

WESTLAW UK CASE LAW

Quick Reference Guide



INNER TEMPLE LIBRARY



COVERAGE

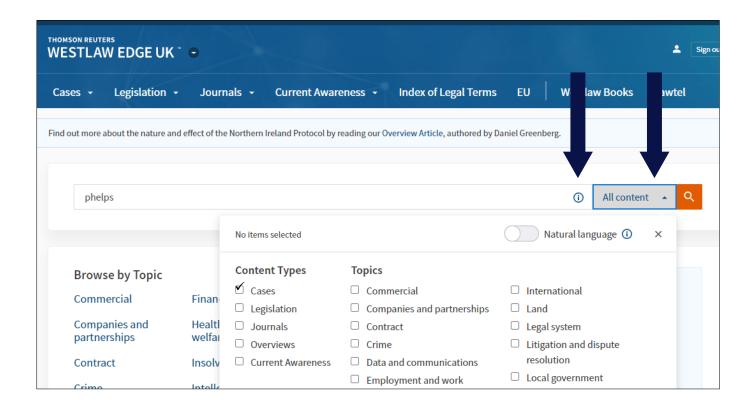
- Full text of The Law Reports 1865 onwards and other series of reports including: Weekly Law Reports 1953 onwards; Criminal Appeal Reports 1967 onwards; Fleet Street Reports 1966 onwards
- Full text of many Sweet & Maxwell / Thomson law reports
- Official archive of transcripts dating back to 1967

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.

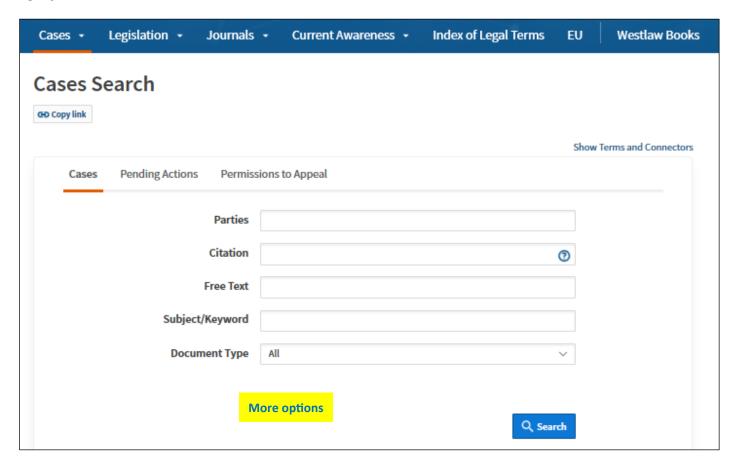
There are five sections:

- Cases Search 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
- Cite & Print enter citations to receive judgments, law reports or case analysis documents as appropriate

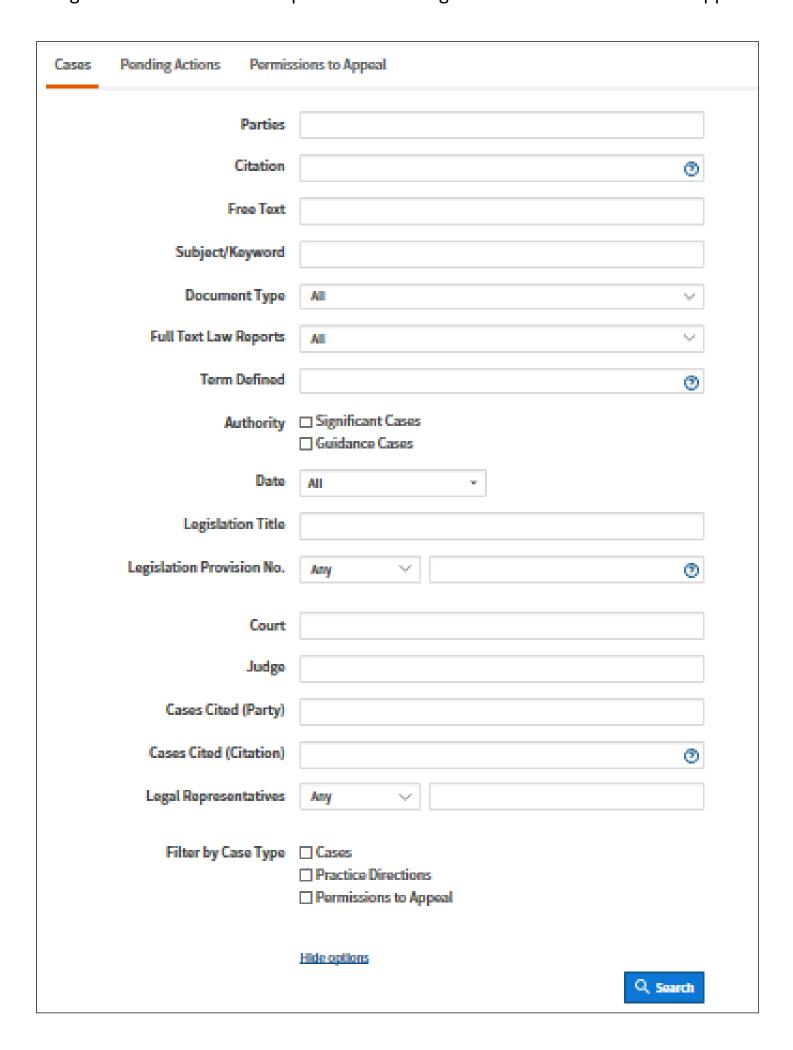
Cases Search

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

Document Type allows you to search Case Analysis, Law Reports and Judgments or all.



By clicking on **More Options**, additional fields are available such as Court and Judge. There are additional options for Pending Actions and Permissions to Appeal.



Law Reports

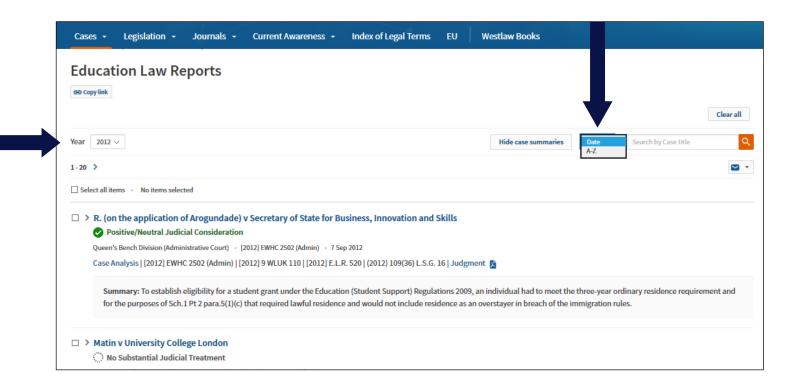
Here you can browse alphabetically by law report series title. Or you can search by law report series title.

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.

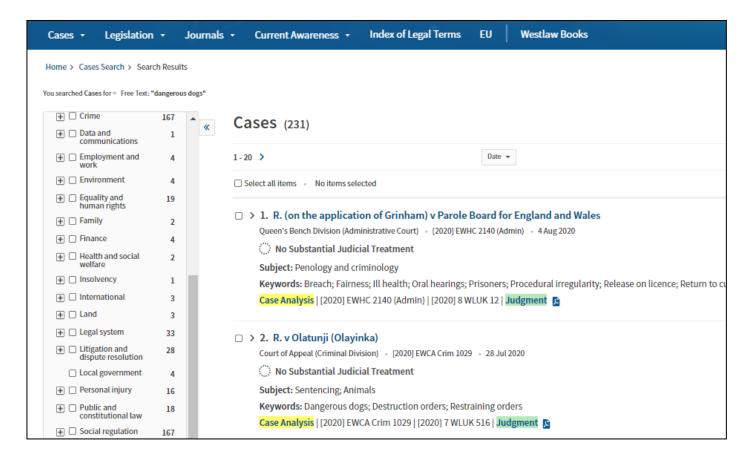


Click on the title you want to browse. The cases within that series are listed in date order. You can select a specific year and display in ether date order or in A-Z order.



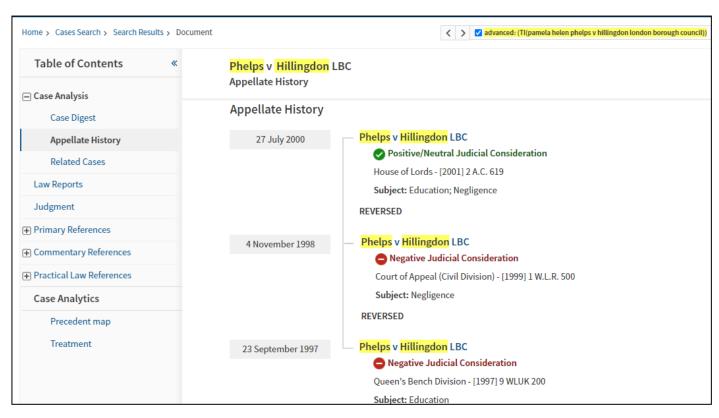
EDITING RESULTS

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 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.

Other tabs include:

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.

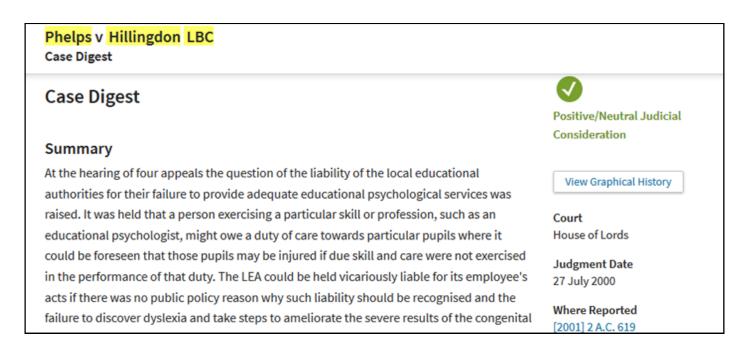
Primary References - includes details of key cases cited, all cases cited, key cases citing and all cases citing, key legislation cited and all legislation cited.

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.

Case Analytics - includes a Precedent map and Treatment (for detailed breakdown of how the case has been treated).

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.