Westlaw Australia

Forms and Precedents

The Forms and Precedents collection comprises over 3,000 expertly drafted precedents, statutory forms and checklists, and practical commentary.

This guide shows methods to find a forms or precedents, how to download documents and completed using Microsoft Word.

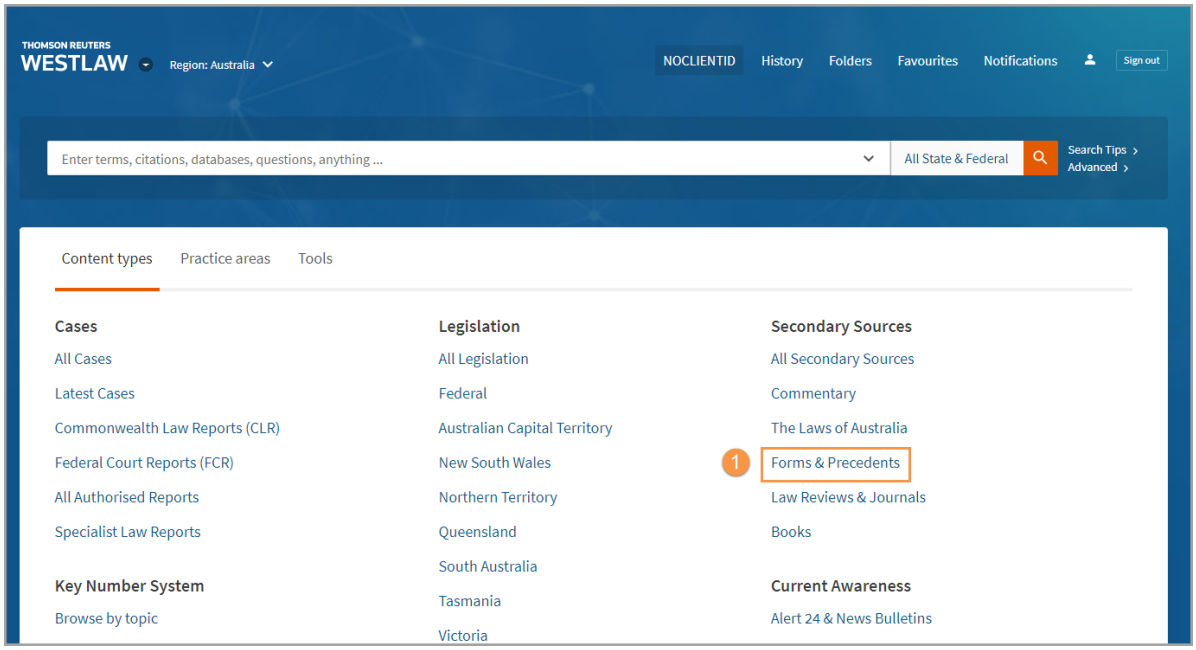
Westlaw Australia contains precedents from three separate publishers:

a) ACP – which is an abbreviation for Australian Commercial Precedents.
b) NSW Precedents and
c) Victorian Precedents.

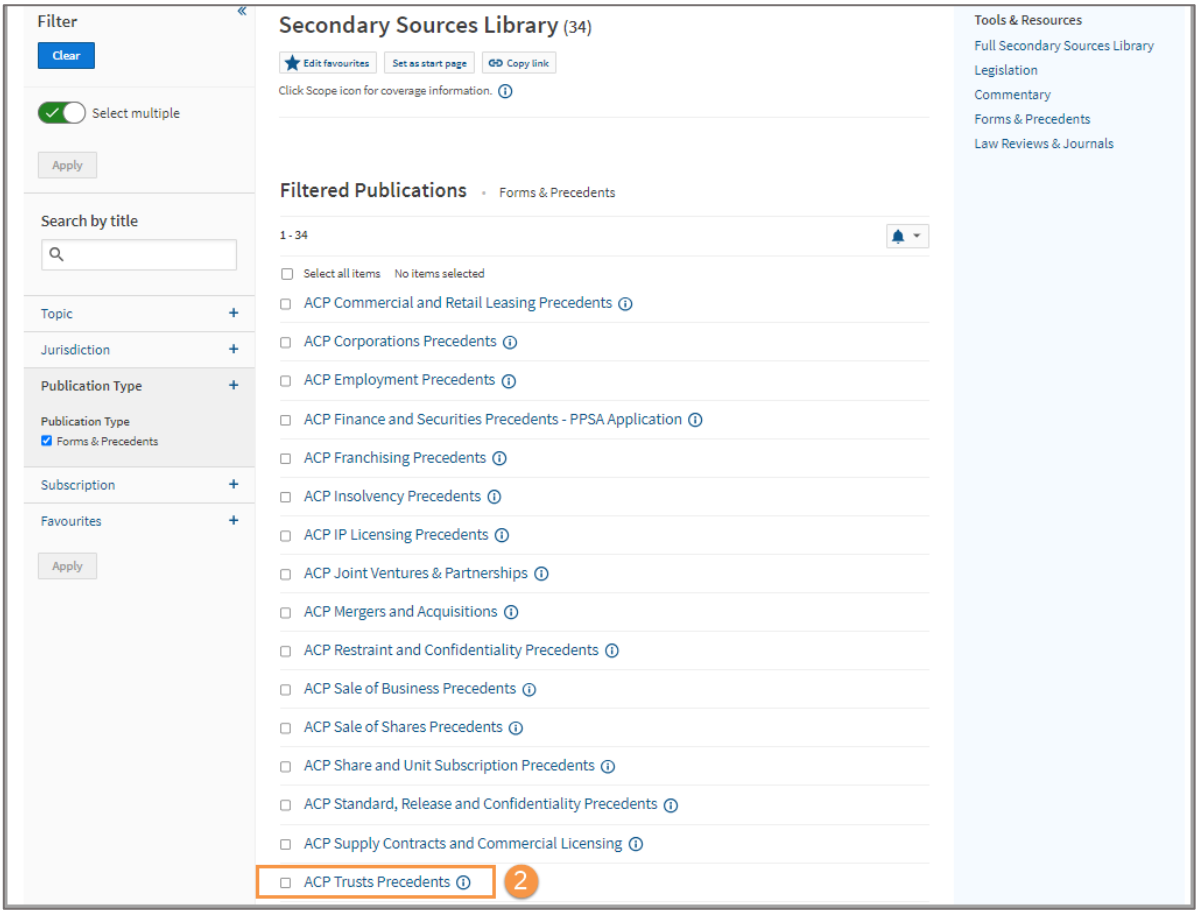
How to Browse a Precedent Collection
How to locate a document using the Precedents Index
How to search for Forms and Precedents using Plain Language
How to search for Forms and Precedents using Terms and Connectors
Document Features

How to Browse a Precedent Collection

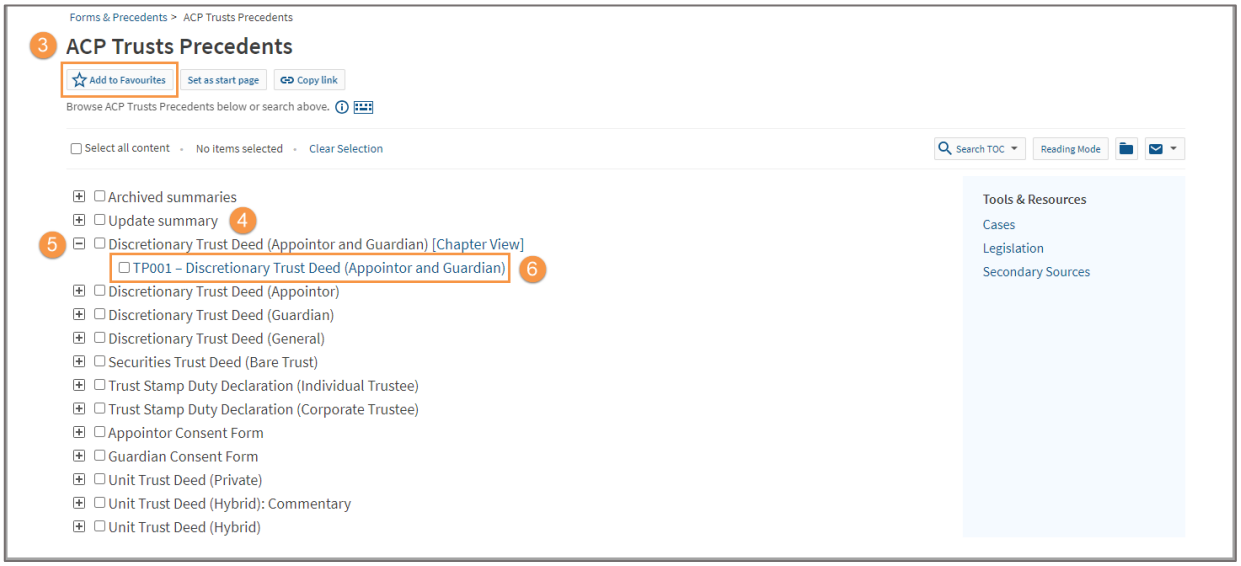
1. From the Westlaw Australia homepage, under **Secondary Sources,** click **Forms and Precedents.**



2. Click the required precedent collection from the list e.g., **ACP Trust Precedents.**



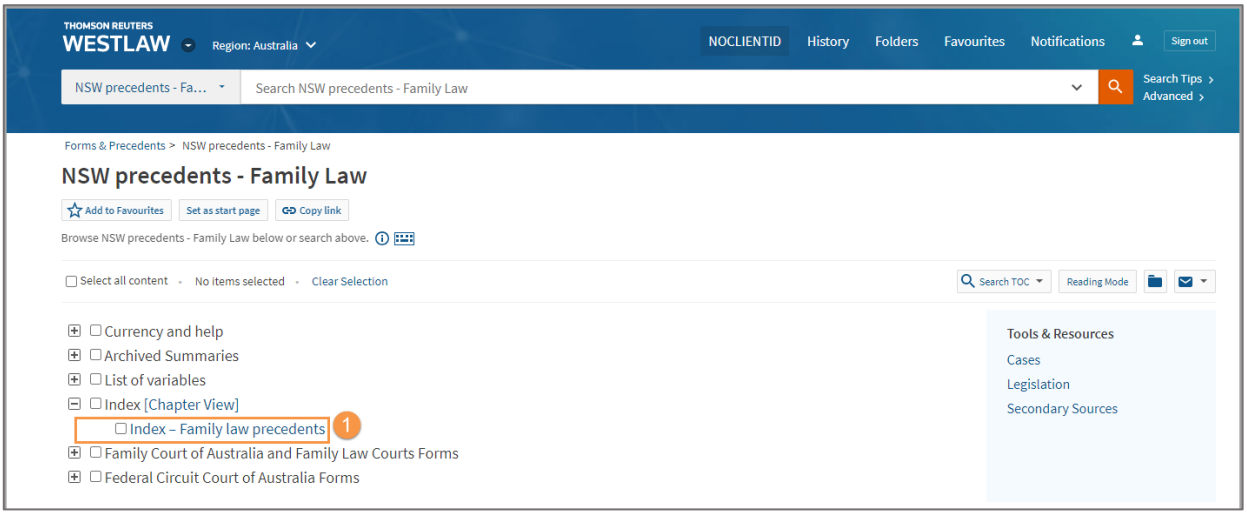
3. Click **"Add to Favourites"** to create a shortcut to a Precedents collection you may use regularly.
4. Click **"Update Summary"** for information on the latest updates.
   Note: Precedents will be updated to maintain currency in line with legislative changes, case law developments and any other relevant considerations.
5. Browse the collection by clicking the + signs **e.g., Discretionary Trust Deed**
   Note: Content is displayed by document type **e.g., Discretionary Trust Deed, Securities Trust Deed, Trust Stamp Duty Declaration.**
6. Click the title to open the document **e.g. TP001- Discretionary Trust Deed (Appointer and Guardian).**



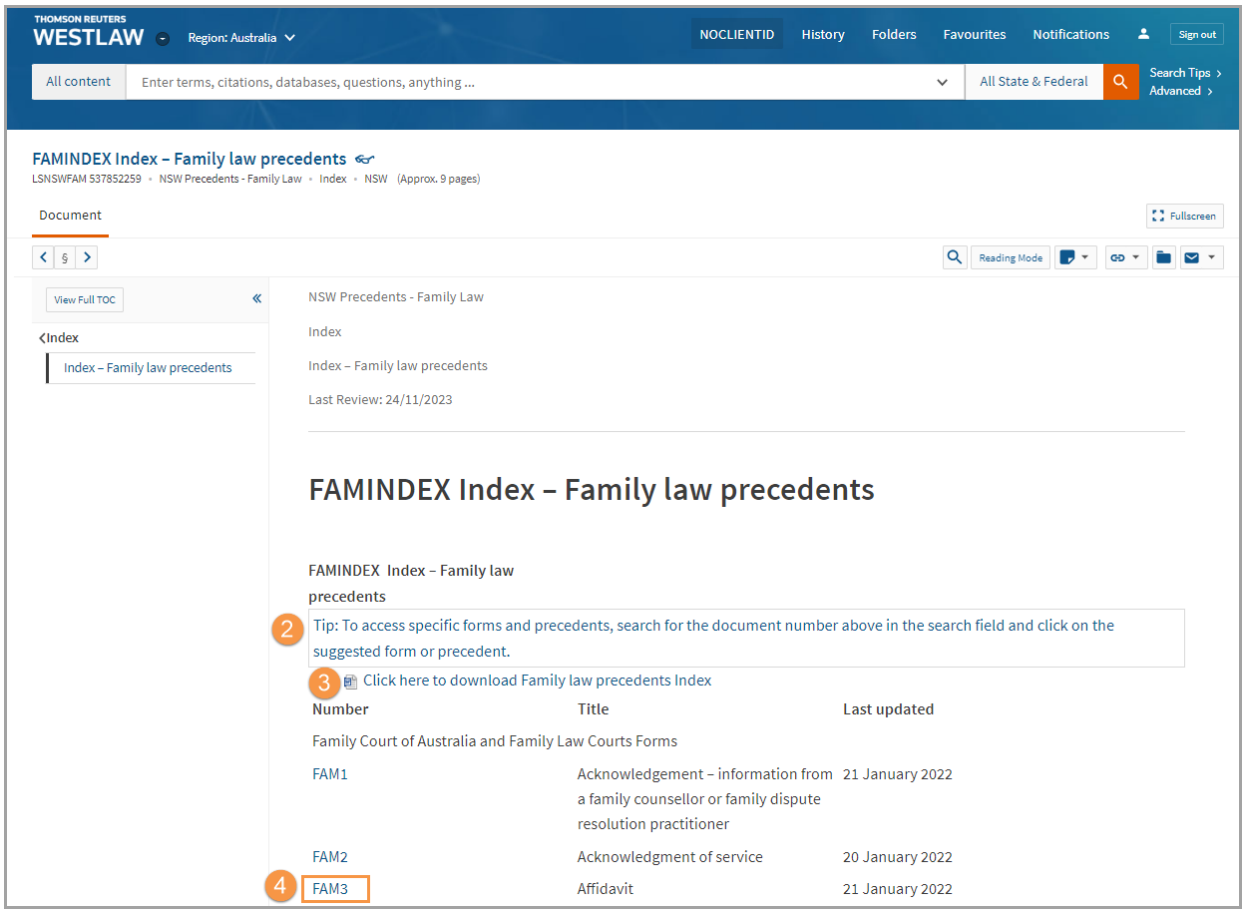
How to locate a document using the Precedents Index

You can use the index to find a list of documents displayed by topic and form type.

1. From the **homepage** click **Forms and Precedents** from **Secondary Sources** then select **NSW Precedents – Family Law**. To open the **Precedents Index,** click the title.



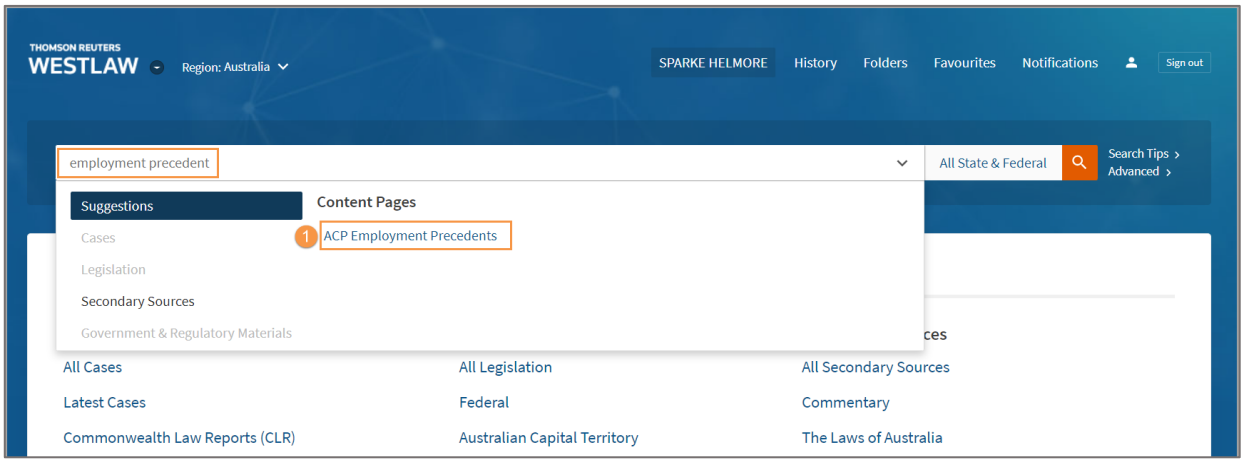
2. The **Tip:** provides search tips.
3. You can download the Index as a Word document.
4. To download a precedent, click the identifier code, e.g. **FAM3.**



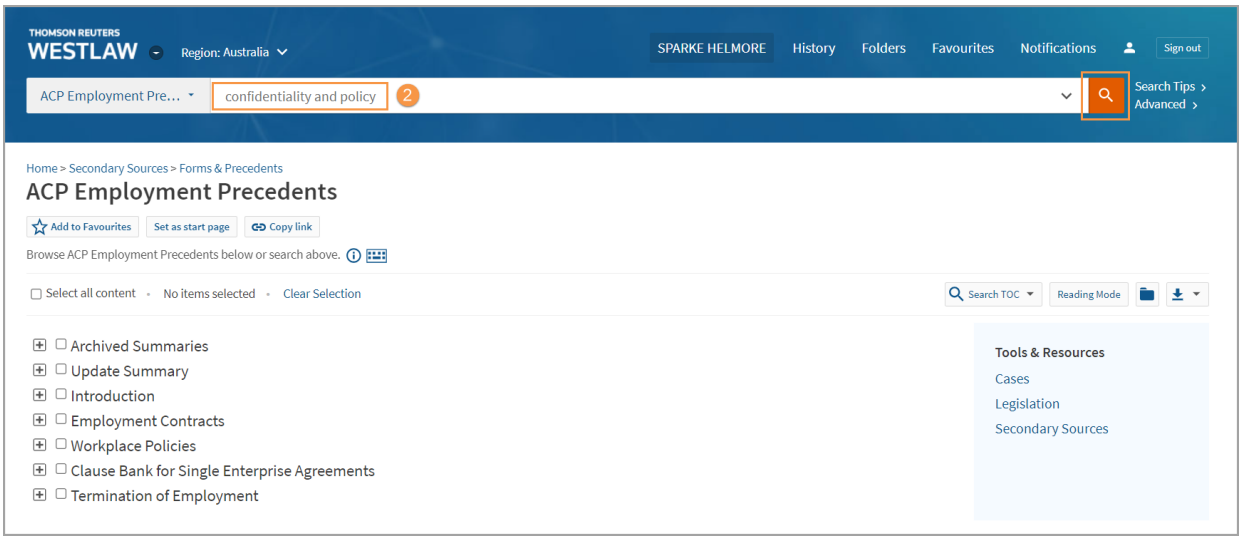
How to search for Forms and Precedents using plain language

You can conduct a plain language search, to find relevant precedents without using connectors.

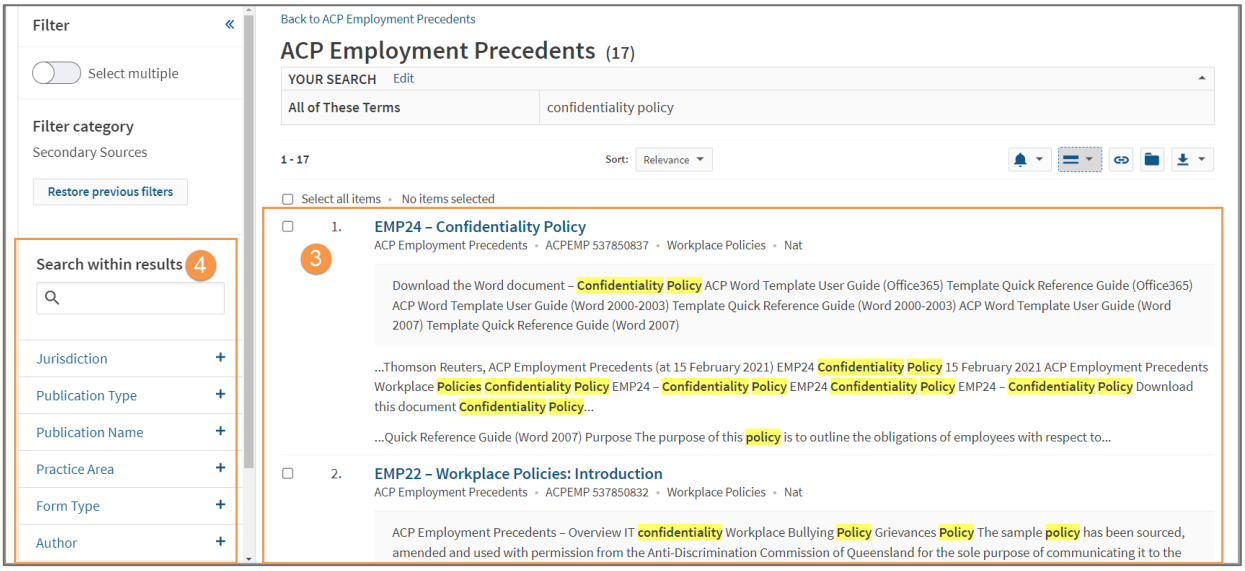
1. From the **homepage,** type the name of precedent topic **e.g., employment precedent,** then select the title from the suggested content drop-down menu **e.g., ACP Employment Precedents.**



2. From the **Precedents** collection page, type terms using plain language in the search bar, then click **Search.** The example below shows Westlaw searching all "**ACP Employment Precedents**" for **confidentiality and policy.**



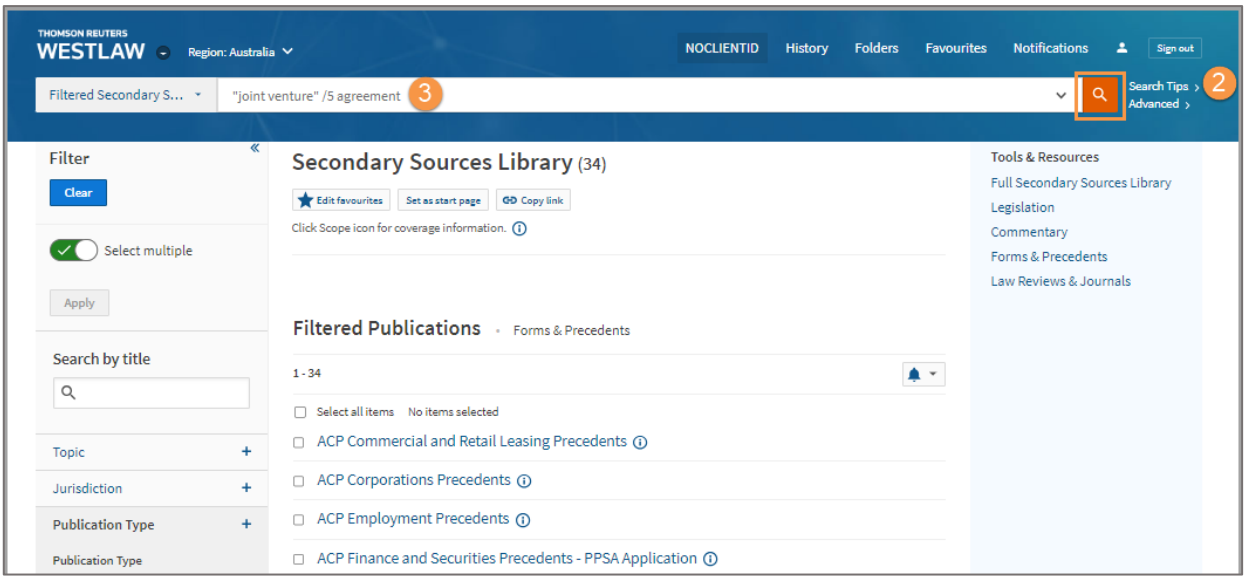
3. Search results are listed by relevance. Documents with most hits, proximity of search terms, and search terms found in the title, are at the top of the list.
4. Use **post search filters** or **Search within results** on the left, to refine search results.



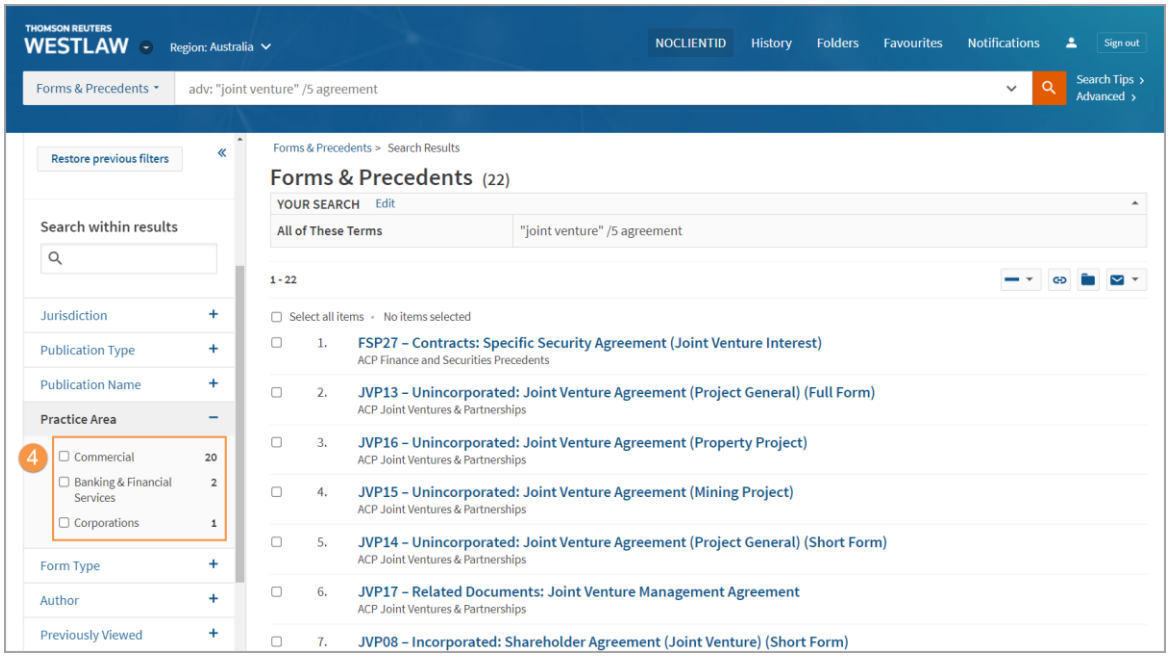
How to Search Forms and Precedents using Terms and Connectors

Terms and connectors can be used to provide precise and efficient content searches.

1. To search <u>all</u> precedents, click **Forms and Precedents,** under **Secondary Sources** on the home page.
2. Click **"Search Tips>"** for a list of connectors you can use.
3. Type **"joint venture" /5 agreement** in the search bar then click **Search** button.
   This finds precedents where the phrase **"joint venture"** is within five words of **agreement.**



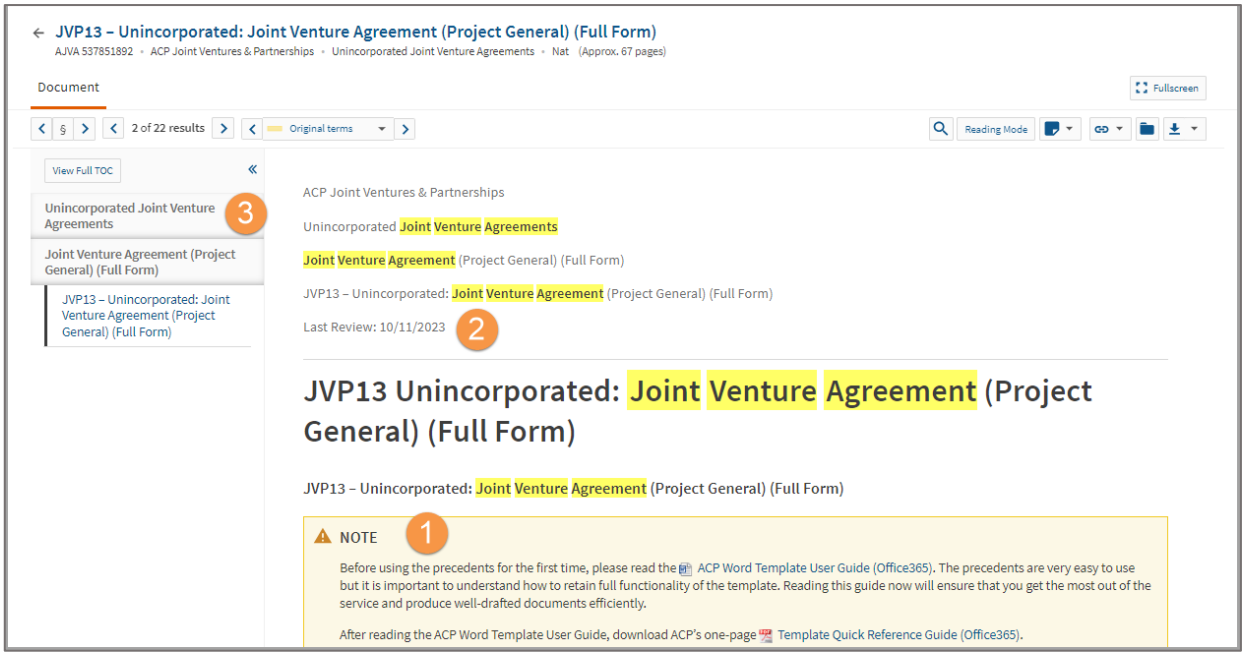
4. Use the **post search filters** on the left to refine the results in different ways **e.g., Practice Area.** The Practice Area filter lists practice areas where the documents appear **e.g., Commercial, Contract, Banking & Financial Services.**


THOMSON REUTERS
WESTLAW
Region: Australia
NOCLIENTID
History
Folders
Favourites
Notifications
Sign out
Forms & Precedents
adv: "joint venture" /5 agreement
Search Tips
Advanced
Restore previous filters
Search within results
Jurisdiction
Publication Type
Publication Name
Practice Area
4
Commercial 20
Banking & Financial Services 2
Corporations 1
Form Type
Author
Previously Viewed
Forms & Precedents > Search Results
Forms & Precedents (22)
YOUR SEARCH Edit
All of These Terms
"joint venture" /5 agreement
1 - 22
Select all items • No items selected
1. FSP27 – Contracts: Specific Security Agreement (Joint Venture Interest)
ACP Finance and Securities Precedents
2. JVP13 – Unincorporated: Joint Venture Agreement (Project General) (Full Form)
ACP Joint Ventures & Partnerships
3. JVP16 – Unincorporated: Joint Venture Agreement (Property Project)
ACP Joint Ventures & Partnerships
4. JVP15 – Unincorporated: Joint Venture Agreement (Mining Project)
ACP Joint Ventures & Partnerships
5. JVP14 – Unincorporated: Joint Venture Agreement (Project General) (Short Form)
ACP Joint Ventures & Partnerships
6. JVP17 – Related Documents: Joint Venture Management Agreement
ACP Joint Ventures & Partnerships
7. JVP08 – Incorporated: Shareholder Agreement (Joint Venture) (Short Form)

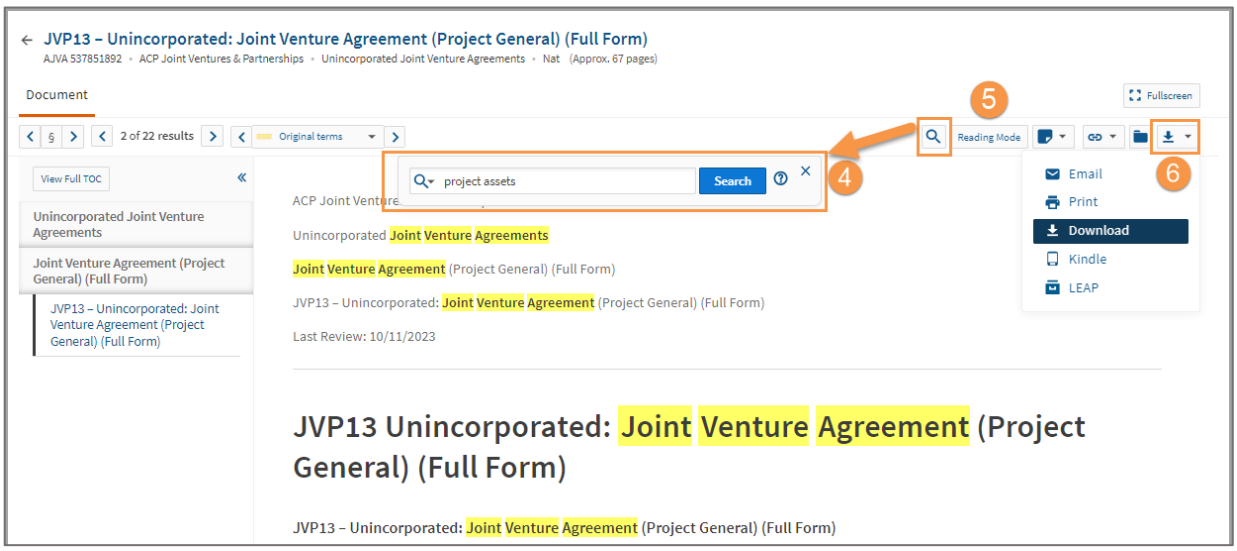
Document Features

The following features are available in the precedents.

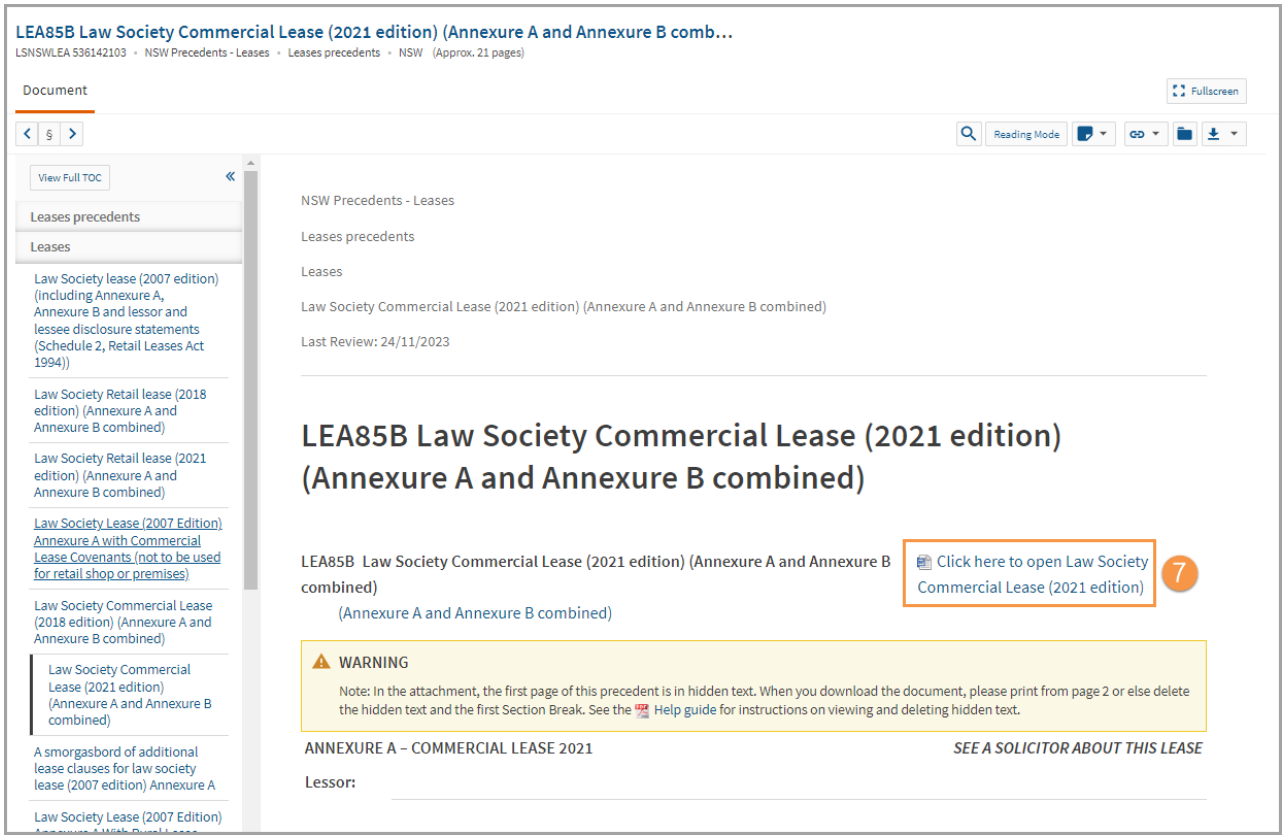
1. **User Guide**: Provides a Template User Guide to help maximise the functionality of the template.
2. **Last Review**: Provides information about the currency of this document.
3. **Table of Contents:** Use the Table of Contents on the left to navigate between documents.



4. **Search**: Click the **Search icon** and enter your search term/s then click the **Search button** to search within the document.
5. **Reading Mode**: Click **Reading Mode** to view the document in **Reading Mode** for a more streamlined reading experience.
6. **Download:** To download the precedent, click on the **Document Delivery Icon** and select **Download**.



7. **Download in Word:** Some precedents will also have a Microsoft Word icon that allows you to download an editable document to Microsoft Word.



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