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 Bloomberg, Lexis or Westlaw

B. Online strategies

    1. Google – *Summons and Complaint New York form*

    2. WestlawNext

- search *complaint* – use post search filters to narrow to forms and NY
- WL Next - Forms > NY > Litigation: Civil Trial
- in template try exact phrase   (use quotations for phrase)
- search exact phrase "*summons and complaint*"
  - use filters to limit
- Search 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

    3. Lexis Advance

- search - *"notice for deposition"* - post search filters Forms and NY
- search *notice /s deposition* – post search filters Forms, NY and Notice
- pre-search filter – Filters>Category > Forms
  - search *subpoena* then post search filter – NY and Form Type> Subpoena
- search *"notice of discovery and inspection"* - post search filters – *NY and Form Type*
  - see Source chapter TOC - click on "Forms" in heading

    4 Bloomberg Law – Docket search – will pull up actual filed documents

- Litigation and Dockets>Search Dockets> *complaint* (limit to Nassau County)