Using KeySearch® on Westlaw

KeySearch is a tool powered by the West Key Number System® that identifies key numbers and terms related to your legal issue and runs a query, which was created by a West attorney-editor, for you. KeySearch retrieves documents that contain key numbers, such as cases with West headnotes, as well as documents that do not contain key numbers, such as law review articles and cases without West headnotes.

**KeySearch Topics**

West editors have analyzed and distilled the 400 major topics in the West Key Number System into 46 general topics that help you search efficiently. KeySearch topic names are commonplace, familiar terms, such as Family Law and Products Liability. To use KeySearch topics to quickly find relevant documents, complete the instructions on the following pages.

**Using KeySearch**

1. Access KeySearch.

Click **Key Numbers** at the top of any Westlaw page (Figure 1). At the next page, click **KeySearch** under **Browse Key Numbers** to access KeySearch.

For assistance using Westlaw, call 1-800-WESTLAW (1-800-937-8529).

For free reference materials, visit [west.thomson.com/westlaw/guides](http://west.thomson.com/westlaw/guides).
2. View the list of KeySearch topics.

When you access KeySearch, the KeySearch page is displayed (Figure 2). At the KeySearch page, browse the list of topics and selected subtopics in the right frame. To view all the subtopics under a topic, click the topic’s Browse icon ( ). Repeat this step to view more subtopics in the hierarchy.

```plaintext
Figure 2. KeySearch page
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Searching the KeySearch Topics

You can also search the list of KeySearch topics and subtopics for specific terms by typing the terms in the text box in the left frame and clicking Go. A list of topics and subtopics that contain your search terms is displayed (Figure 3).

Note When searching the KeySearch list of topics, you can use all Westlaw connectors except the /p connector to specify the relationships that should exist between your search terms.
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```plaintext
Figure 3. KeySearch topics and subtopics
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3. Choose a KeySearch topic or subtopic.

To choose a topic or subtopic related to your issue, click **Search all of...** at the top of the page or click the **Search** icon (🔍) next to a topic or subtopic.

When you click the **Search all of...** link, you may retrieve a large number of documents. To run a narrower search, click a **Search** icon. In the example shown in Figure 4, click **Search all of Personal Jurisdiction** to retrieve documents related to any aspect of a court’s jurisdiction over a person, or click the **Search** icon next to **Long-Arm Statutes** to retrieve only documents related to long-arm jurisdiction.

4. Choose a source to search.

After you choose a KeySearch topic or subtopic, the KeySearch search page is displayed (Figure 5). Select a source containing the type of documents you want to retrieve (cases with West headnotes, cases without West headnotes, encyclopedias and treatises, or journals and law reviews). Then choose a specific source (e.g., California state cases or *California Civil Practice–Procedure*) from the corresponding drop-down list.

5. Add search terms, if desired.

KeySearch provides a query based on the topic or subtopics and the source you selected. If you want to add search terms to this query, type the terms in the **Add search terms** text box, shown outlined at the bottom of Figure 5.
6. Review and modify the query, if desired.

To display the full KeySearch query, click View/Edit Full Query at the KeySearch search page. The KeySearch query is displayed in the Add search terms text box (Figure 6).

To view information about the topic and key numbers used in the KeySearch query, click Show/Hide Key Number information about this query (Figure 6). If desired, make changes to the query in the Add Search Terms text box before you run the search.

7. Run your search.

To run the KeySearch query, click Search.

8. Review the result and edit the query, if desired.

After KeySearch runs the query, the result list is displayed, listing citations of documents retrieved by the search. ResultsPlus® information, if available, is also displayed. KeySearch results, like other Terms and Connectors search results, are ranked in reverse chronological order, with the search terms highlighted. Click a title in the result list to display the full text of the document. The document is displayed in the right frame and the Result List and Links tabs (providing access to KeyCite® and other resources) are displayed in the left frame.

To edit the KeySearch query, click Edit Search in the left frame of the KeySearch result. The KeySearch search page is displayed, where you can select a different source or modify the query.

Retrieving Your Organization's Internal Documents with KeySearch

In addition to retrieving documents on Westlaw, West km® for Litigation uses KeySearch to retrieve relevant documents. The following techniques ensure that KeySearch retrieves comprehensive, reliable, and relevant documents at your organization:

• Automatic classification: The categorization and recommendation engine (CaRE) used by West km automatically indexes and assigns your organization’s documents to KeySearch topics.

• Manual classification: In addition, your organization’s West km administrator can manually assign documents to KeySearch topics. Your administrator can also customize the existing KeySearch hierarchy of topics to facilitate your organization’s specific search requirements.

• Terms and Connectors queries: The automatic queries crafted by West attorney-editors for KeySearch, together with customized queries added by your administrator, provide full-text searching to retrieve your organization’s internal documents related to KeySearch topics. You can also edit these queries when you run a search.

For more information about West km, call 1-888-WESTKM1 (1-888-937-8561) or visit west.thomson.com/westkm.