

# Westlaw Classic

## Navigating Westlaw

### Session Objectives

The session outlines the steps to conduct legal research on Westlaw Classic.

### Learning Outcomes

At the end of this session, participants will be able to:

- Understand the significance of Client ID.
- Navigate the features and functionalities of Westlaw.
- Browse or search by Content or by Federal and State Material.
- Access Key Numbers to browse for cases listed under a legal issue.
- Conduct a WestSearch.
- Re-order results list.
- Filter results or search within results.
- Understand the significance of reported and unreported cases.
- Navigate a case result.
- Understand the different KeyCite Flags.
- Search and browse for statutes and court rules.
- Introduce International Materials.

### Session Duration

Approximately 45 minutes.

### Session Delivery Methods

Internet (Microsoft Teams) - This training method is ideal for individuals or groups who are based remotely or where face to face training is not possible.

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

### Learning Materials

Support materials including guides, videos and tips are available via the link below:

<https://legal.thomsonreuters.com/en/support/westlaw>

### Training Specialist

A Thomson Reuters Training Specialist will conduct the session.