



FINDING LEGAL AND BUSINESS FORMS

“Each state, indeed each court, may prefer a certain set of forms. This is a Tinker Bell phenomenon. One wants to use the set that everyone believes in”.

Robert C. Berring & Elizabeth A. Edinger, *Finding the Law* 323
(12d ed. 2005)

Forms are classified as either *procedural* or *transactional*. Procedural forms, also called pleadings, are forms that are filed with a court such as complaints, answers, and interrogatories. Transactional forms, also called instruments, are forms that are used between two parties. Examples are contracts, employment agreements, or mortgage documents.

Forms are specific either to federal practice or to the practice of a particular state such as North Carolina. Generic forms can be used for North Carolina transactions, but they may need to be modified to conform to North Carolina law. When using any form, a drafter must be careful that the form reflects the law of the jurisdiction.

I. North Carolina Forms

[Douglas' Forms](#)

Location: Carolinas Reference, KFN 7468 .D68 2005, Lexis: DOUGLS

This five volume set is the best resource for both transactional and procedural forms in North Carolina. Over 1000 forms are divided into five general categories: Business Transactions, Civil Litigation, Wills Trusts and Estates, Real Estate, and Domestic Relations and Guardians. The index to the entire set is included at the end of volume five. Volumes are updated with pocket parts.

Douglas is also available to search with terms & connectors on Lexis-Nexis. Each volume can be searched individually, or all volumes can be searched simultaneously.

[North Carolina Criminal Trial Practice Forms 5d](#)

Location: Carolinas Reference, KFN 7975 .A65 P74 2003, Westlaw: NCCTPF

This book contains heavily annotated articles with procedural forms.

[North Carolina General Practice Deskbook 3d](#)

Location: Carolinas Reference, KFN 7481 .G45

In addition to providing helpful commentary on North Carolina legal topics, the four-volume set published by the North Carolina Bar Association also includes forms. Depending on the subject matter, the Deskbook includes either transactional or procedural forms.

[North Carolina Judicial Department Forms Manual](#)

Location: Carolinas Reference, KFN 7468 .N677, online, Westlaw



This large black binder is organized by tabs into the following categories: Small Claims, Estates, Special Proceedings, Juvenile, Accounting, and General Forms. Each category contains a table of contents listing all forms. There is also a general statutes/form conversion table at the back of the volume. Finally, many forms are also available in Spanish.

Also available online

<http://www.nccourts.org/Forms/FormSearch.asp>

The online compilation of forms has the advantage of easier searching and printing.

Westlaw

Many North Carolina procedural forms are searchable via Westlaw's eForms service.

Forms from NC state courts and agencies: NC-FRMS

Forms from NC federal courts: NCFD-FRMS

All NC forms available: NC-FRMS-ALL

[North Carolina Litigation Forms and Analysis](#)

Location: Compact Shelving, KFN 7930 .A65 N63

This three volume looseleaf set is no longer updated but may still provide useful forms. Be sure to check the timeliness of the law, as the last update was in 2002.

[Thorp's North Carolina Trial Practice Forms](#)

Location: Carolinas Reference, KFN 7930 .A65

Thorp's North Carolina Practice Forms is a two volume set of procedural forms with references to primary sources as well as West's secondary sources. It is updated yearly with pocket parts.

Other Places to Find North Carolina Forms

Many of the treatises in the North Carolina reference collection contain forms. You can search for these forms using the library's catalog. For example using the keyword search "forms" + "North Carolina" yields 35 results.

II. Federal and State Forms

[American Jurisprudence Pleading and Practice Forms Annotated](#) ("AmJur Pleading and Practice Forms")

Location: Compact Shelving KF 8836 .A45, Westlaw: AMJURPP

At over 50 volumes American Jurisprudence Pleading and Practice is one of the most comprehensive sets of procedural forms available at CSL Library. In addition to forms it contains annotations to cases, codes, other forms, and secondary sources. Each volume is indexed both individually and via a general index found at the end of the set. Volumes are supplemented by pocket parts.



[West's Federal Forms](#)

Location: Compact Shelving KF 8836 .W4, Westlaw: FEDFORMS

West's Federal Forms contains procedural forms on Admiralty, Bankruptcy, Court of Appeals, District Courts, National Courts, Supreme Court, and Tax Court. Each topic has an index and there is a general index to the entire set. Like most form resources, volumes are updated by pocket parts.

[Federal Procedural Forms](#)

Location: Compact Shelving KF 8836 .F4, Westlaw: FEDPROF

Forms in this set are heavily supplemented by articles on the topic. The "tables" volume contains a statute to section table and a popular names table. Multiple soft cover indices, updated yearly, index the series and are shelved at the end of the series.

[Bender's Federal Practice Forms](#)

Location: Compact Shelving, KF 8836 .F78, Lexis: FDPRAC

Bender's is the 19 volume series containing procedural forms. It is updated continuously via looseleaf updates.

[Bender's Forms of Discovery](#)

Location: Compact Shelving, KF 8900 .A3 B4, Lexis: BFDISC

This 30+ volume looseleaf set focuses exclusively on procedural forms related to the discovery process.

[American Jurisprudence Legal Forms 2d](#)

Location: Compact Shelving, KF 170 .A542, Westlaw: AMJUR-LF

"[A] timesaving aid in drafting business and legal instruments. Am Jur Legal Forms 2d presents illustrative forms designed for practically every situation in which the attorney will have occasion to draft a legal document. This multi-volume [50+] set offers explicit, step-by-step guidance . . . in preparing the appropriate form. . ." Volumes are updated by pocket parts and there is an index following the last volume.

[Current Legal Forms with Tax Analysis](#) ("Rabkin & Johnson")

Location: Compact Shelving KF 170 .R3

Current Legal Forms is a specialized looseleaf form book covering taxation. It contains detailed checklists and sample forms. Topics are found via an index shelved after the last volume.

[West's Legal Forms](#)

Location: Compact Shelving, KF 170 .W47, Westlaw: WEST-LF

West's Legal Forms contains over 30 volumes of transactional forms. Volumes are updated by pocket parts and there is an index following the last volume.

Other Places to Find Forms

Many of the treatises in the compact shelving contain forms. You can search for these forms using the library catalog. For example, a keyword search for "employment forms" finds the Lexis title [Employment Discrimination](#), which offers practice forms.



III. Federal forms online

Forms.gov

<http://www.forms.gov>

This site centralizes government agency forms in one location.

Nichols Cyclopedia of Legal Forms Annotated

Location: Westlaw: NICHOLS-LF

Nichols is a transactional form book that covers over 200 topics of law. Each topic is covered by forms, checklists, questionnaires, and tax information annotations.

Additionally, each topic contains annotations to cases, statutes, and secondary sources.

The library does not have this series in print. However, it is available on Westlaw, which divides the Nichols database into smaller databases for focused searching.

Business Organizations: NICHOLS-BUS

Commercial Transactions: NICHOLS-CSM

Estate Planning and Probate: NICHOLS-LFEPP

Insurance Defense: NICHOLS-LFIDF

Municipal: NICHOLS-LFMUN

Patent: NICHOLS-LFPAT

Real Property: NICHOLS-RP

Washburn University School of Law

<http://www.washlaw.edu/legalforms/>

Washburn maintains a helpful current listing of legal forms available online. As with all online resources, be sure to evaluate the timeliness and quality of information.

University of Memphis: Forms from the Feds

<http://exlibris.memphis.edu/resource/unclesam/forms.html>

A list of popular forms from government agencies is available at this site.

IV. More About Forms

J.D.S. Armstrong & Christopher A. Knott, [*Where the Law Is: An Introduction to Advanced Legal Research*](#), 144-146 (2d 2006)

Location: Reference, KF 240 A76 2006

Robert C. Berring & Elizabeth A. Edinger, [*Finding the Law*](#) 323 (12d ed. 2005)

Location: Reference, KF 240 .B45 2005