



LEXIS LIBRARY CASES

Quick Reference Guide



INNER TEMPLE LIBRARY

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
- From 1997 comprehensive coverage of judgments from Supreme Court, House of Lords, Privy Council, Court of Appeal (Civil & Criminal Divisions) and all divisions of the High Court. Coverage is less comprehensive before 1997.
- Full and amended text of all UK Statutes and SIs that are in force, Scottish Acts and SIs and Church of England Measures
- An electronic version of Halsbury's Laws of England
- An electronic version of Is It In Force?
- An electronic version of Atkin's Court Forms and Encyclopaedia of Forms & Precedents
- 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

The screenshot shows the Lexis Library Home Page. At the top, there is a navigation bar with 'Lexis® Library' and 'Practice Areas' on the left, and 'My Documents (0)' and 'Sign Out' on the right. Below this is a secondary navigation bar with tabs for 'Home', 'Cases', 'Legislation', 'Commentary', 'Forms & Precedents', 'Journals', 'Materials', 'Current Awareness', 'News', 'General', and 'Sources'. The main content area features a search bar with 'Search Lexis®Library' and a red search button. Below the search bar are two columns of content. The left column is titled 'Find a Title...' and includes a 'Help' link. It contains several search filters: 'Legislation' with a text input and 'Find' button, a checked 'Act' radio button and an unchecked 'SI' radio button; 'Case name or citation' with two text inputs, a 'v' separator, and a 'Find' button; 'Journal article' with a text input and 'Find' button; 'Form or precedent' with a text input and 'Find' button; and 'Find a source' with a text input and 'Find' button. The right column is titled 'My Bookshelf' and lists several legal resources with book icons, an information icon, and 'Browse | Search' links: 'All England Law Reports', 'Atkin's Court Forms', 'Encyclopaedia of Forms and Precedents', 'EU Cases', 'EU Legislation', 'Halsbury's Is it in Force?', 'Halsbury's Laws of England', and 'Halsbury's SI Citator'. A 'View more' link is at the bottom of this list. Below the search filters is a 'Glossary' section with the text 'Definitions of terms with links to key content' and a text input with a 'Find' button.

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.

Quick Find

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

Within Quick Find there is also a **Find a source** option.

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.

Glossary

From here you can enter a legal term and obtain information about its definition. The results will include: the definition of the term; definitions found within legislation; links to key cases that have helped to define the term; links to Halsbury's Laws; references to Atkin's Court Forms and the Encyclopaedia of Forms and Precedents.

Bookshelf

The Bookshelf lists some of the most frequently used sources on Lexis Library. You can click on browse or search to go directly to that source. Click on **View more** to see the full list.

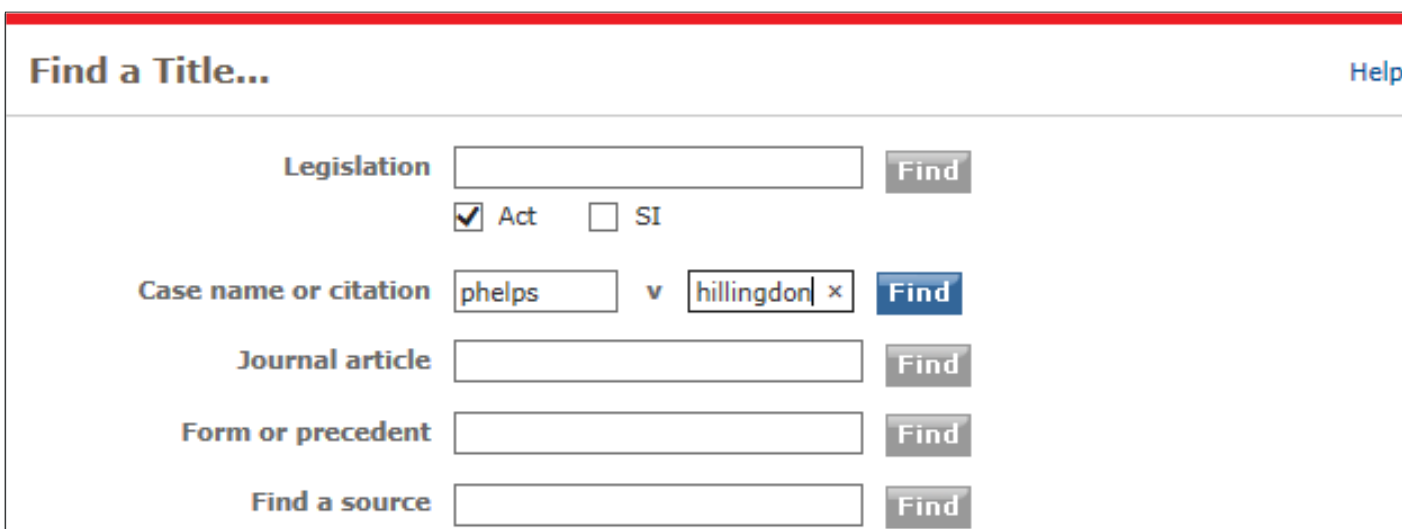
Searching across the whole database

There is a search box underneath the database tabs. This will search across the whole of Lexis Library.

Cases - Methods of Searching

1. Home Page

Use the **Find a Title...** box. Enter the party names or citation in the **Case name or citation** box.



The screenshot shows a search interface titled "Find a Title..." with a "Help" link in the top right corner. Below the title, there are five search options, each with a text input field and a "Find" button:

- Legislation**: Input field is empty. Below it are two checkboxes: Act and SI.
- Case name or citation**: Input field contains "phelps", followed by a "v" symbol, another input field containing "hillington", and a small "x" icon. The "Find" button is highlighted in blue.
- Journal article**: Input field is empty.
- Form or precedent**: Input field is empty.
- Find a source**: Input field is empty.

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 Lexis Library search interface for the 'Cases' database. At the top, there is a navigation bar with links: Home, Cases (highlighted), Legislation, Commentary, Forms & Precedents, Journals, Materials, Current Awareness, News, and General. Below this is a 'Cases' header. On the left, there is a sidebar with 'Cases' and sub-links: Search, Browse, Case Overview, Quantum, and International Cases. The main search area includes: 'Case name' with two input boxes and a 'v' symbol, a 'Search' button, and a 'Sources' dropdown menu currently set to '*All Subscribed Cases Sources'. Below this is a 'Search terms' box containing 'parental leave', with 'Search tips' and 'Add topics to search' links. A 'Citation' box and 'Citation help' link are also present. An 'Advanced search (optional)' section is expanded, showing options for 'Page number' (selected) or 'Para number', 'Judgment date' (All available dates), 'Summary' (Enter terms found in the Catchwords or Headnote), 'Court' (checkboxes for All, CA, Civil Division, CA, Criminal Division, Chancery Division (All), and Q.B. Commercial Court), 'Judge(s)', 'Counsel', and 'Case type/digest' (All). A 'Reset list' link is next to the Court options.

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.

This screenshot shows the same Lexis Library search interface as above, but with the 'Sources' dropdown menu open. The dropdown list contains the following items: '*All Subscribed Cases Sources' (highlighted in blue), '*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', '*Case Overview', '*CSR Case Reports', '*Construction Law Reports', '*Criminal Appeal Case Summaries and Judgments*', '*Customs Duties Cases*', and '*EC Merger Decisions'. The 'Advanced search' section is partially visible at the bottom left.

3. Case Overview

On the left of the screen in the **Cases database** there is a **Case Overview** 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.

Case Overview

Case Overview

Cases

Quantum

International Cases

Search terms

Put **and** between your search terms to find them anywhere in the document. [Search tips](#)

Sources Case Overview ?

Advanced search (optional)

Case name
To find Smith v Jones, enter: Smith **and** Jones

Citation [Citation help](#)

Judgment date All available dates ▼

Summary
Enter terms found in the Catchwords or Headnote

Court

All
 Privy Council
 Supreme Court
 House of Lords
 Court of Appeal (All)

Search

Results for: phelps and hillington

Narrow By

▼ Search within results

 Q

▼ Source Name

Case Overview (4)

▼ Court/Tribunal

House of Lords (2)

Queen's Bench Division (1)

255 (1)

▼ Topics

Tort & Delict (2)

Education Law (2)

Civil Procedure & Administration of Justice (2)

Employment & Labour Law (1)

Contract Law (1)

[Show all 8 Topics](#)

Add to

Sort by: Source Ord

	1 - 4 of 4 results shown	Court/Tribunal	Judgment date	Signal
<input type="checkbox"/>	<p>1 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</p> <p>Phelps v London Borough of Hillingdon, Anderton v Clwyd County Council, Jarvis v Hampshire County Council, ...</p> <p>2 hits in this document</p>	HL	27/07/2000	◆
<input type="checkbox"/>	<p>2 Phelps Petitioner And Hillingdon London Borough Council Respondent [1999] 1 WLR 1182</p> <p>Phelps Petitioner And Hillingdon London Borough Council Respondent [1999] 1 WLR 1182 House of ...</p> <p>2 hits in this document</p>	HL	12/05/1999	C
<input type="checkbox"/>	<p>3 Phelps v Hillingdon London BC [1999] 1 All ER 421, [1999] 1 WLR 500</p> <p>Phelps v Hillingdon London BC [1999] 1 All ER 421, [1999] 1 WLR 500 ...</p> <p>2 hits in this document</p>	CA Civ	04/11/1998	✘
<input type="checkbox"/>	<p>4 Phelps v Hillingdon London Borough Council (1997) 96 LGR 1, [1997] 3 FCR 621</p> <p>Phelps v Hillingdon London Borough Council (1997) 96 LGR 1, [1997] 3 FCR 621 ...</p> <p>2 hits in this document</p>	QBD	23/09/1997	▲

4. Appeal Tracker

On the right 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 may contain 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 commentary sources that refer to the case; **Find Related Journals** will find journal articles on the case.

The screenshot shows a search result for the case **Phelps v Hillingdon London Borough Council**. The page includes a header with the case name, a 'View' dropdown set to 'Case overview & related cases', and a 'Digest' link. Below the header are icons for 'Add', 'Print', 'Download', and 'Email', along with a 'Highlights' toggle set to 'ON'. The main content area displays the case title, dates (2000 March 14, 15, 16, 20, 21; July 27), and the names of the judges: Lord Slynn of Hadley, Lord Jauncey of Tullichettle, Lord Lloyd of Berwick, Lord Nicholls of Birkenhead, Lord Clyde, Lord Hutton, and Lord Millett. A summary of the case is provided: *Negligence - Duty of care to whom? - Local education authority - Failure to provide appropriate educational services to pupils - Professionals employed by authority allegedly negligent - Whether professionals owing duty of care to pupils - Whether authority directly or vicariously liable - Whether failure to mitigate adverse consequences of congenital defect "personal injuries*. On the right side, there are three panels: 'Other formats available' with a dropdown arrow, 'Find out more' with links to 'Find Related Commentary (83)' and 'Find Related Cases (249)', and 'Location' with a dropdown arrow and the citation: ICLR: Appeal Cases > 2001 > Volume 2 > Phelps v Hillingdon London Borough Council Anderton v Clwyd County Council G (A Minor) v Bromley London Borough Council Jarvis v Hampshire County Council - [2001] 2 AC 619.

Commonwealth Material - Methods of Searching

1. Home Page

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

Find a Title... Help

Legislation	<input type="text"/>	<input type="button" value="Find"/>
	<input checked="" type="checkbox"/> Act <input type="checkbox"/> SI	
Case name or citation	<input type="text"/> v <input type="text"/>	<input type="button" value="Find"/>
Journal article	<input type="text"/>	<input type="button" value="Find"/>
Form or precedent	<input type="text"/>	<input type="button" value="Find"/>
Find a source	<input type="text" value="statutes of canada"/> <input type="button" value="x"/>	<input type="button" value="Find"/>

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

[Browse Sources](#) | [Find Sources](#)

Find Sources Help

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

◀ 1-25 of 25 Sources ▶

↓ Select sources below to search

- Canada Statutes** [\[Browse\]](#)
- Canada Statutes - Prior Consolidation (R.S.C. 1970)* [\[Browse\]](#)
- Canada Repealed Statutes [\[Browse\]](#)
- Canada Annual Statutes [\[Browse\]](#)
- Canada Criminal Law Statutes [\[Browse\]](#)
- Ontario Statutes [\[Browse\]](#)
- Quebec Statutes [\[Browse\]](#)
- Yukon Statutes [\[Browse\]](#)
- Alberta Statutes [\[Browse\]](#)

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.

The screenshot shows the 'Browse Sources' interface. At the top, there is a navigation bar with tabs: Home, Cases, Legislation, Commentary, Forms & Precedents, Journals, Materials, Current Awareness, News, General, and Sources. Below this, there are two sub-tabs: 'Browse Sources' (active) and 'Find Sources'. The main content area is titled 'Browse Sources' and includes a 'Help' link. It features a filter section with three options: '1. By' (Publication Type selected), '2. Filter by:' (Country and Topics), and '3. Select a category to' (a list of categories). The 'Country' dropdown menu is open, showing a list of countries with 'United Kingdom' selected. The 'Topics' dropdown menu is also open, showing a list of topics. The 'Find a Source' section on the right includes a search box, a 'Go' button, and a 'More Options' link. Below the filter section, there is a 'Name Selected Sources' field, a 'Save as a Favourite' checkbox, and a '00 Selected View' button. The main content area displays a list of categories, each with a folder icon and a name: Cases, Commentary, Constitutions, Current Awareness, Dictionaries, Industries & Markets, Law Directories, Legal Journals, Lexis(R)PSL, News, Professional & Educational Materials, and Scientific Materials. A 'Key' section at the bottom left explains that clicking on a folder icon or link will show the folder's sources.

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

The screenshot shows the 'Browse Sources' interface with the 'Country' dropdown menu set to 'Canada'. The 'Filter by:' section now shows 'Country' as 'Canada', 'Topics' as 'All Topics', and 'All Regions' in the 'All Regions' dropdown. The '1. By' section now shows 'Area of Law', 'Business & News', and 'Industry' as options. The '3. Select a category to view sources' section now shows a list of categories: Administrative Boards & Tribunals, Citators & Digests, Companies & Organisations, Dictionaries, Industries & Markets, Legal Journals, Treaties & International Agreements, Cases, Commentary, Current Awareness, Forms & Precedents, Legal Indexes & Tables, and Legislation. The 'Name Selected Sources' field, 'Save as a Favourite' checkbox, and '00 Selected View' button are still present.

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**.

Browse Sources | [Find Sources](#)

Browse Sources [Help](#)

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

2. Filter by: Country All Regions
Topics
Group/Single Source

[Find a Source](#)

[More Options](#)

Name Selected Sources Save as a Favourite 01

Trail: [Publication Type](#) > Cases

3.

1-100 of 186 Sources

[Up a level](#)

Jump to:

Group Sources

- The Canada Digest [\[Browse\]](#)
- Canada Immigration and Refugee Board, All Divisions, Group Source
- Canada Quantums
- Federal Court of Canada, Group Source

Single Sources

- Agricultural Law NetLetter(TM) - Digests
- Akbar Securities NetLetter(TM) - Digests (f/k/a Allen and Akbar Securities NetLetter(TM))
- Alan D. Gold's Criminal Law NetLetter(TM) - Digests
- Alberta Judgments**
- Alberta Securities Commission Decisions
- Belzil NetLetter(TM) on Creditors' Rights - Digests*
- Bottom Line digests*
- British Columbia and Yukon Judgments
- British Columbia Securities Commission Decisions
- Canada Aboriginal Law Digest [\[Browse\]](#)
- Canada Administrative Law Digest [\[Browse\]](#)
- Canada Alternative Dispute Resolution Digest [\[Browse\]](#)
- Canada Labour Arbitration Digest [\[Browse\]](#)
- Canada Labour Digest [\[Browse\]](#)
- Canada Landlord and Tenant Law Digest [\[Browse\]](#)
- Canada Legal Profession Digest [\[Browse\]](#)
- Canada Limitation of Actions Digest [\[Browse\]](#)
- Canada Maritime and Admiralty Law Digest [\[Browse\]](#)
- Canada Matrimonial Property Quantums [\[Browse\]](#)
- Canada Media and Communications Law Digest [\[Browse\]](#)
- Canada Medical Negligence Quantums [\[Browse\]](#)
- Canada Municipal Law Digest [\[Browse\]](#)
- Canada National Energy Board Decisions
- Canada Natural Resources Law Digest [\[Browse\]](#)
- Canada Patent Appeal Board and Commissioner of Patents Decisions

Printing

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

Fill in the appropriate boxes.

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

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 top left 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 bottom right of the screen.