

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 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 Westlaw Canada FamilySource home page. At the top, there is a navigation bar with tabs for 'LITIGATOR', 'LAWSOURCE', 'ESTATES&TRUSTSOURCE', 'FAMILYSOURCE', 'IPSOURCE', and 'SECURITIESOURCE'. Below this, the page is divided into several sections. On the left, there is a 'Browse Tables of Contents' section with links for 'Commentary', 'Legislation', 'Canadian Abandonment Orders', 'Family Law Concurrence', and 'FamilySource Directory'. Below that is the 'Spousal Support Advisory Guidelines (SSAG)' section, and at the bottom left is the 'About FamilySource' section with links for 'What's in FamilySource', 'Currency Notes', and 'Options Started Tips'. The main content area features a 'Latest Developments' section with a 'Latest Supreme Court of Canada Cases' link, a 'Custom Search Templates' section with a 'Child Support Guidelines Annotations' link, and a 'Find/KeyCite a Document' section with a 'Global Find by Name/Title' and 'Global KeyCite by Name/Title' link. A search form is located at the bottom of the main content area, with fields for 'Name', 'Jurisdiction', 'Case:', 'Title', 'Section', 'Jurisdiction', 'Citation', and 'Or, any document by citation:'. The search form includes 'Go' buttons and a 'Find' radio button. Red callout boxes with numbers 1 through 7 are overlaid on the page: 1 points to the navigation bar, 2 points to the 'Latest Supreme Court of Canada Cases' link, 3 points to the 'Child Support Guidelines Annotations' link, 4 points to the search form, 5 points to the 'About FamilySource' section, 6 points to the 'Spousal Support Advisory Guidelines (SSAG)' section, and 7 points to the 'Browse Tables of Contents' section.

- 1 Home page Source tabs/Navigation bar.
- 2 View the latest Newsletter or SCC documents.
- 3 Search using Custom Search Templates.
- 4 Find or KeyCite (note up) cases and legislation by name/title or any document by citation.
- 5 Review content coverage and currency.
- 6 Access Spousal Support Advisory Guidelines.
- 7 Browse various tables of contents.

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


Click the [Epstein & Madsen's This Week in Family Law](#) Law link in the right frame to view the most recent newsletter. 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 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](#) located in the right frame to view a list of recently released SCC cases and press releases.

04 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.
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05 HOW DO I SEARCH THE VARIOUS CONTENT TYPES IN FAMILYSOURCE?

1. Click a link in the **Custom Search Template** 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 (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**.

06 HOW DO I FIND CHILD SUPPORT GUIDELINES?

1. Click the **Child Support Guidelines Annotations** link in the **Custom Search Template** 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.

07 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 the most recent commentary on the Draft Spousal Support Advisory Guidelines.

08 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 hypertext link to retrieve the rule with links to other similar rules.
4. Maximize the window for better viewing.

09 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](#) link located in the **Custom Search Templates** section in the right frame of the Home page.

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

10 HOW DO I PRINT, E-MAIL, DOWNLOAD, FAX OR SAVE IN FAMILYSOURCE?

Click the appropriate button located in the upper right corner of the right frame.



- Click **Quick Print** 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 **Print, Email** or **Download**.
- Click **Other** to fax or save the current document.



- Click **Find & Print** on the Navigation bar 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 CAN I FIND HELP?

- Review online tutorials to quickly learn about specific functionality or content. Go to: www.westlawcanada.com/support/emodules
- Use online help or download reference materials from the **Help Centre** located in the **SITE MAP** on the Navigation Bar or go to: www.westlawcanada.com/support/reference
- 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 e-mail: 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 e-mail: carswell.learning@thomsonreuters.com



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CUSTOMER LEARNING AND SUPPORT TEAM

For technical or reference support or to inquire about training, contact Carswell at:
Toll-Free: 1-800-387-5164 / In Toronto: 416-609-3800

