

USER GUIDE SUMMARY

(www.labourlawbox.com)

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Go to www.labourlawbox.com

Enter Username & Password.

Select Search Criteria : Caselaw or Legislation or Article or Catchword.

A. CASE SEARCH

1. Select Caselaw search criteria from 4 categories provided.
2. Enter Search Term.
3. Select database to search in.
 - All or one or more from: 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 or Within [*x number of*] words.

Words / phrases search combinations:

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

Eg. [constructive dismissal smoking sleeping](#)

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

Eg. : [contract / damages / termination / reinstatement](#)

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

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

Eg: ["medically boarded out"](#) ["poor attendance record"](#)

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

Eg: ["irregular attendance"](#) / ["absence without any notice"](#)

- Combination of exact phrase and any other words/phrases.

Eg. ["Claimant's admission"](#) [retrenched / termination](#)

- Combination of several sets of exact phrases and any other words/phrases.
Eg: "[Application of doctrine](#)" "[agreement tenure](#)" [amicably settled](#)
- 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" "muhamed" "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. Act in Cases

Combine searches by using the Act in cases column. Lists of case(s) found referring to the selected acts are displayed.

7. Advanced Search

Search can be further restricted by:

- **Judge name** - search cases based on specified judge.
- **Judgment Date** - select judgment 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 /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.
- **Jurisdiction** – get cases from a specific court.
- **Subject** – get cases on a subject or a combination of several subjects.

8. 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”.
- **Chairman/Judge** – click on name of Chairman or Judge and retrieve list of judgment(s) by specific Chairman or Judge from search results.
- Sort the results based on **Date, Title, Court or Citation** either in descending or ascending order.

9. Display specific case.

Read the entire text of the selected cases.

- **PDF** – download, print or save the judgment’s pdf. Email the pdf to a specific email recipient.
- **Case History** – View a list of the case movement historically.
- **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.
- **Print** – Print the judgment on screen (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”.
- **Remove Highlight icon** – highlighted search words/phrases are removed and not shown when printed.

B. CITATION SEARCH

- Select type of journal - (CLJ, CLJ Rep, CLJ Supp, ILR, LNS-All, LNS-1-Civil, LNS-2-ILR).
- Select the journal’s publication year.
- Select journal volume.
- Select journal page number.
- From the listed case go to options in step 8 and/or 9 above.

C. LEGISLATION SEARCH

1. Select Legislation search criteria from 4 categories provided.
2. Key in search word/phrase.
3. Select Legislation **Search in** option.
 - Full Text, Act Title, Section Title, Act Number or Annotation.
4. Select **Proximity Search** options.
 - Anywhere, Exact Phrase, Within Sentence, Within Para and Within [*x number of*] words.
5. Combine with listed **Statute** and/or **Statute section number**.
6. List of specific legislation is displayed.
 - Sort - Ascending or descending order, Save, Assign keyword, Filter or Search Within Results or toggle between Results pages.
7. Display of selected legislation in a Bi-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”.
 - **Definitions** – view a list of statutory definitions of words/phrases 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. Select Article search criteria from 4 categories provided.
2. Enter Search Term.
3. Select Search In option.
 - Full Text, Title, Author, Annotation.
4. Select Proximity options.
 - Anywhere, Exact Phrase, Within Sentence, Within Para and Within [*x* number of] words.
5. Advanced Search
Search can be further restricted by:
 - Subject - search cases based on specified subject.
6. 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”.
6. Display specific article.
Available options:
 - **PDF** – view article in PDF format (where available).
 - **Annotation** – key in personalised notes about the article 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 article section and save it under MyPad.
 - **Assign Keyword** - tick selected article and assign keyword. Retrieve under Search Directory “Saved Keywords”.
 - **Remove Highlight icon** – highlighted search words/phrases are removed and not shown when printed.

E. Catchword

- Select Catchword search criteria from 4 categories provided.
- A direct access to the different levels of catchwords in locating your desired award(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 awards.

Step 1 - Select one main subject from the listing provided e.g. DOMESTIC INQUIRY.

Step 2 – Review awards by catchwords levels – default is the 1st level but you may opt to view the next level or all levels or.

Step 3 – Use Filter to restrict further the list if required e.g. DEFECTIVE.

Step 4 – Retrieve the full award by clicking on the linked phrase or using the check boxes to select your desired award(s) and click “**Get results**”.

F. Browse

View lists of the following :

- **Case History** – trace the movement of awards from the Industrial Court that have gone up on review to the civil courts and the outcome of the same.
- **Subject Guide** – a concise index on labour and employment related subjects.
- **Legislation** – list of statutes related to labour and employment.
 - filter further either by Type, SubType, Language, Syaria Only (if any), Year, Act Number or Alphabet
- **Article** - view list of labour/employment related articles by year.
- **Collective Agreement** – listings of awards on Collective Agreements by year.
- **Subject Catchword Search** – get awards based on the provided subject with options to filter further by keying in phrase(s)

G. Reference – view

- Articles
 - **Maimunah’s Column** – articles written in the area of employment, labour and industrial relations laws.
 - **Seumas Tan’s HR Tips** – articles covering issues dealing with human resource matters.
- **Dictionary**- view meaning of words listed alphabetically.

H. Practical HR – view

- **Sample letters** – sample Warning, Enquiry, Suspension, Termination and Miscellaneous letters.
- **Guidelines**
 - FAQ – Frequently Asked Questions on various areas of labour and employment.
 - Guidelines on Retrenchment – Q & A on retrenchment.
 - Tips on Sexual Harassment in the Workplace - Q & A on workplace sexual harassment.
- **Forms Industrial Court** – A listing of relevant Industrial Court forms.

- **Forms Labour Department** – A listing of Labour Department forms.

I. Guide to Employment & Labour Law – view

- **Employment Act 1955** – explanation and commentaries on all the sections of the Act.
- **Industrial Relations System** – explanation and commentaries on all the sections of the Industrial Relations Act 1967 and the Trade Unions Act 1959.

J. Blog – Get information on current events and issues in labour, employment and industrial law practices in Malaysia.

K. Settings – settings that can be set as default such as the number of results per page, database and jurisdiction.

L. Help – Consists of :

- **Summary Guide** – summarized guide 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 over a specifically defined period.

- **End of Page** -