# Westlaw Classic Quick Start Guide

2025년 – Korean Version



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#### 동아대학교 도서관 홈페이지로 Westlaw 접속



- ① 도서관 홈페이지 로그인 > 자료검색 > 학술DB > Westlaw 클릭
- ② "Westlaw 접속정보" 창이 나오면 오렌지색 "Westlaw.com" 클릭
- ③ 새로 나온 Westlaw 로그인 창에, Username을 복사하여 붙여 넣음
- ④ Username을 복사해서 넣으면 자동으로 화면이 전환되고, 이후 Password를 복사해서 붙여 넣으면 됨





# OnePass로 Westlaw 로그인 하기

Westlaw 접속 방법

- ① www.westlaw.com 접속
- ② Username 입력 후 화면이 자동 전환 되면 Password 입력
- ③ Sign in 클릭

Westlaw Class	SiC Forgot username?		Thomson Reuters Sign in to Westlaw Classic
Password          Save username         Save username and passw         Remember me         Sign in	Forgot password?	화면 자동 전환	Edit Password* © Reset your password Sign in
Add registration key Update OnePass profile	Create OnePass profile Learn about OnePass		Sign-in with OnePass



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# Single Sign On로 Westlaw 로그인 하기

Westlaw 접속 방법

- 1. 소속 기관의 Single Sign-On URL로 이동. 이 URL은 소속 기관의 그룹ID를 포함합니다. 예) https://westlaw.com/?groupid=abcd (abcd 부분은 각 소속기관별 링크 참조)
- 2. 소속 기관의 로그인 정보를 입력 후 로그인 클릭. 이 단계는 하루에 한번 진행하며, 한번 진행한 이후 로그인하는 경우 추가 단계 없음

#### or

- 1. 소속 기관의 single sign on URL를 모르는 경우, <u>www.westlaw.com</u>로 이동하여 하단의 Access with single sign on 버튼을 클릭.
- 2. 소속 기관의 이메일 혹은 그룹ID 를 입력
- 3. 소속 로그인 정보를 입력 후 클릭. 이 단계는 하루에 한번 진행하며, 한번 진행한 이후 로그인하는 경우 추가 단계는 없음

	<b>Westlaw Class</b> Sign in using OnePass	sic	
Westlaw C	lassic organization's single sign-on		Forgot username?
Access with sing	gle sign-on		Forgot password?
Organization email c	or group ID		
Remember email/g	group ID ign-on		
Continue			
	Add registration key Update OnePass profile	Create One Learn abou	Pass profile It OnePass
Γ	Access	vith single sign-o	on



### Home Page Overview





# WestSearch Box 검색하기

모든 페이지 상단에 위치한 검색창을 활용하여 다양한 검색을 수행할 수 있습니다

		TRA	NINING - 🗖 Folders -	🕙 History 🗸 ★ Favorites	∽ 🜲 Alerts ? 💄 ∽
	r terms, citations	s, databases, anything		✓ All State & Federal	Advanced
i Browse					
All Content Federal Materials State Materials	Practice Are	as Tools		Thousands of pract	vv ical, up-to-date resources a <u>cross</u>
Cases	Forms				
🚧 Topics & Key Numbers	Briefs	WestSearch 검색 항목	에시		
Trial Court Orders	Trial Court I	인용번호로 검색	562fs263		
Statutes & Court Rules	Expert Mate	복수의 인용번호 검색	562fs263; 97 sct 56	i9; 42 u.s.c.1983	
Regulations	Jury Verdict	당사자 이름으로 검색	citizens united v. Fea	deral election commission	ics 🚄
Administrative Decisions & Guidance	Proposed &	KeyCite 1	keycite 93 sct 1817	or kc: 93 sct 1817	ne <b>s</b>
Practical Law	Proposed &	출판물 혹은 데이터베이스	mn-st (미네소타 법령	/법원규정을 검색하는것임)	y
Secondary Sources	Arbitration I	Boolean Terms & Connects 2	dedicate /s "private	road" "public road"	ant
		서술 용어(Plain English)	can a municipality be	held liable for civil rights viola	ations by its emplyees
		Legislative Trial Transc Intellectual Internationa Directories	History cripts & Oral Arguments Property al Materials	Favorites	<ul> <li>Find answers faster than ever with the most advanced legal search engine</li> </ul>



#### WestSearch Box: Westlaw Answer

홈페이지의 WestSearch box에서 주요 키워드 입력하면 관련 법률 질문을 선택 가능하고, 해당 질문의 답변과 그 답변의 출처인 판례를 확인 가능합니다.

1	Homepage WestSearch box 키워드 입력	breach	~		
2	Suggested contents 검색창 하단 박스에서 키워드와 관련된 다양한 종류의 자료가 제안됨. 그 중	2 What are the elements of <b>breach</b> of contract? All State & Federal What are the elements of <b>breach</b> of fiduciary duty? All State & Feder	1		
2	첫번째 법률 질문 선택	<sup>te</sup> Looking for this? Breach of Contract Jury Verdicts	SIC ~ All Content What are the	e elements of breach of contract	All State & Federal
3	선택한 법률 질문에 대한 답변을 검색결과 첫번째에서 확인하고, 답변의 출처인 판례 확인 가능	Georgia Landlord & Tenant Breach & Remedies with Forms Thomas on Data Breach: A Practical Guide to Handling Data Breach wide	What are the elements of broken All State & Federal	reach of contract?	^
		Cases         In re Anthem, Inc. Data Breach Litigation       162 F.Supp.3d 953       2/14/2         In re Ambry Genetics Data Breach Litigation       567 F.Supp.3d 1130       1         In re Anthem, Inc. Data Breach Litigation       2016 WL 3029783       Not Register         5/27/2016       N.D.Cal.       Not Register       5/27/2016	To prevail in a breach of contract actic material breach of the contract; and (3 Deauville Hotel Management, LLC v. Ward District Court of Appeal of Florida, Third District.   Ma Associated content	on, a plaintiff must prove: (1) a valid contract exister 3) damages. rd Helpful? Yes No   ay 31, 2017   219 So.3d 949   2017 WL 2348626	з; (2) а
		Dockets Breach v. Prison Health Services, Inc. et al (INMATE1) 2:06-CV-011	To succeed in a breach of contract cla the plaintiffs and the defendant suppo willing, and able to perform; (3) the de the plaintiffs have suffered damage." Hoang v. Eternal Salon, Inc. Helpful? Yes Appeals Court of Massachusetts.   March 06, 2017   Associated content	aim, the plaintiff must show "(1) an agreement was orted by valid consideration; (2) the plaintiffs have b efendant's breach has prevented them from perform is No 91 Mass.App.Ct. 1109 81 N.E.3d 822	made between een ready, ning; and (4)
				View more	



#### **Terms and connectors**

Westlaw 검색창에서는 연산자를 활용하여 검색이 가능합니다. 주요 키워드 사이 관계를 설정할 수 있는 connectors와 주요 키워드안에 Terms를 입력합니다.

#### Search terms and connectors

/s	In same sentence
+S	In same sentence and in same order
/p	In same paragraph
+p	In same paragraph and in same order
/[n]	Within n (1-255) terms of
+[n]	Within n (1-255) terms of and in same order
%	But not
[SPACE]	OR connector
&	AND connector
!	Root expander suffix for variant endings
*	Universal single character(s) (cannot start term)
#	Prefix to turn off plurals and equivalents
« »»	Search by phrase



# **Advanced Search**

모든 Westlaw Search Box 의 오른쪽 Advanced Search 링크가 위치합니다. 검색 템플릿을 활용하여 검색연산자를 쉽게 입력할 수 있고, 각 콘텐츠 종류별 특정 검색 정보(문서 제목, 저자명 등)을 입력하여 자료를 찾을 수 있습니다.

#### Advanced Search

Use at least one field to create a Boolean Terms & Connectors query.

Find documents that have		3	Conne &	ectors and Expanders AND
All of these terms			/s	In same sentence
e g construction defect (searched as construction & defect)			or	OR
	Term frequency		+s	Preceding within sentence
	Terminequency		/p	In same paragraph
Any of these terms				Phrase
any or these terms			+p	Preceding within paragraph
e.g., physician surgeon (searched as physician OR surgeon)	_		%	But not
	Term frequency		<b>SPACE</b>	OR
			/n	Within n terms of
This exact phrase			!	Root expander
e.g., medical malpractice (searched as "medical malpractice")			+n	Preceding within n terms of
	Term frequency		*	Universal character
.g., residence domicile (searched as "% residence domicile")				
Document Fields (Boolean Terms & Connectors Onl Date	у)			
All				
Citation				
Name / Title				





**Connectors and Expanders** Westlaw 에서 활용할 수 있는 연산자 목록을 Advanced Search page에서 항상 확인 가능

**Find documents that have** Terms & Connectors를 입력하지

검색어를 완성 가능

**Document Fields** 

2

않고, 키워드를 입력하여 연산자

검색하려고 하는 콘텐츠 종류별로

다른 검색창을 가지고 있으며, 날짜, Citation, 제목 등으로 검색 가능

### West Key Number System

가장 포괄적인, 가장 많이 사용되고 있는 판례 분류 체계로서, WestSearch 법률 정보 검색 엔진의 고유 시스템입니다. 변호사 경력을 가지고 있는 편집자들이 작성한 point of law를 바탕으로 판례를 주제별로 정리하고 있습니다. 특정 주제 혹은 법원에서 사용하는 법률 용어를 입력하여 그와 관련하여 언급된 의견이나 법률 쟁점에 대해 검색이 가능합니다.





가능

### **Browsing content: Cases**

판례 검색을 위해 판례 콘텐츠 종류를 선택하여 검색 가능합니다.

Homepage > Browse > Cases

2 Search Cases 변경된 탭 검색창에서 판례 종류에 상관 없이 검색 가능

 Cases by Court, Circuit, State, Other

 Jurisdictions, Topic

 판례 종류 및 분류를 선택 및 한정하여 검색 가능

III Browse			
All Content Federal Materia		ses v Search Cases	✓ All State & Federal
Cases	Home		
🧽 Topics & Key Numbers	Cases Add to Favorites Copy link		
Trial Court Orders	See specific court for coverage information. Search all Case	s content above or navigate to specific content below. 🕕	
Statutes & Court Rules	All Federal Cases		
Regulations	All State Cases		
Administrative Decisions &	Federal Cases by Court		
5 K H	U.S. Supreme Court	U.S. Tax Court	U.S. Court of Appeals for Veterans Claims
Practical Law	U.S. Courts of Appeals	U.S. Court of Federal Claims	Military Courts
Secondary Sources	Federal District Courts	U.S. Court of International Trade	Judicial Panel on Multidistrict Litigation (JPML)
,	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	Federal Circuit
	5th Circuit		
	Cases by State		
	Alabama	Kentucky	North Dakota
		· · ·	<u></u>



### **Browsing content: Statutes**

#### 법령 검색을 위하여, 법령 종류/범위를 선택하여 검색 가능합니다.



Homepage > Browse > Statutes & Court Rules

- **Federal/State/Other Jurisdictions/Topical** 법령 종류/범위를 선택 및 한정하여 검색 가능
- United States Code Annotated (USCA)

🛿 Browse							
All Content	Federal Materials	THOMSON REUTERS	Statutes & Court Rules 🗸 🗸	Search Statutes & Court Rules		~	All State & Federa
Cases							
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Trial Court	Orders Court Pules	Search all Statutes & Court Rules content above or navi	gate to specific content below. 🧃	)			
Regulation	s A	Federal United States Code Annotated (USCA)					
Administrative Decisions & Gu		6.3. Constitution Federal Rules of Appellate Procedure					
Practical Law		Federal Rules of Civil Procedure					
Secondary	Sources	Federal Rules of Criminal Procedure Federal Rules of Evidence					
		State					
		Alabama	Kentucky		North Dakota		
		Alaska	Louisiana		Ohio		
		Arizona	Maine		Oklahoma		
		Arkansas	Maryland		Oregon		
		California	Massachusetts		Pennsylvania		
		Colorado	Michigan		Rhode Island		
		Connecticut	Minnesota		South Carolina		
		Delaware	Mississippi		South Dakota		
		District of Columbia	Missouri		lennessee		



### **Browsing content: Secondary Sources**

#### 문헌 검색을 위하여, 문헌 종류/범위를 선택하여 검색 가능합니다.

2 Search Secondary Sources 변경된 탭 검색창에서 문헌 종류에 상관 없이 검색 가능

Homepage > Browse > Secondary Sources

**By Type** 문헌 종류(예, Law Review & Journals)를 선택 및 한정하여 검색 가능

By State, Topic, Publication Series 문헌 범위를 주단위, 주제별, 출판물 시리즈로 선택 및 한정하여 검색 가능

4

Ŵ	j Browse					
	All Content Federal Materia		Secondary Sources V Search Secondary Sou	Irces		
	Cases					
	🦛 Topics & Key Numbers	Home				
Trial Court Orders Secondary Sources Add to Favorites Copy link						
	Statutes & Court Rules See specific publication for coverage information. Search all Secondary Sources content above or navigate to specific content below.					
	Regulations 3	Ву Туре				
	Administrative Decisions &	American Law Reports CLE & Seminar Materials	Law Reviews & Journals	Texts & Treatises 50 State Surveys		
	Practical Law	Jurisprudence & Encyclopedias	Legal Newspapers & Newsletters	Wolters Kluwer (CCH)		
1	Secondary Sources	Jury Instructions	Restatements & Principles of the Law			
	4	By State				
		Alabama	Kentucky	North Dakota		
		Alaska	Louisiana	Ohio		
		Arizona	Maine	Oklahoma		
		Arkansas	Maryland	Oregon		
		California	Massachusetts	Pennsylvania		
		Colorado	Michigan	Rhode Island		
		Connecticut	Minnesota	South Carolina		
		Delaware	Mississippi	South Dakota		
		District of Columbia	Missouri	Tennessee		
		Florida	Montana	Texas		
		Georgia	Nebraska	Utah		



### **Browsing content: International Materials**

Westlaw에서 Non-US Content 를 검색하는 방법입니다.



Homepage > Browse > International Materials (주의, Non-US Content는 홈페이지 검색창에서 검색 되지 않음)

Browse					
All Content	Federal Materials	State Materials	Practice Areas	Tools	
Cases			Forms		Artificial Intelligence Legal Materials & New
🧽 Topics	& Key Numbers		Briefs		NEW
Trial Court (	Orders		Trial Court Docume	ents	Civil Rights Legal Materials & News
Statutes & 0	Court Rules		Expert Materials		COVID-19 Legal Materials & News
Regulations	6		Jury Verdicts & Set	ttlements	Dockets
Administrati	ive Decisions & Gui	idance	Proposed & Enacte	ed Legislation	Court Wire Alerts Archive
Practical La	w		Proposed & Adopte	ed Regulations	News
				0	



Trial Transcripts & Oral Arguments

Intellectual Property International Materials

Directories

### **Browsing content: International Materials**

Westlaw에서 Non-US Content 를 검색하는 방법입니다.



특정 jurisdiction 검색을 위해 선택 가능

#### 3 Content Types

Jurisdiction과 상관없이 특정 콘텐츠 자료를 선택 및 검색 가능

#### RELATED LEGAL

사용주체(Academic, Government, European Practitioner) 혹은 주제(예, Global Competition & Antitrust) 맞춤형으로 US 콘텐츠 와 Non-US 콘텐츠를 분류하여 맞춤형 검색 가능

WESTLAW CLASSIC	۲ م Advanced
Home	
International Materials Add to Favorites 🗟 Set as start page 🔗 Copy link (?) Other International Legal Products	
Search all International Materials above or navigate to specific content below.	PRACTICAL LAW
	Practical Law Global 🛃
Jurisdictions	A RELATED LEGAL
Australia	International Materials Index
Canada	Academic Library
European Union	Government Library
Hong Kong	European Practitioner Library
Korea	World Journals
United Kingdom	UK Research
Other International Jurisdictions	EU Research
Content Types	Global Competition & Antitrust
Cases	International Arbitration Waterials
Administrative Materials	U.S. Materials
Legislation	RELATED NEWS
Treatises	International Nows
Journals	International News
Current Awareness	
Court Documents	
Legal Memoranda	
Jury Verdicts	
Forms	



## Search Result: Homepage Overview Page

홈페이지 검색결과는 우선적으로 Overview Page로 확인됩니다. 각 콘텐츠별 검색 키워드와 관련성이 높은 자료를 2-3개 요약하여 제시합니다.





### **Search Result: Cases**

판례 검색결과 페이지에서 적용 및 설정할 수 있는 기능을 설명합니다.

NARROW: 2 Sort by: Relevance -1 - 100 🕨 Narrow: 검색 결과를, Search Apply Filters Cancel Select all items No items selected within results – 추가 검색어, Jurisdiction, Date, 7 1. Helling v. McKinney **Reported Status**, Search within results Supreme Court of the United States June 18, 1993 509 U.S. 25 113 S.Ct. 2475 125 L.Ed.2d 22 91-1958 Topic으로 재정리 가능 Q-Prison Conditions. Inmate's claim of exposure to tobacco smoke stated Eighth Amendment cause of action. Sort by 검색 결과를 관련성, 날짜, Jurisdiction Hide synopsis 인용순, 사용순으로 재정리 Federal 114 Prisoner brought civil rights action against prison officials, alleging violation of Eighth Amendment due to his exposure to environmental tobacco 가능 smoke (ETS). The United States District Court for the District of Nevada, Edward C. Reed, Jr., Chief Judge, directed verdict for prison officials and Date inmate appealed. The Ninth Circuit Court of Appeals, 924 F.2d 1500, affirmed in part, reversed in part and remanded, and certiorari was granted. **Snippet details** The Supreme Court, 112 S.Ct. 291, vacated and remanded. Thereafter, the Court of Appeals, 959 F.2d 853, reinstated and remanded. Certiorari 검색 결과를 얼마나 All ÷ 자세히 표시할지 설정 was granted. The Supreme Court, Justice White, held that: (1) prisoner's Eighth Amendment claim could be based upon possible future harm to health, as well as present harm, arising out of exposure to ETS; (2) prisoner stated cause of action for violation of his Eighth Amendment rights; **Reported Status Copy Link** and (3) on remand consideration must be given to circumstances in **prisoner's** new prison location, including nonsmoking policies, in determining Reported 32 검색 결과의 링크 확인 및 whether objective element of Eighth Amendment claim, exposure to excessive ETS, and subjective element, deliberate indifference to prisoner's Unreported 82 복사 situation, were still present. Affirmed and remanded Folder Topic 검새결과를 선택하여 Civil 108 Justice Thomas dissented and filed opinion, in which Justice Scalia joined. 폴더에 저장 Employment & Labor 87 Criminal 49 ...In order for prisoner to obtain injunction prohibiting prison officials from violating his Eighth Amendment rights by exposing him to environmental **Delivery options** 이메일, 프린트, 다운로드 Health Practitioner 24 tobacco smoke (ETS), prisoner will be required to show, as objective element, that he is being exposed to unreasonably high levels of ETS, and Environmental 3 as subjective element, that officials have shown deliberate indifference to his exposure. U.S.C.A. Const.Amend. 8.... **KeyCite Flag** Topics 자세한 내용은 다음 -16페이지 참고 Judge Select



5

#### **Document Page: Cases**

판례 문서에서 확인할 수 있는 정보 및 기능을 설명합니다.





### **Citing References: Cases**

KeyCite 중 Citing Reference는 해당 문서가 다른 자료로부터 인용되었을 경우 인용하였던 자료들 (판례, 행정자료, 문헌 등) 볼 수 있게 되어있고, 해당 문서를 더 깊게 파악하고 유효한 법률을 인용하실 수 있도록 도움을 드립니다



### **Document delivery**

Westlaw는 다양한 문서 전송 옵션을 제공하고 있습니다.





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# LOOKING FOR MORE INFORMATION?

Source: Westlaw Classic Quick Reference Guide

Customer Portal Site: <u>https://support.thomsonreuters.co.kr</u>