Justis case law quickstart guide

Grand Union House, 20 Kentish Town Road, London NW1 9NR, UK
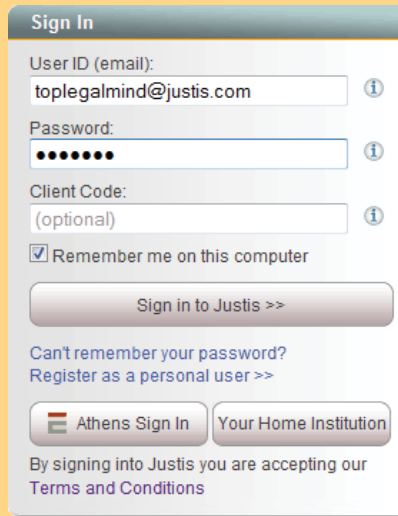www.justis.com   Help Desk +44 (0)20 7284 8100   helpdesk@justis.com

1. Sign In

Enter your personal User ID (your email address) and Password in the boxes provided on the Justis homepage (www.justis.com) and then click **Sign in to Justis**.

To obtain a personal User ID and Password click the **Register as a personal user** link in the **Sign In** box and follow the prompts. You will need your Administrator ID and Password to complete the process.

If the message "You are IP recognised" is displayed in the password field, this means that you need only ensure that your User ID is correct and click **Continue to Justis**. This will take you directly to the **Search** screen.

Sign In

User ID (email):
toplegalmind@justis.com

Password:
●●●●●●

Client Code:
(optional)

☑ Remember me on this computer

Sign in to Justis >>

Can't remember your password?
Register as a personal user >>

Athens Sign In   Your Home Institution

By signing into Justis you are accepting our Terms and Conditions
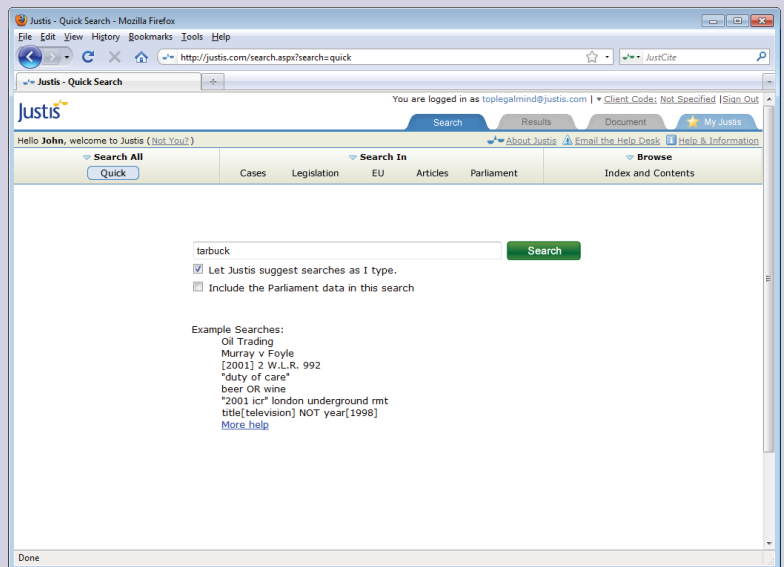
2. Quick Search

Enter any term or phrase into the **Quick Search** field and Justis will search all sources your organisation subscribes to.

When searching for phrases, be sure to put quotations around the phrase you're searching for, e.g. "unfair dismissal". Without quotes the Justis Quick Search assumes AND between words, e.g. unfair AND dismissal.
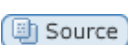
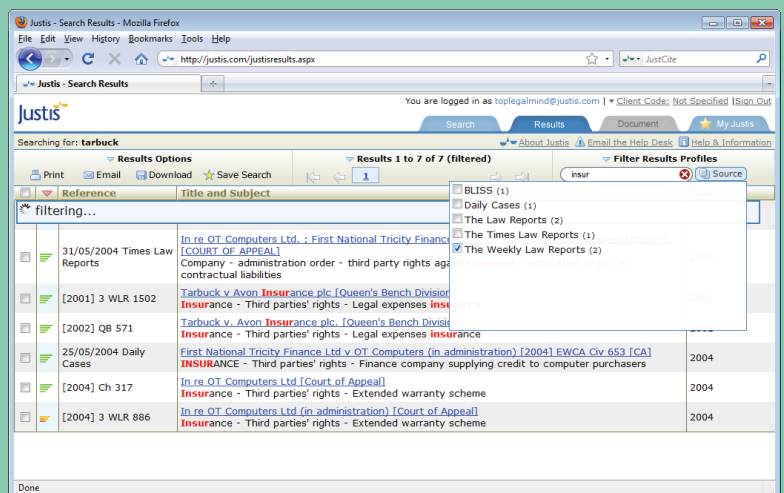| Operator	Symbol	Example	Result
or	|	A or B	Document can contain either A or B or both
not	!	A not B	Document must contain A and must not contain B
within # of	w/	A within 10 of B	Document must contain A within 10 words of B

3. Results

If your search returns more than one document, you will be taken to the **Results** screen where the results are displayed in order of relevance. Simply click on the title of the document you wish to view.

The **Filter Results Profiles** box is an interactive search field that searches the information in the **Reference**, **Title and Subject** and **Year** columns of the data and will provide you with ranked results and highlighted search terms.

To narrow your results further click on the **Source** button and select the case law series from which you would like your results displayed.

4. Viewing Your Document

A typical document view is displayed on the right.

Use the **Terms** navigation arrows at the top right-hand side of the screen to instantly link to wherever your search term appears highlighted in red within the document. You can also search within the document on the screen by pressing **Ctrl+F**.

You can view detailed advice on how to use all the different screens on Justis by clicking the **Help & Information** button in the upper right-hand corner.

Print, email or download

Save current document in **My Justis**

Link to the original printed version (PDF) where available

Click to display shortcuts to the document sections

Search terms highlighted in red

Green tabs provide you with relevant JustCite information

5. My Justis

My Justis is divided into two sections - **History** and **Preferences**.

In **My Trail** you can view all searches or documents you have conducted or viewed on the date selected.

View saved searches, alerts and documents

Change your default options

View previous session information by date

Click to view the RSS feed, and then subscribe to it

Click to set up an email alert

Click to add document or search to the permanent archive

Tick box and click **Client Code Actions** to group and save searches or documents

6. Other Search Options

For an even more structured approach use the form search by selecting **Cases** from the **Search In** section of the **Search** screen.

The **Search In Cases** screen contains a number of labelled boxes that will restrict your search to certain sections of the document, e.g. **Parties**, **Citation** or **Subject**. These fields can be combined to refine your search, pictured right.

You can add and remove fields by clicking on the **Customise** button. It is also possible to save your custom forms for later use.

To select the specific database(s) you wish to search, click the **Data Sources** button and use the check boxes displayed to refine your search.