

# Collaboration platform for litigation teams

# What is CiteRight?

**CiteRight is a litigation collaboration platform** that makes it easy for anyone to create their own library of reusable legal research, view that research inside Microsoft Word, and effortlessly generate court submission materials that comply with today's rapidly-changing court requirements.

# Who is CiteRight for?

### If you save, interact with, review, or assemble legal research, then CiteRight is for you.

If you're an associate or an articling student, CiteRight simplifies your drafting process by helping you organize your legal research, view it in Microsoft Word, and cite it automatically. If you're a paraprofessional, CiteRight helps you work faster by quickly producing a book of authorities with automatic tab numbering, bookmarks, blacklined/highlighted pinpoints and a fully linked index page. And if you're a partner, CiteRight lets you easily review the work your articling students and associates produce – and ensure that your entire team is producing the highest-quality work in a fraction of the time!

	Associates	Paraprofessionals	Partners/Senior Associates
Common use cases			
•	Creating research memos Drafting factums Generating tables and books of authority Building knowledge libraries	<ul> <li>Generating books of authorities with intra- document hyperlinks</li> <li>Adding hyperlinks to factums and memos</li> </ul>	Reviewing associates' work
Features			
•	Click to cite <i>McGill Guide</i> formatted references Automatic web/cross document hyperlinking Dynamic reordering of <i>ibids</i> and <i>supras</i> .	<ul> <li>Automatic web/cross document hyperlinking</li> <li>Automatic book of authorities generation, bookmarking, and sidebarring</li> <li>Automatic insertion of cross-references to books of authority.</li> </ul>	<ul> <li>Side-by-side view of document content and case text</li> <li>Navigate across all cited references.</li> </ul>
Benefits			
•	<b>Save time</b> by focussing on writing, not citations.	Deliver on tight deadlines by automating tab numbering, sidebarring, hyperlinking, and other time-consuming details.	Ensure quality with the confidence that the tricky details are being automated.

# Where can I learn how to use it?

## **CiteRight Helpdesk**

- General Helpdesk
- Learning Paths

#### **Video Learning Series**

• YouTube: Learn how to use CiteRight

#### **Print Materials**

- Getting started guide
- <u>Cheat Sheet</u>

### **HOW DO I GET STARTED?**

Talk to your administrator to get set up with an account and then visit app.citeright.net to login.