

Password in Brief

QUICK TIPS FOR USING WESTLAW®

Use the Custom Digest in westlaw.com® to quickly locate case law headnotes relevant to your legal issue

Attorneys know the value of beginning their research projects with digests. Now, exclusively in westlaw.com, you can use the Custom Digest to obtain a single document that contains the case law headnotes classified under a specific topic and key number from a particular jurisdiction.

Every legal issue in a case published by West Group is identified and summarized in a headnote. Each headnote is then classified under one or more topic and key numbers. The Custom Digest contains the complete topic and key number outline used by West attorney-editors to classify headnotes.

The information you retrieve using the Custom Digest is based on your unique needs. You can

- select up to 10 topics and key numbers from an easy-to-browse outline of West topics and key numbers;
- select a jurisdiction;
- restrict your result by date (optional); and
- add search terms (optional).

You can quickly scan the headnotes in your Custom Digest search result to identify cases that are useful to you. KeyCite® status flags indicate that information for a case is available in the KeyCite citation research service. Hypertext links allow you to retrieve the full text of cases and other references (such as annotations from *American Law Reports* and articles from journals and law reviews) without leaving your result. Turn to page 5 to see how to use the Custom Digest.



Custom Digest page

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Marianne Jerpbak, J.D.,
Editor

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Get Westlaw reference materials on the Web

When you're on the Web, take a few minutes to browse the West Group Reference Materials Catalog. You can quickly locate helpful Westlaw reference materials, such as user guides, fliers, and technical manuals that will make your job easier. Just enter the following URL: store.westgroup.com/documentation

All items can be ordered online free of charge or downloaded to your computer. The online store allows you to see new items added within the last month, locate pieces available for specific user groups, and submit feedback about the site.

Did you know?

When you want to read a detailed description of a database or service, use Scope. Type the database identifier in the *Search these databases* text box and click the **Scope** icon in the left frame of the Westlaw Directory page, or simply click the **Scope** icon next to a database name in the right frame. You can also access a database or service and then click **Scope** in the left frame. Note: If you use WestMate, highlight a database in the Westlaw Directory and click the **Scope** button on the toolbar, or access a database and click the **Scope** button at the Query Editor.



Search Tip

Problem:

You want to see how a judge ruled in cases discussing a particular issue.

Solution:

Include a judge field restriction in your query.

To retrieve cases in which a particular judge wrote the majority opinion, restrict your search to the judge field (ju). For example, to retrieve opinions discussing sentencing guidelines written by Judge Wallace from the U.S. Court of Appeals for the First Circuit, access the U.S. Court of Appeals for the First Circuit Cases database (CTA1)

and type a query such as the following:
ju(wallace) & sentenc! /s guide-line

To retrieve cases in which a particular judge sat on the panel, search for the judge's name in the panel field (pa), e.g., **pa(wallace) & sentenc! /s guide-line**. The judge may or may not have written an opinion in the case.

You can also retrieve cases in which a particular judge wrote a dissenting opinion by restricting your search for the judge's name to the dissenting field (dis), e.g., **dis(boudin) & sentenc! /s guide-line**.

westlaw.com vs. WestMate — an easy choice

If you use WestMate 7.3 for Windows® to access Westlaw, see the list of westlaw.com features below and consider whether a switch to westlaw.com would benefit you. To try these features, which are available only in westlaw.com, enter the following URL:

www.westlaw.com

Features available exclusively in westlaw.com

- Access to Westlaw is available without having to install additional software.
- Tabbed pages customized for each state and more than 20 practice areas offer immediate access to frequently used databases and tasks.
- Split-page view allows you to view simultaneously the full text of a document and information related to it. You can move between split-page and full-page view.
- Smart-database entry eliminates the need to remember database identifiers. You can type a partial database name or identifier, and Westlaw will display a list of likely databases.
- Information Tabs bring related information together and allow you to make side-by-side comparisons without leaving your original document.
- From the Link Viewer, you can view or print the full text of a cited document without leaving your original document.

- The Find a Database wizard asks you what type of information you want to find and presents a list of relevant databases for you to choose from.
- The Research Trail allows you to return to any step in your current research session or a previous research session.

For more information about westlaw.com, call the West Group Reference Attorneys at 1-800-REF-ATTY (1-800-733-2889).

westlaw.com®

WestMate®

Keep current with what the Supreme Court is saying

When you want to see what cases will be argued before the U.S. Supreme Court, read briefs filed in a case, view transcripts of oral arguments, or locate Supreme Court opinions, you can rely on Westlaw for the latest information.

Preview Supreme Court cases

You can read in-depth previews of cases orally argued before the Supreme Court in the Preview of U.S. Supreme Court Cases database (SCT-PREVIEW). Previews are from the *Preview of United States Supreme Court Cases* published by the American Bar Association Public Education Division.

To search for a preview of cases pertaining to a particular topic, search for terms in the topic field (to). For example, to retrieve documents pertaining to the First Amendment, access the database and type a query such as the following:
to("first amendment")

Retrieve the text of briefs filed in Supreme Court cases

The U.S. Supreme Court Briefs database (SCT-BRIEF) contains the full text of briefs for cases in which oral argument has been scheduled before the Supreme Court. The database contains the full text of merits briefs (petitioner's, respondent's, reply, and supplemental briefs) and amicus briefs filed for each case.

Coverage of merits briefs begins with the 1990–91 Supreme Court Term, while coverage of amicus briefs begins with the Court's 1995–96 Term. To retrieve briefs for a particular case, search for the case name in the title field (ti), e.g.,
ti("united international holdings").

View transcripts of oral arguments

You can easily view transcripts of oral arguments heard by the Supreme Court. Official transcripts are contained in the Transcripts of U.S. Supreme Court Oral Arguments database (SCT-ORALARG). West Group editors add a

digest section containing West topic and key numbers to the transcript documents. You can use these topic and key numbers to trace the same points of law in decided cases.

Get Supreme Court opinions within 30 minutes of decision

Supreme Court opinions are added to Westlaw within 30 minutes of when the Court announces its decision and can be viewed in the U.S. Supreme Court Cases database (SCT).

If you know the docket number, you can use Find to quickly retrieve the opinion. At the tabbed Westlaw page, type **dn** followed by the docket number and court abbreviation in the *Find this document by citation* text box, e.g., **dn 99-1379 (sct)**, and click **GO**. **Note:** If you use WestMate, access **Find** by clicking the **Find a Document** button at the left of the Welcome to Westlaw window or the **Find** button on the toolbar.

Research the current justices

The Supreme Court Justice Opinions & Papers databases provide a single source of documents related to a current justice. Each database includes the opinions joined or written by the justice, any lower court opinions or other government legal opinions written by the justice, and law review articles authored by the justice. A current résumé of the justice, as it appears in the Almanac of the Federal Judiciary database (AFJ), is also included in the database.

The Supreme Court Justice Opinions & Papers database identifiers are

BREYER	GINSBURG	KENNEDY
OCONNOR	REHNQUIST	SCALIA
SOUTER	STEVENS	THOMAS

Quick Tip

Determine where federal legislation is codified

You often know the popular name of a piece of federal legislation but don't know where the legislation was codified in the *United States Code*. You can search for the popular name of specific legislation in the USCA Popular Name Table database (USCA-POP).

For example, suppose you want to find where the Bankruptcy Reform Act of 1994 has been codified. Access the USCA-POP database and click **B**, the first letter in the popular name. Scroll through the index to find the act, then click its hypertext link to see where the act is codified.

Tap into a wealth of news and business information

Westnews is your best source for news and business information

With Westnews on Westlaw, you have access to accurate, reliable coverage of more than 6,900 news and business sources from premier information providers such as Dow Jones Interactive®, Dialog, and Dun & Bradstreet®. You can search hundreds of business publications; read regional, national, and international newspapers; check newswires for the latest information; and locate government documents.

To access the Westnews databases, click the **Westnews** tab. The tabbed Westnews page is displayed. From this page you can quickly and conveniently search many of the news sources using four multibases:

- The All News multibase (ALLNEWS), which comprises more than 5,700 newspapers, magazines, trade journals, and transcripts of radio and television broadcasts
- The Dow Jones Major Newspapers multibase (NPMJ), which includes news stories from more than 40 of the most widely circulated daily U.S. newspapers, such as *The Wall Street Journal* and the *Washington Post*
- The Dow Jones Wires multibase (WIRES), which combines news stories from more than 20 newswire services, including Associated Press (AP) Newswires and Dow Jones News Service

- The All News Plus Wires multibase (ALLNEWSPLUS), which you can use to perform a comprehensive search of all available Dow Jones Interactive news and business information on Westlaw

You can run a search using either the Natural Language or the Terms and Connectors search method. Your search automatically includes a date restriction. You can change this restriction by selecting another restriction, e.g., **Most Recent 60 Days**, from the *Date Restrictions* drop-down list.

When you want to search a particular Westnews publication, an industry-specific database, or a regional news database, click **Source List (Directory)** in the left frame of the Westnews page. The Westnews section of the Westlaw Directory is displayed. Note: If you use WestMate, choose **Westnews (News and Business Databases)** at the Westlaw Directory.

For more information about Westnews, call the West Group Reference Attorneys at 1-800-REF-ATTY (1-800-733-2889).

WHICH CASES ARE COURTS CITING?

The Most Cited Cases feature in westlaw.com provides instant access to the cases most often cited for a particular point of law

When you research an issue, wouldn't you like to have instant access to the cases that are most often cited by the courts? The Most Cited Cases feature, available exclusively in westlaw.com, provides easy access to the cases that are most often cited for a particular point of law.

Most Cited Cases combines the power of the West Key Number System®, the KeyCite service, and the Custom Digest service. Once you've found a relevant case headnote, simply click **Most Cited Cases** next to the topic and key number under which the headnote is classified.

You can tailor a Most Cited Cases result to meet your unique needs. You can select a jurisdiction, restrict your search by date, or add search terms. Once you make your selections, click **Search**. A list of cases with headnotes classified under the same topic and key number is displayed. The most frequently cited cases are listed first. To view the full text of a cited case, simply click its hypertext link.

For more information about using the Most Cited Cases feature, call the West Group Reference Attorneys at 1-800-REF-ATTY (1-800-733-2889).

Take time to save time

When you're busy, it's difficult to take time to do something that will save you time later. But once you learn to do something, you do it faster.

The West Group Information Centers provide training to help you learn how to use Westlaw more efficiently. You can locate information about the West Group Information Centers on the Web by entering the following URL: www.westlaw.com/Training

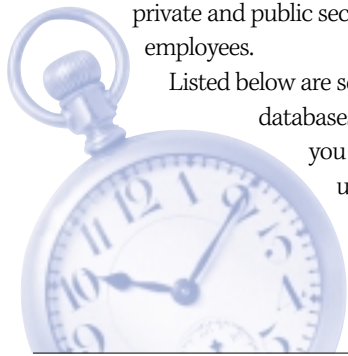
Click **In Person (Calendars/Centers)**. You can then choose the center nearest to you and view its monthly calendars.

FOCUS YOUR SEARCH WITH THE PENSION AND RETIREMENT BENEFITS PRACTICE-AREA DATABASES

Don't wait until retirement to think about it

Whether you need pension and retirement benefits information for a client, your firm, or yourself, you can easily locate the information you need when you access the pension and retirement benefits practice-area databases on Westlaw. The databases include case law, statutes and regulations, administrative law, specialized materials, and texts and periodicals pertaining to privately funded retirement plans and benefits for private and public sector employees.

Listed below are several databases that you can use to



research pension and retirement benefits issues. For a complete list of the pension and retirement benefits databases available, click the plus symbol (+) before

Topical Materials by Area of Practice in the Westlaw Directory, then click the plus symbol before **Pension & Retirement Benefits**.

Federal Pension and Retirement Benefits—Cases

The Federal Pension and Retirement Benefits—Cases database (FPEN-CS) contains cases from the U.S. Supreme Court, courts of appeals, district courts, bankruptcy courts, and other courts.

Employee Fringe and Welfare Benefit Plans

The Employee Fringe and Welfare Benefit Plans database (EMPFRINGE) con-

tains the full text of *Employee Fringe and Welfare Benefit Plans*, 2000 Edition, a single-volume treatise by Michael J. Canan and William D. Mitchell.

Pension and Retirement Benefits—Texts and Periodicals

The Pension and Retirement Benefits—Texts and Periodicals database (PEN-TP) contains documents from law reviews, texts, *American Jurisprudence 2d*, CLE course materials, bar journals, and legal practice-oriented periodicals.

Qualified Retirement and Other Employee Benefit Plans

The Qualified Retirement and Other Employee Benefit Plans database (RET BEN) contains the full text of *Qualified Retirement and Other Employee Benefit Plans*, 2000 Practitioner Edition, by Michael J. Canan.

How to use the Custom Digest

To use the Custom Digest, complete the following steps:

1. Choose **Key Numbers & Digest** from the drop-down list on the toolbar. Alternatively, click **Custom Digest** in the left frame of a case law database Search page. The **Custom Digest** page is displayed.
2. Click the plus (+) and minus (-) symbols to browse the topic and key number outline in the right frame.
3. Select the check box next to each topic or key number you want to include in your search, then click **GO**. Your selections are listed in the *Your digest selection(s)* box. (Click **delete** to remove a selection from the list.)

4. Select the jurisdiction from which you want to retrieve headnotes.
5. If you want, select the order in which headnotes in your result will be displayed (the default order is reverse chronological order), type additional search terms in the *Add search terms and/or connectors (optional)* text box, and select a date restriction.
6. Click **Search**. The retrieved headnotes are displayed in the right frame.

For additional help using the Custom Digest, call the West Group Reference Attorneys at 1-800-REF-ATTY (1-800-733-2889).

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Then enter your subscription information.



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What's New on Westlaw

Americans with Disabilities: Practice and Compliance Manual

The Americans with Disabilities: Practice and Compliance Manual database (AMDISPCM) contains the full text of *Americans with Disabilities: Practice and Compliance Manual*, a six-volume treatise. The database provides attorneys with the information necessary to comply with the Americans with Disabilities Act.

Municipal Legal Forms

The Municipal Legal Forms database (MUNI-LF) contains the full text of *Municipal Legal Forms*, an 11-volume forms set. The

database contains municipal government and business forms such as licenses, applications, contracts, and leases.

White & Summers' Uniform Commercial Code

The White & Summers' Uniform Commercial Code database (WS-UCC) contains the full text of *White and Summers' Uniform Commercial Code*, a four-volume treatise. The database provides analysis of the Uniform Commercial Code, discussion of each topic, and integration of the developing case law.

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