



# JUSTIS LEGISLATION

## Quick Reference Guide



## Coverage

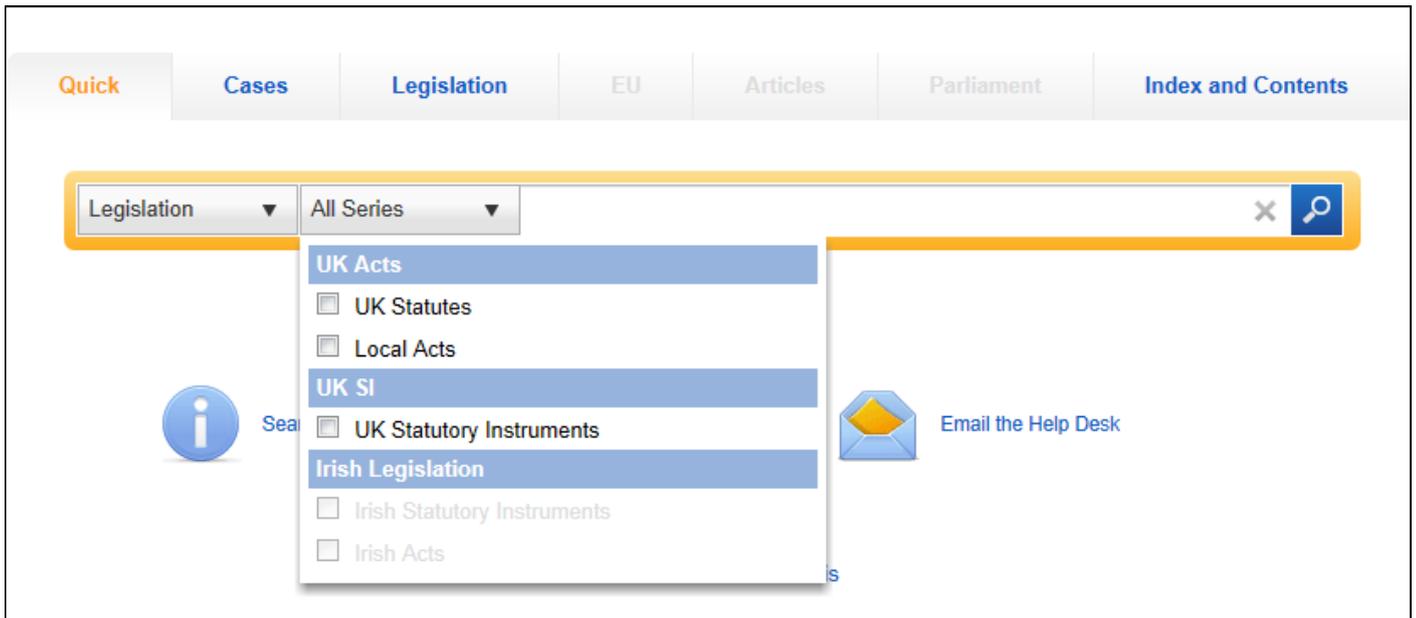
- The full text of all Acts of Parliament in England, Wales and Scotland **as enacted**, from 1235 onwards. The database includes repealed legislation.
- Local Acts from 1797 onwards.
- Statutory Instruments from 1949 onwards; draft SIs; subsidiary legislation published in Statutory Rules and Orders and Statutory Instruments Revised to December 31, 1948 (published by HMSO) and including all regulations in operation at that date.

## Quick Search

From the home page of Justis you can use the Quick Search option to search across a range of materials. Alternatively by selecting a type of material from the drop down list you can search specifically for cases or legislation. Once you have selected the type(s) of material, enter search terms in the box and press enter.

The screenshot displays the Justis website home page. At the top, there is a navigation bar with a search icon, the text "Search", "My Justis", the email address "justis@innertemple.org", and a "Sign Out" button. The main header features the Justis logo. Below the logo is a horizontal menu with tabs for "Quick", "Cases", "Legislation", "EU", "Articles", "Parliament", and "Index and Contents". A search bar is prominently displayed, with a dropdown menu open showing options: "Everything", "Cases", and "Legislation". Below the search bar are three icons: an information icon labeled "Searching Tips", a document icon labeled "Quick Start Guide", and an envelope icon labeled "Email the Help Desk". At the bottom center, there is a link that says "<< Switch to the old Justis".

If you select a material type from the Quick search page, you can also select from the data sources available. This will narrow your search to a particular series.



## 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.

A screenshot of the search interface with the 'Legislation' tab selected. The search box is empty. Below the search box are several filters: 'Title', 'Full Text', 'Reference', 'Repealed' (with radio buttons for 'All', 'In Force', and 'Repealed'), 'Exclude sections' (checkbox), 'Section Number', and 'Year' (with a 'to' field and an 'Inclusive' checkbox). At the bottom are buttons for 'Customise', 'Reset', and 'Search'. On the right side, there is a sidebar with tabs for 'Search Forms' and 'Data Sources'. Under 'Search Forms', there are links for 'Common forms' (Default, Search Acts, Search SIs) and 'My saved forms' (No saved forms). A link 'What are search forms?' is also present.

# 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/SI. 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. Tick **Exclude sections** if you want the whole Act to display, rather than each section appearing separately. Click on **Search**.

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

- Title:** Input field containing "dangerous dogs".
- Full Text:** Empty input field.
- Reference:** Empty input field.
- Repealed:** Radio buttons for "All" (selected), "In Force", and "Repealed".
- Exclude sections:** Checkbox, currently unchecked.
- Section Number:** Empty input field.
- Year:** Input field containing "1991", followed by "to (optional)" and an unchecked "Inclusive" checkbox.

At the bottom, there are buttons for "Customise", "Reset", and "Search".

On the right side, there is a sidebar with tabs for "Search Forms" and "Data Sources". Under "Search Forms", there are sections for "Common forms" (Default, Search Acts, Search SIs) and "My saved forms" (No saved forms). A link "What are search forms?" is also present.

## 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**.

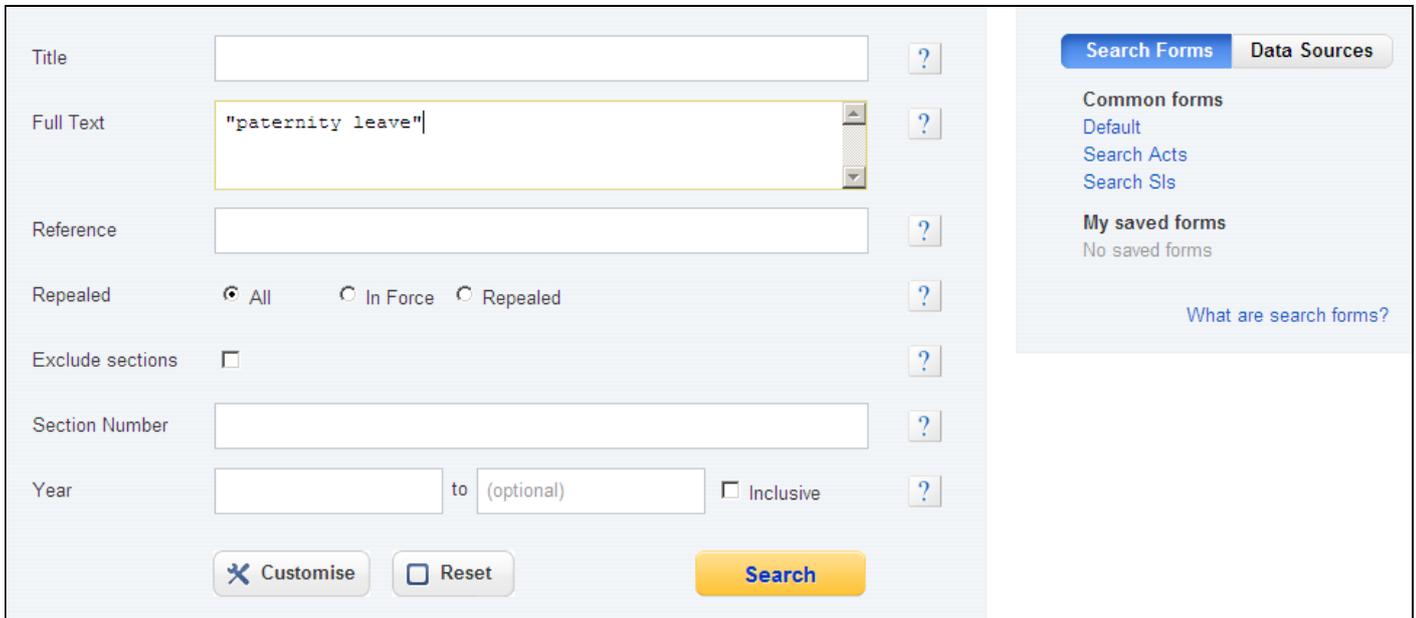
The screenshot shows the same search interface as above, but with the following changes:

- Reference:** Input field containing "2004 c.31".
- Year:** Empty input field.

The "Search" button is highlighted in orange, indicating it is the next step to take.

### 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**.

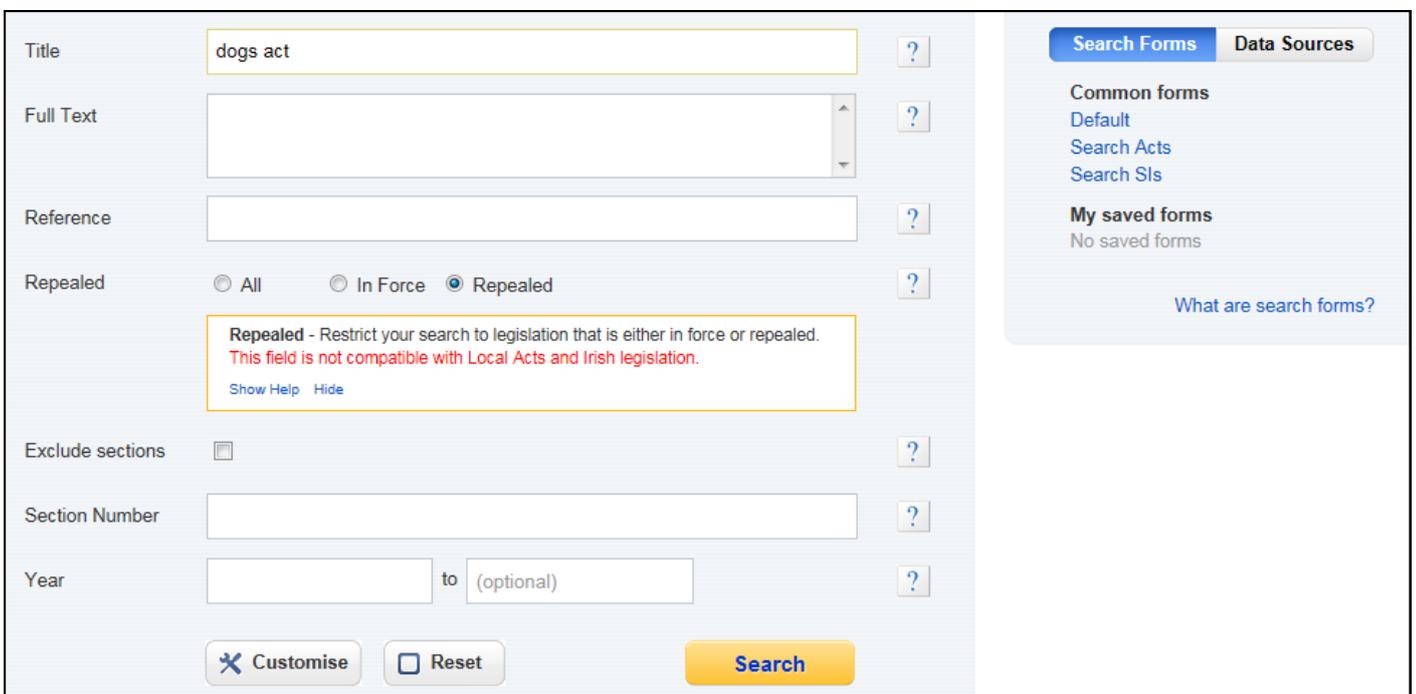


The screenshot shows a search interface with the following elements:

- Title:** An empty text input field.
- Full Text:** A text input field containing the text "paternity leave".
- Reference:** An empty text input field.
- Repealed:** Three radio button options: "All" (selected), "In Force", and "Repealed".
- Exclude sections:** A checkbox that is currently unchecked.
- Section Number:** An empty text input field.
- Year:** Two text input fields separated by "to", with "(optional)" in parentheses between them. A checkbox labeled "Inclusive" is to the right.
- Buttons:** "Customise" (with a wrench icon), "Reset" (with a square icon), and "Search" (yellow button).
- Help icons:** Question mark icons are placed to the right of each input field.
- Right sidebar:** Contains tabs for "Search Forms" and "Data Sources". Under "Search Forms", there are links for "Common forms" (Default, Search Acts, Search SIs) and "My saved forms" (No saved forms). A link "What are search forms?" is at the bottom.

### 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 the same search interface as above, but with the following changes:

- Title:** The text input field now contains "dogs act".
- Repealed:** The radio button for "Repealed" is now selected.
- Repealed tooltip:** A yellow-bordered tooltip box is displayed below the "Repealed" radio button. It contains the text: "Repealed - Restrict your search to legislation that is either in force or repealed. This field is not compatible with Local Acts and Irish legislation. Show Help Hide".
- Other elements:** All other fields and buttons remain the same as in the previous screenshot.

## 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 **citation** in **ascending** or **descending** order or by **year** (**oldest** or **most recent** first). Click the down arrow by the Relevance box 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 **Repealed** in the **Results Screen**.

The screenshot shows the Justis search results interface. The search query is 'dogs, act, 1871', and 10 results are displayed. The results are sorted by relevance. Each result entry includes a checkbox, the title 'Dogs Act, 1871', the year '1871', and the citation. A red 'Repealed' label is present on several entries. The results are as follows:

Checkbox	Title	Year	Citation	Content
<input type="checkbox"/>	Dogs Act, 1871	1871	1871 c. 56	Whole Act
<input type="checkbox"/>	Dogs Act, 1871	1871	1871 c. 56	Preamble
<input type="checkbox"/>	Dogs Act, 1871	1871	1871 c. 56 s. 1	Stray dogs may be detained and sold or destroyed.
<input type="checkbox"/>	Dogs Act, 1871	1871	1871 c. 56 s. 2	Dangerous dogs may be destroyed.
<input type="checkbox"/>	Dogs Act, 1871	1871	1871 c. 56 s. 3	Restriction upon dogs being at large if danger from mad dogs is apprehended.
<input type="checkbox"/>	Dogs Act, 1871	1871	1871 c. 56 s. 4	Penalty how to be recovered.
<input type="checkbox"/>	Dogs Act, 1871	1871	1871 c. 56 s. 5	Definition of terms.
<input type="checkbox"/>	Dogs Act, 1871	1871	1871 c. 56 s. 6	Saving of local Acts and of sect. 18 of 30 & 31 Vict. c. 134.

## Viewing Documents

Once you have retrieved the full text of a piece of legislation, at the top of the screen is an Outline tab. This allows you to navigate around a piece of legislation quickly by selecting the section you are interested in.

On the left of the screen there are other tabs for additional information:

### **1. *Overview & Status***

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

### **2. *Citing Cases***

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

### **3. *Amended Items***

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

### **4. *Amending Items***

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

### **5. *Articles***

This gives details of articles that refer to the Act.

### **6. *PDF***

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

Outline ▾ Terms ▲ ▾ Pages ▲ ▾ Print Email

**Full Text**

[Overview & Status](#)

[Amended Items \(4\)](#)

[Citing Cases \(7\)](#)

[Amending Items \(18\)](#)

[Articles \(19\)](#)

[PDF](#) 



**Dangerous Dogs Act 1991**

**1991 CHAPTER 65**

## Printing

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

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

**Print**

**Please choose what you would like to print**

Whole document (all pages)

[Selected fields](#)

Page range (e.g. 1)

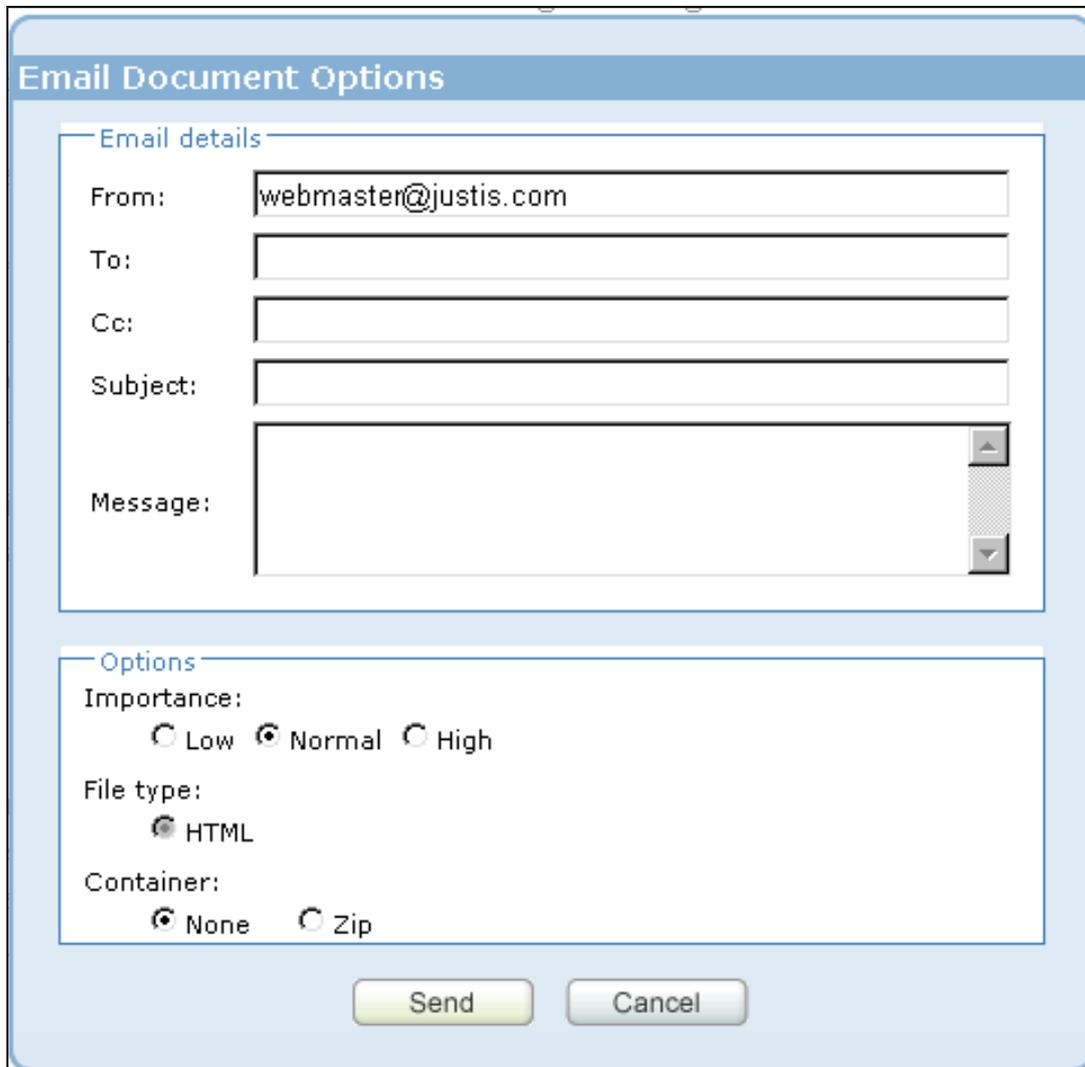
You will then be shown a print dialogue box. Click on **Print**.

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 right of the screen.

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



The image shows a dialog box titled "Email Document Options" with a light blue header. It is divided into two main sections: "Email details" and "Options".

**Email details:**

- From:** webmaster@justis.com
- To:** [Empty text box]
- Cc:** [Empty text box]
- Subject:** [Empty text box]
- Message:** [Large empty text area with a vertical scrollbar on the right]

**Options:**

- Importance:**  Low  Normal  High
- File type:**  HTML
- Container:**  None  Zip

At the bottom of the dialog box are two buttons: "Send" (highlighted in yellow) and "Cancel".

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 to other databases only if the Inner Temple Library subscribes to the database.

### 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 **Justis Help** at the bottom right of the main search screen in the Legislation database.

