

# WestlawCarswell Quick Reference Card WestClip®

WestClip is a current awareness service to help keep you abreast of legal developments in specific practice areas, or automatically update you on any new results for a search you have done. It does this by running your Custom Template or Terms and Connectors searches on a regular basis, at a frequency you select, and delivering the results to you in the format you choose. Entries remain in WestClip until you delete them.

## Accessing WestClip

You can create WestClip entries for Custom Search Template or Terms and Connectors searches in WestlawCarswell. WestClip entries cannot be created for Natural Language searches. Access WestClip by using one of the following methods:

- 1 Create a WestClip entry for the current search by clicking **Result Options** and selecting **Add Search to WestClip** from the menu.
- 2 Click **Alert Centre** from the Navigation bar to create a WestClip entry from scratch at any time during your research session.

The screenshot displays the WestlawCarswell interface. At the top, there is a navigation bar with 'FIND & PRINT', 'KEYCITE CANADA', 'DIRECTORY', and 'SITE MAP'. On the right, there are links for 'CONTACT', 'HELP', and 'SIGN OFF'. Below the navigation bar, there are tabs for 'LawSource', 'CriminalSource', 'FamilySource', 'InsolvencySrc', 'IPSource', 'SecuritiesSrc', and 'Litigator'. The main content area shows a search result for 'R. v. Barber' (2005 CarswellBC 1157). The 'Result Options' menu is open, and 'Add Search to WestClip' is highlighted with a circled '1'. The search result text includes: '2005 CarswellBC 1157', '2005 BCCA 271, [2005] B.C.W.L.D. 3632, 212 B.C.A.C. 162, 350 W.A.C. 162', 'R. v. Barber', 'Regina (Respondent) and Shawn Barber (Appellant)', 'British Columbia Court of Appeal', 'Huddart J.A., Lowry J.A., and Mackenzie J.A.', 'Heard: May 4, 2005', 'Judgment: May 4, 2005', 'Docket: Vancouver CA031747', 'Copyright © CARSWELL, a Division of Thomson Canada Ltd. or its Licensees. All rights reserved.', 'Proceedings: affirming R. v. Barber (2003), 2003 CarswellBC 3671 (B.C. S.C.)', and 'Counsel: D.S. St. Pierre for Appellant, C.E. Richardson for Respondent'. The status bar at the bottom shows 'Term', 'Doc 1 of 50', and 'Tools'.

Figure 1

## Creating a WestClip Entry

After you access WestClip, the Create Entry page is displayed. Complete these steps:

### 1. Name Your WestClip Entry.

Type a name to identify your entry in the **Name of Clip** field. The name can be a maximum of 40 characters.

### 2. Specify the Database to Monitor and a Query to Run.

You may enter up to 10 database identifiers separated by commas in the **Database(s)** field and enter your search terms in the **Query** box. (This information will be entered automatically if you click *Add Search to WestClip* from a search result.)

Figure 2

### 3. Change the Delivery Settings.

If you want to change to delivery setting for your WestClip entry, such as the delivery destination and the result format, click Edit on the **Delivery Setting** title bar (Figure 2). When you have completed making changes, click **Save** to save the delivery settings and return to the WestClip Create Entry page.

Click **Properties** to change the settings for the selected destination.

Click **Save** to save your delivery settings and return to the WestClip Create Entry page.

Figure 3

#### 4. Save Your WestClip Entry.

When you are finished setting up your entry, click Save on the WestClip Create Entry page.

#### Managing Your WestClip Entries

To view your WestClip entries, click **Alert Centre** on the WestlaweCarswell Navigation bar. (You may need to click the **Open Directory** (down arrow) on the **WestClip** title bar to view your entries.) To edit an entry, click its name or number. A blue arrow next to the name of an entry indicates the results are available; click the blue arrow or click **Run** to run the search. Expired entries remain in the directory until you delete them; click **Delete** to remove an entry. You can create and run up to 99 WestClips.

The screenshot shows the WestlaweCarswell Alert Centre Directory. At the top, there is a navigation bar with 'Westlaw CARSWELL' logo and links for 'FIND&PRINT', 'KEYCITECANADA', 'DIRECTORY', and 'SITE MAP'. On the right, there are links for 'CONTACT US', 'HELP', and 'SIGN OFF'. Below the navigation bar, there are tabs for 'LawSource', 'CriminalSource', 'FamilySource', 'InsolvencySrc', 'IPSource', 'SecuritiesSrc', and 'Litigator'. The main content area is titled 'Alert Centre Directory' and contains instructions: 'To select the alerting service you wish to access, click on the arrow to the left of the name. The most recently created alerts will be displayed. To view a complete list of entries for each service, click on the [view\\_all...](#) link below the displayed entries.' There are links for 'Alert Summary Report', 'Open All | Close All', 'Save As Default Display', and 'Alert Centre Preferences'. The main table has columns for 'Delete', 'Name', 'Database', 'Query', and 'Next Run'. It lists three WestClip entries: 1. '1. assault with hockey stick' (CAN-ALLCASES, 'HOCKEY STICK' /P ASSAULT, 23/01/2009, Run), 2. '2. Contracts' (CAN-ALLCASES, (JUR(ONTARIO)) & (SUJ(CONTRACTS)), 23/01/2009, Run), and 3. '3. copyrighting music' (CAN-ALLCASES, COPYRIGHT /P MUSIC, 23/01/2009, Run). Below the table, there is a section for 'KeyCite Alert' with links for 'View All', 'Create', 'Wizard', and 'Tips'. At the bottom, there is a copyright notice: 'Copyright © 2009, Thomson Carswell. | [Help](#)' and the Thomson Carswell logo.

Delete	Name	Database	Query	Next Run
<input type="checkbox"/>	<a href="#">1. assault with hockey stick</a>	CAN-ALLCASES	"HOCKEY STICK" /P ASSAULT	23/01/2009 <a href="#">Run</a>
<input type="checkbox"/>	<a href="#">2. Contracts</a>	CAN-ALLCASES	(JUR(ONTARIO)) & (SUJ(CONTRACTS))	23/01/2009 <a href="#">Run</a>
<input type="checkbox"/>	<a href="#">3. copyrighting music</a>	CAN-ALLCASES	COPYRIGHT /P MUSIC	23/01/2009 <a href="#">Run</a>

Figure 4