

Westlaw Classic

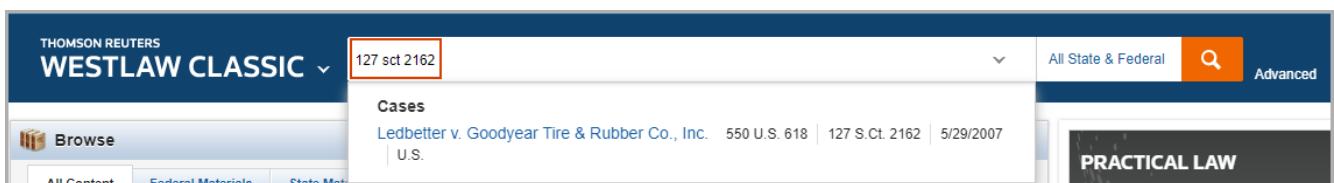
How to retrieve and search for cases

There are several different methods to retrieve cases and conduct case law research on Westlaw Classic. Learn how to quickly locate the legal authority you need below.

Retrieving a Case by Citation or Name

When you know the **citation** or **name** of the case, type this into the search bar at the top of any page.

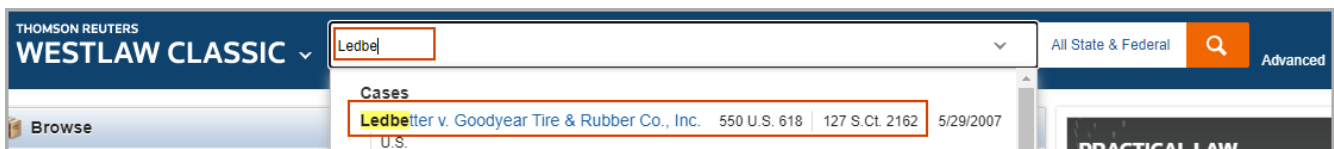
1. To retrieve a case by **citation**, type the citation, e.g. **127 sct 2162**, in the search bar and click Search.



2. To retrieve multiple cases by citation, type each citation in the search bar, separated by a semicolon, e.g. **113 sct 2217; 127 sct 2162**, and click Search. You can enter up to 30 citations at one time.



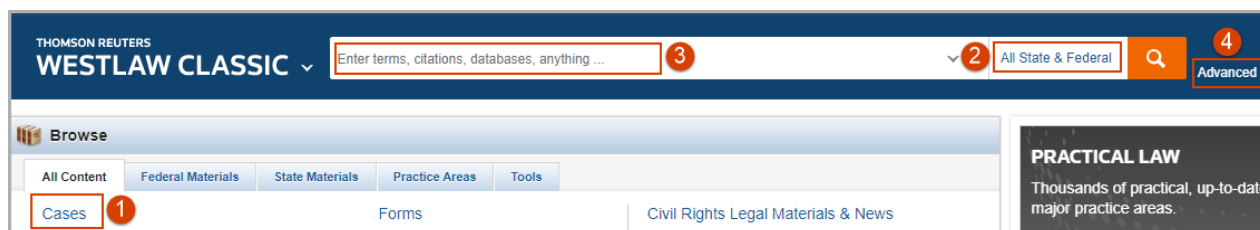
3. To retrieve a case by party name, begin to type the party name in the search bar. The auto-suggest functionality may provide suggestions in the search bar drop-down. Select the title of your case from the list.



Searching for Cases by keyword

When you need to search for cases by keyword, you can use the search bar at the top of any page.

1. Select **Cases** from the **Home Page Content** type. Then, select whether to refine further by Court, State or Topic.
2. The jurisdiction parameters can also be set within the search bar.
3. Enter a keyword search in the search bar. The search bar drop-down will provide search suggestions as you type.
4. Alternatively, use the **Advanced Search** template by clicking on *Advanced* next to the search bar. Access a User Guide on **Search Terms & Connectors** [HERE](#).
5. Click on the case title to access that document or click **Search** to run your search query.



Searching for Cases by Key Number System

The West Key Number System organizes cases by topic, allowing you to quickly find cases related to a particular issue. Access a User Guide on the **West Key Number System** [HERE](#).

Viewing the Cases search results page

1. Search Results are sorted by relevance. Click on *Sort by* at the centre top of the search results list and use the dropdown menu to sort by other categories like date, most cited, or most used.
2. Click the detail level menu to select the level of detail to display on the search results page including the case title, citation, case summary and/or search terms in context.
3. Select one or multiple search results to print, download, email, or folder the selected document(s) directly from the search results page.
4. Create a Westclip Alert directly from the search results page to stay up to date. For a guide on how to create a Westclip Alert, click [HERE](#).
5. View and access a list of related documents from secondary sources in the right-hand pane. Access is subscription dependent.
6. Search for a specific keyword or phrase by using the *Search Within Results* field in the left-hand pane. This search field is Search Term Connectors enabled. Once you have run this search, both your original search terms and the *Search Within Results* terms are highlighted in the updated search results list.
7. Use the post search filter in the left-hand pane to narrow the search results in line with the selected filter options.

Looking for more information?

To sign into Westlaw Classic, visit westlaw.com.

For assistance using Westlaw UK, email SSA.MENATrainers@thomsonreuters.com

For additional training materials, visit [Product Support](#) on Westlaw Classic, or the Westlaw Classic [training website](#).