

CHAPTER 32A

FORMS: SELECTED SOURCES

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§32A.01 Introduction

“*Don’t re-invent the wheel*” is an admonition given to many new attorneys when presented with their first drafting assignment. Lawyers experienced in preparing contracts, wills, trusts, notes, mortgages, pleadings, motion papers and other legal documents, rarely start from scratch. Instead, they begin by consulting formbooks containing examples of the pertinent legal instruments. These forms not only save time, but because they are often taken from the files of major law firms or litigated cases, are practice and court-tested. Most formbooks also contain the text of relevant statutes, case annotations, practice pointers, and commentaries.

Formbooks run the gamut from multi-volume/multi-jurisdictional sets containing thousands of forms pertaining to litigation or business transactions to highly specialized and jurisdiction-specific titles covering everything from alternative dispute resolution to worker’s compensation. Formbooks are generally updated regularly by either replacement looseleaf pages or cumulative supplements (pocketparts), and the cost of updating can add significantly to the cost of owning the title.

Formbooks are often accompanied by CD-roms, which contain editable and printable versions of documents. Many of the leading titles are also available online from Lexis, Westlaw and other publishers’ Web sites. Whatever the format, simple forms are only a starting point in drafting legal documents. Forms must invariably be tailored to the specific facts of a case or terms of a transaction, as well as to jurisdiction-specific requirements.

Many legal texts and treatises include sample forms or examples of legal documents in appendices or supplements. However, the following list is limited to those titles in which forms predominate. The description of title content, cost, format, and updating method and frequency provided in this chapter is based on information taken from the publishers’ Web sites.¹

¹ West Group is located at <http://www.westgroup.com>. Lexis Law Publishing is located at <http://bookstore.lexis.com/bookstore/catalog>. Law Journal Press is located at <http://www.lawcatalog.com>.

§32A.02 Major Sets—Non-Litigation

American Jurisprudence Legal Forms 2nd. West Group. Contains more than 22,000 customizable business and legal forms with drafting guidelines and citations to cases, statutes, *Am. Jur.* entries, and *A.L.R.* annotations. Includes separate *Federal Tax Guide to Legal Forms*. Sixty hardbound volumes. 2003 list price: \$2,174. Updated annually with cumulative supplement. Also available on Westlaw and CD-ROM; prices vary.

Rabkin, Jacob and Johnson, Mark H. *Current Legal Forms with Tax Analysis*. Lexis Law Publishing. Provides thousands of forms and clauses for use in all aspects of commercial, real estate and general business practice including intellectual property, domestic relations and employment law. Basic tax issues and concepts are reflected in the forms. Drafting guidelines and checklists are also included. 34 looseleaf volumes. 2003 list print price: \$2,079. 2003 list CD-ROM price: \$1,258. Updated quarterly.

Nichols, Clark A. *Nichols Cyclopedic of Legal Forms Annotated*. West Group. Comprehensive collection of more than 230 transactional legal forms with related analysis, checklists, questionnaires, and tax information. No litigation forms or pleadings included. Forty hardbound volumes. Updated annually with cumulative supplement. 2003 print list price: \$1,968. Also available on Westlaw and CD-ROM; prices vary.

Warren's Forms of Agreement. Lexis Law Publishing. An eight volume set that covers virtually every business law transaction including those relating to the disposition of businesses, disposition of personal property, credit and financing, computer contracts, and intellectual property transactions. Eight looseleaf volumes. Updated semiannually with replacement pages. 2003 list print price: \$1,057. CD-ROM price: \$1,057. Also available on Lexis; prices vary.

West Legal Forms. West Group. Organized around major topics of law, prepared by practicing attorneys. Also includes commentaries, checklists, and references to West Key Number system. Forty-six hardbound volumes. Updated annually with cumulative supplements. 2003 list price: \$1,938.

§32A.03 Major Sets—Litigation

American Jurisprudence Pleading and Practice Forms, Annotated. West Group. Comprehensive collection of more than 36,500 drafted, practice and court-tested state and federal forms, checklists and timetables needed for every stage of a case. Contains cross-references to other relevant publications. Seventy-three hardbound volumes. Updated annually with cumulative supplement. 2003 list print price: \$2,700. Also available on Westlaw and CD-ROM; prices vary.

Bender's Forms of Discovery. Lexis Law Publishing. Provides A-Z selection of sample interrogatories for more than 200 title categories from Accounting to Zoning. Also includes comprehensive, updated charts comparing the rules of the 50 states with the various federal discovery rules. Available in print or CD-ROM. Print updated with replacement pages. 2003 list price for either format: \$2,618. Also available on Lexis; prices vary.

Bender's Federal Practice Forms. Lexis Law Publishing. Thousands of court-tested forms needed for all aspects of federal actions from filing to appealing a case. Many forms selected from the files of prominent federal practitioners. All Official Forms are also included. Twenty looseleaf volumes. Print updated with replacement pages. 2003 list print and CD-ROM price: \$2,747.

Federal Procedural Forms. West Group. Provides step-by-step guidance in drafting forms for proceedings before federal courts and administrative agencies. Includes extensive procedural checklists and practice aids. 35 hardbound volumes. Print updated annually with cumulative supplements. 2003 list print price: \$1,130. Also available on Westlaw and CD-ROM; prices vary.

West's Federal Forms. West Group. This companion set to *Federal Practice and Procedure* provides extensive federal procedural forms, with commentary, arranged by type of proceeding and the particular court to which they pertain. Includes forms developed by the Administrative Office of the United States Courts, bankruptcy court judges, clerks and United States trustees. Twenty-two hardbound volumes. Updated annually with cumulative supplements. 2003 print price: \$967.50.

§32A.04 Other Formbooks by Subject

[1]—Admiralty

Benedict, Erastus C. *Benedict on Admiralty*. Lexis Law Publishing. The most complete research tool in the field. Includes discussions of current maritime issues, explanations of judicial opinions, charter and party clauses, treaties, admiralty rules and reprints of hard-to-find primary materials. See volumes 3C, 4, 4A and 7 for marine insurance, practice, and procedure forms. Thirty-one looseleaf volumes. Updated three times a year with supplements and replacement pages. List price for either format: \$2,989. Also available on Lexis; prices vary.

[2]—Alternative Dispute Resolution

Grenig, Jay E.. *Alternative Dispute Resolution with Forms*. West Group. In addition to arbitration, this title examines mediation, summary jury trials, minitrials, early neutral evaluation, and court-annexed A.D.R. Covers all types of disputes. One hardbound volume. Updated annually with cumulative supplements. 2003 list price: \$100.

Oehmke, Thomas. *Commercial Arbitration*. West Group. Plain English guide for attorneys, arbitrators, mediators and judges. Gives full treatment of federal statutes and practical analysis. Features American Arbitration Association forms. Four hardbound volumes with disk. Updated semiannually with replacement pages. 2003 list price: \$330.

[3]—Bankruptcy

Collier Consumer Bankruptcy Practice Guide with Forms. Lexis Law Publishing. Available with the *Collier Consumer Bankruptcy Guide*. The forms contained in this volume are divided into parts or topics that reflect the tasks performed in a typical consumer bankruptcy. Editorial analysis and guidance also provided. One looseleaf volume. Updated with replacement pages. 2003 list price: \$363.

Collier Forms Manual 3rd. Lexis Law Publishing. A comprehensive collection of forms for use in cases under Chapters 7, 11, 12, and 13. Explanatory notes and comments for every form. Three looseleaf volumes. Updated with replacement pages. 2003 list price: \$416. Also available on Lexis and as part of various CD-ROM libraries; prices vary.

Herzog, Asa S. et al. *Herzog's Bankruptcy Forms and Practice*. West Group. Recognized as the "classic" forms work, this multi-volume set contains a complete collection of bankruptcy forms written, revised and reviewed by leading experts in the field. Two looseleaf volumes. Updated annually with replacement pages. 2003 list price: \$275.

[4]—Business Organizations

Douglas, James A. *et al. Closely Held Corporations: Forms and Checklists*. West Group. Contains forms, checklists and commentaries for drafting customized documents relating to closely held corporations. Coverage includes professional corporations, organizing documents, bylaws, incorporation agreements, minutes, resolutions and liquidation documents. One looseleaf volume. Updated semiannually with replacement pages. 2003 list price: \$225.

Siviglia, Peter. *Commercial Agreements: A Lawyer's Guide to Drafting and Negotiating*. West Group. Provides expert advice and detailed analysis on drafting promissory notes, guarantees, security agreements, employment, shareholder, partnership and license agreements. One looseleaf with CD-ROM. 2003 list price: \$140.

Fleming, Stephen and Hyman, Marvin. *Corporation Forms*. West Group. Covers from pre-incorporation to the dissolution of a business including compensating officers and directors, corporate borrowing, capital stock, dividends, acquisitions and mergers, liquidations, close corporations and other special corporations. Two looseleaf volumes. Updated with replacement pages. 2003 list price: \$600.

Fletcher, William Mead. *Fletcher Corporation Forms, Annotated*. West Group. Divided into twenty-six categories covering all aspects of corporate law such as pre-incorporation contracts, bylaws, organization of corporations, financing, directors and meetings, foreign, non-profits, mergers and other miscellaneous forms. Twenty-six hard-bound volumes. Updated annually with cumulative supplements. 2003 list price: \$1,200.

Ennico, Clifford R.. *Forms for Small Business Entities*. West Group. Contains forms relating to the principal types of small business entities, general partnerships, limited partnerships, closely held corporations and limit liability companies. Structural and operational forms included. One volume with disk. Updated semiannually with replacement pages. 2003 list price: \$250.

Jacobs, Arnold S. *Manual of Corporate Forms for Securities Practice*. West Group. Forms guide attorneys through compliance and due diligence matters and aid in establishing standard operating procedures. Forms also serve as a starting point for drafting employment contracts, representations, stockholders' agreements, and escrow agreements. Four looseleaf binders. Updated annually with replacement pages. 2003 list price: \$544.

McGaffey, Jere D. *McGaffey Legal Forms with Tax Analysis*. West Group. Focuses on agreements attorney create for corporation structure and compensation; acquisitions and redemptions; estate and personal planning; partnerships; and tax shelters, among others. Check-

lists and alternate clauses included. Eight looseleaf volumes. Updated semiannually with replacement pages. 2003 list price: \$610.

Nonprofit Corporate Forms Handbook. West Group. Includes a wide selection on nonprofit corporation forms with suggestions for drafting documents that meet the requirements of selected jurisdictions. Official state and federal forms included, as well as hard-to-find forms. One softbound volume. Updated annually with additional volumes or pages. 2003 list price: \$277.

[5]—Construction

Douglas, James and O'Neill, Jeanne. *Construction and Development Forms: Planning, Financing, Building*. West Group. Provides comprehensive drafting options for each state of construction and development. Derived from the actual files of leading construction law firms. Topics include short-term, interim and permanent debt financing, ground leases, security devices, appraisals and workouts. Two volumes with disk. Updated semiannually with replacement or additional disk. 2003 list price: \$200.

Acret, James. *Construction Industry Formbook 2d*. West Group. Comprehensive construction industry forms including explanations of the purpose of each form and proposed alternative clauses. Includes important AIA and AGC contracts including design-build concept, purchase orders, joint venture agreements, subcontractor agreements, and architect agreements. One volume. Updated annually with cumulative supplement. 2003 list price: \$150.

Dib, Albert. *Forms and Agreements for Architects, Engineers and Contractors*. West Group. Provides extensive framework for drafting documents throughout the engineering construction cycle, offering over 500 pages of sample forms for litigation. Also contains complete contracts with alternative clauses. Commentaries and case citations included. Five volumes with disk. Updated with replacement pages. 2003 list price: \$770.

Sweet, Justin, and Sweet, Jonathan J.. *Sweet on Construction Industry Contracts: Major AIA Documents*. Aspen Law & Business. Highly acclaimed resource for guidance on preparing, interpreting and litigating contracts for design and construction services. Detailed explanations of new AIA provisions included with expert analysis. Two hardbound volumes. Supplemented annually. 2003 list price: \$285.

[6]—Consumer Law

Consumer Class Actions: A Practical Litigation Guide. National Consumer Law Center. Includes numerous class action complaints,

sets of class discovery, motions relating to class action discovery and communications with class members, class notices, proposed settlements and accompanying memoranda, sample objections to settlement and requests for fees. CD-ROM with print guide. 2003 list price: \$130.

Sheldon, Jonathan and Carter, Carolyn L., eds. *Consumer Law Pleadings on CD-ROM*. National Consumer Law Center. Contains over 600 sample pleadings including full-text of Consumer Law Pleadings numbers one through seven and all other pleading from twelve other NCLC manuals. Pleadings organized in book and on CD by subject area, type of pleading, and volume number. Pleadings are from both federal and state courts. CD-ROM with print index guide. 2003 list price: \$110.

[7]—Criminal Law

Complete Manual of Criminal Forms 3d. West Group. Contains more than 1,000 federal and state criminal forms from client intake to final appeal to the U.S. Supreme Court including jury selection and instructions, *habeas corpus*, and proceeding relating to incarceration and extradition. Updated annually with replacement pages. Three looseleaf volumes. 2003 list price: \$390.

[8]—Elder Law

Margolis, Harry S. *Elder Law Forms Manual: Essential Documents for Representing the Older Client*. Aspen Law & Business. Manual contains practice-tested forms specifically designed to handle the special problems of the older client. Forms are accompanied by commentary and alternative clauses. Two volume looseleaf. Updated with replacement pages. 2003 list price: \$170. CD-ROM version: \$225.

Regan, John J. and Gilfix, Michael. *Tax, Estate and Financial Planning for the Elderly: Forms and Practice*. Matthew Bender & Co. Includes client intake and retainer agreements as well as court petitions and clauses for durable powers of attorney, healthcare proxies, wills and trusts. Other topics include: Medicaid and asset preservation, nursing homes, tax planning and Social Security. Two looseleaf volumes with disk. Updated with replacement pages and disks. 2003 list price: \$237.

[9]—Employment Law

Cook, Joseph G. and Sobieski, Jr., John L. *Civil Rights Actions*. Lexis Law Publishing. Includes two volumes of forms and practice guides on such topics as the Americans with Disabilities Act, age dis-

crimination, privacy issues, property rights, voting rights, and fair housing. Seven looseleaf volumes. Updated with replacements pages and supplements. 2003 list price: \$1,1022.

Leader, Laurie E. *Drafting Employment & Termination Agreements*. Lexis Law Publishing. In addition to sample forms, this set includes in-depth practical and legal analysis of relevant issues and step-by-step checklists to aid in protecting a company's relationship with key personnel. One looseleaf volume. Updated with replacement pages. 2003 price: Call for pricing. Also available as part of *Authority Employment Law Library* on CD-ROM.

Jacobs, Louis A. and Ruzicho, Andrew J. *Employment Law Checklists and Forms*. West Group. Contains substantive and procedural checklists and forms for dealing with issues such as discrimination, wrongful termination, sexual harassment, health and safety and wage and hour laws. Two looseleaf volumes. Updated annually with replacement pages. 2003 list price: \$270.

Moore, Maureen F. *Employment Forms and Policies 4th*. Lexis Law Publishing. Contains over 200 sample forms and model policies covering all aspects of the employment relationship from writing job descriptions to termination of employment. Includes expert commentary and suggestions. One looseleaf volume. Update information not available. 2003 list price: \$120.

Lewis, Harold S. Jr. and Norman, Elizabeth. *Litigating Employment Discrimination and Civil Rights Cases*. West Group. Provides guidance and numerous forms covering all aspects of litigation. Covers administrative remedies, jurisdiction, pleadings, discovery, motions, trials, damages, and attorneys' fees. Two softbound volumes. Updated annually with replacement pamphlets. 2003 list price: \$100.

[10]—Entertainment Law

Farber, Donald. *Entertainment Industry Contracts: Negotiating and Drafting Guide*. Lexis Law Publishing. Authoritative formbook with expert guidance on negotiating and drafting contracts in all major areas of the entertainment industry, including entertainment software. Clauses and alternative clauses are accompanied by clauses and negotiation advice. Ten looseleaf volumes. Updated with replacement pages. 2003 list price: \$1,068. CD-ROM version: \$1,068.

Lindey, Alexander. *Lindey on Entertainment, Publishing and the Arts: Agreements and the Law*. West Group. Comprehensive coverage of entertainment law and all areas of mass communications and the arts. Provides state-of-the-art forms with expert drafting advice and commentary. Practice-tested agreements and clauses for drafting contracts for sound recordings, computer software, music video pro-

gramming, motion pictures, books, plays and more. Six looseleaf volumes. Updated with replacement pages. 2003 list price: \$700.

[11]—Environmental Law

Raskoff, Mark C. and Zuckerman, Howard A. *Environmental Insurance Litigation: Practice Forms*. West Group. A companion to *Environmental Insurance Litigation*. Provides tactical and technical assistance to attorney for the insurer and the insured. Covers include responses to claims, trial considerations, discovery strategies. Two looseleaf volumes. Updated annually with replacement pages. 2003 list price: \$220.

Mays, Richard H. *Environmental Law Forms Guide 2d*. West Group. Practice-oriented forms include official forms, policy memos, fill-in-the-blank pleadings from actual cases and those covering CERCLA, RCRA, CWA, CAA, TSCA, FIFRA and the Endangered Species Act and others. Five looseleaf volumes. Updated annually with replacement pages. 2003 list price: 560.

Mays, Richard H., Buenger, Caroline B. and O'Reilly, James T. *RCRA and Superfund: A Practice Guide with Forms*. West Group. Includes nearly 100 hard-to-find documents plus analysis to help clarify RCRA and CERCLA. Four looseleaf volumes. Updated semiannually with replacement pages. 2003 list price: \$440.

[12]—Family Law

Family Law Litigation Guide with Forms: Discovery, Evidence, Trial Practice. Lexis Law Publishing. Covers every phase of matrimonial and family law pre-trial practice and related court proceedings. Sample motion papers, checklists, discovery devices included. Four looseleaf volumes. Updated annually with replacement pages. 2003 list price: \$474

Lindey, Alexander and Parley, Louis. *Lindey and Parley on Separation Agreements and Ante-Nuptial Contracts*. Lexis Law Publishing. Complete source of family law agreements including premarital, separation, cohabitation, postnuptial, and settlement agreements. Also covers attorney fee arrangements and related transaction forms. Two volume looseleaf. Updated semiannually with replacement pages. 2003 list price: \$368.

Rice, Larry. *The Complete Guide to Divorce Practice: Forms and Procedures for the Lawyer*. American Bar Association. Included with this book are four diskettes containing forms such as pleadings, orders, motions, worksheets, checklists, and over 85 letters. One soft-bound volume and four diskettes. 2003 list price: \$125.95.

Winer, Edward and Becker, Lewis. *Premarital and Marital Contracts: A Lawyer's Guide to Drafting and Negotiating Enforceable*

Marital and Cohabitation Agreements. American Bar Association. Contains 30 sample forms, provisions and checklists, as well as antenuptial agreements. Paperback. 2003 list price: \$54.95.

[13]—Franchising Law

Brown, Harold. *Franchising: Realities and Remedies. Forms Volume*. Law Journal Press. Companion to *Franchising: Realities and Remedies*. Provides actual franchising agreements and completed pre-sale disclosure statements for some of the most popular franchised businesses, including computer dealerships, residential real estate brokerages, fast-food restaurants, weight control centers and hotels. One looseleaf volume. Updated with replacement pages. 2003 list price: \$288.

[14]—General Practice

Ennico, Clifford R. and Hyman, Marvin. *Basic Legal Forms with Commentary*. A convenient reference for real estate, corporate and partnership; wills and trusts; and family law transactions. Includes hundreds of model forms, checklists and agreements. One volume looseleaf with CD-ROM. Updated semiannually with cumulative supplement. 2003 list price: \$250.

Becker, Benjamin M., Becker, David M. and Gibberman, David L. *Legal Checklists - Specially Selected Forms*. West Group. Forms companion to *Legal Checklists*. Contains practice-proven forms for over 15 practice areas including corporations, partnerships, employee benefits, sale and purchase of businesses, real estate, copyright, estate planning and matrimonial agreements. One looseleaf volume. Updated annually with replacement pages. 2003 list price: \$170.

[15]—Immigration Law

Del Rey, Alfred J. *et al. Immigration Procedures Handbook*. West Group. More than 70 sample forms illustrate the information needed for each type of immigration case. Includes analysis of current law affecting immigration practice and procedure. Two softbound volumes. Undated biannually with cumulative supplement. 2003 list price: \$330.

INS Forms for Applications and Petitions: Sample Forms with Annotations and Practice Pointers. American Immigration Lawyers Association. Includes more than 100 INS forms including selected Departments of State and Labor and Social Security Administration forms. Annotated forms include samples and practice pointers. One softcover volume. 2003 list price: \$78/AILA non-member; \$60/ AILA member.

[16]—Intellectual Property

Raysman, Richard. *Computer Law: Drafting and Negotiating Form and Agreements*. Law Journal Press. Nearly 100 user-friendly forms and agreements on such key topics as: the Internet and electronic communications; hardware acquisition, financing and maintenance; computer contracting process; protection of software; status of source codes under bankruptcy; and patent, trademark and antitrust issues. Two looseleaf volumes with forms on disk. Updated with replacement pages and disks. 2003 list price: 265.50.

Quittmeyer, Peter, Matuszeski, John, Ridley, Clarence H. *Computer Software Agreements: Forms and Commentary*. West Group. Includes employment, confidentiality, consulting, development, service and end-user agreements. Forms are on accompanying disk for easy creation of documents. Two volumes with disk. Updated semi-annually with cumulative supplements. 2003 list price: \$230.

Doing Business on the Internet: Forms and Analysis. Julian S. Millstein. Law Journal Press. Contains over 60 forms and checklists from actual Internet deals and transactions. Topics covered include: registering domain names, contracting for Internet and Web site services; and patent, trademark and copyright issues, among others. One looseleaf volume. Updated with replacement pages. 2003 list price: \$179.00.

Epstein, Michael A. and Politano, Frank L., eds. *Drafting License Agreements*. Aspen Publishers. Contains time-saving clauses and provisions, full-length model license agreements, and practice-tested approaches to drafting critical license provisions. Covers artist's rights of publicity, multimedia and software and emerging licensing areas. Two looseleaf volumes. Updated with replacement pages. 2003 list price: \$280.

Goldscheider, Robert. *Eckstrom's Licensing in Foreign and Domestic Operations: Forms and Substance*. West Group. A collection of current forms and agreement covering all areas of intellectual property law as they relate to international licensing. Includes state-of-the-art forms, which can be modified to suit virtually any drafting need. Covers royalties, definitions of technology, patent and trademark licenses, and franchise agreements. Five looseleaf binders. Updated with replacement pages 2003 list price: \$810.

Melville, L.W. *Forms and Agreements on Intellectual Property and International Licensing*. West Group. Forms are preceded by commentary, which describes various transactions and the parties involved. Covers non-competition clauses, copyright, and computer software, among other topics. Three looseleaf volumes. Updated with replacement pages. 2003 list price: \$570.

Brufsky, Allen D. and Kramer, Barry. *Patent Law Practice Forms*. West Group. Forms include those relating to service of process, dismissal of actions, extensions of time, taking testimony, and special verdicts, as well as all others needed to litigate a case. Five volumes with disk. Updated with cumulative supplements and replacement disks. 2003 list price: \$620.

[17]—Litigation

Grenig, Jay E., O'Malley, Kevin, and Lee, William C. *Federal Jury Practice and Instructions 5th*. West Group. Provides step-by-step guidance through every phase of criminal federal jury trial. Includes detailed forms including model jury instructions for more than fifty crimes. Five hardbound volumes. Updated semiannually with pocket parts. 2003 list price: \$490.

Manual of Federal Practice Forms 2d. Lexis Law Publishing. Provides all the basic forms for most federal cases organized chronologically in the order in which litigation usually proceeds. Forms include those associated with settlement, alternative dispute resolution, motion practice, discovery, pleadings and responses to pleadings, judgments and appeals. Three looseleaf volumes. Updated with replacement pages and disks. 2003 print price: \$337.50. CD-ROM price: \$375.00.

Moore's Manual: Federal Practice Forms. Lexis Law Publishing. A condensation of *Bender's Federal Practice Forms*, this set brings together the essential forms used in federal litigation from initial filing to appeal. These forms can also be used in the 39 states that have modified their procedural rules to model the federal rules. Seven looseleaf volumes. Updated with replacement pages. 2003 list price: \$1,236. Also available on *Authority Federal Practice* and *Intellectual Property Library* CD-ROMs; prices vary.

Federal Local Court Forms. West Group. Extensive and updated resource provides current reproducible forms generated by the Administrative Office of the U.S. District Courts and various District Courts and Courts of Appeal, some of which were previously only available from the courts. State forms also included. Three looseleaf volumes. Updated annually with replacement pages. 2003 list price: \$310.

Swartz, Edward M. and Swartz, Elly D. *Handbook of Personal Injury Forms and Litigation Materials 2d*. West Group. Covers auto accidents, products liability, premises liability, and medical malpractice cases. Includes basic forms and letters. Two volumes with disk. Updating information not available. 2003 list price: \$370.

Lane, Fred. *Lane Goldstein Litigation Forms*. West Group. Over 1,000 practice-proven chronologically-organized forms allowing for tai-

lor-made forms for virtually every case. Includes medical malpractice, products liability, personal injury, and contract disputes. Three loose-leaf volumes with disk. Updated annually with replacement pages. 2003 list price: \$420.

[18]—Matrimonial Law

Felder, Raoul Lionel. *Encyclopedia of Matrimonial Clauses*. Law Journal Press. Contains hundreds of easy-to-adapt clauses in true encyclopedic format on attorneys' fees, child custody and visitation, child support, life insurance, maintenance and alimony and others. One looseleaf volume with disk. Updated with replacement pages. 2003 list price: 169.00.

[19]—Municipal Law

Moore, Ralph J. *Municipal Legal Forms: with Commentary*. West Group. Provides thousands of clear forms applicable to any municipality including municipal government forms such as licenses, applications, regulations and municipal business forms such as contracts and leases. Eleven hard bound volumes. Updated semiannually with cumulative supplements. 2003 list price: \$900. Also available on CD-ROM; prices vary.

[20]—Patents & Trademarks

Brufsky, Allen D. and Kramer, Barry. *Patent Law Practice Forms*. West Group. Forms related to patent litigation include those relating to service of process, dismissal of actions, extensions of time, taking testimony, and special verdicts, as well as all others needed to litigate a case. Available in looseleaf or hardbound volumes with CD-ROM; prices vary.

Brufsky, Allen D. and Kramer, Barry. *Trademark Law Practice Forms*. West Group. Provides rules, forms and guiding commentary needed to establish a trademark through the process to protect it. Also contains trademark litigation forms. Available in looseleaf or hardbound volumes with CD-ROM; prices vary.

[21]—Pensions

Mancoff, Neal A. and Steinberg, Allen T. *Qualified Deferred Compensation Plans—Forms*. West Group. Companion to *Qualified Deferred Compensation Plan*. Features profit-sharing plans, money purchase pension plans, employee stock ownership plans, defined benefit plans, cash or deferred arrangements, and thrift plans, among others. One looseleaf volume. Updated annually with replacement pages. 2003 list price: \$325.

[22]—Real Estate

Saft, Stuart M. *Commercial Real Estate Forms 2d on Disk*. West Group. Covers every kind of commercial real estate transactions with over 400 forms covering brokerage agreements, ownership entities, construction, title forms, co-ops and condos, and financing. Four volumes with disk. Updated annually with replacement pages and additional disks. 2003 list price: \$460.

Saft, Stuart M. *Commercial Real Estate Financing*. West Group. Includes over 300 pages of adaptable loan forms. Sections discuss application process, lender's diligence, promissory notes, interim, development and construction financing, assignment of leases, and wraparound mortgages, among others. One looseleaf volume. Updated annually with replacement pages. 2003 list price: \$120.

Senn, Mark A. *Commercial Real Estate Leases: Preparation, Negotiation and Forms*. Aspen Publishing. Contains numerous complete and ready-to-use forms, as well as dozens of alternate clauses. All clauses are contained on disk. One looseleaf volume with disk. Supplemented annually. 2003 list price: \$195.

Current Leasing Law and Techniques: Forms. Lexis Law Publishing. Over eighty forms and clauses containing legal analysis, checklists, practice commentaries and forms for every leasing transaction including rights and obligations of landlord and tenant; tax considerations; agreements with brokers, managing agents and third parties; assignments and subleasing; and for specific leasing transactions, such as shopping centers and offices. Six looseleaf volumes with disk. Updated semiannually with replacement pages. 2003 list price: \$978.

Abrams, Stanley D., Delaney, John J. and Schnidman, Frank. *Land Use Practice Forms*. West Group. Discusses procedural and substantive land use issues. Step-by-step guide through the administrative and judicial process. Two looseleaf volumes with disk. Updated annually with replacement volumes. 2003 list price: \$250.

Kusnet, Jack. *Modern Real Estate Acquisition and Disposition Forms with Commentary*. West Group. Ready-to-use forms and specimen clauses selected from the files of leading law firms and major corporations. Explains tax consequences, includes commentaries. Covers contracts for sale, real estate exchanges, complete deeds, grants of easements and licenses, and environmental evaluation before transfer. One looseleaf volume. Updated annually with replacement pages. 2003 list price: \$150.

Arnold, Alvin L., Douglas, James A., and Feld, Daniel E. *Modern Real Estate and Mortgage Forms 3d*. West Group. Provides complete documentation and tools required to execute real estate transactions. Includes purchase and sale agreements, leases, lease provisions, relat-

ed forms, debt financing, deeds of trusts and mortgages, loan applications, equity financing, limited partnerships, and other entities equity financing. One looseleaf volume. Updated semiannually with replacement pages. 2003 list price: \$255.

Real Estate Transactions: Condominium Law and Practice: Forms. Various authors. Lexis Law Publishing. Includes all the forms needed to create all types of condominiums including high-rise buildings, senior citizen housing, townhouses, commercial and office buildings, on fee and on leasehold, as well as time sharing offerings. Eight looseleaf volumes. Updated three times a year with replacement pages. 2003 list price: \$1,573.

Arnold, Alvin L. *Real Estate Transactions—Structure and Analysis with Forms.* West Group. Ready-to-use forms include commercial leases, sales contracts and real estate exchanges, joint ventures, real estate securitization, mortgage loan commitments, real estate valuation and ground leases, among others. One looseleaf volume. Updated semiannually with replacement pages. 2003 list price: \$190.

[23]—Securities

Jacobs, Arnold S. *Manual of Corporate Forms for Securities Practice.* West Group. Part of the *Securities Law Series*. Forms guide attorneys through compliance and due diligence matters and aid in establishing standard operating procedures. Forms also serve as a starting point for drafting employment contracts, representations, stockholders' agreements, and escrow agreements. Four looseleaf binders. Updated annually with replacement pages. 2003 list price: \$544.

Richter, Scott E. *Securities Litigation: Forms & Analysis.* West Group. Part of the *Securities Law Series*. Step-by-step guide to the securities litigation process. All forms include explanations and analyses. Checklists included. Two looseleaf volumes. Updated annually with replacement pages. 2003 list price: \$270.

Rice, Denis T. & Ortmeyer, Charles P. *Securities Regulation Forms.* West Group. Part of the *Securities Law Series*. Aids in drafting forms, memoranda, and agreements needed for public and non-public securities offerings and resales of restricted securities. Sample forms are annotated and documents are accompanied by expert commentaries. Four volumes with disk. Updated annually with replacement pages. 2003 list price: \$490.

Jacobs, Arnold S. *Opinion Letters in Security Matters.* West Group. Part of the *Securities Law Series*. Assists practitioners in carefully structuring and writing opinion letters. Includes an analysis of the 28 clauses most commonly found in securities-related opinions. It also reviews the negotiation of opinion letters, the use of local or special

counsel, back-up opinions and peer review. Four looseleaf volumes. Updated annually replacement pages. 2003 list price: \$434.

[24]—Social Security

Ruskell, Richard C. *Social Security Disability Claims: Practice and Procedure with Forms*. West Group. All aspects of Social Security disability claims are covered from first interview to court appeal. Checklists and sample letters also included, as are official Social Security forms. One hardbound volume. Updated annually with cumulative supplements. 2003 list price: \$139.50.

[25]—Tax

Bryant, M. Kevin. *Bender's Tax Return Manual 2003 Edition*. Lexis Law Publishing. Fully updated to reflect the latest Federal tax law changes. Includes line-by-line guidance on completing the most common returns and more than 100 reproducible blank forms and supporting schedules. One softbound volume updated annually with new volume and supplement. 2003 list price: \$87.00.

RIA's Complete Federal Tax Forms. Research Institute of America. Contains over 650 reproducible IRS forms. Includes updates on developments affecting elections and information returns, estate, trust and gift tax returns, excise tax returns and more. Three looseleaf volumes. Updated eighteen times a year with replacement pages. 2003 list price: 585.

Cavitch, Zolman, and Cavitch, Matthew. *Tax Planning for Corporations and Shareholders: Forms*. Lexis Law Publishing. Includes forms for such transactions as forming a new corporation, S corporations, elections and revocations, pension and profit-sharing planning and drafting. Also includes concise commentary and possible variation on each form. One looseleaf volume. Updated annually. 2003 list price: \$225.00.

Regan, John J. and Gilfix, Michael. *Tax, Estate and Financial Planning for the Elderly: Forms and Practice*. Lexis law Publishing. Includes client intake and retainer Agreements as well as court petitions and clauses for durable powers of attorney, healthcare proxies, wills and trusts. Other topics include: Medicaid and asset preservation, nursing homes, tax planning and Social Security. Two looseleaf volumes with disk. Updated with replacement pages and disks. 2003 list price: \$237.

[26]—Uniform Commercial Code

Hart, Fredrick M. *Forms and Procedures under the U.C.C.* Lexis Law Publishing Complete guidance and procedural analysis regarding

both the mechanics of completing forms and the substantive law related to those forms. Forms arranged by article and include commentaries, variations, and optional clauses. Eight looseleaf volumes. Updated with supplements and replacement pages. 2003 list print price: \$1,301. Also included in various CD-ROM libraries; prices vary.

Nelson, Deborah L. and Howicz, Jennifer L., et al. *U.C.C. Legal Forms 3d and Pleading and Practice Forms with Diskettes*. West Group. Complete collection of U.C.C. forms covering Articles 1 to 9. Includes official codes text with expert analysis and discussion, checklists, trial aids, chronological procedural timetable. Includes sales, leases, negotiable instruments, bank deposits and collections, letters of credit, secured transactions, contract rights, chattel paper and more. Eight looseleaf volumes. Updated with replacement pages. 2003 list price: \$500.

Uniform Commercial Code Forms (Uniforms Laws Annotated). National Conference of Commissioners of Uniform State Laws. West Group. Complete collection of forms logically organized by Code section. Includes trial strategy, checklists, statutory and text references. Two hardbound volumes. Updated annually. 2003 list price: \$220.

Uniform Commercial Code Legal Forms 3d. West Editorial Staff. Comprehensive forms collection. Coverage similar to that of U.C.C. Legal Forms 3d and Pleading and Practice Forms with Diskette. Three looseleaf volumes. Updated with replacement pages. 2003 list price: \$380.

[27]—Wills, Trusts & Estates

Durable Powers of Attorney and Health Care Directives 3d. West Group. Accompanying disk allows for documents to be customized for clients. Checklist section assists in creating outline of document. Includes relevant state law and forms. Includes information on withdrawal of life support and withholding of nutrition and hydration. Two volumes with disk. Updated annually with replacement pages. 2003 list price: \$310.

Wilkins, Robert P. *Drafting Wills and Trust Agreements 3d*. West Group. Provides a firm's foundation for drafting any will or trust agreement using an estate planning system. Sets forth in a form-and-comment format the nuances of using the estate analysis checklists and retrieving and analyzing family and financial information. Tax issues discussed. Four looseleaf volumes. Updated annually with replacement pages. 2003 list price: \$380.

Bickel, Dwight F. *Living Trusts: Forms and Practice*. Lexis Law Publishing. Practice-oriented publication featuring analysis by an estate planning expert and comprehensive collection of tested forms

including simple joint revocable trust for married persons, pour-over will, irrevocable life insurance trust, and forms for transferring real estate and investment assets into a living trust, among others. One looseleaf volume with disk. Updated annually with replacement pages. 2003 list price: \$163.

Murphy, Joseph Hawley. *Murphy's Will Clauses: Annotations and Forms with Tax Effects*. Lexis Law Publishing. Contains over 1,400 will and trust clauses with related documents. Also contains suggested guidelines, checklists, complete wills and trusts, living wills and healthcare proxies, and tax consequences. Four looseleaf volumes. Updated twice a year with replacement pages. 2003 list price: \$1,102.