Coverage

- Summaries of reported and unreported cases 1980 onwards
- Links to full judgment where available
- Courts covered: Supreme Court; House of Lords; Privy Council; Court of Appeal (Civil and Criminal Divisions); Family Court; Administrative Division; Queen’s Bench Division; and other courts and tribunals
- Lawtel matches the following law reports in coverage and adds references to these in the Case summary: The Law Reports; All England Law reports; Weekly Law Reports; Times Law Reports and many specialist law reports series

Methods of Searching

There are two main ways to search for cases on Lawtel.

1. *From Lawtel’s front page*

Enter the case name or subject terms in the search box and tick Case Law. If you want to, you can limit your search by date. Use the From and To boxes. Click on Search.

A list of hits will appear.
2. **Cases Database**

Select CASES from the tabs at the top of the screen. From the drop down menu, click on Advanced Search.

From here you can fill in boxes to make your search more specific i.e. details of the court, judge or legislation cited.

Click on Search.
Different ways of searching for cases

1. **Searching by Case Name**

If you know the party names, simply type the details in the search box either from the front page or CASES database. You do not need to use v. or and.

2. **Searching for a case that cites a particular piece of legislation**

Select the Legislation tab from the top of the screen. From the drop down menu click on Browsable Legislation. Find the Act you are interested in. By clicking on the + symbol next to the title you will then get the option of viewing cases citing the whole Act or cases citing the sections.
3. **Searching by Subject**

You can do this either from the front page or from the CASES database. If you do this from the Front page, just type your subject terms in the search box. If you are searching for a phrase, tick “This exact phrase”. For more information on connectors see Search Language Tips at the end of this guide.

To search from the CASES database, select Advanced Search from the drop down menu. The Subject box contains a list of words you can select from. These are taken from the Sweet & Maxwell thesaurus.

**Cross Database Search**

If you want to consult several types of material at once i.e. cases, articles and legislation, you can do this from the Lawtel front page. Enter your search terms and tick the categories you wish to search in.
Once you have entered your search terms and clicked Search a list of hits will appear. These are in the form of links to case summaries. Click on the summary you are interested in. If the full text is available there will be a link to the pdf of the transcript.

If your search retrieves too many hits, you can narrow your search by selecting from the options displayed in the “Narrow search” options on the right.
Links to Westlaw

For cases that are also indexed on Westlaw, there will be a link at the end of the Lawtel summary to the case analysis on Westlaw.

Permissions to Appeal

The Permissions to Appeal service enables users to search across all Permissions to Appeal judgments from the Court of Appeal Civil Division (CA Civ), Court of Appeal Criminal Division (CA Crim), Queen’s Bench Division (QBD) and the Chancery Division (Ch D).

The service provides comprehensive coverage of cases from January 2014 for CA Civ cases, from January 2015 for CA Crim cases, and from November 2016 for QBD and Ch D cases. Lawtel aims to publish them within 48 hours of receipt of the official transcript.

Pending Actions

This service allows you to search for claims issued in the High Court since January 2010. The results will include details of what has been filed and information about trial dates and the subsequent decision. Some documents can be ordered via Lawtel.
**Printing**

Find the case you want to print. Click the delivery icon on the right of the screen.

Select **Print Document**.

Select either Headlines or Document and click **Preview**.

Click on **Print**.

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

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

**Emailing**

Select the case you want to email. Click on the email icon on the right of the screen.

Enter your email address in the Email box. Select the Output Option and File Format you need. Click **Email**.

---

**Search Language Tips**

**AND**
Use AND to retrieve search terms within the same document e.g. narcotics and warrant

**OR**
Use OR to retrieve either search term or both e.g. drugs or narcotics

“quotes”
Use quotation marks around your search terms to find an exact phrase e.g. “fiduciary duty”

*
Use an asterisk to retrieve words with variant endings e.g. employ* will retrieve employer, employment, employee etc.