



THOMSON REUTERS™

WESTLAW UK USER GUIDE

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LEGAL SOLUTIONS FROM
THOMSON REUTERS



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GETTING STARTED

LOGGING IN

- Go to www.westlaw.co.uk and click the **LOG IN TO YOUR SERVICE** and **Westlaw UK**
- Enter your Username and Password
- Enter your Client ID – this can be any characters of your choice to identify the research you are doing and allow you to track/label/save/email your research trail

HOME PAGE

Search for insight, case law, legislation, journal articles, current awareness and EU information.

For more information or guidance call Customer Support on:
0800 028 2200 or email:
customer.service@westlaw.co.uk

Links to access content search pages

Click the Westlaw UK logo at any time to return to the home page

The screenshot shows the Westlaw UK home page. At the top, there is a navigation bar with tabs: Insight, Cases, Legislation, Journals, Current Awareness, EU, Books, and News. Below this is a search bar with the text 'Search Westlaw UK' and a 'Search' button. To the left of the search bar are checkboxes for 'Insight', 'Cases', 'Legislation', 'Journals', 'Current Awareness', and 'European Union'. To the right of the search bar are radio buttons for 'Document Free Text' and 'Document Title', and a checkbox for 'Terms in Context'. Below the search bar, there are links for 'Natural Language', 'Search Tips', and 'List of Connectors'. On the right side of the page, there is a section titled 'Two great ways to start your legal research' with sub-sections for 'Westlaw UK Insight' and 'Index of Legal Terms', each with a 'Start searching' link and a 'More information' link. At the bottom of the page, there is a footer with contact information for 24-hour customer support and a link to 'We want to hear your feedback'. The Thomson Reuters logo is also present in the bottom right corner.

Static toolbar contains links to useful features and tools

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SEARCH WITH EASE

Westlaw UK was designed to be as simple as possible to use so that anyone within a firm, in-house legal department or chambers, whether legally qualified or not, can dive into the system, find what they need and get out again with minimal effort.

From the simple search bar on the home page to the more advanced search features within each of the databases, you can choose to research in the way that's most natural to you. Intuitive functionality such as suggested search terms, plain English searching, highlighted search terms in results lists, a breadcrumb trail and legal term definition searching ensure that you get to the information you need as quickly as possible.

Westlaw UK

Insight Cases Legislation Journals Current Awareness EU Books News

Search Westlaw UK

☒ Insight ☒ Cases ☒ Legislation ☒ Journals ☒ Current Awareness ☒ European Union

☐ Document Free Text ☐ Document Title ☐ Terms in Context

[Natural Language](#) | [Search Tips](#) | [List of Connectors](#)

Two great ways to start your legal research

Westlaw UK Insight
Search or browse for a topic of law to get an overview with expert analysis and links to the key related content.
[Start searching Insight](#) [More information](#)

Index of Legal Terms
Search for definitions of legal terms across Jowitt, Stroud and Osborn or within legislation, cases and journals. All with links to leading authorities.
[Begin your search](#) [More information](#)

24 hour customer support 0800 028 2200, +44 207 449 1110, customer.service@westlaw.co.uk
We want to hear your [feedback](#)

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SEARCH METHODS

Every search box supports “terms and connectors” functionality. This means that each search term you enter is treated as a separate word.

If you enter words using no connectors Westlaw UK will automatically connect the words using an ‘AND’ connector and return all documents where your terms appear. The table below outlines the connectors you can use on Westlaw UK.

SEARCH CONNECTORS		
CONNECTOR	SYMBOL	RETRIEVES
AND	& (or a space)	Search terms in the same document: trademark & registration
OR	Or	Either search term or both: car or automobile
Phrase	“ ”	Search terms appearing in the same order as in the quotation marks: “fiduciary duty”
Numerical Connectors	/n	Search terms within “n” terms of each other (where n is a number): person /3 jurisdiction
	+n	The first term preceding the second by n terms (where n is a number): capital +3 punishment
Grammatical Connectors	/s	Search terms in the same sentence: nuisance /s smell
	/p	Search terms in the same paragraph: hearsay /p admissibility
	+s	The first term preceding the second within the same sentence: burden +s proof
	+p	The first term preceding the second within the same paragraph: right +p counsel
BUT NOT	%	Documents not containing the term or terms following the % symbol: taxation % income
		Note: Use the % connector with caution; it may cause relevant documents to be excluded from your search result.
Root Expander	!	Additional suffixed endings to words searched: contract! retrieves contracted, contractual, contracting

SEARCHING

Search across material types by using free text terms or the title of a document.

- Type your term(s) into the search field with or without connectors
- Select the content you wish to search
- Choose whether to search every word in the document (free text) or just the title
- Choose whether to display “Terms in Context” within your results list
- Click **Search**

For more information or guidance call Customer Support on: **0800 028 2200** or email: **customer.service@westlaw.co.uk**



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INDEX OF LEGAL TERMS*

Search for legal definitions across the online dictionaries:

- Jowitt’s Dictionary of English Law
- Stroud’s Judicial Dictionary of Words and Phrases
- Osborn’s Concise Law Dictionary

You can also include definitions from cases, legislation and journals in your search. Keep up to date on any changes to documents by setting up Alerts or RSS feeds on searches.

*Please note this content is available as an add-on to a Westlaw UK subscription

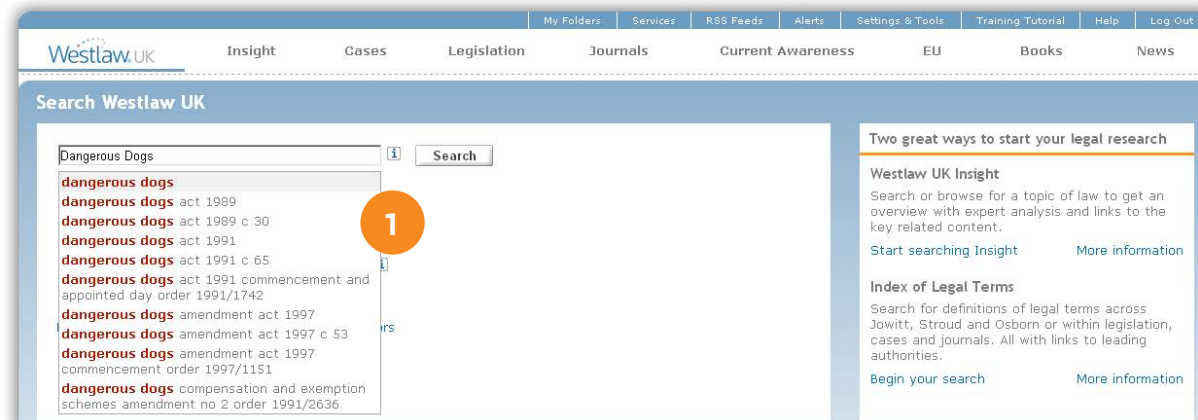
NATURAL LANGUAGE

This search facility does not use terms and connectors but allows you to describe your issue in plain English, for example:
Must a manufacturer disclose the side effects of a drug.

When you use Natural Language, you retrieve a maximum of 100 results. When your search is complete, the documents are returned in order of relevance.

SUGGESTED SEARCH TERMS

Search Westlaw UK for Citations, Party Names, Acts or Legislation titles as well as Statutory Definitions and Terms Defined or simply search for general subject keywords.



1. When you begin searching, we begin suggesting, offering topics and content that we think are appropriate to your search.

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call Customer Support on:
0800 028 2200 or email:
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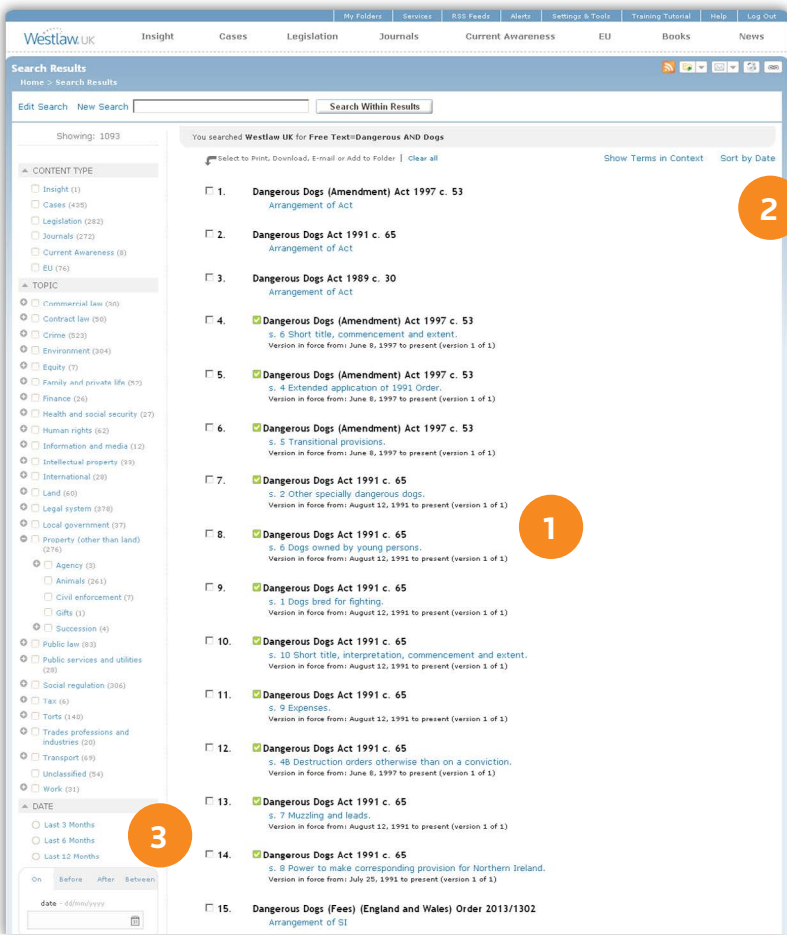
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SEARCH RESULTS

Search results are delivered with the most relevant results displayed at the top. You also have option to display search results ranked by relevance, date or in alphabetical order and the ability to view results by content type, such as cases, legislation or journals, you can save time trawling through irrelevant content.

And to really narrow down a results list to pinpoint the information you need, you can filter your search results using options such as content type, date, practice area and jurisdiction.



1. Once you've completed your search, you are provided with a ranked set of results
2. View results by date, relevance or in alphabetical order
3. Filter results by content type, date, practice area and jurisdiction

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FILTER RESULTS

Filters are specific to the category you're searching in and differ across the home page, Insight, Cases, Legislation, Journals and Current Awareness. Depending on where you conduct your search; filters can include content type, topic, date, jurisdiction, court, status, availability and document type.

Homepage: Content Type, Topic and Date

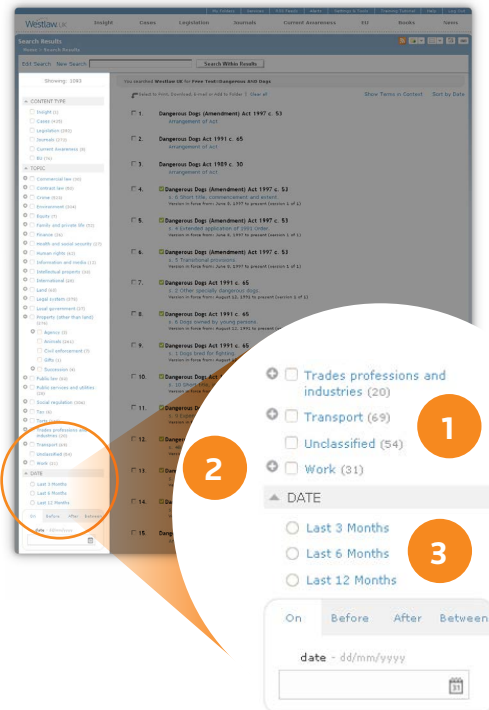
Insight: Topic and Date

Cases: Topic, Date, Jurisdiction, Courts and Status

Legislation: Topic, Date, Jurisdiction and Document type

Journals: Topic, Date, Jurisdiction, Availability and Document type

Current Awareness: Topic, Date, Jurisdiction and Document type



1. When filtering your search results, you can select as few or as many filter options as you like, to refine or expand your search results
2. Click on the + icon to drill down into more specific options
3. Filter by date, allowing you to specify certain time frames (before, after and between) in which you would like to conduct your search

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BROWSING

You also have the option to manually browse across all of Westlaw UK's Insight, Cases, Legislation, Journals, Current Awareness, EU, Books and News Page, by Document type, alphabetically and by year.

The screenshot shows the Westlaw UK interface. At the top, there's a navigation bar with links: My Folders, Services, RSS Feeds, Alerts, Settings & Tools, Training Tutorial, Help, and Log Out. Below this is a secondary navigation bar with links: Insight, Cases (highlighted), Legislation, Journals, Current Awareness, EU, Books, and News. The main content area is titled 'Cases' and has a breadcrumb 'Home > Cases'. It features a 'Search' section with various input fields: Free Text, Subject/Keyword, Party Names, Citation, Term Defined, and Terms in Context. A 'Search' button and a '[Clear]' link are also present. Below the search section is a 'Browse' section, which is highlighted with a red circle and the number 1. The 'Browse' section lists 'Case Analysis Documents' and 'Law Reports and Transcripts'.

1. The browse option is placed in the lower half of your screen, below the search options

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BREADCRUMB TRAIL

Our breadcrumb trail in the top left hand corner of you page will always let you know where you are within Westlaw UK and what path you've taken to get there.

1. The breadcrumb trail allows you to see where you are at all times

The screenshot shows the Westlaw UK website interface. At the top, there is a navigation bar with links: My Folders, Services, RSS Feeds, Alerts, Settings & Tools, Training Tutorial, Help, and Log Out. Below this is a secondary navigation bar with links: Insight, Cases, Legislation, Journals, Current Awareness, EU, Books, and News. The main content area has a breadcrumb trail: Home > Cases > Case Analysis Documents > Administrative Court Digest > By Year: 2013. A red circle with the number '1' highlights the 'By Year: 2013' link. Below the breadcrumb trail is a search bar with the text 'Search' and a 'Search' button. To the right of the search bar are links for 'Advanced Search', 'Cases Help and Coverage', and 'List of Connectors'. Below the search bar are several input fields for search criteria: Free Text, Subject/Keyword, Party Names, Citation, Term Defined, and Terms in Context. Each input field has a small 'i' icon next to it. The 'Terms in Context' field has a checkbox and an 'i' icon.

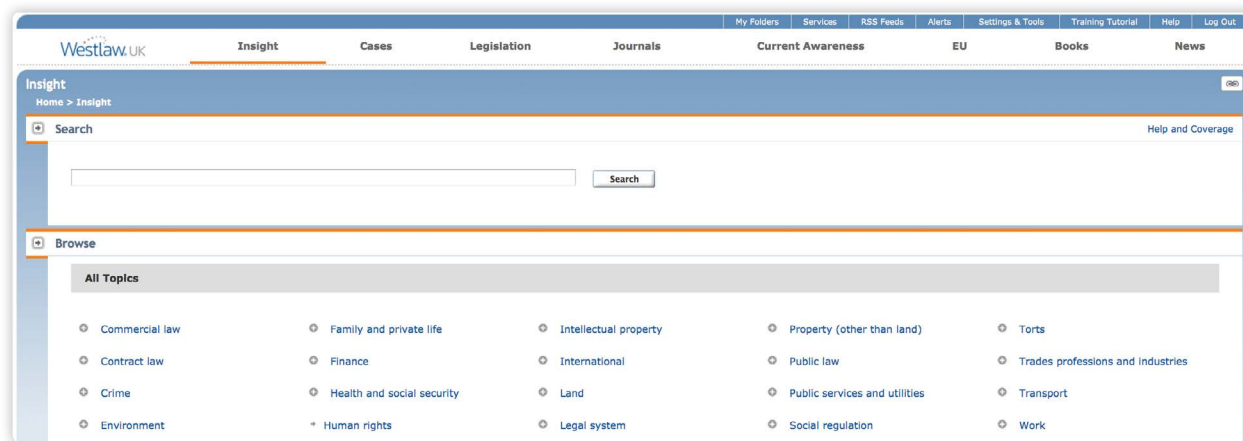
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The table of contents is displayed on a dark background with a cityscape illustration. It lists the following sections with corresponding colored squares:

- GETTING STARTED (Pink square)
- INSIGHT (Grey square)
- CASES (Green square)
- LEGISLATION (Blue square)
- JOURNALS (Red square)
- CURRENT AWARENESS (Teal square)
- EU (Yellow square)
- BOOKS & LOOSELEAFS (Purple square)
- NEWS (Orange square)
- MANAGING YOUR RESEARCH (Dark Yellow square)

INSIGHT

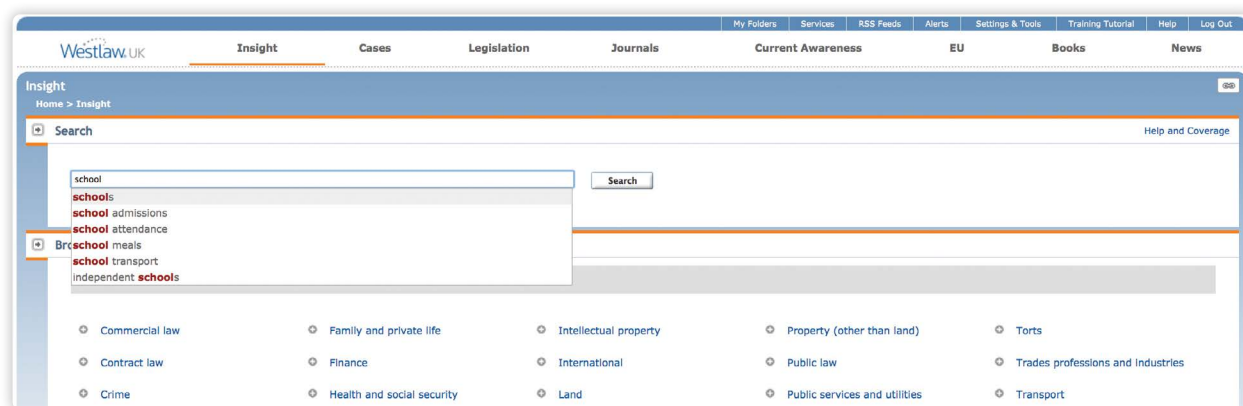
Westlaw UK **Insight** can be found on the first tab of the main navigation bar on Westlaw UK.



SEARCHING

Westlaw UK Insight includes intuitive searching via our suggested terms dropdown box.

Suggested terms can help you identify a legal concept or term quickly as well as find terms that match your search criteria, or related terms that you may need to know about.



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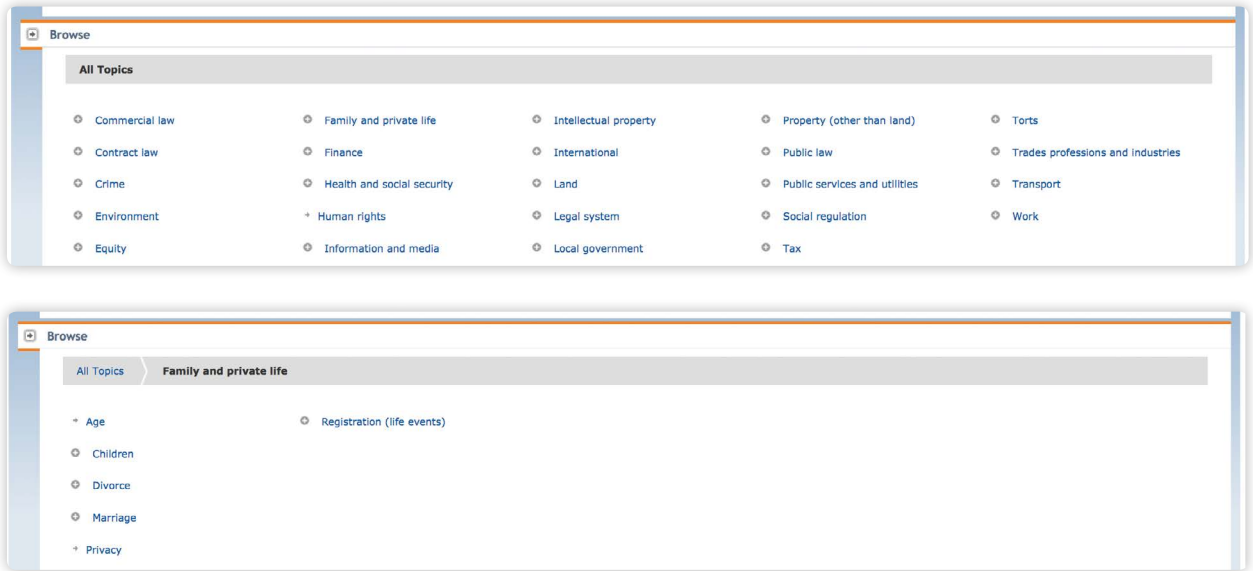
You have the options to Show Terms in Context, allowing you to see how your search applies to each topic

For more information or guidance call Customer Support on: **0800 028 2200** or email: **customer.service@westlaw.co.uk**

Westlaw UK Insight search results are returned with the most relevant results at the top, but you can also sort all results alphabetically.

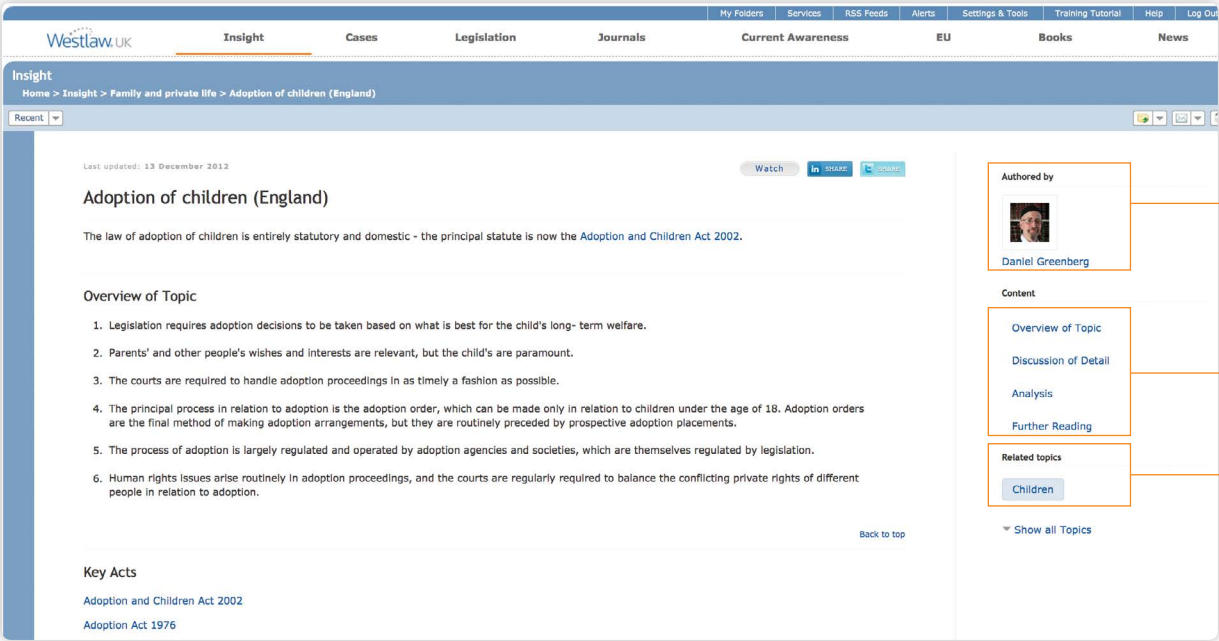
BROWSING

The Insight home page displays 24 top-level fields which broadly cover the main areas of law in the UK. Click on the icon next to these top-level topics to browse down into more specific areas of law.



ARTICLE OVERVIEW

Articles are structured in a way that allows you to quickly read and absorb the facts, then link directly to related materials to read further around the subject.



See author information clearly and link to the profile

Jump straight to a section within the article

Link to related topics to read further around the subject

SEAMLESS LINKING

Created specifically for online, Westlaw UK Insight is designed to be relevant, comprehensive and yet concise.



Links throughout each topic direct you quickly and clearly to essential case law, statutory material, key concepts and areas of complexity/change



AUTHOR PROFILES

Each article also has a link through to the author’s biography, so that you can find out about the authority behind the article, as well as link to their blogs and websites where applicable.

All Insight articles are written by experts in their field – barristers, solicitors and academics.

Westlaw UK

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Daniel Greenberg
Daniel is the General Editor of Westlaw UK's Annotated Statutes and Insight.
For 24 years Daniel was a public service lawyer, serving in the Lord Chancellor's Department from 1988-1991 and as Parliamentary Counsel from 1991-2010. He wrote Acts in almost every area of law including tax, environment, constitutional law, crime, family and regulatory law, and advised on machinery of government, parliamentary procedure and human rights.
Presently Daniel is consultant Parliamentary Counsel with Berwin Leighton Painsner LLP and an adviser to the Joint Committee on Statutory Instruments; he is also the Editor of Cranes on Legislation, Stroud's Judicial Dictionary, Jowett's Dictionary of English Law and the Statute Law Review, and published Laying Down the Law in 2011. He has an international legislative drafting and advisory practice and is a teaching fellow of the Institute of Advanced Legal Studies, University of London and Visiting Professor of Legislation in the University of Derby.
Within Insight, Daniel writes: (1) on topics where he drafted key legislation; (2) on public law and parliamentary issues; and (3) overview articles at Levels 1 and 2.
Daniel can be contacted at daniel.greenberg@thomsonreuters.com, daniel.greenberg@bplaw.com or daniel@danieldgreenberg.co.uk.

All topics by this author:
[Adoption of children \(England\)](#)
[Affirmative resolution: Parliamentary scrutiny](#)
[Age](#)
[Agistment](#)
[Alcohol licensing](#)
[Animal welfare](#)

Adoption of children (England)
The law of adoption of children is entirely statutory and domestic - the principal statute is now the Adoption and Children Act 2002.

SOCIAL MEDIA

Last updated: 13 December 2012

Watch

Adoption of children (England)
The law of adoption of children is entirely statutory and domestic - the principal statute is now the Adoption and Children Act 2002.

Authored by

Daniel Greenberg

Westlaw UK Insight is integrated with social media. This means you can share any article via LinkedIn or Twitter using the buttons at the top of the page

Latest Updates
Recovery by landlord
27 MARCH 2013 CONTRIBUTOR: WESTLAW UK INSIGHT
The following lower-level article deals with specific issues: Eviction ...

Coroners
27 MARCH 2013 CONTRIBUTOR: WESTLAW UK INSIGHT
The following lower-level article deals with specific issues: Inquests ...

Minority shareholders
26 MARCH 2013 CONTRIBUTOR: JOHN DAGNALL, MAITLAND CHAMBERS
The position of a minority shareholder who seeks to complain as to the course or conduct of a Company's affairs is, in principle, a weak one for three main reasons. First, the Company's various legal claims and rig...

Inquests
26 MARCH 2013 CONTRIBUTOR: EMILY CARTER, KINGSLEY NAPLEY
An inquest is a fact finding inquiry into the death of an individual or individuals. This is an inquisitorial process conducted by a coroner, sometimes sitting with a jury, to establish who died, wh...

Lease extensions
26 MARCH 2013 CONTRIBUTOR: ARDEN CHAMBERS
The Leasehold Reform, Housing and Urban Development Act 1993, Pt 1, Ch.2, provides qualifying long leaseholders with the right to an extended ...

Infringement of patents
26 MARCH 2013 CONTRIBUTOR: LORNA BRAZELL, BIRD & BIRD LLP

Tweets

Westlaw UK @WestlawUK 40m
Scotland: #Murder verdict in unique case [bt1yXG47Za](https://t.co/bt1yXG47Za)

Westlaw UK @WestlawUK 43m
"Devil's advocate" guilty of £1m theft [ind_pnYKOPH](https://t.co/ind_pnYKOPH)
[Show Summary](#)

Westlaw UK @WestlawUK 16h
Books & Looseleafs update: Collective Investment Schemes: Law and Practice is NOW LIVE on Westlaw UK! More info [here bit1yZq3aeT](https://t.co/bit1yZq3aeT)

Westlaw UK @WestlawUK 16h
Books & Looseleafs update: Schofield's Election Law is NOW LIVE on Westlaw UK! More information available [here bit1yZq3aeT](https://t.co/bit1yZq3aeT)

[Tweet to @WestlawUK](#)

The Westlaw UK Twitter feed is also built into Insight, and we'll tweet when articles are updated to ensure that our followers are kept in the know on changes to the law

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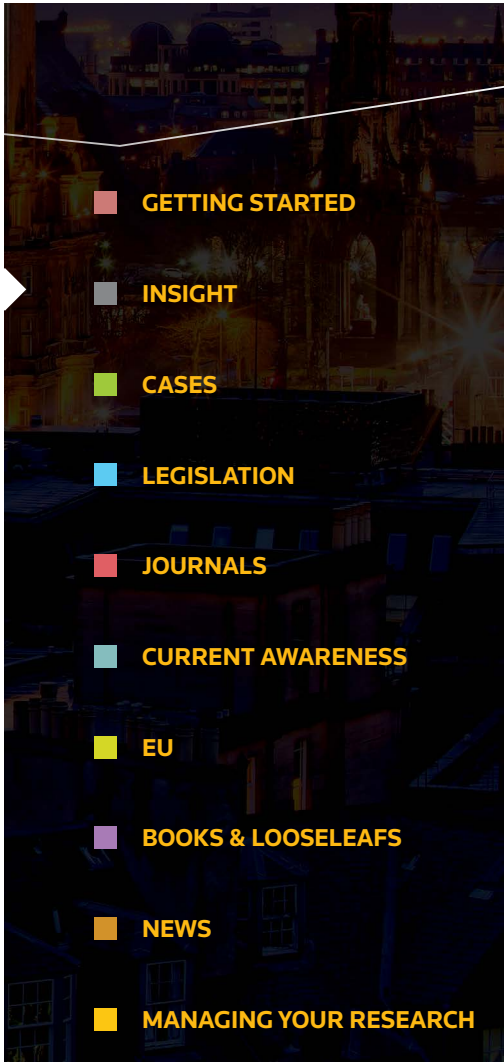
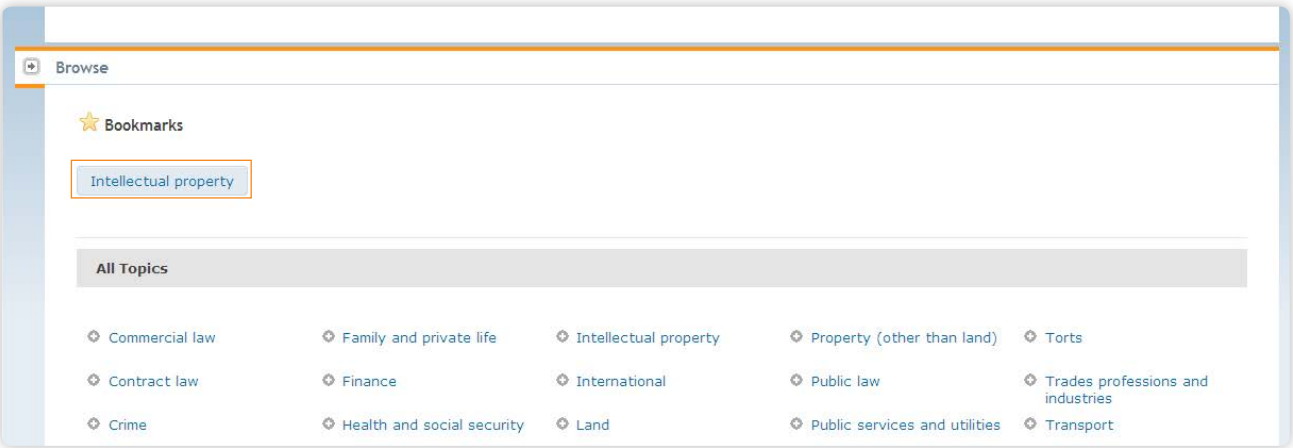
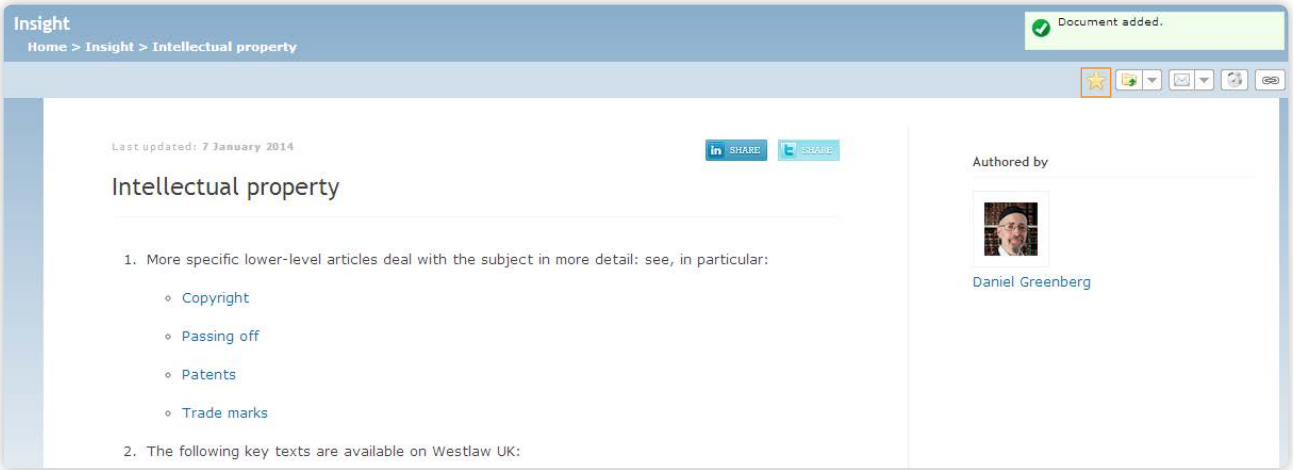
WATCHED TOPICS

Simply click the  icon at the top right hand corner of your screen and the article will be added to your book marked topics section on your Insight homepage.

Next time you log in you'll know when an article has been updated by the icon next to your book marked topic.

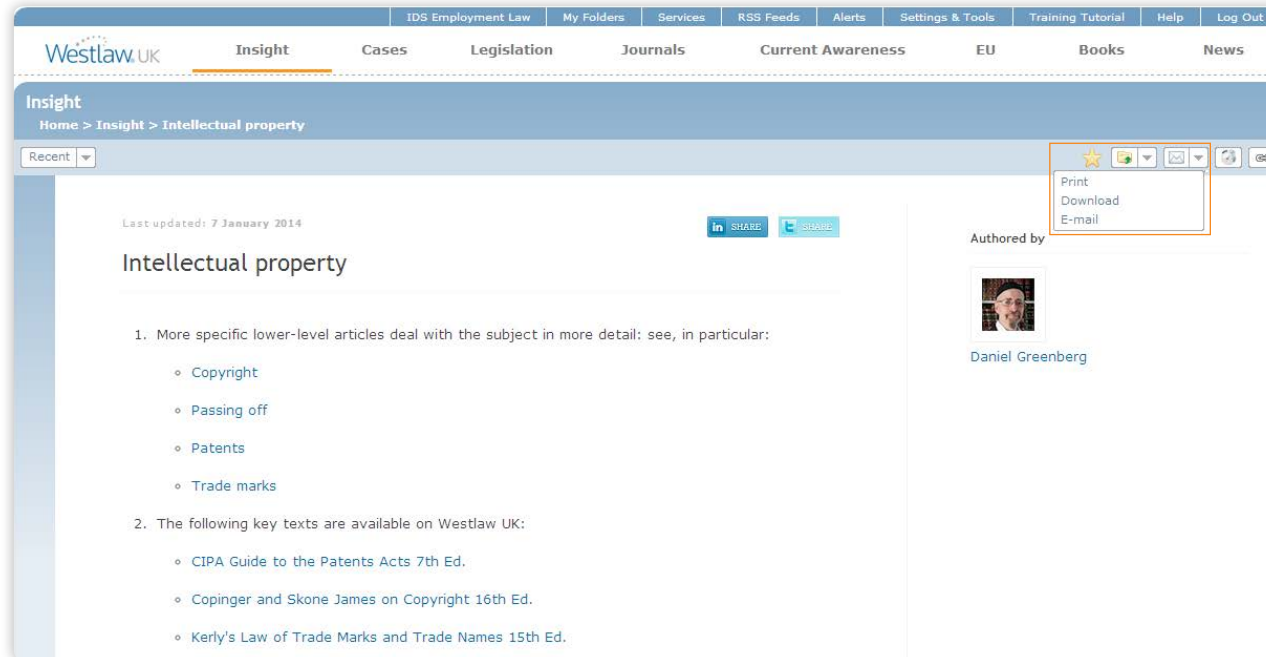
You can also set up alerts to be emailed when an article is updated or build updates into your Outlook, Lotus Notes or intranet via RSS feeds.

For more information or guidance call Customer Support on: **0800 028 2200** or email: **customer.service@westlaw.co.uk**



FOLDER, DOWNLOAD, EMAIL & PRINT

You can add any article to your folders and there are the usual options to **download, email and print**.



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CASES

BASIC SEARCH

Select the **Cases** link from the top of the screen. Retrieve cases by entering terms into the Free Text, Party Names or Citation fields. You can combine any of these fields for a more refined search.



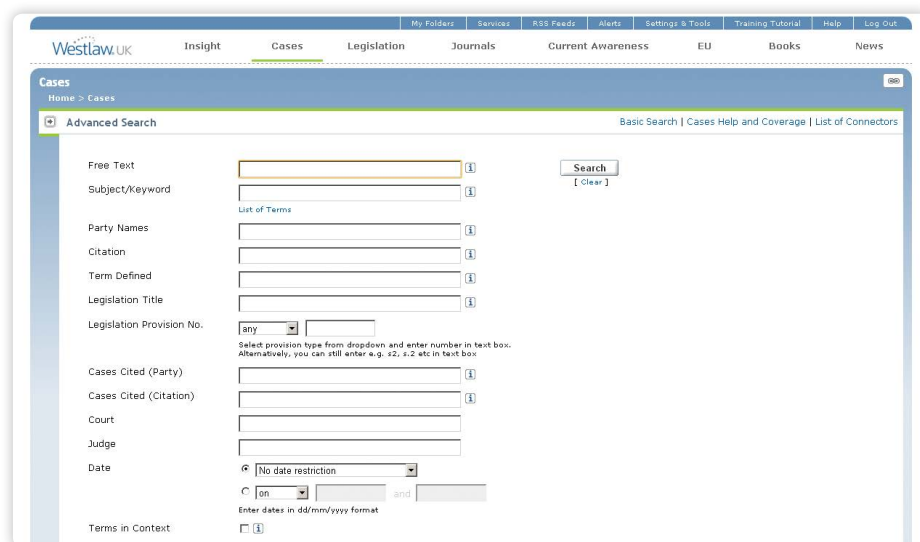
Links to access
Advanced Search,
coverage information
and search tips

CASE DEFINITIONS

Use the Term Defined field to find legal definitions in Cases. You can search for a definition across all Cases or in conjunction with the Free Text, Party Names and Citation fields.

ADVANCED SEARCH

You can further refine your search by entering additional information such as the court, subject area, judge and date restrictions.



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FINDING CASE LAW

BROWSING

You can choose to browse Case Analysis documents or Law Reports and Transcripts. Case Analysis documents are available for UK case law dating back to 1220.




Once you have selected a report series you will be taken to a list of years or volumes. Select a year/volume to view an alphabetical list of cases

STATUS ICONS

These appear within your search results list and at the top of the case document, so you can instantly tell the status of a case.

	Indicates that the decision has received positive or neutral judicial consideration and is good law		Indicates that at least one point of law has been overruled or reversed. This is an immediate notification that the case is no longer good law
	Indicates that the decision has been judicially considered and has received mixed or mildly negative judicial treatment		Indicates that this case has an appeal outstanding to the Court of Appeal, Civil Division or the Supreme Court

CASES IN PDF

All law reports published by ICLR, as well as the English Reports, are available in full text and in PDF. Joint subscribers to Westlaw UK and Lawtel will also be able to access PDFs of Official Transcripts. Where PDFs are available you will see  next to your search results. There will also be an option in the top right of the case document.

SWEET & MAXWELL LAW REPORTS PDFS*

All of the law reports series published by Sweet & Maxwell are available to download in PDF.

*Please note this content is available as an add-on to a Westlaw UK subscription



ANALYSING CASE LAW

CASE ANALYSIS DOCUMENT

Descriptive analysis documents are available for UK, Scottish and EU case law decisions (dating back to 1220 for UK and 1954 for EU). They set a case in its wider context offering links to connected cases, legislation, journals and commentary titles.

Each Case Analysis Document contains the following information (where applicable) with links to the relevant documents on Westlaw UK:

- Summary of the case
- Where Reported
- Case Digest
- Appellate History
- All Legislation Cited
- Related Cases
- Significant Legislation Cited
- Significant Cases Cited
- All Cases Cited†
- Key Cases Citing
- All Cases Citing†
- Journal Articles
- Books

The screenshot shows the Westlaw UK interface for a Case Analysis Document. The document is titled 'Abdulla v Birmingham City Council' and is also known as 'Birmingham City Council v Abdulla'. It is a Court of Appeal (Civil Division) decision dated 29 November 2011. The document includes sections for 'Where Reported', 'Case Digest', 'Subject', 'Keywords', and 'Summary'. The 'Where Reported' section lists various legal databases and reports. The 'Case Digest' section provides a brief summary of the case. The 'Subject' and 'Keywords' sections provide additional context and search terms. The 'Summary' section provides a detailed overview of the case.

†These sections can be sorted in various ways, including alphabetically and by Court

For an alternative display of the Analysis Document, click on the **Tabular View** option. This will open a new document displaying all the analytical information in easy-to-read tables.

The screenshot shows the Westlaw UK interface for a Case Analysis Document in Tabular View. The table displays the following data:

Treatment	Case Name	Court	Date	Citations
	Abdulla v Birmingham City Council	QBD	17/12/2010	[2010] EWHC 3303 (QB); [2011] I.R.L.R. 309; [2011] Eq. L.R. 140; Official Transcript
Affirmed	Abdulla v Birmingham City Council	CA (Civ Div)	29/11/2011	[2011] EWCA Civ 1412; [2012] 2 All E.R. 591; [2012] C.P. Rep. 9; [2012] I.C.R. 20; [2012] I.R.L.R. 116; [2012] Eq. L.R. 81; (2011) 161 N.L.J. 1707; (2011) 155(46) S.J.L.B. 31; Official Transcript
Affirmed	Abdulla v Birmingham City Council	SC	24/10/2012	[2012] UKSC 47; [2012] I.C.R. 1419; [2013] I.R.L.R. 38; [2012] Eq. L.R. 1147; (2012) 162 N.L.J. 1377; (2012) 156(41) S.J.L.B. 31; Times, November 5, 2012; Official Transcript

Below the table, there is a section for 'All Cases Cited' with a sort by dropdown menu set to 'Most Recent'. The table displays the following data:

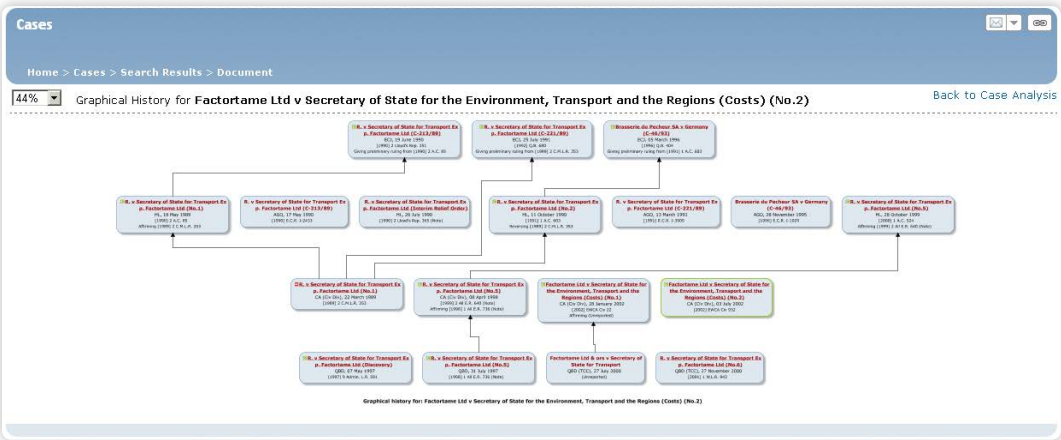
Case Name	Court	Date	Citations
Ashby v Birmingham City Council	QBD (Birmingham)	03/03/2011	[2011] EWHC 424 (QB); [2011] 4 All E.R. 182; [2011] I.R.L.R. 473; Times, March 18, 2011; Official Transcript
Wilson v Health and Safety Executive	CA (Civ Div)	20/10/2009	[2009] EWCA Civ 1074; [2010] 1 C.M.L.R. 24; [2010] I.C.R. 302; [2010] I.R.L.R. 59; (2009) 153(40) S.J.L.B. 36; Times, October 26, 2009; Official Transcript
Hartlepool BC v Llewellyn	EAT	24/06/2009	[2009] I.C.R. 1426; [2009] I.R.L.R. 796; Times, July 9, 2009; Official Transcript
North Cumbria Acute Hospitals NHS Trust v Potter	EAT	18/12/2008	[2009] I.R.L.R. 176; Official Transcript
Sodexo Ltd v Gutteridge	EAT	31/07/2008	[2009] I.C.R. 70; [2008] I.R.L.R. 752; (2008) 152(34) S.J.L.B. 30; Official Transcript

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CASE ANALYSIS DOCUMENT

You can view the appellate history and related cases in a graphical display by clicking on **Graphical History**.



Cases are displayed top to bottom in reverse order of court level and left to right in chronological order

You also have the option of saving this graphic display as a PDF file.

CASE ALERTS

You can set up alerts relating to the case you are interested in by clicking on the **Create Case Alert** icon in the top right of the screen. You can choose to be notified when any of the following happen:

- The case has changed status (e.g. had neutral judicial treatment but now has some negative treatment)
- The appeal status of the case has changed (e.g. an appeal has been heard, or an application for permission to appeal has been made, granted or refused)
- Another case has been heard between the same parties on a different point of law
- The case has been cited by another case
- The case has been referenced in a journal article

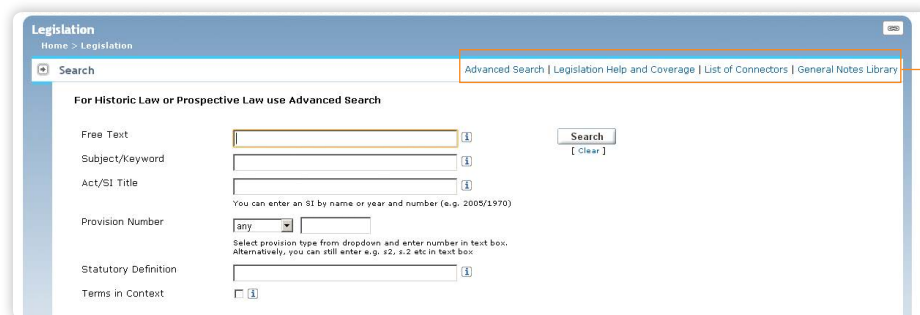


LEGISLATION

BASIC SEARCH

Select the **Legislation** link from the top of the screen.

Retrieve either an entire Act/SI, a specific provision, or enter terms in the Free Text field. All legislation documents are updated on a daily basis, Monday to Friday.



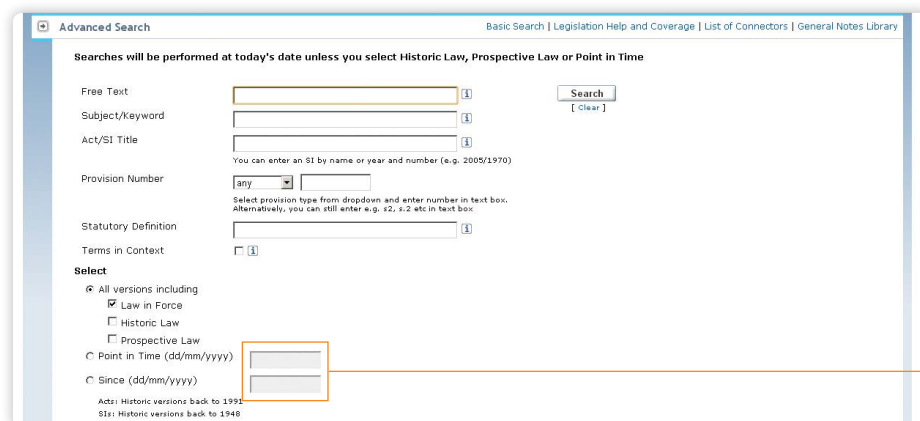
Links to access
Advanced Search,
coverage information
General Notes Library
and search tips

STATUTORY DEFINITIONS

Enables you to find legislative definitions in Acts and Statutory Instruments. You can search for a definition across all legislation or in conjunction with the Free Text and Title fields.

ADVANCED SEARCH

You can choose whether to restrict your search to current legislation or expand it to include legislation that is no longer in force or yet to come into force.




Selecting Point in Time
allows you to search for the
full text of a provision as it
stood, or will stand, on a
particular date and
selecting the "Since" option
will retrieve all versions of a
provision from the date
specified onwards



FINDING LEGISLATION

BROWSING

You can browse legislation from the UK, Scotland, Wales or Northern Ireland, and then by Year or Title.

From the list of legislation, just click on any title to access the Arrangement Document, or click  to open a PDF version of it.

Browse

UK:

Public & General Acts, Local Acts, Statutory Instruments, Statutory Rules and Orders, Church Assembly and General Synod Measures

Scotland:

Scottish Acts, Scottish Statutory Instruments, Acts of the Old Scottish Parliament, UK Legislation for Scotland


Wales:

Welsh Acts, Measures of the National Assembly for Wales, UK Legislation for Wales


Northern Ireland:


Acts of the Northern Ireland Assembly, [Northern Ireland Statutory Rules](#), Northern Ireland Orders in Council, UK Legislation for Northern Ireland

E


European Union (Approval of Treaty Amendment Decision) Act 2012 c. 15 

F


Finance Act 2012 c. 14 

Financial Services Act 2012 c. 21 


H


Health and Social Care Act 2012 c. 7 


I

Infrastructure (Financial Assistance) Act 2012 c. 16 

L

Legal Aid, Sentencing and Punishment of Offenders Act 2012 c. 10 

Live Music Act 2012 c. 2 

Local Government Finance Act 2012 c. 17 

Legislation PDF documents include commencement and amendment details for each provision as well as a status icon and bookmarks, allowing you to jump to any section with minimal clicks.

ARRANGEMENT DOCUMENT

All the provisions within a piece of legislation are listed, enabling you to link directly to any section or paragraph.

Legislation

Home > Legislation > UK: Public & General Acts > By Year > 2010-2013: 2012 > Document

Mental Health (Approval Functions) Act 2012 c. 18

Arrangement of Act

Annotations available

Select to Print, Download, Email or Add to Folder

Expand/collapse all

Whole Document

☐

Preamble

☐

☒

s. 1 Authorisation of approvals given before this Act

☒

☒

s. 2 Commencement, extent and short title

Explanatory Note

☐

para. 1

Crown Copyright material is reproduced with the permission of the Controller of HMSO and the Queen's Printer for Scotland

Subject: Mental health

Keywords: Approved clinicians; Compulsory admissions; Medical recommendations

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STATUS ICONS



Indicates the provision is a prospective version of the law



Indicates the provision is not yet in force



Indicates the provision is partially in force



Indicates the provision has been partially repealed



Indicates the provision is current law in force



Indicates the provision has amendments pending



Indicates the provision has been repealed



Indicates the provision has been superseded

Once in the provision document, use the navigation arrows to browse through amended, repealed or prospective versions of that provision

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ANALYSING LEGISLATION

Westlaw UK provides in-depth analysis at both Act/SI level and provision level.

The **Overview Document** provides information and links to all material important to a piece of legislation, such as commencement dates, SIs made under the Act and definitions.

A **Prospective Law** table allows you to quickly see all the prospective applied amendments to an Act or SI as well as any amendments pending.

Legislation

Home > Legislation > UK: Public & General Acts > By Title > I > Document

Recent

Income Tax (Earnings and Pensions) Act 2003 c. 1

Overview Document

Prospective Law

Commencement

All Legislation Citing

SIs Made Under Act

Journal Articles

Definitions

Income Tax (Earnings and Pensions) Act 2003 c. 1

Overview Document

Prospective Law

Provision	Amendment notes	Effective date
Pt 3 c. 4 s. 87(6)	repealed by Finance Act 2012 c. 14 Sch. 39(7) para. 50(2)(a)	April 6, 2013: repeal has effect for the tax year 2013-14 and subsequent tax years
Pt 3 c. 4 s. 89	repealed by Finance Act 2012 c. 14 Sch. 39(7) para. 50(1)	April 6, 2013: repeal has effect for the tax year 2013-14 and subsequent tax years
Pt 3 c. 6 s. 139(2)-(3)	substituted by Finance Act 2012 c. 14 Pt 1 c. 2 s. 17(1)	April 6, 2014: substitution has effect for the tax year 2014-15 and subsequent tax years
Pt 3 c. 6 s. 139(5)	words substituted by Finance Act 2011 c. 11 Pt 2 s. 51(1)	April 6, 2013: substitution has effect for the tax year 2013-14 and subsequent tax years
Pt 6 c. 2 s. 394(4)	figure substituted by Finance Act 2012 c. 14 Pt 1 c. 1 s. 1(4)	April 6, 2013: substitution has effect for the tax year 2013-14 and subsequent tax years

LEGISLATION ANALYSIS DOCUMENT

This provides links to all materials related to a provision. Legislation applying, disapplying or referring to the provision, cases and books citing it, journal articles referring to it, SIs made under the provision and the enabling Act or SI are all included.

A **Table of Amendments** displays the life story of a provision with all previous (dating back to 1991 for Acts and 1948 for SIs), current and future versions presented, eliminating the need for cross-referencing.

Legislation

Home > Legislation > UK: Public & General Acts > By Title > P > Document

Recent

Public Health Act 1961 c. 64

Overview Document

Part I

s. 1 Construction.

Legislation Analysis

Table of Amendments

Commencement

Extent

Legislation Citing

All Cases Citing

Books

Public Health Act 1961 c. 64

Part I GENERAL

Legislation Analysis

Table of Amendments

Version	Provision	Amendment notes	Effective date
2	Pt 1 s. 1(3)	repealed by Water Consolidation (Consequential Provisions) Act 1991 c. 60, Sch. 3(1) para. 1	December 1, 1991: represents law in force as at date shown
1		incorporates amendments made up to February 1, 1991	see commencement below

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ANNOTATED STATUTES*

In your search results **A** indicates that a piece of legislation has been annotated by our team of 40 experts.

THE ANNOTATION WINDOW

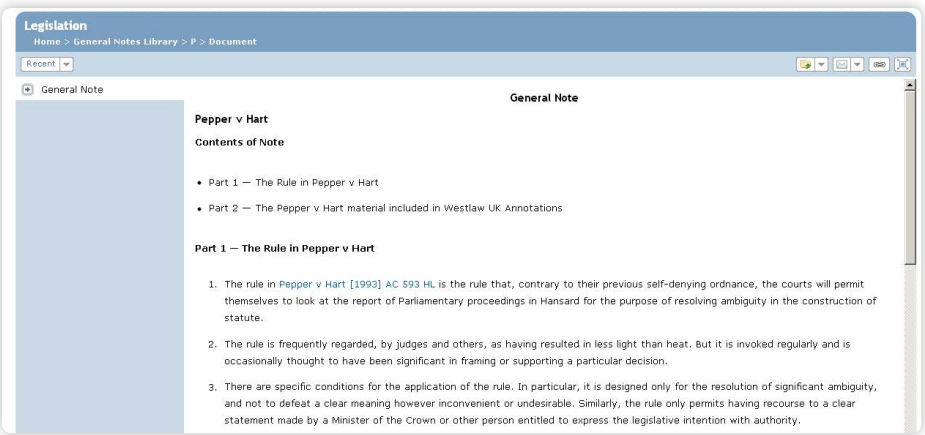
Beneath the text of a legislative provision, the annotation window is displayed containing guidance notes pertaining to that provision.



*Please note that this content is available as an add-on to a Westlaw UK subscription

Where annotations are available this is indicated in the left-hand navigation panel. Selecting this link takes you directly to the navigation window, which can be expanded or closed.

Where appropriate, the annotations will link to concepts located in the General Notes Library where more detailed commentary can be found.



JOURNALS

BASIC SEARCH

Select the **Journals** link from the top of the screen. Retrieve Journals by entering terms into the Free Text, Subject/Keyword, Article Title, Author or Term Defined fields. You can combine any of these fields for a more refined search.



Links to access
Advanced Search,
content information
and search tips

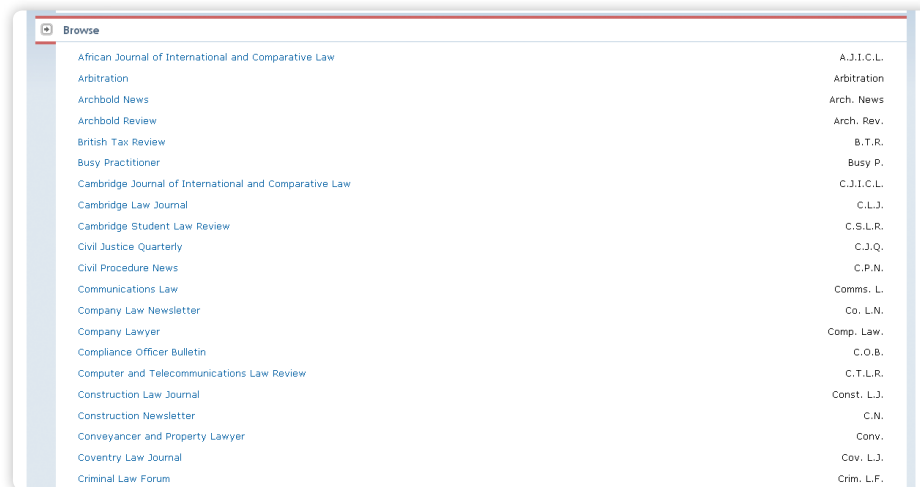
ADVANCED SEARCH

Enables you to enter additional information to further refine your search such as journal title, year, and case or legislation cited.

BROWSING

Browse Full Text Articles or the Legal Journals Index of abstracted articles. Select a journal and then a year to browse. View all articles published in that year alphabetically or continue browsing by issue.

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CONTENT

Westlaw UK features the most comprehensive collection of full-text journals available anywhere online.

The service includes thousands of articles in over 115 journals, from publishers including Sweet & Maxwell, Bloomsbury Professional, Cambridge University Press and several others.

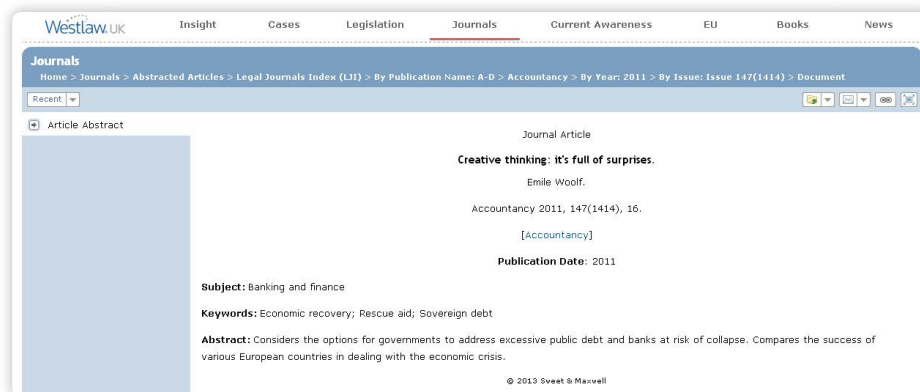
JOURNALS PDF LIBRARY AND CIRCULATION LISTS*

All issues of over 40 specialist journals are available in PDF format. Archive dates back to 2003.

Journals Circulation Lists enable you to deliver PDFs of the latest journal issues direct to recipients' inboxes.

LEGAL JOURNALS INDEX

All English-language journals published in the UK and Europe are indexed in the Legal Journals Index (LJI) – an extremely popular service totally unique to Westlaw UK.



*Please note this content is available as an add-on to a Westlaw UK subscription

The LJI abstract enables you to see at a glance the key points of an article along with direct links to relevant case law and legislation, plus links to the full text where available.

You can link straight through to publisher's information by clicking the title of the journal.



CURRENT AWARENESS

BASIC SEARCH

Select the **Current Awareness** link from the top of the screen. Retrieve Current Awareness abstracts using the Free Text field or by Subject. You can select to search Last 90 Days or Archive material.



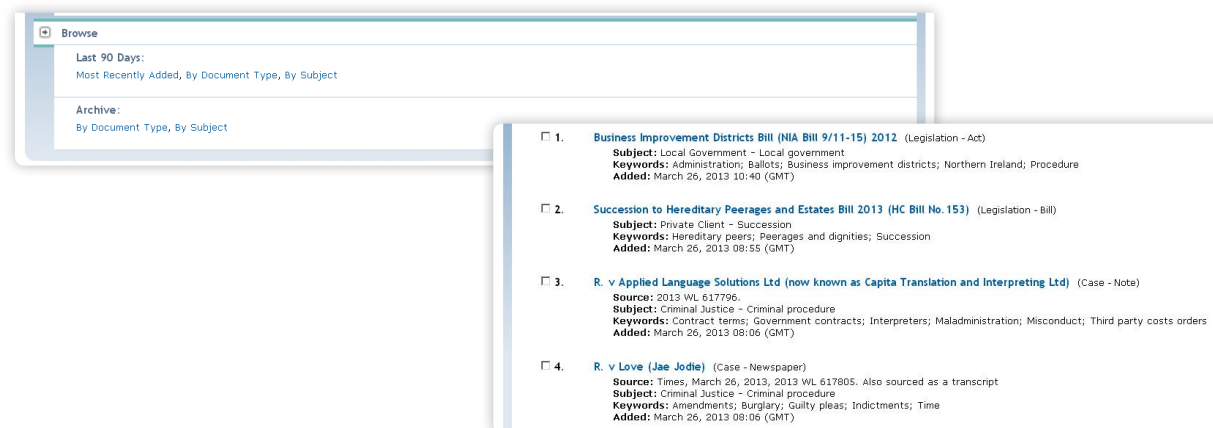
Links to access
Advanced Search,
content information
and search tips

ADVANCED SEARCH

Enables you to enter additional information to further refine your search, such as by case or legislation cited. You can also add a date restriction.

BROWSING

Select whether to browse through Last 90 Days or Archive. You can browse by date, document type or subject area.



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CONTENT

Includes cases, legislation and legal developments contained in or represented by official publications, press releases and legal news. The service is updated every 15 minutes with over 1,000 sources of information monitored.

CURRENT AWARENESS ABSTRACT

Provides more information about the development including an abstract, subject and keywords, reference information and links out to other publications where relevant.

The screenshot shows the Westlaw UK interface. The top navigation bar includes links for Insight, Cases, Legislation, Journals, Current Awareness (selected), EU, Books, and News. Below the navigation bar, the 'Current Awareness' section is active, displaying a list of results. The first result is an article titled 'Graduate's Poundland victory leaves government work schemes in tatters: Court backs Cait Reilly's claim, with judges ruling that work and pensions secretary acted unlawfully over unpaid work' by Shiv Malik, published in the Guardian on February 12, 2013. The article includes a subject line 'Family/Social Welfare - Social security Other related subjects: Human Rights', keywords 'Employment schemes; Forced labour; Unemployment benefits', and an abstract summarizing the Court of Appeal's ruling. The URL is provided as <http://www.judiciary.gov.uk/media/judgments/2013/reilly-wilson-v-secretary-state-120213>. The footer indicates '© 2013 Sweet & Maxwell'.

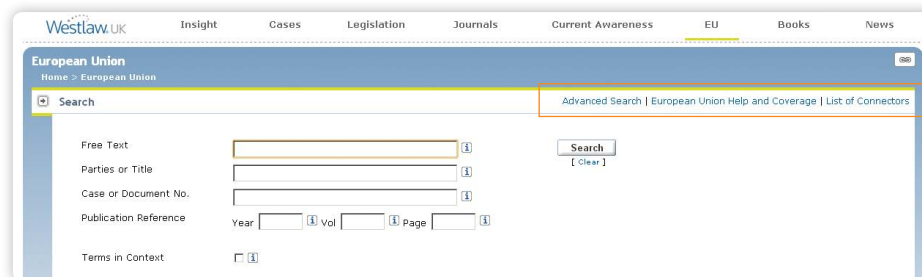
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BASIC SEARCH

Select the **EU** link from the top of the screen.

Retrieve EU cases, legislation, treaties and background information by searching Free Text, Parties or Title, Case Number or Reference.



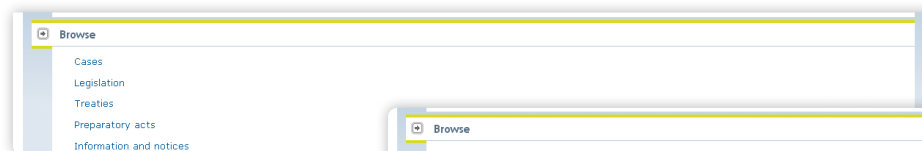
Links to access
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content information
and search tips

ADVANCED SEARCH

Enables you to refine your search by selecting specific content to search and by specifying the exact document type you are looking for.

BROWSING

Select the content type to browse through. You can then browse cases, legislation, treaties, preparatory acts, information and notices.



T-55/06	Joined Cases T-55/06 and T-66/06: Judgment of the General Court of 16 November 2011 - RKW and JM Gesellschaft für industrielle Beteiligungen v Commission (OJ C 96, 22.4.2006.) (OJ 2012 C6/9))
T-170/10	Joined Cases T-170/10 and T-340/10: Judgment of the General Court (Sixth Chamber) of 15 November 2011 - CTG Luxembourg PSF v Court of Justice (OJ C 161, 19.6.2010.) (OJ 2012 C6/13))
T-462/09	Case T-462/09: Judgment of the General Court of 12 January 2012 - Storck v OHIM - RAI (Ragolizia) (OJ C 11, 16.1.2010) (OJ 2012 C49/23))
T-6/12	Case T-6/12: Action brought on 5 January 2012 - Godrej Industries and V V F v Council (OJ 2012 C49/33))
T-135/07	Case T-135/07: Judgment of the General Court (Seventh Chamber) of 17 January 2012 - Italy v Commission (OJ C 140, 23.6.2007) (OJ 2012 C58/7))
T-422/07	Case T-422/07: Judgment of the General Court (Second Chamber) of 18 January 2012 - Djebel - SGPS v Commission (OJ C 64, 8.3.2008) (OJ 2012 C58/7))
T-304/09	Case T-304/09: Judgment of the General Court of 18 January 2012 - Tilda Riceland Private v OHIM - Siam Grains (BASMALI) (OJ C 244, 10.10.2009) (OJ 2012 C58/7))

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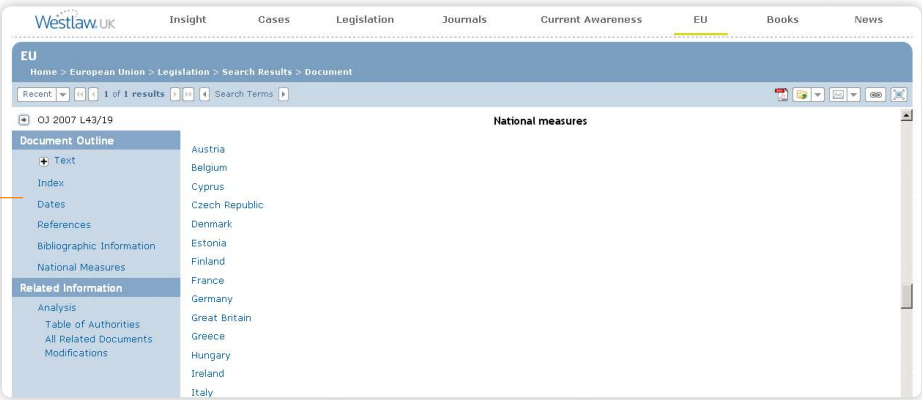
CONTENT

Provided by Ellis and EUR-Lex (the official database of the EU).
The information is divided into the following content types:

- Case Law
- Treaties
- Secondary Legislation
- Preparatory Documents
- Parliamentary Questions
- Information and notices published in the Official Journal C Series

EU LEGISLATION

EU Cases and Legislation are provided in electronic format and as an official PDF (from 1995).



The blue menu on the left-hand side includes links to navigate to specific parts of the document including implementing National Measures

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BOOKS & LOOSELEAFS

BASIC SEARCH

Select the **Books** link from the top of the screen.

This page contains all the books and looseleaves available on Westlaw UK. Titles are separated according to whether or not they are included in your subscription.

Tick boxes allow you to search across multiple titles at once.



Links to access
Advanced Search,
content information
and search tips



ADVANCED SEARCH

Enables you to refine your search by entering a paragraph number or a form name.

BROWSING

Select a title to open the search page for that book or looseleaf and then, depending on the title, choose to browse by contents, cases, legislation or the index.

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FUNCTIONALITY

To make searching the content as easy as possible, **Books & Looseleafs** on Westlaw UK have a range of functionality such as:

BOOKS FUNCTIONALITY

ENHANCED CONTENTS PAGE

- Find what you're looking for with ease, with content displayed clearly in easy-to-read tables
- Print, download or email entire chapters or sections using tick boxes by content sets
- Choose the way you view content sets with collapsible and expandable sections

FIRM-WIDE AVAILABILITY

- Everyone has access, at all times

LINKS TO PRIMARY LAW

- Jump directly to the authority you need with links to cases, legislation and journals

PRINT/DOWNLOAD/EMAIL

- Print, download and email your documents quickly, for use offline or to share with colleagues

CHAPTER PDFS

- Download chapters as they appear in print, ready for presentation in court

SUPPLEMENT PDFS

- Download whole supplements to a mainwork in PDF, ready for court

PDF SUPPLEMENT NAVIGATION

- Browse PDFs with ease using navigational aids and links within the document

A-Z INDEX

- Browse directly to the letter you wish to search, without having to navigate long documents

TABLES

- View tables of cases and legislation referred to in the text sorted alphabetically, and link directly to them

POP-UP FOOTNOTE

- View footnotes alongside the text and avoid the need to refer to the end of documents

LOOSELEAFS FUNCTIONALITY

AUTOMATIC FILING

- Save time on freelance resource costs by never again having to file looseleaf updates manually
- Rely on the updates being filed by our experts
- Available online immediately upon publication

FIRM-WIDE AVAILABILITY

- Everyone has access, at all times

LINKS TO PRIMARY LAW

- Jump directly to the authority you need with links to cases, legislation and journals

ONLINE RELEASE BULLETINS

- Quick browse of latest updates in the Release Bulletin
- Search also covers the Release Bulletin
- Direct links from Release Bulletin to updated content

SEARCH BY INDEX TERM

- Helpful word wheel displays available index terms as you type
- All instances of the search term from across the index grouped and displayed, with a contextual filter for speedy navigation

ARRANGEMENT OF COMMENTARY

- Browser-friendly table of contents by chapter, section and paragraph
- Quick check print, save, email and folder options

TABLES

- See the context of a case, legislation or index term with hover over guidance notes and save time browsing to locate relevant content

POP-UP FOOTNOTE

- View footnote references alongside the associated main text, speeding up the research process

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BASIC SEARCH

Select the **News** link from the top of the screen. You can search across news information using the Free Text field.



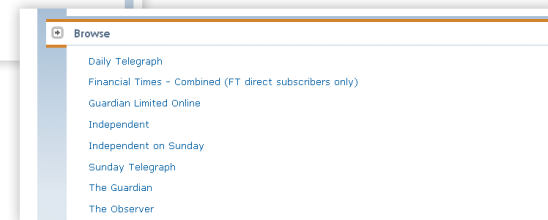
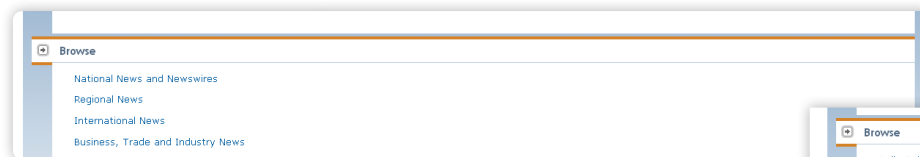
Links to access
Advanced Search,
content information
and search tips

ADVANCED SEARCH

Enables you to refine your search by selecting to search by headlines, a subject area, from a specific publication or author and within a date restriction.

BROWSING

Browse to find a particular publication or group of publications to search (e.g. broadsheets or regional press).



CONTENT

Includes over 1,000 news and business information databases.

Coverage includes:

- Daily Telegraph (from January 2001)
- Independent (from January 2000)
- Independent on Sunday (from January 2000)
- Sunday Telegraph (from January 2001)
- The Guardian (from December 2009)
- The Observer (from December 2009)

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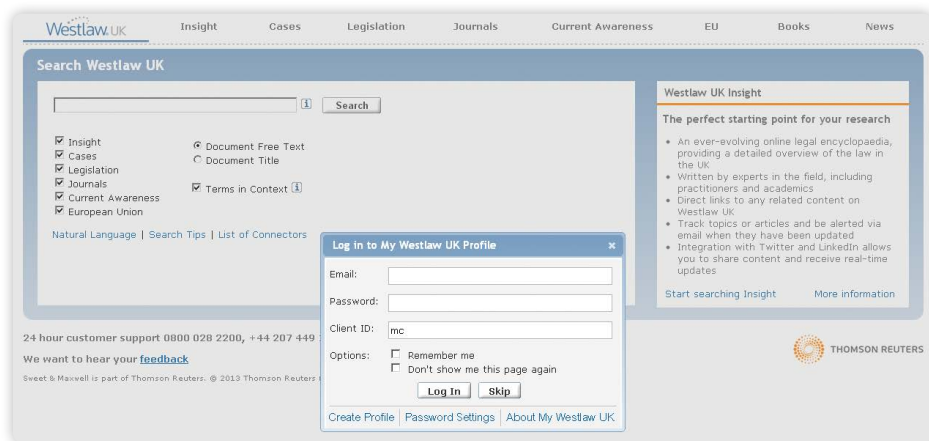
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MY WESTLAW UK

If you access Westlaw UK through **IP authentication** (i.e. without logging in) or **Athens** or **Shibboleth**, then you have the ability to create a personal profile on the service and get access to personalised features such as Alerts, RSS Feeds, the Research Trail and My Folders.

CREATING A PROFILE

If you have My Westlaw UK set up on your subscription, then you will see the screen below when you log in.



An email will then be sent to you with your login details and a temporary password. Click on the **Back to Login** button and fill in the details required to log in. The Client ID field gives you the option to enter information if you want to track the research you are doing and refer back to it at a later date.



Simply fill in the required details and click Create

For more information or guidance call Customer Support on:
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MY WESTLAW UK

LOGGING IN

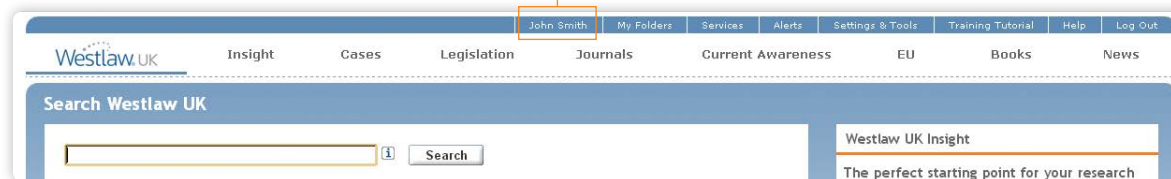
When you log in to **My Westlaw UK** for the first time, you'll be asked to change your password to something more memorable. It needs to be between 6 and 25 digits long. You'll also need to put in a memorable name in case you forget your password. Then click **Log in**.



If you select "Remember me" on the login page, then each time you access Westlaw UK, your details will be pre-populated in the boxes.



Selecting the "Don't show me this page again" box will mean that you will not be given the option to log in to your personal profile next time you access the service.



You will know you are logged in because your name will appear along the top of the screen

If you change your mind and wish to log in with a profile simply click on **My Westlaw UK**.

Once are you logged in you will see new options appear along the top of the screen such as Alerts and Trail (under Settings and Tools).

For more information or guidance call Customer Support on: **0800 028 2200** or email: **customer.service@westlaw.co.uk**

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MY FOLDERS

MANAGING FOLDERS

Westlaw UK lets you create folders online where you can save your documents as you research.

Select the **My Folders** link at the top of the screen.



Here you can create folders, manage your documents and download results from selected folders.



To create a new folder, click the **New** link from the left-hand side.

You can further organise your research by creating subfolders. Simply click on the folder you want to rename or create a subfolder in, and click **New** or **Rename**.

When viewing the contents of a folder, tick boxes allow you to select which documents to deliver, delete or move to another folder. You can also sort by Content Type or Date Added, and change the order in which contents are displayed, using the sort options on the right hand side.



All contents of a folder (except PDFs) can be downloaded as one consolidated document, in the order that they appear within your folder.



MY FOLDERS

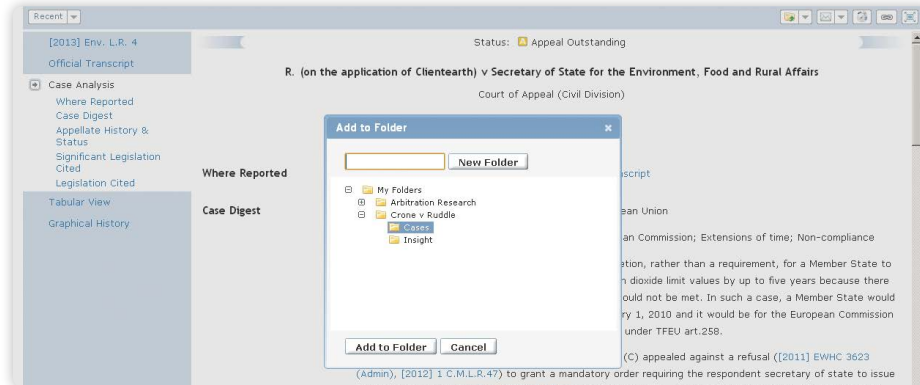
SAVING TO FOLDERS

To save a document to a folder, simply click the **Add to Folder** icon in the top right hand corner.



Where available, you have the option to save the document as you see it on screen or a PDF version.

By default Westlaw UK will highlight your most recently accessed folder.



Choose whether you want to save your document in a current folder or create a new one and then click **Add to Folder**. A notification will appear on screen confirming your document was saved successfully.

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PRINT, DOWNLOAD AND EMAIL

Open any document on Westlaw UK and you will have the option to print, download or e-mail.



Select your chosen option by clicking the relevant link located in the top right-hand corner of the screen

PRINT

- Click **Print** in the top right-hand corner
- Select your preferred Print Options and Output Option(s)
- Click **Submit**

E-MAIL

- Click **E-mail** in the top right-hand corner
- Enter the e-mail address of the recipient(s)
- Choose either PDF or Word RTF (rich text format)
- Select your preferred Output Option(s)
- Click **Send**

DOWNLOAD

- Click **Download** in the top right-hand corner
- Choose either PDF or Word RTF (rich text format)
- Select your preferred Output Option(s)
- Click **Submit**

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PRINT, DOWNLOAD AND EMAIL

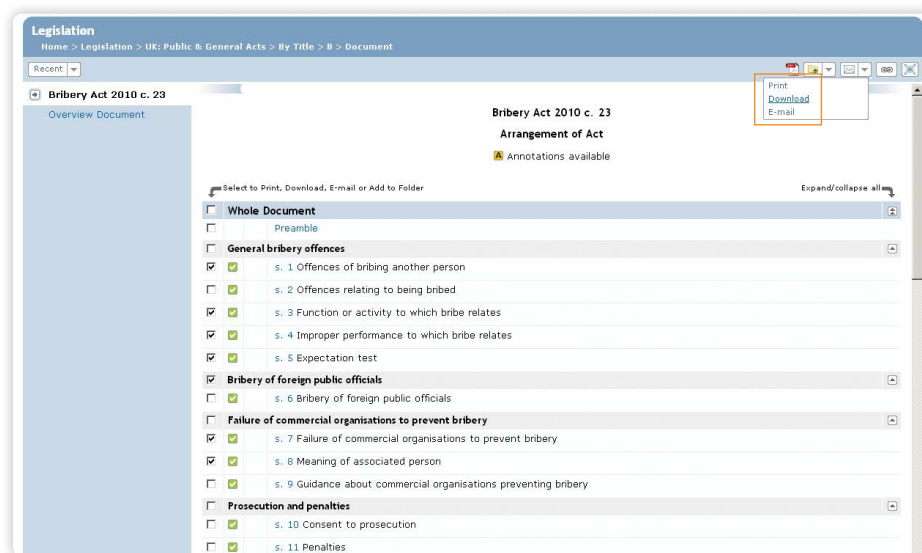
PRINT FULL TEXT LEGISLATION PDFS

There are two options available:

1. From the Legislation browse list click the **PDF** icon, or
2. Click the **PDF of entire Act** link in the top right-hand corner of any legislation document

PRINTING SECTIONS OF AN ACT

You can print individual sections of an Act or the whole Act by selecting the relevant boxes on the left-hand side within the Arrangement Document and clicking **Print**.



PRINT, DOWNLOAD OR E-MAIL SELECTED RESULTS

Once you have run a search, use the checkboxes next to the results to select the documents you wish to print, save or e-mail. Now click the appropriate icon in the top right-hand corner.

You can choose to print, download or email either just the information displayed in the results list, the full text of the case, or just the analysis/abstract.

For more information or guidance
call Customer Support on:
0800 028 2200 or email:
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ALERTS AND RSS FEEDS

ALERTS

There are two ways to create alerts on Westlaw UK:

1. CREATE A NEW ALERT

The **Create a New Alert** feature allows you to create alerts which monitor Cases, Journals, Current Awareness and Legislation, for selected legal subjects.

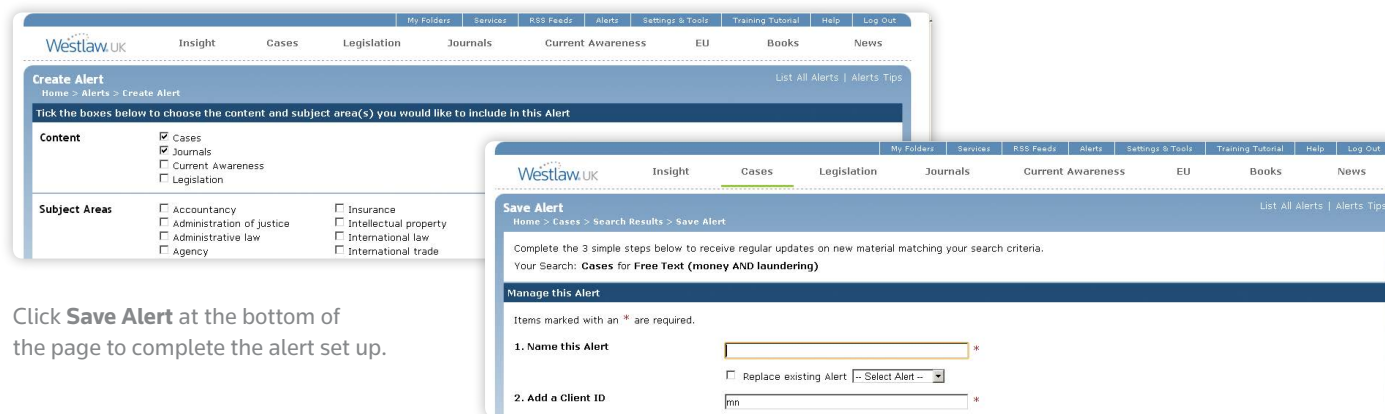
To create a new alert, click on the **Alerts** link at the top of the Westlaw UK screen.



From the Alerts List page, click on the **Create a New Alert** button at the top left. You can now select the type of content and subject areas on which you wish to receive updates.



Once selected, click **Next**. You will be taken to the Manage this Alert page where you will be required to name your alert, enter a client ID, select how often you wish to receive the alert, etc. You can also add IP authentication to an alert by entering your sponsor code on this screen.



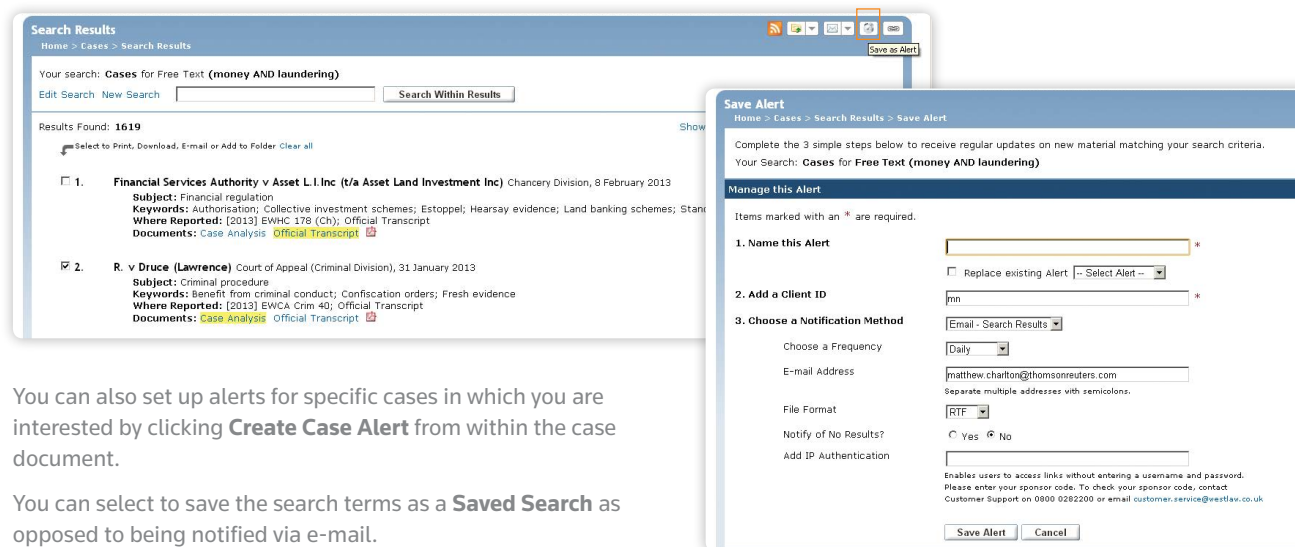
Click **Save Alert** at the bottom of the page to complete the alert set up.



ALERTS AND RSS FEEDS

CREATE AN ALERT FROM A SEARCH RESULT

Run your search and from your results click on the **Save as Alert** link in the top right-hand corner of the screen.



You can also set up alerts for specific cases in which you are interested by clicking **Create Case Alert** from within the case document.

You can select to save the search terms as a **Saved Search** as opposed to being notified via e-mail.

MODIFY ALERTS

To **Edit** your alerts, click on the **Alerts** link at the top of the Westlaw UK page to display your alerts list. From this page you can edit the content and subject of the alert. To change delivery options or update email addresses click **Manage**.

RSS FEEDS

Westlaw UK RSS allows you to easily publish the latest Westlaw UK content on your intranet site or have live links delivered straight to your RSS compatible browser or reader.

As with alerts, RSS feeds can be created as new (click on the **RSS Feeds** link at the top of the Westlaw UK screen), or from search results (click on **Save as RSS Feed** at the top right-hand corner of the results list).

You can also create a feed from a full text journal or case report series. Simply browse to the relevant series and click on the **RSS Feed** link in the top right-hand corner.

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