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01   HOW DO I OBTAIN AND REGISTER MY PASSWORD?

1. Ask your Law Librarian or Legal Research and Writing faculty for a Westlaw Canada password card.
2. Go to www.westlawcanada.com/students or www.westlawcanada.com/faculty
3. Click the **Register Now** button.
4. Follow the online directions. **Note**: Please register your password with OnePass the first time you sign on or it will deactivate. Once registered, your password will be active during the length of your law school career.

02   HOW DO I SIGN ON/OFF WESTLAW CANADA?

1. Using a web browser, access www.westlawcanada.com/students or www.westlawcanada.com/faculty
2. Click the **Sign On Westlaw Canada** button in the middle of the page.
3. Enter your **Username** and **Password** into the fields provided.
4. Enter a client ID into the **Client ID** field.

> ⚠️ **The Client ID field is a mandatory field used for tracking your research and will name your Research Trail. You may enter up to 35 alphanumeric characters. Examples: a research issue, topic or client file number.**

5. Click **Sign On**. Your default Home page is displayed.

To sign off Westlaw Canada, click **SIGN OFF** located in the upper right corner of the Navigation bar.

03   HOW DO I NAVIGATE THE HOME PAGE?

Home page Source tab/ Navigation bar

Browse Tables of Contents

Review the content coverage and currency of materials

View the latest SCC documents

Search using Custom Search Templates

Find or KeyCite (note up) cases and legislation by name/title or find any document by citation

04   WHAT INFORMATION IS IN WESTLAW CANADA?

For information on content coverage and currency, please refer to the **What's in…** and **Currency Notes** links in the **About…** section at the bottom of the left frame of each Source Home page.

05   ONCE I HAVE SIGNED ON, WHERE DO I START?

IF YOU KNOW…	THEN…
The general topic	**Browse** or **search**: • The Canadian Encyclopedic Digest (CED): Comprehensive statements of the law on more than 225 subject titles on every aspect of Canadian law and practice, linking to tens of thousands of case law authorities and statutory provisions and the relevant classification in The Canadian Abridgment Case Digests. • The Canadian Abridgment Case Digests: A comprehensive collection of over 700,000 digests of Canadian case law organized by legal issue according to a single taxonomy (The Canadian Abridgment Key Classification System). This collection is exclusive to Carswell and covers virtually every case reported in Canada since 1803 and every unreported case received from the courts since 1986, with the exception of Québec civil law cases. For more information, see *How can I find similar cases when searching full text case law?* • Law report articles, journals and law reviews (using the Law Report Articles and Journals search template).
The issue	Browse or search the Canadian Encyclopedic Digest or The Canadian Abridgment Digests, as above, to locate your issue – OR – perform a keyword search using a **Custom Search Template**, accessible from the Home page. Westlaw Canada offers search templates, customized by document type.
The case name or legislation	Use **Find/KeyCite a Document** on the Home page. Enter the name (style of cause) of the case into the case **Name** field. Enter a statute, regulation, or rule name into the legislation **Title** field and section number into the **Section** field.
The citation of a document	Use **Find/KeyCite a Document** on the Home page. Enter the citation into the **Citation** field.

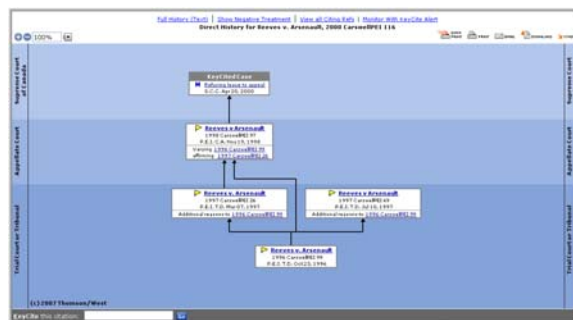| IF YOU WANT TO...	THEN...
Note up your case, statute, regulation or rule	Use KeyCite® Canada. KeyCiting a document involves retrieving the appellate (full) history of a case, plus all citing references of a case, statute, regulation or rule, including judicial treatments and secondary sources. Documents receive one treatment flag/icon only and their definitions are as follows:

> ⚑ A red flag warns that the case may not be good law; that the decision has been reversed, or has not been followed within the same jurisdiction or by the Supreme Court of Canada.

> ⚑ A yellow flag warns that the decision has some negative history or treatment, but has not been reversed or overruled. It is also displayed if a treatment has been recently added, and has not yet been editorially analyzed.

> **H** A blue H indicates that the decision has some direct history but it is not known to be negative.

> **C** A green C indicates that the decision has no direct history, but there are treating cases or other citing references to the decision. For statutes, regulations and rules the green C indicates that there are cases or other citing references to the provision.

KeyCite Canada is accessible from:

- Links on the **Related Info** tab when viewing your results (**Full History**, **Direct History** (Graphical View) and **Citing References**).
- The **Home** page.
- The Westlaw Canada Navigation bar.

Note: Graphical KeyCite provides a diagrammatic view of the flow of the history of a case. Click **Direct History** (Graphical View) located on the **Related Info** tab of a case to view it visually.

IF YOU WANT TO…	THEN…
Limit your KeyCite results	Use **Limit KeyCite**. From the Citing References page, click the **Limit KeyCite Display** button located in the bottom left corner of the right frame and select the limiter – locate (by keyword), jurisdiction, case law citation frequency, judicial treatments, legislative subsection or clause, date or document type**.**
Track your citing references	Use **KeyCite Alert** to automatically track statutes, regulations and cases that you are relying on. Click **Monitor with KeyCite Alert** on the **Related Info** tab.
See related materials	Use the links on the **Related Info** tab to retrieve materials such as the full history of a case, citing references, authorities, annotations and Abridgment digests.
Find related Canadian Encyclopedic Digest suggestions for your search or case	Review **ResultsPlus** suggestions drawn from the CED. When searching case law, click <u>**Full Screen List**</u> on the Result List tab to see the ResultsPlus suggestions for the search. ResultsPlus suggestions for a specific case, if any, are located on the case's **Related Info** tab – or – KeyCite the case to find CED documents that discuss that case.
Find related court documents for your case	Review **Pleadings, Motions** and **Facta** on the **Related Info** tab. To determine if a case has associated court documents, look for the court document icon located in the upper left corner of the decision next to the KeyCite flag. (Charges may apply.)
Refine your search	Use **Locate in Result**. This feature allows you to add further restrictions to the search you conducted – to search within your search results. The <u>Locate in Result</u> link is found on the tabs in the left frame.
Find related search terms	Use **Did You Mean** suggestions. Located at the top of the Result List tab, **Did You Mean** offers suggestions for misspelled common and legal terms as well as acronyms. Use **Related Terms** suggestions. Located at the top of the full screen view of the Result List, Related Terms suggests legal synonyms for your search query. Click <u>**Full Screen List**</u> on the Result List tab to view related terms.
Find judicial interpretations of words and phrases	Use the **Words & Phrases Judicially Defined** Custom Search Template accessible from the Home page to search over 70,000 Canadian interpretations of 30,000 terms.
Print, email, download, fax or save	Use the **document delivery icons** located in the upper right corner of the document window.
Find Canadian journal articles on your topic	Use the **Law Report Articles and Journals** Custom Search Template.
Find international materials	Search **Westlaw** materials. Westlaw contains thousands of international databases from the US, UK, European Union, Australia, Hong Kong and New Zealand. To set-up your Westlaw tab, click **Add a Tab** located on the top right corner of the Navigation bar, click **Add Westlaw Tabs** and then select **Westlaw** in the General Section. Click **Add to My Tab Set**.
Find international journals and law reviews	Search the **JLR** database in Westlaw. This database contains hundreds of US and Canadian publications. Enter **JLR** in the **Search for this database** field on the Westlaw Home page.

07 HOW CAN I RETRIEVE AND PRINT MULTIPLE DOCUMENTS AT ONE TIME?

1. Click **FIND & PRINT** on the Navigation bar to retrieve and print multiple documents. Enter up to 20 citations at one time, separated by semicolons, and have them printed, emailed or downloaded together.

2. Click **Send Request**.

08 HOW DO I USE THE CASES CUSTOM SEARCH TEMPLATE?

a. Click **Cases** in the Custom Search Template section of the Home page.
b. **Section 1:** Enter your search terms into the **Search full text for:** box. Use *The Results must contain:* drop-down list or Boolean connectors to establish a relationship between your search terms. Enter any other information you may have into the fields provided, if you want.
c. **Section 2:** Use the various selection boxes and *Timeframe* drop-down list to further narrow your search criteria. This is optional.
d. Click **Go**.

09 WHAT CONNECTORS CAN I USE TO STRUCTURE MY SEARCH?

In lieu of using *The Results must contain* options you can structure your search using a number of Boolean connectors.

Note: Keep your search simple. Search on the main issue only and then refine your search by using **Locate in Result**. Also, entering the singular form of a term automatically retrieves the plural form as well. This is true for all regular and most irregular plurals.

Use	To retrieve documents containing:
a space (or)	Any or all terms. **This is the default connector.** Example: **car automobile**
& (and)	All search terms. Example: **narcotics & warrant**
/p	Search terms in the same paragraph. Example: **hearsay /p utterance**
+p	The first term preceding the second within the same paragraph. Example: **appeal +p held**
/s	Search terms in the same sentence. Example: **design /s defect**
+s	The first term preceding the second within the same sentence. Example: **palsgraf +s island**
/n	Search terms within *n* terms of each other (where *n* is a number). Example: **support /3 payment**
+n	The first search term preceding the second by *n* terms (where *n* is a number) Example: **justice +3 McLachlin**
" "	Terms in this same order. Example: **"attractive nuisance"**

Use	To exclude documents containing
% (but not)	Search terms following the percent symbol. Example: **(support /3 payment % spousal)**

Use these special characters to retrieve variations of your search terms:

Character	Type	To retrieve
Root Expander (!)	negligen!	negligent negligence negligently
Universal Character (*) (each * represents one character only)	gr*w jur**	grow grew jury juror
Turning off Plurals and Equivalents (#)	#perm	perm (*does not retrieve permanent*)

Order of Processing
Connectors are processed in the following order:

" " (phrase), space (or), +n, /n, +s, /s, +p, /p, &, %

Parentheses can be used to change the order of the search.

10   HOW CAN I FIND SIMILAR CASES WHEN SEARCHING FULL TEXT CASE LAW?

1. Click the **Abridgment Digests** link on the **Related Info** tab of a decision to retrieve digests for each issue discussed in that decision.

2. Click the classification number hypertext link, which appears at the top of each digest, to retrieve all digests appearing under that classification and dealing with the legal issue in question.

Subject Title: Criminal law
Classification Number: IV.26 [Find all   fication]
Digest Number: CRM 28A4.2107

Classification Number hyperext link

Charter of Rights and Freedoms — Principle against self-incrimination [s. 13]

Under s. 13 of Charter, when accused testifies at trial, he cannot be cross-examined on basis of prior testimony unless trial judge is satisfied that no realistic danger exists that his prior testimony could be used to incriminate him — When prior evidence was highly incriminating, no limiting instruction to jury could overcome danger of incrimination and cross-examination should not be permitted — Trial judge and majority in Court of Appeal erred in holding that cross-examination of accused on incriminating statements that accused made during his brother's trial on charge of murder was merely used to challenge credibility of accused and not for prohibited purpose of incriminating him — Cross-examination was illegally aimed at incriminating accused and not only at testing his credibility, as Crown attempted to get accused to adopt incriminating portions of his prior testimony — Ri

11   HOW CAN I MAKE MY RESEARCH COST-EFFECTIVE?

As a law school student your Westlaw Canada access is complimentary. Access to Westlaw Canada for paying subscribers is based on a flat-rate, annual subscription. Our customers pay a set amount for unlimited usage for the entire year. Within their subscription, some actions/activities have a suggested "usage value". Our customers may then develop their own cost recovery strategy. It is important to become skilled at using cost-effective research to ensure research efficiency.

- Receive hands-on **training** and additional tips from a Carswell Learning Consultant.
- Prepare a **research strategy checklist** and discuss with Research Librarians before beginning online research.
- Use **Find** to retrieve a case or legislation. Find has a lower usage value than retrieving the case or statutory provision with the Custom Search Templates.
- Read the Result List carefully to ensure you select the correct document first.
- Use **KeyCite** if you only want to note-up a document.
- **Browse** the Table of Contents in any Source service. There is a usage value only when you click a blue hypertext link (or run a keyword search on selected items).
- When using a **Custom Search Template**: a) search using broad terms to yield as many potential hits on a topic as possible, b) use the OR operator to expand your initial search c) consider proximity searching instead of phrase searching.
- Check for spelling mistakes before running your search. A search that generates no hits is a research event and has a usage value associated with it.
- Use **Locate** to refine your Result List (instead of using Edit Search). Locate does not have a usage value. Edit Search is considered a new search and has a usage value associated with it.
- Refrain from searching all of a Source's content unless absolutely necessary.
- Use the **Research Trail** to rerun a keyword search, **KeyCite** or **Find** without incurring additional usage values for the remainder of the day.

- **Print, email, download** or **Save** your documents on Westlaw Canada. If you are hesitant about whether or not you want to print/download a document, do it. There are no usage values associated with these functions. Otherwise, you will need to re-run the search or **Find** and you will trigger another usage value.

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12   GLOSSARY OF TERMS

Appeal: Resort to a higher court/tribunal to review the decision of a lower court/tribunal

Canadian Abridgment Digests: Summaries of cases organized by issue of law

Canadian Encyclopedic Digest: Legal encyclopedia with paragraphs explaining different issues of law, footnoted with relevant cases and legislation

Case: See *Judgment.*

Citation: Identifier for a case, legislation or article; based on where it has been published, either in print or online. Note that documents can have more than one citation if they have been published in more than one place. These are known as parallel citations.

Citing References: Documents (e.g. cases, articles, court documents) referring to the case or legislative section you are looking at and whether they have followed, considered, referred to or distinguished the case or legislative section you are looking at. See *Judicial Treatments*.

Decision: See *Judgment*.

Full History: (Also called *case history* or *direct history.*) The path a case has taken through the court system; has it been appealed, affirmed, reversed or had additional reasons given.

Headnote: A summary of the key issues and facts in a case which appears at the beginning of a case, written by the publisher.

Judgment: (Also called *decision* or *case*.) A final determination by the court of a matter brought before it.

Judicial Treatments: A list of judgments that cite another case, accompanied by an indication of whether they have followed, considered, referred to or distinguished the case or legislative section you are looking at.

KeyCite: Provides you with the *Full History* and the *Citing References* for a case. Used for *Noting up*.

Legislation: Includes statutes (laws or acts), regulations (how statutes are to be implemented) and rules (procedural instructions for court proceedings.)

Noting up: (Also called *Judicial Treatment.* See also *Full History* and *Citing References*.) Finding any subsequent cases that have referred to the case or legislation in question. Also, for cases, determining the full history of the case.

Precedent: A legal case establishing a principle or rule that a court or other judicial body may use when deciding subsequent cases with similar issues or facts.

Reported Decisions: Cases that have been selected to be published in a law report series. Unreported cases are decisions that have not been published in a print law report series.

Secondary Sources: (Also called *Commentary*.) Works written by authors (as opposed to cases or legislation.)

Style of Cause: The case name for a cause of action or lawsuit; a description of the parties involved.

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13   WHERE CAN I FIND HELP?

- Speak to your Law Librarian about attending a Carswell hands-on training session.
- Go to www.westlawcanada.com/students or www.westlawcanada.com/faculty and click **Getting help using the service** in the middle frame to see if your school participates in the Student Rep program. If it does, contact your Student Rep for additional help.
- Review the online tutorials available at: www.westlawcanada.com/students or www.westlawcanada.com/faculty. Click the Learning Tutorials link near the bottom of the page. You can also access these tutorial on YouTube: (www.youtube.com/user/ThomsonreutersCanada)
- Use online help or download reference materials from the Help Centre located on the **SITE MAP** on the Navigation Bar.
- Email sign on and password related questions to: carswell.lawschool@thomsonreuters.com