

# Exhibit M

“Five Easy Ways to Retrieve Regulations” available at  
<http://west.thomson.com/documentation/westlaw/wlawdoc/web/easyregs.pdf>

to

TimeBase’s Response to Defendants’  
Motion for Summary Judgment

# Five Easy Ways to Retrieve Regulations

## Retrieving Administrative Rules and Regulations on Westlaw

### 1. Retrieve a Regulation Using a Citation

The quickest way to retrieve a regulation when you know its citation is to use the Find service. You do not need to access a database. At most tabbed pages, you can type a citation, e.g., **26 cfr 1.83-6** or **oh adc 179-1-02**, in the *Find by citation* text box in the left frame and click **Go**. To print the regulation immediately after you retrieve it, select the *and Print* check box before you click **Go**.

#### RETRIEVING MULTIPLE CITATIONS

To find and print multiple documents, click **Find&Print** at the top of any page. In the right frame of the Find a Document page, type your citations in the *Enter Citation(s)* text box, select your result options and delivery options, and click **Send Request**.

#### RETRIEVING A REGULATION USING A FIND TEMPLATE

If you are unsure of the correct citation format, type the publication abbreviation in the *Find by citation* text box in the left frame and click **Go** to display a fill-in-the-blank template. For example, to display a Find template for the *Code of Federal Regulations* (CFR), type **cfr**; to display a Find template for a state regulation, type **xx adc** (where **xx** is a state's two-letter postal abbreviation).

### 2. Retrieve a Federal Regulation Using the RegulationsPlus® Index

You can use the RegulationsPlus Index to retrieve sections on a specific topic. Access the index directly from the CFR database Search page. To access the CFR database, type **cfr** in the *Search for a database* text box in the left frame of most tabbed pages and click **Go**. At the displayed Search page, click **RegulationsPlus Index** at the top of the page.

Browse the index using the links and the plus (+) and minus (-) symbols, or search for specific terms in the index using the Search feature (Figure 1). To retrieve the full text of a section, click its citation.

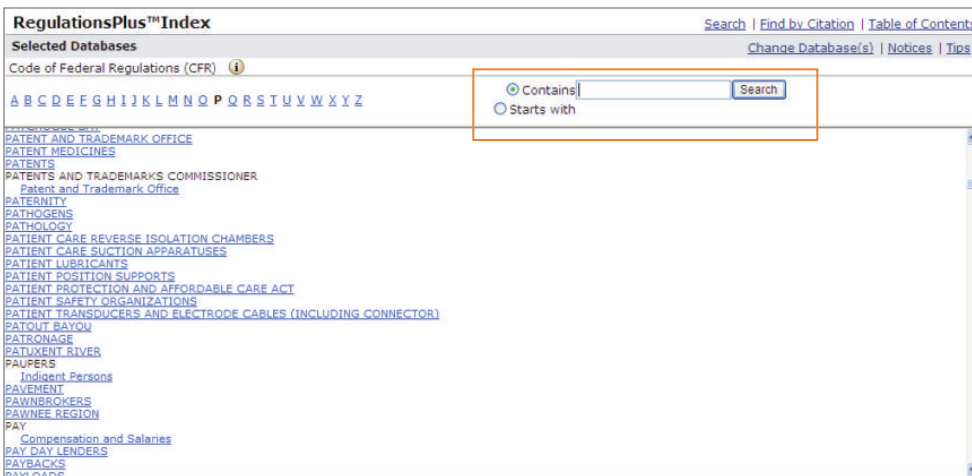


Figure 1. RegulationsPlus Index

For assistance using Westlaw, call 1-800-WESTLAW (1-800-937-8529).

For free reference materials, visit [west.thomson.com/westlaw/guides](http://west.thomson.com/westlaw/guides).

### 3. Retrieve a Regulation Using the Table of Contents Service

The Table of Contents service allows you to browse the table of contents for a publication, view a document in the context of the sections surrounding it, and quickly retrieve related sections. It is available for the CFR and all state administrative codes.

There are several ways to access the Table of Contents service:

- At the CFR or a state administrative code database Search page, click **Table of Contents** at the top of the page.
- While viewing a regulation, click **Table of Contents** on the Links tab in the left frame.

You can browse a table of contents by clicking the plus and minus symbols or by selecting the appropriate check boxes and clicking **Expand Selection(s)** at the bottom of the Table of Contents page. The portion of the table of contents you selected will be expanded. (To collapse the entire table of contents, click **Collapse All**.) To retrieve a specific section in the table of contents, click its link.

#### RETRIEVING MULTIPLE SECTIONS OR ENTIRE TITLES, CHAPTERS, PARTS, OR SUBPARTS

To retrieve multiple sections or entire titles, chapters, parts, or subparts, select the check boxes next to the sections, titles, chapters, parts, or subparts you want to retrieve. Then do one of the following:

- Click **Retrieve and Print** to print the documents immediately after they are retrieved.
- Click **Search**. The Table of Contents search page is displayed listing your selections. Click **Search** again to retrieve all the documents you selected. If you want to retrieve only those sections containing specific terms, type those terms in the text box before clicking **Search** again.

#### ACCESSING THE TABLE OF CONTENTS FOR PRIOR VERSIONS OF STATUTES OR REGULATIONS

The table of contents for the CFR can be displayed as it existed on a particular date. Type the date in the *Effective Date* text box or choose a date by clicking the **Calendar** icon, then click **Go** (Figure 2). The table of contents as it existed on the date you selected is displayed.



Figure 2. CFR table of contents

#### 4. Run a Topical Search at the Reg & Leg Center

Tabbed Reg & Leg Center pages on Westlaw provide an efficient way to search for insurance, health care, and banking regulatory materials. The topical search feature at the Reg & Leg Center allows you to conduct a comprehensive search of regulatory materials using keywords. To run a topical search, access a Reg & Leg Center page on Westlaw, then follow these steps:

1. Type keywords in the *Enter Keywords* text box and click **Scan** (Figure 3).
2. A list of topics related to your keywords is displayed under *Topic*. Restrict your search to specific topics by selecting the appropriate text boxes. You must select at least one topic in order to run a search.
3. After your topic restrictions are processed, you can restrict your search to specific jurisdictions, if desired, by selecting the appropriate text boxes under *Jurisdiction*.
4. After your jurisdiction restrictions are processed, you can restrict your search to specific agencies, where available, by selecting the appropriate text boxes under *Agency*.

To display your search result, click **View Results**. Alternatively, you can create a custom report or custom collection based on your selections by clicking the appropriate link.

The screenshot shows the Westlaw interface for a topical search. At the top, there are navigation tabs for 'Westlaw', 'Financial Reg & Leg Cent...', 'Healthcare Reg & Leg Cent...', and 'Insurance Reg & Leg Cent...'. Below the tabs is a 'Research Tools' sidebar with links for 'Topical Search', 'Full Text Search', 'Custom Report Manager', and 'Custom Collection Manager'. The main area is titled 'Begin Your Search' and contains an 'Enter Keywords' field with 'brokers' and a 'Scan' button. Below this are three numbered steps: 1. Selected Topic(s), 2. Selected Jurisdiction(s), and 3. Selected Agency(s). Each step has a list of options with checkboxes and counts. The 'Current Selections' section at the bottom shows the selected items: 'AGENTS, BROKERS, LICENSEE REQUIREMENTS (Insurance)', 'BROKERS LICENSE (Insurance)', and 'California'. At the bottom of the interface are buttons for 'View Results', 'Create Custom Collection', 'Create Custom Report', and 'Create Alert'.

Figure 3. Running a topical search at the Reg & Leg Center

#### 5. Retrieve Regulations Using Field Restrictions

Almost all documents on Westlaw are composed of several parts called fields. Rather than searching entire documents, you can restrict your search to one or more fields, which helps you retrieve regulations on point. The two most useful fields to search in regulations databases are the prelim (pr) and caption (ca) fields, which contain the major headings and a description for each section.

For example, to retrieve federal regulations relating to the use of asbestos in roads, you could type the following Terms and Connectors query: **pr,ca(road! highway & asbestos)**.

Other useful fields are the citation (ci) and text (te) fields.

## Viewing Consecutive Sections

When you are viewing a regulation, click **Previous Section** or **Next Section** at the top of the document to view consecutive sections even if they were not retrieved by your search or Find request (Figure 4). To return to the document you originally retrieved, click **Original Results** at the top of the left frame.

## Finding Related Materials

When you retrieve a regulation, the Links tab in the left frame displays links to additional information about the regulation (Figure 4). For example, the Links tab for a federal regulation may include links to KeyCite® history and citing references, agency opinions and decisions, prior versions of the regulation, notices of proposed regulations, and related documents from the *Federal Register*.

### USING KEYCITE TO DETERMINE CURRENT STATUS

KeyCite, West's citation research service, makes it easy to determine the current status of a federal regulation. KeyCite history includes citations to cases affecting the validity of the regulation; *Federal Register* documents affecting the regulation, including final and proposed rules; and statutory authority for the regulation. Click **History** or a KeyCite status flag, if available, to view the regulation's KeyCite information in the right frame. To display the full text of a document in the KeyCite result, click its link.

Click **KeyCite** at the top of any page to display a detailed explanation of the KeyCite status flags and depth of treatment stars.

### FINDING CASES THAT ANALYZE OR CONSTRUE THE REGULATION

Click **Notes of Decisions** under *Cases* to view notes of decisions written by West editors, which summarize points of law from cases that construe or apply the regulation.

### VIEWING AGENCY DECISIONS

Click a link under *Agency Opinions and Decisions* to retrieve agency opinions and decisions that cite the regulation.

### VIEWING ADMINISTRATIVE MATERIALS

Click a link under *Administrative* to retrieve administrative materials relating to the regulation. For example, click **FR Summaries** to retrieve summary paragraphs from *Federal Register* documents amending the regulation.

The screenshot shows a legal research interface. At the top, there is a navigation bar with 'Previous Section', '37 CFR § 3.54', and 'Next Section'. Below this, the main content area displays the regulation text, including 'Code of Federal Regulations', 'Title 37. Patents, Trademarks, and Copyrights', and '§ 3.54 Effect of recording'. The left sidebar contains a 'Links for' tab with various links such as 'Citing References available', 'Full-Text Document', 'Reg & Leg Center', 'RegulationsPlus', 'Historical', 'Cases', and 'Agency Opinions and Decisions'.

Figure 4. Links tab