

Westlaw New Zealand

Forms and Precedents

The Forms and Precedents collection comprises more than 5,000 expertly drafted precedents, statutory forms and checklists, and practical commentary.

This guide outlines various methods to locate a form or precedent in Westlaw New Zealand and describes how a document can be downloaded and completed in Microsoft Word using the Drafting Aide.

[How to Browse a Precedent Topic](#)

[How to locate a document using the Precedents Index](#)

[How to search for Forms and Precedents using Plain Language](#)

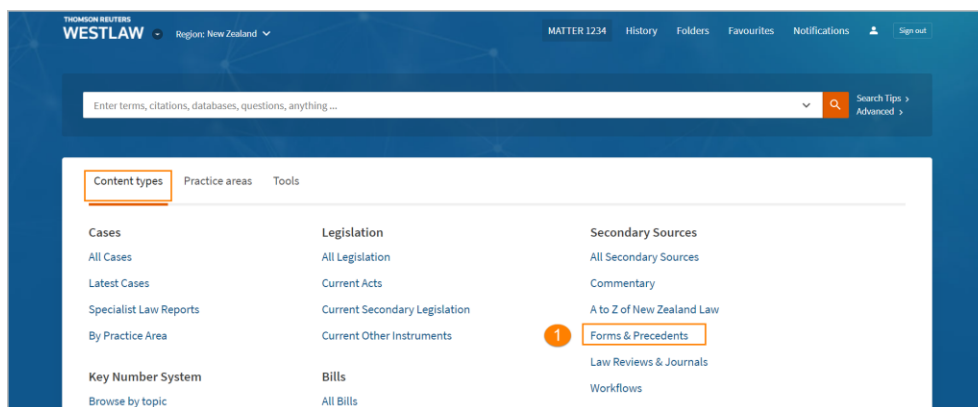
[How to search for Forms and Precedents using Terms and Connectors](#)

[Document Features](#)

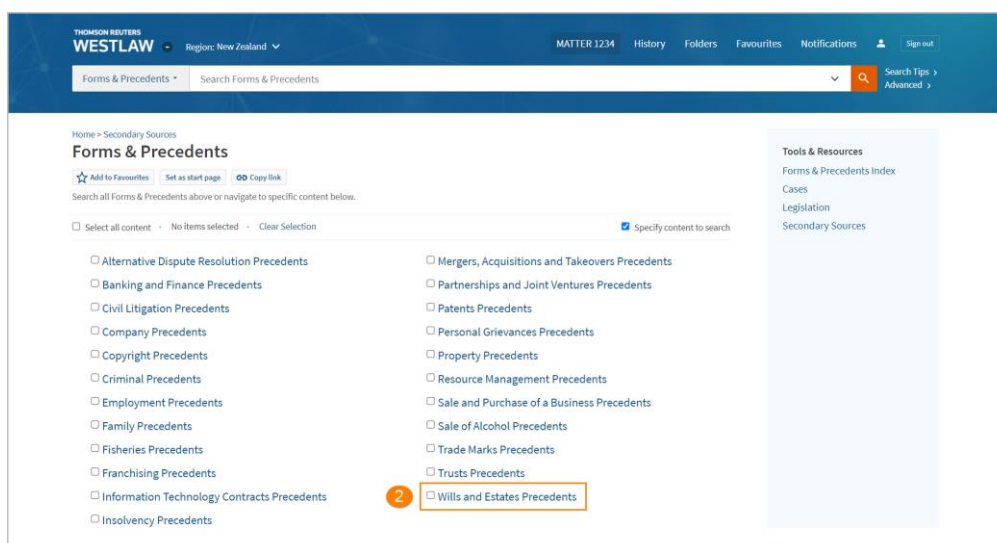
[Using the Drafting Aide](#)

How to Browse a Precedent Topic

1. From the Westlaw New Zealand homepage click **Forms and Precedents** from the **Secondary Sources** list.



2. The Forms & Precedents are displayed by practice areas. Click the required Precedents from the list e.g., **Wills and Estates Precedents**.



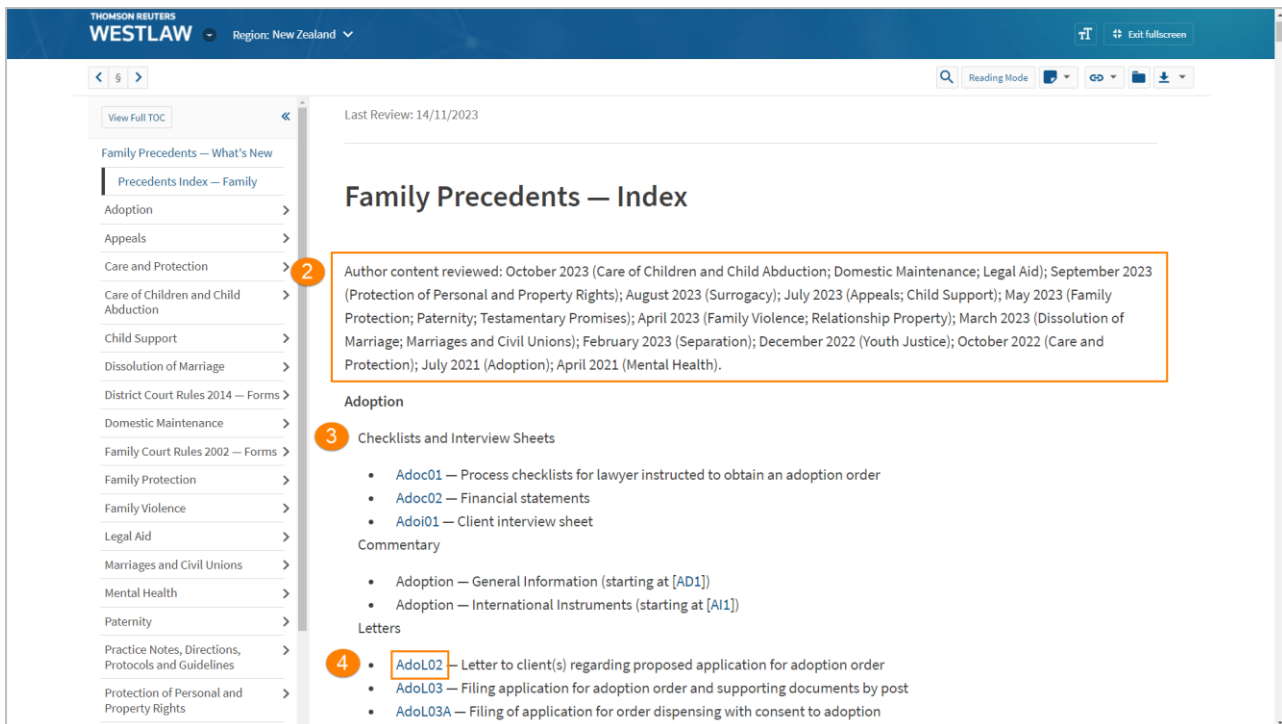
3. Click “Add to Favourites” to create a shortcut to a set of Precedents used regularly.
4. Click “What’s New” for information on the latest updates.
Note: Precedents will be updated to maintain currency in line with legislative changes, case law developments and any other relevant considerations.
5. Browse the content by clicking the + signs e.g., Wills.
Note: Content is displayed by document type e.g., General Information (commentary), Sample Wills, Clauses Library and Checklists.
6. Click the title to open the document e.g. Will08.

How to locate a document using the Precedents Index

You can use the index to locate a list of documents displayed by topic and form type.

1. From the homepage click Forms and Precedents from Secondary Sources then select Family Precedents. To open the Precedents Index, click the title.

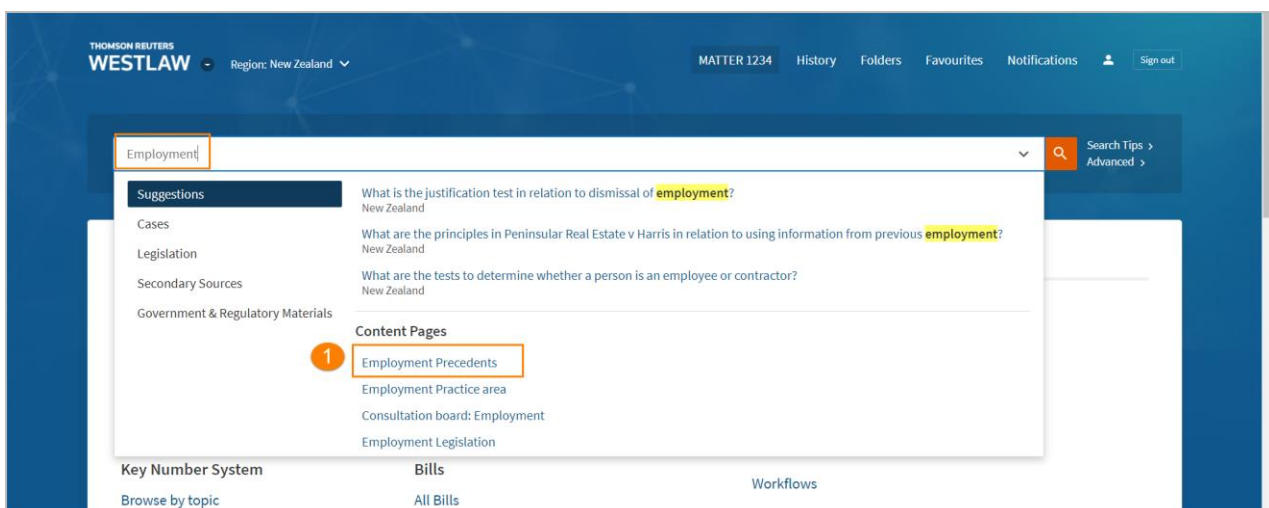
2. The “Author content reviewed” date will indicate the currency of the precedent collection.
3. Browse by Topic e.g., Adoption and view the document type e.g., Checklists, Commentary, Letters, Precedents, Prescribed Forms and Clauses.
4. Click on the unique identifier link, to open the document. e.g., AdoL02.



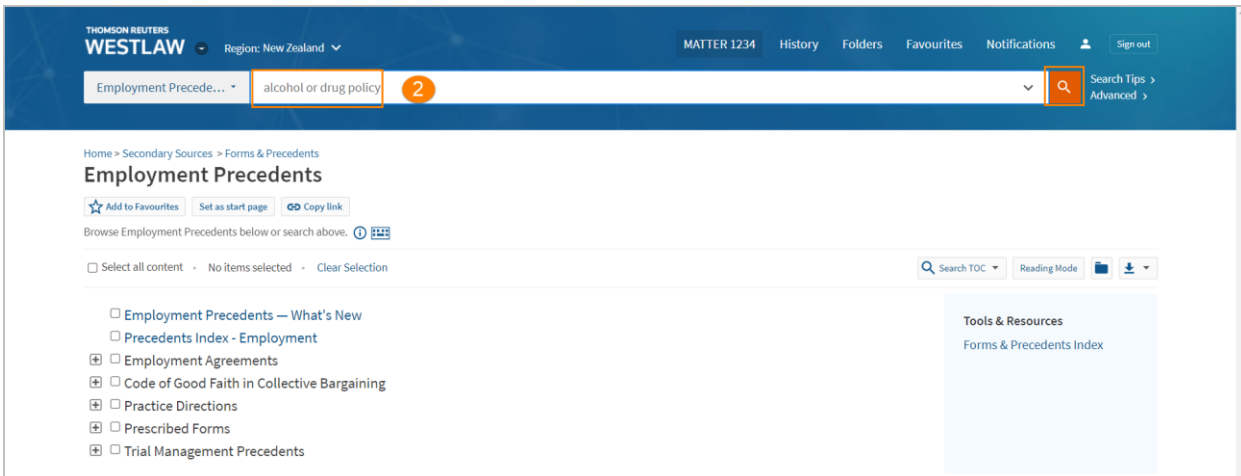
How to search for Forms and Precedents using Plain Language

You can conduct a plain language search to locate relevant precedents.

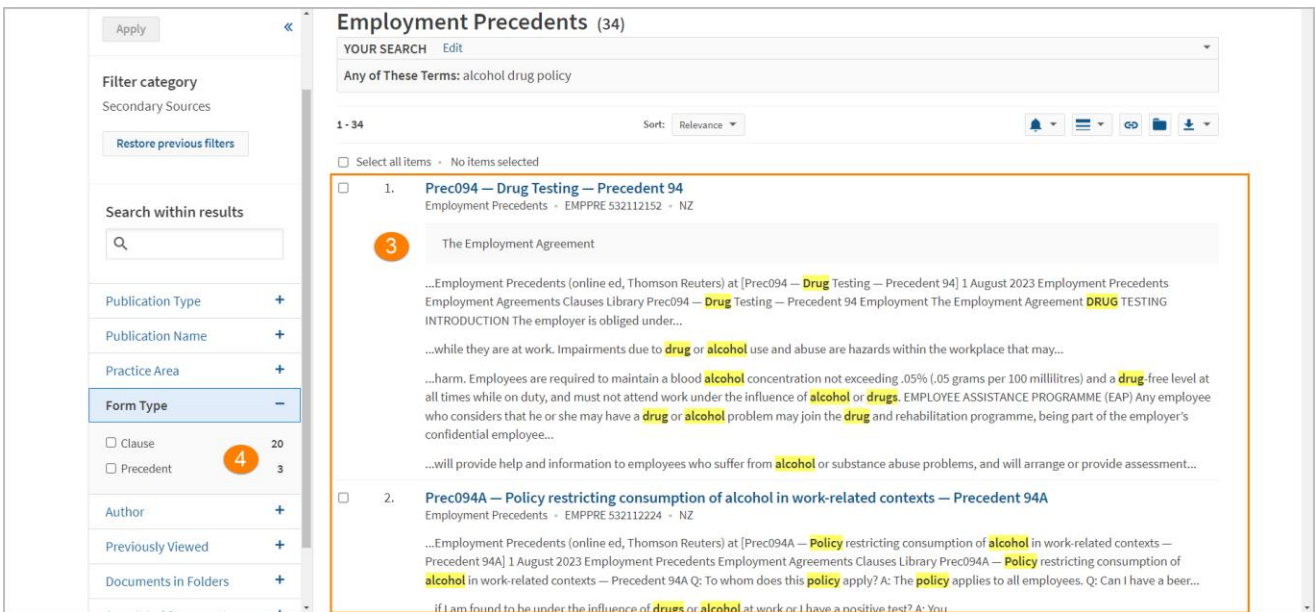
1. From the homepage type in the name of precedent topic e.g., Employment, then select the title from the suggested content drop-down menu e.g., Employment Precedents.



- From the Precedents collection page enter your search terms, in plain language into the search bar e.g., alcohol or drug policy then click Search.



- Westlaw will automatically search all the “employment precedents” for the term alcohol, drug or policy or policies.
Note: The search result documents are listed in order of relevance which generally means documents with the highest number of hits, proximity of search terms, and search terms found in the title, are likely to be at the top of the list.
- Select post search filters to refine the search results.
Note: The Form Type filter will provide a list of document types i.e., Clause, Precedents, Statutory Form.



How to Search Forms and Precedents using Terms and Connectors

Terms and connectors can be used to provide precise and efficient content searches.

- To search all Westlaw New Zealand Precedents, click **Forms and Precedents** under the **Content Types** tab on the Westlaw New Zealand home page.
- Click **“Search Tips”** to display a list of terms and connectors.
- Enter **“joint venture” /5 agreement** into the search bar then click **Search**.
This will search all precedents for where the exact phrase **“joint venture”** appears within five words of **agreement**.

The screenshot shows the Westlaw New Zealand interface. At the top, the search bar contains the query "joint venture" /5 agreement. Below the search bar, the page is titled "Forms & Precedents" and lists various practice areas with checkboxes for selection. The practice areas listed include:

- Alternative Dispute Resolution Precedents
- Banking and Finance Precedents
- Civil Litigation Precedents
- Company Precedents
- Copyright Precedents
- Criminal Precedents
- Employment Precedents
- Family Precedents
- Fisheries Precedents
- Franchising Precedents
- Information Technology Contracts Precedents
- Insolvency Precedents
- Mergers, Acquisitions and Takeovers Precedents
- Partnerships and Joint Ventures Precedents
- Patents Precedents
- Personal Grievances Precedents
- Property Precedents
- Resource Management Precedents
- Rural Property Precedents
- Sale and Purchase of a Business Precedents
- Sale of Alcohol Precedents
- Trade Marks Precedents
- Trusts Precedents
- Wills and Estates Precedents

- Use the post search filters on the left to refine the results list e.g., **Practice Area**
Note: The Practice Area filter displays a list of practice areas where the documents appear e.g., Commercial, Contract, Banking & Financial Services.

The screenshot shows the Westlaw New Zealand search results page. The search bar contains the query "adv: 'joint venture' /5 agreement". The left sidebar shows the "Filter" section with the "Practice Area" filter expanded, showing options like Commercial, Contract, and Banking & Financial Services. The main content area displays the search results for "Forms & Precedents (4)".

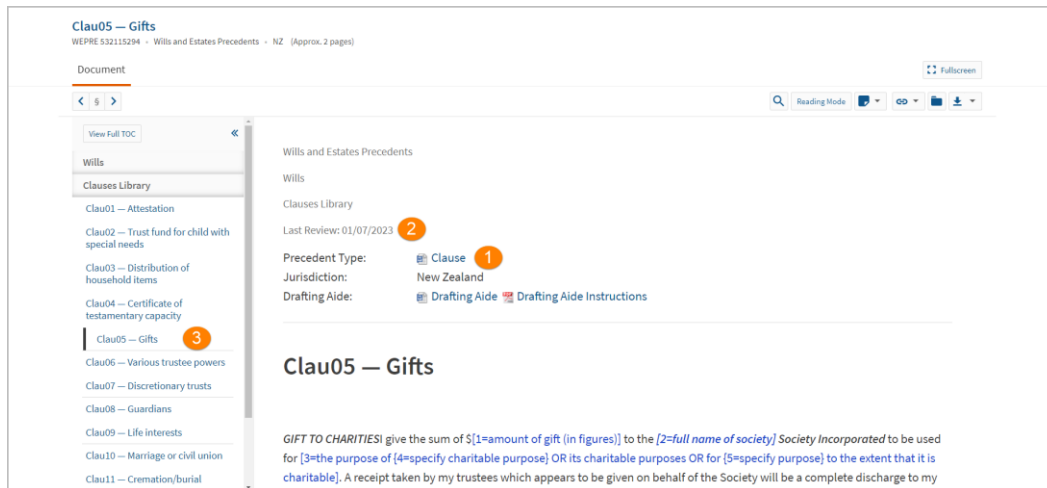
The search results include:

- Joint01 – Joint Venture agreement (incorporated)**
Partnerships and Joint Ventures Precedents - PJPVRE 532113958 - NZ
...and Joint Ventures Precedents (online ed, Thomson Reuters) at [Joint01 – Joint Venture agreement (incorporated)] 1 September 2023
Partnerships and Joint Ventures Precedents Joint Ventures Precedents Joint01 – Joint Venture agreement (incorporated) DATED [1=Date] [2=FULL NAME OF FIRST...
...OF SECOND PARTY] and [4=FULL NAME OF THIRD PARTY] JOINT VENTURE AGREEMENT (INCORPORATED) [5=FULL NAME OF SOLICITORS] SOLICITORS [6=CITY OR TOWN] JOINT VENTURE AGREEMENT (INCORPORATED) DATE: [1=Date] PARTIES: [2=FULL NAME OF FIRST...
...the Company will not engage in activities other than the Joint Venture except by unanimous agreement of the Parties. Parties' Responsibilities [2=FULL NAME...
...and shall remain in force until the termination of the Joint Venture in accordance with this Agreement or by the consent of all the Parties.
Termination of...
- Partnerships and Joint Ventures Precedents – Index**
Partnerships and Joint Ventures Precedents - PJPVRE 532113950 - Partnerships and Joint Ventures Precedents - NZ
Author content reviewed: September 2023 (Limited Partnerships); August 2023 (Partnerships and Joint Ventures). Commentary Partnerships, Limited Partnerships and Joint Ventures (starting at [PJ1] Joint Ventures Precedents Joint01 – Joint Venture agreement (incorporated) Limited Partnerships Precedents LPart01 – Limited Partnership Agreement LPart02...
...Commentary Partnerships, Limited Partnerships and Joint Ventures (starting at [PJ1] Joint Ventures Precedents Joint01 – Joint Venture agreement (incorporated) Limited Partnerships Precedents LPart01 – Limited Partnership Agreement LPart02 – Limited...

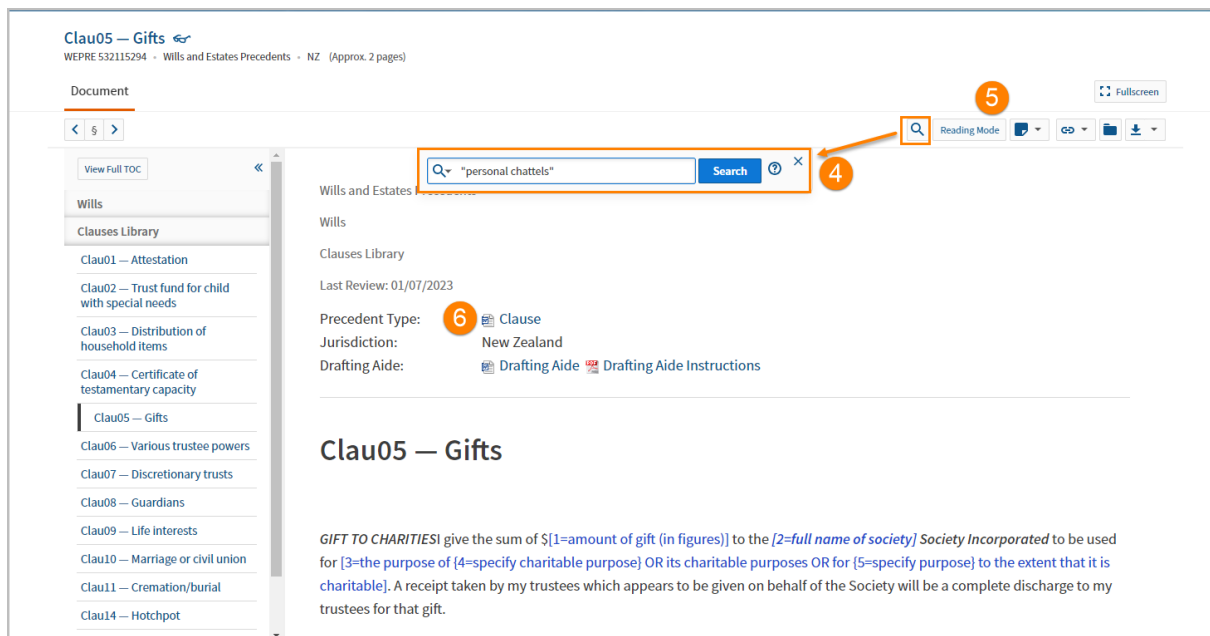
Document Features

The following features are available in the precedents.

1. **Precedent Type:** Indicates document type e.g., Clause, Precedent, Checklist, Commentary.
2. **Last Review:** Provides information about the currency of this document.
3. **Table of Contents:** Use the Table of Contents on the left to navigate between documents.



4. **Search:** Click the Search icon and enter your search term/s then click the Search button to search within the document.
5. **Reading Mode:** Click Reading Mode to view the document in Reading Mode for a more streamlined reading experience.



6. **Download:** To download an editable document to Microsoft Word. Click on the Word Document icon located beside the Precedent Type: title.

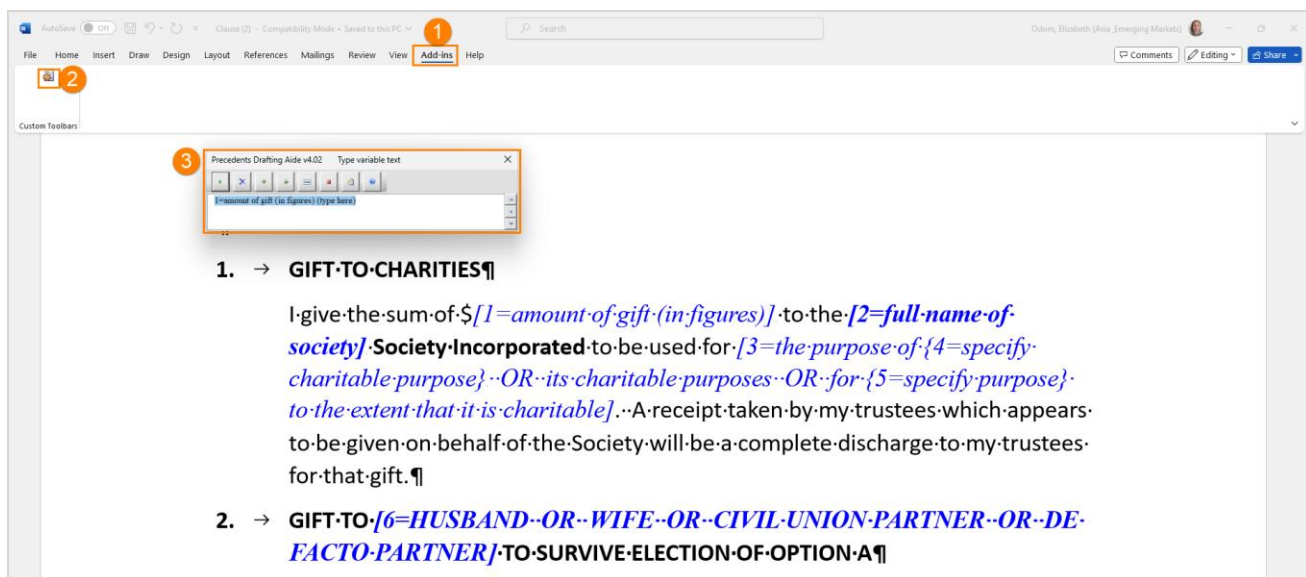
Using the Drafting Aide Tool

Once you have opened the document you can then use the Drafting Aide tool to assist you in completing the document efficiently. Drafting Aide is a Microsoft Word (MS Word) Macro which has been specially created to help draft and fill in documents.

1. Click on the downloaded precedent document to open the document in Microsoft Word, then click the **Add-Ins** tab to display the **Drafting Aide** icon.
2. Click the **Drafting Aide** icon to display the **Drafting Aide** toolbar.
3. Follow the prompts to complete the document.

Note: For more information on downloading and using the drafting aide, please see the PDF guide titled *Drafting Aide Instructions*.

The **Drafting Aide** can be found in your **Add-Ins** in Word. If it isn't there, you will need to download it from Westlaw New Zealand. Any of the Precedents in Westlaw New Zealand have a link for you to do this.



Looking for more information?

To sign into Westlaw New Zealand visit: <https://nzlaw.thomsonreuters.com>

For assistance using Westlaw New Zealand, email: NZTrainers@thomsonreuters.com

For additional training materials visit: <https://support.thomsonreuters.co.nz/product/new-westlaw-new-zealand>