

Forms and Precedents

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

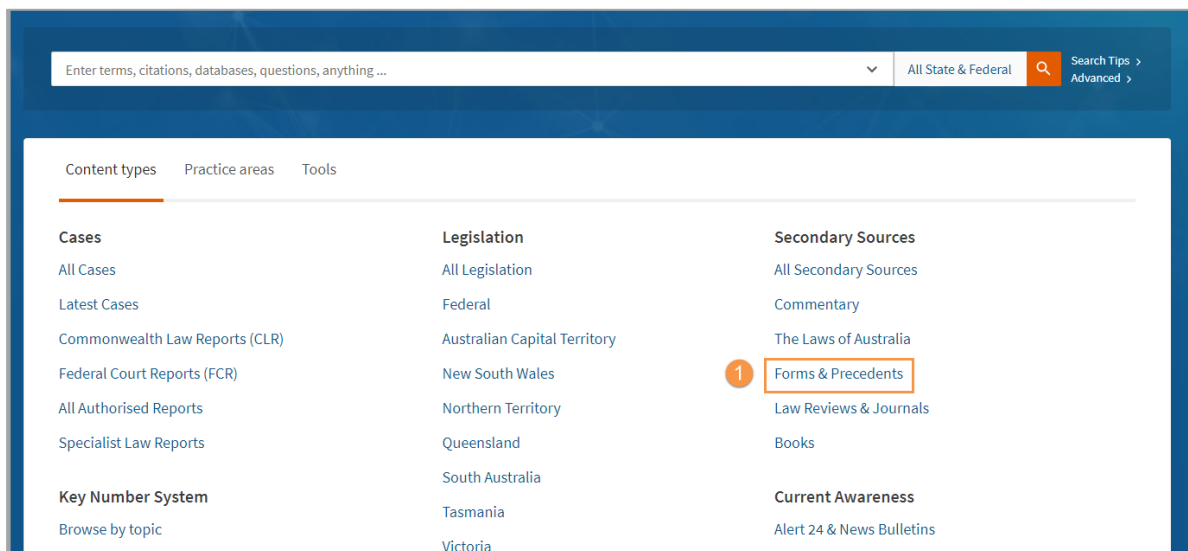
This guide shows methods to find a forms or precedents, how to download documents and completed using Microsoft Word.

Westlaw Australia contains precedents from three separate publishers:

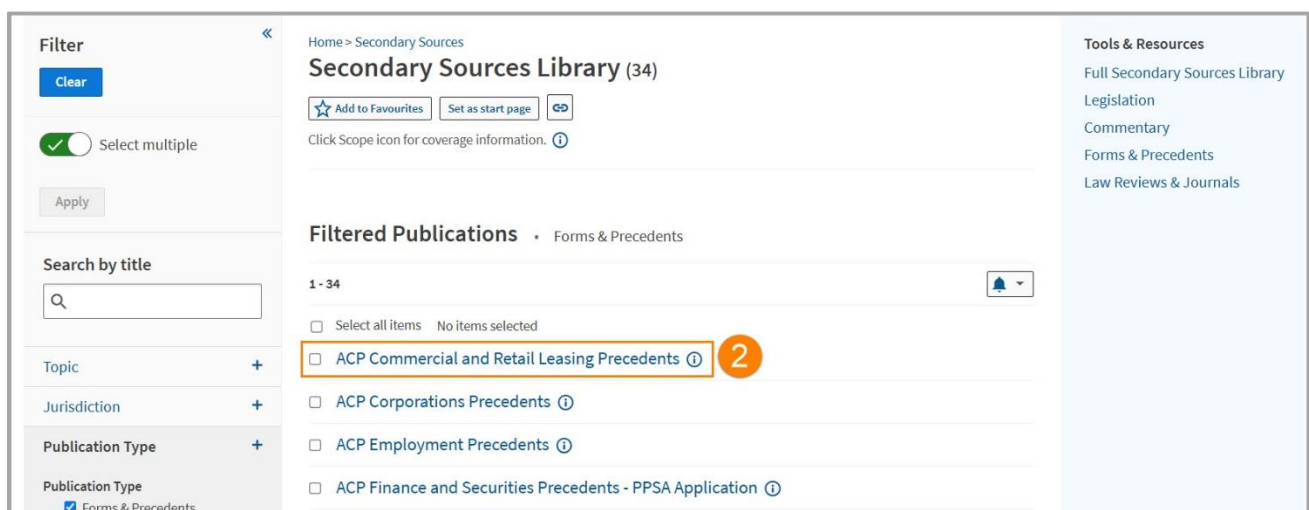
- ACP – which is an abbreviation for Australian Commercial Precedents.
- NSW Precedents and
- Victorian Precedents.

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.



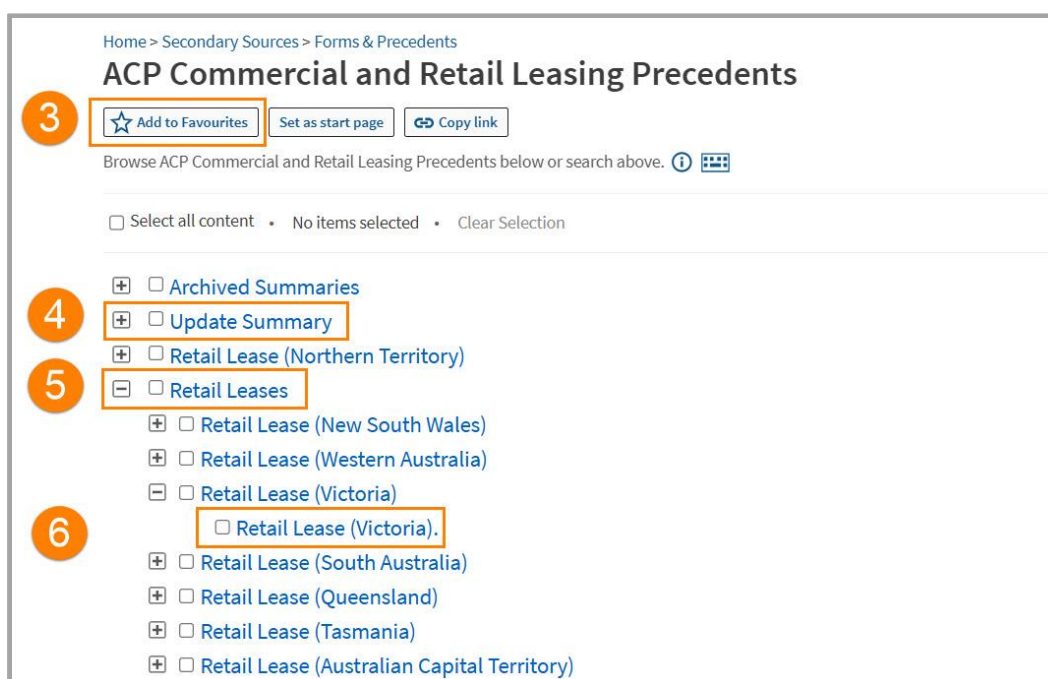
3. “**Add to Favourites**” Click to create a shortcut to collections you may use regularly.
4. Click “**Update Summary**” for information on the latest updates.

 **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.















Home > Secondary Sources > Forms & Precedents

ACP Commercial and Retail Leasing Precedents

3  Add to Favourites  Set as start page  Copy link

Browse ACP Commercial and Retail Leasing Precedents below or search above.  

☐ Select all content • No items selected • Clear Selection

- 4  ☐ Archived Summaries
- 4  ☐ Update Summary
- 5  ☐ Retail Lease (Northern Territory)
- 5  ☐ Retail Leases
 - 6  ☐ Retail Lease (New South Wales)
 - 6  ☐ Retail Lease (Western Australia)
 - 6  ☐ Retail Lease (Victoria)
 - 6  ☐ Retail Lease (Victoria).
 - 6  ☐ Retail Lease (South Australia)
 - 6  ☐ Retail Lease (Queensland)
 - 6  ☐ Retail Lease (Tasmania)
 - 6  ☐ Retail Lease (Australian Capital Territory)

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.

NSW precedents - Fa... Search NSW precedents - Family Law

Forms & Precedents > NSW precedents - Family Law

NSW precedents - Family Law

Add to Favourites Set as start page Copy link

Browse NSW precedents - Family Law below or search above.

Select all content No items selected Clear Selection

Search TOC Reading Mode

Tools & Resources
Cases
Legislation
Secondary Sources

☐ Currency and help
☐ Archived Summaries
☐ List of variables
☐ Index [Chapter View]
☐ **Index - Family law precedents** 1
☐ Family Court of Australia and Family Law Courts Forms
☐ Federal Circuit Court of Australia Forms

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**.

All content Enter terms, citations, databases, questions, anything ... All State & Federal Search Tips > Advanced >

FAMINDEX Index - Family law precedents

LSNSWFAM 537852259 > NSW Precedents - Family Law > Index > NSW (Approx. 9 pages)

Document

View Full TOC

NSW Precedents - Family Law

Index

Index - Family law precedents

Last Review: 24/11/2023

FAMINDEX Index - Family law precedents

FAMINDEX Index - Family law precedents

Tip: To access specific forms and precedents, search for the document number above in the search field and click on the suggested form or precedent.

Click here to download Family law precedents Index

Number	Title	Last updated
FAM1	Acknowledgement - information from a family counsellor or family dispute resolution practitioner	21 January 2022
FAM2	Acknowledgment of service	20 January 2022
FAM3	Affidavit	21 January 2022

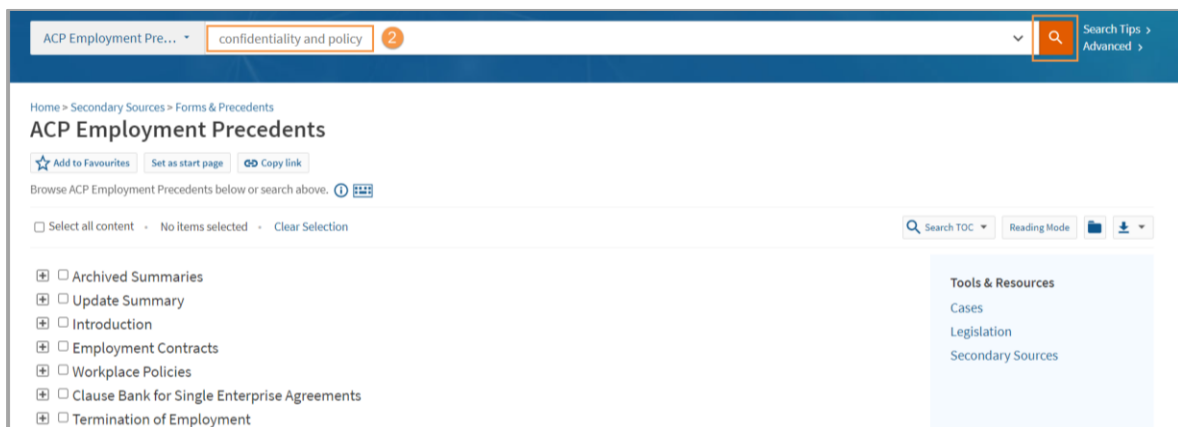
How to search for Forms and Precedents using plain language

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

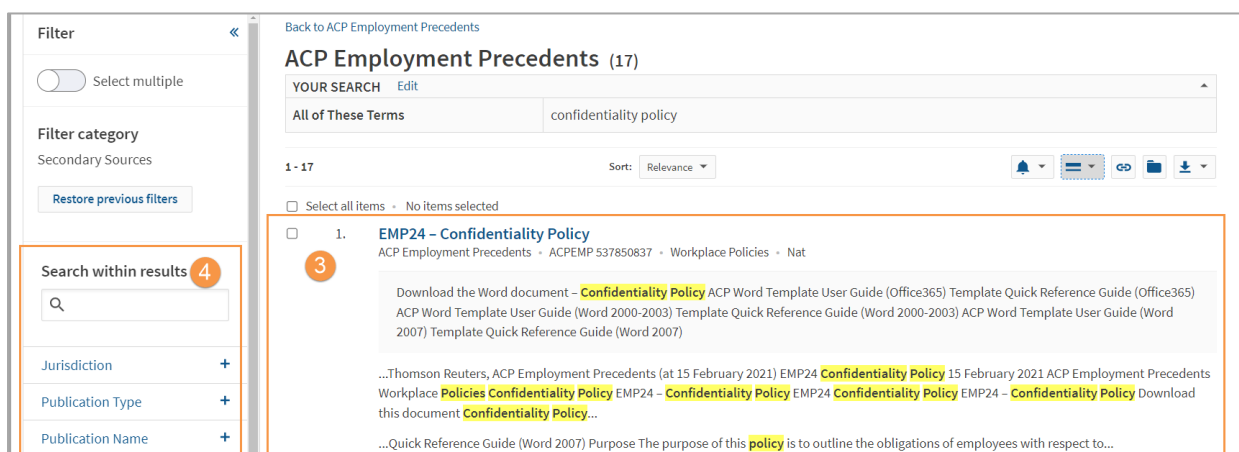
1. From the **homepage**, type the name of precedent topic **e.g., employment precedent**, then select the title from the suggested content drop-down menu **e.g., ACP Employment Precedents**.



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**.



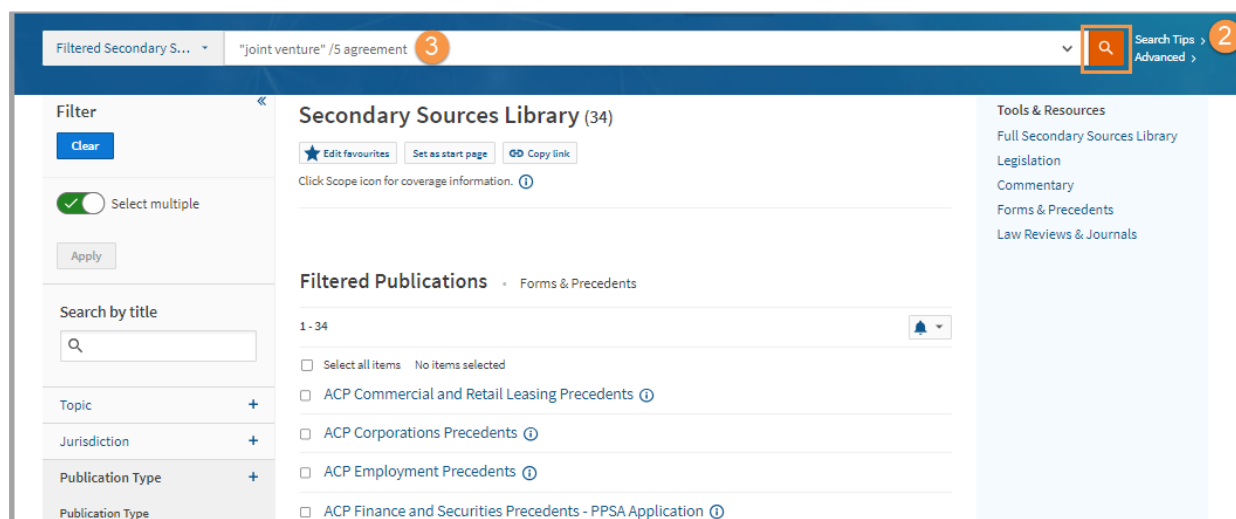
3. Search results are listed by relevance. Documents with most hits, proximity of search terms, and search terms found in the title, are at the top of the list.
4. Use **post search filters** or **Search within results** on the left, to refine search results.



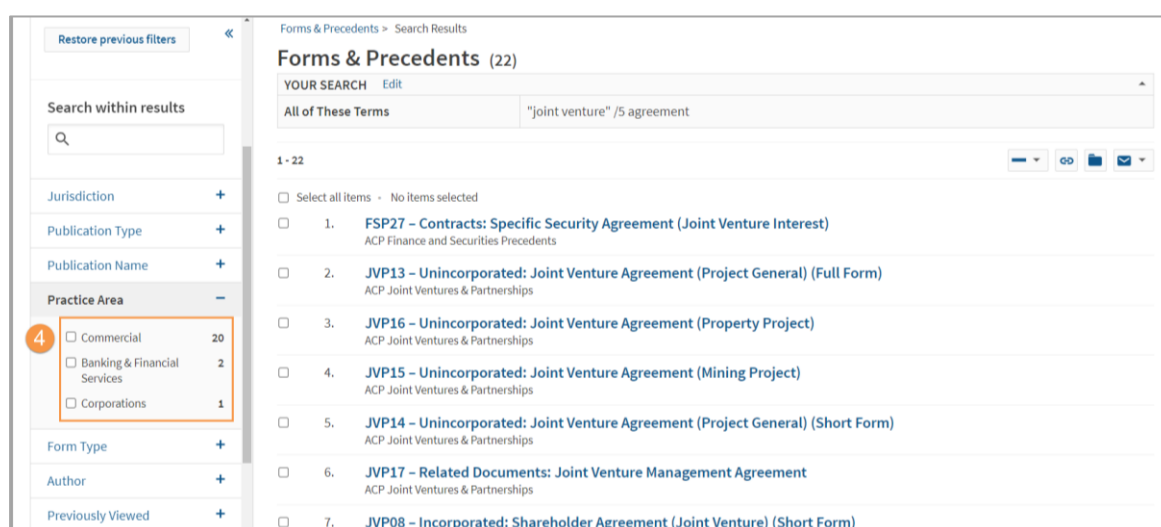
How to Search Forms and Precedents using Terms and Connectors

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.



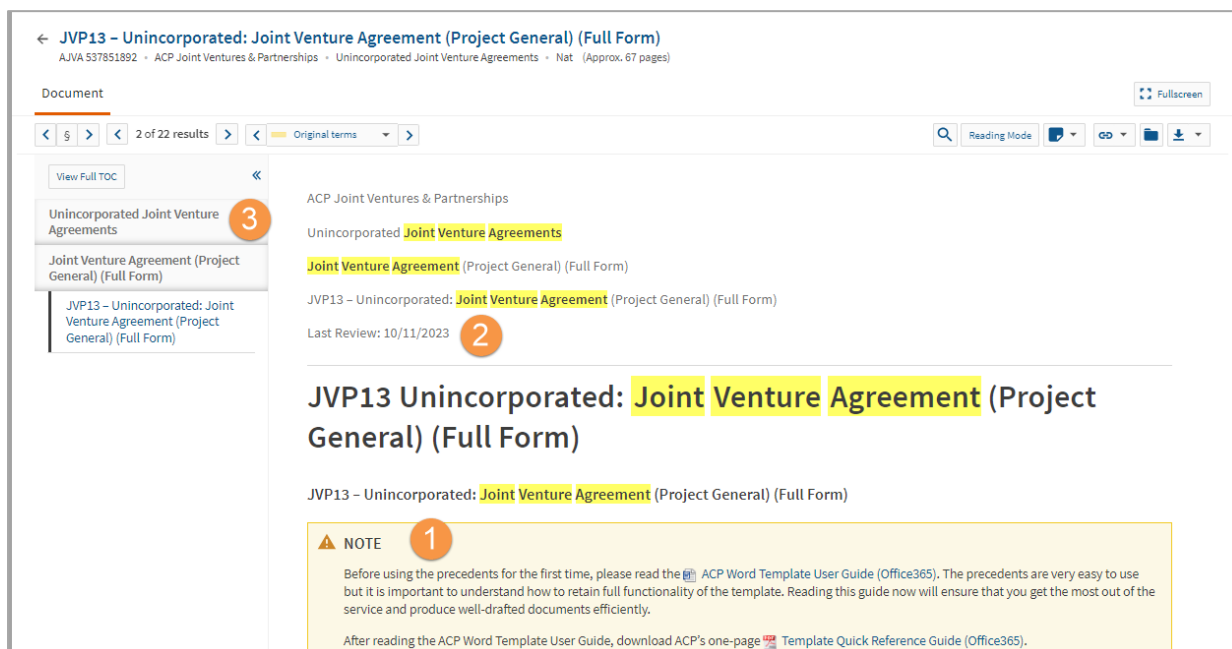
4. This finds precedents where the phrase **“joint venture”** is within five words of **agreement**.
5. Use the **post search filters** on the left to refine the results e.g., **Practice Area**.
6. The Practice Area filter lists practice areas where the documents appear e.g., **Commercial, Contract, Banking & Financial Services**.



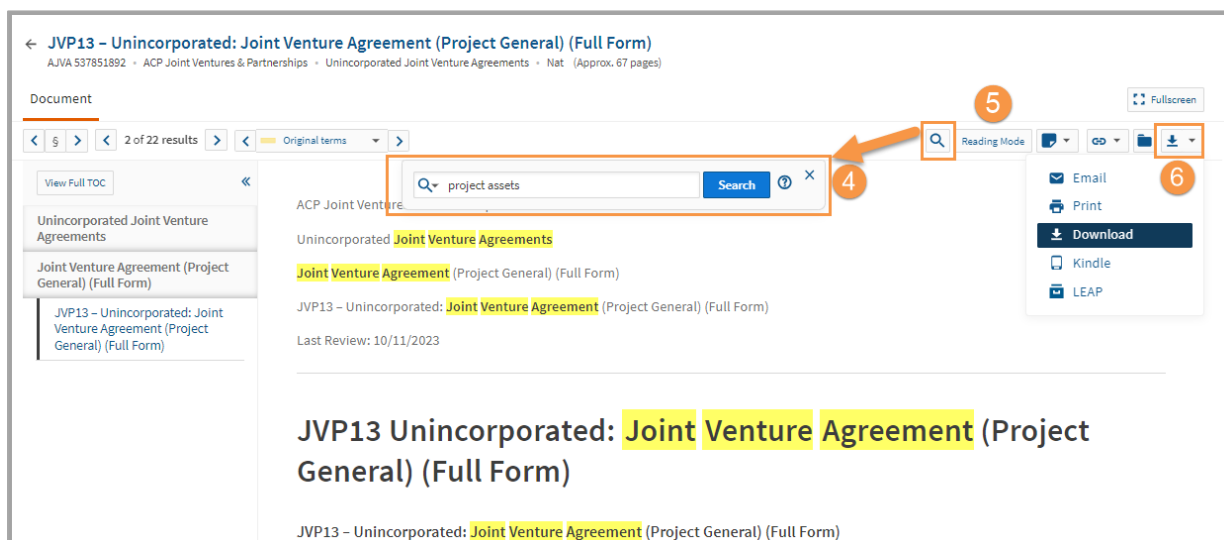
Document Features

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.

Document

LSNSWLEA 536142103 • NSW Precedents - Leases • Leases precedents • NSW (Approx. 21 pages)

View Full TOC

Leases precedents

Leases

Law Society lease (2007 edition) (including Annexure A, Annexure B and lessor and lessee disclosure statements (Schedule 2, Retail Leases Act 1994))

Law Society Retail lease (2018 edition) (Annexure A and Annexure B combined)

Law Society Retail lease (2021 edition) (Annexure A and Annexure B combined)

[Law Society Lease \(2007 Edition\) Annexure A with Commercial Lease Covenants \(not to be used for retail shop or premises\)](#)

Law Society Commercial Lease (2018 edition) (Annexure A and Annexure B combined)

Law Society Commercial Lease (2021 edition) (Annexure A and Annexure B combined)

A smorgasbord of additional lease clauses for law society lease (2007 edition) Annexure A

Law Society Lease (2007 Edition) Annexure A with Commercial Lease Covenants

NSW Precedents - Leases

Leases precedents

Leases

Law Society Commercial Lease (2021 edition) (Annexure A and Annexure B combined)

Last Review: 24/11/2023

LEA85B Law Society Commercial Lease (2021 edition) (Annexure A and Annexure B combined)

LEA85B Law Society Commercial Lease (2021 edition) (Annexure A and Annexure B combined)

(Annexure A and Annexure B combined)

[Click here to open Law Society Commercial Lease \(2021 edition\)](#) 7

WARNING

Note: In the attachment, the first page of this precedent is in hidden text. When you download the document, please print from page 2 or else delete the hidden text and the first Section Break. See the [Help guide](#) for instructions on viewing and deleting hidden text.

ANNEXURE A – COMMERCIAL LEASE 2021

LESSOR: _____

SEE A SOLICITOR ABOUT THIS LEASE

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

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