

**Lexis<sup>®</sup>Library**

**Lexis Library  
Cases  
Quick Reference  
Guide**

Inner Temple Library

# Lexis<sup>®</sup> Library

Lexis Library provides access to the content previously available from All England Direct, Halsbury's Laws Direct, Legislation Direct and LexisNexis Professional.

## **Coverage:**

- Full text of case reports from over 40 series of law reports including the All England Law Reports, Weekly Law Reports and Industrial Relations Law Reports
- Transcripts of all cases from the Supreme Court, House of Lords, Privy Council and Court of Appeal (Civil Division) 1980 onwards, of the Administrative Court 1983 onwards, and of selected cases from other divisions of the High Court
- Full and amended text of all UK Statutes and SIs that are in force; Scottish Acts and SIs; Church of England Measures
- An electronic version of Halsbury's Laws of England
- An electronic version of Is It In Force?
- Full text of over 80 legal journals
- Law reports and legislation from the EU
- Law reports and legislation from several Commonwealth jurisdictions, including Australia, Canada and New Zealand

# Home Page

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Helpdesk: 0845 370 1234

**Search** Practice Areas Sources

Home Cases Legislation Commentary Journals Materials Current Awareness News General

### Quick Find Help

Legislation (title & year)    
 Act  SI

Case name  v    
 All subscribed cases  
 CaseSearch (citor)

Journal article

Find a source

Find a legal term

### Explore Help

Looking for information on a subject? Enter your search terms in the box or choose topics to create the search for you, then pick the content you want to search through.

Search terms

Case Law  Journals  
 Legislation  Bulletins  
 Commentary  Current Awareness

[Search tips](#)

### My Bookshelf Help

- All England Law Reports [Search](#) | [Browse](#)
- English Reports [Search](#) | [Browse](#)
- European Union Cases [Search](#) | [Browse](#)
- European Union Legislation [Search](#) | [Browse](#)
- Halsbury's Is it in Force? [Search](#) | [Browse](#)
- Halsbury's Laws of England [Search](#) | [Browse](#)
- Halsbury's SI Citator [Search](#) | [Browse](#)
- Halsbury's Statutes Citator [Search](#) | [Browse](#)
- ICLR: Search All ICLR Sources [Search](#)
- Irish Cases [Search](#) | [Browse](#)
- Northern Ireland Cases [Search](#) | [Browse](#)
- Scottish Cases [Search](#) | [Browse](#)
- Scottish Legislation [Search](#) | [Browse](#)
- Times Law Reports [Search](#) | [Browse](#)
- UK Parliament Acts [Search](#) | [Browse](#)
- UK Statutory Instruments [Search](#) | [Browse](#)

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## *Database Tabs*

Along the top of the screen you will see various tabs i.e. **Cases**, **Legislation**, **Commentary** and **Journals**. By clicking on any of these you will be taken to that specific database in Lexis Library. There is also a **Sources** tab which can be used to find a specific source within Lexis Library.

This guide deals with cases. There is another guide for searching legislation on Lexis Library.

The **Journals database** enables you to search for journal articles. You can search by author, title, article citation and subjects. If LexisNexis holds the rights to a journal you will be able to view the full text. The default for searching is **All Subscribed Journal Sources** but you can also select a source from the drop down list. This list is not comprehensive. To see a full list of journals available you would need to use the **Sources** tab.

Once you are in the Journal Database, you will see a **Journals Index** option on the left of the screen. This will take you to Journals Index \*Plus\*. This provides a brief article summary and useful information like journal date, citation and author in addition to full text links to the journal articles where available. Journals Index \*Plus\* also extracts the case law and legislative references within a journal article into useful tables and provides “status” signals on their currency. You will also be able to link directly to the full text of the cases and legislation contained in the journal article.

### ***Quick Find***

Use this option if you have a reference for a specific UK case, Act, SI or journal article.

### ***Find a source***

From here you can enter the name of the source you are looking for. This can be used to find any source in Lexis Library, not just UK sources.

### ***Bookshelf***

The Bookshelf lists some of the most frequently used sources on Lexis Library. You can click on browse or search and go directly to that source.

### ***Explore***

From here you can search for material on a particular subject across a range of sources. Enter the subjects in the **Search terms** box and tick the type of material you want. This will search across the whole of Lexis Library.

# Cases - Methods of Searching

## 1. Home Page

Use the **Quick Find** box. Enter the party names in the **Case name** box.

The screenshot shows the 'Quick Find' search interface. At the top, there are tabs for 'Search', 'Practice Areas', and 'Sources'. Below these are sub-tabs for 'Home', 'Cases', 'Legislation', 'Commentary', 'Journals', 'Materials', 'Current Awareness', 'News', and 'General'. The 'Quick Find' section contains several search boxes: 'Legislation (title & year)' with a 'Find' button and checkboxes for 'Act' and 'SI'; 'Case name' with two input fields (containing 'phelps' and 'hillingdon'), a 'Find' button, and radio buttons for 'All subscribed cases' (selected) and 'CaseSearch (citor)'; 'Journal article' with a 'Find' button; and 'Find a source' with a 'Find' button. To the right, there is a 'My Bookshelf' section with a list of links for various legal resources, each with a 'Search' and 'Browse' option.

## 2. Cases Database

Click on the **Cases** tab at the top of the screen to get into the **Cases database**. Here you can search for a case in various ways. You can search by entering the party names in the **Case name** box. You can search for a case on a particular subject by entering search terms in the **Search terms** box or by selecting terms from the **Add topics to search** option. If you have a citation you can put the citation in the **Citation** box. You can also refine the search by adding the judge's name or names of the counsel in the appropriate boxes.

The screenshot shows the 'Cases' database search interface. At the top, there is a 'Cases' tab and a 'Help' link. The main search area includes: 'Case name' with two input fields and a 'Search' button; 'Sources' with a dropdown menu set to '\*All Subscribed Cases Sources' and a 'More sources' link; 'Search terms' with an input field containing '"duty of care" and dyslexia|', a 'Search tips' link, and an 'Add topics to search' link; 'Citation' with an input field and a 'Hide these search options' checkbox; 'Page number' and 'Para number' with radio buttons and an input field; 'Judgment date' with a dropdown menu set to 'All available dates'; 'Summary' with an input field and a note 'Enter terms found in the Catchwords, Headnote or Judgment'; 'Court' with a list box containing 'All', 'Privy Council', 'Supreme Court', and 'House of Lords', and a 'Reset list' link; 'Judge(s)' with an input field; 'Counsel' with an input field; and 'Case type/digest' with a dropdown menu set to 'All'. On the left side, there is a sidebar with 'Cases' (Search, Browse), 'CaseSearch', 'Quantum', 'International Cases', 'Related Searches' (Today's Cases, Appeal Tracker), and 'How do I...?' (Find a case when I know one or both of the parties?, Find all references to a particular case?, Find cases on a particular topic or issue?, Search for a case when I know the judge's name?, Show me how to...?).

The default is set to search **All Subscribed Cases Sources**. You can also select an individual source to search from the drop down list. Remember that the drop down list is not exhaustive and does not contain all the sources that are available on Lexis Library.

The screenshot shows the Lexis Library search interface. On the left, there is a sidebar with navigation options: Cases (with sub-links for Search and Browse), CaseSearch, Quantum, International Cases, Related Searches (Today's Cases, Appeal Tracker), and How do I...?. The main search area has a 'Case name' field with a 'v' separator and a 'Search' button. Below this is a 'Sources' dropdown menu that is open, displaying a list of search sources. The top option is '\*All Subscribed Cases Sources', which is highlighted. Other options include '\*All England Commercial Cases', '\*All England Law Reports European Cases', '\*All England Law Reports', '\*All England Official Transcripts (1997-2008)', '\*All England Reporter', '\*All ER Reprints', '\*All ER Reprints Extension', '\*Butterworths Company Law Cases', '\*Butterworths Local Government Reports', '\*CaseSearch', '\*CSR Case Reports', '\*Construction Law Reports', '\*Criminal Appeal Cases', '\*Customs Duties Cases', '\*EC Merger Decisions', '\*EPO Boards of Appeal Decisions 1979 to present', '\*European Court of Human Rights Cases', '\*Excise Duties Cases', and '\*Family Court Reports'. Below the list are checkboxes for 'Privy Council' and 'Supreme Court'. To the right of the dropdown, there are fields for 'number', 'Catchwords, Headnote or Judgment', and a 'Key' section with options for '+ Combined Source' and '\* Favourite Source'.

### 3. CaseSearch

On the left of the screen in the **Cases database** there is a **CaseSearch** option. This is an online case citator which can be searched using case names, citations or subjects. It lists case details including concise digests and annotations, which show how a case has been judicially considered. Colour coded signals are used to indicate the status of cases. There are links to the cases listed if the sources are available on Lexis Library.

The screenshot shows the Lexis Library CaseSearch interface. On the left, there is a sidebar with navigation options: CaseSearch (highlighted), Cases, Quantum, Indexes (Cases), International Cases, and How do I...?. The main search area has a 'Search terms' field with a 'Search' button. Below this is a 'Sources' dropdown menu set to 'CaseSearch'. There is a checkbox for '+ Show options to search specific document sections'. The 'Case name' field contains 'phelps' with a hint: 'To find Smith v Jones, enter: Smith and Jones'. The 'Citation' field is empty with a 'Citation help' link. The 'Judgment date' dropdown is set to 'All available dates'. The 'Summary' field is empty with a hint: 'Enter terms found in the Catchwords, Headnote or Judgment'. The 'Court' dropdown menu is open, showing options: All, Privy Council, Supreme Court, and House of Lords (which is selected). There is a 'Reset list' link at the bottom right.

Annotations	Case Name	Citations	Court	Date	Signal
-	Phelps v London Borough of Hillingdon, Anderton v Clwyd County Council, Jarvis v Hampshire County Council, Re G (a minor)	[2001] 2 AC 619, [2000] 4 All ER 504, [2000] 3 WLR 776, [2000] LGR 651, [2000] 3 FCR 102, [2000] ELR 499, 56 BMLR 1, [2000] NLJR 1198, 144 Sol Jo LB 241, [2000] All ER (D) 1076	HL	27/07/2000	+
Reversing	Phelps v Hillingdon London BC	[1999] 1 All ER 421, [1999] 1 WLR 500, [1999] LGR 103, [1999] 1 FCR 440, [1998] ELR 587, 46 BMLR 100, [1998] NLJR 1710, 143 Sol Jo LB 11, [1998] All ER (D) 534	CA	04/11/1998	-
Reversing	Phelps v Hillingdon London Borough Council	(1997) 95 LGR 1, [1997] 3 FCR 621, [1998] ELR 38, [1997] 39 LS Gaz R 39, [1997] NLJR 1421, 141 Sol Jo LB 214	QBD	23/09/1997	!

## 4. Appeal Tracker

Also on the left of the Cases Database screen is an Appeal Tracker option. This gives details of Civil cases that are going to appeal.

## Search Results

Once you have entered your search terms and clicked **Search**, a list of results will be displayed. Each result will link to a report of a specific case. Click on the report that you want to see the full text of. On the right of the screen a **Find out more** box will appear. This contains three further options: **Find Related Cases**, **Find Related Commentary** and **Find Related Journals**. **Find Related Cases** will find cases that deal with similar points of law; **Find Related Commentary** will link through to sections in Halsbury's Laws that cover the same issues as the case; **Find Related Journals** will find journal articles on the same topic.

Cases - All Subscribed Cases Sources > Phelps v Hillingdon London Boroug... (17) > Document (2/17)

Search Practice Areas Sources Help Results

Previous Next Show Full Text Search within results  Go

Hide TOC / Index 2 of 17 Next Steps Edit Search Go

Browse TOC / Index Phelps v Hillingdon London Borough Co...

<ul style="list-style-type: none"> <li><input type="checkbox"/> Nabadda and othe</li> <li><input type="checkbox"/> Conwell v Newhan</li> <li><input type="checkbox"/> Regina v Broxtow</li> <li><input type="checkbox"/> Jolley v Sutton Lor</li> <li><input type="checkbox"/> Holbeck Hall Hotel</li> <li><input type="checkbox"/> South Kesteven D</li> <li><input type="checkbox"/> Brett v Lewisham</li> <li><input type="checkbox"/> Hallam and anothe</li> <li><input type="checkbox"/> Goodes v East Sus</li> <li><input type="checkbox"/> Vine v Waltham Fc</li> <li><input type="checkbox"/> Regina v Govern</li> <li><input type="checkbox"/> Westminster City</li> </ul>	<div style="text-align: right;">[2000] LGR 651</div> <p><b>Phelps v Hillingdon London Borough Council ; Anderton v Clwyd County Council ; G (A Minor) v Bromley London Borough Council ; Jarvis v Hampshire County Council</b></p> <p><b>House of Lords:</b> <b>27 July 2000</b></p> <p><b>Lord Slynn of Hadley, Lord Jauncey of Tullichettle, Lord Lloyd of Berwick, Lord Nicholls of Birkenhead, Lord Clyde, Lord Hutton and Lord Millett</b></p> <p><i>Negligence — Duty of care to whom? — Local education authority — Authorities' failure to provide appropriate educational services for pupils with learning difficulties — Professionals employed by authorities allegedly negligent — Whether authorities directly or vicariously liable — "Personal injuries to a person" — Supreme Court Act 1981 (c 54), ss 33(2), 35(5)</i></p> <p>The Supreme Court Act 1981 provides by section 33:</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px; text-align: right;"> <p>Find out more</p> <p><a href="#">Find Related Journals</a></p> <p><a href="#">Find Related Cases</a></p> <p><a href="#">Find Related Commentary</a></p> </div>
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# Commonwealth Material - Methods of Searching

## 1. Home Page

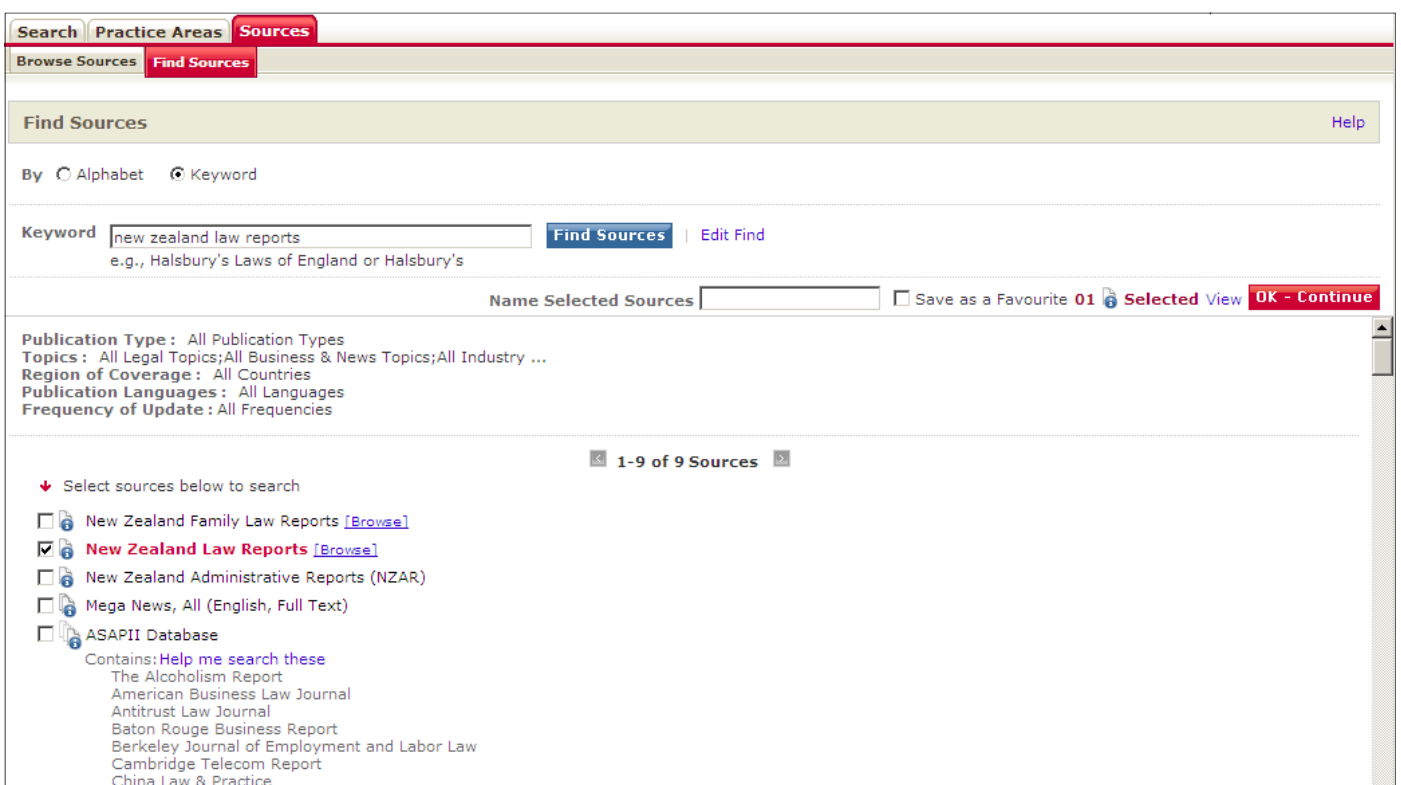
If you are looking for a specific Commonwealth source you can use the **Quick Find** box and type the title of the source in the **Find a source** box.



The screenshot shows the 'Quick Find' search interface. At the top, there are tabs for 'Search', 'Practice Areas', and 'Sources'. Below these are sub-tabs for 'Home', 'Cases', 'Legislation', 'Commentary', 'Journals', 'Materials', 'Current Awareness', and 'News'. The 'Quick Find' section contains four search options, each with a text input field and a 'Find' button:

- Legislation (title & year)**: Input field is empty. Below it are checkboxes for 'Act' and 'SI'.
- Case name**: Input field is empty, followed by 'v' and another empty input field.
- Journal article**: Input field is empty.
- Find a source**: Input field contains 'new zealand law reports'.

You will then be given a list of possible matches. Tick the box for the source you need and then click on **OK - Continue**



The screenshot shows the 'Find Sources' search results page. At the top, there are tabs for 'Search', 'Practice Areas', and 'Sources'. Below these are sub-tabs for 'Browse Sources' and 'Find Sources'. The 'Find Sources' section contains a search bar with the keyword 'new zealand law reports' and a 'Find Sources' button. Below the search bar, there are filters for 'Publication Type', 'Topics', 'Region of Coverage', 'Publication Languages', and 'Frequency of Update'. A list of sources is displayed, with 'New Zealand Law Reports' selected. The 'OK - Continue' button is visible at the bottom right.

By  Alphabet  Keyword

Keyword   | [Edit Find](#)

e.g., Halsbury's Laws of England or Halsbury's

Name Selected Sources   Save as a Favourite 01

Publication Type : All Publication Types  
Topics : All Legal Topics;All Business & News Topics;All Industry ...  
Region of Coverage : All Countries  
Publication Languages : All Languages  
Frequency of Update : All Frequencies

1-9 of 9 Sources

- New Zealand Family Law Reports [[Browse](#)]
- New Zealand Law Reports** [[Browse](#)]
- New Zealand Administrative Reports (NZAR)
- Mega News, All (English, Full Text)
- ASAPII Database

Contains: [Help me search these](#)

- The Alcoholism Report
- American Business Law Journal
- Antitrust Law Journal
- Baton Rouge Business Report
- Berkeley Journal of Employment and Labor Law
- Cambridge Telecom Report
- China Law & Practice

## 2. Browse Sources

To use this option you need to click on the **Sources** tab at the top of the screen and then select the **Browse Sources** tab.

Next you should select a country from the drop down list under the **Country** option.

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Search Practice Areas **Sources**

**Browse Sources** Find Sources

Browse Sources Help

1. By  Publication Type  Area of Law  Business & News  Industry

2. Filter by: Country **Australia** Topics **All Topics**

Trail: Publication Type

3. Select a category to view sources

- Cases
- Country & Region Reports
- Industries & Markets
- News
- Scientific Materials
- Companies & Organisations
- Current Awareness
- Legal Journals
- Reference

Key: Click on icon or link to see the folder's sources.

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Name Selected Sources   Save as a Favourite **00 Selected** [View](#) [OK - Continue](#)

You will then be shown a list of different categories containing various kinds of material including cases, commentary and legislation.

Search Practice Areas **Sources**

**Browse Sources** Find Sources

Browse Sources Help

1. By  Publication Type  Area of Law  Business & News  Industry

2. Filter by: Country **Australia** Topics **All Topics**

Name Selected Sources   Save as a Favourite **01** [View](#)

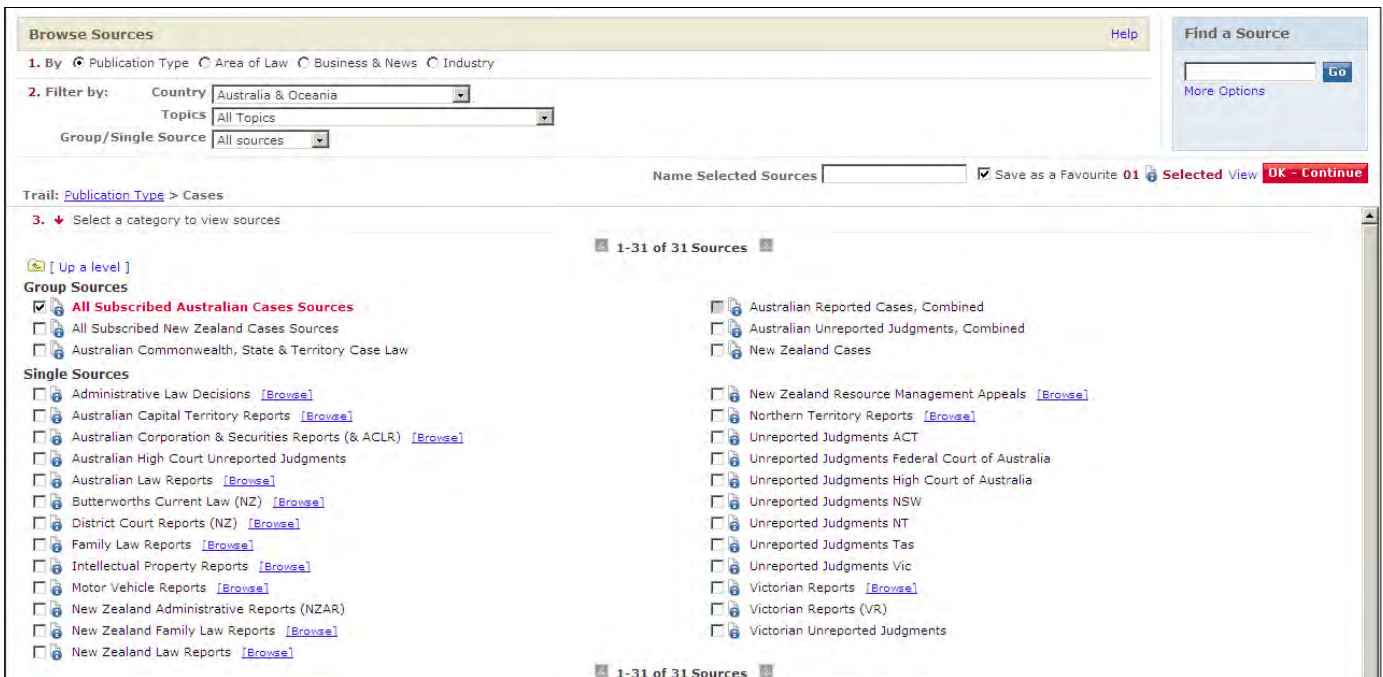
Trail: Publication Type

3. Select a category to view sources

- Cases
- Country & Region Reports
- Industries & Markets
- News
- Scientific Materials
- Companies & Organisations
- Current Awareness
- Legal Journals
- Reference

Key: Click on icon or link to see the folder's sources.

By clicking into the box you need, you will be given a list of sources to choose from. Tick the items you wish to search and then click on **OK - Continue**.



## Printing

Once you have found the item you wish to print, click on the **Print** icon on the right of the screen.

Fill in the appropriate boxes.

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

If you wish to print more than one item, tick the items you require and follow the same steps as above, ensuring you have selected **Tagged documents** in the **Document range** box.

Printing can be collected at the Enquiry Point and costs 10p per page.

## Emailing

Once you have found the item you wish to email, click on the **Email** icon on the right of the screen.

Select the output option you require and click on **Send**.

## Search Language

### **AND**

Use AND to retrieve two or more search terms occurring within the same document

### **OR**

Use the OR connector to find documents that contain either or both of the words  
e.g. theft or burglary

### **!**

To retrieve words with variant endings, use the root expander !  
e.g. pollut! will retrieve pollution, pollute or polluted

### **PHRASES**

To search for a phrase you do not need to use quotation marks. Just type in the phrase

### **w/n**

This finds words and phrases within a certain number of words of each other  
e.g. dismissal w/5 constructive finds dismissal within 5 words of constructive

### **w/s**

This looks for words within the same sentence  
e.g. dismissal w/s constructive will find dismissal within the same sentence as constructive

### **w/p**

This looks for words within the same paragraph  
e.g. unfair w/p dismissal will look for unfair within the same paragraph as dismissal

For more information on search operators select **Help** on the right of the screen.

