

WestlawCarswell Quick Reference Card Finding Documents in WestlawCarswell

Retrieving a Case, Statutory Provision, Regulation or Rule by Name/Title

To retrieve a Canadian case, statutory provision, regulation or rule and to view its full text when you know its name or title, use Find. Find is accessible from most Home pages and from the Navigation bar.

- 1 Click the **Find** radio button in the **Find/ KeyCite Document** section of the Home page.

The screenshot shows the 'Find/KeyCite a Document' form. At the top left, there are two radio buttons: 'Find' (selected) and 'KeyCite'. A circled '1' points to the 'Find' button. Below this are three search sections: 'Case:', 'Legislation:', and 'Or, any document by citation:'. The 'Case:' section has a 'Name:' field with 'rawluk' and a 'Jurisdiction:' dropdown menu set to 'Supreme Court and Privy Council'. A circled '2' points to the 'Jurisdiction:' dropdown. The 'Legislation:' section has a 'Title:' field with 'education act', a 'Section:' field with '310', and a 'Jurisdiction:' dropdown menu set to 'Ontario'. A circled '2' also points to this dropdown. The 'Or, any document by citation:' section has a 'Citation:' field. At the top right, there are two links: 'Global Find by Name/Title' and 'Global KeyCite by Name/Title'. 'Go' buttons are present next to the 'Jurisdiction:' dropdowns and the 'Citation:' field.

- 2 Enter all or part of the case name or legislation title into the appropriate fields. For cases, select a jurisdiction. For legislation, enter a section number in the **Section** field and select a jurisdiction. Click **Go**.

Figure 1

Note: For CriminalSource, use the **Find/KeyCite Cases** or **Selected Legislation** section on the Home page. For SecuritiesSource, click the Find a Document link located in the left frame.

Retrieving a Document by Citation

Every document on WestlawCarswell has a citation and may be retrieved by Find, including case law, statutory provisions, regulations, rules, commentary and policy documents. To retrieve a specific document by its citation, use Find, accessible from most Home pages. (You may need to scroll down the page to see it.) Find is also accessible from the Navigation bar.

- 1 Click the **Find** radio button in the **Find/ KeyCite Document** section of the Home page.

The screenshot shows the 'Find/KeyCite a Document' form. At the top left, there are two radio buttons: 'Find' (selected) and 'KeyCite'. A circled '1' points to the 'Find' button. Below this are three search sections: 'Case:', 'Legislation:', and 'Or, any document by citation:'. The 'Case:' section has a 'Name:' field and a 'Jurisdiction:' dropdown menu set to 'All Jurisdictions'. The 'Legislation:' section has a 'Title:' field, a 'Section:' field, and a 'Jurisdiction:' dropdown menu set to 'All Jurisdictions'. The 'Or, any document by citation:' section has a 'Citation:' field with '23 rfl 3d 337'. A circled '2' points to the 'Citation:' field. At the top right, there are two links: 'Global Find by Name/Title' and 'Global KeyCite by Name/Title'. 'Go' buttons are present next to the 'Jurisdiction:' dropdowns and the 'Citation:' field.

- 2 Enter the citation into the **Citation** field. Click **Go**.

Figure 2

Note: For SecuritiesSource and CriminalSource, click **FIND** on the Navigation bar.



The citation field is not sensitive to spacing, capitalization or punctuation used for abbreviation. However, when a form of punctuation is an essential part of a citation style, it should be included. For example: rso1990ce.2s310 or rsc1985cc-46s16

When searching case law, if the year of the decision is in parenthesis, do not include it in the citation field. For example: when searching for (1959) 38 C.B.R. 91, enter as: 38 C.B.R. 91 However, a year in square brackets is part of the citation and must be entered. (e.g., [1999] 2. W.W.R. 1, enter as 1999 2 wwr 1).

Finding Non-Canadian Cases by Citation

- 1 To find a non-Canadian case by citation (U.K., Australia, New Zealand, United States, Hong Kong or European Union), click **Global Find by Name/Title** in the **Find/KeyCite a Document** section accessible from most Home pages. Alternatively, use **FIND** on the WestlaweCarswell Navigation bar.

Find/KeyCite a Document

Find [Global Find by Name/Title](#) **1**
 KeyCite [Global KeyCite by Name/Title](#)

Case: **Name:** **Jurisdiction:** All Jurisdictions **Tip**

Legislation: **Title:** **Section:** **Jurisdiction:** All Jurisdictions **Tip**

Or, any document by citation: **Citation:** **Tip**

Figure 3

- 2 Type the citation into the **Find this document by citation** field in the left frame, select a *Publication Country* from the drop-down list and click **Go**. To find non-Canadian cases by name, enter the case name, select the jurisdiction from the drop-down list and click **Go**. For U.S. and New Zealand cases, it is necessary to use Find by Citation.

Find a Document ⓘ

Find&Print Multiple Citations

Find this document by citation: 2003 rpc 47
 and Print

Choose a Publication Country: UK - United Kingdom

[Find by Name/Title](#)
[Find a Lawyer](#)
[Find an Expert](#)
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Find a Document by Name/Title
Enter information in the appropriate fields below and click GO.

Canadian Case Law:
Name: **Jurisdiction:** All Jurisdictions

Canadian Legislation:
Title: **Section:** **Jurisdiction:** All Jurisdictions

Canadian Commentary/Policy Documents:
Title:

Global Case Law:
Name: dyson trade marks **Jurisdiction:** United Kingdom **2**

U.S. documents
To find a U.S. document, it is necessary to use Find by Citation or run a search in the appropriate database.

Figure 4