Finding Forms and Precedents

TOP TIP!

If you know the name of the form, clause or precedent you need, try typing your keywords into the ‘Form or Precedent’ field in the ‘Find a Title’ section of the home page. Because the searches in this area only search the names of documents, this field will identify only a few documents that match your criteria exactly.

E.g. “TR1”, “affadavit” or “Confidentiality clause”.

Alternately, for more detailed search options, you can search for Precedents using the source-specific search form:

You can search in a more detailed way by clicking on the Forms and Precedents search form link located in the grey bar at the top of your home page.

This will take you to the Forms and Precedents search page which has additional options. You can enter a combination of search terms to find words in different parts of the resource.

You can select whether you wish to return results for a Form or Precedent or from the Commentary sections. Type in words and/or phrases to be found in the body of precedent document.
After pressing the Search button, you will be taken to your list of results:

You can narrow your results using additional words using the Search within results field.

The left-hand navigation panel contains the Source Name filter. Click on the title of a publication to filter your results accordingly.

The Document View

Once you have located a relevant document using any of the above methods it will bring you to the Document View.

Click on the title of the precedent to view the document.

A preview of the Precedent will be shown in the centre of the page.

To see other documents in the same area of the publication click on Table of Contents.

This is useful to look at the next page or to navigate to other parts of the publication to alternative documents.
Downloading a Document to use for Drafting

When you have found a precedent you wish to use, click on the Word icon under Other formats available to download the precedent and start drafting.

Once you have opened the precedent, you may find it useful to Save as onto your local drive before editing the document.

You might also want to print, email or add the document to your favourites if you find a precedent, clause or form that is particularly useful or one that you might want to use again. You can do this by using the delivery icons at the top of each page.