

new Westlaw Australia Quick Start Guide

July 2022

Contents

new Westlaw Australia

1. Signing on to new Westlaw with OnePass – [page 3](#)
2. Signing on to new Westlaw with Single Sign On – [page 4](#)
3. new Westlaw Australia home page overview – [page 5](#)
4. Perform research tasks from the global search box – [page 6](#)
5. Researching a legal issue – [page 7](#)
6. Advanced search – [page 8](#)
7. Advanced search templates – [page 9](#)
8. Searching using Boolean terms and connectors – [page 10](#)
9. Browsing content: cases – [page 11](#)
10. Browsing content: legislation – [page 12](#)
11. Browsing content: secondary sources – [page 13](#)
12. Document page – [page 14](#)
13. Research icons – [page 15](#)
14. Checking citations in KeyCite – [page 16](#)
15. Viewing citing references to a case – [page 17](#)
16. Document delivery – [page 18](#)
17. Folder overview – [page 19](#)
18. History – [page 20](#)
19. Alerts – [page 21](#)
20. Preferences – [page 22](#)

Signing on to new Westlaw with OnePass

Complete these steps to access new Westlaw

1. Go to <https://aulaw.thomsonreuters.com/>
2. Type your OnePass username and password in the username and password boxes
 - Select the Remember my Username check box if you want your username automatically entered each time you sign on to new Westlaw Australia.
 - Select the Remember my Username and Password check box if you want your username and Password automatically entered each time you sign on to new Westlaw Australia.
 - Select the Remember Me check box if you want to store information (on this device; for this browser only) and bypass the OnePass Sign In page. This feature may be disabled through any "Update My OnePass" link. Due to security restrictions, some users are not eligible for this feature.

THOMSON REUTERS

Westlaw

Sign in using OnePass

Username [Forgot username?](#)

Password [Forgot password?](#)

Show

Save username

Save username and password

Remember me [?](#)

Sign in

[Add registration key](#) [Create OnePass profile](#)

[Update OnePass profile](#) [Learn about OnePass](#)

Access with single sign-on

Access through Australian academic institution

Access through New Zealand academic institution

Signing on to new Westlaw with Single Sign On

Complete these steps to access new Westlaw

1. Go to your organisation single sign on URL. This URL includes your organisations Group ID
I.e., <https://aulaw.thomsonreuters.com&groupID=ACMECORPID>

2. Enter your organisations login details and click login. This step will occur once per day, subsequent logins will skip this step.

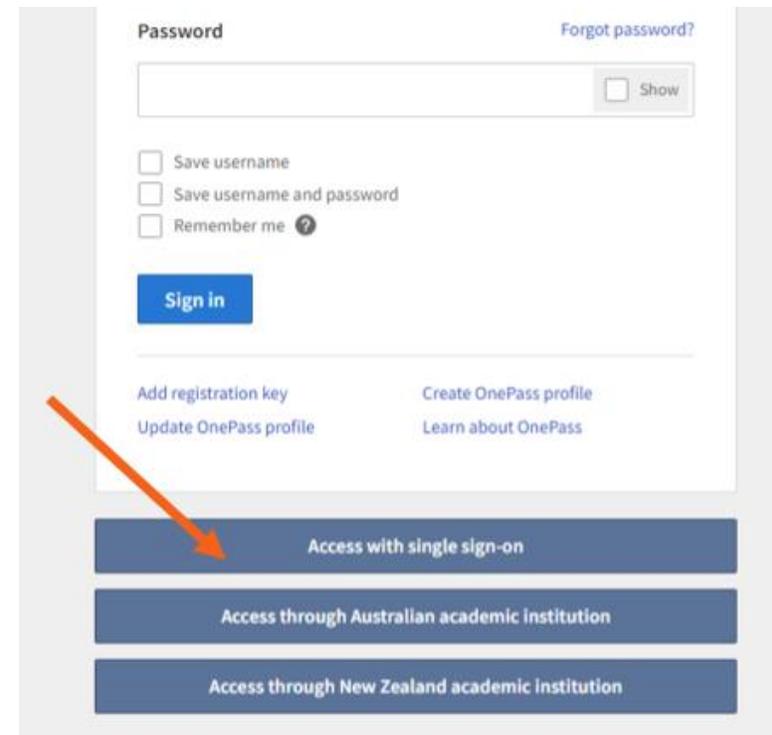
or

1. If you do not know your organisations single sign on URL you can go to <https://aulaw.thomsonreuters.com/> and click on the appropriate single sign on button at the bottom of the login page.

2. Type your organisational email or your group ID if you know it.

- Select the Remember email/group id check box if you want your email or group id automatically entered each time you sign on to new Westlaw Australia.
- Select the Always use single sign-on check box if you want to skip the OnePass login page each time you sign on to new Westlaw Australia.

3. Enter your organisations login details and click login. This step will occur once per day, subsequent logins will skip this step.



The screenshot shows the top portion of the Westlaw login interface. At the top right, there is a "Forgot password?" link. Below it is a password input field with a "Show" button to its right. Underneath the password field are three checkboxes: "Save username", "Save username and password", and "Remember me" (with a help icon). A blue "Sign in" button is positioned below these options. At the bottom of this section, there are four links: "Add registration key", "Update OnePass profile", "Create OnePass profile", and "Learn about OnePass". Below these links are three large blue buttons: "Access with single sign-on", "Access through Australian academic institution", and "Access through New Zealand academic institution". An orange arrow points from the "Access with single sign-on" button towards the left side of the page.



Westlaw

Signing in with your organisation's single sign-on

Access with single sign-on

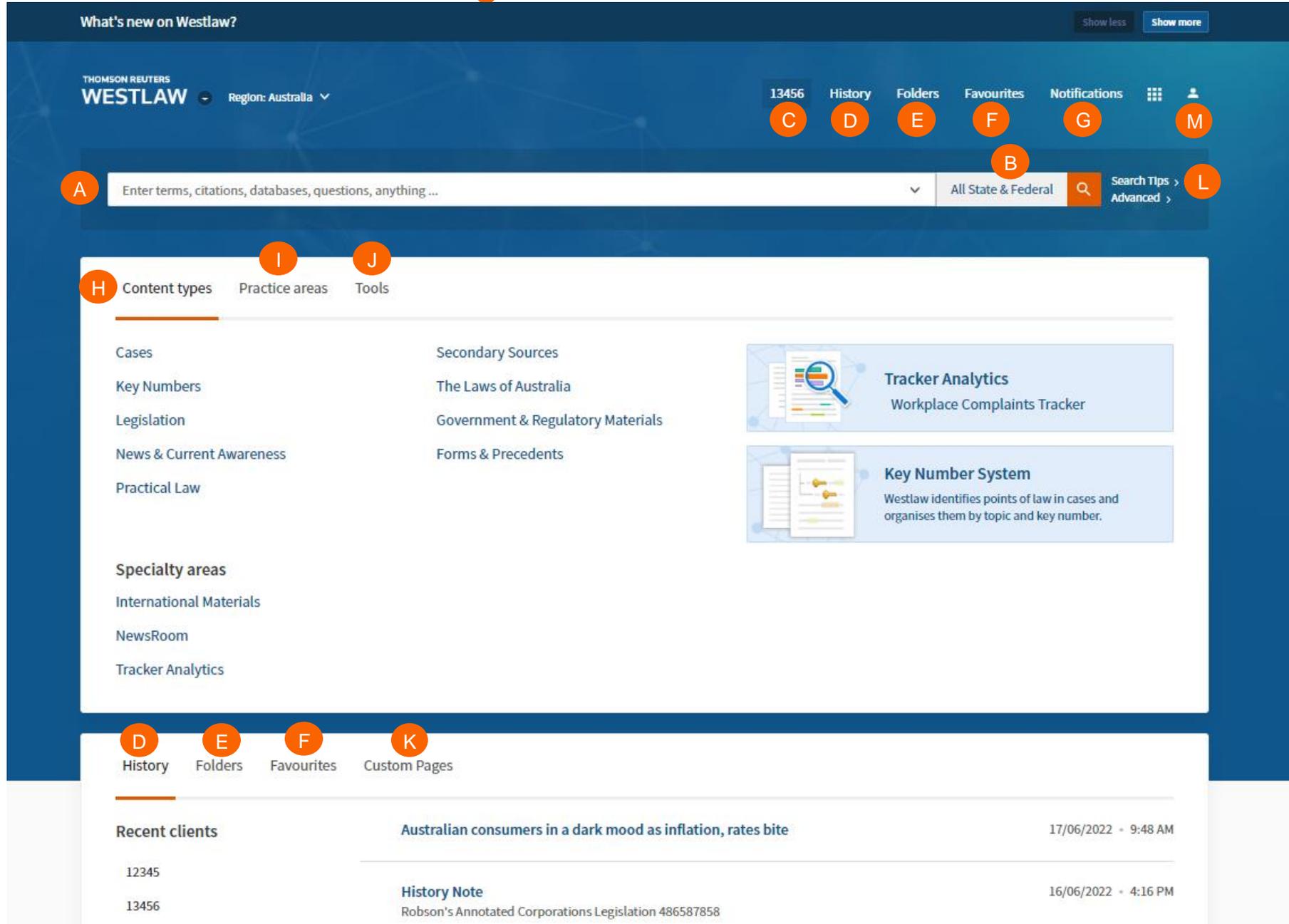
Organisation email or group ID

ACMEID

- Remember email/group ID
- Always use single sign-on

Continue

new Westlaw Australia Home Page overview

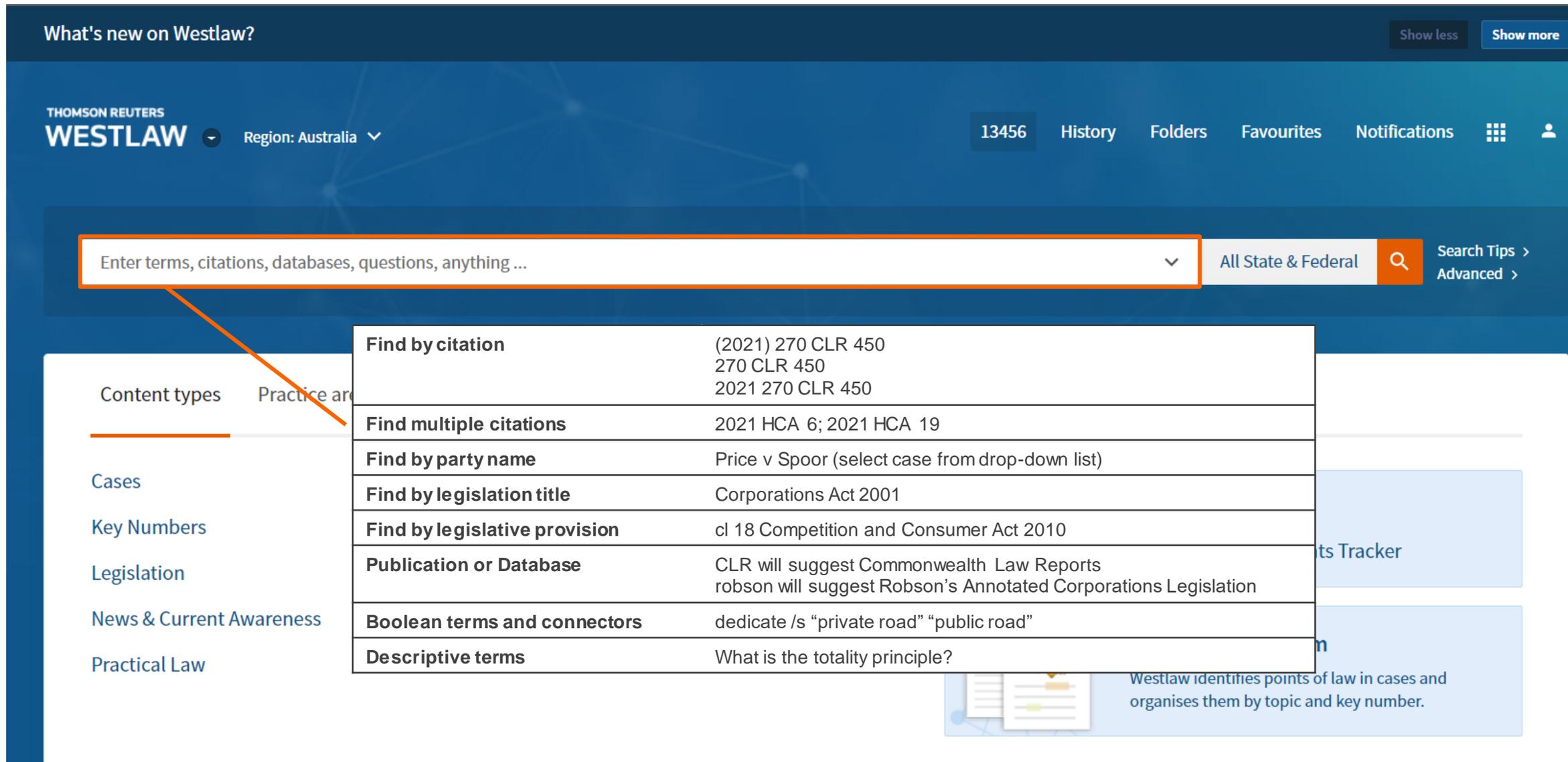


- A Search Box**
Type your issue in simple descriptive words or Terms and Connectors. Type in a citation to be taken straight to that document
- B Jurisdiction selector**
Choose up to 3 jurisdictions before running a search
- C Client ID**
Allows you to track the time you spend on research projects
- D History**
Access documents and searches from the last 365 days.
- E Folders**
Access recently used folders or view/organise all of your folders
- F Favourites**
Access favourite publications and collections quickly

- G Notifications**
Receive notifications on KeyCite, shared content and alerts.
- H Browse**
Navigate to content before searching
- I Practice area**
Browse or search content by practice area
- J Tools**
Access Drafting Assistant Essential, Find and Print, Preview
- K Custom Pages**
Build custom pages to search favourite collections and publications
- L Search tips**
Access tips on plain language and Boolean terms & connectors
- M Profile**
Access your profile, subscription details, preferences and log out

Perform research tasks from the global search box

Use the search box at the top of every page to run different types of searches from a single location. For example retrieve documents by citation, type the citation, e.g. **2021 HCA 6**, in the search box and click the **search icon**  or click enter. To retrieve multiple documents by citation, type the citations, separated by semicolons, in the search box and click the **search icon**  or click enter.



The screenshot shows the Westlaw search interface. At the top, there is a navigation bar with 'What's new on Westlaw?' and buttons for 'Show less' and 'Show more'. Below this is the 'THOMSON REUTERS WESTLAW' logo and a 'Region: Australia' dropdown. The main search area features a search box with the placeholder text 'Enter terms, citations, databases, questions, anything ...'. To the right of the search box are buttons for '13456', 'History', 'Folders', 'Favourites', 'Notifications', and a user profile icon. Below the search box is a dropdown menu with the following options:

Find by citation	(2021) 270 CLR 450 270 CLR 450 2021 270 CLR 450
Find multiple citations	2021 HCA 6; 2021 HCA 19
Find by party name	Price v Spoor (select case from drop-down list)
Find by legislation title	Corporations Act 2001
Find by legislative provision	cl 18 Competition and Consumer Act 2010
Publication or Database	CLR will suggest Commonwealth Law Reports robson will suggest Robson's Annotated Corporations Legislation
Boolean terms and connectors	dedicate /s "private road" "public road"
Descriptive terms	What is the totality principle?

On the left side of the interface, there is a sidebar with 'Content types' and 'Practice areas' sections. The 'Content types' section includes links for 'Cases', 'Key Numbers', 'Legislation', 'News & Current Awareness', and 'Practical Law'. On the right side, there is a 'Cases Tracker' section and a promotional banner that reads 'Westlaw identifies points of law in cases and organises them by topic and key number.'

Researching a legal issue

When you run a search, you search all of the core legal content on new Westlaw Australia by default. Core content comprises cases, Key Numbers, Legislation, Secondary Sources (commentary, law reviews and journals, encyclopedia, books), government & regulatory materials, news & current awareness, for ms & precedents, Practical Law. You can search by simply typing descriptive terms that describe your legal issue or by using Boolean Terms and Connectors.

- A Set default content type**
Choose the default content type displaying when you run a global search.
- B Filter by content type**
Select the content type to see the all the results as well as tailored filters for that content type.
- C Set result detail**
Set how much detail (from less to most) you see on a search result.
- D Share a link to the results**
Copy link and share your search with other subscribers to new Westlaw Australia
- E Folder**
Save documents from results list to folders
- F Document delivery**
Download, print, email documents direct from the results list

THOMSON REUTERS
WESTLAW Region: Australia 13456 History Folders Favourites Notifications

All content adv: carry! /5 business All State & Federal Search Tips > Advanced >

Content types	Set default	
Overview	A	7
Cases		10,000
Key Numbers		0
Legislation	B	7,126
Secondary Sources		10,000
Forms & Precedents		86
News & Current Awareness		2,973
Government & Regulatory Materials		1,778
Practical Law		1,325
All results		33,288

Overview (7)

Select all items • No items selected

Cases [View all 10,000](#)

- Re Patrick Plains Free Press Newspaper Co Ltd**
Supreme Court of New South Wales • NSW • 29 November 1892 • SC, 29 November 1892 • (1893) 3 BC (NSW) 49 • 1893 WL 7956
...20k1699-k1704 In winding up by court 20k1704 Other matters **Carrying** on **business** Without leave of court Goods were supplied to an official liquidator who, without leave of the court, was **carrying** on the **business** of the company pending realisation. Held : On motion for an...
...common law action, as he had not obtained leave to **carry** on the **business** of the company. Leave nunc pro tunc to **carry** on the **business** was granted...
- Bermingham v Associated Auctioneers Pty Ltd**
Industrial Court of Queensland • QLD • 1 January 1978 • ICQ • (1978) 98 Q Gov Indus Gaz 730 • 1978 WL 159581
...43k3125 Regulation of shop trading hours Shops selling by retail **Carrying** on **business** of non-exempted shop selling by retail Necessity for continuity...
...Arbitration Act 1961 (Qld), Pt VIII The alleged offence was **carrying** on the **business** of non-exempted shop selling by retail not being a...

Legislation [View all 7,126](#)

- 5C Receiver's power to carry on co-operative's business during winding up**
Co-operatives Act 1992 [Repealed] • NSW

Advanced Search

Advanced search templates help you quickly build precise queries, making it easy to search for specific content within a jurisdiction or specific information within document fields.

Individual content pages have Advanced Search templates tailored for their content. Browse to an individual (like Commonwealth Law Reports) and click Advanced Search to see the options available for that content set.

A Accessing advanced search
Click **advanced** next to the Search icon to display the Advanced Search page.

B Advanced search help
Click on the image to see the scope of each search field.

C Connectors and Expanders
See a list of common Boolean connectors and expanders



[Home](#) > [Cases](#) > [All Cases by Series](#) > [Commonwealth Law Reports \(CLR\)](#)

Advanced Search: Commonwealth Law Reports (CLR)

[Set as start page](#)

Use at least one field to create a Boolean Terms & Connectors query.

Find documents that have

All of these terms
e.g., construction defect (searched as construction & defect)

Term frequency

Any of these terms
e.g., physician surgeon (searched as physician OR surgeon)

Term frequency

This exact phrase
e.g., medical malpractice (searched as "medical malpractice")

Term frequency

But not any of these terms
e.g., residence domicile (searched as "% residence domicile")

Document Fields (Boolean Terms & Connectors Only)

Date (DD/MM/YYYY)



Connectors and Expanders

- & AND
- /s In same sentence
- or OR
- +s Preceding within sentence
- /p In same paragraph
- "" Phrase
- +p Preceding within paragraph
- % But not
- /n Within n terms of

Advanced Search templates in new Westlaw

Run targeted searches in new Westlaw using customised search templates for each content type. Note: please log in to the platform before clicking the below links.

- All content advanced search template:
[https://anzlaw.thomsonreuters.com/Search/AdvancedSearchPage.html?originUrlPath=%2FBrowse%2FHome%2FAustralia160&transitionType=Default&contextData=\(sc.Default\)&comp=wlaU](https://anzlaw.thomsonreuters.com/Search/AdvancedSearchPage.html?originUrlPath=%2FBrowse%2FHome%2FAustralia160&transitionType=Default&contextData=(sc.Default)&comp=wlaU)
- Cases advanced search template:
[https://anzlaw.thomsonreuters.com/Search/AdvancedSearchPage.html?originUrlPath=%2FBrowse%2FHome%2FAustralia160%2FCases&categoryPageUrl=Home%2FAustralia160%2FCases&transitionType=Default&contextData=\(sc.Default\)&jurisdiction=AU-ALL&contentType=AUNZ_CASES&comp=wlaU](https://anzlaw.thomsonreuters.com/Search/AdvancedSearchPage.html?originUrlPath=%2FBrowse%2FHome%2FAustralia160%2FCases&categoryPageUrl=Home%2FAustralia160%2FCases&transitionType=Default&contextData=(sc.Default)&jurisdiction=AU-ALL&contentType=AUNZ_CASES&comp=wlaU)
- Legislation advanced search template:
[https://anzlaw.thomsonreuters.com/Search/AdvancedSearchPage.html?originUrlPath=%2FBrowse%2FHome%2FAustralia160%2FLegislation&categoryPageUrl=Home%2FAustralia160%2FLegislation&transitionType=Default&contextData=\(sc.Default\)&jurisdiction=AU-ALL&contentType=AUNZ_LEGISLATION&comp=wlaU](https://anzlaw.thomsonreuters.com/Search/AdvancedSearchPage.html?originUrlPath=%2FBrowse%2FHome%2FAustralia160%2FLegislation&categoryPageUrl=Home%2FAustralia160%2FLegislation&transitionType=Default&contextData=(sc.Default)&jurisdiction=AU-ALL&contentType=AUNZ_LEGISLATION&comp=wlaU)
- Secondary sources:
[https://anzlaw.thomsonreuters.com/Search/AdvancedSearchPage.html?originUrlPath=%2FBrowse%2FHome%2FAustralia160%2FSecondarySources&categoryPageUrl=Home%2FAustralia160%2FSecondarySources&transitionType=Default&contextData=\(sc.Default\)&jurisdiction=AU-ALL&contentType=AUNZ_ANALYTICAL&comp=wlaU](https://anzlaw.thomsonreuters.com/Search/AdvancedSearchPage.html?originUrlPath=%2FBrowse%2FHome%2FAustralia160%2FSecondarySources&categoryPageUrl=Home%2FAustralia160%2FSecondarySources&transitionType=Default&contextData=(sc.Default)&jurisdiction=AU-ALL&contentType=AUNZ_ANALYTICAL&comp=wlaU)
- News & Current awareness advanced search template
[https://anzlaw.thomsonreuters.com/Search/AdvancedSearchPage.html?originUrlPath=%2FBrowse%2FHome%2FAustralia160%2FNewsCurrentAwareness&categoryPageUrl=Home%2FAustralia160%2FNewsCurrentAwareness&transitionType=Default&contextData=\(sc.Default\)&jurisdiction=AU-ALL&contentType=AUNZ_CURRENT_AWARENESS&comp=wlaU](https://anzlaw.thomsonreuters.com/Search/AdvancedSearchPage.html?originUrlPath=%2FBrowse%2FHome%2FAustralia160%2FNewsCurrentAwareness&categoryPageUrl=Home%2FAustralia160%2FNewsCurrentAwareness&transitionType=Default&contextData=(sc.Default)&jurisdiction=AU-ALL&contentType=AUNZ_CURRENT_AWARENESS&comp=wlaU)
- Government & regulatory materials advanced search template
[https://anzlaw.thomsonreuters.com/Search/AdvancedSearchPage.html?originUrlPath=%2FBrowse%2FHome%2FAustralia160%2FGovernmentRegulatoryMaterials&categoryPageUrl=Home%2FAustralia160%2FGovernmentRegulatoryMaterials&transitionType=Default&contextData=\(sc.Default\)&jurisdiction=AU-ALL&contentType=AUNZ_GOVERNMENT_REGULATORY&comp=wlaU](https://anzlaw.thomsonreuters.com/Search/AdvancedSearchPage.html?originUrlPath=%2FBrowse%2FHome%2FAustralia160%2FGovernmentRegulatoryMaterials&categoryPageUrl=Home%2FAustralia160%2FGovernmentRegulatoryMaterials&transitionType=Default&contextData=(sc.Default)&jurisdiction=AU-ALL&contentType=AUNZ_GOVERNMENT_REGULATORY&comp=wlaU)

Searching using Boolean terms and connectors

New Westlaw Australia allows you to search using Boolean Terms and Connectors. When you search using Boolean Terms and Connectors, you enter a query consisting of key terms from your issue and connectors specifying the relationship between those terms. For example, you can require that your terms appear in the same sentence or the same paragraph.

Whenever you type a query that contains a field restriction, proximity connector, quotation marks, or expander (+, %, !), new Westlaw Australia automatically processes your search as a Boolean Terms and Connectors query.

Boolean terms and connectors

/s	In same sentence
+s	In same sentence and in same order
/p	In same paragraph
+p	In same paragraph and in same order
/[n]	Within n (1-255) terms of
+[n]	Within n (1-255) terms of and in same order
%	But not
[SPACE]	OR connector
&	AND connector
!	Root expander suffix for variant endings
*	Universal single character(s) (cannot start term)
#	Prefix to turn off plurals and equivalents
“ ”	Search by phrase

Browsing content: Cases

There are several ways you can retrieve cases in new Westlaw. Running a search from the home page will return results in the core content areas – including cases. Or, to search only cases, start from the Content types, click the Cases. When you click a link for a specific jurisdiction or practice area, a list of the 10 most recent is displayed. You can search all cases from the collection by typing a search in the search box and clicking Search.

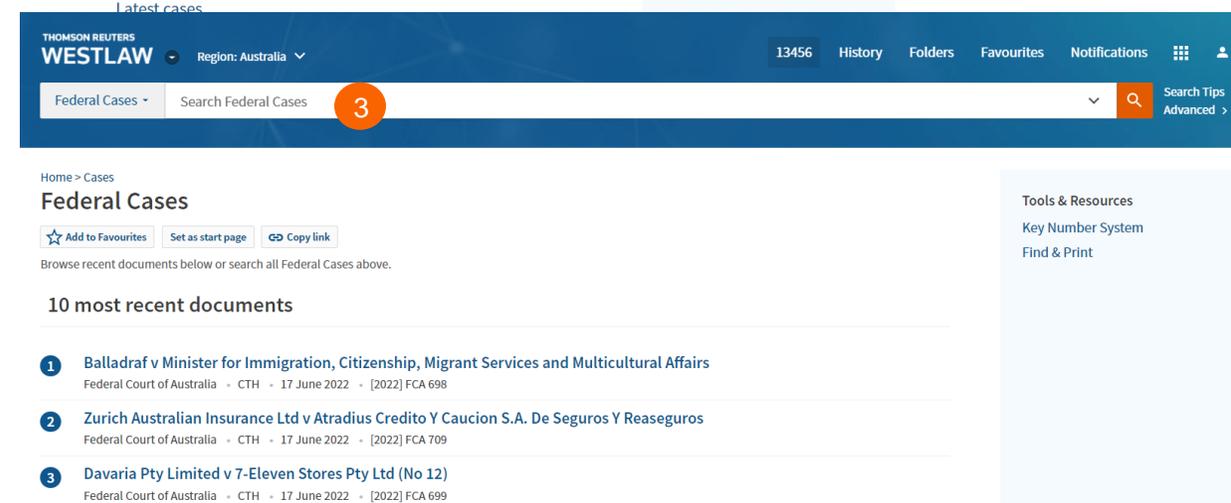
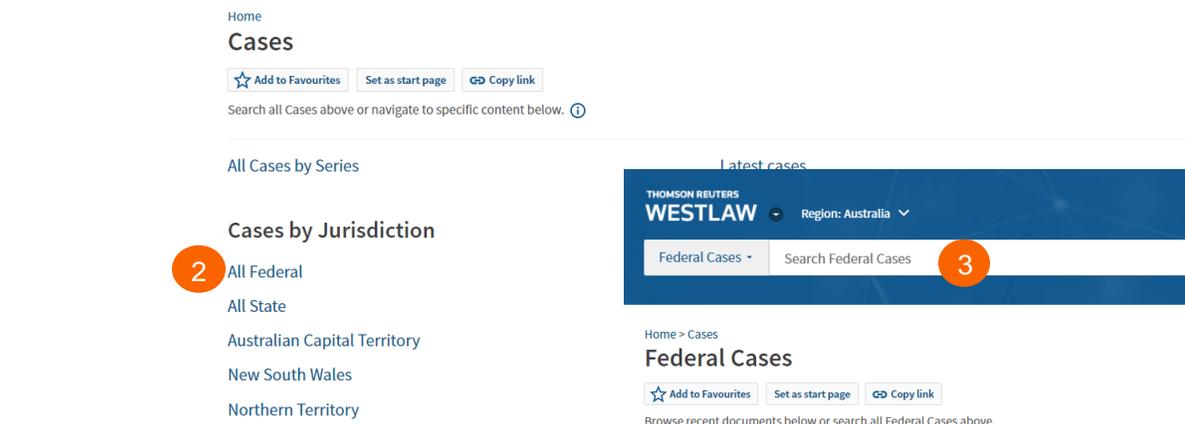
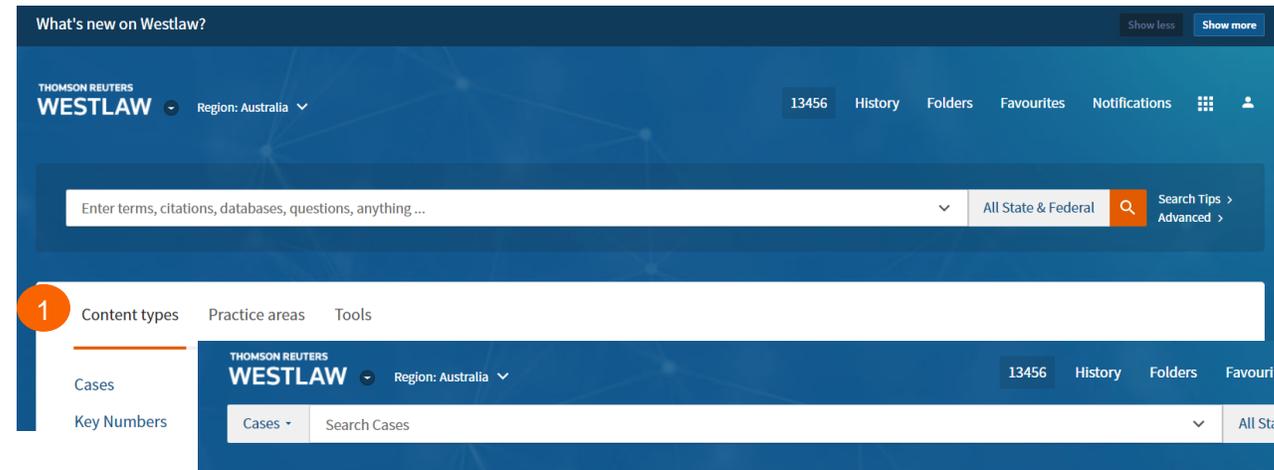
1 Browse to cases under content types

2 Navigate further

Browse until you reach the case series, jurisdiction and practice area you would like to search.

3 Search box

Type your search terms at the top of the page.



TIP All Cases by Series gets you a list of all authorised and specialist reports within the platform

Browsing content: Legislation

New Westlaw provides several ways to retrieve Legislation. Running a search from the New Westlaw home page will return results in the core content areas – including legislation. Or, to search only statutes, start from the Content types, select legislation and then browse by jurisdiction and legislation type to see an alphabetical list of all legislation.

- 1 Browse to legislation under content types
- 2 Navigate further by jurisdiction and legislation type
- 3 Browse by legislation title

The screenshot shows the Thomson Reuters Westlaw interface. At the top, there's a navigation bar with 'THOMSON REUTERS WESTLAW' and 'Region: Australia'. A search bar is present with the text 'Enter terms, citations, databases, questions, anything ...'. Below the search bar, there are tabs for 'Content types', 'Cases', 'Key Numbers', 'Legislation', 'News & Current Awareness', and 'Practical Law'. The 'Legislation' tab is selected, and a sub-menu is open showing 'All Federal Legislation' and 'All State Legislation'. The 'Federal' section is expanded, showing 'Acts' and 'Australian Capital Territory'. The 'Acts' section is further expanded, showing an alphabetical list of federal acts. The letter 'A' is highlighted in the list, and a red circle with the number '3' is placed over it. The 'Federal Acts' section also has a search bar and a 'Specify Content to Search' checkbox.

Browsing content: Secondary Sources

New Westlaw provides several ways to retrieve secondary sources. The secondary sources collection includes commentary titles, law reviews and journals, books and The Laws of Australia.

Running a search from the new Westlaw home page will return results in the core content areas – including secondary sources. Or, to search only secondary sources, start from the Content types, select Secondary Sources and then browse by sub-content type, jurisdiction and practice area.

- 1 Browse to Secondary under content types
- 2 Navigate further by sub-content type, jurisdiction or practice area
- 3 See all title from the Full Secondary Sources Library

TIP

Know the name of the title you want to read? Type it in the global search and typeahead will take you straight to the title.

Document page

Overview

A Document title
Quickly scan the title, court, date and citations.

B Return to list
Click this arrow to return back to your search result list.

C Tabs powered by KeyCite
Access additional content related to the document including: Negative Treatment, History, Citing References, Table of Authorities.

D Previous and Next Result
Move through documents in your search result.

E Browse by Search term
View the portions of each document that contain your search terms.

F Search within
Search text within the document.

The screenshot shows the Westlaw interface for a document. At the top, the Westlaw logo and navigation menu are visible. The document title is 'AGL Energy Ltd v Greenpeace Australia Pacific Ltd' with callout letter A. Below the title, the court and date are listed: 'Federal Court of Australia · 8 June 2021'. Callout letter B points to a back arrow. Callout letter C points to the 'Document' tab. Callout letter D points to the search results navigation. Callout letter E points to the search term 'Original terms'. Callout letter F points to the search icon. Callout letter G points to the 'Citing References (5)' tab. Callout letter H points to the 'Add Document Note' icon. Callout letter I points to the 'Create KeyCite Alert' icon. Callout letter J points to the 'Copy Link / Copy Citation' icon. Callout letter K points to the 'Save to folder' icon. Callout letter L points to the 'Deliver' icon. Callout letter M points to the 'Full Screen' icon. The document content includes the title 'AGL Energy Ltd v Greenpeace Australia Pacific Ltd', the court 'Federal Court of Australia', the case number '[2021] FCA 625', the hearing date 'Hearing: 2 June 2021', and the decision date 'Decision: 8 June 2021'. A 'Digest (3)' section is shown at the bottom, with callout letter F pointing to the search icon within it. The digest items are: 1 Intellectual property (45), 2 Intellectual property (45). The second item has highlighted terms: Copyright, Infringement, and Fair dealing.

G Show KeyCite Flags
Display KeyCite flags for citations that appear inline with the text of the case.

H Add Document Note
Add a note to the top of the document or hide notes you added previously.

I Create KeyCite Alert
Create a KeyCite alert for this document

J Copy Link / Copy Citation
Copy a link to the document or copy the citation of the document with or without a hyperlink to the document.

K Save to folder to a folder
Save the document to a folder

L Deliver
Email, print or download the document. You can also send it to Kindle or LEAP.

M Full Screen Mode
Expands the document view for easier reading.

Research Icons

Research icons can be found on all document pages and are designed to make continuing your research easier. If you do not have the time to complete your research in one session, the research icons will help you pick up right where you left off. Research icons indicate whether you have already seen or saved this document. Plus you can highlight text and add notes to the document.

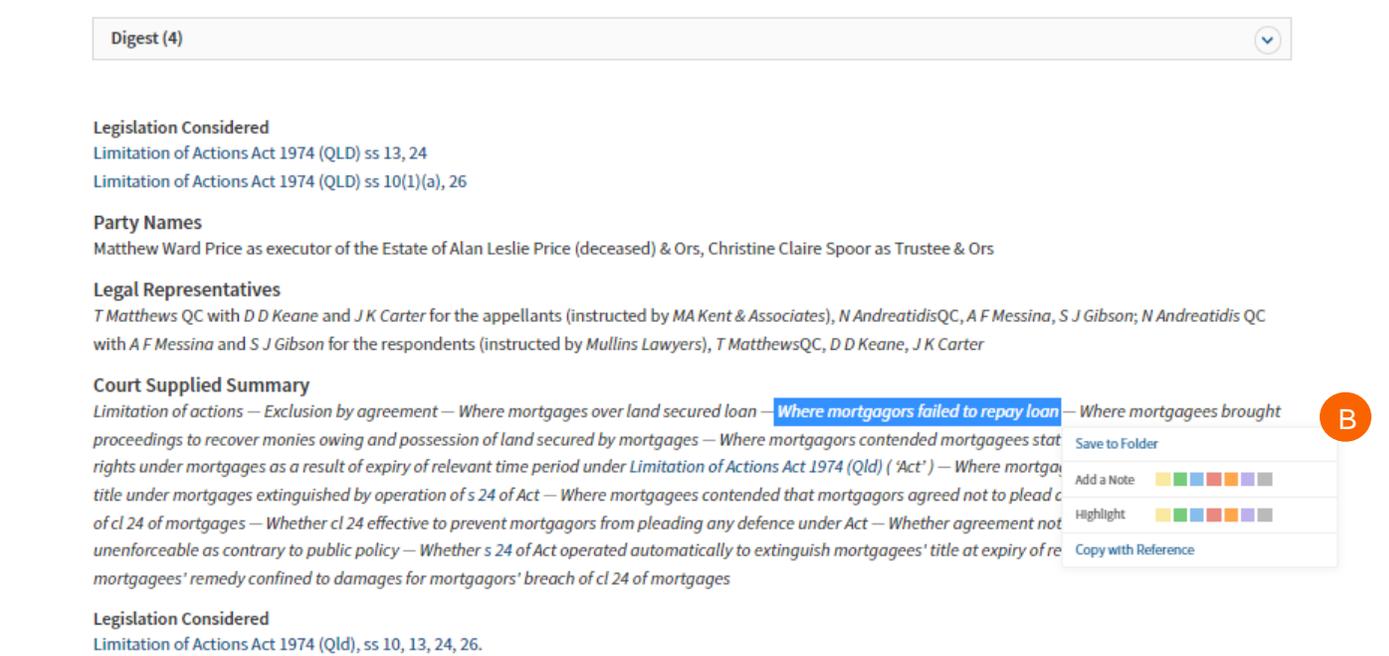
A Research Icons

-  Previously viewed in the last 30 days
-  Saved to Folder
-  Note Added

B Selected Text Menu

When you select text in a document, new Westlaw provides the following features:

- **Save to**
Allows you to save selected text to your project folder as a snippet. Clicking the snippet within the folder will return you to that place in the document.
- **Add a Note**
Allows you to add a note anywhere in the document.
- **Highlight**
Allows you to highlight text for later reference.
- **Copy with Reference**
Allows you to insert the citation when you paste the copied text into another document



Checking citations in Keycite

A **KeyCite Flags** alert you to negative references or events that may impact the document's validity.

If a case or administrative decision has a red or yellow flag, the most negative treatment is displayed next to the flag at the top of the document.

The case with the most impact on the case is shown at the top of the case document.

 A yellow flag warns that the decision has some negative history but has not been reversed or overruled.

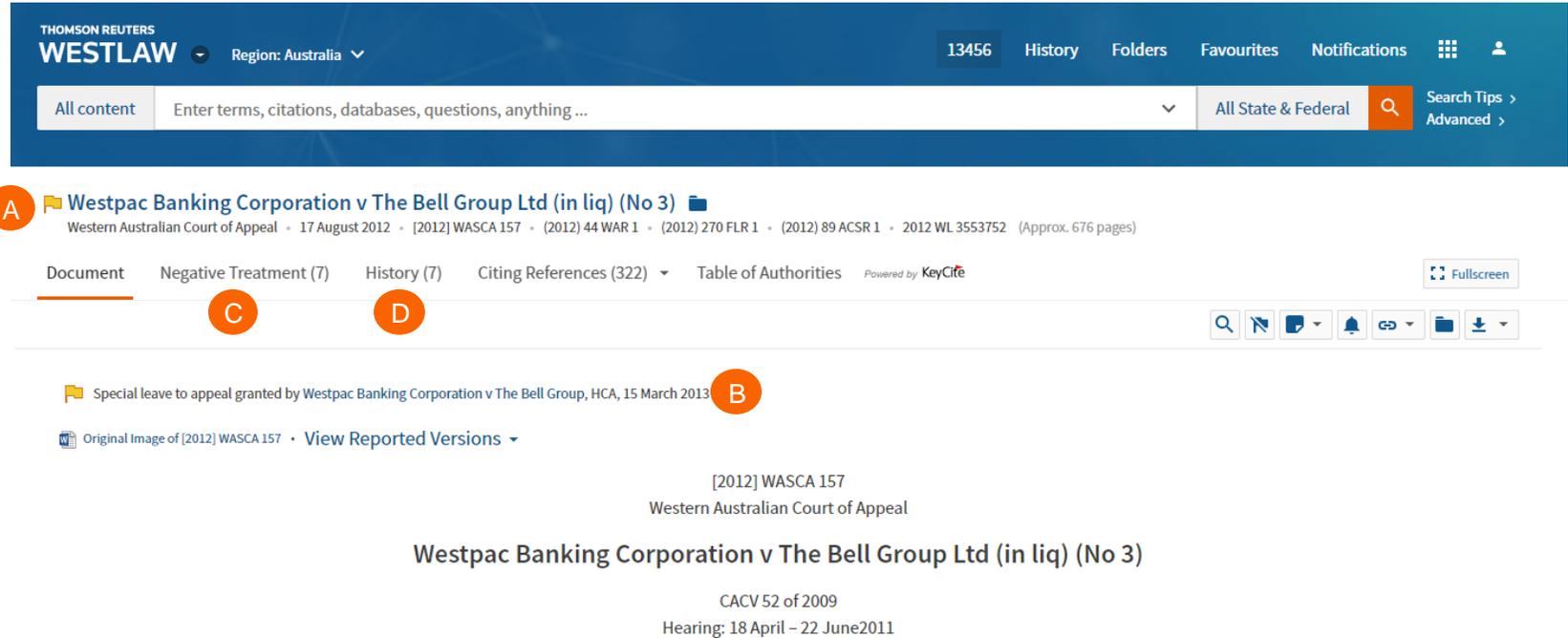
 A red flag warns that the case may not be good law, indicating that the decision has been reversed or overruled.

KeyCite History tells you if the case's decision was reversed or upheld in a later appeal.

B **Most negative treatment**
When applicable, a description and a link for the most negative treatment is available at the top of the document.

C The **Negative Treatment** tab includes negative direct litigation history, and negative citing references for a case.

D The **History** tab includes the direct litigation history and related proceedings relevant to this case.



The screenshot displays the Thomson Reuters Westlaw interface. At the top, the navigation bar includes the Westlaw logo, a region dropdown set to 'Australia', a document count of '13456', and links for 'History', 'Folders', 'Favourites', and 'Notifications'. A search bar is present with the text 'All content' and 'Enter terms, citations, databases, questions, anything ...'. The main content area shows a case titled 'Westpac Banking Corporation v The Bell Group Ltd (in liq) (No 3)' from the Western Australian Court of Appeal, dated 17 August 2012. The case is associated with several legal references: [2012] WASCA 157, (2012) 44 WAR 1, (2012) 270 FLR 1, (2012) 89 ACSR 1, and 2012 WL 3553752 (Approx. 676 pages). Below the case title, there are navigation tabs: 'Document', 'Negative Treatment (7)', 'History (7)', 'Citing References (322)', and 'Table of Authorities'. The 'Negative Treatment' tab is highlighted with a yellow flag icon and a yellow circle labeled 'C'. The 'History' tab is highlighted with a red flag icon and a red circle labeled 'D'. A 'Special leave to appeal granted by Westpac Banking Corporation v The Bell Group, HCA, 15 March 2013' is listed under the 'Negative Treatment' tab, marked with a yellow circle labeled 'B'. The 'Original Image of [2012] WASCA 157' is also visible. The case title is repeated in a larger font: 'Westpac Banking Corporation v The Bell Group Ltd (in liq) (No 3)'. Below the title, the case details are shown: 'CACV 52 of 2009' and 'Hearing: 18 April - 22 June 2011'. A 'Fullscreen' button is located in the top right corner of the document view.

Viewing Citing References to a Cases

KeyCite provides a list of cases, legislation, secondary sources and other court documents that cite your case and ensures you are citing good law. KeyCite is also available on legislation.

A Access Citing References
To view documents that cite your case, click the Citing References tab.

B Sort
To change the order in which the citing references are displayed, click an option in the Sort By list on the toolbar.

C Filter
To narrow the list of citing references, you can:

- type terms in the Search within results box in the left column.
- click a document type in the left column, e.g., Cases. You can further narrow this list by selecting a filter under Narrow in the left column, such as Jurisdiction or Headnote Topics.

D KeyCite Depth of Treatment Bars
KeyCite depth of treatment bars indicate the extent to which a citing case, administrative decision, or brief discusses the cited case.

The screenshot shows the Westlaw interface for the case 'Westpac Banking Corporation v The Bell Group Ltd (in liq) (No 3)'. The 'Citing References (322)' tab is selected. The interface includes a search bar, navigation tabs, and a list of citing references. The list is sorted by 'Depth: Highest First'. The left sidebar shows 'Content types' (Cases: 138, Secondary Sources: 177, Practical Law: 7, All Results: 322) and a 'Search within results' box. The main list shows citing references with depth bars and treatment indicators (e.g., 'NEGATIVE').

Treatment	Title	Date	Type	Depth	Digest
<input type="checkbox"/>	1. Collard v Western Australia (No 4) [2013] WASC 455, WASC	20 Dec. 2013	Cases	██████	—
<input type="checkbox"/>	2. Commonwealth Bank of Australia v Kojic [2016] FCAFC 186, FCA, FC	21 Dec. 2016	Cases	██████	—
<input type="checkbox"/>	3. MG Corrosion Consultants Pty Ltd v Gilmour [2014] FCA 990, FCA	12 Sep. 2014	Cases	██████	—
<input type="checkbox"/>	4. Hasler v Singtel Optus Pty Ltd [2014] NSWCA 266, NSWCA	15 Aug. 2014	Cases	██████	—
<input type="checkbox"/>	5. Perpetual Trustee Company Ltd v Burniston (No 2) [2012] WASC 383, WASC	15 Oct. 2012	Cases	██████	—
<input type="checkbox"/>	6. Shire of Toodyay v Merrick [2012] WASC 383, WASC	8 Feb. 2016	Cases	██████	—

Examined ██████	The citing case, legislation, or secondary source contains an extended discussion of the cited case, usually more than a printed page of text.
Discussed ██████	The citing case, legislation, or secondary source contains a substantial discussion of the cited case, usually more than a paragraph but less than a printed page.
Cited ██████	The citing case, legislation, or secondary source contains some discussion of the cited case, usually less than a paragraph.
Mentioned ██████	The citing case, legislation, or secondary source contains a brief reference to the cited case, usually in a string citation.

Document delivery

If you decide that you need a copy of a document, new Westlaw offers multiple options for document delivery. Documents, snippets, and result lists can be emailed, printed, or downloaded from nearly every page in new Westlaw. Documents are downloadable in Word, PDF formats, can also be sent directly to your Kindle or sent to LEAP.

A Delivery Icon
The last delivery method you used is displayed.

B Delivery options
Deliver full text documents, with or without notes and highlighting, or lists from a result page. Click a tab to modify the format of your delivered document. Options vary based on the documents you want to deliver and the delivery method you select.

The screenshot shows the Thomson Reuters Westlaw interface. At the top, there is a navigation bar with the Westlaw logo, a region dropdown set to 'Australia', and a search bar containing '13456'. Below the search bar, there are tabs for 'All content' and a search input field. The main content area displays a document titled 'Westpac Banking Corporation v The Bell Group Ltd (in liq) (No 3)' from the Western Australian Court of Appeal, dated 17 August 2012. Below the title, there are tabs for 'Document', 'Negative Treatment (7)', 'History (7)', and 'Citing References (322)'. A 'Download' icon is highlighted with a red circle 'A'. A dropdown menu is open, showing options: 'Email', 'Print', 'Download' (highlighted with a red circle 'A'), 'Kindle', and 'LEAP'. The document content includes a section titled 'Special leave to appeal granted by Westpac Banking Corporation v The Bell Group, HCA, 15 March 2013' and a link to 'Original Image of [2012] WASCA 157'.

The screenshot shows a 'Download This Document' dialog box overlaid on the Westlaw interface. The dialog box has a title bar with a close button. Below the title, there are three tabs: 'The Basics' (selected), 'Layout and limits', and 'Content to Append'. A red circle 'B' is placed over the 'Content to Append' tab. Under the 'Format' section, there is a dropdown menu currently set to 'PDF'. At the bottom of the dialog box, there are two buttons: 'Download' and 'Cancel'.

Folder overview

Documents that you add to your folders are saved on new Westlaw for as long as you choose. Click **Folders** at the top of any page to display the Folders page.

A My Folders
Create, manage, and navigate your folders.

B New & Options
From **New** you can create as many folders as you need.

Select **Options** to copy, move, rename, delete, export, send to Kindle, and share your folders.

C Share Folder
Share entire folders with others at your organisation.

D Copy or move
Copy or move contents of the folder.

E Deliver
Email, print, download or send to Kindle.

F Delete
Deleting items moves them to the Trash. Items are not completely deleted until you empty the Trash.



The screenshot shows the 'Research' folder page. On the left, there is a sidebar with 'MY FOLDERS' (containing 'Alex's Research' and 'Research') and 'SHARED WITH ME'. Below this is a 'Filter results' section with a search box and a 'Select multiple' toggle. The main area shows a table of documents with columns for 'Title', 'Content', 'Date Added', and 'Added By'. The first document is 'Price v Spoor' and the second is 'Legal RepresentativesT Matthews QC with D D Keane and J K Carter for the appellants...'. Annotations A through J point to various UI elements: A (My Folders), B (New/Options), C (Share icon), D (Copy icon), E (Move icon), F (Delete icon), G (Filter results), H (Search within folder), I (Add note), and J (Current KeyCite Information).

G Narrow Sort and filter your folders to find what you are looking for quickly and easily.

H Search within Results
Search for documents and snippets within your folders.

I Add a note
Add a note to the top of the document or modify notes you added previously.

J Current KeyCite Information
Documents that you save to folders are automatically updated by new Westlaw and, therefore, always reflect current law.

History

Return to previous research quickly and easily with History. Your research history on new Westlaw is automatically saved for one year, including all document views and searches.

A History
View all recent activity or filter to recent documents or searches from the top navigation bar.

B Complete History
Click View this history to view your complete history from the past 12 months. From New you can create as many folders as you need.

C Search within Results
Search within your history or use filters to find specific documents.

The screenshot shows the Westlaw interface with a 'History' dropdown menu open. The dropdown menu is titled 'History View all' and contains a list of recent clients and documents. The list includes:

- Westpac Banking Corporation v The Bell Group Ltd (in liq) (No 3) - 20/06/2022 - 3:46 PM
- New Zealand Report: THE FIT AND PROPER PERSON STANDARD UNDER THE INSOLVE... REGULATION ACT 2019 (NZ) - 20/06/2022 - 3:45 PM
- Recent Developments: RESOLVING PROBLEMS WITH INSOLVENT CORPORATE TRUSTEE... ESTIONS FOR CONSIDERATION - 20/06/2022 - 3:44 PM
- Book Review: SPECIAL LEAVE TO APPEAL - 20/06/2022 - 3:44 PM

The main interface shows a search bar, navigation tabs for 'Content types', 'Practice areas', and 'Tools', and a 'What's new on Westlaw?' section. A 'View this history' button is visible at the bottom of the dropdown menu.

The screenshot shows the 'History: All History' page. The page has a left sidebar with filters and a main content area with a table of events. The sidebar includes:

- Documents
- Searches
- All History
- Date: Today
- Filter results
- Keyword: [Search box]
- Select multiple: [Checked]
- Apply
- Client ID: +
- Event: +
- Apply

The main content area has a table with the following columns: Event, Description, Date/Time, and Client ID. The table contains the following data:

Event	Description	Date/Time	Client ID
Document View	Westpac Banking Corporation v The Bell Group Ltd (in liq) (No 3) Western Australian Court of Appeal - 17 August 2012 - [2012] WASCA 157	20 Jun 2022 16:20	13456
Document View	New Zealand Report: THE FIT AND PROPER PERSON STANDARD UNDER THE INSOLVE... REGULATION ACT 2019 (NZ) (2022) 30 Insolvency Law Journal 59	20 Jun 2022 15:45	13456
Document View	Recent Developments: RESOLVING PROBLEMS WITH INSOLVENT CORPORATE TRUSTEE... ESTIONS FOR CONSIDERATION (2022) 30 Insolvency Law Journal 43	20 Jun 2022 15:44	13456
Document View	Book Review: SPECIAL LEAVE TO APPEAL (2022) 30 Insolvency Law Journal 64	20 Jun 2022 15:44	13456
Search	advanced: employ! & DA(aft 20/06/2019) (1) Search Type: Boolean T&C Content: Employment Practice area - Overview Jurisdiction: All State & Federal Selection: News & Current Awareness	20 Jun 2022 15:11	13456
Search	advanced: employ! & DA(aft 20/06/2019) (1) Search Type: Boolean T&C	20 Jun 2022 15:10	13456

Alerts

Alerts help you keep current on recent developments. Alerts include:

- KeyCite Alert – automatically monitors the status of cases and legislation and sends you updates when their KeyCite information changes.
- WestClip – runs your searches on a regular basis so you can stay up-to-date on news and legal developments.
- Publication Alert – receive the latest documents from a particular publication as soon as they are published on new Westlaw

The screenshot shows the Westlaw Alerts page. At the top, there is a navigation bar with 'THOMSON REUTERS WESTLAW' and 'Region: Australia'. A search bar contains 'All content' and 'Enter terms, citations, databases, questions, anything ...'. The 'Alerts' tab is selected in the left sidebar. The main content area shows a list of alerts with columns for 'Alerts', 'Newsletters', and 'Alert Type'. The 'Alerts' column has a callout 'B' pointing to the 'Alerts' header. The 'Newsletters' column has a callout 'D' pointing to the 'Newsletters' header. The 'Alert Type' column has a callout 'C' pointing to the 'All' option. The 'Alerts' list includes three items: '254T', 'Alert 24 - Criminal Law', and 'SMH'. Each item has a callout 'A' pointing to the 'Notifications' link in the top right corner of the page.

THOMSON REUTERS WESTLAW Region: Australia 13456 History Folders Favourites Notifications Search Tips > Advanced >

All content Enter terms, citations, databases, questions, anything ... All State & Federal

Notifications Alerts

Alerts • Newsletters

Search alerts

Alert Type

All	4
WestClip	0
KeyCite	1
Publication Alert	3

Narrow: Select multiple

Apply

Alert Groups Select

Active

Alerts

Create Alert Alerts History Create Newsletter Manage Alert Groups

1-4 Edit Selected Sort by: Alert Name: Ascending

Select all items No items selected

- 254T** Edit Alert History
Last Update: 20 June 2022 10:01 • Next Update: 27 June 2022 10:00 • Client ID: 13456
Citation: s 254T Corporations Act 2001
Content: History References, Citing References
Email Recipients (1)
- Alert 24 - Criminal Law** Edit Alert History
Last Update: 20 June 2022 12:04 • Next Update: 21 June 2022 12:00 • Client ID: 13456
Content: Alert 24 - Criminal Law
Email Recipients (1)
- SMH** Edit Alert History
Last Update: 20 June 2022 10:03 • Next Update: 21 June 2022 10:00 • Client ID: 13456
Content: Sydney Morning Herald
Email Recipients (1)

A Accessing the alert page
Click Notifications then alerts at the top of any page to display your alerts

B Creating an alert
Click Create alert then click the type of alert you want to create on the menu.

C Viewing your alerts
Click an alert type to view your alerts

D Newsletters
Click Newsletters to group multiple alerts into a combined newsletter.

Preferences

You can customize many aspects of your new Westlaw research session using the Preferences page.

- A Accessing Preferences**
To access the Preferences page, click on the account icon and select preferences.
- B Search Preferences**
Set the default sort order of your search result by content type.
- C Delivery Preferences**
Set the default document format, file type, layout, and included content for the documents you email, print, download, or send to Amazon Kindle.

The screenshot displays the Westlaw user interface. At the top, there is a navigation bar with the Thomson Reuters logo, the word 'WESTLAW', and a dropdown menu for 'Region: Australia'. To the right of the navigation bar are several utility buttons: '13456', 'History', 'Folders', 'Favourites', 'Notifications', and a user profile icon. Below the navigation bar is a search bar with the placeholder text 'Enter terms, citations, databases, questions, anything ...'. The 'Preferences' dialog box is open, showing a sidebar with options: Profile, Search, History, Notifications, Features, Delivery, and Help. The 'Profile' section is selected, and the 'Time zone' is set to '(GMT+10:00) Canberra, Melbourne, Sydney'. The 'Find jurisdiction' section has checkboxes for AU (checked), Canada, EU, and NZ (checked). At the bottom of the dialog are 'Save' and 'Cancel' buttons. To the right of the dialog, the 'Profile' dropdown menu is open, showing the user's name 'Alex Cato', email 'Alex.Cato', and a list of menu items: 'Contacts', 'Subscription', 'Preferences' (with a red 'A' marker), and 'Update OnePass profile'. A 'Sign out' button is also visible in the dropdown menu.