

Guide to Using QP LegalEze

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Scope

QP LegalEze contains ongoing consolidations of the *Revised Statutes of B.C. 1996* and the *Regulations of B.C.* It also has older versions of the statutes, repealed regulations (Aug. 2003-), the *B.C. Gazette Part II (2001-)*, the *Regulations Bulletin, (1999-)*, *Order-In Council Resume (1999-2002)*, *Orders-In-Councils full text(2002-)*, *Hansard (1996-)*, *Bills (1996-)*, the *B.C. Gazette Part I (2003-)* and *Corporate Registry Notices (2003-)*.

To Open the Database

- Double click on the QP LegalEze icon. Scroll down to the centre of the page and Click on **Agree**. Click on **The Complete QP LegalEze Package**.

To Quit the Database

- Click on **LOGOFF**, located in the left top corner and then click on the "Close"  button in the top right corner.

Currency

- Varies throughout the website. Check the top of the document you are using. Statutes are updated continuously and are normally current to within two weeks.

Boolean Searching

The following can be used on the Boolean Search form.

TO SEARCH FOR	USE	EXAMPLE
Phrase	" "	"right of way"
Two words or more	&	commercial & insurance
Alternate terms or synonyms	or	lawyer or solicitor or barrister
A word root with any suffix	*	negligen*
A word with one variable letter	?	wom?n
Words that are n words apart	" "@n	"evidence admissible"@5




To Search for Keywords


EXAMPLE: Find all references to "liens".

- Click on the **Search** tab, and then select the **Boolean** search tab.
- Type *liens* in the **Query terms** textbox.
- Click on **Search**.
- The number of records with "hits" found by your search is displayed at the top of the screen.
- Click on the name of the act or regulation to see the full text. Click on **Next Match** or **Previous Match** to move through the document. Click on the **Results** tab to return to the results list.

To Search for Keywords in One Statute or Regulation

EXAMPLE: Find all references to "garnishing" in the *Court Order Enforcement Act*.

- On the left hand side of the screen, click on the  beside the  Statutes and Regulations. This will display an alphabetical list.
- Click on the  beside the letter "C" to locate the *Court Order Enforcement Act*.
- Click on the **Search** tab and then **Boolean**.

- Click in the blank square to the left of the name of the act. A check mark should appear in the square:

- Type *garnishing* in the **Query Terms** box.
- Click on **Search** to view the results of your search.
- The number of records with "hits" found by your search is displayed on the top of the screen.
- Click on the name of the act or regulation to see the full text. Click on **Next Match** or **Previous Match** to move through the document. Click on **Results** tab to return to the results list.

To Find the History of a Section

- Locate the act in table of contents on the left side of the screen.
- Click on the plus sign to the left of the act's name.






- The Historical Table listed under the act contains the legislative history **before** the enactment of the *Revised Statutes of B.C. 1996*.
- The Table of Legislative Changes under the act is a list of changes made **since** the enactment of the *Revised Statutes of B.C. 1996*.




To Update Statutes

- Consult the *B.C. Legislative Digest* (KP 29) to find information on new amendments and coming into force information.

To Print a Single Act or Regulation

- Locate the name of the act in the table of contents on the left side of the screen.
- Click on the  beside the name of the act and then click on  to bring up the full text.
- Click on  (left corner of screen) then click on **File** and click on **Print**
- Click on **Print** button in print menubox.

To Print a Section of a Statute or Regulation

- Locate the name of the act in the table of contents on the left side of the screen.
- Click on the  beside the name of the act and then click on  to bring up the full text.
- Click on  (left corner of screen) and highlight the section of the act.
- Click on **File** and then **Print**.
- Click in the circle to the left of **Selection** and click on **Print** button.

To Find a Corporate Registry Notice

EXAMPLE: *Find notices for Dramarama Films Inc.*

- Click on "Complete QP LegalEze Package".
- Click on the **Search** tab, and then select the **Boolean** search tab.
- Type *dramarama* in **Query terms**.
- Click on the **Search** button.
- The number of records with "hits" found by your search is displayed at the top of the screen.
- Click on the underlined title to see the full text of the notice. Click on **Results** tab to return to the results list.

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