



## Westlaw UK - Cases

Zita Szabo, June 2022

QG LAW021 [https://www.abdn.ac.uk/library/documents/guides/qglaw021.pdf]

[Westlaw UK](#) provides full text access to UK court decisions (with selected coverage beginning in 1220). It includes - among others - reports published by the Incorporated Council of Law Reporting for England and Wales, the Scottish Council of Law Reporting, and the report series published by Sweet & Maxwell. Full text court decisions from a range of courts (including the Court of Appeal and High Court), are available online the day after judgment is handed down (within 24 hours).

There are certain documents that our Westlaw UK subscription does not cover. CMLR (Common Market Law Reports) Commission Decisions, Lloyds Reports, Lawtel Quantum Reports, and access to material from other jurisdictions (USA, Australia, Canada, etc) are excluded. For other jurisdictions, visit [Westlaw International](#).

### Accessing the database

Please, follow the link to [Westlaw UK](#). On the Primo result page, click on the title of the database, **Westlaw UK** in the 'View Online' section, and, when prompted log in with your university IT username and password. The first time you access Westlaw UK, you will see the 'OnePass First Time Registration Page' requesting your name and email address. Once you provide your details, you will be set up to use Westlaw UK's personalisation tools, such as **History**, **Folders**, **Favourites** and **Alerts**.

### Searching

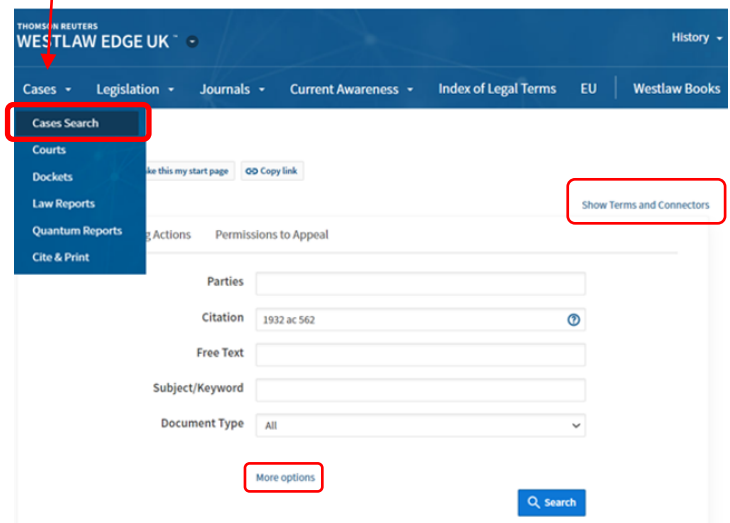
Select **Cases Search** from the drop-down menu of the Cases tab on the Westlaw UK home page. This screen provides basic search templates that can be expanded to display advanced search options. (See image below.)

#### Search

From the Cases Search screen, you can retrieve specific cases by entering the party names or citation in the relevant boxes.

If you know the citation, enter it in the **Citation** box. This is the best way to find specific information as the citation is unique to every case. As you start typing, Westlaw UK will give you suggestion on cases you may be looking for. You do not need to use the exact citation format, and you can ignore brackets and punctuation, e.g., **1932 ac 562** will find **[1932] A.C. 562**. (See image on the right.)

Use the **Free Text** box to look for terms or phrases relating to the subject matter of the cases you want to find. When you start typing in the **Subject/Keyword** box, Westlaw will suggest appropriate legal terms.



For search tips, please click on **Show Terms and Connectors** in the top right of the search box. For exact phrases, put double quotation marks around multiple keywords (e.g., "professional negligence").

#### Advanced Search

Click on **More Options** (see image above) to expand the template to display more search fields. In addition to the previously mentioned boxes, you can search by **Legislation**, **Cases Cited**, **Judge**, **Court and Date**, etc. You can enter as much or as little information as you wish. The more information you enter, the more focused your search will be.

## Looking at the search results

When you run a search, brief details of cases matching your search terms will be displayed in a list view. On this page, you have several options to **Filter** your search by selecting facets (e.g., *Search within results*, *Topic*, *Jurisdiction*, *Court*, *Date*, etc.) on the left-hand side of the screen.

Results are automatically sorted by **Date**.  
Click on the arrow in this box to re-sort them

**Status icons**

**Icons to work with:**  
Create Alert, Detail Level Menu, Copy Link, Save To Folder, and delivery options: **Email, Print, and Download**

From Detail Level Menu (see icons above - on the right-hand side), you can select **Less detail**, **More detail**, and **Most detail** options. 'Most detail' will display your search terms highlighted in yellow within the document.

To edit your existing search, please select the [Edit search](#) option in the top right corner of the results page.

Under the title, every single result has distinctive features, e.g., **Case Analysis**, **citations**, and **status icon**, which can make your research easier and more effective. (See image above – in the middle of the screenshot.)

- **Case Analysis** is unique to Westlaw UK. It provides all the information you need in the first instance, e.g., where the case was reported, a digest of the case, the appellate history, related cases, significant cases, legislation cited.
- For the full case report, click on a **citation** (which is an active link). The list of citations runs in order of authority.
- **Status icons** can indicate the outcome of the case:
  - ✓ - The icon shows that the case has received **positive** or **neutral** judicial consideration.
  - ! - The case has received **mixed** judicial consideration (descriptors used can be Disapproved, Doubted, Not applied, or Not followed).
  - - Case has received **negative** judicial consideration – it has been overruled, reversed, or superseded in full or in part and should no longer be considered 'good law'.
  - A<sup>o</sup> - **Appeal Outstanding** – the icon shows that there is currently an appeal pending or an appeal has been requested. This icon can appear in addition to any of the above.
  - - **No Substantial Judicial Treatment**.

## Browsing

On the Westlaw UK home page, hover over the **Cases** tab in the Collections Navigation Bar and select either **Courts** or **Law Reports** to browse their contents. Clicking on *Courts* will display further options, e.g., **Jurisdiction** (UK, England & Wales, and Scotland), **Court Updates**, **Selected Resources**, etc., while *Law Reports* presents (as the image shows on the right) an alphabetical list of all report series available through Westlaw UK.

Law Reports

[Add to favourites](#)
[Make this my start page](#)
[Copy link](#)

All
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A

Abridgment of Cases in Equity  
Eq. Cas. Abr.  
Abstract

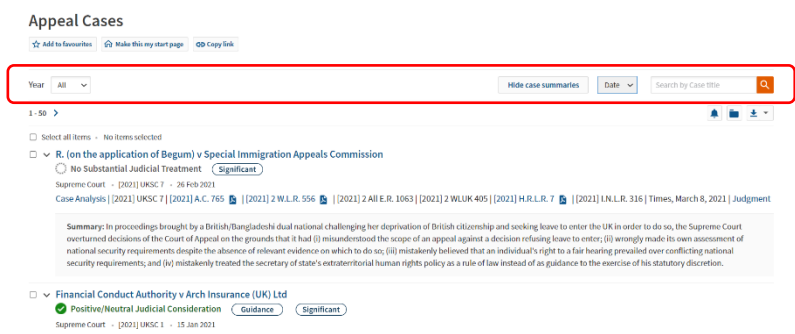
Acton's Prize Causes Reports  
Act.  
Abstract

Adam's Justiciary Reports (Scotland)  
Adam  
Full Text

All Law Reports
All Law Reports
Full Text only
Abstract only

Click on the arrow to select **Full Text only**, **Abstracts only**, or **All Law Reports**

Once you have selected a title, you will see a list of all cases in that Law Report series. Use the drop-down menus at the top of the screen to filter the results list by **year/volume number** or to switch between **A-Z** (alphabetical) and **Date** order.

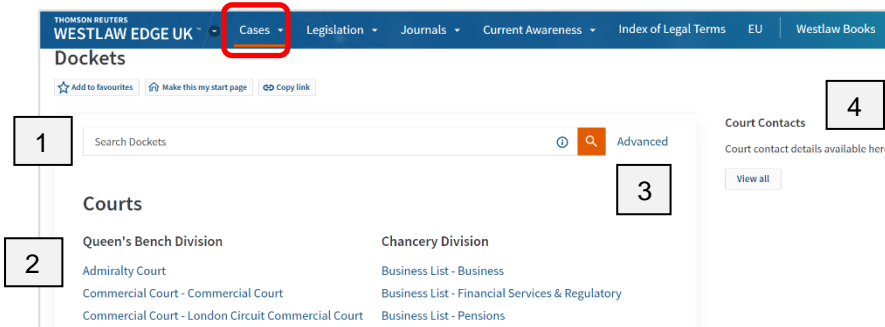


You can also have other options, like **Show** or **Hide case summaries**, and **Search by Case title**.

**If you select a case report for which Westlaw UK does not hold any full text judgements or official transcripts, only a link to the case analysis document will be available.** If the full text judgement is available in another report series, the full text citation will appear.

## Dockets

A new feature of the Cases tab is **Dockets**. Its content covers over 230,000 litigation proceedings and make it easier to receive daily updates of new cases filed in the High Court.



With Dockets on Westlaw UK, you can easily:

- create daily alerts
- track individual cases
- access every step of the case (from a claim being filed to judgment to the appeals process).

On the top of the Dockets page, use the quick search box to **Search Dockets [1]** or select a court from the list underneath the search box to **Browse [2]** through their content.

Clicking on **Advanced** (to the right of the search box) **[3]** opens the Advanced search template. It enables you to refine your search by case type, party names or legal representatives.

On the top right of the screen, select the link to **Court Contacts [4]** to access contact details for the High Court.

## International cases

To access international cases, please follow the link here to [Westlaw International](#), or go to [Primo](#) and use the **Find Databases** tab to search for Westlaw International database.

### Status flags

When reviewing international cases, you should look for a flag at the top of the document. Please keep in mind that not every case will have one! If you don't see one of the flags listed below, that doesn't necessarily mean you have nothing to worry about.



- **Severe Negative Treatment.** A red flag means that the case is no longer 'good law' for at least one of the points of law it contains.



- **Negative Treatment.** A yellow flag warns that the case has some negative history but has not been reversed or overruled.



- **Appeal Notification.** A blue-striped flag means that the case has been appealed to the US Court of Appeals or the US Supreme Court (excluding appeals originating from agencies).

## EU cases

Selecting the **EU** tab at the top of the Westlaw UK homepage enables you to search for EU cases, legislation, information and notices, preparatory acts, and treaties. *Please remember*, EU information is not included when using the basic search box of the Westlaw UK homepage. You need to click on the EU tab (see the image here) to get the EU search template and the EU content.

If you know the party names or the citation of the case, use the **Parties or Title** or the **Case or Document No.** boxes.

If you need to find cases on a specific topic, use the **Free Text** or **Subject** boxes, and tick **Cases** in the *Filter by* section.

To open a case from the results list, click on the blue link containing the party names. In the **Table of Contents**, you will find useful information such as Index, Dates, Bibliographic Information, References and National measures. (See image on the left)

Use the icons on the right-hand side of the screen to email, print, download documents, or save them in folders, etc.

## Print, Download and E-mail

When you open any document on *Westlaw UK* and the *International Materials* platform, you have the option to print, save to your computer or email it to yourself or a colleague. Just choose the relevant icon from the top right corner of the page and follow the instructions. To print, email or save multiple documents from your results list, use the check boxes to select the documents required. PDF formats are available for some of the UK law report series.

## Signing out

When you finished your work, to end your Westlaw UK session, click on **Sign out** at the top right of the screen.

## Help & Contacts

For comprehensive help, please follow the link to [Westlaw UK User Guides](#). If you have any problems using this database or require further assistance, please contact:

**Janet MacKay**, Information Consultant (Law)  
Tel: 01224 - 272572, 01224 - 273892  
Email: [j.i.mackay@abdn.ac.uk](mailto:j.i.mackay@abdn.ac.uk)

**Nicola Will**, Site Services Team Lead  
Tel: 01224 - 273166  
Email: [n.will@abdn.ac.uk](mailto:n.will@abdn.ac.uk)

**Taylor Library Staff**  
Tel: 01224 - 272601  
Email: [lawlib@abdn.ac.uk](mailto:lawlib@abdn.ac.uk)

**For access problems (including the out-of-hours service) contact the IT Service Desk:**

The Sir Duncan Rice Library – Ground Floor [Tel: 01224 - 273636\* (for the **out-of-hours service** – call this number)]

\*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.

Email: [servicedesk@abdn.ac.uk](mailto:servicedesk@abdn.ac.uk)

Log a problem via your MyIT portal at <https://myit.abdn.ac.uk/>