

# Civil Procedure Online January 2002

## CONTENTS

1. THE SERVICE
  - 1.1 Overview
  - 1.2 Contents of Civil Court Practice 2000
  - 1.3 Contents of Legislation
  - 1.4 Contents of Precedents
2. OPENING CIVIL PROCEDURE ONLINE
  - 2.1 Opening Civil Procedure Online
3. UNIQUE FEATURES
  - 3.1 Navigation Bar
  - 3.2 Print Manager
4. SEARCH EXAMPLES
  - 4.1 Accessing the Search Utility
  - 4.2 Advanced Search Example One
  - 4.3 Advanced Search Example Two
5. OTHER INFORMATION
  - 5.1 Editorial
  - 5.2 Technical Help
  - 5.3 Customer Services
  - 5.4 Training

# 1. The Service

## 1.1 Overview

Civil Procedure Online is the complete up to date service for the High Court and county courts. Containing complete online reference source on the latest civil court practice and procedure, including the full text of the Green Book and supporting materials. Within Civil Procedure Online, the following sections will be found.

- Civil Court Practice 2000 - The full text of the Green Book 2000, updated at the touch of a button, with hypertext links to cases and legislation. See 'Contents of Civil Procedure Online' for details. Left click once 'Civil Court Practice 2000' from the Navigation Bar to access this service.
- News - Daily news service updating cases and developments in civil litigation. Left Click 'News' once from the Navigation Bar to browse the News archives.
- Comment - Regular articles written by experts, fully archived. Left Click 'Comment' once from the Navigation Bar to browse the archives.
- Legislation - Full text of all relevant legislation, updated weekly. See 'Contents of Legislation' for details. Left click once 'Legislation' from the Navigation Bar to access this service.
- Cases - The previous Cases database which comprises of Selected All England Law Reports, Official Transcripts and the Case Alerter digests have been separated into individual databases respectively to make updating much faster for each of these areas. There will also be a new cases search page allowing faster searching across all three databases simultaneously.
- Forms - Comprehensive portfolio of CPR forms online. Left Click 'Forms' once from the Navigation Bar to browse the Forms archives.
- Precedents - Full text of Butterworths Civil Court Precedents. Left click once 'Precedents' from the Navigation Bar to access this service. See 'Contents of Precedents' for details.
- Links - A list of useful links to external Websites. Links are highlighted in green. Left click a link once to go to the Website.

## **1.2 Contents of Civil Court Practice 2000**

Left click once 'Civil Court Practice 2000' from the Navigation Bar to access this service. Within Civil Court Practice 2000 are the following sections...

- Civil Court Practice 2000
- Preface
- Introduction
- Developments since September 1999 Reissue

Left click once one of the above headings to browse the appropriate archives.

## **1.3 Contents of Legislation**

Left click once 'Legislation' from the Navigation Bar to access this service. Within Legislation are the following sections...

- Stop Press
- Statutes
- Statutory Instruments

Left click once one of the above headings to browse the appropriate archives.

## **1.4 Contents of Precedents**

Left click once 'Precedents' from the Navigation Bar to access this service. Within Precedents is the following section...

- Butterworths Civil Court Precedents

Left click once on the above heading to browse the archive.

## 2. Opening Civil Procedure Online

### 2.1 Opening Civil Procedure Online

To access the Civil Procedure Online opening screen, select Civil Procedure Online from the Butterworths Direct home page (single click). The Civil Procedure Online Frontpage will appear. Before proceeding beyond the Civil Procedure Online frontpage a prompt for a username and password will appear, as below.

**Please provide your user name and password in the boxes below:**

**User name:**

**Password:**

[log on](#)

[free trial](#)

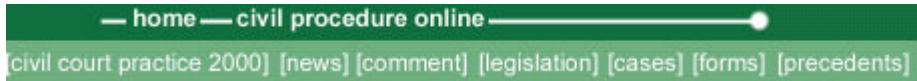
[back](#)

Having entered you details, left click 'log on' to access the service.

### 3. Unique Features

#### 3.1 Navigation Bar

From logging onto Civil Procedure Online, and loading the Homepage, the Navigation Bar pictured below will be seen at the top of the page. In order to access a service within Civil Procedure Online, left click once on the relevant heading.



Left Clicking once 'Home' from the Navigation Bar will produce the Butterworths Main Front Page. Left Clicking once 'Civil Procedure Online' will bring the Civil Procedure Online Frontpage.

Alternatively, at the bottom of most pages within Civil Procedure Online you will find a secondary navigation bar, pictured below. Again, left click once a heading to go to that section.



#### 3.2 Print Manager

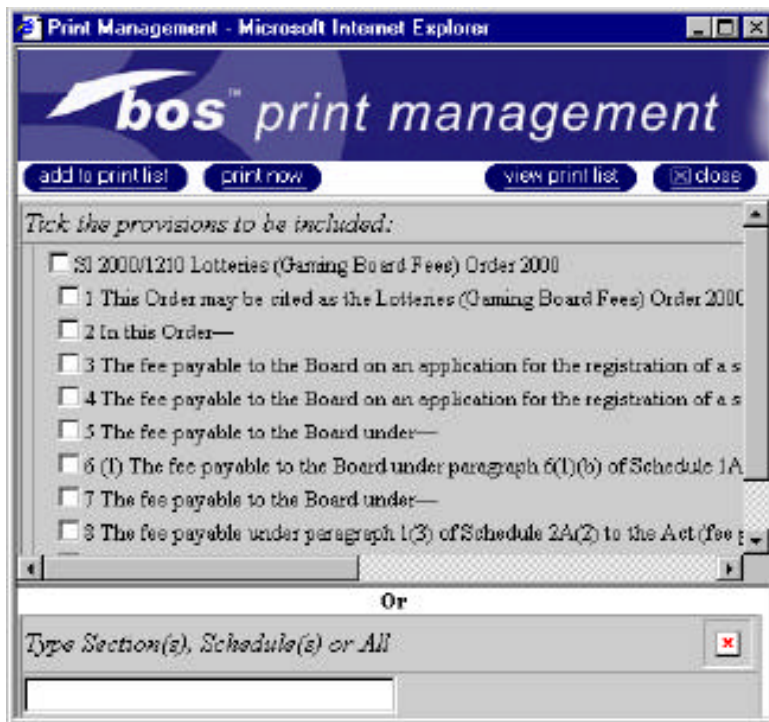
### Print Manager

Whole enactments, or specific sections of, can be selected and collated for immediate or later printing.

Click on 'print manager' at the top of the text frame, next to the 'next item' icon.



The Print Management window will list all the relevant printable sections and schedules from your current location.



### Selecting:

The whole enactment – check the box at the top of the list to the left of the full title

Sections of the enactment – check the box to the left of each required section

Manually selecting larger quantities of information – In the Type section(s), etc box a hyphen can be used to indicate a range of sections eg. 6–24 or Schedules can be selected by entering Sch 1. Type All and the whole enactment will be selected. (More details on specific conventions for entering details can be found in the about pages on the service itself)

- Once the required sections have been chosen click Add to print list; the print management window will show the selected enactment and/or provisions
- Click remove to remove everything selected from that particular enactment
- Click edit to select or deselect specific sections or schedules
- Click clear print list to remove all entries

- Click close to return and continue using Legislation Direct
- To view your current print list, click on the print management button, then click view print list.
- Click print now to print the selected text. Note that a new browser window will be opened. Click on the printer icon in the browser bar or use the file/print option

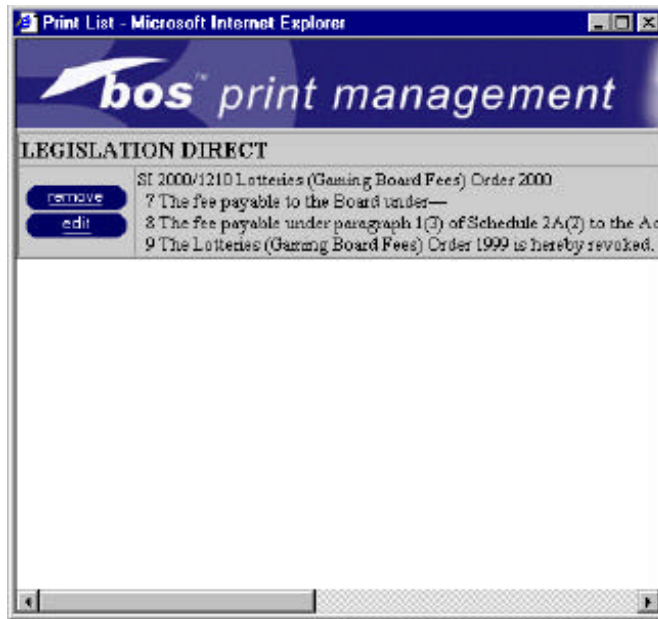
Note that the title and the commencement of the enactment will be printed at the top of each entry.

Once selection has been made add this to the print list, or if desired print the selection immediately by clicking on the 'print now' icon.

#### **ADD TO PRINT LIST**

Once a selection has been made, it is possible to print out immediately, by clicking on the 'print now' icon or if the section required to be printed can be added to the print list to print at a later stage (during the visit to the site).

Ensure that the tick box has been activated against the required sections to add to the print list and then click on the 'add to print list' icon at the top of the print manager dialogue box.

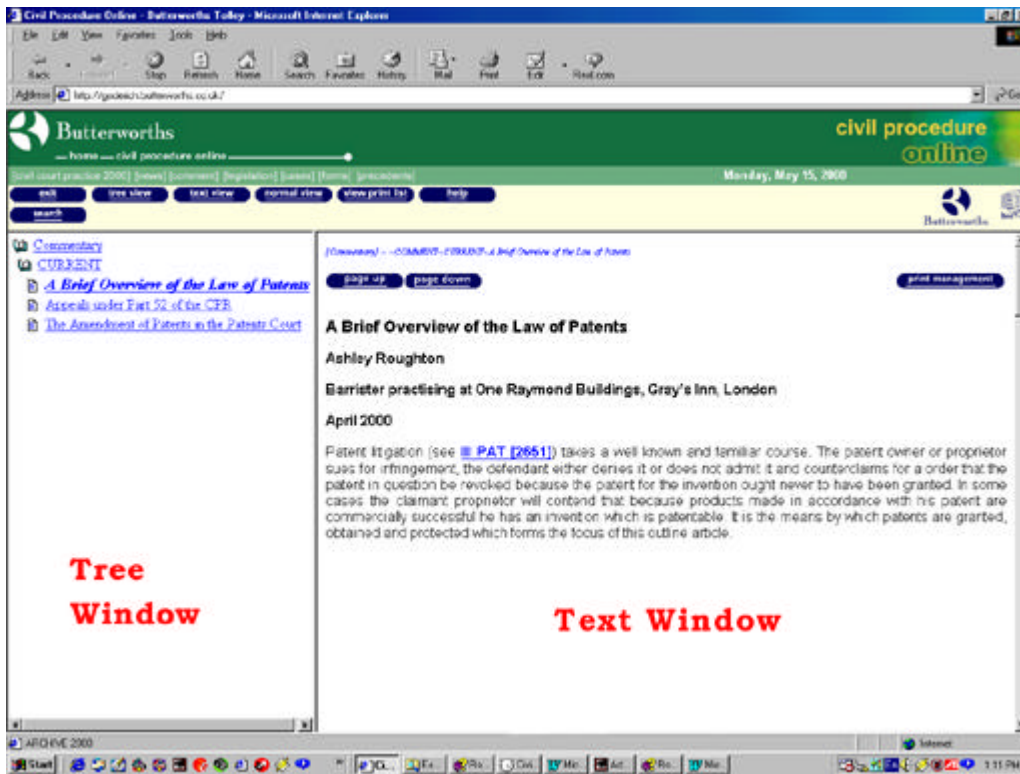


## VIEW PRINT LIST

It is possible to view the print list by clicking on the 'view print list' at the top of the print manager dialogue box, or if this box is not open click on the 'print list' in the tools menu.

### Browsing the Archives

Having selected a heading from the Navigation Bar, a list of categories will be presented. Choose a category by left clicking once on the appropriate heading. After a short wait, the relevant archives will be displayed, as below.



Seven blue buttons above the list of archived material aid navigation and use. They are shown, enlarged, below.



- **Exit**  
Left clicking once will return the user from the archives to the list of section categories. For example, if browsing the 'News' archives, clicking the exit button will return you to the 'Civil Procedure Online' main page, from where a different category can be selected.
- **Tree View**  
Left clicking this button will enlarge the 'Tree Window', shown above, to fill the screen.
- **Text View**  
Left clicking this button will enlarge the 'Text Window', shown above, to fill the screen.
- **Normal View**  
Left clicking this button will return the view to it's default setting, with the Tree Window on the left, and the Text Window on the right, as shown above.
- **View Print List**  
Left click this button once to view the list of documents currently marked for printing.

- Help

Left click this button once to view an online help file.

- Search

Left click this button once to search the archives for specific information.

## 4. Search Examples

### 4.1 Accessing the Search Utility

A Quick Search All utility can be found on the Civil Procedure Online fontpage, pictured below.



Simply enter a keyword into the text field and left once the 'click here' icon. A results page will be shown detailing materials found.

An Advanced search utility is can be accessed from any archive section, by left clicking the 'search' button found on the archive navigation bar, pictured below.



### 4.2 Advanced Search Example One

While browsing the 'News' Archives, you wish to narrow the list of cases to those concerning Damages.

- Left click once the 'search' button, from the archive navigation bar, shown below.



A search form will be displayed.

- In the text box, type the word or phrase to be searched for. In this case, type 'Damages', as below.

**Please provide the word or phrase to find**

- In the 'search where' area, you will notice that the current database , 'News - Daily Updates' is already selected. Leave this section at it's default setting, as below.

## search where

  Current database


  Selected parts of current database


  Databases selected in the list

  All databases

- In the 'search how' section, where more than one word is typed into the text box for searching, we can specify whether to limit the search results to documents found with words in the exact order by which they were typed into the text box, or alternatively we can widen the search results to include documents which contain the typed in words in *any order*. However, in this case there is only one word being searched for, and so this area will not affect the result. Leave it at its default setting, shown below.

## search how

  Words next to each other in order

  Words in any order in the same paragraph

- In the 'search through' section, select 'Practice Area Classification' as shown below.

## search through

  Everything

  The selected segments

- Left click the search button, pictured below.

After a short wait, the search engine will display the search results, and a page will appear displaying the location of the documents which have been found, as below.

## Search Results [102 total hits]

Search Text	Damages
Search Location	News - Daily Updates
Search Type	Words are adjacent
Searching Through	practice area classification

### News - Daily Updates [ 102 hits in this database ]

News

#### Archive

[12.05.2000](#) [2 hits]  
[11.05.2000](#) [2 hits]  
[10.05.2000](#) [1 hit]  
[9.05.2000](#) [2 hits]  
[5.05.2000](#) [2 hits]  
[25.04.2000](#) [3 hits]  
[20.04.2000](#) [1 hit]  
[17.04.2000](#) [3 hits]  
[14.04.2000](#) [2 hits]  
[13.04.2000](#) [1 hit]  
[12.04.2000](#) [2 hits]  
[10.04.2000](#) [2 hits]

This results box tells us that 102 documents have been found matching the search criteria. Notice the articles are listed in chronological order, and underlined – they are hyperlinks. Left click one of these hyperlinks, and after a short wait the appropriate document will be displayed.

### 4.3 Advanced Search Example Two

While browsing the 'Commentary' Archives, you wish to view Master Leslie's ideas on Case Management in 1999.

- Left click once the 'search' button, from the archive navigation bar, shown below.

[search](#)

A search form will be displayed.

- In the text box, type the word or phrase to be searched for. In this case, type 'Master Leslie Case Management', as below.

### Please provide the word or phrase to find

Master Leslie Case Management

- The correct database, commentary, is already selected, however to speed the search, select 'Archive 1999' from within this database.

### search where

Current database Commentary

Selected parts of current database CURRENT  
ARCHIVE 2000  
ARCHIVE 1999  
expand...

Databases selected in the list Cases  
Commentary  
Legislation  
News - Daily Updates  
Stop Press  
Butterworths County Court...

All databases

- In the 'search how' section, where more than one word is typed into the text box for searching, we can specify whether to limit the search results to documents found with words in the exact order by which they were typed into the text box, or alternatively we can widen the search results to include documents which contain the typed in words in *any order*. In this case there are four keywords were entered into the search text field, and they are not expected to be found in exact order. So, in this case, select 'Words in any order in the same paragraph', as below.

### search how

Words next to each other in order

Words in any order in the same paragraph

- Left click the search button, pictured below.

search

- After a short wait, the search engine will display the search results, and a page will appear displaying the location of the documents which have been found, as below.

## Search Results [3 total matches]

<i>Search Text</i>	Master Leslie Case Management
<i>Search Location</i>	Commentary
<i>Search Type</i>	Words appearing in the same paragraph
<i>Searching Through</i>	All Text

### Commentary [ 3 matches in this database ]

COMMENT

ARCHIVE 1999

[Practical aspects of pleading under the CPR](#)

[Case management](#) [2 matches]

This results box tells us that 3 documents have been found matching the search criteria. Notice the articles underlined – they are hyperlinks. Left click one of these hyperlinks, and after a short wait the appropriate document will be displayed.

## **5. Other Information**

### **5.1 Editorial**

If you have a query about the content of Civil Procedure Online, you can contact us by telephone or E-mail. Simply call the Butterworths Direct help line on 0845 3050500 and they will connect you to the appropriate person to deal with your query. Alternatively, you can E-mail us with any editorial queries or comments by using the '[contact us](#)' links that appear on the home page. We welcome feedback from our customers about Civil Procedure Online so please feel free to contact us.

### **5.2 Technical Help**

Telephone support is available during normal working hours (08 30 – 17 45 GMT)

**Tel: (44) 0845 608 1188      Fax: (44) 01483 257917**

To assist the helpline in resolving your problems as quickly as possible please have the following information to hand before calling

- What Internet browser are you using?
- What product do you subscribe to?
- Do you have a network or standalone PC?
- If you are on a network what type is it? (i.e. Novell, NT etc.
- Which version of DOS are you using?
- Which version of Windows are you using?
- What was the sequence of events leading up to your problem?

Support for our on-line services is also available:

07 00 – Midnight Monday to Friday

08 00 – Midnight Saturday and Sunday on-line at:

<http://www.butterworths.co.uk/content/support/techsupport.htm>

Or E-mail: [online.support@butterworths.co.uk](mailto:online.support@butterworths.co.uk)

### **5.3 Customer Services**

Butterworths Direct Helpline is available from Monday to Friday 08 00 – 18 00

Tel: 0208 662 2000

For calls from outside the UK: +44 20 7400 2977



## **5.4 Training**

To find out more about our comprehensive training courses, and to reserve a place.

Tel: (44) 0207 400 2500

E-mail: [training@butterworths.co.uk](mailto:training@butterworths.co.uk)