Table of Content

1. Search Interface & Results
   i. Legal Search
   ii. Miscellaneous Searches
   iii. Manu Search
   iv. Citation Search
   v. Search Results
   vi. Manu Instant
   vii. Query Definition
   viii. Search in Search Results
   ix. Court Selection

2. Features
   i. Manu Cite
   ii. Citing Reference Graph
   iii. Timeline
   iv. Print Replica

3. Search Commentary / Treatises

4. Navigation

5. Filters

6. Floating Navigation

7. Map

8. Bar Chart

9. Kapture

10. Manupatra Word Connect

11. Manupatra Outlook Connect

12. Store Document on Cloud

13. Sticky Note

14. My Notepad

15. Judgment Template

16. Alerts
   i. Desktop Alert
   ii. Manu Clip
   iii. Manupatra Search Alert
Legal Search

The case laws in Manupatra are divided into fields. Each field contains a specific information (e.g., appellant/respondent name, judges name, equivalent citation, subject, judge name, citation, acts, rules, order etc). Legal search allows you to search on a specific field or a combination of fields.

**Miscellaneous Searches**

- **Case Laws by Selecting Bench**
  - Bench Search enables search on constitution of bench, which may be combined with subject, judge name and court name field/s.

**Judgments Under Act/ Statute**

- **Case Law Search by Case Number**
  - Select court from the drop-down under “Select Court”.
  - Enter case number in the textbox under “Enter Case Number”.
  - Select date of decision from the drop-down under “Select Date of Decision”.

**Search for judgments under an Act or specific section, article, rule, order of an Act. You can run simultaneous search on 2 Acts.**

**Names of parties: Search on the name of appellant or respondent to get unique results for your query**

**Subject: cases are classified under 50 subjects of law by our editors. This can be combined with sub-subject (phrase or key words pertaining to the query)**

**Name of Judge: enables search on the Hon’ble judges name**

**Search in Case Note: restrict your search to the case note (summary) of the judgment.**

**Date: Search on date / range of date / before / on/ after specific date**

www.manupatra.com
Manu Search

This interface gives you the single search box experience and assists you to search for key words, phrases, multiple phrases and more. You can perform Boolean search using Manu Search.

Simply type in your query and the search engine uses back end algorithms to give results based on relevancy. The results can be sorted on Decision Date; Title; Court Name and Relevance.

Manupatra has a powerful and exhaustive Citation search. While specifying all components of the citation, gets you unique result, inputting partial information of a citation also gets you results, which helps you identify the relevant document.

Click on Legal Search to access Citation Search.

Select from Indian Citation, International Citation

Publisher’s drop down menu listing about 250+ print publications.

Journal Titles: Quick link gives the full form of the abbreviations used for various publications, thus helping you zero down on what you are looking for.

When you select a publication, the system automatically lists the years, Volume No, page nos valid for the publication and available in the Manupatra system.

Select International citation to search for cases from US, UK, Srilanka, Bangladesh and Pakistan.

www.manupatra.com
Filters Filters on manupatra give you the ability to quickly focus on the documents that are most important to you. Using filters, you can narrow a search result list by jurisdiction key words, judges name, acts referred etc. When you run a search query, the results are automatically clustered under various heads such as Court, Document Type, Subject, Judge, Ministry, Period etc. making navigation easy for the user.

You can Sort and re-sort results on Relevance, decision date, title of case and court name.

Add to Session List allows to save documents for the current session to view, print or email directly from the session list

Display results provides you with options to choose to view your result with Excerpts and Case Note

Timeline Graph gives a pictorial depiction of the results, giving a quick preview of how the search results are spread across various years.

Toggle view provides for viewing hit list and document in same pane, thus making browsing easier and faster.

View document in new window allows ease in browsing by allowing you to open documents in different windows.

Save Search allows you to save your searches for future reference. You can give the search result a name by which you may recognize the search at a future date.

You can MANAGE the saved searches by selecting the search you want to run from the list

You can delete or rename the selected search

Search in results allows unlimited nesting option. You may narrow down the results by searching only in the results. Check the search in results button, input your query in the search box and click on Refine

Authority Check provides for an interactive timeline which identifies later-citing cases. It makes it easy to pick out the best cases from a large collection of results by displaying cases in an intuitive graphical format. Vertical Axis displays list of Courts and the Horizontal Axis displays year range in which case has been further cited.

By rolling and holding mouse over a bubble, one can view extract of the case and no. of times it has been cited in future.

Citation Summary shows how many times case has been cited, in total and separately in Supreme Court and High Courts respectively
Manu Instant

This gives a bird’s eye view of editorial enhancements in the judgments. The user can view fields like Case Note (based on which a user may decide to read the full text), cases referred with appropriate context of reference, equivalent citations, citing reference etc.

One can also take a print of the details as available in the Manu Instant window.

Query Definition

Displays the definition of the query words / phrases. Take the mouse over the search word appearing as “You have searched for:” A popup will appear with the dictionary meaning.

Search in Search Results

Search bar to Refine your search now appears on top of your document to enable you to Refine your search while reading a document. You don’t need to go back to Results page to search in search results.

Court Selection

Court Selection in Manu Search: You can now choose to search in only Indian Courts or International Courts by making a selection from the dropdown. By default (court filter is unchecked) the site will show results from both Indian and International Courts.
**Manu Cite**

A gear like icon \(\text{Settings}\) is shown beside every manuid mentioned/linked in a document, which when clicked displays the number of times the judgment has been cited in other judgments. The treatment of the subject case in other cases is also depicted. Manu Cite when clicked from the top bar displays a sorted view of all the manuids mentioned in the selected judgment along with their cited count and treatment in other cases.

**Citing Reference Graph**

**Feature:** This feature will assist the User in knowing as to in what perspective cases mentioned in a particular judgment were treated or considered by the Court delivering judgment.

**How it works:**
- Open a judgment, go to Citing Reference template.
- Click on any of the treatment (e.g. Discussed/Mentioned etc).
- The popup will open up describing about the cases referred in this judgment and treatment given to those cases in Graphical format as well.

[www.manupatra.com](http://www.manupatra.com)
Timeline

This feature will give user a quick info on number of verdicts passed and as available in Manupatra database with the help of graphical representation. This feature will help the researcher/user to form a statistical opinion on prevailing prominence of legal issue during a particular year range vis-a-vis verdicts passed by the respective Courts, Tribunals and Commissions, Notifications as covered in Manupatra database. The above mentioned timeline will appear at the top of search filter column.

How it works:
To see the Timeline Graph in bigger frame click on the graph in smaller frame appearing in the search window.

Print Replica

- Print Replica is the scanned image of the judgment as appearing in the journal with page numbers.
- Manupatra provides Print Replica of Judgments from over 28 Print Journals.
- We currently have a growing repository of 1.2 lacs print replica online.
- Take a print out of the print replica of the judgment and submit to the courts.

www.manupatra.com
Search Commentary / Treatises

The following commentaries covering all major Acts are currently available online on www.manupatra.com. The repository continues to grow as more commentaries are added.

- Code of Civil Procedure, 1908
- Code of Criminal Procedure, 1973
- Companies Act, 1956
- Constitution of India
- Consumer Protection Act, 1986
- Copyright Act, 1957
- Court Fees Act, 1870
- Employee’s Compensation Act, 1923
- Factories Act, 1948
- Indian Contract Act, 1872
- Indian Evidence Act, 1872
- Indian Stamp Act, 1899
- Industrial Disputes Act, 1947
- Jammu & Kashmir(Extension of Laws) Act, 1956
- Juvenile Justice Act, 2000
- Limitation Act, 1963
- Negotiable Instruments Act, 1981
- Specific Relief Act, 1963
- Suits Valuation Act, 1887
- Transfer of Property Act, 1882

The following interface will open.

- You may also view the Commentary through the Bare Acts Statute section.
- The acts which have the commentary will have the Icon in the TOC. Click on the icon to view the commentary of the section.
When you read the section of any Act, if commentary is available for the subject act, a Commentary icon appears. Click on the icon to read the commentary.

When there is a reference of a section of an act, in a judgment, clicking on the section gives you the option of reading the text of the Section of the Act or Commentary.
Manupatra database provides Tabs that makes navigation through the site seamless. Combined search, browse and intuitive filters help you narrow your results fast and show related documents. Search box allows you to run a search without having to select a specific source. This improves your ease of use.

- Split Frame view allows for easy movement between databases and documents
- Results return to the last active result list
- Doc return to the last viewed document
- My Saved Docs view the documents saved during various sessions. There is a provision to create folders and directly select documents for print and email. You may create personalized folders with option of password protection.
- Search History stores the last 20 searches. History displays your searches in reverse-chronological order, with your most recent search at the top of the list with the identifying information about each search appearing in adjacent columns.
- Flexibility to search in Selected databases or All databases. By default Manupatra searches in All documents. You may select any permutation combination of databases by checking the box next to database name, to restrict your search to selected databases.

Filters

Filters on manupatra give you the ability to quickly focus on the documents that are most important to you. Using filters, you can narrow a search result list by:

- Jurisdiction/Court wise
- Key words
- Subject classification
- Judges name
- Period
- Acts Referred
- Document Type [judgment, act, notification etc.]
- Industry type
- Ministry
- Department
- E-book
- Publisher

When you run a search query, the results are automatically clustered under the above heads making navigation easy for the user.

Floating Navigation

- Print  •  Save  •  E-mail  •  Go back to results  •  Find within Document  •  Go to top  •  Go to bottom icons

Appear on right bottom of the page on mouse roll over. Take your cursor to the right bottom of the page for these icons to appear. No need to scroll to top of the page.
**MAP**

**Features:**
This feature will assist the user to easily understand his last searches done in graphical format as well so that one can see the difference among those searches.

**How it works:**
- Open Search history, click on the Map tab appearing on the page. On the left side of the frame you will see, your parent searches.
- Tick on the checkboxes against any of the searches to see the history in graphical format. You can see multiple search graphs by selecting more than one checkbox from the left search history frame.
- To go back to the listing format click on the List tab.

**Bar Chart**

Chronological listing of Bare Acts / Statutes shows the Bar Chart which gives yearwise listing of the Bare Act. One can click on the number appearing on the Bar to view Acts appearing in that year.
While you are researching on Manupatra, the user has the option to search for information on words/phrases appearing in the documents from the web.

**Manupatra Word Connect**

Users can now seamlessly access content and resources from Manupatra, the open Web and Word files on their desktop.

**How to use:**
- Highlight the text in your doc file you want to search and click on Manu Search Icon appearing in Add Ins Menu.
- You will be prompted to Login to Manupatra.
- Please enter your Manupatra Sign In and password ensure no one is logged in with the same Sign in else it will give you “The session is already active” message.
Once you Login successfully you will be able to see the search results for your highlighted query. This will be a free text search and by default it will show results from Supreme Court. If you wish to see the results from other courts please select the court from Select Court dropdown. The list of courts you can see as per your subscription plan.

You can also choose to search within the Appellant/Respondent (Field Search), Citation and on the Web as well.

Also before closing the word document please do not forget to Sign out from Manupatra in the right frame.

Click on any of the document title to see the full text.
To copy any matter from search results, can drag and drop the text from the results/documents to your word file by highlighting the text and dragging the text to the cursor position. This saves you typing.
Manupatra Outlook Connect

Users can now seamlessly access content and resources from Manupatra and the open Web from their MS Outlook while reading or composing email.

How to use:

- Highlight the text in your email (reading or composing) you want to search and click on Manu Search Icon appearing in Add Ins Menu.
- You will be prompted to Login to Manupatra.
- Please enter your Manupatra Sign In and password ensure no one is logged in with the same Sign in else it will give you “The session is already active” message.

- Once you Login successfully you will be able to see the search results for your highlighted query. This will be a free text search and by default it will show results from Supreme Court. If you wish to see the results from other courts please select the court from Select Court dropdown. The list of courts you can see as per your subscription plan.
- You can also choose to search within the Appellant/Respondent (Field Search), Citation and on the Web as well.
- Also before closing the mail item, please do not forget to Sign out from Manupatra in the right frame.

www.manupatra.com
Click on any of the document title to see the full text.

To copy any matter from search results, can drag and drop the text from the results/documents to your word file by highlighting the text and dragging the text to the cursor position. This saves you typing.

Store Document on Cloud

Now upload any document from Manupatra to your cloud account (e.g. Drop box /Google Drive) at the click of a button

- Click on cloud icon (bottom icons) from documents page to upload the document to your cloud account.
- Click on the respective buttons (Dropbox/Google Drive) to Save the document to your cloud account.
- Google Drive works with below mentioned browser
  - Chrome, Firefox, Safari, Internet Explorer (only IE9 and IE10)
- Dropbox works with below mentioned browser
  - Internet Explorer 8+, Chrome, Safari 3+, Firefox 3+, Opera 9+
Sticky Note

Features:
Users can now mark comments, add a note as well as highlight any portion of text while reading the judgement, as per their personal requirement, for future reference.

- Open any judgement and click on the “Sticky Note” below “Sign Off” as shown below.
- You will notice sticky note control panel appearing on the right of the judgement.
- To start highlighting any text, select the pen-pad icon from the top options as shown here & select the text in the judgment.
- Using the tool bar you can select the colour/style for your highlighted text portion. User have an option of Bold, Italic and underline.
- They can also change the font type.

Print

Print Outs taken of Judgments from www.manupatra.com are accepted by Courts.

You can choose to take a print out in:

- Single or double column
- Choose the format from Doc/ PDF/ HTML
- Select the font type and font size
My Notepad

Features:
User can create/invite/share the note against a document. The invitation can only be sent to Manupatra's active ids.

How it works:
• Open a case against which you want to create/invite/share note, Click on MyNotepad on the top Menu, and click on “Add to My notepad”.
• To invite your colleagues (who are using Manupatra) click on on “Invite to Share Note” button. An email will be sent with the document id against which you want to invite/share note to the users whom you have invited.
• All the notes written against that document will be displayed along with your note.
• You can view the note by clicking on the clip icon appearing on the top left of the document as soon as you create a note or you can also see if someone has invited you to share the note.
• You can also search within note.
Manupatra Search Alert

On www.manupatra.com you can save your search and use self explanatory nomenclature to name the saved search. NOW you can also set an ALERT to get results for your search query from the new documents which are added on site every day.

Eg. if you did a search for "gender justice" as a phrase and saved it under the name 'gender justice', you can now set an alert wherein, every time a new document is uploaded with "gender justice " as a phrase you will get an email alert with brief details of the document.

How to Use the Search Alert Feature

- Login to www.manupatra.com site as a subscriber and click on Manage Search on your my Home Page as shown in fig 1 below.

- Click on "Edit" link for the Search Name you wish to set an alert for. Select the number of Expiry Days (this is number of days for which you wish to receive Alerts for the subject search query). Click on Update [under Edit option]. Then click on Enable to initiate the Alert.

You can Disable the Alert at any point of time by clicking on Disable button against the Search Name.

- Once the Alert is successfully Enabled, you will start receiving the Alerts on your registered email id as and when any judgment is uploaded on www.manupatra.com which contains your search query for which you have set the Alert. The email intimation will contain details of the document which you can access by Signing on to www.manupatra.com.
- Every user can set upto 5 Alerts at any point of time.
**Desktop Alert**

Manupatra Desktop Alert service is a complimentary service from Manupatra designed to help you stay connected with snapshots of legal events on all working days.

It is an internet application that resides on your desktop and is managed by the server component of our platform.

**Key features:**
- No Registration required.
- This service is complimentary and takes only seconds to install.
- Manupatra will alert you on important caselaws, notifications, Statutes, news, etc., through crisp summaries.
- New Information flows on to your desktop so you don’t have to access different sites to keep yourself updated.
- Does not interfere with your work. Desktop Alert remains in your Windows system tray. As soon as an alert is received, it “pops up”.
- Zoom In and Zoom Out feature is available.

*Desktop Alert on Chrome is also available.*

When you log in and go to your “manuclip page', by default it will show you judgments for the subjects you have selected.

You can view and change your options at any point of time and any number of times.

**To Download Log on to:** [http://www.manupatra.com/downloads/lnp/](http://www.manupatra.com/downloads/lnp/)

**Manu Clip**

This service allows you to monitor updates on Notifications and Judgments without actually searching for them. Your results are conveniently delivered to your personalized ‘manu clip’ page which is unique to your sign in.

To customize your options click on ‘SELECT SUBJECT and NOTIFICATION SUBJECT’.

Select the subjects, ministries/departments or topics you would like to receive the updates on.

Select and Submit to store you choices.

To remove any selection, deselect the check box and to add any select the check box.

You also have the option of defining the number of days ranging from 1 to 30 days. All information is stored for last 30 days. By default it is last 7 days.

When you log in and go to your “manuclip page', by default it will show you judgments for the subjects you have selected.

You can change your options at any point of time and any number of times.