## To Access Australian Encyclopædia of Forms and Precedents:

**Log on to LexisNexis AU at:  www.lexisnexis.com/au/legal**

### Encyclopædia Content

The Encyclopædia provides a collection of forms and precedents which are most commonly used in legal practice.  Links to relevant websites are also included and many forms and information can be quickly accessed.

**Precedents:**  The precedents are drafted in plain English by experienced practitioners and leading law firms.  Introductory notes are also provided to explain the purpose precedents and to indicate where and when each should be used. They cover all jurisdictions and contains over 4000 entries, for non-litigious matters, for over 90 areas.

1. Precedents and forms are all identified by a number which uses a full point, e.g. the **Precedent Number** in the view below is **Pr 1.20**.
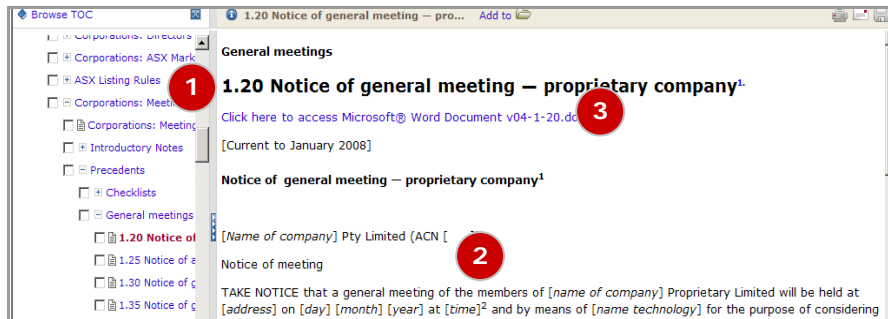


2. When you have found the particular precedent, the version on your screen is searchable but is not suitable for downloading or formatted for use in client documents.

3. Clicking on **Click here to access Microsoft® Word Document**, downloads, saves and adapts a **formatted version** of the precedent.  This link opens a new browser containing a Word version of the precedent.  To format the document, simply save the document then re-open it in Word.

**Commentary:**  Most titles in the Encyclopaedia contain authoritative, practical commentary called **Introductory Notes** which explain relevant legal concepts and include case and legislative references.

4. **Paragraphs of Commentary** are identified by a number in square brackets, e.g. **[4125]**
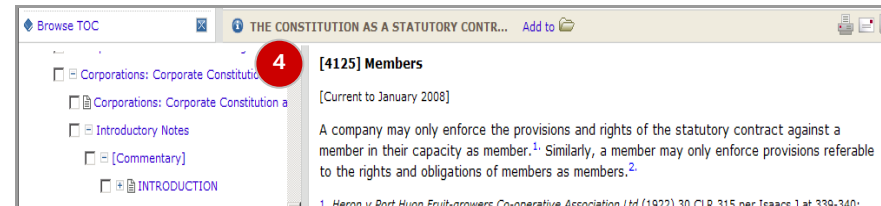


**Forms:**  The Encyclopædia offers a wide range of forms - the appropriate forms to be used for client matters.  The forms indicate everything the practitioner needs from clients to correctly complete the form.

Over 90 commonly used ASIC and ITSA forms are included as downloadable Word documents ready to fill in and lodge.

Some forms are viewable only, but we have provided links to, or details of, each form source to allow easy to access up-to-date versions.

### Tips

The **Currency Statement** indicates when the paragraph, or precedent, was last updated.

**Alternative terms:**  We recommend that you are careful when using the terms "contract", "deed" or "agreement", in your search, as these words are most likely found within in the documents themselves.  We recommend that you use **Connectors** e.g. *employment **and** agreement **or** contract **or** deed.*

Once you have located the appropriate paragraph, you can also a full list of results relating to that subject area.  Other precedents in the title may offer alternative or optional precedent clauses relevant to your research.

**Desktop Guide to Precedents**:  Found within the Table of Contents, this Guide gives you a list of all relevant precedents within each specified subject title.

## To Find Forms and Precedents:

**1.** Click **Search** or **Browse,** to the right of Australian Encyclopædia of Forms and Precedents in the **My Sources** section of the Home Page.

<div align="center">or</div>

**2.** Type *Australian Encyclopaedia* in **Source by title** field**,** in the **Quick Find** section of the Home Page, then click **Find**.

<div align="center">or</div>

**3.** Click on the **Forms** tab, in the Toolbar at the top of the Home Page, to open the search template, then select 'Encyclopaedia' in **Sources**.
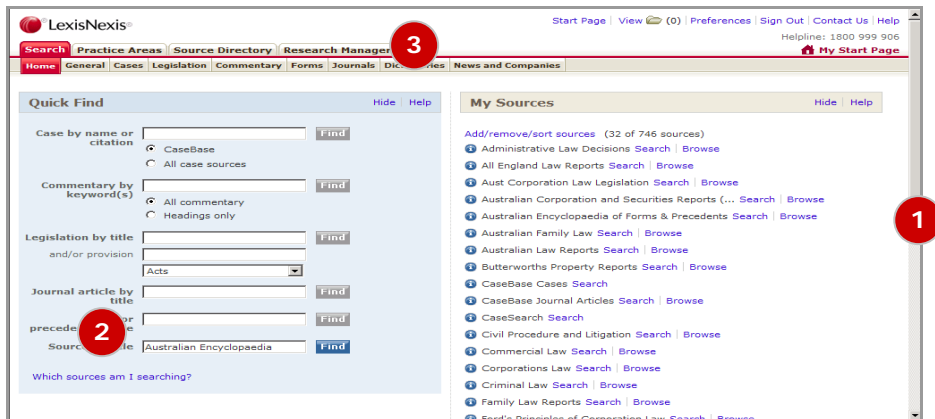


## Browsing

**4.** The **Forms** tab allows you to scroll through the Table of Contents. Choose 'Table of Contents' in the **View** field to bring up the TOC below the Quick Find field

**5.** To view the headings in "Introductory Notes", simply click on the **+** to the left of the heading. This opens a list of the commentary, precedents and forms included for that title.
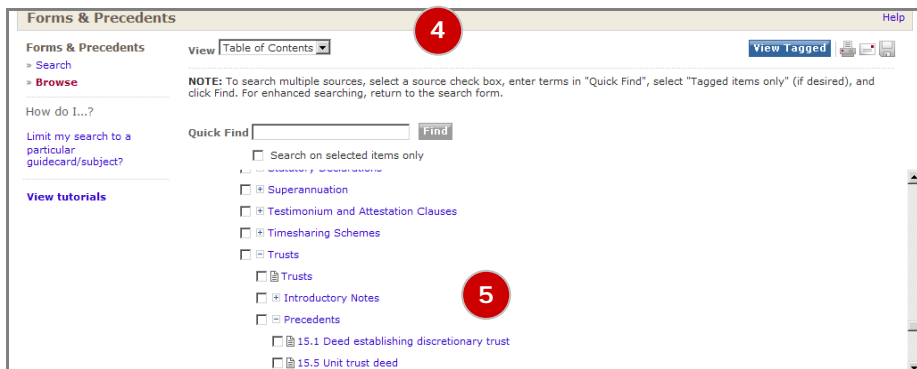


## Searching

**6.** The "Search" view, in the **Forms** tab, provides a search template. You can enter your search terms into one, or multiple, fields – as explained below.
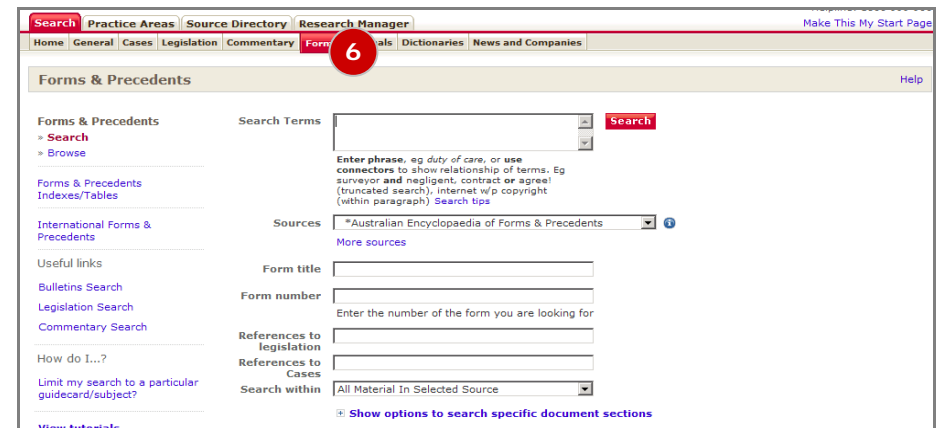


| | |
|---|---|
| **Search Terms:** | Use this field to search for terms within your selected source. |
| **Sources:** | Select "Australian Encyclopædia of Forms & Precedents" to restrict the search to the Encyclopaedia |
| **Form title:** | Use this field when you know the title, or the number of a form, e.g. "ASIC Form 205" |
| **Form number:** | If you know the LexisNexis Precedent number, type it into this field |
| **References to legislation:** | When searching for a specific section in an Act, type he name of the Act into the "Search Terms" field and the section number into this field |
| **References to Cases:** | Use this field to locate case references in commentary or precedent footnotes. If you are unsure of the exact citation, use Connectors in your search e.g "Big w/p Little". |
| **Search within:** | This field allows you to search *the entire* source, i.e. the commentary, forms and precedents, or *only* the forms and precedents within the source. |

The search will take you to a **Results** list. Results can be sorted by source, location or relevance. The left hand side of your result's shows where your documents are located. Scroll through the Results to choose content that meets your research needs.