



## Creating Alerts

Use Alerts to stay up to date via email notifications regarding enhancements and developments related to a practice area, a specific case or research that is relevant to you.

There are four ways to use the Alerts feature in Westlaw:

- Create an [Alert 24 email notification](#) to receive the latest details on legal and regulatory developments in a key area of practice.
- A [WestClip Search Alert](#) can be created from a search, notifying you of any new content added to Westlaw that matches your search criteria.
- [KeyCite Alerts](#) notify you of any subsequent citing references or changes to the litigation history of a case.
- Create a [Publication Alert](#) to receive the latest updates from a publication.

## Create an Alert24 email notification

Thomson Reuters 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 New Zealand to access archived articles.

Alert24 includes an overview of legislative changes case summaries for selected cases including links to those cases, and any key press releases. Updates to information in the commentary products and Forms & Precedents publications are also included.

To start receiving an Alert24 by email:

1. After logging into Westlaw, click **Notifications** then choose **Alerts**.

The screenshot shows the Westlaw New Zealand user interface. At the top, there is a navigation bar with 'Thomson Reuters Westlaw New Zealand' on the left and '1234 History Folders My links Notifications Sign out' on the right. The 'Notifications' menu is highlighted with a red box and a red circle with the number '1'. A dropdown menu is open, showing 'Alerts' (with a bell icon) and 'Preferences' (with a gear icon), both also highlighted with red boxes. Below the navigation bar is a search bar with the placeholder text 'Enter terms, citations, databases, questions, anything ...'. Below the search bar is a horizontal menu with 'Content types', 'Practice areas', 'International', 'My content', and 'Tools'. Below this menu are three columns: 'Cases' (with 'All Cases' below it), 'Legislation' (with 'All Legislation' below it), and 'Secondary Sources' (with 'All Secondary Sources' below it).

2. Click **Create Alert**. From the list choose **Publication Alert**.

3. Give your alert a name – [ege.g](http://ege.g). “Alert 24 - Local Government” this will help you recognise it when it comes into your emails. Click **Continue**.

4. Click onto Alert24 & News Bulletins 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**.

2 **Select content**

Content types
Practice areas
International
Favourites

Content types

|  |                          |  |  |
|--|--------------------------|--|--|
| <a href="#">All Cases</a>              | <a href="#">LIX</a>      | <a href="#">All Secondary Sources</a>      | <a href="#">Alert 24 &amp; News Bulletins</a>  |
| <a href="#">Latest Cases</a>           | <a href="#">NewsRoom</a> | <a href="#">Commentary</a>                 | <a href="#">Inland Revenue - Te Tari Taake</a> |
| <a href="#">Specialist Law Reports</a> |                          | <a href="#">Books</a>                      |  |
| <a href="#">By Practice Area</a>       |                          | <a href="#">Forms &amp; Precedents</a>     |  |
|  |                          | <a href="#">Law Reviews &amp; Journals</a> |  |

**Your selections:**

2 **Select content**

Content types
Practice areas
International
Favourites

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

**Your selections:**

[Alert 24 - Local Government](#)

Continue

Note: You can choose only one Alert 24 topic at a time. To create an email alert to multiple topics, create an Alert Newsletter. Click here for further guidance.

5. Customise Delivery: Enter the email address you would like the Alert to be emailed to.

- **Format:** By default, your Alert 24 will be delivered as a Word attachment. If you prefer not to have this attachment, from the foot of this step, choose the “inline html” option so the information is displayed within the email itself rather than an attachment (this setting is the common preference for most users).

Note: Word and PDF Documents can be delivered as a single merged file. You may wish to select Multiple files (ZIP)

- **What to deliver:** By default, new and existing alerts are set to "List of items". Selecting "Documents" allows users to read a larger volume of text in the alert email without needing to click on a list of items and log on to Westlaw. Click **Continue**.
- **Note:** Excludes NewsRoom content. Royalty agreements limit our ability to support full text document format on this third-party content.

Note: You can only set up alerts for content that your organization subscribes to. To check what is included in your subscription, click the profile icon and then subscription

Note: Tick "Include out-of-plan documents" **only** if you are happy to pay the charge for each out of plan document included in the alert. No further warning on individual out of plan documents in the alerts will be received.

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

**4 Schedule alert**

**Frequency** 6

Weekdays (M-F)
▼

**Alert at this time**

(GMT+12:00) Auckland, Wellington
▼

9:00 AM
▼

7

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

📅

Alert even if there are no results

Save alert

8. 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.

## Create a WestClip Search Alert

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

Thomson Reuters Westlaw New Zealand

1234 History Folders My links Notifications Sign out

All content adv: "health and safety" /s breach! AND "company vehicle" 1

Content types Filters

Content type: Cases (19) 2

Select multiple filters

Restore previous Clear

Apply

Search within results

Jurisdiction +

Date +

Reported Status +

Practice Area +

Cases (19)

1 - 19 Sort: Date

Select all items No items selected

Alert Bell 3

1. Ford v Henry Brown and Company Ltd

Employment Relations Authority · NZ · 29 November 2023 · [2023] NZERA 716 · 2023 WL 8354661

Brendan Ford was employed by Henry Brown and Company Limited (HBCL) as a project manager in November 2021. Mr Ford's employment was terminated by HBCL on 3 October 2022. Mr Ford disputed...

...disadvantaged by HBCL in relation to allegations HBCL had: (i) Breached its duty to provide Mr Ford a work environment free from health and safety risks; and (ii) Breached its duty of good faith to...

...for loss of benefit of continued private use of his company vehicle? (d) If any remedies are awarded, should they be reduced...

2. Bhojwani v Baker Property Services Ltd

4. Enter a Name for your alert - this will appear in the subject field of your email – and click **Continue**.

### WestClip alert

1 Basics

Administrator | [Change owner](#)

Name of alert\* 4

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

Client ID: 1234 [Change](#)

Description (optional)

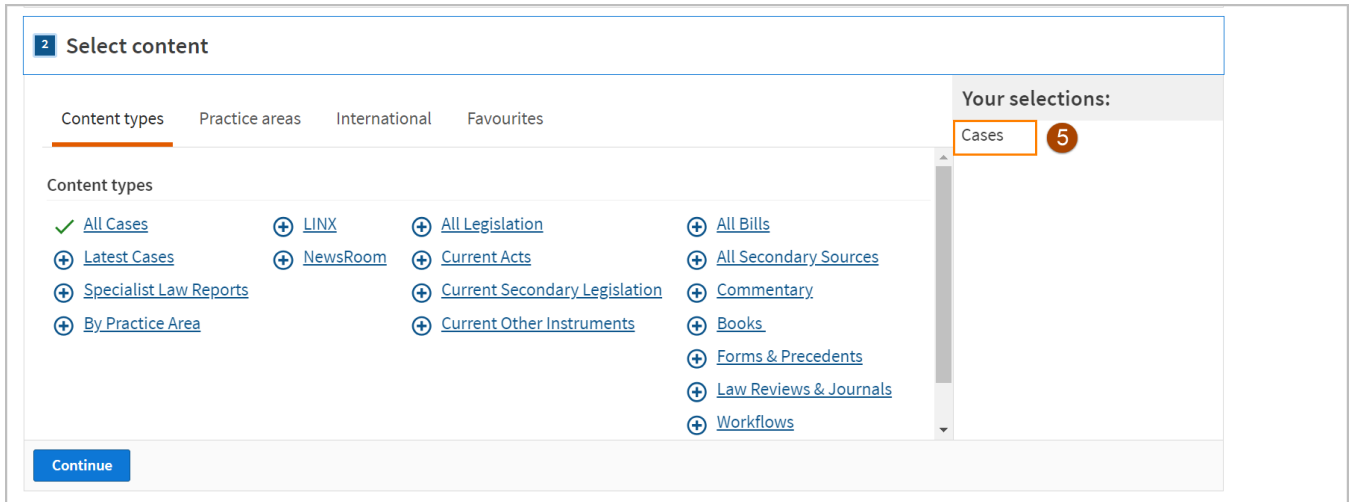
Notify me of changes to this alert

[Assign to alert group](#)

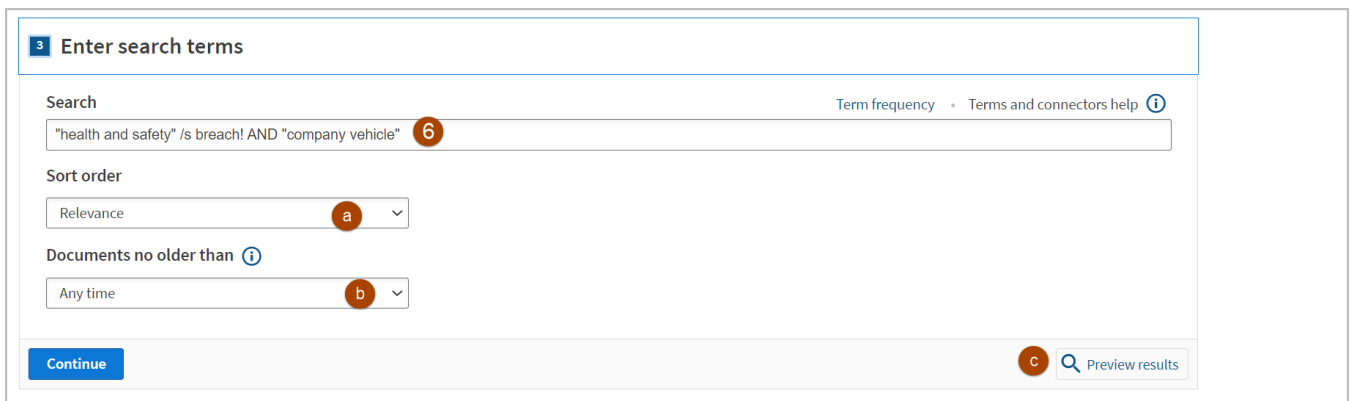
[Add categories](#)

Continue

5. In the Select Content section, the content type you refined by will be pre-selected. You can add additional databases and practice areas if required. Press **Continue**.



6. Your search terms will pre-populate in the search field.
  - a. **Sort Order** by 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**.



7. Add the recipients' email addresses and required preferences for format, delivery, and detail level, and then click **Continue**.

4 Customise delivery

**Select delivery**

Email 
  HTML 
  XML 
  RSS 
  Portal 
  History only 
  Notifications

Portal option

Newsletters · Add

**Email settings**

Recipients    Layout and limits

---

To My contacts

7 elizabeth.odom@thomsonreuters.com

**Subject**

WestClip alert: "health and safety" /s breach! AND "company vehicle"

**Email note (optional)**

**Format**                      **Number of items**

Inline HTML

500

**What to deliver**

List of items  
 Documents

**Detail level**

Most detail

Preview results

+ Other settings (HTML, XML, RSS, Portal, History only)

Continue

8. Select the frequency and time(s) of the alert, then click **Save Alert**.

5 Schedule alert

**Frequency**                      **Alert at these times**

Weekdays (M-F)

(GMT+12:00) Auckland, Wellington

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

📅

Alert even if there are no results

AM  12  1  2  3  4  5  6  7  8  9  10  11

PM  12  1  2  3  4  5  6  7  8  9  10  11

Save alert 8



- 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.

The screenshot displays the 'Alerts' section of the Westlaw interface. On the left, there is a sidebar with 'Alerts' selected, showing a search bar and a table of alert types. The main area shows a list of alerts with a detailed view of one alert selected.

| Alert Type        |     |
|-------------------|-----|
| All               | 525 |
| WestClip          | 203 |
| KeyCite           | 89  |
| Publication Alert | 233 |

| Alerts   |   |
|--|---|
| 1-20 of 103 > >>   |   |
| <input type="checkbox"/> Select all items · No items selected  |   |
| <input type="checkbox"/>   | <b>"health and safety" /s breach! AND "company vehicle"</b> <span style="float: right;">Edit Alert · History</span> |
| Last Update: none · Next Update: 15 October 2024 09:00 · Client ID: 1234 · Owner: Administrator<br>Search: "health and safety" /s breach! AND "company vehicle"<br>Content: Cases<br>Alert even if there are no results: OFF<br><input checked="" type="checkbox"/> Email Recipients (1) |   |

## KeyCite Alert

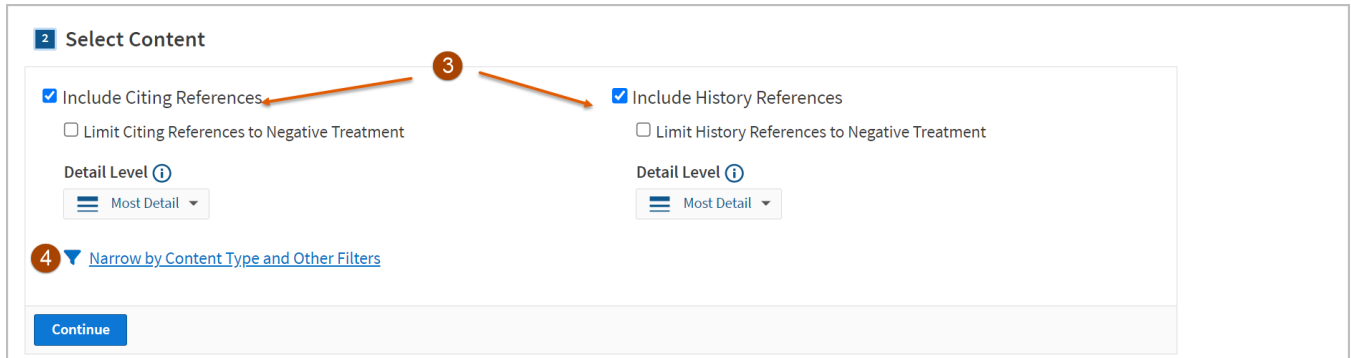
1. In the case document you are viewing, select the **alert bell**.

The screenshot shows a legal case document titled "Stumpmaster v WorkSafe New Zealand" from the High Court of Auckland. The interface includes a navigation bar with options like "Document", "Negative Treatment (0)", "History (7)", "Citing References (277)", and "Table of Authorities". A toolbar on the right contains various icons, with the alert bell icon highlighted by a red box and a red circle containing the number "1". The document content includes case details such as "[2018] NZHC 2020", "CRI-2018-404-39", and a "Synopsis" section describing unsuccessful appeals against penalties under the Health and Safety at Work Act 2015.

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 KeyCite. The form is titled "KeyCite Alert" and has a "Basics" tab selected. The "Name of alert\*" field is highlighted with a red box and a red circle containing the number "2". The text entered in this field is "Subsequent cases citing Stumpmaster v WorkSafe New Zealand". Other fields include "Description (optional)", "Citation" ([2018] NZHC 2020), and a "Continue" button at the bottom.

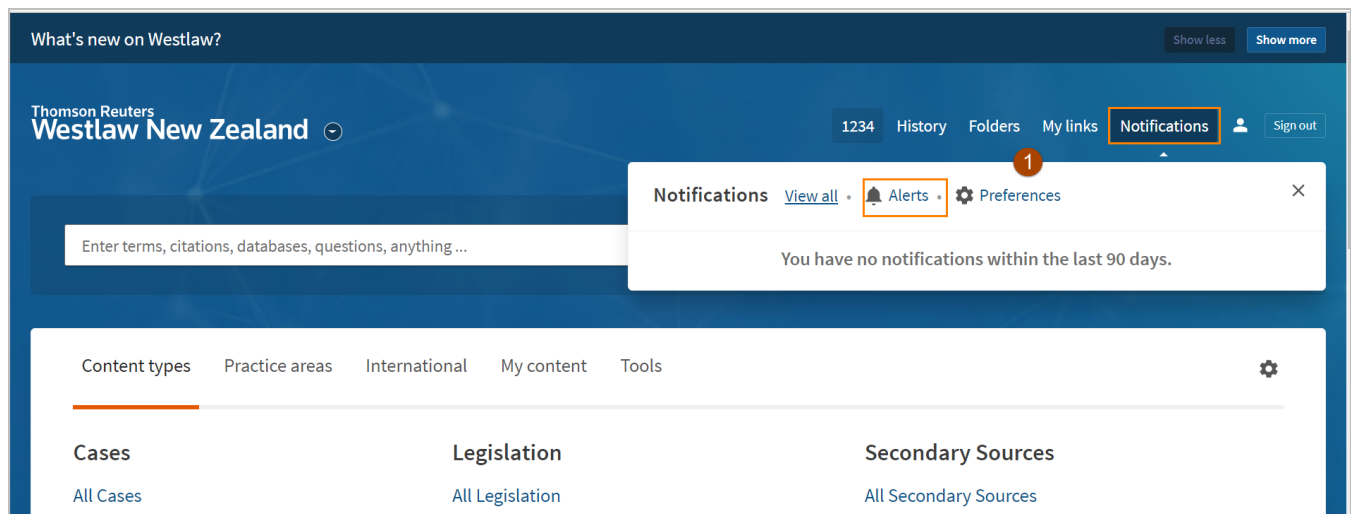
3. Tick the checkboxes to be notified to Citing References, History References, or both. There is also an option to limit results to Negative Treatment only.
4. Select Narrow by Content Type and Other Filters to narrow the citing references by content type or a specific publication, this is an optional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



5. Add the email address of the recipients. You also have the option to include full text of new documents by selecting the checkbox. Once the email addresses have been added, click **Continue**.
6. Schedule your alert to a specific time and frequency, then click **Save Alert**.
7. Once the alert has been saved, you will be taken to the Alerts page where you can edit the alert or return to the case document.

## Publication Alert

1. From the Westlaw New Zealand homepage, Click **Notifications** then choose **Alerts**.



2. Click **Create Alert**. Select **Publication Alert** from the drop-down list.

Thomson Reuters Westlaw New Zealand

1234 History Folders My links Notifications Sign out

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

Notifications Alerts

Alerts Newsletters Reports

Search alerts

Alert Type

|          |     |
|----------|-----|
| All      | 525 |
| WestClip | 203 |

Alerts

Create Alert Alerts History Create Newsletter Settings

WestClip

KeyCite 2

Multiple KeyCite Alerts

Publication Alert

1-20 of 103 >

Select all items

"Air New Zealand" New Based on Selected Alert

Last Update: 15 October 2024 09:00 Client ID: MATTER 1234 Owner: Administrator

Edit Alert History

- Name your alert something that is meaningful for you as this is what will appear in the subject of your email notification.

Publication Alert

1 Basics

Administrator | [Change owner](#)

Name of alert\*

New Zealand Herald

Client ID: 1234 [Change](#)

Description (optional)

Notify me of changes to this alert

[Assign to alert group](#)

[Add categories](#)

Continue 3

- Select from subscribed publications to create an alert and click **Continue**.

2
Select content

Content types   Practice areas   International   Favourites

Canberra Times

Courier-Mail

Daily Telegraph

**Top New Zealand Newspapers**

Dominion Post

New Zealand Herald

**All Newspapers**

Sunday Telegraph

Sun-Herald

Sydney Morning Herald

Press

Sunday Star-Times

Waikato Times

**Your selections:**

New Zealand Herald

Continue
4

5. 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. 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
7. 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.

## Looking for more information?

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

For technical assistance, call the help desk on 0800 10 60 25

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

To request training, click <https://support.thomsonreuters.co.nz/request-training>

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