Quick Start

Lexis Practice Advisor℠ Canada

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Welcome to working smarter.

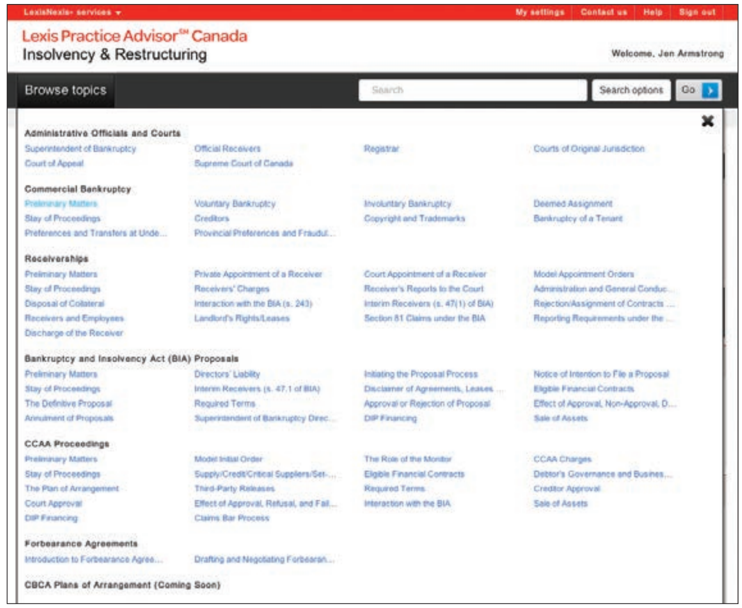
Lexis Practice Advisor Canada is a comprehensive resource that provides you with practical guidance on the topics, transactions and perspectives that are most critical to transactional lawyers.

This *Quick Start Guide* will familiarize you with some of the key features of the service and show you how it can help you simplify your routine, get up to speed on current practices and market trends, and give you a head start on drafting your transaction documents.

To access Lexis Practice Advisor Canada, visit lexisnexis.ca/practice-advisor/login.
Need a user ID? Please contact Customer Support at 1-800-387-0899.

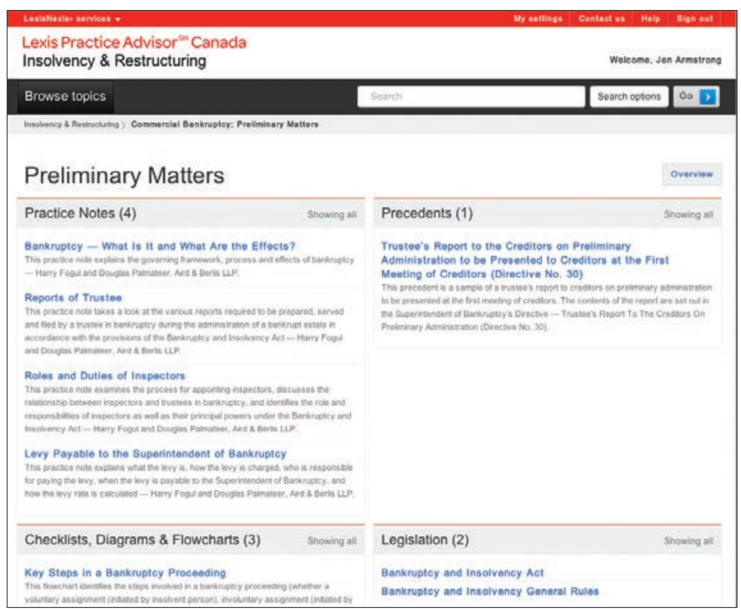
1 Browse Topics

The Browse Topics menu enables you to see the full scope of a practice area at a glance. The single view makes for an efficient starting point for a new matter that may require materials from across topics, ensuring all considerations are made at the beginning of the matter. The topics have been identified by an advisory board made up of experienced insolvency practitioners from leading insolvency firms in Canada, so you can trust that the topic you need will be available.



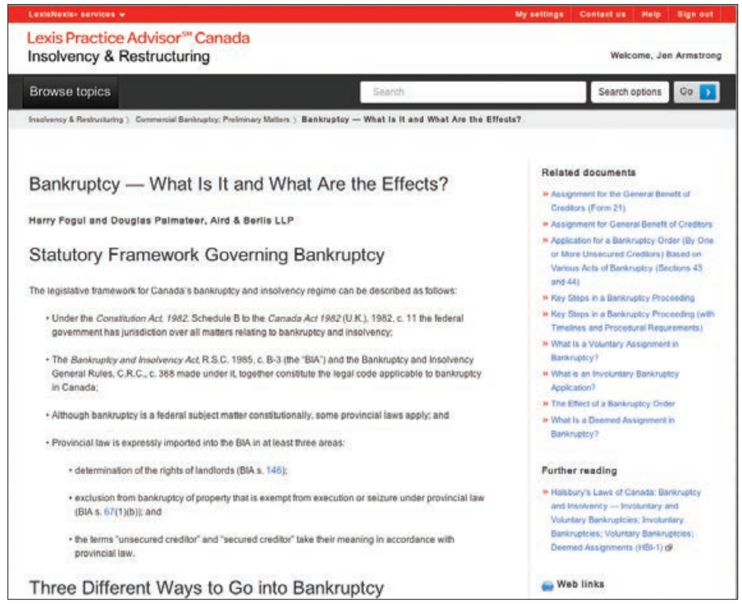
2 Synopsis Page

After selecting your topic within the Browse Topics menu, a comprehensive list of practical information and tools available for that specific area of interest is displayed. This information is neatly organized by document type (i.e., practice notes, precedents, checklists, tables and flowcharts, legislation, forms) for quick and easy reference.



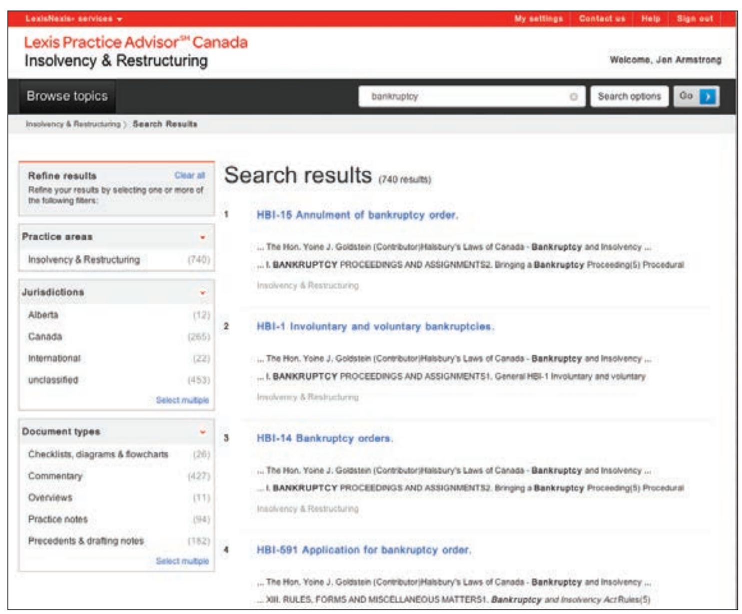
3 Subtopic Overviews

Subtopic Overviews provide a concise and up-to-date summary of the information, documents and working materials contained within a given topic. Where applicable, they also provide an explanation of how the documents or information are related to each other. Subtopic Overviews are an excellent resource for lawyers who are unfamiliar with a particular topic or looking to dive into a new matter quickly.



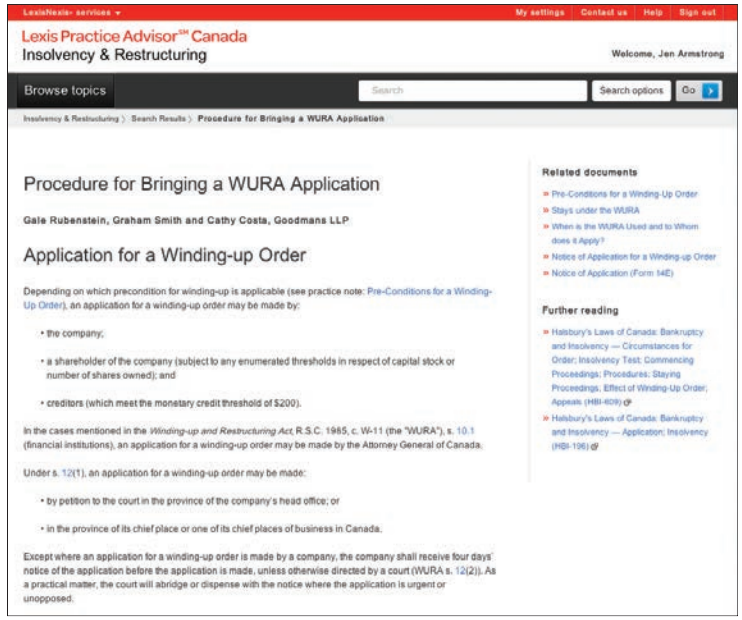
4 Mini-summaries

You can skim Mini-summaries to quickly identify the exact document and information you need to complete your task, as well as the specific author(s) of that document. Mini-summaries are available for each document type and can be viewed in the Synopsis Page as well as in the search results.



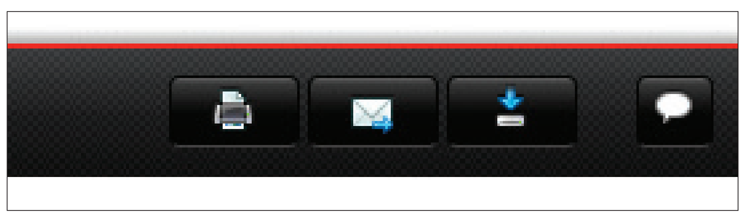
5 Practice Notes

Prepared by leading experts in the area, regularly updated Practice Notes keep you informed on how lawyers are evolving their practice and what practical issues you may face, along with suggestions for resolving these issues. The Practice Notes also provide links to related documents, further reading and web resources, enabling easy navigation to relevant additional information and saving you time.



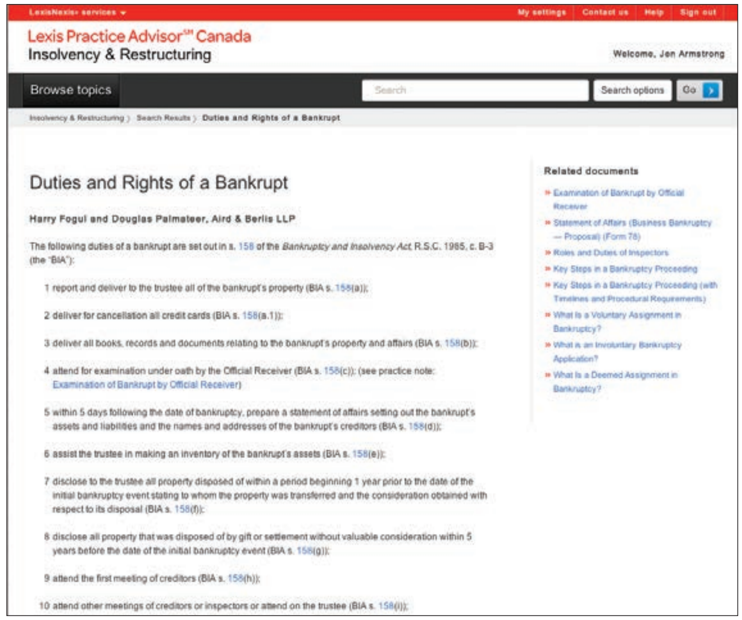
6 Print / Email / Save

Using the icons in the bottom right hand corner of the screen, you can easily share your documents with your colleagues or clients by either printing or emailing them. You can also customize documents by downloading and editing them.



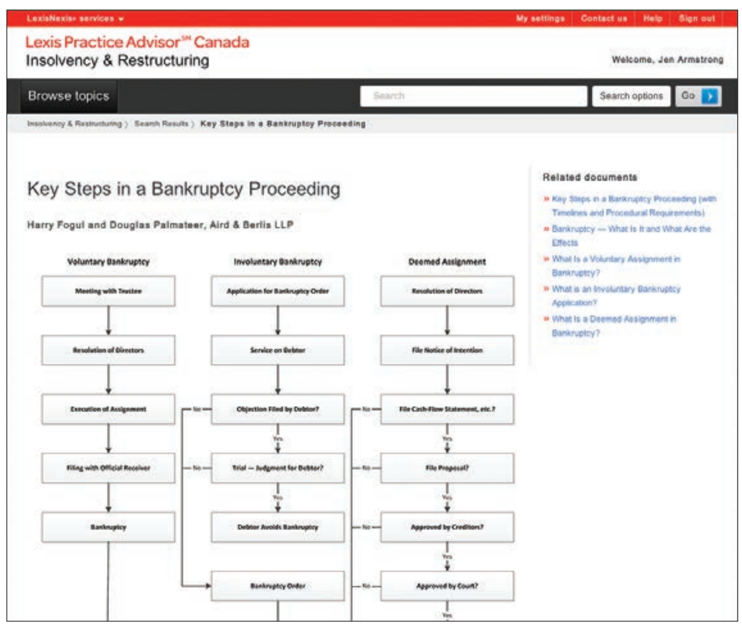
7 Checklists

Checklists expedite drafting and other tasks by walking you through the steps for a particular matter. The checklists and related documents provide advice and strategies for dealing with issues that may arise, ensuring relevant information is not overlooked and providing a roadmap for all colleagues involved in the matter. They save you from having to create your own checklists and ensure all steps have been completed and issues have been addressed.



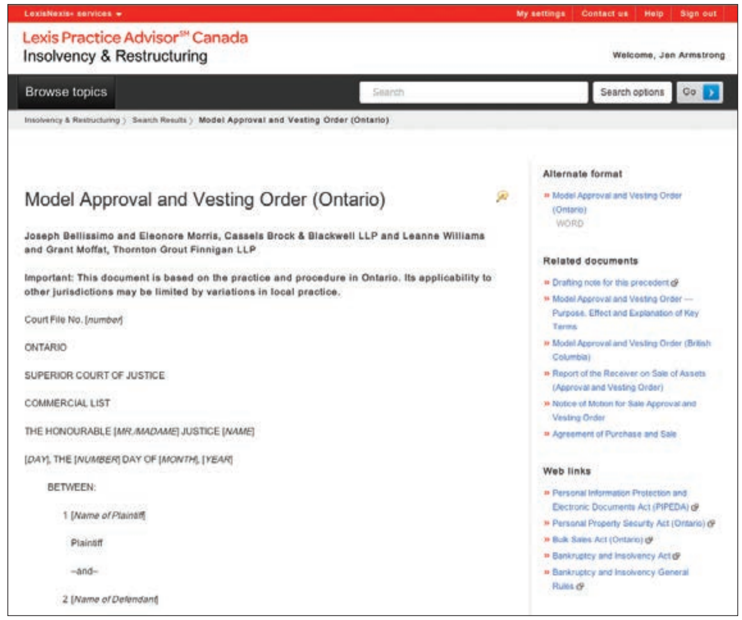
8 Flowcharts and Tables

Flowcharts and Tables provide a visual explanation of how the many tasks involved within a matter should proceed or how the various attributes of a matter connect. A useful tool for engaging the client as well as a visual decision tree for the practitioner, Flowcharts provide easy-to-follow guidance, saving time and ensuring nothing is missed.



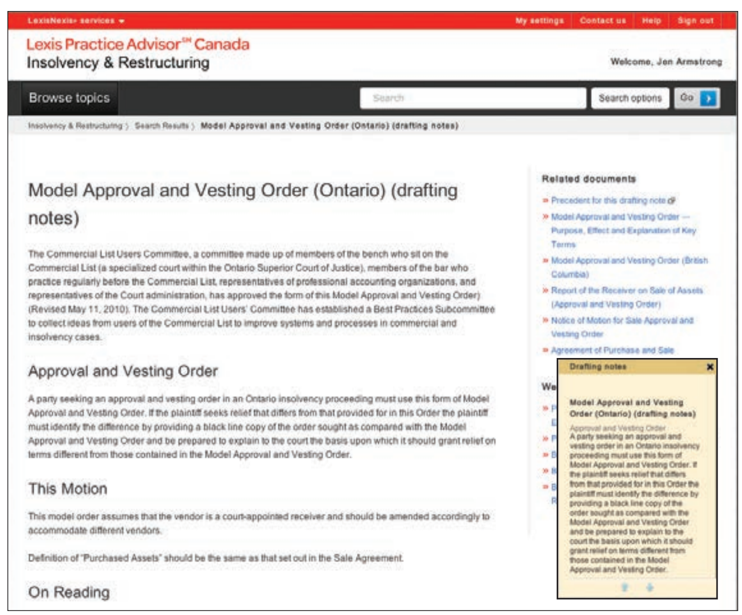
9 Precedents

The collection of Precedents provides a diverse and extensive bank of templates to use. It contains links to drafting notes as well as alternative clauses and practice tips prepared by leading practitioners, which enables quick and easy instructions for customization and completion.



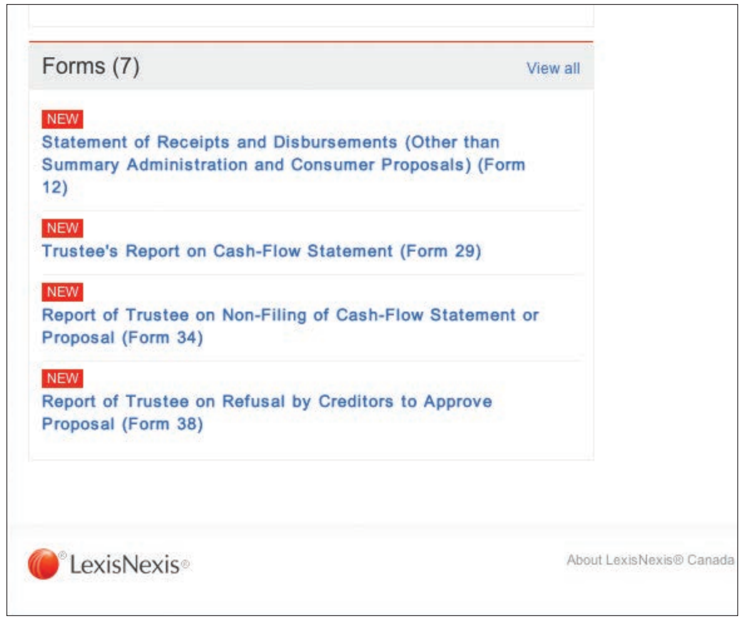
10 Drafting Notes

Drafting Notes provide the background for each Precedent, guidance on its use, and alternative language where appropriate to ensure every angle is considered in the drafting process.



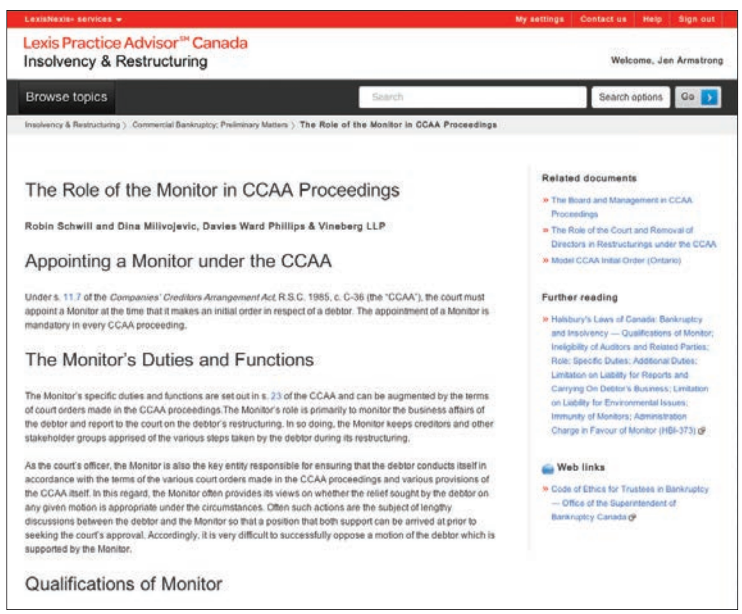
11 Forms

These prescribed government forms as fillable PDFs provide a quick way to complete the required fields, ensuring the latest version of the form is readily available and avoiding unnecessary delays or errors.



12 Contextual Links

Contextual Links ensure that you have instant access to current and related information by providing access to all of this information in one location. The links are easily found within a document and at times within the related documents section, saving you time and helping you direct your activities.



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