

# THE EIGHT STEPS TO IKMS

For assistance or further information, please contact

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## STEP 1. The Right Address

Open **Internet Explorer**, and copy-and-paste (or type) **westkm.idcourts.us** into the address bar.

(Do not include *http*, *slashes*, or *www*; and please note that other internet browsers, such as Mozilla Firefox or Google Chrome, are not supported, and may not work properly.)

Idaho State Judiciary - Windows Internet Explorer provided by Idaho Supreme Court

westkm.idcourts.us

Enter westkm.idcourts.us, do not use the www, into the Internet Explorer browser.

**Idaho State Judiciary**

Appellate Filings  
Court Opinions  
Court Hearings  
Court Rules  
Court Forms  
Court Interpreters  
Court Websites  
Judicial Rosters  
Judicial Administration  
Judicial Links  
Jury System  
Media Guide  
Publications / Video

Providing equal access to justice, promoting excellence in service, and increasing the public's trust and confidence in the Idaho courts.

**Frequently Requested**

- >> [Forms](#) - Court forms established by rules, order, statutes
- >> [Opinions](#) - All citable opinions are published on the day of release
- >> [Rules](#) - Full text of the Idaho Court Rules and amendments

**Resources for Citizens**

- >> [Court Assistance Offices](#) - Self-help assistance centers for Idaho courts. Forms and resources relating to family criminal court matters.
- >> [Idaho State Law Library](#) - Now open at their new location in the Key Bank Building, 702 W. Idaho St., 4th Fl

**Idaho Court Websites**

- >> [District Courts](#)
- >> [Drug / Mental Health Courts](#)
- >> [Family Court Services](#)

**Looking for an Idaho case record?**

Click [here](#) to search our court records database for pending

## STEP 2. Username and Password

Enter the appropriate username and password using lower case letters without spaces. (Please note that the examples given below use italics for emphasis only - italics are not required for logging in.)

The username for court staff who work in a particular county (whether a state or a county employee) is that county's name. (Note that *Twin Falls* becomes *twinfalls*, *Nez Perce* becomes *nezperce* and *Bear Lake* becomes *bearlake*.)

The password is the word *county* plus that county's alphanumeric license plate designator, without spaces and in lower case. So, the password for someone in Twin would be *county2t* (with user name *twinfalls*) while a court employee stationed in Adams County would have the user name *adams* and the password *county2a*

The password for counties which don't share first letters with any other county includes the number 1 before the letter designator in their passwords - so Elmore is *county1e*, Idaho is *county1i*, Kootenai is *county1k*, Nez Perce is *county1n*, Shoshone is *county1s*, Valley is *county1v*, and Washington is *county1w*.

Don't forget to check the "Remember Me" box, so you don't have to repeat this process over and over!

The screenshot shows the West km Sign-On page in a Windows Internet Explorer browser. The page title is "West km Sign-On" and it is part of the Idaho State Judiciary website. The main content area contains the following text: "To sign on to West km, type your West km username and password and click GO." Below this are two input fields: "West km username:" with the value "1234567" and "West km password:" with a masked password "\*\*\*\*\*". There is a "Remember me:" checkbox which is checked. Below the password field are links for "Change Password" and "Forgot your username and password? Please contact your administrator." Three yellow callout boxes provide instructions: 1. A box on the left explains that the username is the county name, with examples "twinfalls" or "bearlake". 2. A box on the right explains that the password is the county name plus the license plate designator, with the example "Twin Falls is county2t" and notes "One word, no spaces, lower case." 3. A small box at the bottom left says "If you don't want to see this screen again. Click here." Red arrows point from the callouts to the corresponding fields on the form.

### STEP 3. Welcome to the Entryway!

Now you have access to the Bench Guide, the Clerks Manual and various other materials listed in the left frame. (And there will be more materials to come.) **But don't stop here ...**

The screenshot shows a Windows Internet Explorer browser window displaying the West km website. The browser's address bar shows the URL <https://westkm.idcourts.us/km/PLDefault.aspx>. The website header features the "West km" logo on the left and "Idaho State Judiciary" on the right. Below the logo are tabs for "Research" and "Setup". A navigation menu includes links for "Welcome", "KeyCite", "Search", "KeySearch", "KeySearch Admin", "Westlaw", and "Help".

The main content area is titled "WELCOME TO IKMS". It contains the following text:

**IKMS** - the Idaho Supreme Court's Knowledge Management System - uses *West km* legal research software to index and retrieve information contained in the Court's internal document collections.

**Research in IKMS** is very similar to that in *WestLaw*. A comparative analysis of the differences is available upon request to the IKMS Coordinator, or by typing "comparative analysis" in the Search box at left, while selecting the Bench Guide library collection. In this instance, the most effective search includes the quotation marks, but does not use *Natural Language*.

[Click here](#) to search additional Westlaw statutes, cases and other Idaho materials.

**For assistance or more information**, or to submit questions, comments, suggestions, or errata, please contact:

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The left sidebar contains several sections:

- KeyCite for Firm Documents**: Includes a "New Citation:" input field.
- Search for Firm Documents**: Includes a search input field and a "Natural Language" checkbox.
- Connectors/Expanders Reference List** and **Field Restrictions**: Expandable sections.
- Supreme Court Library Collections**: Includes "Select All" and "Clear All" links, and checkboxes for "All Collections", "Bench Guide", "Civil Jury Instructions", "Clerks Manual", "Criminal Jury Instructions", and "Judicial Directory" (checked).
- KeySearch for Firm Documents**: Includes a "BROWSE:" dropdown menu currently set to "Administrative Law".
- Information Management Tasks**: Includes "Classify Selected Documents", "Remove Selected Documents from topic", and "Delete Selected Documents from West km".

## Step 4. Accessing Additional Features.

To search Idaho statutory materials, case law, headnotes, court rules, attorney-general opinions, and agency regulations, follow the “**Click here**” hyperlink.

West km - Windows Internet Explorer provided by Idaho Supreme Court  
https://westkm.idcourts.us/km/PLDefault.aspx

West km | Westlaw Sign-On

West km™ | Idaho State Judiciary

Research | Setup

Welcome | KeyCite | Search | KeySearch | KeySearch Admin | Westlaw | Help

**KeyCite for Firm Documents** ?  
New Citation: [input] GO

**Search for Firm Documents** ?  
[input] GO  
 Natural Language

Connectors/Expanders Reference List  
Field Restrictions

Supreme Court Library Collections  
Select All | Clear All  
 All Collections  
 Bench Guide  
 Civil Jury Instructions  
 Clerks Manual  
 Criminal Jury Instructions  
 Judicial Directory

**KeySearch for Firm Documents** ?  
Browse: Administrative Law GO

**Information Management Tasks** ?  
Classify Selected Documents  
Remove Selected Documents from topic  
Delete Selected Documents from West km

**WELCOME TO IKMS**

**IKMS** - the Idaho Supreme Court's Knowledge Management System - uses *West km* legal research software to index and retrieve information contained in the Court's internal document collections.

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## Step 5. Almost There ...

The Westlaw - Idaho Supreme Court Search Page appears in the right hand frame ...

The screenshot displays a web browser window with the URL <https://westkm.idcourts.us/km/PLDefault.aspx>. The page is titled "West km" and "Idaho State Judiciary". The main navigation bar includes "Research" and "Setup" tabs, with a secondary navigation bar listing "Welcome", "KeyCite", "Search", "KeySearch", "KeySearch Admin", "Westlaw", and "Help".

The left sidebar contains several sections:

- KeyCite for Firm Documents**: Includes a "New Citation:" field and a "GO" button.
- Search for Firm Documents**: Includes a search input field, a "GO" button, and a "Natural Language" checkbox.
- Connectors/Expanders Reference List**: Includes a "Field Restrictions" section.
- Supreme Court Library Collections**: Includes "Select All" and "Clear All" buttons, and checkboxes for "All Collections", "Bench Guide", "Civil Jury Instructions", "Clerks Manual", "Criminal Jury Instructions", and "Judicial Directory".
- KeySearch for Firm Documents**: Includes a "BROWSE:" dropdown menu set to "Administrative Law" and a "GO" button.
- Information Management Tasks**: Includes "Classify Selected Documents", "Remove Selected Documents from topic", and "Delete Selected Documents from West km".

The main content area features the "Westlaw Idaho Supreme Court" logo and a "Find on Westlaw" section with three sub-sections:

- Idaho Statutes**: Includes a "Statute Number" field, an "L.C." field, and a "GO" button. Example: "ex. I.C. 9-340".
- Idaho Cases**: Includes a "Volume" field, a "Reporter" dropdown menu, a "Page" field, and a "GO" button. Example: "Id.".
- Idaho Cases by Party Name**: Includes "Party One (required)" and "Party Two (optional)" fields, and a "GO" button.

The "Search Westlaw" section includes a "Free Westlaw Reference Atty Assistance: 1-800-733-2889" notice and a "Select up to 10 databases to search:" section with the following options:

- Idaho Cases (TOC)
- Idaho Headnotes (TOC)
- Idaho Court Rules (TOC)
- Idaho Rules Update Orders (TOC)
- Idaho Code Annotated–West's (TOC)
- Idaho Code Annotated - West –General Index (TOC)
- Idaho Code Unannotated–West's (TOC)
- Idaho Legislative Service (TOC)
- Idaho Historical Legislative Service 1990–2008 (TOC)
- Idaho Administrative Code (TOC)
- Idaho Attorney General Opinions (TOC)

Below the search options is an "Enter Search Terms:" field with "Clear" and "Search" buttons. There are also radio buttons for "Terms and Connectors Search" (selected) and "Natural Language Search" (with example: "What are the elements of promissory estoppel").

At the bottom of the page, there is a "Free Westlaw Reference Atty Assistance 1-800-733-2889" box and a "West km ISC Knowledge Management System" logo. The footer includes "westlaw.com | Thomson West | © 2009 West" and the "THOMSON WEST" logo.

## Step 6. Initiating the New Search Features

In order to activate these new KM features, you must first enter a search term in one of the four search boxes in the right frame (selecting a database where required) and then hit **Go** or **Search**.

The screenshot displays the West km interface for the Idaho State Judiciary. The browser window shows the URL <https://westkm.idcourts.us/km/PLDefault.aspx>. The page header includes the West km logo and navigation tabs for Research and Setup. The main content area is titled "Idaho State Judiciary" and features the Westlaw logo and the Idaho Supreme Court seal. The page is divided into several sections:

- Find on Westlaw:** This section contains three search boxes:
  - Idaho Statutes:** Includes a "Statute Number" field with the example "I.C. 9-340" and a "Go" button.
  - Idaho Cases:** Includes fields for "Volume", "Reporter", and "Page", with a dropdown menu for "Id." and a "Go" button.
  - Idaho Cases by Party Name:** Includes fields for "Party One (required)" and "Party Two (optional)", with a "Go" button.
- Search Westlaw:** This section includes a "Select up to 10 databases to search:" list with checkboxes for various Idaho legal resources, such as "Idaho Cases", "Idaho Court Rules", "Idaho Code Annotated", and "Idaho Administrative Code". Below this is an "Enter Search Terms:" field with "Clear" and "Search" buttons.
- Left Sidebar:** Contains navigation and management tools, including "KeyCite for Firm Documents", "Search for Firm Documents", "Supreme Court Library Collections", "KeySearch for Firm Documents", and "Information Management Tasks".

Red arrows in the image point to the search input fields and the search button, indicating where to enter search terms and execute the search.

