

MANITOBA

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How to Create a CanLII Alert with Lexbox

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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.

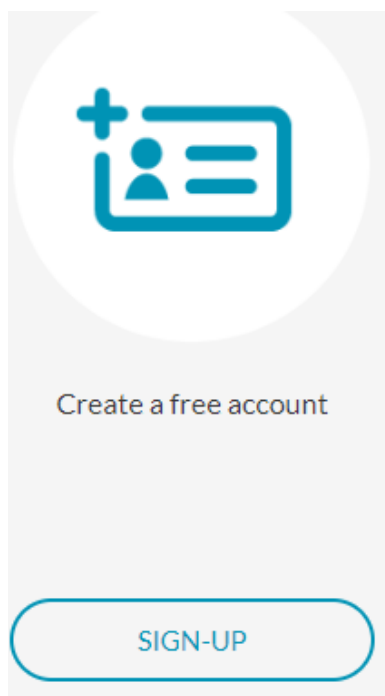
Visit [Lexbox](#) for more tips.

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.

A screenshot of the Lexbox account creation form. The background is a solid blue color with the "lexbox" logo in white at the top. Below the logo, the text "Create an account" is displayed. The form itself is a dark blue rounded rectangle containing several input fields: "Enter first name" and "Enter last name" (two small text boxes side-by-side), "Email" (a single text box), "Password" (a single text box), and "Choose a language" (a dropdown menu). At the bottom left of the form is a checked checkbox labeled "Remember me". At the bottom right is a button labeled "Create an account".

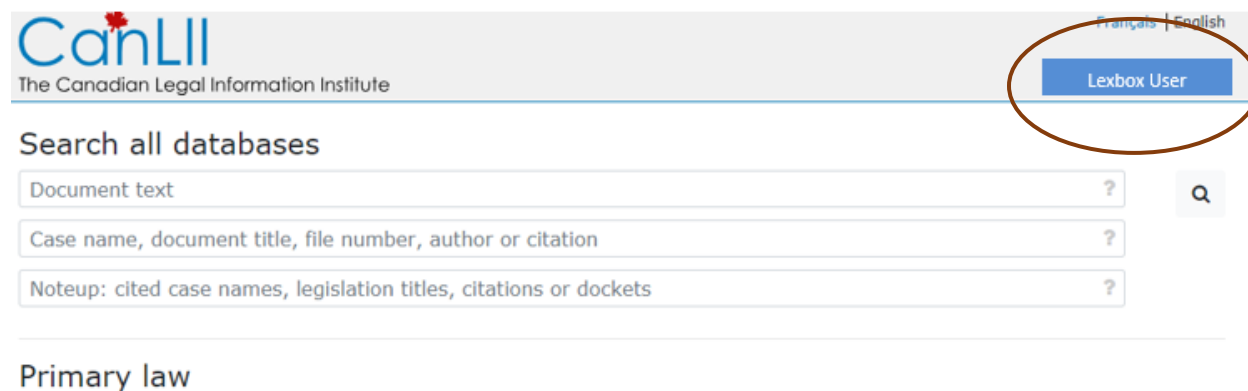
Lexbox

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

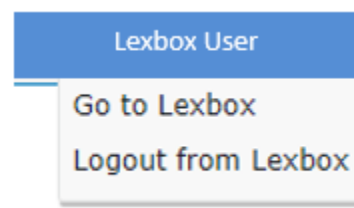
CanLII

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



The screenshot shows the CanLII website header with the logo and the text "The Canadian Legal Information Institute". In the top right corner, there are language options "Français | English" and a blue button labeled "Lexbox User", which is circled in orange. Below the header is a search section titled "Search all databases" with three search input fields: "Document text", "Case name, document title, file number, author or citation", and "Noteup: cited case names, legislation titles, citations or dockets". Below the search section is a section titled "Primary law".

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



The screenshot shows a dropdown menu for a user logged in as "Lexbox User". The menu contains two options: "Go to Lexbox" and "Logout from Lexbox".

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

Primary law	
Canada (Federal)	Ont
British Columbia	Que
Alberta	New
Saskatchewan	Nov
Manitoba	Prir

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

3. Search in quotations the docket code followed by *



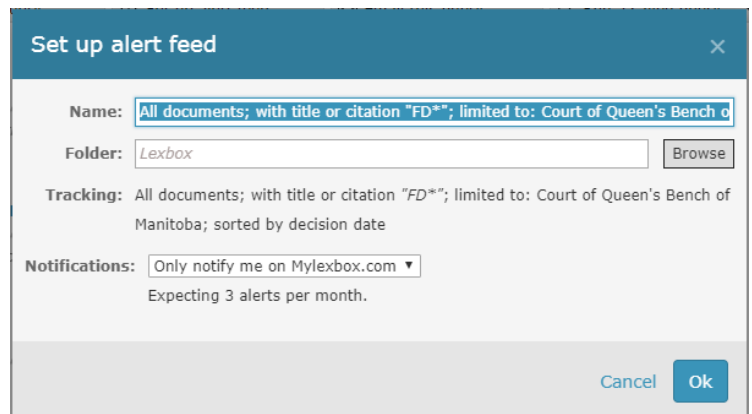
Setting up the Alerts

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



2. Go through the following steps

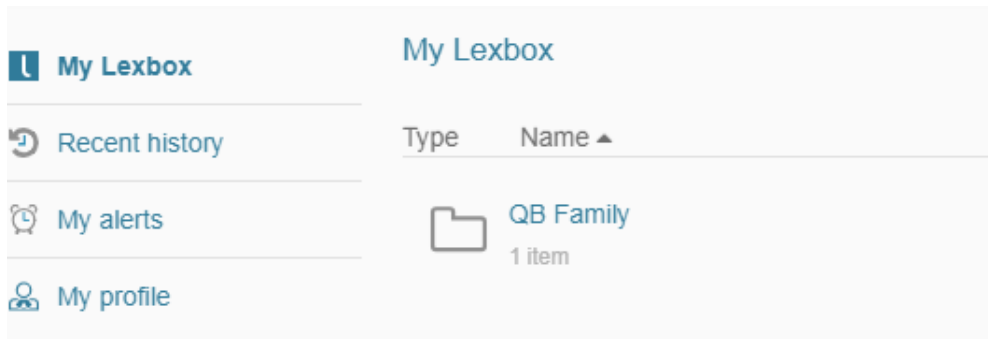
- **Name:** Name the alert whatever you like. I will name this alert “QB Family”



- **Folder:** Make and select a folder

- **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.

You can now see your alert in your Lexbox.



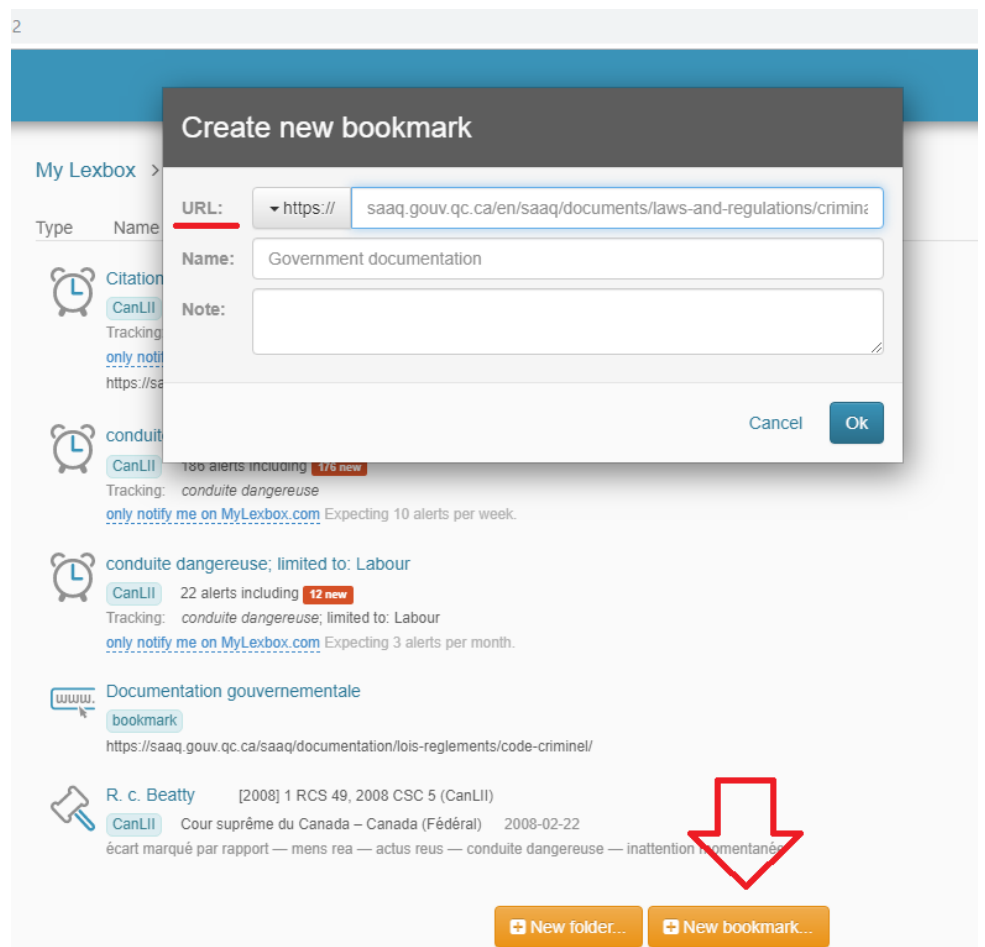
Follow the above steps for the applicable [Manitoba docket information](#).

Saving Bookmarks

Lexbox is also able to save bookmarks from anywhere to your folders, keeping your research all together in one place.

To bookmark a site chose your preferred folder in your Lexbox account.

Click the orange button titled "New Bookmark". A dialog box appears. Copy the URL of your choice from your browser navigation bar, and paste it in the box.



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



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