

Quicklaw™ Quick Reference Guide

Signing In

In your Internet browser, go to www.lexisnexis.ca, and choose **New Quicklaw™** from the **Sign On to Your Service...** drop-down list at the top left. 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.

To change your Client ID, click the **Client:** link at the top of the screen.

Find a Document

The **Find a Document** feature located under the General Search tab is often the fastest way to get specific results, including locating cases by case name or citation; noting up (*Shepardizing™* for U.S.) a case or statute; or finding legislation, journal articles, definitions, or sources.

To find one of these items, select the desired task from the drop-down list, enter the corresponding search information, and then click the **Go** button.

When searching by name, you can enter a single word or phrase, case names, or search strings.

General Search

Below the Find a Document section, the **General Search** form is useful for searching across multiple content types, performing general queries, or searching within an unfamiliar area of law.

1. Enter your search terms in the box provided. By default, Quicklaw searches two or more words as an exact phrase. You can also include connectors to link terms and phrases, and to search for word variations. For more information on connector use, click the **View Connectors...** link.
2. Select a source from the drop-down list, or check one of the categories below such as **Cases**, which searches all Canadian court and tribunal full text cases and summaries.
3. 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 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:

OR	lawyer OR counsel — finds documents in which either lawyer or counsel or both appear. Useful for synonyms, antonyms, alternative spellings, or abbreviations.
/n	drug /5 abuse — 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.
+n	pay +3 television — finds documents in which pay precedes television by three or fewer words. Useful where word order would markedly alter the phrase’s meaning.
NOT /n	british NOT /2 columbia — finds documents in which the word british occurs but the word columbia is not within two words of it. Use to avoid specific phrases in results.
/s	sanction /s frivolous — finds documents in which the words sanction and frivolous appear in the same sentence**. Useful for finding close but not precise proximities.
/p	age /p discrimination — finds documents in which the words age and discrimination appear in the same paragraph. Useful for less close proximities of related words.
AND (&)	land AND trust — 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.
AND NOT	trust AND NOT charitable — finds documents in which the word trust occurs, but charitable does not. Highly exclusionary (e.g., will exclude “not a charitable trust”).
NOT /para	cable NOT /para television — finds documents where both words cable and television appear, but not within the same paragraph. Less exclusionary in proximity.
NOT /sent	market NOT /sent share — finds documents in which the words market and share appear, but not within the same sentence. Will exclude close proximity terms only.

* 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**).

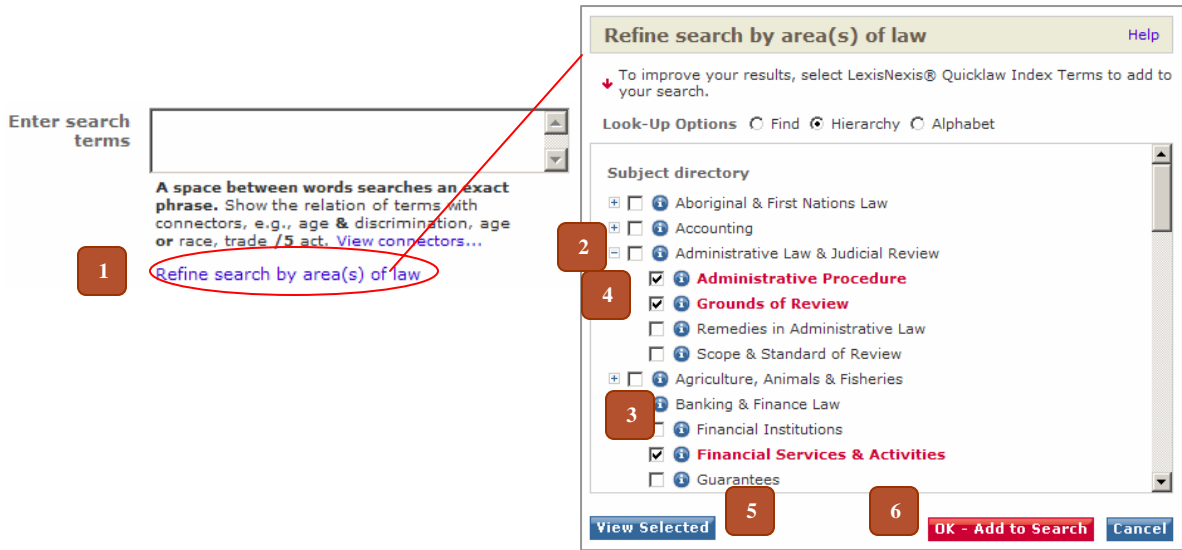
Truncation and Wildcards

Truncation and wildcards are used to expand search terms.

!	acqui!	Finds variations on the term acquire (acquiring, acquisition, etc.)
*	Sp**gel	Finds both Speigel and Spiegel

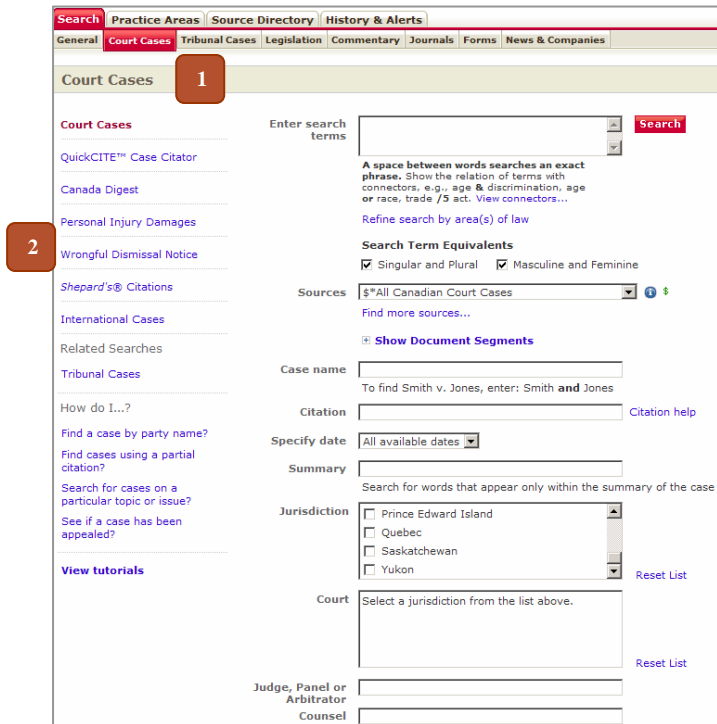
Refine by Area of Law

From most search forms, you can add topics to search within a topical subset of documents. This will let you restrict your results to a certain area of law, such as labour or criminal law.



1. Click the **Refine Search by Area(s) of Law** link underneath the **Enter Search Terms** box on the search form. The Subject Directory window opens sorted by **Hierarchy**. Alternatively, you can search for areas using the **Find** option, or view all areas alphabetically with the **Alphabet** option.
2. Click **+** to expand or **-** to contract listed terms to browse the contents hierarchy.
3. Click the **i** icon to find an explanation of what types of subjects will be searched, and then click the **Go Back** button to return to the Subject Directory window.
4. Click the checkbox next to a term to select terms that match your research topic.
5. Click the **View Selected** button at any time to review a list of selected terms, then click the connector link before each term (**AND**, **OR**, **AND NOT**) to cycle between connectors, or click **X** to remove a term from the list.
6. Click **OK - Add to Search** in either the **Hierarchy** list or the **Selected Index Terms** list to return to the search form. The terms 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



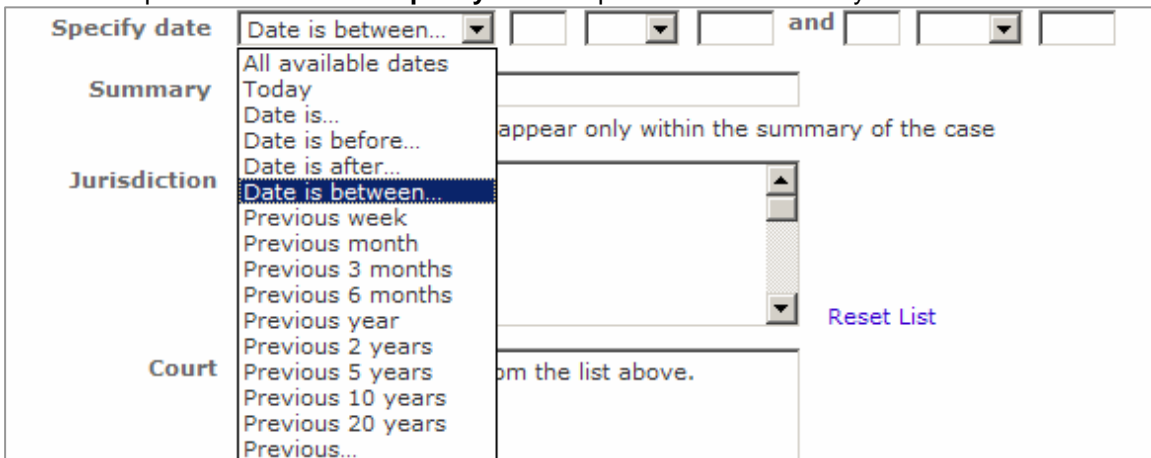
Content-specific search forms are intended for searching sources of a specific content type. These tailored search forms offer simplified searching within document segments most commonly associated with their content. Quicklaw offers several content-specific search forms, which are grouped in two ways:

1. **Search** sub-tabs appear across the top navigation and include Court Cases, Tribunal Cases, Legislation, Commentary, Journals, Forms, and News & Companies.
2. **Related content** links appear on the left-side navigation and provide more detailed search forms related to the Search sub-tab 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.



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.

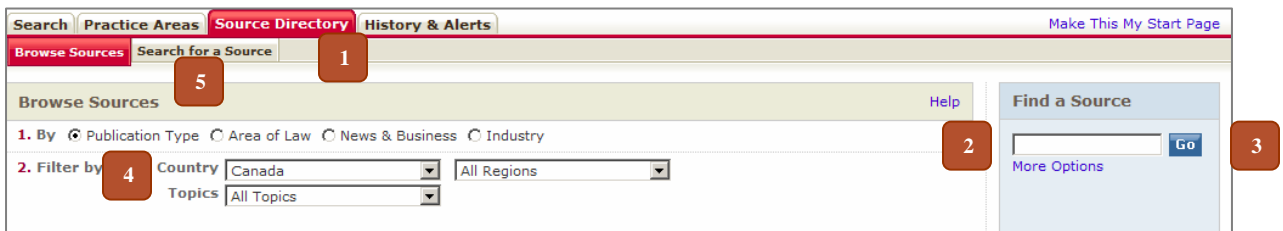


1. **View** — view your results in different levels of detail (e.g., **List**, **List with Keywords**, and **Search Terms in Context**).
2. **Sort** — change the order in which your results are displayed. (e.g., by **Jurisdiction**, **Court**, **Date**, or **Relevance**).
3. **Result Groups** — filter 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, 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.

Finding Sources

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.

If you know the source you want to search, the quickest way to locate it is by using the **Find a Source** search box located on the right-hand side of the Source Directory. This function is also available in the Find a Document section under the General Search 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** sub-tab.

Canada Digest

The **Canada Digest** form is accessed via the **Court Cases** sub-tab. From here, you can search and browse extensive collections of English- and French-language case summaries.

The screenshot shows the 'Canada Digest' page with the following callouts:

- 1**: Points to the 'Browse' link on the left-hand side.
- 2**: Points to the expand/collapse icons next to the classification system items.
- 3**: Points to the 'Search on Selected Items Only' checkbox.
- 4**: Points to the 'View Tagged' button.
- 5**: Points to the 'Search' button in the Quick Search box.
- 6**: Points to the information icon (i) next to the 'All' filter.
- 7**: Points to the 'Search' link on the left-hand side.

1. After clicking the **Canada Digest** link, click the **Browse** link on the left-hand side of the screen.
2. 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**
3. Click the checkbox next to a section(s) or subsection(s) you wish to browse.
4. Click the **View Tagged** button to browse only tagged items.
5. 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.
6. Click the **i** icon at any time to view publication information about the digest.
7. Use the Canada Digest **Search** form to perform a more robust search.

QuickCITE™ Case Citator

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.

Case Treatment Symbols

1. **Citator Information Icon** — the case has no known history or treatments. Click this link to view more information about the citation.
2. **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).
3. **Cautionary Treatment Icon** — the case has been distinguished by a subsequent court.
4. **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).
5. **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.

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 in Dissenting Opinion** — case is cited in a dissenting opinion.
6. **Mentioned** — citing case provides no more information about the cited case than what is available in the cited case itself.
7. **Not Followed** — citing case overrules or refuses to apply the cited case for some reason other than it was distinguishable.
8. **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™ Statute Citator

QuickCITE Statute Citator records contain a summary of judicial consideration, treatments, pinpoint references, case names, citations, courts, dates, and signal information. To access the search form, click the **QuickCITE Statute Citator** link to the left of the **Legislation** search form.

The screenshot shows the QuickCITE Statute Citator search interface. At the top, there are navigation tabs: Search, Practice Areas, Source Directory, History & Alerts, and a 'Make This My Start Page' link. Below these are sub-tabs: General, Court Cases, Tribunal Cases, Legislation, Commentary, Journals, and Forms. The main heading is 'QuickCITE™ Statute Citator' with a 'Help' link. On the left, there is a sidebar with links: 'QuickCITE™ Statute Citator' (circled in red and labeled 1), 'Current Consolidations', 'Legislative bills', 'All Legislation', 'International Legislation (Common Law)', and 'Links'. The main search area contains: 'Enter search terms' (labeled 1) with a 'Search' button (labeled 6); a note about search syntax; 'Search Term Equivalents' with checkboxes for 'Singular and Plural' and 'Masculine and Feminine'; a 'Show Document Segments' button (labeled 2); a 'Jurisdiction' dropdown menu (labeled 2); 'Legislation title' (labeled 3) and 'Citation' (labeled 4) input fields; and 'Legislation Section/Article' (labeled 5) input field with a 'Citation help' link. At the bottom, there are links for 'Back to top', 'Save this search', and 'Clear 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 act (e.g., **Anti-Terrorism Act**).
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. Click the **Search** button.

Note: If you know the exact statute citation, you can also quickly note it up using the Find a Document feature under the General Search tab.

Definitions of Statute Treatments

1. **Unconstitutional** — cited statute section was determined by the court to be unconstitutional.
2. **Constitutionality Discussed** — the constitutionality of the cited statute 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 statute section.
4. **Considered** — cited statute section was analyzed or interpreted by the court.
5. **Referred to** — cited statute section is referred to by the court with no further discussion.
6. **Cited** — statute section has been cited and may contain a stronger judicial treatment.

Canadian Legal Words & Phrases

Under the **Commentary** sub-tab, you will see a link on the left-hand side to the **Canadian Legal Words & Phrases** search form. Here, you can search from an extensive dictionary of legal words and phrases, including selected Commonwealth and Latin term definitions.

1. Click the **Browse** tab to browse the alphabetic list of Defined Terms *or*
2. Enter terms in the **Defined Terms** text box to limit your search to the definition field only. For a more broad search, you can enter keywords in the **Enter Search Terms** text box.
3. Select a Jurisdiction to limit results to federal and/or individual provincial courts.
4. Click the **Search** button.


Note: You can also find definitions using **Find a Document** under the General Search tab.

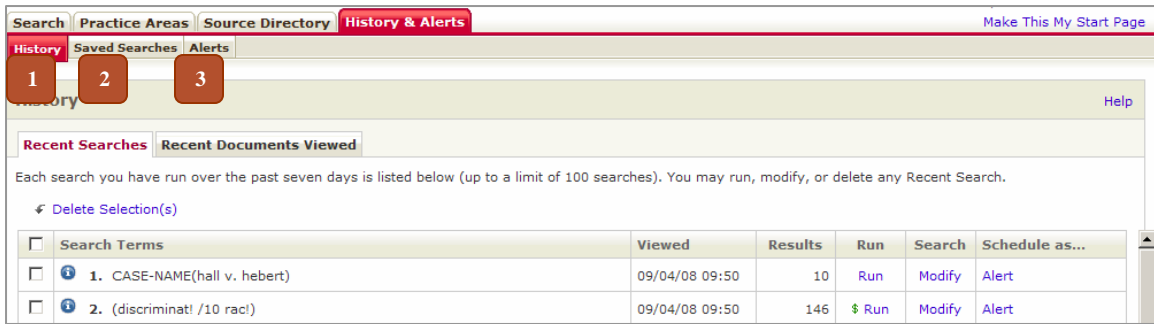
Viewing Entire Acts

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., **Criminal Code, section 445**).
2. From the **View** list, select **Show Document Options**.
3. From the **View More** list, click the name of the act (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.

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.

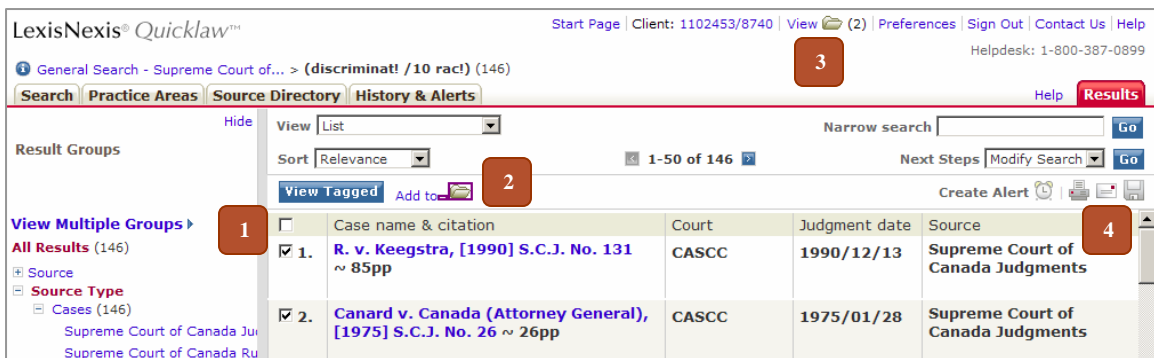


<input type="checkbox"/>	Search Terms	Viewed	Results	Run	Search	Schedule as...
<input type="checkbox"/>	1. CASE-NAME(hall v. hebert)	09/04/08 09:50	10	Run	Modify	Alert
<input type="checkbox"/>	2. (discriminat! / 10 ract)	09/04/08 09:50	146	\$ Run	Modify	Alert



- History** — displays your recent searches for up to 7 days and recently viewed documents for up to 48 hours (up to a maximum of 100 searches/documents), and allows you to redisplay these documents or revisit the search results.
- Saved Searches** — displays a list of your previously saved search strings.
- Alerts** — displays a list of your scheduled searches or legal updates. Legal updates allow you to keep up to date with new case law within an area of law and jurisdiction.

Printing, Emailing, and Downloading Results

From a results list, you can select, or tag, documents to view, print, email, or download:




<input type="checkbox"/>	Case name & citation	Court	Judgment date	Source
<input checked="" type="checkbox"/>	1. R. v. Keegstra, [1990] S.C.J. No. 131 ~ 85pp	CASCC	1990/12/13	Supreme Court of Canada Judgments
<input checked="" type="checkbox"/>	2. Canard v. Canada (Attorney General), [1975] S.C.J. No. 26 ~ 26pp	CASCC	1975/01/28	Supreme Court of Canada Judgments

- 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.
- Click the **Add to**  link to add selections to the Delivery Folder, and view or deliver them up to 24 hours later.
- View and re-order any documents in the Delivery Folder by clicking on the **View**  link.
- Click the **print**, **email**, or **download** icon to select a delivery method. A new window will open, allowing you to modify relevant options.

Signing Out and Help Files

Signing out is important to ensure billing has stopped. To sign out of Quicklaw, simply click the **Sign Out** link in the Navigation Bar at the top right of any screen. Here, you will also find the **Help** link, which will let you access all available online help files.

[Start Page](#) | Client: 1102453/8740 | View  (0) | Preferences | [Sign Out](#) | [Contact Us](#) | [Help](#)

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.

LexisNexis is a registered trademark and *Shepardizing* is a trademark of Reed Elsevier Properties Inc., used under licence. Quicklaw and QuickCITE are trademarks of LexisNexis Canada Inc. © 2008 LexisNexis Canada Inc. All rights reserved. NQL-QRG-04/08