



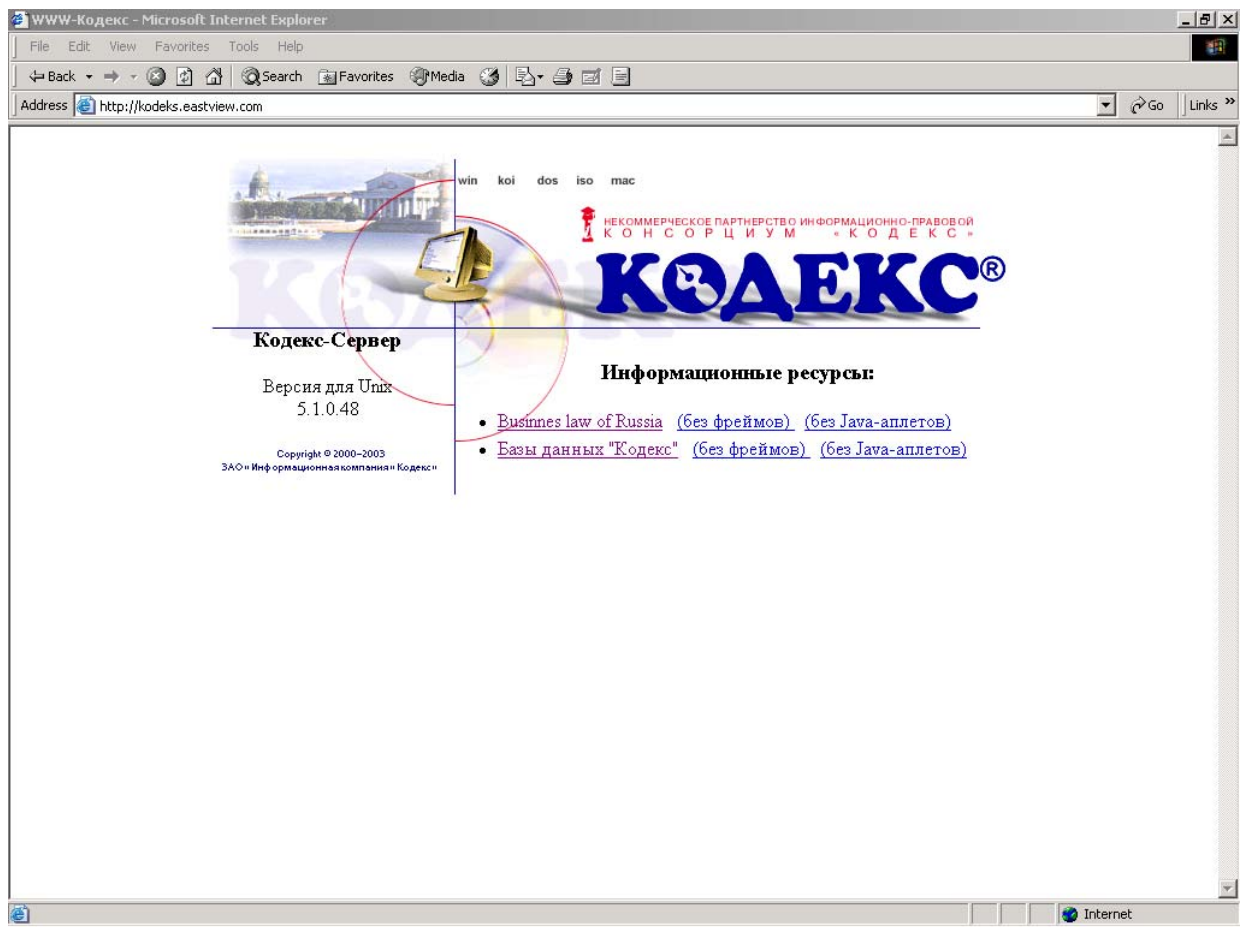
# **TRAINING COURSE FOR THE KODEKS RUSSIAN LAW DATABASES**

**MOSCOW 2004**

This electronic **Training Course for the KODEKS Russian Law Database** will assist you to fully utilize Russia's leading law information resource. Organizations, lawyers, accountants and economists, specialists dealing with standards, students and instructors use KODEKS in finding the exact law references they need.

## GETTING STARTED

To start your search, open Internet Explorer. In the address line, type <http://kodeks.eastview.com>. The first system window appears (see Fig. 1)



**Fig. 1**

Access your subscription by choosing “Access the Kodeks Russian Law Database”.

For trials to databases under evaluation, choose “Trials to the Kodeks Russian Law Database”. This will periodically change so that the user may test a variety of Kodeks databases.

Choose Help Desk whenever you have questions or need assistance with the Kodeks databases.

When clicking on the first option, the window opens to «Кодекс: Право» (“Kodeks: Law”) (Fig. 2).

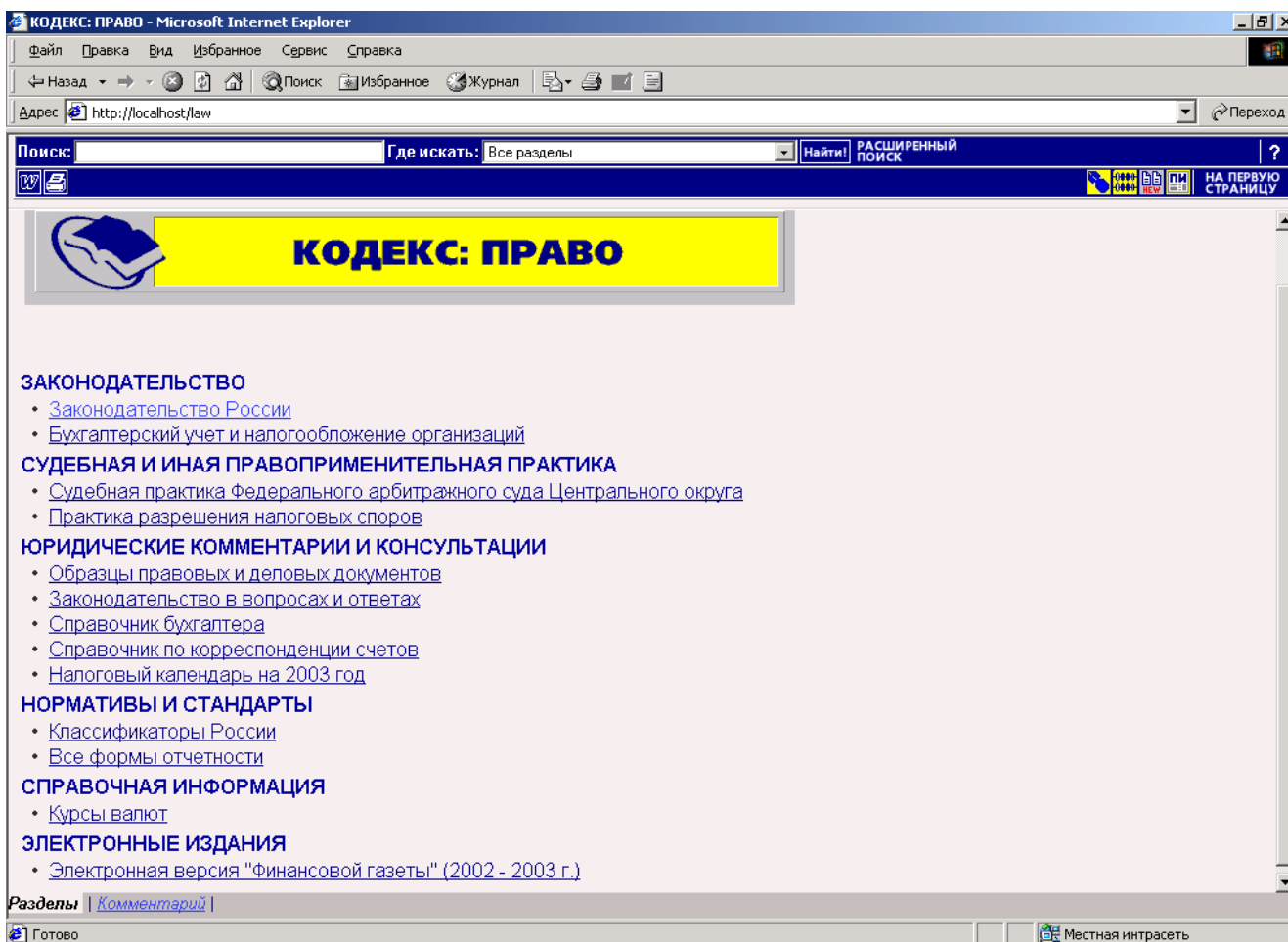


Fig. 2

The Kodeks information divisions will appear in the middle of the screen.

The navigation bar may be found at the top of the «Кодекс: Право» window. The buttons provide different functions, including generating search requests.

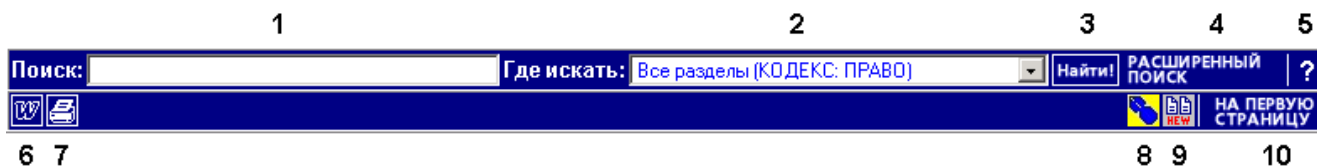


Fig. 3

- 1 **Search request text entry field** – enter the topics you would like to search
- 2 **Search domain selection list** – allows you to limit your search to specific areas
- 3 **«Найти!» (“Find”) button** – with the search request entered in field 1, allows for a detailed search within the context displayed in field 2. If field 1 is blank, an attribute-based search screen will pop up, prompting you to enter more information within the context of field 2.
- 4 **«Расширенный поиск» (“Advanced Search”) button** – An attribute-based search screen

displays, giving you the option of limiting your search.

- 5 ? – Help screen opens, providing more details on the window open.
- 6 **“Save to Word” button** – Current information window contents will be transferred to MS Word for further processing. If you do not have MS Word on your computer, or you use a different browser, a dialog box will open offering the option to save the file to disk in .rtf format.
- 7 **“Preprint” button** – shows the printed version of the document.
- 8 **Information for Users** – opens a window showing helpful hints for users.
- 9 **New laws** – a page showing new laws since the last update.
- 10 **Button for move to the initial system page** – return from any section back to the main page (the Кодекс: Право page).

### FINDING ARTICLES BY INFORMATION DIVISION

In order to start working in any information division, you may need to:

- Enter into that section by clicking on the name of the division
- Choose the necessary division (area of your search) using the navigation bar, clicking on the drop-down menu in the field «Где искать» (field 2), as shown in Fig. 4.

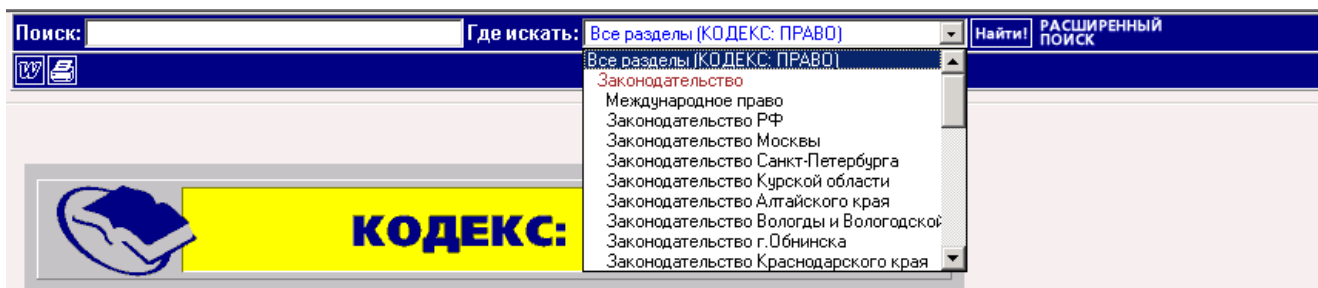


Fig. 4

### SEARCHING WITHIN KODEKS

To find documents or information, use the following types of searches available within Kodeks:


- **ATTRIBUTE-BASED SEARCH INTELLIGENT SEARCH SEARCH BY SUBJECT CLASSIFICATION SEARCH BY SITUATION**

## ATTRIBUTE-BASED SEARCH


Use of the attribute-based search is advisable when the following are known:

- Name of the document
- Other indicators (requisites, attributes) of the document, such as number, enactment date, etc.
- Words or phrases that may appear in the text of the desired documents
- Combination of any of the above indicators

### **EXAMPLE No. 1. Document Search by Name and Enactment Date. Task: Search using the Attribute-Based Search.**

To search all sections using Attribute-Based Search, go to the Кодекс: Право page. Click on . This will open the Attribute-Based Search page. Enter the necessary information.

You may also search for a document according to informational division. On the Кодекс-Право page, scroll down to choose the «**Законодательство России**» division or go to the navigation bar, click on field 2 («Где искать») to retrieve the drop down menu, and select **Законодательство РФ**.

Find document **No. 175-ФЗ of 23.12.2003** from the **Законодательство России (Russian Legislation)** database by first clicking on the  button. The **АТТРИБУТНЫЙ ПОИСК (Attribute-Based Search)** window will open. Complete the fields of the Attribute-Based Search request panel, as shown in Fig. 5.

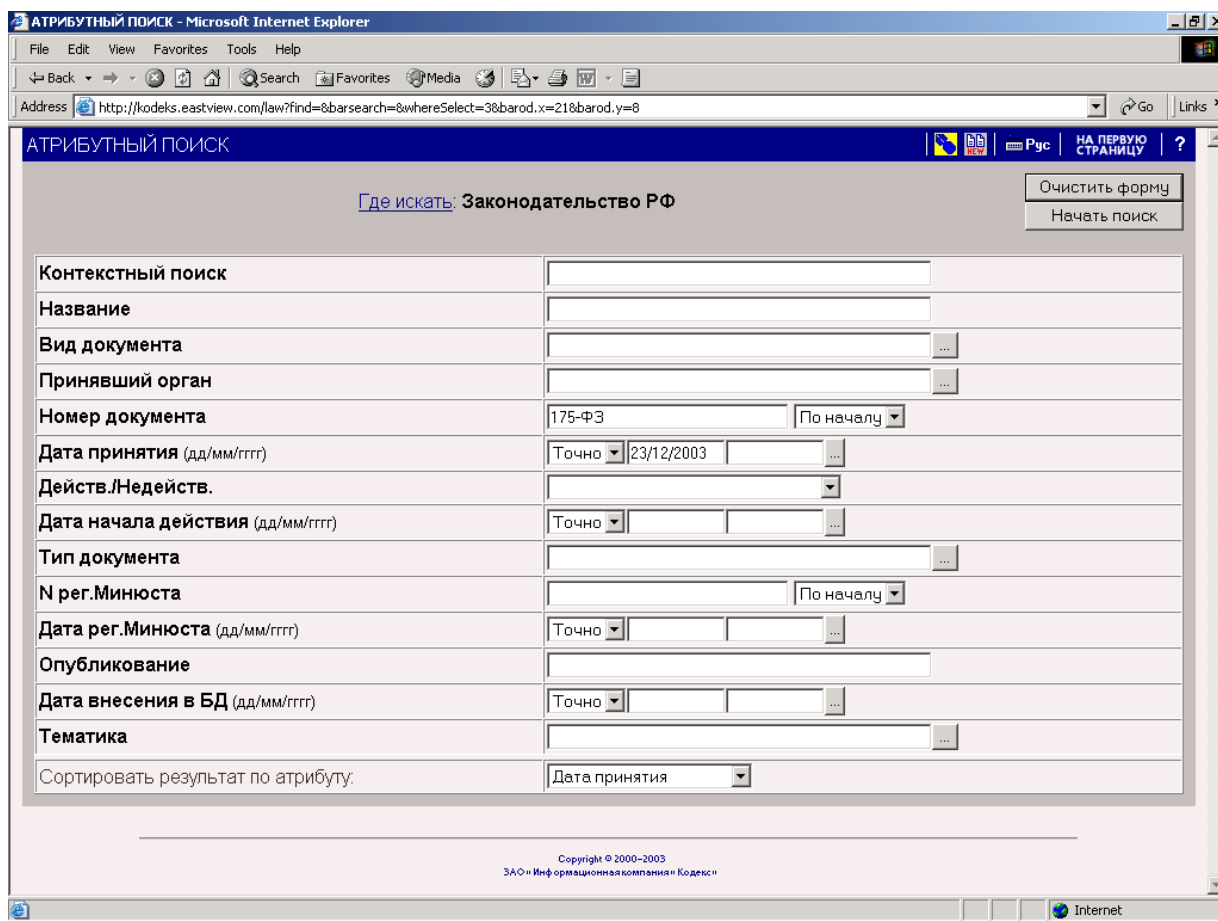


Fig. 5

Type **175-ФЗ** in the **Номер документа** (Document Number) field. Go to the next line **Дата принятия** (дд/мм/гггг) (Enactment Date (date/month/year)). As we will enter the exact date, be sure that **Точно** is selected in the first box of the **Дата принятия** (Enactment Date) field, and type **23/12/2003**, according to date, month, and year, in the second box.

Click on the **Начать поиск** button (the lower gray button in the upper right corner).

As a result of your search, you will see:

**Результат поиска: (Result of search)**  
**1 документ (1 document)**

- О бюджете Пенсионного фонда Российской Федерации на 2004 год  
 Федеральный закон от 23.12.2003 N 175-ФЗ

Or “On the Budget of the Pension Fund of the Russian Federation for 2004. Federal Law from 23.12.2004 No. 175 FZ”

Access the retrieved document by clicking on its name.

The **Изменить условия** (Change Criteria) button brings you back to the **Атрибутный поиск** window to modify search attributes or start new attribute-based search. If you would like to start a new search, click

on the **Очистить форму** (Clear form) button at the upper right corner. This will clear all fields for your new search.

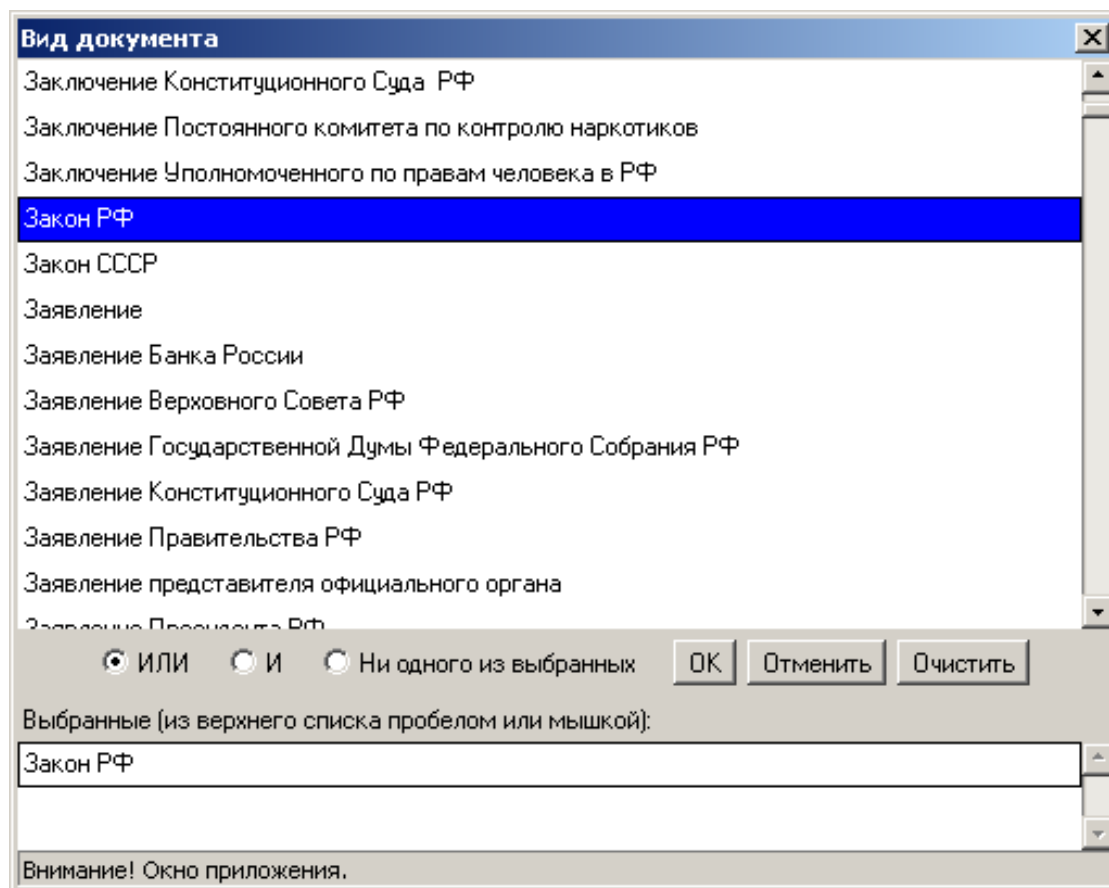
**EXAMPLE No. 2. Document Search by Description and Name. Task: Find the working draft of the Budget Code of the Russian Federation.**

Go back to **АТРИБУТНЫЙ ПОИСК (Attribute-Based Search)**, as described in the previous example.

Complete the following fields of the attribute-based search panel:

In the **Название (Name)** field, type **Бюджетный**.

Go to the **Вид документа (Document Description)** field. Click on “...” – the three-dots button – to open the document list window. Key in the words **Закон РФ**. While keying-in, the document list cursor moves to the correct position, in this instance, to the **Закон РФ** value. Within the list, click on this value to show it in the **Выбранные (Selected)** window, as shown in Fig. 6.



**Fig. 6**

Click on OK. The selected document description will appear in the attribute-based search window. (By double-clicking within the list on the selected value inserts it into the attribute-based search window. Similarly, the scroll bar on the right within the «Вид документа» (“Document Description”) classifier list allows you to choose other qualifiers.

Then, go to the field **Действ./Недейств.** When you click on the arrow to the right of the field, a drop down menu appears giving you a list of choices. Choose **Действующий**.

The completed attribute-based search panel appears as shown in Fig. 7.

АТРИБУТНЫЙ ПОИСК - Microsoft Internet Explorer

Файл Правка Вид Избранное Сервис Справка

Назад Поиск Избранное Журнал

Адрес [l=&a5type=1&a6=&a6type=1&a7from=&a7to=&a7type=1&a8=&a8label=&a8type=1&sort=5&attr=%C8%E7%EC%E5%ED%E8%F2%FC+%F3%F1%EB%EE%E2%E8%FF](#) Переход

АТРИБУТНЫЙ ПОИСК

Где искать: **Законодательство РФ** Очистить форму  
Начать поиск

Контекстный поиск	<input type="text"/>
Название	<input type="text" value="Бюджетный"/>
Вид документа	<input type="text" value="Кодекс РФ"/>
Принявший орган	<input type="text"/>
Номер документа	<input type="text"/> По началу
Дата принятия (дд/мм/гггг)	Точно <input type="text"/>
Действ./Недейств.	Действующий
Дата начала действия (дд/мм/гггг)	Точно <input type="text"/>
Тип документа	<input type="text"/>
N рег.Минюста	<input type="text"/> По началу
Дата рег.Минюста (дд/мм/гггг)	Точно <input type="text"/>
Опубликование	<input type="text"/>
Дата внесения в БД (дд/мм/гггг)	Точно <input type="text"/>
Тематика	<input type="text"/>
Сортировать результат по атрибуту:	Дата принятия

Copyright © 2000-2003

Готово Местная интрасеть

Fig. 7

Click on the **Начать поиск** (Start Search) button.

The list of documents found as a result of the search is shown in Fig. 8.

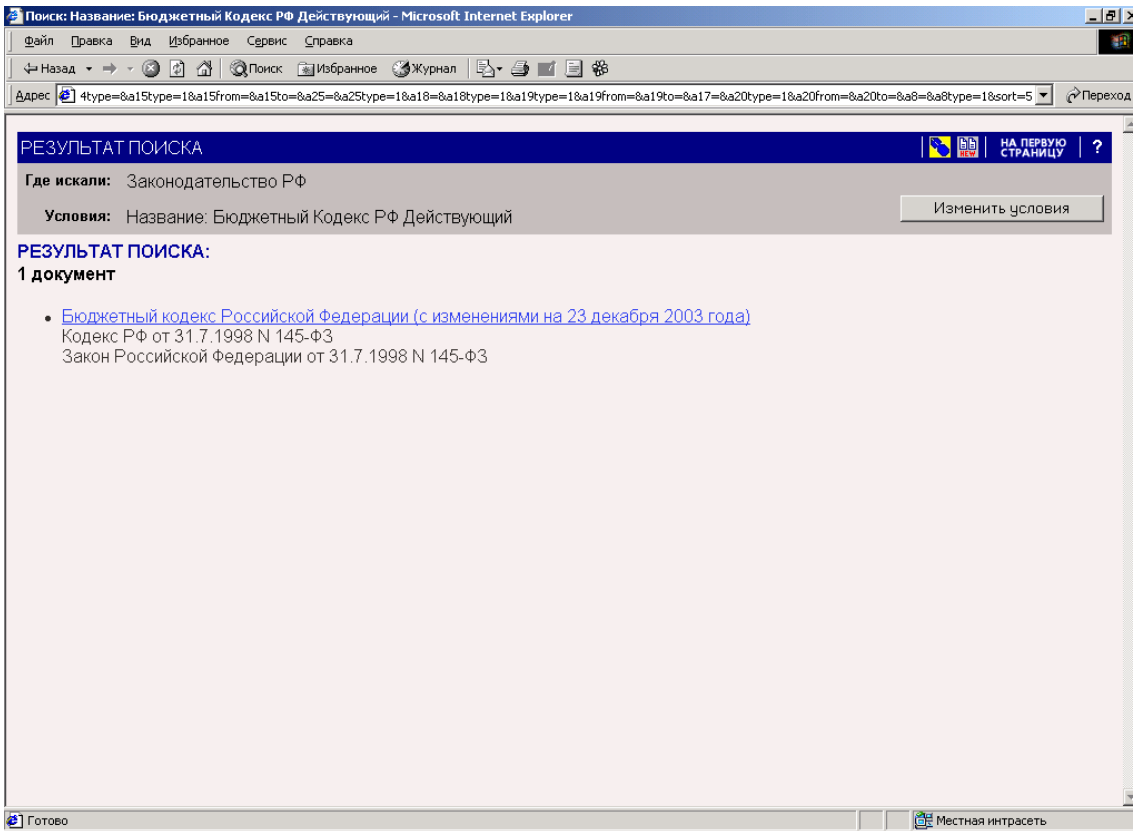


Fig. 8

By clicking on the name, we can view the required document, as shown in Figure 9.

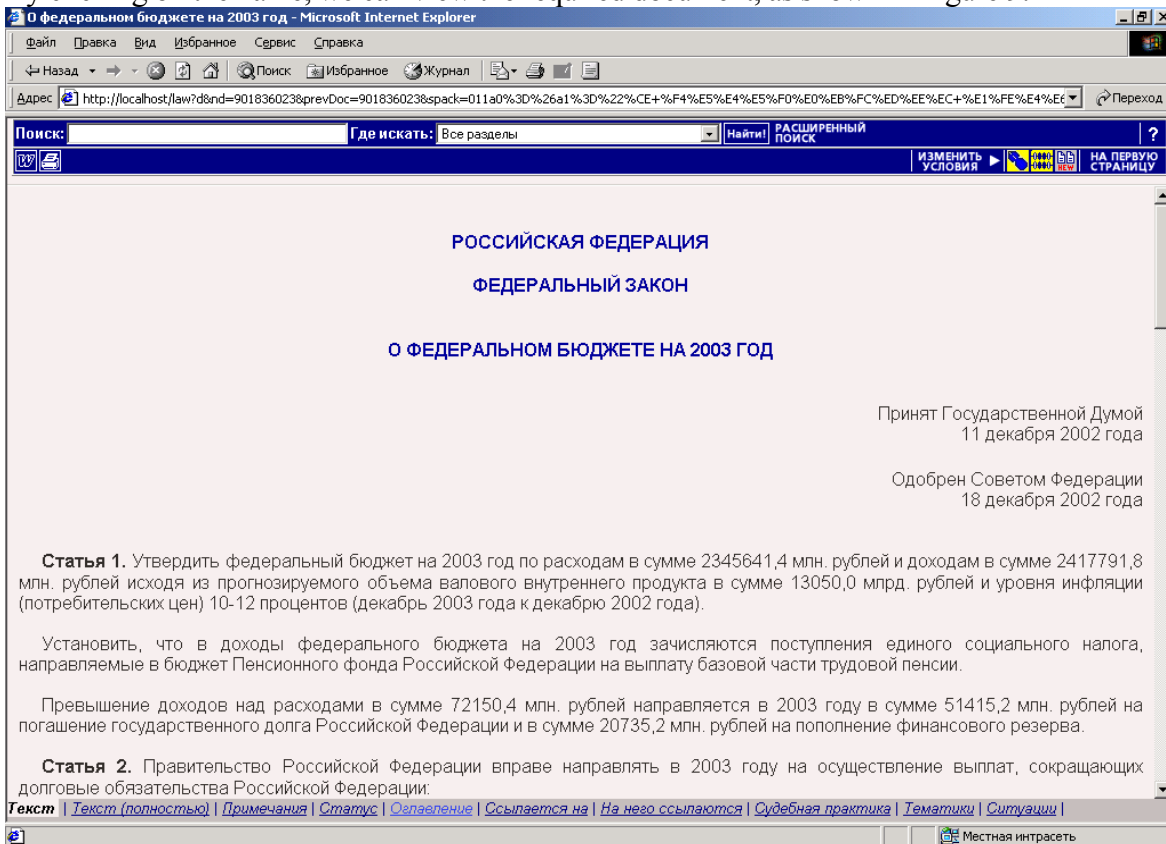


Fig. 9

**Note.** A string of shortcuts is arranged at the bottom of the document text window. The set of shortcuts can differ between different documents, depending on the document body.

**Текст (Text)** – offers a document text. With documents consisting of more than one page, text is displayed in the page-view mode. To go to the next page, click on the **▼ Следующая часть документа (▼ Next Part of Document)** link at the end of the page.

**Текст полностью (Full Text)** – available only with documents consisting of more than one page. By clicking on this shortcut, the full text of document is displayed.

**Примечание (Remark)** – generally, indicates a source by which the document text may be verified and offers other information about the document.

**Оглавление (Table of Contents)** – available with large documents with complex structures. By clicking on this shortcut, the table of contents of this document will be opened.

**Статус (Status)** – offers all document attributes.

**Редакции (Editions)** – if earlier document editions exist, all them may be called up via this shortcut.

**Ссылается на (Refers To)** – offers all documents referred to in this document.

**На него ссылаются (Referred By)** – offers all documents referring by this document.

**Судебная практика (Judicial Practice)** – offers entire case material referring to this document.

**Тематики (Topics)** – offers a list of topics related to this document.

**Ситуации (Positions)** – offers a list of positions related to this document.

We urge you to view information shown on the document shortcuts. This will allow you to get deeper insight into a document and quickly retrieve related information.

**EXAMPLE No. 3. Document Search by context, using a word or phrase that may be found in the document. Task: Retrieve documents in force that have been enacted starting from January 1, 2001 and referring to a draft.**

Complete the following fields of the attribute-based search request panel:

- Type in «переводной вексель» (“draft”) in the **Контекстный поиск (Context Search)** field
- In the first box of the **Дата принятия (Enactment Date)** field, click on the box to see the drop down menu. Select **С** (this implies: starting as of this date) and key **01/01/2001** in the second box.

The date may be also entered using a calendar (Fig. 10), by clicking on the three-dots button in the third box of the **Дата принятия** field. Make selections in the sequence: year, month, date. To define a time interval, select two dates one after another in the calendar.

Дата принятия (дд/мм/гггг)	С	01/01/2001	...
Тематика			...
Дата редакции (дд/мм/гггг)	Точно		
Дата изменения (дд/мм/гггг)	Точно		
Действ./Недейств.			
Дата начала действия (дд/мм/гггг)	Точно		...

Fig. 10

In the Действ./Недейств. field, click on the arrow and select Действующий (Effective) from the list.

Click the  button.

As a result of search, the list of **effective** documents that have been enacted starting **as of January 1, 2001** and refer to **a draft** is retrieved (Fig. 11).

РЕЗУЛЬТАТ ПОИСКА НА ПЕРВУЮ СТРАНИЦУ ?

Где искали: Законодательство РФ

Условия: Контекст ""переводной вексель"" Дата принятия с 01/01/2001 Действующий

**РЕЗУЛЬТАТ ПОИСКА:**  
**33 документа**

- [Судом не было принято во внимание, что указание срока платежа способом, не предусмотренным вексельным законодательством, лишает документ силы векселя, поэтому дело было передано на новое рассмотрение](#)  
Постановление Президиума Высшего Арбитражного Суда России от 21.1.2003 N 2965/01
- [Дело было передано на новое рассмотрение, поскольку судом не было принято во внимание, что указание срока платежа способом, не предусмотренным вексельным законодательством, лишает документ силы векселя](#)  
Постановление Президиума Высшего Арбитражного Суда России от 21.1.2003 N 2968/01
- [Переводные векселя, содержащие либо иное назначение срока, либо последовательные сроки платежа, недействительны, таким образом, указание срока платежа способом, не предусмотренным вексельным законодательством, лишает документ силы векселя](#)  
Постановление Президиума Высшего Арбитражного Суда России от 21.1.2003 N 2970/01
- [Судом не было принято во внимание, что указание срока платежа способом, не предусмотренным вексельным законодательством, лишает документ силы векселя, поэтому дело было передано на новое рассмотрение](#)

Fig. 11

Enter into any document and notice the special display features of the document retrieved as a result of context search. Open any document in the retrieved document list (see Fig. 12).

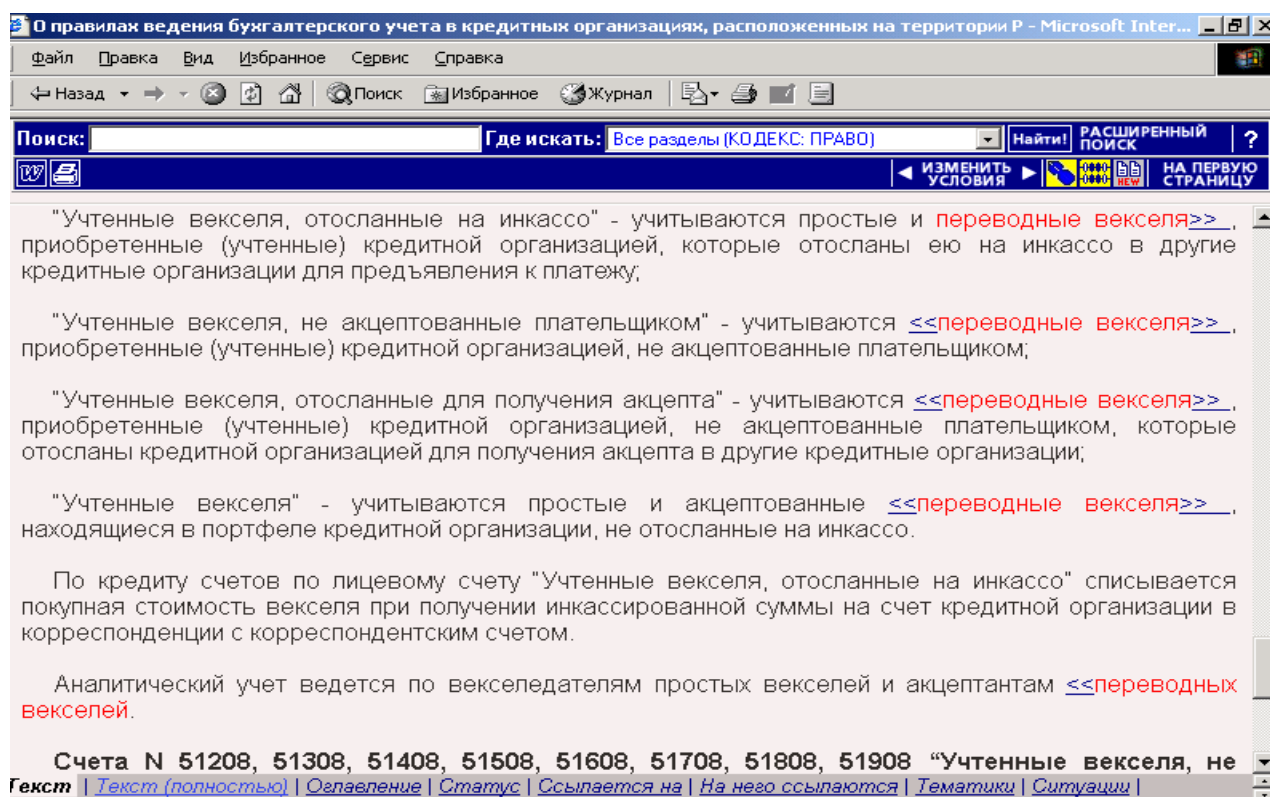


Fig. 12

The document opens just on the first word or phrase of a context request, not in its very beginning as in case of attribute-based search by other details.

The words or phrases from the search request will be highlighted in the document text (e.g. <<переводной вексель>> (<<draft>>)). All these marks can be viewed by clicking on the >> (forward) and << (backward) links. If there are no links on either side (both sides) of the word or phrase, the context word or phrase does not appear anywhere in this part of the document. If the document is more than one page, the word or phrase may appear in another part of the document and the **Текст полностью** (full text) shortcut appears at the bottom of screen. To find the word or phrase in your document, click on this shortcut.

### Recommendations when using Attribute-based Search

- If the name of the document, the number, enactment date, type of document, etc. are known, it is not necessary to fill in all of the information in the fields of the Attribute-based Search page. Fill in only known information.
- Be aware. Fill in the information according to the attribute field. Number of document should go into the “**Номер документа**” (Document number) field, word or phrase from the name of the document must go into the **Название** field, a word or phrase from the body of the document should go into the **Контекстный поиск** field, etc.

If you observe these tips, you will find the required documents.

## INTELLIGENT SEARCH

Intelligent search is recommended in the following circumstances:

- When document number or enactment date are known;
- When a phrase defining the issue may be formulated, but the precise attributes of the document are not known.

Before using the intelligent search mode, define the search domain. For example, if the desired documents and materials relate to Russian legislation, regional legislation, judicial practice, or legal commentary, etc., use intelligent search to find the document in the specific area. If a search domain cannot be determined, it is necessary to start the intelligent search using all divisions.

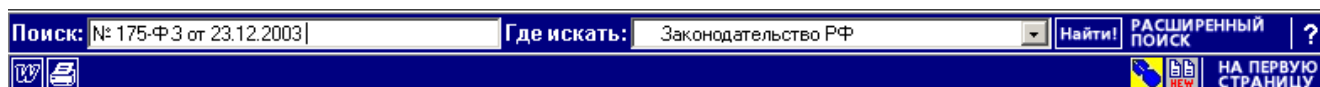
To start the intelligent search, type in a search phrase in the **Поиск: (Search:)** box (zone 1 in Fig. 3) on the navigational bar and click on the **Найти (Find)** button (zone 3 in Fig. 3). If you start the search on the Кодекс: Право (KODEKS: Law) page, then search will include all divisions, and you start the search on a division page, then the search will include those areas chosen in the **Где искать: (Where to Search)** box (zone 2 in Fig. 3).

Based on search results, the system will sort retrieved documents by their relevancy to the context of the request. At the top of page with the list of retrieved documents, the frequency of found words will appear.

Documents at the top of the list will be more relevant to your search and will very likely contain valuable information. When moving down the list, the relevance decreases.

### **EXAMPLE No. 4. Document Search by number and enactment date. Task: Retrieve by number and date from documents in example No. 1: No. 175-ФЗ of 23.12.2003**

In the **Поиск** window on the KODEKS navigational bar, type “No. 175-ФЗ of 23.12.2003”. In the **Где искать:** field, click on the arrow to view the drop down menu, choose “**Законодательство РФ**”. Choose the **Найти** button.



**Fig. 13**

Results will show a list of documents. At the top of the list will be the required document, as shown in Figure 14.

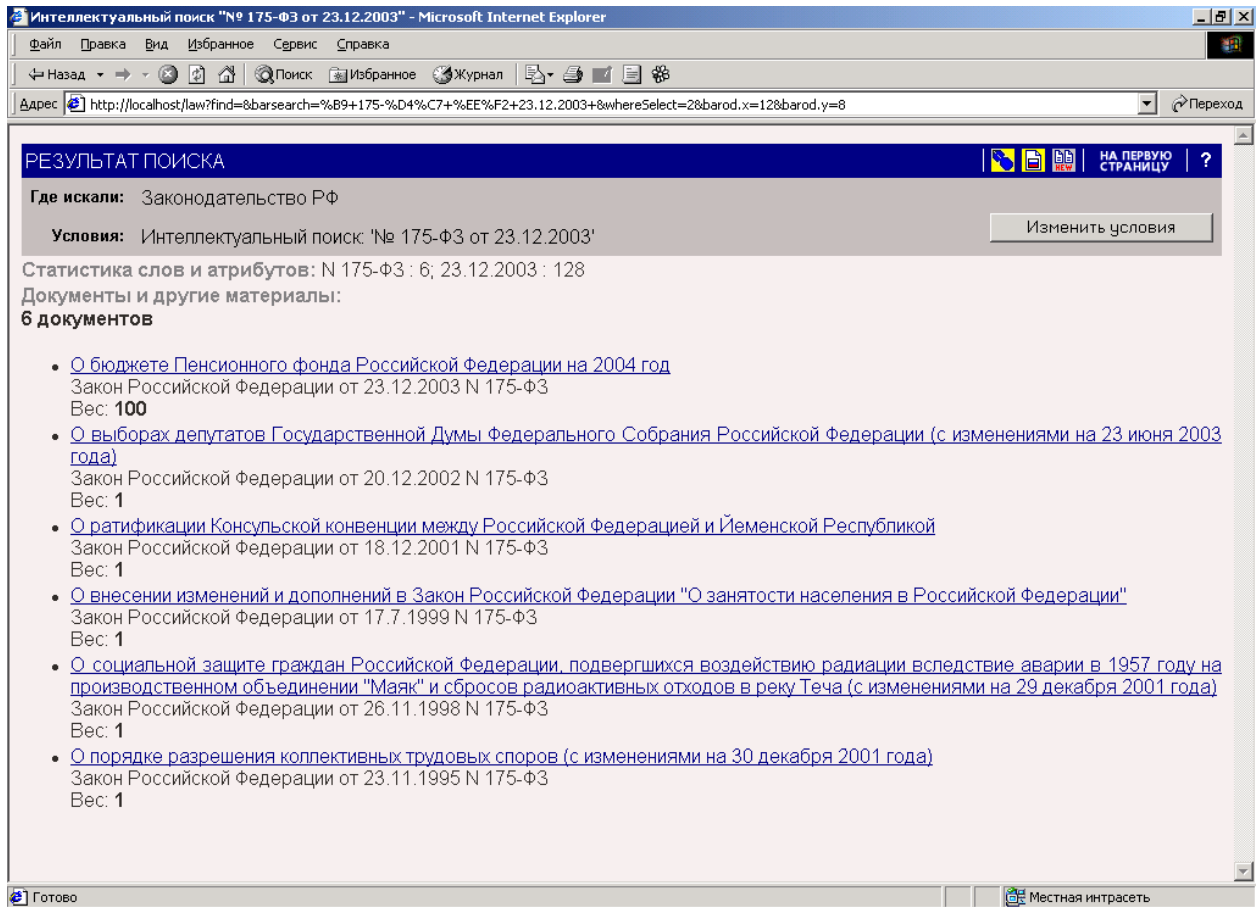


Fig. 14

Comparing between the search results of **example No. 4** and **example No. 1**, you may note that in **example No. 1**, the search has resulted in the only document. This is due to the difference between the attribute-based and intelligent search algorithms. In the KODEKS system, each document has profile in which all details of this document are entered. During an attribute-based search for a document, data contained in the relevant panel fields are used. This results in more precise searching. During an intelligent search, document texts are looked through to find all the words from the request. An intelligent search often results in a larger number of documents, however desired documents will head the results list.

Now, let us use the Intelligent Search mode to retrieve documents, by keying a phrase defining a given issue.

**EXAMPLE No. 5. Document Search by Issue. Task: Find documents relating to benefits for veterans.**

Select the **Законодательство России** division on the Кодекс-Право page.

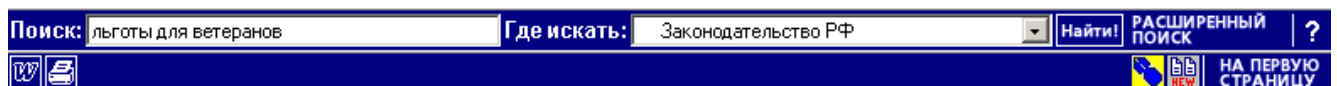


Fig. 15

**Note:** do not use quotation marks in your search.

Click on the **Найти** button.

Your results will show a list of situations and themes, which relate most closely to your search, as well as a list of documents, sorted by relevance from 100 to 1 (Figure 16). Don't be afraid of the long list, which results from your search. The required document may be found at the top of the list.

At the top of the page, you may find the statistics of found words by Situation and Subjects which most closely relate to the search. Do look at these. They may help you in finding relevant documents.

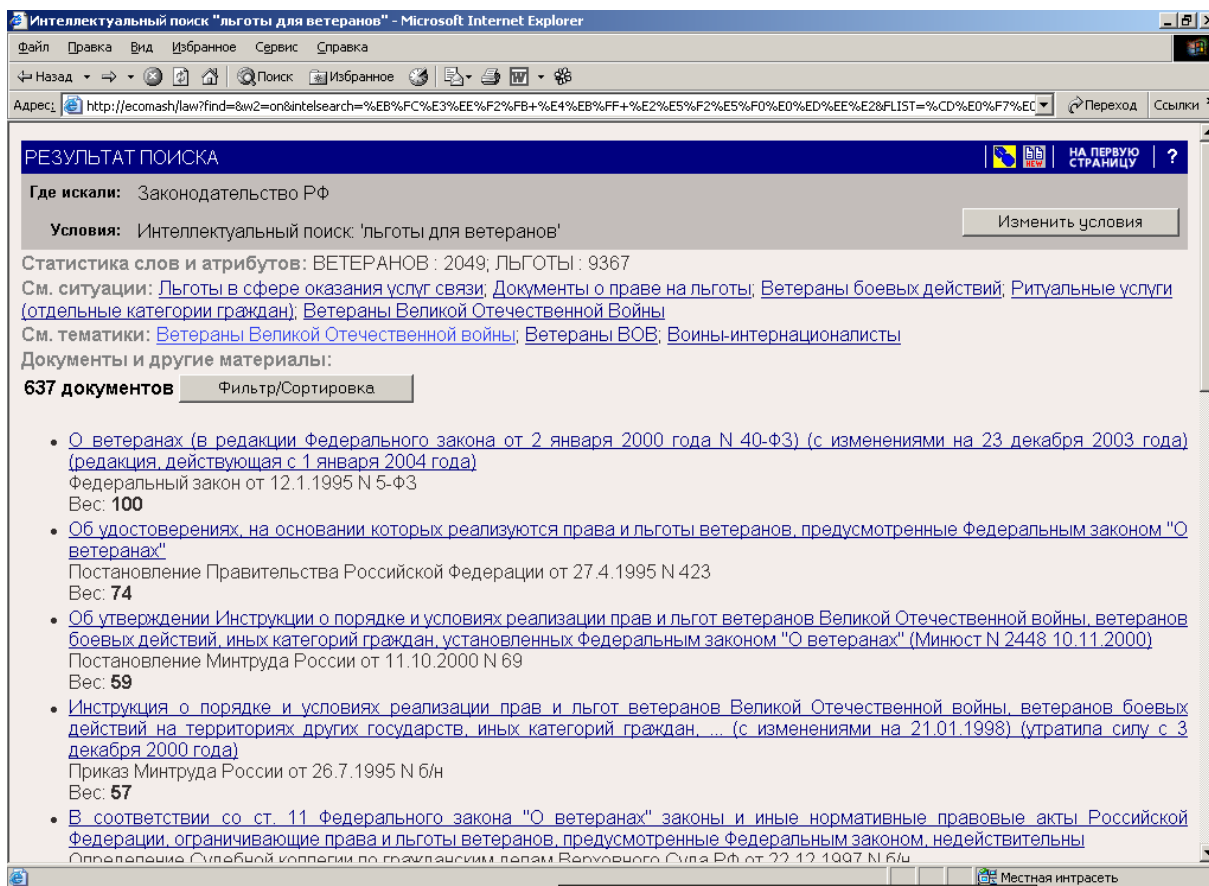


Fig. 16

Just as with attribute-based search by the **Контекстный поиск (Context Search)** attribute, documents resulting from intelligent search will open on the first word of a context request. Similarly, context words will be red colored in the text and have the  $\gg$  (forward) and  $\ll$  (backward) links that allow browsing of all the context words by moving through them.

## FILTERING AND SORTING DOCUMENTS

The list of documents resulting from intelligent search can be filtered or sorted out by any variable. To this effect, it is necessary to click on the **Фильтр/Сортировка** (Filter/Sorting) button above the list of documents, as shown in Figure 16.

Click on this button to open the **Фильтр (Filter)** panel, which we are already familiar with as it is similar to the attribute-based search panel. The list of documents can be filtered by any of the attributes.

Filtering results in a new list containing such only old list documents that meet the entered filter criteria.

Unlike the **Изменить условия (Change Criteria)** command, **Фильтр (Filter)** allows only reduction in the number of retrieved documents, not appearance of the new one.

At the bottom of the page, the **Фильтр** panel offers the **Сортировать результат по атрибуту (Sort Result by Attribute)** option to allow sorting out the list by various criteria (after intelligent search, the list has been sorted by default by relevance).

## DOCUMENT SEARCH BY TOPIC CLASSIFIER

Enter into the «**Законодательство России**» division on the Кодекс-Право page.

Beneath the division prompter, the hierarchical topic classifier arranges law-sector documents in accordance with the classifier of legal acts as approved by the RF Presidential Decree of 15.03.2000 No. 511, as shown in Figure 17.

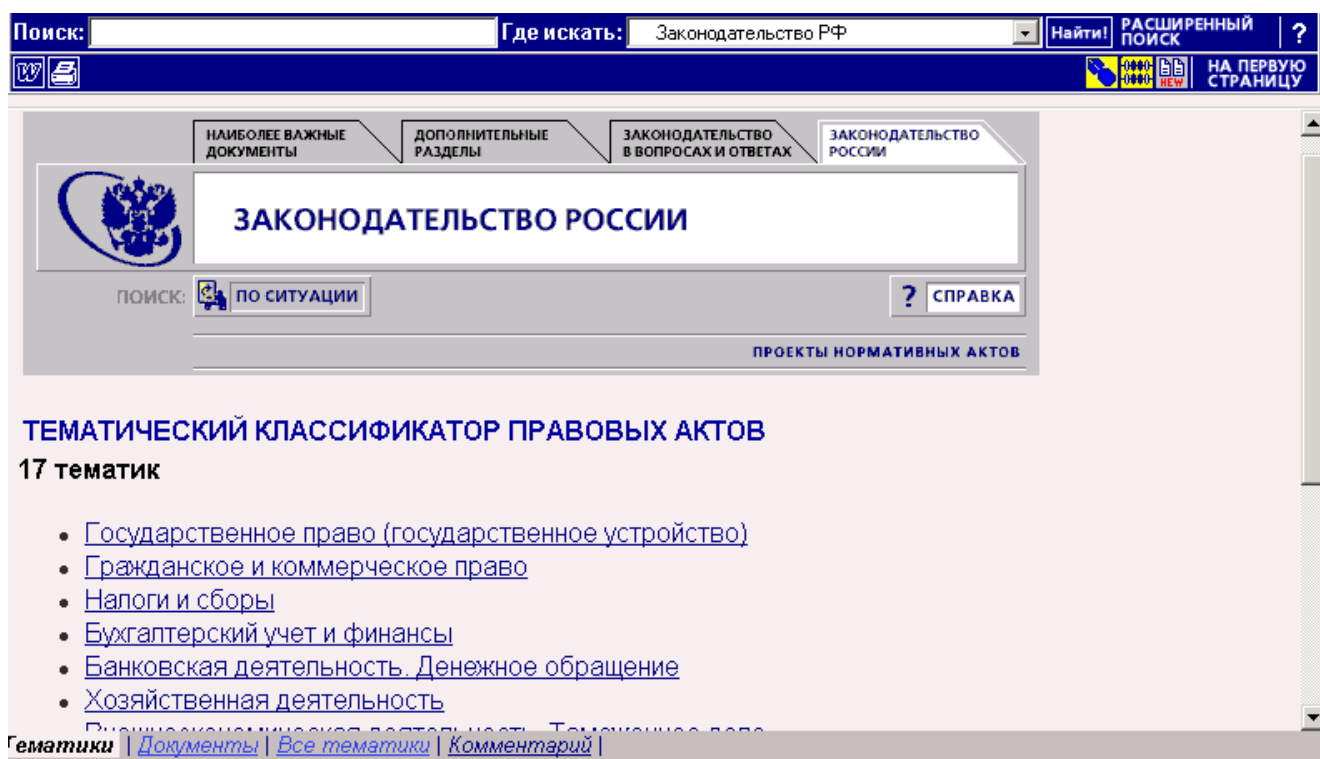


Fig. 17

The topic classifier of legal acts opens upon clicking on the **Тематики (Topics)** shortcut. As a rule, this classifier should be used in cases when a set of documents on a certain topic is required. Using the topic classifier is simple: move through the list of topics (or headings), select to open it, and view subtopics of the selected topic, etc.

In some instances, by moving from the topic classifier to the alphabetic offers certain benefits. This is achievable by using the **Все тематики (All Topics)** shortcut.

## DOCUMENT SEARCH BY SITUATION

The situation-based search mode is most suitable when the retrieval of most-used statutory acts or documents on the most relevant standard issues is required.

Enter the «**Законодательство России**» division.

Click on the **ПОИСК**  (Search by Position) button on the division prompter.

At the top of page, each letter of the alphabet is a button. By clicking on any letter button, you will go to a page with the list of situations beginning with the character you have clicked on.

**EXAMPLE No. 6. Document Search by Situation. Task: Find documents concerning Education.**

Click on **Поиск: по Ситуации** (Search: By Position) on the prompter of the **Законодательство России** division and click on **О** on the **ПОИСК ПО СИТУАЦИИ (SEARCH BY POSITION)** page (Fig. 18).

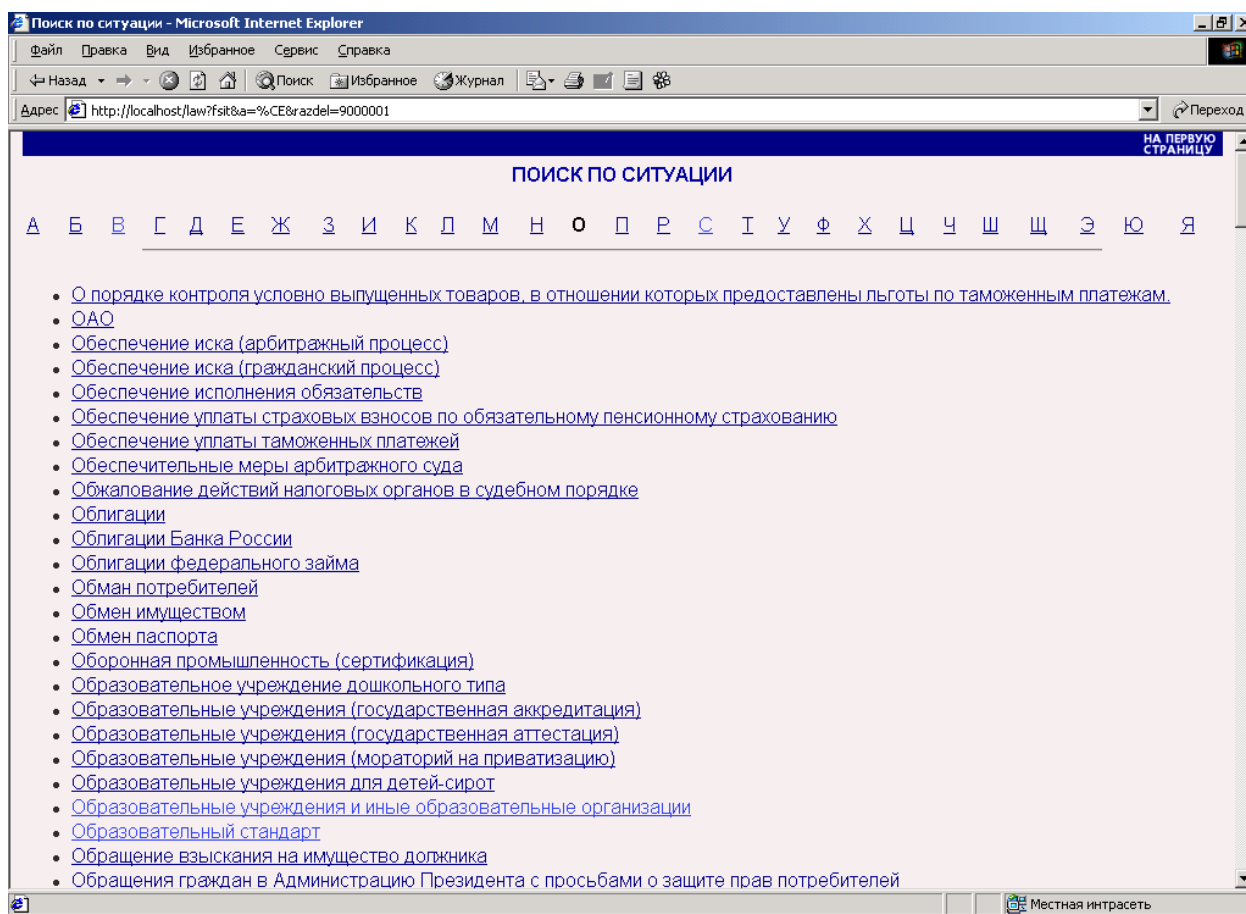


Fig. 18

You will see a list of situations. You can select a position most relevant to your search from this list, for example, **Образовательный стандарт (Educational standards)**. Click on this to enter it.

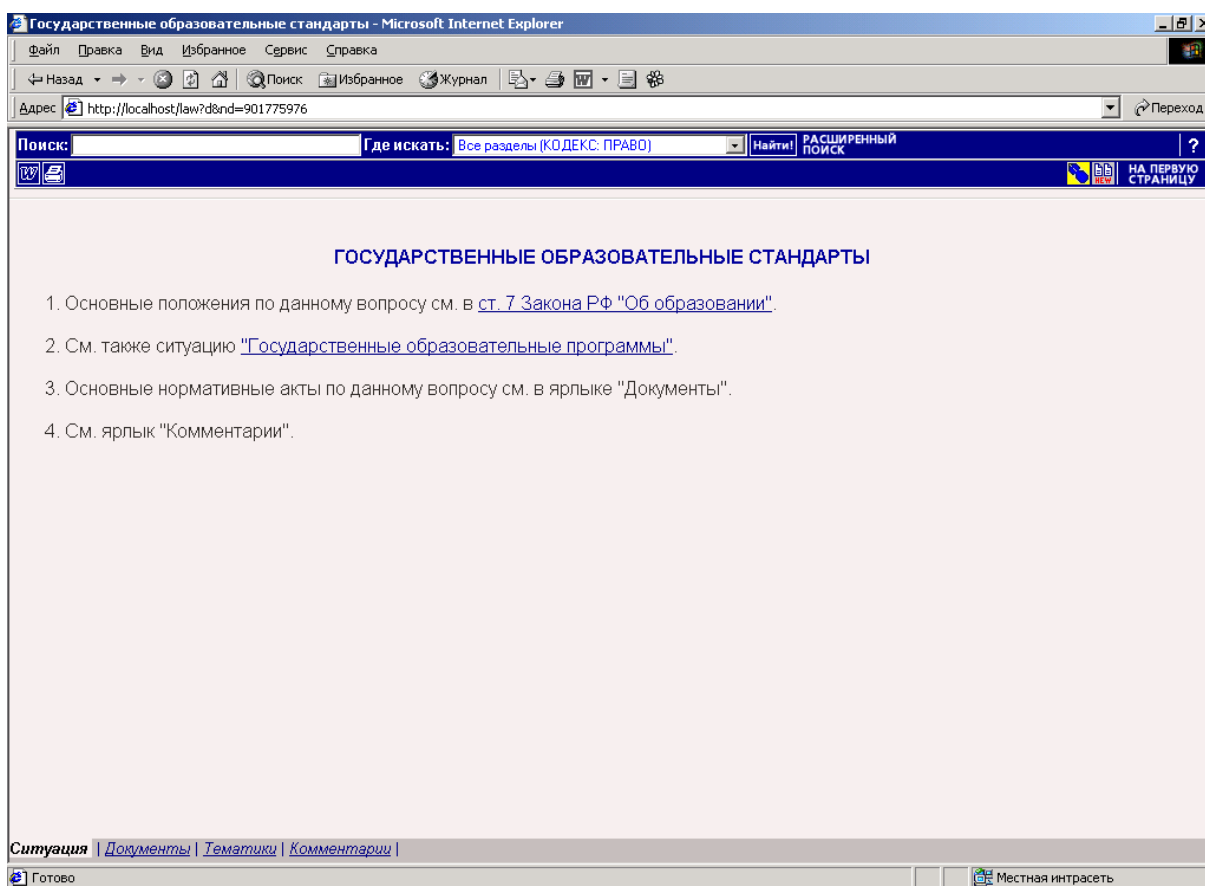


Fig. 19

This is a general overview of provisions on the given situation. You may familiarize with the basic documents which regulate the given situation, and to study more relevant situations. In the bottom part of the screen there are Documents, Subjects and Comments on this question.