1. Sign In

Sign in by entering your personal User ID (your email address) and Password on the Justis homepage (www.justis.com) and then click Sign in to Justis.

If you are IP recognised you will not require a password.

If you are not registered as a personal user you will need to contact your account administrator or click the Register as a personal user link. If you have any problems, then you can contact the Justis Help Desk team.

2. Searching

The Quick Search is sufficient for all but the most complex enquiries.

From the quick search field you can search all material types or restrict your search to Cases, Legislation, EU, or Articles using the drop-down menu.

If you restrict your search to a material type, a second drop-down menu will appear listing the individual databases available under the selected material type.

Justis supports Boolean search operators, and can therefore cater for specific searches. When searching for specific phrases, putting quotations marks around your words, e.g. “duty of care”, can focus your results.

For an even more structured approach, use the Search Forms available for each material type.

This lets you narrow your search to certain sections of the document, e.g. Parties, Citation and Subject for cases, or Title, Reference and Section Number for legislation. Search fields can also be combined to refine your search further.

Justis’s search fields accept Boolean operators and wildcards

<table>
<thead>
<tr>
<th>Operator</th>
<th>Symbol</th>
<th>Example</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>or</td>
<td></td>
<td>A or B</td>
<td>Document can contain either A or B or both</td>
</tr>
<tr>
<td>not</td>
<td>!</td>
<td>A not B</td>
<td>Document must contain A and must not contain B</td>
</tr>
<tr>
<td>near</td>
<td>~</td>
<td>A near B</td>
<td>Document must contain A within 10 words of B</td>
</tr>
<tr>
<td>within # of</td>
<td>w/</td>
<td>A within 5 of B</td>
<td>Document must contain A within 5 words of B</td>
</tr>
</tbody>
</table>

Any searches within a material type, such as Cases, can be tailored to suit your needs by using the Customise and Data Sources buttons.

To select specific databases to search, click the Data Sources button and use the check boxes displayed.
3. Results

Results are presented by Justis’s Relevance ranking. This ranking is based on a number of factors including:

- the relationship the document has with other legal documents, as defined within the JustCite legal index
- prevalence of your search term within the document and the database
- publication authority

The Justis Relevance ranking gives results that are much closer to a true relevancy order than has previously been possible with legal search technology.

4. Viewing Your Document

Clicking on the title of any result will take you to the Document view.

From this screen you can navigate the Outline of the document, or click to each incidence of your search term using the navigation buttons in the top left of the document.

On the left-hand side of the document are links to vital information about the status of the document.

These links will tell you a number of things such as whether the document you are viewing is still good law, and if it has recently been cited.

NB: You will need a subscription to JustCite to see the information displayed.

5. My Justis

If you are signed in as an individual user, the My Justis tab will appear in the top left of any screen. This tab will take you to an area of the service where you can manage your personal settings and your activity history.

Searches and documents can be permanently saved in the My Justis area.

Once searches have been saved, you can set up alerts to automatically update you to any new documents that match your search criteria.

You can record activity for an individual client by adding a Client Code to searches that have been conducted and documents that have been found on behalf of that client.

Client Codes can also be added at Sign In to ensure the whole session’s activity is recorded against that code.