

## Setting Up Your Notetaking Page

**When setting up a note page to record relevant facts of each case, you can consider using the following categories:**

**Case Title:** Write the name of the case to easily identify and reference it later.

**Citation:** Include the official citation of the case, which typically includes the court abbreviation, year, volume, and page number.

**Parties Involved:** Record the names of the plaintiff(s) and defendant(s) in the case.

**Jurisdiction:** Mention the court or level of court where the case was heard.

**Relevant Dates (offense/ decision):** Note important dates associated with the case, such as the date the lawsuit was filed or the date of the court's decision.

**Key Facts/Summary:** Summarize the essential background information and circumstances of the case, including events, actions, or disputes that led to the legal dispute.

**Legal Issues:** Identify the specific legal questions or matters that the court needed to address in the case.

**Decision- Majority/Dissenting:** Record the court's final ruling or judgment, specifying whether it was in favor of the plaintiff or defendant.

**Legal Principles Involved:** Identify any new legal principles, rules, or precedents established by the court in the case.

**Outcome:** Summarize the court's reasoning behind its decision, including the legal arguments used.

**Significance or Impact:** Highlight the significance or potential impact of the case in terms of its legal implications or its potential to influence future decisions.

These categories should provide you with a structured framework to organize and review the relevant facts of each case effectively. Adjust or modify them as needed to suit your personal study style or specific requirements set by your instructor.

**SAMPLE NOTETAKING ORGANIZATIONAL TOOL (blank)**

<b>Category</b>	<b>Information</b>	<b>Other notes</b>
Case Title		
Citation		
Parties Involved		
Jurisdiction		
Relevant Dates (offense & decision)		
Key facts (Summary)		
Issues on appeal		
Decisions – Majority/ Dissenting		
Legal Principles Involved		
Outcome		
Significance/Impact		

You can use this structure as a template to fill in the relevant information for an actual court case you are studying/reading. You may want to add a third column “Other notes” if you are doing research or comparing/contrasting cases, etc. This is optional.

**Example with facts:**

Category	Information	Other notes
<b>Case Title</b>	R. v. Smith	
<b>Citation</b>	[2023] 2 S.C.R. 567	
<b>Parties involved</b>	Plaintiff: The Queen (representing the government/prosecution) Defendant: John Smith (accused)	
<b>Jurisdiction</b>	Supreme Court of Canada	
<b>Relevant dates(offense &amp; decision)</b>	Lawsuit Filed: January 15, 2021 Supreme Court Decision: June 8, 2023	
<b>Key facts (Summary)</b>	John Smith was charged with possession of a controlled substance (cocaine) with intent to distribute. The drugs were found in his vehicle during a routine traffic stop. The prosecution argued that the amount of cocaine and other evidence indicated an intention to sell. The defense claimed that the drugs were for personal use and not intended for distribution.	
<b>Issues on appeal</b>	Whether the amount of drugs found constituted sufficient evidence to prove an intent to distribute. How the court should interpret the relevant legislation and case law regarding drug possession and intent to distribute.	
<b>Decisions Majority/Dissenting</b>	The Supreme Court ruled in favor of John Smith. No dissenting opinion.	
<b>Legal Principles Involved</b>	The court clarified that mere possession of a substantial amount of drugs does not automatically establish intent to distribute. Additional evidence, such as scales, packaging materials, or other signs of drug trafficking, may be necessary to prove intent.	
<b>Outcome</b>	The court concluded that the evidence presented was not sufficient to prove beyond a reasonable doubt that John Smith intended to distribute the cocaine.	
<b>Significance/Impact</b>	The case provides guidance on the standard of proof required to establish intent to distribute drugs, emphasizing the need for additional evidence beyond the quantity of drugs alone.	