

Encyclopaedia of Forms and Precedents

The Encyclopaedia of Forms and Precedents (EFP) is a database of non-litigious electronic legal forms and precedents to aid in the drafting of legal documents. Held on Lexis®Library it is the electronic version of the multi-volume paper Encyclopaedia of Forms and Precedents. A copy of which is held in the Legal Practice Library (LPL). The database is updated monthly.

Getting started


Load an Internet browser. Go to the Cardiff Portal at <http://portal.cf.ac.uk> click on the **Library** menu and select **Subject resources**.

Select **Law** from the 'Information Resources for...' drop-down menu then click on **Databases**. At the 'Databases for Law' page click on **Encyclopaedia of Forms and precedents**.

If you are on-campus click on the on-campus **Encyclopaedia of Forms and precedents (via Lexis®Library)** link and if you are off-campus click on the **Off-campus use of EFP (via Lexis®Library)** link.

Selecting EFP from the Home page

From the Lexis®Library Home page click on the **Forms & Precedents** tab on the menu bar. Click on the down arrow to the right of the **Sources** box and select **Encyclopaedia of Forms and Precedents** from the menu to access the Encyclopaedia of Forms and Precedents search page.

To learn more about the contents of and recent updates to the Encyclopaedia of Forms and Precedents, click on the **Information** or **Source Description** button 

Searching for a form or precedent

At the Encyclopaedia of Forms and Precedents search page enter your search term(s) in one or

more of the search fields and select **Form or Precedent** from the 'Search within' drop-down menu.

AND, OR and W/n can be used between search terms. Consecutive words without connectors between them are searched as phrases. Click on **Search tips** (under the Search terms field) for further information on search connectors, commands, wildcards and truncators.

Once you have entered your search terms click on the **Search** button.

Viewing the results

Results are displayed in lists of 10. Click on the down arrow to the right of the **Show** box and click on another view type if you want to change the display: **Expanded List** will display your search terms within the context of the words around it; **Full Text** will display the full text of a document. You may also click on the underlined heading in the results list to view the full text of a document. To view previous and subsequent results, click on the directional arrows at the top of the page.

Browsing the Encyclopaedia

From the Forms & Precedents search page, click on **Browse** on the left of the screen to access the EFP browse homepage.

Browsing volumes and subject titles

From the browse homepage select **Table of Contents** from the **View** drop-down menu to view a browsable menu of volumes and subject titles of the Encyclopaedia.

The Encyclopaedia of Forms and Precedents is laid out in 42 volumes, arranged alphabetically by subject title, for example, Vol. 36 Sale of Land; plus the Information Binder, which includes the material which is found in Volume F of the paper loose-leaf service binders, for example, fees and stamp duties. Unlike the hardcopy version any amendments or new forms and precedents are merged straight into the text of the volumes.

When you are on any browse page in Lexis[®]Library hover over the plus sign next to a heading, and you will see two options. Clicking on **Open next level** will open the browse page to the next level while clicking on **Open all levels** at the top level of a browse page will open all the levels under that heading.

When the headings appear without a + sign to their left click on the heading to view the commentary, form or precedent. The document will appear in the centre of the screen with the Table of Contents now on the left of the screen open to the document that you are viewing. By scrolling up or down the Table of Contents you can continue to browse the volumes of EFP.

Browsing the Index, Form Finder and Words & Phrases

From the browse homepage select **Index** from the **View** drop-down menu box to access the Index, Form Finder and Words & Phrases.

The Index can be used to find specific forms and precedents on a particular subject area and the volume that covers it. Open the levels of the Index in the same way as you would the volumes of EFP – see “Browsing the Encyclopaedia” above. The Index entries will include an underlined link to the relevant volume and paragraph of the Encyclopaedia. Click on the link to view the relevant full text.

The Form Finder can be used to find specific forms and precedents by type and subject. Open the levels of the Index in the same way as you would the volumes of EFP above. When the subject headings appear without a + sign to their left click on the subject heading to view the individual form and precedent titles. The titles will

be listed on the right side of the screen with an underlined link to the relevant volume and paragraph of the Encyclopaedia. Click on this link to view the full text.


The Words & Phrases section of the Index lists words and phrases in alphabetical order, together with links to definitions of these words or phrases.

Editing Forms or Precedents


The text of forms and precedents can be copied and pasted into a word processing document (or another application, such as Laserform).

Downloading

Downloading individual Precedents

Word copies are available for all precedents held on EFP. After opening up the full text of a precedent a Word icon  will appear above the precedent. Click on the Word icon to bring up a File Download dialog box from which you can Save or Open the Word document.

Downloading documents from a search results list

To download forms and precedents select up to 10 document(s), from a results list, by clicking in the box(es) to the left of a heading. Once you have selected the document(s) click on the **Download Delivery** icon  set the required delivery options, click on the **Download** button then click on **the link** that appears at the top of the dialog box. A **File Download** dialog box will appear asking you to Save or Open the Word document.

Exiting the database

Click on **Sign Out** to exit Lexis[®]Library.

For further information contact the Law Library

Tel: 029 2087 4971

Email: LawLiby@cardiff.ac.uk

Also available in alternative formats on request.

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