

Guide to Using Western Decisions

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Scope

Western Decisions contains cumulative databases for both civil and criminal decisions from British Columbia (1979-), Alberta (1980-), Saskatchewan (1980-) and Manitoba (1980-).

To Open the CD-ROM

- Double click on the Western Decisions icon on the main Windows menu. Click on the desired database.


To Quit the CD-ROM

- Click on **File** and then on **Exit**.

Currency

- Check the first screen of each database for currency.



To Search

- Before beginning a search clear all tags to ensure that you do not print the results of a previous search. Click on the **Clear Tags** button: . If you hit the **Clear Tags** by mistake hit **F4** to return to the beginning of your search results.

TO SEARCH FOR	USE	EXAMPLE
Phrase	" "	"abuse of power"
Two words or more	&	assault & injury
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 <i>n</i> words apart	" "@n	"stay proceedings execution"@10

To Search for Keywords


EXAMPLE: *Find all case digests referring to wrongful dismissal and pregnancy*

- Click on the **Advanced Query**  button.
- Type "*wrongful dismissal*" & *pregnan**.
- Click on **OK** to view the results of your search.
- The number of records or "hits" found by your search is displayed on the bottom of the screen.
- Click on the "Next Hit"  button to move to the next record.


To Search by Case Name, Court, Judge or Counsel

EXAMPLE: Find all judgments decided by Mr. Justice Wong dealing with assault



- Click on the **Template 1:**  button.
- Fill in the appropriate fields with your search terms. Avoid using the date fields if possible as they slow down the search.


EXAMPLE: Judge: *Wong*
Additional Search Terms: *Assault*

- Click on **OK** to view the results of your search.
- The number of records or "hits" found by your search is displayed on the bottom of the screen.
- Click on the **Next Hit**  button to move to the next record.


To Search for Personal Injury Cases in the Civil Digests

EXAMPLE: Find personal injury damage awards for women aged 30 to 40 with fibromyalgia or fibrositis



- Click on the **Template 4:**  button.
- Fill in the appropriate fields with your search terms. Do not use the "Date" fields because they slow down the search. **Note:** To limit a personal injury search to B.C. cases add *B.C.D.* to the search terms.

EXAMPLE: Search Terms: *fibromyalgia or fibrositis* Gender: *female* Age: *30-40*


- Click on **OK** to view the results of your search.
- The number of records or "hits" found by your search is displayed on the bottom of the screen.
- Click on the **Next Hit**  button to move to the next record.

To Search for Criminal Sentences in the Criminal Digests


EXAMPLE: Find digests with sentences for aggravated assault

- Click on the **Template 1**  button.
- Fill in the appropriate fields with your search terms.


EXAMPLE: Citation: *sent or 270**
Additional Search Terms: *"aggravated assault"*

- Click on **OK** to view the results of your search.
- The number of records or "hits" found by your search is displayed on the bottom of the screen.
- Click on the **Next Hit**  button to move to the next record.

To Select and Print Case Digests

- Click on the **Clear tags**  button to clear any previous print jobs.
- Click once anywhere in the record you wish to print.



- Click on the **Tag**  button to mark the record.
- Repeat the above steps for all the records you wish to print.
- Click on "File" then click on "Print".
- Click on **Tag** if it is not already selected then click on **OK**.
- Click on **File** then click on **Print**. Click on **All** then click on **OK**.

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