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
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 license 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
BASIC SEARCH

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.

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.
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. 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.
SEACHING

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. If you have your own individual username and password, the documents will stay in your folder until you choose to delete them and you can also re-order them to make it easier to find and organise documents you’ve saved on previous sessions.

NAVGATING 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’.

NAVGATING 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.

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

ADVANCED SEARCH

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.

Links to Help provide further information and guidance.
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.
ARTICLES AND PRESS

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.
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.

To edit an update click on the update name.

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.
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.
SPECIALIST AREAS

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
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

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 9,000 cases, enabling you to search across the largest source of quantum cases available
- Kemp Commentary (add-on subscription to Kemp on Lawtel) with clinical introductions and enhanced tools from leading specialists to guide you through every step of handling your PI cases.
- 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
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 4,000 reports)
- Search across almost 9,000 Quantum Reports when combined with a subscription to Kemp on Lawtel
- Actuarial (Ogden) tables
- JC 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
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 emailingWhatsnew@lawtel.com with ‘subscribe’ in the subject line.
Thomson Reuters
Thomson Reuters is the world's leading source of intelligent information for businesses and professionals. We combine industry expertise with innovative technology to deliver critical information to leading decision makers in the financial and risk, legal, tax and accounting, intellectual property and science and media markets, powered by the world's most trusted news organization. With headquarters in New York and major operations in London and Eagan, Minnesota, Thomson Reuters employs approximately 60,000 people and operates in over 100 countries. For more information, go to www.thomsonreuters.com.

www.lawtel.com