

Searching

Searching LexisNexis® Butterworths

Log on to LexisNexis® Butterworths at: www.lexisnexis.com/uk/legal. Search from the Home page or select a Content Specific Search form (such as Cases or Legislation) by clicking on the corresponding tab.

How to construct a search in the Cases Search Form

1. **Enter Search Terms** – Enter a word, phrase or a search string. Click on **View Connectors** for more information on search string construction.
2. **Select Sources** – Choose to search across any subscribed sources or choose a particular source from the drop-down list. You will also have the option here to **Edit this Source List**. Use this to access Recent and Favourite Sources. These can be edited or deleted here.
3. **More Sources** – Use this link to find sources beyond those listed in the Select Sources drop-down list.
4. **Case Type/ Digest** – Choose to search across all or a specific type of case (such as Law Report, Transcript, Digest/Summary or Practice Direction).
5. **Case Name** – Locate a case by words in the case name. For example, to find Douglas v Hello, enter Douglas and Hello.
6. **Citation** – Note that it is not necessary to type brackets around your numbers. For example, to find [2003] 1 All ER 1, enter 2003 1 All ER 1.
7. **Judgment Date** – Limit your search by date. Choose from the drop-down list of pre-defined dates or select your own defined date range.
8. **Summary** – Finds words in the catchwords, headnote or summary of a judgment.
9. **Court** – Specify the court in which the case you require was heard.
10. **Judge(s)/Counsel** – Limit your search by filling in the fields with specific information to be found in particular sections of the case. For example, to find cases where Lord Denning sat on the panel of judges, enter Denning in the Judge(s) field.

The screenshot shows the LexisNexis Butterworths search interface. The main search form is titled 'Cases' and includes the following fields and options:

- 1**: Enter Search Terms (text input field)
- 2**: Select Sources (dropdown menu showing '+All Subscribed Cases Sources')
- 3**: More Sources (link)
- 4**: Case Type/Digest (dropdown menu showing 'All')
- 5**: Case Name (text input field)
- 6**: Citation (text input field)
- 7**: Judgment Date (dropdown menu showing 'All available dates')
- 8**: Summary (text input field)
- 9**: Court (checkboxes for 'All', 'Privy Council', 'House of Lords', 'Court of Appeal (All)')
- 10**: Judge(s) and Counsel (text input fields)

Additional features include a 'Search' button, a 'View Connectors' link, and a 'Reset List' button. The interface also features a navigation bar with tabs for 'Search', 'Practice Areas', 'Sources', and 'My Research', and a sidebar with 'Cases Searches' and 'Related Links' sections.

Search Results

Viewing your Search Results

- View** – Use the drop-down list to choose to view the **List** of your results, the **Expanded List** (which shows your search terms plus ten words of context extracted from the document) or the **Full Text** of the document. If you have searched for cases, you can also choose to view the **List with Catchwords** option.
- Sort** – This allows you to sort your results, for example by Date or Relevance. Options vary depending on the source.
- Narrow Search** - Refine your search results by entering additional terms and clicking on **Go**.
- Create Alert** enables you to save a search as a **Saved Search** or **Scheduled Search**.
- Click on the document title to access the full text of that document.
- Navigate between hits in this document using these icons.
- Ticking the boxes to the left of the documents listed tags your document. You can then click on the **View Tagged** button to view only the tagged items.
- Choose to **Print**, **E-mail** or **Download** documents by clicking on the appropriate icon. You can deliver all documents or individually tagged documents.
- Next Steps** – This drop-down list enables you to **Edit**, **Save**, **Create** or **Construct** a new search. If you click into a particular result, you will also have the option to view **Related Content**.
- The trail at the top of the page allows you to re-trace your steps. Simply click on the links that have registered each stage of your search. Use this feature as an alternative to the **Back** button in your browser.
- Return to your Results list by clicking on **Results** in the top right corner of the screen.

