Quicklaw® Cheat Sheet: Searching Legislation

Discover how to search, browse and deliver legislation on Canada’s leading online legal research service.

Constructing Your Search

Find legislation on the LexisNexis® Quicklaw® service by entering the act name in the Find legislation box under the Home subtab, or by searching or browsing from the Legislation search form.

Construct Your Search

1. **Enter Search Terms** – To search for legislation, enter keywords using connectors to show the relationship between terms. Click View connectors... for more information on search string construction.

Choose Your Source

2. **Select Sources** – Search all Canadian statutes and regulations, or select a specific source from the drop-down list. Sources include provincial and federal statutes, regulations, and rules of court*.

3. **Find More Sources** – Click to add, edit, or delete Favourite Sources.

Restrict Your Search

4. **Add topic(s) to search** – Click to view and select from a hierarchy of indexed topics representing multiple areas of law. See “Quicklaw® Cheat Sheet: Legal Topics” for more information.

5. **Show Document Segments** – Click to limit your search to a specific segment of a document. Choose a segment from the list, enter the search terms in the Terms box, and click the Add to Search button.

6. **Jurisdiction** – Select Federal or one of the provinces or territories from the drop-down list if using a source containing multiple jurisdictions.

7. **Legislation Title** – Search by the title of the act, regulation, or bill (e.g., Canada Evidence Act). (For regulations, enter the regulation title – e.g., Export Permit Regulations – rather than the enabling act.)

8. **Citation** – Search by the citation of the legislation. Type the citation (e.g., R.S.C. 1985, c. C-5).

9. **Provision Number (Section / Article / Rule)** – Search by the main legislation provision number – e.g., 244.1 – excluding these words: section, sec., s., ss. **Note:** Do not search for subsections since they are not separate documents (e.g., to find 241(b), search for 241 and then scroll down to find subsection (b)).

10. **Legislation Type** – Select the type of legislation from the drop-down list (e.g., Acts). If you do not specify the type, all will be searched if using a source containing multiple types.

11. **Select Version** – Select either Current Version (all jurisdictions), All Versions (Point-in-Time sources only)*, or In Effect (Point-in-Time sources only)* to find the version of the act in force at a specific time. Where no version information is available, only the current version will be retrieved.

12. **Search** – Once you have completed filling in your search details, click the Search button.

13. **Browse** – Click the Browse link to browse the currently selected legislation source. See the next page for details on browsing legislation contents.

* Repealed legislation is available for Canada, British Columbia, Alberta, and Ontario. Point-in-Time search functionality is only available for these jurisdictions. The start date for Point-in-Time coverage varies by jurisdiction.

For Customer Support, please call 1-800-387-0899 or email service@lexisnexis.ca.
1. Click the  icon to view information about the service.
2. Click the  icon to open the publication tree or the  icon to close the publication tree.
3. Click the checkbox to select (or “tag”) documents or sections of the legislation that you wish to view.
4. Click a specific section to view that section.
5. Click the  ,  , or  icon to print, email, or save the document.

Quick Search

Above the table of contents is a Quick Search box, which lets you search within the contents you are browsing. You can limit the search to only sections, subsections, or documents that you have selected by first clicking the checkbox next to the contents you wish to search. Enter search terms in the box and click the Search button to perform your search across the selected contents.

Viewing and Delivering Entire Acts

Most legislation on Quicklaw is in section-version format. To print, email, or download entire legislation, you first have to view one section. To deliver the entire legislation:

1. Find and select any section of the legislation (e.g., Criminal Code, section 241).
2. If the View More options window is not displayed in the top right-hand corner of the section, select Show Document Options from the View list.
3. From the View More list, click the title of the legislation (e.g., Criminal Code). The screen will refresh and display the full act. This may take several minutes depending on the size of the act.
4. Click the print, email, or download icon to open a delivery options window.
5. Select Full from the Document View drop-down list.
6. Click the Print button (or the Send or Download button, depending on your selection in step 4).

Note: Clicking to view an entire-act version is charged as another legislation search. To return to the previously selected section, click the last link in the bread-crumbs trail. To return to your original results, select Back to Original Results from the Next Steps drop-down list, then click the Go button.
Some Quicklaw statutes sources contain editor’s tables, which list amendments, additions, and repeals with their effective dates, plus authorities for those dates. The editor’s table appears after the changed section (in the Ontario statutes sources, the editor’s table may appear after a subsection). Below is an example, but there may be variations in the appearance or wording in different statutes sources.

1. **Editor’s Table** – Contains information about changes to this section since the last official revision. See the historical note for references to changes that took place prior to the commencement of the editor’s table.

2. **Traditional Historical Note** – Lists all changes to the section since the last official revision and follows the editor’s table in federal and B.C. statutes.

   **Note:** In Ontario statutes, a historical note may appear following the editor’s table or at the end of the section. For Ontario statutes that do not have historical notes, check the Amended by line that appears at the top of the statute. If there is no Amended by line, the statute has not been amended.

3. **Changed by** – Used to indicate any type of change (e.g., amendment, repeal, enactment, repeal/substitution, re-enactment) and lists the legislation that caused the change.

4. **Authority** – Refers to the legislative means that brought the change into force.

For detailed information about a source’s currency and exclusions, click an icon or any Current to... link at the top of a document.

- Consolidated statutes, regulations, and rules of court are included for Federal (English/French), Alberta, British Columbia, Manitoba, New Brunswick (English/French), Newfoundland and Labrador, Northwest Territories, Nova Scotia, Ontario, Prince Edward Island, Quebec (English/French), Saskatchewan, and Yukon. Point-in-Time coverage is available for Canada (English/French), Alberta, British Columbia, and Ontario statutes.

- A selected number of federal criminal statutes (English and French) and the Income Tax Act and application rules (English/French), including Point-in-Time versions, are available in unique sources.

- Annual statutes and repealed statutes and regulations collections are provided for Canada (English/French), Alberta, British Columbia, and Ontario.

- Constitutional acts, as reprinted in the R.S.C. 1985, App. II, including the Charter of Rights and Freedoms, are also included.

The following table details the currency and coverage of the most-accessed legislation sources.

<table>
<thead>
<tr>
<th>Source</th>
<th>Currency and Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alberta Regulations</td>
<td>Current. As consolidated by the Queen’s Printer for Alberta to January 2000 and subsequently updated by LexisNexis Canada.</td>
</tr>
<tr>
<td>British Columbia Regulations</td>
<td>Current. As consolidated by the B.C. Legislative Counsel Office to December 2002 and subsequently updated by LexisNexis Canada.</td>
</tr>
<tr>
<td>Ontario Regulations</td>
<td>Current. R.R.O. 1990 as consolidated by the Queen’s Printer for Ontario to February 2001 and subsequently updated by LexisNexis Canada.</td>
</tr>
</tbody>
</table>

Topical Legislation

Topical statutes and regulations sources contain legislation for a variety of topical areas. To access topical legislation:

1. Click the **Source Directory** tab.
2. Select the **Area of Law browse By** option.
3. Select **Legislation** from the **Publication Type** drop-down list. The topical area folders will display below.
4. Click one of the topical folders and then select the source(s) you wish to search. Click the **OK – Continue** button to search within that source. If displayed, click the **Browse** link to browse topical legislation sources.