

MANITOBA

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How to Create a CanLII Alert with Lexbox

August 2021

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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.

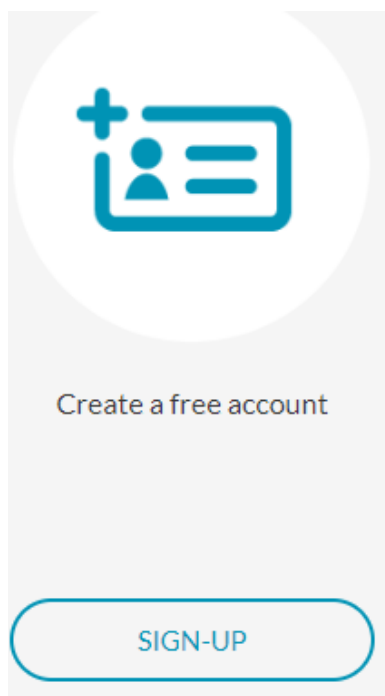
Visit [Lexbox](#) for more tips.

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.



Lexbox

Through the Lexbox homepage, you can:

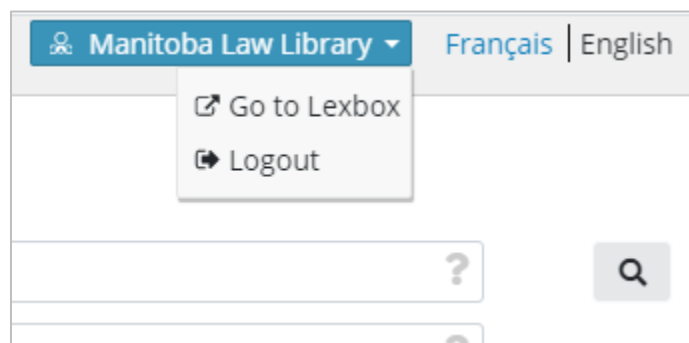
 My Lexbox	
 Recent history	→ View your recent history
 My alerts	→ View your current alerts
 My profile	→ View and make changes to your profile information

CanLII

Now that you have logged into Lexbox, when you open [CanLII](#) you should see yourself logged in at the top right hand corner. If you need to sign in again go to <https://app.mylexbox.com/>



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



Manitoba Alerts

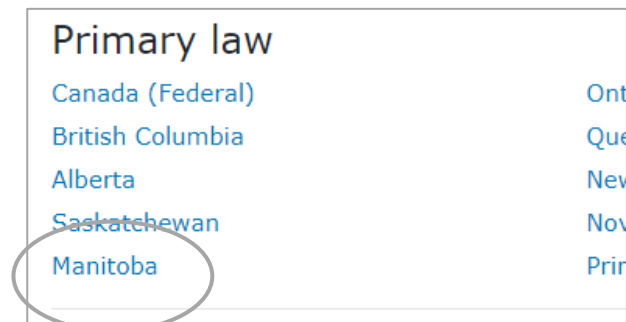
Now that you are familiar with the layout of Lexbox with CanLII, you can start setting up alerts.

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)

		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 *



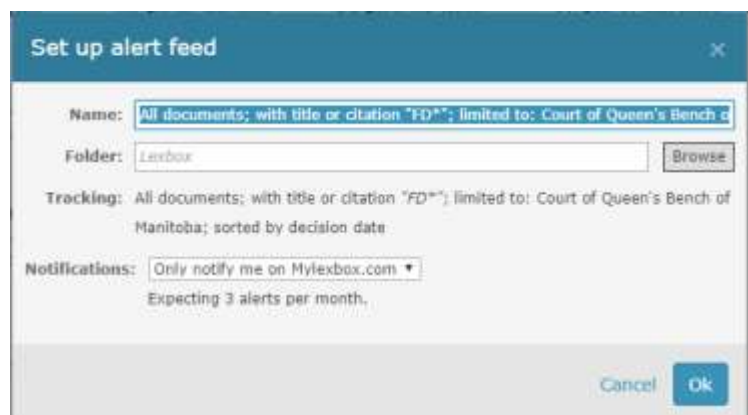
Setting up the Alerts

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

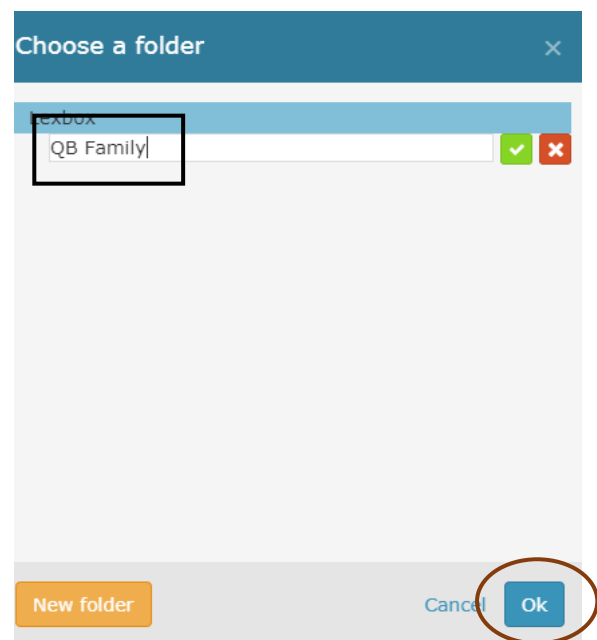
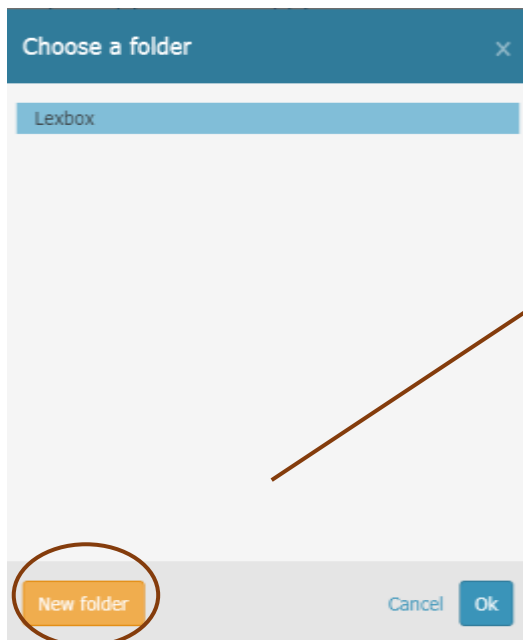


2. Go through the following steps

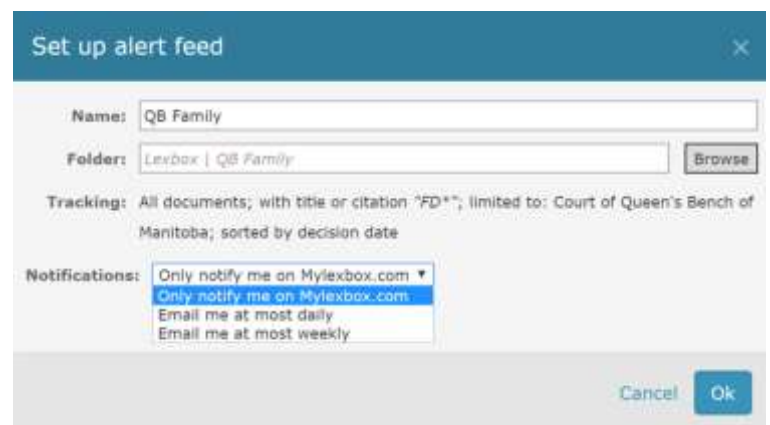
- **Name:** Name the alert whatever you like. I will name this alert “QB Family”



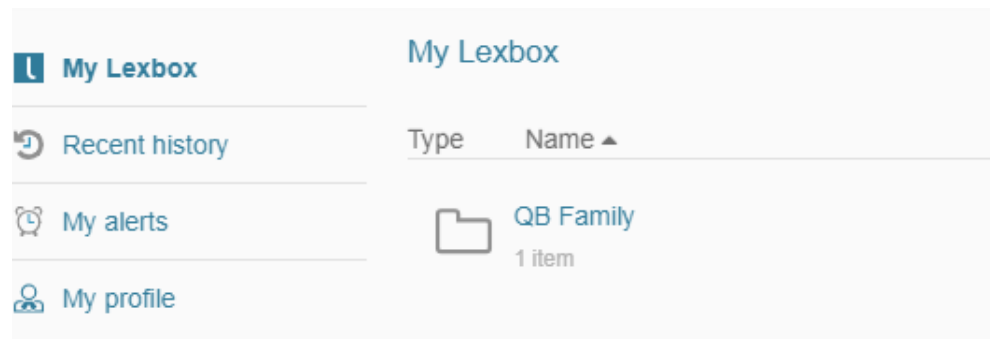
- **Folder:** Make and select a folder by clicking on 'Browse' and adding a "New Folder." Later alerts can now be saved in this folder or in a new one.



- **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.



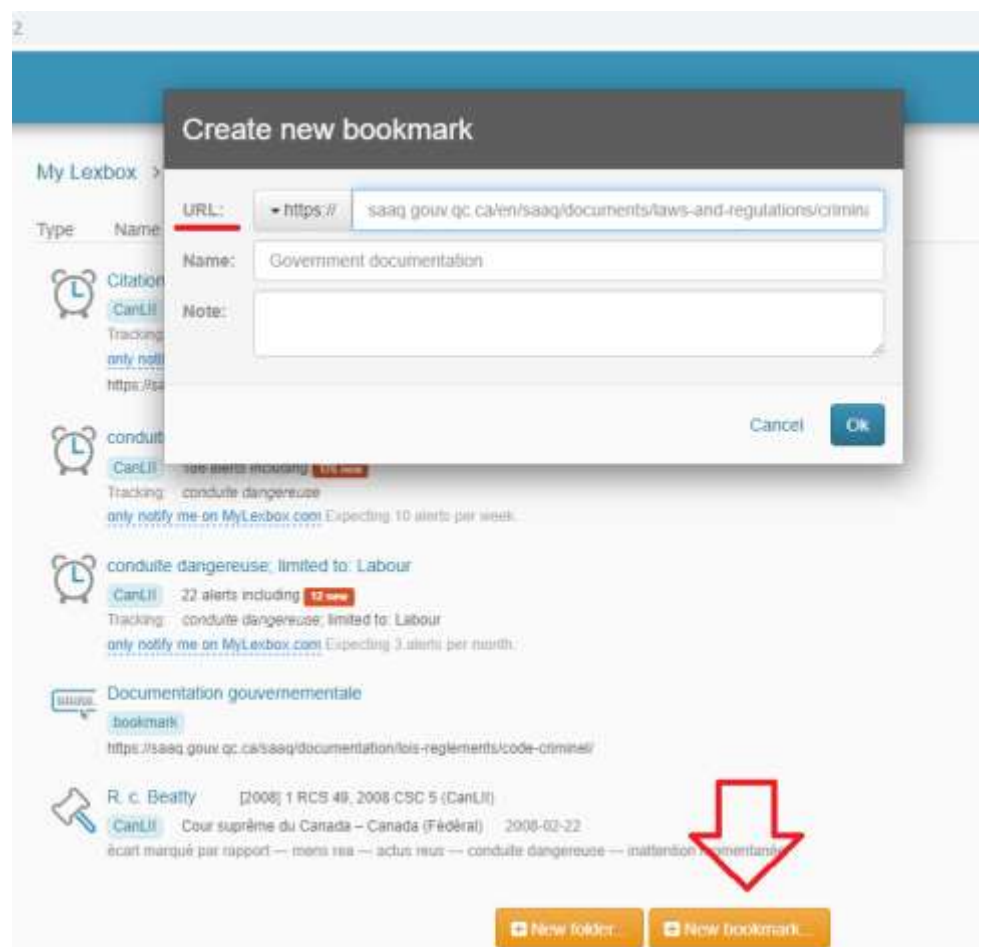
Follow the above steps for the applicable [Manitoba docket information](#).

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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