

Quick Start





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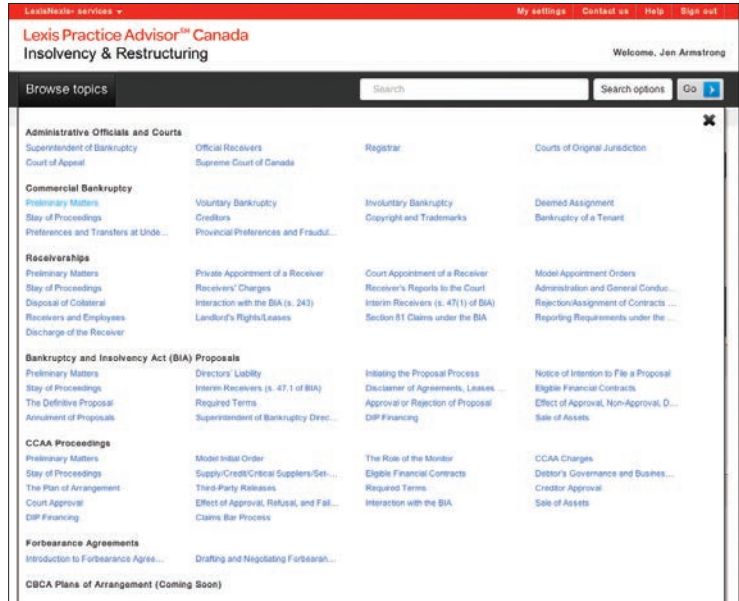
Lexis Practice Advisor Canada is a comprehensive resource that provides you with practical guidance on the topics, transactions and perspectives that are most critical to transactional lawyers.

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.

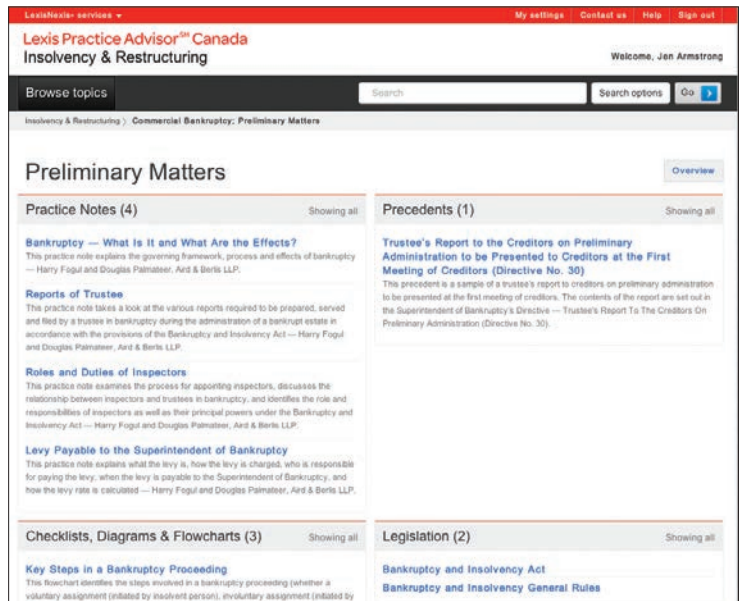
1 Browse Topics

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.

The screenshot shows the Lexis Practice Advisor Canada interface for the 'Insolvency & Restructuring' subtopic. The page title is 'Bankruptcy — What Is It and What Are the Effects?'. The author is Harry Fogul and Douglas Palmateer, Aird & Berlis LLP. The main content is titled 'Statutory Framework Governing Bankruptcy' and provides a detailed overview of the legislative framework for Canada's bankruptcy and insolvency regime. It includes key points such as the federal government's jurisdiction, the Bankruptcy and Insolvency Act (BIA), and the application of provincial law. The page also features a 'Related documents' section with links to various forms and procedures, and a 'Further reading' section with links to Halsbury's Laws of Canada. A 'Web links' section is also present at the bottom right.

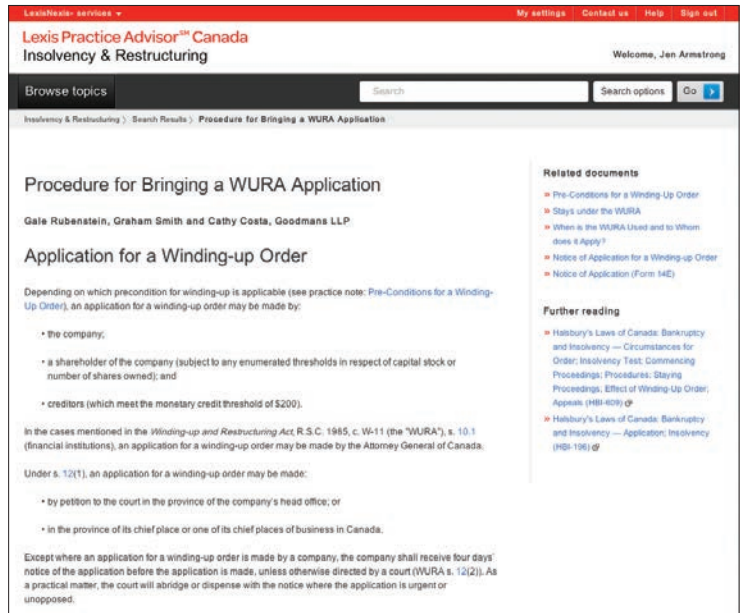
4 Mini-summaries

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.

The screenshot shows the Lexis Practice Advisor Canada search results page for the keyword 'bankruptcy'. The search results are displayed in a list format, showing the first four results. Each result includes a title, a snippet of the document content, and the author's name. The results are: 1. HBI-15 Annulment of bankruptcy order, 2. HBI-1 Involuntary and voluntary bankruptcies, 3. HBI-14 Bankruptcy orders, and 4. HBI-591 Application for bankruptcy order. The page also features a 'Refine results' section on the left, which allows users to filter results by practice areas, jurisdictions, and document types. The 'Practice areas' section shows 'Insolvency & Restructuring' with 740 results. The 'Jurisdictions' section shows 'Alberta' (12), 'Canada' (265), 'International' (22), and 'Unclassified' (453). The 'Document types' section shows 'Checklists, diagrams & flowcharts' (26), 'Commentary' (427), 'Overviews' (11), 'Practice notes' (94), and 'Precedents & drafting notes' (152).

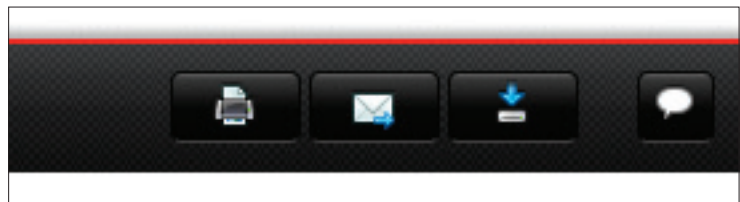
5 Practice Notes

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.

The screenshot shows the Lexis Practice Advisor Canada website interface. The main content area is titled "Duties and Rights of a Bankrupt" by Harry Fogul and Douglas Palmateer, Aird & Berlis LLP. It lists 10 duties of a bankrupt under s. 158 of the Bankruptcy and Insolvency Act, R.S.C. 1985, c. B-3. The duties include reporting to the trustee, delivering credit cards, providing books and records, attending examinations, preparing a statement of affairs, assisting with inventory, disclosing property disposal, and attending creditor meetings. A sidebar on the right lists related documents such as "Examination of Bankrupt by Official Receiver" and "Statement of Affairs (Business Bankruptcy) - Proposal (Form 7b)".

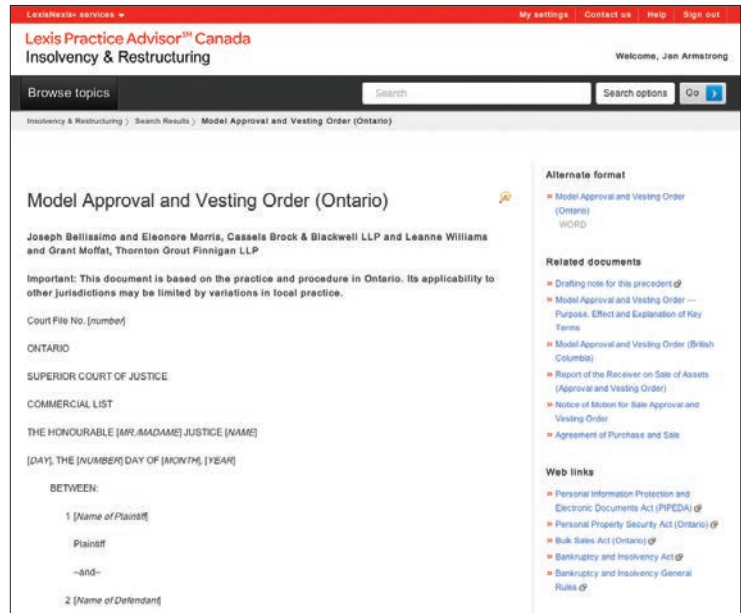
8 Flowcharts and Tables

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.

The screenshot shows the Lexis Practice Advisor Canada website interface. The main content area is titled "Key Steps in a Bankruptcy Proceeding" by Harry Fogul and Douglas Palmateer, Aird & Berlis LLP. It features a flowchart with three main paths: Voluntary Bankruptcy, Involuntary Bankruptcy, and Deemed Assignment. The Voluntary path starts with a meeting with the trustee, followed by resolution of directors, execution of assignment, and filing with the official receiver. The Involuntary path starts with an application for a bankruptcy order, followed by service on the debtor, a decision on objections, a trial for judgment, and a debtor avoiding bankruptcy. The Deemed Assignment path starts with a resolution of directors, followed by filing a notice of intention, filing a cash-flow statement, filing a proposal, and approval by creditors and the court. A sidebar on the right lists related documents such as "Key Steps in a Bankruptcy Proceeding (with Timeliness and Procedural Requirements)" and "Bankruptcy - What is It and What Are the Effects".

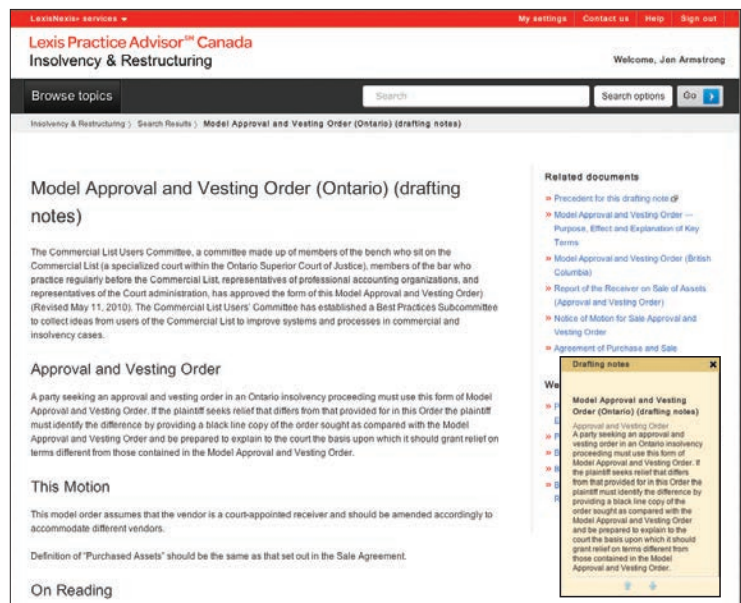
9 Precedents

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.



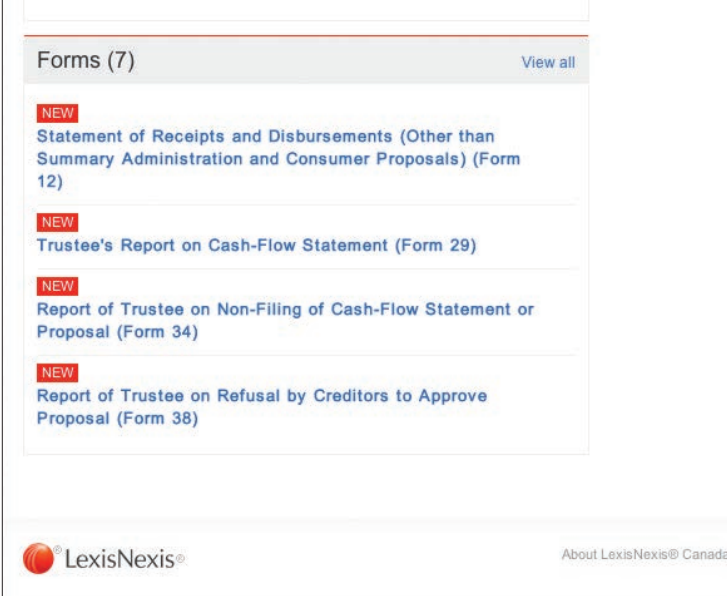
10 Drafting Notes

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.



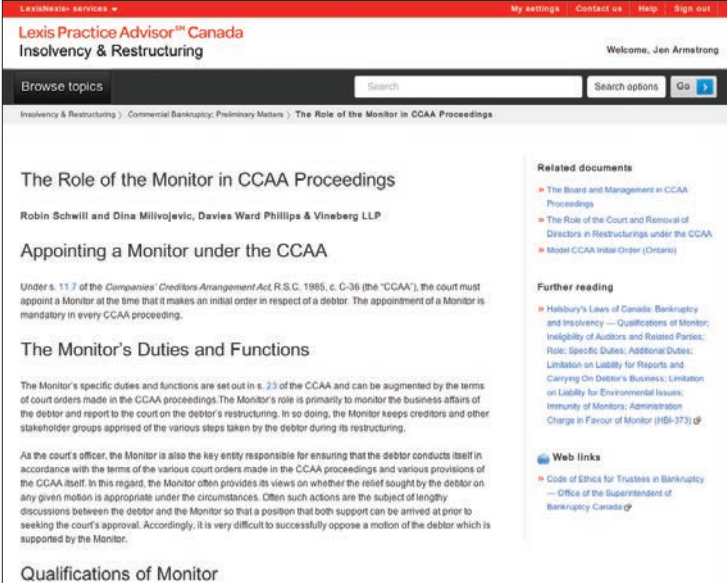
The screenshot shows a web page titled "Forms (7)" with a "View all" link. It lists three forms, each marked with a "NEW" tag in a red box:

- Statement of Receipts and Disbursements (Other than Summary Administration and Consumer Proposals) (Form 12)**
- Trustee's Report on Cash-Flow Statement (Form 29)**
- Report of Trustee on Non-Filing of Cash-Flow Statement or Proposal (Form 34)**
- Report of Trustee on Refusal by Creditors to Approve Proposal (Form 38)**

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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.



The screenshot shows a Lexis Practice Advisor Canada article page. The article title is "The Role of the Monitor in CCAA Proceedings" by Robin Schwill and Dina Milivojevic, Davies Ward Phillips & Vineberg LLP. The article content includes sections on "Appointing a Monitor under the CCAA" and "The Monitor's Duties and Functions".

On the right side, there are two sections:

- Related documents**
 - The Board and Management in CCAA Proceedings
 - The Role of the Court and Removal of Directors in Restructurings under the CCAA
 - Model CCAA Initial Order (Ontario)
- Further reading**
 - Halsbury's Laws of Canada: Bankruptcy and Insolvency — Qualifications of Monitor; Ineligibility of Auditors and Related Parties; Role; Specific Duties; Additional Duties; Limitation on Liability for Reports and Carrying On Debtor's Business; Limitation on Liability for Environmental Issues; Immunity of Monitors; Administration Charge in Favour of Monitor (HBI-373)
- Web links**
 - Code of Ethics for Trustees in Bankruptcy — Office of the Superintendent of Bankruptcy Canada

The article also includes a section for "Qualifications of Monitor" at the bottom.

Contact Information

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