

Litigator

QUICK REFERENCE CARD



Litigator is a revolutionary online workflow solution from Westlaw® Canada providing users with online access to Canada's largest collection of litigation resources.

-
- 01 HOW DO I SIGN ON/OFF LITIGATOR WITH ONEPASS?

 - 02 WHAT INFORMATION IS IN LITIGATOR?

 - 03 LITIGATOR HOME PAGE

 - 04 HOW CAN I FIND OUT WHAT MY CLIENT'S CLAIM IS WORTH?

 - 05 HOW DO I FIND COURT PLEADINGS (INCLUDING APPLICATIONS)?

 - 06 HOW DO I FIND COURT MOTIONS?

 - 07 HOW DO I FIND COURT MOTION FACTA/BRIEFS?

 - 08 HOW DO I FIND APPEAL COURT FACTA/BRIEFS?

 - 09 HOW DO I FIND A LEGAL MEMO ON MY SPECIFIC ISSUE?

 - 10 HOW DO I FIND THE RIGHT EXPERT WITNESS FOR MY CASE?

 - 11 HOW DO I FIND INFORMATION ON THE JUDGE OR OPPOSING COUNSEL IN MY CASE?

 - 12 HOW CAN I FIND SIMILAR RULES IN OTHER JURISDICTIONS?

 - 13 WHAT AUTHORITIES ARE AVAILABLE IN LITIGATOR?

 - 14 WHAT CURRENCY TOOLS DOES LITIGATOR OFFER?

 - 15 HOW DO I SEARCH INTERNATIONAL MATERIALS IN LITIGATOR?

 - 16 HOW DO I PRINT, EMAIL, DOWNLOAD, FAX OR SAVE IN LITIGATOR?

 - 17 WHERE CAN I FIND HELP?

www.westlawcanada.com



THOMSON REUTERS

01 HOW DO I SIGN ON/OFF LITIGATOR 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 Litigator:

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.westlawcanada.com/support/onepasshelp.htm). Once you have registered your OnePass you may sign on to Litigator. 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 LITIGATOR?

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

03 LITIGATOR HOME PAGE

The screenshot shows the Westlaw Canada Litigator home page. The navigation bar at the top includes 'FIND & PRINT', 'KEYCITECANADA', 'DIRECTORY', 'SITE MAP', 'COURT DOCS', 'CONTACT US', 'HELP', and 'SIGN OFF'. Below the navigation bar, there are tabs for 'LawSource', 'CriminalSource', 'FamilySource', 'InsolvencySource', 'SecuritiesSource', and 'Litigator'. The main content area is divided into several sections:

- Emerging Issues in BC Civil Procedure**: A green banner with a 'New' icon and a 'Discover' link.
- Find by citation:** A search box with a 'Go' button and a 'Find by Name/Title' link.
- Litigation Support Services**: Links for 'Order Court Documents' and 'Request to File/Issue/Serve'.
- KeyCite this citation:** A search box with a 'Go' button and a 'KeyCite by Name/Title' link.
- Find A Court Rule:** A link for 'Browse Rules Concordance'.
- Guides/Commentary**: A link for 'Tables of Contents'.
- Directory**: Links for 'View Litigator Directory' and 'View Westlaw Canada Directory'.
- About Litigator**: Links for 'What's in Litigator', 'Currency Notes', and 'Getting Started Tips'.
- Browse eReference Titles**: Links for 'What is this?' and 'Login'.
- Resources**: A section with sub-sections: 'Evaluate a Claim' (with callout 1), 'Search for Court Documents' (with callout 2), 'Legal Directories' (with callout 3), and 'Practice Guides and Commentary' (with callout 5). 'Evaluate a Claim' includes links like 'Breach of Contract Quantum Service' and 'Child Support (Guideline Exceptions) Quantum Service'. 'Search for Court Documents' includes 'Pleading Gallery' and 'Court Motion Gallery'. 'Legal Directories' includes 'Find an Expert', 'Find a Lawyer', and 'Find a Mediator or Arbitrator'. 'Practice Guides and Commentary' includes 'Alberta Rules of Court (Fradsham)', 'Annual Review of Civil Litigation (Eds: Archibald, Cochrane, Echlin)', 'B.C. Supreme Court Rules (Seckel & MacInnis)', 'Federal Courts Practice (Saunders)', 'Manitoba Queen's Bench Rules (Busby)', 'Nova Scotia Annotated Rules of Practice (Ehrlich)', 'Ontario Civil Practice (Watson & McGowan)', 'Ontario Civil Procedure (Holmsted & Watson)', 'Ontario Small Claims Court Practice (Zuker)', 'Saskatchewan Rules of Court Annotated', and 'Supreme Court of Canada Practice (Crane & Brown)'. 'Current Awareness' (with callout 7) includes 'New and Noteworthy' and 'S.C.C. Practice Advisor - Legislative Updates, Cumulative, Digests'. 'International Materials' (with callout 6) includes 'US SCT and CTA Briefs', 'State and Federal Appeal Briefs', 'All State and Federal Dockets', 'All Lawsuits', 'Gale Company Profiles', and 'All Forms Library'.

The bottom of the page features the 'CARSWELL' logo and the 'THOMSON REUTERS' logo.

1 Determine what your client's claim is worth by searching a quantum service or use the Profile Awards template to research judges and opposing counsel.	6 Click a link to access International Materials.
2 Retrieve court documents prepared by Canadian lawyers.	7 Use the Current Awareness tools to access timely updates on case developments and legislation.
3 Retrieve a profile on an expert witness, lawyer, mediator or arbitrator.	8 Review the content coverage and currency of Litigator.
4 Access Legal Memoranda & Points of Law content by browsing legal memo topics generally or by searching for legal memos relevant to your case.	9 Browse the Rules Concordance, Guides/ Commentary, Westlaw Canada and Litigator Directory.
5 Use Practice Guides and Commentary to retrieve annotations and commentary from Carswell expert authors.	10 Find a document or KeyCite (note up) cases and legislation by name, title or citation.

04 HOW CAN I FIND OUT WHAT MY CLIENT'S CLAIM IS WORTH?

Quantum digests are custom written to isolate the key facts that pertain to the damage award, rather than fault, coverage or other issues. All digests are linked to the full text decisions.

1. Select a specific quantum service from the **Evaluate a Claim** section located in the right frame of the Home page.
2. Begin by limiting your search to **Section 1** of the **Custom Search Template**.
3. Fill in any fields available (e.g. court, judge etc.) and/or limit your results by using the selection boxes (e.g. jurisdiction, etc.), if you want.
4. Click **GO**.

TIP: It is best to search on the main issue only; the one you want all of your documents to contain, and then use **Locate in Result** to refine your search results. Click **Full Screen List** located in the upper left corner of the left frame to survey range of results.

Note: Each quantum service is a unique award-focused resource that can quickly tell you what a claim is worth based on historical case law results. The quantum reports will display Canadian case law where damages were awarded, ranked by amount from highest to lowest. See the individual quantum service scope note for further coverage details.

Each quantum service has a customized search template (see examples below) to effectively narrow your results. By using these custom search templates, your search results will be focused on the facts of your case, a convenience that cannot be matched by mere keyword searches.


05 HOW DO I FIND COURT PLEADINGS (INCLUDING APPLICATIONS)?

Search the Pleading Gallery which contains a collection of court pleadings and applications from leading cases, organized by Law Report.

1. Click **Pleading Gallery** in the **Search for Court Documents** section located in the right frame of the Home page.
2. By default, the databases to which you subscribe (up to a maximum of 10) are selected in the left frame and will be searched automatically. Click the applicable checkbox to add or remove databases from your search. **Note: Searching databases outside your subscription results in a pay-per-view charge. You will be invoiced for these charges.**
3. Enter your search parameters into the template in the right frame. **Selecting topics:** You can narrow your search to a specific topic(s) by using their checkbox. Click the **More** button to retrieve a topic-tree where you can restrict your search to specific sub-topic(s), up to a maximum of 20.
4. Click **Search**.

Once you have selected a pleading document, click the **Related Info** tab to access hypertext links for the related pleadings, motions and facta from that case, if available.

To view the entire pleading document collection associated with a particular document, click View **Pleading Document Collection** located in the upper left corner of the pleading document.

TIP: Use this template to search application facta by subject. A court document icon  located in the upper left corner of a decision indicates the availability of court documents for that decision. Click the **Related Info** tab to access a link to these documents.


06 HOW DO I FIND COURT MOTIONS?

Search the Court Motion Gallery which contains a collection of motions, orders, and motion facta, organized by Law Report.

1. Click **Court Motion Gallery** in the **Search for Court Documents** section located in the right frame of the Home page.
2. By default, the databases to which you subscribe (up to a maximum of 10) are selected in the left frame and will be searched automatically. Click the applicable checkbox to add or remove databases from your search. **Note: Searching databases outside your subscription results in a pay-per-view charge. You will be invoiced for these charges.**
3. Enter your search parameters into the template in the right frame.
4. Click **Search**.

Once you have selected a motion document, you can use the **Related Info** tab to access hypertext links for the related pleadings, motions and facta from that case, if available.

To view the entire motion document collection associated with a particular document, click View **Motion Document Collection** located in the upper left corner of the motion document.


TIP: Use this template to search application facta by rule number. A court document icon  located in the upper left corner of a decision indicates the availability of court documents for that decision. Click the [Related Info](#) tab to access a link to these documents.

07 HOW DO I FIND COURT MOTION FACTA/BRIEFS?

Search the Factum/Brief Gallery – Motions/Applications, which contains a collection of facta, organized by Law Report that have been filed with common law courts across Canada.

1. Click [Factum/Brief Gallery – Motions/Applications](#) in the **Search for Court Documents** section located in the right frame of the Home page.
2. By default, the databases to which you subscribe (up to a maximum of 10) are selected in the left frame and will be searched automatically. Click the applicable checkbox to add or remove databases from your search. **Note: Searching databases outside your subscription results in a pay-per-view charge. You will be invoiced for these charges.**
3. Enter your search parameters into the template in the right frame.
4. Click **Search**.

Once you have selected a factum document, you can use the **Related Info** tab to access links for the related pleadings, motions and facta collection from that case, if available.


TIP: A court document icon  located in the upper left corner of a decision indicates the availability of court documents for that decision. Click the [Related Info](#) tab to access a link to these documents.

08 HOW DO I FIND APPEAL COURT FACTA/BRIEFS?

Search the Factum/Brief Gallery – Appeals, which contains a collection of appeal facta, organized by Law Report.

1. Click [Factum/Brief Gallery – Appeals](#) in the **Search for Court Documents** section located in the right frame of the Home page.
2. By default, the databases to which you subscribe (up to a maximum of 10) are selected in the left frame and will be searched automatically. Click the applicable checkbox to add or remove databases from your search. **Note: Searching databases outside your subscription results in a pay-per-view charge. You will be invoiced for these charges.**
3. Enter your search parameters into the template in the right frame.
4. Click **Search**.

Once you have selected a factum document, you can use the **Related Info** tab to access hypertext links for the pleading, motion and facta collection from that case.

TIP: A court document icon  located in the upper left corner of a decision indicates the availability of court documents for that decision. Click the [Related Info](#) tab to access a link to these documents.

09 HOW DO I FIND A LEGAL MEMO ON MY SPECIFIC ISSUE?

All Westlaw Canada users may access legal memo summary documents without charge, regardless of subscription; however, clicking from the memo summary to the full text memo **will trigger a pay-per-view charge**.

From the **Carswell's Legal Memoranda & Points of Law** section located in the right frame:

Browse: Click **Browse by Topic** to retrieve a list of general subjects. Click the + buttons to expand the relevant subtopics and then click the link to retrieve the memo summary.

Search: Click **Search for Memoranda** to retrieve a search template. Enter your search parameters into the template and then click **Search** to retrieve the memo summary.


You can easily jump between the list of subjects and the search template. Simply click the **Search selected** button located at the bottom of the subject list or the [Table of Contents](#) link located in the Topics Selected section of the template.

From the memo summary document, click the View **Memorandum of Law** link located in the upper left corner of document to retrieve the full text of the memo.

10 HOW DO I FIND THE RIGHT EXPERT WITNESS FOR MY CASE?

Expert Directory provides access to a collection of Canadian and U.S. expert witnesses' profiles searchable by area of expertise.

1. Click **Find an Expert** in the **Legal Directories** section located in the right frame of the Home page.
2. Begin by limiting your search to the area of expertise.
3. Click **GO**.

TIP: Search for an opposing expert's profile by entering the expert's name into the **Name** field. A court document icon  located in the upper left corner of a decision indicates the availability of court documents for that decision. Click the **Related Info** tab to access a link to these documents.

11 HOW DO I FIND INFORMATION ON THE JUDGE OR OPPOSING COUNSEL IN MY CASE?

Use the Profile Awards template to research judges and opposing counsel. Discover the manner in which a particular judge has ruled and how the opposing counsel has fared in court cases similar to yours.

1. Click **Profile Awards by Judge or Counsel** in the **Evaluate a Claim** section located in the right frame of the Home page.
2. Begin by narrowing your search to a specific type of quantum digest in **Section 1** and enter the name of the judge or lawyer into the fields provided in **Section 2**.
Note: Searching databases outside your subscription results in a pay-per-view charge. You will be invoiced for these charges.
3. Click **GO**.

12 HOW CAN I FIND SIMILAR RULES IN OTHER JURISDICTIONS?

Use the Rules Concordance to help you compare related sections of legislation quickly.

1. Click **Browse Rules Concordance** in the **Find a Court Rule** section located in the left frame.
2. Click the **+** buttons to expand the **Rules of Civil Procedure** Table of Contents.
3. Click the hypertext link to retrieve the rule and links to other similar rules.
4. For easier viewing, click the **Maximize** button in the **Link Viewer**.

13 WHAT AUTHORITIES ARE AVAILABLE IN LITIGATOR?

The Practice Guides and Commentary section contains annotations from Carswell expert authors to help you interpret the rules of the court.

1. Select a specific practice guide or text from the **Practice Guide and Commentary** section located in the right frame of the Home page.
2. 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.
3. Click **GO**.

TIP: To browse the various Practice Guides and Commentary Tables of Contents, click the **Tables of Contents** link in the Guides/Commentary section located in the left frame of the Home page.

14 WHAT CURRENCY TOOLS DOES LITIGATOR OFFER?

Current Awareness Practice Advisors offer immediate access to timely legislative updates, as well as case law developments with the most current Carswell Practice Cases for Ontario, British Columbia, and Alberta.

To access these documents, click the applicable link located in the **Current Awareness** section in the right frame of the Home page: **New and Noteworthy**, **Legislative Updates**, **Cumulative**, or **Digests**.


15 HOW DO I SEARCH INTERNATIONAL MATERIALS IN LITIGATOR?

Search these international materials by clicking the appropriate link in the **International Materials** section located in the right frame of the Litigator Home page. Please note that these databases are available on a **pay-per-view basis only**.

16 HOW DO I PRINT, EMAIL, DOWNLOAD, FAX OR SAVE IN LITIGATOR?

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 **Print**, **Email** or **Download**.


Click **Other** to fax or save the current document.

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.

17 WHERE CAN I FIND HELP?

- Review online tutorials to quickly learn about specific functionality or content. Go to: www.westlawecarswell.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.westlawecarswell.com/support/reference.htm
- Click the  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