

# Forms & Precedents

Use this form to search within your subscribed forms and precedents sources. Depending on your subscription, this may include the *Australian Encyclopaedia of Forms and Precedents*, *Dynamic Docs Family Law*, *Australian Tenancy Practice and Precedents* and *Federal Civil Litigation Precedents*. You may also use this form to search forms and precedents that appear in other sources, such as Building Contracts - Australia. All fields except Search Terms are optional.

LexisNexis® AU offers several ways for you to search. One method is by using the **Content Type** search forms located in the **Red Bar** at the top of the screen. Each of the forms is designed to search all sources, which contain the same content.

Use the **Forms** tab on the **Red Bar** when searching for **Forms and Precedents**.

For help with constructing your searches a number of options are available:

1. How Do I...? on the right hand side of the screen.
2. The question mark? that appears above the Search button.
3. The Connectors Help under the Search Terms panel.

To search for forms relating to deed of release type in deed of release in the Search Terms field.

The screenshot shows the LexisNexis AU search interface. At the top, there are navigation tabs: Search, Practice Areas, Source Directory, and Research Manager. Below these are links for Home, Cases, Legislation, Commentary, Forms, Journals, Dictionaries, Services, and News and Companies. The main search area is titled 'Forms & Precedents' and includes a 'Search Terms' field with the text 'deed of release'. Below the search terms field is a red 'Search' button. To the right of the search terms field is a 'Make This My Start Page' link. Below the search terms field is a help text: 'Use connectors to show the relationship of terms: define and reputation, contract or agree, trade w/S act; jurd (truncated search). A search without connectors finds the exact phrase: to find duty of care do not enter duty care. [Connectors Help](#)'. Below the search terms field is a 'Sources' dropdown menu set to '+\*All Subscribed Forms & Precedents Sources' and a 'Find More Sources...' link. Below the sources dropdown is a 'Search within Document Sections' dropdown menu set to 'All Material In Selected Source' and a '[+] Show' link. On the right side of the interface, there is a sidebar with 'Forms & Precedents Search Forms' and 'Related Searches'.

Using the **Browse** option to scroll through The *Australian Encyclopaedia of Forms and Precedents*.

The screenshot shows the LexisNexis AU interface. At the top, there are navigation tabs: Search, Practice Areas, Source Directory, and Research Manager. Below these are links for Home, Cases, Legislation, Commentary, **Forms**, Journals, Dictionaries, and Services. The main content area has a sub-header with 'Search', **Browse**, and 'Forms & Precedents'. A 'NOTE' explains how to search multiple sources. Below the note, there is a 'View' dropdown menu set to 'Table of Contents' and a 'View Tagged' checkbox. A list of subjects is shown under 'All', with 'Australian Encyclopaedia of Forms & Precedents' expanded to show sub-topics like 'Drafting Techniques' and 'Agency'.

The **View** displayed is the list of guide cards, subjects or areas of law, which the source covers in its contents.

After clicking on the **Browse** tab or link:

- Change the **View** to **INDEX** by clicking on the down arrow and then selecting **INDEX**
- Click on the + to the left of **L** to locate the word **Leases**
- Click on the **blue** link to the sub group, which is closest to the word required  
Eg click on the **LE** link to get to **Leases**

**Note:** The Index option is a replica of the paper service's index. It enables you to look up a word in the alphabetical index and see the cross references and direct links to the commentary and precedents.

The screenshot shows the LexisNexis AU interface with the 'Index' view selected. The 'View' dropdown is set to 'LE'. The page displays a list of links related to 'Leases', including 'Lease agreements', 'Lease transactions', 'Lessee', 'Lessor', 'Residential tenancies', and 'Retail shop leases'. The 'Leases' entry is highlighted, and a list of sub-topics is shown, including 'ACT - Crown leases, criteria [1/2250]', 'ad valorem duty [2A/3140]', 'agreements see Lease agreements', and 'agricultural see Agricultural tenancy'.

Where the entry has a [ ] around the paragraph or document link, it will take you to commentary. Otherwise it will take you to a form or precedent.