

Westlaw NZ

New Zealand Councils

Refresher Course Outline Session 2: Finding Case Law

Session Objectives

The purpose of this session is to:

- Introduce the key components of a typical NZ Local Government Westlaw NZ information set.
- Enable users to develop the skills required to research, retrieve and download relevant documents.
- Outline ongoing training and help facilities.

Learning Outcomes

At the end of this session the participant will be able to:

1. Use the Case Law Search Template
 - Basic search - Find a case by citation
 - Basic search – Find case by title
 - Find Case Law that cite a section of legislation.
 - Review Cited Documents and Related Documents tabs
 - Search for Case Law using the Classification Field
 - Search for Case Law using the Resource Management Tracker Template
2. Conduct a Key Word Search and Filter the Results.
3. Create an Alert to a Case Law Search String
4. Download, Print, Email or Save Results to Folders.

Session Duration

Approximately 45 minutes

Session Delivery Methods

- Internet webinar (Webex/Telephone) - this training method is ideal for individuals or groups who are based remotely or where face to face training is not possible.

Note: The Webex session allows the participant to view the trainer's computer screen as they demonstrate research strategies on Westlaw NZ. At no time does the trainer access your computer.

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