Fast, easy and affordable online access to practical guidance, precedents, cases and legislation for lawyers

Lexis® PSL
What is LexisPSL?

It’s a collection of practical, step-by-step guides to approaching the matters you are most likely to come across, arranged by practice area. It’s written by a team of over 70 lawyers employed by LexisNexis and it provides you with guidance, links to relevant legislation and cases and access to the most useful forms and precedents in your practice area.

Why use LexisPSL?

It’s a quick and easy guide to tackling client matters in your practice area and helps you turn work around faster by pulling together step-by-step guidance plus the most useful legislation, cases, forms and precedents in one place.

Links into LexisLibrary make it quick and easy to do extra research if you need to and weekly emails keep you up-to-date with the latest rulings, developments and best practice in your area.

How to access LexisPSL?

To log in to the service go to www.lexisnexis.com/uk/lexispsl and enter your ID and password. Alternatively, if you are using our LexisLibrary service you can access LexisPSL via the link within each practice area page.
The LexisPSL home page is divided into four easy to use search areas, Browse Topics, Search, What’s new and Recently Viewed documents.

1. Change the practice area you wish to view by clicking on the links at the top of the page. (These will vary according to your subscription).

2. Click on the LexisPSL logo to return to the home-page at any point.

3. Use the Browse Topics area on the left to access the content by Browsing.

4. Use the Search box on the right to word-search the content. Use key words and clear terminology. Please see search connectors page at the end of this section.

5. View latest news stories by clicking on the title of the story in the latest legal updates area.

6. See what’s new in LexisPSL within the new content section.

7. View your recently viewed documents by clicking on the title of them on the bottom left.

8. Send us feedback on LexisPSL using the link at the top of the page.
You can browse through LexisPSL to access the content you need using the Browse Topics area on the left.

1. To see an overview of all topics covered, click on view all topics towards the top left of the page.
2. To expand the list of topics under just one of the headings, click on any of the More Topics links.
3. Click on a sub-topic to access the relevant guidance and documents.
Once a topic is selected you will see a number of tabs displaying the relevant documents.

1. The **Overview** tab gives introductory guidance on the topic selected, useful as a refresher, a teaching tool or explaining legal concepts to clients.

2. The **Practice Notes** tab provides you with access to succinct practical guidance written by lawyers for lawyers.

3. The **Checklists** tab sets out lists of the key considerations of a transaction to ensure that nothing is missed.

4. The **Cases, Legislation or CPR** tabs provide key primary law relevant to the topic.

5. The **Forms and Precedents** tabs offer access to prescribed forms and precedents which can be downloaded into Word. Or completed using LexisSmart (depending on your subscription).

6. The **News** tab provides any latest developments in the topic selected.
Once a practice note has been selected, you will see guidance set out with links to relevant legislation, caselaw and further reading.

1. Succinct practical guidance takes you through the essentials.

2. Links to relevant legislation or cases.

3. Links into further reading from key Butterworths texts.

4. Return to previous page using the link on the left.
There are various options for searching the content of LexisPSL from the home page.

1. You can search only the titles of all documents – a suggested results list will appear in a drop down box showing documents which include your search terms in the title.

2. You can search the full text of the content on LexisPSL – this uses connectors as outlined at the end of this section - e.g. the ‘and’ connector looks for your search terms anywhere within the same document.

3. Click on the red Search button to run your search.

4. Alternatively you can choose to search individual document types by clicking on the relevant link e.g. search precedents only.
Your search will return a results list as shown on the right.

1. The results are grouped in tabs according to the document type.

2. Select the result you wish to view by clicking on the blue link.

3. From the selected document, you can return to the results page by clicking on the blue link towards the top left.

4. To explore the topic further from the selected result, click on the link on the left which will take you into related content.
Once you have found a document and you wish to extract it from LexisPSL, there are various options.

1. For Precedents, download into Word using the link towards the top of the document.
2. Use the icons on the top right to e-mail or print the document.
3. When viewing Precedents, you will also see drafting notes giving guidance on completing the document – click on the link to read the notes.

LexisPSL drafting notes provide a comprehensive instruction manual for the precedent to which they relate. They describe clearly and in detail how to use the document in a way that precisely suits the circumstances confronting you in practice. Our drafting notes link through to relevant fully consolidated legislation, caselaw, practice notes, LexisLibrary-based commentary texts, and other relevant supporting materials.
To receive key information about developments in your practice area by email, set up an e-mail update. These will alert you to legislation changes, new cases, changes in practice and procedure plus news analysis as written by our LexisPSL lawyers.

1. Click on Manage Legal Updates link.
2. Select the yes button.
3. Choose the frequency – daily or weekly.
4. Enter your e-mail address.
5. Select the topics you wish to include in the alert.
6. Click Save at the very bottom of the page.
How to Search

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

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

Connectors and wildcards are tools you can use when conducting a search on LexisPSL. The key connectors are outlined here:

<table>
<thead>
<tr>
<th>Connector</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>and</strong></td>
<td>Links words or phrases that appear anywhere in the same document.</td>
<td>armed robbery and weapon finds both the phrase armed robbery and the word weapon anywhere in the same document.</td>
</tr>
<tr>
<td><strong>w/p</strong></td>
<td>Looks for documents with search words in the same paragraph.</td>
<td>unfair w/p dismissal finds unfair within the same paragraph as dismissal. Note: The w/p connector cannot be combined with the w/n connector.</td>
</tr>
<tr>
<td><strong>w/s</strong></td>
<td>Looks for documents with search words in the same sentence.</td>
<td>cloning w/s legislation finds cloning within the same sentence as legislation. Note: The w/s connector cannot be combined with the w/n connector.</td>
</tr>
<tr>
<td><strong>w/n</strong></td>
<td>Links search words and phrases to create concepts, without specifying word order. ‘n’ represents any number from 1 to 255.</td>
<td>dismissal w/5 constructive finds dismissal within 5 words or fewer of constructive, regardless of which word appears first.</td>
</tr>
<tr>
<td><strong>or</strong></td>
<td>Links synonyms, alternative forms of expression, abbreviations, acronyms, etc.</td>
<td>lawyer or counsel finds either the word lawyer or the word counsel</td>
</tr>
<tr>
<td><strong>! Truncation</strong></td>
<td>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.</td>
<td>acqui! will find acquire, acquires, acquired, acquiring, and acquisition 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.</td>
</tr>
<tr>
<td>*** Wildcard**</td>
<td>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. You can also use multiple wildcards in a single word.</td>
<td>int**net finds both internet and intranet.</td>
</tr>
</tbody>
</table>