

# Westlaw New Zealand Quick Start Guide

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## Westlaw New Zealand

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# Signing on to Westlaw with OnePass

Complete these steps to access Westlaw

1. Go to <https://nzlaw.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 New Zealand.
  - 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 New Zealand.
  - 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

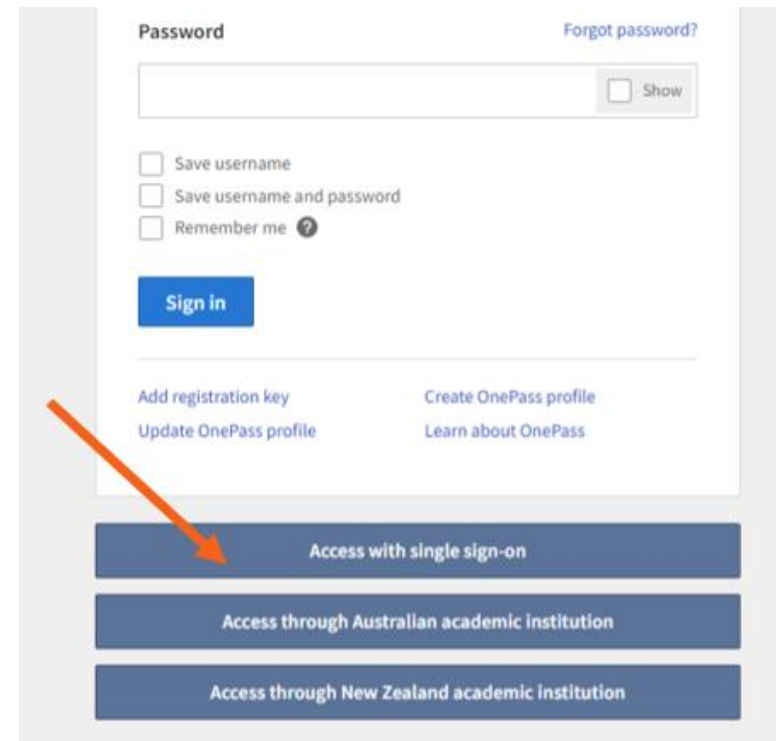
Access through Australian academic institution

Access through New Zealand academic institution

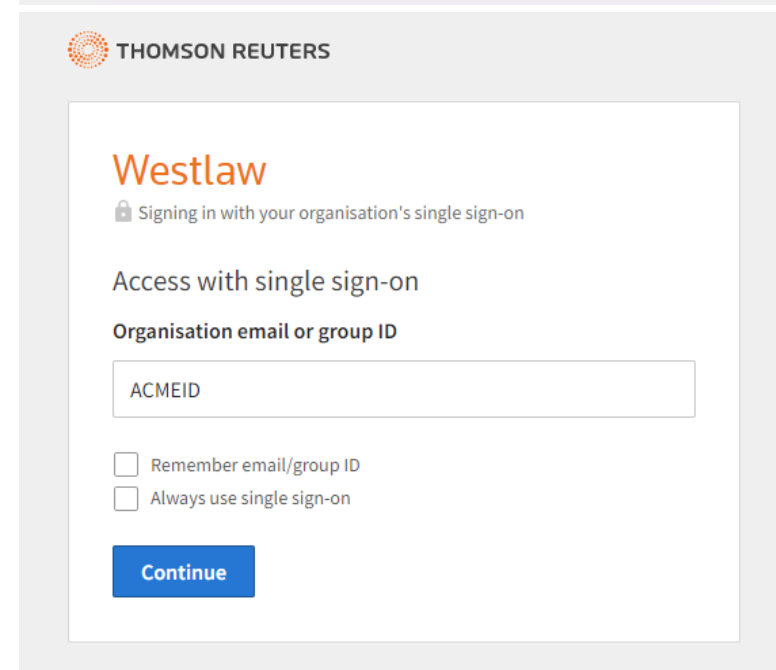
# Signing on to Westlaw with Single Sign On

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://anzlaw.thomsonreuters.com/?comp=wnz&groupid=trss0>
  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://nzlaw.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 New Zealand.
    - 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 New Zealand.
  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 "Remember me" checkbox in the screenshot above.



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 New Zealand Home Page overview

The screenshot shows the Westlaw New Zealand home page. At the top, there's a 'What's new on Westlaw?' section with 'Show less' and 'Show more' buttons. Below that is the Thomson Reuters logo and 'Westlaw New Zealand' with a dropdown arrow. A search bar is prominently displayed with the placeholder text 'Enter terms, citations, databases, questions, anything ...'. To the right of the search bar are buttons for 'Search Tips >' and 'Advanced >'. Above the search bar, there are several user-related buttons: '123456', 'History', 'Folders', 'My links', 'Notifications', and a profile icon labeled 'M' with a 'Sign out' button. Below the search bar, there are navigation tabs: '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 has several sub-links. At the bottom, there's a 'News from REUTERS' section.

**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 Client ID**  
Allows you to track the time you spend on research projects

**C History**  
Access documents and searches from the last 365 days.

**D Folders**  
Access recently used folders or view/organise all of your folders

**E My links**  
Access favourite documents and custom pages quickly

**B** 123456  
**C** History  
**D** Folders  
**E** My links  
**F** Notifications  
**M** Sign out

**A** Enter terms, citations, databases, questions, anything ... **L** Search Tips > Advanced >

**G** Content types  
**H** Practice areas  
**I** International  
**J** My content  
**K** Tools

<b>Cases</b> All Cases Latest Cases Specialist Law Reports By Practice Area	<b>Legislation</b> All Legislation Current Acts Current Secondary Legislation Current Other Instruments	<b>Secondary Sources</b> All Secondary Sources Commentary Books Forms & Precedents Law Reviews & Journals Workflows
<b>Key Number System</b> Browse cases by topic	<b>Bills</b> All Bills	<b>Current Awareness</b> Alert 24 & News Bulletins
<b>Specialty areas</b> LINX NewsRoom Tracker Analytics		<b>Government &amp; Regulatory Materials</b> Inland Revenue - Te Tari Taake

**F Notifications**  
Receive notifications on KeyCite, shared content and alerts.

**G Browse**  
Navigate to content before searching

**H Practice area**  
Browse or search content by practice area

**I International**  
Click the links below to access Westlaw products in other jurisdictions.

**J My content**  
Access this tab to build custom pages, access favourites and folders

**K Tools**  
Access Find and Print,

**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. **2006 NZSC 37**, 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 New Zealand search interface. At the top, there is a navigation bar with the Thomson Reuters logo, the text 'Westlaw New Zealand', and user account information including a user ID '123456', 'History', 'Folders', 'My links', 'Notifications', and a 'Sign out' button. Below the navigation bar is a search box with the placeholder text 'Enter terms, citations, databases, questions, anything ...'. To the right of the search box is a search icon and links for 'Search Tips >' and 'Advanced >'. Below the search box is a dropdown menu with the following options:

<b>Find by citation</b>	[2006] NZSC 37 2006 ERNZ 512 3 NZELR 327
<b>Find multiple citations</b>	2006 NZSC 37; 2017 NZEmpC 56
<b>Find by party name</b>	Buchanan v Chief Executive of the Department of Inland Revenue (select case from drop-down list)
<b>Find by legislation title</b>	Resource Management Act 1991
<b>Find by legislative provision</b>	s9 Fair Trading Act 1986
<b>Publication or Database</b>	mcgechan will suggest McGechan on Procedure
<b>Boolean terms and connectors</b>	dedicate /s "private road" "public road"
<b>Descriptive terms</b>	What is the totality principle?

Below the dropdown menu, there are links for 'All Bills', 'Current Awareness', and 'Alert 24 & News Bulletins'. On the left side of the search box, there is a sidebar with 'Content types' and 'Practice areas' tabs. Under 'Content types', there are links for 'Cases', 'All Cases', 'Latest Cases', 'Specialist Law Reports', 'By Practice Area', 'Key Number System', and 'Browse cases by topic'. Under 'Practice areas', there are links for 'Specialty areas' and 'LINX'. The page number '6' is visible in the bottom left corner, and the Thomson Reuters logo is in the bottom right corner.

# Researching a legal issue

When you run a search, you search all of the core legal content on Westlaw New Zealand by default. Core content comprises cases, Key Numbers, Legislation, Secondary Sources (commentary, law reviews and journals, encyclopedia), 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 New Zealand

**E Folder**  
Save documents from results list to folders

**F Document delivery**  
Download, print, email documents direct from the results list



Content types	
<a href="#">Set default</a>	
Overview	6
Cases	3,417
Key Numbers	0
Legislation	2,769
Secondary Sources	3,404
News & Current Awareness	100
Government & Regulatory Materials	602
Bills	372
All results	10,664

## Overview (6)

Select all items • No items selected

### Cases [View all 3,417](#)

- BNZ Finance Ltd v Holland**  
Court of Appeal • NZ • 10 April 1997 • CA269/96, 10 April 1997 • (1997) 18 NZTC 13,156 • [1997] TXHNZ 18 • 1997 WL 35416384  

This appeal concerns the interpretation and application of the deemed agency provisions of s 276 of the Income Tax Act 1976 as they related to the 1989-1992 income years. The appellant, BNZ...

...the 1995 year, being the year when Deposits ceased to **carry on business** in New Zealand, and that BNZ Finance was assessable in...

...before or after the commencement of this Act, ceased to **carry on business** in New Zealand; and includes any such company that has...
- RON WEST MOTORS LTD v MOTOR VEHICLE DEALERS LICENSING BOARD**  
High Court • NZ • 20 July 1990 • HC Wellington CP886/88, 20 July 1990 • 1990 WL 10853248  

By its statement of claim dated 22 November 1988 the plaintiff seeks an order by way of review setting aside the decision made by the first defendant on 8 November 1988 whereby an...

...fixed capital before accepting it is a proper person to **carry on business** is not unreasonable based on past results; fixed capital only...

...the company and that it was a proper person to **carry on the business**, and concluded that he was not satisfied as to these...

### Legislation [View all 2,769](#)

- 8 Application for registration to carry on business as auctioneer**  
Auctioneers Act 2013 • NZ • Applies from 18 December 2013

New Zealand 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 Criminal Reports of New Zealand) 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 > Criminal Reports of New Zealand (CRNZ)

## Advanced Search: Criminal Reports of New Zealand (CRNZ)

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
- ! Root expander



# 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%2FNewZealand160&transitionType=Default&contextData=\(sc.Default\)&comp=wlnz](https://anzlaw.thomsonreuters.com/Search/AdvancedSearchPage.html?originUrlPath=%2FBrowse%2FHome%2FNewZealand160&transitionType=Default&contextData=(sc.Default)&comp=wlnz)
- Cases advanced search template:  
[https://anzlaw.thomsonreuters.com/Search/AdvancedSearchPage.html?originUrlPath=%2FBrowse%2FHome%2FNewZealand160%2FCases160&categoryPageUrl=Home%2FNewZealand160%2FCases160&transitionType=Default&contextData=\(sc.Default\)&jurisdiction=NZ-ALL&contentType=AUNZ\\_CASES&comp=wlnz](https://anzlaw.thomsonreuters.com/Search/AdvancedSearchPage.html?originUrlPath=%2FBrowse%2FHome%2FNewZealand160%2FCases160&categoryPageUrl=Home%2FNewZealand160%2FCases160&transitionType=Default&contextData=(sc.Default)&jurisdiction=NZ-ALL&contentType=AUNZ_CASES&comp=wlnz)
- Legislation advanced search template:  
[https://anzlaw.thomsonreuters.com/Search/AdvancedSearchPage.html?originUrlPath=%2FBrowse%2FHome%2FNewZealand160%2FLegislation160&categoryPageUrl=Home%2FNewZealand160%2FLegislation160&transitionType=Default&contextData=\(sc.Default\)&jurisdiction=NZ-ALL&contentType=AUNZ\\_LEGISLATION&checkboxSearchSelectionsKey=5605ABAA&comp=wlnz](https://anzlaw.thomsonreuters.com/Search/AdvancedSearchPage.html?originUrlPath=%2FBrowse%2FHome%2FNewZealand160%2FLegislation160&categoryPageUrl=Home%2FNewZealand160%2FLegislation160&transitionType=Default&contextData=(sc.Default)&jurisdiction=NZ-ALL&contentType=AUNZ_LEGISLATION&checkboxSearchSelectionsKey=5605ABAA&comp=wlnz)
- Secondary sources:  
[https://anzlaw.thomsonreuters.com/Search/AdvancedSearchPage.html?originUrlPath=%2FBrowse%2FHome%2FNewZealand160%2FSecondarySources160&categoryPageUrl=Home%2FNewZealand160%2FSecondarySources160&transitionType=Default&contextData=\(sc.Default\)&jurisdiction=NZ-ALL&contentType=AUNZ\\_ANALYTICAL&comp=wlnz](https://anzlaw.thomsonreuters.com/Search/AdvancedSearchPage.html?originUrlPath=%2FBrowse%2FHome%2FNewZealand160%2FSecondarySources160&categoryPageUrl=Home%2FNewZealand160%2FSecondarySources160&transitionType=Default&contextData=(sc.Default)&jurisdiction=NZ-ALL&contentType=AUNZ_ANALYTICAL&comp=wlnz)
- News & Current awareness advanced search template  
[https://anzlaw.thomsonreuters.com/Search/AdvancedSearchPage.html?originUrlPath=%2FBrowse%2FHome%2FNewZealand160%2FNewsCurrentAwareness160&categoryPageUrl=Home%2FNewZealand160%2FNewsCurrentAwareness160&transitionType=Default&contextData=\(sc.Default\)&jurisdiction=NZ-ALL&contentType=AUNZ\\_CURRENT\\_AWARENESS&comp=wlnz](https://anzlaw.thomsonreuters.com/Search/AdvancedSearchPage.html?originUrlPath=%2FBrowse%2FHome%2FNewZealand160%2FNewsCurrentAwareness160&categoryPageUrl=Home%2FNewZealand160%2FNewsCurrentAwareness160&transitionType=Default&contextData=(sc.Default)&jurisdiction=NZ-ALL&contentType=AUNZ_CURRENT_AWARENESS&comp=wlnz)
- Government & regulatory materials advanced search template  
[https://anzlaw.thomsonreuters.com/Search/AdvancedSearchPage.html?originUrlPath=%2FBrowse%2FHome%2FNewZealand160%2FGovernmentRegulatoryMaterials160&categoryPageUrl=Home%2FNewZealand160%2FGovernmentRegulatoryMaterials160&transitionType=Default&contextData=\(sc.Default\)&jurisdiction=NZ-ALL&contentType=AUNZ\\_GOVERNMENT\\_REGULATORY&comp=wlnz](https://anzlaw.thomsonreuters.com/Search/AdvancedSearchPage.html?originUrlPath=%2FBrowse%2FHome%2FNewZealand160%2FGovernmentRegulatoryMaterials160&categoryPageUrl=Home%2FNewZealand160%2FGovernmentRegulatoryMaterials160&transitionType=Default&contextData=(sc.Default)&jurisdiction=NZ-ALL&contentType=AUNZ_GOVERNMENT_REGULATORY&comp=wlnz)

# Searching using Boolean terms and connectors

Westlaw New Zealand 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 New Zealand 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 the Cases. When you click a link for a specific 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 and practice area you would like to search.

Search box

3 Type your search terms at the top of the page.

The screenshot displays the Thomson Reuters Westlaw interface. At the top, the navigation bar includes the Westlaw logo, 'Region: New Zealand', and user options like '12345', 'History', 'Folders', 'Favourites', 'Notifications', and 'Sign out'. A search bar is present with the placeholder text 'Enter terms, citations, databases, questions, anything ...'. Below this, the 'Content types' section is active, showing a list of categories: 'Cases', 'All Case', 'Latest C', 'Speciali', 'By Pract', 'Key Nu', 'Browse', 'Speci', 'LINX', 'NewsRo', and 'Tracker'. The 'Cases' category is selected, and a sub-search box is visible with 'Cases' and 'Search Cases' options. A red circle '1' highlights this search box. Below the 'Cases' category, there are links for 'Home', 'Cases', 'Add to Favourites', 'Set as start page', and 'Copy link'. A search prompt 'Search all Cases above or navigate to specific content below.' is shown. The 'Specialist Law Reports' section is expanded, showing 'Criminal Reports of New Zealand (CRNZ)', 'Employment Reports of New Zealand (ERNZ)', 'Environmental Law Reports of New Zealand (E', and 'Family Reports of New Zealand (FRNZ)'. A red circle '2' highlights the 'Criminal Reports of New Zealand (CRNZ)' link. Below this, the 'Cases by Practice Area' section is visible, with 'All Cases by Practice Area' and 'Administrative & Public Law' options. A second search bar is shown with 'Criminal Reports of N...' and 'Search Criminal Reports of New Zealand (CRNZ)'. A red circle '3' highlights this search bar. The main content area shows 'Home > Cases' and 'Criminal Reports of New Zealand (CRNZ) (2,430)'. It includes links for 'Add to Favourites', 'Set as start page', and 'Copy link'. A search prompt 'Search all Criminal Reports of New Zealand (CRNZ) above or navigate to specific content below.' is shown. The results section shows '1 - 100 >' and 'Sort: Date'. A list of results is displayed, with the first result being '1. R v Tahana', 'Court of Appeal - NZ - 30 September 2021 - [2021] NZCA 497 - (2021) 29 CRNZ 1002 - 2021 WL 4843833'. A 'Filter' section is visible with 'Select multiple' checked and an 'Apply' button. A 'Search within results' box is also present. The bottom navigation bar includes 'History', 'Folders', 'Favourites', and 'Custom Pa'.

# 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 under content types to quickly access current legislation
- 2 Navigate further by legislation type and status under All legislation
- 3 Browse by legislation title

# Browsing content: Secondary Sources

Westlaw provides several ways to retrieve secondary sources. The secondary sources collection includes commentary titles, law reviews and journals, and A to Z laws of New Zealand.

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 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.

The screenshot displays the Thomson Reuters Westlaw interface for New Zealand. The top navigation bar includes the Westlaw logo, the region 'New Zealand', and user account options like '12345', 'History', 'Folders', 'Favourites', 'Notifications', and 'Sign out'. A search bar is present with the placeholder text 'Enter terms, citations, databases, questions, anything ...'. Below the search bar, there are three tabs: 'Content types', 'Practice areas', and 'Tools'. The 'Content types' tab is active, showing a grid of categories: 'Cases', 'Legislation', and 'Secondary Sources'. The 'Secondary Sources' category is highlighted with a red circle and the number '1'. Under 'Secondary Sources', there are links for 'All Secondary Sources', 'Commentary', 'A to Z of New Zealand Law', 'Forms & Precedents', and 'Law Reviews & Journals'. Below this, there is a secondary navigation bar with 'Secondary Sources' selected in a dropdown menu and a search bar for 'Search Secondary Sources'. The main content area shows the 'Home' page for 'Secondary Sources', with options to 'Add to Favourites', 'Set as start page', and 'Copy link'. A search bar is also present with the text 'Search all Secondary Sources above or navigate to specific content below.' Below this, there is a list of sub-content types: 'Commentary', 'Encyclopedia', 'Law Reviews & Journals', and 'Workflows'. The 'Commentary' link is highlighted with a red circle and the number '2'. On the right side, there is a 'Tools & Resources' sidebar with a search bar and a list of links: 'Full Secondary Sources Library', 'Legislation', 'Forms & Precedents Finder', and 'International Materials'. The 'Full Secondary Sources Library' link is highlighted with a red circle and the number '3'.

# Document page

## Overview

The screenshot shows the Westlaw interface for a document. At the top, the Westlaw logo and navigation menu are visible. The search bar contains the text 'adv: 179(3) /5 "Employment relations act 2000"'. The document title is 'Buchanan v Chief Executive of the Department of Inland Revenue'. Below the title, there are tabs for 'Document', 'Negative Treatment (0)', 'History (4)', 'Citing References (15)', and 'Table of Authorities'. A 'KeyCite' alert is shown for the document. The document text includes the citation '[2006] NZSC 37' and the synopsis: 'Unsuccessful application by B for leave to appeal from decision in Court of Appeal ('CA') that CEDIR had justifiably dismissed B for accessing files of relatives; B argued CA justified dismissal by wrongly applying test of serious misconduct to facts and misinterpreted test for disparity of treatment'. A 'Classifications (1)' dropdown is shown below the synopsis. The 'Legislation Considered' section lists 'Employment Relations Act 2000 (NZ) s 103A, s 179(3), s 179(4), s 214(5), s 215'. A 'Case version' dropdown is open, showing options for '(2006) 18 PRNZ 79', '[2006] ERNZ 512', and 'Westlaw version'. A 'Full Screen' button is also visible.

**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.

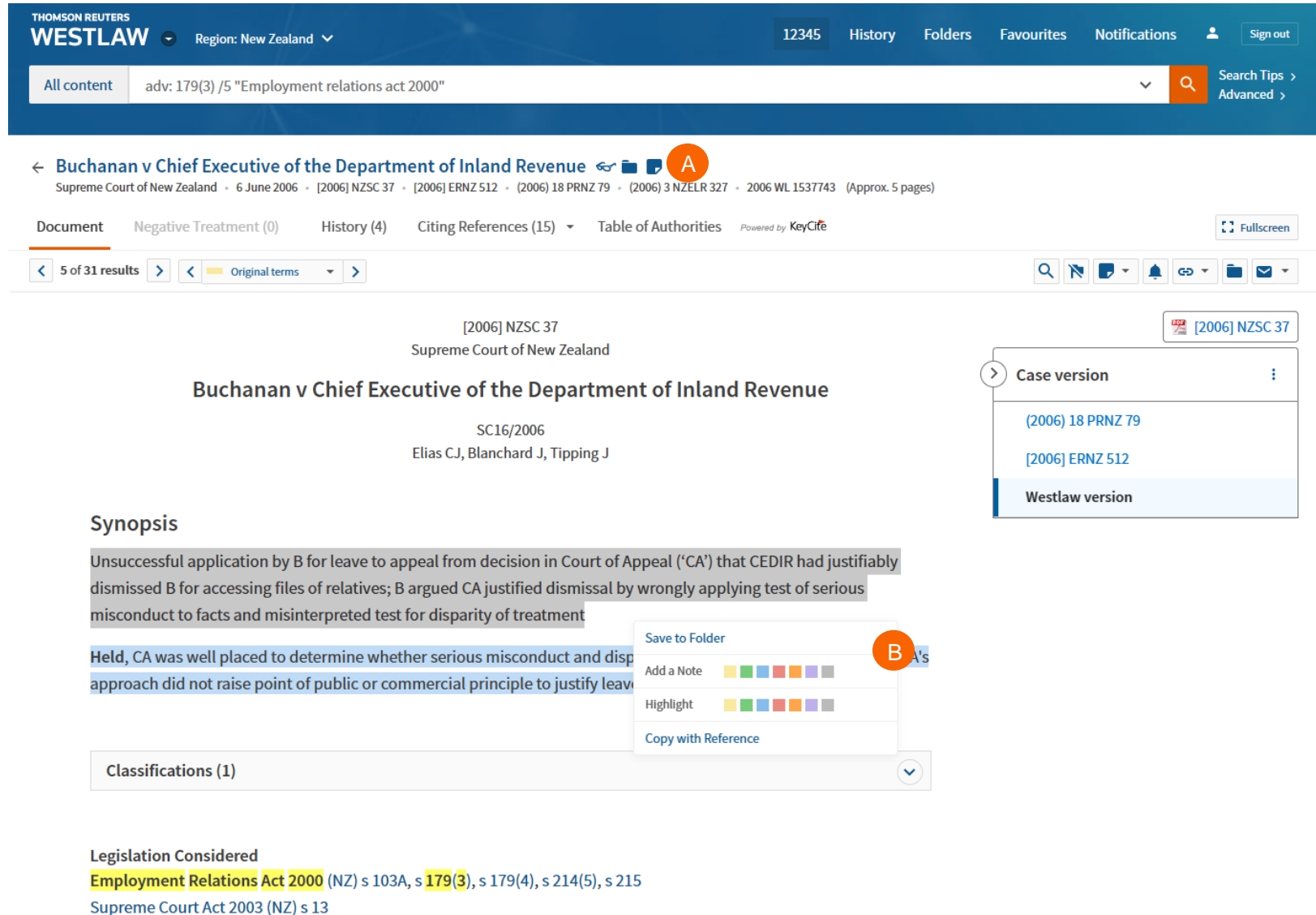
## A Research Icons

-  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 "Buchanan v Chief Executive of the Department of Inland Revenue". The page includes a search bar at the top with the query "adv: 179(3) /5 'Employment relations act 2000'". Below the search bar, there are navigation tabs for "Document", "Negative Treatment (0)", "History (4)", "Citing References (15)", and "Table of Authorities". The document is identified as "[2006] NZSC 37" from the "Supreme Court of New Zealand". The synopsis section contains the text: "Unsuccessful application by B for leave to appeal from decision in Court of Appeal ('CA') that CEDIR had justifiably dismissed B for accessing files of relatives; B argued CA justified dismissal by wrongly applying test of serious misconduct to facts and misinterpreted test for disparity of treatment". A "Selected Text Menu" is overlaid on the synopsis, showing options: "Save to Folder", "Add a Note", "Highlight", and "Copy with Reference". The "Classifications (1)" section lists "Employment Relations Act 2000 (NZ) s 103A, s 179(3), s 179(4), s 214(5), s 215" and "Supreme Court Act 2003 (NZ) s 13".


# 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.



## Synopsis

Unsuccessful appeal by SL against High Court ('HC') decision granting permanent name suppression to L; L, who faced District Court family violence charges concerning assaults on his partner and child, was arrested after fatally injuring his three-month-old baby; L received interim name suppression in HC for all charges, which continued by agreement between parties before sentencing, to address issues relating to L's victim and family; HC Judge declined all applications from media organisations, including SL, to film, take photos and record sound at L's sentencing, due to concern for victim's mother; L pleaded guilty to all charges and received sentence of four years five months' imprisonment; HC Judge made order permanently suppressing L's name without giving reasons; SL appealed against permanent suppression order; HC Judge issued subsequent minute setting out relevant background and stating that reason for suppressing L's name was to protect identities of victim and L's former partner and surviving child; SL



# 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.

THOMSON REUTERS  
**WESTLAW** Region: New Zealand 12345 History Folders Favourites Notifications Sign out

All content Enter terms, citations, databases, questions, anything ... Search Tips > Advanced >

**Stuff Ltd v R**  
Court of Appeal · 24 March 2021 · [2021] NZCA 86 · (2021) 29 CRNZ 658 · 2021 WL 1135621 (Approx. 8 pages)

Document Negative Treatment (2) History (0) **Citing References (25)** Table of Authorities Powered by KeyCite

KeyCite. **Citing References (18)** 1-18 Sort By: Depth: Highest First No items selected

**Content types**

- Cases 18
- Secondary Sources 7
- All Results 25

**Filter**

Select multiple

**Search within results**

Treatment	Title	Date	Type	Depth
<input type="checkbox"/> Treatment	<b>1. Dean v R</b> [2021] NZCA 293, CA ...K and V was inevitable and not excessive or greater than the circumstances warranted; on appeal D argued that the Judge erred in not following <b>Stuff Ltd v R [2021] NZCA 86 (Stuff)</b> where permanent suppression was affirmed because of undue hardship to the defendant's former partner and surviving daughter Held...	2 July 2021	Cases	■■■■
<input type="checkbox"/> Distinguished by	<b>2. Tovey v R</b> [2022] NZHC 3218, HC ...as I have set out above at [10], addressed a risk of identifying the complainants. Mr Alloway, in the written submissions, distinguished the case of <b>Stuff Ltd v R</b> , a case that has been referred to by counsel for Mr Tovey, on the basis the [13 <b>Stuff Ltd v R [2021]...</b>	1 Dec. 2022	Cases	■■■■
<input type="checkbox"/> Applied by	<b>3. R v JD</b> [2021] NZHC 994, HC ...would be likely to endanger their safety, with reference to their mental and psychological safety. Reliance was placed on the Court of Appeal's judgment in <b>Stuff Ltd v R</b> , which had been released on 24 March 2021, a week after the defendant had pleaded guilty.5 <b>Stuff Ltd v R [2021]...</b>	5 May 2021	Cases	■■■■
<input type="checkbox"/> Distinguished by	<b>4. R v T</b> [2022] NZHC 782, HC	13 Apr. 2022	Cases	■■■■

<b>Examined</b> ■■■■■	The citing case contains an extended discussion of the cited case, usually more than a printed page of text.
<b>Discussed</b> ■■■■	The citing case contains a substantial discussion of the cited case, usually more than a paragraph but less than a printed page.
<b>Cited</b> ■■■■	The citing case contains some discussion of the cited case, usually less than a paragraph.
<b>Mentioned</b> ■■■	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, region selection (New Zealand), 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 ...'. Below the search bar, the document title 'Stuff Ltd v R' is shown, along with its court and date information: 'Court of Appeal - 24 March 2021 - [2021] NZCA 86 - (2021) 29 CRNZ 658 - 2021 WL 1135621 (Approx. 8 pages)'. A horizontal menu offers various document views: 'Document', 'Negative Treatment (2)', 'History (0)', 'Citing References (25)', and 'Table of Authorities'. A 'Fullscreen' button is also visible. On the right side, a vertical toolbar contains icons for search, print, and download. A dropdown menu is open, showing options for 'Email', 'Print', and 'Download'. A modal window titled 'Download This Document' is overlaid on the page, showing a 'Format' dropdown menu set to 'Word Processor (RTF)'. The modal has 'Download' and 'Cancel' buttons at the bottom. A red circle 'A' is placed over the 'Download' button in the toolbar, and a red circle 'B' is placed over the 'Format' dropdown in the modal.

# 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.

The screenshot shows the 'Folders' page in Westlaw. On the left, there is a sidebar with 'MY FOLDERS' containing 'Alex's Research' and 'Joinder Research - High Court'. Below this is a 'Filter results' section with a search box and a 'Select multiple' toggle. The main area displays the 'Joinder Research - High Court' folder, which is due on 30 September. It contains a list of documents with columns for 'Title', 'Content', and 'Date Added'. The first document is 'Buchanan v Chief Executive of the Department of Inland Revenue' (Cases, 28 Jul 2022) and the second is '4.2 Plaintiff' (Secondary Sources, 20 Sep 2021). A 'TIP' callout box is overlaid on the right side of the document list.

**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.

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

# 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

What's new on Westlaw? Show less Show more

THOMSON REUTERS  
**WESTLAW** Region: New Zealand

12345 **History** Folders Favourites Notifications Sign out

Enter terms, citations, databases, questions, anyti

Content types Practice areas Tools

**History** View all

**Recent clients**

12345

All

Searches

Documents

Other

**Stuff Ltd v R** 30/10/2023 - 12:01 PM  
Court of Appeal - 24 March 2021 - [2021] NZCA 86

**mantrap (2)** 30/10/2023 - 11:27 AM  
Cases - Plain Language - All New Zealand

**Citing References** 30/10/2023 - 11:22 AM  
Stuff Ltd v R - [2021] NZCA 86

**Citing References** 30/10/2023 - 11:21 AM  
Stuff Ltd v R - [2021] NZCA 86

**Buchanan v Chief Executive of the Department of Inland Revenue** 30/10/2023 - 11:18 AM  
Supreme Court of New Zealand - 6 June 2006 - [2006] NZSC 37

Folders **History**

Documents

Searches

All History

Date

Last 30 Days

Filter results

Keyword

🔍

Select multiple

Apply

Client ID +

Event +

## History: All History

📄

Event	Description	Date/Time	Client ID
Document View	Stuff Ltd v R Court of Appeal - 24 March 2021 - [2021] NZCA 86	28 Jul 2022 15:16	12345
KeyCite	Citing References Stuff Ltd v R - [2021] NZCA 86	28 Jul 2022 15:05	12345
Document View	Stuff Ltd v R Court of Appeal - 24 March 2021 - (2021) 29 CRNZ 658	28 Jul 2022 15:02	12345
KeyCite	Citing References Costain v The Warehouse Ltd - [2012] NZERA Christchurch 119	28 Jul 2022 15:02	12345
Document View	Costain v The Warehouse Ltd Employment Relations Authority, Christchurch - 19 June 2012 - [2012] NZERA Christchurch 119	28 Jul 2022 15:02	12345
KeyCite	Citing References Buchanan v Chief Executive of the Department of Inland	28 Jul 2022 15:01	12345

» Related Links

Alerts History

View this history

Alert 24 & News Bulletins

Government & Regulatory Materials

Inland Revenue - Te Tari Taake

# 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 interface. At the top, there is a navigation bar with 'THOMSON REUTERS WESTLAW' and 'Region: New Zealand'. A search bar is present with the text 'Enter terms, citations, databases, questions, anything ...'. The main content area is divided into a left sidebar and a main panel. The sidebar contains 'Alerts' and 'Newsletters' tabs, a search bar, an 'Alert Type' menu with options like 'All', 'WestClip', 'KeyCite', and 'Publication Alert', and 'Alert Groups' with options like 'Active' and 'Client IDs'. The main panel displays a list of alerts, including 'Bryson v Three Foot Six Ltd', 'Cases - Meridian Energy', 'News & CA', and 'News - Meridian Energy'. Callouts A, B, C, and D are placed over the interface to indicate key actions: A points to the 'Notifications' and 'Alerts' tabs; B points to the 'Create Alert' button; C points to the 'Alert Type' menu; and D points to the 'Newsletters' tab.

# Preferences

You can customise 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.

