

## Guide to Using CLE Online


CLE Online is licensed for use in B.C. courthouse libraries only.

### Scope

CLE Online includes:

- The *Case Digest Connection (CDC)*: summaries of selected decisions from the B.C. Court of Appeal, Supreme and Provincial Courts and the Supreme Court of Canada from 1996 to the present. There is usually a link to the full text of the decision.
- Selected current CLE Practice Manuals.
- Selected Course Materials from 2001 to current.
- Case Digests arranged by practice area: Civil, Commercial, Criminal, Family, Insurance, Labour and Employment, Municipal, Personal Injury Real Property, Wills and Estates from November 2004 to current.

### To Open the Database

Double click on the CLE Online icon  on the desktop and click on **Enter** (you may have to scroll down to see the **Enter** button).

### To Quit the Database

Click on [Logout](#) and then click on the **Close**  button in the top right corner.

### Currency

- Case Digest Connection (CDC): updated weekly.
- Practice Manuals: updated annually. See each individual manual for its “**Current To**” date.
- Course Materials: CLE aims to add course materials to CLE Online a week after the course is given.
- Case Digests: updated weekly or monthly. See individual titles by clicking **CDC Email Service**.

## CLE ONLINE CAN BE SEARCHED BY KEYWORD OR BROWSED BY TOPIC TO SEARCH BY KEYWORD


Click on [Advanced Search](#) on the left side of the screen.

### To Search for a Phrase

**EXAMPLE:** Find documents with the phrase “*stay of proceedings*”

- Click on [Advanced Search](#) on the left side of the screen.
- Type the phrase in quotation marks in the **Keywords** box: “**stay of proceedings**”
- Click on **With Boolean Operators** in the **Search box** under the keyword textbox.

Keywords	"stay of proceedings"
Search	With Boolean Operators

- Scroll down and click on 
- A blank screen will flash by and the search screen reappears. Scroll down to view your results.
- The results of a search will appear in a list which includes some of the catch words. Your search terms may not appear on this list. To see the full text for any of the documents click on **Show Result with Keywords Highlighted**.


### To Search for a Case

Click on [CDC Archive Search](#) on the left side of the screen to search case digests only and exclude course materials and practice manuals.

### To Search for Cases by Party, Judge, Lawyer, Expert or Authority

**EXAMPLE:** Find all judgments decided by Madam Justice Proudfoot in the last 6 months

- Click on [CDC Archive Search](#) on the left side of the screen.

- Type “**proudfoot**” in the **Keywords:** textbox. (The Additional Search Criteria available in the “CDC Archive Search” can only be used in addition to a keyword search, not instead of a keyword search. Type names in the Keyword textbox if they are the only search terms being used.)
- Scroll down and click on 
- A blank screen will flash by and the search screen reappears. Scroll down to view your results.
- Scroll down and sort the results by selecting **Date** and **Descending** in the **Sort By** menu:
- The results of a search will appear in a list which includes some of the catch words. Your search terms may not appear on this list. The most recent decisions will be at the top of the list. To see the digests for the cases click on **Show Result with Keywords Highlighted** then click on **Full Text** under the case name to see the full decision.
- Tip: To Search for Cases by Initials
  - EXAMPLE:** *Find G. (C.J.) v. G. (W.J.)*
  - Type the initials in quotation marks in the Keyword textbox. Eg. “**g. c. j.**”
  - Select **With Boolean Operators** in the search criteria menu under the keyword textbox.
  - Scroll down and click on **Begin Search**.

## TO BROWSE BY TOPIC

### To Browse Case Digests by Topic

**EXAMPLE:** *Find personal injury cases involving fibromyalgia*

- Click on **Personal Injury** under **BROWSE BY TOPIC** on the left side of the first screen.
- Click on **Quantum Assessment** on the menu that appears.
- Click on **Fibromyalgia** on the menu that appears.
- To see the full digests for any of the documents click on **Digest** or on **Full Text** to see the full decision.

### To Browse Course Materials by Topic

**EXAMPLE:** *Find CLE seminar papers that deal with the powers of a municipality*

- Click on **Course Materials** under **GO TO...** on the left side of the first screen.
- Click on **Municipal Law** under **Browse by Practice Area**.
- Click on **Powers of Municipality** on the menu that appears.
- To see the full text for any of the papers click on the title of the paper.

### To Browse Practice Manuals by Topic

**EXAMPLE:** *Find CLE Practice Manuals that deal with adoption*


- Click on **Practice Manuals** under **GO TO...** on the left side of the first screen.
- Click on **Family Law** under **BROWSE BY PRACTICE AREA**.
- Click on **Adoption** on the menu that appears.
- To see the full text for any of the materials click on the title of the document.

### To View Contents of a Practice Manual

**EXAMPLE:** *View B.C. Real Estate Practice Manual*

- Click on **Practice Manuals** under **GO TO...** on the left side of the first screen.
- Select **B.C. Real Estate Practice Manual** from the **SELECT COMPLETE ONLINE MANUAL** menu.
- Click on the title of a chapter.
- Click on **Go to this Segment** and use the **Next Segment** or **Previous Segment** buttons to move through the chapter.
- All the manuals have an index similar to a book’s index and most have a list of forms and precedents included.

### To Print

When you have the document on the screen insert a copycard into the card reader and click on the browser **Print** button. 

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