

# Westlaw New Zealand

## Creating Alerts

There are three different types of alerts available in Westlaw:

- [Publication Alert](#): A Publication Alert will notify you of any updates to a publication. This is most commonly used in conjunction with the Alert24 News & Current awareness publications.
- [WestClip Alert](#): A WestClip search Alert will notify you of any new documents that are added to Westlaw that match your search criteria.
- [Key Cite Alert](#): A Key Cite Alert will notify you of any subsequent citing references or changes to the litigation history of a case.

### Publication Alert

1. Log into Westlaw New Zealand. Click **Notifications** then select **Alerts**.

The screenshot shows the Westlaw New Zealand user interface. At the top, the 'THOMSON REUTERS WESTLAW' logo is visible, along with a 'Region: Australia' dropdown menu. A search bar is present with the placeholder text 'Enter terms, citations, databases, questions, anything...'. The main navigation bar includes links for 'NOCLIENTID', 'History', 'Folders', 'Favourites', 'Notifications', and 'Sign out'. The 'Notifications' menu is open, showing options for 'View all', 'Alerts', and 'Preferences'. A red circle with the number '1' is next to the 'Alerts' option, indicating a notification. Below the menu, a message states 'You have no notifications within the last 90 days.' The main content area is divided into three columns: 'Content types', 'Practice areas', and 'Tools'. Under 'Content types', there are links for 'Cases', 'Legislation', and 'Secondary Sources'. Under 'Practice areas', there are links for 'All Cases', 'Latest Cases', 'Commonwealth Law Reports (CLR)', 'Federal Court Reports (FCR)', 'All Authorised Reports', 'Specialist Law Reports', 'Key Number System', 'Browse by topic', 'Specialty areas', 'NewsRoom', and 'Workplace Complaints Analytics'. Under 'Tools', there are links for 'All Legislation', 'Federal', 'Australian Capital Territory', 'New South Wales', 'Northern Territory', 'Queensland', 'South Australia', 'Tasmania', 'Victoria', 'Western Australia', 'All Secondary Sources', 'Commentary', 'The Laws of Australia', 'Forms & Precedents', 'Law Reviews & Journals', 'Books', 'Current Awareness', 'Alert 24 & News Bulletins', 'Government & Regulatory Materials', 'ASIC Digest', and 'Australian Taxation Office'.

2. Click Create Alert then select Publication Alert.

The screenshot shows the Westlaw Alerts page. The 'Alerts' tab is active. On the left, there is a search bar and a table of alert types. The main area shows a list of alerts with a 'Create Alert' button highlighted by an orange box. A dropdown menu is open, showing options: 'WestClip', 'KeyCite', 'Multiple KeyCite Alerts', and 'Publication Alert'. The 'Publication Alert' option is selected, indicated by a blue highlight and a circled '2'.

Alert Type	Count
All	407
WestClip	139
KeyCite	28
Publication Alert	240

3. Enter a name for the alert – eg “Alert24 – Local Government.” This will help you recognise it in your inbox. Click Continue.

The screenshot shows the 'Create alert' page for a 'Publication Alert'. The 'Basics' section is visible. The 'Name of alert' field contains 'Alert24 - Local Government' and is highlighted with an orange box. The 'Description (optional)' field is empty. A circled '3' points to the 'Continue' button at the bottom left, which is also highlighted with an orange box.

- Click into the area you want to set up the Alert for (in this example, the Alert is for an Alert24 title, so **Alert24 & News Bulletins** has been selected) and then click on the plus icon to the left of the title you want to start receiving by email. Your selection will appear on the right hand side. Click **Continue**.

Alert Center > Create alert

## Publication Alert

1 Basics

Name of alert: Alert24 - Local Government  
Client ID: CLIENT A  
Description:  
Alert group: Unassigned

2 Select content

Content types Practice areas Favourites

Content types

All Cases	<input type="checkbox"/> LINX	All Secondary Sources	<input type="checkbox"/> Alert 24 & News Bulletins	Inland Revenue - Te Tari Taake
<input type="checkbox"/> Latest Cases	<input type="checkbox"/> NewsRoom	Commentary		
Specialist Law Reports		A to Z of New Zealand Law		
By Practice Area		Forms & Precedents		
		Law Reviews & Journals		

## Publication Alert

1 Basics Edit

Name of alert: Alert24 - Local Government  
Client ID: CLIENT A  
Description:  
Alert group: Unassigned

2 Select content

Content types Practice areas Favourites

<input type="checkbox"/> Alert 24 - Alternative Dispute Resolution	<input type="checkbox"/> Alert 24 - Criminal	<input type="checkbox"/> Alert 24 - Personal Injury	Your selections: Alert 24 - Local Government
<input type="checkbox"/> Alert 24 - Bankruptcy and Insolvency	<input type="checkbox"/> Alert 24 - Employment	<input type="checkbox"/> Alert 24 - Safeguard Update	
<input type="checkbox"/> Alert 24 - Building and Construction	<input type="checkbox"/> Alert 24 - Family	<input type="checkbox"/> Alert 24 - Taxation	
<input type="checkbox"/> Alert 24 - Business of Law	<input type="checkbox"/> Alert 24 - Immigration	<input type="checkbox"/> Alert 24 - Thomson Reuters Product Watch - Legal	
<input type="checkbox"/> Alert 24 - Case Law	<input type="checkbox"/> Alert 24 - Intellectual Property	<input type="checkbox"/> Alert 24 - Thomson Reuters Product Watch - Tax and Accounting	
<input type="checkbox"/> Alert 24 - Commercial	<input type="checkbox"/> Alert 24 - Land	<input type="checkbox"/> Alert 24 - Your Environment	
<input type="checkbox"/> Alert 24 - Company and Securities	<input type="checkbox"/> Alert 24 - Legislation and Government		
<input checked="" type="checkbox"/> Alert 24 - Local Government			

**Note:** You can choose only one title at a time. To create an email alert for multiple titles, create an [Alert Newsletter](#).

- In the **Customise Delivery** section, add the email addresses of the recipients
- In the **Format** section, select **Inline HTML** for the best reading experience.
- The **"What to deliver"** option is set to **"List of items"**. Select **"Documents"** to receive the full text of the documents within the alert email.
- Leave the **"Include out of plan documents"** box unticked so you do not incur any charges.  
\*\*No further warning on individual out of plan documents in the alerts will be received.

9. Click the **Continue** button to schedule the alert.

Email settings

Recipients    Layout and limits

To My contacts

allison.patrick@tr.com    elizabeth.odom@tr.com

Subject

Publication Alert: Alert24 - Local Government

Email note

Format

Inline HTML

Number of items

100

What to deliver

List of items

Documents

Include out-of-plan documents

Other settings (HTML, XML, RSS, Portal)

Continue

10. **Schedule Alert** – Choose the frequency, the correct time zone, and specify the time you want the alert to arrive. It is recommended that “Alert even if there are no results” remains unticked.

11. Click **Save alert**.

Schedule alert

Frequency

Daily

Alert at this time

(GMT+12:00) Auckland, Wellington

10:00 AM

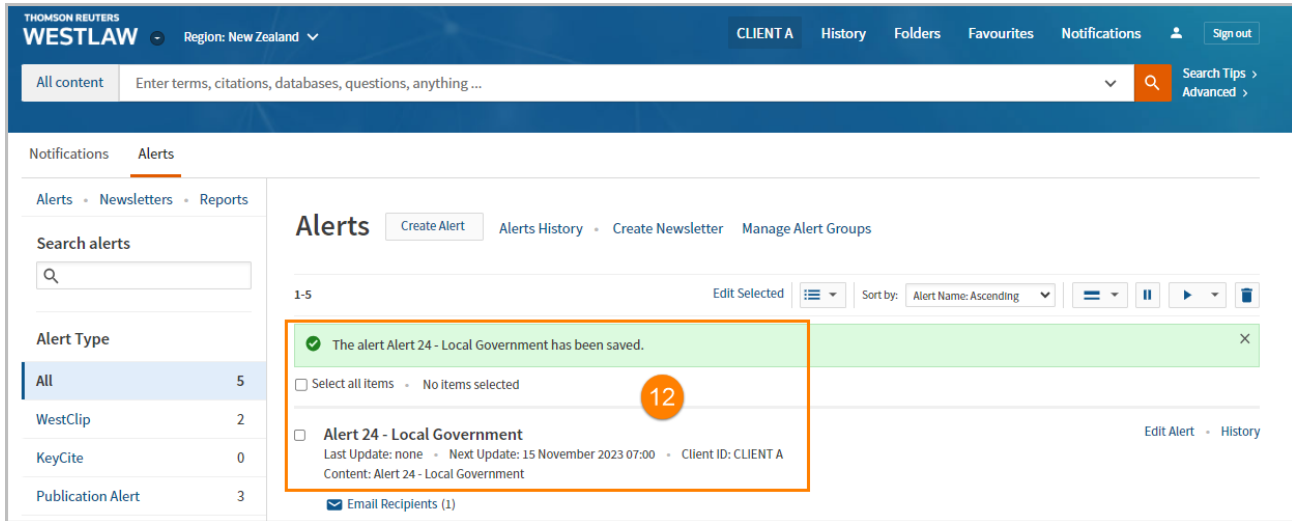
End date

(DD/MM/YYYY)

Alert even if there are no results

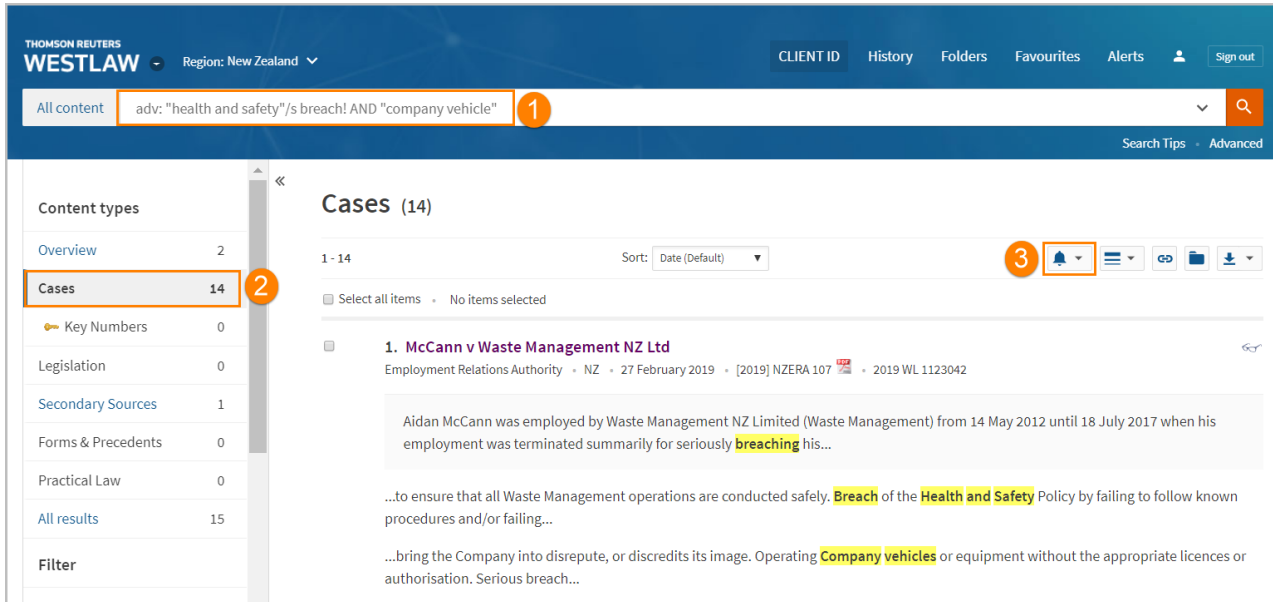
Save alert

- Once saved, Westlaw will return to the Alert Centre, where a notification will display stating that the alert has been saved. For assistance with managing saved alerts, refer to the [Managing Alerts](#) user guide.



### Westclip Alert

- Conduct a search, e.g., "health and safety" /s breach! AND "company vehicle."
- If you have searched across all content, you must filter the results by content type, e.g. Cases
- Select the **Alert Bell** to create the alert.



- In the **Your Selections** section, the content type you refined by will be pre-selected.
- Click the plus icon to add additional databases and practice areas, if required. Press **Continue**.

### WestClip alert

1 Basics Edit

Name of alert: Company vehicle search  
 Client ID: CLIENT A  
 Description:  
 Alert group: Unassigned

2 Select content

Content types Practice areas Favourites

Your selections:  
 Cases 5

Content types

- All Cases
- Latest Cases
- Specialist Law Reports
- By Practice Area
- All Secondary Sources
- Commentary 6
- A to Z of New Zealand Law
- Forms & Precedents

- LINX
- NewsRoom
- Alert 24 & News Bulletins

- All Legislation
- Current Acts
- Current Secondary Legislation
- Current Other Instruments
- Inland Revenue - Te Tari Taake

All Bills

Inland Revenue - Te Tari Taake

7. Your search terms will pre-populate in the search field.
  - a. **Sort Order** – select between date or relevance.
  - b. The **Documents no older than** allows you to limit your results to documents that were published, decided, or filed within the number of days you specify. This ensures your results will only include documents within that timeframe, regardless of when they were loaded and available on Westlaw.
  - c. **Preview Results** will run a search listing the current results. Click **Continue**.

### 3 Enter Search Terms

Search Term Frequency Terms and Connectors Help

"health and safety" /s breach AND "company vehicle" 7

Sort Order  
 Relevance a

Documents No Older Than  
 Any Time b

Alerts retrieve documents that have been loaded to Westlaw subsequent to the last time the alert was run. Some documents are not immediately available for electronic loading to Westlaw. Such documents thus may have a publication date (news articles), a decided date (case law), or a filed date (court documents) that occurs sometime in the past. "Documents No Older Than" allows you to limit your results to those documents that were published, decided, or filed within the number of days you specify. Using this feature will ensure that your results include only documents with publication, decision, or filing dates within the specified number of days regardless of the date they were loaded to and available on Westlaw.

### 4 Customize Delivery

8. In the **Customise Delivery** section, add the email addresses of the recipients.
9. In the **Format** section, select **Inline HTML** for the best reading experience.
10. The **"What to deliver"** option is set to **"List of items."** Select **"Documents"** to receive the full text of the documents within the alert email.
11. Leave the **"Include out of plan documents"** box unticked so you do not incur any charges.  
 \*\*No further warning on individual out of plan documents in the alerts will be received.
12. Click the **Continue** button to schedule the alert.

**Email settings**

Recipients    Layout and limits

To My contacts

**8**

Subject

Email note

Format **9**

Number of items

What to deliver **10**  
 List of items  
 Documents

Include out-of-plan documents **11**

Other settings (HTML, XML, RSS, Portal)

**12**

13. **Schedule Alert** – Choose the frequency, the correct time zone, and specify the time you want the alert to arrive. It is recommended that “Alert even if there are no results” remains unticked.
14. Click **Save alert**.

**4 Schedule alert**

Frequency **13**

Alert at this time

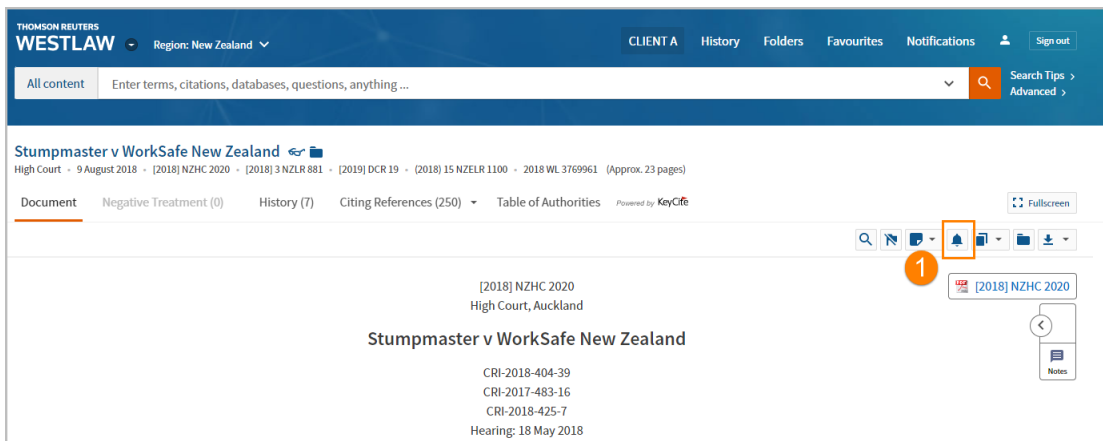
End date  
(DD/MM/YYYY)

Alert even if there are no results

**14**

## Keycite Alert

1. After opening a case, select the alert bell.



2. Enter a Name for your alert (this will appear in the subject field of your email) and click Continue.

The screenshot shows the "Create alert" form in Westlaw. The form is titled "KeyCite Alert" and has a "Basics" section. A red circle with the number "2" highlights the "Name of alert" field, which contains "Stumpmaster v WorkSafe". A red arrow points from the "Name of alert" field to the "Continue" button at the bottom of the form.

3. Tick the checkboxes to be notified to **Citing References**, **History References**, or both. There is also an option to limit results to Negative Treatment only.
4. Select **Narrow by Content Type and Other Filters** to narrow the citing references by content type or a specific publication.
5. Click **Continue**.



[2018] NZHC 2020 > Create alert

## KeyCite Alert

**1 Basics**

Name of alert: Stumpmaster v WorkSafe  
 Client ID: CLIENT A  
 Description:  
 Cite: [2018] NZHC 2020  
 Alert group: Unassigned

**2 Select Content**

Include Citing References **3**  Include History References  
 Limit Citing References to Negative Treatment  Limit History References to Negative Treatment

Detail Level ⓘ  
 Most Detail ▾

Detail Level ⓘ  
 Most Detail ▾

▼ Narrow by Content Type and Other Filters **4**

**Continue** **5**

6. Add the email addresses of the recipients.
7. Select 'Include full text of new documents' if you wish to receive the full text of text of the document in the email.
8. Select your preferred format. Inline html provides the best reading experience.
9. Click **Continue**.

**3 Customize delivery**

Select delivery  
 Email  Notifications

Newsletters - Add  
 You currently do not have any Newsletters. You need to create a Newsletter before you can add an alert to it.

**Email settings**

Recipients    Layout and limits

To My contacts

trainer@tr.com **6**

Subject  
 KeyCite Alert: Stumpmaster v WorkSafe

Email note

Include full text of new documents **7**

Format  
 Inline HTML **8**

**Continue** **9**

10. **Schedule Alert** – Choose the frequency, the correct time zone, and specify the time you want the alert to arrive. Click **Save Alert**.

**4 Schedule alert**

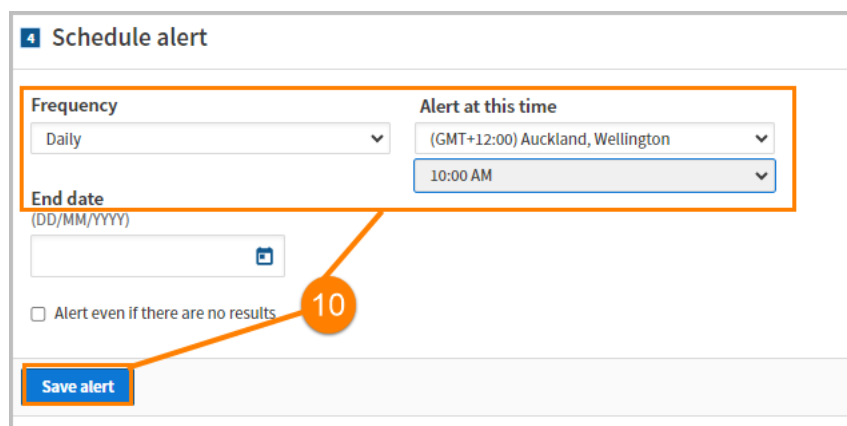
**Frequency**  
Daily

**Alert at this time**  
(GMT+12:00) Auckland, Wellington  
10:00 AM

**End date**  
(DD/MM/YYYY)

Alert even if there are no results

**Save alert**



### Looking for more information?

To sign into Westlaw New Zealand, <https://nzlaw.thomsonreuters.com>

For assistance using Westlaw New Zealand, email [NZtrainers@thomsonreuters.com](mailto:NZtrainers@thomsonreuters.com)

For additional training materials, visit <https://support.thomsonreuters.co.nz/product/new-westlaw-new-zealand>