Quicklaw® User Manual

Your complete guide to Canada’s leading online legal research service.
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Welcome to Quicklaw®

The LexisNexis® Quicklaw® service is Canada’s leading online legal research service, offering unmatched collections of primary and secondary material with cutting-edge research functionality.

**Single-point access** — From civil law to common law, in English or French, connect to the most extensive collection of legal content — all with a single sign-on.

**Seamless research** — Accelerate your research with the breadth and depth of content that only Quicklaw can deliver, including an extensive online collection of Canadian forms and precedents.

**Exclusive content** — Gain access to comprehensive legal information not available anywhere else. From full-text decisions and case law summaries to commentary and analyses by the foremost experts in their fields.

**Value-added premium content** – Quickly locate news and company information, forms and precedents, practice-specific collections, and rich international content.

---

**Key Features**

- A General Search form to **power search** across multiple content types
- Content-specific search forms to **target specific content types** such as court cases, tribunal cases, legislation, and more
- Dynamic display options and results filtering to **better view, sort, and organize** search results
- Recent searches and document history to **keep track** of important searches
- Alerts and Legal Update services to **stay informed** and prepared
- All characters are searchable, including numbers and all letters and words

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**Trusted, Reliable, and Authoritative Sources**

You can now access authoritative and trusted content on Quicklaw more efficiently than before. You can also customize Quicklaw so your favourite sources are always readily accessible.
Superior Training and Support

Count on our cross-Canada team of experienced training and support specialists for thorough, helpful, personalized training and assistance at no charge. Attend a scheduled training session in one of our offices across Canada or sign up for a web-based session — perfect for remote users and for those who cannot easily attend a session in person. Call 1-800-387-0899 or email training@lexisnexis.ca to learn more. When you call for assistance, please try to be near your computer and have your user ID ready. If you are connected to Quicklaw, click the My ID link at the bottom of the screen to view your user ID.

Research Workflow

The following flowchart of research steps will help you identify the types of sources to consult to enable you to research more quickly and effectively. It highlights key sources from the most general research sources to specific case and legislation sources, citators, and forms. Users who are unfamiliar with a subject or issue should begin with secondary source materials to gain context and information on primary references.
Search Form Locations

The following table lists content types and their associated subtab names (shown above) and search form names and locations. For some of the content types, the specific source still needs to be selected from the **Sources** drop-down list.

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<tr>
<td>Legislation Citator Validations</td>
<td>Legislation</td>
<td>Left-hand panel, below <strong>Current Consolidations</strong></td>
<td>QuickCITE Legislation Citator</td>
</tr>
<tr>
<td>NetLetter Digests</td>
<td>Court Cases</td>
<td>Top (default)</td>
<td>Court Cases</td>
</tr>
<tr>
<td>NetLetter Issues</td>
<td>Commentary</td>
<td>Top (default)</td>
<td>Commentary</td>
</tr>
<tr>
<td>News and Press Articles</td>
<td>News &amp; Companies</td>
<td>Top (default) or below <strong>News Power Search</strong></td>
<td></td>
</tr>
<tr>
<td>Personal Injury Quantsms</td>
<td>Court Cases OR</td>
<td>Left-hand panel, below <strong>Canada Digest</strong></td>
<td>Carlson Personal Injury</td>
</tr>
<tr>
<td></td>
<td>Tribunal Cases</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repealed Regulations</td>
<td>Legislation</td>
<td>Left-hand panel, below <strong>QuickCITE Legislation Citator</strong></td>
<td>All Legislation</td>
</tr>
<tr>
<td>Repealed Statutes</td>
<td>Legislation</td>
<td>Left-hand panel, below <strong>QuickCITE Legislation Citator</strong></td>
<td>All Legislation</td>
</tr>
<tr>
<td>Specific Documents</td>
<td>Home</td>
<td>Top</td>
<td>Find a Document</td>
</tr>
<tr>
<td>Summaries from <strong>Canada Digest</strong></td>
<td>Court Cases OR</td>
<td>Left-hand panel, below <strong>QuickCITE Case Citator</strong></td>
<td>Canada Digest</td>
</tr>
<tr>
<td>Summaries from Canadian Case Summaries</td>
<td>Court Cases</td>
<td>Top (default)</td>
<td>Court Cases</td>
</tr>
<tr>
<td>Tribunal Cases</td>
<td>Tribunal Cases OR</td>
<td>Top (default)</td>
<td>Tribunal Cases</td>
</tr>
<tr>
<td></td>
<td>Court Cases</td>
<td></td>
<td></td>
</tr>
<tr>
<td>U.S. Case Citator Validations</td>
<td>International</td>
<td>Left-hand panel, below <strong>International Cases</strong></td>
<td>Shepard’s Citations</td>
</tr>
</tbody>
</table>
The last Search subtab to the right is the **All Search Forms** subtab, which displays an alphabetic list of all search forms available to you. Clicking the link to a search form will take you to that location where you can search or browse sources associated with that form.
Signing In

To sign in, visit www.lexisnexis.com/ca/legal. You can also visit the LexisNexis Canada website at www.lexisnexis.ca and select Quicklaw® from the Product Sign On drop-down list at the top right of the screen.

1. Choose the language in which you wish to view Quicklaw.

2. Enter your user ID and Password. If you require assistance signing in, please contact Customer Support by email at service@lexisnexis.ca or call 1-800-387-0899.

3. Select Remember My Sign-In Information to bypass the sign-in page on subsequent research sessions. This is not recommended for security reasons if your computer is used by anyone other than yourself.

4. Click the Use a Secure Connection (SSL) for Entire Session link to choose a secure connection for your research session. If you do not choose to use a secure connection, you may receive a prompt notifying you of this. Click OK to proceed. **Note:** Using a secure connection for the entire session is not normally required and will slow down your session.

5. Click the Forgot Your Password? link to reset your password using your user ID and answer to your chosen password hint question.

6. Click the Forgot your ID? link and follow the steps to retrieve your user ID.
7. Click the Sign In button to continue to the Client ID screen. If you did not choose a Secure Connection session (step #4), you may be prompted to agree that you are connecting to a page that may not have a secure connection. Click OK to continue.

**Note:** If it is your first time logging in under a new user ID, you will be required to accept the terms and conditions of use of the system. Click Accept to agree and proceed.

**Note:** For Windows Vista®, ensure you have a default browser set so that Quicklaw links will load when linked from other electronic documents.

### Supported Browsers

Quicklaw currently supports the following operating systems and browsers:

- **Microsoft® Windows® 7:**
  - Internet Explorer® 8.0
  - Firefox® 3.5

- **Microsoft® Windows® XP:**
  - Internet Explorer® 6.0 and 7.0
  - Firefox® 3.5

- **Microsoft® Windows® 2000:**
  - Internet Explorer® 6.0

- **Microsoft® Windows Vista®:**
  - Internet Explorer® 7.0 and 8.0
  - Firefox® 3.5

- **Mac OS® X:**
  - Safari® 4 for Mac OS® X 10.5.x
  - Safari® 3.1.x for Mac OS® X 10.4.x
  - Firefox® 3.5 for Mac OS® X 10.5

**Note:** Previously certified but unlisted versions may continue to work without any known issues. Newer browser versions should also support most Quicklaw functionality but are not fully tested or officially supported.
IP-Authenticated Users

Some accounts, such as law schools and larger firms, allow IP-authenticated users. Click the Academic Sign In button if you are a law school student to use IP-authenticated access. To use Quicklaw without entering an ID and password, click the Register Later button. By clicking this button, you will be able to access Quicklaw, but certain customization and search history features will not be available. To set your firm up with IP-authenticated access to Quicklaw, please contact your Account Executive. This requires usage of a given IP address restricted to on-site logins only. To register your personalized ID and password, click the Register Now button. You can also set your preferences to bypass the sign-in screen and take you straight to the Client ID page. See p. 149 for more information.

If clicking the Submit button takes you right back to the sign-on page, your registration was unsuccessful. Click the Register Now button again and complete the form. Once you’re successfully registered, the following message will display:

Since this is the first time you have signed in, it may take a few moments. Click OK to continue.
Client ID

A Client ID will associate your internal file or matter number with your Quicklaw online usage. This is used for identification and billing purposes so you can pass along your Quicklaw research costs to your clients. Depending on your firm’s account setup, entering a Client ID may be mandatory. To remove this restriction, contact your Quicklaw administrator, or contact Customer Support at 1-800-387-0899 or service@lexisnexis.ca. If it is not mandatory, you may bypass this step by clicking the Preferences link in the Navigation Bar, and then checking the Remember the last-used Client ID next time I sign in box. See p. 149 for more information on customizing preferences.

To change your Client ID once you are connected:

1. Click the Client link in the Navigation Bar. If you have never entered a Client ID, the link will read as None.

2. In the screen that appears, select the Client ID that you would like to associate with the research session you are conducting. You can create a new Client ID in the Enter New Client ID box, or select or continue with a Client ID that you have used before from the Use an existing Client ID drop-down list.

3. Click the Set button. This Client ID will be set throughout your research session until you sign out or change it again.
Find a Document

The **Find a Document** section helps you quickly find specific documents using names or citations. It is also a more cost-effective method than searching within individual sources. This feature allows you to locate specific cases, Canadian journal articles or term definitions, note up or *Shepardize*® cases, find or note up specific legislation, or find a source. To Find a Document:

1. Click the **Home** search subtab.
2. Enter your search term(s) or citation number in the appropriate text box. By default the autocomplete feature will suggest cases by name or citation, legislation, and definitions in their respective text boxes if at least three characters are entered (at least five characters for case citations). You can click the desired pop-up suggestion, or turn this feature off using **Preferences**; see p. 149 for more info.
3. Click **Go** or press the Enter key on your keyboard.

**Note**: For international documents other than U.S., use the international search forms. See p. 110 for more information.
Citation Formats

Citations are not case-sensitive, and it is generally not necessary to enter the spaces, punctuation or brackets. For example:

<table>
<thead>
<tr>
<th>Citation Format Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Canadian Case Law</strong></td>
</tr>
<tr>
<td><strong>Quicklaw Citation Formats</strong></td>
</tr>
<tr>
<td>[1997] O.J. no 4806</td>
</tr>
<tr>
<td>1997OJno4806</td>
</tr>
<tr>
<td>1997oj4806</td>
</tr>
<tr>
<td><strong>Parallel Citation Formats</strong></td>
</tr>
<tr>
<td>[1993] 2 S.C.R. 159</td>
</tr>
<tr>
<td>1993 2 SCR 159</td>
</tr>
<tr>
<td>19932scr159</td>
</tr>
<tr>
<td><strong>U.S. Case Law</strong></td>
</tr>
<tr>
<td>56 N.Y. Super. Ct. 439</td>
</tr>
<tr>
<td><strong>Boards and Tribunals</strong></td>
</tr>
<tr>
<td><strong>Legislation</strong></td>
</tr>
<tr>
<td>R.S.C. 1985, c. C-46</td>
</tr>
<tr>
<td>RSC 1985, c C-46</td>
</tr>
<tr>
<td><strong>Legal Journals</strong></td>
</tr>
<tr>
<td>24 Dalhousie L. J. 316</td>
</tr>
<tr>
<td>24Dal. L.J. 316</td>
</tr>
<tr>
<td>24Dalij316</td>
</tr>
</tbody>
</table>

Citation Tips

- When searching for *Ontario Reports* citations, capitalize the source abbreviation OR to ensure it is not interpreted by the system as a term connector.
- Some citations can refer to more than one reporter, such as BR citations (*Canadian Banc de la reine / Banc du roi* or *American Bankruptcy Reporter*). BR citations with volumes between 1 and 71 will be considered Canadian citations, whereas U.S. BR citations after volume 71 will retrieve the U.S. case.
- Do not include brackets for U.S. citations when using the **Find by citation** box.

Parallel Citations

Quicklaw provides parallel citations to help you quickly and easily locate cases. Citations are referenced against over 50 print reporting services, and appear directly on the face of the decision, ensuring that your citation search will result in the equivalent case or tribunal decision. You may enter any of these parallel citations using the full citation information (e.g., name of the reporter) in the **Find by citation** box in the **Find a Document** section under the **Home** subtab. If you have a partial citation, enter the citation in the **Citation** box under the **Court Cases** search form (see p. 65 for more information). Non-proprietary source documents will display a redirect message to inform you that you will be linking to the parallel citation version. Click the **Continue**
Initialization in Court Case Names

To protect identities and adhere to publication bans, some cases on Quicklaw have been initialized. Courts and publishers do not always initialize cases in the same manner, so if your initial search doesn’t result in the case you want, you may have to repeat your search with other initial variations. By far the most common way for a case to be initialized is method #1 below. If you are unsuccessful, try the other methods.

<table>
<thead>
<tr>
<th>Method #</th>
<th>Indexed As</th>
<th>Quicklaw Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Four</td>
<td>R. v. M(CA)</td>
<td>R. v. “M(CA)”</td>
</tr>
<tr>
<td>Five</td>
<td>R. v. Claire Anne M.</td>
<td>R. v. “Claire Anne M.”</td>
</tr>
</tbody>
</table>

Quotation marks are used to disengage the parentheses. See p. 25 for more information.

Cases are generally initialed by the Court with the same format applied by LexisNexis. **Exception:** First and last names are converted to initials if the Court has initialed only the last name, e.g., "Steven J." becomes "S.J."

Initials are assigned according to how a person’s name appears in the style of cause or according to the most complete version of a person’s name within the decision. Initials follow the order of the names and are not inverted so that last names appear first:

- **Charles William Lincoln**   C.W.L.
- **Robert Smith**             R.S.

If only the first name is provided in the case, the first name is initialed, e.g., Richard = R.

If the Court provides a case with inverted initials, the inverted initials are retained throughout the decision but the case name assigned by LexisNexis follows the standard format above. For example, "Her Majesty the Queen, appellant v. B. (K.G.), respondent" becomes "R. v. K.G.B." on Quicklaw, with the respondent appearing as "B.(K.G.)"
throughout the decision, following the Court's format. By this practice, the name is searchable in both formats.

Hyphenated names or names with apostrophes are initialed as in the examples below:

Ruth Margaret-Marie O’Neil  R.M.O.
Jane Hurley-Smith  J.H.
Thomas James de Marco  T.J.D.
Laurie St. Germain  L.S.
Robert O’Brien  R.O.

If the Court uses the initials “M.-R.L.”, LexisNexis does not change the format, but retains the Court’s hyphenated initials. Once assigned, consistent initials are used throughout the decision. For example, in all instances below, “D.C.B.” would be used.

Darlene Carol Baker  D.C.B.
Darlene Baker  D.C.B.
Darlene  D.C.B.
Mrs. Baker  Mrs. D.C.B.

Titles such as Mr., Mrs., Dr., etc., are retained.

A reference to "the Bakers" will be initialized as "the B.s". A reference to the Bakers in the possessive becomes B.s', e.g., "the Bakers' car" becomes "the B.s' car". A reference to "the Baker family" would be initialized as "the B. family". If more than one person in the decision has the same initials, LexisNexis will assign a number to differentiate between them and display an Editor’s Note, but will not use the number in the case name. For example, Edward Allen and Elizabeth Allen would show the following explanation: [Editor’s note: hereafter referred to as E.A.(1)] and E.A., [hereafter referred to as E.A.(2)].

To find a case when the name is a set of initials:

1. Click the Home search subtab.
2. Enter the name in one of the Quicklaw formats listed in the chart above. If the autocomplete feature is on (see p. 10), you will see suggested matches after entering at least three characters.
3. Click the desired case or the Go button to view results.
Selecting Sources

What Is a Source?

A source, formerly known as a database, is a collection of related documents that may be from the same topic, jurisdiction, court, tribunal, report series, newsletter, etc. Selecting appropriate sources is an important step to effective searching on Quicklaw.

Where Do I Find Sources?

Use the Source Directory to locate any of the sources available to you. To access the Source Directory, click the Source Directory tab from any page. Once you have selected a source, the search form corresponding to the source you have chosen will display. The icon indicates information about the source. See p. 17 for details.

Factors to Consider When Selecting a Source

1. What time period does the source cover?
   What are the coverage dates?
   How often is the source updated?

2. What type of coverage is required?
   A source that covers all topics?
   A topical source?
   A law report source containing selected decisions?
   A source containing all decisions received from a court or board?

3. What jurisdiction would you like to search?
   Provincial?
   Regional?
   National?
   International?

4. What format do you wish to search?
   Digests or Issues?
   Full-text?
Finding and Adding Specific Sources

If you know the name or partial name of the source you want to search, you can enter it in one of three places: the Find a Source search box on the Home page; the Find a Source search box in the upper-right corner of the Source Directory; or in the Keyword search box at the upper-left corner of the Source Directory.

1. Enter words from the source name or the abbreviated code in any of the fields above and press the Enter key. For example, to find the Ontario Judgments source, type Ontario Judgments or OJ. For partial source names, you must enter at least one complete word (e.g., Halsbury); partial words (e.g., Hals) won't work.

2. The Source Directory will display matching source results.

3. Click the checkbox next to the source(s) you want to add and/or search.

4. Click the Save as a favourite checkbox to use the source(s) again in the future, and name the source in the Name Selected Sources box (optional).

5. Click the OK – Continue button to add the source(s) to the Sources drop-down list. The search form applicable to the source you have chosen will display with that source in the Sources drop-down, ready to be searched.

Note: Combining multiple sources may result in added search costs for non-flat-rate subscriptions or billing charges to clients.
Find Sources by Keyword

You can also perform a refined keyword search under the **Source Directory** subtab:

1. Click the **Source Directory** tab.
2. Click the **Search for a Source** subtab.
3. Enter keywords from the source name (e.g., British Columbia Judgments or simply BCJ). You can limit the search by selecting **Publication Type** and **Topics** or click the **More Options** button to limit **Regions of Coverage**, **Publication Languages**, and **Frequency of Update**.
4. Click the **Find Sources** button to continue.

Find Sources Alphabetically

Also located under the **Search for a Source** subtab, you can find sources by name by viewing a complete alphabetic list of sources.

1. Under the **Search for a Source** subtab, select the Find Sources by **Source Name (A-Z)** option.
2. Choose the first letter of the source name.
3. Limit your choices by selecting **Filter by** options for **Country** or **Region**.
4. Select one or more sources from the list. To save this source(s) as a favourite, click the **Save as a favourite** checkbox. You can also name this favourite source(s) by entering a name in the **Name Selected Sources** box. Favourites will then display in the default **Sources** drop-down list of their associated search form.

5. If more than one page of sources appear, you can navigate pages using the ⤐ and ⤑ arrows, or you can see the first source on a subsequent page by using the **Show** drop-down list, and select the page you wish to view.

6. When you have selected all the sources you want, click the **OK – Continue** button.

Source Information

By clicking the 📚 icon, a pop-up window will appear detailing information about the particular source or collection of sources. This information may include:

- Copyright
- Coverage Dates
- Coverage Type
- Frequency
- Update Schedule
- Language
- Content Summary
- Publisher
- Segment Description
- File Name
- Regions of Coverage
- Legal Subjects
- Publication Type
- Former Names
Browsing Sources in the Source Directory

If you want to see all the publications available with your Quicklaw subscription, you can browse them or narrow the source list to specific types of content, region, topic, and pricing. To browse all sources available with your subscription:

1. From the Source Directory, click the Browse Sources subtab.

2. Select a Browse Sources By option such as Publication Type, Area of Law, News & Business, or Industry.

3. Select a Filter by option such as Country and Region, if applicable, Topics, Publication Type and either Group or Single Source. A list of folders containing any matching sources will populate below. If no folders appear, repeat the steps and broaden the filtering criteria.

4. Click the folder icon or corresponding link to view and browse a category’s sources.
Selecting Sources

Once you have located the source(s) you want, you will need to select them in order to search for specific documents, and/or add them as favourite sources for future searches. If a source displays the **Browse** link beside it, clicking that link will take you to its table of contents. For more information, see Browsing Source Contents on p. 49.

1. Click the checkbox beside one or more sources from the list.
2. By default, any selected sources will appear to the right in the **Selected Sources** tray. See p. 20 for more information on the **Selected Sources** tray.
3. If selecting and combining more than one source, create a title for this combined source in the **Name Selected Sources** box. This name will appear in the **Select Sources** dropdown list on the applicable search form, but will not get added to the Quicklaw Source Directory. **Note:** Combining multiple sources may result in added search costs for billing purposes or non-flat-rate subscriptions.
4. Click the **Save as a favourite** checkbox to save your named source. This source will then populate in the **Select Sources** drop-down list on the search form that is applicable to the source(s) you have chosen. This option is available for Canadian sources only.
5. Click the **OK – Continue** button to continue your search.

Source Indicators

The following is a list of symbols listed next to some sources and documents. The explanation of indicators also appears at the bottom of pages when browsing sources.

<table>
<thead>
<tr>
<th>Key</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="folder" /></td>
<td>Click icon or link to see the folder’s sources.</td>
</tr>
<tr>
<td><img src="image" alt="single-source" /></td>
<td>Click icon to view single source information.</td>
</tr>
<tr>
<td><img src="image" alt="group-source" /></td>
<td>Click icon to view group source information.</td>
</tr>
<tr>
<td><img src="image" alt="aggregate-source" /></td>
<td>Click icon to view aggregate source information.</td>
</tr>
<tr>
<td><img src="image" alt="gateway-source" /></td>
<td>Click icon to view gateway source information.</td>
</tr>
<tr>
<td><img src="image" alt="source-info" /></td>
<td>Indicates source information. To view it, click the icon.</td>
</tr>
<tr>
<td><img src="image" alt="combined-source" /></td>
<td>Indicates a combined source. To view all sources, click the &quot;1&quot; icon.</td>
</tr>
<tr>
<td><img src="image" alt="favorite-source" /></td>
<td>Indicates a Favorite source</td>
</tr>
</tbody>
</table>
Selecting Sources Tray

By default, any sources that you select will appear to the right in the Selected Sources tray. To manage the tray and its contents:

1. Click the **Remove** link to delete a source from the list of selected sources or click the **Remove all** link to delete all sources from the list.

2. Click the **Close tray** link or the pin icon and then the **Close** button to close the Selected Sources tray.

3. Click the **View** link to display the selected sources. Note that this link will be disabled if no sources are selected or while the tray is open. Click the **OK – Search** button at the bottom of the tray to continue your search, or

4. Click the **Pin tray to page** link or the pin icon to redisplay the Selected Source tray, or

5. Click the **OK – Continue** button to continue your search.
Deleting and Editing Sources from the Sources List

Under all Search subtabs, the Select Sources drop-down list contains preselected, recent, and favourite sources. Preselected sources cannot be modified, as indicated by the greyed-out Modify link on the right-hand side.

To edit other sources within the list:

1. Click the Sources drop-down list, scroll up and select the first item in the list, >Modify This List. This feature may not be available for all source lists. The Manage Recent & Favourite Sources page is displayed.

2. To delete a favourite source, first change it to a non-favourite source by clicking the yellow star to enable the checkbox feature.

3. To delete a non-favourite source, click the checkbox next to the source name and click the Delete button, then click the OK button to delete the source from the list.

4. Click the Edit/Rename link. The Selected Sources list will appear.

5. Uncheck the checkbox next to a source to remove it from a combined source list.

6. Enter or change the name of the source in the Name Your Source box.

7. Click the OK – Continue button. The Delete link is now enabled. See step 2 to delete the source(s).

8. Click the Done button to return to the search form.
Constructing a Search

The Search tab features subtabs that are specific to various types of content. Clicking a Search subtab will bring up a search form that begins with the two general search functions shown below: Search terms and select Sources. To construct a basic search:

1. Enter your search terms in the box provided. By default, Quicklaw will search for the exact phrase you enter (including plural forms of singular words). If you do not wish to search the exact phrase, insert connectors between words. Terms will be searched from anywhere within the source document.

2. Click the View connectors… link for more information on how to target your search using connectors. For a detailed explanation of connectors, see p. 24.

3. By default, results include both plural and singular forms of search terms, and masculine and feminine forms of French search terms. Uncheck these options to search without equivalents (not offered under all subtabs). Canadian terms will also find American spellings (e.g., labour will also find labor).

4. Click the Add topic(s) to search link to add legal topics related to a given subject or area of law. For a detailed explanation of legal topics, see p. 40.

5. Select a source from the drop-down list, or

6. Click the Find more sources… link to select other sources. To add the source you want to the drop-down list for future use, see p. 15 for more information.

7. To perform a more precise search, click the Show Document Segments link to search within specific segments of a document. Choose a connector (for multiple segments) and a segment from the drop-down list. Enter terms and click the Add to Search button. For more information on searching document segments, see p. 30.

8. Click the Search button.
How Does Quicklaw Search for Information?

By default Quicklaw interprets search terms as exact phrases, which makes Boolean connectors important in broadening results to include variations on how texts or decisions may be written (for information on terms and connectors, see below).

- It matches the words in your search with the words contained in the source.
- It searches for exact matches and does not automatically search for most synonyms.
- It is not case sensitive. It searches for either uppercase or lowercase letters unless you specify otherwise.
- It automatically interprets multiple search terms as an exact phrase.

Research Preparation

Follow these steps to construct your search:
1. Identify the issue or subject to be researched.
2. Choose words that might appear in the documents you wish to retrieve.
3. Identify synonyms and alternate spellings of the words.
4. Use connectors to link your words together in a logical order.
5. Decide which source(s) you would like to search.

Terms

Terms are the basic units of a search. A term is a single character or group of characters, alphabetic or numeric, with a space separating it from other terms. A hyphen is treated as a space, so a hyphenated term is treated as two terms.

Quicklaw searches will automatically interpret multiple search terms as an exact phrase. In other search engines, this is done with the use of quotation marks (e.g., “age discrimination”), but simply entering age discrimination will result in documents containing that exact phrase.

Phrases

Two or more consecutive words (terms) are considered a phrase. You do not normally need to enclose them in quotation marks. If you want results containing two terms located anywhere in the document, you must use the “AND” or “&” connector.

Examples:

- age discrimination finds the exact phrase “age discrimination”
- age and discrimination finds separate occurrences of the words age and discrimination within the same document.
Connectors

Use connectors to establish logical relationships and reduce undesired results. By default, Quicklaw searches for exact phrases you enter (including plural forms of singular words). If you do not wish to search the exact phrase, insert connectors between words. Connectors are not case sensitive and operate in the following order of priority:

<table>
<thead>
<tr>
<th>Connector</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>or</td>
<td>lawyer or counsel — finds documents where either lawyer or counsel or both appear. Useful for including synonyms, antonyms, alternative spellings, or abbreviations.</td>
</tr>
<tr>
<td>/N</td>
<td>drug /5 abuse — finds documents where drug and abuse appear within n (1–255) words of each other. Useful for closely related word searches*.</td>
</tr>
<tr>
<td>+N</td>
<td>pay +3 television — finds documents in which pay precedes television by three or fewer words. Useful where word order would markedly alter the phrase meaning.</td>
</tr>
<tr>
<td>NOT/n</td>
<td>british NOT /2 columbia — finds documents in which the word british occurs but the word columbia is not within two words of it, to avoid specific phrases in results.</td>
</tr>
<tr>
<td>/S</td>
<td>sanction /S frivolous — finds documents in which the words sanction and frivolous appear in the same sentence. Useful for finding close but not precise proximities.</td>
</tr>
<tr>
<td>/P</td>
<td>age /P discrimination — finds documents in which the words age and discrimination appear in the same paragraph. Useful for less close proximities of related words.</td>
</tr>
<tr>
<td>/SEG</td>
<td>opec /SEG gasoline — finds documents in which opec and gasoline are in the same document segment. Useful for segmented sources such as annual reports.</td>
</tr>
<tr>
<td>NOT/SEG</td>
<td>tank NOT/SEG m1 — finds documents where at least one segment has the word tank but not the word m1. Useful for eliminating documents with specific concepts.</td>
</tr>
<tr>
<td>AND (&amp;)</td>
<td>land AND trust — finds documents in which the words land and trust both appear at some point in the document. Useful for broad searching, with any word proximity.</td>
</tr>
<tr>
<td>AND NOT</td>
<td>trust AND NOT charitable — finds documents in which the word trust occurs, but charitable does not. Highly exclusionary (e.g., will exclude “not a charitable trust”).</td>
</tr>
<tr>
<td>NOT/PARA</td>
<td>cable NOT /PARA television — finds documents where both words cable and television appear, but not within the same paragraph. Less exclusionary in proximity.</td>
</tr>
<tr>
<td>NOT/SENT</td>
<td>market NOT /SENT share — finds documents in which the words market and share appear, but not within the same sentence. Will exclude close proximity terms only.</td>
</tr>
</tbody>
</table>
* A search for **drug /5 abuse** may result in documents containing phrases such as **drug abuse, abuse of drugs, drug and alcohol abuse**, etc.

- The **or** connector should be used in lowercase to avoid being interpreted by the system as abbreviations for source codes such as **Ontario Reports**.

- If you use two or more of the same connector, they operate left to right. If the **n** (number) connectors have different numbers, the smallest number operates first.

- You can only use **/p** or **/s** in the same search string as **/N** if they are separated by the **AND** (or &) connector. For example, **age /5 discrimination /P pilot** is not valid, but **AGE /5 discrimination & pilot /P union** will work.

- It is not necessary to use quotation marks to search an exact phrase, but you may use them if you need to disengage another connector (e.g., ”**search and seizure**”) or to bypass the default singular/plural and masculine/feminine inclusions.

- The connector **/s** searches within one sentence ending with a period. Quicklaw cannot distinguish between a true period and the period following the **v.** in case names such as **Hall v. Hebert**. To search for case names, use **/n** connectors, e.g. **Hall /3 Hebert**.

### Changing Connector Priority

To change the connector priority, use parentheses. Connectors inside parentheses have priority over, or operate before, connectors outside parentheses.

**Example:**

- **injur! /20 stair! or wet or slippery /10 floor**

Use parentheses to assure more accurate results and to specify priority:

**injur! /20 stair! or ((wet or slippery) /10 floor)**

**Example:**

- **2008 and amnesia or memory /2 loss**

If the desire is not to limit amnesia /2 of loss, use parentheses to specify priority:

- **2008 and amnesia or (memory /2 loss)**

### Using Multiple Connectors

Using multiple connectors within the same search string will eliminate unwanted search terms and narrow your results.

**Example:**

**bankrupt! /25 discharg! AND student or college or education /5 loan** is operated on in the following manner:
- Because **or** has the highest priority, it operates first and creates a unit of **student or college or education**.
- **/5**, the smaller of the **/n** connectors, ties together the term **loan** and the previously formed unit of **student or college or education**.
- **/25** operates next and creates a unit of **bankrupt! /25 discharg!**.
- **AND**, with the lowest priority, operates last and links the units formed in the second and third bullets above.

**Precision Search Commands**

In addition to connectors, there are several commands you can use to add precision to your searching.

**Truncation and Wildcard Searches**

**Truncation**

The truncation symbol (!) is used to represent any number of characters (including zero) within or at the end of words. It is useful for finding alternate endings of words.

**Examples:**
- **neglig!** finds **negligent, negligence, negligible**, etc.
- **defam!** finds **defame, defamed, defaming, defamatory, defamation**, etc.
- **M!cdonald** finds both **Mcdonald and Macdonald**

**Wildcard**

The wildcard symbol (*) replaces a single character at any point in a word. It is particularly useful if you are unsure of the spelling of a particular word or name. You can use multiple wildcards in a single word, but cannot begin a word with a wildcard.

**Examples:**
- **advi*e** finds both **advise and advice**
- **Sp***/gel finds both **Speigel and Spiegel**

You can also use multiple wildcards at the end of a word to find multiple endings. Quicklaw will find up to the number of letters you have specified.

**Example:**
- **bank*** finds up to three characters after the root “bank”: bank, banks, banked, banker, banking, etc. This search would not find the word “bankruptcy”, as that would have more than 3 characters after the root “bank”.
Masculine and Feminine

When the Masculine/Feminine box is selected, Quicklaw also finds the feminine forms of French words. However, the feminine form will not find the masculine form.

Example: instructeur finds instructrice, but instructrice only finds that exact word.

Capitalization

To specify that terms have all capital letters (allcaps), no capital letters (nocaps), or one or more capital letters (caps), enter the command followed by the terms in parentheses.

Examples:
- To search for documents that mention acquired immune deficiency syndrome or AIDS, enter: acquired immun! OR allcaps (aids)
- To search for mentions of an aid, enter: nocaps (aid)
- To search for sunny where any letter is capitalized (e.g., Sunny), enter: caps (sunny)

Pluralization

By default, the Singular and Plural box on the search form is checked, meaning that both singular and plural forms of your terms are automatically searched, including those that end in us, is, or other irregular forms (both in English and in French). There may be times when you want only the plural or singular form of a term.

Examples:
- city finds city, cities, city’s, and cities’
- To find documents that mention the name Steven Jobs, enter: steven /3 plural (job)
- To limit your search to the singular form and to search for an additional item such as job discrimination, enter: singular (job) /5 discriminat!
- Note: If you enclose your search terms in quotation marks, Quicklaw will search for the exact phrase you have entered, excluding the singular/plural of your words.

Atleast

To locate documents that contain an in-depth discussion on a topic, you can specify that a term or certain terms must appear at least a certain number of times in a document. You can use any number of appearances from 1 to 255 times with this command.

Example:
- To find documents containing an in-depth discussion of the Canadian Charter of Rights and Freedoms, enter: atleast10 (charter)
  This search requires “charter” to appear in every result at least 10 times.
Date Restrictions

Several search forms contain a drop-down list with default date restrictions. You can narrow searches on these forms to only documents from a specific day or within the date range you specify. After you select one of these restrictions, the actual dates or boxes for entering actual dates appear to the right.

<table>
<thead>
<tr>
<th>Specify date</th>
<th>Date is between...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary</td>
<td>All available dates Today Date is... Date is before... Date is after...</td>
</tr>
<tr>
<td>Jurisdiction</td>
<td>Date is between... Previous week Previous 3 months Previous 6 months Previous year Previous 2 years Previous 5 years Previous 10 years Previous 20 years Previous</td>
</tr>
</tbody>
</table>

- **All available dates** — removes all date restrictions from your search.
- **Today** — restricts your search to only results from the current day.
- **Date is...** — restricts your search to your specified date.
- **Date is before...** — searches documents published on or before specified date.
- **Date is after...** — searches all documents published on or after specified date.
- **Date is between...** — searches all documents published between specified dates.
- **Select a predefined date restriction** — Previous week, Previous month, Previous 3 months, Previous 6 months, Previous year, Previous 2 years, Previous 5 years, Previous 10 years, and Previous 20 years.
- **Previous...** — searches all documents published in your selected date values. Select the value (up to 100) and units of time (days, weeks, months, or years) across which you wish to search.

Once you have added your date restriction, the actual dates that will be searched will be added to the right of the date restriction.

![Specify date drop-down list](image)

You can also manually enter date restrictions in the **Search terms** box using symbols or abbreviations and date segments. For example, to find documents dated after 1989, enter `DATE(>1989)` in the **Search terms** box. To find documents before 1989, enter `DATE(<1989)`. To find documents from 1989, enter `DATE(=1989)`. 
Here are the possibilities to use when manually entering a date restriction:

<table>
<thead>
<tr>
<th>To search</th>
<th>Enter this abbreviation</th>
<th>OR this symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>ON a certain date</td>
<td>EQU</td>
<td>=</td>
</tr>
<tr>
<td>AFTER a date</td>
<td>AFT</td>
<td>&gt;</td>
</tr>
<tr>
<td>BEFORE a date</td>
<td>BEF</td>
<td>&lt;</td>
</tr>
<tr>
<td>AFTER (Including)</td>
<td>GEQ</td>
<td>=&gt;</td>
</tr>
<tr>
<td>BEFORE (Including)</td>
<td>LEQ</td>
<td>&lt;=</td>
</tr>
</tbody>
</table>

For example, to find documents on or after the year 2000, enter \texttt{DATE(\geq2000)}. Entering \texttt{DATE(>2000)} will find documents only after (but not including) the year 2000.

If you use additional search terms, do not forget to use a connector such as \texttt{AND} before or after the date restriction. For example,

\textit{age /5 discrimination and charter AND date(aft 1999)}

Both the segment \texttt{DATE} and \texttt{DATE-OF-DECISION} are date fields, and the date must be entered in one of the formats listed here.

The \texttt{HEARING-DATES} segment searches the date of decision, the hearing date, and any other dates entered in this part of the decision. The \texttt{HEARING-DATES} segment is a text field, meaning the date must be entered as it appears in the decision. For example,

\texttt{HEARING-DATES (September 28, 2005)}

You may also use connectors in this field, such as \texttt{HEARING-DATES(September +3 2005)}.

The following are acceptable formats for entering a date:

- 2004
- December 2004
- December/2004
- Dec 2004
- Dec/2004
- 12/2004
- December 12, 2000
- 2004/12
- 12/1 2000
- December 12, 2000
- 2000 12
- 2000 12/1
- 2000 December 12
Searching within Document Segments

In most single Quicklaw sources, the documents are divided into fields, or segments. Each segment contains a specific type of information (e.g., case name or counsel). On most search forms, the commonly searched segments already appear on the form. However, if you don’t find the segment you want on the form, click the **Show Document Segments** link to search additional segments.

To determine what segments are available for your source, click the **segment** drop-down list, use the scroll bar to locate and select your desired segment, enter the term you are searching for in the **Terms** box, and click the **Add to Search** button. For descriptions and to see applicable segments, click the information icon next to individual source names. Availability and functionality of segments varies by source.

Click the **Search** button when you have completed adding segment terms to your search. Alternatively, once you are familiar with the segment names, you can manually enter the segment information into the **Search terms** box. The format consists of the name of the segment, followed by the search term in parentheses without spacing in between. This feature is not case-sensitive.

**Examples:**
- Case-name(Hall /5 Hebert)
- counsel(Jones) and summary(tort) and court(Federal)
Search Results

The **Results** page displays your search results and includes options for viewing, sorting, filtering, and narrowing the results.

**Bread-Crumbs Trail**

You can navigate back to prior steps of your search by clicking the hyperlink point of the bread-crumbs trail that you wish to return to, located at the top of the page. Use this link instead of the browser’s Back button to avoid navigation and application errors and ensure that search terms remain on search forms. **Note:** A long search string may be truncated by periods (…)) in the bread-crumbs trail.

**Result Groups**

The **Result Groups** panel allows you to filter results by grouping document types within a search results list. For example, you can view only results of a source type (e.g., Journals), legal topic, court, jurisdiction, or specific source. The available result groups vary with the content of your results. To navigate the contents within a group, click to expand or to contract the list of contents. The number of results within each group is displayed in parentheses next to the group name. Click the group name to display the contents of that group only. The filtered results will then appear in the results panel to the right. The result group that opens by default can be set in the Preferences. See page 150 for details.

- **Court** — includes categories by court, such as Provincial Court of Appeal, Supreme Court of Canada. A court code appears indicating which court or tribunal heard the case, with federal courts beginning with CA (Supreme Court of Canada is CASCC).
- **Source Type** — includes categories such as cases, tribunal decisions, journals, commentary, forms and precedents, and services.
- **Topics** — displays the classifications of your results by area of law, including civil and common law subtopics for certain classified sources.
• **Jurisdiction** — includes categories by jurisdiction such as provincial or federal.
• **Legislation Title** — displays full legislation titles sorted alphabetically.
• **Source** — includes categories by source first, such as Ontario Judgments, then further structured by that source’s table of contents.
• **Table of Contents** — displays results first by source name, and includes an expandable contents hierarchy.
• **Hide** — hides the Result Groups panel and expands the size of the list of results. This link changes to the Show link, which reopens the panel.

**Note:** To change the width of the Result Groups form, click the four small arrows in the middle of this border line, or click and drag anywhere on the dividing line.

**View Multiple Groups**

Narrowing results by selecting from a list of multiple groups allows you to refine search result documents.

To see results within one or more source groups only:

1. Click the **View Multiple Groups** link. The **Select Groups to View** pane will be displayed.
2. Click the checkbox next to one or more subgroups to view only those results. The number of results in each group is listed in parentheses beside each group.
3. Click the **View Selected** button to continue viewing selected results.
View Formats

Results are numbered and sorted according to relevancy by default. You may change the results display by selecting one of the view formats from the View drop-down list. Choose from List, List with keywords (available when searching cases only), and Search terms in context.

- **List** — provides minimal information about your document (e.g., case name, approximate page count, citation, court level, and judgment date). This view is ideal for printing out a list of cases.
- **List with keywords** — provides the same information as above, but with the addition of the keywords from the head note of the case (if available).
- **Search terms in context** — displays your search terms with approximately 10 words on either side of your search terms. This view is ideal for seeing quickly whether your documents are relevant without the need to open each case individually.

Some international sources have additional View options such as Full Document, Custom…, and Hits in Context:

- **Full Document** — displays full versions of all documents in the list. You can then use the arrow to jump to previous and subsequent documents.
- **Custom…** — displays a menu of mandatory and additional optional segments that you can add to view within the document list.
- **Hits in context** — applies to News & Companies searches, similar to List with keywords.
Sorting Search Results

You may wish to change the order in which your results are displayed. Sort options vary according to the type of sources and documents in your results, but may include **Relevance** and **Newest First**, amongst others. **Relevance** is the default ranking for case law. To change the order of the displayed documents, select a sort format from the **Sort** drop-down list on the **Results** page.

- **Jurisdiction** — Results are grouped together by jurisdiction with the federal courts first (most recent judgment first), followed by the provinces in alphabetical order (with most recent judgment first in each group).
- **Board/Tribunal** — Results are grouped alphabetically by Board or Tribunal, with federal and English decisions shown before provincial and French decisions.
- **TOC Order** — Results are alphabetically grouped by those with table of contents.
- **Court** — Results are grouped in order of court level, with the Supreme Court first, followed by the courts of appeal, and then the lower courts. Within each group the results are ordered by most recent first.
- **Relevance** — Documents are displayed in order of relevance. The case with the highest frequency of your search terms is displayed first.
- **Newest First** — Results are in reverse chronological order with the newest first.
- **Oldest First** — Results are in chronological order with the oldest document first.
- **Source Order** — Results are ordered by the Quicklaw source searched, with the Supreme Court first, followed by the Federal Court and other federal courts, and then the provincial sources in alphabetical order.
- **Classification Number** — Results are ordered by LexisNexis classification.
- **Citation Frequency** — Case results are ordered by the number of times they appear cited in the **QuickCITE Case Citator**.

**Note:** To return to the original results list at any time, click the red **Results** tab at the top right of the page.
Viewing and Navigating Results

Once you have located the document you want, click the name of that document. The document will display in the results panel. If a Table of Contents (TOC) exists for the source, it will display in the left-hand panel. Click the close icon to hide the TOC.

At the top of the document, click the arrows to navigate between documents:
- Click ⬅️ to view the previous document from your results.
- Click ➡️ to view the next document from your results.

Navigating Search Terms

At the bottom right of the screen, use the Hits feature to find occurrences of your search terms in a document. Click the arrows to move sequentially from term to term.
- Click ⬅️ to view the first occurrence of your search term(s).
- Click ⬅️ to view the previous occurrence of your search term(s).
- Click ➡️ to view the next occurrence of your search term(s).
- Click ➡️ to view the last occurrence of your search term(s).

Note: Use the scroll bar at the right of the screen to navigate within the full document.
Document Options

Once a document is displayed in the results panel, the **View** menu will default to display it as a **Full Document**. If you wish to return to the results list, select **List** from the drop-down list. The **View** menu displays additional windows containing links to related content, which vary depending on the document.

The **Related Content** and **View More** windows provide links to related documents or additional viewing options (e.g., Entire-Act versions or specific parts of current legislation). For more information on viewing Entire Acts, see p. 85.

To hide the Document Options window, select **Hide Document Options** from the **View** drop-down list. To redisplay the window, select **Show Document Options**.

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Quick Lookup

While viewing a Quicklaw document, highlight any text to see the Quick Lookup window which lets you perform a cross-reference search of the highlighted text within the source you select from the pop-up list. The search will then open in a new window showing results of your highlighted terms from the following choices: All Canadian Statutes and Regulations (Quicklaw), Canadian Legal Words and Phrases (Quicklaw), *Halsbury's Laws of Canada* (Quicklaw), Lexis® Web Search, Canadian-Lawyers.ca, *martindale.com®*, and Wikipedia®. This feature can be disabled from within your **Preferences**, see p. 150 for information.

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Customer Support: 1-800-387-0899 ● service@lexisnexis.ca | www.lexisnexis.com/ca/legal
Tagging Documents

You can select, or tag, specific documents in your results for viewing, printing, emailing, copying links or downloading.

1. To tag a single document, select the checkbox to the left of the document’s title. The box also appears in the upper left-hand corner of the full-text document.

2. To tag all documents on a particular page of a results list, select the checkbox above the numbered list of results.

3. To display only tagged documents, click the View Tagged button, or

4. Click the Add to button to add selections to the Delivery Folder.

5. View any documents in the Delivery Folder by clicking the View link.

6. To print, email, or download tagged documents, click the appropriate delivery icon. For instructions on delivering the documents, see p.135.

Delivery Folder

Up to 100 documents can be added to and retained in the delivery folder for up to 24 hours after adding them. You can remove documents from the folder by tagging them and then clicking the Delete Selections link, or change their order by clicking the Arrange Documents button. For information on viewing, printing, emailing, or downloading documents in the folder, see page 135.
Refining Your Search

Narrowing Search Results

Use the **Narrow search** box to add additional words to your original search without having to construct a new search. The results of a narrowed search are a subset of your original results. As such, this is a more cost-effective method of refining a search than modifying the search, which would constitute a new search. You may narrow down as many times as you wish. You can use connectors in the **Narrow search** box; however, your narrow search string cannot begin with a connector.

The **Narrow search** box appears to the top right of any document or results list. Enter your search terms into the **Narrow search** box and click the **Go** button. This will return documents containing these new terms from within your original search result list.

**Note:** In your **Preferences** (see p. 149), you may choose whether you would like all terms highlighted or just new terms highlighted in documents when narrowing your search.

**Note:** If you are viewing a specific result group, the narrow search will run on the full results list, not just the group you are currently viewing. A pop-up message will appear if you have tried to narrow from a specific result group. Click the **OK** button to continue.
Modifying Your Search

Select an option from the **Next Steps** drop-down list and then click the **Go** button to continue your search. The options that appear are dependent on the way you arrived at your results and the content you are viewing.

**Next Steps Menu**

Choose from the following **Next Steps** options:

- **Back to Original Results** — Click to return to the results from your initial search set.
- **Modify Search** — Click to modify your original search. This returns to the original search form, and previously entered search terms remain saved. Note: Modifying a search constitutes a separate search and, therefore, an additional search charge.
- **New Search** — Click to enter a new search. You’ll return to the same search form you used to enter this search, but the form will be reset.
- **Save Search** — Click to save this search (including search terms, date range, and source) under the **History & Alerts** tab if you would like to run this same search again at another time.
- **Create Alert** — Click to save the same search criteria to run on a schedule that you specify and deliver results to you automatically. See page 143 for details on creating alerts.
- **Search Source** — Click to enter a new search within the same source as the document you are viewing.

**Note:** If your search results in too few relevant documents, you can search alternative sources, use synonyms, spelling variations, and truncation and wildcard symbols to broaden your search scope. See p. 26 for more information on using these symbols.
Refining by Legal Topic(s)

The Add topic(s) to search feature allows you to search Quicklaw content by legal topics, accessible via the Add topic(s) to search link on Quicklaw search forms.

All Canadian court and tribunal case, commentary and legislation documents are indexed by the Legal Topics classification, which includes more than 3,000 topics, organized under 50 areas of law. You can select one or more topics from this classification and run the search using only the selected topics, or you can add your own keywords in the Search terms box. You can also add requirements such as date or jurisdiction restrictions.

The Legal Topics classification is also available on the results screen. After running any search on Quicklaw, you can filter the results by topic(s) under Result Groups in the left-hand panel.

Note: The Add topic(s) to search feature is available for select search forms and does not apply to legislation, The Canada Digest, or international materials. As each topic represents a large number of keywords, you can avoid search limitations by adding no more than 10 topics to any search.

When to Use Add topic(s) to search

- When you want to use preclassified content rather than construct your own search
- When you are unfamiliar with the topic you are researching
- When you are uncomfortable with constructing a search using Boolean connectors
- When you wish to restrict your search to only those documents that deal with a specific area of law or legal concept (by adding a legal topic using the AND connector)
- When you want to add results to your search (by adding a legal topic using the OR connector)
- When you want to eliminate documents pertaining to a particular subject from your search results (by adding a legal topic using the AND NOT connector)
- When you are searching for a topic that is difficult to translate into a search
Adding Legal Topic(s)

By Hierarchy

Click the **Add topic(s) to search** link underneath the **Search terms** box to browse a hierarchy of terms and add them to your search.

The following pop-up window will open:

1. The window opens to the **Subject directory** sorted by **Hierarchy**.
2. Click ▼ to expand or □ to contract listed topics to browse the hierarchy. Hover your mouse over the ▼ sign, and you can choose to expand the main topic.
3. Click the í icon to find an explanation of what types of topics will be searched, and then click the **Go Back** button to return to the **Subject directory** list.
4. Click the checkbox next to a topic to select it.
5. Click the **View Selected** button at any time to review a list of selected topics. If there are multiple topics, you can click the connector link before each term (AND, OR, AND NOT) to cycle between connectors or click the ☑ button to remove a topic from the list.
6. Click the **OK – Add to Search** button in either the **Hierarchy** or the **Selected Topics** list to return to the search form. The topics you have selected are added to your search. If there are multiple topics, you may also cycle between the AND, OR, and AND NOT connectors at this stage by clicking the connector link.
Searching for Topics

If you are unsure of where your search terms appear in the hierarchy window, you can search for the topics using the Find lookup option. To search for terms, click the Add topic(s) to search link beneath the Search terms box on the search form. A thesaurus is used to find synonyms and topics relating to your keywords.

To search for keywords within legal topics:

1. Select the Find radio button.
2. Select to find topics containing, starting with, or exactly matching your search terms from the Find Terms drop-down list.
3. Enter words or phrases to find related legal topics. Use connectors (AND, OR, AND NOT) to show relationships between terms (e.g., aboriginal OR native).
4. Click the Find button. The results will be displayed below.
5. Use the icons to navigate results lists with multiple pages.
6. Click the icon to find information for a particular topic, and then click the Go Back button to return to the Topics list.
7. Click the checkbox next to a topic to select it.
8. Click the View Selected button at any time to review a list of selected topics. If there are multiple topics, you can click the connector link to cycle between connectors (AND, OR, AND NOT) or click the button to remove a topic from the list. For example, choosing AND means your results must contain both your keywords and the legal topic you choose, whereas choosing AND NOT means cases within that topic will be excluded from your results.
9. Click the OK – Add to Search button in either the Find list or the Selected Topics list to return to the search form. The topics you have selected are added to your search. If there are multiple topics, you may also cycle between AND, OR, and AND NOT at this stage by clicking the connector link.
Browsing Topics Alphabetically

Use this lookup option to browse topics alphabetically and add them to your search. Click the Add topic(s) to search link underneath the Search terms box on the search form. A pop-up window will open.

1. Select the Alphabet radio button to browse topics in alphabetical order.
2. Click a letter of the alphabet to view topics beginning with that letter.
3. Use the ▼ ▼ ▼ ▼ icons to navigate topic lists with multiple pages.
4. Click the ▶ icon to find topic information, and then the Go Back button to return.
5. Click the checkbox next to a topic to select it.
6. Click the View Selected button at any time to review a list of selected topics. If there are multiple topics, click the connector link to cycle between connectors (AND, OR, AND NOT) or click the ▼ button to remove a topic from the list. For example, choosing AND means your results must contain both your keywords and the area of law you choose, whereas choosing AND NOT means cases within that topic will be excluded from your results.
7. Click the OK – Add to Search button in either the Alphabet list or the Selected Legal Topics list to return to the search form. The topics are added to your search.

Searching Using Topics Codes

If you know the alphanumerical code associated to a Legal Topic, you can launch a search using that code, without going through the Add topic(s) to search link. Enter the code in the Search terms box in the following format (not case-sensitive): #LBR1980# with pound symbols (#) on either side of the code. The alphanumerical codes are displayed to the right of each legal topic when viewing by hierarchy.
Basic Search

Under the **Home** subtab, just below the **Find a Document** section, you will find the **Basic Search** form — useful for broad-based searching or to search across multiple content types. Here you can search any sources available with your subscription, with the same style as other search forms (**Terms and Connectors**), or with a free style called **Natural Language**, where you can phrase keywords as questions or sentences.

With **Natural Language** selected, you may enter phrases to help you search within unfamiliar areas of law, or conduct more broad-based conceptual searches. **Natural Language** is the style used by most Internet search engines, and requires the use of quotations to indicate exact phrases. It uses programmed logic to determine the keywords in the sentence or question based on their position in the sentence.

1. Choose the search style as either the default **Terms and Connectors** or the **Natural Language** option.

2. Enter search terms. For the **Terms and Connectors** option, two or more words will be searched as an exact phrase. Use connectors to separate, include, or exclude terms.

3. For the **Natural Language** option, you may optionally add any terms that MUST be found in all results.

4. Select the **Specific Source** option and select a source from the drop-down list **OR** select **Source Categories** and choose options from **Cases** (includes Canadian cases and tribunals), **Legislation**, or **Halsbury’s Laws of Canada** to limit your search to sources of a particular type.

5. Click the **Search** button.
General Search

Similar to the basic search form, the **General** search form is the default form when combining sources of multiple content types. It is also the form that must be used when sources have document segments that are not searchable using fields on any other content-specific search forms. You will be taken to the **General** search form from the **Source Directory** if you select such a source. To access the form directly, click the **General** search subtab.

1. Enter your search terms in the box provided. You can also include connectors to link terms and phrases, and to search for word variations. For more information on connector use, click the View connectors... link.
2. Select a source from the Sources drop-down list.
3. Click the Search button.
My Bookshelf

On the right of the Home page, you will see a list of preselected and any manually added sources under My Bookshelf. If you don’t want this list to display, click the Hide link to the right. Use the Add/remove/sort sources link to edit this source list.

1. Click the Search link to search within that source.
2. Click the Browse link to browse contents within that source. Note that not all sources can be browsed.
3. Click the Add/remove/sort sources link in order to customize sources in this list.
4. Select a source type: Case Law, Forms and Precedents, Legislation, Commentary, Tribunal Cases, or Journals.
5. Click the Find more sources link to browse the Source Directory for more sources to add to the list. See p. 15 for information on adding sources.
6. Select a source from the list on the left and click the Add button to add it.
7. Select a source and click the ▲ or ▼ button to move the source up or down in the bookshelf list, or click the X button to delete it from the list.
8. Click the Done button to return to My Bookshelf.
Content-Specific Search Forms

In contrast to the basic Search Sources or General search forms, content-specific search forms are intended for searching sources of a specific content type. These tailored search forms offer simplified searching within document segments most commonly associated with their content. Quicklaw offers multiple content-specific search forms, which are accessed from the menus at the top or side of any page:

1. Search subtabs appear across the top, just below the main page tabs, and include Home, Court Cases, Tribunal Cases, Legislation, Commentary, Journals, Forms, International, News & Companies, General, and All Search Forms.

2. Related links appear in the left-hand panel and provide specialized additional search forms, links, and help applicable to the Search subtab you have chosen. Note: Related links are not featured under the Home subtab, where search forms can be accessed by clicking the Search link next to sources in My Bookshelf.

3. Click the Make This My Start Page link to make any of the search forms your Quicklaw start page. Quicklaw will then load the page you have selected when you first sign in.

Note: Not all forms are available with all subscriptions. For a complete list of search forms and their locations on Quicklaw, see p. 3. Clicking the All Search Forms link will display all the forms available with your subscription.
Related Links

The Related Links section on the left-hand panel of any search form screen displays Quicklaw links grouped by task. Tasks in this section vary depending on the form you’re using.

1. **History & Alerts** — Click the links to view your Saved Searches, Recent Searches, Recent Documents Viewed, Scheduled Searches (Alerts), or Legal Updates.
2. **Links** — Items with the link icon will open in another tab or window. Click these links to access additional information about LexisNexis and other services from the LexisNexis Canada website.
3. **View Tutorials** — choose one of the online tutorials to guide you through specific tasks on Quicklaw. Clicking one of these links opens an interactive tutorial. Additional tutorials and help can be obtained by clicking the Help Guides & Tutorials link on the Home page.
4. **Related Searches** — Click the Related Searches links to access additional search forms with related content. For example, the Canada Digest search form is located in the left-hand panel of the Tribunal Cases subtab.
5. **How do I…?** — Click the How do I…? links for form-related information on how to perform specific tasks on Quicklaw. Clicking these links opens the Help pop-up window.

**Note:** To see the latest enhancements and additional sources to the Quicklaw service, click the What’s New icon to the left of the General and individual Practice Area search forms, as well as at the bottom of the Home search subtab.

Customer Support: 1-800-387-0899 • service@lexisnexis.ca | www.lexisnexis.com/ca/legal
Browsing Source Contents

Browsing lets you see the **Table of Contents** or **Index** of a source to view the contents without constructing keyword searches. Many of the sources on Quicklaw have contents that can be browsed. Examples of these sources include *The Canada Digest* series, the Quantums series, the *Halsbury’s Laws of Canada* series, legislative sources, Canadian Legal Words and Phrases, and various other commentary and journals sources. Browsing a source’s contents can be more cost-effective than searching a source if you are unfamiliar with the topics or area of law. To browse a source’s contents, first select the source from the **Sources** drop-down list on any search form, and then:

1. Click the **Browse** link to display the table of contents for the selected source.
2. Click the [ ] and [ ] icons to expand or contract the source chapters and contents. If the document [ ] icon appears, the hierarchy cannot be expanded further. Clicking this icon will display a single document.
3. Click the [ ] icon to view information about the source(s).
4. Click the checkbox next to contents you wish to view. Note that any expandable documents will include contents below them if checked.
5. Click the **View Tagged** button to view or search only selected sources.
6. Enter terms in the Quick Search box and click the **Search** button to search within tagged contents.
Searching Canadian Secondary Materials

Halsbury’s® Laws of Canada

*Halsbury’s Laws of Canada* is the definitive general reference to Canadian statutory and judicial law. It is an encyclopaedic research tool, and its jurisdiction-specific commentary provides a complete analysis of the black-letter of the law. It is a group source comprising numerous topical sources, which can also be searched individually. To access *Halsbury’s Laws of Canada*, click the search link next to its name on My Bookshelf, from the Source Directory, or from the Sources drop-down list in the Commentary subtab. You can select *Halsbury’s Laws of Canada* or one of its individual topical sources (if included in your Quicklaw subscription).

### Entering Search Terms

1. Enter search terms in the box provided. For instructions on entering search terms, see Constructing a Basic Search on p. 22.

### Refining Your Search

2. To perform a more precise search, click the Show Document Segments link (appears as Hide link in image) to search within specific segments of a document. Choose a segment from the drop-down list, enter terms, and click the Add to Search button. For information on searching document segments, see p. 30.

### Browsing

3. Click the Browse link to browse the source contents within the selected Halsbury’s Laws of Canada. For instructions on browsing sources, see p. 49.
The Canada Digest

The Canada Digest is a collection of over 1 million relevant and leading English- and French-language case summaries divided up by area of law and topic. Browsing is an effective way to see the classification by area of law and topic, and enables you to locate case references relevant to a particular issue. To search a Canada Digest source, click the Court Cases subtab followed by The Canada Digest link on the left-hand panel. From the Sources drop-down list, select The Canada Digest or one of its individual content sources. You can also access this source from the Source Directory (see p. 15) or from the search and browse links on the My Bookshelf area of the Home page.

Entering Search Terms

1. Enter search terms in the box provided. For instructions on entering search terms, see Constructing a Basic Search on p. 22.

Refining Your Search

2. Enter the case name if you know the specific case you are searching.
3. Enter the full or partial citation to find a specific case digest.
4. Enter the classification number to find digests of cases arranged under that number. Use the Browse link (step 8) to locate specific classification numbers.
5. Search by keywords that would appear in the headnotes of digests.
6. Search for terms that would only appear within the summary of the case.
7. Limit your search to documents from one or more jurisdictions.

Searching by Court

8. Click the Show Document Segments link. Select the COURT segment, which will search by court (e.g., Supreme Court of Canada).
Browsing

9. Click the **Browse** link to browse the contents within the selected *Canada Digest* source. For instructions on browsing sources, see p. 49.

Classification Codes

*The Canada Digest* classification schemes have codes consisting of a three-character Alpha-code followed by one or more numbers. Enter the following Alpha-codes along with the numeric code in the Classification box when searching by classification:

<table>
<thead>
<tr>
<th>Alpha-Code</th>
<th><em>The Canada Digest</em> Title</th>
<th>Titre de l’<em>Abrégé de jurisprudence</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>AEI</td>
<td>Canada Employment Insurance</td>
<td>Assurance-emloi</td>
</tr>
<tr>
<td>CRM</td>
<td>Canada Criminal</td>
<td>Droit criminel</td>
</tr>
<tr>
<td>EMP</td>
<td>Canada Employment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Canada Wrongful Dismissal</td>
<td></td>
</tr>
<tr>
<td>FAM</td>
<td>Canada Family Law</td>
<td></td>
</tr>
<tr>
<td>IMM</td>
<td>Canada Immigration</td>
<td>Immigration</td>
</tr>
<tr>
<td>INF</td>
<td>Canada Information Technology</td>
<td>Technologies de l'information</td>
</tr>
<tr>
<td>IPC</td>
<td>Canada Copyright</td>
<td>Droit d’auteur</td>
</tr>
<tr>
<td>IPP</td>
<td>Canada Patent</td>
<td>Brevets</td>
</tr>
<tr>
<td>IPT</td>
<td>Canada Trade-marks</td>
<td>Marques de commerce</td>
</tr>
<tr>
<td>LAD</td>
<td>Canada Labour Arbitration</td>
<td></td>
</tr>
<tr>
<td>LBR</td>
<td>Canada Labour Digest (Forthcoming)</td>
<td></td>
</tr>
<tr>
<td>PBL</td>
<td>Canada Pensions and Old Age Security</td>
<td>Régimes de retraite et pensions</td>
</tr>
<tr>
<td>RIT</td>
<td></td>
<td>Congédiement injustifié (Québec)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rapports individuels de travail (Québec)</td>
</tr>
<tr>
<td>SST</td>
<td></td>
<td>Santé et sécurité du travail et maladies professionnelles (Québec)</td>
</tr>
<tr>
<td>WHS</td>
<td>Canada Workplace Health, Safety and Compensation</td>
<td></td>
</tr>
</tbody>
</table>
Quantums

If included in your subscription, the Quantums digest series provides comprehensive surveys of sentences and damages awarded by English-language common law courts (select bilingual sentencing Quantums are also available). From topic-specific drop-down lists, you can search multiple criteria to compare clients’ circumstances against similar awards or sentences. To search a Quantums source, click the Court Cases subtab followed by one of the Quantums links in the left-hand panel.

Entering Search Terms

1. For instructions on entering search terms, see “Constructing a Basic Search” on p. 22.

Refining Your Search

2. Select one or more of the search criteria applicable to the topical Quantums search forms (see images above) and click the Search button. Digests are also searchable by several other criteria depending on the source, such as case name, citation, jurisdiction, court, etc.

Browsing

3. Click the Browse link to browse the contents within the selected Quantums source. For instructions on browsing sources, see p. 49.
Carlson Personal Injury

The Carlson Personal Injury Quantum of Damages source contains searchable and browsable digests from a weekly review of non-pecuniary damages awarded by common law provincial courts and the Supreme Court of Canada. The digests include references to the nature and duration of the injury and highlight the issues that directly affected the assessment of damages — such as mitigation and pre-existing injuries.

Browsing

This source opens to the Browse feature, where you can browse the source by:

1. Injury Type Index in alphabetical order of injuries.
2. Injury Cause Index in alphabetical order of causes of injury.
3. Damages Cause Index in alphabetical order of causes of damages.
4. Damages Quantums (awards) Index by award value ranges.

Searching

5. For more on entering search terms, see “Constructing a Basic Search” on p. 22.
Refining Your Search

6. Select an award range from the drop-down list of quantum awards of damages.
7. Enter a specific type of injury.
8. Enter a specific cause of injury.
9. Enter a specific factor affecting the assessment of damages.
10. Enter the name of the physician/expert to search by cases in which he or she has testified.

**Note:** Additional searchable text boxes such as case name, citation, jurisdiction, court, and judge also appear below the injury-specific text boxes.

Wrongful Dismissal Notice Searcher

The **Wrongful Dismissal Notice Searcher** source contains brief records of wrongful dismissal decisions, organized by **Job category**. This source has a number of searchable text boxes to help you locate decisions based on position, years employed, and employee age. When searching the cases, you may wish to combine terms from a **Job category** with terms denoting an employee's position, such as **branch manager**.

Searching

1. For more on entering search terms, see Constructing a Basic Search on p. 22.
Refining Your Search

2. Select a **Job category** from the drop-down list of employment categories.
3. Enter a specific **Position** (e.g., nurse).
4. Enter the number of **Years Employed**. For ranges of 10 years, enter the first number followed by an asterisk (e.g., 2* will search from 20 to 29).
5. Enter the **Age of Employee**. You can also enter ranges using asterisks (see step 4).
6. Enter the **Case name** if you know at least one of the party names.
7. Select a federal or provincial **Jurisdiction**.
8. If a jurisdiction was selected in step 7, you can further narrow by selecting courts.
9. Find cases heard by a particular **Judge, Panel, or Arbitrator** (e.g., Hoffmann).

**Canadian Case Summaries**

The **Canadian Case Summaries** source is a comprehensive collection of English-language case summaries, predominantly since 1968. It also includes select French-language summaries since 2005, as well as select tribunal summaries since 2008 and select U.K. case summaries. For French-language summaries, use the **Résumés de décisions québécoises** source. Canadian Case Summaries highlight the main issues in cases allowing you to quickly search keywords found in headnotes and/or summaries. The source can only be searched, not browsed with topical classification as with The Canada Digest. To search a Canadian Case Summaries source, click the **Court Cases** subtab.
Entering Search Terms

1. From the Sources drop-down list, select Canadian Case Summaries.
2. Enter search terms in the box provided.

Refining Your Search

3. Click the Add topic(s) to search topic(s) link to add legal topics related to a given subject or area of law. For a detailed explanation of legal topics, see p. 40.
4. To perform a more precise search, click the Show Document Segments link (shown as Hide link in image) to display and search specific segments or fields of a document. Choose a connector (for multiple segments), a segment from the drop-down list, and enter terms. Click the Add to Search button. For more information on searching document segments, see p. 30.
5. Locate a case by terms in the case name. If you are unsure of the exact style of cause, enter only a few keywords from the title of the case (e.g., to find Toronto General Trusts Corporation v. Winnipeg Electric Co., enter Toronto AND Winnipeg).
6. Enter a citation or partial citation. Click the Citation help link for instructions on how to format citations.
7. Limit your search by date or select a predefined timeframe. Select a date parameter from the drop-down list provided and enter your date restrictions. For information on adding a date restriction to your search, see p. 28.
8. Search for words that appear within the summary of the case only. Enter your terms in the box provided (e.g., age /5 discriminat!).
9. Limit your search to documents from a certain jurisdiction. Selecting a jurisdiction will reveal a list of courts to specify within that jurisdiction.
10. If a jurisdiction was chosen in the prior step, you can select a particular court to search if desired. If no box is checked, all available courts will be searched.
11. Find cases heard by a particular Judge, Panel or Arbitrator (e.g., Kirby).

Note: Use only the last name if entering a particular judge, as first names rarely appear in the decision.
NetLetter™ Digests

The LexisNexis® NetLetter™ Digests sources are concise collections of current and significant English-language case summaries. (For French-language summaries, use the Bulletin LexisNexis® – Résumés sources.) These topical current awareness sources allow you to focus your search to locate only relevant case references. There are also LexisNexis® NetLetter™ Issues sources featuring topical and significant decisions. See p. 63 for more information. To search the NetLetter Digests individually, click the Court Cases subtab and then:

1. From the Sources drop-down list, select one of the NetLetter Digests topical sources. To add the source you want, see p. 15 for more information.
2. Enter your search terms in the box provided.
3. Click the View connectors… link for more information on how to target your search using connectors. For a detailed explanation of connectors, see p. 24.
4. By default, results include both plural and singular forms of search terms, and masculine and feminine forms of French search terms. Uncheck these options to search without equivalents.
5. To perform a more precise search, click the Show Document Segments link (shown as Hide link in image) to search within specific segments or fields of a document. Choose a connector (for multiple segments), a segment from the drop-down list, and enter terms. Click the Add to Search button. For information on searching document segments, see p. 30.
6. Locate a case by terms in the case name. If you are unsure of the exact style of cause, enter only a few keywords from the title of the case (e.g., to find Toronto General Trusts Corporation v. Winnipeg Electric Co., enter Toronto AND Winnipeg).

7. Enter a citation or partial citation. Click the Citation help link for instructions on how to format citations.

8. Limit your search by date, or select a predefined timeframe. Select a date parameter from the drop-down list provided and enter your date restrictions. For more information on adding a date restriction to your search, see p. 28.

9. Limit your search to documents from a certain jurisdiction. Selecting a jurisdiction will reveal a list of courts to specify within that jurisdiction.

10. If a jurisdiction was chosen in the prior step, you can select a particular court to search if desired. If no box is checked, all available courts will be searched.

11. Find cases heard by a particular Judge, Panel or Arbitrator (e.g., Kirby).

Browsing

If you wish to browse a LexisNexis NetLetter, you can access its issue by clicking the Commentary subtab, and then clicking the Browse link on the left-hand panel. Scroll down the alphabetical commentary sources list to view all available LexisNexis NetLetter Issues. For instructions on browsing sources, see p. 49.
Canadian Legal Words and Phrases

This online legal dictionary contains legislative terms; legal maxims; and Canadian, Commonwealth, and Latin terms defined in case law. Definitions comprise formal terms judicially or statutorily outlined and defined in relevant cases or legislation. You can locate defined terms relevant to your research, look up a specific word or phrase, search within a particular jurisdiction, and identify cases or legislation relevant to your research. To quickly locate definitions, enter terms in the Find a definition box on the Home page. To search the source, click the Commentary subtab, and then the Canadian Legal Words and Phrases link in the left-hand panel.

Entering Search Terms

For instructions on entering search terms, see Constructing a Basic Search on p. 22.

Refining Your Search

1. Enter terms in the Defined Terms box to limit your search to the definition field.
2. Select a Jurisdiction to limit results to federal and/or individual provincial courts.

Browsing

3. Click the Browse link to browse the alphabetic list of defined terms according to definitions from various courts, boards, and jurisdictions. For instructions on browsing sources, see p. 49.
Document Segments

Canadian Legal Words and Phrases records contain information searchable by segment. The information contained within each document segment varies according to the type of term being searched. Use the following table for examples of segment information:

<table>
<thead>
<tr>
<th>Segment</th>
<th>Canadian</th>
<th>Commonwealth</th>
<th>Legal Maxims</th>
<th>Legislative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Defined-Terms</td>
<td>Child</td>
<td>Child</td>
<td>Filios</td>
<td>Child</td>
</tr>
<tr>
<td>Jurisdiction</td>
<td>Ontario</td>
<td>Australia</td>
<td>United Kingdom</td>
<td>Canada</td>
</tr>
<tr>
<td>Digest-Subject</td>
<td>Wills, Estates and Trusts</td>
<td>Latin</td>
<td>Criminal Law</td>
<td></td>
</tr>
<tr>
<td>Case-Name</td>
<td>Re Hendrie</td>
<td>Re Goodes</td>
<td>A Collection of Legal Maxims in Law and Equity*</td>
<td>Criminal Code**</td>
</tr>
<tr>
<td>Court</td>
<td>Ontario Supreme Court</td>
<td>Australia Court</td>
<td>United Kingdom Legal Maxim*</td>
<td>Canada Statute**</td>
</tr>
<tr>
<td>Judges</td>
<td>Keith J</td>
<td>Way CJ</td>
<td>8 Coke's Reports. 116*</td>
<td>s. 172(3)**</td>
</tr>
<tr>
<td>Quoted-Text</td>
<td>The word &quot;child&quot; itself…</td>
<td>&quot;child&quot; or &quot;children&quot; may be…</td>
<td>…children correct their parents.</td>
<td>&quot;child&quot; means a person…</td>
</tr>
</tbody>
</table>

* Legal Maxims will display their source book in the Case-Name segment, the numbered entry of the defined term in the Citations segment, the jurisdiction and term type in the Court segment, and the referenced authority in the Judges segment.

** Legislative terms will display their legislation title in the Case-Name segment, the jurisdiction and legislation type in the Court segment, and the pinpoint reference in the Judges segment.
Journals

The journal and law review sources allow you to research scholarly articles and stay current on multiple topics. Specialized journals in this collection can also help you hone in on persuasive authority and gain insight on the future direction of Canadian law. To search journals and law reviews, click the Journals subtab, and then select the source you want from the Sources drop-down list. To add the source you want, see p.15.

Entering Search Terms

For instructions on entering search terms, see Constructing a Basic Search on p. 22.

Refining Your Search

1. Enter an article title (e.g., Territoriality in Canadian Administrative Law), and/or
2. Enter the name of an author (e.g., Robert Leckey).
3. Enter a journal title to search (e.g., University of Toronto Law Journal).
4. You may also select the year of the journal that you wish to search. All available years for the source you selected appear in this drop-down list.
5. Enter a journal citation (e.g., 54 Univ. of Toronto L.J. 327 — for help with formatting citations, click the Citation Help link).

Browsing

6. Click the Browse link to browse the legal journal sources. For instructions on browsing sources, see p. 49.
NetLetter Issues

**LexisNexis® NetLetter™ Issues** allow you to stay current by reading the latest and most significant decisions within a specific area of law. Users can browse individual issues and save time by scanning the “Highlights” sections or perform targeted searches of the entire collection of issues from the selected *NetLetter*. All case law citations are hyperlinked to full-text cases on Quicklaw and to *QuickCITE® Case Citator* records.

### Browsing

1. Click the **Browse** link to browse *NetLetter* Issues sources. For further instructions on browsing sources, see p. 49.

### JurisClasseur Québec

The *LexisNexis® JurisClasseur Québec* topical encyclopedias give you access to similar topical coverage as *LexisNexis* in France provides for its *JurisClasseur* offering, but specific to Québec. To access *JurisClasseur*, click the **Commentary** subtab and locate the JCQ source in the **Sources** drop-down or add it by clicking the **Find more sources...** link.

Enter search terms in the **Search terms** box. As this is a French product, search terms must be entered in French. To browse the contents of *JurisClasseur Québec* sources, click the **Browse** link. For instructions on browsing sources, see p. 47.
Textbooks

Textbook sources provide general, current, and historical analysis to facilitate broad contextual research. Texts include selected Butterworths® benchmark treatises written by leading authorities in their subject area, and other licensed works. Electronic versions of selected texts are searchable and accessible from anywhere you can access Quicklaw. To search textbook sources, click the Commentary subtab, and then select the source you want from the Sources drop-down list. To add the source you want, see p. 15 for more information. Not all texts are available with all subscriptions.

Entering Search Terms

1. Enter your search terms in the box provided. For instructions on entering search terms, see Constructing a Basic Search on p. 22.

Browsing

2. Click the Browse link to browse textbook sources. For instructions on browsing sources, see p. 49.
Searching Canadian Primary Materials

Primary material sources include court cases, tribunal cases, and legislative sources. Legislation sources are classified by geographic location, legislation type, language, and version (current, repealed, and prior).

Court Cases

The Court Cases search form helps you locate full-text versions of common and civil law cases. The default source for this search form is All Canadian Court Cases, but you can choose other sources to narrow your search. Case law sources can be classified by topic, court, jurisdiction, or reporter series. Selected summaries may be included above the full-text case. To access the Court Cases search form, click the Search tab and then the Court Cases subtab.

Entering Search Terms

1. From the Sources drop-down list, select one of the Court Case sources. To add the source you want, see p. 15 for more information.
2. Enter search terms in the box provided. For instructions on entering search terms and refining by areas of law, see Constructing a Basic Search on p. 22.

Refining Your Search

3. Locate a case by words in the case name. If you are unsure of the exact style of cause, enter only a few keywords from the title of the case (e.g., to find Crocker v. Sundance Northwest Resorts Ltd., enter Crocker AND Sundance). Entering Crocker v. Sundance will only retrieve the case if the style of cause is written in this exact fashion.

4. Enter any citation or partial citation (e.g., [1926] S.C.J. No 65). Click the Citation help link or see p. 11 for instructions on how to format citations.

Note: If you have the case name or citation, using the Find a Document feature is more efficient and cost-effective. See p. 10 for more information.

5. Limit your search by date or select a predefined timeframe. Select a date parameter from the drop-down list provided and enter your date restrictions. For more information on adding a date restriction to your search, see p. 28.

6. Search for words that appear within the summary at the top of that case only. Enter your terms in the box provided (e.g., danger! /3 competition and negligent!).

Note: Not all cases have summaries. Only cases that contain summaries will be searched when using this segment.

7. Limit your search to documents from one or more jurisdictions. Selecting a jurisdiction will reveal a list of courts to specify within those jurisdictions.

8. If jurisdictions were chosen in the previous step, you can select from a list of courts to search if desired. If no box is checked, all available courts will be searched.

9. Find cases heard by a particular Judge (e.g., Winkler).

10. Find cases presented by a particular Counsel (e.g. Meyer).

Note: Use only the last name if entering a particular Judge or Counsel, as first names rarely appear in the decision.
Tribunal Cases

The Tribunal Cases search form lets you search for board and tribunal decisions. These include administrative and quasi-judicial decisions made by federal, provincial, and municipal bodies covering immigration, labour, employment, and other disputes defined by applicable statutes. The default source for this search form is All Boards and Tribunals, but you can choose other sources to narrow your search. Tribunal decision sources can be classified by topic, jurisdiction, or reporter series. Both reported and unreported decisions are included. To access the Tribunal Cases search form, click the Search tab and then the Tribunal Cases subtab. From the Sources drop-down list, select one of the Tribunal Case sources. To add the source you want, see p. 15 for more information.

Entering Search Terms

1. Enter search terms in the box provided. For instructions on entering search terms, see Constructing a Basic Search on p. 22.

2. Locate a case by case name keywords (e.g., to find Walkerton Public Utilities Commission v. Ontario (Ministry of the Environment), enter Walkerton AND Environment).

Refining Your Search

3. Enter a citation or partial citation (e.g., [2007] O.L.A.A. No. 414). Click the Citation help link or see p. 11 for instructions on how to format citations.
Note: If you have the case name or citation, using the Find a Document feature is more efficient and cost-effective. See p. 10 for more information.

4. Limit your search by date or select a predefined timeframe. Select a date parameter from the drop-down list provided and enter your date restrictions. For more information on adding a date restriction to your search, see p. 28.

5. Search for words that appear within the summary of the decision only. Enter your terms in the box provided (e.g., class/2 employer).

6. Select a Jurisdiction to limit results to federal and/or individual provincial tribunals.

7. Find decisions heard by a particular Panel member or Arbitrator (e.g., Burkett).

8. Find decisions represented by particular Counsel (e.g., Braithwaite).

Note: Use only last names as first names rarely appear in the decision.
Annual Statutes

Once a bill has received royal assent, it becomes an annual statute, even if it is not yet in force. Quicklaw annual-statutes jurisdictions include federal (English and French), Alberta, British Columbia, and Ontario. Information regarding the royal assent date, commencement information, and version is displayed above the full text. To access annual statutes, click the Legislation search subtab and then the All Legislation link in the left-hand panel. Click the Sources drop-down list and select the annual statutes source you want (e.g., Ontario Annual Statutes). To add the source you want, see p.15.

Entering Search Terms

Enter search terms in the box provided. For instructions on entering search terms, see Constructing a Basic Search on p. 22.

Refining Your Search

1. Select one of Federal, Alberta, British Columbia, or Ontario (applies only to combined group sources).

2. Enter the title of the legislative bill or annual statute (e.g., Clean Water Act, 2006).

3. Enter the citation of the legislation you are searching for (e.g., S.O. 2006 c. 22 or Bill 43, 2005). For more information on citation formats, see p. 11.

4. Use the drop-down to select the Legislation Type to limit results to either Acts or Regulations.

Browsing

5. Click the Browse link to browse annual statutes sources. This will display the selected annual statutes source followed by the year and then chapter number, and its corresponding title. For instructions on browsing sources, see p. 49.

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Current Statutes

Once a bill has received royal assent and has come into force, it is incorporated into the current consolidated statutes collection. Quicklaw current-consolidated-statutes jurisdictions with Point-in-Time functionality include federal (English and French), Alberta, British Columbia, and Ontario. Other jurisdictions include New Brunswick and Quebec (English and French) as well as Manitoba, Newfoundland and Labrador, the Northwest Territories, Nova Scotia, Prince Edward Island, Saskatchewan, and the Yukon. Note that amendments are incorporated into existing parent acts and are not included individually as acts in the current statutes. To access current statutes, click the Legislation search subtab, which defaults to the Current Consolidations search form. To search, click the Sources drop-down list and select the current statutes source you want (e.g., Ontario Statutes). If you don’t see the source you want to search, see p. 15 for more information.

Entering Search Terms

Enter terms and connectors in the Search terms box. For instructions on entering search terms, see Constructing a Basic Search on p. 22.

Refining Your Search

1. Select a province or territory in which to search (applies only to combined group sources).
2. Enter the title of the act (e.g., Highway Traffic Act).

3. Enter the citation or partial citation of the statute (e.g., c. H.8). For more information on citation formats, see p. 11.

4. Enter the section or article of the statute (e.g., 244.1) in the Provision Number box without the words “section” or “sec”. For subsections, take Criminal Code section 347(6) as an example: simply search for section 347, and then scroll down in the result to find subsection 6. For multiple sections, use the “or” connector (in lowercase letters) to separate the section numbers.

5. Select the type of legislation you are looking for from the drop-down list (e.g., Acts). If you do not specify the type, all will be searched. This is only applicable if searching group sources containing both acts and regulations.

6. Select Current Version (all jurisdictions), All Versions (Point-in-Time sources only), or In Effect (Point-in-Time sources only) to find the version of the act or legislation in force at a specific time. If the source you are searching does not contain Point-in-Time information, the criteria you select will not be included in your search (i.e., your search will retrieve current versions only).

Note: Point-in-Time is available only for federal (English and French), Alberta, B.C., and Ontario statutes sources. The start date for Point-in-Time varies by jurisdiction. Click the icon for detailed information regarding Point-in-Time start dates of the selected source.

7. Once a section is selected and displayed, you can also view current and past versions of the act. From the Document Browse drop-down list, select Versioning to display the list of all versions.

8. Click one of the links in the left-hand panel to display that version.
Editor’s Tables

Some Quicklaw statutes sources contain Editor’s Tables. These list amendments, additions, and repeals with their effective dates, plus authorities for those dates. The Editor’s Table appears after the changed section (in the Ontario statutes sources, the Editor’s Table may appear after a subsection).

The example below is taken from Canada Statutes, Criminal Code, SECTION 4. You may see variations in the appearance or wording in other statutes sources.

```
** Editor’s Table **

For changes prior to Editor’s Tables, please see other sources for in force information.

<table>
<thead>
<tr>
<th>Provision</th>
<th>Changed by</th>
<th>In force</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>2006 c18 s1</td>
<td>2006 May 29</td>
<td>R.A.</td>
</tr>
<tr>
<td>4(a)</td>
<td>1997 c18 s2</td>
<td>1997 Jun 16</td>
<td>31/97-98</td>
</tr>
<tr>
<td>4(b)</td>
<td>1997 c18 s2</td>
<td>1997 Jun 16</td>
<td>31/97-98</td>
</tr>
</tbody>
</table>

R.S.C. 1985, c. C-46, s. 4; R.S.C. 1985, c. 27 (1st Supp.), s. 3; S.C. 1994, c. 44, s. 3; S.C. 1997, c. 18, s. 2; S.C. 2008, c. 18, s. 1.
```

1. **Editor’s Table** — contains information about changes to this section since the last official revision. See the historical note for references to changes that took place prior to the commencement of the Editor’s Table.

2. **Traditional Historical Note** — lists all changes to the section since the last official revision and follows the Editor’s Table in federal and B.C. statutes.

   **Note:** In Ontario statutes, a historical note may appear following the Editor’s Table or at the end of the section. For Ontario statutes that do not have historical notes, check the Amended by line that appears at the top of the statute. If there is no Amended by line, the statute has not been amended.

3. **Changed by** — used to indicate any type of change (e.g., amendment, repeal, enactment, repeal/substitution, or re-enactment).

4. **Authority** — refers to the legislative means that brought the change into force.

Changes to the statutes may be brought into force in any of the following ways:

- By Royal Assent (abbreviated to R.A.)
- By dates prescribed in the act
- By Proclamation, Statutory Instrument, Order in Council, Regulation, or other document printed in the Gazette for the jurisdiction (e.g., Canada Gazette, Ontario Gazette, and Alberta Gazette)

Sections Affected by Amending Statutes

Click the Show Document Segments link to view additional searchable segments. Select the Historical-Note segment and enter the citation of the amending statute (e.g.,
S.O. 2007, c. 15). Current statutes sections affected by the amending statute will be displayed, provided that the amending statute has come into force.

**Browsing**

Click the **Browse** link to browse current statutes sources. This will display the selected statutes source followed by the currency document, any preambles or enactment clauses, headings or subheadings if available, individual sections, and any related provisions. For instructions on browsing sources, see p. 49.
Current Regulations

Full texts of final regulations are included in current regulations sources. They are consolidated and updated with new regulations, amendments, and repeals. Quicklaw current-regulations jurisdictions include federal, New Brunswick, and Quebec (English and French), as well as Alberta, British Columbia, Manitoba, Newfoundland and Labrador, the Northwest Territories, Nova Scotia, Ontario, Prince Edward Island, Saskatchewan, and the Yukon. To access current regulations, click the Legislation search subtab followed by the Current Consolidations link. Click the Sources dropdown list to select the current regulations source you want (e.g., Yukon Regulations). If you don’t see the source you want, see p. 15 for information on adding sources.

Entering Search Terms

Enter terms and connectors in the Search terms box. For instructions on entering search terms, see Constructing a Basic Search on p. 22.

Refining Your Search

1. Select a province or territory in which to search (applies only to combined group sources).
2. Enter the title of the regulation (e.g., Change of Name Regulation).
3. Enter the citation or partial citation of the regulation (e.g., Alta. Reg. 16/2000). For more information on citation formats, see p. 11.
   Note: If you have the legislation citation, using the Find a Document feature is more efficient and cost-effective. See p. 10 for more information.
4. Enter the section or article of the regulation (e.g., 2) without the words “section” or “sec”. For subsections, take section 347(6) as an example: simply search for section 347, and then scroll down in the result to find subsection 6. Note that provision-number searching is only available for federal (English only), Alberta, British Columbia, and Ontario regulations.
Note: For multiple sections, use the “or” connector (in lowercase letters) to separate the section numbers.

**Browsing**

Click the **Browse** link to browse current regulations sources. This will display the selected regulations source followed by the enabling statute, the regulation title, headings and subheadings, and individual sections. For instructions on browsing sources, see p. 49.
Current Rules of Court

Rules of court collections are available for all jurisdictions including Canada (federal courts), all provinces, the Northwest Territories, and the Yukon. English and French collections are available for Canada, Quebec, and New Brunswick. Rules of court issued as regulations can still be located in the corresponding regulations sources. However, the expanded rules of court sources contain rules issued by federal regulation, by provincial or territorial regulation, and by order-in-council. To access current rules of court, click the Legislation search subtab followed by the Current Consolidations link. To search, click the Sources drop-down list and select the rules of court source you want (e.g., Quebec Rules of Court) or click the corresponding Search or Browse link next to the source in My Bookshelf on the Home page. If you don’t see the sources you want to search, see p. 15 to add them.

Entering Search Terms

Enter terms and connectors in the Search terms box. For instructions on entering search terms, see Constructing a Basic Search on p. 22.

Refining Your Search

1. Select a province or territory in which to search (applies only to combined group sources).
2. Enter the title of the rule of court (e.g., Rules of Civil Procedure).
3. Enter the citation or partial citation of the rule (e.g., B.C. Reg. 417/98). For more information on citation formats, see p. 11.

Note: Enter the rule number (e.g., 23) without the words “rule” or “r.”. For subrules, take rule 1.02 (1) as an example: simply search for rule 1.02, and then scroll down in the result to find subrule 1. Provision-number searching is only available for federal (English only), British Columbia, and Ontario rules of court.
For multiple rules, use the “or” connector (in lowercase letters) to separate the rule numbers.

**Browsing**

4. Click the **Browse** link to browse current rules of court sources. This will display the selected rules source followed by the enabling statute (if applicable), the rules of court title, headings and subheadings, and individual sections. For instructions on browsing sources, see p. 49.
Ontario Securities Regulatory Materials

This source contains the full text of the Ontario securities rules, policies, instruments, and notices published in chapters 1 and 5 of the *Ontario Securities Commission Bulletin*. The materials are consolidated and updated with all new rules, policies, instruments, amendments, and repeals incorporated according to the most recent weekly issue of the Bulletin. To access this source, click the **Legislation** search subtab followed by the **Current Consolidations** link. To search, click the **Sources** drop-down list and select **Ontario Securities Commission – Regulatory Materials**. If you don’t see this source, see p. 15 for information on adding sources.

**Entering Search Terms**

Enter search terms in the **Search terms** box. For instructions on entering search terms, see p. 22.

**Refining Your Search**

1. Enter the subcategory (e.g., 1.1 General).
2. Enter the O.S.C. document number. (e.g., 11-201).
3. Enter the section number (e.g., 2).
4. Click the **Show Document Segments** link (shown as Hide) to enter additional searchable segments (see below), then click the **Add to Search** button.

**Searching by Category**

Select the ACT-TITLE segment. Enter the category number or name (e.g., Procedure and Related Matters).

**Searching by Document Title**

Select the LEG-HEADINGS segment. Enter the document title (e.g., Delivery of Documents by Electronic Means).

**Searching by Pre-reformulation Number**

Select the LEGISLATION segment. Enter the pre-reformulation number (e.g., Pre-Reformulation No. + OSC 1.7).

**Searching by Historical Information**

Select the HISTORICAL-NOTE segment. Enter the information (e.g., effective +3 2008).
Repealed Statutes

Repealed statutes sources contain acts as they appeared immediately before their repeal. Acts that are partially repealed remain in the current statutes source until fully repealed. Quicklaw repealed-statutes jurisdictions include federal (English and French), Alberta, British Columbia, and Ontario. To access repealed statutes, click the Legislation search subtab, and then click the All Legislation link in the left-hand panel. To search, click the Sources drop-down list and select the repealed statutes source you want (e.g., British Columbia Repealed Statutes). If you don’t see the source you want to search, see p. 15 for more information.

Entering Search Terms

Enter search terms and connectors in the Search terms box. For instructions on entering search terms, see Constructing a Basic Search on p. 22.

Refining Your Search

1. Select one of Federal, Alberta, British Columbia, or Ontario (applies only to combined group sources).
2. Enter the title of the repealed act (e.g., Immigration Act).
3. Enter the citation or partial citation of the statute (e.g., R.S.C 1985, c. I-2). For more information on citation formats, see p. 11.
4. Click the Show Document Segments link (shown as Hide link) to view additional searchable segments.

Specifying Provision Numbers

5. Select the Provision-Num segment, which will search by provision number. Enter the section or article of the statute (e.g., 244.1) without the words “section” or
“see”. For subsections, take Criminal Code section 347(6) as an example: simply search for section 347, and then scroll down in the result to find subsection 6.

6. Click the Add to Search button.

Finding Repealed Statutes Using the Repealing Statute Citation

Select the Legislation-Num segment to search by repealing statute citation number. Enter the citation (e.g., S.O. 1995, c. 4) and click the Add to Search button.

Finding Repealed Statutes Using the Effective Date of Repeal

Select the Legislation-Num segment to search by effective date of repeal. Enter the repeal date (e.g., June 28, 2002) and click the Add to Search button.

Browsing

If you are unsure of whether an act has been repealed, click the Browse link to browse the repealed statutes source. This will display the selected repealed statutes source followed by the act titles, headings or subheadings, individual sections, and any related provisions. For instructions on browsing sources, see p. 49.
Repealed Regulations

Repealed regulations contain regulations as they appeared immediately before their repeal. Regulations that are partially repealed remain in the current regulations source until fully repealed. Quicklaw repealed-regulations jurisdictions include federal (English and French), Alberta, British Columbia, and Ontario. To access repealed regulations, click the Legislation search subtab, and then click the All Legislation link in the left-hand panel. To search, click the Sources drop-down list and select the repealed regulations source you want. If you don’t see the source you want to search, see p. 15 for more information.

Entering Search Terms

Enter terms and connectors in the Search terms box. For instructions on entering search terms, see Constructing a Basic Search on p. 22.

Refining Your Search

1. Select one of Federal, Alberta, British Columbia, or Ontario (applies only to combined group sources).
2. Enter the title of the repealed regulation (e.g., Cheese-Marketing-Exemptions).
3. Enter the citation or partial citation of the regulation (e.g., R.R.O. 1990, Reg. 749). For more information on citation formats, see p. 11.
4. Click the Show Document Segments link to view additional searchable segments.
Finding Repealed Regulations Using the Repealing/Revoking Regulation Citation

In the Search terms box, enter the term “repealed /s” and the repealing regulation citation number (e.g., *repealed /s SOR /2004-264*) and click the Search button.

Finding Repealed Regulations Using the Effective Date of Repeal

In the Search terms box, enter the term “effective +” and the repeal date (e.g., *effective + June 28, 2002*) and click the Search button.

Browsing

Click the Browse link to browse repealed regulations sources. This will display the source title followed by the headings or subheadings if available, individual sections, and any related provisions. For instructions on browsing sources, see p. 49.
Constitutional Legislation

The Constitutional Acts of Canada source contains 42 acts from the Royal Proclamation of 1763 to the Canada Act, 1982. The source includes a consolidation of the Constitution Act, 1867 (formerly the British North America Act, 1867), and the Constitution Act, 1982, both as amended since their enactments. The Constitution Act, 1982 contains the Canadian Charter of Rights and Freedoms and other provisions, including the procedure for amending the Constitution of Canada. To access the constitutional acts, click the Legislation search subtab followed by the Current Consolidations link. Click the Sources drop-down list and select the Constitutional Acts of Canada source. If you don’t see the source you want to search, see p. 15 for more information.

Entering Search Terms

Enter terms and connectors in the Search terms box. For instructions on entering search terms, see Constructing a Basic Search on p. 22.

Refining Your Search

1. Click the Show Document Segments link (shown as Hide link) to view additional searchable segments. Select the LEG-HEADINGS segment to search by citation number, title or heading. Enter the citation (e.g., Sched! B and “(U.K.) 1982, c. 11”), title (e.g., The Quebec Act), or heading (e.g., Charter) and click the Add to Search button.

Browsing

Click the Browse link to browse the Constitutional Acts source. This will display the source title followed by the headings or subheadings if available, individual sections, and any related provisions. For instructions on browsing sources, see p. 49.
Prior Consolidations

Prior consolidations consist of historical consolidated legislation, containing the full text of revised statutes, as consolidated by the government, with amendments, enactments, and repeals. Consolidations currently cover English federal statutes only. To access prior consolidations, click the Legislation search tab, and then click the All Legislation link in the left-hand panel. To search, click the Sources drop-down list and select Canada Statutes – Prior Consolidations (R.S.C 1970). If you don’t see the source you want to search, see p. 15 for more information.

Entering Search Terms

Enter terms and connectors in the Search terms box. For instructions on entering search terms, see Constructing a Basic Search on p. 22.

Refining Your Search

1. Enter the title of the act (e.g., Canadian Bill of Rights).
2. Enter the citation or partial citation of the statute. (e.g. R.S.C 1970, c. C-5.7). For more information on citation formats, see p. 11.

Browsing

3. Click the Browse link. This will display the source followed by the currency document, any preambles or enactment clauses, headings or subheadings, individual sections, and any related provisions. For instructions on browsing sources, see p. 49.
Viewing and Delivering Entire Legislation

Most legislation on Quicklaw is in section-version format. To print, email, or download entire legislation, you first have to view one section. To deliver the entire legislation:

1. Find and select any section of the legislation (e.g., Criminal Code, section 241).
2. If the View More options window is not displayed in the top right-hand corner of the section, select Show Document Options from the View list.
3. From the View More list, click the title of the legislation (e.g., Criminal Code). The screen will refresh and display the full act. This may take several minutes depending on the size of the act.
4. Click the print, email, or download icon to open a delivery options window.
5. Click the Current to… link to view details about the currency and exclusions regarding the selected source contents.
6. Select Full from the Document View drop-down list.
7. Click the Print (or Send or Download if chosen in Step 4) button.

Note: Viewing and delivering legislation is charged as a legislation search. To return to the prior selected section, click the last link in the bread-crumb trail. To return to your original results, select Back to Original Results from the Next Steps drop-down list, then click the Go button. For more information on navigating, see p.39.
Noting Up the Law

QuickCITE® Case Citator

The QuickCITE Case Citator allows you to validate the authority of your cases, and provides the comprehensive case history and treatment coverage necessary to assess case strength. It is also a research tool to help you find additional case law relevant to your issue. The QuickCITE Case Citator contains case information such as Quicklaw and parallel citations, case history, lists of subsequent citing cases, links to commentary referring to the case, and judicial treatments in citing cases.

The QuickCITE Case Citator permits you to:

- Determine the prior and subsequent history of a particular case, if the courts have provided this information in an unequivocal manner
- Find all instances where a case has been cited by other cases
- Determine what sort of judicial treatment the cited case receives from the citing cases
- Determine the parallel (or alternate) citations for other law reports that published the case

Scope of Coverage:

- All Supreme Court of Canada cases
- All Canadian cases appealed from Canada to the Judicial Committee of the Privy Council (U.K.) from 1867 to 1959, when such appeals ceased
- Over 350,000 full-text Canadian cases published in printed law reports since 1800
- Over 480,000 decisions reported in the All LexisNexis Canadian Judgments source, 100,000 of which pre-date 1993
- More than 380,000 board and tribunal decisions reported on Quicklaw — board and tribunal decisions are cited only when judicially considered by a court
- Over 225,000 digest and electronic citations added as parallels
Noting Up a Case

If you know the citation of the case, you can quickly note it up using the Find a Document feature under the Home search subtab.

1. In the Note up with QuickCITE box, enter the citation.
2. Click the Go button next to your citation.

Alternatively, if you have located a case you wish to note up, there are two methods to access the case citator record:

1. Click the Note up with QuickCITE link, or
2. Click the QuickCITE Case Citator treatment icon.

Alternatively, you can use the QuickCITE Case Citator search form found in the left-hand panel of the Court Cases subtab.
Searching Using the *QuickCITE* Case Citator

To search cases using *QuickCITE* Case Citator, click the Court Cases subtab, and then click the *QuickCITE*® Case Citator link in the left-hand panel.

1. Construct a search using connectors to show the relationship between terms. Click the View connectors... link for information on search string construction.

   **Remember:** Only terms contained in *QuickCITE* Case Citator records will be searched, not terms in the full text of the decisions cited.

2. Enter text to search for *QuickCITE* Case Citator records containing these terms in the case name segment of the document (e.g., to find Smith *v.* Jones, enter Smith AND Jones). Entering Smith *v.* Jones will only retrieve the case if the style of cause is written in this exact fashion.

3. Enter the case citation. For partial citations, use terms and connectors between the parts of the citation (e.g., if your citation is [2007] 3 S.C.R. 108 and you are missing the volume number, you may search 2007 +2 S.C.R. 108).

4. Select a Jurisdiction to limit results to federal and/or individual provincial OR territorial courts, and the associated Court to further narrow your results.

5. Click the Search button.

Searching for Citing Cases

6. Click the Show Document Segments link. Select the TREATMENT segment and enter the case name and/or citation from the citing cases (e.g., Morgentaler or [1988] S.C.J. No. 1). Click the Add to Search button to add the search string.

   **Note:** You can save search costs by entering multiple citations separated by the or connector rather than noting up individual citations separately.
QuickCITE® Case Citator Results

The QuickCITE Case Citator record contains information such as parallel citations, case history, subsequent citing cases, and the judicial treatments in those citing cases. Use the scroll bar on the right-hand side to view the different sections of the record.

Parallel citations are shown just below the name of the case. Parallel citations are citations that this case has been given by other publishers.

1. Case Histories — This section displays previous or subsequent proceedings related to the primary case. Possible case history annotations associated with the case appear to the left of the case name and are defined below:
• **Abandoned** — The appeal is withdrawn by one or both parties, or by the court for failure to actively pursue the appeal.

• **Abated** — The issue has become moot, for example, when one of the parties dies.

• **Affirmed** — The appeal is dismissed, whether or not the decision of the court below is expressly affirmed. If the court of the citing case is evenly divided, the appeal is treated as dismissed.

• **Judicial Review Allowed** — The court grants an application for relief from an administrative decision.

• **Judicial Review Denied** — The court refuses an application for relief from an administrative decision.

• **Leave to Appeal Granted** — The citing decision allows leave to appeal.

• **Leave to Appeal Refused** — The citing decision refuses leave to appeal.

• **Reconsideration Allowed** — The court or board grants a request to amend or reverse its original decision.

• **Reconsideration Denied** — The court or board refuses a request to amend or reverse its original decision.

• **Related Proceeding** — The citing decision refers to an earlier proceeding arising out of the same facts and involving the same parties.

• **Reversed** — The appeal is allowed and the decision of the court below reversed, whether or not the matter is sent back for further adjudication.

• **Supplementary Reasons** — The citing decision arises from issues raised in the initial decision, such as costs, sentencing, damages, or further liability. They will often be contained in a corrigendum or an addendum.

• **Varied** — Some alteration is made in the decision of the court below without completely rejecting it. The lower court decision is affirmed or reversed in part.

• **Same Case As** — A history relationship exists with a subsequent case.

• **Quashed** — The reviewing court sets aside a decision of a lower court on the basis that the lower court had no jurisdiction to decide the matter (also used where a warrant for committal in a criminal case is quashed or vacated).

2. **Summary of Judicial Considerations** — This section summarizes all judicial considerations in other cases, along with the number of references to their right.

3. **Citing Cases** — This section displays multiple columns summarizing the decisions that have considered the primary case, displayed by newest cases first. You can also search within the displayed citing cases. Enter your search terms in the **Search within Citing Cases** box and click the **Go** button. Clear your search terms by clicking the **Clear Search Terms** button.
Courts are listed in the following order: Judicial Committee of the Privy Council (U.K.), Supreme Court of Canada, Federal Court of Appeal, Federal Court Trial Division, Exchequer Court, Tax Court of Canada, provincial and territorial courts alphabetically by province or territory, followed by court of appeal and lower courts. Within the same decision date, cases with strongest treatment appear first.

- If you wish to display only cases from a certain jurisdiction or court, or cases which have treated your case in a certain way, choose a Filter By option such as Jurisdiction, Treatment (Negative or Positive only, etc.), and Court.
- Choose a Sort By option from the drop-down list to change the default order of the list (e.g., Court (Hierarchical) or Annotation (Negative First)).

4. Annotations of Case Treatments — This column displays annotations for how the citing case treated the primary case. Possible case treatments associated with the case appear to the left of the case name and are defined as follows:
  - Distinguished — The cited case is held to be inapplicable due to a difference in fact or law.
  - Explained — The citing case adds to, expands upon, or interprets cited case. The cited case is not decisive, but is given some kind of consideration.
  - Followed — The citing case in a majority or plurality opinion applies a principle of law from the cited case. The judge expressly relies on the cited case as a precedent on which to base a decision.
  - Followed in Minority Opinion — The citing case, in an opinion other than a majority, plurality, or dissent, applies a principle of law from the cited case.
  - Cited — The case appears in the judgment and may contain a more substantive treatment. Court cases, except child protection cases from the Court of Québec, will be processed with within 72 hours, reflecting the more substantive treatment.
  - Cited in Dissenting Opinion — The case is cited in a dissenting opinion.
  - Mentioned — The citing case provides no more information about the cited case than what is available in the cited case itself.
  - Not Followed — The citing case overrules or refuses to apply the cited case for some reason other than it was distinguishable.
  - Questioned — The citing case criticizes the conclusion or reasoning of the cited case, without refusing to follow it. Alternatively, legislation in force at the time the cited case was decided has been amended to the extent that the cited case might have been decided differently under the amended legislation.

5. Citations — Click one of the Citations links to view full texts of citing cases. Links listing a Locus Para will link to that paragraph reference within the citing case. Locus Page numbers reference the page within the print text of the decision.
6. **Case Treatment Indicators** — A case treatment indicator is a coloured symbol indicating the overall judicial treatment that the case has received from subsequent citing cases. Clicking the indicator in the same row as the case will link to that corresponding QuickCITE case citator record.

- **Negative Treatment Icon** — The case has negative history (judicial review allowed, reconsideration allowed, reversed, quashed, or varied by a higher court) or negative treatments (not followed or questioned by a subsequent court).
- **Cautionary Treatment Icon** — The case has been distinguished by a subsequent court.
- **Positive Treatment Icon** — The case has positive history (affirmed, judicial review denied, or leave to appeal refused by a higher court) or positive treatments (followed or followed in a minority opinion of a subsequent court).
- **Neutral Treatment Icon/History Treatment Icon** — The case has neutral treatments (mentioned, explained, cited or cited in a dissenting opinion); or the case has history (abandoned, abated, leave to appeal granted, reconsideration denied, related proceeding, same case, or supplementary reasons by a subsequent court), but the citing court does not comment on the case. This symbol is also attached to cases that have been added to Quicklaw within the past three business days, but have not yet been given a QuickCITE treatment.
- **Citator Information Icon** — The case has no known history or treatments. Click this link to view more information about a citation.

7. **Commentary Referring to This Case** — This section will appear last in QuickCITE records where commentary articles exist that refer to the case. The commentary title, citation, and source appear in separate columns. To view a specific commentary entry, click the corresponding link in the Citation column.

### Cases with Large Citator Records

Cases with sizeable numbers of citing case references will display in multiple parts. Clicking any of these parts will display the warning message shown. Click the OK button to continue viewing the selected part of the citator record.
Keyword Searching Lists of Citing Cases

In addition to searching for case validations from the QuickCITE search form, you can also search by citing cases using the Basic Search form under the Home search subtab. This method will allow you to search for a keyword or phrase within all citing cases.

1. In the Search terms box, enter case-ref(citation) and search terms.
2. From the Sources area, click the Cases checkbox.
3. Click the Search button.

Note: The citation used may be any one of the parallel citations for a case. See page 11 for more information about parallel citations.

Example:

This may be case-ref(20ccel3d24) and vicarious liability

You can also search for Commentary content by removing the case-ref restriction and clicking the Commentary checkbox instead of, or in addition to, the Cases checkbox:

Example: 20ccel3d24 and vicarious liability

Tip: Use the Results Panel options to filter your results list of citing cases, and the View/Sort drop-downs and Narrow Search box to extract the most relevant cases.
**QuickCITE® Legislation Citator**

QuickCITE Legislation Citator records contain the summary of judicial considerations, along with treatment, pinpoint reference, case name, citation, court, date, and signal information. You can link to the full text of the cases within the records or to the current section version of the statute or regulation in English and French where available.

**The QuickCITE Legislation Citator permits you:**

- To confirm the authority of statutes or regulations
- To find a way into case law dealing with legislation of interest
- To determine what sort of judicial treatment the cited legislation receives from the citing cases

**Scope of Coverage:**

- Federal and provincial statutory references from the last revisions, cited in case law decided since 1992 (since 1980 for Quebec)
- Constitutional statutes cited in case law since 1992
- Regulation references for the following jurisdictions: Alberta, Ontario, Manitoba, Prince Edward Island, Saskatchewan, Newfoundland and Labrador
- English and French where available

**Noting Up Legislation**

If you know the citation, you can quickly note up the statute or regulation using the **Find a Document** feature under the **Home** search subtab.

1. Enter a citation in the Note up with QuickCITE text box. All records will be displayed if no section is entered.
2. Click the **Go** button.

Alternatively, there are two methods to access the citator record from the statute or regulation:

1. Click the **Note Up with QuickCITE** link, or
2. Click the QuickCITE Legislation Citator icon.
Searching Using the QuickCITE Legislation Citator

To access the QuickCITE Legislation Citator, click the Legislation subtab and then click the QuickCITE® Legislation Citator link in the left-hand panel.

1. Enter search terms, using connectors if entering multiple terms (e.g., unconstitutional). **Note:** Only terms contained in QuickCITE Legislation Citator records will be searched, not terms in the full text of the legislation.

2. Select a Jurisdiction to limit results to federal and/or individual provincial or territorial jurisdictions where the statute was enacted.

3. Enter the Legislation title(e.g., Highway Traffic Act).

4. Enter the Citation of the legislation you are searching for (e.g., R.S.O. 1990, c. H.8). For more information on citation formats, see p. 11.

5. Enter the Legislation Section/Article (e.g., 244.1). Do not search for the subsection (e.g., for Criminal Code s. 347(6), enter 347 and scroll to subsection 6).

6. Select the Legislation type to restrict results to Acts or Regulations

7. Click the Search button.

Searching for Citing Cases by Case Name

Click the Show Document Segments link. Select the CASE-NAME segment and enter search terms from the case name of the citing case (e.g., Morgentaler). Click the Add to Search button to add the search string.

Searching for Citing Cases by Citation

Click the Show Document Segments link. Select the CITATIONS segment and enter the citing case citation (e.g., [1993] 1 S.C.R. 554). Click the Add to Search button.

Searching for Citing Cases by Date

To search by date, enter the date preceded by numerical operators (=/</> and the word DATE in the Search terms box (e.g., DATE = (August 2006)). See the box to the right for valid formats.
QuickCITE® Legislation Citator Results

The QuickCITE Legislation Citator contains information such as the legislation title (English and French where available), the specific section, the full citation, the summary of judicial considerations, citing cases, along with treatment, pinpoint reference, case name, citation, court, date, and signal information. Use the scroll bar on the right-hand side to view the different sections of the record.

1. Full Text of Legislation Section — This section displays the title of the section and any links to the full text of the legislation. You can choose from English or French versions where available.

2. Summary of Judicial Considerations — This section summarizes all judicial considerations of the legislation section in cases, along with the number of references listed to the right.

3. Citing Cases — This section displays multiple columns summarizing the decisions that have considered the legislation section. The cases are displayed by newest cases first.

Courts are listed in the following order: Judicial Committee of the Privy Council (U.K.), Supreme Court of Canada, Federal Court of Appeal, Federal Court Trial Division, Exchequer Court, Tax Court of Canada, provincial and territorial courts alphabetically by province or territory, followed by court of appeal and lower courts. Within the same decision date, cases with the strongest treatment appear first.
• To display cases from one jurisdiction or court, use Filter By Jurisdiction or Court.
• Choose a Sort By option from the drop-down list to change the order of the list (e.g., Pinpoint Reference, Court (Hierarchical), or Treatment (Negative First)). This can also be useful to reorder list by section and subsection (e.g., 3(2), 3(3)(i) etc).

<table>
<thead>
<tr>
<th>Treatment/Reference</th>
<th>Case Name/Initiale de la case</th>
<th>Citations/Referances Juridictionnelles</th>
<th>Court/Tribunal</th>
<th>Date</th>
<th>Signal/Code signal</th>
</tr>
</thead>
</table>
history (abandoned, abated, leave to appeal granted, reconsideration denied, related proceeding, same case, or supplementary reasons by a subsequent court), but the citing court does not comment on the case. This symbol is also attached to cases that have been added to Quicklaw within the past three business days, but have not yet been assigned a QuickCITE treatment.

**Citator Information Icon** — The case has no known history or treatments. Click this link to view more information about a citation.
Noting Up Cases & Legislation Outside QuickCITE Scope

Sometimes cases or legislation you wish to note up are outside the scope of QuickCITE (e.g., decisions from outside Canada; certain administrative tribunal decisions). To note up a case outside the scope of the QuickCITE Case Citator, select the appropriate case law source and enter keywords from the case name as your search terms. Do not search within the QuickCITE source. Selecting more general sources will result in comprehensive results. Enter your search terms or citation in the Search terms box.

Case Examples:

Search for Canadian cases that have cited the U.S. Supreme Court case *Miranda v. Arizona*, (384 U.S. 436):
Source: All Canadian Court Cases
Search terms: miranda +5 arizona

Source: All Canadian Court Cases
Search terms: anns +5 merton

Search for Canadian tribunal decisions that have cited the tribunal decision, *Molson Breweries v. The Swan Brewery Co. Ltd.* [1994] T.M.O.B. no. 254; 58 C.P.R. (3d) 303:
Source: Canada Trade Marks Opposition Board Decisions
Search terms: molson +5 swan

Any cases containing references to the case as well as the case itself will be displayed.

To find legislation that has been judicially considered:

1. Select a case law source that is likely to contain cases that consider the legislation (e.g., to search for cases that judicially consider an Alberta statute, select a source such as Alberta Judgments). To search for cases that judicially consider a federal statute, select a national coverage source such as All Canadian Court Cases.
2. Enter the title of the legislation. You may wish to include acronyms (e.g., *Canada Business Corporations Act OR CBCA*).
3. If you wish to search for a particular section number, use a proximity connector of at least /20 between the title of the act and the section number (e.g., *Canada Business Corporations Act OR CBCA /20 143*).

Note: Avoid using the following words or abbreviations: section, s., sec. They may or may not appear in the case. You may also search for single letters and numbers, but you should put them in quotation marks (e.g., “241(1)(a)(iii)”).
Legislation Examples:

**Section Number and SPECIFIC Subsections**
- rules of civil procedure OR rule /5 “20.06(1)”

**Section Number WITH Subsections (Not Including Decimalized Sections):**
- Youth Criminal Justice Act /20 “42”

**Section Number AND/OR Decimalized Section Number WITH Subsections:**
- Young Offenders Act /20 “45.1!”

**Decimalized Sections within a Range (Including Their Subsections), but NOT the Section Number WITHOUT the Decimalized Section:**
- Young Offenders Act /20 “44!” AND NOT Young Offenders Act /20 “44”

**Note:** The last search will eliminate documents that mention these sections and, therefore, may eliminate desirable documents.

**Note:** Quotation marks around the section number are only technically required when searching for a specific subsection that includes brackets.
Drafting Tools

Forms

The Canadian Forms & Precedents (CF&P) series contains selected court forms, solicitors’ forms, and customizable precedents. From here you can quickly locate and print forms and guidelines for essential legal drafting. To access the CF&P sources, click the Forms subtab (if included in your Quicklaw subscription) and select the forms source you want from the Sources drop-down list.

Entering Search Terms

For instructions on entering search terms, see Constructing a Basic Search on p. 22.

Refining Your Search

1. Enter a Form number from within the CF&P source you have selected (e.g., 4F5), and/or
2. Enter the Form title (e.g., Statement of Defence of Mortgagee).
3. Click the Show Document Segments link to view additional searchable segments such as the HEADINGS segment, which will search by keywords in the document heading (e.g., Checklist and Due Diligence).

Browsing

4. To browse the contents of the selected CF&P source, click the Browse link. You can expand and collapse the hierarchy to see the available commentary, checklists, forms, or precedents within the selected CF&P source. Click the document you wish to view.
Completing Forms & Precedents

Once you are viewing a document, you can view or save it in formats like Microsoft® Word or Adobe® PDF, where available. Depending on the option and format chosen, you can then fill in, save, or print the document (PDF forms can only be filled in with Adobe software products that support this feature). To complete forms or precedents:

1. Click an alternative format icon (i.e., Word or PDF).
2. Click the Save button from the File Download dialog box. Select a folder and name for your file. Depending on the type and format of the document, you can fill it out, print it, edit it, save it, and/or email it. For instructions on saving documents and forms for printing, editing, and completing, see Document Delivery on p.135.

Tip: Save the revised form under a different document name or location to avoid overwriting the original saved form. If using Microsoft® Word documents, use the F11 key to navigate to the next customizable field. Use Shift+F11 to navigate back to previous fields. For PDF documents, use the Tab key or Shift+Tab to navigate between fields. Click the Highlight Fields button if available to view customizable fields.
Searching International Secondary Materials

If they aren’t already included with your subscription, international sources can be added to your Quicklaw subscription. Please contact your Account Executive for more information. Note that international materials are not created by LexisNexis Canada and, therefore, may not include the same segment and/or field searching functionality as Canadian sources.

Halsbury’s® Laws of England

*Halsbury’s Laws of England* is a definitive encyclopedic treatise and comprehensive narrative statement on the laws of England. It contains law derived from every source, written by or in consultation with leading practitioners and academics, to ensure readers benefit from a wealth of knowledge and experience. It includes restatements of the common law with remarks to the relevant judicial authority and the statutory law, which has, in many cases, codified, modified, or supplemented common law. As each volume is reissued in hard copy, the text is replaced with the new reissue text. To access *Halsbury’s Laws of England*, click the Commentary subtab and then the International Commentary link in the left-hand panel. From the Sources drop-down list, select the Halsbury’s Laws of England source. To add this source, see p. 15 for more information.

Entering Search Terms

1. Enter terms and connectors in the **Search terms** box. For instructions on entering search terms, see Constructing a Basic Search on p. 22.

2. Click the **Show Document Segments** link (shown as **Hide** link) to view additional searchable segments detailed below.

Searching by Headings

Select the HEADINGS segment to search by headings in a *Halsbury’s Laws of England* document (e.g., **wrongful or unfair /1 dismissal**) and click the **Add to Search** button.
Searching by Case Citation
Select the CASE-REFERENCES segment to search by case references in full or partial citation format (e.g., [1932] AC 562) and click the Add to Search button.

Searching by Act Title or Statutory Instrument Citation
Select the LEG-REFERENCES segment to search by legislation references (e.g., human rights act) and click the Add to Search button. For statutory instruments, enter the full or partial citation (e.g., SI 2008/653).

Searching by Paragraph
Select the PARA-NUMBER segment to search by paragraph number (e.g., 627) and click the Add to Search button.

Searching by Case Name
Select the FOOTNOTES segment to search by case name (e.g., Donoghue /2 Stevenson) and click the Add to Search button.

Browsing
3. To browse the contents of Halsbury’s Laws of England, click the Browse link. For instructions on browsing sources, see p. 49.
JurisClasseur

The LexisNexis® JurisClasseur topical encyclopedias are widely used in France and across Europe. They give you access to the full depth and breadth of the JurisClasseur collections via a powerful, fast, and simple search tool. To access JurisClasseur, click the **International** subtab and then the **International Commentary** link in the left-hand panel.

**Entering Search Terms**

1. From the Sources drop-down list, select a JurisClasseur source. To add the source you want, see p. 15 for more information. **Note:** In the Find a Source search box, enter “JCL” rather than JurisClasseur to list all JurisClasseur sources.

2. Enter terms and connectors in the **Search terms** box. As this is a French product, search terms must be entered in French. For instructions on entering search terms, see Constructing a Basic Search on p. 22.

**Browsing**

3. To browse the contents of JurisClasseur sources, click the **Browse** link. For instructions on browsing sources, see p. 49.
International Journals

The international journal and law review sources consist of hundreds of online texts, journals, articles, and newsletters. Individual and combined group sources originate from various countries, with the majority being from Australia, the United Kingdom, and the United States. They allow you to research specialized international scholarly topics and issues, and gain guidance and context into most areas of law. To search journals and law reviews, click the International subtab, followed by the International Journals link in the left-hand panel, and then select the source you want from the Sources drop-down list. To add the source you want, see p. 15 for more information on selecting sources.

Entering Search Terms

For instructions on entering search terms, see Constructing a Basic Search on p. 22.

Refining Your Search

1. Enter an article title (e.g., Presidential Administration), and/or
2. Enter an article citation (e.g., 114 Harv. L. Rev. 2245).
3. Click the Show Document Segments link (shown as Hide link) to view additional searchable segments detailed below.

Searching by Author Name

Select the NAME segment in the segment drop-down list, enter the author’s name in (e.g., Kagan), and click the Add to Search button.
Searching by Journal Title

Select the PUB-TITLE or COPYRIGHT segment (or both using the OR connector) in the segment drop-down list, enter the journal title (e.g., Harvard Law Review), and click the Add to Search button.

Searching by Year

Select the DATE segment in the segment drop-down list, enter the year preceded by a numerical operator (e.g., =July 2008), and click the Add to Search button.

Browsing

4. Click the Browse link to browse the international journal sources where available. For instructions on browsing sources, see p. 49.

Note: The hierarchy feature for browsing content is only available for select individual international journals.
# International Digests

International digests are concise collections of current and significant case summaries. These topical current awareness sources allow you to focus your search to locate relevant cases from other countries. Summary sources include the Australian Current Law series, Butterworths Current Law (New Zealand), and Scottish Case Digests. To search international digests, click the **International** subtab followed by the **International Cases** link and select the international summary source you want from the **Sources** drop-down list. To add the source you want, see p. 15 for more information on selecting sources.

## Entering Search Terms

For instructions on entering search terms, see Constructing a Basic Search on p. 22.

## Refining Your Search

1. Enter the case name if you know the specific case (e.g., *Jones*).
2. Enter the citation if you know the number of that specific case.
3. Search by keywords that would only appear within the summary of the case (e.g., *damage /5 pay!*).
4. Search by a particular court in which the case was heard (e.g., *Supreme Court*).
5. Find cases heard by a particular *Judge, Panel, or Arbitrator* (e.g., *Murray*).
6. Click the **Show Document Segments** link (shown as the **Hide** link) to view additional searchable segments detailed on the next page.
### Searching by Keywords in Headnotes

Select the **CATCHWORDS** segment in the **segment** drop-down list, enter keywords to search in the case headnotes (e.g., `public /2 trustee`), and click the **Add to Search** button.

### Searching by Date

Select the **DATE-OF-DECISION** segment in the **segment** drop-down list, enter the date preceded by a numerical operator (e.g. `>1990`), and click the **Add to Search** button.

### Browsing

7. Click the **Browse** link to browse the international journal sources. For instructions on browsing sources, see p. 49.

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<tr>
<th>Quick Search</th>
<th>Search</th>
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<tr>
<td>☐ Search on selected items only</td>
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<td>☐ All</td>
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<td>☐ 1 Aust Current Law - Reporter</td>
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<td>☐ 8 August</td>
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<td>☐ 010 — ADMINISTRATIVE LAW</td>
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<td>☐ 077 — CITIZENSHIP AND MIGRATION</td>
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<td>☐ 77 COMMONWEALTH</td>
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<td>☐ [77 FC] SZHKA v Minister for Immigration and Citizenship</td>
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<td>☐ 130 — CRIMINAL LAW</td>
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<td>☐ 450 — WORKERS’ COMPENSATION</td>
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<td>☐ 7 August</td>
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<td>☐ 6 August</td>
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</table>
Searching International Primary Materials

International primary materials include both case law and legislation sources. Court cases may be divided by topic, court, geographic location, and reporter series. Legislation sources may be classified by geographic location, legislation type, and by version (current and repealed). Content includes cases and legislation sources from the United States, United Kingdom, Australia, New Zealand, and France. **Note:** Non-Canadian content is provided by other LexisNexis business units that may structure content and segments differently. As a result, segment searches may retrieve different data than Canadian source segments would. Please use the **Search terms** box if you are unsure about specific segment searches or if segment searches are unsuccessful.

International Cases

Selected international case summaries may be included above the full-text case. U.S. case law sources are divided by court, state, and topic, and include the Federal & State Cases combined source. U.K. case law sources include the Lloyd’s Law Reports and All England Law Report series, the ICLR report series, and the Butterworths topical case collections. Australian case law sources include the Australian Law Report series, the Unreported Judgments series, and topical report series. New Zealand sources include New Zealand Case Law, New Zealand Law Reports, and New Zealand Unreported Judgments. For cases from France, see p. 112 for more information. To search international case sources, click the **International** subtab, followed by the **International Cases** link in the left-hand panel.

Entering Search Terms

For instructions on entering search terms, see Constructing a Basic Search on p. 22.
Refining Your Search

1. Enter the case name if you know the specific case (e.g., Kennedy and Spratt).
2. Enter the citation if you know the specific case citation (e.g., [2007] 4 All ER 1047).
3. Select a date parameter from the drop-down list provided and enter your date restrictions. For more information on adding a date restriction, see p. 28.
4. Search by keywords that would appear within the summary of the case (e.g., negligent).
5. Search by a particular court in which the case was heard (e.g., House of Lords).
6. Find cases heard by a particular Judge, Panel, or Arbitrator (e.g., Hoffmann).
7. Click the Show Document Segments link to view additional searchable segments.

Browsing

8. Click the Browse link to browse select international case law sources (not all international sources are browsable). For instructions on browsing sources, see p. 49.
Jurisprudence

France’s Jurisprudence features summaries attached to full-text decisions. To search the Jurisprudence civil case source, click the International subtab and then the International Cases (Civil Law) link in the left-hand panel.

Entering Search Terms

As this is a French product, search terms must be entered in French. For instructions on entering search terms, see Constructing a Basic Search on p. 22.

Refining Your Search

1. Select a date parameter from the drop-down list provided and enter your date restrictions. For more information on adding a date restriction, see p. 28.

2. Enter the citation if you know the specific case citation without the N° label (e.g., 07-16.605).

3. Click the Show Document Segments link to view additional searchable segments.
International Legislation (Common Law)

International common law includes selected legislative sources from the United States, United Kingdom, Australia, and New Zealand. Sources are classified by annual statutes, bills, constitutional legislation, current consolidations, current delegated legislation, rules of court, and repealed legislation. To access the search form, click the International subtab, then the International Legislation (Common Law) link in the left-hand panel. Select the source you want from the Sources drop-down list. To add the source you want, see p. 15 for more information on selecting and browsing sources.

Entering Search Terms

For instructions on entering search terms, see Constructing a Basic Search on p. 22.

Refining Your Search

1. Enter keywords from the legislation title (e.g., Safety).
2. Enter the partial or full citation of the legislation. Note that this feature may not be available for searching in all sources.
3. Enter the legislation section or article number (e.g., 56).
4. Click the Show Document Segments link to view additional searchable segments.

Browsing

5. Click the Browse link to browse the international legislation sources. For instructions on browsing sources, see p. 49.
Codes et Lois

The Codes et Lois source includes official codes, principal texts of internal law, and treaties and agreements ratified by France, available in French only. Selecting the Codes et Lois source from the Source Directory will take you to the International Legislation (Civil Law) search form. You can also access the form by clicking the International subtab and then on the International Legislation (Civil Law) link in the left-hand panel. To add this source, see p. 15 for more information on selecting sources.

Entering Search Terms

For instructions on entering search terms, see Constructing a Basic Search on p. 22.

Refining Your Search

1. Enter keywords from the legislation title (e.g., code de la santé publique).
2. Enter the provision number of the legislation (e.g., 3).
Noting Up International Law

International case citators allow you to validate the authority of international cases, and provide case history and treatment coverage. They also help you locate additional cases relevant to your search. For U.S. cases, select Shepard’s® Citations. For U.K. cases, select CaseSearch. For Australian cases, select the CaseBase Cases case citator. For New Zealand, select the New Zealand Case Citator. These citators contain case information such as citations, case history, lists of subsequent citing cases, and the judicial treatments in those citing cases.

Shepard’s Citations

The Shepard’s® Citations Service is the premier case citation service to validate your U.S. research. You can Shepardize a U.S. case in one of two places:

Home Subtab

1. Click the Home subtab.
2. Enter the case citation.
3. Click the Go button.

International Subtab

1. Click the Shepard’s Citations link in the left-hand panel of the International subtab.
2. Enter the case citation. Click the Citation Formats link to see valid citation entries.
3. Click the Check button.

* Signal Legend:
   - Warning: Negative treatment is indicated
   - Questioned: Validity is questioned by citing references
   - Caution: Possible negative treatment
   - Positive treatment is indicated
   - Citing references with analysis is available
   - Citation information is available
* Click any Shepard’s editorial treatment code (e.g., distinguished, questioned) to view its definition.
Refining Your Search

4. Select options from the **Restrict By** drop-down list to refine your search.
5. Choose the **Narrow-Restrict by** option, then click the checkboxes to limit criteria by treatment, jurisdiction, and headnotes.
6. Select a date range from the drop-down list.
7. Enter search terms in the **Narrow Search Terms** box.
8. Click the **Apply** button to refine your search.
CaseSearch U.K. Case Citator

The CaseSearch citator source is a comprehensive case citator for U.K. cases from medieval times to the present, and is updated daily. The citator features colour-coded signals to indicate current status of cases (see p. 92 for signal information), with sections for case history, cases referring to, and cases considered by a given case. It also includes a summary in the Catchwords and Digest section below the citator record. To access the CaseSearch citator, click the International subtab, followed by the International Cases link in the left-hand panel. Select CaseSearch from the Sources drop-down list. To add this source, see p. 15 for more information on selecting sources.

Entering Search Terms

For instructions on entering search terms, see Constructing a Basic Search on p. 22.

Refining Your Search

1. Enter the case name if you know the specific case (e.g., Donoghue and Stevenson), and/or
2. Enter the citation if you know the specific case citation (e.g., [1932] All ER Rep 1).
3. Select a date parameter from the drop-down list provided and enter your date restrictions. For more information on adding a date restriction, see p. 28.
4. Search by keywords that would only appear within the summary of the case (e.g., duty of care).
5. Search by a particular court in which the case was heard (e.g., House of Lords).
6. Find cases heard by a particular Judge, Panel, or Arbitrator (e.g., Hoffmann).
7. Click the Show Document Segments link to view additional searchable segments.
CaseSearch Results

After searching for CaseSearch cases, clicking a case name link will bring up the case and its citation, along with different sections:

1. The Case History will display the annotations, case, citation, court, date and signal of treatment.

2. The Catchwords & Digest section will contain the case summary preceded by the indexed keywords.

In cases that are in the process of appeal, the Appeal Tracker button will appear above the case name.

4. Clicking on the button will load the last section of the record which lists the date and notes of the current appeal progress.
CaseBase Australian Case Citator

The CaseBase Cases citator contains over 410,000 case entries from more than 60 Australian and overseas report series, as well as unreported decisions of major Australian courts. The citator features colour-coded signals (see p. 92 for signal information) to indicate the current status of cases, with sections for case history, cases and journal articles referring to, and cases and legislations considered by a given case. It also includes a summary in the Catchwords and Digest section and definitions in the Words & Phrases section below the citator record. To access the CaseBase Cases citator, click the International subtab, followed by the International Cases link in the left-hand panel. Select CaseBase Cases from the Sources drop-down list. To add this source, see p. 15 for more information on selecting sources.

Entering Search Terms

For instructions on entering search terms, see Constructing a Basic Search on p. 22.

Refining Your Search

1. Enter the full or partial case name if you know the specific case (e.g., Mabo), and/or
2. Enter the specific case citation (e.g., (1992) 107 ALR 1).
3. Select a date parameter from the drop-down list provided and enter your date restrictions. For more information on adding a date restriction, see p. 28.
4. Search by keywords that would only appear within the summary of the case (e.g., Aboriginal or Native).
5. Search by the court code where the case was heard (e.g., HCA or FCA).
6. Find cases heard by a particular Judge, Panel, or Arbitrator (e.g., Mason).
7. Click the Show document segments link to view additional searchable segments.

Searching Defined Terms

Select the WORDPHRASEGRP segment in the segment drop-down list and enter terms to find terms (e.g., person) defined in the full text of a case in the CaseBase citator record, then click the Add to Search button.
New Zealand Case Citator

The New Zealand Case Citator is the only comprehensive citator of New Zealand reported cases available tracing the history and subsequent treatment of cases dating back to 1847 to the present. The citator displays treatment abbreviations in the citator record to indicate the status of cases (if a case has not been cited, [Not considered] will appear next to the case name). Also included are key terms in a summary section and definitions in the Words & Phrases section below the citator record. To access the New Zealand Case Citator, click the International subtab, followed by the International Cases link in the left-hand panel. Select New Zealand Case Citator from the Sources drop-down list. To add this source, see p. 15 for more information on selecting sources.

Entering Search Terms

For instructions on entering search terms, see Constructing a Basic Search on p. 22.

Refining Your Search

1. Enter the full or partial case name if you know the specific case (e.g., Smyth).
2. Enter the full or partial citation of the case (e.g., GLR).
3. Search by keywords that would only appear within the summary of the case (e.g., accident).
4. Click the Show document segments link to view additional searchable segments.

Case Treatment Abbreviations

- Adpt – adopted
- Affm – affirmed
- Alld – allowed
- Apld – applied
- Apvd – approved
- Cnsd – considered
- Crtsd – criticised
- Dbtd – doubted
- Dcsd – discussed
- Dsagd – disagreed
- Dsapvd – disapproved
- Dstd – distinguished
- Expd – explained
- Ext – extended
- Flld – followed
- Mntd – mentioned
- Nt […] – not […]
- Ntd In – noted in
- Ovrld – overruled
- Qstd – questioned
- Refd – referred to
- Rvsd – reversed
Australian & New Zealand Citator to U.K. Reports

The Australian & New Zealand Citator to U.K. Reports contains current information regarding U.K. decisions judicially considered in Australian and New Zealand courts. Overseas cases are also noted as Australian courts periodically cite U.S., Canadian, and European authority. The citator displays treatments in the citator record to indicate the status of cases (if a case has not been cited, [Not considered] will appear next to the case name). To access the Australian & New Zealand Citator to U.K. Reports, click the International subtab, followed by the International Cases link in the left-hand panel. Select Australian & New Zealand Citator to UK Reports from the Sources drop-down list. To add this source, see p. 15 for more information on selecting sources.

Entering Search Terms

For instructions on entering search terms, see Constructing a Basic Search on p. 22.

Refining Your Search

1. Enter the full or partial case name if you know the specific case. (e.g., Wynrib).
2. Enter the full or partial citation of the case. (e.g., [1992] 2 SCR 226).

Browsing

3. Click the Browse link to browse the international journal sources. For instructions on browsing sources, see p. 49.

Case Treatments

- Adopted
- Affirmed
- Applied
- Approved
- Approved/Adopted
- Compared
- Considered
- Considered/Discussed
- Criticized
- Disapproved
- Disapproved
- Not Considered
- Distinguished
- Doubt
- Doubt
- Explained
- Followed
- Overruled
- Questioned
International Legislative Citators

International legislative citator records contain summaries of judicial considerations, along with treatments, pinpoint references, case names, citations, courts, dates, and signal information. Selected sources contain links to full cases or section versions.

Halsbury’s Statutes Citator

The Halsbury’s Statutes Citator provides the legislative history for over 7,600 acts. It contains a comprehensive list of amendments to all statutes that have been considered in Halsbury’s® Statutes since 1929. Amendments are noted to provision level, with general notes relating to an act appearing as the first note. Amendments relating purely to Scotland are not generally included; however, amendments made to statutes of general application by Acts of the Scottish Parliament are recorded. Provisions that apply only locally are not dealt with and are indicated as such (e.g., Scotland only). To access the Halsbury’s Statutes Citator, click the International subtab, followed by the International Commentary link in the left-hand panel. Select Halsbury's Statutes Citator from the Sources drop-down list. To add this source, see p. 15 for more information on selecting sources.

Entering Search Terms

For instructions on entering search terms, see Constructing a Basic Search on p. 22. Click the Show Document Segments link to view additional searchable segments.

Searching by Amended Act

Select the HEADINGS segment. Enter the amended act title or chapter number (e.g., Social Security Act or c 19).

Searching by Amending Statute

Select the LEG-REFERENCES segment. Enter the amending act title (e.g., Welfare Reform Act).
Browsing

1. Click the Browse link to browse the source first by year, then sorted alphabetically by title. For instructions on browsing sources, see p. 49.

Halsbury’s Is It in Force?

The Halsbury’s Is It in Force? source will indicate when a statute originally came into force. It includes the exact commencement dates of acts of general application in England, Wales, and Scotland, and acts of the Scottish Parliament. Results include the act title, royal assent date, provisions dealing with the commencement of the act, dates appointed for the provisions of the act to come into force, and indications where provisions are not in force. To access Halsbury’s Is It In Force?, click the International subtab, followed by the International Commentary link in the left-hand panel. Select Halsbury’s Is It in Force? from the Sources drop-down list. To add this source, see p. 15 for more information on selecting and browsing sources.

Entering Search Terms

For instructions on entering search terms, see Constructing a Basic Search on p. 22. Click the Show Document Segments link to view additional searchable segments.

Searching by Act Title

Select the HEADINGS segment. Enter the act title or chapter number (e.g., National Insurance Contributions Act 2008 or c 16).

Searching by Royal Assent Date

Select the COMMENTARY segment. Enter the royal assent date preceded by “RA:” (e.g., RA: 21 Jul 2008).

Browsing

1. Click the Browse link to browse the source first by year, then sorted alphabetically by title. For instructions on browsing sources, see p. 49.
Halsbury’s SI Citator

The Halsbury’s SI Citator helps you trace statutory instruments of England and Wales by title or citation. This source contains the full text of the legislation, plus links to cases and some annotations. You can locate instruments by browsing alphabetically or chronologically by year. To access the Halsbury’s SI Citator, click the International subtab, followed by the International Commentary link in the left-hand panel. Select Halsbury’s SI Citator from the Sources drop-down list. To add this source, see p. 15 for more information on selecting and browsing sources.

Entering Search Terms

For instructions on entering search terms, see Constructing a Basic Search on p. 22. Click the Show Document Segments link to view additional searchable segments.

Searching Statutory Instruments by Year

Select the HEADINGS segment. Enter the year (e.g., 2006) and click Add to Search.

Browsing

1. Click the Browse link to browse the source first by year, then sorted alphabetically by title. For instructions on browsing sources, see p. 49.

Current Status Abbreviations

This table shows how statutory instruments have been affected when browsing annually by current status. Instruments are cited by their Statutory Rules & Orders or Statutory Instrument series number, or the date on which they were made. They are arranged in reverse chronological order with “date made” instruments at the end of the relevant year. Cases are also listed where relevant. These abbreviations are used:

- **added** – added by
- **am** – amended by
- **cp** – certain purposes
- **E** – England
- **ext (W)** – where application has been extended to include Wales
- **mod** – modified by
- **NI** – Northern Ireland
- **pt** – in part
- **rem** – remainder
- **rep** – repealed
- **rev** – revoked by
- **S** – Scotland
- **sav** – savings
- **subst** – substituted by
- **sup** – superseded by
- **susp** – suspended by
- **tp** – transitional provisions
- **W** – Wales
International Journal Citators / Indices

International journal citators include the CaseBase Journal Articles from Australia, the Index to Legal Periodicals from the United States, and the U.K. Journals Index for the United Kingdom.

CaseBase Journal Articles

CaseBase Journal Articles is a bibliographic reference and citator. It includes catchwords and annotated article entries for both legislation and cases, covering over 100 Australian and overseas legal journals. Article details include title, author, citation, and links to the full text of the articles cited where available. To search CaseBase Journal Articles, click the International subtab, followed by the International Journals link in the left-hand panel, and then select CaseBase Journal Articles from the Sources drop-down list. To add this source, see p. 15 for more information on selecting sources.

Entering Search Terms

For instructions on entering search terms, see Constructing a Basic Search on p. 22.

Refining Your Search

1. Enter keywords from the article title (e.g., Identity Theft).
2. Enter the full or partial name of the author (e.g., Douglas-Stewart).
3. Enter the full or partial citation (e.g., PLPR).
4. Click the Show document segments link to view more searchable segments.

Browsing

5. Click the Browse link to browse the source either by year or alphabetically by title. For instructions on browsing sources, see p. 49.
U.K. Journals Index

The U.K. Journals Index is a designated current awareness source. Personalized onscreen and email alerts can be set up using this source and other current awareness sources from the alerts wizard in the Alerts tab area. To search the U.K. Journals Index, click the International subtab, followed by the International Journals link in the left-hand panel, and then select UK Journals Index from the Sources drop-down list. To add this source, see p. 15 for more information on selecting sources.

Entering Search Terms

For instructions on entering search terms, see Constructing a Basic Search on p. 22.

Refining Your Search

1. Enter keywords from the article title (e.g., Anti-terrorism).
2. Enter the full or partial citation (e.g., HR and UK Practice).
3. Click the Show document segments link to view additional searchable segments. Select the AUTHOR segment from the drop-down menu and enter the full or partial name of the author (e.g., Brown).
U.S. Index to Legal Periodicals

H.W. Wilson’s Index to Legal Periodicals provides an index to articles from more than 500 legal journals, yearbooks, institutes, bar association organizations, university publications, law reviews, and government publications. The indexed items originate from the United States, Puerto Rico, Great Britain, Ireland, Canada, Australia, and New Zealand. All citations conform to the current Uniform System of Citation, published by the Harvard Law Review Association. To search the Index to Legal Periodicals, click the Source Directory tab, and enter Index to Legal Periodicals in the Find a Source box to the right. To add this source, see p. 15 for more information on selecting sources.

Entering Search Terms

For instructions on entering search terms, see Constructing a Basic Search on p. 22.

Refining Your Search

1. Click the Show Document Segments link (shown as the Hide link) to view searchable segments. For example, select the TITLE segment from the drop-down menu and enter keywords from the journal title (e.g., Schmerber).
2. Click the Add to Search button to add these terms and segments to your search.
International Drafting Tools

If included in your subscription, the International Forms & Precedents search form provides access to international sources including Warren’s Forms of Agreements, Atkin’s Court Forms, the Encyclopaedia of Forms & Precedents (EF&P), and numerous other American and state-specific forms sources. The sources contain selected court forms, solicitors’ forms, and customizable precedents. Once you have completed your international research, you can view and print forms and guidelines for international legal drafting. To access International Forms & Precedents, click the International subtab, then on the International Forms & Precedents link in the left-hand panel. Select the source you want from the Sources drop-down list. If you don’t see the source you want, see p. 15 for more information on finding and selecting sources.

Entering Search Terms

For instructions on entering search terms, see Constructing a Basic Search on p. 22.

Refining Your Search

1. Enter the Form Title (e.g., Notice of Seizure).
2. Enter the act title in the References to Legislation box (e.g., Food Safety Act).
3. Enter the citation in the References to Cases box, using quotation marks if the citation contains parentheses (e.g., “[2004] All ER (D) 73 (Nov)”).
4. Click the Show document segments link to view additional searchable segments (e.g., HEADINGS segment will search keywords in the document heading).

Browsing

5. Click the Browse link to browse the source contents. Note that not all sources have browsable contents. For the EF&P source, click the View drop-down list to see alternate browsing options.
News & Companies

Search business- and news-related sources on the LexisNexis® Quicklaw® service, such as Factiva® content, Dun & Bradstreet® reports, Hoover’s® company records, and current news. Sources also include news and business leaders, such as The Globe and Mail™, the National Post™, The Wall Street Journal® and The New York Times® newspapers; Dow Jones® and Reuters® newswires; and Barron’s® and Moody’s® content. News & Companies sources are premium content sources and will often come with additional search charges. To access the following News & Companies search forms, click the Search tab and then the News & Companies subtab.

News Power Search

The News Power Search form, the default search form for News & Companies information, is streamlined to help you quickly locate relevant news information.

1. Enter Search Terms — For instructions on entering search terms, see Constructing a Basic Search on p. 22.

2. Add Index Terms — To search or select additional criteria, click the Company, Industry, Subject or Geography link under Add Index Terms to open the appropriate pop-up window:
   - **Company** — Enter search words or abbreviations from the name of the company you are researching (e.g., IBM). Select one or more companies from the displayed results list.
   - **Industry** — Select from a preselected list of industry areas
Subject — Select from a preselected list of subject areas (e.g., Government & Public Administration).

Geography — Select from a preselected list of regions (e.g., North America).

Note: The Industry, Subject and Geography lists can all be expanded for more specific legal topics. Once you have added a legal topic, you can check the Relevance checkbox to match strong references only in your search results.

3. Select Sources — Select a source from the drop-down list. Click the information icon to learn more about the source content. The window that opens provides coverage type, language, content summary, file name, and a complete file list.

4. Duplicate Options — Use this feature to group multiple documents that closely resemble (On - High similarity) or somewhat resemble (On- Moderate similarity) each other, displaying only the “lead document” with similar documents expandable beneath it. See p. 150 for information on these Preferences.

5. Specify Date — Narrow your search to documents published on a specific day or within the date range you specify.

Note: Because of the volume of news stories included, selecting an appropriate date restriction is recommended.

- Incorporate a date restriction command in the Search Terms box and select All available dates in the first Specify Date drop-down list, or
- Select a custom date restriction from the drop-down list such as All available dates, Today, Date is, etc., and then select the appropriate dates.

6. Search — Click the Search button.

News Search

Located below the News Power Search link in the left-hand panel is the News link. The News search form displays multiple index terms to narrow your search.
1. **Enter Search Terms** — Enter a search term or phrase in the first box. You may use truncation and wildcard characters. Enter up to five rows of search terms, document sections, and connectors.
   - Specify where the term should appear using the first drop-down list.
   - Select a connector from the second drop-down list to define how the term in this row will be linked to the term in the second row.
   - Repeat these steps until you have finished entering your terms. If you need more than three rows, click the More... link to display two additional rows.
   **Note:** If you click the More... link, add search terms in the two additional rows, and then click the Less... link, the search terms you entered in the two hidden rows will not be used in your search.
   **Note:** Although the boxes appear short, you may type your entire search into one box, including any connectors.

2. **Add Index Terms** — For a more precise search, select any combination of index terms to add to your search from the Industry, Subject, or Region lists.
   - Select up to ten items from any or all checkbox lists.
   - Click the Exclude from search checkbox beneath a list to exclude any results that match the legal topics you selected in the list.
   - Click the Hide link to collapse this section or the Show link to display it again.

3. **Select Sources** — Select a source category from the drop-down list.
   - Select one or more sources from the checklist.
   - Click the information icon to learn more about the contents of a source. The window that opens provides coverage type, language, content summary, file name, and a complete file list.

4. **Duplicate Options** — Use this feature to group multiple documents that closely resemble (On - High similarity) or somewhat resemble (On - Moderate similarity) each other, displaying only the “lead document” with similar ones expandable beneath it. See p. 150 for information on these Preferences.

5. **Specify Date** — Narrow your search to documents published on a specific day or within the date range you specify.
   **Note:** Because of the volume of news stories included, selecting an appropriate date restriction is recommended.
   - Incorporate a date restriction command in the Search Terms field and select All available dates in the first Specify date drop-down list, or
   - Select a custom date restriction from the drop-down list such as All available dates, Today, Date is, and more, and then select the appropriate dates.

6. **Search** — Click the Search button.
Company Profile Search

Located below the News link in the left-hand panel is the Companies Profile link. Use the Companies Profile search form to find financial details and profiles of companies around the world.

1. Enter Company Name(s) in the box provided.
2. Click the Find company names... link to use the Company portion of the Legal Topics Lookup feature to find and add a specific company name, and/or
3. Enter your search terms in the box provided. Include connectors and other special characters to link terms and phrases, and to search for word variations.
4. Click the View connectors... link for information on search string construction.
5. Click the Add topic(s) to search link to add related search terms represented by legal topics to your search.
6. Click the checkbox in front of the source name to search within that source.
7. You may also add a date from the drop-down list to narrow your search to documents published on a specific day or within the date range you specify.
8. Click the Search button.
Practice Areas

If included in your subscription, Practice Area pages contain the essential secondary and primary material used by a practitioner in a given area of law. Users have access to leading Butterworths topical print titles, along with selected benchmark treatises of general practice, all fully searchable, with direct hyperlinks to primary material. Practice Area pages contain selected Canada Digest / Abrégé de jurisprudence products, supplemented with topical current awareness services from Quicklaw — providing a complete and current collection of topical case digests. The exclusive electronic Annotated Statutes feature saves time and effort in locating the key decisions on point.

Each Practice Area page is supported by the comprehensive and unmatched collection of primary material on the Quicklaw service, including all pertinent federal and provincial legislation, international treaties, case law, and an unparalleled collection of board and tribunal decisions.

There are currently Practice Area pages for the following areas of law: Criminal, Employment, Family, Immigration, IP&IT, Labour, Litigation, and Quebec Doctrine.

To add Practice Areas subtabs:
1. Click the Practice Areas tab.
2. Click the All Practice Areas subtab.
3. Click the checkbox next to up to 5 practice areas.
4. Click the Add Selected Pages button.

To remove Practice Areas subtabs:
1. Click the All Practice Areas subtab.
2. Uncheck the checkbox next to the practice area(s) you wish to remove.
3. Click the Update Menu button.

Click one of the Practice Areas subtabs or hyperlinks to display that Practice Area page.
Practice Area Pages

Clicking any of the Practice Areas subtabs will bring up that Practice Area page, which contains these 5 main features:

1. **Search Form** — See p. 22 for information on Constructing a Basic Search.

2. **Resources & Tools** — Similar to related links (see p. 48), this area contains links to tutorials, price lists of sources, and what’s new on Quicklaw.

3. **My Research** — Find links to scheduled alerts, or add a new alert (see p. 145).

4. **Find a Document** — See p. 10 to quickly locate specific documents from all sources.

5. **My Bookshelf** — See p. 46 for help with customizing My Bookshelf sources.

**Note:** To save a Practice Area page as your default start page, click the Make This My Start Page link.

Customized Practice Areas

System administrators can create custom Practice Area pages by clicking the Admin link in the header bar, between the Preferences and Sign Out links. The Create a Custom Practice Area Page feature in the Admin tools allows you to customize content, tabs, add internal and external links, and design the look of your research pages. For more information, contact your firm’s Quicklaw administrator or Customer Support.
Document Delivery

You may deliver documents from your search results in any of the following ways:

- **Add** documents to the delivery folder for future delivery within 24 hours.
- **Print** to an attached or network printer.
- **Send** to up to three new or up to ten previous email recipients.
- **Download** a document to your computer or network.
- **Copy** the URL for this search result for viewing, bookmarking, or emailing later.

1. Click one or more checkboxes next to your results to choose the documents you would like to deliver.
   
   **Note**: If your search results in, or you are viewing, a single document only, the checkboxes will not appear. Go to step 2.

2. Click the icon for the delivery method you would like to use. Choose from Print, Email, Download, or Copy Results Link.

3. With one or more documents selected, click the Add to folder link to add selections to the delivery folder. The folder then retains documents for 24 hours.

4. View any documents in the delivery folder by clicking the View link.

**Delivery Folder**

5. Click the Arrange Documents button to rearrange the order in which documents appear in the delivery folder. Click the blue buttons to move list items.

6. Click the Print, Email, or Download icon to deliver selected documents.

7. Click the Save & Exit Folder button to return to your list of search results.
Printing Documents

Document delivery options may vary depending on the document you are printing.

1. Click the Print icon from any search results page to open the Print Documents window.

2. Select the Document View. Choose Full for the full text of documents, or choose to print the List, List with Keywords, Search Terms in Context, or Headnotes.

3. Select Page Options, such as a Cover Page, End Page, or Each Document on a New Page. If selecting the Cover Page option, you may also Add a Brief Note to be included with the cover page. The cover page also includes information such as the time of request, source searched, Client ID, and more.

4. Select a Document Range from Current Document, All Documents, Tagged Documents, Select Items, or All Documents in Folder.

5. Select Font Options including type (Arial, Times New Roman, or Courier), and the format of your search terms in the printout for easier location of printed terms (Search Terms in Bold Type and/or Search Terms Underlined).

6. Select Font Size. Choose from 12pt text or 10pt text.

7. Click the Print button to deliver your results. Alternatively, click the Print Preview button to display the text from the documents you intend to print. Quicklaw retains most of your selections for future delivery.
Emailing Documents

Document delivery options may vary depending on the document you are emailing.

1. Click the Email icon to open the Email Documents window.

2. Choose to send the document as an Attachment or Inline Text. Attachments can then be sent as Word (DOC), HTML, RTF, Text, or PDF. Inline text can be sent as HTML or plain Text, which is useful for sending to devices (PDAs or BlackBerry® devices) that may not correctly display other formats.

3. Enter the desired email addresses (up to three), or choose from one of the last ten email addresses used. Note: Addresses must be separated by semi-colons.

4. Select the Document View. Choose Full to email the full text, or choose to email the List, List with Keywords, Search Terms in Context, or Headnotes only.

5. Select Page Options, such as a Cover Page, End Page, Each Document on a New Page, or Each Document as a Separate File for multiple documents. A cover page includes the time of request, source searched, Client ID, and more.

6. Add a Brief Note to be included with the documents. The note will appear at the top of the cover page, along with the time of the email request, search terms, etc.

7. Select a Document Range from Current Document, All Documents, Tagged Documents, Select Items, or All Documents in Folder.

8. Select Font Options by style (Arial, Times New Roman, or Courier) and format of search terms (Search Terms in Bold Type and/or Search Terms Underlined).

9. Select Font Size. Choose from 12pt text or 10pt text.

10. Click the Send button at the top or bottom of the window to email your results.
Downloading Documents

Document delivery options may vary depending on the document you are downloading.

1. Click the Download icon from any search results page to open the Download Documents window.

2. Select the document format from the Format drop-down list. Choose from Word (DOC), HTML, RTF, Text, or PDF.

3. Select the Document View. Choose Full to download the full text, or choose to download the List, List with Keywords, Search Terms in Context, or Headnotes only.

4. Select Page Options such as a Cover Page, End Page, Each Document on a New Page, or Each Document as a Separate File for multiple documents. If selecting a Cover Page, you can Add a Brief Note to be included. The cover page includes information such as the time of request, source searched, Client ID, and more.

5. Select a Document Range from Current Document, All Documents, Tagged Documents, Select Items, or All Documents in Folder.

6. Select Font Options by style (Arial, Times New Roman, or Courier) and format of search terms (Search Terms in Bold Type and/or Search Terms Underlined).

7. Select Font Size. Choose from 12pt text or 10pt text.

8. Click the Download button. The Ready to Download page will open.

9. Click the link to open the document, or right-click the link and select “save target as”. In the pop-up window, choose the location to save your documents.
Copying Result Links

The Copy Link icon allows you to bookmark a single document or an entire search results list. You can also send the URL to other Quicklaw users for quick access to the document or search results. This function is available for court and tribunal decisions, summaries, The Canada Digest, NetLetters™, journals, and quantum digests. To use the Copy Results feature:

1. Click the Copy Results Link icon from any search results page to open the Copy the URL of this link window.
2. Right-click the hyperlinked title of the document and select Copy Shortcut or Copy Link Location from your web browser options. Alternatively, you can highlight the complete citation and select Copy from the Edit menu or press Ctrl+C, which will retain both the case name and the link.
3. Select the Paste command from the Edit menu or press the Ctrl+V keys to paste the URL into an email or any other text document for later reference.
Delivery Output

Delivery output will vary greatly depending on what format you have chosen for delivery (Print, Email, or Download) and what options you have chosen for the text formatting and display. Below is a Print Preview sample output.

1. This area displays the cover page notes if you chose to **Add a Brief Note** in the page options section.

2. This section lists the number of documents requested for delivery and the time and date of the request, as well as the user’s address information.

3. This area shows the **Source** information and the user’s **Client ID**. An invisible page break follows this section.

4. The body of the text will vary depending on which options were selected. This section will show **Search Terms in Bold Type** and/or **Search Terms Underlined** within the text, if those options were selected. It will also display the font size and styles selected, and the range of pages requested.

5. If selected, the end notes will indicate that the document has no more pages to display, and will display the number of documents and date and time of the delivery request.
History & Alerts

The **History & Alerts** tab provides a single location in which to manage your past research activities, including **Recent Searches**, **Recent Documents Viewed**, **Saved Searches**, and **Alerts**.

### History & Alerts Subtabs

1. **History** — This subtab displays your **Recent Searches** or **Recent Documents Viewed**.

   Each search you have run over the past seven days is listed (up to a limit of 100 searches). You may **Run**, **Modify**, or **Delete** a search, or schedule a recent search as an **Alert**. Each document you view is automatically archived in the history for 48 hours (up to a limit of 100) so you may retrieve it again.

2. **Saved Searches** — This subtab displays a list of your previously **Saved Searches**.

   You can save a search by clicking the **Save this search** link on any search form, or by selecting **Save Search** from the **Next Steps** drop-down list on the **Results** page. You can **Run**, **Modify**, or **Delete** a search, or schedule a saved search as an **Alert**.

3. **Alerts** — This subtab displays a list of your **Legal Updates and Scheduled Searches**.

   To set up a legal update, click the **Legal Update Wizard** link in the **Legal Updates** subtab and follow the step-by-step process.

   To set up a scheduled search, click the **Save this search** link at the bottom right of any search form and select the **Save as an Alert** option. You may also click the **Create Alert** icon on the **Results** page, or create an alert from the **Next Steps** drop-down list from within a recent or saved search.
History

The History feature archives recent searches and recently viewed documents.

Recent Searches

Each search is automatically archived for seven days. From the History subtab, click Recent Searches to perform the following:

1. **Delete a Recent Search** — Click the checkbox next to one or more recent searches, then click the Delete Selection(s) link. A confirmation screen appears. Click OK.

2. **Rerun a Recent Search** — Click the Run link next to the appropriate search. The search will run and display the results. New search charges may apply.

3. **Modify a Recent Search** — Click the Modify link next to a search. You can modify the original search criteria. New search charges may apply.

4. **Schedule as Alert** — Click the Alert link to schedule a recent search as an alert. For more information on scheduling alerts, see p. 145.

Recent Documents Viewed

You can re-view the last 100 documents viewed within 48 hours without additional charges. From the History subtab, click Recent Documents Viewed.

1. Click the name of a recent document to view it again.

2. If other formats (PDF or Word) are available, click a Format icon to view the document in that format. Additional charges may apply.
Saved Searches

This feature allows you to save a search and run it manually later. Saved searches remain in memory until you delete them. You can save a search from the search page, or when you are viewing your search results.

Saving a Search

From the Results Page — From the Next Steps drop-down list, select Save Search

OR Back to top Save this search Clear form

From the Search Page — Enter search criteria and terms, then click the Save this search link at the bottom right of any search form (not available in Forms searches).

From there:

1. In the Save As box, enter a name you will recognize for your saved search (up to 255 characters).

2. You can change the Client ID associated with your search by clicking the Change Client ID… link.

3. Click the Save as an Alert checkbox to schedule your search if you wish it to run automatically. This turns your saved search into an alert. See p. 145 for more information on alerts.

4. Click the Save button. To return to the original results list at any time, click the red Results tab at the top right of the page.

Note: For Netletter Issues alerts, first find the NetLetter you are interested in in the Source Directory. Run a search in that NetLetter that includes the name of the Netletter and/or author along with your search terms (e.g. malpractice and Gold and netletter). You can then save the search as with other saved searches and alerts.
Managing Saved Searches

From the **History & Alerts** tab, click the **Saved Searches** subtab to run, modify, or schedule a saved search as an alert.

1. Click the **Run** link next to the appropriate search. The search will rerun, and current results will be displayed. Additional charges may apply.

2. Click the **Modify** link next to the appropriate search. The **Modify Saved Searches** form is displayed, allowing you to modify the search parameters.

3. Click the **Alert** link next to the appropriate search. The **Saved Search – Schedule as Alert** window is displayed, prompting you for the alert settings, including frequency, delivery, and display format options.

**Note:** If a saved search was run under a different Client ID from the one you are currently signed in as, Quicklaw will prompt you to ask under which ID you would like to save the rerun search.
Alerts

Alerts come in two forms: **Legal Updates** and **Scheduled Searches**. You may save a search as a scheduled search that runs at predefined intervals. You may also set up a legal update to periodically search specific legal topics. Additional charges may apply. To view any current scheduled searches and legal updates, click the **History & Alerts** tab, then click the **Alerts** subtab.

Creating a Scheduled Search

There are several ways to create a scheduled search:

- **From any Search form** — Click the **Save this search** link on the bottom right of the search form. On the **Save Search** form, select the **Save as an Alert** checkbox, or
- **From the Results page** — Click the **Create Alert** icon or select the **Create Alert** option from the **Next Steps** drop-down list and click the **Go** button, or
- **From the History subtab** — Click **Recent Searches** below the **History** subtab. Click the **Alert** link next to a recent search, or
- **From the Saved Searches subtab** — Click the **Alert** link next to a saved search.

From there:

1. Name the alert (up to 255 characters) in the **Save As** box.
2. Select the frequency and time(s) for when you would like to run the alert.
3. Select your **Delivery Options**. Enter up to three current or ten previous email addresses for document delivery, or choose to view the results online only.

**Note:** If the recipient address does not match the address associated with the Quicklaw account, then a warning message appears and the recipient will only be able to view the results if the alert was created in **Full** view format.

4. Click the **Save** or **Test Search** button, depending on which method you used to schedule the search. The first two methods will show the button as **Save** while the last two show it as **Test Search**.
Managing Scheduled Searches

Click the **History & Alerts** tab, then click the **Alerts** subtab. Click **Scheduled Searches** below the **Alerts** subtab to perform the following:

1. **Manually Run an Alert** — Click the **Run Now** link next to an alert.
2. **Change the Settings for a Scheduled Search** — Under the Settings column, click the **Change** link next to a search. The **Change Settings** window is displayed. Change the schedule and/or the delivery options, and then click the **Save** button.
3. **Modify the Search Criteria for a Scheduled Search** — Click the **Modify** link next to a search, make your changes, click the **Test Search** button, and then click the **Save** button.
4. **Delete a Scheduled Search** — Click the checkbox next to an alert, then click the **Delete Selection(s)** link. A confirmation screen appears. Click the **OK** button to delete the alert.
5. **Search Archive** — Click the **Search Archive** link and use the Search Archive form to search additional terms and specify date restrictions within your scheduled search results from the last 90 days. You may use connectors (AND, OR, AND NOT) to specify more accurately what you’re looking for. This link only appears once a scheduled search has been run at least once.
Creating a Legal Update

The Legal Updates feature allows you to perform a periodic search on specific legal topics. To create a new legal update:

1. From the History & Alerts tab, click the Alerts subtab, then click Legal Updates below the Alerts subtab.

2. If this is your first time creating a legal update, click the Legal Update Wizard link and follow the instructions. Click the Create New Update link if you have created a legal update before.

3. Follow the four-step process to create your legal update. You must choose from a list of sources, topics, and jurisdictions to Select Content, followed by the Set Frequency step for scheduling your update hourly, daily, weekly, monthly, and the time of day you prefer. Then proceed to Specify Delivery for either online viewing or emailed updates and their format, and finally Confirm Settings, which reviews your parameters and lets you name the update and change the Client ID under which you want the update run.
Managing Legal Updates

One you have created legal updates, you may need to modify, delete, search within existing update results, or rerun these searches on specific legal topics. To perform these functions:

1. **Browse Archive** — Click the links to browse results from legal update searches, or click the specific date to view results from that date only.

2. **Search Archive** — Click the **Search Archive** link and use the Search Archive form to search within your Legal Update results. You may use connectors (AND, OR, AND NOT) to specify more accurately what you’re looking for, and specify the dates of the legal updates you want included in your search.

3. **Manually Run a Legal Update** — Click the **Run Now** link next to a legal update.

4. **Modify a Legal Update** — Click the **Modify** link next to the legal update, change the settings in the step-by-step form that appears, and then click the **Save** button.

5. **Delete a Legal Update** — Click the checkbox next to a legal update, then click the **Delete Selection(s)** link. A confirmation screen appears. Click the **OK** button.
Customization

Preferences

Changing preferences allows you to customize certain system features on your ID. Preferences consist of two tabs: **General** and **Search and Results**. To change your preferences, click the Preferences link on the Navigation Bar.

General Preferences Tab

The Preferences window opens to the **General** preferences tab, which features the following options:

1. **Start Page** — Select a search form from the drop-down list to set as your future start page.
2. **Password** — Click the Change my security settings link to open a pop-up window to change your password or email address and password (both must change for email address changes). Passwords must consist of 6–50 characters, with at least one alphabetical character and one numeric character. Special characters _@_.- are allowed. The password cannot be the same as any of the previous three passwords used. Enter your email address and choose a security question and answer to retrieve forgotten passwords.
3. **Source Directory** — Select this option to hide source subsets in the Source Directory.
4. **Entering a Client ID** — Select the first option to retain the last-used Client ID between research sessions (you will no longer be prompted to enter a client ID each time you log in). Select the second option to require a Client ID to be entered for each individual search performed on Quicklaw.
5. **Security** — Select this option to use a secure connection (SSL) for the entire session. This change will take effect the next time you sign in. **Note:** Using a secure connection for the entire session is not normally required.
6. **Information about LexisNexis® Products and Services** — Select these options to receive LexisNexis marketing information by email and/or pop-up.
7. **Regional Display** — Select your display **Language** (English or French) and local **Time Zone**. Note that this may affect any scheduled alerts.

**Search and Results Preferences Tab**

Click the **Search and Results** preferences tab to change the following options:

1. **Displaying Search Suggestions** — This enables autocomplete matches as you type characters in the following four **Find a Document** boxes: Find a case by name, Find by citation, Find a definition, and Find a source.

2. **Displaying Search Results** — Set the number of results to display per page from 10, 25, 50, or 100. You can also set the default display format to **List**, **Search Terms in Context**, **Hits in Context** (for News searching only), or **Full Document**.

3. **Natural Language Results** — For these searches on the **Home** page, choose to sort by **Relevance** or **Source Order**, and limit the number of results retrieved.

4. **Results Classification** — Select to open the **Result Groups** (see p. 31) panel by default. You can also select to sort results groups by **Source Type**, **Source**, **Topics**, or **Court**.

5. **Document Display** — Select a document display option from the **Publication Tree Format** drop-down list.
Choose from **Full, Full with Hits, or Truncated.** This is useful when browsing expandable tables of contents. **Full and Full with Hits** show the entire contents whereas **Truncated** gives an abbreviated view. You can also:

**Scroll to first term hit in full document view** — Quicklaw will automatically scroll down to the first occurrence of your search terms rather than display the top of the document. For information on navigating search term hits, see p. 35.

**Show All Citator Symbols** — Keep this box checked to always display the QuickCITE citator symbol for your case whenever available.

**Display the Quick Lookup Pop-up feature** — Keep this box checked to enable the highlighted text pop-up window that searches any highlighted text in other Quicklaw or external sources. For more about this feature, see p. 36

**In narrowed search results, only highlight Narrow Search terms** — Check this box to highlight only terms you used to narrow your search, otherwise original and narrow terms will be highlighted.

6. **Date Selection** — Select a default date restriction for searching documents within specified date ranges or previous weeks, months, or years.

7. **Duplicate Options** — For **News** and **News Power Search** forms, this preference will determine the first document shown when **Duplication** is turned on. When duplicate documents are retrieved and grouped together, the “lead document” displayed can be either newest, oldest, or the document with most in common with its duplicates.

8. **Enhanced Coverage Linking**— Prioritize the documents retrieved by clicking hyperlinked Company Names in News documents to sort by Company Profile or Recent News documents first. For links to People, associated documents can display Biographies or Recent News first.
Make This My Start Page

If your research consists primarily of one area of law (e.g., tribunal searches), you may wish to have that search form displayed as your start page whenever you sign in to Quicklaw. To make a search form your start page, click the Make This My Start Page link in the upper right-hand corner of that search form. You can also select your start page from the Preferences options. See p. 149 for more information.

Signing Out

Signing out is important to ensure that no further search costs are incurred. To sign out:

1. Click the Sign Out link in the top Navigation Bar. If you forget to sign out, you may contact Customer Support to terminate your session.
2. Click the OK button to confirm sign-out. You will be disconnected, and the screen below appears if you have chosen to save your login information.

![Sign Out Screen]

From this window, you may choose to no longer save your sign-in information, Begin a New Research Session, or Sign In as a Different User.

Note: After 15 minutes of idling, the system will log off your ID. You may need to sign back in and/or verify your Client ID before restarting your session.
Cost-Effective Searching

If you don’t have a flat-rate subscription or you are disbursing Quicklaw research costs to clients, you may want to learn about the following tips and suggestions which will help minimize the costs associated with per-search transactional billing on Quicklaw:

- Receive **free in-person training** from our training specialists.
- Review our training materials at [www.lixisnexis.ca](http://www.lixisnexis.ca) (under the Support section).
- Prepare your research before searching. As there are no longer hourly charges, take your time while online to construct search terms using connectors. For assistance with terms and connectors, view the free help file by clicking the **View connectors…** link below the text box on any search form.
- Check for spelling mistakes **before** clicking the **Search** button.
- Browse source contents (where available for legislation, textbooks, etc.) when you are unfamiliar with the topic or publication, and then link to entire acts or chapters using the **View More** feature. Charges are lower than search charges, and you only incur them once you view a document. Browsing or searching the **Source Directory** is also free of charge.
- Use the **Find a Document** feature if you know the specific case, statute, definition, article, or citator reference you want. This results in a lower charge than searching within sources.
- There is no charge if you receive the “More than 3,000 Results” message, but you are charged for searches resulting in no hits. As such, it is preferable to use **broad searches** and then **narrow** search results.
- Use more **general search terms** within more **inclusive sources**, include **synonyms**, and use **proximity connectors** rather than searching an exact phrase.
- There is no added charge to **view, narrow, sort**, or **filter** results. Modifying your search from the Next Steps drop-down list **does** constitute another search charge.
- Alternatively, you can narrow your criteria **before** you run your search by using the **Add topic(s) to search** functionality, the **Jurisdiction/Court** option, or date restriction features where available, at no additional cost.
- Creating your own combined **group sources** increases search charges for all Canadian sources — use Quicklaw **preselected group sources** instead.
- For international sources, use individual **state case sources** if you know the case or jurisdiction instead of searching across all states.
- You can re-view the last 100 documents viewed within 48 hours at no additional charge. Click the **History & Alerts** tab, followed by the **History** subtab, and then **Recent Documents Viewed**.
- **Print, email, or save** your documents, or **copy the links** to your documents, before logging off, as document delivery is free of charge for all Canadian sources.
- Contact our Customer Support team at **service@lexisnexis.ca** or **1-800-387-0899** for additional help.
Help

There are various types of help available to assist you when using Quicklaw:

1. Context-Specific Help
2. Web Help and Training Materials
3. Related Links Help
4. Contact Us and Training

Context-Specific Help

There are several links to bring up context-sensitive help information. Click the Help icon, or the Help link to the right of search forms or in the Navigation Bar. A pop-up window will open, displaying information relevant to the task you are performing. This help window can be navigated in the same manner as the general Help window.

1. Use the links in the Contents or Index lists, located on the left-hand panel, to find other help topics.
2. Click the Back link in the bottom frame to return to a previous section.
3. Click the Print this Page link to print the contents of the Help page you are currently viewing.
Web Help and Training Materials

Online **Training Demo** videos and Quicklaw instruction manuals are available in our website’s Customer Support Centre, located at: www.lexisnexis.ca/en/support/training

Click the **Training Materials** link on the left to view various topics of help files and instructional videos for Quicklaw and associated products.

View Quicklaw "tips and tricks" videos at youtube.com/LexisNexisCanada (search for "Quicklaw").

**Related Links Help**

Located in the left-hand panel of most search forms, the **How do I...?** section is a list of frequently asked questions specific to that search form. Click one of the **How do I...?** links for step-by-step online Help files on how to perform that specific task. This feature is available from all **Search** subtabs except for **Home, Journals**, and **General**.

Underneath the **How do I...?** section is a link to several online tutorials. Click the **View Tutorials** link to view these basic step-by-step interactive tutorials.
Contact Us

Click the Contact Us link in the top Navigation Bar to view a pop-up window with all the ways you can obtain customer support. Count on our cross-Canada team of experienced training and support specialists for thorough, helpful, personalized training and assistance at no charge. Attend a scheduled training session in one of our offices across Canada or sign up for a web-based session — perfect for remote users or those who cannot easily attend sessions in person.

Call 1-800-387-0899 or email training@lexisnexis.ca to learn more. When you call for assistance, please try to be near your computer and have your user ID ready. Click the My ID link at the bottom of any screen to view your user ID.