LAWTEL STUDENT USER GUIDE
SEPTEMBER 2012
OUR TOP TIPS

1) Search across your content by ticking **search all my content** on the search homepage
   - go to **SEARCHING** for more information

2) **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

3) 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

4) Use the **keyword wheel** on the advanced cases search template to easily focus your search
   - go to **SEARCHING** for more information

5) **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

For more information or guidance: please contact your university library.
GETTING STARTED

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

**CONNECTORS**

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

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SEARCHING

BASIC SEARCH

If you know the title of the document you're 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, 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.

For more information or guidance: please contact your university library.
NARROWING YOUR SEARCH RESULTS cont.

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. Alternatively, you could choose 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: please contact your university library.
SEARCHING

NARROWING YOUR SEARCH RESULTS cont.

To narrow or broaden your search further, select the ‘all’ or ‘any’ buttons at 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.

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: please contact your university library.
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. Alternatively, 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/Sl. 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: please contact your university library.
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

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.

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, and SIs and Acts coming into force.

For more information or guidance: please contact your university library.
ARTICLES AND PRESS

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.

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: please contact your university library.
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.

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: please contact your university library.
Information on specific practice areas can now be found under Specialist Areas.

**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: please contact your university library.
SPECIALIST AREAS

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

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

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 8,500 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

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