

LexisLibrary Home Page

The LexisLibrary home page is divided into two easy to use search areas and a fully customisable bookshelf.

Quick Find

The **Quick Find** search is ideal when you know the specific piece of legislation, case, journal article or form/precedent you are looking for.

1. Enter your search terms into the relevant search field. A suggested search will appear in a drop-down box which shows terms that closely match what you have entered.
2. Select your legislation, case or form/precedent by clicking on the title in the suggested search. If you do not see your document in the suggested searches simply continue to type over the suggestion and click **Find**.
3. Use the **Find a source** field to quickly search the source directory for your required source
Note: The source directory is based on your personal subscription

Explore

The Explore search is ideal to conduct a broader search for information on a subject across some or all of the content.

4. Enter your search terms into the Search Terms box.
*Note: Use the **Search Tips** link at the bottom of the Explore search area to optimise your search*

5. Select the content types you want to include in the search by selecting the tick boxes next to the corresponding categories. Click on the **Search** button to start your search.

My Bookshelf

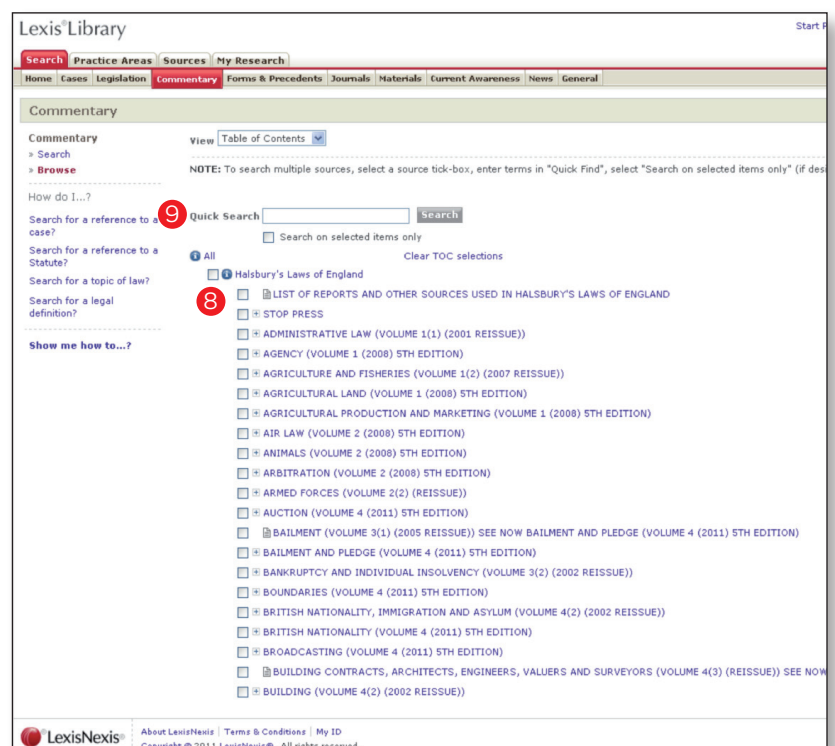
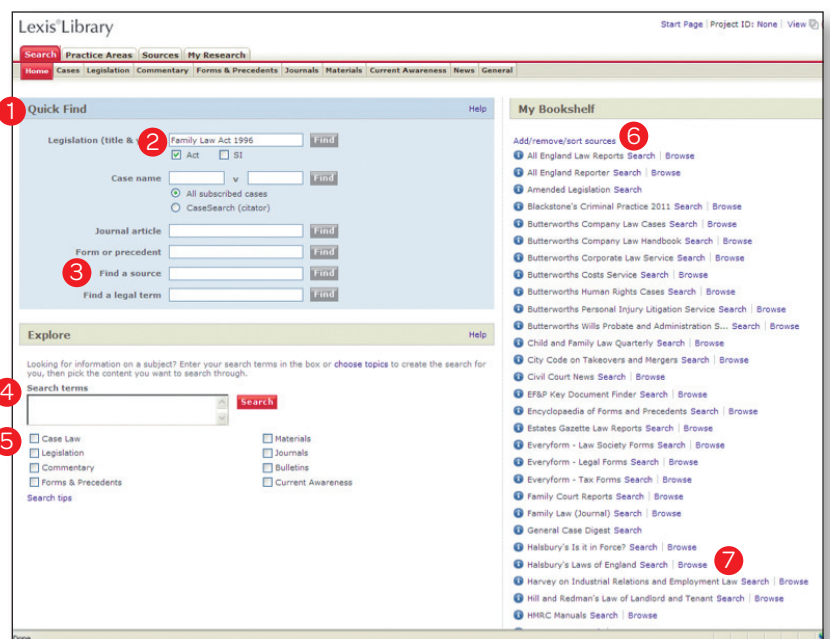
The **My Bookshelf** area can be personalised so that only your most frequently used sources appear on the home page ready for quick searching or browsing.

Add/remove/sort sources

6. Click on the **Add/remove/sort sources** link and follow the steps in the **Edit My Bookshelf** screen to personalise your bookshelf.

To browse the Table of Contents of a Source

7. Select the **Browse** link next to the source name.
For example: **Halsbury's Laws of England**
8. Click on the plus (+) or (-) signs to expand or collapse the table of contents.
Click on the title of a document to open the source at that point and view the full text.
9. To search the volume, place a tick in the box to the left of your volume and enter your keywords in the **Quick Search** box and click on the **Search** button.



Finding a Legal Term

You can find specifically written dictionary definitions for key legal terms within Lexis Navigator. Lexis Navigator can be accessed from the Quick Find section from the Lexis Library Home Page.

1. Enter your legal term into the **Find a Legal Term** search field and click on the **Find** button.
2. Lexis Navigator presents you with a dictionary definition of the legal term, legislation definitions, a list of key cases that have influenced the legal term, key narrative definitions from leading commentaries, handpicked precedents that relate to the term and the indexes to key publications that provide you with links to relevant paragraphs.

Finding a Case

LexisLibrary contains a variety of content-specific search pages. All searches conducted in the **Cases** search tab will only search through the subscribed case sources.

Note: You do not have to complete all of the search fields to find results. However, the more accurate information you have, the more specific the result will be.

1. Select the **Cases** tab on the navigation bar which is located under the **Search** tab.
2. In the **Case name** field, enter either one or both party names. A suggested search will appear in a drop-down box which shows terms that closely match what you have entered. If you do not see your case in the suggestions simply continue to type over the suggestion.

Note: Brackets, capital letters and punctuation are not necessary.

3. You have the option to select the law report series from the **Sources** drop down list.

4. If you want to search for specific words or terms within the cases you can enter these into the **Search Terms** box.

Note: You can make use of the **Search Tips** link at the bottom of the Search Terms box to optimise your search through the use of connectors to link your search words or terms together.

5. You can add specific topics to your search by clicking on the **Add topics to search** link underneath the **Search Terms** box. Topics are a quick way of narrowing down your search to only a specific topic. Example: Divorce & adoption.

6. Click on **Show more search options** to reveal additional search fields you may wish to use such as Court and Judge(s).

7. Click on the **Search** button to retrieve your search results.

Your search results will be displayed in reverse chronological order.

8. The **Result Groups** panel on the left of the screen will allow you to refine your search by organising your results into groups. Open up a group by clicking on the (+) sign.
9. The panel on the right of the screen lists each case in reverse chronological order.
10. To the top right of the screen is the **Search within results** box. Insert a further search term or phrase and the service will look for this additional search term or phrase within your existing results. This process can be repeated to continue refining your search.
11. Click on the case name to view your case.

Lexis® Library

Start Page | Project ID: None | View (0) | Preferences | Sign Out | Contact Us | Help
Helpdesk: 0845 370 1234

Search Practice Areas Sources My Research

Result Groups (8)

All Results (5)

Source Name (+)

All England Law Reports (1)

All England Official Transcripts (1997-2008) (1)

All England Reporter (1)

CaseSearch (1)

ICLR: Appeal Cases (1)

Publication Type

Topics

Table of Contents

Help

Show List with Catchwords

Sort Source Order

1-5 of 5

Search within results (10)

Next Steps Edit Search Go

Create Alert

View Tagged Add to

Case name & citation	Court/Tribunal	Judgment date	Source
1. Three Rivers District Council and others v Governor and Company of the Bank of England (No 5) - [2005] 4 All ER 948	HOUSE OF LORDS	11 November 2004	All England Law Reports
Disclosure and inspection of documents - Legal professional privilege - Communications between legal adviser and client - Communications between solicitors and client advising on presentation of evidence and submissions to inquiry - Whether communications attracting legal professional privilege.			
2. *Three Rivers District Council and others v Governor and Company of the Bank of England (No 5) - [2004] All ER (D) 176 (Nov)	House of Lords	11 November 2004	All England Reporter
Civil evidence - Disclosure - Legal professional privilege - Communications between bank and solicitors concerning advice as to presentation of evidence to private non-statutory inquiry - Communications privileged.			
3. Three Rivers District Council and others v Governor and Company of the Bank of England	HOUSE OF LORDS	11 November 2004	All England Official Transcripts (1997-2008)
Civil evidence - Disclosure - Legal professional privilege - Communications between bank and solicitors concerning advice as to presentation of evidence to private non-statutory inquiry - Communications privileged.			
4. Three Rivers District Council v Governor and Company of the Bank of England [2004] UKHL 48, [2005] 1 AC 610	HL	11/11/2004	CaseSearch
EVIDENCE - CIVIL EVIDENCE - DISCLOSURE - LEGAL PROFESSIONAL PRIVILEGE - COMMUNICATIONS BETWEEN BANK AND SOLICITORS CONCERNING ADVICE AS TO PRESENTATION OF EVIDENCE TO PRIVATE NON-STATUTORY INQUIRY - COMMUNICATIONS PRIVILEGED			
5. Three Rivers District Council and others v Governor and Company of the Bank of England (No 6) - [2005] 1 AC 610	House of Lords	11 November 2004	ICLR: Appeal Cases
Practice - Discovery - Privilege - Legal advice privilege - Action alleging misfeasance in public office in respect of defendant's supervision of bank - Communications between defendant and solicitors relating to assistance and advice on presentation of evidence to inquiry into defendant's supervision of bank - Application for disclosure of communications - Defendant claiming legal advice privilege - Whether communications privileged			

Search Terms [2004 ukhl 48] (5) View search details

Source [All Subscribed Cases Sources]

Show List with Catchwords

Sort Source Order

Date/Time Friday, June 24, 2011, 12:18 BST

Back to Top

To View Today's cases

Lexis Library provides you with same and next-day case digests together with links to the approved judgments from the Supreme Court, Privy Council, both divisions of the Court of Appeal and all divisions of the High Court and a number of Tribunals.

12. From the cases tab click on the link to Today's Cases from the left hand side of the screen to open up the digests in a separate window.

Lexis® Library

Start Page | Project ID: None

Search Practice Areas Sources My Research

Home Cases Legislation Commentary Forms & Precedents Journals Materials Current Awareness News General

Cases

Cases

» Search

» Browse

CaseSearch

Quantum

Indexes (Cases)

International Cases

Related Searches

Today's Cases (12)

How do I...?

Find a case when I know one or both of the parties?

Find all references to a particular case?

Find cases on a particular topic or issue?

Search for a case when I know the judge's name?

Show me how to...?

Case name

v

Search

Sources

*All Subscribed Cases Sources

More sources

Search terms

Search tips

Add topics to search

Citation

Hide these search options

Page number

Para number

Judgment date

All available dates

Summary

Enter terms found in the Catchwords, Headnote or Judgment

Court

All

Privy Council

Supreme Court

House of Lords

Court of Appeal (All)

Reset list

Judge(s)

Counsel

Case type/digest

All

Finding Legislation

All searches conducted in the **Legislation** search tab will only search through your subscribed legislation sources.

Note: You do not have to complete all of the search fields to find results. However, the more accurate information you have the more specific the result will be.

- 1. Select the **Legislation** tab on the navigation bar which is located under the **Search** tab.
- 2. Enter the legislation title in the **Title** field. A suggested search will appear in a drop-down box which shows terms that closely match what you have entered. If you do not see your Act/SI in the suggested searches simply continue to type over the suggestion.

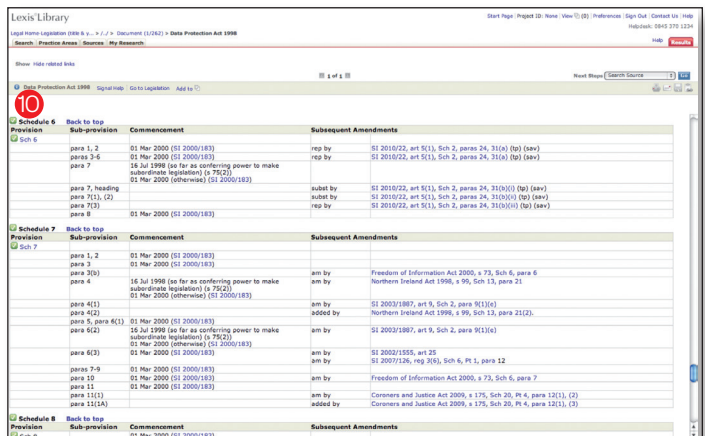
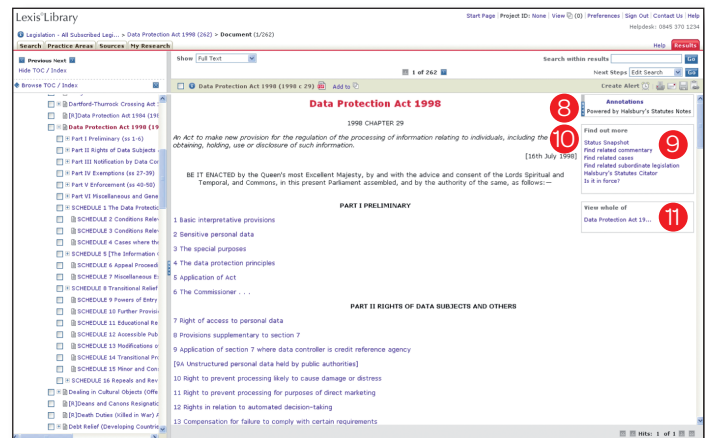
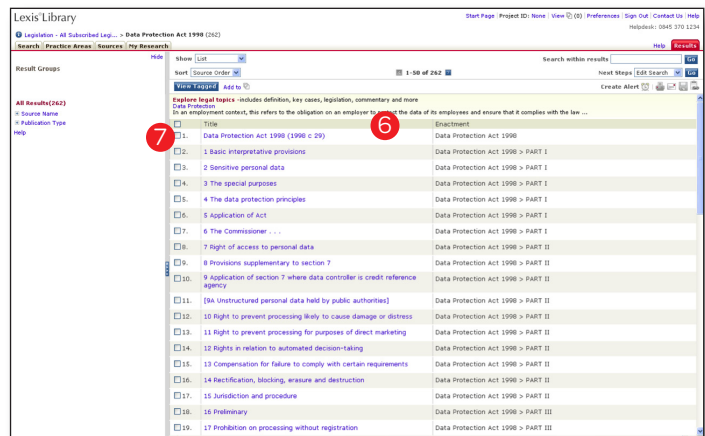
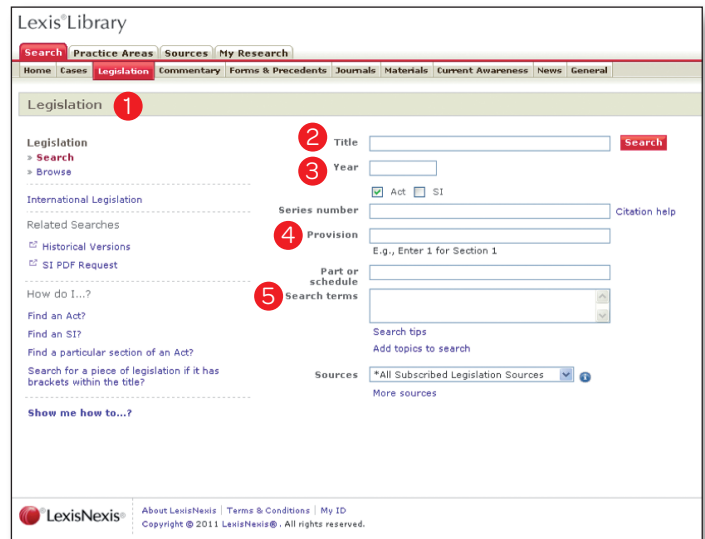
Note: Brackets, capital letters and punctuation are not necessary.

- 3. Confirm if you are looking for an **ACT** or an **SI** by selecting the appropriate tick box next to the corresponding name.
- 4. If you are looking for a specific section, you can enter the section number in the **Provision** field.
- 5. If you want to search for specific words or terms that appear within the legislation you can use the **Search Terms** box.

*Note: You can make use of the **Search Tips** link at the bottom of the Search Terms box to optimise your search through the use of connectors to link your search words or terms together.*

Your search results will appear in the results page.

- 6. The panel in the centre of the screen lists each section of legislation – each section will be displayed as a separate document.
- 7. Click on the **Data Protection Act 1998** title link at the top of your list of results to open up the Act.
- 8. Click on the link to **Annotations** to view corresponding Halsbury’s Statutes Annotations, which provide precise information relating to parliamentary debates judicial interpretation links to subordinate legislation and references to words specifically defined in the Act.
- 9. Click on the links shown under **Find out more** to access related content such as cases or commentary.
- 10. The **Status Snapshot** will display commencement and amendment information relating to each section of an act as well as showing destination and derivation tables.
- 11. Click on the Act title shown under **View whole of** to view the entire piece of legislation.



Finding a Form or Precedent

The **Forms & Precedents** search page gives you the ability to search for any Form and Precedent content subscribed to.

Note: You do not have to complete all of the search fields to find results. However, the more accurate information you have the more specific the result will be.

1. Select the **Forms & Precedents** tab on the navigation bar which is located under the **Search** tab.
2. To search for a form or precedent, enter key words from the title in the Form **Title** field. Example: lease and shop. A suggested search will appear in a drop-down box which shows terms that closely match what you have entered. If you do not see your document in the suggested searches simply continue to type over the suggestion.
3. To search for a specific form number, enter the number of the form in the **Number** field.
Example: 288a
4. If you want to search for specific words or terms that appear within the form or precedent you can use the **Search Terms** box.

*Note: You can make use of the **Search Tips** link at the bottom of the Search Terms box to optimise your search through the use of connectors to link your search words or terms together.*

5. Select the appropriate source or publication from the **Sources** drop down list if you wish.
6. Click on the **Search** button to retrieve your search results.

The screenshot shows the LexisLibrary interface. At the top, the 'Search' tab is selected in the main navigation bar. Below it, the 'Forms & Precedents' sub-tab is highlighted. The page is divided into a left sidebar and a main search area. The sidebar contains links for 'Forms & Precedents', 'Search', 'Browse', 'Indexes', 'Links', and 'LexisSmart Forms'. The main area has several search fields: 'Title' (with a suggested search dropdown), 'Number', 'Search terms' (with a 'Search tips' link), 'Sources' (a dropdown menu), 'Search within' (a dropdown menu), and 'Issuing body'. A red 'Search' button is located at the top right of the main area. Numbered annotations 1 through 6 point to the 'Forms & Precedents' tab, the 'Title' field, the 'Number' field, the 'Search terms' field, the 'Sources' dropdown, and the 'Search' button, respectively.

LexisLibrary

Search Practice Areas Sources My Research

Home Cases Legislation Commentary **Forms & Precedents** Journals Materials Current Awareness News General

Forms & Precedents

Forms & Precedents

» **Search**

» Browse

Indexes

Links

LexisSmart Forms

How do I...?

Search for a form if I know part of the form number?

Search for a form if I know part of the form title?

Search for a form if I know the issuing body?

Find precedents on a specific topic?

Show me how to...?

2 Title **Search** **6**

3 Number

To find an official form, e.g., Land Registry form TR1, enter TR1

4 Search terms

Search tips

Add topics to search

5 Sources **6**

More sources

Search within

Issuing body

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Finding a Form or Precedent (continued)

7. From the results page, select the relevant link for the form or precedent you would like to view by clicking on the form or precedent title.

LexisLibrary

Forms & Precedents - All Subscri... > 288a (5)

Search Practice Areas Sources My Research

Result Groups

All Results (5)

- Source Name
- Publication Type
- Topics
- Table of Contents
 - Everyform - Legal Forms (2)
 - Everyform - Tax Forms (2)
 - Lexis Smart Forms (1)

Help

Show List

Sort Source Order

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View Tagged Add to

	Form precedents name and number	Source	Attachment
1	288a - Appointment of director or secretary (NOT for resignation (use Form 288b) or change of particulars (use Form 288c))	Everyform - Legal Forms	
2	288a cym - PENODI cyfarwyddwr neu ysgrifennydd (APPOINTMENT of director or secretary)	Everyform - Legal Forms	
3	288a - Appointment of director or secretary (NOT for resignation (use Form 288b) or change of particulars (use Form 288c))	Everyform - Tax Forms	
4	288a cym - PENODI cyfarwyddwr neu ysgrifennydd (APPOINTMENT of director or secretary)	Everyform - Tax Forms	
5	288a - Appointment of director or secretary (NOT for resignation (use Form 288b) or change of particulars (use Form 288c))	Lexis Smart Forms	

Search Terms [288a] (5) View search details

Source [All Subscribed Forms & Precedents Sources]

Show List

Sort Source Order

Date/Time Tuesday, April, 19, 2011, 11:28 BST

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LexisNexis

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To view an online form select the Click here to view form link. LexisLibrary will open a new window with further instructions - simply select the View Form button to open the form.

Note: You may need to download HotDocs Player to access the form online.

8. To view a precedent in Microsoft Word format look out for the small MS word doc icon above the precedent document and double-click on the icon. Deleting a clause in Microsoft Word will auto-renumber all remaining clauses.

LexisLibrary

Forms & Precedents - Encyclopaedi... > Particulars "and" special condi... (1) > Document (1/1)

Search Practice Areas Sources My Research

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Browse TOC / Index

Show Full Text

103 Particulars and special condition... Add to

1 of 1

Create Alert

View whole of (10) CONTRACTS FOR SALE D: AUCTIONS 103 Particulars and sp...

[664]

103

Particulars and special conditions of sale by auction of the whole of the seller's freehold land¹

EFP 36: 10/2010. Last amended 04/2011.

PARTICULARS OF SALE²

The property to be sold comprises: (insert full description of the property including, if registered, the quality of title and the title number).

[665]

SPECIAL CONDITIONS OF SALE

1 Definitions and interpretation

In these Conditions:

1.1 'the Auctioneer' means (name) of (address);

1.2 'the Buyer' means the person who submits the highest bid accepted by the Auctioneer;

1.3 'the Buyer's Solicitors' means the solicitors instructed to act for the Buyer on the purchase of the Property;

1.4 'the Completion Date' means the day of

1.5 'the Contract Rate' means (insert interest rate or method of calculating the interest rate by reference for example to the base lending rate of a named bank);

1.6 'the Documents' means the documents (if any) particulars of which are set out in the schedule;³

1.7 'the General Conditions' means [the Standard Conditions of Sale (5th Edn) (or) the Standard Commercial Property Conditions (2nd Edn)];

1.8 'the Particulars' means the particulars of sale annexed to these Conditions;

1.9 'the Property' means the property described in the Particulars;

1.10 'the Purchase Price' means the amount of the successful bid;

1.11 'the Seller' means (name) of (address)⁴;

1.12 'the Seller's Solicitors' means (insert name and address of person or firm);

1.13 references to a 'Working Day' are references to any day from Monday to Friday (inclusive) which is not Christmas Day, Good Friday or a statutory bank holiday;

1.14 where the context so admits, the expression[s] 'the Seller' [and 'the Buyer'] include[s] the personal representatives of the Seller [and the Buyer] [(insert only if assignment or sub-sales are permitted) and 'the Buyer' shall include any successors in title of the Buyer];

1.15 words importing one gender shall be construed as importing any other gender;

1.16 words importing the singular shall be construed as importing the plural and vice versa;

1.17 words importing persons shall be construed as importing a corporate body and/or a partnership and vice versa;

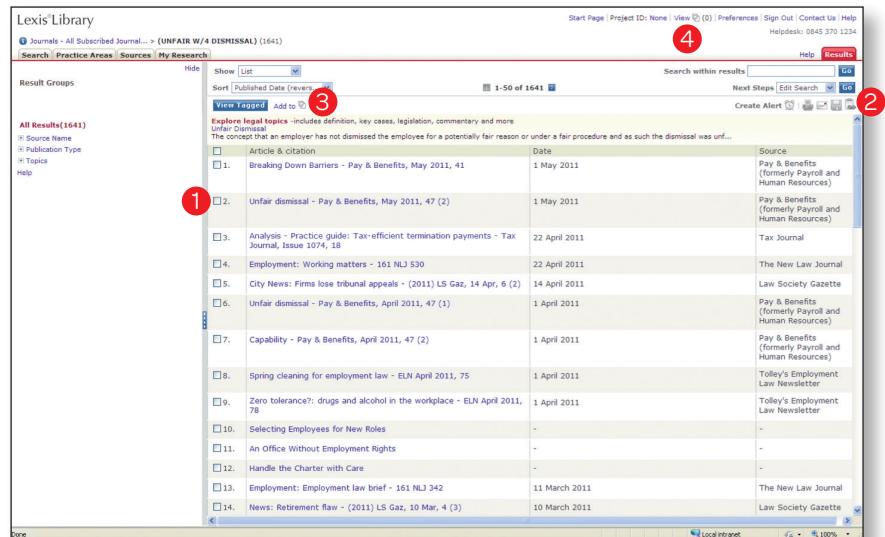
1.18 where any party comprises more than one person, the obligations and liabilities of that party under these Conditions shall be joint and several obligations and liabilities of those persons;

1.19 the choice headings do not form part of these Conditions and shall not be taken into account in the construction or interpretation of these Conditions.

Hits: 1 of 1

Delivering a Document

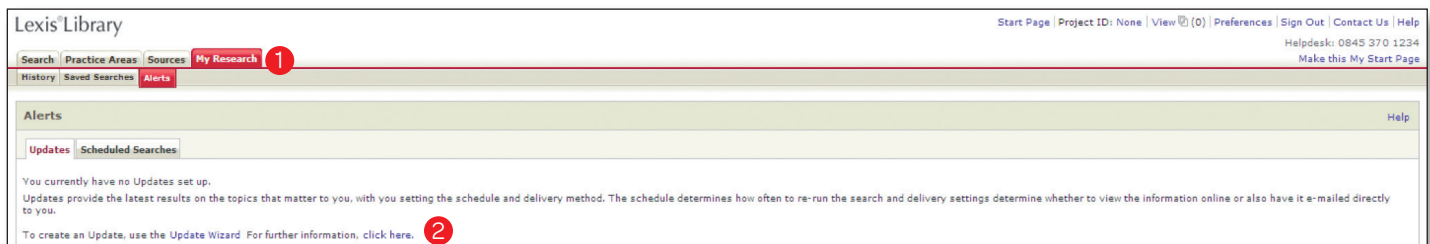
1. From your search results, you can select the documents you would like to print, e-mail or download by selecting the boxes that appear to the left of the document titles.
2. Delivery icons are located in the upper right-hand corner of your Results page. Click on the delivery icon you would like to use - you can Print, E-mail, Download or Copy the URL.
3. Alternatively, after selecting your documents, click on the **Add to** link to save your documents to a temporary delivery folder.
4. Documents saved in the delivery folder can be accessed, collated or delivered for up to 24 hours after being saved. To access these saved documents click on **View**.



Create a topic/subject based alert

You can create a topic/subject based alert that will send you regular updates on the selected topic or subject of your choice.

1. To create a topic/subject based alert, click on the **My Research** tab and then select the **Alerts** option.
2. If this is the first Update you have created select the **Update Wizard** link. If you have previously created an update select the **Create New Update** link.



3. Follow the simple four-step process:

- Select topic(s) and sources;
- Select frequency of update;
- Select delivery format; and
- Save the update with a name.

4. Your existing **Alerts** are located within the **My Research** tab. Click on **My Research** and then click on the **Alerts** tab. You will find options to run, edit, delete an alert, or search the archive.



Connectors

How to Search

LexisLibrary will search for consecutive words as phrases, unless they are separated by a **connector**.

For example: Searching for *Human Rights* only brings back articles with those words next to each other in that order, similar to putting quotation marks around search terms in Google.

Connectors and wildcards enable you to conduct more efficient and effective searching on LexisLibrary. The key connectors are outlined below.

- | | |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| and | Links words or phrases that appear anywhere in the same document.
Example: armed robbery and weapon finds both the phrase armed robbery and the word weapon anywhere in the same document. |
|
 | |
| w/p | Looks for documents with search words in the same paragraph.
Example: unfair w/p dismissal finds unfair within the same paragraph as dismissal.
<i>Note: The w/p connector cannot be combined with the w/n connector.</i> |
|
 | |
| w/s | Looks for documents with search words in the same sentence.
Example: cloning w/s legislation finds cloning within the same sentence as legislation.
<i>Note: The w/s connector cannot be combined with the w/n connector.</i> |
|
 | |
| w/n | Links search words and phrases to create concepts, without specifying word order.
'n' represents any number from 1 to 255.
Example: dismissal w/5 constructive finds dismissal within 5 words or fewer of constructive, regardless of which word appears first. |
|
 | |
| or | Links synonyms, alternative forms of expression, abbreviations, acronyms, etc.
Example: lawyer or counsel finds either the word lawyer or the word counsel |
|
 | |
| ! Truncation | The truncation symbol (an exclamation mark) replaces any number of characters at the end of a word and allows you to search for alternative word endings.
Example: acqui! will find acquire, acquires, acquired, acquiring, and acquisition
<i>Note: Words that work best with ! are those that are unique in their truncated form. For example, if you search fir! (to retrieve 'fired', 'firing' or 'fires'), your results will also include 'first', 'firm', etc.</i> |
|
 | |
| * Wildcard | The wildcard symbol (an asterisk) replaces a single character at any point in a word, except for the first character. The wildcard (*) is particularly useful if you are unsure of the spelling of a particular word or name.
Example: int**net finds both internet and intranet. |