USER GUIDE
Get the most out of your Practical Law UK subscription.

Welcome to Practical Law! You are joining more than 130,000 legal professionals around the world that have chosen Practical Law to help them advise faster with confidence.

Our unique practical resources are created and maintained by our extensive team of legal experts in order to provide you with market leading information. This guide has been created to help you navigate the valuable content and tools available to you across Practical Law and ensure you get the most out of your subscription.
There are various types of resources available on Practical Law, including:

- **Standard documents and clauses** with integrated drafting notes are market standard precedent templates. Fast Draft and FirmStyle integration enables you to create advanced drafts of documents and create documents in your house style.

- **Legal updates** are your essential reads for current awareness, summarising key developments in law, regulation and practice, including expert editorial comment on the “so what” impact to your practice.

- **Ask** our team a question, see what others ask us and join the discussion. Our experts can help you find a resource and act as a sounding board on a tricky legal point.

- **Practice notes** with clear explanations of current law and practice. They range from quick guides and overviews to detailed analysis for specialists.

- **Checklists** provide short and practical guides to key aspects of law and practice helping you mitigate risk and ensure you have everything covered.

- **Trackers** provide at a glance digests of progress of key legislation, regulations and case law.

- **Global guides** provide practical insight into law and regulation around the world, allowing you to quickly compare law and legal practice across multiple jurisdictions.

- **International transaction guides** with key resources for practitioners advising across borders.

- **Business development** provides you with regular checklists, written for non-practising lawyers in private companies, which you can tailor and send on to clients and prospects.

- **Glossary** of legal terms and phrases.

- **What’s Market** allows you to search for details of recent public company deals or AGMs, compare features and terms and access public documents.

- **Articles** written by experts on legal development.
Getting started

How to log in

To get started, visit uk.practicallaw.thomsonreuters.com

1. “Sign in” via the top right-hand corner of the site and enter your OnePass username and password.

The “Save my Username and Password” box will save your log in credentials when accessing Practical Law on your browser but you will still see the log in page. The “Remember Me on this Computer” box will allow you to remain logged in when accessing Practical Law on your browser.

2. If you have forgotten your log in credentials simply click the “Forgot my username” or “Forgot my password” link to receive instructions on how to reset your username and password.
Get to know the Practical Law homepage

1. Switch between the UK, US, China, Australia, Canada and Global websites.
2. Set your own default homepage and jump back to it from anywhere in the site.
3. Browse by Practice Area, Resources or International materials.
4. Use the search bar to find the resources you need containing keywords, phrases or more advanced queries.
5. Access your favourite pages, resources saved to folders and recent browse and search history.
6. Update your personal settings, access your email preferences and log out of Practical Law with this drop down menu.
7. Use the Ask button to submit questions to our expert editorial team.
8. Access recently viewed resources.
9. Quickly access a selection of highlights, including upcoming events and new resources.
10. Read market leading articles from the latest issue of PLC Magazine or browse back issues.

**TIP**
Click the Practical Law logo to be taken back to the Practical Law UK homepage at any time.
Find the resources you need quickly and easily using our intuitive search bar

1. You can limit your search to a specific Practice Area by using the handy drop down box before submitting your search or simply search “All Content”.

2. Suggested search terms will appear below the search bar as you type; these are based on successful searches by subscribers.

3. You can combine search connectors and field options to run more detailed searches. Select the information icon for a quick reference of most useful options.

TIP
If you enter more than one search term, the search engine will automatically perform an ‘AND’ search – meaning it will return a result if it contains all the terms you have entered.
For advanced searching, we provide a list of useful search connectors.

<table>
<thead>
<tr>
<th>FIELD</th>
<th>USED FOR</th>
<th>EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>TI()</td>
<td>Searching for words in the title</td>
<td>TI (prospectus)</td>
</tr>
<tr>
<td>AU()</td>
<td>Searching for documents by a particular Author (Practical Law team or external contributor)</td>
<td>AU (pensions)</td>
</tr>
<tr>
<td>CI()</td>
<td>Searching for a specific document when you know the document ID</td>
<td>CI (1-422-4500)</td>
</tr>
<tr>
<td>SY()</td>
<td>Searching for terms in the Synopsis/Introduction</td>
<td>SY (&quot;compulsory purchase&quot;)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONNECTOR</th>
<th>USED FOR</th>
<th>EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot; &quot;</td>
<td>Searching for exact phrases</td>
<td>“adverse possession”</td>
</tr>
<tr>
<td>&amp;</td>
<td>AND – look for both terms in a document</td>
<td>sustainable &amp; development</td>
</tr>
<tr>
<td>OR</td>
<td>Look for either term in a document</td>
<td>dissolution OR divorce</td>
</tr>
<tr>
<td>%</td>
<td>BUT NOT – Documents should not include this term</td>
<td>freehold % unregistered</td>
</tr>
<tr>
<td>/p</td>
<td>Terms should appear in the same paragraph</td>
<td>agm /p notification</td>
</tr>
<tr>
<td>/n</td>
<td>Terms should appear within ‘n’ terms</td>
<td>energy /5 certificate</td>
</tr>
<tr>
<td>+p +n</td>
<td>The first term should precede the other in the same paragraph or by up to ‘n’ words</td>
<td>issuing +3 proceedings</td>
</tr>
<tr>
<td>*</td>
<td>Universal character</td>
<td>dr*nk (would look for drink, drank, drunk)</td>
</tr>
<tr>
<td>!</td>
<td>Root expander – will look for any ending to a word</td>
<td>permil! (would look for permit, permits, permission)</td>
</tr>
<tr>
<td>#</td>
<td>Turn off plurals and equivalents</td>
<td>#company (would only search for company rather than companies)</td>
</tr>
</tbody>
</table>
Find the most relevant resources by refining your search results

4. By default your results are displayed by search term relevancy; you can re-sort to show the results in date order by clicking on the “Relevance” drop down option.

5. Change the level of detail displayed for your search results using the detail drop down option.
   
   A. “Less detail” displays basic information on the resource type, jurisdiction and status of each search result.
   
   B. “More detail” displays the abstract description and a search snippet.
   
   C. “Most detail” displays up to four snippets of the resources within your results, highlighting where your search terms are used.

TIP

If you click on a snippet, you will get taken directly to that section of the resource.

6. The multiple filter select mode will allow you to select more than one option before reloading the results page. You can filter your results by resource type, Practice Area and jurisdiction. Select “Apply filters” to run the search or “Cancel” to cancel the multiple selection mode.

   A. Click the + sign within the desired filter on the left-hand side to view sub-categories.
   
   B. Tick the box to display results only within that specific category.

7. Print, download, email or save resources into a folder directly from the search results list.

   A. Select the resources you want by using the tick boxes.
   
   B. Choose what action you wish to take using the print, download, email or folder icons.

   To find out more about these options, visit the Deliver and share section.

   C. Finalise your options in the pop up box.
The icons displayed on the right-hand side of the results page indicate if you have annotated, viewed or saved a resource in a folder. A full list of icon indicators can be found below.

<table>
<thead>
<tr>
<th>ICON</th>
<th>WHERE WOULD I SEE IT?</th>
<th>WHAT DOES IT MEAN?</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="profile_icon.png" alt="Profile" /></td>
<td>Always visible in the top right-hand corner of the screen</td>
<td>Edit your profile, email preferences and Sign out of Practical Law</td>
</tr>
<tr>
<td><img src="star_icon.png" alt="Star" /></td>
<td>To the left of Practice Area and Topic page title</td>
<td>You can add this page to your Favourites</td>
</tr>
<tr>
<td><img src="star_icon.png" alt="Star" /></td>
<td>To the left of Practice Area and Topic page title</td>
<td>This page is already stored in your Favourites</td>
</tr>
<tr>
<td><img src="home_icon.png" alt="Home" /></td>
<td>To the left of Practice Area and Topic page title</td>
<td>Select this page to be your default homepage</td>
</tr>
<tr>
<td><img src="home_icon.png" alt="Home" /></td>
<td>To the left of Practice Area and Topic page title</td>
<td>This page is now your default homepage</td>
</tr>
<tr>
<td><img src="date_icon.png" alt="Date" /></td>
<td>To the right of individual results</td>
<td>You have viewed this resource in the last 30 days</td>
</tr>
<tr>
<td><img src="folder_icon.png" alt="Folder" /></td>
<td>To the right of individual results</td>
<td>You have saved this resource into a folder</td>
</tr>
<tr>
<td><img src="folder_icon.png" alt="Folder" /></td>
<td>To the right of individual results</td>
<td>You have annotated this resource</td>
</tr>
<tr>
<td><img src="date_icon.png" alt="Date" /></td>
<td>In the search results list and within the resource</td>
<td>This resource is continually maintained to reflect changes in law and practice</td>
</tr>
<tr>
<td><img src="date_icon.png" alt="Date" /></td>
<td>In the search results list and within the resource</td>
<td>Date which the non-maintained resource was published</td>
</tr>
</tbody>
</table>
Browse across the Practical Law website to access resources and discover new content

1. Browse the list of Practice Areas, resource types and international resources on the site using the "Browse Menu" button or the tabs on the homepage.

2. Our expert editorial team feature a selection of useful and current resources on each Practice Area page.

3. Click the “Resources” tab to see an overview of all the resources available within the Practice Area.

4. Ask our expert editorial team a question.

5. View the latest “Legal updates” in each Practice Area.
Topic pages display all relevant resources in a list

When browsing a Practice Area you will find a list of topics allowing you to navigate to all available resources relating to a particular topic.

- Use the left-hand navigation links to see results for a given resource type.
- Our “Editor’s Picks” provide a list of key resources highlighted by our expert editorial team.

Print, download, email or save resources into a folder directly from this list. To find out more about these icons, visit the Deliver and share section.

- Use the tick box to select the resource(s).
- Select the print, download, email or folder icon.

View the latest “Legal Updates” in each topic area.
Our resources are created by our expert editorial team using robust quality control and peer reviewed procedures.

1. Once a resource has been selected from the search results list, you will see your search terms highlighted throughout; you can turn this feature off by deselecting the box at the top of the page.

2. View the resource title and author.

3. The abstract provides a quick outline of what the resource covers.

4. You can return to your search results or topic page list at any time.

5. Use these arrows to navigate between the resources from your search results or topic page, without going back to the results list.

6. The “Table of Contents” on the left-hand side allows you to quickly navigate to sections within the resource; you can also close it to expand the view of the resource by clicking the “x”.

7. If the status of a resource reads “Maintained”, you can be confident that the resource reflects current law and practice.

8. The “View Resource History” directs you to the bottom of the page where you will find a record of any substantive changes, such as whether the resource has been updated following a development in law, regulation or market practice.

9. The “Related Content” button links you directly to a list of editorially-selected related resources and topics.

10. When viewing Standard documents, you may see the option to use our drafting tool, Fast Draft. To find out more about our drafting options, visit the Drafting section.

11. When viewing Standard documents, you may see integrated drafting notes. Simply select the title to expand or collapse the drafting note without navigating away from the resource you are viewing and click the “x” to close.

12. To find out more about these icons, visit the Deliver and share section.
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<table>
<thead>
<tr>
<th>ICON</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td>Email a resource</td>
</tr>
<tr>
<td>Print</td>
<td>Print a resource</td>
</tr>
<tr>
<td>Folder</td>
<td>Save a resource into a folder</td>
</tr>
<tr>
<td>Download</td>
<td>Download a resource</td>
</tr>
<tr>
<td>Annotate</td>
<td>Annotate a resource with your own personal notes</td>
</tr>
<tr>
<td>Annotations</td>
<td>Show / hide all annotations within a resource</td>
</tr>
<tr>
<td>FirmStyle</td>
<td>Open a resource with your organisation's house style preferences and logo, with FirmStyle</td>
</tr>
<tr>
<td>Word</td>
<td>Open a clean Microsoft® Word version of the resource, ready for drafting</td>
</tr>
<tr>
<td>Show / hide all user annotations</td>
<td>Show / hide all user annotations within a resource</td>
</tr>
</tbody>
</table>
TIP

Downloading Standard documents: If you require a clean, drafting ready version, you should use the “Open in Word” or “Open in FirmStyle” buttons. Use the “Download” button to access the customised download options such as including in-document hyperlinks, integrated drafting notes, user annotations and custom formatting (file type/font sizes).

The title, section heading and “Related Content” button remain visible as you scroll down the resource.

Click the arrow at the bottom of the resource to be taken to back to the top at anytime.
View our glossary of legal terms and principles

Glossary terms within a resource are easy to identify; they have a dotted underline and are bold. Click on a glossary term to open a pop up window to view the definition and related content; all available without being taken away from the resource you are viewing.
Speed read Legal updates and feature articles

The “Speed Read” button displays a summary of the legal developments covered within the resource, helping you get an at a glance summary of the key points and practical insights.
Click directly through to the underlying consolidated case law and legislation on Westlaw UK

17 Subscribers to both Practical Law and Westlaw UK can access legislative provisions and judgments referenced in Practical Law resources through to the full text of the directive, regulation, statute, statutory instrument, commentary or case report on Westlaw UK and other primary sources.

18 See Practical Law content referring to this primary source reference within its content.
Deliver & Share Resources

Email a resource

1. Email resources quickly and easily by selecting the email icon.
2. Email full resources as attachments with options to include search terms, Drafting Notes (only available for Standard documents), Table of Contents and annotations in Word, PDF, Word Processor (RTF) or as direct resource links.

3. The advanced option allows you to include your highlighting, an expanded margin for your own notes, cover pages and font and link format changes.

**TIP** If you are emailing resources from a search results list, you will be presented with the option to email a list of search result items or whole documents as a merged single file or multiple resources within a zip file.
Print a resource

4. Print resources quickly and easily by selecting the print icon.

5. Use the print option to ensure the resource displays in a print friendly format. You can include the Table of Contents, Drafting Notes (only available for Standard documents, annotations) or only pages with your highlighting.

6. The advanced options allow you to include highlighting, an expanded margin for your own notes, cover pages and font, link format changes and annotations.

TIP
If you are printing resources from a search results list, you will be presented with the option to print a list of search results items or whole documents.
Save a resource in a folder

The “Add to folder” icon enables you to save the resource you are viewing to read later or, group items related to a project for easy access to go-to resources. Folders can be accessed via the “Folders” icon in the heading. View the Folders section to find out more.
Download a resource

The download option allows for all the customised output options.

Download resources, including the Table of Contents and Drafting notes (only available for Standard documents), annotations or only pages with your highlighted terms in Word, Word Processor (RTF) or PDF.

The advanced options allow you to include highlighting, an expanded margin for your own notes, cover pages and font and link format changes.

TIP

If you are downloading resources from a search results list, you will be presented with the option to download a list of search results items or whole documents.
Personalisation

Favourites and setting your homepage

1. The favourites feature allows you to save any Practice Area or Topic page; simply select the star icon next to the title to add that page to your “Favourites”.

2. You can select any Practice Area or Topic page as your default homepage by clicking the house icon next to the page title.

3. Click the “My Home” link in the top left corner of the page to go back to your default homepage from anywhere within the site.
You can access and organise your “Favourite” pages from anywhere on the site by selecting the “Favourites” link in the top right-hand corner of the screen.

You can create groups of favourite pages to help you keep organised.

A. Select the “+ New Group” button.
B. Type the group name in the pop up box and click “Save”.

The left-hand side lists all your favourite groups and pages.

View a list of frequently viewed pages.

Quickly access and remove a Topic page or Practice Area as your personalised homepage.
The “Folders” feature allows you to save and organise resources into folders and subfolders and is accessible through the link located at the top of the page.

1. Manage your folders.
   A. Select the “Options” link
   B. Copy, move, rename, delete or export folder information in Word, Word Processor (RTF), PDF or Microsoft (R) Excel (CSV).

2. Share, print, download, email, move or copy resources into another folder.
   A. Use the tick box to select the resource(s).
   B. Select the share, print, download, email or folder icon. To find out more, visit the Deliver and share section.

Tip: Share folders with anyone within your organisation and provide them with Reviewer or Contributor status.
4. Select a folder or subfolder to share with a colleague.
5. Add colleagues or groups from your contact list.

6. Adapt their permissions.
   A. Reviewers can only view folder documents.
   B. Contributors can view folder documents, add/delete documents and create subfolders.

7. Stop sharing or delete individual users.
It's simple to save multiple resources from a resource list, such as Topic pages and search results:

A. Use the tick box to select the resource(s).

B. Select the print, download, email or folder icon. To find out more, visit the Deliver and share section.
You can quickly and easily save the resource you are viewing by clicking the folder icon on the right-hand side.
History

View your activity over the last 12 months.

A. Click on the “History” link in the top right-hand corner of the screen. This link is visible on all pages.

B. The “Recent history” list, available on the Practical Law default homepage, will list your most recent activity. Click on the “View all” button to be taken to your full history list.
The “Event” column shows whether you have viewed a resource or performed a search. The “Description” column shows the name of the resource you accessed.

Select “Documents” in the left-hand menu to see the full list of resources you have accessed. From this view you can print, download, email or file the resource into a folder.

Select “Searches” in the left-hand menu to view your search history only.

Filter your history results to a specific date range using the drop down options.
Annotations & Drafting

Add your own annotations to Practical Law resources

1. Add notes whenever you view a resource.
   A. To add an annotation at the top of the resource, select the "Add Note" button on the actions panel.
   B. Add your notes to the yellow box at the top of the resource.

2. Format and amend your notes.
   A. Edit your annotation text.
   B. Include links to internal resources or file locations.

3. User annotations are notes only viewable by you, although you can include them in print, email and download options to share or take offline.
   A. See your total number of annotations created.
   B. Click to show or hide all annotations you have made within the resource.
Create colour coded notes and highlight text to capture and record useful know-how within a resource.

A. Highlight the desired snippet of text.
B. A list of options will appear on screen.
C. Select the “Add to a Note” or “Highlight” option.

The annotation icon will appear in the right-hand margin of a resource where an annotation has been added.

Save clippings to “Folders”:
A. Highlight the desired snippet of text.
B. A list of options will appear on screen.
C. Select the “Save to...” option.

Embed content into internal know-how.
A. Highlight the desired snippet of text.
B. A list of options will appear on screen.
C. Select the “Copy Without Reference” to only copy the text without any citations or “Copy with Reference (Standard)” to include citation to the original resource.

When you annotate a resource, the annotation icon will appear next to the resource title in a search result list and Topic page list. When you annotate a resource, the annotation icon will appear next to the resource title in a search result list and Topic page list.
Create client ready documents in an instant using Fast Draft

1. Fast Draft helps you to create documents faster by answering a series of questions and using shortcuts such as importing existing contacts from the Address Book or incorporating information from Companies House (UK) or postcode searches. It shares information from one document across a suite of relevant documents, allowing you to produce ancillary documents at the touch of a button. Fast Draft allows you to view the changes to the document draft in real time, as you are answering the questions.
You will be asked to answer a series of questions which appear in the panel on the left. The draft document is displayed on the right and reflects in real time the changes you make through answering the questions; you can click on data placeholders anywhere in the draft view to be taken to the relevant question.

The green progress bar in top left corner indicates the level of document’s completeness.

You can hide the draft preview option at any time and display the question session in the main panel by choosing the “Hide Preview” option.

When you are happy with the draft, “Save & Close” option takes you to the document summary page.
View previous drafted document.

Access a history list of all changes to the draft document.

When you are happy with the draft, “Save & Close” option takes you to the document summary page:
If you want to add new documents to the project, click on the hyperlinked project name – you will be taken to the project summary page; “Add new Document” link can be seen in top-right corner.
What’s Market

Quickly search, filter and compare market analysis with our What’s Market tool

What’s Market provides information and analysis on recent public company deals or AGMs, and allows you to create comparison reports and access public documents.

To visit the What’s Market homepage click on “What’s Market”, listed under the Resources tab on the Practical Law homepage or under Resources in the Browse Menu.
From the What’s Market homepage you can browse or search for deal summaries and AGM notices.

Access recently published deals.

Read market analysis produced by our expert editorial team.
**Compare deal summaries**

1. Refine your search results by using the filters on the left of the screen.

**How to compare deals:**

A. Select a deal type (e.g. Public M&A).
B. Use the tick boxes to select the deal summaries you wish to compare or tick the ‘Select all’ option if you wish to compare all the summaries on the page (up to a maximum of 100).
C. Click the “Compare” button.
7. View the full scope of the comparison report and quickly include or remove relevant deal information.

8. You can return to search results at any time.

9. Rearrange the layout of your comparison report:
   A. Click on the “Organise columns” button
   B. Select a column label
   C. Use your mouse to drag the column into the position you would like it to appear in the table or use the “Move To Top”, “Move Up”, “Move Down” or “Move To Bottom” links to rearrange your columns.

10. Select the deal title to view the deal summary.

11. Download, email or save the report to a folder. To find out more about these options, visit the Deliver and share page.
12. View the deal title, date and type of deal.
13. Read an easy-to-digest breakdown of deal information.
14. Click on the links in the summary to access the public documents and relevant Practical Law resources.
15. Ask us a question on any deal, using the ask button available at the top of every page.
16. Download, email or save the summary to a folder. To find out more about these options, visit the Deliver and share page.
PLC Magazine

Stay up-to-date with leading articles from PLC Magazine

Browse news and features from PLC Magazine, the leading monthly magazine produced by Practical Law for business lawyers.

To visit the PLC Magazine homepage click on “PLC Magazine”, listed under the “Resources” tab on the Practical Law homepage or search under “Resources” in the Browse Menu.
1. Read the featured articles from the current issue.
2. Browse the full selection of articles and bulletins from the current issue.
3. Catch up with previous issues spanning back to the first issue in 1990.
4. Sign up to the monthly round-ups of PLC Magazine.
International Resources

Global insight from leading lawyers in comparative guides to the law worldwide

To browse international resources, click on the "International" tab on the Practical Law homepage or in the Browse Menu.
View a country-first approach to resources, including country Q&A comparison reports.
Catch up on recent developments within countries.
Find a list of all resources related to countries, broken down by subject areas.
Multi-jurisdictional insight with our Global Guides

1. The Country Q&A tab gives practical overviews of the legislation and developments, written in Q&A format by leading experts from each jurisdiction.
2. Read cross-border analysis articles, which provide insight on hot topics and legal trends.
3. Compare specific areas of law and regulation across the jurisdictions relevant to your business and create a tailored comparison report.
To use the comparison tool:

A. Select a topic.
B. Select from a list of comparison questions.
C. Select the jurisdiction.
D. Click the “Compare” button.

Navigate between different questions within your comparison using these arrows.

Change your comparison questions or jurisdiction at anytime with the “Edit” buttons.

View content for either all or individual jurisdictions.

Email, print, download or save your comparison into a folder. To find out more, visit the Deliver and share section.
Legal Updates

Essential current awareness covering key legal developments in each area of practice, with summaries, analysis and expert practical comments

1. To visit the Legal updates homepage click on “Legal updates”, listed under the “Resources” tab on the Practical Law homepage or under “Resources” in the Browse Menu.

2. Recent lists of Legal updates are also accessible on the right-hand side of the Practice Areas and Topic pages.
Access the “Legal updates” page to view the latest updates by Practice Area.

Quickly access the latest “Legal updates” across all Practice Areas.

Subscribe to “Legal updates” via RSS.
Filter your Legal updates by selecting one or many topics or jurisdictions of interest.

Visit the “email preferences” section to update your current awareness emails. Visit the Settings and email preferences section to find out more.

Add an RSS feed to monitor new Legal updates for a given Practice Area.

Use the Ask button to submit questions to our expert editorial team.

Change how much detail is displayed using the detail drop down option.

A. “Less detail” displays basic information on the Legal update, such as jurisdiction and status.
B. “Most detail” displays the abstract of the legal update.

Print, download, email or save the Legal update into a folder directly from this list. To find out more about these icons, visit the Deliver and share section.

A. Use the tick box to select the resource(s).
B. Select the print, download, email or folder icon.
You can return to your Legal update list at anytime.

View the Legal update title and author.

The abstract provides a quick outline of what the Legal update covers.

Read a summary of the Legal update using the “Speed Read” button. View the Speed Read section to find out more.

As this is a point-in-time resource, the published date indicates when the Legal update was created.

Email, print, download, annotate or save the legal update to a folder. To find out more about these options, visit the Deliver and share section.
Ask

Get answers to your questions through our Ask service

Our team of experts are available to answer your queries through our Ask service (free to subscribers). We can expand on what we have written, point you to useful resources and act as a sounding board on a tricky point.

How to submit a question:

1. If you have a query, visit the Ask homepage or click the "Ask a question" button, which appears at the top of all pages on the site.

2. Complete the fields in the pop-up form and click "Submit" once you’re happy with your query. You will receive a response from one of our Editors via email, if your question or comment requires a response from us.
View previous questions and answers

1. If you have a question about something, the chances are others will be interested in the answer too – that’s why we publish the questions anonymously.

2. You will see the editorial response to the question as well as any further comments added to the thread by other subscribers.
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