

# Quicklaw® Training Guide



Tips on how to successfully use Canada's leading online legal research service.

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# Steps to Legal Research and Quicklaw Competencies

You've been given a research assignment:

Where does the Quicklaw® service fit in?

## Facts – Analyze the Facts

1. Understand the problem.

## Issues – Determine the Legal Issues

2. Identify the issues.

## Law – Find the Relevant Law

3. Know where to look for the law.
4. Gather the law.

## Analysis – Analyze the Law and Apply It to the Facts

5. Apply the law to the problem.
6. Solve the problem.

## Communication – Communicate the Results of the Search

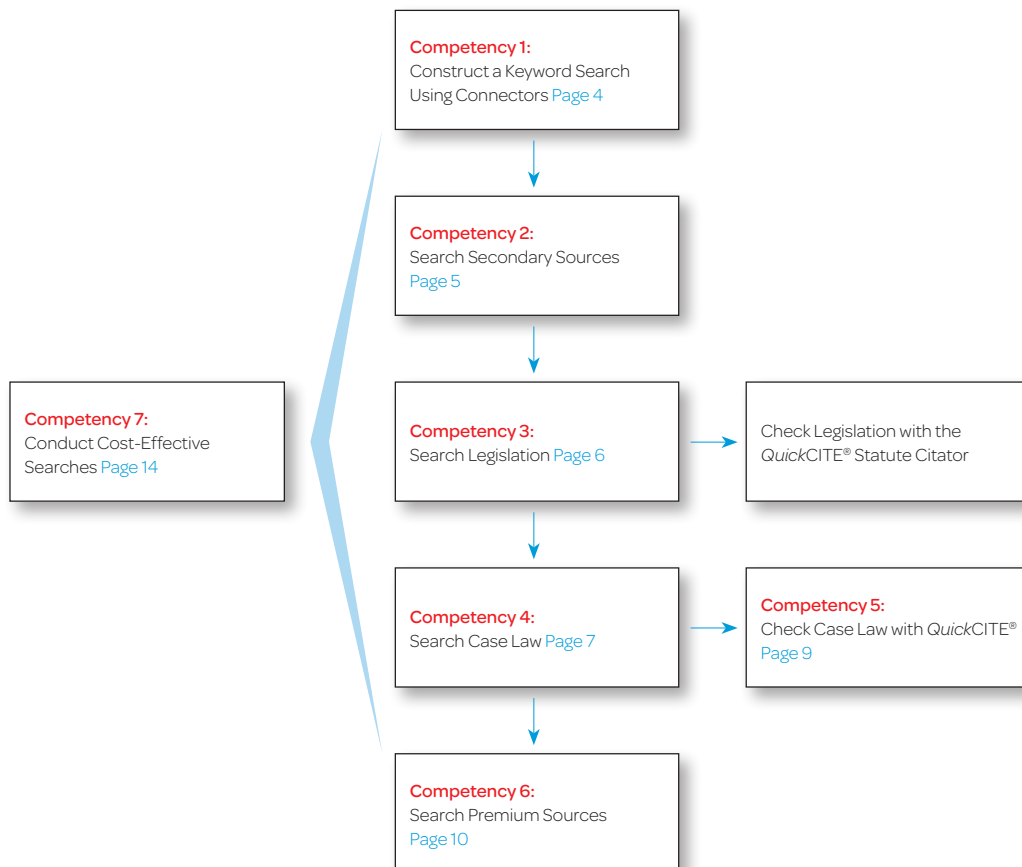
7. Present the solution in a clear and helpful manner.

Quicklaw

Where do you begin?

How do you know if your search is complete?

How do you keep your searches cost-effective?



## Competency 1: Construct a Keyword Search Using Connectors

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Here is where you begin your research.

- **Understand the problem**
  - Be sure you know the real problem.
  - Take a good look at the information you are given and ask for clarification if necessary.
  - Has this problem been experienced before? Perhaps there is a precedent.
- **Identify the issues**
  - What are the key points of law that need to be researched?
  - Is the fact pattern similar to any prominent cases you already know about?
- **Know where to look for the law**
  - What sources should you consult? Commentary? Legislation? Case law?
  - Are you aware of the key sources that Quicklaw offers in each of these categories?
  - Are there any book resources in your library that would be useful? Are there any other online resources you should consult?
- **Plan out your search**
  - **Brainstorm to find the best keywords**
    - What you are looking for may not be how it's cited in the literature (e.g., **gift card** may actually be best searched as **prepaid purchase card** or **gift certificate**, etc.).
    - Check commentary for ideas.
    - Be aware of alternate spellings and endings that may be found (use connectors and truncation and/or wildcards).
  - **Put together your search**
    - Identify exact phrases - these can be entered as is – see online Help for exceptions.
    - Add connectors (e.g. **and**, **/p**, **/n**).
    - Expand your words (e.g. **or**, **!** **\***).
  - **Start basic and broad, then use the Narrow Search box in the upper right-hand corner of the results screen**

**Tip:**


- Click the **View connectors** link on each search form to access online Help.
- Refer to the *Quicklaw® Quick Reference Guide*.
- See the “Advanced Terms & Connectors” demo on our web site ([www.lexisnexis.ca](http://www.lexisnexis.ca)).

## Competency 2: Search Secondary Sources

- Reasoning behind searching commentary

- Commentary is a great starting place because it will give you a broader understanding of the area of law and the author will often mention the leading cases and the important legislation on point.

**Tip:**

- Use the **Commentary** Search template.
- Use the  information icon to check the scope and content of a source.
- Do a keyword search on the **Search** template or click **Browse** in the upper left corner to browse the content.

- Halsbury's® Laws of Canada**

- The essential starting point for understanding any given legal topic. A black-letter statement of the law. National scope and jurisdiction-specific commentary provides a complete and integrated analysis of the law as it stands today with references to legislation and links to case law.

- Commentary subtab (browsing and searching)**

- Contains a wealth of information such as texts, treatises, journal articles, *NetLetters*™ and newsletters. Additional premium treatises may be available at your firm – not included in the All Subscribed Commentary or All Commentary source. Link to case law from footnotes and then note up the case from the full text of the case.

- All Canadian Legal Literature Indexes (includes ICLL and CLSI)** – This one source includes the following:

- **Index to Canadian Legal Literature (ICLL)** – A periodical index and Canada's only comprehensive legal bibliography. Contains books, articles, government publications, audio-visual and continuing legal education materials, case comments and annotations in English and French. Find articles on point here by searching by case name or issue. If the articles are on Quicklaw, you can link to them. If not, the information will let you know where to look.
- **Canadian Law Symposia Index (CLSI)** – The index covers papers given at law symposia held in Canada or with Canadian content. Exclusive to Quicklaw.

- Canadian Legal Words & Phrases**

- Provides legal words and phrases defined or judicially considered in Canadian and Commonwealth courts and tribunals. Look up a specific word or phrase, search within a particular jurisdiction, and identify relevant cases.
- Can search from **Home – Find a definition**, or go to **Commentary** and click **Canadian Legal Words and Phrases** on the left. Use the search form or click **Browse** (upper left).

- Barron's Law Dictionary**

- This source contains terms defined in Barron's Canadian Law Dictionary authored by John A. Yogis. Can search from **Home – Find a definition**, or go to **Commentary** and click **Dictionaries** on the left. Use the search form or click **Browse** (upper left).

- The Canada Digest**

- An easy way to find cases on point. Contains digests of both court and tribunal decisions that have been uniformly classified using our bilingual classification system. Case digests are hyperlinked to the full text of the decision and to the decision in French when available.
- Use the search form found under the **Court Cases** search subtab (link on left).
- Use the **Browse** feature (upper left) as an alternative to Boolean searching. Drill down through headings and subheadings of the table of contents to find relevant groups of digests under your subject of interest and quickly locate cases on point.

## Competency 3: Search Legislation


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- **Browse vs. search**
  - Quicklaw contains a comprehensive up-to-date collection of legislation that you can easily search or browse:
    - Statutes
    - Regulations
    - Rules of Court
  - When to browse: when you know the name of the legislation and need either a specific section/rule or the section/rule dealing with a certain topic.
  - When to search: when you know the topic but not the section number and/or the legislation/regulation.
- **How to view a whole act**
  - When you enter legislation, you are always brought into the specific section/rule you entered.
  - If you want to view more than the above, use the hierarchical breakdown in the **View More** box to navigate between viewing different segments.
- **Point-in-Time**
  - Previous versions available for Federal, Ontario, British Columbia and Alberta.
  - On the search template, select the **Point-in-Time** criteria under **Select Version** OR on the **Results** screen, select **Versioning** in the **Table of Contents** drop-down (upper left).
  - See page 20 for coverage dates.
- **Noting up legislation**
  - If a current version of legislation you are viewing has been referred to since 1992, it will have an accessible QuickCITE® Statute Citator record (click **Note Up with QuickCITE** in the upper left).
  - See Competency 5 on page 9 for more on the QuickCITE Statute Citator.



## Competency 4: Search Case Law

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- **Finding a document**
  - The quickest and most cost-effective way to find a document is by searching by citation or case name from the **Home** search subtab in the **Find a Document** section.
  - You can also note up a case or statute, or find legislation or journal articles directly from the **Home** search subtab.
- **Searching under the Home search subtab**
  - The **Home** subtab allows you to do a broad search of sources:
    - **Search Terms:** Select either Terms and Connectors or Natural Language
    - **Legal topics: Add topic(s) to search:** Select a topic, e.g. commercial law, to focus your search on a particular area of law.
    - **Sources:** Select either a specific source or select one or more broad source categories such as:
      - ◆ Cases
      - ◆ Legislation
      - ◆ *Halsbury's Laws of Canada*
    - Click on the  icon to get detailed information on the source you are searching
- **Searching using specific search subtabs**
  - For more searching options, use a specific search subtab, i.e., **Court Cases**, **Tribunal Cases**, **Legislation**, **Commentary**, **Journals**, etc.
  - **Search Terms**
    - Follow the rules for connectors – click on **View connectors**
  - **Legal topics: Add topic(s) to search**
    - Enables you to restrict your search to a specific area of law
    - Available on **Home**, **Court Cases**, **Tribunal Cases**, **Commentary**, **Legislation**, **Journals** and **General**
  - **Sources**
    - Select a course from the drop-down box
    - Click on **Find more sources** to select a source from the **Source Directory**
  - **Show Document Segments**
    - Enables you to search in specific segments of a case
  - **Case Name and Citation**
    - Available on **Home**, **Court Cases** and **Tribunal Cases**
  - **Specify Date**
    - Enables you to restrict your search results by date
    - Available on **Court Cases** and **Tribunal Cases**
  - **Summary**
    - By placing your search terms here, you will restrict your search to only cases that have a summary

## Competency 4: Search Case Law

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- **Jurisdiction box**
  - Enables you to restrict your search results by one or more jurisdictions
  - Available on **Court Cases** and **Tribunal Cases**
- **Court**
  - Enables you to restrict your search results by one or more courts
  - Available on **Court Cases** and **Tribunal Cases**
- **Judge, Panel or Arbitrator**
  - Enables you to restrict your search by judge, panel or arbitrator
  - Available on **Court Cases** and **Tribunal Cases**
- **Results screen**
  - **Result Groups** – Filter your results to certain publications and sometimes to certain topics and courts as well, depending on the sources searched. Click on **View Multiple Groups** to select more than one filter at a time, which will save time by breaking down your results into manageable groups.
  - **View** – Allows you to change the way the list is shown on your screen. This feature is an effective tool for scanning your list to see if your cases are on point – a big timesaver.
  - **Sort options** – Allows you to reorder your list.
  - **Narrow Search** – This is a search within a search and allows you to enter additional search terms without going back to your search form.
  - **Duplicate Options**
    - When this option is **On**, duplicate cases will be grouped together. Click on **View list** of alternate versions to see the list of cases
  - **Next Steps**
    - **Modify Search** – Takes you back to your search form.
    - **New Search** – Takes you back to your search form and deletes any entries.
    - **Save Search** – Saves your search within Quicklaw; stored in **History & Alerts**.
    - **Alerts** – Sets your search to run automatically at a specified interval and sends you an email with the results; stored in **History & Alerts**.
- **Document delivery**
  - Print, email or download your results, or copy a link to your results into a document.
  - Add documents to your delivery folder where you can print, email and download them all at once within 24 hours. You can also specify the order in which you wish them to be delivered and include a list of documents.
  - The delivery folder will hold up to 100 documents at a time.
- **QuickCITE Signal**
  - Hover your mouse over the treatment symbol to see a description.
  - Click on the signal to link out to the QuickCITE record for the listed case.



## Competency 5: Check Case Law with QuickCITE®

- **How to find a QuickCITE record**
  - Under the **Home** search subtab – Use **Note up with QuickCITE** and enter the citation or the case name.
  - From the full text of the document – Click either the **QuickCITE** signal in the upper left corner or the **Note up with QuickCITE** link.
  - From the **QuickCITE Case Citator** search form – Under the **Court Cases** or **Legislation** search subtab, click the link in the left-hand panel to access the QuickCITE citator. Search by whatever information you know. **Note:** Keywords from the full text of the case do not generally appear in a QuickCITE record.
- **How to read and filter a QuickCITE record**
  - QuickCITE records start with parallel citations so you can be sure that the case is the same one that was published in a reporter.
  - **History of Case:** Contains the prior and subsequent history of the case listed. Ensure your case has not been overturned by a higher court.

**Tip:** • It is also good research policy to do a manual search by case name (in **QuickCITE** or in **All Canadian Court Cases** to ensure there are no other steps that are not shown in the history in the QuickCITE record

- **Summary of Judicial Considerations:** Gives you a summary of how this case or statute has been treated by other cases.
- **Citing Cases:** This is a complete list of citing cases and includes many features that will save you time.
  - **Search within Citing Cases:** You can search the full text of the citing cases by keyword.
  - **Filter by:** You can choose to see only cases from a certain jurisdiction or those that treated your case in a certain way (e.g., negative and cautionary cases only).
  - **Sort by:** Change the order of the citing cases by selecting from the drop-down box. The default is Latest First
  - **Annotation:** This column indicates how the cited case/legislation was treated by each of the citing cases.
- **Linking from a QuickCITE record to other cases/legislation:** The cases listed in your QuickCITE record will likely be of interest to you as they may well have had similar fact patterns. These cases should be examined to be sure.
  - Citations: Use “locus para” to go directly to the place in the citing case where your case was mentioned.
  - Click on the citator signal in the far right column to find out how each of the citing case was treated by the courts.
- **Commentary Referring to this Case** contains links to Halsbury’s Laws of Canada and/or Canadian journal articles that have cited the case

**Tip:** • To find out more information on the meaning of the Citator signal, click on **Signal Help**

- **Document Level Alert:** Click on **Create Alert** in the upper right corner to keep abreast of major changes to the QuickCITE record
- **Noting up outside the scope of QuickCITE**
  - Certain cases may not have a record in QuickCITE, but you still wish to see where they have been cited in Canada (e.g., British or American cases cited in Canada). Choose a broad source such as **All Canadian Court Cases** and search by the style of cause. We suggest using a proximity connector (e.g., **Donoghue /3 Stevenson**) to ensure that all variants are caught.

## Competency 6: Search Premium Sources

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- **Halsbury's Laws of Canada**
  - The essential starting point for understanding any given legal topic.
  - Black-letter statement of the law. National scope and jurisdiction-specific commentary provides a complete and integrated analysis of the law as it stands today. Links to case law and references to legislation.
- **Practice Area pages**
  - One-stop shop to find all the sources needed for a particular area of law.
  - Available for Criminal, Employment, Family, Immigration, IP&IT, Labour and Litigation. Contains relevant case law, legislation and annotated statutes, premium commentary (*Halsbury's*, texts and treatises, etc.), *The Canada Digest*, *Quantums*, forms, *NetLetters*, etc.
  - Accessible from the **Home** page (lower right), the **Practice Areas** tab and the **All Search Forms** page
- **Modules**
  - Enhanced content on a particular area of law.
  - Available for Construction, Insurance and Natural Resources. Contains relevant case law, premium commentary (*Halsbury's*, texts and treatises, etc.), *The Canada Digest*, *Quantums*, forms, *NetLetters*, etc.
  - Accessible from the **Home** page (lower right), the **Commentary page** (left panel) and the **All Search Forms** page.
- **Forms & Precedents** (check if your library has any in print)
  - Contains forms and customizable precedents drafted by some of Canada's leading lawyers and enhanced by commentary. Alternate renditions are available in Word format – use F11 to tab from blank to blank to fill out. Can search or browse.
  - *Ontario Court Forms: Williston & Rolls* and *British Columbia Court Forms: McLachlin & Taylor*.
  - Solicitor forms for various areas of law.
- **Canada Quantums**
  - The Canada Quantums offer comprehensive coverage of all quantum awards from all English-speaking common-law jurisdictions.
  - 10 titles plus the **Canada Quantums** group source:
 

<ul style="list-style-type: none"> <li>■ Breach of Contract Quantums</li> <li>■ Child Support Quantums</li> <li>■ Defamation Quantums</li> <li>■ Dependants' Relief Quantums</li> <li>■ Matrimonial Property Quantums</li> </ul>	<ul style="list-style-type: none"> <li>■ Medical Negligence Quantums</li> <li>■ Property-Related Torts Quantums</li> <li>■ Sentencing Quantums</li> <li>■ Spousal Support Quantums</li> <li>■ Wrongful Dismissal Quantums</li> </ul>
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  - Plus the following, which act as Quantums products:
    - Carlson Personal Injury
    - Wrongful Dismissal Notice Searcher
- **News & Companies**
  - News – influential Canadian and global newspapers, newswires, radio and television transcripts
  - Companies – company profiles and directories
  - Industries – trade and industry publications and magazines

- **Halsbury's® Laws of England**

- Definitive encyclopedic treatise on the laws of England, providing a narrative to every proposition of English law, whether in statute, case or EC law.
- Includes restatements of the common law with remarks to the relevant judicial authority and the statutory law, which has in many cases codified, modified or supplemented common law. Includes *Halsbury's Statute Citator* and *Halsbury's Is It in Force?*

- **International content**

- U.S. Case Law, Legislation and Commentary
  - Extremely thorough collection of federal and state case law, codes, regulations and bills. Includes the *Shepard's® Citations Service*. Use from **Home** search subtab or from the case itself (*Shepard's* does not note up legislation).
  - Can use **Find by Citation** to find case law or **Find Legislation** to find statutes.
- U.K. Case Law, Legislation and Commentary
  - Unparalleled collection of U.K. case law including official *All England Law Reports*, *All ER Reprints* and unreported cases; legislation from England, Wales and Scotland.
  - Case Overview case citator.
    - ◆ Case Overview lists annotations which show where the case has been judicially Considered, Applied, Overruled etc. It does not list every time a case has been cited or referred to. In order to see all cases which have cited or referred to a case, look at the All ER or AC report of the case and click on "Find Related Cases". Or search for the citation across "All subscribed case sources".
- Australia Case Law, Legislation and Commentary
  - Federal and state case law, including official reporters and unreported judgments; federal and state legislation.
  - CaseBase Cases and CaseBase Journal Articles Citators; Australian & New Zealand Citator to UK Reports.
- New Zealand Case Law, Legislation and Commentary
  - Reported and unreported case law; statutes and regulations, including annual acts and annual regulations.
  - New Zealand Case Citator and Australian & New Zealand Citator to UK Reports.
- France Case Law, Legislation and Commentary
  - Case law, legislation and commentary from *JurisClasseur*.

- **International Journals**

- Large selection of domestic and international journals.
- Includes large collection of U.S. law reviews and journals.
- Separate international search template for international journals.

- **Global IP Law Service**

- The Global IP Law Service (GIPLS) provides comprehensive coverage of international, regional and domestic laws related to patents and trademarks from over 220 countries.
- The GIPLS is supported by a network of practising legal associates through a partnership with Equerion.

- **International Forms & Precedents**

- Essential collection of U.S. and U.K. forms and precedents.
- Includes *Atkin's Court Forms*, *Encyclopaedia of Forms & Precedents* and *Everyform*.
- Matthew Bender® forms including *Warren's Forms of Agreements* and other state forms.

- International Intellectual Property

Geographic	Content Types	Highlights
<ul style="list-style-type: none"> <li>United States</li> <li>United Kingdom</li> <li>France</li> <li>European Union</li> </ul>	<ul style="list-style-type: none"> <li>Commentary (U.S. titles in separate package)</li> <li>Cases, legislation and administrative</li> <li>Practice-specific services</li> </ul>	<b>Patent</b> <ul style="list-style-type: none"> <li><i>Chisum on Patents</i></li> <li><i>Baxter World Patent Law</i></li> <li>JCI. Brevets</li> </ul> <b>Copyright</b> <ul style="list-style-type: none"> <li><i>Nimmer on Copyright</i></li> <li><i>Laddie, Prescott &amp; Victoria – The Modern Law of Copyright and Designs, 4<sup>th</sup> Edition</i></li> <li><i>International Copyright Law and Practice</i></li> <li>JCI. Propriété Littéraire et Artistique</li> </ul> <b>Trademarks</b> <ul style="list-style-type: none"> <li><i>Gilson on Trademarks</i></li> <li><i>Morcom, Roughton &amp; St Quintin – The Modern Law of Trade Marks</i></li> <li><i>World Trademark Law and Practice</i></li> <li>JCI. Marques – Dessins et Modèles</li> </ul> <b>Other</b> <ul style="list-style-type: none"> <li>World Intellectual Property Organization Domain Decisions</li> <li>Intellectual Property Treaties</li> <li>Global IP Law Service (international legislation)</li> </ul>

- International Labour and Employment

Geographic	Content Types	Highlights
<ul style="list-style-type: none"> <li>United States</li> <li>United Kingdom</li> </ul>	<ul style="list-style-type: none"> <li>Commentary (U.S. titles in separate package)</li> <li>Cases, legislation and administrative</li> <li>Practice-specific services</li> </ul>	<b>United States</b> <ul style="list-style-type: none"> <li>National Labor Relations Act: Law and Practice</li> <li>Labor and Employment Arbitration</li> <li>Larson on Employment Discrimination</li> </ul> <b>United Kingdom</b> <ul style="list-style-type: none"> <li>Tolley's Employment Law Service</li> <li>Harvey on Industrial Relations &amp; Employment Law Cases</li> <li>Industrial Relations Law Reports</li> </ul>

- International Tax

Geographic	Content Types	Highlights
<ul style="list-style-type: none"> <li>• United States</li> <li>• United Kingdom</li> <li>• European Union</li> <li>• World (tax treaties)</li> </ul>	<ul style="list-style-type: none"> <li>• Commentary</li> <li>• Cases, legislation and administrative</li> <li>• Practice-specific services</li> </ul>	<b>Tax Centre (U.S.)</b> <ul style="list-style-type: none"> <li>• Cases, codes, regulations (LexisNexis® Tax Advisor)</li> <li>• Tax analysis and tax commentary</li> <li>• Tax news</li> </ul> <b>Matthew Bender®</b> <ul style="list-style-type: none"> <li>• <i>Federal Tax Practice and Procedure</i></li> <li>• <i>Taxation of Financial Institutions</i></li> </ul> <b>General Practitioner (U.K.)</b> <ul style="list-style-type: none"> <li>• <i>Butterworths® Company Law Handbook</i></li> <li>• Tolley's and Simon's treatises</li> <li>• <i>Simon's Tax Cases and Current Tax Cases</i></li> <li>• UK Parliament Acts (Tax &amp; Accountancy)</li> <li>• Tolley's Tax and Tolley's VAT Cases</li> </ul>

- International Securities

Geographic	Content Types	Highlights
<ul style="list-style-type: none"> <li>• United States</li> <li>• United Kingdom</li> <li>• Australia</li> </ul>	<ul style="list-style-type: none"> <li>• Commentary (U.S. titles in separate package)</li> <li>• Cases, legislation and administrative</li> <li>• Practice-specific services</li> </ul>	<b>SECFilings Commentary (U.S.)</b> <ul style="list-style-type: none"> <li>• <i>Commercial Finance Guide</i></li> <li>• <i>Regulation of Investment Companies</i></li> <li>• <i>Securities Enforcement: Counseling and Defense</i></li> <li>• <i>Securities Law Techniques</i></li> <li>• <i>Securities Primary Law Sourcebook</i></li> <li>• <i>Taxation of Securities Transactions</i></li> </ul> <b>Other</b> <ul style="list-style-type: none"> <li>• FSA Handbooks (U.K.)</li> </ul>

## Competency 7: Conduct Cost-Effective Searches

- **Quicklaw Charges**

- Most customers pay a flat monthly rate for the Quicklaw service. There are no hourly charges and regardless of how much you use the service, the monthly rate will be the same.
- Exception: Some flat rate monthly subscriptions include **Pay as you Go** sources. These will be designated with a dollar sign (\$) in the **Source Directory** and in the source drop down box on the search template. If you search the source, you will get a large pop up box warning you of the charge that will be billed over and above the flat monthly rate. A charge will be incurred each time you click the red **Search** button.
- Some customers choose to disperse the cost of Quicklaw to their clients. To facilitate this, we track the dollar value that has been assigned to the various transactions in Quicklaw and produce a report. You will need to check with your law firm to determine if and how this report is used for billing.
  - If your firm has a flat rate monthly subscription, the costs outlined below do not refer to actual costs to your firm – they refer to the charges that Quicklaw tracks to assist your firm with billing and, depending on how your firm chooses to calculate the charges, may not be actual costs.
  - If your firm has a transactional billing subscription, then the charges tracked will be actual charges billed.
- If your firm is using the transactional tracking report for client billing, there are some strategies you can use to minimize the costs to your clients.

- **Preparation**

- Prepare your research before searching. As there are no longer hourly charges, take your time while online to construct search terms, choose sources, and learn about the many features and functionality of Quicklaw.
- Check for spelling mistakes before clicking the **Search** button.
- Decide which would be the most cost-effective source to search.

- **Find individual documents**

- Use the **Find a Document** feature under the **Home** search subtab if you know the specific case, statute, definition, article or citator reference that you want. This will result in a lower charge than searching within sources.
- All options in the **Find a Document** section are tracked as document retrieval charges. The majority are \$3. The exceptions are: Note up with *QuickCITE* - \$5, *Shepardize* a US case - \$6.25, Find a source - \$0.

- Tip:**
- **Find a case by name** will find Canadian cases.
  - **Find by citation** will find Canadian and U.S. cases.
  - To note up a Canadian case, use **Note up with QuickCITE**.
  - To note up a U.S. case, use **Shepardize® a U.S. Case**.

- **Browse sources**

- There are no charges to browse the **Source Directory** or the content of any source that has a **Browse** link next to its name. You can also access **Browse** in the upper left on the search form if applicable. This is useful for textbooks, legislation and unfamiliar topics or publications, as well as *The Canada Digest*, *Barron's Law Dictionary* and Canadian Legal Words & Phrases. Then link to entire acts or chapters using the **View More** feature to the right of the document. Charges are lower than search charges, and you only incur them once you view a document.

- Tip:**
- The key to browsing is to click on the plus (+) sign

- Linking from a Table of Contents (TOC) to a document is a document retrieval charge of \$3 or \$5, depending on the source.

- Example: If you want section 16 of the *Bankruptcy and Insolvency Act*, browse to it and the document retrieval charge (only \$3). If you searched for it, the full search amount is (\$15).
- Example: You wish to bring up the entire *Judge's Act*. Browse to any section of the Act (\$3), and then use the **View More** table, on the right-hand side of the screen, to load up the entire Act (\$15): the total charge is \$3 plus \$15 = \$18. Loading up an entire act/chapter in this manner is charged as a search in that source: \$15. If this had been done as a search, the charge would have been \$15 for the search + \$15 to load the entire act = \$30. Alternatively, you could have brought up the Judges Act by searching for \$15, then downloading it in one file for no extra cost.
- **Exception:** Carlson Personal Injury Quantum of Damages *NetLetter*™ is charged differently: \$3 to view/browse the menu and \$10 to link to a document or to search.
- If you wish to see results based on keywords/phrases, then searching sources is the best method. When you have search results on your screen, you are free to narrow, filter or read any of the results with no additional charges.
- **Select sources carefully**
  - For Canadian sources, use Quicklaw preselected group sources, such as *All Canadian Court Cases*. The charge will be less than searching two or more provincial case sources.
  - **Example:**
    - ◆ Search *All Canadian Court and Tribunal Case Law* – charge is \$25 per search
    - ◆ Search separately *Ontario Judgments* \$20 per search and *Ontario Municipal Board Decisions* \$20 per search – total charge \$40
    - ◆ Create and search a combined source of *Ontario Judgments* and *Ontario Municipal Board Decisions* – total charge is \$20 plus \$20 = \$40 per search. The charge will be higher as more individual sources are aggregated
  - Use the ⓘ icon to view the details of a source.
  - For international sources, it is less expensive to use individual state case sources than to search across all states.

**Tip:**

- Go to the **International** search subtab and add sources (vs. going to the **Source Directory** first and adding sources). This ensures that you will be searching under the **International** search subtab.
- Use the ⓘ icon to view the details of a source.
- View the price list of all sources by clicking the **LexisNexis® Quicklaw® Price List** link under “Resources & Tools” on the **Home** search subtab.

- **Start with broad searches**
  - It is more cost effective to conduct broad searches using broad sources and to narrow these searches later than to get too few results and have to rerun a search. There is no charge if you receive the “More than 3000 Results” message, but you are charged for searches resulting in “No Documents Found.”
  - When searching, use broad search terms, include synonyms and use proximity connectors rather than searching an exact phrase (e.g., search terms separated by **/p** or **/n** will specify terms within the same paragraph or within **n** words of each other (**n**=any number you specify from 1 to 255)). For assistance with terms and connectors, view the free help file by clicking the **View connectors ...** link below the text box on any search form.



- **Narrow results**
  - There is no added charge to view, narrow, sort or filter results. However, modifying your original search (either via the breadcrumb trail or by modifying your search from the **Next Steps** drop-down list) does constitute another search charge once you click the red **Search** button again. However, going back to your original search results via the breadcrumb trail (i.e., removing your “narrow”) does not cost extra.
  - If you know more specific search criteria, narrow your search before you run it by using the **Add topic(s) to search** functionality, the **Jurisdiction/Court** option or the date restriction features where available, at no additional cost. You can also do this after you search from within your search results.
- **QuickCITE (noting up)**
  - Noting up a case or statute from the **Find a Document** section under the **Home** search subtab is a document retrieval charge (\$5).
  - Noting up a case or statute from a link in another document is a document retrieval charge and is charged as a premium source (\$5).
  - Searching for the *QuickCITE* record for a case or statute from a search form (**Court Cases** subtab, **QuickCITE Case Citator** OR **Legislation** subtab, **QuickCITE Statute Citator**) is run as a search (\$10).
  - From a *QuickCITE* record, linking to any referenced document is another document retrieval charge.
    - Example: From a *QuickCITE* record for a case, if you link to a citing case that questioned your case, you are charged for a standard document retrieval (\$3). If you linked to the *QuickCITE* record of that citing reference, you are charged a premium document retrieval charge (\$5).
    - Note: there are no tracking charges for using Search within Citing Cases, Filter By or Sort.
- **Utilize History and Alerts**
  - **History**
    - Running a search from the **Recent Searches** portion of the **History** is the same charge as the original search.
    - Re-view the last 100 documents viewed within 48 hours at no additional charge (e.g., if you forgot to print a document or need to view it again, it is free to pull it up again for 48 hours using **Recent Documents Viewed**).
  - **Saved searches**
    - Running a saved search is the same charge as the original search.
  - **Alerts**
    - There is a charge each time an alert runs, regardless of whether or not the alert retrieves documents. The cost depends on how frequently the alert runs:
      - ◆ Monthly: \$15
      - ◆ Weekly: \$12
      - ◆ Business days only: \$10
      - ◆ Daily: \$8
      - ◆ Intra-daily or hourly: \$4
    - There are no delivery (printing, saving or emailing) charges for the documents retrieved by your alert. It may be more economical to run an alert than to do the same search each week.

- **Document delivery (no cost for Canadian materials)**

- Print, email or save your documents, or copy the links to your documents, before logging off, as document delivery is free of charge for all Canadian sources.
- International (U.S., U.K., including the News, etc.) sources still charge for delivering documents (\$3), but PDF versions of the document (if available) are not charged.

- **Document folder**

- View any document in the delivery folder at no charge during the 24-hour period that your document is housed in the folder (or until you deliver the document).

\*\*All prices subject to change without notice\*\*

## Quicklaw Pricing at a Glance

### Find a Document

Find a Case by Name	\$3
Find by Citation	\$3
Note up with QuickCITE	\$5
Find Legislation	\$3
Find a Canadian Journal Article	\$3
Find a Definition	\$3
Shepardize® a U.S. Case	\$6.25
Find a Source	\$0

- The same charges above also apply when linking to a document from within another document (i.e., linking to a QuickCITE record from a case = \$5).

### Miscellaneous

"No Documents Found"	Charged as a search
"More than 3000 Documents Found"	No charge
Browsing a table of contents	No charge
Linking to a document from browsing	\$3, \$5, \$10 (depending on the source)
Consulting the Source Directory	No charge
Building an entire act (from a section)	\$15
Re-running a search from history	Charged as another search
Re-Viewing Recent Documents from history	No charge
Document printing, saving, emailing	No charge for Canadian legal docs (news or U.S. :\$3)
Viewing a document in the delivery folder	No charge

### Selecting Sources

All Canadian Court and Tribunal Case Law	\$25
All Canadian Court Cases / All LexisNexis Canadian Judgments	\$25
All Boards and Tribunals	\$25
Most Other Canadian Case Law Sources	\$20
QuickCITE Citator	\$10
Canadian Legislation	\$15
International Sources	Up to \$999
User-combined sources compounds your charges	variable

- The charge for running a search depends on which source you have selected.
- The complete list of source prices is available at [www.lexisnexis.ca/qlpricelist/en](http://www.lexisnexis.ca/qlpricelist/en).

### Alerts

Monthly	\$15
Weekly	\$12
Business days only	\$10
Daily	\$8
Intra-daily or hourly	\$4

\*\*All prices subject to change without notice\*\*

### Other Sources

Source	Search Series/ Group	Search Individual Volume	Link to a document from Browse
Halsbury's Laws of Canada	\$50	\$25	\$5
The Canada Digest	\$20	\$20	\$5
Quantums (incl. Wrongful Dismissal Notice Searcher)	\$45	\$45	\$5
Carlson Personal Injury (browse \$3)	n/a	\$10	\$10

## How Do You Know If Your Search Is Complete?

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“How do I know when I’m finished?” This is a common question. Unfortunately, there is no perfect answer. This guide and the training session that you just completed will help point out the various resources available on Quicklaw to ensure you examine as many resources as possible. For additional resources outside of Quicklaw that you may have access to, please contact your librarian.

Congratulations on Achieving Competency in Quicklaw!



## Quick Facts about Quicklaw

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### Court and tribunal decisions

- Includes full-text court and tribunal decisions and case law summaries from Canadian courts and over 110 boards and tribunals across Canada.
- Includes all decisions of courts and labour arbitrators reported in print since 1970 (except for Yukon 1999 and Nunavut 1986) and all decisions reported in print that were decided before 1970 that have been cited in a Canadian court after 1970. In essence, if a case matters, you'll find it on Quicklaw.
- Scope – Court Cases
  - Supreme Court of Canada since 1877
  - Federal/Exchequer Court since 1971
  - Alberta since 1954 (\*1922-1953)
  - British Columbia since 1961(\*1867-1960)
  - Manitoba since 1960 (\*1896-1959)
  - New Brunswick since 1947 (\*1908-1946)
  - Newfoundland and Labrador since February 1970 (\*1948-1969)
  - Nunavut since April 1999
  - Northwest Territories since 1970
  - Nova Scotia since 1948 (\*1893-1947)
  - Ontario since 1823
  - Prince Edward Island since February 1970 (\*1922-1969)
  - Quebec since March 1951 (\*1883-1950)
  - Saskatchewan since 1959
  - Yukon since 1986 (\*1970-1985)
  - (\* selected significant decisions)
- Update Schedule – Court Cases
  - Supreme Court of Canada decisions: Usually posted online the same day within 2 hours of release.
  - Court of Appeal decisions: Usually posted within 3 business days.
  - All other court levels: Usually posted within 5 business days.
  - All board and tribunal decisions: Posted within 10 business days of receipt.
  - Summaries: Posted online following decisions. Supreme Court of Canada decisions are usually summarized on the same day.

### QuickCITE® Case Citator

- Over 1 million and a half unique court and board decisions and over 3.4 million individual treatment relationships..
- Includes board and tribunal decisions.
- Supreme Court decisions, including all cases cited by the Court, are processed by QuickCITE within 24 hours.

### Legislation

- Reliable and comprehensive: includes statutes, regulations and court rules.
- Includes Canada Statutes – Prior Consolidation (R.S.C. 1970)
- **Point-in-Time** search capability available:
  - Canada\*: January 1, 1999:
  - Alberta: January 1, 2002
  - British Columbia: January 1, 2000
  - Ontario: January 1, 1998
- \* A broader Point-in-Time search capability since December 12, 1988, is available for the *Criminal Code*, the *Food and Drugs Act*, the *Young Offenders Act*, the *Canada Evidence Act*, the *Controlled Drugs and Substances Act*, the *Narcotic Control Act*, the *Youth Criminal Justice Act* and the *Extradition Act*.

### QuickCITE® Statute Citator

- Covers references in Canadian court decisions since 1992 (2006 for Quebec) to the most recent revisions of Canadian statutes and constitutional documents (English and French).

## Group Sources

### • All Canadian Court Cases

- Contains all available reported and unreported full-text judgments from Canadian courts.
- Includes publications from LexisNexis Canada, CCH Canadian Limited, the University of Saskatchewan, and The Law Society of Upper Canada.

### • Canadian Case Summaries

- Summaries of Canadian and English court cases prepared by CCH Canadian Limited until February 1991, and by LexisNexis Canada since March 1991.
- Overall coverage:
  - English cases since 1574
  - Core CCS database coverage:
    - Canadian court decisions since 1968
    - Canadian court decisions reported by Quicklaw in the Canadian Judgments project since 1992
    - Court decisions reported by Canadian law publishers, 1968–1992

### • All Canadian Legal Journals

- Contains the full text of all academic journals available through Quicklaw.
- Searches over 30 Canadian law journals.
- Included articles contain in-depth treatment of issues of current interest.

### • Index to Canadian Legal Literature (ICLL)

- Bilingual index and bibliography of both English and French Canadian legal literature, including journal articles, monographs, government publications, audio-visual materials, case comments and annotations.
- Canadian Law Symposia Index (CLSI)* – the index covers papers given at law symposia held in Canada or with Canadian content. Exclusive to Quicklaw. All can be searched together in the All Canadian Legal Literature Indexes source.

### • U.K. Case Law

<i>All England Law Reports Reprints</i>	Since 1558 (when available)	Unreported cases from England, Wales, Scotland & Northern Ireland	Since 1980
<i>ICLR Law Reports</i>	Since 1865	Other law reports	Since 1945
<i>All England Law Reports</i>	Since 1936	Scottish reported cases	Since 1982
<i>Lloyd's Law Reports</i>	Since 1919	Northern Ireland cases	Since 1945

### • Federal & State Cases, Combined

- All available federal and state case law.
- Includes U.S. Supreme Court, U.S. Court of Appeals, federal district courts and state case law for all 50 states plus the District of Columbia, Puerto Rico, Virgin Islands and other U.S. territories.
- Also includes specialty courts such as military appeals, customs, patents, tax, trade, commerce, veteran appeals and bankruptcy.

### • U.S. Law Reviews and Journals, Combined

- Full text of documents dedicated to the scholarly review of a variety of legal topics and developments of importance to students, practitioners and academics.
- Searches over 650 U.S. law journals.

## Quicklaw Training Resources

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### Help

- **Telephone: 1-800-387-0899** (Customer Support)
- **Email:** [service@lexisnexis.ca](mailto:service@lexisnexis.ca) (Customer Support)
- **Online:** Click the **Help** link (located on every page in the upper right-hand corner).

### Training Materials

- In Quicklaw – go to Home page, click on Tools & Resources in the lower left corner
  - Training videos, cheat sheets and user manuals
- On our website [www.lexisnexis.ca](http://www.lexisnexis.ca) – go to Support and Training
  - Training Schedules – in office and web training schedules
  - Quicklaw Videos and User Manuals – training videos, cheat sheets and user manuals

### Training Sessions

- **Public Sessions**
  - Public web sessions
    - Go to **Support and Training** on our website [www.lexisnexis.ca](http://www.lexisnexis.ca)
  - In person sessions at our locations
    - Go to **Support and Training** on our website [www.lexisnexis.ca](http://www.lexisnexis.ca)
- **Private Sessions**
  - Private web sessions
    - Contact your local Training Specialist or [training@lexisnexis.ca](mailto:training@lexisnexis.ca)
  - In person sessions in your office
    - Contact your local Training Specialist or [training@lexisnexis.ca](mailto:training@lexisnexis.ca)



## Other LexisNexis® Products

Research Solutions		Quicklaw	Lexis	Nexis
	Canadian Content	✓		
	U.S. Content	✓	✓	✓
	International Content	✓	✓	✓
	News & Business	✓	✓	✓
	Forms	✓		
	Quicklaw® <a href="http://www.lexisnexis.ca/quicklaw">www.lexisnexis.ca/quicklaw</a>	The most comprehensive set of Canadian sources available. Canada's go-to platform for over 35 years.		
	Lexis® <a href="http://law.lexisnexis.com/lexis">law.lexisnexis.com/lexis</a>	An expansive, often exclusive, set of U.S. and international integrated legal research tools, and legal, news and business content. World's largest online collection of current headnoted and <i>Shepardized</i> ™ case law.		
	Nexis® <a href="http://www.lexisnexis.ca/en/nexis">www.lexisnexis.ca/en/nexis</a>	Manage risk, find out information on upcoming mergers or acquisitions, access breaking news from around the world, research markets and track industry trends, analyze competitors and more.		
	PatentOptimizer™ <a href="http://www.lexisnexis.ca/en/patentoptimizer">www.lexisnexis.ca/en/patentoptimizer</a>	Automated way to construct and deconstruct patents. Designed specifically for the drafting and analysis of patent applications (patent prosecution), and the analysis and dissection of granted patents (patent litigation). Decrease patent drafting time while producing airtight patent applications.		
	TotalPatent™ <a href="http://www.lexisnexis.ca/en/totalpatent">www.lexisnexis.ca/en/totalpatent</a>	The most easy-to-use patent research, analysis and retrieval system available anywhere. Be confident that you'll leave nothing to chance with three times more full-text patent sources than any other provider, including 22 full-text databases.		
Practice Management	Time Matters® <a href="http://www.lexisnexis.ca/timematters">www.lexisnexis.ca/timematters</a>	Practice management software to manage and organize all your day-to-day information and documents by client and matter, with centralized scheduling, legal document management, global search capability, conflict checking and more.		
	TotalLegalJobs.ca <a href="http://www.totallegaljobs.ca">www.totallegaljobs.ca</a>	Recruit legal staff quickly and cost-effectively in Canada's legal market by posting jobs for legal positions ranging from lawyers to articling students to paralegals to legal researchers and more. Includes NAD (National Articling Database), your source for finding summer and articling positions.		
	PCLaw® <a href="http://www.lexisnexis.ca/pclaw">www.lexisnexis.ca/pclaw</a>	A powerful, easy-to-use billing and accounting software for time tracking, legal accounting, trust accounting, billing and more. Manage your books more efficiently, expedite your billing process, and enhance overall practice management.		
Litigation Services	CaseMap® <a href="http://www.lexisnexis.ca/en/casemap">www.lexisnexis.ca/en/casemap</a>	CaseMap case analysis software allows lawyers to collect all the relevant facts, chronology, cast of characters and documents in one central repository and then link them to the critical issues in the case. Your litigation team can link quickly to facts and issues that support or undermine your position and automatically link to the supporting case law.		
	TimeMap® <a href="http://www.lexisnexis.ca/en/timemap">www.lexisnexis.ca/en/timemap</a>	TimeMap timeline software for case analysis transforms vital litigation information from your court case into visual timelines for case analysis.		
	CourtLink® <a href="http://www.lexisnexis.ca/en/courtlink">www.lexisnexis.ca/en/courtlink</a>	A leading U.S. online docket access, research and tracking solution providing searchable access to more than 200 million U.S. federal, state and local court records, making it easy to gather insights on key players in any U.S. case, including an opposing party, lawyer or judge.		
	Concordance® <a href="http://www.lexisnexis.ca/en/concordance">www.lexisnexis.ca/en/concordance</a>	Concordance litigation document management software identifies, organizes and analyzes case-critical information so you can collaborate and share – across your firm or around the world.		
	LAW PreDiscovery™ <a href="http://www.lexisnexis.ca/en/law-prediscovery">www.lexisnexis.ca/en/law-prediscovery</a>	The only out-of-the-box solution that combines imaging and electronic discovery, allowing you to process paper and electronic files, images and existing load files.		
Other	Lexis Practice Advisor Canada® <a href="http://www.lexisnexis.ca/en-ca/products/practice-advisor.page">http://www.lexisnexis.ca/en-ca/products/practice-advisor.page</a>	Lexis Practice Advisor <sup>SM</sup> Canada is a practical online resource with tools and materials specifically designed for lawyers who engage in transactional matters and more. The service includes comprehensive coverage of all the transactional and related litigation topics within a practice area.		

For a complete list of our products, visit our web site ([www.lexisnexis.ca](http://www.lexisnexis.ca)).

## Web Links

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### Facebook

Find us on **Facebook** ([www.facebook.com](http://www.facebook.com); search for “LexisNexis Canada”).



### Twitter

Follow us on **Twitter** ([www.twitter.com/LexisNexisCan](http://www.twitter.com/LexisNexisCan)).

### YouTube

Subscribe to our **YouTube** channel at [www.youtube.com/LexisNexisCanada](http://www.youtube.com/LexisNexisCanada) where you can find Quicklaw training videos.

### Help

- **Telephone:** 1-800-387-0899 (Customer Support)
- **Email:** [service@lexisnexis.ca](mailto:service@lexisnexis.ca) (Customer Support)
- **Online:** Click the **Help** link (located on every page in the upper right-hand corner).

### Training Videos and Materials

- Go to our web site’s home page [www.lexisnexis.ca](http://www.lexisnexis.ca), click on the **Support and Training** Drop down list (at the top) and select **Quicklaw Videos and User Materials**
  - Click on the **Videos** tab
    - Knowledge Burst Videos: What you need to know in 90 seconds or less
    - Training Demos: Train yourself on an aspect of Quicklaw in 10 minutes or less
  - Click on the **Resources** tab
    - Cheat Sheets: quick information on an aspect of Quicklaw
    - User Manuals: detailed information