LEXIS LIBRARY CASES

Quick Reference Guide
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
**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 are other guides for searching legislation on Lexis Library and for Commonwealth material.

**Find a Title...**

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

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

From here you can enter the name of the source you are looking for.
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.
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 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.
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.

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.

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.