

Law School Quick Reference Guide

Academic Year: 2007-2008

Welcome to WestlaweCARSWELL – Canada’s first and only suite of online legal research services classified by area of law. WestlaweCARSWELL’s Source services can be used together or separately to give you the entire perspective you need for a complete research solution. Its superior functionality leads you to the information you need and provides you with the most logical and convenient way to work the way you think.

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www.westlawecarswell.com/lawschool

01 How do I obtain and register my password?

Ask your Law Librarian or Legal Research and Writing faculty for a WestlaweCARSWELL password card and follow the registration instructions provided.

02 How do I sign on/off WestlaweCARSWELL?

1. To sign on to WestlaweCARSWELL, use a web browser, access www.westlawecarswell.com/lawschool and click **Sign-On to WestlaweCARSWELL**.
2. Enter your password in the **Password** field. (Please take a moment to register your password the first time you sign on. Your password is active during the length of your law school career.)
3. Enter a Client ID in the **Client ID** field. (Enter any alphanumeric characters to be used to identify your research.)
4. Click **Sign On**. Your default Home page is displayed.

To sign off WestlaweCARSWELL, click the **SIGN OFF** button located on the top right of the Navigation bar.

03 How do I navigate the Home page?

The screenshot shows the WestlaweCARSWELL LawSource home page. At the top, there is a navigation bar with tabs for LawSource, CriminalLaw, FamilyLaw, Insolvency, Securities, and Westlaw. Below the navigation bar, the page is divided into several sections. On the left, there is a sidebar with links for 'Browse Tables of Contents', 'About LawSource', and 'Getting Started Tips'. The main content area features a 'Latest Supreme Court of Canada Cases' section, 'Custom Search Templates' for Cases, Legislation, and Citations, and a 'Find/KeyCite a Document' section with search fields for Name, Title, Citation, and Jurisdiction. The page also includes a footer with the Thomson Carwell logo.

① View latest SCC documents. In specialty services, also link to the newsletter, bulletin or other documents.

② Search using the Custom Search Templates.

③ Find or KeyCite (note up) cases and legislation by name/title or find any document by citation.

④ Review the content coverage and currency materials.

⑤ Browse indices and tables of contents.

⑥ Home page Source tab/Navigation bar.

04 What information is in WestlaweCARSWELL?

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 the Home page of each Source service.

05 Once I have signed on, where do I start?

If you know...	Then....
The general topic	<p>Use Browse, accessible from any Home page. Two of the best starting points for your research are:</p> <ul style="list-style-type: none">• The Canadian Encyclopedic Digests (CED): Comprehensive statements of law on more than 225 subject titles on every aspect of Canadian law and practice, referencing tens of thousands of case law authorities and statutory provisions. (In LawSource only)• The Canadian Abridgment Digests: A comprehensive collection of over 630,000 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 Thomson 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 << Quebec >> civil law cases. <p>For more information see <i>How do I find similar cases when searching full text case law?</i></p> <p>See the WestlaweCARSWELL Research Pyramid for more help on legal research.</p> <p>Search the commentary databases (law report articles and journals in LawSource; newsletters and expert commentary in the specialty services).</p>
The issue	<p>Use a Custom Search Template, accessible from any Home page. WestlaweCARSWELL offers search templates, customized for each service by document type. While templates contain various search options, they all function in a similar way.</p>
The citation of a document	<p>Use the Find/KeyCite a Document shortcut, accessible from most Home pages. (You may need to scroll down to see it.) Enter your citation in the Or, any document by citation field. You may also click FIND on the Navigation bar.</p>
The case name or legislation	<p>Use the Find/KeyCite a Document shortcut, accessible from most Home pages. Enter the name (style of cause) of the case in the case Name field; or, the statute, regulation or rule in the legislation Title and section number the Section field. You may also click FIND on the Navigation bar.</p>

06 Once I've retrieved results, what else can I do?

If you want to...

Then....

Note up your case, statutory provision, or rule

Use **KeyCiteCanada**. KeyCiting a document involves retrieving the appellate history of a case, plus all citing references of a case, statutory provision, 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 analysed.
- 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 statutory provisions, the green C indicates that there are cases or other citing references to the provision.

KeyCiteCanada is accessible from:

- Links on the **Related Info** tab when viewing your result (Full History, Direct History (Graphical View), and Citing References).
- Most Source service Home pages.
- The WestlaweCARSWELL 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.



For more information on KeyCiteCanada, click **KEYCITECANADA** located on the Navigation bar.

See other related materials

Use the links on the **Related Info** tab to retrieve related materials such as the full history of a case, citing references, authorities, annotations and Abridgment digests.

If you want to...	Then....
Monitor the status of your case, statutory provision or rule	<p>Use KeyCite Alert. KeyCite Alert will alert you, as soon as possible, if a case you are tracking is no longer good law, or if a case, statute or rule has been interpreted or discussed in a new case or commentary.</p> <p>Results can be delivered whenever and wherever you want, including email, printer or wireless devices.</p> <p>To access the KeyCite Alert Wizard, click Monitor with KeyCite Alert on the Related Info tab while viewing your result or click ALERT CENTRE on the Navigation bar.</p>
See other related materials	<p>Use the links on the Related Info tab to retrieve related materials such as the full history of a case, citing references, authorities, annotations and Abridgment digests.</p>
Refine your search	<p>Use Locate in Result. This feature allows you to add further restrictions to a search you conducted – to search within your search results. The Locate in Results link is located on the tabs in the left frame.</p>
Limit your KeyCite results	<p>Use KeyCite Limits. From the Citing References page, click the Limit KeyCite Display button at the bottom left corner of the page and select the limiter (locate (by keyword), jurisdiction, date or document type).</p>
Print, email, save, or download	<p>Use the document delivery icons located in the upper right corner of the document window.</p>
Update a search on a regular basis	<p>Use WestClip. This clipping service runs your Custom Search Template or Terms and Connectors queries on a regular basis and delivers the results to you automatically. You may access WestClip directly from your search results (from the Results Options drop-down list on the Results List tab) or from the ALERT CENTRE on the Navigation bar. Go to the Alert Centre to access your results.</p>

07 How do I find similar cases when searching full-text case law?

Click the **Abridgment Digests** link on the **Related Info** tab of a case to retrieve digests for each issue discussed in that case. Click the Classification Number link, which appears at the top of each digest, to retrieve digests of all cases dealing with that legal issue.

08 How can I make my research cost-effective?

As a law school student, your WestlaweCARSWELL access is complimentary; however, access to WestlaweCARSWELL for paying subscribers is provided based on a flat-rate, annual subscription. Our customers pay a set amount for as much usage as they need for an entire year. Within their subscription, some actions/activities have a suggested usage value associated with them, while others do not. Our customers develop their own cost recovery strategy; therefore it is important

to become skilled at using cost-effective research strategies that will save your firm time and money and will increase your research efficiency.

- Receive hands-on **Training** and additional tips from a Thomson 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 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 WestlaweCARSWELL. 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.

09 Where do I find help?

Speak to your Law Librarian about attending a Thomson Carswell hands-on training session.

Go to: www.westlawecarswell.com/lawschool/studentrep.htm to see if your school participates in the Student Rep program. If it does, contact your Student Rep for additional help.

Use online help or download reference materials from the **Help Centre** located in the **SITE MAP** on the Navigation Bar.

Email signing on and password related questions to: carswell.lawschool@thomson.com

10 Carswell's Online Certification program

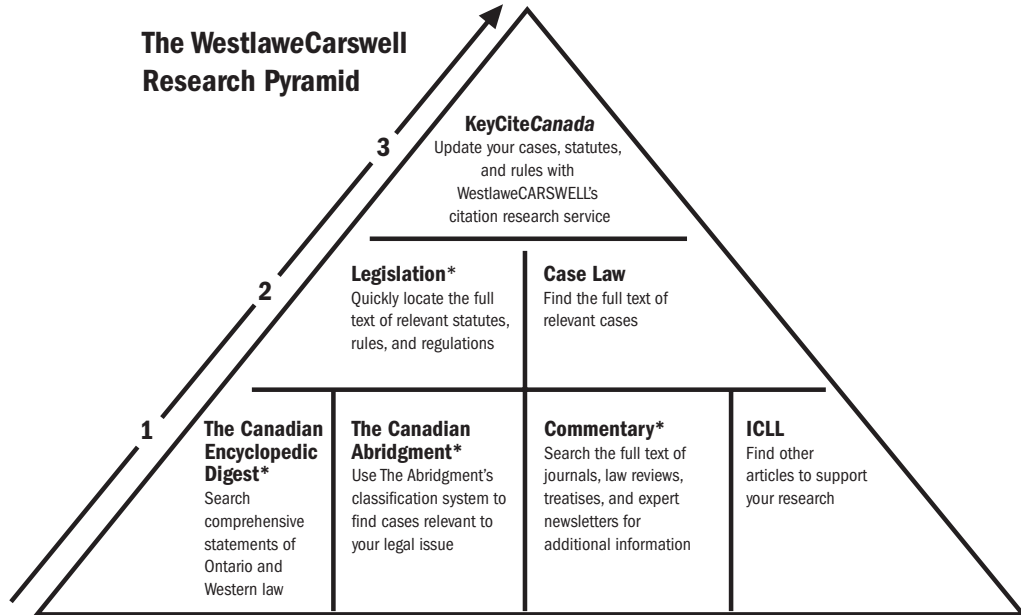
Once you have familiarized yourself with WestlaweCARSWELL, complete the Online Certification program. Many employers recognize this certification and expect to see it on a student's resume.



To access the certification program, go to: <http://www.westlawecarswell.com/lawschool> and click the Carswell Online Certification logo.

11 The WestlaweCARSWELL Research Pyramid

Use the following Research Pyramid as a guide for your legal research.



*Includes links to cases and/or statutes.

Step 1: Begin with secondary sources to build a good foundation and to find leads to primary law.

Step 2: Move to the middle tier for primary authority.

Step 3: Use KeyCiteCanada to verify your research results and to get complete, accurate and up-to-the-minute information about cases, statutes, regulations and administrative decisions.

Note: The WestlaweCARSWELL Research Pyramid is a guideline and not a strict approach. There are many strategies you may use to approach your research. The approach you use varies by issue and/or the knowledge you have regarding your issue. You may choose to begin your research at Step 1 or 2 depending on your comfort level and practice.