

Quicklaw® Law School Program Handbook



Table of Contents

Quicklaw® Law School Program.....	3
Quicklaw® Law School User Policy.....	5
Quicklaw® Online Registration Procedure.....	7
Complimentary Quicklaw® Training for Law School Users	9
LexisNexis® Support and Resources	11

Quicklaw® Law School Program

With Quicklaw, students can ...

- Complete their assignments more effectively.
- Develop professional legal research skills.

LexisNexis is pleased to carry on a long and proud tradition of providing Canadian law school students, faculty and librarians with **free access to superior online legal content** coupled with **free, high-quality training and support**. This year, students will receive access to **LexisNexis® Quicklaw® Full Service International Academic**, the **QuickFind™ with Auto Link** productivity tool, and the **martindale.com® Connected** global legal network – at no cost to the institution.

Quicklaw is the most trusted research service in Canada – a position we have held for over 35 years. From civil law to common law, in English or French, students, faculty and librarians can connect to the most extensive collection of legal content – all with a single sign-on. This unparalleled content combined with powerful features and functionality gives students and staff efficient access to the information they need, including:

- **Halsbury's® Laws of Canada** – The entire online collection
- **Primary Law**
 - **Case Law (Court and Tribunal Decisions)** – Judgments from all levels of all Canadian courts, all board and tribunal decisions, *Canada Tariff Board Reports*, the *Canadian Insurance Law Reporter*, the *Canadian Native Law Reporter*, *Dominion Tax Cases*, *Exchequer Court Reports*, *Federal Courts Reports*, *Ontario Reports*, *Supreme Court Reports* and over 300,000 cases that have never been reported in print
 - **Legislation** – Current consolidated and annual provincial, territorial and federal statutes (including entire-act versions and section versions), regulations, rules of court, historical legislation, repealed statutes and regulations, Point-in-Time versions of legislation, Ontario Securities Commission regulatory materials, international treaties and NAFTA
- **Citators** – The *QuickCITE®* Case Citator and the *QuickCITE®* Legislation Citator, as well as U.S. and U.K. case citators
- **Digest Services** – *The Canada Digest*, which contains over one million case summaries organized under a browsable taxonomy, as well as Canadian Case Summaries (CCS)
- **Journals** – Domestic and international legal journals
- **NetLetters™** – Proprietary and licensed LexisNexis® *NetLetters™*
- **Forms & Precedents** – The Solicitor Forms & Precedents collection, covering an array of practice areas
- **News and Business** – Canadian and international news
- **International Materials** – Primary law (case law and legislation) from Australia, the United States and the United Kingdom
- **Other** – The Wrongful Dismissal Notice Searcher, Canadian Legal Words & Phrases, the LAW/NET™ Legal Update Service, the *Canadian Law Symposia Index*, the *Index to Canadian Legal Literature* and all Canada Quantums

Easy Online Access

Quicklaw offers an array of advanced features to help students, faculty and librarians work efficiently, achieve precise results and ensure the quality of their research. Access is available via the **Login** button at www.lexisnexis.ca/lawschools.

IMPORTANT:

Returning students, faculty and librarians who already have a Quicklaw ID and password **should not register again**. Those who have lost or forgotten the ID and password should visit www.lexisnexis.com/ca/legal and click on either “forgot ID” or “forgot password”. They may also contact Customer Support at 1-800-387-0899 or service@lexisnexis.ca.



Superior Support and Training

LexisNexis helps students and staff become proficient with Quicklaw by providing them with **complimentary training** in English or French (see pages 9 and 10), as well as free user materials. Training is offered in law schools, at LexisNexis offices across Canada and via web-based training sessions. Students can visit www.lexisnexis.ca/lawschools to find out about upcoming sessions at their school and download user materials.

Quicklaw also comes with enhanced online assistance, including context-sensitive help, animated tutorials and “How do I...?” links for learning specific tasks.

Providing prompt, courteous and personalized customer support to all our users is one of our top priorities. Students and staff may contact Customer Support to receive **free user ID, research and technical assistance** by phone or email, in English or French, seven days per week. Support is available at 1-800-387-0899 or service@lexisnexis.ca.

Online Registration Procedure

To make user ID administration easier for your school, LexisNexis provides an online registration and contracting process for the distribution of free Quicklaw user IDs. (**Note:** It is recommended that users provide their institutional (law school/university) email address on the online registration form.) At the end of the registration procedure, qualified users receive personal IDs and passwords, permitting access to Quicklaw from any location. More information about the registration procedure is available on pages 7 and 8, and at www.lexisnexis.ca/lawschools.

Our Customer Support team is available to provide assistance with user IDs. Students or staff may call 1-800-387-0899 or email service@lexisnexis.ca.

Discover how Quicklaw can help law school students succeed.

For more information, please visit www.lexisnexis.ca/lawschools.

For **free, personalized assistance**, please contact Customer Support.

1-800-387-0899 | service@lexisnexis.ca

Weekdays: 7:00 a.m. – 11:00 p.m. (ET)

Weekends: 9:00 a.m. – 11:00 p.m. (ET)

Quicklaw® Law School User Policy

With Quicklaw, students can ...

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The following outlines the terms of use of law school user IDs required for accessing the Quicklaw service.

1. General Terms of Law School Use

Law school user IDs* are for law school purposes only, including Legal Aid Programs operated by law schools.

Law school user IDs are not to be used by or for:

- law firms or other commercial enterprises
- governments, non-profit organizations, or charities
- professors doing contract research for law firms or government agencies
- groups intervening or otherwise participating in litigation in the public interest
- lawyers conducting a case under a Legal Aid Certificate
- lawyers providing free or reduced-rate legal services

2. Creating Casebooks and Websites Using Material Taken from LexisNexis Canada

Using Online Material

A school is permitted to post a link to an article if each student uses his or her own ID to log in to the Quicklaw

service to retrieve his or her own copy of that article.

A school is not allowed to post on its intranet website an article found on Quicklaw, LexisNexis® at *lexis.com*®, LexisNexis® Academic or any other LexisNexis® research service. **Note:** The ID and password that a student uses to log in to a college network or library to gain access to Quicklaw is equivalent to “his or her own ID to log in to the Quicklaw service” as stated above.

All terms and conditions are available on the appropriate research service.

A subscribing institution has the right to create course packs (in print or digital form) to the extent allowed by the LexisNexis Permissions Coordinator. The Permission Request Form, accessible at www.lexisnexis.com/terms/copyright-permission-info.aspx, must include information such as the purpose of the request (if required for educational or CLE purposes, please include the class/seminar name, the sponsor/university name, and when and where the packs will be presented); the number of copies to be made; the exact citations, references or descriptions of the material to be distributed; and the method of distribution.

There is no cost associated with our granting a request to reprint content for use in a course casebook.

Using Print Material

If permission has been granted by LexisNexis Canada to use content from a print publication in which LexisNexis Canada holds the copyright, then there are no costs associated with the use. The following credit line must appear in any reproduction: "Reproduced by permission of the publisher, LexisNexis Canada Inc., from [name, etc., of publication]." There are no documents to sign.

To request permission to reproduce material from a LexisNexis Canada print product, please contact **Julie Chapman**, Corporate Counsel at LexisNexis Canada, at julie.chapman@lexisnexis.ca. Please include details about the material to be used and the manner in which it will be used.

To ensure the continued operation of the law school program, LexisNexis Canada will consider improper use of law school user IDs as a breach of contract. Remedies may include permanent disabling of the ID. If you have questions about contracts, please email **Mark Rousseau**, Managing Director, Corporate and Public Markets, at mark.rousseau@lexisnexis.ca.

For **free, personalized assistance**, please contact Customer Support.

1-800-387-0899 | service@lexisnexis.ca

Weekdays: 7:00 a.m. – 11:00 p.m. (ET)

Weekends: 9:00 a.m. – 11:00 p.m. (ET)

* Returning students, faculty, and librarians who already have a Quicklaw ID and password **should not register again**. Those who have lost or forgotten the ID and password should contact Customer Support at **1-800-387-0899** or service@lexisnexis.ca.

Quicklaw® Online Registration Procedure

With Quicklaw, students can ...

- Complete their assignments more effectively.
- Develop professional legal research skills.

Sign up for Quicklaw today and get access to Canada's most comprehensive online legal research service.

Registration is easy. You will create your own easy-to-remember user ID and password that you can use **from any location 24/7**. To register, follow the steps to the right and on the next page while logged into your law school or law library computer network.

IMPORTANT:

Returning students, faculty and librarians who already have a Quicklaw ID and password **should not register again**. Those who have lost or forgotten the ID and password should visit www.lexisnexis.com/ca/legal and click on either "forgot ID" or "forgot password". They may also contact Customer Support at 1-800-387-0899 or service@lexisnexis.ca.

To register as a student:

1. While logged into your law school or law library network, go to www.lexisnexis.com/ca/legal.
2. Click the **Register Now** button located at the bottom of the screen.
3. Fill in all required fields on the **Registration Form** that appears. Required fields are indicated with an asterisk *.

Notes: 1) Once you click the **Submit** button, you will be prompted to fill in any required fields you may have missed.

2) In the email address field, we recommend you enter your institutional (law school/university) email address.

4. Select **Student** from the **User Type** drop-down list.
5. Select **Law Student** from the **Program** drop-down list.
6. Create a user **ID** (8–25 characters) and **Password** (8–50 characters including at least one alphabetical and one numeric character).
- Note:** If the user **ID** already exists, upon submission you will be asked to provide another.
7. Select a **Security Question** and **Answer**.
8. Click **Submit**.
9. Read the information on the screen that appears, and then click the **OK** button to continue.
10. Click the **View Terms & Conditions** link.
11. Click the **Accept** or the **I Do Not Accept** button.

Note: You must accept the terms to proceed to the Quicklaw service.

To sign out:

1. Click the **Sign Out** link located at the top right of the Quicklaw screen.
2. From the window that appears, select the **Click here if you no longer want to save your sign-in information** option. This is highly recommended if you are logged in from a law school lab or any other public terminal.

To register as a faculty member or a librarian:

1. Follow steps **1 through 3** in the student registration section on the previous page.
2. Select **Other** from the **User Type** drop-down list. A slightly different form will appear.
3. Enter your **Job Title** and **Department** in the text boxes provided.
4. Follow steps **6 through 11** in the student registration section on the previous page.

To register later:

If you clicked the **Register Later** button located at the bottom of the **Sign In** page, you will be prompted with the **Terms of Use** window.

1. Click the **View Terms & Conditions** link and then click the **Accept** button to proceed to the Quicklaw service. You will not be able to personalize your access, and you may have a limited source selection. To obtain full, personalized access, you must register.
2. Click the **Customize** link located at the top right of the Quicklaw screen to register.

www.lexisnexis.ca/lawschools

Free, personalized user ID and password, research, and technical assistance (English or French):

1-800-387-0899 | service@lexisnexis.ca

Weekdays: 7:00 a.m. – 11:00 p.m. (ET)

Weekends: 9:00 a.m. – 11:00 p.m. (ET)

Complimentary Quicklaw® Training for Law School Users

With Quicklaw, students can ...

- Complete their assignments more effectively.
- Develop professional legal research skills.

One of our top priorities is providing students with the training they need to become proficient with the Quicklaw service. LexisNexis provides students and staff with complimentary training in English or French. Training is offered in law schools, at LexisNexis offices across Canada, and via web-based training sessions.

LexisNexis offers training right in your school's computer lab. The **My School** web page at www.lexisnexis.ca/lawschools lists upcoming training sessions at your school. If no training is scheduled, please contact the LexisNexis representative for your school, or Customer Support at **1-800-387-0899** or training@lexisnexis.ca to arrange for a professional LexisNexis instructor to conduct sessions at your school. Students and staff also may complete the form at www.lexisnexis.ca/en/support/training/training-schedule.aspx to register for complimentary sessions scheduled in LexisNexis offices across Canada, or visit lexisnexiscanada.webex.com to sign up for a web-based session.

General and customized sessions are available (see the next page for details), and we can personalize training to focus on a particular area of practice or other area of interest. Training also can be scheduled in the evening or on weekends if preferred. If you would like to discuss your school's training needs, please contact the LexisNexis representative for your school (visit the **My School** page at www.lexisnexis.ca/lawschools) or Customer Support at **1-800-387-0899** or training@lexisnexis.ca.

WEB-BASED TRAINING

LexisNexis offers complimentary web-based training sessions. These online sessions provide access to Quicklaw training via the Internet – perfect for remote users and for those who cannot easily attend a session at school or at a local LexisNexis office. The only requirements are a phone and a computer with high-speed Internet access. To learn about upcoming sessions or to register, please visit lexisnexiscanada.webex.com.

General Sessions

Learn to search the broadest collection of Canadian primary and secondary sources using the following enhanced features: content-specific search forms to target specific content types such as court decisions, tribunals, legislation and commentary, including *Halsbury's® Laws of Canada* and *The Canada Digest*; dynamic display options and results filtering to better view, sort and organize search results; and recent searches and document history to keep track of important searches. Discover how to search by name, citation or keyword; navigate and refine search results; deliver documents; and note up cases and statutes using the *QuickCITE®* Case Citator and the *QuickCITE®* Legislation Citator. **Unique content coverage** includes *Halsbury's Laws of Canada*, *The Canada Digest*, the *Canada Quantums*, *NetLetters™*, and *Solicitor Forms & Precedents*.

Customized Sessions

Customized sessions are available upon request. Frequently requested customized sessions include topical sessions restricted to a certain area of law, sessions on our legislative collections, advanced librarian sessions, articling and summer student refreshers, sessions on U.K. or Commonwealth materials, sessions on U.S. legal information, and sessions on cost-effective searching. For more information, contact the LexisNexis representative for your school (visit the **My School** page at www.lexisnexis.ca/lawschools) or Customer Support at **1-800-387-0899** or training@lexisnexis.ca.

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7 a.m. to 11 p.m. ET Monday to Friday | 9 a.m. to 11 p.m. ET Weekends

Training Materials and Demos: www.lexisnexis.ca/en/support/training/training-materials.aspx

Free training: training@lexisnexis.ca



martindale.com® Connected
<http://community.martindale.com>



Twitter
www.twitter.com/LexisNexisCan



Facebook
www.facebook.com (search for "LexisNexis Canada")

YouTube™
www.youtube.com/LexisNexisCanada

Beyond primary case law (court, board and tribunal decisions) and legislation (statutes and regulations), we provide access to:

- *Halsbury's*® *Laws of Canada*
- *The Canada Digest*
- The *QuickCITE*® Case Citator and the *QuickCITE*® Legislation Citator
- Canadian Legal Words & Phrases
- Canadian and international journals
- International primary law from selected countries
- Current awareness *NetLetters*™
- Forms and precedents
- News and business services
- And more!

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3. Fill in all required fields on the Registration Form that appears. In the email address field, we recommend you enter your institutional (law school/university) email address.
4. Select "Student" from the User Type drop-down menu.
5. Select "Law Student" from the Program drop-down menu.
6. Create a user ID (8–25 characters) and password (8–50 characters including at least one alphabetical and one numeric character).
7. Select a Security Question and Answer.
8. Click Submit.
9. Read the information on the screen that appears, and then click the "OK" button to continue.
10. Click the "View Terms & Conditions" link.
11. Click the "Accept" or "I Do Not Accept" button. (You must accept the terms to proceed to the Quicklaw service.)
12. To sign out, click the "Sign Out" link located at the top right of the Quicklaw screen.



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