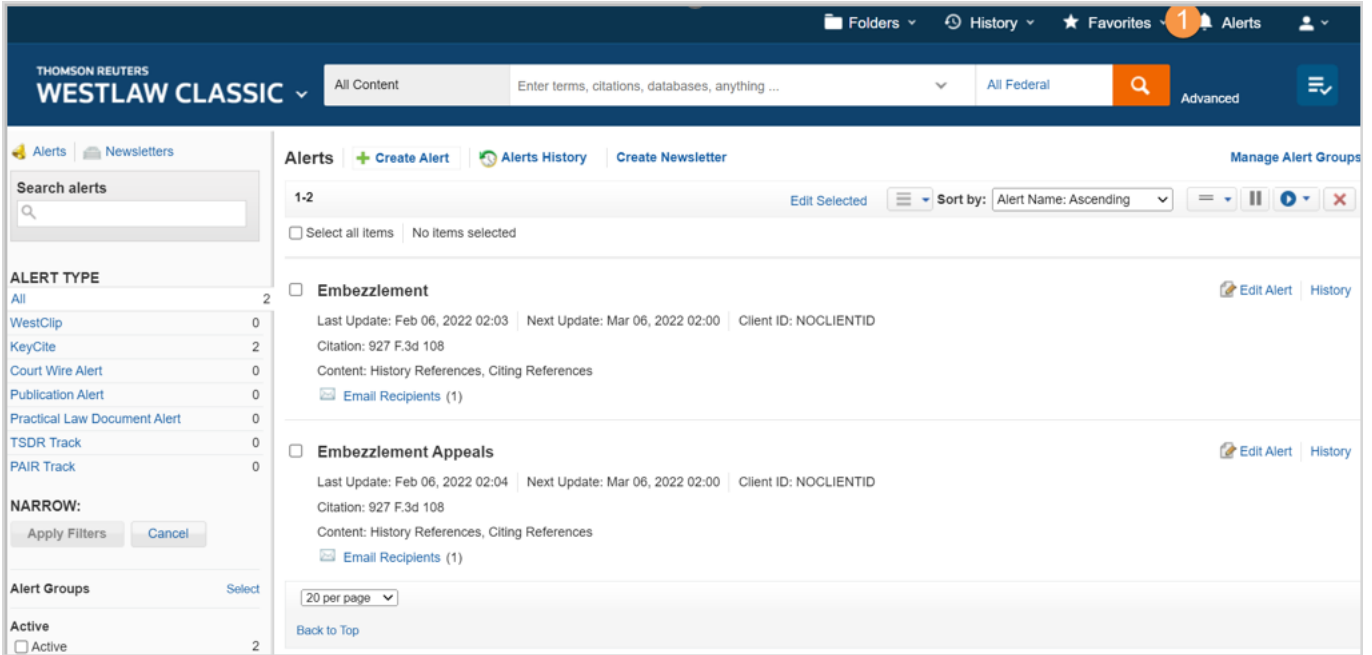


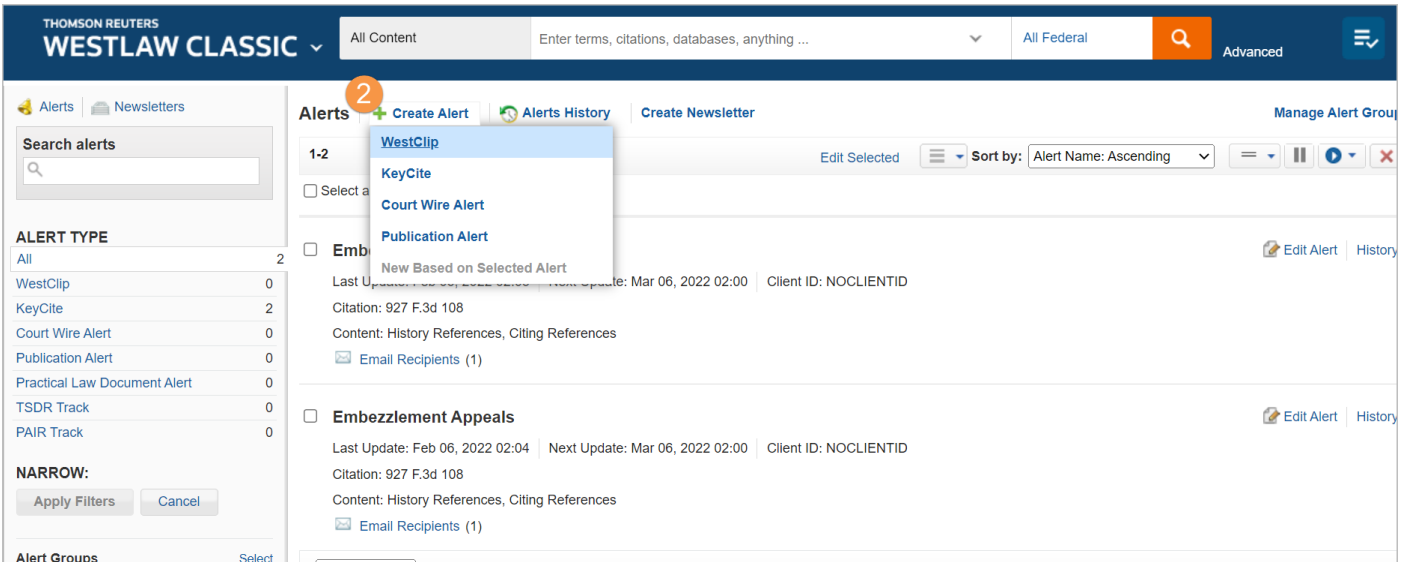
# WESTLAW CLASSIC - WESTCLIP ALERT GUIDE

The Westlaw Classic Alert user guide, allow the user to set up alerts on specific content and customized the alert to their organizational needs. The alert can be scheduled to the user's convenience.

1. Log onto Westlaw Classic and select the Alerts option on the top right corner of the screen.



2. Select the create Alert option and select one of the options available.



3. Add an alert name
4. Add alert description which is optional
5. Select the continue tab

THOMSON REUTERS  
WESTLAW CLASSIC

All Content Enter terms, citations, databases, anything ... All Federal Advanced

## Publication Alert

1 Basics

Name of alert **3**  
Commercial Law

Description (optional) **4**  
Corporate and Commercial Litigation

Assign to alert group

**5** Continue

2 Select content

6. The all-content option allows the user to choose content according to their organisational needs, examples of these content types are cases, statutes, forms etc. These content options can further expand into categories.

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All Content Enter terms, citations, databases, anything ... All Federal

## 2 Select content

Search content by name or database (ex: California Cases, NY-ST-ANN)

All Content Federal Materials State Materials Practice Areas Favorites

**6** All Content

Cases	Forms	COVID-19 Legal Materials & News
Statutes & Court Rules	Briefs	ADD News
Administrative Decisions & Guidance	Jury Verdicts & Settlements	Business Law Center
Practical Law	Proposed & Enacted Legislation	Legislative History
Secondary Sources	Proposed & Adopted Regulations	Intellectual Property
	Arbitration Materials	International Materials

Your selections:

7. Select the add to the content required (content selections are limited to 1)
8. The selected content gets added to your selection, click continue

**2 Select content**

Search content by name or database (ex: California Cases, NY-ST-ANN)

**Your selections:**

Federal Cases **8**

All Content Federal Materials State Materials Practice Areas Favorites

All Content > Cases

✓ All Federal Cases  
All State Cases

**Federal Cases by Court**

<b>ADD</b> U.S. Supreme Court	U.S. Tax Court	<b>ADD</b> U.S. Court of Appeals for Veterans Claims
<b>ADD</b> U.S. Courts of Appeals	<b>ADD</b> U.S. Court of Federal Claims	
<b>ADD</b> Federal District Courts	<b>ADD</b> U.S. Court of International Trade	
<b>ADD</b> 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	<b>ADD</b> Federal Circuit

9. Add recipients email addresses.

THOMSON REUTERS  
**WESTLAW CLASSIC**

Folders History Favorites Alerts

All Content Enter terms, citations, databases, anything ... All Federal Advanced

You currently do not have any Newsletters. You need to create a Newsletter before you can add an alert to it.

**Email settings**

Recipients Layout and limits

To **9** My contacts

tanya.doolabh@thomsonreuters.com

**Subject**

Publication Alert: Commercial Law

**Email note**

**Format** Microsoft Word **Number of items** 500

10. Set the frequency of the alert by daily, weekly, or monthly, select an alert time and end date and save alert.
  - Your alerts are now customised and set to be received on specific content.

The screenshot shows the 'Schedule alert' section of the Westlaw Classic interface. At the top, the header includes 'THOMSON REUTERS WESTLAW CLASSIC', 'All Content', a search bar with the placeholder 'Enter terms, citations, databases, anything ...', 'All Federal', and an 'Advanced' search button. Below the header, a search bar contains the text 'Number of items: 500 results'. The '4 Schedule alert' section is highlighted with a blue tab. It contains the following fields and options:

- Frequency:** A dropdown menu set to 'Daily'. A red notification bubble with the number '10' is positioned above the dropdown.
- Alert at this time:** A dropdown menu set to '(GMT-06:00) Central Time (US & Canada)'. Below it is a time dropdown menu set to '7:00 AM'.
- End date:** A text input field containing '02/25/2022' with a calendar icon to its right.
- Alert even if there are no results
- Save alert:** A blue button at the bottom of the form.