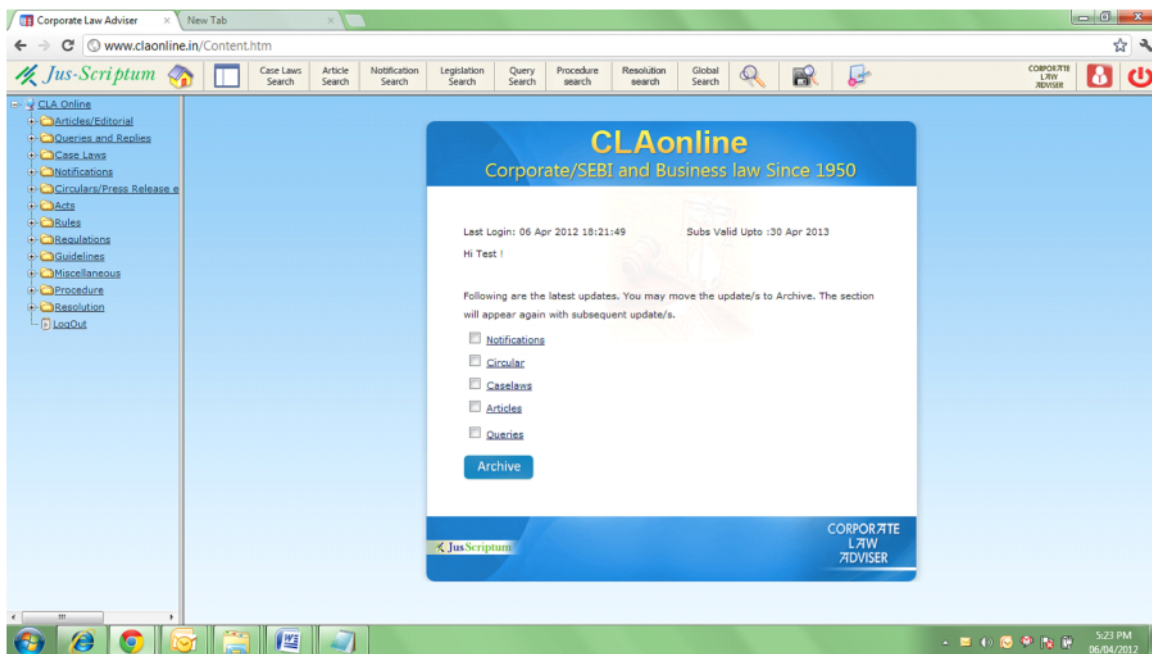


## Home Page



### Left Navigation Bar

This is a complete subject index of the Library (similar to a subject index of a book). Click the plus button next to each title on the Left navigation Column to expand. Clicking on the plus button would expand the contents while clicking on the minus button would contract the content display. Contents within all titles are divided into Corporate laws and Business laws. For example on Clicking the “Case Law” you would be shown two option “Corporate Laws” and “Business Laws”. Click on “Corporate Laws” if you want to search for Cases under Corporate Laws. On clicking “Corporate Laws” you would be shown various Acts on which Case laws exist. Clicking on say “Companies Act 1956” would show you all the subjects on which Case Laws exist. Clicking on any subject (say “Board meeting”) would open all Case Laws pertaining to Board meeting.

### Latest Updates

All the latest updates are listed here. Click on say “Notifications” to see all the latest notifications. After you have seen the latest notifications, just tick on the left check box and click “Archive” to remove the notification folder from the home page.

The notification folder would be displayed again with new notifications the next time when you log in.

## Case Law Search

The screenshot shows the 'Case Laws Search' interface. It features a navigation menu on the left with categories like 'Articles/Editorial', 'Queries and Replies', 'Case Laws', 'Notifications', 'Circulars/Press Release', 'Acts', 'Rules', 'Regulations', 'Guidelines', 'Miscellaneous', 'Procedure', 'Resolution', and 'Logout'. The main search area is titled 'Case Laws Search' and includes several sections: 'Corporate Laws' and 'Business Laws' with checkboxes; 'Select Court(s) (Optional)' and 'Select Act(s) (Optional)'; 'Search by Appellant/Respondent Name' and 'Search in Head Note / Synopsis'; 'Search By:' section with dropdowns for 'Date of Judgment', 'Hon'ble Judge Name', 'Cases Referred to', 'Advocate Name', and 'Case No./Petition No.'; 'Citation:' section with checkboxes for 'CLA' and 'CLA (Business Law Supp.)', and fields for 'Vol.', 'Year', 'Page No.', and 'Section'; and a 'Keyword Search' field. 'Search' and 'Reset' buttons are at the bottom.

**Note :** The searches in each Section is independent. Your are not required to fill all the details and than search. Mentioned below are various type of searches.

Clicking on “More” button will open up the Head note of the Case. If the case is useful , you can then click on the link of the case “**ARCHANA GUPTA v. SUNTECH INFRATECH (P.) LTD. AND OTHERS**” to open up the complete judgment

- **Search by Appellant / Respondent Name :**

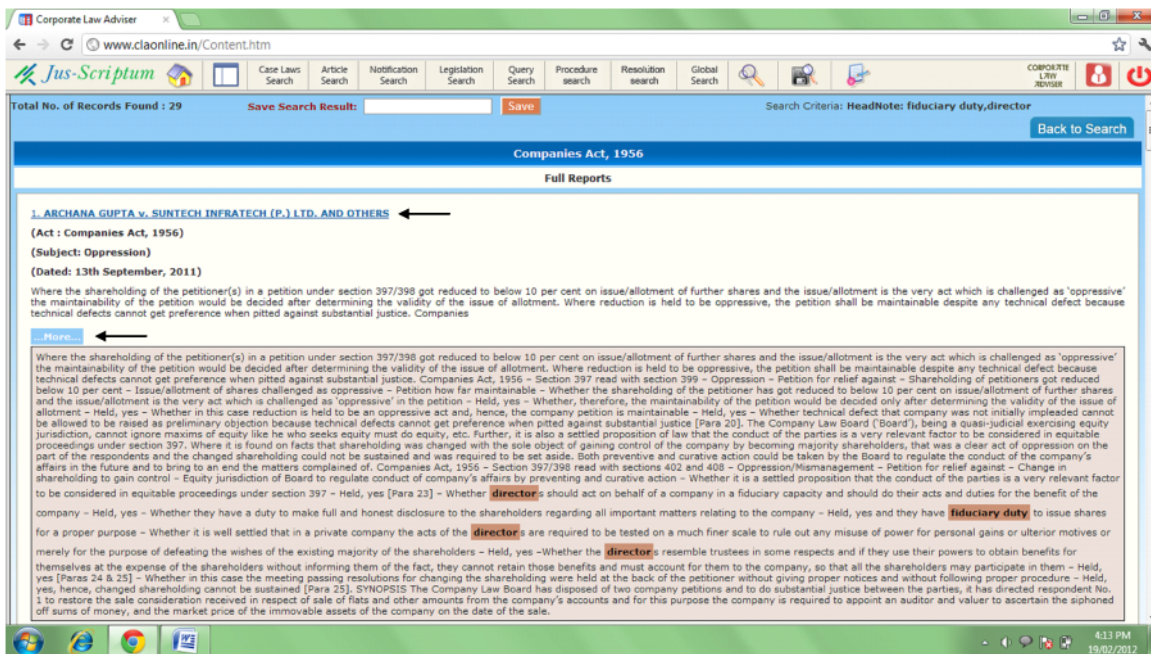
- You can write the name of either the appellant or the respondent. The name can be written in full say “Escorts finance limited” or in part say only “Escort”. If you are searching for case of M S Madhoosodan. You may simply write “Madhoo” & click search.

- **Search in Head note / Synopsis :**

- This is the most relevant search since it will search the words in the head note of the Judgment.
- The words are to be written seperated by a coma.
- If multiple words are written without a coma, then all the words would be treated as one phrase.

o Examples

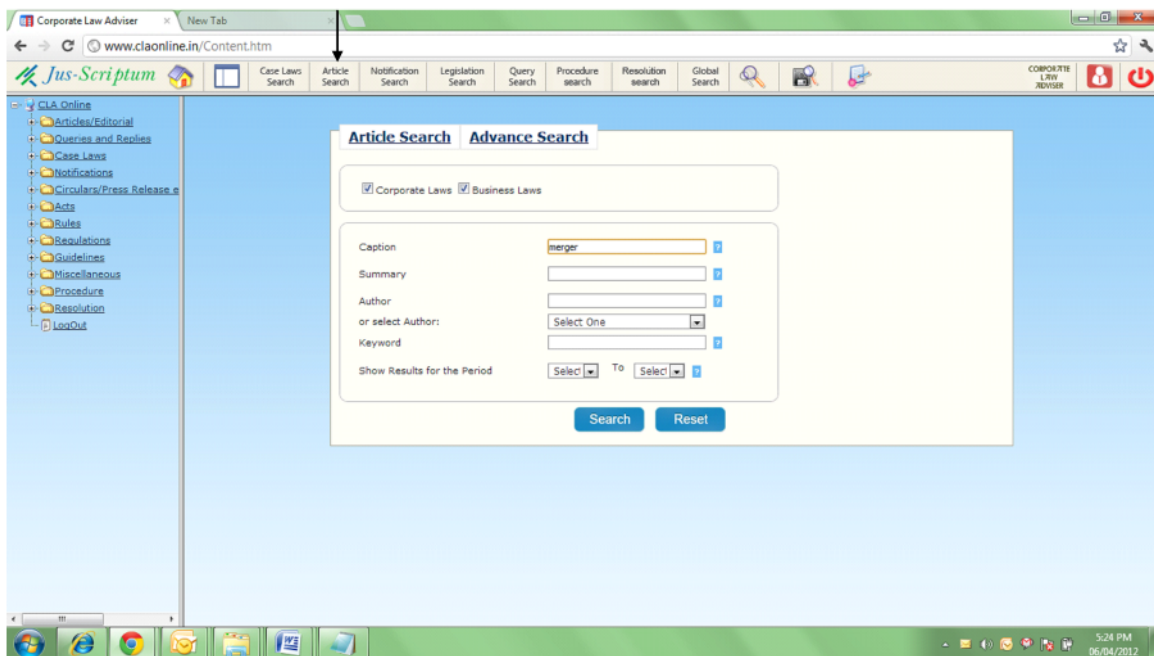
- If you wish to find cases on **negotiable** instruments act, section **138**, cases on **liability of directors** then the search parameters which may be put in the search box are “negotiable,138,liability,director”
- If you wish to find cases on fiduciary duty of a director, then the search parameters which may be put in the search box are “fiduciary duty,director” – note that fiduciary duty would be treated as one word.



- **Search by date of Judgment :**
  - o You can put date, month or year - or all.
- **Search by Hon’ble Judge Name**
  - o You can put the name of the judge either in full or in part
- **Search by Advocate Name**
  - o You can put the name of the Advocate either in full or in part
- **Search by Case Referred to :**
  - o If you want to see cases in which the case “foss Vs Harbottle” has been referred then You can write “ Foss” in the “cases referred to” search box to list out cases in which Foss vs. Harbottle have been referred in the Case Law.

- **Search by Case No./Petition No.**
  - You can locate a Case law based on the Case number or the Petition number. In case you want to locate Case No 5055 of the year 1994, you should put “ 5055 ” in the search parameter it will list out all Cases having 5055 in their case.
  
- **Search by Citation :**
  - This search would be useful to locate a Case Law in case you are aware of the citation of CLA. You have the option of Putting the volume number, page number, year of the judgment (ALL or any of the field) in the respective fields to open the Case Law/s.
  
- **Keyword Search:**
  - This field would search the “specified word/s” in the full text of all the Judgments. This is a multiple word search wherein you can search for several words at a single point of time. In case two or more words are written say “ interim dividend” without putting a coma between the words, all the words together would be treated as one phrase and this would search for documents in which both the words appear together. In case the words are separated by comas eg “ interim , dividend” then both the words would be treated separately and the search will list out the documents in which both the words appear anywhere in the document. It is to be noted that the words are to be written without any Quotes “ ”.
  
- **Select Court (Optional) :**
  - This is an option under which you can Search Case Laws on a particular point in specific court/s. For eg in case you want to search the head notes for Cases on Negotiable Instruments Act relating to section 138 which has reference to Directors and you want to see Case Laws only of Supreme Court then you have to put “ negotiable , 138, director ” in the “Search in head notes/synopsis” parameter and select “ SC” from the “ Select Courts ” option. This will list out the desired Case Laws only of Supreme Court.
  
- **Select Act (Optional) :**
  - You can also select the Act(s) say “Companies Act 1956” within which search be conducted by clicking on “Select Acts (optional)” button.

## Article Search



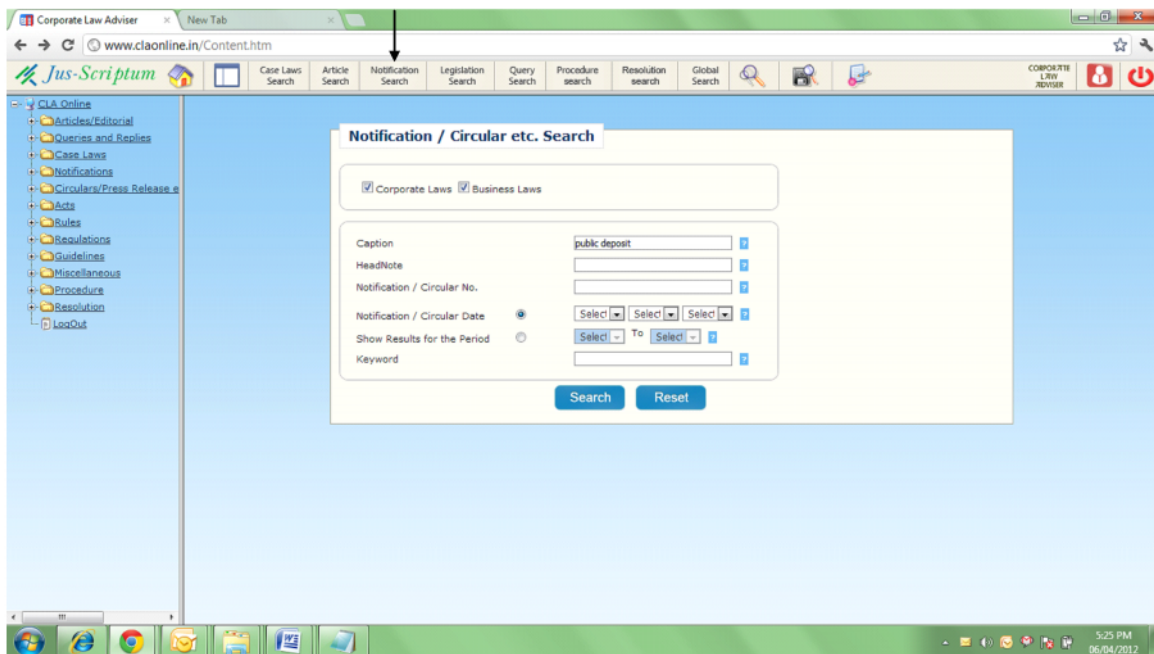
- **Search in Title:**
  - In case you wish to find Articles on Mergers then write “Merger” in the Caption block to list all articles on Merger. The articles are listed subjectwise.
- **Search in Summary:**
  - This field would search the specified word/s in the Summary portion of the Articles. The search is to be performed on the same basis as “Search in Title” mentioned above.
- **Search by Author Name:**
  - You can select an author from the drop down menu or write an author name in the space provided. If you don’t know the full name of the author, you can write his initial or surname also. For example you can write “Chandratre” instead of full name “K R Chandratre”.
- **Search for Specified Period:**
  - This parameter enables you to search your Articles between two periods. For example if you wish to search your article on mergers between 2006 and

2012 you can write “merger” in the caption and select “2006” To “2012” in the period .

- **Advanced Search:**

- o This is a search which allows the user to locate the Article directly from the list of articles. All you have to do is select the tick box next to the “particular law” of which you want article. Next you have to click on the “most appropriate subject” falling under selected law. Finally select the “article” to view and click “Show” button. For ex. Tick “capital market / SEBI law” under “select law” option. Tick “Delisting” under “select subject” option thereafter you can select your desired Articles and click “Show” to view the articles

## Notification Search



This search can be used to locate Notification/Circular etc relating to Corporate and Business laws.

- **Search in Caption :**

This field would search the specified word/s in the heading portion ie the title of the Notification / Circular . This is a multiple word search wherein you can search for several words at a single point of time. In case two or more words are written say “ **Public deposit**” without putting a coma between the words, both the words together would be treated as one phrase and this would search for documents where both the words appear together. In case the words are separated by comas eg “ public , deposit ” then both the words would be treated separately and the search will list out the documents in which both the words appear anywhere in the title of the document. It is to be noted that the words are to be written without any Quotes “ ”.

- **Search in Headnote:**

This field would search the specified words in the Headnote portion of the Notification/ Circular etc. The search is to be performed on the same basis as “Search in Heading” referred above.

- **Search by Notification/Circular No.:**

This search facilitate you to search the Notification/ Circular based on their number. Eg if you want to search Notification number SO 1157(E) dated 26th December 2000, you can put “ 1157 ” in the “search by Notification / Circular field” to get the desired Notification. It is to be noted that a Notification / Circular would be displayed if the number appear as part of the Notification / Circular number thus if we put “ 11 ” as the notification number, notification number 1157 would also be displayed. You can also put SMDRP or MIRSD or 3/98 in the search field to refine your searches. In case you know the Year of Notification / Circular , you can select the same from the “date” option and put a part of the Notification / Circular number in the “search by Notification / Circular” field to get the desired Notifications / circulars.

- **Search by Date:**

You can fill in Notification/Circular Date to view the desired result. In case you want to see Notifications / Circulars of a particular year, then you can select the year from the “date” option and press “Enter” to view the Notifications / Circulars of that particular year.

- **Show results for the period:**

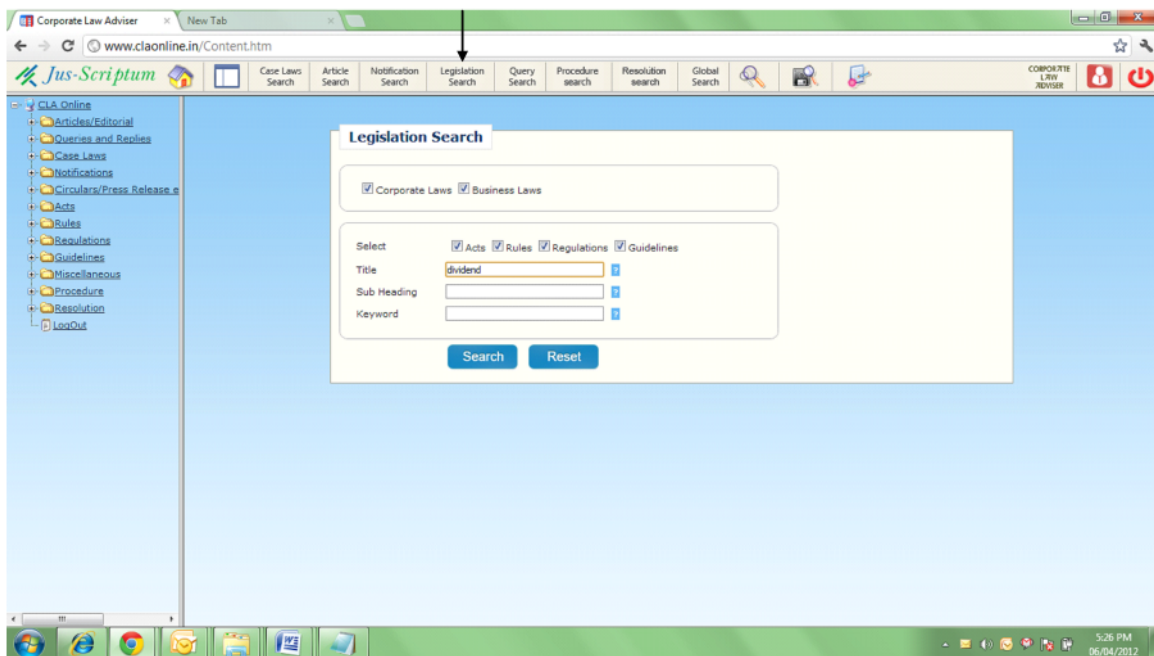
This parameter enables you to search your Notification/Circular etc. between two years. In case you wish to see Notifications on “takeover” between the year 2004 and 2012, then write “takeover” in the “search in head note” field, tick on “show results for the period” and select the years as “2004” and “2012” in the “show results for the period” field to get the desired results.

- **Keyword Search:**

This field would search the specified word/s in the full text of the Notifications / Circulars. This is a multiple word search wherein you can search for several words at a single point of time. In case two or more words are written say “ public deposit ” without putting a coma between the words, both the words together would be treated as one phrase and this would search for documents in which both the words appear together. In case the words are separated by comas eg “public, deposit ” then both the words would be treated separately and the search will list out the documents in which both the words appear anywhere in the complete text. It is to be noted that the words are to be written without any Quotes “ ”.



## Legislation Search



This search can be used to locate Acts, Rules , Regulations, Guidelines, Schemes etc relating to Corporate and Business laws.

- **Search by Title:**

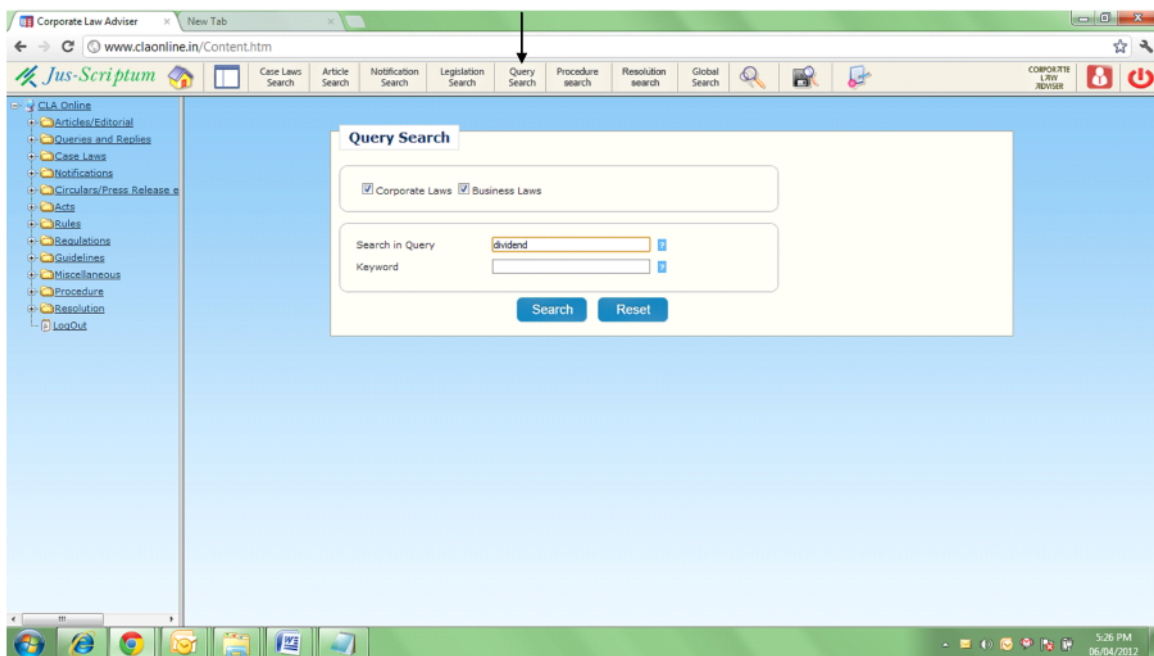
This field would search the specified words in the Title portion of the selected Legislation (Title is the main caption of the legislation) for ex. write “Dividend” in the “search in title” to view legislations relating to Dividend.

- **Search by Heading:**

This field would search the specified word/s in the Heading portion of the selected Legislation (heading is the relevant subject heading of the Act, Rule, Regulation, Guideline, Scheme etc) In case you want to do a research on the topic “dividend”, you can write “dividend” in the “search in heading” field to view all the relevant headings on Dividend under various Legislations / subordinate legislations.

- **Keyword Search:** This field would search the ‘specified word/s’ in the full text of the Legislation/subordinate legislation . This is a multiple word search wherein you can search for several words at a single point of time. In case two or more words are written say “ public deposit ” without putting a coma between the words, both the words together would be treated as one phrase and this would search for documents in which both the words appear together. In case the words are separated by comas eg “public, deposit ” then both the words would be treated separately and the search will list out the documents in which both the words appear anywhere in the complete text. It is to be noted that the words are to be written without any Quotes “ ”.

## Query Search



This search can be used to locate queries and their corresponding replies relating to Corporate laws. The replies to queries have been provided by Mr TV Narayanaswamy, an eminent personality in the field of Corporate Laws.

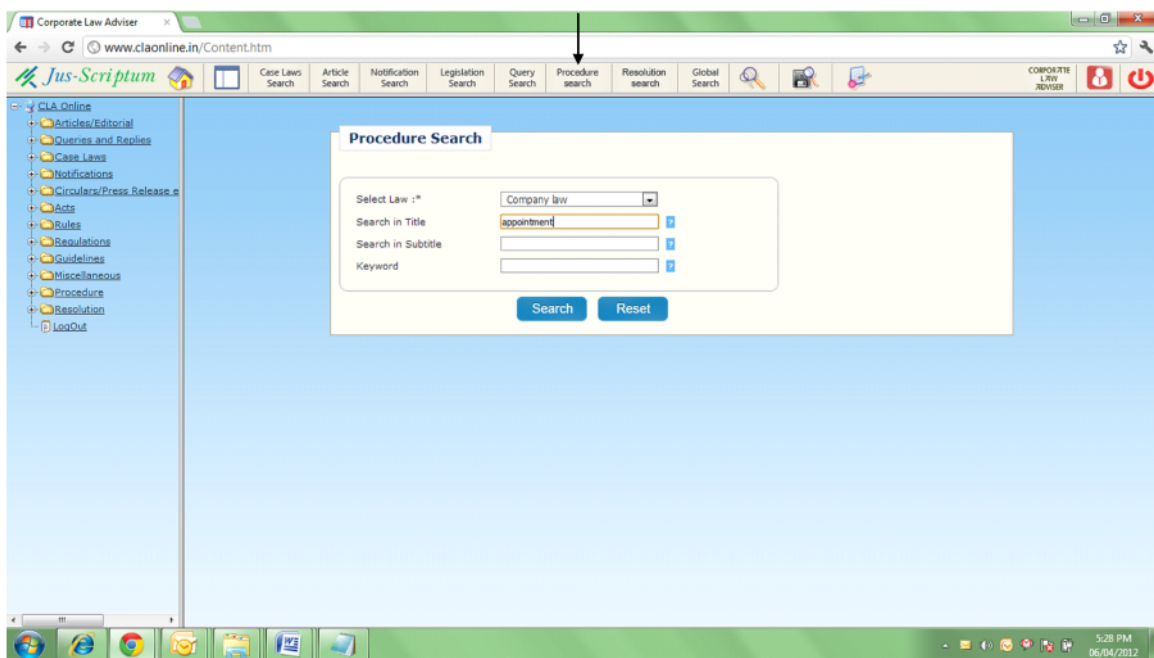
- **Search in Query:**

This field would search the 'specified word/s' in the query. For example "Dividend". It is to be noted that the words are to be written without any Quotes "".

- **Keyword Search:**

This field would search the "specified words" in the full text of the Queries & Replies. search is to be performed on the same basis as "Search in Query" mentioned above.

## Procedure Search



You can search for Procedures under various Laws (presently company law) by selecting the law.

- **Search in Title:**

Search say “**appointment**” to see procedures on appointment.

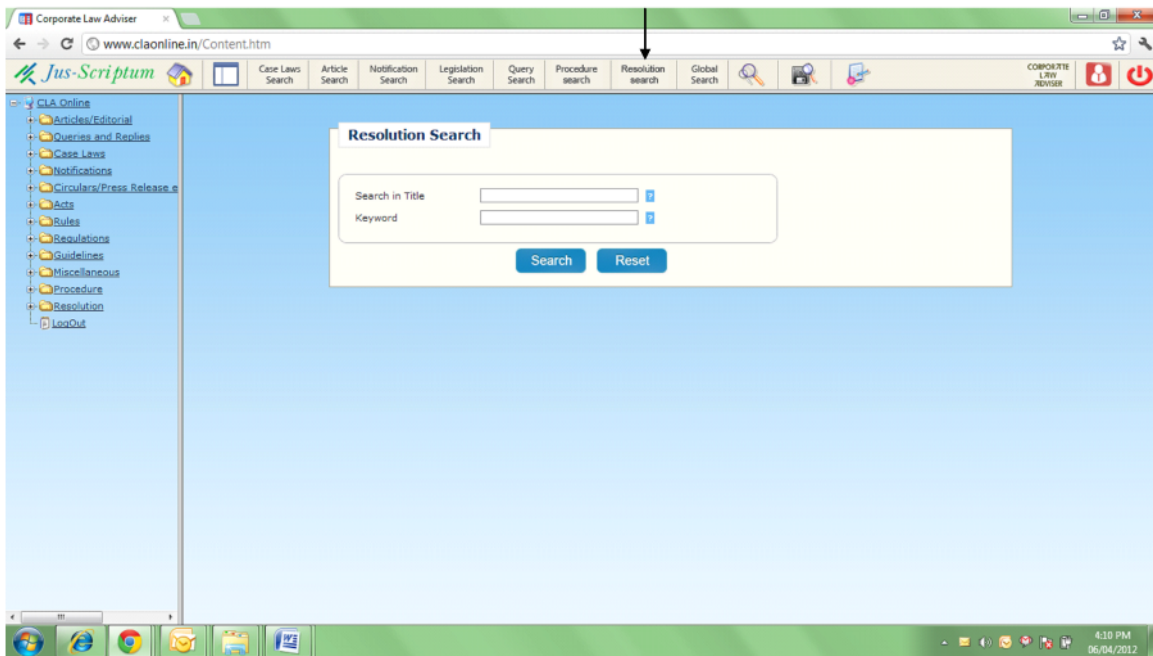
- **Search in SubTitle:**

Search say “**incorporation**” to see where at all places this word/phrase appear in the subtitles.

- **Search in Keyword:**

You can put single word say “**officer**” or words separated by comma eg “**officer ,default**”

## Resolution Search



You can search various Resolutions under Company Law under this search option

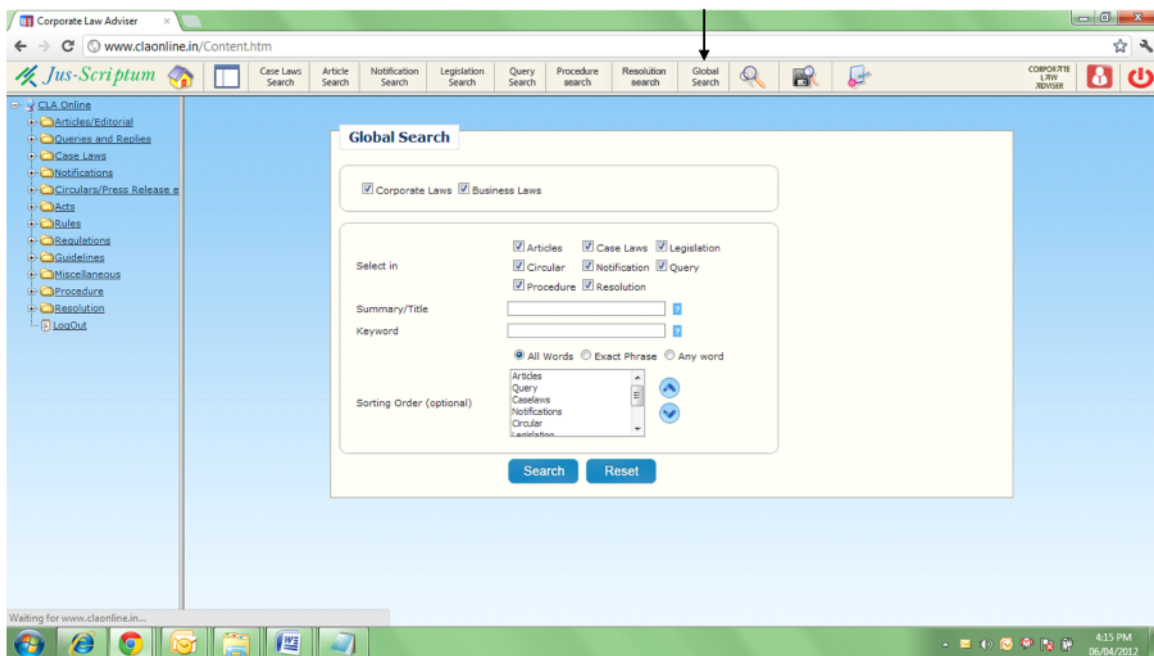
- **Search in Title:**

Search a topic say “Auditor” to find resolutions relating to auditors. You may also search by section say “section 309” to list out resolutions pertaining to section 309.

- **Keyword search:**

Put any word say “Debenture” to find the resolutions in which the word debentures appear in the text of the resolution.

## Global Search



Till now we searched for specified word/s in particular modules. If you want to do a search simultaneously in all the modules then you should perform this search. This search can be used to locate documents containing specified word/s or phrases from all the modules (or selected modules) simultaneously.

- **Select category:**

You can select any module out of Articles, Case Laws, Legislation, Notification/Circular etc ,Procedures, Resolutions and Queries to search in. By default, search will be done in All the modules simultaneously.

- **Search in Summary/Title:**

This field would search the 'specified word/s' in the Summary/Title portion of the selected module(s). This is a multiple word search wherein you can search for several words at a single point of time. In case two or more words are written say "oppression and mismanagement" without putting a coma between the words, all the words together would be treated as one phrase and this would search for documents in which all the words appear together. In case the words are separated by comas eg "oppression , mismanagement" then both the words would be treated separately and the search will

list out the documents in which both the words appear anywhere in the title of the document. It is to be noted that the words are to be written without any Quotes “ ”.

- **Keyword Search:**

This field would search the “specified words” in the full text of the selected modules. Search is to be performed on the same basis as “Search in Summary/Tile” mentioned above.

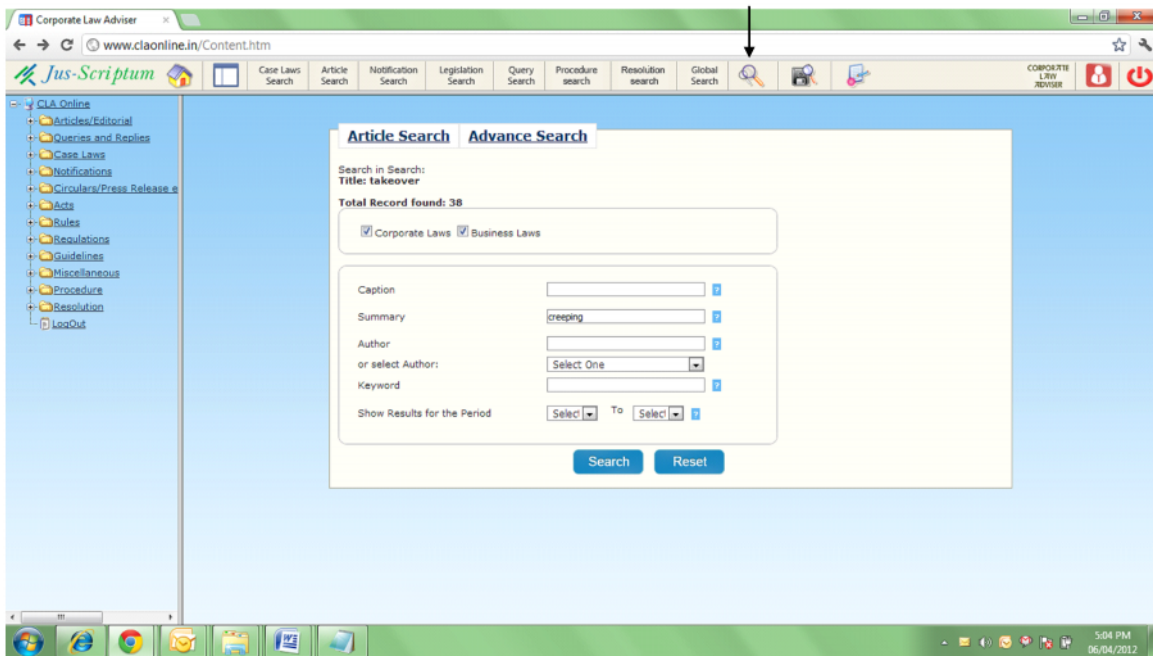
- **Search option:**

You can tick on option “All words” to list out documents which contain all the specified words in the search parameter. or tick “exact phrase” to list out documents which contain the specified words as exact phrase . Tick “any word” to list out documents with any of the specified words in the document.

- **Sorting Order:**

This is optional. You can customise the display of search result as per your requirement by simply selecting the sorting order.

## Search in Search



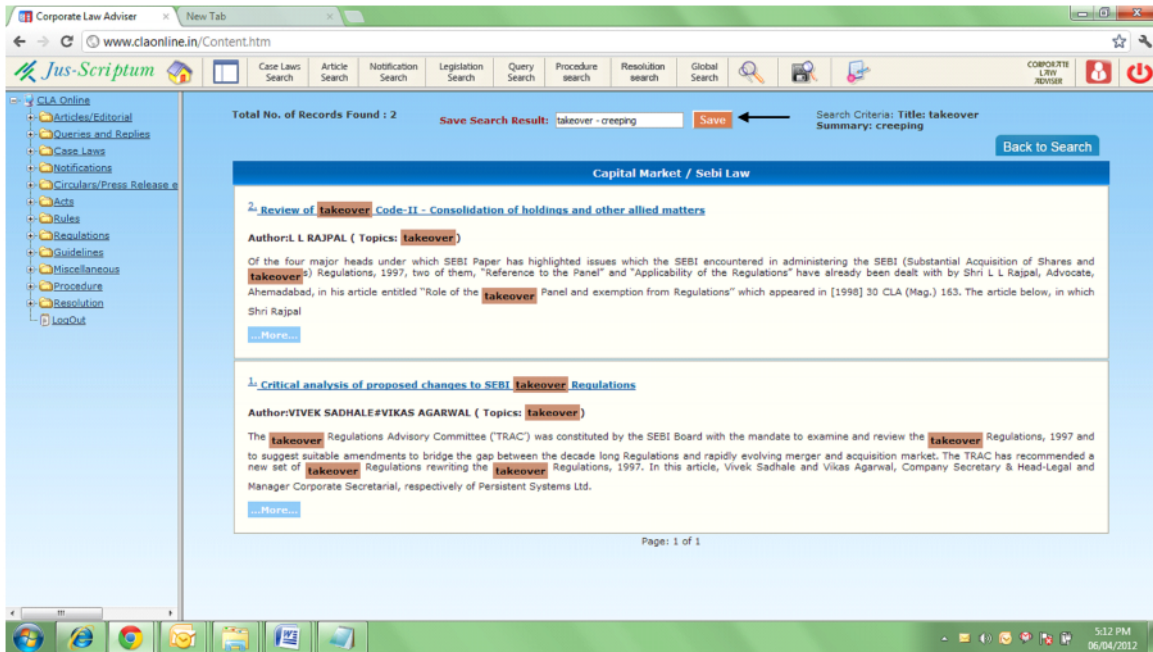
In case the number of results you get after performing a specific search, in any module (Say Case Law search or Global search etc) you can refine your search by using this option.

After getting the results from say “Case Law search”. Click on the “search in search” button to activate this search. thereafter you can further refine your search result by filling in the required fields as per your requirements.

For example under “Article Search” if you searched for “takeover” in the “title” search, you get some results. Now click on “search in search” option and type “creeping” in the say “Summary” option. This command would search (from the previous search results) all documents in which the word “takeover” appears in Title and “Creeping” appears in the Summary.



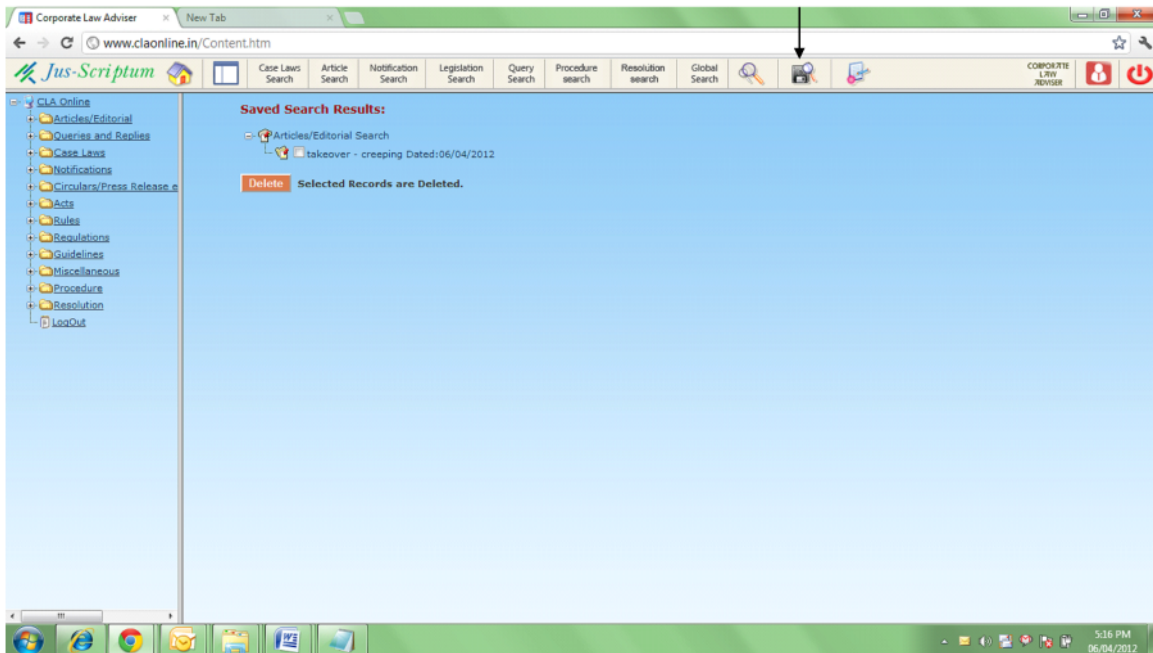
## Save Search Result



After performing a search or “search in search” you can save the result under the “**save search result**” option

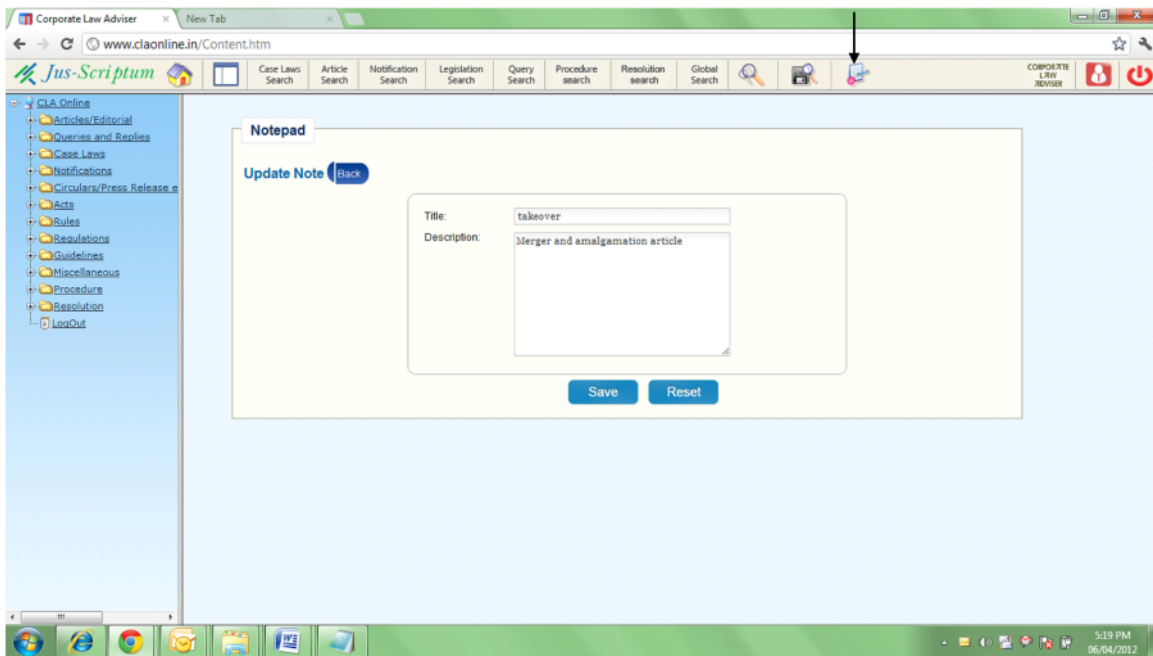
Give a name to the search say “takeover – creeping” and click save under the “save search result option”.

The saved result can later be viewed from “**View search result**” option





# Notepad



You can make your personal notes and save. Later you can retrieve and edit those notes.

