


Westlaw NZ

Setting up your own Alerts

The Alert feature will ensure you are kept up to date with enhancements and developments on legal topics.

The  icon indicates that an Alert can be set on the current search or selected items from the Table of Contents. Alerts that you set up will result in an email to you, letting you know about new or changed information. The email will contain a link to the full document

To set up Alerts in WLNZ, you need to be logged in with a OnePass Login. Log on to the service at <http://www.westlaw.co.nz>. Enter your Username and Password then click Sign In.


You can set up Alerts to -

- Alert 24 - A subscribed product called Alert 24 (your organization may or may not subscribe to Alert 24 topics) – see News and Current Awareness in the left pane. Alert 24 is designed to provide users with information about legislative changes such as the introduction of a new bill, or when a bill has been passed, new case law that's been added to WLNZ, and key press releases.
- A search that you have already run, and which you want to run regularly in the future to receive updated information for the same search - Individual Alert
- You cannot set up an alert to tell you when a specific section of legislation has been updated, or when a precedent is updated (the relevant Alert 24 and the What's New will contain that information)

Examples of the types of things you might want to be alerted to are -


- Upcoming changes to a specific act or regulation
- Case law about specific topics (eg an employment lawyer wanting to be kept up to date with all new cases involving the topic of bullying)
- A case you are interested in when it appears in the WLNZ databases
- Instances of a case you have acted in being cited by subsequent cases
- New tariff/guideline sentencing cases.

Alert 24

1. This is setting up an alert to a daily email news service that your organization already subscribes to.
2. From the left pane, click the search template called News and Current Awareness (if there isn't one, that means your organization doesn't subscribe to it)
3. Click the plus symbol beside Alert 24 at the foot (you'll see a list of the ones you can access and also a search template will appear)
4. Click the box(es) to the left of the Alert 24 you're interested in, then click the  **Alert icon** in the left pane
5. WLNZ will generate an alert for you – into the options that appear, enter a name for the alert, change frequency and time if required, your email address should appear automatically, choose how much information you want to see in the email, then click on Save Alert
6. Your alert is added to "My Alerts", available from the dark blue toolbar near the top of screen. From there, you have full control of that alert (see the options under "actions")

Note: Legal Product Watch Alert 24 covers all legal products. This is a free product that comes with a sub to any of the legislation products. If you don't already have this, please request it from your Account Manager.

Individual Alerts for upcoming Legislation Changes

1. On home page, from the left click Legislation and Commentary
2. Into the Legislation Title field enter the name of the legislation you want to keep track of (eg Resource Management Act 1991)
3. Near the foot of the search template, deselect "law in force" and select "prospective law"
4. Result screen will indicate upcoming, assented, legislative changes.
5. To set up for that search to run regularly, to check for further such changes, click the  Alert icon.
6. From the **Customise your Alert** page, enter an Alert Name and Email Address and select your preferred delivery options. Click Save Alert.

Note: If a change is being made, that is scheduled to come into force within 21 working days of receipt of the amending authority, a "future version" tab will not appear. For completeness, users should also check the history note within the section of legislation there are looking at, where such changes will be referred to.

Customise your Alert

Manage this Alert

Alert Name:

Client ID (optional):

Frequency of Alert:

Select time:

Timezone:

Email Address:

Note: Separate multiple addresses with semicolons.

Show excerpt of item:

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

Email Format:

Email even when no results returned: Yes No































Scheduled: Yes No

This will display the **My email alerts** page with a list of all your current alerts including your newly created alert, these are held in "My Alerts", which is located at the top of your home page.


My Email Alerts

Would you like to receive all your organisational alerts in one email? [Consolidate Org. Alerts](#)


Search: Display: Show / Hide ▾

Alert Type	Alert Name	Clientid	Frequency	Actions	Date Created	Status
Individual	Alert24 - Bankruptcy & Insolvency		Daily	     	04/07/2016	Active
Individual	"good faith" /7 breach		Weekly	     	11/08/2016	Active
Individual	"forum non conveniens" china high court rules		Daily	     	04/11/2016	Suspended
Individual	Alert 24- Legislation		Daily	     	06/12/2016	Active
Individual	Whats New- Child Law		Daily	     	19/01/2017	Active


Case Law Alert – Legislation

1. Open cases search template
2. Into the “Legislation Cited – Title” field enter the name of an act eg Intelligence and Security Act 2017 – only one case appears
3. Click the  **Alert icon** to set up a regular alert to find more cases as they come out

Case Law Alert – Topic

1. You can use existing legal classifications to search, or you can construct your own search:
2. Classifications – into the classification field, enter one of the following examples:
3. noise excessive or privacy – information matching
4. Construct your own search – eg "health and safety" /10 breach! "company vehicle"
5. Run search
6. Click the  **Alert icon** if you want to set up an alert for further searches.

Case Law Alert – specific case

1. Case law search – into the Cases Cited (Title) field enter McIntosh v Fisk – search
2. To set up that search to run regularly, to check for further cases that have cited that case, click the Alert icon , customise your alert and save.
3. Using the same case, enter the various citations for the case into the Cases Cited (Citation) field – “2015 nzca 247” or “2015 22 prnz 609” (if it was just one of those citations, you wouldn’t need speech marks, but since there are two you do, to differentiate them as different to the system) – search
4. To set up that search to run regularly, to check for further cases that have used that citation, click the  **Alert icon** symbol, complete the relevant gaps and choose “save alert”

Alert to a general topic


1. From home page, change the Browse view to “content type”
2. Tick the boxes beside the products you wish to include in your search – eg For a search on a topic such as privacy /20 “social media” you may wish to include: HR Reports, HR cases, Australian Law Reports, HR Law, Journals (all), A-Z of NZ Law, News & Current Awareness
3. Enter the terms you wish to search for into the free text search, run the search, from the search results page click the  **Alert icon** to create an individual alert.

Table of Contents Alert

It is not possible to set up an alert for a *What’s New*. For any titles that don’t have a + symbol beside them, it is *not* possible to set up an alert - see below.

