



REUTERS/Daniel Munoz

## WESTLAW INTERNATIONAL USER GUIDE



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## GETTING STARTED

# WESTLAW INTERNATIONAL USER GUIDE

Welcome to the Westlaw International user guide, designed to guide you through Westlaw International and get the best out of what the service has to offer.

Westlaw INTERNATIONAL. Legal, News and Business Information

Sign On

Westlaw Password / Online ID:

Client ID:

Save this Password  Return to last Research Trail

Switch to sign on using your own [OnePass Username and Password](#)

**About Westlaw International**  
Westlaw International is the premier online research tool for the international legal community. Access an online audio and video presentation.

**Product and Subscription Information**  
View a description of the international legal, news and business content available on Westlaw International. Offerings include the Westlaw International General Subscription, as well as topical and jurisdictional content packages.

**Reference Materials**  
View or download user guides, tip sheets, and other Westlaw International documentation to assist you with your online research.

**Frequently Asked Questions**  
Find answers to questions about signing on to Westlaw International, technical requirements, and Quickview, Westlaw International's tool to track your usage, and assist you with client billing and reporting.

**Contact Us**  
E mail addresses and telephone numbers to contact us directly for more information.

For more information on Westlaw International, e mail us at [WLIInfo@thomson.com](mailto:WLIInfo@thomson.com).

## SIGNING ON

You can either access Westlaw International using a password, or your organisation may have set up an authenticated link.

If your organisation directs you to a specific link (generally found on an Intranet) then click on this link to access Westlaw International.

If you have a password (in the format 1234567ABCD) then go to [www.westlawinternational.com](http://www.westlawinternational.com) and click the 'Sign On' button on the left hand side.

You can customise this to a more memorable username and password by using OnePass.

To create OnePass credentials click the OnePass Username and Password link

Then select the Register/Edit link.

Fill in the template with your given Westlaw password, your chosen new Username and Password and the other required information and click Create Account.

Sign On with OnePass

Username:

Password:

Client ID:

Save Username  Save Username/Password

Return to last research trail

Switch to sign on using a [Westlaw Password](#)

[Register/Edit OnePass Username and Password](#)

Once created you can use your chosen details every time you log on to Westlaw.

You will be asked to enter your password and a client ID. The client ID is something to identify the research you are doing and can be any combination of numbers or characters – it could be a case name, client, file or matter number. You must put something in the client ID field to continue.

Once both fields have been filled then click **Sign On**.

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## FINDING CONTENT

### THE WELCOME SCREEN

The first screen that you see when you sign on will depend on what content you have access to on Westlaw International.

You have a wealth of content available to you on Westlaw International but any research can be broken down into three steps:

1. Find the content you wish to search
2. Enter your search query
3. Find and analyse your results

You can find content using one of three ways:

- Search for a database
- Browse the Directory
- Use custom-built tabs

### SEARCHING FOR A DATABASE

If you know the content you are looking for, the name of a case report series or a specific journal then you can simply type the name into the 'Search These Databases' box which appears on the left-hand side of the screen in the grey Shortcuts bar. Then click Go.



You may then be given a list of databases which match the name you've typed in. For example if you type in *Yale Law Review* and click Go you'll see a list like this:

#### Databases that may be similar to YALE LAW:

- [Yale Law Journal Pocket Part \(YLJPP\)](#) 
- [Yale Law Journal \(YLJ\)](#) 
- [Yale Law and Policy Review \(YLLPR\)](#) 
- [Yale Journal of Law and Technology \(YJLT\)](#) 
- [Yale Journal of Law & Feminism \(YJLF\)](#) 
- [Yale Journal of Law & the Humanities \(YJLH\)](#) 
- [Yale Journal of International Law \(YJIL\)](#) 
- [Yale Human Rights and Development Law Journal \(YHRDLJ\)](#) 
- [Yale Journal of Health Policy, Law & Ethics \(YJHPLETH\)](#) 
- [Yale Journal on Regulation \(YJR\)](#) 
- [YALE FRANCOPHONIE \(YALEFRANCOPH\)](#) 

You can either click on the linked name of the journal to search just that publication or you can use the check-boxes on the left-hand side to select more than one (up to ten) and then click the Search button at the bottom.

You don't have to know the full name of the content you are looking for. Just type anything you know about the content into the Search These Databases box.

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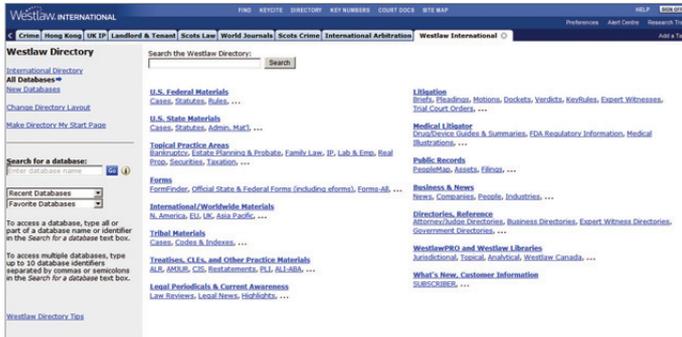
### BROWSE THE DIRECTORY

The Westlaw International Directory is a list of all of the different databases and content available on Westlaw International.

You can access the Directory by using the link right at the top of the screen.



You can either use the box at the top of the screen to search across the Directory or browse through the various content types.



For example if you were looking for Australian Cases:

Select International/Worldwide Materials

> Select Asia and the Pacific Rim

> Select Individual Country Materials

> Select Australia

> Select Cases

Directory Location: [All Databases](#) > [International/Worldwide Materials](#) > [Asia and the Pacific Rim](#) >

- Search only Australia
- Search entire directory

[Australian International Commercial Arbitration - All \(AUICA-ALL\)](#) ⓘ

- [Cases](#)
- [Administration, Regulation and Compliance](#)
- [Agreements and Treaties](#)
- [Codes of Practice and Standards](#)
- [Commentary, Analysis and Interpretation](#)
- [Policy and Reports](#)
- [Business & News](#)
- [Law Reviews, Bar Journals and Legal Periodicals](#)

When you get to this stage you can either click on the name of a database to search across all Australian Cases, or all Cases from the High Court, or you could browse down even further into individual law reports or unreported judgments.

The browsing works the same way whatever content you're looking for, whether it's US journals, content on a particular topical area or the latest news.

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### USING CUSTOM TABS

If you are researching a particular topic or within a particular jurisdiction and you are not sure where to start then using custom tabs may assist you.

Tabs contain all of the relevant databases and tools to assist a researcher within the specified practice area or jurisdiction.

You can add or remove tabs at any time by selecting the white 'Add a Tab' link.

You can either click on the linked name of the tab to just have it available until you sign-off, or you can check the box next to the required tab to have it available every time you sign on.

Please note that if you have accessed Westlaw International using an authenticated link then you may not be given the option to check the boxes and permanently 'save' tabs.

Each tab may look very different depending on the topic or jurisdiction – it may contain a list of the most relevant databases and tools, or a template to assist you in finding materials.



A composite image showing three screenshots of the Westlaw search interface. The top screenshot shows the 'Westlaw UK' search page with a grid of checkboxes for various legal topics such as 'Crime', 'UK IP', 'Scots Law', 'Civil Procedure', 'Landlord &amp; Tenant', and 'Scots Crime'. The middle screenshot shows the 'Westlaw International' search page with a grid of checkboxes for topics like 'Hono Kong', 'International Arbitration', 'Westlaw UK Worldwide', 'Commonwealth', 'InCLG', 'World Journals', 'Commonwealth Insolvency', 'International IP', 'World News', 'Commonwealth Insurance', 'US Research', 'WLI Academic', 'Commonwealth Securities', 'US Topical', 'WLI General Subscription', 'European Union', and 'Westlaw India Worldwide'. The bottom screenshot shows the 'Westlaw Australia' search page with checkboxes for 'Financial Services' and 'Trade Practices'. Below these are three search result pages. The first is for 'Search Hong Kong Case Law' with fields for 'Full Text', 'Find by Title/Party/Name', 'Catchword', 'Headnote', and 'Select a date restriction'. The second is for 'Search Hong Kong Civil Procedure' with fields for 'Full Text', 'Heading', 'Order Number', and 'Document Type'. The third is a search results page for 'GCA Cases - Quick Search' with filters for 'Please select one or more jurisdictions' (United States, European Union, United Kingdom), 'Term(s)', 'Title/Party Name', 'Citation / EUI Document No.', 'Keyword(s)', and 'Topic'. It also includes a 'GCA Treaties/Uniform Laws - Quick Search' section with a 'Please select one or more content:' dropdown and a 'GCA Important Treaties' section listing 'U.S. - EC Agreement on the application of positive comity principles in the enforcement of their competition laws (1998)'.

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## YOUR SEARCH QUERY

Once you have found your content you're ready to search across it. There are two main ways of searching across content:

- Terms & Connectors
- Natural Language

If you have chosen a tab to start your search then you may also be provided with a template for searching.

### TERMS & CONNECTORS

This method enables you to type in the words that you are looking for and state how you would like them 'connected' in the document.

When you type two words into the search box, Westlaw will look for either word, for example if you type in *product liability* then Westlaw will look for a document containing the word product OR the word liability.

To look for both of those words then type either & or AND between your words, *product & liability*. Westlaw will then look for any documents which contain both of those words anywhere in the document.

To be even more specific you may want to specify how closely the words must be together, for example typing in *product/s liability* tells Westlaw that the words must appear together in the same sentence. This ensures that the words are used together in the context of the document.

You can also combine the two words together as a phrase. Using speech marks tells Westlaw to treat the two (or more) words as a complete phrase, for example typing in "*product liability*" will only find documents where that complete phrase appears.

The screenshot shows the Westlaw search interface. At the top, there's a 'Search' tab. Below it, the 'Selected Databases' section shows 'United Kingdom Reports All (UK-RPTS-ALL)'. The 'Terms and Connectors' section is set to 'Natural Language'. There's a search box with a 'Search' button and a 'Thesaurus' link. Below the search box, there are dropdown menus for 'Recent Searches & Locates', 'Dates' (set to 'Unrestricted'), and 'Fields' (set to 'Select an Option'). At the bottom, there's a section titled 'Add Connectors or Expanders' with a list of options:

Symbol	Connector/Expander	Description
&	AND	In same sentence
	OR	Preceding within sentence
~	Phrase	In same paragraph
~	But not	Preceding within paragraph
~	Not expander	Within n terms of
^	Universal character	Preceding within n terms of

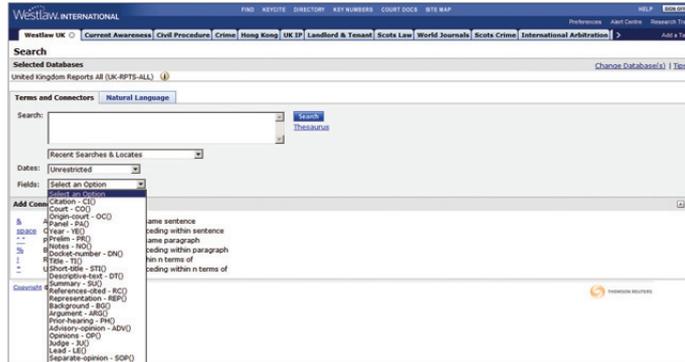
A list of all the connectors that are available to use as well as other search tips are listed above.

You can also be more specific in your searching by restricting the search to just a part of the document. For example you could:

- Just search the title of a case
- Just search for a particular author of a journal article
- Just search the lead paragraph of a news article

## YOUR SEARCH QUERY

To restrict your search just to part (or field) of the document then use the Fields drop-down menu.



The screenshot shows the Westlaw International search interface. The 'Fields' dropdown menu is open, displaying a list of search fields and their corresponding search operators. The fields include: Citation - C1, Court - CO, Origin-court - OC, Appeal - AP, Year - YE, Issue - IS, Issue - NO, Docket number - DN, Title - TI, Short-Title - ST, Descriptive text - DT, Summary - SU, Reproduction - RP, Background - BG, Argument - AG, Prior-hearing - PH, Advisory-opinion - AO, Options - OP, Judge - JU, Case - CA, and Separate-opinion - SO. The search operators are: same sentence, being within sentence, same paragraph, being within paragraph, has in terms of, and being within n terms of.

Select the field you want to use which will enter it into the search box. Then simply type your search terms between the brackets. So for example to just search for the case called Smith vs Black, then your search should be T(smith & black).

You can also use the date drop-down menu to restrict your search to just recent documents.

## NATURAL LANGUAGE

Natural Language is an alternative to Terms & Connectors searching and enables you to simply type in exactly what you are researching in plain English. Switch between search methods by using the tabs above the search box.

For example you could type in *must a manufacturer disclose the side effects of a drug? Or can you trademark a smell?*

You don't have to phrase your search as a question.

Natural Language will return you the 100 best results which match your search rather than every document.

### USE NATURAL LANGUAGE WHEN YOU ARE:

- Searching for broad concepts
- Searching databases containing large numbers of documents and you want to retrieve a small number of documents
- A new or infrequent Westlaw International user or you are unfamiliar with Terms & Connectors searching
- Not retrieving the information you are looking for by using a Terms & Connectors search

### USE TERMS AND CONNECTORS WHEN YOU ARE:

- Searching for particular terms
- Searching for a particular document
- Searching for all documents containing specific information, such as all opinions written by a particular judge or cases involving a particular company
- Searching a database for which Natural Language searching is not available

# YOUR SEARCH RESULTS

**Links to go back and Edit your Search or Locate in Result**

**List of Results in reverse chronological order**

**Check boxes enable you to pick results to email/print**

**Your first result**

**Click these icons to print, email or download your results**

**Westlaw UK** | Current Awareness | Civil Procedure | **Crime** | Hong Kong | UK TP | Landlord & Tenant | Scots Law | World Journals | Scots Crime | International Arbitration | Add a Tab

**Result List** | 3 Docs | **Related Info**

Full Screen List | Full Search | Locate in Result

Result Options | Go

SELECT TO PRINT, EMAIL, ETC.

1. **Pepper (Inspector of Taxes) v Hart**  
 1991 WL 630055 House of Lords  
 Subject: Constitutional law  
 Keyword(s): Ministers; Parliamentary debates; Statements; Statutory interpretation  
 Where Reported: [1993] A.C. 593; [1992] 3 W.L.R. 1032; [1993] 1 All E.R. 42; [1992] S.T.C. 898; [1993] I.C.R. 201; [1993] I.R.L.R. 33; [1993] R.V.R. 127; [1993] 143 N.L.J. 17; [1992] N.P.C. 154; Times, November 30, 1992; Independent, November 26, 1992

2. **Pepper (Inspector of Taxes) v Hart**  
 1990 WL 754988 Court of Appeal (Civil Division)  
 Subject: Tax  
 Keyword(s): Employee benefits; Income tax; School fees; Teachers  
 Where Reported: [1991] Ch. 203; [1991] 2 W.L.R. 463; [1990] S.T.C. 796; [1991] I.C.R. 461; [1991] I.R.L.R. 125; [1990] 134 S.J. 1478; Times, November 15, 1990; Financial Times, November 18, 1990; Guardian, November 21, 1990; Daily Telegraph, November 19, 1990

3. **Pepper (Inspector of Taxes) v Hart**  
 1989 WL 950650 Chancery Division  
 Subject: Tax  
 Keyword(s): Employee benefits; Income tax; School fees; Teachers  
 Where Reported: [1990] 1 W.L.R. 204; [1990] S.T.C. 6; (1989) 86(46) L.S.G. 41

Clear all | Clear 1 3

**Pepper (Inspector of Taxes) v Hart**  
 1991 WL 630055  
 House of Lords  
 26 November 1992 (Approx. 18 pages)

History

**Pepper (Inspector of Taxes) v Hart**  
 House of Lords  
 26 November 1992

**Case Analysis**

**Where Reported** [1993] A.C. 593; [1992] 3 W.L.R. 1032; [1993] 1 All E.R. 42; [1992] S.T.C. 898; [1993] I.C.R. 201; [1993] I.R.L.R. 33; [1993] R.V.R. 127; [1993] 143 N.L.J. 17; [1992] N.P.C. 154; Times, November 30, 1992; Independent, November 26, 1992

**Case Digest**

**Subject:** Constitutional law

**Keywords:** Ministers; Parliamentary debates; Statements; Statutory interpretation

**Summary:** Interpretation of legislation; use of parliamentary material; ambiguous legislation; whether breach of Bill of Rights 1688

**Abstract:** Parliamentary material may be used to assist in the interpretation of legislation in cases where such legislation is ambiguous or obscure. A number of school-teachers who were allowed to have their children educated at the private school where they worked at a reduced cost appealed against the decision of the Revenue to tax them on the basis of the proportional cost to the school, rather than on the marginal cost of the education, which was minimal, as the children were taking up vacant places which the school had been unable to fill. The relevant legislation (*Finance Act 1976 s.61 and s.63.*) was ambiguous, and on appeal the question to be determined by the enlarged appellate committee was whether Parliamentary material could be used in aiding the interpretation of legislation.

**Held:** that (1) the rule whereby reference to Parliamentary material is prohibited in questions of

## YOUR SEARCH RESULTS

If you ran a search using Terms & Connectors then your results will generally be returned in reverse chronological order. If you ran a search using Natural Language then your results will be listed in order of relevance – the most relevant document being first on your list.

To navigate through your results you can either click on the linked number of each result on the left-hand side, or use the arrows at the bottom of the screen:



◀ Term ▶ ◀ Doc 1 of 3 ▶

Use the Term arrow to jump to where your terms appear in the document and keep clicking the right-hand arrow to go through each instance. When you reach the end of one document, Westlaw International will move you on to the first instance in the next document.

When you have searched using Natural Language, you will also get a Best arrow option. Clicking the right-hand Best arrow will take you to a red section within the document which will be the part of the document most relevant to your search.

### REFINING YOUR RESULTS

If you have too many documents to work with then you can refine your search in two ways:

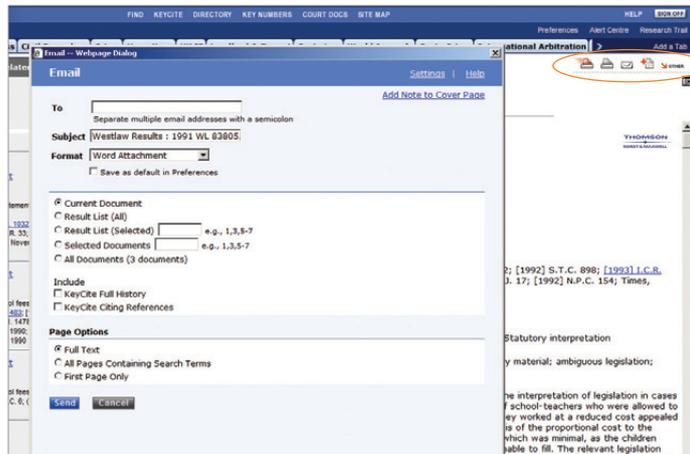
- Use the 'Edit Search' link in the top right-hand corner. This will take you back to your search template where you can add to or amend your search terms, change the date restriction or limit your search by fields.
- Use the 'Locate in Result' link in the top right-hand corner. This will take you to a new search screen where you can type in additional search terms. Using Locate will search your existing results for an additional term or terms to filter the results you already have.

## PRINTING AND EMAIL ALERTS / WESTCLIPS

### PRINTING

You can choose to print, email, or download your results.

To deliver just the result you are currently viewing then select the relevant icon in the top right-hand corner.



Here you can specify exactly what you wish to receive:

- Just the current document
- Just your list of results
- Just selected results (this will just give you the result information for each rather than the full document)
- Just selected documents
- The full text of every document

You can also choose to receive just the pages of each document containing your terms, or just the first page of each document.

If you wish to print or email more than one document from your list then it may be easier to use the check-boxes next to each result to specify which ones you need and then select the relevant print/email/download icon in the top right-hand corner.

### EMAIL ALERTS / WESTCLIPS

Westlaw International enables you to set up alerts to ensure that you get any new relevant information emailed straight to you as soon as it is loaded. These alerts are called Westclips.

Please note that if you have accessed Westlaw International using an authenticated link then the option to set up Westclips may be inactive.

You can set up a Westclip from most searches (except Natural Language searches).

### Setting up a Westclip

1. Run a search for the terms and within the content you are interested in. For example if you are interested in all new EU cases on the right to privacy then run a search in all EU Cases for "*right to privacy*".
2. Once you have your search results then use the Result Options drop-down menu in the top left-hand corner and select "Add Search to Westclip" and click Go.



## PRINTING AND EMAIL ALERTS / WESTCLIPS

3. Give your Westclip a name – this should be something to identify the information and will form the Subject of the email alert. All of the other boxes on this screen have been pre-filled with your search, database and relevant client ID.

**Westclip: Create Entry**

**Entry Details**

Complete each item below:

Name of clip:

Client ID:

Database(s):  [My Data](#) [Page Content and Options](#)

Separate multiple databases with a comma (,)

Query:  [Full Search Editor](#)

[Limit Your News Search using Smart Terms](#) ?

4. Click the 'Edit' link in the top right-hand corner.

FACTORY KEY NUMBERS COURT DOCS SITE MAP HELP [SIGN OFF](#)

Preferences [Alert Centre](#) [Research Trail](#)

[Landlord & Tenant](#) [Scots Law](#) [World Journals](#) [Scots Crime](#) [International Arbitration](#) > [Add a Tab](#)

[Create Entry](#) | [Directory](#) | [Tips](#)

**Delivery Settings** [Edit](#)

Frequency: Daily

Destination: E-mail

Limits: Maximum documents per result: 500

Result format: List of All Citations

Results: Inform me of no results

Date created: 22/02/2010

5. Select how often you would like the search to run – daily, weekly, etc.
6. Click the Properties button next to Email to enter in your email address and specify how you want the documents to be sent (inline text, Word attachment, PDF, etc) and then click Save.
7. Select the result format list to choose exactly what you want to receive.
8. Click the Save button at the bottom, and then Save again.

Your Westclip is then saved into your Westclip Directory ready to run on the next specified date. You can access your Westclip Directory at any time to amend or remove current Westclips by selecting the 'Alert Centre' link in the top right-hand corner of every screen.



## SEARCH TIPS

All of the connectors available are listed below:

Connector	Type this	To retrieve documents that contain
AND	&	Both search terms: <b>drug &amp; warrant</b>
OR	a space	Either search term or both terms: <b>car vehicle</b>
Grammatical connectors	/p	Search terms in the same paragraph: <b>hearsay /p evidence</b>
	/s	Search terms in the same sentence: <b>design /s defect</b>
	+s	The first term preceding the second within the same sentence: <b>tax +s relief</b>
Numerical	+p	The first term preceding the second within the same paragraph: <b>aggravated +p crime</b>
	/n	Search terms within n terms of each other (where n is a number from 1-255): <b>personal /3 jurisdiction</b>
	+n	The first search term preceding the second by n terms (where n is a number from 1-255): <b>interest +5 tax</b>
Phrase	" "	Search terms appearing in the same order as in the quotation marks: <b>"violent crime"</b>
BUT NOT	%	None of the terms following the percent symbol: <b>pension % exemption</b>

### OTHER USEFUL SEARCH TIPS

To retrieve words with variant endings, use the root expander (!). When you place an exclamation point (!) at the end of a root term, you retrieve all possible endings of that root. For example, *obey!* retrieves *obey, obeys, obeyed and obeying*.

Westlaw will automatically search for plurals. For example if you type in *child* Westlaw will automatically search for *children*. However if you type in *children* Westlaw will **not** also look for *child*.

Abbreviations may include or exclude the periods. To ensure you retrieve all forms of an abbreviation ensure to include the periods. For example searching for *N.A.T.O.* will automatically search for both *NATO* and *N.A.T.O.*

A compound word may appear as one word, as a hyphenated word or as two separate words. If your search term is a compound word, search for it using the hyphenated form to retrieve all variants. For example searching for *trade-mark* will automatically search for *trade mark, trademark and trade-mark*.

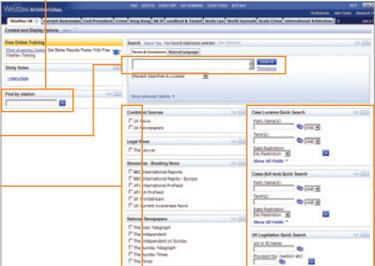
Searching for a figure will automatically also search for the word and vice versa. For example if you type in *4*, Westlaw will automatically search for *4* and *four*.

## QUICK GUIDE: UK MATERIALS

The best place to start looking for UK materials is to use the Westlaw UK tab. Click the white Add a Tab link and then select Westlaw UK.

Find any UK document by Citation

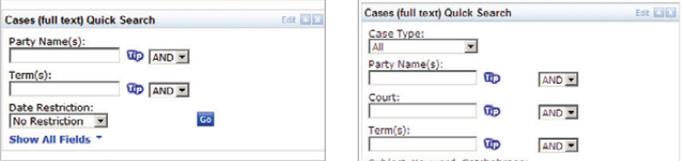
Type your search terms into the search box and tick the content you want to search across



On the right-hand side of the page you have Quick Search templates to guide you through searching across each material type.

Type in whatever information you have about the material you are looking for (e.g. case name, citation or terms).

If you need a more detailed search template then select use the Quick Search for the content type on the right-hand side of the page. Select show All Fields to get an expanded template.



### CASE LAW TIPS

Case Locators are an ideal starting point for researching a case. They include:

- A digest/summary of the case
- Cases/Legislation cited within the case
- Subsequent Citations of the case
- Appeal History
- Journal Articles discussing the case

Case Locators can be searched from the Westlaw UK front screen or the Case Locators Quick Search.

Alternatively if you're looking at a full judgment, you can access the Locator by clicking the Related Info tab at the top of the results list and selecting Analysis.



If a case has been overruled or reversed then you will get an immediate notification of this fact as a red flag will appear in the top left hand corner of the document.



**Roe v. Wade**  
314 F.Supp. 1217  
D.C.Tex. 1970.  
June 17, 1970 (Approx. 10 pages)

## QUICK GUIDE: UK MATERIALS

### LEGISLATION TIPS

UK Legislation is fully consolidated – you will be searching the law as it is today rather than as it was when it was enacted. There are three ways of searching for legislation depending on what you are looking for.

1. Use the search boxes on the front screen when looking for a specific section/paragraph of an Act or SI.
2. Use the legislation Quick Search when you are looking for a term or terms within a piece of legislation.
3. Use the Search for Entire Act/SI in pdf Quick Search when you want to retrieve an entire Act or SI in a complete pdf.

To view additional research information for each section, select the Related Info tab at the top of the results list and select Analysis.

The Analysis document may include:

- Amendment History
- Commencement Date
- Any pending Amendments
- SIs/Regulations made under the section
- Legislative cross-references
- Cases Citing
- Journal articles about that section

### SECONDARY SOURCES

There are a number of textbooks/treatises as well as a huge number of journals available. For more detailed research, use the topic-specific UK tabs (Landlord & Tenant, Crime, IP, etc). As well as specific cases and journals, these tabs will also give access to the leading authoritative text(s) for that topic.

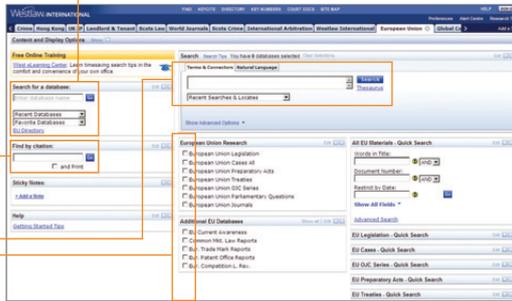
## QUICK GUIDE: EU MATERIALS

The easiest way to search materials from the EU institutions is to use the European Union tab (under the Westlaw International heading).

Find an EU document by Citation

Search for a Database or access more databases from the Directory

Search across all or selected content using Terms & Connectors or Natural Language search methods. Type in your search terms and select the content to search.



Most documents (since 1995) are also available in the official pdf. If this is the case then there will be an icon near the top of the document.



Use the Links For tab at the top of the results list to view extra information about the EU document you are looking at. For example if you are viewing a piece of Legislation, the Links For tab will include Cases Citing, and any Modifications.

The Quick Search templates are all specifically designed for specific content types so where you know more about what you are searching for than just free text terms, then use one of these templates on the right-hand side of the page.

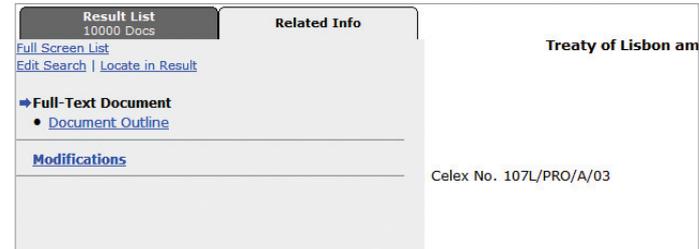
**EU Legislation Quick Search**

Term(s):  [TIP](#) AND

Words in Title:  [TIP](#) AND

Document Type:  
 AND   
 Agreement AND   
 Decision AND   
 Directive AND   
 Regulation AND   
 Other AND

Date of Document:  [TIP](#) AND



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**QUICK GUIDE: EU MATERIALS**

QUICK GUIDE: US MATERIALS

GLOSSARY AND GETTING HELP

## QUICK GUIDE: US MATERIALS

There are a vast number of tabs for various US topics and areas and so for topic-specific research these are the best places to start as they will include all of the materials you need for that topic/area.

If your research is more general then the Law School tab contains all of the most commonly needed US materials in one place.



Keycite tells you everything you need to know about a case or piece of legislation using relevant icons. It provides the following information:

- Direct appellate history of a case, patent, selected administrative decisions and the ALR
- Negative citing references of a case and selected administrative decisions
- Citing references to cases, patents, selected administrative decisions, selected attorney general opinions, law reviews, statutes, the Code of Federal Regulations (CFR), selected state regulations and the ALR
- Identification of repealed or superseded legislation
- Recent session laws and rules that amend or repeal legislation
- Citing references to cases declaring state or federal statutes and the CFR unconstitutional in whole or in part
- Proposed legislation affecting United States Code Annotated (USCA) and statutes from all 50 states
- Citing references to uncodified session laws relating to state or federal statutes
- Credits and historical/statutory notes for a state or federal statutes and the CFR

Status flags warn you that history is available for your case and should be investigated:

- A **red flag** indicates that the document you are looking at should not be considered 'good law' and you should research further.
- A **yellow flag** indicates is a warning that you should research further – there may be changes coming up that will affect the document you are looking at, or a lot of negative treatment of it.
- A **blue H** indicates that the case has direct (positive) history.
- A **green C** indicates that the document has citing references but no direct or negative history.

### CASE LAW TIPS

From the front screen you can search for a case by Party Name or Citation (left-hand side) and if you do have a citation you could also Find using a Template (left-hand side). Alternatively you can select a case law database and search using free text terms or Natural Language.

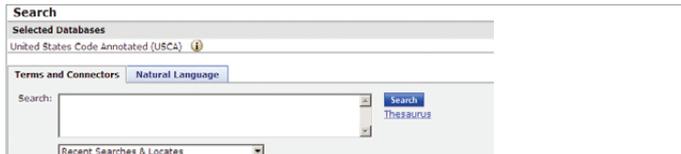
Citation information: Full Citation history, Graphical case history, All Documents citing this case, Monitor citations with an alert		Results Plus gives you paragraphs from text books and treatises relating to the case or point of law you are researching
--	--	--

US cases include headnotes which each distil a point of law from the case. The number of headnotes will depend upon the complexity of the case.

To find a case on a particular topic or point of law then you can use the key numbering system. Select Key Numbers from the top of the screen and then you can choose to search across or browse through the topics to help pinpoint the most relevant cases.

## QUICK GUIDE: US MATERIALS

### LEGISLATION TIPS



The screenshot shows a search interface with the following elements:

- Search** section: A dropdown menu for "Selected Databases" with "United States Code Annotated (USCA)" selected.
- Terms and Connectors** section: A dropdown menu for "Natural Language".
- Search** box: A text input field with a dropdown menu containing "Search" and "Thesaurus".
- Recent Searches & Locates** dropdown menu below the search box.

If you know what you are looking for within legislation then rather than typing in free text terms, it may be easier to use one of the legislation tools available in the top right-hand corner of the search box.

- Find By Citation – if you know the citation of the section you are after then you can just type it in.
- Table of Contents – browse through the Code and it's Titles to get to where you need.
- Statutes Index – an Index to the Code, browse through the points of law and it will take you straight to the relevant section.
- Popular Name Table – if you know the common name for an Act then search for it here.

### SECONDARY SOURCES TIPS

Westlaw International contains a wealth of textbooks/treatises on almost every area of law and these can often be a useful starting point when researching US law. You can either access treatises from within relevant tabs, or from the Directory.

## GLOSSARY AND GETTING HELP

### GLOSSARY OF ICONS

Status flags warn you that history is available for your case and should be investigated.

▶ In cases and administrative decisions, a **red flag** warns that the case or administrative decision is no longer good law for at least one of the points of law it contains.

In patents, a **red flag** in Direct History warns that the court holds that all or part of the cited patent is invalid; that the court holds that all or part of the cited patent is invalid, and that it is not infringed by the technology at issue; or that the court holds a patent to be unenforceable due the patentee's inequitable conduct before the patent board. A red flag in Negative Citing References warns that court recognizes that a court in another case has held that the cited patent is invalid.

For legislation, a **red flag** warns 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.

▶ In US cases and administrative decisions, a **yellow flag** warns that the case or administrative decision has some negative treatment, but has not been reversed or overruled.

In patents, a **yellow flag** in Direct History warns that court rules that the technology at issue does not infringe the cited patent, but does not otherwise rule on the patent's validity; or that the court upholds the validity of all or part of the cited patent, but rules that it is not infringed by the technology at issue. A yellow flag in Negative Citing References warns that the court recognizes that a court in another case has held that the cited patent has not been infringed.

In US legislation, a **yellow flag** warns that a 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 marked with a green C); that the regulation has been reinstated, corrected or confirmed; or 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 treatment from a court.

**H** In cases and administrative decisions, a **blue H** indicates that there is direct history but it is not known to be negative.

In patents, a **blue H** indicates that the patent is:

- **Construed:** The court determines the meaning of words or phrases in a cited patent.
- **Infringed:** The court rules that the cited patent is infringed by the technology at issue.
- **Valid:** The court upholds the validity of all or part of the cited patent.
- **Valid and Infringed:** The court upholds the validity of all or part of the cited patent, and rules that it is infringed by the technology at issue.

**C** A **green C** indicates that the US case/ administrative decision has citing references but no direct history or negative citing references. It also indicates that a statute/regulation has citing references, but no updating documents.

★★★★ **Depth of treatment stars** indicate how extensively a cited case or administrative decision has been discussed by the citing case.

“ **Quotation marks** indicate that the citing case or administrative decision directly quotes the cited case.

## GLOSSARY AND GETTING HELP

### GETTING HELP

For customer service in Europe, the Middle East and Africa, e-mail us at [customer.service@westlaw.co.uk](mailto:customer.service@westlaw.co.uk)

### TELEPHONE NUMBERS

For billing and account related questions, technical support, and advice from our team of reference attorneys, contact us at one of the numbers listed below. If your country is not listed, you may reach customer support by sending an e-mail message to the address above.

Country	Access Code	Toll Free Number
Argentina		011 4378-4765*
Australia	0011	1800 733 2889
Bahamas		1-8009378529
Belgium		0800 79971
Brazil		000814-550-4199
Canada		800 937 8529
Chile		1230 020 2620
China		10 800 712 0157 (North) 10 800 120 0157 (South)
Denmark	00	800 09378529
Finland		800 09378529
France	00	800 09378529
Germany	00	800 09378529
Greece		00800 12 5188
Hong Kong	001	800 09378529
Ireland		800 09378529
Israel		800 09378529
Italy		800 787705
Japan	0041,0061,001	800 0937 8529
Korea		8000 937 8529

Country	Access Code	Toll Free Number
Malaysia		1-800-80-4982
Mexico	001	800 9378529
Netherlands		0 800 0220347
New Zealand		00800-0937-8529
Norway	00	800 09378529
Poland		00 800 09378529
Portugal		00800 09378529
Russia		8 10 8002 8243011
Singapore		800 09378529
South Africa		080-09-93397
South Korea		800 09378529
Spain		800 09378529
Sweden		800 09378529
Switzerland		0800-835644
Taiwan		0080 1 137 177
Thailand		001-800-12-0664263
UK	00	800 0028 2200 or +44 207 449 1110
Uruguay		000 413-598-2800

\*Not Toll Free

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