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I. Overview of Workbook

This student workbook is divided by chapter into areas of legal practice and provides exercises to build strength in transcription while honing skills related to legal citations, grammar, punctuation, listening, sound-alikes, and editing. All chapters contain the following structure:

A. Introduction

Each chapter's introduction provides a general overview of the areas of practice covered.

B. Terminology Exercise

Chapter exercises are based on the introduction of each area of practice.

C. Sound-Alike Exercise

A chapter exercise based on the sound-alike words provided.

D. Grammar and Punctuation Exercise

A chapter exercise allowing for the revision of sentences using the appendix at the end of the book. The content is related to the area of practice.

E. Proofreading Exercise

A chapter exercise allowing for the revision of a document, or a portion of a document, to be accurately edited using the appendix at the end of the book. The content is related to the area of practice.

F. Listening Exercise

A chapter exercise allowing for the filling-in of blanks in document text to be completed by listening to a voice file. The content is related to the area of practice.

G. Editing Exercise

A chapter exercise consisting of both a voice and a text file. The text file is to be edited to match the voice file.

H. Citation Exercise

Chapter exercises consisting of statutes, regulations, and case law for federal, provincial, and territorial legal citations.

I. Beginner Voice Files

Voice files consisting of letters, interoffice memoranda, emails, legal documents, tasks, and voice messages with basic vocabulary.

J. Intermediate Voice Files

Voice files consisting of letters, interoffice memoranda, voice messages, emails, tasks, and legal documents with more advanced vocabulary and word-processing techniques and that are longer in length.

K. Advanced Voice Files

Voice files consisting of letters, interoffice memoranda, voice messages, emails, legal documents, and memorandum of law—all of which may contain legal citations.

L. Edit Voice Files

Voice files consisting of verbal instructions of edits to be made to existing documents such as letters, interoffice memoranda, agreements, administrative documents, and legal documents.

II. Overview of Legal Transcription

Transcription is a common method of communication between lawyers and assistants. Lawyers dictate letters, memoranda, instructions to their assistants, and changes or paragraphs in legal documents. The lawyers can dictate at any time and in any location using hand-held devices. They dictate in their offices, cars, homes, airports, court-houses, or wherever it is convenient. For this reason, the quality of the dictation will vary due to background noises.

It takes some time to learn dictators' accents and practices in terms of punctuation, acronyms, and abbreviations. Some lawyers will provide the paragraph breaks, spelling, and punctuation, while others will leave it for you to do. Lawyers will dictate material and then tell you to delete it because they have changed their minds. They may also make changes at the end of the dictation because they have thought of something else they wanted to say. You will have to insert these changes into the keyed text. No dictation will be perfect from start to finish!

Transcription is a skill. It takes time to develop in order to work effectively. Transcription will strengthen your listening, grammar, punctuation, proofreading, editing, and vocabulary skills.

Transcription voice files are created by lawyers using various devices such as voice recorders, the voice recording function on an iPhone, iPad, Android, MP3 player, or another personal device. The voice files are then downloaded from the device to the assistant's computer using a USB connection.

Transcribing these downloaded voice files can be done using desk transcribers or computer software. You will require a computer software program to transcribe voice files in this workbook.

When transcribing, listen to a phrase or meaningful group of words and key it. When you become more experienced at transcription, you will be listening to the next group of words while you are keying the previous one. Listen to the dictator's voice to guide you for pauses, which will assist you in correct punctuation. If you don't understand a word, listen to it again. Listen to the words before and after the word you don't understand for context. Avoid introducing errors by using words that change the meaning of the dictation—do not key text that does not make sense! Instead, insert a

blank line into the text (_____) to remind you to obtain clarification. Ask the dictator for clarification to ensure accuracy. Once you have finished the transcription, you should listen to the voice file again and compare it with your keyed document for accuracy.

The resources that will assist you in transcribing are dictionaries (legal and general), client files, a thesaurus, the Internet, specialized reference books, and your own common sense.

III. Company Overview

The company we will be using throughout this workbook will be Berry & Asselin LLP (Limited Liability Partnership). It is a full-service law firm that practises in the following areas of law:

- A. Wills and Powers of Attorney
- B. Estates
- C. Real Estate
- D. Corporations
- E. Family Law
- F. Civil Litigation
- G. Criminal Law
- H. Intellectual Property
 - I. Landlord and Tenant
 - J. Small Claims
- K. Employment Law
- L. Immigration Law

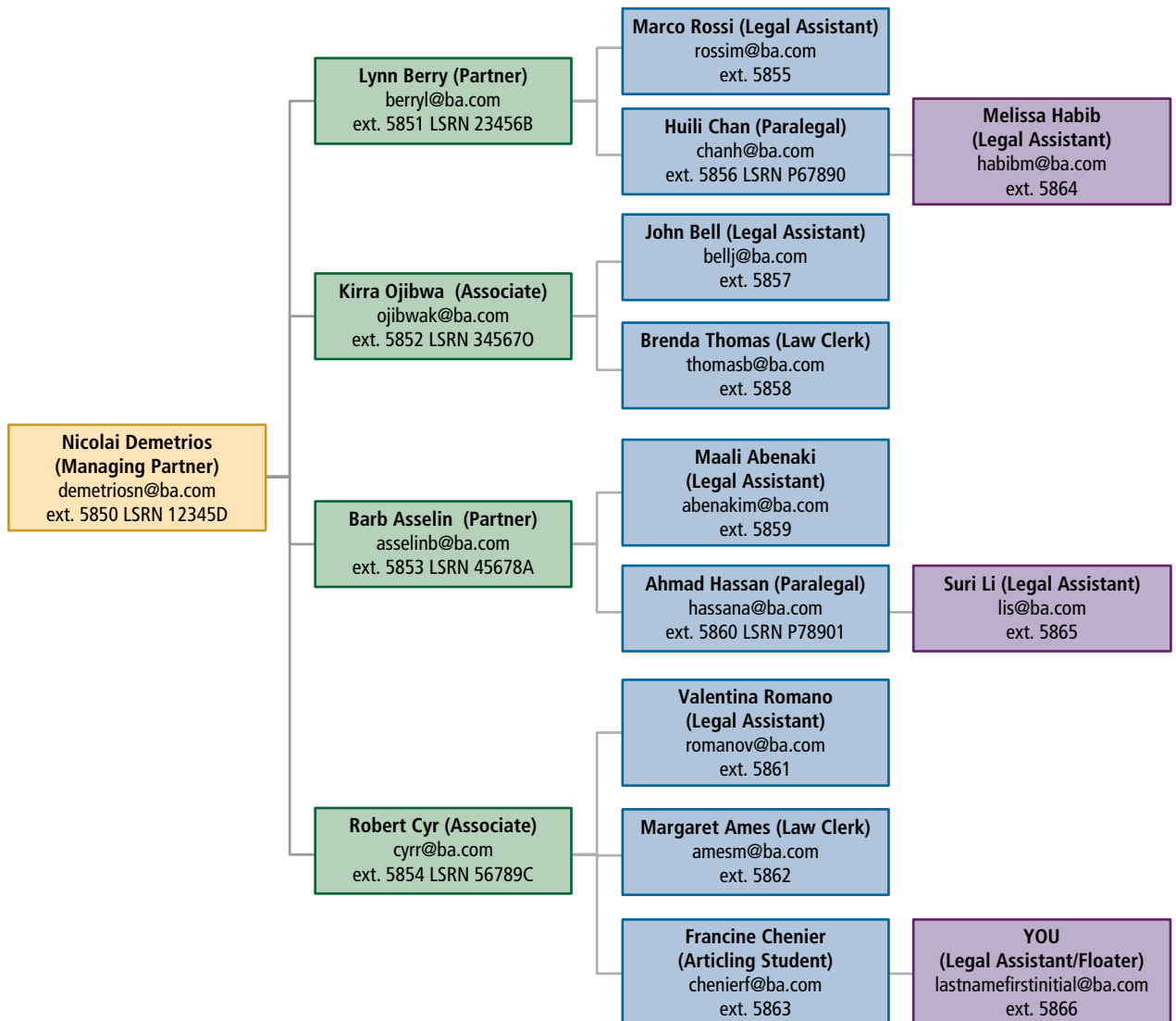
When the transcriptions in this workbook refer to correspondence, interoffice memoranda, emails, voice messages, or documentation from lawyers or staff of our firm, you will use an address of one of our satellite offices based upon where you are located. Your professor may also create a customized address for the firm. The choices are:

- A. Eastern Satellite Office:
 - Berry & Asselin LLP
 - One Justice Circle
 - Halifax, NS B3J 1H8
 - 902-425-9000 (telephone)
 - 902-425-1234 (fax)
 - www.berryasselin-llp.com
 - info@ba.com
- B. Central Satellite Office:
 - Berry & Asselin LLP
 - One Justice Circle
 - Toronto, ON M3J 1H8
 - 416-425-9000 (telephone)
 - 416-425-1234 (fax)
 - www.berryasselin-llp.com
 - info@ba.com

C. Western Satellite Office:
 Berry & Asselin LLP
 One Justice Circle
 Vancouver, BC V3J 1H8
 604-425-9000 (telephone)
 604-425-1234 (fax)
 www.berryasselin-llp.com
 info@ba.com

D. Customized Satellite Office:
 Alternatively, you can replace the city and province with your resident city and province or territory. Using the customized option, please change the first letter of the postal code to the one used in your municipality and insert your own area code in the phone numbers.

FIGURE 1.1 Hierarchy of Legal Personnel of Berry & Asselin LLP



Our law firm is comprised of lawyers (both partners and associates), paralegals, law clerks, legal assistants, and other administrative staff. Please refer to the organizational chart at Figure 1.1 for the hierarchy of the legal personnel of the firm.

Please refer to Figure 1.2 for a complete list of the administrative staff of the firm.

FIGURE 1.2 Administrative Personnel of Berry & Asselin LLP



floater

an administrative staff member who “floats” around the firm in different administrative positions, usually to fill in for staff who are sick or on vacation; also works on overflow duties when a particular staff member has more work than can be done by one person

You work at Berry & Asselin LLP as a **floater**. A floater is an administrative assistant who works on a variety of files for a variety of lawyers, instead of working for only one lawyer. A floater usually fills in for other administrative staff when they are sick or on holidays. Floaters also do overflow work when other administrative staff members are very busy and have more work than can be done by one person.

IV. Templates

Files have been created for your use as follows:

- A. Letterhead
- B. Interoffice memorandum
- C. Voice message
- D. Legal memorandum
- E. Email
- F. Variety of legal documents

V. Transcription Equipment

You will need the following equipment to be successful in transcription:

- A. Computer
- B. Internet connection
- C. Headphones (noise cancelling preferable)
- D. Transcription software

VI. Keys to Your Success

The keys to success in transcription are:

- Familiarity with legal terminology and documents
- Attention to detail
- Keying, proofreading, and editing accurately
- Listening accurately
- Following instructions accurately
- Familiarity with office equipment, software, and resources
- Time management and organizational skills
- Communicating clearly
- Excellent grasp of grammar and punctuation

VII. Legal Citations

Legal **citations** are written references to published or unpublished sources, and there are specific rules that must be followed when presenting a citation. The most common method of citing in Canada is the McGill Guide (*Canadian Guide to Uniform Legal Citation*). There are resources on the Internet that demonstrate this method.

Lawyers require citations to be listed in trial briefs, factums, memoranda of law, trial records, and other legal correspondence and documents. Citations are used to reference statutes, regulations, and case law to support legal stances.

An example of a citation is:

***Thomson v Thomson*, [1994] 3 SCR 551.**

This is a case that was heard in the Supreme Court of Canada and was published in the Supreme Court Reports in 1994, volume 3, at page 551.

It is your responsibility, as the legal assistant, to be able to accurately present the citations.

A. Workbook Citations

Each chapter has three primary sources of citations: statutes, regulations, and case law. Citations are from federal, provincial, and territorial jurisdictions.

citation

written references to published or unpublished sources

B. Chapter Citation Exercises

Each chapter has two exercises in writing citations. The first exercise has citations as units in a mixed order and they are to be rewritten in the proper order. The second exercise has the citations in the correct order; however, each citation has spacing, formatting, or punctuation errors, and the citations must be rewritten, correcting the errors in each citation.

C. Statutes

statute
law enacted by a
legislative body

Statutes are laws that have been passed by the legislative bodies at the federal, provincial, and territorial levels. They are referred to as acts.

Every year, Canada and each province and territory publish volumes containing all the new acts passed during the previous legislative year. These volumes of statutes (S) are identified by the year, such as Statutes of Canada 1989 (SC 1989) and Statutes of Ontario 1991 (SO 1991).

An example of a federal statute is:

Extradition Act, SC 1999, c 18.

This statute was created in 1999 and found in chapter 18.

An example of a provincial statute is:

Real Estate Act, SS 1995, c R-1.3.

This Saskatchewan statute was created in 1995 and is found in chapter R-1.3.

Note: Manitoba identifies statutes as Continuing Consolidation of the Statutes of Manitoba with an abbreviation of CCSM rather than SM.

Note: Nunavut statutes prior to April 1, 1999 appear as SNWT (Nu).

Note: When a year appears as part of a statute name, you do not omit it. An example is:

Highway 407 Act, 1998, SO 1998, c 28.

Note: Include “The” if it is part of the official title.

The Hunting and Fishing Heritage Act, SBC 2002, c 79.

At stated intervals, every ten years in Ontario, for example, all existing acts of Canada or the provinces and territories are published. Each act includes all amendments made to it since the last publication. The volumes are published and are known as revised statutes (RS); they are also identified by year, such as Revised Statutes of Canada 1985 (RSC 1985) and Revised Statutes of Ontario 1990 (RSO 1990).

An example of a federal revised statute is:

Access to Information Act, RSC 1985, c A-1.

This revised statute was created in 1985 and in found in chapter A-1.

An example of a provincial revised statute is:

Companies Act, RSA 2000, c C-21.

This Alberta revised statute was created in 2000 and is found in chapter C-21.

Note: Nunavut revised statutes prior to April 1, 1999 appear as RSNWT (Nu).

Citations consist of units, and there is a comma between each unit.

Each statute citation:

1. Starts with the name of the act (italicized):

Family Law Act

2. Is followed by a comma:

Family Law Act,

3. Lists the statute volume and the jurisdiction:

RSO [Revised Statutes of Ontario]

4. Lists the year of the act:

1990

5. Is followed by a comma:

1990,

6. Lists any supplements or editions in brackets:

(5th Supp)

Note: Do not use superscripts.

Note: Instead of using “nd” or “rd,” as in 2nd or 3rd, use just “d” for either, such as 2d or 3d.

7. Is followed by a comma:

(5th Supp),

8. Lists the chapter:

c F.3

Note: Always check to determine if a period or a hyphen is used in the chapter number. It varies by province. For example, Ontario uses a period and Alberta uses a hyphen.

9. Is followed by a comma:

c F.3,

10. Lists any sections or subsections, known as **pinpoint references** for sections, page numbers, line numbers, or paragraph numbers:

s 21

11. Ends in a period:

Family Law Act, RSO 1990, c F.3, s 21.

pinpoint reference
reference point of a certain page, paragraph, section, or line number within a statute, regulation, or court decision

FIGURE 1.3 Statute Citations

Title	Volume	Jurisdiction	Year	Chapter	Supplement	Pinpoint
<i>Family Law Act</i> ,	RS	O	1990,	c F.3,		s 21.
Cited: <i>Family Law Act</i> , RSO 1990, c F.3, s 21.						
<i>Family Law Act</i> ,	S	A	2003,	F-4.5.		
Cited: <i>Family Law Act</i> , SA 2003, c F-4.5.						
<i>Canada Elections Act</i> ,	S	C	2000,	c 9.		
Cited: <i>Canada Elections Act</i> , SC 2000, c 9.						
<i>Animal Pedigree Act</i> ,	RS	C	1985,	c 8	(4th Supp).	
Cited: <i>Animal Pedigree Act</i> , RSC 1985, c 8 (4th Supp).						
<i>The Adoption Act</i> ,	CCS	M,	N/A	A2.		
Cited: <i>The Adoption Act</i> , CCSM, c A2.						
<i>Child Day Care Act</i> ,	RS	NWT (Nu)	1988,	C-5.		
Cited: <i>Child Day Care Act</i> , RSNWT (Nu) 1988, c C-5.						
<i>The Powers of Attorney Act</i> ,	CCS	M,	N/A	P97.		
Cited: <i>The Powers of Attorney Act</i> , CCSM, c P97.						

D. Regulations

regulation
created by government
ministers and departments
as subordinate legislation to
outline the procedure or rules
for administering a statute

Regulations are referred to as subordinate legislation since they are made under the authority of a statute; however, they are not created by Parliament or a legislature. They are created by departmental or ministry officials who have the power to make regulations under the statute. They are the procedure or rules for administering that statute.

Regulations require, prohibit, or permit certain actions and set out a method of doing what is required or permitted. They also create penalties for not doing what is required or for doing what is prohibited.

Regulations, like statutes, are written in units with a comma between each unit. Each citation ends in a period.

Federal regulations are divided into two categories: revised (or re-enacted) and unrevised.

1. Revised or re-enacted federal regulations are listed as CRC (Consolidated Regulations of Canada). The order is the name of the regulation italicized, CRC, and the chapter number. The year of the revision is optional, but it is usually not included.

Defence Clothing and Equipment Loan Order, CRC, c 686.

- Unrevised federal regulations are listed as SOR (Statutory Orders and Regulations). The order is the name of the regulation italicized, SOR with the year and regulation number. The year is listed first, before the regulation number. Commencing in the year 2000, four digits are used.

Private Buoy Regulations, SOR/99-335.

Passenger Rail Transportation Security Regulations, SOR/2020-222.

Provincial and territorial regulations are also divided into two categories: revised and unrevised. Refer to Figure 1.19 for the correct provincial and territorial abbreviation.

- Revised provincial and territorial regulations are cited by name of regulation, jurisdiction and year, and regulation number.

Licences to Sell Liquor, RRO 1990, Reg 719.

Note: Yukon is an exception. YCO is a Commissioner’s Order and YOIC is an Order in Council.

Note: Nunavut regulations prior to April 1, 1999 appear as NWT Reg (Nu).

Note: Saskatchewan revised regulations are cited as name, RRS chapter number and regulation number and without commas except for after the name of the regulation.

The Adoption Regulations, RRS c F-7 Reg 1.

- Unrevised provincial and territorial regulations are cited by name of regulation, and jurisdiction with regulation number and year. If the year is 2000 or later, four digits are used rather than two in most provinces. In Ontario, two digits are used.

Licensed Practical Nurses Profession Regulation, Alta Reg 81/2003.

Passenger Transportation Vehicles, O Reg 418/21.

Note: Some provinces do not revise their regulations but will list them as **repealed** or **spent** and create a new regulation in its place.

Note: Nunavut revised regulations prior to April 1, 1999 appear as RRNWT (Nu).

repealed or spent
statutes or regulations
that are no longer in force
and rendered obsolete

FIGURE 1.4 Regulation Citations

Jurisdiction	Unrevised	Revised or Re-enacted
Canada	SOR	CRC
Provincial	[Provincial Code]Reg	RR[Provincial Code]
Cited: <i>COTC Pension Regulations, SOR/61-472.</i> <i>Aircraft Objects Regulations, SOR/2008-109.</i> <i>Air Cushion Vehicle Regulations, CRC, c 4.</i> <i>Bare Land Strata Regulations, BC Reg 75/78.</i> <i>Call Centres Telemarketing Sales Regulation, Man Reg 156/2007.</i> <i>Parks, RRO 1990, Reg 633.</i> <i>All-terrain Vehicles Regulations, RRNWT (Nu) 1990, c A-1.</i> <i>Pastures Regulations, RRS, c P-4.1, Reg 1.</i>		

E. Case Law

case law
decisions made by
judges at various levels
of the court system

precedents
decisions made by
judges at various levels
in the court system

Case law is also referred to as jurisprudence, and it is comprised of the decisions made by judges at various levels in the court system. They are commonly known as **precedents**.

Cases can be published or unpublished. When they are published, they appear in reporters, periodicals, and yearbooks.

Citing becomes more complicated at this point, as there are more citing rules. For instance, when citing company names, omit the periods in Ltd, Inc, and Co. If a company name has punctuation within it, do not omit the punctuation (for example, T.M.C. Incorporated).

To determine the publication order when there are multiple reportings, use the following order for citing:

1. Neutral—followed by parallel citations
2. Official reporter, such as Supreme Court Reports
3. CanLII
4. Semi-official reporters, such as Manitoba Reports
5. Unofficial reporter, such as Dominion Law Reports
6. Software programs, such as Quicklaw
7. Case digests, such as the Canadian Abridgment

1. Neutral Citations

Neutral citations are assigned to each case as decisions are made by the court. You should not create one if one is not available. Neutral citations are a naming method to identify a case, and they are not dependent upon a case being published in a report. A neutral citation consists of the year, court name and jurisdiction, and an assigned number by the court.

You can differentiate a neutral citation from a published one in that it refers to the court and not the reporter where the case was published. It is best practice to provide the reader with a minimum of two sources when citing. This may be a neutral citation and a second citation from another source, known as a parallel citation. **Always use the neutral citation first** after the title of proceeding (also known as the style of cause). Refrain from using *et al.* If there is more than one person in a party, cite only the first party.

An example of a neutral citation is:

***MacLellan v MacLellan*, 2001 NBCA 82.**

a. Title of proceeding:

MacLellan v MacLellan

b. Year of decision:

2001

c. Name of court and jurisdiction:

New Brunswick Court of Appeal

d. Decision number:

82

FIGURE 1.5 Neutral Citation Rules

Title of Proceeding	Neutral Citation	Parallel Citations
<i>R v Sharpe</i>	2001 SCC 2	[2001] 1 SCR 45 194 DLR (4th) 1
Cited: <i>R v Sharpe</i> , 2001 SCC 2, [2001] 1 SCR 45, 194 DLR (4th) 1.		
<i>R v Redhead</i>	2009 MBQB 314	248 Man R (2d) 1
Cited: <i>R v Redhead</i> , 2009 MBQB 314, 248 Man R (2d) 1.		

2. Parallel Citations

Parallel citations are additional citations for an opinion that is published in more than one place, such as the Supreme Court cases and the Manitoba Reports.

Court names are required if it is not obvious which court heard the case. Court names are not required for Supreme Court cases because it is obvious that it is the Supreme Court of Canada. They are also not required when neutral citations are used.

When the jurisdiction is obvious, the province or territory does not need to be included in the court name. For example, if the citation is reported in the Manitoba Reports (Man R), then the court can be (CA) for Court of Appeal, rather than (Man CA) for Manitoba Court of Appeal.

Never just include a neutral citation; always search for a published citation, perhaps using Quicklaw or Westlaw. Also, you are not required to cite all parallel citations. Your employer may direct you to select official reporters such as the Federal Court Reports and Supreme Court Reports, semi-official reporters such as Ontario Reports, or perhaps Dominion Law Reports, which is an unofficial reporter.

Citations can include pinpoint references, meaning the location of a certain page, paragraph, section, or line number. Citations can also include references to **supplements**.

Be consistent when keying your citations. In a law firm, you may be instructed on the preferred method of citation.

Case citations appear in the following order:

FIGURE 1.6 Case Citations

1.	Titles of proceedings, legislation, and regulations are italicized	<i>Dhillon v Dhillon</i> <i>R v Latimer</i> <i>Family Law Act</i> <i>Criminal Records Regulations</i>
2.	Square brackets [] Year is essential: indicates the year the decision was reported and is necessary to locate case	[2001] 1 SCR 45 [2001] 6 WWR 1
3.	Round brackets () Year is not essential: indicates the year the decision was made but is not necessary to locate case	(2001), 194 DLR (4th) 1

(Continued on next page.)

supplement

additional volume to support original document

4.	Comma after title of proceeding and before square brackets	<i>R v Jackson</i> , [1993]
5.	Comma after title of proceeding and round brackets	<i>R v Westergard</i> (2004),
6.	Reporters: no spaces after periods within the reporter	OR SCR
7.	Court names are in round brackets	(CA)
8.	Province or territory abbreviations only appear when not identified in the citations. There is no spacing when the provincial or territorial abbreviation is in uppercase letters	(Ont CA) (BCCA)
9.	Series or Supplements Series: ordinal numeral (no superscript) in round brackets Supplements: abbreviation capitalized in round brackets	(1st) (2d) (3d) (4th) (Supp)
10.	Additional Abbreviations Chapter Section, subsection Sections, subsections Paragraph(s) And others (Latin) Schedule	c s ss para(s) et al Sch
11.	Sequence of Case Law (see citation below) Title of proceeding (Year of decision) [Year of reporter] Volume Reporter Series (if any) Page Jurisdiction or court (if required)	<i>Hemingway v Smith</i> (1983), 1 Dominion Law Reports (4th) 205 (British Columbia Court of Appeal)
	<i>Hemingway v Smith</i> (1983), 1 DLR (4th) 205 (BCCA).	
12.	Sequence of Legislation (see citation below) Title Statute volume Jurisdiction Year (Session or supplement) Chapter Pinpoint	<i>Criminal Code</i> Revised Statutes Canada 1985 C-46 section 738, subsection 1
	<i>Criminal Code</i> , RSC 1985, c C-46, s 738(1).	

FIGURE 1.6 Case Citations (concluded)

13.	Parallel Citation with Name of Judge	
	Title of proceeding (Year of decision) [Year of reporter] Volume Reporter Series (if any) Page Jurisdiction or court (if required)	<i>R v Sharpe</i> , [2001] 1 Supreme Court Reports 45 Supreme Court of Canada (SCC)
	(Year of decision) [Year of reporter] Volume Reporter Series (if any) Page Judge	194 Dominion Law Reports (4th) 1 , McLachlin (Chief Justice of Canada)
	<i>R v Sharpe</i> , [2001] 1 SCR 45, 194 DLR (4th) 1, McLachlin C.J.	
14.	Neutral citation: appears after title of proceeding with no punctuation and before parallel citations; parallel citations are separated with a comma	2001 SCC 2
	<i>R v Sharpe</i> , 2001 SCC 2, [2001] 1 SCR 45, 194 DLR (4th) 1, McLachlin C.J.	
15.	All citations end with a period	
	<i>R v Sharpe</i> , 2001 SCC 2, [2001] 1 SCR 45.	

FIGURE 1.7 Case Law Citation Order

<i>Title of proceeding</i> ,
Neutral citation,
[Year of reporter]
Volume
Reporter
(Series)
Page
(Court).

(Continued on next page.)

FIGURE 1.7 Case Law Citation Order (concluded)

or

<i>Title of proceeding,</i>
[Year of reporter]
Volume
Reporter
(Series)
Page
(Court).

or

<i>Title of proceeding</i>
(Year of decision),
Volume
Reporter
(Series)
Page
(Court).

or

<i>Title of proceeding,</i>
Neutral citation,
Volume
Reporter
(Series)
Page
(Court).

or

<i>Title of proceeding,</i>
Neutral citation,
First citation,
Parallel citation.
(Judge optional).

FIGURE 1.8 Case Law Citation Order

Title of Proceeding	(Year of Decision)	Neutral Citation	[Year of Reporter]	Volume	Reporter	(Series)	Page	(Court)
<i>Hickey v Hickey,</i>			[1999]	2	SCR		518.	
Cited: <i>Hickey v Hickey</i> , [1999] 2 SCR 518.								
<i>R v Carpenter</i>	(1982),			142	DLR	(3d)	237	(Ont CA).
Cited: <i>R v Carpenter</i> (1982), 142 DLR (3d) 237 (Ont CA).								
<i>R v Nette,</i>		2001 SCC 78,	[2001]	3	SCR		488.	
Cited: <i>R v Nette</i> , 2001 SCC 78, [2001] 3 SCR 488.								

3. CanLII Citations

CanLII citations are electronic and complement the neutral citation for the case. The citation has the following components:

- a. *Title of proceeding*
 - b. The year of decision
 - c. CanLII identifier
 - d. Case number
 - e. Name of court
- No punctuation is used, as in a neutral citation.

Example:

Malamas v Stanoulis, 2009 CanLII 2321 (Ont Sup Ct).

If there is a neutral citation, it is used and CanLII is in brackets.

Example:

317326 Alberta Ltd v Competition Chevrolet Oldsmobile Ltd, 2004 ABCA 38 (CanLII).

Note: You should avoid citing with CanLII unless the case is not available through any other publisher.

F. Resources for Verifying Citations

If you are unfamiliar with citation rules, it is good practice to look up the citations for verification once you have keyed them. The best references to use are Quicklaw and Westlaw Canada; however, you may not have access to the software, as there is a charge for using it unless you have an education account.

The two most popular free sites for verifying citations are:

1. Supreme Court of Canada decisions, found at <http://scc-csc.lexum.com>. Use the advanced search feature and search by case name, neutral citation, report, case number, or title (Figures 1.9–1.11).

FIGURE 1.9 Supreme Court of Canada Website

SUPREME COURT OF CANADA

The Court | **Cases** | Judges | Act and Rules | Parties | Media | Visits | Library | Jobs

Home > Cases > Decisions and Resources > Canada Supreme Court Reports > Date: 2019

Help Print

Canada Supreme Court Reports

Search

[Advanced Search](#)

DATE	TITLE
	2019
	2018
	2017
	2016
	2015
	2014
	2013
	2012
	2011
2010	2009
2010	2008
2010	2007
2010	2006
2010	2005
2010	2004
2010	2003
2010	2002
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2000	1997
2000	1996
2000	1995
2000	1994
2000	1993
2000	1992
2000	1991
1990	1989
1990	1988
1990	1987
1990	1986
1990	1985
1990	1984
1990	1983
1990	1982
1990	1981

FIGURE 1.10 Supreme Court Judgments Advanced Search Page

SUPREME COURT OF CANADA

The Court | **Cases** | Judges | Act and Rules | Parties | Media | Visits | Library | Jobs

Home > Cases > Decisions and Resources > Advanced Search

Help Print

Advanced Search

ALL DATABASES | DECISIONS | RESOURCES

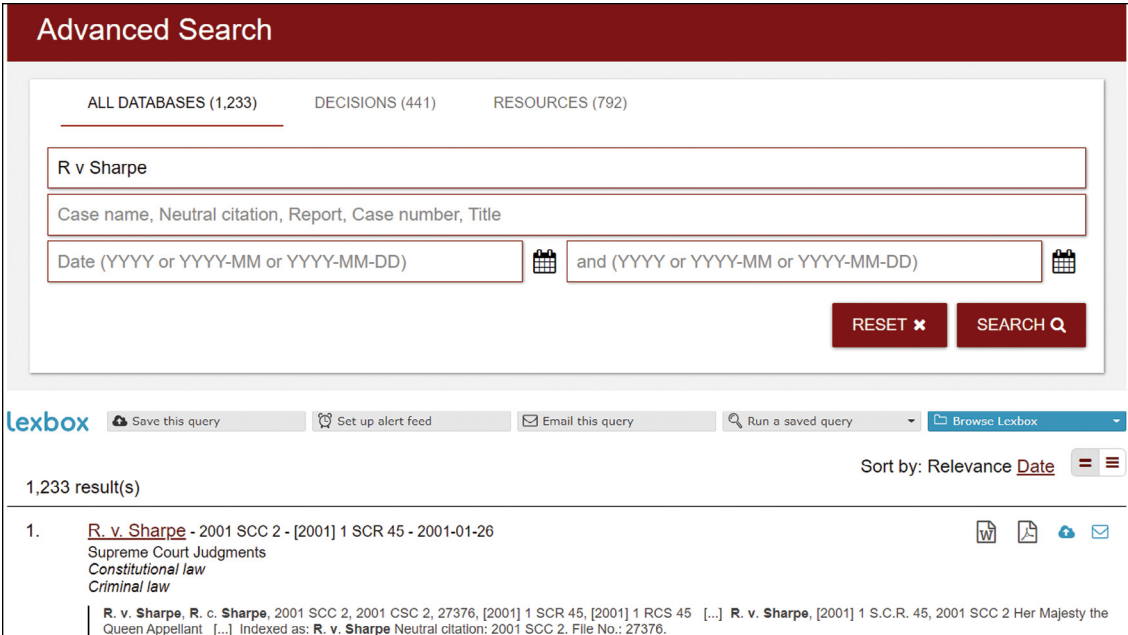
Full text search

Case name, Neutral citation, Report, Case number, Title

Date (YYYY or YYYY-MM or YYYY-MM-DD) and (YYYY or YYYY-MM or YYYY-MM-DD)

RESET ✕ SEARCH Q

FIGURE 1.11 Supreme Court Advanced Search Results Page



2. CanLII, found at <www.canlii.org>. There are databases for federal decisions as well as for each province and territory. You can search by inserting the citation, statute name, regulation name, or case name under full text or under statute name/case name. You can also insert the decision date to narrow the search (Figure 1.12). To return to the home page, click on the CanLII logo at the top left.

FIGURE 1.12 CanLII Search All Databases Page

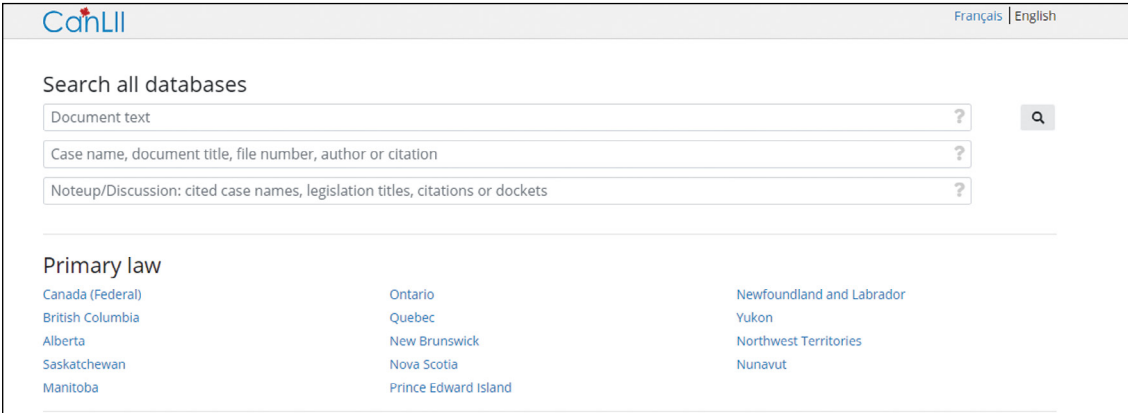


FIGURE 1.13 Federal Statutes, CanLII

CanLII Home > Canada (Federal) > Consolidated Statutes Français | English

Consolidated Statutes of Canada ⓘ

These databases have been put together based on materials available on the Justice Laws Web Site. We encourage you to read About Canada (Federal) Legislative Databases on CanLII to learn more.

Last updated from the Justice Laws Web Site on 2021-06-24

[0-9] A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Filter...

Showing 500 of 920 results

Volume, chapter		Enabled Regulations
SC 2019, c 10	Accessible Canada Act	1 Regulation
RSC 1985, c A-1	Access to Information Act	5 Regulations
SC 2018, c 27, s 675	Addition of Lands to Reserves and Reserve Creation Act	
SC 2014, c 20, s 376	Administrative Tribunals Support Service of Canada Act	
RSC 1985, c C-49	Advance Payments for Crops Act [Repealed or spent]	2 Regulations
RSC 1985, c A-2	Aeronautics Act	188 Regulations
SC 1959, c 47	Agreement Between the Government of Canada and the Government of the Province of New Brunswick Respecting Indian Reserves, An Act to Confirm an	
SC 1996, c 17	Agreement on Internal Trade Implementation Act [Repealed or spent]	1 Regulation
RSC 1985, c Z-02	Agreements and Conventions	29 Regulations
RSC 1985, c A-3	Agricultural and Rural Development Act (ARDA)	1 Regulation
SC 1997, c 20	Agricultural Marketing Programs Act	2 Regulations

FIGURE 1.14 Federal Regulations, CanLII

CanLII Home > Canada (Federal) > Regulations Français | English

Consolidated Regulations of Canada ⓘ

These databases have been put together based on materials available on the Justice Laws Web Site. We encourage you to read About Canada (Federal) Legislative Databases on CanLII to learn more.

Last updated from the Justice Laws Web Site on 2021-06-24

To browse regulations by the title of their enabling statute, use the statute navigation page.

[0-9] A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Filter...

Showing 500 of 4763 results

	Enabling Statutes
29th Meeting of the Parties to the Montreal Protocol and Associated Meetings Privileges and Immunities Order, SOR/2017-232	Foreign Missions and International Organizations Act, SC 1991, c 41
Abatement of Duties Payable Regulations, SOR/86-946	Customs Act, RSC 1985, c 1 (2nd Supp)
Abbotsford Airport Zoning Regulations, SOR/83-253	Aeronautics Act, RSC 1985, c A-2
Aboriginal Communal Fishing Licences Regulations, SOR/93-332	Fisheries Act, RSC 1985, c F-14
Aboriginal Peoples of Canada Adaptations Regulations (Firearms), SOR/98-205	Firearms Act, SC 1995, c 39
Accessible Transportation for Persons with Disabilities Regulations, SOR/2019-244	Canada Transportation Act, SC 1996, c 10
Accessible Transportation for Persons with Disabilities Regulations Application Exemption Order, SOR/2020-125 [Repealed or spent]	Canada Transportation Act, SC 1996, c 10
Access to Basic Banking Services Regulations, SOR/2003-184	Bank Act, SC 1991, c 46
Access to Cannabis for Medical Purposes Regulations, SOR/2016-230 [Repealed or spent]	Controlled Drugs and Substances Act, SC 1996, c 19

FIGURE 1.15 Federal Courts, CanLII

CanLII Home > Canada (Federal) Français | English

Canada (Federal)

Document text ?

Case name, document title, file number, author or citation ?

Noteup/Discussion: cited case names, legislation titles, citations or dockets ?

Legislation ⓘ

	Continuous coverage	Last update	Number of documents
Consolidated Statutes	2003 -	2021-07-28	907
Regulations	2007 -	2021-07-28	4,733
Annual Statutes	2001 -	2021-07-28	585

Courts ⓘ

SCC	Supreme Court of Canada	1877 -	2021-07-30	11,493
SCC-L	Supreme Court of Canada - Applications for Leave	2006 -	2021-07-29	8,212
UKJCPC	Judicial Committee of the Privy Council - Canadian cases	N/A	2021-01-26	604
FCA	Federal Court of Appeal	1997 -	2021-07-30	9,322
FC	Federal Court	1997 -	2021-07-30	36,673
TCC	Tax Court of Canada	1998 -	2021-07-27	10,729
CMAC	Court Martial Appeal Court of Canada	1993 -	2021-06-21	187
CM	Courts Martial	2004 -	2021-07-23	1,272
FOREP	Foreign reported decisions	N/A	2021-02-10	14

FIGURE 1.16 Provincial or Territorial Statutes, Alberta, CanLII

CanLII Home > Alberta > Consolidated Statutes Français | English

Consolidated Statutes of Alberta

These collections have been put together based on materials available on the Alberta Queen's Printer's site. We encourage you to read [About Alberta Legislative Databases on CanLII](#) to learn more.

Last updated from the Alberta Queen's printer on 2021-06-29

[0-9] A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Filter...

Showing 500 of 2481 results

Volume, chapter		Enabled Regulations
RSA 2000, c A-1	ABC Benefits Corporation Act	1 Regulation
SA 2013, c A-1.2	Aboriginal Consultation Levy Act [Repealed or spent]	
SA 2005, c A-1.5	Access to the Future Act [Repealed or spent]	1 Regulation
RSA 1970, c 1	Administration of Estates Act [Repealed or spent]	
RSA 1980, c A-1	Administration of Estates Act [Repealed or spent]	
RSA 2000, c A-2	Administration of Estates Act [Repealed or spent]	
RSA 1980, c 1	Administration of Estates Amendment Act [Repealed or spent]	
RSA 1970, c 2	Administrative Procedures Act [Repealed or spent]	
RSA 1980, c A-2	Administrative Procedures Act [Repealed or spent]	
RSA 2000, c A-3	Administrative Procedures and Jurisdiction Act	3 Regulations
RSA 2000, c A-4	Adult Adoption Act	1 Regulation
SA 2008, c A-4.2	Adult Guardianship and Trusteeship Act	3 Regulations
SA 2002, c A-4.5	Adult Interdependent Relationships Act	2 Regulations
RSA 2000, c A-5	Advanced Education Foundations Act [Repealed or spent]	1 Regulation

FIGURE 1.17 Provincial or Territorial Regulations, Nova Scotia, CanLII

CanLII Home > Nova Scotia > Regulations Français | English

Regulations of Nova Scotia

These databases have been put together based on materials available on the Nova Scotia Legislature website and the . We encourage you to read About Nova Scotia Legislative Databases on CanLII to learn more.

Last updated from The Nova Scotia Registry of Regulations website on 2021-06-25

To browse regulations by the title of their enabling statute, use the statute navigation page.

[0-9] A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Filter...

Showing 500 of 1957 results

Enabling Statutes	
Abercrombie Wildlife Management Area Designation and Regulations, NS Reg 147/77	Wildlife Act, RSNS 1989, c 504
Abnormal Freezing Point Standard for Cow's Milk Regulations, NS Reg 59/2012 [Repealed or spent]	Dairy Industry Act, SNS 2000, c 24
Abraham Lake Nature Reserve Ecological Site Designation, NS Reg 141/2006	Special Places Protection Act, RSNS 1989, c 438
Acadian Flag Number Plates Regulations, NS Reg 325/2011	Motor Vehicle Act, RSNS 1989, c 293
Access-A-Home Program - R-11C, NS Reg 154/93	Housing Act, RSNS 1989, c 211
Accessibility Act General Regulations, NS Reg 197/2019	Accessibility Act, SNS 2017, c 2
Activities Designation Regulations, NS Reg 47/95	Environment Act, SNS 1994-95, c 1
Addition to Schedule to Mi'kmaq Education Act, NS Reg 129/2014	Mi'kmaq Education Act, SNS 1998, c 17
Adjudicative Bodies Designation Regulations, NS Reg 176/2004	Interpretation Act, RSNS 1989, c 235
Administrative Recalculation of Child Maintenance Regulations, NS Reg 66/2010 [Repealed or spent]	Parenting and Support Act, RSNS 1989, c 160
Administrative Recalculation of Child Maintenance Regulations, NS Reg 161/2014	Parenting and Support Act, RSNS 1989, c 160
Adoption Information Regulations, NS Reg 1/97	Adoption Information Act, SNS 1996, c 3
Adult Bail Supervision and Support Program Regulations, NS Reg 88/2021	Correctional Services Act, SNS 2005, c 37
Adult Capacity and Decision-making made under Section 72 of Chapter of the Acts of 2017,	Adult Capacity and Decision-making Act, SNS 2017, c 4

FIGURE 1.18 Provincial or Territorial Courts, Manitoba, CanLII

CanLII Home > Manitoba Français | English

Manitoba

Document text ?

Case name, document title, file number, author or citation ?

Noteup/Discussion: cited case names, legislation titles, citations or dockets ?

Legislation

	Continuous coverage	Last update	Number of documents
Consolidated Statutes	1989 -	2021-07-20	1,337
Regulations	2004 -	2021-07-20	1,803
Annual Statutes	1988 -	2021-07-20	1,574

Courts

MBCA	Court of Appeal of Manitoba	1999 -	2021-07-21	9,687
MBQB	Court of Queen's Bench of Manitoba	2001 -	2021-07-26	13,267
MBPC	Provincial Court of Manitoba	2000 -	2021-07-06	1,112

You must keep in mind that citation rules must be applied; however, the above sites are a good start for cross-referencing.

G. Abbreviations

Citations use abbreviations. The following abbreviations are based on the McGill method of citation. The tables are not complete but contain the abbreviations required for completing the assigned exercises.

1. Provincial and Territorial

FIGURE 1.19 Provincial and Territorial Abbreviations

Province/Territory	Statutes	Regulations	Courts	Neutral Citations	Law Reporters
Alberta	A	Alta	Alta	AB	A or Alta
British Columbia	BC	BC	BC	BC	BC
Manitoba	M	Man	Man	MB	Man
New Brunswick	NB	NB	NB	NB	NB
Newfoundland and Labrador	NL	NL	Nfld	NL	Nfld
Northwest Territories	NWT	NWT	NWT	NWT	NWT
Nova Scotia	NS	NS	NS	NS	NS
Nunavut	Nu	Nu	Nu	NU	Nu
Ontario	O	O	Ont	ON	O
Prince Edward Island	PEI	PEI	PEI	PE	PEI
Quebec	Q	Q	Qc	QC	Q
Saskatchewan	S	S	Sask	SK	Sask
Yukon	Y	Y	Y	YK	Y

2. Court Names

FIGURE 1.20 Court Name Abbreviations

Court	Abbreviation
Coroners Court	Cor Ct
Court of Appeal	CA
Court of Justice	Ct J
Court of Justice (General Division)	Ct J (Gen Div)
Court of Justice (General Division Family Court)	Ct J (Gen Div Fam Ct)
Court of Justice (General Division, Small Claims Court)	Ct J (Gen Div Sm Cl Ct)
Court of Justice (Provincial Division)	Ct J (Prov Div)
Court of Justice (Provincial Division, Youth Court)	Ct J (Prov Div Youth Ct)
Court of King's Bench	KB
Court of King's Bench + (Division)	KB

(Continued on next page.)

FIGURE 1.20 Court Name Abbreviations (concluded)

Court	Abbreviation
Divisional Court + (Division)	Div Ct
Federal Court	FC
Federal Court (Trial Division)	FCTD
Federal Court of Appeal	FCA
High Court	HC
High Court of Justice	H Ct J
Municipal Court	Mun Ct
Probate Court	Prob Ct
Provincial Court	Prov Ct
Provincial Offences Court	Prov Off Ct
Small Claims Court	Sm Cl Ct
Superior Court	Sup Ct
Supreme Court + (Division)	SC
Supreme Court of Canada	SCC
Tax Court of Canada	TCC
Territorial Court	Terr Ct
Traffic Court	Traffic Ct

3. Judicial Names

FIGURE 1.21 Judicial Name Abbreviations

CJ	Chief Justice, Chief Judge
CJA	Chief Justice of Appeal
CJC	Chief Justice of Canada
J	Judge/Justice
JA	Judge of Appeals Court/Justice of Appeal
JJ	Judges/Justices
JJA	Judges of Appeals Court/Justices of Appeal
LJ	Lord Justice
LJJ	Lord Justices
Mag	Magistrate

4. Statutes

FIGURE 1.22 Statute Abbreviations

Statute of Canada	SC
Revised Statute of Canada	RSC
Provincial or Territorial Statute	S + provincial or territorial abbreviation (e.g., SBC)
Provincial or Territorial Revised Statute	RS + provincial or territorial abbreviation (e.g., RSO)

5. Regulations

FIGURE 1.23 Regulation Abbreviations

Consolidated Regulation of Canada	CRC
Statutory Order and Regulation	SOR
Provincial or Territorial Regulation	R + provincial or territorial abbreviation (e.g., RRBC)
Provincial or Territorial Revised Regulation	RR + provincial or territorial abbreviation (e.g., RRO)

6. Reporters/Periodicals/Yearbooks

FIGURE 1.24 Reporter, Periodical, and Yearbook Abbreviations

Provincial or territorial reporter abbreviation + AC (e.g., NSAC)	Appeal Cases
ACWS	All Canada Weekly Summaries
BLR	Business Law Reports
CBR	Canadian Bankruptcy Reports
CCC	Canadian Criminal Cases
CCEL	Canadian Cases on Employment Law
CHRR	Canadian Human Rights Reporter
CPR	Canadian Patent Reporter
CR	Criminal Reports
CTC	Canadian Tax Cases

(Continued on next page.)

FIGURE 1.24 Reporter, Periodical, and Yearbook Abbreviations (concluded)

DLR	Dominion Law Reports
FC	Federal Court Reports
LAC	Labour Arbitration Cases
Provincial or territorial reporter abbreviation + LR (e.g., OLR)	Law Report
NR	National Reporter
Provincial or territorial reporter abbreviation + R (e.g., Man R)	Reports
RFL	Reports of Family Law
SCR	Supreme Court Reports
WN	Weekly Notes
WWR	Western Weekly Reports

VIII. Review Exercise

Answer true or false to each of the following:

1. **T or F** Every dictation you receive will be perfect.
2. **T or F** When typing a dictation, you should insert a blank line into the text to indicate a word, sentence, or paragraph that needs clarification.
3. **T or F** A legal dictionary is a resource that can help you while transcribing voice files.
4. **T or F** Another name for a memo is an intergalactic memorandum.
5. **T or F** Your position in the fictional law firm used in this textbook is Legal Assistant.
6. **T or F** A person who fills in for staff while they are sick or on holidays is called a floater.
7. **T or F** You don't need to be good at grammar to be good at transcription.
8. **T or F** The most common method of citing in Canada is undertaking an Internet search.
9. **T or F** Citations can be used in many documents and can also be used to support a legal opinion.
10. **T or F** Statutes of Canada are published on an annual basis.
11. **T or F** When citing company names, you omit the periods in Ltd, Inc, and Co.

12. **T or F** When citing company names that contain a period in an abbreviation, such as H.M.T Construction, you omit the periods.
13. **T or F** Supreme Court of Canada Reports are cited before provincial reports.
14. **T or F** When citing, you never repeat the year if it is obvious in a neutral or parallel citation within the same citation.
15. **T or F** You do not have to include a provincial designation for a court if the jurisdiction is obvious.

IX. CanLII Exercise

Visit the CanLII website (<www.canlii.org>) and find the answers to the following questions:

1. When searching the website, you have three options. You can search by case information, noteup/discussion, or what?
2. You can search for legislation or case law from Canada as a whole or from any province or territory. True or false?
3. According to the FAQ section, how often are statutes and regulations updated?
4. According to the FAQ section, how long does it generally take for a recently issued decision to be published on the website?
5. According to the FAQ section, does the CanLII website gather personal information from its users?
6. What is the street address of the Head Office of CanLII?
7. CanLII has a blog and can be found on three different social networks. What are they?

8. According to the “What is CanLII” section of the website, CanLII is a founding member of _____.

9. According to the Primary Law Databases section of the website, what is the acronym for the College of Psychologists of Ontario?

10. According to the Primary Law Databases section of the website, what is the acronym for the Nunavut Court of Justice?