

MANITOBA

LAW LIBRARY

How to Create a CanLII Alert with myCanLII

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Introduction

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

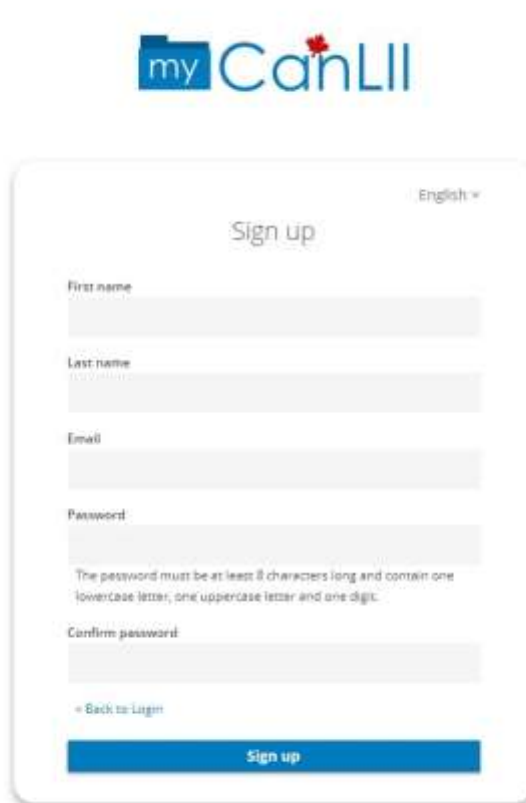
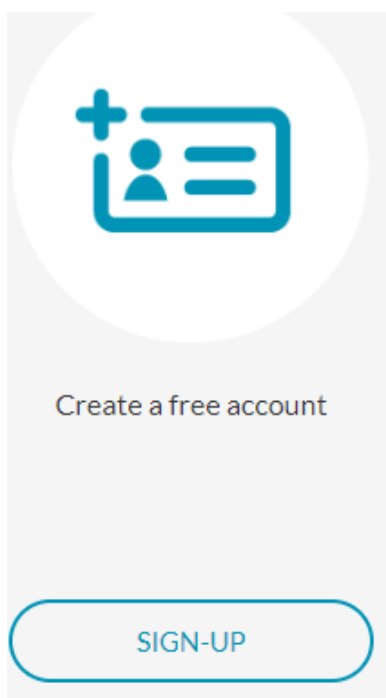
Visit [Lexbox](#) for more tips.

myCanLII is compatible with the following websites:

- [Supreme Court of Canada](#)

Create an account in myCanLII

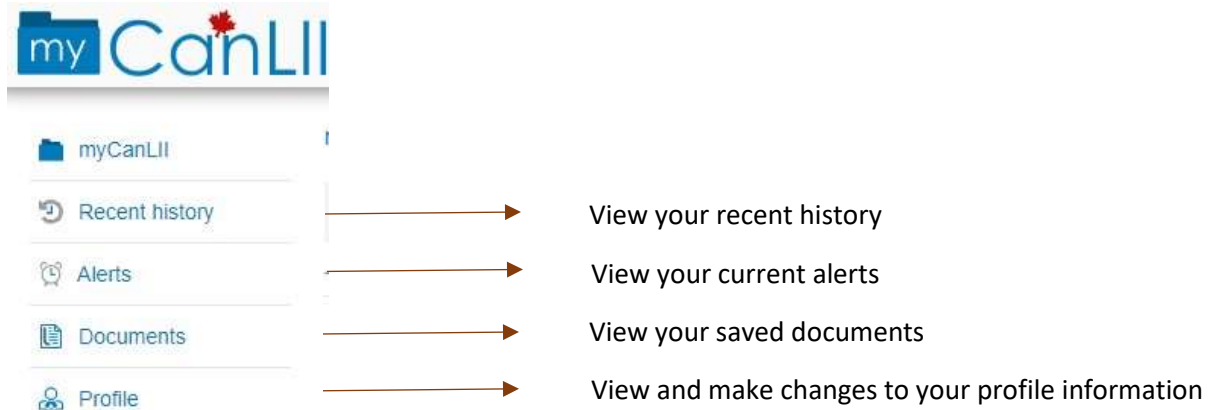
1. Set up a free-standing [account](#) for myCanLII by filling in the required information.



lexbox
by lexum

myCanLII

Through the myCanLII homepage, you can:



The screenshot shows the myCanLII homepage navigation menu. It includes a folder icon for 'myCanLII' and four menu items: 'Recent history', 'Alerts', 'Documents', and 'Profile'. Arrows point from each menu item to a corresponding description:

- Recent history → View your recent history
- Alerts → View your current alerts
- Documents → View your saved documents
- Profile → View and make changes to your profile information

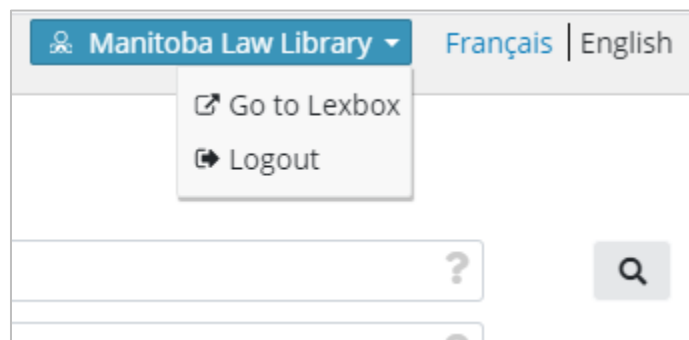
CanLII

Now that you have logged into myCanLII, 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://my.canlii.org/>



The screenshot shows the CanLII homepage. The user name 'Manitoba Law Library' is circled in the top right corner. Below the header is a search bar with the text 'Search all databases' and three input fields for search criteria: 'Document text', 'Case name, document title, file number, author or citation', and 'Noteup/Discussion: cited case names, legislation titles, citations or dockets'. A search button is located to the right of the input fields.

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



The screenshot shows the user menu on the CanLII homepage. The user name 'Manitoba Law Library' is displayed in a blue box. Below it, a dropdown menu is open, showing two options: 'Go to Lexbox' and 'Logout'. The search bar and search button are visible below the menu.

Manitoba Alerts

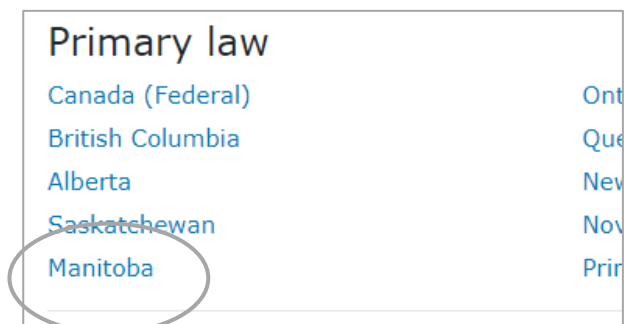
Now that you are familiar with the layout of myCanLII with CanLII, you can start setting up alerts.

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

- MBKB Civil "CI*"
- MBKB Family "FD*"
- MBKB 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 King's Bench Family decisions)



A screenshot of a table titled "Courts" with a blue information icon. The table has five columns: Code, Name, Continuous coverage, Last update, and Number of documents. The row for "Court of King's Bench of Manitoba" is circled in blue.

Code	Name	Continuous coverage	Last update	Number of documents
MBCA	Court of Appeal of Manitoba	1999 -	2023-06-02	9,881
MBKE	Court of King's Bench of Manitoba	2001 -	2023-05-30	13,687
MBPC	Provincial Court of Manitoba	2000 -	2023-05-31	1,235

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*

CanLII

Home • Manitoba • Court of Queen's Bench of Manitoba

Français | English

Alyssa McFadyen

Document text

"FD*"

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

All CanLII (3,091) Cases (1,040) Legislation (1) Commentary (0)

All jurisdictions - Court of Queen's Bench of Manitoba - Any date - Clear filters - Most recent first -

lexbox Save this query Set up alert feed Email this query Run a saved query Browse Lexbox

1. Shore-Kalo v. Kalo, 2019 MBQB 39, FD 03-01-69719 — 2019-03-05
Court of Queen's Bench of Manitoba — Manitoba
prevention — stalking — children — husband — wife

2. Go through the following steps

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

Set up alert feed

Name: All documents; with title or citation "FD*"; limited to: Court of Queen's Bench of Manitoba

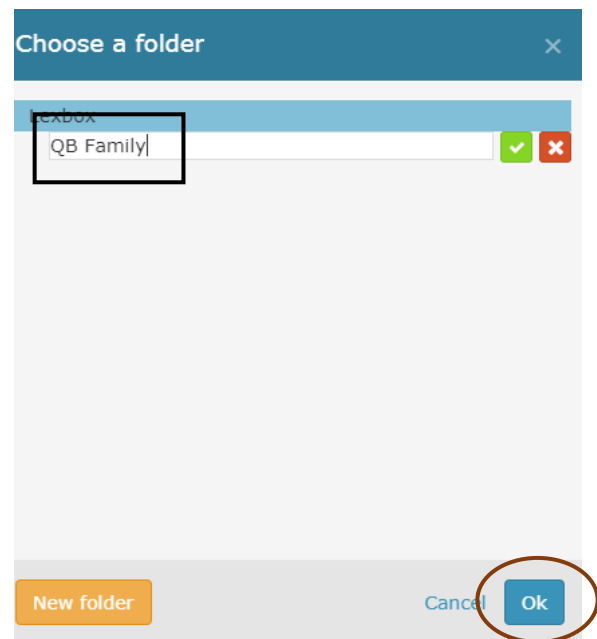
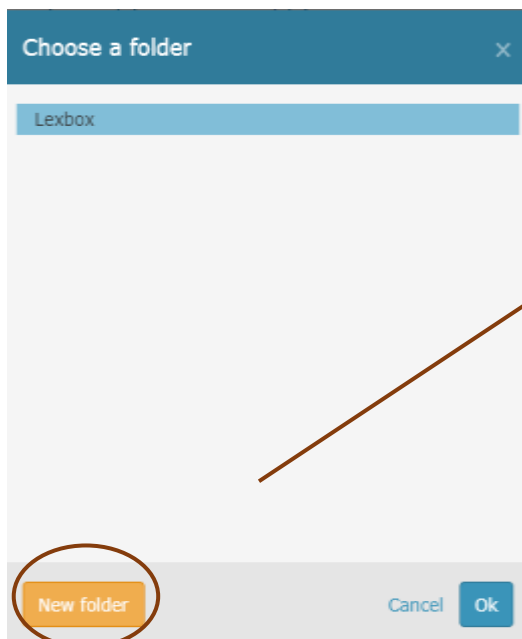
Folder: Lexbox Browse

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
Expecting 3 alerts per month.

Cancel Ok

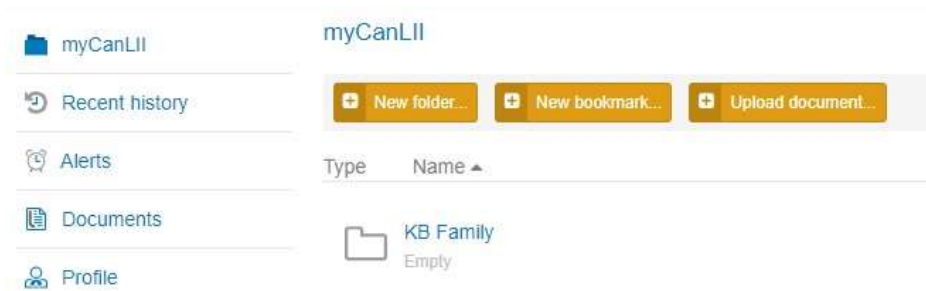
- **Folder:** Make and select a folder by clicking on 'Browse' and adding a "New Folder." Later alerts can now be saved in this folder or in a new one.



- **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 myCanLII.



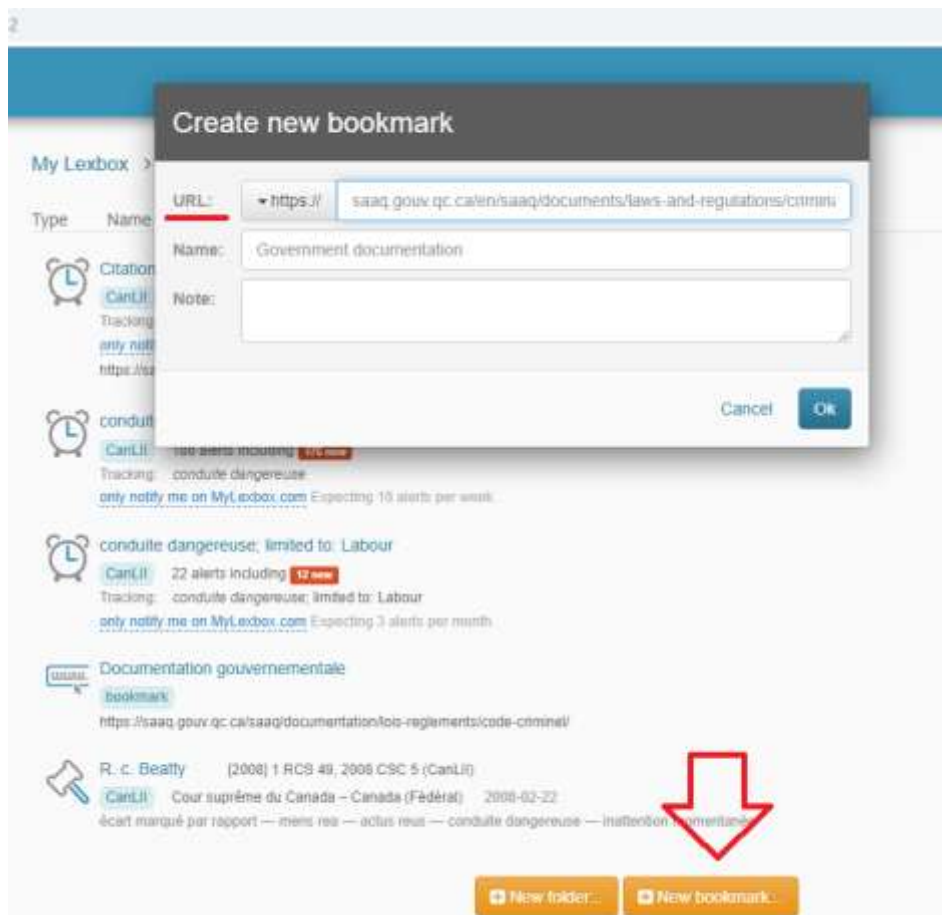
Follow the above steps for the applicable [Manitoba docket information](#).

Saving Bookmarks

myCanLII 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 myCanLII 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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