

SecuritiesSource®

QUICK REFERENCE CARD



SecuritiesSource® provides one-click access to the most valued securities law information. It offers a wealth of content combined with powerful search tools so that you never have to wonder if there is somewhere else you should be looking.

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www.westlawcanada.com



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01 HOW DO I SIGN ON/OFF SECURITIESOURCE WITH ONEPASS?

All Westlaw Canada users must set up a OnePass account where you create your own Username and Password. To set up your OnePass account and sign on to SecuritiesSource:

1. Open a web browser, access www.westlawcanada.com and click **Sign-On** to Westlaw Canada located in the upper right corner.
2. Click **Switch to OnePass Sign On** located in the upper right corner of the sign on section. You may wish to bookmark this page.
3. Click **Register my Westlaw Password** and follow the instructions. (For more information, go to: www.westlawecarswell.com/support/onepasshelp.htm). Once you have registered your OnePass you may sign on to SecuritiesSource. Enter your **OnePass Username** and **Password** into the fields provided.
4. Enter a client identifier into the **Client ID** field. This 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 file number or research issue.
5. Click **Sign On**. Your default Home page is displayed.

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

02 WHAT INFORMATION IS IN SECURITIESOURCE?

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

03 SECURITIESOURCE HOME PAGE

The screenshot shows the Westlaw Canada SecuritiesSource home page. The page is divided into several sections, with numbered callouts (1-7) highlighting specific areas:

- 1:** Ontario Securities Commission (OSC) Bulletin & Insider Reports
- 2:** Find & Print, KeyCiteCanada, Directory, Site Map, Court Docs
- 3:** Resources section, including Securities Commissions (Ontario, British Columbia, Alberta, etc.) and Exchanges (Toronto Stock Exchange, etc.)
- 4:** Search Exchanges
- 5:** Securities Law & Practice - Borden Ladner Gervais LLP
- 6:** Business Law Research - LIVEDGAR - SEDAR
- 7:** U.S. Databases

The page also features a navigation bar at the top with links for Litigator, CriminalSource, Estates&TrustsSource, FamilySource, InsolvencySource, and IPSOU. The left sidebar contains links for Wireless Westlaw, OSC Bulletin & Insider Reports, News, Tables of Contents, Find/KeyCite, About SecuritiesSource, Browse eReference Titles, and Decisions/Rulings.

1 View the latest OSC Bulletin and archive. Read OSC Perspectives, a quarterly providing updates on OSC developments.	4 Quickly retrieve Exchange and Self-Regulatory Association information.	7 Access a wide range of U.S. securities materials through Westlaw.
2 Home page Source tabs/ Navigation bar.	5 Quickly access Canada's preeminent securities law service, Securities Law & Practice by BLG LLP.	8 Use the Custom Search Template to search for decisions/rulings by subject or keyword.
3 Instantly get to Commission materials (Rules, Policies, Notices, etc.) for each jurisdiction.	6 Access LIVEDGAR-SEDAR information through Business Law Research.	9 Go directly to the Securities Act or Regulation for each jurisdiction or find a parallel section in another jurisdiction by using the concordance.

04 HOW CAN I KEEP CURRENT WITH SECURITIES LAW-RELATED ISSUES?

- View the latest Bulletin or summary from the various Securities commissions, available in the left and right frames.
- Read the **Securities Newsletter** edited by Jeffrey A. Read. The newsletter provides expert analysis of current developments in Canadian securities law as well as highlights of important new case law, rulings and legislation. Click the **Securities Newsletter** link located in the left frame to retrieve the newsletter. The most recent newsletter is displayed in the right frame with previous issues listed in the left frame. To open a previous issue, click its document hypertext link.
- Read **OSC Perspectives**, a quarterly providing updates on OSC developments. Click the **OSC Perspectives** link in the left frame to retrieve the publication.

05 HOW DO I FIND THE LATEST OSC BULLETIN?

1. Click the **OSC Bulletin & Insider Reports** link in the left frame.
2. Click the **here** link located in the right frame to view the latest bulletin in full text, starting with the Table of Contents. The links in the Table of Contents provide quick access to a specific section of the Bulletin.

06 HOW DO I FIND RULES, INSTRUMENTS, POLICIES, NOTICES AND OTHER SECURITIES COMMISSION DOCUMENTS?

1. Click a link in the **Securities Commissions** section of the Home page to retrieve a Table of Contents to related materials for a specific jurisdiction.
2. Click the + button to drill down to the document you require and click the appropriate hypertext link to retrieve it.

07 HOW DO I FIND A SECTION OF THE SECURITIES ACT?

1. Click the **Find a Document** link in the **Find/KeyCite** section in the left frame.
2. Enter all or part of the title in the Canadian Legislation **Title** field, the section (provision) number into the **Section** field and choose the appropriate Jurisdiction from the drop-down list.
3. Click **Go**.

08 HOW DO I FIND A DECISION OR RULING?

1. Click the **Find a Document** link in the **Find/KeyCite** section in the left frame.
2. Enter all or part of the case name into the Canadian Case Law **Name** field and choose the appropriate Jurisdiction from the drop-down list.
3. Click **Go**.

09 HOW DO I FIND A DOCUMENT BY CITATION?

1. Click the **Find a Document** link in the **Find/KeyCite** section in the left frame.
2. Enter the citation into the **Find this document by citation** field in the left frame.
3. Click **Go**.

10 HOW CAN I CONDUCT A TOPICAL KEYWORD SEARCH?


1. Click the appropriate Custom Search Template link in the right frame of the Home page. Template links appear at the bottom of each section and are identified by a magnifying glass icon.
2. Enter search terms into the **Search full text for** box. Add connectors or use The results must contain drop-down list. Fill in any fields you want, e.g. Judge, Court, Jurisdiction, etc.
3. Click **Go**.


TIP: After the search, use **Locate in Result** in the left frame to search within the current search results. **Locate in Result** may significantly reduce your result list.


11 HOW DO I KEYCITE (NOTE UP) A DOCUMENT BY NAME OR CITATION?


1. Click the **KeyCite a Document** link in the **Find/KeyCite** section in the left frame.
2. **Legislation by name:** Click the **KeyCite by Name/Title** link located in the left frame. Enter all or part of the title into the Canadian Legislation **Title** field, the section (provision) number into the **Section** field and choose the appropriate Jurisdiction from the drop-down list.
Decisions by name: Click the **KeyCite by Name/Title** link located in the left frame. Enter all or part of the case name into the Canadian Case Law **Name** field and choose the appropriate Jurisdiction from the drop-down list.
By citation: Enter the citation into the **KeyCite this citation** field in the left frame.
3. Click **Go**.

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.

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

 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.

12 HOW DO I FIND PARALLEL SECURITIES ACT SECTIONS BY SUBJECT ACROSS JURISDICTIONS?

1. Click the **Securities Act Concordance** link in the Table of Contents section in the left frame or in the **Legislation** section of the right frame.
2. The Table of Contents appears. Click the + button next to the heading until you reach a document level.
3. Click the blue hypertext link to retrieve a document containing similar provisions in other jurisdictions.

TIP: Links for the concordance table are also available from the bottom of a section of the Securities Act or within its citing references list.


13 HOW DO I FIND COMMENTARY ON CANADIAN SECURITIES LAW AND REGULATIONS?

SecuritesSource contains *Securities Law and Practice, 3rd Edition*, by Borden Ladner Gervais LLP. This publication annotates the Ontario Securities Act (with convenient references to similar provisions in British Columbia, Alberta and Québec) by providing commentary on the practical application of each section, the effect of administrative rulings and regulations, and interpretation of similar statutory provisions by Canadian and U.S. courts. You can access the publication through a Table of Contents or Custom Search Template available in the **Securities Law & Practice** section in the right frame of the Home page field and choose the appropriate Jurisdiction from the drop-down list.

14 HOW DO I PRINT, E-MAIL, DOWNLOAD, FAX OR SAVE IN SECURITIESOURCE?

Click the appropriate button located in the upper right corner of the right frame.



Click  to print the current document only, using your default format preferences.

If you want to deliver your current document along with other related information at the same time or you want to change your default formatting settings, click one of the other applicable icons.

Note: Use **Find & Print** to retrieve up to 20 citations simultaneously for printing, emailing or downloading.

1. Click **Find & Print** on the Navigation bar located at the top of the screen.
2. Enter your citations into the box provided and select your results and delivery options.
3. Click **Send Request**.

TIP: To print part of a document, highlight the desired text. Then, using your browser, open the **File** menu and select **Print**. In the **Print** window, choose the **Selection** radio button and then click **Print**.

15 WHERE CAN I FIND HELP?

- Review online tutorials to quickly learn about specific functionality or content. Go to: www.westlawcarswell.com/support/emodules.htm
- Use online help or download reference materials from the **Help Centre** located in the **SITE MAP** on the Navigation Bar or go to: www.westlawcarswell.com/support/reference.htm
- Click the **Tip** icons for context-sensitive tips and examples.
- Contact our Reference Support or Technical Support Teams, 24 hours a day, 7 days a week, by phone: 1.800.387.5164 or 416.609.3800 or email: carswell.reference@thomsonreuters.com or carswell.techsupport@thomsonreuters.com
- Contact our Customer Learning Team to book a complimentary training session. Phone: 1.800.387.5164 or 416.609.3800 or email: carswell.learning@thomsonreuters.com

CUSTOMER LEARNING & SUPPORT TEAM

For technical or reference support or to inquire about training, contact Carswell at: Toll-Free: 1.800.387.5164 / In Toronto: 416.609.3800

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