

INSTRUCTION ON USE OF THE INDUSTRIAL TRIBUNAL JUDGMENTS WEBSITE

This document provides essential information on how to fill in the search fields, opening and saving the documents. This document may be printed or saved on your computer by clicking “save a copy” on the Adobe Acrobat toolbar or menu.

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1. SEARCHING FOR A DOCUMENT

1. On the home page input any search term(s) in the “Quick search” field then click the “Search” button. This effects an immediate “Keyword” search without needing to use the ‘search form’. For guidance on what terms are searchable please read the “Keyword” search instructions below.
2. For a more detailed search using one or more specific field or date parameters.
3. The search form will open.

In order to effect a search at least one search field should be activated. To broaden your search, use the minimum possible (leaving all fields empty will result in ALL documents being displayed). To target more closely the item you require enter as many fields as possible with the maximum amount of information as you may be aware of.

Below is a brief description of the search fields:–

Keywords – Can be any suitable search term(s) or number(s). These keywords can be typed in any order leaving a single space between each term. Do not use any prepositions (the, and, or, etc.) or punctuation. It is immaterial if the keyword appears in the title of the document or not. Keywords are not case sensitive.

Searchable terms can be any of the following entered singly or in multiple permutation:–
Case title; subject-matter; legislation construed; citation Judge(s) name; Lawyers representing the parties; date of judgment .

Title – Refers to the title of the judgment. The name, or parts of the name, must be typed in exactly the same way as it was originally published including brackets, numbers, etc. To increase the number of hits keep the title brief. You may even type in only part of a word in cases when you are not sure of the spelling. To target a particular document more accurately be specific in the title name. If you are not sure of the correct title of the legislation it is recommended that you enter the search term(s) in the “Keyword” fields: e.g. Searching for a judgment and entering the letter “D” in the title field will produce all cases with the letter “d” in the title: e.g. Prison; Attorney-General; Gerada; R. v. Santos; etc. Entering the letter “r” plus a full-stop “r.” in the title field will produce all cases for/against the Crown: e.g. Dismissal; Discrimination; Dumas; Kevin Hosken v Alex Durnell; etc.

Case Number [Citation] – Refers to the case number as appearing in the judgment, ruling or decision:

The number must be inserted as a single or two digit number, a hyphen “-“ and a full year (e.g. “1999”). The “Ind Tri” reference will be included automatically.

Ind Tri 1-2001

The above would be the first case of 2001.

Date from Date to – Quantifies the search parameters of the date of the judgment.

Ordered by – Only one button at a time may be highlighted and will determine the order in which the documents will be presented.

4. Once the “search form” has been adequately filled in, click the “Search” button at the top or bottom of the form. The program will then search through the Judgments database and produce the results, if any, in a new window.

5. If a search has resulted in a number of hits they will be displayed in a “Search Results” window listed in the order as determined by the “Ordered by” button. If the results have not produced the required documents click “Try a new Search” to open a new search form or click the “back” button on the browser to refine your search criteria.

2. THE SEARCH RESULTS WINDOW

6. To open the document click the file: “Filename.pdf” button. Please note that if your connection to the internet is slow it may take some time to download the document.

7. Depending on your web browser, the document will be handled in different ways. The browser may open the document in a browser window in which case the document can be saved onto your computer by clicking “Save a copy”, or alternatively the browser may automatically save a copy onto your desktop or ‘My Documents’ folder, in which case double-click on the document to view. Please note that you must have ADOBE ACROBAT READER or a similar pdf reading program installed on your PC to enable you to view these documents

8. To return to the “Search” window click the “Back” button on your browser or click “New Search”.

3. PRINTING A DOCUMENT

9. In the adobe Acrobat window, click the print icon.