

Tip Sheet | Accessing Canadian Forms & Precedents

The purpose of this tip sheet is to show users how to access Lexis Advance Quicklaw's Canadian Forms & Precedents content.

Explore Content > Content Type > Drafting Materials (Precedents)

Under **Explore Content** pod on the home page, click on **Content Type** tab and then click **Drafting Materials (Precedents)** link.

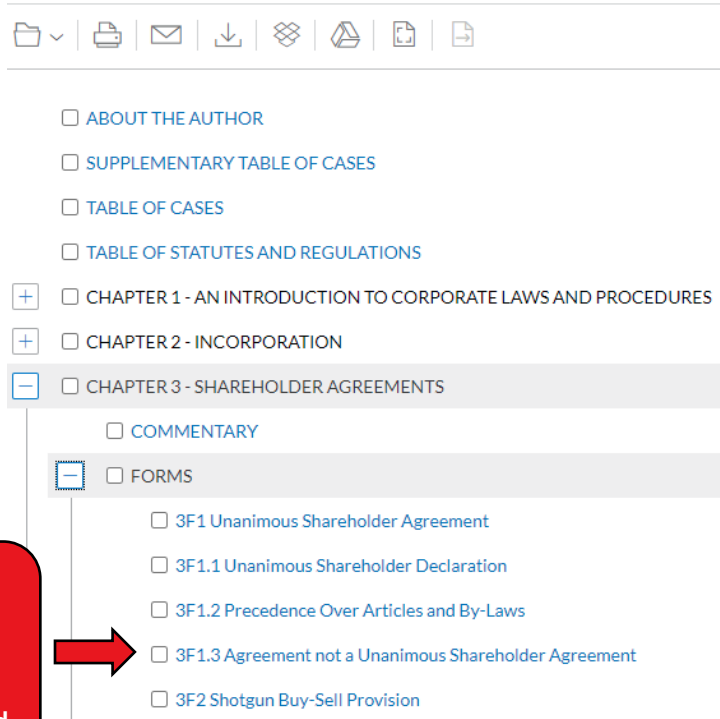
The first screenshot shows the 'Explore Content' pod with the 'Content Type' tab selected. A red callout '1' points to the 'Content Type' tab. A second red callout '2' points to the 'Drafting Materials (Precedents)' link under the 'Secondary Materials' section.

The second screenshot shows the search results page. A red callout 'Enter keywords to run a search' points to the search bar. Another red callout 'Click to set individual sources as pre-filters' points to the 'Select sources to search' radio button. A third red callout 'Click to browse the source (see next screenshot)' points to a source category link in the list of results.

Actions when browsing

Click on the PLUS/MINUS icons to expand/contract the topics

**Click link to open document
OR
Check the box to Print/Email/Download**



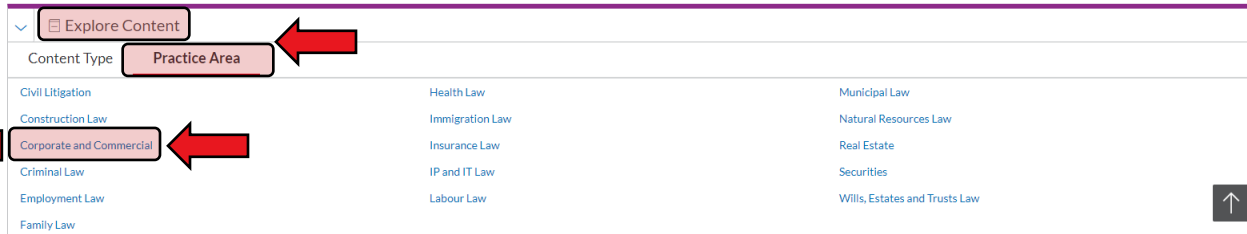
The screenshot shows a navigation menu with the following items:

- ABOUT THE AUTHOR
- SUPPLEMENTARY TABLE OF CASES
- TABLE OF CASES
- TABLE OF STATUTES AND REGULATIONS
- CHAPTER 1 - AN INTRODUCTION TO CORPORATE LAWS AND PROCEDURES
- CHAPTER 2 - INCORPORATION
- CHAPTER 3 - SHAREHOLDER AGREEMENTS
 - COMMENTARY
 - FORMS
 - 3F1 Unanimous Shareholder Agreement
 - 3F1.1 Unanimous Shareholder Declaration
 - 3F1.2 Precedence Over Articles and By-Laws
 - 3F1.3 Agreement not a Unanimous Shareholder Agreement
 - 3F2 Shotgun Buy-Sell Provision

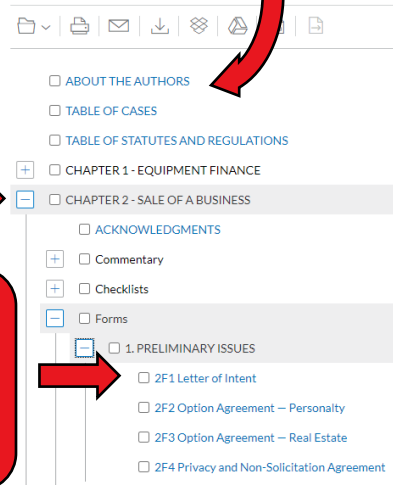
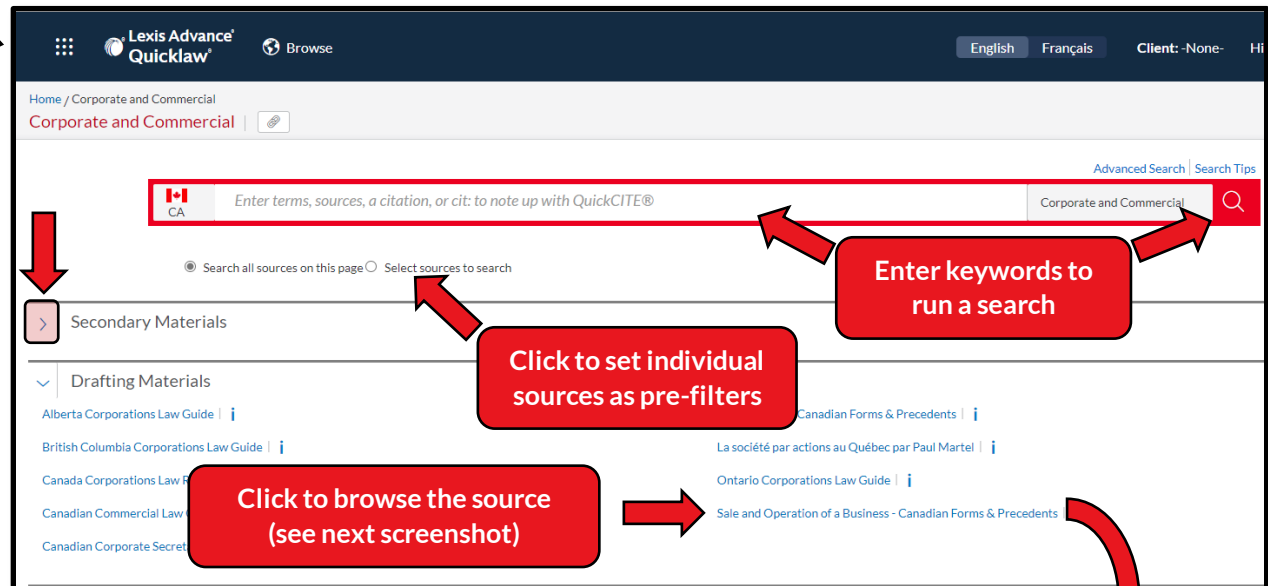
Annotations include red arrows pointing from the text boxes to the plus/minus icons and the document links.

Explore Content > Practice Area > link to relevant legal area

Under **Explore Content** pod on the home page, click on **Practice Area** tab and then click on the area of practice link you are interested in, e.g. **Corporate and Commercial**.



Click the arrow to minimize **Secondary Materials** section or scroll to the **Drafting Materials** section.

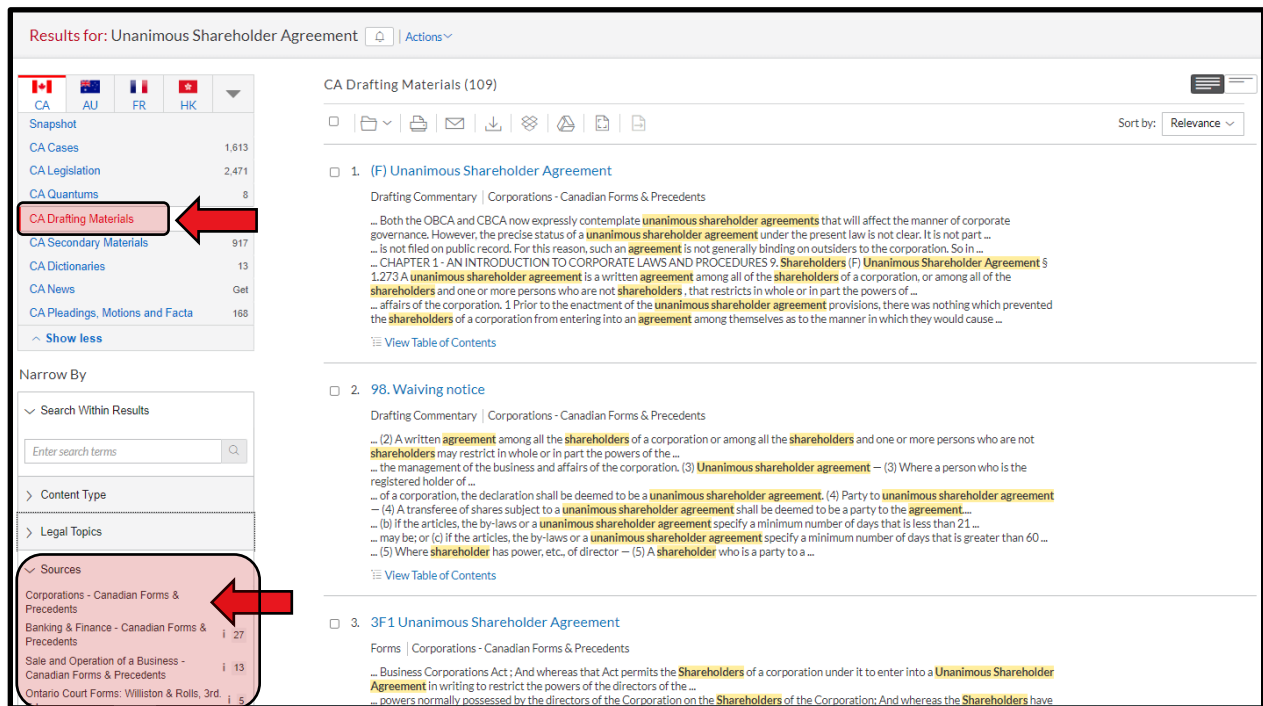


Running a Search from the Red Search Bar

In the Red Search Bar, type your keyword search and run the search.



Once on the Results page, click **CA Drafting Materials**. Use the **Sources** filter on the left-hand side to filter for documents from a specific publication, e.g. **Corporations – Canadian Forms & Precedents**.



TIP: If you are looking for forms/precedents, note that some of our **commentary** publications also have these materials, like the **Canadian Corporations Law Reporter** and **Canadian Commercial Law Guide**. To see documents from these sources on the Results Page, click on the **CA Secondary Materials** link, which is right below **CA Drafting Materials**.

For any questions or additional assistance, please contact our **Customer Service** team at 1-800-387-0899 (Monday – Friday: 7:00 AM – 11:00 PM ET, Saturday – Sunday: 9:00 AM – 11:00 PM ET) or write to us at service@lexisnexis.ca.

To arrange a training session, please contact your designated **Product Adoption and Learning Specialist** or email us at training@lexisnexis.ca.