

Westlaw Patron Access

Accessing Westlaw Patron Access

To access Westlaw Patron Access, click the **Westlaw Patron Access** icon on your desktop. A license agreement page is displayed. Read the terms of the agreement; if you agree to the terms, select **I Agree** at the bottom of the page, then click **Go**. Your tabbed Westlaw page is displayed (Figure 1).

At the end of your research session, click **Sign Off** and close the browser to prevent other researchers from viewing your research information.

For assistance using Westlaw, call **1-800-WESTLAW** (1-800-937-8529).

For free reference materials, visit west.thomson.com/westlaw/guides.



Figure 1. Tabbed Westlaw page

Available Databases

Westlaw Patron Access allows you to perform legal research in any database included within the library's subscription. Access is blocked to databases and services outside the library's subscription, so you will not accidentally incur charges for searching outside of the library's plan. To view the databases included in your library's subscription, click **Directory** at the top of any page.

Beginning Your Research

The following features and tools will help you begin your research.

- To retrieve a document when you know its citation, type the citation in the *Find by citation* or *Find this document by citation* text box and click **Go**. To print the document immediately, first select the **and Print** check box.
- To view the KeyCite result for a document, type a citation in the *KeyCite this citation* text box and click **Go**.
- To access a Westlaw database, type up to 10 database identifiers separated by commas or semicolons in the *Search for a database* text box and click **Go**. The Search page is displayed. For more information, see “Searching for Documents” below.
- To view the databases included in your library’s subscription, click **Directory** at the top of any page.
- If a tabbed state page is displayed (e.g., California, as shown in Figure 2), you can type a Terms and Connectors query or Natural Language description in the *Search* text box in the right frame, select one or more databases, and click **Search**. Additionally, the left frame of a tabbed state page provides helpful research tools such as statutes indexes and tables of contents.

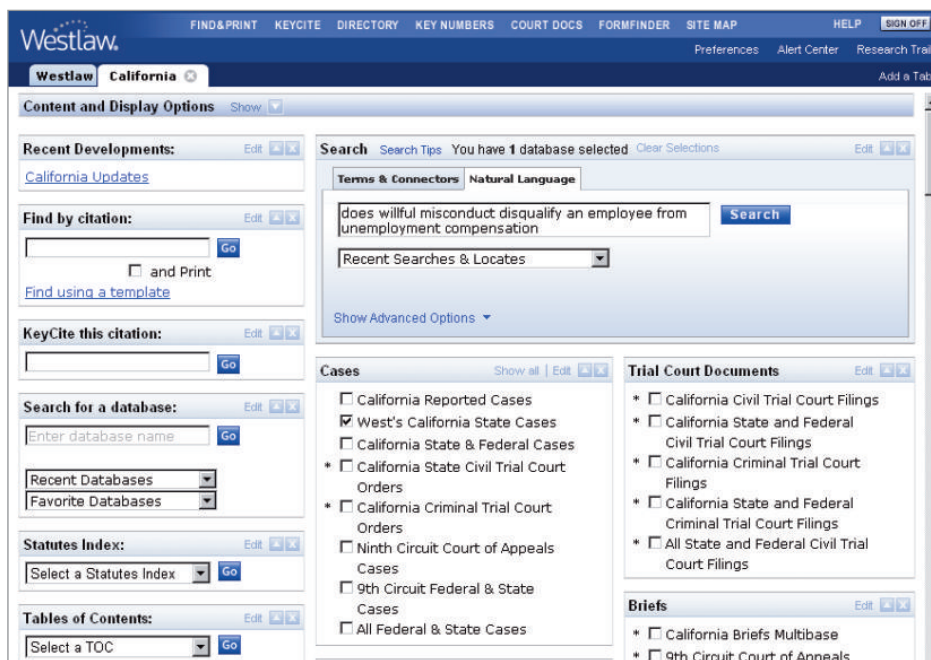


Figure 2. Tabbed California page

Searching for Documents

Westlaw provides two search methods, Natural Language and Terms and Connectors, so you can search the way that is most effective for you. Natural Language is the default search method.

NATURAL LANGUAGE

The Natural Language search method allows you to enter a description of your research issue in plain English. To search using Natural Language, click the **Natural Language** tab and type a description of your issue in the *Search* text box, e.g.,

does willful misconduct disqualify an employee from unemployment compensation

TERMS AND CONNECTORS

The Terms and Connectors search method allows you to enter a query that consists of key terms from your issue and connectors specifying the relationship between the terms. For example, you can specify that your terms appear in the same sentence (/s) or in the same paragraph (/p). To retrieve variations of terms, use the root expander (!). To retrieve a phrase, place quotation marks (" ") around the phrase. To search using Terms and Connectors, click the **Terms and Connectors** tab and type terms describing your issue in the *Search* text box, e.g.,

"americans with disabilities act" a.d.a. /p protect! /s class group

THE TABLE OF CONTENTS SERVICE

The Table of Contents service is an effective way to research using statutes, regulations, and secondary sources such as treatises and encyclopedias. It allows you to view the table of contents for a publication, view a document in the context of the sections surrounding it, and quickly retrieve related sections. Access the Table of Contents service in the following ways:

- Click **Site Map** at the top of any page, then click **Table of Contents** under *Browse Westlaw*. Click the plus (+) and minus (–) symbols to browse the list of publications. To view the table of contents for a publication, click its hypertext link.
- Click **Table of Contents** at the top of a statutes, regulations, or treatise database Search page.
- From any tabbed state page, choose a source from the *Table of Contents* drop-down list in the left frame and click **Go**. The table of contents is displayed in the right frame (Figure 3).

You can browse a chapter or title by clicking the plus and minus symbols to view individual sections.

You can also search, retrieve, or print entire chapters, titles, parts, or subparts using the options at the bottom of the Table of Contents page.

The screenshot displays the Westlaw interface for the California Statutes - Annotated (CA-ST-ANN) database. At the top, there are tabs for 'Westlaw' and 'California'. Below the tabs, the page title is 'Table of Contents' with navigation links for 'Search', 'Find by Citation', 'Statutes Index', 'Pop. Name Table', and '50 State Surveys'. A 'Selected Databases' section shows 'California Statutes - Annotated (CA-ST-ANN)'. Below this, there is a list of contents with expandable/collapsible symbols (minus and plus signs) next to each item. The items listed are:

- West's ANNOTATED CALIFORNIA CODES
 - CONSTITUTION OF THE STATE OF CALIFORNIA 1879
 - CONSTITUTION OF 1849 THE STATE OF CALIFORNIA With Amendments (Superseded by Constitution of 1879)
 - ORGANIC ACTS
 - BUSINESS AND PROFESSIONS CODE
 - CIVIL CODE**
 - TITLE OF THE ACT
 - PRELIMINARY PROVISIONS
 - DEFINITIONS AND SOURCES OF LAW
 - EFFECT OF THE 1872 CODES
 - Division 1. PERSONS
 - Division 2. PROPERTY
 - Division 3. OBLIGATIONS
 - Division 4. GENERAL PROVISIONS
 - CODE OF CIVIL PROCEDURE

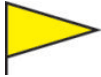
Figure 3. Table of contents for the California Statutes–Annotated database

Checking Citations in KeyCite

KeyCite® is West's citation research service that allows you to determine whether a case, statute, regulation, or administrative decision is good law and retrieve citing references to the document. A KeyCite flag lets you immediately know the status of a case, statute, regulation, or administrative decision. KeyCite status flags are also available for patents.



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 has not 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 proposed rule affecting the regulation is available; that the regulation has been reinstated, corrected, or confirmed; that the statute or regulation was limited on constitutional or preemption grounds or its validity was otherwise called into doubt; or that prior version of the statute or regulation received negative treatment from a court.



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.

Printing Documents

To print the document or result list you are viewing on an attached printer, click the **Quick Print to attached printer** icon in the upper-right corner of a retrieved document or result list (Figure 4). At the Print dialog box, click **Print** or **Send Request**.

To print other documents, complete these steps:

1. Click the **Print** icon.
2. The Print dialog box is displayed.
 - Select the KeyCite results you want to include with your document and specify, under *Page Options*, which pages you want to deliver. If you are delivering a statute, you can select **Statutory Text Only** to deliver the statute without annotations.
 - Click **Settings** at the top of the dialog box to specify whether you want to include features such as KeyCite flags and highlighted search terms or to change the format of your document. Click **Done** when you are finished making your selections.
3. Click **Print**.

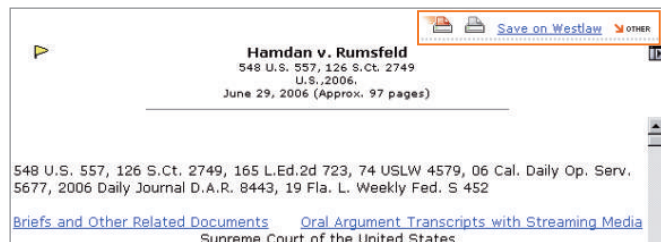


Figure 4. Print and delivery icons in a displayed document