

Password in Brief

QUICK TIPS FOR USING WESTLAW®

KEYSEARCH™ AVAILABLE EXCLUSIVELY IN WESTLAW.COM®

New KeySearch feature makes searching using the West Key Number System® even easier

How do you usually begin your case law research on Westlaw? Do you plunge right into a word search and hope to retrieve a case with relevant West key numbers to use in subsequent searches? If you're like most attorneys, you know how valuable the West Key Number System is to successfully researching an issue, but you may not always know whether you've used the system as well as you could.

The new KeySearch feature, available exclusively in westlaw.com, gives you a precision search tool that makes key number searching easier than ever.

What does KeySearch do?

KeySearch is designed to help you find cases and secondary sources within a specific area of law. Choose your legal issue from an organized hierarchy based on the West Key Number System. KeySearch then creates a query for you using relevant key numbers and their underlying concepts. You can retrieve reported cases as well as documents that do not contain key numbers such as unpublished cases and law review articles.

How does KeySearch work?

KeySearch contains more than two dozen legal topics, such as bankruptcy, criminal justice and insurance, and thousands of subtopics, organized into a logical hierarchy.

You simply have to choose one of these topics or subtopics and the type of documents you want to retrieve, and KeySearch does the rest of the work for you.

To use KeySearch, complete the following steps:

1. Access KeySearch

To access KeySearch, click **KeySearch** on the toolbar.

2. Browse the KeySearch topics

After you access KeySearch, browse the list of topics and subtopics by clicking the closed folder icons in the right frame. You can also scan the list of topics and subtopics for specific terms by typing the terms in the text box in the left frame and clicking **GO**.

3. Select a KeySearch topic

To select the topic or subtopic that KeySearch will use to construct a query, click the open folder icon next to a subtopic or click the **Search all of ...** link at the top of the page.

4. Choose the sources you want to search

Once you have selected a topic or subtopic to search, use the drop-down lists that are displayed to select the sources you want to retrieve documents from.

You can also customize the KeySearch query to fit your fact situation by adding your own search terms in the *Add search terms* text box.

5. Run the KeySearch query

Click **Search**. KeySearch runs the query it creates in the sources you selected.

For additional help using KeySearch, call the West Group Reference Attorneys at 1-800-REF-ATTY (1-800-733-2886).

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NO ONE NEEDS MORE PAPER

Get *Password in Brief* delivered automatically to your e-mailbox

You can now have *Password in Brief* delivered to you automatically, six times a year, via e-mail, absolutely free. To receive *Password in Brief* electronically, enter the following URL: www.westgroup.com/products/pwib_sub.htm

You can then enter your subscription information.

GET ALL THE HELP YOU NEED

Make your Westlaw research more productive

You make lists, keep a calendar and write notes. Your entire day is organized so that you can work efficiently. You don't want to waste time. When you have research projects, West Group wants to ensure you're using Westlaw efficiently. Listed below are several suggestions to help you use Westlaw more productively.

Locate databases in the online Westlaw Directory

The Westlaw Directory is an online index of Westlaw databases and services and their identifiers. There are several ways to access the Westlaw Directory:

- Choose **Westlaw Directory** from the Research menu.
- Click the **Choose a Database** button at the left of the Welcome to Westlaw window.
- Click the **Westlaw Directory** button on the toolbar.

Note: If you use westlaw.com, click **Directory** on the toolbar.

If you can't find the database you want by browsing the Directory, use IDEN, which is a database you can search to find database names and identifiers. To access IDEN and search for a database, click **IDEN** at the Westlaw Directory. The Query Editor-IDEN dialog box is displayed. Type a description of the database or type of document for which you are looking and click **Search**. A list of the 20 databases that most closely match the concepts in your description is displayed. To access a database in the list, click its hypertext link.

Note: If you use westlaw.com, type **iden** in the *Type database ID(s)* text box at the Westlaw Directory page.

Create your own Favorite Places list

To quickly access the databases you use most frequently, create a personal Favorite Places list.

There are several ways to access Favorite Places:

- Right-click in the Welcome to Westlaw or Westlaw Directory window and choose **Favorite Places** from the pop-up menu.
- Choose **Favorite Places** from the Research menu.
- Click the **Favorite Places** button at the left of the Welcome to Westlaw window.
- Click the **Favorite Places** button on the toolbar.

Your Favorite Places list is displayed. If you haven't specified any favorite places, a dialog box is displayed. From the dialog box, you can add a database identifier to the list; choose a Favorite Places list from a list of predefined state and practice-area templates; or return to the Westlaw Directory to browse for databases to add to your Favorite Places list.

Note: If you use westlaw.com, you can create a list of favorite databases by using the Favorite Databases feature, available from the tabbed Westlaw page, a database Search page or the Westlaw Directory page.

Choose helpful Westlaw reference materials right from your own computer

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 that will make your job easier.

To locate training and information tools such as user guides, fliers and Westlaw CD-ROM reference materials, enter the following URL: **store.westgroup.com/documentation**

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.

Take advantage of professional telephone training

Right from your own office, using your own computer, you can focus on what you want to learn. Every session is tailored to meet your specific needs. Besides Westlaw training, you can also request training on a wide variety of other West Group® products, including LawDesk®, PREMISE®, WestCheck® and more.

To schedule a convenient telephone training session with a Westlaw expert, call 1-800-328-0109 anytime between 7 a.m. and 7 p.m., central time, Monday through Friday. Most training sessions are free.

Note: If you use westlaw.com, you can click **West Group Telephone Training Representatives** at the tabbed Westlaw page to schedule a telephone training session.

Sign up for training sessions at West Group Information Centers

The West Group Information Centers provide training to help you learn how to use Westlaw more efficiently. Call the center nearest you for a copy of its calendar, and sign up for the sessions that interest you. To locate information about the West Group Information Centers on the World Wide Web, enter the following URL:

www.westlaw.com/training/infocent.wl

You can also call West Group Customer & Technical Services at 1-800-WESTLAW

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Westlaw named favorite legal research tool

For the fourth consecutive year, Westlaw took top prize in the Favorite Legal Research Tool category at the annual TechnoLawyer @ Awards ceremony. TechnoLawyer is an online community of 7,000 legal and technology professionals.

West Group telephone numbers

For search assistance with Westlaw:

West Group Reference Attorneys
1-800-REF-ATTY
(1-800-733-2889)

For technical or general Westlaw assistance:

West Group Customer & Technical Services
1-800-WESTLAW
(1-800-937-8529)

Telecommunications device for the deaf:

TDD Customer Service
1-800-333-4656

To submit or update your WLD listing:

West Legal Directory®
1-800-777-7089

To purchase a West Group product:

West Group Sales Support
1-800-328-9352

For questions about your bill or general customer service assistance:

West Group Customer Service
1-800-328-4880

LEGAL ETHICS AND PROFESSIONAL RESPONSIBILITY DATABASES AVAILABLE ON WESTLAW

Answer those tough ethical questions

Not everything is black or white. When you have questions about those gray areas, access the Legal Ethics and Professional Responsibility databases on Westlaw for the answers. Among the subjects included in the databases are attorney fees, disciplinary proceedings, legal ethics, attorney-client privilege and much more.

Listed below are a few of the helpful databases. To view a complete list of the databases, choose **Topical Materials by Area of Practice** at the Westlaw Directory. Then choose **Legal Ethics & Professional Responsibility**.

Multistate cases

You can retrieve cases from the state courts of all 50 states and the District of Columbia pertaining to the regulation of the practice of law and of bar associations and their members by accessing the Multistate Legal Ethics & Professional Responsibility–Cases database (METH-CS). Individual state cases are found in databases with the identifier XXETH-CS, where XX is a state's two-letter postal abbreviation.

American Bar Association ethics opinions

To retrieve formal and informal ethics opinions issued by the American Bar Association's Standing Committee on Ethics and Professional Responsibility, access the Legal Ethics & Professional Responsibility–American Bar Association Ethics Opinions database (ABA-ETHOP).

ABA Annotated Model Rules of Professional Conduct

To retrieve the American Bar Association's rules governing attorneys and the ethical practice of law, access the ABA Annotated Model Rules of Professional Conduct database (ABA-AMRPC). Each rule is accompanied by comments, annotations and a comparison of the rule to any similar predecessor rules found in the ABA Model Code of Professional Responsibility.

ABA/BNA Lawyers' Manual on Professional Conduct

The ABA/BNA Lawyers' Manual on Professional Conduct database (ABA-BNA), updated monthly, contains information on ethical and professional issues typically encountered by lawyers, including coverage of fee arrangements, confidentiality, conflicts of interest, law firm relationships, legal malpractice and withdrawal from representation. The database also contains the full text of ABA ethics opinions and digests of state and local ethics opinions beginning with 1986.

Law reviews, texts and bar journals

To locate law review and journal articles on legal ethics, access the Legal Ethics & Professional Responsibility–Law Reviews, Texts & Bar Journals database (ETH-TP). The database contains documents from law reviews, texts, *American Jurisprudence 2d*, CLE course materials, bar journals and legal practice-oriented periodicals.

Make your Westlaw research more productive *continued from page 2*

(1-800-937-8529), or choose **What's New and Customer Information** at the Westlaw Directory. Then choose **Customer Information**.

Call the West Group Reference Attorneys

If you have a question about formulating a query or choosing a database, call the West Group Reference Attorneys at 1-800-REF-ATTY (1-800-733-2889). They can help you efficiently use Westlaw and other West Group products.

Note: When you access Westlaw via westlaw.com, click **West Group Reference Attorneys** at the tabbed Westlaw page to send an e-mail message to the West Group Reference Attorneys.

Let us answer your technical questions

If you have technical or general Westlaw questions, call West Group Customer & Technical Services at 1-800-WESTLAW (1-800-937-8529).

Get help via e-mail

When you have general questions about Westlaw and West Group products, you can ask us via e-mail. The e-mail address for West Group Customer & Technical Services is support@westgroup.com.

Search Tip

Problem

To save browsing time, you want to exclude a certain category of cases.

Solution

Include the BUT NOT connector (%) in your query.

Occasionally when you formulate a query, you retrieve documents that are not relevant to your issue. To exclude these documents, include the BUT NOT

connector in your Terms and Connectors query. Westlaw excludes *everything* that follows this connector in a search.

For example, to retrieve malpractice cases discussing duty to a third party, but not those involving medical issues, access an appropriate database and type the following query:

**third-party /s duty /p malpractice %
medical /3 malpractice**

You can also use the BUT NOT connector to eliminate cases with headnotes classified under particular West digest topics. For example, to retrieve cases that discuss carpal tunnel syndrome, but do not contain headnotes classified under topic 413 (Workers' Compensation), formulate a query like the following:

carp*1-tunnel % to(413)

Get expert guidance on employment discrimination issues

You certainly know the major employment discrimination issues. But the intricacies of federal and state laws can make you feel as though you're trekking through a mine field. The Employment Discrimination Coordinator database (EDC) provides expert analysis and guidance on current federal and state laws pertaining to employment discrimination and wrongful discharge.

The database contains the complete text of the *Employment Discrimination Coordinator*, an eight-volume treatise. When you access the database, you can easily locate essential information about handling employment discrimination issues in the areas of selection and hiring, affirmative action, discharge and discipline, union and employment agency practices, and administrative and court proceedings.

The EDC database provides the following:

- state-by-state analysis of unjust dismissal issues, making it easy to track a question across state lines
- coverage of all employment discrimination areas in which significant differences exist between state and federal law
- citations to controlling authorities
- recommendations for handling specific employment discrimination situations
- practice forms, sample pleadings, checklists, and model language and plans

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

Quick Tip

Use the People Finder databases to locate names, addresses and telephone numbers

When you need to obtain information such as names, addresses and telephone numbers, access the People Finder databases on Westlaw. People Finder records are available for all 50 states and the District of Columbia. Sources of information for the databases include census bureau data, telephone directories, tax assessors' rolls, change of address files and voter registration records.

Each People Finder database offers an easy-to-use search template.

The online Westlaw Directory provides a complete list of the People Finder databases available. To view a list of all the databases, choose **Public Information, Records and Filings** at the Westlaw Directory; then choose **People Finder**.

Did you know?

The Table of Contents service on Westlaw contains the tables of contents for statutes, court rules, administrative codes, municipal codes, *Uniform Laws Annotated*® and other selected publications. The Table of Contents service allows you to view a document in the context of the sections surrounding it and to retrieve related sections.

To access the Table of Contents service, choose **Table of Contents Service** from the Services menu. The Table of Contents dialog box is displayed. Type the abbreviation for the material you want to view in the *Publication abbreviation* text box, e.g., **usca**; then click **OK**. To view a list of abbreviations that you can use with the Table of Contents service, click the **Publications** button. **Note:** If you search using westlaw.com, click **Table of Contents** on the toolbar.

RESEARCH USING WESTLAW.COM

Speed up your research— take advantage of the new Customize feature in westlaw.com

If you practice in Pennsylvania, you probably never need to research Nevada statutes. And if you specialize in securities law, you probably don't care about labor and employment databases. Now, when you access Westlaw via westlaw.com, you can take advantage of the new Customize feature, which helps you focus your legal research on the areas important to you.

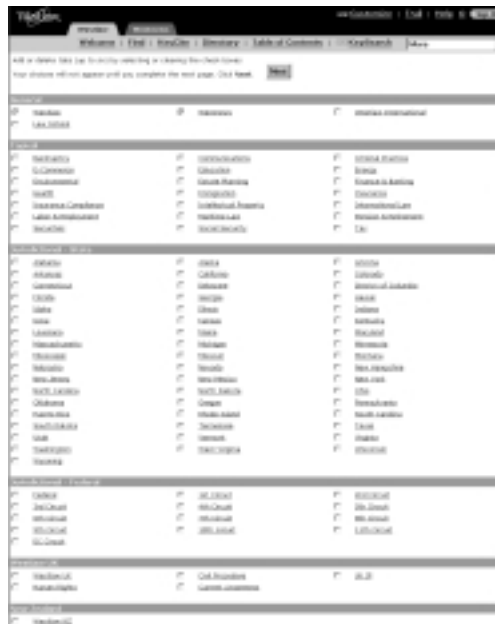
Select tabbed custom pages appropriate to your practice

When you first access Westlaw via westlaw.com, you see the tabbed Westlaw page and the Westnews tab, which you can click to access the Westnews page. In addition to these two pages, you can select tabbed pages that are customized for researching in a specific jurisdiction or practice area using the Customize feature. Pages are available for federal and state jurisdictions, including all 50 states, the District of Columbia and Puerto Rico, and topical areas such as

- Bankruptcy
- Intellectual Property
- E-Commerce
- Labor and Employment
- Securities
- Environmental
- Insurance Compliance
- Tax

To choose your tabbed pages, click **Customize** in the upper-right corner of any page to display the Customize page. You can choose up to six tabbed pages.

To add a tabbed page, select the check box next to it. To remove a tabbed page, clear the check box. Click the page name to preview a page. After choosing your pages, click **Next**. A list of the tabbed pages you have chosen is displayed. Select a page from the list to be your default page—the first page you see each time you sign on Westlaw via westlaw.com. Then click **Save**.



Customize page listing all available tabbed pages

The page that you chose as your default is displayed along with the tabs for the other pages you chose. To view a page, simply click its tab.

Jurisdictional and topical pages provide quick access to the databases you use most often

When you select a jurisdiction or topical tabbed page, the materials relevant to your practice are just a click away. The most frequently used databases, including cases, statutes, legislative and administrative materials, and secondary sources are displayed in the right frame of the tabbed page for your convenience.

Other frequently used databases can be accessed from the drop-down lists in the left frame. In addition, text boxes for entering a search, a Find request or a KeyCite request plus a link to the Westlaw Directory are available at this page.

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

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What's New on Westlaw

Family Estate Planning Guide

The Family Estate Planning Guide database (FAMEPGD) contains the full text of *Family Estate Planning Guide*, Fourth Edition, a two-volume treatise by Frederick K. Hoops, Frederick K. Hoops III and Daniel S. Hoops. The database contains advanced concepts in modern estate planning, including expanded partnership tax and insurance coverage, treatment of limited liability companies, and estate planning tools for the maximum benefit of the family.

Koren-Estate and Personal Financial Planning

The Koren-Estate and Personal Financial Planning database (KOREN-EPFP) contains the full text of *Koren-Estate and Personal Financial Planning*, a five-volume treatise. The database covers planning concepts for asset accumulation and transfer throughout life and through inheritance.

RIA's All States Tax Guide

The RIA's All States Tax Guide database (RIA-STG) contains the full text of RIA's *All States Tax Guide*. The database provides state-by-state guidance on the types and rates of each state's taxes.

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