

West km Government Express

for WestlawNext™ Users

West km Government Express is a knowledge management product designed for state and federal governments. It allows you to view and search internal documents from your organization simultaneously with a WestlawNext or Westlaw® search, or in the West km interface.

For search assistance, call West km Technical Support at 1-888-Westkm1 (1-888-937-8561), option 4.

Accessing Your Documents on WestlawNext

On WestlawNext, you can search for your organization's documents or retrieve your organization's documents that cite a WestlawNext document.

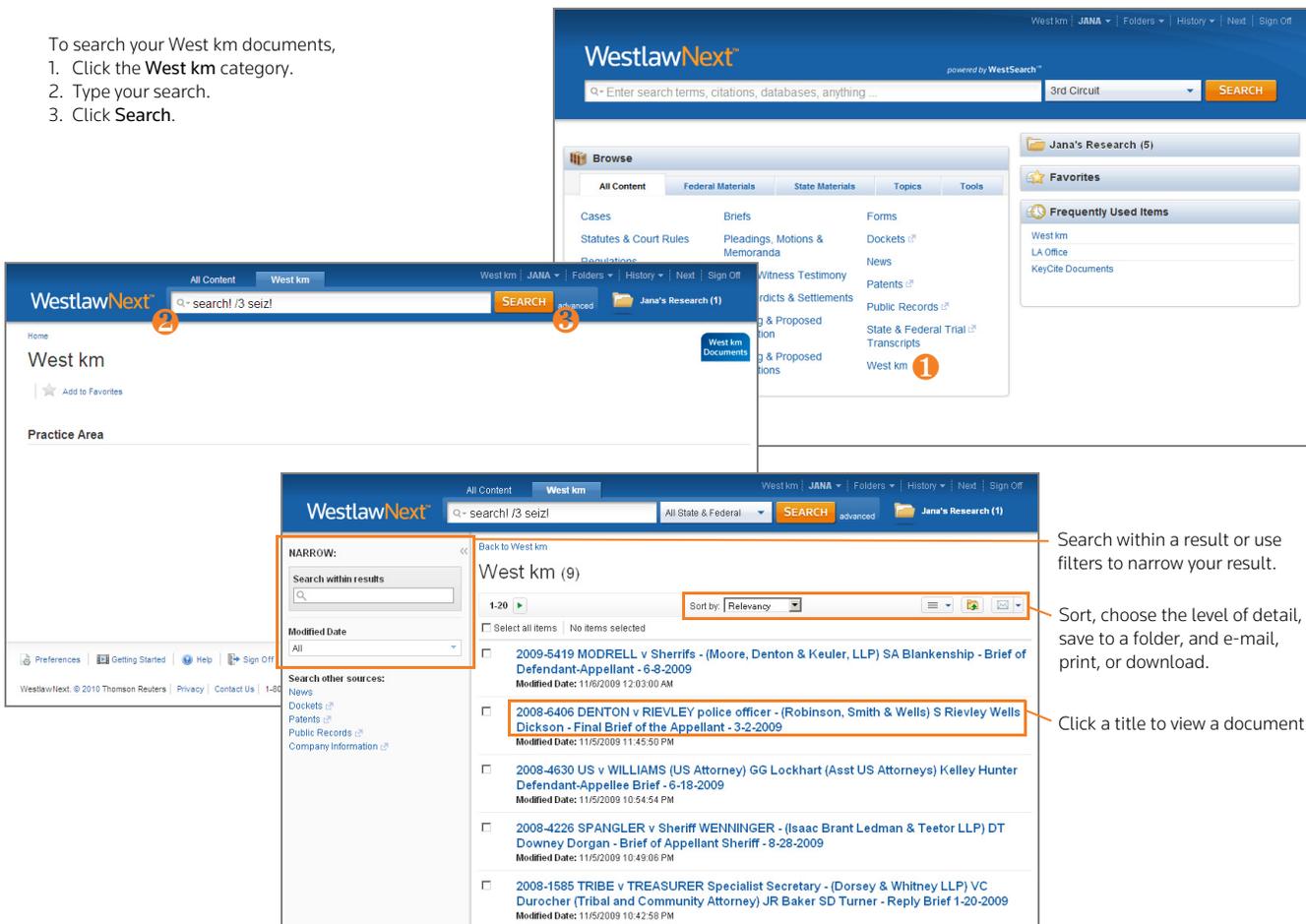
SEARCHING YOUR DOCUMENTS

When you run a search on WestlawNext, your organization's documents are automatically included in the result. On the WestlawNext result page, West km is one of the content types in the left column.

To search only your organization's documents on WestlawNext, click **West km** on the All Content tab.

To search your West km documents,

1. Click the **West km** category.
2. Type your search.
3. Click **Search**.



Search within a result or use filters to narrow your result.

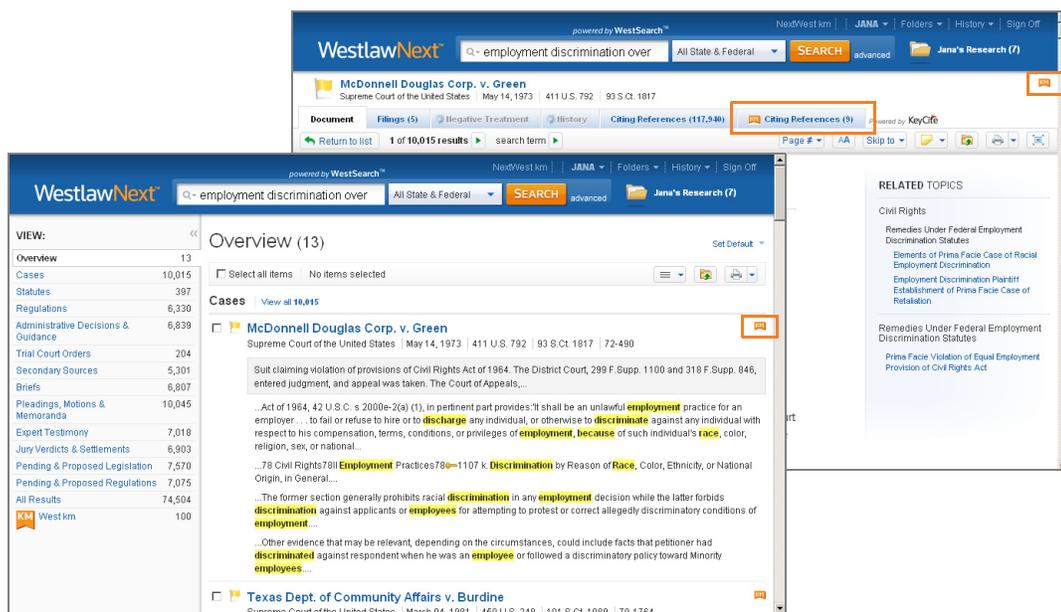
Sort, choose the level of detail, save to a folder, and e-mail, print, or download.

Click a title to view a document.

A West km category, home page, and result on WestlawNext

RETRIEVING YOUR CITING DOCUMENTS

When you are viewing a case, statute, regulation, or administrative decision on WestlawNext, the KM icon (KM) is displayed in the document header when the WestlawNext document is cited in your organization's documents. When you are viewing a WestlawNext result, the KM icon is displayed in the document listing when the WestlawNext document is cited in your organization's documents.



To access the documents at your organization that cite the WestlawNext document, click the KM icon.

Citing documents are displayed on the KM Citing References tab.

The West km icon in a WestlawNext document header and result list

Click the KM icon to display citing documents from your organization on the KM Citing References tab. By default, documents are categorized by their depth of treatment, based on the number of times your organization's document cites the displayed WestlawNext document.

Understanding KeyCite® Status Flags

West km Government Express adds a KeyCite status flag next to each citation in your document that has available KeyCite information. These flags allow you to easily evaluate the validity of a case, statute, regulation, or administrative decision. They include the red flag (▶), yellow flag (▶), blue H (H), and green C (C). For more information, refer to the *West km Government Express User Guide*.

In addition, the following flags are used in West km:

- KC** In your organization's documents, a red KC indicates that a citation could not be verified. Click this icon to display the best attempt to locate the document on WestlawNext.
- km** In your organization's documents, a km icon (displayed after a citation) indicates that the citation is referenced in other indexed documents at your organization.

▶ [Serapion v. Martinez, 119 F.3d 982 \(1st Cir. 1997\)](#) km

Click the flag preceding a citation to access KeyCite information on WestlawNext.

Click the km icon after a citation to access citing documents at your organization.

Click the link to access the document on WestlawNext.

Accessing Your Documents in the West km Interface

To access the West km Government Express interface, open Internet Explorer® and go to *hostname/km/pldefault.aspx*, where *hostname* is the name of your West km server on your network.

SEARCHING YOUR DOCUMENTS

To search your organization's documents, click the **Search** tab. Then type your search terms and click **Search**.

Type your search terms in Terms and Connectors or Natural Language format—just click the appropriate link. With a Terms and Connectors query, you can also restrict all or part of your search to specific fields or types of data—just click the **Fields** panel and enter your criteria.

The screenshot shows the 'West km Government Express' interface with the 'Search' tab active. The search bar contains the text 'search! /3 aeiz!'. Below the search bar, there are two tabs: 'Terms and Connectors' and 'Natural Language'. A 'Fields' panel is expanded, showing 'Profile Fields' with input fields for 'File Name', 'Modified Date', and 'After/Before'.

1. Click the **Search** tab.
2. Type search terms.
3. Enter field criteria.
4. Click **Search**.

The Search tab

RETRIEVING YOUR CITING DOCUMENTS

To retrieve a list of your organization's documents that cite a particular WestlawNext document, click the **KeyCite** tab. Then type a citation and click **Search**.

The screenshot shows the 'West km Government Express' interface with the 'KeyCite' tab active. The search bar contains the citation '125 S.Ct 596 (e.g. 93 S.Ct 705)'. A 'Search' button is visible next to the search bar.

1. Click the **KeyCite** tab.
2. Type a citation.
3. Click **Search**.

The KeyCite tab

VIEWING THE RESULT LIST

Retrieved documents are displayed in the result list. For each document in a search result, the first three search terms are shown in the result list with surrounding document text and are highlighted in yellow. To view the full text of a document, click its title.

- To reduce the size of the result, point to **Limit Results** and then choose a restriction.
- To change the order of the result list, point to **Sort By** and then choose a category.
- To print the result list or documents in the result list, point to **Print** and then choose an option.

- To view the full text of a document, click its title.
- To view details about the document, click **Summary**.

- Hypertext links and KeyCite status flags are added to citations.
- Click the link to access the document on WestlawNext.
- Click an icon to access KeyCite information.

A search result and an organization's document

