

THOMSON REUTERS

WESTLAW™

INTERNATIONAL MATERIALS ON WESTLAW – US **USER GUIDE**

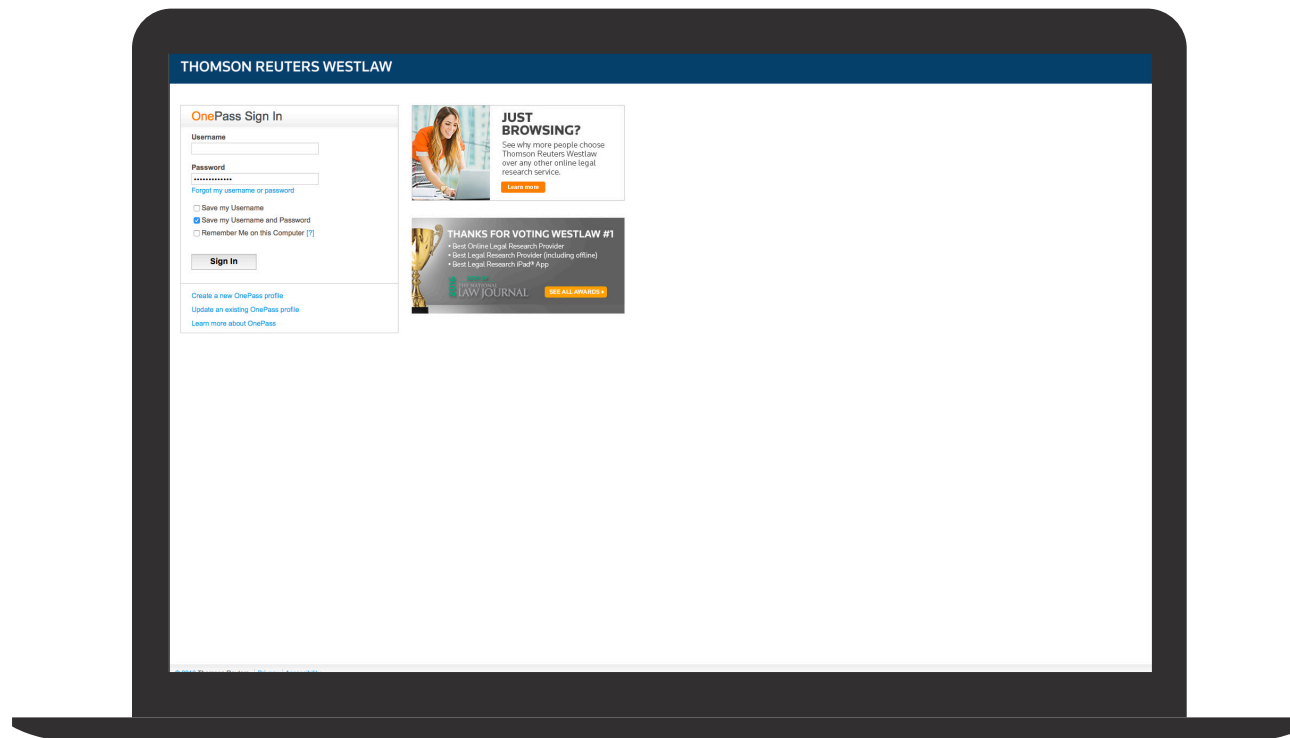


- > Getting started
- > Finding resources
- > Search
- > Document Display
- > Personalisation
- > Icons

Getting started

Logging in:

- Go to next.westlaw.com to sign in with your OnePass username and password
- Enter your Client ID



Finding resources

- Access your folders, recent history, favorites and alerts
- Update your personal settings
- Access your custom pages from the home page
- Browse all content, federal materials, state materials, practice area and access tools
- Search across 28,000 databases with the Global Search Box

The screenshot displays the Westlaw website interface. At the top, there is a dark blue header with the Thomson Reuters logo and the word "WESTLAW" in white. To the right of the logo is a search bar with the placeholder text "Enter terms, citations, databases, anything ...". Further right, there is a dropdown menu set to "All Federal" and an "Advanced" search button. Below the header, the main content area is divided into several sections. On the left, there is a "Browse" section with a grid of navigation links categorized under "All Content", "Federal Materials", "State Materials", "Practice Areas", and "Tools". The "All Content" category includes links for Cases, Key Numbers, Trial Court Orders, Statutes & Court Rules, Regulations, Administrative Decisions & Guidance, Practical Law, and Secondary Sources. The "Federal Materials" category includes Forms, Briefs, Trial Court Documents, Expert Materials, Proposed & Enacted Legislation, Proposed & Adopted Regulations, and Arbitration Materials. The "Practice Areas" category includes Dockets, News, Business Law Center, Company Investigator, Sample Agreements, Legislative History, Trial Transcripts & Oral Arguments, Intellectual Property, International Materials, and Directories. On the right side of the main content area, there is a "PRACTICAL LAW" section with a sub-header "Thousands of practical, up-to-date resources across major practice areas." and a "VIEW PRACTICAL LAW >" button. Below this is a "Favorites" section with a search bar and a "SEARCH" button. Underneath the search bar, there are checkboxes for "My Favorites" (with "International Materials" listed) and "Frequently Used Items" (with "Trial Court Orders", "Admiralty & Maritime", "Cases", "Australia", and "Australia Cases" listed). At the bottom of the page, there is a "News and Insight from REUTERS" section. It features a news article with a photo of a man speaking at a podium. The headline is "North Carolina officials sue U.S. Justice Dept over challenge to bathroom law". The date is "09/05/2016" and the source is "REUTERS". The article text reads: "North Carolina officials sued the U.S. Justice Department on Monday after the department challenged the state's law on public restroom access for transgender people, accusing the agency of 'baseless and blatant overreach.'"

The Global Search Box:

By entering your search query in the global search box on your Westlaw International Materials homepage (highlighted here). You can search the core legal content on Westlaw in a single search.

This content includes cases, administrative materials, legislation, treatises, journals, current awareness, court documents, legal memoranda, jury verdicts and forms. You can refine your search by jurisdiction.

You may notice that all of the core legal content and more categories are listed separately on your homepage under five tabs (All Content, Federal Materials, State Materials, Practice Areas and Tools). These tabs allow you to access specific content for times you prefer to run a search in one specific content type only (e.g. Florida Cases, or New York Forms). To do this simply click on the appropriate tab and category and run your search from the new content screen.

You can search using Natural Language and/or Terms & Connectors. You can also use it to search for additional resources and databases.

The screenshot displays the Westlaw International Materials homepage. At the top, the search bar contains the query "Arbitration". Below the search bar, a dropdown menu lists categories: "Looking for this?", "Cases", "Dockets", and "Statutes & Court Rules". The "Cases" section is expanded, showing several results with case names, citation numbers, and dates. Below the search results, there is a "News and Insight from REUTERS" section featuring a headline about a 6th Circuit court decision regarding a CSX worker's lawsuit over a bathroom. The page also includes a "Browse" sidebar on the left and a "Practice Areas" dropdown at the bottom.

THOMSON REUTERS WESTLAW

Arbitration]

Looking for this?
 Commercial Arbitration
 Arbitration Materials
 Arbitration Awards

Cases
 Thomson-csf, S.a. V. American Arbitration Ass'n 64 F.3d 773 | 8/24/1995 | C.A.2 (N.Y.)
 O'regan V. Arbitration Forums, Inc. 2001 WL 357483 | 246 F.3d 975 | 4/9/2001 | C.A.7 (Ill.)
 Aerojet-general Corp. V. American Arbitration Ass'n 478 F.2d 248 | 4/30/1973 | C.A.9 (Cal.)

Dockets
 In Re: American Arbitration 2:03-MC-00031 | 4/11/2003 | D.Ariz.
 Saetta V. Arbitration/balt. 1:00-CV-02541 | 10/24/2000 | D.D.C.
 Kerney V. American Arbitration 3:98-CV-02027 | 11/5/1998 | S.D.Cal.

Statutes & Court Rules

News and Insight from REUTERS

6th Circuit flushes CSX worker's suit over 'nasty' bathroom
 09/05/2016 | REUTERS LEGAL

A U.S. appeals court on Friday said CSX Transportation Inc was not liable for career-ending injuries sustained by a longtime engineer while he vomited off of the side of a train because of a "nasty" on-board bathroom.

5 of 6 Additional Practitioner Insights Practice Areas Practice Areas

Finding resources

Finding resources

Once you have entered your search, results will display in a simple and clear set of topic results.

The screenshot displays the Westlaw website interface. At the top, there is a navigation bar with the Thomson Reuters Westlaw logo, a dropdown menu for 'Federal Cases', and a search bar containing 'Search Federal Cases'. An 'Advanced' search button is visible on the right. Below the navigation bar, the main content area is titled 'Federal Cases' and includes a breadcrumb 'Home > Cases' and an 'Add to Favorites' link. A sub-header reads: 'See specific court for coverage information. Search all Federal Cases content above or navigate to specific content below.' The content is organized into three main sections: 'Federal Cases by Court', 'Federal Cases by Circuit', and 'Federal Cases by State'. Each section lists various courts, circuits, and states. On the right side of the page, there is a 'TOOLS & RESOURCES' sidebar with links to 'Federal Sentencing Reporter Cases' and 'Federal Dockets'.

THOMSON REUTERS WESTLAW Federal Cases Search Federal Cases Advanced

Home > Cases
Federal Cases [★ Add to Favorites](#)
See specific court for coverage information. Search all Federal Cases content above or navigate to specific content below. ⓘ

Federal Cases by Court

U.S. Supreme Court	U.S. Tax Court	U.S. Court of Appeals for Veterans Claims
U.S. Courts of Appeals	U.S. Court of Federal Claims	Military Courts
Federal District Courts	U.S. Court of International Trade	Judicial Panel on Multidistrict Litigation Cases
Federal Bankruptcy Courts		

Federal Cases by Circuit

1st Circuit	6th Circuit	10th Circuit
2nd Circuit	7th Circuit	11th Circuit
3rd Circuit	8th Circuit	D.C. Circuit
4th Circuit	9th Circuit	Federal Circuit
5th Circuit		

Federal Cases by State

Alabama	Kentucky	North Dakota
Alaska	Louisiana	Ohio
Arizona	Maine	Oklahoma
Arkansas	Maryland	Oregon
California	Massachusetts	Pennsylvania
Colorado	Michigan	Rhode Island
Connecticut	Minnesota	South Carolina
Delaware	Mississippi	South Dakota
District of Columbia	Missouri	Tennessee
Florida	Montana	Texas
Georgia	Nebraska	Utah
Hawaii	Nevada	Vermont
Idaho	New Hampshire	Virginia
Illinois	New Jersey	Washington
Indiana	New Mexico	West Virginia

TOOLS & RESOURCES

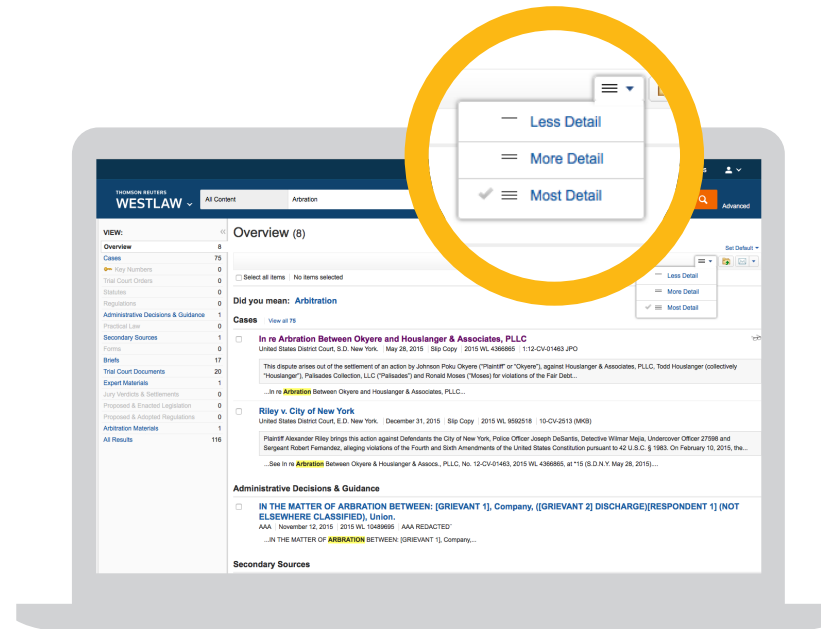
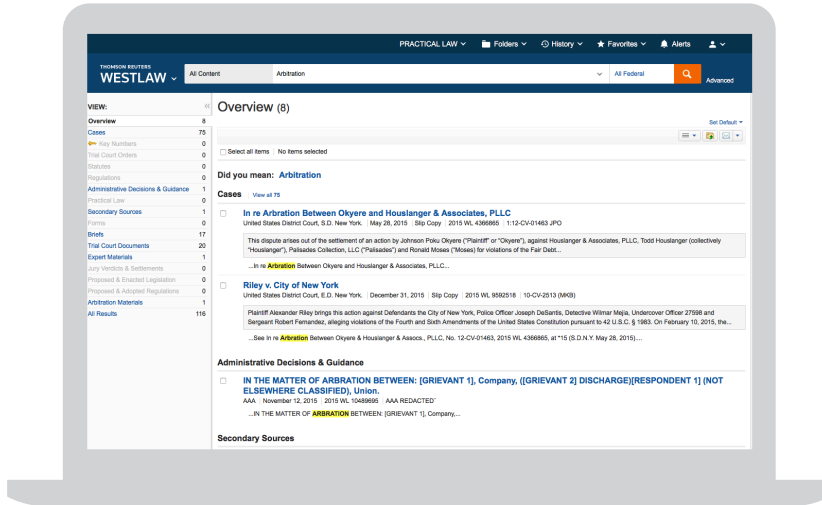
- [Federal Sentencing Reporter Cases](#)
- [Federal Dockets](#)

You can also drill down into the Westlaw US content by browsing all content and selecting the fields you want to refine your search by: Federal, State, Territories and by Topic.

Select from the list of Tools & Resources to find secondary sources of content.

Choose filters to show Less Detail, More Detail and Most Detail:

Finding resources



Finding resources

Return to prior research

Your research history is saved for one year and you can access this by hovering over History at the top of any page to see the five most recent documents and five most recent searches. Click History to view the full history of document views and searches.

The screenshot displays the Westlaw website interface. At the top, there is a dark blue header with the Thomson Reuters logo and the word 'WESTLAW' in large white letters. To the right of the logo is a search bar with the placeholder text 'Enter terms, citations, databases, anything ...'. Below the header is a 'Browse' section with a grid of navigation tabs: 'All Content', 'Federal Materials', 'State Materials', 'Practice Areas', and 'Tools'. Under the 'All Content' tab, there are two columns of links: 'Cases', 'Key Numbers' (with a key icon), 'Trial Court Orders', 'Statutes & Court Rules', 'Regulations', 'Administrative Decisions & Guidance', 'Practical Law', and 'Secondary Sources' in the left column; and 'Forms', 'Briefs', 'Trial Court Documents', 'Expert Materials', 'Jury Verdicts & Settlements', 'Proposed & Enacted Legislation', 'Proposed & Adopted Regulations', and 'Arbitration Materials' in the right column. At the bottom of the screenshot, there is a 'News and Insight from REUTERS' section featuring a small video thumbnail of a man speaking and a headline: 'North Carolina officials sue U.S. challenge to bathroom law'.

The screenshot shows the Westlaw user interface. At the top, there is a dark navigation bar with several tabs: 'PRACTICAL LAW', 'Folders', 'History', 'Favorites', 'Alerts', and a user profile icon. Below this, the main content area is divided into two columns. The left column is titled 'Recent Documents' and lists several legal cases with their respective dates and page numbers. The right column is titled 'Recent Searches' and lists search terms along with their search types, content, and jurisdiction. At the bottom of the interface, there are sections for 'Categories' and 'Frequently Used Items' with checkboxes for various legal topics.

Recent Documents [View all](#)

- Moses H. Cone Memorial Hosp. v. Mercury Constr. Corp.**
U.S.N.C. | February 23, 1983 | 460 U.S. 1
- In re Arbration Between Okyere and Houslanger & Associates, PLLC**
S.D.N.Y. | May 28, 2015 | Slip Copy
- § 1:1.Generally**
1 Commercial Arbitration § 1:1
- Weston Educational, Inc. v. U.S. ex rel. Miller**
U.S. | May 06, 2016 | --- S.Ct. ----
- First Options of Chicago, Inc. v. Kaplan**
U.S.Pa. | May 22, 1995 | 514 U.S. 938

Recent Searches [View all](#)

- Arbitration (16)**
Search Type: Plain Language
Content: Overview
Jurisdiction: All Federal
- Arbration (8)**
Search Type: Plain Language
Content: Overview
Jurisdiction: All Federal
- arbitration (16)**
Search Type: Plain Language
Content: Overview
Jurisdiction: All Federal
- arbitration (145)**
Search Type: Plain Language
Content: Commercial Arbitration - Secondary Sources
- roe (16)**
Search Type: Plain Language
Content: Overview
Jurisdiction: All Federal

Categories

- International Materials
- Frequently Used Items**
 - Trial Court Orders
 - Admiralty & Maritime
 - Cases

J.S. Justice Dept over

Finding resources

Search and Filter

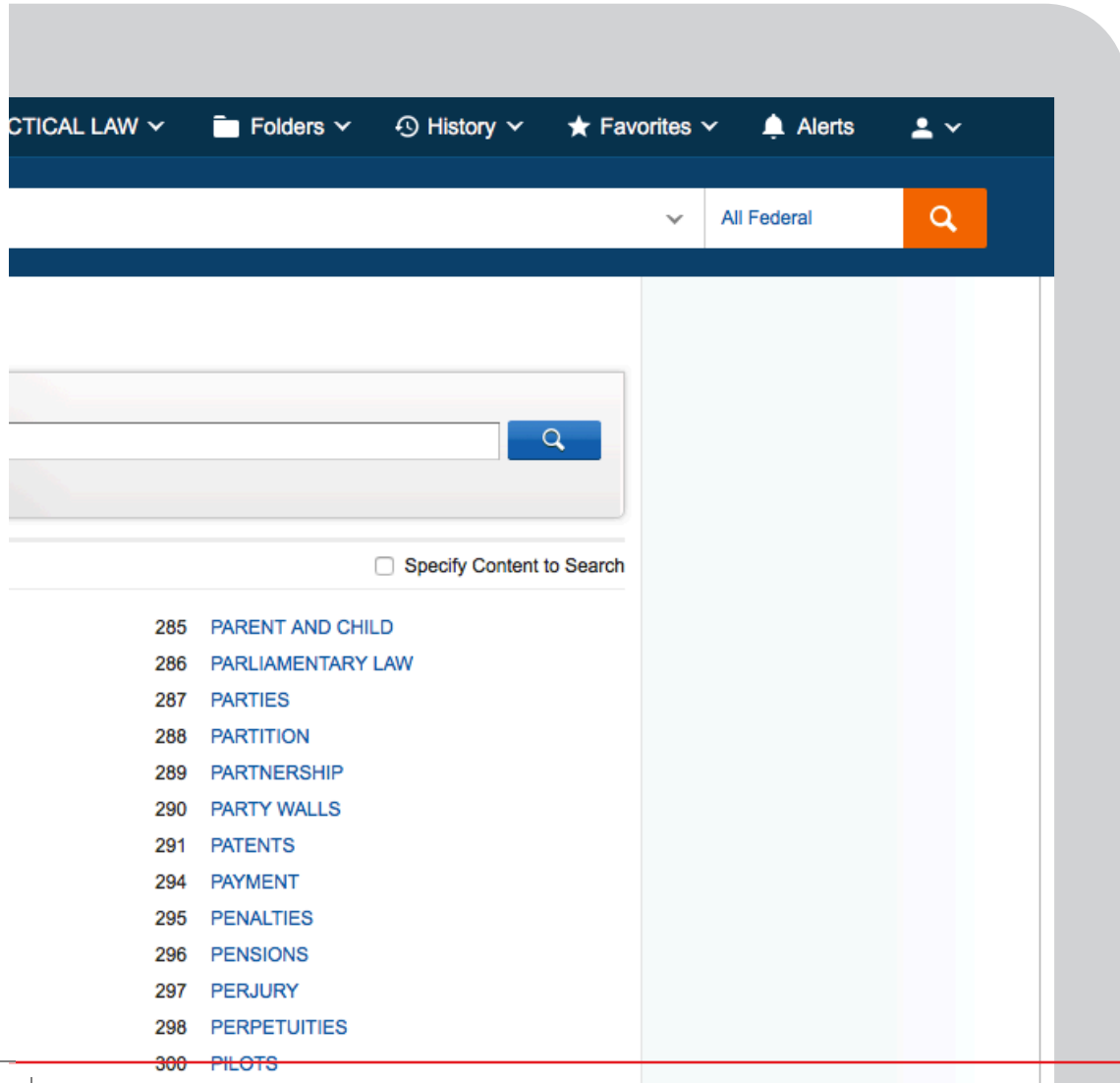
WestSearch identifies which documents are most relevant by using term matching, legal concepts, and document characteristics, then places those documents at the top of the result list.

Key Number search

Each specific point of law is assigned a unique number, called a Key Number. When you click a Key Number link, you will retrieve the case headnotes classified to that particular Key number.

The screenshot shows the Westlaw website interface. At the top, there is a dark blue header with the Thomson Reuters logo and the word "WESTLAW" in large white letters. To the right of the logo is a search bar with the text "West Key Number He..." and a dropdown arrow, and another search bar with the text "Search West Key Number Headnotes". Below the header, there is a "Home" link and a yellow key icon next to the text "West Key Number System". To the right of this is a star icon and the text "Add to Favorites". Below this is a search bar with the text "Search for Key Numbers relevant to your issue" and an information icon. The search bar contains the text "Enter terms e.g., landlord duty of care to trespassers". Below the search bar is a link "Jurisdiction selected: All Federal" and a "Change Jurisdiction" link. At the bottom of the screenshot, there is a list of Key Numbers arranged in two columns. The first column contains numbers 1 through 13, and the second column contains numbers 135H through 149T. Each number is followed by a corresponding legal topic.

1	ABANDONED AND LOST PROPERTY	135H	DOUBLE JEOPARDY
2	ABATEMENT AND REVIVAL	136	DOWER AND CURTESY
4	ABORTION AND BIRTH CONTROL	141	EASEMENTS
5	ABSENTEES	141E	EDUCATION
6	ABSTRACTS OF TITLE	142	EJECTMENT
7	ACCESSION	142T	ELECTION LAW
8	ACCORD AND SATISFACTION	143	ELECTION OF REMEDIES
9	ACCOUNT	145	ELECTRICITY
10	ACCOUNT, ACTION ON	146	EMBEZZLEMENT
11	ACCOUNT STATED	148	EMINENT DOMAIN
11A	ACCOUNTANTS	149	ENTRY, WRIT OF
12	ACKNOWLEDGMENT	149E	ENVIRONMENTAL LAW
13	ACTION	149T	EQUITABLE CONVERSION



Search for Key Numbers relevant to your issue. Search here to retrieve links to the most relevant points of law represented by your search terms. Boolean queries will be translated to plain language search terms.

Searching

Advanced Search

Use the advanced search function to create a Boolean Terms & Connectors query.

The screenshot shows the Westlaw Advanced Search page. At the top, there is a dark blue header with the Thomson Reuters logo and the Westlaw name. A navigation menu includes 'All Content' and 'advanced:'. Below the header, a breadcrumb trail shows 'Home' and the page title 'Advanced Search'. A sub-header instructs users to 'Use at least one field to create a Boolean Terms & Connectors query.' The main content area is divided into three sections: 1. 'Find documents that have' with three options: 'All of these terms' (example: 'e.g., construction defect (searched as construction & defect)'), 'Any of these terms' (example: 'e.g., physician surgeon (searched as physician OR surgeon)'), and 'This exact phrase' (example: 'e.g., medical malpractice (searched as "medical malpractice")'). Each option has a 'Term frequency' link. 2. '"Exclude documents" requires at least one additional field.' with a text input field for 'These terms'. 3. 'Document Fields (Boolean Terms & Connectors Only)' with a 'Date' field set to 'All' and a 'Citation' text input field. At the bottom, a 'Name / Title' field is partially visible.

PRACTICAL LAW ▾ Folders ▾ History ▾ Favorites ▾ Alerts ▾ User ▾

▾ All Federal 🔍

Searching

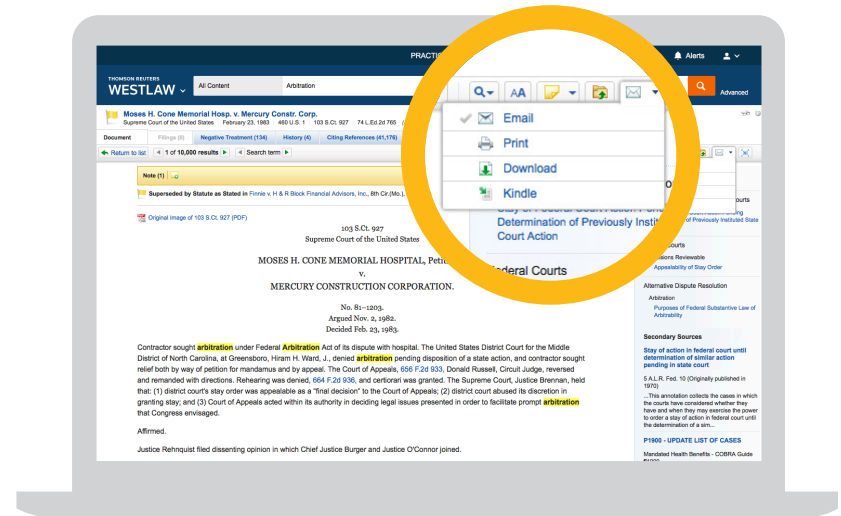
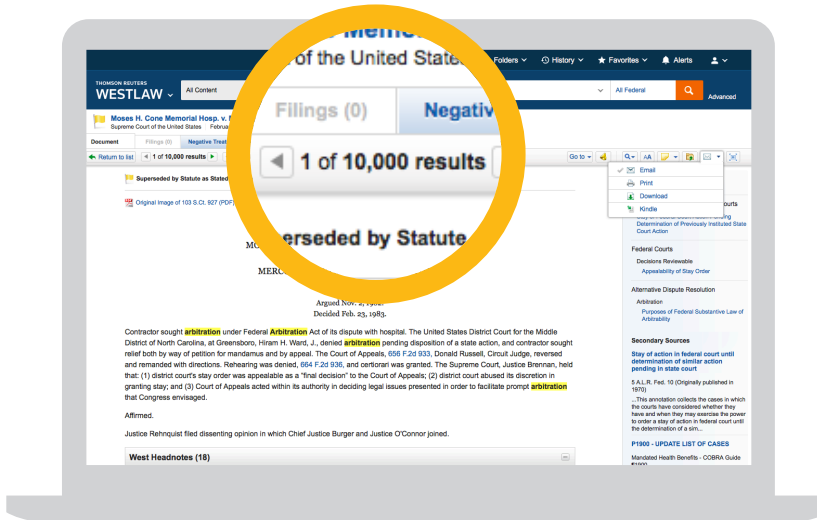
Connectors and Expanders

&	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
+n	Preceding within n terms of
*	Universal character
#	Prefix to turn off plurals and equivalent

Document Display

View the full document and quickly jump to relevant related content.

You can print, download and email the document. Add your annotations and notes here.

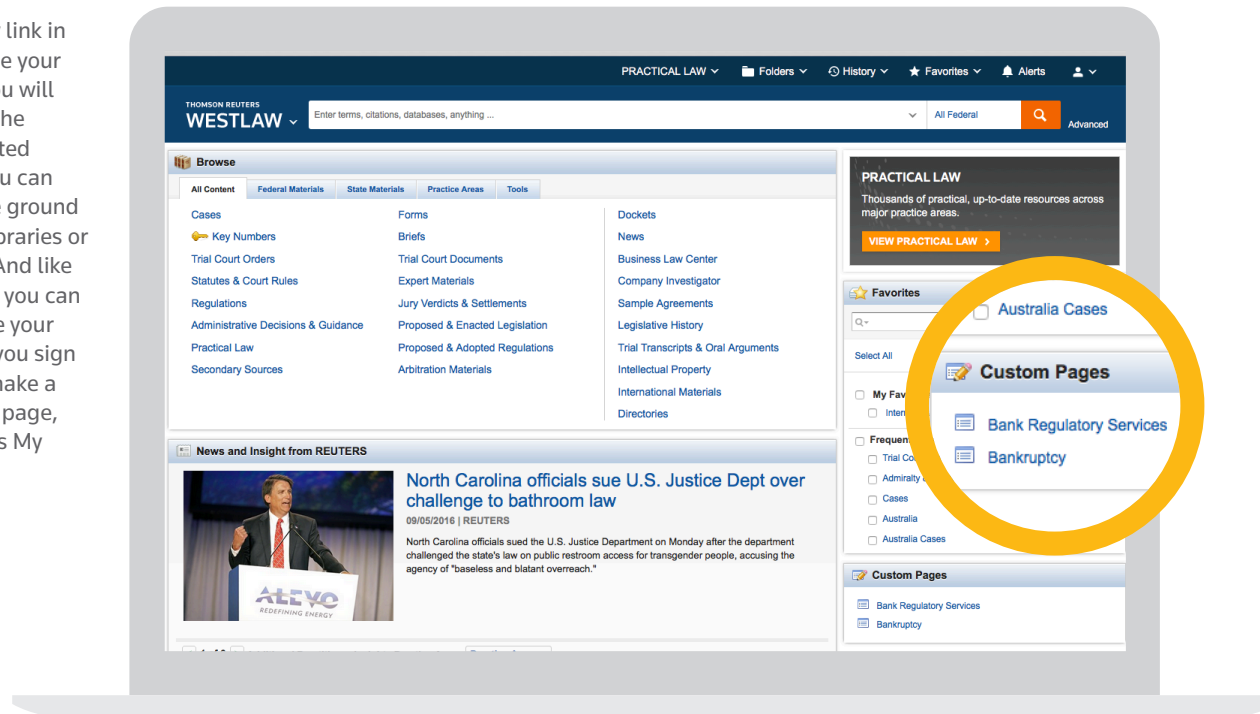


Personalisation

Custom pages

If you used Westlaw Classic you are probably familiar with Tabs. Westlaw Custom Pages organises your favourite libraries into a single page. Access Custom Pages from the Home Page (highlighted below).

Click on the Create New link in Custom Pages and name your new page. From here you will manage the page with the dropdown features located under Manage Page. You can build this page from the ground up, adding whichever libraries or content sets you need. And like most pages in Westlaw, you can make your Custom Page your starting page for when you sign in. If you would like to make a Custom Page your start page, select the link 'Make this My Start Page'.

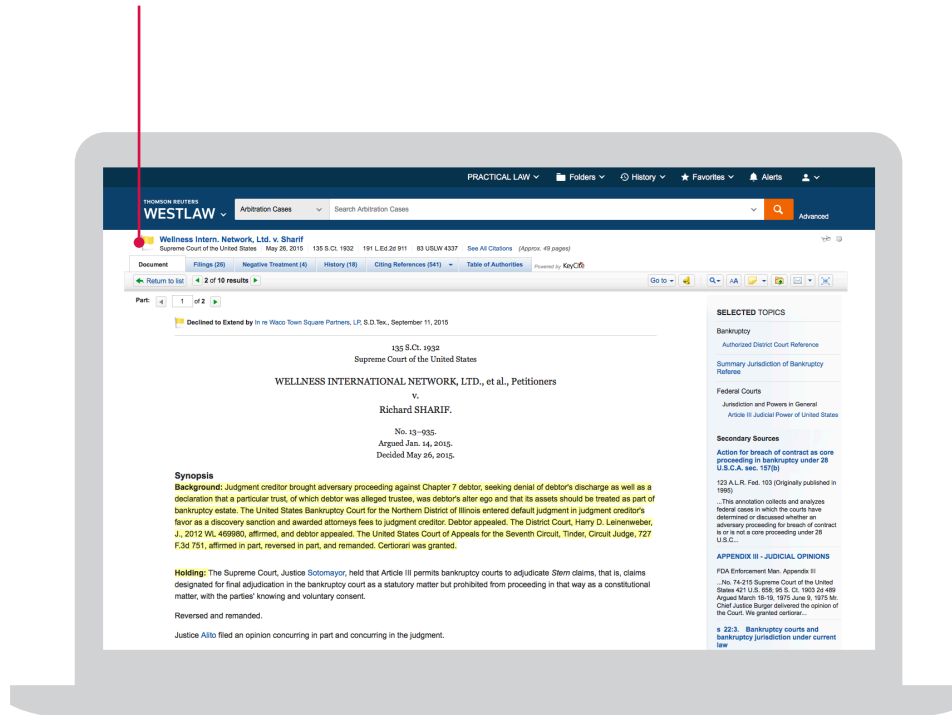


Document
display/
Personalisation

Personalisation

Folders

Create your own folders so you can find the content you need faster.



You can share your folders by clicking on the Share Icon. Next, click Contacts to designate recipients. From here, click on each individual or group name that you would like to share the folder with, and click Insert to add them as a recipient. From here, click Continue.

Next, you will be able to designate how others can interact with your folder documents. Contributors can add documents to the folder, whereas reviewers will only be able to view the items within the folder. After you have finished selecting roles, click Share and the folder will be sent to the designated recipients.

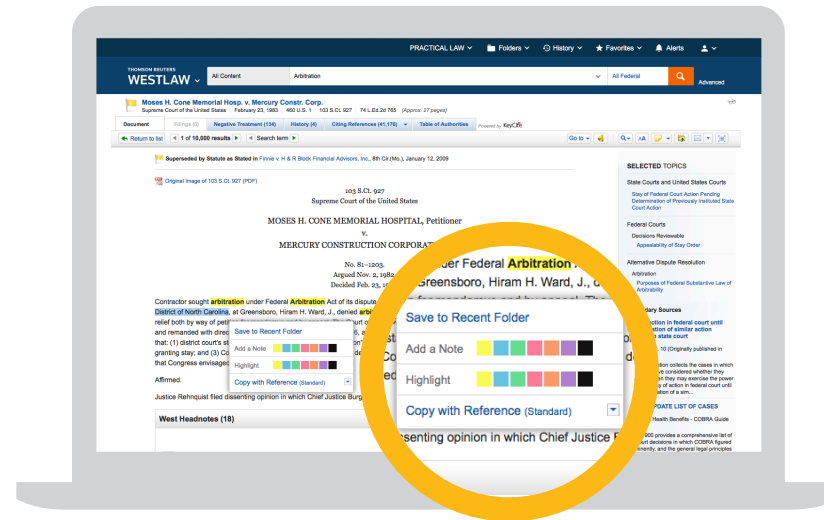
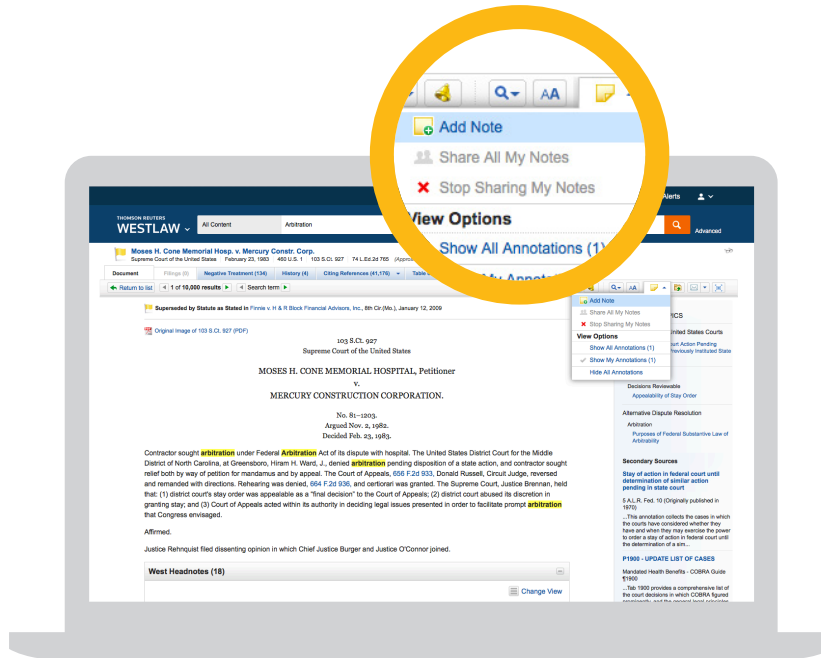
Personalisation features only apply to users with an individual username and password.

Add annotations to specific text

Add your notes and annotations to specific text using the notes and annotations icon.

Choose to view and share your notes and annotations with your colleagues.

Use your mouse to highlight a selection of text within a document and use the popup box to save the snippet to your folders, add a note or highlight the text, embed document content into internal know-how with reference back to the document automatically included.



Personalisation

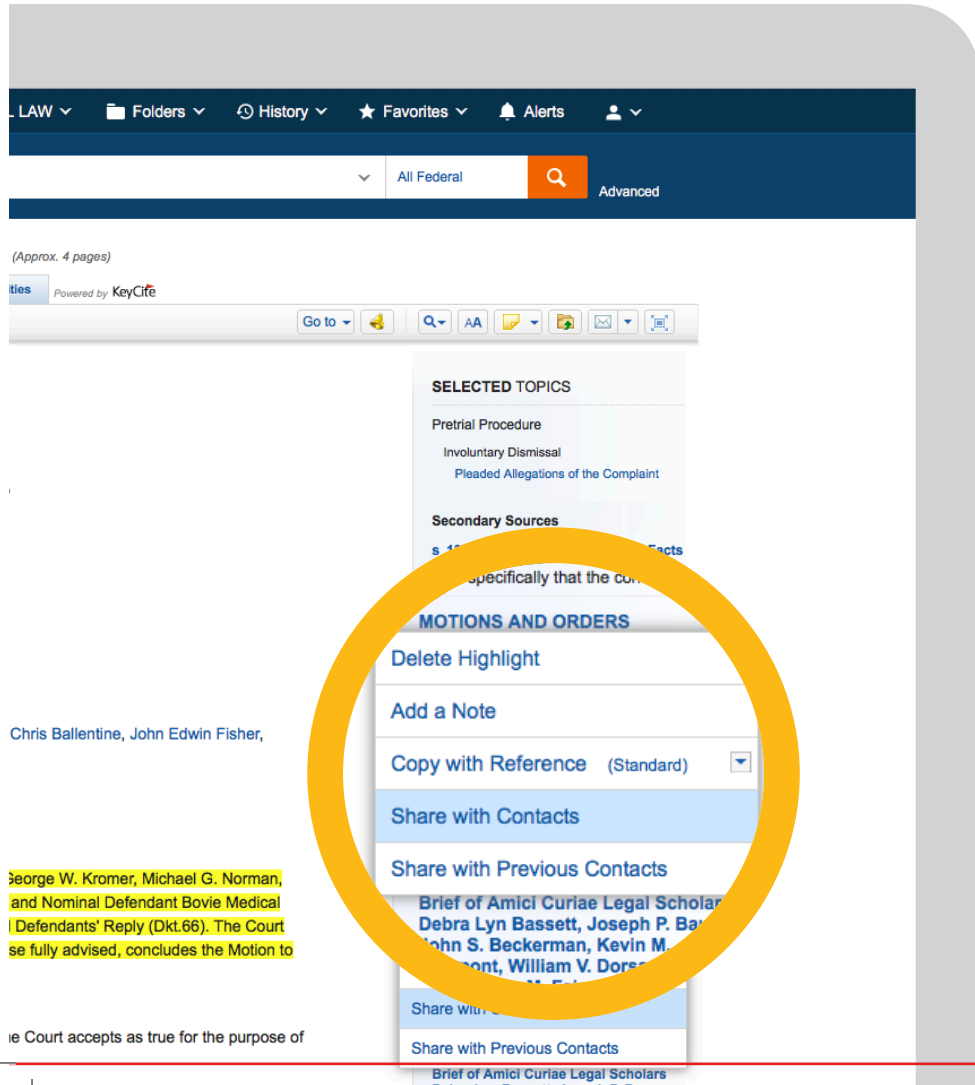
Personalisation

Share highlights with your contacts

Sharing works in the same way as Sharing Folders. Once shared, a dotted line appears round the highlight to indicate that it is being shared.

When you share your highlights with a contact and they open the same document, they will see this highlighting.

The screenshot shows a Westlaw document interface. At the top right, it says 'PRACTICAL LAW'. The main header includes 'THOMSON REUTERS WESTLAW' and a search bar with 'All Content' and 'Enter terms, citations, databases, anything ...'. Below the header, the document title is 'Arbit v. Makrides' with details: 'United States District Court, M.D. Florida, Tampa Division. September 21, 2012 Not Reported in F.Supp.2d 2012 WL 4344317 (Approx)'. A navigation bar shows 'Document', 'Filings (15)', 'Negative Treatment (0)', 'History (0)', 'Citing References (5)', and 'Table of Authorities'. The main content area displays the citation '2012 WL 4344317' and a note: 'Only the Westlaw citation is currently available. United States District Court, M.D. Florida, Tampa Division.' The case name is 'Bruce A. ARBIT and Mark Winters, Plaintiffs, v. Andrew MAKRIDES, et al., Defendants.' The case number is 'No. 8:11-cv-2020-T-30TBM. Sept. 21, 2012.' Under 'Attorneys and Law Firms', it lists 'Christopher Stephen Polaszek, Morgan & Morgan, PA, Tampa, FL, for Plaintiffs.' and 'Amanda Arnold Sansone, Ryan Wierenga, Samuel J. Salaro, Jr., Carlton Fields, PA, Tampa, FL, Chris I Fisher, Rushmer, Werrenrath, Dickson, Talley & Dunlap, PA, Orlando, FL, for Defendants.' The section 'ORDER ON MOTION TO DISMISS' is followed by 'JAMES S. MOODY, JR., District Judge.' A highlighted paragraph reads: '¶1 THIS CAUSE comes before the Court upon Defendants', Andrew Makrides, J. Robert Saron, George August Lentricchia, Steven MacLaren, Gregory Alan Konesky, Moshe Citronowicz, Peter Pardoli, and N Corporation's, Motion to Dismiss the Complaint (Dkt.51), Plaintiffs' response thereto (Dkt.58), and Defer having considered the motion and memoranda of law submitted by the parties, and being otherwise fully Dismiss should be denied.' The 'BACKGROUND' section begins with 'The following facts are drawn from the allegations of the Amended Complaint (Dkt.# 42), which the Cou this motion only.'



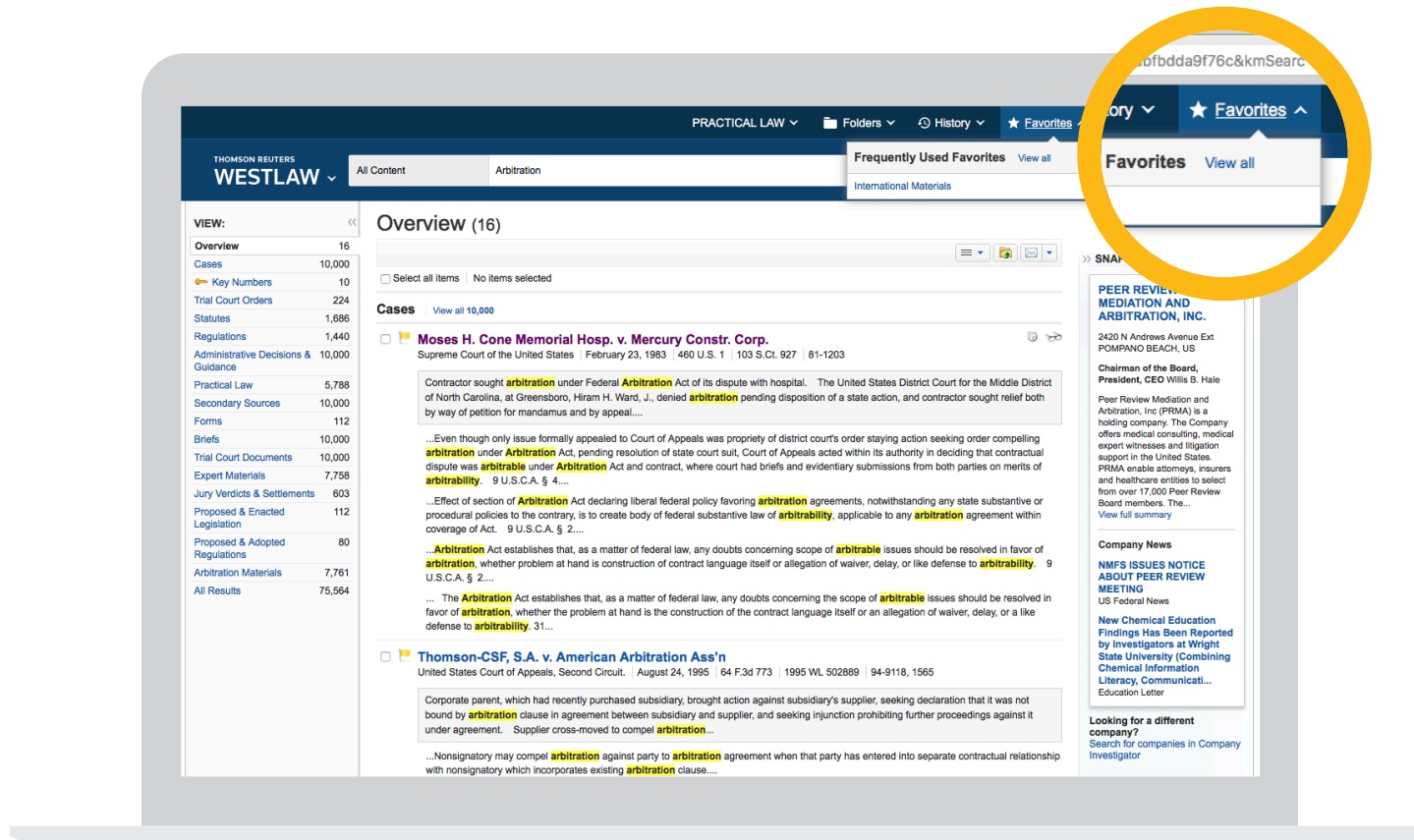
Personalisation

Sharing can be stopped by clicking the highlight and selecting the option to "Stop Sharing Highlight".

This feature is only available for highlighting, not notes.

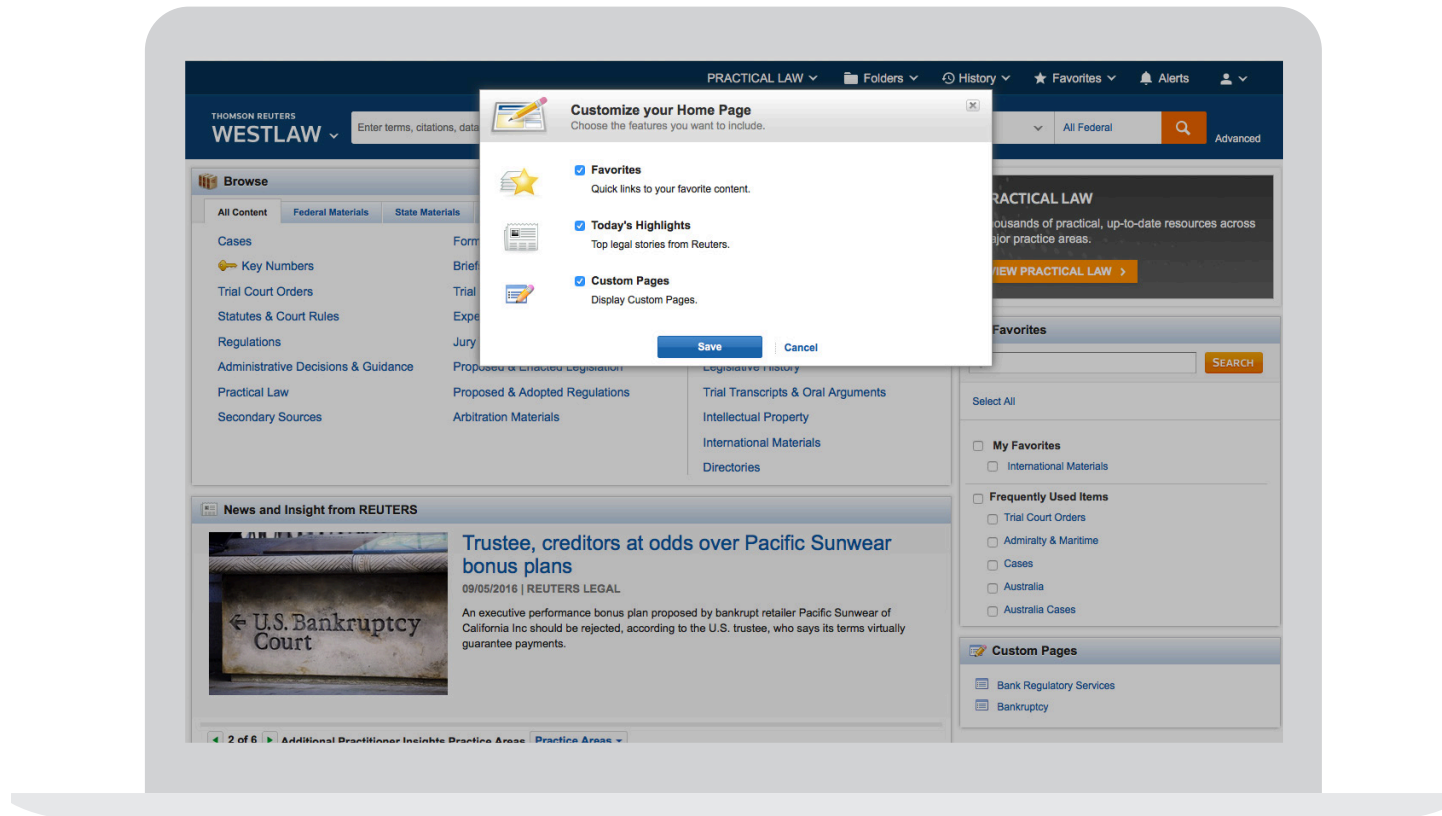
Personalisation

Access, delete and organise your favourites from anywhere on the site by selecting the favorites link in the top right-hand corner of the screen.









Set your homepage






Customise your homepage by selecting 'Edit home page' and choose the features you want to include.



Personalisation

Icons

Icon	Where would I see it?	What does it mean?
	Always visible in the top right-hand corner of the screen	Change the Client ID for your research, edit your profile/preferences and Sign Out
	To the right of a Practice Area/Topic page	Add this page to your favourites for quick and easy access
	To the right of individual results having run a search	You have viewed this document in the last 30 days with the same Client ID
	To the right of your Practice Area/Topic page	To make this my start page
	On the righthand toolbar	Search text within your document
	On the right hand side of toolbar	Customise your display option

Icon	Where would I see it?	What does it mean?
	On the right hand side of toolbar	Add note/view annotations
	On the right hand side of toolbar	Save to your folder
	On the right hand side of toolbar	Email, Print, download and send to your Kindle
	On the right hand side of toolbar	View in full screen mode
	Homepage underneath the All Content tab	Key Numbers search

Here to help

We're only a phone call or email away. We understand that from time to time you may have questions about using Westlaw International. If you have research or technical queries we are available 24 hours a day, 7 days a week to help you find a solution. There's no need to struggle. Give us a call, or send us an email and we'll be more than willing to help.

Call 0800 028 2200 (UK) | +44 207 449 1110 (International)

Training

Reap the benefits from your subscription with free training. To ensure that you're getting the most from your service, we advise that you organise some training. Free training is included as part of your subscription. We can do this face-to-face, via WebEx or over the telephone at whatever time is convenient for you.

Contact us for more information:

Call 0800 028 2200 (UK) | +44 207 449 1110 (International)

Email customer.service@westlaw.co.uk

Visit westlawinternational.com

2016

Thomson Reuters

Thomson Reuters is the world's leading source of news and information for professional markets. Our customers rely on us to deliver the intelligence, technology and expertise they need to find trusted answers. The business has operated in more than 100 countries for more than 100 years. For more information, visit www.thomsonreuters.com

