LAWTEL UK LEGISLATION

Quick Reference Guide
Coverage

- All Public General Acts 1984 onwards
- Local Acts 1991 onwards
- Statutory Instruments 1984 onwards
- Bills from 1993/94 session onwards, with comprehensive coverage from 1997/1998

Methods of Searching

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

1. From Lawtel’s front page

Enter the legislation title or subject terms in the search box and tick Legislation. If you want to, you can limit your search by date by using the From and To boxes. Click on Search.

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

Select LEGISLATION from the tabs at the top of the screen. Then select Statutes from the drop down menu.

From here you can fill in boxes to make your search more specific i.e. title, year, subject or place of origin. To search using a citation use the following format in either the Title or Free Text boxes: 2009 c 25

Click on **Search**.
You can also select Browsable Legislation from the LEGISLATION drop down menu. From here you can choose to browse Acts alphabetically or chronologically.

Once you have found the Act you need, you have the choice of viewing the Act, or viewing cases citing the whole Act or sections of the Act.
Search Results for Statutes

After clicking Search you will get a list of hits. Click on the one you need.

There are then various options to choose:

- **Statutory Status Table** - this lists sections and schedules of the Act, its commencement dates and details of any amendments and repeals. Also there are links to any SIs that have amended the Act and all SIs made under the Act
- **Index of Amended Legislation** - lists all legislation affected by your Act
- **Original Full Text** - links to the original full text on the legislation.gov website
- **Explanatory Notes** - links to the Explanatory Note that accompanied the Act
- **Originating Bill** - links to the initial Bill on Lawtel
- **Click here to access Arrangement of Provisions on Westlaw** - links to the Act on Westlaw

Methods of Searching for Statutory Instruments

There are two main ways to search for SIs on Lawtel.
1. **From Lawtel’s front page**

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

![Search Lawtel](image1.png)

2. **Legislation database**

Select LEGISLATION from the tabs at the top of the screen. Then select Statutory Instruments, from the drop down menu.

From here you can fill in boxes to make your search more specific i.e. title, year, SI number, enabling Act etc.

If you use the SI number you should use the following format in the SI number box: 1999/1212

![Search Statutory Instruments](image2.png)

Click on **Search**.
Search Results for SIs

After clicking Search you will get a list of hits. Click on the one you need.

The summary page gives the following information:

- Enable Act - details of the enabling Act
- Coming Into Force - commencement information
- Legislation amended by SI - details of legislation amended by your SI with links to those SIs on Lawtel
- Legislative amendments to SI - details of legislation that has amended/revoked your SI and links to that legislation on Lawtel
- Application - information of the extent of the SI
- Full text - link to the original full text of the SI on the legislation.gov website
- Click here to access Arrangement of SI on Westlaw - a link to the SI on Westlaw
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.
Searching for Bills or Command Papers

To search for these click on the LEGISLATION tab at the top of the screen. Then select Parliamentary Bills or Command Papers. You will then be able to fill in specific information.

When you retrieve your hit, you will be given links to the full text where available.
Printing

Find the item 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

Find the item 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.