

# User Guide

v|lex

Your World of Legal Intelligence

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## 1. MENU AND SEARCH BAR

### History

This page gives you **access to your search history, and documents viewed**. Different filter options allow you to easily recover your history.

### Jurisdiction Selector

vLex gives you **access to content from more than 100 jurisdictions on all a single platform**. With the jurisdiction selector you can select one or more jurisdictions to view content specific to that jurisdiction. The search bar will also take jurisdiction into account when displaying search results.

### Search bar

On the top of the page, there is a **search engine** that allows you to quickly search any term. Autocomplete will show the popular searches as well as SmartTopics and the sources, in books or journals, of those entries.

### Credit Counter

You may view documents not included in your subscription using vLex Credits. In this section, you can **see your credit balance and purchase more points packages**.

The screenshot displays the vLex website interface. On the left is a blue sidebar menu with options: Home, Advanced search, Browse, Filters, and Help. Below the menu is a 'Virtual Access' section. At the top, there is a search bar with a microphone icon and a dropdown menu set to 'Canada'. To the right of the search bar is a user profile for 'Vincent' with a '0.94' indicator. The main content area features three promotional cards: 'Your opinion is important' with a survey link, 'Do you want to return to the original version?' with a 'Return to original version' link, and 'vLex for Chrome' with an 'Add to Chrome' button. Below these is a 'Latest news' section with two article cards. The first card is for 'Ruszo v. Canada (Citizenship and Immigration) - 2019 FC 296' from Canadian CaseLaw, 19 minutes ago. The second card is for 'Plata Vasquez v. Canada (Citizenship and Immigration) - 2019 FC 279' from Canadian CaseLaw, 19 minutes ago. The article snippets describe the applicants and their legal issues.

### Main Menu

The vLex main menu is located on the left side of the page. When you are viewing a document, this menu will be minimized, but still available by clicking on the icons. In this menu, you will find **access to all of vLex's features and applications**, including the help button.

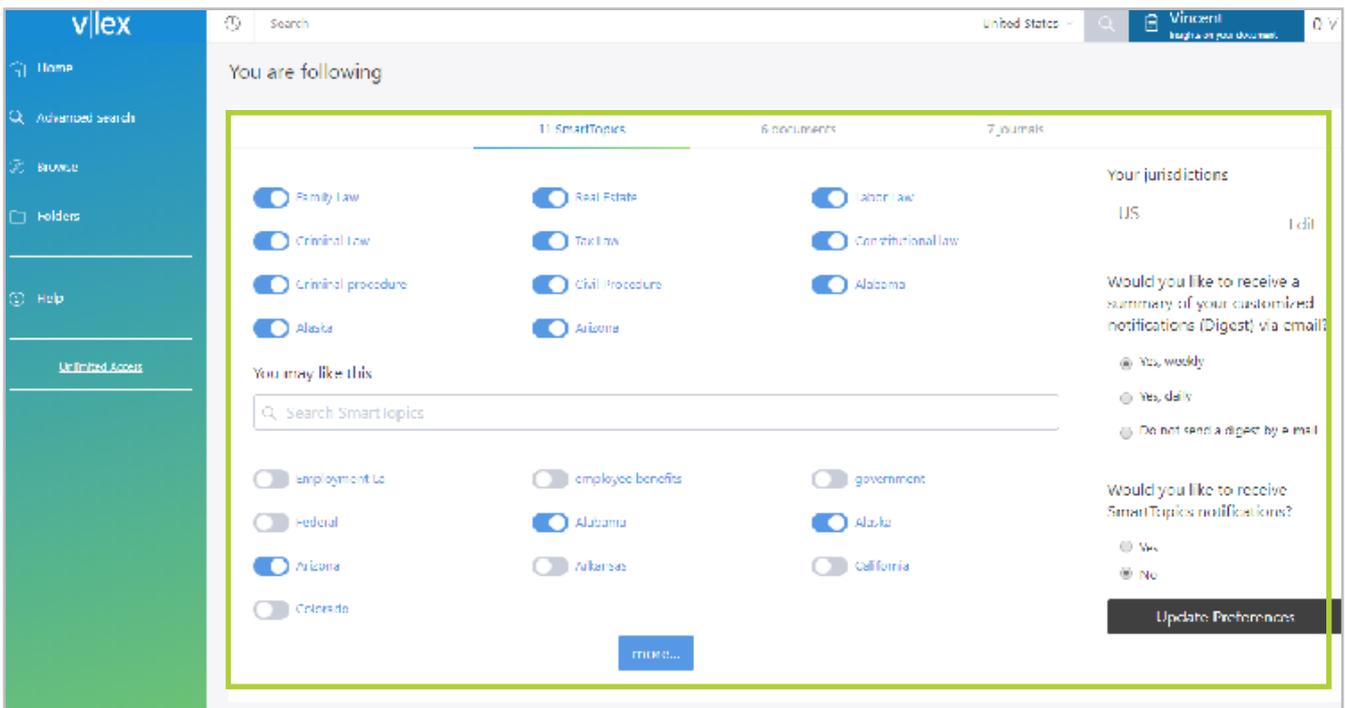
### Vincent

Vincent is a **virtual legal assistant that uses artificial intelligence and machine learning to discover legal citations, cited authorities and the most legal relevant concepts** in any legal document. Vincent functions in English and Spanish and works in 9 different jurisdictions. To use this feature, upload your document in Word, txt or PDF form. Vincent will then generate a list of documents including legislation, jurisprudence, books, magazine articles and other related material.



## How to configure your news stream

The first time you visit vLex, you can **choose the topics** that are of most interest to you via the SmartTopics. These **SmartTopics will configure the content that you see** on your news stream. If you want to edit or review which topics you are following, you can do so by selecting “Edit Your vLex.”

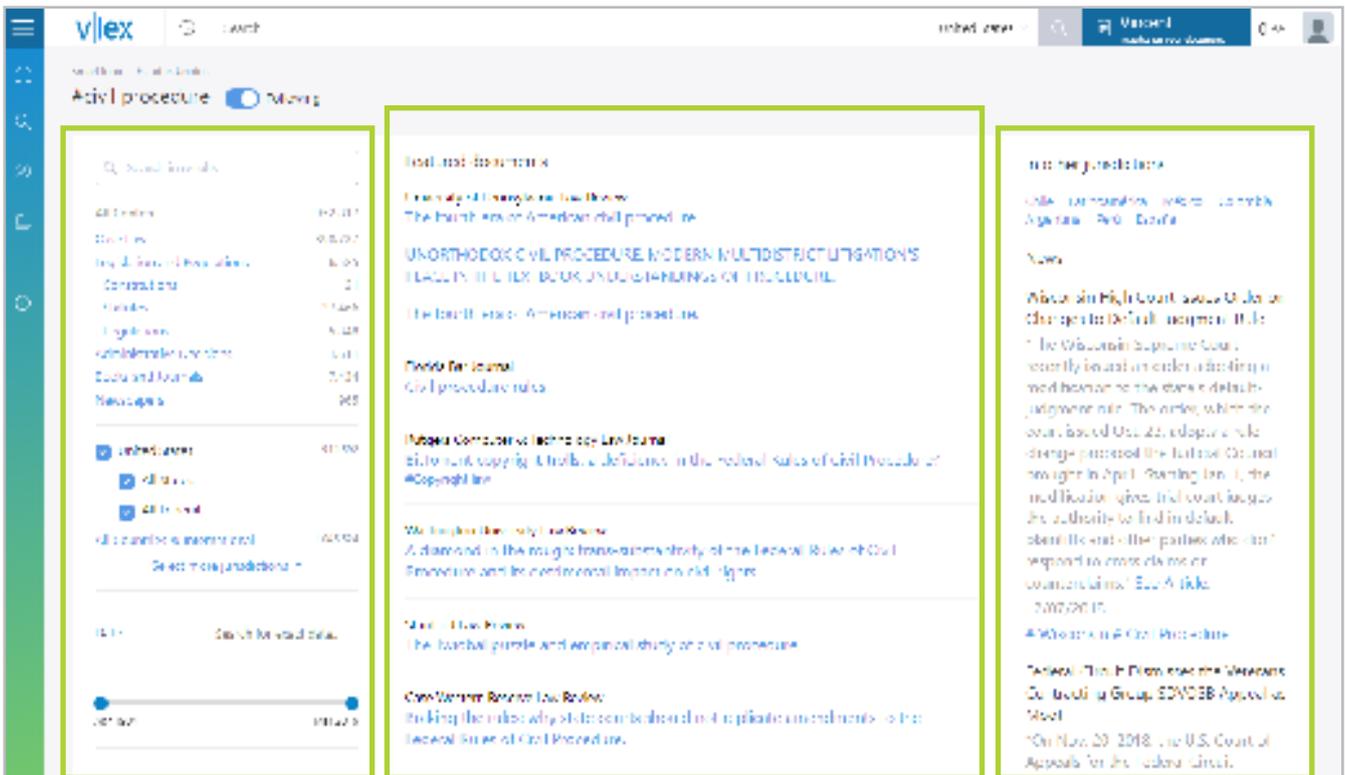


From this page you can:

- **Add more SmartTopics** from the list of suggestions or by selecting “Search SmartTopics” to identify additional topics
- **View** the SmartTopics and documents that you follow
- **Unfollow** a SmartTopic or document

## SmartTopics view

To explore a SmartTopic, **select the link and you will find two columns:** a central one, with all of the highlighted and specially selected documents within this SmartTopic; and one on the right that highlights recent news related to the particular SmartTopic.



### vLex Filters

Transforms your SmartTopic into a search and allows you to select from among the different collections to find the vLex documents most relevant to your topic.

### Featured documents

Are the top results shown and refer to documents with strong matches to the selected topic.

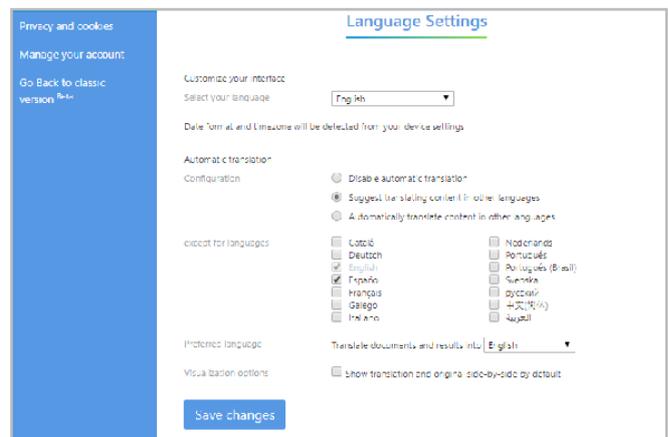
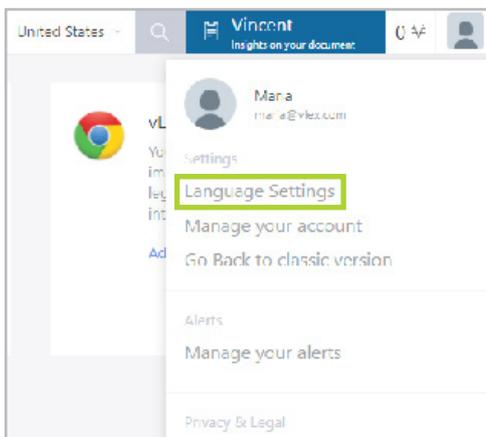
### Updates about your topic

From the document's country of origin. This column also shows the SmartTopics located in other countries.

## How to change the interface language and translation preferences

In this section, you can:

- **Select the platform language**
- **Disable the translation feature**
- **Translate content** to other languages
- Enable **automatic translation** of content published in other languages

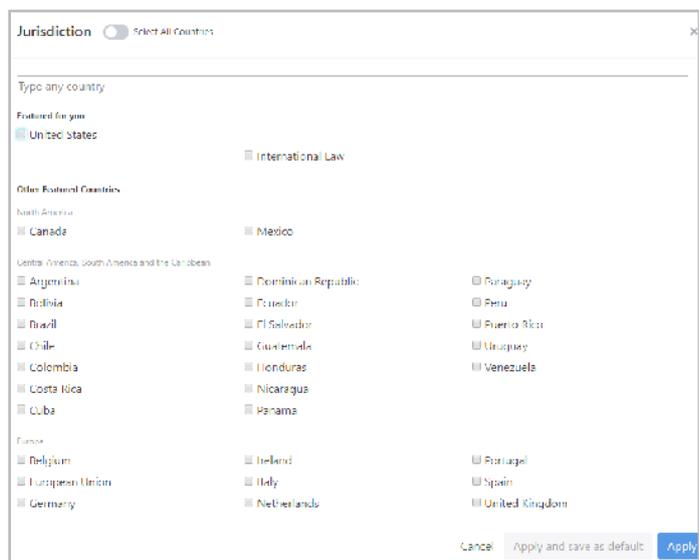


## How to select one or more jurisdictions

vLex will search in the jurisdiction(s) that you have selected by default. To see which jurisdiction you are using, simply select the country from the drop-down menu available in the top right corner of the vLex interface.

If you want to perform a search in a different jurisdiction, or add a jurisdiction, you can select it from the drop-down menu that appears.

Click on **“apply”** to save the changes. Now, any searches you perform in the simple search bar will show content from the selected jurisdictions.



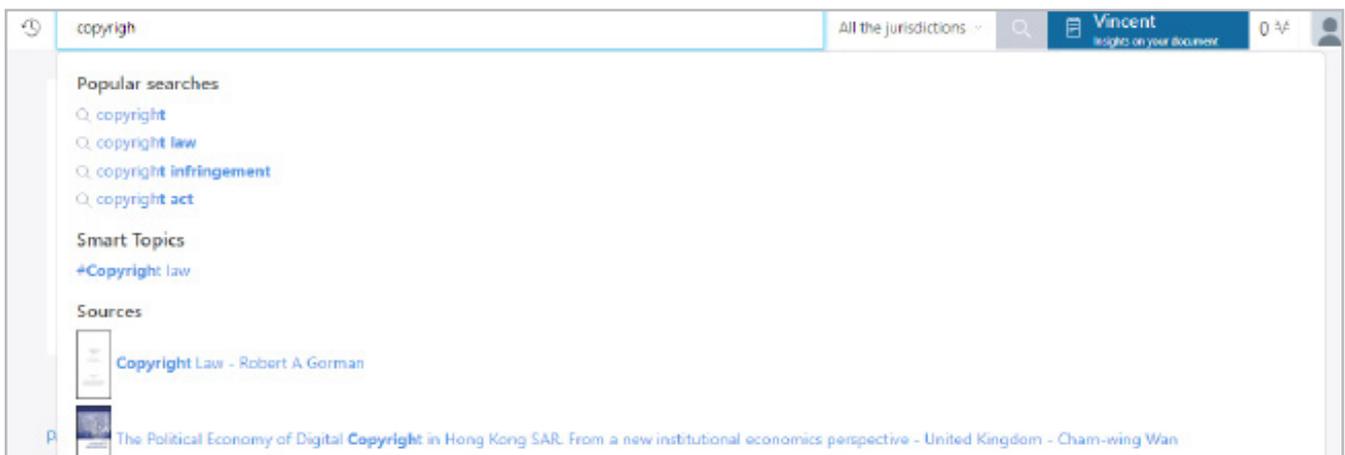
### 3. SEARCH

The search tool allows you to perform complex searches with little effort.

#### Autocomplete

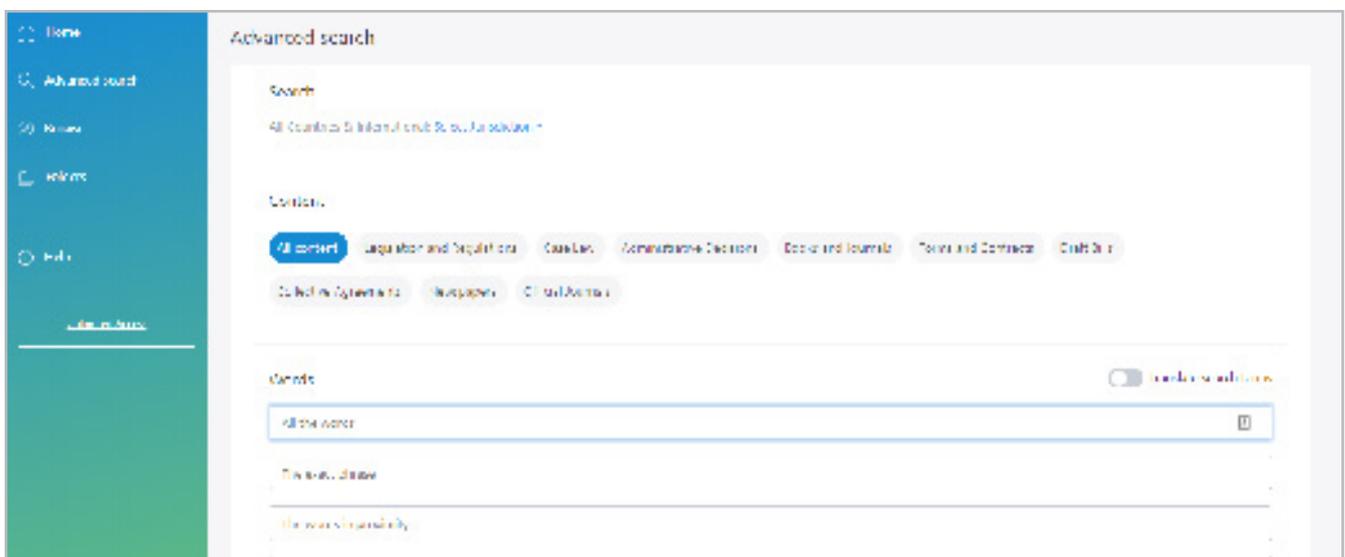
To expedite searching and help you refine results, we have incorporated the autocomplete data feature into our simple universal search engine. When you perform a search, we suggest some of the most relevant results before you even finish typing.

We anticipate your search, and show the main results of a partial search while you are keep typing, suggesting the most popular search and making your job much easier.



#### Advanced search

Searching for a certain word or a string of text is now much more powerful thanks to the multiple combination option. **This allows you to search exactly, in combination, by proximity or by omission.** In addition, the translation tool will allow you to display translated search results from the language of your choice



## Filter options

Filters allow you to **quickly refine search results by providing fewer, but more relevant results**. Once the search is performed, you can modify and refine your results using the filters located on the right side of the page.

The screenshot displays the vLex search interface. On the left, a sidebar contains filter options for content types and jurisdictions. The 'United States' filter is selected, with sub-options for 'All States' and 'All Federal'. Below this is a date range filter from May 1099 to Mar 2019. The main area shows search results for 'Documents', sorted by Relevance. The top result is '570 U.S. 744 (2013), 12-307, United States v. Windsor', a Federal Case from the United States Supreme Court dated June 26, 2013. The snippet reads: '... another before their children, their family, their friends, and their community. And so New York ... full power over the subject of marriage and divorce . (and) the Constitution delegated no authority to the Government...'. Other results include 'Family Changes: Explaining Divorce to Children' (Small Press Bookwatch, Nbr. 2015, January 2015) and 'Understanding Time-Sharing Arrangements Of Children In Florida Divorce Proceedings' (Mondaq Business Briefing, Mondaq United States, Family and Matrimonial). The bottom result is 'Divorce And Adult Children: The 12th Players On The Field' (Mondaq Business Briefing, Mondaq United States, Family and Matrimonial). The final result is 'Think Twice Before Involving Your Children In Your Divorce'.

Additional filters will also be displayed, depending on the selected collection:

- In Legislation and Regulations filter by source, territorial scope and regulation.
- In Case Law filter by court, decision type and category.
- In Administrative Decisions filter by court, decision type and category.
- In Books and Journals filter by source, type of source and category.
- In Contracts and Forms filter by source, document type and category.
- In Legislative Initiatives filter by source and category.
- In Collective Agreements filter by territorial scope, type and activity.
- In News filter by source and category.
- In Official Bulletins filter by source, territorial scope and category.
- In vLex Guides search by source and category.

In all collections, you can filter by jurisdiction, date and content **included or not included in your plan**.

## Translation Tool

This is a key feature supporting international legal research. **Search in your language for content originally published in a different language.** The system will display all results that meet your search terms and will automatically translate the documents' titles according to your language preferences.

The screenshot shows the 'Words' section of the Translation Tool. A toggle switch is turned on, labeled 'Translate search terms - Show results with these words translated into'. Below this, there are six radio button options for search scope: 'All the words', 'The exact phrase', 'The words in proximity', 'Any word', 'None of the words', and 'Advanced operators'. To the right, a dropdown menu is open, showing a list of languages: 'Any language' (selected), 'Català', 'Deutsch', 'English', 'Español', 'Français', 'Galego', 'Italiano', 'Nederlands', 'Português', 'Português (Brasil)', 'Svenska', 'русский', '中文(简体)', and 'العربية'.

## Save searches as an alert

You can **create an alert for each search** that you perform, including a Vincent search based on a document upload, allowing you to always be informed of any news related to the selected search terms. Remember that the machine translation tool also works with these alerts.

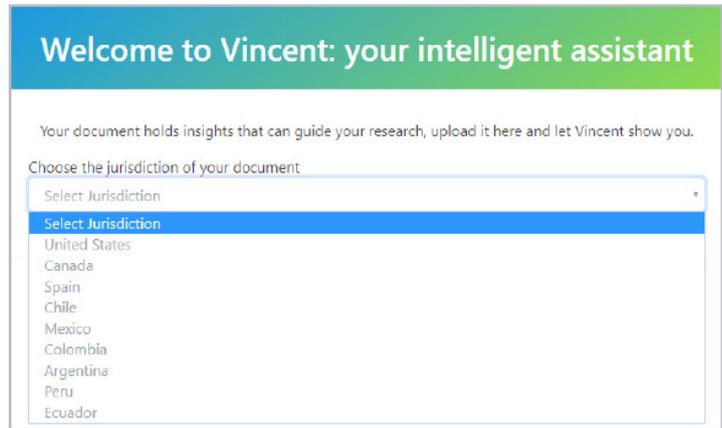
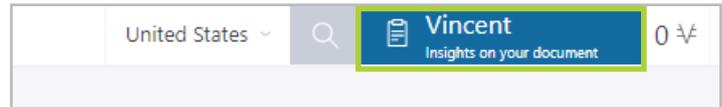
The screenshot shows the search interface. It features five radio button options for search scope: 'The exact phrase', 'The words in proximity', 'Any word', 'None of the words', and 'Advanced operators'. Below these is a 'Filters' section with three input fields: 'Title', 'Date' (with a dropdown arrow), and 'vLex Document ID'. At the bottom right, there are two buttons: 'Search' and 'Save as an alert', which is highlighted with a green box.

## Search in Vincent

### Select jurisdiction

Vincent will search in your selected jurisdiction by default. To know which jurisdiction you are using, **select the country from the drop-down menu** located in the top-right corner of the vLex interface.

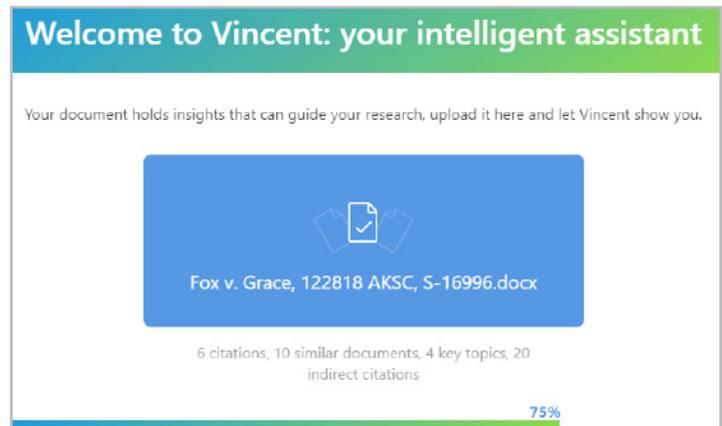
If you want to perform a search using a different jurisdiction, simply select it from this drop-down menu.



### Upload document

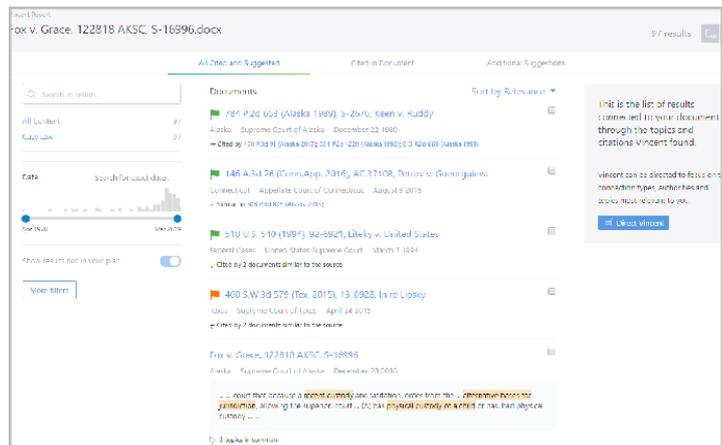
Vincent allows you to upload any document from your computer in Word, txt or PDF form. **In a matter of seconds, Vincent will discover legal citations, cited authorities and the most legal relevant concepts in any legal document.** Vincent functions in English and Spanish and works in **9 different jurisdictions.** Vincent will also show you a list of related vLex documents for your review, including legislation, case law, books, magazine articles and, where available, model contracts.

A progress bar will appear. This bar may be delayed a few seconds, depending on the number of references being analyzed and the results found.



### Check the results

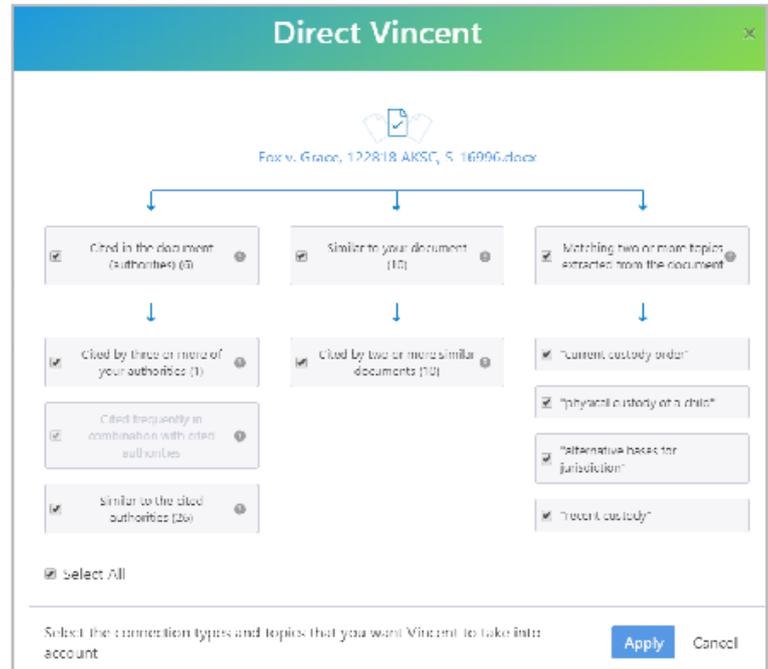
In the center of the page, you will find all the documents related to the legal concepts, citations and cited documents from the document that you uploaded. From here, you can narrow the results using the vLex filters and by searching within results. In addition, you can Direct Vincent to focus solely on particular document relationships, such as key topics or citations, in creating your results list.



**NOTE:** vLex does not save the document in its database. Only the query and analysis results are saved so that you can view them at any time in your search history, or relaunch the search at a later date without needing the original document.

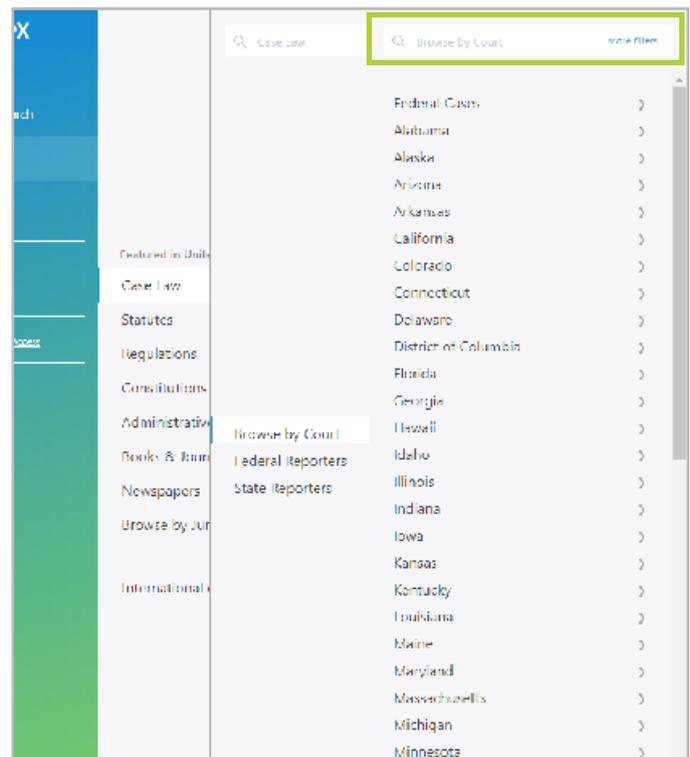
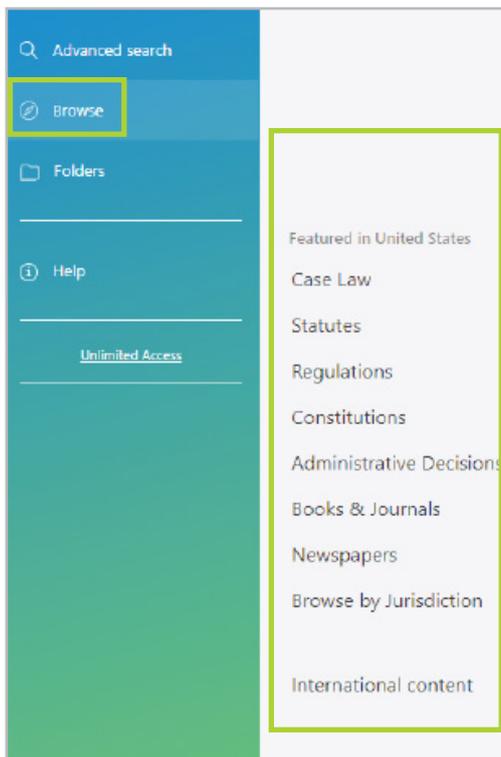
### Direct Vincent

The section allows you to **choose what kind of results you want to see** on the screen. Click on the “Direct Vincent” button to view all of the options.



### Search by Browse

Explore the full library or specific collections **by browsing according to category**, jurisdiction or country. In addition, each section within the browsing index contains a search bar so you can quickly find what you are looking for.



## 4. RESULTS LIST OPTIONS

The search results are **sortable by relevance, popularity, most recent or oldest, according to your preference.** In addition, case law collections will offer the option of sorting results by number of citations.

Finally, you can **download a list** with all of the results.

From this same section, you can also **create alerts** and choose how often you want to receive those alerts.

You can select one more documents from the results lists to **save in folders.**

The screenshot displays a search results interface with the following elements:

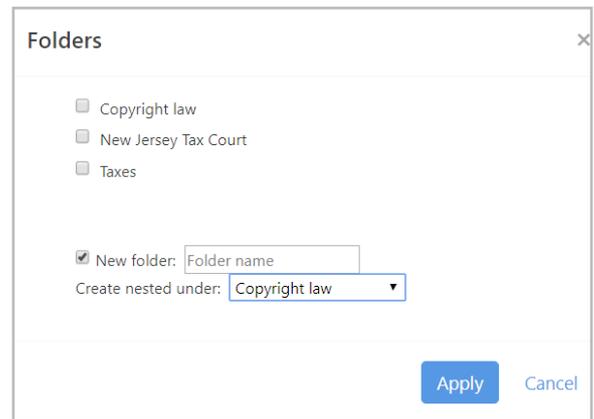
- Search Bar:** Contains the text "Documents".
- Sort Options:** A dropdown menu is set to "Sort by Relevance".
- Results Summary:** Shows "39,797 results" with icons for a list, a folder, and a refresh button.
- Smart Topics:** A filter for "# Immigration and Asylum Law" is visible.
- Search Results List:**
  - Result 1:** *Suresh v. Canada (Minister of Citizenship and Immigration)*, 208 DLR (4th) 1. (T) By the Court: In this appeal we hold that Suresh is entitled to a new deportation hearing under the Immigration Act, R.S.C. 1985, c. I-2. Suresh came to Canada from Sri Lanka in 1989. He was recognized as a convention refugee in 1991 and applied for landed immigrant status in 1999. The... [More](#)
  - Result 2:** *Pushpanathan v. Canada (Minister of Citizenship and Immigration)*, [1998] 1 SCR 982, [1998] 1 SCR 982. (T) (Rothstein, J.) This appeal raises two important questions relating to who may be admitted to Canada as a refugee first, the proper standard of judicial review over decisions of the Immigration and Refugee Board; second, the meaning of the exclusion from refugee status of those who are "g... [More](#)
  - Result 3:** *Chieu v. Canada (Minister of Citizenship and Immigration)*, [2002] 1 SCR 84, [2002] 280 N.R. 268 (SCC). (T) (Cory, J.) The fundamental question in this appeal is whether the factor of parental foreign hardship can be considered in deciding whether to uphold an order to remove an individual from Canada. More specifically, this appeal concerns the interpretation of the phrase "in respect of... [More](#)
  - Result 4:** *Legault v. Canada (Minister of Citizenship and Immigration)*, 288 N.R. 174. (T) (Cory, J.A.; Nadon, J., then a member of the Trial Division, certified the following seven questions, in accordance with section 69 of the Immigration Act (2001) 5 F.T.R. 277, 308).
  - Result 5:** *Flores Carrillo v. Canada (Minister of Citizenship and Immigration)*, [2008] ACF no. 199.

## Folders

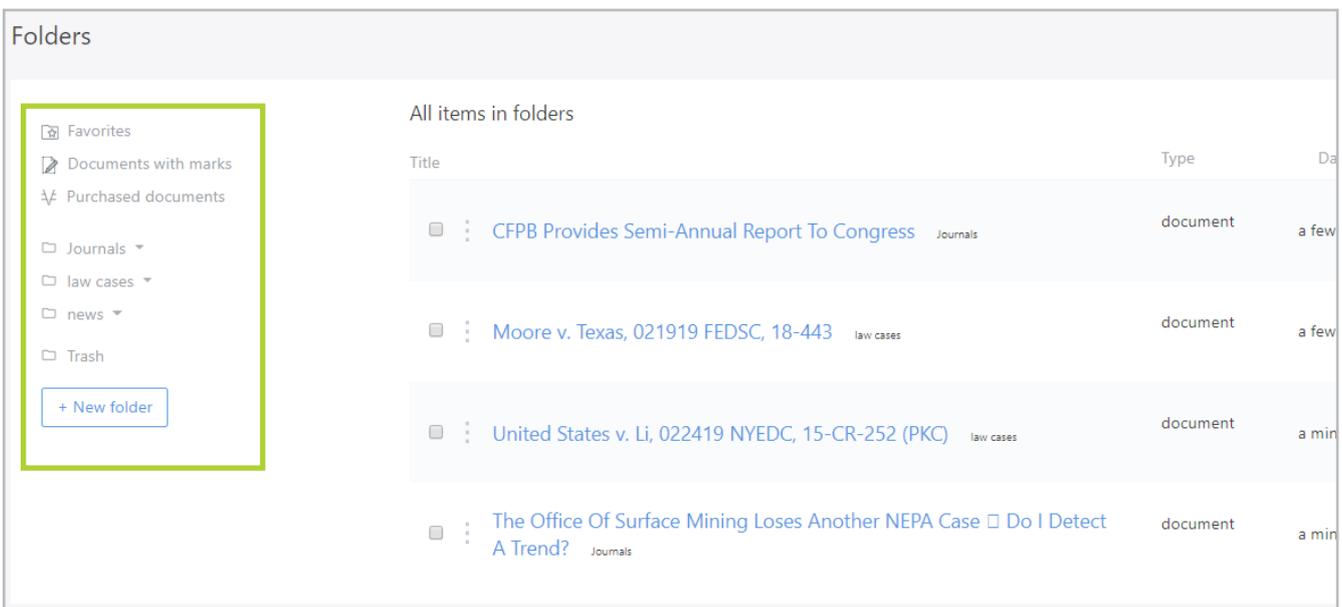
vLex helps you improve your productivity through **saving documents to folders that you can name and categorize**. It's like having a powerful document management system that adapts to your way of working.

- You can view Your favorite documents
- Your highlighted and noted documents
- Your documents purchased with vLex credit Customized folders

Each set of search results and each document can be saved in a folder.

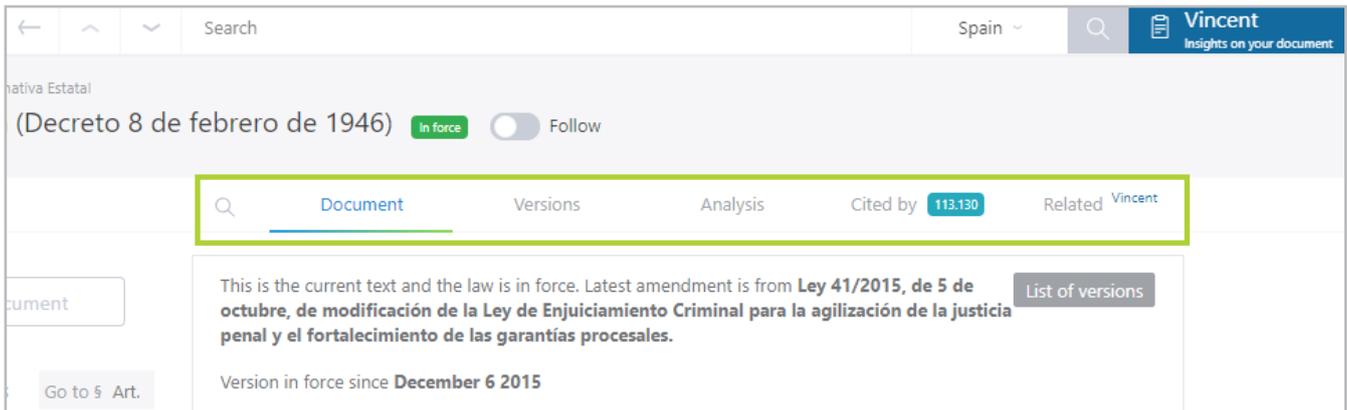


This feature gives you the option to create your own document classifications, **organizing them according to your needs**.



## 5. DOCUMENT ANALYSIS OPTIONS

Each vLex document contains **bibliographic information** and, depending on the type of document, you will find **additional insights such as: citations, related content, different versions, or documents that have cited the document** you are viewing.



### Versions

Available only in some countries, the “Versions” section, available for documents in the legislative collection will show you a **list of previous versions of this document and allow you to compare them.**

Within “Versions” you can quickly filter by date to view all of the previous versions of a document. In addition, you can see, in detail, all of the changes that have been made in each version and compare them to previous ones.



## Analysis

Available only in some countries, the “Analysis” section, also available in the legislative collection, shows you **which documents have been affected by others** and which documents the current document you are viewing has affected.

Legislación Refundida - Normativa Estatal  
**Ley Hipotecaria** (Decreto 8 de febrero de 1946) In force Follow

Document Versions **Analysis** Cited by 113,130 Related Vincent

Changes to this statute

These are the modifications that have been applied to this code since the time of its publication

**2015**

- Ley 41/2015, de 5 de octubre, de modificación de la Ley de Enjuiciamiento Criminal para la agilización de la justicia penal y el fortalecimiento de las garantías procesales.  
MODIFICA Art. 20
- Ley 29/2015, de 30 de julio, de cooperación jurídica internacional en materia civil.  
MODIFICA Art. 14
- Ley 19/2015, de 13 de julio, de medidas de reforma administrativa en el ámbito de la Administración de Justicia y del Registro Civil.  
MODIFICA Arts. 129.2.a y 129.2.f

## Cited by

“Cited By” indicates the **documents that have cited the document that you are consulting**. This option will only be available if the document has been cited by a decision. For your convenience, the vLex search engine filters can be used to refine the results list in this section.

Document Versions Analysis **Cited by 113,130** Related Vincent

Search in results

All Content	113,694
Legislation and Regulations	733
Case Law	53,096
Administrative Decisions	10,092
Books and Journals	9,056
Forms and Contracts	133
Draft Bills	3
Newspapers	2,966
Official Journals	36,994
vLex Practice Notes	163

Show results not in your plan (113,694)

More filters

Documents Sort by Relevance

estudio jurídico civil de la explotación agraria de titularidad compartida y de la compensación por colaboración efectiva en la explotación agraria desde la perspectiva del régimen económico matrimonial

Anuario de Derecho Civil - Nbr. LXVIII - April 2014

La Ley 35/2011, de 4 de octubre, sobre titularidad compartida de las explotaciones agrarias, resulta en su articulado, como medidas para promover la igualdad entre mujeres y hombres en el medio rural, la explotación agraria de titularidad compartida y el derecho a la compensación a favor del cónyuge... [More](#)

... adquirida a título oneroso por uno solo de los cónyuges para la sociedad de gananciales, que se inscriben con esta indicación, a nombre del cónyuge adquirente (art. 95.4 R-I); y aquellos en que se adquiere a título oneroso, por un solo esposo, en expresas que lo hace para la sociedad de gananciales, en los cuales el bien se inscribe a nombre del cónyuge adquirente con carácter Reg. 5-11 presuntamente personal (art. 94.1 R-I). Este bien puede ser la explotación agraria (arts. 6, 2.º III y 44, 1.º R-I). Pero además de estos casos en que un bien ganancial o presuntamente ganancial, puede figurar a nombre de un solo esposo en el Registro de la Propiedad, existen otros señalados por la doctrina, tales como: 1. «patentes concedidas a nombre del cónyuge inventor»; 2. «las empresas y establecimientos de carácter común... cuando el negocio gira a nombre de uno solo de los cónyuges»; 3. «los derechos de crédito, derechos de saneo, de usufructuario, de arrendatario, que...

## vCite Citations

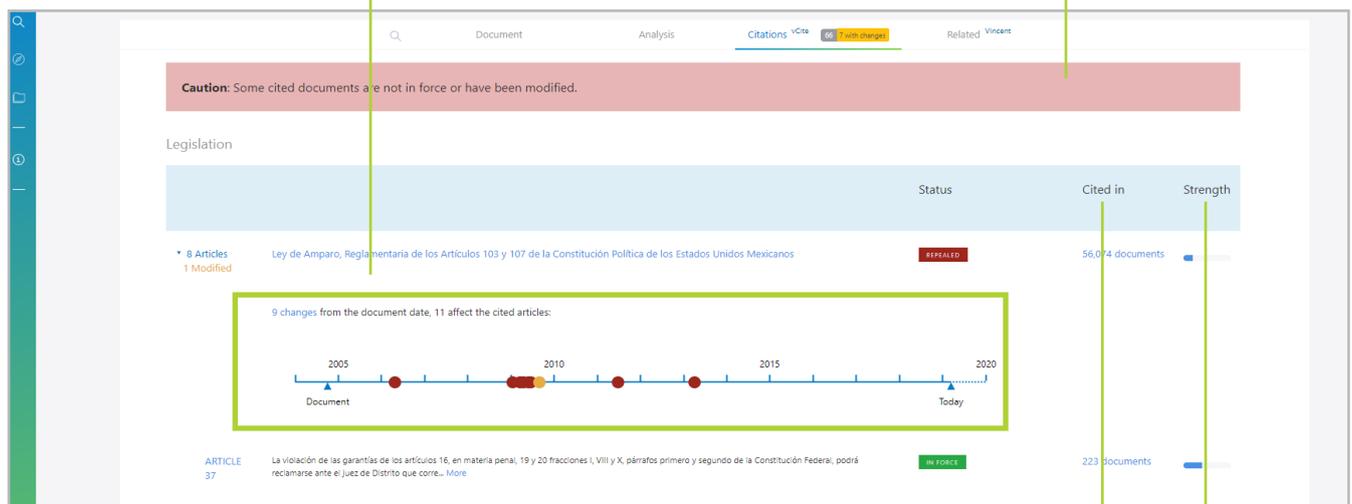
Available only in some countries, and similar to “Versions,” “vLex Citations” **indicates whether the legislation cited and applied in a document is still current or if it has undergone subsequent modifications** or will undergo future modifications that have been passed but are not yet in force.

### Chronological line

A visual representation of all of the reforms that the law or article has undergone

### Case Law

A list of all of the cases cited in the document



### Citations

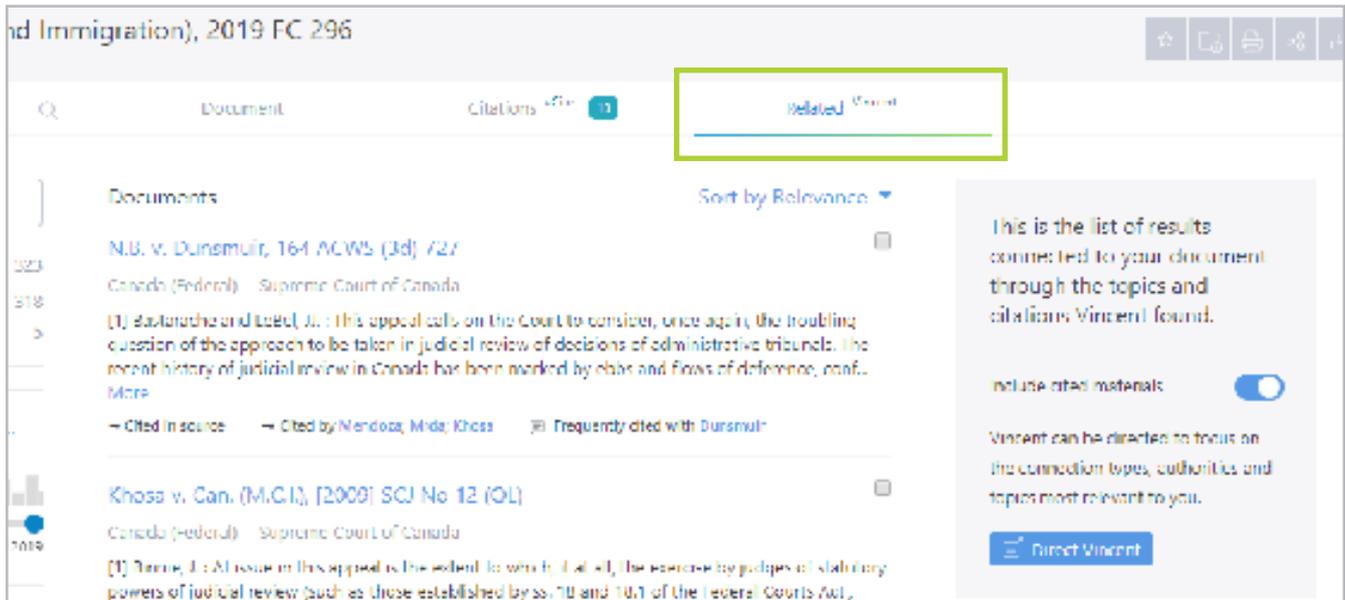
The number of documents that have cited a specific law or article.

### Strength

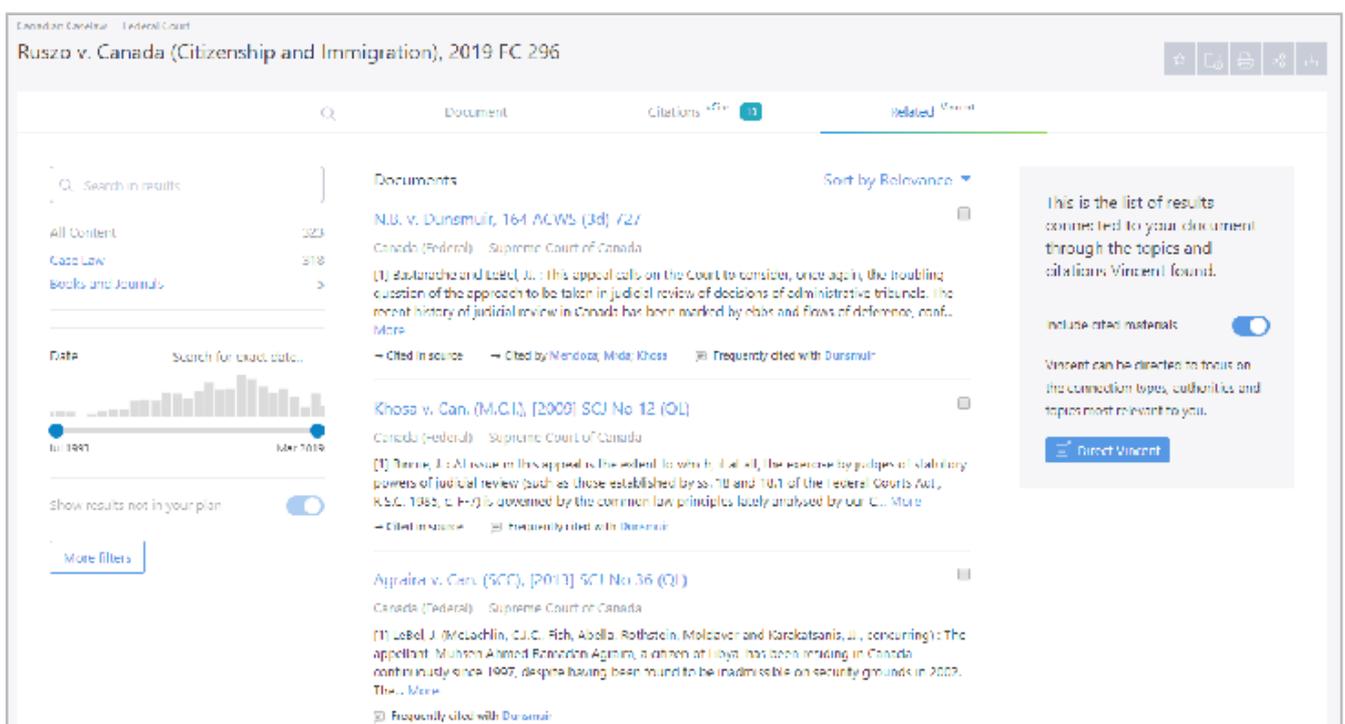
The importance of the referenced legislation to the document in which it was referenced

## Related Vincent

“Related Vincent” **applies Vincent’s analysis to the document** you are viewing. Click on the “Related Vincent” section in any document from any collection to start the analysis.



The vLex filters will appear, allowing you to narrow the results through the multiple filter options.



## Processing PDF Documents

Some vLex documents are in PDF format. **vLex technology can read PDF contents and apply the same vLex features** that are available for other documents, such as:

- Highlighting and adding notes
- Show links in the text to other vLex documents
- Use Vincent's analysis by clicking on "Related Vincent"
- Download a document, mark it as a favorite, save it to a folder...



If you want to view a document as it was published (without vLex document enrichment), click on the "Original (PDF)" tab. This will allow you to view it without downloading it to your computer.



## Key Concepts and Suggested Documents

VLex technology **extracts the key concepts** from a decision and suggests other cases similar to the case you are looking at.

This feature will show you a series of keywords at the top of the document. Additionally, a column to the right will show you the SmartTopics related to the decision you are viewing and other similar decisions.

The screenshot displays a legal document page with the following elements:

- Document Header:** "7-3077" and "Document" tab.
- Case Information:**
  - Decket No:** 11-3077
  - Party Names:** UNITED STATES OF AMERICA, Plaintiff-Appellee, v. DAVID L. PRICE, Defendant-Appellant.
  - Case Date:** October 19, 2018
  - Opinion Judge:** MARION, CIRCUIT JUDGE
  - Judge Files:** Before Flaux, Marion, and Sykes, Circuit Judges.
  - Court:** United States Court of Appeals, Court of Appeals for the Seventh Circuit
- Key Topics:** Context of a criminal sentence appeal, Rehabilitation statute, Penalty for federal offenses, Murders. (This section is highlighted with a green box.)
- Case Title:**

United States of America, Plaintiff-Appellee,  
 v.  
 David L. Price, Defendant-Appellant.  
 No. 11-3077  
 United States Court of Appeals, Seventh Circuit  
 October 19, 2018
- Case History:**
  - Argued September 27, 2018
  - Appeal from the United States District Court for the Northern District of Illinois, Eastern Division, No. 13-cv-00874 - Harry D. Leisenweber, Judge.
  - Before Flaux, Marion, and Sykes, Circuit Judges.
  - MARION, CIRCUIT JUDGE.
- Related Documents:**
  - 626 F.3d 1212 (9th Cir. 2011), 73-19030, United States v. Torres
  - 639 F.3d 1215
  - United States v. Teague, 111315 (USDC, 2018-01-00271-DSH)
  - People v. Savelles, 901915 CAAPP1, A738295
  - Commonwealth v. Commonwealth, 012915 NADUP, 1643 EDA 2014

## 6. DOCUMENT OPTIONS

### Text Search

On the upper left-hand side, you will find a **small search box that allows you to search within the document.**

Federal Cases - United States Courts of Appeals - Court of Appeals for the Second Circuit  
**Cooke v. United States, 030719 FED2, 17-3911-cv**

Document Citations vCite 21 Related Vin

**Search in this document**

**Docket N°:** 17-3911-cv **Opinion Judge:** CHIN, CIRCUIT JUDGE

**Party Name:** Jessica Cooke, Plaintiff-Appellant, v. United States of America, Defendant-Appellee. [\*] **Attorney:** Stephen L. Lockwood, Stephen L. Lockwood, P.C., and Christopher J. Kalil, Law Office of Christopher J. Kalil

### Document Navigation

To simplify review of large documents, an index or table of contents, as applicable, is located on the left side of the page. When browsing a document or regulation, for example, this feature makes it easy to move between passages, sections or sub-sections of structured documents.

Document Related New

**Search in this document**

**Cite as:** 4 CCR 903-1-1.09 **Currency:** Current through Register Vol. 42, No. 2, January 25, 2019

**Table of Contents**

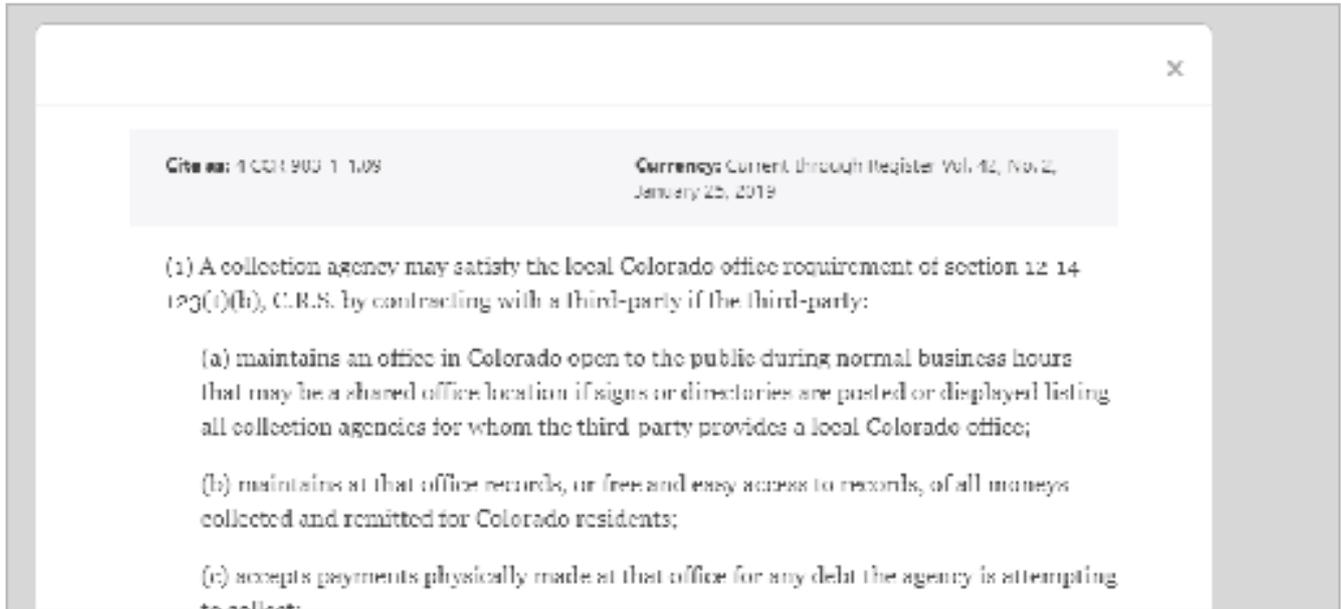
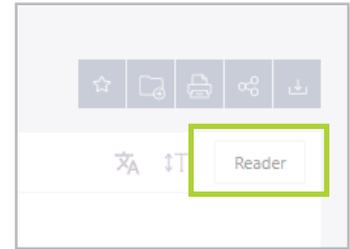
- Colorado Administrative Code
  - Department 900, Department of Law
    - Division 903, Collection Agency Board
      - Rule 4 CCR 903-1, Colorado Collection Agency Board Rules
        - Chapter 1 CCR 903-1, Licensing and Disciplinary Matters
          - 4 CCR 903-1-1.01 - Collections Manager
            - 4 CCR 903-1-1.09 - Licensure

(1) A collection agency may satisfy the local Colorado office requirement of section 12-14-123(1)(i), C.R.S. by contracting with a third-party if the third-party:

- (a) maintains an office in Colorado open to the public during normal business hours that may be a shared office location if signs or directories are posted or displayed listing all collection agencies for whom the third-party provides a local Colorado office;
- (b) maintains at that office records, or lists and easy access to records, of all moneys collected and remitted for Colorado residents;
- (c) accepts payments physically made at that office for any debt this agency is attempting to collect;
- (d) staffs that office with a full-time employee who may be a shared employee;
- (e) provides a telephone number that may be a shared telephone number, that rings to the local Colorado office, and is answered in a manner that does not mislead consumers; and,
- (f) complies with all applicable provisions of the Colorado Fair Debt Collection Practices Act.

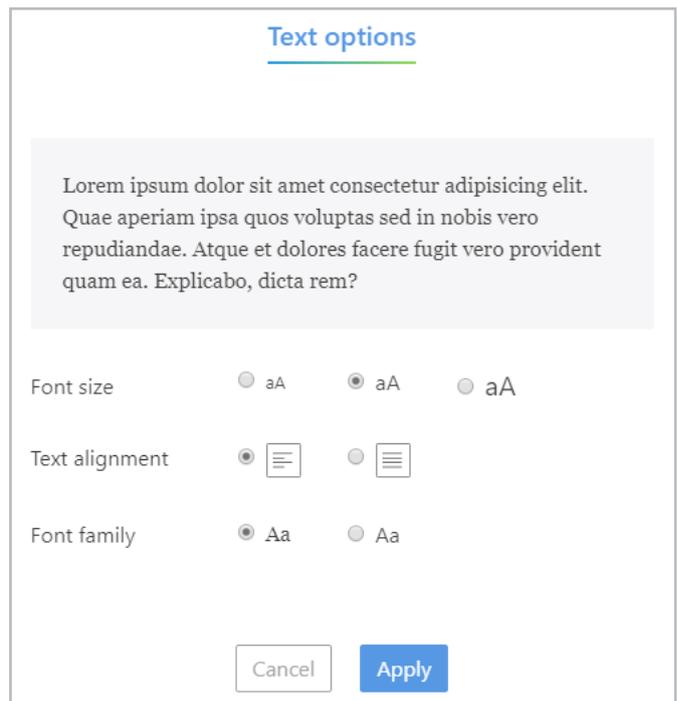
## Reading Mode

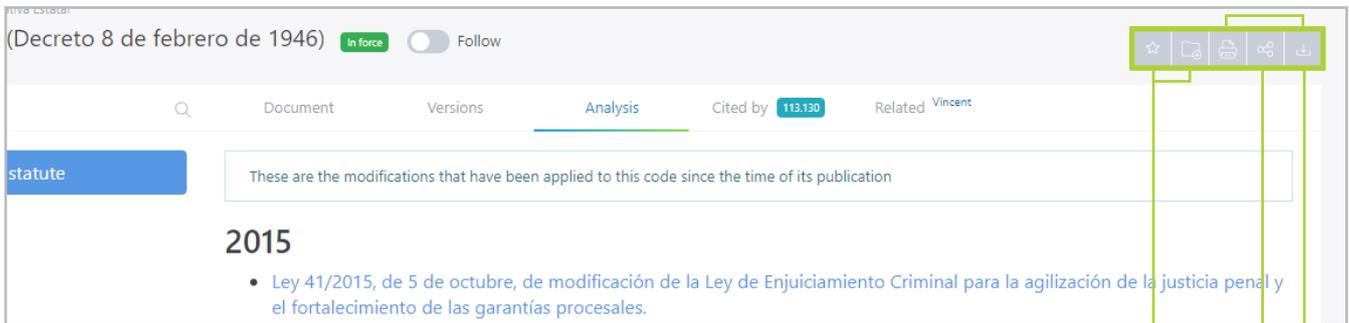
vLex was **designed to reduce visual fatigue**. For this reason, the combination of colors, text, and Reader have been carefully chosen and implemented. This includes the option to use a full-screen viewer, where you can read the text as if it were a book. To use this option in any document, simply click on “Reader.”



## Text Options

As with the Reader, you can adjust a document’s text options to further **facilitate readability**.





### Option to save in a folder or as a favorite

You can **bookmark a document and / or save it in a folder**, all within the vLex platform.

### Sharing Options

vLex allows you to **send a specific document link by email** without having to download it or save it.

You also have the option to share link to the selected document among your social network contacts via Twitter, Facebook, and LinkedIn.

### Download and Print Options

The different options for **downloading and printing** a document are located at the top of the page, as seen in the following image.

# User Guide

For more information,  
consult our [help center](#)

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