

# **CLJLAW USER GUIDE SUMMARY**

**([www.newcljlaw.com](http://www.newcljlaw.com))**

Go to [www.newcljlaw.com](http://www.newcljlaw.com)

Enter Username & Password.

Select type of Search Panel – **Basic or Regular**.

Use Settings options to set it as default search panel.

### **A. CASE SEARCH**

1. Select caselaw search criteria from 3 categories provided.

- Caselaw, Legislation or Article

2. Enter Search Term.

3. Select database to search in.

- All or one or more from: Reported/Unreported/Industrial/Sharia

4. Select **Search in** option.

- Full Text, Head Notes, Title, Counsel, Annotation

5. Select **Proximity Search** options.

- Anywhere, Exact Phrase, Within Sentence, Within Para and within [ x number of ] words

#### **Words / phrases search combinations:**

- An **AND** combination – a space indicates **AND**

Eg. [witness creditors petition sarawak](#)

- An **OR** combination – with no exact phrase – a slash / indicates **OR** , eg. `<phrase1><space>/<space><phrase2>`

Eg. : [contract / aggravated damages / breach](#)

- Combination of several exact phrases. Double quote “ ” indicates exact phrase.

Eg: ["Preliminary objection" "appeal to the court of appeal"](#)

- An **OR** combination on two exact phrases by specifying `<space><slash><space>` as a separator between words.

Eg: ["beyond reasonable doubt" / "circumstantial evidence"](#)

- Combination of exact phrase and any other words/phrases

Eg. ["Preliminary objection" commission secret speculation](#)

- Combination of several sets of exact phrases and any other words/phrases.  
Eg: "Res ipsa" carriage "Application of doctrine" wharf / Evidence "loss occurred"
- A wild card search on words and phrases using asterisk "\*" to expand search.  
Eg: assign\* - get results with the word "assignment", "assignee", "assignor" etc

## 6. Advanced Search

Search can be further restricted by:

- Judge name - search cases based on specified judge.
- Judgment Date - select judgment of within specific range of dates.
- Country - select judgment from specific country (if applicable).
- Language - choose to view judgment in English or Malay.
- Case /Award No. - enter a case or award number and view specific case/award.
- Award year - in combination with award number, select to view awards within specific year.

## 7. Display of search results.

- **View Catchwords** - mouse over case title and view catchwords.
- **Search Within Results** - enter new search term into column and narrow search.
- **Filter** – further restrict search results by jurisdiction and/or subject.
- **Saved Searches** - save the selected results set by ticking check boxes and click "save" – enter a name and save. Retrieve saved cases under Search Directory "Saved Searches".
- **Assign Keywords** - tick selected cases and assign keyword to selected cases. Retrieve under Search Directory "Saved Keywords".
- List judgment(s) on specific judge from search results.
- View relevancy of cases based on annotating term – (*fol*), (*not fol*), (*dist*), (*ovrd*), and (*refd*)

## 8. Display specific case.

- Read the entire text of the selected cases.
  - **Annotation** – key in personalised notes about the case and save. Retrieve using search or under Search Directory.

- **View MyPad** – view previously saved notes and/or send notes via email.
- **Send to MyPad** - Highlight portions of a case and save it under MyPad.
- **Assign Keywords** - tick selected cases and assign keyword to selected cases. Retrieve under Search Directory “Saved Keywords”.
- **Case Citorator**: Click on “ovrd, foll, refd, cit” listed below case citation in results page to view cases cross-referred to case under review or view from judgment.
- **Display the entire Pdf** of the case or show /hide specific pages of the case Pdf according to Pdf page break icons.

### **B. CITATION SEARCH**

- Select type of journal - (CLJ, BLJ, ILR, LNS, SYA)
- Select the journal’s publication year - (1894 – current year)
- Select journal volume - ( Vol. 1 to Vol. 12 )
- Select journal page number.
- From the listed case go to options in step 7 and/or 8 above.

### **C. LEGISLATION SEARCH**

1. Enter search phrase.
2. Enter legislation required.
3. List of specific legislation is displayed.
4. Display of selected legislation in a By-Column format. Available options:
  - **Annotation** – key in personalised notes about the legislation and save. Retrieve using search or under Search Directory.
  - **View MyPad** - view previously saved notes and/or send notes via email.
  - **Send to MyPad** - highlight portion of the legislation section and save it under MyPad.
  - **Assign Keyword** - tick selected legislation and assign keyword. Retrieve under Search Directory “Saved Keywords”.
  - **Definitions** – view a list of statutory definitions of word/phrase of the selected principal act.

View Options Available are:

- **List of Amendments** - A complete listing of amendments for the particular Act.
- **Amending Acts** - An amendment that amends the principal Act being viewed.
- **Subsidiary Acts** - List of rules, orders, regulations related to the particular Act.

- **xxx Case(s) Referred** - a list of case(s) referring to a particular section of an Act. **xxx** denotes the number of cases available.

#### **D. ARTICLE SEARCH**

1. Enter Search Term.
2. Select Search In option.
  - Full Text, Title, Author, Annotation
3. Select Proximity options.
  - Anywhere, Exact Phrase, Within Sentence, Within Para and within [x number of] words.
4. Display of search results.
  - **Search Within Results** - enter new search term into column and search further.
  - **Saved Searches** - save the selected results set by ticking check boxes and click “save” – enter a name and save. Retrieve saved articles under Search Directory “Saved Searches”.
  - **Assign Keywords** - tick selected articles and assign keyword. Retrieve under Search Directory “Saved Keywords”.
  - **Filter** - restrict search results by jurisdiction and/or subject.
5. Display specific article.  
Available options:
  - **Annotation** – key in personalised notes about the article and save. Retrieve using search or under Search Directory.
  - **Send to MyPad** - highlight portion of the article section and save it under MyPad.
  - **View MyPad** - view previously saved notes and/or send notes via email.
  - **Assign Keyword** - tick selected article and assign keyword. Retrieve under Search Directory “Saved Keywords”.
  - **PDF** – view article in PDF format (where available)

#### **E. Browse**

View lists of the following:

- Federal Act
- State Enactments
- Article
- Practice Notes/Directions

**F. Forms** – view list of forms from the principal acts

**G. Precedence** - view sample of agreement, letters etc

**H. Dictionary** – view meaning of word listed in alphabetically

**I. References (with search function)**

- Statutory Definitions
- Translator
- Words & Phrases
- Practice Notes
- Treaties

**J. Settings** – settings that can be set as default for the accounts such as the default search panel, practice area etc.

**K. Help**

- Summary Guide – condense guide on using the system.
- Full Guide – Full description on searching the database.

**L. Account Info**

- Customer Info – view basic customer information such as address, telephone, facsimile, email address & etc.
- Customer Log – view user activity or specifically define log duration to view.
- Renew Online – renew of access due to expire. Option enable within 30 days of expiry.