# 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 <u>Lexbox</u> 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 <u>account</u> for Lexbox by filling in the required information.

	lex	kbox
	Create an account	
	Enter finit name	Enter last name
	Einal	
Create a free account	Password	
	Choose a language	
	2 Remember me	Create an account
SIGN-UP		

#### Lexbox

Through the Lexbox homepage, you can:



#### CanLII

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

CanLII	🗸 Manitoba Law Library • Français	English
Search all databases		
Document text	?	Q,
Case name, document title, file number, author or citation	?	
Noteup/Discussion: cited case names, legislation titles, citations or dockets	2	

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

Primary law	
Canada (Federal)	Ont
British Columbia	Que
Alberta	Nev
Saskatchewan	Νον
Manitoba	Prir

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

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

 Search in quotations the docket code followed by \*

Car	۱LII	nome	- Homeoba - Court of Queen	
Document t	ext			
"FD*"				
Noteup: cit	ed case n	ames, legislat	ion titles, citations or	d
All CanLII	Cases	Legislation	Commentary	

### Setting up the Alerts

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

Ca	hLII	ma + Hanitoba - Court of Que	en's Bench of Manitoba		Françak Alvsen Ho	i Englisi Fadven •
Document	t text				.7	Q
"FD**					×7	
Noteup: c	ited case names, legi	slation titles, citations	or dockets		7	
AR CanLII	(3,091) Cases (1,040	) Legislation (1) C	Commentary (0)			
All jurisdictio	ns - Court of Queen's I	Jench of Manitoba - Any	date -	Clear filters Most recent fir	st- 🔳 i	# 3h
exbox	Save this query	10 Set up alert feed	Emuli this query	Q. Run a soved query 🔸 📴 Br	owie Lexbo	e
1.	Shore-Kalo V, Kalo, 2 Court of Queen's Bench of 5 prevention – stalking – ch	lanitoba — Manitoba	01-69719 — 2019-03-	05	0	W-6
11						

- 2. Go through the following steps
  - Name: Name the alert whatever you like. I will name this alert "QB Family"

Name:	All documents; with title or citation "FD""; limited to: C	ourt of Queen's Bench a
Folder:	Levbox	Browse
	All documents; with title or citation "FD"") limited to: Co Manitoba; sorted by decision date	ourt of Queen's Bench of
Notifications-	Only notify me on Mylexbox.com •	
ADDISCREDUIS:		

 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.

Name:	QB Family	
Folder:	Lexbox	Broose
	All documents; with title or citation "PD*"; limited to: Co Manitoba; sorted by decision date	urt of Queen's Bench of
tifications	Only notify me on Mylexbox.com *	
Annaeoons		



- **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.

L My Lexbox	My Lexbox
② Recent history	Type Name 🔺
My alerts	QB Family
🗟 My profile	T ILETT

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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