

INSOLVENCYSOURCE[®]

QUICK REFERENCE CARD



InsolvencySource[®] provides one-click access to the most valued insolvency 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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www.westlawcanada.com

01 WHAT INFORMATION IS IN INSOLVENCYSOURCE?

For information on content coverage and currency, please click the [What's in InsolvencySource](#) and [Currency Notes](#) links in the [About InsolvencySource](#) section in the left frame of the Home page.

02 INSOLVENCYSOURCE HOME PAGE

The screenshot shows the Westlaw Canada InsolvencySource interface. At the top, there is a navigation bar (1) with tabs for Litigator, LawSource, CriminalSource, Estates&TrustsSource, FamilySource, SecuritiesSource, and InsolvencySource. Below this, the page is divided into several sections. On the left, there is a 'Browse Tables of Contents' section (6) with links for 'Houlden & Morawetz - Analysis', 'Houlden & Morawetz - Presidents', 'Mikaren - Recent Transactions', 'O.S.B. Bulletins', 'I.J.C. Court Filings', 'Policy Documents', 'Legislation', 'P.P.S.A. Conveyance', 'Canadian Abroadment Orders', and 'InsolvencySource Directory'. Below this is the 'About InsolvencySource' section (5) with links for 'What's in InsolvencySource' and 'Currency Notes'. The main content area features 'Latest Developments' with links to 'Houlden & Morawetz Newsletter' (2), 'Latest Supreme Court of Canada Cases', 'Insolvency Institute of Canada' (2), and 'Office of the Superintendent of Bankruptcy'. There are also 'Custom Search Templates' (3) for 'Cases', 'Canadian Abroadment Orders', 'Legislation', 'Commentary', 'Policy Documents', and 'I.J.C. Material'. A search section (4) titled 'Find/KeyCite a Document' includes radio buttons for 'Find' and 'KeyCite', and input fields for Name, Jurisdiction, Title, Section, and Citation. The page footer includes the CARSWELL and THOMSON REUTERS logos.

1 Home page Source tabs/Navigation bar.

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

2 View the latest Newsletter, OSC bulletins, SCC cases or Restructuring Court Filings (supplied by the Insolvency Institute of Canada).

5 Review content coverage and currency.

3 Search using Custom Search Templates.

6 Browse various tables of contents.

03 HOW DO I KEEP CURRENT WITH INSOLVENCY LAW-RELATED ISSUES?

From the **Latest Developments** section in the right frame of the Home page:

- Click the **[Houlden & Morawetz Newsletter](#)** link to view the most recent newsletter. You may access the previous eight newsletters, from the left frame. To search an archive of this newsletter, use the **Commentary** Custom Search Template located in the right frame of the Home page.
- Click the OSB **[Bulletins](#)** link to view the latest document. To view an archived document, click its hypertext link from the left frame.
- Click the **[IIC Latest Court Filings](#)** or **[Articles](#)** link to view recently released restructuring court filings or academic articles supplied by the Insolvency Institute of Canada.
- Click the **[Latest Supreme Court of Canada Cases](#)** link to view a list of recently released SCC cases and press releases.

04 WHAT BANKRUPTCY OR RESTRUCTURING COURT DOCUMENTS ARE AVAILABLE IN INSOLVENCYSOURCE?

Insolvency Institute of Canada court filings are documents filed in court for major bankruptcy and restructuring cases across Canada. They include: Including Initial Orders, Monitor's Reports, Affidavits, Facta, Motion Records, Notices and Endorsements.

To browse these documents:

1. Click the **[IIC Court Filings](#)** link in the **Browse Tables of Contents** section of the Home page.
2. Click the **+** button beside the heading you want to expand. Continue clicking the **+** button until you reach the document level represented by a blue hypertext link.
3. Click the link to retrieve the document.


To search these documents:


1. Click the **[IIC Material](#)** link in the **Custom Search Templates** section of the Home page.
2. Select **[IIC Court Filings](#)**.
3. Enter your search terms into the **Search full text for** box and select an option from *The results must contain* drop-down list.
4. Click **Go**.

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 INSOLVENCYSOURCE?

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 SIMILAR P.P.S.A. RULES IN OTHER JURISDICTIONS?

1. Click the [P.P.S.A. Concordance](#) link in the [Browse Tables of Contents](#) section located in the left frame of the Home page.
2. Click a **+** button beside a heading to expand it to the next level of detail.
3. Click the document hypertext link to retrieve links to other similar rules.
4. For easier viewing, click the [Maximize](#) button in the Link Viewer.

08 WHAT EXPERT COMMENTARY AND POLICY DOCUMENTS ARE AVAILABLE IN INSOLVENCYSOURCE?

To search commentary or policy documents, click the [Commentary](#) or [Policy Documents](#) link in the [Custom Search Templates](#) section of the Home page. Use **Ctrl+click** in the [By Publication](#) selection box to search multiple publications at one time.

To browse various texts, click the appropriate [Table of Contents](#) link located in the left frame of the Home page. Click the **+** button until you reach a document level. Click the blue hypertext link to retrieve the document.

09 HOW DO I PRINT, EMAIL, DOWNLOAD, FAX OR SAVE IN INSOLVENCYSOURCE?

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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