



San Diego County Public Law Library

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Research Guide

Accessing California Briefs Online

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Scope: This guide is intended to assist patrons in using the Library's online access to California court briefs.

ACCESSING CALIFORNIA BRIEFS USING ONLINE RESOURCES

1. Sign up to use one of the patron computer terminals at any of the four library locations.
2. Click on the "Legal Research Databases" icon on the computer screen. You will have two options: CRS-West Brief Service or Westlaw.

CRS-WEST BRIEF SERVICE INSTRUCTIONS

Briefs are available by either Case Name (that is, the names of the parties), or Docket Number

TO SEARCH BY PARTY NAME:

1. Click on the "By Case Name" link
2. Enter the case name, or the name of one or more parties to the case
3. Select the court(s) to search
4. Click on the "Search" button

TO SEARCH BY DOCKET NUMBER:

1. Click on the "By Docket Number" link
2. Enter the docket number
3. Select the court to search
4. Click on the "Search" button

TO SELECT A BRIEF AFTER A COMPLETE SEARCH

1. Read the list of briefs (if more than one has been retrieved)
2. Click on the blue hyperlink to display the brief in full

TO SAVE AND/OR PRINT A BRIEF:

1. Copy the document by clicking on the word "Edit" on the bar on the top of the page, then "Select All," which will highlight all of the text on the Briefs Service page, then "Edit" again, and then "Copy."
2. Open Microsoft Word by clicking on the Microsoft Word icon on the left hand side of the main computer screen.
3. Paste the document into Microsoft Word by clicking on "Edit" on the top of the Microsoft Word page, and then "Paste."
4. From Microsoft Word, the document may be printed*, or the document can be saved to a USB memory stick.

TO LOOK AT ADDITIONAL BRIEFS:

1. Return to the West Brief Service by clicking on the Internet Explorer tab at the bottom of the screen.
2. Select a different brief by following the steps under "Selecting a brief."

TO BEGIN A NEW SEARCH:

Click on "Home" on the California Public Law Library Briefs Service screen and repeat the previous steps.