

How to Create a CanLII Alert with Lexbox

2019

Table of Contents

Introduction	<u>3</u>
Create an account in Lexbox	<u>4</u>
Lexbox	<u>4</u>
CanLII	<u>5</u>
Manitoba Alerts	<u>6</u>
Begin Searching.....	<u>6</u>
Setting up the Alerts	<u>8</u>

Introduction

The purpose of this guide is to explain how to set up alerts from CanLII using Lexbox. This guide will explain how to sign up for a (free!) account, how to set up alerts and how to create folders.

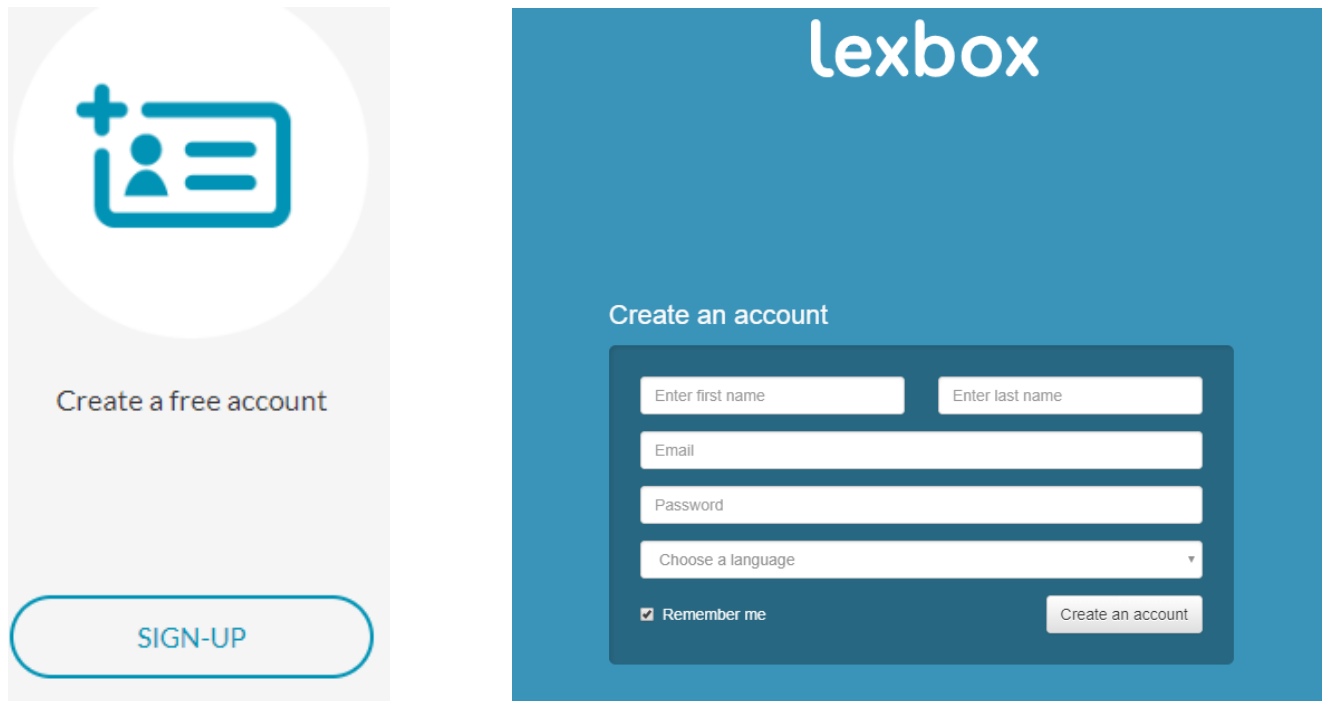
Visit [Lexbox](#) for more tips.

Lexbox is compatible with the following websites:

- [Supreme Court of Canada](#)

Create an account in Lexbox





1. Set up a free-standing [account](#) for Lexbox by filling in the required information.



The image shows two parts of the Lexbox account creation process. On the left, a light gray card features a blue icon of a person with a plus sign, the text "Create a free account", and a rounded "SIGN-UP" button. On the right, a blue background displays the "lexbox" logo and a "Create an account" form. The form includes input fields for "Enter first name", "Enter last name", "Email", and "Password", a dropdown menu for "Choose a language", a checked "Remember me" checkbox, and a "Create an account" button.

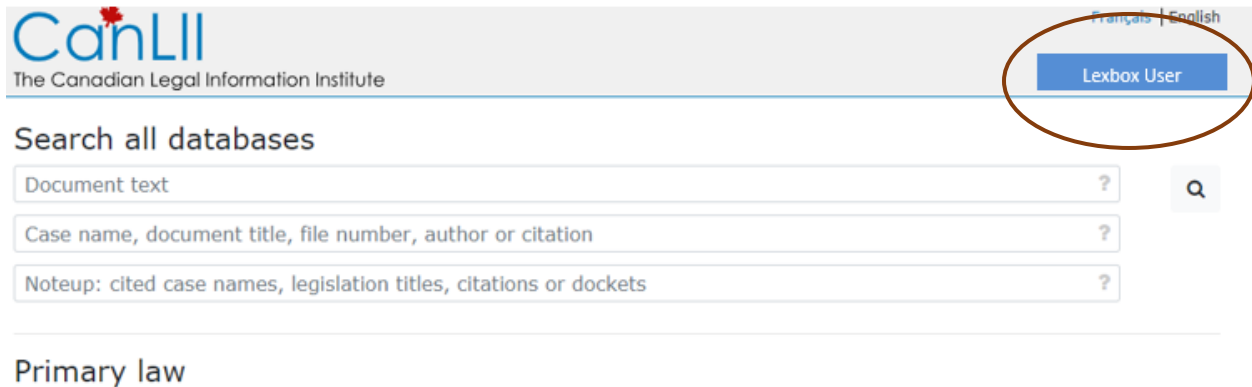
Lexbox

Through the Lexbox homepage, you can:

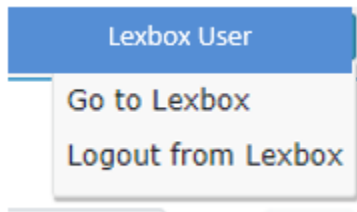
 My Lexbox	
 Recent history	→ View your recent history
 My alerts	→ View your current alerts
 My profile	→ View and make changes to your profile information

CanLII

Now that you have logged into Lexbox, when you open [CanLII](#) you should see yourself logged in at the top right hand corner.



From CanLII you can go to your Lexbox homepage, or logout.



Manitoba Alerts

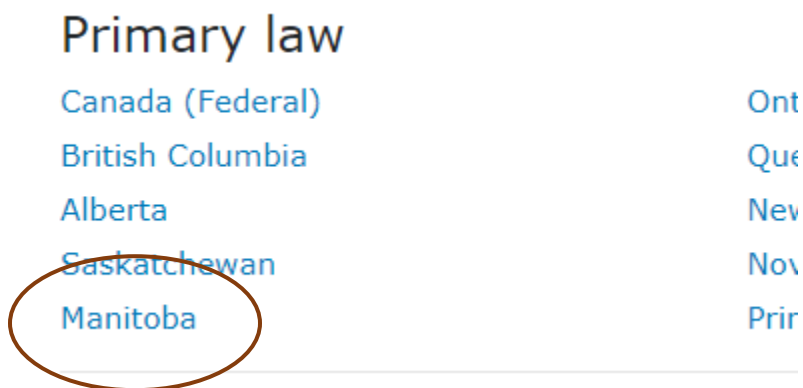
Now that you are familiar with the layout of Lexbox with CanLII, you can start setting up alerts.

This guide will show you how to make alerts for Manitoba decisions using the following docket information as your search terms:

- MBQB Civil "CI*"
- MBQB Family "FD*"
- MBQB Criminal "CR*"
- MBCA Civil "AI*"
- MBCA Family "AF*"
- MBCA Criminal "AR*"

Begin Searching

1. From the CanLII homepage select Manitoba



2. Select which court you would like to search. (This guide will show an example search for Queen's Bench Family decisions)

Courts

		Continuous coverage	Last update	Number of decisions
MBCA	Court of Appeal	1999 -	2019-03-27	5,132
MBQB	Court of Queen's Bench of Manitoba	2001 -	2019-03-29	6,387
MBPC	Provincial Court of Manitoba	2000 -	2019-02-28	942

Boards and Tribunals

3. Search in quotations the docket code followed by *



CanLII

Document text

"FD*"

Noteup: cited case names, legislation titles, citations or do

[All CanLII](#) [Cases](#) [Legislation](#) [Commentary](#)

Setting up the Alerts

1. From the search screen select *Set up alert feed*

The screenshot shows the CanLII search interface. At the top, there is a navigation bar with 'Home > Manitoba > Court of Queen's Bench of Manitoba' and language options for 'Français' and 'English'. A user profile for 'Allyssa McFadyen' is visible. Below the navigation bar is a search area with three input fields: 'Document text', '"FD*"', and 'Noteup: cited case names, legislation titles, citations or dockets'. There are filter tabs for 'All CanLII (3,091)', 'Cases (1,040)', 'Legislation (1)', and 'Commentary (0)'. Below the filters, there are options for 'All jurisdictions', 'Court of Queen's Bench of Manitoba', and 'Any date'. A 'Clear filters' button and a 'Most recent first' dropdown are also present. The 'Lexbox' section contains several buttons: 'Save this query', 'Set up alert feed' (circled in red), 'Email this query', 'Run a saved query', and 'Browse Lexbox'. Below the buttons, there is a list of search results, with the first one being 'Shore-Kalo v. Kalo, 2019 MBQB 39, FD 03-01-69719 — 2019-03-05'.

2. Go through the following steps

The screenshot shows a dialog box titled 'Set up alert feed'. The 'Name' field contains the text 'All documents; with title or citation "FD*"; limited to: Court of Queen's Bench of Manitoba'. The 'Folder' field contains 'Lexbox' and has a 'Browse' button next to it. The 'Tracking' field contains the text 'All documents; with title or citation "FD*"; limited to: Court of Queen's Bench of Manitoba; sorted by decision date'. The 'Notifications' field contains a dropdown menu with 'Only notify me on Mylexbox.com' selected and the text 'Expecting 3 alerts per month.' below it. At the bottom right, there are 'Cancel' and 'Ok' buttons.

- **Name:** Name the alert whatever you like. I will name this alert “QB Family”
- **Folder:** Make and select a folder

Set up alert feed [X]

Name: QB Family

Folder: Lexbox [Browse]

Tracking: All documents; with title or citation "FD*"; limited to: Court of Queen's Bench of Manitoba; sorted by decision date

Notifications: Only notify me on Mylexbox.com [v]
Expecting 3 alerts per month.

Cancel [Ok]

Choose a folder [X]

Lexbox

[New folder] Cancel [Ok]



Choose a folder [X]

Lexbox

QB Family [✓] [X]

[New folder] Cancel [Ok]

- **Tracking:** A description of what your alert is being created for.

- **Notifications:** You have an option of how many times you will be notified of your alerts. Choose what will suit your needs best.

Set up alert feed
×

Name:

Folder: Browse

Tracking: All documents; with title or citation "FD*"; limited to: Court of Queen's Bench of Manitoba; sorted by decision date

Notifications:
 Only notify me on Mylexbox.com ▾
Only notify me on Mylexbox.com
 Email me at most daily
 Email me at most weekly

Cancel
Ok

You can now see your alert in your Lexbox.

My Lexbox

Recent history

My alerts

My profile

My Lexbox

Type	Name ▲
	<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">QB Family</div> <div>1 item</div> </div>

Follow the above steps for the applicable [Manitoba docket information](#).

If you have any further questions or need assistance with any of the above information, do not hesitate to contact staff at the library and we'll be happy to help!



331-408 York Ave
Winnipeg, Manitoba
R3C 0P9

Phone: 204-945-1958

Email: library@lawsociety.mb.ca