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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.

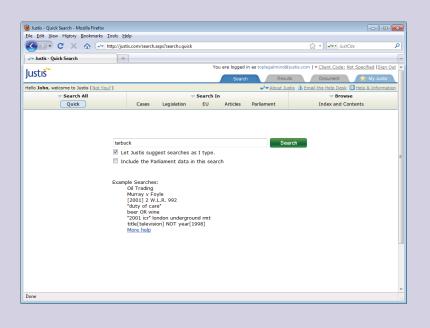
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2. Quick Search

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.

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	-	[2004] 3 WLR 886		d (in administration) [Court ties' rights - Extended warra			2004
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4. Viewing Your Document

A typical document view is displayed on the right.

Use the **Terms** navigation arrows at the top righthand 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**.

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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.

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	s "liabilities to third parties which or breach of contract or in tort, an						which may be imposed on an insured by operation of \underline{H}).	
balance owed	serefore, a solicitor, who had acte under the client's legal expenses i sions of the 1930 Act so as to enj	nsurance in respect of the solici	tor's costs and disburs	y been declared bankrup ments, and trial of a preb	t brought an action again ninary issue was ordered	st insurers ur as to whethe	ader section 1 of the 1930 Act claiming payment of the r a solicitor in those circumstances was able to benefit	
Held , giv	ing judgment for the insurers, the	t section 1 of the 1930 Act did n	ot enable a solicitor to :	recover his costs and dis	ursements directly from t	he insurers u	pon the bankruptcy of his client (post, p <u>1507H</u>).	
No cases are	referred to in the judgment.							
The following	g cases were cited in argument							
Assem Engin	- neering Establishment Co Ltd ()	M/S) v Iran Trades Mutual In	wance Co Ltd [1989	1 Lloyd's Rep 289				
-	ude SA v Newcastle Protection :		-		PB 304 18 (F)			
					EK /05, HL(E)			
	tees v Southern Union General							
Post Office	v Norwich Union Fire Insuranc	e Society Ltd [1967] 2 QB 3	63; [1967] 2 WLR 70	9; [1967] 1 All ER 577	CA			
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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.

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

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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.



