Quicklaw® Cheat Sheet: Finding Sources

Discover how to find, browse, select and customize sources on Canada’s leading online legal research service.

What Is a Source?  
A source on the LexisNexis® Quicklaw® service is a collection of related documents from the same jurisdiction, court, tribunal, report series, or newsletter.

Find a Source and Browse Sources  
If you know the source you want, use the Find a Source box:
1. Click the Home search subtab and find the box at the end of the Find a Document section OR click the Source Directory tab from any page and find the box in the upper-right corner of the Browse Sources page.
2. Enter a source name (e.g., Ontario Judgments) or a source code used in older versions of Quicklaw (e.g., OJ) in the Find a Source box. Quicklaw will search all sources available in your subscription.

OR

Use the Source Directory to Browse Sources:
3. Select to browse By Publication Type, Area of Law, News & Business, or Industry.
4. Select a Filter by option, such as Country, Region, Topics, or Pricing (optional).
5. Click the folder icon or corresponding link to view a category’s sources.

Finding Sources Alphabetically  
To find sources alphabetically:
1. Under the Search for a Source subtab, select Alphabet.
2. Choose the first letter of the source name.
3. You can limit the choices by selecting a Country or Region

Source Indicators  
The following list explains the symbols that appear next to sources and documents. The explanation of indicators also appears at the bottom of pages when browsing sources.

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Selecting Sources

Once you have located the source(s) you want, you will need to select them in order to search for specific documents, and/or add them as favourite sources for future searches.

1. Click the checkbox beside one or more sources.
2. If selecting and combining more than one source, create a title for this combined source in the Name Selected Sources box.
3. Click the Save as a favourite checkbox if you wish to save your named source for future searches.
4. Click the View link to view all selections if the Selected Sources tray is not already shown.
5. If a source has a Browse link beside it, click the link to display the source’s table of contents.
6. Click the OK – Continue button. The search form corresponding to the source(s) you have chosen will display, and you can search within the source(s).

Adding, Editing, and Deleting Sources in Search Forms

Under most Search subtabs, the Select Sources drop-down list contains preselected, recently added, and favourite sources.

Note: The Delete, Edit, and Rename links are greyed out when unavailable. Preselected sources cannot be deleted even if the link is not greyed out. Favourite sources may have to first be deselected as favourites to be deleted.

1. From any search form, click the Sources drop-down list, scroll to the top of the list, and select Modify This List.
2. Click the More Sources link to add new favourite sources to the list.
3. Select a source category to view by clicking its folder icon. See steps 1–5 in the Selecting Sources section above to add sources from source category folders.
4. Click the Delete link and then the OK button to delete a source.
5. Click the Edit/Rename link to edit the source(s) and/or source name.
6. Review the modified list of sources and click the Done button to return to the search form.

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