



Westlaw "Quick reference" sheet for Govt / Academic institutions in Thailand

1. Signing On

1.1 To Sign-on into Westlaw

- a. for access via IP Authentication/Proxy service (ie. through your university's website): please go to your university's website, select *Westlaw*, then type in your *Staff ID* or *Student ID* and *Password* issued by your university.
- b. for Individual Password holders, please go to URL: www.westlaw.com,
- c. then for '*Westlaw Password*' - please type in your Westlaw password (not case sensitive),
- d. for '*Client ID*'; please enter your name and click '*Sign On*'.

1.2 24-hour support

- a. For help via e-mail: west.referenceattorneys@thomson.com
- Response time: not later than 24 hours, except for weekends.

2. Welcome screen

- a. Left frame/ Right frame (split screen)
- b. Quick tabs (maximum of 50 tabs)
- c. Jurisdictions (US, UK, EU, Canada, Australia, Hong Kong, etc.)
- d. Information (hyperlinked Scope icon for information on the specific database)



- e. "Find by Citation" – to retrieve a case/article/legislation/material by citation
eg. 48 VAJIL 211 / 43 ILM 23 / State Dept No 05-245
- f. "Search these databases" – search by identifier code or type relevant word(s)
- g. Black's Law Dictionary – online version
- h. "FIND" – find a document by citation and Publication country
- i. "DIRECTORY" – for access to the various databases in Westlaw
- j. "KEYCITE" – for citing references (cases/articles)
- k. "Alert Centre" ("WestClip") - tracking/alert service for case law, article or legislation
- l. "Add/Remove tabs" (for changing the quick tabs that appear at the top of the screen)
- m. "Preferences" (for search formats, etc.)
- n. "Research Trail" (for list of accessed databases in last 2 weeks)

3. Terms & Connectors *c/f* Natural Language

3.1 Terms & Connectors (hereinafter "T & C")

- Boolean logic (uses symbols/fields – paras. 4 & 5)
- used when formulating specific searches

3.2 Natural Language

- plain English general search
- elements of the case/ subject matter

4. Terms & Connectors – Symbols (examples)

- a. **/s** = in the same sentence as
- b. **/p** = in the same paragraph as
- c. **/5** = within 5 words of
- d. spacing in between words = and
- e. " " = specific names or phrases/terms within the inverted commas
- f. **&** = and
- g. **!** = root expander (eg. *Malay!* includes Malaya, Malayan, Malaysia, Malaysian)
- i. **%** = but not (use only when you wish to exclude specific terms)
- h. – (dash) = imputes 1 word as well as 2 (for compound words)
eg. trade-mark = includes *trade mark* and *trademark* (both spellings).

5. Terms & Connectors – Fields (examples)

- a. **ti** or **title** = title (of a case or article)
- b. **subj** = subject
- h. **da** or **date** = date
eg.1 " _____ " & date(after June 2001)



- c. **su** = summary & date(before July 2005)
- d. **kw** = keywords eg.2 " _____ " & da(aft March 2005)
- e. **ju** = judge's name
- f. **au** or **author** = author's name
- g. **co** = court
- i. **te** = text
- j. **di** = digest (US topic + headnote)
- k. **ci** = citation

6. Case law

6.1 Search by Party Name(s)

To search for a case by **party name** (using Natural Language):

- eg.1 *farley skinner* - (UK case) eg.3 *andar transport brambles* – (multiple jurisdiction search)
- eg.2 *festo shoketsu kinzoku* - (US case)

- a. *Festo Corp v Shoketsu Kinzoku KK (344 F3d 1359)* – US case
- b. *Merck v Integra Lifesciences (125 SCt 2372)* – US case

NB.: Pls use "All Federal and State Case Law Headnotes" as this database contains references and links and you can jump to the full-text of the case from here.

To search for a case by **party name** (using Terms & Connectors) type:

- eg.1 *ti("indorama chemicals")* – US Court of Int'l Trade
- eg.2 *title(krungthep)* – US case
- eg.3 *ti(merck & integra)* – US case

- "Terms" (background highlight in yellow) – both in T & C and Nat'l Language
- "Best" (best part of the document) – appears only in Nat'l Language

6.2 Search by Citation

- a. enter the citation, eg. *344 f3d 1359*

Do not use brackets/parentheses or full stops/periods. Not case sensitive.

- b. (where you encounter citation difficulty but jurisdiction is known)





- i) click "Find" (at the top of screen) and type in the citation
- ii) select jurisdiction under "Choose Publication Country" (eg. Australia)
- iii) click "Go"eg: *217 clr 424* and for Country select *AU - Australia*

6.3 **Search by Other means**

- a. By judge's name and elements of the case (Terms & Connectors)

eg.1 *ju(scalia) & political /s "religious rights"* – US case: *Van Orden v Perry* (125 SCt 2854)

- b. By subject and element(s) of the case (T & C)

eg.1: *subj(contract) & offer & acceptance* – UK case

- "Locate in Result" to **further refine your search** from the "Results List"
- type in additional element(s): *advertisement*

- c. By elements of the case

eg.1 *negligence damages and aircraft noise* – UK case (using Natural Language)

6.4 KeyCite

Warns you that a case is reversed/overruled *or* doubted/criticized
(via red flag/ yellow flag icon at top left of screen and History)

7. **US Legislation**

7.1 Search US legislation via:

- a. "DIRECTORY"

- "US Federal Materials" – "Statutes"
- "United States Code Annotated"
- "Popular Name Table" then select from 'Acts beginning with...'
- eg. *helms-burton act*

- b. type *usca* in "Search these databases", click "Search Westlaw":

- then click on "Popular Name Table"
- then select from 'Acts beginning with...'





or you can also write down/note the US Public Law citation (eg. *US PL 104-114*)

- the next time you go to "Find by Citation" – key in: *us pl 104-114* or *us pl 107-204*

8. Search databases – use "DIRECTORY"

a. type your relevant search terms/title in the field and click "Search"

eg.1 *scalia*

eg.2 *world bank*

eg.3 *world trade organization*, then a list of corresponding databases will appear

- select [WTO & GATT Panel Decisions](#)
- In the search box, type: *title(thailand) & customs /s valuation*, click "Search Westlaw"

9. Law Journals & Reviews

Search for articles by:

a. Law journal publication

To retrieve the **entire collection of articles** by (i) a defined period or (ii) journal volume number:

i. use citation (**ci**), the identifier code of the journal and combine with the date parameters, click the box of the **Combined World Journals and Law Reviews (WORLD-JLR)** and click "Search Westlaw":-

eg. *ci(clmlr) & date(after july 2006)*

NB: you would have to know or discover the identifier code of the journal database – eg. 'Columbia Law Review' is **clmlr**. To search for the identifier code, type out the full title of the journal in the "Search these databases" field and click "Go" or search under "Directory" (at the top of the screen).

ii. use citation (**ci**), the identifier code of the journal and combine with the volume number / issue number of the journal, click the box of the **Combined World Journals and Law Reviews (WORLD-JLR)** and click "Search Westlaw":-

eg. *ci(hvlr & 121)*

This search parameter means you are searching for the volume 121 of the Harvard Law Review in the 'Combined World Journals and Law Reviews' database.





b. title of the article

eg.1 *title("corporate governance" & thailand)* – where you know part of the article title

eg.2 *title(thailand) & date(after june 2004)* – searches all the articles with *Thailand* in the title and the articles are published from July 2004 onwards

eg.3 *contract law in thailand* – using Natural Language

eg.4 *securities regulation in thailand* – using Natural Language

c. author's name

eg.1 *author(deunden) au(jayin) au(hongsiri) au(jakkrit)*

eg.2 *au(saravuth /s pityasak)*

eg.3 *au("Raymond Nimmer")* – T&C c/f *raymond nimmer* – Natural Language

d. topic or subject matter

eg.1 *impact of digital technology on the nature of authorship* (under Natural Language)

eg.2 please type out the topic/subject matter of your search and click on the specific law journal

e. Search for articles by citation: eg. 48 VAJIL 211 / IPQ 2007, 2, 186-215 / IPQ 2006, 2, 149-158 / 40 CNLILJ 455 / 16 *jrstud* 361 / 114 *ylj* 929

10. **Printing, E-mailing and Downloading materials**

(Start by clicking on the appropriate icon *Print* / *Email* / *Download* at the top right of the screen and a pop-up will appear)

10.1 To print: click the ***Print*** icon

- for "Format" (select 'HTML' or 'PDF'), then

- click "Print"

- if you wish to change/amend the print settings, click "**Settings**" (at top right in the pop up)

- you can change the 'Font size': 10 or **12**,

- or you can change the 'Columns': **Single** or Dual, then





- click "Done" (if you have problems printing: depress 'Control'/'Ctrl' key and simultaneously click "Done"), or

- if you wish to print multiple documents simultaneously, first select the articles/cases by clicking/checking the boxes next to the selected materials in the "Result List" at the left frame, then click on the **Print** icon (at the top right of the screen), a pop up appears, then:

- for 'Format', select 'HTML', then
- click "Print"

10.2 To e-mail, click the **Email** icon

- type in the email address(es), then

- for 'Subject', type in your title,

- for 'Format', select 'Word Attachment' or 'PDF', then

- click "Send"

- if you wish to email multiple documents simultaneously, first select the articles/cases by clicking/checking the boxes next to the selected materials in the "Result List" at the left frame, then click on the **Email** icon (at the top right of the screen), a pop up appears, then:

- type in the email address(es), then
- for 'Format', select 'Word Attachment' or 'PDF', then
- click "Send"

10.3 To download to your hard disk: click **Download** icon

- 'Save to' : My Computer

- for 'Format', select 'Word' (or format of your choice), then

- click "Save", then click "Complete Download", then

- click "Save" (to save the file in "My Documents" or "desktop" or in F drive, etc..)

10.4 You can also highlight part of the case/article/material, 'copy' (Ctrl C) and 'paste' (Ctrl V) onto a Word Document

11. **Setting an Alert (WestClip)**





You use this feature when you wish to keep track of an article from a journal, a case or material from any database. When such a material(s) is published, it can be automatically emailed to you. This feature is not active for IP Authentication/Proxy service users.

- Click "Alert Centre" (top right hand side of the screen)
- Next to "WestClip", click "Create Entry"
- Fill in 'Name of clip', 'Databases' (eg. world-jlr, uk-caseloc), Query (eg. ti(malay!))
- Click "Edit"
- "Destination": select & click "E-mail"
- click "Properties" and fill in email address(es)
- "File format": select 'Word', and then click "Save".

12. Westlaw support website

Westlaw has a support website to assist you. There is lots of information there. Please go to: www.westelearning.com

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