**JADE**

**Jading in Three Minutes**

**UNIVERSAL TEXTBOX (the OmniBox)**

Use 'natural language' to search and filter your search

1. Type in the search terms, case or legislation with the assistance of Jade’s predictive text. Jade automatically puts in wildcard operators and either (" ") around the phrase typed or AND between words in the phrases if the words do not commonly appear together.

2. Filter your search. You can narrow the date, add extra keywords, or limit the jurisdiction or source type. To find your search string after filtering, click ‘Show advanced filters’ or ‘Edit this search’.

**Pinpoint searches (for cases and legislation)**

3. Pinpoint searches allow you to find page references or medium neutral paragraph references and also sections and sub-sections of legislation.

4. **Case law**: medium-neutral referencing (each paragraph of a judgment being numbered) was introduced progressively from 1998 for the High Court and by 2000 for most other Australian Courts and Tribunals. Judgments preceding those dates can only be pinpointed by page number.

   a) **Page pinpoint**: type the page number or range of the report series.
      
      i) 177 CLR 292 at 302 to get references to page 302.
      
      ii) 177 CLR 292 at 302-310 to get references to pages within the range.

b) **Paragraph pinpoint**: type the paragraph number contained in any law report series to get the equivalent result:

   i) [2007] HCA 31 at [72]
   
   ii) 230 CLR 438 at [72]
   
   iii) 81 ALJR 1338 at [72]
   
   iv) 237 ALR 1 at [72]

5. Jade recognises most law report series and abbreviations. Therefore, even if we do not have the content in Jade, you will still be able to see references by other Courts and Tribunals to that page or paragraph.

6. **Legislation**: type the short title followed by the section (even subsection) number:

   a) **Crimes Act 1900 (NSW) at s 18**
   
   b) **Copyright Act 1968 (Cth) at s 35(6)**

**Complex searches**

7. You can use the following operators to build your search string and tailor your results.

<table>
<thead>
<tr>
<th>Search Operator</th>
<th>Accepted ways of typing the operators into JADE</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AND</strong></td>
<td>AND</td>
<td>director AND liquidation contract + damages</td>
</tr>
<tr>
<td><strong>NOT</strong></td>
<td>NOT</td>
<td>&quot;Psychiatric injury&quot; NOT &quot;physical harm&quot; defamation NOT opinion</td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td>OR</td>
<td>deceit OR &quot;misleading and deceptive conduct&quot; OR misrepresentation</td>
</tr>
<tr>
<td>Words within an <code>n</code> number of words of each other</td>
<td>win</td>
<td>&quot;words to be included&quot;~n</td>
</tr>
<tr>
<td>Words within the same sentence</td>
<td>w/s</td>
<td>/s</td>
</tr>
<tr>
<td>Words within the same paragraph</td>
<td>w/p</td>
<td>/p</td>
</tr>
<tr>
<td><strong>Specific phrase</strong></td>
<td>Place &quot; &quot; around the phrase</td>
<td>&quot;break and enter&quot;</td>
</tr>
<tr>
<td><strong>Wildcard (single character)</strong></td>
<td>?</td>
<td>car?</td>
</tr>
<tr>
<td><strong>Truncation (multiple characters)</strong></td>
<td>*</td>
<td>act*</td>
</tr>
</tbody>
</table>
JADED CASETRACE (for cases and legislation)

CaseTrace is located on the right hand side of every full text document. It summarises:

i) citations made to the case or Act;

ii) specific paragraphs of the case or sections of the Act that have been cited elsewhere; and

iii) the most recent citation of the case or Act.

It provides quick links to Jade Citator and Citation Report.

Jade Citator

1. Jade Citator displays a list of citations to a particular case or Act. The relevant part of each citation is extracted so that you can see how the case or Act has been applied.

Citation Report

2. Citation Report provides a hyperlinked overview of the citations made in and to the case or Act. From this, you can:

   a) Set up alerts for when the decision or Act, or their list of authorities is subsequently cited.

   b) Go to visualisations (analytical tools).

   c) For cases: see the number of times another decision cites the case and quickly deduce from the bolding that the subsequent treatment of the case goes beyond a mere citation. By then clicking on a bracketed number, you will see the relevant part extracted within the same screen.

   You can also locate the most authoritative decision in a matter with Litigation History, which tracks the progression of the matter from first instance to any subsequent appeals.

   d) For legislation: see historical compilations of the Act to locate the content of an Act at a specific point-in-time.

ADVANCED SEARCH

1. Click on the arrow next to ‘search now’ and select ‘Advanced search’.

2. Type in the search terms, case or legislation. Select which part of the document you want Jade to search for them. You can remove Jade’s automatic use of wildcard operators by selecting ‘Whole document unstemmed’.

3. Build your search with layers – type in more natural language, pinpoint and boolean strings.

4. Refine search results further by limiting the tag, topic, jurisdiction, source type, or decision date.

For more helpful search tips and guide-notes, please contact editors@jade.io

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