## WESTLAW UK CASE LAW

**Quick Reference Guide**

![Image of a computer screen with the WESTLAW interface open, showing case law information.](image-url)
COVERAGE

- Full text of The Law Reports 1865 onwards and other series of reports including: Weekly Law Reports 1953 onwards; Criminal Appeal Reports 1967 onwards; Fleet Street Reports 1966 onwards

- Full text of many Sweet & Maxwell / Thomson law reports

- Official archive of transcripts dating back to 1967

METHODS OF SEARCHING

Home Page

Type in the name of the case you require. Tick Cases from the drop down Options and click search.

Terms and connectors can be viewed via the information icon within the search box.
Cases on the Toolbar

Click Cases on the top toolbar to search or browse across case content.

There are four sections:

- Cases Home - for searching for cases
- Courts - for browsing by court
- Law Reports - for browsing law reports
- Quantum Reports - to search for quantum reports on Kemp & Lawtel

Cases Home

The search box allows you to search by Parties, Citation, Free Text or by Subject term.

Document Type allows you to search Case Analysis documents, Law Reports and Judgments or All.
By clicking on **More Options**, additional fields are available such as Court and Judge.
Law Reports

Here you can browse alphabetically by law report series title. Or you can search by law report series title.

If you want to browse, select a letter from the A-Z list. You can also opt to find titles that are in abstract form only, full text only or all reports.

A list of titles will then be displayed.

Click on the title you want to browse. The cases within that series are listed in A-Z order. You can change this to display in date order with the most recent first. Or you can select a specific year and display in either date order or in A-Z order.
EDITING RESULTS

If your initial Cases search retrieves too many hits you can use the filters on the left of the screen to narrow your search by Topic, Jurisdiction, Court, Date, Authority or Status (treatment).

SEARCH RESULTS

A typical case will look like this:
On the left hand side you will see the following:

**Case Analysis** containing:

**Case Digest** - gives a summary of the case and decision.

**Appellate History** - details the history of the case.

**Related Cases** - contains a list of other cases between the same parties but on different points of law.

Under the Case Analysis there are the following tabs:

**Law Reports** - gives details of where the case has been reported with links to the full text where available.

**Judgment** - links to the judgment if available.

**Primary References** - includes details of key cases cited, all cases cited, key cases citing and all cases citing, key legislation cited and all legislation cited.

**Commentary References** - includes details of journal articles referring to the case with links to full text where available; details of Sweet & Maxwell books where the case is referred to.

**Practical Law References** - links to materials on Practical Law that refer to the case.

On the right of the case you will see the status icon, a link to the graphical history and key reference information, such as details of where the case has been reported, names of the judge(s), counsel and solicitors.
PRINTING

The print icon is on the top right of the screen. There are basic and advanced options.

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 email icon on the top right of the screen. There are basic and advanced options.

Enter your email address in the To box. Add a subject or note as appropriate. Click on Email.

SEARCH LANGUAGE

&  Search terms in the same document
or  Either search term or both terms
%  Not containing terms
" "  Search for an exact phrase within quotation marks
/p  Terms in same paragraph
/n  Within n terms of
*  Universal character e.g. withdr*w will find withdraw or withdrew
!  Search for terms with multiple endings e.g. employ! will find employee, employer or employed

HELP

For additional help, go to User Guides at the bottom of the screen.