# Westlaw International

# 使用手冊

(學術版)



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- 一. 個人化ID/PW密碼設定:僅限法律系所師生,請向 貴負責單位提出申請。 二. 相關檢索功能之英文手冊&各種法律主題之檢索範本,歡迎上網下載或免費訂購紙本(進入 <u>www.westlaw.com</u>→點選『Reference Materials』)。

# 壹、資料庫介紹

Westlaw International 為 Thomson Legal & Regulatory (TLR)線上國際性法律資源。在美國法律界極具領導品牌的 Westlaw,結合專業內容及法律專用的搜尋引擎,讓專業法律研究人員及法制單位專家等迅速地取得相關的專案實例、法令規章與專業文件等相關資料。

#### 一、重點優勢

- (一)涵蓋各式的法律法規資料:特別是法律學科的資料中能提供:法律判決、立法 法案、法律審查、條約協定及經過系統化整理之專門議題與司法審判之指南。
- (二) Headnotes: Westlaw 提供專業律師撰寫的判例註解及法規注釋。
- (三) Westlaw Key Number & Digest System: 美國國家通報者系統(National Reporter System)所報導的一部份(包括聯邦及各州郡)。
- (四) KeyCite:提供判決、尚未通過的法案及專利等多項引用功能。
- (五) My Westlaw:提供個人化主題的檢索模組(Tab)及法案追蹤 Alert 功能。

#### 二、收錄範圍

#### (一)國家區域

 美國:收錄的資料都極具有研究參考價值,內容包括美國聯邦法與各州的法律,並 提供法律案例的全文資料、判例法(case law)、專論與最新的『My Westlaw』, 或可選擇相關主題瀏覽包括:銀行業、破產、保險業、證券投資等。

#### II. 英國

- ◆ 威爾斯與英格蘭地區的議會報告。
- ◆ 大英國協的軍事鞏固法案,及 Sweet&Maxwell 所出版的英國法律。
- ◆ 出版自 Sweet&Maxwell 的法律判決與立法案,並附加引證案例的參考文獻, 二手資料,以及與案例相關的對照資料。
- III. 歐洲聯盟:完整整合歐盟地區的法律資源,且更新速度迅速,權威內容如: Sweet&Maxwel、Ellis Publications 等專業的歐盟法律資料。
  - ◆ 條約協定 ◆ 立法與立法提案
  - ◆ 判決法 ◆ 提供自 1998 年起官方期刊資料的 PDF 檔資料
  - ◆ 國際性合約
     ◆ CELEX 內為提供之議案與備註資料
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  - ◆ CELEX, Official Journal L and C series 及經整理之重要的歐洲法院報告

#### IV. 加拿大

- ◆ 聯邦和各省的判例的法律報告(Carswell)
- ◆ 加拿大各專案主題系列之法律報告(Carswell)

#### V. 香港

◆ 香港訴訟案例的摘要(1985+)

母 香港法院之訴訟案例的全文報告

◆ 香港法律草案之新知通告服務(1999+)

VI. 澳洲:法律法規及期刊文獻等。

- (二) <u>法學期刊</u>:收錄 750 種以上英美歐盟法學期刊及評論,例如: Harvard Law Review、Yale Law Journal 等。
- (三)法學工具:收錄法學辭典(Black's Law Dictionary)、合約範本(Forms)、專論(Treatise)、Practice Guides。

(四)新聞資訊: Dialog NewsRoom on Westlaw,提供最即時性的新聞資訊。



- I. General News:收錄 USA Today、New York Times、Financial Times 等出版品, 提供學術單位及法律系所師生以 Password 登錄。 《Westlaw 學術版訂戶歡迎升級為 Campus News,提供校園 IP 無限使用之豐富新聞資訊》
- **II. Business Publications**:收錄 Business Week、The Economist、Forbes、 Fortune...等出版品,提供法律事務所及企業單位以 Password 登錄。

# 三、登入方式

(一) By IP Range: 在 貴單位的IP範圍Login。

- I. 檢索模組(Tab):預設之 Top Tab(見 P.6),最多設定六個,適用於大專院校、政府機關。
- **II. 登入網址:**由 貴單位直接連線使用。
- (二) By Password: 以個人密碼 Login, 自行設定 Client ID。
  - I. 檢索模組(Tab):個人選擇相關主題來設定Tab (見P.41)。
  - II. 登入網址: <u>www.westlawinternational.com</u> 或 <u>www.westlaw.com.tw</u> (中文首 頁),點選SIGN onto Westlaw International後,輸入密碼與Client ID即可。



# 四、頁面說明

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	District Court Cases (DCT)	
Select a TOC 🛛 💟 💁	Federal & State Case Law-Before 1945 (ALLCASES-OLD) (1)	
	Federal and State Case Law Headnotes (ALLCASES-HN) (i)	~

#### (一)工具列

- I. FIND:快速查詢特定文件,詳見 P.14。
- II. KEYCITE: 註解查詢系統服務, 詳見 P.27。
- III. DIRECTORY: 瀏覽資料庫名錄, 詳見 P.16。
- IV. SITE MAP:網站地圖,詳見 P.37。

#### (二)功能列

- I. Preference:介面設定,詳見 P.37。
- II. Alert Centre: 個人化追蹤功能,詳見 P.37。
- III. Research Trial: 檢索歷史,詳見 P.41。
- (三) 檢索模組:預設6個 Tabs,詳見 P.6。
- (四) 快捷列 (Shortcuts):提供最快速的文件查詢及擷取方法,將各處常用功能集 中於此。
- (**五**) 檢索畫面 (Search): 提供布林邏輯檢索 (詳見 P.9) 與自然語言檢索 (詳見 P.11)。

# **貳、檢索模組**

進行搜尋資料前,首先選擇適合的主題/區域檢索模組(Tabs),如下所述:

# - 、Law School Classic (美國判例法規及期刊文獻)

Westlaw International	FIND KEYCITE DIRECTORY SITE MAP HELP SEM OF
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Law School Classic International IP	UK and Commonwealth World Journals Law Reviews Westlaw Int'l European Union
Shortcuts	Search Search Tips
Find by citation:	Terms and Connectors Natural Language
and Print	Search: Search Thosaurus
Publications List	Recent Searches & Locates
Finding Tools:	Fields: Select an Option
Find a Case by Party Name Find a Database	Add Connectors or Expanders Help Cases
KeyCite this citation:	Select Database(s) Statutes
Publications List Scope	Ge to: Select a Database Collection  Gases  Administrative Rules & Regulations Secondary Sources Earned Earned
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Recent Databases 👻 View Database Directory	Supreme Court Cases (SCT) District Court Cases (DCT) Federal & State Case Law-Before 19 美國的判例、法規、規章
Definitions: Define using Black's Law Dictionary:	EFederal and State Case Law Headnot 天國法學評論及期刊、合約(FORM) EV.S. Court of Federal Claims Cases (F 法律字典(Black's Law Dictionary) EFederal Circuit Cases - Court of Appen
	Courts of Appeals Cases (CTA)

# 二、International IP (國際智慧財產權文獻)



# 三、UK and Commonwealth (全球判例法規資料)



# 四、World Journals Law Review (全球法學期刊文獻)

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	World Journals and Law Reviews Combined World Journals and Law Reviews (WORLD-JLR) (i) US Journals and Law Reviews US Law Reviews Combined (LAWREV-PRO) (i) Columbia Law Review (CLMLR) (i) Australian Journals and Law Reviews Melbourne University Law Review (MELULR) (i) Canadian Journals and Law Reviews Revue Juridique Themis (RIT) (i) Canada-United States Law Journal (CUSLI) (i) European Union Journals and Law Reviews European Competition Law Reviews European Intellectual Property Review (EIPR) (i) Hong Kong Journals and Law Reviews Hong Kong Jaw Journal (HKLI) (i) Journal of Chinese & Comparative Law (JCHINCL) (i) New Zealand Journals and Law Reviews Victoria University of Wellington Law Review (VUWLR) (i) Singapore Journals and Law Reviews Singapore Journals and Law Reviews United Kingdom Journals and Law Reviews Legal Journals Index (LII) (i)	美國、澳洲、 大、歐盟、香港 西蘭、新加坡、 等法學評論及期

# 五、Westlaw International (資料庫名錄)

Law School Classic International IP	♥ TUK and Commonwealth TWorld Journals Law Revie	ews Westlaw Int'l European Union
Find by citation:	International Directory	59.14
Search these databases:	Search the Westlaw Directory: Search	★輸入名稱搜尋資料庫
Recent Databases	Westlaw International Subscriptions General, Regional, Topical, News,	U.S. Federal Materials Cases, Statutes, Admin. Mat'l, Rules, ALR International, 
Second started rips	Australian Materials Cases, Topical,	International/Worldwide Materials N. Amorica, EU, UK, Asia Pacific,
	Canadian Materials Cases, Legislation,	Law Reviews and Journals World Journals and Law Reviews,
	Cases, Legislation, United Kingdom Materials	International Practice Areas International Commercial Arbitration,
	Cases, Legislation, Topical, Hong Kong	Business & News News, Companies, People, Industries, ◆ 激勵醫咨श日由之幼
	Civil Procedure (Hong Kong White Book), Cases, Legislation,	~ 倒見貝///平口蚁

# 六、European Union (歐盟法律資料)

Law School Classic International I	VK and Commonwealth World Journals Law Reviews Westlaw Int'l European Union
Quick Searches: All EU Materials 💌 🚾	Welcome to European Union Research
	Select Database(s)
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Popular Databases:	European Union Legislation (EU-LEG) 🚯
All EU Materials	European Union Cases All (EU-CS-ALL) ④ 居存用日ン十分中、 가 8月
	European Union Preparatory Acts (EU-ACTS) ()
Search these databases:	□European Union Treaties (EU-TREATIES) ④ 評論及期刊文獻
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# **參、**檢索方式

# 一、檢索功能 (以 World Journals Law Reviews 爲例)

#### (一) Terms and Connectors:布林邏輯檢索



輸入多個檢索詞彙後,可運用『新增特殊功能符號(Add Connectors or Expanders)』的功能檢視可供使用的布林邏輯運算元,如下表所列,以建立詞彙間關係,便於精確找到相關文獻。

I. 特殊符號

符號	功能說明
<u>&amp;</u> (and)	各關鍵字在同一份文獻上
<u>space</u> (or)	其中一個關鍵字在同一份文獻上(建議使用)
<u>%</u> (but not)	僅出現第一個關鍵字,排除第二個關鍵字在同一份文獻上
<u>""</u> (Phrase)	複合關鍵字在同一份文獻上(建議使用)
/s	各關鍵字在同一個句子上
+S	第一個關鍵字與第二個關鍵字在同一個句子上
/р	各關鍵字在同一段落上( <u>建議使用)</u>
+p	第一個關鍵字與第二個關鍵字在同一段落上
/n	各關鍵字之間隔字數(n 表示為數字)
+n	第一個關鍵字與第二個關鍵字之間隔字數(n表示為數字)

#### II. 連接字

- ◆ 兩個關鍵字以連接號(-)表示其一個單字、用連接號串連的單字、兩個單字。
- ◆ 輸入「whistle-blow」,系統自動查詢:「Whistlebelow」 / 「Whistle-blow」/「Whistle blow」。

#### III. 縮寫字

- ♥ 數個字元以句號(.)表示縮寫字。
- ◆ 輸入「h.i.v.」,系統自動查詢:「H.I.V」/「H.I.V.」/「HIV」/「HIV」。

#### IV. 字尾變化符號

- ◆ 在關鍵字字尾使用驚嘆號(!)表示其變化型。
- ◆ 輸入「contribut!」,系統自動查詢「contributed」 / 「contributor」 / 「contribution」 / 「contributory」。
- ♥ 備註:系統自動查詢複數型 (S)和進行式型 (ing),不需使用驚嘆號 (!)。

#### V. 缺字符號

- 除字首外,在關鍵字任意位置以星號(\*)表示缺字。
- ◆ 輸入「gr\*w」,系統自動查詢:「grew」/「grow」。
- 備註:在關鍵字字尾置放星號(\*)的數量,則限定其字串長度。



# (二) <u>Natural Language</u>:自然語言檢索

Search					Search Tips	
Terms a	nd Connectors	Natural Language			<u>Edit</u>	
Search:	Does a develop protect the envi	ing country have a duty ronment?	/ to 🔼 📕	Search nesaurus		
Dates:	Recent Searche Between	s & Locates	and 2	提供最近的 檢索策略 2001)		
Required	/Excluded Term	s			A	
Required Terms and Phrases*       Excluded Terms and Phrases         *These terms must be typed in with your query       Image: Searches return documents that most closely match the concepts in your search. You can limit your search by specifying terms and phrases above that must be included or excluded from your search results.						
Select Da	atabase(s)			Add/Remove D	atabases	
World Journals and Law Reviews Combined World Journals and Law Reviews (WORLD-JLR) (1)						
oC 2U □ □     	ournals and Law JS Law Reviews Columbia Law Re Harvard Law Rev	Reviews Combined (LAWREV-PR view (CLMLR) (i) iews (HVLR) (i)	0) 🚺	1. 輸入檢索詞彙及運算元; 2. 勾選各區域之文獻類型(最多 3. 點選【Search】即可。	多10 個);	

針對事件、主題以淺顯的英文詞彙、語句檢索加以描述,進行檢索。其檢 索結果以相關程度排序。此外,亦能利用如下功能限制檢索範圍:

I. 索引典 (Thesaurus):提供等同、層級及聯想等關係之控制語彙。

Wortlow International	FIND	KEYCITE DIREC	TORY SITE MAP			н	LP SIGN OFF
westaw international					Preferenc	es Alert Centre	Research Trail
Law School Classic International IP	UK and Commonwealth	World Journ	als Law Reviews	Westlaw Int'l	European Union		
Select a term from the Terms in Search I	ist. The related terms will	be displayed ir	h the Related Terri	vs box.			^
Select a Related Term to add to your se	arch. Hold down the Shift	key or Ctrl key	to select multiple	e terms. Then di	ck Add.		
OK Terms in Search: Related 1	可自此選 詞加入檢	擇相關 家語句	Current Searc	h:			
DEVELOPING All Relate COUNTRY ENVIRONMENT General D FORMAT SHAPING SHAPING SUSCEP VULNER -No relation	d Terms VE ME ME SIONABLE SIONABLE BLE ABLE terms ed terms exist-	● Add Remove 改此自 Cu earch 增	Does a develo a duty to proto environment?	ping country hve	•		
Copsright © 2006, Themson Legal & Regu	datory. <u>Help</u>						

II. 日期範圍 (Dates):提供 14 種日期範圍限制格式 (如下)。

Search			Search Tips
Terms ar	nd Connectors Natural I	Language	
Search:		Search Thesaurus	
	Recent Searches & Locate	s 💌	
Dates:	Unrestricted		
Require/	Unrestricted After Before Between		
Select Da	Specific		
World	Last Today		
Com	Last 30 Days Last 60 Days Last 90 Days	aw Reviews (WORLD-JLR) 🥡	
US Jou	Year to date This Year and Last Year Last 3 Years	VREV-PRO) (1)	
🗌 Colu	Last 10 Years	-1)	

- Unrestricted:預設值,不限任何日期。
- ✤ After / Before / Specific:限制為在某特定日期之後/前,或直接限定某一日期。

Dates:	After	×	
		(e.g. 2001, 1/2001, 20/1/2001	.)

Between:特定日期範圍。

Dates:	Between 💌		and	
		(e.g. 2001, 1/2	001, 20	0/1/2001)

Day(s)

Day(s) Week(s) Month(s) Year(s) v

◆ Last:限定為近 N 天 / 週 / 月 / 年。
 Dates: Last ✓ 5

- Today: 限定為今天。
- ◆ Last 30 / 60 / 90 days:限定為近 30 / 60 / 90 天。
- Year to date:限定為近1年。
- This Year and Last Year: 限定為去年至今。
- Last 3 / 10 Years:限定為近3 / 10 年。

**III. 特定檢索詞彙 (Required / Excluded Terms )**: 限定某檢索詞彙一定要出現/排除 於檢索結果中。

Search							<u>Search Tips</u>
Terms a	nd Connectors	Natural Language					
Search:	Does a develop protect the envi	ng country have a dut ronment?	y to 🔼	Search Thesaurus	i		
	Recent Searche	s & Locates	*				
Dates: Require/	Unrestricted Exclude Terms	~					
	<b>↓</b>						
Your Descript	ion ning country have a r	buty to protect the environme	an#2				
coes a dereio	ping country nave a t		and a				
Check the terr	s ns that must be inclu	ded in your retrieved docume	nts.				
Require DEVELOPIN COUNTRY D'DUTY PRO ENVIRONM	NG TECT" ENT	選擇 <u>必須</u> 出現於 檢索結果之詞彙					
Exclude Term	s						
Omit documen	ts from your result th	at contain shecific concepts.			marks around pt	rases.	
Remember that	when you exclude conce ancel	ptr. you may exclude refer	設定 <u>不可</u> 檢索結身	可出現於 果之詞彙	dt.		

# (三) <u>Find</u>:快速查詢特定文件



- **I. Find a Document**:利用快捷列『Find by citation』或工具列『Find』,針對已知 的判例、法條編碼或文章編碼快速查詢所需文件。
  - Find by citation / Enter citation:直接輸入文件引註號進行查詢。另外,勾選『and Print』即可直接列印其文件內容。
  - Find using a template / Find Citation Templates:如不確定文件引註號正確格式, 可直接輸入出版品縮寫代碼並點選【Go】後,則呈現其引註號樣本。

Find a Document 🥡	The citation format for <b>C</b>	ommon Market Law Reports is shown below
Enter citation:	[1999]2	C.M.L.R. 1452 Go
cmir Go and Print	Example: [1999] 2 C.M.I Example: [1971] C.M.L.F	R. 1452 R. 718

Publications List: 輸入關鍵字及選擇其位置,以查詢某出版品。接著點選出版品連結,以呈現其引註號樣本。

<ul> <li>○ Contains</li> <li>● Starts with</li> </ul>	ard Law Search	
Top	┨ Items 8510 - 8609 of 24	924 🐌
Harvard Law Review Harvard Manager Harvard Mental Heal	h Letter	Harv. L. Rev. Harv. Mqr. Harv. Mental Nealth Letter
Harvard Theol The o Hastings Cent Hate Crimes L	itation format for Harvard Law	Review is shown below.
106	Harv. L. Re	ev, 517 🧔
Full c	overage: Vol. 63 to current	

Publication Country:由於不同國家之出版品,會有相同縮寫代碼。因此,限定出版 國家,以迅速正確取得特定文件。 **II.** Find a Case by Party Name:利用快捷列『Finding Tools』,快速查詢訴訟兩造 之案例。

Shortcuts	Find a Case by Party Name	
Find by citation:	Enter at least one party name:           intel         and	
and Print	2 Select a Jurisdiction:	
Find using a template Publications List	All U.S. Federal and State Cases	
	O All Federal Courts	
Finding Tools:	O U.S. Supreme Court: Cases	*
Find a Case by Party Name	U.S. Courts of Appeals: All Circuits	~
<u>Finu a Database</u>	O U.S. District Courts	×
	● O Specialized Ct. 输入訴訟兩造的部份名稱(亦可輸入單方	名
	● State Courts: 稱);	
	○ State Reporte <mark>2. 選取管轄權區域,如不知其管轄權區域,</mark>	則
	3 🔤 選取「All U.S. Federal and State Cases	」;

III. Find a Database:利用快捷列『Finding Tools』,快速查詢特定資料庫,依使用權 限不同,功能略有差異。依據搜尋資料庫精靈的提示,選擇適當的資料庫。

Find a Database Wizard	$\frown$	Find a Database Wizard: Step 2 of 3
The wizard will suggest databases for you to search. What are you trying to find?		What type of document do you want to retrieve
Publication or other sou	Irce	🔘 Cases - federal
💽 Case, statute or legal t	ext or periodical	🔘 Statutes - state
Specific court or agency	materials	🔘 Statutes - federal
Practice or research area materials		💿 Treatises or law reviews or journal articles
<ul> <li>Geographic area materials</li> <li>Definition of a term or phrase</li> <li>News and summation or phrase</li> </ul>		< Back Next > Cancel
Other	Find a Database	Wizard: Step 3 of 3 🦰
Next > Cancel	What type of doc Texts, Texts Law re Americ Americ	ument do you want to retrieve? treatises, and law reviews and journal articles (TP-ALL) and treatises (TEXTS) views and journal articles (JLR) van Jurisprudence materials (AMJUR) van Law Reports materials (ALR)
	< Back Finish	Cancel

# (一) <u>Directory</u>:瀏覽資料庫名錄



- Westlaw Directory:利用工具列『Directory』或快捷列『Search these databases→View Database Directory』,即可檢視三種資料庫指南。
  - ✤ International Directory: 依國家區域及文獻類型分類,以顯示所有資料庫。
  - All Databases:依文獻類型分類,以顯示所有資料庫。
  - New Databases: 顯示近 30 天所新增的資料庫。
  - # 備註:點選『Change Directory Layout』,即可進行介面選擇設定,詳見 P.46。
- II. Search these databases:利用工具列『Directory』或快捷列中的『Search these databases』,即可查詢資料庫,並進入該資料庫檢索畫面。
  - 查詢特定資料庫

	Search these databases:				
Please select a Database	Texas insurance 🛛 🗔 👔				
To select up to 10 databases, check the corresponding box(e	) next to the desired database(s) and click OK.				
Databases that may be similar to TEXAS INSURANCE:	J				
Texas Jurisprudence Pleading and Practice Forms 2d - Inst	urance Defense (TX-IDFPP) 🕕				
🔲 Texas Practice Guide: Insurance Litigation (TXPG-INS) 🛈					
Texas Insurance Administrative Code (TXIN-ADC) 1					
Texas Insurance Bulletins (TXIN-BUL) (1)					
Texas Insurance Statutes, Regulations and Bulletins (TXIN)	I-COMBINED)				
🔲 Westlaw Insurance - Texas Administrative Code - Core Tit	le (TXIN-CORE-ADC) (i)				
🔲 Texas Insurance Statutes - Core Title (TXIN-CORE-ST) 🛈					
Texas Insurance Cases (TXIN-CS) (1)					
Westlaw Insurance - Texas Administrative Code - Related	Regulations (TYIN-RELATED ADC)				
Texas Insurance Statutes - Related Titles (TXIN-RELATED-	STI 如該清單个符合所需,即可利用				
OK Find a DB Wizard	『搜尋資料庫精靈』詳見 P.15。				

輸入資料庫名稱、識別碼或資料庫描述,點選【GO】即可列出相關資料庫名稱(如上圖)。如:輸入 Texas insurance 後,則顯示最相關前 20 筆資料庫名稱,並勾選所 需的資料庫(最多 10 筆),點選【OK】即可進入資料庫檢索畫面。

另外,在判例、成文法、法院規則、行政文件、各類法案文件等資料庫,亦可輸入最多 10 個資料庫識別碼,並以逗點或分號區隔,即可直接進入資料庫檢索畫面。 Search

Selected	Databases		Chan	ge Datał	base(s)   <u>Tips</u>
Texas Ins	urance Administ	trative Code (TXIN	-ADC)		i
Texas Ins	surance Cases (	TXIN-CS)		t	曾修資料庫
Terms ar	nd Connectors	Natural Langua	ge		
Search:				~	Search <u>Thesaurus</u>
	Recent Search	es & Locates		*	
Dates:	Unrestricted	~			
Fields:	Select an Opti	on 💌	]		
Add Conn	ectors or Expa	nders <u>Help</u>		檢索畫	面,詳見 P.9

- 查詢正確的資料庫:當無法確認資料庫識別碼或找到資料庫時,可用下述功能--
  - 1. <Find a DB Wizard>:詳見 P.15
  - 2. <查詢 IDEN 資料庫>

		Search these databases:
Search	I	IDEN 🗔 🚺
Selected	Databases	<u>Change Database(s)   Tips</u>
WESTLAW	/ Database List (IDEN) 🛛 🧕	
Terms a	nd Connectors Natura	Language
Search:		Search Thesaurus
	Recent Searches & Loca	輸入「IDEN」,點選【GO】即
Dates:	Unrestricted	可進入資料庫檢索畫面,建議
Required	/Excluded Terms	使用自然語言檢索(詳見 P.11)。

Recent Databases:記錄使用者最近 20 次登入所使用的資料庫。

<u>S</u> earch these databases:		Go	i
Recent Databases	~		
Recent Databases			
txin-bul			
txin-es txin-adc			

#### III. Scope(範圍註):點選 (i),即可檢視資料庫簡介及收錄範圍。



#### Contents

The <u>TXIN-BUL</u>(1) database contains insurance bulletins issued by the State of Texas Department of Insurance. A document is a bulletin, Automobile Series letter, circular letter, notice, directive, memorandum or article.

# (二) Key Number Digest: 查詢關鍵編號與摘要

I. 利用關鍵編號與摘要查詢相關案例:在工具列『Site Map→ Key Number Digest (Custom Digest)』中,檢視獨家專業編撰的關鍵編號與摘要以查詢案例。

What low Intornati	FIND	KEYCIT	E DIRECTORY	SITE MAP		HEL	.P SIGN	OFF
vvesuaw. Internati	onai			Preferenc	es A	lert Centre	Research	Trail
Law Sch Classic Int'l IP	UK and Commonw	e W	orld Journals .	Westlaw I	nt'l	European	Union	
West Key Number Diges	st   <u>NY Official Digest</u>	: (2nd 8	3rd Series)	Canadian Abri	<u>dqme</u>	<u>nt</u>		^
	D LOST PROPERTY D REVIVAL TO JURISDICTION, A CTION PENDING, k4- OR OBJECTIONS AS TO OR DEVOLUTION OF TO ARTY AND REVIVAL OF GROUNDS OF ABATA DIRTH CONTROL TILE	1-k3 17 ITLE, RIU F ACTIO MENT AN ★ 正 Search	IES AND PROCE GHT, INTEREST, N, k48-k77 D TIME AND MA 们用加/减號來 【Search Se 直接輸入關鍵 using a specifi	EDINGS, k18-k OR LIABILITY, NNER OF PLEA 交檢視,並勾 lected】,或 字或關鍵編 c topic and ke	40 k41-k ]選所 號,	47 IN GENERA 需資料, 點選【G nber:	L, k78-k8 <mark>點選</mark> O】。	8
Custom Digest (i)	West Key <mark>選取不</mark> 順序。	同的審 <mark>點選【</mark>	判權區域、 Search】後	時間限制或 ,則顯示相	女變國 關關錫	<b>J</b> 鍵編號與 建編號與	與摘要的 摘要之	り類示 列表。
Your digest selection(s):	ABATEMENT AND R ABATEMENT AND R ABATEMENT AND R	EVIVAL EVIVAL EVIVAL	2I OBJECTION 2II ANOTHER 2III DEFECTS	NS TO JURISD ACTION PENE AND OBJECTI	ICTIOI DING, I	N, k1-k3 k4-k17 AS TO PAR	TIES	<u>delete</u> <u>delete</u> <u>delete</u>
Your digest options:	Order: ⊙ Most Recent Ca ○ Most Cited Case ☑ Include ALR, law	ises es / review	★ 最近期的 ★ 最常被引 vs, and other r	案例 用的案例 eferences				
Your default state jurisdi	ction is:							
⊙ State:				~				
○ Federal:	All			V me	<u> </u>	離立・間		1
🔘 State & Federal:	All			≥	官賠	<b>懽</b> 又 土 建	と 配 僅	
O Topical:	Bankruptcy - Federa	al		*				
Include cases from the	highest court only							
Add search terms and/or	connectors (option	al):						
		~						
Date Restriction:	Unrestricted	~	-→ 限定日	期範圍(P.12	2)			
Search				····	/			

II. 利用判例性質及關鍵編號與摘要延伸查詢最常被引用之案例:在『頭註分類(West headnote)』中,點選【Most Cited Cases】即顯示《Custom Digest》頁面。選取 不同的審判權區域、時間限制或改變結果的顯示順序後,點選【Search】即可檢 視最常被引用之案例。



#### (三) KeySearch:主題查詢

Westlaw 獨家專業編撰的法律主題,依據 West 關鍵編號系統所制定而成。利用在工具列『Site Map→ KeySearch』中,依據主題、文件來源及關鍵字,以取得最切合需求的相關範疇,同時也包含法學評論及相關案例等無關鍵編號之文件。



## (四) Table of Contents (TOC): 瀏覽資料庫目次

在工具列『Site Map→ Table of Contents』中,部分資料庫提供 TOC。

Law Sch Classic Int'l IP UK and Commo	nwe   World Journals   Westlaw Int'l   European Union
Table of Contents	TOC Tips
Type a TOC abbreviation, e.g. MN-ST: USCA	Go
⊡United States	
⊕Federal (Primary & Secondary)	
⊞General Secondary Sources & Forms	★ 輸入資料庫縮寫代碼,或
	★ 依據六大區域,層層瀏覽資料庫列表。
⊡…⊂Canada	
Global Products	
Table of Contents Search	Find by Citation   Statutes Index   Pop. Name Table   50 State Surveys
Selected Databases	<u>Change Database(s)   Notices   Tips</u>
United States Code Annotated (USCA) (i)	
All TOCs	
□ □UNITED STATES CODE ANNOTATED	
THE ORGANIC LAWS OF THE UNITED STAT	勾選所需章節,點選—
CONSTITUTION OF THE UNITED STATES	★ Search:詳見 P.9
TITLE 1. GENERAL PROVISIONS	★ Find by Citation:詳見 P.14
TITLE 2. THE CONGRESS	★ Statutes Index:提供其成文法涵蓋主題之參照功能
	* Pop. Name Table: 具成又法常用別名乙索引
TITLE 4. FLAG AND SEAL, SEAT OF GOVERN	★ 50 State Surveys · 檢視共相關法律土題
	★ Retrieve & Frint · 惯呢业制出惯系结朱 U.S.C.A. Unly
	▲ Expand Selection / Collapse All · 成用 / 收回倒水画
	★ Effective Date: 注律有效日期
TITLE 10. ARMED FORCES	
Selection(s): <u>Retrieve &amp; Print</u>   <u>Search</u>   <u>Expand S</u>	election(s)   Collapse All   Clear Effective Date: 28/06/2006 🖩 🐻

## 另外,快捷列『Table of Contents』中,會列出最常用的資料庫 TOC。



## 一. 結果檢視

(一) 功能概述



- 檢索結果清單:逐一列出每筆檢索結果顯示關鍵詞所在位置,並提供相關資訊。另外,勾選所需檢索結果,即可輸出其書目資訊(見P.35)。
  - Full Screen List: 顯示詳細檢索結果清單。

![](_page_22_Picture_6.jpeg)

Edit Search: 針對此次檢索策略進行二次檢索, 以擴大或縮小檢索範圍。

✤ Locate in Result:針對此次資料庫進行重新檢索。

#### Result Options

Add Search to WestClip	★ 定期追蹤此次檢索策略之最新相關文獻
View Search Summary	★ 檢視此次檢索策略
Hide Terms in List	★ 隱藏關鍵字所在位置之資訊
Go To Specific List Item	▼ 跳主将正倾紧結果

- II. 全文內容:檢視某筆檢索結果內容。
  - ◆ Term: 跳至上/下一個關鍵詞所在位置。
  - ✤ Doc n of m:跳至上/下一筆檢索結果。
  - Tools

Copy with Reference Go to Star Page Limit Display by Fields

> 1. <Copy with Reference>: 選取某段文字內容,並點選此鍵後,即可複製其 內容及出處,予以延伸利用。

![](_page_23_Figure_8.jpeg)

2.<GO to Star Page>:跳至內文之特定頁數。

3.<Limit Display by Fields>:選擇特定欄位資訊以呈現檢索結果,如欲恢復當 初設定,則在 Tools 中,點選<Cancel Field Limits>即可。

# (二) 全文架構:以案例(Case)之欄位說明

![](_page_24_Figure_1.jpeg)

![](_page_24_Picture_2.jpeg)

![](_page_25_Figure_0.jpeg)

![](_page_25_Picture_1.jpeg)

![](_page_26_Figure_0.jpeg)

# 二、加值資源

#### (一) <u>KeyCite</u>: 註解查詢系統

KeyCite 為針對案例、法令、專利之分析資源,提供強大的引用檢索服務。 藉由 KeyCite,即可瀏覽案例、法令、行政命令等之歷史,以決定法律的有效 性,並取得引用資料。KeyCite 除涵蓋 West's National Reporting System 的 所有案例外,亦包含 100 多萬篇未公開的案例;另外聯邦法令、聯邦及州行政 命令、美國專利及 700 多種法律期刊等,也在收錄之列。KeyCite 不但準確, 並更新迅速,案例相關的最新資料都在收到註解後 1 至 4 小時上線。

#### I. KeyCite for Case(案例)

#### ◆ 提供相關資訊

- 1. 某一案例直接上訴的歷史;
- 2. 某一案例負面間接的歷史;
- 3. 曾引用某案例的其他各案例、行政判解等;
- 4. 利用 West Key Number System 完全整合某一案例中所討論的法律爭點。
- 旗幟標記説明:以獨特的符號作註記,以助迅速評估引用資訊。
  - 紅旗 (red flag):代表某案例所表示之法律見解中,至少有一個以上不再是目前 所接受之見解。
  - 黃旗 (yellow flag):代表某案例曾出現相反的判決歷史紀錄,但其見解仍未被駁回或廢止。
  - ➡ 藍 H (blue H):代表某案例曾發生一些非負面的判決歷史紀錄或沿革。
  - C 緣 C (green C): 代表某案例曾引用其他資料,但並無直接的歷史紀錄。
  - ★ 綠星(Treatment stars): 星星數量表示相關程度(Depth of Treatment), 被引用 案例前方出現越多綠色星星,表示該被引用案例在引用案例中被討論的越廣泛、 越有深度。
    - \* 相關度最少一星,最多四星
  - 紫引號:表示本案直接引述被引用案例於其中。

✤ Full History (歷史紀錄):查看案例之歷史沿革及其相關判決等資料。

Result List 1 Doc	Links 358 F.3	<b>s for</b> d 1371	Chef An	nerica, Inc. v. Lamb-Wes 358 F.3d 1371	ston, Inc.	
Some negative hist	tory but	KeyCite.		C.A.Fed. (Colo.),2004. February 20, 2004		
Full History			AL USE ONLY			
Direct History				History		
(Graphical View)	2			(Showing 9 documents)		
Citing References Monitor With KeyCite	<u>Alert</u>		IL, ETC.	Direct History		
	₽:	L PROCE Utility	SS FOR MAKING DC Aug 02, 1988) (NO	UGH PRODUCTS, US PAT 4 . 4987)	4761290, 1988 WL 699078 (U.S. PTO	
		Rule	d Not Infringed by			
		KeyCite <b>Chef A</b> (Fed.Ci	ed Citation: <b>merica, Inc. v. La</b> r.(Colo.) Feb 20, 20	<b>mb-Weston, Inc.,</b> 358 F. D04) (NO. 03-1279) <u>(BNA V</u>	3d 1371, 69 U.S.P.Q.2d 1857 <u>/ersion)</u>	
		IDENTI Aug 16	IFICATION MARKING OF OILS, US PAT 4764290, 1988 WL 697344 (U.S. PTO Utility 6, 1988) (NO. 9662)			
		Rulea	d Not Infringed by			
			Neg	ative Citing References	(U.S.A.)	
	Dist	inguished	by			
		標記輯	础,見 P.35	td. v. Rexon Industrial Cor 337) ★ ★ ★ HN: 1 (F.3	p., Ltd., 2005 WL 1377897 (N.D.Ill. <b>d)</b>	
	R	檢索新	課呈現方式	Court Documents	Show Negative Treatment Only	
		lin	it KeyCite History Display		Exclude Court Documents	

- 1. < Direct History (顯示全部資料)>:回溯並列出該案的上訴過程,包含該案重要 及延續發展之相關歷史紀錄。
- 2. <Negative Indirect History (顯示負面相關判決)>:列出該案直接上訴過程以外的其他相關判決,包括對本案具有負面衝擊且具有重要參考價值的其他判決。
- 3. <**Related References (**顯示與之部分相關判決**)**>:列出其他與本案有相同當事 人或事實的其他判決以供參考,但各該案與本案不見得有相同的法律上爭點。
- ✤ Direct History (Graphical View): 以圖示方式呈現案例之歷史沿革。

![](_page_28_Figure_6.jpeg)

#### Citing Reference (引用該案例之相關資源)

![](_page_29_Figure_1.jpeg)

- 1. <Headnotes>:列出不同法律爭點或特定討論主題等子類,限制相關引註資料。
- 2. <Locate>: 輸入特定詞彙,以限制其欲檢索案例之相關引註資料。
- 3. <Jurisdiction>:透過不同審判權、管轄權及審級之選項,限制其相關引註資料。
- 4. <Date>:透過年、月、日等不同日期範圍,限制其相關引註資料。
- 5. <Document type>:藉由不同文件類型(如:法院判決、行政判解及相關資料、 其他法律資源等),限制其相關引註資料。
- 6. <Depth of Treatment>:藉由相關程度之深淺,限制其相關引註資料。

#### Monitor With KeyCite Alert (追蹤功能): 見P.37。

#### II. KeyCite for Statute (法案)

#### 相關資訊提供

- 1. 近期州或聯邦法令修正或廢止的相關資料;
- 2. 某一影響聯邦法令立法的相關資料;
- 3. 州法令或聯邦法令之沿革及註解;
- 4. 案例中所引用到之州法案或聯邦法案。

#### 旗幟標記説明

- 紅旗 (red flag):代表某法令規章曾在近期法庭議會立法中被修正、廢止、取代, 或有違反憲法優先權的情況。
- 黃旗(yellow flag):代表某法令規章於近期法庭議會中曾出現具爭議性或負面的判決歷史,但該法案仍未被駁回或廢止。
- <mark>봄</mark> 藍 H (blue H):見 P.27。
- C 緣 C (green C): 見 P.27。
- ★ 綠星(Treatment stars):見 P.27。
- 🎔 紫引號:見 P.27。

✤ Full History (歷史紀錄):查看法令之歷史沿革等資料。

Result List Links for 1 Doc 42 USCA § 403 Full Screen List Proposed Legislation KeyOffe	42 U.S.C.A. § 400 § 403. Reduction of insurance benefits <u>Effective</u> : April 07, 2000
Citing References Monitor With KeyCite Alert	2 U.S.C.A. § 403 o view the full text of this section, click on the following citation. <u>42 USCA s 403</u> Proposed Legislation 2005 CONG US HR 5183, 109th CONGRESS, 2d Session, To amend title II of the Social Security act to exclude benefits of adopted disabled adult children from determinations of the
2	family maximum. (Apr 25, 2006), Introduced in House, PROPOSED ACTION: Amended. 2005 CONG US HR 5189, 109th CONGRESS, 2d Session, To amend title II of the Social Security Act to provide that an individual's entitlement to any benefit thereunder shall continue through the month of his or her death (without affecting any other person's ent (Apr 25, 2006), Introduced in House, PROPOSED ACTION: Amended. 2005 CONG US HR 5152, 109th CONGRESS, 2d Session, To provide for entitlement to
4	dependents' and survivors' benefits under the old-age, survivors, and disability insurance program under title II of the Social Security Act based on permanent partnership as well (Apr 06, 2006), Introduced in House, PROPOSED ACTION: Technical or conforming amendment. 2005 CONG US 5 2427, 109th CONGRESS, 2d Session, To amend title II of the Social Security
5	Act to provide for progressive indexing and longevity indexing of social security old-age insurance benefits for newly retired and aged surviving spouses to ensure the fut (Mar 15, 2006), Introduced in Senate, PROPOSED ACTION: Technical or conforming amendment. 2005 CONG US HR 4224, 109th CONGRESS, 1st Session, To amend title II of the Social Security Act to provide that an individual's entitlement to any benefit thereunder shall
1 < Undating Document	continue through the month of his or her death (without affecting any other person's ent (Nov 03, 2005), Introduced in House, PROPOSED ACTION: Amended.

- 1. <Updating Document>:顯示該條文是否屬被修正或被廢止之狀態。
- **2**. <**Pending Legislation**>:顯示制定中草案的所有引註資料。
- 3. <Credits>:顯示該條文立法、修正、條號重整等之時間順序。
- 4. <Historical and Statutory Notes>:顯示立法變動對該條之影響。
- ◆ Citing Reference (引用該法令之相關資源):提供 5 種條件限制(見 P. 29): < Notes of Decision > 、 < Locate > 、 < Jurisdiction > 、 < Date > 、 < Document type >

Result List Links for 1 Doc 42 USCA § 403 full Screen List Proposed Legislation Key (Vio	42 U.S.C.A. § 403 § 403. Reduction of insurance benefits <u>Effective:</u> April 07, 2000
History	VAL USE ONLY
Citing References	Citing References
Monitor With KeyCite Alert	(Showing 1472 documents)
Graphical Statutes	Citations From U.S.C.A. (U.S.A.)
1. Con	stitutionality
CCH	ı v. Bowen, 905 F.2d 632, 633+, 30 Soc.Sec.Rep.Serv. 178, 178+, Unempl.Ins.Rep. P 15733A, 15733A+ (2nd Cir.(N.Y.) Jun 04, 1990) (NO. 1132, 89-6271)
🔽 Cook	v. Harris, 617 F.2d 906, 906+ (2nd Cir.(N.Y.) Feb 19, 1980) (NO. 689, 79-6199)
💌 🎽 3 Price	v. Flemming, 280 F.2d 956, 956+ (3rd Cir.(N.J.) Jul 27, 1960) (NO. 12920)
🔽 💾 🛓 Carlo	ıgh v. Richardson, 445 F.2d 864, 865+ (5th Cir.(Fla.) Jun 14, 1971) (NO. 30983)
🔲 🗎 5 Willia Unem Daily	ns v. Chater, 98 F.3d 490, 490+, 51 Soc.Sec.Rep.Serv. 820, 820+, pl.Ins.Rep. (CCH) P 15646B, 15646B+, 96 Cal. Daily Op. Serv. 7687, 7687+, 96 Journal D.A.R. 12,651, 12651+ (9th Cir.(Ariz.) Oct 17, 1996) (NO. 95-16472)
🔲 C 🙆 Gainv	ille v. Richardson, 319 F.Supp. 16, 16+ (D.Mass. Oct 29, 1970) (NO. CIV. 70-204)
2. Con	struction with other laws
🔲 🏴 Z Gardr	er v. Travis, 387 F.2d 508, 509+ (10th Cir.(Okla.) Dec 1 <mark>9, 1967) (NO. 9356)</mark>
3. Purp	ose Notes of Decision
🔲 🏱 🛚 Ludeł	ing v. Finch, 421 F.2d 499, 499+ (8th Cir.(Minn.) Jan 29 <mark>, Locate</mark>
🔲 🏱 🙎 Miller	v. Ribicoff, 195 F.Supp. 534, 534+ (W.D.S.C. Jul 03, 19 <mark>6</mark> Jurisdiction
4. Effe	ctive date Date
	init KeyCite Display 🚺

Monitor With KeyCite Alert (追蹤功能): 見P. 37。

![](_page_31_Figure_0.jpeg)

✤ Graphical Statutes:圖示方式呈現法令之歷史沿革。

ResultsPlus 提供符合檢索條件的百科全書等相關連結,以進一步了解法律問題。

![](_page_32_Picture_2.jpeg)

#### I. America Law Reports (ALR):律師註解百科

- ◆ 針對特定的事件(如:乘客在捷運電梯跌倒受傷)或法律議題,由律師來撰寫註解。
- ◆ 將案例法(case law)加以整理分析,並提供正反方意見,幫助律師在案件審理的過程
   中,做更周詳的準備。
- ◆ 如已有特定事件(eg. Slip or fall on water 在商店中因地板濕滑滑倒的責任歸屬賠償問題),就可使用 ALR 來尋找相關案例,特別是正反方的意見。
- II. American Jurisprudence 2d (AMJUR):法律百科
  - 一部完整的州法與聯邦法百科全書,共有 400 多個主題。
  - ◆ 提供案例(cases)、法令(Statute)、法規(rules)引用的資料,及執法指南(Practice Guides)、合約書(Form Books)、協議(Treaties)及法律論文等參考資料。
  - ◆ 對特定的主題不熟悉,透過 AMJUR 蒐集背景資料,決定適用的法條或是找到其他參考資料的線索。
  - ✤ AMJUR 通常提供所涵蓋主題的概觀性介紹。
- III. Result Plus 資源清單列表,請點選參閱「About」。

#### (三) Table of Authorities(TOA): 引用文獻

利用 KeyCite 功能,可查詢引用本案例的其他相關案例;而 TOA 功能則用 於查詢本案例中所引用之其他相關案例,即法條資源。對於學術研究或實務工 作者而言,利用 TOA 可查出本案例所引用其他相關案例之負面歷史,故 TOA 為檢視某案例潛在弱點之良好工具。

![](_page_33_Picture_2.jpeg)

#### (四) <u>內文的連結功能</u>

[FN12]. Id.

# I. Star Paging:以\*頁碼表示與原件相同頁數,以便參考引用。另外,[FN 數字]表示註解。

![](_page_34_Picture_2.jpeg)

[FN13]. See J.B. Ruhl, Sustainable Development: A Five-Dimensional Algorithm for Environmental Law, 18 Stan.] Envtl. 1. 31 (1999): David R. Hodas, The Role of Law in Defining Sustainable Development: NEPA Reconsidered, 3 Widener L. Symp. J., Fall 1998, at 1.

http://web2.westlaw.com/result/previewcontroller.aspx?TF: 🥑 網際網路

# 三、結果輸出

QUICK	₽	PRINT		
			D	ownload
			Save on	Westlaw

針對某次檢索結果或標記清單進行輸出。而除列印功能外,所輸出的資料文獻 中引用或被引用的資料仍可直接連結 Westlaw 資料庫。

(一) Quick Print: 快速列印,直接進行列印輸出結果,不需設定任何條件。

🎍 列印	? 🛛
一般 選擇印表機 HP DeskJet 1200C Kyocera FS-1000 (Marketing) Microsoft Office Document Image Wh	¥RICOH Aficio 2027 RPCS(影印機) SnagIt 7 iter
✓ 状態: 就緒 位置: 註解:	■ ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●
<ul> <li>範圍</li> <li>◆ 全部 (L)</li> <li>&gt; 選擇範圍(I) ○ 本頁(U)</li> <li>○ 頁(G): 1</li> <li>諸輸入一個頁碼或單一分頁範圍。</li> <li>例如 5-12</li> </ul>	份數©: 1 ♀ ✓ 自動分頁◎ 12 <sup>3</sup> 12 <sup>3</sup>
	列印(2) 取消 套用(法)

(二) Print / E-mail / Download / Save on Westlaw: 列印/電子郵件/下載/儲存

🗿 Print/Download 網頁對話	? 🗙		
Print	<u>^</u>		
Current Destination: E-mail (info@tts.tbmc.com.tv	/) V Properties		
Subject line: "PAROL EVIDENCE"			
To change your de	estination settings, dick <b>Properties.</b>		
Range	Content		
Search Result	⊙ Complete result		
<ul> <li>Current document (316 N.W.2d 13)</li> </ul>	○ First page		
Include KeyCite:	○ Synopsis and Digest		
Text History 😪	O All pages containing terms		
O Selected documents e.g., 1,3,5-7	O Star Pagese.g., 194-196, 201		
O All documents (5 documents)			
O Result List	✓ Include KeyCite flags		
O List of selected results e.g., 1,3,5-7	Include highlighted search terms		
	✓ Include summary page		
	Add a note:		
Send Request Cancel West Reporter Image (PDF)			
Print the <i>current document</i> as it appears in the West reporter using Adobe Reader. The PDF image will display in a new browser window. More Info			
	✓		
http://web2.westlaw.com/print/default.aspx?rs=WLW6.07&ss=CNT&des	tination=EMail&sv=Split&pop=True&cfid=1&fn= 🔮 網際編 🛛 🎢		

I. Current Destination (輸出方式):如為 E-mail,則需點選【Properties】設定。

![](_page_36_Picture_1.jpeg)

II. Range(輸出筆數)

![](_page_36_Figure_3.jpeg)

#### III. Content (內容範圍)

![](_page_36_Figure_5.jpeg)

# 伍、輔助工具

# 一. SITE MAP (網站地圖)

利用工具列的『SITE MAP』,即為網站導覽,快速檢視資料庫功能選項,以便利用。

	Preferences Alert Centre Researc
	ealth World Journals Law Reviews European Union
Law School Classic International IP   UK and Commony	
Site Map	
Search Westlaw International	Alerts
<u>KeySearch</u>	<u>Alert Centre</u>
<ul> <li>Find A Database Wizard</li> </ul>	WestClip
<u>Research Trail</u>	<u>KeyCite Alert</u>
Citator (KeyCite)	<ul> <li>Docket Alerts and Tracks (US)</li> </ul>
<u>KeyCite a citation</u>	<u>Agency Tracker (US)</u>
<u>KeyCite Alert</u>	<u>Profiler Alert (US)</u>
Browse Westlaw International	• <u>D&amp;B Alert</u>
<ul> <li>Directory (Database Directory)</li> </ul>	Find a Document
<ul> <li>Tabs (Research Start Pages)</li> </ul>	<ul> <li>Find a document by citation</li> </ul>
<ul> <li>Key Number Digest (Custom Digest)</li> </ul>	<ul> <li><u>Publications list</u></li> </ul>
<ul> <li><u>Table of Contents</u></li> </ul>	Tools
Manage your Account Preferences	<u>ChargeBack</u>
<ul> <li>Preferences (Options)</li> </ul>	<u>Print/Delivery Manager</u>
Print/Delivery Manager	<ul> <li><u>Send a Tab</u></li> </ul>
<ul> <li>Add/Change Tabs (My Westlaw)</li> </ul>	Help Centre
<u>Change Client ID</u>	<ul> <li>Westlaw International Help</li> </ul>
	<ul> <li><u>Getting Started Tips</u></li> </ul>
	<u>Contact Us</u>
Alert Centre (個人化追蹤功能)	

個人化追蹤功能包含 WestClip、KeyCite Alert 兩項功能,使用者可根據研究主題或興趣建立追蹤資訊內容,系統定期寄發相關新增內容。

Wootlaw Inton	ational	FIND	KEYCITE DIRECTORY	SITE MAP	HEL	P SIGN OFF	
V Vesuavv. II Iter I	lational			Prefe	rences Alert Centre	Research Trail	
Law School Classic	International IP	UK and Common	wealth World Jouri	nals Law Reviews	European Union	Add/Remove Tabs	
Alert Centre Directory To select the alerting service you wish to access, click on the arrow to the left of The five most recently created alerts will be displayed.							
🔺 WestClip 🚺				<u>WestCl</u>	lip Directory   Creat	e Entry <u>Tips</u>	
Name	Da	itabase	Query		Next Run		
1. first amendment		"FIRS	T AMENDMENT"		16/09/2006	<u>Run Delete</u>	
🔺 KeyCite Alert 🚺	重新編輯	追蹤資訊之內容	KeyCite	Alert Directory   C	<u>reate Entry   Entry</u>	Wizard <mark>Tips</mark>	
Name	C	itation	N	lotes	Next Ru	IN	
1. 109 S.Ct. 2261	)   109 S.C	t. 2261			10/09/2	006 <u>Delete</u>	
🗹 Docket Alert (i)				<u>Create En</u>	try   Docket Alert Di	rectory   <u>Tips</u>	
Agency Tracker	() 軍모行言	「膳相國容約庫	/检索横組	Agency Trackin	ng Directory   Creat	<u>e Entry   Tips</u>	
🗹 Profiler Alert (i)		」,用"们刚良小"户		Profiler Ale	ert Directory   <u>Creat</u>	<u>e Entry   Tips</u>	
🗵 D&B Alert 🚺	J			D&B Ale	ert Directory   Creat	e Entry   <u>Tips</u>	

(-) WestClip

點選『Create Entry』,自訂檢索策略及相關設定,WestClip 便自動追蹤查 詢相關文獻資訊,依個人需求以 E-mail、列印、下載等輸出傳送。

WestClip: 🛈	Create Entry		C	reate Entry	<u>Directory</u>	<u>Tips</u>
Entry Detai	ls		<b>Delivery Settin</b>	ngs		<u>Edit</u>
Complete eac	h item below:		Frequency:	Weekly		T
Name of clip:	first amendment	ר	Destination:	Notify at E	-mail	
Client ID:	ТВМС		Limits:	Maximum result: 50	documents p	per
Database(s):	SCT		Result format:	List of All	Citations	
	<u>Find a Databa</u>	ise	Results:	No notifica	ation	
	Separate multiple databases with a comma	6	Date created:	09/09/200	)6	
Query:	Terms and Connectors		Last run date:	09/09/200	)6	
	"FIRST AMENDMENT"		End date:	16/09/200	)7	
			★ 腧入 West	lip 名稻、	田戶名稱、	
	Full Search Ed	litor	欲倫索之者	彩盾、絵	运行。 运行的	
Limit Your Ne	ws Search using SmartTerms 🔞 🕬		★可點躍【E	dit】設定	<u></u> 其他功能	
Cours (	Oamal		★ 最後, 點習	Save ]	即可	
Save	Cancer					
	WestClip: Edit Delivery Settings			Create En	t <b>ry</b>   <u>Directory</u>	<u>Tips</u>
	Frequency: Weekly 💙	R	etrieve only these o	locuments:		
	Destination: Notify at E-mail 🛛 Properties	s N	io older than		0	Days
	Result Format: List of All Citations	A	dded after.		08/09/2006	
	Notes:	∧ S	ize of Results:			
★ Frequ	Jency:傳送結果之頻率		Inform me of no re	sults		
★ Desti	nation:傳送結果之方式	M	laximum documents:		50	
★ Resu	lt Format:傳送結果之格式	R	anking Order:			
★ Notes	s:備註					
* Retrie	eve only these documents:設定時效性時	, <mark>間</mark>	reated Date:		dd/mm/www	
* Size	of Results:最大傳送筆數		act Run Date:		dd/mm/yyyy	
* Rank	ing Order:排序方式				1 <i>6 (0 (</i> 0005	
★ Next	Run Sate:開始執行之日期	N	iext Run Date:		16/9/2006	
	and the state of the second of					

# (**二**) <u>KeyCite Alert</u>

點選『Create Entry』或『Entry Wizard』,輸入引註號(Citation)及相關設定,KeyCite Alert 便自動追蹤找出最新案例、法令、行政命令等(見 P.27),並依個人需求以 E-mail、列印、下載等輸出傳送。

I. Create Entry

KeyCite Alert: Create KeyCite Alert Entry	Create Entry   Entry Wizard   Directory   Tips
Entry Details	
To set up a KeyCite Alert entry for a case, fed statute, or selected administrative material, tr (e.g., 109 SCT 2261; 17 USCA 114; 40 CFR 7.3 and click <b>GO</b>	eral regulation, ype a citation 35; 315 NLRB 1068)
Citation: 17 USCA 114	▶ 直接輸入引註號,或利用『Publication List』查詢引註號(詳見 P.13)

KeyCite Alert: (i)Create Entry	Create En	try   Entry Wizard	l   <u>Directory</u>   <u>Tips</u>
Entry Details		<b>Delivery Settin</b>	ngs Edit
Complete each item below:	<b>\</b>	Frequency:	Daily
Alert Name: 17 USCA s 114		Destination:	E-mail
Client ID: TBMC		Results:	No notification
Citation: 17 USCA s 114		Date created: Last run date:	11/09/2006
		Next run date:	12/09/2006
History: 💿 Full History (Includes Lea	islative Updates)	End date:	No end date
○ No History			
÷,			
Citing Refs: 🔽 Include citing references	in result		
Limit Citing Refs		故了 Alant 分标	田氏白松 調
Notor:		啊人 Alert 名稱、 擇顯示歷史紀錄]	田戸名博、選
Notes:		或法規之相關資源	原、備註
	<u> </u>	可點選【Edit】言	设定其他功能
Save Cancei	*	最後,點選【Sa	ve】即可
KevCite Alert: Edit Delivery Settings		Cre	ate Entry   Directory
	Size of Recults:		200 200 y   <u>2000000  </u>
Prequency: Dany	Inform me of r	no results	
Notes:	Attach full text	of new documents -	Maximum Number: 1
Notest.	Note: Each full text to your price plan.	document may be bille	d separately according
	Created Date:	1	1/09/2006
	Last Run Date:	c	ld/mm/yyyy
	Next Run Date:	1	2/09/2006
Save Cancel	End By:	C	ld/mm/yyyy

# II. Entry Wizard

第1步		The wizard will help you create a new KeyCite Alert entry.						
		What citation would you	What citation would you like to monitor? Type the citation below.					
	KeyCite.	109 S.Ct. 2261	🕨 P	Publications List				
	Alert	What client identifier wo	ould ye	you like to associate with this entry?				
		TBMC	★ 第	第1步:直接輸入或利用『Publication List (見 P.13)				
				查詢引註號,及用戶名稱 第 2 步: 顯示歷史紀錄及引田家例/注相之相關查須				
	Next> Finish	Help Cancel	へ オ ★ 第	第3步:傳送結果之頻率				
	Choose Monitoring	Options Step 2 of 9	★ 第 ★ ─	第4步:開始與結束執行之日期設定 第5些:周辺(11)				
<b>第2</b> 步	What type of History	do you want to monitor?	★ 第6步:輸入 E-mail address					
	Full history		<b>★</b> 第	第7步:文獻爲全文內容				
	ONegative tre	atment only	★ 第 ★ 第	第8步:備註 第9步:更次確認上述訊完				
	Would vou like to inc	clude citing references?	<u>^</u> Я	第 5 少・丹久唯認上述改正 				
	Ves	CI	hoose	e Frequency Step 3 of 9				
	O No	<b>第3</b>		Ren should Reycite Alert check your citation?				
	Limit Citing Refs	(such as limiting by head	• • •	• Daily Weekdays/M-F				
		jurisdiction or KC Locate	Õ	Weekly				
	Otherwise, click Nex	:t.	0	) Biweekly				
	Next> Finish Help Cancel							
笛 / 步	Type Run Dates	Step 4 of 9	< Dack					
ポマダ		To begin monitoring your cit	auon;	Choose Destination Step 5 of 9				
				Where would you like the results delivered?				
	Would you like to set	an end date?		第5步 ○ Attached Printer				
	No end date	/ 12 / 2005	O Download to Disk					
	Zupe E-mail Addres	Finish Help Cancel	Cancel					
第6步	You may choose mult	tiple delivery locations.						
	To what e-mail addres	ss(es) would you like your re	siChoo	oose Full Text Options Step 7 of 9				
	delivered?(separate	with semicolons)	Wou	ould you like the full text of alerted documents?				
	Info@tts.tbmc.com.tw		57步	7 O Yes				
	Wireless address(es):	(separate with semicolons)		⊙ No				
	info@tts.tbmc.com.tw		Not	<b>yte:</b> Each full text document retrieved may be separately				
	🗹 Include summary	information with KeyCite ,	Al bille	led according to your price plan.				
	<back next=""></back>	Finish Help Cancel		<pre>cBack Next&gt; Finish Help Cancel</pre>				
	Type Notes St	ep 8 of 9		Confirm Settings Step 9 of 9				
第8步	Would you like to mai	ke any notes about your enti	ry?	Your entry has the following settings:				
			第9	していていた。 として、2261 Client Identifier: TBMC				
				History: Full History Citing References: On				
	<back next=""></back>	Finish Help Cancel		Frequency: Daily				
			,	End Date: 31/12/2006				
				Delivery: E-mail Full Text: Off				
				Notes: << none >>				
				Click <b>Finish</b> to save your entry.				
				<back cancel<="" finish="" help="" th=""></back>				

# 三. Research Trials (檢索歷史)

利用功能列的『Research Trial』,即可檢視本次登入所使用的檢索策略,以瀏覽某筆檢索結果或利用某檢索策略進行再檢索。

Mostlew International	FIND	KEYCITE	DIRECTORY	SITE MAP	H	IELP SIGN OFF
VVestiavv. International	★ 儲存本次檢索歷	史—下載	或電郵寄	送 <mark>(</mark> fine	s Alert Centre	Research Trail
Law Sch Classic Int'l IP UK and	★ 註記某次檢索策	略		t'l Eu	repean Union	
Research Trail					New	Research Trail
Access Research Events with a • at	no additional charge f	or the rest	of the day			
Current Research Trail: 31/07/20	06 03:16AM   for Clier	it <i>IP USE</i>	R		Download Tr	<u>ail   E-Mail Trail</u>
Research Even	ıt	Database	e or Citatio	n	Date	Notes
Open Trail - IP USER		Client ID		31/07/2	006 03:16 AM	Add Note

# 陸. 個人化設定—限 ID/PW 用戶

## 一、客製化檢索模組標籤

What low Intor	national	FIND KE	EYCITE DIRECTORY	SITE MAP		HEL	P SIGN OFF
vvesuavv. II itel	national				Preferences	Alert Centre	Research Trail
Law School Classic	International IP	UK and Commonwe	ealth World Jour	nals Law Reviews	European U	Jnion Add/	<u>Remove Tabs</u>
Manage Tabs							
In Manage Tabs you o tabbed pages to prov	can select tabbed cu ide direct access to	istom pages for speci databases and servio	ific jurisdictions ar ces you use most c	nd practice areas. ften.	You can furthe	er personali:	ze your
Add or remove tabs ( Click <b>Next.</b>	up to six) by selecti	ng or clearing the ch	neck boxes. Your c	hoices will not app	pear until you	complete th	e next page.
Next >						Ser	nd a Tab!
Go to: Select a Categor	у 🔽				٩		
Personalized							
Asia/Pacific Subs	scription	Updated 09/27/20	D05			<u>Propertie</u>	<u>s   Delete</u>
✓ International IP		Updated 03/23/20	005			Propertie	s   <u>Delete</u>
Law School Class	sic	Received 10/11/2	005			Propertie	s   <u>Delete</u>
UK and Commony	wealth	Commonwealth/UI	к			Propertie	s   <u>Delete</u>
World Journals La	aw Reviews	Received 10/11/2	:005			Propertie	s   <u>Delete</u>
Westlaw Internati	onal	<u>Back 1</u>	to Top				
🔲 Westlaw Interna	tional	🔽 European U	Union	🗆 <u>Us</u>	Topical		
Commonwealth		🔲 <u>Hong Kong</u>			orld Journals		
Commonwealth I	nsolvency	Internation	al Arbitration		orld News		

## (-) Add / Remove Tabs

點選『Add / Remove Tabs』即可依個人研究主題設定檢索模組標籤 (Tabs),以勾選或取消勾選來增刪設定檢索模組標籤(最多6個),再點選【Next】 以選擇在日後登入的第一個檢索模組標籤後,點選【Save】即可。

Save Tabs	Step 2 of 2	
The tabs you have sel When you are finished	ected are listed below. Choose a t. l, click <b>Save</b> .	ab to display first when you sign on to Westlaw.
O Law School Class	sic	
🔘 International IP		
🔵 UK and Commony	wealth	
🔵 World Journals La	aw Reviews	
🔘 European Union		
Save		
Note: Many of these tab With the tab displa	s can be personalized to displa ayed, click <b>"Edit"</b> in the Shorto	y the Shortcuts and databases you use most often. uts or Quick Search sections to display your options.

# (**\_**) <u>Send a Tab</u>

點選『Send a Tab』,勾選欲傳送之檢索模組標籤(最多 3 個),再點選 【Next】,輸入 E-mail address、姓名、註解及選擇傳送格式後,點選【Send】 即可。

Send a Ta	ab	Step 1 of 2		
Select the c Next>	heck box next to	o each tab you want to send, then click	Next.	
Go to: Sel	lect a Category	*		
Westlaw	International	<u>Back to Top</u>		
♥ Westla Commo Commo	w International Inwealth Inwealth Insolv	l 🛛 🔽 European Union Hong Kong ency 🔄 International Arbitratio	US Topical World Journals World News	
Westlaw	ик	<u>Back to Top</u>		
🗌 Westla 📄 Current	w UK t Awareness	Crime	Scots Law	
🔲 Civil Pr	Send a Tab	Step 2 of 2		
	Compose an e-main       < Back	Intestage by entering mormation into the approximation interval interval into the approximation into the approxima	e multiple recipient addresses with a semicolon,	";". to
	Type any addition Comment: Select an e-mail ( HTML Format Text Format Seack Send (	Selected Tabs: • Westlaw International • European Union • WLI General Subscription delivery method.		

# 二、客製化檢索畫面

Wootlaw International	FIND KEYCITE DIRECTORY SITE MAP	HELP SIGN OFF
vvesuavv. International		Preferences Alert Centre Research Trail
Law School Classic International IP	UK and Commonwealth World Journals Europea	an Union Add/Remove Tabs
Shortcuts Edit	Search	<u>Search Tips</u> ^
Find by citation:	Terms and Connectors Natural Language	
and Print	Search:	Search
Find using a template Publications List		
	Recent Searches & Locates	<u> </u>
Finding Tools:	Fields: Select an Option 💌	
<u>Find a Case by Party Name</u> <u>Find a Database</u>	Add Connectors or Expanders Help	V
Search these databases:	Select Database(s)	Add/Remove Databases
Recent Databases	Go to: Select a Database Collection 🔽 Cases	Back to Top
View Database Directory	🗌 All State and Federal Cases (ALLCASES) 🚺	
Definitions:	All Federal Cases (ALLFEDS)	
Define using Black's Law Dictionary:	Supreme Court Cases (SCT)	

# (-) Edit Shortcuts

點選『Edit』,選擇在捷徑列欲顯示快速查詢功能或連結,點選【Save】即 可。另外,點選【Restore Default Settings】則恢復原先預設值。

Edit: Shortcuts						
To personalize this tabbed page, add an option by selecting its check box or remove an option by clearing its check box. To see more selections for an option, click its hypertext link.						
To change the order of the collections on this tabbed page finished, click <b>Save</b> .	e, click <b>Change Order.</b> When you are					
Cancel Restore Default Settings Save	Edit: Shortcuts Order					
Show these layouts:	To change the order of the collections on your tabbed page,					
Scope icons	select an item below and then click I or 💌 to move the					
Show these collections: Change Order	Correl Petre Debult Setting Sour					
Finding Tools						
Find by citation	Shortcuts collections order:					
Finding Tools	Find by citation					
Citators	Search these databases					
KeyCite this citation	Definitions					
Searching	Tables of Contents 更改顯示功能之優先順序					
Search these databases						
News Sources	I ables of Contents					
Patent Databases	Litigation Tools					
Trademark & Copyright	Profiler - Attorney or Judge					
Legislative and Model Acts (E-Commerce)	Profiler - Expert					
Law Reviews (E-Commerce)	Quick Valuation					
NAIC Materials	ALM News/Newsletters					
Law School Resources	People					
Definitions	Adverse Information					
✓ <u>Definitions</u>	Assets					

# (二) Edit Search for

點選『Edit』,選擇在檢索功能欲顯示之功能或連結,點選【Save】即可。

Edit: Search for:
To add an option, select its check box. To remove an option, clear its check box. Then click <b>Save</b> .
Cancel Restore Default Settings Save
Search for:
Recent Queries
Select a date restriction
Connectors/Expanders Reference List
Field Restrictions
🗹 Thesaurus

## (Ξ) <u>Add / Remove Databases</u>

點選『Add / Remove Databases』,選擇欲顯示資料庫之範圍說明或群組 連結,點選【Save】即可。

Edit: Quick Search						
Cancel Restore Default Settings Save						
Show these layouts:						
🗹 Scope icons						
🗹 Database Identifiers						
Quick navigation features						
Show these collections: Change Order						
My Personal Databases	Secondary Sources					
✓ Cases	Eorms					
Statutes Career Resources						
Administrative Rules & Regulations						

# 三、Preferences (介面設定)

利用功能列的『Preferences』,選擇設定各介面之顯示條件,並點選【Save】 即可。

Westlaw Internationa	FIND	KEYCITE	DIRECTORY	SITE MAP	_	н	LP SIGN OFF
	<u> </u>				Preferen	ces Alert Centre	Research Trail
Law School Classic Internat	ional IP UK and Commo	nwealth	World Jou	irnals Law I	Reviews	European Unio	n in
Preferences	Location						
Location & Reporting	Time zone:	Central				*	
본 Change Client ID	Date format:	DD/MI	M/YYYY 🔽				
돈 Document Display	Find jurisdiction:	US - U	nited States	*			
► Result List Display	Pricing						
► Search	Note: Hourly Billing is	s not ava	ailable to Ir	nternationa	l users.		
본 Print & Download	Save						
💌 KeyCite							
본 WestClip	ChargeBack						
본 Alerts	Clicking on the Go to Westlaw Internationa	Charge	Back link wi	ill open a n Back brow	ew brows ser windo	ser window. To	return to e onen
본 Trail	Westlaw Internationa	al browse	er.	DOCK DIOW	Ser wirlat		0 00011
Preferences Tips	Go to ChargeBack						