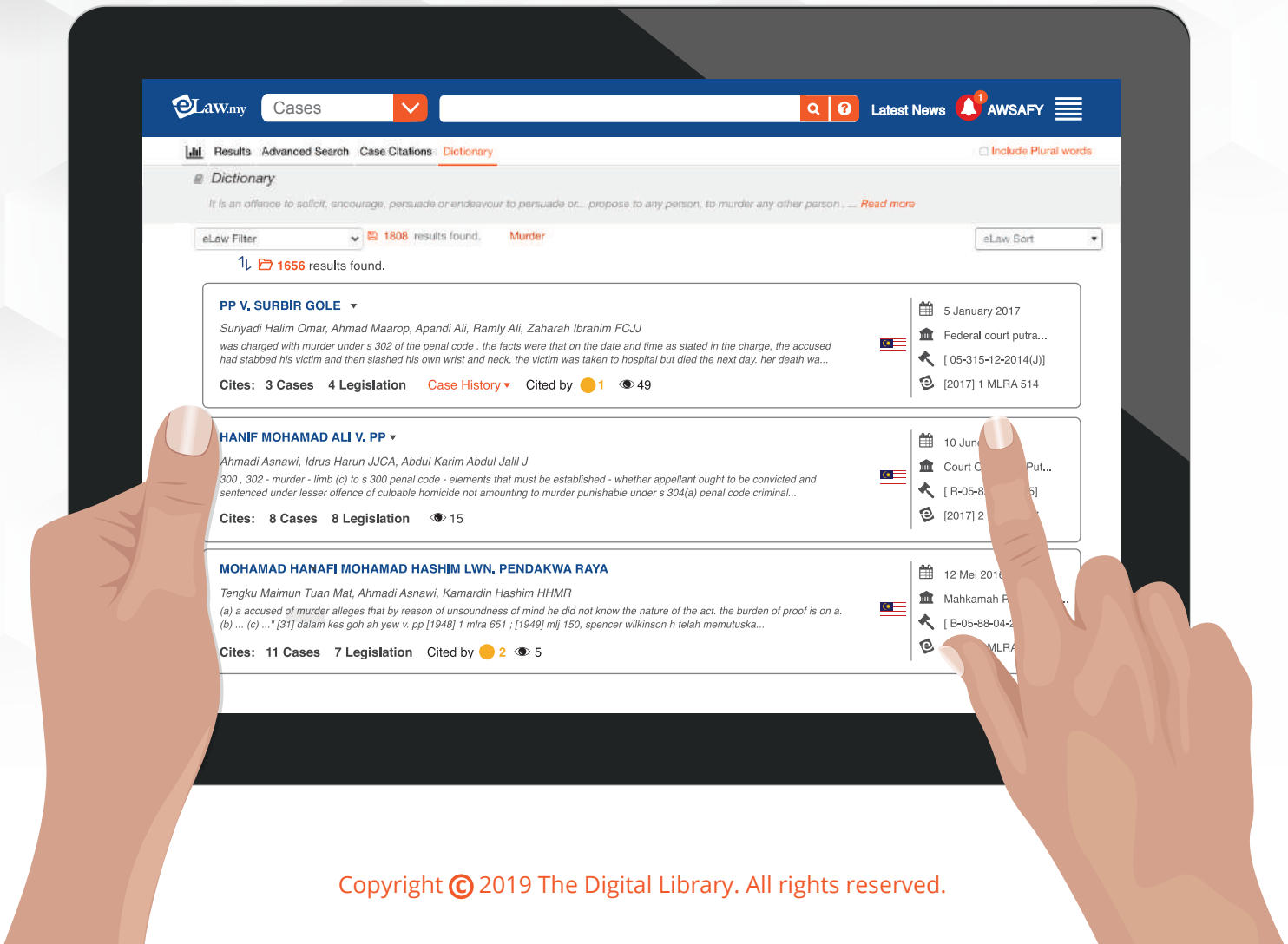
eLaw.my
The Digital Library

eLaw
User Guide



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Introduction

e-Law.my is Malaysia's database of court judgements and legislation, that can be cross-searched and mined by a feature-rich and user-friendly search engine-clearly the most efficient search tool for busy legal professionals like you.

Log in to eLaw via the url: www.elaw.my sign in

Contents

1. Login Page
- Login Page....2
- Welcome Page....3

2. Cases
- Smart Case Search....5
- Citation Search....6
- Advanced Search....7
- Case Search Results Page....7
- Case Display....10

3. Legislation
- Legislation Search....13
- Legislation Search Result Page....14
- Legislation Display....15
- Legislation Browse....16
- Bills....16
- Forms....17
- Hansard....18

4. Practice Notes & Directions 19

5. Regulatory Guidelines 20

6. Municipal Bylaws 21

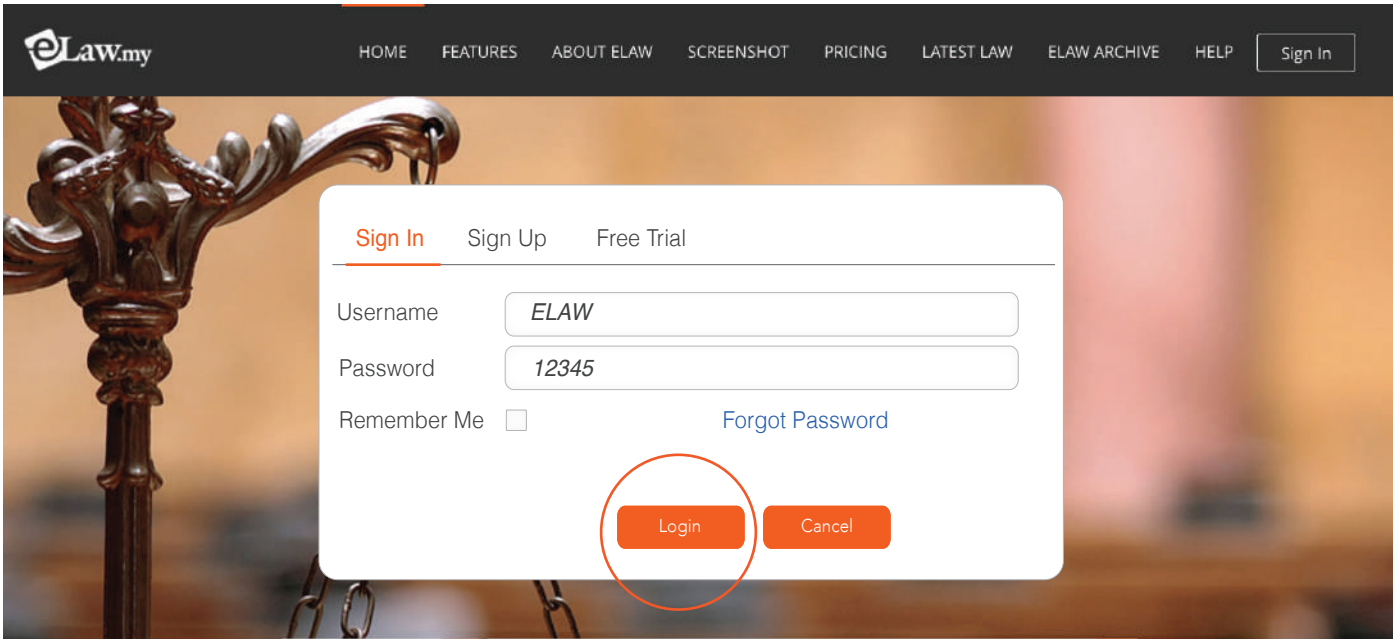
7. Legal Tools
- Dictionary 22
- Statutory Interpretation 22
- Translator....22

8. myBriefcase 23

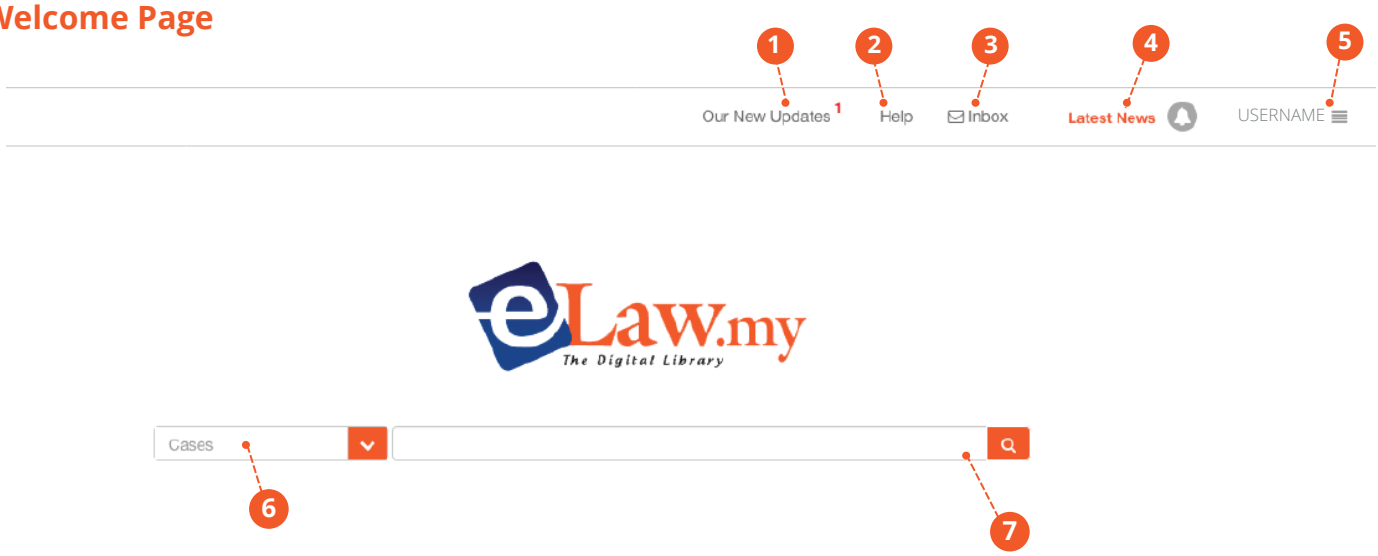
1. Login Page

Step 1: Go to *Sign in*

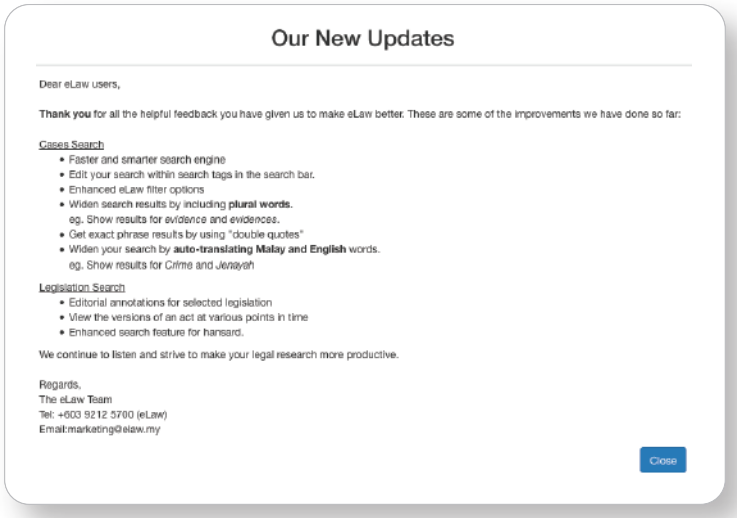
Step 2: Enter your *Username* and *Password* and *Login*



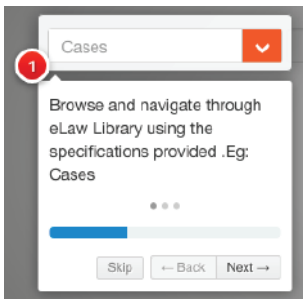
Welcome Page

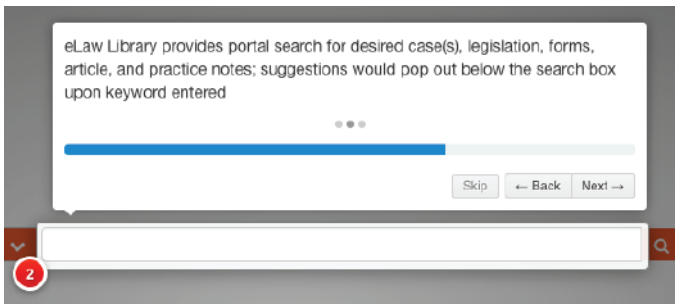


1 **Our New Updates:** We are listening to valuable feedback from our customers and working round the clock to improve eLaw.



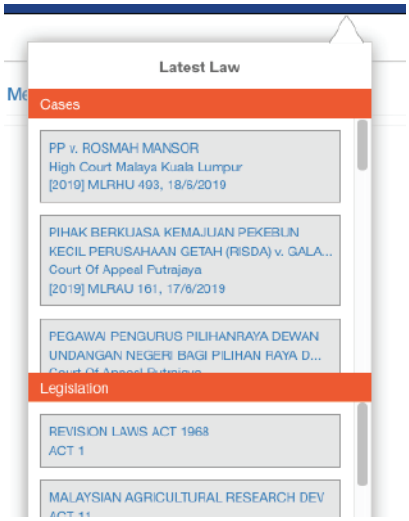
2 **Help:** Simple pointers to guide you along across every module.





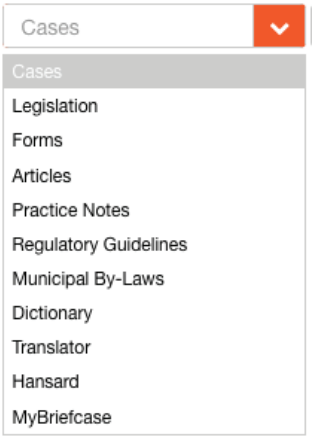
3 **Inbox:** eLaw has a Chat facility that will allow users to message our customer relations team directly on any queries. Replies will be found in Inbox

4 **Latest News:** Get updated on the latest cases from the courts, as well as new and amended legislation



5 **User Account:** Account details such as subscription period can be found here.

6 **Start Searching:** Search within any of the databases and modules in eLaw



7 **Search Engine:** Just choose the menu and key in any keyword that you want to search in search engine and all the information related will appear.

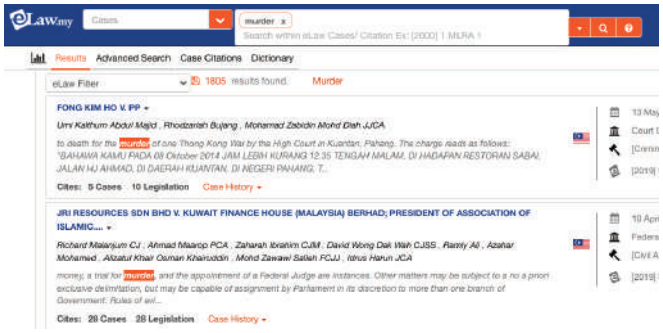
2. Cases

Smart Case Search

Selecting *Cases* will bring you to the following:

eLaw Search Box allows you to:

2.1) Key in a word and press Enter or Search. Eg Murder. Upon viewing the results, Murder will appear in a bordered Search Text.



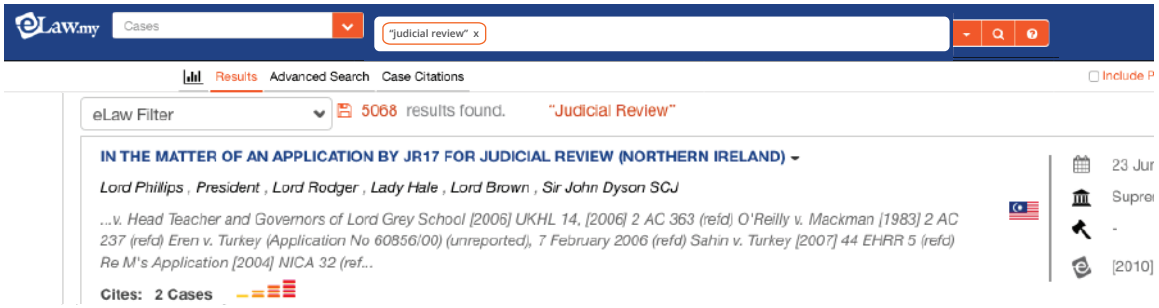
2.2) Type in as many Search Texts as you want. So, you can keep refining your search to get your desired results.

2.3) Edit any Search Text. Just type on any word to edit the search.

2.4) Remove a search text by clicking x

2.5) View the search parameters and criteria to keep track of your search options.

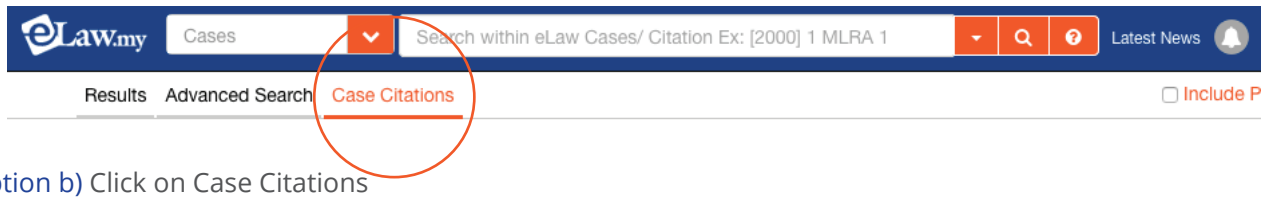
2.6) By default, just typing out a search phrase eg Judicial Review, will give you results of the exact phrase first. Alternatively, users may use quotation marks " "eg. “Judicial Review”.



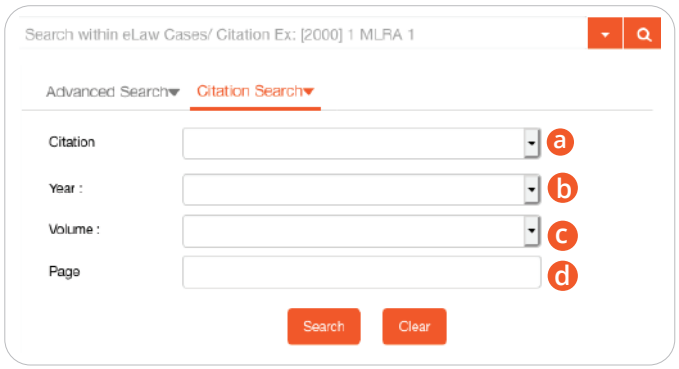
2.7) Search by using + and - to refine results. eg. murder + gun - knife will give the results for cases with the words murder and gun in them, but will not include results with the word knife.

★**2.8)** Search using Citation
There are 2 ways to search by citation

Option a) Type directly into the Search Box in either of the following formats:
(i) Journal Year Volume Page eg MLRA 2016 4 538
(ii) [Year] Volume Journal Page eg [2016] 4 MLRA 538



Option b) Click on Case Citations

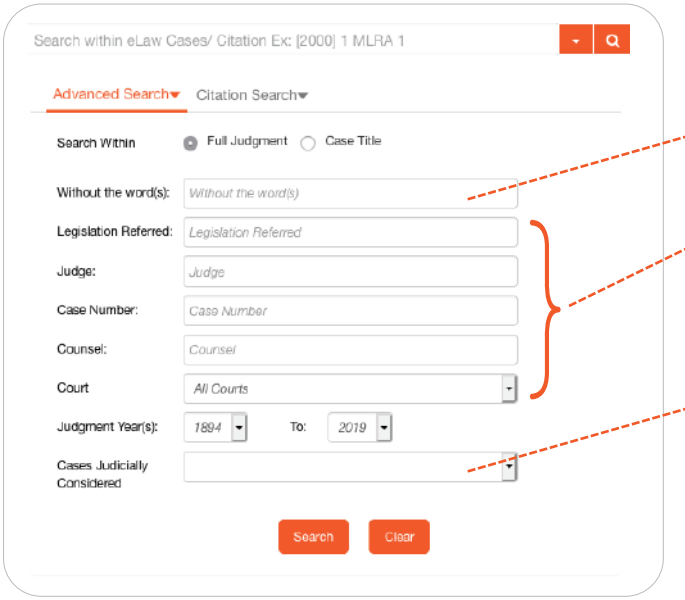


ⓐ You can choose the citation from our following reported journals:
- **MLRA** – Malaysian Law Review Appellate Court (Cases from Court of Appeal and Federal Court)
- **MLRH** - Malaysian Law Review High Court (Cases from the High Court)
- **MELR** - Malaysian Employment Law Review
  (Cases from the Industrial Court and employment-related cases from the superior courts)
- **SSLR** – Sabah Sarawak Law Review (Cases from the High Court of Sabah and Sarawak)
- **Others** – Key in citations from other local publishers. eLaw will extract The Legal Review's version of the judgment that corresponds to the keyed in citation.

ⓑ Key in Year of the citation (if any)
ⓒ Key in Volume of the citation (if any)
ⓓ Key in Page of the citation (if any)

★*Unique feature of eLaw*

★**2.9)** Advanced Search: This allows users to further refine their research based on specific criteria such as Judge Name, Legislation Referred and Judgment Year.



Without word(s): Eg Knife; Gun

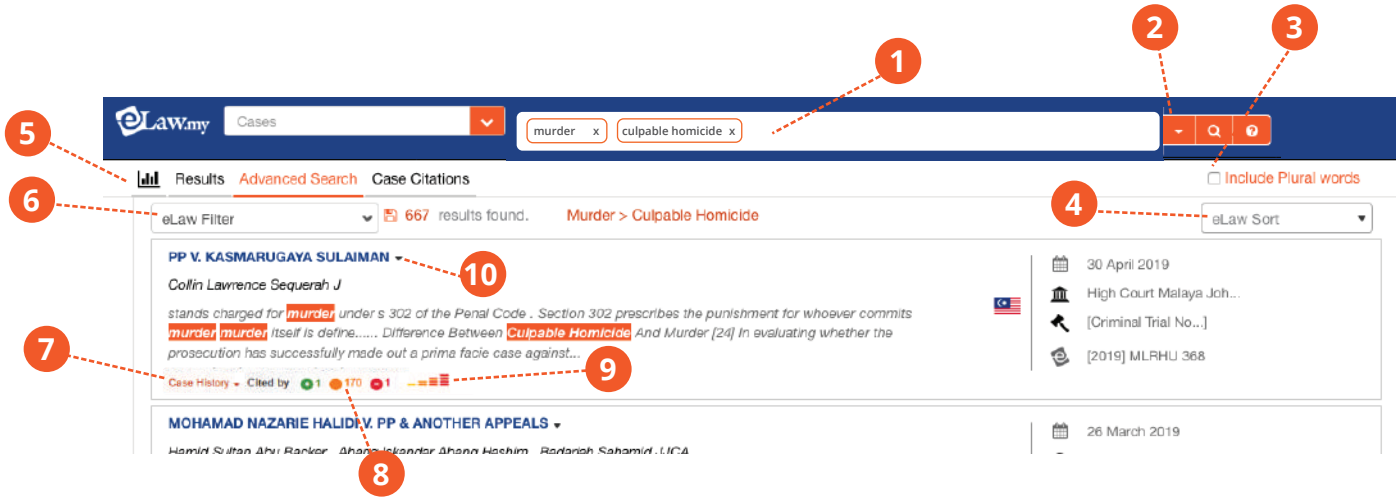
Example:
Legislation Referred: Employment Act
Judge: Arifin Zakaria
Court: Federal Court

Users may select as follows:
- Applied/Appealed/Followed
- Distinguished
- Not Followed\Overruled

Need additional guidance?

Every module in eLaw has a Help icon should you need additional assistance. Otherwise please feel free to call us at xxxxxxx.

Cases Search Result Page



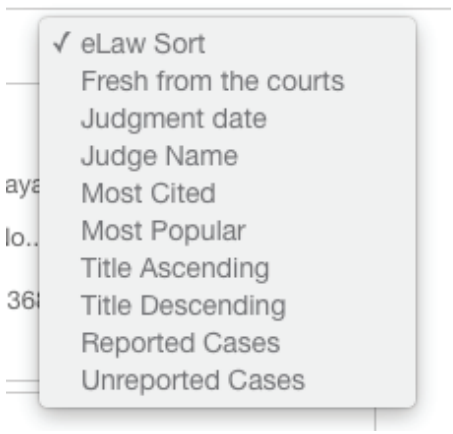
1 Search Box: Further refine your search by typing in additional keywords that will filter your results to what you are really looking for.

2 Advanced Search

★3 Include Plural Words: eLaw can provide results for plural words as well.
Example: Keying in the word Child will give you the results for Child and Children.

★*Unique feature of eLaw*

4 eLaw Sort: The cases can be sorted based on the following criteria:



★✓ **Fresh from the courts:** Some judgments may be dated sometime ago (eg 6 months ago) but has just been released for dissemination by the courts.

✓ **Judge name:** Results will appear with judges names' sorted alphabetically A-Z.

★✓ **Most cited:** Sort by cases that have been most referred by other cases.

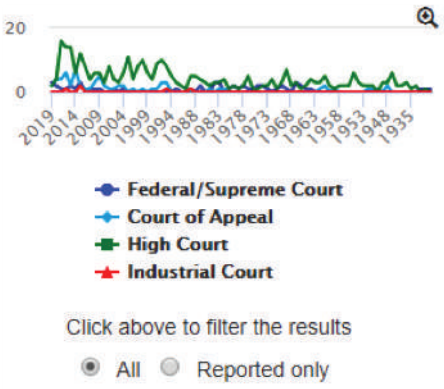
★✓ **Most popular:** Sort by cases that have been most often read by eLaw users

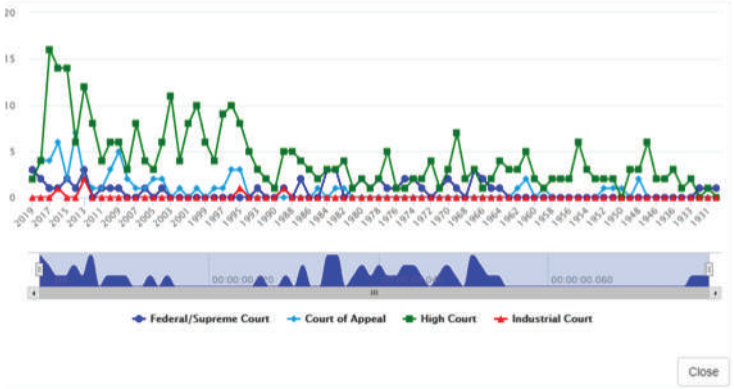
✓ **Title Ascending/Descending:** Sort by Judgment Title alphabetically.

✓ **Reported/Unreported cases:** Sort by Reported/Unreported cases appearing first.

★5 Analytics Diagram: This interactive diagram illustrates the number of cases from the various courts through the years.

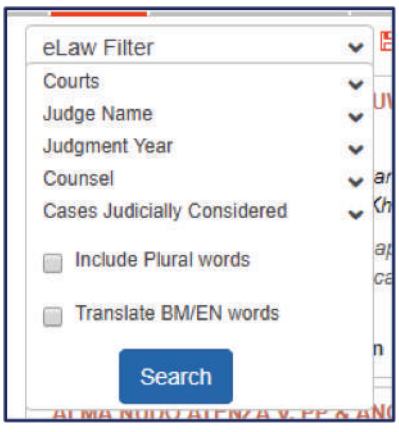
Click on the coloured graphs to add/remove a particular court. Eg Click on the green graph to remove High Court cases from the results.





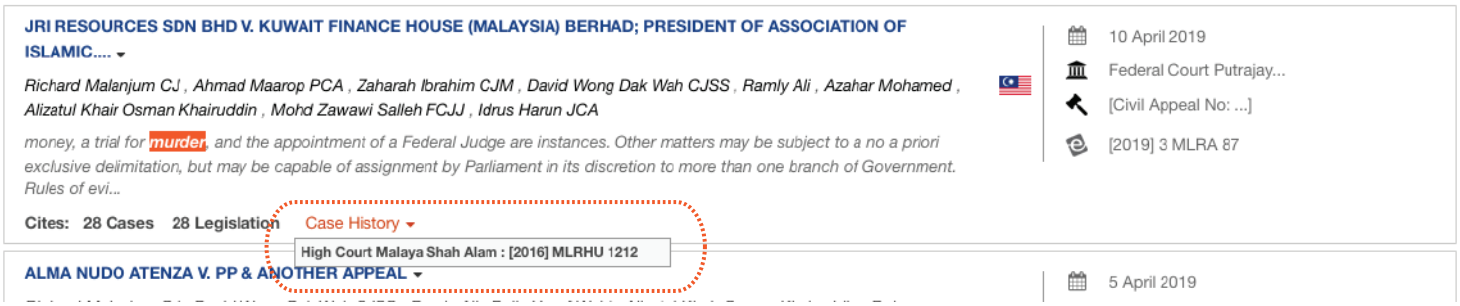
6 eLaw Filter: This allows your results to be filtered by you being more precise with what you want. Example:

Choose only High Court cases.
Choose only cases by Arifin Zakaria
Choose only cases from 2015-2019
Choose only overruled cases



★*Unique feature of eLaw*

7 Case History: This will show the progression of the case through the various courts. Eg, a Federal Court case should have corresponding Court of Appeal and High Court cases.



8 a) Cites: This will indicate the number of cases and legislation which is contained in that case.

★b) Cited by: This indicates the number of other cases that refer to this case. A high number of cases here usually indicates a landmark judgment with important points of law.

The number of cases are usually treatment coloured in Green, Orange or Red.
Green: Applied / Appealed / Followed
Orange: Just an ordinary case referral
Red: Distinguished / Not Followed / Overruled

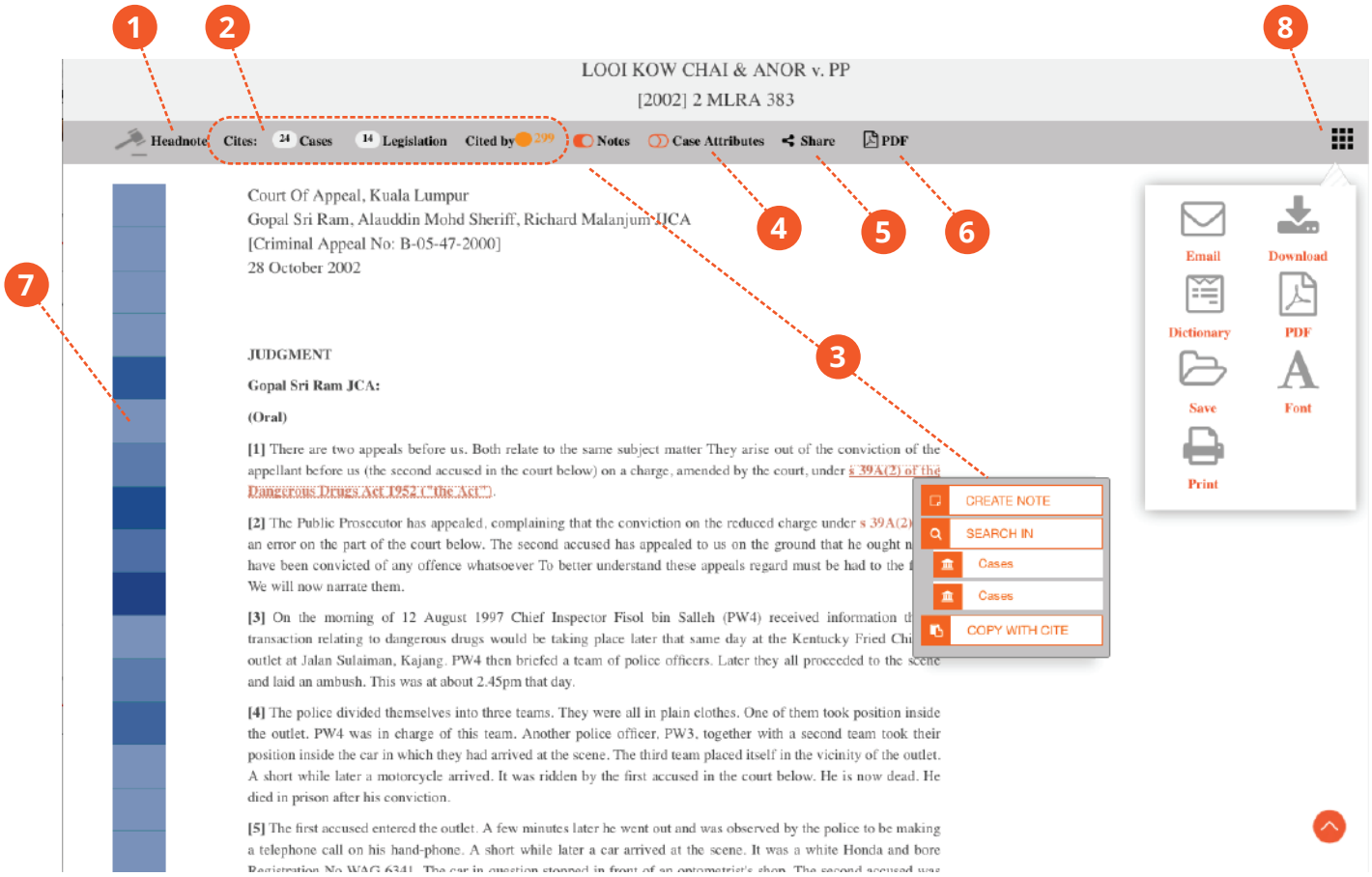
Applied/Appealed/ Followed	Referred Cases	Distinguished/ Not Followed/ Overruled

9 Popularity index: This reflects how popularly read this case is by eLaw users.

10 Cases sneak preview: Click on the arrow to show you a brief about the case, before you decide to read the whole judgment.

★*Unique feature of eLaw*

Case Display



1 Judgment/Headnote: Click here to see the Judgment or the Headnote

2 Cites: This will indicate the number of cases and legislation which is contained in that case.

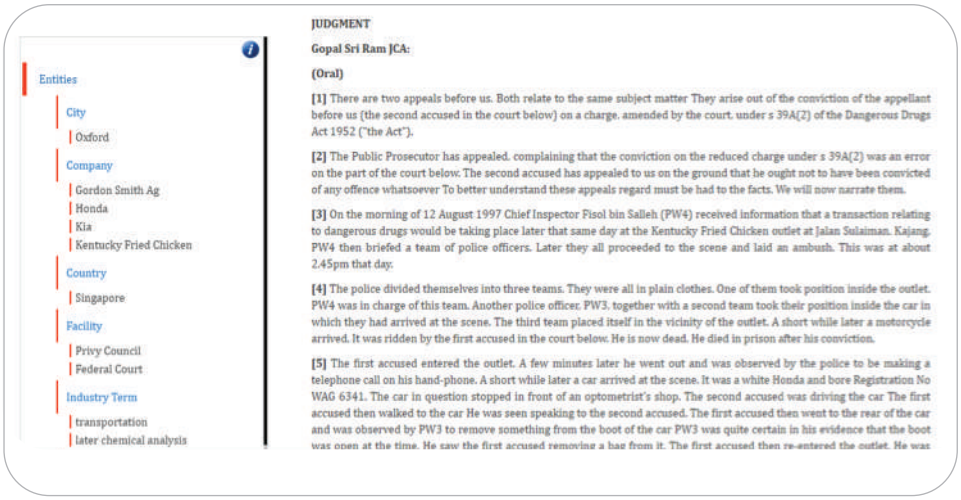
Cited by: This indicates the number of other cases that refer to this case. A high number of cases here usually indicates a landmark judgment with important points of law.

The number of cases are usually treatment coloured in Green, Orange or Red.
Green: Applied / Appealed / Followed
Orange: Just an ordinary case referral
Red: Distinguished / Not Followed / Overruled

Applied/Appealed/ Followed	Referred Cases	Distinguished/ Not Followed/ Overruled

3 Notes: When you are in the midst of doing a case reference, just highlight the word/paragraph, right click and "Create Note/Search in or Copy with Cite" shall appear. Save the case in your own folder in My Briefcase and it will save your notes!

★4 Case Attributes: This function shows information regarding the entities, person, organization, country, etc of the case



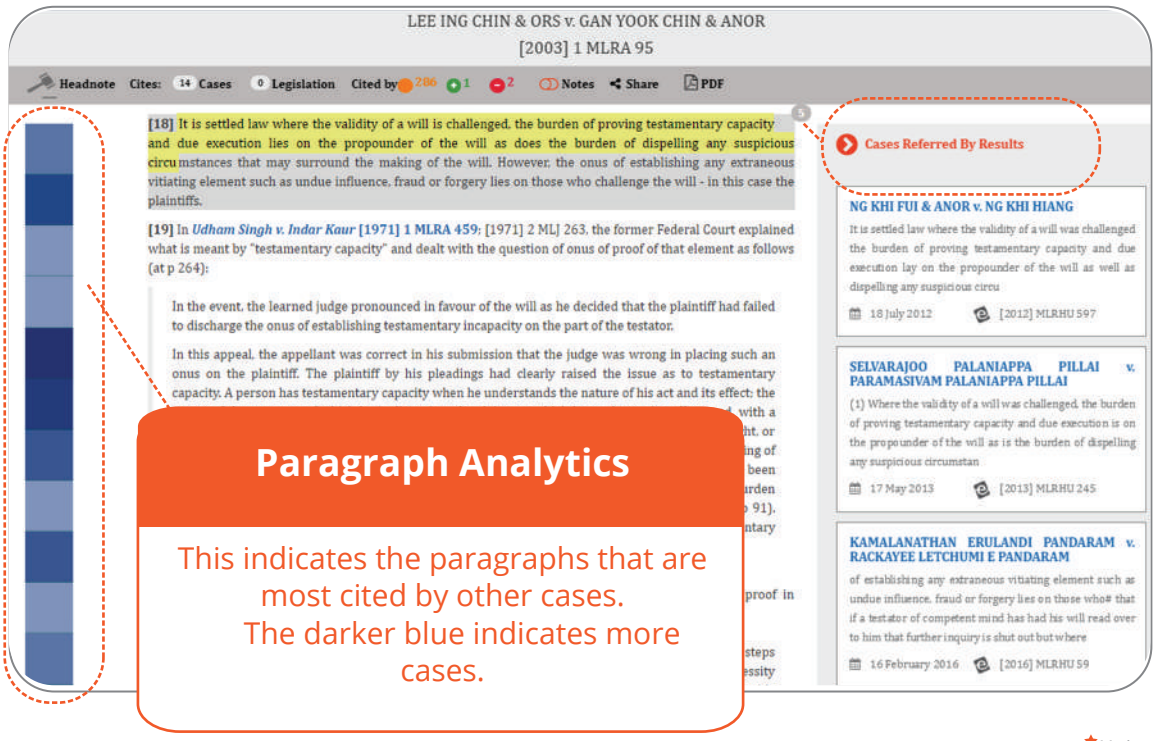
5 Share via Social Media: The case can be shared via various social media apps

6 PDF version: All >80,000 judgments in e-Law are in PDF versions that are able to be printed and submitted in court.

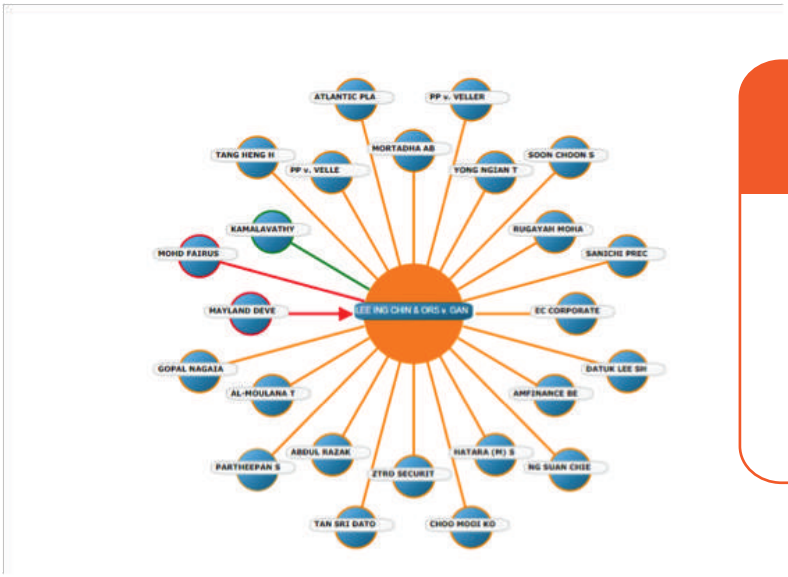
★7 Paragraph Analytics: This indicates the paragraphs that are most cited by other cases. The darker blue indicates more cases.

8 Tools menu: Click this and you can easy to download, email, print and save the case to the MyBriefcase.

You also can use the dual-language dictionary in tools menu to find any legal term.



★*Unique feature of eLaw*



It's really eye-catching!

You can choose to see all the cases via list or precedent map.

The relationships between the cases can be seen and are colour coded based on treatments.

3. Legislation

Legislation Search

eLaw has the most updated and complete federal and state legislation database in Malaysia. Also included are Forms, Bills and Hansard.

1 Search Box: Key in keywords in either Bahasa Malaysia or English. We have legislation in both languages. eg Evidence Act s120, or Evidence Act section 20, or Evidence Act s. 20.

2 Advanced Search

(a) Act Title: This is a dropdown list of all acts alphabetically.

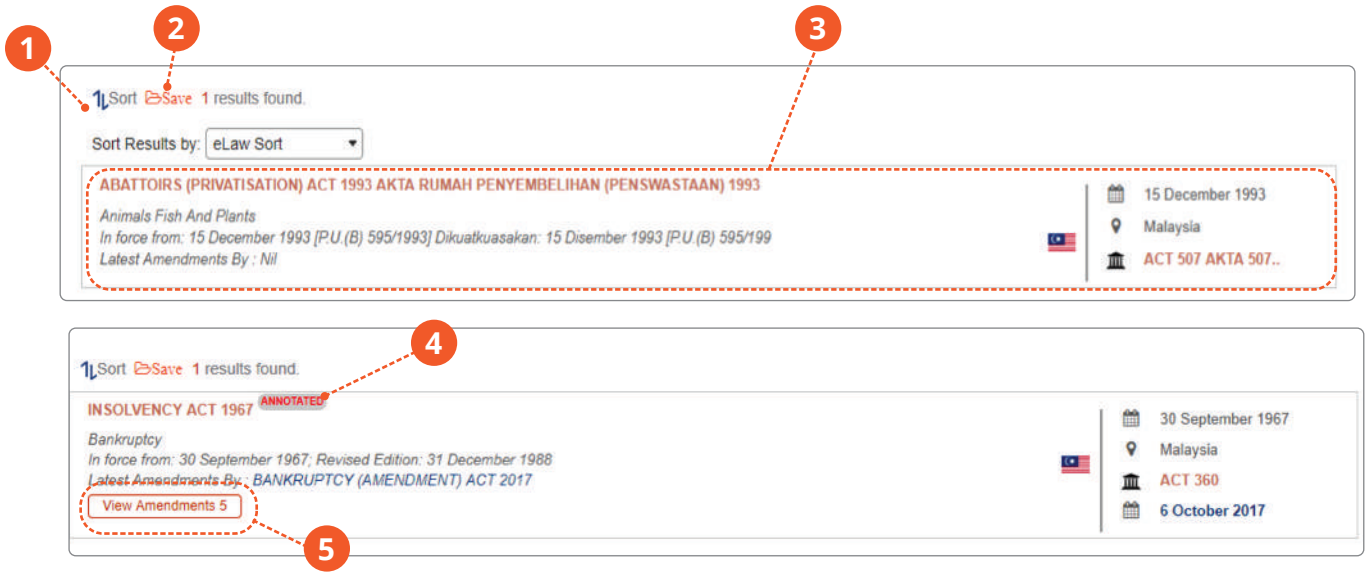
(b) Act No: Key in the act number. This usually applies for federal statutes.

(c) Section Title: A dropdown list of all sections of the selected act will appear for selection.

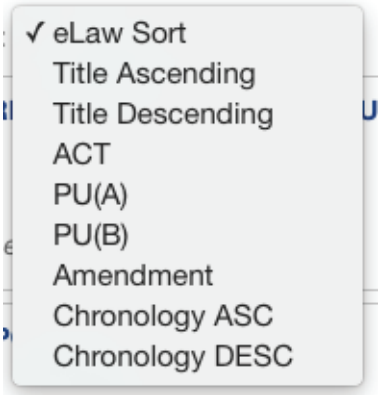
(d) Federal/State: Zoom in on only federal statutes or legislation from a particular state.

(e) Without the word(s): Exclude certain words from your results.

Legislation Search Result Page



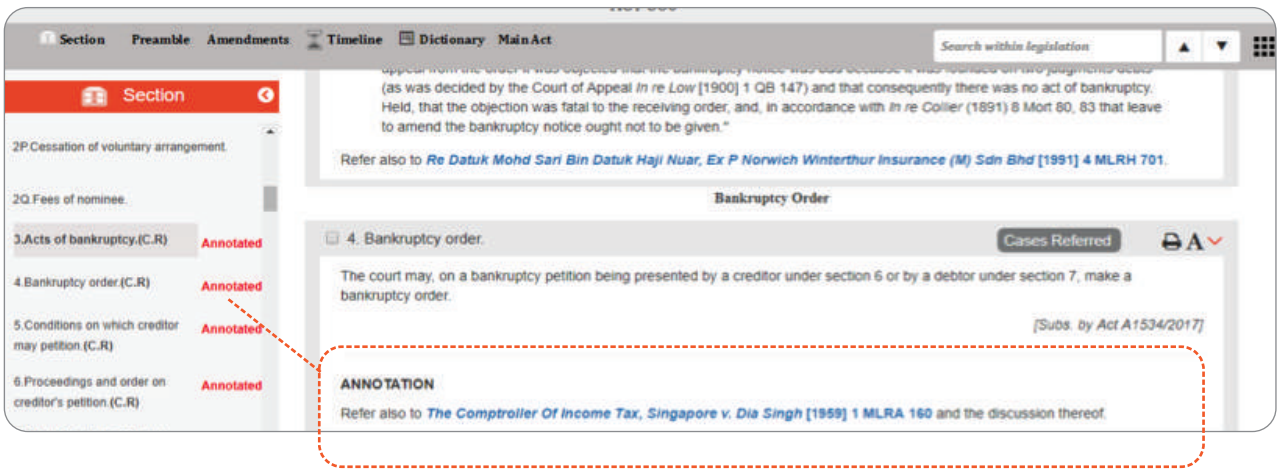
1 Sort: Results can be sorted by certain criteria.



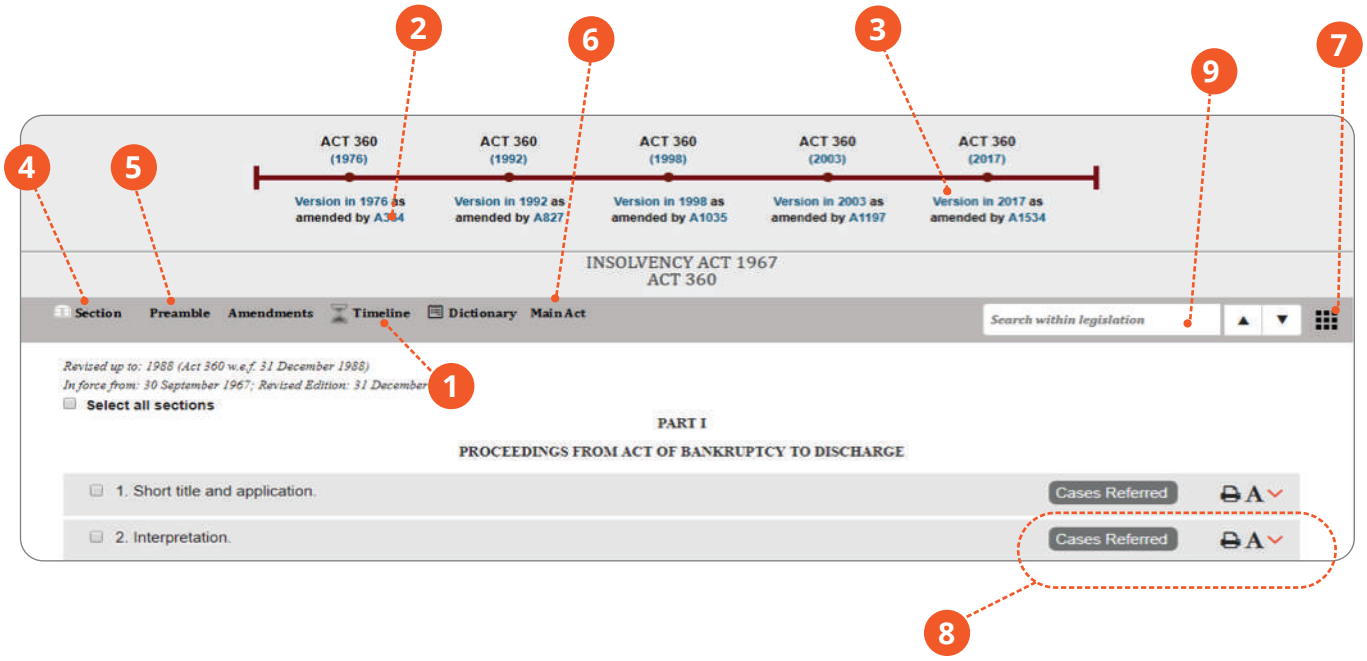
2 Save: A legislation document can be saved in MyBriefcase.

3 Legislation Information: Details such as In Force Date, Subject Area and Latest Amendments are listed here.

4 Annotated Legislation: Major legislation are commented on by our editors to better explain various sections and their relevance and meaning. Also included are the most important cases that are relevant to particular sections.



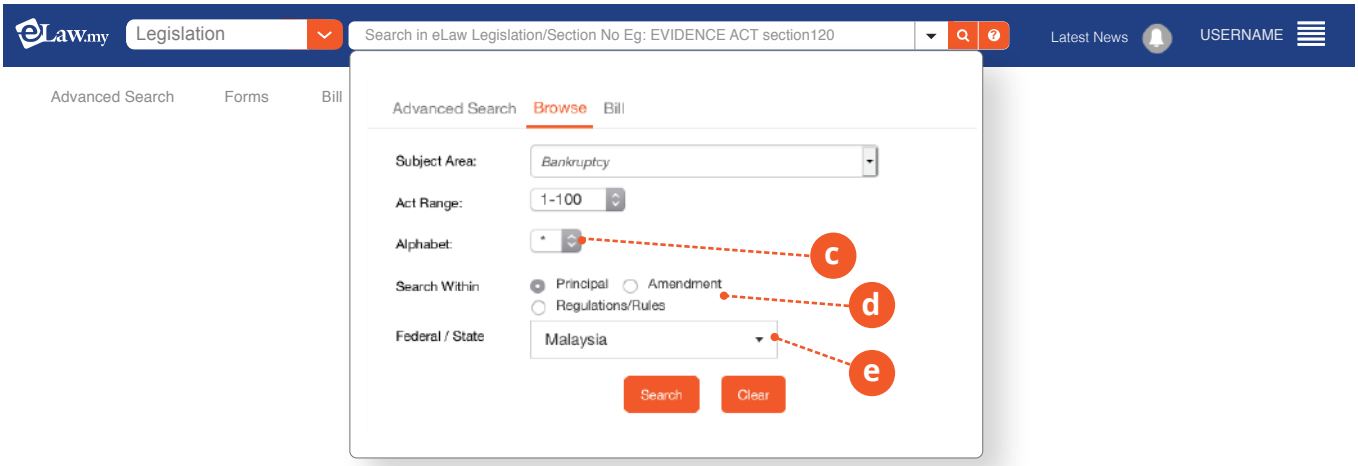
Legislation Display



1. Timeline: The timeline format allows users to scroll through the amendments in a graphical form.
2. Amended by: This will show users the amendment to that legislation.
3. Version: Users will be able to view the version of the legislation document at a particular time
4. Section: Specific sections of the acts can be selected here.
5. Preamble: The purpose, objective and justification of the act is detailed here.
6. Main Act: Click this if you are at an amending act or an amendment and wish to view the main act it refers to.
7. Tools Menu: Save the legislation and increase font size here.
8. Cases Referred: The cases that refer to a specific section can be listed. Users can then begin and drill down their research by limiting their research to cases referring to a specific section of an act.
9. Search using keywords: Search for words within a legislation.

Legislation Browse

eLaw has the most updated and complete federal and state legislation database in Malaysia. Also included are Forms, Bills and Hansard.

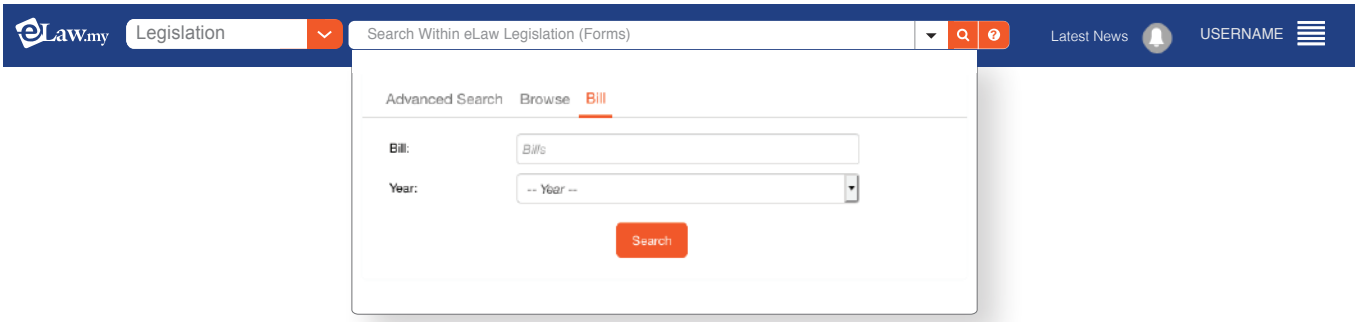


(a) Search by Subject, Act Number and Alphabetical.

(b) Search within Principal Acts, Amendments only or Regulations/Rules.

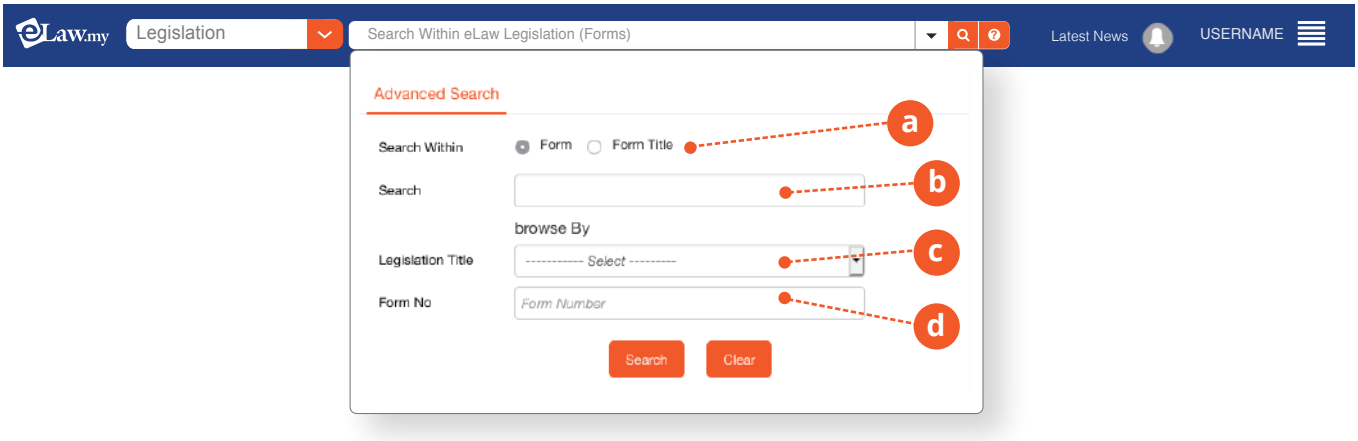
(c) Federal/State: Zoom in on only federal statutes or legislation from a particular state.

Bills



Search Bills by entering a keyword or browse all bills of a particular year by selecting a year. eg. Year: 2005

Forms

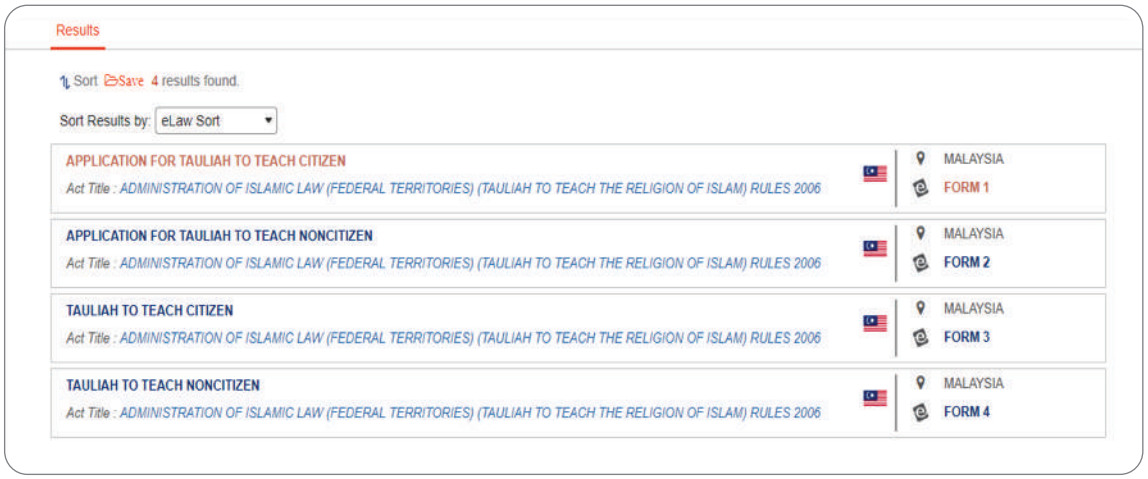


(a) Search Within: Users can opt to search the entire form or just search within the title of the form.

(b) Search: Allows a specific search on a form. This search can be in Malay or English.

(c) Legislation Title: Allows users to browse for all the forms from a particular legislation to be listed. Eg Rules of Court.

(d) Form No: Key in a specific form number if you have it at hand.

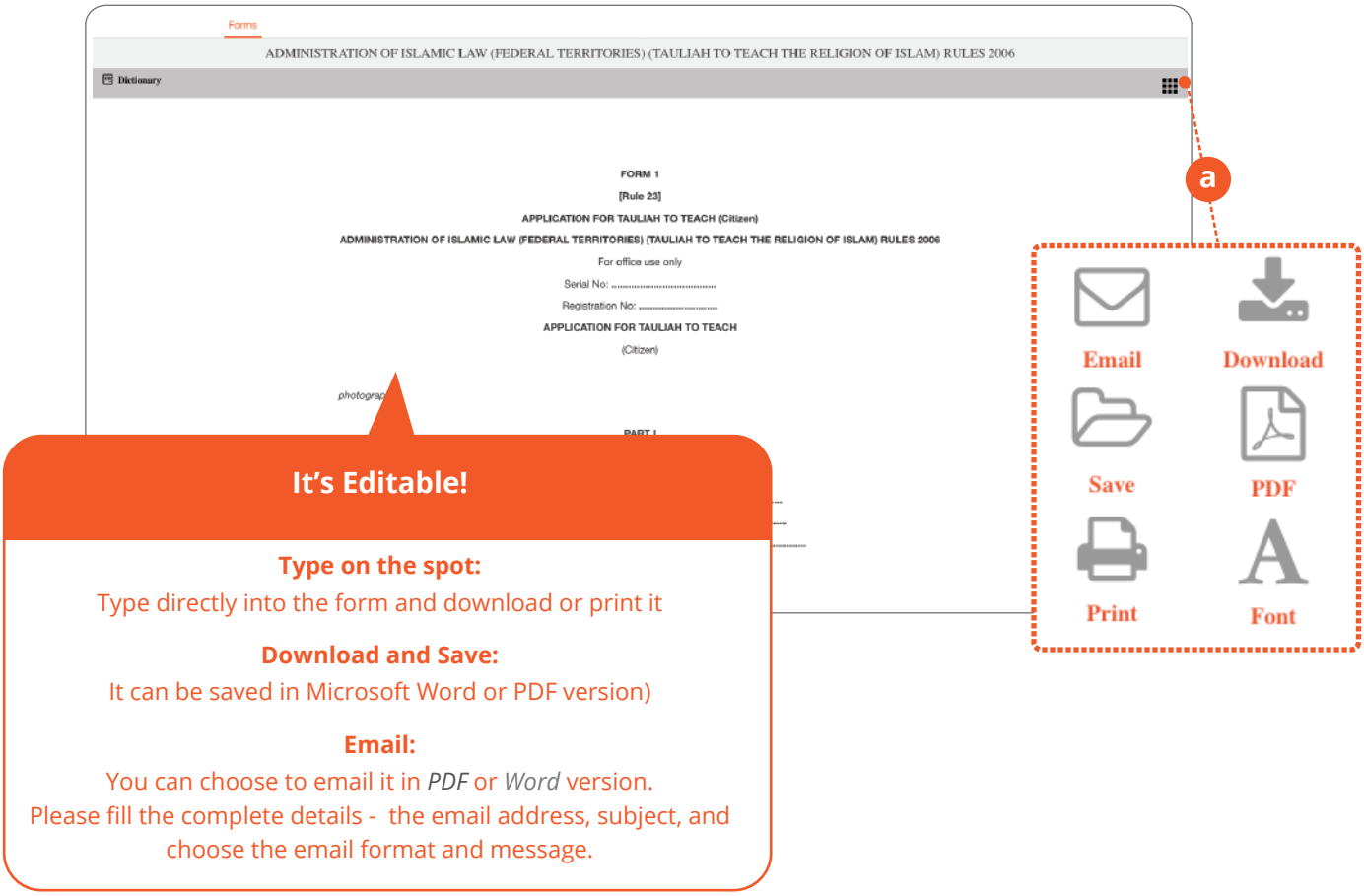


(a) Save: Once the result comes out, you can save it to your briefcase and can re-look the results for later use.

(b) Sort: You can sort the titles alphabetically.

Our Forms are editable and printable in Word Doc

(a) You can directly edit the form, save it or print!



It's Editable!

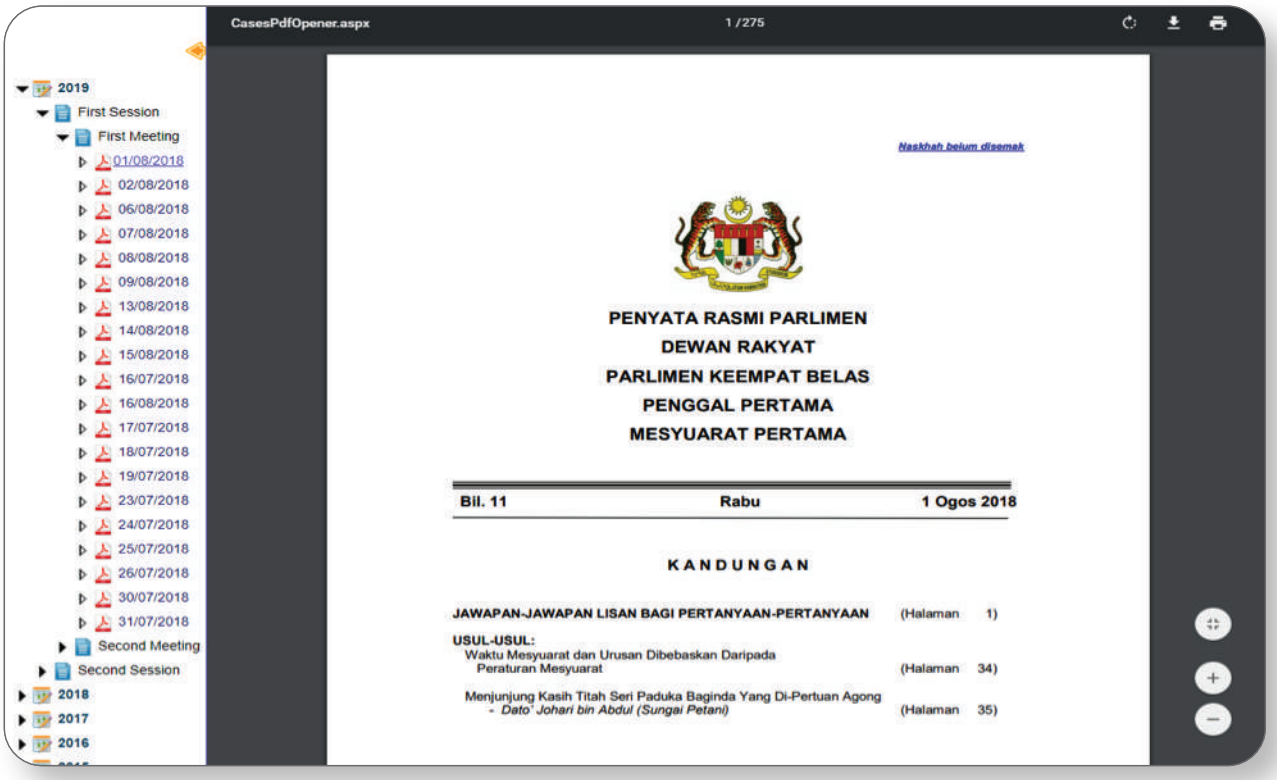
Type on the spot:
Type directly into the form and download or print it

Download and Save:
It can be saved in Microsoft Word or PDF version)

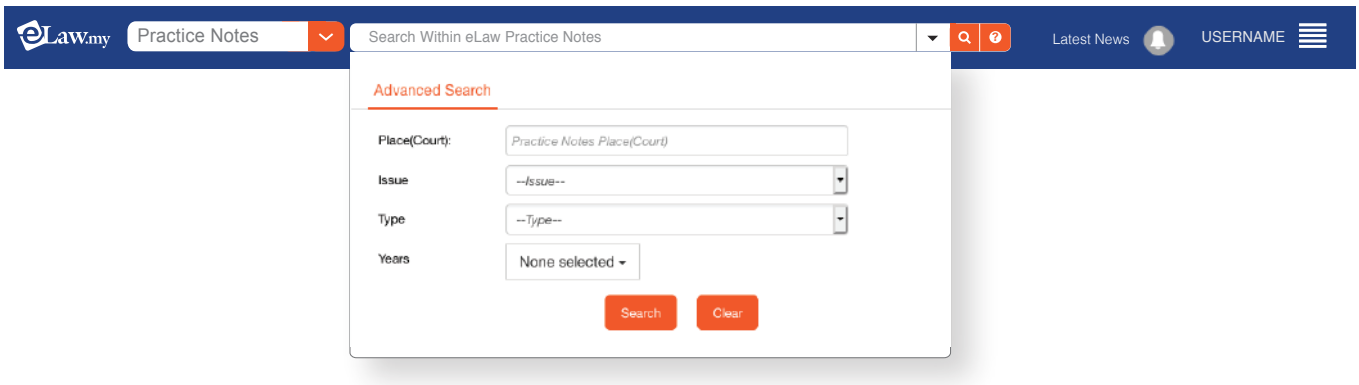
Email:
You can choose to email it in *PDF* or *Word* version.
Please fill the complete details - the email address, subject, and choose the email format and message.

Hansard

eLaw allows users to search within Hansard records from 2008 to-date.



4. Practice Notes & Directions

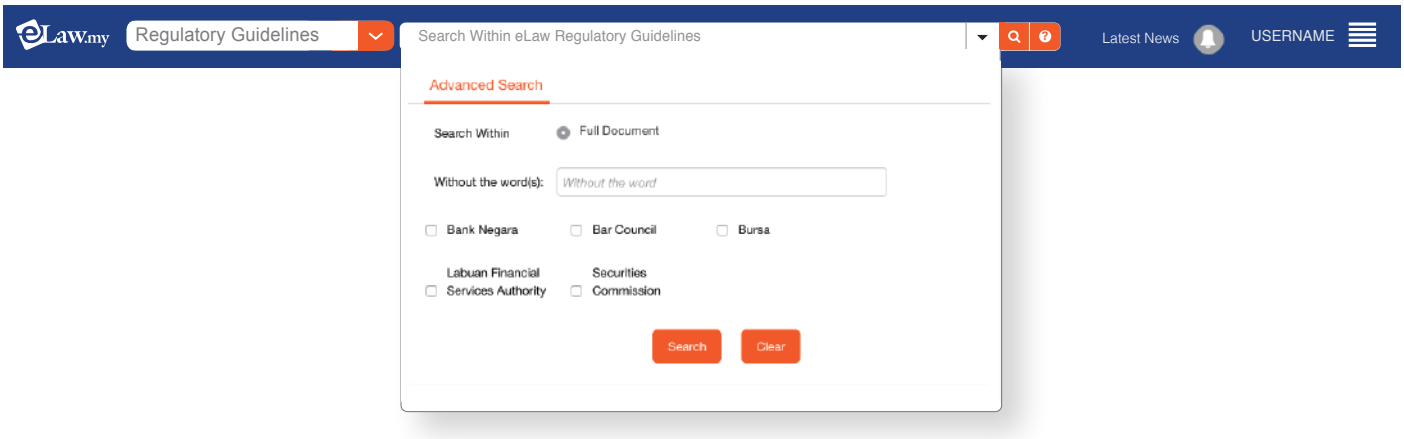


1. Place (Court): You can choose practice notes and directions from specific courts.
2. Issue: Key in the specific document number if at hand.
3. Type: Choose the document type you require. Eg Practice Direction.
4. Years: You may select a range of years for your results.

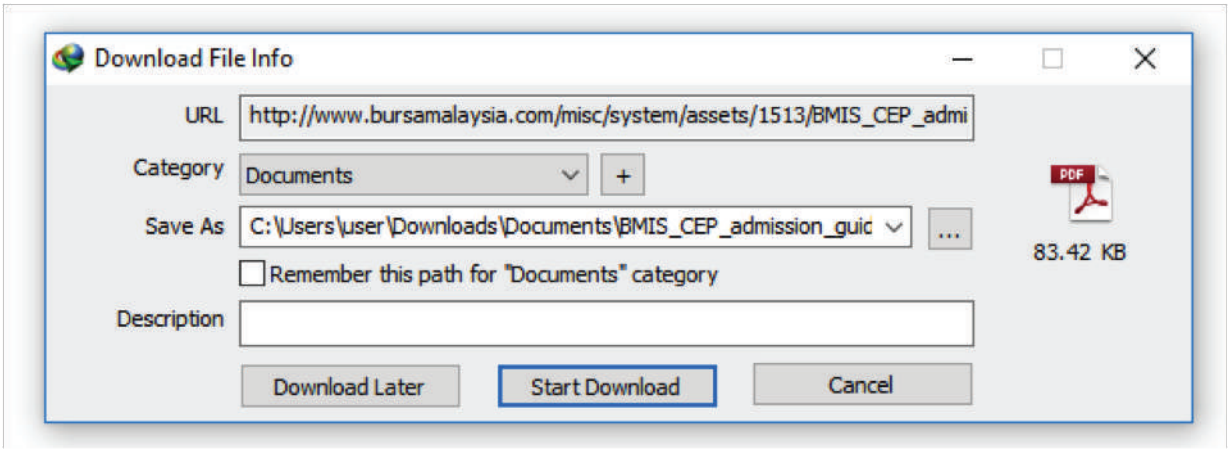
5. Regulatory Guidelines

Search via Advanced Search options for the following regulatory guidelines from:

- Bank Negara
- Bar Council
- Bursa
- Labuan Financial Services Authority
- Securities Commission

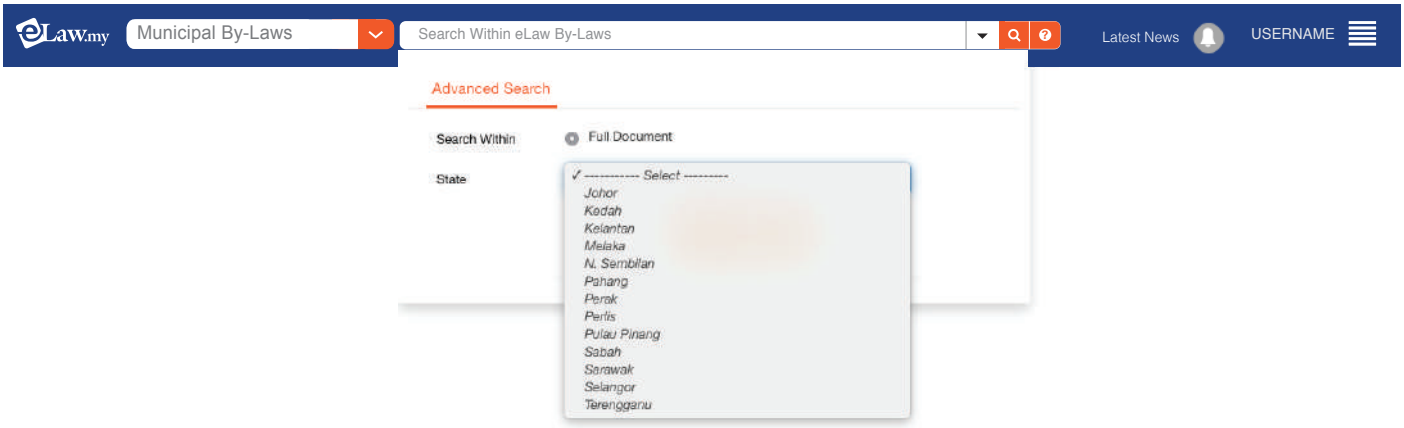


eLaw does not host any regulatory guidelines documents but will redirect the user to the respective regulator's website to access the file.



6. Municipal By-Laws

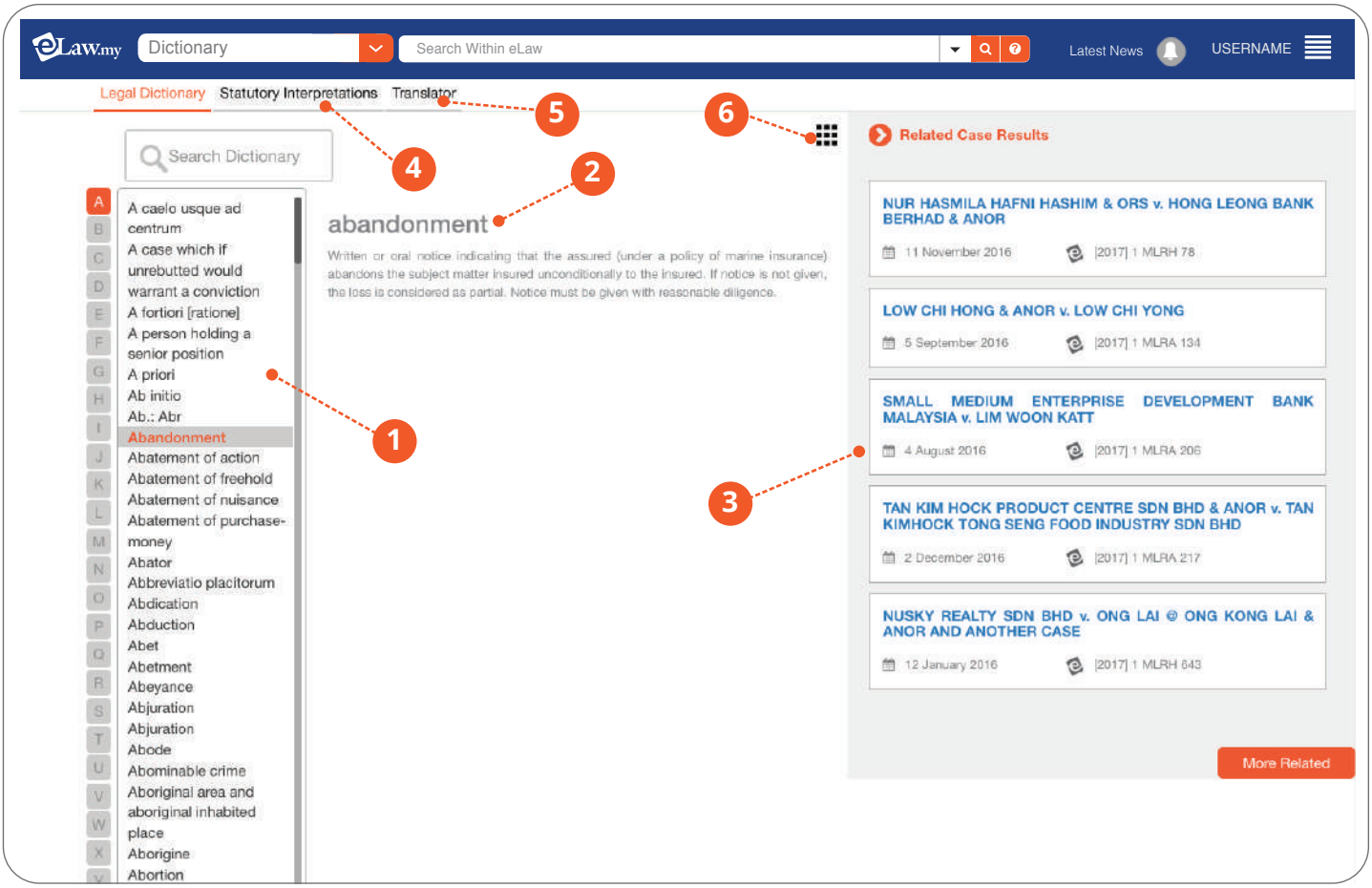
Search bylaws from municipalities of all 14 states in Malaysia. .



eLaw does not host the municipal documents but will redirect users to documents hosted by the respective municipal websites.

7. Legal Tools

- Dictionary
- Statutory Interpretation
- Translator

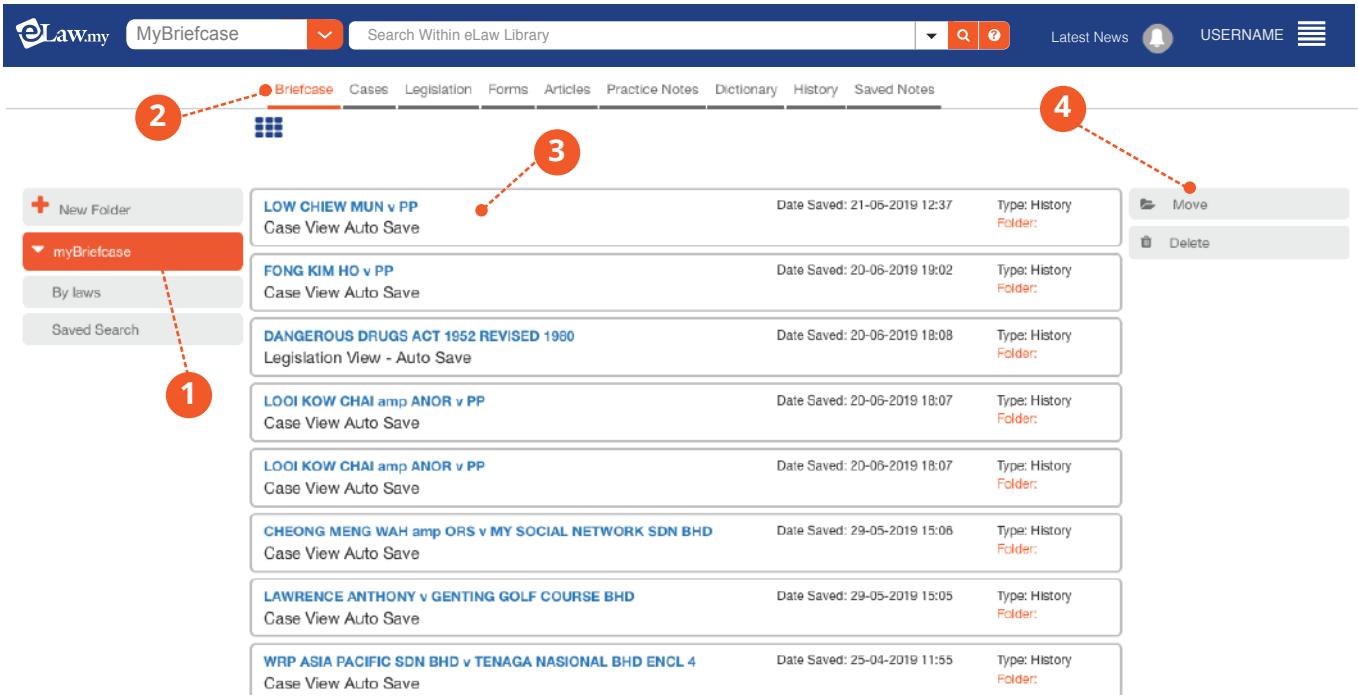


1. Search Legal Dictionary: You can find the words required sorted alphabetically.
2. Meaning of the word in a legal context
3. Related Case Results: List of cases related to the word searched will appear.
4. Statutory Interpretation: Explanations of the meanings of words as per legislation.
5. Translator: You can translate commonly used legal words in English/Malay.
6. Tools Menu: You can save, print and enlarge the fonts as you search.

8. myBriefcase

Your own cloud storage on eLaw

- Save searches, cases, forms and legislation in myBriefcase



1. myBriefcase's Folder: Create your own folders in myBriefcase to ease your reference especially for research for different cases.
2. Segregated Categories: You can save your documents in segregated categories in myBriefcase.
3. Documents listed by title: You can view and open the documents listed by title, date saved and document type.
4. Move/Delete Documents: Move your documents to different folders or just delete them.

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