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.

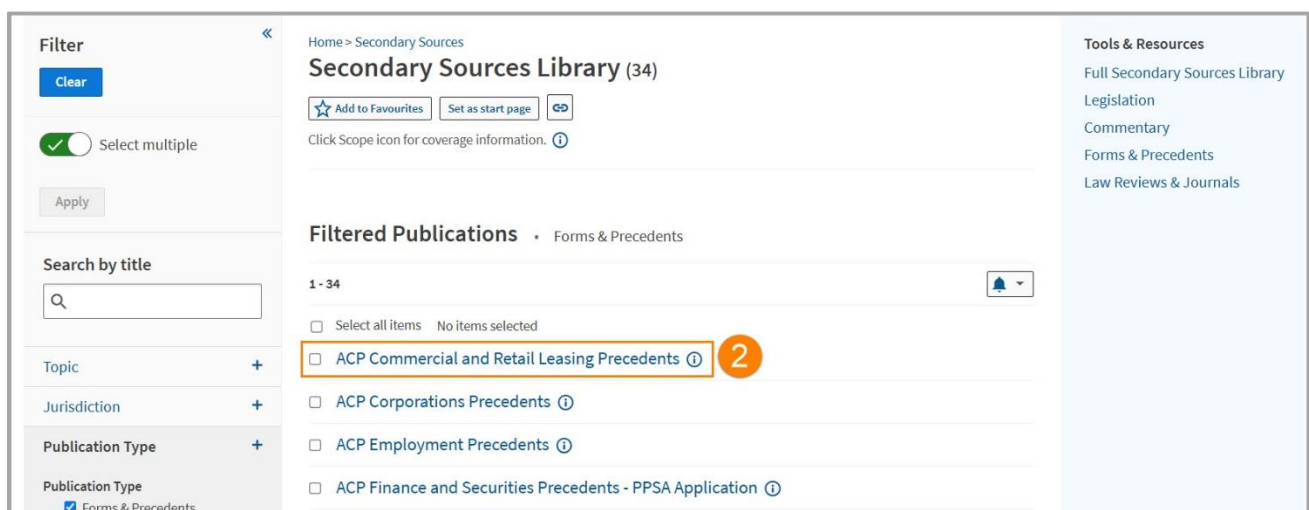Westlaw Australia contains precedents from three separate publishers:

- ACP – which is an abbreviation for Australian Commercial Precedents.
- NSW Precedents and
- Victorian Precedents.

How to Browse a Precedent Collection

1. On the Westlaw Australia homepage, click **Forms and Precedents**.
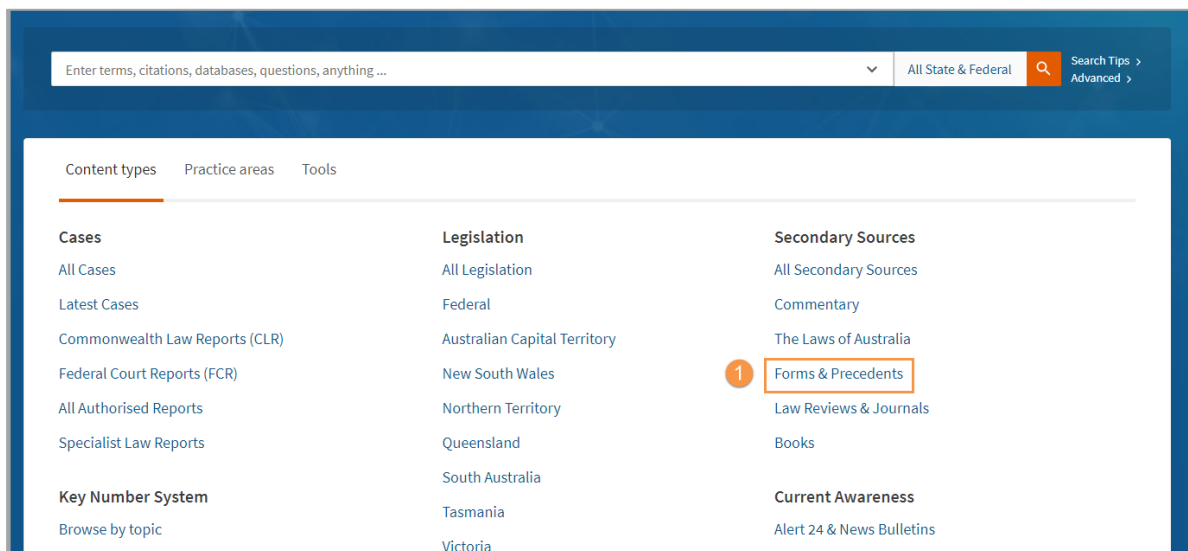
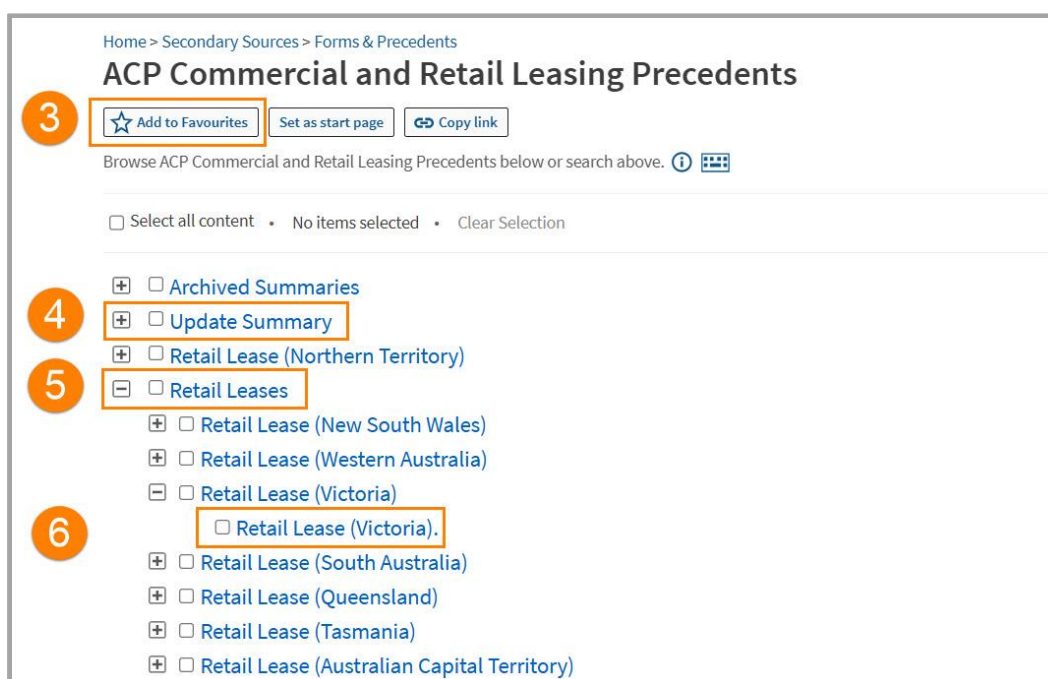2. Click the required precedent collection from the list.

3. **"Add to Favourites"** Click to create a shortcut to collections 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., Retail leases**

⚠ Note: Content is displayed by document type e.g., Retail Lease (Victoria).

6. Click the title to open the document.

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.**
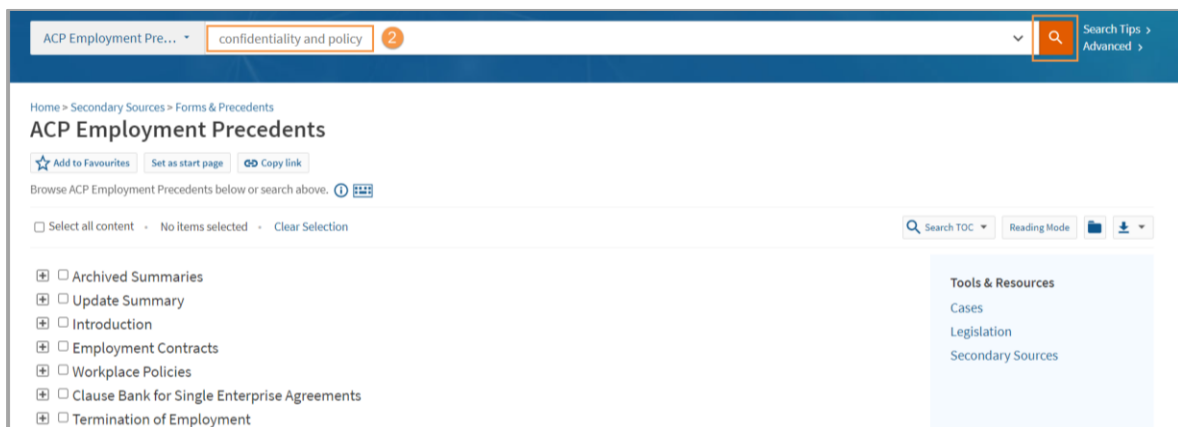
3. Search results are listed by relevance. Documents with most hits, proximity of search terms, and search terms found in the title, are at the top of the list.

4. Use **post search filters** or **Search within results** on the left, to refine search results.
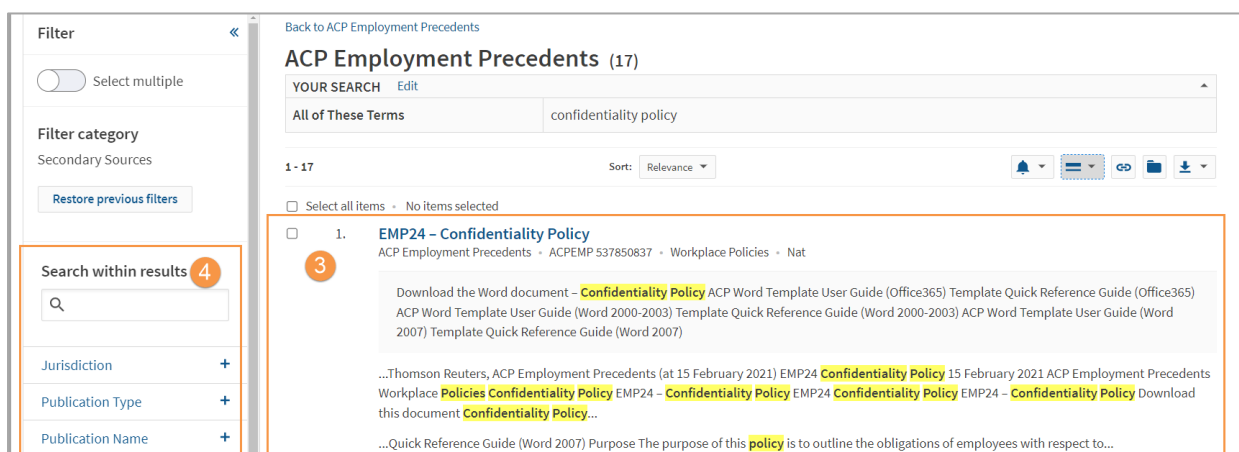
How to Search Forms and Precedents using Terms and Connectors
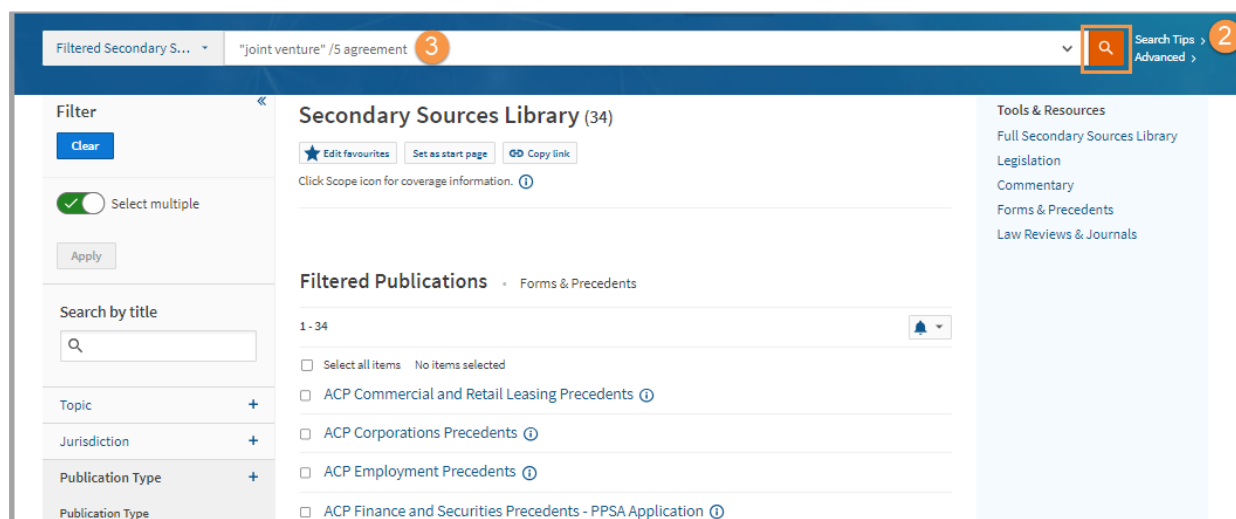
Terms and connectors can be used to provide precise and efficient content searches.

1. To search **all** precedents, click **Forms and Precedents** 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**.**


4. This finds precedents where the phrase **"joint venture"** is within five words of **agreement.**

5. Use the **post search filters** on the left to refine the results **e.g., Practice Area.**

6. The Practice Area filter lists practice areas where the documents appear **e.g., Commercial, Contract, Banking & Financial Services.**
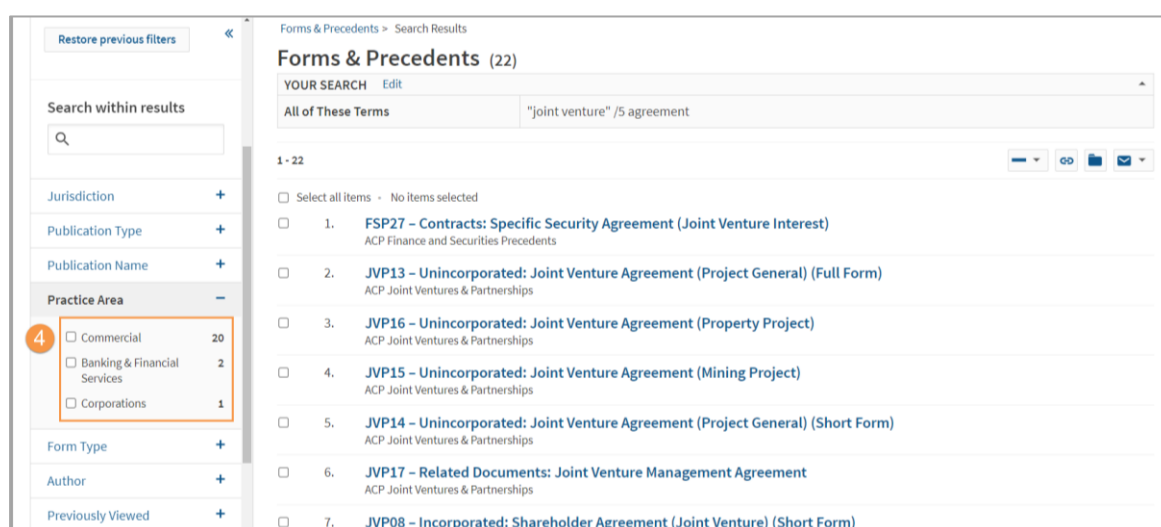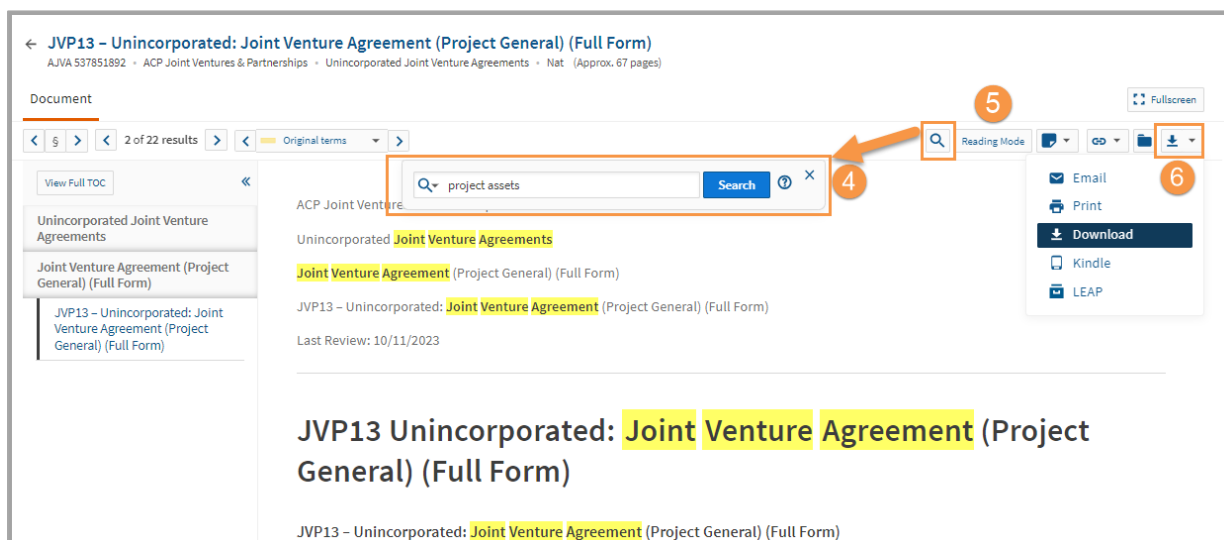
Document Features

The following features are available in the precedents.

1. **User Guide (orange box)**: provides guidance on using the template.

2. **Last Review Date**: Provides information about the currency of this document.

3. **Table of Contents:** Use to navigate between documents.
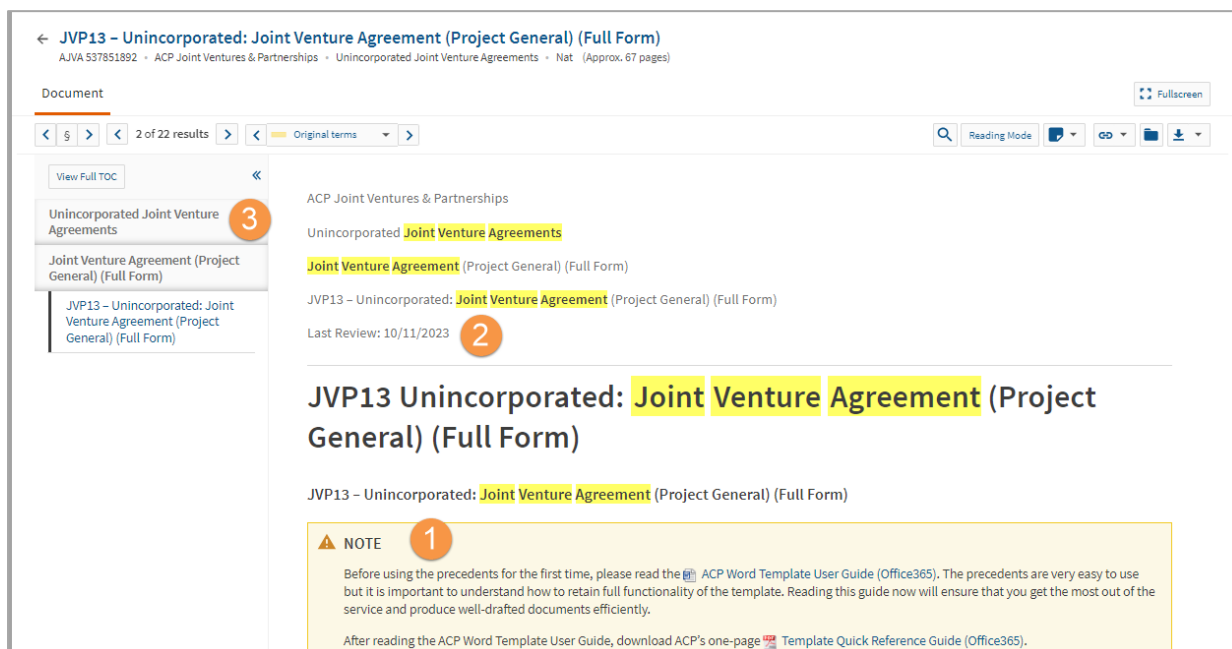
4. **Search icon:** Click and type in search terms to search for them in the document.

5. **Reading Mode icon**: Click to view the document in a more streamlined reading format.

6. **Document Delivery Icon:** Click to download the precedent.

7. **Word icon:** Click to download the precedent in Microsoft Word, ready to fill in.

Looking for more information?

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For assistance using Westlaw Australia, call 1800 020 548

To request training, click https://support.thomsonreuters.com.au/request-training

For additional training materials, visit https://support.thomsonreuters.com.au/