Lexis®Library provides full text access to major (general and specialised) series of UK court reports, selected unreported cases from upper courts and tribunals, as well as European and International case reports. There is also access to Case Overview, an annotated archive of case records from 1502 onwards.

Accessing the database

Go to the Library home page at www.abdn.ac.uk/library/ and enter Lexis in the Search Our Collections box. Click on the title line in the results list to link out to Lexis®Library, and, when prompted, log in with your university username and password.

Note: Personalisation services e.g. Alerts, Saved searches etc. will only be available when using off campus access via the UK Federation (Shibboleth) link.

Searching for UK case law

From the opening screen of Lexis®Library, select Cases (see top menu bar) to open the case specific search screen. It is not necessary to complete every field in this screen. The default search is All subscribed cases sources. If you wish to search a specific series of reports you can select it from the drop-down list. To view the complete list of UK report series click on More sources. Select a category from Publication Type, tick the sources you require and click on OK. Your search will be limited to your selected series.

Need case law on a subject? Enter your search terms in the Search terms box, or select a topic from a hierarchical list of legal topics by clicking on Add topics to search.

Quick Find

Use this simple search of Lexis®Library if you know the parties in a case. Quick Find defaults to All subscribed cases but you can also select Case Overview (citàtor). Enter the name(s) in the search box, e.g. Brown v Stott and click on Find.

If you have a citation, enter it in the Citation search box. You may ignore brackets and other punctuation, e.g. 2004 2 AC 323.

Use connectors to improve your search:

AND when all terms must appear, e.g. natural justice AND fair hearing.

OR when either or both words or phrases must appear, e.g. medical negligence OR criminal negligence. Use OR to link words that are synonyms, antonyms, abbreviations, alternative spellings.

AND NOT when the first term must appear but not the second, e.g. capital allowance AND NOT property.

To search for a phrase, enter the words together, e.g. ‘medical negligence’. To find variant word endings, use the truncation symbol !, e.g. acquit finds acquire, acquires, acquired, acquisition. Use the wildcard symbol * to replace a single character, e.g. ‘wom*n’ finds woman and women.

Click on Search tips for online help on using connectors.

Searching for EU or US case law

In the Cases screen, select International Cases from the left-hand side of the screen, then select EU or Federal Cases from the Sources drop down list. If you want to search a specific source, click on More sources. You can then filter by country and/or topic. Select a Publication Type and then tick the sources you wish to search and click on OK – Continue. This will add your selection to the Sources list. Complete the search form as for UK case law using the Search tips to improve your search.

To return to the UK case law screen, click on Cases in the menu bar. To return to the opening screen click on the Home on the toolbar.
Case Overview

This is a daily updated comprehensive archive of case records dating from 1502 onwards. It provides procedural history, annotations, keywords and summaries. To access the archive, click on Cases on the menu bar and then select Case Overview from the list on the left-hand side of the screen. Complete the search screen and click on Search.

Case Overview uses symbols to provide a quick visual indication of how a case has been treated in subsequent judgments. Users should always conduct further research before deciding whether to rely on a specific case in their legal argument.

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
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<tbody>
<tr>
<td>✗</td>
<td>Negative treatment</td>
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<tr>
<td>✅</td>
<td>Positive treatment</td>
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<tr>
<td>🟢</td>
<td>Neutral treatment</td>
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<tr>
<td>🟢</td>
<td>Citation information only</td>
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<tr>
<td>🟢</td>
<td>Cautionary treatment</td>
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In the result screen, click on the case name and citation to display the short summery of the case and other useful links, like the Case Overview & Digest, Case History, Cases referring to this case and Cases considered by this case, etc. (See below)

Browsing case law

Click on Cases in the menu bar and then on Browse at the left-hand side of the screen. This will open a list of all UK subscribed report series. Scroll through the list to find the title you want, then click on the + symbol to find the year/volume/issue you require. Click on the + symbol again to view the table of contents, and click on the citation you require to open the case report in full text.

Viewing search results

Search results appear in a list view. Click on the case name and citation to open the full text of the case. Click on the View last search tab in the top left corner (see screenshot above), to return to your original list of results.

You can restrict your search by adding other terms in the Search within results box. You can narrow your results by source name or by topic using the links on the left of the result page.
My Documents

In the top right of the page is your My Documents folder. It is a useful temporary store for documents you have saved from your results list. Save a document by clicking on My Documents link found to the right of each result. From this folder you can arrange, print, email and download your documents. A maximum of 100 items will remain saved in this folder for 30 days.

Printing, emailing and downloading documents

You can opt for delivery of a single document, a range of documents, or all of the documents in your documents folder. Click on the Print , the Email or the Download button and follow the on-screen instructions. If you only have access to network printers we advise that you use the email option.

Online tutorials

Click on the Help link in the top right of the screen to access contextual help. From the Help screen, you can also access online tutorials. A detailed user guide to using Lexis®Library is available under Support & Training at www1.lexisnexis.co.uk/customerservicecentre/index.htm.

Logging off

To log off, click on the Sign-out link at the top right of the screen, and then select OK to exit the database.

Help

If you have any problems in using this database or require further assistance in finding relevant documents, please contact:

Elaine Shallcross, Information Consultant, Tel.: +44 (0)1224 273848, Email: e.shallcross@abdn.ac.uk
Nicola Will, Site Services Manager, Tel.: +44 (0)1224 273166, Email: n.will@abdn.ac.uk
Taylor Library Issue Desk, Tel.: +44 (0)1224 272601, Email: lawlib@abdn.ac.uk

For access problems (including Out-of-Hours Service) contact the IT Service Desk:
Address: Room G84, Edward Wright Building, Dunbar Street, Old Aberdeen.
Log a problem via your MyIT portal at https://myit.abdn.ac.uk/, or
Email: servicedesk@abdn.ac.uk
Telephone: +44 (0)1224 273636 (for *Out of Hours Service – call this number)

* Out-of-Hours Service

The Out-of-Hours (OOH) helpline operates from 17:00 to 08:00 weekdays and provides 24 hour cover over weekends and public holidays. During these times, any telephone call you make to the IT Service Desk number is automatically transferred to the OOH Helpline.