

## Westlaw Quick Start Guide

### Accessing Westlaw

You can access Westlaw from the list of databases on your [Online Library Gateway](#), or from the Library tab on your [Portal](#) home page. Log into [Westlaw](#) with either your [Athens account](#), or Student Portal username and password. For help accessing Westlaw using your portal password see the Westlaw [login guide](#).

### Searching Westlaw

On the Westlaw homepage locate the horizontal tool bar at the top of the screen:



The tool bar is divided into **cases**, **legislation** and **journals** databases which we subscribe to. Select the relevant database to go to a guided basic search form. This will help you conduct a more precise and focused search.

### Summary of Database Coverage

Cases	Legislation	Journals
<p>The 'official' law reports published by the Incorporated Council of Law Reporting e.g. <b>Appeal Cases, Chancery, Family</b> etc</p> <p>The <b>Weekly Law Reports</b> and <b>English Reports</b>.</p> <p>Some specialist law reports e.g. <b>Criminal Appeal Reports, European Human Rights Reports</b></p>	<p><b>UK Acts</b> (as amended)</p> <p><b>UK Statutory Instruments</b> (as amended)</p> <p><b>Point in Time</b> allows you to search for the full text of a statute as it stood on a particular date. The <b>Since</b> option will retrieve all versions of a statute from the date specified onwards.</p>	<p>Full text of around 50 UK law journals, including the <b>Criminal Law Review, Law Quarterly Review</b> and <b>Public Law</b></p>

## Cases Database Search

Select the **Cases** database from the top navigation bar to search for case reports.

1. Use **"Free Text"** to search for terms or phrases within the full text of the case report.

2. To search by **Party Name**, enter the name of one or both parties e.g. Carlill and Carbollic Smoke Ball.

3. Search by **Citation** using this field. You do not have to know the exact citation format; as Westlaw will recognise the text and match it to the nearest citation.

4. Select **Terms in Context** to display the most relevant section of the document in your results list. Your search terms will be **highlighted in yellow**.

5. **Browse** for a case by all **case analysis documents** or by only **full text reports and transcripts**.

6. **Advanced Search** provides more search fields to further refine your case search.

If you are searching for a "common" case name which will retrieve hundreds of results e.g. R v Smith, you can narrow the search by also including a free text keyword.

## Cases Advanced Search

1. Search by **Legislation Title** or SI name and number for cases which interpret a specific section, regulation, rule or article.

2. Search by party name for **cases citing** a specific case.

3. Search by citation for **cases citing** a specific case.

4. Search by **court** in which the case was heard.

5. Search for cases by **judge**.

6. Limit your search by **date** or specify a date by entering it in DD/MM/YYYY format.

7. Select **Terms in Context** to display the most relevant section of the document in your results list. Your search terms will be **highlighted in yellow**.

If you are searching for **cases on a topic** rather than for a particular case, choose **"Advanced Search"** and enter your search terms in the **"Subject / Keyword"** search box.

## Case Search Results

1. Case results display: **Party name, Subject, Keywords, citations** of where a case has been reported, and links to **Documents**. **Status Icons** indicate judicial consideration.

2. Search within your result documents.

3. Sort by relevance orders results by how often search terms appear in the documents.

4. **Case Analysis** is the best place to start when looking for relevant case law. It provides all the information you need in the first instance. A link to the **full text case report** is provided if available.

## The Case Analysis Document

Case Analysis is a feature unique to Westlaw UK. To view the Case Analysis document select the yellow highlighted **Case Analysis** link in your results

1. A link to the **full text case report** is provided if available.
2. **Where reported** lists the citations of where the case has been reported. The list runs in order of persuasive authority of law report series, with the ICLR at the top and transcripts at the bottom. Links to the full text in Westlaw are provided if available.
3. **Case Digest** contains a summary and an abstract of the case. Subject, Keyword and "Catchphrase" fields summarise the case into a few links to help you quickly grasp the key issues.
4. **Appellate History** reports progress of the decision in chronological order, through to appeal.
5. **All Cases Cited** lists all the cases that have been cited in the case.
6. **Key Cases Citing** provides a list of key cases citing the case.
7. **All Cases Citing** lists all cases that have cited the case.
8. **Legislation Cited** provides links to specific sections of legislation cited in the case.
9. **Journal Articles** lists articles relevant to the case with full-text links where available.

## Legislation Database Search

1. Use the **Free Text** field to look for terms or phrases relating to the legislation you are seeking. Select the [List of Connectors](#) in the top right corner for help constructing a search.

2. Search the **Act/SI Title** field for terms in the title of the Legislation. If you know the exact title of the Act you are looking for, enter it in quotation marks, e.g. "Human Rights Act 1998"

- 1 Free Text
- 2 Act/SI Title
- 3 Provision Number
- 4 Statutory Definition
- 5 Terms in Context

- 6 Advanced Search | Legislation Help and Coverage | List of Connectors
- 7 Browse
- Public and General Acts:
- By Year, By Title

7. Browse legislation by year or by title.

5. Select **Terms in Context** to display the most relevant section of the document in your results list. Your search terms will be **highlighted in yellow**.

6. **Advanced Legislation search** provides more search fields so you can refine your search further.

3. Search for a specific **Provision Number**.

4. **Statutory Definitions** field searches for definitions in Acts and SI's. Search across all legislation or in conjunction with the **Free Text** and **Title** fields.

## Legislation Advanced Search

Select the advanced legislation search to restrict your search to legislation in force, or broaden it to include historic versions and prospective law.

Home > Legislation

Advanced Search [Basic Search](#) | [Legislation Help and Coverage](#) | [List of Connectors](#)

Searches will be performed at today's date unless you select **Historic Law**, **Prospective Law** or **Point in Time**

Free Text

Act/SI Title    
You can enter an SI by name or year and number (e.g. 2005/1970)

Provision Number  any   
Select provision type from dropdown and enter number in text box. Alternatively, you can still enter e.g. s2, s.2 etc in text box

Statutory Definition

Terms in Context

Select

- 1  All versions including
  - Law in Force
  - Historic Law
  - Prospective Law
- 2  Point in Time (dd/mm/yyyy)
- 3  Since (dd/mm/yyyy)

Acts: Historic versions back to 1991  
 SIs: Historic versions back to 1948

2. Select **Point in Time** to search for the full text of a provision as it stood on a particular specified date.

1. Select **Law in Force** to find the law as it stands today. Select **Historic Law** to retrieve all superseded provisions, and select **Prospective Law** for any prospective amendments applied to date.

3. Select the **Since** date option to locate all versions of a provision from the specified date onwards.

## Legislation Search Results

1. The **overview document** provides a summary of important information about the Act or SI.

2. Select **General materials** to follow links through to cases and journal articles that have cited that legislation.

3. **Status Icons** indicate current legal status.

4. Open a PDF of the act, print, save or email.

2. Select **General materials** to follow links through to cases and journal articles that have cited that legislation.
  - **Annotation** - adds guidance and extensive legal discussion
  - **Legislation Analysis** includes:
    - **Table of Amendments** view the status of a provision as well as any historic and prospective versions, and **amendments** yet to be applied.
    - **Commencement date** of legislation or section.
    - **Extent** shows which areas of the UK the provision extends.
    - **SIs made under act** provides details of secondary legislation enacted with the authority of the legislation concerned.
    - **Related legislation** links to legislation applying, disapplying or referring to that provision.
    - **Cases Citing** lists the cases that cite the section of legislation in alphabetical order.
    - **Journal Article** citations of relevant articles in legal journals and law reviews.

## Journals Databases Search

The article references in your study guide will usually contain all the information you need to find the material, e.g. author, title, journal title etc. When you have full reference details you should use the **Journals** basic search form.

1. Tick **Terms in Context** to view extracts of the article in your results list.

2. The journal search includes the **Legal Journals Index** which contains over half a million abstracts of articles from English language legal journals.

3. Browse the **full text journals** available.

Please be aware that you may retrieve details of articles from the Legal Journals Index, which forms part of Westlaw. Not all of these articles will be available from Westlaw in full-text. You may then need to search the [Journal Finder](#) to see if the journal is available elsewhere. The “[Advanced search](#)” screen provides more search fields.

The screenshot shows the 'Advanced Search' interface with the following fields and callouts:

- 1. Search for journal articles by Subject or Keyword.** Points to the 'Subject/Keyword' field.
- 2. Enter party names into the Cases Cited (Party) search box to locate articles which discuss a specific case.** Points to the 'Cases Cited (Party)' field.
- 3. Search for articles on a specific case by citation.** Points to the 'Cases Cited (Citation)' field.
- 4. Search Legislation Title for articles referring to a particular Act or SI. Restrict your search to individual sections of legislation by entering the provision number in the Legislation Provision No. field.** Points to the 'Legislation Provision No.' field.
- 5. Restrict your search by Publication Year.** Points to the 'Publication Year' field.

The interface includes a 'Search' button, a '[ Clear ]' link, and a 'List of Terms' link. A dropdown menu for 'Legislation Provision No.' is set to 'any'. A note below it states: 'Select provision type from dropdown and enter number in text box. Alternatively, you can still enter e.g. s2, s.2 etc in text box'. The 'Terms in Context' checkbox is checked.

## Westlaw International



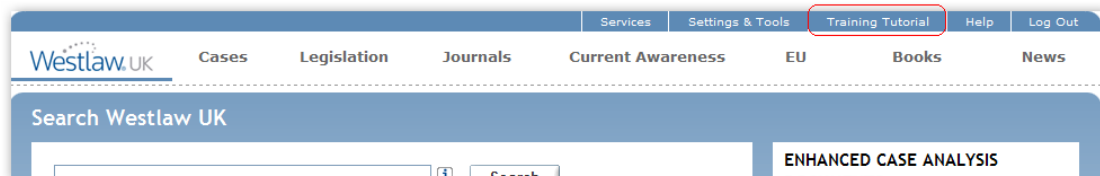
To access **Westlaw International** select the link from the Services drop down menu. Then select the Westlaw International tab from the top navigation menu as shown below.



Search the **Westlaw Directory** by journal name, case name, or browse the categories on the homepage.

## Help

Familiarise yourself with the content and functions of Westlaw by viewing the training tutorial. You will find a link to the tutorial in the top navigation bar.



## Contact Us

You can contact the Online Library team any time at [OnlineLibrary@shl.lon.ac.uk](mailto:OnlineLibrary@shl.lon.ac.uk), complete the online enquiry form <http://www.external.shl.lon.ac.uk/help/enquiries/index.php>, or telephone (+44) 020 7862 8478.