



# STONE'S JUSTICES' MANUAL DIRECT

June 2003 Edition

# CONTENTS

- 1. CONTENTS OF THE SERVICE**
- 2. OPENING THE SERVICE**
- 3. UNIQUE FEATURES**
  - 3.1 NAVIGATION BAR
  - 3.2 BOOKS ON SCREEN [BOS]
  - 3.3 SITEMAP
- 4. OTHER INFORMATION**
  - 4.1 EDITORIAL
  - 4.2 TECHNICAL HELP
  - 4.3 CUSTOMER SERVICES
  - 4.4 TRAINING

## 1. CONTENTS OF THE SERVICE

Your service consists of the following:

- **Stone's Justices' Manual 2003.** The most comprehensive guide to practice and procedure in the magistrates' courts now online.
- **Cases.** Transcripts of unreported criminal cases in full, criminal case reports from the All England Law Reports updated weekly and including an archive dating back to 1936.
- **Directory of Magistrates' Courts.** Directory of UK Magistrates' Courts and Magistrates' Courts Committees with addresses, contact details and petty sessional divisions

## 2. OPENING THE SERVICE

To access Stone's Justices' Manual Direct, select 'butterworths services' from the Butterworths Lexis Direct home page (single click) and then left click 'Stone's Justices' Manual Direct' , pictured below.



On the following screen, enter your username and password into the 'log on' screen as appears below.

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

User name:

Password:

The following screen will be the Stone's Justices' Manual Direct opening screen, shown below.



### 3. UNIQUE FEATURES

#### 3.1 NAVIGATION BAR



The Stone's Justices' Manual Direct Navigation Bar is pictured above. To access any section, simply left click on the relevant heading.

To return to Stone's Justices' Manual Direct, simply left click 'Stone's Justices' Manual Direct', at the top-right of the bar once.

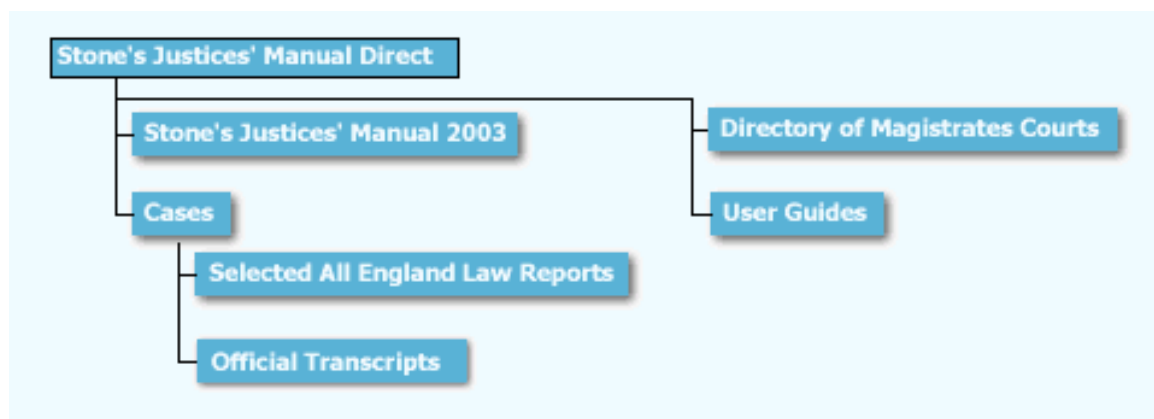
#### 3.2 BOOKS ON SCREEN [BOS]

For information on books on screen, searching and print management, please refer to the Direct Services User Manual which can be located on the Online Product Manuals page.

#### 3.3 SITEMAP

Users may also navigate Stone's Justices' Manual Direct by using the sitemap. The sitemap can be accessed by left clicking once the sitemap button on the navigation bar.

The Stone's Justices' Manual Direct sitemap is shown below. Areas can be accessed by left clicking on the required section.



## **4. OTHER INFORMATION**

### **4.1 EDITORIAL**

If you have a query about the content of Stones Justice Manual Direct, you can contact us by telephone or E-mail. Simply call the Butterworths Direct help line on 0845 608 1188 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 Stones Justice Manual Direct so please feel free to contact us.

### **4.2 TECHNICAL SUPPORT**

Support for our on-line services available:

09.00 – 17.00 Monday to Friday

08.00 – Midnight Saturday and Sunday by e-mail at:

[online.support@Butterworths.com](mailto:online.support@Butterworths.com)

[Tel: \(44\) 01483 257952](tel:(44)01483257952) [Fax: \(44\) 01483 257 917](tel:(44)01483257917)

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

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 a standalone PC?

If you are on a network what type is it? (ie. 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?

### **4.3 CUSTOMER SUPPORT**

Butterworths Direct Helpline is available from Monday to Friday 09.00 – 17.00

**Tel: 0845 608 1188**

For calls from outside the UK: (44) 207 400 2822

### **4.4 TRAINING**

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

**Tel: (44) 0207 400 4639**

**E-mail: [training@butterworths.com](mailto:training@butterworths.com)**