LexisNexis

Australian Encyclopaedia of Forms & Precedents

How do I access the Encyclopaedia?

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

1. From the **My Sources** panel, if you have *Australian Encyclopaedia of Forms & Precedents* selected as a source, click **Search** or **Browse** to search or browse the Encyclopaedia; or

2. From the **Quick Find** panel, type "Australian Encyclopaedia" in **Source by title.** Click **Find**. Then either click **Browse**, or to search tick the box and click **OK Continue**; or

3. Click on **Forms** tab to open the search template and select the Encyclopaedia in **Sources**. To change to browse view, click on the blue **Browse** on the left hand side.
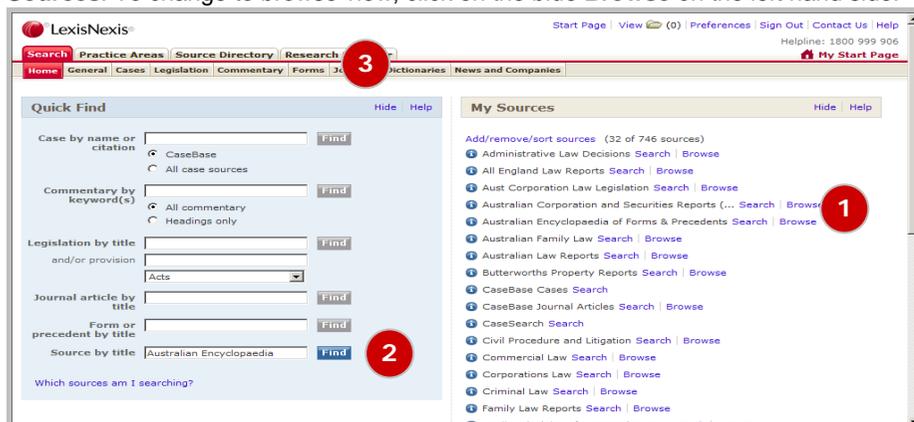

How do I browse the Encyclopaedia?

4. In the **View** "Table of Contents" in the **Browse** window, scroll through the Table of Contents to view the subject titles.

5. Click on the **+** to the left of the subject title to see the headings "Introductory Notes", "Precedents" and "Forms". Click on the **+** to the left of each heading to open a list of the commentary, precedents and forms included for that title.
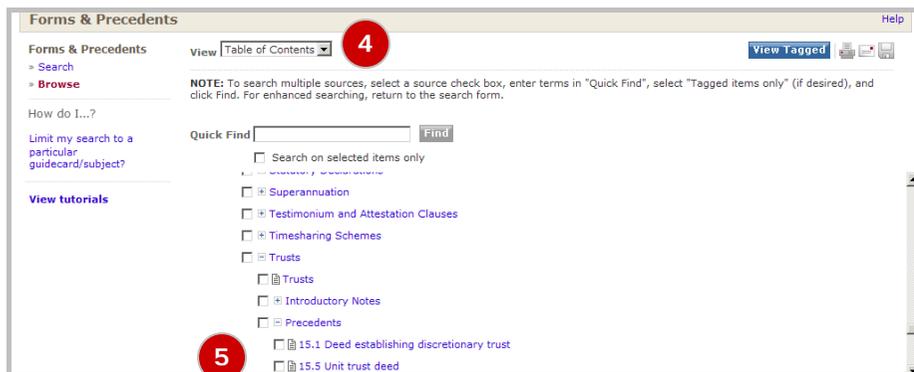
How do I search the Encyclopaedia?

6. The **Forms** "Search" view provides a search template. Enter your search terms into multiple fields in the template individually or in combination.
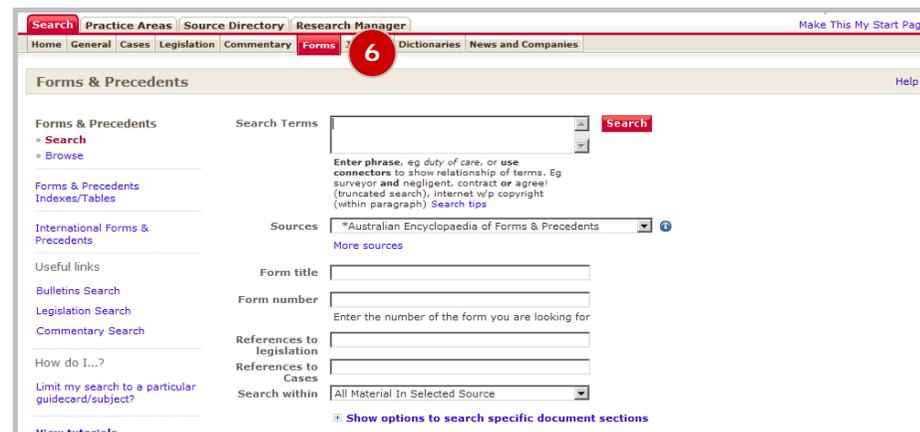
Search Terms:	Use this box to search for any terms within the selected source.
Sources:	"Australian Encyclopaedia of Forms & Precedents" should be selected to restrict the search to the Encyclopaedia.
Form title:	Use this option to find a precedent or form if you know terms used in the title. See **Tips** about using alternative words and Connectors.
Form number:	If you know the LexisNexis Precedent number (see point 7 over page), type the number in this box. However, if you only know the number of the form, eg "ASIC Form 205", *do not use this box*. Instead, use the **Form Title** box to search for "ASIC Form 205".
References to legislation:	If a specific section in an Act is being researched, put the section number in this box. *Note*: The name of the Act should be typed in the "Search Terms" box.
References to Cases:	Use to locate case references in commentary or precedent footnotes. If unsure of exact citation, use Connectors in search eg "Big w/p Little".
Search within:	Either select to search *all* of the source (ie 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 and location or by relevance. The location in a document can be viewed in the left hand screen.

Scroll through the Results to locate content that meets the research need.

How can I search if I don't know the exact search terms?

If you are unsure of the exact search terms to use, it is often useful to add Connectors between the search terms. Connectors can be used to combine words or phrases. They can be particularly helpful where some terms may be used interchangeably.

Examples of search terms and Connectors:

- **managed investment scheme** or **ASIC Form 101** with *no Connectors* finds occurrences of that exact phrase
- **lien** finds all occurrences of the single word "lien"
- **commercial** *and* **lease** finds all instances where both "commercial" and "lease" occur in the same record
- **agreement** *or* **contract** finds all instances where either "agreement" or "contract" occur in a record
- **rent w/p review** finds occurrences of these words within the same paragraph
- **Executive w/15 employment** finds occurrences of these words within a specified number of words (eg 15) of each other.
- **winding up** *and not* **voluntary** finds all occurrences of the words "winding up" except where the word "voluntary" occurs in the same record
- **leas!** finds any extension to "leas", eg "lease", "leases", "leased", "leasehold", "leasing"; "!" is the truncation symbol
- **wom*n** finds "women" or "woman". Use * to replace a single character in a word.

What content is in the Encyclopaedia?

Precedents: The *Australian Encyclopaedia of Forms and Precedents* contains over 4000 legal precedents and forms for non-litigious matters in more than 90 subject areas, covering all Australian jurisdictions.

7. Precedents and forms are all identified by a number containing a full point, eg the precedent number in the view below is Pr 1.20.
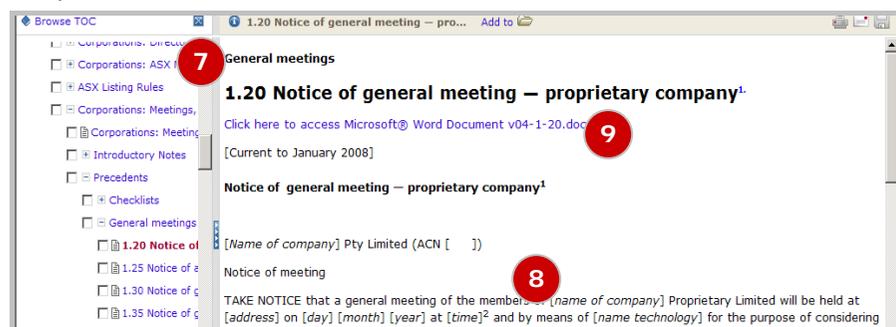
8. After locating a precedent through either browsing or searching, a version of the precedent appears on your screen. This version is searchable, but does not contain all the formatting needed to create a client's document and is not suitable to download.

9. Download, save and adapt a *formatted version* of the precedent by clicking on the blue link entitled "Click here to access Microsoft® Word Document" located underneath the name of the precedent as shown above. A new browser window will open containing a version of the precedent in Word. Save the document then re-open in Word to access formatting controls to adapt the document for a client's matter.

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

10. Paragraphs of commentary contained in the Introductory Notes are identified by a number in square brackets, eg [4125].
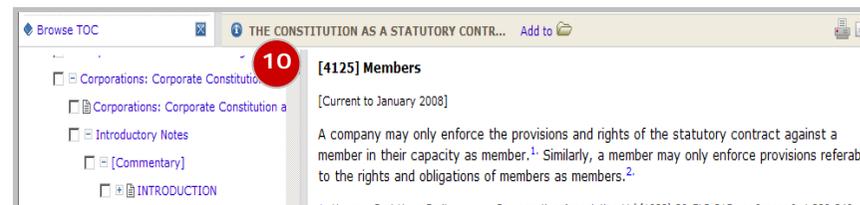
Forms: A wide range of forms is included to help identify which forms to use in clients' matters and show information needed from clients to complete the form correctly.

Over 90 commonly used ASIC and ITSA forms are included as *downloadable Word documents* ready to fill in and lodge. Click on the blue link to download and save.

For copyright reasons some forms are viewable only, but links to, or details of, each form source are included to make it easy to access an up-to-date version of each form.

Tips and tools

A *currency statement* under the paragraph or precedent heading will show when the paragraph or precedent was last updated.

Alternative terms: When searching beware of using the terms "contract", "deed" or "agreement", as these may be used interchangeably by authors. Structure the search terms using Connectors as follows: "employment *and* agreement *or* contract *or* deed".

After locating an appropriate precedent or commentary paragraph using the search function, browse the full list of commentary, forms or precedents in that subject area to maximise your search result. For example, other precedents in the title may offer alternative or optional precedent clauses which might be relevant to your research.

Desktop Guide to Precedents: Browse the Guide to view a list of all precedents within each specified subject title and the names of precedents located in other subject titles which are related in nature to the subject area of the title.

Browsing the Index

Browse terms in the alphabetical index and directly link to the commentary, forms and precedents. 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 **+** symbol to the left of the letter which begins the word you want, eg click on the **+** to the left of **C** to locate the term "Call options"

• Click on the blue link to the sub-group that is closest to the word required, eg click on the **CA** link to get to "Call options". Click on the reference in blue to link to content.