



KEMP ON LAWTEL USER GUIDE

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LAWTEL



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ACCESSING KEMP ON LAWTEL

If you have a Lawtel username and password, **sign in** as usual and click on the **Kemp on Lawtel** link within the Specialist Areas tab to be taken to the Kemp homepage. If you only subscribe to Kemp on Lawtel, go to lawtel.com and **login** with your Kemp username and password and you will be taken directly to the Kemp homepage.

KEMP ON LAWTEL HOMEPAGE

The screenshot shows the Lawtel homepage with a navigation bar at the top. Below the navigation bar, there is a search section for Quantum Reports. The search filters include: Free Text, Case Name, Court, Judge, From, To, and a section for specifying the order of search results (Reverse Chronological, PSLA Amount, Award Type). There are also links for Content, Citations, Abbreviations, and Subject List. A sidebar on the right lists various cases under the heading 'KEMP & KEMP THE QUANTUM OF DAMAGES'.

From the Kemp homepage you can:

1. Search Quantum Reports

Carry out a focused search of over 4,600 Kemp PI Quantum Reports. Search Kemp cases only, Lawtel cases only, or all cases combined. Simply type your search terms into the specific or general text fields. When the results appear, click the case name to access the full report. The amount received for pain, suffering and loss of amenity is displayed for each report on the search results page.

The screenshot shows the 'SEARCH PI QUANTUM REPORTS' form. It includes a tip: 'Hold down the Ctrl key to select multiple options, eg Age, PSLA Damages'. The form has several dropdown menus and text input fields: Report Type (All Quantum Reports), Main body part, Other conditions, Injury duration, Main injury, Gender (Both), Age (Newborn), Award Type (Court Award), Total Damages (£1 - £5,000), PSLA Damages (£1 - £5,000), Accident Type (Aviation), Defendant Type (Emergency Services), and Legal Representatives. There are also search and clear buttons.

2. Browse Quantum Reports

The screenshot shows the 'BROWSE QUANTUM REPORTS' page. It features a navigation bar and a search section. Below the search section, there is a list of quantum reports, each with a case name and a year. A red box highlights the 'BROWSE QUANTUM REPORTS' section, which includes a note: 'You can browse all of the available quantum reports by clicking a letter above. The reports will be displayed in alphabetical order by case name.'

You can browse all of the available quantum reports by clicking a letter. The reports will be displayed in alphabetical order by case name.

HINTS AND TIPS

Searching Quantum Reports:

- Use the multi-option boxes to match your results to the case you are working on.
- Use the **CTRL** button to select more than one option in the **age of claimant** and **PSLA damages** fields to maximise your search results.
- Start with simple search terms for the type of injury (eg. input "ankle" in the **Main Body Part affected** field) but you can try more specific terms in the **Body Parts affected and Condition** field (eg. "fractured ankle" in quotation marks).
- Try the **free text** box with your injury terms, as this box searches the whole report. Also use the free text box to search for terms not directly related to the injuries, such as "structured settlement".
- Lawtel reports have 'LTLP1' reference displayed and Kemp cases appear in list format. Remember to use the **Report Type** field to search Kemp or Lawtel reports on their own.

3. Kemp Injury Classification

Kemp Quantum Reports can be browsed by their Injury Classification from *Kemp & Kemp: Quantum of Damages*.

The screenshot shows the 'BROWSE KEMP CLASSIFICATIONS' page. It features a navigation bar and a search section. Below the search section, there is a list of Kemp injury classifications, each with a code and a description. The classifications are grouped into two main categories: A (Most Severe Injuries) and B (Brain Injuries).

4. JSB Reports Search

Browse Kemp and Lawtel Quantum Reports where a judgment refers to the JSB Guidelines. You can also search and browse the **full text** of the guidelines on Kemp on Lawtel.

5. Schedule of Damages

The Schedule of Damages Application (SODA) allows you to prepare a comprehensive schedule of damages electronically, incorporating the Ogden tables and a significant range of damages calculators. Export the schedule to Word, edit to your own style, save and print.



To download SODA, click **Schedule of Damages** on the horizontal navigation bar, then select the **Download Now** icon and follow the online instructions.

Once installed, open, **Accept** the notice and click **Start** to check for updates. You will need to enter your Lawtel or Kemp on Lawtel username and password.

USING SODA

The Preamble section allows you to complete relevant information about the claimant required for a typical Schedule of Damages Application. This information will appear in your final schedule document. Choose whether or not you wish to include details of the Counter Schedule.

1. Select who you are acting for and if you want to include details of the other party's schedule.

2. Insert relevant details to the case as appropriate.

The screenshot shows the 'Preamble' section of the SODA software. It includes fields for 'Acting for claimant' (selected), 'Include details of the defendant's schedule of damages' (checked), and various case details: Case name (JAMES WILLIAM CARTER v STAGLEINE COACHES LTD (2006)), Your reference (MJ/CAR0381), Full name of claimant (JAMES WILLIAM CARTER), Full name of defendant (STAGLEINE COACHES LTD), Court (BRENTFORD COUNTY COURT), Case no (BR60/318), Claimant's age at injury (43), Claimant's age at settlement/award (47), Date of accident (7 OCTOBER 2002), Nature of injury (SEVERE SPINAL INJURY RESULTING IN PARAPLEGIA, FRACTURED LEFT RADIUS), Claimant's life expectancy (82), Life multiplier (13.47), Claimant's date of birth (16 JUNE 1959), Estimated date of trial (21 MARCH 2006), and a Narrative describing the claimant's spinal injuries in a road traffic accident.

3. Use the Ogden Tables and Other Tables to calculate life expectancy and life multiplier.

Save your document and then click on Heads of Damages.

The Heads of Damages section allows you to logically insert figures for each head of damage either as lump sum figures, the Ogden Tables or lists, by incorporating data from the relevant tables and calculators available.

1. Add a Head of Damages.

2. Now click to Add sub-item.

The screenshot shows the 'Heads of Damages' section. A table lists various heads of damage with columns for 'Sub-item', 'Defendant's Schedule of Damages (Pounds)', 'List (Amount)', and 'Multiplication'. The 'Loss of earnings' sub-item is highlighted, showing a calculation of £13,700.00 multiplied by 12.8213 to result in £175,492.01. A 'Sub-items' dialog box is open, showing options to 'Add as a lump sum', 'Add as a list', or 'Add as a multiplier'. The 'Add as a multiplier' option is selected.

3. Insert the title of your sub-item into the text box and select either Multiplication, Lump Sum or List, then click OK.

4. Either input a lump sum or a series of items in the list using the Add list item button.

5. The result of your calculation will appear in the Total column.

6. You can also add the relevant figure in the other party's schedule column.

An extensive range of calculators and tables are available to assist you in creating a schedule of damages.

The screenshot shows the 'Inflation Calculator' and 'Table Categories' sections. The 'Inflation Calculator' has fields for 'Value of award or settlement' (£1,000,000.00) and 'Month' (March 1981). The 'Table Categories' section shows a list of categories with 'Copy Result to Notes' selected. A 'Copy Result to Notes' dialog box is open, showing the result of the calculation: £1,000,000.00 in March 1981, £179,121.00 in March 2006.

1. Insert your figures and select relevant options as appropriate. Click Calculate.

2. Either right-click to copy your result to the Heads of Damages section, or copy the entire calculation to the Notes section, where you can view and create notes relevant to your schedule.

Once you have completed your schedule, send your document to Microsoft Word where you can add your own house style to the final version.

The screenshot shows the 'Document Text' section, which is a preview of the schedule document. It includes the case name 'JAMES WILLIAM CARTER v STAGLEINE COACHES LTD (2006)', the court 'BRENTFORD COUNTY COURT', and the case number 'BR60/318'. The document text includes a reference to the defendant's schedule and the claimant's details.

Click on Document Text to preview your schedule. Now click Export and save your document into your usual word processing application.

HINTS AND TIPS

Using the Schedule of Damages Application (SODA):

1. Install and update SODA with your Lawtel/Kemp on Lawtel username and password.
2. SODA is extremely easy to use: first complete the Preamble section completing the list on the screen.
3. Then save your document and now begin the Heads of Damages section. Remember you need to add at least one sub-item for every head of damage that you select.
4. Click on the Calculators or Tables on the left-hand side and copy your result into the Heads of Damage or Notes sections.
5. Go to the Document Text section to check your schedule. If you're happy with it, click Export and your word processing application will open.
6. You can then adapt the schedule into your own style, and save the document to your computer. Your changes in the word processing application will not be reflected if you open up your original document again in SODA, but you can amend and export the SODA document as many times as you wish.

6. Practice Tools

By selecting the Practice Tools link located on the horizontal navigation bar, you can access the following:

PROCEDURAL TOOLS

Access to the most up-to-date Pre-Action Protocols in full text.

GENERAL DAMAGE TOOLS

JSB Guidelines

The JSB Guidelines is a searchable database on the assessment of damages for pain, suffering and loss of amenity and includes quick links to the quantum reports related to each chapter.

SCHEDULE OF DAMAGES

Download the Schedule of Damages Application (SODA).



CALCULATORS

Inflation calculator - Past awards and settlements into today's value. The calculation optionally includes the Heil v Rankin uplift where applicable.

Interest calculator - The simple or compound interest over a given period.

Special investment account rate calculator - The interest over a given period using the published Special Investment Account rates.

Interest above base rate calculator - The interest over a given period using the published Bank of England base rates.

Judgment debt interest rate calculator - The interest over a given period using the published Judgment Debt interest rates.

Roberts v Johnstone analysis - Calculates a claim for expenditure arising from a need for special accommodation.

Elapsed time calculator - The time elapsed between dates. Results are displayed in hours, days, weeks, months and years.

Gross to net income calculator - Net income from a gross figure using tax codes and allowances.

SPECIAL DAMAGE TOOLS

Actuarial (Ogden) Tables - Tables and guidelines on the calculation of special damages.

7. Links

Click on **Links** (found under the Practice Tools link on the horizontal navigation bar) to view a range of related sites within Government Organisations, Non-Government Organisations, Care Trusts, Strategic Health Authorities and Primary Care Trusts.

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