

FamilySource®

QUICK REFERENCE CARD



FamilySource provides one-click access to the most valued family 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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01 HOW DO I SIGN ON/OFF FAMILYSOURCE 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 FamilySource:

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 FamilySource. 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 FAMILYSOURCE?

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

03 FAMILYSOURCE HOME PAGE

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

- 1**: The 'FamilySource' header and navigation tabs (LawSource, FamilySource, SecuritiesSource, Litigator, IPSource, CriminalSource, Estates&TrustsSource, InsolvencySou).
- 2**: 'Latest Developments' section featuring 'Epstein's This Week in Family Law' and 'Latest Supreme Court of Canada Cases'.
- 3**: 'Custom Search Templates' section with links for 'Cases', 'Child Support Guidelines Annotations', 'Canadian Abridment Digests', 'Commentary', 'Legislation', and 'All FamilySource Content'.
- 4**: 'Search for Quantums on Litigator' section with links for 'Child Support Quantums', 'Spousal Support Quantums', and 'Dependants' Relief Quantums'.
- 5**: 'Find/KeyCite a Document' section with search fields for Name, Jurisdiction, Case, Title, Section, and Citation.
- 6**: 'Browse Tables of Contents' section with links for 'Commentary', 'Legislation', 'Canadian Abridment Digests', 'Family Law Concordance', and 'FamilySource Directory'.
- 7**: 'Spousal Support Advisory Guidelines (SSAG)' section with links for 'SSAG - Final', 'SSAG Commentary', 'Wilson & Sample SSAG', and 'Commentary'.
- 8**: 'Legal Memoranda & Points of Law' section with a 'Browse by Topic' link.
- 9**: 'About FamilySource' section with links for 'What's in FamilySource', 'Currency Notes', 'Getting Started Tips', and 'Browse eReference Titles'.

The page footer includes the 'CARSWELL.' logo and the 'THOMSON REUTERS' logo.

1 Home page Source tabs/Navigation bar.	6 Browse various tables of contents and related commentary.
2 View the latest Newsletter or SCC documents	7 Access Spousal Support Advisory Guidelines.
3 Search using Custom Search Templates.	8 Browse Legal Memoranda & Points of Law's family law and other content.
4 Switch to Quantum Services on Litigator to assess the value of your support claims.	9 Review content coverage and currency.
5 Find or KeyCite (note up) cases and legislation by name/title or any document by citation.	

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



Click the [Epstein's This Week in Family Law](#) link in the right frame to view the most recent newsletter. This weekly newsletter is written by family law expert Philip Epstein, from Epstein Cole LLP, the largest specialist family law firm in Canada. It is published every Tuesday. To view the previous eight newsletters, click its link in the left frame. To search the newsletter archive, use the **Commentary** Custom Search Template located in the right frame of the Home page.

Click the [Latest Supreme Court of Canada Cases](#) link located in the right frame to view a list of recently released SCC cases and press releases.

05 HOW DO I FIND OR KEYCITE (NOTE UP) A CASE OR STATUTORY PROVISION BY NAME OR CITATION?

1. Click the **Find** or **KeyCite** radio button located in the **Find/KeyCite a Document** section of the Home page.
2. **Case by name:** Enter the name of the case into the case **Name** field and select a jurisdiction from the drop-down list.
Legislation by title: Enter the statute, regulation or rule name into the **Title** field, section number into the **Section** field and select a jurisdiction from the drop-down list.
By citation: Enter the citation into the Citation field.
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.

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.

06 HOW DO I SEARCH THE VARIOUS CONTENT TYPES IN FAMILYSOURCE?

1. Click a link in the **Custom Search Templates** section located in the right frame of the Home page.
2. Enter search terms into the **Search full text for** box. Add Boolean connectors or use *The result must contain* drop-down list.
3. Fill in any fields available (e.g. judge, court, etc.) and/or limit your results by using the selection boxes (e.g. jurisdiction, etc.), if you want.
4. Click **Go**.

07 HOW DO I FIND CHILD SUPPORT GUIDELINES?

1. Click the **Child Support Guidelines Annotations** link in the **Custom Search Templates** section located in the right frame of the Home page.
2. Enter your terms into the **Search full text for** box. Add Boolean connectors or use *The result must contain* drop-down list.
3. Fill in any fields you want.
4. Click **Go**.

Entries for annotations discussing a particular case will also appear among the KeyCite Citing References on the **Related Info** tab for that case. They are located in the Secondary Sources section.

You may also access annotations for a specific statutory provision through the **Annotations** link on the **Related Info** tab.

08 HOW DO I FIND SPOUSAL SUPPORT ADVISORY GUIDELINES?

Click **SSAG- Final** located in the **Spousal Support Advisory Guidelines** section in the left frame to retrieve the final version of the guidelines.

Click **Most Recent Commentary** located in the **Spousal Support Advisory Guidelines** section in the left frame to retrieve commentary on the drafting and development of the Spousal Support Advisory guidelines.

Click [Wilton & Semple SSAG Commentary](#) located in the Spousal Support Advisory Guidelines section in the left frame to retrieve commentary on how the SSAG have been adopted and applied by the courts across Canada.

09 HOW DO I ASSESS THE VALUE OF MY CLAIM FOR SUPPORT?

Click any of the links in the **Search for Quantum on Litigator** section located in the right frame of the FamilySource Home Page to navigate to Litigator's subscription service by way of search templates customized for *Spousal Support* claims, *Child Support* (exceptions to **Guideline** table amounts) claims, and *Dependants' Relief* claims. In the applicable template, select the facts and circumstances of your claim and perform your search. Search results present quantum digests of cases, ranked according to the award amount (from highest to lowest), in order to show both the range and distribution of historical awards from which you may estimate the value of your support claim.

10 HOW DO I FIND SIMILAR RULES IN OTHER JURISDICTIONS?

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

1. Click the [Family Law Concordance](#) link located in the left frame of the Home page.
 2. The **Table of Contents** appears. Click the + button next to the heading until you reach a document level.
 3. Click a document link to retrieve the rule with links to other similar rules.
 4. Maximize the window for better viewing.
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11 WHAT EXPERT COMMENTARY IS AVAILABLE IN FAMILYSOURCE?

FamilySource contains an extensive collection of the Carswell family law treatises from leading family law experts as well as a collection of articles and case comments that appear in the Carswell print law reports.

To search commentary, click [Commentary](#) located in the **Custom Search Templates** section in the right frame of the Home page.

To browse various texts, click [Commentary](#) in the **Browse Table of Contents** section located in the left frame of the Home page. Click a link to select a publication and then click a document link to retrieve the full text. (You may need to click a + button to expand a heading before retrieving a document.)


12 HOW DO I FIND LEGAL MEMOS?

Click **Browse by Topic** in the **Legal Memoranda & Points of Law** section located in the left frame to examine lists of topics and subtopics of family law and other subject areas covered in the *Legal Memoranda & Points of Law* subscription service. Click a + button to expand a heading until you reach a document level and then click a link to retrieve the legal memo **Summary Page**, which is free to view.

13 HOW DO I PRINT, EMAIL, DOWNLOAD, FAX OR SAVE IN FAMILYSOURCE?

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**.

12 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 **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