Finding Litigation Forms
Using Form Finder on WestlawNext

Form Finder on WestlawNext® provides quick access to textual forms and clauses, fillable PDF forms, and drafting aids. Legal editors have categorized hundreds of thousands of forms from national and state form sets, including litigation, pleading, and practice forms, into relevant topics and subtopics.

Litigation Forms on WestlawNext

Litigation forms on WestlawNext are available in four formats.

• **Text Forms.** The full text of sample complaints, answers, interrogatories, motions, and other litigation-related documents compiled from analytical sources and state statutory codes can be downloaded to a word processing document and edited to fit your particular situation.

• **Clauses.** Sample clauses that address specific circumstances are also available. You can copy and paste these clauses into the document you are drafting and then customize the clause to your situation.

• **eForms.** Official forms from state and federal courts and agencies are available in PDF. These forms can easily be completed.

• **Checklists.** Checklists contained in many analytical forms sets and treatises can help you avoid missing key components when drafting documents. These drafting aids are easily retrievable with Form Finder.

Accessing Forms on WestlawNext

There are three easy ways to access forms on WestlawNext (Figure 1):

1. After running a search of the core legal content on WestlawNext, which includes forms, your comprehensive result lists Forms as a content category in the left column of the result page. Click Forms to display the result page for forms relevant to your issue. See page 2 for more information.

2. Click Forms on the All Content tab in the Browse section of the home page to display the Form Finder page, which organizes forms by state, topic, and publication. See page 2 for more information.

3. After clicking Forms on the All Content tab, click advanced next to Search at the top of the page to display the Advanced Search: Form Finder page. This page helps you develop a Boolean Terms and Connectors query to retrieve the form you want. See page 4 for more information.
Running a Search at the Home Page

When you run a search at the home page, you search all of the core legal content on WestlawNext, including forms, by default. After running a search, click Forms in the left column of the result page to view the forms included in the search result (Figure 2). To narrow this search result, select filters under Narrow in the left column (see page 5).

Figure 2. Result page for a search from the home page
Using the Form Finder Page

Click **Forms** on the All Content tab in the **Browse** section of the home page to access the Form Finder page (Figure 3), which organizes forms by state, topic, and publication. To search all forms, type your query in the tabbed **Form Finder** text box at the top of the page and click **Search**. To search forms from a specific state or on a specific topic, click the state or topic name.

**Note** If you run a search from a state page, e.g., the Ohio Form Finder page, national and federal forms are included in the search result. You can use the filters in the left column of the result page to restrict your result to state forms.

Retrieving forms using the Table of Contents

In addition to running a search, you can use the Table of Contents to retrieve forms. The Table of Contents is available for most publications that contain forms.

To access the table of contents for a specific publication, click the publication's name. For example, to access the table of contents for *West’s® McKinney’s® Forms*, click **New York** at the New York Form Finder page and then click **West’s McKinney’s Forms**. To browse the table of contents, click the links. To run a search, type your terms in the corresponding tabbed text box at the top of the page and click **Search**.

**Figure 3. Form Finder page**

**Figure 4. Table of contents for Civil Practice Law and Rules**
Retrieving Westlaw eforms

Click **Westlaw eforms: State and Federal Courts and Agencies** under *Forms by Publication* at the Form Finder page to display the Westlaw eforms: State and Federal Courts and Agencies page. To search all eforms, type a search in the tabbed **Westlaw eforms: State and Federal Courts and Agencies** text box at the top of the page and click **Search**.

To search for eforms from a specific federal court or agency or a specific state, click a link under **Federal** or **State**. For example, to search for eforms for proceedings before the Social Security Administration, click **Social Security**. The Social Security Official Forms page is displayed (Figure 5). A corresponding tabbed text box is displayed at the top of the page. You can search all Social Security Administration eforms by typing a search in this text box and clicking **Search**.

![Figure 5. Social Security Administration eforms](image)

Using the Advanced Search: Form Finder Page

While viewing the Form Finder page, click **advanced** next to **Search** at the top of the page to display the Advanced Search: Form Finder page (Figure 6). The options on the Advanced Search: Form Finder page will help you construct a Boolean Terms and Connectors query.

![Figure 6. Advanced Search: Form Finder page](image)
Viewing a Search Result

Result Page

After you run a search, the result page is displayed (Figure 7). The result page lists the citations of documents retrieved by your search and lets you view your highlighted search terms in the context of surrounding terms. Available filters are listed in the left column.

Searching Within Results

To narrow a search result by searching within the result, type a Boolean Terms and Connector query in the Search within results box under Narrow in the left column and click Search. Both your original search terms and the terms used to narrow your result are highlighted in the documents. To undo a search within a result, click Undo search within in the left column.

Filtering Search Results

You can narrow a search result by selecting a filter under Narrow in the left column. The filters available are unique to forms; they include jurisdiction, content type, publication name, form type, practice area, and topic. You can also narrow your result to documents you have viewed (or not viewed) in the last 30 days and documents you have saved (or not saved) in a folder.

To undo all filters you have added, click Undo Filters under Narrow.
Editing Downloaded Forms

While viewing a full-text form or clause, click **Easy Edit Version** at the top of the document (Figure 8) to download the form in Rich Text Format (RTF) without headers and footers, links, copyright information, or other design elements so it is easy to make substantive edits and customize the form to your situation.

Figure 8. Form on WestlawNext
Learning More About Form Finder

Form Finder on WestlawNext includes editorially created Learn About pages that define topics and subtopics available in Form Finder, explain how forms are categorized, and provide links to helpful practice guides, law journals, WestlawNext content, and West Key Numbers.

To access Learn About pages while viewing the Form Finder page, click Learn About under Tools and Resources in the right column of the page (Figure 9). Click a topic name, e.g., Litigation—Civil Trial, to display a list of subtopics. Click a subtopic name, e.g., State Courts—Depositions and Discovery, then click Learn About to display a document that discusses this topic (Figure 10).

Figure 9. Link to Learn About

Figure 10. Learn About document

LOOKING FOR MORE INFORMATION?
WestlawNext is available on the Web at next.westlaw.com.
For assistance using WestlawNext, call 1-800-WESTLAW (1-800-937-8529).
For free reference materials, visit legalsolutions.com/westlaw-support.