Quicklaw® Quick Reference Guide
A useful guide to accessing information on Canada’s leading online legal research service.
Signing In

In your Internet browser, go to www.lexisnexis.ca, and choose Quicklaw® from the Product Sign On drop-down list at the top right. Enter your user ID and Password, and then click the Sign In button. You will need to customize your password the first time you sign in. You may then choose to save this information on your computer.

Client ID

The Client ID you use will appear on usage reports to track usage and pass on costs to clients.

Find a Document

If you know the specific document you want, using the Find a Document section is the fastest and most cost-effective method to locate cases, legislation, Canadian journal articles, and definitions; to note up cases and legislation; to Shepardize® U.S. cases; or to find a source. After clicking the Search tab followed by the Home subtab:

1. Enter corresponding search terms or citations in the appropriate box. If you enter terms in Find a case by name, Find by citation, Find legislation or Find a definition, an autocomplete feature will appear with suggestions. Clicking one of these will open that document.

2. Click the Go button next to the box with your terms, or press the Enter key on your keyboard.

Basic Search

Located below Find a Document, the Basic Search form is useful for searching across multiple content types or unfamiliar areas of law, or for general queries.

A. Select either the default Terms and Connectors or the Natural Language search option.

B. Enter search terms. For the Terms and Connectors option, two or more words will be searched as an exact phrase. Use connectors (see next page) to separate, include, or exclude terms. For the Natural Language option, exact phrases must be in quotation marks. Search terms can include sentences or questions.

C. For the Natural Language option, you may optionally add any terms that must be found in all results.

D. Select the Specific Source option and select a source from the drop-down list OR check one of the broad categories below such as Cases, Legislation, or Halsbury’s Laws of Canada to search sources of a particular type.

E. Click the Search button.
Connectors

By default, Quicklaw searches two or more words as an exact phrase. As a result, it is not necessary to use quotation marks unless you are using the Natural Language option or you want to bypass certain connectors (e.g., “search and seizure” will disengage the AND connector). Use connectors to establish logical relationships between words and focus your search. 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 cannot use the /p and /s connectors with a proximity connector /n. Connectors operate in the following order of priority:

<table>
<thead>
<tr>
<th>OR</th>
<th>lawyer OR counsel – finds documents in which either lawyer or counsel or both appear. Useful for synonyms, antonyms, alternative spellings, or abbreviations.</th>
</tr>
</thead>
<tbody>
<tr>
<td>/n</td>
<td>drug /5 abuse – finds documents in which drug and abuse appear within five words of each other (n=any number from 1 to 255)*. Useful for closely related word searches.</td>
</tr>
<tr>
<td>+n</td>
<td>summary + 3 judgment – finds documents in which summary precedes judgment by three or fewer words. Useful where word order would markedly alter the phrase’s meaning.</td>
</tr>
<tr>
<td>NOT /n</td>
<td>trust NOT /2 charitable – finds documents in which the word trust occurs but the word charitable is not within two words of it.</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>NOT /s</td>
<td>market NOT /s 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>
<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>NOT /p</td>
<td>cable NOT /p television – finds documents where both words cable and television appear, but not within the same paragraph. Less exclusionary in proximity.***</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>british AND NOT british columbia – finds documents in which the word british occurs, but british columbia does not.</td>
</tr>
</tbody>
</table>

* The connector /n only searches within the same segment. If you want to search within both the case name or summary and the body of the decision, use the AND connector.

** 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 the /n connector (e.g., Hall /3 Hebert).

*** The NOT /s and NOT /p commands will locate documents that exclude those terms in at least one instance. The terms may still appear in the same sentence or paragraph elsewhere in the document.

Truncation and Wildcards

<table>
<thead>
<tr>
<th></th>
<th>acqull</th>
<th>Finds variations on the term acquire (acquiring, acquisition, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>M!lsaac</td>
<td>Finds both McIsaac and MacIsaac</td>
<td></td>
</tr>
<tr>
<td>*</td>
<td>Sp**gel</td>
<td>Finds both Speigel and Spiegel</td>
</tr>
</tbody>
</table>
From most search forms, you can add a topic or topics to your search to restrict your results to a topical subset of documents, such as a certain area of law like labour or criminal law.

1. Click the **Add Topic(s) to Search** link underneath the **Search Terms** box on the search form. The **Add Topic(s) to Search** window opens sorted by **Hierarchy**. Alternatively, you can search for topics using the **Find** option, or view all topics alphabetically with the **Alphabet** option.

2. Click + to expand or − to contract listed topics to browse the contents hierarchy.

3. Click the icon to find an explanation of what types of topics will be searched, and then click the **Go Back** button to return to the **Add Topic(s) to Search** window.

4. Click the checkbox next to a topic to select topics that match your research.

5. Click the **View Selected** button at any time to review a list of selected topics, then click the connector link before each topic (AND, OR, AND NOT) to cycle between connectors, or click × to remove a topic from the list.

6. Click **OK – Add to Search** in either the **Hierarchy** list or the **Selected Index Topics** list to return to the search form. The topics you have selected are added to your search. You may also toggle between AND, OR, and AND NOT at this stage by clicking the connector link.

**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 several content-specific search forms, which are grouped in two ways (see screenshot on next page):

1. **Search subtabs** appear across the top navigation and include Court Cases, Tribunal Cases, Legislation, Commentary, Journals, Forms, News & Companies, General and All Search Forms (under this subtab, view and access all your available search forms, which are listed alphabetically).

2. **Related content** links appear on the left-side navigation and provide more detailed search forms related to the **Search** subtab you have chosen.

**Note:** Not all forms are available with all subscriptions.
Date Searching

Several search forms allow you to limit your search by date or select a predefined time frame. Select date parameters from the Specify Date drop-down list and enter your date restrictions.

Quick Lookup

While viewing a Quicklaw document, highlight any text and use the Quick Lookup feature to perform a cross-reference search of this text in a source selected from a pop-up list. The search opens in a new window, and you can choose from the following list of internal and external sources: All Canadian Statutes and Regulations (Quicklaw), Canadian Legal Words and Phrases (Quicklaw), Lexis® Web Search, Canadian-Lawyers.ca — Powered by Lawyers.com®, martindale.com®, Google™ Dictionary and Wikipedia®.
Search Results

The results page displays your search results and includes features that allow you to select viewing options and sort, filter, or narrow your search.

1. **View** – view your results in different levels of detail (e.g., List, List with Keywords, and Search Terms in Context).
2. **Sort** – change the order in which your results are displayed (e.g., by Jurisdiction, Court, Date, or Relevance).
3. **Result Groups** – filter displayed results (e.g., view results by Source, Source Type, Topic, Court, or Jurisdiction).
4. **View Multiple Groups** – display a list of all groups that contain search result documents, so that you may eliminate non-relevant groups such as courts, topics, jurisdictions, or sources.
5. **Narrow Search** – search within existing results for a word, phrase, or new search string.
6. **Next Steps** – modify your search, create a new search, save your search, or create an alert.

Finding Sources

If you know the source you want to search, the quickest way to locate it is by using the Find a Source search box in the Find a Document section under the Home subtab.

Use the Source Directory to locate any of the sources available in your Quicklaw subscription. To access the Source Directory, click the Source Directory tab from any page.

1. Click the Source Directory tab.
2. In the Find a Source quick-search box, enter keywords from the source name or the former database code or source ID used in previous versions of Quicklaw (e.g., to find the Ontario Judgments source, you can type Ontario Judgments or simply OJ).
3. Click the Go button, or
4. **Browse Sources** by selecting radio button options such as Publication Type, Area of Law, News & Business, and Industry. You can then filter sources by Country (and Region) and Topics.
5. To view all sources sorted alphabetically, or to perform a more detailed search, click the Search for a Source subtab.
Access the Canada Digest form by clicking the Canada Digest link in the left-hand panel under the Court Cases subtab. From here, you can search and browse extensive collections of English- and French-language case summaries.

1. Click + to expand or − to contract the LexisNexis® classification system to find digests in a specific area of law. Drill down to the lowest hierarchy level to find the classified digests, or
2. Click the checkbox next to the section(s) or subsection(s) you wish to browse.
3. Click the View Tagged button to browse only tagged items.
4. You can also search by entering terms in the Quick Search box. The Search on Selected Items Only checkbox will automatically be checked if a checkbox has been selected from the list.
5. Click the icon at any time to view publication information about the digest.
6. Click the Search form link to perform a more robust search.

QuickCITE® Case Citator

A QuickCITE record can be retrieved via Find a Document or by clicking the Note Up with QuickCITE link or citator symbol from the full text of a decision. QuickCITE Case Citator records contain case information such as parallel citations, case history, lists of subsequent citing cases, and the judicial treatments in those citing cases. In late 2011, commentary and journal articles that have cited those case citations will also be included.

You can also select multiple jurisdiction and court choices from the filter boxes within citing cases of a QuickCITE case citator record.

Case Treatment Symbols

1. 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).
2. Cautionary Treatment Icon – the case has been distinguished by a subsequent court.
3. 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).
4. Neutral Treatment Icon / History Treatment Icon – the case has neutral treatments (mentioned, explained, 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 doesn’t comment on the case. This symbol is also associated with recently added cases within the last 3 business days, before they have received a citator treatment.
5. Citator Information Icon – the case has no known history or treatments. Click this link to view more information about the citation.
Definitions of Case Treatments

1. **Distinguished** — cited case is held to be inapplicable due to a difference in fact or law.
2. **Explained** — citing case adds to, expands upon, or interprets cited case. The cited case is not decisive, but is given some kind of consideration.
3. **Followed** — 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.
4. **Followed in Minority Opinion** — citing case, in an opinion other than a majority, plurality, or dissent, applies a principle of law from the cited case.
5. **Cited** — case is cited, and recently added cases may receive a more substantive treatment within 72 hours.
6. **Cited in Dissenting Opinion** — case is cited in a dissenting opinion.
7. **Mentioned** — citing case provides no more information about the cited case than what is available in the cited case itself.
8. **Not Followed** — citing case overrules or refuses to apply the cited case for some reason other than it was distinguishable.
9. **Questioned** — 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.

QuickCITE® Statute Citator

QuickCITE Statute Citator records contain a summary of judicial consideration, treatments, pinpoint references, case names, citations, courts, dates, and signal information. To access the search form, click the QuickCITE Statute Citator link to the left of the Legislation search form.

1. Enter search terms, using connectors if entering multiple terms. Click View Connectors ... for more information on search string construction. **Remember**: This form searches words contained in QuickCITE records only, not in the full text of the legislation.
2. Select a Jurisdiction to limit results to federal and/or individual provincial legislation.
3. Enter the title of the act (e.g., Youth Criminal Justice Act).
4. Enter the citation of the legislation for which you are searching (e.g., R.S.C. 1985, c. A-3). For more information on citation formats, click the Citation Help link.
5. Enter the section or article of the legislation (e.g., 244.1). Do not search for the subsection (e.g., to find Criminal Code section 347(6), simply search for section 347 and then use a pinpoint reference to find subsection (6)).
6. Click the Search button.

**Note**: If you know the exact statute citation, you can also quickly note it up using Find a Document under the Home subtab.
Definitions of Statute Treatments

1. **Unconstitutional** – cited statute section was determined by the court to be unconstitutional.
2. **Constitutionality Discussed** – the constitutionality of the cited statute section is discussed, but no final determination is made on the issue of constitutionality by the court.
3. **Pursuant to** – action or proceeding was brought pursuant to the cited statute section.
4. **Considered** – cited statute section was analyzed or interpreted by the court.
5. **Referred to** – cited statute section is referred to by the court with no further discussion.
6. **Cited** – statute section has been cited and may contain a stronger judicial treatment.

Under the **Commentary** subtab, you will see a link on the left-hand side to the **Canadian Legal Words and Phrases** search form. Here, you can search from an extensive dictionary of legal words and phrases, including selected Commonwealth, Latin, and legislative term definitions.

### Canadian Legal Words and Phrases

1. Click the **Browse** link to browse the alphabetic list of Defined Terms, or
2. Enter terms in the **Defined Terms** box to limit your search to the definition field only.
3. Select a **Jurisdiction** to limit results to federal and/or individual provincial courts.
4. Click the **Search** button.

**Halsbury’s® Laws of Canada**

*Halsbury’s Laws of Canada* is the definitive general reference to Canadian statutory and judicial law. It is an encyclopedic research tool, and its jurisdiction-specific commentary provides a complete analysis of the black-letter of the law. *Halsbury’s Laws of Canada* is a group source comprising numerous topical sources, which can also be searched individually.

To access this source, click the **Browse** link next to *Halsbury’s Laws of Canada* in the **My Bookshelf** area of the **Home** page. From here you can browse the contents of the various topical sources.
Practice Area Pages

Practice area pages contain the essential secondary and primary material used by a practitioner in a given subscribed area of law, including premium content such as treatises, quantums and forms. System administrators can also create custom practice area pages. Under the Practice Areas tab, click a practice area subtab or the All Practice Areas subtab to add or modify these pages. Enter search terms using connectors to search the selected source.

To save a practice area page as your default start page, click the Make This My Start Page link.

Viewing Entire Acts

To view an entire statute or regulation, you first have to view a section of that act:

1. Find and select any section of an act (e.g., National Capital Act, section 11).
2. From the View list, select Show Document Options.
3. From the View More list, click the name of the act (e.g., National Capital Act). The screen will refresh and display the full act. This may take several minutes depending on the size of the act.

History & Alerts

From the results page, you can click the Create Alert icon and complete the form to schedule your search to run automatically. Alerts can be set to email new documents to you whenever the search runs. Quicklaw automatically saves your recent activity under the History & Alerts tab.

1. History — displays your recent searches for up to 7 days and recently viewed documents for up to 48 hours (up to a maximum of 100 searches/documents), and allows you to redisplay these documents or revisit the search results.
2. Saved Searches — displays a list of your previously saved search strings.
3. Alerts — displays a list of your scheduled searches or legal updates. Legal updates allow you to keep up to date with new case law within an area of law and jurisdiction.
Printing, Emailing, and Saving Results

From a results list, you can select documents to view, print, email, or download, or copy the list:

1. Select the checkbox at the top of the results list to tag all the documents, or select the checkbox next to a document title to tag an individual document.
2. Click the Add to link to add selections to the Delivery Folder, and view or deliver them up to 24 hours later.
3. View and re-order any documents in the Delivery Folder by clicking on the View link.
4. Click the Print, Email, Download, or Copy Results Link icon to select a delivery method. A new window will open, allowing you to modify relevant options and deliver or save your results.

Signing Out and Help Files

Click the Sign Out link in the Navigation Bar at the top right of any screen to log off your session. Here, you will also find the Help link to access all available online help files.

Quicklaw Customer Support

Quicklaw comes with free training and support – available in one of our offices across Canada, person-to-person in your office, or via web-based sessions. Call 1-800-387-0899 or email service@lexisnexis.ca for assistance or more information, or email training@lexisnexis.ca to register for training. When you call, please try to be near your computer and have your ID ready. Click the My ID link at the bottom of the page (if available) when connected to see your ID.

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