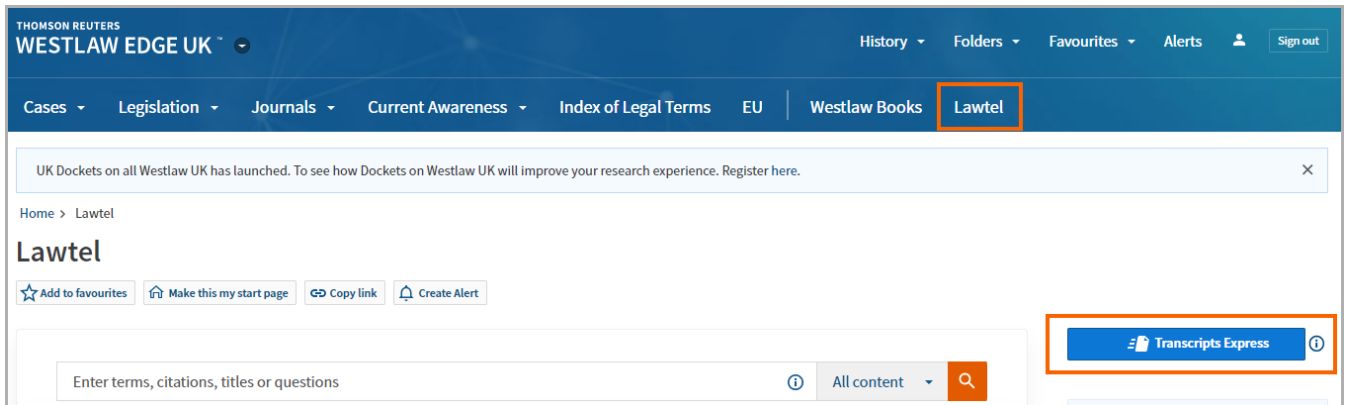


Westlaw UK

Lawtel – Transcript Express

The Transcripts Express feature is available only to Lawtel on Westlaw® UK subscribers. It offers an order form to allow you to place orders with the Tracking Team for any UK judgments. Coverage for this feature is any *ex-tempore* judgment from the last 6 years (where it is available).

The Transcripts Express order form can be found on the [Lawtel on Westlaw® UK](#) homepage.



Completing the form

1. Fill in as much detail as you have about the case.
2. The Judgment name and Judgment date are essential. If you have any further information on the Court, Judgment date and/or Judges this will help the Tracking Team to source the transcript.
3. Your name should be prepopulated from your user details on Westlaw UK, please check them before submitting.
4. Complete the Company field if not auto populated.
5. Add an Order reference for your own record keeping.
6. Add a Message to the Tracking team if there's any additional information you want to provide.

Transcripts Express order form

1

2

Judgment name (Required)

Judgment date (dd/mm/yyyy)

Court

Judge(s)

3 First name (Required)

Surname (Required)

4 Company

Telephone

E-mail (Required)

Re-enter e-mail (Required)

5 Order reference

6 Message to tracking team

Find more information on the tracking and delivery in the user guide.
Alternatively email tracking@lawtel.com

My Orders

You can check the progress of your order by clicking the **My Profile** button on the top right of the screen, then select **“My Orders”** to display a list of your orders and their status.

The screenshot shows the Westlaw UK interface. At the top right, there is a user profile icon and a 'Sign out' button. A dropdown menu is open, showing the user's name 'Maresa Botha' and email 'maresa.botha@thomsonreuters.com'. The 'My Orders' option is highlighted with a red box. Other options in the menu include 'Display preferences' and 'Update OnePass profile'.

1. From the **My Orders** home page, you can amend or cancel existing orders using the links that will appear under **Actions** for a pending request.
2. When the Tracking team has sourced the judgment, it will be emailed to you and will also be available from the relevant entry on the **My Orders** page.
3. You can also start a new order from the My Orders Home Page by clicking the **“New Order”** button.

The screenshot shows the 'My Orders' page. On the left, there is a 'Filters' section with 'Order status' set to 'Completed' (4 orders). The main content area is titled 'Transcripts Express' and features a 'New order' button (3). Below this is a table with the following data:

Case name & citation	Order date	Status	Document	Actions
Dixons Stores Group Ltd v Thames Television Plc (1993) 1 All ER 349 at 356 King's (formerly Queen's) Bench Division 15 July 1992	20 Jan 2023	Completed		1

Interactive training for [Lawtel on Westlaw® UK](#)

Find everything you need to get started with [Lawtel on Westlaw® UK](#) in this [user guide](#), including access to interactive learning.

Alternatively email tracking@lawtel.com for more information.

Looking for more information?

To sign into Westlaw UK, visit uk.westlaw.com.

For assistance using Westlaw UK, email SSA.MENATrainers@thomsonreuters.com

For additional training materials, visit [Product Support](#) on Westlaw UK, or the Westlaw UK [training website](#).