

# User guide

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# How do I log in to i-law.com?

You can browse the resources on i-law.com, and access many of the site's features (for example, conduct searches) without logging in. However, if you wish to access the full text of any resource, you will need to log in.

i-law.com will prompt you to log in when you attempt to access specific documents. Additionally, you are not able to access your folders, alerts or other personal information until you have logged in.

Click the "Login" button and enter your log in details where shown **1**. Depending on the type of access you have, you may find your username and password entered for you. If not, enter them now along with your email address.

If you are a corporate user, when you login to your i-law.com account you simply have to enter your email address **2**.

**If you are having trouble logging in, please contact your account manager or contact client services:**

clientservices@i-law.com  
EMEA: +44 20 3377 3996  
APAC: Singapore +65 65082430

**1**

**2**

**Login to i-law.com**

Username

Password

Email Address

Remember me on this computer

**Login**

**Login to i-law.com**

Enter your email address to log in as a user on your corporate account.

Email Address

Remember me on this computer

**Login**

Log in with a different account

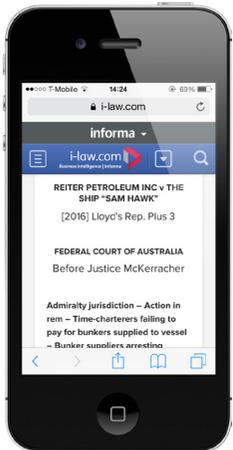
# Accessing your information

Subscriptions, alerts, recent searches, research trails and folders can all be accessed via the top toolbar once you have logged in **1**.

## Accessing the Practice Areas

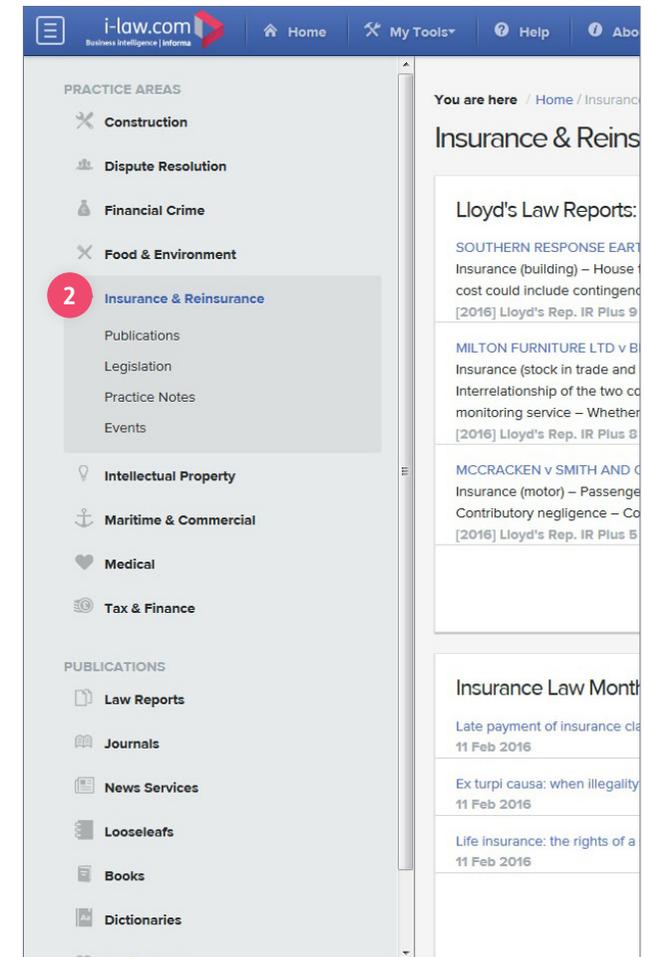
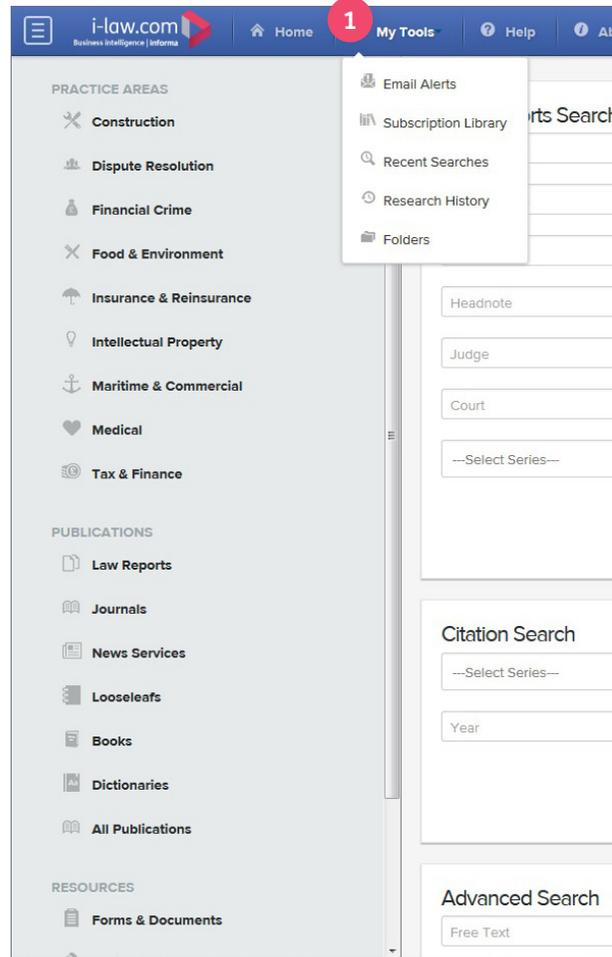
You can access the contents of each of our nine Practice Areas from the navigation menu on the left of your screen.

For example, clicking “Insurance & Reinsurance” will take you to the Insurance & Reinsurance on i-law.com homepage, shown here **2**.



### Hint

If you are visiting i-law.com from a smartphone or tablet the left hand navigation bar is collapsed automatically using the  icon, but can be expanded using the same icon.



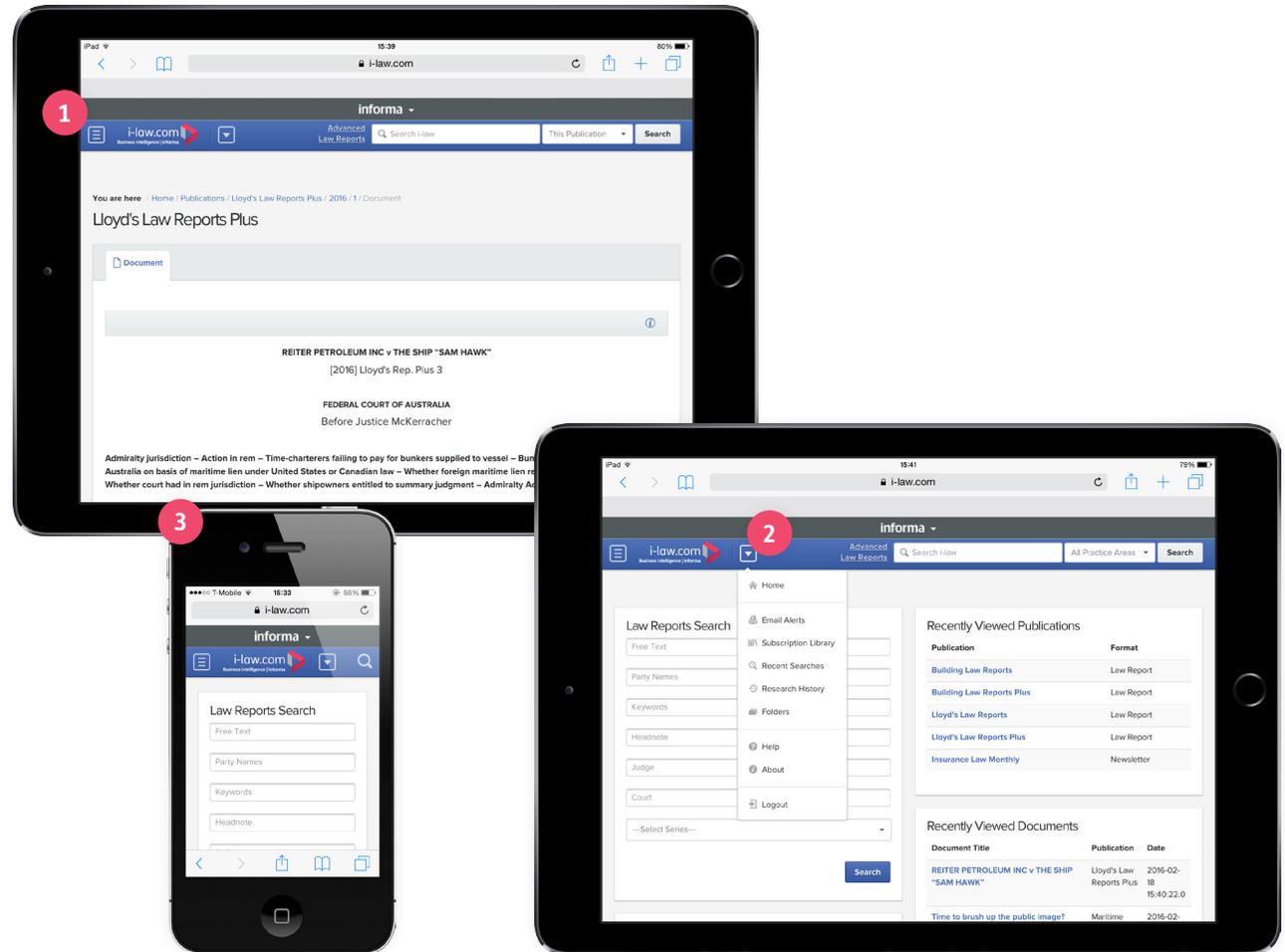
# Accessing i-law.com from mobile devices

With i-law.com you can work anywhere. The responsive design allows you convenient access from a smartphone or tablet.

The left hand menu will be hidden, but can be expanded at any time from the top left menu button **1**.

You can also expand the **2** to view your email alerts, subscription library, recent searches, recent history and folders **2**.

When using i-law.com on a smart phone, the screen will automatically resize to allow you to view all content by scrolling down the page **3**.



# Accessing Law Reports from the Homepage

You can access our range of Law Reports by conducting a Law Reports or Citation Search from the i-law.com homepage. The homepage can be accessed from anywhere on the site, simply by clicking the i-law.com logo in the top left of your screen **1**.

A selection of recently viewed publications are also displayed on the homepage **2**.

**After clicking on a Law Report's title, you will be taken to its homepage.**

- 3** Click on the year to view archived editions.
- 4** Click on any of the volumes listed for that year and you will be presented with the cases contained in that volume.
- 5** Click on the title of the case you wish to read to view it.

The screenshot illustrates the process of accessing law reports on the i-law.com website. It is divided into two main sections: the homepage search interface and the detailed view of a specific law report.

**Homepage Search Interface:**

- 1** The i-law.com logo is located in the top left corner of the navigation bar.
- 2** The 'Recently Viewed Publications' section is located on the right side of the homepage, displaying a list of publications such as 'Building Law Reports', 'Lloyd's Law Reports', and 'Insurance Law Monthly'.

**Lloyd's Law Reports Page:**

- 3** The year '2016' is selected in the dropdown menu at the top of the page.
- 4** The volume number '1' is selected in the dropdown menu next to the year.
- 5** The title of a specific case, 'CASTLETON COMMODITIES SHIPPING CO PTE LTD v SILVER ROCK INVESTMENTS (THE "CLIPPER MONARCH")', is highlighted in the list of cases.

The detailed view of the case shows the following text: 'Practice - Charterers failing to pay freight, deadfreight, demurrage and other charges to disponent owners - Disponent owners obtaining court order for sale of cargo subject to proceeds of sale being held by solicitors - Disponent owners applying for proceeds of sale to be paid out to them - Whether disponent owners entitled to monies - CPR Part 25.1(1)(c). [2016] 1 Lloyd's Rep. 1'.

# Accessing other resources

Publication categories can be found on the left navigation bar. Simply click on the type of resource you would like to view and you will be taken to a list of what is available.

You can narrow the list of resources to cover a specific Practice Area, for example, Maritime and Commercial, by clicking in the “Filter Publication” box and typing in your required Practice Area **1**.

## Books on i-law.com

i-law.com contains selected books published in the maritime, insurance, construction and dispute resolution areas. Books published since 2013 have hyperlinked indexes, allowing you to jump straight to the topic you need **2**.

The image displays two screenshots of the i-law.com website. The top screenshot shows the 'Publications' page with a search filter box labeled '1' and a list of publications with their respective Practice Areas. The bottom screenshot shows a 'Time Charters' document with a hyperlinked index labeled '2'.

**Publications Page:**

You are here / Home / Publications

Showing 1 to 141 of 141 publications

1 Filter Publications

Publication	Practice Area
A Guide to Reinsurance Law	Insurance and Reinsurance
A Practical Guide to International Arbitration in London	Dispute Resolution
Admiralty Jurisdiction and Practice	Maritime and Commercial
Alternative Insurance Capital	Insurance and Reinsurance
Arbitration Act 1996	Dispute Resolution
Arbitration Law	Dispute Resolution
Arbitration Law Handbook	Dispute Resolution
Arbitration Law Monthly	Dispute Resolution
Arbitration Practice and Procedure	Dispute Resolution
Asia Arbitration Guide	Dispute Resolution
Bareboat Charters	Maritime and Commercial
Berlingieri on Arrest	Dispute Resolution
Bills of Lading	Maritime and Commercial

**Time Charters Document:**

You are here / Home / Publications / Time Charters / Document

Document Table of Contents Notes(0) Cross References

2 Chapter Index

**Index**

(All references are to paragraph numbers. U.S. law paragraphs are distinguished from English law paragraphs by the letter "A")

**Abandonment.** See also **Waiver**  
arbitration, 29A.79–29A.80

**"About"**  
description of ship, 3.34–3.36, 3.55, 3.78–3.80, 3A.39, 3A.57–3A.58, 3A.73  
duration of charter, 4.19–4.21, 4A.21–4A.30

**Absolute obligation.** See also **Due diligence**  
dangerous cargo, 9.15, 9.25  
description of ship, 3.45

# How do I navigate with the “breadcrumb trail”?

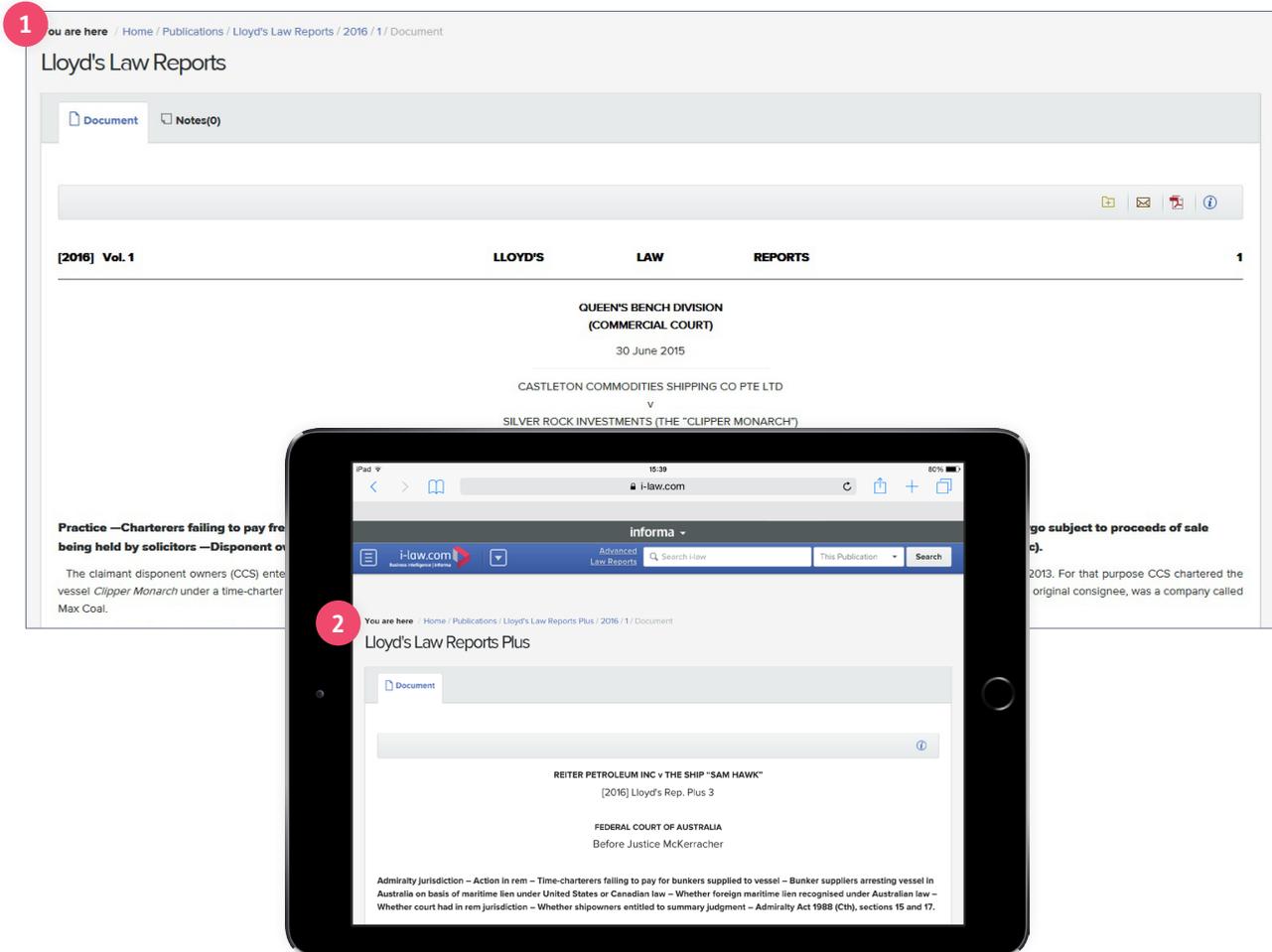
i-law.com features a “breadcrumb trail” in the top left of your screen **1**, underneath the main toolbar. These “breadcrumbs” instantly let you know where you are on the site, displaying, for example, the volume and the year of the resource you are viewing.

You can click on any element of the breadcrumb trail to be taken to that area, for example:

Clicking “Home” in the breadcrumb trail will take you back to the i-law.com homepage

- ▶ Clicking “Publications” will take you to the list of publications available on i-law.com
- ▶ Clicking on “Lloyd’s Law Reports” will take you to the homepage for this title
- ▶ Clicking on “2016” will take you back to a list of all the volumes available for that year
- ▶ Clicking “2” will take you back to the contents for that volume

The breadcrumb trail is also available when accessing i-law.com from a portable device **2**.



# Quick searches

Three types of searches are available on i-law.com:

- ▶ quick searches
- ▶ Law Report searches [FIND OUT MORE](#)
- ▶ advanced searches [FIND OUT MORE](#)

## Quick search

You can conduct a “quick search” from any page on i-law.com using the “Search” box in the main toolbar.

Simply enter a search term in the box. You can choose to narrow your search by a particular Practice Area using the drop down menu on the right **1**.

### Hint

Enter quotation marks around two or more keywords in the Search box to search for that exact phrase **2**. If you leave off the quotation marks, i-law.com will perform an “AND” search, seeking out both / all terms.

The screenshot shows the i-law.com search interface. At the top, there is a navigation bar with 'Tools', 'Help', 'About', and 'Logout'. A search bar contains the text 'Costa Concordia' with a red circle '2' next to it. To the right of the search bar is a dropdown menu for 'All Practice Areas' with a red circle '1' next to it. The dropdown menu lists various practice areas, with 'Maritime and Commercial' highlighted. Below the search bar, there are two main sections: 'Law Reports Search' and 'Citation Search'. The 'Law Reports Search' section has input fields for 'Free Text', 'Party Names', 'Keywords', 'Headnote', 'Judge', and 'Court', along with a '---Select Series---' dropdown and a 'Search' button. The 'Citation Search' section has a '---Select Series---' dropdown and input fields for 'Year', 'Volume', and 'Page'. On the right side of the page, there are two sections: 'Recently Viewed Publications' and 'Recently Viewed Documents'. The 'Recently Viewed Publications' section lists several publications, including 'Building Law Reports', 'Lloyd's Law Reports', and 'Insurance Law Monthly'. The 'Recently Viewed Documents' section is a table with columns for 'Document Title', 'Publication', and 'Date'. The table lists several documents, including 'CASTLETON COMMODITIES SHIPPING CO PTE LTD v SILVER ROCK INVESTMENTS (THE 'CLIPPER MONARCH')', 'INDEX', 'EXMEK PHARMACEUTICALS SAC v ALKEM LABORATORIES LTD', 'CAVENDISH SQUARE HOLDING BV v TALAL EL MAKDESSI PARKINGEYE LTD v BEAVIS', and 'MT HØJGAARD A/S v E.ON CLIMATE AND RENEWABLES UK'.

# Law Report searches

You can conduct a Law Report search from the i-law.com homepage **1** and also from the homepages of the following practice areas:

- ▶ Maritime & Commercial
- ▶ Insurance & Reinsurance
- ▶ Construction
- ▶ Financial Crime
- ▶ Medical

Complete a general Law Report search by using free text, party names, keywords, headnotes, judge, court or Law Report series.

Citation searches are also available. Search by series, year, volume and page number **2**.

## Hint

When searching by date the results shown will be the date the case was covered/reported, rather than the date the case was heard in court.

You can access the Case Search function by clicking on the “Law Report” button in the top menu bar of any screen.

i-law.com’s responsive design means that the case search screen will re-size to allow you to enter your search **3**.

The image displays three views of the i-law.com search interface. **1** shows the desktop 'Law Reports Search' form with fields for Free Text, Party Names, Keywords, Headnote, Judge, Court, and a series dropdown. A 'Search' button is at the bottom. To the right, 'Recently Viewed Publications' and 'Recently Viewed Documents' are listed. **2** shows the desktop 'Citation Search' form with fields for series, year, volume, and page number. **3** shows the responsive design on a tablet and smartphone, displaying the 'Case Search' screen with a search bar and a 'Please note' section.

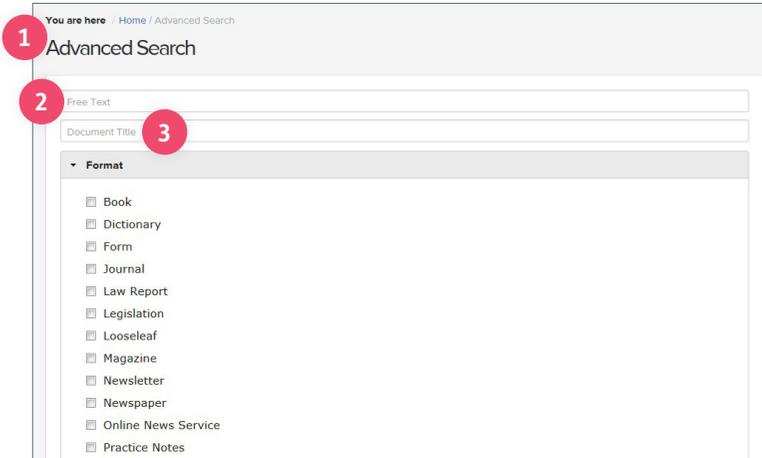
Publication	Format
Building Law Reports	Law Report
Building Law Reports Plus	Law Report
Lloyd's Law Reports	Law Report
Lloyd's Law Reports Plus	Law Report
Insurance Law Monthly	Newsletter

Document Title	Publication	Date
CASTLETON COMMODITIES SHIPPING CO PTE LTD v SILVER ROCK INVESTMENTS (THE "CLIPPER MONARCH")	Lloyd's Law Reports	2016-02-17 16:28:18.0

# Conducting advanced searches

Advanced searches can help you find specific information quickly, narrowing your search to seek out specific cases, topics, rulings and more.

Click “Advanced” on the main toolbar and you will be taken to a new screen **1**.

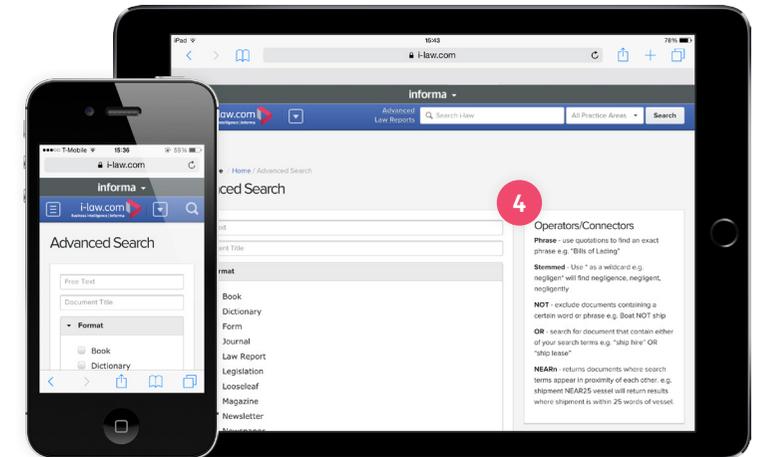


## Conducting Free Text searches

To conduct an advanced search, enter the information you want to search for in one of the following fields:

- ▶ Free Text – returns results with your search term in any section of the document **2**
- ▶ Document Title – returns results with your search term in the document title **3**

Then further refine your search by selecting the ‘Practice Area Series’, the ‘format’ of the publications, the ‘Practice Area’ you would like to restrict results to and/or the ‘Date Range’ you would like to search in.



## Using Operators/Connectors

Operators/Connectors allow you to further refine your search by searching for an exact phrase, by excluding terms, searching for alternative wordings or for terms near each other and more **4**.

To conduct a search using an operator/connector, first enter your search term in the relevant box then simply type in the operator/connector.

# Narrowing your search results

You can quickly refine your search using these filters:

## 1 Narrow by Practice Area:

If you have not chosen to narrow your search by Practice Area, you can do so by clicking on one of those listed. The number of results contained in each Practice Area is listed in brackets.

## 2 Narrow by Format:

Narrow by format presents a range of formats (e.g. Law Report, newsletter) with the number of results listed in brackets. Click on the format to view those results.

## 3 Narrow by Publication:

Narrow by publication allows you to narrow your search to show only those results found in a particular title, with the number of results in that title listed in brackets. Click on the publication to view those results.

The screenshot shows a search results page with the following elements:

- Search Results Header:** "You are here / Home / Advanced Search / Search Results", "Search Results", and a toolbar with "Save as Alert", "Email", "Print Documents", "Print Results", and "Edit Search".
- Main Content:** "Your search has returned 461 results", "Showing page 1 of 19", and a dropdown menu set to "Order by Date published".
- Search Results List:** Several results are shown, including "THE WRECK REMOVAL CONVENTION 2007" and "Time to brush up the public image?".
- Filter Panels (Right Side):**
  - 1 Narrow by Practice Area:** Insurance And Reinsurance (396), Maritime And Commercial (62), Food And Environment (1), Dispute Resolution (1).
  - 2 Narrow by Format:** Newspaper (306), Online News Service (78), Magazine (41), Newsletter (20), Book (15), Journal (1).
  - 3 Narrow by Publication:** Insurance Day (306), Informa Insurance News 24 (78), Maritime Risk International (47), Liability Risk And Insurance (12), International Maritime Conventions Volume II (4), Modern Maritime Law Volume 2: Managing Risks And Liabilities (4), International Maritime Conventions Volume I: The Carriage Of Goods And Passengers By Sea (2), Ism Code: A Practical Guide To The Legal And...

### Hint

If you have previously chosen to narrow your search by any of the above means, you are also able to expand your search to see all available results by clicking [Remove].

### Hint

Where an article title is hyperlinked (i.e. in blue) you can hover over it with your mouse, right click and open the article in a new tab. This enables you to keep your search results and the article you are looking at separate.

# Viewing search result documents

## Search results

From the search results screen you can save this search term as an alert, add documents to your folder, email documents, print and edit your search **1**.

From the document screen you are able to make notes on the article or see other articles that refer to your document **2**.

You can scroll through your search results, go back to the search results screen, remove the highlighted search text or jump to the highlighted term within the document. This toolbar also stays on the page as you scroll down the document **3**.

You can also add to your folder, email, convert the document to pdf or see the publication details.

The image shows two screenshots of a legal research platform. The top screenshot is the 'Search Results' page. It features a navigation bar with 'You are here / Home / Advanced Search / Search Results'. Below the search bar, there are options to 'Save as Alert', 'Email', 'Print Documents', 'Print Results', and 'Edit Search'. The search results are displayed in a list, with the first result being 'THE WRECK REMOVAL CONVENTION 2007' from 'Lloyd's Maritime and Commercial Law Quarterly', dated 12 Feb 2016. The text of the article is partially visible, mentioning 'Costal Concordia'. To the right of the search results, there are two filters: 'Narrow by Practice Area' and 'Narrow by Format'. The 'Narrow by Practice Area' filter shows 'Insurance And Reinsurance (396)', 'Maritime And Commercial (62)', 'Food And Environment (1)', and 'Dispute Resolution (1)'. The 'Narrow by Format' filter shows 'Newspaper (306)', 'Online News Service (78)', 'Magazine (41)', 'Newsletter (20)', 'Book (15)', and 'Journal (1)'. Below the search results, there are more filters: 'Narrow by Publication' showing 'Insurance Day (306)', 'Informa Insurance News 24 (78)', and 'Maritime Risk International (47)'. The bottom screenshot is the 'Document' view page for 'Maritime Risk International'. It shows the document title and a toolbar with options to 'Document', 'Notes(0)', 'Back to Search Results', 'Remove Highlight', and 'Highlighted term'. The document content is visible, starting with the title 'Time to brush up the public image?' and the subtitle 'Emma Park, a London-based pupil barrister, looks at the relationship between shipping and the media'. The text discusses the history of shipping and the impact of global trade.

# Recent searches, research history and my folders

You can access recent searches, research history and your folders from the top tool bar.

## Recent Searches

From this screen you can see your last 10 searches **1**.

## Research history

This screen records the cases and articles you have looked at in the last 30 days. You can go directly to cases from here by clicking on the title **2**, or you can use the calendar to view your research history for a past date **3**.

## My Folders

You can create your own research folders, rename and delete them. You can also delete, print and email documents, allowing you to easily co-ordinate your research with colleagues **4**.

The screenshot displays three main sections of the interface:

- Search History (1):** A table showing the last 10 searches. The table has columns for Date/Time, Term, Format, Practice Area, Publication, Topic, and Actions. A filter box labeled 'Filter Search History' is at the top right.
- Research History (2, 3):** A section titled 'Activity for 17 February' showing 6 research items. Each item has an 'Action type' (View, Search), a 'Document title / Search Query', and a 'Date/Time'. A calendar widget is used to 'Choose activity date' (3). A filter box labeled 'Filter Research History' is at the top right.
- My Folders (4):** A section titled 'Folders' containing 'Folder Options' (Create, Rename, Delete) and 'Document Functions' (Delete, Email, Print).

# Alerts

With “My Search Alerts” you can modify alerts which notify you each time a topic that you are interested in has been updated on i-law.com.

Click on the top tool bar and select “Email Alerts”

Simply give your alert a meaningful, memorable name.

From here you can modify your search alerts or see the “search results”.

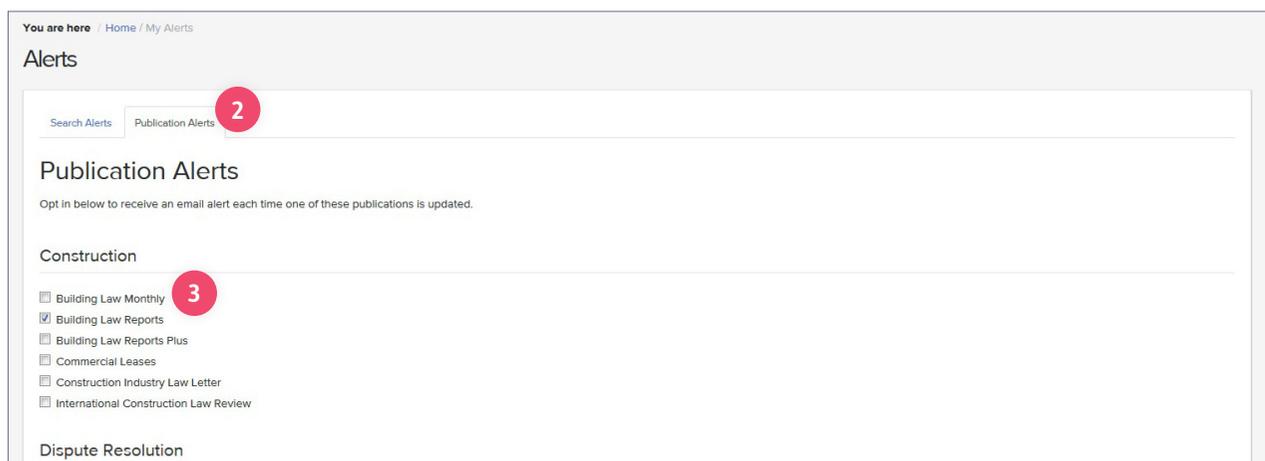
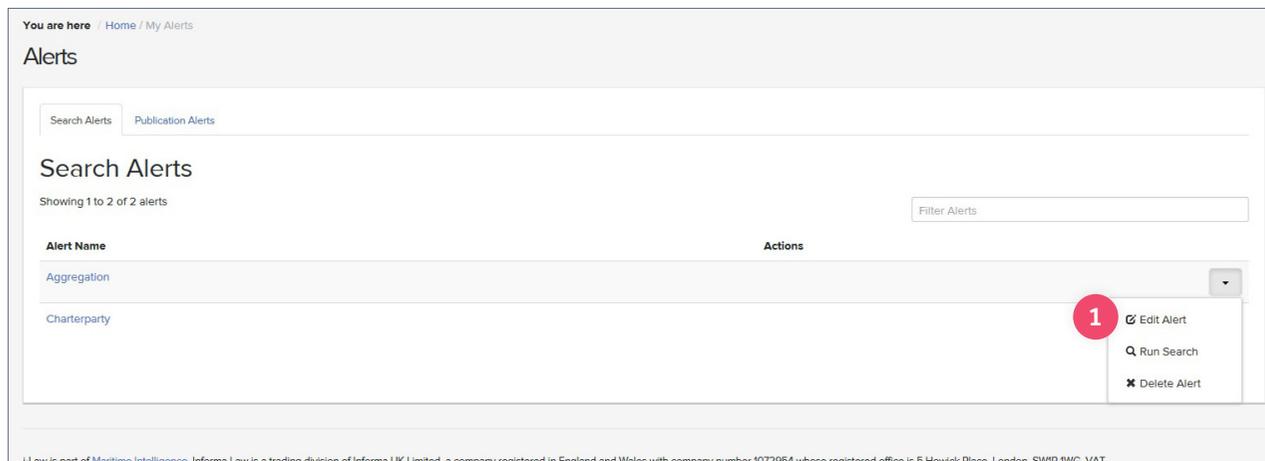
If you wish, narrow your alert to a particular sector or type of publication using the drop down menus **1**.

Click “Save” or click “Run” to run the alert now.

To create an alert for a publication, click the “Publication Alerts” tab at the top of the Email Alerts screen **2**.

Here you will find a full list of publications. Check the boxes for any publication/s you wish to receive alerts for. Click “Update” **3**.

You will now receive email alerts when new content is added to the publication.



# Creating search alerts

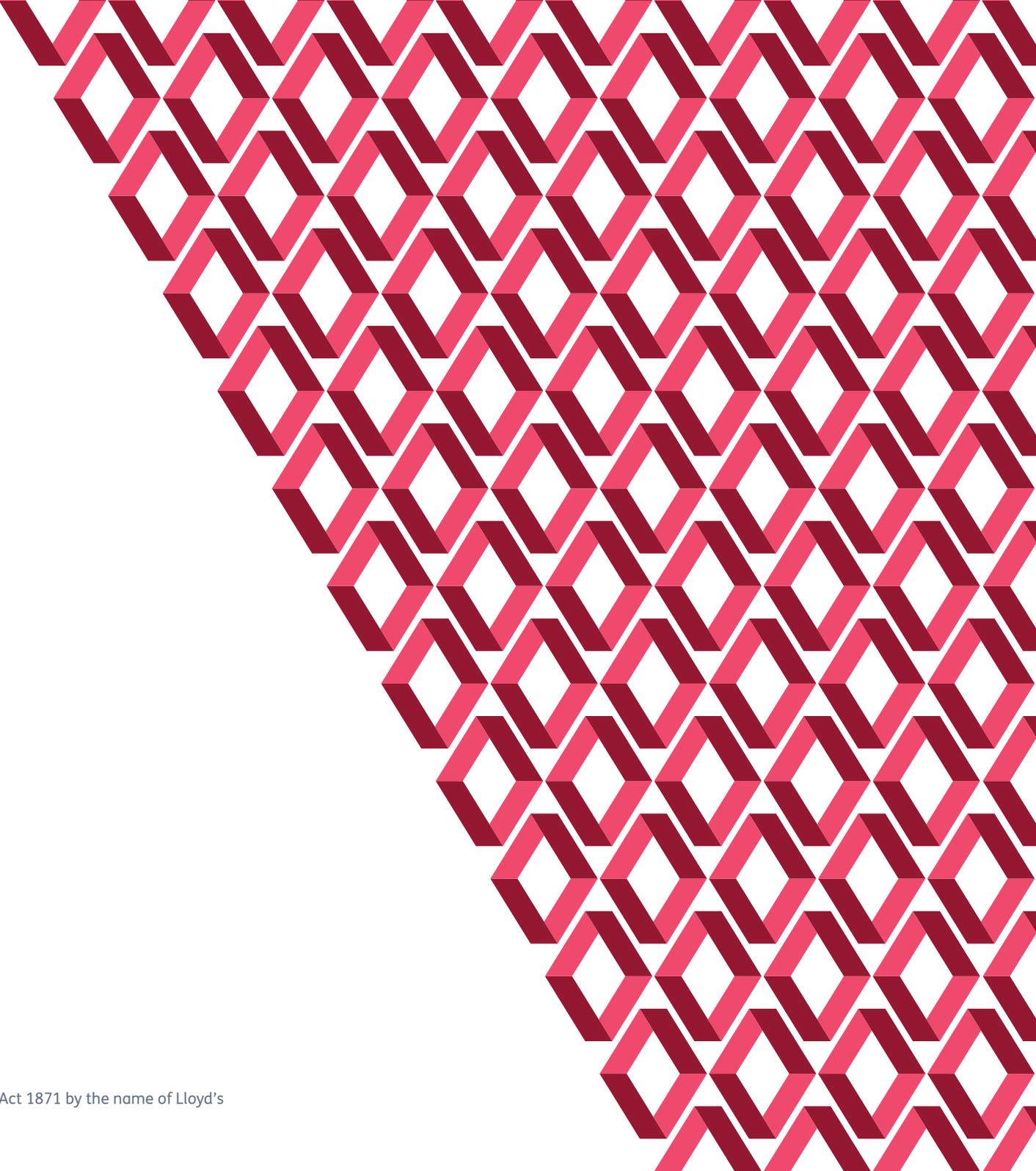
Search alerts will keep you updated with new content that is specifically relevant to your frequent search terms.

To create a search alert, enter your search term in the quick search box on the top menu bar **1**. From the search results page click on the save button to create your alert. Simply enter the alert name and specify the alert type, practice area and the maximum number of documents your alert should contain and click on Save **2**.

To access your saved search alerts, click on the top tool bar and select 'Email Alerts' **3**.

To Edit, Run or Delete an alert, click and select **4** from the drop down menu **4**.

The screenshot displays the Informa Law Reports search interface. At the top, a search bar contains the term "charterparty" (marked with a red circle 1). Below the search bar, the "Search Results" page shows 6793 results. A red circle 2 highlights the "Save as Alert" button. The search results list includes "FREIGHT CONNECT (S) PTE LTD v PARAGON SHIPPING PTE LTD" and "LOUIS DREYFUS COMM". On the right, there are filters for "Narrow by Practice Area" and "Narrow by Format". Below the search results, the "My Alerts" section is visible, with a red circle 3 highlighting the "Email Alerts" option in the "My Tools" dropdown menu. In the "Alerts" section, a red circle 4 highlights the "Edit Alert" option in the "Actions" dropdown menu. The footer of the page states: "trading division of Informa UK Limited, a company registered in England and Wales with company number 1072954 whose registered office is 5 Howick Place, London, SW1P 1WG. VAT".



# Need some help?

If you need some more help, please contact our team and we will be happy to assist.

**[clientservices@i-law.com](mailto:clientservices@i-law.com)**

**EMEA: +44 20 3377 3996**

**APAC: Singapore +65 65082430**