



LAWTEL STUDENT USER GUIDE

LAWTEL



THOMSON REUTERS™

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LAWTEL HOMEPAGE

Access Lawtel content using the horizontal navigation bar

The screenshot shows the Lawtel homepage with a horizontal navigation bar at the top containing links for 'Lawtel Home', 'My Lawtel', 'My Updates', 'RSS Feeds', 'Help', and 'Log Out'. Below this is a main navigation bar with tabs for 'HOME', 'CASES', 'LEGISLATION', 'ARTICLES & PRESS', and 'SPECIALIST AREAS'. A dropdown menu for 'SPECIALIST AREAS' is open, listing categories like 'Lawtel UK', 'Busy Solicitors' Digital', 'Directories', 'Employment', 'EU', 'FreePoint', 'Human Rights', 'Keep on Lawtel', 'Litigator', 'Local Government', and 'Personal Injury'. On the left, there is a 'SEARCH LAWTEL UK' section with a search box and a list of content types with checkboxes. On the right, there is a 'DAILY UPDATES' section with links for 'Latest Lawtel Update', 'Create/Amend Update', and 'Easy Updates'.

Click on a content tab or use the links in the dropdown menus. You will only see links for the services you have access to.

BASIC SEARCH

From the main UK Homepage screen you can search across the various content types using free text terms.

The screenshot shows the 'SEARCH LAWTEL UK' interface. It features a search box at the top. Below it is a grid of content types with checkboxes, including 'Case Law', 'Statutes', 'Statutory Instruments', 'Parliamentary Bills', 'Command Papers', 'Practice Directions', 'EU Quantum Reports', 'Articles Index', 'News & Press', 'Busy Solicitors' Digest', 'Case Comments', and 'Select All'. At the bottom, there are 'From' and 'To' date selection fields and 'SEARCH' and 'CLEAR' buttons.

- Type in your term(s) with or without connectors (see below)
- Select the content you wish to search. You can also Select All
- Add in a date restriction to further refine your search

Every search box supports "terms and connectors" functionality. If you enter words using no connector Lawtel will automatically connect the words using an AND connector and will return documents where all your terms appear.

Click on the name of a content type to access Advanced Search.

CONNECTORS YOU CAN USE ON LAWTEL

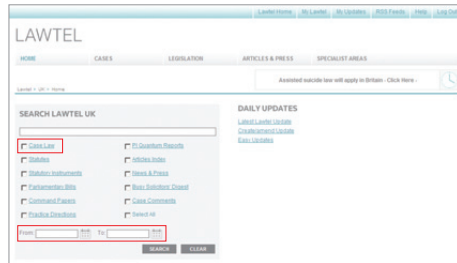
OR	Either word or both, for example boat OR ship OR vessel
NOT	Documents that include the first term but not the second, for example income NOT tax
*	Use the asterisk to look for any end to a word, for example employ* will look for employed, employee, employer, etc
" "	Use quotes to search for a specific phrase, for example "unfair dismissal"

For more information or guidance please contact your university library

CASE LAW

BASIC SEARCH

Search Cases from the Lawtel Homepage by checking the Case Law box and entering your search terms and date range if you wish.



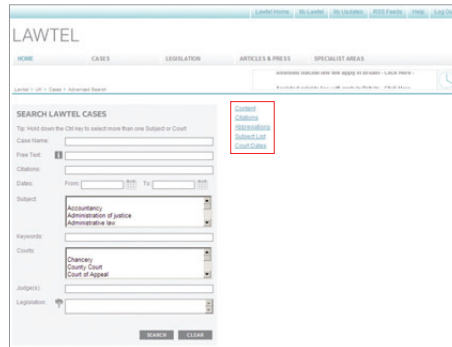
Access Cases Advanced Search using the Case Law link in the Basic Search template, or click on the Cases tab in the horizontal navigation bar.



You can also link to other cases content, including PI Quantum reports, using the dropdown menu.

ADVANCED SEARCH

This search template enables you to refine your search by entering additional information such as Subject, Court and Citation.



Links to Help provide further information and guidance.

Additional search options such as Keywords are also available.

KEYWORD WHEEL

The Keyword Wheel helps you to target case searches more accurately.

To select keywords, start typing your selected term and you will see a selection of available keywords. Click a term to select it.

SEARCH RESULTS

Your results are returned in reverse chronological order with the latest case first.

Select the Cases you want using the check boxes and click here to Print, Save or Email your results.



Edit or Save your search here.

To access a Case Digest click the name of the case.



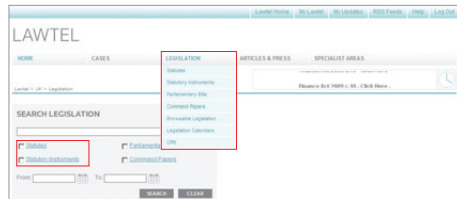
To display a PDF of the full judgment, click the Full Text link in the top left-hand corner of the result.

For more information or guidance please contact your university library

LEGISLATION

BASIC SEARCH

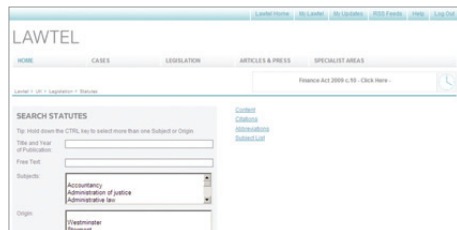
Search Legislation from the Lawtel Homepage by checking the Statutory Law and/or Statutory Instruments boxes and entering your search terms and date range.



Access Legislation Advanced Searches using the Legislation links in the horizontal navigation bar.

ADVANCED SEARCHES

These search templates enable you to refine your search for Statutes, Statutory Instruments, Command Papers and Parliamentary Bills.

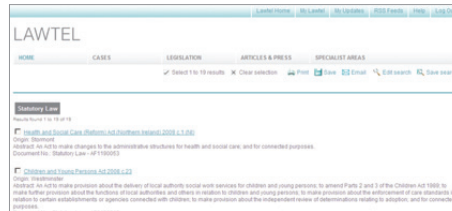


SEARCH RESULTS

Your results are returned in reverse chronological order with the latest legislation first.

Select the results you want using the check boxes and use the links at the top of the screen to: Print, Save or Email your results. You can also Edit Search, or Save your Search.

To access a result click on the relevant piece of legislation.



Links to content and tools for the Statute/SI will then be displayed.

From the Statute screen you can access the Original Full Text of the Act and the Statutory Status Table. There may also be links to the Explanatory Notes and the Original Bill text.



STATUTORY STATUS TABLE

Lawtel provides a Statutory Status Table for every Act on the service. Each provides:

- A link to the original full text of the Act
- An Explanatory Note detailing the purpose of the Act
- Commencement date and commencing powers
- A link to an index of amending SIs
- A link to an index of SIs that the Act has enabled
- A breakdown of the sections of the Act, indicating whether it has been brought into force, amended or repealed



LEGISLATION CALENDAR

Access the **Legislation Calendar** from the link under Legislation on the horizontal navigation bar

The Calendar tracks key dates in legislation including Bills being read, SIs and Acts coming into force.

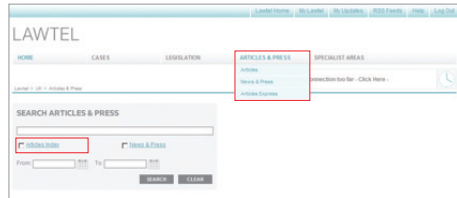


For more information or guidance please contact your university library

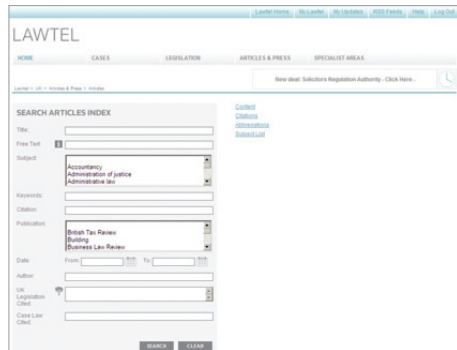
ARTICLES & NEWS

ARTICLES INDEX

Select the Articles Index link either from the horizontal navigation bar, or click on the Articles link within the main search template.

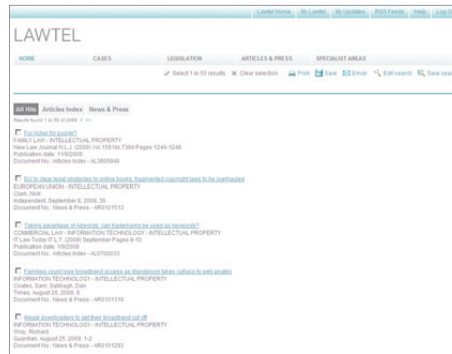


You can perform a free text search from the Articles & Press homepage, or click the drop down links for Advanced Search.



Lawtel's Articles Index contains abstracts from over 90 legal publications (to view the complete list see **Content & Coverage**). The abstract outlines the content of the article.

Search results will be displayed in reverse chronological order.

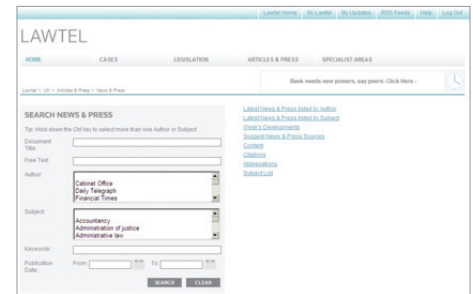


NEWS & PRESS INDEX

Select the News & Press link either from the horizontal navigation bar, or click on the News & Press link within the main search template.

Lawtel's News & Press Index digests key government sources and leading newspapers.

You can also view the latest items and more information on News content using the links on the right.



Your search results will be displayed in reverse chronological order with the latest item first.

For more information or guidance please contact your university library

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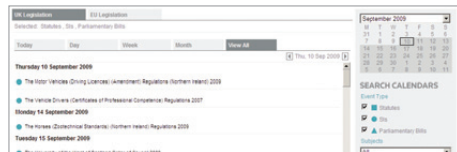
CONTENT &
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LEGISLATION CALENDAR

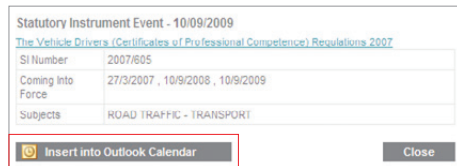
Access the **Legislation Calendar** from the link under Legislation on the horizontal navigation bar.

The Calendar tracks key dates in legislation including Bills being read, SIs and Acts coming into force.



You can browse or search across the Calendar.

For each event select the piece of legislation and view more information about the development including links to Bills and the relevant sections that may be coming into force on that day.



You also have the option to add this event into your personal **Outlook Calendar**.

BROWSABLE LEGISLATION

Access **Browsable Legislation** from the link under Legislation on the horizontal navigation bar.

You can view a list of Acts either alphabetically or chronologically. Once you select an Act you can link to it or view a list of view cases citing the Act or sections of that Act.



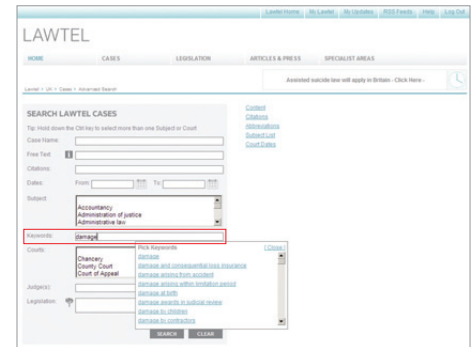
From the list of cases click the name of the case to view the relevant Lawtel Case Report.

KEYWORD WHEEL

The **Keyword Wheel** helps you to target case searches more accurately.

To select keywords, start typing your selected term and you will see a selection of available keywords. For example, *employ* will generate *employer*, *employer's liability*, *employment rights act 1998* and so on.

Click your selected term.



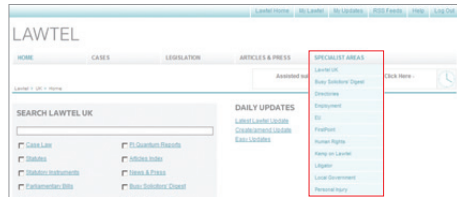
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LAWTEL LITIGATOR

Lawtel Litigator, part of your Lawtel subscription, is a collection of Civil Procedural Guides linking to relevant case law, legislation, court forms and precedents.

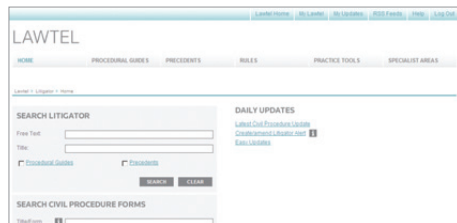
ACCESSING LAWTEL LITIGATOR

Once you have logged in to Lawtel, select Lawtel Litigator by clicking the list under Specialist Areas on the horizontal navigation bar.



LAWTEL LITIGATOR HOMEPAGE

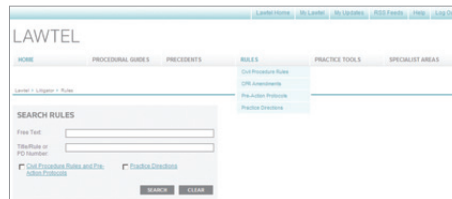
You can search Procedural Guides, Precedents and CPR Forms from the Litigator Homepage.



NAVIGATION

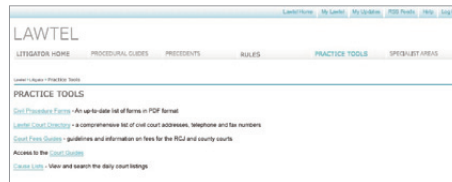
Use the horizontal navigation bar to access Litigator content:

- **Procedural Guides**
- **Precedents**
- **Rules**, including CPR, CPR Amendments, Pre-Action Protocols and Practice Directions



Use the Rules dropdown links to browse Civil Procedure Rules and related content.

- **Practice Tools**, including Forms, Court Directory, Court Fees, Court Guides and Cause Lists



PROCEDURAL GUIDES



All Procedural Guides start with a general reference section with links to pertinent information and materials.

You can then work your way through the steps and stages of the procedure, paying attention to the associated guidance notes in the right-hand box.

The guidance notes may include links to any primary law or additional materials.

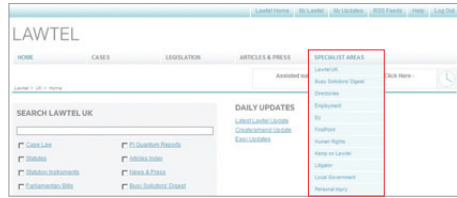
LAWTEL CIVIL PROCEDURE CONTENT

Content previously in Lawtel Civil Procedure can now be accessed from Lawtel Litigator, including the Civil Procedure Update.

For more information or guidance please contact your university library

SPECIALIST AREAS

Information on specific practice areas can now be found under Specialist Areas.



BUSY SOLICITOR'S DIGEST

- Topical commentary focusing on litigation
- Practical guidance on key cases

DIRECTORIES

- Havers' Barristers Directory
- Havers' Chambers Directory
- Link to the official Bar Directory on Legal Hub
- Link to Sweet & Maxwell's Expert Witness Directory on Legal Hub
- Link to the Court Directory on Lawtel Litigator

EMPLOYMENT

- Specialist Articles & Briefings
- Employment Tribunal statistics
- EU employment information
- Compensation Limits table
- Employment Regulations timetable
- Annual survey of earnings & hours
- Forms
- Events & Links

HUMAN RIGHTS

- Original full text, consolidated full text and Amendment History of the Human Rights Act 1998 shows what was in force at any point in time
- Related acts, treaties, Convention and Charter help determine whether other legislation may influence a case
- Digests of European Court of Human Rights judgments back to 1960 plus UK cases - many unavailable elsewhere give competitive advantage in court
- Commentary from barristers at 1 Crown Office Row provide reliable guidance on the impact of domestic and ECHR decisions

LITIGATOR

- Procedural Guides show how to complete a procedure step by step to ensure cases are dealt with efficiently and accurately, and include links to relevant supporting materials
- Written by practitioners to provide reliable guidance with the benefit of practical experience
- Complete CPR and related Practice Directions for ease of reference
- Forms and Precedents to help complete case work efficiently
- Book marking helps you find your favourite guides easily
- Alerts notify you when materials and guidance have been updated

Lawtel Litigator now includes information previously found in **Lawtel Civil Procedure**. See the **Litigator** tab for more information.

LOCAL GOVERNMENT

- Local Government Ombudsman decisions
- Analysis & Specialist Articles
- News from the ODPM
- Best Value Performance Indicators
- Consolidated version of the Local Government Act

PERSONAL INJURY

- Quantum Reports (over 3,000 reports)
- Search across almost 7,500 Quantum Reports when combined with a subscription to Kemp on Lawtel
- Actuarial (Ogden) tables
- JSB guidelines
- Court of Protection Fees
- Specialist Articles
- Pre-Action protocols
- Guidance from the Ministry of Justice (MoJ)
- Interest & Inflation Calculators
- Tax, RPI, Benefits & Motoring costs information
- CIC Authority forms & guides
- Motor Insurance Bureau forms & guides

For more information or guidance please contact your university library

CONTENT AND COVERAGE

LAWTEL CASE REPORTS

Lawtel's Case Law Service includes over 60,000 Case Reports in an archive back to 1980. Reporting decisions from an unparalleled range of courts, our team of court reporters ensures that decisions heard yesterday are online today.

Matching the coverage of the major law reports and over 30 specialist law reports, Lawtel also publishes hundreds of unreported decisions online exclusively the day after judgment is given and often weeks ahead of any other source.

GENERAL LAW REPORTS

- All England Law Reports since 1980
- Independent Law Reports since 1986
- Times Law Reports since 1980
- Weekly Law Reports since 1980
- ICLR since 2003 (Appeal Cases, Queens Bench Division, Chancery Division, Family)

PERSONAL INJURY QUANTUM REPORTS

An archive of over 3,000* Quantum Reports, awards and settlements from the Court of Appeal, High Court and County Courts all included.

Our reports are sourced from reporters in court and from the barristers and solicitors involved in the case. Reports can be submitted to Lawtel by users in all formats and a Quantum Form is provided on our website.

*If you subscribe to both Lawtel and Kemp on Lawtel you can search across over 7,500 Quantum Reports. For more information please visit lawtel.com.

SPECIALIST LAW REPORTS

Report

Administrative Court Digest
British Company Cases
Building Law Reports
Butterworths Company Law Cases
Butterworths Medico-Legal Reports
Commercial Law Cases
Construction Law Reports
Construction Industry Law Letter
Criminal Law Review
Criminal Appeal Reports
Crown Office Digest (now Administrative Court Digest)
Education Law Reports
Entertainment and Media Law Reports
Environmental Law Reports
Estates Gazette
Estates Gazette Case Summaries
Family Law Reports
Fleet Street Reports
Housing Law Reports
Industrial Cases Reports
Industrial Relations Law Reports
Intellectual Property Decisions
IT & Communications Law Reports
Landlord and Tenant Reports
Lloyd's Law Reports (Banking)
Lloyd's Law Reports (Medical)
Lloyd's Law Reports (Shipping)
Local Government Reports
New Property Cases
Personal Injuries and Quantum Reports
Professional Negligence and Liability Reports
Reports of Patent, Design and Trade Mark Cases
Road Traffic Reports
Simon's Tax Cases

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LEGISLATION

Acts

All Acts back to 1987 (selected Acts back to 1984) plus an automatic searching facility listing all related Statutory Instruments (SIs) (including Scottish and draft SIs back to 1997 and all Statutory Rules of Northern Ireland since 1991).

Public Bills

Track all stages of Public Bills through the Westminster and Scottish Parliaments, or Northern Ireland Assembly. Plus an archive dating back to the 1993/94 session and direct links to the updated full text versions.

Command Papers

Access to all Command Papers back to the 1997/98 session, as well as an archive of Green and White Papers back to the 1992/93 session. Hypertext links provide direct access to the full text where available.

Statutory Instruments

Lawtel's Statutory Instruments Service covers every draft and official Statutory Instrument (SI), Statutory Rule of Northern Ireland (SR) and Scottish Statutory Instrument (SSI) within 24 hours of official publication, as indicated by The Stationery Office Daily List. Our archive dates back to 1984.

Legislation Calendar

Lawtel's Legislation Calendar tracks forthcoming Statutes, Statutory Instruments and Parliamentary Bills and enables you to add them to your Outlook Calendar.

News & Press

Provides summaries of key legal and regulatory developments from the legal broadsheets and official material from the following Government bodies:

- Attorney General's Office
- Bar Council
- Cabinet Office
- Competition Commission
- Crown Prosecution Service
- Department for Business Enterprise & Regulatory Reform
- Department for Communities and Local Government
- Department for Work and Pensions
- Financial Reporting Council
- Financial Services Authority
- HM Treasury
- Home Office
- HM Revenue and Customs
- Law Commission
- Law Society
- Legal Complaints Service
- Legal Services Commission
- Ministry of Justice
- Office of the Legal Services Complaints Commissioner
- Office of Fair Trading
- Scottish Government
- Sentencing Guidelines Council
- Solicitors Regulation Authority
- The Insolvency Service

ARTICLES INDEX

Provides abstracts of substantive and authoritative legal and practice management articles from over 60 specialist and general legal publications. By listing, and directly linking to all cited cases and legislation, Lawtel puts articles into context for you.

Includes:

- Key issues covered in each article
- Case citator including European Court of Justice, and Court of First Instance
- Legislation citator including Statutes, Statutory Instruments, EU law and proposed legislation
- Hypertext links to relevant cases and legislation
- Full text delivery of journal articles by fax, DX or by post

All weekly journals are summarised immediately, appearing the day after publication.

For more information or guidance please contact your university library

CONTENT AND COVERAGE

FULL LIST OF JOURNAL TITLES

Publication	Publication	Publication
British Tax Review	Family Law Journal	Legal Information Management (formerly Law Librarian)
Building	Finance & Credit Law	Litigation
Business Law Review	Health and Safety At Work (Tottels)	Litigation Funding
Butterworths Journal of International Banking and Financial Law	Health and Safety Bulletin	Lloyd's Maritime and Commercial Law Quarterly
Civil Justice Quarterly	Health and Safety Law	Medical Litigation/Medico-Legal Journal
Civil Procedure News	Housing Law Monitor	Modern Law Review
Clinical Risk	IDS Employment Law Brief	New Law Journal
Commercial Litigation Journal	Immigration and Nationality Law & Practice	Nottingham Law Journal
Communications Law	(Now known as Journal of Immigration Asylum and Nationality Law)	Occupational Pensions
Computer Law & Security Report	Immigration, Asylum & Nationality Law	Pension Scheme Trustee
Computers and Law	(Now known as Journal of Immigration Asylum and Nationality Law)	Pensions World
Computer and Telecommunications Law Review	Industrial Law Journal	Personal Injury Law Journal
Construction Law Journal	In-House Lawyer	PLC
Construction Newsletter	Insolvency Intelligence	Privacy Laws & Business United Kingdom Newsletter
Consumer Law Today	Insolvency Law & Practice	Private Client Business
Corporate Briefing	Intellectual Property Quarterly	Professional Negligence
Counsel	International Insurance Law Review	Property Law Journal
Criminal Lawyer	IT + Communications Law Journal	Public Law
Education and the Law	IT Law Today	Public Procurement Law Review
Education Law Journal	Journal of Business Law	Shipping and Trade Law
Education Law Monitor	Journal of Housing Law	Solicitors Journal
Electronic Business Law	Journal of Immigration Asylum and Nationality Law	Tax Journal
Employment Law & Litigation	(formerly Immigration, Asylum & Nationality Law)	Taxation
Employment Law Journal	Journal of Information, Law & Technology	The Company Lawyer
Employment Law-Line	Journal of Local Government Law	The Conveyancer and Property Lawyer
Entertainment Law	Journal of Personal Injury Law (formerly Journal of Personal Injury	The Criminal Law Review
Entertainment Law Review	Litigation)	The Guardian (Legal Section)
Environment in Business	Journal of Planning & Environment Law	The Independent (Legal Section)
Environment Law Monthly	Journal of Social Security Law	The Times (Legal Section)
Environmental Law & Management	Landlord and Tenant Review	Trading Law
Environmental Liability	Lawyer	Trust Law International
Estates Gazette	Law Society's Gazette	Trusts and Estates Law & Tax Journal
European Human Rights Law Review	Legal Action	Web Journal of Current Legal Issues
Family Law	Legal Executive	

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