Your World of Legal Intelligence

Quick start guide

Your guide on how to search, filter and navigate results, view and download documents, and much more.

vLexJustis

Super **quick start**

Four ways to **search**

1. For broad searches, or to access known documents, use the **search bar**
2. For narrow searches, use **Browse**
3. For complex searches, use **Advanced search**
4. Use **Vincent** to find information related to a specific document*

Filter **results**, save and download **documents**

Filter results using the left-hand menu to help you find what you need faster.

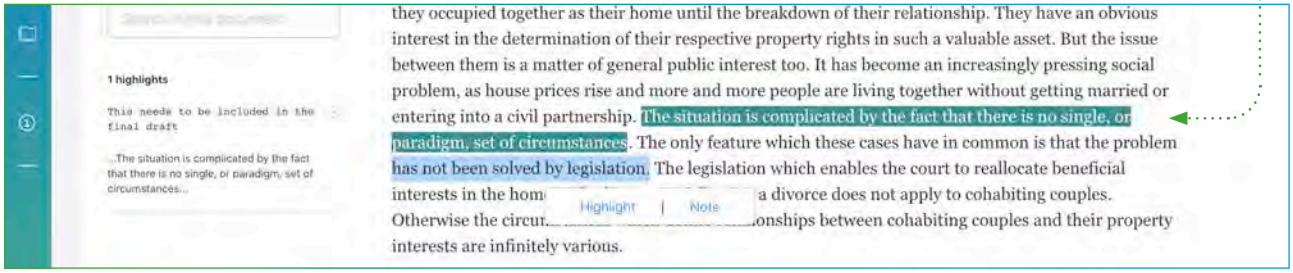
View your results in the centre, and click on the title to open a document.

Use the checkboxes to select results. Then select the **save** or **download** icon from the results tools.

Review, **annotate** and **organise**

Access your notes, save documents and organise your legal research in folders.

Add notes directly to any part of a document by highlighting the text.



*If Vincent is not included in your subscription, please contact your account manager for more information.

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Sign in and **setup**

Visit **www.vlex.com** and click on the login button, located in the top-right of the screen. Alternatively, you can go direct to **justis.vlex.com** Then enter your **email address** and **password** on the login page, or select an alternative login method such as Facebook, Google, Twitter or LinkedIn. If you're part of a large organisation you may have a unique login link, which will be available from your law librarian.

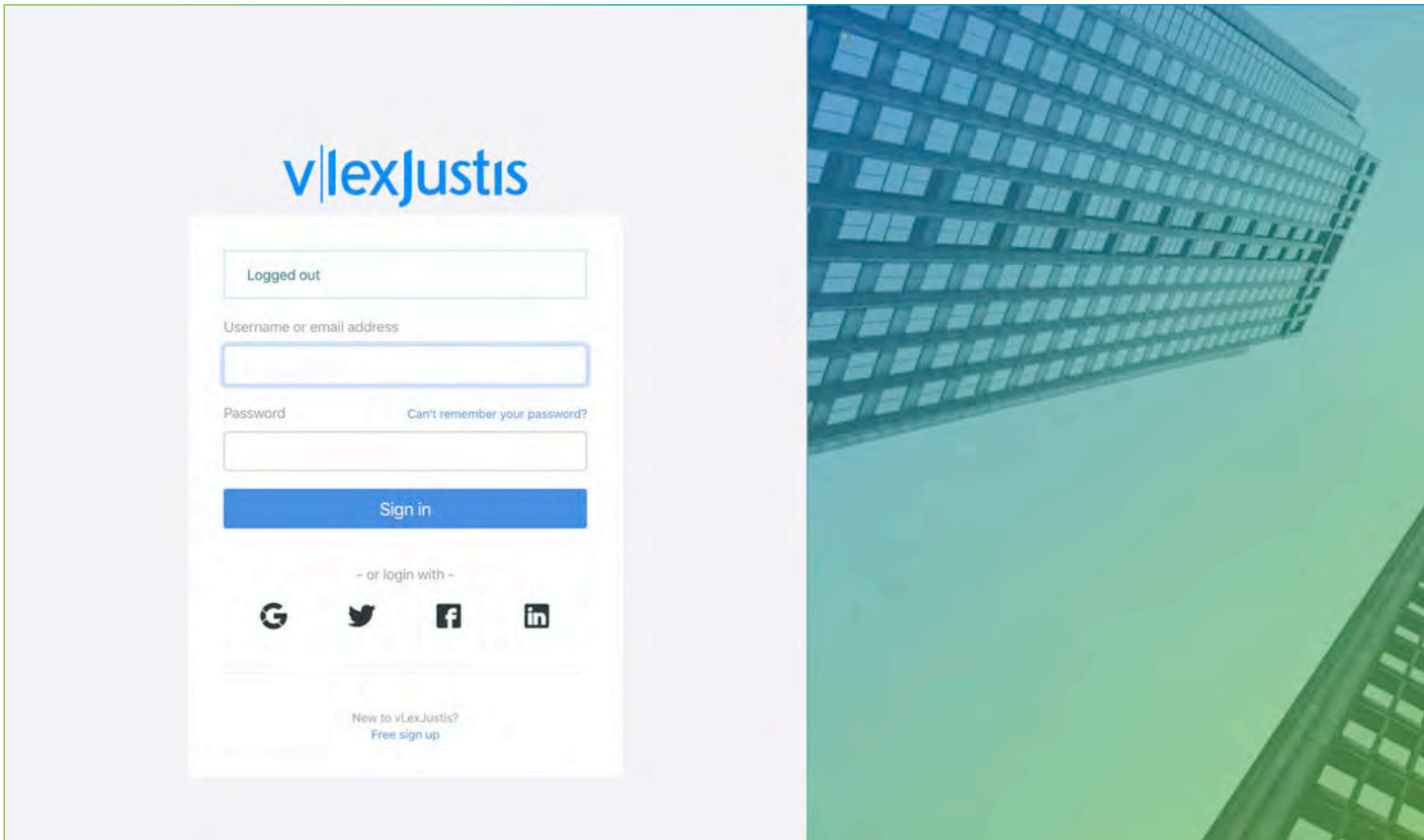
vLex Justis supports more sign-in options including:

- IP access
- HTTP ProxyAccess via SSO
- Personal account (Single Sign-On)
- Anonymous SSO (without a personal account)
- vLex SSO Protocol
- Shibboleth
- SAML
- LTI
- Social media accounts

For more information on each, please contact your account manager.

Unable to sign in?

If you have forgotten your password, click on the 'Forgot your password?' link and follow the steps to retrieve it. If you are still unable to sign in, please contact your account manager, or if you work for a large organisation, such as a law school, please speak to your law librarian. If you are still unable to access your account, please contact our helpdesk on **helpdesklondon@vlex.com.**



Check your **settings**

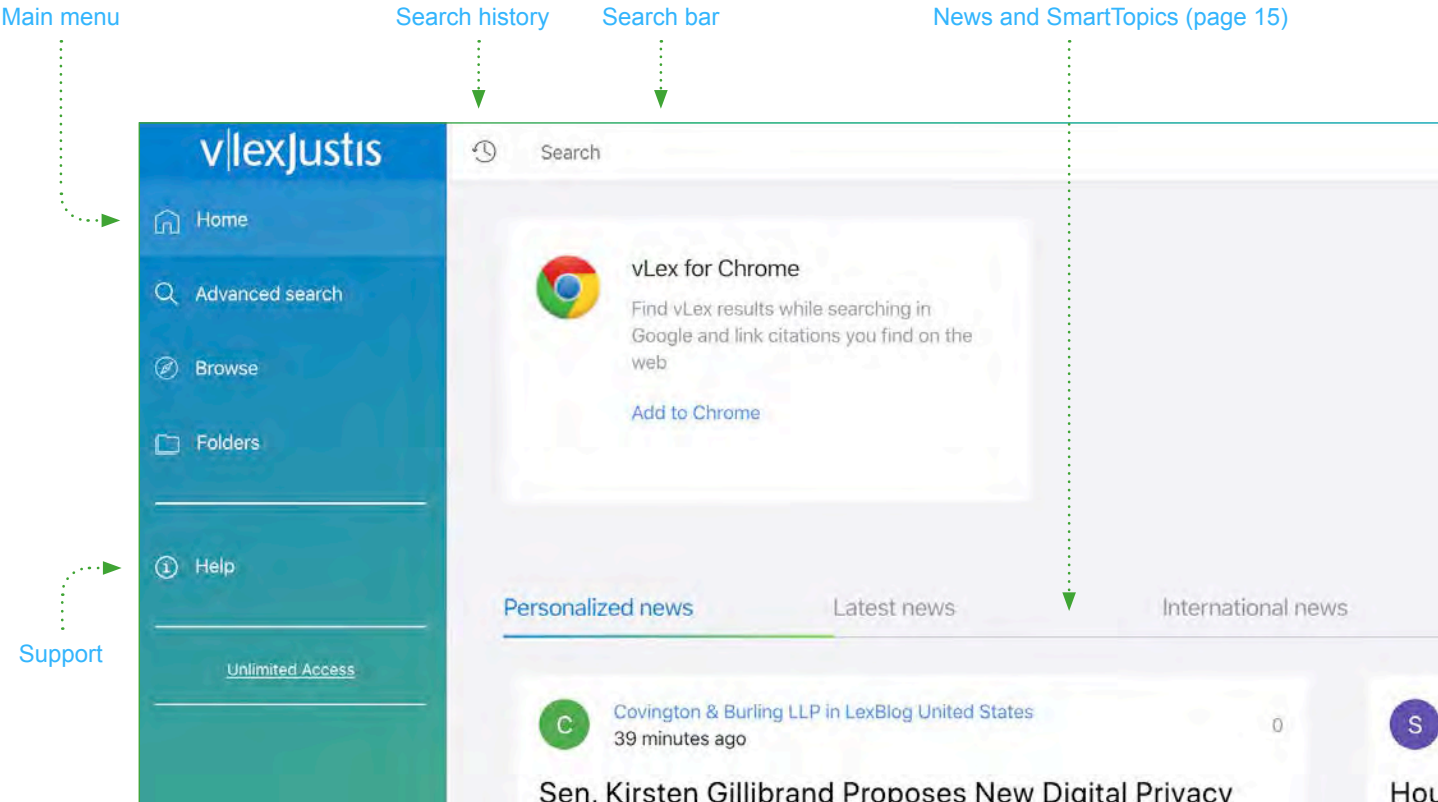
When you first use vLex Justis, complete your profile and check your **language settings**. Within the language settings you can configure your default language and automatic translation preferences which can be helpful when conducting international or comparative research.

Select your **jurisdictions**

Using the **jurisdiction settings** located at the top of the home page, select the region(s) you wish to include in your search. There are more than 100 jurisdictions and regions to select from. When using the search bar the jurisdictions selected will be automatically taken into account for your search results. You can change your jurisdiction settings at any time, and your results will automatically update.

vLex Credits: This enables you to purchase documents outside of your subscription. Currently, vLex Credits can only be used on select Civil law content.

Get to know your **homepage**



Start **searching**

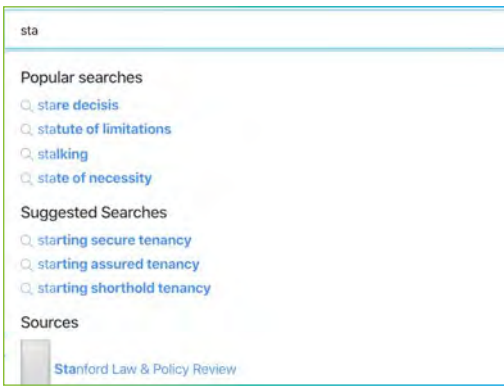
There are four main ways to search on vLex Justis:

1. **Search bar** *Ideal for broad searches or quick access to known documents.*
2. **Browse** *Suitable for narrowing a broad search down to specific regions, courts or categories of law.*
3. **Advanced** *Created for more focused, detailed and complex searches.*
4. **Vincent** *Designed to find information related to a specific document.*

Did you know: Similar to a search engine, on vLex Justis you'll see results from over 100 other free and commercial databases alongside our vast collection, to help you find the content you need. See page 13 for more information.

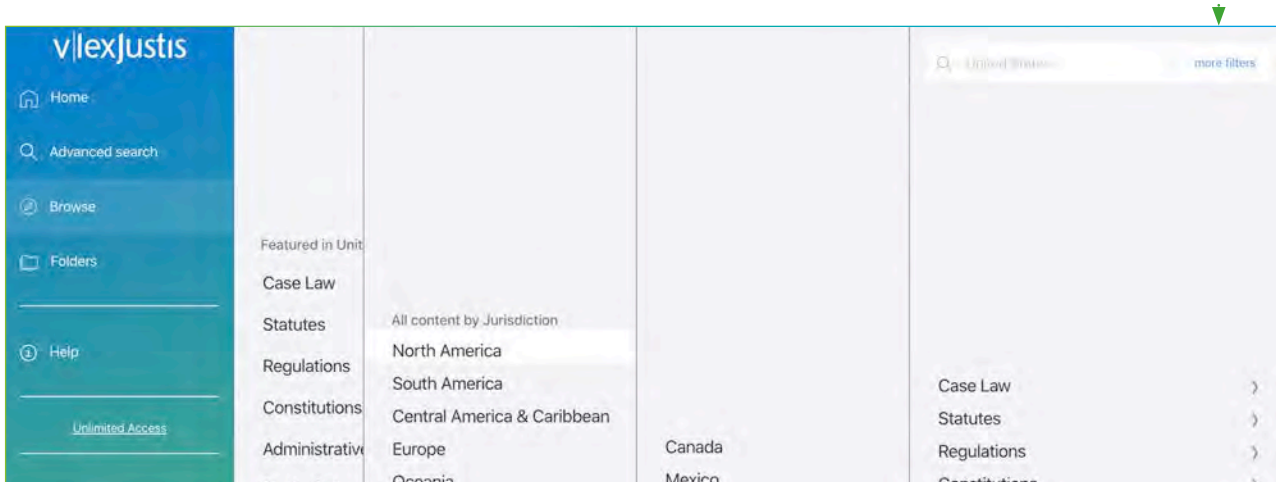
The **search bar**

The search bar is useful for broad searches or quick access to known documents. Enter any terms, keywords, citations or categories of law, including practice areas, and the autocomplete feature will show you suggestions of the most relevant results. You can also use the **Boolean search** operators such as AND, OR and NOT in your search query. See page 7 for more information.



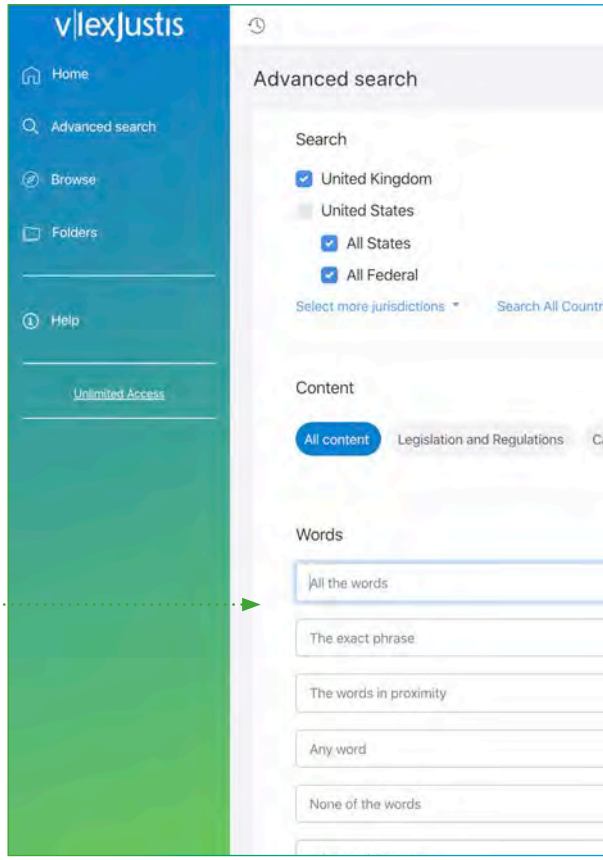
Browse search

This step-by-step filter is perfect for narrowing a broad search to specific jurisdictions, courts, document types, categories of law or practice areas. It can also be used to create a foundation for a more complex search. Simply click on more filters to open the advanced search and add more information.



Advanced search

Advanced search is ideal for specific or complex searches. You can add search terms into each field to ensure you are searching within specific parameters. Once you have added all of the relevant terms, you can either click on the search button to perform a search or save it as an email alert. You will then be automatically notified of new cases matching your query.



Where can I use **search operators?**

You can use search operators in the main search bar and advanced search. The advanced search form contains fields which enable you to search more specifically, for example for words in proximity to one another or to filter out results which include certain words. The *advanced operators* field can be used for more complex searches with multiple operators.

Which search operators can I use?

When searching in the search bar or in advanced search, you can use a range of search operators, including Boolean operators. By default, vLex Justis applies the **AND** operator to searches, so they will return documents containing all of the terms you have entered.

"*insurance fraud***"**	To search for an exact phrase and not just the words separately, add quotation marks around the words.
mortgages **OR** *securities*	An OR search will return documents containing either of the terms you have entered.
negligence **NOT** *clinical*	A NOT search will only return documents which do not contain the word you have entered after the operator. For example, *negligence NOT clinical* will return any entries containing the word *negligence*, unless they also contain the word *clinical*.
*child****	Inserting an asterisk after a word will return documents containing any word beginning with that root. For example, *child** will return results containing *child*, *children* and *childhood*.
*compl***??***ent*	Inserting question marks into a search term will return documents containing substitutes for one or more letters in a search term. For example, *compl??ent* will return results containing *complacent*, *complement* and *compliment*.
[*owner liability***]/5**	Search for documents that contain words within a certain proximity of each other. For example, *[owner liability]/5* will return any documents which contain the word *owner* within five words (either side) of the word *liability*.

Vincent A.I.

Vincent is a virtual legal assistant that uses artificial intelligence and machine learning to discover legal citations, cited authorities and relevant legal concepts in any document. Vincent functions in English and Spanish, and works on data from nine different jurisdictions.

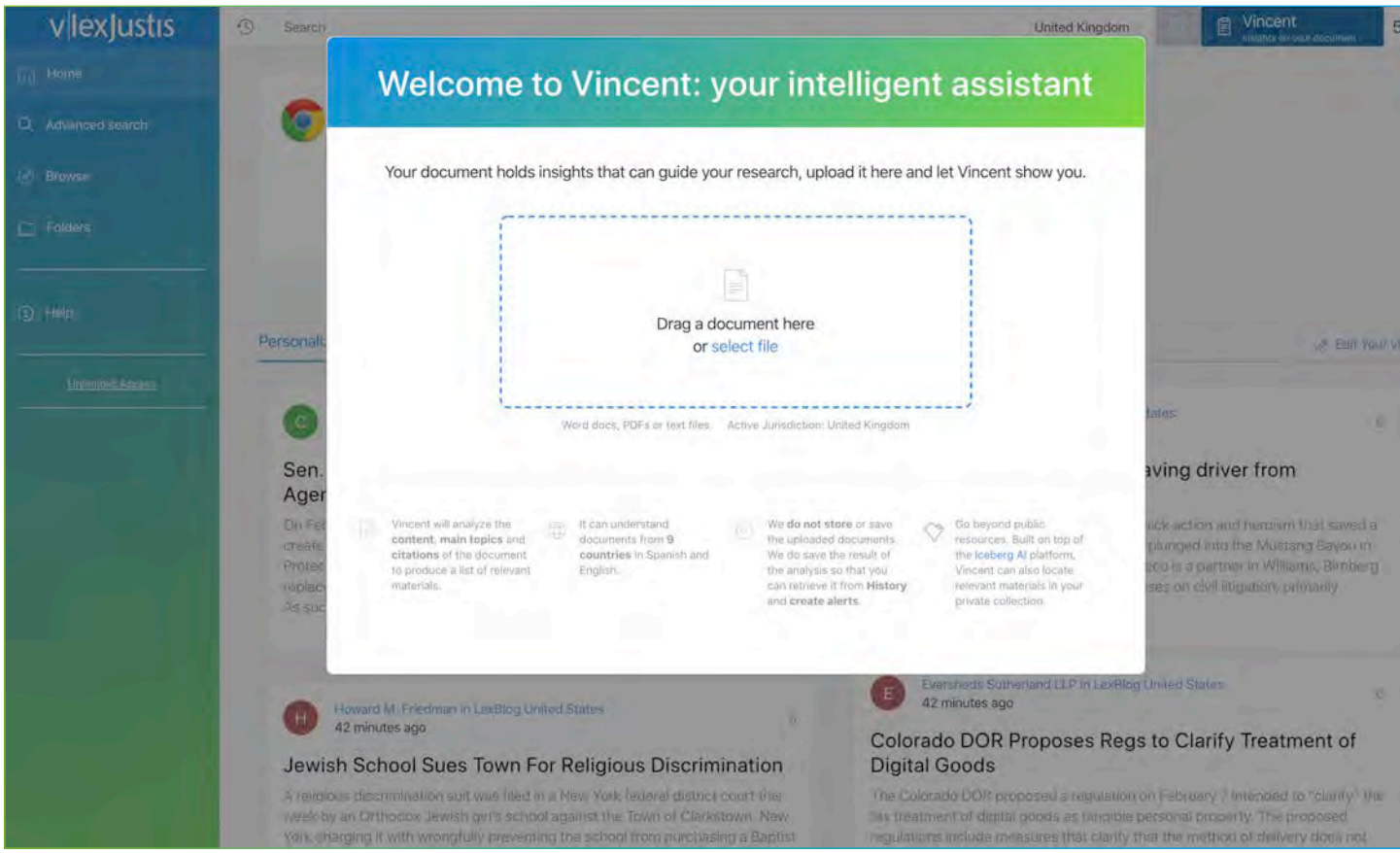
There are two ways to use Vincent:

1. When viewing an existing document, such as a judgment, select the Related Vincent tab. This will process the document you are viewing to retrieve its relevant results.

2. You can select the Vincent button at the top of the screen and then drag and drop your own document into the window.

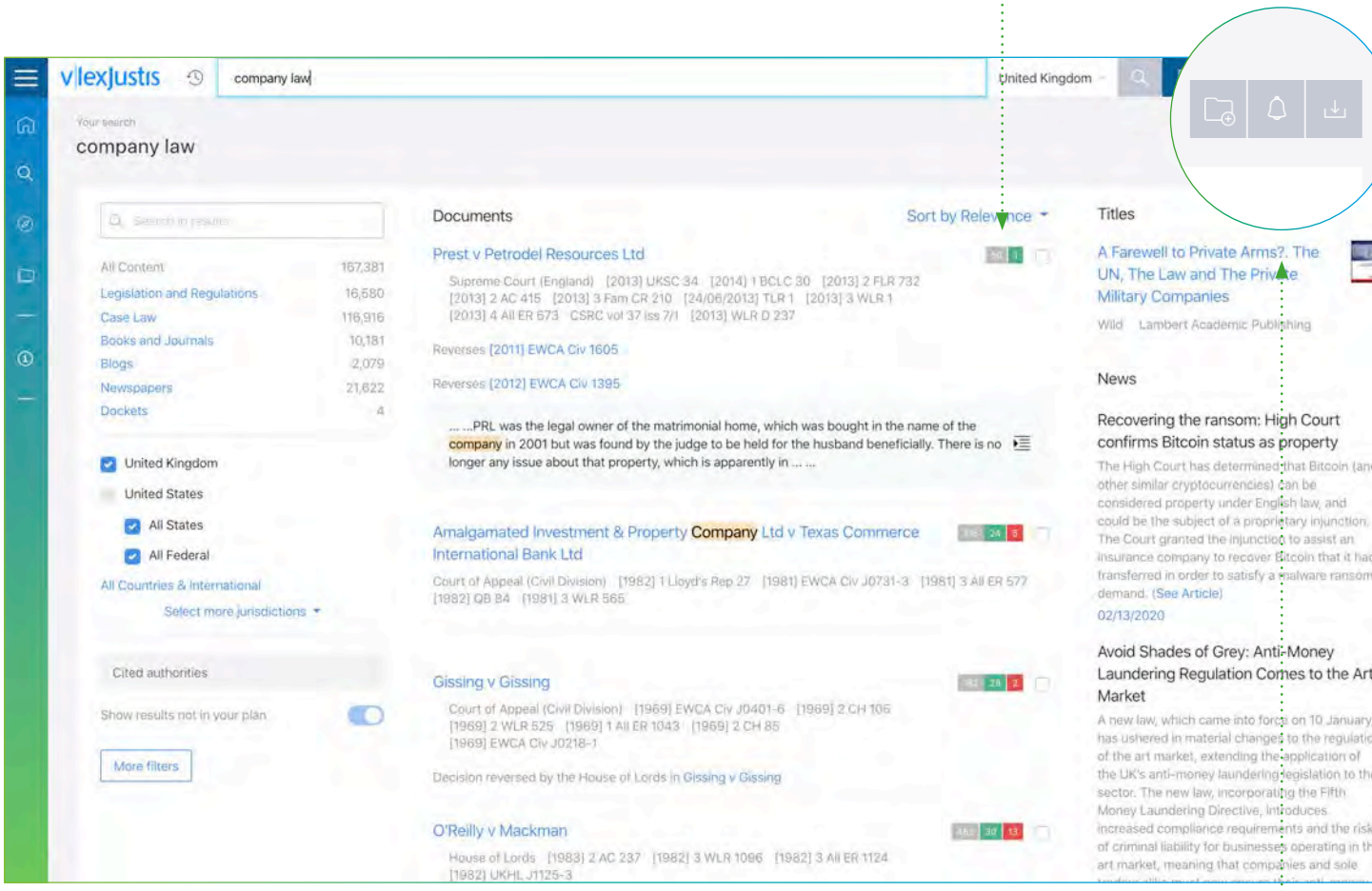
Vincent results will be displayed in the same format as the results from a traditional search, as shown on page 9.

Select the **Vincent** button to open



View your **results**

The central column of the page contains your search results. Depending on the document type, additional information may appear such as treatment types. To the right of your results, news articles related to your search query will be displayed.



Filter your results

Using the filters on the left, you can further narrow down your search results. The filter options will change depending on the jurisdiction(s) and document type(s).

Results **tools**

Select the checkboxes next to the individual results to download them or add them to a folder. If you often conduct the same search, you can create an email alert from the criteria of the search results on your screen. Simply select the alert icon in the results tools. You can then manage your alerts from the settings menu.

View your **document**

Document tabs

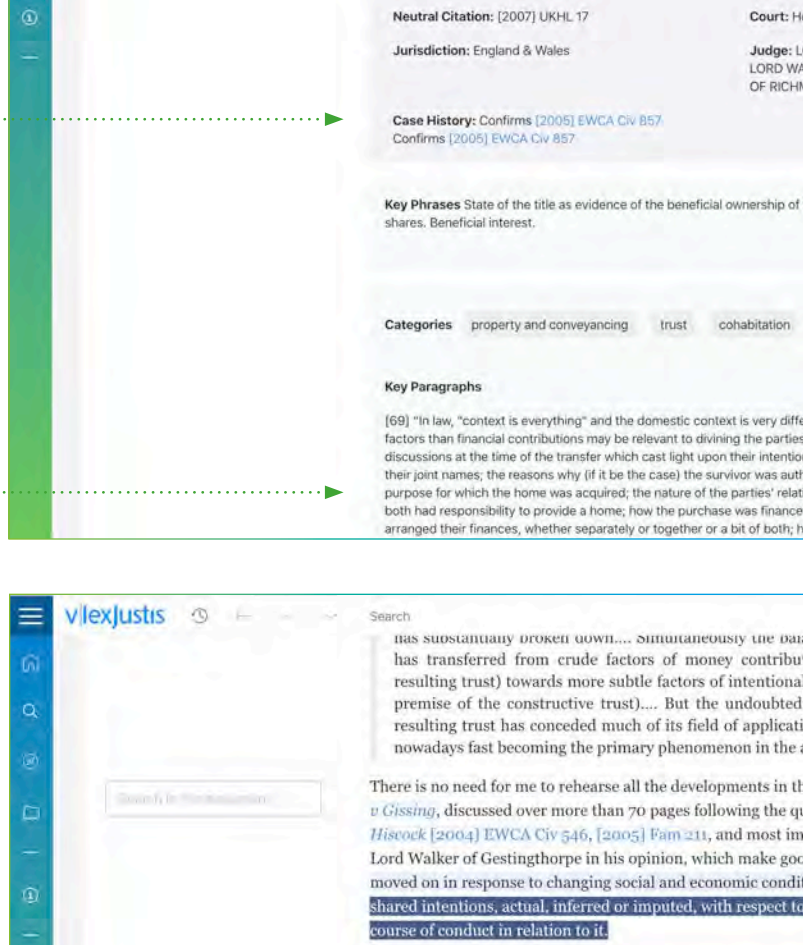
The tabs along the top of the document will change for different document types, or where different levels of information exist for a document. You will see familiar information such as amendments or cited authorities. You may also see other features listed, including the Precedent Map (page 12), Citations and Sources (page 13) and Related Vincent results (page 11).

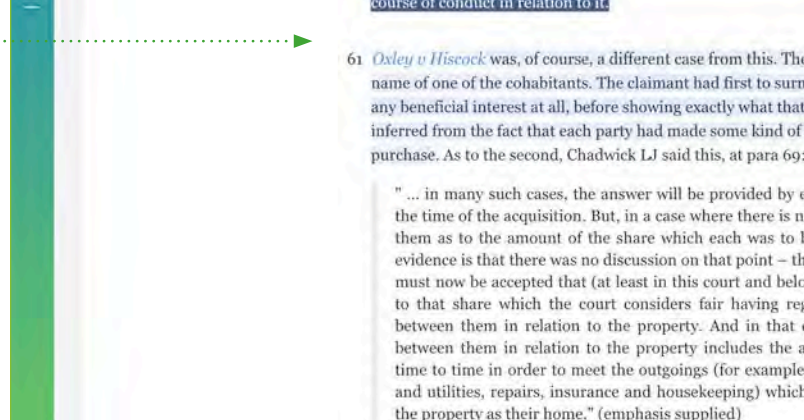
Your **document**

The document you have opened will appear in the centre of the screen. There is an option to search within the document using the text box to the left, and where relevant, similar cases or documents will appear on the right.

Key **passages**

You may see in common law cases the key passages feature. This feature highlights the most frequently cited passages of a judgment so you can quickly see the parts which have been subsequently referenced. Similar to a heat map, the darker sections of text are those which have been cited more frequently. You can also navigate the key passages using the scroll bar on the far right of the screen, to locate other key passages.





Navigate between results

Document **tabs** and **tools**

Judgment versions

Some documents are available in different versions, such as a judgment and the law report(s), which you can find under this tab. Additionally, you may see a link to the original PDF. In some countries, you will be able to see earlier versions of a document and compare changes that have been made; allowing you to quickly and easily compare versions.

vCite Citations

Available only for certain jurisdictions, vCite citations lets you know whether the legislation cited and applied in a document is still current. vLex Justis can not only tell you if it has been amended, but also if there are plans to amend it that have already been passed, but are not yet in force.

Key passages

See page 10

Precedent Map

See page 12

Citations and Sources

See page 13

Cited in (Cited by)

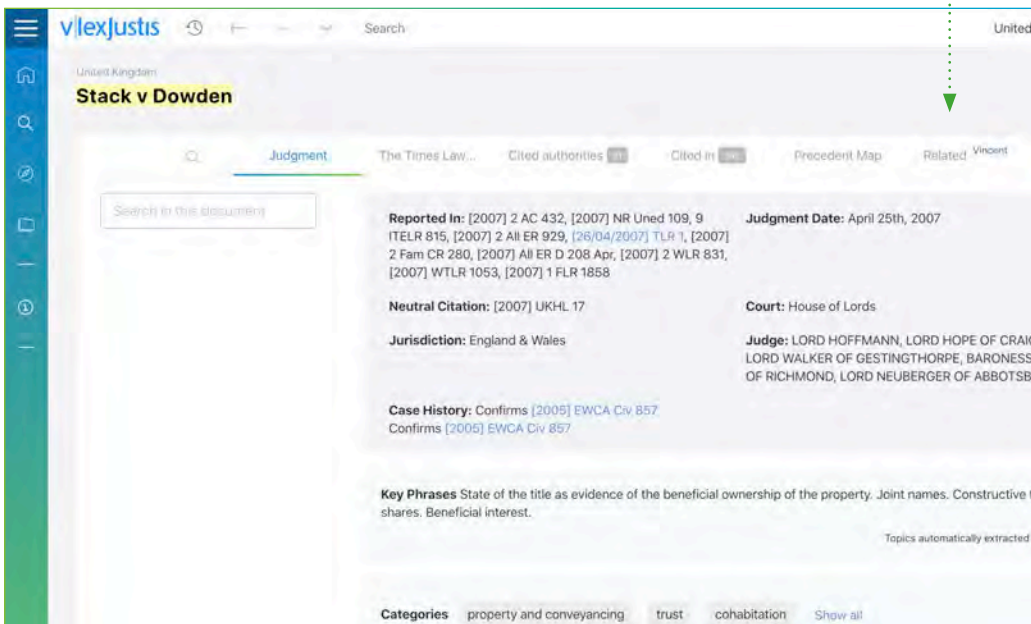
View a list of other cases or documents that cite the case you are looking at. Depending on the jurisdiction and the document type you will see a snippet of the text, treatment type, court name and citation reference(s).

Cited authorities

See which authorities have been cited in a judgment or document. This will also show you how many times these other cases and documents have been cited to help you evaluate the possible importance of a related case or document.

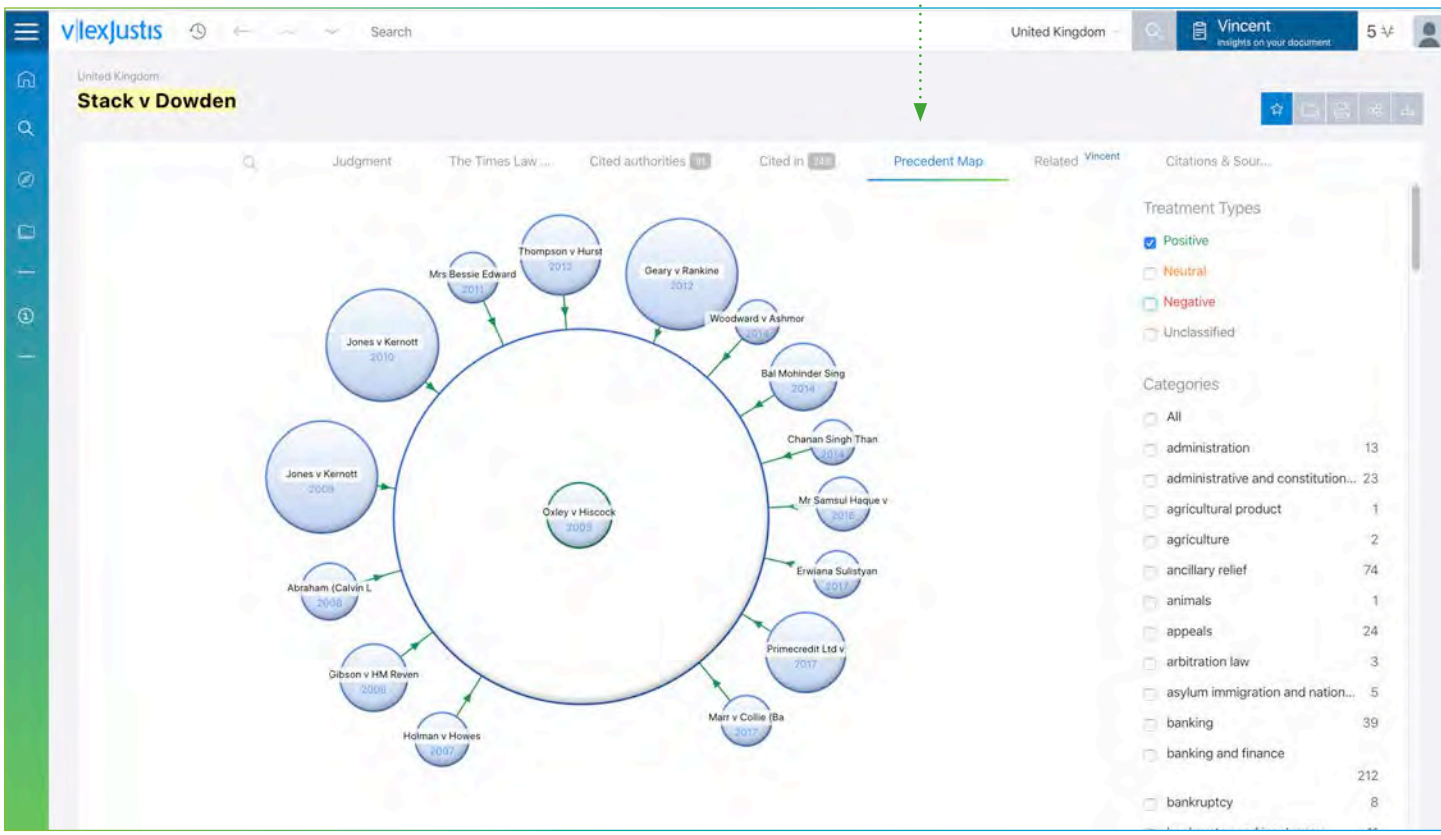
Related (Vincent)

Related Vincent applies Vincent's analysis to the document that you are viewing. This tab will show you a list of related results drawn from information found in the document (see page 8 for more information about Vincent).



Precedent Map

Quickly identify related authorities and see if your case is still considered good law using the Precedent Map. Access this feature from the tab at the top of your document.



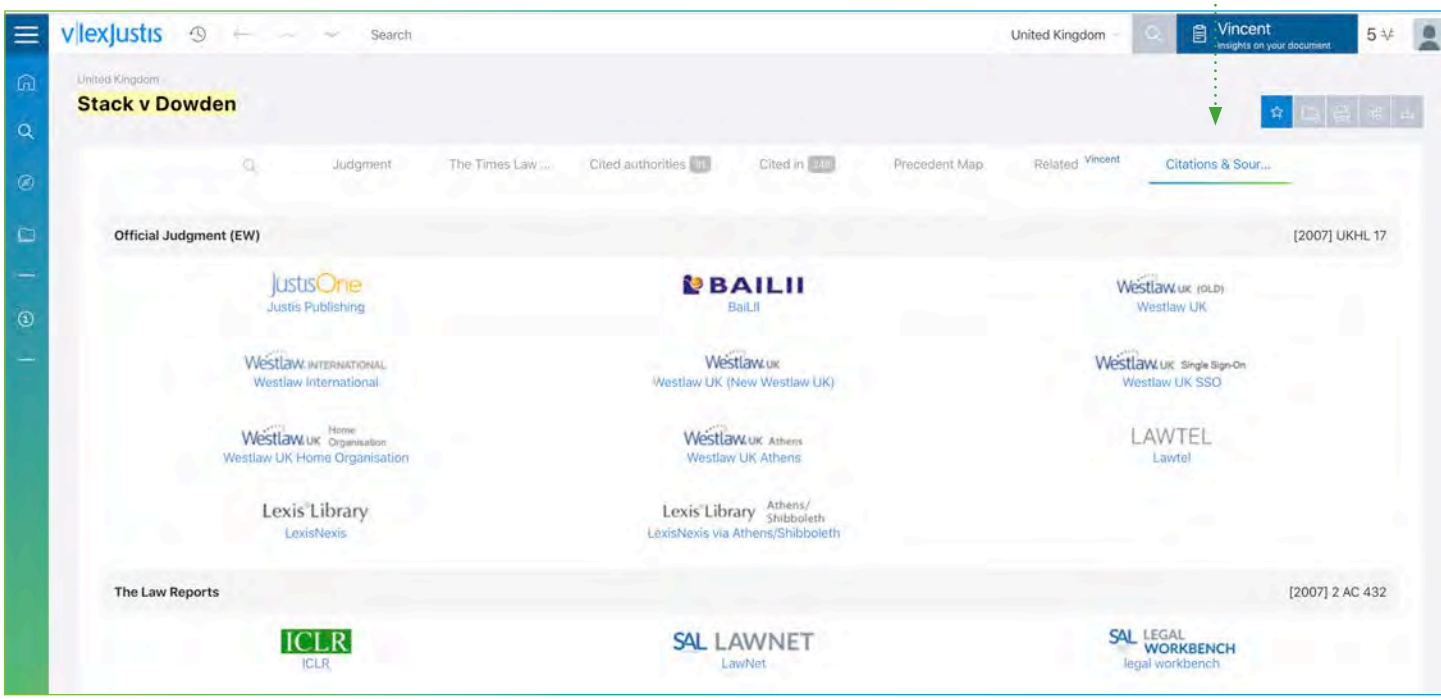
How does it work?

The large white circle is the case you are looking at. In the example above this is the case of *Stack v Dowden*. The cases that *Stack v Dowden* cite appear inside this circle, while the cases that have subsequently cited Stack v Dowden are positioned on the outside, ordered clockwise from oldest to newest. On the right, you can also filter based on treatment types and categories of law.

Using the treatment types filter you can select to see if *Stack v Dowden* has received any recent negative treatments. You can then narrow the search further to see if these treatments are from relevant cases on similar areas of law.

Citations and Sources

Many case law databases only allow you to search for their own content. Similar to a search engine, vLex Justis enables you to search and locate indexed content from over 100 free and commercial databases. This powerful feature can help you to reduce the risk of missing important information, save time searching multiple databases and ensure you can offer your client a more comprehensive research service.



Indexed search vs federated search

Indexed search is similar to searching a library catalogue. Alongside the full-text content available on vLex Justis, indexed content is listed within your search results, with links to view documents on external services. We index material from over 100 other databases to reduce your risk of missing important documents related to your search query. This feature enables you to conduct thorough legal research without searching multiple databases.

A federated search system acts more like a search engine and is connected to your internal and external data sources. You can then search and access this content from a single search interface. However, a federated search is limited to the data sources you have connected.

On vLex Justis we index a number of free sites, such as BAILII or CanLII, which you can link through to directly. However, to link from vLex Justis to some external services you will need an account with or subscription to those services. These are not included with your vLex Justis subscription. Please contact your account manager for more information.

Legislation

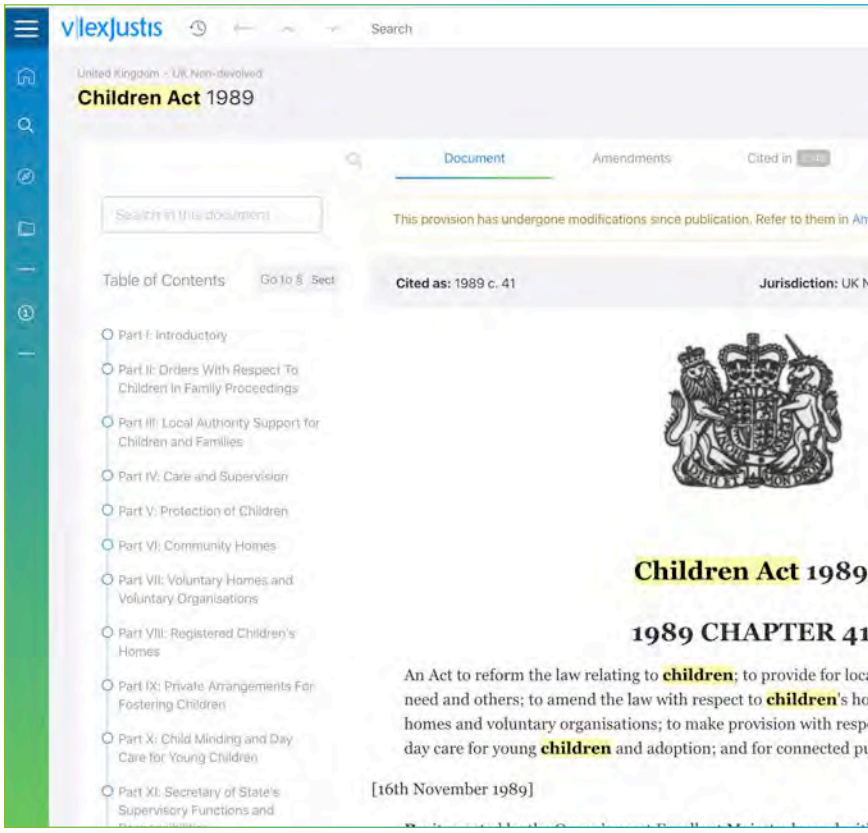
Similar to viewing case law, the main document is located in the centre of the screen. Along the top, you have various tabs containing information about the piece of legislation, and on the left a list of its sections.

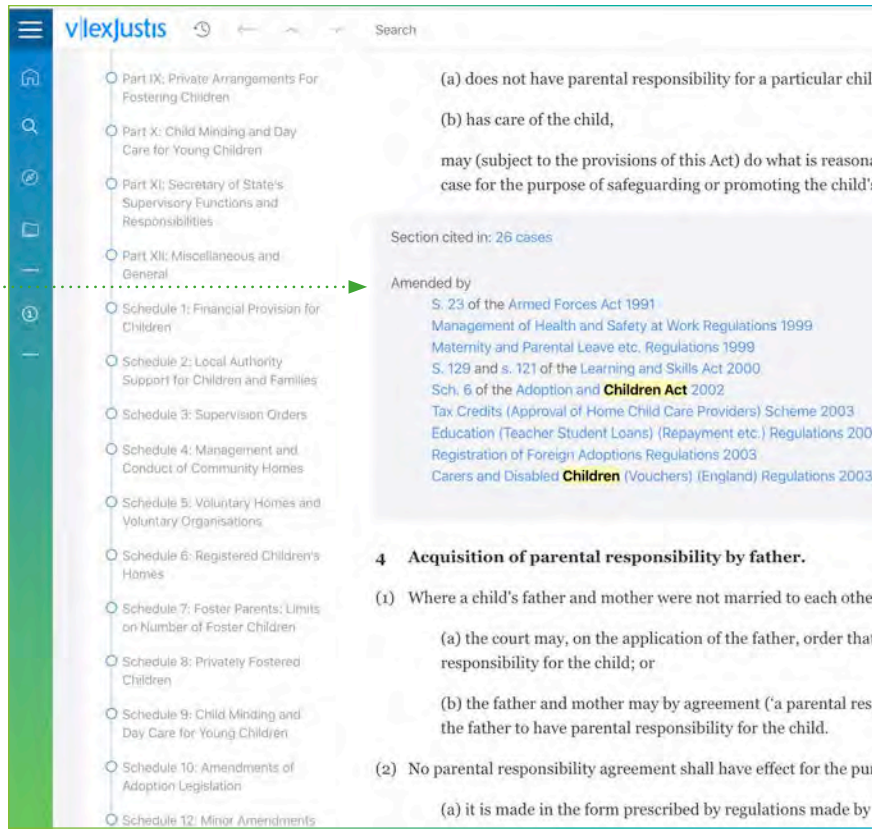
Amendments in context

When looking through the document, you will find annotations at the points where amendments apply.

Amendments tab

Under the Amendments tab, amendments are listed in reverse-chronological order alongside links to the relevant section(s) of the amending legislation.





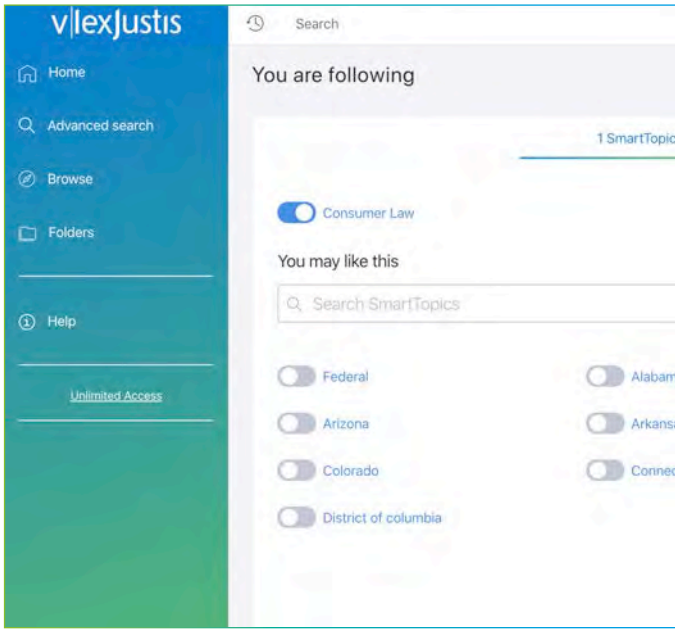
News and SmartTopics

Your newsfeed is populated with up-to-date articles, news, updates from law firms, and other international legal information from sources including JDSupra and LexBlog. The main newsfeed will include legislative and case law highlights based on your personalised SmartTopics and categories of law.

When you conduct a search on vLex Justis, results from over 700,000 news articles, blogs and other important updates that appear in your newsfeed, will be included in your search results.

Choose your **topics**

The first time you visit vLex Justis, you can choose the topics that are of most interest to you via SmartTopics (see below). These SmartTopics will configure the content that you see on your news stream. If you want to edit or review which topics you are following, you can do so at any time by selecting “Edit Your vLex.”

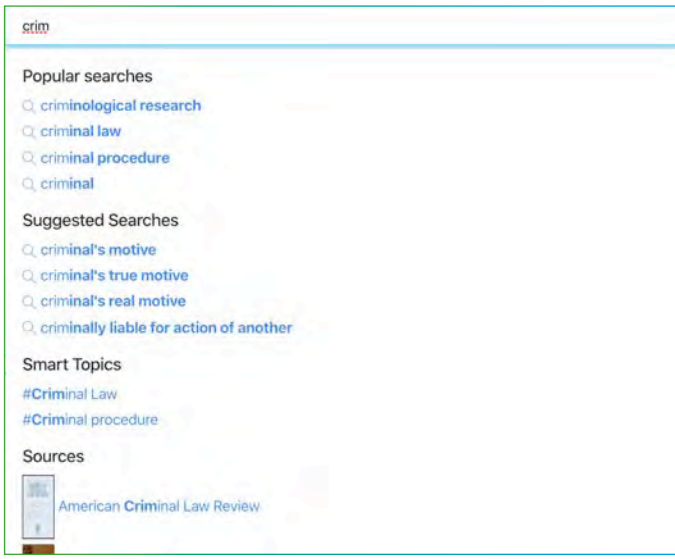


What are SmartTopics?

SmartTopics, similar to categories of law, are important legal concepts of each country curated through editorial review. This information is also enhanced by how users interact with each article, which helps us understand how they are relevant to different areas of law. SmartTopics are currently available in Spain, United States, Mexico, Colombia, Chile and Argentina and are soon to be available in all other countries.

How to access SmartTopics?

You can access the SmartTopics through the autocomplete system on the search bar, which will suggest SmartTopics along with your search results. Additionally, you can access these through the newsfeed where you will find posts already tagged with SmartTopics. By clicking on each label, you will be able to access the corresponding SmartTopic and follow it.



Folders and notes

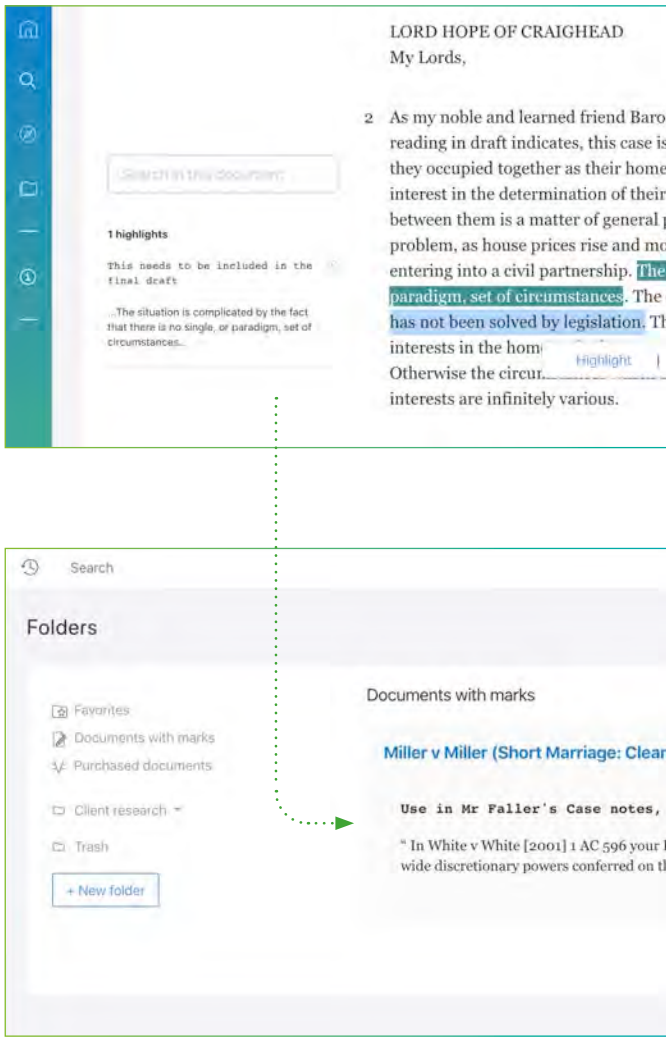
To help organise your legal research or to keep a client's research together, you can save your documents to folders. This built-in document management system enables each set of search results and every document to be saved in a folder alongside your document classifications, organising them according to your requirements.

Highlight and **add notes**

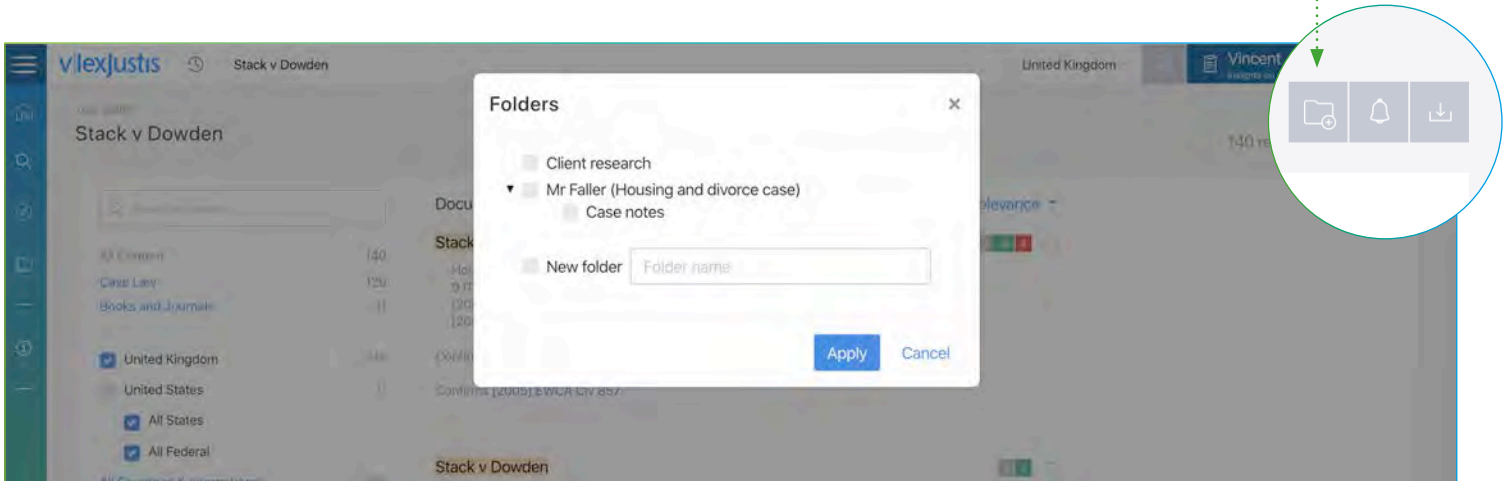
When you are reading a document, you can highlight sections and add notes directly onto the document, which are then listed on the left side of your screen. Your notes will be automatically saved in the folders area, under **Documents with marks.**

Find in your **folders**

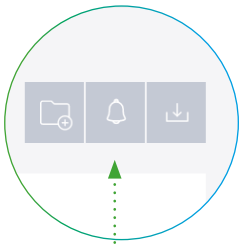
Using the document or result tools (the grey icons in the upper right of the screen) you can add items to your folders. For example, from a list of results, you can use the checkboxes next to the individual results to select the items which you would like to save to a folder. Then simply select the folder icon from the document tools.



Select the folder icon to add your items to a folder



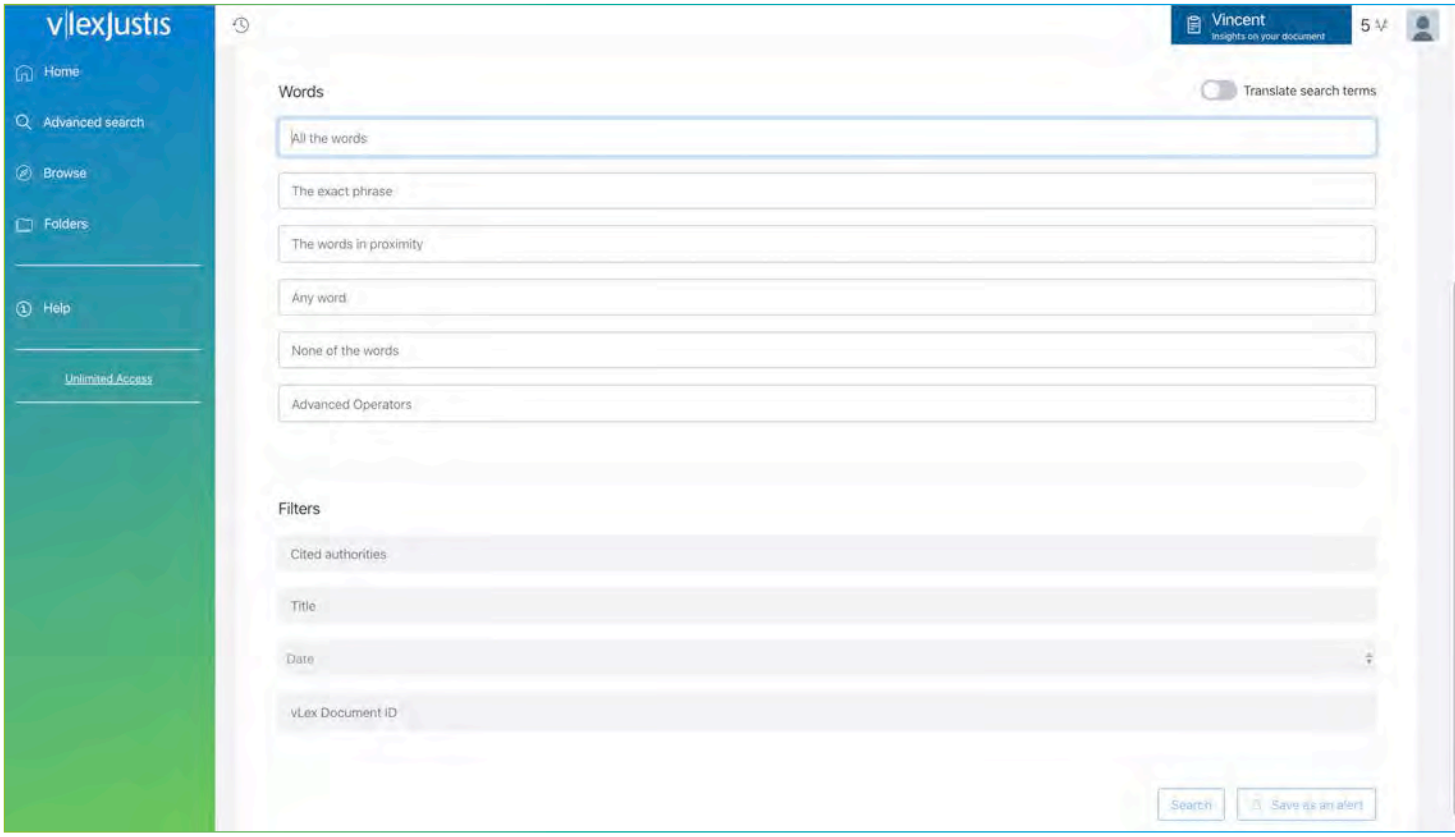
Email **alerts**



Email alerts are a great way to stay up to date with new content, especially if you search the same or similar topics often. There are two main ways to create an email alert. You can create an email alert from the advanced search page. Simply input your criteria and select the ‘Save as alert’ button at the bottom of the form.

The second way is from the results page. Using the results tools (see page 9), you can select the alert icon which will set up an email alert with the conditions used to create the current results. To manage or remove email alerts visit your settings, accessible from the top right corner icon (see page 5).

Please note that if you are using the service via IP access, some features may not be available to you, including email alerts. If you wish to use these features, you will need to create a personal user account with a valid email address.



Search **history**

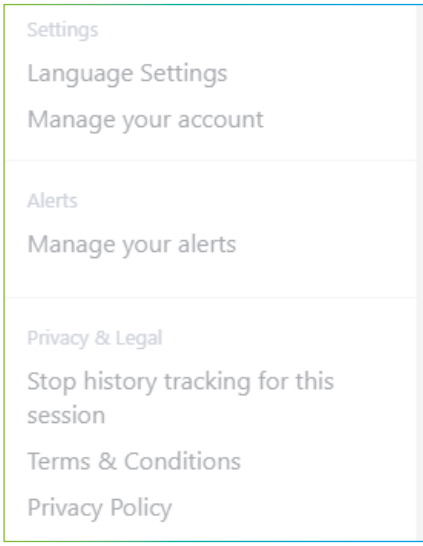
The History icon will open a pop-up window which displays your most recent search and document history. Select *View all history* to open your full history on vLex Justis.

Selecting the triangle icon to the left of logged searches will display a list of any documents accessed as a result of that search. From your search and document history, you can open any previously accessed document or re-run any search.

You can filter your history by date range to quickly locate documents you have accessed in the past.

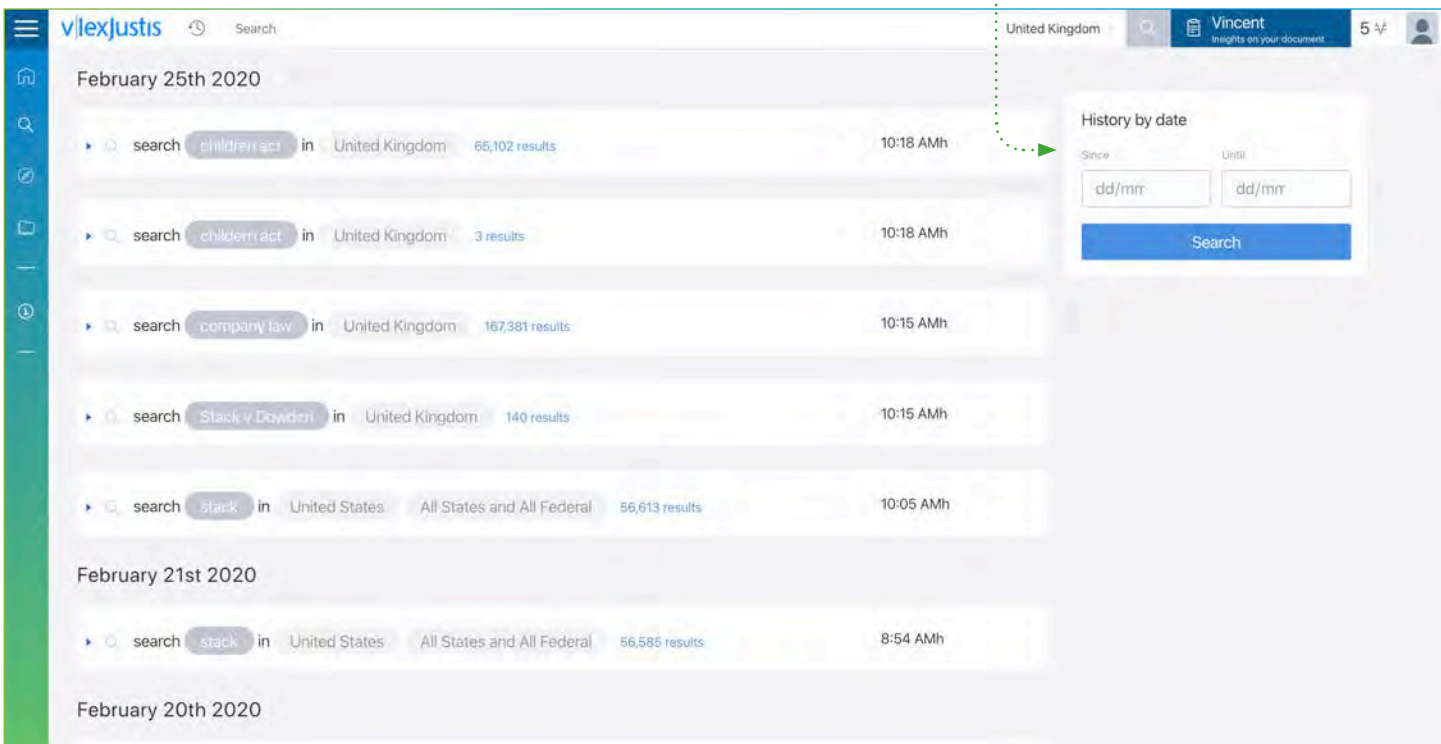
If you don't want to track your history for a particular session, select 'Stop history tracking for this session' in the settings menu. This option will automatically change to 'Resume history tracking' once the setting is selected.

Please note that if you are using the service via IP access, some features may not be available to you, including search and document history. If you wish to use these features you will need to create a personal user account with a valid email address.



History icon

Search your history by date range



vLex on **mobile**

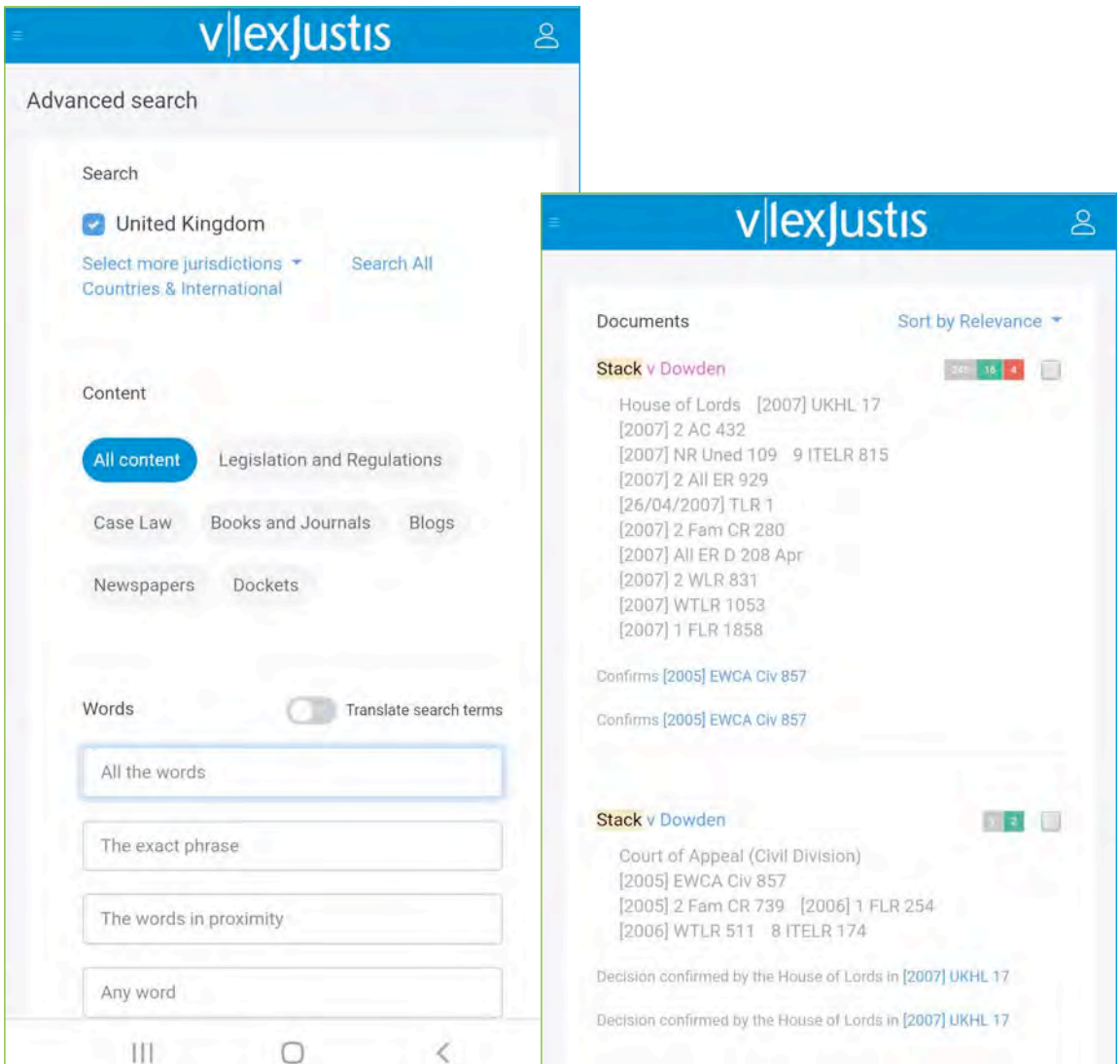
The best way to experience vLex Justis is by using a web browser on a desktop or laptop. While many of the features and functions of the service can be accessed on a mobile device, other unique features such as the Precedent Map are not suitable to display on a smaller screen.

vLex app (select countries)

To use vLex on a mobile phone, you can download the vLex Mobile app, a native application for iOS and Android, which is only available in selected countries.

Mobile web browser

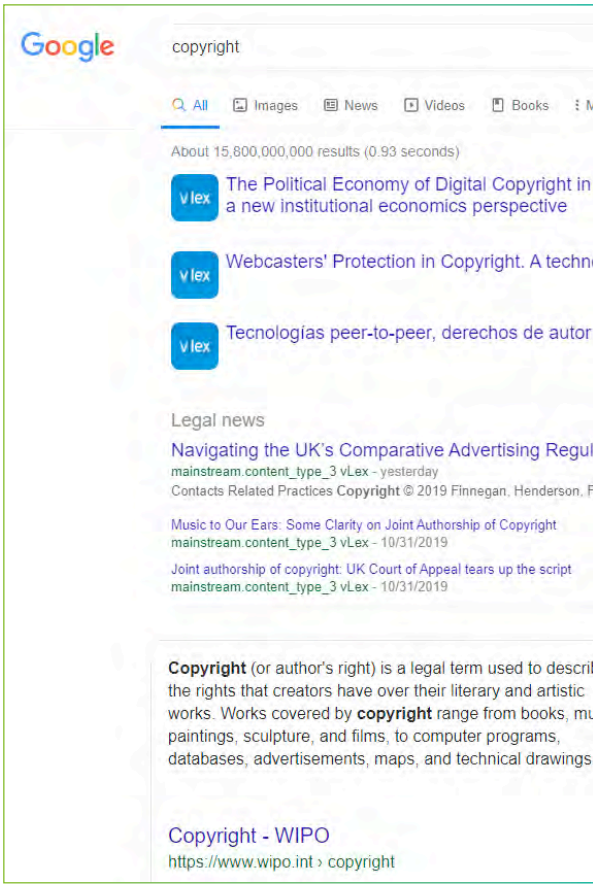
When using vLex Justis via a mobile browser, you can access the advanced search and news features. Some other features have been disabled to ensure that you have the best experience on mobile devices.



Web **extension**

vLex Chrome extension

The vLex Chrome extension saves you time and improves the quality of your daily work by incorporating relevant vLex results into your Google searches when you use the Chrome browser. Automatically enrich the pages you visit with links and references to the most relevant documents on the vLex Justis platform by installing the extension.



To install the extension go to the Chrome Store and click on the button at the top of the page (“Add to Chrome”) to start the installation. When the installation process has finished, you will see an icon appear next to your navigation bar.

Chrome Extension **FAQs**:

Can I disable the extension for specific websites? Yes, the use of the vLex extension is optional. You can manage which websites you want the extension to work on, and which it should be disabled for. For your safety, we have disabled the extension on banking websites, email browsers, social networks and other sites that may hold personal information.

How does the extension work when I am searching? A Google search with the extension enabled will display vLex Justis topics featured at the top of the results. Just click to get access to the desired document.

How does the extension work when I am browsing a page which includes legal citations? The extension automatically detects an article citation or a law citation while you are browsing the internet. Its relevance will be shown with colour indicators. Additional information, as well as direct access to the text in vLex Justis will be shown in a modal window; and where applicable, the link (if it exists on the page without using the extension).

Do you have everything **you need**?

Helpdesk and online support

You can visit our online help and resources direct from vLex Justis, where you will find helpful guides, FAQs and contact information for our offices around the world.

User **training**

We offer training to all of our customers online, and where possible in person. Training is conducted by our legally trained experts. For more information on training, please contact our London office:

hello@vlex.com

Find more **online resources**

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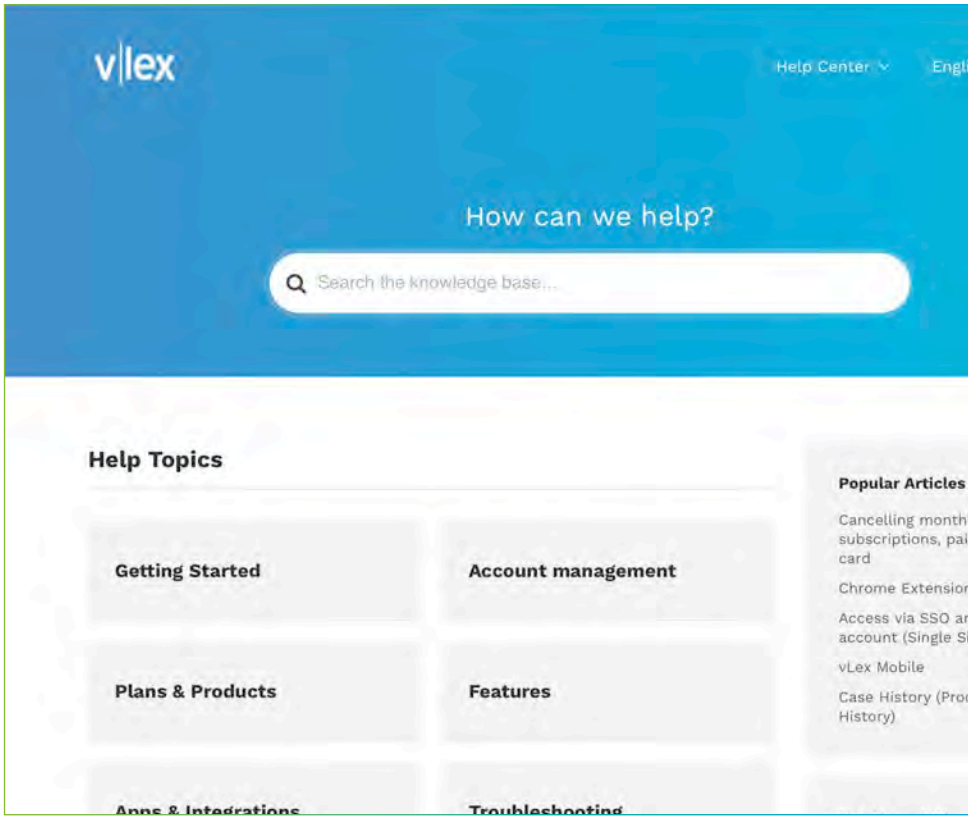

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