



**Justis
Legislation
Quick Reference
Guide**

Inner Temple Library



Coverage

- The full text of all Acts of Parliament in England, Wales and Scotland **as enacted**, from 1235 onwards. The database includes repealed legislation.
- Statutory Instruments from 1949 onwards; draft SIs; subsidiary legislation published in Statutory Rules and Orders and Statutory Instruments Revised to December 31, 1948 (published by HMSO) and including all regulations in operation at that date.

Accessing JUSTIS

From the Inner Temple Library home page, click on the Justis icon. The log-in process is automatic.

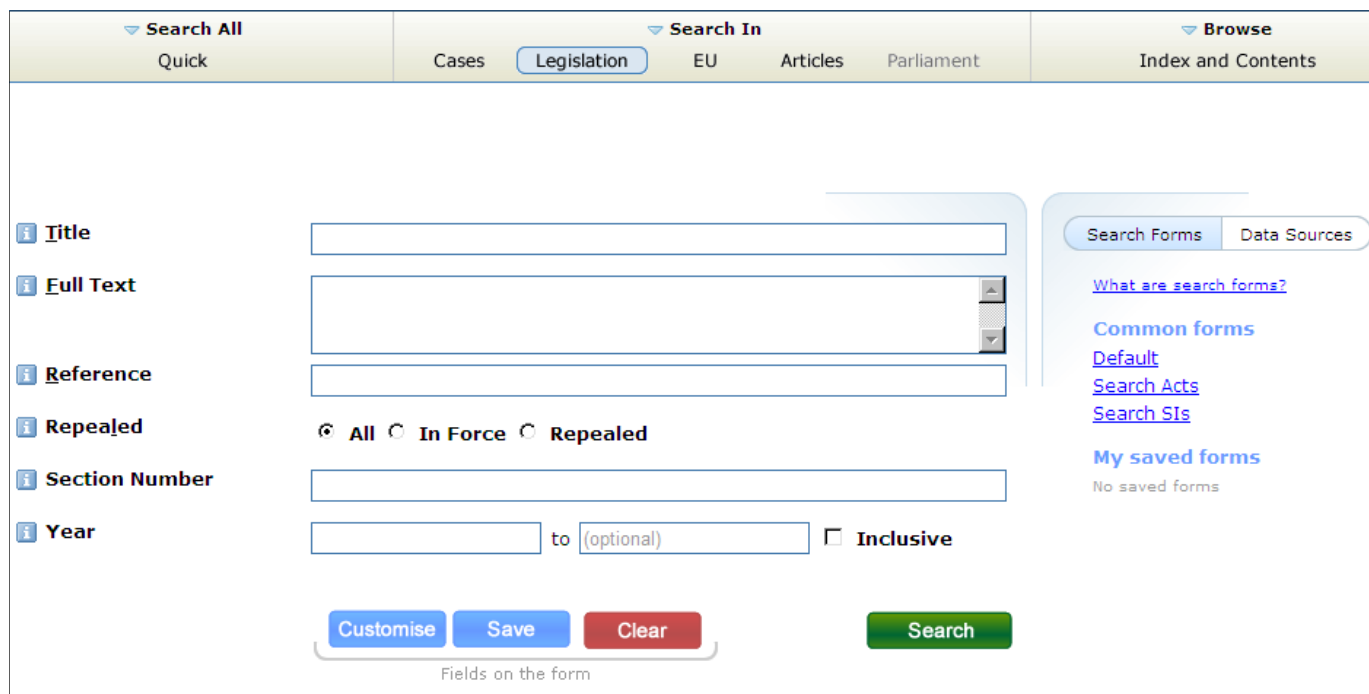
All you need to do is click on **Continue to Justis**.

Do not click on **Athens User Sign In**.

A screenshot of the Justis Sign In page. The page has a light blue header with the text "Sign In". Below the header, a message states: "Justis has recognised your IP address, so you don't need to enter a password." There are three input fields: "User ID (email):" with the value "phigginsjustcite@innertemple.org.uk", "Password:" with the value "[You are IP Recognised]", and "Client Code:" with the value "(optional)". Each input field has an information icon (i) to its right. Below the input fields is a checked checkbox labeled "Remember me on this computer". A large button labeled "Continue to Justis >>" is positioned below the checkbox. At the bottom of the form, there is a link "Register as a personal user >>". Two buttons are located at the bottom: "Athens Sign In" with a small flag icon, and "Your Home Institution". At the very bottom, there is a link "By signing into Justis you are accepting our Terms and Conditions".

Selecting a database

Select **Legislation** from the options at the top of the screen. You can search UK Acts and UK SIs together or separately. If you want to search for only Acts or only SIs, click on the **Search Acts** or **Search SIs** tabs on the right of the search box.



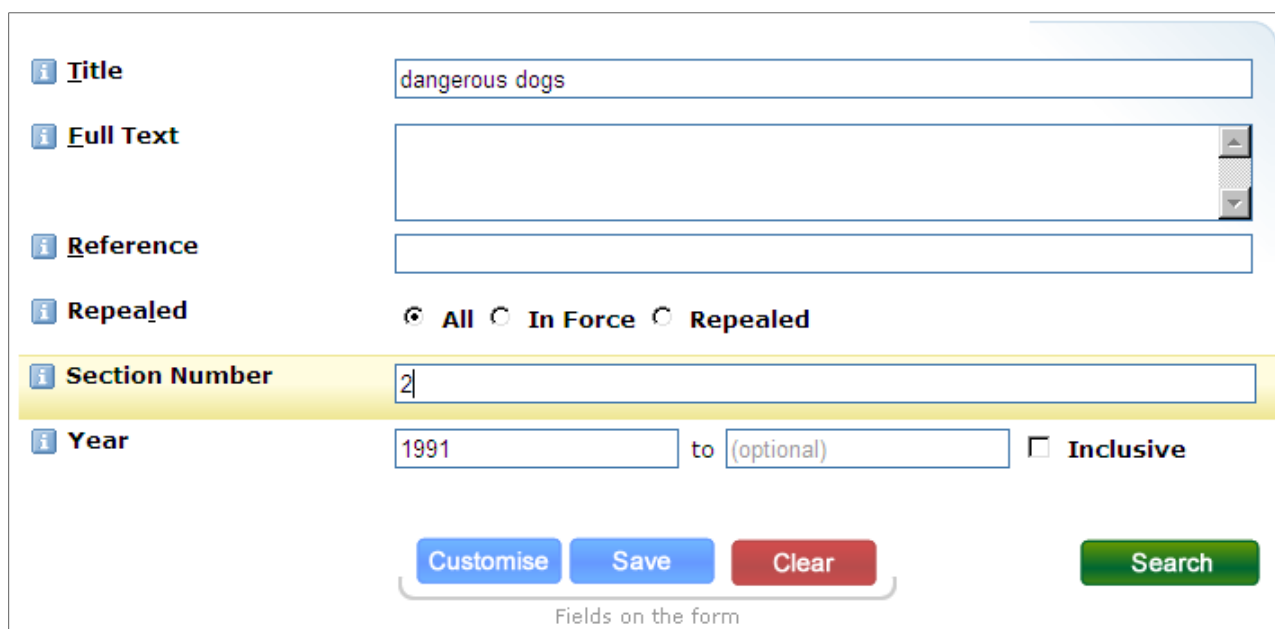
The screenshot shows the search interface with the following elements:

- Search All:** Quick
- Search In:** Cases, **Legislation**, EU, Articles, Parliament
- Browse:** Index and Contents
- Search Fields:**
 - Title:** Text input field
 - Full Text:** Text input field with a scrollbar
 - Reference:** Text input field
 - Repealed:** Radio buttons for All, In Force, Repealed
 - Section Number:** Text input field
 - Year:** Text input field followed by "to (optional)" and an Inclusive checkbox
- Buttons:** Customise, Save, Clear, Search
- Footer:** Fields on the form
- Right Panel:** Search Forms, Data Sources, [What are search forms?](#), Common forms (Default, Search Acts, Search SIs), My saved forms (No saved forms)

Methods of Searching

1. Searching by title of the Act/SI

The search screen has the option to search by Act/SI title. Type in the name of the Act. If you know the year, add that in the **Year** field. If you are looking for a specific section, you can add that in the **Section Number** field. Click on **Search**.

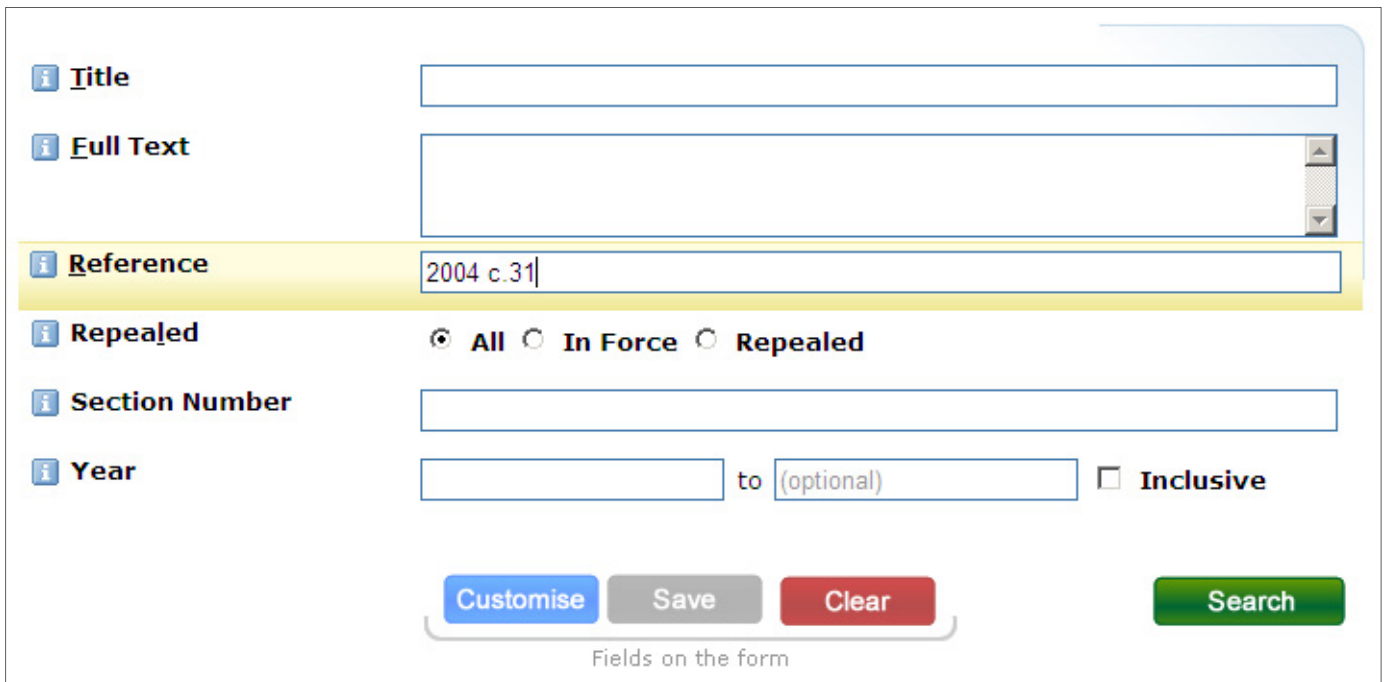


The screenshot shows the search interface with the following elements:

- Title:** dangerous dogs
- Section Number:** 2 (highlighted in yellow)
- Year:** 1991
- Repealed:** All, In Force, Repealed
- Buttons:** Customise, Save, Clear, Search
- Footer:** Fields on the form

2. Searching by Citation

To search for an Act or SI by citation, you should use the **Reference** option on the search screen. The format to use is as follows: for Acts use year then chapter number e.g. 2004 c.31; for SIs use year then a number e.g. SI 1995/3123. Click on **Search**.



The screenshot shows a search form with the following fields and options:

- Title**: Empty text input field.
- Full Text**: Empty text input field with a scroll bar.
- Reference**: Text input field containing "2004 c.31". This field is highlighted in yellow.
- Repealed**: Radio button options: All, In Force, Repealed.
- Section Number**: Empty text input field.
- Year**: Two text input fields separated by "to", with "(optional)" in the second field. A checkbox labeled **Inclusive** is to the right.

At the bottom, there are four buttons: **Customise** (blue), **Save** (grey), **Clear** (red), and **Search** (green). Below the buttons is the text "Fields on the form".

3. Searching by Subject or Free Text

The search screen has the option to search **Full Text**. By entering terms in this box, you can search the entire database for any occurrence of your terms. You should enter your term or terms using the appropriate connectors (see later section on **Search Language**). Click on **Search**.



The screenshot shows the same search form as above, but with the following changes:

- Full Text**: Text input field containing "paternity leave". This field is highlighted in yellow.
- Reference**: Empty text input field.
- Repealed**: Radio button options: All, In Force, Repealed.
- Section Number**: Empty text input field.
- Year**: Two text input fields separated by "to", with "(optional)" in the second field. A checkbox labeled **Inclusive** is to the right.

At the bottom, there are four buttons: **Customise** (blue), **Save** (grey), **Clear** (red), and **Search** (green). Below the buttons is the text "Fields on the form".

4. Searching for Repealed Legislation or for Legislation that is in Force

It is possible to search specifically for legislation that has been repealed or for legislation that is in force. On the search screen, you can choose to select **Repealed**, **In Force** or **All**. The last option will find all legislation regardless of whether it has been repealed or is still in force.

The screenshot shows a search form with the following fields and options:

- Title:** Text input containing "dogs act".
- Full Text:** Text area.
- Reference:** Text input.
- Repealed:** Radio buttons for **All**, **In Force**, and **Repealed**. The **Repealed** option is selected.
- Section Number:** Text input.
- Year:** Text input containing "1871", followed by "to (optional)" and a checkbox for **Inclusive**.

Buttons at the bottom: **Customise**, **Save**, **Clear**, and **Search**. Below the buttons is the text "Fields on the form".

Search Results

If your search returns more than one document you will see a **Results** screen. The results are initially sorted by relevance. You can choose to view results in the order of your choice (by year in ascending or descending order; alphabetically by title, A-Z or Z-A). Click the down arrow by each option to change the order. To view the full text of the document, click on the title of the document you want to view.

Note: When an Act, section or schedule has been repealed, this is indicated by a blue **R** in the Reference column on the **Results Screen**.

Searching for: dogs, act, 1, 1871			
Results Options		Results 1 to 6 of 6	
Filter Results Profiles		Type in your term(s) here	
Reference	Title and Subject	Year	
<input type="checkbox"/> 1871 c. 56	R Dogs Act, 1871	1871	
<input type="checkbox"/> 1871 c. 56	R Dogs Act, 1871 Preamble	1871	
<input type="checkbox"/> 1871 c. 56 s. 1	R Dogs Act, 1871 Stray dogs may be detained and sold or destroyed.	1871	
<input type="checkbox"/> 1871 c. 56 s. 3	R Dogs Act, 1871 Restriction upon dogs being at large if danger from mad dogs is apprehended.	1871	
<input type="checkbox"/> 1871 c. 56 s. 5	R Dogs Act, 1871 Definition of terms.	1871	
<input type="checkbox"/> 1871 c. 56 sch. 1	R Dogs Act, 1871 ENGLAND.	1871	

Viewing Documents

Once you have retrieved the full text of a piece of legislation, at the top of the screen there are various tabs which can be selected depending on the additional information you need:

1. *Outline*

This allows you to navigate around a piece of legislation quickly by selecting the section you are interested in.

2. *Status*

This will indicate whether the Act has been repealed or amended.

3. *Subsequent Cases*

This will give details of cases that have cited the piece of legislation. There will be a link to the cases referred to.

4. *Amendments*

This gives details of how your piece of legislation has amended other legislation. There will be links to the legislation referred to.

5. *Amended by*

This gives details of legislation that has amended your piece of legislation. There will be links to the legislation referred to.

6. *PDF*

Where a PDF is available, a PDF tab will be shown. Click on the tab to view and print the PDF.

The screenshot shows the Justis website interface. At the top, it says "You are logged in as phigginsjustcite@innertemple.org.uk | Sign Out". Below this is a navigation bar with tabs for "Search", "Results", "Document", and "My Justis". The search bar contains "dangerous, dogs". Below the search bar is a navigation menu with tabs for "Outline", "Status", "Subsequent Cases", "Amendments", "Amended By", and "PDF". The "PDF" tab is highlighted. Below the navigation menu, the document title "1991 c. 65 DangerousDogs Act 1991" is displayed. The main content area shows the text of the Act, starting with "3.—(1) If a dog is dangerously out of control in a public place—".

Justis

You are logged in as phigginsjustcite@innertemple.org.uk | Sign Out

Search Results Document My Justis

Searching for: dangerous, dogs

About Justis Email the Help Desk Help & Information

Document Actions: Print, Email, Download, Save Document, J-Link

Document Info: Source: Acts, Document 5 / 24

Document Navigation: Terms, Pages

Outline Status Subsequent Cases Amendments Amended By PDF

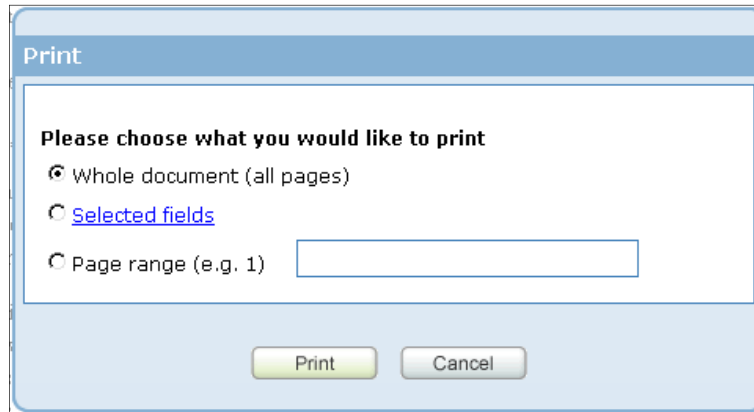
1991 c. 65 DangerousDogs Act 1991

Keeping dogs under proper control. 3.—(1) If a dog is dangerously out of control in a public place—
(a) the owner; and
(b) if different, the person for the time being in charge of the dog,
is guilty of an offence, or, if the dog while so out of control injures any person, an aggravated offence, under this subsection.

Printing

To print a piece of legislation, click on the print icon on the top left of the screen.

A box will appear with 3 options. Fill in the appropriate details. Click on **Print**.



The image shows a 'Print' dialog box with a blue header. The main content area contains the text 'Please choose what you would like to print' followed by three radio button options: 'Whole document (all pages)', 'Selected fields', and 'Page range (e.g. 1)'. The 'Page range' option has an adjacent empty text input field. At the bottom of the dialog are two buttons: 'Print' and 'Cancel'.

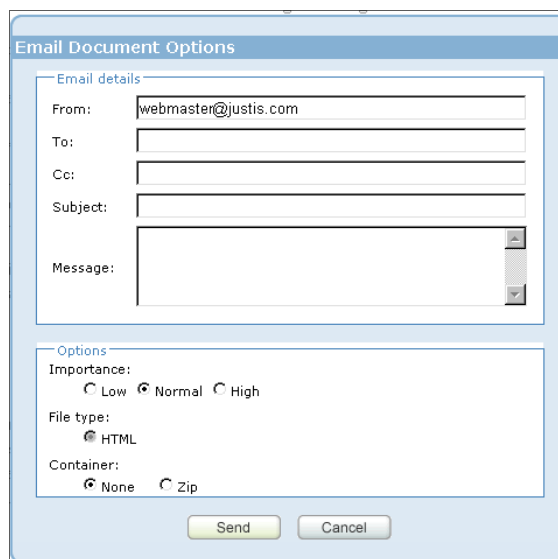
You will then be shown a print dialogue box. Click on **Print**.

Printing can be collected from the Enquiry Point and costs 10 pence per page.

Emailing

To email a piece of legislation, click on the **Email** option at the top left of the screen.

A box will appear. Fill in the appropriate details and click **Send**.



The image shows an 'Email Document Options' dialog box with a blue header. It is divided into two sections: 'Email details' and 'Options'. The 'Email details' section contains fields for 'From:' (pre-filled with 'webmaster@justis.com'), 'To:', 'Cc:', and 'Subject:'. Below these is a large text area for the 'Message:'. The 'Options' section contains three groups of radio buttons: 'Importance:' with options 'Low', 'Normal' (selected), and 'High'; 'File type:' with options 'HTML' (selected) and another unlabelled option; and 'Container:' with options 'None' (selected) and 'Zip'. At the bottom are 'Send' and 'Cancel' buttons.

A further box will appear to indicate that the email has been successfully sent. Click **OK**.

JustCite

Justis Publishing also produces a more comprehensive indexing and noting-up service called **JustCite**. This is accessible via Justis and also separately via the JustCite icon on the Inner Temple Library home page. JustCite provides links to content from a wide range of publishers and includes extensive links to full text material on leading online services, including BAILII, Justis, Lexis Library and Westlaw. The JustCite service provides the links under the **“Subsequent Cases”**, **“Amendments”** and **“Amended By”** tabs which are available when viewing the full text of a piece of legislation. The JustCite links will only work if Inner Temple Library subscribes to the electronic source referred to.

Search Language

“Quotation marks”

Use quotation marks around your search terms to find an exact phrase
e.g. “paternity leave”

AND

Use AND to retrieve search terms within the same document
e.g. “maternity leave” and “unfair dismissal”

OR

Use OR to retrieve either search term or both
e.g. “paternity leave” or “maternity leave”

To retrieve words with variant endings, use an asterisk
e.g. employ* will retrieve employ, employee, employer etc.

For more information on search operators select **Help & Information** at the top right of the main search screen in the Legislation database.

