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## Resources for Legal Drafting

Clare Gaynor Willis

*IIT Chicago-Kent College of Law Library*, [cwillis@kentlaw.iit.edu](mailto:cwillis@kentlaw.iit.edu)

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**Resources  
for  
Legal Drafting**

**2011**

**August 17, 2011  
Downtown Campus Library  
Chicago-Kent College of Law  
Illinois Institute of Technology**

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## Online Library Guide on Finding Forms

See our Library Guide, "Finding Legal Forms," here: <http://libraryguides.kentlaw.edu/findforms>.

## 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*, 3<sup>rd</sup> ed., Jay Grenig  
KF 9084 .G74 2005 (and Westlaw)  
With current updates.

### **Bankruptcy**

*Collier on Bankruptcy*, 15<sup>th</sup>/16<sup>th</sup> 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. 16<sup>th</sup> ed. volumes are being issued on a rolling basis, so some current volumes are still 15<sup>th</sup> ed. volumes.

### **Business Organizations**

*Fletcher Corporation Forms Annotated*, 4<sup>th</sup> 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--10<sup>th</sup> floor Illinois Room (and IICLE Smartbooks)  
4-vols.; Vol. 2 includes LLC/partnership forms. There is a 2011 revised edition of Vol. 1, *Choice of Equity Issues and Corporations*.

*Limited Liability Company Handbook: Law, Sample Documents, Forms*, by Mark A. Sargent  
KF 1414 .S27 Reserve (and Westlaw)  
2010-2011 edition.

### **Construction**

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

## **Contracts**

*A Treatise on the Law of Contracts 4th edition*, by Samuel Williston  
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, 3<sup>rd</sup> 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*, 7<sup>th</sup> ed., Brian M. Malsberger  
KF 3463 .Z95 C68 2010 Reserve

*Employee Dismissal Law and Practice*, 5<sup>th</sup> 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--10<sup>th</sup> 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*, 2<sup>nd</sup> ed., Matthew B. Schiff, Linda C. Kramer, Editors

KF 3467 .L58 2000

## **Entertainment Law**

*Lindey on Entertainment, Publishing and the Arts: Agreements and the Law*, 3<sup>rd</sup> ed  
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--10<sup>th</sup> floor Illinois Room (and IICLE Smartbooks)

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

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

## **Family Law**

*Illinois Adoption Law*, 2011, Debbie Shepard and Genie Miller Gillespie, eds.  
KFI 1304.5 .I45 2011 Reserve--10<sup>th</sup> floor Illinois Room (and IICLE Smartbooks)

## **Federal Practice Forms**

*Federal Court of Appeals Manual: A Manual on Practice in the United States Courts of Appeals*, 5<sup>th</sup> ed.

David G. Knibb

KF 9050 .K55 2007 Reserve (and Westlaw)

With current updates.

*Federal Jury Practice and Instructions*, 5<sup>th</sup> ed. by Kevin F. O'Malley

KF 8984 .D4 2000 Reserve (and Westlaw)

With current updates.

Criminal & Civil Volumes. The 6<sup>th</sup> ed. is being published on a rolling basis, so the current edition is a combination of 5<sup>th</sup> and 6<sup>th</sup> 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*, 9<sup>th</sup> 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--10<sup>th</sup> 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--10<sup>th</sup> 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--10<sup>th</sup> 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--10<sup>th</sup> 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**

### *Illinois Non-Pattern Jury Instructions, 3<sup>rd</sup> ed.*

KFI 1742.6 .R6 2001 Reserve--10<sup>th</sup> floor Illinois Room (and Westlaw)

With current updates.

### *Illinois Pattern Jury Instructions, Civil, 2011 ed.*

KFI 1742 .A87 2011 Reserve--10<sup>th</sup> floor Illinois Room (and Westlaw)

With current updates.

### *Illinois Pattern Jury Instruction, Criminal, 4<sup>th</sup> ed.*

KFI 1783 .A65 I54 2000 Reserve--10<sup>th</sup> floor Illinois Room (and Westlaw)

With current updates.

### *Illinois Civil Jury Instructions Companion Handbook*

KFI1742.6.A65I45 Reserve--10<sup>th</sup> floor Illinois Room

### *Illinois Criminal Jury Instructions Companion Handbook*

KFI1783.I54 Reserve--10<sup>th</sup> 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*, 5<sup>th</sup> 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--10<sup>th</sup> floor Illinois Room (and IICLE Smartbooks)

*Real Estate Litigation*, 2008, with 2010 supp. Stephen B. Bashaw  
KFI 1482 .R4 R4 2008, Reserve--10<sup>th</sup> floor Illinois Room (and IICLE Smartbooks)

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

## **Securities**

*Federal Securities Law Reporter: Federal Regulation of Securities: Laws, Regulations, Forms, Rulings and Decisions*  
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. 2<sup>nd</sup> 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

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>.

### **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/>. 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.