

Westlaw NZ

Alert 24

Alert24 provides the latest details on legal and regulatory developments in key **areas of practice**. You can choose to receive regular email alerts or search Westlaw NZ to access archived articles.

If you or your organization subscribe to any of the Thomson Reuters Alert 24 topics, follow these instructions to start receiving them automatically by email.

Log on to the service at <http://www.westlaw.co.nz>

1. Enter your Username and Password then click Sign In.
2. Click on the Advanced Search template named "News and Current Awareness".
3. Select Alert24 to display a list of subscribed topics.
4. Further down on the left, click the + symbol beside the title Alert 24 – the list of subscribed topics will appear.
5. Click the box(es) beside the title you want to start receiving automatically. Ticking one box will result in one email per topic; ticking more than one box will result in one email with all topics.
6. Click the bell symbol that appears at the top of the list of topics. Westlaw NZ will automatically generate the Alert(s) you ticked.

7. Give your Alert a logical name so you will recognize what it is when the emails arrive. Change the frequency if you wish.
8. In the field entitled "Show Excerpt of Item" – choose whether you want your email to display the Summary, Full Article or Headline Only – we recommend Full Article
9. Ensure that your email address appears in the email address line.
10. Click Save Alert at the foot of screen – emails should automatically begin arriving the following (working) day.

Customise your Alert

Your search: **Jurisdiction(New AND Zealand)** for **Current Awareness**

Manage this Alert

Alert Name: Alert 24 - Commercial, Company and Securities

Client ID (optional):

Frequency of Alert: Daily

Select time: 08:30

Timezone: (UTC+12:00) New Zealand

Email Address: elizabeth.odom@thomsonreuters.com

Note: Separate multiple addresses with semicolons.

Show excerpt of item: Full Article

Note: Full Article applies to Newsroom and Current Awareness alerts only

Email Format: HTML

Email even when no results returned: Yes No

Scheduled: Yes No

Cancel Save Alert

Create a Breaking News Alert

The Alert24 Team will trigger a breaking news alert for important announcements or events in any of the Alert24 topics. These announcements or events can include: new High Court decisions; Reserve Bank of Australia interest rate decisions; the release of a major report that is highly significant for a particular policy, regulatory, topic or practice area. The Alert24 Team will mark this item as "breaking news" and it will be communicated immediately to customers who have subscribed via a Westlaw NZ email alert.

Log into Westlaw NZ and click **Alert Centre** (or **My Alerts**) from the navigation toolbar.

1. From the Alert Centre (or My Alerts) menu on the left, click **Alert24 Breaking News**.
2. Place a tick in the box and click **Update Settings**.

Alert Centre

My email alerts

Alerts I can subscribe to

My RSS feeds

Alert24 breaking news

Alerts Admin

Suggested alerts

Organisational alerts

Manage contact permissions

Alert24 Breaking News

Enable breaking news alerts

Update Settings

You will now commence receiving Alert24 breaking news email alerts.