



LiRN

Legal Information and Resource Network

ELECTRONIC RESOURCES GUIDE

Available in all Ontario Courthouses: LexisNexis Quicklaw, Practical Guidance, CriminalSource, FamilySource, EstatesandTrustsSource, vLex, HeinOnline, AccessCLE, CPD / Infolocate

March 2023

This guide includes information about the eSuite of electronic resources available in all Ontario Courthouses, as well as training information, vendor contacts, Google and Boolean search tips & free legal website resources.

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LiRN Electronic Resources Guide

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ELiRN Suite of Resources Chart

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|  | <p>LexisNexis Practical Guidance - ALL modules</p> <ul style="list-style-type: none"> • Commercial / Capital Markets and M&A / Finance / Corporate • Employment • Family Law • Insolvency & Restructuring • Litigation & Dispute Resolution • Personal Injury • Real Estate • Will, Trusts & Estates |
| <p>THOMSON REUTERS WESTLAW CANADA</p> | <p>Westlaw Canada:</p> <ul style="list-style-type: none"> • Criminal Source • Family Source • Estates & Trust Source |
|  | <p>VLex Canada with Vincent:</p> <ul style="list-style-type: none"> • Irwin Law <i>Essentials of Canadian Law</i> • Vincent AI Legal Assistant |
| <p>Pilot Project for Northern Ontario Libraries</p>  | <p>VLEX Canada with Vincent AI In library access for every library. Remote access for all lawyers in Northern Ontario:</p> <p>* Not restricted to Members of Associations</p> <ul style="list-style-type: none"> • Remote Access with a cap at 4,000 • Algoma, Cochrane, Kenora, Manitoulin, Muskoka, Nipissing, Parry Sound, Rainy River, Renfrew, Simcoe, Sudbury, Temiskaming, and Thunder Bay. |
| <p>HeinOnline</p> | <p><u>HeinOnline's Core Content for Canada</u> Access via Great Library catalogue.</p> <p>Contact the GL to set-up their password: refstaff@lso.ca</p> |
| <p>CPD materials from the LSO</p> | <p>CPD / AccessCLE has over 10,000 PDFs CPD / CLE programs dating back to 2004.</p> |

Background about the 2022 Electronic Suite of Resources:

It was a balancing act of funds and which resources are the best fit for courthouse libraries' topical needs and what LiRN can afford to offer.

Our initial consideration for an eLiRN suite, we considered resources such as RangeFindr, DivorceMate, O'Brien's Forms and LawSource. With courthouse library staff consultations, we will regularly evaluate usage and see what is logical going forward based on usage reports and feedback.

LawSource was not included since it has significant overlap with Lexis Advance Quicklaw, vLex and CanLII. Selected Canadian Encyclopedic Digests (C.E.D.) and many textbooks will now be available on Criminal, Family and EstatesandTrusts Source products which are part of the eSuite.

Remote access is preferred but not affordable on a province-wide basis by LiRN/LSO. The LSO has approved nearly a million dollars for this eSuite, while at the same time fees have been reduced: [LSO Budget](#). [Law Society Board approves 2022 budget: Reduces annual fees and invests in library resources](#) Oct. 28, 2021:

LiRN has also presented a transitional budget request of up to an additional \$900,000 for the expansion of electronic resources available across the network, the related training of library staff to facilitate their ability to support users, and the necessary investment in the information technology infrastructure required to support a shift to digital resources.

Vlex Pilot Project – Remote Access for Northern Ontario Lawyers only

LiRN is piloting a remote access resource for lawyers by partnering with vLex which has the Irwin Law series as well nearly 400,000 Canadian cases. According to the Budgets provided by court house law librarians in 2021, only 3 of 13 Northern Ontario associations currently had access to Westlaw or LexisNexis Practical Guidance. Northern Ontario lawyers cannot travel to a nearby association to access their eResources due to the vast distance between associations, unlike Southern Ontario lawyers. This access will be capped at 4,000 lawyers for the Pilot and will be evaluated to see how successful it may have been. More information is provided later in the Guide.

Can non-members access the new resources located on the terminals in Courthouse libraries?

The **LSO's By-Law 13** mandates it to create LiRN and states that:

- "A county law library funded by the Corporation shall give access to its law library services and programs to (a) every person licensed to practise law in Ontario as a barrister and solicitor, regardless of whether the person is also a member of an Association; (b) judges of Ontario courts; (c) Ontario justices of the peace; and (d) members of boards, commissions or other tribunals established or provided for under Acts of Parliament or the Legislature in Ontario."
-

In light of this, we aren't able to restrict resources that come from LiRN (which are paid for from grant funds) to Association Members only.

LiRN's eResources are available to all lawyers who visit courthouse libraries.

Overview of all Electronic Resources for LiRN Courthouse Libraries

LexisAdvance Quicklaw

- [Quicklaw](#) provides extensive Canadian case law, legislation, journals, articles
- *Halsbury's Law of Canada* – over 72 volumes covering every proposition of law
- Many textbooks such as Sopinka's *Law of Evidence* (PayPerView)
- QuickCITE Cases / Legislation citator to find out if your case/law is still “good”.
- QC also includes a list of citing references to commentary documents by experts interpreting the case law for you.

Lexis Nexis Practical Guidance (All Modules)

[Practical Guidance](#) offers tools such as authoritative guidance, on-point precedents, forms, checklists, articles, and practice notes which will maximize your efficiency and keep you current on practice trends and legal issues.

- Capital Markets and M&A
- Commercial / Corporate
- Employment
- Family Law
- Finance
- Insolvency & Restructuring
- Intellectual Property & Technology
- Litigation & Dispute Resolution
- Personal Injury
- Real Estate
- Will, Trusts & Estates

[Criminal Source](#) – Westlaw Canada

- Annotated Criminal Codes (Martin's, Tremear & Crankshaw – 12 v.) and Annotated Rules
- Canadian Criminal Cases (C.C.C.), Motor Vehicle Reports (M.V.R)
- Texts including: McWilliams on Evidence, Ewaschuk on Pleadings, Salhany on Procedure, Disclosure, Drug Offences, Evidence and many more key expert's texts and loose-leaves.
- Sentencing Quantums, Mack's Jury Charge Review

[Family Source](#) – Westlaw Canada

- Child and Spousal Support Guidelines
- Checklists: Separation, Parental, Same-sex, Cohabitation, etc.
- Texts including: McDonald on Divorce Law, Child Custody, Child Protection, Domestic Contracts
- Cases, Articles and Newsletters

- Family Law Rules and annotated legislation

[Estates & Trust Source](#) – [Westlaw Canada](#)

- Schnurr’s Estate Litigation, Histrop’s Estate Planning Precedents, and many more texts
- Fillable Forms
- Estates &.Trusts Reports, annotated legislation, Probate Rules and more

[vLex – Irwin Law Tiles](#) and [Vincent – Legal AI Assistant](#)

- Irwin Law Essentials of Canadian Law Series – over 150 titles, current and past editions
- Vincent is an Intelligent Legal Assistant that allows you to upload a document and review its’ citations and check to see that they are still good law (not been overturned by new law or legislation).
- vLex also has nearly 400,000 Canadian cases with their acquisition of Maritime Law Book materials.

[HeinOnline](#)

- [HeinOnline’s Core Content for Canada](#) is a comprehensive digital library containing the full text, searchable PDFs of more than 3,000 scholarly Canadian & US law journals, Canadian Federal & Provincial statutes, U.S. Federal & State case law, thousands of classic legal treatises, government publications as well as the English Reports.
- Access is through the [Great Library catalogue](#). When searching for a title, you will see a link to titles that are provided to the LiRN libraries via the Great Library’s subscription to HeinOnline.
- Library Staff and Lawyers need to contact the GL to set-up their password: refstaff@lso.ca

[CPD Titles – Access CLE / Infolocate](#)

- CPD / [AccessCLE](#) has over 10,000 PDFs from LSO CPD / CLE programs dating back to 2004.
- Search CPD programs with the [Great Library’s online catalogue](#).
- Full-text searching of all sessions/programs, ability to download each chapter separately.
- CPD / AccessCLE has **ALL LSO CPD programs and webinars**; they provide more programs that just the ones that you receive in print from the LSO. Available online soon after they are held.
- LSO CPD / CLE articles are a great place to start your legal research.
 - They offer practical advice from expert practitioners, especially on new/developing areas of law, cases or legislation.
- A great way to save valuable shelf-space by keeping just the current year in your print collection.
- Part of [Infolocate: Great Library catalogue of the GL & County Library collections](#), print and electronic.

[CanLII](#)

- [CanLII](#) is a free resource of case law from all Canadian courts, including SCC, federal courts, and the courts in all Canada’s provinces and territories. CanLII.org also contains decisions from many Tribunals. Funded by the Federation of Law Societies of Canada.
- Contains the consolidated statutes & regulations across Canada, as well as annual Federal statutes
- When Noting-up a case / statute you will find a number of books, law journals & articles (expanding).

vLex Pilot Project – Remote Access for Northern Ontario Lawyers Only

LiRN's vLex Pilot project provides REMOTE access to vLex to all lawyers in Northern Ontario. It will be evaluated to determine if the Pilot was a success and see what can be done next.

Vincent has the Irwin Law series as well as nearly 400,000 Canadian cases as well as an AI Legal Assistant (Vincent) that allows lawyers to upload their own documents to check if the law cited is “still good”.

According to the budgets provided by county/district law librarians, only 3 of 13 Northern Ontario Associations had subscribed to Westlaw or LexisNexis Practical Guidance in fall 2021. Northern Ontario lawyers cannot travel to a nearby Association to access their eResources due to the vast distance between Associations, unlike Southern Ontario lawyers.

This is not limited to Association Members.

This will be capped at 4,000 lawyers.

Northern Ontario Libraries Included

| | |
|-------------|-------------|
| Algoma | Rainy River |
| Cochrane | Renfrew |
| Kenora | Simcoe |
| Manitoulin | Sudbury |
| Nipissing | Temiskaming |
| Parry Sound | Thunder Bay |

Setting up vLex for your library and staff remote access

LiRN has provided the **Static IP address** for all county libraries: app.vlex.com at the lawyer terminals.

Library Accounts: The emails LiRN has provided to vLex have been set up as administrators for your account. You can access your administration account using the following link which bypasses the IP authentication we have set up: <https://login.vlex.com/no-ip>

Use your email address that LiRN provided as the User ID.

Click on the “Forgotten your password” link which will send an email notification asking you **to create a password**.

Remote Access for Northern Ontario Lawyers only

Librarians can send lawyers a [Registration link](#) to set up their remote access for vlex. Once they are registered with their LSO # for confirmation (to avoid “big law” firms from using this remote access for Northern Ontario lawyers only) they will be sent an email to allow them to access vLex remotely. This may take a few days while we verify their address to ensure that they are from Northern Ontario. They can then go to the portal LiRN's website: [vLex Remote Access: Pilot Participant Portal – LiRN](#). This page is protected by MemberPress and can only be accessed after a participant registers using the first link.

Benefits of Print / Loose-leaf Textbooks Online

- Many key loose-leafs texts are now available electronically on WL Source products, as well as the textbooks from Irwin Law's *Essentials in Canadian Law* titles. Your collection will be substantially enhanced by these additions which will always be current since updates are done automatically online.
- It is expected that many of these texts in LOOSE-LEAF form will not need to be duplicated in print. This will save both time (updating these costly loose-leafs no longer necessary) and money (funds can be allocated elsewhere). This will be done gradually, not immediately. Your valuable time can now be directed towards other needs for your Library and Association.

Reference List of Loose-leafs (Print) available on LiRN Suite of Electronic Resources

Criminal Source

- Martin's & Tremear's Annual Criminal Codes
- Crankshaw's Criminal Code - 12 volumes
- Annotated Ontario Rules of Criminal Practice (Segal & Libman)
- Criminal Pleadings & Practice in Canada - Ewaschuk
- Canadian Criminal Code Offences - Gibson & Waldock
- Canadian Criminal Procedure, 6th ed. - Salhany
- Criminal Law Evidence: Practice & Procedure - Gibson & Waldock
- Disclosure & Production in Criminal Cases - Segal
- Drug Offences in Canada - MacFarlane
- McWilliam's Canadian Criminal Evidence
- Mack's Jury Charge Review – collection of jury charges with expert reviews/appellate courts
- Sentencing: The Practitioner's Guide - Clewley, McDermott, Young
- Watt's Manual of Criminal Evidence
- Youth Criminal Justice Act Manual - Harris & Bloomenfeld
- **Law Journals & Cases:** Weekly Criminal Bulletin Review, Criminal Law Quarterly, C.C.C.s

Estates & Trust Source

- Estate Litigation, 2nd ed. – Schnurr
- Estate Planning Handbook, 4th ed. - Allen and Quinlan
- Estate Planning Precedents - Histrop
- Ontario Estate Administration Manual - Armstrong
- Waters' Law of Trusts in Canada, 5th ed.
- Widdifield on Executors and Trustees - Theriault, ed.
- **Law Journals & Cases:** Estates and Trusts Law Newsletter, Estates & Trusts Reporter

Family Source

- Canadian Divorce Law & Practice - MacDonald & Ferrier
- Child Custody Law & Practice - McLeod

- Child Protection Law in Canada - Kirwin
- Child Support Guidelines: Law & Practice - MacDonald & Wilton
- Domestic Contracts - Stark
- Enforcement of Family Law Orders & Agreements - Wilton & Miyauchi
- Family Law Act of Ontario - MacDonald
- Matrimonial Property Law in Canada - McLeod & Mamo
- Spousal Support Advisory Guidelines – Wilton & Semple
- **Law Journals & Cases:** Annual Review of Family Law, Canadian Family Law Quarterly, R.F.L.

Textbooks on LN Advance Quicklaw - excluding Halsbury's Laws of Canada

A list of titles that are available electronically is provided by LexisNexis Canada separately. Posted to the LiRN website for your reference.

All of ***Halsbury's Law of Canada*** are available to you on LN Advance Quicklaw.

Irwin Law Titles provided by vLex

A list of 152 Current and older edition titles have been [provided by vLex](#).

CPD Titles – Access CLE / Infolocate

- CPD / [AccessCLE](#) has over 10,000 PDFs from LSO CPD / CLE programs dating back to 2004.
- Search CPD programs with the [Great Library's online catalogue](#).
- Programs available online soon after they are held.
- CPD AccessCLE **has ALL LSO CPD programs and webinars**, not just the ones that you receive in print.
- A great way to save valuable shelf-space by keeping just the current year in your print collection.

County/District Library Catalogues on Infolocate

- The County Libraries' print and electronic collections are hosted on the Great Library's [Infolocate](#).
- Use this portal to search for resources in print or electronic format, or to determine if another county has a particular book/resource in its collection for an Interlibrary loan (ILL).
- [Guide on How to use InfoLocate from the LSO Greaty Library](#)

Great Library

- Their [online catalogue](#) is a "union" catalogue since they also host all the county law library collections. Use their SEARCH to find items in your library and other counties.
- They have great staff and offer an [Ask a Librarian](#) feature if you need assistance with a question.
- They also offer a Document Delivery service if you are looking for a document that you cannot find such as older government report, etc.
- They have an **extensive online collection** with HeinOnline's vast resources that have direct links to each title within the library catalogue.
- They have a reference [blog](#) and many helpful [research guides](#) to assist you.

Access to ELiRN Resources

Library Staff Remote Access

Access for Library Staff will be through Passwords provided to you by the vendors for each resource so you can access them remotely and send your lawyers the research results.

Lawyer Access on Terminals in your Library

Lawyers will be able to access these eSuite of Resources via the Terminals in Library.

To access them, lawyers will click on a Resource Icon that we have provided instructions to install.

Non-Member Access

Can non-members access the new resources located on the terminals in Courthouse libraries?

The **LSO's By-Law 13** mandates it to create LiRN and states that:

- “A county law library funded by the Corporation shall give access to its law library services and programs to (a) every person licensed to practise law in Ontario as a barrister and solicitor, regardless of whether the person is also a member of an Association; (b) judges of Ontario courts; (c) Ontario justices of the peace; and (d) members of boards, commissions or other tribunals established or provided for under Acts of Parliament or the Legislature in Ontario.”

In light of this, we aren't able to restrict resources that come from LiRN (which are paid for from grant funds) to association members only. These grant funds of nearly a million dollars are based on the Library levy on all LSO members.

Client IDs

Many of the Databases require you to enter a CLIENT ID to access the database. This is set up by the law firms which use it to pass the research costs onto their clients.

We recommend entering the lawyer's name as the Client ID. This is helpful so you can track what research you did for each lawyer when you click on the HISTORY button at the top of the page. You can download that history and send it to the lawyer if they wish to see the steps or search terms that you have taken – a great way to showcase your skills and abilities with online research.

Accessing PPV on behalf of Lawyers who cannot access this content using the Library Terminals

Using the Client ID is important in terms of any PPV costs that may be incurred on a lawyer's behalf. If a lawyer wants to access PayPerView or Blocked content and asks you to provide it for them; you can track it using the Client ID field and then send them a bill for this additional cost. Details about PPV access is provided earlier in this Guide but this access is not covered by LiRN, it will be billed to your Association.

Static IP Address on Library Terminals

All Associations have set up a Static IP Address for the lawyer terminals to access these resources.

This is to prevent lawyers from accidentally changing the password on the public/lawyer terminal.

What is a Static IP Address?

A static IP address (also known as a fixed IP address) is an unchanging number assigned to computer or router. It can be thought of as a non-changing internet address for a business. Much like a physical street address, a static IP address can tell other computers or servers on the internet exactly where a specific computer is located or connected to the internet. This is useful for many small businesses that have internet-related needs, such as hosting a web, email or an FTP server, or remote access to a corporate.

Why is a Static IP Address Useful for the Courthouse Libraries?

The static IP allow some web-based applications use IP authentication to validate customer access to specific products. Patrons simply click on a desktop icon on your public terminals, and they are connected to the product without the need of entering a username and password.

How to Obtain a Static IP Address?

Contact your internet service provider and request a static IP address for your account. Some internet service providers charge for a static IP. This charge can be anywhere for \$10-\$100 and is usually, but not always, a monthly fee. In addition, for Bell and Rogers customers you must have a business account with them to order a static IP.

Setting up Your Static IP with Web Based Services

1. Contact your internet service provider to obtain a Static IP address.
2. Once you received your Static IP address contact your rep of your web-based service (i.e., Lexis, Westlaw, VLEX) and provide the rep with your static IP address.
3. The web-based service will provide you a unique URL.
4. Attach the unique URL to the shortcut on your public access terminal desktop
5. Click on the shortcut on the desktop and you should be able to access the web service without typing a username or password.

Setting up Access to Resources on your Lawyer Terminals

To set a desktop shortcut once you have your Static IP in place

For more information on Static IP, check the Table of Contents.

1. Right click on desktop, choose New - Shortcut.
2. Copy and paste the Custom URL link from each provider for your library, then press Next.
 - If you do not have the Custom URL, contact their Technical for the custom MIP (Mobile IP):
 - **Lexis Tech Support :**
1-800-387-0899 and ask for their library's MIP link.
 - **Westlaw Technical Support**
1-800-387-5164 or 416-609-3800 | Select Option 2
 - **vLexTechnical Support**
Tom Atkinson tom.atkinson@vlex.com
3. Name the link and click Finish.
 - *Suggested Names:*
 - Westlaw: Westlaw Criminal, Family, & Estates Source
 - Lexis has 2 separate icons so label them: Quicklaw and Practical Guidance
 - vLex: vLex & Irwin Law

To install/ change the Icon on the lawyer desktop using vlex as an example:

1. Contact the vendor for the Icon file. Example: vlex
2. Save the attached icon file to your desktop.
3. Right click the created shortcut icon and select Properties.
4. Under the Web document tab choose Change icon.
5. Select desired icon from saved items.
6. Type the Location of the item: app.vlex.com
7. Hit Next button in the bottom corner
8. Name your shortcut: vlex Irwin Law
9. Click Finish

Accessing the Resources on the Lawyer Terminal

Click on the shortcut on the desktop and you will be able to access the web service without typing a username or password. **This will prevent lawyers from accidentally changing the password on the lawyer terminal.**

NOTE: **Library staff** should use their password access for maximum functionality including customizable tools such as setting favourites, alert, and access to research history. These customizable features are NOT available through IP authenticated access.

Terminals for lawyer access will need links UNIQUE TO YOUR LIBRARY for IP authenticated access.

Separate shortcuts for Quicklaw & Practical Guidance are required for IP authenticated access:

Practical Guidance: <https://advance.lexis.com/practice-advisor-can-home/?identityprofileid=XXXXXXXXXX>

Quicklaw: <https://lexisadvancequicklaw.ca/?identityprofileid=XXXXXXXXXX>

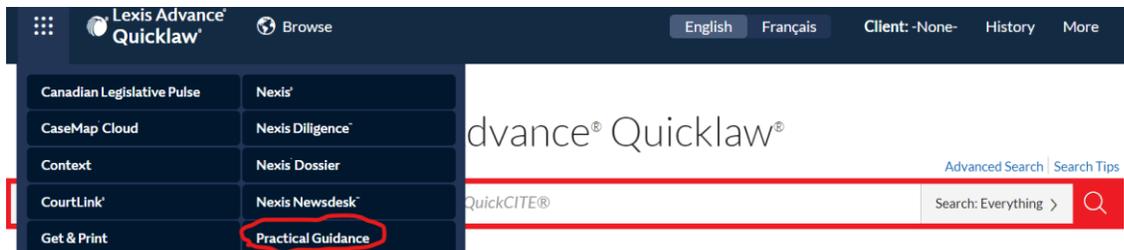
The XXXXXXXXXXXX can be replaced with a library-specific code obtained from LexisNexis.

If you do not already have the 2 links set up on your lawyer terminals, contact:

- **Lexis Tech Support** : 1-800-387-0899 and ask for their library's MIP link for your library

User Access to LN Quicklaw and Practical Guidance

NOTE users may toggle between QL & PG using the product switcher on the top left hand corner of the black tool bar in the password authenticated access.



Library staff should continue with current password authenticated access for maximum functionality including customizable tools such as setting favourites, alert, and access to research history. These customizable features are NOT available through IP authenticated access.

Your existing saved passwords will continue to be recognized with the additional content being rolled out already enabled. In all likelihood you will not need to make any changes for staff however in case you wish to confirm the setup of staff computers, here are the shortcuts:

- Quicklaw URL: <https://signin.lexisnexis.com/lnaccess/app/signin/aci/ca>
- Lexis Nexis PG
URL: <https://signin.lexisnexis.com/lnaccess/app/signin?back=https%3A%2F%2Fadvance.lexis.com%3A443%2Fpractice-advisor-can-home&aci=ca>

Technical Support Contacts by Vendor

Westlaw

Phone: 1-800-387-5164 or 416-609-3800 | Select Option 2

Email: techsupport.legaltaxcanada@tr.com

Christalla Kakarelis christalla.kakarelis@thomsonreuters.com

Dan Oliviera techsupport.legaltaxcanada@tr.com

Lexis

Phone: 1-800-387-0899

E-mail: service@lexisnexis.ca

Anais Tessier Anais.Tessier@lexisnexis.ca

Vlex

Contact: Tom Atkinson tom.atkinson@vlex.com

Contracts / Billing

If you already have a WL / Lexis / vLex contract for existing resources that your Association subscribes to, that has been folded under the LiRN umbrella contract with each vendor.

If you have any additional products from these vendors, the vendors will provide you with separate billing and usage reports.

Vendors for the eLiRN suite of resources provide usage reports to LiRN that are reviewed regularly to look for trends and overall usage.

Pay per View / Blocked Content / Out of Plan content

Pay Per View / Blocked Content / Out of Plan will not be available to lawyers on the Lawyer Terminals in your Library. They will have to ask you to access these additional charged materials. You will have to advise them that you have Access using your password ID. **Pricing Charts are available from each Vendor.**

These extra charges will be billed to your Association account and not to the LiRN account.

Vendor Contacts for Billing Issues:

| | | | |
|------------|---------------|--|-----------------------------------|
| LexisNexis | Anais Tessier | Anais.Tessier@lexisnexis.ca | 514-375-4886 or 1-800-533-1643 |
| Westlaw | Len Sparks | len.sparks@tr.com | 416 738 3582 |
| vLex | Tom Atkinson | tom.atkinson@vlex.com | 1 343 341 2315 |

Training Resources

Links to these Training resources are available on [ELiRN](#), including flyers promoting the resources as well as information about the eSuite of resources,

- **Subject Resource flyers** have been created by LiRN for marketing purposes to inform your lawyers about these resources.
- **Librarian Guides** have also been created that offer more detailed information such a list of key books (loose-leafs) that are now available electronically. They can also be shared with your lawyers.
- **Recording Links** for Training Sessions for Westlaw Source products, LN Practical Guidance and vLex that were held for LiRN librarians are posted to our Learn with LiRN youtube channel.
- Each **Vendor** offers numerous resources for training includes guides, youtube videos, signing up for training sessions, etc.

CPD Accreditation - Professionalism

- LSO CPD Accreditation – **Professionalism** - if you arrange vendor training sessions for your lawyers.

LexisNexis Training Resources

- Trainer Contact: Gordon Brough gordon.brough@lexisnexis.ca 905-415-5846
- [Practical Guidance Training Resources](#)
- [Training Centre Resources](#)
- **Helpline:** 1-800-387-0899

Westlaw Training Resources

- Trainer Contact: Teresa Verhoeven teresa.verhoeven@thomsonreuters.com 647-480-7245
- [Westlaw Canada Learning Centre](#) (How-To-Videos, Training Tips, etc.)
- [Criminal Source WL Guide](#)
- [Estates & Trusts Source WL Guide](#)
- [Working with Fillable Forms](#)
- [Family Source WL Guide](#)
- **Helpline:** 1-800-387-5164

vLex Training Resources

- Trainer Contact: Neha Humayun neha.humayun@vlex.com
- **vLex Resources for Librarians:** [Librarian's Guide 2021 \(strapiapp.com\)](#)
- Vincent Guide: <https://vlex.com/wp-content/uploads/2021/08/VincentAI-Online.pdf>
- Help Centre, FAQs, features: <https://kb.vlex.com/en/>

Are you new to this online resource world?

Do you want to learn how to help your lawyers find cases, articles or statutes, and rules?

Are you confused by "noting up" / KeyCite / Citators?

Do you want to learn or have a refresher on how to perform a Boolean search?

Where can I find an expert discussing the topic I need help with?

Get an overview of a legal issue in minutes using a variety of sources, including Textbooks, Articles, and the Canadian Encyclopedic Digest (the CED) aka Secondary Sources.

What are "Primary Sources"?

Cases & Legislation (Statutes, Regulations and Rules) are considered "primary sources".

Learn more about these in this session.

How do I find Case Law and Legislation?

- o Find a document using its name or citation (*ex. Swanson v. Swanson, 2004 CarswellOnt 5382* or *Family Law Act, s. 20(1)*).
- o Find relevant case law by using *The Canadian Abridgment Digests*
- o Learn how to use Plain Language and Advanced Boolean Searches
- o Refine your search results to quickly get the material you need

How do I make sure my cases or legislation are "good law"?

How do I Note-up a case or law?

Learn what Noting-up is as well as the flags and symbols that appear beside cases/legislation using their Citor: KeyCite Canada.

What time-saving tools are available?

- o Use Folders to store, organize, and share your research
- o Annotate documents
- o Copy with Reference to quickly download your case/law with a reference note of where it is from

Please contact [Teresa Verhoeven](#) @Westlaw Canada to find out when the next Beginner Sessions will be held.

Or [Gordon Brough](#) @LexisNexis Canada for a Lexis Training session for Beginners.

LiRN Roundtable of eResources

Pia Williams and Betty Dykstra hosted a helpful roundtable (Feb. 2022) with illustrating examples of which resources could be used to answer a variety of questions. Their Questions, as well as a useful Cheat Sheet, are available on the LiRN website. You can use their questions to experiment with learning to use these resources. A video and the handouts from this session are on the [Learn with LiRN! page](#) of the LiRN website.

Boolean Searching

What is Boolean Searching?

Boolean searches allow you to combine words and phrases using the words AND, OR, NOT (known as Boolean operators) to limit, broaden, or define your search. A good researcher should know how to do a Boolean Search.

Boolean searching is built on a method of symbolic logic developed by George Boole, a 19th century English mathematician.

AND: Using AND narrows a search by combining terms.

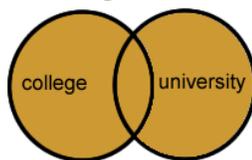
OR: Using OR broadens a search to include results that contain either of the words you're looking for.

NOT: Using NOT will narrow a search by exclusion. (Some search engines, like Google, recognize the minus (-) symbol, instead of the word NOT).

Quotations: Placing quotations around a specific phrase will help you narrow results in order to find information containing that exact wording.

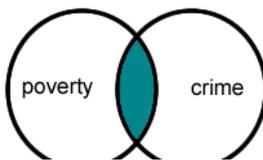
OR logic

college OR university



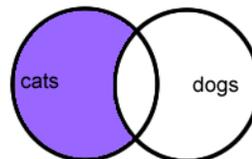
AND logic

poverty AND crime



NOT logic.

cats NOT dogs



Source: [New York Public Library](#)

Recommended video tutorials:

- [Boolean Searching Essentials – Common Operators](#)
- [Boolean Searching Key Contents.](#)

NOTE: Knowledge of Boolean searching is not mandatory; this is offered to explain a more sophisticated way to search that has long been used by librarians and lawyers. Westlaw, LexisNexis and vLex have great search engines that use “natural language” search algorithms that produce excellent results without having to use Boolean logic.

WESTLAWNEXT® CANADA

How to structure a Boolean Search Using Westlaw Canada

To run a Boolean Terms and Connectors search, preface your search with the adv: command and include recognized

Boolean connectors in your query. Example: adv: picketing and (mall /p “shopping centre”)

| Symbol | Definition |
|-------------------------|---|
| a space (OR) | Retrieve any or all terms. This is the default connector. Example: car automobile |
| & (AND) | Retrieve all search terms. Example: narcotics & warrant |
| /p | Retrieve search terms in the same paragraph. Example: hearsay /p utterance |
| +p | Retrieve the first term preceding the second within the same paragraph. Example: appeal +p held |
| /s | Retrieve search terms in the same sentence. Example: design /s defect |
| +s | Retrieve the first term preceding the second within the same sentence. Example: impaired +s driving |
| /n | Retrieve search terms within n terms of each other (where n is a number). Example: support /3 payment |
| +n | Retrieve the first search term preceding the second by n terms (where n is a number). Example: justice +3 McLachlin |
| “ ” | Retrieve terms in this same order. Example: “attractive nuisance” |
| % (but not) | Exclude documents containing search terms following the percent symbol. Example: (support /3 payment % spousal) |
| ! (Root Expander) | Contains all terms that begin with the root term. Example: negligen! retrieves negligent, negligence, negligently |
| * (Universal Character) | Replaces one character only. Example: gr*w retrieves grow, grew; jur** retrieves jury, juror, practi*e retrieves practice or practise, li*en*e retrieves licence, license |
| # (Exactly as typed) | Will not contain plurals or equivalents for the term. Example: #perm retrieves perm (but not permanent) |

Order of Processing: Connectors are processed in the following order: “ ” (phrase), space (or), +n, /n, +s, /s, +p, /p, Parentheses can be used to change the order of the search.

Each Vendor uses their own proprietary Boolean searches but they are mostly slight variations. Consult their online Training Resources page for further information.

Lexis Nexis Boolean Searching

LN Training Guides including [Boolean Searching Tip Sheets](#), Videos and much more for each Resource.

| Google Command | How it works | Example |
|---|---|--|
| AROUND(X) | Proximity: Searches for words around each other | bitcoin AROUND(5) regulation |
| - | Excludes words or websites from your search | US Presidents -Trump |
| OR | OR must be in caps to work as a command | cryptocurrency OR blockchain |
| filetype: | Search for a specific type of document such as a government report PDF (other extensions are available) | Law commission of Ontario filetype:PDF |
| site: | Use Google to search a specific site | paralegals site:lso.ca |
| intitle: | Search for words in the title of the website only | intitle:accesstojustice |
| * | Use an * where any word can be placed | best * in Canada |
| (...) | Use to command google to search (contents) first then next search terms | (best OR worst) wordle clue |
| .. | When placed between two numbers returns a range of those numbers | laptops \$ 200..\$500 |
| Calculator | Type in numbers including square root, etc. Cannot be used with Quotations, or spaces | 5*9+(sqrt 10) |
| Related: | Returns other websites that are similar to queried website | related: ontariocourtforms.ca |
| @social media | Search results that match a social media site | Justin Trudeau @twitter |
| #specific hashtag | Search results that include a specific #hashtag | #sccappeal |
| Advanced Search | Look up other Advanced Search Options on Google such as DATE RANGE (up to a year) or REGION | http://www.google.com/advanced_search |
| Search Anonymously | Use DuckDuckGo if you wish to visit a website anonymously (without leaving a trace that you have visited it) or just looking for an alternative to Google. | www.duckduckgo.com |
| Historical Versions of a Website | WayBackMachine: Allows you to see a website in a particular time range – Does not work on all websites | https://archive.org/web/ Example: www.lsuc.on.ca |

LiRN Website

LiRN's website that has a News blog, Resources for Lawyers, Resources for Library staff as well as Governance documents.

<http://www.lirn.ca>

- Home:
 - Governance
 - Board of directors and staff
 - Strategic Plan
 - Annual Reports and more
- ELiRN suite of electronic resources
- Resources for Licensees (Lawyers)
 - Free Legal Research Resources
 - Legal News & Blogs
 - Research Resource Training
- LiRN Library Staff (see below)

To login:

Visit this link to register as a member: <https://lirn.ca/register/library-staff/>

Once registered, you will have access to all of the resources on *LiRN Library Staff*:

- [LiRN Communications Chart](#)
- [LiRN and Library Reporting Requirements](#)
- [Budget Submissions and Reporting](#)
- [Professional Development for Library Staff](#)
- [Learn with LiRN!](#)
- [Support the Supporter](#)
- [Professional Organizations for Librarians](#)
- [Resources for Librarians](#)

Ontario Courts

Daily Court Lists

Daily court lists for the Superior Court of Justice & Ontario Court of Justice.

The Daily Court List includes the case name, time, room number, and reason for the court appearance.

Ontario Court of Justice

Practice Directions, Policies and Local Protocols

Superior Court of Justice

Civil, Criminal, Family Proceedings, Divisional and Small Claims Courts

Court of Appeal of Ontario

Practice Directions, Rules, Forms, Current Hearings Lists

Ontario Court Forms

Includes Family Law Rules Forms, Rules of Civil Procedure Forms, Small Claims Court Rules

Ontario Ministry of the Attorney-General

News from MAG, Popular Topics, Glossary, Reports & Publications, Telephone Directory.

Ontario Tribunals

Tribunals Ontario is a group of 13 adjudicative tribunals that play an important role in the administration of justice in Ontario. It does not include the [Ontario Securities Commission](#), [LSO Tribunal](#) and a few other tribunals.

Tribunals included: Assessment Review Board, Animal Care Review Board, Child and Family Services Review Board, Criminal Injuries Compensation Board, Custody Review Board, Fire Safety Commission, Human Rights Tribunal, Landlord & Tenant Board, Licence Appeal Tribunal, Ontario Civilian Police Commission, Ontario Parole Board, Ontario Special Education Tribunal, Social Benefits Tribunal.

Most Tribunal decisions can be found on CanLII.

CanLII – Ontario and Canadian cases

Court Cases for all Canadian jurisdictions & Court levels including Tribunals can be found on CanLII as well as commentary and a citator to note-up decisions.

Legislation – Ontario & Federal

Ontario Laws and Regulations – e-Laws

Current, Consolidated Laws, Regulations and Amendments (Source Law), Legislative Tables.

Ontario Bills

Bills before the Ontario Legislature / Queen’s Park. Debates, Speeches. Links to M.P.P.s, Legislative Business

[Ontario Gazette](#)

The official publication for government’s public notices, proclamations of new statutes, and New Regulations.

Federal laws and Regulations

Dept of Justice provides current, consolidated Statutes and Regulations.

Federal Bills

LegisInfo provides Bills, Debates, First, Second and Third Readings of Bills, Speeches as well as Background materials.

[Canada Gazette – Parts I, II, III](#)

The Gazette provides official Government Notices & Proposed Regulations (Part I), new Federal Regulations (Part II) and new federal Statutes (Part III).

Case Law

CanLII

Comprehensive Canadian Case law and legislation as well as expert commentary and citators.

[CanLII Connects](#), hosts a database of case commentary including book, law journals and case summaries by the legal community. This commentary is linked to and from the caselaw on CanLII.org. Click [here](#) to browse.

CanLII was founded and is paid for by the lawyers and notaries who are members of Canada’s provincial and territorial law societies, which comprise the [Federation of Law Societies of Canada](#).

Supreme Court of Canada

Cases, Leaves to Appeal, Hearing Schedules, SCC Act, Rules, Notices to the Profession, Resources.

Federal Court of Canada

The Federal Court only hears cases governed by the Canadian Constitution which includes following areas of law: Aboriginal, Maritime, Intellectual Property, National Security, Citizenship & Immigration, Tax.

Cases, Schedules, Act, Rules, Notices to the Profession, Resources such as Checklists.

Tax Court of Canada

Cases, Hearing Calendars, Act, Rules, Notices to the Profession and other resources.

BAILII

British / Irish Case law & legislation, European Union case law, Law Commission reports, and more.

US LII

Cases, Legislation incl. Uniform Commercial Code, Legal encyclopedia, State Resources, Legal Topics.

Canadian Research Guides

Great Library Research Guides

Guides on how to use the catalogue, how to find Forms & Precedents, Legislation, International law as well as topical research guides.

[Canadian Legal Research and Writing Guide](#) (formerly the Best Guide to Canadian Legal Research). 2018
CanLIIDocs 161

[Legal Research Manual](#) - Queen's Law Library

Detailed overview of case law research, Noting-up, Research Steps, International law.

[Research Guides](#) - Bora Laskin Law Library (U of T)

Research Guides on all areas of law in Canada as well as Subject Research Guides and legal writing.

[Citation Guide Tutorial](#) – Queen's Law Library

Learn how to cite cases, statutes, and more using the McGill Citation Guide (9th ed.)

Abbreviations Guide

Guide to finding citation abbreviations (Canada & US & Commonwealth)

[Legal Reference Sources](#) – Windsor Law Library

Links to Dictionaries, Words & Phrases, Encyclopedia, Forms, etc.

[Current Awareness Guides](#) – Osgoode Hall Law School - York University Law Library

How to set up alerts to monitor legal news online for the SCC, Lawyers' Daily, Blogs, CanLII, and more.

Links above are to **Canadian Law Schools in Ontario**. You can also use their online catalogues.

Commentary Resources

Lawyers Daily

Canadian lawyers' online newspaper published by LexisNexis.

FeeFieFoeFirm.com

Search for law firm commentary about developing legal news or trends in Canada or the US.

Slaw.ca

Canada's online legal magazine.

Canadian Law Blogs

An extensive list of Canadian blogs by Practice Areas, Province, Category and Latest.

Investment Executive (Canadian business news)

The leading news destination for Canada's financial professionals. It delivers complete, comprehensive and up-to-date information including breaking business news.

Social Science Research Network aka SSRN.com

Extensive collection of Canadian / International articles in the social sciences realm. Some articles are \$\$\$.

Resources for the Public

LSO – Find a Lawyer

LSO Finder will give you the name of a lawyer or licensed paralegal who will provide a free consultation of up to 30 minutes to help you determine your rights and options, provided we have a match available.

Legal Aid Ontario

How to Apply, Family, Criminal, Domestic Violence, Mental Health, Refugee and Immigration

CLEO

Community Legal Education Ontario - clear and practical legal rights education and information

Steps to Justice

Step-by-step information about Legal Problems in Ontario. (Targeted at General Public).

Family Law Information Centre

Services and resources offered at Ontario's Family Law Information Centres

Ontario Business Registry

New Ontario Business Registry allows businesses and not-for-profit corporations to complete over 90 transactions online, including registering, incorporating, and updating their information.