



REUTERS / Grace Liang

LAWTEL USER GUIDE

LAWTEL



THOMSON REUTERS™

OUR TOP
10 TIPS

GETTING
STARTED

SEARCHING

OTHER
TOOLS

ARTICLES
AND NEWS

DAILY
UPDATES

LAWTEL
LITIGATOR

SPECIALIST
AREAS

TRAINING

OUR TOP 10 TIPS

- 1) Search across all the content you subscribe to by ticking **search all my content** on the search homepage
 - go to **SEARCHING** for more information
- 2) **Transcripts Express** will track down any hard to find transcripts not available on Lawtel at no extra cost
 - go to **OTHER TOOLS** for more information
- 3) **The Legislation Calendar** enables you to enter an automatic reminder into your personal Outlook calendar for future legislative "in force" dates
 - go to **OTHER TOOLS** for more information
- 4) You can collect the documents you need as you go by adding them to **'My Folder'**. When you've finished you can download, print, or email them.
 - go to **SEARCHING** for more information
- 5) You can **add a session reference** when you log in and get a tracked record of your usage when you log out
 - go to **GETTING STARTED** for more information
- 6) Buy the full text of many of the articles on Lawtel for a small charge from our **Articles Express** team
 - go to **ARTICLES & NEWS** for more information
- 7) Use the **keyword wheel** on the advanced cases search template to easily focus your search
 - go to **SEARCHING** for more information
- 8) Every user on your account can set up unlimited **personalised daily updates and saved searches**
 - go to **LAWTEL UPDATES** for more information
- 9) **Lawtel Litigator** provides an array of procedural guides and support materials including: the CPR, precedents, and court forms
 - go to **LAWTEL LITIGATOR** for more information
- 10) **Learn how to use Lawtel** more effectively from your desk, and earn CPD points with our complimentary web-ex online tutorials
 - go to **TRAINING** for more information

For more information or guidance: 0800 018 9797 helpdesk@lawtel.com lawtel.com

GETTING STARTED

SIGNING IN

- Go to www.lawtel.com
- Type in your username and password and enter an optional Session Reference to track and record your research. This is useful if you need to charge for your time
- Click Enter

LAWTEL HOMEPAGE

Click on a content tab or use the links in the dropdown menus. You will only see links for the services you have access to.

Click on the name of a content type to access Advanced Search, or go to the top navigation bar and select from the drop down menu for individual content types.



CONNECTORS YOU CAN USE ON LAWTEL

Every search box supports “terms and connectors” functionality. If you enter words using no connector Lawtel will automatically connect the words using an AND connector and will return documents where all your terms appear.

OR Either word or both, for example boat OR ship OR vessel

NOT Documents that include the first term but not the second, for example income NOT tax

- * Use the asterisk to look for any end to a word, for example employ* will look for employed, employee, employer, etc
- “ ” Use quotes to search for a specific phrase, for example “unfair dismissal”
- ? Use the question mark as a wild card character for example licen?e will retrieve licence and license
- () Use brackets to limit an operator to specific terms for example fracture AND (knee OR leg)
- /s Searches for terms in the same sentence for example nuisance /s smell
- /p Searches for terms in the same paragraph for example hearsay /p admissibility

For more information or guidance: 0800 018 9797 helpdesk@lawtel.com lawtel.com

SEARCHING

BASIC SEARCH

SEARCH LAWTEL

Free Text Document Title

This exact phrase

Search all my content

Case Law Legislation

Articles Index PI Quantum Reports

News & Press

From: To:

If you know the title of the document your looking for, you can restrict your search accordingly. If you don't know exactly what you're after, do a free text search. If you're looking for a particular phrase, choose the 'this exact phrase' option.

You can search across all Lawtel content, including any add-on services like Kemp on Lawtel (Lawtel Precedents has a separate login). Or you can choose specific databases.

You can restrict your search to a particular window of time. Or leave it blank if you don't have a date in mind.

*Tip: If you select **Legislation**, your search will include Statutes, Statutory Instruments, Parliamentary Bills and Command Papers.*

NARROWING YOUR SEARCH RESULTS

Once you hit search, you'll see your results. There are two filtering sections: NARROW SEARCH and YOUR SEARCH.

YOUR SEARCH

"contract terms" AND sale ALL | [ADV](#)

Select all Standard Results 1 to 50 of 846

GAMIT LTD v (1) SAUDI ARABIAN AIRLINES CORPORATION (2) MTU MAINTENANCE HANNOVER GMBH (2011)

The contractor engaged in the refurbishment of four aircraft jet engines was not entitled to the value of certain parts that the subcontractor had failed to replace with new parts.

CONTRACTS - AVIATION
[2011] EWHC 989 (Comm)
Queen's Bench Division (David Steel J) 18/04/2011
References: LTL 27/4/2011

(1) JOGO ASSOCIATES LTD (2) PINSTRIPE CLOTHING CO LTD (3) RED ORANGE CLOTHING CO LTD v INTERNACIONALE RETAIL LTD (2011)

NARROW SEARCH

- Lawtel UK (825)
- Case Law (627)
- Statutes (8)
- Statutory Instruments (27)
- Articles (144)
- Case Comments (1)
- Busy Solicitors' Diaries (12)
- News & Press (4)
- Pending Actions (2)
- Lawtel EU (6)
- Directories (4)
- FirstPoint (11)

For more information or guidance: 0800 018 9797 helpdesk@lawtel.com lawtel.com

SEARCHING

NARROWING YOUR SEARCH RESULTS *cont.*

The screenshot shows the Lawtel search results page. At the top, there are navigation tabs: Lawtel Home, My Lawtel, My Folder, My Updates, RSS Feeds, Help, and Log Out. Below this is the 'LAWTEL' header with navigation tabs: HOME, CASES, LEGISLATION, ARTICLES & PRESS, and SPECIALIST AREAS. A toolbar contains icons for Save search, Edit original search, Share search, and Create link for search. The main content area is divided into 'YOUR SEARCH' and 'NARROW SEARCH'. 'YOUR SEARCH' shows the current search terms: "contract terms" AND sale, LANDLORD AND TENANT OR EQUITY, and UNFAIR CONTRACT TERMS. It also shows a list of results, including a case from FOODCOO UK LLP (IT/A MUFFIN BREAKI & ORS v HENRY BOOT DEVELOPMENTS LTD (2010)). 'NARROW SEARCH' shows a list of subjects to filter by, such as CONTRACTS (42), CONSUMER LAW (16), BANKING AND FINANCE (12), SALE OF GOODS (10), COMMERCIAL LAW (8), CIVIL PROCEDURE (8), DAMAGES (5), LOCAL GOVERNMENT (4), and INFORMATION TECHNOLOGY (4).

The ‘**NARROW SEARCH**’ column allows you to add terms to your search.

Choose which sort of content you want to look in by clicking on the list on the right.

So, to search UK case law, just click on it and your results will update themselves. Or you could choose PI quantum reports, UK legislation, articles, news and press or specialist areas.

Once you’ve chosen what type of content you want, you’ll see your results update themselves and a new set of options will appear on the right.

For case law, these are subjects, keywords, years, and courts. Within them are terms which you can add to your search to narrow your results down further. Just click to add them to your search.

Tip: Filtering categories vary according to the content type: for example, an article search will include the option of an author filter.

The search terms for ‘**SUBJECTS**’ and ‘**KEYWORDS**’ are ordered by number of matching results but you can change this to alphabetical order if you like. Use the scroll bar to view the full list of terms.

Use the **YOUR SEARCH** box to keep track of which filters you’ve added.

The first line is your original search, and any filters you add will appear below. You can choose as many or as few terms as you like. If you don’t want to see the ‘your search’ display, click on the show/hide button to the left of the box.

For more information or guidance: 0800 018 9797 helpdesk@lawtel.com lawtel.com

SEARCHING

NARROWING YOUR SEARCH RESULTS *cont.*

To narrow or broaden your search further, select the 'all' or 'any' buttons the end of each row. ALL will retrieve documents where all the search terms appear in the document. ANY will retrieve documents where any of the terms appear in the document.

To undo changes made to your search query, click on the 'Undo' button.

To remove a search term, click on the orange cross in the corner. The results will update automatically. Alternatively, click 'Edit original search' – this will take you back to the Lawtel homepage so you can make adjustments to the search.

You can collect the documents you need as you go by adding them to 'My Folder'. When you've finished you can download, print, or email them.

 Print  Save  Email  Add to My Folder

Tip: Search results are in reverse chronological order (i.e. most recent first).

NAVIGATING SEARCH RESULTS PAGES

If you get more than one page of results, navigation buttons will appear: 'next page' 'previous page' 'first page' and 'last page'.

NAVIGATING DOCUMENT TO DOCUMENT

Once you've opened up a document, you can move from document to document through the search results list without returning to the search results page. This is available for all searchable Lawtel databases, except PDF documents such as the full text judgment transcripts and Court Listings.

For more information or guidance: 0800 018 9797 helpdesk@lawtel.com lawtel.com

SEARCHING

ADVANCED SEARCH

Click on the name of a content type to access Advanced Search, or go to the top navigation bar and select from the drop down menu for individual content types. This search template enables you to refine your search by entering additional information such as case name, court and citation. Or, if you're looking for legislation, refine your search for Statutes, Statutory Instruments, Command Papers and Parliamentary Bills. The options available vary according to content type.

Links to Help provide further information and guidance.

The advanced focused search also includes additional search options such as keywords.

Keyword Wheel

The keyword wheel helps you to target case searches more accurately.

To select keywords, start typing your selected term and you will see a selection of available keywords. Click a term to select it.

Search Results

Your results are returned in reverse chronological order with the latest case or piece of legislation first.

Select the cases or legislation you're looking for using the check boxes and click on the buttons to print, save or email your results. To access a case digest or piece of legislation, click on it.

To display a PDF of the full judgment, click the full text link in the top left-hand corner of the result. Or, if you're looking for legislation, you'll see links to content and tools for the Statute/SI. From the Statute screen you can access the original full text of the Act and the Statutory Status Table.

There may also be links to the explanatory notes and the Original Bill text.

For more information or guidance: 0800 018 9797 helpdesk@lawtel.com lawtel.com

OTHER TOOLS

STATUTORY STATUS TABLE

Lawtel provides a Statutory Status Table for every Act on the service. Each provides:

- A link to the original full text of the Act
- An Explanatory Note detailing the purpose of the Act
- Commencement date and commencing powers
- A link to an index of amending SIs
- A link to an index of SIs that the Act has enabled
- A breakdown of the sections of the Act, indicating whether it has been brought into force, amended or repealed

LEGISLATION CALENDAR

Access the **Legislation Calendar** from the link under Legislation on the horizontal navigation bar.

The Calendar tracks key dates in legislation including Bills being read, SIs and Acts coming into force.

TRANSCRIPTS EXPRESS

If the full scanned copy of the judgment is not available, the Full Text link will be replaced by an Order Full Text link - you can order the transcript from Transcripts Express.

There may also be links at the bottom of the case report to cases citing, articles citing, details of counsel and case analysis on Westlaw UK.

BROWSABLE LEGISLATION

Access browsable legislation from the link under legislation on the horizontal navigation bar. You can view a list of Acts either alphabetically or chronologically. Once you select an Act you can link to it or view a list of cases citing the Act or sections of that Act.

From the list of cases click the name of the case to view the relevant Lawtel case report.

For more information or guidance: 0800 018 9797 helpdesk@lawtel.com lawtel.com

ARTICLES AND PRESS

HOME CASES LEGISLATION ARTICLES & PRESS SPECIALIST AREAS

Lawtel > UK > Articles & Press > Articles

Show me the money - Click Here

SEARCH ARTICLES INDEX

Title:

Free Text:

Subject:

Keywords:

Citation:

Publication:

[Content](#)
[Citations](#)
[Abbreviations](#)
[Subject List](#)

Accountancy
Administration of justice
Administrative law

ARTICLES INDEX

Select the Articles Index link either from the horizontal navigation bar, or click on the Articles link within the main search template.

You can perform a free text search from the Articles & Press homepage, or click the drop down links for advanced search.

Lawtel's Articles Index contains abstracts from over 90 legal publications (to view the complete list see **Content & Coverage**). The abstract outlines the content of the article. Search results will be displayed in reverse chronological order.

ARTICLES EXPRESS

For some publications, Lawtel can provide the full text of the article from Articles Express. If we can provide the article, an **order full text** link will be displayed at the top of the document. A charge will be incurred for articles ordered.

NEWS & PRESS INDEX

Select the News & Press link either from the horizontal navigation bar, or click on the News & Press link within the main search template.

Lawtel's News & Press Index digests key government and official sources and leading newspapers. You can also view the latest items and more information on news content using the links on the right.

Your search results will be displayed in reverse chronological order with the latest item first.

For more information or guidance: 0800 018 9797 helpdesk@lawtel.com lawtel.com

LAWTEL DAILY UPDATES

Daily Updates give you the latest developments in the law straight to your inbox on a daily or weekly basis. There are over 100 subject areas to choose from.

You can link from your update email direct to Lawtel to access the full details and link to full text documents and related content.

The following information is covered by a **Daily Update**:

- Cases
- Quantum reports
- Local Government Ombudsman Decisions
- Acts coming into force
- SIs published and coming into force
- Bills
- Articles from the articles index
- News & press articles
- New or amended Litigator or FirstPoint content

SETTING UP A LAWTEL UPDATE

From the Lawtel Homepage click on Create/amend update, or go to My Updates in the top navigation bar.

This will display the updates you currently have set up.

MY UPDATES

[Create Lawtel Update](#)

Lawtel Updates

You have no Lawtel updates.

[Create FirstPoint Alert](#)

FirstPoint Alerts

You have no FirstPoint alerts.

To edit an update click on the update name.

STEP 1 - UPDATE NAME AND DELIVERY

Name*:

eg Weekly Tax Update

Frequency*:

Delivery*:

STEP BY STEP

Step 1 - Update Name and Delivery
Please name your Lawtel update for easy reference. For example Weekly Tax Update.

Then choose if you would like to receive your Update daily or weekly.

Select your preferred delivery format from the drop-down list. For more information on each

To create a new update follow the step by step instructions. Specify a name for your update. Select your **content**. Choose your **subjects** from the list. Specify the **delivery** format (by email, RSS, or customised webpage) and **frequency** (daily or weekly) for this update and click **save**. If you need to change the email address your update will be sent to, select **My Lawtel** from the top navigation bar.

For more information or guidance: 0800 018 9797 helpdesk@lawtel.com lawtel.com

LAWTEL LITIGATOR

Lawtel Litigator, part of your Lawtel subscription, is a collection of Civil Procedural Guides linking to relevant case law, legislation, court forms and precedents.

ACCESSING LAWTEL LITIGATOR

Once you have logged in to Lawtel, select Lawtel Litigator by clicking the list under Specialist Areas on the horizontal navigation bar.

LAWTEL LITIGATOR HOMEPAGE

You can search Procedural Guides, Precedents and CPR Forms from the Litigator Homepage.

NAVIGATION

Use the horizontal navigation bar to access Litigator content:

- **Procedural Guides**
- **Precedents**
- **Rules**, including CPR, CPR Amendments, Pre-Action Protocols and Practice Directions

Use the Rules dropdown links to browse Civil Procedure Rules and related content.

PROCEDURAL GUIDES

All Procedural Guides start with a general reference section with links to pertinent information and materials.

You can then work your way through the steps and stages of the procedure, paying attention to the associated guidance notes in the right-hand box.

The guidance notes may include links to any primary law or additional materials.

CREATE A LITIGATOR ALERT

Create a Lawtel Litigator Alert to be notified when Procedural Guide or Precedent content has been updated or added.

LAWTEL CIVIL PROCEDURE CONTENT

Content previously in Lawtel Civil Procedure can now be accessed from Lawtel Litigator, including the Civil Procedure Update.

For more information or guidance: 0800 018 9797 helpdesk@lawtel.com lawtel.com

SPECIALIST AREAS

Information on specific practice areas can now be found under Specialist Areas.

The screenshot shows the Lawtel website interface. At the top, there is a navigation bar with links: Lawtel Home, My Lawtel, My Folder, My Updates, RSS Feeds, Help, and Log Out. Below this is the main header with 'LAWTEL' and a secondary navigation bar with 'HOME', 'CASES', 'LEGISLATION', and 'ARTICLES & PRESS'. A 'SPECIALIST AREAS' dropdown menu is highlighted with a red box, listing the following options: Lawtel UK, Busy Solicitors' Digest, Directories, Employment, EU, FirstPoint, Human Rights, Kemp on Lawtel, Litigator, Local Government, Personal Injury, and Ruoff & Roper. On the left, there is a search section titled 'SEARCH LAWTEL' with radio buttons for 'Free Text' (selected) and 'Document Title', a search input field, and checkboxes for 'This exact phrase', 'Search all my content', 'Case Law', 'Articles Index', 'Legislation', 'PI Quantum Reports', and 'News & Press'. There are also 'From' and 'To' date pickers and 'SEARCH' and 'CLEAR' buttons. On the right, there is a 'DAILY UPDATES' section with links for 'Latest Lawtel Update', 'Last 5 Lawtel Updates', and 'Create/amend Update'. A 'Supreme Court judgment' link is also visible.

BUSY SOLICITOR'S DIGEST

- Topical commentary focusing on litigation
- Practical guidance on key cases

DIRECTORIES

- Havers' Barristers Directory
- Havers' Chambers Directory
- Link to the official Bar Directory on Legal Hub
- Link to Sweet & Maxwell's Expert Witness Directory on Legal Hub
- Link to the Court Directory on Lawtel Litigator

EMPLOYMENT

- Specialist articles & briefings
- Employment tribunal statistics
- EU employment information
- Compensation limits table
- Employment regulations timetable
- Annual survey of earnings & hours
- Forms
- Events & links

For more information or guidance: 0800 018 9797 helpdesk@lawtel.com lawtel.com

SPECIALIST AREAS

EU (SEPARATE SUBSCRIPTION)

- Wide range of EU cases
- Commentary explains the implications of the latest EU decisions
- All cases in English
- Legislative Calendar - see when changes are coming into force and link through to the full text
- Guidance and glossary on EU legislative and court processes simplify complex law and procedure
- Full consolidated text of the EU Treaties as amended by the Treaty of Lisbon

FIRSTPOINT (SEPARATE SUBSCRIPTION)

- Checklists and guides on commercial transactions, designed to be quick and convenient to use, written by an expert team
- Step-by-step guidance on each matter linked to relevant supporting materials, including case law, legislation and precedents
- Simple search & browse functionality, by title & subject
- My Favourite Checklists & Guides
- Email Alerts - be updated by email automatically as soon as there is a change to any part of your checklists and guides

HUMAN RIGHTS

- Original full text, consolidated full text and Amendment History of the Human Rights Act 1998 shows what was in force at any point in time
- Related acts, treaties, Convention and Charter help determine whether other legislation may influence a case
- Digests of European Court of Human Rights judgments back to 1960 plus UK cases - many unavailable elsewhere give competitive advantage in court
- Commentary from barristers at 1 Crown Office Row provide reliable guidance on the impact of domestic and ECHR decisions

KEMP ON LAWTEL (SEPARATE SUBSCRIPTION)

- Combine with Lawtel Personal Injury reports to create a database of almost 7,500 cases, enabling you to search across the largest source of quantum cases available
- The leading authority on PI means you can cite cases from the most authoritative source
- Schedule of Damages Application enables you to complete Schedules of Damages quickly and easily online
- Useful tools including Roberts v Johnstone analysis and gross to net income calculator make quantum calculations even easier

For more information or guidance: 0800 018 9797 helpdesk@lawtel.com lawtel.com

SPECIALIST AREAS

LITIGATOR

- Procedural Guides show how to complete a procedure step by step to ensure cases are dealt with efficiently and accurately, and include links to relevant supporting materials
- Written by practitioners to provide reliable guidance with the benefit of practical experience
- Complete CPR and related Practice Directions for ease of reference
- Forms and Precedents to help complete case work efficiently
- Book marking helps you find your favourite guides easily
- Alerts notify you when materials and guidance have been updated

LOCAL GOVERNMENT

- Local Government Ombudsman decisions
- Analysis & Specialist Articles
- News from the ODPM
- Best Value Performance Indicators
- Consolidated version of the Local Government Act

PERSONAL INJURY

- Quantum Reports (over 3,000 reports)
- Search across almost 7,500 Quantum Reports when combined with a subscription to Kemp on Lawtel
- Actuarial (Ogden) tables
- JSB guidelines
- Court of Protection Fees
- Specialist Articles
- Pre-Action protocols
- Guidance from the Ministry of Justice (MoJ)
- Interest & Inflation Calculators
- Tax, RPI, Benefits & Motoring costs information
- CIC Authority forms & guides
- Motor Insurance Bureau forms & guides

For more information or guidance: [0800 018 9797](tel:08000189797) helpdesk@lawtel.com lawtel.com

TRAINING

INCLUDED AS PART OF YOUR LAWTEL SUBSCRIPTION

Please contact your Sweet & Maxwell Account Manager for more information or to arrange a Lawtel training session.

Training options include:

- Tailored On-Site Sessions
- Tailored WebEx Lessons
- Training and Information Sessions
- Lawtel Lessons

Did you know that Lawtel training contributes to your CPD allowance?

Lawtel training, accredited under the Law Society and Bar Council's rules, contributes to your CPD annual quota. You will receive one CPD point per hour of Lawtel training.

Our training courses are audited on a periodic basis to ensure we are meeting the requirements of accreditation.

To book a training session or for general help and advice, please email helpdesk@lawtel.com

Please note that tailored on-site and WebEx training sessions are subject to certain qualification criteria. Please speak to your Account Manager for further clarification.

TAILORED ON-SITE SESSIONS

Our legally qualified trainer can visit your offices for full training sessions, bespoke to your firm, chambers or organisations needs. Please note this is subject to eligibility.

TAILORED WEBEX LESSONS

Online training sessions (conducted over the telephone) are designed to cover specific content and functionality at the level your firm or organisation requires.

These sessions generally include practical search tasks for the group, allowing for increased interaction.

TRAINING AND INFORMATION SESSIONS

Lawtel Training and Information sessions are held throughout the UK and are open to all local legal professionals. Sessions are free of charge and are worth two CPD points for the two hour session.

For more information regarding upcoming sessions, please contact helpdesk@lawtel.com or subscribe to the monthly eNewsletter by emailing whatsnew@lawtel.com with 'subscribe' in the subject line.

For more information or guidance: 0800 018 9797 helpdesk@lawtel.com lawtel.com