

INTRODUCTION TO LEGAL RESEARCH ON WESTLAW NEXT

WESTLAW NEXT PATRON ACCESS



THOMSON REUTERS™

WestlawNext™

Getting Started

ACCESSING WESTLAW NEXT PATRON ACCESS

Click the **WestlawNext Patron Access** icon on the computer desktop. A user agreement is displayed. After you read and accept the terms of the agreement, choose **I Agree** and click **Continue**. The WestlawNext home page is displayed (Figure 1).

CONTENT AND SEARCHING

You have access to all of the WestlawNext content included in the library's subscription. Documents that are not available are marked *Out of Plan*. At the WestlawNext home page, you can use the text box at the top of the page to search for documents or retrieve a document using its citation or name. You can also browse content by clicking the links on the tabs. For assistance using WestlawNext, click **Help** at the bottom of any page to see helpful reference materials and an online learning tutorial.

SIGNING OFF FROM WESTLAW NEXT PATRON ACCESS

To end your WestlawNext Patron Access research session, click **Sign Off** at the top of any page.



Figure 1. WestlawNext home page

WestlawNext Basics

Using the Home Page

WestlawNext simplifies your starting point for legal research. At the home page, you can use the text box at the top of the page to find a document by citation or name or search for documents. You can also browse content using the links in the *Browse* section.

FINDING DOCUMENTS BY CITATION OR NAME

To find a document by citation or name, do one of the following:

- To find a document by citation, type the citation in the text box at the top of the page and click **Search**. For example, to retrieve the case *Ledbetter v. Goodyear Tire & Rubber Co.*, 127 S. Ct. 2162 (2007), type **127 sct 2162** (Figure 2).
- To find multiple documents by citation, type the citations in the text box separated by semicolons and click **Search**. For example, type **127 sct 2162; 93 sct 705**.
- To find a case by party name, type one or more parties' names or the case title in the text box and click **Search**. For example, type **roe v. wade**.

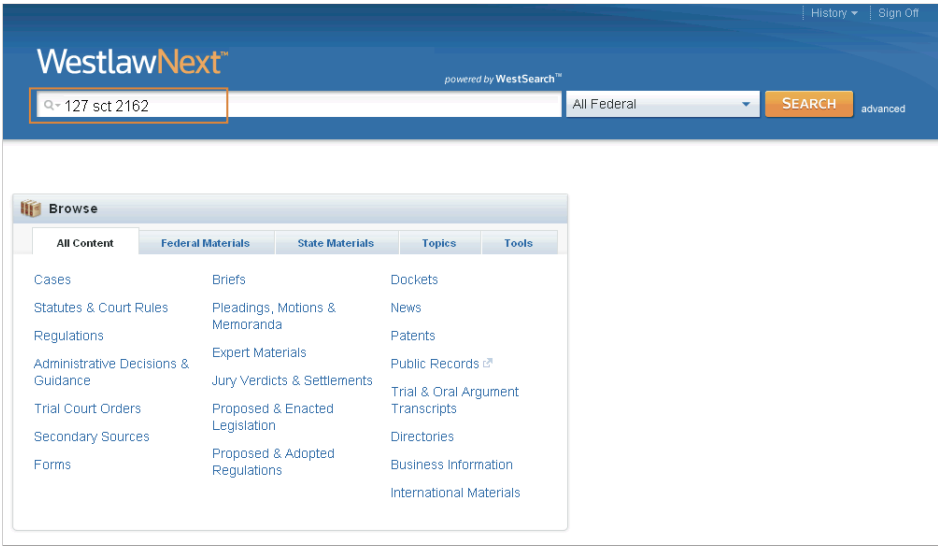


Figure 2. Finding a Case by Citation

RESEARCHING A LEGAL ISSUE

When you run a search on WestlawNext, you don't need to select a database. Your search is automatically run across the following 13 core content categories:

- Cases
- Statutes and Court Rules
- Regulations
- Administrative Decisions and Guidance
- Trial Court Orders
- Secondary Sources
- Forms
- Briefs
- Pleadings, Motions, and Memoranda
- Expert Materials
- Jury Verdicts and Settlements
- Proposed and Enacted Legislation
- Proposed and Adopted Regulations

The core content categories that will be most helpful for your research include Cases, Statutes and Court Rules, Regulations, and Forms. Following are brief descriptions of these categories:

- *Cases* are the written opinions of appellate and lower court judges.
- *Statutes* are laws passed by a state legislature or the United States Congress.
- *Court rules* have the force of law and govern practice and procedure in the various courts. Examples include the Federal Rules of Evidence as well as any local rules that a court issues.
- *Regulations* include state and federal agency regulations such as the *Code of Federal Regulations*.
- *Forms* are model or sample documents that often have blank spaces that can be filled in by the drafter. Forms can save you hours of time when you are researching areas like family law and probate.

To search for documents, follow these steps:

1. Type search terms describing your issue in the text box at the top of the page (Figure 3). If you are familiar with Boolean searching, you can also type a Terms and Connectors query. WestlawNext recognizes whichever search format you use.
2. Leave the default jurisdiction or click the arrow to display the Jurisdiction selector. Select up to three jurisdictions and click **Save** (Figure 4).
3. Click **Search**.

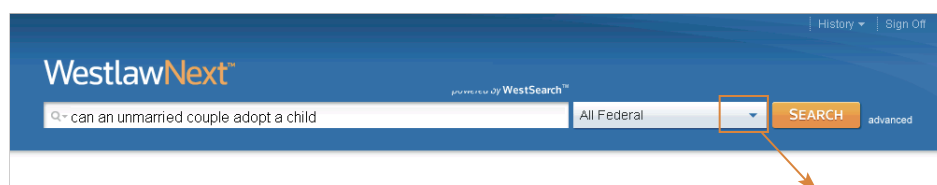


Figure 3. Search at WestlawNext home page

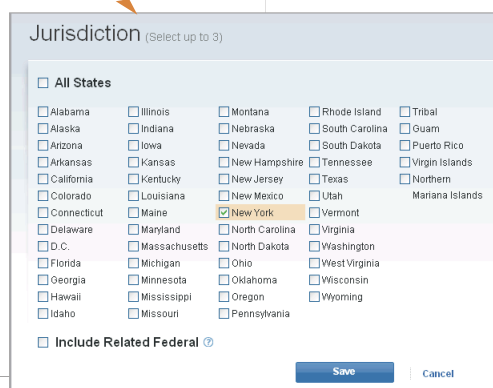


Figure 4. Jurisdiction selector

SELECTING SPECIFIC CONTENT TO SEARCH

To select specific content to search, click a tab, such as **State Materials**, in the *Browse* section at the home page. Then click a content category, such as **Ohio**. A corresponding tabbed text box is displayed at the top of the page. Type your search in this text box, change the jurisdiction if necessary, and click **Search**.

BROWSING CONTENT

In addition to running a search, you can use the Browse feature to retrieve documents. Simply click the category links on the tabs in the *Browse* section. See the "Searching Cases" and "Searching Statutes" sections below for more information.

Viewing a Search Result

RESULT PAGE

After your search is run, an overview of the search result is displayed. Click a content category in the left column to display the result page for that category. For example, click **Cases** to view the cases in your result (Figure 5).

RESULT PAGE OPTIONS

- By default, the documents are ranked by relevance. To change the default ranking, choose an option from the *Sort by* drop-down list at the top of the center column.
- Click the **View Detail** icon (≡) to choose from three levels of detail. Details vary by document type and may include document title and citation, search terms in context, and a document summary.

RELATED DOCUMENTS

When you are viewing the result page for a particular content category such as cases, a list of related documents from the Secondary Sources; Briefs; and Pleadings, Motions, and Memoranda content categories is displayed in the right column. To view the full text of a related document, click its title.

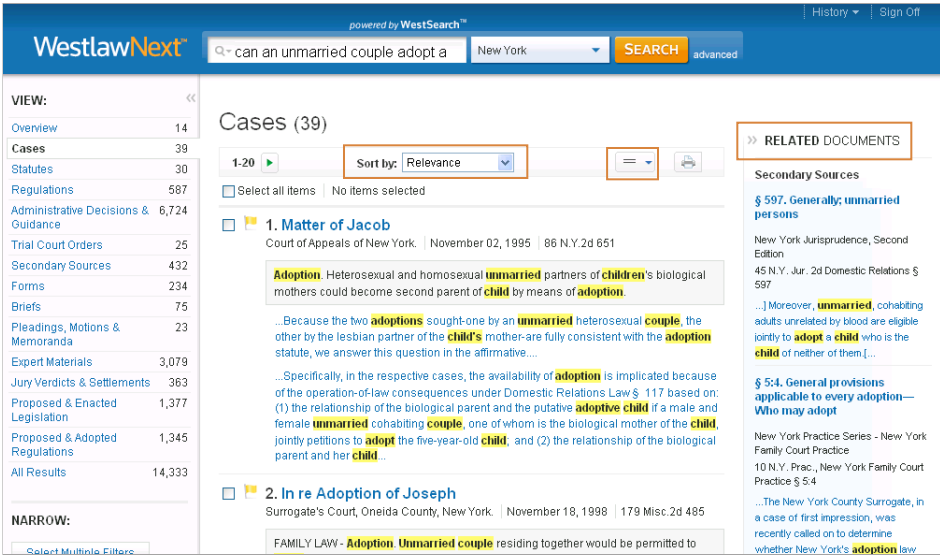


Figure 5. Cases result page

Narrowing a Search Result

After you select a content category at the result page, you can narrow your search result using filters under *Narrow* in the left column (Figure 6). To select more than one filter to apply at the same time, first click **Select Multiple Filters**, then select the filters you want to add and click **Apply Filters**. To undo all filters you have added, click **Undo Filters** under *Narrow*.

SEARCHING WITHIN RESULTS

You can narrow a search result by searching for terms within the result. Type your terms in the *Search within results* text box under *Narrow* in the left column and click **Search**. Both your original search terms and the terms used to narrow your result are highlighted in different colors in the documents. To undo a search within a result, click **Undo search within** in the left column.

FILTERING SEARCH RESULTS

You can also narrow a search result by selecting other filters under *Narrow*. Filters vary by document type. For example, the filters available for cases include jurisdiction, date, reported status, topic, judge, attorney, law firm, key number, party, and docket number.

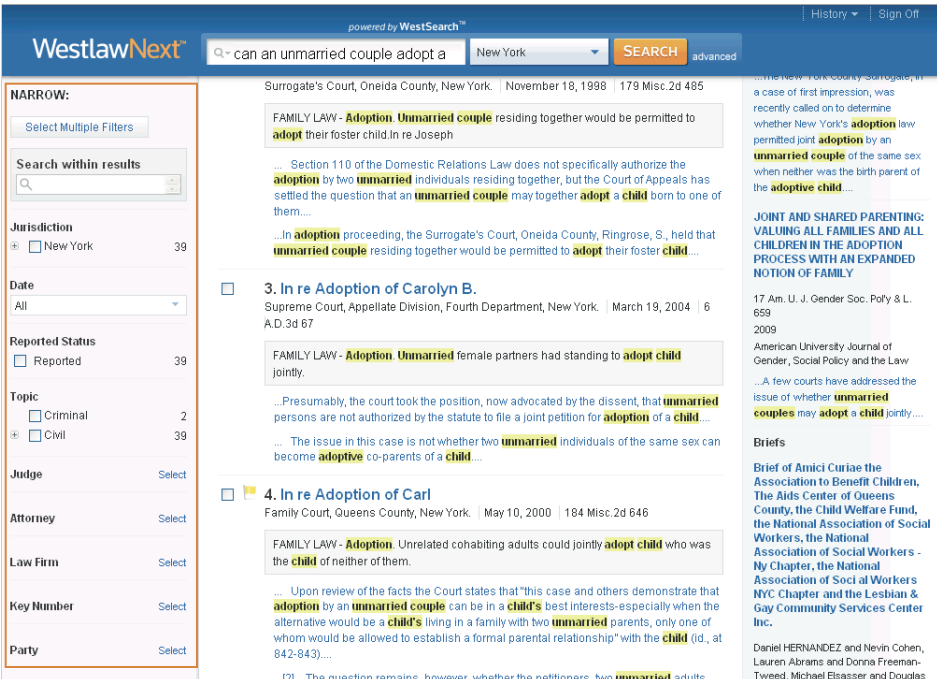


Figure 6. Filters at result page

Browsing Documents in a Search Result

To view a document in your search result, click the document's title. Each document contains highlighted search terms for easy browsing and links to cited documents.

On the document toolbar for a case, you can do any of the following (Figure 7):

- To view the result list, click **Return to list**.
- To view the next or previous document in the result, click the **Results** arrows.
- To view the portions of each document that contain your search terms, click the **Search term** arrows.
- To jump to a specific portion of a case, click the **Go to** arrow and choose an option such as **Headnotes** from the menu.

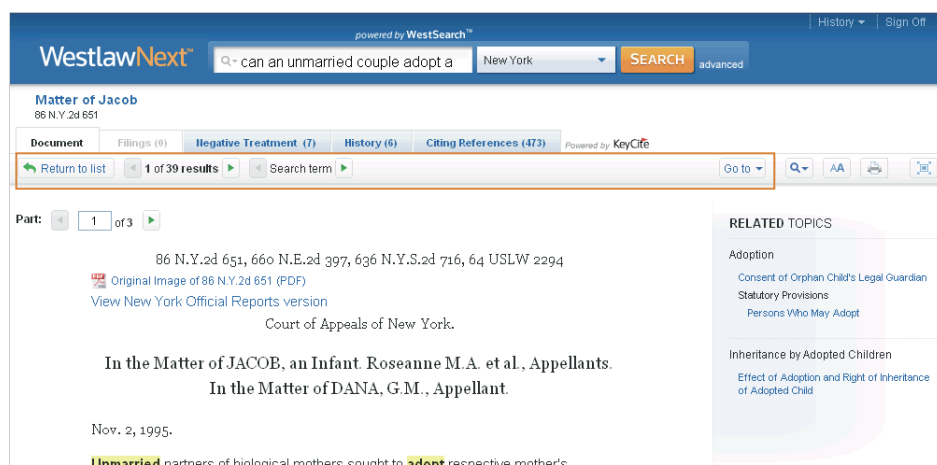


Figure 7. Case law document in a search result

Returning to Prior Research

You can return to your previous work at any time during your research session. Point to **History** at the top of any page. A list of the five most recent documents you have viewed and searches you have run is displayed. Your history is available until the end of your research session.

Searching Cases

What Is a Case?

Cases are the written opinions of appellate and lower court judges. Appellate courts are courts that have the authority to review decisions of lower courts. Opinions from appellate courts can be crucial to understanding a legal issue because these opinions determine how lower courts decide similar issues in the future. Federal and state appellate court opinions and federal lower court opinions are on WestlawNext.

Note that for most state courts, it is unusual for lower or trial court decisions (as opposed to the appellate decisions described above) to be published, either online or in print. This means that even if a trial court decision is in the news because of an unusual ruling or a large award of damages, it may not be on WestlawNext.

What Are Editorial Enhancements?

Cases in West reporters feature several editorial enhancements created by West attorney-editors, such as:

- A synopsis, which is a paragraph-length summary of the facts and the main legal issues in a case.
- Headnotes, which are short summaries of each legal issue discussed in the case.
- West topic and key numbers. Each headnote is classified under one or more topics and key numbers in the West Key Number System, which West editors use to index case law.

Finding Cases by Citation or Name

To find a case by citation or name, do one of the following:

- To find a case by citation, type the citation in the text box at the top of the page and click **Search**. For example, type **127 sct 2162**.
- To find multiple cases by citation, type the citations, separated by semicolons, in the text box and click **Search**.
- To find a case by party name, type one or more parties' names or the case title in the text box, change the jurisdiction if necessary, and click **Search** (Figure 8). For example, type **rumsfeld v. hamdan**.

The screenshot shows the WestlawNext search interface. At the top, there is a search bar with the text "rumsfeld v. hamdan" entered. To the right of the search bar is a dropdown menu set to "All Federal" and a "SEARCH" button. Below the search bar is a "Browse" section with a grid of links categorized under "All Content", "Federal Materials", "State Materials", "Topics", and "Tools".

All Content	Federal Materials	State Materials	Topics	Tools
Cases	Briefs		Dockets	
Statutes & Court Rules	Pleadings, Motions & Memoranda		News	
Regulations	Expert Materials		Patents	
Administrative Decisions & Guidance	Jury Verdicts & Settlements		Public Records	
Trial Court Orders	Proposed & Enacted Legislation		Trial & Oral Argument Transcripts	
Secondary Sources	Proposed & Adopted Regulations		Directories	
Forms			Business Information	
			International Materials	

Figure 8. Finding a case by party name

Searching for Cases

To search for cases, follow these steps:

1. Type terms describing your issue in the text box at the top of the page. If you are familiar with Boolean searching, you can also type a Terms and Connectors query. WestlawNext recognizes whichever search format you use.
2. Leave the default jurisdiction or click the arrow to display the Jurisdiction selector. Select up to three jurisdictions and click **Save**.
3. Click **Search** to search all core legal content, including cases.

Browsing Cases

In addition to running a search, you can use the Browse feature to retrieve cases. Click the category links on the tabs in the *Browse* section. You can retrieve cases in several ways from the *Browse* section:

- Click the **All Content** tab, then click **Cases** to display the Cases page, which organizes cases under *Federal Cases by Court*, *Federal Cases by Circuit*, *Cases by State*, *Cases by U.S. Territory*, and *Cases by Topic*. Click the appropriate links to retrieve the cases you want.
- Click the **Federal Materials** tab to retrieve U.S. Supreme Court cases or cases from federal courts in a specific circuit or state.
- Click the **State Materials** tab to view a list of states. Click a state name to retrieve cases from state or federal courts in that state.

When you click a link for a specific court, such as **U.S. Supreme Court**, a list of the 10 most recent cases from that court is displayed (Figure 9). A corresponding tabbed text box is displayed at the top of the page. You can search all cases from the court by typing a search in this text box and clicking **Search**.

The screenshot shows the WestlawNext interface for U.S. Supreme Court Cases. At the top, there are tabs for 'All Content' and 'U.S. Supreme Court Cases', with the latter being selected. A search bar is present with the placeholder text 'Search U.S. Supreme Court Cases' and a 'SEARCH' button. Below the tabs, the page title is 'U.S. Supreme Court Cases' with a subtext 'Coverage begins with 1790. Browse recent documents below or search all U.S. Supreme Court Cases above.' A section titled '10 most recent documents' lists three cases:

- 1 Stevens v. Mississippi**
Supreme Court of the United States | May 10, 2011 | --- S.Ct. ----
The application for stay of execution of sentence of death presented to Justice SCALIA and by him referred to the Court is denied. The petition for a writ of certiorari is denied.
- 2 Kerr v. Texas**
Supreme Court of the United States | May 03, 2011 | --- S.Ct. ----
The application for stay of execution of sentence of death presented to Justice SCALIA and by him referred to the Court is denied. The petition for a writ of certiorari is denied.
- 3 U.S. v. Eastern Shawnee Tribe of Oklahoma**
Supreme Court of the United States | May 02, 2011 | --- S.Ct. ----
The petition for a writ of certiorari is granted. The judgment is vacated, and the case is remanded to the United States Court of Appeals for the Federal Circuit for further consideration in light of United States v. Tohono O'odham Nation, 563 U.S. ____ (2011). Justice Kagan took no part in the consideration or decision of this petition.

On the right side, there is a 'TOOLS & RESOURCES' section with a link to 'U.S. Supreme Court Dockets'.

Figure 9. List of recent U.S. Supreme Court cases

Viewing a Search Result

RESULT PAGE

After your search is run, the result page is displayed (Figure 10). (If an overview of your search result is displayed, click **Cases** in the left column to view the result page for cases.) The result page lists the citations of cases retrieved by your search and shows your highlighted search terms in context. The result page contains three columns:

- The left column lists the core content categories as well as available filters.
- The center column lists all the cases in your search result.
- The right column lists a sampling of related documents from the following content categories: Secondary Sources; Briefs; and Pleadings Motions, and Memoranda.

RESULT PAGE OPTIONS

- By default, cases are ranked by relevance. To change the default ranking, choose an option from the *Sort by* drop-down list at the top of the center column.
- Click the **View Detail** icon (≡) at the result page to choose from three levels of detail. The type of detail may include the case title and citation, search terms in context, and a case summary.

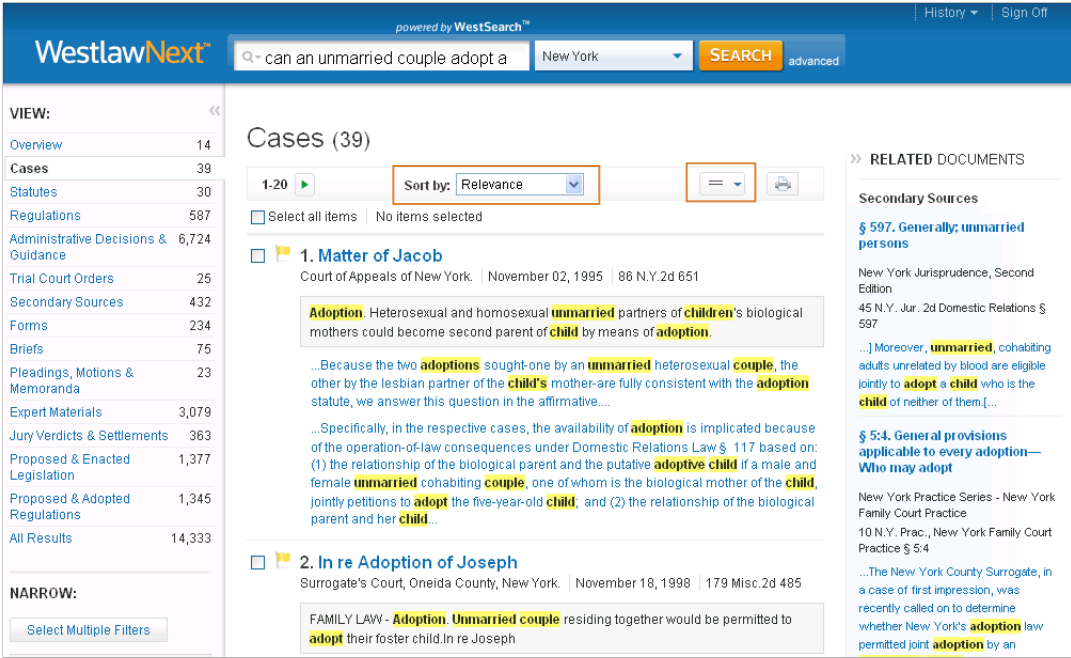


Figure 10. Cases result page

Narrowing a Search Result

You can narrow your search result using the filters in the left column (Figure 11). To select more than one filter to apply at the same time, first click **Select Multiple Filters**, then select the filters you want to use and click **Apply Filters**. To undo all filters you have added, click **Undo Filters** under *Narrow*.

SEARCHING WITHIN RESULTS

You can narrow a search result by searching for terms within the result. Type your terms in the *Search within results* text box under *Narrow* in the left column and click **Search**. Both your original search terms and the terms used to narrow your result are highlighted in different colors in the cases. To undo a search within a result, click **Undo search within** in the left column.

FILTERING SEARCH RESULTS

You can also narrow a search result by selecting other filters under *Narrow*. Filters available for cases include jurisdiction, date, reported status, topic, judge, attorney, law firm, key number, party, and docket number.

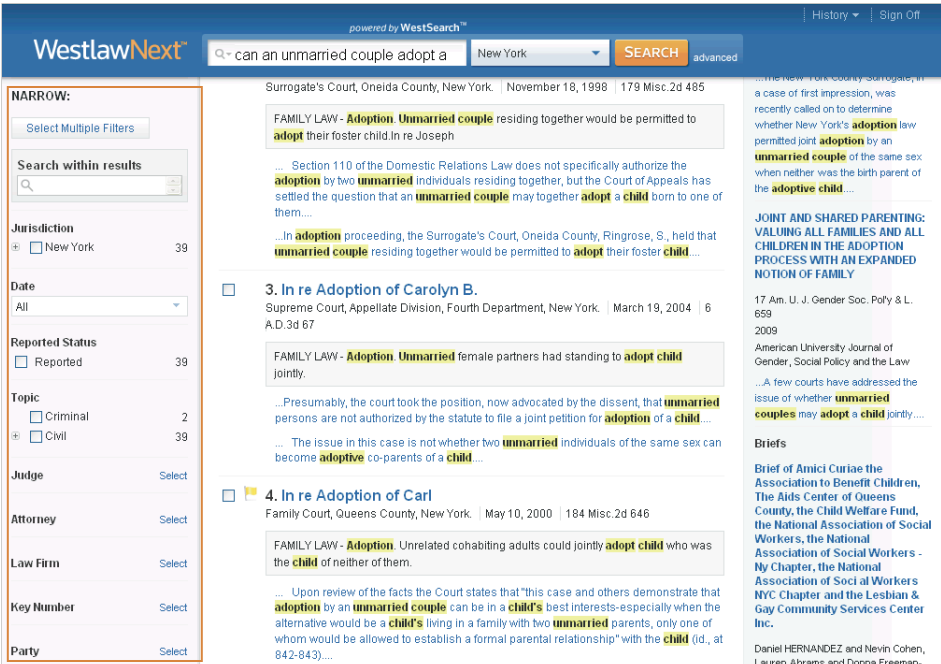


Figure 11. Filters at cases result page

Browsing Cases in a Result

To view a case in your search result, click the case's title. Each case in a search result contains highlighted search terms for easy browsing and links to cited documents. On the document toolbar for a case, you can do any of the following (Figure 12):

- To view the result list, click **Return to list**.
- To view the next or previous document in your search result, click the **Results** arrows.
- To view the portions of each document that contain your search terms, click the **Search term** arrows.
- To jump to a specific portion of a case, click the **Go to** arrow, and choose an option such as **Headnotes** from the menu.

WestlawNext™ powered by WestSearch™ History Sign Off

Q can an unmarried couple adopt a New York SEARCH advanced

Matter of Jacob
86 N.Y.2d 651

Document Filings (0) **Negative Treatment (7)** History (6) Citing References (473) Powered by KeyCite

Return to list 1 of 39 results Search term Go to Q AA Print

Part: 1 of 3

86 N.Y.2d 651, 660 N.E.2d 397, 636 N.Y.S.2d 716, 64 USLW 2294
Original Image of 86 N.Y.2d 651 (PDF)
View New York Official Reports version
Court of Appeals of New York.

In the Matter of JACOB, an Infant. Roseanne M.A. et al., Appellants.
In the Matter of DANA, G.M., Appellant.

Nov. 2, 1995.

Unmarried partners of biological mothers sought to **adopt** respective mother's **children**. The Family Court, Putnam County, *Sweeny*, J., denied petition of one mother's lesbian partner and the Family Court, Oneida County, *Morgan*, J., denied prospective **adoptive** father's petition on ground that **adoption** by two **unmarried** persons is not permitted. On appeal, two Supreme Court, Appellate Divisions, 210 A.D.2d 876, 620 N.Y.S.2d 640, 209 A.D.2d 8, 624 N.Y.S.2d 634, affirmed. Appeals were taken and consolidated. The Court of Appeals, *Kaye*, C.J., held that: (1) lesbian and **unmarried** heterosexual partners had standing under *Domestic Relations Law* § 110 to become **adoptive** parents, and (2) portion of statute purporting to terminate biological mothers' parental rights did not apply.

RELATED TOPICS

Adoption
Consent of Orphan Child's Legal Guardian
Statutory Provisions
Persons Who May Adopt

Inheritance by Adopted Children
Effect of Adoption and Right of Inheritance of Adopted Child

Figure 12. Case


Checking Cases in KeyCite


Use KeyCite, the citation research service from West, to help determine whether a case is good law and to retrieve documents that have cited the case. KeyCite covers every case in West's National Reporter System and more than 1 million unpublished cases. There are several ways to access KeyCite information:

- While viewing a case with a KeyCite flag, click the flag.
- While viewing any case, click one of the following tabs at the top of the page: **Negative Treatment**, **History**, or **Citing References**.
- Type **kc:** or **keycite:** followed by a citation in the text box at the top of the page and click **Search**. For example, type **kc: 93 sct 1817** or **keycite: 93 sct 1817**.

KEYCITE STATUS FLAGS

If a case has a red or yellow flag, the most negative treatment is displayed next to the flag at the top of the case (Figure 13). Most negative treatment consists of phrases such as *Overruled by*, *Abrogated by*, or *Distinguished by* and includes a link to the underlying document, if available. These flags tell you that you should not rely on the case.

 A red flag warns that the case is no longer good law for at least one of the points of law it contains.

 A yellow flag warns that the case has some negative history but has not been reversed or overruled.



The screenshot shows the WestlawNext interface for the case **Ledbetter v. Goodyear Tire & Rubber Co., Inc.**. The case is from the Supreme Court of the United States, 127 S.Ct. 2162, decided May 29, 2007. The interface includes tabs for Document, Filings (23), Negative Treatment (91), History (5), and Citing References (3,133). A red flag icon is visible next to the case name, indicating negative treatment. The negative treatment is detailed in a box: **Overturned Due to Legislative Action** in Pub. L. No. 111-2 January 29, 2009. The case name is highlighted in yellow. The synopsis states: **Background:** Female retiree sued former employer, alleging that sex discrimination-based poor performance evaluations she had received earlier in her tenure with employer. The right sidebar shows related topics such as Civil Rights, Remedies Under Federal Employment Discrimination Statutes, Equal Employment Opportunity Commission Action of Alleged Racial Discrimination, Employee Equal Employment Opportunities Commission Employment Discrimination Charge.

Figure 13. Case showing most negative treatment

VIEWING NEGATIVE DIRECT HISTORY AND NEGATIVE CITING REFERENCES

Click the **Negative Treatment** tab to view negative direct history and negative citing references for a case (Figure 14). Negative citing references are displayed in a table format. The depth of treatment bars in the *Depth* column indicate the extent to which citing cases discuss the cited case, and the headnote numbers in the *Headnotes* column indicate which headnotes in the cited case contain the points of law discussed by the citing cases.



Figure 14. Negative Treatment tab

VIEWING HISTORY

Click the **History** tab to view the direct history of a case and related references. The cases included in the direct history and related references are listed in the left column. Direct history is also displayed in a graphical view in the right column. You can restrict direct history by choosing an option from the *View* drop-down list.

VIEWING CITING REFERENCES

Click the **Citing References** tab to view a list of cases, administrative materials, secondary sources, briefs, and other court documents that cite your case. To change the order in which the citing references are displayed, choose a date or depth of treatment option from the *Sort By* drop-down list on the toolbar. To narrow the list of citing references, you can

- type terms in the *Search within results* text box in the left column.
- click a document type in the left column, such as **Briefs**. You can further narrow this list by selecting a filter under *Narrow* in the left column, such as **Jurisdiction**.

Searching Statutes

What Is a Statute?

A statute typically refers to a law passed by a state legislature or the U.S. Congress. State and federal court cases often involve statutory interpretation, and enactment of a statute may well reverse established case law.

FEDERAL STATUTES

After the U.S. Congress passes a bill and the president signs it into law, it is codified, or published in, the *United States Code* (USC), the official version of federal statutory law. Since 1927, West has published an annotated version of the USC, the *United States Code Annotated* (USCA). Each statute in the USCA is followed by summaries of published court decisions that interpret the statute. These summaries are also called annotations or notes of decisions. The complete USCA is available on WestlawNext.

STATE STATUTES

State laws are codified, or published in, the state legislative codes. Statutes from all 50 states and the District of Columbia are available on WestlawNext.

Finding Statutes by Citation

To retrieve a statute by citation, type the citation in the text box at the top of the page and click **Search**. For example, type **29 usca 2614** or **cal civ code 56.21**.

Searching for Statutes

To search for statutes, follow these steps:

1. Type terms describing your issue in the text box at the top of the page. If you are familiar with Boolean searching, you can also type a Terms and Connectors query. WestlawNext recognizes whichever search format you use.
2. Leave the default jurisdiction or click the arrow to display the Jurisdiction selector. Select up to three jurisdictions and click **Save**.
3. Click **Search** to search all core legal content, including statutes.

Retrieving Statutes Using the Table of Contents Service

You can use the category links in the *Browse* section of the home page to retrieve statutes using the Table of Contents service. The Table of Contents service lets you browse statutes, view a statute in the context of the sections surrounding it, and quickly retrieve related sections.

An easy way to access the Table of Contents service is by clicking the **All Content** tab, then clicking **Statutes and Court Rules** to display the Statutes and Court Rules page (Figure 15). Click **United States Code Annotated (USCA)** to display the table of contents for the *United State Code Annotated* (USCA) (Figure 16), or click a state name to display the table of contents for that state’s statutes and court rules.

To browse a table of contents, click the links. To retrieve a specific section, click its name.

To run a search, select **Search all content**, or select **Specify content to search** and select the check boxes next to the sections, titles, parts, or subparts you want to search. Then type your search in the tabbed text box at the top of the page and click **Search**.

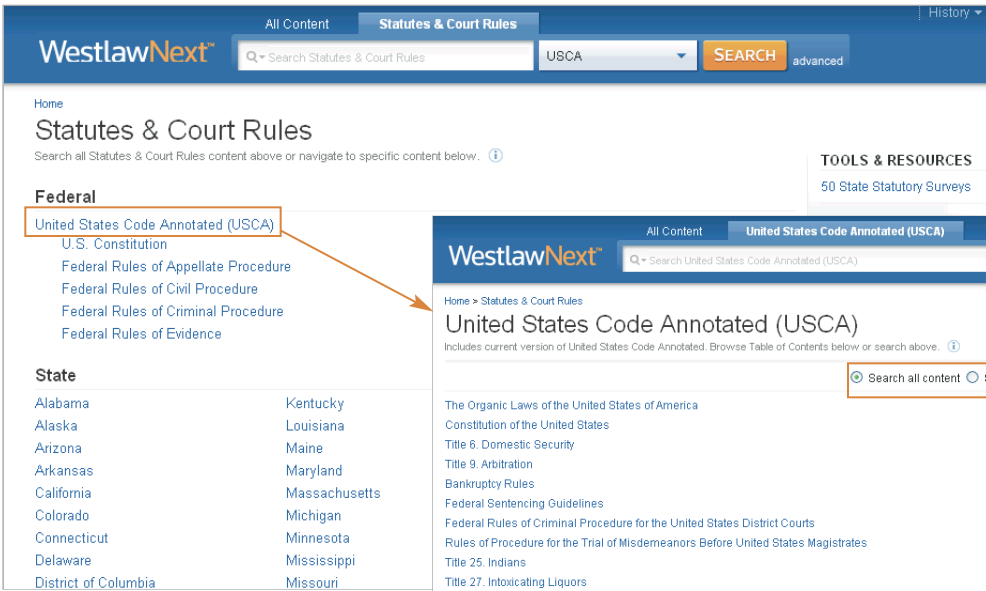


Figure 15. Statutes and Court Rules page



Figure 16. USCA table of contents

LINKING TO OTHER TOOLS AND RESOURCES

While viewing a table of contents, you can click links under *Tools and Resources* in the right column to access other useful materials, including

- an alphabetical statutes index
- a popular name table

Retrieving Statutes Using an Index

You can use an alphabetical index to retrieve statutory sections on a specific topic. While viewing the table of contents for the USCA or a state’s statutes, click the **Index** link in the right column. Browse the index by clicking the letters at the top of the page (Figure 17). You can also type a word or phrase in the text box. For example, type **adoption** and click **Search**. A list of topics containing the term is displayed (Figure 18). Click a topic to view the relevant sections. To retrieve the full text of a section, click its citation.

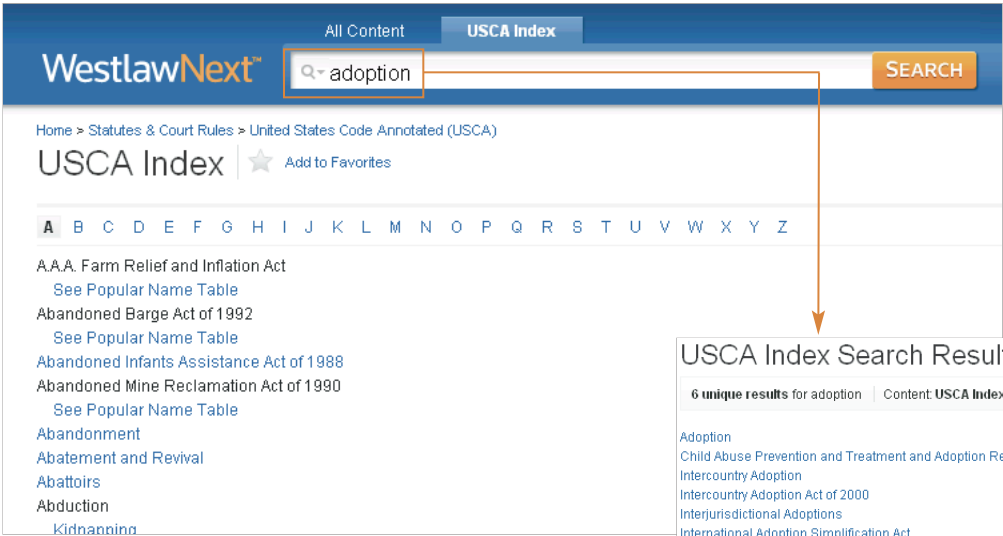


Figure 17. USCA Index



Figure 18. Index result

Retrieving Statutes Using the Popular Name Table

When you know the popular name of an act, you can use the popular name table to retrieve the statute sections under which the act is codified. While viewing the table of contents for the USCA or a state’s statutes, click the **Popular Name Table** link in the right column to display the popular name table, which lists the acts in alphabetical order. To see the statutory sections under which an act is codified, click the act’s name or the citation next to the name.

Viewing a Search Result

RESULT PAGE

After your search is run, the result page is displayed (Figure 19). (If an overview of your search result is displayed, click **Statutes** in the left column to view the result page for statutes.) The result page lists the citations of statutes retrieved by your search and shows your highlighted search terms in context. The result page contains three columns:

- The left column lists the core content categories as well as available filters.
- The center column lists all the statutes in your search result.
- The right column lists a sampling of related documents from the following content categories: Secondary Sources; Briefs; and Pleadings Motions, and Memoranda.

RESULT PAGE OPTIONS

- By default, statutes are ranked by relevance. To change the default ranking, choose an option from the *Sort by* drop-down list at the top of the center column.
- Click the **View Detail** icon (☰) at the result page to choose from three levels of detail. Details may include the section numbers and names, the major statutory headings, and search terms in context.

The screenshot shows the WestlawNext interface. At the top, the search bar contains 'how to revoke a will' and the dropdown menu is set to 'All States'. The 'SEARCH' button is highlighted. Below the search bar, the 'VIEW:' sidebar on the left lists various content categories with their respective counts: Overview (14), Cases (2,315), Statutes (296), Regulations (5,348), Administrative Decisions & Guidance (6,054), Trial Court Orders (221), Secondary Sources (3,978), Forms (166), Briefs (1,649), Pleadings, Motions & Memoranda (294), Expert Materials (6,944), Jury Verdicts & Settlements (819), Proposed & Enacted Legislation (6,578), Proposed & Adopted Regulations (4,398), and All Results (39,060). The main content area is titled 'Statutes (296)' and features a 'Sort by: Relevance' dropdown menu and a 'View Detail' icon (☰). Below this, two statute results are displayed: 1. § 63. Revocation of Wills (TX PROBATE § 63 | Vernon's Texas Statutes and Codes Annotated) and 2. § 2505. Revocation of a will (PA ST 20 Pa.C.S.A. § 2505 | Purdon's Pennsylvania Statutes and Consolidated Statutes). The right sidebar, titled 'RELATED DOCUMENTS', shows 'Secondary Sources' including § 390. Intention to revoke (Corpus Juris Secundum 95 C.J.S. Wills § 390) and Cause of Action to Invalidate Will on Ground of its Revocation by Act of Testator (Causes of Action First Series 18 Causes of Action 415 (Originally published in 1989)).

Figure 19. Statutes result page

Narrowing a Search Result

You can narrow your search result using the filters in the left column (Figure 20). To select more than one filter to apply at the same time, first click **Select Multiple Filters**, then select the filters you want to use and click **Apply Filters**. To undo all filters you have added, click **Undo Filters** under *Narrow*.

SEARCHING WITHIN RESULTS

You can narrow a search result by searching for terms within the result. Type your terms in the *Search within results* text box under *Narrow* in the left column and click **Search**. Both your original search terms and the terms used to narrow your result are highlighted in different colors in the statutes. To undo a search within a result, click **Undo search within** in the left column

FILTERING SEARCH RESULTS

You can also narrow a search result by selecting other filters under *Narrow*. Filters available for statutes include jurisdiction, effective date, and statute title.

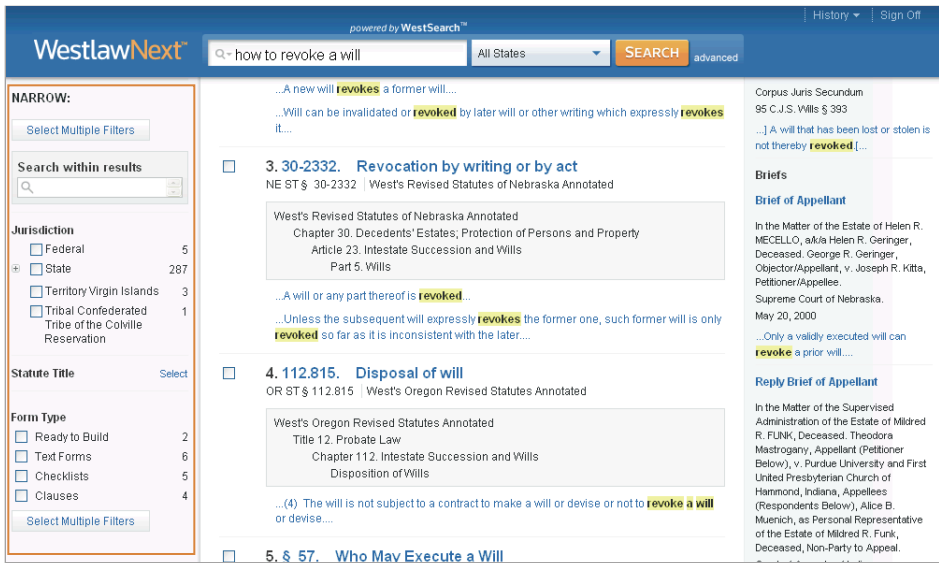


Figure 20. Filters at statutes result page

Browsing Statutes in a Result

To view a statute in your search result, click the statute's section number or name. Each statute in a search result contains highlighted search terms for easy browsing and links to cited documents. On the document toolbar for a statute, you can do any of the following (Figure 21):

- To view the result list, click **Return to list**.
- To view the next or previous statute in your search result, click the **Results** arrows.
- To view the portions of each statute that contain your search terms, click the **Search term** arrows.
- To view the next and previous sections, even if they were not retrieved by your search, click the arrows to the right and left of the section symbol (§).
- To view the portion of the table of contents containing the statute you are viewing, click **Table of Contents**.

The screenshot shows the WestlawNext interface. At the top, there's a search bar with the query 'Q - how to revoke a will' and a dropdown menu set to 'All States'. A 'SEARCH' button is next to it. Below the search bar, the results are displayed for '§ 2505. Revocation of a will' under 'Purdon's Pennsylvania Statutes and Consolidated Statutes'. The interface includes several tabs: 'Document', 'Notes of Decisions (508)', 'History (3)', 'Citing References (647)', and 'Context & Analysis (29)'. A toolbar below the tabs contains links: 'Return to list', '2 of 296 results', 'Search term', and 'Table of Contents'. The main content area shows the statute text, starting with 'No will or codicil in writing, or any part thereof, can be revoked or altered otherwise than:'. The text is followed by three numbered items: (1) Will or codicil, (2) Other writing, and (3) Act to the document. A sidebar on the right shows a table of contents for 'NOTES OF DECISIONS (508)' with links to 'IN GENERAL', 'CODICILS', 'OTHER WRITINGS', 'ACT TO THE DOCUMENT', and 'ADEMPTION'.

Figure 21. Statute

VIEWING RELATED MATERIAL

Related material is organized on tabs at the top of the displayed statute (Figure 22).

Click the **Notes of Decisions** tab or click a topic under *Notes of Decisions* in the right column to view notes of decisions, written by West attorney-editors, which summarize points of law from cases that construe or apply the statute.

Click the **Context and Analysis** tab to view links to other related materials such as cross-references, library references, and law review and journal commentaries.

To return to the full text of the statute you were viewing, click the **Document** tab.

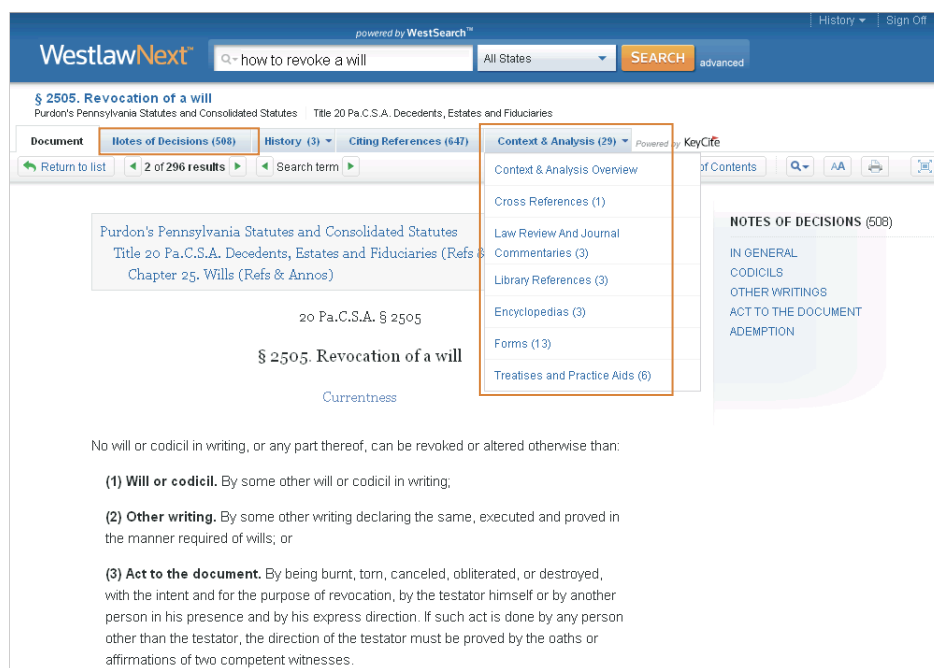


Figure 22. Tabs with related material

Checking Statutes in KeyCite

KeyCite information is available for federal statutes and statutes from all 50 states. Use KeyCite to help determine whether a statute is good law and to retrieve documents that cite the statute.

You can access KeyCite information in several ways:

- While viewing a statute with a KeyCite flag, click the flag.
- While viewing any statute, click the **History** or **Citing References** tab at the top of the page.
- Type **kc:** or **keycite:** followed by a citation in the text box at the top of the page and click **Search**. For example, type **kc: 29 usca 2614** or **keycite: 29 usca 2614**.

KEYCITE STATUS FLAGS

If a statute has a red or yellow flag, the most negative treatment is displayed next to the flag at the top of the document (Figure 23). Most negative treatment consists of phrases such as *Unconstitutional or Preempted* or *Proposed Legislation* and includes a link to the underlying document, if available. These flags tell you that you should not rely on the statute.



A red flag indicates that the statute has been amended by a recent session law, repealed, superseded, or held unconstitutional or preempted in whole or in part.



A yellow flag indicates 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; that the statute was limited on constitutional or preemption grounds or its validity was otherwise called into doubt; or that a prior version of the statute received negative treatment from a court.

The screenshot shows the WestlawNext interface. At the top, there's a search bar with "family and medical leave" and a dropdown for "All Federal". Below the search bar, the document title is "§ 2617. Enforcement" under "United States Code Annotated", "Title 29. Labor", effective January 28, 2008. The document is categorized under "Document", "Notes of Decisions (344)", "History (347)", "Citing References (10,459)", and "Context & Analysis (50)". A KeyCite status flag is visible, indicating "Unconstitutional or Preempted" with a link to "Prior Version Held Unconstitutional by Laro v. New Hampshire | 1st Cir.(N.H.) | Aug 06, 2001". The statute is effective January 28, 2008, and is cited as 29 U.S.C.A. § 2617. On the right, there's a sidebar titled "NOTES OF DECISIONS (344)" with a list of topics including Generally, Admissibility of evidence, Amendment of complaint, pleadings, Arbitration, Attorney fees, Authority of Labor Department, settlements, Benefits lost or denied, damages, Burden of proof, Consequential damages, Costs, Damages, Default judgment, and Discovery.

Figure 23. Statute showing most negative treatment

VIEWING HISTORY

Click the **History** tab to view history for a statute, which includes the following categories (Figure 24):

- **Graphical Statute**, which helps you track changes to a statute
- **Validity**, which includes cases affecting the validity of the statute, recent session laws that have amended or repealed the statute, and proposed legislation
- **Versions**, which includes prior versions of the statute
- **Editor's and Revisor's Notes**, which summarizes legislative changes affecting the section
- **Bill Drafts**, which includes drafts of bills introduced before a section was enacted into law
- **Legislative History Materials**, which lists committee reports, testimony, and executive messages relevant to the section

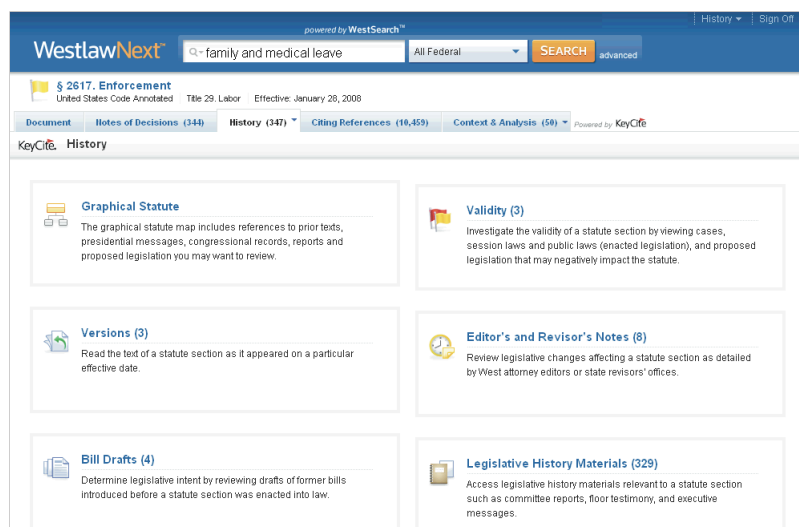


Figure 24. History tab for statute

VIEWING CITING REFERENCES

Click the **Citing References** tab to view citing references for the statute, including cases; statutes; regulations; administrative decisions; secondary sources; briefs; pleadings, motions, and memoranda; and other documents. To change the order in which the citing references are displayed, choose an option from the *Sort By* drop-down list on the toolbar.

To narrow the list of citing references, click a document type in the left column, such as **Cases**. You can further narrow this list by

- typing terms in the *Search within results* text box in the left column.
- selecting a filter under *Narrow* in the left column, such as **Jurisdiction**.

Searching Forms

WestlawNext provides access to thousands of forms that you can use when drafting documents in areas such as family law, wills, and bankruptcy.

Accessing Forms

To access forms, click **Forms** on the All Content tab at the home page. The Form Finder page is displayed, which is organized by state, topic, and publication (Figure 25). To search all forms, type your terms in the tabbed *Form Finder* text box at the top of the page and click **Search**.

To search forms from a specific state, on a specific topic, or from a specific publication, click the state, topic, or publication name. For example, to view Texas forms, click **Texas**.

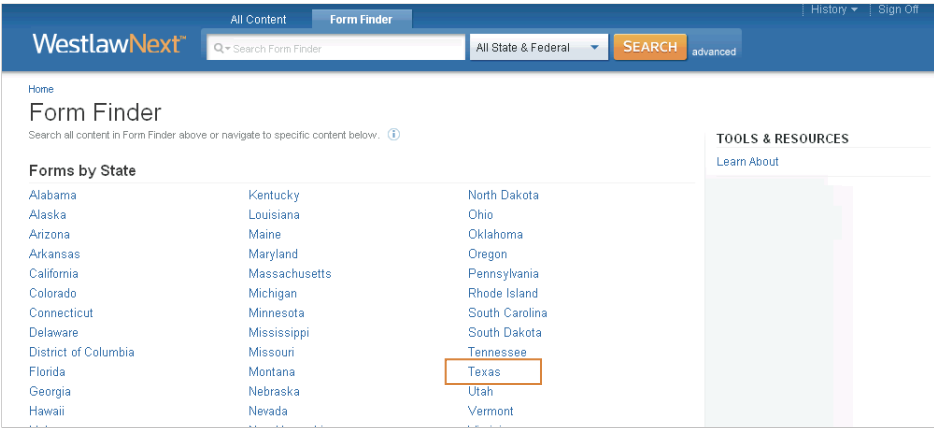


Figure 25. Form Finder page

The Texas Form Finder page is displayed (Figure 26). To search all Texas forms, type your terms in the tabbed *Texas Form Finder* text box at the top of the page and click **Search**. For example, to search for forms related to health care directives, type **health care directive** in the text box.

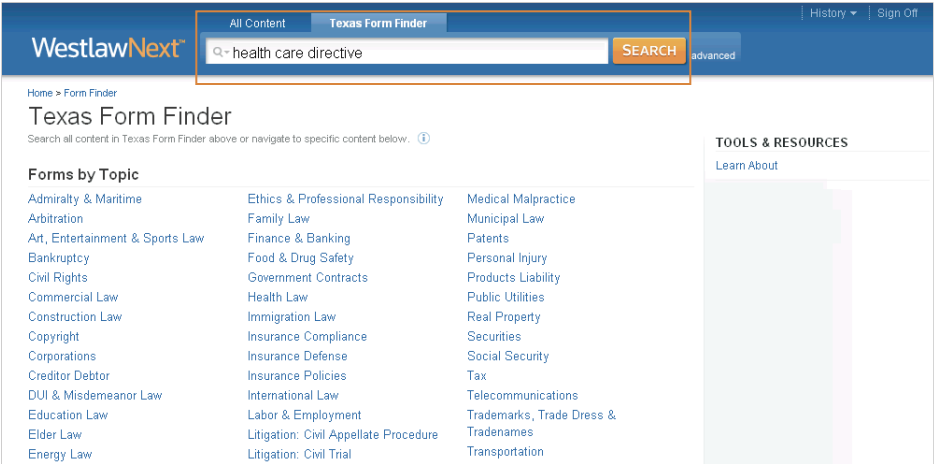


Figure 26. Texas Form Finder page

Viewing a Search Result

RESULT PAGE

After you run a search, the result page is displayed (Figure 27). The result page lists the citations of documents retrieved by your search and shows your highlighted search terms in context. Available filters are listed in the left column.

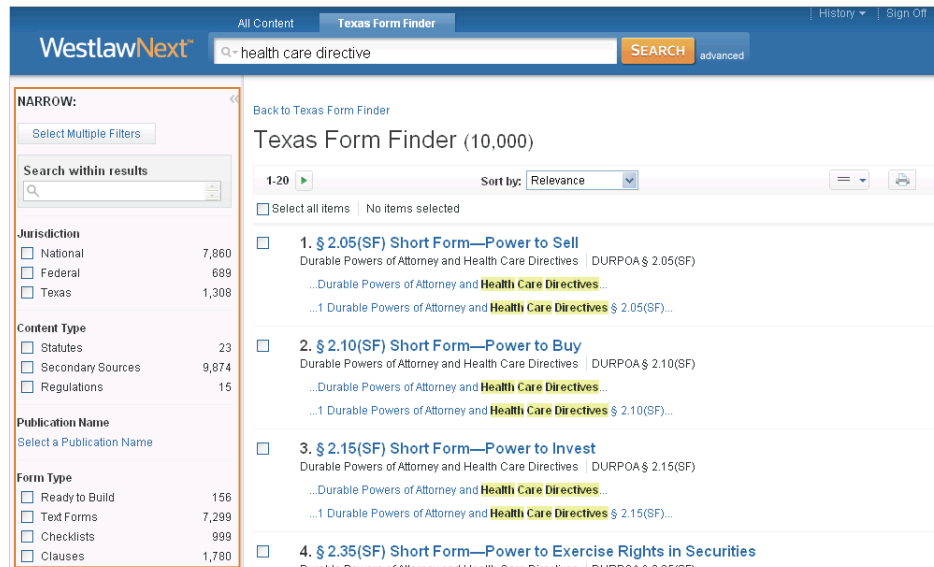


Figure 27. Filters at forms result page

Narrowing a Search Result

You can narrow your search result using the filters in the left column. To select more than one filter to apply at the same time, first click **Select Multiple Filters**, then select the filters you want to use and click **Apply Filters**. To undo all filters you have added, click **Undo Filters** under *Narrow*.

SEARCHING WITHIN RESULTS

You can narrow a search result by searching for terms within the result. Type your terms in the *Search within results* text box under *Narrow* in the left column and click **Search**. Both your original search terms and the terms used to narrow your result are highlighted in different colors in the forms. To undo a search within a result, click **Undo search within** in the left column.

FILTERING SEARCH RESULTS

You can also narrow a search result by selecting other filters under *Narrow*. Filters available for forms include jurisdiction, content type, publication name, form type, practice area, and topic.

Browsing Forms in a Result

To view a form in your search result, click its title. Each form in a search result contains highlighted terms for easy browsing (Figure 28). You can print the form and customize it to meet your needs at a later time.

The screenshot shows the WestlawNext interface. At the top, there's a navigation bar with 'All Content' and 'Texas Form Finder' tabs. A search bar contains the text 'health care directive' and a 'SEARCH' button. Below the search bar, the results are displayed for '§ 26:62. Directive to physicians and family or surrogates'. The results include the author 'S. Lee Stevenson, Jr., Esq. of the Texas State Bar, updates by Julie K. Baker, Esq. of the Texas State Bar' and the source 'Stevenson's Texas Legal Practice Forms'. A 'Document' tab is selected, showing a 'Return to list' button and '2 of 1,308 results'. The main content area displays the form's title, author, and a table of contents. The table of contents includes 'Chapter 26. Wills', 'II. Legal Requirements of Wills', 'D. Forms', and '1. In General'. The form's title is '§ 26:62. Directive to physicians and family or surrogates'. The form's content includes 'DIRECTIVE TO PHYSICIANS AND FAMILY OR SURROGATES' and 'Instructions for completing this document:'. The instructions state: 'This is an important legal document known as an Advance Directive. It is designed to help you communicate your wishes about medical treatment at some time in the future when you are unable to make your wishes known because of illness or injury. These'.

WestlawNext™ All Content Texas Form Finder History Sign Off

Q health care directive SEARCH advanced

§ 26:62. Directive to physicians and family or surrogates
S. Lee Stevenson, Jr., Esq. of the Texas State Bar, updates by Julie K. Baker, Esq. of the Texas State Bar Stevenson's Texas Legal Practice Forms

Document

Return to list 2 of 1,308 results Search term Table of Contents Q AA Print

Build in Westlaw Doc & Form Builder

4 Stevenson, Texas Legal Practice Forms § 26:62 (2d ed.)
Stevenson's Texas Legal Practice Forms
Database updated November 2010
S. Lee Stevenson, Jr., Esq. of the Texas State Bar, updates by Julie K. Baker, Esq. of the Texas State Bar
Chapter 26. Wills
II. Legal Requirements of Wills
D. Forms
1. In General
References

RELATED TOPICS
Health
Consent of Patient and Substituted Judgment
Minor Ward Life Support Systems

§ 26:62. Directive to physicians and family or surrogates
DIRECTIVE TO PHYSICIANS AND FAMILY OR SURROGATES
Instructions for completing this document:
This is an important legal document known as an Advance Directive. It is designed to help you communicate your wishes about medical treatment at some time in the future when you are unable to make your wishes known because of illness or injury. These

Figure 28. Form

Printing Documents

After you have retrieved a search result on WestlawNext, you can print one or more documents or a list of documents. You can also save your print requests in the delivery queue until the end of your research session.

Printing Documents

To print a document or a list of documents, complete these steps:

1. Click the **Print** icon on the toolbar.
2. A dialog box is displayed, which includes two or more of the following tabs, depending on the documents you choose to print (Figure 29). The options available on each tab will also change depending on what you choose to print.
 - Basics tab. Choose to print a list of documents or individual documents. After you make your selection, choose the number of items or documents you want to print from the drop-down list.
 - Layout and Limits tab. Use the check boxes and drop-down lists to choose layout elements such as dual-column format for cases or an expanded margins for notes.
 - Content to Append tab. Select the check boxes for the content you want to append to the document from the *KeyCite Lists* and *Other Related Information* sections.
3. Click **Print**. A Preparing for Print dialog box is displayed. To continue your research and print your documents at a later time, click **Minimize and Continue Researching**. Your request will be added to the delivery queue.

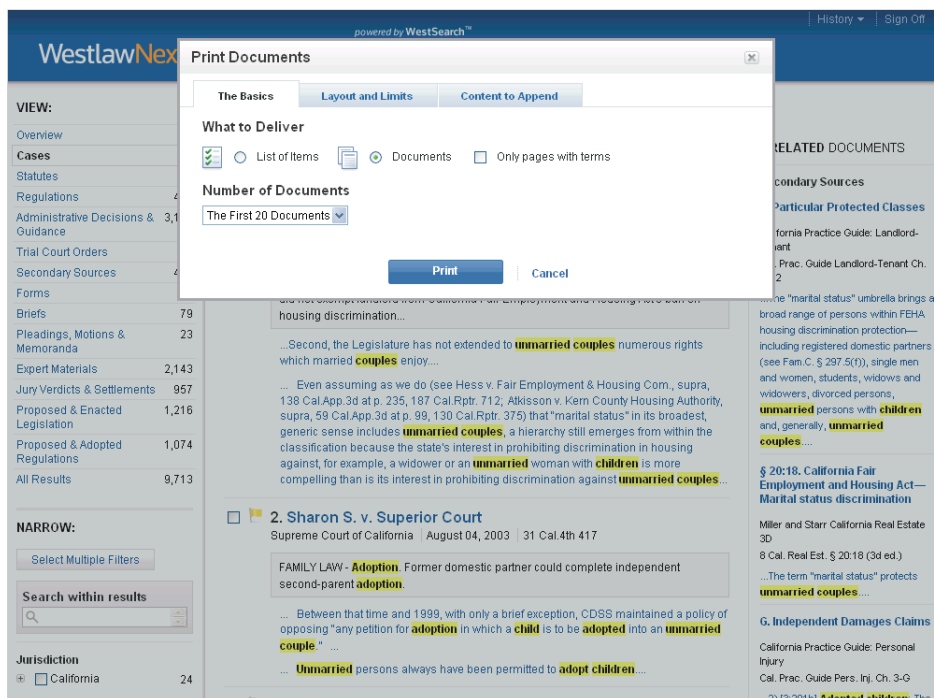


Figure 29. Print Documents dialog box

Using the Delivery Queue

Print requests are saved in the delivery queue in the lower-right corner of the page (Figure 30).

- To display the items in the delivery queue, click the **View delivery queue** icon.
- To print an item in the delivery queue, click **Print** next to the item.

The screenshot shows the WestlawNext interface. At the top, there's a search bar with the query "can an unmarried couple adopt a" and a dropdown for "California". A "SEARCH" button is next to it. Below the search bar, there's a "VIEW:" section with a list of document types and their counts: Overview (14), Cases (24), Statutes (40), Regulations (499), Administrative Decisions & Guidance (3,186), Trial Court Orders (20), Secondary Sources (447), Forms (5), Briefs (79), Pleadings, Motions & Memoranda (23), Expert Materials (2,143), Jury Verdicts & Settlements (957), Proposed & Enacted Legislation (1,216), Proposed & Adopted Regulations (1,074), and All Results (9,713). There's also a "NARROW:" section with a "Select Multiple Filters" button and a "Search within results" box. The main content area shows "Cases (24)" with a "Sort by:" dropdown set to "Relevance". A list of cases is displayed, with the first case, "1. Smith v. Fair Employment & Housing Com.", highlighted. A delivery queue pop-up is visible in the lower right, showing "20 full text items for can an unmarried couple adopt a child" with a "Print" button and a "View delivery queue" icon. The interface also includes a "RELATED DOCUMENTS" section on the right.

Figure 30. Printing item in delivery queue

West Customer Service

WESTLAW NEXT ASSISTANCE

For assistance with WestlawNext Patron Access, consult a librarian or click **Help** at the bottom of any WestlawNext page.

ACCESSIBILITY INFORMATION

For information on West's accessibility policy, go to west.thomson.com/accessibility.

WESTLAW TRAINING

For information about Web-based training, visit west.thomson.com/westlaw/training.

REFERENCE MATERIALS

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

ABOUT THIS GUIDE

In this guide, the graphics and step-by-step instructions are based on accessing WestlawNext via the Internet. Because of the evolving nature of Internet technology, there may be recent changes to the WestlawNext interface and functionality that are not reflected in this documentation.

Information in this guide is current through May 15, 2011.

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