

WESTLAW EDGE

Understanding Quick Check

Quick Check on Thomson Reuters Westlaw Edge™ securely analyzes your brief to suggest highly relevant authority that traditional research may have missed. Upload your brief or memo and in just minutes, Quick Check delivers an easy-to-review report that includes relevant recommendations based on the headings in your document.

USE QUICK CHECK TO:

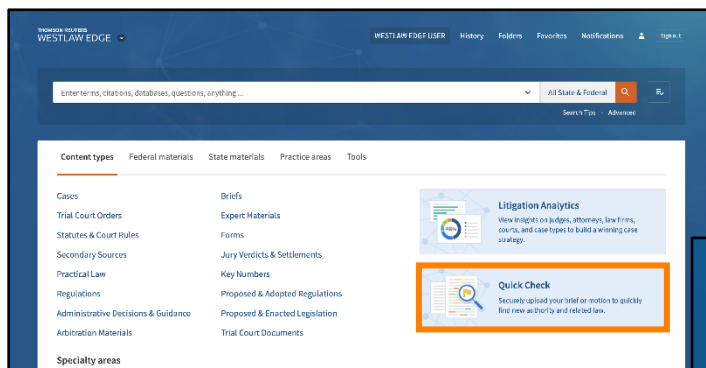
- Quality check a final draft
- Reveal potential weaknesses in an opponent's document
- Refresh a past winning argument
- Compare multiple documents from a matter

Accessing Quick Check and Uploading Your Document

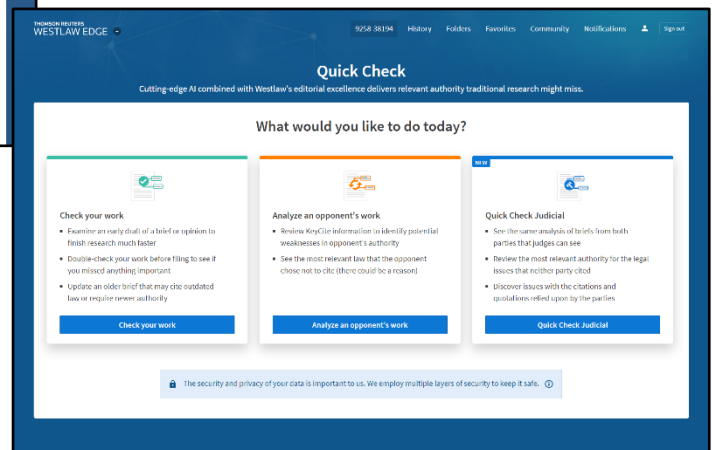
On the Westlaw Edge home page, click the Quick Check tile.

NOTE: *Drafting Assistant® users can review the document they are working on in Quick Check by clicking on the Quick Check button on the left side of the Drafting Assistant page.*

From the Quick Check page, click the Check your work tile on the left. From there you can select whether you want to **Check your work**, **Analyze an opponent's work**, or **leverage Quick Check Judicial** to upload multiple documents.



NOTE: *To protect the security and privacy of your data, all documents in Quick Check are securely encrypted during the upload process. Following the analysis, Westlaw Edge destroys the copy you uploaded, and no copy of your work product is retained on Westlaw Edge servers. The report that is created remains available in History for up to 24 hours and is deleted from Westlaw Edge servers within 48 hours.*



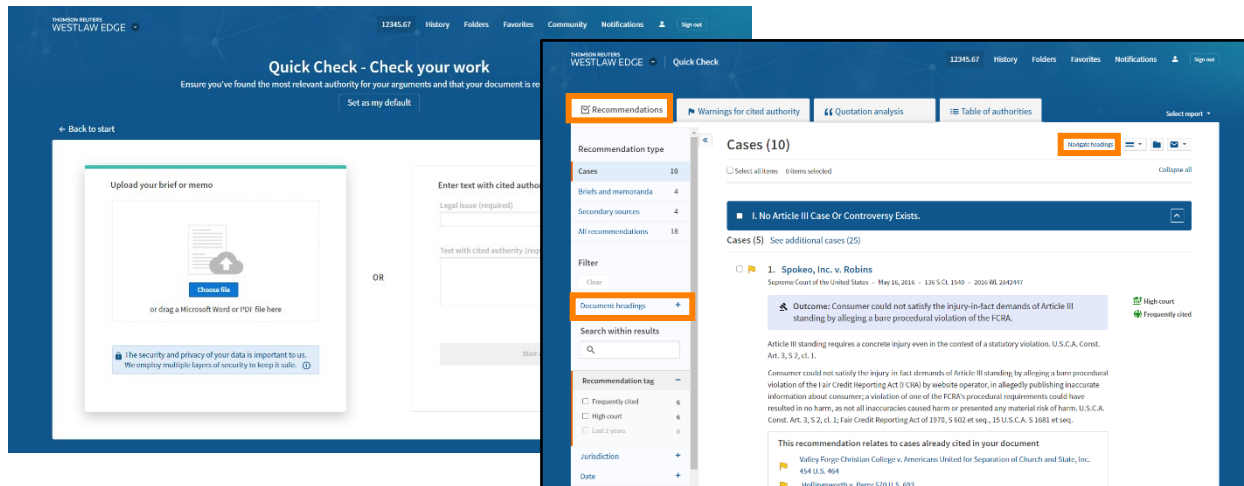
Check Your Work

You can upload your document by dragging it into the upload box or by clicking Choose file. The report will display four different tabs.

RECOMMENDATIONS TAB

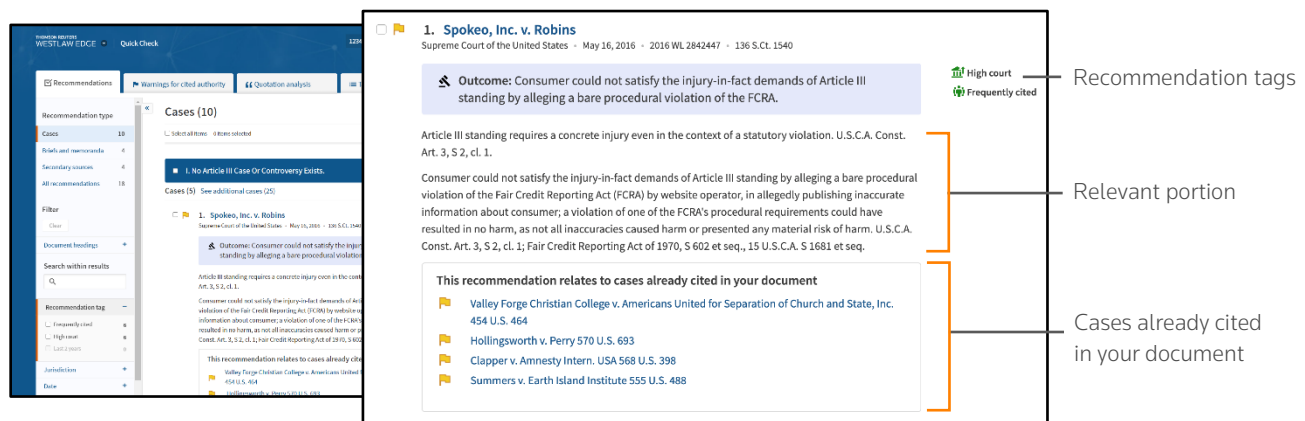
The Recommendations tab provides relevant authority organized by the headings found in your document. Recommendations include cases, secondary sources, and other briefs and memoranda.

You can easily jump to the heading of your document that is most important to you by clicking the Navigate headings button. In addition, you can use the Document headings filter in the left column to view recommendations for specific parts of your documents.



Under the Recommendations tab, you can select and view each case that Quick Check has recommended. To ensure that you are able to quickly find what is important to you and determine whether recommendations are helpful or not, Quick Check provides a suite of tools to assist in your review, including:

- **Outcome:** the holding most related to the issue for which a recommended case is being provided, so you can verify immediately whether the case supports your argument
- **Relevant portion:** relevant text to quickly discern whether the recommendation is helpful or not
- **Related cases already cited in your document:** shows you the cases in your document to which the recommendation relates to provide context and help you associate the recommendation to the discrete legal points in your document
- **Recommendations tags:** show when a case has been frequently cited, is from a high court, or has been decided in the past 2 years



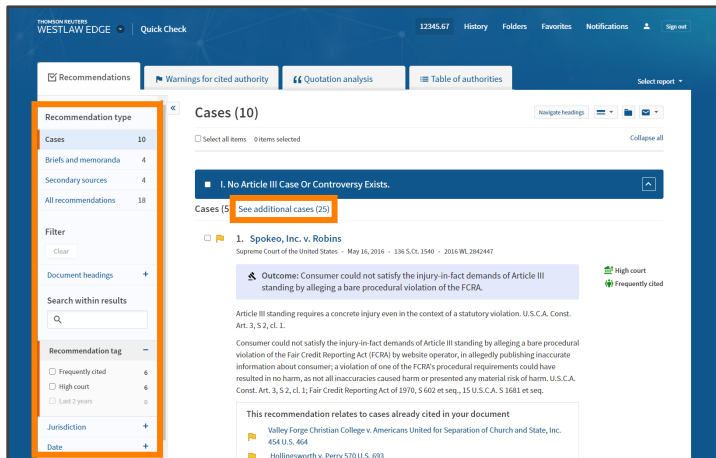
ADDITIONAL CASES

To view up to 25 of the next most relevant cases, click See additional cases.

FILTER RECOMMENDATIONS

Use filters to help you focus on the recommendations that are most relevant to your research. Filters are specific to the type of content you are viewing.

Quick Check is integrated with Westlaw Edge so you can filter based on prior research. For example, you can ignore or take a second look at documents that you viewed in the last 30 days, foldered, or annotated.

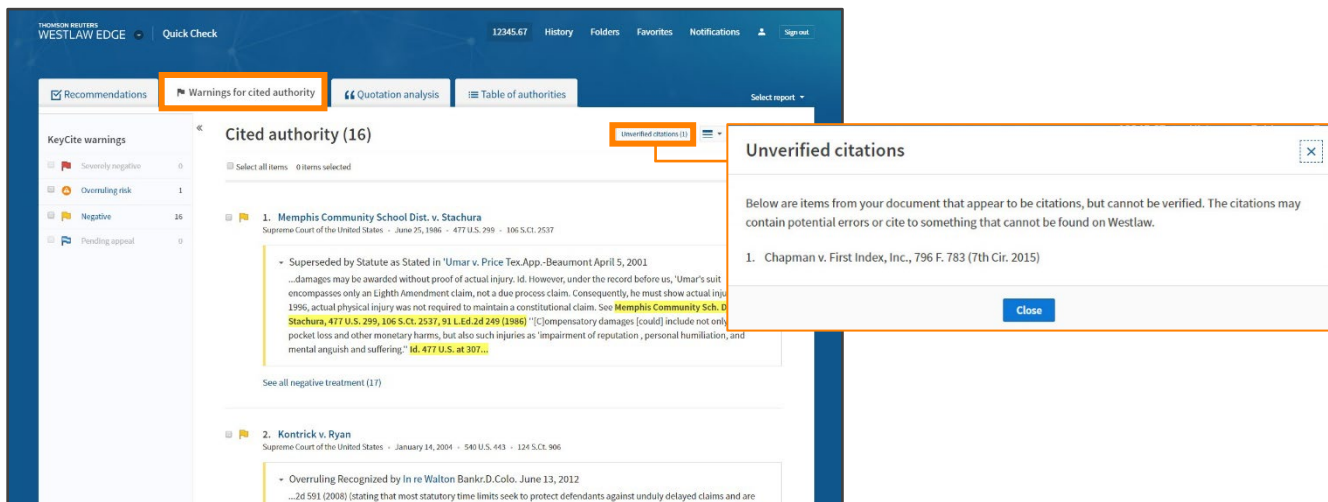


WARNINGS FOR CITED AUTHORITY TAB

In addition to finding new authority related to the issues in your document, you can also use Quick Check to review the validity of the cases you've already cited. The **Warnings for cited authority** tab lists any cases cited in your brief or memo that have received negative treatment, in order of severity.

Below each citation in the list, Quick Check displays the criticizing case along with a relevant portion of the text.

Filter by KeyCite® treatment for fast review and delivery of only those KeyCite warning categories in which you are interested. To quickly locate any case citations that could not be found on Westlaw Edge, click on the **Unverified citations** button. Typically, citations cannot be verified if there is a typo or misspelling, or the document is not available on Westlaw Edge. This feature helps to identify errors before you file a document.



QUOTATION ANALYSIS TAB

Quick Check can also be used to review and analyze case quotes from your brief. The **Quotation analysis** tab displays a side-by-side comparison showing missing, added, or changed language between case quotes in an uploaded document and the cited case language on Westlaw Edge.

The report offers crucial context for easily seeing when quotes have been taken out of context and allows you to jump into the quoted cases to see additional context. The report automatically displays all case quotations, but you may filter by **Quotation type**, **Differences**, and **Content type**. Quick Check also recognizes select non-Westlaw citations

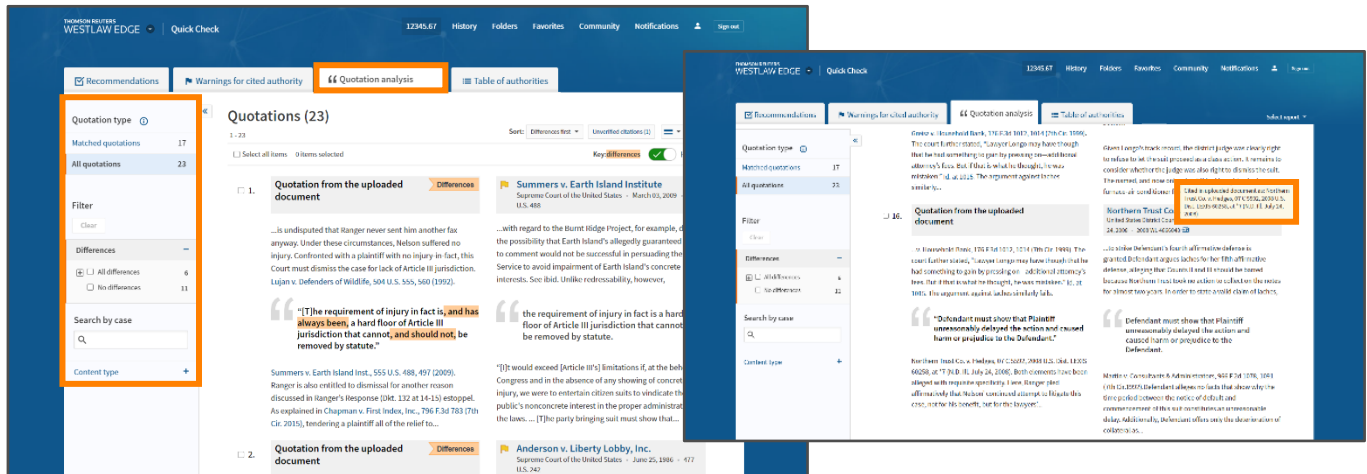
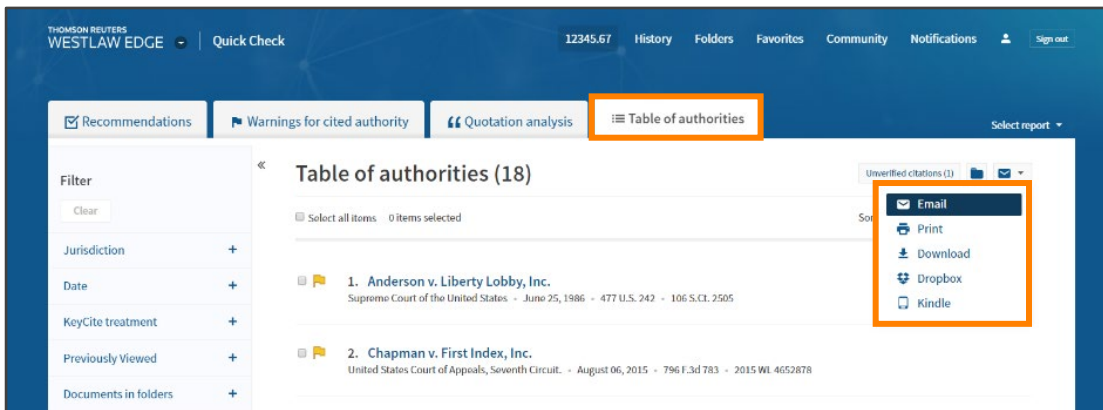


TABLE OF AUTHORITIES TAB

The **Table of authorities** tab puts the cases already cited in your document in a sortable list for easy printing, emailing, or downloading. Cases are listed alphabetically by default. You can also sort the list by the order of appearance, severity of negative treatment, or date.



Delivery of Your Report

Quick Check reports can be delivered using **Email**, **Print**, **Download**, **Dropbox**, or **Kindle**. You also have the option to deliver a list of the recommendations or to deliver the full text of the recommended documents. You can add recommendations to your research folders for future reference and to collaborate with your colleagues.

HISTORY

Your report is available for 24 hours in your **History**. You should always re-run your documents through Quick Check to ensure you are receiving the most up-to-date recommendations and KeyCite information

Analyze Your Opponent’s Work

In addition to checking your own work, Quick Check provides you with the ability to analyze your opponent’s work to identify potential weaknesses in their arguments. From the Quick Check page, select **Analyze an opponent’s work**. Then upload their document. Quick Check will provide you with any negative KeyCite information for their citations, an analysis of quoted cases, a list of their cited authority, and relevant cases that your opponent left out.

POTENTIAL WEAKNESS TAB

On the **Potential weakness** tab, you will find a complete list of your opponent’s citations that have been criticized by other courts, listed in order from the most negative KeyCite treatment to the least negative KeyCite Treatment. The criticizing case is listed below each citation along with a portion of text from the criticizing case that is responsible for the KeyCite flag.

QUOTATION ANALYSIS TAB

The **Quotation analysis** tab displays an analysis of the case quotes cited in your opponent’s document. On the left is the quote as it appears in your opponent’s document and on the right is the case language as is appears on Westlaw Edge. Use this report to review whether an opponent has incorrectly cited a quotation.

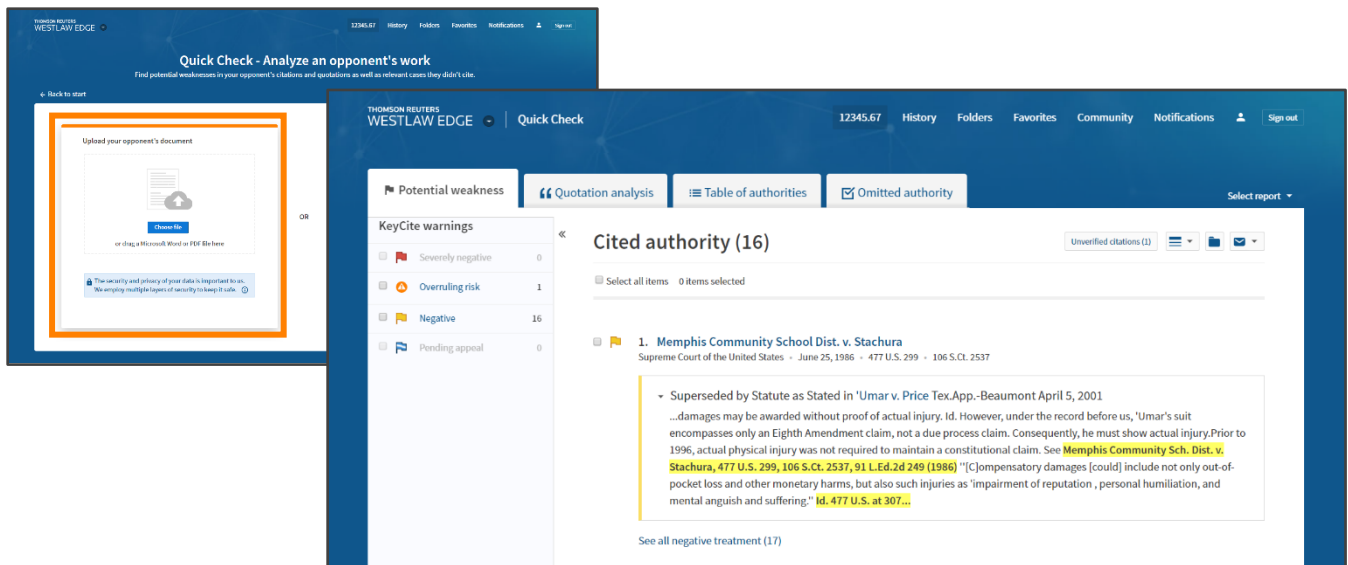
TABLE OF AUTHORITIES TAB

The **Table of authorities** tab provides an easily deliverable list of all your opponent’s cases in alphabetical order, including any KeyCite treatment flags. With the **Sort** drop-down menu, you can reorder the list - either by the order the cites appear in the document, by severity of KeyCite treatment, or by the date. This makes it easier for you to identify weaknesses.

Additionally, by clicking on the **Unverified citations** button, you can view citations that Quick Check could not find, which may alert you to an error in your opponent’s citation.

OMITTED AUTHORITY TAB

The **Omitted authority** tab provides you with cases not cited by your opponent as well as secondary sources, briefs, and memoranda that are most relevant to your opponent’s arguments. The recommendations are organized by the headings from your opponent’s document and can be reviewed quickly using features including filtering, recommendation tags, outcomes, and other enhancements. Use the information on this tab to evaluate why your opponent may have chosen different authority and use it to build your reply arguments.



Quick Check Judicial

Quick Check Judicial allows you to upload up to six documents from a single matter. Uncover relevant authority that was omitted by both sides, quickly compare which citations each party relied on, and review the accuracy of quotations across multiple fillings.

OMITTED AUTHORITY TAB

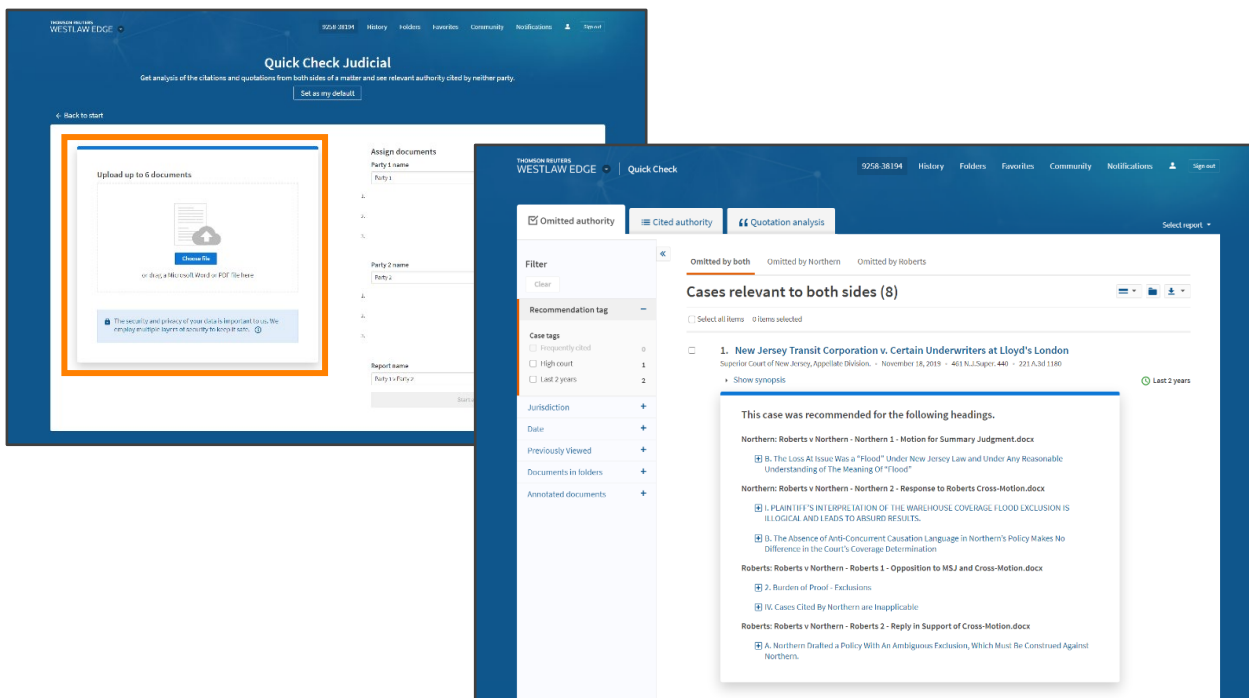
The **Omitted authority** tab surfaces cases that are highly relevant to both parties’ arguments, but were not included in the uploaded documents. You can also view a tab for each party, which will contain cases relevant to those parties’ specific arguments that were not cited in their document.

CITED AUTHORITY TAB

The **Cited authority** tab contains a list of all the citations found in all of the uploaded documents. The citations with the most negative KeyCite treatment will be surfaced to the top of the list. You can also see which casers were cited in which of the parties’ documents and whether something was cited by both.

QUOTATION ANALYSIS TAB

The **Quotations analysis** tab allows you to review the accuracy and context of quotations from all of the uploaded documents divided by party.



Looking for more information?

To sign into Westlaw Edge, visit westlaw.com/edge.

For assistance using Westlaw Edge, call the Reference Attorneys at **+1 800 REF ATTY** (+1 800 733 2889).

For additional training materials, visit tr.com/westlawedge-training.