Pātaka Whenua Step-By-Step Guides

Search for a document

Date produced: 25 July 2024
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You do not need to be a registered Pātaka Whenua user in order to search and access documents for information.

This guide covers two ways to search for a document in Pātaka Whenua online portal:

- Near Match Search (page 2),
- Exact Match Search (page 5).

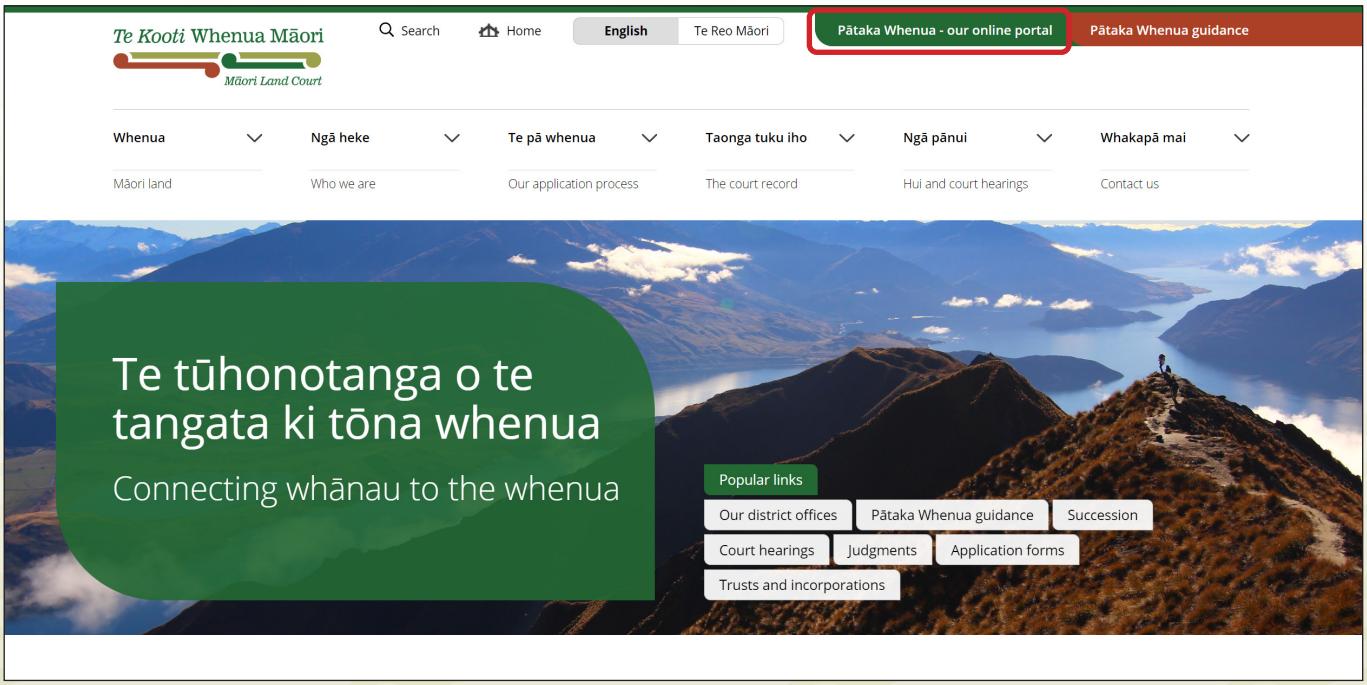
You can search for the following document types in Pātaka Whenua:

- Derivation search report
- Historic record sheet
- National Pānui
- Special Pānui
- Survey Plan
- Judgment
- Orders
- Minute
- Minute Book Index
- Historic Ownership Schedule
- Historic Memorial Schedule

Accessing Pātaka Whenua

Step 1

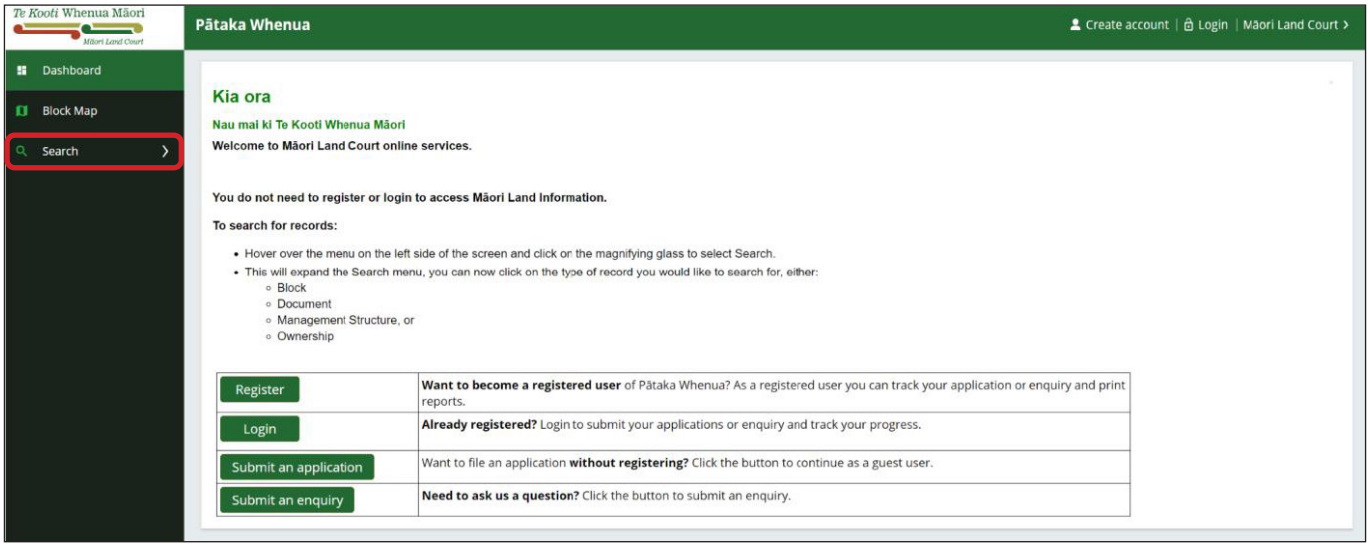
In your web browser, visit the Māori Land Court website www.māorilandcourt.govt.nz and click the green tab in the top right area labelled ***"Pātaka Whenua – our online portal"***.



Find a document using the Search menu – Near Match Search

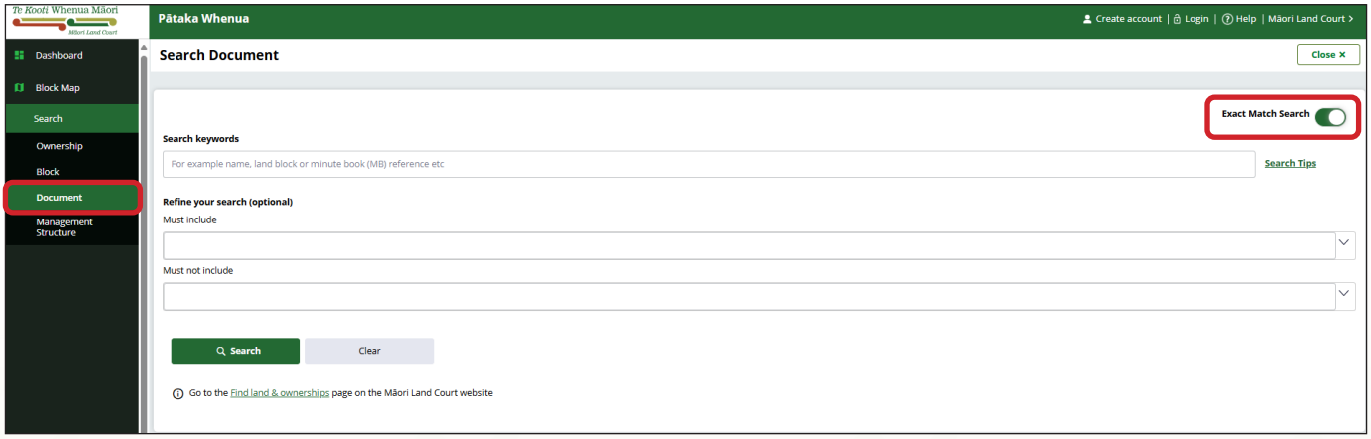
Step 1

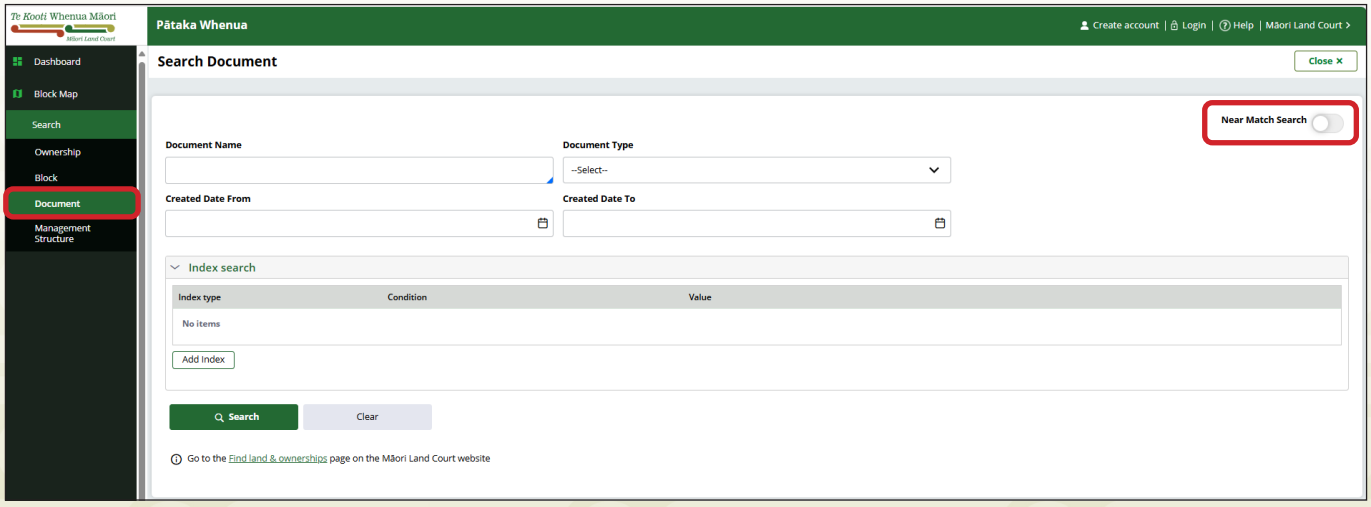
In the Pātaka Whenua portal, use the menu on the left side of the screen to click ***"Search"***.



Step 2

This will expand the Search menu, select ***"Document"*** from the options shown. This will open in the **Near Match Search** screen by default. If you prefer to search using **Exact Match Search**, simply click the toggle located at the top right-hand corner of the Document screen.



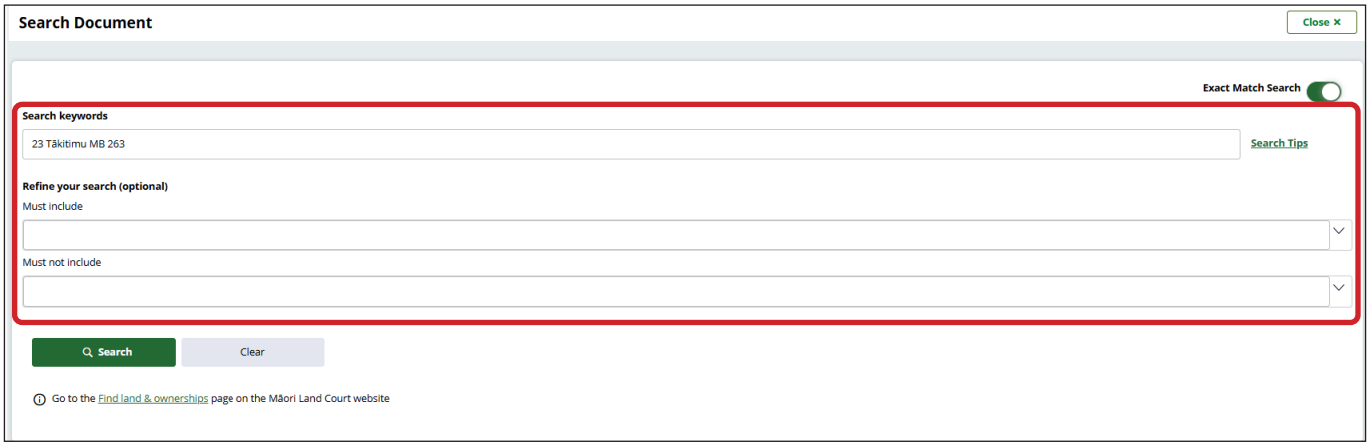


Step 3

Enter the document name (or part of) into the **Search keywords** field. To narrow your results, use the **Must include** field to specify key details that should be present in the search results. For example, if you are looking for a Court minute, you might enter a minute book reference such as 23 Tākitimu MB 116 or 23 TKT 116 in the **Search keywords** field. You can then add additional details, such as a section of the Act (e.g. 118/93), in the **Must include** field.

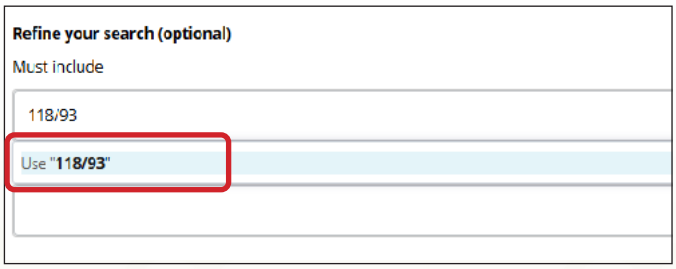
Be sure to select the option from the drop-down menu that appears, to confirm it has been correctly applied to the field.

If there is any information you wish to exclude from your results, use the **Must not include** field to filter it out and further refine your search.



SEARCH CRITERIA TIPS

- When using the **Must Include** or **Must not include** fields, please ensure you select the option from the drop-down menu to apply the information to each field.

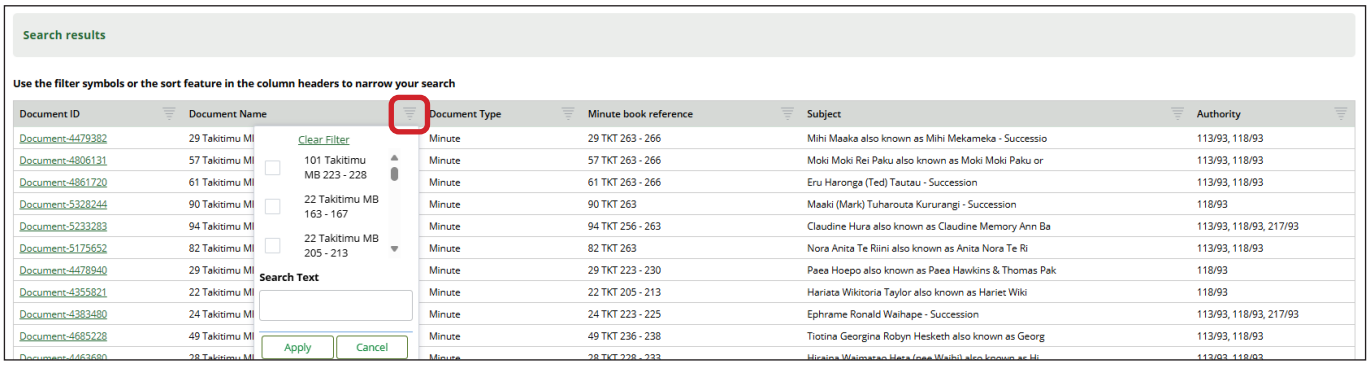


Step 4

Once you have entered your search criteria, click ***"Search"***.

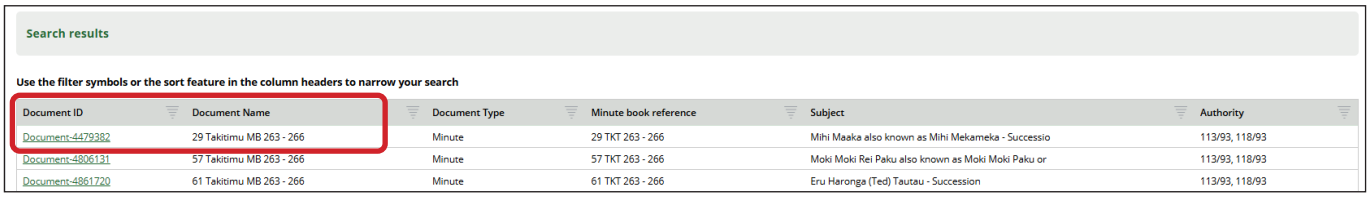
Step 5

Scroll down the page to view the **Search results**. To refine the results further, you can use the triangle filter buttons to apply additional criteria with the filter pop-up boxes.



Step 6

When you have located the correct document and it is displayed in the **Search results** area, click on the **Document ID** to go to the document information page.

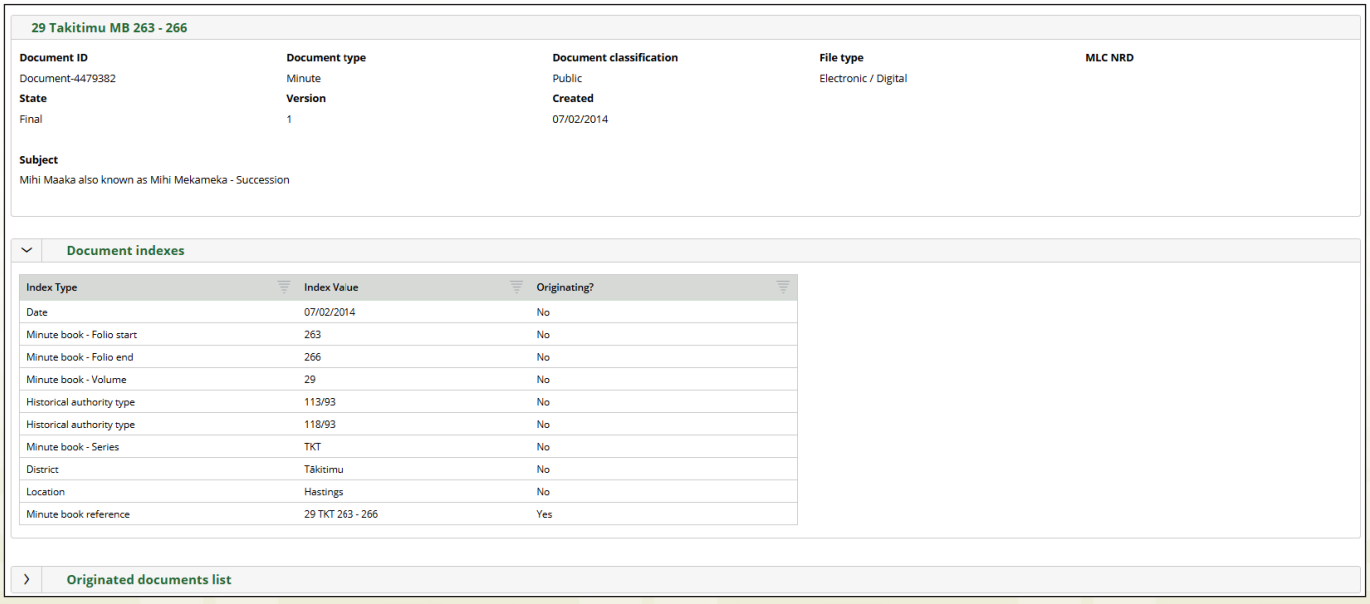


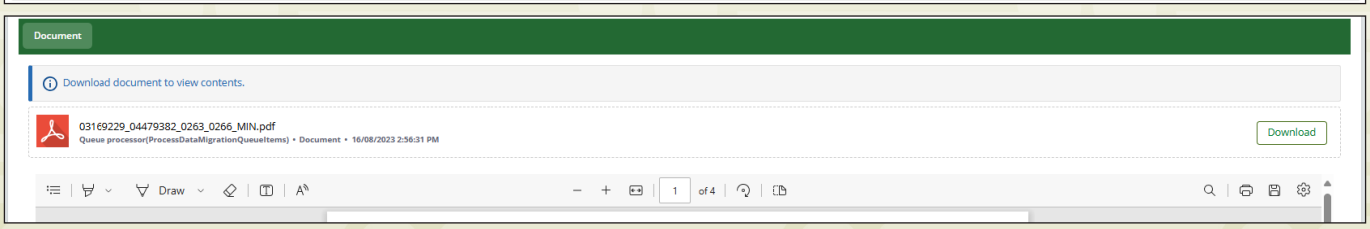
Step 7

Once you open the document information page, you will find several different sections including:

- document name and ID details,
- list of the document indexes,
- and the originated documents list.

Below these sections, scroll down to see a PDF copy of the document.

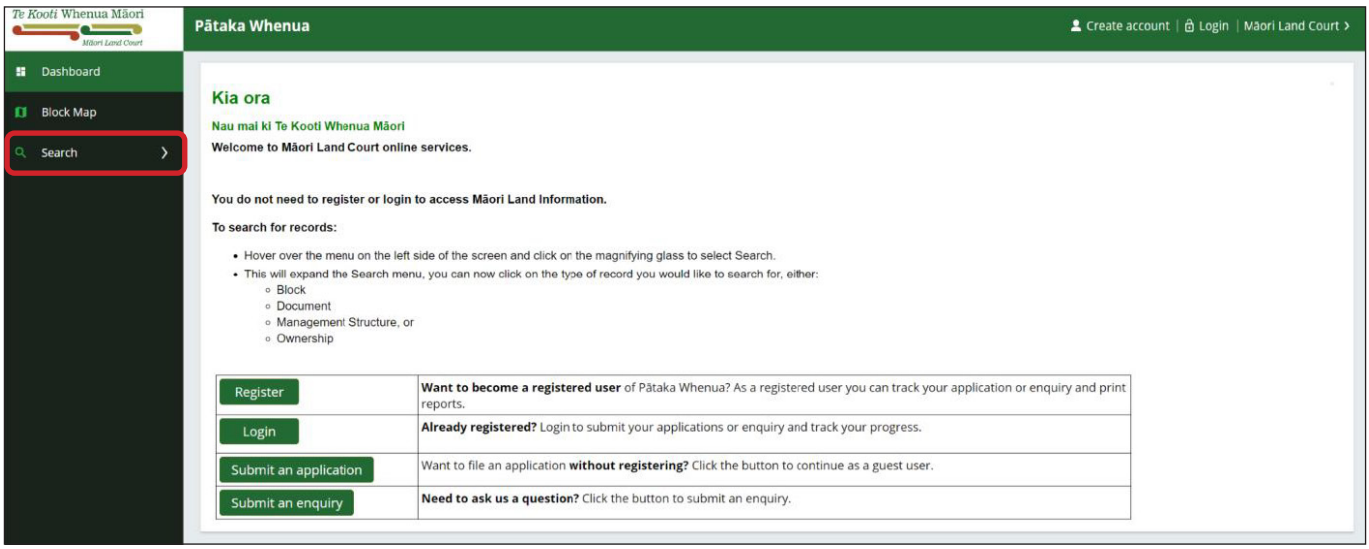




Find a document using the Search menu – Exact Match Search

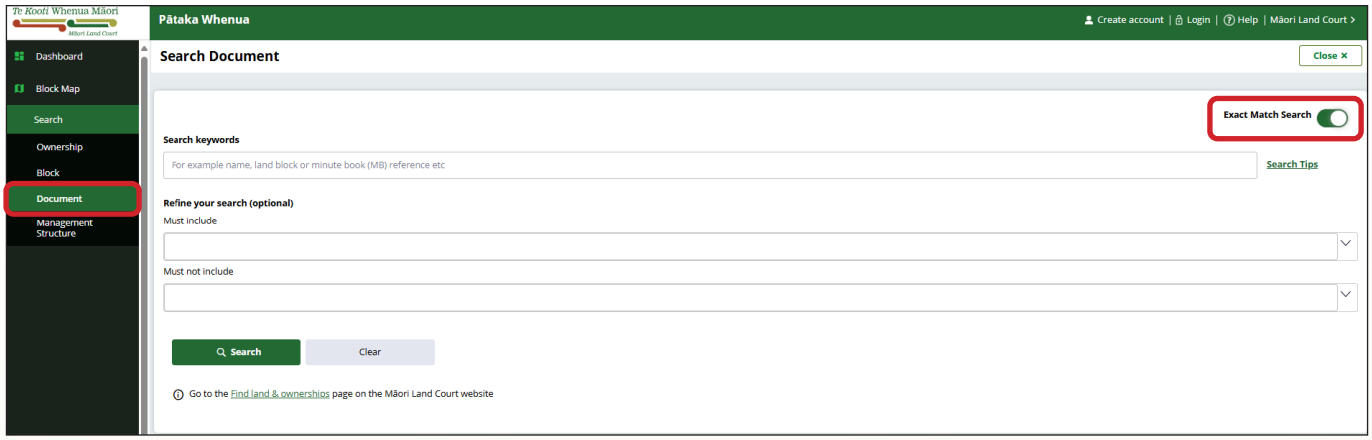
Step 1

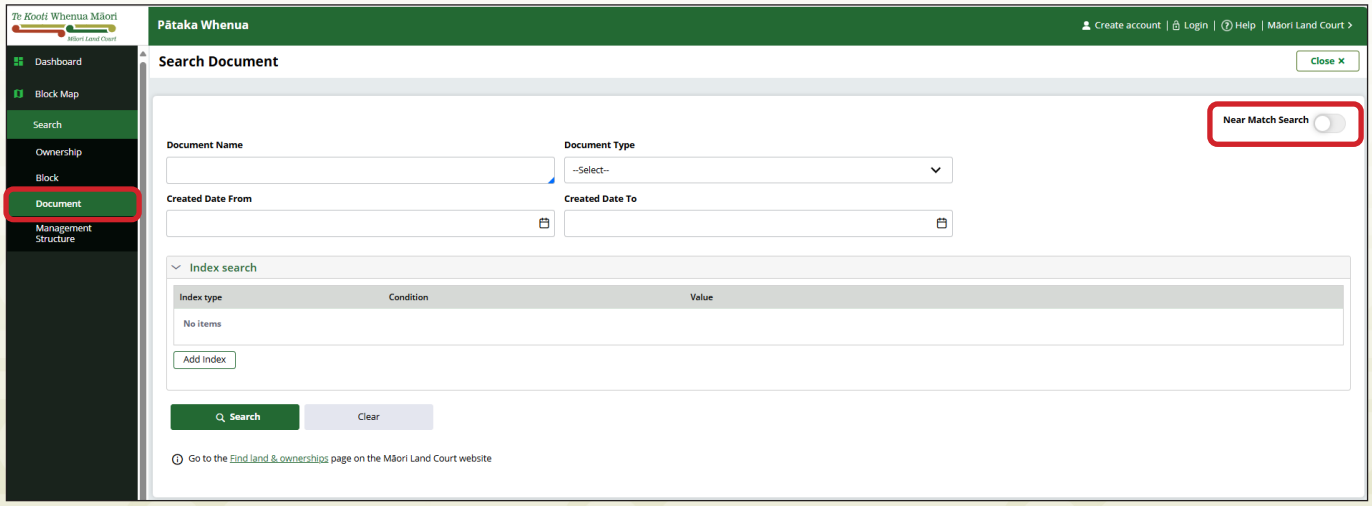
In the Pātaka Whenua portal, use the menu on the left side of the screen to click ***"Search"***.



Step 2

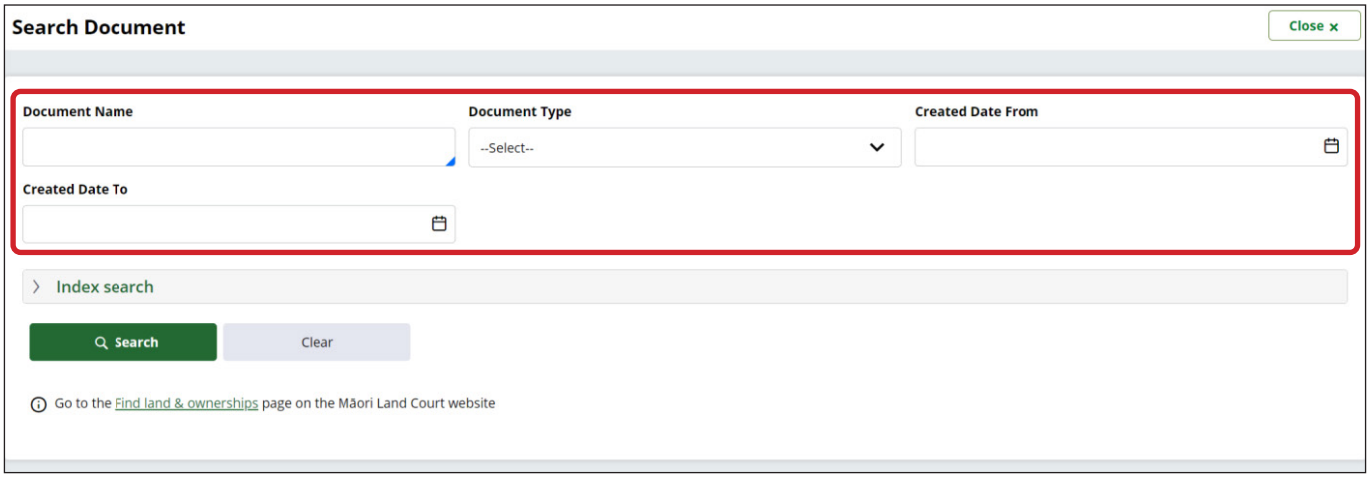
This will expand the Search menu, select ***"Document"*** from the options shown. This will open in the **Near Match Search** screen by default. For **Exact Match Search** screen, simply click the toggle located at the top right-hand corner of the Document screen.





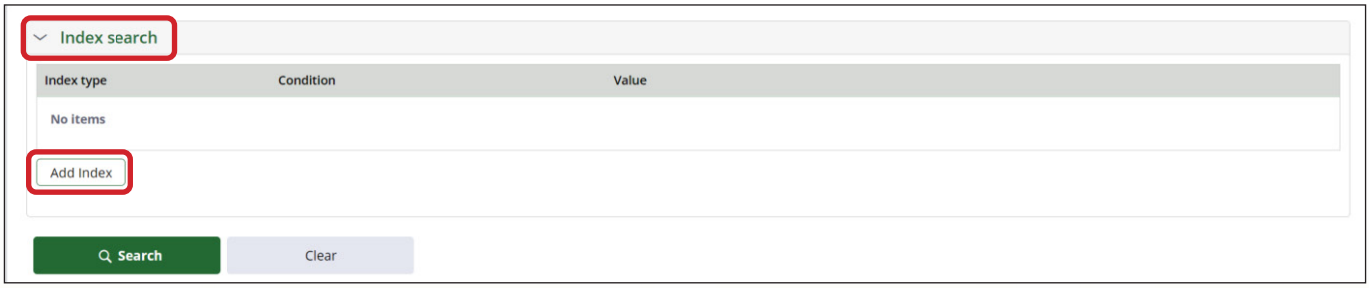
Step 3

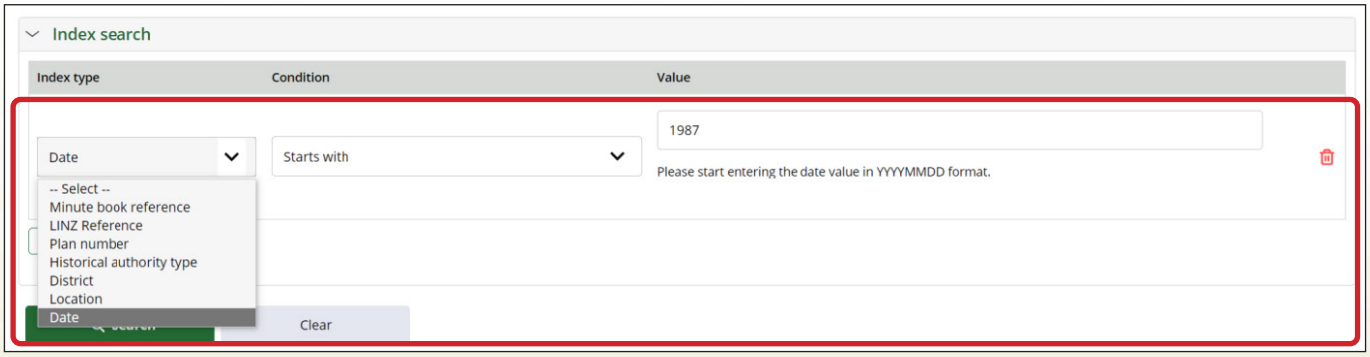
Enter the document name (or part of) into the appropriate box. You can also add in any of the other search criteria information that you know using the provided boxes and drop-down menus.



SEARCH CRITERIA TIPS

- When searching a **document name** with a page range, only enter up to the first number instead of the full range as some documents may have the range written differently, e.g. for a minute book reference, you could search 23 Tākitimu MB 233 instead of 23 Tākitimu MB 233-268 to get all documents under that criteria.
- If your **document type** is a Minute or Order, you can optionally click ***"Index Search"*** to expand the section and click ***"Add Index"*** to add further index criteria (shown below).





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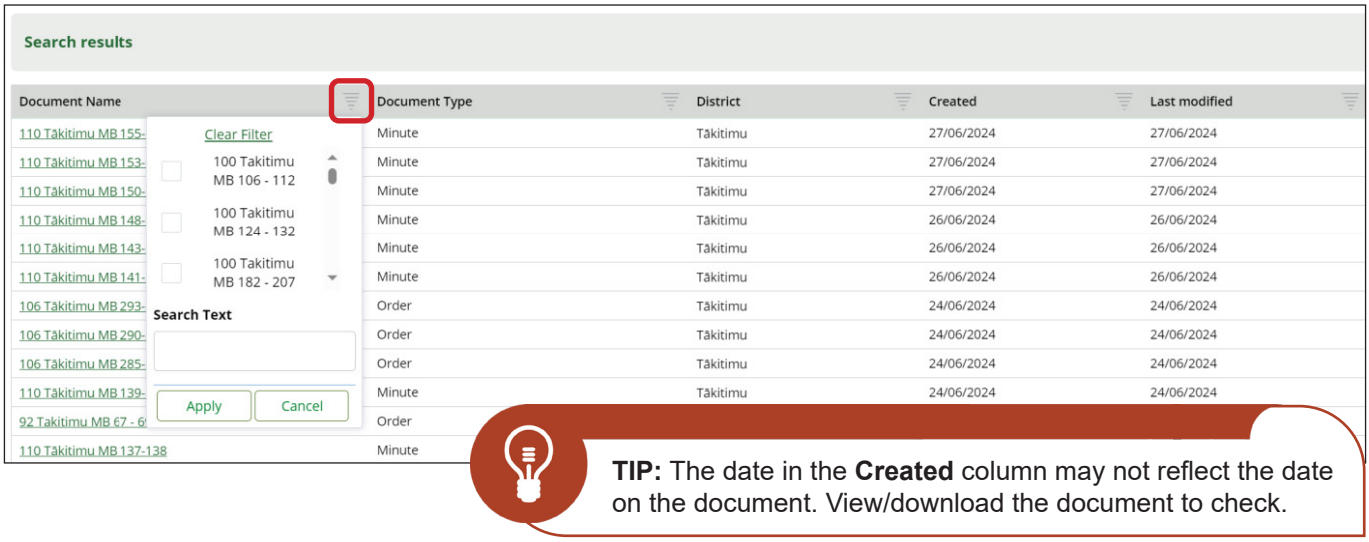

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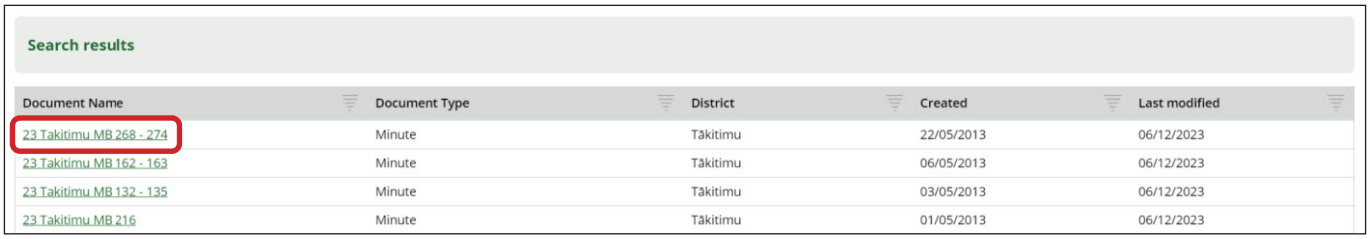

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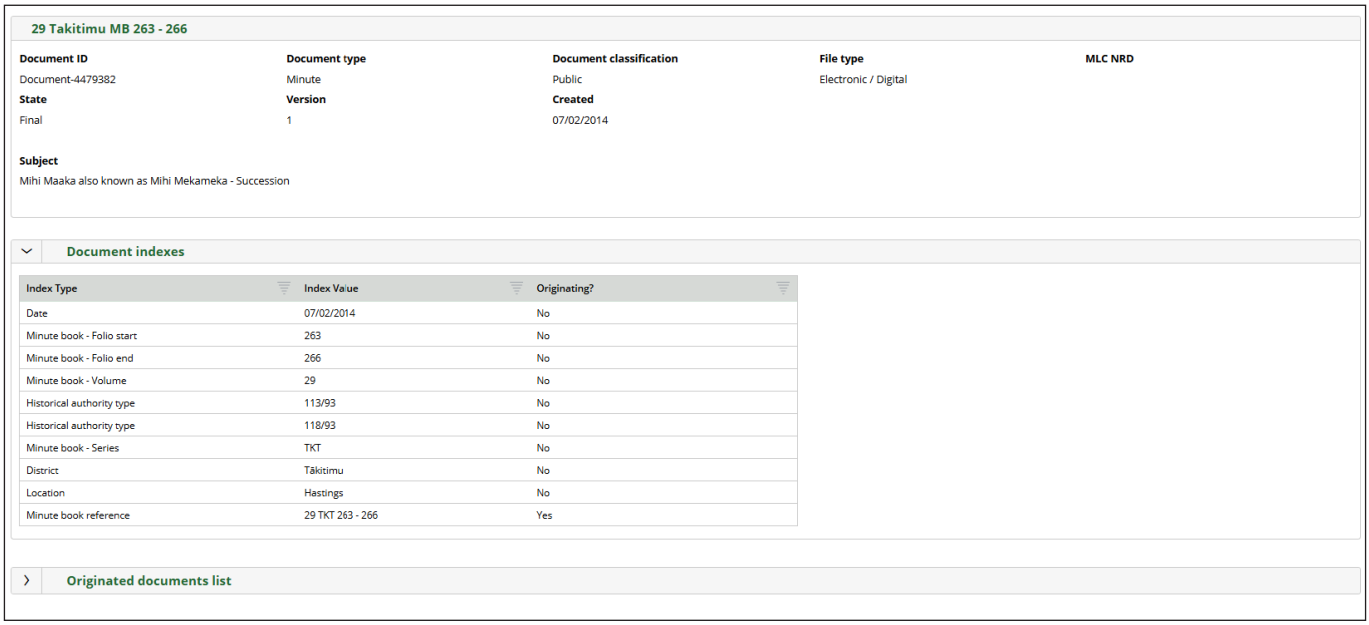
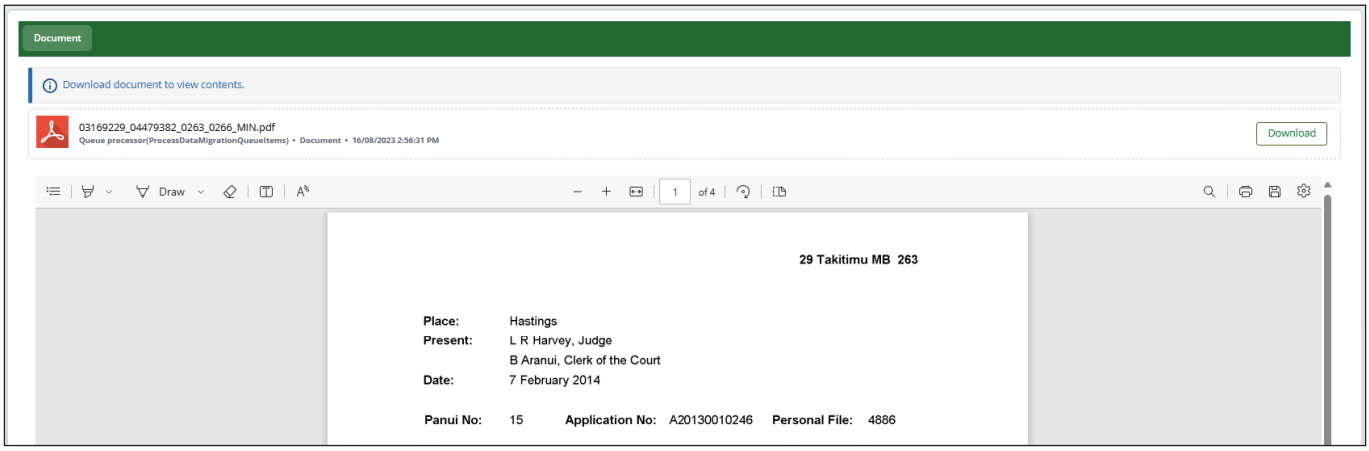


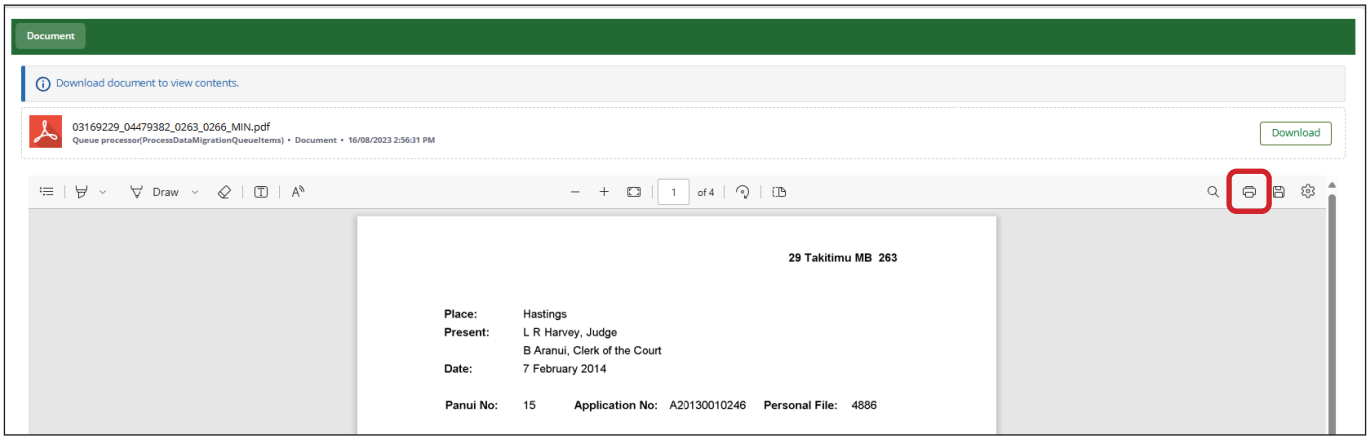


Printing or downloading the document

The following steps are optional and only apply if you need to print or save a copy of the document.

To print the PDF without downloading it:

Step 1
Click the **printer icon** in the top right corner of the document preview. This will open the print menu window for your computer/device, where you can select your regular options for printing.



To download/save a copy of the document, there are two methods you can follow:

Step 1
Click the ***"Download"*** button. This will automatically start downloading the document to the default downloads location for your computer/device. Usually, this will be your **Downloads** folder.

or

Click the **save icon** in the top right corner of the document preview. This will open the regular save window for your computer/device, in which you can select where the document should download/save to.