



# Finding Legal Forms: Getting Started in Public Libraries

**Finding Legal Forms:**  
Getting Started in Public Libraries

An  Webinar

Thursday, February 7, 2013  
12 Noon

Janine Liebert  
Librarian, Programs & Partnerships  
LA Law Library  
[jliefert@lalawlibrary.org](mailto:jliefert@lalawlibrary.org)



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## Workshop Objectives

- Be able to understand the two types of legal forms – “pre-made” and “self-created”
- Have a basic understanding of the free forms that court websites have and what they don’t have
- Be introduced to the Forms section on Courts.ca.gov, the California Courts website and the different ways to access those forms
- Learn about form resources – both in print and electronic – publicly available at county public law libraries

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## Categories of Forms

<ul style="list-style-type: none"><li>• <b>Transactional Forms:</b> Generally of a business or transactional nature. If filed, with an agency or office, not in a court. Pre-printed or self- created.</li></ul>	<ul style="list-style-type: none"><li>• <b>Pleading and Practice:</b> Filed in Court proceedings. Filed in proper court. Pre-printed or self-created.</li></ul>
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# Finding Legal Forms: Getting Started in Public Libraries

## How to Find Forms

Sources for forms

- Court and agency websites
- Form books
- Commercial library databases

**Tip:** If you need a form you are going to file with a specific court or agency, start at the court's/agency's official website. Many courts and agencies have standardized forms for this purpose.

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## Preprinted California Court Forms

California Courts have provided preprinted fill-in forms for many commonly used court papers

- Commonly called "Judicial Council Forms"
- Fully comply with all format requirements
- Either mandatory or optional
- Available in print and on California Courts website
- Many available in non-English versions

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## Print Resources – Available at County Law Libraries

Printed Judicial Council Forms are available from court clerks and in:

West's California Judicial Council Forms

- Four volume set, softcover
- Full-sized perforated forms
- Regular index and spine index



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## How to Find a Judicial Council Form

<http://www.courts.ca.gov/forms.htm>

- Forms listed by number
- Forms listed by name
- Fillable PDF's
- Downloadable

The screenshot shows the website's navigation menu with 'Forms & Rules' circled in red. Below it, a 'Browse All Forms' button is also circled. A search box contains the text 'SELECT JUDICIAL COUNCIL FORM' and has two dropdown menus: 'Select Form Group' and 'All Forms'. Below the search box, there are two buttons: 'All Forms Listed by Number' and 'All Forms Listed by Name', both with red arrows pointing to them.

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## Using Judicial Council Forms

<http://www.courts.ca.gov/forms.htm>

- Mandatory or optional indicated in the lower left hand corner
- Form number in upper right corner of first page
- Form name in bottom center
- Bottom right corner, laws that relate to what form is about

The screenshot shows a form with several elements circled in red: a small box in the upper right corner, the form number 'JD-100' in the bottom center, and a list of laws in the bottom right corner.

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## "Mandatory" Judicial Council Forms

The screenshot shows the 'Browse All Forms' page with a table of results. The first row is circled in red, and the word 'Mandatory' is circled in red in the 'Form Number' column.

Form Number	Form Name	Description
JD-100	Mandatory	Petition for Writ of Habeas Corpus
JD-102		Petition-Writ of Habeas Corpus
JD-103		Application - General Petition/Writ
JD-104		Declaration Under Oath of Office, Jurisdiction and Enforcement of
JD-105		Declaration Under Oath of Office, Jurisdiction and Enforcement of

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## Using Judicial Council Forms

CA-110 (Rev. 7/11)	1/1/12	Car a Car Insurance/Reinsuring Order (up to) (Vehicle)
CA-110 (Rev. 7/11)	1/1/12	Car a Car Insurance/Reinsuring Order (up to) (Vehicle)
CA-110 (Rev. 7/11)	1/1/12	Car a Car Insurance/Reinsuring Order (up to) (Vehicle)
CA-110 (Rev. 7/11)	1/1/12	Car a Car Insurance/Reinsuring Order (up to) (Vehicle)
CA-110 (Rev. 7/11)	1/1/12	Car a Domestic Violence Restraining Order (up to) (Domestic Violence Proceeding)
CA-110 (Rev. 7/11)	1/1/12	Car a Domestic Violence Restraining Order (up to) (Domestic Violence Proceeding) (Vehicle)
CA-110 (Rev. 7/11)	1/1/12	Car a Domestic Violence Restraining Order (up to) (Domestic Violence Proceeding) (Vehicle)
CA-110 (Rev. 7/11)	1/1/12	Car a Domestic Violence Restraining Order (up to) (Domestic Violence Proceeding) (Vehicle)
CA-110 (Rev. 7/11)	1/1/12	Car a Domestic Violence Restraining Order (up to) (Domestic Violence Proceeding) (Vehicle)
CA-110 (Rev. 7/11)	1/1/12	Car a Restraining Order To Preserve or Secure Personal Property (up to) (RPO)

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## California Courts – Self-Help

<http://www.courts.ca.gov/>



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## California Courts – Integrated Forms by Topic

<http://www.courts.ca.gov/>



- For each case type, provides basic information about applicable law
- Outlines steps in court process
- Forms presented within informational context
- Instructions for completing each form

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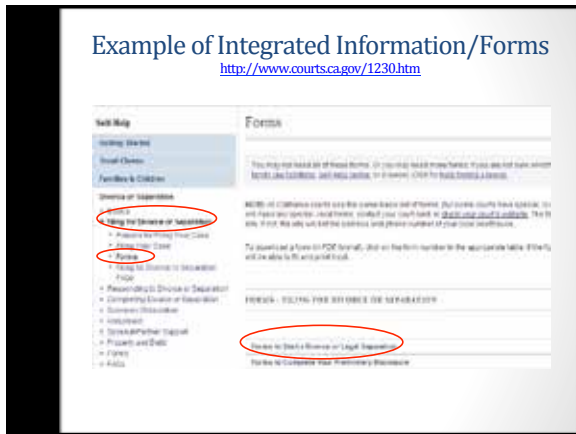
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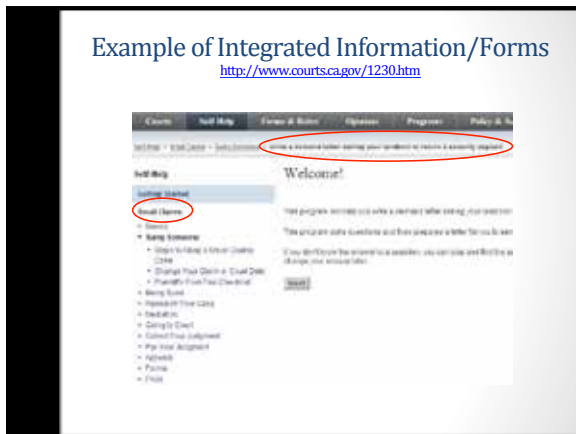
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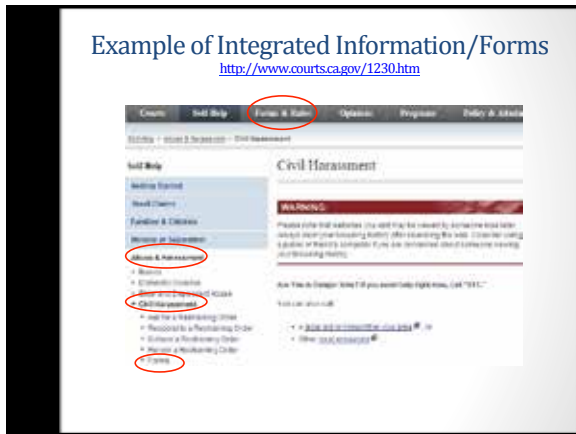
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Example of Integrated Information/Forms  
<http://www.courts.ca.gov/1230.htm>




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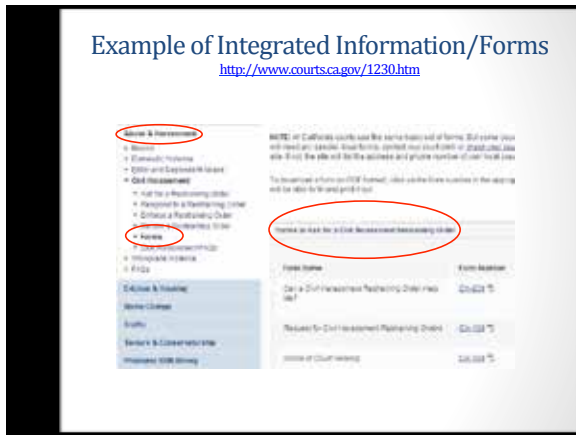
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Example of Integrated Information/Forms  
<http://www.courts.ca.gov/1230.htm>




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How to find a Local Court Form  
<http://www.courts.ca.gov/find-my-court.htm>




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## Print Resources – Available at County Law Libraries

Official U.S. court forms available in print in:

Federal Rules Appendix of Forms

- One volume, softcover
- Unannotated



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## Form Packets on U.S. District Court Websites

There are also form packets developed specifically for those without lawyers – known as a pro se litigant

- Available on California District Court websites
- Commonly available for:
  - General and civil rights
  - Social security appeals

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## United States District Court Central District of California Website

<http://www.cacd.uscourts.gov/>



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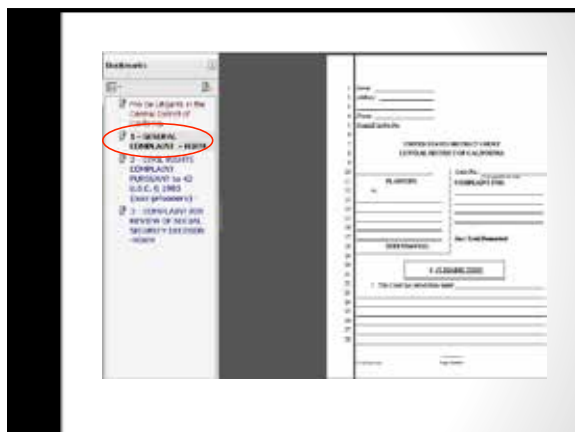
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# Finding Legal Forms: Getting Started in Public Libraries

## Creating a Form

If there is not a pre-printed form for your action, then you must create a unique form. There are library resources that will help you and give sample language.

- Motion to Set Aside a Judgment
- Motion for Stay of Execution
- Motion for Change of Venue
- Petition for Writ of Mandate
- Motion to Disqualify Judge

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## Drafting a Pleading

- For state courts, must be created per California Rules of Court 2.100 – 2.119 in legal format on pleading paper
- Format of a California complaint in *California Forms of Pleading and Practice*, ch. 123 – Complaints
- To create pleading, use Microsoft Word (versions 2003 and earlier) Pleading Wizard

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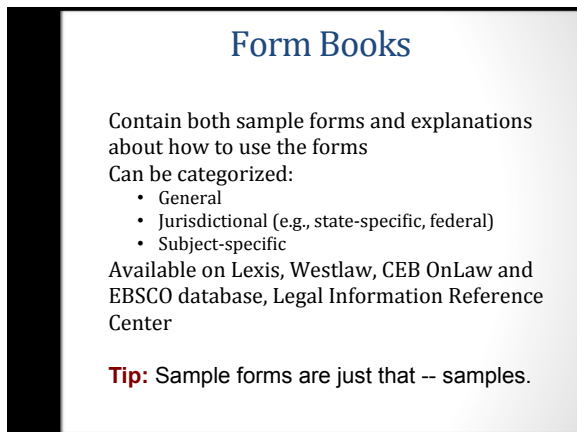
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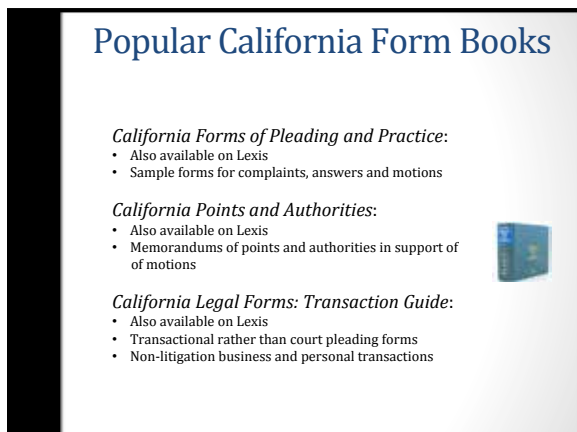
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# Finding Legal Forms: Getting Started in Public Libraries

## Popular California Form Books

**West's California Code Forms:**


- Also available on Westlaw

**CEB (California Continuing Education of the Bar) publications:**

- Also available on CEB OnLaw

**Rutter California Practice Guides:**

- Also available on Westlaw



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## Self-Help Form Books

**101 Law Forms for Personal Use (Nolo):**


- SHC KF170 .054

**Litigation by the Numbers (Lawdable Press):**

- SHC KFC 995.A65 G67 2003

**Win Your Lawsuit (Nolo):**

- SHC KFC968 .W56



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## Commercial Databases at County Law Libraries (in-library use only)

**Lexis:**

- California Forms of Pleading and Practice, California Points and Authorities and California Legal Forms: Transaction Guide




**WestlawNext:**

- Rutter California Practice Guides

**CEB OnLaw:**

- California Continuing Education of the Bar publications



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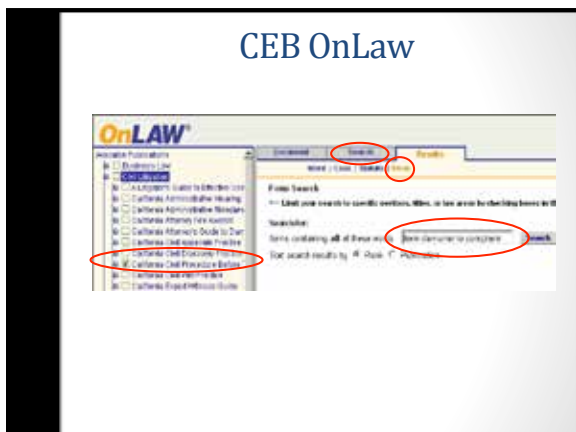
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### Forms – Legal Information Reference Center (EBSCO Host)

California consortium hosts full access (remotely) by county

- Example: LA Law Library  
<http://www.lalawlibrary.org/research/onsite/default.aspx>  
Login: CA / LA



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### Statutory Will Form – California State Bar

<http://www.calbar.ca.gov/Public.aspx>



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### Locating Law Libraries in CA

Council of California County Law Librarians  
<http://www.publiclawlibrary.org>



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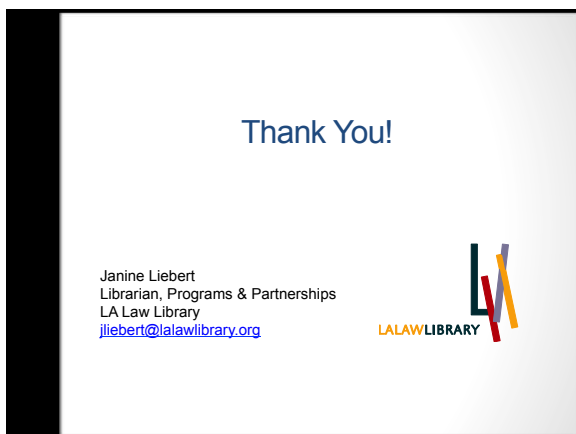
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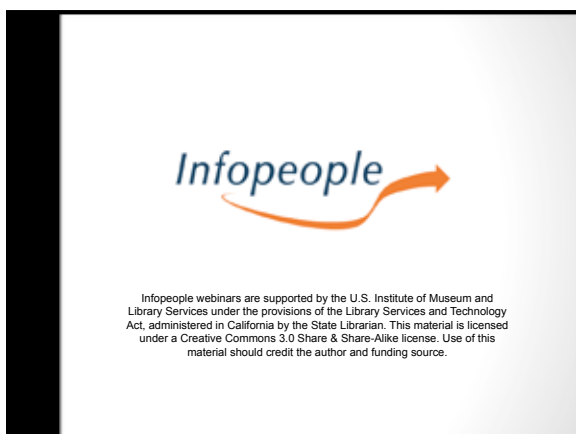
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