

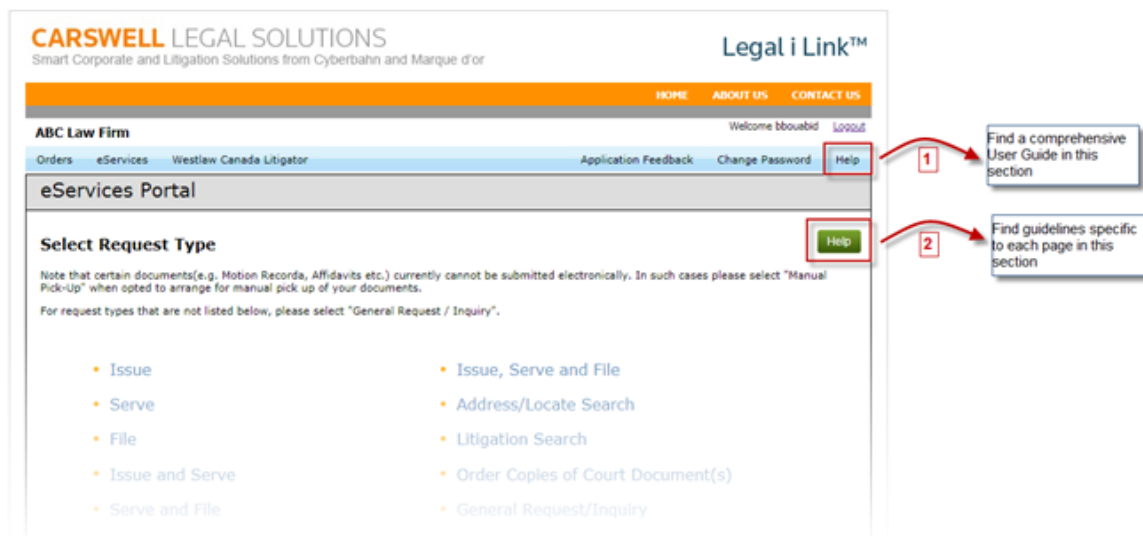
Changes are coming to Legal i Link

As mentioned in a previous newsletter, we are making some changes to the Legal i Link website on November 22, 2018 in order to improve your online experience with us. Please note that the login and initial landing pages remain unchanged.

While a full user guide is available via the 'Help' section on the landing page, we wanted to share some of the main changes with you.

Help is available

Regardless of which page you're on, you will be able to access an overall comprehensive User Guide (1) as well as help files specific to a particular page (2).



Less clicking to get where you need to go

We have combined a number of our screens into single webpages, making navigation and usability a lot simpler. Below is a sample for a request to 'Issue' documents – you'll notice that you can indicate whether you are submitting an electronic document or requesting a manual pickup right at the beginning of the process. In addition, the new interface offers a cleaner look and a reduction in click-through/'Next' buttons.

Issue >> Details Help

Electronic Upload Manual Pick-Up

Service Details

* Matter Reference Name/Number:

* Issuing Court:
 Court is out of Ontario

Issue By (Date):
 Regular: To be completed by 2018-10-24
 Next Day: To be completed by 2018-10-22
 Same Day: To be completed by 2018-10-19
 Other: Select later date

Additional Instructions:

Documents
[Add Documents](#)

Court Selection has also been improved. Simply start typing the court location and iLink will automatically suggest relevant courts to you.

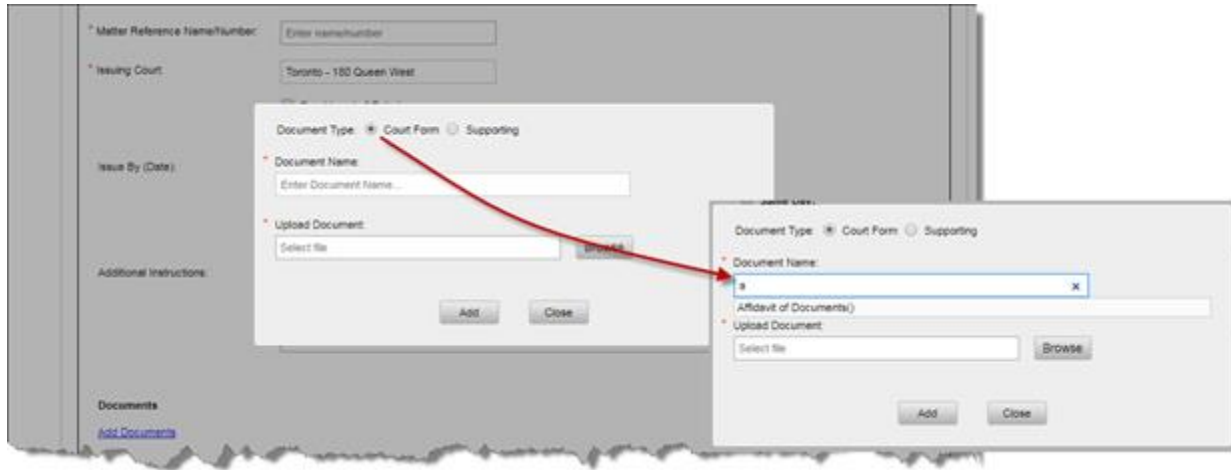
* Matter Reference Name/Number:

* Issuing Court:

- Toronto - 180 Queen West
- Toronto - 311 Jarvis
- Toronto - 330 University
- Toronto - 361 University
- Toronto - 393 University
- Toronto - 47 Sheppard E.
- Toronto - Old City Hall
- Toronto - Osgoode Hall

Issue By (Date):

The addition of documents has been simplified and is available on the same screen. To launch the pop-up page, indicate that you wish to add a document and whether it is a court form or supporting document. Note that our court forms are also searchable by title.



Can't find what you're looking for? Simply use the General Request/Inquiry Service

For any requests outside of the pre-determined menu choices, you can select the 'General Request/Inquiry' service and advise us of your requirements using the Special Instructions text box. You can also indicate whether any documents need to be picked up, and for your convenience, the pick-up address is defaulted to that of the firm (though this can be edited very easily).

ABC Law Firm 10/10/2016 10:00:00 AM 10/10/2016

Orders eServices Westlaw Canada Litigator Application Feedback Change Password Help

General Request/Inquiry >> [Details](#) Help

Service Details

* Matter Reference Name/Number:

Complete By:

- Regular: To be completed by 2018-10-24
- Next Day: To be completed by 2018-10-22
- Same Day: To be completed by 2018-10-19
- Other: Select later date

Special Instruction:

* Do you require material to be picked up? Yes No

Document Info:

Pick-up Location: **789 Bay Street East 5th Floor Toronto ON Canada M5C 3E4**

Pick-up location is different from the firm address

* Document Name:

* Document Size: Document(s)

Include Boxes

We have also improved and streamlined the Address/Locate Search and Litigation Search functions. For the purposes of consistency, all screens use similar functions, and every mandatory field is marked with

a red asterisk. This notice serves to provide preliminary information regarding our new features, though as noted above, a full user guide will be available in the 'Help' section.

Security

In the interest of enhanced security, please note that a login session has been capped at a maximum of 120 minutes. This means that the system will automatically log you out of your account if you have left it dormant for longer than 2 hours without any activity.

Feedback is welcome

We would love to hear your thoughts on our newly upgraded site. Please don't hesitate to use the Application Feedback button to let us know your thoughts.

