CLJLAW
USER GUIDE
SUMMARY

(www.cljlaw.com)

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Go to **www.cljlaw.com**

Enter Username & Password.

Select type of Search Panel – **Classic or Regular**.
Use Settings options to set it as the default search panel.

A. CASE SEARCH

1. Select search criteria from 4 categories provided.
   - Caselaw, Legislation, Article or Catchword

2. Enter Search Term. Refer to 5B for search term combination.

3. Select database to search in.

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

4. Select **Search in** option.

   - Full Text, Head Notes, Case Name, Counsel, Annotation

5. Select **Proximity Search** options.

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

5A. **Acts in Cases** : Get list of case(s) citing or referring to specific acts.

5B. **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

   Eg. Case Name - "Rahima Muhamad" / "Rahima Muhamed" – get results on either case names.

   - 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" / "circumstancial 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 occured"

- None of the words – exclude specific search words or phrases from the search.
  Eg: not(drugs dadah) - get results without the words "drugs and dadah"

5C. Search cases only on :

- Judge name – search cases based on specified judge.

- Judgment Date - select judgment of within specific range of dates.

- Only cases – (*All, Overruled, Followed, Not Followed, Distinguished, Referred, Cited*)

6. Advanced Search

Search can be further restricted by:

- Country - select judgment from specific country (if applicable).

- Language - choose to view judgment in English or Malay or All

- 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.

- Citation Converter : Convert citation of other law publishers into CLJ's

- Jurisdiction – get cases from a specific court or in combination of several courts.

- Subject – get cases on a subject or a combination of several subjects

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". "Saved Searches" cases are auto updated.

- **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. Click on a specific judge name to get a list of judgment(s) by the selected judge.

- View relevancy of cases based on annotating term – *(ovrd)*, *(foll)*, *(not foll)*, *(dist)*, *(cit) and (refd).* The higher the number the higher is it's merits.

- Sort the results based on Date, Title, Court, Citation, Referred or Relevance either in descending or ascending order.
  - *Referred* – the number of times the cases is being referred or used by other judgments.
  - *Relevance* - the number of times the searched words or phrases being used in the judgments.

8. Display specific case.

   Read the entire text of the selected cases.

   - **PDF –** download, print or save the judgement's pdf or Email the pdf to a specific email recipient *#*

   - **Print** – Print the judgment in view (available only to judgments without PDF)

   - **Case Citator**: Click on "ovrd –Overruled, dist – Distinguished, foll – Followed, not foll – Not Followed, refd – Referred, cit"- Cited, listed below case citation in results page to view other cases cross referenced to case under review or view from judgment.
     – Print the citator listing.

   - **Case History** – Get list of the case history *#*

   - **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".

   - **Remove Highlight icon** – highlighted search words/phrases are removed and not shown when printed.

   - **View parties** – pop-up window on & Ors, & Anors, & SATU LAGI & etc. shows list of parties.

   - **Case Overruled** – click to view : Notice on an over-ruling judgments.

***#* *- New features*

B. CITATION SEARCH

- Select type of journal - (CLJ, CLJ Rep, CLJ Supp, MTC, BLJ, ILR, LNS-All, LNS-1-Civil, LNS-2-ILR, LNS-3-Syaria, CLJ SYA, 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. Key in search word/phrase.

2. Select Legislation **Search in** option.

- Full Text, Act Title, Section Title, Act Number or Annotation

3. Select **Proximity Search** options.

- Anywhere, Exact Phrase, Within Sentence, Within Para and Within *[x number of]* words   and/or

4. Combine with listed **Statute** and/or **Statute section number.**

5. List of specific legislation is displayed. User can

- Sort - Ascending or descending order, Save, Assign keyword, Filter or Search Within Results or toggle between results pages.

6. 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 sends 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".
- **Download PDF** - download for free or at a fee selected acts.
- **Definitions** – view a list of statutory definitions of word/phrase of the selected principal act. Also view the same definitions linked to other acts.
- **Back –** go back to all sections previously clicked and viewed.
- **Close –** close the opened window session.
- **Remove Highlight icon** – highlighted search words/phrases are removed and not shown when printed.

View Options Available are:
- **List of Amendments** - A complete listing of amendments for the particular Act.
- **Amending Acts** – Amending acts that amend the principal Act being viewed.

- **Subsidiary Acts** - List of rules, orders, regulations related to the particular Act.
- **Version** : Where applicable, see legislative amendment according to the versions of amendment. Version 0 being the earliest.
- **xxx Case(s) Referred** - a list of case(s) referring to a particular section of an Act. **xxx** denotes the number of cases available.
- **Previous –** View the section before the section in view**.**
- **Next** – View the section after the section in view.
- **View** – View the section in Full screen.
- **Print** – Print the section in view.

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 sends 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. Catchword *#*
- A direct access to the different levels of catchwords in locating your desired case(s) after a quick review.
- All cases are linked to the full judgments
- Filter to restrict the listing by keying in relevant phrases
- Or select only English or only Malay cases.

Step 1 - Select one main subject from the listing provided e.g. Administrative Law.

Step 2 – Review cases by catchwords levels – default is the 1st level but you may opt to view the next level or all the levels. Use Filter to restrict the list if required.

Step 3 – Retrieve the full case by clicking on the linked phrase or using the check boxes to select your desired case(s) and click "Get results".

F. Browse

View lists of the following:
- **Federal Acts** : view list of by alphabet, number, subject and others
- State Enactment : get listing by state, type, language, year, act number or by alphabet.
- Legislation Alert : list of the latest updated legislation. *#*
- Articles : view list by year
- Practice Notes : view list by year
- Quantum Damages : View list of damages quantum by type, by award, by year or by court.
- Catchword Subject – similar option to **E. Catchword** option above. *#*

G. Forms – view list of statutory forms.

H. Precedents – view sample of agreements, letters etc.

I. Dictionary – view meaning of words listed alphabetically.

J. References (with search function)

- Statutory Definitions – List of words/phrases defined in all acts.

- Translator – List of translated words/phrases to English or to Bahasa Malaysia.

- Words & Phrases – List of words/phrases link to judgments.

- Medico Legal Terms – List of medical terms related to law

- Judicial Quotes – Selection of quotes from the SMC cases

- Practice Notes – search of words/phrases in the practice note.

- E-Judgment – Highlights of Judgments of public interest.

- *New features*

- Treaties – search of words/phrases in treaties database.

K. Settings – settings that can be set as default such as the default search panel, practice area etc.

L. Help

- Summary Guide – basic guide on how to use the website.
- Full Guide – full description on how to search and utilize features provided in the website.

M. Account Info *(admin access required)*

- 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 subscription due to expire. Option is available within 30 days of expiry.
- Top-up online – User may top-up their access usage (MB) within the period of subscription.

General Info – Browser's Settings

  Block or allow pop-ups in Chrome

By default, Google Chrome prevents pop-ups from automatically appearing and cluttering your screen. You can turn the pop-up blocker on or off. When it's on and a pop-up is blocked, the address bar will show a pop-up blocker icon.

- **In the top-right corner of Chrome, click the Chrome menu.**
- Select **Settings**.
- Click **Show advanced settings**.
- Under "Privacy," click the **Content settings** button.
- Scroll up or down.
- Under "Pop-ups," select **Do not allow any site to show pop-ups (recommended)** or **Allow all sites to show pop-ups**.

Block or allow pop-ups in Internet Explorer (IE)

On the Tools menu
To configure the Pop-up Blocker on the Tools menu, follow these steps:

Click **Start**, point to **All Programs**, and then click **Internet Explorer**.
On the **Tools** menu, point to **Pop-up Blocker**, and then click **Turn On Pop-up Blocker** to turn on the **Pop-up Blocker**, or click Turn Off Pop-up Blocker to turn off the Pop-up Blocker.

From Internet Options
To configure the Pop-up Blocker from Internet Options, follow these steps:

Click **Start**, point to **All Programs**, and then click **Internet Explorer**.
On the **Tools** menu, click **Internet Options**.
Click the **Privacy** tab, and then select the **Block pop-ups** check box to turn on the Pop-up Blocker, or clear the **Block pop-ups** check box to turn off the Pop-up Blocker.
Click **Apply**, and then click **OK**.

Unable to stop unwanted pop-ups?: If the directions above do not work, there may be an unwanted program installed on your computer causing pop-ups.

–   End of Page –

NOTES