8-17-2011

Resources for Legal Drafting

Clare Gaynor Willis

IIT Chicago-Kent College of Law Library, cwillis@kentlaw.iit.edu

Follow this and additional works at: http://scholarship.kentlaw.iit.edu/lib_pres

Part of the Law Commons

Recommended Citation

Willis, Clare Gaynor, "Resources for Legal Drafting" (2011). Presentations. 80.
http://scholarship.kentlaw.iit.edu/lib_pres/80

This Article is brought to you for free and open access by the Library at Scholarly Commons @ IIT Chicago-Kent College of Law. It has been accepted for inclusion in Presentations by an authorized administrator of Scholarly Commons @ IIT Chicago-Kent College of Law. For more information, please contact dginsberg@kentlaw.iit.edu.
Resources
for
Legal Drafting

2011
**Table of Contents**

Online Library Guide on Finding Forms .............................................................. 3  
Encyclopedias of Legal Forms ........................................................................... 3  
Jurisdiction- and/or Subject-Specific Resources .............................................. 4  
  Arbitration ........................................................................................................ 4  
  Bankruptcy ........................................................................................................ 4  
  Business Organizations ..................................................................................... 4  
  Contracts ............................................................................................................ 5  
  Discovery & Trial ............................................................................................... 5  
  E-Commerce and Internet Law........................................................................... 5  
  Employment & Labor Law ................................................................................ 5  
  Entertainment Law ............................................................................................. 6  
  Estate Planning, Probate, Trusts, Wills .............................................................. 6  
  Family Law ........................................................................................................ 6  
  General Practice Forms ................................................................................... 7  
  Illinois Civil Practice ........................................................................................ 8  
  Illinois Jury Instructions .................................................................................... 8  
  Intellectual Property .......................................................................................... 9  
  Land Use, Zoning ................................................................................................ 9  
  Law Office Management ................................................................................... 9  
  Legislation .......................................................................................................... 9  
  Real Estate ......................................................................................................... 9  
  Securities .......................................................................................................... 9  
  Taxation ............................................................................................................. 9  
  Uniform Commercial Code ............................................................................. 10  
Electronic Resources for Legal Drafting .......................................................... 11  
  Selected Internet Web sites .............................................................................. 11  
  LEXIS Forms Resources .................................................................................. 11  
  Westlaw Forms Resources .............................................................................. 12  
  For both Lexis and Westlaw: .......................................................................... 12  
  IICLE SmartBooks ............................................................................................ 13  
  CALI Exercises ............................................................................................... 13  

©2003-2011, IIT Downtown Campus Library
Online Library Guide on Finding Forms


Encyclopedias of Legal Forms

*American Jurisprudence Legal Forms.* 2nd ed.  
Available on Westlaw.  
Transactional forms for legal and business transactions, exhaustively annotated, keyed to substantive law topics, integrating legal and form-drafting principles with statutes, tax notes, tables and checklists.

*American Jurisprudence Pleading and Practice Forms.*  
Available on Westlaw.  
Pleadings and practice forms, including jury instructions, keyed to the substantive law topics in *American Jurisprudence 2d* and designed to provide for all types of pleading and procedural steps in judicial and administrative proceedings.

*Current Legal Forms with Tax Analysis*  
Available on Lexis  
Forms for transaction-oriented issues, including taxation implications.

*West’s Legal Forms.*  
KF 170 .M62 (and Westlaw)  
With current updates.  
Fifty-plus volume set of forms covering a wide range of legal topics. Publication features include commentary with discussion of tax considerations.
Jurisdiction- and/or Subject-Specific Resources

Arbitration

*Alternative Dispute Resolution*, 3rd ed., Jay Grenig
KF 9084 .G74 2005 (and Westlaw)
With current updates.

Bankruptcy

*Collier on Bankruptcy*, 15th/16th eds.
KF 1524 .C6 1979 and KF 1524 .C6 2009 Reserve (and Lexis)
With current updates.
A 26-volume looseleaf treatise, update 4x annually, and including 5 volumes of forms. 16th ed. volumes are being issued on a rolling basis, so some current volumes are still 15th ed. volumes.

Business Organizations

*Fletcher Corporation Forms Annotated*, 4th ed. by Lenore M. Zajdel
KF 1411 .F55 (and Westlaw)
With current updates.
This comprehensive thirty-plus volume set covers virtually all aspects of corporation law. Forms include: Pre-Incorporation Contracts; Articles of Incorporation; Bylaws; Organization of Corporation, Stock and Capital; Stockholders; Corporate Bonds, Debentures, and Certificates of Indebtedness; Directors and Directors’ Meetings; Resolutions and Motions; Consolidation and Merger of Corporations; Reorganization of Corporations.

*Illinois Business Law Series*
KFI 1413 .I45 2005 with 2008 supplement, Reserve--10th floor Illinois Room (and IICLE Smartbooks)

*Limited Liability Company Handbook: Law, Sample Documents, Forms*, by Mark A. Sargent
KF 1414 .S27 Reserve (and Westlaw)

Construction

*Construction Law*, by Steven Stein.
KF 901 .A8 C66 1986 (and Lexis)
With current updates.
Contracts

KF 801 .W5 1990 Reserve (and Westlaw)
With current updates.
Commonly known as “Williston on Contracts”, this set includes five volumes of sample forms. Forms are indexed separately in last volume.

Discovery & Trial

*American Jurisprudence Proof of Facts, 3rd Series*
Available on Westlaw
Contains sample text for use when creating interrogatories, along with sample testimony.

*American Jurisprudence Trials*
Available on Westlaw
Encyclopedic treatment of the techniques used in the preparation and practice of trying cases; keyed to specific sample cases. Search for your desired topic or something similar.

E-Commerce and Internet Law

*Doing Business on the Internet: Forms and Analysis*, by Julian S. Millstein
Available on Westlaw

Employment & Labor Law

*Covenants Not to Compete: A State by State Survey, 7th ed.*, Brian M. Malsberger
KF 3463 .Z95 C68 2010 Reserve

*Employee Dismissal Law and Practice, 5th ed.*, by Henry H. Perritt, Jr.
KF 3471 .P47 2006
With current updates.

*Employment Termination*, 2011, Anthony E. Antognoli
KFI 1534.5 .E55 E55 2011 Reserve--10th floor Illinois Room (and IICLE Smartbooks)

*How to Take a Case before the NLRB*, by Brent Garren, Elaine S. Fox, and John C. Truesdale
KF 3372 .M25 2008 Reserve

*Labor and Employment Law: Compliance and Litigation*, 3rd ed., by Frederick T. Golder
KF 3319 .G63 2006 Reserve (and Westlaw)
With current updates.

*Litigating the Sexual Harassment Case, 2nd ed.*, Matthew B. Schiff, Linda C. Kramer, Editors
KF 3467 .L58 2000
Entertainment Law

KF 2992 .L5 2004 Reserve (and Westlaw)
With current updates.

Estate Planning, Probate, Trusts, Wills

*Estate Planning Primer: What Everyone Needs to Know About Estate Planning*
Timothy S. Midura
KFI 1340 .M53 2007 Reserve--10th floor Illinois Room (and IICLE Smartbooks)

*Illinois Estate Planning Forms & Commentary*, 2005
KFI 1340 .A65 I4 2005 Reserve--10th floor Illinois Room (and IICLE Smartbooks)

*The Law of Trusts and Trustees: A Treatise Covering the Law Relating to Trusts and Allied Subjects Affecting Trust Creation and Administration, with Forms*, by George Gleason Bogert
KF 730 .B62 2000 Reserve (and Westlaw)
With current updates.
Twenty-three volumes.

*Northern Trust Will and Trust Forms*
KF 755 .A65 N6 2004 DTC Service Desk Reserve

*Page on Wills-Forms (vol.7)*, by Jeffrey A. Schoenblum
KF 755 .P33 2003 (and Lexis)
Helpful source for newer forms and clauses, such as alternate dispute resolution.

*Revocable Grantor Trusts in Illinois*, by Ivan A. Elliott and R. Michael Drone
KFI 1339.L57 E44 2003 w/ 2006 supp. Reserve--10th floor Illinois Room (and IICLE Smartbooks)

*Wills*, by Lawrence P. Keller
KF 755 .A65 K45 (and Westlaw)
With current updates.

Family Law

KFI 1304.5 .I45 2011 Reserve--10th floor Illinois Room (and IICLE Smartbooks)
Federal Practice Forms

David G. Knibb
KF 9050 .K55 2007 Reserve (and Westlaw)
With current updates.

*Federal Jury Practice and Instructions,* 5th ed. by Kevin F. O’Malley
KF 8984 .D4 2000 Reserve (and Westlaw)
With current updates.
Criminal & Civil Volumes. The 6th ed. is being published on a rolling basis, so the current edition is a combination of 5th and 6th ed. volumes.

*Federal Procedural Forms*
KF 8836 .F4 (and Westlaw)
With current updates.
Forty-plus volume set containing practice-oriented forms for federal judicial and administrative proceedings.

*Supreme Court practice: for practice in the Supreme Court of the United States,* 9th ed.
a/k/a “Stern & Gressman”
KF 9057 .S8 2007 Reserve
Includes forms for practice before the Supreme Court.

*West’s Federal Forms*
KF 8836 .W47 (and Westlaw)
With current updates.
Twenty-plus volume set containing forms for use in practice before the United States Supreme Court, the United States Courts of Appeal, the United States District Courts and the United States Bankruptcy Courts. The set is arranged by court rule number. Illustrative forms follow each of the rules. The forms are supplemented by commentary intended to give guidance in dealing with the practical problems that frequently arise in practice.

General Practice

*Illinois Forms: Legal & Business*
KFI 1268 .I56 Reserve--10th floor Illinois Room (and Westlaw)
With current updates.
Eighteen volume collection of forms covering court practice, debtor-creditor relations, domestic relations, probate, real estate, and wills and trusts.
Illinois Civil Practice

*Chicago Lawyer’s Court Handbook*
KFI 1724 .C5 C54 2001 Reserve--10th floor Illinois Room
Discusses the aspects of practice for the various divisions in the Circuit Court for Cook County, the Chicago Municipal Court, the U.S. District Court for the Northern District of Illinois, the U.S. Bankruptcy Court, the Illinois Industrial Commission, the Pollution Control Board, etc.

*Illinois Civil Practice Forms*, Rev. ed.
KFI 1730 .A65 C3 Reserve--10th floor Illinois Room (and Westlaw)
With current updates.
Comprehensive collection of forms used in all aspects of motions and trial practice in Illinois courts.

*Nichols Illinois Civil Practice, with Forms*
KFI 1731 .N54 Reserve--10th floor Illinois Room (and Westlaw)
With current updates.
Multi-vol. collection of forms covering all aspects of motions and trial practice in IL courts.

Illinois Jury Instructions

KFI 1742.6 .R6 2001 Reserve--10th floor Illinois Room (and Westlaw)
With current updates.

KFI 1742 .A87 2011 Reserve--10th floor Illinois Room (and Westlaw)
With current updates.

KFI 1783 .A65 I54 2000 Reserve--10th floor Illinois Room (and Westlaw)
With current updates.

*Illinois Civil Jury Instructions Companion Handbook*
KFI1742.6.A65I45 Reserve--10th floor Illinois Room

*Illinois Criminal Jury Instructions Companion Handbook*
KFI1783.154 Reserve--10th floor Illinois Room
These two handbooks offer advice on using the jury instructions available in the pattern jury sets.
Intellectual Property

*License Agreements: Forms and Checklists*, by Gregory J. Battersby
KF 2977 .B38
With current updates.

Land Use, Zoning

*American law of Zoning*, 5th ed., by Patricia E. Salkin
KF 5698 .A76 2008 (and Westlaw)
With current updates.
A five-volume set; text includes wording for forms

Law Office Management

*The Essential Formbook: Comprehensive Management Tools for Lawyers*, by Gary A. Munneke and Anthony E. Davis
KF 170 .M86, Reserve (includes partnership and client intake and fee arrangement forms)

Legislation

*Legal, Legislative and Rule Drafting in Plain English*, by Robert Martineau and Michael Salerno, 2005
KF 250 .M37 2005 Reserve
A detailed how-to manual.

Real Estate

*Illinois Condominium Law*, 2010
KFI 1314 .C61 I4 2010, Reserve--10th floor Illinois Room (and IICLE Smartbooks)

KFI 1482 .R4 R4 2008, Reserve--10th floor Illinois Room (and IICLE Smartbooks)

*Real Property Service: Illinois*
KFI 1312 .R38 Reserve--10th floor Illinois Room (and Westlaw)
With current updates.
Fifteen-plus volume looseleaf collection of forms used in Illinois real estate practice.

Securities

KF 1436.5 .F46
With current updates.
Taxation

*Generation-Skipping Transfer Tax: Analysis with Forms*
KF 6585 .H37 2001
With current updates.

*IRS Practice and Procedure*, Rev. 2nd ed., by Michael I. Saltzman
KF 6300 .S255 Reserve (and Westlaw)
With current updates.

Uniform Commercial Code

*Uniform Laws Annotated*
KF 165 .A5 1968 (and Westlaw)
With current updates.
Includes two volumes of UCC forms.
Electronic Resources for Legal Drafting

Selected Internet Web sites

General reminder: Always evaluate the source of a web site before using it!

http://www.uscourts.gov/courtlinks/
Federal Judiciary Home Page links to Federal courts by Circuit. Choose your desired court and then look for links to online forms.

http://www.ilnd.uscourts.gov/
United States District Court for the Northern District of Illinois
Click on the link “On-line Forms” for court forms in PDF and WordPerfect formats.

LEXIS Forms Resources

LEXIS’ federal forms resources include Bender’s Federal Practice Forms and Bender’s Forms of Discovery. LEXIS also features a number of Bender treatises, for which Lexis Law Publishing is now the publisher. These include Murphy’s Will Clauses: Annotations and Forms with Tax Effects, Warren’s Forms of Agreement (Business Forms), Current Leasing Law & Techniques: Forms, and Real Estate Financing - Text, Forms, Tax Analysis. State jury instructions include, but are not limited to, Florida and California.

To locate Lexis forms, use the Find a Source template on the initial [search] menu screen and type in forms and a subject (e.g. forms AND wills, forms AND business). Click on Find. This will generate a list of titles. Lexis resources are very oriented to the list of book titles they publish and they are in various places on the menu. Therefore, the Find procedure is more efficient than browsing the menu. If you have a specific title in mind, try typing that in instead of forms.

Once in your desired database, you may find it more productive while looking for forms to browse the Table of Contents (when available) than to do a full text search.
Westlaw Forms Resources

“Forms” is now a separate category on the main Westlaw Directory of Databases. If you don’t see it, look for the listing titled “Treatises, CLEs, Practice Guides” (what you see initially might change depending on if you log onto http://www.westlaw.com or http://lawschool.westlaw.com). Westlaw resources include American Jurisprudence Legal Forms, Nichols’ Cyclopedia of Legal Forms Annotated, West’s Federal Forms and Federal Procedural Forms. State forms are available for many states including California, Florida, Illinois, Michigan, New York, Ohio, and Texas. Jury instructions are available for selected states including Illinois.

Specialty treatises with forms include Doing Business on the Internet by Millstein and Alternative Dispute Resolution with Forms by Grenig.

For Illinois, you may go directly to the database IL-TPLF, which contains “Illinois texts, periodicals, and legal forms databases.” It includes complete coverage for Nichols Illinois Civil Practice with Forms and Illinois Forms Legal and Business (see form books handout for both titles). IL-TPLF also includes Illinois Pattern Jury Instructions-Civil. All of these items may also be searched as individual databases. To search IL-TPLF, type the name in the “Search these databases” box on the left side of the screen and click “go”.

Search tips: the field restrictor FO (forms) in conjunction with some appropriate terms and connectors is the best way to look for a specific form. Example: FO (“marital trust”). West also now includes a “FORMS-ALL” database that allows the user to search for forms across jurisdictions and topics.

Westlaw has recently added a new feature called “FormFinder,” which the user should see as a link across the top of the screen. FormFinder allows the user to locate forms easily using a template that asks for topic, document type, jurisdiction, and keywords, or a combination thereof.

For both Lexis and Westlaw:

The quantity of forms available from both companies has increased dramatically in recent years. Both companies appear to be intent on adding more forms to their databases. When using any of these databases, be sure to check the currency.

Many Lexis and Westlaw treatises, including those with forms, can now be found in the library’s online catalog. Using the advanced search function, you can search for items on Lexis or Westlaw with forms by searching for either Lexis or Westlaw, forms, and a subject area in the “all of these words” box. If a book is on Lexis or Westlaw, you can log on from the direct link in the catalog record.

Note: Westlaw links in the library catalog now go to WestlawNext.

To search for forms directly on WestlawNext: click on the forms link on the main page. Then

©2003-2011, IIT Downtown Campus Library
choose from the General, Court & Agency, State, or Topics list and take it from there.

**IICLE SmartBooks**

The Library subscribes to IICLE SmartBooks, a database that provides online practice handbooks issued by the Illinois Institute of Continuing Legal Education. It contains over 80 practice handbooks from 1992 to the present, with virtually all having been revised or supplemented within the last few years. Most of the books are also available in print in the Library.

To use the SmartBooks database, find the link under “Favorite Research Tools” on the Library’s homepage, [http://library.kentlaw.edu](http://library.kentlaw.edu).

**CALI Exercises**

CALI, The Center for Computer-Assisted Legal Instructions, offers several exercises in the Legal Research and Writing section, as well as an exercise on drafting a complaint in the Civil Procedure section. You need a password to access them.

Chicago-Kent's school code is CHGOKNstu36 (case sensitive). This is not the password. Instead, you use this code to create your own user name and password. Once you have your account, you will not need to use this code again.

To set up your account, visit [http://www.cali.org/](http://www.cali.org/). On the right you will see a user name and password box. Beneath that is a link for users who are not yet registered (“create new account”). Click that link and complete the information requested on the next page. When you return to the CALI site in the future, you will use your email address as your user name and the password you created when you registered.