



Westlaw New Zealand

Spotlight on Forms and Precedents

Course Description

This session outlines efficient techniques to find forms and precedents in Westlaw NZ. Forms & precedents are based on statutory forms, as well as authored content.

In this session learn how to:

- Use the Global Search Bar and/or the tables of contents or indexes to find forms and precedents.
- Find precedents when they are referred to in legislation.
- Learn how to make efficient use of the Drafting Aide to complete the documents.
- Print, download or save to folders.
- Annotate frequently used documents.
- Access the Westlaw Training & Support Portal.

Session Duration

60 minutes (1.0 CPD credit).

Session Delivery Method

Online via Microsoft Teams. **Note:** The Webinar session allows participants to view the trainer's computer screen. At no time does the trainer access your computer.

Learning Materials

Online help and support materials are available [here](#).

Training Specialist

Each session will be the same and will be facilitated by one of our NZ Training Specialists.