

# FORMS AND FORMBOOKS



George Mason University  
Law Library

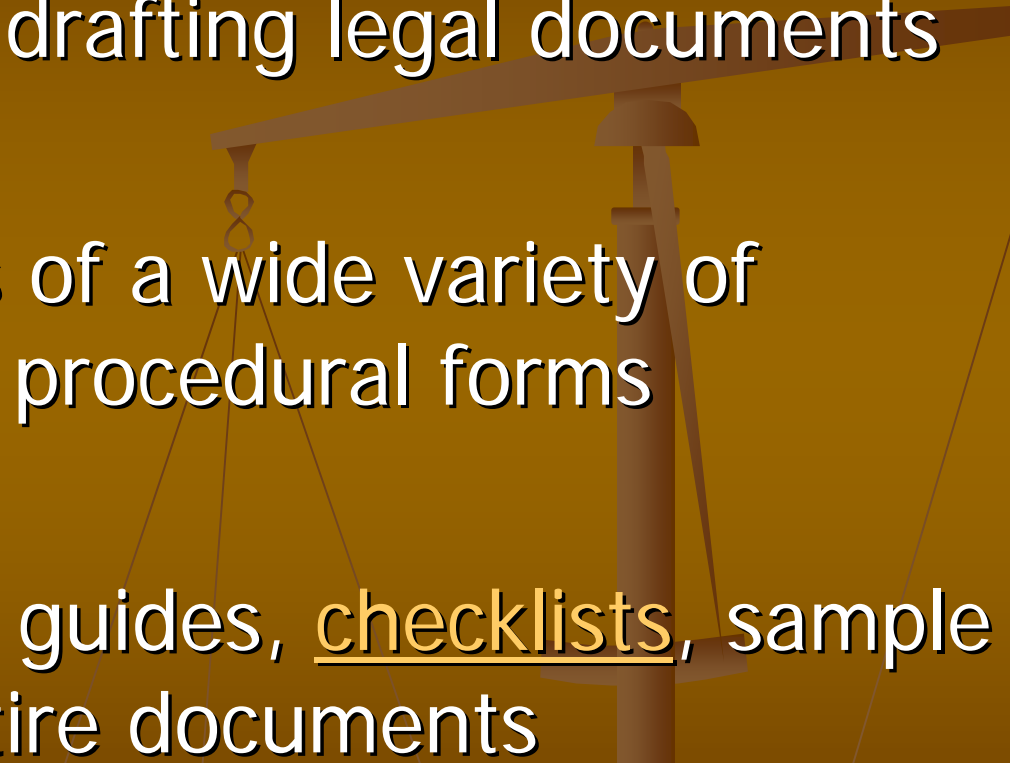
Spring 2007

# Two Types of Formbooks:

1. Pleadings and Practice Forms
2. Legal Instruments

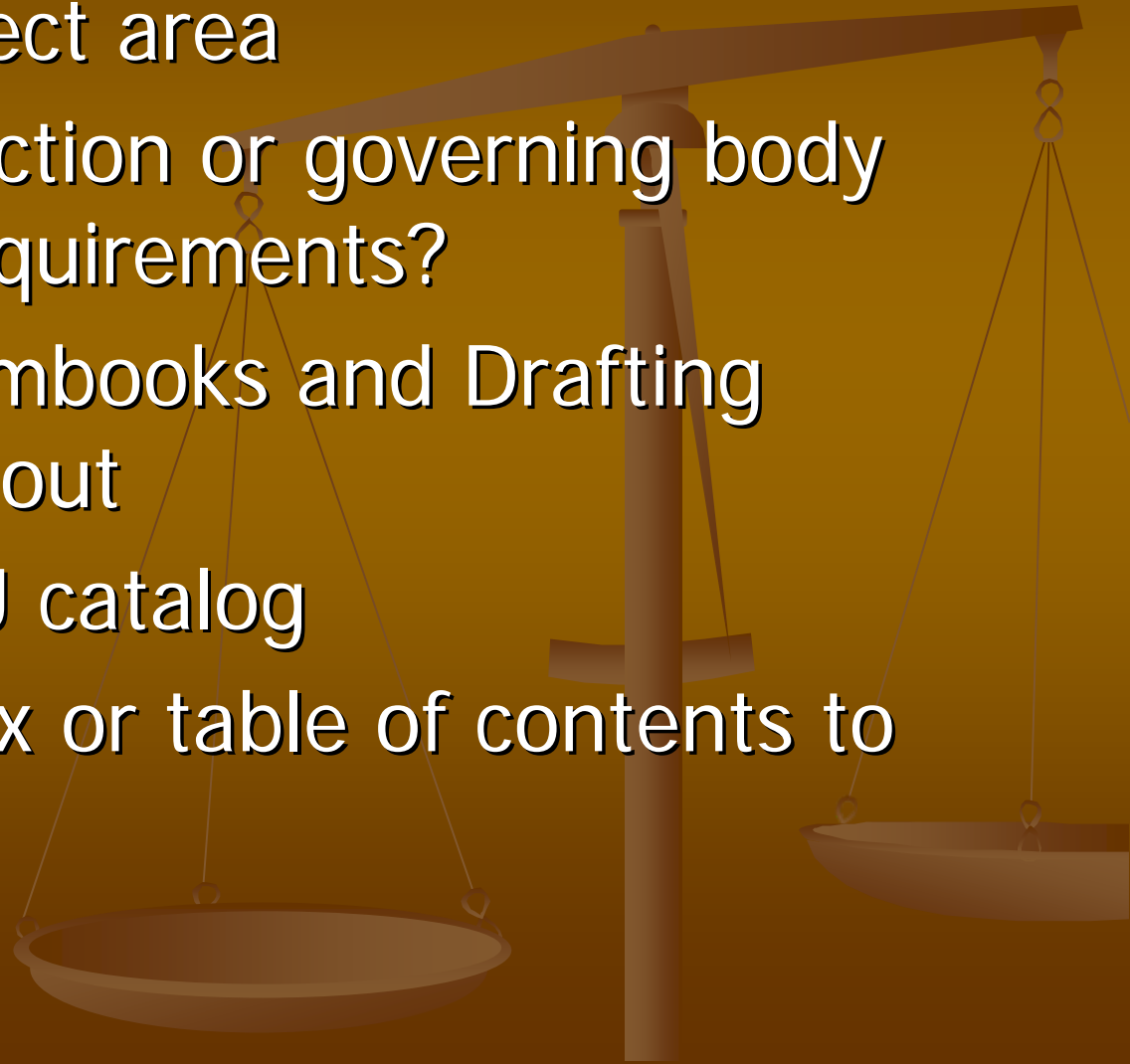


# Formbooks

- Provide aids for drafting legal documents
  - Provide samples of a wide variety of substantive and procedural forms
  - Include drafting guides, checklists, sample clauses, and entire documents
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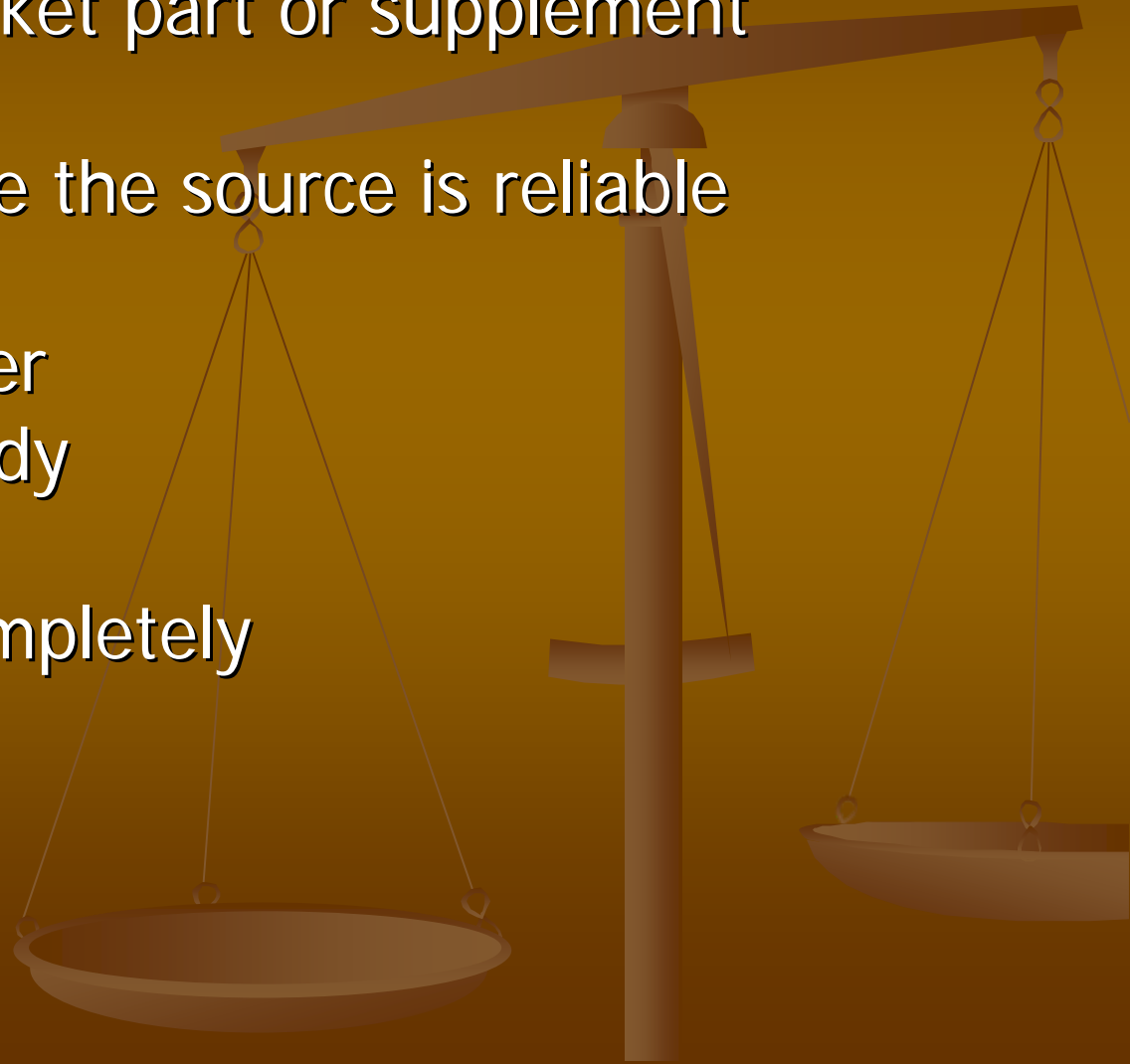
# Locating Legal Forms

- Determine subject area
- Does the jurisdiction or governing body have specific requirements?
- Consult the Formbooks and Drafting Resources handout
- Search the GMU catalog
- Search the index or table of contents to the book

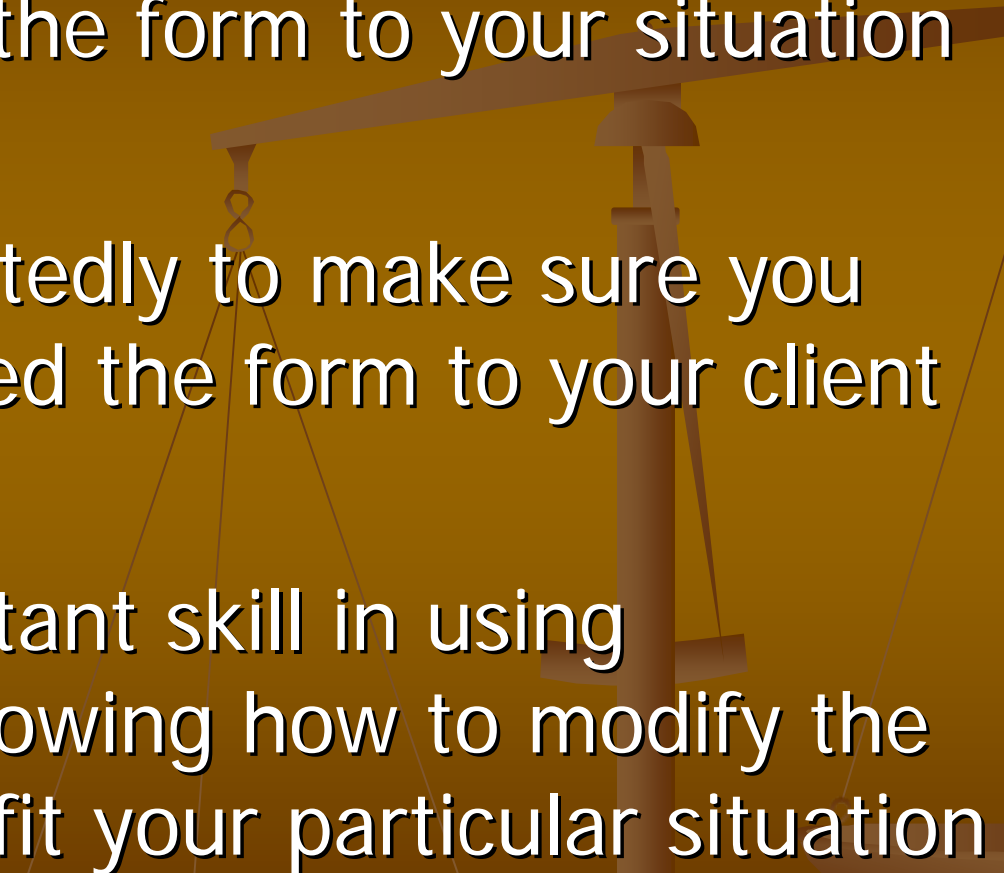


# Using Forms

- Books: check pocket part or supplement
- Online: make sure the source is reliable
  - Legal publisher
  - Governing body
- Read the form completely



# Using Forms

- Carefully adapt the form to your situation
  - Proofread repeatedly to make sure you have personalized the form to your client
  - The most important skill in using formbooks is knowing how to modify the sample form to fit your particular situation
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# LexisNexis

<https://lawschool.lexisnexis.com>

- Forms are organized by jurisdiction or practice area
- Use Total Litigator  
<https://litigator.lexisnexis.com>
- Use “Find a Source” to locate the applicable database  
<https://www.lexis.com/research/>



# Westlaw

<http://lawschool.westlaw.com/>

- FORMS-ALL More than 50 treatises and collections containing forms
  - CMLFORMS-ALL All State and General Contracts/Commercial Forms, Clauses and Checklists
  - RIFORM-ALL All State and General Real Property Forms, Clauses and Checklists
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# Online Forms



- LexisONE:  
<http://www.lexisone.com/lx1/store/catalog?action=main>
- FindLaw  
<http://forms.lp.findlaw.com>
- LLRX Forms  
<http://www.llrx.com/courtrules/>
- Virginia Government Forms:  
[http://www.virginia.gov/cmsportal/government\\_881/forms\\_1222/](http://www.virginia.gov/cmsportal/government_881/forms_1222/)