

Westlaw® Canada Quick Reference Card Restricting Citing References

KeyCite® Canada is a powerful citation service (derived from The Canadian Abridgment) available exclusively on Westlaw Canada. Use KeyCite Canada to note up cases, statutes, rules and regulations.

KeyCite Canada for cases includes the history of all reported Canadian cases back to 1867, plus judicial treatments of Canadian and foreign cases discussed in Canadian decisions that fall within the following coverage: selective coverage of reported cases prior to 1977, comprehensive coverage of reported cases since 1977, and comprehensive coverage of unreported cases since 1986.

KeyCite Canada provides links to the direct appellate history of a case, positive and negative judicial treatments, authoritative secondary sources and precedents (court) documents.

Limit KeyCite Display

Westlaw Canada provides you with the ability to restrict a list of citing references to only those references that are important to you. You may use any combination of the following limits: Locate (search term), Jurisdiction, Date and Document Type.

Click the **Limit KeyCite Display** button located at the bottom of the Citing References page to retrieve KeyCite Limits.

The Citing References link.

The Limit KeyCite Display button.

Figure 1

Limit by Locate (search terms)

Search the full text of all available citing references and limit your KeyCite result to those documents that contain your specific terms.

Click the bullet to retrieve the Locate page.

Enter your search terms into the **Locate** box and click **Apply**.

The screenshot shows the 'KeyCite Limits' interface for the case '1999 CarswellINS 262'. On the left, there are navigation options: 'Locate' (highlighted with a red arrow), 'Jurisdiction', 'Date', and 'Document Type'. Below these is a note: 'Click one or more limits above to help restrict your citing references.' and buttons for 'Apply' and 'Cancel'. The 'Apply' button is highlighted with a red box. Below the buttons is a link for 'KeyCite Limits Tips'. The main area is titled 'Locate' and contains the following text: 'The Locate feature allows you to refine your KeyCite result by searching the text of cases, administrative decisions, and analytical materials in the citing references list of the KeyCite display.' Below this is a 'Terms and Connectors' section with a text input field containing '"crown property"' (with a red arrow pointing to the text) and a checkbox for 'Look for terms in the same paragraph as the cited reference (When choosing this selection, neither an ampersand (&) nor a but not connector (%) may be used.)'. A note states: 'Note: KeyCite Locate works for KeyCite results of less than 2000 documents.' At the bottom, there is a table of connectors and expanders.

Add Connectors or Expanders Help			
&	AND	/s	In same sentence
space	OR	+s	Preceding within sentence
" "	Phrase	/p	In same paragraph
%	But not	+p	Preceding within paragraph
	Root expander	/n	Within n terms of
*	Universal character	+n	Preceding within n terms of

The footer of the interface includes the 'CARSWELL' logo, the 'THOMSON REUTERS' logo, and the text 'Help | Copyright | © Thomson Reuters Canada Limited'.

Figure 2

KeyCite Locate works for KeyCite results of less than 2,000 documents. Refine your search first by using one or more of the other limiters: Jurisdiction, Date or Document type.

You may check the option to **Look for terms in the same paragraph as the cited reference**. However, you may not combine that with either the & (and) or % (but not) connector in your query.

Note: If you want to view your Locate term(s) within the document, follow these steps:

1. Click the hypertext document number link to retrieve the full text of the document. The document is retrieved in a **Link Viewer**.
2. Click the **Locate** button at the bottom of the **Link Viewer** and enter the Locate terms used into the Locate search box.
3. Click **Locate**.
4. Use the **Term** arrow buttons to navigate through your document.
5. Click **Cancel** to close the Link Viewer and return to your Citing References list.

Limiting by Jurisdiction

Click the **Jurisdiction** bullet on the left side to retrieve the **Jurisdiction KeyCite Limits** page. A list of jurisdictions (province, territory and/or country) that have issued decisions citing your case or legislation is displayed in the right frame. Citation counts (in parenthesis) after a jurisdiction, indicates the number of cases from that jurisdiction that cite your case or legislation.

Click the bullet to retrieve the **Jurisdiction** page.

Jurisdictions that have issued decisions citing your case/legislation appear in the right frame. Citation counts, in parentheses, indicate the number of cases from that jurisdiction that cite your case/legislation.

Click **Apply**.

KeyCite Limits
for: 1999 CarswellINS 262

[Locate](#)

Jurisdiction ←

[Date](#)

[Document Type](#)

Click one or more limits above to help restrict your citing references.

[KeyCite Limits Tips](#)

[Clear All](#)

Jurisdiction

- Federal (29)
- Alberta (12)
- British Columbia (19) ←
- Manitoba (1)
- New Brunswick (17)
- Newfoundland and Labrador (3)
- Nova Scotia (13)
- Ontario (16)
- Quebec (4)
- Saskatchewan (11)
- Supreme Court of Canada and Privy Council (Canada) (10)

[Clear All](#)

Figure 3

Limiting by Date

You can restrict citing references to documents issued during a specific time period, issued before or after a given date or added to Westlaw Canada during a specific time period or after a given date.

Click the bullet to retrieve the **Date** page.

Date of Document: Use this option to restrict the citing references by the decision date or date of publication. Use the drop-down list *or* type your date restriction into the **Before** and **After** text fields.

Date added after: Use this option to restrict the citing references by the date they were added to Westlaw Canada.

Click **Apply**.

KeyCite Limits
for: 1999 CarswellINS 262

Date of Document

Unrestricted

----- OR -----

After:

Before:

Date added after

Unrestricted

----- OR -----

Specific:

Click one or more limits above to help restrict your citing references.

[KeyCite Limits Tips](#)

Tip: Select a date from the drop-down list to restrict the citing references by the date they were added to Westlaw. This limit is useful for updating previous research.

Figure 4

Limiting by Document Type

You can restrict citing references to cases and legislation from a jurisdiction's highest court, or other courts, or both *or* include or exclude precedents, quantums and/or The Abridgment's Words & Phrases along with a variety of secondary sources.

Click the bullet to retrieve the **Document Type** page.

Document types appear in the right frame. Citation counts show how many documents of that type cite your case/legislation.

Highest court refers to Privy Counsel, SCC and Appeal courts within each jurisdiction. Other courts refer to lower level courts such as trial division, tribunals, boards, etc.

Click **Apply**.

Figure 5



To modify your limits, click the **Edit Limits** button. To cancel your limits, click the **Cancel Limits** button. Both buttons are located at the bottom of the **Citing References** page in the right frame.

KeyCite Alert

KeyCite Alert is an exclusive monitoring service that automatically tracks cases and keeps you informed of up-to-the-minute changes that may impact the legal materials you are relying on. You can receive KeyCite Alert results whenever and wherever you want through a variety of delivery destinations, including wireless devices, email or fax.

Creating and Accessing KeyCite Alert

To create a KeyCite Alert, use one of the following methods:

- Click Monitor with KeyCite Alert on **the Related Info** tab to access the KeyCite Alert wizard.
- Click **Alert Centre** on the Westlaw Canada Navigation bar and select Create Entry or Entry Wizard on the KeyCite Alert title bar.

To access KeyCite Alert, click **Alert Centre** on the Westlaw Canada Navigation bar and click the **Open Directory** button (down arrow) on the KeyCite Alert title bar.



Figure 6