

Westlaw

Westlaw UK provides access to the text of UK cases, legislation, practitioner works and journals. References to journal articles can be found through the Journals index. Westlaw UK also provides access to a range of US and International materials.

Getting started

Load an Internet browser. Go to the Cardiff Portal at <http://portal.cf.ac.uk> click on the **Library** menu and select **Subject resources**.

Select **Law** from the 'Information Resources for...' drop-down menu then click on **Databases**. At the 'Databases for Law' page click on **Westlaw UK**.

Select the **On** or **Off-campus use of Westlaw UK** link as appropriate.

Searching for cases and legislation

Searching for cases

From the Welcome page click on **Cases** at the top of the screen to search using the Party Names, Citations or Free Text where search terms appear anywhere in a case document.

From the Cases search screen click on **Advanced Search** to access additional search fields including Court, Date and Subject/Keyword for subject matter and different aspects of a case. (Please note that Subject/Keyword will only search Case Analysis documents.) You can combine as many fields as you like to construct your search.

Case Analysis documents

Case Analysis documents include case history, cases citing the case, legislation cited and details of journal articles relevant to a case. To view a

Case Analysis document click on a **Case Analysis** link in the results list.

Searching for UK Legislation by title

From the Welcome page click on **Legislation** at the top of the screen, enter the name of the legislation in the **Act/SI Title** field and then select the part of the legislation you wish to research using the **Provision Number** field.

Searching for UK Legislation by subject

Be cautious about searching for legislation by subject using the **Free Text** field - this will identify every occurrence in the UK Statute Book of the search term(s). This makes it difficult to identify major legislative provisions and might result in key provisions being overlooked where alternative terminology to your search term(s) has been used.

Legislation Analysis documents

Legislation Analysis documents can include a table of historic and prospective amendments, commencement information, cases that cite a provision and historical versions. Click on **Legislation Analysis** on the left of the screen when viewing the full text of a provision.

Viewing entire Acts and SIs

To view an entire Act/SI in its consolidated form after viewing a provision click on the **PDF of Entire Act** (or SI) link at the top right of the screen.

Historic and prospective versions of Acts and SIs

Historic and prospective versions of Acts and SIs can be searched using the **Advanced Search** option in the Legislation search screen. This feature includes historic versions of Acts from 1991 and SIs from 1948.

Case and legislation status icons

Status icons next to the title of a judgment indicate that it has received positive or neutral consideration (☑️) or mixed treatment (⚠️) from another judgment or at least one point of law has been overruled or reversed (❌). Legislation status icons next to a provision indicates that it has been annotated (📄), superseded (❌), repealed (🚫), has pending amendments (📄), has a prospective version (🔮), is not in force (🚫), is partially in force (📄) or is the current law in force (✅).

Viewing the results

The first 25 results will be listed in reverse chronological order. Click on a page number or the **NEXT** link at the bottom of the screen to move to any additional results pages.

Editing a search or starting again

Edit a search or start a new search by clicking on **Edit Search** or **New Search** at the top of the screen.

To refine your current search, enter your additional search term(s) in the field at the top of the page and click **Search Within Results**.

Searching for UK journal articles

Use the Journals index to find abstracts (sometimes with a link to the full text) of relevant journal articles. From the Welcome page click on the **Journals** link at the top of the screen. Enter your search term(s) in the box(es). Click **Search**.

Searching for EU materials

From the Welcome page click on **EU** at the top of the screen to access the Basic EU search screen.

To access a search screen that allows you to specify the material you want to search, click on **Advanced Search** or click on the links under **Browse** at the bottom of the screen.

Practitioner works

The White Book, Archbold and other practitioner works are available in full text. Click on **Books** at the top of the Welcome page screen. From here you can search a range of titles or search/browse individual titles.

US and International materials

To access a directory of US and International materials click on **Services** at the top of the screen and then select **Westlaw International** from the drop-down menu.

Search connectors

Get help with connectors by clicking on **List of Connectors** link found on all of Westlaw's search screens.

Browsing the database

To browse the contents of Westlaw UK click on the links in the **Browse** sections at the bottom of search screens - select down to the document or source type you are looking for.

Printing and saving documents

In a results list select the document(s) to print by clicking in the box(es) to the left of the result(s) then click on **Print** or **Save** in the top right of the screen. Select your required options then click **Submit**.

Exiting the database

To exit Westlaw UK, click on **Log Out**.

For further information contact the Law Library.

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Also available in alternative formats on request.