

CriminalSource®

QUICK REFERENCE CARD



CriminalSource® provides one-click access to the most valued criminal 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.

- 01 HOW DO I SIGN ON/OFF CRIMINALSOURCE WITH ONEPASS?
- 02 WHAT INFORMATION IS IN CRIMINALSOURCE?
- 03 CRIMINALSOURCE HOME PAGE
- 04 HOW CAN I KEEP CURRENT WITH CRIMINAL LAW-RELATED ISSUES?
- 05 HOW DO I FIND OR KEYWORD SEARCH A SECTION OF THE CRIMINAL CODE OR OTHER SELECTED LEGISLATION?
- 06 HOW DO I CONDUCT A TOPICAL KEYWORD SEARCH OF CASE LAW?
- 07 HOW DO I FIND OR KEYCITE (NOTE UP) A CASE BY NAME OR CITATION?
- 08 HOW DO I PERFORM AN ISSUE-BASED SEARCH USING THE CRIMINAL LAW DIGESTS?
- 09 HOW DO I PRINT, EMAIL, DOWNLOAD, FAX OR SAVE IN CRIMINALSOURCE?
- 10 WHERE CAN I FIND HELP?

CUSTOMER LEARNING & 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

www.westlawcanada.com



THOMSON REUTERS

01 HOW DO I SIGN ON/OFF CRIMINALSOURCE WITH ONEPASS?

All Westlaw Canada users must set up a OnePass account where you create your own Username and Password. To set up your OnePass account and sign on to CriminalSource:

1. Open a web browser, access www.westlawcanada.com and click **Sign-On to Westlaw Canada** located in the upper right corner.
2. Click **Switch to OnePass Sign On** located in the upper right corner of the sign on section. You may wish to bookmark this page.
3. Click **Register my Westlaw Password** and follow the instructions. (For more information, go to: www.westlawecarswell.com/support/onepasshelp.htm.) Once you have registered your OnePass you may sign on to CriminalSource.
4. Enter your **OnePass Username** and **Password** into the fields provided.
5. Enter a client identifier into the **Client ID** field. **This is a mandatory field** used for tracking your research and will name your Research Trail. You may enter up to 35 alphanumeric characters. Examples: a file number or research issue.
6. Click **Sign On**. Your default Home page is displayed.

To sign off Westlaw Canada, click the **SIGN OFF** button located in the upper right corner of the Navigation bar.

02 WHAT INFORMATION IS IN CRIMINALSOURCE?

For information on content coverage and currency, please click the **What's in CriminalSource** and **Currency Notes** links in the **About CriminalSource** section in the left frame of the Home page.

03 CRIMINALSOURCE HOME PAGE

The screenshot shows the Westlaw Canada CriminalSource home page. The navigation bar at the top includes 'FIND & PRINT', 'KEYCITE/CANADA', 'DICTIONARY', 'SITE MAP', 'CONTACT US', 'HELP', and 'SIGN OFF'. The main content area is divided into several sections: 'Selected Legislation' with search filters for 'Find:' and 'Search:'; 'Find/KeyCite Cases' with search filters for 'Find:' and 'Search:'; and 'Search Carswell's Criminal Law Digest'. The left sidebar contains various links and resources. Eight numbered callouts (1-8) are placed over the page to highlight key features: 1. Home page Source tabs/Navigation bar. 2. Search using Custom Search Templates. 3. Browse various tables of contents. 4. Review content coverage and currency. 5. View the latest Newsletters or SCC documents. 6. Find key legislation by section number or search by keyword(s). 7. Find or KeyCite (note up) cases by name. 8. Research a criminal law issue using Carswell's Criminal Law Digest – access a topical listing of Offences or Evidence.

- 1 Home page Source tabs/Navigation bar.
- 2 Search using Custom Search Templates.
- 3 Browse various tables of contents.
- 4 Review content coverage and currency.
- 5 View the latest Newsletters or SCC documents.
- 6 Find key legislation by section number or search by keyword(s).
- 7 Find or KeyCite (note up) cases by name.
- 8 Research a criminal law issue using Carswell's Criminal Law Digest – access a topical listing of Offences or Evidence.

04 HOW CAN I KEEP CURRENT WITH CRIMINAL LAW-RELATED ISSUES?

Review the latest Supreme Court of Canada cases and press releases or any of the following newsletters:

Watt’s Criminal Law and Evidence Newsletter, written by Justice David Watt, provides valuable insights into criminal law and evidence including summaries and comments on case law, key statutory developments, and commentary on current issues of interest to criminal law practitioners. The newsletter is published on a bi-weekly basis.

The Neuberger Rose Criminal Law Advisor is written by leading defence counsel David Rose. This monthly newsletter provides expert analysis on current issues of interest to criminal practitioners across Canada. It features summaries of key legislative developments, case comments and summaries of trial level decisions covering a wide range of matters including the Charter, forensic and electronic evidence.

Segal’s Motor Vehicle and Impaired Driving Newsletter provides summaries of key practice developments as they arise, summaries and comments on case law, and in particular, important breathalyser cases, *Criminal Code* and provincial cases under dangerous driving, criminal negligence, fail to remain and drive while disqualified. It is published bi-weekly.

Le Cournoyer-Ouimet en bref is a monthly French language newsletter by the Honourable Mr. Justice Guy Cournoyer and Gilles Ouimet. It provides expert analysis of current developments in Canadian criminal law as well as highlights of important new case law, legislation and periodical literature.

For the Defence: The Criminal Lawyers’ Association Newsletter is a critical current awareness publication for the busy criminal lawyer. Published regularly since 1974, *For the Defence* is a strong voice for criminal lawyers and everyone concerned with the quality of criminal justice. Articles feature the various perspectives of criminal law experts in plain language, on the most talked about topics of the day.

Mack’s Criminal Law Bulletin: For the first time, Assistant Crown Attorney Dallas Mack brings his expertise to Carswell. *Mack’s Criminal Law Bulletin* offers commentary on current issues in the criminal law. A must-have for practitioners and judges alike, each bulletin focuses on a particular criminal law issue, highlighting recent developments in that area.

You may access any of the previous six issues of these newsletters from the left frame. To search an archive of all newsletters, use the **Other Commentary** Custom Search Template located in the left frame of the Home page.

05 HOW DO I FIND OR KEYWORD SEARCH A SECTION OF THE CRIMINAL CODE OR OTHER SELECTED LEGISLATION?

In the **Selected Legislation** section of the Home page:

When you know the section number:

1. Select an act from the drop-down list in the **Find** section.
2. Enter the statutory provision into the **Section Number** field.
3. Click **Go**.

When you want to keyword search:

1. Select an act from the drop-down list in the **Search** section.
2. Enter your keyword(s) into the **Keyword Search** field.
3. Click **Go**.

TIP: When you click the **Annotations** link on the **Related Info** tab, the full text legislation in CriminalSource will link you to corresponding discussions in *Tremear's Annotations*, *Crankshaw's Case Digests/Histories* and *Nadin-Davis Canadian Sentencing Digest*. You may search these Annotations directly by clicking the appropriate link in the **Custom Search Templates** section located in the left frame of the Home page.

Note: The **Selected Legislation** section lists the most requested Acts only. Check the Table of Contents and the [What's In CriminalSource](#) note to see the entire listing of legislation available with your subscription.

06 HOW DO I CONDUCT A TOPICAL KEYWORD SEARCH OF CASE LAW?

1. Click the **Cases** link in the **Custom Search Templates** section located in the left frame of the Home page.
2. Enter search terms into the **Search full text for** box. Add Boolean connectors or use **The results 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**.

07 HOW DO I FIND OR KEYCITE (NOTE UP) A CASE BY NAME OR CITATION?





To Find or KeyCite by name:

1. Click the **Find** or **KeyCite** radio button located in the **Find/KeyCite Cases** section in the right frame of the Home page.
2. Enter the case name into the **Name** field and select a jurisdiction from the drop-down list.
3. Click **Go**.

To Find or KeyCite by citation:

1. Click **Find & Print** or **Keycite®Canada** located on the Navigation bar at the top of the page.
2. **Find & Print:** Enter the citation into the **Find this document by citation** field in the left frame.
Keycite®Canada: Enter the citation into the **KeyCite this citation** field in the left frame.
If the case you are Finding or KeyCiting is not Canadian, choose the appropriate country from the *Publication Country* drop-down list.
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.
-  A **blue H** indicates that the decision has some direct history but it is not known to be negative.
-  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.

08 HOW DO I PERFORM AN ISSUE-BASED SEARCH USING THE CRIMINAL LAW DIGESTS?

1. Click the digest link you want listed in the **Search Carswell's Criminal Law Digest** section of the Home page.
2. Click the **+** button to expand a heading in the Table of Contents. Continue clicking the **+** button until you reach the document level represented by a blue hypertext link.
3. Click the document link to retrieve all of the digests on your topic.


OR

1. Select an option from the *Offences* or *Evidence* drop-down list.
2. Click **Go**.
3. Follow the instructions in 2. and 3. above to retrieve the digests.

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

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



Click  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 one of the other applicable icons.

Note: Use **Find & Print** to retrieve up to 20 citations simultaneously for printing, emailing or downloading.

1. Click **Find & Print** on the Navigation bar located at the top of the screen.
2. Enter your citations into the box provided and select your results and delivery options.
3. Click **Send Request**.

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**.

10 WHERE CAN I FIND HELP?

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