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FORMS & PRECEDENTS INDEX

The *Thomson Reuters Forms and Precedents Index* is a comprehensive catalogue of over 12,000 regularly updated practice and procedural documents, forms and correspondence templates. It guides users to source documents available across a wide range of Thomson Reuters' products covering all Australian jurisdictions.

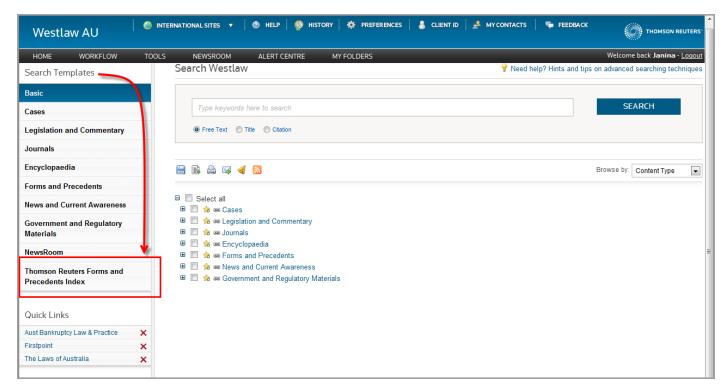
Thomson Reuters Forms and Precedents Index provides you with the ability to search across all of Thomson Reuters forms & precedents, as well as providing a gateway to a range of well-established and trusted sources. Westlaw AU includes subscription services, the NSW Law Society Precedents suites and Australian Commercial Precedents. External sources include ASIC Forms, Softdocs automated document production library, and Cleardocs automated online document creation service.

In addition to commonly used court-approved forms and precedents (for litigation and commercial use), suggested clauses and examples, the Thomson Reuters Forms and Precedents Index lists a wide variety of ancillary templates for correspondence and checklists for practical guidance.

- The precedents are available in a number of different formats to suit you. Precedents and letters are available
 in Word format, or within Softdocs can be adapted or created with an electronic letterhead so all emailed
 correspondence carries your information.
- As the official publisher of ASIC forms, you also receive detailed form guides, information sheets and regulatory guidance documents to help you complete the form correctly.
- If you locate a form or precedent not currently housed on Westlaw AU, the Index provides an easy to find solution. The landing page allows you to copy and then paste the document ID directly into your system to quickly locate the document.

To Access Thomson Reuters Forms & Precedents Index

- Step 1. Go to www.westlaw.com.au
- Step 2. From the Westlaw AU login page enter a Username and Password and click Sign In, or IP Users click Sign In by IP Access.
- Step 3. From the Westlaw AU homepage click **Thomson Reuters Forms and Precedents** option available in the search templates located in the left hand pane.





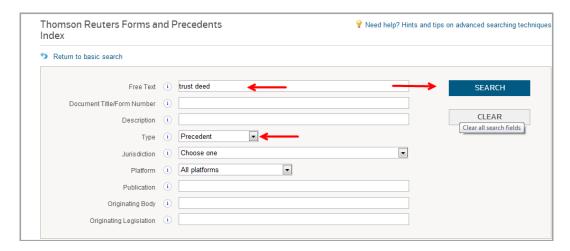
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FORMS & PRECEDENTS INDEX

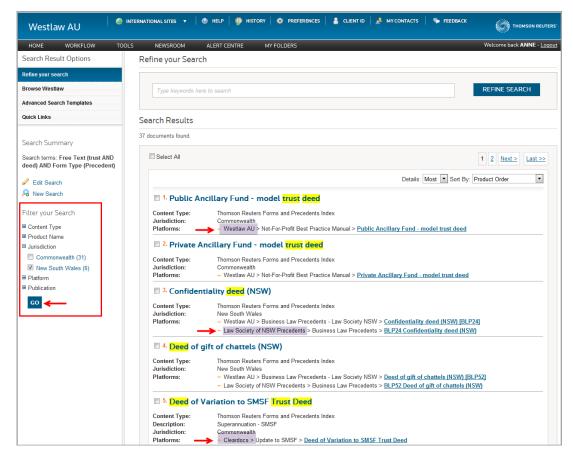
The Thomson Reuters Forms and Precedents Index search page provides the ability to locate a form or precedent by entering information into one or more search boxes.

Example 1: Search for a *trust deed* legal precedent.

- Step 1. Click Thomson Reuters Forms and Precedents Index link from the homepage of Westlaw AU
- Step 2. Enter trust deed into the Free Text box then select Precedent from the Type drop-down list
- Step 3. Click Search



The Results display a list of documents where our search terms appear. The list will feature results from different platforms including **Westlaw AU**, **Cleardocs**, **Law Society of NSW Precedents and Softdocs**.



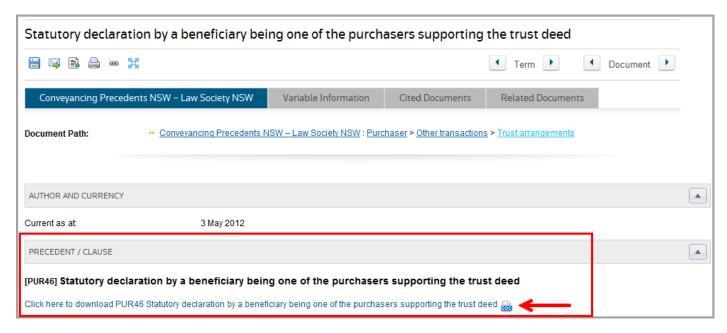
Step 4. To filter the search results choose one or more **Filters** listed on the left to refine the search. In this example we have selected the **Jurisdiction** filter and selected **NSW**.



Step 5. To access a document click a link from the search results. In this result there are two links available – Westlaw AU and Law Society of NSW Precedents.



Step 6. To access the **Westlaw AU** document click the link from the search results. Then click the **Word icon** to open the legal precedent. Note if you do not subscribe to a Westlaw AU product that features this document the link will not be available.



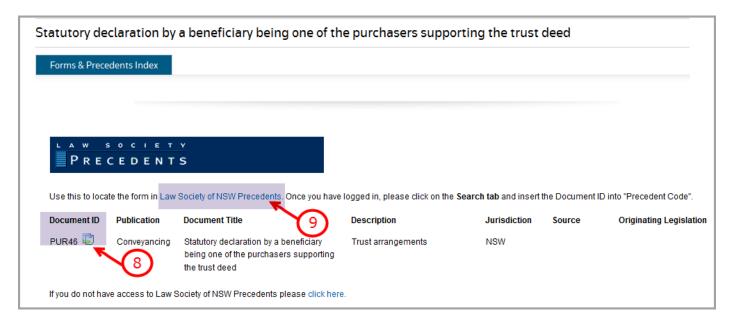
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Regulation 2011 (NS South Wales for ide should be prepared s	er-Section-34(1)(c)- of the Oaths-Act-1900-has-been-added-pursuant-to-the-Oath W)-which-commenced on 30-April 2012Its-object is-to-set-out-the-procedure in New mtifying-persons-making-statutory-declarations-or-affidavitsStatutory-declaration o-that-the-jurat-and-certificate-do-not-appear-on-a-page-by-themselvesIdeally, the jura
and-certificate-should appears¶	l-appear-on-a-page-where-at-least-some-of-the-text-of-the-body-of-the-statutory-declaration
NOTE:The-first-pag text-and-the-first-Section	ge-of-this-precedent-is-in-hidden-textPlease-print-from-page-2-or-else-delete-the-hidder on-Break/¶
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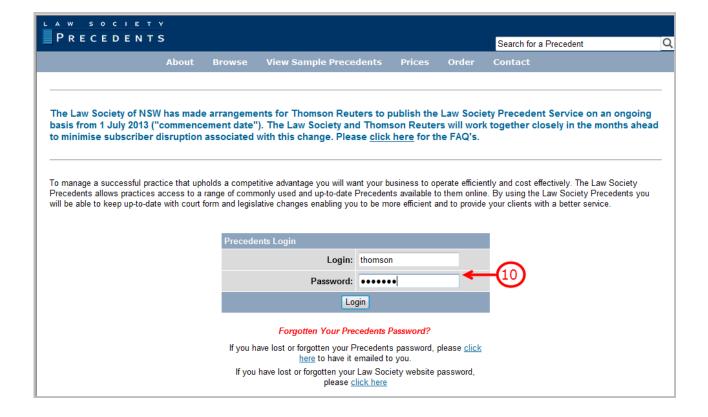
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FORMS & PRECEDENTS INDEX

- Step 7. To access the Law Society of NSW Precedent click the link from the search results to display a document featuring a Document ID and a link to the source of the document eg PUR46 Law Society of NSW Precedents.
- Step 8. Click the **Document ID icon** to copy the identification reference number (PUR46)
- Step 9. Click the **platform link** to go to the document source. **Note:** You will need to be a subscriber to the platform to gain access to the document.

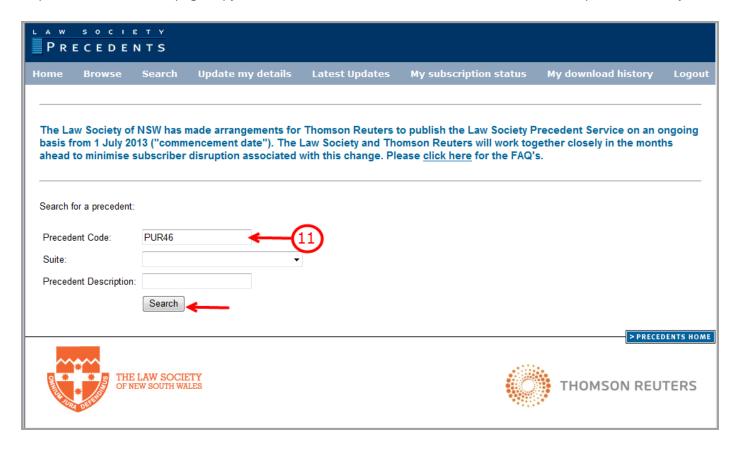


Step 10. Login to the platform eg the Law Society of NSW Precedents. Note: you must be a subscriber.





Step 11: From the Search page copy or enter the **Document ID** then click **Search**. *Note:* Each platform will vary.



Step 12: Click Open to access the legal precedent.



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