

new Westlaw (New Zealand)

Legal Research Essentials

Course Description

This session focuses on efficient research techniques providing examples of different search strategies to find relevant content in Westlaw. This includes natural legal language and how to ask a legal question, the best way to structure a terms & connectors search, understanding linking between documents, and how to refine results.

Learning Outcomes

At the end of the session participants will be able to:

- Navigate the home page and understand the depth of accessible content (including Practical Law and International options)
- Locate a document, commentary publication or case using the global search bar
- Natural Legal Language (NLL) Search
 - Explain the advantages of NLL and how to refine or filter results
 - Introduce Best Portion feature, to quickly identify the relevant section of a document
- Terms & Connectors (T&C) Search
 - How to structure a T&C search – query, identify keywords, locate T&Cs, build search string.
 - Refine or filter search results – search within a search
 - When to use an Advanced Search template – discuss benefits
- Delivery Tools
 - Print, Download or Save to folders.
 - Create a Search alert to be notified of future documents related to your search.

Session Duration

Approximately 30 minutes. Trainer will be online and available to assist with queries.

Session Delivery Methods

Online via Microsoft Teams. The Microsoft Teams meeting allows the participant to view the trainer's computer screen as they demonstrate research strategies on Westlaw. At no time does the trainer access your computer.

Learning Materials

Support materials including how to videos, research tips, user guides and webinar dates are on the Training and Support portal. <https://support.thomsonreuters.co.nz/>

Training Specialist

Elizabeth Odom has over 14 years' experience in designing and delivering adult education training in the telecommunications and legal industries. Elizabeth's key focus is creating legal training and support programs specific to client's needs. elizabeth.odom@thomsonreuters.com

