USING KEYCITE ON WESTLAW
West Customer Service

Westlaw Technical and Search Assistance (available 24 hours a day)
If you have general or technical questions about Westlaw, call West Customer Technical Support at 1-800-WESTLAW (1-800-937-8529) or send an e-mail message to west.support@thomson.com.

If you have search questions about Westlaw, call the West Reference Attorneys at 1-800-REF-ATTY (1-800-733-2889) or send an e-mail message to west.referenceattorneys@thomson.com.

Technical and search assistance is also available online at help.west.thomson.com.

Law students with general, technical, or search questions about Westlaw can call 1-800-850-WEST (1-800-850-9378).

Accessibility Support
For information on West’s accessibility policy, go to west.thomson.com/accessibility.

Billing and Account Assistance
For billing and account assistance, call 1-800-328-4880.

Billing and account assistance is also available online at west.thomson.com/support.

Westlaw Training
For information about Web-based training, telephone training, or in-person training, visit west.thomson.com/westlaw/training.

Reference Materials
For free reference materials, visit west.thomson.com/westlaw/guides. Westlaw and other West products also contain valuable online Help.

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

1 WELCOME TO KEYCITE .............................................................. 1
  When Should I Use KeyCite .......................................................... 1
  Why Should I Use KeyCite ........................................................... 1
  KeyCite Is Comprehensive, Current, Accurate, and Easy to Use ............ 2

2 ACCESSING KEYCITE ................................................................ 3

3 VIEWING KEYCITE INFORMATION ............................................. 6
  Selecting a Page View ................................................................ 6
  Browsing Documents in KeyCite Results ....................................... 7

4 KEYCITE INFORMATION FOR CASES ....................................... 8
  KeyCite Status Flags for Cases .................................................... 8
  History of the Case ..................................................................... 9
  Citing References to the Case .................................................... 11
  Restricting Citing References to the Case ..................................... 12
  KeyCite Citing References for This Headnote .................................. 20

5 KEYCITE INFORMATION FOR STATUTES .................................. 22
  KeyCite Status Flags for Statutes ................................................. 22
  History of the Statute ................................................................ 23
  Citing References to the Statute ................................................... 25
  Restricting Citing References to the Statute ................................... 26

6 KEYCITE ALERT ......................................................................... 33
  Creating a KeyCite Alert Entry .................................................... 33
  Restricting Citing References for Your KeyCite Alert Entry ............... 34
  Deleting or Modifying a KeyCite Alert Entry .................................. 36

7 TABLE OF AUTHORITIES ............................................................ 37
  Accessing the Table of Authorities Service ..................................... 37
  Using Table of Authorities Information ......................................... 38
Welcome to KeyCite

KeyCite is the powerful citation research service available exclusively on Westlaw. Use KeyCite at every step of your research to help you find, understand, and update the law.

When Should I Use KeyCite?

When Beginning Your Research

When you begin your research, use KeyCite to check the status of your case, statute, administrative decision, or regulation. You’ll see at a glance whether it’s good law on which to base your legal argument.

When Expanding Your Research

Expand your research by using KeyCite to find citing references to your case, statute, administrative decision, or regulation. The KeyCite Citing References for This Headnote feature lets you quickly find sources such as cases and analytical materials that cite your case for a specific point of law.

When Updating Your Research

At the end of your research, use KeyCite to update your work. Then use KeyCite Alert to automatically monitor the status of your cases, statutes, administrative decisions, and regulations and notify you when their KeyCite information changes.

Why Should I Use KeyCite?

Because the Law Changes

KeyCite tells you whether the law you are relying on in your legal argument has changed. Case history includes direct history, which traces your case through the appeals process and includes both prior and subsequent history, as well as negative citing references. Statute history lists cases affecting the validity of a statute and legislation that has affected or may affect the statute.

Because the Law’s Precedential Value Changes

KeyCite tells you how the law you are relying on has been interpreted. Even though your case may be good law, its holding may be affected by subsequent interpretation by the same court or different courts, which can affect its precedential value. Similarly, the validity of your statute may be affected by cases that interpret it or by subsequent legislation.

Because You Need to Make Sure Your Research Is Thorough

KeyCite is the most thorough citation research service available. As described in detail on the next page, KeyCite covers federal and state cases and statutes; federal regulations and administrative decisions; regulations and administrative decisions from selected states; patents; and analytical materials, including hundreds of law reviews. This comprehensive coverage ensures that your research is thorough and complete.
KeyCite Is Comprehensive, Current, Accurate, and Easy to Use

COMPREHENSIVE
KeyCite information is available for federal and state cases, including every case in West’s National Reporter System as well as more than 1 million unpublished cases; federal statutes and regulations; statutes from all 50 states; regulations and administrative decisions from selected states; patents issued by the U.S. Patent and Trademark Office,* American Law Reports (ALR) annotations; articles from hundreds of law reviews; and administrative decisions of selected federal agencies, including the following:

• Board of Contract Appeals
• Bureau of Immigration Appeals
• Comptroller General
• Environmental Protection Agency
• Federal Communications Commission
• Internal Revenue Service
• Merit Systems Protection Board
• National Labor Relations Board
• Patent and Trademark Office

KeyCite provides information such as
• direct appellate history of cases and administrative decisions
• negative citing references for cases and administrative decisions
• citations to cases, administrative materials, secondary sources, and briefs and other court documents on Westlaw that have cited a case, statute, administrative decision, or regulation
• complete integration with the West Key Number System so you can track legal issues discussed in a case
• citations to session laws or rules amending or repealing a statute or regulation
• citations to proposed legislation affecting federal or state statutes

In addition, KeyCite provides citing references from numerous texts and treatises, including American Jurisprudence 2d (Am Jur 2d), Couch on Insurance, Mertens’ Law of Federal Income Taxation, Norton Bankruptcy Law and Practice 3d, publications of The Rutter Group, Witkin’s California treatises, and Wright and Miller’s Federal Practice and Procedure.

CURRENT
Direct history of a case is added to KeyCite within one to four hours of receipt of the opinion at West. Citing cases are added to KeyCite as soon as they are added to Westlaw. History of a statute is added to KeyCite as soon as the source documents are added to Westlaw.

ACCURATE
All information added to KeyCite undergoes West’s rigorous editorial analysis.

EASY TO USE
The ability to display the direct history of a case in graphical view and unique graphical elements, such as status flags, depth of treatment stars, and quotation marks, enable you to quickly identify and evaluate information in KeyCite.

* For information about KeyCite for patents, see the Intellectual Property Research Guide, available at west.thomson.com/westlaw/guides.
2 Accessing KeyCite

There are several ways to access information in KeyCite.

• From the Tabbed Westlaw Page—At the tabbed Westlaw page (Figure 2-1), type a citation in the KeyCite this citation textbox and click Go.

• From Any Page—At the top of any page, click KeyCite to display the KeyCite page (Figure 2-2). Then type a citation in the KeyCite this citation textbox and click Go.

• From a Displayed Document—While viewing a document in split-page view, click History (or Full History) or Citing References on the Links tab in the left frame (Figure 2-3); in full-page view, click Links for ... in the upper-right corner of the page, then click History (or Full History) or Citing References (Figure 2-4).

• Using a KeyCite Status Flag—A KeyCite status flag indicates that information for a document is available in KeyCite. Click the flag to display the KeyCite information. (For more information about KeyCite status flags, see pages 8 and 22.)
KeyCite Page

In addition to retrieving a KeyCite result at the KeyCite page, you can also click

- the **Scope** icon to view coverage information for KeyCite.
- **Publications List** to view a list of publications and publication abbreviations that can be used in KeyCite.
- **KeyCite Tips** to access the online Help Center for detailed information about using KeyCite.
- **KeyCite Alert** to access KeyCite Alert—the service that helps you stay up-to-date on changes in KeyCite information for a document. (For more information about KeyCite Alert, see page 33.)
Accessing KeyCite

Figure 2-3. Displayed document in split-page view

Figure 2-4. Displayed document in full-page view
3 Viewing KeyCite Information

When you first access KeyCite, the history of the case, administrative decision, regulation, or statute is displayed. (If you access KeyCite by clicking the green C or the Citing References link, a list of citing references is displayed.)

Selecting a Page View

You can view KeyCite information in split-page or full-page view. Split-page view presents KeyCite information for a document in the right frame. Full-page view presents KeyCite information across the full width of the page, enhancing its online readability.

For example, in Figure 3-1 the history of an administrative decision is displayed in split-page view.

To view the KeyCite history across the full width of the page (Figure 3-2), click the Full-Page View icon in the upper-right corner of the right frame.

To return to split-page view, click the Split-Page View icon in the upper-right corner of the page.

![Figure 3-1. KeyCite information in split-page view](image-url)
Browsing Documents in KeyCite Results

While viewing a KeyCite result, you can browse the full text of a referenced document by clicking the number preceding the document. For example, if you are viewing the KeyCite result shown in Figure 3-2, click the number 1 to browse the full text of *Freund Baking Co.*, 324 N.L.R.B. No. 175 (Nov. 7, 1997).

Figure 3-2. KeyCite information in full-page view
4 KeyCite Information for Cases

**KeyCite Status Flags for Cases**

A KeyCite status flag (a red or yellow flag, a blue H, or a green C) indicates that information for a case is available in KeyCite.

Figure 4-1 shows a case law document on Westlaw. A KeyCite status flag is displayed in the document header in the right frame and in the white box on the Links tab in the left frame. A KeyCite status flag is also displayed next to the case citation on the Result List tab and in the result list.

- **Red flag** warns that the case is no longer good law for at least one of the points of law it contains.
- **Yellow flag** warns that the case has some negative history but has not been reversed or overruled.
- **Blue H** indicates that the case has some history.
- **Green C** indicates that the case has citing references but no direct history or negative citing references.

Figure 4-1. Case with a KeyCite status flag
**History of the Case**

Case history is divided into the following categories:

- **Direct History** traces your case through the appellate process and includes both prior and subsequent history.

- **Negative Citing References** lists cases outside the direct appellate line that may have a negative impact on the precedential value of your case.

- **Related References** lists cases that involve the same parties and facts as your case, whether or not the legal issues are the same.

Case history also includes links to related court documents, such as briefs, petitions, motions, and transcripts of oral arguments.

---

**DISPLAYING DIRECT HISTORY IN GRAPHICAL VIEW**

While viewing a case or its KeyCite result in text view (Figure 4-2), you can click **Direct History (Graphical View)** on the Links tab to display the direct history of the case in an easy-to-read graphical view (Figure 4-3). The case you are checking in KeyCite is clearly marked, and arrows clarify the route of the case through the courts. Both prior and subsequent history of the case is displayed, with each court decision referenced in a box at the appropriate trial or appellate level.

- Decisions on the merits are referenced in the larger case boxes.

- Court orders or rulings on petitions and motions, such as the granting of certiorari or the denial of a rehearing, are referenced in the smaller procedural boxes. To enlarge a procedural box so that the case title and citation are displayed, move your pointer over the box.
Viewing documents referenced in the graphical display

The case and procedural boxes provide links to the full text of the decisions, orders, and rulings on Westlaw, as well as to related court documents, such as briefs, petitions, and motions. Simply click the appropriate links to access these documents. For example, if you were viewing the direct history of the case illustrated in Figure 4-3, you could click

- **Granting Certiorari** in the procedural box at the U.S. Supreme Court level to view the full text of the decision granting certiorari
- **Court Documents** in the case box at the U.S. Supreme Court level to display links to briefs, motions, and other court documents related to the Supreme Court case
- **Van Orden v. Perry** in the case box at the trial court level to display the full text of that case

Changing the size of the graphical display

When you first access the graphical view, the complete direct history is displayed. Depending on the complexity of the direct history, the display may be reduced in size to give you an overview of the complete direct history. You can enlarge the display by clicking the plus (+) symbol or choosing a percentage from the drop-down list in the upper-left corner (shown outlined in Figure 4-3). If the size of the display has been reduced to less than 90 percent, you can enlarge one box at a time by moving your pointer over each box.

Returning to the full history result

After checking the direct history in graphical view, click **Full History (Text)** at the top of the page to return to the case’s full history.
VIEWING NEGATIVE HISTORY ONLY
If you want to view only the negative history of a case, which includes both negative direct history and negative citing references, do one of the following:

- When you are viewing the full KeyCite history result (Figure 4-2), click Limit KeyCite History Display at the bottom of the page and choose Show Negative Treatment Only from the menu that is displayed.
- When you are viewing the direct history in graphical view (Figure 4-3), click Show Negative Treatment at the top of the page.

To return to the full KeyCite history result, click Cancel Limits at the bottom of the page.

EXCLUDING COURT DOCUMENTS FROM THE HISTORY RESULT
If you want to exclude court documents from the KeyCite history result, click Limit KeyCite History Display at the bottom of the page and choose Exclude Court Documents from the menu that is displayed.

Citing References to the Case
To view a list of cases, administrative materials, secondary sources, and briefs and other court documents that cite your case, click Citing References on the Links tab in split-page view or KeyCite Citing References at the bottom of the KeyCite history result in full-page view. If you are viewing the direct history of a case in graphical view, click View All Citing Refs at the top of the page.

The first portion of the KeyCite citing references result (Figure 4-4) lists all negative citing cases, followed by a list of other cases, administrative decisions, secondary sources, and briefs and other court documents citing your case. Citing cases are categorized by the depth of treatment they give your case.

Figure 4-4. Citing references to the case in split-page view
KEYCITE DEPTH OF TREATMENT STARS

KeyCite depth of treatment stars indicate the extent to which a citing case, administrative decision, or brief discusses the cited case.

★★★★ ExamineD
The citing case, administrative decision, or brief contains an extended discussion of the cited case, usually more than a printed page of text.

★★★★ DiscussED
The citing case, administrative decision, or brief contains a substantial discussion of the cited case, usually more than a paragraph but less than a printed page.

★★ Cited
The citing case, administrative decision, or brief contains some discussion of the cited case, usually less than a paragraph.

★ M entioned
The citing case, administrative decision, or brief contains a brief reference to the cited case, usually in a string citation.

KEYCITE QUOTATION MARKS

Quotation marks (**) indicate that the citing case, administrative decision, or brief directly quotes the cited case.

Restricting Citing References to the Case

To restrict the list of citing references, complete these steps:

1. While viewing the KeyCite citing references result, click Limit KeyCite Display at the bottom of the page. The KeyCite Limits page is displayed.

2. Click the links in the left frame to restrict the list of citing references by document type, headnote, Locate term, jurisdiction, date, or depth of treatment category.

3. Click Apply to display the list of citing references with the restrictions you specify.

To modify your restrictions, click Edit Limits at the bottom of the KeyCite citing references result (see Figure 4-8 on page 16).

To cancel your restrictions and display all citing references, click Cancel Limits at the bottom of the KeyCite citing references result.
LIMIT BY DOCUMENT TYPE

From the KeyCite Limits page, you can

- restrict citing references to cases from a jurisdiction’s highest court, other courts, or both
- include or exclude citations to ALR annotations, law review articles, Andrews litigation reporters, and other secondary sources
- include or exclude citations to administrative decisions and the Federal Register
- include or exclude citations to court documents, such as appellate briefs, trial filings, and jury instructions
- restrict citing references to documents from a specific publication

Click Document Type in the left frame of the KeyCite Limits page. A list of document types is displayed in the right frame (Figure 4-5). Clear the check boxes next to the document types that you do not want included in your list of citing references. To restrict the citing references to a specific publication, type the publication abbreviation in the Publication text box. When you finish selecting your restrictions, click Apply in the left frame.

Figure 4-5. KeyCite Limits—Document Type page
LIMIT BY HEADNOTE

Every legal issue in a case published by West is identified and summarized in a headnote. Each headnote is classified under one or more topics and key numbers in the West Key Number System. Each topic and key number represents a particular point of law.

To restrict the list of citing references to those discussing points of law dealt with in specific headnotes from the cited case, click Headnotes in the left frame of the KeyCite Limits page. A list of topics and key numbers under which the headnotes from the cited case are classified is displayed in the right frame, followed by the full text of the headnotes (Figure 4-6). Select one or more check boxes preceding the topics and key numbers, then click Apply.

Figure 4-6. KeyCite Limits–Headnotes page
LIMIT BY LOCATE

KeyCite Locate enables you to search the text of citing references and restrict your KeyCite result to those documents that contain specific terms.

To access KeyCite Locate, click Locate in the left frame of the KeyCite Limits page (Figure 4-7).

After accessing KeyCite Locate, follow these steps:

1. Type your Locate terms in the Locate text box as you would a Terms and Connectors query.
2. If you want the Locate terms to appear in the same paragraph as the cited reference, select the check box below the Locate text box.
3. Click Apply to search the text of citing references.

Your list of citing references is restricted to documents that contain your Locate terms (Figure 4-8). To view the full text of a document, click the number preceding its citation. Your Locate terms are highlighted in the text of the citing document.

Figure 4-7. KeyCite Limits–Locate page
KeyCite Locate is available only for KeyCite results containing fewer than 2,000 citing references. If the number of citing references in a KeyCite result exceeds 2,000, select other restrictions in addition to Locate to reduce the number of citing references in the result.
LIMIT BY JURISDICTION

To limit citing cases by jurisdiction, follow these steps:

1. Click **Jurisdiction** in the left frame of the KeyCite Limits page. A list of jurisdictions that have issued cases citing your case is displayed in the right frame (Figure 4-9). Citation counts, enclosed in parentheses following a jurisdiction, show the number of cases from that jurisdiction that cite your case.

2. Select the check boxes for the jurisdictions relevant to you.

3. Click **Apply** in the left frame.

Figure 4-9. KeyCite Limits–Jurisdiction page
LIMIT BY DATE

You can restrict citing references to documents issued during a specific time period or before or after a given date or to documents added to Westlaw during a specific time period or after a given date.

Click **Date** in the left frame of the KeyCite Limits page. A number of drop-down lists and text boxes are displayed in the right frame (Figure 4-10).

- To restrict the citing references by the decision date or publication date, select **Date of Document** in the right frame; then choose a restriction from the drop-down list, or enter your date restriction in the **After** and **Before** text boxes by typing the dates or selecting them from the calendar. To display the calendar, click the **Calendar** icon.

- To restrict the citing references by the date they were added to Westlaw, select **Date added after**; then choose a restriction from the drop-down list, or enter your date restriction in the **Specific** text box by typing the date or selecting it from the calendar.

When you finish making your selections, click **Apply** in the left frame.
LIMIT BY DEPTH OF TREATMENT

You can restrict citing cases to one or more depth of treatment categories. Click **Depth of Treatment** in the left frame of the KeyCite Limits page. The depth of treatment categories are displayed in the right frame (Figure 4-11). Clear the check boxes next to the depth of treatment categories that you do not want included in your list of citing references, then click **Apply**.

![Figure 4-11. KeyCite Limits–Depth of Treatment page](image-url)
KeyCite Citing References for This Headnote

The KeyCite Citing References for This Headnote feature makes it easy for you to focus or expand your research by allowing you to move directly from a displayed case to its KeyCite result, limited to citing references that discuss legal issues similar to the one summarized in a particular headnote.

From a displayed case, follow these steps:

1. Click the KeyCite Citing References for this Headnote link or icon in a headnote classification hierarchy in the case (Figure 4-12). A list of the types of citing references available in KeyCite is displayed (Figure 4-13). Each type of citing reference is followed by a number that indicates how many documents of that type cite the case for the legal issue summarized in the headnote.

2. Click the plus (+) and minus (−) symbols to browse the list.

3. Select the checkboxes next to the types of citing references you want to view. When you finish making your selections, click Go. The citing references are displayed in the right frame (Figure 4-14).

To display the complete list of citing references, click Cancel Limits at the bottom of the page.

Figure 4-12. KeyCite Citing References for this Headnote link and icon
Figure 4-13. List of the types of citing references

Figure 4-14. Citing references retrieved using KeyCite Citing References for This Headnote
5 KeyCite Information for Statutes

KeyCite Status Flags for Statutes
A KeyCite status flag (a red or yellow flag or a green C) displayed in a statute indicates that KeyCite information is available for the statute. A KeyCite status flag is displayed in the document header in the right frame and in the white box on the Links tab in the left frame (Figure 5-1). Up to three KeyCite flags may be displayed on the Links tab. A KeyCite status flag is also displayed next to the statute citation on the Result List tab and in the result list.

A red flag indicates that
• the statute has been amended by a recent session law, repealed, or superseded
• a court has ruled that the statute is unconstitutional or preempted in whole or in part or is unconstitutional as applied
• a court has recognized that the statute has been repealed by implication, ruled unconstitutional, or preempted

A yellow flag indicates that
• the statute has been renumbered or transferred by a recent session law
• an uncodified session law or proposed legislation affecting the statute is available (statutes merely referenced, i.e., mentioned, are not marked with a yellow flag)
• a court has ruled that the statute is limited on constitutional or preemption grounds or is of questionable validity
• negative treatment of the statute was reconsidered
• a prior version of the statute was held unconstitutional, preempted, or unconstitutional as applied; recognized as repealed by implication, as unconstitutional, or as preempted; limited on constitutional or preemption grounds; or of questionable validity

A green C indicates that the statute has citing references.
KeyCite Information for Statutes

History of the Statute

Statute history lists cases affecting the validity of the statute plus legislative materials related to the statute. These materials are divided into the following categories:

- **Updating Documents** lists citations to recent session laws that have amended or repealed the section.
- **Proposed Legislation** lists citations to proposed bills that reference the section.
- **BillDrafts** lists all drafts of bills proposed before the section was enacted into law.
- **Reports and Related Materials** lists reports, journals, Congressional Record documents, presidential or executive messages, and testimony relevant to the section. Also lists voting records for New York statutes.
- **Credits** lists in chronological order citations to session laws that have enacted, amended, or renumbered the section.
- **Historical and Statutory Notes** describes the legislative changes affecting the section.

Figure 5-2 shows KeyCite history information in full-page view.
25 U.S.C.A. § 460d-9

To view the full text of this section, click on the following citation: 25 USC § 460d-9

Updating Documents

1 Amended by PL 111-10, May 9, 2009, 123 Stat 1611.

Proposed Legislation

1 2009 CONG US HR 1762, 111th CONGRESS, 1st Session (Mar 26, 2009), Introduced in House, PROPOSED ACTION: Repealed in part.

Bill Drafts


Reports and Related Materials

Pub.L. 100-466

Congressional Record


ENROLLED BILLS PRESENTED, 134 Cong.Rec. S17356-81, November 10, 1988

PRESIDENTIAL APPOINTMENTS, 134 Cong.Rec. S17381-01, November 10, 1988


THE 100TH CONGRESS-A CONGRESS OF ACHIEVEMENT, 134 Cong.Rec. S16499-01, October 30, 1988

MESSAGE FROM THE SENATE, 134 Cong.Rec. H10705-04, October 18, 1988

CREDIT(S)


HISTORICAL AND STATUTORY NOTES

References in Text

The Act of June 14, 1934 (40 Stat. 980), referred to in subsec. (a), is Act June 14, 1934, c. 521, 40 Stat. 980, which is not classified to this Code.

Amendments


Subsec. (f)(2), (3). Pub.L. 100-466, § 6(2), added pars. (2) and (3).

Figure 5-2. History of the statute in full-page view
Citing References to the Statute

To view a list of documents that cite the statute, click Citing References on the Links tab in split-page view, or click KeyCite Citing References at the bottom of the KeyCite history result in full-page view.

Figure 5-3 shows KeyCite citing references in full-page view.

Documents citing the statute are listed in the following order: cases that have affected the validity of a section, cases from United States Code Annotated (USCA) and state statute notes of decisions, cases on Westlaw that do not appear in notes of decisions, administrative decisions, Federal Register documents, secondary sources, briefs and other court documents, statutes and court rules, and administrative codes. If the list of citing references is long, it will be divided into parts.

Figure 5-3. Citing references to the statute in full-page view
Restricting Citing References to the Statute

To restrict the list of citing references, complete these steps:

1. While viewing the KeyCite citing references result, click **Limit KeyCite Display** at the bottom of the page (Figure 5-4). The KeyCite Limits page is displayed.

2. Click the links in the left frame to restrict the list of citing references by document type, notes of decisions, Locate term, jurisdiction, or date.

3. Click **Apply** to display the list of citing references with the restrictions you specify.

To modify your restrictions, click **Edit Limits** at the bottom of the KeyCite citing references result (see Figure 5-9 on page 30).

To cancel your restrictions and display all citing references, click **Cancel Limits** at the bottom of the KeyCite citing references result.
LIMIT BY DOCUMENT TYPE

From the KeyCite Limits page, you can

- restrict citing references to cases from a jurisdiction's highest court, other courts, or both
- include or exclude citations to ALR annotations, law review articles, Andrews litigation reporters, and other secondary sources
- include or exclude citations to administrative decisions, other statutes, administrative codes, and the Federal Register
- include or exclude citations to court documents, such as appellate briefs, trial pleadings, and jury instructions
- include or exclude citations to statutory survey documents
- restrict citing references to documents from a specific publication

Click Document Type in the left frame of the KeyCite Limits page. A list of document types is displayed in the right frame (Figure 5-5). Clear the check boxes next to the document types that you do not want included in your list of citing references. To restrict the citing references to a specific publication, type the publication abbreviation in the Publication text box. When you finish selecting your restrictions, click Apply in the left frame.

Figure 5-5. KeyCite Limits–Document Type page
LIMIT BY NOTES OF DECISIONS

Notes of decisions summarize points of law in court decisions and attorney general opinions that have construed your statute. Notes of decisions are indexed by topic.

To restrict the list of citing cases to those cited in notes of decisions indexed under a specific topic, click Notes of Decisions in the left frame of the KeyCite Limits page. The topics under which the notes of decisions are indexed are listed in the right frame (Figure 5-6). Select one or more check boxes preceding the topics, then click Apply.

To view the text of notes of decisions, click View Notes of Decisions Text in the right frame. Then click a number next to a topic in the index to view the text of the notes of decisions indexed under that topic (Figure 5-7).
LIMIT BY LOCATE

KeyCite Locate enables you to search the text of citing references and restrict your KeyCite result to those documents that contain specific terms.

To access KeyCite Locate, click **Locate** in the left frame of the KeyCite Limits page (Figure 5-8).

After accessing KeyCite Locate, follow these steps:

1. Type your Locate terms in the Locate text box as you would a Terms and Connectors query.
2. If you want the Locate terms to appear in the same paragraph as the cited reference, select the check box below the Locate text box.
3. Click **Apply** to search the text of citing references.

Your list of citing references is restricted to documents that contain your Locate terms (Figure 5-9). To view the full text of a document, click the number preceding its citation. Your Locate terms are highlighted in the text of the citing document.

![Figure 5-8. KeyCite Limits–Locate page](image-url)
Figure 5-9. List of citing references restricted to documents containing Locate terms

**Note**  KeyCite Locate is available only for KeyCite results containing fewer than 2,000 citing references. If the number of citing references in a KeyCite result exceeds 2,000, select other restrictions in addition to Locate to reduce the number of citing references in the result.
LIMIT BY JURISDICTION

To limit citing cases by jurisdiction, follow these steps:

1. Click Jurisdiction in the left frame of the KeyCite Limits page. A list of jurisdictions that have issued cases citing your statute is displayed in the right frame (Figure 5-10). Citation counts, enclosed in parentheses following a jurisdiction, show the number of cases from that jurisdiction that cite your statute.

2. Select the check boxes for the jurisdictions relevant to you.

3. Click Apply in the left frame.
LIMIT BY DATE

You can restrict citing references to documents issued during a specific time period or before or after a given date or to documents added to Westlaw during a specific time period or after a given date.

Click Date in the left frame of the KeyCite Limits page. A number of drop-down lists and text boxes are displayed in the right frame (Figure 5-11).

- To restrict the citing references by the date of the document, select Date of Document in the right frame; then choose a restriction from the drop-down list, or enter your date restriction in the After and Before text boxes by typing the dates or selecting them from the calendar. To display the calendar, click the Calendar icon ( ).

- To restrict the citing references by the date they were added to Westlaw, select Date added after; then choose a restriction from the drop-down list, or enter your date restriction in the Specific text box by typing the date or selecting it from the calendar.

When you finish making your selections, click Apply in the left frame.
6 KeyCite Alert

KeyCite Alert automatically monitors the status of cases, statutes, and administrative materials and sends you updates when their KeyCite information changes. When you create a KeyCite Alert entry, you specify how frequently your citation should be checked, e.g., weekly, biweekly, or monthly. KeyCite Alert can deliver results to several destinations, such as a printer or an email address, or download the results to disk. You can also save your results on Westlaw for 30 days and access them in the Print/Delivery Manager.

Creating a KeyCite Alert Entry

There are several ways to create a KeyCite Alert entry.

- **From a KeyCite Result or a Displayed Document**—Click Monitor with KeyCite Alert on the Links tab in the left frame in split-page view. The KeyCite Alert wizard is displayed with the citation of the document automatically entered for you (Figure 6-1). Type a client identifier in the text box, if necessary, and click Next. Then follow the step-by-step instructions to continue creating the entry.

- **From Any Page**—Click Alert Center in the upper-right corner of the page to display the Alert Center Directory. Then do one of the following:
  - Click Wizard in the KeyCite Alert section and follow the step-by-step instructions to create your entry.
  - Click Create in the KeyCite Alert section, then type the citation of the document you want to monitor in the Citation text box and click Go. The KeyCite Alert: Create Entry page is displayed (Figure 6-2). Specify your KeyCite Alert settings under Entry Details on the left side of the page. To change the delivery settings listed on the right side of the page, click Edit to display the KeyCite Alert: Edit Delivery Settings page (Figure 6-3). When you finish setting up your entry, click Save to save it in the KeyCite Alert Directory.

![Figure 6-1. KeyCite Alert wizard](image-url)
Restricting Citing References for Your KeyCite Alert Entry

To restrict the citing references for your KeyCite Alert entry, click Limit Citing Refs at the KeyCite Alert: Create Entry page (Figure 6-2).

When the KeyCite Alert Limits page is displayed, click the arrows in the left frame to restrict the list of citing references by headnote, Locate term, jurisdiction, document type, or depth of treatment category for cases (Figure 6-4) and by notes of decisions, Locate term, jurisdiction, or document type for statutes (Figure 6-5).

After selecting your limits, click Apply in the left frame to return to the KeyCite Alert: Create Entry page.
Figure 6-4. Restricting citing references for a KeyCite Alert case law entry

```
While Eleventh Amendment is jurisdictional in the sense that it is limitation an federal court's judicial power, and can be raised at any stage of proceedings, it is not co-extensive with limitations on judicial power in Article III. 11 U.S.C. § 701. Gen. 3.2.c.1.4a. Amend. 11.
```

Figure 6-5. Restricting citing references for a KeyCite Alert statute entry

```
1. Constitution
2. Constitution with other laws—Generally
3. — Exemptions, construction with other laws
4. Purpose
5. Repeal
6. Persons within section
7. Appended within section
8. Duty of Federal agency—Generally
9. — Inadequate information, duty of federal agency
10. — New information, duty of federal agency
11. Consultation with Secretary—Generally
12. — Counterpart regulations, consultation with secretary
13. — Foreign products, consultation with secretary
15. — Informal consultation, consultation with secretary
16. — Restricted consultation, consultation with secretary
17. Duty of Secretary
18. — Veto power of Secretary
16. Use of programs
17. Biological assessment—Generally
18. — Recovery chances, biological assessment
19. — Impact on habitat, biological assessment
```
Deleting or Modifying a KeyCite Alert Entry

All KeyCite Alert entries are saved in the Alert Center Directory (Figure 6-6). Entries remain in the directory until you delete them. To delete an entry, follow these steps:

1. Click Alert Center in the upper-right corner of any page. The Alert Center Directory is displayed.
2. If necessary, click the arrow in the KeyCite Alert section to display your most recently created KeyCite Alert entries.

   **Note** To view a list of all your KeyCite Alert entries, click View All in the KeyCite Alert section.
3. Select the check boxes next to the entries you want to delete, and then click Delete.

To modify an entry, follow steps 1 and 2 above, then click the entry’s name to display the KeyCite Alert: Create Entry page.
Table of Authorities

The Table of Authorities service lists the cases cited by a case. It is a useful tool for finding hidden weaknesses in a case because it not only lists the cases on which the case relies but also shows whether those cases have significant negative history. The Table of Authorities is also available for ALR annotations, law review articles, and selected administrative decisions.

Accessing the Table of Authorities Service

There are two ways to access the Table of Authorities service.

- **From Any Page**—At the top of any page, click Site Map. Then click Table of Authorities under Citator (KeyCite). The Table of Authorities page is displayed (Figure 7-1). Type a citation in the Enter citation text box and click Go.

- **From a Displayed Case or KeyCite Result**—While viewing a case or KeyCite result in split-page view, click Table of Authorities on the Links tab in the left frame; in full-page view, click Links for ... in the upper-right-corner of the page, then click Table of Authorities.

Table of Authorities service lists the cases cited by a case. (KeyCite lists cases giving a case.) Table of Authorities is useful for finding hidden weaknesses in a case because it shows whether the cases on which a decision relies have negative history.

- A red flag warns that the cited case is no longer good law for at least one of the points it contains.
- A yellow flag warns that the cited case has some negative history, but has not been reversed or overruled.
- Depth of treatment stars in a Table of Authorities result indicate how extensively a case has been discussed by the case citing it.
- Quotation marks indicate that the citing case directly quotes the cited case.
- Pinpoint citations allow you to jump instantly to where the cited case is discussed.

To view a list of publications and publication abbreviations that can be used in Table of Authorities, click Publications List.

To view the Table of Authorities information for a case type its citation (e.g., 113 fed 2786) and click Go.

Figure 7-1. Table of Authorities page
Using Table of Authorities Information

The Table of Authorities result (Figure 7-2)

- lists each case cited by a case. To view the full text of a cited case, click the number preceding its citation in the Table of Authorities list.

- displays depth of treatment stars for each cited case, indicating the extent to which the citing case discusses the cited case.

- displays KeyCite status flags for cited cases, which indicate whether the cases have history or citing references available in KeyCite.

- displays quotation marks when the citing case directly quotes the cited case.

- identifies the number of the print page in the citing case on which the first reference to each of the cited cases is located. To view a reference, click the page number (shown outlined in Figure 7-2) after its citation in the Table of Authorities list. The portion of the citing case containing the reference is displayed in the right frame (Figure 7-3). The reference is highlighted for easy identification.
Figure 7-2. Table of Authorities result

Figure 7-3. Cited references highlighted in the citing case