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To browse and order free Westlaw reference materials, visit west.thomson.com/documentation.
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.

Information in this guide is current through December 31, 2003.
Author: Roberta L. Roban, J.D
ALR, Am Jur, Federal Practice and Procedure, KeyCite, KeyCite Notes, Most Cited Cases, National Reporter System, United States Code Annotated, West Key Number System, Westlaw, westlaw.com, and West's are registered trademarks of West Publishing Corporation.

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Welcome to KeyCite

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

When Should I Use KeyCite?

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.

Expanding Your Research
Expand your research by using KeyCite to find citing references to your case, statute, administrative decision, or regulation. KeyCite Notes is an exclusive KeyCite tool that lets you quickly find sources such as cases and analytical materials that cite your case for a specific point of law.

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 indirect history. 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 impact 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.
Welcome to KeyCite

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; state 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 more than 700 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 indirect history of cases and administrative decisions
- citations to cases, administrative materials, secondary sources, and briefs 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 amending or repealing a statute
- citations to pending legislation affecting federal statutes or statutes from selected states


**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**
Unique graphical elements such as status flags, depth of treatment stars, and quotation marks enable you to quickly identify and evaluate information in KeyCite.
Accessing KeyCite

There are several ways to access information in KeyCite.

- **From the Tabbed Westlaw Page**—At the tabbed Westlaw page (Figure 1), type a citation in the **KeyCite this citation** text box and click **GO**.

- **From Any westlaw.com Page**—At the top of any westlaw.com page, click **KeyCite** on the toolbar to display the KeyCite page (Figure 2). Then type a citation in the **Enter citation** text box and click **GO**.

- **From a Displayed Document**—While viewing a document in split-page view, click **History** or **Citing References** on the Links tab in the left frame (Figure 3); in full-page view, click **Links for ...** above the document header, then click **History** or **Citing References** (Figure 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.
Accessing KeyCite

To view coverage information for KeyCite, click the Scope icon next to KeyCite.

To access KeyCite information, type a citation in the Enter citation text box and click GO.

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

To access the online Help Center for detailed information about using KeyCite, click KeyCite Tips.

To access KeyCite Alert—the service that helps you stay up-to-date on changes in KeyCite information for a document—click KeyCite Alert. (For more information about KeyCite Alert, see page 35.)
Accessing KeyCite

Figure 3: Displayed document in split-page view

Figure 4: Displayed document in full-page view
Viewing KeyCite Information

When you first access KeyCite, the history of the case, administrative decision, regulation, or statute is displayed. (Note: 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 5 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 6), click the Full-Page View icon to the right of the document header in the right frame.

To return to split-page view, click the Split-Page View icon on the right side of the page above the document header.

![Figure 5: KeyCite information in split-page view](image-url)
Browsing Documents in KeyCite Results
While viewing KeyCite information, you can browse the full text of referenced documents in the Link Viewer (Figure 7) by clicking the number preceding a referenced document.
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 document is available in KeyCite.

Figure 8 shows a case law document displayed in westlaw.com. 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 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.
- A blue H indicates that the case has some history.
- A green C indicates that the case has citing references but no direct or negative indirect history.
KeyCite Information for Cases

**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 Indirect History** 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.

**Customizing the History You View**
When you are viewing the full KeyCite history result (Figure 9), you can click **Show Negative History Only** at the bottom of the page to display only negative history.

When you are viewing the negative KeyCite history, you can click **Show Full History** at the bottom of the page to display the full history result.

![Figure 9: History of the case in split-page view](image-url)
Citing References to the Case
To view a list of cases, administrative materials, secondary sources, and briefs 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 page in full-page view.

The first portion of the KeyCite citing references result lists all negative citing cases, followed by a list of other cases, administrative materials, secondary sources, and briefs citing your case. Citing cases are categorized by the depth of treatment they give your case.

Figure 10 shows KeyCite citing references in split-page view.

KeyCite Depth of Treatment Stars
KeyCite depth of treatment stars indicate the extent to which a citing case discusses the cited case.

★★★★ Examined
The citing case contains an extended discussion of the cited case, usually more than a printed page of text.

★★★ Discussed
The citing case contains a substantial discussion of the cited case, usually more than a paragraph but less than a printed page.

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

★ Mentioned
The citing case contains a brief reference to the cited case, usually in a string citation.

KeyCite Quotation Marks
Quotation marks (**) indicate that the citing case 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.
   Alternatively, you can hold your pointer over the arrow next to **Limit KeyCite Display** and choose a restriction from the menu that is displayed (Figure 11).
2. Click the arrows in the left frame to restrict the list of citing references by headnote, Locate term, jurisdiction, date, document type, or depth of treatment category.
3. Click **Apply** to display the list of citing references with the restrictions you specify.

To modify your restrictions, hold your pointer over the arrow next to **Cancel Limits** at the bottom of the KeyCite citing references result. Then choose the restriction you want to modify from the menu that is displayed.

To cancel your restrictions and display all citing references, click **Cancel Limits** at the bottom of the KeyCite citing references result.
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, click the Headnotes arrow in the left frame of the KeyCite Limits page, or hold your pointer over the arrow next to Limit KeyCite Display at the bottom of the KeyCite citing references result and choose Headnotes from the menu that is displayed. 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 12). Select one or more check boxes preceding the topics and key numbers, then click Apply.
Limit by Locate

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

To access KeyCite Locate, click the Locate arrow in the left frame of the KeyCite Limits page (Figure 13). You can also access KeyCite Locate by holding your pointer over the arrow next to Limit KeyCite Display at the bottom of the KeyCite citing references result and choosing Locate from the menu that is displayed.

After accessing KeyCite Locate, follow these steps:

1. Type your Locate terms in the Locate Query 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 Query text box.
3. Click Apply to search the text of citing references.

Your list of citing references is limited to documents that contain your Locate terms (Figure 14). To view the full text of a document in the Link Viewer, click the number preceding its citation. Your Locate terms are highlighted in the text of the citing document (Figure 15).

Figure 13: The KeyCite Limits–Locate page
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.

Figure 14: A list of citing references limited to documents containing Locate terms

Figure 15: Locate terms highlighted in the text of a citing reference displayed in the Link Viewer
Limit by Jurisdiction
To limit citing cases by jurisdiction, follow these steps:

1. Click the **Jurisdiction** arrow in the left frame of the KeyCite Limits page, or hold your pointer over the arrow next to **Limit KeyCite Display** at the bottom of the KeyCite citing references result and choose **Jurisdiction** from the menu that is displayed. A list of jurisdictions that have issued cases citing your case is displayed in the right frame (Figure 16). 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 16: The KeyCite Limits-Jurisdiction page](image-url)
**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 the **Date** arrow in the left frame of the KeyCite Limits page, or hold your pointer over the arrow next to **Limit KeyCite Display** at the bottom of the KeyCite citing references result and choose **Date** from the menu that is displayed. A number of drop-down lists and text boxes are displayed in the right frame (Figure 17).

- To restrict the citing references by the decision date or publication date, select **Date of document** in the right frame; then select a restriction from the drop-down list or type your date restriction in the **After** or **Before** text boxes.
- To restrict the citing references by the date they were added to Westlaw, select **Date added after**; then select a restriction from the drop-down list or type your date restriction in the **Specific Date** text boxes.

When you have finished making your selections, click **Apply** in the left frame.

![Figure 17: The KeyCite Limits-Date page](image-url)
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, and other secondary sources
- include or exclude citations to administrative decisions and the Federal Register
- restrict citing references to documents from a specific publication

Click the Document Type arrow in the left frame of the KeyCite Limits page, or hold your pointer over the arrow next to Limit KeyCite Display at the bottom of the KeyCite citing references result and choose Document Type from the menu that is displayed. A list of document types is displayed in the right frame (Figure 18). 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 text box. When you have finished selecting your restrictions, 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 the Depth of Treatment arrow in the left frame of the KeyCite Limits page, or hold your pointer over the arrow next to Limit KeyCite Display at the bottom of the KeyCite citing references result and choose Depth of Treatment from the menu that is displayed. The depth of treatment categories are displayed in the right frame (Figure 19). 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 19: The KeyCite Limits–Depth of Treatment page](image-url)
KeyCite Notes

KeyCite Notes 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 Notes** link or icon in a headnote classification hierarchy in the case (Figure 20). A list of the types of citing references available in KeyCite is displayed (Figure 21). 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 check boxes next to the types of citing references you want to view. When you have finished making your selections, click **GO**. The citing references are displayed in the right frame (Figure 22).

To display the complete list of citing references, click **Cancel KC Notes** at the bottom of the page.

![Figure 20: Links to KeyCite Notes information](image)
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 23). A KeyCite status flag is also displayed next to the statute citation on the Result List tab.

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 pending 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.

* A KeyCite flag is displayed for a statute whose validity is affected by a case if the case was added to Westlaw after January 15, 2001.
KeyCite Information for Statutes

Up to three KeyCite flags may be displayed on the Links tab.

Figure 23: A statute document with KeyCite status flags
**History of the Statute**

Statute history lists cases affecting the validity of the statute* plus legislation affecting the statute. Legislation is divided into the following categories:

- **Updating Documents** lists citations to recent session laws that have amended or repealed the section.
- **Pending Legislation** lists citations to pending bills that reference the section (available for federal statutes and statutes from selected states).
- **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 24 shows KeyCite history information in split-page view.

* A KeyCite flag is displayed for a statute whose validity is affected by a case if the case was added to Westlaw after January 15, 2001.
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 page in full-page view.

Figure 25 shows KeyCite citing references in split-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 and state statute notes of decisions, cases on Westlaw that do not appear in notes of decisions, administrative decisions, Federal Register documents, secondary sources, and briefs. If the list of citing references is long, it will be divided into parts.

![Figure 25: Citing references to the statute in split-page view](image-url)
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. The KeyCite Limits page is displayed.

   Alternatively, you can hold your pointer over the arrow next to **Limit KeyCite Display** and choose a restriction from the menu that is displayed (Figure 26).

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

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

To modify your restrictions, hold your pointer over the arrow next to **Cancel Limits** at the bottom of the KeyCite citing references result. Then choose the restriction you want to modify from the menu that is displayed.

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

![Figure 26: The Limit KeyCite Display menu](image-url)
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 the Notes of Decisions arrow in the left frame of the KeyCite Limits page, or hold your pointer over the arrow next to Limit KeyCite Display at the bottom of the KeyCite citing references result and choose Notes of Decision from the menu that is displayed. The topics under which the notes of decisions are indexed are displayed in the right frame (Figure 27). Select one or more check boxes preceding the topics, then click Apply.

To view the text of notes of decisions, click the View Notes of Decisions Text arrow in the right frame. The notes of decisions are displayed across the full width of the page (Figure 28). You can easily browse the notes of decisions by using the hypertext links in the index at the top of the page.
Using KeyCite in westlaw.com
Limit by Locate
KeyCite Locate enables you to search the text of citing references and limit your KeyCite result to those documents that contain specific terms.

To access KeyCite Locate, click the Locate arrow in the left frame of the KeyCite Limits page (Figure 29). You can also access KeyCite Locate by holding your pointer over the arrow next to Limit KeyCite Display at the bottom of the KeyCite citing references result and choosing Locate from the menu that is displayed.

After accessing KeyCite Locate, follow these steps:
1. Type your Locate terms in the Locate Query 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 Query text box.
3. Click Apply to search the text of citing references.

Your list of citing references is limited to documents that contain your Locate terms (Figure 30). To view the full text of a document in the Link Viewer, click the number preceding its citation. Your Locate terms are highlighted in the text of the citing document (Figure 31).

Figure 29: The 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.

Figure 30: A list of citing cases limited to documents containing Locate terms

Figure 31: Locate terms highlighted in the text of a citing reference displayed in the Link Viewer
Limit by Jurisdiction
To limit citing cases by jurisdiction, follow these steps:

1. Click the **Jurisdiction** arrow in the left frame of the KeyCite Limits page, or hold your pointer over the arrow next to **Limit KeyCite Display** at the bottom of the KeyCite citing references result and choose **Jurisdiction** from the menu that is displayed. A list of jurisdictions that have issued cases citing your statute is displayed in the right frame (Figure 32). 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.

![Figure 32: The KeyCite Limits–Jurisdiction page](image-url)
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 the Date arrow in the left frame of the KeyCite Limits page, or hold your pointer over the arrow next to Limit KeyCite Display at the bottom of the KeyCite citing references result and choose Date from the menu that is displayed. A number of drop-down lists and text boxes are displayed in the right frame (Figure 33).

- To restrict the citing references by the date of the document, select Date of document in the right frame; then select a restriction from the drop-down list or type your date restriction in the After or Before text boxes.
- To restrict the citing references by the date they were added to Westlaw, select Date added after; then select a restriction from the drop-down list or type your date restriction in the Specific Date text boxes.

When you have finished making your selections, click Apply in the left frame.

Figure 33: The KeyCite Limits–Date page
**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, and other secondary sources
- include or exclude citations to administrative decisions and the *Federal Register*
- restrict citing references to documents from a specific publication

Click the **Document Type** arrow in the left frame of the KeyCite Limits page, or hold your pointer over the arrow next to **Limit KeyCite Display** at the bottom of the KeyCite citing references result and choose **Document Type** from the menu that is displayed. A list of document types is displayed in the right frame (Figure 34). 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 text box. When you have finished selecting your restrictions, click **Apply** in the left frame.

![Figure 34: The KeyCite Limits–Document Type page](image-url)
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, for example, weekly, biweekly, or monthly. KeyCite Alert can deliver results to several destinations, such as a printer or an e-mail address, or download the results to disk. You can also save your results on Westlaw for 30 days and access them in the Offline Print Directory.

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 or at the bottom of the page in full-page view. The KeyCite Alert Entry wizard is displayed with the citation of the document automatically entered for you (Figure 35). Type a client identifier in the text box and click Next, then follow the step-by-step instructions to continue creating the entry.

■ From Any westlaw.com Page—Choose KeyCite Alert from the More drop-down list on the toolbar. If you do not currently have any KeyCite Alert entries, an overview of KeyCite Alert is displayed. If you have KeyCite Alert entries, the KeyCite Alert Directory is displayed (see Figure 40 on page 38). Then do one of the following:
  ■ Click Entry Wizard and follow the step-by-step instructions to create your entry.
  ■ Click Create Entry, type the citation of the document you want to monitor in the text box that is displayed, and click GO. The KeyCite Alert–Create Entry page is displayed (Figure 36). Use the text boxes and selections to specify your KeyCite Alert settings. To go to a second KeyCite Alert–Create Entry page (Figure 37) and view additional settings, click Next. When you finish setting up your entry, click Save to save it in the KeyCite Alert Directory.

Figure 35: The KeyCite Alert Entry wizard
KeyCite Alert

Figure 36: The first KeyCite Alert–Create Entry page

Figure 37: The second KeyCite Alert–Create Entry page
Restricting Citing References for Your KeyCite Alert Entry

To restrict the citing references for your KeyCite Alert entry, click **Limit Citing Refs** at the first KeyCite Alert–Create Entry page (Figure 36).

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 38) and by notes of decisions, Locate term, jurisdiction, or document type for statutes (Figure 39).

After selecting your limits, click **Apply** in the left frame to return to the first KeyCite Alert–Create Entry page.

![Figure 38: Restricting citing references for a KeyCite Alert case law entry](image-url)
Modifying or Deleting an Entry
You can use the KeyCite Alert Directory (Figure 40) to delete or modify an entry. The directory lists entries in the order you created them. Entries remain in the directory until you delete them.

To remove an entry from the directory, click Delete next to that entry. To modify an entry, click the number preceding its citation. The first KeyCite Alert–Create Entry page is displayed.
Table of Authorities

The Table of Authorities 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.

Accessing the Table of Authorities Service
From any westlaw.com page, choose Table of Authorities from the More drop-down list on the toolbar. The Table of Authorities page is displayed (Figure 41). Type a citation in the Enter citation text box and click GO.

From a displayed case in split-page view, click Table of Authorities on the Links tab in the left frame; in full-page view, click Links for … at the top of the page, then click Table of Authorities.

Using Table of Authorities Information
The Table of Authorities result (Figure 42)
- lists each case cited by your case. To view the full text of a cited case in the Link Viewer, 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 your case discusses the cited case.
- displays KeyCite status flags for cited cases, which indicate whether they have history or citing references available in KeyCite.
- displays quotation marks when your case directly quotes the cited case.
- identifies the print page location of the first reference to each of the cases cited by your case. To view a reference, click the page number (shown circled in Figure 42) after the citation in the Table of Authorities list. The portion of your case containing the cited reference will be displayed in the right frame and highlighted for easy identification (Figure 43).
Table of Authorities

Figure 42: A Table of Authorities result displayed in the right frame

Figure 43: A cited reference highlighted in the right frame