

Finding Pre-Trial Litigation Forms for New York

- A. General tips for finding forms for your jurisdiction / topic
1. best if you already know the name of form - *e.g.* Summons & Complaint, Demand for Bill of Particulars, Notice For Deposition, Notice of Discovery and Inspection, Subpoena
 - may want to use only part of name - *e.g.* "bill of particulars"
 2. your favorite reference librarian
 3. research guides for litigation / forms for your jurisdiction - go to a Law School Library web site for that state - see handout at http://libguides.law.hofstra.edu/newyork_forms
 4. know some good overall NY sets (in print or online) - see research guides from tip 3.
 5. for forms, sometimes print REALLY IS EASIER !!!
 - find the form in print then download from Lexis or Westlaw
- B. Online strategies
1. WestlawNext
 - WL Next - Forms > NY > Litigation: Civil Trial
 - in template try exact phrase, title (use quotations for phrase) or Preliminary
 - search exact phrase *summons and complaint*
 - use filters to limit
 - use specific title and look through Table of Contents - McKinney's Forms > TOC > CPLR > Ch.4 Pleadings > Complaint > 4.3 General Form
 - search title "*demand for bill of particulars*"
 - search Preliminary "*bill of particulars*" > use TOC
 - in search bar search "New York Pattern" - need to spell out ny - Contracts>Generally Damages>breach of employment - use for jury instructions and research
 2. Westlaw Classic
 - FormFinder - template-Litigation-Civil Trial ; State Courts-Depositions and Discovery ; NY
 - search - "*notice for deposition*"
 - a more flexible but targeted search - *pr(notice /s deposition)*
 3. Lexis Advance - search *subpoena* then see "Forms" tab, narrow by jurisdiction, form type (click on "More")
 - Browse Sources > search *Benders Forms*>click on title>Add this source to search> search "*notice of discovery and inspection*"
 - see chapter (TOC) - click on "CPLR Article 31"
 4. Bloomberg Law – Docket search – will pull up actual filed documents
 - Litigation and Dockets>Search Dockets> *complaint* (limit to Nassau County)