# Westlaw New Zealand

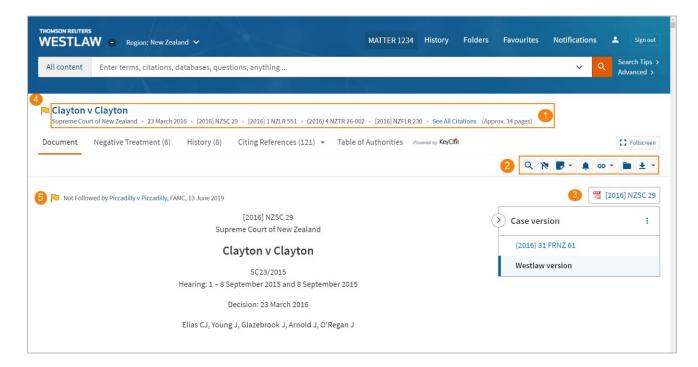
## Case Law Guide

The following guide outlines the case document features and provides an overview of the case analysis information.

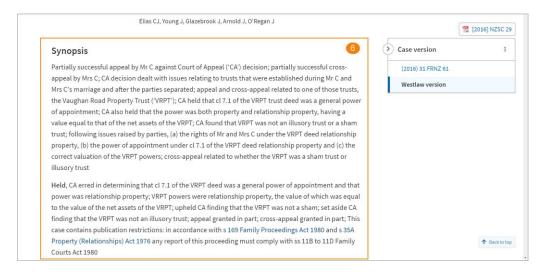
- Case Document Display
- KeyCite Tabs
- KeyCite Alert

### Case Document Display

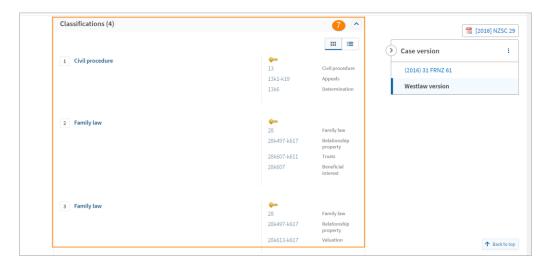
- 1. **Case Information**: Includes party names, case title, court, date, and parallel citations.
- 2. Functional tools and delivery options: Includes document search, KeyCite flag toggle, annotations tools, alert, copy, save, print, download.
- 3. The PDF imaged judgment: Provides reported and unreported court ready versions.
- 4. **KeyCite Flags**: Alert you to negative references or litigation history that may impact the document's validity. When applicable, a description and a link for the most negative treatment is available at the top left beside the case title.
- 5. **Most Negative Treatment**: If a case or administrative decision has a <u>red</u> or <u>yellow</u> flag, the most negative treatment is displayed next to the flag at the top of the document.
  - o A yellow flag warns that the decision has some negative history but has not been reversed or overruled.
  - o A red flag warns that the case may not be good law, indicating that the decision has been reversed or overruled.



6. **Case Synopsis:** To access the case synopsis scroll down the page. The synopses state the outcome of the decision, the pertinent facts, and arguments of the case.



7. **Key Number Classifications:** Further down the page the Key Number Classifications outline the key legal concepts or principles of the case. Key Number Classifications can be displayed in either a linear or tabular view by selecting the list or grid icons on the right-hand side.

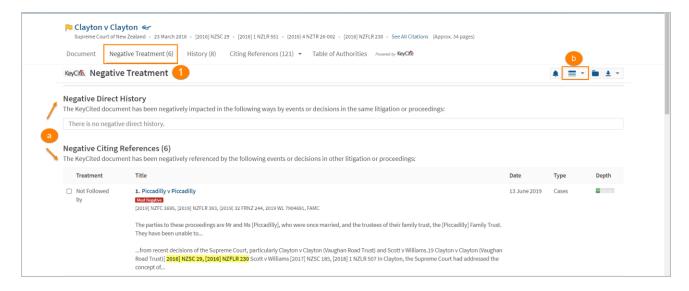


8. Case information such as party names and legal representatives, words and phrases judicially consider are located further down in the case.

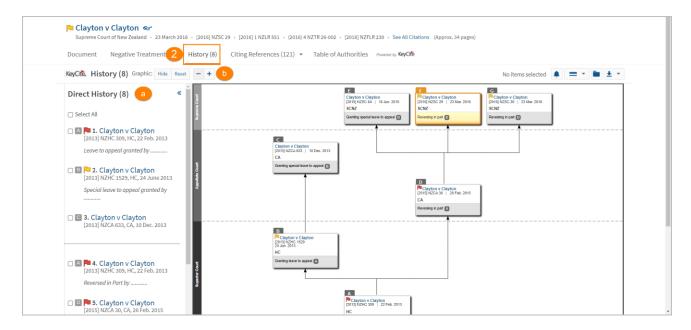


#### KeyCite Tabs

- 1. The **Negative Treatment tab** displays negative direct litigation history and citing references for the case.
  - a. The **Negative Citing References** are listed by most negative treatment, indicated by the bars in the Depth column.
  - b. To view where the citing references discuss this case, set the display information to <u>most</u> and click on the highlighted hyperlink to read further.

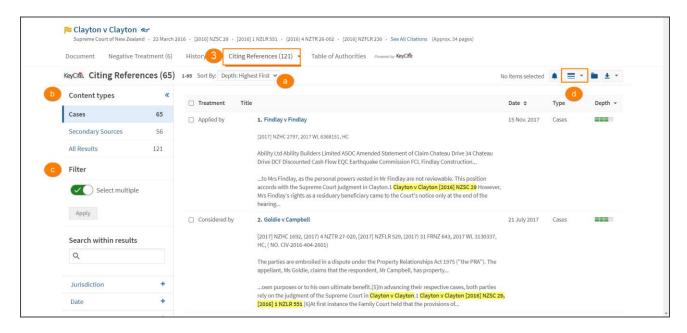


- 2. The **History tab** displays the **direct history** of the case and related proceedings.
- a. **Direct History:** Displays the litigation history in list format on the left and as a graphic on the right.
- b. Select hide to remove the graphical display and use the and + icons to zoom in and out.



- 3. The Citing References tab displays a list of cases, administrative materials, secondary sources, briefs, and other court documents that cite the case.
  - a. Sort By: Options include depth of treatment, date, or court.
  - b. Content types: Filter by content (e.g., cases or secondary sources).

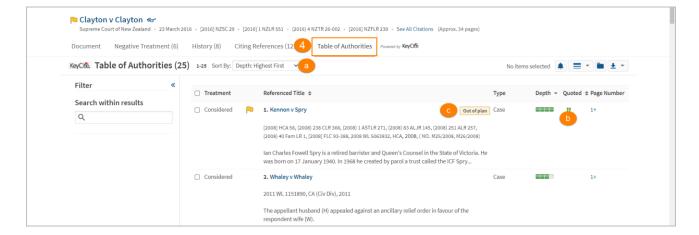
- c. Filter: Filter by jurisdiction, treatment or reported status, or date.
- d. **Display:** Select <u>most</u> to display where the case is mentioned in the citing references. Click the highlighted link to view the case.



**KeyCite Depth of Treatment bars** indicate the extent to which a citing case, administrative decision, or brief discusses the cited case.

Examine	Examined – the citing case, administrative decision, or brief contains an extended discussion of
	the cited case, usually more than a printed page of text.
Discussed	<u>Discussed</u> – the citing case, administrative decision, or brief contains a substantial discussion of
	the cited case, usually more than a paragraph but less than a printed page.
Cited	<u>Cited</u> – the citing case, administrative decision, or brief contains some discussion of the cited case,
	usually less than a paragraph.
Mention	Mentioned – the citing case, administrative decision, or brief contains a brief reference to the cited
	case, usually in a string citation.

- 4. The Table of Authorities tab displays a list of cases determined as authoritative by the case.
  - a. Sort By: Options include alphabetical or depth of treatment.
  - b. A direct quotation is denoted by green quotation marks.
  - c. Cases that are not included in your subscription will show as 'Out of Plan' and will incur a fee to view.

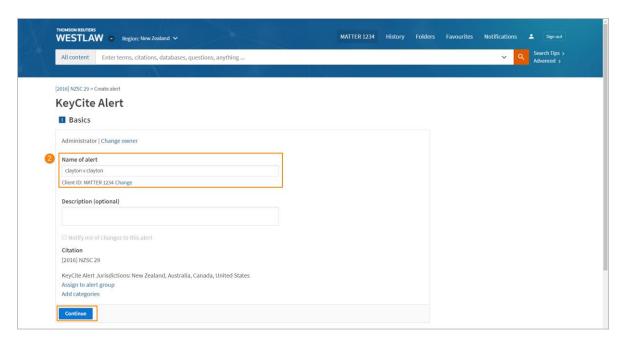


#### KeyCite Alert

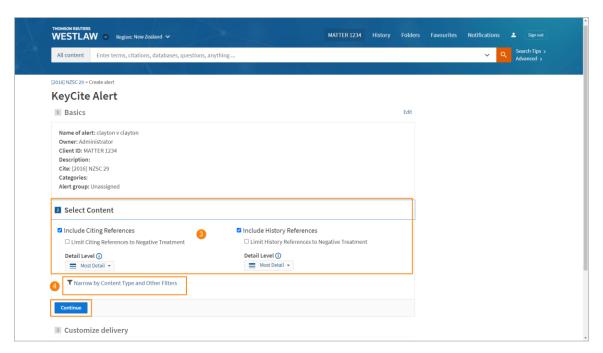
KeyCite Alerts can be used to notify you of any subsequent citing references or changes to the litigation history of the case e.g. case is referenced in journal or commentary, case status changes.

#### To create a KeyCite Alert

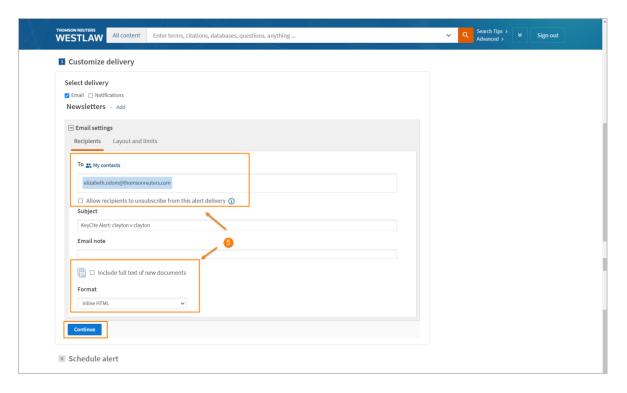
- 1. From the case document select the alert bell.
- 2. Name your alert and click continue.



- 3. Tick the checkboxes to be notified to Citing References, History References, or both. There is also an option to tick the checkboxes below, 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. Once you have filtered, click Save, and then click Continue.

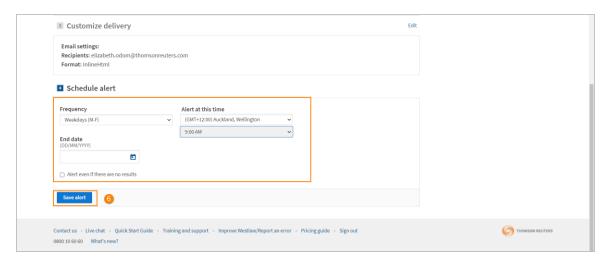


5. **Customize delivery:** Enter the email address you would like the Alert to be emailed to. You can tick the checkbox to include full text of new documents, and change the format, i.e., Word, RTF, PDF, or HTML, and then click **Continue**.



6. Schedule alert: Change the frequency of the alert and the time to be emailed. It is recommended to change the time zone to your own area. Save the alert.

For further information on customising your alerts, please see Westlaw New Zealand Guide – Managing Alerts.



#### Looking for more information?

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For assistance using Westlaw New Zealand, email <a href="https://support.thomsonreuters.co.nz/product/new-westlaw-new-zealand">https://support.thomsonreuters.co.nz/product/new-westlaw-new-zealand</a>

