**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 - McKinneys Forms > TOC > CPLR > Ch.4 Pleadings > Complaint > 4.3 General Form
* advanced search title *demand for bill of particulars* limit to Civil, then to NY
* 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)

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