Quicklaw® Quick Reference Guide
A useful guide to accessing information on Canada’s leading online legal research service.

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Signing In

In your Internet browser, go to www.lexisnexis.ca, and choose Quicklaw® from the Product Sign On drop-down list at the top right. Enter your user ID and Password, and then click the Sign In button. You will need to customize your password the first time you sign in. You may then choose to save this information on your computer.

Client ID

The Client ID you use will appear on usage reports to track usage and pass on costs to clients. Choose or create a Client ID when you sign in, or by clicking the Client: link at the top of any screen.

Find a Document

If you know the specific document you want, using the Find a Document section is the fastest and most cost-effective method to locate cases, legislation, Canadian journal articles, and definitions; to note up cases and legislation; to Shepardize® U.S. cases; or to find a source. After clicking the Search tab followed by the Home subtab:

1. Enter corresponding search terms or citations in the appropriate box. If you enter terms in Find a case by name, Find by citation, Find legislation or Find a definition, an autocomplete feature will appear with suggestions. To turn off this feature, click the Preferences link in the header bar followed by the Search and Results tab and uncheck the first preference.

2. Click the Go button next to the box with your terms, or press the Enter key on your keyboard.

Basic Search

Located below Find a Document, the Basic Search form is useful for searching across multiple content types or unfamiliar areas of law, or for general queries.

A. Select either the default Terms and Connectors or the Natural Language search option.

B. Enter search terms. For the Terms and Connectors option, two or more words will be searched as an exact phrase. Use connectors (see next page) to separate, include, or exclude terms. For the Natural Language option, exact phrases must be in quotation marks. Search terms can include sentences or questions.

C. Click the Add topic(s) to search link to add legal topics. See p. 4 for more information.

D. For the Natural Language option, you may optionally add any terms that must be found in all results.

E. Select the Specific Source option and select a source from the drop-down list OR check one of the broad categories below such as Cases, Legislation, or Halsbury’s Laws of Canada to search sources of a particular type.

F. Click the Search button.
Connectors

By default, Quicklaw searches two or more words as an exact phrase. As a result, it is not necessary to use quotation marks unless you are using the Natural Language option or you want to bypass certain connectors (e.g., "search and seizure" will disengage the AND connector). Use connectors to establish logical relationships between words and focus your search. If you use two or more of the same connector, they operate left to right. If the n (number) connectors have different numbers, the smallest number operates first. You cannot use the /p and /s connectors with a proximity connector /n. Connectors operate in the following order of priority:

<table>
<thead>
<tr>
<th>Connector</th>
<th>Example</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>or</td>
<td>lawyer or counsel</td>
<td>finds documents in which either lawyer or counsel or both appear. Useful for synonyms, antonyms, alternative spellings, or abbreviations.</td>
</tr>
<tr>
<td>/n</td>
<td>drug /5 abuse</td>
<td>finds documents in which drug and abuse appear within five words of each other (n=any number from 1 to 255)*. Useful for closely related word searches.</td>
</tr>
<tr>
<td>+n</td>
<td>summary +3 judgment</td>
<td>finds documents in which summary precedes judgment by three or fewer words. Useful where word order would markedly alter the phrase’s meaning.</td>
</tr>
<tr>
<td>NOT /n</td>
<td>trust NOT /2 charitable</td>
<td>finds documents in which the word trust occurs but the word charitable is not within two words of it.</td>
</tr>
<tr>
<td>/s</td>
<td>sanction /s frivolous</td>
<td>finds documents in which the words sanction and frivolous appear in the same sentence**. Useful for finding close but not precise proximities.</td>
</tr>
<tr>
<td>NOT /s</td>
<td>market NOT /s share</td>
<td>finds documents in which the words market and share appear, but not within the same sentence. Will exclude close proximity terms only***.</td>
</tr>
<tr>
<td>/p</td>
<td>age /p discrimination</td>
<td>finds documents in which the words age and discrimination appear in the same paragraph. Useful for less close proximities of related words.</td>
</tr>
<tr>
<td>NOT /p</td>
<td>cable NOT /p television</td>
<td>finds documents where both words cable and television appear, but not within the same paragraph. Less exclusionary in proximity.***</td>
</tr>
<tr>
<td>AND (&amp;)</td>
<td>land AND trust</td>
<td>finds documents in which the words land and trust both appear at some point in the document. Useful for broad searching, with any word proximity.</td>
</tr>
<tr>
<td>AND NOT</td>
<td>british AND NOT british columbia</td>
<td>finds documents in which the word british occurs, but british columbia does not. This will exclude documents that mention British Columbia, so proximity connector /n may be more useful.</td>
</tr>
</tbody>
</table>

Note: Connectors are not case sensitive, but it is recommended to use the lowercase “or” to avoid it being searched as a source abbreviation for sources like Ontario Reports.

* The connector /n only searches within the same segment. If you want to search within both the case name or summary and the body of the decision, use the AND connector.

** The connector /s searches within one sentence ending with a period. Quicklaw cannot distinguish between a true period and the period following the v in case names such as Hall v. Hebert. To search for case names, use the /n connector (e.g., Hall /3 Hebert).

*** The NOT /s and NOT /p commands will locate documents that exclude those terms in at least one instance. The terms may still appear in the same sentence or paragraph elsewhere in the document.

Truncation and Wildcards

<table>
<thead>
<tr>
<th>Connector</th>
<th>Example</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>!</td>
<td>acqui</td>
<td>Finds variations on the term acquire (acquiring, acquisition, etc.)</td>
</tr>
<tr>
<td>M!saac</td>
<td>Finds both McIsaac and MacIsaac</td>
<td></td>
</tr>
<tr>
<td>*</td>
<td>Sp**gel</td>
<td>Finds both Speigel and Spiegel</td>
</tr>
</tbody>
</table>
Add Topic(s) to Search

All Canadian case (court and tribunal), commentary and legislation documents are indexed using a classification system of more than 3,000 legal topics, which are organized under 50 areas of law.

From most search forms, you can add a topic or topics to your search to restrict your results to a topical subset of documents, such as a certain area of law like labour or criminal law. Since each legal topic represents a large number of keywords, adding no more than 10 topics to a single search is recommended to avoid exceeding the search-term limit.

1. Click the Add Topic(s) to Search link underneath the Search Terms box on the search form. The Add Topic(s) to Search window opens sorted by Hierarchy. Alternatively, you can search for topics using the Find option, or view all topics alphabetically with the Alphabet option.
2. Click + to expand or − to contract listed topics to browse the contents hierarchy.
3. Click the icon to find an explanation of what types of topics will be searched, and then click the Go Back button to return to the Add Topic(s) to Search window.
4. Click the checkbox next to a topic to select topics that match your research.
5. Click the View Selected button at any time to review a list of selected topics, then click the connector link before each topic (AND, OR, AND NOT) to cycle between connectors, or click x to remove a topic from the list.
6. Click OK – Add to Search in either the Hierarchy list or the Selected Index Topics list to return to the search form. The topics you have selected are added to your search. You may also toggle between AND, OR, and AND NOT at this stage by clicking the connector link.

Content-specific search forms are intended for searching sources of a specific content type. These tailored search forms offer simplified searching within document segments most commonly associated with their content. Quicklaw offers several content-specific search forms, which are grouped in two ways:

1. Search subtabs appear across the top navigation and include Court Cases, Tribunal Cases, Legislation, Commentary, Journals, Forms, News & Companies, General and All Search Forms (under this subtab, view and access all your available search forms, which are listed alphabetically).
2. Related content links appear on the left-side navigation and provide access to alternative methods for searching content related to the Search subtab you have chosen.

Note: Not all forms are available with all subscriptions.
Date Searching

Several search forms allow you to limit your search by date or select a predefined time frame. Select date parameters from the Specify Date drop-down list and enter your date restrictions. For entering specific date ranges, only the year field is mandatory.

Quick Lookup

While viewing a Quicklaw document, highlight any text by selecting it with your cursor and use the Quick Lookup feature to perform a cross-reference search of this text in a source selected from a pop-up list. The search opens in a new window, and you can choose from the following list of internal and external sources: All Canadian Statutes and Regulations (Quicklaw), Canadian Legal Words and Phrases (Quicklaw), Halsbury’s Laws of Canada (Quicklaw), Lexis® Web Search, Canadian-Lawyers.ca — Powered by Lawyers.com®, martindale.com® and Wikipedia®.

To disable this feature, click the Preferences link followed by the Search and Results tab and uncheck the Display the Quick Lookup pop-up feature box under Document Display.

Search Results

The results page displays your search results and includes features that allow you to select viewing options and sort, filter, or narrow your search.

1. View – view your results in different levels of detail (e.g., List, List with Keywords, and Search Terms in Context).
2. Sort – change the order in which your results are displayed. (e.g., by Jurisdiction, Court, Date, Citation Frequency, or Relevance).
3. Result Groups – filter displayed results (e.g., view results by Source, Source Type, Topic, Court, or Jurisdiction).
4. View Multiple Groups – display a list of all groups that contain search result documents, so that you may eliminate non-relevant groups such as courts, topics, jurisdictions, or sources.
5. Narrow Search – search within existing results for a word, phrase, or new search string.
6. Next Steps – modify your search, create a new search, save your search, or create an alert.
You can find legislation by entering the act name in the **Find legislation** box under the **Home** subtab, or by searching or browsing from the **Legislation** search form as follows:

1. Click the **Legislation** subtab.
2. From the **Sources** drop-down list, select **All Canadian Statutes and Regulations** (default) or specific provincial or federal statutes, regulations, or rules of court.
3. Enter keywords from the statute or regulation name in the **Search terms** box.
4. From the **Jurisdiction** drop-down list, select **All Jurisdictions**, **Federal**, or a specific province.
5. Enter the specific **Legislation title**.
6. Enter the **Citation** of the legislation.
7. Enter the section or article number in the **Provision Number** box.
8. From the **Legislation type** drop-down list, select **All**, **Acts**, or **Regulations**.
9. **Select Version** from **Current Version (all jurisdictions)**, **All Versions (Point-in-Time sources only)**, or **In Effect (Point-in-Time sources only)** to find the version in force at a specific time.
10. Click the **Browse** link to browse the contents of the source selected in step 2.
11. Click the **icon** to view information about the source.
12. Click the **icon** to expand the publication tree or the **icon** to collapse it.
13. Click the checkbox to select (or "tag") documents or sections of the legislation.
14. Click a specific section to view that section.
15. Enter terms in the **Quick Search** box and click the **Search** button. Leave the **Search on selected items only** checkbox checked to search within tagged items only or uncheck it to search all contents.

### Viewing Entire Acts

To view an entire statute or regulation, you first have to view a section of that act:

1. Find and select any section of an act (e.g., **National Capital Act, section 11**).
2. From the **View** list, select **Show Document Options**.
3. From the **View More** list, click the name of the act (e.g., **National Capital Act**). The screen will refresh and display the full act. This may take several minutes depending on the size of the act.
Finding Sources

If you know the source you want to search, the quickest way to locate it is by using the Find a Source search box in the Find a Document section under the Home subtab. The Source Directory will then display.

Use the Source Directory to locate any of the sources available in your Quicklaw subscription. To access the Source Directory, click the Source Directory tab from any page.

1. Click the Source Directory tab.
2. In the Find a Source quick-search box, enter keywords from the source name or the former database code or source ID used in previous versions of Quicklaw (e.g., to find the Ontario Judgments source, you can type Ontario Judgments or simply OJ).
3. Click the Go button, or
4. Browse Sources by selecting radio button options such as Publication Type, Area of Law, News & Business, and Industry. You can then filter sources by Country (and Region) and Topics.
5. To view all sources sorted alphabetically, or to perform a more detailed search, click the Search for a Source subtab.

When you find the source you want, click the checkbox next to it and then the OK — Continue button to add the source to its corresponding search form’s Sources drop-down list.

The Canada Digest

The Canada Digest is a collection of over one million relevant and leading English- and French-language case summaries divided up by area of law and topic.

Access The Canada Digest form by clicking The Canada Digest link in the left-hand panel under the Court Cases subtab, or by clicking the Search or Browse link next to The Canada Digest under My Bookshelf under the Home subtab. From here, you can search and browse extensive collections of English- and French-language case summaries.

1. Click to expand or to contract the LexisNexis® classification system to find digests in a specific area of law. Drill down to the lowest hierarchy level to find the classified digests, or
2. Click the checkbox next to the section(s) or subsection(s) you wish to browse.
3. Click the View Tagged button to browse only tagged items.
4. You can also search by entering terms in the Quick Search box. The Search on Selected Items Only checkbox will automatically be checked if a checkbox has been selected from the list.
5. Click the icon at any time to view publication information about the digest.
6. Click the Search form link to perform a more robust search.
QuickCITE® Case Citator

The QuickCITE Case Citator allows you to validate the authority of your cases, and provides the comprehensive case history and treatment coverage necessary to assess case strength. It is also a research tool to help you find additional case law relevant to your issue.

A QuickCITE record can be retrieved via Find a Document or by clicking the Note Up with QuickCITE link or citator symbol from the full text of a decision. QuickCITE Case Citator records contain case information such as parallel citations, case history, lists of subsequent citing cases, and the judicial treatments in those citing cases. Links to commentary and journal articles that have cited those case citations also display when available.

You can also select multiple jurisdiction and court choices from the filter boxes within citing cases of a QuickCITE case citator record.

Case Treatment Symbols

1. Negative Treatment Icon — the case has negative history (judicial review allowed, reconsideration allowed, reversed, quashed, or varied by a higher court) or negative treatments (not followed or questioned by a subsequent court).

2. Cautionary Treatment Icon — the case has been distinguished by a subsequent court.

3. Positive Treatment Icon — the case has positive history (affirmed, judicial review denied, or leave to appeal refused by a higher court) or positive treatments (followed or followed in a minority opinion of a subsequent court).

4. Neutral Treatment Icon / History Treatment Icon — the case has neutral treatments (mentioned, explained, or cited, in a dissenting opinion); or the case has history (abandoned, abated, leave to appeal granted, reconsideration denied, related proceeding, same case, or supplementary reasons by a subsequent court), but the citing court doesn’t comment on the case. This symbol is also associated with recently added cases within the last 3 business days, before they have received a citator treatment.

5. Citator Information Icon — the case has no known history or treatments. Click this link to view more information about the citation.

Definitions of Case Treatments

1. Distinguished — cited case is held to be inapplicable due to a difference in fact or law.

2. Explained — citing case adds to, expands upon, or interprets cited case. The cited case is not decisive, but is given some kind of consideration.

3. Followed — citing case in a majority or plurality opinion applies a principle of law from the cited case. The judge expressly relies on the cited case as a precedent on which to base a decision.

4. Followed in Minority Opinion — citing case, in an opinion other than a majority, plurality, or dissent, applies a principle of law from the cited case.

5. Cited — case is cited, and recently added cases may receive a more substantive treatment within 72 hours.

6. Cited in Dissenting Opinion — case is cited in a dissenting opinion.

7. Mentioned — citing case provides no more information about the cited case than what is available in the cited case itself.

8. Not Followed — citing case overrules or refuses to apply the cited case for some reason other than it was distinguishable.

9. Questioned — citing case criticizes the conclusion or reasoning of the cited case, without refusing to follow it. Alternatively, legislation in force at the time the cited case was decided has been amended to the extent that the cited case might have been decided differently under the amended legislation.
QuickCITE® Legislation Citator

QuickCITE Legislation Citator records for statutes and regulations contain the summary of judicial considerations, along with treatment, pinpoint reference, case name, citation, court, date, and signal information.

To access the search form, click the QuickCITE Legislation Citator link to the left of the Legislation search form.

1. Enter search terms, using connectors if entering multiple terms. Click View Connectors … for more information on search string construction. Remember: This form searches words contained in QuickCITE records only, not in the full text of the legislation.
2. Select a Jurisdiction to limit results to federal and/or individual provincial legislation.
3. Enter the title of the legislation.
4. Enter the citation of the legislation for which you are searching (e.g., R.S.C. 1985, c. A-3). For more information on citation formats, click the Citation Help link.
5. Enter the section or article of the legislation (e.g., 244.1). Do not search for the subsection (e.g., to find Criminal Code section 347(6), simply search for section 347 and then use a pinpoint reference to find subsection (6)).
6. Select a Legislation type to limit results to just acts or regulations.
7. Click the Search button.

Note: If you know the exact citation, you can also quickly note it up using the Note up with QuickCITE box under the Home subtab, or note up legislation by clicking the citator symbol within the legislation document itself.

Definitions of Legislation Treatments

1. Unconstitutional – cited section was determined by the court to be unconstitutional.
2. Constitutionality Discussed – the constitutionality of the cited section is discussed, but no final determination is made on the issue of constitutionality by the court.
3. Pursuant to – action or proceeding was brought pursuant to the cited section.
4. Considered – cited section was analyzed or interpreted by the court.
5. Referred to – cited section is referred to by the court with no further discussion.
6. Cited – section has been cited and may contain a stronger judicial treatment.
Canadian Legal Words and Phrases
This online legal dictionary contains legislative terms, legal maxims; and Canadian, Commonwealth, and Latin terms defined in case law. Definitions comprise formal terms judicially or statutorily outlined and defined in relevant cases or legislation.

Halsbury’s® Laws of Canada
Halsbury’s Laws of Canada is the definitive general reference to Canadian statutory and judicial law. It is an encyclopedic research tool, and its jurisdiction-specific commentary provides a complete analysis of the black-letter of the law. Halsbury’s Laws of Canada is a group source comprising numerous topical sources, which can also be searched individually.

Under the Commentary subtab, you will see a link on the left-hand side to the Canadian Legal Words and Phrases search form. You can also quickly enter terms in the Find a Definition box under the Home subtab, where autocomplete suggestions will display as you type.

1. Click the Browse link to browse the alphabetic list of Defined Terms, or
2. Enter terms in the Defined Terms box to limit your search to the definition field only.
3. Select a Jurisdiction to limit results to federal and/or individual provincial courts.
4. Click the Search button.

To access this source, click the Browse link next to Halsbury’s Laws of Canada under My Bookshelf under the Home subtab. From here you can browse the contents of the various topical sources.
Practice Area Pages
Practice area pages contain the essential secondary and primary material used by a practitioner in a given subscribed area of law, including premium content such as treatises, quantums and forms. System administrators can also create custom practice area pages.

If available with your subscription, you can click the Practice Areas tab, then click a practice area subtab or the All Practice Areas subtab to add or modify these pages. Enter search terms using connectors to search the selected source.

To save a practice area page as your default start page, click the Make This My Start Page link.

History & Alerts
From the results page, you can click the Create Alert icon and complete the form to schedule your search to run automatically. Alerts can be set to email new documents to you whenever the search runs. Quicklaw automatically saves your recent activity under the History & Alerts tab.

Printing, Emailing, and Saving Results
From a results list, you can select documents to view, print, email, or download, or copy the list:

1. Select the checkbox at the top of the results list to tag all the documents, or select the checkbox next to a document title to tag an individual document.
2. Click the Add to link to add selections to the Delivery Folder, and view or deliver them up to 24 hours later.
3. View and re-order any documents in the Delivery Folder by clicking on the View link.
4. Click the Print, Email, Download, or Copy Results Link icon to select a delivery method. A new window will open, allowing you to modify relevant options and deliver or save your results.
Downloading

If you choose Download, several delivery options appear, which vary depending on the document(s) being downloaded:

1. Select the document format from the Format drop-down list. Choose from Word (DOC), HTML, RTF, Text, or PDF.

2. Select the Document View. Choose from one of the following options:
   - Full — Delivers the full text of the documents
   - List — Delivers a numbered document list of basic information (i.e., court, source, date)
   - List with Keywords — Same as List, but also includes keywords for the case (cases only, if keywords are available)
   - Search Terms in Context — Same as List, but includes text surrounding your search terms within the full text (no keywords)
   - Headnotes — For cases only; prints only the headnote of the case (if headnotes are unavailable, the entire case will be printed)

3. Select Page Options. Cover Page and End Page display information such as the date, time, source searched, number of documents, and Client ID. Add a Brief Note allows you to add a personal message onto the cover page. Deliver each document as a separate file opens or saves a .zip file, which will open multiple documents. Each Document on a New Page opens or saves a single file containing all selected documents.

4. Select a Document Range from Current Document, All Documents, Tagged Documents, Select Items, or All Documents in Folder.

5. Select Font Options, including type (Arial, Times New Roman, or Courier) and the format of your search terms in the printout for easier location of printed terms (Search Terms in Bold Type and/or Search Terms Underlined).

6. Select Font Size. Choose from 12pt text or 10pt text.

7. Click the Download button to save the file(s).

8. Click the link that displays to open the file(s), or right-click the link and select Save Target As… to choose the location to save your documents.

Signing Out and Help Files

Click the Sign Out link in the Navigation Bar at the top right of any screen to log off your session. Here, you will also find the Help link to access all available online help files.

Quicklaw Customer Support

Quicklaw comes with free training and support — available in one of our offices across Canada, person-to-person in your office, or via web-based sessions. Call 1-800-387-0899 or email service@lexisnexis.ca for assistance or more information, or email training@lexisnexis.ca to register for training. When you call, please try to be near your computer and have your ID ready. Click the My ID link at the bottom of the page (if available) when connected to see your ID.

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