

2. Go to the main volumes

The topics are listed on the spine of the main volumes. Pull out the desired volume, locate the part within the volume covering the topic, and look up the section number. The value of the form book is that it provides the body of the document. The body is generally generic as to content. The paralegal will use a caption and signature typically used by the firm for that jurisdiction.

3. Check for additional authority

The main function of form books is, obviously, to provide forms. However, there are sometimes references to additional sources, such as statutes, cases, or possibly additional forms. These references will usually be included in footnotes. Be alert for such references, and make note of them, in case you need to broaden the scope of your research.

CHECKLIST | RESEARCHING FORM BOOKS IN THE LAW LIBRARY

- Locate the *Index* to the form book being researched
- Research your key terms in the *Index*
- Identify any relevant *Topic & Section Numbers* in the *Index*
- Locate the corresponding *Topic & Section Numbers* in the *Main Volume*
- Choose any relevant forms. Be aware of references to additional authority
- Always check the pocket part (supplement)

§ 5.3**Remote Working***Think Ahead***USE IT TILL YOU LOSE IT**

If you are given access to *Westlaw*, *Lexis*, or both, you should realize what an advantage that is, and put that advantage to good use. At some point in your first year working as a paralegal you will probably think or say: “*I wish I had spent more time on the online research sites when I had the chance.*”

When you start working as a paralegal you will suddenly face these facts:

1. Your firm may not subscribe to either *Westlaw* or *Lexis* because of its expense.
2. You may not be given access to *Westlaw* or *Lexis* because of the expense.
3. Even if you are fortunate enough to be given access, you will not spend hours on *Westlaw* or *Lexis*. More like minutes at a time, for the same reason: it is expensive.
4. Even if your firm subscribes to *Westlaw* or *Lexis*, it almost certainly will not subscribe to both. Some of your favorite resources found in *Lexis* will be out of reach if your law firm only subscribes to *Westlaw*.

CREATE YOUR OWN FORM AND DATA BANK

If you have access to the online research sites as a part of your program, consider creating research folders on your computer to save forms and create your own database. Sample ideas for folders and subfolders:

IMMIGRATION LAW	FAMILY LAW	HEALTH CARE LAW
<ul style="list-style-type: none"> ☞ CITIZENSHIP <ul style="list-style-type: none"> <input type="checkbox"/> Case Law <input type="checkbox"/> Statutes <input type="checkbox"/> Court Rules <input type="checkbox"/> Secondary Sources <input type="checkbox"/> Legal Forms <ul style="list-style-type: none"> ☞ Pleadings ☞ Discovery ☞ Instruments ☞ Contracts ☞ Other 	<ul style="list-style-type: none"> ☞ ADOPTION <ul style="list-style-type: none"> <input type="checkbox"/> Case Law <input type="checkbox"/> Statutes <input type="checkbox"/> Court Rules <input type="checkbox"/> Secondary Sources <input type="checkbox"/> Legal Forms <ul style="list-style-type: none"> ☞ Pleadings ☞ Discovery ☞ Instruments ☞ Contracts ☞ Other 	<ul style="list-style-type: none"> ☞ INSURANCE <ul style="list-style-type: none"> <input type="checkbox"/> Case Law <input type="checkbox"/> Statutes <input type="checkbox"/> Court Rules <input type="checkbox"/> Secondary Sources <input type="checkbox"/> Legal Forms <ul style="list-style-type: none"> ☞ Pleadings ☞ Discovery ☞ Instruments ☞ Contracts ☞ Other
<ul style="list-style-type: none"> ☞ ALIEN REGISTRATION <ul style="list-style-type: none"> <input type="checkbox"/> Case Law <input type="checkbox"/> Statutes <input type="checkbox"/> Court Rules <input type="checkbox"/> Secondary Sources <input type="checkbox"/> Legal Forms <ul style="list-style-type: none"> ☞ Pleadings ☞ Discovery ☞ Instruments ☞ Contracts ☞ Other 	<ul style="list-style-type: none"> ☞ MARRIAGE <ul style="list-style-type: none"> <input type="checkbox"/> Case Law <input type="checkbox"/> Statutes <input type="checkbox"/> Court Rules <input type="checkbox"/> Secondary Sources <input type="checkbox"/> Legal Forms <ul style="list-style-type: none"> ☞ Pleadings ☞ Discovery ☞ Instruments ☞ Contracts ☞ Other 	<ul style="list-style-type: none"> ☞ AFFORDABLE CARE ACT <ul style="list-style-type: none"> <input type="checkbox"/> Case Law <input type="checkbox"/> Statutes <input type="checkbox"/> Court Rules <input type="checkbox"/> Secondary Sources <input type="checkbox"/> Legal Forms <ul style="list-style-type: none"> ☞ Pleadings ☞ Discovery ☞ Instruments ☞ Contracts ☞ Other
<ul style="list-style-type: none"> ☞ CHILDREN AND DACA <ul style="list-style-type: none"> <input type="checkbox"/> Case Law <input type="checkbox"/> Statutes <input type="checkbox"/> Court Rules <input type="checkbox"/> Secondary Sources <input type="checkbox"/> Legal Forms <ul style="list-style-type: none"> ☞ Pleadings ☞ Discovery ☞ Instruments ☞ Contracts ☞ Other 	<ul style="list-style-type: none"> ☞ DIVORCE <ul style="list-style-type: none"> <input type="checkbox"/> Case Law <input type="checkbox"/> Statutes <input type="checkbox"/> Court Rules <input type="checkbox"/> Secondary Sources <input type="checkbox"/> Legal Forms <ul style="list-style-type: none"> ☞ Pleadings ☞ Discovery ☞ Instruments ☞ Contracts ☞ Other 	<ul style="list-style-type: none"> ☞ MEDICAID <ul style="list-style-type: none"> <input type="checkbox"/> Case Law <input type="checkbox"/> Statutes <input type="checkbox"/> Court Rules <input type="checkbox"/> Secondary Sources <input type="checkbox"/> Legal Forms <ul style="list-style-type: none"> ☞ Pleadings ☞ Discovery ☞ Instruments ☞ Contracts ☞ Other
<ul style="list-style-type: none"> ☞ DETENTION <ul style="list-style-type: none"> <input type="checkbox"/> Case Law <input type="checkbox"/> Statutes <input type="checkbox"/> Court Rules <input type="checkbox"/> Secondary Sources <input type="checkbox"/> Legal Forms <ul style="list-style-type: none"> ☞ Pleadings ☞ Discovery ☞ Instruments ☞ Contracts ☞ Other 	<ul style="list-style-type: none"> ☞ JUVENILE LAW ISSUES <ul style="list-style-type: none"> <input type="checkbox"/> Case Law <input type="checkbox"/> Statutes <input type="checkbox"/> Court Rules <input type="checkbox"/> Secondary Sources <input type="checkbox"/> Legal Forms <ul style="list-style-type: none"> ☞ Pleadings ☞ Discovery ☞ Instruments ☞ Contracts ☞ Other 	<ul style="list-style-type: none"> ☞ MEDICARE <ul style="list-style-type: none"> <input type="checkbox"/> Case Law <input type="checkbox"/> Statutes <input type="checkbox"/> Court Rules <input type="checkbox"/> Secondary Sources <input type="checkbox"/> Legal Forms <ul style="list-style-type: none"> ☞ Pleadings ☞ Discovery ☞ Instruments ☞ Contracts ☞ Other
<ul style="list-style-type: none"> ☞ DEPORTATION <ul style="list-style-type: none"> <input type="checkbox"/> Case Law <input type="checkbox"/> Statutes <input type="checkbox"/> Court Rules <input type="checkbox"/> Secondary Sources <input type="checkbox"/> Legal Forms <ul style="list-style-type: none"> ☞ Pleadings ☞ Discovery ☞ Instruments ☞ Contracts ☞ Other 	<ul style="list-style-type: none"> ☞ FAMILY IMMIGRATION ISSUES <ul style="list-style-type: none"> <input type="checkbox"/> Case Law <input type="checkbox"/> Statutes <input type="checkbox"/> Court Rules <input type="checkbox"/> Secondary Sources <input type="checkbox"/> Legal Forms <ul style="list-style-type: none"> ☞ Pleadings ☞ Discovery ☞ Instruments ☞ Contracts ☞ Other 	<ul style="list-style-type: none"> ☞ PHYSICIANS AND SURGEONS <ul style="list-style-type: none"> <input type="checkbox"/> Case Law <input type="checkbox"/> Statutes <input type="checkbox"/> Court Rules <input type="checkbox"/> Secondary Sources <input type="checkbox"/> Legal Forms <ul style="list-style-type: none"> ☞ Pleadings ☞ Discovery ☞ Instruments ☞ Contracts ☞ Other

WESTLAW SOURCES	LEXIS SOURCES
SAMPLE OF SECONDARY AUTHORITY & FORMS	SAMPLE OF SECONDARY AUTHORITY AND FORMS
<input type="checkbox"/> <i>Am. Jur. Pleading & Practice Forms</i> <input type="checkbox"/> <i>Am. Jur. Proof of Facts</i> <input type="checkbox"/> <i>Am. Jur. Trials</i> <input type="checkbox"/> <i>Am. Jur. Legal Forms</i> <input type="checkbox"/> <i>Nichol's Cyclopedia of Federal Procedure</i>	<input type="checkbox"/> <i>Bender's Civil Practice Forms</i> <input type="checkbox"/> <i>Bender's Federal Forms</i> <input type="checkbox"/> <i>Long Term Care Advocacy</i> <input type="checkbox"/> <i>California Points & Authorities</i> <input type="checkbox"/> <i>Personal Injury: Actions, Defenses, Damages</i>
<input type="checkbox"/> <i>Causes of Action</i> <input type="checkbox"/> <i>West's Legal Forms</i> <input type="checkbox"/> <i>West's Federal Forms</i> <input type="checkbox"/> <i>Westlaw Official Forms</i> <input type="checkbox"/> <i>Nichol's Cyclopedia of Legal Forms Annotated</i>	<input type="checkbox"/> <i>Bender's Discovery Interrogatories</i> <input type="checkbox"/> <i>Bender's Forms of Discovery Treatise</i> <input type="checkbox"/> <i>Products Liability Practice Guide</i> <input type="checkbox"/> <i>Warren's Forms of Agreements</i> <input type="checkbox"/> <i>Entertainment Industry Contracts</i> <input type="checkbox"/> <i>Modern Federal Jury Instructions</i>

Make sure every file contained within the subfolders is well described so that it is easier to find documents. Make a printable *Table of Contents* once each collection is well established, updating it periodically if you add material. That will make finding documents much simpler.

CHAPTER 5

Wrap-Up

WHAT YOU SHOULD KNOW

After reading this chapter you should know the following:

- The functions and purposes of form books and treatises
- How to research forms on *Westlaw*
- How to research forms on *Lexis*
- How to research forms in the law library
- The reason why knowing how to use the law library to research for forms is particularly important

ASSIGNMENTS

- Assignment § 5.2(A)** Due Date: / /
Research forms using Westlaw
- Assignment § 5.2(B)** Due Date: / /
Research forms using Lexis
- Assignment § 5.2(C) (Optional)** Due Date: / /
Research forms using the law library