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100+
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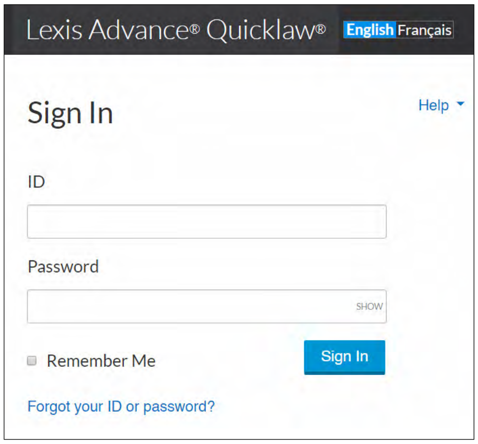
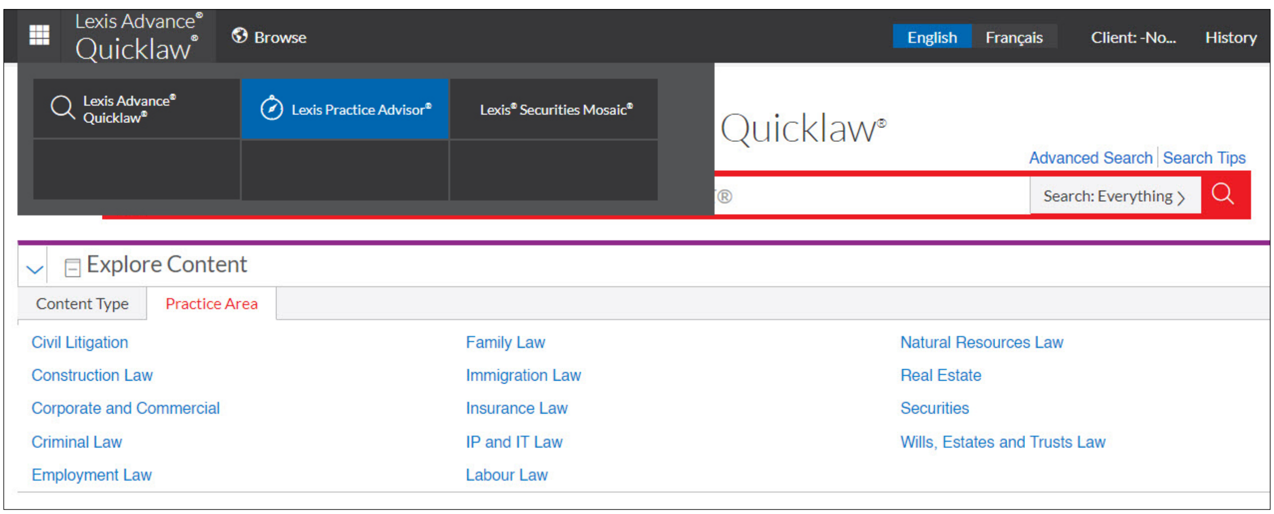
Table of contents

Direct Access and Sign In



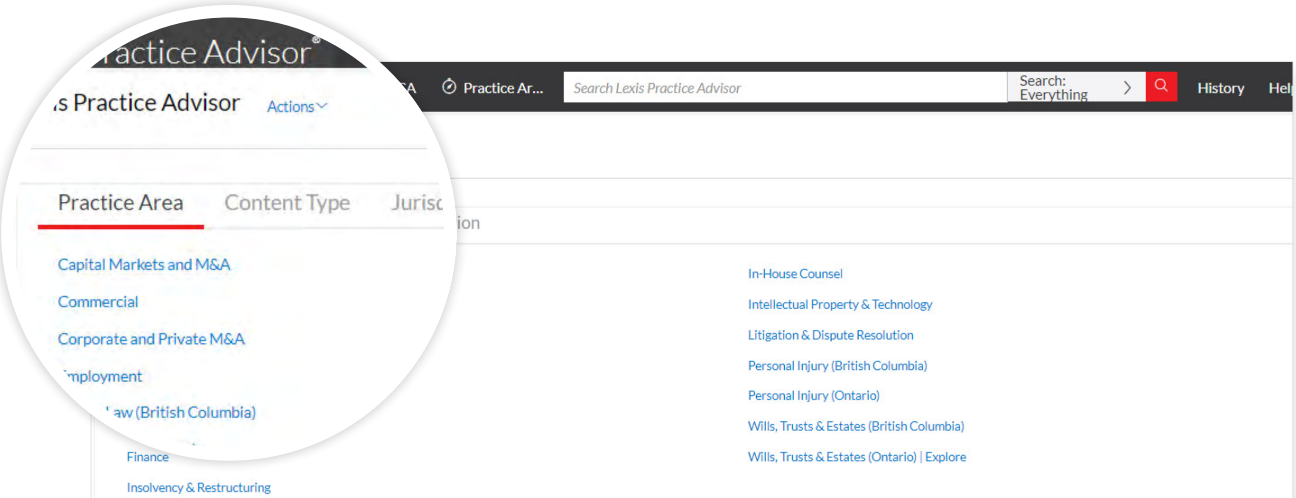
To use Lexis Practice Advisor, go to the **Lexis Practice Advisor login page** and enter your user ID and Password.

Access via Lexis Advance® Quicklaw®



If you subscribe to both **Lexis Advance Quicklaw** and **Lexis Practice Advisor** services, you can access both products via the product switcher. The product switcher is the multi-square icon located in the upper left corner of the screen. To switch between products, simply click on the product switcher to reveal products you have access to, and choose the applicable product you would like to access.

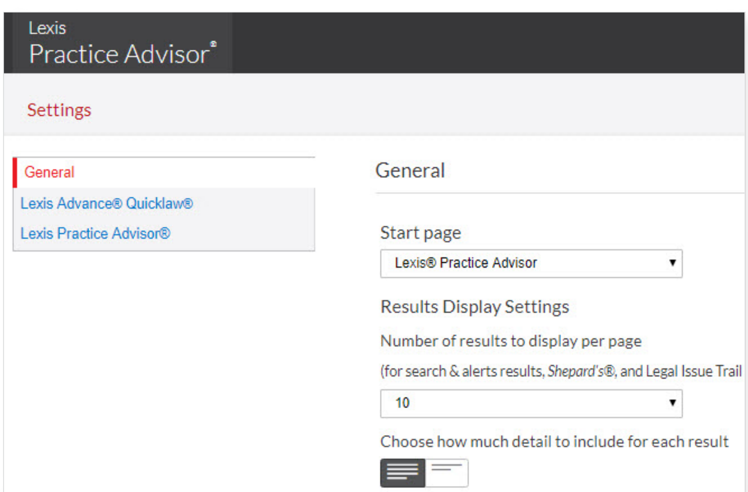
Lexis Practice Advisor Home Page on the Lexis Advance Platform



When you access Lexis Practice Advisor from the Lexis Advance platform, you will see a home page similar to the one pictured above. You can control how you find information by choosing from three navigation options to begin your search for information.

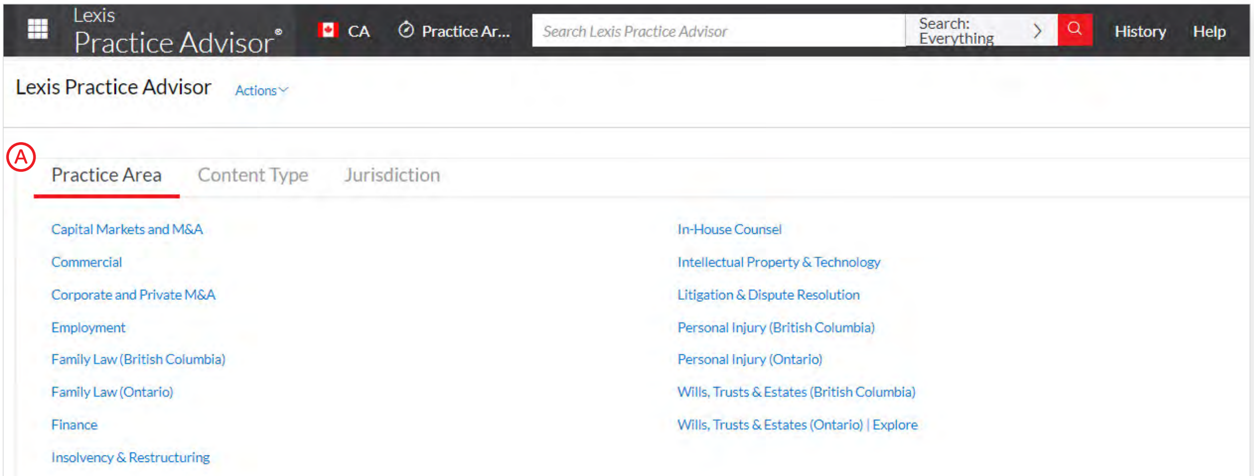
- Practice Area
- Content Type
- Jurisdiction

Settings

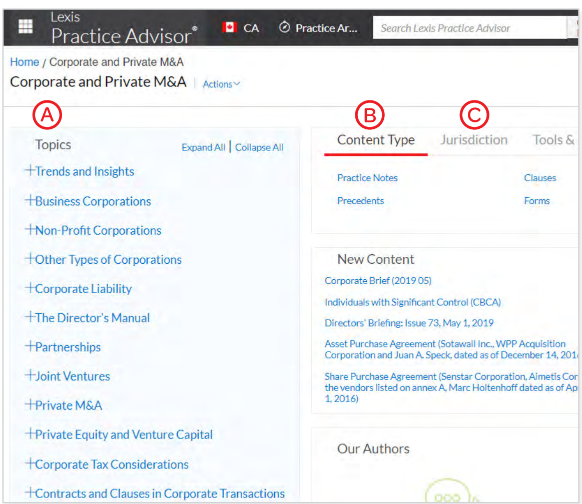


You also have the option to set up preferences under **Settings** under the **More** pull-down menu at top right. You can set Lexis Practice Advisor as your Start page, choose how your documents display and more.

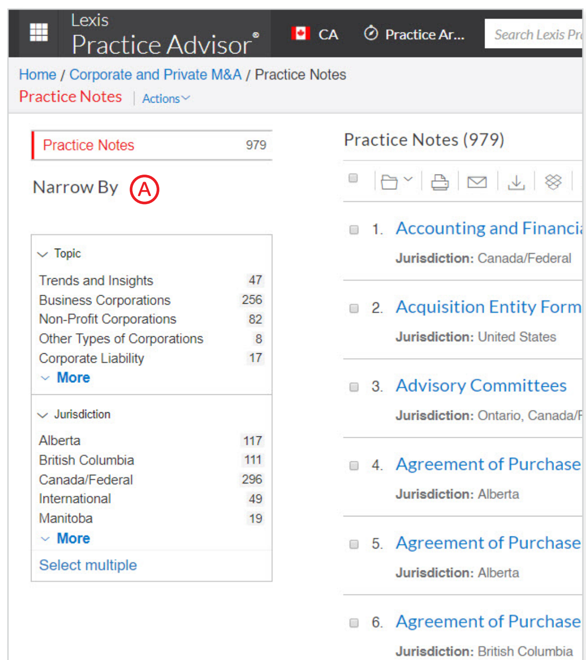
Navigate by Practice Area



Now Lexis Practice Advisor opens new doors to give you more control over how you navigate practice area information. Choose Ⓐ **Practice Area** to select the practice area you wish to explore.

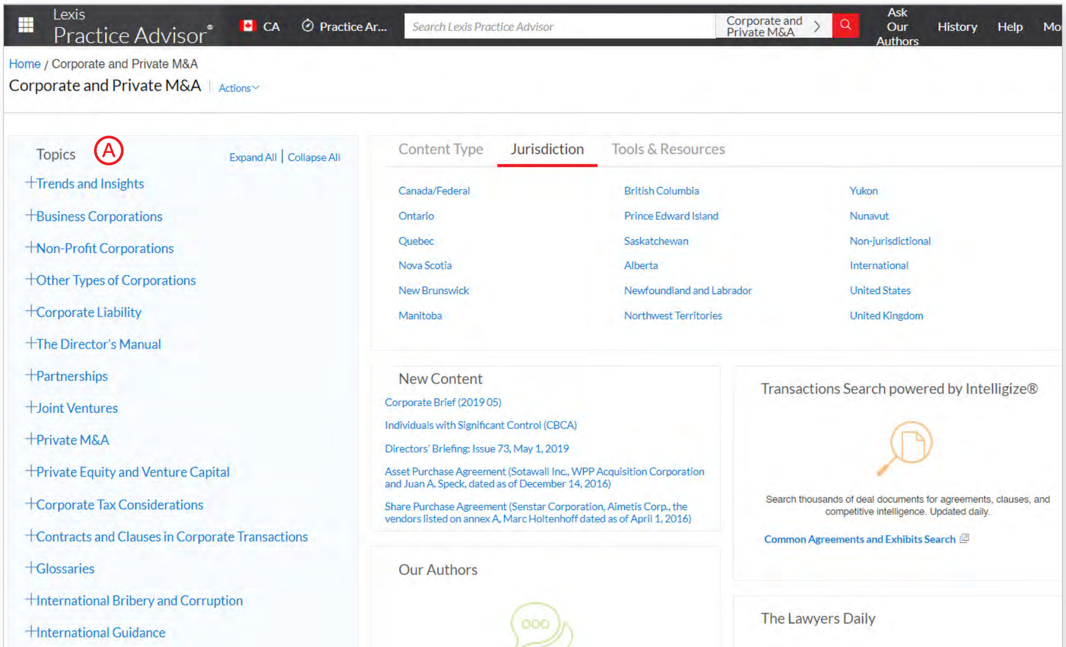


After selecting your practice area (in this case, Corporate and Private M&A), you have more options to narrow your search for information by Ⓐ **Topics,** Ⓑ **Content Type** or Ⓒ **Jurisdiction**.



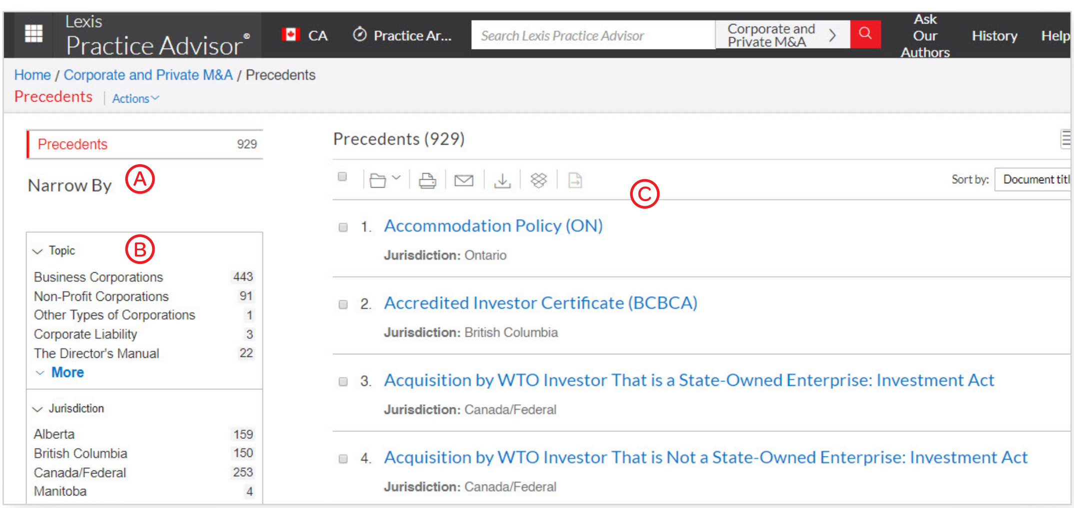
Next, the browse content results screen offers browseable post-search filters under Ⓐ **Narrow By**. You see updated results as you select filters.

Navigate by the Topics Menu



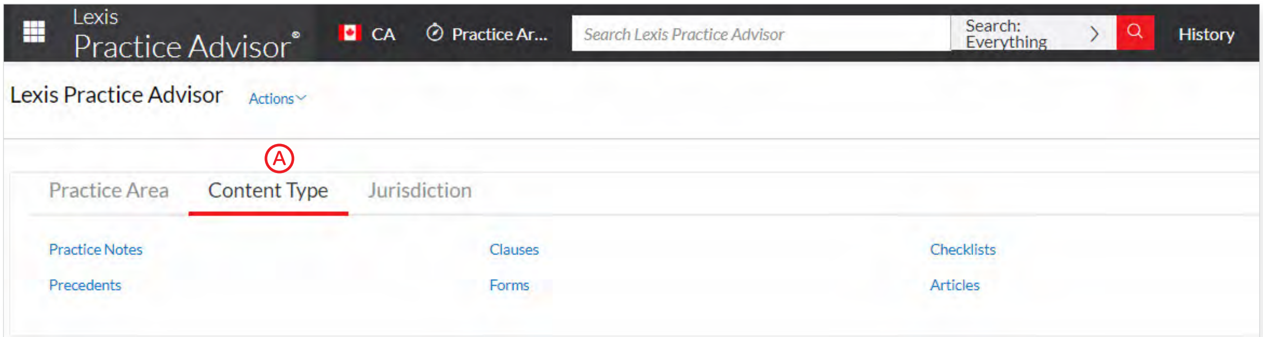
A navigation option available for each practice area is the Ⓐ **Topics** menu. It appears on the left side of your screen after you select your practice area. Select a topic to see subtopics below.

Focus Results with Post-Search Filters

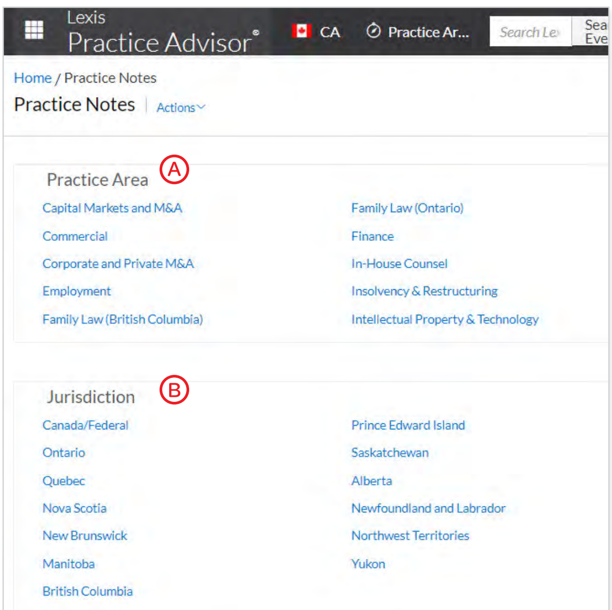


You can continue to focus your navigation after you receive results. Look for Ⓐ **Narrow By** to the left of your results for a selection of Ⓑ **Post-Search Filters**. As you select post-search filters, updates to your Ⓒ **Results** will immediately appear.

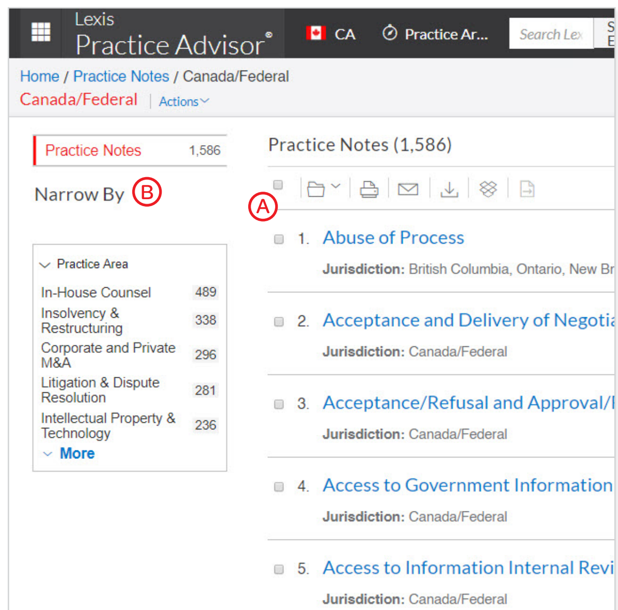
Navigate by Content Type



On on ththe Lexis Practice Advisor home page, you can navigate for information by Ⓐ **Content Type**.

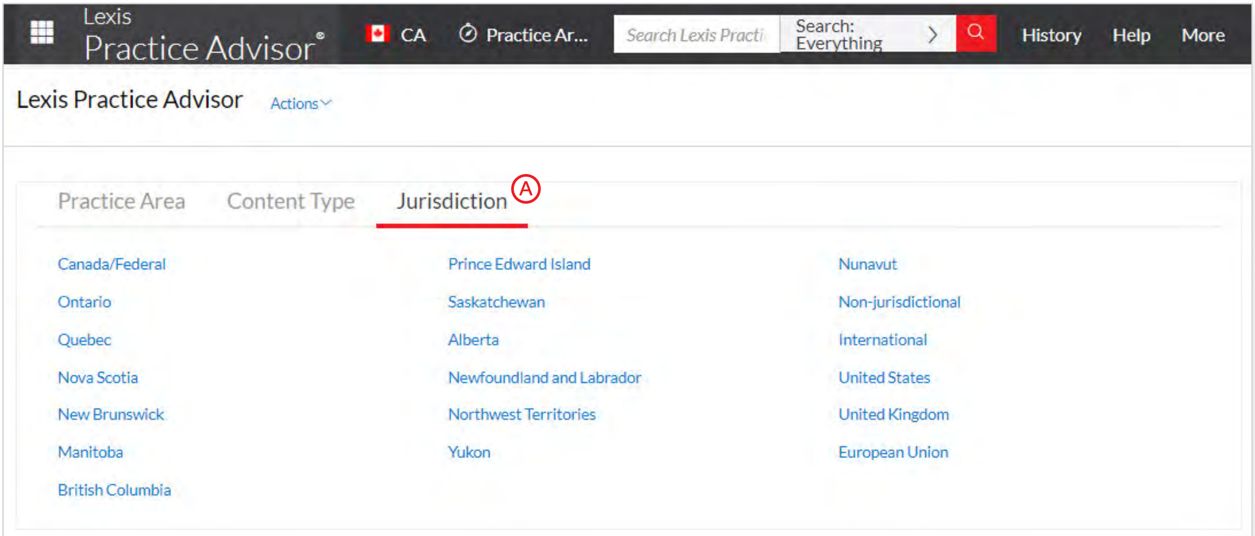


After selecting the Content Type you wish to navigate, a screen will appear where you can also filter by Ⓐ **Practice Area** or Ⓑ **Jurisdiction**.

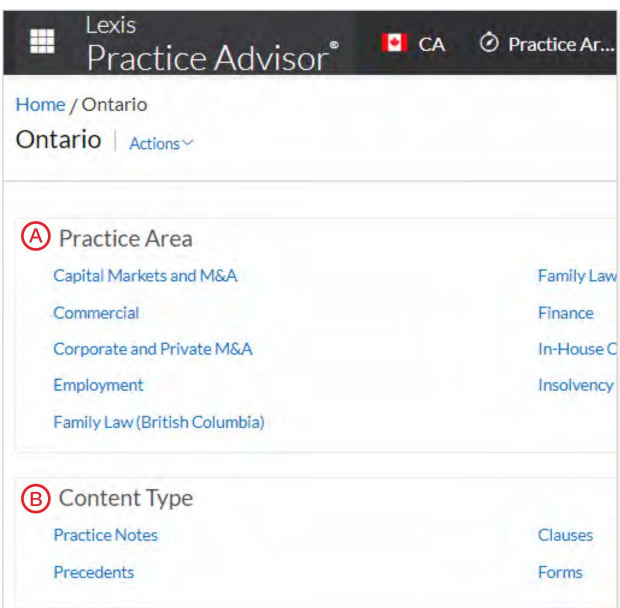


As you browse Ⓐ **Results**, you can continue to select post-search filters under Ⓑ **Narrow By** on the left side of your screen. Updated results continuously appear as you select filters.

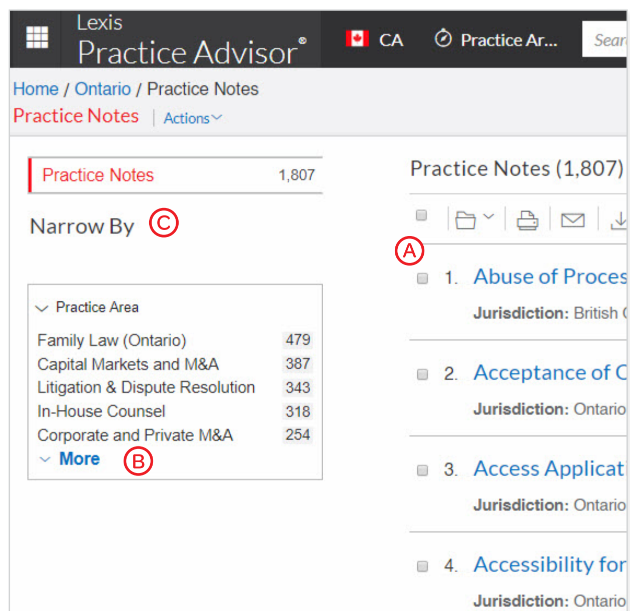
Navigate by Jurisdiction



Lexis Practice Advisor now offers the option to navigate by Ⓐ **Jurisdiction** from the beginning of your search for information. Select the Jurisdiction tab to see the list of Jurisdictions from which you can choose.

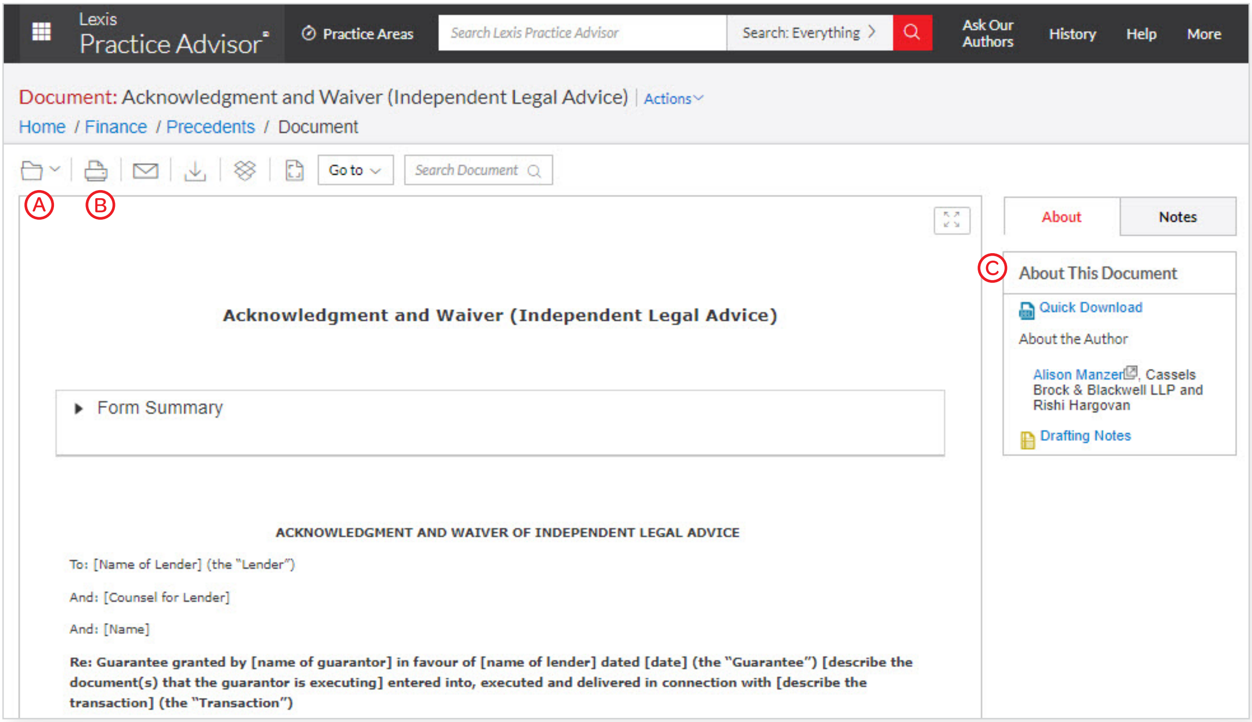


After selecting the Jurisdiction you wish to search, you will see a screen that offers you the option to narrow your navigation further by selecting Ⓐ **Practice Area** or Ⓑ **Content Type**.



As you browse Ⓐ **Results**, you can select additional Ⓑ **post-search filters** under Ⓒ **Narrow By**. As you select post-search filters, your results will immediately update.

Using Precedents



Work efficiently with precedents that can be downloaded and edited within programs you use every day. You can email, print or share with colleagues when you want to collaborate on a draft.

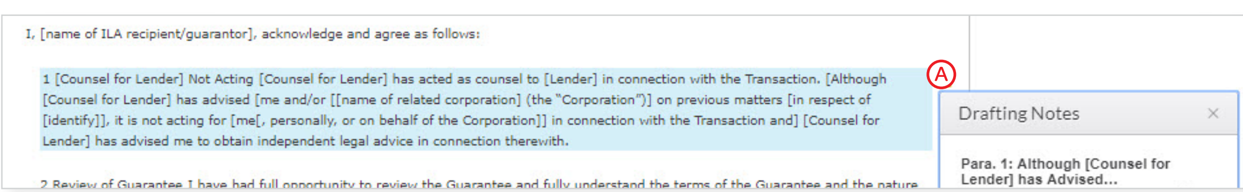
Ⓐ **Save Precedents to a folder.** Open from the folder, draft and share with colleagues.

Ⓑ **Print, download, email or send documents to Dropbox®**.

Ⓒ Under **About This Document**, you can click **Quick Download** to have the precedent delivered to you; learn the credentials of the lawyer author(s) of the precedent under **About the Author**; view all **Drafting Notes** as one document.

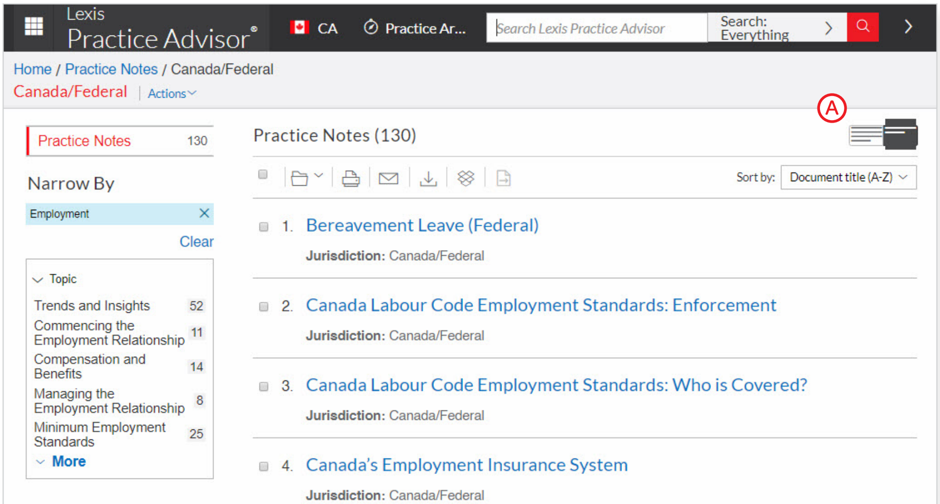
Drafting Notes

Get vital insights as you draft. Each drafting note provides you with practical guidance based on the contributor's experience.



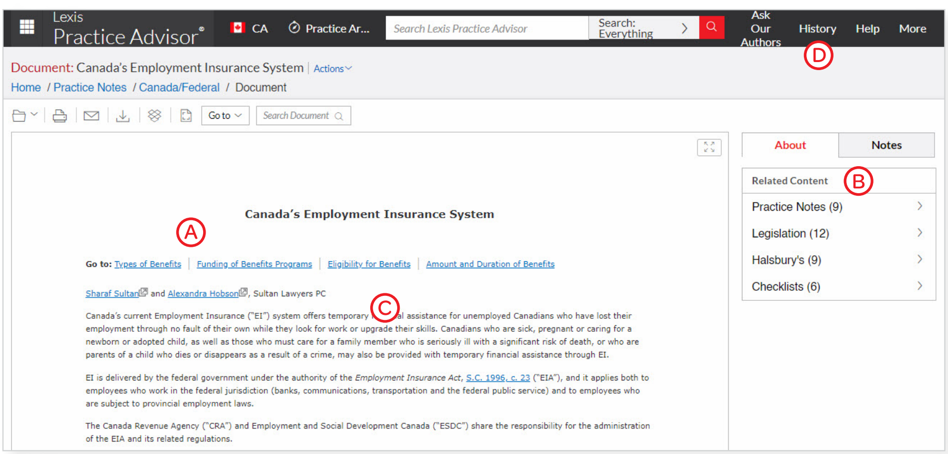
Ⓐ Click the yellow "Drafting Notes" icons embedded in the precedent to find a drafting note relevant to the highlighted copy.

Practice Notes



Find practical guidance written by practicing contributors in Practice Notes.

Ⓐ Choose to view results with only titles of documents displayed or with the title and a description of content to help you identify the documents you need.



Check out these helpful features in your open Practice Note.

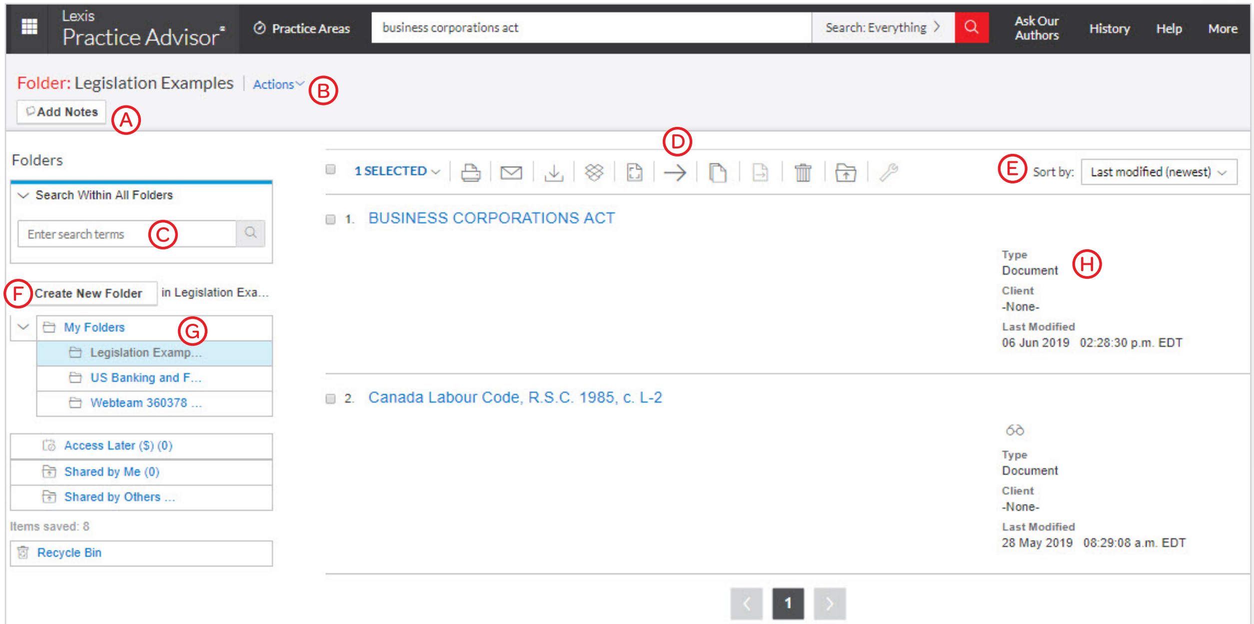
Ⓐ Click these links to go directly to these topics within the Practice Note.

Ⓑ In **Related Content**, find links to related content.

Ⓒ **Find credentials of the practice note's lawyer authors** to be confident in the practice note's guidance. Use these links to review their credentials.

Ⓓ To return to your practice notes documents, select **History** then **Documents**.

Folders: Save Forms, Documents, Text, Searches and More



Gain access to your Folders by selecting Folders from the More pull-down menu in the top right corner of your Lexis Practice Advisor screen. Copy and save selected document text, search results lists, documents and information even from other LexisNexis® products. Subscription documents stay in Folders until you remove them.

Ⓐ **Add Notes**. Click and add up to 1,000 characters.

Ⓑ Click **Actions** to **Rename, Download, Move, Copy, Share** or **Delete** the Folder.

Ⓒ **Find vital facts across all Folders** and notes. Just enter your search words, (e.g., exemptions)

Ⓓ Choose buttons at the top to **Select, Download, Move, Copy** or **Remove** folders.

Ⓔ Organize folders under **Sort by** according to Last modified, Clients, Types or Titles.

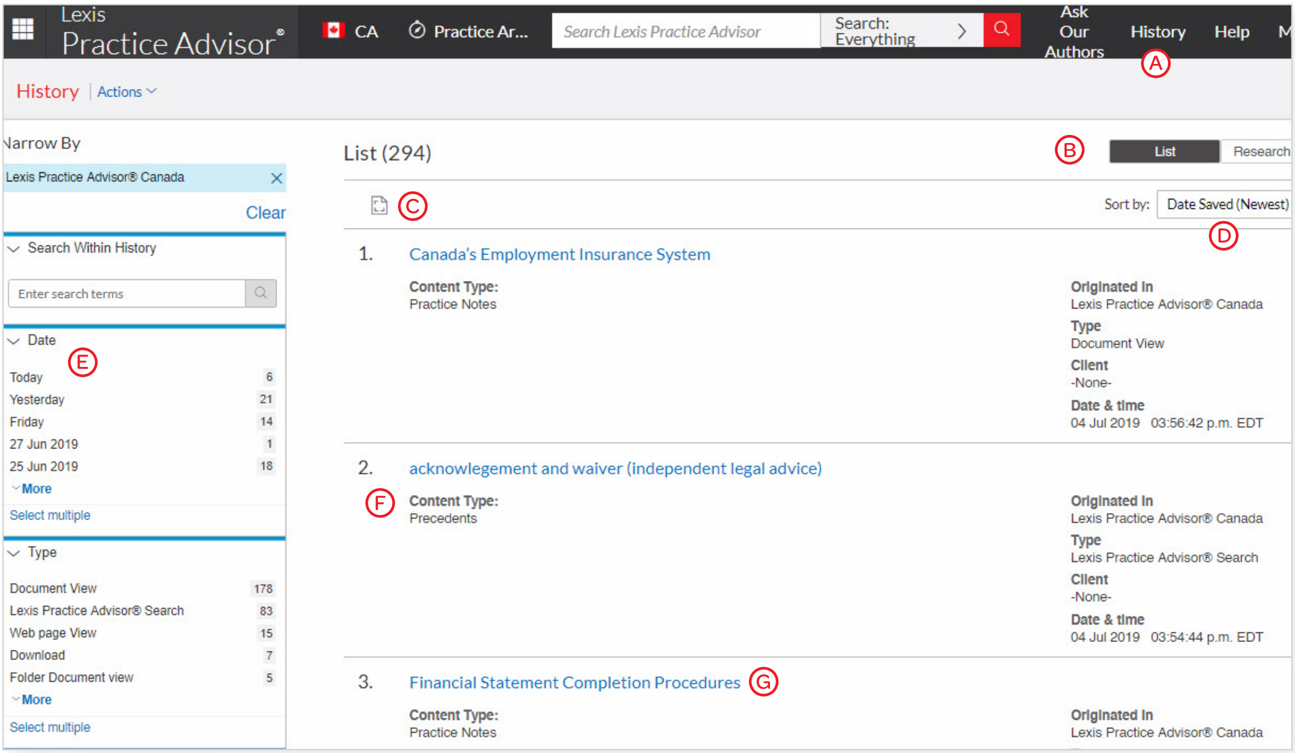
Ⓕ **Create New Folder** allows you to create a new folder within My Folders or create a subfolder within a Folder.

Ⓖ **Move among your Folders** here. Each Folder shows how many documents it contains.

Ⓗ **Click a document listing** and look under **About This Document** to find information that may include the document **Type, Client, Last Modified** information and more.

Get notified of updates. *(Not shown.)* Documents you store in Folders are flagged when updates are available so you can retrieve them. Also view shared documents.

History: View Documents, Searches and More



View search history for the past 90 days. View documents retrieved, prior searches and even tasks from Lexis Advance. **You can view your search history in a List view.** Get interrupted during research? Pick up where you left off quickly by going to your History. Use **Search Within History** to save useful searches to your Folders.

Ⓐ **Return to a search fast.** Select from the five most recent searches or documents. Click **History** in the black header. Link to your complete History list by selecting **View all history**.

Ⓑ The **List** view is the default.

Ⓒ **Print your history.** Get a printer-friendly list of searches. Then click the Print button.

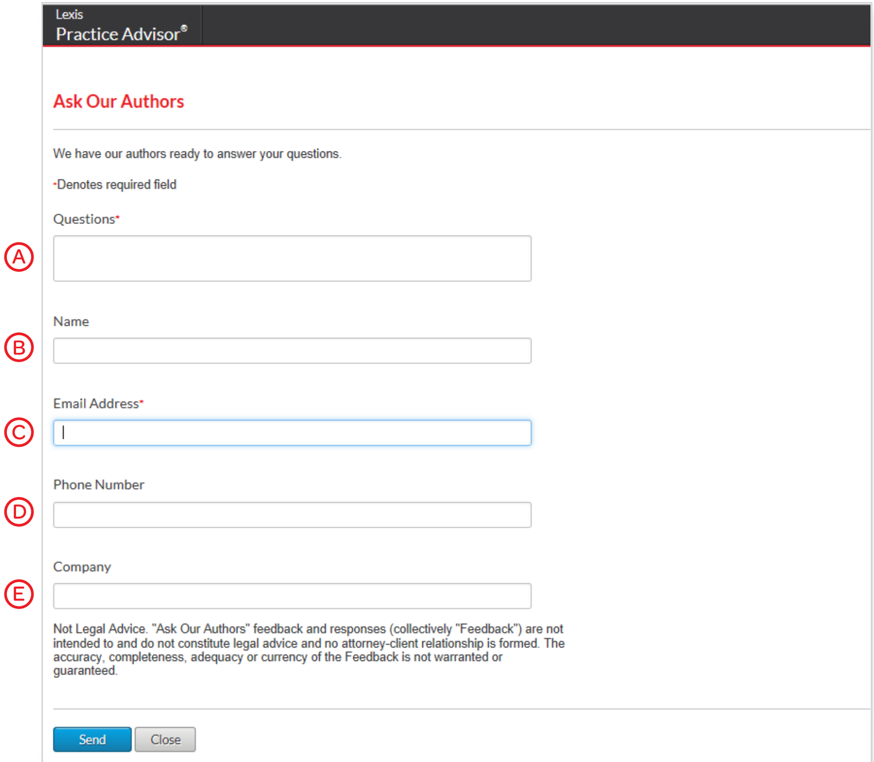
Ⓓ **Sort your history by date** (oldest or newest first), **type** or search **title** (alphabetical or reverse-alphabetical order).

Ⓔ **Filter history to display** by date, date range or tasks type, such as alerts created, forms viewed, emails sent, searches, etc. Only dates where research occurred are included. Just click a date, type, etc.; the filter **displays in blue under Narrow by**. To remove the filter, just click the X in the blue box.

Ⓕ **See search details up front.** Each listing provides a wealth of detailed information — content categories, document types, task type and date performed, and more.

Ⓖ **Return to a document or topic** Click the document or topic title.

Ask Our Authors



The prominent Ask Our Authors page enables users to reach out directly to our team of experienced professionals.

Ⓐ **Questions** field — Enter your question and our authors will respond back with an answer

Ⓑ **Name** field — Enter your full name.

Ⓒ **Email Address** — Enter the email address where our authors can reach you.

Ⓓ **Phone Number** — Enter the phone number where our authors can contact you.

Ⓔ **Company** — Enter the name of your organization.

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Please note: All screens shown may change slightly as new features and enhancements are added.