

FAMILYSOURCE™

QUICK REFERENCE CARD

WestlaweCarswell®

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 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.

02 FAMILYSOURCE HOME PAGE

The screenshot shows the FamilySource home page interface. At the top, there is a navigation bar with tabs for LawSource, CriminalSource, FamilySource, InsolvencySec, SecuritiesSec, and Westlaw. Below this, the main content area is divided into several sections. On the left, there is a sidebar with links for 'Browse Tables of Contents', 'Spousal Support Advisory Guidelines (SSAG)', and 'About FamilySource'. The main content area features 'Latest Developments' with a link to 'Epstein & Madser's This Week in Family Law', 'Custom Search Templates' with links for 'Child Support Guidelines Annotations', 'Commentary', and 'All FamilySource Content', and a 'Find/KeyCite a Document' section with search fields for Name, Jurisdiction, Title, Section, and Citation. Red callout boxes with numbers 1 through 7 are overlaid on the page, pointing to specific elements: 1 points to the top navigation bar, 2 to the 'Latest Supreme Court of Canada Cases' link, 3 to the 'Child Support Guidelines Annotations' link, 4 to the search fields, 5 to the 'About FamilySource' section, 6 to the 'Spousal Support Advisory Guidelines (SSAG)' link, and 7 to the 'Browse Tables of Contents' link.

1 Home page Source tabs/Navigation bar.

5 Review content coverage and currency..

2 View latest Newsletter or SCC documents.

6 Access Spousal Support Advisory Guidelines.

3 Search using Custom Search Templates.

7 Browse various tables of contents

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

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

Click the [Epstein & Madsen's This Week in Family Law](#) link to view the most recent newsletter in the right frame. This weekly newsletter is written by family law experts Philip Epstein and Lene Madsen, from Epstein Cole LLP, the largest specialist family law firm in Canada. It is published every Tuesday. To view one of the previous eight newsletters, click its link in the left frame.

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

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

1. Click the **Find** or **KeyCite** radio button located in the **Find/KeyCite a Document** section of the Home page.
2. Enter the case name and select a jurisdiction in the **Case** section OR enter the legislative title, section number and select a jurisdiction in the **Legislation** section.
3. Click the appropriate **Go**.

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

1. Click the **Find** or **KeyCite** radio button located in the **Find/KeyCite a Document** section of the Home page.
2. Enter the citation into the **Citation** field.
3. Click the appropriate **Go**.

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

1. Click an appropriate Custom Search Template on 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 (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](#) Custom Search Template on 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 you want.
4. Click **Go**.
5. Entries for annotations discussing a particular case will appear among the KeyCite citing References on the **Related Info** tab for that case. They are located under Secondary Sources. You may also access annotations for a specific statutory provision via 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 guideline.

Click [Most Recent Commentary](#) located in the **Spousal Support Advisory Guidelines** section in the left frame to retrieve the most recent commentary on the Draft Spousal Support Advisory Guidelines.

09 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. Click the + button beside Family Law Legislation to expand its Table of Contents. Continue clicking the + button until you reach a document level.
3. Click a document link to retrieve the rule and links to other similar rules.
4. Maximize the window for better viewing.

10 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 the [Commentary](#) Custom Search Template on the Home page.

To browse various texts, click the [Commentary](#) Table of Contents link located in the left frame of the Home page. Select a publication by clicking the appropriate blue hypertext link.

11 HOW DO I PRINT, E-MAIL, FAX, DOWNLOAD OR SAVE ON WestlaweCarswell?

WestlaweCarswell offers a variety of document delivery options. Simply click the appropriate button located in the upper right corner of the right frame.



- Click **QUICK PRINT** to print the current document quickly using your default format preferences.
- Click **PRINT** to print your current document along with other related information at the same time; or the Result List displayed in the left frame. You may change your default formatting/print settings here.
- Click **EMAIL** to e-mail your current document along with other related information at the same time or the Result List displayed in the left frame.
- Click **DOWNLOAD** to download the document displayed in the right frame along with other related information at the same time or the Result List displayed in the left frame.
- Click **OTHER** to fax or save a document or Result List.
- Click **FILE&PRINT** to retrieve and print multiple documents. Enter up to 20 citations at a time and have them printed or downloaded together.

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**.

11 WHERE DO I FIND HELP?

For technical or reference support or to inquire about training, contact Carswell at:

Toll-Free:	1.800.387.5164
In Toronto:	416.609.3800
Online:	www.carswell.com/email

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