WestlawNext®

Comparing Westlaw Classic and WestlawNext

Interface • Features • Functionality

When you move from Westlaw® Classic to WestlawNext®, you won't have to relearn research skills. And, while you'll find similar features and services on WestlawNext, you'll also gain the advanced search technology of WestSearch®, a search engine designed for law that incorporates 125 years of proprietary analysis of the law and is available only on WestlawNext. You'll also find tools to help you organize, manage, and share your research and mobile access when you need research on the go.

The list below includes common Westlaw Classic tasks and features and their WestlawNext equivalents, in addition to information about WestlawNext features you won't find anywhere else. So, start using WestlawNext today and complete your research up to three times faster, as studies have shown.*

WestlawNext is available on the Web at **next.westlaw.com**.

For technical assistance, call West Customer Technical Support at **1-800-WESTLAW** (1-800-937-8529).

For search assistance, call the West Reference Attorneys at **1-800-REF-ATTY** (1-800-733-2889).

For free reference materials, visit **legalsolutions. thomsonreuters.com/ guides**.

Westlaw Classic	WestlawNext	Description of WestlawNext Interface, Feature, or Functionality
Signing On		
Westlaw password/ Online ID	OnePass username and password	WestlawNext requires a OnePass username and password. Type your username and password in the text boxes at the sign-on page.
Client ID	Client ID	At the Welcome page, type a client identifier in the text box or click the arrow next to the *Client ID* text box to choose a previously used identifier.
Select a pricing method	Select a billing method	Select a billing method at the Welcome page, unless you or your administrator previously selected a default billing method.
Return to last research trail	Return to your recent research	You can choose to return to one of your last five research events, which are listed at the Welcome page.
Mobile Access		
Not available	iPad® app	Access WestlawNext via your iPad.
Not available	Android™ app	Access WestlawNext via your Android device.
Not available	Mobile browsers	Access WestlawNext on your smartphone or tablet.

* Study: WestlawNext Is Faster Than Westlaw

THOMSON REUTERS™

Westlaw Classic	WestlawNext	Description of WestlawNext Interface, Feature, or Functionality

Finding Documents

Westlaw Classic	WestlawNext	Description of WestlawNext Interface, Feature, or Functionality
Find a document by citation	Retrieve a document by citation	Type a citation in the search box at the top of the page and click **Search**.
Find a statute by citation	Retrieve a statute by citation	You can retrieve a statute by entering the citation in the search box. No find command is necessary. WestSearch recognizes that the text entered is a citation and returns the correct document, as opposed to running a search. You can also retrieve a statute using a Find Template. The template provides the text of the statute citation; simply fill in the box with the section number.
Find a case by party name	Retrieve a case by party name	Type the short title of the case (e.g., **kelo v. new london**) or parties' names in the search box at the top of the page, choose a jurisdiction from the Jurisdiction selector, and click **Search**.
Find and print multiple documents by citation	Retrieve multiple documents by citation	Type up to 20 citations, separated by semicolons, in the search box at the top of the page—or copy a list of multiple citations separated by semicolons or hard returns and paste them in the search box—and click **Search**. After the documents are retrieved, select the **Select all items** check box and click the delivery icon or click the arrow next to the icon and choose a delivery method from the menu.
		To save the documents to a folder, select the **Select all items** check box and click the **Save to folder** icon () on the toolbar. Then choose your desired folder and click **Save**.

Selecting Content to Search

Westlaw Classic	WestlawNext	Description of WestlawNext Interface, Feature, or Functionality
Databases	Content categories	Content is organized by category. There is no need to access a database. You can type your search in the search box at the top of the home page and click **Search** to automatically run a search of all core legal content available on WestlawNext. See page 11 for a list of all core legal content categories.
Westlaw Directory	Browse content	You can choose specific content to search by clicking category links in the *Browse* section of the home page (e.g., *Cases* or *Secondary Sources*). See Figure 1 on page 12 for a view of the home page.
Database identifiers	Category pages	Each category of content is organized on its own page. When you click a category link in the *Browse* section of the home page, a corresponding tabbed search box is displayed at the top of the category page. Type your search in this box and click **Search** to search all content listed on the page.
Search for a database	Category page suggestions	As you begin to type a database identifier (e.g., **ca-cs**) or content category (e.g., **california cases**) in the search box at the top of the page, WestlawNext will suggest a corresponding category page by asking *Looking for this?* (e.g., the California State and Federal Cases page).

Westlaw Classic	WestlawNext	Description of WestlawNext Interface, Feature, or Functionality

Selecting Content to Search (continued)

Westlaw Classic	WestlawNext	Description of WestlawNext Interface, Feature, or Functionality
Scope	Content descriptions	Short content descriptions are provided on the category pages. If available, click the information icon (ⓘ) to display additional information.
Favorite Databases list	Favorites	Category pages you have saved as favorites are listed on the home page under *Favorites*. To add a page to Favorites, click the **Add to Favorites** star icon (⭐) at the top of a category page.
Recent Databases list	Frequently Used Items	Category pages you frequently access are automatically listed on the home page under *Favorites*.
Tabbed pages	Content category pages	To research core content for a specific jurisdiction, access the category page for a state. Type your search in the tabbed search box at the top of the page and click **Search** to search all content listed on the page. You can also select specific content on the category page to search (e.g., *Cases* or *Forms*). To research core content for a specific practice area (e.g., Commercial Law or Tax), access the category page for the topic. Type your search in the tabbed search box at the top of the page and click **Search** to search all content listed on the page. You can also select specific content on the category page to search (e.g., *Secondary Sources* or *Expert Materials*).
Customizing tabbed pages	Organizing favorites	Favorites listed on the home page can be organized as customized content groups that include up to 100 category pages. You can then run a search of all content listed on these category pages while viewing the home page.

Searching for Information

Westlaw Classic	WestlawNext	Description of WestlawNext Interface, Feature, or Functionality
Natural Language	Descriptive terms	Type descriptive terms that describe the legal issue you are researching, e.g., **what constitutes retaliation against a whistleblower**, in the search box at the top of the page, then choose a jurisdiction or practice area. WestSearch, a search engine designed for law, searches the world's most comprehensive and authoritative collection of legal content and incorporates 125 years of proprietary analysis of the law and tools like key numbers, KeyCite, headnotes, notes of decisions, and exclusive secondary sources, to deliver relevant documents that use phrasing differently from your query. WestSearch identifies which documents are most relevant—using term matching, legal concepts, document characteristics, and search patterns—and places the most relevant documents at the top of the list. For more information about WestSearch, see page 11.

Westlaw Classic	WestlawNext	Description of WestlawNext Interface, Feature, or Functionality

Searching for Information (continued)

Westlaw Classic	WestlawNext	Description of WestlawNext Interface, Feature, or Functionality
Terms and Connectors	Terms and Connectors	Type a Terms and Connectors query, e.g., **burden +s proof prov!**, in the search box at the top of the page. WestSearch will retrieve documents that contain your terms in the specified relationships, with the most relevant documents listed at the top of the result page. For more information about WestSearch, see page 11.
		WestlawNext processes a search containing the terms *and*, *&*, *or*, or *quotation marks*, without other Boolean syntax, as a descriptive terms search. This ensures more thorough research and means that WestSearch will include search results with concepts related to your terms. When this happens, a link will be displayed above the search result to allow you to modify the result by running the search as Boolean Terms and Connectors.
		You can also direct WestlawNext to run a search using these terms as Boolean Terms and Connectors operators by doing any of the following: • Add a proximity connector, expander, or field restriction to your search. • Enter your search using the Advanced Search feature, described below. • Click **Preferences** on the home page, click the **Search** tab, and choose to always run searches containing *and*, *&*, *or*, or *quotation marks* as Boolean Terms and Connectors.
	Advanced Search	When you use the Advanced Search feature, WestlawNext uses the Boolean Terms and Connectors search method to retrieve documents. To access the Advanced Search template, click **advanced** next to the Search button. Then type your terms in the appropriate text boxes.
Smart Tools®	Suggestions	WestlawNext suggests spelling corrections (e.g., *Did you mean …*), category pages (e.g., *Looking for this?*), and documents.
Require/Exclude Terms	Require/Exclude Terms	To require that a term (or phrase within quotation marks) be contained in every document retrieved, add a plus symbol (**+**) immediately before the term. To exclude documents that contain a term (or phrase within quotation marks), add a minus symbol (**–**) immediately before the term.
	Advanced Search	You can also use the Advanced Search feature to specify terms that must or must not appear in documents in your result.
Field searching	Terms and Connectors	You can add field restrictions to the Boolean Terms and Connectors query you type in the search box.
	Advanced Search	Selected fields are available on the Advanced Search template.
	Filters	You can narrow a search result by choosing a filter under *Narrow* in the left column of the result page. Filters vary by document type. For example, the filters available for cases include jurisdiction, date, reported status, topic, judge, attorney, law firm, key number, party, and docket number.

Westlaw Classic	WestlawNext	Description of WestlawNext Interface, Feature, or Functionality

Searching for Information (continued)

Westlaw Classic	WestlawNext	Description of WestlawNext Interface, Feature, or Functionality
Table of Contents	Table of Contents	When you browse category pages for specific statutory codes, court rules, administrative codes, texts and treatises, and other publications, a table of contents for the publication is displayed. While viewing a document, you can also click **Table of Contents** on the document toolbar to access the table of contents.
Statutes index	Statutes index	To view the index for the statutes of a particular jurisdiction, click **Statutes Index** in the right column of the category page for the statutes.
West Key Number Digest (Custom Digest)	West Key Number System® page	Click the **Tools** tab at the home page and click **West Key Number System** to access the complete topic and key number outline. You can also click a key number in a case law, statutory, or secondary source document to retrieve a list of headnotes that are classified under that topic and key number. Or click **Cases that cite this headnote** to retrieve a list of citing references that discuss the legal issue summarized in the headnote.

Accessing Current Awareness Information

Westlaw Classic	WestlawNext	Description of WestlawNext Interface, Feature, or Functionality
Alerts	Alerts	Click **Alerts** at the top of any page. Available alert types are listed in the left column. Click a tab at the top of the page to create an alert, view alert history, or create a customized newsletter.
Not available	Practitioner Insights	Click the **Topics** tab at the home page and then click one of the following topics to display the Practitioner Insights page for the topic: antitrust, bankruptcy, energy and environment, finance and banking, health law, intellectual property, labor and employment, products liability, or securities. You can access practice area-specific legal news and analysis, all related content on WestlawNext, alerts, and recently filed legal documents. Practitioner Insights pages are also available for New York and National News. Practitioner Insights are available exclusively on WestlawNext.

Viewing Results

Westlaw Classic	WestlawNext	Description of WestlawNext Interface, Feature, or Functionality
Result list	Result page	The result page contains three columns (see Figure 2 on page 12): The left column lists the core content categories, as well as available filters. The center column lists documents in the category selected in the left column, with KeyCite flags displayed on cases, statutes, regulations, and administrative decisions. The right column lists a sampling of the most relevant secondary sources; briefs; and pleadings, motions, and memoranda in your search result.
Document rank order (reverse chronological or occurrence of terms)	Relevancy ranking	WestlawNext ranks documents on the result page by relevancy (see page 11). To change this default ranking, choose an option from the *Sort by* drop-down list at the top of the result page; for example, you can choose **Relevance**, **Date**, **Most Cited**, or **Most Used** for cases.

Westlaw Classic	WestlawNext	Description of WestlawNext Interface, Feature, or Functionality

Viewing Results (continued)

Result list preferences • Hide search terms in result list	Result page options	Click the **View Detail** icon (☰ ▾) at the result page to choose from three levels of detail. Details varies by document type and may include the title and citation, search terms in context, and a document summary.
ResultsPlus® for search results	Related Documents	ResultsPlus technology is integrated into WestSearch, which finds and delivers related information. A sampling of the most relevant secondary sources, briefs, and trial court documents in your search result is listed under *Related Documents* in the right column of the result page.
Locate in Result	Search Within Results	Type a Boolean Terms and Connectors query in the *Search within results* text box in the left column of the result page and click **Continue**. Then click **Apply Filters**. Your original search terms are highlighted in <mark>yellow</mark> in the document and the terms used to narrow your result are highlighted in <mark>purple</mark>. Note: You can browse the documents in your search result by your original search terms, by the terms used to narrow your result, or by both.

Viewing Documents

Browsing by search term	Previous/next term	Click the **Search term** arrows on the document toolbar to view the portions of each document that contain your search terms.
Locate in Result	Search text in this document	Click the **Search text in this document** icon (🔍▾) on the document toolbar, type a Terms and Connectors query in the displayed search box, and click **Search**. Your search terms are highlighted in <mark>green</mark>.
Previous/next section	Previous/next section	Click the arrow to the right of the section symbol (§) on the document toolbar to view the next section of a statute, regulation, or treatise. Click the arrow to the left of the section symbol to view the previous section.
Go to Star Page	Go to Star Page	Click **Go to** on the document toolbar, then type a page number in the Page # text box and click **Go**.
Copy with Reference	Copy with Reference	Select the text you want to copy, then choose **Copy with Reference** from the menu. Paste the copied text, which includes its citation, into your word-processing document. Note: *Standard* citation format is the default; click the arrow next to **Copy with Reference** to choose from 13 other available formats.
Links tab	Related information tabs	The tabs at the top of a document contain related information (e.g., KeyCite® information, annotations, and court filings). To return to the full text of the document you were originally viewing, click the **Document** tab.
Prior versions of statutes and regulations	History tab	Click the **History** tab and choose **Versions** from the menu to view a list of prior versions of the statute or federal regulation.

Westlaw Classic	WestlawNext	Description of WestlawNext Interface, Feature, or Functionality

Viewing Documents (continued)

Westlaw Classic	WestlawNext	Description of WestlawNext Interface, Feature, or Functionality
Statute annotations	Statute annotations	Statute annotations, except for credits, are not part of the full-text document on WestlawNext. They are included on the related information tabs for the statute.
• Notes of Decisions	• Notes of Decisions	• Click the **Notes of Decisions** tab to view all notes of decisions, or click a topic under **Notes of Decisions** in the right column to view notes of decisions indexed under the topic.
• References	• References	• Click the **Context and Analysis** tab to view references.
• Historical and Statutory Notes	• Legislative History Notes	• Click the **History** tab and choose **Legislative History Materials** from the menu to view relevant materials such as committee reports, floor testimony, and executive messages.
ResultsPlus for documents	Related Topics	ResultsPlus technology is integrated into WestSearch, which finds and delivers related information. Legal issues discussed in the document being viewed are listed under *Related Topics* in the right column. Where available, click a link in the right column to retrieve additional documents relevant to the issue.

Organizing and Sharing Research

Westlaw Classic	WestlawNext	Description of WestlawNext Interface, Feature, or Functionality
Not available	Folders	You can organize, manage and share your research using folders. To access folders, do one of the following: • Click **Folders** at the top of a page and click **view all** in the menu to display the My Folders page. • Point to **Folders** at the top of a page and choose a folder from the menu. • Click the **Project Folder** icon ( ) at the top of the page to display its contents. To save a displayed document or snippet of text, click the **Save to folder** icon ( ) on the document toolbar. Select the folder in which you want to save the document or snippet and click **Save**. To save documents in a result list, select the check boxes next to the documents you want to save and click the **Save to Folder** icon. Select the folder in which you want to save the documents and click **Save**. You can access a document or snippet of text in a folder at no charge for 12 months after the first time it is viewed in the folder. WestlawNext automatically updates the KeyCite information for the cases, statutes, regulations, and administrative decisions in your folders, as well as in WestlawNext folders you share.
Not available	Sharing research folders	To share folders within your organization or across organizations, access a folders page and click the **Share** icon ( ) on the toolbar or click **Options** in the left column and choose **Share** from the drop-down list. Then add the person or group with whom you want to share the folder.

Westlaw Classic	WestlawNext	Description of WestlawNext Interface, Feature, or Functionality
Checking Citations		
KeyCite this citation box	KeyCite command	Type **keycite** or **kc** followed by a citation in the search box at the top of the page (e.g., **kc 118 sct 2196**) and click **Search**.
KeyCite links on the Links tab	KeyCite tabs	Click the **Negative Treatment** tab to view the negative direct history and negative citing references for a case. Click the **History** tab to view the direct history of a case or the full history of a statute. Click the **Citing References** tab to view all citing references. Click the **Filings** tab to view court documents (e.g., briefs or pleadings) that cite a case.
KeyCite status flags	KeyCite status flags and descriptions	KeyCite flags still warn you of negative treatment; new flag descriptions tell you why. The description displayed next to the KeyCite flag at the top of the document indicates the most negative treatment affecting a document (e.g., *Reversed by Hat v. Depositors Ins. Co. 9th Cir. (Cal.), July 30, 2009*). This document is also marked with a red "Most Negative" banner (MOST NEGATIVE) in the Negative Direct History display. KeyCite flags are displayed on individual documents and next to document titles in a result list, folder, or History display.
		A red flag indicates a case is no longer good law for at least one point of law it contains or that a statute has been amended, repealed, superseded, held unconstitutional, or preempted.
		A yellow flag indicates a case has some negative history or that a statute has been renumbered, proposed legislation affecting it is available, or its validity has been called into doubt by a court.
H	No equivalent status flag	If a document has some history, the number of history documents is displayed on the History tab. Click the **History** tab to view the history of the document.
C	No equivalent status flag	If a document has citing references, the number of references is displayed on the Citing References tab. Click the **Citing References** tab to view all citing references.
Depth of treatment stars	Depth of treatment bar	The depth of treatment bar indicates the extent to which the citing case, administrative decision, or brief discusses the cited case. The bar has four sections to indicate the extent to which the cited case is discussed.
KeyCite quotation marks	KeyCite quotation marks	Quotation marks in a KeyCite result indicate that the citing case, administrative decision, or brief directly quotes the cited case.

Westlaw Classic	WestlawNext	Description of WestlawNext Interface, Feature, or Functionality

Checking Citations (continued)

Westlaw Classic	WestlawNext	Description
Direct History (Graphical View)	History (Graphical View)	Click the **History** tab. Direct appellate history for the case is displayed in a graphical display. The cases included in the direct history and related references are listed in the left column.
Limit KeyCite History Display	History views	On the History tab, choose a view (e.g., **Negative Direct History**) from the *View* drop-down list on the toolbar.
Citing References: Limit KeyCite Display	Citing References filters	On the Citing References tab, click a content type in the left column under *View* to limit the citing references by content type (e.g., *Cases* or *Secondary Sources*). Depending on the content type you have chosen, you can further narrow your citing references by selecting a filter under *Narrow* in the left column (e.g., *Jurisdiction*, *Date*, *Depth of Treatment*, *Headnote Topics*, *Treatment Status*, and *Reported Status* for cases).
		Click the **Citing References** tab to view all citing references.
		To search for specific terms within the citing references, type a Terms and Connectors query in the *Search within results* text box in the left column and click **Continue**. Then click **Apply Filters**.
Table of authorities		Under development.

Delivering Information

Westlaw Classic	WestlawNext	Description
		Note: The delivery icon displayed on the document toolbar depends on the last delivery method selected. If you want to use this delivery method, simply click the icon.
Quick Print	Print	Click the **Print** icon or click the arrow next to the delivery icon and choose **Print** from the menu.
Print Document	Print	Click the **Print** icon or click the arrow next to the delivery icon and choose **Print** from the menu.
E-Mail Document	E-Mail	Click the **Email** icon or click the arrow next to the delivery icon and choose **Email** from the menu.
Download Document	Download	Click the **Download** icon or click the arrow next to the delivery icon and choose **Download** from the menu.
Not available	Kindle®	Click the **Kindle** icon or click the arrow next to the delivery icon and choose **Kindle** from the menu.
Print/Delivery Manager	Delivery queue	Print and download requests are saved in the delivery queue in the lower-right corner of the page until midnight of the current day and can be printed or downloaded at any time prior to expiration. To display the items in the delivery queue, click the **View delivery queue** icon. Click an item to print or download it.
Copy with Reference	Copy with Reference	Select the text you want to copy, then choose **Copy with Reference** from the menu. Paste the copied text, which includes its citation, into your word-processing document. Note: *Standard* citation format is the default; click the arrow next to **Copy with Reference** to choose from 13 other a vailable formats.

Westlaw Classic	WestlawNext	Description of WestlawNext Interface, Feature, or Functionality
Other Interface Items, Features, or Functionality		
Help	Help	Click **Help** at the bottom of any page, then click **Documentation** to view comprehensive Help articles providing assistance to WestlawNext users.
Preferences	Preferences	Click **Preferences** at the bottom of any page to set your options for billing method, default sort order in your search result, preferred document format and other delivery options, or preferred citation format. Once set, preferences remain in place until you manually change them. Note: Many options (e.g., result page detail or delivery method) can be set or modified on the page they affect. There is no need to go to a separate page to set your preferences.
Research Trail	Research History	Click **History** at the top of any page, then in the left column click one of the following links: • **Documents** to display a list of documents you have viewed during the past year • **Searches** to display a list of searches you have run during the past year • **All History** to display a list of documents viewed, searches run, and other research events, such as KeyCite results viewed during the past year KeyCite flags are displayed on documents in your History display. WestlawNext automatically updates the KeyCite information for your documents.
Subscriber	Subscriber	Click the **Tools** tab at the home page and then click **Subscriber Pricing Guide** to view standard hourly and transactional pricing information for specific content categories.

More on Content

Content Organized by Categories

WestlawNext content is organized by category. Content categories are listed on tabs in the *Browse* section of the home page:

- All Content: The core legal content categories, plus dockets, news, and links to content on Westlaw Classic (e.g., public records and directories)
- Federal Materials: Content categories for federal jurisdictions (e.g., judicial circuits)
- State Materials: Content categories for each state, the District of Columbia, Guam and the Northern Mariana Islands, Puerto Rico, and the Virgin Islands
- Topics: Content categories for practice areas, such as Bankruptcy, Family Law, Pension and Retirement Benefits, and Tax
- Tools: Research tools, such as the West Key Number System, Subscriber, and links to Westlaw Classic resources not available on WestlawNext, such as Case Evaluator, Medical Litigator®, and PeopleMap.

When you click a content category link (e.g., **Illinois** on the State Materials tab), a corresponding tabbed search box is displayed at the top of the page. Type your search in the box to search all content listed on the page you are viewing.

Content Available on WestlawNext

WestlawNext includes 14 core legal content categories, plus dockets; news; legislative history; sample agreements; directories, including Westlaw Profiler®; and international materials. The 14 core content categories are:

- Cases
- Statutes and Court Rules
- Regulations
- Administrative Decisions and Guidance
- Trial Court Orders
- Secondary Sources
- Forms
- Briefs
- Trial Court Documents
- Expert Materials
- Jury Verdicts and Settlements
- Proposed and Enacted Legislation
- Proposed and Adopted Regulations
- Arbitration Materials

If you do not specify a content category, you will automatically search all core content for the jurisdiction you choose.

Content Currently Available Only on Westlaw Classic

All content can be searched within or from WestlawNext. While the vast majority of content is integrated within WestlawNext, some content from Westlaw Classic is seamlessly displayed on or can be linked to from WestlawNext. Among the content and tools that are available via a link to Westlaw Classic are Public Records, PeopleMap, Court Wire, Patents, and 50 State Survey Builder. If you have any questions, please contact the Reference Attorneys.

More on Searching for Information

WestSearch

WestSearch, a search engine designed for law, searches the world's most comprehensive and authoritative collection of legal content. WestSearch incorporates 125 years of proprietary analysis of the law and tools like key numbers, KeyCite, headnotes, notes of decisions, and exclusive secondary sources, to deliver relevant documents that use phrasing differently from your query.

WestSearch identifies which documents are most relevant—using term matching, legal concepts, and document characteristics—and places the most relevant documents at the top of the list.

Simplified Searching

On WestlawNext, you can use terms that describe your issue in the search box at the top of the page and click **Search**. WestSearch retrieves comprehensive results that are ranked by relevance.

Smart Searching

To locate the best documents for your research, WestSearch employs the following Thomson Reuters editorial enhancements and proprietary research tools, much as an expert researcher would, but faster:

- Key numbers
- KeyCite
- Added search terms
- Annotations
- Secondary sources
- Index references

Figure 1. WestlawNext home page

Browse core legal content categories to choose content to search.

Core content categories

Figure 2. WestlawNext result page

THOMSON REUTERS™