

Finding Forms or Precedents

Use the form below to search within your subscribed forms and precedent sources. This may include report series such as *Australian Encyclopaedia of Forms & Precedents*, *Court Forms, Precedents & Pleadings (NSW, QLD, VIC)*, *Federal Civil Litigation Precedents* and *Intellectual Property Precedents*, depending upon your subscription.

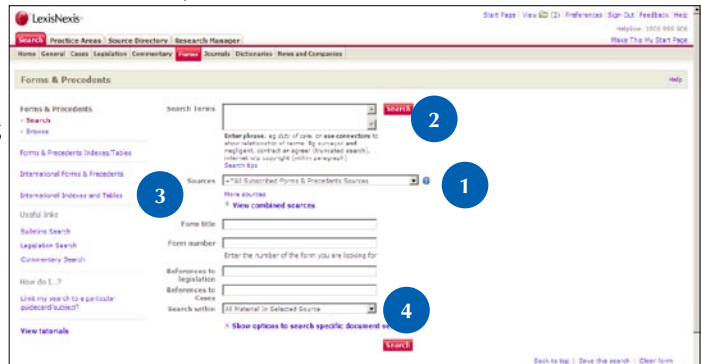
To search for Commentary, click on the **Commentary tab**, below the red line, on the Toolbar **or** select the search option for the relevant title from your list in **My Sources** on the homepage.



You can select the source(s) that you want to search across by clicking on the dropdown arrow in **Sources (1)**.

Select the **field(s)** which you are going to use in your research. For example:

- **Search Terms (2)** will search across the full text of your source(s). This will search for words wherever they appear in a service. Most searches can be undertaken from this box, e.g. if you want to find references to a piece of legislation simply use the following format – *Corporations Act and 588g*
- **Form Title (3)** will search across the titles of the Forms or Precedents within your source(s), e.g. *ASIC form 201 or Summons for security for costs*
- Your sources will often contain a mix of forms, precedents, legislation and/or commentary. Selecting **Forms/Precedents Only (4)** allows you to search exclusively for forms/precedents and exclude commentary and legislation from your results.



Finding Forms or Precedents | Helpline 1800 999 906 helpline@lexisnexis.com.au

Focussing on relevant results using Result Groups

LexisNexis allows you to quickly locate the relevant results by using the **Results Groups** to focus on the results, while keeping the context.

This feature shows you where your search results have come from and to choose publications which are relevant to you.

You can arrange your Result Groups by **Table of Contents** and sort your results by **Relevance**.

Result Groups	
All Results (02)	
+	Source
+	Source Type
+	Table of Contents
+	Australian Encyclopaedia of Forms & Precedents (23)
+	Australian Encyclopaedia of Forms & Precedents Abridged (1)
+	Australian Family Law (1)
+	Civil Procedure ACT (3)
+	Civil Procedure Qld Uniform Civil Procedure Rules (4)
+	Civil Procedure Tas (5)
+	Civil Procedure WA (3)
+	Court Forms, Precedents & Pleadings NSW (4)
+	Court Forms, Precedents & Pleadings Qld (1)
+	Court Forms, Precedents & Pleadings Vic (2)
+	Federal Civil Litigation Precedents (6)
+	Lunn's Civil Procedure SA (3)
+	Planning & Environment Vic (1)
+	Practice & Procedure High Court & Federal Court of Australia (3)
+	Ritchie's Supreme Court Procedure NSW - SUPERSEDED (8)
+	Ritchie's Uniform Civil Procedure NSW (8)
+	Williams' Civil Procedure Vic (3)

Browsing an individual Source

Browsing allows you open the publication by Table of Contents or Index much like browsing in a book. You can choose this option when selecting any publication from **My Sources** or, when you have clicked on the **Forms Tab**, toggle from search to browse.

- Click on the **Forms** tab (1) along the red bar or select the browse option for the relevant title from your list in **My Sources** on the homepage.
- Click on **Browse** (2) on the left hand side of the search form.
- Select the **Source** (3) you want to browse – this will open the screen in Figure B.
- Click on the + symbol (4) beside any heading to open up each level of content from the table of contents.
- Click on the **heading** (5) within this publication to view the contents of that section.
- To browse the **Index** for a selected source simply click on the dropdown arrow for **View** (6) after you have selected the source you want to browse.

FIGURE A



FIGURE B

