

Legal Research Checklist

Reminder: Record all information, data, sources consulted, computer search terms, how combined and for each system searched.



1 Collect all information and facts

- confirm all facts and issues
- identify assumptions
- note specific instructions

2 Deadlines and timeframes

- note deadline
- define ASAP
- check for limitation periods
- confirm court dates, court limitation periods

- Federal
- Saskatchewan
- other

3 Locate existing information/expertise

- check the firm's memoranda database
- ask about expertise within the firm
- ask about expertise outside the firm

4 Governing legislation

- statutes and regulations
- municipal by-laws
- treaties
- interjurisdictional agreements
- international agreements
- court rules
- proclamations and effective dates

- Federal
- Saskatchewan
- municipal
- other

5 Concepts, principles, doctrines

- textbooks
- conference papers
- journal articles
- legal encyclopedias
- reference materials
- case law digests
- Law Society of Saskatchewan Library's databases
- Internet searches
- consult other jurisdictions

- dictionaries
- words & phrases
- precedents

6 Analyzing results

- read and noteup relevant/leading case law
- read and noteup relevant statutes and regulations
- apply concepts
- create analogies where necessary

7 Repeat steps 4 to 6 where necessary

Law Society of
Saskatchewan Libraries

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