

Westlaw Australia Quick Start Guide

August 2024

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Westlaw Australia

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Signing on to Westlaw with OnePass

Complete these steps to access 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 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 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?](#)

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](#)

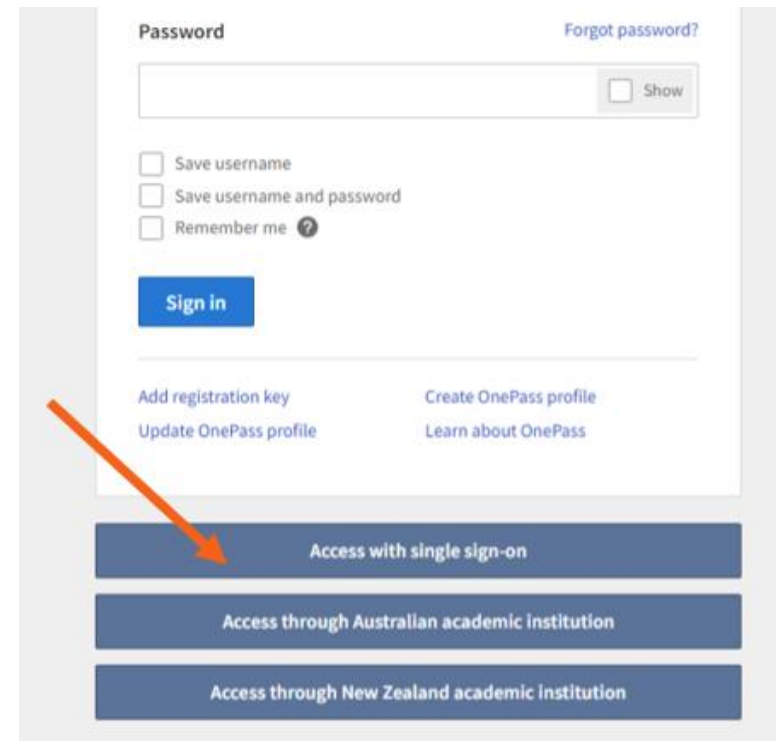
[Access through Australian academic institution](#)

[Access through New Zealand academic institution](#)

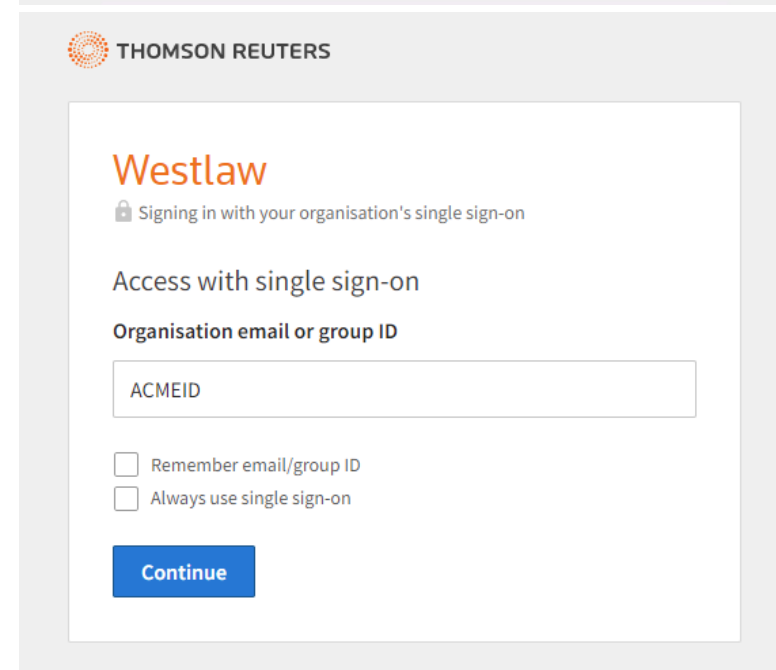
Signing on to Westlaw with Single Sign On

Complete these steps to access 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 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 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 link for "Forgot password?". 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 to the "Sign in" button.



The screenshot shows the "Access with single sign-on" section of the Westlaw login page. At the top left is the Thomson Reuters logo. Below it is the "Westlaw" logo and a sub-header "Signing in with your organisation's single sign-on". The main heading is "Access with single sign-on". Below this is the label "Organisation email or group ID" and a text input field containing "ACMEID". Underneath the input field are two checkboxes: "Remember email/group ID" and "Always use single sign-on". A blue "Continue" button is located at the bottom of this section.



Westlaw Australia Home Page overview

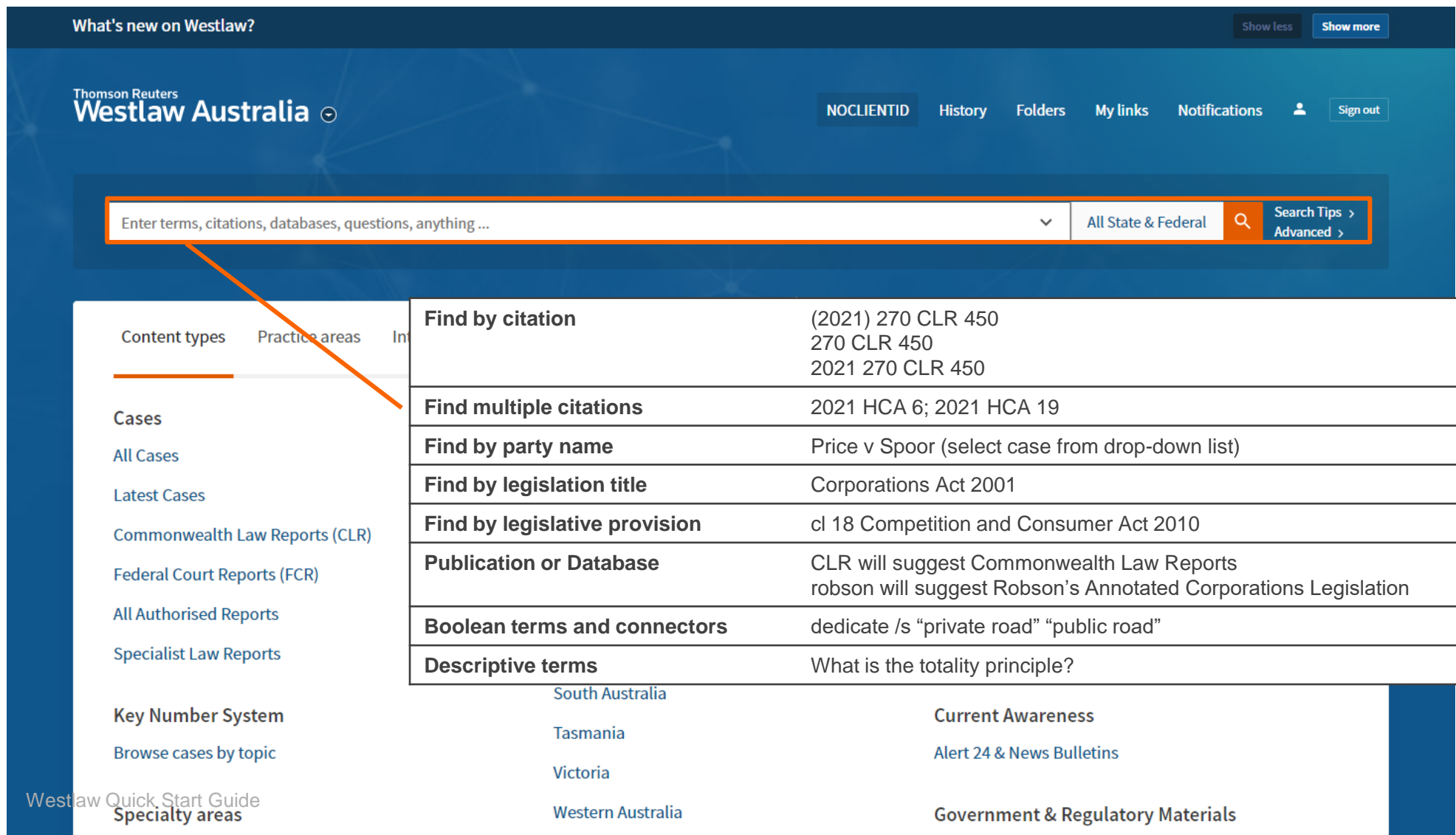
The screenshot shows the Westlaw Australia home page. At the top, there's a navigation bar with 'What's new on Westlaw?' and 'Show less'/'Show more' buttons. Below this is the Thomson Reuters logo and 'Westlaw Australia' with a dropdown arrow. To the right of the logo are links for 'NOCLIENTID', 'History', 'Folders', 'My links', 'Notifications', and a 'Sign out' button. A search bar is prominently displayed with the placeholder text 'Enter terms, citations, databases, questions, anything ...'. To the right of the search bar is a dropdown menu for 'All State & Federal' and a search icon. Below the search bar is a navigation menu with tabs for 'Content types', 'Practice areas', 'International', 'My content', and 'Tools'. The main content area is divided into three columns: 'Cases', 'Legislation', and 'Secondary Sources'. Each column lists various sub-categories and links. At the bottom of the page, there are links for 'NewsRoom' and 'Workplace Complaints Analytics'.

- 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 My links**
Access favourite documents and custom pages 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 International**
Click the links below to access Westlaw products in other jurisdictions.
- K My content**
Access this tab to build custom pages, access favourites and folders
- L Tools**
Access Find and Print, Practical Law
- M Search tips**
Access tips on plain language and Boolean terms & connectors
- N 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.



What's new on Westlaw? [Show less](#) [Show more](#)

Thomson Reuters
Westlaw Australia 

NOCLIENTID History Folders My links Notifications  [Sign out](#)

Enter terms, citations, databases, questions, anything ...  All State & Federal  [Search Tips >](#)
[Advanced >](#)

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?

- Content types
- Practice areas
- Int
- Cases
 - All Cases
 - Latest Cases
 - Commonwealth Law Reports (CLR)
 - Federal Court Reports (FCR)
 - All Authorised Reports
 - Specialist Law Reports
- Key Number System
- Browse cases by topic
- Specialty areas
 - South Australia
 - Tasmania
 - Victoria
 - Western Australia
- Current Awareness
 - Alert 24 & News Bulletins
 - Government & Regulatory Materials

Researching a legal issue

When you run a search, you search all of the core legal content on 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, forms & 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 Westlaw Australia
- E Folder**
Save documents from results list to folders
- F Document delivery**
Download, print, email documents direct from the results list

The screenshot displays the Westlaw Australia search results page for the query 'adv: carry /5 business'. The interface is divided into several sections:

- Navigation Bar:** Includes 'Thomson Reuters Westlaw Australia', 'NOCLIENTID', 'History', 'Folders', 'My Links', 'Notifications', and a 'Sign out' button.
- Search Bar:** Shows the search term 'adv: carry /5 business' and filters for 'All State & Federal'.
- Content Types Panel (B):** A sidebar menu listing various content types with their respective counts: Overview (6), Cases (10,000), Key Numbers (0), Legislation (4,238), Secondary Sources (6,684), News & Current Awareness (1,023), Government & Regulatory Materials (1,527), Practical Law (518), and All results (23,990). A 'Set default' button (A) is located at the top of this panel.
- Overview (6):** A summary section showing the total number of results.
- Cases (View all 10,000):** A list of search results. Two cases are visible:
 - Re Houston:** Supreme Court of Queensland - QLD - 18 December 1953. The excerpt discusses a will and the phrase 'carry on any business'.
 - Amalgamated Society of Carpenters and Joiners (A/asia) v Longland:** Industrial Court of Queensland - QLD - 1 January 1961. The excerpt discusses remuneration and the phrase 'carries on business'.
- Legislation (View all 4,238):** A list of search results. One result is visible:
 - 21 Name in which ABAL carries on business:** Bank Merger (BankSA and Advance Bank) Act 1996 - SA. The excerpt mentions 'South Australian Legislation'.

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 Westlaw

Run targeted searches in 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

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 (+, %, !), 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 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 All 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 Access the key cases collections from the homepage

2 Navigate further
Under All cases access all cases by series, unreported judgment collections as well as cases by jurisdiction and practice area

The screenshot displays the Westlaw Australia homepage. At the top, there is a navigation bar with the Westlaw Australia logo and a search bar. Below the search bar, there are several navigation options: 'Content types', 'Practice areas', and 'Inter'. The 'Content types' menu is expanded, showing a list of options including 'Cases', 'All Cases', 'Latest Cases', 'Commonwealth Law Reports (CLR)', 'Federal Court Reports (FCR)', 'All Authorised Reports', 'Specialist Law Reports', 'Key Number System', 'Browse cases by topic', 'Specialty areas', 'NewsRoom', and 'Workplace Complaints Analytics'. The 'Cases' option is highlighted with a red circle and the number '1'. Below the 'Cases' option, there is a sub-menu with 'All Cases' highlighted with a red circle and the number '2'. The main content area shows a search bar with 'All State & Federal' selected, and a list of cases under the heading 'Cases'. The list is organized into sections: 'All Cases by Series', 'Unreported Judgments', 'Cases by Jurisdiction', and 'Cases by Practice Area'. Each section contains a list of links to specific case collections. On the right side of the page, there is a 'Tools & Resources' section with links to 'Key Number System', 'Find & Print', and 'Workplace Complaints Tracker'.

Browsing content: Legislation

Westlaw provides several ways to retrieve Legislation. Running a search from the 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 legislation** by jurisdiction or access all legislation from the homepage

2 **Browse by legislation title**

The screenshot displays the Westlaw Australia homepage. At the top, there is a navigation bar with 'Westlaw Australia' and various user options like 'NOCLIENTID', 'History', 'Folders', 'My links', 'Notifications', and 'Sign out'. A search bar is prominently featured with the placeholder text 'Enter terms, citations, databases, questions, anything ...'. Below the search bar, there are tabs for 'Content types', 'Practice areas', 'International', 'My content', and 'Tools'. The 'Content types' tab is active, showing a list of categories including 'Cases', 'Commonwealth Law Reports (CLR)', 'Federal Court Reports (FCR)', 'All Authorised Reports', 'Specialist Law Reports', 'Key Number System', 'Browse cases by topic', 'Specialty areas', 'NewsRoom', and 'Workplace Complaints Analytics'. The 'Legislation' category is highlighted with a red circle and the number '1'. Under 'Legislation', there is a list of jurisdictions: 'All Legislation', 'Federal', 'Australian Capital Territory', 'New South Wales', 'Northern Territory', 'Queensland', 'South Australia', 'Tasmania', 'Victoria', and 'Western Australia'. The 'Federal' option is also highlighted with a red circle and the number '1'. To the right, the 'Federal Acts' section is visible, showing a search bar and a list of acts. The 'Federal Acts' search bar is highlighted with a red circle and the number '2'. The list of acts includes various tax system acts, such as 'A New Tax System (Australian Business Number) Act 1999', 'A New Tax System (Bonuses for Older Australians) Act 1999 [Repealed]', and 'A New Tax System (Luxury Car Tax) Act 1999'. A 'Tools & Resources' sidebar is visible on the right side of the page.

Browsing content: Secondary Sources

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 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 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.

The screenshot shows the Westlaw Australia homepage. At the top, there is a search bar with the placeholder text "Enter terms, citations, databases, questions, anything...". To the right of the search bar are navigation links: "All State & Federal", "Search Tips", and "Advanced". Below the search bar is a navigation menu with categories: "Content types", "Practice areas", "International", "My content", and "Tools". The "Content types" category is selected, and a list of sub-categories is displayed: "Cases", "Legislation", and "Secondary Sources". The "Secondary Sources" category is highlighted with a red circle and the number "1". Below the "Secondary Sources" category, there is a list of sub-categories: "All Secondary Sources", "Commentary", "The Laws of Australia", "Forms & Precedents", "Law Reviews & Journals", "Books", "Current Awareness", "Alert 24 & News Bulletins", "Government & Regulatory Materials", "MCC Digest", and "Australian Taxation Office".

The screenshot shows the "Secondary Sources" page on Westlaw Australia. The page title is "Secondary Sources". Below the title are three buttons: "Add to Favourites", "Set as start page", and "Copy link". Below the buttons is a search bar with the placeholder text "Search all Secondary Sources above or navigate to specific content below." Below the search bar is a "By Type" section with a list of sub-categories: "Books", "Commentary", "Encyclopedia", and "Law Reviews & Journals". To the right of the "By Type" section is a "Tools & Resources" section with a list of sub-categories: "Full Secondary Sources Library", "Legislation", and "Forms & Precedents Finder". A red circle with the number "2" is placed over the "Full Secondary Sources Library" link.

Document page

Overview

The screenshot shows the Thomson Reuters Westlaw interface. At the top, the navigation bar includes 'WESTLAW', 'Region: Australia', and user options like '12345', 'History', 'Folders', 'Favourites', 'Notifications', and 'Sign out'. Below this is a search bar with 'All content' and 'AGL Energy' selected, and a search button. The main content area displays the document title 'AGL Energy Ltd v Greenpeace Australia Pacific Ltd' with a back arrow (B) and a KeyCite flag (A). Below the title is the court and date information: 'Federal Court of Australia · 8 June 2021 · [2021] FCA 625 · (2021) 395 ALR 275 · (2021) 159 IPR 336 · 2021 WL 2313003 (Approx. 32 pages)'. A navigation bar below the title offers options like 'Document', 'Negative Treatment (0)', 'History (0)', 'Citing References (14)', and 'Table of Authorities'. A toolbar (E) includes navigation arrows, '2 of 2 results', and 'Hide all highlights'. The document title is repeated in a larger font: 'AGL Energy Ltd v Greenpeace Australia Pacific Ltd'. Below this, the case details are listed: '[2021] FCA 625', 'Federal Court of Australia', 'NSD 397 of 2021', 'Hearing: 2 June 2021', 'Decision: 8 June 2021', and 'Burley J'. A 'Digest (3)' section is visible at the bottom, listing three items: '1 Intellectual property Fair dealing', '2 Intellectual property Additional damages', and '3 Intellectual property Use as a trade mark'. On the right side, a toolbar (F) contains icons for search, navigation, and sharing. A 'Notes' panel (M) is also visible. A 'Fullscreen' button (M) is located in the top right corner.

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.

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.

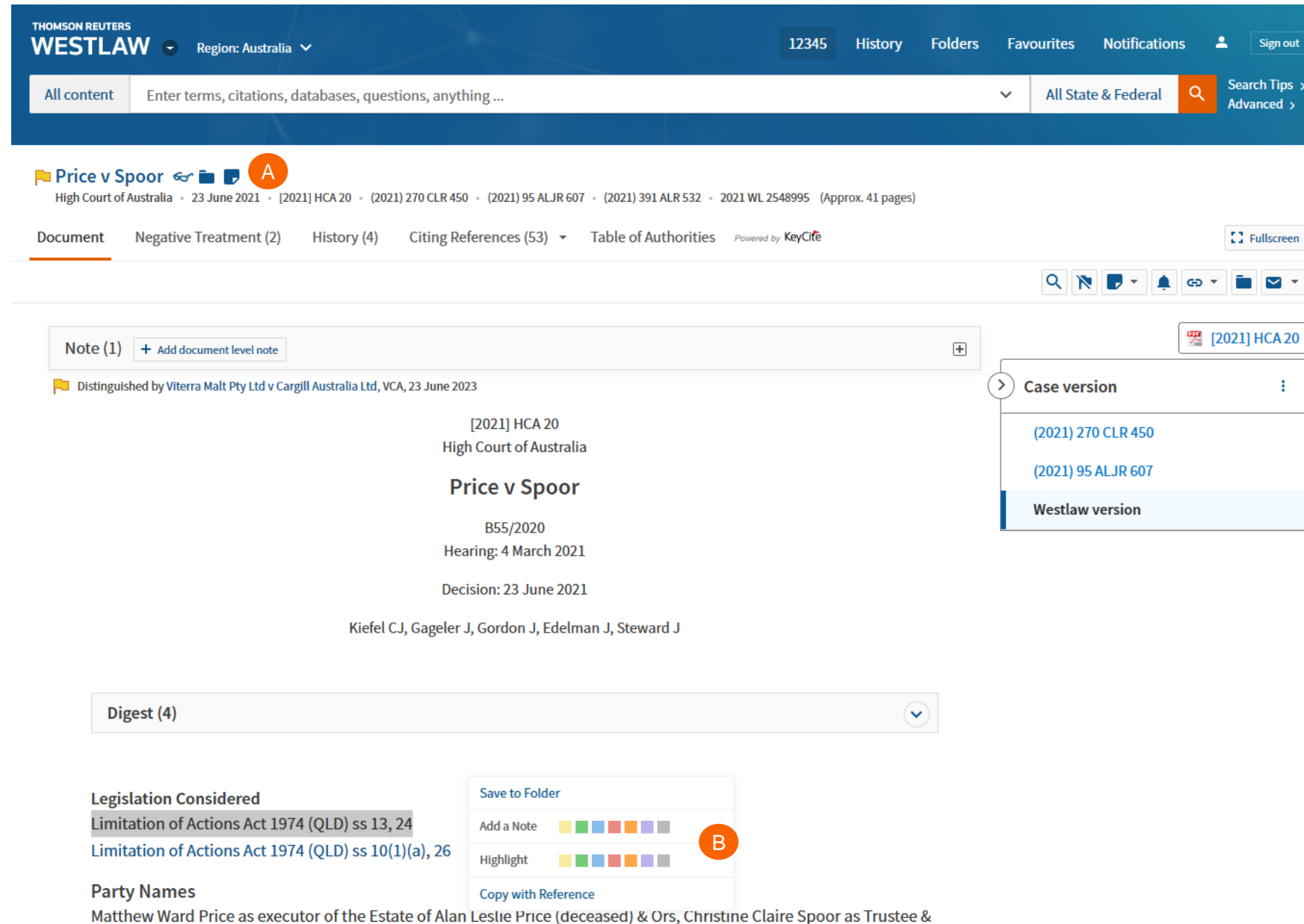
A Research Icons

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

B Selected Text Menu

When you select text in a document, 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




The screenshot displays the Westlaw interface for a document titled "Price v Spoor". The top navigation bar includes the Thomson Reuters logo, the Westlaw name, a region dropdown set to "Australia", and user account information (12345, History, Folders, Favourites, Notifications, Sign out). A search bar is present with the text "Enter terms, citations, databases, questions, anything ...". The document title "Price v Spoor" is accompanied by several icons: a folder, a document, a note, and a red circle with the letter 'A'. Below the title, the court and date information is shown: "High Court of Australia · 23 June 2021 · [2021] HCA 20 · (2021) 270 CLR 450 · (2021) 95 ALJR 607 · (2021) 391 ALR 532 · 2021 WL 2548995 (Approx. 41 pages)". A menu below the title includes "Document", "Negative Treatment (2)", "History (4)", "Citing References (53)", and "Table of Authorities". A "Note (1)" section is visible, containing a note: "Distinguished by Viterra Malt Pty Ltd v Cargill Australia Ltd, VCA, 23 June 2023". The main content area shows the citation "[2021] HCA 20 High Court of Australia" and the case name "Price v Spoor". Below this, the hearing date "Hearing: 4 March 2021" and decision date "Decision: 23 June 2021" are listed. The judges are listed as "Kiefel C.J, Gageler J, Gordon J, Edelman J, Steward J". A "Digest (4)" section is also visible. On the right side, a "Case version" sidebar shows two versions: "(2021) 270 CLR 450" and "(2021) 95 ALJR 607", with the latter being the selected "Westlaw version". A "Selected Text Menu" is overlaid on the bottom right, showing options: "Save to Folder", "Add a Note", "Highlight", and "Copy with Reference". The "Add a Note" option is highlighted with a red circle and the letter 'B'.


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.

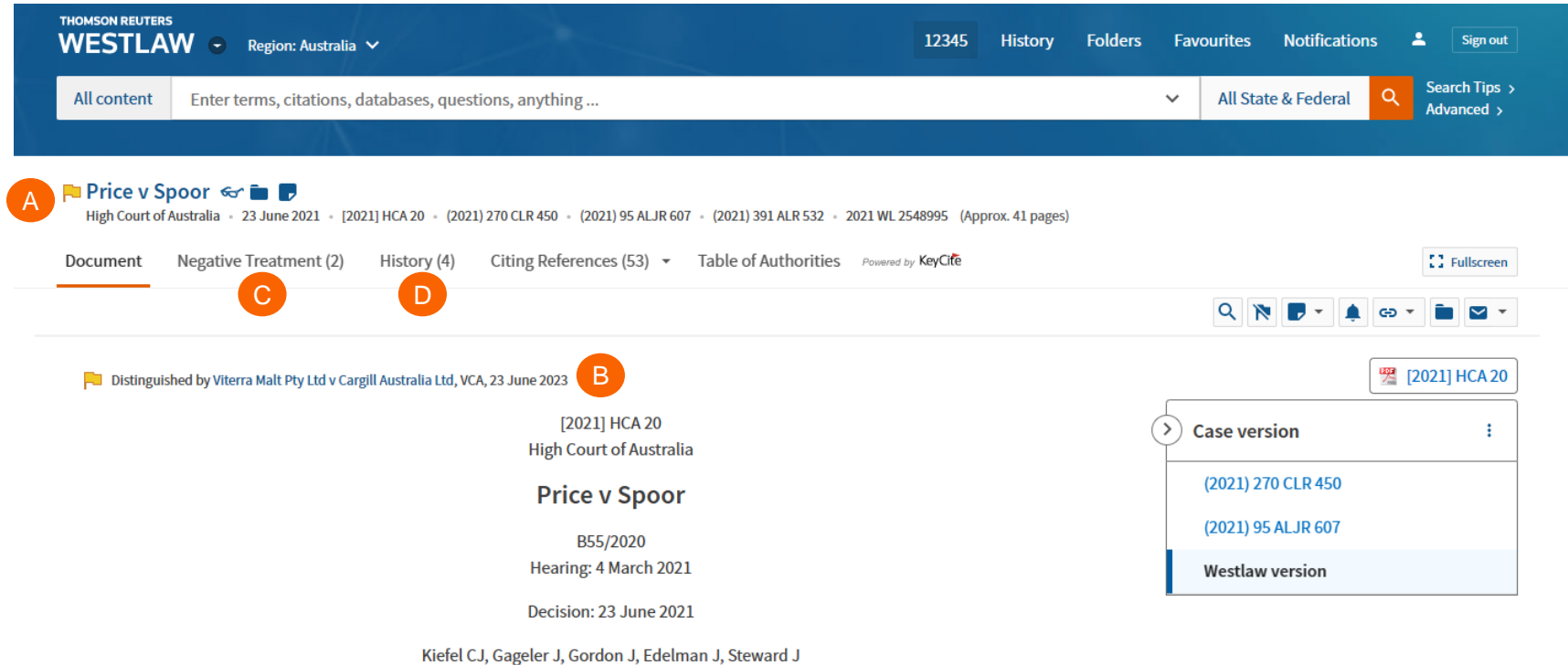
 A red flag warns that the case may not be good law, indicating that the decision has been reversed or overruled.

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 'WESTLAW' logo is visible along with the region 'Australia'. A search bar contains the text 'Enter terms, citations, databases, questions, anything ...'. The user's account number '12345' and navigation options like 'History', 'Folders', 'Favourites', and 'Notifications' are also present.

The main content area shows the case 'Price v Spoor' from the High Court of Australia, dated 23 June 2021. The case is marked with a yellow flag (A) and a red flag (B). The 'Negative Treatment' tab (C) is active, showing a list of negative treatments, including 'Distinguished by Viterra Malt Pty Ltd v Cargill Australia Ltd, VCA, 23 June 2023' (B). The 'History' tab (D) is also visible.

The case details include the citation '[2011] HCA 20', the court 'High Court of Australia', the case name 'Price v Spoor', the reference 'B55/2020', the hearing date '4 March 2021', and the decision date '23 June 2021'. The judges listed are Kiefel CJ, Gageler J, Gordon J, Edelman J, and Steward J.

On the right side, a 'Case version' dropdown menu is open, showing two versions: '(2021) 270 CLR 450' and '(2021) 95 ALJR 607'. The 'Westlaw version' is selected.

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 discusses the cited case.

The screenshot shows the Thomson Reuters Westlaw interface. At the top, there's a navigation bar with 'WESTLAW' and 'Region: Australia'. Below that is a search bar with 'All content' and 'Enter terms, citations, databases, questions, anything ...'. The main content area shows the case 'Westpac Banking Corporation v The Bell Group Ltd (in liq) (No 3)' with various tabs: Document, Negative Treatment (7), History (7), Citing References (322), and Table of Authorities. The 'Citing References (322)' tab is active, showing a list of citing references. The list includes columns for Treatment, Title, Date, Type, Depth, and Digest. The first item is '1. Collard v Western Australia (No 4)' with a depth bar of 5 green squares. The second item is '2. Commonwealth Bank of Australia v Kojic' with a depth bar of 4 green squares and a 'NEGATIVE' indicator. The third item is '3. MG Corrosion Consultants Pty Ltd v Gilmour' with a depth bar of 4 green squares. The fourth item is '4. Hasler v Singtel Optus Pty Ltd' with a depth bar of 4 green squares and a 'NEGATIVE' indicator. The fifth item is '5. Perpetual Trustee Company Ltd v Burniston (No 2)' with a depth bar of 4 green squares. The sixth item is '6. Shire of Toodyay v Merrick' with a depth bar of 4 green squares and a 'NEGATIVE' indicator. On the left side, there's a 'Content types' section with 'Cases' (138), 'Secondary Sources' (177), 'Practical Law' (7), and 'All Results' (322). Below that is a 'Filter' section and a 'Search within results' box. The interface also includes a 'Sort By' dropdown set to 'Depth: Highest First' and a 'No items selected' notification.

Examined 	The citing case contains an extended discussion of the cited case, usually more than a printed page of text.
Discussed 	The citing case contains a substantial discussion of the cited case, usually more than a paragraph but less than a printed page.
Cited 	The citing case contains some discussion of the cited case, usually less than a paragraph.
Mentioned 	The citing case 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, Westlaw offers multiple options for document delivery. Documents, snippets, and result lists can be emailed, printed, or downloaded from nearly every page in 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 displays the Thomson Reuters Westlaw interface. At the top, the navigation bar includes the Westlaw logo, a region selector set to 'Australia', a user ID '12345', and links for 'History', 'Folders', 'Favourites', 'Notifications', and 'Sign out'. Below this is a search bar with the text 'All content' and a search input field containing 'Enter terms, citations, databases, questions, anything ...'. To the right of the search bar are filters for 'All State & Federal' and a search icon.

The main content area shows a document titled 'Price v Spoor' from the High Court of Australia, dated 23 June 2021. It lists several citations: [2021] HCA 20, (2021) 270 CLR 450, (2021) 95 ALJR 607, (2021) 391 ALR 532, and 2021 WL 2548995 (Approx. 41 pages). Below the title are tabs for 'Document', 'Negative Treatment (2)', 'History (4)', 'Citing References (53)', and 'Table of Authorities'. A 'Powered by KeyCite' logo is also present.

A 'Download This Document' dialog box is open in the foreground, showing a 'Format' dropdown menu with 'Word Processor (RTF)' selected. The dialog has 'Download' and 'Cancel' buttons at the bottom.

On the right side of the interface, a delivery menu is visible, listing options: 'Email', 'Print', 'Download', 'Kindle', and 'LEAP'. The 'Email' option is highlighted with an orange circle 'A'. A 'Notes' icon is also visible at the bottom right.

At the bottom of the page, the text 'Kiefel CJ, Gageler J, Gordon J, Edelman J, Steward J' is displayed, along with the Thomson Reuters logo.

Folder overview

Documents that you add to your folders are saved on 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.

G Narrow Sort and filter
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 Westlaw and, therefore, always reflect current law.

The screenshot shows the Westlaw interface with the following callouts:

- A**: My Folders (left sidebar)
- B**: New & Options (top left of folder view)
- C**: Share Folder (share icon)
- D**: Copy or move (copy icon)
- E**: Deliver (download icon)
- F**: Delete (trash icon)
- G**: Filter results (filter icon)
- H**: Search within this folder (search box)
- I**: Add a note (add note button)
- J**: Current KeyCite Information (document snippet)

History

Return to previous research quickly and easily with History. Your research history on 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 displays the Westlaw Australia interface. At the top, there's a navigation bar with 'NOCLIENTID', 'History', 'Folders', 'My links', 'Notifications', and 'Sign out'. A 'History' dropdown menu is open, showing 'Recent clients' (12345, NOCLIENTID, All) and a list of search results with a 'View this history' button. Below this, the 'History: All History' section shows a table of search results with columns for Title, Content, Date/Time, and Client ID. A search bar and filters are visible on the left side of the interface.

History: All History

Title	Content	Date/Time	Client ID
adv: carry /5 business (6) Search Type: Boolean T&C Content: Overview Jurisdiction: All Australia		29 Aug 2024 13:05	NOCLIENTID
Citing References Allstate Life Ins. Co. v. Linter Group Ltd. 994 F.2d 996		23 Jul 2024 12:36	12345
Citing References Allstate Life Ins. Co. v. Linter Group Ltd. 994 F.2d 996		23 Jul 2024 12:36	12345
Allstate Life Ins. Co. v. Linter Group Ltd. C.A.2 (N.Y.) - June 02, 1993 - 994 F.2d 996	Cases	23 Jul 2024 12:36	12345
Citing References Roe v. Wade 410 U.S. 113		23 Jul 2024 12:35	NOCLIENTID

History: Recent clients

- 12345
- All
- NOCLIENTID
- All

History: Search Results

- adv: carry /5 business (6)
Overview - Boolean T&C - All Australia
29/08/2024 - 1:05 PM
- criminal liability (11)
Secondary Sources - Plain Language - New South Wales - International > Australia > Queensland
22/07/2024 - 10:18 AM
- In what states is industrial manslaughter a criminal offence (9,957)
Secondary Sources - Plain Language - All State & Federal - Commentary; Law Reviews & Journals; The Laws of Australia
11/07/2024 - 12:30 PM
- advanced: DA(aft 23/05/2024) (156)
Cases - Boolean T&C - All State & Federal
31/05/2024 - 5:03 PM
- advanced: TI(covid) (72)
Queensland Legislative Instruments - Legislation - Boolean T&C
31/05/2024 - 12:37 PM

History: Filters

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

History: Related Links

- Alerts History
- Alert 24 & News Bulletins
- Government & Regulatory Materials
- ASIC Digest
- Australian Taxation Office

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 Westlaw

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.

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 top navigation. On the left, there is a sidebar with 'Alerts' and 'Newsletters' tabs. The 'Alert Type' section is expanded, showing 'All' (4), 'WestClip' (0), 'KeyCite' (1), and 'Publication Alert' (3). The 'Narrow:' section has a 'Select multiple' toggle checked. The 'Alert Groups' section has a 'Select' button. The main content area shows a list of alerts. The first alert is '254T' with details: 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, and Email Recipients (1). The second alert is 'Alert 24 - Criminal Law' with details: Last Update: 20 June 2022 12:04, Next Update: 21 June 2022 12:00, Client ID: 13456, Content: Alert 24 - Criminal Law, and Email Recipients (1). The third alert is 'SMH' with details: Last Update: 20 June 2022 10:03, Next Update: 21 June 2022 10:00, Client ID: 13456, Content: Sydney Morning Herald, and Email Recipients (1). Callouts A, B, C, and D are placed on the interface to indicate key actions: A points to the 'Notifications' menu, B points to the 'Create Alert' button, C points to the 'All' alert type, and D points to the 'Newsletters' tab.

Preferences

You can customize many aspects of your 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 'What's new on Westlaw?' and 'Show less' / 'Show more' buttons. Below this, the 'THOMSON REUTERS WESTLAW' logo is visible, along with 'Region: Australia' and a user ID '12345'. The main navigation includes 'History', 'Folders', 'Favourites', 'Notifications', and a 'Sign out' button. A search bar is present with the placeholder text 'Enter terms, citations, databases, questions, anything ...'. The 'Profile' dropdown menu is open, showing options: 'Alex Cato', 'Alex.CatoQED', 'Contacts', 'Subscription', 'Preferences', 'Update OnePass profile', and 'Sign out'. The 'Preferences' dialog box is also open, with a sidebar on the left containing 'Profile', 'Search', 'History', 'Notifications', 'Features', 'Delivery', and 'Help'. The 'Profile' section is selected, showing 'Time zone' set to '(GMT+10:00) Canberra, Melbourne, Sydney' and 'Find jurisdiction' with checkboxes for AU (checked), Canada, EU, and NZ (checked). 'Save' and 'Cancel' buttons are at the bottom of the dialog.