

# Sharing Folders Across Organizations with WestlawNext



# Benefits of Sharing Across Organizations

## Delivering value through shared knowledge and information:

- Easily collaborate with corporate counsel and other firms on the research team
  - Three-step process: Invite, Accept, Confirm
- Make research projects more transparent
- Maximize your time
- Showcase your expertise
- Gain a competitive advantage

Hourly charges are suspended while on this page.

Folders History

New Options

- Copy
- Move
- Rename
- Delete
- Export
- Export to Amazon Kindle
- Share

# Employment Law

1-8

items selected



Title	Content
ADA Litigation	
216.6. Unfair employment practices IA ST § 216.6	Statutes
22-9-5-17 "Reasonable accommodation" defined IN ST 22-9-5-17	Statutes
839-006-0206. Reasonable OR ADC 839-006-0206	Regulations
A. Americans With Disab Cal. Prac. Guide Employ	Secondary Sources
In re Reasonable Testing Accommodations of LaFleur S.D.   September 20, 2006   722 N.W.2d 559	Cases
Smith v. Midland Brake, Inc., a Div. of Echlin, Inc. C.A.10 (Kan.)   June 14, 1999   180 F.3d 1154	Cases
US Airways, Inc. v. Barnett U.S.   July 02, 2001   2001 WL 747857	Briefs

To initiate folder sharing with external colleagues, begin by either selecting 'Share' from the 'Options' menu or by clicking on the 'Share icon.'

### SHARED WITH ME

- Contract of adhesion
- Intermediate copying
- Securities Arbitration

### NARROW:

Search within results

Select Multiple Filters

- Type
- Document 7

- Content Type
- Cases 2

20 per page

Folders History

New Options

- MY FOLDERS
- Andrew's Research Folder
    - Bankruptcy
    - Employment Law**
    - Labor Arbitration
    - NASD
    - SLAPP Requirements
    - Work Process
  - Trash

- SHARED WITH ME
- Contract of adhesion
  - Intermediate copying

### NARROW:

Search within results

Select Multiple Filters

- Type
- Document 7

- Content Type
- Cases 2

**Share 'Employment Law'**

Share subfolders of 'Employment Law' Contacts...

Enter names, groups, email addresses or select from Contacts.

Continue
Cancel

Users are prompted to enter email addresses to commence external folder sharing.

<input type="checkbox"/>	ADA Litigation	
<input type="checkbox"/>	<b>216.6. Unfair employment practices</b> IA ST § 216.6	Statutes
<input type="checkbox"/>	<b>22-9-5-17 "Reasonable accommodation" defined</b> IN ST 22-9-5-17	Statutes
<input type="checkbox"/>	<b>839-006-0206. Reasonable Accommodation</b> OR ADC 839-006-0206	Regulations
<input type="checkbox"/>	<b>A. Americans With Disabilities Act (ADA)</b> Cal. Prac. Guide Employment Litigation Ch. 9-A	Secondary Sources
<input type="checkbox"/>	<b>In re Reasonable Testing Accommodations of LaFleur</b> S.D.   September 20, 2006   722 N.W.2d 559	Cases
<input type="checkbox"/>	<b>Smith v. Midland Brake, Inc., a Div. of Echlin, Inc.</b> C.A.10 (Kan.)   June 14, 1999   180 F.3d 1154	Cases
<input type="checkbox"/>	<b>US Airways, Inc. v. Barnett</b> U.S.   July 02, 2001   2001 WL 747857	Briefs

20 per page

## Share 'Employment Law'

Share subfolders of 'Employment Law'

Contacts...

julie g

Internal colleagues and groups will continue to populate upon name look-up.

**Garcia, Julie M**

**Gillis, Julie**

**Gleason, Julie**

**Glovier, Julie**

**Glynn, Julie**

<input type="checkbox"/>	<b>216.6. Unfair employment practices</b> IA ST § 216.6		Statutes
<input type="checkbox"/>	<b>22-9-5-17 "Reasonable accommodation" defined</b> IN ST 22-9-5-17		Statutes
<input type="checkbox"/>	<b>839-006-0206. Reasonable Accommodation</b> OR ADC 839-006-0206		Regulations
<input type="checkbox"/>	<b>A. Americans With Disabilities Act (ADA)</b> Cal. Prac. Guide Employment Litigation Ch. 9-A		Secondary Sources
<input type="checkbox"/>	<b>In re Reasonable Testing Accommodations of LaFleur</b> S.D.   September 20, 2006   722 N.W.2d 559		Cases
<input type="checkbox"/>	<b>Smith v. Midland Brake, Inc., a Div. of Echlin, Inc.</b> C.A.10 (Kan.)   June 14, 1999   180 F.3d 1154		Cases
<input type="checkbox"/>	<b>US Airways, Inc. v. Barnett</b> U.S.   July 02, 2001   2001 WL 747857		Briefs

20 per page

Folders History

- New
- Options
- Andrew's Research Folder
  - Bankruptcy
  - Employment Law**
    - ADA Litigation
    - Labor Arbitration
    - NASD
    - SLAPP Requirements
    - Work Process
  - Trash

- SHARED WITH ME
- Contract of adhesion
  - Intermediate copying
  - Securities Arbitration

### NARROW:

Search within results

Select Multiple Filters

- Type
- Document 7

- Content Type
- Cases 2

Work Process (4)

Content

## Share 'Employment Law'

Share subfolders of 'Employment Law'

Contacts...

- Julie Gleason
- Calista Marie Menzhuber
- Employment Law
- jim@gmail.com**

Upon clicking 'Enter', the email is stored and recognized as existing outside the 'Contacts' directory.

Continue

Cancel

	Content
<input type="checkbox"/>	<p>ADA Litigation</p> <p><b>216.6. Unfair employment practices</b> IA ST § 216.6</p>
<input type="checkbox"/>	<p><b>22-9-5-17 "Reasonable accommodation" defined</b> IN ST 22-9-5-17</p>
<input type="checkbox"/>	<p><b>839-006-0206. Reasonable Accommodation</b> OR ADC 839-006-0206</p>
<input type="checkbox"/>	<p><b>A. Americans With Disabilities Act (ADA)</b> Cal. Prac. Guide Employment Litigation Ch. 9-A</p>
<input type="checkbox"/>	<p><b>In re Reasonable Testing Accommodations of LaFleur</b> S.D.   September 20, 2006   722 N.W.2d 559</p>
<input type="checkbox"/>	<p><b>Smith v. Midland Brake, Inc., a Div. of Echlin, Inc.</b> C.A.10 (Kan.)   June 14, 1999   180 F.3d 1154</p>
<input type="checkbox"/>	<p><b>US Airways, Inc. v. Barnett</b> U.S.   July 02, 2001   2001 WL 747857</p>

20 per page

Folders History

- New
- Options
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- Contract of adhesion
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  - Securities Arbitration

NARROW:

Search within results

Select Multiple Filters

Type

Document 7

Content Type

Cases 2



## Share 'Employment Law' and its subfolders



jim@gmail.com does not appear in your Contacts.

Individuals who are not in your Contacts must accept a sharing invitation prior to sharing folders with them. An email invitation will be sent on your behalf.

Email address (used to notify you when your invitation is accepted)

Your email address

The user is notified that a sharing invitation must be sent.

Back

Continue

Cancel

### ADA Litigation

	Content
<input type="checkbox"/>	<p><b>216.6. Unfair employment practices</b> IA ST § 216.6</p> <p>Statutes</p>
<input type="checkbox"/>	<p><b>22-9-5-17 "Reasonable accommodation" defined</b> IN ST 22-9-5-17</p> <p>Statutes</p>
<input type="checkbox"/>	<p><b>839-006-0206. Reasonable Accommodation</b> OR ADC 839-006-0206</p> <p>Regulations</p>
<input type="checkbox"/>	<p><b>A. Americans With Disabilities Act (ADA)</b> Cal. Prac. Guide Employment Litigation Ch. 9-A</p> <p>Secondary Sources</p>
<input type="checkbox"/>	<p><b>In re Reasonable Testing Accommodations of LaFleur</b> S.D.   September 20, 2006   722 N.W.2d 559</p> <p>Cases</p>
<input type="checkbox"/>	<p><b>Smith v. Midland Brake, Inc., a Div. of Echlin, Inc.</b> C.A.10 (Kan.)   June 14, 1999   180 F.3d 1154</p> <p>Cases</p>
<input type="checkbox"/>	<p><b>US Airways, Inc. v. Barnett</b> U.S.   July 02, 2001   2001 WL 747857</p> <p>Briefs</p>

20 per page

Folders History

New Options

Andrew's Research Folder

Bankruptcy

**Employment Law**

ADA Litigation

Labor Arbitration

NASD

SLAPP Requirements

Work Process

Trash

SHARED WITH ME

Contract of adhesion

Intermediate copying

Securities Arbitration

NARROW:

Search within results

Search input field

Select Multiple Filters

Type

Document 7

Content Type

Cases 2

## Share 'Employment Law' and its subfolders

Shared With	Roles
Employment Law	Reviewer
Gleason, Julie	Reviewer
jim@gmail.com <span>PENDING</span>	Contributor
Menzhuber, Calista	Reviewer
Stockinger, Andrew	Owner

Upon clicking 'Continue', users are brought to the Folder Sharing Manager where they assign roles to internal and external colleagues.

Back | Share | Cancel

Folders | History

- New
- Options
- Andrew's Research Folder
  - Bankruptcy
  - Employment Law**
    - ADA Litigation
    - Labor Arbitration
    - NASD
    - SLAPP Requirements
    - Work Process
  - Trash

- SHARED WITH ME
- Contract of adhesion
  - Intermediate copying
  - Securities Arbitration

### NARROW:

Search within results

Select Multiple Filters

Type

Document 7

Content Type

Cases 2

<input type="checkbox"/>	<b>In re Reasonable Testing Accommodations of LaFleur</b> S.D.   September 20, 2006   722 N.W.2d 559		Statutes
<input type="checkbox"/>	<b>Smith v. Midland Brake, Inc., a Div. of Echlin, Inc.</b> C.A.10 (Kan.)   June 14, 1999   180 F.3d 1154		Statutes
<input type="checkbox"/>	<b>US Airways, Inc. v. Barnett</b> U.S.   July 02, 2001   2001 WL 747857		Regulations

20 per page

Work Process (4)

Content

- Statutes
- Statutes
- Regulations
- Secondary Sources
- Cases
- Cases
- Briefs

Hourly charges are suspended while on this page.

Folders History

New Options

Andrew's Research Folder

Bankruptcy

Employment Law

ADA Litigation

Labor Arbitration

NASD

SLAPP Requirements

Work Process

Trash

SHARED WITH ME

Contract of adhesion

Intermediate copying

Securities Arbitration

NARROW:

Search within results

Select Multiple Filters

Type Document 7

Content Type Cases 2

Employment Law | Shared with 3 people and 1 group (Owner)

'Employment Law' and its subfolders are now shared. 1 invitation sent.

Upon clicking 'Share', the folder is shared with all internal colleagues.

Title	Content	Date Added	Added By
ADA Litigation		04/11/2011	Andrew T Stockinger
216.6. Unfair employment practices IA ST § 216.6	Statutes	04/11/2011	Andrew T Stockinger
22-9-5-17 "Reasonable accommodation" defined IN ST 22-9-5-17	Statutes	04/11/2011	Andrew T Stockinger
839-006-0206. Reasonable Accommodation OR ADC 839-006-0206	Regulations	04/11/2011	Andrew T Stockinger
A. Americans With Disabilities Act (ADA) Cal. Prac. Guide Employment Litigation Ch. 9-A	Secondary Sources	04/11/2011	Andrew T Stockinger
In re Reasonable Testing Accommodations of LaFleur S.D. September 20, 2006   722 N.W.2d 559	Cases	04/11/2011	Andrew T Stockinger
Smith v. Midland Brake, Inc., a Div. of Echlin, Inc. C.A.10 (Kan.) June 14, 1999   180 F.3d 1154	Cases	04/11/2011	Andrew T Stockinger
US Airways, Inc. v. Barnett U.S. July 02, 2001   2001 WL 747857	Briefs	04/11/2011	Andrew T Stockinger



Reply



Reply All



Forward



Junk



Print



Delete



To Do



Categories



Projects



Links

From: westlaw@westlaw.com

Date: April 11, 2011

To: jim@gmail.com

Subject: Andrew Stockinger would like to share folders with you on WestlawNext

# WestlawNext™



## You have an invitation

Andrew Stockinger from Thomson Reuters would like to share folders with you on WestlawNext.

[View Invitation](#)

Expires 4/25/2011

This is the email invitation generated for the external contact.

Contact [Andrew Stockinger](#) if you have any questions.

WestlawNext. © 2010 Thomson Reuters | [Privacy](#)

Username

Password

Remember my username

Remember my password

**SIGN ON**

[Forgot my username or password](#)

[Activate my Registration Key](#)

[Update my OnePass account](#)

[Check to see if I have a OnePass Account](#)

[Need Help?](#)

1-800-WESTLAW (1-800-937-8529)

Upon clicking 'View Invitation', the user is directed to the WestlawNext OnePass sign-on screen.

Customer Support: 1-800-WESTLAW (1-800-937-8529).

WestlawNext. © 2011 Thomson Reuters | [Privacy](#) | [Accessibility](#)

© Windows 7



THOMSON REUTERS

## Accept / Decline Invitation



Andrew Stockinger would like to share folders with you

Upon your acceptance, Andrew Stockinger will have 14 days to confirm the invitation. You will then have access to the pending folders as well as folders Andrew may share with you later.

### Pending Folders (1)

 Employment Law

After authenticating via WestlawNext OnePass and assigning a Client ID the user is brought to the invitation.

Accept

Decline

Q- Enter search terms, citations, databases, anything ...

All State & Federal ▾

SEARCH

advanced

✓ Your response was sent to Andrew Stockinger for confirmation. ✕

Upon clicking 'Accept', the user is brought to the WestlawNext home page and is notified that a response was sent to the folder owner.

### Jim's Research (4)

### ★ Favorites

- Minnesota Briefs
- Minnesota Federal District Court Cases
- Federal District Court Cases
- Federal Cases
- Eighth Circuit Federal Cases
- Briefs

### 🕒 Frequently Used Items

- U.S. Supreme Court Cases
- Cases
- Expert Witness Testimony

 [Edit home page](#)

 [Preferences](#) |  [My Contacts](#) |  [Getting Started](#) |  [Help](#) |  [Sign Off](#)



Reply



Reply All



Forward



Junk



Print



Delete



To Do



Categories



Projects



Links

From: westlaw@westlaw.com

Date: April 11, 2011

To: andrew.stockinger@thomsonreuters.com

Subject: Confirmation needed to complete sharing with Jim Jones on WestlawNext

# WestlawNext™



## Confirmation Needed

Jim Jones (jim@gmail.com) accepted your invitation to share folders on WestlawNext.

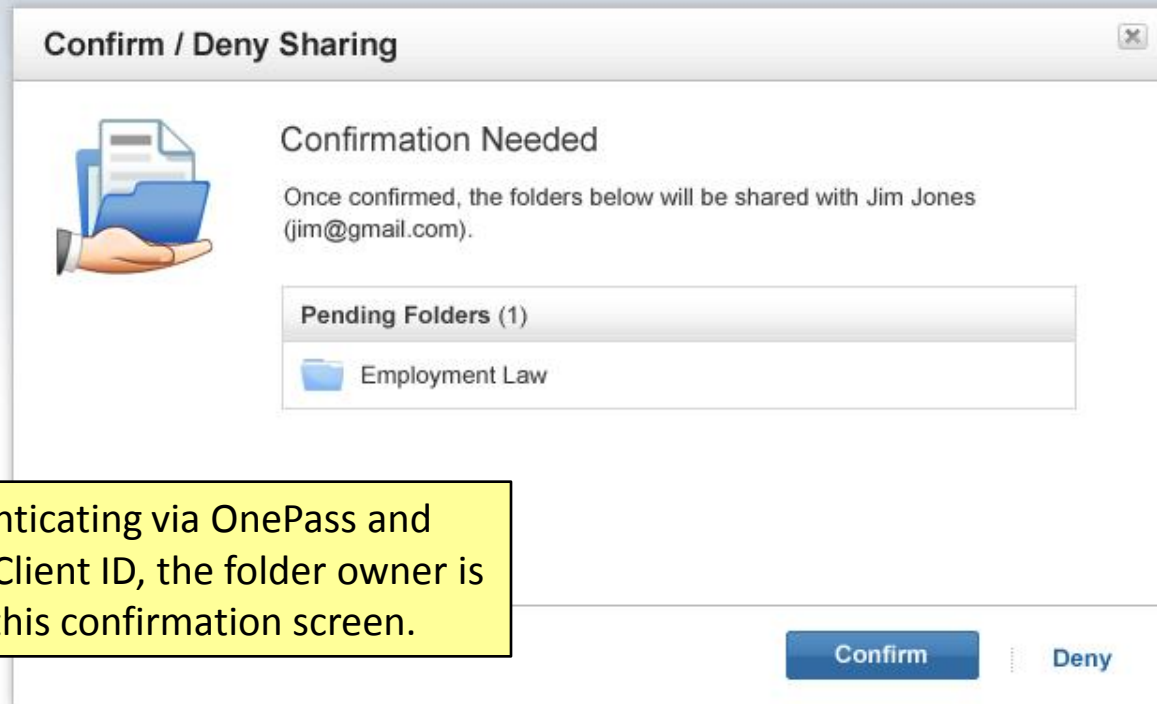
This invitation is still pending. Please confirm by 4/25/2011 or the invitation will expire automatically.

**Confirm/Deny**

Expires 4/25/2011

WestlawNext. © 2010 Thomson Reuters | [Privacy](#)

This is the email invitation generated from the external contact to the folder owner.



After authenticating via OnePass and assigning a Client ID, the folder owner is brought to this confirmation screen.

Q- Enter search terms, citations, databases, anything ...

All State & Federal ▾

SEARCH

advanced

✓ Jim Jones will be notified that you confirmed sharing.



Upon clicking 'Confirm', the folder owner is brought to the WLN home page and is informed that a notification was sent to the external contact.

## Browse

All Content

Federal Materials

State Materials

Topics

Tools

Cases

Briefs

Dockets

Statutes & Court

Regulations

Administrative D

Guidance

Trial Court Orders

Secondary Sources

Forms

Jury Verdicts & Settlements

Proposed & Enacted  
Legislation

Proposed & Adopted  
Regulations

Trial & Oral Argument  
Transcripts

Directories

Business Information

International Materials

Stevens, Smythe, and Jones

Edit home page

## Work Process (21)

### Favorites

Minnesota State Cases

Eighth Circuit Court of Appeals Cases

Minnesota Federal Cases

Minnesota State & Federal Cases

Minnesota Secondary Sources

Minnesota Briefs

From: westlaw@westlaw.com  
Date: April 11, 2011  
To: jim@gmail.com  
Subject: Andrew Stockinger is sharing folders with you on WestlawNext

# WestlawNext™



## Sharing Confirmed

Andrew Stockinger confirmed sharing folders with you on WestlawNext.  
Contact [Andrew Stockinger](#) if you have any questions.

[Sign on to WestlawNext](#)

[Learn more about sharing on WestlawNext](#)

This is the email notification sent to the recipient upon confirmation.

Hourly charges are suspended while on this page.

Folders History

New Options

MY FOLDERS

- Discrimination
- Trash

SHARED WITH ME

- Employment Law
- ADA Litigation

NARROW:

Search within results



Select Multiple Filters

Type

- Document 7

Content Type

- Cases 2
- Statutes 2
- Regulations 1
- Secondary Sources 1
- Briefs 1

Select Multiple Filters

# Employment Law

Shared with 4 people and 1 group (Contributor)

1-8

No items selected

<input type="checkbox"/>	Title	Content	Date Added	Added By
<input type="checkbox"/>	ADA Litigation		04/11/2011	Andrew T Stockinger
<input type="checkbox"/>	216.6. Unfair employment practices IA ST § 216.6	Statutes	04/11/2011 <small>NEW</small>	Andrew T Stockinger
<input type="checkbox"/>	22-9-5-17 "Reasonable IN ST 22-9-5-17			Andrew T Stockinger
<input type="checkbox"/>	839-006-0206. Re OR ADC 839-006			Andrew T Stockinger
<input type="checkbox"/>	A. Americans With Cal. Prac. Guide Employment Litigation Ch. 5.1	Sources		Andrew T Stockinger
<input type="checkbox"/>	In re Reasonable Testing Accommodations of LaFleur S.D.   September 20, 2006   722 N.W.2d 559	Cases	04/11/2011 <small>NEW</small>	Andrew T Stockinger
<input type="checkbox"/>	Smith v. Midland Brake, Inc., a Div. of Echlin, Inc. C.A.10 (Kan.)   June 14, 1999   180 F.3d 1154	Cases	04/11/2011 <small>NEW</small>	Andrew T Stockinger
<input type="checkbox"/>	US Airways, Inc. v. Barnett U.S.   July 02, 2001   2001 WL 747857	Briefs	04/11/2011 <small>NEW</small>	Andrew T Stockinger

100 per page

The external contact will now see the shared folder in the 'Shared with Me' section of the folder hierarchy. The blue Folder Sharing Manager link is updated to include the count for the external contact.

# Sharing Folders Across Organizations

**Process Summary:** Collaborate with corporate counsel and other firms on the research team in three easy steps

- Invite - anyone with an email account and WestlawNext can be included
- Accept/Decline - recipients are always able to accept or decline invitations
- Confirm/Deny - prior to finalizing the share, folder owners are able verify the identity of a pending colleague