

# WestlaweCarswell™

## QUICK REFERENCE CARD

### WestlaweCarswell

- 01 HOW DO I SIGN ON/OFF WestlaweCarswell?
- 02 HOW DO I NAVIGATE THE HOME PAGE?
- 03 WHAT INFORMATION IS IN WestlaweCarswell?
- 04 ONCE I HAVE SIGNED ON, WHERE DO I START?
- 05 ONCE I HAVE RETRIEVED RESULTS, WHAT ELSE CAN I DO?
- 06 HOW DO I FIND SIMILAR CASES WHEN SEARCHING FULL TEXT CASE LAW?
- 07 HOW CAN I TRACK MY RESEARCH?
- 08 WHERE CAN I FIND HELP?
- 09 THE WestlaweCarswell RESEARCH PYRAMID

### WestlaweCarswell

#### Your WestlaweCarswell Password

NAME:

PASSWORD:

[www.westlawecarswell.com](http://www.westlawecarswell.com)

\*See content-specific  
Quick Reference Card for

[CriminalSource](#)

[FamilySource](#)

[InsolvencySource](#)

[IPSource](#)

[SecuritiesSource](#)

[Estates&TrustsSource](#)

[Litigator](#)

## 01 HOW DO I SIGN ON/OFF WestlawCarswell?

To sign on to WestlawCarswell:

1. Open a web browser, access [www.westlawcarswell.com](http://www.westlawcarswell.com) and click **Sign-On to WestlawCarswell**.
2. Enter your password into the **Password** box.
3. Enter a client identifier into the **Client ID** box. (Enter any alphanumeric characters to be used to identify your research. E.g. a file number or research issue.) The Client ID will name your Research Trail.
4. Click **Sign On**. Your default Home page is displayed.

To sign off WestlawCarswell, click the **SIGN OFF** button located in the upper right corner of your screen.

## 02 HOW DO I NAVIGATE THE HOME PAGE?

The screenshot shows the WestlawCarswell home page. The navigation bar at the top includes 'LawSource', 'FamilySource', 'Estates&TrustsSource', 'CriminalSource', 'Litigator', 'IPSource', 'InsolvencySrc', and 'SecuritiesSrc'. The main content area is divided into a left frame and a right frame. The left frame contains 'Browse Tables of Contents' and 'About LawSource'. The right frame contains 'Latest Developments', 'Custom Search Templates', and 'Find/KeyCite a document'. Numbered callouts point to: 1. 'Latest Supreme Court of Canada Cases' link; 2. 'Index by Canadian Legal Literature (CCL)' link; 3. 'Global Find by Name/Title' and 'Global KeyCite by Name/Title' links; 4. 'About LawSource' section; 5. 'Browse Tables of Contents' section; 6. 'LawSource' navigation bar.

LEFT FRAME	RIGHT FRAME
1 View latest SCC documents. In specialty services, also link to the newsletter, bulletin or other documents.	4 Review the content coverage and currency materials.
2 Search using the Custom Search Templates.	5 Browse indices and tables of contents.
3 Find or KeyCite (note up) cases and legislation by name/title or find any document by citation.	6 Home page Source tab/Navigation bar.

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

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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.

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### 03 WHAT INFORMATION IS IN WestlaweCarswell?

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For information on content coverage and currency, please refer to the [What's in...](#) and [Currency Notes](#) links in the **About...** section of the Home page located in the left frame of each Source service.

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### 04 ONCE I HAVE SIGNED ON, WHERE DO I START?

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#### IF YOU KNOW...

#### THEN...

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The general topic

Use **Browse**, accessible from any Home page. Two of the best starting points for your research are:

- **[The Canadian Encyclopedic Digests \(CED\)](#):**  
Comprehensive statements of law on more than 225 subject titles on every aspect of Canadian law and practice, linking to tens of thousands of case law authorities and statutory provisions. (LawSource subscribers 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 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.

For more information see *How do I find similar cases when searching full text case law?*

**Search** the commentary databases (law report articles and journals in LawSource; newsletters and expert commentary in the specialty services).

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The issue

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.

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The citation of a document

Use **Find/KeyCite a Document** accessible from most Home pages. (You may need to scroll down your page to see it.) Enter your citation in the field. You may also click **FIND** on the Navigation bar.

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The case name or legislation

Use **Find/KeyCite a Document** 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 the section number in the **Section** field. You may also click **FIND** on the Navigation bar.

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## 05 ONCE I HAVE RETRIEVED RESULTS, WHAT ELSE CAN I DO?


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### IF YOU WANT TO... THEN...

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Note up your case, statute, regulation, or rule

Use **KeyCiteCanada**. 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.

KeyCiteCanada is accessible from:

- Hypertext links on the **Related Info** tab while 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 the [Direct History \(Graphical View\)](#) link located on the **Related Info** tab of a case to view it visually.

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

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Monitor the status of your case, statute, regulation or rule

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, regulation or rule has been interpreted or discussed in a new case or commentary.

Results can be delivered whenever and wherever you want, including e-mail, fax, printer or wireless devices.

Click [Monitor with KeyCite Alert](#) on the **Related Info** tab while viewing your result to access the KeyCite Alert Wizard or click **ALERT CENTRE** on the Navigation bar.

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See other related materials

Use the hypertext 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.

Click hypertext links to cases and statutory provisions within the document you are viewing. (This is particularly helpful when viewing commentary in a specialty service.)

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Refine your search

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 Result](#) link is found on the tabs in the left frame.

## IF YOU WANT TO... THEN...

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Limit your KeyCite results

Use **KeyCite Limits**. From the Citing References page, click the **Limit KeyCite Display** button located at the bottom left corner of the page and select the limiter (locate (by keyword), jurisdiction, date or document type).

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Find judicial interpretations of words and phrases

Use the **Words & Phrases** Custom Search Template accessible from the LawSource Home page to search over 70,000 Canadian interpretations of 30,000 terms.

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Print, email, fax, save, or download

Use the document delivery icons located in the upper right corner of the document window or **FIND&PRINT** on the navigation bar.

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## 06 HOW DO I FIND SIMILAR CASES WHEN SEARCHING FULL TEXT CASE LAW?

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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 a complete list of digests appearing under that classification and dealing with the legal issue in question.

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## 07 HOW CAN I TRACK MY RESEARCH?

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A Research Trail is automatically created when you sign on to WestlaweCarswell and is saved when you end your research session. Each Research Trail is available for 14 days after it is saved and can be saved for additional days by clicking **Reset**. You may download or email any trail.

- To access your Research Trail, click **Research Trail** located in the upper right corner of the Navigation bar.
  - You may also access your previous trails by clicking **List of All Research Trails** in the upper right corner of the current Research Trail page.
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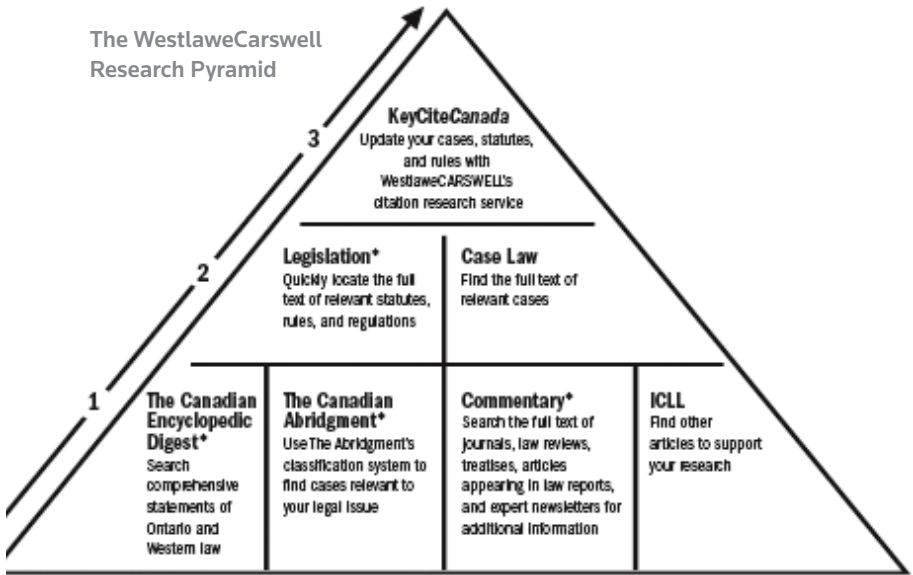
## 08 WHERE CAN I FIND HELP?

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- Review online tutorials to quickly learn about specific functionality or content.
- Use online help or download reference materials from the **Help Centre** located in the **SITE MAP** on the Navigation Bar.
- 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@thomson.com](mailto:carswell.reference@thomson.com) or [carswell.techsupport@thomson.com](mailto:carswell.techsupport@thomson.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@thomson.com](mailto:carswell.learning@thomson.com).

## 09 THE WestlawCarswell 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 WestlawCarswell 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.

### WHERE CAN 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](http://www.carswell.com/email)