

# Finding Forms or Precedents

Use this form to search within your subscribed sources. This may include reports 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 Forms or precedents **click on the Forms tab**, below the red line, on the Toolbar.



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

Now **select the field(s)** in which you are going to define your search. 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 document.
- **Form Title (3)** will only search across the titles of the Forms or Precedents within your source(s).
- Often your sources will contain a mix of forms/precedents, legislation, and/or commentary. **Forms/Precedents only (4)** allows you to exclude commentary and legislation from your results.

A screenshot of the LexisNexis 'Forms & Precedents' search interface. The page is titled 'Forms & Precedents' and has a 'Help' link. The search area includes a 'Search Terms' field with a 'Search' button (labeled 2), a 'Sources' dropdown menu (labeled 1), and a 'Form title' field (labeled 3). There are also fields for 'Form number', 'References to legislation', and 'References to Cases'. A 'Search within' dropdown is set to 'Forms/Precedents only' (labeled 4). The page also includes a 'Useful links' section with links for 'Bulletins Search', 'Legislation Search', and 'Commentary Search'. At the bottom, there are links for 'Back to top', 'Save this search', and 'Clear form'.

**Finding Forms or Precedents** | Helpline 1800 999 906 [helpline@lexisnexis.com.au](mailto:helpline@lexisnexis.com.au)

## Focussing on relevant results using Result Groups

You may often find your search yields an unmanageably large number of results.

When searching in Forms, using the Results Groups allows you to focus on the more relevant results.

This feature allows you to determine where your search results have come from within your subscription set, and then focus on those that come from publications relevant to your particular search.

## Browsing an individual Source

- Click on the **Forms** tab (1), below the red line, on the Toolbar (Figure A)
- Click on **Browse** on the left hand side of the search form (2)
- Select the **Source** (3) you wish to browse - this will open the screen in Figure B
- Click on the + symbol (4) beside any heading, and the sub-headings will appear below
- Click on any **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 next to **View** (6) after you have selected the source you want to browse.



Figure A

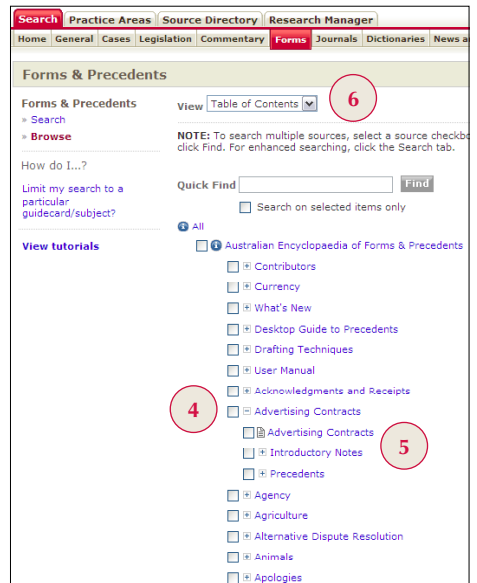


Figure B