



WESTLAW INDIA USER GUIDE

Westlaw India™



THOMSON REUTERS™

GETTING
STARTED

CASE LAW

LEGISLATION

UK MATERIALS

EU MATERIALS

INTERNATIONAL
MATERIALS

PRINT, SAVE
AND E-MAIL

ALERTS AND
RSS FEEDS

GETTING STARTED

LOGGING ON

- Go to www.westlawindia.com and click the ENTER button to log in
- Enter your Username and Password
- Enter your Client ID, this can be any characters of your choice to identify the research you are doing

WELCOME PAGE

Search for case law, legislation, journal articles, current awareness and EU materials.

The screenshot shows the Westlaw India homepage. Annotations include:

- A box pointing to the 'Westlaw India' logo with the text: "Click the Westlaw India icon at any time to return to this Home page"
- A box pointing to the navigation tabs (Cases, Legislation, UK Materials, EU Materials) with the text: "Links to access content search pages"
- A box pointing to the top navigation bar (International Materials, Alerts, Services & Tools, Help, Log Out) with the text: "Static toolbar contains links to useful features and tools and International Materials"

The main search area contains a search bar, a search button, and a sidebar with filters for document type (e.g., Supreme Court Judgments, UK Legislation) and search options (e.g., Document Free Text, Terms in Context). A right-hand panel lists 'US & Commonwealth Law Libraries' with links to various legal resources.

SEARCHING

Search across material types by using free text terms or the title of a document.

- Type your term(s) into the search field with or without connectors
- Select the content you wish to search
- Choose whether to search every word in the document (free text) or just the title
- Choose whether to display **Terms in Context** within your results list
- Click **Search**

SEARCH METHODS

Every search box supports "terms and connectors" functionality. This means that each search term you enter is treated as a separate word. If you enter words using no connectors Westlaw India will automatically connect the words using an 'AND' connector and return all documents where your terms appear.

Connectors you can use on Westlaw India:

SEARCH CONNECTORS		
Connector	Symbol	Retrieves
AND	& (or a space)	Search terms in the same document: trademark & registration
OR	Or	Either search term or both: car or automobile
Phrase	" "	Search terms appearing in the same order as in the quotation marks: "fiduciary duty"
Grammatical	/s	Search terms in the same sentence: nuisance /s smelt
Connectors	/p	Search terms in the same paragraph: hearsay /p admissibility
	+s	The first term preceding the second within the same sentence: burden +s proof
	+p	The first term preceding the second within the same paragraph: right +p counsel
Numerical	/n	Search terms within "n" terms of each other (where "n" is a number): person /3 jurisdiction
Connectors	+n	The first term preceding the second by 'n' terms (where 'n' is a number): capital +3 punishment
	BUT NOT	%
		Use the % connector with caution; it may cause relevant documents to be excluded from your search result.

NATURAL LANGUAGE

This search facility does not use terms and connectors but allows you to describe your issue, for example *must a manufacturer disclose the side effects of a drug*.

When you use Natural Language, you retrieve a maximum of 100 results. When your search is complete, the documents are returned in order of relevance.

For more information or help, call Customer Support on **1800 266 0288** or email customer.service@westlawindia.com

FINDING CASE LAW

BASIC SEARCH

Select the **Cases** link from the top of the screen.

Retrieve cases by entering terms into the Free Text, Party Names or Citation fields.

You can combine any of these fields for a more refined search.

Links to access Advanced Search, coverage information and search tips

ADVANCED SEARCH

You can further refine your search by entering additional information such as the court, subject area, judge and date restrictions.

BROWSING

From your desktop, you can access a complete archive of the full text of decisions delivered by the Supreme Court of India from 1950 to today. Key decisions from 1900 to 1949 are also included.

With our easy-to-use interface you'll be able to find the information you need in just a couple of clicks of your mouse.

So, whether you know exactly what you're looking for or if you're having a more general search, our case law coverage makes your research quicker, easier and more fruitful.

Once you have selected a report series you will be taken to a list of years or volumes. Select a year/volume to view an alphabetical list of cases.

CASE ANALYSIS DOCUMENTS

The best place to start when looking for relevant case law. Each Case Analysis document contains the following information (where applicable):

- Where Reported
- Significant Cases Cited
- Digest of the case facts and decision
- Journal Articles about your case
- Direct History of the case
- Legislation Cited
- Subsequent Cases which have cited your case (and whether they have treated it favourably or not)

Each document includes links to access full text reports for the case.

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FINDING LEGISLATION

BASIC SEARCH

Select the **Legislation** link from the top of the screen.

With fully consolidated full text legislation covering all Bare Acts from 1836 Rules and Regulations from 1950.

You can search by Free Text, Legislation Title or Provision Number.

Links to access Advanced Search, coverage information and search tips

Westlaw India

Cases Legislation UK Materials EU Materials Alerts Settings & Tools Help Log Out

Legislation

Basic > Legislation

Search

Advanced Search | Legislation Help and Coverage | List of Connectors

Free Text

Legislation Title

Provision Number

Terms in Context

Select provision type from dropdown and enter number in text box. Alternatively, you can still enter e.g. 15, 1-2 etc in text box.

ADVANCED SEARCH

You can choose whether to restrict your search to current legislation or expand it to include legislation that is no longer in force or yet to come into force.

Advanced Search

Basic Search | Legislation Help and Coverage | List of Connectors

Free Text

Legislation Title

Provision Number

Subject/Keyword

Terms in Context

Select provision type from dropdown and enter number in text box. Alternatively, you can still enter e.g. 15, 1-2 etc in text box.

Selecting Point in Time allows you to search for the full text of a provision as it stood, or will stand, on a particular date and selecting the Since option will retrieve all versions of a provision from the date specified onwards.

BROWSING

You can choose to browse legislation by type (Central or Subordinate), by year or by title.

From 2000 onwards, you can select a year; for legislation prior to 2000 select a time period (such as 1900-1949), from which you can then select the year you are looking for.

You can also browse by title. Choose the first letter of the title you are looking for to see an alphabetical list of the Acts and Rules available.

Browse

Central Legislation:
By Year, By Title

Subordinate Legislation:
By Year, By Title

Browse

A

Aircraft (Amendment) Act, 2000

All-India Institute of Medical Sciences (Amendment) Act, 2000

Army and Air Force (Disposal of Private Property) Amendment Act, 2000

B

Bihar Pagarisation Act, 2000

Bombay Police (Amendment) Act, 2000

Bombay Prohibition (Amendment) Act, 2000

Bombay Village Panchayats and the Maharashtra Zilla Parishads and Panchayat Board Security Force (Amendment) Act, 2000

ARRANGEMENT OF ACT

All the provisions within a piece of legislation are listed, enabling you to link directly to any section, paragraph, etc.

Finance Act, 2000

In Force: 1 January, 1900

Arrangement of Act

Select to Print, Save or Email

Whole Document

Chapter

CHAPTER I PRELIMINARY

§ 1 Short title and commencement

CHAPTER II RATES OF INCOME TAX

§ 2 Income tax

§ 3 Amendment of section 2

§ 4 Amendment of section 9

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GETTING
STARTED

CASE LAW

LEGISLATION

UK MATERIALS

EU MATERIALS

INTERNATIONAL
MATERIALS

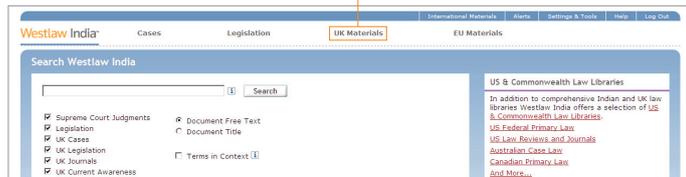
PRINT, SAVE
AND E-MAIL

ALERTS AND
RSS FEEDS

UK MATERIALS

Westlaw India includes the entire case law and legislation content of our sister service, Westlaw UK.

Click the **UK Materials** link from the navigation bar at the top of the screen.

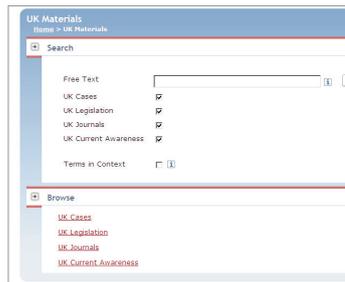


BASIC SEARCH

From the UK Materials page you can search UK Cases, UK Legislation, UK Journals and UK Current Awareness content. Enter a Free Text search term.

When you run a search Westlaw India will retrieve documents matching your search terms. The documents will be displayed with Cases first, followed by Legislation, Journals and Current Awareness.

BROWSE



You can select to search specific content sets. Select a link from the bottom of the screen.

You can then search either just the Case, Legislation, Journals or Current Awareness content.

CONTENT

UK Cases

Westlaw India contains U.K. court decisions, beginning in 1865, from:

- The Law Reports series published by the Incorporated Council of Law Reporting for England and Wales*
- The Weekly Law Reports and Industrial Cases Reports published by the Incorporated Council of Law Reporting.*
- Session Cases published by Scottish Council of Law Reporting.
- Sweet & Maxwell series of Law reports.
- Full text transcripts covering the House of Lords, Courts of Appeal, plus selected High Court and tribunal judgements back to 1999.

* PDF versions of these law reports are available

UK Legislation

Westlaw India contains the fully consolidated full text of Acts since 1276 and Statutory Instrument since 1948.

UK Journals

Westlaw India offers two UK Journals services: full-text articles and article abstracts: The full-text articles service contains thousands of articles in full text from journal titles published by Sweet & Maxwell, Oxford University Press, Cambridge University Press, amongst others.

The article abstract service includes the Legal Journals Index (LJI) and Financial Journals Index (FJI), and contains over half a million abstracts of articles from English language legal journals published in the United Kingdom and Europe.

UK Current Awareness

Current Awareness enables access to the latest case, legislation and legal developments, updated throughout the day. Approximately 1000 sources of information are monitored.

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GETTING
STARTED

CASE LAW

LEGISLATION

UK MATERIALS

EU MATERIALS

INTERNATIONAL
MATERIALS

PRINT, SAVE
AND E-MAIL

ALERTS AND
RSS FEEDS

EU MATERIALS

BASIC SEARCH

Select the **EU Materials** link from the top of the screen.

Retrieve EU cases, legislation, treaties and background information by searching Free Text, Parties or Title, Case Number or Reference.

Links to access Advanced Search, coverage information and search tips

ADVANCED SEARCH

Enables you to refine your search by selecting specific content to search and by specifying the exact document type you are looking for.

BROWSING

Select the content type to browse through. You can then browse further into that content, for example Cases by Court, Legislation by Type, etc.

CONTENT

Provided by Ellis and EUR-Lex (the official database of the EU). The information is divided into the following content types:

- Case Law
- Treaties
- Secondary Legislation
- Preparatory Documents
- Parliamentary Questions
- Information and notices published in the Official Journal C Series

EU LEGISLATION

EU Cases and Legislation are provided in electronic format and as an official PDF (from 1995).

The blue menu on the left-hand side includes links to navigate to specific parts of the document including implementing National Measures.

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GETTING
STARTED

CASE LAW

LEGISLATION

UK MATERIALS

EU MATERIALS

INTERNATIONAL
MATERIALS

PRINT, SAVE
AND E-MAIL

ALERTS AND
RSS FEEDS

INTERNATIONAL MATERIALS

GETTING STARTED

To access US, non UK and non EU materials on Westlaw India, login via the Westlaw India homepage at www.westlawindia.com as you normally would. This will take you to the Westlaw India Welcome page where you can search for Indian, UK and EU materials using the main search box.

WELCOME PAGE

To search for US case law, journals and law reviews and other Commonwealth primary law materials. Click the International Materials link in the top left hand corner of the Welcome page. This will take you to the Westlaw India Worldwide search page.

SEARCHING

Search across material types by using free text terms or the title of a document.

- Type your term(s) into the search field with or without connectors
- Select the content you wish to search
- Choose whether to search every word in the document (free text) or just the title
- Choose whether to display Terms in Context within your results list
- Click Search

SEARCH METHODS

Every search box supports "terms and connectors" functionality.

(See GETTING STARTED page for list of connectors available).

NATURAL LANGUAGE

This search facility does not use terms and connectors but allows you to describe your issue in plain English, for example *must a manufacturer disclose the side effects of a drug*.

When you use Natural Language, you retrieve a maximum of 100 results. When your search is complete, the documents are returned in order of relevance.

SEARCHING BY DOCUMENT CITATION

Type the citation you have into the Find by Citation box on the left-hand side of the screen.

SEARCHING BY PUBLICATION OR DATABASE

Either type in your search terms in the Search the Westlaw Directory box or browse the content listed below, eg U.S. Federal Materials

You can also type the name, or part of the name of the publication into the Search these Databases box on the left-hand side of the screen, eg Harvard Law Review

WHEN YOU WISH TO SEARCH ACROSS A SPECIFIC TOPIC OR JURISDICTION

Click on the white Add/Remove tabs link in the top left-hand corner of the screen. There are over 100 tabs that group together all the content you need to search across:

- a particular topic, e.g. Criminal Practice
- a specific jurisdiction, e.g. Canadian Law

PRINT, SAVE AND E-MAIL

Open any document and you will have the option to print, save or e-mail.

Select an option by clicking the relevant link located in the top right-hand corner of the screen.

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GETTING
STARTED

CASE LAW

LEGISLATION

UK MATERIALS

EU MATERIALS

INTERNATIONAL
MATERIALS
▶Next

PRINT, SAVE
AND E-MAIL

ALERTS AND
RSS FEEDS

INTERNATIONAL MATERIALS

CONTENT AND COVERAGE

US Materials

- All Federal Law
- All Federal Cases has all available federal case law with coverage beginning in 1790
- All U.S. Supreme Court Cases, with coverage beginning in 1790
- U.S. Supreme Court Briefs has briefs and amicus briefs filed with the U.S. Supreme Court. Coverage begins with 1930. A limited number of selected older briefs may be included
- U.S. Supreme Court Criminal Briefs has briefs and amicus briefs filed with the U.S. Supreme Court. Merits briefs: begins with 1990 - 91 Term ; Amicus briefs: begins with 1995 - 96 Term
- U.S. Supreme Court Briefs has briefs and amicus briefs filed with the U.S. Supreme Court. Coverage begins with 1930. A limited number of selected older briefs may be included.
- U.S. Court of Appeals Cases has cases from the federal appellate courts, with coverage beginning in 1891. Coverage begins from 1891.

US Federal Statutes

- United States Code Annotated has all 50 titles and includes the Constitution, court rules and appendixes. Annotated materials include notes of decisions, cross references, research references, and more.
- The U.S. Constitution as contained in U.S. Code Annotated. Annotations including notes of decisions cross references, research references, and more.

US Analytical

- American Jurisprudence 2d is an encyclopaedia containing over 400 separate titles on a broad range of legal topics
- American Law Reports includes full text of annotations included in the First, Second, Third, Fourth, Fifth, Sixth, Federal, and Federal Second series of American Law Reports (ALR) and the Index to Annotations covering these series. See a list of recently published A.L.R.6th and A.L.R. Fed. 2d annotations.
- Corpus Juris Secundum -current through the May 2009 Supplement; and the October, 2009 revised volumes 79A and 82.

US Law Reviews

- Journals and Law Reviews PRO includes all available law reviews and bar journals, excluding ABA and Aspen Law and Business publications.

Canada All Cases

- Includes cases from Canada's federal and provincial courts, coverage varies by court. Selective coverage begins with 1825. Comprehensive coverage begins 1977

All Canadian Statutes

- Federal, provincial, and territorial statutes currently in force in Canada, as well as recently enacted legislation not yet in force.

All Cases from Hong Kong

- Coverage begins in the year 1905. Includes full-text case reports from the courts of the Hong Kong Special Administrative Region of the People's Republic of China (the Court of Final Appeal, the Court of Appeal of the High Court, and the Court of First Instance of the High Court); the courts of the British crown colony of Hong Kong (the Privy Council, the Court of Appeal, and the High Court); and other courts and tribunals, such as the District Court and Lands Tribunal. Coverage begins with 1905.
- Also contains summaries of decisions from the Hong Kong regional courts and the Privy Council of Great Britain beginning with 1996 and full-text case law documents from the Hong Kong Latest Judgment Alert Service beginning with 1999.

Australian Cases

- Reported and unreported judgments from various Australian courts. Coverage varies by source.

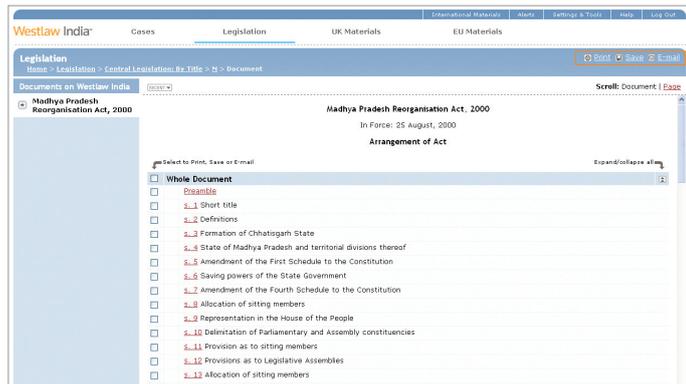
Constitutional Law of South Africa, 2nd Edition (CLOSA)

- The most widely cited treatise on South African constitutional law. It offers complete reconstructions of legal doctrine, provides alternative readings of constitutional provisions, and proffers appropriate criticism of the judiciary's decisions and the legislature's enactments. CLOSA's 66 chapters cover every provision of the Final Constitution: and thus everything the basic law and the courts have to say about institutional structures, court procedure, basic constitutional doctrines and the Bill of Rights.

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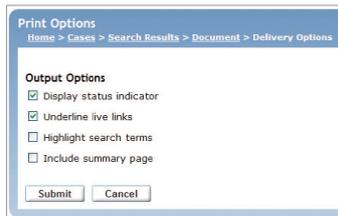
PRINT, SAVE AND E-MAIL

Open any document on Westlaw India and you will have the option to print, save or e-mail. Select your chosen option by clicking the relevant link located in the top right-hand corner of the screen.



PRINT

- Click **Print** in the top right-hand corner
- Select your preferred **Print Options** and **Output Option(s)**
- Click **Submit**

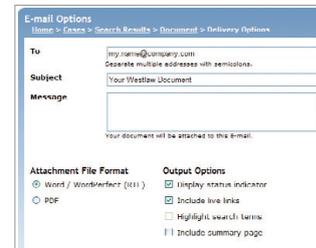


SAVE

- Click **Save** in the top right-hand corner
- Choose either **PDF** or **Word RTF** (rich text format)
- Select your preferred **Output Option(s)**
- Click **Submit**

E-MAIL

- Click **E-mail** in the top right-hand corner
- Enter the e-mail address of the recipient(s)
- Choose either **PDF** or **Word RTF** (rich text format)
- Select your preferred **Output Option(s)**
- Click **Submit**



PRINT FULL TEXT LEGISLATION PDFs

There are two options available:

- (1) From the Legislation browse list click the **PDF** icon, or
- (2) Click the **PDF of entire Act** link in the top right-hand corner of any legislation document

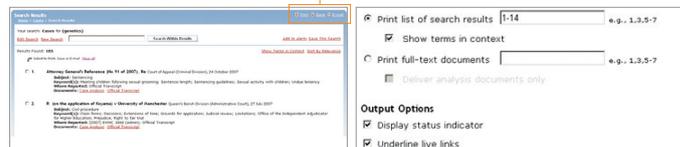
PRINTING SECTIONS FROM THE ARRANGEMENT OF ACT

You can print individual sections of an Act or the whole Act by selecting the relevant boxes on the left-hand side and clicking print.

PRINT, SAVE OR E-MAIL SELECTED RESULTS

Once you have run a search, use the checkboxes next to the results to select the documents you wish to print, save or e-mail. Now click the appropriate icon in the top right-hand corner.

You can choose to print, save or email either just the information displayed in the results list, the full text of the case, or just the analysis / abstract.



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GETTING
STARTED

CASE LAW

LEGISLATION

UK MATERIALS

EU MATERIALS

INTERNATIONAL
MATERIALS

PRINT, SAVE
AND E-MAIL

ALERTS AND
RSS FEEDS

ALERTS AND RSS FEEDS

ALERTS

There are two ways to create alerts on Westlaw India:

CREATE A NEW ALERT

The **Create a New Alert** feature allows you to create alerts which monitor Cases, Journals, UK and EU content, for selected legal subjects.

To create a new alert, click on the **Alerts** link at the top of the Westlaw India screen.

Alert Name	Client ID	Date Set	Frequency
Westlaw India Alerts			
Finance Act	Westlaw India	12/03/2010	daily
Housing Law	Westlaw India	12/03/2010	daily

From the Alerts List page, click on the **Create a New Alert** button at the top left. You can now select the type of content and subject areas on which you wish to receive updates.

Create Alert

Tick the boxes below to choose the content and subject area(s) you would like to include in this Alert

Content

- Supreme Court Judgments
- Legislation
- UK Cases
- UK Legislation
- UK Journals
- UK Current Awareness

Subject Areas

- Accounts & Audits
- Administrative
- Advocates & Judges
- Agriculture & Agri. Products
- Air Law
- Anti-Dumping
- Arbitration & ADR
- Income Tax & Direct Taxes
- Indirect Tax
- Insurance
- Intellectual Property
- International
- IT & E-Commerce
- Labour & Industrial Law

Once selected, click **Next**. You will be taken to the **Manage this Alert** page where you will be required to name your alert, enter a client ID, select how often you wish to receive the alert, etc. You can also add IP authentication to an alert by entering your sponsor code on this screen.

Click **Save Alert** at the bottom of the page to complete the alert set up.

CREATE AN ALERT FROM A SEARCH RESULT

Run your search and from your results click on the **Save as Alert** link in the top right-hand corner of the screen. You can also set up alerts for specific cases in which you are interested by clicking **Create Case Alert** from within the case document.

Search Results

Your search: **Cases for (tamil AND nadu AND housing AND board)**

Results Found: **653**

Save as Alert

1. **Jasbir Singh Chhabra and Others v State of Punjab and Others** Supreme Court of India, 09 Mar 2010
Subject: Land & Property
Where Reported: 2010 Indlaw SC 156

You can select to save the search terms as a **Saved Search** as opposed to being notified via e-mail.

MODIFY ALERTS

To **Edit** your alerts, click on the **Alerts** link at the top of the Westlaw India page to display your alerts list. From this page you can edit the content and subject of the alert. To change delivery options or update email addresses click **Manage**.

RSS FEEDS

Westlaw India RSS allows you to easily publish the latest Westlaw India content on your intranet site or have live links delivered straight to your RSS compatible browser or reader.

As with alerts, RSS feeds can be created as new (click on the **RSS Feeds** link at the top of the Westlaw UK screen), or from search results (click on **Save as RSS Feed** at the top right-hand corner of the results list).

You can also create a feed from a full text journal or case report series. Simply browse to the relevant series and click on the **RSS Feed** link in the top right-hand corner.

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GETTING
STARTED

CASE LAW

LEGISLATION

UK MATERIALS

EU MATERIALS

INTERNATIONAL
MATERIALS

PRINT, SAVE
AND E-MAIL

ALERTS AND
RSS FEEDS