At the home page (Figure 1), you can retrieve a case by citation or name or search for cases using the text box at the top of the page. You can also browse cases using the links in the Browse section.

**Retrieving Cases by Citation or Name**

To retrieve cases by citation or name, do one of the following:

- To retrieve a case by citation, type the citation, e.g., 127 sct 2162, in the text box and click **Search**.
- To retrieve multiple cases by citation, type the citations, separated by semicolons, in the text box and click **Search**.
- To retrieve a case by party name, type one or more parties’ names, e.g., rumsfeld v. hamdan, in the text box; change the jurisdiction if necessary; and click **Search**. You can also use the title field (ti) to retrieve a case by party name, e.g., ti(rumsfeld & hamdan). You will retrieve only those cases in which both Rumsfeld and Hamdan appear in the title of the case.

**Searching for Cases**

Complete these steps to search for cases:

1. Type a Terms and Connectors query or terms describing your issue in the text box. 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.
You can limit your search to cases by clicking **Cases** on the All Content tab in the Browse section. A corresponding tabbed Cases 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**.

**Search Examples**

Use the following examples to help formulate your own search:

<table>
<thead>
<tr>
<th>Terms and Connectors</th>
<th>Descriptive Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>hazard! /s waste /s dispos!</td>
<td>sex discrimination in employment</td>
</tr>
<tr>
<td>expert /s testimony</td>
<td>what constitutes cruel and unusual punishment</td>
</tr>
<tr>
<td>burden +s proof prov!</td>
<td>constitutionality of pledge of allegiance</td>
</tr>
<tr>
<td>past /p consideration</td>
<td>expectation of privacy of passenger in car</td>
</tr>
<tr>
<td>wrongful! /p terminat!</td>
<td>standard of review for excusable neglect</td>
</tr>
<tr>
<td>statute +3 limitation</td>
<td>minimum contacts to establish jurisdiction</td>
</tr>
</tbody>
</table>

**Browsing Cases**

In addition to running a search, you can use the Browse feature to retrieve cases. Simply 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 2). 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**.

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**Figure 2. 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 3). The result page lists the citations of cases retrieved by your search and enables you to view your highlighted search terms in the context of surrounding terms.

**Note** If an overview of your search result is displayed after your search is run, click Cases in the left column to display the result page for cases.

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.

**Note** If you limited your search to cases, core content categories are not displayed in the left column. Only the available filters are displayed.

Relevancy Ranking

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.

Result Page Options

- Click the Details 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.
- To change the number of cases that are displayed at the result page, choose a number from the drop-down list at the bottom of the page.

Related Documents

When you are viewing the result page, 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.
Searching Within Results

To narrow a search result by searching 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 the cases.

To undo a search within a result, click Undo search within in the left column.

Filtering Search Results

You can narrow a search result by selecting a filter under Narrow in the left column (Figure 4). Filters available for cases include jurisdiction, date, reported status, topic, judge, attorney, law firm, key number, party and docket number. To undo all filters you have added, click Undo Filters.

Browsing Cases in a Result

To view a case in your search result (Figure 5), 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, you can do any of the following:

- To view the result list, click Return to list.
- To view the next or previous case in your search result, click the Results arrows.
- To view the portions of each case that contain your search terms, click the Search Term arrows.
- To view the place in a case where a specific print page begins, click Page #, then type a page number in the text box and click Go.
- To change display options, such as font and type size, click the Display Options icon (AA).
- To jump to a specific portion of a case, click Skip to and choose an option, e.g., Opinion, from the menu.
- To add a note to the case, click the Annotations icon ( ) and choose Add Note from the menu.
Using Related Topics While Viewing a Case

When you are viewing a case, a list of related topics may be displayed in the right column. Each topic describes a legal issue discussed in the case. Click a topic to retrieve other documents pertaining to that topic.

Searching with Topic and Key Numbers

Each legal issue in a case published by West is identified, summarized in a headnote, and assigned a West topic and key number. You can quickly retrieve cases involving particular legal issues on WestlawNext by running a topic and key number search.

If you have already identified a topic and key number associated with the legal issue you are researching, you can run a search using that topic and key number. For example, to search for cases with headnotes classified under topic 231H (Labor and Employment) and key number 758 (Wrongful Discharge in General), type 231hk758 in the text box at the top of the page, change the jurisdiction if necessary, and click Search.

You can also use a topic and key number in conjunction with other terms. For example, to search for cases with headnotes classified under the above topic and key number that relate to contracts, type a search such as 231hk758 /p contract in the text box.

Using the West Key Number Digest

The West Key Number Digest contains the complete topic and key number outline used by West attorney-editors to classify headnotes. You can use the West Key Number Digest to find topic and key numbers related to your issue and to retrieve cases with headnotes classified under those topic and key numbers. To access the West Key Number Digest, click the Tools tab in the Browse section of the home page, then click West Key Number System. To browse the list of topic and key numbers (Figure 6), click the links.

Once you identify relevant topic and key numbers, you can use them to retrieve case headnotes classified under those topic and key numbers. To retrieve headnotes, select Specify content to search. Then select the check box next to each topic or key number you have identified as relevant, change the jurisdiction if necessary, and click View Headnotes (Figure 7). The headnotes classified under each topic and key number are displayed. To view the full text of a case, click its title.
Searching Using a Field Restriction

You can use field restrictions in a Terms and Connectors query to search for your terms in specific parts of a document. For example, in cases you can restrict your search to the synopsis field (sy), the digest field (di), or both fields, e.g., sy,di(family /p medical /p leave) (Figure 8). The synopsis field contains the summary paragraph at the beginning of a case; the digest field contains the headnotes and topic and key numbers.
Checking Cases in KeyCite®

Use KeyCite, the citation research service from West, to help determine whether a case is good law and to retrieve citing references. 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, e.g., kc 93 sct 1817 or keycite 93 sct 1817, in the text box at the top of the page and click Search.

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 9). 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.

- 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.

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 10). 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.
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 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, e.g., Briefs. You can further narrow this list by selecting a filter under Narrow in the left column, e.g., Jurisdiction.

Copying and Pasting Text with the Citation

The Copy with Reference feature automatically inserts the correct citation when you copy and paste text from a case into a brief or other legal document. To use Copy with Reference, select the text you want to copy, then choose Copy with Reference from the pop-up menu. A message is displayed confirming that the text has been copied. Click Close. Paste the copied text, which includes its citation, into your document.

Note  Bluebook citation format is the default; you can choose other formats by clicking the arrow next to Copy with Reference in the pop-up menu.

Saving Cases in a Folder

To save cases in a result list, select the check boxes next to the cases you want to save and click the Save to Folder icon ( ) on the toolbar. Select the folder in which you want to save the cases and click Save. If the cases are successfully saved in the folder, a confirmation message is displayed.

To save a case you are viewing, click the Save to Folder icon. Select the folder in which you want to save the case and click Save.