

Westlaw® Canada Quick Reference Card WestClip®

WestClip is a current awareness service to help keep you abreast of legal developments in specific practice areas, or automatically update you on any new results for a search you have done. It does this by running your Custom Template or Terms and Connectors searches on a regular basis, at a frequency you select, and delivering the results to you in the format you choose. Entries remain in WestClip until you delete them.

Accessing WestClip

You can create WestClip entries for Custom Search Template or Terms and Connectors searches in Westlaw Canada. WestClip entries cannot be created for Natural Language searches. Access WestClip by using one of the following methods:

- 1 Create a WestClip entry for the current search by clicking **Result Options** and selecting **Add Search to WestClip** from the menu.
- 2 Click **Alert Centre** from the Navigation bar to create a WestClip entry from scratch at any time during your research session.

The screenshot displays the Westlaw Canada interface. At the top, there is a navigation bar with options like 'FIND & PRINT', 'KEYCITECANADA', 'DIRECTORY', 'SITE MAP', 'CONTACT US', 'HELP', and 'SIGN OUT'. Below this is a secondary navigation bar with tabs for 'Litigator', 'LawSource', 'CriminalSource', 'Estates&TrustsSource', 'FamilySource', and 'IPSource'. The main content area is split into two panes. The left pane shows a 'Result List' with 55 documents. A 'Result Options' dropdown menu is open, with 'Add Search to WestClip' highlighted and a red circle '1' next to it. The right pane displays the full text of a document titled 'R. v. Barber', 2005 CarswellBC 1157, from the British Columbia Court of Appeal. The document text includes the case name, parties (Regina (Respondent) and Shawn Barber (Appellant)), the court (British Columbia Court of Appeal), the judges (Huddart J.A., Lowry J.A., and Mackenzie J.A.), the hearing date (May 4, 2005), and the judgment date (May 4, 2005). The subject is listed as 'Criminal'. At the bottom of the interface, there are navigation controls for 'Term' and 'Doc 1 of 55'.

Figure 1

Creating a WestClip Entry

After you access WestClip, the Create Entry page is displayed. Complete these steps:

1. Name Your WestClip Entry.

Type a name to identify your entry in the **Name of Clip** field. The name can be a maximum of 40 characters.

2. Specify the Database to Monitor and a Query to Run.

You may enter up to 10 database identifiers separated by commas in the **Database(s)** field and enter your search terms in the **Query** box. (This information will be entered automatically if you click *Add Search to WestClip* from a search result.)

Figure 2

3. Change the Delivery Settings.

If you want to change to delivery setting for your WestClip entry, such as the delivery destination and the result format, click Edit on the **Delivery Setting** title bar (Figure 2). When you have completed making changes, click **Save** to save the delivery settings and return to the WestClip Create Entry page.

Click **Properties** to change the settings for the selected destination.

Click **Save** to save your delivery settings and return to the WestClip Create Entry page.

Figure 3

4. Save Your WestClip Entry.

When you are finished setting up your entry, click Save on the WestClip Create Entry page.

Managing Your WestClip Entries

To view your WestClip entries, click **Alert Centre** on the Westlaw Canada Navigation bar. (You may need to click the **Open Directory** (down arrow) on the **WestClip** title bar to view your entries.) To edit an entry, click its name or number. A blue arrow next to the name of an entry indicates the results are available; click the blue arrow or click **Run** to run the search. Expired entries remain in the directory until you delete them; click **Delete** to remove an entry. You can create and run up to 99 WestClips.

Westlaw.CANADA

FIND & PRINT KEYCITECANADA DIRECTORY SITE MAP CONTACT US HELP SIGN OFF

Preferences Alert Centre Research Trail

Litigator LawSource CriminalSource Estates&TrustsSource FamilySource IPSource Add a Tab

Alert Centre Directory

To select the alerting service you wish to access, click on the arrow to the left of the name. The most recently created alerts will be displayed. To view a complete list of entries for each service, click on the [view_all...](#) link below the displayed entries.

[Alert Summary Report](#)

[Open All](#) | [Close All](#) [Save As Default Display](#) | [Alert Centre Preferences](#)

[WestClip](#) [View All](#) | [Create](#) | [Tips](#)

Delete	Name	Database	Query	Next Run	Run
<input type="checkbox"/>	1. assault w/ hockey stick	CAN-ALLCASES	ASSAULT /P "HOCKEY STICK"	06/14/2009	Run

[KeyCite Alert](#) [View All](#) | [Create](#) | [Wizard](#) | [Tips](#)

CARSWELL THOMSON REUTERS

[Help](#) | [Copyright](#) | © Thomson Reuters Canada Limited

Figure 4