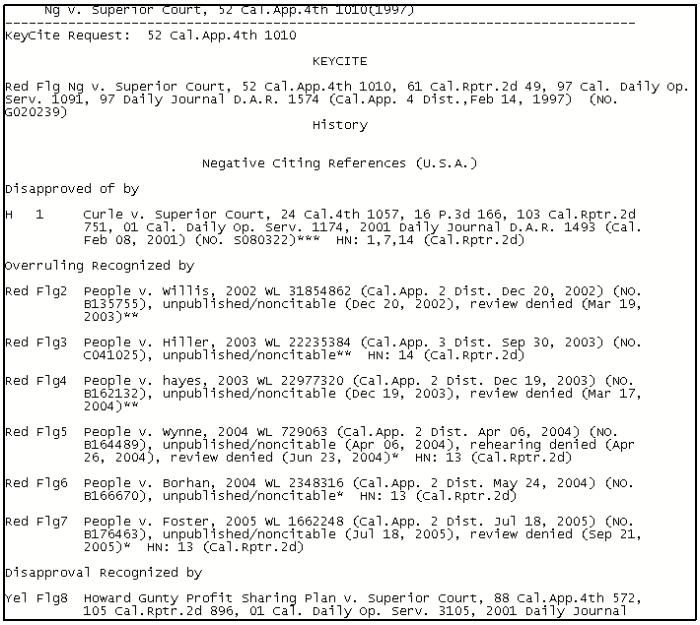
★★ Cited. The citing case, administrative decision, or brief contains some discussion of the cited case or administrative decision, usually less than a paragraph.

★ 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)
--------------------------------------------------------------------------------
KeyCite Request:  52 Cal.App.4th 1010

                                    KEYCITE

Red Flg Ng v. Superior Court, 52 Cal.App.4th 1010, 61 Cal.Rptr.2d 49, 97 Cal. Daily Op.
Serv. 1091, 97 Daily Journal D.A.R. 1574 (Cal.App. 4 Dist.,Feb 14, 1997)  (NO.
G020239)
                                    History


                         Negative Citing References (U.S.A.)

Disapproved of by

H   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, 2001) (NO. S080322)***  HN: 1,7,14 (Cal.Rptr.2d)

Overruling Recognized by

Red Flg2  People v. Willis, 2002 WL 31854862 (Cal.App. 2 Dist. Dec 20, 2002) (NO.
          B135755), 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)*  HN: 13 (Cal.Rptr.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.Rptr.2d)

Disapproval 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).

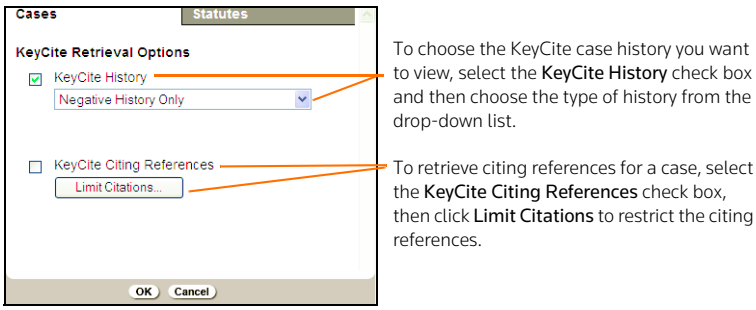


Figure 2-10. KeyCite Retrieval Options dialog box showing the Cases tab

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.

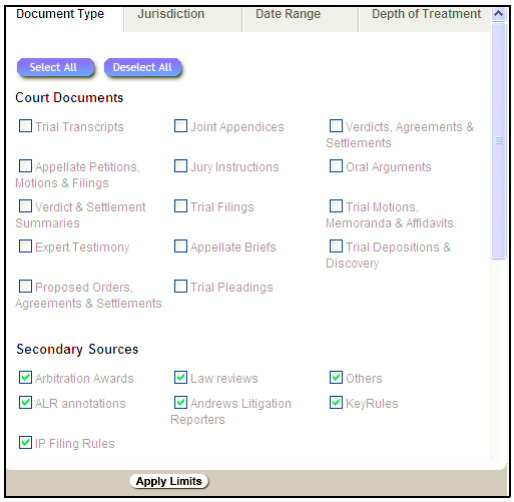


Figure 2-11. KeyCite–Cases Limits dialog box

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

1. 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).

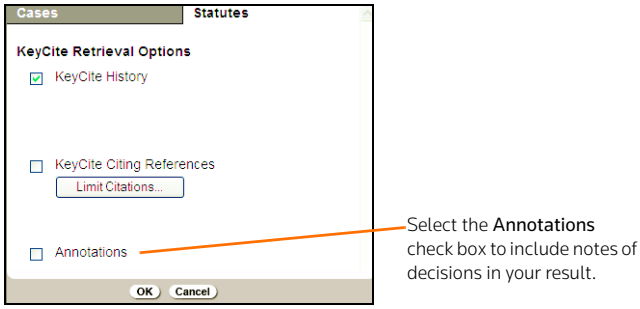


Figure 2-12. KeyCite Retrieval Options dialog box showing the Statutes tab

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.

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
Viewing Quotations by Individual Citation 18
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 Quotes** to view a list of quotations extracted from your document.

Click the number of the quotation you want to view.

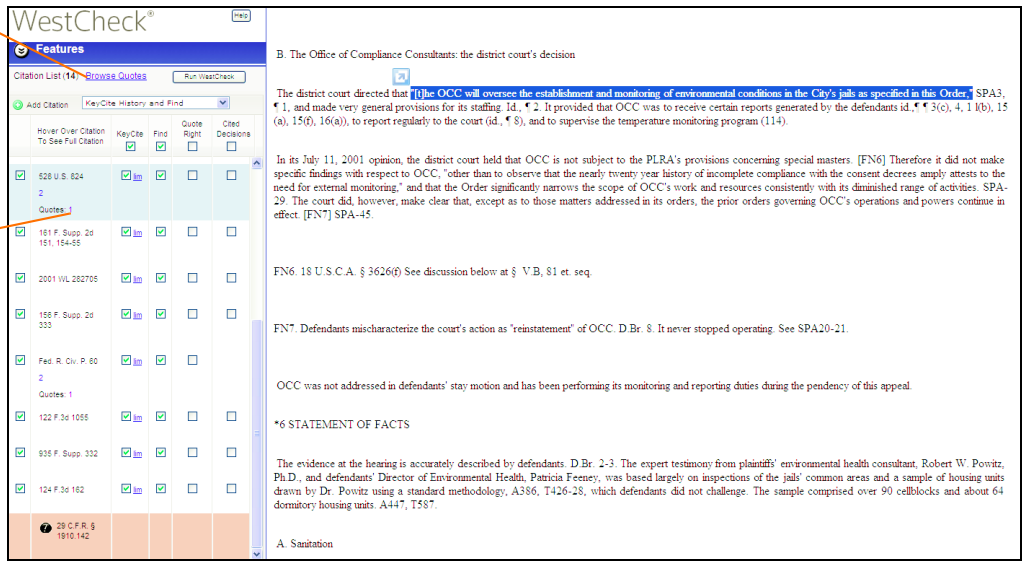


Figure 3-1. Citations list showing a quotation

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).

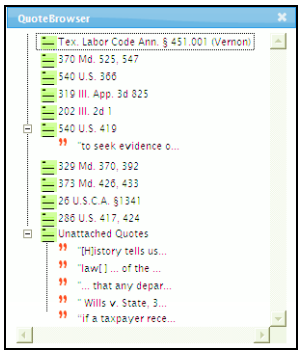


Figure 3-2. QuoteBrowser

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 Report Options 22
Creating Preset Services 23
Limiting Your KeyCite Citations 24
Changing the Default Preset Service 26
Selecting Citation Categories 26

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).

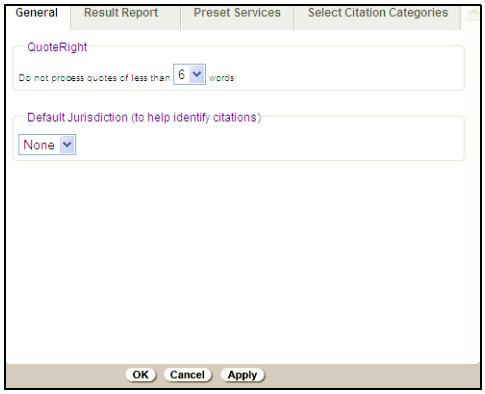

Figure 4-1. WestCheck General options

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.

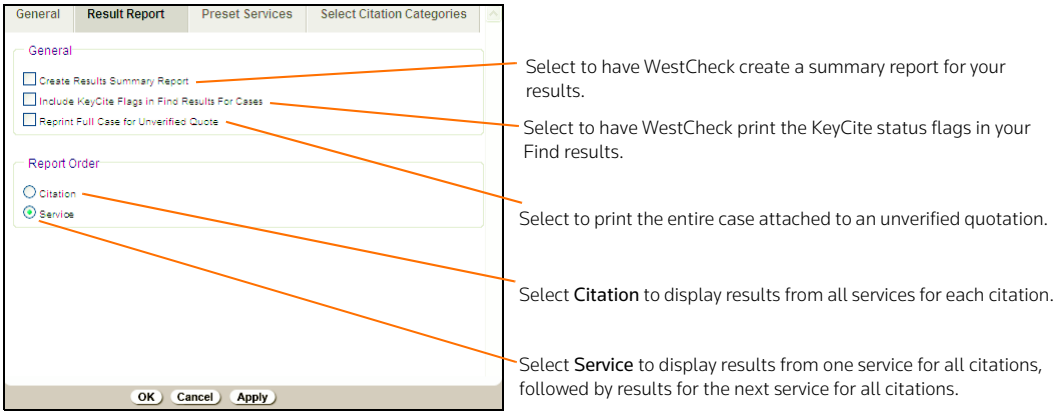

Figure 4-2. WestCheck Result Report options

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).

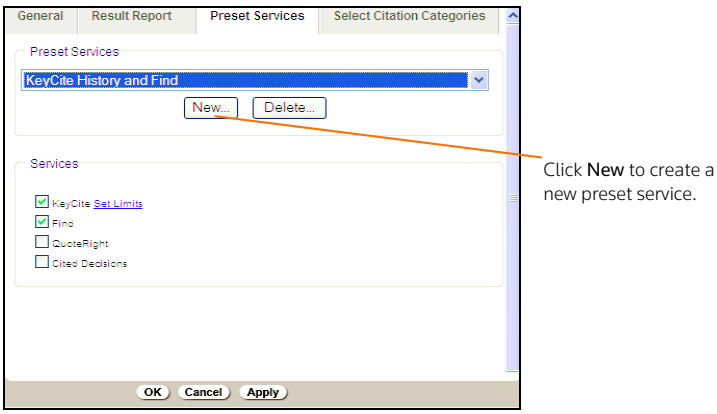

Figure 4-3. WestCheck Preset Services options

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:

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 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.

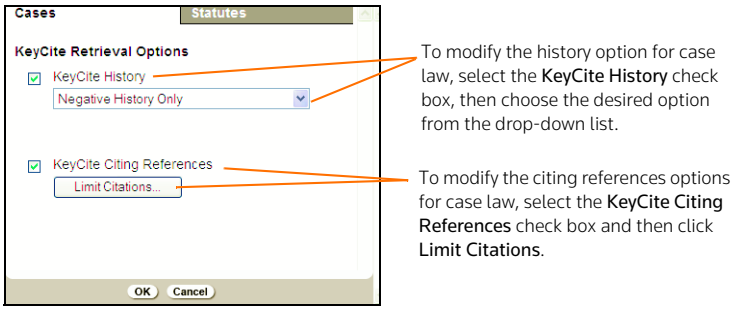

Figure 4-4. KeyCite Retrieval Options dialog box showing the Cases tab

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.

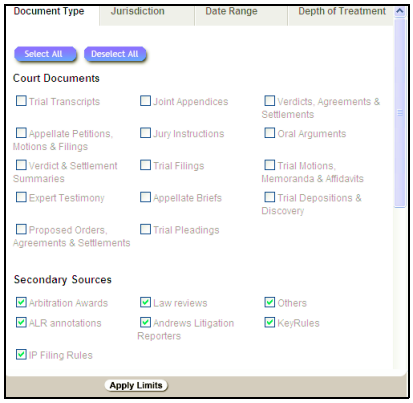

Figure 4-5. KeyCite–Cases Limits dialog box

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).

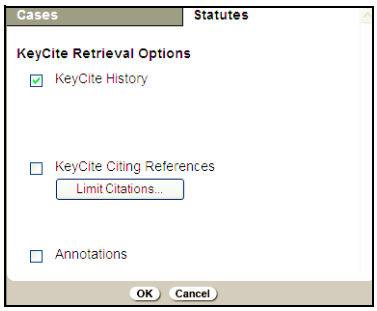

Figure 4-6. KeyCite Retrieval Options dialog box showing the Statutes tab

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.

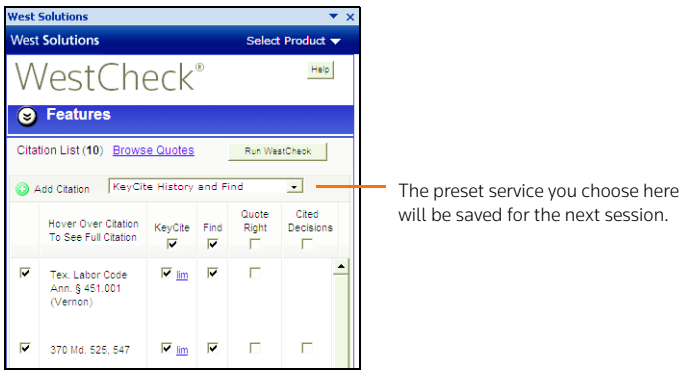

Figure 4-8. Preset services drop-down list

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).

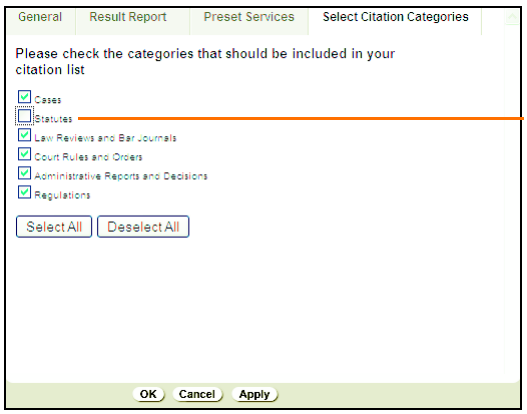

Figure 4-9. Select Citation Categories tab

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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