

Guide to Using LawSource (Westlaw Canada)

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Scope

LawSource includes:



- Canadian cases: unreported court decisions from 1986 forward; reported court decisions from 1977; decisions published in Carswell law reports from their inception.
- *KeyCiteCanada*: a citation service for noting up cases and legislation.
- *The Canadian Abridgment*: case digests organized by legal topic.
- *The Canadian Encyclopedic Digest*: legal encyclopedia, arranged by subject.
- *The Index to Canadian Legal Literature* (ICLL) and selected full text journals and law reviews.
- Selected Canadian legislation.

Click on **What's in LawSource** for more information.

To Open the Database

- Double click on the LawSource icon.

To Quit the Database



- Click on the  button and then click on the  button at the top right corner of the screen.

Currency

- Varies. Click on **Currency Notes** on the LawSource homepage for information.


To Find a Case by Citation

EXAMPLE: 209 D.L.R. (4th) 257

- In the **Find/KeyCite a Document** section at the bottom of the LawSource homepage, select **Find**. On some screens you need to scroll down to see this box.
- Enter your citation in the **Or, any document by citation** box: eg. *209 dlr 4th 257*. It is not necessary to enter punctuation, brackets, or capital letters
- Click on the  button.
- In the results list, click on the number of your case to go to the full text.
- To view your case using the full screen, click on the  button.

To Find a Case by Name

EXAMPLE: *Whiten v. Pilot Insurance Co.*


- In the **Find/KeyCite a Document** section at the bottom of the Lawsource homepage, select **Find**. On some screens you need to scroll down to see this box.
- Enter the names of the parties in the **Name** box: eg. *whiten pilot insurance*. Don't include r. or v. in your search, just names. You can limit your search to one province by using the **Jurisdiction** pull down menu beside the **Name** box.
- Click on the  button.
- In the results list, click on the number of your case to go to the full text.

To Print a Document

- **Don't click the browser's Print button:** instead, click on the  **PRINT** button.

- A new window will open. Choose a print option such as **Current Document** or **Result List**.
- Click **Print**, located at the bottom of the window.
- A new window will open displaying your document: Click the browser's **Print** button in the new window.

To Note up a Case or Statute

- In the **Find/KeyCite a Document** section at the bottom of the Lawsource homepage, select **KeyCite**. On some screens you need to scroll down to see this box.
- You can enter the names of the parties in the **Name** box, the **Title** and **Section** of your statute, or the citation of the case in the **Or, any document by citation** box.
- Click on the  button.
- In the results list, click on the number of the document you wish to view.
- Click **Citing References** under the **Related Info** tab.


Tips:

- To note up a subsection of a statute, enter the section number only – no subsection – in the **Legislation: Section** search box. When you click **Citing References** under the **Related Info** tab the results are displayed subsection by subsection.
- For explanation of KeyCite status flags and icons, click on [KeyCiteCanada](#) near the top of the Lawsource homepage.

To Note Up a Case You Are Currently Viewing

- Click **Citing References** under the **Related Info** tab.

To Print a Note Up or Display Both Citing References and Case History

- Note up the case using the instructions above.
- Click the  **PRINT** button (even if you only want to display).
- Under **Related Info**, choose **Keycite Full History**.
- Click **Print** (this will not print the document – it will open it in a new window, which you can print or not).

To Search by Keyword

- EXAMPLE:** *Find cases concerning dismissal of probationary employees in British Columbia*
- Choose a **Custom Search Template:** for this example, **Cases**.
 - Enter your search terms in the **Search full text for** box: eg. *dismissal “probationary employee”*.
 - Choose an option under **The results must contain:** for example, **All of these terms**.
 - Limit your results if possible: in this example, **By Jurisdiction:** *British Columbia* and **By Subject Area:** *Labour and Employment*.

Tips:

- Click **Searching Tips** for help on constructing your search.
- For most searches it is best to change the default **The results must contain:** **Any of these terms** to another option such as **The results must contain:** **All of these terms**.
- Try a **Natural Language Search** if you are having difficulty narrowing down your results.

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