

SHARIAH SITE USER GUIDE SUMMARY

(www.shariahlaw.com)

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Go to www.shariahlaw.com

Enter Username & Password.

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: All/Reported/Unreported
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

Words / phrases search combinations:

- An **AND** combination – a space indicates **AND**
Eg. baligh conversion religious education
- 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: [“Utterance of talak” “peratusan kesedaran”](#)
- An **OR** combination on two exact phrases by specifying
<space><slash><space> as a separator between words.

Eg: [“guardianship of infants” / “restriction on the right of the husband”](#)

- Combination of exact phrase and any other words/phrases
Eg. "Islamic religious school" expiration support custody"
- Combination of several sets of exact phrases and any other words/phrases.
Eg: "validate conversion" dissolve "two minors" monogamous / polygamous
"lawful wife"
- A wild card search on words and phrases using asterisk "*" to expand search.
Eg: assign* - get results with the word "assignment", "assignee", "assignor" etc
Eg: Case Name – rahi* muha* - get results on case name with "rahim", "rahima", "rahiman" etc. **and** case name with "muhamad" "muamed" "muhammad" "muhammed" etc.
- 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"

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 or All
- Only cases – (*All, Overruled, Followed, Not Followed, Distinguished, Referred, Cited*)
- Case Number - enter a case or award number and view specific case.
- Jurisdiction – get cases from a specific court.
- 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.
- View relevancy of cases based on annotating term – (*ovrd*), (*fol*), (*not foll*), (*dist*), (*cit*) and (*refd*)
- Sort the results based on Date, Title, Court or Citation either in descending or ascending order

8. Display specific case.

Read the entire text of the selected cases.

- **PDF** – download, print or save the judgement’s pdf.
- **Print** – Print the judgment in view (available only to judgments without PDF)
- **Annotation** – key in personalised notes about the case and save. Retrieve using search or under Search Directory.
- **Send To-MyPad** - Highlight portions of a case and save it under MyPad.
- **View-MyPad** – view previously saved notes and/or send notes via email.
- **Assign Keywords** - tick selected cases and assign keyword to selected cases. Retrieve under Search Directory “Saved Keywords”.
- **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.
- **Show/Hide Page Breaks** – View and print a specific pdf page of the judgment. Toggle between showing all pdf breaks or hiding it.
- **Remove Highlight icon** – highlighted search words/phrases are removed and not shown when printed.

B. CITATION SEARCH

- Select type of journal - (LNS-3-Syaria, CLJ SYA, SYA, CLJ-ISL)
- 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.
 - **Send To-MyPad** - highlight portion of the legislation section and save it under MyPad.
 - **View-MyPad** - view previously saved notes and/or sends notes via email.
 - **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. 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.
- **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 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 Acts
- State Enactments
- Articles
- Practice Notes

F. Forms – view list of statutory forms.

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

H. Dictionary – view meaning of words listed alphabetically.

I. 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.
- Practice Notes – search of words/phrases in the practice note.
- Treaties – search of words/phrases in treaties database.

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

K. 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.

L. 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.

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